



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
AGENDA
Thursday, March 26, 2026**

First Nations Acknowledgement

AGENDA & SUPPLEMENTARY AGENDA

March 26, 2026

Approve

MINUTES

Board Meeting Minutes - March 12, 2026

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Approve

Rural Services Committee Meeting Minutes - March 12, 2026

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Receive

PLANNING AND DEVELOPMENT

Building Inspection

Steve Davis, Building Inspector - Section 57 Notice on Title NOT A-03-26, 3153 Telkwa High Road-Electoral Area A (Smithers/Telkwa Rural)

Page 20-27

Call for Comments from the Gallery

Recommendation

Steve Davis, Building Inspector - Section 57 Notice on Title NOT B-02-26, 18657 Payne Road - Electoral Area B (Burns Lake Rural)

Page 28-34

Call for Comments from the Gallery

Recommendation

Steve Davis, Building Inspector - Section 57 Notice on Title NOT B-03-26, 13227 Stearns Subdivision Road - Electoral Area B (Burns Lake Rural)

Page 35-40

Call for Comments from the Gallery

Recommendation

Mike Leamont, Building Inspector - Section 57 Notice on Title NOT B-04-26 - 14541 Highway 16 West - Electoral Area B (Burns Lake Rural)

Page 41-46

Call for Comments from the Gallery

Recommendation

Bylaw for First, Second and Third Reading

Amy Wainwright, Deputy Director of Planning and Development Services Pump and Haul Repeal Bylaws

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Recommendation

Referrals

Jason Llewellyn, Director of Planning and Development - Ni Ti Mountain Wind Project Preliminary Engagement

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Recommendation

Cameron Kral, Planner - Application to Discharge Ash onto Agricultural Lands Referral No. 412276 -Electoral Area C (Fort St James Rural) and Electoral Area F (Vanderhoof Rural)

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Recommendation

Other

Jason Llewellyn, Director of Planning and Development - FPX Nickel Corp. Letter of Support Request

Page 61-63

Recommendation

Deneve Vanderwolf, Planning Technician - Recent Agricultural Land Commission Decisions

Page 64-65

Receive

ADMINISTRATION BYLAWS

Bylaw for First, Second, Third Reading and Adoption

Cheryl Anderson, Director of Corporate Services - Consolidation and Revision Authorization Bylaw No. 1950, 2026

Page 66-69

Recommendation

Bylaw for Adoption

John Illes, Chief Financial Officer - Five-Year Financial Plan Bylaw No. 2102, 2026 for Adoption

Page 70-87

Recommendation

ADMINISTRATION REPORTS

Wendy Wainwright, Deputy Director of Corporate Services - Committee Meeting Recommendations - March 12, 2026

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Recommendation

Wendy Wainwright, Deputy Director of Corporate Services - Rural Services Committee Meeting Minutes - Amended - February 12, 2026

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Recommendation

Wendy Wainwright, Deputy Director of Corporate Services - Items to be brought forward to the public agenda from Special (In-Camera) Meeting

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Receive

John Illes, Chief Financial Officer - Northwest Revenue Sharing (RBA) Annual Report

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Recommendation

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Corporate Operations Communication Guide

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Recommendation

Christopher Walker, Emergency Services Manager - Crisis Communication Plan	Page 140-155
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Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant in Aid Policy Update	Page 156-163
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Jason Blackwell, Regional Fire Chief - Village of Granisle FireSmart Service Agreement	Page 181-189
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Cheryl Anderson, Director of Corporate Services - Climate Change Adaptation and Resilience in the Nechako Watershed Workshop - April 28, 2026 - Prince George, B.C.	Page 190-192
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Wendy Wainwright, Deputy Director of Corporate Services - Regional District of Okanagan-Similkameen - Request for Support-Orphan Dike Advocacy Letter	Page 193-210
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John Illes, Chief Financial Officer - Audit Planning Letters

Page 211-225

Receive

ADMINISTRATION CORRESPONDENCE**Thompson-Nicola Regional District - Resolution re: Heritage Conservation Act**

Page 226-227

Receive

SUPPLEMENTARY AGENDA**VERBAL REPORTS AND COMMITTEE CHAIR REPORTS****RECEIPT OF VERBAL REPORTS****NEW BUSINESS****IN-CAMERA MOTION**

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

- Labour Relations
- Protocol Agreement

ADJOURNMENT



REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEETING MINUTES
Thursday, March 12, 2026

Directors Present: Chair Mark Parker
 Gladys Atrill
 Shane Brienens - arrived at 10:33 a.m.
 Leroy Dekens
 Martin Elphee
 Judy Greenaway
 Clint Lambert
 Linda McGuire
 Kevin Moutray
 Chris Newell - via Zoom
 Michael Riis-Christianson
 Stoney Stoltenberg
 Sarrah Storey - via Zoom
 Henry Wiebe
 Alternate Director Alex Kulchar

Directors Absent: Shirley Moon, Electoral Area F (Vanderhoof)

Staff: Curtis Helgesen, Chief Administrative Officer
 Cheryl Anderson, Director of Corporate Services
 John Illes, Chief Financial Officer
 Megan D'Arcy, Regional Agriculture Coordinator - left at 10:36 a.m., returned at 11:27 a.m., left at 11:28 a.m.
 Nellie Davis, Manager of Strategic Initiatives and Rural Services - left at 10:36 a.m., returned at 10:50 a.m.
 Jason Llewellyn, Director of Planning and Development Services
 Trevor Tapp, Regional Agriculture Coordinator - East - left at 10:36 a.m.
 Amy Wainwright, Deputy Director of Planning and Development Services
 Wendy Wainwright, Deputy Director of Corporate Services
 Scott Zayac, Director of Protective Services - via Zoom

Others: Natasha Westover, Director of Community Relations,
Western LNG - via Zoom - left at 11:17 a.m.
Heather Taylor, Senior Manager of Social Performance,
Western LNG - via Zoom - left at 11:17 a.m.

Media - Merewyn Comeau - LD News - left at 11:18 a.m.

CALL TO ORDER

Chair Parker called the meeting to order at 10:31 am

First Nations Acknowledgement

AGENDA

March 12, 2026

2026-BM-316

Moved by Director Stoltenberg

Seconded by Director Moutray

That the Agenda for March 12, 2026 be approved.

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes - February 26, 2026

2026-BM-317

Moved by Director McGuire

Seconded by Director Greenaway

That the Board Meeting Minutes of February 26, 2026 be approved as amended.

CARRIED UNANIMOUSLY

*** Staff Introduction**

Chair Parker introduced Trevor Tapp, Agriculture Coordinator - East.

DELEGATIONS

WESTERN LNG - via Zoom - Natasha Westover, Director of Community Relations and Heather Taylor, Senior Manager of Social Performance Re: Prince Rupert Gas Transmission and Ksi Lisims LNG Update

Chair Parker welcomed Natasha Westover, Director of Community Relations and Heather Taylor, Senior Manager of Social Performance, Western LNG.

Provided a PowerPoint Presentation

- About Ksi Lisims LNG
- About PRGT
- Map of the Pipeline
- Nass Valley Transmission Line
- Project Benefits
- PRGT Substantial Start Construction
- Construction Timeline
- Workforce Accommodation
- Impact Management
- Community Engagement
- Final Investment Decision.

The following was discussed:

- Detailed route maps of the transmission lines and pipeline including river crossings
 - Western LNG will share maps
- Selected sites of the work camps
 - Chair Parker noted the need for the RDBN to participate in the preliminary discussions regarding locations
 - Require the ability to provide meaningful input
 - Confirmation of location and determining which communities will be impacted as access points to work camps
 - Ms. Taylor mentioned that most of the work camps are remote, the closest camp to a community is the camp proposed near Mackenzie
- Understanding how liquid and solid waste will be managed
 - Ms. Taylor commented that once the contractors are identified, Western LNG will work with them to develop a plan
 - Ms. Taylor recognized the significant issue that solid and liquid waste

disposal can have in the region and committed to sharing plans with the RDBN

- Traffic, access, emergency response, employment and procurement strategy plans
 - Plans originally developed in 2014/2015
 - Regional District requested the opportunity to review revised plans
 - Ms. Taylor noted that updated plans will be circulated to the Regional District as part of the Environmental Assessment Office requirements (EAO)
- Access/transportation routes and camp locations have yet to be fully confirmed
 - Work needs to take place with general contractors
 - Ms. Taylor indicated they will discuss with her team the information that can be shared.

Chair Parker thanked Mses. Westover and Taylor for attending the meeting.

PLANNING AND DEVELOPMENT SERVICES

Other

Amy Wainwright, Deputy Director of Planning and Development Services - Village of Burns Lake Boundary Redefinition

2026-BM-318

Moved by Director Riis-Christianson

Seconded by Director Wiebe

That the Ministry of Housing and Municipal Affairs Governance and Structure Branch be advised that the Regional District of Bulkley-Nechako Board continues to support the inclusion of 1675 Gowan Road (District Lot 2503, Range 5, CD Except Plans 3750, PRP41383 and PRP42499) into the municipality.

CARRIED UNANIMOUSLY

Thursday, March 12, 2026

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Jason Llewellyn, Director of Planning and Development Services - Prince Rupert Gas Transmission Project (PRGT) Management Plans -Electoral Area G (Houston/Granisle Rural) and Electoral Area C (Fort St. James Rural)

2026-BM-319

Moved by Director Newell

Seconded by Director Greenaway

That a letter be sent to Prince Rupert Gas Transmission Ltd. (copied to the Environmental Assessment Office and BC Energy Regulator) which encourages the following:

- a. the development of a liquid and solid waste management plan in consultation with RDBN staff as soon as possible;
- b. a commitment to annual funding of the Northwest Invasive Plant Council post construction; and
- c. an opportunity for the RDBN to review and comment on drafts of the following plans:
 - i. Traffic and Access Management Plans
 - ii. Emergency Response Plan
 - iii. Wood Fiber Utilization Strategy
 - iv. Training and education initiative.

CARRIED UNANIMOUSLY

Discussion took place regarding the proximity of the Prince Rupert Gas Transmission line to FPX Nickel that is being proposed in the Baptiste area near Fort St. James.

ADMINISTRATION BYLAW

Bylaw for Third Reading

John Illes, Chief Financial Officer - Five-Year Financial Plan for Third Reading

2026-BM-320

Moved by Director Stoltenberg

Seconded by Director Riis-Christianson

That the Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 2102, 2026 be given third reading as amended this 12th day of March, 2026.

CARRIED UNANIMOUSLY

Director Lambert spoke of a Rural Fire Services Agreement with Nee Tahi Buhn Band. Scott Zayac, Director of Protective Services noted that staff are reviewing a draft

agreement in preparation of providing the agreement to Nee Tahi Buhn Band for consideration. Director Lambert noted he is planning to meet with the three Nations on the Southside of Francois Lake and will provide the information to staff.

ADMINISTRATION REPORTS

Wendy Wainwright, Deputy Director of Corporate Services - North Central Local Government Association (NCLGA) 2026 Resolutions Follow-up

2026-BM-321

Moved by Director Stoltenberg

Seconded by Director Dekens

That the Board approve the Northern and Rural Homeowner Benefit Program resolution for submission to the North Central Local Government Association (NCLGA) 2026 resolutions.

CARRIED UNANIMOUSLY

John Illes, Chief Financial Officer - Bulkley Valley Pool Facility Lifecycle Assessment Report

2026-BM-322

Moved by Director Stoltenberg

Seconded by Director Dekens

That the Board receive the Chief Financial Officer's Bulkley Valley Pool Facility Lifecycle Assessment Report memorandum.

CARRIED UNANIMOUSLY

Megan D'Arcy, Regional Agriculture Coordinator - BC Vegetable Marketing Commission General Order Update

2026-BM-323

Moved by Director Stoltenberg

Seconded by Director Elphee

That the Board receive the Regional Agriculture Coordinator's BC Vegetable Marketing Commission General Order Update memorandum.

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

District of 100 Mile House - Request for Support - 2026 NCLGA Resolution to Strengthen Rural Health Care

2026-BM-324

Moved by Alternate Director Kulchar

Seconded by Director McGuire

That the Board receive the Administration Correspondence from the District of 100 Mile House regarding a Request for Support for a 2026 NCLGA Resolution to Strengthen Rural Health Care.

CARRIED UNANIMOUSLY

City of Abbotsford - Request for Support - 2026 Proposed UBCM Resolution

2026-BM-325

Moved by Director Stoltenberg

Seconded by Director Greenaway

That the Board receive the Administration Correspondence from the City of Abbotsford regarding a Request for Support for a 2026 Proposed UBCM Resolution.

CARRIED UNANIMOUSLY

Ministry of Agriculture and Food Response - Premier's Task Force

2026-BM-326

Moved by Director Lambert

Seconded by Director Dekens

That the Board receive the response from the Ministry of Agriculture and Food regarding the Premier's Task Force.

CARRIED UNANIMOUSLY

Trans Canada Yellowhead Highway Association Call for Resolutions Notice 2026

2026-BM-327

Moved by Director Stoltenberg

Seconded by Director Wiebe

That the Board receive the Administration Correspondence from Trans Canada Yellowhead Highway Association regarding a Call for Resolution Notice 2026.

CARRIED UNANIMOUSLY

NEW BUSINESS

Letters of Support for Member Municipalities - Union of BC Municipalities Local Government Development Approvals Program

Director Moutray noted the District of Vanderhoof requires a letter of support for the Union of BC Municipalities Local Government Development Approvals Program. Chair Parker noted the RDBN has received requests for letters of support from the Village of Telkwa and Town of Smithers as well.

2026-BM-328

Moved by Director Moutray

Seconded by Director Dekens

That the Board approve providing a letter of support for member municipalities applying to the Union of BC Municipalities Local Government Development Approvals Program.

CARRIED UNANIMOUSLY

IN-CAMERA MOTION

2026-BM-329

Moved by Director Brienens

Seconded by Director Stoltenberg

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

- Labour Relations.

CARRIED UNANIMOUSLY

Thursday, March 12, 2026

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ADJOURNMENT

Moved by Director Lambert

Seconded by Director Wiebe

That the meeting be adjourned at 11:34 a.m.

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL SERVICES COMMITTEE MEETING
MINUTES**

Thursday, March 12, 2026

Directors Present: Chair Michael Riis-Christianson
Judy Greenaway
Clint Lambert
Mark Parker
Stoney Stoltenberg
Alternate Director Alex Kulchar

Directors Absent: Shirley Moon, Electoral Area F (Vanderhoof)
Chris Newell, Electoral Area G (Houston/Granisle Rural)

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
Jason Llewellyn, Director of Planning and Development Services - left at 12:48 p.m.
Amy Wainwright, Deputy Director of Planning and Development Services - left at 12:48 p.m.
Wendy Wainwright, Deputy Director of Corporate Services

Others: Martin Elphee, District of Fort St. James
Linda McGuire, Village of Granisle
Henry Wiebe, Village of Burns Lake

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 12:45 p.m.

Thursday, March 12, 2026

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AGENDA & SUPPLEMENTARY AGENDA

March 12, 2026

2026-RSC-036

Moved by Alternate Director Kulchar

Seconded by Director Stoltenberg

That the Rural Services Committee Meeting Agenda for March 12, 2026 be approved.

CARRIED UNANIMOUSLY

MINUTES

Rural Services Committee Meeting Minutes - February 12, 2026

2026-RSC-037

Moved by Director Stoltenberg

Seconded by Director Greenaway

That the Rural Services Committee Meeting Minutes for February 12, 2026 be approved.

CARRIED UNANIMOUSLY

PLANNING AND DEVELOPMENT SERVICES

Danielle Patterson, Senior Planner - Crown Land Application Referral No. 7410396 - Electoral Area D (Fraser Lake Rural)

2026-RSC-038

Moved by Director Parker

Seconded by Director Stoltenberg

That the comment sheet be provided to the Province as the Regional District of Bulkley-Nechako's response to Crown Land Application Referral No. 7410396.

CARRIED UNANIMOUSLY

Thursday, March 12, 2026

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Rowan Nagel, GIS/Planning Technician - Crown Land Application Referral No. 7410400 - Electoral Area D (Fraser Lake Rural)

2026-RSC-039

Moved by Director Parker

Seconded by Director Stoltenberg

That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7410400.

CARRIED UNANIMOUSLY

REPORTS

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Rural Resident Survey Proposal

Moved by Director Stoltenberg

Seconded by Alternate Director Kulchar

That the Committee recommend that the Board direct staff to bring back a draft Rural Resident Survey by May 2026 for consideration.

CARRIED UNANIMOUSLY

Discussion took place including the following in the Rural Resident Survey Proposal:

- Information regarding existing services
- Rural aspects
- Understanding of the Regional District
- Referencing information shared in the tax notice
- Gathering a level of operational information through 4-5 questions.

NEW BUSINESS

BC Parks Foundation

Director Lambert brought forward BC Parks Foundation purchasing land in the ALR and converting it to parklands.

The Following was discussed:

Thursday, March 12, 2026

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- Advocacy and potential resolution
- Purchase of a ranch in the Houston area
- Challenges for young ranchers/farmers to purchase available lands for agriculture
- BC Parks Foundation funds to purchase lands
- Inflation of value of farmland
- The need to maintain already existing parkland
- Crown land could be considered for parkland
- Potentially purchasing lands in Vanderhoof
- Nechako Valley Regional Cattlemen's Association has extended an invitation to attend a meeting
- RDBN invitation to attend a meeting as a delegation
- BC Park Foundations intentions for the purchase/use of the land.

2026-RSC-040

Moved by Director Greenaway

Seconded by Alternate Director Kulchar

That the Rural Services Committee recommend that the Board invite the BC Parks Foundation as a delegation to a future RDBN Committee of the Whole meeting.

CARRIED UNANIMOUSLY

Telus and AST SpaceMobile Partner

Chair Riis-Christianson noted the recent announcement that Telus and AST SpaceMobile have partnered to provide space-based cellular broadband connectivity.

ADJOURNMENT

Moved by Director Parker

Seconded by Director Stoltenberg

That the meeting be adjourned at 1:05 p.m.

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Thursday, March 12, 2026

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Wendy Wainwright, Deputy Director of Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Steve Davis, Building Inspector

Date: March 26, 2026

Subject: **Section 57 Notice on Title NOT A-03-26, 3153 Telkwa High Road Electoral Area A (Smithers/Telkwa Rural)**

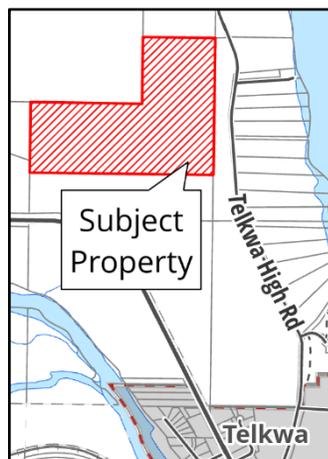
RECOMMENDATION: **(all/directors/majority)**

1. That the Board receive any input provided by the property owners.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as the Fractional Northeast $\frac{1}{4}$ of Section 3, Township 4, Range 5, Coast District, Except Part in District Lot 876 and Except Plan 1577 (3153 Telkwa High Road).

EXECUTIVE SUMMARY

A dwelling at 3153 Telkwa High Road was constructed without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012". A building permit was issued for a foundation only; however, construction of a complete building occurred in a manner contrary to the foundation permit and without the required building permit for the structure above the foundation. It is noted the ALC had denied approval for the building that was constructed. Therefore, a building permit cannot be issued until ALC approval is received.

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



BACKGROUND

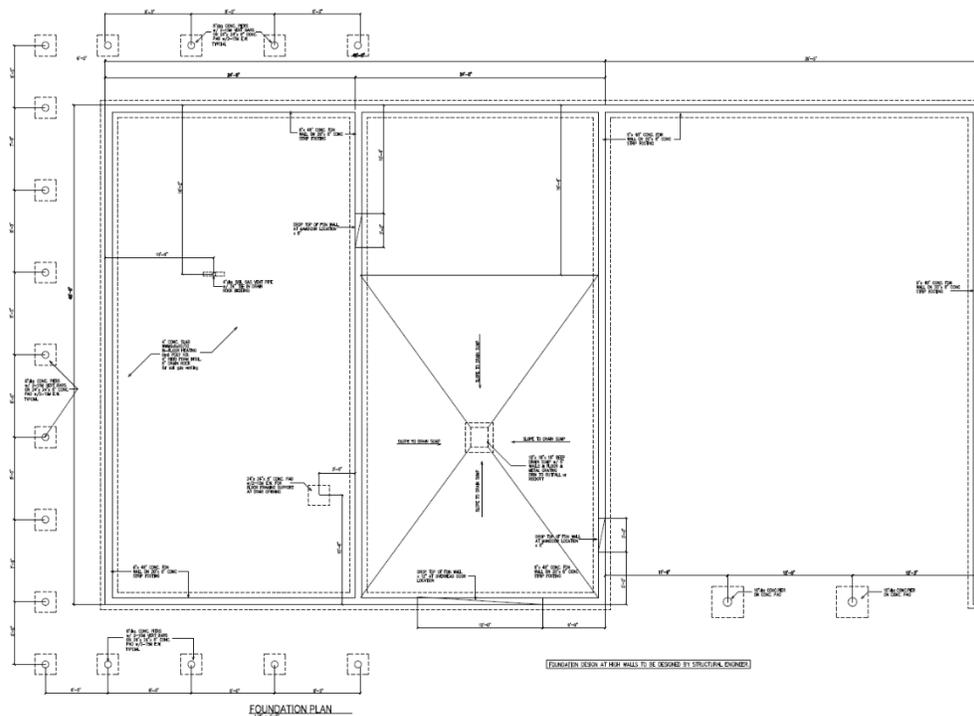
The property owner has built a dwelling that does not meet ALC regulations as it is oversized. A building permit was issued for a foundation for a smaller dwelling and this permit has been suspended. The property owner continued construction despite being requested to stop construction.

HISTORY

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

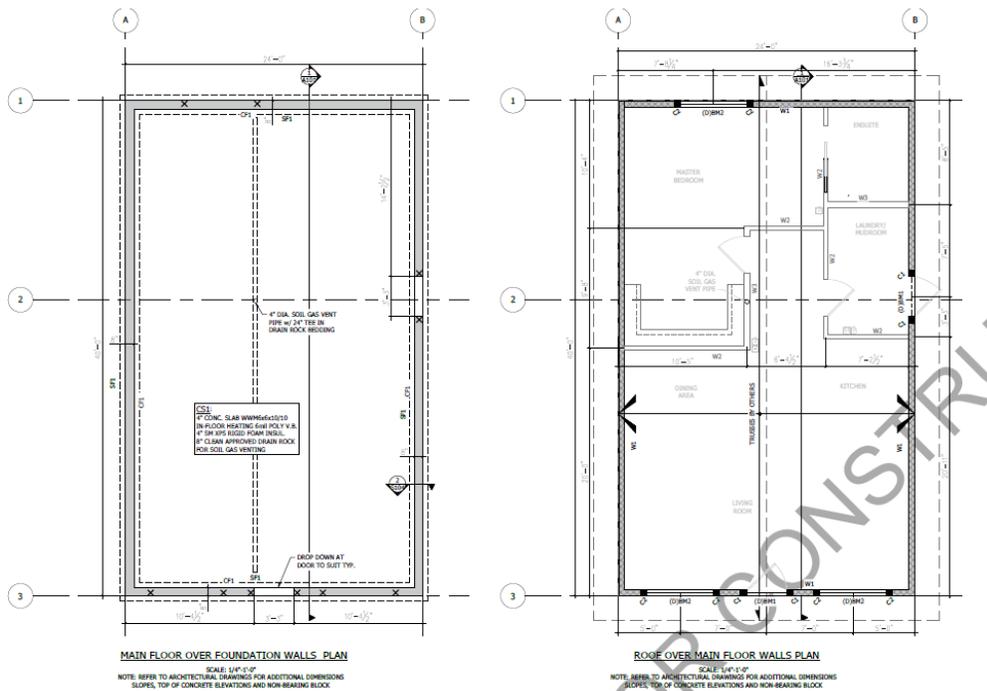
September 18, 2024

The property owner submitted a building permit application for a combined two-storey Single Family Dwelling and a garage they identified as a farm building. This building permit application was not issued as the ALC denied the Notice of Intent (NOI) application for the building as it exceeded the ALC's size limit for a second dwelling (90 m²) on the property.



May 16, 2025

The property owner submitted an amended building permit application for a one-storey Single Family Dwelling with a Total Floor Area (TFA) 89.1869 m² (960 ft²). The approved plans no longer included the attached garage.



May 21, 2025

ALC approval for the smaller building was received and a building permit was issued for the foundation only. The plans for construction above the foundation was not yet available. Inspections on the footings and foundation were subsequently conducted.

July 21, 2025

The contractor called for a framing inspection. The Building Inspector told the contractor that a building permit for the structure above the foundation had not yet been issued. The contractor noted that the foundation had been expanded to accommodate a porch contrary to the foundation permit and ALC approvals. The Building Inspector asked the contractor to pause construction until final plans had been submitted and approved, and the rest of the building permit had been issued.

July 22, 2025

The situation was discussed by emails between the building inspector and the property owner's agent. The agent said that they believed that the porch didn't count towards the size of the dwelling, and therefore, they believed further ALC approvals were not required. The Building Inspector explained that a building permit could not be issued for the structure above the

foundation without ALC support as the ALC approvals were specific to the design of the building. A covered porch is considered to be part of the TFA by the ALC. It was advised that construction not continue until all of the required approvals were in place.

July 23, 2025

The engineer for the project asked if engineered plans for the building were still required. The Building Inspector confirmed that the slab supporting the porch would require an engineer as it was not frost protected and that the lateral bracing details for the house were also required to meet BC Building Code requirements.

July 29, 2025

The Building Inspector conducted a site visit to the property and discovered that the attached garage that was included in the plans denied by the ALC has also been built.

August 7, 2025

The engineer told the Building Inspector that he had ceased involvement with the project and would not be providing any more professional services.

August 8, 2025

The Building Inspector emailed the property owner to let them know that their building permit for the foundation was suspended until a new engineer had been engaged.

