



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
AGENDA  
Thursday, December 11, 2025**

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**CALL TO ORDER**

**First Nations Acknowledgement**

**AGENDA & SUPPLEMENTARY AGENDA**

**December 11, 2025**

Approve

**MINUTES**

**Board Meeting Minutes - November 20, 2025**

Page 8-28

Approve

**ELECTORAL AREA PLANNING**

**Other**

**Advisory Planning Commission Minutes - Electoral Area A  
(Smithers/Telkwa Rural)**

Page 29

Receive

**DEVELOPMENT SERVICES**

**ALR Application**

**Cameron Kral, Planner - ALR Non-Adhering Residential Use  
Application No. 1285 - Electoral Area D (Fraser Lake Rural)**

Page 30-38

Recommendation

## **Land Referral**

**Rowan Nagel, Planning/GIS Technician - Crown Land Application Referral No. 7410383 - Electoral Area C (Fort St James Rural)**

Page 39-40

Recommendation

## **Mine Referral**

**Cameron Kral, Planner - Notice of Work Referral Nos. 0200075 and 0200202 - Electoral Area A (Smithers/Telkwa Rural)**

Page 41-43

Recommendation

## **Renaming Referral**

**Jason Llewellyn, Director of Planning and Development Services - Necoslie River Name Change - Electoral Area C (Fort St James Rural)**

Page 44-48

Recommendation

## **Other**

**Jason Llewellyn, Director of Planning and Development Service - Gravel Extraction and Processing**

Page 49-68

Receive

## **ENVIRONMENTAL SERVICES**

**Alex Eriksen, Director of Environmental Services - Bylaw 1764 and 1879 - Proposed Amendment**

Page 69-102

Recommendation

## **ADMINISTRATION BYLAWS**

### **Bylaw for First, Second and Third Reading**

**Cheryl Anderson, Director of Corporate Services - Vanderhoof Rural Fire Protection Maximum Tax Limit Increase** Page 103-105  
Recommendation

### **Bylaw for First, Second, Third Reading and Adoption**

**John Illes, Chief Financial Officer - 2025 - 2029 Five Year Financial Plan Amendment** Page 106-110  
Recommendation

### **Rescind Third Reading, Third Reading as Amended**

**Cheryl Anderson, Director of Corporate Services - Fort Fraser Sewer Service Establishment Bylaw No. 2086, 2025** Page 111-114  
Recommendation

### **Rescind Third Reading, Third Reading as Amended and Adoption**

**Cheryl Anderson, Director of Corporate Services - RDBN Fort Fraser Water Service Regulatory Amendment Bylaw No. 2087, 2025 and RDBN Fort Fraser Sewer Service Regulatory Amendment Bylaw No. 2088, 2025** Page 115-123  
Recommendation

### **Bylaw for Adoption**

**Cheryl Anderson, Director of Corporate Services - Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2093, 2025** Page 124-127  
Recommendation

## **ADMINISTRATION REPORTS**

<b>Cheryl Anderson, Director of Corporate Services - RDBN Committee Appointments 2026</b>	Page 128-130
Ratify	
<b>Cheryl Anderson, Director of Corporate Services - RDBN Appointments 2026</b>	Page 131
Recommendation	
<b>Cheryl Anderson, Director of Corporate Services - Electoral Area Directors (EAD) Forum - March 10-11, 2026 - Richmond, BC.</b>	Page 132
Recommendation	
<b>Cheryl Anderson, Director of Corporate Services - BC Natural Resources Forum - Minister Meeting Requests</b>	Page 133-134
Recommendation	
<b>Nellie Davis, Manager of Strategic Initiatives and Rural Services - Lakes District Airport Society - Support for BC Air Access Program Applications</b>	Page 135
Recommendation	
<b>Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant in Aid - Groundbreakers Youth on Farms Program - Electoral Area A (Smithers/Telkwa Rural)</b>	Page 136-140
Recommendation	
<b>Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant in Aid - Decker Lake Hall - Electoral Area B (Burns Lake Rural)</b>	Page 141-145
Recommendation	
<b>Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant to the District of Fort St. James - Healthcare Recruitment Project - Electoral Area C (Fort St. James Rural)</b>	Page 146
Recommendation	



<b>Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant in Aid - Mouse Mountain Parent Advisory Council - Electoral Area D (Fraser Lake Rural)</b>	Page 147-151
Recommendation	
<b>Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant in Aid - Mapes Blackwater Sob Lake Community Club - Electoral Area F (Vanderhoof Rural)</b>	Page 152-157
Recommendation	
<b>Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant in Aid - Nechako Valley Exhibition Society - Electoral Area F (Vanderhoof Rural)</b>	Page 158-162
Recommendation	
<b>Jason Blackwell, Regional Fire Chief - 911 Maintenance Contract</b>	Page 163-202
Recommendation	
<b>John Illes, Chief Financial Officer - Financial Statements of Partners Involved in Service Delivery</b>	Page 203-214
Receive	
<b>John Illes, Chief Finance Officer - Schedule of 2026 Budget Meetings</b>	Page 215-216
Receive	
<b>Megan D'Arcy, Regional Agriculture Coordinator-RDBN Agriculture Water Assessment and Community Irrigation Study</b>	Page 217-255
Receive	
<b>Megan D'Arcy, Regional Agriculture Coordinator - Growing Opportunities Newsletter - Issue 31, November 2025</b>	Page 256-259
Receive	

## **ADMINISTRATION CORRESPONDENCE**

**Ministry of Environment and Parks - Response - CN Storage Areas for Creosote Ties** Page 260-262

Receive

**Ministry of Post-Secondary Education and Future Skills - UBCM Follow up RDBN Letter** Page 263-266

Receive

**Ministry of Post Secondary Education and Future Skills - Follow-up UBCM Joint Meeting with RDFFG** Page 267-269

Receive

**Union of B.C. Municipalities - 2025 Resolution Referred to UBCM Executive - Natural Resource Royalty Sharing with Watershed Association** Page 270-271

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), 90(1)(e) and 90(1)(g) of the *Community Charter* for the Board to deal with matters relating to:

- Covenant
- Labour Relations
- Land acquisition.

## **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, November 20, 2025**

Directors Present: Chair Mark Parker  
 Gladys Atrill  
 Shane Brien - left at 11:33 a.m., returned at 11:36 a.m.  
 Leroy Dekens  
 Martin Elphee  
 Judy Greenaway  
 Clint Lambert  
 Linda McGuire  
 Shirley Moon  
 Kevin Moutray  
 Chris Newell  
 Michael Riis-Christianson  
 Stoney Stoltenberg  
 Sarrah Storey - arrived at 10:01 a.m.  
 Henry Wiebe

Staff: Curtis Helgesen, Chief Administrative Officer  
 Cheryl Anderson, Director of Corporate Services  
 John Illes, Chief Financial Officer  
 Nellie Davis, Manager of Strategic Initiatives and Rural Services - left at 10:08 a.m., returned at 10:30 a.m., left at 11:18 a.m., returned at 12:49, left at 12:52 p.m.  
 Steve Davis, Building Inspector - arrived at 10:20 a.m., left at 11:50 a.m.  
 Jason Llewellyn, Director of Planning and Development Services - left at 12:52 p.m., returned at 12:58 p.m.  
 Wendy Wainwright, Deputy Director of Corporate Services  
 Amy Wainwright, Deputy Director of Planning and Development Services

Other: Quinten Beach, Superintendent, Nechako Watershed, Rio Tinto - left at 10:36 a.m.  
 Dale Bellavance, Bell Group, Hudson Bay Mountain Estates - via Zoom - arrived at 12:57 p.m.  
 Andrew Czornohalan, Director, Energy & Watershed

Partnerships, Rio Tinto - via Zoom - arrived at 10:02 a.m., left at 10:36 a.m.

Gary Mathiesen, Hudson Bay Mountain Estates Development Management Inc. - via Zoom - arrived at 1:01 p.m.

Michelle Miller, P.Ag., Executive Director, Northwest Invasive Plant Council - via Zoom - left at 11:18 a.m.

Mike Pangman, Field Operations Coordinator, Northwest Invasive Plant Council - via Zoom - left at 11:18 a.m.

Aman Parhar, Senior Advisor, Communities and Social Performance, Rio Tinto - via Zoom - arrived at 10:02 a.m., left at 10:36 a.m.

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### **CALL TO ORDER**

CAO Helgesen called the meeting to order at 10:00 a.m.

### **ELECTION OF CHAIRPERSON**

CAO Helgesen called for nominations for the position of Chairperson of the Regional District of Bulkley-Nechako for the year 2025/2026.

### **2025-BM-170**

Moved by Director Stoltenberg

Seconded by Director Riis-Christianson

That Director Parker be nominated for the position of Chairperson of the Regional District of Bulkley-Nechako for 2025/2026.

CAO Helgesen called for nominations for Chairperson a second time.

CAO Helgesen called for nominations for Chairperson a third time.

There being no further nominations, CAO Helgesen declared Director Parker Chairperson for the Regional District of Bulkley-Nechako for the year 2025/2026 by acclamation.

**CARRIED UNANIMOUSLY**

Thursday, November 20, 2025

3 of 21

**ELECTION OF VICE-CHAIRPERSON**

CAO Helgesen called for nominations for the position of Vice-Chairperson of the Regional District of Bulkley-Nechako for the year 2025/2026.

**2025-BM-171**

Moved by Director Greenaway

Seconded by Director Stoltenberg

That Director Brienens be nominated for the position of Vice-Chairperson of the Regional District of Bulkley-Nechako for 2025/2026.

CAO Helgesen called for nominations for Vice-Chairperson a second time.

CAO Helgesen called for nominations for Vice-Chairperson a third time.

There being no further nominations, CAO Helgesen declared Director Brienens Vice-Chairperson for the Regional District of Bulkley-Nechako for the year 2025/2026 by acclamation.

CARRIED UNANIMOUSLY

Chairperson Parker assumed the Chair.

**First Nations Acknowledgement**

**\* AGENDA & SUPPLEMENTARY AGENDA**

**November 20, 2025**

**2025-BM-172**

Moved by Director Stoltenberg

Seconded by Director Greenaway

That the Agenda for November 20, 2025 be approved and that the Supplementary Agenda be dealt with at this meeting.

CARRIED UNANIMOUSLY

**MINUTES****Board Meeting Minutes - October 23, 2025****2025-BM-173**

Moved by Director Stoltenberg

Seconded by Director McGuire

That the Board Meeting Minutes for October 23, 2025 be approved.

CARRIED UNANIMOUSLY

**Committee of the Whole Meeting Minutes - November 6, 2025****2025-BM-174**

Moved by Director Greenaway

Seconded by Director Moon

That the following Committee Meeting Minutes be received:

- Committee of the Whole Meeting Minutes
  - November 6, 2025
- Regional Transit Committee Meeting Minutes
  - November 6, 2025
- Rural Services Committee Meeting Minutes
  - November 6, 2025.

CARRIED UNANIMOUSLY

**\* Staff Introduction**

Chair Parker introduced Kaia Nitchie, First Nations Liaison.

**DELEGATIONS****RIO TINTO**

Andrew Czornohalan, Director, Energy & Watershed Partnerships - Re: Update

Mr. Czornohalan provided a PowerPoint Presentation.

Hydrology and Drought

- Reservoir Level
  - Nechako Reservoir Historical Elevation Since 1957

Thursday, November 20, 2025

5 of 21

- Snowpack
  - Total precipitation since April 2025
  - Chronological series of yearly average inflows
  - Elevation Forecast and Power Imports
- Operational update
  - Tariffs
  - Financial Outlook
  - Priorities for 2026
- Sustaining capital investments
- Nee Too Infrastructure Project Studies
  - Study Stages.

The following was discussed:

- Increasing drought conditions and the severity of drought conditions
  - High degree of variability in comparison to past weather conditions
- Alternative energy infrastructure
  - Mr. Czornohalan indicated that desktop conceptual studies have been conducted but no detailed work
- Board support
- First Nations partnership letters.

Chair Parker thanked Mr. Czornohalan for attending the meeting.

### **NORTHWEST INVASIVE PLANT COUNCIL**

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

Ms. Miller and Mr. Pangman provided a PowerPoint Presentation.

- The Northwest Invasive Plant Council
  - Mission
  - Divided into 8 Invasive Plant Management Areas (IPMAs)
- What does NWIPC do?
  - Invasive Plant Management
- Partnerships
- What is an invasive plant?
  - Impacts



Thursday, November 20, 2025

6 of 21

- Consequences of no action
- Prevention is key! Awareness is the starting point
- Education & Outreach
- Website and Newsletter.
- Species - Category's
- Prince George IPMA
- 2025 - Survey's
- Management - 2025
- Challenges
- 2026 Successes
- 2026 Goals with the Regional District of Bulkley-Nechako
- How to get involved
- Contact

Discussion took place regarding:

- Participation of CN Rail
  - Operate own program
  - Not a stakeholder at the NWIPC table
  - Recently have allowed some adjacency treatment for high priority weeds
  - No communication
  - Mr. Pangman will provide information to the RDBN to write a letter
- Best/good management guidelines and areas
  - Ministry of Mining and Critical Minerals has more stringent and enforced guidelines
  - Pipelines contribute and manage their areas but adjacent areas have seen the introduction of certain invasive weed species
- Electoral Area F (Vanderhoof Rural)
  - An increase of Canadian Thistle
  - Economic impact to forage crops
  - In areas where property owners are actively managing NWIPC can potentially assist in managing adjacent areas.

Chair Parker thanked Ms. Miller and Mr. Pangman for attending the meeting.

**DEVELOPMENT SERVICES****Land Referral**

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

**2025-BM-175**

Moved by Director Newell

Seconded by Director McGuire

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

CARRIED UNANIMOUSLY

**Other**

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

**2025-BM-176**

Moved by Director Stoltenberg

Seconded by Director Brien

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.

CARRIED UNANIMOUSLY

**Jason Llewellyn, Director Planning and Development Services - Planning Service Pilot Project**

**2025-BM-177**

Moved by Director Riis-Christianson

Seconded by Director Storey

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.

Opposed: Director Greenaway

Director Stoltenberg

CARRIED

The following was discussed:

- Monitor demand on staff and the Regional District
- Monitoring if there is a request from other municipalities to participate in similar services
- If the pilot is successful
  - Long-term considerations if other municipalities request similar services
  - Additional cost considerations if pilot project expands long term
  - Building capacity if service expansion occurs
  - Staff would bring forward details to the Board
- Importance of communication to the Board and the public at the outcome of the pilot project
- Supporting other local governments and creating efficiencies
- Ensuring service is cost neutral
- Annual fee for services
  - Work exceeding agreement - additional cost consideration
- Current expenditure of the grant from the Northern Development Initiative Trust and the Growing Communities Fund towards staffing to implement a Regional Housing Initiative and Deputy Director of Planning and Development Services position
- Current Planning Services provided to member municipalities
- Communication post pilot imperative.

## **BUILDING INSPECTION**

**Steve Davis, Building Inspector - Section 57 Notice on Title 3336-3500 Poplar Rd, 3350 Poplar Rd, - Electoral Area A (Smithers / Telkwa Rural)**

No comments from the gallery.

### **2025-BM-178**

Moved by Director Stoltenberg

Seconded by Director Dekens

That the Corporate Officer 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).

CARRIED UNANIMOUSLY

Discussion took place regarding the Agricultural Land Commission's decision and appeal process.

**Steve Davis, Building Inspector - Section 57 Notice on Title, 46357 Cluculz Hill Rd, - Electoral Area F (Vanderhoof Rural)**

No comments from the gallery.

**2025-BM-179**

Moved by Director Moon

Seconded by Director Moutray

That the Corporate Officer 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).

CARRIED UNANIMOUSLY

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

**2025-BM-180**

Moved by Director Riis-Christianson

Seconded by Director Dekens

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.

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS**

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

**2025-BM-181**

Moved by Director Stoltenberg

Seconded by Director Dekens

That the Board approve recommendations 1 through 6 as written.

**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 for a civic address sign project 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.

CARRIED UNANIMOUSLY

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

**2025-BM-182**

Moved by Director Storey

Seconded by Director Elphee

That the Board approve the 2026 meeting schedule as amended.

CARRIED UNANIMOUSLY

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

**2025-BM-183**

Moved by Director Dekens

Seconded by Director Stoltenberg

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

CARRIED UNANIMOUSLY

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

**2025-BM-184**

Moved by Director Newell

Seconded by Director Stoltenberg

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

CARRIED UNANIMOUSLY

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

**2025-BM-185**

Moved by Director Riis-Christianson

Seconded by Director Storey

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

Thursday, November 20, 2025

12 of 21

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 20<sup>th</sup> day of November, 2025.

CARRIED UNANIMOUSLY

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

**2025-BM-186**

Moved by Director Stoltenberg

Seconded by Director Atrill

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

CARRIED UNANIMOUSLY

**\* Lunch**

Break for Lunch at 12:03 p.m.

Reconvened at 12:49 p.m.

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

**2025-BM-187**

Moved by Director Stoltenberg

Seconded by Director Storey

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.

CARRIED UNANIMOUSLY

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

**2025-BM-188**

Moved by Director Greenaway

Seconded by Director Elphee

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.

CARRIED UNANIMOUSLY

\* **SUPPLEMENTARY AGENDA**

\* **ADMINISTRATION REPORTS**

\* **Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant in Aid - Nechako Valley Search and Rescue**

**2025-BM-189**

Moved by Director Moon

Seconded by Director Stoltenberg

That the Board approve allocating \$6,325 from Regional Grant in Aid, split evenly between the Area F (Vanderhoof Rural) and Area D (Fraser Lake Rural) allocations, to Nechako Valley Search and Rescue for the purchase of a trailer to transport equipment for search operations.

CARRIED UNANIMOUSLY

\* **Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant in Aid for Neighbourlink Vanderhoof**

**2025-BM-190**

Moved by Director Moon

Seconded by Director Moutray

That the Board approve a \$50,000 Regional Grant in Aid from the Area F (Vanderhoof Rural) allocation for Neighbourlink Vanderhoof to support the purchase of their rented building.

CARRIED UNANIMOUSLY

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

**2025-BM-191**

Moved by Director Stoltenberg

Seconded by Director Wiebe

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.

CARRIED UNANIMOUSLY

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

**2025-BM-192**

Moved by Director Riis-Christianson

Seconded by Director Dekens

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.

Opposed: Director Lambert

CARRIED

Discussion took place regarding the Standard Operating Guidelines and amendments moving forward to reflect the needs of the rural Volunteer Fire Departments. Director Lambert will meet with staff to discuss the Southside Volunteer Fire Department.

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

**2025-BM-193**

Moved by Director Dekens

Seconded by Director Elphee

That the Board receive the Chief Financial Officer's Financial Statements of "Partners" involved in Service Delivery memorandum.

CARRIED UNANIMOUSLY

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

**2025-BM-194**

Moved by Director Atrill

Thursday, November 20, 2025

15 of 21

Seconded by Director Elphee

That the Board receive the Chief Financial Officer's October 31 Directors Travel and Remuneration Summary.

CARRIED UNANIMOUSLY

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

**2025-BM-195**

Moved by Director Riis-Christianson

Seconded by Director Wiebe

That the Board receive the Director of Corporate Services' Letters re: Health and Restoration of the Nechako River memorandum.

CARRIED UNANIMOUSLY

**ADMINISTRATION CORRESPONDENCE**

**UBCM Provincial Response to 2024 Resolutions**

**2025-BM-196**

Moved by Director Riis-Christianson

Seconded by Director Stoltenberg

That the Board receive the Administration Correspondence from UBCM regarding the Provincial Response to 2024 Resolutions.

CARRIED UNANIMOUSLY

**VERBAL REPORTS AND COMMITTEE CHAIR REPORTS**

Village of Fraser Lake

Director Storey noted that the Village of Fraser Lake is navigating a complex 2026 Budget for the community.

District of Fort St. James

Director Elphee provided the following update:

- Bulk water system is operational
  - Jointly funded by Electoral Area C (Fort St. James Rural) and District of Fort St.

Thursday, November 20, 2025

16 of 21

### James

- Fort St. James Volunteer Fire Department will be receiving a new fire truck November 21<sup>st</sup>
- Met with Fibre Connect - current planning to have installation of fibre to residence and businesses in 2026
- Thanked Village of Burns Lake for assistance regarding doctor recruitment.

### District of Vanderhoof

Director Moutray noted the following:

- Completing the wet well for the lift station
  - Utilized RBA funding for the project
  - Utilized RBA funding for the under the river sewer line project
- Planning underway for the District of Vanderhoof Centennial Celebration - July 4-5, 2026.

### Electoral Area B (Burns Lake Rural)

Director Riis-Christianson reported:

- Continuing to work with Director Lambert and the Village of Burns Lake regarding recruitment and retention of medical professionals
  - 3-5 physicians are potentially coming to the community in 2026
  - Recruitment and Retention Coordinator has been very helpful
  - Biggest challenge and barrier to having people relocate to the community is housing
  - Looking forward to continuing work with the Village of Burns Lake
- Attended the Canada Rural and Remote Broadband West Conference in Kelowna November 12-14, 2025
  - The Conference gets better every year
  - Conversation continued about connecting communities
    - 700,000 households still do not have connectivity that meets the federally mandated 50/10 standards for connectivity with the majority being in rural areas
    - Connected with Telesat - developing a similar Low Earth Orbit satellite network to Starlink
      - Encourage the Rural Services Committee to invite them to a future meeting

Thursday, November 20, 2025

17 of 21

- Connected with Rogers regarding the cell phone dead spots along Highway 16
  - Requested the RDBN provide mapping of the areas of concern
- Primary focus of the conference was AI
  - Most companies are implementing a form of AI
  - Infrastructure and energy required to operate AI data centres
- Director Riis-Christianson will provide a written summary to the Board.

#### Electoral Area A (Smithers/Telkwa Rural)

Director Stoltenberg noted that Phase 3 of the Cycle 16 trail has paused for the winter and that Hudson Bay Mountain Ski Resort will be open November 22, 2025.

#### Electoral Area F (Vanderhoof Rural)

Director Moon provided an update regarding:

- Cattle markets for bred females
- Price of forage compared to 2024
- Neighbourlink Vanderhoof project.

#### District of Houston

Director Brienien spoke of the District of Houston budget process post closure of the Canfor Sawmill. Director Brienien announced that the District of Houston Christmas Light up and Fireworks will take place November 28<sup>th</sup>.

#### Town of Smithers

Director Atrill provided an update regarding:

- Kila How Ya Figure Skating Competition to take place in Smithers November 28-30, 2025
  - Expecting approximately 200 skaters
- Christmas on Main will begin November 28, 2025
  - Focus on shop local and/or regional
- Grant in Aid night in Smithers

- Non-profits - making communities a better place
- North Central Local Government Association (NCLGA)
  - Board take aways - improve reporting to the membership
    - Focus on resolutions, finance and advocacy
      - Resolutions 101 webinar - very good
      - Webinar in January 2026 to address the development of substance use and mental health for the new psychiatric hospital in northern BC
      - Advocacy meetings at the 2025 UBCM Convention
    - NCLGA Website has updates
    - 2026 NCLGA Conference and AGM - May 20-22, 2026 in Prince George
  - Resource Benefits Alliance (RBA) members teleconference November 27 from 12-1 p.m.

#### Electoral Area C (Fort St. James Rural)

Director Greenaway spoke of the following:

- In September 2025 Directors Elphee and Greenaway were made aware that the new Nats'oojeh Hospital and Health Centre in Fort St. James would see a reduction of physicians to two by March 2026
  - Met with Chief Erickson, Nak'azdli Whut'en, Chief Tom, Binche Whut'en and Councillor Mina Holmes, Tl'azt'en Nation, and wrote a letter to the Honourable Josie Osborne, Minister of Health and Northern Health requesting a recruitment coordinator for Fort St. James
  - In communication with the Village of Burns Lake regarding their hiring of a Recruitment and Retention Coordinator in collaboration with Northern Health. The position was funded by the Village of Burns Lake, RDBN and the Northern Interior Rural Division of Family Practice.
    - Director Greenaway indicated that they would like a similar approach in Fort St. James
    - Doctor Shannon Douglas, Northern Health provided action items for Fort St. James to focus on:
      - Developing a video of the area
      - Presenting at University of Northern BC
  - Directors Greenaway and Elphee were interviewed by CBC North regarding the new hospital in Fort St. James and the lack of doctors to staff it
  - In discussions with Nak'azdli Whut'en, Binche Whut'en and Tl'azt'en Nation, Northern Interior Rural Division of Family Practice regarding funding a

#### Retention and Recruitment Coordinator

- Hoping to hire a recruitment coordinator in 2026.
- Extreme Weather Shelter opened October 15th
  - Between October 15 and November 15 there were 200 clients.

#### Electoral Area E (Francois/Ootsa Lake Rural)

Director Lambert mentioned the following:

- Southside Ambulance has a sufficient number of attendants and are investigating the option of having a second Ambulance
- Need for a helipad
- School District 91 Nechako Lakes has completed the conversion of a section of the Grassy Plains School to a daycare that will accommodate 30 children.

#### Village of Telkwa

Director Dekens commented that Bathurst Resources, the parent company of Telkwa Mining Held an information session on November 12, 2025 regarding its Tenas Project. Employees of Bathurst Resources from New Zealand were also in attendance.

#### Village of Burns Lake

Director Wiebe provided the following update:

- Attended a community Restorative Justice Meeting and there will be upcoming training for Village of Burns Lake staff
- Recruitment and retention of physicians is moving forward and currently going well
- Working to have a Men's Shed in the community.

#### Village of Granisle

Director McGuire provided an update regarding:

- Budget challenges
- Registered Nurse visiting the community took a position in Houston
  - Secured a contract nurse until December 20th
  - Northern Health requested assistance with housing

Thursday, November 20, 2025

20 of 21

- Village of Granisle apartment unit is being utilized for BC Ambulance and its house is currently being offered as part of the CAO recruitment package
  - Encouraged communities to invest in housing to offer in the recruitment and retention of professionals coming to communities
- Paving projects complete
  - Expressed appreciation for the RBA funding in order to complete the project
- Christmas Light Up - November 30<sup>th</sup>
  - Volunteer Fire Department will be hosting a barbeque and the Lions Club will be conducting the Light up the Park event.

#### Chair Parker - Electoral Area D (Fraser Lake Rural)

Chair Parker spoke of the following:

- Cumulative effects for the number of projects being proposed in the region and Electoral Area D
- Attended the open house for the Blue Earth and Stellat'en First Nation proposed wind project
  - High turnout
  - a number of concerns regarding the closeness to homes, private land and the community
- Attended the Remembrance Day Ceremony along with Director Storey
- Met with Lara Beckett, Chair, Regional District of Fraser-Fort George and Dr. Theresa Burns, Chief Veterinarian and Corey Van't Haaff, Executive Director, College of Veterinarians of BC and the University of Northern BC about the continued concerns regarding the veterinarian shortage
- Cellular Service reductions along Highway 16
  - Spoke of mapping from the Ministry of Citizens' Service and having the information brought forward early 2026.

#### **RECEIPT OF VERBAL REPORTS**

Moved by Director Brien

Seconded by Director Moon

That the Board receive the various Directors' verbal reports.

CARRIED UNANIMOUSLY

Thursday, November 20, 2025

21 of 21

**IN-CAMERA MOTION**

Moved by Director Stoltenberg

Seconded by Director Brien

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

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Lambert

Seconded by Director Dekens

That the meeting be adjourned at 1:53 p.m.

CARRIED UNANIMOUSLY

---

Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate Services



**Advisory Planning Commission  
Meeting Minutes**

<b>Electoral Area A</b>	<b>Meeting Date: Monday November 3, 2025</b>	<b>Meeting Location: Virtually via Zoom</b>		
<b>Attendance</b>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>APC Members</u>  <input checked="" type="checkbox"/> Natalie Trueit-MacDonald  <input type="checkbox"/> Bob Posthuma  <input type="checkbox"/> <del>Sandra Hinchliffe</del>  <input type="checkbox"/> <del>Andrew Watson</del>  <input checked="" type="checkbox"/> Alan Koopman  <input checked="" type="checkbox"/> Paul Murphy         </td> <td style="width: 50%; vertical-align: top;"> <u>Electoral Area Director</u>  <input checked="" type="checkbox"/> Director Stoney Stoltenberg  <input type="checkbox"/> <del>Alternate Vicky Hoskins</del>   <u>Other Attendees</u>  <input checked="" type="checkbox"/> Amy Wainwright, Deputy Director of Planning and Development  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </td> </tr> </table>			<u>APC Members</u> <input checked="" type="checkbox"/> Natalie Trueit-MacDonald <input type="checkbox"/> Bob Posthuma <input type="checkbox"/> <del>Sandra Hinchliffe</del> <input type="checkbox"/> <del>Andrew Watson</del> <input checked="" type="checkbox"/> Alan Koopman <input checked="" type="checkbox"/> Paul Murphy	<u>Electoral Area Director</u> <input checked="" type="checkbox"/> Director Stoney Stoltenberg <input type="checkbox"/> <del>Alternate Vicky Hoskins</del>  <u>Other Attendees</u> <input checked="" type="checkbox"/> Amy Wainwright, Deputy Director of Planning and Development <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>APC Members</u> <input checked="" type="checkbox"/> Natalie Trueit-MacDonald <input type="checkbox"/> Bob Posthuma <input type="checkbox"/> <del>Sandra Hinchliffe</del> <input type="checkbox"/> <del>Andrew Watson</del> <input checked="" type="checkbox"/> Alan Koopman <input checked="" type="checkbox"/> Paul Murphy	<u>Electoral Area Director</u> <input checked="" type="checkbox"/> Director Stoney Stoltenberg <input type="checkbox"/> <del>Alternate Vicky Hoskins</del>  <u>Other Attendees</u> <input checked="" type="checkbox"/> Amy Wainwright, Deputy Director of Planning and Development <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Chairperson: Natalie Trueit-MacDonald		Secretary: Natalie Trueit-MacDonald		
Call to Order: 7:06pm				
<b><u>Agenda</u></b>				
7:00 pm            RZ A-01-21 (2025 Referral)				
<p>Applications (Include application number, comments, and resolution)</p> <p>RZ A-01-21 (rezone from Ag1 to M1, amend OCP)</p> <p>APC unanimously supports the application upon successful completion of the Environmental Assessment and ALR approval.</p>				
Meeting Adjourned: 7:28pm	Secretary Signature: <span style="background-color: black; color: black;">[Redacted Signature]</span>			



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cameron Kral, Planner  
**Date:** December 11, 2025  
**Subject:** **ALR Non-Adhering Residential Use Application No. 1285**  
**- Electoral Area D (Fraser Lake Rural)**

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

That Agricultural Land Reserve Non-Adhering Residential Use Application No. 1285 be recommended to the Agricultural Land Commission for approval.

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**EXECUTIVE SUMMARY**

The applicants are requesting Agricultural Land Commission (ALC) approval for a Non-Adhering Residential Use (NARU) for an illegally constructed second dwelling at 3469 Willowvale Road. The dwelling has a Total Floor Area (TFA) of 306 m<sup>2</sup> (3,294 ft<sup>2</sup>), which exceeds the ALC's 186 m<sup>2</sup> maximum TFA for an Additional Residence. The dwelling was also built without the ALC's required approval for soil placement during the construction process.

The applicants' preferred proposal is for the ALC to authorize the Additional Residence with a TFA up to 306 m<sup>2</sup> (3,294 ft<sup>2</sup>), and soil placement. Should the ALC not support the increased building size, the applicants are requesting approval for soil placement to finish construction, and the building size will be reduced to 184 m<sup>2</sup> (1,981 ft<sup>2</sup>) by filling in or converting the basement to a crawlspace.

ALC regulations allow the subject property to have up to two Single Family Dwellings:

- One Principal Residence with a TFA up to 500 m<sup>2</sup> (5,381 ft<sup>2</sup>), and
- One Additional Residence with a TFA up to 186 m<sup>2</sup> (2,002 ft<sup>2</sup>).

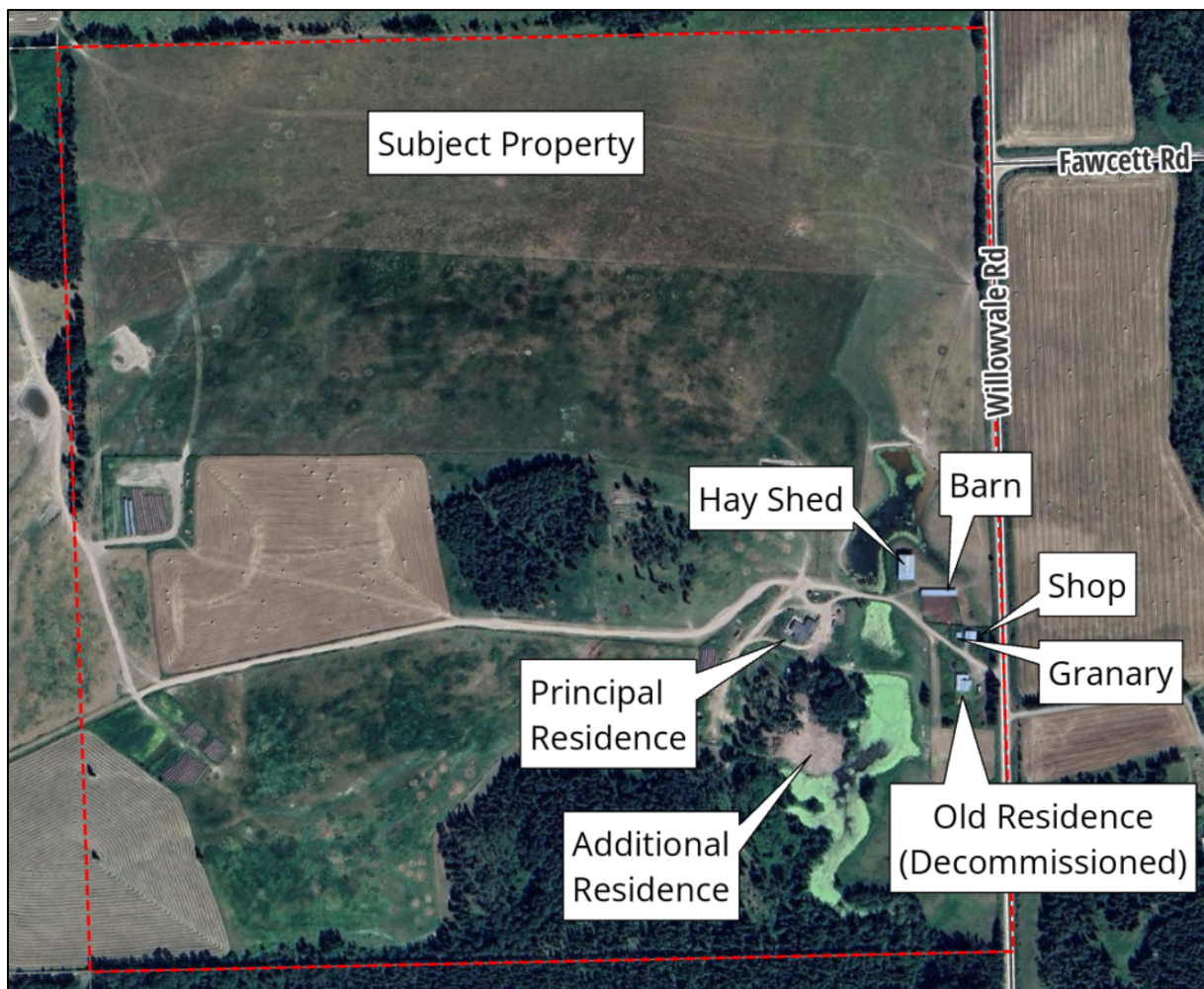
Staff recommend the application be forwarded to the ALC and that the applicants' preferred proposal to allow an Additional Residence with a TFA up to 306 m<sup>2</sup> be supported.

## APPLICATION SUMMARY

<b>Name of Agent/Owners:</b>	Gordon and Melodie Larson
<b>Electoral Area:</b>	D (Fraser Lake Rural)
<b>Subject Property:</b>	3469 Willowvale Road, legally described as the Northeast ¼ of Section 28, Township 14, Range 5, Coast District
<b>Property Size:</b>	≈65.07 ha (≈160.8 ac)
<b>OCP Designation:</b>	<b>Agriculture (AG)</b> in "Regional District of Bulkley-Nechako Endako, Fraser Lake and Fort Fraser Rural OCP Bylaw No. 1865, 2019" (the OCP)
<b>Zoning:</b>	<b>Agricultural (Ag1)</b> in "Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020" (the Zoning Bylaw)
<b>Existing Land Uses:</b>	Agriculture and residential
<b>Location:</b>	The subject property is part of a larger farm operation located approximately six kilometres east of Fort Fraser and is surrounded by large farm properties.

### Location Map:



**Property Map:****PROPOSAL**

The applicants are requesting ALC approval to allow an Additional Residence that began construction without the required approval from the ALC or RDBN building permits. The applicants' preferred proposal is to finish construction of the Additional Residence with a TFA up to 306 m<sup>2</sup> (3,294 ft<sup>2</sup>) to allow for a now existing basement. This proposed TFA is 120 m<sup>2</sup> (1,292 ft<sup>2</sup>) larger than permitted by the ALC.

If the ALC does not support the increased building size, the applicants are requesting soil placement approval to finish the Additional Residence with a TFA up to 184 m<sup>2</sup> (1,981 ft<sup>2</sup>) and either remove or convert the basement to a crawlspace. This alternative proposal complies with the 186 m<sup>2</sup> permitted by the ALC, but soil placement approval from the ALC is still required.

The applicants have a large farm operation on approximately 1,330 ha (3,286 ac) of land across ten properties, including the subject property. Approximately 445 ha (1,100 ac) of the land is cleared for hayfields and pasture to support an annual average of 320 heads of cattle. The

applicants and their son's family reside on the property in a 422.8 m<sup>2</sup> (4,551 ft<sup>2</sup>) Principal Residence and work the farm. The applicants recently expanded the farm by purchasing a quarter section on Telegraph Road and clearing it to grow alfalfa for the existing farm.

The applicants stated to staff the proposed 306 m<sup>2</sup> Additional Residence is related to succession planning for the farm and is necessary to provide more living space and to provide housing for additional farm workers. The applicants will continue working on the farm but are aging and the son will be taking over the farm operation. The son's family is also about to have a new child. The application states that the cost of housing in the area makes it challenging to find farm workers and without the Additional Residence, the farm will need to be scaled back.

## DISCUSSION

### Official Community Plan

The subject property is designated Agriculture (AG) pursuant to the OCP. The intent of AG designation is to preserve these lands for the purposes of farming and other related activities. OCP policy 3.1.2(1) states:

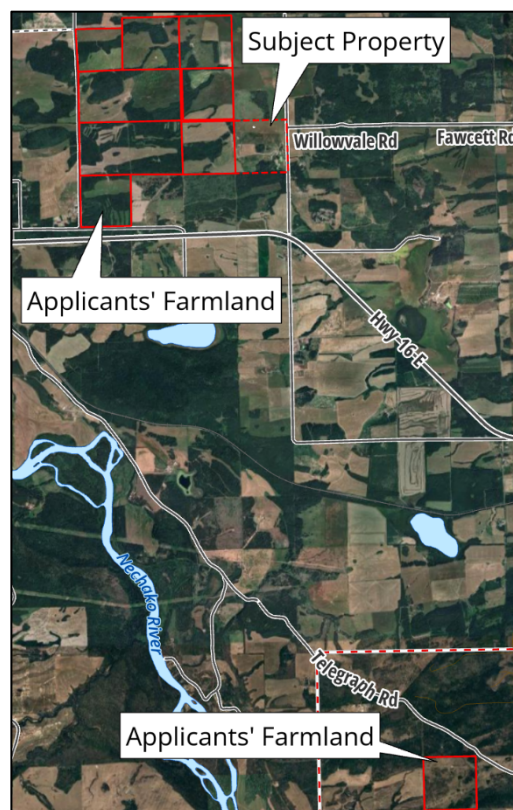
*Agriculture, grazing, and other compatible uses of land provided within the Agricultural Land Commission Act and Regulations will be permitted.*

### Zoning

The subject property is zoned Agricultural Zone (Ag1) pursuant to the Zoning Bylaw. The Ag1 Zone permits a density up to two Single Family Dwellings, unless additional dwellings are permitted pursuant to the *Agricultural Land Commission Act*. The Ag1 Zone does not regulate the TFA of Single Family Dwellings as their size is regulated by the ALC.

### Agricultural Capability

Canada Land Inventory mapping indicates the subject property has agricultural capability that is approximately 94 per cent Class 5X limited by cumulative and minor adverse conditions, Six per cent is organics (Class 0), which includes bogs, peats etc., and Class 5W limited by excess water (see Appendix A for more details).





### **Planning Department Comments**

At the September 18, 2025 Board meeting, the Board approved the attached "Agricultural Land Reserve Application Process Policy". Pursuant to Section 11 of the policy, this application is being brought to the Board without referral to the Electoral Area D Advisory Planning Commission or other agencies, and with limited staff review.

The property owner is working with the Building Inspectors to address outstanding building permit issues to allow a building permit to be issued if the necessary ALC approval is received.

In Staff's opinion, the proposal aligns with the OCP and no negative impacts to agriculture are expected. Staff recommend the application be forwarded to the ALC with a recommendation that the applicants' preferred proposal to allow the proposed Additional Residence with a TFA up to 306 m<sup>2</sup> be supported.

### **ATTACHMENTS:**

- Appendix A – Agricultural Capability
- Appendix B – Surrounding ALR Applications
- [Applicant ALC Submission](#) (Link)
- [RDBN Agricultural Land Reserve Application Process Policy 2025](#) (Link)

### **STRATEGIC PLAN ALIGNMENT:**

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

## Appendix A

### Agricultural Capability based on Canada Land Inventory Mapping

**94%** of the subject lands are Class 5X (limited by cumulative and minor adverse conditions)

**6%** of the subject lands are:

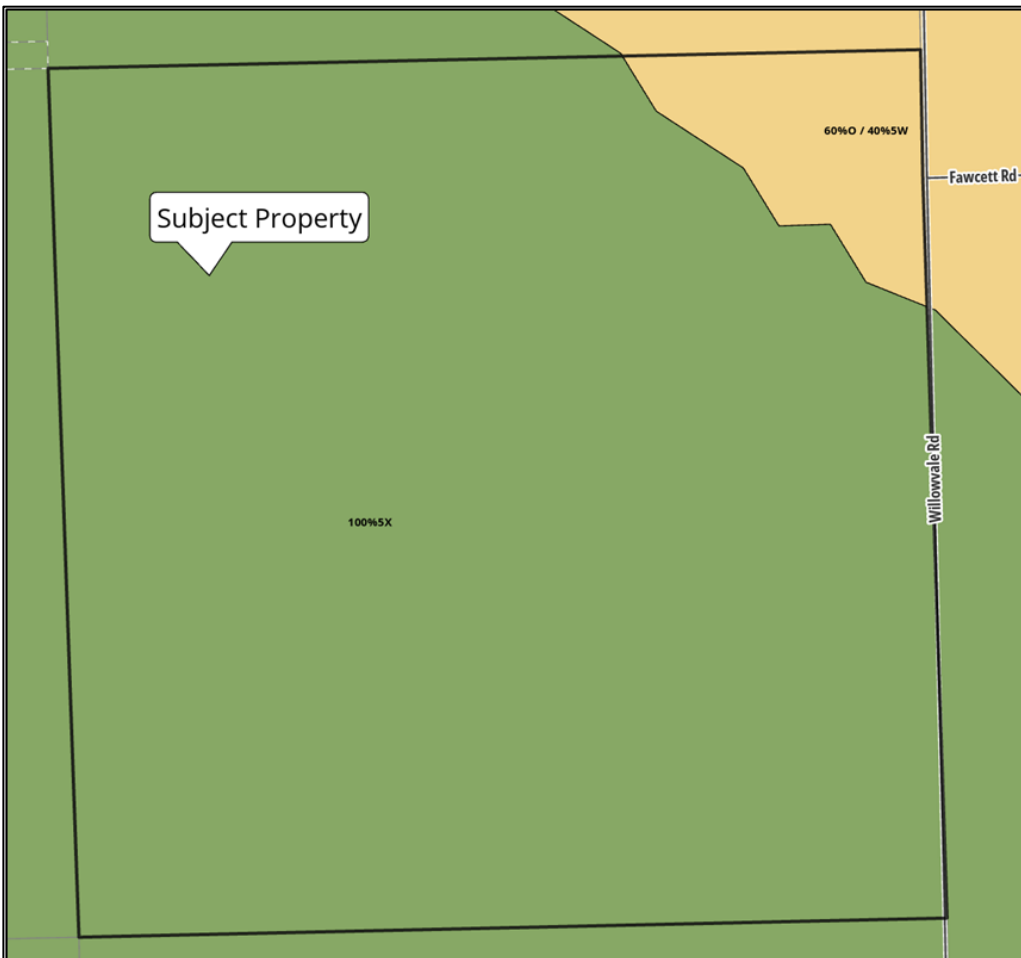
60% Class 0 (not placed in capability classes)

40% Class 5W (limited by excess groundwater)

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

**Class 0** Organic material (not placed in capability classes)

### Agricultural Capability Map



## Appendix B

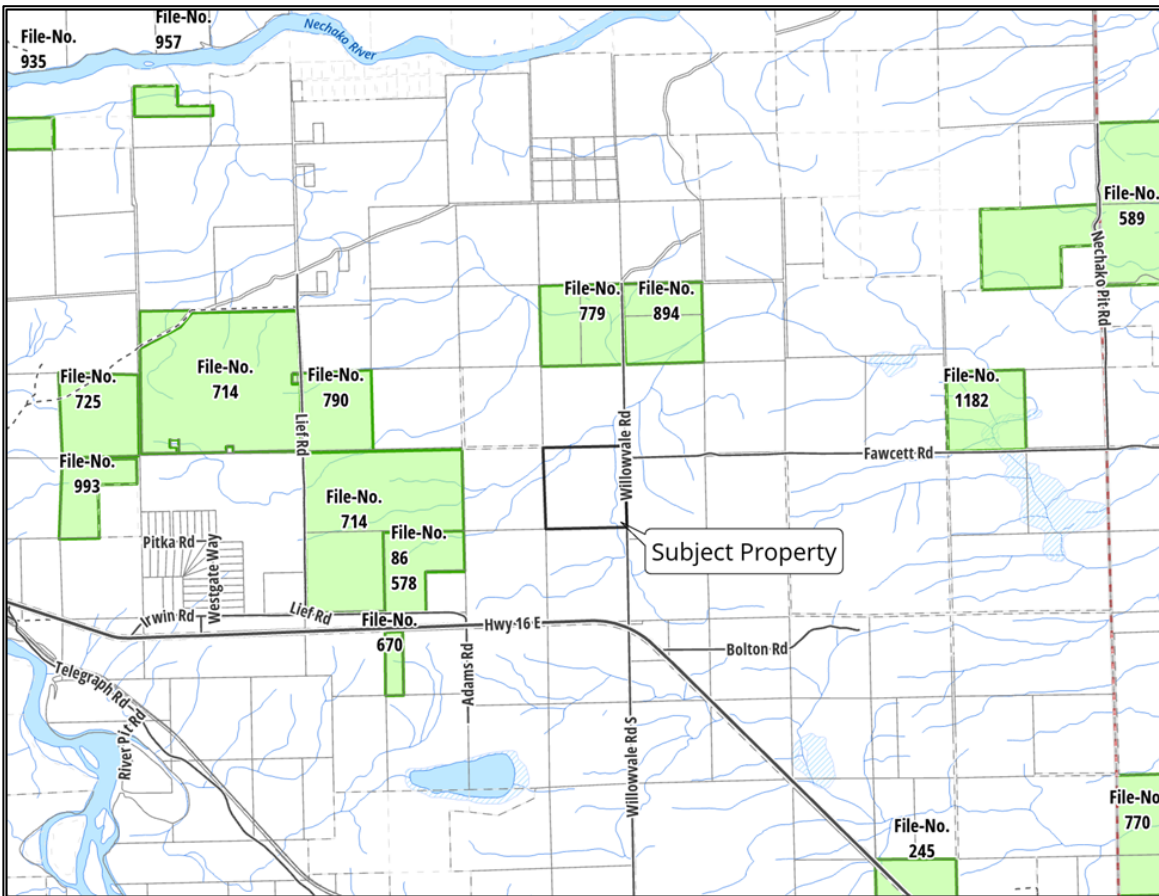
### Surrounding ALR Applications

ALR Application	Legal Description	Summary	Recommendation
86	Southeast ¼ of Section 29, Township 14, Range 5, Coast District, Except Plan 7108	Application for 12-lot subdivision.	Denial
			Denial
			Denied
245	Southeast ¼ of Section 14, Township 14, Range 5, Coast District, Except R/W Plan 4068	Application for two-lot subdivision as divided by highway 16.	Denial
			Denial
			Approved
578	Southeast ¼ of Section 29, Township 14, Range 5, Coast District, Except Plan 7108	Application to have two dwellings on subject property.	Approval
			Approval
			Denied
589	Northwest ¼ of Section 6; Southwest ¼ of Section 7, Except Block A, Township 14, Range 5, Coast District	Application for inclusion into the ALR.	Approval
			Approval
			Approval
670	Block 1, Section 20, Township 14, Range 5, Plan 5974	Application to use part of subject property for sale of used automobiles and farm equipment.	Denial
			Denial
			Denied
714	Various parcels, including Parcel A, Section 31, Township 14, Range 5, Coast District	Application for inclusion into the ALR (Ministry of Crown Lands).	Approval
			Approval
			Approved
725	Various parcels, including the Southeast ¼ of Section 36, Township 15, Range 5, Coast District	Application for inclusion into the ALR (Ministry of Crown Lands).	Approval
			Approval
			Approval
770	North ½ of the South ½ of Section 18, Township 13, Range 5, Except the most easterly 20 chains	Application to subdivide subject property.	Withdrawn
			Withdrawn
			Withdrawn
779	Northeast ¼ of Section 33, Township 14, Range 5, Coast District, Except	Application to subdivide 63, 2 ha into two parcels of 4.05 ha and 59.15 ha.	Denial
			Denial
			Denied



	highway R/W Plan 28064		
<b>790</b>	Southwest ¼ of Section 32, Township 14, Range 5, Coast District	Application for inclusion into the ALR. (Ministry of Lands and Parks)	Withdrawn
			Withdrawn
			Withdrawn
<b>894</b>	Part of the Northwest ¼ of Section 34, Township 4, Range 5 Coast District, Except highway R/W Plan 13497	Application to subdivide subject property.	N/A
			N/A
			N/A
<b>935</b>	Block A, Section 12, Township 17, Range 5, Coast District	Application for inclusion into the ALR.	Approval
			Approval
			Approved
<b>957</b>	Block C of Section 7, Township 16, Range 5, Coast District	Application for inclusion into the ALR.	Approval
			Approval
			Approved
<b>993</b>	Block D of Section 25, Township 15, Range 5, Coast District	Application for inclusion into the ALR.	Approval
			Approval
			Approved
<b>1182</b>	Unsurveyed Crown land in the vicinity of District Lots 2787 & 2789, Range 5, Coast District and Cariboo District	Application for Inclusion into the ALR.	Interests unaffected
			Interests unaffected
			Approval

## Surrounding ALR Applications Map





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Rowan Nagel, Planning/GIS Technician

**Date:** Dec 11, 2025

**Subject:** **Crown Land Application Referral No. 7410383**  
**- Electoral Area C (Fort St James Rural)**

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### RECOMMENDATION:

(all/directors/majority)

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7410383.

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### BACKGROUND

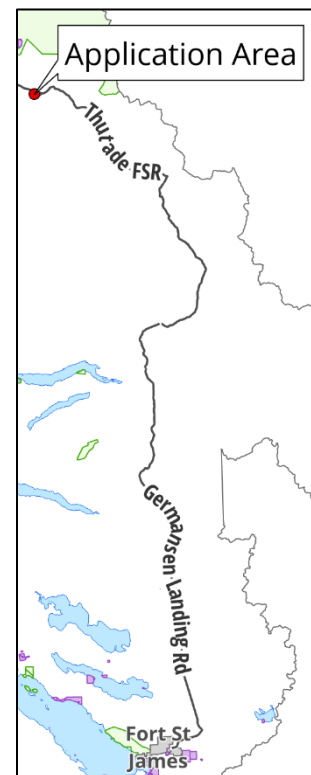
Shasyaz Contracting Ltd. has applied for a 10-year License of Occupation for a 14.1 ha section of Crown Land located approximately 140 km north of Fort St James. The application is to allow Shasyaz Contracting to operate an existing work camp that provides accommodation for up to 45 people. The land is about five km northwest of the community of Manson Creek.

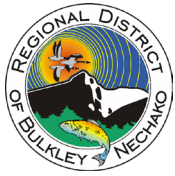
The industrial camp was built by Canadian Forest Products Ltd. under Special Use Permit (SUP# 25957 and 25959). The camp is currently active, and also provides facilities for the maintenance, repair, and storage of equipment.

No changes to operational periods or type of use are proposed in this application.

### ATTACHMENTS:

- Comment Sheet
- [Applicant Management Plan \(Link\)](#)





## Regional District of Bulkley-Nechako

### Comment Sheet on Crown Land Referral No. 7410383

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<b>Electoral Area:</b>	Electoral Area C (Fort St James Rural)
<b>Applicant:</b>	Shasyaz Contracting Ltd.
<b>Existing Land Use:</b>	Remote Industrial Camp
<b>Zoning:</b>	Not Zoned
<b>OCP Designation:</b>	Not Designated
<b>Proposed Use Comply with Zoning:</b>	Not Applicable
<b>Agricultural Land Reserve:</b>	No
<b>Access:</b>	Germansen Lake Mainline FSR via Thutade FSR
<b>Building Inspection:</b>	No
<b>Fire Protection:</b>	No
<b>Other comments:</b>	None



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Cameron Kral, Planner

**Date:** December 11, 2025

**Subject:** **Notice of Work Referral Nos. 0200075 and 0200202  
- Electoral Area A (Smithers/Telkwa Rural)**

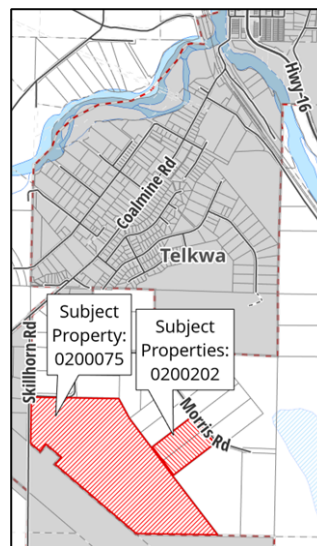
**RECOMMENDATION:** **(all/directors/majority)**

That the attached comment sheet be provided to the Province as the Regional District's comments on Notice of Work Referral Nos. 0200075 and 0200202.

### BACKGROUND

The RDBN has received a request to provide comment on two five-year Notice of Work (NoW) applications by Vihar Construction Ltd to continue operations at an existing gravel pit. The application areas covers 33.8 ha (83.5 ac) of private land adjacent to the Village of Telkwa and is accessed from Skillhorn Road.

There are approximately 20 residents within 500 m of the application areas, mostly along Morris Road. The nearest resident is approximately 100 m from the disturbance area of NoW 0200202. Staff recommend that the Ministry of Mining and Critical Minerals engage with area residents to identify any potential community impact issues which require mitigation.



The gravel pit operates March through November, Monday to Saturday, 7:00 AM to 5:00 PM. The applicant is proposing a combined annual extraction limit of 40,000 tonnes per year, including blasting once or twice per year. Information on mitigation measures, soil and groundwater management, acid rock drainage, and mapping is included in the attached Mine Management Plan.

The subject properties are zoned Agricultural (Ag1) and are within the Agricultural Land Reserve. The applicant received conditional authorization from the ALC for gravel extraction in 2024. Staff note the application proposes crushing, screening and washing. While the Zoning Bylaw cannot regulate the removal or deposit of soil, the Zoning Bylaw can regulate Aggregate Processing, which includes crushing, screening and washing. Aggregate Processing is not permitted in the

Ag1 Zone; therefore, the applicant must apply to the Regional District for a Temporary Use Permit to process aggregate.

**ATTACHMENTS:**

- [Mine Management Plan](#) (Link)
- Comment Sheet

**STRATEGIC PLAN ALIGNMENT:**

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

## Regional District of Bulkley-Nechako

### Comment Sheet on Mines Referral No. 0200202 & 0200075

<b>Electoral Area:</b>	Electoral Area A (Smithers/Telkwa Rural)
<b>Applicant:</b>	Vihar Construction Ltd.
<b>Existing Land Use:</b>	Aggregate Extraction
<b>Zoning:</b>	Agricultural (Ag1)
<b>OCP Designation:</b>	Agriculture (AG)
<b>Proposed Use Comply with Zoning:</b>	See other comments
<b>Agricultural Land Reserve:</b>	Yes
<b>Access:</b>	Skillhorn Road
<b>Building Inspection:</b>	Yes
<b>Fire Protection:</b>	Yes
<b>Other comments:</b>	

While the Regional District Zoning Bylaw cannot regulate the removal or deposit of soil, the Zoning Bylaw can regulate Aggregate Processing, including crushing, screening, and washing. Aggregate Processing is not a permitted use in the Ag1 Zone; therefore, an approved Temporary Use Permit from the Regional District is required to permit Aggregate Processing on the subject properties.

The application area is within the ALR. In 2024 the ALC conditionally approved the applicant's five-year development plan to extract 500,000 m<sup>3</sup> from a 32.0 ha area (ALC Resolution #298/2024).

It is recommended that the Ministry of Mining and Critical Minerals engage with area residents to identify any potential community impact issues which require mitigation.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Jason Llewellyn, Director of Planning and Development Services

**Date:** December 11, 2025

**Subject:** **Necoslie River Name Change - Electoral Area C (Fort St James Rural)**

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

That staff inform the Ministry of Tourism, Arts, Culture, and Sport that:

1. The RDBN has no objection to the proposed name change, and
2. The Province should consider if their Geographical Naming Policy and Procedures should be updated based on an evaluation of the long-term implications of removing the English reference to the geographic feature being named and using only the First Nations word prefix, or suffix for that feature.

### BACKGROUND

The RDBN has received a referral regarding a proposed change of the name of the Necoslie River to "Nak'azdlunkoh" (pronounced Na-k'az-dlun-koh). This renaming appears to include a change in the name of the river (Necoslie) as well as the removal of the word "river." The Carrier word for river is "koh" and is included in the word "Nak'azdlunkoh." Nak'azdlunkoh is described as the Carrier word meaning "Nak'azdli River."

Staff have no concern regarding a change in the name of the river. However, staff question the long-term implications of removing the English language reference to the type of feature being identified (rivers, creeks, lakes, mountains, bays, etc.). If this practice becomes common place interpretation of maps and other documents may prove difficult if it is not clear which feature is being referenced. Each First Nation's language may have a different prefix, suffix, or word in the new name identifying the feature; however, this will not be known to many readers of maps and other documents who will likely not be familiar with that First Nations language.

Staff recommend that the Province consider if there are any notable long-term implications of using the First Nations language to identify the geographic features being named and consider if changes to their Geographical Naming Policy and Procedures are necessary.

### ATTACHMENTS:



- Provincial Name Change Referral letter

**STRATEGIC PLAN ALIGNMENT:**

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

1. Relationships with First Nations



November 26, 2025

File: 10280-60 (93J/3, 93J/4, 93K/8)

Board of Directors  
Regional District of Bulkley-Nechako  
37 3rd Avenue, PO Box 820, Burns Lake, British Columbia V0J 1E0  
Sent by email to: [info@rdbn.bc.ca](mailto:info@rdbn.bc.ca)

Dear Board of Directors:

The BC Geographical Names Office has received a request from Nak'azdli Whut'en to change the official name of Necoslie River to "**Nak'azdlunkoh**" (pronounced Na-k'az-dlun-koh) located in the Regional District of Bulkley-Nechako. At this time, we are inviting comments on the proposed name as detailed in Appendix A and shown on the attached map.

Official names appear on Provincial and Federal maps and charts and included in the Province's official names datasets. The history of all past and present official names is maintained in the BC Geographical Names Information System and accessible through the BC Geographical Names Web App:

<https://apps.gov.bc.ca/pub/bcgnws/web/>.

In accordance with the BC Geographical Naming Policy and Procedures, before any naming decisions are made it is important to ascertain a) if there are known traditional names for this feature, and b) that the proposed name reflects the heritage values in the area. Requesting input from governments, communities and relevant organizations potentially impacted by a feature's official name is a vital step in the geographical naming process.

As an identified government, we are requesting any comments you have on behalf of your communities on this proposed official name change.

Adoption of this name would not prejudice legitimate claims to the land.

Please redirect this request to the appropriate contact within your government as needed or let me know if it should be sent elsewhere. Feel free to contact me directly if you have any questions. Thank you in advance for your comments; your response before February 27, 2025, would be appreciated.

Kind regards,

Trent Thomas  
Provincial Toponymist  
[Trent.thomas@gov.bc.ca](mailto:Trent.thomas@gov.bc.ca)

Enclosure

cc: Distribution

## Appendix A: Name Change Request

1. Change the official name of **Necoslie River** to "**Nak'azdlunkoh**" (pronounced: Na - kaz - dlun - koh) for the river that flows NW into the E end of Stuart Lake, at Fort St. James, Regional District of Bulkley-Nechako.
  - Current Official Name: Necoslie River
  - "**Nak'azdlunkoh**" is the Carrier name for this river and literally means "Nak'azdli River" (information submitted by Nak'azdli Whut'en, 2025).
  - The current name Necoslie is an anglicization of the Carrier word Nak'azdli (information submitted by Nak'azdli Whut'en, 2025).
  - This mouth of the river is located at: 54.4275, -124.2658.
  - "**Nak'azdlunkoh**" name record: <https://apps.gov.bc.ca/pub/bcgnws/names/77059.html>
  - Necoslie River name record: <https://apps.gov.bc.ca/pub/bcgnws/names/13455.html>

### Distribution List:

Binche Whu'ten

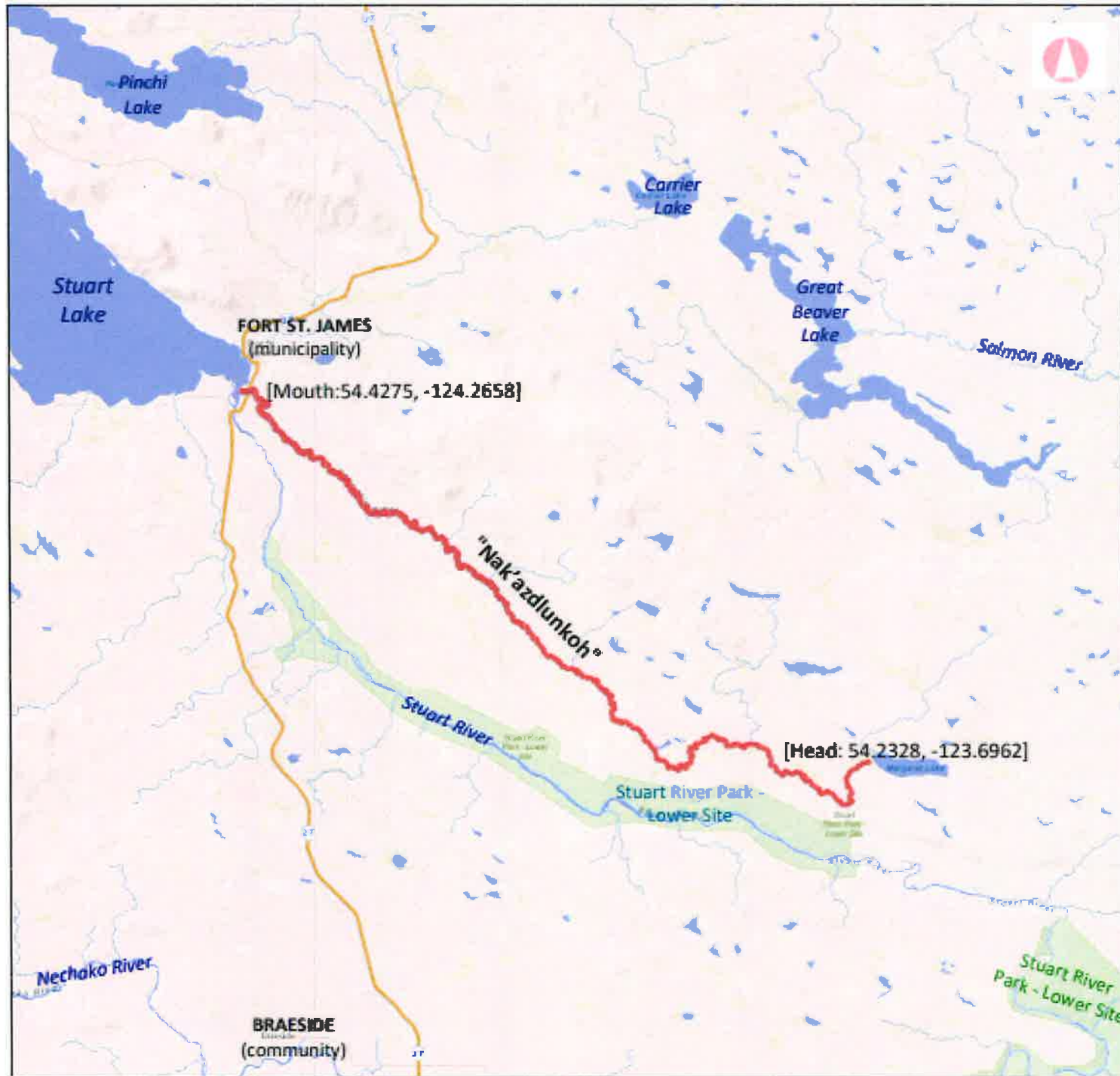
District of Fort St. James

Fort St. James Search and Rescue

Nechako Environment and Water Stewardship Society

Regional District of Bulkley-Nechako

Yekooche First Nation



## BC Geographical Names Office

### "Nak'azdlunkoh"

**Current Official Name:** Necolasie River

**Pronounced:** Na-k'az-dlun-koh

**Feature Type:** River

**Location:** 54.4275, -124.2658

**Relative location:** Flows NW into E end of Stuart Lake, at Fort St. James, Regional District of Bulkley-Nechako.

**NTS Maps:** 931/3, 931/4, 93K/8

0 11.74 23.48 km

1: 577,791

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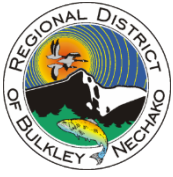
**CAUTION:** Maps obtained using this site are not designed to assist in navigation. These maps may be georectified and may not reflect current conditions. Unchecked records may exist. **DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.**

Datum: NAD83

Projection: WGS\_1984\_Web\_Mercator\_Auxiliary  
Software:

### Key Map of British Columbia





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning and Development Services  
**Date:** December 11, 2025  
**Subject:** **Gravel Extraction and Processing**

---

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

Receive

---

### DISCUSSION

At the October 23, 2025 Board Meeting there was extended discussion regarding the RDBN's limited regulatory role relating to the location and operation of gravel pits in the RDBN, and the appropriate level of review of gravel pit operations during the approval process for temporary use permits for the crushing and screening of gravel. As a follow up to these discussions staff are providing the Board with a 2021 discussion paper which discusses in detail the provincial regulatory framework for the mining of gravel within which the RDBN operates.

This discussion paper was first reviewed by the Board at their January 28, 2021, Board Meeting. At this meeting the Board unanimously passed the following motion."

"That staff be directed to work with the Ministry of Energy, Mines and Low Carbon Innovation (the Ministry) to identify opportunity to increase communication on land use conflict issues and ensure that the RDBN receives referrals regarding EMLI applications for new gravel extraction permits and permit renewals."

As directed staff worked with the Ministry to better ensure that the Ministry consistently refers permit and permit renewal applications to the RDBN Board for comment. The Ministry and the Agricultural Land Commission (ALC) also entered a memorandum of understanding ensuring that mines permits are not issued or renewed without the required ALC approval. This process results in the RDBN Board processing ACL applications for soil removal in the ALR, increasing the RDBN's opportunity to comment on any land use impacts associated with aggregate extraction.

The discussion paper was again reviewed by the Board at its October 12, 2023 Committee of the Whole Meeting where Ministry staff were a delegation.

### ATTACHMENTS:

## Gravel Extraction and Processing Discussion Paper

### **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



# **Gravel Extraction and Processing in Electoral Area A: A Discussion Paper**



## Table of Contents

INTRODUCTION .....	4
THE REGULATION OF GRAVEL EXTRACTION .....	5
The Mines Act .....	5
Gravel Pits in the Agricultural Land Reserve .....	5
Soil Removal and Deposit Bylaws .....	7
THE REGULATION OF GRAVEL PROCESSING .....	8
Gravel Processing and Zoning .....	8
Temporary Use Permits .....	9
PROVINCIAL CONSULTATION REGARDING GRAVEL EXTRACTION .....	11
EMLI Referrals .....	11
ALC Notice of Intent and Non-Farm Use Referrals .....	11
Crown Land Referrals .....	11
GRAVEL PITS IN ELECTORAL AREA A .....	12
Gravel Pits and Community Character .....	12
Gravel Pits on Agricultural Land .....	13
Gravel Pits and the Environment .....	14
CONCLUSION .....	15
Schedule A .....	16
Schedule B: Electoral Area A Gravel Pit Status Table .....	18





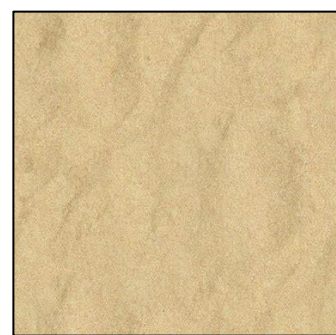
## INTRODUCTION

For the purpose of this report aggregate refers to the wide range of materials used in construction and maintenance including sand, crushed stone and sorted stone. In the RDBN aggregate is processed gravel. Aggregates are a critical component of every aspect of building and infrastructure development. Almost every aspect of community building and maintenance requires some form of aggregate.

In the RDBN aggregate is typically produced in “gravel pits.” Sand and gravel are removed from the ground and washed, sorted and /or crushed into the multitude of aggregate products required by any community. The cost of gravel is closely tied to the transportation costs associated with extraction, processing and delivery. Therefore, there is a very strong desire for gravel pits to be located close to population centers. This results in the notable potential for land use conflict. The high potential for land use conflict, and the critical necessity for a good supply of inexpensive aggregate product for community building and maintenance, is the reason that the Province of BC has retained control over regulations that restrict the location of gravel pits in BC.

This report does the following:

- outlines the regulatory framework for gravel extraction and aggregate processing in BC.
- describes how aggregate processing is regulated by the RDBN, and
- discusses the gravel extraction and aggregate situation in Electoral Area A.



## THE REGULATION OF GRAVEL EXTRACTION

### The Mines Act

The Ministry of Energy, Mines and Low Carbon Innovation (EMLI) through the *Mines Act* retains the primary authority to regulate mining (which includes gravel extraction) in BC. The EMLI permitting process for gravel pits may include review and approval of site operational plans, the equipment used, the reclamation plans, access management, noise abatement, and protection of cultural and heritage resources. The EMLI may also require security as necessary to ensure that the approved mining plan and reclamation requirements are followed.

The Mines Inspector for the EMLI is responsible for evaluating applications for a permit to operate a gravel pit and have the authority to require First Nations and public consultation, and referrals to local governments. The Mines Inspector, through the substantial powers vested in the Chief Inspector of Mines, has significant powers to modify permits. Permit holders can be fined for violating permit conditions.

The EMLI process tends to focus on the mining process, worker health and safety, environmental impacts, and reclamation at the mine site. It does not appear to include a vigorous process to evaluate and address the full range of community impacts associated with gravel extraction operations. EMLI permits are typically issued for a term of 5 years and can be renewed any number of times.

### Gravel Pits in the Agricultural Land Reserve



There are two ways in which gravel pits can be allowed in the Agricultural Land Reserve (ALR). A property owner can initiate a Notice of Intent – Soil Removal on ALR Land (NOI) process or make a Non-Farm Use - Removal of Soil (NFU) application.

The NOI application fee is \$150 and the application must be made prior to gravel pit operation. Retroactive approvals cannot be given through the NOI process. The application is reviewed and considered for approval by the Chief Executive Officer (CEO) of the Agricultural Land Commission (ALC). Upon review of a complete NOI application the CEO may request additional information within 60 days. Once all the additional information requested by the ALC is provided, the CEO has 60 days to approve or deny the application.

Approvals are typically given subject to terms and conditions relating to the reclamation and remediation of the site in a manner appropriate for future agricultural use. Local governments are notified when a Notice of Intent is submitted; however, they do not have a role in processing or evaluating the application, unless the CEO requests their input. Local governments are copied on decisions once made.

A NFU application can be made if a NOI application is refused. A property owner may also apply directly for a NFU application without first making a NOI application. The NFU application fee is \$1,500, or \$1,350 if a NOI application has been previously submitted (and refused). The application is considered by the ALC's Soil and Fill Panel and applications are expected to take between 6 months to one year for approval. NFU applications are processed through the local government to the ALC. The local government reviews the application and forwards it to the ALC with comments and recommendations.

The ALC provides little indication of the type of soil removal activity that can be expected to be allowed under the NOI process. Therefore, property owners may choose the NFU application process even though it is the longer and more expensive process because of the uncertainty and potential time delay associated with the NOI process. RDBN staff have encouraged the Ministry of Agriculture to work with ALC staff to develop meaningful guidelines regarding the nature of soil removal which can be expected to be approved through the NOI process.

## **Soil Removal and Deposit Bylaws**

Gravel extraction includes the activities necessary to remove gravel from the ground and transport it from the property. This is not a use that can be regulated through local government zoning powers. Local governments have the potential authority to regulate the gravel extraction process, and the location of gravel pits, through the adoption of a Soil Removal and Deposit Bylaw pursuant to section 327 of the *Local Government Act*. However, in recognition of the Provincial interest in mining, including gravel extraction, section 9 of the *Community Charter* requires that a Soil Removal and Deposit Bylaw be approved by the Minister of Energy, Mines, and Petroleum Resources if it prohibits gravel removal.

EMLI has taken the position that a Soil Removal and Deposit Bylaw which contains regulations which create volume restrictions on gravel removal is in effect prohibiting soil removal. Therefore, Minister approval may be required for a bylaw which regulates the extraction process even though that bylaw does not explicitly control where gravel extraction may occur.

Obtaining Minister approval for a Soil Removal and Deposit Bylaw has been described as a daunting process. Local governments are required to satisfy the EMLI that the bylaw will not inappropriately conflict with EMLI regulations and processes and will not have an impact on the local supply of, or cost for, aggregate resources for the foreseeable future. Satisfying EMLI typically requires the undertaking of a comprehensive aggregate inventory within the area that is subject to the proposed bylaw.

All regional district Soil Removal and Deposit Bylaws are in the southern half of the Province. There are reports that efficient and effective implementation of these bylaws may be a challenge given the overlapping jurisdiction with the EMLI. Also, there is limited ability to retroactively enforce a new bylaw or revisit the terms of a Mines permits that has been granted. There are also concerns that the EMLI may rely on the local government to assume most of the enforcement activity for which they were previously responsible.

In the Planning Department's opinion, the cost to develop and administer a Soil Removal and Deposit Bylaw which can control the location of gravel pits may outweigh any community benefits that would be achieved. Should the Board wish to proceed with the development of a Soil Removal and Deposit Bylaw for the RDBN it is recommended that the bylaw only regulate (but not prohibit) soil removal. The recommended approach is that the RDBN work with the EMLI to ensure that the RDBN receives referrals regarding gravel pit permits, and that the approval processes appropriately consider community impacts associated with gravel extraction. This approach has minimal RDBN taxation implications, avoids unnecessary jurisdictional conflict and overlap, and avoids placing an additional level of bureaucracy on the aggregate industry.



## THE REGULATION OF GRAVEL PROCESSING

### Gravel Processing and Zoning

As previously noted, the gravel extraction process is not a land use that can be regulated through local government zoning. However, the processing of gravel and manufacture of aggregate-based products can be regulated through zoning. Most operational gravel pits can be expected to screen or crush gravel on-site at some time throughout the year. A few gravel pits have gravel processing equipment on site all year and operate that equipment as necessary; however, many gravel pits bring processing equipment to the pit to operate only for a few weeks during the year.

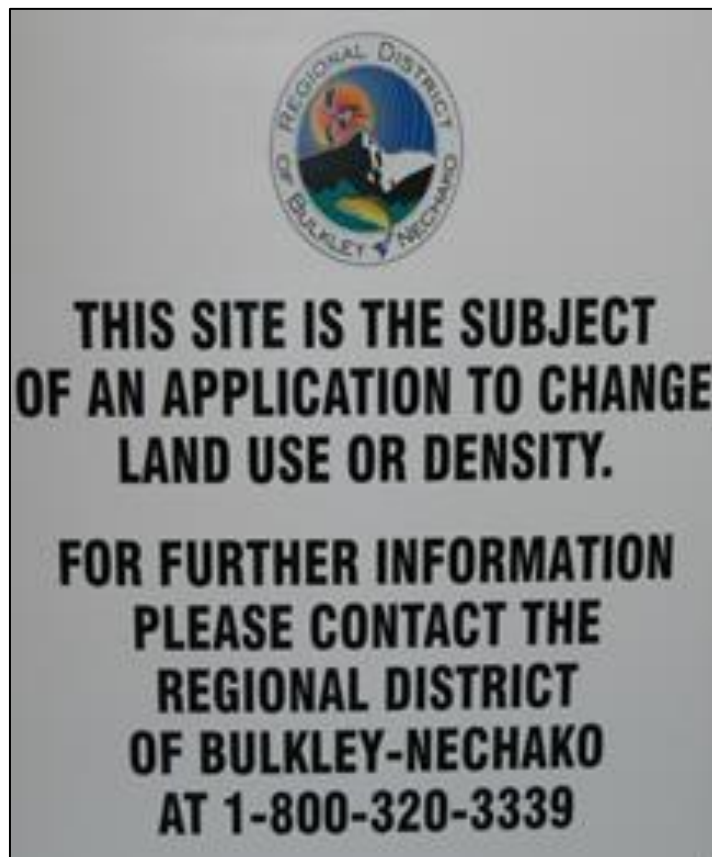
“Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020” defines “**Aggregate Processing**” as the use of a mechanically operated device or structure to sift, sort, crush or separate rock, sand, gravel or other material of which land is composed; or to wash or separate silts, and other fine or small materials from larger rock, sand, gravel or other material of which land is composed. These uses are allowed in the Light Manufacturing (M1), and Heavy Manufacturing (M2) Zones. However, in most situations in the RDBN, and throughout the province, gravel processing in gravel pits is approved by local governments through the issuance of a Temporary Use Permit (TUP).



### Temporary Use Permits

If a property owner has a need to use property, on a temporary basis, for a use that is not allowed by zoning they may apply for a TUP. This permit, if issued by the RDBN Board, may allow a use that is not permitted by zoning for a period of up to 3 years, in accordance with the terms outlined in the permit. The Board may extend the TUP for up to another three years. A TUP may only be extended once. Once an extended TUP expires a new TUP application, subject to *Local Government Act* public notification requirements, is required.

Applications for TUPs must follow a process that is outlined in the *Local Government Act* and “Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020”. A notice and location map will be published in the local newspaper the week prior to the Board meeting where an application is considered. Adjacent property owners and residents are sent a written notice of the consideration of the TUP and are given an opportunity to provide input to the Board. The sign shown below is placed on the property advertising the application. A TUP application is typically considered by the Regional District of Bulkley-Nechako Board after they have provided area residents with an opportunity to comment on the proposed TUP. The Board will then consider the application, and may issue the TUP subject to conditions, request additional information, or reject the application. Generally, the process takes from two to four months to complete.



Dealing with gravel processing at gravel pits through the issuance of a TUP has several advantages. The RDBN does not have to commit to allowing the processing use long term. The RDBN can review the processing use and the impact on the community at least every three years when a permit is renewed, or a new application is required. The issuance of a temporary use permit is discretionary and the RDBN Board has a high level of flexibility in imposing conditions or refusing to issue a permit. The permit term approved can also be less than the three-year maximum. Typical conditions associated with the issuance of a TUP are limitations on hours and days of operation, and screening such as berms. The conditions imposed are designed to limit the overall impact of the gravel extraction process, and not just the gravel processing activity.

The Planning Department is typically supportive of accommodating aggregate processing in gravel pits at the site of extraction. If aggregate cannot be processed at the site of extraction it must first be shipped to a processing location prior to use. This unnecessarily increases heavy truck traffic on public roads and increases the cost of aggregate.

It is noted that the zoning regulations regarding the processing of gravel were strengthened with the adoption of “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.” Gravel pits in the RDBN that legally processed gravel prior to the adoption of the new zoning bylaw may continue non-conforming processing under the protection of section 528 of the *Local Government Act*. Most gravel pits which process infrequently do not have TUP approval for processing. The RDBN Planning Department relies on public complaints to initiate enforcement where aggregates are being processed without a required TUP. When public complaints are received, staff will investigate whether gravel processing is occurring and may work with the aggregate producer to determine if a TUP is required.



## **PROVINCIAL CONSULTATION REGARDING GRAVEL EXTRACTION**

### **EMLI Referrals**

In the past EMLI has not consistently send referrals to the RDBN regarding new permits to operate gravel pits in the RDBN; however, staff believe that this has been addressed. The RDBN is not typically sent referrals regarding the renewal of a EMLI permit, and the RDBN has not required these referrals. It is recommended that the RDBN ask to be sent referrals regarding permit renewals. This increases the opportunity for the Board to highlight land use conflict issues that may exist, and work with EMLI to appropriately engage with area residents, without adding an additional layer of bureaucracy on gravel pit operators.

### **ALC Notice of Intent and Non-Farm Use Referrals**

The RDBN is not involved in the ALC's NOI approval process for gravel extraction from ALR land. Given the nature of this process it is not recommended that the RDBN ask to become involved.

The RDBN is involved in processing and commenting on NFU applications on ALR land. The RDBN has the option of not forwarding these applications to the ALC and can, therefore, prohibit the legal operation of a new gravel pit in the ALR through this process. RDBN comments to the ALC asking the ALC to regulate non-agriculture related impacts will likely not be acted upon.

### **Crown Land Referrals**

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLRD) are consistent in sending referrals to the RDBN regarding the issuance of new licenses of occupation (LOU) for gravel pits. These gravel pits are typically small and tend to be remotely located.

The RDBN Planning Department has previously raised concerns with the MFLRD regarding their issuance of LOU's for the processing of gravel, including the operation of asphalt plants, without first ensuring that the uses are permitted on those lands by zoning. This has led to enforcement issues in the past as license holders assume that Provincial authorization is adequate to allow the processing.



## **GRAVEL PITS IN ELECTORAL AREA A**

### **Gravel Pits and Community Character**

The maps attached as Schedule A titled “Electoral Area A Gravel Pit Map 1/2 and 2/2” show the location of operating gravel pits in Electoral Area A between the Village of Telkwa and the Town of Smithers. This report focuses on this area between the municipalities as it contains the greatest concentration of gravel pits in proximity to residential and agricultural uses. The table attached as Schedule B provides information regarding the status of the gravel pits shown on the Electoral Area A Gravel Pit Maps.

Most of these gravel pits (pits 2, 3, 4, 5, 6, 7, 8, 11, and 12) are located on lands designated Agriculture (Ag) in the “Smithers Telkwa Rural Official Community Plan” (OCP), within the Agricultural Land Reserve (ALR), and zoned Agriculture (Ag1) in “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.” Gravel pit 1 has an Industrial (I) designation. Gravel pits 9 and 10 are located on lands designated Resource (Re) in the *Smithers Telkwa Rural Official Community Plan* (OCP), and zoned Large Holdings (H2) in “Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020.”

The area between the municipalities is reserved primarily for agriculture and resource development uses in the long term. The area has relatively low population density. However, there are pockets of residential development within the area where resident’s quality of life expectations may conflict with the gravel pits operations. These impacts are typically related to noise, aesthetics, and heavy truck traffic. The most notable impacts tend to be associated with noise. Planning Department staff do not receive a notable number of complaints from residents regarding gravel pit operations. Complaints tend to be received when there is a change in situation (new gravel pit, removal of a berm or screening, etc.).

An RDBN enacted soil removal bylaw, with Minister approval, could regulate the location of gravel pits within the area between the Town of Smithers and the Village of Telkwa. However, as this area is the primary location of known gravel resources in the region the RDBN would have to identify an accessible source of gravel relatively close to the municipalities, preferably in a location free from potential land use conflict. This may not be practical.

In staff’s opinion the most efficient and effective approach would be to work with the EMLI to identify land use conflict issues that require consideration during their permitting process, and that adequate operational restrictions are put in place to mitigate community impacts. This could include the RDBN requesting that the EMLI consider requiring gravel pit operators to engage with the community to better understand the impacts that may require mitigation, as part of the permitting process.

### Gravel Pits on Agricultural Land

Official Community Plan policy 1.1.2 (2) states that “The responsible Provincial Ministry should ensure that agricultural lands used for aggregate extraction are adequately restored for agricultural purposes.” The Agricultural Land Reserve approval process and the EMLI permitting process both apply reclamation requirements. Typically, agricultural soils are to be preserved on site and distributed back on the land at the end of the gravel extraction operations on the land. Agricultural Land Commission approval typically requires that the gravel extraction process not impact the long-term agricultural viability of the land. This includes consideration of the proposed final topography of the lands.

An RDBN enacted soil removal bylaw (may not require Minister approval) could regulate the way a gravel pit is reclaimed and could require security to ensure reclamation is undertaken. This regulation would be in addition to the reclamation regulations imposed by the ALC and the EMLI. In staff’s opinion the most efficient approach would be to work with the EMLI to ensure that reclamation is given appropriate consideration during their permitting process, and that adequate security is being required to ensure proposed reclamation is undertaken as soon as possible.



## **Gravel Pits and the Environment**

Vegetation and topsoil must be removed from the ground to access gravel. This has an incremental impact on biodiversity as plants and habitats are removed. If done inappropriately, gravel extraction can disrupt the movement of surface water and groundwater, and in extreme circumstances may impact the quantity and quality of water for residents and wildlife. There is no reason to believe that the EMLI does not appropriately regulate gravel extraction to provide the necessary protection of the environment, and water quality and quantity. It appears that this is the focus of their regulatory efforts.

Gravel pit reclamation typically includes recontouring of lands, re-distributing topsoil or suitable growth medium, and re-establishing vegetation. It is important that gravel extraction occurs in a planned manner to ensure that disturbed lands can be reclaimed as soon as possible. A mine plan which includes reclamation planning and phased pit development may reduce reclamation costs and allow for earlier reclamation. This avoids large reclamation costs when a pit is closed and reduces the chance that reclamation does not occur because of topographical or budget constraints.

Gravel pits and the movement of gravel can facilitate the growth and spread of invasive plants and noxious weeds. It is important that gravel pits have procedures in place to control invasive plants and noxious weeds. This is an important consideration given that gravel pits are commonly located in agricultural areas.

## **Gravel Pits, Cumulative Effects, and Quality of Life**

The concept of “cumulative effects” from development activities occurring in the rural area has been raised by Board Directors in the past. Cumulative effects can be defined as changes to the environment caused by multiple activities whose individual direct impacts may be relatively minor but in combination with others result in environmental effects over time.

The most prevalent activities contributing to cumulative effects in Electoral Area A, in order of impact are (in staff’s opinion) agriculture, residential development, industrial activity including gravel pits), and transportation infrastructure. It is noted that a new gravel pit has not been created in the study area in the last 10 years; however, the size of some gravel pits has increased. Agriculture is also relatively stable as a land use and appears to be increasing at a moderate rate in the area. The most constant area of change in Electoral Area A is associated with the continued increase in residential development in the rural area. New house construction in the rural area is greater than that occurring in the Village of Telkwa and the Town of Smithers. People are increasingly choosing to move into areas designated for Agriculture (Ag) or Resource (Re) use in the “Smithers Telkwa Rural Official Community Plan”

(OCP) even though their quality of life is defined by aesthetics and a very quiet lifestyle. The function of these areas is, in part, to accommodate land uses such as gravel pits, which must be accommodated in the rural area because they may conflict with specific quality of life expectations.

The best process to manage the above noted community development issues is through the Official Community Plan review process. This process includes extensive consultation with all community stakeholders to find the most appropriate balance between the various community interests that exist. The land use issues associated with gravel extraction were specifically discussed as part of the OCP review process in 2014 and will again be evaluated during the next OCP review scheduled for 2023.

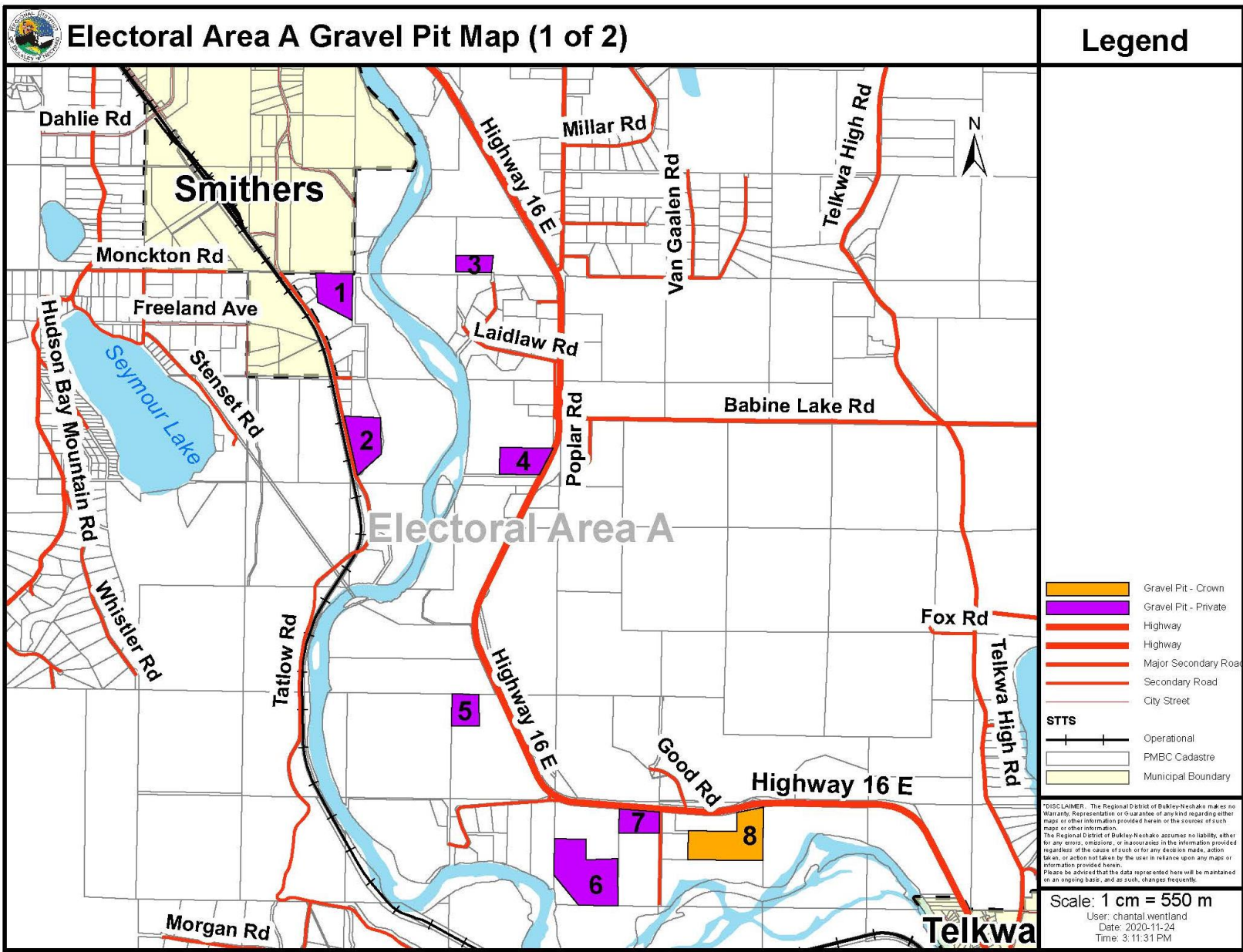
## **CONCLUSION**

Staff do not recommend that the RDBN pursue the option of enacting a soil removal bylaw. The practical ability to impact the location of gravel pits in the region is limited. There is no reason to believe that the EMLI does not appropriately regulate gravel extraction to provide the necessary protection of the environment, and water quality and quantity. And the EMLI and the ALC both regulate gravel pit reclamation.

In staff's opinion the most efficient and effective approach to address land use conflict between gravel pits and rural residents is to work with the EMLI to improve the referral process. This will allow the Board an opportunity to highlight potential land use conflict issues that should be given appropriate consideration during their permitting process and identify adequate operational restrictions that may be put in place to mitigate community impacts. The RDBN could also request that the EMLI consider requiring gravel pit operators engage with the community to better understand the impacts that may require mitigation.