August 10, 2025

The Building Inspector conducted a site inspection at the property and found that work was continuing. He spoke with the property owner at the site, who said they would no longer be getting inspections and would carry on without a building permit. The Building Inspector discussed the likely next steps of placing Notice on the property title.



January 27, 2026

A letter was sent by registered mail to the property owner noting that the building permit was suspended and listing the items required to reinstate the permit, which included signed sealed plans and inspection reports from an engineer, and an approved NOI from the ALC for the changed plans. No response was received.

February 27, 2026

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

SECTION 57 REQUIREMENTS

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

The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a Notice in the Land Title Office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District office. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.

The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that Notice be placed on title pursuant to Section 57 of the Community Charter, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate Officer.

Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a Notice in the Land Title Office. The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

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

ENFORCEMENT ACTION

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

ATTACHMENTS:

February 27, 2026 Notice

STRATEGIC PLAN ALIGNMENT:

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

Not Applicable



February 27, 2026

Derrick & Bailey Dehoog
3153 Telkwa High Road
Smithers, BC V0J 2X1

Dear Property Owners:

**Section 57 Community Charter Notice
Contravention of Section 6.1 of Regional District of Bulkley-Nechako Building Bylaw
No. 1634, 2012.**

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on March 26, 2026 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title of Fractional Northeast ¼ of Section 3, Township 4, Range 5, Coast District, Except Part in District Lot 876 and Except Plan 1577 (3153 Telkwa High Road) concerning alleged contravention of Section 6.1 of Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012, namely that a building has been constructed at 3153 Telkwa High Road without the required building permit.

As the registered property owner you have the opportunity to provide comment to the RDBN Board for their consideration at the March 26, 2026, Board meeting regarding the proposed Notice on Title. You may make verbal comment at the meeting in person or by Zoom. Please contact Cheryl Anderson or Wendy Wainwright at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on March 25, 2026, to make arrangements to provide input at the meeting. You may also provide written comment to the Board by mail or email to planning@rdbn.bc.ca. Written comment must be received by the Regional District office by 12:00 pm, March 25, 2026.

After hearing the representations of the Building Inspector and the owner, if any, the Regional District Board may pass a resolution directing the Corporate Officer to file a Notice of the Resolution in the Land Title Office indicating that further information concerning the matter may be inspected by interested parties at the RDBN Office.

A copy of Section 57 of the *Community Charter* is enclosed. A copy of the Building Inspector's Report to be considered by the Board at their March 26, 2026 meeting will be available on March 20th, 2026 for review in the Board Meeting Agenda which will be posted on the RDBN's web site at: <https://www.rdbn.bc.ca/departments/administration/regional-board-committee-meetings>. The report may also be sent to you by email on request to planning@rdbn.bc.ca. You may also obtain the report from the Office of the undersigned, at 37 3rd Avenue, Burns Lake, BC, during normal business hours, 8:30 a.m. to 4:30 p.m. Monday through Friday, except statutory holidays.

Please do not hesitate to give me a call at your convenience if you have any questions.

Sincerely,

A black rectangular redaction box covers the signature area. A blue ink scribble is visible above the redaction.

Amy Wainwright

Deputy Director of Planning and Development Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Steve Davis, Building Inspector

Date: March 26, 2026

Subject: **Section 57 Notice on Title NOT B-02-26, 18657 Payne Road - Electoral Area B (Burns Lake Rural)**

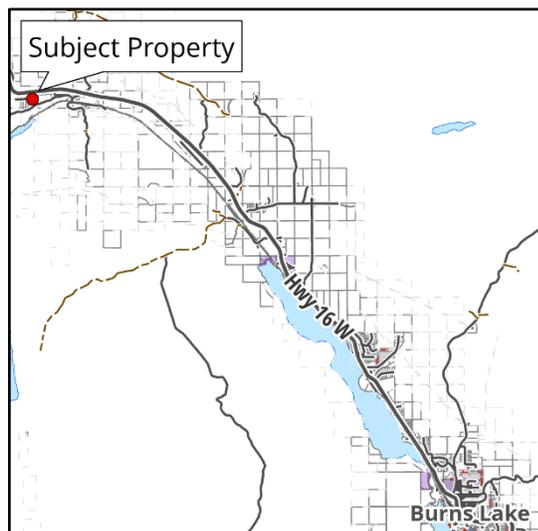
RECOMMENDATION: **(all/directors/majority)**

1. That the Board receive any input provided by the property owners.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Lot 7, District Lot 3531, Range 5, Coast District, Plan PRP10747 (18657 Payne Road).

EXECUTIVE SUMMARY

A dwelling and several storage buildings at 18657 Payne Road were built without building permits or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

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



BACKGROUND

The property owner has built several buildings without building permits. Despite multiple communications with the property owners, no building permit applications have been received.

HISTORY

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

November 25, 2019

An email was sent to the Planning Department asking if building on the property required building permits. The Building Inspector responded by confirming that the property was in the building inspection area.

May 8, 2025

Staff undertook a site visit and noted that a dwelling and accessory buildings had been built without the required building permits. The Building Inspector asked the property owner present to submit building permit applications for the buildings.



May 12, 2025

A property owner who was not present during the site visit attended the RDBN office to complain that the Building Inspector went onto the property without permission. The building inspection process and site visit protocols were explained, and the property owner indicated an intent to obtain building permits.

June 18, 2026

The Building Inspector emailed the property owner with a list of items to be submitted with their building permit applications. It was noted that an engineer would be needed as two of the four unpermitted buildings were constructed using shipping containers. A building permit application package was included in the email.

July 15, 2025

Another building permit application package was emailed to the property owner upon request.

September 25, 2025

An email was sent to the property owner requesting a building permit applications for the unpermitted buildings.

September 28, 2025

The property owner responded that they were trying to find an engineer to review the buildings.

November 3, 2025

A reminder email was sent to the property owner requesting building permit applications for the unpermitted buildings.

November 4, 2025

The property owner responded that they had hired an engineer to do an assessment of the buildings and that they would submit an application once they had the report from the engineer.

December 12, 2025

The property owners met with the Building Inspector and the Senior Planner to discuss the situation. They explained that the engineer was unable to assess the buildings as it would be too expensive. The Section 57 process was discussed as being the next step. The property owner asked for some more time to discuss their next steps.

December 13, 2025

The property owners notified the Building Inspector that they would decide how to proceed in January.

December 31, 2025

The property owners emailed the Building Inspector to say that they would not be submitting building permit applications for the unpermitted buildings.

January 5, 2026

The Building Inspector emailed the property owners to tell them that the RDBN would be moving forward with the process to register a Notice on title of the property in accordance with Section 57 of the *Community Charter*.

February 27, 2026

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

SECTION 57 REQUIREMENTS

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

The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.

The Corporate Officer must give notice to the registered owners of the land to which the recommendation relates that the Board will be considering a recommendation that notice be placed on title pursuant to Section 57 of the Community Charter, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owners by the Planning Department on behalf of the Corporate Officer.

Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a notice in the land title office. The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

If the property owners complete the building permit process, or remove the unpermitted buildings from the property, the Notice on Title can be removed from Title.

ENFORCEMENT ACTION

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

ATTACHMENTS:

February 27, 2026 Notice

STRATEGIC PLAN ALIGNMENT:

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

Not Applicable



February 27, 2026

Hoa & Janice La
18657 Payne Road
Burns Lake, BC V0J 1E1

Dear Property Owners:

**Section 57 Community Charter Notice
Contravention of Section 6.1 of Regional District of Bulkley-Nechako Building Bylaw
No. 1634, 2012.**

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on March 26, 2026 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title of Lot 7, District Lot 3531, Range 5, Coast District, Plan PRP10747 (18657 Payne Road) concerning alleged contravention of Section 6.1 of Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012, namely that buildings have been constructed at 18657 Payne Road without the required building permits.

As the registered property owners you have the opportunity to provide comment to the RDBN Board for their consideration at the March 26, 2026, Board meeting regarding the proposed Notice on Title. You may make verbal comment at the meeting in person or by Zoom. Please contact Cheryl Anderson or Wendy Wainwright at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on March 25, 2026, to make arrangements to provide input at the meeting. You may also provide written comment to the Board by mail or email to planning@rdbn.bc.ca. Written comment must be received by the Regional District office by 12:00 pm, March 25, 2026.

After hearing the representations of the Building Inspector and the owner, if any, the Regional District Board may pass a resolution directing the Corporate Officer to file a Notice of the Resolution in the Land Title Office indicating that further information concerning the matter may be inspected by interested parties at the RDBN Office.

A copy of Section 57 of the *Community Charter* is enclosed. A copy of the Building Inspector's Report to be considered by the Board at their March 26, 2026 meeting will be available on March 20th, 2026 for review in the Board Meeting Agenda which will be posted on the RDBN's web site at: <https://www.rdbn.bc.ca/departments/administration/regional-board-committee-meetings>. The report may also be sent to you by email on request to planning@rdbn.bc.ca. You may also obtain the report from the Office of the undersigned, at 37 3rd Avenue, Burns Lake, BC, during normal business hours, 8:30 a.m. to 4:30 p.m. Monday through Friday, except statutory holidays.

Please do not hesitate to give me a call at your convenience if you have any questions.

Sincerely,

A black rectangular redaction box covering the signature of Amy Wainwright.

Amy Wainwright
Deputy Director of Planning and Development Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Steve Davis, Building Inspector

Date: March 26, 2026

Subject: **Section 57 Notice on Title NOT B-03-26, 13227 Stearns Subdivision Road - Electoral Area B (Burns Lake Rural)**

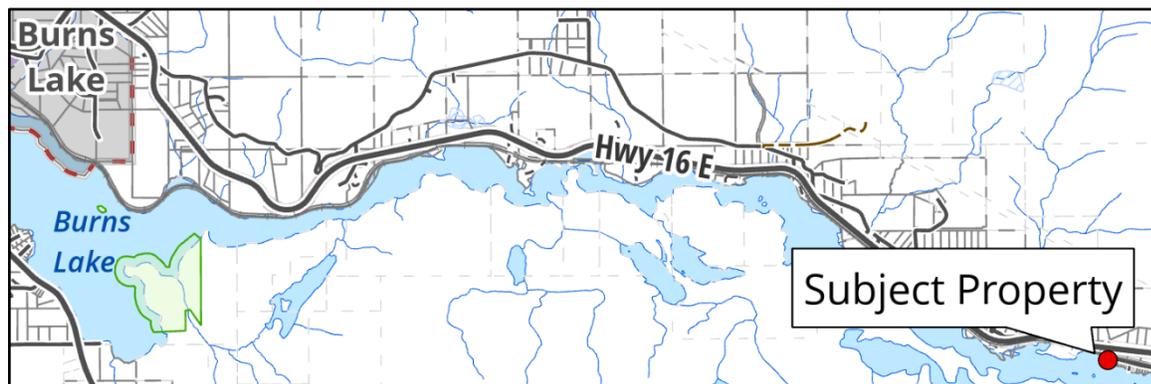
RECOMMENDATION: **(all/directors/majority)**

1. That the Board receive any input provided by the property owners.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Lot 1, District Lot 4157, Range 5, Coast District, Plan PRP6730 (13227 Stearns Subdivision Road).

EXECUTIVE SUMMARY

An accessory building at 13227 Stearns Subdivision Road was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

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



BACKGROUND

The property owners have built an accessory building without a building permit. No building permit application has been received.

HISTORY

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

November 13, 2025

The Building Inspector became aware of a storage building being built without a building permit or inspections. During the site visit, the Building Inspector met with the property owner and asked them to submit a completed building permit application for the building. A building permit application form was given to the property owner.



December 16, 2025

A Stop Work Notice was posted on the building, and a letter explaining the Notice was hand delivered to the property owner.

January 28, 2026

A letter was sent by registered mail to the property owners requesting a completed building permit application.

February 12, 2026

The property owner came to the RDBN office to discuss the building permit process. The property owner indicated they would not retain the required services of an engineer to sign off on the structure. The Notice of Title process was explained, and the property owner said that the notice option was preferred over meeting the requirements of the BC Building Code.

February 27, 2026

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

SECTION 57 REQUIREMENTS

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

The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a Notice in the Land Title Office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District office. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.

The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that Notice be placed on Title pursuant to Section 57 of the Community Charter, and subsequently place the matter before the Regional District Board for consideration. This Notice has been given to the property owner by the Planning Department on behalf of the Corporate Officer.

Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a Notice in the Land Title Office. The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

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

ENFORCEMENT ACTION

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

ATTACHMENTS:

February 27, 2026, Notice

STRATEGIC PLAN ALIGNMENT:

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



February 27, 2026

Katlynd Lambert & Kyle Pelletier
13227 Stearns Subdivision Road
Burns Lake, BC V0J 1E3

Dear Property Owners:

**Section 57 Community Charter Notice
Contravention of Section 6.1 of Regional District of Bulkley-Nechako Building Bylaw
No. 1634, 2012.**

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on March 26, 2026 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title of Lot 1, District Lot 4157, Range 5, Coast District, Plan PRP6730 (13227 Stearns Subdivision Road) concerning alleged contravention of Section 6.1 of Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012, namely that a building has been constructed at 13227 Stearns Subdivision Road without the required building permit.

As the registered property owners you have the opportunity to provide comment to the RDBN Board for their consideration at the March 26, 2026, Board meeting regarding the proposed Notice on Title. You may make verbal comment at the meeting in person or by Zoom. Please contact Cheryl Anderson or Wendy Wainwright at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on March 25, 2026, to make arrangements to provide input at the meeting. You may also provide written comment to the Board by mail or email to planning@rdbn.bc.ca. Written comment must be received by the Regional District office by 12:00 pm, March 25, 2026.

After hearing the representations of the Building Inspector and the owner, if any, the Regional District Board may pass a resolution directing the Corporate Officer to file a Notice of the Resolution in the Land Title Office indicating that further information concerning the matter may be inspected by interested parties at the RDBN Office.

A copy of Section 57 of the *Community Charter* is enclosed. A copy of the Building Inspector's Report to be considered by the Board at their March 26, 2026 meeting will be available on March 20th, 2026 for review in the Board Meeting Agenda which will be posted on the RDBN's web site at: <https://www.rdbn.bc.ca/departments/administration/regional-board-committee-meetings>. The report may also be sent to you by email on request to planning@rdbn.bc.ca. You may also obtain the report from the Office of the undersigned, at 37 3rd Avenue, Burns Lake, BC, during normal business hours, 8:30 a.m. to 4:30 p.m. Monday through Friday, except statutory holidays.

Please do not hesitate to give me a call at your convenience if you have any questions.

Sincerely,

A black rectangular redaction box covers the signature area. A blue ink scribble is visible above the box.

Amy Wainwright

Deputy Director of Planning and Development Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Mike Leamont, Building Inspector

Date: March 26, 2026

Subject: **Section 57 Notice on Title NOT B-04-26 - 14541 Highway 16 West
Electoral Area B (Burns Lake Rural)**

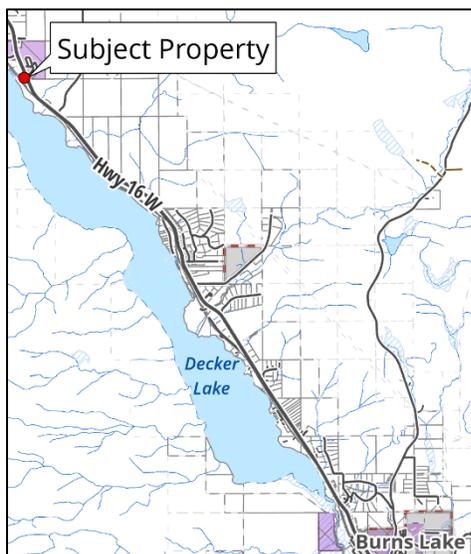
RECOMMENDATION: **(all/directors/majority)**

1. That the Board receive any input provided by the property owner.
2. That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the Community Charter relating to land legally described as Lot 2, District Lot 558, Range 5, Coast District, Plan 3927 (14541 Highway 16 West).

EXECUTIVE SUMMARY

An addition and major renovation to a dwelling at 14541 Highway 16 West was built without a building permit or inspections required pursuant to "RDBN Building Bylaw No. 1634, 2012".

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



BACKGROUND

The property owner has constructed an addition and completed an extensive renovation to the dwelling without a building permit. A completed building permit application has not been received.



HISTORY

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

September 11, 2025

The Building Inspectors observed construction on the dwelling and informed the property owner that a building permit is required. The Building Inspectors provided the property owner with a building permit application.

November 4, 2025

The Building Inspector visited the subject property and asked the property owner if they were planning on submitting a building permit application. The property owner said that the original application package had gotten damaged and a new one was needed. The Building Inspector also informed the property owner of the properties zoning and required setbacks from the property lines, as it appeared that the addition was constructed within the required setback.

November 5, 2025

The Building Inspector received a call from the property owner stating that they will not be submitting a building permit application and had no objection to the RDBN proceeding with registering a Section 57 notice on title.

The Building Inspector informed the property owner that they could apply for a setback variance, if necessary.

November 6, 2025

The Building Inspectors posted a Stop Work Notice on the door to the dwelling. The Stop Work Notice was also sent to the property owner via registered mail.

January 14, 2026

A letter was sent to the property owner via registered mail requesting a building permit application.

February 27, 2026

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

SECTION 57 REQUIREMENTS

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

- The Building Inspector must provide a recommendation in writing to the Corporate Officer that the Regional District Board consider a resolution directing the Corporate Officer to file a notice in the land title office stating that a resolution relating to the non-compliance of the property to the BC Building Code and the Regional District's Building Bylaw has been made, and further information about it may be inspected at the Regional District offices. This report serves as the written recommendation from the Building Inspector to the Corporate Officer.

- The Corporate Officer must give notice to the registered owner of the land to which the recommendation relates that the Board will be considering a recommendation that Notice be placed on Title pursuant to Section 57 of the *Community Charter*, and subsequently place the matter before the Regional District Board for consideration. This notice has been given to the property owner by the Planning Department on behalf of the Corporate Officer.
- Once the Regional District Board has provided the Building Inspector and the owner with an opportunity to be heard, the Board may confirm the recommendations of the Building Inspector by the recommended resolution directing the Corporate Officer to file a Notice in the Land Title Office.
- The RDBN must then ensure that public records relating to the resolution and the reason for the resolution are available for public view.

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

FURTHER ENFORCEMENT ACTION

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

ATTACHMENTS:

February 27, 2026, Notice

STRATEGIC PLAN ALIGNMENT:

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



February 27, 2026

Arthur and Chrisandra Barendregt
14541 Highway 16 W
Burns Lake, BC V0J 1E1

Dear Property Owners:

**Section 57 Community Charter Notice
Contravention of Section 6.1 of Regional District of Bulkley-Nechako Building Bylaw
No. 1634, 2012.**

NOTICE IS HEREBY GIVEN that the Board of the Regional District of Bulkley-Nechako will, at its Regular Meeting, tentatively beginning at 10:30 am, on March 26, 2026 in the Board Chambers at the Regional District Offices, at 37 3rd Avenue, Burns Lake, BC, consider a request from the Building Inspector to register a notice on the title of Lot 2, District Lot 558, Range 5, Coast District, Plan 3927 (14541 Highway 16 W) concerning alleged contravention of Section 6.1 of Regional District of Bulkley-Nechako Building Bylaw No. 1634, 2012, namely that an addition to a dwelling has been constructed at 14541 Highway 16 W without the required building permit.

As the registered property owners you have the opportunity to provide comment to the RDBN Board for their consideration at the March 26, 2026, Board meeting regarding the proposed Notice on Title. You may make verbal comment at the meeting in person or by Zoom. Please contact Cheryl Anderson or Wendy Wainwright at 1-800-320-3339 or (250) 692-3195 prior to the end of the day on March 25, 2026, to make arrangements to provide input at the meeting. You may also provide written comment to the Board by mail or email to planning@rdbn.bc.ca. Written comment must be received by the Regional District Office by 12:00 pm, March 25, 2026.

After hearing the representations of the Building Inspector and the owner, if any, the Regional District Board may pass a resolution directing the Corporate Officer to file a Notice of the Resolution in the Land Title Office indicating that further information concerning the matter may be inspected by interested parties at the RDBN Office.

A copy of Section 57 of the *Community Charter* is enclosed. A copy of the Building Inspector's Report to be considered by the Board at their March 26, 2026 meeting will be available on March 20th, 2026 for review in the Board Meeting Agenda which will be posted on the RDBN's web site at: <https://www.rdbn.bc.ca/departments/administration/regional-board-committee-meetings>. The report may also be sent to you by email on request to planning@rdbn.bc.ca. You may also obtain the report from the Office of the undersigned, at 37 3rd Avenue, Burns Lake, BC, during normal business hours, 8:30 a.m. to 4:30 p.m. Monday through Friday, except statutory holidays.

Please do not hesitate to give me a call at your convenience if you have any questions.

Sincerely,

A black rectangular redaction box covers the signature of Amy Wainwright.

Amy Wainwright
Deputy Director of Planning and Development Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Amy Wainwright, Deputy Director of Planning and Development Services

Date: March 26, 2026

Subject: **Pump and Haul Repeal Bylaws**

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

That "Regional District of Bulkley-Nechako Pump and Haul Local Service Establishment Repeal Bylaw No. 2104, 2026" and "Regional District of Bulkley-Nechako Pump and Haul Sewage Disposal Regulation Repeal Bylaw No. 2105, 2026" be given 1st, 2nd, and 3rd readings.

BACKGROUND

At the January 29, 2026, meeting, the Board directed staff to continue the process to repeal "Pump and Haul Local Service Establishment Bylaw No. 1095, 1998" and "Pump and Haul Sewage Disposal Regulation Bylaw 1101, 1999". Letters were sent to affected property owners advising them of the proposed repeal of the bylaws. No concerns were raised as a result of these letters.

PROCESS

Should the Board give the repeal bylaws three readings, the following are the next steps in the repeal process for each bylaw.

Pump and Haul Local Service Establishment Repeal Bylaw

- Each Electoral Area Director will be asked to consent on behalf of their electors.
- Should the Directors consent, the bylaw will be sent to the inspector of Municipalities for consideration of approval.
- Should the Inspector of Municipalities provide their approval the Board would be in a position to consider adoption of the bylaw.

Pump and Haul Sewage Disposal Regulation Repeal Bylaw

- The Board can consider adoption of the bylaw at a subsequent meeting. No additional approvals are required.

Once the repeal bylaws are adopted, staff will initiate the process to remove the covenants on the titles of the affected properties.

ATTACHMENTS:

- Pump and Haul Local Service Establishment Repeal Bylaw No. 2104, 2026
- Pump and Haul Sewage Disposal Regulation Repeal Bylaw 2105, 2026
- [Board Report - Pump and Haul Repeal Process \(link\)](#)

STRATEGIC PLAN ALIGNMENT:

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2104

A Bylaw to Repeal "Regional District of Bulkley-Nechako Pump and Haul Local Service Establishment Bylaw No. 1095, 1998"

WHEREAS "Regional District of Bulkley-Nechako Pump and Haul Local Service Establishment Bylaw No. 1095, 1998" established a service for the purpose of collection, conveyance, treatment, and disposal of sewage from holding tanks;

AND WHEREAS the Regional District of Bulkley-Nechako no longer operates this service;

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

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

That "Regional District of Bulkley-Nechako Pump and Haul Local Service Establishment Bylaw No. 1095, 1998" and all bylaws enacted in amendment thereto are hereby repealed.

This bylaw may be cited as "Regional District of Bulkley-Nechako Pump and Haul Local Service Establishment Repeal Bylaw No. 2104, 2026".

READ A FIRST TIME this ____ day of ____

READ A SECOND TIME this ____ day of ____

READ A THIRD TIME this ____ day of ____

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Pump and Haul Local Service Establishment Repeal Bylaw No. 2104, 2026".

DATED AT BURNS LAKE this ____ day of ____

Corporate Administrator

CONSENT OF THE DIRECTOR FOR ELECTORAL AREA "A" RECEIVED this _____ day of _____

CONSENT OF THE DIRECTOR FOR ELECTORAL AREA "C" RECEIVED this _____ day of _____

CONSENT OF THE DIRECTOR FOR ELECTORAL AREA "D" RECEIVED this _____ day of _____

CONSENT OF THE DIRECTOR FOR ELECTORAL AREA "E" RECEIVED this _____ day of _____

CONSENT OF THE DIRECTOR FOR ELECTORAL AREA "F" RECEIVED this _____ day of _____

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this _____ day of _____

ADOPTED this ____ day of ____

Chairperson

Corporate Administrator



REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW NO. 2105

A Bylaw to Repeal “Regional District of Bulkley-Nechako Pump and Haul Sewage Disposal Regulation Bylaw No. 1101, 1999”

WHEREAS “Regional District of Bulkley-Nechako Pump and Haul Sewage Disposal Regulation Bylaw No. 1101, 1999” established regulations governing sewerage connections related to the collection, conveyance, treatment and disposal of sewage for participating electoral areas;

AND WHEREAS the Regional District of Bulkley-Nechako no longer operates the service to which these regulations apply;

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

That “Regional District of Bulkley-Nechako Pump and Haul Sewage Disposal Regulation Bylaw No. 1101, 1999” and all bylaws enacted in amendment thereto are hereby repealed.

This bylaw may be cited as “Regional District of Bulkley-Nechako Pump and Haul Sewage Disposal Regulation Repeal Bylaw No. 2105, 2026”.

READ A FIRST TIME this ____ day of ____

READ A SECOND TIME this ____ day of ____

READ A THIRD TIME this ____ day of ____

I hereby certify that the foregoing is a true and correct copy of “Regional District of Bulkley-Nechako Pump and Haul Sewage Disposal Regulation Repeal Bylaw No. 2105, 2026”.

DATED AT BURNS LAKE this ____ day of ____

Corporate Administrator

ADOPTED this ____ day of ____

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Jason Llewellyn, Director of Planning and Development Services

Date: March 26, 2026

Subject: **Ni Ti Mountain Wind Project Preliminary Engagement**

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

That a letter be sent to the Ni Ti Power General Partnership, copied to the BC Energy Regulator, as outlined in the discussion section of this report.