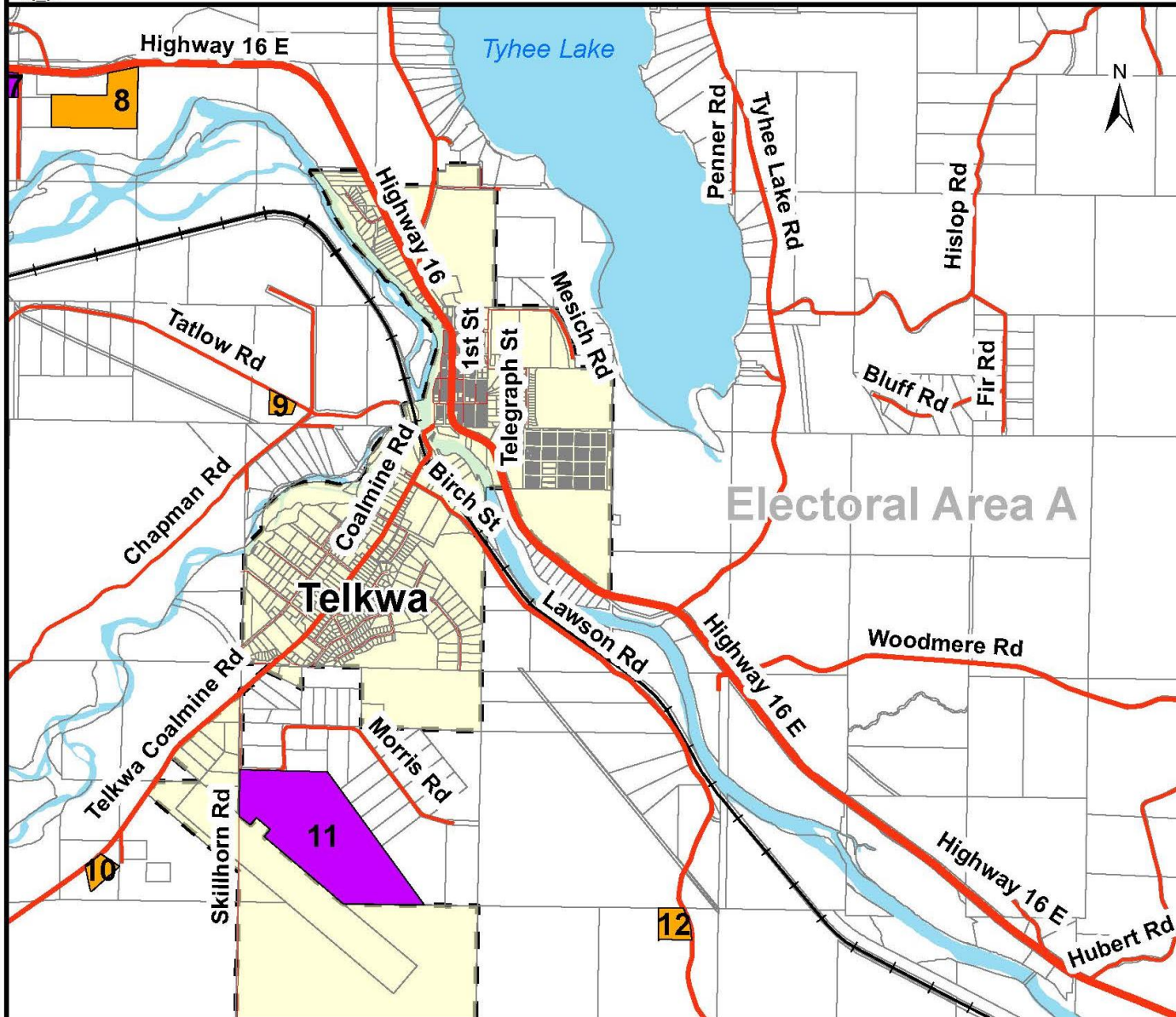






## Electoral Area A Gravel Pit Map (2 of 2)

## Legend



- Gravel Pit - Crown
- Gravel Pit - Private
- Highway
- Highway
- Major Secondary Road
- Secondary Road
- City Street
- STTS**
  - Operational
  - PMBC Cadastre
  - Municipal Boundary

\*DISCLAIMER: The Regional District of Bulkley-Nechako makes no Warranty, Representation or Guarantee of any kind regarding either maps or other information provided herein or the sources of such maps or other information.  
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Scale: 1 cm = 550 m

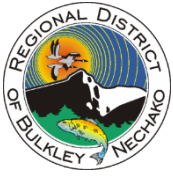
User: chantal.wentland  
Date: 2020-11-24  
Time: 3:10:53 PM

### Schedule B: Electoral Area A Gravel Pit Status Table

Gravel Pit 1	Status	Comment
Private or Crown	Private	
OCP and Zoning	Industrial / Ag1	
ALC approval	n/a	
EMLI Permit	Permit No. G-2-115	Mine No. 0200506
TUP	no	
Gravel Pit 2	Status	Comment
Private or Crown	Private	
OCP and Zoning	AG / Ag1	
ALC approval	Yes	5-year term expires April 30, 2021
EMLI Permit	Permit No. G-02-68	Mine No. 0200279
TUP	no	
Gravel Pit 3	Status	Comment
Private or Crown	Private	Very small and inactive
OCP and Zoning	AG / Ag1	
ALC approval	Expired	NOI expired August 31, 2016
EMLI Permit	Permit No. G-2-130	Mine No. 0200462
TUP	no	
Gravel Pit 4	Status	Comment
Private or Crown	Private	
OCP and Zoning	AG / Ag1	
ALC approval	Yes	Soil Conservation Act 2001
EMLI Permit	Permit No. G-2-130	Mine No. 0200582
TUP	no	
Gravel Pit 5	Status	Comment
Private or Crown	Private	
OCP and Zoning	AG / Ag1	
ALC approval	Yes	ALC approval Expires Dec. 2021
EMLI Permit	Permit No. G-2-144	Mine No. 1650585
TUP	Yes (2020)	
Gravel Pit 6	Status	Comment
Private or Crown	Private	
OCP and Zoning	AG / Ag1	
ALC approval	Decision pending	Application made March 19, 2020
EMLI Permit	Permit No. G-2-112	Mine No. 0200550
TUP	no	
Gravel Pit 7	Status	Comment
Private or Crown	Private	
OCP and Zoning	AG / Ag1	

ALC approval	Yes	ALC approval expires Sept. 2021.
EMLI Permit	Permit No. G-2-131	Mine No. 0200455
TUP	no	
<b>Gravel Pit 8</b>	<b>Status</b>	<b>Comment</b>
Private or Crown	Crown / MoTI	
OCP and Zoning	AG / Ag1	
ALC approval	Yes	NOI (2008) to extract 100,000 m3.
EMLI Permit	n/a	
TUP	n/a	
<b>Gravel Pit 9</b>	<b>Status</b>	<b>Comment</b>
Private or Crown	Crown / MoTI	
OCP and Zoning	RE / H2	
ALC approval	No record	
EMLI Permit	n/a	
TUP	n/a	
<b>Gravel Pit 10</b>	<b>Status</b>	<b>Comment</b>
Private or Crown	Crown / MoTI	
OCP and Zoning	RE / H2	
ALC approval	n/a	
EMLI Permit	n/a	
TUP	n/a	
<b>Gravel Pit 11</b>	<b>Status</b>	<b>Comment</b>
Private or Crown	Private	
OCP and Zoning	AG / Ag1	
ALC approval	No record	
EMLI Permit	Permit No. G-2-8	Mine No. 0200075
TUP	no	
<b>Gravel Pit 12</b>	<b>Status</b>	<b>Comment</b>
Private or Crown	Crown / MoTI	
OCP and Zoning	AG / Ag1	
ALC approval	Yes	ALC approval expired in 2002
EMLI Permit	n/a	
TUP	n/a	





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Alex Eriksen, Director of Environmental Services  
**Date:** December 11, 2025  
**Subject:** **Bylaw 1764 and 1879 - Proposed Amendment**

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

That the Board support the proposed changes to the Solid Waste Management Facility Regulation and User Fee Bylaw and direct staff to bring forward a new bylaw with these changes.

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### BACKGROUND

On June 23, 2016, the Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764 was adopted by the RDBN. On April 23, 2020 the Solid Waste Management Facility Regulation & User Fee Amendment Bylaw 1879 was adopted by the RDBN. This bylaw amended the RDBN's Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016. The amended bylaw incorporated some changes associated with the recent adoption of the RDBN Solid Waste Management Plan (2018) and adjusted the fee schedules. Schedule "D" of Bylaw 1879 User Fees and Disposal Rules provides disposal fees for various waste streams along with restrictions and rules for disposal in the RDBN.

On November 7, 2025 the Board reviewed and discussed proposed increases to disposal fees along with some clarifying wording and general housekeeping in the Bylaw. As the RDBN currently has some of the lowest disposal fees in the Province, it was agreed on November 7, that the RDBN should increase user fees to better align with the provincial average, to better recover costs from major industry projects and recover costs for long-term landfill management.

The RDBN is one of two Regional Districts with no tipping fees on household waste, however, our Transfer Stations are currently not set-up with scales nor to handle payments.

### PROPOSED UPDATES

Attached are Bylaws 1764, 2016 and 1879, 2020. Bylaw 1764 is provided with the proposed changes, minus Schedule "D" - User Fees and Disposal Rules, as this schedule was amended with Bylaw 1879. Schedule 'D' has been removed from bylaw 1764 to

prevent any confusion. The changes proposed to Schedule 'D' will appear in bylaw 1879. Proposed changes are in red and some text has been stricken through. Section 2 – AMENDMENTS, of Bylaw 1879 was not updated and will be consolidated in the updated version of the Bylaw.

## **FEE ADVANCEMENT**

The proposed fees for DRC do not bring the RDBN very close to the provincial average (\$200/MT), however it is a significant increase (33%) to the current fee. There are multiple options to advance fees with this Bylaw amendment, which would apply to all per metric tonne fees (MT).

**Option 1: Five-year plan** – in this option the fees would be set for the next five (5) years.

Example for DRC. In this example, 1,000MT per year of DRC would generate a 6-year total of \$890,000 in revenue. Rates beyond 2030 would require a bylaw amendment.

2025	2026	2027	2028	2029	2030
\$90/MT	\$120/MT	\$140/MT	\$160/MT	\$180/MT	\$200/MT

**Option 2: Single increase** – in this option the initial fee increases can be set to the desired rates. Any future increases would require a Bylaw amendment.

Example for DRC: 1,000MT per year of DRC would generate a total of \$1,090,000 in this example.

2025	2026	2027	2028	2029	2030
\$90/MT	\$200/MT	\$200/MT	\$200/MT	\$200/MT	\$200/MT

**Option 3: Percent increase** – in this option, the Bylaw would specify a maximum percent increase per year.

Example for DRC with a 20% increase. In this example, 1,000MT per year of DRC would generate a 6-year total of \$896,920 in revenue.

2025	2026	2027	2028	2029	2030
\$90/MT	\$108/MT	\$129.60/MT	\$155.52/MT	\$186.62/MT	\$223.94/MT

An additional consideration when determining the target fee is the projected provincial average over time. Following the five-year examples above, the current provincial average for DRC of \$200/MT would be \$255.26 in 2030, assuming a 5% increase per year.

A fourth option could be a manual adjustment to the rates in 2026 as proposed in option 1 and as presented in Schedule 'D' , and then a % increase for years 2027 to 2030; i.e 5%, 10%, 15%.

The new bylaw when presented to the Board will show all the fees and the proposed increases based on the option chosen.

**ATTACHMENTS**

1. Bylaw 1764 (2016) with proposed changes in red
2. Bylaw 1879 (2020) with proposed changes in red

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### BYLAW NO. 1764

A bylaw to regulate and set fees for the use of Regional District of Bulkley-Nechako  
municipal solid waste disposal and recycling facilities

**WHEREAS** the Regional District of Bulkley-Nechako may make bylaws to establish the service for the regulation, storage and management of solid waste and recyclable material, including the regulation of facilities and commercial vehicles used in relation to these matters;

**AND WHEREAS** the Regional District of Bulkley-Nechako has enacted Refuse Disposal Local Service Establishment Bylaw No. 683, 1990 and established a local service for garbage disposal which includes all Municipal and Electoral Areas of the Regional District as participants;

**AND WHEREAS** the Regional District of Bulkley-Nechako may, by bylaw, impose fees and charges payable in respect of all or part of a service of the Regional District;

**AND WHEREAS** the Regional District of Bulkley-Nechako has an approved Regional Solid Waste Management Plan;

**AND WHEREAS** the Regional District of Bulkley-Nechako desires to establish fees and set standards for and regulate and manage the disposal of municipal solid waste at facilities managed by the Regional District of Bulkley-Nechako and operating according to the approved Regional Solid Waste Management Plan;

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

#### 1. CITATION

This bylaw may be cited as "Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016".

#### 2. INTERPRETATION

2.1 **Words or phrases defined in the *British Columbia Interpretation Act, Community Charter, or Local Government Act* or any successor legislation shall have the same meaning when used in this Bylaw, unless otherwise defined in this Bylaw. Unless otherwise stated, and notwithstanding the case used (upper case or lower case), when words or phrases that are defined in section 3 of this Bylaw are used in the body or schedules of this Bylaw, they have the meaning ascribed to them as set out in section 3.**

2.2 The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting the scope or the intent of the provisions of this Bylaw.

- 2.3 Any act or enactment referred to herein is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to herein (as may be cited by short title or otherwise) is a reference to an enactment of the Regional District, as amended, revised, consolidated or replaced from time to time.
- 2.4 If any provision of this Bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the Bylaw and such invalidity shall not affect the validity of the remaining portions of this Bylaw.

### 3. **DEFINITIONS**

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

**“Agricultural Waste”** means solid waste that is discarded from agricultural operations, including, but not limited to: dead animals, slaughter waste, waste from crops, spoiled crops, manure and large quantities of film plastics, twine, and plastic containers used in agricultural operations.

**“Asbestos Containing Material (ACM)”** means any material, whether friable or non-friable, with an asbestos content of greater than 1% either at the time of manufacture, or as determined using a method specified in Section 40(1) of the *Hazardous Waste Regulation*, B.C. Reg. 63/88.

**“Auto Hulk”** means a vehicle that is no longer used for transportation purposes and/or is not registered.

**“Batteries - Lead-Acid”** means a product that falls under the ‘Lead-acid Battery’ product category in the *Recycling Regulation*, B.C. Reg. 449/2004, including, but not limited to: Lead-acid batteries for automobiles, motorcycles, recreation vehicles, marine vehicles and locomotives.

**“Batteries - Household”** means batteries that fall under the ‘Electronic and Electrical’ product category in the *Recycling Regulation*, B.C. Reg. 449/2004, including, but not limited to: Nickel Cadmium (NiCd), Lithium Ion (Li-Ion), Nickel Metal Hydride (Ni-MH), or Small-Sealed Lead (Pb) batteries weighing no more than 5 kilograms (11 pounds) each.

**“Biomedical Waste”** means waste defined as such in the *Hazardous Waste Regulation*, B.C. Reg. 63/88.

**“Biosolids”** means stabilized municipal sewage sludge resulting from a municipal wastewater treatment process or septage treatment process which has been sufficiently treated to reduce pathogen densities and vector attraction to allow the sludge to be beneficially recycled.

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

**“Bulky Waste”** means items with a volume greater than 2 cubic meters when crushed including, but not limited to: ~~recreational vehicles, pre-fabricated homes, trailers,~~

watercraft, and other articles that the Director determines require special handling and disposal techniques.

**“Camp Waste”** means waste generated from the normal operation of industry worker camps whether permanent or temporary. This may include but is not limited to construction camps for major projects, long-term mine camps, logging camps etc.

**“Chief Administrative Officer (CAO)”** means the Chief Administrative Officer of the Regional District.

**“Clean Soil”** means soil or sediment material containing substances in quantities or concentrations less than **Commercial Standards** as than those specified in Section 42 of the *Contaminated Sites Regulation*, B.C. Reg. 375/96.

**“Clean Wood Waste”** means wood waste, typically originating from construction or demolition, that is not painted, treated with preservatives, or containing adhesives or filler.

**“Commercial waste”** means any waste originating from a business

**“Concrete”** means a hardened mixture of cement with sand, gravel and or rebar (not to project in excess of 30 centimetres in length from Concrete pieces).

**“Contaminated Soil”** means soil or sediment or fill material containing substances in quantities or concentrations greater than those specified in Section 42 of the *Contaminated Sites Regulation*, B.C. Reg. 375/96, but which is not classified as **less than Industrial Standard but greater than Commercial standard**, hazardous waste under the *Hazardous Waste Regulation*, B.C. Reg. 63/88.

**“Contaminated Wood Waste”** means wood waste that is not defined as Clean Wood Waste, and includes wood that is painted, stained, or treated with preservatives, or that contains filler or adhesives, but does not include non-wood materials such as drywall, insulation, or plastic, which are considered C/D Waste and are not acceptable in a Contaminated Wood Waste pile.

~~**“Construction/Demolition Waste” or “C/D Waste”** means largely inert solid waste, resulting from the construction, remodeling, repair, and demolition of structures, roads, sidewalks and utilities, including, but not limited to, asphalt, bricks, Concrete and other masonry materials, roofing materials, wall coverings, plaster, gypsum board or wallboard, insulation, plumbing components and fixtures, electrical fixtures, electrical wiring, electrical components, Clean Soil, and rock.~~

**“Corrugated Cardboard”** means containers or materials used in containers consisting of three or more layers of kraft paper material and having smooth exterior liners and a corrugated or rippled core, but excludes containers or materials which are impregnated with blood, grease, oil chemicals, food residue, or wax, or have polyethylene, polystyrene, foil or other non-paper liners, or are contaminated with a material which will render the containers or materials non-marketable.

**“Creosote Treated Wood”** means wood that has been preserved by a pressure treatment with an anti-microbial pesticide product containing creosote, including, but not limited to, railway ties, telephone poles, and dock pilings.

**“Decision”** means a decision made by a Person exercising their authority as granted to them pursuant to this Bylaw.

**“Demolition, Renovation and Construction Waste” or “DRC Waste”** means largely inert solid waste, resulting from the construction, remodeling, repair, and demolition of structures, roads, sidewalks and utilities, including, but not limited to, asphalt, bricks, Concrete and other masonry materials, roofing materials, wall coverings, plaster, gypsum board or wallboard, insulation, plumbing components and fixtures, electrical fixtures, electrical wiring, electrical components and clean soil, rock and other debris from clean-up.

**“Dewatered Lagoon Sludge”** means unprocessed sediments collected from private, community or municipal sewage treatment lagoons that have a solids content greater than 30%

**“Director”** means the Director of Environmental Services of the Regional District or delegate the ~~Environmental Services Operations Manager~~, or, where one or both of those persons is absent or unable to act, the Chief Administrative Officer.

**“Extended Producer Responsibility (EPR) Program”** means a recycling program managed by an external steward, whether public or private, for a specific material or group of materials.

**“Facility”** means a Landfill or Transfer Station Facility leased, owned or operated by the Regional District and used for receiving or processing Municipal Solid Waste.

**“Fire Smarting Material”** – brush and wood waste with a diameter less than 6” originating from fire smarting activities as identified by the firesmart program.

**“Free Liquid”** means any portion of material that passes through and drops from a paint filter using the USEPA Method 9095A Paint Filter Liquids Test (within a 5 minute test period).

**“General Waste”** means mixed non-hazardous waste that is non-recyclable, such as household & kitchen waste, non-recyclable packaging, and other soiled or end-of-life items.

**“Glass Containers”** means all clear and coloured containers made of glass, used to hold consumer products, but does not include window glass, laminated glass, safety or tempered glass, mirrored glass, automotive glass, fiberglass, plexiglass, light bulbs, fluorescent tubes, kitchenware, ceramics, or containers that have contained Hazardous Waste or Asbestos.

**“Administrative & Handling Fee”** means a fee charged for administrative efforts such as special disposal contracts or specialized disposal requirements such as trench preparation, cover soil, stockpiling or other physical effort related to disposal activities.

**“Hazardous Waste”** means any material defined as such in the Hazardous Waste Regulation B.C Reg. 63/88, including, but not limited to, toxins, poisons, corrosives, irritants, strong sensitizers, flammables, and ignitables, but does not include Asbestos.

**“ICI”** means industrial/commercial/institutional waste

**“Illegal Dumping”** means waste that has been deposited anywhere other than in designated waste facilities or receptacles.

**“Industrial Waste”** means solid waste materials discarded from extraction, harvesting, manufacturing, processing or production of goods and products, including, but not limited to waste generated from industrial operations such as forestry, pulp and paper, mining, fisheries, oil and gas and food processing. **This does not include waste generated during the construction or demolition of related facilities.**

**“In-Region Waste”** means Waste that originates within the administrative boundaries of the Regional District.

**“Institutional Waste”** means waste generated from the operation of the public service sector such as schools, hospitals, government etc.

**“Land Clearing Waste”** means residual wastes and vegetation produced from land clearing and grubbing, utility maintenance, and seasonal or storm-related cleanup, including, but not limited to stumps, tree trunks and branches, and wood chips.

**“Landfill”** means a location for final disposal of Municipal Solid Waste on land regulated by the British Columbia Ministry of Environment **and Climate Change Strategy** where Municipal Solid Waste is spread and compacted, and cover soil or alternate cover is applied, so that effects on the environment (including public health and safety) are minimized.

**“Large Dead Animals and Dead Stock”** means any dead stock, deceased animal or part thereof, weighing more than 15 kilograms, but does not include Specified Risk Material.

**“Major Project”** means a construction or demolition project that will generate significant waste that may impact short or long term landfill planning. This may include but is not limited to: transmission line construction, pipeline construction, major institution (school/hospital etc.) demolition and construction.

**“Metal Containers”** means any food or beverage container made of aluminum or tin-plated steel.



**“Metal Drums and Tanks”** means any empty metal container with a non-removable top, including, but not limited to drums to contain fuel and underground oil tanks, but does not include metal tanks used to hold compressed gasses, such as Propane Tanks.

**“Mixed Waste Paper”** includes, but is not limited to newspaper and inserts, office paper, including white and coloured ledger paper, computer paper, photocopy paper, writing pads, paperback books, hardcover books, business forms, phone message notes, file folders, reports, envelopes, non-thermal fax paper, no carbon required (NCR) paper, calculator tape, ‘post-it’ type notes, business cards, paper index cards, boxboard, including paper egg cartons, laundry and cereal boxes, junk mail, gift wrapping paper, packing paper, magazines, catalogues, calendars, directories, postcards, and shredded paper, but does not include waxed paper fibre products, carbon paper, materials that are impregnated with blood, grease, oil, chemicals, or food residue, materials that have polyethylene, polystyrene, foil or other non-paper liners or attachments or materials that are contaminated with a material that will render the Mixed Waste Paper non-marketable.

**“Municipal Solid Waste”** means discarded or abandoned materials, substances or objects that originate from residential, commercial, institutional, demolition, land clearing or construction sources, including Recyclable Material, or material that is specified by the British Columbia Ministry of Environment and Climate Change Strategy to be included in a waste management plan.

**“Non-program Tires”** tires not accepted by the Tire EPR. These include tires from bicycles, ATV’s, farm equipment, and heavy equipment.

**“Noxious Weeds”** means all weeds designated within the Provincial and Regional Noxious Weed lists of the *Weed Control Regulation*, B.C. Reg. 66/85.

**“Officer”** means any member of the Royal Canadian Mounted Police, a Conservation Officer, the Chief Administrative Officer, a Regional District Regulation Compliance Officer or other Regional District Personnel appointed from time to time by the Chief Administrative Officer or Director to administer and enforce this Bylaw.

**“ODS Appliance”** means refrigeration or heating appliances designed to operate with an ODS coolant or refrigerant in the function of the appliance.

**“Ozone Depleting Substances (ODS)”** means chlorofluorocarbons (CFCs), halons, chlorocarbons, and hydrochlorofluorocarbons.

**“Out-of-Region Waste”** means Municipal Solid Waste that originates outside the administrative boundaries of the Regional District.

**“Person”** means an individual, a body corporate, a firm partnership, association or any other legal entity or an employee or agent thereof.

~~“**Plastic Packaging**” means clean mixed plastics used in packaging that may be marked with a Society of Plastic Industries (SPI) code #1-#7, including, but not limited to toiletry and cleaning containers, margarine and yogurt containers, and food containers, but does not include styrofoam, polystyrene items, or items that have contained Hazardous Waste or Asbestos.~~

**“Product Stewardship Material”** means material that falls under a product category of the *Recycling Regulation*, B.C. Reg. 449/2004.

**“Program Tires”** means tires accepted by the tire steward. Tires that are intended for road-registered vehicles on which a levy is charged at the time of purchase.

**“Prohibited Waste”** means those materials that are listed in Schedule “B” attached hereto.

**“Propane Tank”** means a refillable or non-refillable metal container rated at a capacity of less than 46 kg (101 lb) which is used to contain flammable hydrocarbon gases for use as fuel.

**“Recyclable Material”** means waste materials that can be used in the creation of new products, where there are existing markets for such new products.

**“Recycling Depot”** means a facility operated by the Regional District that collects recyclables for various EPR programs excluding deposit container recycling (Bottle Depot).

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

**“Regional District Personnel”** means an employee of the Regional District.

**“Regulated Recyclable Material”** means those materials that are listed in Schedule “C” attached hereto.

**“Residential Waste”** means waste originating from private residents.

**“Re-use”** means intact reusable items that can be freely and safely retrieved by the public from designated areas.

**“Rules”** has the meaning assigned in section 8.1.

**“Salvage”** means the unauthorized removal of recyclable materials, typically those that generate revenue for the RDBN through recycling programs.

**“Scrap Metal”** means Recyclable Material which contains ferrous and/or non-ferrous metals, including, but not limited to sheet metal, siding, roofing, rebar, flashings, pipes, window frames, doors, furnaces, duct work, empty tanks, wire, cable, bathtubs, fencing, bicycle frames, automotive body parts, machinery, garbage cans, metal furniture, tire rims,

appliances and fixtures, but does not include ODS Appliances (unless properly certified as having refrigerants professionally removed).

**“Site Operator”** means that person employed by or having a contract or agreement with the Regional District for attendant duties at a Facility.

**“Small Dead Animals”** means any deceased animal or portions thereof, weighing less than 15 kilograms, but does not include Specified Risk Material.

**“Slaughterhouse or Abattoir Waste”** means meat processing waste excluding specified Risk Material.

**“Specified Risk Material”** means the skull, brain, trigeminal ganglia (nerves attached to the brain), eyes, tonsils, spinal cord and dorsal root ganglia (nerves attached to the spinal cord) of cattle aged 30 months or older, the distal ileum (portion of the small intestine) of cattle of all ages, and cattle deadstock.

**“Suspect Asbestos”** means any material older than 1993 that may contain asbestos but has not been proven to contain asbestos.

**“Tires”** means a product that falls under the ‘Tire’ product category of the *Recycling Regulation*, B.C. Reg. 449/2004, and any other type of tire, including, but not limited to tires used on vehicles, cycles, tractors or heavy equipment.

**“Transfer Station”** means a Facility that collects waste but is not a Landfill and which is owned or operated by the Regional District for collecting Municipal Solid Waste.

**“Unsegregated Waste”** means waste loads that have not been sorted according to RDBN guidelines and contain more than 10% of a restricted, banned or recyclable material.

**“Used Oil”** means used oil which falls under the ‘Lubricating Oil’ product category as defined in the *Recycling Regulation*, B.C. Reg. 449/2004.

**“Used Oil Containers”** means any plastic container, which falls under the ‘Empty Oil Containers’ product category as defined in the *Recycling Regulation*, B.C. Reg. 449/2004, with a capacity of less than 30 Litres, that was manufactured to hold lubricating oil.

**“Used Oil Filters”** means used oil filters which fall under the ‘Oil Filters’ product category as defined in the *Recycling Regulation*, B.C. Reg. 449/2004.

**“User Fee(s)”** means the user fees as set out and itemized in Schedule “D” attached hereto.

**“Valid Identification”** means government issued photo identification including a valid British Columbia Identification Card, Canadian driver’s license, International driver’s license, passport, or citizenship papers or immigration documents.

**“Wet Organic Waste”** means waste comprised primarily of organic materials that contain fluid in concentrations less than Free Liquid but at levels to require special handling and disposal procedures.

**“Yard Waste”** means source separated biodegradable, organic materials, substances or objects including, but not limited to grass, lawn and hedge clippings, flowers, weeds, leaves, shrubs and material which originates from household, commercial or municipal gardening or other horticulture activities, but does not include tree stumps, tree branches, Noxious Weeds, rocks, sand, soil, or fruit or vegetable material.

#### **4. SCHEDULES**

- 4.1 The following schedules are hereby made and declared to be integral parts of this Bylaw and are attached to and form part of this Bylaw and are enforceable in the same manner as this Bylaw:

SCHEDULE "A"	RDBN Solid Waste Facilities
SCHEDULE "B"	Prohibited Waste
SCHEDULE "C"	Regulated Recyclable Material
SCHEDULE "D"	User Fees
SCHEDULE "E"	Volume to Weight Material Conversion Factors

#### **5. APPLICATION**

- 5.1 This bylaw shall apply to all Municipal Solid Waste Facilities owned or operated by the Regional District. ~~of Bulkley-Nechako.~~

#### **6. EXEMPTIONS**

- 6.1 Schedule "D" does not apply to the Manson Creek Landfill.

#### **7. COMPLIANCE WITH OTHER LAWS**

- 7.1 Except as otherwise specifically provided, nothing in this Bylaw excuses any person from complying with all other applicable enactments and laws.

#### **8. CONDITIONS OF USE / REGULATIONS**

- 8.1 The Regional District hereby authorizes Officers and the Director to make rules governing the use of a Facility ("**Rules**") and further the Regional District hereby authorizes Officers, the Director, Site Operators and Regional District Personnel to enforce and provide directions to users of the Facility which are consistent with this Bylaw and which are necessary or convenient for the efficient and lawful operation of the Facility.

- 8.2 The Director shall, in the event of a dispute concerning the application of this Bylaw to the disposal of Municipal Solid Waste, determine the acceptability of the Municipal Solid Waste, direct to which Facility the Municipal Solid Waste may be disposed or may refuse the acceptance of the Municipal Solid Waste in accordance with this Bylaw. The Director

may deny acceptance of or limit the volume and frequency of any Municipal Solid Waste delivered to a Facility due to operational or other considerations.

- 8.3 The Regional District accepts no responsibility or liability for damage or injury to any Person or property. Each Person entering a Facility does so solely at their own risk and, as a condition of entry to a Facility, waives all claims against the Regional District and releases the Regional District from any and all liability and claims for all injury, death, loss, damage and expense of any kind that the Person or any other Person may suffer as a result of or in connection with the Person's use of a Facility due to any cause whatsoever, including but not limited to negligence, breach of contract, breach of any statutory duty or duty of care on the part of any of the Regional District and also including the failure on the part of the Regional District to safeguard or protect any Person from the risks, dangers and hazards associated with the use of a Facility.
- 8.4 Every Person depositing Municipal Solid Waste at a Facility shall comply with and abide by:
- (a) the terms and conditions of this Bylaw; and
  - (b) all rules and directions of the Director, Site Operator, Regional District Personnel, Officers whether such rules or directions are in the form of signage, written or verbal instructions.
- 8.5 Any person entering a Facility must, upon request, produce Valid Identification.
- 8.6 All material deposited at a Facility becomes the property of the Regional District, except where such material is deposited or disposed of contrary to the provisions of this Bylaw.
- 8.7 The Regional District hereby establishes and imposes the User Fees set out in Schedule "D" attached hereto. The billable weight (tonnage) shall be determined by the use of weigh scales at the Landfill Facility. In the event that the weigh scales are not operational, the weight (tonnage) shall be determined by measuring the load size and applying the material conversion factors set out in Schedule "E" attached hereto.
- 8.8 Every Person depositing Municipal Solid Waste at a Facility shall pay the applicable User Fees to the Regional District.
- 8.9 Every Person depositing billable volumes of Municipal Solid Waste must provide all information required for the Regional District to generate applicable **invoicing or point-of-sale payment**.
- 8.10 A Person with Out-of-Region Waste may be refused entry to a Facility.
- 8.11 No Person shall:

- (a) deposit or dispose of any material at a Facility except in accordance with this Bylaw and any Rules posted at a Facility;
- (b) deposit Prohibited Waste at a Facility, unless the acceptance of such waste is specifically authorized in writing by both the Regional District and the BC Government;
- (c) deposit Industrial Waste at a Facility, unless the acceptance of such waste is specifically authorized in writing by both the Regional District and the BC Government;
- (d) deposit or dispose any Municipal Solid Waste at a Facility in a manner or in a location contrary to the signage or written or verbal direction and designation of the Site Operator;
- (e) deposit or dispose of any Out-of-Region Waste at a Facility, unless prior written approval is received from the Director;
- (f) enter a Facility or deposit or dispose of any material at a Facility at any time other than the designated hours of operation, except by prior arrangement with the Director;
- (g) verbally abuse or threaten any Person at a Facility, including the Site Operator, Regional District Personnel, or any Officer;
- (h) act at a Facility in a manner that is discourteous, disruptive, threatening, or reckless;
- (i) act in a manner contrary to Facility Rules, or directions given by Officers, the Site Operator, the Director, or Regional District Personnel;
- (j) remove, alter, or deface any sign placed or erected at a Facility;
- (k) operate a vehicle in a Facility exceeding the posted speed limit or in a manner deemed to be dangerous by a Site Operator, Regional District Personnel, or Officer. Operating a vehicle in a dangerous manner may include, but is not limited to: operating an overloaded vehicle, **an improperly connected trailer, unsafe vehicle** or with a load not adequately secured, or driving too close to equipment, personnel or the public;
- (l) without authorization, drive a motor vehicle on any part of the Facility other than on roads or areas designated by signage or the Site Operator;
- (m) light or smoke any cigarette, cigar, pipe or any other substance within the boundaries of a Facility;
- (n) remove or salvage any material deposited at a Facility without prior permission of the Director, unless within an area that is clearly designated for reuse activities;

- (o) cause the release of an Ozone Depleting Substance at a Facility;
- (p) ignite a fire or cause a fire to be ignited at any Facility or bring any burning materials or hot ashes to a Facility;
- (q) discharge any firearm at a Facility, except as permitted under an applicable enactment and prearranged by the Director, for example, as may be necessary to control wildlife;
- (r) allow children under the age of 10 years or ~~pets~~ to be outside a vehicle **unsupervised** at a Facility at any time, unless specifically directed or permitted otherwise by signage, or by the Site Operator or Regional District Personnel.
- (s) **Allow pets outside of a vehicle at a Facility at any time**

8.12 Without written approval of the Director, no Person shall remain at a Facility longer than is required to deposit Municipal Solid Waste or conduct other approved activities or business related to Facility operation.

## **9. VIOLATION AND PENALTIES**

- 9.1 No Person shall do any act or suffer or permit any act or thing to be done in contravention of this Bylaw.
- 9.2 Every Person who contravenes this Bylaw by the doing of an act that it forbids, or omitting to do an act that it requires to be done, shall be deemed to have committed an offence against this Bylaw and:
  - (b) shall be liable, upon summary conviction, to a fine of not less than five hundred dollars (\$500) and not more than ten thousand dollars (\$10,000); and
  - (b) may be prohibited, by written notice, from depositing or disposing material at a Facility for a specified period of time as the Regional District may determine.
- 9.3 Notwithstanding any other provision of this Bylaw, any Person who:
  - (a) contravenes this Bylaw and causes damage to a Facility shall be responsible to pay all costs associated with remediation of the Facility;
  - (b) contravenes this Bylaw and deposits waste in a non-designated location or causes contamination of stockpiles/storage areas, shall be responsible for removing and subsequently depositing the waste materials in the appropriate location;
  - (c) **contravenes this Bylaw and deposits hazardous or suspected hazardous material that requires specialized clean-up shall be responsible to pay all cost associated**



with the removal of material and remediation of the facility.

- (d) contravenes this Bylaw and commits theft or vandalism of Regional District property shall be responsible to pay all costs associated with remediation of the Facility and/or may be prohibited entry into any or all Regional District Facilities for a specified period of time at the discretion of the Director;
  - (e) contravenes this Bylaw and/or fails to comply with Rules or directions of a Site Operator, Regional District Personnel, or Officer at a Facility may be prohibited entry into any or all Regional District Facilities for a specified period of time at the discretion of the Director;
  - (f) contravenes this Bylaw and is deemed to be abusive or threatening may be ordered to immediately leave the Facility by a Site Operator, Regional District Personnel, or Officer. Any Person deemed to be abusive or threatening may be prohibited entry into any or all Regional District Facilities for a specified period of time at the discretion of the Director;
  - (g) contravenes this Bylaw and fails to pay the fees and charges required under this Bylaw may be refused entry into any or all Regional District Facilities until all fees and charges are paid in full.
- 9.4 A separate offence shall be deemed to be committed upon each event or day during and in which a contravention occurs or continues.
- 9.5 The penalties imposed by this Bylaw shall be in addition to and not in substitution for any other penalty or remedy imposed by any other statute, law or regulation.

## **10. INSPECTIONS**

- 10.1 An Officer, Site Operator, Regional District Personnel, or the Director may inspect any load entering a Facility for the purposes of determining:
- (a) compliance with this Bylaw; or
  - (b) compliance with operating permits or other regulatory requirements
  - (c) the nature of the contents of the waste contained in the load for the purpose of a waste audit.

## **11. DISPUTE MECHANISM NOTICE**

- 11.1 A Person using a Facility may file a written notice of appeal with the Director in respect of Decisions made under this Bylaw by the Director, a Site Operator, Regional District Personnel, or an Officer.

- 11.2 The Person for whom a Decision has been made with respect to this Bylaw must file written notice of appeal to the Director within thirty days of the date of Decision.
- 11.3 Upon considering a matter under appeal, the Director may:
- (a) confirm, reverse or vary the Decision under appeal; and
  - (b) make any Decision that the Director considers appropriate.
- 11.4 The Person for whom the appeal Decision has been made under section 11.3 may further appeal the Director's appeal Decision in writing to the Chief Administrative Officer within thirty days of the date of the appeal Decision.
- 11.5 Upon considering a matter under appeal, the Chief Administrative Officer may:
- (a) confirm, reverse or vary the Decision under appeal; and
  - (b) make any Decision that the Chief Administrative Officer considers appropriate.
- 11.6 The Person for whom the appeal Decision has been made under section 11.5 may further appeal the Chief Administrative Officer's appeal Decision in writing to the Board within thirty days of the date of the appeal Decision.
- 11.7 Upon considering the matter under appeal, the Board may:
- (a) confirm, reverse or vary the Decision under appeal; and
  - (b) make any Decision that the Board considers appropriate.
- 11.8 An appeal under this Bylaw does not operate as a stay or suspend the operation of the Decision being appealed unless the authority that has jurisdiction under this Bylaw to consider appeal of the Decision decides otherwise.
- 11.9 At the request of the Chief Administrative Officer and Director, whose Decision is being appealed, the Board shall permit the Chief Administrative Officer and Director to have full party status at the appeal.

## **12. NO LIMITATION**

- 12.1 Nothing in this Bylaw shall limit the Regional District from utilizing any other remedy that would otherwise be available to the Regional District at law.

## **13. EFFECTIVE DATE**

13.1 This Bylaw shall take effect the day following the date of its adoption.

**14. REPEAL**

14.1 Bylaw No. 1258 cited as “Regional District of Bulkley-Nechako Construction / Demolition and Land Clearing Waste Regulation and Tipping Fee Bylaw No. 1258, 2003” is hereby repealed as of the day following the date of adoption of this Bylaw.

14.2 Bylaw No. 1202 cited as “Regional District of Bulkley-Nechako Appliance Containing Ozone Depleting Substances Service Fee Bylaw No. 1202, 2001” is hereby repealed as of the day following the date of adoption of this Bylaw.

14.3 Bylaw No. 1109 cited as “Regional District of Bulkley-Nechako Contaminated Soil Tipping Fee Bylaw No. 1109, 1999” is hereby repealed as of the day following the date of adoption of this Bylaw.

READ A FIRST TIME this 14<sup>th</sup> day of April, 2016.

READ A SECOND TIME this 14<sup>th</sup> day of April, 2016.

READ A THIRD TIME this 14<sup>th</sup> day of April, 2016.

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1764 at third reading.

---

Corporate Administrator

APPROVED BY THE MINISTER OF ENVIRONMENT this \_\_\_\_ day of \_\_\_\_\_, 2016

ADOPTED THIS \_\_\_\_ day of \_\_\_\_\_, 2016.

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Corporate Administrator

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Chair

**SCHEDULE “A” TO BYLAW NO. 1764****RDBN SOLID WASTE FACILITIES**

<b>Facility Name</b>	<b>Civic Address</b>
Knockholt Western Sub-Regional Landfill (Knockholt Landfill) and Houston Transfer Station and Recycling Depot	8072 Aitken Road
Clearview Eastern Sub-Regional Landfill (Clearview Landfill)	22095 Hwy 27 South
Manson Creek Landfill	188653 Thutade Forest Service Road
Smithers/Telkwa Transfer Station & Recycling Depot	6150 Donaldson Road
Granisle Transfer Station & Recycling Depot	66201 Babine Drive
Burns Lake Transfer Station & Recycling Depot	4410 Babine Lake Road
Southside Transfer Station & Recycling Depot	36007 Eakin Settlement Road
Fraser Lake Area “D” Transfer Station & Recycling Depot	3366 Fraser Lake Airport Road
Vanderhoof Transfer Station & Recycling Depot	650 Dump Road
Fort St. James Transfer Station & Recycling Depot	1521 Necoslie Road

**SCHEDULE "B" TO BYLAW NO. 1764****PROHIBITED WASTE**

1. Biomedical Waste
2. Regulated Recyclable Material
3. Free Liquids
4. Hazardous Waste
5. Industrial Waste
6. PCBs
7. Waste on Fire or Smoldering

**SCHEDULE "C" TO BYLAW NO. 1764****REGULATED RECYCLABLE MATERIAL**

The following materials are designated as Regulated Recyclable Material as of the effective date of this Bylaw:

1. Tires.
2. Corrugated Cardboard.

**SCHEDULE “E” TO BYLAW NO. 1764**

**VOLUME TO WEIGHT MATERIAL CONVERSION FACTORS**

Table 1: Material Conversion Factors

<b>Material Code</b>	<b>Primary Waste Material Type</b>	<b>Material Conversion Factor</b>
A	Concrete	1.2
B	Wood	0.5
C	Roofing	0.5
D	Land Clearing	0.4
E	Mixed	0.6

Note: Load Volume (m<sup>3</sup>) x Material Conversion Factor = Weight in Metric Tonnes

Table 2: Typical Vehicle Type and Volume Guide

<b>Vehicle Type</b>	<b>Load Volume</b>
8 ft Pickup truck (filled level) or passenger vehicle	Less than 2 m <sup>3</sup>
8ft Pickup truck with sides filled level, mounted or built-up	4 m <sup>3</sup>
12 ft dump trailer filled level	4 m <sup>3</sup>
16 ft dump trailer filled level	6 m <sup>3</sup>
Single axle truck (5-ton)	6 m <sup>3</sup>
Tandem axle truck	10 m <sup>3</sup>
Pup trailer	8 m <sup>3</sup>
End dump	18 m <sup>3</sup>
Other	Measurement of box size in meters



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

### **BYLAW NO. 1879**

A bylaw to amend Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016

WHEREAS the Regional District of Bulkley-Nechako has enacted Refuse Disposal Local Service Establishment Bylaw No. 638, 1990 and established a local service for garbage disposal which includes all municipal and electoral areas of the Regional District as participants;

AND WHEREAS the Regional District of Bulkley-Nechako has enacted the Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016 to regulate such disposal and to impose fees and charges payable in respect of all or part of this service;

AND WHEREAS the expansion of oil and gas and mining industries within the boundaries of the Regional District is expected to create an influx of workers, all of whom generate a disproportionate amount of waste compared to their relative tax contribution in the region;

AND WHEREAS work camps utilized by these industries for housing and supporting their workers will create an increased pressure on the Regional District's landfill that will be disproportionate to any short term increase in tax contributions;

AND WHEREAS the Regional District of Bulkley-Nechako has an approved regional solid waste management plan that contemplates implementing disposal charges for camp waste and other associated industries;

AND WHEREAS the Regional District considers it prudent to create different rates for municipal solid waste and construction and demolition waste originating from sites in order to account for the lack of tax contribution from such sites;

AND WHEREAS the Regional District also considers it prudent to accept for deposit of regulated recyclable material on a temporary basis in certain limited circumstances;

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

1. CITATION

This Bylaw may be cited as “Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and User Fee Amendment Bylaw No. 1879, 2019”.  
AMENDMENTS

2. That Solid Waste Management Facility Regulation and User Fee Bylaw No. 1764, 2016 (the “Solid Waste Bylaw”) be amended by:

- (a) Replacing the definition of “Construction/Demolition Waste” or “C/D Waste” in section 3.1 with the following:

“Construction/Demolition Waste” or “C/D Waste” means largely inert solid waste, resulting from the construction, remodelling, repair and demolition of structures, roads, sidewalks and utilities, including, but not limited to, asphalt, bricks, Concrete and other masonry materials, roofing materials, wall coverings, plaster, gypsum board or wall board, insulation, plumbing components and fixtures, electrical fixtures, electrical wiring, electrical components, Clean-up debris consisting of Soil, and rock, other than Work Camp Construction/Demolition Waste”;

- (b) Inserting in section 3.1 the following definition of “Work Camp”:

“Work Camp” means a site used as one or more of temporary living accommodation or support for workers constructing or supporting the construction of oil pipelines, gas pipelines mines, or other similar projects”

- (c) Inserting in section 3.1 the following definition of “Work Camp Construction/Demolition Waste”:

“Work Camp Construction/Demolition Waste” means Construction/Demolition Waste originating from a Work Camp.”

- (d) Inserting in section 3.1 the following definition of “Work Camp Municipal Solid Waste”:

“Work Camp Municipal Solid Waste” means Municipal Solid Waste originating from a Work Camp. For certainty, Work Camp Municipal Solid Waste does not include Work Camp Construction/Demolition Waste or Industrial Waste.

- (e) Replacing section 8.11(b) with the following:

“deposit Prohibited Waste at a Facility, unless the acceptance of such waste is

specifically authorized in writing by both the Regional District and the BC Government, or in accordance with section 8.14 of this Bylaw.”