BACKGROUND

The Project

The RDBN has received the attached letter dated February 27, 2026, from Ni Ti Power, which is a General Partnership between the Stellat'en First Nation, Nadleh Whut'en First Nation and Innergex Renewable Energy Inc. This referral letter is asking the RDBN to identify key values the RDBN considers important and how the RDBN expects Ni Ti Power to study and consider those values. Specifically, they are requesting input on quality-of-life impacts and cumulative effects.

The Ni Ti Mountain Wind Project is a proposed windfarm including approximately 35 turbines which are 200 metres tall to the tip of the blade. The closest turbine is proposed to be approximately 14 km south of the Village of Fraser Lake. The windfarm will be connected to the grid by a transmission line which parallels the Blackwater Mine Transmission Line and connected to the BC Hydro substation at Endako Mine Road. The project is described in further detail in the attached Project Overview Map and PowerPoint presentation.

The Process

The Provincial Government has exempted wind projects from the Environmental Assessment process and has assigned the BC Energy Regulator (BCER) with responsibility for all windfarm project reviews and approvals. The Province has not yet released the regulatory policy which will guide the BCER's approach in regard to their new responsibilities. Based on the preliminary description of the process released by the Province the review process appears to be comprehensive. However, the role for local governments based on BCER regulation may be limited. Staff's understanding of the process, based on information available to date, is that the RDBN's involvement in the wind farm project process will be as follows.

Step 1: Preliminary engagement by the proponent with the RDBN (this referral).

Step 2: Proponent completion of impact studies and final reports.

Step 3: Proponent submission of impact studies and final reports to the BCER.

Step 4: BCER referral of impact studies and final reports to the RDBN for comment.

Step 5: BCER approval.

The RDBN has made it clear to the BCER and the proponent that the RDBN wants an opportunity to review and comment on draft impact studies, management plans, and final reports prior to their completion and submission to the BCER for approval. Ni Ti Power has indicated their intent is to provide two upcoming engagement opportunities for the RDBN in the coming months, prior to submission of their application to the BCER. First, when they share the draft Existing Conditions Reports, and second, when they we share the draft Impact and Cumulative Effects Assessments.

DISCUSSION

There are several potential windfarm projects in the region and the RDBN Board has expressed concern about the impacts to local communities and the cumulative impacts on the region. Based on staff's review of the situation, and an understanding of the Board's concerns staff recommend that a letter be sent to the Ni Ti Power General Partnership, copied to the BC Energy Regulator which includes the following:

Quality of Life Impacts and Cumulative Effects

The RDBN has concerns regarding the following quality of life impacts and cumulative effects:

a. Environmental impacts – The RDBN and its residents are relying on the proponent and the Province to undertake a thorough examination of the projects impact to the environment including wildlife, giving notable consideration to the cumulative impacts associated with these projects in the region. Mitigations such as shared transmission lines should be considered.

b. Backcountry access and traffic management impacts – The proponent should develop an access management plan which clearly outline the impact on back country access during construction as well as long-term during operations. A traffic management plan should also be developed which include adequate measures to ensure forest service road safety during the construction process.

c. Decommissioning and reclamation impacts – The proponent should develop a decommissioning plan, in consultation with the RDBN which identifies the impacts on RDBN's landfills or other facilities and includes financial security adequate to ensure appropriate decommissioning.

d. Viewscape impacts – The proponent should complete a visual impact study which includes viewscape modelling from a number of strategic locations to assist in evaluating the project's visual impacts.

e. Noise and flickering impacts - The proponent should complete a noise and flicker impact study and mitigation plan based on engagement with property owners and license holders which may be potentially impacted.

The RDBN appreciates Ni Ti Power's referral and the opportunity to provide input on the draft studies and reports being prepared. It is important that local governments be provided with an opportunity to comment on the adequacy of draft impact studies, management plans and final reports prior to their completion and submission to the BCER for approval.

2. Work Camp Impacts

The RDBN has an interest in understanding the impacts associated with the work camp used during the construction process and working proactively with the proponent to evaluate and mitigate those impacts. The impacts are closely associated with the location, size and duration of operation of the work camp, as well as the manner in which the work camp deals with issues such as water supply, solid and liquid waste, emergence response, and social issues. The RDBN requests that these issues be addressed with the RDBN as soon as possible.

ATTACHMENTS:

Referral Letter

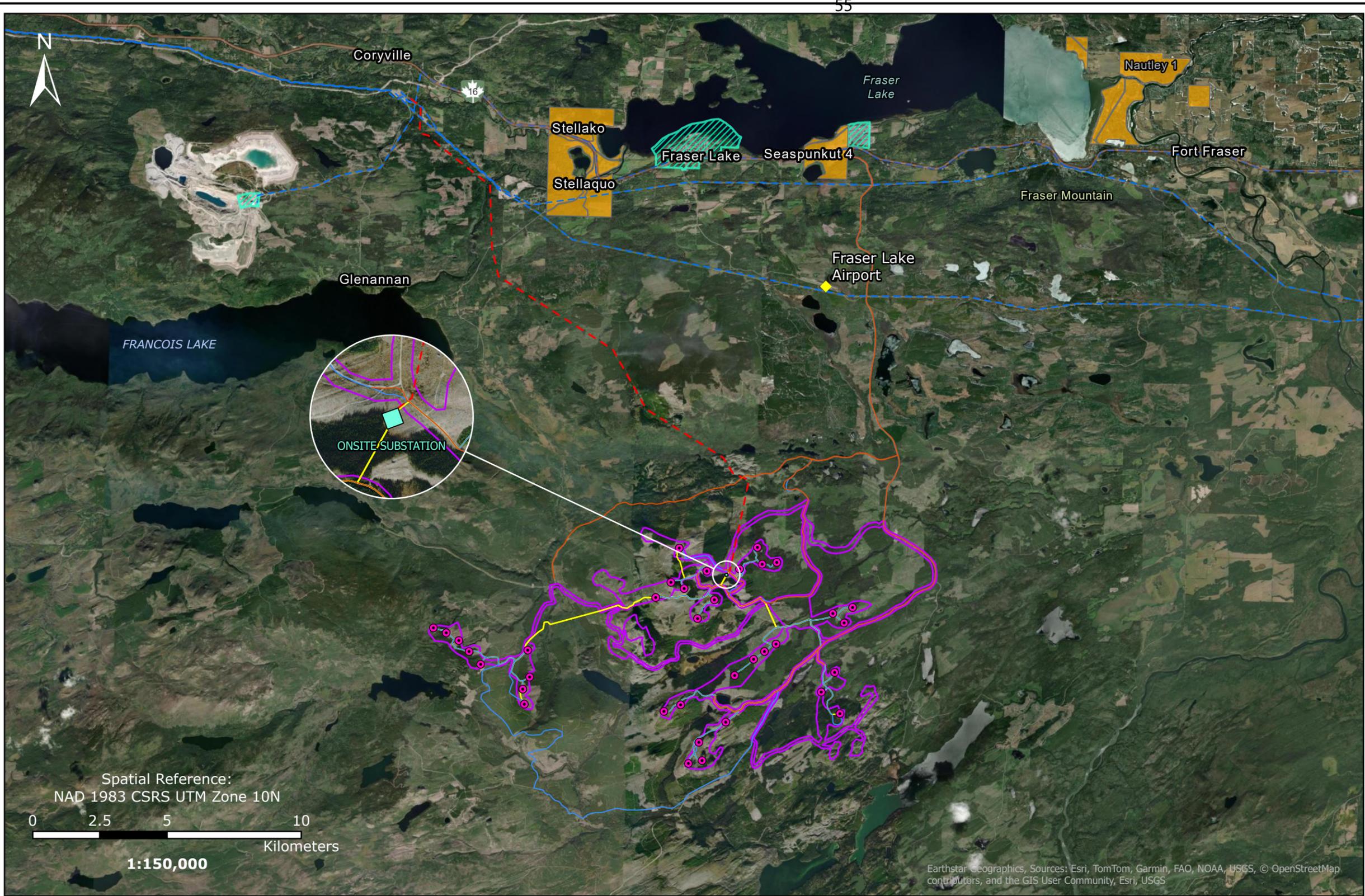
Project Overview Map

[Ni Ti Mountain Wind Project Update Presentation \(link\)](#)

STRATEGIC PLAN ALIGNMENT:

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

1. Relationships with First Nations
2. Advocacy with the Province
4. Community and Economic Stability



LEGEND

- Investigative Use Licence Area
- First Nation Reserve
- Village of Fraser Lake Municipality
- Onsite Substation
- Turbines
- Existing Road
- Wind Farm Road
- Collector Lines
- 230kv Transmission Line
- Existing Transmission Line

Spatial Reference:
NAD 1983 CSRS UTM Zone 10N

0 2.5 5 10
Kilometers

1:150,000

Earthstar Geographics, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Esri, USGS

NOTES & SOURCES:

- THIS IS NOT A STAND-ALONE DOCUMENT AND SHOULD BE READ IN THE CONTEXT OF THE ACCOMPANYING REPORT.
- MAPPED FEATURES ARE FOR ILLUSTRATIVE PURPOSES. PRECISE LOCATIONS SHOULD BE CONFIRMED BY SURVEY
- EXISTING TRANSMISSION LINE, FIRST NATION RESERVES, MUNICIPALITY & AIRPORT: DATA BC
- BASE MAPS: ESRI



Project:	NI TI MOUNTAIN WIND PROJECT	Project No:	0306.03.01
Prepared for:	NI TI MOUNTAIN POWER GENERAL PARTNERSHIP	Drawn on:	2025-07-11
Title:	PROJECT OVERVIEW	Format:	11" x 17"
		Figure:	1

NI TI Mountain Power General Partnership - Environmental Impact Statement - Project Overview - Figure 1



February 27, 2026

Regional District of Bulkley-Nechako
37 3rd Avenue, PO Box 820
Burns Lake, BC
V0J 1E0

SUBJECT: Ni Ti Mountain Wind Project Assessment Scoping

This letter is to provide you with an update on the Ni Ti Mountain Wind Project (the Project), as you have been identified as a stakeholder in respect to Project development. The proposed Project is a 200 MW Indigenous-majority-owned wind energy project being co-developed by Stellat'en First Nation, Nadleh Whut'en and Innergex Renewable Energy Inc., through the Ni Ti Mountain Power General Partnership (Ni Ti Power). The Project is located on Crown land, approximately 14 km south of Fraser Lake, with access from Highway 16. It will consist of 35 wind turbines and supporting infrastructure including collector lines, an on-site substation, a 230kV transmission line connecting to BC Hydro's Glenannan Substation, and an operations and maintenance facility. Please see the attached figure for a project overview.

Environmental studies, Project design, and preliminary engineering have progressed throughout 2024 and 2025, and the Project is now proceeding to developing and submitting an *Energy Resource Activities Act* (ERAA) permit application to the BC Energy Regulator (BCER).

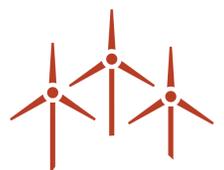
As part of the ERAA permit application, we are developing assessment reports that consider how the Project, may affect environmental, social, and economic values during construction and over its lifetime. The purpose of these assessments is to identify potential effects and to collaboratively develop mitigation measures that can be integrated into Project design, construction methods, and operational practices to avoid, minimize, or manage those effects. As we begin these assessments, we are reaching out to you to help us identify key values you consider important and how you expect Ni Ti Power to study and consider those values. Your input will help to guide the assessment and its eventual recommendations.

At this stage, your input is requested on two topic areas to help scope the assessment: (i) quality of life impacts and (ii) cumulative effects. You will also have an opportunity to comment on the outcomes of all final reports during BCER-led consultation after the ERAA permit application is submitted, anticipated in late-2026.

Quality of Life Impacts

We anticipate that Project construction and operations will result in limited to no effects on quality of life due to its separation from residential areas and community infrastructure. Construction activities, including site preparation, road construction and upgrades, stream crossings, drilling and blasting, material transport, and infrastructure construction, are expected to be temporary and localized. Potential effects on quality of life during construction are anticipated to be minimal and may be limited to short-term visual and lighting disturbances, increased noise, and increased traffic along designated access routes.

Ni Ti Power
888 Dunsmuir Street, Suite 1100
Vancouver, British Columbia V6C 3K4
Canada
Tel. 604 633-9990
nithi_mountain@innergex.com





During operations, activities such as routine maintenance access and vegetation management are not expected to result in measurable effects on the community's quality of life. Turbine noise and shadow flicker are not anticipated to have offsite effects due to the remote nature of the Project. Site access will be managed throughout both construction and operations to maintain safe conditions, with temporary and localized restrictions implemented only when required for safety, such as active work areas or during winter icing conditions near turbines.

Cumulative Effects

Cumulative effects refer to the combined interactions on the environment resulting from past, existing, and reasonably foreseeable activities, including the Project. The assessment will rely on field studies and available data. However, we are also interested in any local knowledge, observations, or records you may wish to share to ensure the cumulative effects assessment is comprehensive and reflects your experience with the land.

We are also seeking your input on the environmental, social, cultural, and economic values that are important to you, as well as your preferred approach for assessing values and identifying boundaries.

Additional Reports

BCER requires proponents to share the Project's socio-economic impact report and decommissioning and restoration plan with local authorities. At this time, these two documents are being finalized. Once complete, the reports will be shared with the Regional District of Bulkley-Nechako for review. In the meantime, Ni Ti Power would appreciate receiving your initial input on community priorities and our assessments.

Providing Feedback

Ni Ti Power welcomes your input on the topics outlined above. Your feedback will help ensure that land use and access are considered in the assessment and mitigation planning. Please do not hesitate to contact us should you have questions or wish to meet to discuss your feedback. We can be reached at niti_mountain@innergex.com or 778-554-1652. You are also welcome to visit the project website for the latest project newsletter at www.nitimountainwind.com.

You may make a submission directly to the BCER under section 22(5) of the ERAA. The BCER has established a 30-day period for receipt of your comments or for you to request a meeting with us. Please quote Application Determination (AD) number 100122480 when corresponding with BCER. However, we are always happy to connect and welcome conversations at any time.

Submissions can be sent directly to the Project,

Ni Ti Power
niti_mountain@innergex.com
 778-554-1652

or to:

British Columbia Energy Regulator (BCER)
 #201 - 1110 6th Ave
 Prince George, BC, V2L 3M6
<https://www.bc-er.ca/contact/>

Best regards,

Virginia Rodriguez
 Specialist, Community and Government Relations



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Cameron Kral, Planner

Date: March 26, 2026

Subject: **Application to Discharge Ash onto Agricultural Lands Referral No. 412276 - Electoral Area C (Fort St James Rural) and Electoral Area F (Vanderhoof Rural)**

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

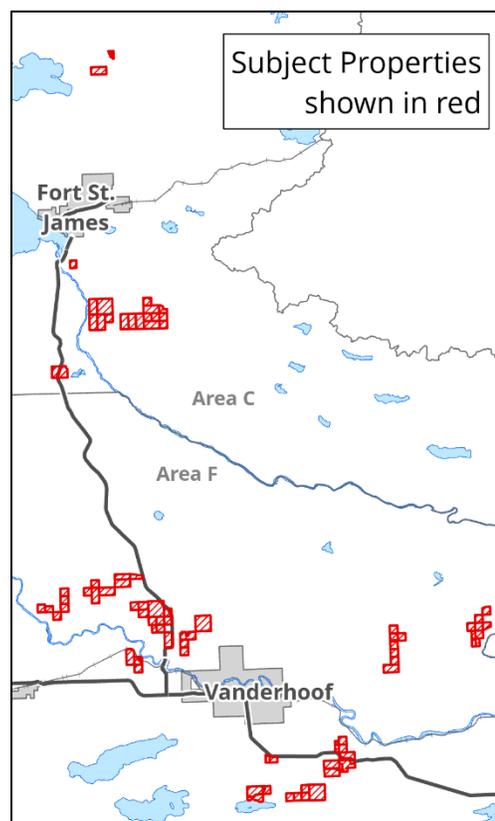
That the attached comment sheet be provided to BioNorth Energy Services Ltd. as the Regional District's comments on their Application for a Permit to Discharge Ash on Agricultural Lands (Tracking Number 412276).

BACKGROUND

BioNorth Energy Services Ltd. intends to apply to the Ministry of Environment and Parks (MoEP) for Authorization under the *Environmental Management Act* to discharge bottom ash from BioNorth Energy's facility in the District of Fort St. James onto agricultural lands.

The proponent proposes discharging no more than 140 dry tonnes of bottom ash per hectare per year onto approximately 85 parcels of land covering 7,299 hectares in rural Fort St. James and rural Vanderhoof for an indefinite period of time.

The proponent stated to staff that the ash is beneficial for agriculture because it raises the soil pH and contains nutrients such as potassium, nitrogen and sulfur which helps offset some fertilizer needs. The ash will be applied using standard farming and manure application equipment and is typically re-applied every three to four years based on soil and crop requirements. The potential air quality impact is expected to be the same as that from standard farm practices for enriching soil.



The majority of the subject parcels are located within the Agricultural Land Reserve and all are zoned for agricultural use. The Agricultural Land Commission (ALC) previously stated to staff that the deposit of ash does not require an application to the ALC.

ATTACHMENTS:

- Comment Sheet
- [Referral Letter dated March 9, 2026](#) (Link)

STRATEGIC PLAN ALIGNMENT:

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

Regional District of Bulkley-Nechako**Comment Sheet Permit Application to
Discharge Ash on Agricultural Lands (Tracking Number 412276)**

Electoral Areas:	Electoral Area F (Vanderhoof Rural) Electoral Area C (Fort St James Rural)
Applicant:	BioNorth Energy Services Ltd. on behalf of BioNorth Energy Limited Partnership
Existing Land Uses:	Agriculture
Zoning:	Agricultural (Ag1) Rural Resource (RR1)
OCP Designations	Agriculture (AG) Resource (RE)
Proposed Use Comply with Zoning:	Not applicable
Agricultural Land Reserve:	Yes
Access:	Various
Building Inspection:	Partial
Fire Protection:	Partial
Other comments:	None



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Jason Llewellyn, Director of Planning and Development Services

Date: March 26, 2026

Subject: **FPX Nickel Corp. Letter of Support Request - Electoral Area C (Fort St James Rural) and Electoral Area D (Fraser Lake Rural)**

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

That the Board provide a letter of support to FPX Nickel Corporation for the Baptiste Nickel Project as discussed in this report.

BACKGROUND

FPX Nickel Corp. has requested, in their attached letter dated February 27, 2026 a letter of support from the Regional District of Bulkley-Nechako Board for their proposed Baptiste Nickel Project. The letter is requested to "help demonstrate regional alignment as the project proceeds through regulatory review."

The environmental assessment process for this project has recently been initiated, and staff are expecting an invitation from the Environmental Assessment Office inviting the RDBN to participate as a member of the Technical Advisory Group for the project. A presentation on the project is attached for the Board's information.

Should the Board support the above recommendation staff will draft a letter for the Board Chair's signature which contains the following wording:

The RDBN Board appreciates FPX Nickel Corporation's commitment to ensuring that the Regional District's perspectives, priorities, and advice regarding potential effects and regional benefits are understood and considered during the environmental assessment review process. The RDBN is highly supportive of projects such as the Baptiste Nickel Project where they provide employment to residents, contribute to the local economy, and appropriately mitigate adverse effects on community. The RDBN looks forward to working with FPX Nickel during the environmental assessment review processes to ensure that these conditions are met.

ATTACHMENTS:

- RDBN Letter of Support Request
- [November 26 presentation to the Village of Fraser Lake Council](#) (Link)

STRATEGIC PLAN ALIGNMENT:

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

4. Community and Economic Sustainability



By e-mail

February 27, 2026

Regional District of Bulkley-Nechako
PO Box 820, 37 3 Ave
Burns Lake, BC V0J 1E0

Re: Request for Letter of Support

Dear Members of the Board,

I am writing on behalf of FPX Nickel Corp. to respectfully request a letter of support from the Regional District of Bulkley-Nechako for the proposed Baptiste Nickel Project.

With the recent submission of the Initial Project Description and the commencement of both the Provincial and Federal environmental assessment processes, we want to ensure that the Regional District's perspectives, priorities, and advice regarding potential effects and regional benefits are understood and considered as we move toward preparation of the Detailed Project Description. A letter of support at this stage would help demonstrate regional alignment as the Project proceeds through regulatory review. We are committed to continued engagement with RDBN staff throughout the assessment phase to share this type of information.

The Baptiste Nickel Project has the potential to create a significant number of long-term, high-quality jobs for the region, including opportunities for workers affected by the downturn in the forestry sector. Current estimates indicate approximately 1,000 direct and 3,200 indirect jobs over the life of the mine. Local contractors and service providers may benefit from both the anticipated three-year construction period and the projected 30-year operating life.

Thank you for your continued engagement and consideration. We look forward to maintaining open communication as the Project advances.

Sincerely,

Jonathan Gibson
Community Manager
FPX Nickel Corp.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Deneve Vanderwolf, Planning Technician
Date: March 26, 2026
Subject: **Recent Agricultural Land Commission Decisions**

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

Receive

DISCUSSION

The following table is a summary of Agricultural Land Commission decisions issued over the past 12 months. Please contact the Planning Department for information on any of the applications.

ATTACHMENTS:

Application Summary Table

STRATEGIC PLAN ALIGNMENT:

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

2025 ALC Decision Table

ALC File #	RDBN File #	EA	Submitted to ALC	ALC Decision Date	Subject Property	Description	Board	ALC	Notes
61977	1227	A	May 28, 2021	December 4, 2025	Multiple Properties	Approval for the following activities in the ALR: <ul style="list-style-type: none"> Telkwa Coal transportation terminal soil (gravel) removal access corridor associated soil deposit 	Approval	Denied	
100803	1261	A	November 12, 2024	June 3, 2025	3336-3500 Poplar Rd	Exclusion	Approval	Denied	
70149	1266	F	March 22, 2024	March 17, 2025	8479 Striegler Rd	Non-Farm Use – Removal of Soil	Approval	Approved with conditions	See note 1
100018	1267	G	April 24, 2024	June 23, 2025	Crownland	Non-Farm Use – Removal of Soil	Approval	Approved with conditions	See note 2
100877	1273	A	May 1, 2025	August 18, 2025	13706 Round Lake Rd	Non-Farm Use for Waterfront park, Round Lake Community Hall, and underground water	Approval	Approved	
102469	1274	A	January 28, 2025	July 7, 2025	4060 McCabe Rd	Subdivision approval for 2.512 ha of road dedication for McCabe Road as required by MoTT	Approval	Approved	CEO delegated
103466	1278	A	May 27, 2025	August 13, 2025	15664 Quick Station Rd	Non-Adhering Residential Use to construct an oversized additional residence	Approval	Denied	
105125	1281	A	N/A	N/A	405 Raymond Rd	Non-Adhering Residential Use to allow the 11 dwelling units on the subject property.	Not forwarded to ALC	N/A	
105363	1282	A	August 8, 2025	August 26, 2025	6195 Highway 16 W	Non-Adhering Residential Use to construct a 3rd Residence	Approval	Approved	CEO delegated

Notes

- Conditions: Maximum removal of 60,000 m³ (707,921) area at a maximum depth of 23 m over a 5-year period. \$33,000 financial security. Reclamation oversight and reporting to the ALC by a qualified register professional.
- Conditions: \$49,000 financial security. Extraction phasing. Reclamation oversight and reporting to the ALC by a qualified register professional.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Cheryl Anderson, Director of Corporate Services

Date: March 26, 2026

Subject: **Consolidation and Revision Authorization Bylaw No. 1950, 2026**

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

That Regional District of Bulkley-Nechako Consolidation and Revision Authorization Bylaw No. 1950, 2026 be given first, second, third reading and adoption this 26th day of March 2026.

BACKGROUND

The Regional District frequently adopts amendment bylaws to update existing bylaws. Each amendment remains a separate legal document, and informal consolidated versions prepared for convenience are not legally binding. This requires reviewing multiple documents for the full history.

Sections 139 and 140 of the *Community Charter* authorize local governments to adopt a bylaw permitting the Corporate Officer to consolidate bylaws and make non-substantive revisions, such as removing obsolete provisions, correcting errors, updating references, and improving numbering, layout, and formatting.

Adopting a Consolidation and Revision Authorization Bylaw would streamline bylaw administration by allowing the Corporate Officer to incorporate amendments directly into a consolidated version and undertake routine housekeeping updates without the need for separate amendment bylaws, public notice, or public hearings where no substantive changes are proposed.

Typical circumstances where consolidation or revision would apply include:

- bylaws that have undergone multiple amendments over time;
- removal of expired or transitional provisions;
- reorganizing sections to improve clarity and readability;
- correcting typographical or clerical errors;
- updating schedules, maps, forms, or legislative references.

Implementing a Consolidation and Revision Authorization Bylaw would ensure bylaws remain accurate and easier to interpret.

ATTACHMENTS:

Bylaw No. 1950

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. 1950, 2026**

A Bylaw to authorize the consolidation and revision of Bylaws

WHEREAS, pursuant to section 139 of the *Community Charter*, the Regional Board may, by bylaw, authorize the Corporate Officer to consolidate one or more bylaws of the Regional Board;

AND WHEREAS, pursuant to section 140 of the *Community Charter*, the Regional Board may, by bylaw, revise all or any of the bylaws of the Regional Board:

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

1. CITATION

- 1.1. This bylaw may be cited as “Consolidation and Revision Authorization Bylaw, No. 1950, 2026.”

2. DEFINITIONS

- 2.1. In this bylaw, the following definitions apply:

“**Regional Board**” means the elected and appointed Directors of the Regional District of Bulkley-Nechako acting as the Regional District of Bulkley-Nechako Board of Directors in assembled meetings thereof.

“**Bylaw**” means a bylaw which has been adopted by the Regional Board whether subsequently repealed or not.

“**Consolidate**” means the inclusion of all amendments into a bylaw and omission of repealed or expired provisions.

3. AUTHORITY TO CONSOLIDATE

- 3.1. The Regional Board authorizes the Corporate Officer to consolidate one or more Bylaws of the Regional District in accordance with section 139 of the *Community Charter*.

4. AUTHORITY TO REVISE

- 4.1. The Regional Board authorizes the Corporate Officer to revise any or all Regional District Bylaws in accordance with section 140 of the *Community Charter*, for the following purposes:
- a. omitting a provision of a bylaw that is expired, inoperative, or obsolete;
 - b. altering the numbering and arrangement of bylaw provisions;
 - c. correcting errors in form or style;



Regional District of Bulkley-Nechako Bylaw Consolidation
Authorization Bylaw No. 1950, 2026

- d. correcting of typographical errors; and
- e. correcting reference errors.

READ A FIRST TIME this __ day of __, 2026

READ A SECOND TIME this __ day of __, 2026

READ A THIRD TIME this __ day of __, 2026

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Consolidation Authorization Bylaw No. 1950, 2026".

Dated at Burns Lake, B.C. this day of , 2026

Corporate Administrator

ADOPTED this __ day of _____ , 2026

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, CFO
Date: March 26, 2026
Subject: **Five-Year Financial Plan Bylaw No. 2102, 2026 for Adoption**

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

That the Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 2102, 2026 be adopted this 26^h day of March, 2026.

BACKGROUND

The budget remains unchanged since third reading. This bylaw must be adopted on March 26th in order to meet the provincial requirement to approve the Five-Year Financial Plan by March 31st of each year.

This Five-Year Financial Plan provides an estimated 1.6% tax increase for the average municipal taxpayer and a 1.7% tax increase for the average rural taxpayer.

The attached requisition is draft and based on the Completed Assessments. The requisition will be updated using the Revised Assessments that are available in early April and then provided to the member municipalities and the province.

ATTACHMENTS:

Bylaw 2102
 2026 Taxation Year Bylaw Summary
 Taxation Rates for Major Services
 Draft Requisition (based on Completed Assessment)

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. 2102

**Being a bylaw to adopt the Financial Plan
for the years 2026 to 2030**

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 Financial Plan for the Regional District of Bulkley-Nechako for the years 2026 through 2030.
2. This bylaw may be cited as "Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 2102, 2026".

READ A FIRST TIME this 26th day of February, 2026

READ A SECOND TIME this 26th day of February, 2026

READ A THIRD TIME AS AMENDED this 12th day of March, 2026

ADOPTED this day of _____, 2026

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true copy of Bylaw No. 2102 as adopted.

Corporate Administrator

Regional District of Bulkley-Nechako
2026 to 2030 Financial Plan - Bylaw No. 2102 Schedule A
Five Year Plan

Service	2026	2027	2028	2029	2030	TRANSFERS From/(To)					2026	2027	2028	2029	2030	2026	2027	2028	2029	2030
	Reserve Funds	Surplus of Prior Year	Equity NON CASH Transfer	Total Transfers																
1101 Rural Government Services	385,000	237,500	237,500	237,500	310,000	0	0	0	0	0						385,000	237,500	237,500	237,500	310,000
1131 Area "A" Grant in Aid						0	0	0	0	0						0	0	0	0	0
1132 Area "B" Grant in Aid						0	0	0	0	0						0	0	0	0	0
1133 Area "C" Grant in Aid						0	0	0	0	0						0	0	0	0	0
1134 Area "D" Grant in Aid						0	0	0	0	0						0	0	0	0	0
1135 Area "E" Grant in Aid						0	0	0	0	0						0	0	0	0	0
1136 Area "F" Grant in Aid						0	0	0	0	0						0	0	0	0	0
1137 Area "G" Grant in Aid						0	0	0	0	0						0	0	0	0	0
1200 General Government Services	57,408	-525,000	-587,082	-637,082	-587,082	614,331	250,000	0	0	0	145,000	145,000	145,000	145,000	145,000	816,739	-130,000	-442,082	-492,082	-442,082
1206 Nechako Watershed/Fraser Basin Council						3,458	0	0	0	0						3,458	0	0	0	0
1301 Feasibility Studies						37,079	0	0	0	0						37,079	0	0	0	0
1501 Local Community of Fort Fraser						7,934	0	2,000	4,000	6,000						7,934	0	2,000	4,000	6,000
1701 Chinook Community Forest						2,426	0	0	0	0						2,426	0	0	0	0
2401 Area "A" Economic Development						37,902	0	0	0	0						37,902	0	0	0	0
2402 Area "B" Economic Development						0	0	0	0	0						0	0	0	0	0
2403 Area "C" Economic Development						33,500	0	0	0	0						33,500	0	0	0	0
2404 Area "D" Economic Development						119,629	0	0	0	0						119,629	0	0	0	0
2405 Area "E" Economic Development						81,540	0	0	0	0						81,540	0	0	0	0
2406 Area "F" Economic Development						53,370	0	0	0	0						53,370	0	0	0	0
2407 Area "G" Economic Development						0	0	0	0	0						0	0	0	0	0
2500 Regional Economic Development						0	0	0	0	0						0	0	0	0	0
3101 Member Fiscal Services						0	0	0	0	0						0	0	0	0	0
4101 Planning						0	0	0	0	0						0	0	0	0	0
4201 Building Inspection	0	-10,000	50,000	-10,000	-10,000	50,000	0	0	0	0	5,500	5,500	5,500	5,500	5,500	55,500	-4,500	55,500	-4,500	-4,500
4301 Development Services	10,000	5,000	0	0	0	0	0	0	0	0						10,000	5,000	0	0	0
4401 Building Numbering Extended Service						1,485	0	0	0	0						1,485	0	0	0	0
4501 Unsanitary Premises Regulatory Control						377	0	0	0	0						377	0	0	0	0
4601 Bylaw Enforcement	-10,500	39,500	-10,500	-10,500	-10,500	0	0	0	0	0	6,000	6,000	6,000	6,000	6,000	-4,500	45,500	-4,500	-4,500	-4,500
5101 Environmental Services	2,865,000	3,824,000	1,524,000	1,624,000	1,724,000	400,000	400,000	400,000	400,000	400,000	870,000	870,000	870,000	870,000	870,000	4,135,000	5,094,000	2,794,000	2,894,000	2,994,000
5901 Invasive Plant Control						619	0	0	0	0						619	0	0	0	0
5902 Lake Kathryn Aquatic Weed Harvesting						215	0	0	0	0						215	0	0	0	0
5903 Glacier Gulch Water Diversion	15,105					3,333	0	0	0	0						18,438	0	0	0	0
6101 Ft. Fraser Sewer System	121,900	49,900	-10,100	-15,100	-20,100	35,711	0	0	0	0	13,650	13,650	13,650	13,650	13,650	171,261	63,550	3,550	-1,450	-6,450
6201 Ft. Fraser Water System	180,225	-50,150	-55,150	-60,150	-60,150	48,379	0	0	0	0	95,000	95,000	95,000	95,000	95,000	323,604	44,850	39,850	34,850	34,850
6301 Cluculz Lake - Somerset Estates Sewer	29,900	-950	-950	-950	-4,400	0	0	0	0	0						29,900	-950	-950	-950	-4,400
6402 Liquid Waste Disposal						26,959	0	0	0	0						26,959	0	0	0	0
7101 Ft. Fraser Fire Protection	16,000	150,000	40,000	-12,500	87,500	10,761	0	0	0	0	21,000	21,000	21,000	21,000	21,000	47,761	171,000	61,000	8,500	108,500
7102 Southside Rural Fire Protection	40,000	160,000	5,000	0	100,000	0	0	0	0	0	35,400	35,400	35,400	35,400	35,400	75,400	195,400	40,400	35,400	135,400
7103 Topley Rural Fire Protection	624,157	140,000	25,000	-25,000	70,000	0	0	0	0	0	32,170	32,170	32,170	32,170	32,170	656,327	172,170	57,170	7,170	102,170
7104 Cluculz Lake Emergency Response	320,000	185,000	60,000	0	100,000	0	0	0	0	0	40,000	40,000	40,000	40,000	40,000	360,000	225,000	100,000	40,000	140,000
7201 Burns Lake Rural Fire Protection						0	0	0	0	0						0	0	0	0	0
7202 Ft.St.James Rural Fire Protection	0					0	0	0	0	0						0	0	0	0	0
7203 Houston Rural Fire Protection						0	0	0	0	0						0	0	0	0	0
7204 Luck Bay Rural fire Protection	0	0	0	0	0	0	0	0	0	0	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
7205 Smithers Rural Fire Protection	50,000	0	0	0	0	0	0	0	0	0						50,000	0	0	0	0
7206 Telkwa Rural Fire Protection	7,000	0	0	0	0	30,000	30,000	20,000	10,000	0						37,000	30,000	20,000	10,000	0
7207 Vanderhoof Rural Fire Protection						0	0	0	0	0						0	0	0	0	0
7208 Round Lake Fire Protection	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7501 9-1-1 Service	0	0	0	0	0	0	0	0	0	0	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
7601 Emergency Preparedness Planning	167,000	0	0	0	0	0	0	0	0	0	34,730	34,730	34,730	34,730	34,730	201,730	34,730	34,730	34,730	34,730
7701 Burns Lake & Area Victim Services						919	0	0	0	0						919	0	0	0	0
7702 Smithers Victim Services						79	0	0	0	0						79	0	0	0	0
8101 Lakes District Airport	-80,000	0	0	0	0	3,366	0	0	0	0						-76,634	0	0	0	0
8202 FSJ Seniors Helping Seniors Transportation Service						0	0	0	0	0						0	0	0	0	0
8203 Regional Transit Service	0	0	0	0	0	0	0	0	0	0						0	0	0	0	0
9101 Decker Lake Street Lighting						312	0	0	0	0						312	0	0	0	0
9102 Endako Street Lighting						0	0	0	0	0						0	0	0	0	0
9103 Ft. Fraser Street Lighting						465	0	0	0	0						465	0	0	0	0
9104 Gerow Island Street Lighting	0					0	0	0	0	0						0	0	0	0	0
9106 Colony Point Street Lighting						103	0	0	0	0						103	0	0	0	0
9107 Laidlaw Street Lighting						1,609	0	0	0	0						1,609	0	0	0	0
9108 Gowan Loop Street Lighting						83	0	0	0	0						83	0	0	0	0
10101 Bulkley Valley Regional Pool and Rec. Centre	-235,600	-250,600	-250,600	-250,600	-250,600	0	0	0	0	0	160,000	160,000	160,000	160,000	160,000	-75,600	-90,600	-90,600	-90,600	-90,600
10102 Vanderhoof Pool	-5,000	0	0	0	0	0	0	0	0	0						-5,000	0	0	0	0
10201 Ft.St.James Arena Grant						0	0	0	0	0						0	0	0	0	0
10202 Burns Lake Arena						543	0	0	0	0						543	0	0	0	0
10301 Smithers Rural Recreation/Culture						0	0	0	0	0						0	0	0	0	0
10302 Vanderhoof Recreation & Culture						0	0	0	0	0						0	0	0	0	0
10303 Lakes District Recreation and Culture	-200	-200	-200	-200	-200	173,441	0	0	0	0						173,241	-200	-200	-200	-200
10401 Ft Fraser Cemetery Grant						176	0	0	0	0						176	0	0	0	0

Service	2026	2027	2028	2029	2030	EXPENDITURES:					2026	2027	2028	2029	2030	2026	2027	2028	2029	2030	2026	2026	2027	2028	2029	2030	
	Debt Payments Int and Princ	Capital Expenditures	Capital Expenditures	Capital Expenditures	Capital Expenditures	Capital Expenditures	Amortization NON CASH EXPENSE	Other Expenses	Deficit of Prior Year	Total Expenditures	Total Expenditures	Total Expenditures	Total Expenditures	Total Expenditures													
1101 Rural Government Services																1,295,778	1,211,195	1,182,104	1,205,922	1,269,900		1,295,778	1,211,195	1,182,104	1,205,922	1,269,900	
1131 Area "A" Grant in Aid																0	0	0	0	0		0	0	0	0	0	
1132 Area "B" Grant in Aid																0	0	0	0	0		0	0	0	0	0	
1133 Area "C" Grant in Aid																0	0	0	0	0		0	0	0	0	0	
1134 Area "D" Grant in Aid																0	0	0	0	0		0	0	0	0	0	
1135 Area "E" Grant in Aid																0	0	0	0	0		0	0	0	0	0	
1136 Area "F" Grant in Aid																0	0	0	0	0		0	0	0	0	0	
1137 Area "G" Grant in Aid																0	0	0	0	0		0	0	0	0	0	
1200 General Government Services						487,408	0	50,000	0	50,000	145,000	145,000	145,000	145,000	145,000	2,318,706	2,177,735	2,209,201	2,277,760	2,370,977		2,951,114	2,322,735	2,404,201	2,422,760	2,565,977	
1206 Nechako Watershed/Fraser Basin Council																9,300	9,300	9,300	9,300	9,300		9,300	9,300	9,300	9,300	9,300	
1301 Feasibility Studies																37,079	0	0	0	0	0		37,079	0	0	0	0
1501 Local Community of Fort Fraser																20,722	19,421	16,578	18,737	20,900		20,722	19,421	16,578	18,737	20,900	
1701 Chinook Community Forest																27,426	20,000	20,000	20,000	20,000	0	27,426	20,000	20,000	20,000	20,000	
2401 Area "A" Economic Development																52,902	15,000	15,000	15,000	15,000		52,902	15,000	15,000	15,000	15,000	
2402 Area "B" Economic Development																65,975	50,000	50,000	50,000	50,000	2,600	68,575	50,000	50,000	50,000	50,000	
2403 Area "C" Economic Development																100,000	25,000	25,000	25,000	25,000		100,000	25,000	25,000	25,000	25,000	
2404 Area "D" Economic Development																150,000	25,000	25,000	25,000	25,000		150,000	25,000	25,000	25,000	25,000	
2405 Area "E" Economic Development																138,294	63,294	73,294	73,294	73,294		138,294	63,294	73,294	73,294	73,294	
2406 Area "F" Economic Development																100,000	50,000	50,000	50,000	50,000		100,000	50,000	50,000	50,000	50,000	
2407 Area "G" Economic Development																0	0	0	0	0		0	0	0	0	0	
2500 Regional Economic Development																0	0	0	0	0		0	0	0	0	0	
3101 Member Fiscal Services	694,574	621,980	624,980	610,338	596,827											370,954	376,093	381,334	386,680	392,134		694,574	621,980	624,980	610,338	596,827	
4101 Planning																5,500	5,500	5,500	5,500	5,500		5,500	5,500	5,500	5,500	5,500	
4201 Building Inspection						50,000	0	50,000	0	0	5,500	5,500	5,500	5,500	5,500	665,784	673,804	684,025	694,450	705,084		721,284	679,304	739,525	699,950	710,584	
4301 Development Services						0	0	0	0	0	495,661	506,867	518,410	530,299	542,544	495,661	506,867	518,410	530,299	542,544		495,661	506,867	518,410	530,299	542,544	
4401 Building Numbering Extended Service																24,287	24,674	25,069	25,473	25,884		24,287	24,674	25,069	25,473	25,884	
4501 Unsightly Premises Regulatory Control																2,750	2,750	2,750	2,750	2,750		2,750	2,750	2,750	2,750	2,750	
4601 Bylaw Enforcement						0	50,000	0	0	0	6,000	6,000	6,000	6,000	6,000	65,478	68,292	69,415	70,560	71,729		71,478	72,292	73,415	74,560	75,729	
5101 Environmental Services						3,410,000	4,000,000	2,000,000	2,000,000	2,000,000	870,000	870,000	870,000	870,000	870,000	7,130,462	7,394,355	7,561,989	7,715,729	7,945,744		11,410,462	12,264,355	10,431,989	10,585,729	10,815,744	
5901 Invasive Plant Control																35,525	35,525	35,525	35,525	35,525	0	35,525	35,525	35,525	35,525	35,525	
5902 Lake Kathryn Aquatic Weed Harvesting																10,840	10,625	10,625	10,625	10,625		10,840	10,625	10,625	10,625	10,625	
5903 Glacier Gulch Water Diversion																26,588	8,150	8,150	8,150	8,150		26,588	8,150	8,150	8,150	8,150	
6101 Ft. Fraser Sewer System						200,000	100,000	50,000	50,000	50,000	13,650	13,650	13,650	13,650	13,650	38,902	40,959	40,527	42,113	41,716		252,552	154,609	104,177	105,763	105,366	
6201 Ft. Fraser Water System						280,000	0	0	0	0	95,000	95,000	95,000	95,000	95,000	63,149	63,999	64,956	65,150	65,986		438,149	158,999	159,956	160,150	160,986	
6301 Cluculz Lake - Somerset Estates Sewer						30,000	0	0	0	0	13,070	13,087	13,087	13,087	13,087	13,070	13,087	13,087	13,087	13,087	903	43,973	13,087	13,087	13,087	13,087	
6402 Liquid Waste Disposal																32,959	6,000	6,000	6,000	6,000		32,959	6,000	6,000	6,000	6,000	
7101 Ft. Fraser Fire Protection						30,000	155,000	50,000	0	100,000	21,000	21,000	21,000	21,000	21,000	75,743	75,590	75,682	74,121	74,121		126,743	251,590	146,682	95,121	195,121	
7102 Southside Rural Fire Protection						30,000	155,000	0	0	100,000	35,400	35,400	35,400	35,400	35,400	73,104	73,702	73,702	73,702	73,702	4,780	143,284	264,102	109,102	109,102	209,102	
7103 Topley Rural Fire Protection						270,051	0	0	0	0	362,000	155,000	30,000	0	100,000	77,947	75,250	75,250	75,250	75,250	5,608	747,776	262,420	137,420	107,420	207,420	
7104 Cluculz Lake Emergency Response						290,000	155,000	30,000	0	100,000	40,000	40,000	40,000	40,000	40,000	52,653	59,296	59,296	57,546	55,870	6,643	389,296	254,296	129,296	97,546	195,870	
7201 Burns Lake Rural Fire Protection																162,166	168,814	172,323	173,499	175,403		162,166	168,814	172,323	173,499	175,403	
7202 Ft.St.James Rural Fire Protection																246,025	246,025	246,025	246,025	246,025		246,025	246,025	246,025	246,025	246,025	
7203 Houston Rural Fire Protection																27,853	29,002	29,431	30,697	32,027		27,853	29,002	29,431	30,697	32,027	
7204 Luck Bay Rural Fire Protection						9,699	0	0	0	0	9,000	9,000	9,000	9,000	9,000	69,523	69,607	69,693	69,780	69,869	4,190	92,412	78,607	78,693	78,780	78,869	
7205 Smithers Rural Fire Protection																437,241	445,747	454,423	463,272	472,299		437,241	445,747	454,423	463,272	472,299	
7206 Telkwa Rural Fire Protection						1,133	9,070	0	0	0	162,646	197,828	200,319	192,859	185,450	48,230	47,828	47,828	47,828	47,828		212,009	206,898	200,319	192,859	185,450	
7207 Vanderhoof Rural Fire Protection																45,821	46,704	47,605	48,524	49,461		45,821	46,704	47,605	48,524	49,461	
7208 Round Lake Fire Protection						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	
7501 9-1-1 Service						0	0	0	0	0	4,500	4,500	4,500	4,500	4,500	621,350	627,621	639,934	652,494	665,304		625,850	632,121	644,434	656,994	669,804	
7601 Emergency Preparedness Planning						167,000	0	0	0	0	34,730	34,730	34,730	34,730													

Regional District of Bulkley-Nechako
2026 to 2030 Financial Plan Year One (2026) Summary
 Bylaw 2102

Schedule "A"

Service	FUNDING						TRANSFERS From/(To)					EXPENDITURES:					
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Total Funding	Transfer to Reserve	Transfer from Reserve	Surplus of Prior Yr.	Equity in TCAs	Total Transfers	Debt Pmts. Int. & P'pal.	Capital Expenditures	Amortization of TCAs	Other Expenses	Deficit from Prior Year	Total Expenditures
1101 Rural Government Services	665,455				245,324	910,778	0	385,000	0		385,000						1,295,778
1131 Area "A" Grant in Aid	0					0			0								0
1132 Area "B" Grant in Aid	0					0			0								0
1133 Area "C" Grant in Aid	0					0			0								0
1134 Area "D" Grant in Aid	0				0	0			0								0
1135 Area "E" Grant in Aid	0				0	0			0								0
1136 Area "F" Grant in Aid	0					0			0								0
1137 Area "G" Grant in Aid	0					0			0								0
1200 General Government Services	1,611,093				523,282	2,134,375	-525,000	582,408	614,331	145,000	816,739	0	487,408	145,000		2,318,706	2,951,114
1206 Nechako Watershed/Fraser Basin Council	4,983				859	5,842			3,458		3,458					9,300	9,300
1301 Feasibility Studies	0				0	0			37,079		37,079					37,079	37,079
1501 Local Community of Fort Fraser	7,788				5,000	12,788			7,934		7,934					20,722	20,722
1701 Chinook Community Forest					25,000	25,000			2,426		2,426					27,426	27,426
2401 Area "A" Economic Development	15,000					15,000			37,902		37,902					52,902	52,902
2402 Area "B" Economic Development	68,475				100	68,575			0		0					65,975	65,975
2403 Area "C" Economic Development	66,500					66,500			33,500		33,500					100,000	100,000
2404 Area "D" Economic Development	19,068				11,303	30,371			119,629		119,629					150,000	150,000
2405 Area "E" Economic Development	35,631				21,123	56,754			81,540		81,540					138,294	138,294
2406 Area "F" Economic Development	46,630					46,630			53,370		53,370					100,000	100,000
2407 Area "G" Economic Development																	
2500 Regional Economic Development																	
3101 Member Fiscal Services					694,574	694,574					0	694,574					694,574
4101 Planning	314,563			20,000		36,391					0					370,954	370,954
4201 Building Inspection	288,398		140,000		237,385	665,784	0		50,000	5,500	55,500	50,000	5,500			665,784	721,284
4301 Development Services	358,341		42,500		84,820	485,661		10,000			10,000	0				495,661	495,661
4401 Building Numbering Extended Service	19,594				3,207	22,801	0		1,485		1,485					24,287	24,287
4501 Unsightly Premises Regulatory Control	2,176				197	2,373			377		377					2,750	2,750
4601 Bylaw Enforcement	0				75,978	75,978	-10,500		0	6,000	-4,500	0	6,000			65,478	71,478
5101 Environmental Services	5,365,902				1,909,560	7,275,462	-400,000	3,265,000	400,000	870,000	4,135,000	0	3,410,000	870,000		7,130,462	11,410,462
5901 Invasive Plant Control	29,931				4,975	34,906	0		619		619					35,525	35,525
5902 Lake Kathlyn Aquatic Weed Harvesting		9,625	1,000		0	10,625			215		215					10,840	10,840
5903 Glacier Gulch Water Diversion		7,800	350		0	8,150		15,105	3,333		18,438					26,588	26,588
6101 Ft. Fraser Sewer System		49,796	31,495		0	81,291	-100	122,000	35,711	13,650	171,261	200,000	13,650			38,902	252,552
6201 Ft. Fraser Water System		61,980	52,565		0	114,545	-150	180,375	48,379	95,000	323,604	0	280,000	95,000		63,149	438,149
6301 Cluculz Lake - Somerset Estates Sewer		14,073			0	14,073	-100	30,000	0		29,900	0	30,000			13,070	43,973
6402 Liquid Waste Disposal			6,000			6,000			26,959		26,959					32,959	32,959
7101 Ft. Fraser Fire Protection	63,982				15,000	78,982	-34,000	50,000	10,761	21,000	47,761	0	30,000	21,000		75,743	126,743
7102 Southside Rural Fire Protection	67,884					67,884	-10,000	50,000	0	35,400	75,400	0	30,000	35,400		73,104	143,284
7103 Topley Rural Fire Protection	89,139				2,310	91,449	-10,000	634,157	0	32,170	656,327	270,051	362,000	32,170		77,947	747,776
7104 Cluculz Lake Emergency Response	29,296					29,296	0	320,000	0		320,000	290,000				52,653	349,296
7201 Burns Lake Rural Fire Protection	161,479				687	162,166			0	40,000	40,000	0		40,000		162,166	202,166
7202 Ft.St.James Rural Fire Protection	246,025			0		246,025	0		0		0					246,025	246,025
7203 Houston Rural Fire Protection	27,853					27,853			0		0					27,853	27,853
7204 Luck Bay Rural fire Protection	78,867				4,545	83,412	0	0	0	9,000	9,000	9,699	0	9,000		69,523	92,412
7205 Smithers Rural Fire Protection	387,241					387,241		50,000	0		50,000					437,241	437,241
7206 Telkwa Rural Fire Protection	174,902				108	175,009	0	7,000	30,000		37,000	1,133				162,646	48,230
7207 Vanderhoof Rural Fire Protection	46,516					46,516	0		0		0					45,821	46,516
7501 9-1-1 Service	463,958		107,000		50,391	621,350	0		0	4,500	4,500	0	4,500			621,350	625,850
7601 Emergency Preparedness Planning	530,212				729,931	1,260,143	0	167,000	0	34,730	201,730	167,000	34,730			1,280,143	1,461,873
7701 Burns Lake & Area Victim Services	21,975				2,605	24,581			919		919					25,500	25,500
7702 Smithers Victim Services	48,141				500	48,641			79		79					48,720	48,720
8101 Lakes District Airport	61,783				21,126	82,909	-80,000	0	3,366		-76,634					6,275	6,275
8202 FSJ Seniors Helping Seniors Transportation Se	0				0	0	0	0	0	0	0					0	0
8203 Regional Transit Service	81,768		26,000		138,500	246,268	0	0	0		0					238,802	246,268
9101 Decker Lake Street Lighting		10,338	350			10,688			312		312					11,000	11,000
9102 Endako Street Lighting	3,660		343			4,003			0		0					4,003	4,003
9103 Ft. Fraser Street Lighting	10,635		400			11,035			465		465					11,500	11,500
9104 Gerow Island Street Lighting	4,576					4,576		0	0		0					4,500	4,576
9106 Colony Point Street Lighting	3,347					3,347			103		103					3,450	3,450
9107 Laidlaw Street Lighting	250					250			1,609		1,609					1,859	1,859
9108 Gowan Loop Street Lighting	1,617				0	1,617			83		83					1,700	1,700
10101 Bulkley Valley Regional Pool and Rec. Centre	1,179,401				317,000	1,496,401	-235,600	0	0	160,000	-75,600	290,000	160,000			953,066	1,420,801
10102 Vanderhoof Pool	552,558					552,558	-5,000		0		-5,000					547,558	547,558
10201 Ft.St.James Arena Grant	50,750					50,750			0		0					50,750	50,750
10202 Burns Lake Arena	242,220				2,500	244,720			543		543					245,263	245,263
10301 Smithers Rural Recreation/Culture	603,558					603,558			0		0					603,558	603,558