(f) Inserting the following as section 8.11(s):

“deposit or dispose of any Work Camp Municipal Solid Waste at a Facility in a manner or in a location contrary to the signage or written or verbal direction and designation of the Site Operator”.

(g) Inserting the following as section 8.13:

“If requested by an Officer, Site Operator, Regional District Personnel, or Director, a person must declare whether any waste they are bringing to a facility originates from a Work Camp.”

(h) Inserting the following as section 8.14:

“As an exception to the prohibition against depositing Regulated Recyclable Material at a Facility, the Director may temporarily permit the deposit at a Facility specified by the Director of a Regulated Recyclable Material originating from one of the classes of operation specified in Schedule D, and upon payment of the corresponding fee. The Director may only permit such deposit if the Director believes that pre-existing options for the deposit or disposal of the Regulated Recyclable Material are temporarily unavailable, and may only permit the deposit until the Director believes that the pre-existing option is available again or has been replaced with another option.

(i) Replacing Schedule D to the Solid Waste Bylaw with the attached Schedule D.

This Bylaw may be cited as “Regional District of Bulkley-Nechako Solid Waste Management Facility Regulation and User Fee Amendment Bylaw No. 1879, 2019”.

READ A FIRST TIME THIS 15<sup>th</sup> day of August, 2019

READ A SECOND TIME THIS 15<sup>th</sup> day of August, 2019

READ A THIRD TIME THIS 15<sup>th</sup> day of August, 2019

I hereby certify that the foregoing is a true copy of Bylaw No. 1879 at this Third Reading.

---

Corporate Administrator

*Approved by the Minister of Environment this 7<sup>th</sup> day of April, 2020*

ADOPTED THIS 23<sup>rd</sup> day of April, 2020

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Chair

Corporate Administrator

## SCHEDULE "D" TO BYLAW NO. 1879

### USER FEES AND DISPOSAL RULES (Applicable at all RDBN Solid Waste Facilities Except Manson Creek Landfill)

WASTE TYPE	USER FEES		Disposal Rules/Special Conditions
	Landfill	Transfer Station	
<b>General Residential and Commercial Household-Waste</b>	No Charge	No Charge	<ul style="list-style-type: none"> <li>• <b>Loose items must be bagged</b></li> <li>• <b>No limit</b></li> <li>• <b>Vehicle restrictions may apply</b></li> </ul>
Commercial/Institutional Waste	No-Charge	No-Charge	
Mixed <b>DRC/CID</b> -less than 2m <sup>3</sup>	No-Charge <b>Not Accepted</b>	No Charge	<ul style="list-style-type: none"> <li>• <b>Suspect Asbestos Containing Materials are prohibited</b></li> <li>• Concrete must be broken into pieces less than 12 inches in any direction <b>and have no protruding rebar.</b></li> <li>• <b>Linear items must be cut into 4ft lengths</b></li> <li>• <b>Creosote treated wood is prohibited</b></li> </ul>
Mixed <b>DRC/CID</b> -greater than 2m <sup>3</sup>	\$90/metric tonne <b>\$120/MT</b>	Not Accepted	
Concrete-less than 2m <sup>3</sup>	No-Charge	No-Charge	
Concrete-greater than 2m <sup>3</sup>	\$90/metric tonne	Not Accepted	
Roofing/Asphalt Shingles-less than 2m <sup>3</sup>	No-Charge	No-Charge	Size Restrictions Apply – Must be broken into pieces less than 12 inches in any direction
Roofing/Asphalt Shingles-greater than 2m <sup>3</sup>	\$90/metric tonne	Not Accepted	Size Restrictions Apply – Must be broken into pieces less than 12 inches in any direction
<b>Temporarily Permitted Non-Permitted Recyclable Material</b>	<b>\$120/MT</b>	<b>Not Accepted</b>	

Bulky Waste – <b>boats, hot tubs, campers etc.</b>	\$90/metric tonne <b>\$120/MT</b>	Not Accepted	<ul style="list-style-type: none"> <li>• <del>Forty-eight (48) hours prior notice must be given to the Regional District for disposal;</del></li> <li>• <del>Material must be deposited a minimum of one hour before Landfill closing time.</del></li> <li>• Materials only accepted for disposal at the Knockholt and Clearview Landfills.</li> </ul>
Intact Prefabricated homes, motorhomes, travel trailers etc.	<b>\$270/MT</b> <b>(\$120 disposal/\$150 unsegregate d)</b>	Not Accepted	<ul style="list-style-type: none"> <li>• <b>Suspect asbestos containing materials must be tested and proved to be free of asbestos OR proof of age newer than 1993</b></li> <li>• <b>Forty-eight (48) hours prior notice must be given to the Regional District for disposal</b></li> <li>• </li> </ul>
Clean Wood Waste	No Charge	No Charge	<ul style="list-style-type: none"> <li>• Residential Loads not accepted at Landfills</li> <li>• <b>High volume generators may be re-directed to the Landfills</b></li> </ul>
Contaminated Wood Waste	No Charge	No Charge	<ul style="list-style-type: none"> <li>• Residential Loads not accepted at Landfills</li> <li>• <b>High volume generators may be re-directed to the Landfills</b></li> </ul>
Brush/Land Clearing Debris - <b>less than 6" diameter</b> less than 2m <sup>3</sup>	No Charge	No Charge	<ul style="list-style-type: none"> <li>• Tree stumps not accepted</li> <li>• Residential loads not accepted at Landfills</li> <li>• <b>High volume generators may be re-directed to the Landfills</b></li> </ul>
Brush/Land Clearing Debris - <b>greater than 6" diameter</b> 2m <sup>3</sup>	\$90/metric tonne <b>\$120/MT</b>	Not Accepted	<ul style="list-style-type: none"> <li>• </li> </ul>
Garden/Yard Waste	No Charge <b>Not Accepted</b>	No Charge	<ul style="list-style-type: none"> <li>• <b>No tree fruit or kitchen scraps</b></li> </ul>
Noxious Weeds	No Charge	No Charge	<ul style="list-style-type: none"> <li>• Must be bagged</li> <li>• <b>Disposed of as General Waste</b></li> </ul>
Wet Organic Waste	No Charge <b>\$100 handling</b>	No Charge <b>Not Accepted</b>	<ul style="list-style-type: none"> <li>• Special handling procedures may apply. Loads may be directed to Landfills only.</li> </ul>
Asbestos <b>Containing Materials – suspect material and burnt</b>	\$90/metric tonne <b>\$150/MT</b>	Not Accepted	<ul style="list-style-type: none"> <li>• Requires approval of the Director;</li> <li>• <b>Must be packaged as per current Asbestos Disposal regulations</b></li> <li>• <b>30 yard maximum load size</b></li> </ul>

<b>buildings older than 1993</b> Friable and Non-friable	Flat Rate of \$100  <b>Administration &amp; handling Fee \$100/load</b>		<ul style="list-style-type: none"> <li>Forty-eight (48) hours prior notice must be given to the Regional District for disposal;</li> <li>Material must be deposited a minimum of one hour before Landfill closing time.</li> </ul>
Contaminated Clean Soil - Characterized as commercial/industrial (CL/IL) or <b>less than Commercial Standards L/IL</b>	\$25/metric tonne <b>\$50/MT</b> Flat Rate of \$100	Not Accepted	<ul style="list-style-type: none"> <li>Must be In-Region Source;</li> <li>Requires approval of the Director;</li> <li>Forty-eight (48) hours prior notice must be given to the Regional District for disposal;</li> <li><del>Material must be deposited a minimum of one hour before Landfill closing time;</del></li> <li><del>Materials only accepted for disposal at the Knockholt and Clearview Landfills.</del></li> </ul>
Contaminated Soil – <b>greater than commercial Standards and less than industrial standards</b> Characterized as greater than commercial/industrial (CL/IL) but less than Hazardous Waste	<b>\$100/MT</b> <del>\$60</del> \$100-/MT metric tonne	Not Accepted	<ul style="list-style-type: none"> <li>Must be In-Region Source;</li> <li>Requires approval of the Director;</li> <li>Forty-eight (48) hours prior notice must be given to the Regional District for disposal;</li> <li><del>Material must be deposited a minimum of one hour before Landfill closing time;</del></li> <li>Materials only accepted for disposal at the Knockholt and Clearview Landfills</li> </ul>
Specified Risk Material (SRM)( <b>bovine spine and brain matter</b> ) - In-Region	No Charge <b>\$50/MT</b>	Not Accepted	<ul style="list-style-type: none"> <li><del>Material is only permitted for disposal at the Knockholt and Clearview Landfills;</del></li> <li>Verification of Canadian Food Inspection Agency (CFIA) issued transportation permit required;</li> <li>Special handling procedures apply.</li> </ul>
Specified Risk Material – Out-Of-Region	\$100/metric tonne	Not Accepted	<ul style="list-style-type: none"> <li><del>Material requires written approval of the Director;</del></li> <li><del>Forty-eight (48) hours prior notice must be given to the Regional District for disposal;</del></li> <li><del>Material is only permitted for disposal at the Knockholt and Clearview Landfills;</del></li> <li><del>Verification of Canadian Food Inspection Agency (CFIA) issued transportation permit required;</del></li> <li><del>Special handling procedures apply;</del></li> </ul>

			<ul style="list-style-type: none"> <li>Additional user fees may apply.</li> </ul>
<b>Small dead animals and dead stock excluding SRM</b>	<b>No Charge</b>	<b>No Charge</b>	<ul style="list-style-type: none"> <li><b>Dead animals must be sealed in a container or bagged to prevent Bloodborne Pathogens</b></li> </ul>
<b>Large dead animals and dead stock excluding SRM</b>	<b>No Charge</b>	<b>Not Accepted</b>	<ul style="list-style-type: none"> <li><b>Dead animals must be bagged or tarped to prevent Bloodborne Pathogens</b></li> <li><b>Disposal of greater than two (2) large carcasses requires approval of the Director;</b></li> <li></li> </ul>
Dead Animals, Dead Stock and slaughter house (abattoir) waste - Excluding Specified Risk Material	No Charge	No Charge	<ul style="list-style-type: none"> <li>Any individual carcass or part of a carcass under 15 kg is considered a small animal, and any individual carcass over 15 kg is considered a large animal;</li> <li>Disposal of greater than two (2) large carcasses requires approval of the Director;</li> <li>Small animals may be disposed of in unlimited numbers;</li> <li>Small animals being disposed of must be contained in a sealed, waterproof container (heavy duty plastic bags are acceptable);</li> <li>Large animals may only be disposed of at a rate of one carcass per vehicle per day at transfer stations.</li> </ul>
Slaughterhouse (Abattoir) Waste Excluding Specified Risk Material Waste	No Charge	<b>Not Accepted No Charge</b>	<ul style="list-style-type: none"> <li><b>Forty-eight (48) hours prior notice must be given to the Regional District for disposal;</b></li> <li>Material is only permitted for disposal at the Knockholt and Clearview Landfills;</li> <li>Special handling procedures apply.</li> </ul>
<b>Appliances including ODS and non-ODS white goods</b>	<b>No Charge</b>	<b>No Charge</b>	
ODS Appliances (units not defined by MARR)	\$20 per unit <b>No Charge</b>	\$20 per unit <b>No Charge</b>	<ul style="list-style-type: none"> <li>Not accepted at the Clearview Landfill</li> </ul>



eg. Commercial units or Ammonia-cooled)			<ul style="list-style-type: none"> <li><del>Excluded from the Extended Producer responsibility MARR program</del></li> </ul>
<p>ODS Appliances (defined under the MARR program eg. Residential fridges/freezers/air conditioners/water Coolers/dehumidifier /wine cooler containing a refrigerant gas)</p>	No Charge	No Charge	<ul style="list-style-type: none"> <li><del>Not accepted at the Clearview Landfill</del></li> </ul> <p>Pertaining to the Extended Producer responsibility MARR program</p>
Commercial ODS Appliances	<del>\$80 per unit</del> <b>No Charge</b>	<del>\$80 per unit</del> <b>No Charge</b>	<ul style="list-style-type: none"> <li><del>Not accepted at the Clearview Landfill</del></li> </ul>
Auto Hulks <b>excluding Electric Vehicles</b>	No Charge	No Charge	<ul style="list-style-type: none"> <li><b>Must be able to dump unassisted</b></li> <li><del>Site restrictions may apply;</del></li> <li>All fluids, batteries, ODS and tires must be removed prior to disposal;</li> <li><b>Multiple vehicle will be directed to the Landfills</b></li> <li><del>Place in designated area;</del></li> </ul> <p><del>Not accepted at the Clearview Landfill.</del></p>
<b>Auto Hulks - Electric Vehicles</b>	<b>Not Accepted</b>	<b>Not Accepted</b>	
Scrap Metal	No Charge	No Charge	<ul style="list-style-type: none"> <li><del>Place in designated area;</del></li> <li>Large volumes of small items are to be placed in a metal container (welding rods, nails screws);</li> <li><b>High volume generators may be redirected to the Landfills</b></li> <li><del>Not accepted at the Clearview Landfill.</del></li> </ul>
Metal Drums, Tanks and pressurized tanks	No Charge	No Charge	<ul style="list-style-type: none"> <li>Material must be <b>visibly decommissioned</b>: cut open <b>or flattened</b> and free of any liquids or contamination;</li> <li><b>Propane bottles placed in designated area</b></li> </ul> <p>Size restriction requirements may apply.</p>
<b>Major Project or Work</b> Camp DRC Construction/Demolition Waste	\$160 per metric tonne <b>\$300/MT</b>	<b>Not Accepted</b>	<ul style="list-style-type: none"> <li><b>Requires Approval of the Director</b></li> <li><b>Sorting Requirements apply</b></li> <li><del>Accepted at the Knockholt and Clearview Landfill facilities only (weighed on scales)</del></li> </ul>

Work Camp Municipal Solid <b>General</b> Waste	\$130 per metric tonne <b>\$300/MT</b>	<b>Not Accepted</b>	<ul style="list-style-type: none"> <li>• <b>Requires Approval of the Director</b></li> <li>• <b>Sorting Requirements apply</b> <ul style="list-style-type: none"> <li>• Accepted at the Knockholt and Clearview Landfill facilities only (weighed on scales)</li> </ul> </li> </ul>
Work Camp Temporarily Permitted Non-Permitted Recyclable Material	Originating from Work Camp – \$130/metric tonne  <b>\$300/MT</b> Originating from Commercial, Industry and institutional facilities >2 cubic meters – \$130/ metric tonne	<2 cubic meter Commercial loads – no charge  <b>Not Accepted</b>	<ul style="list-style-type: none"> <li>• <b>Requires Approval of the Director</b></li> <li>• Loads &gt;2 cubic meters are not accepted at the Transfer Station</li> </ul>
Unsegregated loads ( <b>greater than 10% or more recyclables or prohibited material</b> )	\$150/ <b>MT</b> per metric tonne	<b>Not Accepted</b>	<ul style="list-style-type: none"> <li>• Loads that are not segregated will be charged with this fee <b>in addition to the regular disposal fees</b></li> </ul>
<b>Out-of-Region Waste</b>	<b>2 x Applicable Fee</b>	<b>Not Accepted</b>	<ul style="list-style-type: none"> <li>• <b>Requires Approval of the Director</b></li> </ul>
<b>Administration &amp; Handling Fee</b>	<b>\$100</b>	<b>Not applicable</b>	<ul style="list-style-type: none"> <li>• <b>Assistance require to unload</b></li> <li>• <b>Additional labour required to dispose</b></li> <li>• <b>Preparation required for disposal</b></li> </ul>



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 11, 2025  
**Subject:** **Vanderhoof Rural Fire Protection Maximum Tax Limit Increase**

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

That Vanderhoof Rural Fire Protection Service Establishment Amendment Bylaw No. 2099, 2025 be given first, second, and third reading this 11th day of December 2025.

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**BACKGROUND**

Every five years the Regional District may increase the maximum taxation rate of a service by 25% over the maximum in effect in the fifth year previous.

**ATTACHMENTS:**

Bylaw No. 2099

**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. 2099

### A bylaw to amend the tax limit for the Vanderhoof Rural Fire Protection Local Service

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 755, 1993 the Vanderhoof Rural Fire Protection Local Service within a portion of Electoral Area “F”;

**AND WHEREAS** the Regional District wishes to increase the maximum annual tax requisition for this service from FORTY-FOUR THOUSAND THREE HUNDRED SEVENTY-FIVE (\$44,375) DOLLARS to FIFTY-FIVE THOUSAND FOUR HUNDRED (\$55,400) DOLLARS;

**AND WHEREAS** under Section 347 of the *Local Government Act*, the sole participant has consented to the adoption of this Bylaw;

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

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

1. Section 3 of Bylaw No. 755, 1993, is hereby repealed and the following substituted therefore:  
  
“3. The maximum amount that may be requisitioned annually for the cost of this service shall be FIFTY-FIVE THOUSAND FOUR HUNDRED (\$55,400) DOLLARS.”
2. This bylaw may be cited as “Vanderhoof Rural Fire Protection Local Service Establishment Amendment Bylaw No. 2099, 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

CONSENT OF THE DIRECTOR OF ELECTORAL AREA “F” received this day of            , 2025.

Page 2 of Bylaw No. 2099

ADOPTED this       day of       , 2025

\_\_\_\_\_  
Chairperson

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

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2099 as adopted.

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, CFO  
**Date:** December 11, 2025  
**Subject:** 2025 - 2029 Five Year Financial Plan Amendment

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

That "Regional District of Bulkley-Nechako Five Year Financial Plan Amendment Bylaw No. 2096, 2025" be given first, second, third reading and adoption this 11<sup>th</sup> day of December, 2025.

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### BACKGROUND

Generally, the "Budget" or the Five-Year Financial Plan requires amendment whenever the capital portion of the budget for any one service and/or the operational expense portion of the budget for any one service is exceeded.

The items of note in this budget amendment are listed below and are included in the attached budget amendment:

1101 – Rural Government – Increase the transfer from Reserves (Gas Tax Reserve) to \$1,000,000 from \$250,000) and increase the other expenses by \$750,000. Gas Tax grants greatly exceeded the \$250,000 amount that was budgeted this year.

1201 – General Government – Increase capital expenses by \$35,000 and withdrawal from reserves (Northern Capital Planning Grant) by \$35,000. This is the result of a new photocopier purchase as well as a Sea-Can for administrative office storage.

4301 – Developmental Services – Increase capital items by \$7,000 and withdrawal from reserves by \$7,000 (equipment reserves). The cost of the new plotter was higher than expected. The original budget amount was \$18,000 and the final cost was just under \$25,000.

5903 – Glacier Gulch Water Diversion – Increase capital repairs by \$21,500 and withdrawal from reserves (Northern Capital and Planning) by \$21,500. Reserves were utilized for emergency repairs of damage to the diversion that happened during the winter of 2024-2025.

7103 and 7104 – Topley Fire and Clucluz Lake Fire – For each service increase capital items by \$235,000 and increase withdrawal from reserves by \$235,000 (a combination of North West Revenue Sharing and Northern Capital and Planning).

7204 – Luck Bay Fire – Increase the withdrawal from Reserves (Gas Tax) and the Capital items budget to \$15,000. The planned generator project was higher than the \$11,000 expected.

8101 – Lakes District Airport – Increase grant to society by \$170,000 and withdrawal from reserves by \$170,000 to aid the Society in the completion of an airport refueling project.

10101 – Bulkley Valley Pool – Increase special projects by \$31,034 and withdrawal from reserves (operational) by \$31,034 to support engineering work required for long term asset management planning, to investigate a rooftop solar project, and possible entrance way expansion.

**ATTACHMENTS:**

Bylaw No. 2096

**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. 2096**

**Being a bylaw to amend the Financial Plan  
for the years 2025 to 2029**

---

The Regional District of Bulkley-Nechako in open meeting assembled enacted as follows:

1. Schedule "A", attached hereto and made part of this bylaw, is the amended schedule "A" for Bylaw No. 2036 for the Regional District of Bulkley-Nechako for the years 2025 through 2029.
2. This bylaw may be cited as "Regional District of Bulkley-Nechako Five Year Financial Plan Amendment Bylaw No. 2096, 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

I hereby certify that the foregoing is a true copy of Bylaw No. 2096 as adopted.

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



## Regional District of Bulkley-Nechako

2025 to 2029 Financial Plan Year One (2025) Summary

Schedule "A"

Bylaw 2070 as amended by Bylaw 2096

2025 Financial Plan:

Service	Prop. Value	Parcel	Fees and	Proceeds of	Other	Total	TRANSFERS From/(To)					EXPENDITURES:				
	Taxes	Taxes	Charges	Borrowing	Revenue	Funding	Transfer to	Transfer from	Surplus of	Equity in	Total	Debt Pmts.	Capital	Amortization	Other	Deficit from
							Reserve	Reserve	Prior Yr.	TCA's	Transfers	Int. & P'pal.	Expenditures	of TCA's	Expenses	Prior Year
1101 Rural Government Services	365,174				121,577	486,751	-10,000	1,000,000	0		990,000				1,476,751	1,476,751
1131 Area "A" Grant in Aid	0				0	0			0		0				0	0
1132 Area "B" Grant in Aid	0				0	0			0		0				0	0
1133 Area "C" Grant in Aid	0				0	0			0		0				0	0
1134 Area "D" Grant in Aid	0				0	0			0		0				0	0
1135 Area "E" Grant in Aid	0				0	0			0		0				0	0
1136 Area "F" Grant in Aid	0				0	0			0		0				0	0
1137 Area "G" Grant in Aid	0				0	0			0		0				0	0
1200 General Government Services	2,374,468				752,005	3,126,473	-400,000	340,000	118,720	145,000	203,720	0	125,000	145,000	3,060,193	3,330,193
1205 Agriculture	163,797				40,000	203,797		50,000			50,000				253,797	253,797
1206 Nechako Watershed/Fraser Basin Council	4,665				750	5,415			3,885		3,885				9,300	9,300
1301 Feasibility Studies	0				0	0			37,079		37,079				37,079	0
1501 Local Community of Fort Fraser	7,443				5,000	12,443			7,079		7,079				19,522	19,522
1701 Chinook Community Forest					50,000	50,000			3,253		3,253				53,253	0
2401 Area "A" Economic Development	15,000					15,000			42,902		42,902				57,902	57,902
2402 Area "B" Economic Development	61,615				100	61,715			19,485		19,485				81,200	0
2403 Area "C" Economic Development	26,951					26,951			23,049		23,049				50,000	50,000
2404 Area "D" Economic Development	34,352				19,732	54,084			70,916		70,916				125,000	125,000
2405 Area "E" Economic Development	52,135				29,946	82,081			40,988		40,988				123,069	123,069
2406 Area "F" Economic Development	50,000					50,000			18,370		18,370				68,370	68,370
2407 Area "G" Economic Development																
2500 Regional Economic Development	254,161				126,872	381,034		50,000	0		50,000				431,034	431,034
3101 Member Fiscal Services					739,800	739,800					0	739,800				739,800
4101 Planning	398,295		20,000		43,126	461,420					0				461,420	461,420
4201 Building Inspection	250,710		110,000		243,819	604,529	50,000		0	5,500	55,500		50,000	5,500	604,529	660,029
4301 Development Services	295,978		2,500		59,793	358,272		52,500			52,500		25,000		385,772	410,772
4401 Building Numbering Extended Service	20,337				3,162	23,499	0		-32		-32				23,467	23,467
4501 Unsightly Premises Regulatory Control	32,950				2,854	35,804			192		192				35,996	35,996
4601 Bylaw Enforcement	0				73,587	73,587	-10,500		1,596	6,000	-2,904		0	6,000	64,683	70,683
5101 Environmental Services	4,373,467				1,804,701	6,178,168		3,194,000	1,000,000	870,000	5,064,000	0	3,465,000	870,000	6,907,168	11,242,168
5901 Invasive Plant Control	30,427				4,806	35,233	0		292		292				35,525	0
5902 Lake Kathryn Aquatic Weed Harvesting		9,350	750		0	10,100			215		215				10,315	10,315
5903 Glacier Gulch Water Diversion		3,268	205		0	3,473		21,500	110		21,610				25,083	25,083
6101 Ft. Fraser Sewer System		54,015	31,741		0	85,757	-100	86,000	11,684	13,650	111,234		140,000	13,650	43,341	196,991
6201 Ft. Fraser Water System		63,234	52,984		0	116,218	-20,150		28,170	95,000	103,020	0	75,000	95,000	49,238	219,238
6301 Cluculz Lake - Somerses Estates Sewer		14,063			0	14,063	0		0		0				8,632	5,431
6402 Liquid Waste Disposal			6,000			6,000			21,459		21,459				27,459	27,459
7101 Ft. Fraser Fire Protection	64,946				7,500	72,446	-32,000	7,500	11,072	21,000	7,572	0	7,500	21,000	51,518	0
7102 Southside Rural Fire Protection	67,968				140,000	207,968	0	447,500	0	35,400	482,900	0	587,500	35,400	67,417	551
7103 Topley Rural Fire Protection	87,473				2,310	89,782	-5,500	258,500	2,722	32,170	287,892	20,051	258,500	32,170	66,953	377,674
7104 Cluculz Lake Emergency Response	29,296				110,000	139,296	0	686,000	0		686,000		792,500		30,795	2,001
7201 Burns Lake Rural Fire Protection	162,825				687	153,512		0	0	40,000	40,000	0		40,000	153,512	0
7202 Ft.St.James Rural Fire Protection	243,995			0		243,995	0		0		0				243,995	0
7203 Houston Rural Fire Protection	26,497					26,497			0		0				26,497	0
7204 Luck Bay Rural fire Protection	70,514				6,999	77,513	0	15,000	967	9,000	24,967	13,109	15,000	9,000	65,371	0
7205 Smithers Rural Fire Protection	326,685					326,685		20,000	0		20,000				346,685	346,685
7206 Telkwa Rural Fire Protection	150,959				108	151,066	0	58,037	0		58,037	1,133			207,970	0
7207 Vanderhoof Rural Fire Protection	44,097					44,097	0		0		0				44,097	0
7208 Round Lake Fire Protection	0				0	0	0		0	0	0	0	0	0	0	0
7501 9-1-1 Service	395,061		107,000		40,583	542,644	75,000		0	4,500	79,500		75,000	4,500	542,644	622,144
7601 Emergency Preparedness Planning	544,432				736,958	1,281,390	0	526,000	0	34,730	560,730		526,000	34,730	1,281,390	1,842,120
7701 Burns Lake & Area Victim Services	22,479				2,583	25,063			437		437				25,500	25,500
7702 Smithers Victim Services	45,000				500	45,500			81		81				45,581	45,581
8101 Lakes District Airport	71,244				23,034	94,278	0	170,000	0		170,000				264,278	264,278
8202 FSJ Seniors Helping Seniors Transportation Se	0				0	0			0		0				0	0
8203 Regional Transit Service	82,918		28,000		140,000	250,918	0	20,000	0		20,000				259,470	11,447
9101 Decker Lake Street Lighting		8,957	350			9,307			1,693		1,693				11,000	0
9102 Endako Street Lighting	3,283		321			3,604			396		396				4,000	0
9103 Ft. Fraser Street Lighting	8,958		400			9,358			1,642		1,642				11,000	0
9104 Gerow Island Street Lighting	3,888					3,888		0	462		462				4,350	0
9106 Colony Point Street Lighting	2,925					2,925			525		525				3,450	0
9107 Laidlaw Street Lighting	0					0			1,859		1,859				1,859	0
9108 Gowan Loop Street Lighting	1,459				0	1,459			241		241				1,700	0
10101 Bulkley Valley Regional Pool and Rec. Centre	1,104,086				17,000	1,121,086	-250,600	31,034	0	160,000	-59,566		0	160,000	901,258	262
10102 Vanderhoof Pool	551,689					551,689	0		0		0				551,689	551,689
10201 Ft.St.James Arena Grant	38,062					38,062			1		1				38,063	38,063

10202 Burns Lake Arena	237,978			2,500	240,478		0		0					240,454	24	240,478	
10301 Smithers Rural Recreation/Culture	597,766				597,766		0		0					597,766	0	597,766	
10302 Vanderhoof Recreation & Culture	101,500				101,500		0		0					101,500		101,500	
10303 Lakes District Recreation and Culture	345,877			107,225	453,102	-200	112,988		112,788					565,890		565,890	
10401 Ft Fraser Cemetary Grant	4,035			100	4,135		115		115					4,250	0	4,250	
10402 Topley Cemetery Grant	1,746				1,746		4		4					1,750	0	1,750	
10501 Smithers, Telkwa, Houston TV Rebroadcast	60,355			700	61,055		0		0					60,900	155	61,055	
10502 Fraser Lake and Area TV Rebroadcasting	66,719			30,406	97,125		0		0					91,350	5,775	97,125	
10503 Ft. St. James and Area TV Rebroadcasting	162,376			3,000	165,376		69		69					165,445	0	165,445	
10504 Burns Lake and Area TV Rebroadcasting	24,580			8,046	32,626	0	374		374					33,000	0	33,000	
10602 Fraser Lake Rural Library Grant	41,274			24,108	65,382		2,353		2,353					67,735	0	67,735	
10603 Fort St. James Library	21,483			50	21,533		0		0					21,529	4	21,533	
10801 Fort Fraser Community Hall	2,564			93	2,657		93		93					2,750	0	2,750	
10802 Braeside Community Hall	2,850				2,850				0					2,850		2,850	
10902 Bulkley Valley Trails	224,950	9,000		0	233,950	175,000	0	35,000	210,000		125,000	35,000		226,511	57,439	443,950	
10903 Houston Trails	13,024			50,000	63,024	50,000	7,909		57,909		50,000			70,934		120,934	
10904 Lakes Trails	86,343			26,392	112,735	145,000	0	3,000	148,000		145,000	3,000		109,084	3,652	260,735	
10905 Fort St. James Trails	28,299			50,000	78,299	30,000	9,341		39,341		50,000			67,640		117,640	
10912 Bulkley Valley Recreation	73,972			500	74,472		45,298		45,298					119,770		119,770	
10913 Houston Recreation	8,364			0	8,364		52,536		52,536					60,900		60,900	
10914 Lakes Recreation	43,450			13,531	56,982		66,848		66,848					123,830		123,830	
10915 Fort St. James Recreation	50,821			250	51,071		65,654		65,654					116,725		116,725	
Total for all Departments	15,152,994	152,888	369,251	0	5,666,793	21,341,925	-604,050	7,433,571	1,835,092	1,509,950	10,174,562	774,094	6,512,000	1,509,950	22,633,701	86,742	31,516,488



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 11, 2025  
**Subject:** **Fort Fraser Sewer Service Establishment Bylaw No. 2086, 2025**

---

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

That the Board rescind third reading of Fort Fraser Sewer Service Establishment Bylaw No. 2086, 2025 and give third reading as amended this 11<sup>th</sup> day of December, 2025

---

**BACKGROUND**

Fort Fraser Sewer Service Establishment Bylaw No. 2086, 2025 was given three readings on September 18, 2025. Upon review by the Ministry of Housing and Municipal Affairs, Ministry staff requested the inclusion of the boundaries of the service and the participating area which have been added in the attached bylaw. Following third reading of the amended bylaw, the bylaw will be re-submitted to the Ministry for approval prior to being presented to the Board for adoption.

**ATTACHMENTS:**

Bylaw No. 2086

**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. 2086

#### A bylaw to convert the Fort Fraser Sewer Specified Area Sewer Frontage Tax Bylaw function to a service

**WHEREAS** under Section 341 of the Local Government Act, if a Regional District proposes to amend a service established by Supplementary Letters Patent, it must convert that service by adopting a bylaw respecting that service which:

- a) meets the requirement of Section 339 of the Local Government Act for an establishing bylaw, and
- b) is adopted in accordance with the requirements of Section 349 of the Local Government Act as if it were a bylaw amending an establishing bylaw;

**AND WHEREAS** the Regional District of Bulkley-Nechako was granted the function of the Fort Fraser Sewer Specified Area which service was provided under the function of Division XV as established by Supplementary Letters Patent dated December 18, 1980;

**AND WHEREAS** the Director of Electoral Area “D” has consented in writing to the adoption of this bylaw in accordance with Section 350 of the Local Government Act;

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

1. The function of Division XV – Fort Fraser Sewer Specified Area as established by Supplementary Letters Patent dated December 18, 1980, is hereby established as a service to be known as the “Fort Fraser Sewer Service”;
2. The boundaries of the service area shall be the boundaries as outlined on Schedule “A” which is attached hereto and forming part of this bylaw;
3. The Participating Area is Electoral Area D (Fraser Lake Rural);
4. The annual cost of the service shall be recovered by a sewer user fee against the owner or occupier of land or real property whose property is connected to the sewer system and a parcel tax upon the owners of land or real property within the Fort Fraser Sewer Service Area which

is capable of being connected with any sewer main, whether or not the parcel of land is connected with such sewer main.

5. The maximum amount of taxation that may be requisitioned annually for this service, under Section 388 of the Local Government Act, shall be EIGHTY THOUSAND (\$80,000) DOLLARS from the property owners within the Fort Fraser Sewer Service Area.
6. This bylaw may be cited as "Fort Fraser Sewer Service Establishment Bylaw No. 2086, 2025."

READ A FIRST TIME this 18<sup>th</sup> day of September, 2025.

READ A SECOND TIME this 18<sup>th</sup> day of September, 2025.

READ A THIRD TIME this 18<sup>th</sup> day of September, 2025.

THIRD READING RESCINDED this       day of       ,

READ A THIRD TIME AS AMENDED this       day of       ,

I hereby certify that this is a true and correct copy of Bylaw No. 2086.

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

CONSENT OF ELECTORAL AREA "D" DIRECTOR RECEIVED this  
day of       , 2025.

RECEIVED APPROVAL FROM THE INSPECTOR OF MUNICIPALITIES this  
day of       , 2025.

ADOPTED this       day of       , 2025

...3

\_\_\_\_\_  
Chairperson

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

114

7th Ave

Area Subject to  
Bylaw No. 2086

Spiller Rd

Hwy 16

Telegraph Rd

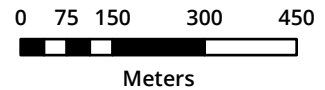
Dock Ave

Nechako  
River



**Bylaw 2086: Schedule A**  
Regional District of Bulkley-Nechako  
Electoral Area D (Fraser Lake Rural)  
Produced: 2025-11-10

Service Area:  $\approx 163.2$  ha





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Cheryl Anderson, Director of Corporate Services

**Date:** December 11, 2025

**Subject:** **RDBN Fort Fraser Water Service Regulatory Amendment  
Bylaw No. 2087, 2025 and RDBN Fort Fraser Sewer Service  
Regulatory Amendment Bylaw No. 2088, 2025**

---

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

1. That the Board rescind third reading of Regional District of Bulkley-Nechako Fort Fraser Water Service Regulatory Amendment Bylaw No. 2087, 2025, give third reading as amended and adoption this 11<sup>th</sup> day of December, 2025.
  2. That the Board rescind third reading of Regional District of Bulkley-Nechako Fort Fraser Sewer Service Regulatory Amendment Bylaw No. 2088, 2025, give third reading as amended and adoption this 11<sup>th</sup> day of December, 2025.
- 

### BACKGROUND

Bylaws 2087 and 2088 were given three readings by the Board on November 20, 2025. At that time the bylaws were cited as Regional District of Bulkley-Nechako Water Service Regulatory Amendment Bylaw No. 2087, 2025 and Regional District of Bulkley-Nechako Service Regulatory Amendment Bylaw No. 2088, 2025 omitting the reference to Fort Fraser. The bylaw citations have been amended to include Fort Fraser.

Staff is requesting that the Board amend the bylaw citations to better reflect the nature of the bylaws and proceed with adoption.

### ATTACHMENTS:

Bylaw 2087

Bylaw 2088

### 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 **Fort Fraser** Water Service Regulatory Amendment Bylaw No. 2087, 2025."

READ A FIRST TIME this 20<sup>th</sup> day of November, 2025

READ A SECOND TIME this 20<sup>th</sup> day of November, 2025

READ A THIRD TIME this 20<sup>th</sup> day of November, 2025

THIRD READING RESCINDED this            day of            , 2025

READ A THIRD TIME AS AMENDED this            day of            , 2025

ADOPTED this            day of            , 2025



---

Chairperson

---

Corporate Administrator

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

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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 1<sup>st</sup> 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 **Fort Fraser** Sewer Service Regulatory Amendment Bylaw No. 2088, 2025."

READ A FIRST TIME this 20<sup>th</sup> day of November, 2025

READ A SECOND TIME this 20<sup>th</sup> day of November, 2025

READ A THIRD TIME this 20<sup>th</sup> day of November, 2025

THIRD READING RESCINDED this            day of            , 2025

READ A THIRD TIME AS AMENDED 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 1<sup>st</sup> 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**

<b>Category</b>	<b>Charge</b>
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 Board of Directors

**To:** Chair and Board

**From:** Cheryl Anderson, Director of Corporate Services

**Date:** December 11, 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 adopted this 11th day of December, 2025.

---

**BACKGROUND**

Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2093, 2025 was given three readings by the Board on November 20, 2025. The bylaw may now be adopted.

**ATTACHMENTS:**

Bylaw No. 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 20<sup>th</sup> day of November, 2025

READ A SECOND TIME this 20<sup>th</sup> day of November, 2025

READ A THIRD TIME this 20<sup>th</sup> 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. 2093 as adopted.

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

127

Property Subject to  
Bylaw No. 2093

Hislop Rd

Tyhee Lake

Telkwa



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



Telkwa Rural Fire Protection Area

0 200 400 800



Meters



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 11, 2025  
**Subject:** **RDBN Committee Appointments 2026**

---

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

That the Board ratify the Committee Appointments for 2026.

---

**BACKGROUND**

The attached document outlines the committee appointments for 2026.

**ATTACHMENTS:**

2026 Appointments

**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** **2026 APPOINTMENTS**

### **RDBN BOARD**

Chairperson: Mark Parker  
Vice-Chairperson: Shane Brien

### **RURAL SERVICES COMMITTEE (Rural Directors)**

Chairperson: Michael Riis-Christianson

### **REGIONAL TRANSIT COMMITTEE**

Chairperson: Mark Parker  
Vice: Shane Brien

### **NORTHERN BC TOURISM ASSOCIATION**

Michael Riis-Christianson

### **MUNICIPAL FINANCE AUTHORITY**

Mark Parker  
Kevin Moutray, Alternate

### **MUNICIPAL INSURANCE ASSOCIATION**

Michael Riis-Christianson  
Judy Greenaway, Alternate

### **FRASER BASIN COUNCIL**

Shirley Moon

### **NECHAKO WATERSHED ROUNDTABLE**

Shirley Moon

### **PRINCE GEORGE TREATY ADVISORY COMMITTEE**

Clint Lambert

### **NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION**

Judy Greenaway  
Stoney Stoltenberg, Alternate

**PARCEL TAX ROLL REVIEW PANEL (5)**

Clint Lambert

Shirley Moon

Chris Newell

Mark Parker

Michael Riis-Christianson

**NORTHERN DEVELOPMENT INITIATIVE**

Prince George RAC:	Mark Parker
	Judy Greenaway, Alternate
Northwest RAC	Stoney Stoltenberg
	Clint Lambert, Alternate



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 11, 2025  
**Subject:** **RDBN Appointments 2026**

---

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

That the Board ratify the following appointments for 2026:

Bankers: Bulkley Valley Credit Union

Lawyers: Stewart McDannold Stuart, Victoria, B.C.  
Young Anderson, Vancouver, B.C.  
Carvello Law Corp., Victoria, B.C.

Election Officers: Cheryl Anderson, Chief Election Officer  
Wendy Wainwright, Deputy Chief Election Officer

Signing Authority: Any two (2) of:  
Chairperson  
Vice-Chairperson  
Director from Electoral Area B (Burns Lake Rural)  
Director from Village of Burns Lake  
Chief Administrative Officer  
Chief Financial Officer  
Director of Corporate Services

Auditors: Beswick Hildebrandt Lund CPA

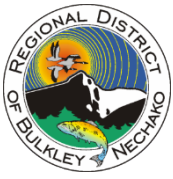
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### BACKGROUND

As in previous years, recommendations are made with respect to appointments for Regional District bankers, lawyers, election officers, signatories, and auditors for ratification by the Board.

### ATTACHMENTS:

None



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Cheryl Anderson, Director of Corporate Services

**Date:** December 11, 2025

**Subject:** **Electoral Area Directors (EAD) Forum - March 10-11, 2026  
- Richmond, BC. and Local Government Leadership Academy  
(LGLA) Forum - March 11-13, 2026, Richmond, BC**

---

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

1. That the Board authorize attendance of Rural Directors wishing to attend the Electoral Area Directors Forum March 10-11, 2026 in Richmond, BC.
2. That the Board authorize attendance of Rural Directors wishing to attend the Local Government Leadership Academy (LGLA) Forum March 11-13, 2026 in Richmond, BC.

---

**BACKGROUND**

The EAD Forum is taking place in Richmond from March 10-11. The Forum provides an opportunity to explore challenges common to electoral areas and identify potential solutions. Registration for this forum is \$250.

The LGLA Forum is scheduled immediately following the EAD Forum. This forum brings together senior staff and elected officials from local governments and First Nations to explore innovative ways to collaborate and drive positive transformation. Registration for this forum is \$495.

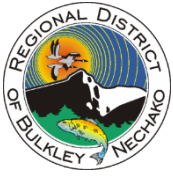
The agendas have not yet been finalized.

All costs associated with these forums will come from each Director's rural legislative budget.

**ATTACHMENTS:**

None





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** December 11, 2025  
**Subject:** **BC Natural Resources Forum - Minister Meeting Requests**

---

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

That the Board requests meetings at the BC Natural Resources Forum with Premier Eby, the Honourable Ravi Kahlon, Minister of Jobs and Economic Growth, the Honourable Bowinn Ma, Minister of Infrastructure, the Honourable Spencer Chandra Herbert, Minister of Indigenous Relations and Reconciliation, the Honourable Randene Neill, Minister of Water, Land and Resource Stewardship, the Honourable Adrian Dix, Minister of Energy and Climate Solutions and the Honourable Brittny Anderson, Minister of State for Local Government and Rural Communities regarding the health of the Nechako River.

---

### BACKGROUND

In October, the RDBN, together 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 expressing urgent concerns regarding the state of the Nechako River and to request meaningful provincial and federal engagement and support.

Earlier this year, Premier Eby established a Cabinet Committee on Tariff Response led by The Honourable Ravi Kahlon. The committee's three-point strategy focuses on U.S. tariffs with tough counter-actions and outreach to American decision-makers, strengthening B.C.'s economy by expediting projects and supporting industry and workers, and diversifying trade markets to reduce reliance on the U.S.

In November, aligned with the mandate of the Cabinet Committee on Tariff Response, the RDBN sent a letter to Ministers Kahlon, Ma, and Chandra Herbert, with copies to Premier Eby and Minister Anderson requesting the Province's support for the Kenney Dam Release Facility and Tahtsa Narrows dredging.

Given the significance of these initiatives, it would be prudent to request meetings with these Ministers to follow up on the letters and reiterate the importance of advancing these critical projects.

**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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Strategic Initiatives and Rural Services  
**Date:** December 11, 2025  
**Subject:** **Lakes District Airport Society -  
Support for BC Air Access Program Applications**

---

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

- 1) That the Board support the Lakes District Airport Society's application to the BC Air Access Program for an Airport Master Plan at the Burns Lake Airport.
  - 2) That the Board support the Lakes District Airport Society's application to the BC Air Access Program for Runway maintenance equipment at the Burns Lake Airport.
  - 3) That the Board approve letters of support for both applications listed above.
- 

### BACKGROUND

The Lakes District Airport Society is preparing two applications to the BC Air Access Program (BCAAP), one for an Airport Master Plan project estimated at \$35,000, as well as one for a Runway maintenance equipment project estimated between \$100,000 and \$200,000.

There is no funding impact for the RDBN. The Airport Society will make the leveraging contributions required for the applications.

Staff are working with the Society to resolve reporting non-compliance. Staff recommend support for the applications to ensure these projects can move ahead.

### 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:** December 11, 2025  
**Subject:** **Grant in Aid - Groundbreakers Youth on Farms Program**

---

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

That the Board approve allocating \$9,885 in Regional Grant in Aid from the Area A (Smithers/Telkwa Rural) allocation to Groundbreakers Agricultural Association for the 2026 Youth on Farms Program.

---

**BACKGROUND**

Please see the attached application for further information.

The remaining balance of Regional Grant in Aid for Electoral Area A (Smithers Rural) is \$11,221.

Director Stoltenberg is supportive of a contribution of \$9,885 towards the eligible expenses included in the application budget.

**ATTACHMENTS:**

Grant in Aid Application – Groundbreakers Youth on Farms Program

**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:** December 2, 2025 3:46 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:  
 Groundbreakers Agriculture Association

Contact Email Address:  
 kylajsanderson@gmail.com

Contact Phone Number:  
 778 877 7583

Organization Mailing Address:  
 2481 Carr Road, Smithers, BC V0J 2N4

Project or purpose for which you require assistance:  
 Youth of Farms, a program under Groundbreakers Agriculture Association

Amount of Grant Requested:  
 13445

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?:

Groundbreaker's Youth on Farms program is the only service of its kind to the community. We offer youth farmers and RiseUp volunteers a vibrant community and educational experience far beyond the norm of a 'farm job' throughout the growing season in the Bulkley valley. We give producers big and small affordable access to youth farmers, while offloading administrative work and offering educational opportunities that connect and unites both producers and farmers.

Our goals are to:

- Ensure the availability of local food through supporting local farms and farmers
- Elevate the profession of farming and build a community as a way to develop and ensure the success of our next generation of farmers.

Groundbreakers as a whole is building towards a vision is a self-reliant, resilient, healthy community in the Bulkley Valley with a strong local food system. We do so by promoting the production and consumption of local food at fair

value by linking food consumers, producers and social service agencies together to participate in agricultural activities and education in the Bulkley Valley.

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.:

- Remuneration for YoF includes:

- Honorariums for those supporting our Youth & Producer training
- An honorarium to the Program Manager of Youth on Farms
- Full time summer salary and part time winter salary to Youth on Farm coordinators as supported through Canada Summer Jobs
- Full time summer salary for YoF participants
- Other Groundbreaker programs has part time contracts for program managers
- The board/officers of the organization work on a volunteer basis

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

Groundbreakers has been active since 2011. The Youth on Farms program has been active since 2015. There are 10 active volunteers/board members and upwards of 30 people directly involved in the Youth on Farms program alone.

Assistance is being requested for.:

Other purpose - please explain below

Other Purpose:

Social venture soft launch, social connection through orientation and wrap up with lessons learned, marketing and recruitment setup, educational programming. Details below.