10302 Vanderhoof Recreation & Culture	108,199				108,199			0	0				108,199		108,199		
10303 Lakes District Recreation and Culture	350,343			113,574	463,916	-200		173,441	173,241				637,157		637,157		
10401 Ft. Fraser Cemetary Grant	3,974			100	4,074			176	176				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	60,560			500	61,060			0	0				60,900	160	61,060		
10502 Fraser Lake and Area TV Rebroadcasting	58,319			28,616	86,934			4,416	4,416				91,350	0	91,350		
10503 Ft. St. James and Area TV Rebroadcasting	163,781			3,000	166,781			0	0				165,445	1,336	166,781		
10504 Burns Lake and Area TV Rebroadcasting	23,851			8,140	31,990	0		1,010	1,010				33,000	0	33,000		
10602 Fraser Lake Rural Library Grant	52,680			31,629	84,309			3,221	3,221				87,530	0	87,530		
10603 Fort St. James Library	21,483			0	21,483			0	0				21,433	50	21,483		
10801 Fort Fraser Community Hall	2,574			93	2,667			83	83				2,750	0	2,750		
10802 Braeside Community Hall	2,850				2,850				0				2,850		2,850		
10902 Bulkeley Valley Trails	159,763	9,000		0	168,763		50,000	54,557	35,000	139,557		25,000	35,000	248,320	0	308,320	
10903 Houston Trails	81,894			0	81,894		74,606	0		74,606		50,000		106,500		156,500	
10904 Lakes Trails	71,201			22,777	93,978		160,000	23,626	3,000	186,626		160,000	3,000	117,604	0	280,604	
10905 Fort St. James Trails	64,540			0	64,540		66,750	1,551		68,301		50,000		82,841		132,841	
10912 Bulkeley Valley Recreation	55,039			0	55,039	-50,000		78,648		28,648				83,687		83,687	
10913 Houston Recreation	15,371			0	15,371	-30,000		40,004		10,004				25,375		25,375	
10914 Lakes Recreation	43,132			14,048	57,180	-60,000		65,902		5,902				63,082		63,082	
10915 Fort St. James Recreation	35,394			250	35,644	-50,000		65,106		15,106				50,750		50,750	
Total for all Departments	15,529,815	153,611	437,003	0	5,387,008	21,507,437	-1,500,650	6,219,401	2,118,234	1,509,950	8,346,935	975,457	5,911,408	1,509,950	21,357,081	100,475	29,854,371

TABLE 1

Dept	Service	Tax on a \$100,000 Residential Property								
		Taxation			Rural Taxpayers			Municipal Taxpayers		
		2026 Tax	2025 Tax	Increase (Decrease)	2026	2025	Increase (Decrease)	2026	2025	Increase (Decrease)
Region-Wide Services										
1201	General Government	1,610,333	2,538,265	(927,932)	14.14	23.06	(8.92)	14.14	23.06	(8.92)
4101	Electoral Area Planning	314,563	398,295	(83,732)	3.21	4.21	(1.00)	3.21	4.21	(1.00)
4301	Development Services	358,341	295,978	62,363	3.15	2.69	0.46	3.15	2.69	0.46
5101	Environmental Services	5,365,902	4,373,467	992,435	47.12	39.74	7.38	47.12	39.74	7.38
7501	9-1-1 Service	463,958	395,061	68,897	4.07	3.59	0.48	4.07	3.59	0.48
Total Region-Wide Services		8,113,096	8,001,066	112,030	71.68	73.29	(1.60)	71.68	73.29	(1.60)
Regional Rural Services										
1101	Rural Government	665,455	619,335	46,120	10.01	9.73	0.28			
5901	Weed Control	29,931	30,427	(496)	0.45	0.48	(0.03)			
7601	Emergency Preparedness	530,212	544,432	(14,220)	7.98	8.56	(0.58)			
Total Rural-Wide Services		1,225,599	1,194,194	31,405	18.44	18.77	(0.32)			
TOTAL		9,338,695	9,195,260	143,435	90.13	92.05	(1.93)	71.68	73.29	(1.60)

Major Services Requisition Change		Tax Rate \$\$/\$1000 Assessment	0.901	0.921	(0.019)	0.717	0.733	(0.016)
		Tax amount for a \$400,000 Assessment		\$ 360.51			\$ 286.74	
		Tax amount increase for a \$400,000 Assessment		-\$ 7.70	-2.1%		-\$ 6.41	-2.2%
ALL PROPERTY CLASSES	3.87% MARKET INCREASE	Tax amount increase for a NOW \$415,480 Assessment		\$ 6.25	1.7%		\$ 4.69	1.6%
RESIDENTIAL PROPERTY CLASSES	3.64% MARKET INCREASE	Tax amount increase for a NOW \$414,560 Assessment		\$ 5.42	1.5%		\$ 4.03	1.4%

**REQUISITION AMOUNTS SUMMARY
ALL SERVICES**

	2026 Requisition Amount	2025 Requisition Amount	% Year over Year
Municipalities			
District of Houston	446,530	448,101	-0.4%
Town of Smithers	2,260,761	2,215,843	2.0%
Village of Burns Lake	420,885	423,631	-0.6%
District of Fort St. James	461,431	434,187	6.3%
Village of Fraser Lake	161,613	191,569	-15.6%
Village of Granisle	30,379	25,331	19.9%
Village of Telkwa	281,488	257,945	9.1%
District of Vanderhoof	731,902	750,281	-2.4%
	4,794,989	4,746,888	1.0%
Electoral Areas			
Electoral Area "A"	1,911,645	1,875,006	2.0%
Electoral Area "B"	828,307	824,609	0.4%
Electoral Area "C"	858,175	836,737	2.6%
Electoral Area "D"	907,615	895,388	1.4%
Electoral Area "E"	1,218,492	1,193,877	2.1%
Electoral Area "F"	1,688,343	1,685,214	0.2%
Electoral Area "G"	731,741	680,100	7.6%
	8,144,318	7,990,931	1.9%
All Jurisdictions - Subtotal	12,939,307	12,737,819	1.6%
Other Taxes			
Specified Areas	18,871	16,129	17.0%
Service Areas -Taxation on Land & Improvements	1,965,488	1,841,732	6.7%
Service Areas -Taxation on Improvements Only	317,755	306,604	3.6%
Defined Areas	288,398	250,711	15.0%
	2,590,512	2,415,176	7.3%
Parcel Taxes			
Parcel	41,835	35,638	17.4%
Frontage	111,776	117,250	-4.7%
	153,611	152,888	0.5%
TOTAL REQUISITION	15,683,430	15,305,883	2.5%

District of Houston		2026	2025
Tax rate per \$1,000 (Hospital Assessments)		0.822	0.777
Taxation on Land & Improvements:		Requisition	Requisition
Revised 2025 Hospital Converted Total - 100%		Amount	Amount
General Government	General Government	76,808	132,914
Economic Development	Bylaw 1652, 2012		
Development Services	General Government	17,084	15,499
Environmental Services	Bylaw 1726, 2015	255,816	229,014
Television Rebroadcasting	Bylaw, 630, 1990	6,196	6,851
Regional Recreation	Bylaw 1979, 2022	6,300	3,638
Revised 2024 Hospital Converted Total - 66%			
Planning and Zoning	SLP - No. 1	11,609	16,179
		373,813	404,095
Taxation on Improvements only:			
Revised 2025 Hospital Converted Total - 100%			
9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	23,301	22,268
Regional Parks & Trails	Bylaw 1928, 2021	33,566	5,665
		56,867	27,933
Taxation on Population			
Regional Public Transit	Bylaw 1790, 2017	15,850	16,073
		15,850	16,073
Total		446,530	448,101
Town of Smithers		2026	2025
Tax rate per \$1,000 (Hospital Assessments)		1.193	1.235
Taxation on Land & Improvements:		Requisition	Requisition
Revised 2025 Hospital Converted Total - 100%		Amount	Amount
General Government	General Government	267,968	413,897
Economic Development	Bylaw 1652, 2012		
Development Services	General Government	59,602	48,263
Environmental Services	Bylaw 1726, 2015	892,495	713,152
Smithers Victim Services	Bylaw 1776, 2016	24,308	22,884
Bulkley Valley Regional Pool	Bylaw 1350,2005	742,578	698,840
Television Rebroadcasting	Bylaw, 630, 1990	21,619	21,334
Regional Recreation	Bylaw 1976, 2022	30,144	40,668
Revised 2024 Hospital Converted Total - 66%			
Planning and Zoning	SLP - No. 1	40,503	50,382
		2,079,217	2,009,420
Taxation on Improvements only:			
Revised 2025 Hospital Converted Total - 100%			
9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	66,114	54,426
Regional Parks & Trails	Bylaw 1927, 2021	87,500	123,674
		153,614	178,100
Taxation on Population			
Regional Public Transit	Bylaw 1790, 2017	27,930	28,323
		27,930	28,323
Total		2,260,761	2,215,843

Village of Burns Lake**Taxation on Land & Improvements:****Tax rate per \$1,000 (Hospital Assessments)****Revised 2025 Hospital Converted Total - 100%**

		2026 Requisition 1.361 Amount	2025 Requisition 1.418 Amount
General Government	General Government	43,744	68,893
Nechako Watershed/Fraser Basin Council	General Government	244	227
Economic Development	Bylaw 1652, 2012		
Development Services	General Government	9,729	8,033
Environmental Services	Bylaw 1726, 2015	145,692	118,704
Gowan Loop Street Lighting	Bylaw 1983, 2022	1,617	1,459
Regional Recreation	Bylaw 1977, 2022	7,444	7,658

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	6,612	8,386
		<u>215,082</u>	<u>213,360</u>

Taxation on Improvements only:**Revised 2025 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	13,227	11,346
Burns Lake & Area Victim Services	Bylaw 1682,2013	13,185	13,488
Lakes District Airport	Bylaw 1751,2015	10,481	12,505
Burns Lake Tom Forsyth Arena Grant	Bylaw 1609,2012	83,499	83,702
Lakes District Arts & Culture	Bylaw 1831,2018	60,461	60,961
Burns Lake & Area TV Rebroadcast	Bylaw 982,1997	4,046	4,314
Regional Parks & Trails	Bylaw 1929, 2021	12,288	15,218
		<u>197,187</u>	<u>201,534</u>

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	8,616	8,737
		<u>8,616</u>	<u>8,737</u>

Total

420,885	423,631
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District of Fort St. James**Tax rate per \$1,000 (Hospital Assessments)****Taxation on Land & Improvements:****Revised 2025 Hospital Converted Total - 100%**

		2026 1.004 Requisition Amount	2025 1.012 Requisition Amount
General Government	General Government	64,997	98,958
Nechako Watershed/Fraser Basin Council	General Government	363	325
Economic Development	Bylaw 1652, 2012		
Development Services	General Government	14,457	11,539
Environmental Services	Bylaw 1726, 2015	216,479	170,506
Fort St. James Seniors Helping Seniors	Bylaw 1750,2016	0	0
Television Rebroadcasting	Bylaw 1765,2016	94,912	93,527
Regional Recreation	Bylaw 1978, 2022	13,062	17,809

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	9,824	12,046
		<u>414,094</u>	<u>404,710</u>

Taxation on Improvements only:**Revised 2025 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	22,078	18,100
Regional Parks & Trails	Bylaw 1930, 2021	23,819	9,917
		<u>45,897</u>	<u>28,017</u>

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	1,440	1,460
		<u>1,440</u>	<u>1,460</u>

Total

461,431	434,187
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Village of Fraser Lake**Tax rate per \$1,000 (Hospital Assessments)****Taxation on Land & Improvements:****Revised 2025 Hospital Converted Total - 100%**

		2026 0.795 Requisition Amount	2025 0.813 Requisition Amount
General Government	General Government	28,744	54,330
Nechako Watershed/Fraser Basin Council	General Government	160	179
Economic Development	Bylaw 1652, 2012		
Development Services	General Government	6,393	6,335
Environmental Services	Bylaw 1726, 2015	95,736	93,611
Television Rebroadcasting	Bylaw 1855, 2019	11,059	14,843

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	4,345	6,613
		<u>146,437</u>	<u>175,911</u>

Taxation on Improvements only:**Revised 2025 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	10,164	10,576
		<u>10,164</u>	<u>10,576</u>

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	5,012	5,082
		<u>5,012</u>	<u>5,082</u>

Total

		<u>161,613</u>	<u>191,569</u>
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Village of Granisle**Tax rate per \$1,000 (Hospital Assessments)****Taxation on Land & Improvements:****Revised 2025 Hospital Converted Total - 100%**

		2026 0.779 Requisition Amount	2025 0.736 Requisition Amount
General Government	General Government	5,514	7,934
Economic Development	Bylaw 1652, 2012		
Development Services	General Government	1,227	925
Environmental Services	Bylaw 1726, 2015	18,366	13,670
Regional Recreation		452	217

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	833	966
		<u>26,392</u>	<u>23,712</u>

Taxation on Improvements only:**Revised 2025 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	1,227	926
Regional Parks & Trails	Bylaw 1928, 2021	2,410	338
		<u>3,637</u>	<u>1,264</u>

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	350	355
		<u>350</u>	<u>355</u>

Total

		<u>30,379</u>	<u>25,331</u>
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Village of Telkwa**Tax rate per \$1,000 (Hospital Assessments)****Taxation on Land & Improvements:****Revised 2025 Hospital Converted Total - 100%**

		2026 0.961 Requisition Amount	2025 0.974 Requisition Amount
General Government	General Government	41,416	61,082
Economic Development	Bylaw 1652, 2012		
Development Services	General Government	9,212	7,123
Environmental Services	Bylaw 1726, 2015	137,941	105,244
Smithers Victim Services	Bylaw 1776, 2016	3,757	3,377
Bulkley Valley Regional Pool	Bylaw 1350, 2005	68,862	61,879
Houston/Smithers TV Rebroadcasting	Bylaw 1818, 2018	3,341	3,148

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	6,260	7,435
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Taxation on Improvements only:**Revised 2025 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	10,699	8,657
		10,699	8,657

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	0	0
		0	0

Total

281,488	257,945
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District of Vanderhoof**Tax rate per \$1,000 (Hospital Assessments)****Taxation on Land & Improvements:****Revised 2025 Hospital Converted Total - 100%**

		2026 0.730 Requisition Amount	2025 0.744 Requisition Amount
General Government	General Government	141,780	232,690
Nechako Watershed/Fraser Basin Council	General Government	791	765
Economic Development	Bylaw 1652, 2012		
Development Services	General Government	31,535	27,133
Environmental Services	Bylaw 1726, 2015	472,211	400,928

Revised 2024 Hospital Converted Total - 66%

Planning and Zoning	SLP - No. 1	21,430	28,324
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Taxation on Improvements only:**Revised 2025 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	41,584	37,553
		41,584	37,553

Taxation on Population

Regional Public Transit	Bylaw 1790, 2017	22,571	22,888
		22,571	22,888

Total

731,902	750,281
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ELECTORAL AREAS

	2026 Requisition Amount	2025 Requisition Amount
Electoral Area "A"	1.2220	1.2758
Taxation on Land & Improvements:		
Rural Government Services (1101)	156,648	143,036
Area A Grant in Aid (1131)	0	0
General Government (1201)	221,305	338,939
Regional Agriculture (1205)		
Planning and Zoning (4101)	50,177	61,889
Development Services (4301)	49,224	39,523
Building Numbering (4401)	4,612	4,697
Unightly Premises Regulatory Control (4501)	601	8,858
Environmental Services (5101)	737,078	583,996
Weed Control (5901)	7,046	7,027
Emergency Preparedness Planning (7601)	124,812	125,738
Smithers Victim Services	20,075	18,739
Bulkley Valley Regional Pool and Rec Centre (10101)	367,961	343,366
Regional Recreation (10912)	24,895	33,303
	<hr/> 1,764,434	<hr/> 1,709,111
Taxation on Improvements Only:		
Area "A" Economic Development (2401)	15,000	15,000
9-1-1 Emergency Telephone. Response (7501)	59,948	49,619
Smithers Para-Transit (8201)	0	0
Regional Parks & Trails (10902)	72,263	101,276
	<hr/> 147,211	<hr/> 165,895
	<hr/> 1,911,645	<hr/> 1,875,006

ELECTORAL AREAS

	2026 Requisition Amount	2025 Requisition Amount
Electoral Area "B"	1.606	1.650
Taxation on Land & Improvements:		
Rural Government Services (1101)	51,634	48,650
Area B Grant In Aid (1132)	0	0
General Government (1201)	72,945	115,281
Nechako Watershed/Fraser Basin Council (1206)	407	379
Regional Agriculture (1205)		
Planning and Zoning (4101)	16,538	21,049
Development Services (4301)	16,225	13,443
Building Numbering (4401)	1,520	1,598
Unightly Premises Regulatory Control (4501)	198	3,013
Environmental Services (5101)	242,952	198,631
Weed Control (5901)	2,322	2,390
Emergency Preparedness Planning (7601)	41,140	42,767
Regional Recreation (10914)	12,413	12,815
	<hr/> 458,294	<hr/> 460,016
Taxation on Improvements Only:		
Electoral Area 'B' Economic Development (2402)	68,475	61,615
9-1-1 Service (7501)	20,905	17,345
Burns Lake & Area Victim Services (7701)	4,395	4,496
Lakes District Airport (8101)	16,564	19,116
Burns Lake Tom Forsyth Arena Grant (10202)	131,967	127,953
Lakes District Arts & Culture (10303)	100,823	102,009
Burns Lake & Area TV Rebroadcast (10504)	6,393	6,594
Regional Parks & Trails (10904)	20,491	25,465
	<hr/> 370,013	<hr/> 364,593
	<hr/> 828,307	<hr/> 824,609

ELECTORAL AREAS

	2026 Requisition Draft	2025 Requisition Invoiced
Electoral Area "C" Complete	1.093	1.052
Taxation on Land & Improvements:		
Rural Government Services (1101)	78,657	77,411
Area C Grant in Aid (1133)	0	0
General Government (1201)	111,122	183,429
Nechako Watershed/Fraser Basin Council (1206)	621	603
Regional Economic Development (2500)	0	0
Planning and Zoning (4101)	25,194	33,492
Development Services (4301)	24,716	21,390
Building Numbering (4401)	2,316	2,542
Unsightly Premises Regulatory Control (4501)	301	4,793
Waste Disposal (5101)	370,103	316,051
Weed Control (5901)	3,538	3,803
Emergency Preparedness Planning (7601)	62,671	68,048
Fort Saint James Library (10603)	21,483	21,483
Regional Recreation (10915)	22,333	33,013
	<u>723,055</u>	<u>766,058</u>
Taxation on Improvements Only:		
Area "C" Economic Development (2403)	66,500	26,951
9-1-1 Emergency Telephone. Response (7501)	27,899	25,346
Regional Parks & Trails (10905)	40,722	18,382
	<u>201,620</u>	<u>70,679</u>
	<u>858,175</u>	<u>836,737</u>
	2026 Requisition Draft	2025 Requisition Invoiced
	1.155	1.087
Electoral Area "D" Complete		
Taxation on Land & Improvements:		
Rural Government Services (1101)	86,945	80,131
Area D Grant in Aid (1134)	0	0
General Government (1201)	122,832	189,878
Nechako Watershed/Fraser Basin Council (1206)	686	624
Regional Economic Development (2500)	0	0
Planning and Zoning (4101)	27,849	34,669
Development Services (4301)	27,321	22,141
Building Numbering (4401)	2,560	2,632
Unsightly Premises Regulatory Control (4501)	332	4,963
Waste Disposal (5101)	409,104	327,161
Weed Control (5901)	3,911	3,937
Emergency Preparedness Planning (7601)	69,275	70,440
Television Rebroadcasting (10502)	47,259	51,876
	<u>798,074</u>	<u>788,452</u>
Taxation on Improvements Only:		
Area "D" Economic Development (2404)	19,068	34,352
9-1-1 Emergency Telephone. Response (7501)	37,793	31,310
Fraser Lake Library (10602) 755	52,680	41,274
	<u>109,541</u>	<u>106,936</u>
	<u>907,615</u>	<u>895,388</u>

ELECTORAL AREAS**Electoral Area "E"****Taxation on Land & Improvements:**

	2026 Requisition Amount	2025 Requisition Amount
	1.260	1.332
Rural Government Services (1101)	96,820	87,233
Area E Grant in Aid (1135)	0	0
General Government Services (1201)	136,783	206,706
Nechako Watershed/Fraser Basin Council (1206)	763	680
Regional Agriculture (1205)		
Planning and Zoning (4101)	31,012	37,742
Development Services (4301)	30,423	24,103
Building Numbering (4401)	2,851	2,864
Environmental Services (5101)	455,569	356,157
Weed Control (5901)	4,355	4,286
Emergency Prep Planning (7601)	77,143	76,683
Regional Recreation (10914)	23,276	22,977

	858,995	819,431
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Taxation on Improvements Only:

Area "E" Economic Development (2405)	35,631	52,135
9-1-1 Emergency Telephone. Response (7501)	43,842	35,953
Burns Lake & Area Victim Services (7701)	4,395	4,496
Lakes District Airport (8101)	34,738	39,624
Lakes District Arts & Culture (10303)	189,058	182,907
Burns Lake & Area TV Rebroadcast (10504)	13,410	13,671
Regional Parks & Trails (10904)	38,423	45,660
	359,497	374,446

	1,218,492	1,193,877
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ELECTORAL AREAS**Electoral Area "F"****Taxation on Land & Improvements:**

	2026 Requisition Amount	2025 Requisition Amount
	1.404	1.447
Rural Government Services (1101)	120,375	113,349
Area F Grant in Aid (1136)	0	0
General Government (1201)	170,060	268,589
Nechako Watershed/Fraser Basin Council (1206)	949	883
Regional Agriculture (1205)		
Planning and Zoning (4101)	38,556	49,042
Development Services (4301)	37,825	31,319
Building Numbering (4401)	3,544	3,722
Unightly Premises Regulatory Control (4501)	461	7,019
Environmental Services (5101)	566,400	462,784
Weed Control (5901)	5,414	5,569
Emergency Preparedness Planning (7601)	95,911	99,640

	1,039,495	1,041,916
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Taxation on Improvements Only:

Area "F" Economic Development (2406)	46,630	50,000
9-1-1 Emergency Telephone. Response (7501)	49,660	41,609
Vanderhoof Pool (10102)	552,558	551,689
	648,848	643,298

	1,688,343	1,685,214
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	2026 Requisition Draft	2025 Requisition Invoiced
Electoral Area "G" Complete	0.985	0.952
Taxation on Land & Improvements:		
Rural Government Services (1101)	74,376	69,525
Area G Grant in Aid (1137)	0	0
General Government (1201)	105,075	164,745
Regional Economic Development (2500)	0	0
Planning and Zoning (4101)	23,823	30,081
Development Services (4301)	23,371	19,210
Building Numbering (4401)	2,190	2,283
Unightly Premises Regulatory Control (4501)	285	4,306
Waste Disposal (5101)	349,960	283,858
Weed Control (5901)	3,345	3,416
Emergency Preparedness Planning (7601)	59,260	61,117
Regional Recreation (10913)	8,619	4,509
	<u>650,304</u>	<u>643,050</u>
Taxation on Improvements Only:		
Area "G" Economic Development (2407)		
9-1-1 Emergency Telephone. Response (7501)	35,519	30,028
Regional Parks & Trails (10901)	45,918	7,022
	<u>81,437</u>	<u>37,050</u>
	<u><u>731,741</u></u>	<u><u>680,100</u></u>

	2026 Requisition	2025 Requisition	Increase in Requisition
SPECIFIED AREAS			
Endako Street Lighting (9102)	3,660	3,283	11.5%
Fort Fraser Street Lighting (9103)	10,635	8,958	18.7%
Gerow Island Street Lighting (9104)	4,576	3,888	17.7%
	18,871	16,129	17.0%
PARCEL TAX			
Lake Kathlyn Aquatic Weed Control (5902)	9,625	9,350	2.9%
Glacier Gulch Water Diversion (5903)	7,800	3,268	138.7%
Cluculz Lake/ Somerset Sewer (6301)	14,073	14,063	0.1%
Decker Lake Street Lighting (9101)	10,338	8,957	15.4%
	41,835	35,638	17.4%
FRONTAGE TAX			
Fort Fraser Sewer System (6101)	49,796	54,015	-7.8%
Fort Fraser Water System (6201)	61,980	63,234	-2.0%
	111,776	117,250	-4.7%
SERVICE AREAS			
Service Areas Taxed on Land & Improvements:			
Fort Fraser Local Community (1501)	7,788	7,443	4.6%
Fort Fraser Fire Protection (7101)	63,982	64,946	-1.5%
Topley Rural Fire Protection (7103)	89,139	87,473	1.9%
Burns Lake Rural Fire Protection (7201)	161,479	152,825	5.7%
Fort St. James Rual Fire (7202)	246,025	243,995	0.8%
Luck Bay Fire Protection (7204)	78,867	70,514	11.8%
Smithers Rual Fire Protection (7205)	387,241	326,685	18.5%
Telkwa Fire Protection (7206)	174,902	150,959	15.9%
Cluculz Lake Emergency Resp (7301)	29,296	29,296	0.0%
FSJ Seniors Helping Seniors Transportation	0	0	
Colony Point Street Lighting (9106)	3,347	2,925	14.4%
Laidlaw Street Lighting Service (9107)	250	0	
Fort St. James Arena Grant (10201)	50,750	38,062	33.3%
Smithers Rural Rec & Culture (10301)	603,554	597,762	1.0%
Fort St. James T.V. (10503)	68,868	68,849	0.0%
	1,965,488	1,841,732	6.7%
Service Areas Taxed on Improvements Only:			
Southside Rural Fire Protection (7102)	67,884	67,968	-0.1%
Houston Rural Fire Protection (7203)	27,853	26,497	5.1%
Vanderhoof Rual Fire Protection (7207)	46,516	44,097	5.5%
Burns Lake Tom Forsyth Arena (10202)	26,754	26,323	1.6%
Vanderhoof Rec and Culture (10302)	108,199	101,500	6.6%
Ft Fraser Cemetary 756	3,974	4,035	-1.5%
* Ft. Fraser Cemetary 756	0	0	
Topley Cemetary 754	18	17	
Topley Cemetary 755	1,728	1,729	-0.1%
* Topley Cemetary 755	0	0	
Houston/Smithers T.V. (10501) 754	28,568	28,174	1.4%
Houston/Smithers T.V. (10501) 755	837	849	-1.4%
Fort Fraser Community Hall (10801)	2,574	2,564	0.4%
Braeside Community Hall (10802)	2,850	2,850	0.0%
	317,755	306,604	3.6%
	2,283,243	2,148,336	6.3%
DEFINED AREAS			
Building Inspection (4201) 754	138,308	118,636	16.6%
Building Inspection (4201) 755	52,119	45,195	15.3%
Building Inspection (4201) 756	97,971	86,880	12.8%
	288,398	250,711	15.0%
GRAND TOTAL.....	15,683,430	15,305,883	2.5%



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Wendy Wainwright, Deputy Director of Corporate Services
Date: March 26, 2026
Subject: **Committee Meeting Recommendations - March 12, 2026**

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

Recommendation 1 and 2 as written

BACKGROUND

The following are the recommendations from the March 12, 2026 Rural Services Committee Meeting for the Board's consideration and approval.