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.:

- Orientation and wrap up socials - the social fabric of the food growing industry is what keeps our valley strong through the trials and tribulations of a work partnership with mother nature
- Social enterprise - we would like to do a pilot project of a venture that will allow us to build another revenue stream to power Youth on Farms and Groundbreakers as a whole. We would make and sell drip irrigation kits, which would be educational for those who learn to build them and would bring in a small profit.
- Recruiting and marketing - the effort to date has been passive/by word of mouth. We believe that a little bit of effort can multiply our success by giving Youth on Farms a voice at job fairs and in the community. We propose to do this by setting Youth on Farms and Groundbreakers up with an event tent and volunteer created signage to bring legitimacy and presence to the program
- Educational programming - including first aid training and equipment, ergonomics, power tool use and maintenance as part of a pre-planned 3 part series for Youth on Farms and RiseUp volunteers as part of our newly emerging partnership

Further detail included in budget details attached.

Describe how this proposal will benefit the community.:

We are focused on youth education and access to opportunities to help us build a sustainable future of food in the Bulkley Valley. Our work is deeply entwined with the local environment and supports the development of rich soils and healthy ecosystem without which we will not be able to grow/raise food for our community.

All those who eat food will be positively impacted this year and for many generations as we work to support young farmers in getting good local jobs, educating local participants and producers alike to create a community of practice, elevating the perception and importance of farming, and allowing and enabling local small farms to reduce their operating costs and invest in their futures and our future in turn.

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

Yes - please provide information below

Name of Grant or Funding Agency:

Canada Summer Jobs

Amount applied for:

35922.5

Status of application:

Pending

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

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

Yes

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

Yes. Grant in Aid, 2024 and 2025. In 2025 we applied for \$4,320 and spent \$ 4,257.83. This supported a 3 part training program for Youth on Farms in the Bulkley & Kispiox Valleys who were working on farms through the Canada Summer Jobs grant and as funded directly through Youth on Farms program.

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

Provide an opportunity for individuals to make direct contributions?

Contact Name:  
Kyla Sanderson

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.:  
9691

Contact Name:  
Mark Fisher

Contact Phone Number:  
250 877 8434

Contact Email Address:  
markfisher@bulkley.net

Which RDBN electoral area(s) receive services or benefits from your organization?:  
Electoral Area A (Smithers/Telkwa Rural)

Is your organization signed up to receive funds from the RDBN via Electronic Funds Transfer?:  
No, but we would like to be.

To view all of this form's submissions, visit  
[https://protect.checkpoint.com/v2/r03/\\_\\_\\_https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315\\_\\_\\_YzFjOnJkYm46YzpvOjliOWI4OWU4NGM2OGNjZmRmYExOGE1ZjYzZGMwNzNmOjc6ODNmNzo5MTQ3N2U1Yzc1YjY2ZWUzMWRIZTA2NzViZDY4YTQ2MjUxZThjYzZkNmIxNjM4NjIxZTUxY2NiYTdkYTViYTA4OnA6VDpO](https://protect.checkpoint.com/v2/r03/___https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315___YzFjOnJkYm46YzpvOjliOWI4OWU4NGM2OGNjZmRmYExOGE1ZjYzZGMwNzNmOjc6ODNmNzo5MTQ3N2U1Yzc1YjY2ZWUzMWRIZTA2NzViZDY4YTQ2MjUxZThjYzZkNmIxNjM4NjIxZTUxY2NiYTdkYTViYTA4OnA6VDpO)





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Strategic Initiatives and Rural Services  
**Date:** December 11, 2025  
**Subject:** **Grant in Aid - Decker Lake Hall**

---

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

That the Board approve allocating \$12,000 in Regional Grant in Aid from the Electoral Area B (Burns Lake Rural) allocation to the Decker Lake Recreation Commission for new tables and a commercial dishwasher.

---

**BACKGROUND**

Please see the attached application for further information.

The remaining balance in Area B (Burns Lake Rural) Regional Grant in Aid is \$25,961

Director Riis-Christianson is supportive of the application.

**ATTACHMENTS:**

Grant in Aid Application – Decker Lake Recreation Commission

**STRATEGIC PLAN ALIGNMENT:**

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

**ELECTORAL AREA REQUEST FOR GRANT IN AID APPLICATION FORM****Organization Legal Name:** Decker Lake Recreation Commission**Organization Mailing Address:** 4057 Decker Lake Hull Rd**Contact Person 1:****Contact Name:** Ed Martens  
**Contact Phone Number:** (250) 698-7453  
**Contact Email Address:** \_\_\_\_\_**Contact Person 2:****Contact Name:** Sharon Payne  
**Contact Phone Number:** (250) 698-7626  
**Contact Email Address:** \_\_\_\_\_

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

Yes ☐No, we prefer a cheque. ☐No, but we would like to be. ☒**Application Summary**

Project or purpose for which you require assistance:

Commercial dishwasher  
TablesAmount of Grant Requested \$ 12,000 estimate

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 undertaking.

\_\_\_\_\_  
(signature of authorized signatory)\_\_\_\_\_  
(Title)

### Applicant Profile

1. 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?

- Community gatherings  
- such as playing cards and events

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

☐ Electoral Area A (Smithers/Telkwa Rural)

☒ Electoral Area B (Burns Lake Rural)

☐ Electoral Area C (Fort St. James Rural)

☐ Electoral Area D (Fraser Lake Rural)

☐ Electoral Area E (Francois/Ootsa Lake Rural)

☐ Electoral Area F (Vanderhoof Rural)

☐ Electoral Area G (Houston/Granisle Rural)

3. Is your organization voluntary and non-profit? ☒ YES ☐ NO

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

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

Decker Lake Hall has been in the community since 1947.  
we have 9 active volunteers

### Project/Proposal Profile

1. Assistance is being requested for:

- ☒ Capital project and/or equipment
- ☐ Special event
- ☒ Other purpose (explain below)

Other purpose:

Tables for events

2. 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 or your request here. Attach additional information if required.

3. Describe how this proposal will benefit the community.

This will make our kitchen more efficient and sanitized.

### Funding and Financial Information

1. Attach supporting financial information, ie., budget/financial report. Ensure the following information is clearly itemized:

- Total cost of project/proposal;
- Grants/funding from other sources;
- Funding contributed by applicant through fund raising activities or other sources of revenue;
- Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant/funding from other source(s)? \_\_\_\_ YES ☒ NO

If yes, complete the following chart. If not, please comment.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved	Denied	Pending

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

☒ YES ☐ NO

If yes, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used
2016	1,600.00	Renovations
2019	2,500.00	Kitchen counters/cupboard

4. Does your organization:

- a) Offer direct financial assistance to individuals or families? ☐ YES ☒ NO
- b) Duplicate services that fall within the mandate of either a senior government or a local service agency? ☐ YES ☒ NO
- c) Provide an opportunity for individuals to make direct contributions? ☒ YES ☐ NO
- d) Is your organization part of a provincial or national fundraising campaign? ☐ YES ☒ NO

**Don't forget to attach the required financial report.**



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

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

**Date:** December 11, 2025

**Subject:** **Grant to the District of Fort St. James - Healthcare Recruitment Project**

---

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

That the Board approve a grant of \$15,000 to the District of Fort St. James from the Electoral Area C (Fort St. James Rural) Economic Development Service to support the work of the Healthcare Recruitment Project.

---

**BACKGROUND**

The District of Fort St. James is developing a joint committee to support the recruitment and retention of medical professionals in the community. The Committee plans to explore other examples from the region and is considering hiring a medical recruitment champion for the area.

**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:** December 11, 2025  
**Subject:** **Grant in Aid - Mouse Mountain Parent Advisory Council**

---

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

That the Board approve allocating \$7,500 in Regional Grant in Aid from the Electoral Area D (Fraser Lake Rural) allocation to the Mouse Mountain Parent Advisory Council for school ski equipment.

---

**BACKGROUND**

Please see the attached application for further information.

The remaining balance in Area D (Fraser Lake Rural) Regional Grant in Aid is \$48,964

Director Parker is supportive of the application.

**ATTACHMENTS:**

Grant in Aid Application – Mouse Mountain Parent Advisory Council

**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 23, 2025 9:06 AM  
**To:** Nellie Davis  
**Subject:** Website Form Submission – Online Grant in Aid Application Form

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

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

Organization Legal Name:  
 Mouse Mountain Parent Advisory Council

Contact Email Address:  
 chantal\_fitzgerald@hotmail.com

Contact Phone Number:  
 2506995053

Organization Mailing Address:  
 266 Taluk Cres, Fraser Lake, B.C V0J 1S0

Project or purpose for which you require assistance:  
 Mouse Mountain Elementary School is excited to be included in Spirit North's land based sports program. This program offers weekly opportunities for our students and exposure to sports such as mountain biking and cross country skiing. We are now seeking funding assistance to purchase enough cross country ski equipment for our students to enjoy the trail network right outside our door.

Amount of Grant Requested:  
 7500

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?:

Mouse Mountain PAC consists of a group of volunteer parents who work with the school to support student success. Our PAC meets once a month with the Principal to discuss the current policies/events, parent concerns, and plan fundraisers. We plan a variety of fundraisers throughout the school year. Some of our main fundraisers include Deilemans Christmas catalog, Halloween carnival/dance, Christmas basket raffle, and Spring Fling dance. With these fundraising efforts over the years we have provided the school with new table and chairs for classrooms, individual cubbies, climbing was in the gym, and numerous bus trips and fun days.

Is your organization voluntary and non-profit?:  
 Yes



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

We are a group of volunteers who do not receive any type of payment or funds for our time.

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

Mouse Mountain PAC Executive Board:

President - Chantal Weber

Vice President - Heather Hill

Treasurer - Samantha Schmidt

Secretary - Vacant

We currently have 3 executive members and 2-3 parents who volunteer on a regular basis.

Assistance is being requested for::

Other purpose - please explain below

Other Purpose:

MMES is hoping to purchase enough skis and boots for our students to participate in cross country skiing. Our school currently consists of 95 students, Kindergarten to Grade 3.

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.:

With our Spirit North partnership we are able to purchase quality and durable Salomon brand equipment using their sponsor discount. The fleet will include enough sizes to accommodate our individual class sizes and age ranges. Spirit North coaches will then groom our field as well as adjoining trails around Mouse Mountain and provide weekly lessons during our regular PE blocks. The equipment will be stored in our storage sea can in pre made shelving and bins that are easy to access for both teachers and students. With weekly lessons from Spirit North we hope that teachers and support staff will then have the confidence to take students out even on non Spirit North days.

Describe how this proposal will benefit the community.:

The addition of cross country skiing to the physical education program at Mouse Mountain Elementary will be an ideal step towards increasing physical literacy in our students. It will lead to more students enjoying the community trails with their families as well as future adventures in their adulthood. The trail network in Fraser Lake as well as neighboring communities is an under utilized and under valued asset free for public to access.

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

Yes - please provide information below

Name of Grant or Funding Agency:

Nechako - Kitamaat Development Fund Society (NKDF)

Amount applied for:

5000

Status of application:

Approved

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

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

Unknown

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

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

Contact Name:

Chantal Weber

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.:

9640,9641,9642,9643

Contact Name:

Rachelle Van Zanten

Contact Phone Number:

2506920642

Contact Email Address:

rachelle@spiritnorthxc.ca

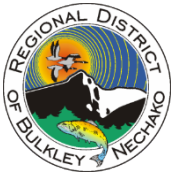
Which RDBN electoral area(s) receive services or benefits from your organization?:

Electoral Area D (Fraser Lake Rural)

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

No, but we would like to be.

[https://protect.checkpoint.com/v2/r03/\\_https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315\\_.YzFjOnJkYm46YzpvOjlInZkZjZmZWVjMzAzMTVjNGJjNDVmNTEyMDk2MzQzc6YjllODphMTQ0YjM1ZjUwYTQ1NWQ3NjNlMDBhZWExZDZjYzhmMGZjNjhlZDJkYTgzNjE1Mjk3M2RkOTA5OTU5YjZiMTg2OnA6VDpO](https://protect.checkpoint.com/v2/r03/_https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315_.YzFjOnJkYm46YzpvOjlInZkZjZmZWVjMzAzMTVjNGJjNDVmNTEyMDk2MzQzc6YjllODphMTQ0YjM1ZjUwYTQ1NWQ3NjNlMDBhZWExZDZjYzhmMGZjNjhlZDJkYTgzNjE1Mjk3M2RkOTA5OTU5YjZiMTg2OnA6VDpO)



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Strategic Initiatives and Rural Services  
**Date:** December 11, 2025  
**Subject:** **Grant in Aid - Mapes Blackwater Sob Lake Community Club**

---

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

That the Board approve allocating \$18,186 in Regional Grant in Aid from the Area F (Vanderhoof Rural) allocation to the Mapes/Blackwater/Sob Lake Community Club for a cemetery fencing project.

---

**BACKGROUND**

Please see the attached application for further information.

The remaining balance in Area F (Vanderhoof Rural) Regional Grant in Aid is \$52,844.

Director Shirley Moon is supportive of the application.

**ATTACHMENTS:**

Grant in Aid Application – Mapes/Blackwater/Sob Lake Community 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 21, 2025 8:51 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:  
 Mapes Blackwater Sob Lake Community Club. or MBS Community

Contact Email Address:  
 rockin6sfarms@outlook.com

Contact Phone Number:  
 2505674640 or 250 567 7577(mobile)

Organization Mailing Address:  
 17802 Blackwater rd, Vanderhoof ,B.C. V0J 3A0

Project or purpose for which you require assistance:  
 To fence the cemetery

Amount of Grant Requested:  
 18186

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

Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?:  
 The land was donated in 1926 and a small portion was fenced. We have recently had it surveyed and now wish to upgrade and fence the entire property. This a rural cemetery used by residence of the surrounding area.

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.:  
 All work is done by volunteers. The only money paid out is for maintenance and hydro.

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

The Mapes, Blackwater, Sob Lake (MBS) Community Club was formed in the 1960s. The community hall was built in 1970. The club consists of about 12 members with only about 8 being very active. Volunteers tend to come and go as in most organizations

Assistance is being requested for::  
Capital project and/or equipment

Other Purpose:

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

Describe how this proposal will benefit the community.:

Have you applied for a grant/funding from other source(s)?:  
No

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

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

Yes

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

During 2020 when we could not host any events due to covid. Funds were used for hydro and insurance.

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

Offer direct financial assistance to individuals or families?

Provide an opportunity for individuals to make direct contributions?

Contact Name:

Sheila Solmonson

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.:

9638,9639

Contact Name:

Missy Mcisaac

Contact Phone Number:

250 570 9355

Contact Email Address:

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

Electoral Area F (Vanderhoof Rural)

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

No, we prefer a cheque.

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\\_\\_\\_YzFjOnJkYm46YzpvOjBNDYzNGY2ZmI5ZDcyMWQyNTcxMTUwN2E3N2E4OGU4Ojc6NDUxNjozZjhhYzdiMmNIMWM2MDY4OWM5YWFjOGJkMmE1ZmU2N2ViZTE4MzEwMjMyNTI1MjU1YzY3NjYxZTRlOGYzNTgzOnA6VDpO](https://protect.checkpoint.com/v2/r03/___https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315___YzFjOnJkYm46YzpvOjBNDYzNGY2ZmI5ZDcyMWQyNTcxMTUwN2E3N2E4OGU4Ojc6NDUxNjozZjhhYzdiMmNIMWM2MDY4OWM5YWFjOGJkMmE1ZmU2N2ViZTE4MzEwMjMyNTI1MjU1YzY3NjYxZTRlOGYzNTgzOnA6VDpO)

GST # 89419 1220 RT0001

Nov.16, 2025

Greg MacDonald  
7842 Braaten, Rd.  
Vanderhoof, BC  
VOJ 3A1

Attention:

Sheila Solmonson, Re: Mapes Cemetery Fencing  
Vanderhoof, BC

Quote for installation of a pressure treated 3 rail fence on north  
and west property lines.

280 meters X \$44.00 per meter = \$12,320.00  
GST \$616.00  
Total \$12,936.00

**Thank you for your consideration.**



GST # 89419 1220 RT0001

Nov.16, 2025

Greg MacDonald  
7842 Braaten, Rd.  
Vanderhoof, BC  
VOJ 3A1

Attention:

Sheila Solmonson, Re: Mapes Cemetery Gate  
Vanderhoof, BC

Quote for materials and fabrication of 2 - 8ft (approx.) custom  
designed gates reflecting the local history of the Mapes  
Community.

Gate Materials and Labour	\$5000.00
GST	\$250.00
Total	\$5250.00

**Thank you for your consideration.**



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

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

**Date:** December 11, 2025

**Subject:** **Grant in Aid - Nechako Valley Exhibition Society**

---

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

That the Board approve allocating \$50,000, split between the Electoral Area F (Vanderhoof Rural) allocation of Regional Grant in Aid and the Area F (Vanderhoof Rural) Economic Development Service, to the Nechako Valley Exhibition Society for a Campground Development project at the Fair grounds.

---

**BACKGROUND**

Please see the attached application for further information.

The remaining balance in Area F (Vanderhoof Rural) Regional Grant in Aid is \$52,844.

The remaining balance in the Area F (Vanderhoof Rural) Economic Development Service is \$68,370.

Director Shirley Moon is supportive of the application.

Staff have developed a 'Conditionally Approved Funding Agreement' for cases where a Society is receiving Grant in Aid for a project but additional funds or permits need to be obtained before the project can start. This agreement indicates that, should a project not move forward within five years, the grant funds are considered repayable to the RDBN. The opportunity to request scope or timeline changes is also included.

The Conditionally Approved Funding Agreement would be used with the approval of this grant.

**ATTACHMENTS:**

Grant in Aid application – Nechako Valley Exhibition Society

**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 20, 2025 10:16 AM  
**To:** Nellie Davis  
**Subject:** Website Form Submission – Online Grant in Aid Application Form

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

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

Organization Legal Name:  
 Nechako Valley Exhibition Society

Contact Email Address:  
 nechakoexsociety@outlook.com

Contact Phone Number:  
 2505673011

Organization Mailing Address:  
 Po Box 863, Vanderhoof, BC, V0J 3A0

Project or purpose for which you require assistance:

The Nechako Valley Exhibition Society would like to utilize these funds to establish future revenue bringing awareness to the society, to services that we provide, as well as to establish awareness of agriculture within our regional district. We hope to do this by creating a 25-site RV campground equipped with pads and electrical hookups, along with a shower/washroom facility. This initiative aims to enhance our offerings for travelers visiting the Bulkley Nechako region by providing a convenient and accessible RV camping option being only minutes away from downtown and neighboring with the Omineca Golf and Country Club. Our facility will be accessible to the public, with a particular focus on accommodating equine travelers to help enhance their stay. In addition, the campground and shower/washroom facilities will be of great importance in supporting the forestry firefighters and Canadian Military during emergency operations. In previous years, our location has proven to be an excellent resource for these services, and this initiative aims to strengthen our already successful relationship with these organizations.

We intend to start this project end of 2025/beginning of 2026.

Please see attached for detailed information with respect to electrical and a rough draft of the site location.

Amount of Grant Requested:  
 50000

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

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

The Nechako Valley Exhibition Society is a community-based society run by volunteers that provides a variety of services. We are primarily an equestrian facility that offers boarding and indoor/outdoor riding to light and heavy horses. In addition, we have multiple buildings for other livestock to be shown such as beef, swine, and poultry. We host our annual Fall Fair which helps to promote and encourage the development of farming and livestock industries in the northern interior. In addition, we rent our facility to organizations to host rodeos, dog shows, weddings, beef showmanship classes, 4-H, and many more.

We also host our own events for our community to participate in. Our current Christmas Lane event is to help raise funds for our local Santa's Anonymous as well as Canadian Men's Health Foundation while providing a beautiful and safe area for our community to view Christmas lights and decorations.

In addition, we have developed longstanding relationships with our Canadian Military and forestry firefighters while hosting these organizations during regional emergencies.

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.:

The Nechako Valley Exhibition Society is a non-profit organization. However, we have one part time Office Administrator as well as one full time Groundskeeper. Both positions are excluded NVES members.

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

Our organization has been in operation for 60 years as it was established in 1965. We have 56 members and 150 volunteers.

Assistance is being requested for::

Capital project and/or equipment

Other purpose - please explain below

Other Purpose:

Shower/washroom facility, 25-RV sites, as well as electrical upgrade

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.:

The Nechako Valley Exhibition Society would like to utilize these funds to establish future revenue bringing awareness to the society, to services that we provide, as well as to establish awareness of agriculture within our regional district. We hope to do this by creating a 25-site RV campground equipped with pads and electrical hookups, along with a shower/washroom facility.

Describe how this proposal will benefit the community.:

This initiative aims to enhance our offerings for travelers visiting the Bulkley Nechako region by providing a convenient and accessible RV camping option being only minutes away from downtown and neighboring with the Omineca Golf and Country Club. Our facility will be accessible to the public, with a particular focus on accommodating equine travelers to help enhance their stay. In addition, the campground and shower/washroom facilities will be of great importance in supporting the forest firefighters and Canadian Military during emergency operations. In previous years, our location has proven to be an excellent resource for these services, and this initiative aims to strengthen our already successful relationship with these organizations.

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

No

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

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

Yes

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

Year: 2023

Amount: \$22,842.00

Purpose: Insurance Covid-19 Relief Funding

Year: 2023

Amount: \$60,000.00

Purpose: Beef Barn Renovations

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

Provide an opportunity for individuals to make direct contributions?

Contact Name:

Lauren Hardy

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.:  
9627,9628

Contact Name:  
Clayton Gull

Contact Phone Number:  
2505678843

Contact Email Address:  
clayton.gull@gov.bc.ca

Which RDBN electoral area(s) receive services or benefits from your organization?:  
Electoral Area F (Vanderhoof Rural)

Is your organization signed up to receive funds from the RDBN via Electronic Funds Transfer?:  
No, we prefer a cheque.

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\\_\\_\\_YzFjOnJkYm46YzpvOjk1OWNmNzQwMGQ2NGUxNjlyZTI4YjZkOGIzNjcyMjBkOjc6YzgxNjpiZGQ4ZjI3ZDIxYzM3Mjk3ZGYxNTFjNWFiMGNiYjM3ZWRmOTlkZjlwNTU4NWVkdQxNmZhYjYwN2Q3YTM2MmRlOnA6VDpO](https://protect.checkpoint.com/v2/r03/___https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315___YzFjOnJkYm46YzpvOjk1OWNmNzQwMGQ2NGUxNjlyZTI4YjZkOGIzNjcyMjBkOjc6YzgxNjpiZGQ4ZjI3ZDIxYzM3Mjk3ZGYxNTFjNWFiMGNiYjM3ZWRmOTlkZjlwNTU4NWVkdQxNmZhYjYwN2Q3YTM2MmRlOnA6VDpO)



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Blackwell, Regional Fire Chief  
**Date:** December 11, 2025  
**Subject:** **911 Maintenance Contract**

---

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

That the Board renew the contract with Tower Communications for the provision of 911 equipment and system maintenance for an additional five-year term starting January 1, 2026.

That the Board direct award the contract rather than go through a formal RFP process as Tower Communications is the only qualified company to provide the service within the RDBN that staff are aware of.

---

**BACKGROUND**

The contract between the RDBN and Tower Communications for the provision of 911 radio communication system maintenance is due to expire on December 31, 2025. Tower Communications has been providing this service to the RDBN since the inception of 911 in the region. This contract is necessary to provide and maintain the 911 service to the residents of the RDBN. The three main services that are provided under the contract are:

1. Twenty-four hours a day, seven days a week "on call" service and repair for Regional District 911 radio system equipment.
2. A scheduled "annual preventative maintenance" program conducted on all identified equipment.
3. Response to Emergency Trouble Response System (ERTS) and "routine" ERTS tickets with certain parameters.

Tower Communications is based out of Houston and, as far as staff are aware, are the only company within the Regional District that are qualified to provide the services required. They have knowledgeable staff, they are very familiar with all the RDBN equipment and sites, they manage all the 911 satellite backup systems for all twelve fire departments and have some of the fire department radio repeaters located at their mountain sites. For these reasons staff are recommending that the contract be directly awarded and renewed for an additional five-year term. The wording of the contract remains the same.

The proposed contract is attached with the fees for service outlined below. These fees are locked in for the five-year term. The Annual Fee for this service represents a ten percent increase over the previous term, with the hourly rates for ETRS ticket response going up nine percent.

<b>Description of Service</b>	<b>2020 Fee</b>	<b>2026 Fee</b>	<b>Unit of Service</b>
Annual Fee Component <ul style="list-style-type: none"> <li>• Provide a 24 hour, 7 days a week on call availability for all emergency ETRS tickets, and</li> <li>• Provide annual preventative maintenance service to all RDBN 911 sites</li> <li>• Cluculz Lake Repeater Maintenance (remote site)</li> <li>• Topley Repeater Maintenance (mountain site, fly in)</li> <li>• Topley Mountain Site Rental Fee</li> </ul>	\$31,585.00	\$34,825.00  \$1,218.00  \$3,968.00  \$200.00	Annually   Annually  Annually  Monthly
Respond to ETRS Tickets <ul style="list-style-type: none"> <li>• Emergency ETRS tickets after business hours</li> <li>• Routine and Emergency ETRS tickets during business hours.</li> </ul>	\$220.00 \$88.00	\$240.00 \$96.00	Per Hour Per Hour
Mileage for Emergency and Routine ETRS response travel.	\$0.60	\$0.75	Per Km

#### **ATTACHMENTS:**

Tower Communications 911 Maintenance Contract

#### **STRATEGIC PLAN ALIGNMENT:**

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

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

Choose an item.





**911 Emergency Fire/Rescue Dispatch Radio Communications  
System Maintenance and Repair Services  
Tower Communications Ltd.**

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

THIS AGREEMENT made this 1<sup>st</sup> day of January in the year of 2026 by and between the Regional District of Bulkley-Nechako, herein after called the "Regional District" and Tower Communications Ltd., herein after called the "Contractor".

**WITNESS** that the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:
  - a. Provide twenty-four (24) hours a day, seven (7) days a week 'on call' service and repair availability to Regional District 911 radio system equipment listed in Appendix 1 – Inventory and Location Report.
  - b. Conduct a scheduled 'Annual Preventative Maintenance' program on all equipment identified in the Contract.
  - c. Respond to 'Emergency' Emergency Trouble Response System (ETRS) tickets:
    - i. By telephone to the Fire Operations Communication Centre within 15 minutes of ETRS ticket time stamp.
    - ii. By telephone to the appropriate Fire Chief, or his/her alternate, within 30 minutes of ETRS ticket time stamp.
    - iii. If required, site attendance within a maximum of eight (8) hours of ETRS ticket time stamp.
  - d. Respond to 'Routine' ETRS tickets:
    - i. By telephone to the Fire Operations Communication Centre within 15 minutes of the start of the next business day or the ETRS time stamp.
    - ii. By telephone to the appropriate Fire Chief, or his/her alternate, within 30 minutes of the start of the next business day of the ETRS time stamp.
    - iii. If required, site attendance within a twenty-four (24) hours of the start of the next business day of the ETRS ticket time stamp.
  - e. Commence the Work of the Contract on January 1, 2026.
2. The Regional District will pay to the Contractor as full compensation for the performance and fulfillment of this Contract, the sum or sums of money specified in Appendix VI – Fees for Service in the manner and at the times specified in the Contract.
3. The Contract, General Conditions, Operational Specifications, Appendices, and all addenda are incorporated herein, to the intent and purpose as though recited in full herein and the whole shall form the Contract and shall enure to the benefit of and be binding upon the parties hereto and their successors, executors, administrators, and assigns.
4. No implied Contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express

contracts and agreements made herein by the parties hereto are and will be the only contract and agreements on which any rights against the Regional District may be founded.

5. This Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery hereof.
6. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual or to a member of a firm, or to the employee of the Regional District for whom they are intended, or if sent by registered mail or by telegram as follows:

The Contractor at:

Address: 3459 10<sup>th</sup> Street  
Houston, British Columbia V0J 1Z0

The Regional District of Bulkley-Nechako at:

Address: 37 3<sup>rd</sup> Avenue  
Burns Lake, BC, V0J 1E0

IN WITNESS WHEREOF the parties hereto have executed this Contract this \_\_\_\_ day of \_\_\_\_\_, 2025.

SIGNED, SEALED AND DELIVERED BY:  
Tower Communications Ltd.

\_\_\_\_\_  
(Contractor)

Signed in the presence of:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title (Please print)

\_\_\_\_\_  
Name and Title (Please print)

Regional District of Bulkley-Nechako

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

## Table of Contents

GENERAL CONDITIONS .....	3
1. Definition Of Terms .....	3
2. "Regional District" means the Regional District of Bulkley-Nechako.....	3
3. Intent of Contract Documents.....	3
4. Assignment Of Contract .....	3
5. Confidentiality .....	3
6. Contractor System Familiarity .....	4
7. Contract Term .....	4
8. Occupational Health and Safety .....	4
9. Contract Termination .....	4
10. Contractor's Termination of the Contract.....	5
11. Ownership .....	5
12. Owner's Right to Correct Deficiencies .....	5
13. Indemnity And Release by Contractor.....	5
14. Insurance .....	5
15. Changes In the Work.....	6
16. Payment.....	6
17. Compliance With All Laws and Regulations.....	7
18. WorkSafe BC.....	7
19. Contract Performance Reviews .....	7
20. Rights Of Waiver .....	7
21. Severability .....	7
OPERATIONAL SPECIFICATIONS.....	7
1. System Description .....	7
2. Contract Maintenance Standards .....	8
3. Contractor Response .....	14
4. Contract Maintenance Services.....	16
5. Preventative Maintenance Services.....	17
6. Maintenance Reports and Records.....	23
7. Site Access, Security and Clean Up .....	24
8. APPENDIX I – INVENTORY & LOCATION REPORT .....	26

9.	APPENDIX II – MAP OF SERVICE AREA.....	27
10.	APPENDIX III – SYSTEM MAINTENANCE LOG .....	28
11.	APPENDIX IV – TELEPHONE INTERCONNECT TEST LOG .....	32
12.	APPENDIX V – REGIONAL DISTRICT OF BULKLEY-NECHAKO TEST EQUIPMENT REQUIRED FOR TESTING .....	33
13.	APPENDIX VI – REGIONAL DISTRICT OF BULKLEY-NECHAKO EMERGENCY CONTACT INFORMATION .....	34
14.	APPENDIX VII – FEES FOR SERVICE .....	35

## GENERAL CONDITIONS

### 1. Definition Of Terms

"Contract Documents" and "Contract" means the documents in the Contract.

"Contractor" means Tower Communications Ltd.

"ETRS" means Electronic Trouble Reporting System.

"FOCC" means the Fire Operations Communication Centre.

### 2. "Regional District" means the Regional District of Bulkley-Nechako.

"Standards" means the acceptable requirements for service and maintenance of the entire System.

"System" means the 911 Radio Communications System that serve fire/rescue agencies in the Regional District of Bulkley-Nechako.

"Work" means all maintenance and repairs and all other related services.

### 3. Intent of Contract Documents

The intent of the Contract Documents is that the Contractor will provide all work to the System and all else necessary for, or incidental to, the proper execution of the work described in the Contract.

This Contract is not an agreement of employment. The Contractor is an independent contractor, and nothing herein will be construed to create a partnership, joint venture or agency and neither party will be responsible for the debts or obligations of the other.

### 4. Assignment Of Contract

The Contractor will not sublet, sell, transfer, assign or otherwise dispose of the Contract or any portions thereof, or its right, title or interest therein, or obligations thereunder without written consent of the Regional District except for an assignment to a bank of the payments to be received hereunder.

### 5. Confidentiality

In accordance with the Freedom of Information and Protection of Privacy Act, the Contractor will treat as confidential and will not, without the prior written consent of the Regional District, publish, release or disclose or permit to be published, released or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of this Contract except insofar as such publication release or disclosure is necessary to enable the Contractor to fulfill its obligations under this Contract, or by the laws of British Columbia.

## 6. Contractor System Familiarity

One (1) month will be provided the Contractor to become thoroughly familiar with the System. The Contractor shall be responsible for obtaining all required System documentation during the one (1) month familiarity period.

The Regional District retains the right to assess the Contractor's continuing ability to meet the Regional District's needs in accordance with the Contract.

The Regional District, in its sole judgment, will determine whether the Contractor's technicians are suitably trained and qualified to continue carrying out maintenance work on the System.

## 7. Contract Term

The Contract Term is from 12:01 a.m., January 1, 2026 to midnight, December 31, 2030.

## 8. Occupational Health and Safety

The Contractor will use due care and take all necessary precautions to assure the protection of persons and property at the facilities and will comply with the *Workers Compensation Act* of the Province of British Columbia.

## 9. Contract Termination

The Regional District reserves the right to terminate the Contract in writing if the Contractor is determined, at the sole discretion of the Regional District, to be in breach or non-performance of the terms and conditions of the Contract. The Contractor will have seven (7) days to remedy the breach or non-performance issue to the satisfaction of the Regional District.

Cause for termination, in the sole judgment of the Regional District, will include a breach or violation of any Contract terms and conditions, or the inability of the Contractor to adequately perform all System maintenance and repair functions in accordance with the Contract, or if the Contractor is not fulfilling the role of a maintenance contractor in a professional, responsible, cooperative, and business-like manner that is acceptable to the Regional District.

The Regional District will not be responsible for any costs incurred by the Contractor or for any Contractor business or non-business losses or liabilities, consequential or otherwise if the Regional District decides to terminate the Contract for cause.

All equipment, maintenance tools, documentation, keys (including those of other agencies/businesses) and all other Regional District property that is in the possession of the Contractor shall be returned to the Regional District immediately upon receiving notice of contract termination from the Regional District. The Regional District reserves the right to seek legal remedies through a court of competent jurisdiction, or other means at the disposal of the Regional District to

recover costs and to impose penalties as deemed appropriate by the Regional District, in the event of termination of the Contract for cause.

## 10. Contractor's Termination of the Contract

The Contractor will have the right to terminate the Contract in the event the Regional District fails to pay for the Work performed except as provided in the Contract Documents, within thirty (30) days from the specified date of payment and fails to remedy such default within ten (10) days of the Contractor's written notice to do so.

## 11. Ownership

The material produced, received or provided by the Regional District to the Contractor as a result of this Contract and any equipment or other property provided by the Regional District to the Contractor as a result of this Contract will:

- a. Be the exclusive property of the Regional District.
- b. Be delivered by the Contractor to the Regional District upon the Regional District giving written notice to the Contractor requesting delivery of the same or at the end date of this Contract.

## 12. Owner's Right to Correct Deficiencies

Upon failure of the Contractor to perform the Work in accordance with the Contract Documents, and after twenty-four (24) hours verbal notice to the Contractor, or without notice if any emergency of danger to the work or public exists, the Regional District may, without prejudice to any other remedy, correct such deficiencies. The cost of work performed by the Regional District in correcting deficiencies will be paid by the Contractor to the Regional District except where the Contractor was not contracted or given verbal notice or any opportunity to respond.

## 13. Indemnity And Release by Contractor

The Contractor shall indemnify and save harmless the Regional District and all its member municipalities, and their respective councillors, directors, officers and employees from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every kind brought or recovered against either of them by reason of any act or omission of the Contractor, its sub-contractors, agents or employees arising out of the entering of the Contract or the carrying out of the Work, whether on lands owned by the Regional District and whether arising from statutory liability or not.

## 14. Insurance

The Contractor will, at its own expense, provide the following insurance:



- a. The Contractor will provide and maintain at its expense, commercial general liability insurance coverage in a form satisfactory to the Regional District in an amount not less than five million (\$5,000,000) dollars inclusive, per occurrence insuring against bodily injury, personal injury, and property damage.
- b. The Contractor will provide and maintain at its expense automobile liability insurance on all vehicles used in the performance of the Work in an amount not less than five million (\$5,000,000) dollars.

In all policies of insurance called for under this Contract (except automobile insurance on vehicles owned by the Contractor), the Regional District will be included as Additional Insured and all such insurance will contain a provision that the insurance will apply as though a separate policy had been issued to each named insured.

Each policy will contain a clause that states:

*"This policy will not be changed or amended in any way, nor cancelled or materially changed without the Insurer giving at least thirty (30) days' notice by registered mail to the Regional District of Bulkley-Nechako."*

The Contractor will provide Certificates of Insurance of these policies to the Regional District prior to commencement of the Work. The Contractor will provide up-to-date Certificates of Insurance to the Regional District upon renewal of these policies.

## 15. Changes In the Work

The Regional District, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. The Contractor shall proceed with the Work as changed and the Work shall be executed under the provisions of the Contract. No changes shall be undertaken by the Contractor, without written order of the Regional District, except in an emergency endangering life or property, and no claims for additional compensation shall be valid unless the change in writing was so ordered. The value of the addition or deduction from the Contract amounts, and the method of determining such value, shall be by unit prices or combinations of unit prices as set out in the proposal using the same formula applied to the Contract Price.

## 16. Payment

The Contractor will invoice the Regional District monthly for services rendered in accordance with the contract for ETRS 'Emergency' and 'Routine' services and one-twelfth of the "Annual Fee Component" as outlined in Appendix VII – Fees for Service. Invoices will be reviewed and approved by the Regional District of Bulkley-Nechako prior to payment. Once approved invoices will be paid within 30 days.

## 17. Compliance With All Laws and Regulations

The Contractor shall provide all services, and conduct all work, in full compliance with all federal, provincial and municipal laws and regulations.

## 18. WorkSafe BC

Prior to undertaking any of the work in this Contract, the Contractor will provide the Regional District with its WorkSafe BC (WSBC) number and will pay and keep current all assessments required by WSBC in relation to the contract amount. The Contractor will provide a clearance letter from WSBC to the Regional District prior to commencement of the work and at intervals not greater than six (6) months during the term of the Contract.

## 19. Contract Performance Reviews

From time to time as deemed necessary, the Regional District may request that the Contractor participate in a Contract performance review. The Contractor will cooperate fully with the Regional District, and will provide the Regional District with all reports, records, and other documentation that may be requested by the Regional District from time to time, related to the maintenance of the System as required in the Contract, and participate in the periodic performance reviews with the Regional District. Documented performance arising from such reviews may be used as basis for alteration of the scope of work or suspension/termination of the Contract.

## 20. Rights Of Waiver

A waiver of any breach of, or provision of, this Contract will not constitute or operate as a waiver, or any other breach of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

## 21. Severability

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void the validity of the remaining paragraphs hereof will not be affected.

# OPERATIONAL SPECIFICATIONS

## 1. System Description

### 1.1 General Overview

The Regional District contracts with the Regional District of Fraser-Fort George for fire/rescue, dispatch and emergency services. The Regional District of Fraser-Fort George owns and operates a centralized Emergency Fire/Rescue Radio

Communications System for dispatching twelve (12) fire/rescue agencies throughout the Regional District of Bulkley-Nechako.

All fire/rescue department dispatch operations are located at the Fire Operations Communications Centre (FOCC) which is located at the Prince George Fire Department Fire Hall #1 in the City of Prince George. The FOCC receives all 911 fire emergency calls from the Primary Public Safety Answering Point, for all areas within the 911 Service Area as shown on Appendix 4 – Map of Service Area.

The FOCC in Prince George is a sophisticated centralized dispatch facility, with six (6) identical communications dispatch workstations and another four (4) at their backup location. The FOCC provides services to over one hundred emergency response agencies.

The FOCC communicates with Regional District agencies, listed in Appendix 3 – Inventory and Location Report, over a telephone interconnect system.

## **1.2 Site Locations**

911 Radio Communications System equipment and locations are listed on Appendix I – Inventory and Location Report.

## **2. Contract Maintenance Standards**

### **2.1 Maintenance Standards**

All contract maintenance standards shall be in accordance with requirements specified throughout the Contract, which will be used by the Regional District to measure the performance of the Contractor.

### **2.2 Contractor Liability for Loss and Damage**

The Contractor shall be liable for the total cost to repair, or replace all damaged Regional District System equipment, facilities, tools and test equipment because of negligence, improper storage, improper transport, improper or inadequate service procedures or workmanship on the part of the Contractor, the Contractor's agents, servants or employees.

The decision to replace or to repair damaged equipment or facilities shall be made at the sole discretion of the Regional District, after due consideration by the Regional District and the Regional District's appointed advisors, of a detailed description of all remedial action proposed by the Contractor.

The detailed description of the proposed remedial work by the Contractor shall include a comprehensive and rational assessment of the impact of all remedial work on the long-term System reliability, performance, and life expectancy.

### **2.3 System Familiarity and Technical Knowledge**

The Contractor will be solely responsible for establishing and maintaining a structured training program for all service and maintenance personnel that will be carrying out maintenance work on the System.

The required training, skills and capabilities of all personnel is to ensure to a high level of technical proficiency to enable prompt, efficient and effective response to all System maintenance requirements.

Contractor technicians will need to be able to independently assess System performance, operating, and functional problems, troubleshoot the specific cause (or causes) of the problem, and carry out all required adjustments and repairs to restore the System to a fully operational state in accordance with all performance and industry standard specifications in an effective, responsible, and professional manner without supervision or guidance.

Sufficient numbers of qualified Contractor technicians are required to be properly trained at all times including provisions for illnesses, vacations, and other reasons for technician absences, to provide for uninterrupted System maintenance and repair services, twenty-four (24) hours per day, seven (7) days per week for the entire duration of the agreed upon contract.

## **2.4 System Documentation**

System documentation that is required by the Contractor to be able to properly train maintenance personnel, and to provide efficient and effective maintenance services, shall be identified by the Contractor, and arrangements for obtaining the necessary documentation shall be determined between the Contractor and the Regional District prior to signing of the Contract.

Lack of technical documentation or System operating and functional information will not be an acceptable excuse by the Contractor for not having all necessary knowledge to carry out all maintenance work efficiently and effectively, in accordance with the Standards unless the Contractor has requested the technical documentation and system operating information from the Regional District and the information has not been supplied as set out in the Contract.

## **2.5 System Maintenance Tools**

The Contractor shall be responsible for the provision of all test equipment, service and maintenance computer software for all equipment, for all interconnecting cables, all extension circuit cards, and assemblies that are required for troubleshooting, maintenance and repair of all System equipment. See Appendix IV – Regional District of Bulkley-Nechako Test Equipment Required for Testing.

## **2.6 Service and Maintenance Resources and Facilities**

The Contractor shall always have available during the Contract Term, all required equipment, service and maintenance facilities, including trained service and

maintenance personnel, to provide prompt, effective and efficient maintenance services with a high level of proficiency and excellent workmanship.

All equipment, maintenance facilities, and trained personnel shall be made available as required on a top priority basis, without exception, to respond to all requests for 'Emergency' ETRS response services, twenty-four (24) hours a day, seven (7) days a week.

Inability by the Contractor to respond promptly, in accordance with the stated 'Emergency' ETRS tickets from the FOCC because of the immediate unavailability of suitable equipment, facilities or properly skilled and trained personnel, shall be cause for termination of the Contract at the sole discretion of the Regional District.

## **2.7 Qualifications and Personnel**

All personnel who are designated to carry out service and maintenance work on the System, shall have formal training in the field of electronics and radio communications from a recognized trade school, community college, institute of technology, or equivalent level of training, with at least three (3) years full time experience as a service technician in two-way radio communications service and maintenance work.

All service and maintenance personnel shall have a strong working knowledge of two-way narrow band FM point-to-point and mobile two-way radio communications systems theory of operation, performance, and functions, including antenna systems, control systems, in band and sub-audible signalling.

A sound understanding of basic user level programming of microprocessor-controlled radio and control equipment is mandatory.

All personnel directly engaged in the maintenance of the System shall have a strong background in troubleshooting and repairing electronics and radio communications equipment with demonstrated excellent workmanship skills.

## **2.8 Location of Full Service and Maintenance Facilities**

The Contractor shall maintain a fully equipped, full time service shop and maintenance facilities with fully trained technical service personnel.

The facilities shall be available and maintained by the Contractor on a permanent, full time basis to provide twenty-four (24) hours a day, seven (7) days a week response to all 'Emergency' ETRS tickets.

The Regional District reserves the right to cancel the Contract if changes are made to the Contractor's maintenance facilities or personnel after award of the Contract (including the relocation of some or all of the facilities), if in the opinion of the Regional District, the changes may result in a reduction of the Contractor's capabilities to provide a level of service as outlined in the said contract.

## **2.9 Availability of Maintenance Staff and Facilities**

The Contractor shall ensure that properly trained and skilled technical personnel, with immediate access to suitable equipment and facilities, shall be available at all times to respond promptly to 'Emergency' ETRS tickets for maintenance on the System, twenty-four (24) hours a day, seven (7) days a week, regardless of other commitments that may have been made by the Contractor to other customers.

The Regional District reserves the right to periodically and randomly inspect the Contractor's facilities, and to interview the Contractor's personnel at each location at the discretion of the Regional District, to ensure that standards are being met.

## **2.10 Quality of Workmanship**

The quality of workmanship always shall be excellent and shall reflect a high level of skill and technical competence.

All repair work shall not reduce either the life expectancy or reliability of the equipment or System and shall be carried out in accordance with the original equipment manufacturer's instructions.

All replacement parts shall comply with the original equipment manufacturer's specifications and shall not degrade the performance below the equipment manufacturer's performance standards.

Temporary repairs, and/or parts replacement, with field acceptable substitutes will be considered by the Regional District, only if the temporary repairs and/or parts replacement are necessary to urgently correct a malfunction that has disabled the System or is seriously jeopardizing the System's reliability. The Contractor shall immediately issue an expedited order for the approved (permanent replacement) parts without delay.

The temporary repairs and/or field-substituted parts shall be replaced with permanent repairs and approved parts as soon as the approved replacement parts are received by the Contractor.

All extraordinary field repair work, and/or field equipment replacement, that are required to immediately correct an urgent or catastrophic system problem, shall be carried out without delay at the discretion of the Contractor, pending a recommendation by the Contractor to the Regional District for a permanent solution.

## **2.11 Records and Reports**

The Contractor shall maintain thorough and accurate records of all maintenance work, including details of all repairs, replacements and adjustments on all equipment, at all sites.

Appendix III – Maintenance Log Report shall be completed for each site visit and shall clearly identify the time, date, and location of all site visits, the reason for the site visit, a concise, and accurate description of all work carried out during the site

visit, all subsequent follow-up work that is necessary to comply with the Standards, the nature of any temporary work or parts replacement, the results of the site visit and maintenance work in terms of effects on System performance, the name of the Dispatcher with whom the System checks were made before departing the site location, and the status of the System operation and performance after all maintenance work that was completed during the site visit.

A copy of all maintenance records on all the System equipment shall be forwarded to the Regional District and the FOCC within one (1) business day after the maintenance work has been completed.

All maintenance records and reports that require an immediate or urgent response from the Regional District or the FOCC, to ensure system reliability and integrity, shall be submitted by either telephone, fax, or delivered by hand to the Regional District and the FOCC Supervisor immediately upon completion of the maintenance work at the site, to avoid all unnecessary delays.

While on site, any observations made by the Contractor regarding the condition of radio equipment, site facilities, etc., that may adversely affect the long term reliability or life of the System, shall be reported to the Regional District and the FOCC in a concise report that clearly describes the problems or nature of concern with a recommendation to the Regional District to correct the problems.

In all cases, the reports shall be submitted to the Regional District and the FOCC in a timely manner to ensure that the Regional District and FOCC can immediately assess the urgency or priority of the problem.

Appendix I – Inventory and Location Report shall be maintained by the Contractor to record equipment serial numbers and the amount of equipment installed at each location and report the discarding of equipment.

## **2.12 Electronic Trouble Reporting System**

The Regional District has an Internet (web) based ETRS that is the basis for reporting and tracking all System problems.

The Electronic Trouble Report System ticket:

- a. Is used by the FOCC Dispatchers to initiate documented reports of System problems.
- b. Is used by the Contractor to record all maintenance and repair actions and to report the current status of the problem and resolution process.
- c. Is used by the Contractor to record all equipment that is replaced during System maintenance for inventory tracking and control.
- d. Is used by the Contractor to record time spent on the ETRS.

- e. Is used to provide a complete, chronological history of all System problems and solutions for subsequent System performance analysis, and planning purposes by the Regional District.

The Contractor shall have access to the Internet with suitable computer technology for retrieving and entering trouble report data as required in a timely manner.

Only the Regional District and/or the FOCC are authorized to place 'Emergency' and 'Routine' ETRS tickets for service work on the System. The Contractor shall immediately advise the FOCC and as required, the Regional District of all requests for service to the System that have been received by the Contractor, from any other sources, including any of the fire departments. Only the FOCC, and as required, the Regional District will determine whether the Contractor should respond to a service request from any other individuals, including those from any fire or rescue department personnel.

### **2.13 Emergency Response Contact Telephone Number**

The Contractor shall maintain a central twenty-four (24) hours a day, seven (7) days a week, emergency contact telephone number.

The Contractor's emergency contact telephone number shall be capable of receiving a digital alphanumeric or text message.

#### **Note:**

All electronic trouble reports initiated by the FOCC Dispatchers are automatically sent as a text message over a commercial paging system via the Internet.

The Contractor shall ensure that calls to the emergency contact telephone number shall result in immediate notification of properly skilled and trained technical service personnel who are able to respond to 'Emergency' ETRS tickets without delay.

During normal daytime business hours, 'Emergency' ETRS tickets may be made either to the emergency contact telephone number, or directly to the Contractor's service centre.

'Routine' ETRS tickets shall normally be made to the Contractor's service centre during normal business hours. However, the FOCC may place the 'Routine' ETRS tickets through the emergency contact telephone number, if the urgency of the service request cannot be immediately determined by the FOCC and/or if an immediate response is necessary to discuss the nature of the service requirements and possible impact on the reliability and operation of the System.

The Contractor shall maintain only one central emergency telephone number. The Contractor shall not change the central emergency telephone number without the express, prior approval of the Regional District.



### 3. Contractor Response

#### 3.1 'Emergency' ETRS Tickets

The Contractor shall ensure that a qualified (fully trained) service technician responds by telephone to all 'Emergency' ETRS tickets within fifteen (15) minutes of the request being placed by the FOCC to the emergency contact telephone number.

If, after telephone discussion between the FOCC and the Contractor's personnel, it is determined by the FOCC that an 'Emergency' response is required, fully trained technical service personnel shall contact the appropriate Fire Chief or his/her alternate to attempt to correct the problem and if required be enroute to the location requiring service within one (1) hour from the completion of the telephone discussion between the FOCC and the Contractor's service personnel.

If at the discretion of the FOCC, the problem can be resolved by the FOCC with direction from the Contractor's service personnel, the FOCC at its sole discretion, may down grade the call to a 'Routine' request.

At no time however, shall the Contractor's responding service personnel attempt to place the onus on the FOCC for either resolving the problem through telephone discussions, and/or attempt to convince the FOCC that the nature of the request is not an emergency, or place any burden on the FOCC dispatcher that either disrupts, or interrupts the FOCC Dispatcher's normal duties.

In all cases, any question or doubt about the nature of the emergency, including a possible resolution of the problem, shall result in an immediate response by the Contractor's trained technical personnel within one (1) hour from the time of the telephone discussion with the FOCC.

At all times, the Contractor shall be solely responsible for assessing the nature of the System problem or malfunction reported by the FOCC, and for taking the appropriate action to correct the problem in accordance with the Standards. The Contractor shall always assume, that the FOCC does not have sufficient technical knowledge or skills to either identify the cause, or to take appropriate action to rectify the problem unless the problem is of a procedural or operational nature only.

If the Contractor is unsure if the System problem is within the scope of the Contract the Contractor shall contact the Regional District. At no time shall the Contractor request the FOCC contact the Regional District to determine responsibility of a System problem. See Appendix V – Regional District of Bulkley-Nechako Emergency Contact Information.

The Contractor shall implement a clear escalation procedure that provides direct access by the Regional District and the FOCC Dispatchers to appropriate authorities within the Contractor's organization twenty-four (24) hours per day, seven (7) days per week. The Contractor shall supply a detailed escalation list that shall include the

name, title, relevant authority, and direct business and after-hours telephone numbers, as well as direct e-mail address of each person on the escalation list.

The Regional District or the FOCC Dispatchers shall have the right to contact any or all persons on the escalation list twenty-four (24) hours per day, seven (7) days per week for emergency purposes.

### **3.2 'Routine' ETRS Tickets**

The Contractor shall respond to all 'Routine' ETRS tickets placed by the FOCC, through the ETRS, within a reasonable time, as determined during discussions between the Contractor and the FOCC, but at no time, shall the response be longer than one (1) full business day. All Work shall be subject to the acceptance of the Regional District.

### **3.3 Transportation Arrangements**

The Contractor shall be solely responsible for providing all surface transportation for maintenance personnel to all sites, as required to conduct all Work.

The Contractor shall always ensure, that all service personnel carefully plan all service work, and make all necessary preparations in anticipation of the work to be conducted at all sites to avoid unnecessary repetitive site trips and costs because of inadequate preparation or planning by the service personnel.

### **3.4 Contractor Personnel Safety**

The Contractor shall be solely responsible for the safety of the Contractor's maintenance personnel.

The Regional District shall not be responsible or liable for injury or death that may occur to any of the Contractor's personnel during the performance of maintenance work, including travel to and from the System sites, for any reason whatsoever.

The Contractor shall identify and report to the Regional District all site facilities, and/or working conditions at all sites, that are unsafe, or present an unacceptable risk to the safety of the Contractor's personnel.

The Regional District will determine, in conjunction with the Contractor and the appropriate Fire Department representative, the most expeditious and cost-effective rectification of unsafe facilities and/or working conditions based on specific recommendations to the Regional District by the Contractor and/or based on examination of the facilities and working conditions by the Regional District.

In all cases, the safety of the Contractor's personnel shall not be compromised.

### **3.5 Enforcement of Maintenance Standards**

All performance of maintenance services by the Contractor that are determined by the Regional District to be inadequate or unacceptable in accordance with the

Standards may be cause for termination of the Contract by the Regional District as specified in the Contract.

Upon request of the Regional District, the Contractor shall provide detailed written responses to the Regional District explaining all circumstances that contributed to the cause or causes of inadequate performance.

The Contractor shall clearly describe in detail, the immediate remedial action that the Contractor will take to avoid repetition of the inadequate performance that is determined by the Regional District to have occurred within the control of the Contractor.

Failure by the Contractor to immediately implement remedies that are acceptable to the Regional District may be cause for termination of the Contract by the Regional District.

## 4. Contract Maintenance Services

### 4.1 General Requirements

The Contractor shall be responsible for providing repair and maintenance services on all System communications and control equipment, that are identified in Appendix I – Inventory and Location Report on a twenty-four (24) hours a day, seven (7) days a week basis, to maintain the System operation and performance in a constant state of readiness for providing reliable dispatch and radio communications services to all of the fire departments and rescue service agencies served by the System. The Contractor shall also be responsible for carrying out a scheduled preventive maintenance program on all equipment as specified in the Contract.

### 4.2 Emergency ETRS Ticket Services

'Emergency' ETRS tickets services shall include the repair and maintenance of all radio communications and control equipment and related communications system facilities that malfunction, or cause degraded radio system performance, or that reduce the system reliability and operational effectiveness of any part, or all the System.

In all cases, the Contractor shall respond to all 'Emergency' ETRS tickets as determined by the FOCC, in accordance with the Standards specified in the Contract.

Failure, malfunction or degradation of any component, equipment or materials that adversely affect the reliability of the dispatch service or performance of the System, shall require an emergency response from the Contractor, in accordance with the Standards specified in the Contract.

### 4.3 Routine ETRS Ticket Services

All 'Routine' ETRS tickets that do not require an 'Emergency' response by the Contractor shall be in accordance with the Standards specified in the Contract.

'Routine' ETRS tickets service requirements shall be applicable to any System failures or malfunctions that in the opinion of the FOCC do not reduce the reliability or operational effectiveness of the System.

## 5. Preventative Maintenance Services

### 5.1 General

The Contractor shall conduct a scheduled, annual preventative maintenance check on all of the sites and facilities listed in Appendix I – Inventory and Location Report.

The preventative maintenance checks at all sites shall be completed between April 15th and June 15th of each year.

All equipment, site facilities, and site shelters shall be thoroughly inspected, and tested as required to identify all items that may result in degraded system performance, malfunction or failure, or appear to be insecure, damaged, or susceptible to premature failure caused by weather or other causes, even though the equipment, site facilities, and shelter are operating properly at the time of the preventative maintenance checks.

In general, the Contractor shall verify that the equipment at each site will continue to provide the reliability and operational effectiveness expected of the System.

The preventative maintenance program shall be carried out in addition to all other work that may have been conducted during the normal course of repair and maintenance work on the System in accordance with the Contract requirements related to both 'Emergency' and 'Routine' response work throughout each year of the Contract.

The Contractor shall provide a written preventative maintenance plan for the year following, to the Regional District for review and approval no later than September 1st of each year. The Contractor shall not begin the preventative maintenance program each year until the Regional District has provided written approval of the plan.

The Preventative Maintenance Plan (Plan) shall clearly and concisely list the planned date for carrying out the preventative maintenance checks at each site (location of System equipment) between April 15th and July 15th of each year.

The Plan shall include a list of all inspections and equipment tests that shall be carried out for all System equipment and facilities at each site. The Plan does not necessarily need to include the inspection or test procedures, but the type of test, and/or inspection shall be clearly identified for each planned test and inspection for all equipment and facilities at each location.

The Plan shall also include a preventative maintenance test and inspection form supplied by the Regional District and that shall be used by the Contractor for recording the results of all tests and inspections of all equipment and facilities at each site. See Appendix III – System Maintenance Log.

The Regional District will review the Plan in a timely manner and shall identify required changes to the Plan prior to approval of the Plan by March 31st each year.

The Contractor shall be responsible for making all changes to the Plan required by the Regional District, and for re-submitting the Plan for Regional District approval in sufficient time to enable the Contractor to make all necessary arrangements to start all required preventative maintenance Work by April 15th of each year.

In all cases the Regional District shall not be held responsible for any delays that may be incurred by the Contractor for conducting all preventative Work within the specified time frame, as a result of Contractor delays in submitting a Plan that is acceptable to the Regional District prior to carrying out the preventative maintenance program each year during the Contract.

The Fixed Contract Price, in accordance with the Contract Price Schedule, shall include the labour for the repair, adjustment, and if applicable, the replacement of failed, malfunctioning or suspect equipment and components during the preventative Work.

The cost of replacement materials and components including Radio Frequency and other electrical cables, batteries, antennas, and equipment (other than spare equipment) shall be in addition to the labour for the Contract preventative maintenance services, and the Regional District shall be obligated to reimburse the Contractor for such costs, subject to the terms and conditions specified in the Contract.

## **5.2 Preventative Maintenance Sites**

Annual preventative maintenance shall be carried out on all equipment listed in Appendix I – Inventory and Location Report.

## **5.3 Preventative Maintenance Services**

At each site, preventative maintenance procedures shall include:

- a. Detailed measurements to verify that the System performance meets or exceeds the Regional District's established levels and that all equipment meets or exceeds the manufacturer's performance standards and specifications.
- b. Detailed visual inspection and verification of the integrity of the installation of all equipment, including interconnecting electrical cables, Radio Frequency transmission lines and Radio Frequency jumper cables, antennas, solar

panels (if applicable), batteries, cabinets and equipment enclosures, electrical power and ground connections, and mounting arrangements.

- c. Detailed measurements and verification of battery power supply systems including chargers, primary equipment power supplies, solar panel systems (if applicable), battery charge levels, and projected battery life (for both rechargeable and non-rechargeable batteries).
- d. Visual inspection of the general physical condition of the antennas and antenna mounting brackets, antenna mounting structure and guy wires (if applicable).

Wherever possible (or practical), all repairs, adjustments, and replacement of materials and/or equipment shall be carried out at the time the preventative maintenance Work is being conducted. During maintenance trips, the Contractor shall ensure they have all applicable Regional District spare radios and equipment, as well as all necessary tools, test equipment, programming cables and computers so repairs can be completed as soon as possible.

If the nature of the problem that is discovered during the preventative maintenance Work cannot be effectively or practically corrected at the time, the Contractor shall immediately submit a detailed report to the Regional District that clearly itemizes the specific Work that needs to be carried out during a subsequent visit to the site, the reasons that the Work could not be completed during the scheduled preventative maintenance site visit, and the prices for completing all itemized Work.

A detailed preventative maintenance report as set out in Appendix III – System Maintenance Log shall be completed for each site that clearly itemizes the detailed test and inspection results on all equipment. The report shall be submitted to the Regional District at the completion of the preventative maintenance test and inspection results for that site. The Contractor may provide specific recommendations to improve equipment performance and/or site facilities to increase system reliability and/or operational effectiveness, and the projected prices for implementing all recommendations.

#### **5.4 Specific Services to be Included in All Contract Pricing**

The Fixed Contract Price shall include all labour, surface travel expenses to and from each site, and miscellaneous electronic components, parts and materials that are normally part of a two-way commercial radio shop inventory for general repair purposes.

Special order components, parts and materials that are either unique to the System, and/or are not normally part of the standard general repair shop inventory that is maintained by a commercial two-way radio service facility, are not included in the Fixed Contract Price in accordance with Appendix VI – Fees for Service.

In all cases, all repair and maintenance Work shall be carried out by the Contractor to restore all equipment to the acceptable performance standards, and operational effectiveness, in accordance with the original equipment manufacturer's specifications and the system design requirements.

The Contractor shall ensure that no repair or maintenance Work results in any reduction in System reliability, functionality, or operational effectiveness after all repairs and maintenance Work have been completed and signed off.

Temporary repairs and maintenance Work will be acceptable to the Regional District only to expedite the restoration of the entire System to an acceptable level of reliability and operational effectiveness, pending permanent corrective action.

In these cases, temporary remedial measures shall be employed by the Contractor only under special circumstances, and only when immediate, permanent repairs or replacement are not possible.

In all cases, the Contractor shall ensure full compliance with the Standards, for both temporary and permanent remedial action to correct all System problems.

The Contract Maintenance Work shall include, but is not necessarily limited to:

- a. Repairing, adjusting and/or replacing all equipment, components, interconnecting wiring and all electrical connections to restore the equipment and system to the original, manufacturer's stated performance specifications, and to meet the system design requirements.
- b. Making all adjustments including all alignment and level setting procedures for all radio communications and control equipment, in accordance with the original equipment manufacturer's approved procedures and instructions.
- c. Carrying out the necessary trouble-shooting and investigative Work to identify the nature of all problems, to assess the appropriate remedial action, and to expedite all corrective measures that are necessary to restore the equipment and the System to acceptable standards of performance and operational effectiveness.
- d. Responding to all requests for maintenance.
- e. Preparing and maintaining technical and administrative reports for approval and/or review by the Regional District as may be required on a case-by-case basis by the Regional District.
- f. Ensuring full compliance with the Standards and making recommendations to the Regional District that will increase the cost-effectiveness of providing the Contract Work throughout the Contract Term, and that will result in improved overall 911 Fire Rescue Radio Communications System reliability and operating effectiveness.

- g. Providing a 'Recommendations and Quotation for Replacement of Equipment' Report based on the results of the Annual Preventative Maintenance Services.

## **5.5 Maintenance Manuals and Documentation**

The Regional District will supply one copy of all equipment operating and service manuals, System drawings, and documentation with all pertinent system technical and system descriptive information to the Contractor prior to the commencement of the Contract Term.

All documentation provided or purchased by the Regional District will always remain the property of the Regional District.

The Contractor shall be responsible for retaining, and for having available as required by the Contractor's personnel, all documentation supplied by the Regional District, and replacing all lost or destroyed documentation that has been supplied by the Regional District, at the sole cost of the Contractor.

Lack of appropriate documentation that is required to provide all contract maintenance services by the contractor, will not be an acceptable excuse for not being able to fulfill contract maintenance commitments, and may be cause for termination of the Contract by the Regional District, without recourse by the Contractor.

All documentation supplied or purchased by the Regional District shall be immediately returned to the Regional District upon termination of the Contract, either at the expiry of the Contract Term, or at any time as requested by the Regional District.

## **5.6 Spare Equipment**

Appendix I – Inventory and Location Report includes a list of all spare equipment that will be provided by the Regional District to the Contractor for immediate replacement purposes to minimize down-time and System disruption during the repair or permanent replacement of System equipment and components.

The Contractor shall use the ETRS (web based) trouble reporting system to record all equipment changes and to maintain an accurate inventory of all spare equipment supplied by the Regional District.

The Contractor shall be responsible for maintaining all spare equipment in a fully operational and functional condition, in accordance with the original equipment manufacturers performance specifications, and for making recommendations to the Regional District to replace, or to add to the spare inventory, in the event that the spare equipment is required as a permanent replacement for equipment or components that have failed, and cannot be repaired either cost effectively, or in a reasonable period of time.



Any System equipment, including spare equipment that is lost or destroyed either through the negligence of the Contractor, or because of improper repair or maintenance procedures, shall be replaced at the sole cost of the Contractor. Any repairs to any equipment, including spare equipment, caused by the negligence of the Contractor, or resulting from improper maintenance or repair procedures, shall be subject to the prior approval of the Regional District, based on a specific recommendation by the Contractor.

The spare equipment inventory and inventory records shall be available for immediate inspection by the Regional District during normal business hours.

## **5.7 Equipment Component Spares and Replacement**

All repairs and maintenance of the System equipment, that require replacement of electronic or electrical components, including connectors, modules, circuit boards, special wiring or cable assemblies, and special materials that are not part of the inventory normally maintained by a commercial radio communications service company, or are not part of the spare equipment supplied by the Regional District, may be charged to the Regional District, in addition to the Fixed Contract Price in the proposal, subject to the prior approval of the Regional District.

Within 60 days after execution of the Contract with the Regional District, the Contractor shall list for prior approval by the Regional District, all special-order components, materials, equipment, special assemblies and sub-assemblies, including special cables and connectors that are not normally included in the Contractor's general service parts inventory, and that are required for System maintenance and repair. All special order requests shall include firm prices that will be charged by the Contractor to the Regional District. All such special order items that are approved by, and paid for by the Regional District, shall be the property of the Regional District and shall be accounted for in the spare equipment inventory by the Contractor.

The Contractor shall provide evidence satisfactory to the Regional District that the price charged to the Regional District is fair and reasonable, and is based on the direct landed cost at the Contractor's maintenance facilities (premises), with a reasonable gross profit margin that includes provisions for the Contractor's normal overhead, and a net profit that represents the full discount that would be provided by the Contractor to the Contractor's most favoured customer.

The firm prices for repair or replacement of System components that are approved as special-order items shall include the price for extraordinary labour, in addition to the labour that is included in the Contract, to repair and/or to replace the special-order items.

The Regional District reserves the right to purchase directly from the equipment and/or parts suppliers, any special-order equipment, parts or material if in the

opinion of the Regional District, direct purchases will result in a cost savings to the Regional District.

All off-the-shelf and special components, materials, sub-assemblies, including interconnecting wiring and cabling assemblies, shall be replaced and/or repaired in accordance with the standards specified in the Contract.

## **6. Maintenance Reports and Records**

### **6.1 Reporting Procedures**

An ETRS is used by the FOCC dispatchers to report all problems encountered with the System.

The ETRS is completed in electronic format via the Internet.

When the ETRS form is submitted by a dispatcher, the ETRS form is automatically submitted by e-mail to the Regional District, the Contractor and the FOCC supervisor.

A fax copy of the ETRS is also automatically sent to the Contractor.

The dispatcher will identify the problem as an 'Emergency', or as 'Routine'.

ETRS submissions automatically generate an alphanumeric paging message to the Contractor.

The Contractor shall complete and submit a response on the ETRS form to clearly state the results of all troubleshooting and remedial Work that was carried out to resolve the problem within one (1) business day of the ETRS being initiated.

### **6.2 Preventative Maintenance Reports**

The Regional District will provide a preventative maintenance and service report form to be used by the Contractor for all preventative maintenance Work. Within one (1) month after the award of the Contract, the selected Contractor shall submit to the Regional District for comments and approval, samples of any proposed changes to the provided preventative maintenance and service report forms to be used by the Contractor for all preventative maintenance work.

### **6.3 Records**

The Contractor shall maintain Appendix 1 – Inventory and Location Report to record equipment serial numbers and the amount of equipment installed at each location and report the discarding of equipment.

### **6.4 Future System Additions and Deletions**

Equipment that has been added to the System after commencement of the Contract will be added to the Appendix I – Inventory and Location Report and shall become part of the Contractor's responsibilities.

The Contractor shall provide to the Regional District a quotation for extra Work to maintain additional equipment for the remainder of the Contract Term. The price shall be based on a reasonable estimate of the Contractor's cost that is in line with, and uses the same formula applied to, the Contract Price.

The Regional District shall be entitled to full disclosure of all Contractor costs and the methods that have been used by the Contractor to establish the price originally negotiated at the beginning of the Contract Term to enable the Regional District to determine if the additional Contract Price is fair and reasonable.

The Contractor shall also be expected to reduce the Contract Price in the event that equipment is permanently removed from the System.

The Contractor shall provide, to the Regional District, a revised Contract Price for reduced equipment maintenance requirements for the remainder of the Contract Term. The reduced price shall be based on a reasonable estimate of the Contractor's reduced cost that is in line with, and uses the same formula applied to the Contract Price.

## 7. Site Access, Security and Clean Up

The Contractor shall be responsible for gaining authorized access to all System equipment locations, including all sites and facilities that are owned and operated by the Regional District, and all System sites and facilities that are not owned, or operated by the Regional District.

The Contractor shall be responsible for acquiring keys and alarm security codes from the owner/manager of each location (site), including fire departments and rescue services in accordance with the procedures specified by each owner/manager. The Contractor shall provide a detailed listing of the keys to the Regional District. The list is to be updated, as required, and a copy of the updated list is to be provided to the Regional District. All lost or misplaced keys shall be immediately reported to the relevant agency, or site manager, and the Regional District.

The Contractor shall be fully responsible for the safe and secure storage of all keys.

The Contractor shall be responsible for ensuring that access to all sites by the Contractor's personnel, is in strict accordance with the rules and procedures established by all site owners and managers and that all Work conducted at all sites is carried out in a professional manner and always conforms to excellent workmanship standards.

At all shared sites, the Contractor's personnel shall avoid disturbing all other occupants' equipment and facilities and shall take special precautions to avoid any damage to all site facilities and equipment and ensure that all other occupant's communication systems are not disrupted.

All debris, discarded materials, and parts that are the result of the Contractor's works at all sites, shall be removed from the site and disposed of either at the Contractor's premises, or at a disposal receptacle or facility in accordance with all federal, provincial and local laws and regulations.

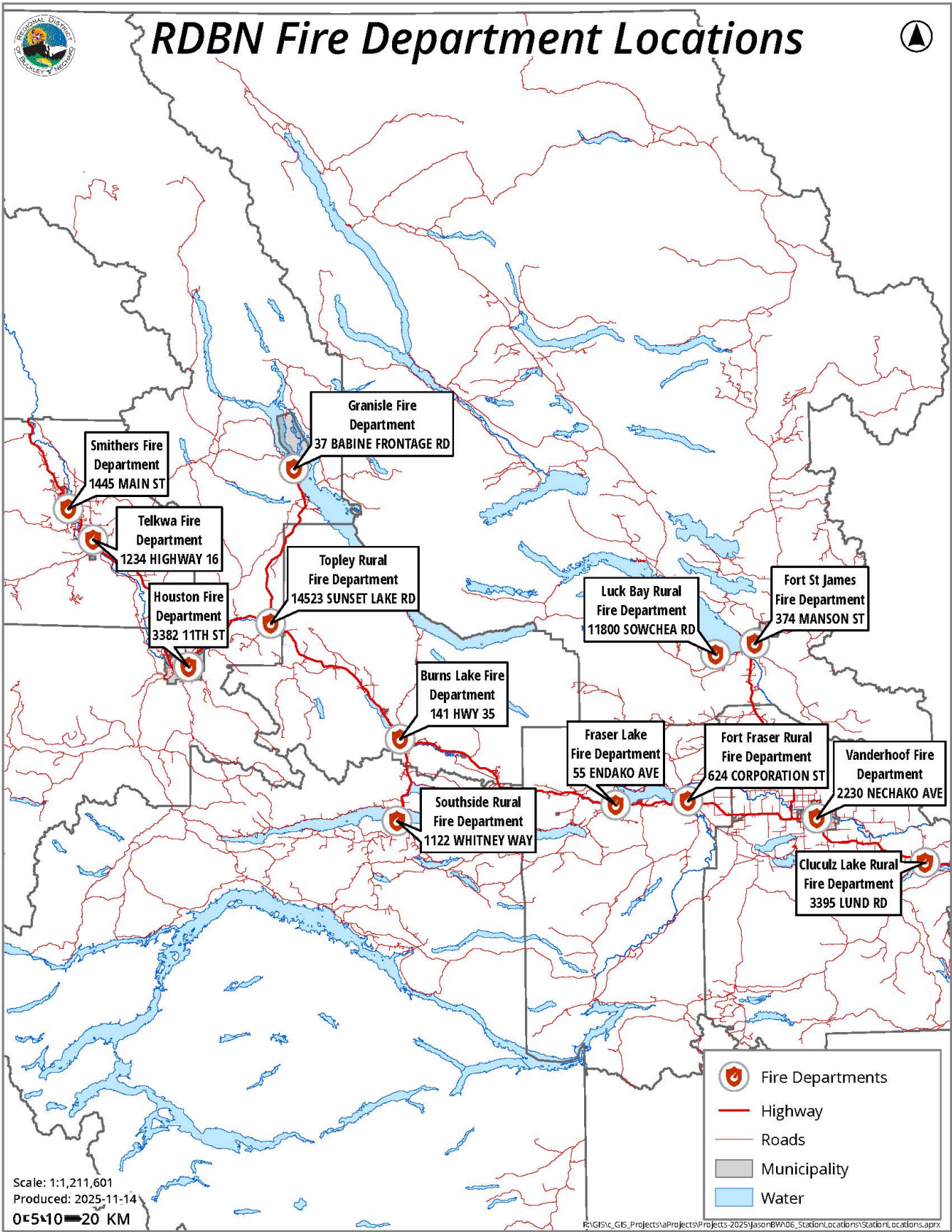
Prior to departing each site, the Contractor's personnel shall ensure that the status of all site utilities (lights, heat, etc.), are set in accordance with the site owners' or managers' requirements and that the site is properly secured, and all doors and gates are properly locked.

The Contractor shall be fully responsible for all cost, and liability for any damage, or causes of malfunction of any equipment, facilities, buildings, towers, and other site structures and systems at all locations (sites) that is caused by the negligence of the Contractor's personnel, agents, sub-contractors

## 8. APPENDIX I – INVENTORY & LOCATION REPORT

[illegible]

9. APPENDIX II – MAP OF SERVICE AREA





10. APPENDIX III – SYSTEM MAINTENANCE LOG

<b>Site:</b>		<b>Tech:</b>	
<b>Radio/system</b>		<b>Date:</b>	
Deviations specified are for wide band (25 KHz) radio systems; with narrow band (12.5 kHz) systems use half the specified deviations.			
<b>Transmit Tests</b>	<b>Reading before Adjustment</b>		<b>Notes and or Adjusted to</b>
Transmit Frequency			
Frequency Error, Hz. Use Industry Canada Specifications. Current wide band channels 150 MHz=+- 375HZ, 174 MHz = +-435 HZ, 400 MHz = +-500 HZ, 932 MHz = +-699 HZ.			
Power out of radio forward, watts.			
Power out of radio reverse, watts.			
Power to antenna rorward after Duplexer or multi-coupler, watts.			
Power to antenna reverse after Duplexer or multi-coupler, watts.			
Deviation microphone, maximum deviation using direct microphone on radio. Less than 5 KHz deviation.			
Deviation CTCSS. Set to manufactures specification.			
Deviation RF repeater, if applicable. Adjust to within .2 KHz of input. Send +- 3.3 kHz @ 1 KHz into repeater receiver plus CTCSS tone if applicable.			
Deviation back to back Repeaters, if applicable. Adjust to within .2 KHz of input. Send +- 3.3 KHz deviation @ 1khz into other receiver plus CTCSS tone if applicable. This applies to back to back UHF repeaters and to VFD agencies between the VHF base radio and the UHF link radio.			

Deviation FOCC 1 kHz test tone, if applicable. A 1 KHz tone is sent from the FOCC dispatch console; field technician measures transmitter deviation toward field.		
Deviation base remote 1,if applicable. Transmitter deviation with voice test from remote base unit. Normal Voice spec=3.3 KHz +/- .3 KHz.		
Deviation base remote 2, see above.		
Deviation page tones (VFD), if applicable Deviation level of the page tones sent from the VFD module to the field radios. Spec= 2.5 +/- 0.5		
Deviation DTMF (VFD and Transponder), Deviation of the DTMF sent from the VFD module and the transponder module towards the FOCC. Spec= 2.5 +/- 0.5		
Deviation stored voice (Transponder) Spec= 3.3 Khz +/- 0.3 KHz.		
<b>Notes:</b>		
<b>All sensitivity tests</b> shall be done using 12 db SINAD point of receiver using 1 kHz tone @ 3.3 kHz deviation + CTCSS tone if applicable.		
<b>Effective sensitivity tests:</b> Use a power splitter or power sampler to connect to the receiver input. One port connects to service monitor, other to antenna line or termination.		
<b>Reciever Tests</b>	<b>Reading before Adjustment</b>	<b>Notes and or Adjusted to</b>
Receive Frequency		
Squelch Open, dbm.		
Squelch Closed, dbm.		



Sensitivity Direct into receiver, dbm. As per manufactures specifications.		
Sensitivity through Duplexer or multi-coupler on the antenna line input, dBm.		
Effective sensitivity with test splitter antenna port terminated. This is the reference level.		
Effective sensitivity through power divider, with antenna line connected, and all transmitters off.		
Effective sensitivity through power divider, with antenna line connected, and all transmitters off.		
Effective sensitivity through power divider, with antenna line connected, and all applicable site transmitters on. If there is an increase over step b, test individual transmitters to find which are causing desense of receiver.		
Effective sensitivity through power divider, with antenna line connected, and specific interfering transmitter keyed.		
RF signal into receiver, from far end radio, where applicable: Far end UHF link radio keyed, or VHF base radio: if applicable, external repeater keyed, or Transponder radio: repeater keyed, if no repeater base radio keyed.		
Test tone sent to FOCC, where applicable: 1 kHz test tone @ 3.3 kHz at -80 dbm sent into radio receiver towards the FOCC. RDFFG staff to check receive level at FOCC.		
Battery install date.		
Battery float AC on.		
Battery Full load AC OFF.		

Battery Conductance.		
Low Voltage cut off disconnect voltage.		
Low Voltage cut off connect voltage.		
<b>Notes:</b>		

The form is an Excel Worksheet that will be provided to the Contractor by the Regional District at the beginning of the contract.

11. APPENDIX IV – TELEPHONE INTERCONNECT TEST LOG

Telephone Interconnect & RoIP Test Log			
Site:		Tech:	
		Date:	
All telephone line measurements should be with test set bridging			
Tests	Reading before Adjustment	Notes and or Adjusted to	
Receive level on telephone line with -10dbm 1 kHz tone sent from FOCC.			
Radio transmit deviation with -10dbm 1 kHz tone from FOCC. Nominally around 3 to 4 KHz.			
Receive level on telephone line with 0 dbm 1 kHz tone sent from FOCC.			
Radio transmit deviation with 0 dBm 1 kHz tone from FOCC. Nominally around 3 to 4 KHz.			
Receive level on telephone line with 0 dbm 1 kHz tone sent from FOCC.			
VOX trigger point with tone level sent from FOCC. Usually less than -30 dbm.			
Idle noise on telephone line bridging connected to FOCC. Should be less than 20 dBnc.			
Transmit level on telephone line to FOCC with 1 kHz tone @ 3.3Khz into RX. Adjust as per RDFFG staff. Nominal -3 to -5 dbm.			
Transmit level on telephone line to FOCC with 1 kHz tone @ 4.5Khz into RX. Adjust as per RDFFG staff. Nominal +1 to -2 dbm.			
LINE 1 on interconnect Page tone deviation. Spec= 2.5 +/- 0.5			
RoIP Radio transmit deviation with -10dbm 1 kHz tone from FOCC. Nominally around 3 to 4 KHz.			
RoIP Radio transmit deviation with 0 dBm 1 kHz tone from FOCC. Nominally around 3 to 4 KHz.			
RoIP Audio Received Clearly at FOCC when injected with 1kHz tone?			
RoIP Page tone deviation. Spec= 2.5 +/- 0.5			
If problems are found in above tests then the applicable interconnect setup procedures are to be followed. Then repeat above applicable tests. Note: End to end distortion should be %5 or better (26db Signal to Noise)			
Notes:			

## 12. APPENDIX V – REGIONAL DISTRICT OF BULKLEY-NECHAKO TEST EQUIPMENT REQUIRED FOR TESTING

1. Service monitor 150 to 920 MHz capable of testing:
  - a. Receiver sensitivity
  - b. SINAD external input and off air
  - c. Audio filters (to filter out CTSSS)
  - d. RF receive levels
  - e. Transmitter deviation
  - f. Receiving and sending test tones, PL tones, DTMF, and two-tone paging
  - g. Spectrum analyser
  - h. Capably of tuning duplexers and multi-coupling filters
2. Power meter from 150 to 920 MHz.
3. Power splitter or power sampler and termination for effective sensitivity measurements from 150 to 920 MHz.
4. Battery conductance meter.
5. Analog voice band test set (60 to 4000hz) with:
  - a. 600ohms impedance
  - b. Terminated and hi impedance receive impedance
  - c. Level reading in dBm
  - d. Noise reading in dBnc
  - e. Hold function to take telephone line off hook
6. DOS laptop with serial port to operate programming software for Barnett VFD and transponder module, and Zetron interconnect.
7. Laptop with serial port and applicable cables and software to program radios

13. APPENDIX VI – REGIONAL DISTRICT OF BULKLEY-NECHAKO  
EMERGENCY CONTACT INFORMATION

Contact Name	Cell Phone Number
Jason Blackwell	250-692-0928
Scott Zayac	250-251-5688
Christopher Walker	250-692-9399

14. APPENDIX VII – FEES FOR SERVICE

Description of Services	Fee	Unit of Service
<b>ANNUAL FEE COMPONENT</b> <ul style="list-style-type: none"><li>Provide 24 hour 7 days per week on call availability for all 'Emergency' ETRS tickets.</li><li>Provide "Annual Preventive Maintenance Service" to all Regional District 911 sites.</li></ul>	\$34,825.00	per annum
<b>RESPOND TO ETRS TICKETS</b> <ul style="list-style-type: none"><li>'Emergency' ETRS tickets after business hours.</li><li>'Routine' and 'Emergency' ETRS tickets during business hours.</li></ul>	\$240.00 \$96.00	per hour per hour
<ul style="list-style-type: none"><li>Mileage for 'Emergency' or 'Routine' ETRS ticket response travel</li></ul>	\$0.75	per kilometer



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** John Illes, CFO

**Date:** December 11, 2025

**Subject:** Financial Statements of Partners Involved in Service Delivery

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

Receive

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### BACKGROUND

The financial statements and reporting for the Fort St. James TV Society were not available for the November 20<sup>th</sup> Board meeting but have been since submitted. In addition, the society has returned the contract for service to the Regional District bringing the society into compliance.

### ATTACHMENTS:

Financial Statements from FORT ST. JAMES T.V. SOCIETY

### STRATEGIC PLAN ALIGNMENT:

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

# **FORT ST. JAMES T.V. SOCIETY**

## **Financial Statements**

**July 31, 2024**

**(unaudited)**



November 15, 2025

## **Independent Practitioner's Review Engagement Report**

### **To the Board of Directors of Fort St. James T.V. Society**

#### **Report on the financial statements**

We have reviewed the accompanying financial statements of Fort St. James T.V. Society that comprise the statement of financial position as at July 31, 2024 and the statements of operations and changes in fund balances, 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 Not-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.

#### **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 Fort St. James T.V. Society as at July 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.

#### **Emphasis of Matter**

The financial statements of Fort St. James T.V. Society for the year ended July 31, 2023, were not reviewed and therefore no conclusion has been issued in regards to the prior year amounts

#### **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



CHARTERED PROFESSIONAL ACCOUNTANTS

### Report on Other Legal and Regulatory Requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, Canadian Accounting Standards for Not-for-Profit Organizations have been applied on a basis consistent with that of the preceding year.

*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 T.V. SOCIETY

## STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

For the year ended July 31, 2024

(unaudited)

	2024			2023
	Operating	Capital	Total	Total
<b>REVENUE</b>				
Operating grant	\$ 164,500	\$ -	\$ 164,500	\$ 164,158
Tower rental	6,160	-	6,160	6,161
Donations	1,149	-	1,149	500
Interest	31	-	31	
	<u>171,840</u>	<u>-</u>	<u>171,840</u>	<u>170,819</u>
<b>EXPENSES</b>				
Programming	62,717		62,717	74,047
Technician	27,019		27,019	32,572
Insurance, dues and fees	14,800		14,800	14,567
Professional services and bookkeeping	8,445		8,445	9,369
Utilities	5,270		5,270	-
Subcontractor	4,367		4,367	-
General expenses	3,278		3,278	-
Advertising	2,000		2,000	98
Telephone	1,776		1,776	2,343
Internet	588		588	-
Office	296		296	1,240
Bank charges and interest	240		240	77
Repair & maintenance	-		-	555
Amortization	-	29,319	29,319	30,295
	<u>130,796</u>	<u>29,319</u>	<u>160,115</u>	<u>165,163</u>
<b>EXCESS OF (EXPENSES OVER ) REVENUE</b>	41,044	(29,319)	11,725	5,656
<b>FUND BALANCES AT BEGINNING OF THE YEAR</b>	191,817	170,660	362,478	356,822
<b>INTER-FUND TRANSFER</b>				
Purchase of property and equipment	(33,391)	33,391	-	-
<b>FUND BALANCES AT END OF THE YEAR</b>	<u>\$ 199,470</u>	<u>\$ 174,732</u>	<u>\$ 374,203</u>	<u>\$ 362,478</u>

**FORT ST. JAMES T.V. SOCIETY**  
**STATEMENT OF FINANCIAL POSITION**

**July 31, 2024**

**(unaudited)**

**ASSETS**

	<u><b>2024</b></u>	<u><b>2023</b></u>
<b>CURRENT ASSETS</b>		
Cash	\$ 199,820	\$ 178,467
Accounts receivable (Note 3)	<u>4,050</u>	<u>15,450</u>
	<b>203,870</b>	193,917
<b>PROPERTY AND EQUIPMENT (Note 5)</b>	<u><b>174,732</b></u>	<u>170,659</u>
	<u><b>\$ 378,602</b></u>	<u><b>\$ 364,576</b></u>

**LIABILITIES**

<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 4)	<u><b>\$ 4,400</b></u>	<u>\$ 2,100</u>

**NET ASSETS**

<b>FUND BALANCES</b>		
Invested in capital assets	<b>174,732</b>	170,659
Operating Fund - Unrestricted	<u><b>199,470</b></u>	<u>191,817</u>
	<u><b>374,202</b></u>	<u>362,476</u>
	<u><b>\$ 378,602</b></u>	<u><b>\$ 364,576</b></u>

**FORT ST. JAMES T.V. SOCIETY**  
**STATEMENT OF CASH FLOWS**  
**For the year ended July 31, 2024**  
**(unaudited)**

	<u>2024</u>	<u>2023</u>
<b>OPERATING ACTIVITIES</b>		
Excess revenue for the year	\$ 11,723	\$ 5,656
Items not affecting cash:		
Amortization	<u>29,319</u>	<u>30,295</u>
	<u>41,042</u>	<u>35,951</u>
 Changes in non-cash working capital items:		
Accounts receivable	11,402	(5,638)
Accounts payable and accrued liabilities	<u>2,300</u>	<u>(2)</u>
	<u>13,702</u>	<u>(5,640)</u>
 Cash provided from operations	<b>54,744</b>	30,311
<b>INVESTING ACTIVITIES</b>		
Acquisition of tangible capital assets	<u>(33,391)</u>	<u>(14,004)</u>
<b>INCREASE IN CASH DURING THE YEAR</b>	<b>21,353</b>	16,307
<b>CASH AT BEGINNING OF THE YEAR</b>	<u>178,467</u>	<u>162,160</u>
<b>CASH AT END OF THE YEAR</b>	<u><u>\$ 199,820</u></u>	<u><u>\$ 178,467</u></u>

See notes the the financial statements

**FORT ST. JAMES T.V. SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended July 31, 2024**  
**(unaudited)**

**1. NATURE OF ACTIVITIES**

Fort St. James T.V. Society (the "Society") is registered under the Societies Act of British Columbia. Since 2002, the Society rebroadcasts television signal to Fort St. James and outlying area. The Society is a registered charity designated as a charitable organization under the Income Tax Act (Canada) and is exempt from income taxes under paragraph 149(1)(f).

**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.

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.

Investment income is recognized as revenue in the period in which it is earned.

Fund Accounting

The organization follows the deferral 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.

**FORT ST. JAMES T.V. SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended July 31, 2024**  
**(unaudited)**

**2. SIGNIFICANT ACCOUNTING POLICIES, continued**

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 and towers	Declining balance	4%
Broadcasting equipment	Declining balance	20%

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 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 and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

*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.

**FORT ST. JAMES T.V. SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended July 31, 2024**  
**(unaudited)**

**2. SIGNIFICANT ACCOUNTING POLICIES, continued**

*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>
GST receivable	<u>\$ 4,050</u>	<u>\$ 15,450</u>

**4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	<u>2024</u>	<u>2023</u>
Accounts payable and accrued liabilities	<u>\$ 4,400</u>	<u>\$ 2,100</u>

**5. PROPERTY AND EQUIPMENT**

	<u>2024</u>		<u>2023</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>
Building and towers	\$ 60,000	\$ 11,079	\$ 48,921
Broadcasting equipment	265,966	140,155	125,811
	<u>\$ 325,966</u>	<u>\$ 151,234</u>	<u>\$ 174,732</u>
			<u>\$ 170,659</u>



**FORT ST. JAMES T.V. SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended July 31, 2024**  
**(unaudited)**

**6. FINANCIAL INSTRUMENTS**

Risks 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 July 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.

**7. COMPARATIVE FIGURES**

Certain prior year figures, presented for comparative purposes, have been reclassified to conform with the current year's financial statement presentation.

**8. ECONOMIC DEPENDENCE**

In 2024, \$164,000 (2023 - \$164,158) of the Society's total operating funds of \$171,340 (2023 – \$170,818) was comprised of government funding. The Society's ability to continue operations is dependent upon the continuation of such funding.

**FORT ST. JAMES T.V. SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended July 31, 2024**  
**(unaudited)**

**10. REMUNERATION**

Remuneration of directors

Remuneration paid to elected directors during the year ended July 31, 2024 was \$nil (2023 - \$nil).

Remuneration of employees

No employees received compensation, including benefits, in excess of \$75,000 for the year ended July 31, 2024 (2023 - \$nil).



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, CFO  
**Date:** December 11, 2025  
**Subject:** **Schedule of 2026 Budget Meetings**

---

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

Receive

---

### BACKGROUND

The Regional District's Five-Year Financial Plan is legislated to be approved by March 31<sup>st</sup> of each calendar year. Another name for the 2026-2030 Five-Year Financial Plan is "The 2026 Budget".

#### January 15, 2026

The 2026 Completed Assessment Roll from BC Assessment will be analyzed and its impact on taxation for 2026 will be presented. The Consumer Price Index (CPI or inflation index) for December to December for BC will be analyzed and its impact on wages, remuneration, and minor service budgets will be presented. The CPI information may be unavailable until the January 29<sup>th</sup> meeting. An initial draft of the budget will be presented to the board to allow the board to provide direction on possible property tax changes as well as minor service budgets.

#### January 29, 2026

The Budget Bylaw will be brought forward for First Reading. The information about CPI will be brought forward if it was unavailable on January 15<sup>th</sup>. Staff will be looking for board directions to make further changes to the budget. A draft requisition (or cost per jurisdiction) will be presented to the Board.

#### February 12, 2026

Staff will be making changes to directors' remuneration and staff's salaries based on the CPI information. Meetings with the Electoral Area Directors will be scheduled to review the minor service budgets. Municipal Directors that partner in minor services budgets will also be invited to these meetings.

#### February 26, 2026

The Budget Bylaw will be brought forward for second Reading. The final results financial results for 2025 will be presented to the Board (however, the official audited financial statements will be brought forward later in spring). Staff will be making changes to the minor service

budgets based on the year-end results. Staff will be seeking direction from the board for third reading of the budget bylaw on March 12<sup>th</sup>.

Staff will be reaching out to obtain the fire department budgets from partnered member municipalities in order to bring forward the fire department budgets at the first meeting in March.

The North West Revenue Sharing Agreement (RBA) plan for 2026 and results for 2025 must be presented to the Board for approval.