Rural Services Committee – March 12, 2026

Recommendation 1:

Re: Rural Resident Survey Proposal

That the Board direct staff to bring back a draft Rural Resident Survey by May 2026 for consideration.

Recommendation 2:

Re: Invitation to BC Parks Foundation

That the Board invite the BC Parks Foundation as a delegation to a future RDBN Committee of the Whole meeting.

ATTACHMENTS:

If required

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: Wendy Wainwright, Deputy Director of Corporate Services

Date: March 26, 2026

Subject: **Rural Services Committee Meeting Minutes - Amended - February 12, 2026**

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

That the Board approve the Rural Services Committee Meeting Minutes for February 12, 2026 as amended.

BACKGROUND

In preparing the February 12, 2026 Rural Services Committee Meeting there was an error made to the minutes for **Motion 2026-RSC-029**.

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Economic Development Service Grants for Labour Market Research Plan Applications

2026-RSC-029

Moved by Director Parker

Seconded by Director Newell

That the Committee recommend that the Board approve a grant of \$10,000 for Electoral Areas B (Burns Lake Rural), D (Fraser Lake Rural), F(Vanderhoof Rural) and G (Houston/Topley Rural) from Northern Capital Planning Grant (NCPG) to ~~the Village of Burns Lake for the Village's~~ application to the Labour Market Research Plan program facilitated by NDIT.

CARRIED UNANIMOUSLY

Below is the amended motion:

That the Committee recommend that the Board approve a grant of \$10,000 for Electoral Areas B (Burns Lake Rural), D (Fraser Lake Rural), F(Vanderhoof Rural) and G (Houston/Topley Rural) from Northern Capital Planning Grant (NCPG) for applications to the Labour Market Research Plan program facilitated by NDIT.

ATTACHMENTS:

February 12, 2026 Rural Services Committee Meeting Minutes as amended

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
RURAL SERVICES COMMITTEE MEETING
MINUTES
Thursday, February 12, 2026**

Directors Present: Chair Michael Riis-Christianson
Judy Greenaway
Clint Lambert
Shirley Moon
Chris Newell
Mark Parker
Stoney Stoltenberg

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 - arrived at 2:27 p.m., left at 3:01 p.m.
Jason Llewellyn, Director of Planning and Development Services - left at 2:30 p.m.
Amy Wainwright, Deputy Director of Planning and Development Services- left at 2:30 p.m.
Wendy Wainwright, Deputy Director of Corporate Services

Others: Martin Elphee, District of Fort St. James
Linda McGuire, Village of Granisle - left at 3:10 p.m.
Kevin Moutray, District of Vanderhoof - left at 3:06 p.m.
Sarrah Storey, Village of Fraser Lake - left at 2:33 p.m.

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 2:24 p.m.

Thursday, February 12, 2026

2 of 6

AGENDA

February 12, 2026

2026-RSC-025

Moved by Director Stoltenberg

Seconded by Director Moon

That the Rural Services Committee Meeting Agenda for February 12, 2026 be received.

CARRIED UNANIMOUSLY

MINUTES

Rural Services Committee Meeting Minutes - January 15, 2026

2026-RSC-026

Moved by Director Greenaway

Seconded by Director Newell

That the Rural Services Committee Meeting Minutes for January 15, 2026 be received

CARRIED UNANIMOUSLY

PLANNING AND DEVELOPMENT

Referrals

Cameron Kral, Planner - Recreation Referral No. REC272988 - Electoral Area A (Smithers/Telkwa Rural)

2026-RSC-027

Moved by Director Stoltenberg

Seconded by Director Newell

That the comment sheet be provided to Recreation Sites and Trails BC as the RDBN's response to recreation referral No. REC272988.

CARRIED UNANIMOUSLY

Danielle Patterson, Senior Planner - Crown Land Referral Application No. 410395 - Electoral Area C (Fort St. James Rural)

2026-RSC-028

Moved by Director Greenaway

Thursday, February 12, 2026

3 of 6

Seconded by Director Moon

That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 410395 for a Section 16 Withdrawal of Disposition.

CARRIED UNANIMOUSLY

REPORTS

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Economic Development Service Grants for Labour Market Research Plan Applications

2026-RSC-029

Moved by Director Parker

Seconded by Director Newell

That the Committee recommend that the Board approve a grant of \$10,000 for Electoral Areas B (Burns Lake Rural), D (Fraser Lake Rural), F(Vanderhoof Rural) and G (Houston/Granisle Rural) from Northern Capital Planning Grant (NCPG) for applications to the Labour Market Research Plan program facilitated by NDIT.

CARRIED UNANIMOUSLY

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Community Hall Engagement Update

2026-RSC-030

Moved by Director Greenaway

Seconded by Director Stoltenberg

That the Committee receive the Manager of Strategic Initiatives and Rural Services' Community Hall Engagement Update memorandum.

CARRIED UNANIMOUSLY

Nellie Davis, Manager of Strategic Initiatives and Rural Services Healthcare Recruitment and Retention Efforts

2026-RSC-031

Moved by Director Parker

Seconded by Director Stoltenberg

That the Committee receive the Manager of Strategic Initiatives and Rural Services' Healthcare Recruitment and Retention Efforts memorandum.

Thursday, February 12, 2026

4 of 6

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Report is an overview of some of the initiatives underway
- Canada's Healthcare Infusion endeavor
 - Passionate community members that have started the endeavor
- Various approaches to in-house initiatives
- Burns Lake, Electoral Areas B (Burns Lake Rural) and E (Francois/Ootsa Lake Rural) Recruitment and Retention Committee
- Scope creep
 - Traditionally federal and provincial mandate
 - Local governments stepping into the breach
- Errol Winters, Executive Director, Northern Interior Rural Family Practice attended the Burns Lake Medical Professionals Recruitment and Retention Committee and spoke of provincial downloading
- Loss of anesthesiologist in Vanderhoof in June 2026
 - Services levels will be at risk with a reduction of anesthesiologists
- Working together and supporting a regional hub model for medical professionals
 - Regional approach
 - Forming a healthcare committee that includes all members of the Stuart-Nechako Regional Hospital District to formulate a 5-year plan going forward
 - Hospital District mandate to fund capital projects
- District of Kitimat February 6, 2026 Report to the Kitimat Health Group regarding Kitimat Healthcare Professionals Retention & Recruitment - Health Recruitment and Retention Incentive Package
 - Challenges of communities offering additional incentives
 - Incentive amounts
 - Industrial pressures on healthcare in the community
- Northern Health incentives to medical practitioners
- Fort St. James Medical Professionals Recruitment and Retention Committee
 - Coordinator Position
 - Received applications
 - Challenges due to structure of Committee
 - Committee is investigating not for profit status
- Access to medical equipment assists in recruitment and retention of physicians and other medical professionals
- Inviting Errol Winters, Executive Director, Northern Interior Rural Division of Family Practice.

Thursday, February 12, 2026

5 of 6

2026-RSC-032

Moved by Director Greenaway

Seconded by Director Stoltenberg

That the Committee recommend that the Board invite Errol Winter, Executive Director, Northern Interior Rural Division of Family Practice to attend a future meeting to discuss recruitment and retention in healthcare.

CARRIED UNANIMOUSLY

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Passive Infrastructure Update**2026-RSC-033**

Moved by Director Stoltenberg

Seconded by Director Greenaway

That the Committee receive the Manager of Strategic Initiatives and Rural Services' Passive Infrastructure Update memorandum.

CARRIED UNANIMOUSLY

Nellie Davis, Manager of Strategic Initiatives and Rural Services - Rural Directors Survey Update**2026-RSC-034**

Moved by Director Stoltenberg

Seconded by Director Lambert

That the Committee receive the Manager of Strategic Initiatives and Rural Services' Rural Directors Survey Update memorandum.

CARRIED UNANIMOUSLY

Rural Services Committee future discussion items were discussed:

- Rural culture and lifestyle
 - Pressures
 - Exploring ways to champion and guard the culture and lifestyle
 - Similar for farming and ranching
 - Increased regulation and requirements impede the ability to encourage and protect the lifestyle.

Thursday, February 12, 2026

6 of 6

NEW BUSINESS

Agriculture Coordinator Update

- Interviews in progress.

ADJOURNMENT

2026-RSC-035

Moved by Director Newell

Seconded by Director Lambert

That the meeting be adjourned at 3:12 p.m.

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Wendy Wainwright, Deputy Director of Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Wendy Wainwright, Deputy Director of Corporate Services

Date: March 26, 2026

Subject: **Items to be brought forward to the public agenda from Special (In-Camera) Meeting**

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

Receive.

BACKGROUND

As per the Board recommendation, the following motion is being brought forward from the Special (In-Camera) meeting of March 12, 2026.

Non-Union Employees – 2026 Salary Increase

That the Board approve non-union staff salaries be increased by 2.0% effective January 1, 2026.

ATTACHMENTS:

None

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: John Illes, CFO
Date: March 26, 2026
Subject: **Northwest Revenue Sharing (RBA) Annual Report**

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

That the Board approve the Northwest Revenue Sharing Report.

BACKGROUND

The Northwest Revenue Sharing (RBA) approved annual report must be submitted annually by April 1st as part of the condition of the agreement with the province.

The annual plan for 2026 includes the actual expenditures for 2025 as well as those expenditures that are currently in the proposed 2026 five-year financial plan.

ATTACHMENTS:

Northwest Revenue Sharing (RBA) Annual Report Submissions

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):

2.1 Support RBA through engagement and communication.

Statutory Reporting Requirement

Local Government Name:

Bulkley-Nechako

Have the most recent versions of following documents been completed, and if required, approved and submitted to the Province?

Document	Yes/No	Reporting Timeline	Due Date
Long Term Development Plan (LTDP)	Yes	Once	Apr 1/25
Annual Development Plan	Yes	Annual	Apr 1st
Annual Progress Report	Yes	Annual	Apr 1st
Property Tax Bylaw	N/A	Annual	May 15
Five-year Financial Plan	Yes	Annual	May 15
Audited Financial Statements	Yes	Annual	May 15
Annual Municipal Report	N/A	Annual	June 30
Statement of Financial Information (SOFI)	Yes	Annual	June 30
Local Government Data Entry (LGDE)	Yes	Annual	May 15
LGDE Tax	N/A	Annual	May 15

If "No" to any of the above, please briefly explain why the document was not completed, approved, and/or submitted. Also, provide some estimate on when the document(s) will be completed, approved, and/or submitted.

I hereby certify the information in the Report is correct as at the date of this signature

 Financial Officer of the Local Government as defined
 under Section 149 of the Community Charter or 237 of
 the Local Government Act

 Date

Long-term Development Plan for the Local Government of:

Regional District of Bulkley-Nechako

Date Adopted by the Local Gov:

For Calendar Years

2024

to

2028

2024 Actual	2025	2025 Actual	2026	2027	2028	TOTAL
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General Government and Development

Asset Management		80,000	80,000	80,000	80,000	80,000	240,011
Planning							0
Capital		35,000	40,007				40,007
Capital Maintenance							0
Operations		65,000	60,557		100,000	100,000	260,557
Total	0	180,000	180,565	80,000	180,000	180,000	620,565

First Nation Outreach Projects & Initiatives

Planning							0
Capital			21,250				21,250
Capital Maintenance							0
Operations		235,000	118,711	180,000	185,000	190,000	673,711
Total	0	235,000	139,961	180,000	185,000	190,000	694,961

Water

Planning							0
Capital				134,000			134,000
Capital Maintenance							0
Operations							0
Total	0	0		134,000	0	0	134,000

Housing

Planning							0
Capital							0
Capital Maintenance							0
Operations							0
Total	0	0		0	0	0	0

Childcare Facilities

Planning							0
Capital							0
Capital Maintenance							0
Operations							0
Total	0	0		0	0	0	0

Sewer & Wastewater

Planning							0
Capital				120,000			120,000
Capital Maintenance							0
Operations							0
Total	0	0		120,000	0	0	120,000

Solid Waste & Recycling

Planning							0
Capital	759,016	2,245,000	843,366	2,125,920	3,500,000	3,924,517	11,152,819
Capital Maintenance							0
Operations							0
Total	759,016	2,245,000	843,366	2,125,920	3,500,000	3,924,517	11,152,819

Public Safety & Emergency Management

Planning							0
Capital		250,000	475,792	692,000	120,000	490,000	1,777,792
Capital Maintenance							0
Operations				90,000	90,000	90,000	270,000
Total	0	250,000	475,792	782,000	210,000	580,000	2,047,792

Roads & Transportation

Planning							0
Capital							0
Capital Maintenance							0
Operations							0
Total	0	0		0	0	0	0

Parks, Recreation & Culture

Planning							0
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Capital		100,000					0
Capital Maintenance							0
Operations							0
Total	0	100,000		0	0	0	0

Other

Description of "Other"							
Planning							0
Capital							0
Capital Maintenance							0
Operations							0
Total	0	0		0	0	0	0

TOTAL

Asset Management	-	80,000	80,000	80,000	80,000	80,000	320,000
Planning	-	-	-	-	-	-	0
Capital	759,016	2,630,000	1,380,415	3,071,920	3,620,000	4,414,517	13,245,868
Capital Maintenance	-	-	-	-	-	-	0
Operations	-	300,000	179,269	270,000	375,000	380,000	1,204,269
Total	759,016	3,010,000	1,639,684	3,421,920	4,075,000	4,874,517	14,770,137

Reconciliation

Funds Received	2,885,233	8,655,699	8,655,699			2,885,233	14,426,165
Fund Spent	759,016	3,010,000	1,639,684	3,421,920	4,075,000	4,874,517	14,770,137
Interest Received on Reserves	34,113		309,858				343,972
Running Unspent Funds	2,160,330	5,645,699	9,486,204	6,064,284	1,989,284	-	-

I hereby certify that this Long-term Development Plan (Plan) is a materially reasonable estimate of expected planning, operating, and capital expenditures over the five-year term specified in this Plan, and is presented in accordance with the requirements of the Peace River Agreement.

Financial Officer of the Local Government as defined under Section 149 of the Community Charter or 237 of the Local Government Act

Date

Annual Development Plan for the Local Government of:

Regional District of Bulkley-Nechako

Date Adopted by the Local Gov:

Note: The ADM for Local Government reserves the right to request additional information regarding cost projections in this document. This could include project budget. And cost items in in financial plans, master plans, or other local govt documents.

Summary Information

Item	Annual Cost
General Government & Development --- Asset Management	80,000
General Government & Development --- Planning	-
General Government & Development --- Capital	
General Government & Development --- Capital Maintenance	-
General Government & Development --- Operations	
General Government & Development --- TOTAL	80,000

Item	Annual Cost
First Nations Outreach Projects & Initiatives --- Planning	-
First Nations Outreach Projects & Initiatives --- Capital	-
First Nations Outreach Projects & Initiatives --- Capital Maintenance	-
First Nations Outreach Projects & Initiatives --- Operations	180,000
First Nations Outreach Projects & Initiatives --- Total	180,000

Item	Annual Cost
Water --- Planning	-
Water --- Capital	134,000
Water --- Capital Maintenance	-
Water --- Operations	-
Water --- Total	134,000

Item	Annual Cost
Housing --- Planning	-
Housing --- Capital	-
Housing --- Capital Maintenance	-
Housing --- Operations	-
Housing ---Total	-

Item	Annual Cost
Childcare Facilities --- Planning	-
Childcare Facilities --- Capital	-
Childcare Facilities --- Capital Maintenance	-
Childcare Facilities --- Operations	-
Childcare Facilities --- Total	-

Item	Annual Cost
Sewer & Wastewater --- Planning	-
Sewer & Wastewater --- Capital	120,000
Sewer & Wastewater --- Capital Maintenance	120,000
Sewer & Wastewater --- Operations	-
Sewer & Wastewater --- Total	240,000

Item	Annual Cost
Solid Waste & Recycling --- Planning	-

Solid Waste & Recycling --- Capital	2,125,920
Solid Waste & Recycling --- Capital Maintenance	-
Solid Waste & Recycling --- Operations	-
Solid Waste & Recycling --- Total	2,125,920

Item	Annual Cost
Public Safety & Emergency Management --- Planning	-
Public Safety & Emergency Management --- Capital	692,000
Public Safety & Emergency Management --- Capital Maintenance	-
Public Safety & Emergency Management --- Operations	90,000
Public Safety & Emergency Management --- Total	782,000

Item	Annual Cost
Roads & Transportation --- Planning	-
Roads & Transportation --- Capital	-
Roads & Transportation --- Capital Maintenance	-
Roads & Transportation --- Operations	-
Roads & Transportation --- Total	-

Item	Annual Cost
Parks, Recreation & Culture --- Planning	-
Parks, Recreation & Culture --- Capital	-
Parks, Recreation & Culture --- Capital Maintenance	-
Parks, Recreation & Culture --- Operations	-
Parks, Recreation & Culture --- Total	-

Item	Annual Cost
Other --- Planning	-
Other --- Capital	-
Other --- Capital Maintenance	-
Other --- Operations	-
Other --- Total	-

Item	Annual Cost
TOTAL --- Asset Management	80,000
TOTAL --- Planning	-
TOTAL --- Capital	3,071,920
TOTAL --- Capital Maintenance	120,000
TOTAL --- Operations	270,000
TOTAL	3,541,920

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General Government & Development --- Asset Management

General Description of Asset Management Expenses	Annual Cost
The hiring of an employee to Complete the Asset Management Plan	80,000
TOTAL	80,000

General Government & Development --- Planning

General Description of Planning Projects	Annual Cost
TOTAL	-

General Government & Development --- Capital

General Description of Capital Projects	Annual Cost
TOTAL	-

General Government & Development --- Capital Maintenance

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

General Government & Development --- Operations

General Description of Operational Expenses	Annual Cost
TOTAL	-

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First Nations Outreach Projects & Initiatives --- Planning

General Description of Planning Item	Annual Cost

TOTAL	-
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First Nations Outreach Projects & Initiatives --- Capital

General Description of Capital Projects	Annual Cost
TOTAL	-

First Nations Outreach Projects & Initiatives --- Capital Maintenance

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

First Nations Outreach Projects & Initiatives --- Operations

General Description of Operations Expenses	Annual Cost
Hiring of an employee for First Nations Liaison and Planning	105,000
Contribution to Operational Costs for the Highway 16 Transit Route	75,000
TOTAL	180,000

Water --- Planning

General Description of Planning Item	Annual Cost
TOTAL	-

Water --- Capital

General Description of Capital Projects	Annual Cost
SCADA System and Pump Replacement	134,000

TOTAL	134,000

Water --- Capital Maintenance

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

Water --- Operations

General Description of Operational Expenses	Annual Cost
TOTAL	-

=====

Housing --- Planning

General Description of Planning Item	Annual Cost
TOTAL	-

Housing --- Capital

General Description of Capital Projects	Annual Cost
TOTAL	-

Housing --- Capital Maintenance

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

Housing --- Operations

General Description of Operational Expenses	Annual Cost
TOTAL	-

Childcare Facilities --- Planning

General Description of Planning Item	Annual Cost
TOTAL	-

Childcare Facilities --- Capital

General Description of Capital Projects	Annual Cost
TOTAL	-

Childcare Facilities --- Capital Maintenance

General Description of Capital Maintenance Projects	Annual Cost

TOTAL	-

Childcare Facilities --- Operations

General Description of Operational Expenses	Annual Cost
TOTAL	-

Sewer & Wastewater --- Planning

General Description of Planning Item	Annual Cost
TOTAL	-

Sewer & Wastewater --- Capital

General Description of Capital Projects	Annual Cost
TOTAL	-

Sewer & Wastewater --- Capital Maintenance

General Description of Capital Maintenance Projects	Annual Cost
Manhole Replacement and Repair	120,000
TOTAL	120,000

Sewer & Wastewater --- Operations

General Description of Operational Expenses	Annual Cost
TOTAL	-

=====

Solid Waste & Recycling --- Planning

General Description of Planning Item	Annual Cost
TOTAL	-

Solid Waste & Recycling --- Capital

General Description of Capital Projects	Annual Cost
A large number of heavy equipment (list available)	2,125,920
TOTAL	2,125,920

Solid Waste & Recycling --- Capital Maintenance

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

Solid Waste & Recycling --- Operations

General Description of Operational Expenses	Annual Cost
TOTAL	-

=====

Public Safety & Emergency Management --- Planning

General Description of Planning Item	Annual Cost
TOTAL	-

Public Safety & Emergency Management --- Capital

General Description of Capital Projects	Annual Cost
Two new Fire Trucks (1/2 paid in 2025)	520,000
Minor capital for four departments	120,000
Portion of Underground Water Storage at Luck Bay	52,000
TOTAL	692,000

Public Safety & Emergency Management --- Capital Maintenance

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

Public Safety & Emergency Management --- Operations

General Description of Operational Expenses	Annual Cost
Operational Support for Fire Departments	90,000
TOTAL	90,000

=====

Roads & Transportation --- Planning

General Description of Planning Item	Annual Cost

TOTAL	-
-------	---

Roads & Transportation --- Capital

General Description of Capital Projects	Annual Cost
TOTAL	-

Roads & Transportation --- Capital Maintenance

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

Roads & Transportation --- Operations

General Description of Operational Expenses	Annual Cost
TOTAL	-

Parks, Recreation & Culture --- Planning

General Description of Planning Item	Annual Cost
TOTAL	-

Parks, Recreation & Culture --- Capital

General Description of Capital Projects	Annual Cost

TOTAL	-

Parks, Recreation & Culture --- Capital Maintenance

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

Parks, Recreation & Culture --- Operations

General Description of Operational Expenses	Annual Cost
TOTAL	-

Other --- Planning

General Description of Planning Item	Annual Cost
TOTAL	-

Other --- Capital

General Description of Capital Projects	Annual Cost
TOTAL	-

Other --- Capital Maintenance

General Description of Capital Maintenance Projects	Annual Cost

TOTAL	-

Other --- Operations

General Description of Operational Expenses	Annual Cost
TOTAL	-

=====

I hereby certify that this Annual Development Plan (Plan) is a materially reasonable estimate of the expected policy, operating, and capital expenditures over the one-year term specified in this Plan, and is presented in accordance the requirements of the Northwest B.C. Regional Funding Agreement and the terms of the Long-Term Development Plan.

 Financial Officer of the Local Government as defined under Section 149 of the Community Charter or 237 of the Local Government Act

 Date

Annual Progress Report for Year

Spending Item from ADP	Cost Category	Cost Type (Planning / Capital / Maintenance / Operations)	Estimated Amount from Prior Year ADP	Actual Amount for Prior Year	Variance	Is Variance > 20%	Reason For Variance if greater than 20% ¹
Asset Management Position and Minor Capital	General Government and Development	Planning and Capital	180,000	180,565	0%		
Transit and First Nation Liaison Position	First Nation Outreach Projects & Initiatives	Operations	235,000	139,961	-40%		Staff Vacancy in FN Liaison Position
	Water		-	-			
	Housing		-	-			
	Childcare Facilities		-	-			
	Sewer & Wastewater		-	-			
Capital Projects and Capital Major Equipment	Solid Waste & Recycling		2,245,000	843,366	-62%		Delayed major infrastructure project (Houston Transfer Station)
A portion of 3 new fire trucks	Public Safety & Emergency Management		250,000	441,171	90%		Ordered two new Fire Apparatus Early (for final delivery in 2026 - paid for Chasis)
Southside Fire PPE and Safety Equipment	Public Safety & Emergency Management		N/A	34,621	N/A		
	Roads & Transportation		-	-			
Two New Parks	Parks, Recreation & Culture		100,000	-	-100%		Waiting for Statutory Approvals from other Agencies
	Other		-	-			

Total

3,010,000 1,639,684

Reconciliation of Unspent RBA Funding in Reserves/Surplus

Unspent RBA funding at Jan 1:	2,160,330
Plus - Actual RBA payment made by the Province to the Local Government	8,655,699
Less - Actual Local Government RBA Expenses:	1,639,684
Plus - interest earned in current year (if applicable):	309,858
Unspent RBA funding at Dec 31:	9,486,204

Note 1: Please explain variance if greater than 20%, otherwise leave blank.