**March 12, 2026**

The Budget Bylaw will be brought forward for Third Reading. There will be a final request for budget direction from the Board. All minor service budgets will be finalized at this meeting.

At this meeting or the next meeting, the auditor may request to meet with Board directors. At any time during the audit, any Board Director is free to meet with the Auditor in a private and confidential meeting.

**March 26, 2026**

The 2026-2030 Five-Year Financial Plan Bylaw will be Adopted. This budget will be adjusted from the March 12<sup>th</sup> presentation with any Board direction that is provided. At this meeting there will be very little ability to make changes to the budget in order to meet the provincially mandated budget deadline.

**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:** Megan D'Arcy, Regional Agriculture Coordinator  
**Date:** December 11, 2025  
**Subject:** **RDBN Agriculture Water Assessment and Community Irrigation Study**

---

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

Receive.

---

### BACKGROUND

In 2024 the RDBN was approved for matching funds through Stream 3 of the Agriculture Water Infrastructure Program administered by the Investment Agriculture Foundation.

The successful proponent of the RFP process was Upland Agricultural Consulting and Sound Water Advise Consulting.

Research and community engagement occurred over the Spring and Summer, and the final report is attached for receipt. Mechanisms to relay the information in the final report to the public are under development, including a podcast episode and a fact sheet.

### ATTACHMENTS:

RDBN Community Irrigation System Report 2025

### STRATEGIC PLAN ALIGNMENT:

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

4. Community and Economic Sustainability

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

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



# Community Irrigation Systems

## A User's Guide for the Vanderhoof Area

By Upland Agricultural Consulting Ltd.  
with support from Sound Water Advise Consulting  
2025



## Acknowledgements

This project was completed by Upland Agricultural Consulting and Sound Water Advise Consulting. We greatly appreciate all the time and input received from the Vanderhoof agricultural community.

Cover page photo credit: Upland Agricultural Consulting Ltd.

Along with the Regional District of Bulkley-Nechako, this project is funded by Agriculture and Agri-Food Canada and the Government of British Columbia through programs delivered by the Investment Agriculture Foundation of B.C.



DELIVERED BY:

FUNDING PROVIDED BY:



## Table of Contents

Acknowledgements .....	i
Table of Tables .....	iii
Table of Figures .....	iii
Acronyms .....	iv
1.0 Context and Background .....	1
2.0 Geographic Context .....	2
3.0 Irrigation and Water Sources Overview .....	3
3.1 Irrigation Water Sources .....	6
4.0 Designing a Community Irrigation System .....	8
5.0 Licensing and Approvals Considerations .....	14
5.1 Example: Nechako River Community Irrigation System Licencing Considerations .....	15
6.0 Organizational Structure, Governance and Financial Considerations .....	17
6.1 Organizational Structure .....	17
6.2 Governance Considerations .....	21
6.3 Financial Considerations .....	21
6.4 Example: Nechako River Community Irrigation System Organizational Structure .....	22
7.0 Beneficial Management Practices .....	24
8.0 Overall Summary of Process and Considerations .....	26
Appendix A. Community Irrigation System: Ponds .....	I
Appendix B. Additional Details for Nechako River Community Irrigation System .....	II
Appendix C. Summary of Communication .....	VI



## Table of Tables

Table 1. Potential water sources for irrigation in the Vanderhoof region. ....	7
Table 2. Estimated costs of main equipment for a Nechako River community irrigation system: Option A (source: Sound Water Advise).....	12
Table 3. Legislation to consider for community irrigation systems in the RDBN.....	14
Table 4. Summary table of organizational structures for community irrigation systems. ....	20
Table 5. Organizational structure considerations for the community irrigation system.....	23
Table 6. Summary of communication efforts to support an informed project approach. ....	VI

## Table of Figures

Figure 1. Centre pivot irrigation in Vanderhoof region. ....	1
Figure 2. Study area in red, Agricultural Land Reserve (ALR) in darker shaded green. ....	2
Figure 3. Wheel line irrigation system (Source: Country Life in BC). ....	4
Figure 4. Centre pivot irrigation system (Source: Agrivi).....	5
Figure 5. Travelling gun irrigation system (Source: University of Missouri Extension). ....	5
Figure 6. Shared community irrigation system design example. Yellow point of diversion indicates pumphouse location, red indicate water mains.....	9
Figure 7. Estimated water demand for 1,280 acres of forage production in the Vanderhoof area (source: BC Agriculture Water Calculator). ....	10
Figure 8. Conceptual design sketch of the system – for example purposes only.....	11
Figure 9. Example of a pump house that would be located at the main water diversion point. ....	13
Figure 10. Example of pump and connection to main water pipeline that would be located at the farm parcel level. ....	13
Figure 11. Existing pumphouse on the Nechako River used to convey water to agricultural properties at a higher elevation. ....	16
Figure 12. Agricultural fields and the Nechako River near Vanderhoof (source: I. Smith). ....	19
Figure 13. Beaver damn analogues project in the RDBN, NEWSS.....	25
Figure 14. Estimated water demand for 160 acres of forage using wheelline irrigation (source: BC Agriculture Water Calculator). ....	I

## Acronyms

ALR	Agricultural Land Reserve
BMPs	Beneficial Management Practices
EFP	Environmental Farm Plan
Ha	Hectares
JWA	Joint Works Agreement
MOU	Memorandum of Understanding
NEWSS	Nechako Environment and Water Stewardship Society
QEP	Qualified Environmental Professional
RDBN	Regional District of Bulkley-Nechako
WLRS	BC Ministry of Water, Lands and Resource Stewardship
WUC	Water Users' Community

## 1.0 Context and Background

The availability of water to meet agricultural and food security needs, both now and into the future, has become a growing concern for producers in the Regional District of Bulkley-Nechako (RDBN). For example, during the 2023 drought there was approximately an 80% drop in hay production and around triple the typical number of cattle were sent to market early due to lack of feed. The reduction in crop yields, often leads to trickle-down effects through the agri-food system, particularly since Vanderhoof forage producers supply feedstock to producers throughout other parts of BC, including dairy producers in the Fraser Valley. For the local forage sector to thrive, a safe and reliable source of water for irrigation must be secured. Producers in the RDBN have expressed an interest in learning how *community irrigation systems* (see text box) may be a way to access water to increase the amount of agricultural land under irrigation.

This project assessed the feasibility of community irrigation systems for the Vanderhoof area. These collaborative systems are of particular interest because they can help multiple producers share the overhead and the costs incurred to design and build irrigation systems. This producer guide outlines how to collect data and make decisions about the suitability of community irrigation systems, with methods that can be applied across the region.

To investigate the feasibility of community irrigation systems, the following steps were undertaken:

- Collecting existing data on local surface water and groundwater, documenting gaps, and consulting local knowledge-keepers and provincial experts.
- Identifying hypothetical sites within the study area that may be suitable for community irrigation infrastructure.
- Engaging irrigation experts to estimate potential water volumes needed and to design irrigation system examples.
- Exploring water access options and key factors affecting site selection.
- Considering system scale, governance needs, and administration requirements such as water licensing.

### What is a community irrigation system?

Broadly, a community irrigation system is when two or more producers share a water source and infrastructure to deliver water to their individual properties, reducing overall costs. Typically, each producer obtains their own water licence, and they sign a written agreement to share the cost of building and maintaining common infrastructure such as a pump house, pumping equipment, and pipelines. Each system is unique, depending on the number of farms involved, the equipment required, the water source, and other factors. Community irrigation systems may be a tool for producers to reduce crop failure risk during drought by improving access to irrigation water. The term 'community irrigation system' is not formally defined in regulation.

The information in this guide is tailored to the Vanderhoof area, therefore producers in other regions may need to adjust the process to account for local differences.



Figure 1. Centre pivot irrigation in Vanderhoof region.

## 2.0 Geographic Context

The main area of focus for this community irrigation feasibility study is the Vanderhoof region and included Prairiedale and Braeside on the north side of Highway 16, as well as the Tachick Lake area on the south side of Highway 16. This area provided the lens through which water data was collected and the producer community was engaged.



Figure 2. Study area in red, Agricultural Land Reserve (ALR) in darker shaded green.

### 3.0 Irrigation and Water Sources Overview

The area of Vanderhoof receives an average of 488 mm of precipitation (rain and snow) annually, and 200 mm falls during the May to September growing season, but this can vary greatly from year to year.<sup>12</sup> In recent years, local producers have indicated that prolonged drought has been severely impacting the local water supply and the ability to harvest at least one cut of forage crop without irrigation. Historically, the region had excellent capability for forage production without irrigation (i.e., dryland production), with less than 10% of land under irrigation.<sup>3</sup> Future precipitation modelling indicates that summers will continue to become drier over the next few decades.<sup>4</sup> The Regional Adaptation Strategies for Bulkley-Nechako and Fraser-Fort George report indicated potential agricultural impacts including an increase in water demand and decrease in water supply, increase in need for water storage, and increase in costs associated with water supply and water distribution infrastructure.<sup>5</sup> Without water and/or the ability to irrigate crops, it is anticipated that forage crop yields will continue to be impacted by seasonal precipitation constraints during the summer months, which can result in producers needing to buy supplemental feed for their cattle. For those with irrigation systems, water use usually peaks at the end of May to support the first cut of forage crops, and again in mid-late July for a second cut.

#### Benefits and Challenges of Irrigation

Irrigating crops in the Vanderhoof region can offer agronomic and economic advantages, especially in the face of increasingly variable precipitation. Consistent and targeted irrigation dramatically boosts forage yields, with the potential to double biomass production compared to rainfed systems, and can enable two harvests per season for most forage crops in the Vanderhoof area.<sup>6</sup> This not only results in increases to the overall number of harvest cuts (and therefore tonnage per acre) but also supports a more reliable and high-quality feed supply. Enhanced moisture availability improves the nutritional profile of forage crops, raising protein content and digestibility, while also allowing for better timing of harvests to maintain feed quality. Additionally, sufficient and timely irrigation supports robust plant growth, making crops less susceptible to pests and diseases. Water-stressed plants, by contrast, are often weakened and thus more vulnerable.

All water users require a **water licence** under the provincial *Water Sustainability Act*. Water licences allow licensees to divert, store and/or use specific quantities of water for specific uses, including irrigation. A water licence is attached to a specific parcel ID, therefore in a community irrigation system each parcel is required to have an individual licence.

Irrigation also helps farmers manage drought risk and stabilize yields across drier years or shifting weather patterns. A consistent forage supply strengthens the economic viability of livestock operations by reducing the need for costly feed imports and providing greater control over production inputs. By maximizing productivity within a limited growing window, irrigation ensures that each hectare is used more efficiently. Moreover, irrigated perennial forages help maintain soil cover, reduce erosion, and build long-term soil health, while also offering the potential for diversified cropping systems that improve overall farm resilience.

<sup>1</sup> BC Agriculture & Food Climate Action Initiative. 2019. [Regional Adaptation Strategies: Bulkley-Nechako & Fraser-Fort George](#).

<sup>2</sup> R.Kline. N.d. Potential Agricultural Irrigation Water Demands on the Nechako River.

<sup>3</sup> BC Ministry of Agriculture. 2013. [Agricultural Land Use Inventory](#).

<sup>4</sup> BC Agriculture & Food Climate Action Initiative. 2019. [Regional Adaptation Strategies: Bulkley-Nechako & Fraser-Fort George](#).

<sup>5</sup> Ibid.

<sup>6</sup> Kerr Wood Leidal. 2016. Evaluation of Irrigation Potential in the BC Peace Region. BC Agriculture & Food Climate Action Initiative.



However, irrigating large acreages around Vanderhoof presents several logistical, environmental, and economic challenges. The region's gently rolling topography and variable soil types can complicate uniform water availability and distribution. Water licensing and access pose additional hurdles, as producers must navigate the *Water Sustainability Act* and associated water licensing requirements to secure reliable sources— typically from nearby rivers, streams or lakes. Infrastructure development is capital-intensive, with costs related to pumps, pipes, power supply, and maintenance often exceeding what smaller or medium-scale forage operations can afford without grants and other financial incentives. Furthermore, energy costs for pumping water across large acreages can be high. Finally, producers must carefully manage irrigation scheduling to prevent overwatering, nutrient leaching, or compaction in finer soils, which can negatively impact forage quality and stand longevity.

### Characteristics of Irrigation Systems

There are three main types of forage irrigation systems used in the Vanderhoof area: wheel line, centre pivot, and travelling gun.<sup>7</sup>

- Wheel lines are mobile systems that allow a sprinkler pipeline to be rolled across and between fields. They are moved manually or with a small motor. They cost less than centre pivot systems and are suitable for smaller blocks of fields; however, they can be labour intensive and prone to uneven application on slopes.



Figure 3. Wheel line irrigation system (Source: Country Life in BC).<sup>8</sup>

- Centre pivot systems, common for large fields, rotate around a central pivot, irrigating in a circular pattern. The system is best suited for relatively flat or gently rolling land and it can be automated and adapted for fertigation. Irrigation on a scale larger than a half section (320 acres) is generally

<sup>7</sup> B.C. Ministry of Agriculture. 2014. B.C. [Sprinkler Irrigation Manual, Chapter 3](#).

<sup>8</sup> Water Licence Angst: Experts sound alarm with time ticking on well registration. 2021. [Country Life in BC](#).

expected to favour centre pivot systems due to the labour, water and energy savings.<sup>9</sup> These are efficient systems that require minimal labour; however, they are costly and require a reliable power source. They are not easy to move from one field to another.



Figure 4. Centre pivot irrigation system (Source: Agrivi).<sup>10</sup>

- Travelling guns are more versatile on varied property shapes and on hillier inclines. The downside is that substantially more pressure demand is required than wheellines or centre pivots, which increases energy and maintenance costs. Centre pivots are also more water efficient as their application efficacy range is 65-85% while travelling guns are 55-70%.<sup>11</sup>



Figure 5. Travelling gun irrigation system (Source: University of Missouri Extension).<sup>12</sup>

<sup>9</sup> Kerr Wood Leidal Associates Ltd. 2016. [Evaluation of Irrigation Potential in the BC Peace Region.](#)

<sup>10</sup> Center Pivot Irrigation: From Dust Bowl to Modern Era Methods. Accessed August 2025. [Agrivi.](#)

<sup>11</sup> Application efficiency is an indication of the percentage of water applied by the irrigation system that is actually available to the crop. Lower efficiencies mean more water is lost during the application process to evaporation, wind drift or runoff and is not available to the crop. From B.C. Ministry of Agriculture, Food and Fisheries. 2005. [Irrigation Management Guide, Chapter 6.](#)

<sup>12</sup> University of Missouri Extension. 2023. [Forage Crop Irrigation Systems and Economics.](#)

### Community Irrigation Systems

A community irrigation system exists when where two or more producers with water licences for their respective parcels have entered into an agreement (either informally or through a Joint Works Agreement<sup>13</sup>) to share the cost of conveying water from a supply source to their farmland. Once the water arrives at their parcels, they use their own irrigation infrastructure to irrigate their fields. Community irrigation systems can also be larger, for example six or more producers sharing a water source and irrigation infrastructure under a Water Users' Community framework (more information about Water Users' Community and Joint Works Agreements are described in Section 5.0 and 6.0). Across BC, several community irrigation systems are in operation.

### 3.1 Irrigation Water Sources

In the Vanderhoof area, some producers already have irrigation water licences in place. These may be sourced from groundwater (e.g., aquifers) or surface water (e.g., rivers, lakes, or streams). In consideration of a future community irrigation system, each of these sources was assessed for potential suitability. Table 1 provides information uncovered during this research. This information was obtained using iMap BC/Freshwater Atlas data and discussions with BC Ministry of Water, Lands and Resource Stewardship (WLRS) staff.<sup>14</sup> The presence or absence of water allocation notations were identified for each water source in Table 1 (next page). Water allocation notations are a water management tool used by the province that indicates a potential lack of water availability on a source.<sup>15</sup> There are five categories of water allocation notations and to determine if the water source of interest has a notation, producers can use [iMap](#) or a list periodically updated on the [government website](#). As part of the WLRS water licencing approval process, the province consults with Indigenous communities of interest to receive input regarding the suitability of a water source for new uses.

---

<sup>13</sup> BC Ministry of Water, Lands and Resource Stewardship. 2016. [Joint Works Agreement](#).

<sup>14</sup> [iMap BC](#), [Water Allocation Notations](#), [Freshwater Atlas data](#), [FountCounter BC contacts](#)

<sup>15</sup> BC Ministry of Water, Lands and Resource Stewardship. 2021. [What is a water allocation notation?](#)



Table 1. Potential water sources for irrigation in the Vanderhoof region.

Water Source	Comments	Suitability
Nechako River	<ul style="list-style-type: none"> <li>The Nechako River does not have any WLRS water allocation notations associated with it.</li> <li>The Nechako River summer flows are influenced by a regulated cold-water release that is managed by Rio Tinto in order to meet water temperature targets that support fish (in particular, the Nechako white sturgeon) habitat.</li> </ul>	High
Tributaries of the Nechako River	<ul style="list-style-type: none"> <li>Some tributaries of the Nechako River, such as Murray Creek, East Murray Creek, parts of Goldie Creek and several others have a “fully recorded” water allocation notation – meaning it is unlikely that future water licences would be approved in these watercourses due to low flows. (However, it’s always best to check with FrontCounter BC about water allocation notations on a preferred source of water).</li> <li>Several others such as Knight Creek and Stoney Creek are noted as having “possible water shortage” water allocation notation – meaning they are nearing a fully recorded state.</li> <li>Dozens of smaller tributaries near the Nechako do not have any water allocation notations on them. These sources may be possible for withdrawal for irrigation depending on volume and discretion from the WLRS water authorization staff.</li> </ul>	Moderate
Ponds and Dugouts	<ul style="list-style-type: none"> <li>On-farm ponds or smaller lakes may be an option for irrigation sourcing. If the water source is suspected of being connected to groundwater or other watercourses (which can be confirmed by a Qualified Environmental Professional) then producers would be required to obtain water licences to draw water from that pond/lake.</li> <li><a href="#">Dugouts for livestock</a> watering may or may not be connected to groundwater systems but generally do not hold sufficient water volume for irrigation purposes.</li> </ul>	Moderate
Groundwater	<ul style="list-style-type: none"> <li>There is a general lack of data about the volume of water available in aquifers.</li> <li>A notation on Aquifer 242, which underlies agricultural land around Vanderhoof, indicates the potential lack of water availability.</li> <li>The volume of water required for forage irrigation is likely not possible to be supplied via groundwater.</li> </ul>	Low
Tachick Lake, Nulki Lake, Sinkut Lake	<ul style="list-style-type: none"> <li>Consideration for new water licences in this area will need to include cultural considerations and environmental needs and would need to be undertaken in consultation with Saik’uz First Nation.</li> <li>The larger lakes south of Vanderhoof have numerous existing water licences and water allocation notations associated with them. Tachick Lake and Sinkut Lake both have the water allocation of “Office Reserve” which is established as a temporary notation that preserves unrecorded water in a stream or an aquifer pending negotiations or decisions. Nulki Lake was a water allocation notation of “Possible Water Shortage” and “Office Reserve.”</li> </ul>	Low

## 4.0 Designing a Community Irrigation System

Community irrigation systems require detailed planning to define their structure, water sources, and operational methods. This requires the expertise of an engineer and/or Qualified Environmental Professional (QEP) to design the system. Cost-share funding may be available through the Environmental Farm Plan/Beneficial Management Practices program for producers wishing to investigate the possibility of a shared irrigation system.<sup>16</sup>

An example of a potential community irrigation system is outlined below using the Nechako River as a hypothetical water supply source. The example provides a framework for the steps that would need to be followed to secure water allocation and infrastructure for two or more landowners. An additional example of two producers sharing a pond as a water source is provided in Appendix A. These are intended as examples only and should not be used as a design template.

The Nechako River example considers the following:

- **System design and water source:** The design envisions a community irrigation system drawing from the Nechako River and requires participating farms to have existing water licences. The system would connect properties along a shared pipeline route, reaching nine individual parcels. It would have the ability to pump water to irrigate approximately 518 ha (1,280 acres), representing irrigation on about 2/3 of farmland located across a total of three sections (768 ha).
- **Water delivery options and pressure requirements:** Three water delivery options are possible in this situation:
  - **Option A:** Delivering up to 10 psi of pressure in the pipes and requiring booster pumps at each property, with a reservoir midpoint in the system.
  - **Option B:** Delivering up to 10 psi of pressure in the pipes and requiring booster pumps at each property, with a reservoir at the top of the system. This option would use ditches (which would need to exist already or be developed) to move the water to the properties and demands less pumping power.
  - **Option C:** Delivering a minimum of 60 psi of pressure in the pipes, suitable for centre pivot or wheel line irrigation without additional pumps. This option requires a continuous piped system to each parcel, with a reservoir at the top of the system.

Figure 6 (next page) provides a schematic of Options A, B, and C, where producers are sourcing irrigation water from the Nechako River and sharing pumphouse and pipeline infrastructure to move water through pipes, up elevation to a reservoir and then to the cultivated parcels for irrigation. Nine (9) parcels were selected along the water main pipe path to calculate theoretical water demand supplied by the community irrigation system. Additional producers could connect to the system anywhere along the pipeline after obtaining a water licence.

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<sup>16</sup> See the follow details for cost-sharing of [Engineering or Technical Design or Assessment - Water/Riparian](#).

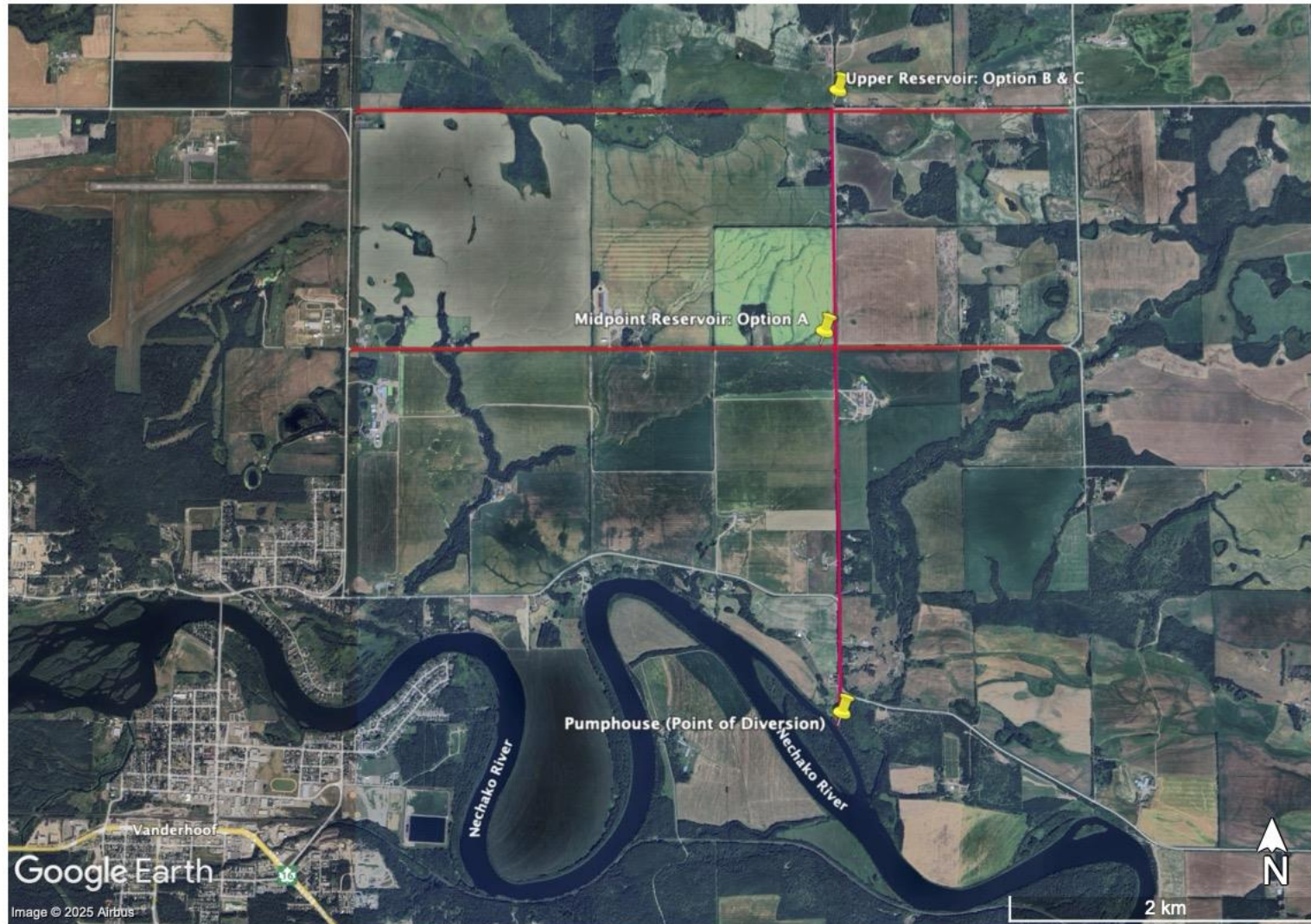


Figure 6. Shared community irrigation system design example. Yellow point of diversion indicates pumphouse location, red indicate water mains.

The [BC Agriculture Water Calculator](#) was used to estimate total water demand for the 1,280 acres of forage production using a sandy loam soil type (Figure 7). The model assumed that irrigation would occur between June 10<sup>th</sup> and September 10<sup>th</sup> for a total water demand of 1,409,520 m<sup>3</sup>. Figure 8 (next page) provides a design sketch of the irrigation system, which includes details of the pressure reducing stations, connections to individual parcels and other features. Note that the conceptual design is for illustration purposes only, and an tailored design would be required for an actual community irrigation system.

## **Irrigation**

**Climate ID:** 14821775

**Peak Evapotranspiration (ET):** 4.9 mm/day

**Peak Flow Rate:** 6,270 US gpm

### **Field 1**

**Irrigated Area:** 1,280 acres

**Crop:** Forage

**Soil:** Sandy Loam

**Irrigation Type:** Wheelline

**Irrigation season:** Jun. 10 - Sep. 18 (101 days)

**Annual crop irrigation water demand:** 1,409,520 m<sup>3</sup>

**Annual crop irrigation water demand (all fields combined):** 1,409,520 m<sup>3</sup>

### **Crop irrigation water demand by month (all fields combined):**

January	-
February	-
March	-
April	-
May	-
June	134,630 m <sup>3</sup>
July	580,420 m <sup>3</sup>
August	531,260 m <sup>3</sup>
September	163,220 m <sup>3</sup>
October	-
November	-
December	-

## **Summary**

**Total annual water demand:** 1,409,520 m<sup>3</sup>

*Figure 7. Estimated water demand for 1,280 acres of forage production in the Vanderhoof area (source: BC Agriculture Water Calculator).*



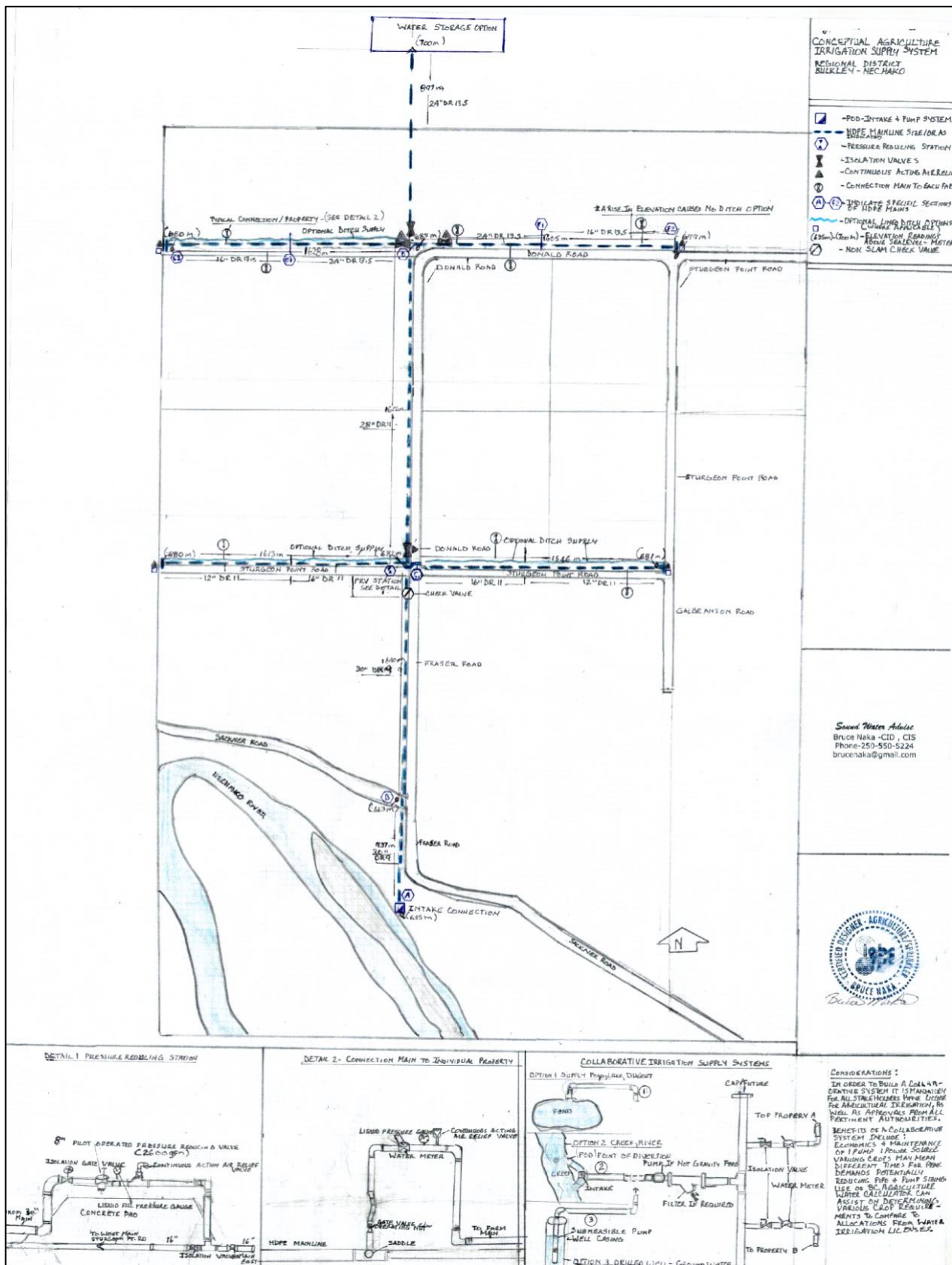


Figure 8. Conceptual design sketch of the system – for example purposes only.

Table 2 provides details on costing for some components of the system under Option A, which has low pressure (up to 10 psi) moving from a pump station (Figure 9) through pipes and a reservoir midpoint in the system. The equipment costs are estimated at \$2.3 million, which does not include construction of the reservoir and other aspects of the system, as listed in Table 2. Therefore, the full cost is likely closer to \$3 million; however, additional quotes and details of the system would be required to get an accurate final cost estimate. These costs also do not include the on-farm irrigation equipment (e.g., wheel line or centre pivot, and additional pumps – Figure 10). There are also fees associated with applying for a water licence, which vary depending on the annual volume licences, and annual water rental fees. Full details of the pump calculations, cost estimates, and other considerations are provided in Appendix B.

Based on the water demand of 1,409,520 m<sup>3</sup> a year for the Nechako River community irrigation system, the water rental fees are estimated at \$1,200 per year using the provincial government water rent estimator.<sup>17</sup> An initial water licence application fee may also be required which can cost up to \$1,000.

*Table 2. Estimated costs of main equipment for a Nechako River community irrigation system: Option A (source: Sound Water Advise).*

Item	Option A - Equipment Costs
Water Pipes & Fittings	\$1,747,000
Pumphouse Station and Equipment	\$263,000
Reservoir Pumps	\$291,233
<b>Total</b>	<b>\$2,301,233</b>
Not included in the cost estimate are: <ul style="list-style-type: none"> <li>• complete mainline system, concept ideas, and engineering plans</li> <li>• all electrical materials</li> <li>• all controls system components</li> <li>• excavation, fusion and installation of mainline including all fittings and valves</li> <li>• building of reservoir</li> <li>• supply and building of the wet wells</li> <li>• supply and building of reservoir pump station</li> <li>• site survey</li> <li>• pumps and connections at the farm level or on-farm irrigation equipment</li> </ul>	

The costs of piping for Options B and C were also calculated and are estimated at \$2,253,070 and \$2,584,172 respectively.

<sup>17</sup> Calculated using the [Water Rent Estimator](#) tool.



Figure 9. Example of a pump house that would be located at the main water diversion point, e.g. the Nechako River.



Figure 10. Example of pump and connection to main water pipeline that would be located at the farm parcel level.



## 5.0 Licensing and Approvals Considerations

All water users require a water licence under the provincial *Water Sustainability Act*. Water licences allow licensees to divert, store and/or use specific quantities of water for specific uses, including irrigation. A water licence is attached to a specific parcel ID, therefore in a community irrigation system each parcel is required to have a licence.

A community irrigation system may or may not require additional licensing under the *Water Sustainability Act*. The location and design specifics of the irrigation system will determine which licences and approvals may be required. Community irrigation systems must also comply with any relevant local, provincial and federal legislation. Table 3 below provides an overview of what legislation may need to be consulted under certain circumstances (this is not an exhaustive list, therefore at the time of design/construction a QEP and a discussion with FrontCounter BC staff should occur to understand what permits and licences are required).

Table 3. Legislation to consider for community irrigation systems in the RDBN.

Irrigation System Component	Legislation to Consider
Constructing water intake on a stream/river (e.g. pumphouse, intake pipe)	<ul style="list-style-type: none"> <li>Provincial <i>Water Sustainability Act</i> – <a href="#">Water Licence</a></li> <li>Federal <i>Fisheries Act</i> (for example, ensure that intake is screened to prevent the passage of fish into the intake)</li> <li>Local Government Land Use Bylaws and/or Development Permit Areas</li> </ul>
Constructing water pipelines to parcels	<ul style="list-style-type: none"> <li>Permit over Crown Land or Crown Land Tenure Application if pipeline is crossing <a href="#">Crown Land</a></li> <li>A <a href="#">use permit</a> from the BC Ministry of Transportation and Transit if pipeline is crossing under roads/highways</li> <li>Local Government Land Use Bylaws and/or Development Permit Areas</li> </ul>
Constructing water intake on a pond	<ul style="list-style-type: none"> <li>Provincial <i>Water Sustainability Act</i> – <a href="#">Water Licence</a> for ponds connected to groundwater and/or filled via surface water</li> </ul>

### Groundwater and Dugouts

For groundwater licences, numerous resources exist to assist producers with applying for a licence, which can be found on the [Government Website](#), including licencing guidance for [livestock watering and dugouts](#) sourced from groundwater.



## 5.1 Example: Nechako River Community Irrigation System Licencing Considerations

For the conceptual community irrigation system described in the previous section, with the Nechako River as the water source, all farmers would require a water licence for each parcel they intend to irrigate. Initially producers should check to see if an existing water licence exists for the parcels. This can be done by inputting the Parcel Identifier number (PID) into the [Water Licence Search Tool](#); if there is a licence, the details of the licence will be displayed. If there is no existing water licence, or if it needs to be modified (for example, if the source or volume of the water has changed), an application for a new or revised water licence is required.

### Water Licence

The following list provides an idea of what information is required when applying for a surface water licence. There are several guidance resources available on the [Government Website](#). The list below is not comprehensive, refer to the [application portal](#), [guidance document](#) and [checklist](#) for all required information:

- The name and location of the stream from which water may be taken or stored.
- The purpose(s) for which the water may be used (i.e., "Irrigation purpose" which means the use of water on cultivated land or hay meadows to nourish crops or on pasture to nourish forage).
- The area of land that will be irrigated. Estimate crop irrigation needs using the [BC Agriculture Water Calculator](#). The calculator estimates irrigation water for a specific location, soil type, crop type, and type of irrigation system.
- The maximum quantity of water that may be stored.
- The time of year during which the water may be used.
- The property where the water is to be used and to which the licence is attached.
- A description of the project or water use scheme (*the appurtenancy*).
- Legal land description and land tenure for all lands on which you propose to construct works (legal description, PID, or description if the land is not surveyed).
- The applicant's title to or interest in the appurtenancy and the name of the owner(s) of any land not owned by the applicant.
- Authorization to construct works to divert and convey the water from the stream to the place of use.
- A detailed description of the proposed works (e.g., diversion structures, pumps, pipelines, irrigation system, reservoir).

### Joint Works Agreement

For a community irrigation system it is recommended (however, not required for a water licence) to complete a Joint Works Agreement (JWA). A JWA is an agreement that describes how responsibilities and costs will be divided among multiple parties when sharing water lines and other water works. It is recommended that a lawyer prepare the JWA document.

The JWA should contain at least the following information or related provisions:

1. Name(s) of all water source(s) involved in the joint works arrangement;
2. Name and address of all applicants/authorization holders to be parties to the agreement;
3. Description of all the joint works to be covered by the agreement;
4. A detailed drawing showing the appurtenancy (i.e., water use scheme/project) for any authorization for each applicant or authorization holder that is party to the agreement and all the works that are to be jointly constructed or used;
5. For each party to the agreement, a clear and complete description of responsibilities for the

- construction, operation, maintenance, removal, replacement, deactivation or decommissioning of joint works or compensation or payment among the users of joint works;
6. Provisions that ensure the agreement is binding on all future owners of the joint works and on the land, mine or undertaking to which subject authorizations are attached or applicants for such authorizations;
  7. Provisions that consider the abandonment of authorization rights by one or more of the parties;
  8. Provisions that consider responsibilities for response to regulatory actions, including proceedings for abandonment or suspension or cancellation of authorization rights;
  9. Provisions that consider ongoing responsibilities for joint works following abandonment, suspension, termination or cancellation of authorization rights;
  10. Provisions that consider the rights and obligations of authorization holders, including on transfer of the appurtenant land, mine or undertaking to which authorizations are attached;
  11. Provisions that define a dispute resolution procedure among all parties to the agreement;
  12. Provisions that define a process for one or more parties to withdraw from the agreement; and,
  13. Provisions that define a process for the admission of new parties to the agreement.

### **Notification of Instream Work**

If producers involved in a JWA already hold water licences, the conditions may specify what types of infrastructure can be built to deliver water to their parcels. If a pump house or other works are not included, the licence may need to be amended, or a notification of instream work may be required. In addition, the Nechako River may be considered a sensitive waterbody because of the Nechako white sturgeon, which could mean extra permitting requirements.



*Figure 11. Existing pump house on the Nechako River used to convey water to agricultural properties at a higher elevation.*

## 6.0 Organizational Structure, Governance and Financial Considerations

All community irrigation systems, whether serving a few farms or a larger agricultural area, need to consider how to ensure their long-term sustainability. Success requires attention to how the structure of the system is organized, managed, and financed. This includes clear roles for administration, decision-making, and accountability. In many cases, treating a community irrigation system as a business, partnership, or cooperative, rather than just water infrastructure, provides the stability needed for reliable operation.

This section introduces different ways community irrigation systems can be structured. It highlights the strengths and limitations of each option and explains how sound governance underpins effective management. With the right framework in place, community irrigation systems are better equipped to share costs fairly, resolve disputes, and ensure a dependable supply of water for all members.

In all of these structures, a JWA is recommended. A JWA allows for sharing the responsibilities and costs of building and maintaining a water distribution system common to two or more licensees. The JWA [template](#) recommended for water licencing sets out governance considerations. Ideally, legal advice is sought to draft the JWA and to understand the best option for organizational and governance structure.

### 6.1 Organizational Structure

The following section provides an overview of some possible organizational structures for community irrigation systems and Table 4 provides a full summary summary.

#### Private Ownership

Systems can be privately owned and operated as sole proprietorships, societies, partnerships, corporations, or co-operatives and can be unincorporated or incorporated.

#### Unincorporated

An unincorporated structure is typically when two or more producers informally share irrigation infrastructure for irrigation needs as a partnership. This structure tends to have fewer operating restrictions and simpler decision-making processes, but raising funds for repairs or upgrades can be extremely challenging. In an unincorporated general partnership, producers are responsible for all debts and obligations related to the system. This means that all partners share liability, meaning that if the irrigation system causes any debt or damage, such as a pipeline failure, flooding, injury, or unpaid repair bills, any single partner can be sued for the entire amount, and creditors can pursue a partner's personal assets. Financial planning and regular maintenance are key activities for system owners/decision makers. Funding is often limited to investments by producers into the system. There are three types of partnerships (general, limited and limited liability) under the *Partnership Act* that producers should consider when entering into a partnership.<sup>18</sup>

#### Incorporated

An incorporated privately owned system involves creating a legal entity that owns the system and is separate from the owners/users. There are several options in BC for incorporating a private community

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<sup>18</sup> Government of BC. 2024. [Sole Proprietors and Partnerships](#).

irrigation system, including establishing a Water Users' Community (WUC), creating a corporation, registering a society, or establishing a co-operative association.<sup>19</sup>

Benefits of incorporation include:<sup>20</sup>

- Increased stability of the organization, which enhances its ability to raise funds (e.g., establish rates and borrow money from a lender).
- Limited liability of owners/members.
- Continuity of system operations should the membership change (e.g., people buying and selling parcels connected to the system) or if the system exchanges hands.
- The water supply system, as opposed to individual members/owners, can own property, apply for easements and rights of way, open bank accounts and enter into contracts. This eases processes if membership changes or the system exchanges hands.
- Can enforce payment through legal proceedings, or water can be turned off to users that do not pay.
- Clear and enforceable conflict-resolution procedures can be built directly into the incorporation documents, providing a structured way to resolve disputes among users.

Challenges include:

- More administratively challenging to establish compared to an unincorporated system.
- More users may make it more challenging to make decisions about the system administration and finances.

#### *Water Users' Community (WUC)*

When six or more people share or are connected to water delivery works then a WUC is recommended. A WUC is a co-operative governance model incorporated under Part 3 of the *Water Users' Communities Act*. This requires a Certificate of Incorporation from the Comptroller of Water Rights. Each member must hold a water licence and agree to share a water works system. A WUC may acquire, hold and control property and water licences and may also acquire, construct, hold, maintain, improve, replace and operate works. A WUC allows members the right to bundle their water licences (each member retains "ownership" over their individual water rights) and collectively divert, store, and deliver water.<sup>21</sup>

Several steps are required to create and maintain a WUC including establishing a Memorandum of Agreement between licensees, assigning a 'manager', completing an Assessment Roll, hosting general meetings, and issuing financial statements. The manager of the WUC prepares an assessment roll for the purpose of collecting funds for operational costs. This statement includes the manager's estimate of the monies needed and the amount payable by each member. The amount payable is proportional to the member's interest in the water users' community.

More information is on the Provincial Government [website](#). There are several WUCs throughout the province that have been established between a group of producers to supply water for irrigation.<sup>22</sup>

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<sup>19</sup> In B.C., partnerships can remain unincorporated (general partnerships under the *Partnership Act*), or they can be incorporated by forming a corporation, society, or co-operative.

<sup>20</sup> BC Ministry of Health. 2024. [Small Water System Guidebook](#).

<sup>21</sup> [Small Water System Guidebook](#). 2024. BC Ministry of Health.

<sup>22</sup> [Upper Pass Creek WUC](#), [Larch Hill WUC](#) and many others.

### *Corporation, society, or a co-operative association*

These legal business structures are administered under various pieces of legislation (i.e., *Business Corporations Act*, *Societies Act* and *Cooperative Association Act*) and they are not exclusive to water supply systems. Incorporating under any of these business structures not only provides the benefits discussed at the beginning of this section but also provides the advantage of having legislation with a basic structure for governance built into it. The choice of legal structure should be heavily dependent on the system of ownership (e.g., collective or individual ownership) that would work best for your system. For example, a small water system that is owned by a sole proprietorship would probably want to incorporate as a business, whereas a system owned by a group of users may want to investigate becoming a society or co-operative association. The [Corporate Registry](#) offers information about registering partnerships and incorporating corporations, societies and co-operatives associations.

### Public Water Supply Systems

A public water supply system can be operated by an incorporated improvement district or by a local government (regional district or municipality).

- **Improvement districts** (including irrigation districts and waterworks districts) are responsible for providing local services for residents within a defined area. Provincial government oversight is provided through the *Local Government Act* and the Ministry of Housing and Municipal Affairs. Improvement districts vary in size, from small subdivisions to larger communities. They are usually in rural areas within the boundaries of a regional district. The provincial government has indicated it is no longer approving the creation of improvement districts.
- **Local Governments** such as municipalities or regional districts, have the legal ability to offer services such as irrigation water (as an Agricultural Water Service area). However, due to the high costs associated and challenges with administration most local governments do not offer irrigation water services or are retiring from acting as irrigation districts. There are a few examples in the province of legacy systems still provided by a local government (e.g., City of Delta); however, this is an exception.



Figure 12. Agricultural fields and the Nechako River near Vanderhoof (source: I. Smith).



Table 4. Summary table of organizational structures for community irrigation systems.

Structure	Key Features	Pros	Cons	Best-fit Scenarios	Succession Planning Considerations	Complexity of Setup/ Admin
<b>Unincorporated (partnership)</b>	Agreement between two or more producers; not a separate legal entity.	<ul style="list-style-type: none"> <li>• Simple setup and decision-making</li> <li>• Few administrative requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Owners fully liable</li> <li>• Harder to raise funds</li> <li>• Limited to fees or owner investment</li> </ul>	Small systems with few farms; when participants know/trust each other	Dependent on individual owners; transfer can be difficult if the owner retires or passes away; continuity risk is high.	Low
<b>Incorporated Entities (Corporation / Society / Co-operative)</b>	A separate legal entity ( <i>Business Corporations Act, Societies Act, or Cooperative Association Act</i> ).	<ul style="list-style-type: none"> <li>• Limited liability</li> <li>• Greater stability and fundraising capacity</li> <li>• Can borrow, own property, contracts</li> <li>• Built-in governance frameworks</li> </ul>	<ul style="list-style-type: none"> <li>• More administrative work to establish and maintain and more annual financial overhead</li> <li>• Decision-making harder with more members</li> </ul>	Corporation: best for systems with few farmers but needing capital Society/Co-op: best for groups of farms seeking collective decision making	Strong succession pathway: entity continues regardless of individual retirements; transfer of shares/ memberships manageable.	Medium–High
<b>Water Users' Community (WUC)</b>	A co-operative governance model under the <i>Water Users' Communities Act</i> ; requires at least six licensees. Members share a waterworks system but keep their own water licences.	<ul style="list-style-type: none"> <li>• Pooling of resources</li> <li>• Costs spread across many users</li> <li>• Clear financial processes</li> <li>• Continuity through land transfers</li> <li>• Limited liability</li> </ul>	<ul style="list-style-type: none"> <li>• Requires agreement, manager, regular meetings, and financial statements</li> <li>• Some administrative overhead</li> </ul>	Best for >5 farms sharing water; when members want collective decision-making and stable cost-sharing	Strong succession pathway: membership tied to land parcels; when land sells, new owners step in automatically.	Medium
<b>Public Systems (Improvement District / Local Government)</b>	Managed by local government or improvement district.	<ul style="list-style-type: none"> <li>• Oversight by government</li> <li>• Long-term stability (legacy cases)</li> </ul>	<ul style="list-style-type: none"> <li>• High costs</li> <li>• Province no longer approves new improvement districts</li> </ul>	Rare; mostly legacy systems; possible in certain regional districts	Succession not an issue, but very limited applicability for new systems.	High

## 6.2 Governance Considerations

Governance refers to the rules and processes that guide decision-making and hold water users accountable. Every irrigation system faces decisions that go beyond day-to-day operations. These include financial planning, managing infrastructure and equipment, communicating with members, and overseeing system maintenance. Common examples are planning for new investments, securing loans, upgrading infrastructure, and acquiring or replacing assets. The Joint Works Agreement [template](#) lays out the requirements for much of the governance components that should be considered for success of the system, in particular if the organizational structure is an unincorporated partnership. If a WUC is the preferred organizational structure then [specific governance documents and forms](#) are available through the province of BC.