Additional Comments

I hereby certify that this Annual Progress Report (Report) materially represents the estimated and actual policy, operating, and capital expenditures over the

Financial Officer of the Local Government as defined under Section 149 of the Community Charter or 237 of the Local Government Act

Date

Local Govt: Regional District of Bulkley-Nechako
 LTDP Term from years 2024 To 2028

Title of Spending Item	Actual LG Expenses from Prior Years (from Previous Annual Progress Reports)							Total	Remaining Balance	Current ADP Request	Balance
	Projected 5-Year Pmts	2024	2025	2026	2027	2028					
	A	B	C	D	E	F	G=B+C+D+E+F				
General Government & Development	620,565		180,565				180,565	440,000	80,000	360,000	
First Nation Outreach Projects & Initiatives	694,961		139,961				139,961	555,000	180,000	375,000	
Water	-						-	-	-	-	
Housing	-						-	-	-	-	
Childcare	-						-	-	-	-	
Sewer & Wastewater	-						-	-	-	-	
Solid Waste & Recycling	11,152,819	759,016	843,366				1,602,382	9,550,437	2,125,920	7,424,517	
Public Safety & Emergency Management	2,047,792		475,792				475,792	1,572,000	782,000	790,000	
Roads & Transportation	-						-	-	-	-	
Parks, Recreation & Culture	-						-	-	-	-	
Other	-						-	-	-	-	
TOTAL	14,516,137	759,016	1,639,684	-	-	-	2,398,700	12,117,437	3,167,920	8,949,517	

Actual Payment made by Prov to the Local Government 2,885,233 8,655,699 - -

Positive Variance Equals Reserves/Surplus 2,126,217 7,016,015 - - -
 Interest Revenue Earned 34,113 309,858
 Cumulative Reserve/Surplus Balance 2,160,330 9,486,204 9,486,204 9,486,204 9,486,204

Estimated funds. All excess funds and any unspent funds are held in reserve for future projects.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

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

Date: March 26, 2026

Subject: **Corporate Operations Communication Guide**

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

That the Board approve the updated Corporate Operations Communications Guide (V4 - March 2026).

BACKGROUND

In 2022 the Board approved the first version of the Corporate Operations Communications Guide. There have been a few updates to the Guide since that time. Most notably, staff recommend that the Crisis Communications Plan and Information Officer Handbook, previously included as Appendixes A and B, be removed and published as stand-alone documents to increase responsiveness to the distinct needs of communication in an emergency event and the associated legislation.

Updates to the Corporate Operations section of the Guide include the addition of guidance for bulleted lists, as well as updates to the social media, RFP/Q, and Survey and Information Collection sections to reflect processes that have been refined over time.

ATTACHMENTS:

Corporate Operations Communications Guide (V4 - March 2026)

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

Corporate Operations Communication Guide

V4 – Updated March 2026

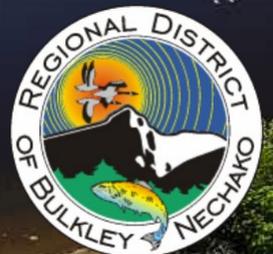


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Introduction

The purpose of this document is to provide direction regarding standards and processes for communication provided on behalf of the organization, as outlined in the Regional District of Bulkley-Nechako (RDBN) Communications Policy. The RDBN strives to be easily recognized as a trusted entity throughout the region, and to provide consistent communication that demonstrates our credibility and builds trust with residents and partners across the region and beyond. This guide endeavours to increase the RDBN's baseline for communication and create a structure for consistent, scheduled communication with the public.

The information included in this guide relates to content, design, communication channels, distribution mechanisms, and review processes related to communication with staff, the public, outside agencies and other audiences. Other documents related to communication will be referenced and links to their location on the shared drive will be provided. The goals of this guide are:

- 1) To build trust and credibility through clear, accessible communication.
- 2) To ensure consistent, brand-aligned communications across all Departments.
- 3) To create a structure for consistent, planned communication on multiple channels.

The information in this guide is in addition to expectations set out in the RDBN Code of Conduct Policy regarding conduct and behaviour for Board members and staff while carrying out their responsibilities and work as a collective decision-making body for the region. RDBN Directors have a separate Director Communication Guide to provide guidance for communication in their roles and may also use this Guide as a reference for communication as required.

Corporate Communication Staff

Corporate communication staff have been identified and FTE allocated within the Regional Economic Development Department. Staff in this department are available to answer any questions you may have about information included in this document.

Corporate communication staff will be responsible for supporting all RDBN staff and Directors to create communication material. A fillable Communication Request Form has been created and can be found at [Z:\Communications](#) along with other communication related templates and documents. As the process unfolds, updates and amendments to the forms will occur, so it is recommended to always use the source document and not save individual versions in other locations.



Review and Approval Process

Corporate communication staff will create or review all external communications. External communication includes:

- Press Releases
- Job Postings
- Newspaper and Radio Advertising
- Surveys
- Social Media Posts
- Business cards
- Print Documents (Rack Cards, Brochures, Posters, etc....)
- Signage
- RDBN branded promotional items
- Podcasts and Videos
- Vehicle decals and event supplies

Templates will be provided for internal communication. Staff will be responsible to ensure these communications align with the guidelines. Internal communication includes:

- Emails and Out of Office Replies
- Letters from Staff
- Email signatures
- Policy and Procedure Manuals
- Memos and Reports to the Board and Committees

Review Requirements

All external communication requires a review process as described below. Corporate communication staff will facilitate the internal review process and provide the requester a copy of the approved version prior to publication. Wherever possible, allow 2-4 working days for review, and please indicate if your request is of a time-sensitive nature.

Communications are divided into three categories depending on their intended audience and content. The category will determine where the content can be published, and the level of review required prior to release. Please discuss with your direct supervisor if any department-specific review requirements are in place in addition to this list.

Category “Low” – this includes information intended to provide general education or information to residents about RDBN services, activities, or marketing initiatives. This information has been prepared at the direction of your supervisor and/or Department Head, or as part of your regular work plan. This category will be posted to social media or in general website updates on department pages (not the RDBN homepage). This category requires review by Corporate Communication Staff. This review can be acquired via email or through scheduled postings on Hootsuite.

Category ‘Medium’ – this information is created as a response to public inquiries or at the direction of the Board, including letters of support from individual Directors. It also includes information requested to be added to the RDBN homepage. This category may require input from staff with expertise on the subject matter (Finance, Protective Services, Environmental Services or Admin). Information in this category includes any materials printed in local newspapers or other print materials, information provided to local radio and information presented via podcast or video mediums. This content requires review by the corresponding Department Head as well as Corporate Communications Staff and the Corporate Officer.



Category ‘High’ – this includes information presented on behalf of the Board of Directors or that includes the Chair’s name or signature. This includes letters from the Board, press releases or announcements. All communication in this category will be created or reviewed by Corporate Communications Staff, the Corporate Officer, and the CAO.

Communication Planning Tips

Northern Development Initiative Trust’s Small Town P.R. Playbook includes tips on how to plan communication material. These considerations can apply to all types of communication, but should be demonstrably considered for larger communication goals, such as public communication about service establishment, OCP or other public document review processes, or educational campaigns requiring wide reach and using substantial budget allocations:

What do you want to do?

Identify your broad communication **goals** and specific **objectives**. What do you need to achieve with your communications? What will you monitor and measure to see if you have succeeded? **Goals are broad statements about what you want to achieve with your communications. They articulate your purpose for communicating.**

For example:

- Remind drivers to move their vehicles to make way for snow removal.
- Increase voter turnout.
- Get feedback on a proposed secondary suite bylaw.

Objectives are specific.

Often described as “SMART” (specific, measurable, achievable, realistic, and timely), objectives can help you identify, monitor and measure specific steps you need to take to achieve your goals. For example:

- Send reminders to media and social media by noon on Wednesday.
- Increase voter turnout by 10 per cent over the last election.
- Host two open houses on the proposed bylaw by June 30.

Be flexible - at the start of the planning process, objectives don’t need to be written in stone. Simply revisit your objectives once you’ve completed your plan. You may wish to change some of your objectives based on what you decide to do as you develop your plan, or what you plan to monitor or measure in the evaluation section.

Who do you want – and need – to reach?

There will be specific groups of people, which we call target audiences, you need to reach with your message. They may be internal audiences like your own elected officials and front-line staff, or external audiences like business groups and neighbourhood associations.

Different audiences usually have distinct communications needs that require different approaches, messages, and tools to deliver those messages. Understanding your target audiences also helps you more readily identify barriers and benefits to increase awareness or participation.

What do you want to tell them?

Once you know who you need to reach and have identified and removed significant barriers, think about what you need to communicate. What is your message?

What do your audiences need to know, want to know or are likely to ask? At a minimum, always be prepared to answer these three questions:



- What you are doing (or what is happening)
- Why you are doing it, and why it is better or necessary (the rationale)
- What your audience needs to know or do (the “call-to-action”)

How will you reach them?

Knowing your audiences will help you better decide how to spread the word. Start with an assessment of what you typically use and grow your list of communication tools from there. You are competing for people’s attention in a media-saturated world so consider using a variety of ways to showcase your message.

How did it go?

How you choose to evaluate your project will vary according to the size and complexity of your communications plan. What are you able to track in order to measure/monitor? Did you achieve, or do you need to adjust your objectives.¹

Support for a communication planning process is available by appointment with corporate communication staff.

Language and Style

The RDBN uses the Canadian Press (CP) Stylebook as a reference for writing style, grammar, and punctuation usage. This document will not highlight all elements of the CP Stylebook but will provide guidance on some common mistakes and frequently asked questions.

Capitalization

“Capitalize all proper names, trade names, government departments and agencies of government, names of associations, companies, clubs, religions, languages, nations, races, places, addresses. Otherwise, lowercase is favored where a reasonable option exists.”

- Capitalize Job Titles, Departments and Facility Names
Examples: Director of Corporate Services, Planning Department, Clearview Landfill
- Capitalize common nouns when they are part of a formal name.
Example: Lily Lake Road
- Capitalize all principal words in a headline or title (all words except articles a, an, the, and prepositions and conjunctions under four letters)
Example: Know the Risks, Be Prepared, Have a Plan

Acronyms and Abbreviations

“Text studded with abbreviations is hard to read and unsightly. Avoid when an option exists.”

- Use only acronyms that are familiar to ordinary readers. Abbreviations that have become household terms are acceptable, though the full word or phrase may make for more graceful reading.
Examples: CBC, MP, RCMP,
- For long terms, fully spell out the term in its first use in the document. Follow the term with the acronym or abbreviation in brackets. Use the abbreviation or acronym for the remainder of the document.

¹ From NDIT’s Small Town P.R. Playbook, pages 20-23



Examples: Emergency Support Services (ESS), Regional District of Bulkley-Nechako (RDBN), Corporate Operations Communications Guide (the Guide)

Numbers

- Numbers zero through nine are written out.
- Number 10 and higher should use numerals.
- In a series there will often be a mixture. For example: The RDBN is home to eight member municipalities and 14 First Nations.

Bulleted Lists

Simple, yet effective formatting can be done with bullets. They can be either long or short, but should always follow a parallel structure*.

*In grammar, parallelism, also known as parallel structure or parallel construction, is a balance of similar phrases or clauses that have the same grammatical structure. The application of parallelism affects readability and may make texts easier to process.

Punctuation and capitalization in short bullets of a few words can be eliminated without hampering readability:

Eg: The symptoms of a heart attack include:

- *dizziness*
- *shortness of breath*
- *confusion*
- *chest pain*

But, if the material is longer or would stand on its own as a sentence, uppercase the first letter of the first word in each bullet and use periods at the end of each one:

Eg: The leaders of the Asia-Pacific Economic Co-operation forum outlined measures to combat bird flu at the end of their summit Saturday. The measures include:

- *Committing member countries to effective surveillance to prepare for and reduce the effects of a human pandemic.*
- *Supporting the avian flu preparedness efforts of the World Health Organization.*
- *Compiling lists of experts who could respond to the early stages of an outbreak.*
- *Enhancing public awareness.*

Currency

Canadian Press style is to separate figures with commas rather than spaces (25,353,425).

When including currency values in written documents like Board reports, the standard format will be to round to the nearest dollar with no decimals.

For numbers over 999,999 in written documents, some numerals can be replaced by the word million or billion.

For example: \$23,000,000 = \$23 million, or \$23,723,890 = \$23.7 million

When providing currency information in a table, the general standard will be to round all numbers to the nearest value. In a table, the first line and last line (total) are the only lines that include the \$ sign to represent currency.

Currency values should be left justified. The bottom total line should also be bolded.



For example:

Electoral Area	Starting Balance	Funding Allocated	Funds Remaining
Electoral Area A	\$110,032	\$82,955	\$27,077
Electoral Area B	40,571	25,919	14,652
Electoral Area C	29,622	18,976	10,646
Electoral Area D	30,816	8,100	22,716
Electoral Area E	33,349	7,981	25,367
Electoral Area F	76,725	32,162	44,563
Electoral Area G	18,904	11,556	7,348
Total	\$340,019	\$187,649	\$152,369

Proper Use of Electoral Area Names

Electoral area (EA) names should always appear as outlined in this guide to ensure consistency. The full names of EA's are provided below. The short form is the electoral area name with no geographic description in brackets. For example: Electoral Area G. In documents, the short form of the EA name can be used after the first use of the full name. Short form EA names can also be used to provide information in data tables or charts where the full name would be cumbersome.

Full name:

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)

Letter Format

A standard letter template on RDBN letterhead is available at [Z:\Communications](#).

The template should be used for all letters from the RDBN office. Letters follow the recommended format for administrative correspondence, block style, where all lines begin flush with the left margin.

Please note the following considerations for letter writing:

- Letters should use Open Sans size 10 font
- There should be one line of space between the date and the address, as well as one line of space between the address and the opening salutation.
- The opening salutation should be followed by a colon.
- A subject line specifying the topic of the letter, if included, comes between the salutation and the body of the letter. The subject line is entered either entirely in upper case or in boldface.²
- Leave four line spaces between the closing salutation and the sender's name. Adjust the size of digital signature accordingly.
- 'Title' in the addressee line is reserved for honorific titles such as Chief, Director, Mayor, Minister, His/her Worship, etc. Do not use the title space for gendered title names (e.g.: Mr., Mrs., Ms.)

² <https://www.noslangues-ourlangues.gc.ca/en/writing-tips-plus/business-letters-block-style>



Spelling

Occasionally words have more than one spelling variation. In these cases, the most common Canadian spelling is preferred, though it may not be the default in Word for the spell check function. Some common examples are grey, neighbour, endeavour, colour, centre, defence. For these words, when you encounter spell check errors, please 'Add to Dictionary' to avoid getting the message repeatedly or set your Proofing Language to English (Canada).

Bulkley-Nechako Public Alerts

Public Alerts (not Emergency Alerts) are used when it is important to apprise the public about interruptions to RDBN services that will impact residents. Examples include closures of RDBN facilities that are a change from the advertised schedule. Templates for most instances are available for use. Public Alerts are sent through the subscription based Voyent system. All Public Alerts must receive approval from the CAO. During regular work hours, the approval process can be facilitated through communications staff. After hours or weekends, the CAO can be contacted directly for approval.

Email Communication

NDIT's Small Town P.R. Playbook provides good advice regarding email communication. "...written language, notably written language of a transient nature, is often lacking context and can be misinterpreted if it becomes public. **Emails are subject to freedom of information requests and can be accessed and released to the public** – the last thing you want is an email going out that's perfectly fine internally, but externally lacks context and can be misinterpreted to embarrassing results."³ Other suggestions from the playbook include:

- Don't write or send trivial emails from your RDBN account.
- Don't print copies of transitory emails for project files. Print and file only those emails that are critical to the file.
- Don't forward emails without checking all the content in the string – sensitive information may be included that should not be sent along.
- Be informal, not sloppy. Proof for spelling and punctuation and always use sentence case. Your email message reflects you and the RDBN, so traditional spelling, grammar, and punctuation rules apply. Refer to the Canadian Press Style guide where appropriate.

Note: Outlook email uses Calibri as the default font. It is not mandatory to change your Outlook email font to the approved font but, if you do adopt a non-default font in your email program, it must be Open Sans.

Email Signatures

Your signature block represents the RDBN to your contacts. To ensure consistency across the organization, a standard email signature template will be provided to Directors and staff. Email signatures should be use for emails to external agencies but are not required for use on internal emails.

³ Small Town P.R. Playbook: Changing Times, Changing Tools, Northern Development Initiative Trust, 2016.



Visual Identity

A goal of this guide is to ensure successful communication through consistency both in content, as well as tone and visual aesthetic for the RDBN. This section of the guide will indicate design standards for all internal and external communication.

Fonts

The originally approved font approved was Open Sans. In order to ensure compatibility with the eScribe agenda software being implemented, the new organizational font will be Segoe UI (size 11 recommended for documents, size 10 for letters)

Approved Artwork

This guide includes updated brand-aligned graphic elements for use in communications. Changes, alterations, or new versions of the elements are not permitted without prior consent.

Vector (high quality, resizable) versions of all graphic elements are available at [Z:\Communications](#)

A .png version is also available for ease of use in some mediums. Personal versions of these files should not be stored elsewhere on the network to ensure continuity and image integrity.

Logo Use

The RDBN Logo is found in the [Z:\Communications](#) folder. The logo must always appear upright. There are four versions of the logo available for use.

RDBN Colour Logo - for most uses (Ai and .png versions).

RDBN Black and White Logo – for use in grey-scale documents.

Protective Services Logo for use on appropriate material.

Logo – Monotone (for printing on promotional items in a single colour – white or black).

Third-party use of the logo is considered appropriate where the RDBN is a funder or partner on a project. Logo use must receive written approval from the CAO before the file is sent to the third party. The vector format of the logo should be used whenever possible to ensure the highest possible quality of reproduction.

Photos

Photos are a useful tool in creating engaging communication. Wherever possible, RDBN staff are encouraged to take photos that demonstrate the day-to-day activities and events or actions of note for their department. Photos of RDBN operations and activities should be stored here: [R:\4 Information Systems and Services 1300-1599\1420 Information Services - Photographs](#).

The RDBN also maintains an Image Bank (or Digital Asset Management System- DAMS) of photo assets licensed for use in public messaging. Wherever possible, this DAMS should be used as the source of photos used in communications instead of Google-searched stock images, as rights to these images have been secured.

Accounts to access the DAMS are available by contacting the Economic Development Department.



All photos used in public communications must have a Photo Release signed if the photo has been submitted for use, or RDBN staff have taken a photo of RDBN operations or private property.

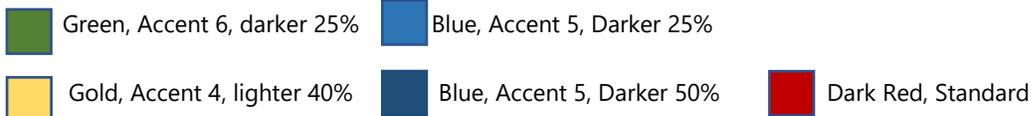
A Model Release must also be signed if faces are recognizable in the image. Photo and model release forms are available here: <R:\4 Information Systems and Services 1300-1599\1420 Information Services - Photographs\1420-02 Photo Releases>

Reports, Procedures and Policies

All documents must be created in (or run through) a program that edits for spelling and grammar. Adobe Acrobat and design programs like Canva do not edit for these aspects. Text can be copied and pasted into Word to ensure spelling and grammatical accuracy and should be reviewed to ensure alignment with the Canadian Press Stylebook Guidelines.

A standard format for multi-page reports should include the following considerations:

- The first (Title) page should have different header and footer settings from the rest of the document.
- Only one of header or footer should include full-colour graphic elements.
- Margins should be standard Word default settings of 1" on all sides.
- Text should be the approved font and size (Open Sans size 11)
- Titles should use Header 1 formatting (font Size 16)
- Subtitles should use Heading 2 formatting (font size 13)
- Use of boldface should be limited to titles, subtitles, and text with significant importance (use sparingly)
- Colored font is reserved for graphs, titles and subtitles and should use RDBN brand-aligned colours as listed below. Chosen colours should remain consistent



Surveys and Information Collecting

The RDBN website is capable of hosting forms to collect survey information and responses from the public. Except where the form will also need to collect payment, survey or feedback forms can be added to Department website pages as needed. Surveys should not be created on third-party sites that store data outside of Canada, such as SurveyMonkey.

All surveys/questionnaires must be submitted for review prior to publishing. All surveys submitted for review must include a Privacy Impact Assessment (PIA) completed by the department creating the survey. A template for the PIA will be provided for this purpose.

Following direction for third-party communication, the RDBN will not host or advertise surveys for third parties. This is to reduce engagement fatigue and avoid service delivery confusion for residents.

Social Media

The RDBN uses Loomly to manage Social Media channels. Content development is managed by corporate communications staff. Staff work directly with Administration, Planning, Environmental Services, and Finance for posts on the RDBN's corporate page, and with Protective Services for posts on the Bulkley-Nechako Emergency Information page for posts outside of an active emergency event.

Corporate Social Media Accounts

Corporate social media accounts include:

Facebook

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

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

LinkedIn

<https://www.linkedin.com/in/regional-district-of-bulkley-nechako-589634160/>

Instagram

https://www.instagram.com/rd_bulkleynechako/

YouTube

[Regional District of Bulkley-Nechako YouTube](#)

Posts to corporate social media accounts (including third party post shares) must receive approval and, if not already created, can be requested via the Communication Request Form. Best practices for social media posting will be followed (a goal of one post per day, two maximum) to engage but not to overwhelm page viewers. Posts are prioritized based on:

- 1) Legislatively mandated communications
- 2) Alignment with other channels to maximize audience reach
- 3) Time-sensitive project or information announcements

Comments on Posts

Corporate communication staff will be responsible for responding to or managing comments on corporate social media accounts. Comments will only be provided as the corporate 'page' and not from personal accounts. Staff are encouraged, if they see tagged posts or comments that raise concern, to



refrain from using personal accounts to make corrective or reassuring comments and to contact corporate communication staff to alert them to the concern.

Virtual Meetings

When participating in virtual meetings, a background image is recommended to ensure professionalism and confidentiality of your physical surroundings.

Several versions of a Zoom background are available at [Z:\Communications](#) for download. Please note, when you see the background on your screen, the logo and any text will appear as a mirror image – this is the correct view, as other participants see the reverse version of your screen.

Third Party Communication

The RDBN sometimes receives requests from other agencies to share information. This creates potential liability and confusion if residents begin to look to RDBN communications for information about items outside of our scope of service. The RDBN will not create branded posts for third-party information sharing, but we will work to help residents look to appropriate agencies for information. For example, the RDBN will not generally communicate about current road conditions, but we will help residents understand that DriveBC is the official source of road condition information.

Annual educational communications will be planned to ensure residents understand their responsibility to seek information from agencies with jurisdiction over public or private services. These agencies include, but are not limited to:

- DriveBC for road conditions
- BC Hydro for power related queries
- BC Wildfire Service for wildfire information

Requests for Third-Party information sharing can be directed to corporate communication staff who will evaluate the nature of the request and determine how to proceed.

In-Person Public Event Participation

Staff occasionally participate at in-person, public events outside of regular RDBN work hours to increase awareness or provide education about RDBN programs and services. This can include trade shows, farmers' markets, career fairs, or other community events. Participation will be centrally coordinated, and space booked through communications staff.

Staff participating in an event are responsible for:

- Calculating the approximate hours required to travel to, set-up, participate, take-down and return from an event and adapting their work schedule with their supervisor accordingly to ensure minimal over-time accrual.
- Signing out an appropriate vehicle to use for travel from the RDBN office to the event.
- Where the vehicle will be part of the event participation (i.e.: a parade), allowing for additional preparation time to ensure the vehicle has been fully washed and well-cleaned in advance of the event.
- Ensuring all the required supplies are packed and ready to go, including RDBN branded booth materials.



- Being prepared to engage in a polite, friendly, professional manner. If mental or physical health makes this challenging, please ensure to communicate with your supervisor as early as possible to ensure a replacement participant can be arranged.

Inclusive Language

As Local Government representatives, it is critical that all communication uses language that ensures your audience feels accepted, both when you are communicating within your organization, as well as on behalf of it. The Province of BC's Words Matter Guide provides this definition of Inclusive language:

"Inclusive language is language that is free from words, phrases or tones that reflect prejudiced, stereotyped, or discriminatory views of particular people or groups. It is also language that does not deliberately or inadvertently exclude people from feeling accepted. The use of inclusive language plays an important role in promoting higher employee engagement, superior customer service and increased productivity—all important aspects of a positive work culture."

Some tips from the Words Matter Guide are included below. It is important to increase your awareness of how language impacts others. If you have any questions, please refer to the linked Words Matter Guide or contact communications staff. An easy way to ensure you are using inclusive language is to carefully consider the following:

Unconscious Bias and Embedded Metaphors

Though they have existed for a long time, metaphors that reinforce bias or stereotypes are not appropriate. It is also important to ensure metaphors do not include unintentional cultural misappropriation.

For example, "welshing on a bet," or "being gyped" are inappropriate for use as they promote negative stereotypes about identifiable groups. The English language often embeds gender assumptions and stereotypes, and it is best to replace these with more inclusive terms.

Be mindful of terms and phrases that may be considered cultural misappropriation. For example, it is inappropriate to use the phrase "low man on the totem pole" to indicate hierarchy, or the term "pow-wow" to mean talk. Cultural objects and ceremonies have specific sacred meanings and uses unique to Indigenous Peoples and should be used only in that context.

The Anti-Defamation League provides other important considerations for unconscious gender biased language, which can be demeaning or condescending other people. This can include terms that infantilize or trivialize the other person, such as 'sweetheart' or 'darling.' Be sure to grant equal respect to all genders by describing relevant achievements and goals instead of physical attributes. Especially avoid sexual innuendos, jokes and puns that perpetuate gender stereotypes.⁴

Culture and Ancestry

Ensure the use of preferred terms, which may change over time. Best practice is to refrain from referring to a person's race, ethnicity, or country of origin unless it is pertinent to the conversation. For example, instead of saying, "Have you met Dan? He's Asian too. You two would get along," consider saying, "Have you met Dan? He's new to the team." Avoid making assumptions about people and assuming that they

⁴ <https://www.adl.org/education/resources/tools-and-strategies/toward-communication-free-of-gender-bias>



share personal traits, interests or similarities based on their gender, race, culture, class, heritage, status, or appearance.