A governance structure should include the following information:<sup>23</sup>

- Defining responsibilities.
  - o Identifying who oversees the system: Is it an individual or a group of people?
  - o How big decisions are made: What types of decisions are voted on? Who gets to vote? How does the voting process work?
- Ensuring that key individuals have the skills to perform those responsibilities.
- Ensuring that material, financial, and human resources are adequate.
- Allocating resources effectively.
- A system for tracking expenditures and revenues.
- Communicating on relevant bylaws, guidelines, policies, standards and operating procedures.
- Enforcing compliance with all applicable legislation, including establishing accountability and consequences.

Successful governance structures have certain key elements in common:

- All users contribute to shaping the governance structure, which includes clear provisions for succession and the transfer of financial and operational responsibilities when ownership changes occur.
- The policies, decision-making processes, and roles and responsibilities are identified up front.
- There are clearly defined principles that must be considered when making decisions.
- All decisions in the day-to-day operations (i.e., management of operations) of the water supply system, including finances, asset management, communications and mechanical operations, are made in accordance with the governance framework.

## 6.3 Financial Considerations

Sound financial management is essential for the success of a community irrigation system. Financial considerations depend on the organizational structure and the number of users involved.

- Joint Works Agreement (JWA): If a JWA is established, a lawyer should help prepare a clear and complete description of each party's responsibilities for construction, operation, maintenance, replacement, deactivation or decommissioning of joint works, as well as protocols for compensation or payments among users.

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<sup>23</sup> BC Ministry of Health. 2024. [Small Water System Guidebook](#).

- Water Users' Community (WUC): If a WUC is established, specific protocols apply.<sup>24</sup> For example, when funds are required for operations, maintenance, or debt payments, the manager prepares an assessment roll outlining each member's contribution. Members pay proportionally, according to their water licence allocation.<sup>25</sup>
- For any organizational structure cost-sharing models could be considered: Users may decide that contributions to capital costs (e.g., system establishment) and maintenance should be proportional to each producer's water use.

Overall, producers should establish clear protocols for:

- Paying for initial system establishment;
- Covering maintenance and ongoing system costs; and
- Determining costs when new producers wish to join the system (if capacity allows, given the pumping infrastructure).

There may be some funding sources available for design, and cost-sharing for new or existing systems through various provincial and federal programs, such as the EFP/BMP [Water Infrastructure Funding](#).

## 6.4 Example: Nechako River Community Irrigation System Organizational Structure

For the conceptual Nechako River Community Irrigation System example, it is assumed that there are less than six producers involved in the system, so a WUC would not be an appropriate organizational structure. Three options therefore exist for the producers which are outlined in Table 5 (next page). Overall, if the producers want minimal paperwork and have very high trust then an unincorporated partnership could work, but liability and succession risks are significant. If fairness proportional to water licence allocation is most important then a corporation is the strongest option. If equal say matters most, regardless of water licence allocation then a co-operative association is best.

### Governance

In any of the three organizational structure options, establishing a JWA is highly recommended. If a corporation or co-operative is established, then additional bylaws and governance documents are required.

The agreement should, at a minimum:

- Describe how responsibilities and costs are divided for construction, operation, maintenance, and replacement.
- Ensure legal clarity on ownership of pumps, pipelines, easements, etc.
- Establish dispute resolution and rules for admitting/replacing members if one farmer sells their parcel(s).

Governance documents should specify:

- Voting rules (equal or weighted by water volume).
- Succession/transfer provisions: clear process when land changes hands.
- Protocols for expansion if additional farmers want to connect in the future.

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<sup>24</sup> Government of BC. N.D. [Conducting the Business of a Water Users' Community](#).

<sup>25</sup> Government of BC. N.D. [Water Users' Community Assessment Roll](#).



Table 5. Organizational structure considerations for the community irrigation system.

Aspect	Unincorporated Partnership	Corporation	Co-operative Association
<b>Legal Basis</b>	<i>Partnership Act</i> (general partnership, unless register as LP/LLP). Not a separate legal entity.	<i>Business Corporations Act</i> . Separate legal entity.	<i>Co-operative Association Act</i> . Separate legal entity.
<b>Ownership Model</b>	Informal: farmers jointly own infrastructure. No shares, no separate entity.	Farmers own shares in the company (proportional to water use, land, or investment).	Farmers are members, each with one vote regardless of land size/water use.
<b>Decision-Making</b>	Decisions must be unanimous or per informal agreement. Can be prone to disputes.	Voting tied to shares; larger water users/landowners can have more influence.	One member, one vote governance; decisions equal among members.
<b>Financial Contributions</b>	Each farmer contributes directly (cash or in-kind). Costs divided by informal agreement (e.g., by acres, water use).	Contributions proportional to shares. Can raise funds more easily (loans, equity).	Membership fees + proportional user charges (outlined in bylaws or JWA define allocation).
<b>Liability</b>	Unlimited: each partner is personally liable for debts and obligations of the system.	Limited liability: only up to the value of shares.	Limited liability: only up to membership share.
<b>Continuity &amp; Succession</b> Note: in all cases water licences do not change with land ownership. They are attached to a parcel.	Weak: if one farmer sells or exits, agreement must be renegotiated.	Strong: entity continues; shares can be transferred or sold.	Strong: entity continues; membership tied to water use, but voting remains equal.
<b>Administration</b>	Very simple: no incorporation filings. Only a written partnership agreement.	Moderate: annual returns, share registry, record-keeping.	Moderate: annual meetings, co-op filings, bylaws compliance.
<b>Best Fit Scenario</b>	High trust, modest infrastructure costs, desire for minimal admin.	When land/water use differs significantly; fairness requires proportional costs/votes.	When farmers want equal say regardless of farm size/water use.

### Financial Structure

The following financial structure could be considered for the system, particularly if the water system is incorporated.

- Cost-sharing model:
  - Capital and operating costs are divided proportionally to licensed water volumes or irrigated acreage.
  - Farmers pay into a pooled fund managed by the incorporated entity.
- Funding sources:
  - Producer contributions (initial equity investment).
  - Potential provincial/federal programs (e.g., EFP/BMP Water Infrastructure Funding).
  - Bank financing, backed by incorporated entity's assets and rate structure.
- Reserves (if possible):
  - Establish a replacement/maintenance reserve fund to cover future pump and pipeline upgrades.

## 7.0 Beneficial Management Practices

Effective irrigation supports crop productivity and plays a key role in conserving water and protecting local watersheds. Adopting beneficial management practices (BMPs) for irrigation and watercourse stewardship helps optimize water use, reduce costs, reduces overall risk, and safeguards environmental values at the farm and watershed scales.

### Irrigation BMPs

Key BMPs related to irrigation of crops include the following:

- **Match water application to crop needs:** Use [BC irrigation use calculator](#); soil moisture monitoring tools, evapotranspiration data, and crop growth stages to guide irrigation timing and volume.
- **Improve system efficiency:** Regularly maintain and upgrade irrigation equipment (e.g., nozzles, pumps, pivots, or wheel lines) to minimize leaks, uneven distribution, and energy waste.
- **Irrigate during low-evaporation periods:** Apply water in the evening, at night, or early morning to reduce evaporative losses.
- **Adopt advanced technologies:** Consider variable-rate irrigation, pressure regulators, or automated scheduling systems where feasible to improve precision and reduce over-application.
- **Plan for soil health:** Maintain soil organic matter and avoid compaction to improve infiltration and water-holding capacity.

#### Environmental Farm Plan & Beneficial Management Practices Programs

The [Environmental Farm Plan \(EFP\)](#) Program is a free program that provides eligible producers with access to consultants (known as EFP Advisors) to assist in the completion of Environmental Farm Plans. An EFP is an on-farm, agri-environmental risk assessment. Its purpose is to identify potential environmental and climate risks within a farmer and rancher's operations and educate them about how these risks can be mitigated. The process supports producers to identify opportunities for funding through the [Beneficial Management Practices](#) program.

### Resources

There are numerous resources available to assist in understanding more about efficient irrigation systems and implementing irrigation BMPs

- BC Ministry of Agriculture and Food: Irrigation [webpage and guidance materials](#)
- EFP/BMP [Water Infrastructure Funding](#)
- [BC irrigation use calculator](#)

### Watercourse Stewardship Beneficial Management Practices (BMPs)s

Benefits of watercourse stewardship include improved water quantity and quality and improved livestock health. Key BMPs related to stewardship of watercourses on the farm include the following:

- **Reduce the speed of water flow in the watercourse:** Introducing beaver dam analogues, large woody debris, and rocks to slow the flow of water and hold more of it in place for longer periods of time can help to reduce the speed of water flow and subsequently reduce erosion (note: it is essential to work with a QEP when doing work in and about stream as an Approval through the Water Sustainability Regulation is required).
- **Protect riparian areas:** Maintain buffer zones of vegetation along streams, wetlands, and ditches to filter runoff and provide important wildlife and fish habitat. Exclusion fencing for livestock with limited access to water courses helps reduce bank erosion, protects the streambank vegetation,

and protects water quality. This may include [off-stream watering](#) or alternative watering tools for livestock.

- **Manage nutrients carefully:** Calibrate manure spreaders to ensure even spread and time of fertilizer or manure applications to avoid runoff during irrigation or rainfall events.
- **Reduce water withdrawals during critical periods:** Avoid over-extraction during low-flow conditions.

### Resources

There are numerous resources available to assist in understanding more about how to improve riparian areas and implementing watercourse stewardship BMPs.

- BC Ministry of Agriculture and Food: Riparian areas [webpage](#) and guidance documents.
- Investment Agriculture Foundation of BC: EFP/BMP [Riparian & Grazing Funding](#)
- Nechako Environment and Water Stewardship Society (NEWSS): Potential funding opportunities to [rehabilitate watercourses on-farm](#).
- BC Cattlemen's Association: [Farmland-Riparian Interface Stewardship Program](#).



*Figure 13. Beaver dam analogues project in the RDBN, NEWSS.<sup>26</sup>*

<sup>26</sup> Nechako Environment and Water Stewardship Society. 2024. [Restoration on East Murray Creek](#).

## 8.0 Overall Summary of Process and Considerations

Determining whether a community irrigation system is suitable involves moving through a series of steps that build on each other. The process ensures that producers make informed decisions about feasibility, legal requirements, organizational models, and long-term management.

### Step 1 – Early Planning and Feasibility

- **Preliminary discussions:** Meet with potential partners to explore willingness, governance preferences, and cost-sharing approaches.
- **Water availability:** Confirm licences or potential availability with WLRS. Use tools like [iMap BC](#) and the [Water Licence Search Tool](#) to check for [Water Allocation Notations](#).
- **Check land status:** Confirm whether proposed infrastructure will cross Crown land or roads.
- **Funding:** Identify cost-share opportunities such as the [EFP/BMP program](#) to help with capital infrastructure costs. Complete an individual or group EFP if needed.
- **Technical input:** Engage a QEP to design the system (note: this can be funded by the EFP/BMP program). Depending on the complexity, an engineer may also have to be hired.

### Step 2 – Licensing and Approvals

- **Water licence:** If necessary, apply for new or amended licences under the *Water Sustainability Act* to reflect the shared system and ensure each parcel is properly licensed.
- **Additional approvals:** Secure any permits needed for fish screens, road crossings, or Crown land tenure. Early engagement with [FrontCounter BC](#) is recommended.
- **Consultation requirements:** The Province will lead First Nations consultation as part of the water licensing application process. A review by Fisheries and Oceans Canada (e.g., *Fisheries Act*) may apply.

### Step 3 – System Design and Organizational Setup

- **Design details:** Work with an engineer or QEP to finalize intake, pumps, pipelines, and delivery pressure to meet farm needs.
- **Choose an organizational structure:** Decide whether an unincorporated partnership, corporation, or co-operative association is most appropriate (Section 6.0 which outlines pros/cons).
- **Draft governance agreements:** Prepare a [Joint Works Agreement](#) or bylaws to clearly outline roles, responsibilities, voting, dispute resolution, and succession planning.
- **Source funding or loans:** Based on estimated costs, apply for funding or obtain loans.

### Step 4 – Construction and Compliance

- **Timing:** Build intake and conveyance works within approved dates to protect fish habitat.
- **Infrastructure:** Install pumps, pipelines, ditches, and on-farm connections.
- **Compliance:** Meet licence and permitting conditions.

### Step 5 – Long-Term Operations and Maintenance

- **Financial management:** Pay annual water fees and maintain fair cost-sharing arrangements.
- **System upkeep:** Inspect infrastructure regularly; keep records of maintenance and expenditures.
- **Governance:** Review agreements periodically, update as membership changes, and ensure roles and responsibilities remain clear.
- **Succession:** Plan for smooth transfer of responsibilities when farms are sold or if new producers wish to join the system.



## Appendix A. Community Irrigation System: Ponds

In this additional conceptual example, two or more farms would have water licences to a pond on one producer's property. Power would need to be brought in to operate pumps, and mainline infrastructure would need to be developed to deliver water from the pond to the fields. In such a circumstance, each farm would typically have to pay for irrigation system infrastructure on an individual basis. However, considerable cost savings for each farm could be introduced by collaborating and bringing power for only one pump to supply both farms and sharing a waterline to each property line.

In order for such a system to work it would be necessary to have the support from WLRS to ensure that the water licences are properly assigned, and to have a valid legal agreement between farms. Based on the BC Agriculture Water Calculator, 160 acres of irrigated forage would require just over 100,000 m<sup>3</sup> of water annually for two cuts.

<b>Irrigation</b>	
<b>Climate ID:</b>	14821780
<b>Peak Evapotranspiration (ET):</b>	4.9 mm/day
<b>Peak Flow Rate:</b>	780 US gpm
<b>Field 1</b>	
<b>Irrigated Area:</b>	160 acres
<b>Crop:</b>	Forage
<b>Soil:</b>	Silty Clay
<b>Irrigation Type:</b>	Wheelline
<b>Irrigation season:</b>	May. 14 - Aug. 15 (94 days)
<b>Annual crop irrigation water demand:</b>	105,810 m <sup>3</sup>
<b>Annual crop irrigation water demand (all fields combined):</b>	105,810 m <sup>3</sup>
<b>Crop irrigation water demand by month (all fields combined):</b>	
January	-
February	-
March	-
April	-
May	9,510 m <sup>3</sup>
June	17,910 m <sup>3</sup>
July	54,430 m <sup>3</sup>
August	23,970 m <sup>3</sup>
September	-
October	-
November	-
December	-
<b>Summary</b>	
<b>Total annual water demand:</b>	105,810 m <sup>3</sup>

Figure 14. Estimated water demand for 160 acres of forage using wheelline irrigation (source: BC Agriculture Water Calculator).

## Appendix B. Additional Details for Nechako River Community Irrigation System

### Pump Calculations for 60 psi and 10 psi

Vanderhoof Conceptual Agriculture Irrigation Supply System													
Total Demand Sizing Worksheet													
		Total of 2 Sections of Land or		1280 Acres									
		Allocation of flow is 5 gpm/acre		or 6400 Gpm.									
		Supply Derived from sum of all individual surface Licenses from Nechako River											
Total Friction Loss of pipe supply line													
Section of Pipe		Distance feet		HDPE Pipe Size, Class		Velocity		Loss Hd.Ft.		Elevation			
				Vel s ID"		Flow		Fps					
A-C		9433		30" DR 9		22.93 6400 gpm		4.97		28.4 60m 197ft.			
C-D		5256		28" DR11		22.6 6400 gpm		5.12		17 4m 14ft.			
D-F1		6562		24" DR 13.5		20.23 3840 gpm		3.8		14.1 7m 23 ft			
F1-F2		6562		16" DR 13.5		13.49 1920 gpm		4.3		28 7m 23 ft			
Totals		27813								87.5 78m 257 ft.			
Total Dynamic Head-1 (TDH-1)		(Feet)											
Elevation Lift from Pump to Surface										15			
Friction Loss Pump to end Mainline										87.5			
Rise Elevation Total										257			
Pressure supplied to property line at last connection				60 psi						138.6			
Fitting/ Valve Loss										15.11			
Misc. Loss										15			
Total		TDH-1								528.21 or 228.71 psi			
Total Dynamic Head-2 (TDH-2)(Feet)													
TDH-2 shall only supply 10psi (23.10 feet) to property line													
60 psi (TDH-1) - 10 psi (TDH-2) = 50psi or 115.50 head feet													
> 515.87-115.50 = 400.37													
Total -		TDH-2								412.82 or 178.71 psi			
Horse Power Requirement													
TDH-1		528.21 x 6400											
		3960 x .80% =								1067 Hp or 1219.53 or		1100 Hp	Pump 80% Efficiency
												Pump 70%	Efficiency
TDH-2		412.82 x 6400											
		3960 x .80% =								833.98 Hp or 953.12 Hp or		835 Hp	Pump 80% Efficiency
												Pump 70%	Efficiency

## Details of system equipment and considerations for Option A



**YOUR TRUSTED PARTNER  
IN IRRIGATION SOLUTIONS**

Bukley Nechako Regional District  
Vanderhoof Irrigation District

### Concept:

- River pump station located at the marked "point-of-diversion" location
  - Cornell centrifugal redi-prime pumps
  - Approximately 150ft head pressure at pump gives 35ft at reservoir location
  - 8H-RP. 150hp gives multiples of 3000gpm @ 150ft @ 1800rpm. 86% eff. 12.5ft NPSHr.
  - 12" River Screen per pump with 12" aluminum suction pipe and small section of rubber suction hose to suit installation site
  - Pumps discharging into common discharge header
- Mainline to reservoir
  - DR21 HDPE (2,300ft) from pump header to the main roadway
  - DR26 HDPE (7,500ft) from corner of main roadway to reservoir location
  - Discharge into reservoir with approximately 35ft of head pressure (head dependent on reservoir construction and final elevation)
- Reservoir
  - Concrete poured-in-place construction
  - Square or rectangular with raft slab and column supported roof
  - Suggested construction would be reservoir fully underground
  - Wet well pump intake on one side of reservoir with space for X number of vertical turbines
  - Size of reservoir to be determined based on final acres served, inlet and outlet flow rates, and ability to buffer anticipated flow surges (discharge exceeding inlet flow)
- Turbines
  - Jockey pump
    - Goulds 10hp 85GS100
    - 100gpm @ 280ft
    - Minimum flow rate 40gpm
    - Mounted in flow sleeve
  - Mid-range pump
    - Integrity 9IDMH 5-stg
    - 570gpm @ 270ft
    - 50hp
    - Min flow 86gpm. 79.5% efficiency
  - Main pumps – multiples to achieve desired system flow rate
    - Integrity 14IML 3-stg
    - 2200gpm @ 270ft
    - 200hp
    - Min flow 440gpm. 86% efficiency
- 270ft of head pressure at reservoir location give approximately 20psi at North East corner of system
- Alternate idea would be to have a below-grade pump room and use Cornell centrifugal pumps with flooded suction off bottom of the reservoir. Efficient and lower capital cost than turbines, and easier to service. But would be installed below grade.
  - Cornell 6HH. 2000gpm @ 270ft. 81% efficiency

23160 72 Ave Langley, BC, V2Y 2K2  
Langley, Chilliwack, Williams Lake, BC | Lynden, WA

604-882-7405  
watertecna.com

- o Various options available for jockey pumps

**Thoughts:**

- Confirm that PD is in the most accessible and efficient location
- Choose suitable reservoir location
  - o Available land
  - o Distance to 3ph power
  - o Keep within 180 vertical feet from main pump station for most efficient piping choices
- Turbines or centrifugal pumps
- Where are the actual properties to be served by the irrigation district and is there thoughts to expand now or in the future, and what facility needs to be incorporated to allow expansion
- If a minimum of 20psi is provided at each point of connection, what power sources are available (1ph or 3ph) and what are the pumping limitation for each property/POC.
  - o Example: 200A 1PH 240V service can handle a maximum of 38hp. 850gpm @ 60psi can supply 170ac @ 5gpm @ 80psi at pump location.

Buckley Nechako Regional District  
Proposed Vanderhoof Irrigation District

Quote Number:

Date: 9/20/25

Prepared By:

*Based on lower Reservoir (Option A)*

Item #	Description	Qty	Unit Price	Extended Price
1	Cornell Pump Station - 6000 gpm @ 160ft TDH	1	\$142,000.00	\$142,000.00
2	Rotation River Screen System x 40ft	1	\$42,000.00	\$42,000.00
3	Fabricated Inlet Header - 24" c/w all valves/airvents	1	\$79,000.00	\$79,000.00
4	30" HDPE Mainline - SDR 21	2300	\$85.23	\$196,029.00
5	30" HDPE Mainline - SDR 26	7500	\$70.23	\$526,725.00
6	30" HDPE misc fittings	1	\$20,985.00	\$20,985.00
7	28" HDPE SDR 17	5260	\$87.57	\$460,618.20
8	24" HDPE SDR 21	6560	\$52.55	\$344,728.00
9	16" HDPE SDR 21	6560	\$24.15	\$158,424.00
10	MiscFittings for 28" , 24" & 16	1	\$39,500.00	\$39,500.00
<b>Reservoir Pumps</b>				
11	60 Hp - 650 gpm @ 240ft - 16ft length - Turbine Pump	1	\$40,251.00	\$40,251.00
12	100 Hp - 1300gpm @ 240ft - 16ft length - Turbine Pump	1	\$47,500.00	\$47,500.00
13	150 Hp - 2000 gpm @ 240ft - 16ft length - Turbine Pump	2	\$58,741.00	\$117,482.00
14	Fabricated Reservoir Header - 24" c/w All Valves / Airvents	1	\$86,000.00	\$86,000.00

**Subtotal: \$2,301,242.20**



Piping Comparison Options

<b>Option A (10 psi to property line, lower reservoir)</b>		Price/ft	Total
2300'	30" DR21	85.23	196,029
7500'	30" DR26	70.23	526,723
5260'	28"DR17	87.57	460,618
6560'	24"DR21	52.55	344,728
6560'	16"DR21	24.15	158,424
			<b>1,686,522</b>

<b>Option B (10 psi to property line, upper reservoir)</b>		Price/ft	Total
2300'	30"DR11	166	381,800
3750'	30" DR13.5	132	495,000
3750'	30" DR17	110	412,500
5260'	28" DR17	87.57	460,618
6560'	24"DR21	52.55	344,728
6560'	16"DR21	24.15	158,424
			<b>2,253,070</b>

<b>Option C (60 psi to property line, upper reservoir)</b>		Price/ft	Total
2300'	30" DR11	166	381,800
7500'	30" DR11	141	1,057,500
5260'	28" DR11	122	641,720
6560'	24" DR21	52.55	344,728
6560'	16"DR21	24.15	158,424
			<b>2,584,172</b>

## Appendix C. Summary of Communication

Table 6 presents a summary of the communication that took place (in alphabetical order) throughout the course of this project in order to inform the report.

In addition, there were 14 farmers and ranchers who provided invaluable input to this project. Outreach included emails, phone calls, and in-person information meeting, and farm tours.

*Table 6. Summary of communication efforts to support an informed project approach.*

Organization	Role(s)	Forms of Communication
BC Ministry of Agriculture and Food	Regional Agrologist Water Resources Specialist	Email Virtual (Zoom) In-person
BC Ministry of Water Land and Resource Stewardship	Groundwater Hydrologist Licensed Authorizations Officer – Omineca Region Senior Licensed Authorization Specialist Senior Regional Specialist, Water and Dike Safety	Email Virtual (Zoom)
Nechako Environment and Water Stewardship Society	Executive Director	Email Phone Virtual (Zoom) In-person
Regional District of Bulkley Nechako	Agriculture Coordinator Electoral Area Director Emergency Services Manager	Email Phone Virtual (Zoom) In-person
Rio Tinto	Director – Energy and Watershed Partnerships Superintendent, Power Operations – Watershed	Email Virtual (Zoom)
Saik'uz First Nation	Lands Manager	Email Phone





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board

**From:** Megan D'Arcy, Regional Agriculture Coordinator

**Date:** December 11, 2025

**Subject:** **Growing Opportunities Newsletter - Issue 31, November 2025**

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

Receive.

### BACKGROUND

Attached is the Growing Opportunities Newsletter – Issue 31, November 2025.

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

### ATTACHMENTS:

Growing Opportunities Newsletter Issue 31, November 2025

### STRATEGIC PLAN ALIGNMENT:

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

4. Community and Economic Sustainability

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

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

**From:** Regional District of Bulkley-Nechako <economic.development@rdbn.bc.ca>  
**Sent:** Friday, November 28, 2025 12:42 PM  
**Subject:** RDBN Growing Opportunities e-Newsletter - November 2025

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

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



**November 2025 - Issue 31**

## **Agriculture Coordinator Update**

To be honest, it is hard to believe that December is almost here. This fall we have been busy working on the completion of two major projects. The Livestock Services project (now titled Voices to Ventures: Livestock Processing from the Ground Up) is in the final reporting and engagement stage. In addition to the report, Toolkit resources will be available on a Making Agriculture Sustainable in the Hazeltons (MASH) owned website call Meat-U-Here. The Toolkit resources will be both useful and available to everyone within the RDBN.

In addition the Community Irrigation Systems: A User's Guide for the Vanderhoof Area report has been finalized and will be available soon.

Looking forward, there are plans in the works for a Non-Profit workshop that focuses on organizational health, continued collaboration with the Northwest Invasive Plant Council, new Growing Opportunities podcast episodes, and an update to the RDBN Food & Agriculture Strategy. Stay tuned!

## **In December:**

Emergency Preparedness - Vanderhoof on December 2, and Smithers on December 3 (see below for details). [Register here!](#)

The Nechako Valley Food Network would like to talk about a Regional Food Hub! Meetings will be held in Vanderhoof on Dec 1, Fraser Lake on Dec 4, and virtually on Dec 8. [Register here!](#)

**Producer Emergency Awareness Sessions**

Emergency events that impact agriculture have become bigger and more frequent in recent years. BC Agriculture Council is currently leading a 3-year project to increase the support available during these emergency events.

The BCAC project has 3 main components. The first, developing an emergency response plan for BCAC itself, is already completed and ready for use. The second component is developing tools for Local Authorities so their Emergency Operation Centres are better able to support farmers and ranchers during emergencies. These tools to support agriculture are being rolled out to Local Authorities as they are developed. The final component is bringing information and resources directly to farmers and ranchers so that they can prepare for the next emergency.

The survival and recovery of farms and ranches during and after emergencies often depends on the planning and actions taken before emergencies occur. The producer information sessions help farmers and ranchers determine the next step in their emergency planning and where to find resources that can help. BCAC and AgSafe BC are delivering these sessions jointly to make it as convenient and informative as possible for producers.



**These sessions help you:**

- Build a farm-specific emergency plan
- Understand B.C.'s emergency response framework
- Use tools like the Access Pass System and Premises ID
- Understand the role of your local Emergency Operations Centre and how to connect with them

**REGISTER HERE:**



[bcac.ca/emergency-planning](http://bcac.ca/emergency-planning)

**REGISTER NOW FOR A SESSION IN:**

- **Vanderhoof (Nechako Senior Friendship Centre)** – December 2nd at 7 pm
- **Smithers (The Old Church)** – December 3rd at 7 pm



## Agriculture Water Infrastructure Funding

### Investment Agriculture Foundation of BC has opened Producer Project funding (Stream 1) through the Agriculture Water Infrastructure Program - Deadline for Applications is December 18, 2025

Water for various crop species has been a focal topic of discussion for the last few years due to ongoing drought conditions throughout the region. This funding opportunity is aimed at the following project types (as taken directly from the IAF website, please see more information by clicking link below):

1. **Rehabilitation and upgrades of (regulated and unregulated) agricultural dams and reservoirs** to meet regulatory requirements.
2. **Improvement, expansion or new construction of dugouts and related storage infrastructure** for irrigation water and livestock watering including rangeland.
3. **New construction of other water storage infrastructure.**

4. **Improvement, expansion or new construction of off-farm conversion of conveyance ditches to pipelines** where savings of 30 to 50% can be achieved.
5. **Improvement, expansion or new construction of water delivery systems to the farm gate** from off-farm storage infrastructure and licensed intakes on streams.

### Agriculture Water Infrastructure Program - Stream 1

## Unleash Your Inner Researcher!

### Crop producers wanted!

The BC Ministry of Agriculture and Food and Industrial Forest Service Ltd. (Prince George) are seeking producers interested in growing the following crops in small demonstration plots on their farm: sweet corn, camelina, dryland squash, faba beans, and teff grain. Trials would begin in the 2026 growing season.

The demonstration trial plots would be 0.1 - 0.2 acres per crop, for a total area of 0.5 - 1.0 acre.

Please contact [info@bcforagecouncil.com](mailto:info@bcforagecouncil.com) for more information. There is a pre-research survey [here](#).

### Seeking Farm Partners:

### Crop Demonstrations for Climate Elasticity.

2026-2027 growing seasons

Industrial Forestry Service Ltd., in partnership with the BC Ministry of Agriculture and Food, is conducting collaborative research to evaluate climate-resilient annual horticultural crops. We are seeking farm partners from the North Cariboo, Omineca, and Skeena regions.

#### Importance

- Evaluate crops adapted to hotter, drier conditions
- Complimentary water management strategies for climate resilience
- Assess economic viability of alternative crops
- Demonstrate proof of concept: longer growing season, more heat units, more crop choice possibilities

Growing small plots: 0.1-0.2 acres per crop (0.5-1 acre total)



Sweet Corn



Camelina



Dryland Squash



Faba Beans



Teff Grain

#### Participant Benefits

This research provides essential agricultural services including input cost coverage, technical support throughout growing seasons, access to comprehensive data analysis, and extension opportunities. Participants will gain valuable insights into climate-resilient farming practices while contributing to regional agricultural adaptation strategies.

#### Ready to Participate?

Complete our pre-research survey:  
<https://forms.gle/pV3HHfjpDBgbvP2JA>  
 or contact us at [info@bcforagecouncil.com](mailto:info@bcforagecouncil.com)



Sustainable Canadian Agricultural Partnership



cleanBC



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

**Megan D'Arcy, Agriculture Coordinator**

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

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



SEND TO A FRIEND



WEBSITE



Email sent to: [nellie.davis@rdbn.bc.ca](mailto:nellie.davis@rdbn.bc.ca)

Regional District of Bulkley-Nechako  
 37 3rd Avenue



Reference: 418023

November 19, 2025

Mark Parker, Chair  
and Directors  
Regional District of Bulkley-Nechako

Sent via email: Mark.Parker@rdbn.bc.ca

Dear Chair Parker and Directors:

Thank you for your letter of September 25, 2025, regarding CN Storage Areas for creosote ties. I understand that you have concerns regarding potential release of hazardous materials that may leach into the soil and/or waterways near the storage areas.

Storage of creosote ties is a common practice for the operation of federal railways. Further information is required to better understand the concern in this situation and identify the location. I encourage your staff to reach out to communicate in more detail so we can better assist. Please contact Karen Moores, Director, Industrial Waste Authorizations, at [Karen.Moores@gov.bc.ca](mailto:Karen.Moores@gov.bc.ca) if you have any further questions.

Please note that section 6(4) of the *Environmental Management Act* requires that "a person must not introduce waste into the environment in such a manner or quantity as to cause pollution." Should you have reason to believe that pollution has occurred you are encouraged to report this issue to the Report a Poacher or Pollution (RAPP) hotline at 1-877-952-7277 or online at [Report All Poachers and Polluters \(RAPP\) – Environmental Protection & Sustainability Forms](#).

Thank you again for taking the time to write.

Sincerely,

Tamara Davidson  
Minister of Environment and Parks

cc: Wendy Wainwright, Deputy Director of Corporate Services, Regional District of Bulkley-Nechako  
Karen Moores, Director, Industrial Waste Authorizations, Environmental Protection Division, Ministry of Environment and Parks





September 25, 2025

Honourable Tamara Davidson  
[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

Skeena  
 3726 Alfred Street, Bag 5000  
 Smithers, B.C. V0J 2N0

Ministry of Environment and Parks  
 Omineca  
 4051 18<sup>th</sup> Ave  
 Prince George, B.C. V2N 1B3

Dear Minister Davidson:

### **CN Storage Area for Creosote Ties**

The Regional District of Bulkley-Nechako would like to inquire about the monitoring of CN staging areas where creosote ties are stored and the monitoring of the ground water and neighbouring water bodies in proximity to these areas.

One area of note is within Electoral Area B (Burns Lake Rural) of the Regional District where CN is storing a significant number of creosote ties. This area is adjacent to a small lake and creeks. This has raised concerns regarding the potential for the release of hazardous materials to leach into the soil and/or waterways near the storage area.

The water bodies and groundwater throughout the region are a critical resource and the Regional District would like to know if there is any monitoring being conducted by the Ministry of Environment and Parks of these areas.

Thank you for considering our ask and we look forward to receiving information regarding monitoring of CN staging areas as well as the monitoring of water bodies located near these areas.

Sincerely,

Mark Parker  
 Chair

cc: Chief Wes Sam, Ts'il Kaz Koh (Burns Lake Band)  
 Chief Wilf Adam, Lake Babine Nation  
 Chief Maureen Luggi, Wet'suwet'en First Nation

Executive Director Debbie Pierre, Office of the Wet'suwet'en  
Chief Marcella Morris, Nee Tahi Buhn Band  
Chief Robert Michell, Stellat'en First Nation  
Chief Mitchell Joseph, Yekooche First Nation  
Chief John Edward, Tl'azt'en First Nation  
Chief Jarrod Tom, Binche Whut'en  
Chief Janet Whitford, Cheslatta Carrier Nation  
Chief Beverly Ketlo, Nadleh Whut'en  
Chief Colleen Erickson, Nak'azdli Whut'en  
Chief Priscilla Mueller, Saik'uz First Nation  
Gabriel Tom, Interim Chief/General Manager  
Chief John Allan French, Takla Nation



November 27, 2025  
Our Ref. 148256

Mark Parker  
Chair  
Regional District of Bulkley-Nechako  
PO Box 820 37 3<sup>rd</sup> Avenue  
Burns Lake, BC V0J 1E0

Email Address: [mark.parker@rdbn.bc.ca](mailto:mark.parker@rdbn.bc.ca)

Dear Mark Parker:

Thank you and your delegation for the opportunity to meet during the 2025 Union of British Columbia Municipalities Convention, as well as your follow-up letter of November 4, 2025.

Since I became Minister of Post-Secondary Education and Future Skills, I have appreciated the opportunity to meet with representatives of communities and organizations from across BC to hear about issues that are important to their region.

Our Government recognizes the vital role that immigrants, international students and foreign workers play in supporting the economic and social vitality of small communities across BC. I appreciate your community's interest in attracting newcomers who can help meet key labour market needs and drive local economic development. While immigration levels are determined in collaboration with federal partners, our Government remains committed to exploring opportunities to foster welcoming communities and strong local economies so that all regions of the province can successfully attract and retain new residents.

Our Government recognizes the critical need for more healthcare workers and is committed to removing barriers for more nurses to join the healthcare workforce to ensure that people throughout the province have greater access to the health services they need. The Ministry of Health works closely with health authorities, including Northern Health, to understand and develop strategies to meet workforce needs. To support nursing education and recruitment, our Government is working with post-secondary institutions to expand laddering opportunities. My Ministry is currently working with the College of New Caledonia to explore new laddering opportunities which may include an Access to Practical Nursing Program within the Northern region.

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My Ministry will continue to work with the Ministry of Health to deliver health education programming and to advance initiatives that promote the recruitment and retention of priority health professionals in rural and remote communities, including in Burns Lake.

I also recognize the critical issues your district faces regarding veterinarian shortages. Access to veterinary care services, particularly in rural and remote areas, is a complex issue that needs a multi-faceted approach beyond expanding veterinary training spaces. It includes attracting more veterinarians across BC and supporting complementary professions, such as veterinary technologists, who are important members of a veterinary clinic team, as well as other workforce measures. Communities also play an important role in attracting veterinary professionals through participation in career fairs, childcare supports, as well as summer work and fourth-year clinical rotations. Recent efforts have increased student clinical placements in northern communities, including 16 in 2025, up from just one six years ago. Work towards a variety of solutions will continue, including improving recognition of international credentials, to help address veterinary care needs across the province.

I hope you and your delegation enjoyed a successful Convention and I look forward to continuing working together in the year ahead.

Sincerely,



Honourable Jessie Sunner  
Minister of Post-Secondary Education and Future Skills

pc: Chris Newell, Director  
Regional District of Bulkley-Nechako  
[chris.newell@rdbn.bc.ca](mailto:chris.newell@rdbn.bc.ca)

Clint Lambert, Director  
Regional District of Bulkley-Nechako  
[clint.lambert@rdbn.bc.ca](mailto:clint.lambert@rdbn.bc.ca)

Gladys Atrill, Director  
Regional District of Bulkley-Nechako  
[gatrill@smithers.ca](mailto:gatrill@smithers.ca)

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Henry Wiebe, Director  
Regional District of Bulkley-Nechako  
[mayor@burnslake.ca](mailto:mayor@burnslake.ca)

Judy Greenaway, Director  
Regional District of Bulkley-Nechako  
[judy.greenaway@rdbn.bc.ca](mailto:judy.greenaway@rdbn.bc.ca)

Kevin Moutray, Director  
Regional District of Bulkley-Nechako  
[mayor@district.vanderhoof.ca](mailto:mayor@district.vanderhoof.ca)

Linda McGuire, Director  
Regional District of Bulkley-Nechako  
[lmcguire@villageofgranisle.ca](mailto:lmcguire@villageofgranisle.ca)

Martin Elphee, Director  
Regional District of Bulkley-Nechako  
[melphee@fortstjames.ca](mailto:melphee@fortstjames.ca)

Michael Riis-Christianson, Director  
Regional District of Bulkley-Nechako  
[michael.riischristianson@rdbn.bc.ca](mailto:michael.riischristianson@rdbn.bc.ca)

Sarrah Storey, Director  
Regional District of Bulkley-Nechako  
[sstorey@fraserlake.ca](mailto:sstorey@fraserlake.ca)

Shane Brienens, Director  
Regional District of Bulkley-Nechako  
[mayor@houston.ca](mailto:mayor@houston.ca)

Shirley Moon, Director  
Regional District of Bulkley-Nechako  
[shirley.moon@rdbn.bc.ca](mailto:shirley.moon@rdbn.bc.ca)

Stoney Stoltenberg, Director  
Regional District of Bulkley-Nechako  
[stoney.stoltenberg@rdbn.bc.ca](mailto:stoney.stoltenberg@rdbn.bc.ca)

-4-

Annette Morgan, Alternate Director  
Regional District of Bulkley-Nechako  
[councillormorgan@telkwa.ca](mailto:councillormorgan@telkwa.ca)

Cheryl Anderson, Director of Corporate Services  
Regional District of Bulkley-Nechako  
[cheryl.anderson@rdbn.bc.ca](mailto:cheryl.anderson@rdbn.bc.ca)

Curtis Helgesen, Chief Administrative Officer  
Regional District of Bulkley-Nechako  
[curtis.helgesen@rdbn.bc.ca](mailto:curtis.helgesen@rdbn.bc.ca)



November 26, 2025  
Our Ref. 148252

Lara Beckett  
Chair  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8

Email Address: [lbeckett@rdffg.bc.ca](mailto:lbeckett@rdffg.bc.ca)

Dear Lara Beckett:

Thank you and your delegation for the opportunity to meet during the 2025 Union of British Columbia Municipalities Convention.

Since I became Minister of Post-Secondary Education and Future Skills, I have appreciated the opportunity to meet with representatives of communities and organizations from across BC to hear about issues that are important to their region.

I appreciated hearing the concerns of the Regional District of Fraser-Fort George, and I recognize the critical issues your district faces regarding veterinarian shortages and funding for post-secondary education for Indigenous nations and their members.

My Ministry is committed to addressing barriers met by students and helping them achieve success. [StudentAid BC](#) administers a range of financial supports to help a diverse population of students access and afford post-secondary education. StudentAid BC program policies are designed to support students with high financial needs who do not have access to other financial resources or those who face additional barriers. I have written to Federal Minister Gull-Masty of Indigenous Services Canada requesting increased funding to First Nations to help address their chronic backlog of community members waiting for tuition supports provided through their individual Nations to attend higher education opportunities.

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Our Government continues to provide more community-based learning opportunities, such as the [First Nations Community-based Teacher Education Program](#), which offers opportunities for First Nations Communities to develop and deliver in community teacher education programs. For more information, please send an email to [PSFS.IndigenousPolicyandEngagement@gov.bc.ca](mailto:PSFS.IndigenousPolicyandEngagement@gov.bc.ca).

Access to veterinary care services, particularly in rural and remote areas, is a complex issue that needs a multi-faceted approach beyond expanding veterinary training spaces. It includes attracting more veterinarians across BC and supporting complementary professions, such as veterinary technologists, who are important members of a veterinary clinic team. Communities also play an important role in attracting veterinary professionals through participation in career fairs, childcare supports as well as summer work and fourth-year clinical rotations. Recent efforts have increased student clinical placements in northern communities, including 16 in 2025, up from just one six years ago. We will continue to work towards a variety of solutions, including improving recognition of international credentials, to help address veterinary care needs across the province.

I hope you and your delegation enjoyed a successful Convention and I look forward to continuing working together in the year ahead.

Sincerely,



Honourable Jessie Sunner  
Minister of Post-Secondary Education and Future Skills

pc: Margo Wagner, Chair  
Cariboo Regional District  
[mwagner@cariboord.ca](mailto:mwagner@cariboord.ca)

Mark Parker, Chair  
Regional District of Bulkley-Nechako  
[mark.parker@rdbn.bc.ca](mailto:mark.parker@rdbn.bc.ca)

Dolleen Logan, Chief  
Lheidli T'enneh First Nation  
[dlogan@lheidli.ca](mailto:dlogan@lheidli.ca)

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Art Kaehn, Vice Chair  
Regional District of Fraser-Fort George  
[akaehn@rdffg.bc.ca](mailto:akaehn@rdffg.bc.ca)

Chris Calder, Chief Administrative Officer  
Regional District of Fraser-Fort George  
[chris.calder@rdffg.bc.ca](mailto:chris.calder@rdffg.bc.ca)

Crystal Gibbs, Councillor  
Lheidli T'enneh First Nation  
[cgibbs@lheidli.ca](mailto:cgibbs@lheidli.ca)

Curtis Helgesen, Chief Administrative Officer  
Regional District of Bulkley-Nechako  
[curtis.helgesen@rdbn.bc.ca](mailto:curtis.helgesen@rdbn.bc.ca)

Murray Daly, Chief Administrative Officer  
Cariboo Regional District  
[mdaly@cariboord.ca](mailto:mdaly@cariboord.ca)

Todd Corrigall, Senior Public Affairs Advisor  
Lheidli T'enneh First Nation  
[todd@centralstrategies.ca](mailto:todd@centralstrategies.ca)

Towfiquel Islam, Executive Director  
Lheidli T'enneh First Nation  
[executivedirector@www.lheidli.ca](mailto:executivedirector@www.lheidli.ca)

Zawad Abedin, Engineering and Operations  
Lheidli T'enneh First Nation  
[zabedin@www.lheidli.ca](mailto:zabedin@www.lheidli.ca)

Indigenous Policy and Engagement Branch  
Ministry of Post-Secondary Education and Future Skills  
[PSFS.IndigenousPolicyandEngagement@gov.bc.ca](mailto:PSFS.IndigenousPolicyandEngagement@gov.bc.ca)



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DEC 02 2025

REGIONAL DISTRICT OF  
BULKLEY-NECHAKO

November 26, 2025

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

Dear Chair Parker:

**Re: 2025 Resolution(s) Referred to UBCM Executive**

A resolution(s) sponsored by your community was included in the 2025 Resolutions Book for consideration at the annual UBCM Convention.

Due to a lack of time at the Convention, delegates did not have an opportunity to consider your resolution(s). UBCM Policies provide that all resolutions not considered at Convention are referred automatically to the UBCM Executive for their consideration and action.

At the recent November Executive meeting, the Executive considered the resolutions referred to them from the 2025 Convention, including your resolution(s). The Executive were provided with the Resolutions Committee comments and recommendations, as outlined within the Resolutions Book, to assist them in their deliberations.

Upon review, the Executive chose to endorse NR92 Natural Resource Royalty Sharing with Watershed Associations. As such, it will be conveyed to the appropriate order of government or organization.

Should you have any questions, please contact Jamee Justason, Resolutions and Policy Analyst, at 604-270-8226 Ext. 100 or [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Sincerely,

Councillor Cori Ramsay  
UBCM President

*Enclosure*

**2025 NR92    Natural Resource Royalty Sharing with  
Watershed Associations**

**Bulkley-Nechako RD,  
Fraser-Fort George RD**

Whereas recent legislation supporting watershed governance, and the 2024 NDP-Green Party Accord recognize the importance of local knowledge around water management;

And whereas well established multi-interest watershed health organizations are working throughout BC to restore watershed ecosystems from past excessive resource exploitation, and future proof them to adapt to climate impacts:

Therefore be it resolved that UBCM request the provincial government share a portion of natural resource royalty income to provide financial support to local watershed governance organizations.

**CONVENTION DECISION:                    REFERRED TO UBCM EXECUTIVE**

**EXECUTIVE DECISION:                    ENDORSED**