In-Group Terms

These terms are acceptable by members of the same group but are not appropriate for use by people outside the group. For example, the term "Indian" and "Native" may be used as an in-group term, often among older First Nations people. While Indigenous Peoples may use in-group terms, they are unsuitable for those outside of that group to use.

The terms "Aboriginal" and "Indigenous" are used interchangeably and are the collective noun for First Nation, Inuit, and Métis. However, people are encouraged to recognize that these terms carry different meanings to different people and to use the term that the individual or community prefers. As per convention in DRIPA legislation, and following best standards outlined by Bob Joseph⁵, Indigenous Peoples should always be written with capital letters and plural 's.'

Sexual Orientation, Gender Identity or Expression

Language can take unnecessarily gendered forms and needlessly differentiate between or exclude a particular gender or sex. We endeavor to use language that acknowledges a broader variety of gender identities. For example, "the best man for the job" can be replaced by a variety of terms and phrases such as "the best person" or "candidate for the job." Similarly, "manpower" can be replaced by terms such as "workforce," "personnel," "staff" and "human resources."

A part of understanding the complexity of gender identity is recognizing that there are differences between sex, gender identity, gender expression and sexual orientation. The use of language is evolving to be more inclusive and go beyond simple binary gender (male/female only).

It is helpful to be aware of the following terms and their definitions:

- **Cisgender** refers to a person whose sense of personal identity and gender corresponds with their birth sex.
- **Gender expression** refers to how a person publicly presents their gender.
- **Gender identity** refers to a person's internal and external experience of gender which may be the same or different from their sex at birth.
- **Sex** refers to the external physical characteristics used to classify humans at birth.
AFAB - Assigned female at birth. AMAB - Assigned male at birth.
- **Sexual orientation** refers to whom one is sexually and/or romantically attracted.
- **Transgender** is an umbrella term to describe a wide range of people whose gender identity and/or gender expression differ from the sex they were assigned at birth and/or the societal and cultural expectations of their assigned sex.

⁵ [Bob Joseph, Indigenous Peoples Guide to Terminology. Page 23.](#)



Pronouns and Titles

One of the greatest opportunities to encourage and demonstrate inclusion is around the use of third person pronouns (“he/she/they”). By choosing to use the gender-neutral pronoun “they,” which is already becoming a more common occurrence in written and spoken language, one can signal acceptance and understanding. Balancing a practice of using non-gender-based language and being sensitive to a person’s specific needs will help facilitate respectful communication.

Employees wishing to add pronouns to their signature block to easily communicate your preferred pronouns or that you are aware this is important information can use the format provided in the standard email signature template.

The use of titles should be reserved for honorific titles (such as Chief, Director, Mayor, Minister, His/her Worship, etc.) or professional titles. It may not be appropriate to use gendered title names (e.g.: Mr., Mrs., Ms.). In the workplace, people usually refer to each other by their first names, with no title indicating marital or family status.

Regardless of the gender of two people in a couple, the neutral term “spouse” can be used to indicate marital status. The term “partner” is also neutral but does not typically indicate marital status and is more commonly used by people who are in a relationship.

Disability

When speaking to or about a person with a disability, it is important to focus on the person and not on their disability. Be sensitive in your use of language to the fact that chronic conditions and disabilities, including mental illness, are both visible and non-visible.

The full Words Matter Guide and other reference documents are located at [R:\4 Information Systems and Services 1300-1599\1390 Information Services - General\1390-04 Communications Reference Documents.](#)

Land Acknowledgements

Land acknowledgements are a small step in learning about the history of this land, and for those of settler descent it recognizes the shared responsibility of Canadians to work on addressing past colonial wrongs and the lingering systemic socio-economic disparities faced by Indigenous Peoples. It shows respect and recognition to the Nation and their relationship, since time immemorial, to the land. It is recommended to refer to a particular First Nations group by their chosen name for identification.

The Word Matters Guide advocates that “As a commitment to reconciliation, developing literacy with language that more accurately reflects Indigenous people is core to building cultures of reconciliation.”

Verbal Acknowledgements

It is increasingly customary practice for meeting participants to introduce themselves and name the traditional territory from which they are participating in the meeting. First Nation traditional territories should not be considered through a western perspective. Multiple Nations live in and around the same region and may have shared or individual cultural significance to specific areas. Nations moved across the land-base prior to colonialism and residential schools, with the seasons, interacting with other Nations, clans, and families.



The RDBN Office in Burns Lake is located on the unceded traditional territory of Ts'il Kaz Koh, Wet'suwet'en First Nation, Nee-Tahi-Buhn, Stelat'en First Nation, and Witsset First Nation.

While the office is in Burns Lake, the work of the RDBN extends much further. The RDBN is located within the traditional territory of nearly 30 First Nations. These communities represent Dakelh, Nedut'en, Tse'khene and Wet'suwet'en people.

A suggested verbal acknowledgement for meetings at or from the Burns Lake office is:

"While I am (virtually) joining you today from the traditional territories of First Nations in the Lakes District, I acknowledge that much of my work spans across the traditional territories of the First Nations in the Bulkley-Nechako watersheds"

If you would like support to develop a verbal acknowledgement for meetings in other locations, please reach out to the RDBN First Nations Liaison, who is happy to assist.

Written Acknowledgements

Land acknowledgements are not mandated, but staff who choose to are supported to use a land acknowledgment in their email signature. The approved acknowledgment is included in the standard email signature template.

RDBN Board Meetings

RDBN public Board and Committee meetings will be video recorded. Meeting recordings will be uploaded to the corporate YouTube channel ([RDBN YouTube Channel](#)) by the Monday following a regular meeting and a link will be provided on the RDBN website.

The most recent video will be linked on the website, and the link will be replaced once the next recorded meeting is available. Videos uploaded to the YouTube channel will also be deleted from the channel once the next regular meeting is available. Recorded meetings will not be stored in an archived form. Historical meeting records are the minutes of said meeting.

Requests for Proposals/Quotes

All RDBN RFP/RFQ issuances are handled by the Finance department's procurement staff. Communication staff are available to review documents, and procurement staff will upload RFP/RFQs to BC Bid. BC Bid is the main, legal posting site for tender or RFPs. Posts on the RDBN website will only direct proponents to the BC Bid posting. No RFP/Qs will be posted directly on the RDBN website.

Completed RFP/Q documents should use the approved template and be stored in the folder here: [R:\3 Equipment and Supplies 1000-1299\1220 Procurement - Tenders, RFPs, and Quotations.](#)

For all RFP/Qs, communications staff will upload information to the RDBN website and post the opportunity on social media.

Newspaper and Radio Advertising

To provide consistent, timely communication the RDBN will be implementing regularly scheduled newspaper advertising. Staff will be contacted to submit content to the annual advertising schedule. Budget permitting, staff are also investigating regularly scheduled radio advertising. In addition to



annually pre-planned content, staff will be able to request inclusion of emerging or new information via the request form, available on the [Z:\Communications](#)

The RDBN has regularly scheduled ad space in all five papers in the region. Regional newspapers are published weekly on Wednesdays. Scheduled advertising will by default include ¼ page advertisements in black and white on a standard RDBN branded template. Requests for larger or colour ads can be accommodated at an additional cost.

Annual planning will be undertaken for weekly print ads in all five regional papers. Content will be requested from all Departments. Scheduling will remain flexible to incorporate emerging advertising requirements where required. Emerging ads will bump regularly scheduled content based on the following parameters:

- 1) Legislatively mandated communications (i.e.: Public Hearing Notices)
- 2) Time Sensitive Material (i.e.: Job Postings)

Should conflicting priorities arise for the same print date, additional ads may be purchased at the discretion of the Corporate Officer.

Newspaper advertising requests must allow sufficient time for ad creation and approval in advance of the newspaper submission deadline. Newspaper ad requests must be received by **WEDNESDAY NOON** of the week prior to printing.

Job Postings

Job posting requests can be sent via the Communication Request Form. The Corporate Officer will review all Job Postings and may adapt the format or channels to ensure consistency across the organization.

All requests must include a Job Posting - short, paragraph style information about the job, including location and term (part-time/full-time, temporary/permanent). Requests must also include a detailed Job Description, including Job Duties and Responsibilities, name of Direct Supervisor, work schedule (e.g., Mon-Fri 8:30-4:30), required training/skills. Sample postings are available upon request at any time.

RDBN Website

As per usual RDBN practice, Departments are responsible for maintaining their own sections of the website. Corporate Communication staff and the Deputy Corporate Officer are the only staff authorized to make global navigation or sitewide changes, or to make changes to the RDBN main homepage. When uploading documents to the website, please ensure that all documents are uploaded as a PDF, and not an editable format like Word.

Periodic review of the website will ensure consistent, organization-wide aesthetics and presentation. You may be requested to update or change your department's page from time to time to ensure alignment with the rest of the site. Please consult communication staff if you are considering implementing significant design changes to your page on the website.

If you are uploading documents that are designed for printed distribution, please consider re-designing them for electronic (screen viewing), as the page order of brochures is not always conducive to reading as an electronic file. Communication staff are available to provide advice.



External Working Groups

In some circumstances RDBN staff facilitate working groups or provide admin support for groups that include external agencies. When the group is facilitated (hosted) by the RDBN, the agendas, minutes and other communications should follow the standards and review processes set out in this Plan. For circumstances where staff are supporting an externally managed group, that group's standards should be adhered to. Please reach out if you have any questions about external working groups.

Communication in a Crisis

The Regional District has specific responsibilities in the case of an emergency event in the region. This can involve the activation of an Emergency Operations Centre (EOC) at one of three levels, each level with its own staffing and coordination needs. All EOC activation levels include an Information Officer responsible for public communication about the emergency event.

For the RDBN, emergency operations are primarily the responsibility of the Protective Services Department though, in a Level 2 or higher activation, other staff will be called upon to perform roles in the EOC. If you have any questions about the EOC or the associated roles, please reach out to Protective Services Staff.

Communications during an Emergency Event is the responsibility of the EOC Information Officer. A detailed Crisis Communication Plan is included in Appendix A of this Plan. Crisis Communication involves different review and approval processes that are part of the Incident Command Structure and the RDBN Emergency Management Plan. Any staff involved in an EOC role are encouraged to review the Crisis Communication Plan.

In addition to EOC communication during an emergency, there are also several components that may impact the work and personal lives of employees not in the EOC. It is important to know that, as an RDBN employee, you may receive information that is not yet publicly available, and strict confidentiality is required.

External Communication

During an EOC activation, several RDBN employees will be removed from their regular roles for significant stretches of time. If you are called to work in the EOC and your regular work will be impacted, please set the following out of office reply:

Thank you for your email. I am currently fulfilling responsibilities in the Regional District's Emergency Operations Centre which may impact my ability to respond within my usual timeframe.

*If your request is of an urgent nature, please call the RDBN main line at 1-800-320-3339. *If you have a staff member(s) to whom inquiries should be directed, also include their contact information.*

If you receive phone calls requesting information about an emergency event, you may relay any information that is publicly available on the website. If you have overheard or been apprised of information that is not yet published, you may not relay that information to anyone, even if you know it to be in the review process and soon to be released – information can change very quickly in an emergency event.



Social Media can be incredibly challenging during an emergency. As per the RDBN Social Media Plan, it is required that staff do not reply to comments or questions on our social media posts about the emergency event. All comments and replies will be made by the Information Officer as part of the Crisis Communication Plan. On personal social media pages, staff must refrain from posting information on behalf of the organization unless it is a direct post share.

Posts that can be helpful and are encouraged include directing anyone with questions to the appropriate agency. These include:

Hazard Notices, Evacuation Orders and Alerts - Regional District of Bulkley-Nechako

www.rdbn.bc.ca

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

Wildfire Information – BC Wildfire Service

[BC Wildfire Dashboard](#)

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

Road closures and incidents – Ministry of Transportation and Infrastructure

<https://www.drivebc.ca/>

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

Hydro Outages and Service

<https://www.bchydro.com/safety-outages/power-outages.html>

Internal Communication

Staff responsible for answering phones or meeting the public will be provided regular event status updates, as well as instructions for how to reply to public inquiries and how to direct calls. The EOC Director will be responsible for intermittently providing staff-wide updates depending on the severity and evolving nature of the event.

Appendix A

Director Communication Guide

Elected Officials are often required to communicate in their capacity as RDBN Directors. This guide provides information on how Directors can align their communication with the RDBN's Corporate Operations Communication Guide to ensure recognizable, clear communication that builds trust and establishes the RDBN as a trusted source of information.

This guide is in addition to the expectations and information set out in:

- the RDBN Code of Conduct Policy
- the RDBN Emergency Response Quick Reference Guide for Elected Officials

Email Communication

Emails are subject to freedom of information requests and can be accessed and released to the public.

- Please use the standard email signature.
- Email can be informal, but should not be sloppy, proofreading is recommended.



Virtual Meetings

If you would like an RDBN branded virtual background to ensure professionalism and confidentiality of your physical surroundings, staff will be pleased to provide one.

Letters or Messages

If Directors receive a request for a letter of support from a community organization, you can:

- Request that staff draft the letter, or
- Provide a draft you have written to staff.

All letters should be forwarded to staff prior to distribution so they can be put on letterhead in the standard letter format.

Media Communication

Ideally, the CAO receives all communication requests from media and forwards the request to the appropriate source, either the Chair, appropriate Director, or staff.

- If a Director is contacted directly, it is always appropriate to request that questions be provided in advance and in writing to ensure time to prepare a response. In this case, the Director should let the Chair and CAO know they will be responding to a media inquiry.

- If a Director wishes to reach out to media to request a statement or announcement be made, the request should be directed through the Chair and CAO to ensure that the message aligns with the RDBN's communication standards and has an appropriate budget allocation.

- Messages and quotes from Directors, the same as letters, can be drafted individually or at the request of staff. The CAO should be copied on all publicly printed messages in advance of printing.

- All use of the RDBN logo must receive prior approval by the CAO.

Social Media Communication

The best way to widely share a message is to amplify posts on RDBN social media accounts by sharing them. When making individual posts or commenting on RDBN posts:

- Caution should be used to ensure accuracy and clear communication of the intentions of the Board.
- Comments and posts will include an "in my opinion" disclaimer when relating to RDBN business.
- Social media accounts cannot be used for generating or circulating:

- x Defamatory remarks, obscenities, or sexual content.
- x Negative statements about the RDBN Board or staff.
- x Content that promotes discrimination
- x Information that may compromise the safety or security of the public or public systems.



In-person Event Participation

- If Directors choose to participate in a community event, staff will be responsible for preparing RDBN branded booth materials for use at the event.

- Staff will communicate all in-person staff participation to Directors (for their area) in case the Director wishes to stop by the planned event to greet the public.

- If Directors wish to host their own community engagement (for example, a Town Hall for a particular community), they can coordinate with the CAO who will, if required, assign the appropriate staff to assist with the event.

- Staff may request Director participation at events planned to recognize the RDBN's financial contribution to a project or initiative, for example through Grant in Aid or Canada Community Building Funds.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Christopher Walker, Emergency Services Manager
Date: March 26, 2026
Subject: **Crisis Communication Plan**

RECOMMENDATION: (all/directors/majority)

That the Board approve the new Crisis Communications Plan.

BACKGROUND

The Crisis Communications Plan is an Addendum of the RDBN Comprehensive Emergency Management Plan (CEMP).

This plan is a separate and distinct document from the RDBN Corporate Operations Communication Guide. The plan is activated under the Emergency Management program and based on the responsibilities outlined in the *Emergency and Disaster Management Act*.

Previously crisis communication was embedded in the Corporate Operations Communications Guide and this new plan replaces that section.

ATTACHMENTS:

Crisis Communication Plan

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

Crisis Communication Plan

December 18, 2025



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Distribution List

Plan No.	Name	Organization
1	Curtis Helgesen (Hard Copy)	RDBN
2	Cheryl Anderson (Hard Copy)	RDBN
3	Christopher Walker (Hard Copy)	RDBN
4		
5		
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General

The Crisis Communications Plan is an Addendum of the RDBN Comprehensive Emergency Management Plan (CEMP).

This is a living document and is subject to updates as new information and initiatives are identified.

This plan is a separate and distinct document from the RDBN Corporate Operations Communication Guide and is activated under the Emergency Management program and the responsibilities outlined in the *Emergency and Disaster Management Act*.

Purpose

The purpose of the Crisis Communications Plan is to provide guidance and policy for effective communication in an emergency event. All communication should be:

- Open and honest
- Factual
- Clear
- Empathetic
- Proactive
- Responsive
- Timely
- Consistent
- Co-operative

Scope

This addendum focuses on both internal staff communication and external public communication, created and facilitated by the RDBN's Emergency Operations Centre (EOC). Communication the EOC creates on behalf of partner agencies/ jurisdictions during an emergency event is also considered.

Objectives

The objective of the Crisis Communication Plan is to provide guidelines for response actions that are needed to communicate appropriately and effectively during an emergency. These are as follows:

- To define key roles and responsibilities.
- To identify key emergency contacts for the public and emergency management stakeholders.
- To ensure key information is communicated efficiently and to the appropriate audience.

Authority

The RDBN is given authority in emergency situations via the *Emergency and Disaster Management Act (2023)*. A full overview of emergency powers and responsibilities can be found in the RDBN EOC Operational Guidelines.

Confidentiality

RDBN staff may hear or be exposed to sensitive information during an EOC response. All operational information that is not released to the public is highly confidential and is not to be shared with unauthorized individuals or organizations. If you are unsure about what information can be shared, please contact the EOC Director.

Definitions

Emergency Operations Centre	The Regional District of Bulkley-Nechako's response organization.
Lead response agency	The agency with the legislated responsibility to facilitate site level response.
Amateur Radio Service	The "amateur radio service" is a radiocommunication service in which radio apparatus are used for the purpose of self-training, intercommunication or technical investigation by individuals who are interested in radio technique solely with a personal aim and without pecuniary interest.
Broadcast Intrusive Alert	Provincial operated intrusive alert system that may be utilized when life and death situation is occurring requiring imminent notification to public. Uses cell towers as areas to alert goes to radio, TV, and cell phones.
Bulkley-Nechako Voyent Alert	RDBN owned and operated system for alerting, residents required to sign-up if they want to receive critical and informational alerts.

Emergency Communication Preparedness

Emergency Contact Lists

The RDBN Protective Services Department has an extensive list of emergency contacts used during emergency events. This list is verified and updated annually.

Emergency Management and Climate Readiness (EMCR) also has a list of the RDBN's staff emergency contacts in case there is an emergency within the RDBN. EMCR will assist the RDBN in contacting agencies, other local governments, and Indigenous Governing Bodies (IGBs) should RDBN staff be unable to do so.

Communication Strategies

The following strategies should be considered when responding and developing messaging during an emergency event:

- Assemble a communications team to ensure consistent format, content and methodology is used.
- Ensure response to external inquiries is a priority at the beginning of the day.
- Ensure information is always up to date and reliable.
- Ensure consistent messaging across all platforms.
- Build prior relationships with media outlets and other stakeholders that provide public communication.
- During a response, the tools used should be continually updated, depending on the situation and level of communications required.

Types of Public Notifications

Hazard Notice

A notification to inform residents of a developing situation in the area that does not meet the criteria for an Evacuation Alert, but they should be cautious conducting activities in an area and monitor information sources for further information.

Shelter in Place

A notification to inform residents to remain indoors due to a specific emergency. It provides instructions on how to safely shelter from a specific emergency. Specific information on this notification can be found in the RDBN EOC Operational Guidelines.

Evacuation Alert

A notification issued when there is potential risk to life safety and health due to an emergency. The notification asks residents to prepare to leave their home.

Evacuation Order

A notification issued when there is an imminent risk to life safety and health due to an emergency. The notification directs residents to leave their home and report to a reception centre or other safe location.

Rescind Notices

A notification issued when there is no longer a risk to life safety and health and residents can return to their homes.

Crisis Communications Team**Designated Spokesperson**

The designated spokesperson for the RDBN is the Board Chair or their designate. The Policy Group Liaison, EOC Director and Information Officer will ensure that the Spokesperson has speaking notes and appropriate information. When not available the EOC Director and Policy Group Liaison will appoint a designate from staff.

Information Officer

Before an event, the Information Officer is pre-identified and will receive the training required. This individual is responsible for the information team and consulting with the EOC Director to ensure effective, efficient, and concise messaging is provided to the appropriate audience. The Information Officer will combat mis/ disinformation when they deem appropriate.

Information Coordinator

The information Coordinator will assist the Information Officer in all duties necessary to manage the information team.

Monitoring Team

Depending on the scope of the event, it may be necessary to implement a media monitoring team. This team monitors social media and traditional media outlets for accurate and reliable information. The team flags confusing or mis/ disinformation for the Information Officer to possibly address.

Communication Audiences**Elected Officials**

Depending on the scope of the event, the Board of Directors will be updated on the emergency as necessary by the Policy Group Liaison.

Policy Group

The Chair of the RDBN will work with the Policy Group Liaison to determine the elected officials that will form the Policy Group. The Policy Group will be provided with information through the Policy Group Liaison in consultation with the EOC Director.

Internal Staff

At the onset of an emergency event, the Policy Group Liaison or Information Officer will provide an update to staff. The information for all staff may include the following:

- Information about the EOC being activated.

- Information about location of the EOC (i.e. moved to the Board room).
- All EOC approved public information notifications.
- Ongoing updates of the status of the emergency with EOC approved updates.

The method of delivery of this information may be via email and/ or in staff meetings.

Primary Impacted Population

The affected public are residents and business owners who are directly impacted by an emergency or disaster. The impact on this group may be from the following:

- Their property is within the impacted area.
- They have been displaced due to an emergency event.
- They experienced economic loss due to an emergency event.
- They are vulnerable residents with exacerbated health issues due to the emergency event in the area.

Peripheral Population

Examples of a secondary impacted group are:

- Those who have family members are within the evacuation alert and/ or order areas.
- People who own property within the emergency area that are not primary residences.
- Anyone who has extreme concern due to an emergency event.
- Groups who may have had travel plans to the area who no longer able to do so.

Media

The media may consist of news organizations, local newspapers, radio stations, or television stations.

Neighboring Local Governments

At the onset of the event, it is recommended that neighboring local governments are contacted to identify opportunities for collaboration on response efforts. It is also important to identify other jurisdictions that may be impacted by operational decisions.

Indigenous Governing Bodies

The RDBN will consult and coordinate with IGB's in a manner consistent with our approach to local governments. The RDBN and individual IGBs may have also co-developed 'Understanding Response & Information Consultation Agreement' (URICA), that are unique to the Nation. These should be consulted.

Communications Methods and Tools

As the RDBN rural areas have limited internet and mobile networks, providing emergency information quickly and effectively can be challenging. The RDBN will use all methods of information distribution available to reach residents when there is an emergency in their area.

RDBN Website

The RDBN website is updated with all relevant information regarding hazard notices, evacuation alerts and evacuation orders. This information is found on the EOC page of the website and is updated by the Information Officer.

Media Releases

When required, the EOC will create media releases that are sent to various media outlets and contacts as well as EOC controlled social media sites.

Social Media

Social media is an effective tool in reaching both the primary affected and peripheral populations. All EOC posts will be on the Bulkley-Nechako Emergency Information (BNEI) Facebook page. This is done by the Information Officer and their team.

The BNEI Facebook page can be used to:

- Post holding statements – short pre-prepared statements that immediately informs the public of an event before a more formal statement can be made. (see Templates).
- Post RDBN EOC official notifications.
- Repost information from other response agencies.
- When deemed appropriate by the Information Officer, respond to other people's comments and posts. This is an option when there are significant inaccuracies and as a way of establishing the BNEI Facebook page as a reliable source of information.

Door-to-Door Notification Delivery

Where evacuation orders are delivered door-to-door in an impacted area. Agencies such as Search and Rescue and the RCMP that are tasked with delivering the alerts and orders are provided with physical notices for delivery and area maps identifying addresses.

Evacuation alerts are not delivered door-to-door, unless the situation requires it and approved by the Operations Section Chief.

Amateur Radio Communications

RDBN has staff licensed for amateur radio use. The RDBN has an amateur radio in office 117A that is set up and ready for use. Only trained and licensed individuals are permitted to use the system.

Emergency Communication Templates

The RDBN has a variety of pre-planned emergency notifications created for ease of use and efficiency during an emergency event. All 'Emergency Communications' will be prepared by the Information Team and pre-approved by the EOC Director and/ or the Policy Group Liaison.

Bulkley-Nechako Voyent Alert

The RDBN has partnered with member municipalities and First Nations through contractual agreements to provide the Bulkley-Nechako Voyent Alert service to all residents in the region. The RDBN holds the agreement with the mass notification system service provider (Voyent Alert).

Residents can receive automated informational notifications through email, landline, text or mobile calling. Hazard notices, evacuation alerts and evacuation orders are considered critical information and all residents within that particular region will receive the Voyent Alert.

The RCMP may request the use of Bulkley-Nechako Voyent Alert to share information about missing persons. Approval and activation require consultation with the Director of Protective Services, the Emergency Services Manager, or the Regional Fire Chief, with final authorization from the Chief Administrative Officer. This alert would be sent as an informational notification.

Bulkley-Nechako Voyent Alert will also be used to notify impacted residents of *changes* to notices, alerts, orders, and Emergency Support Services information as required.

Broadcast Intrusive Alerts

The RDBN has access to the Broadcast Intrusive Alert (BIA) system that is run by the provincial government. When a BIA is used it will loudly interrupt and notify an affected population of the situation and give clear instructions on how to proceed via radio, TV and text messages. The use of this is strictly limited to life-and-death situations and the EOC Director is the sole authority on the use. While the EOC Director is the sole authority, use of it will not be considered unless Policy Liaison and EOC Director agree to the use.

To request a BC Emergency Alert, call the Emergency Coordination Centre **1-800-663-3456**.

Crisis Communication Response

RDBN Supporting a Lead Response Agency

The RDBN is not the lead response agency for all events. If the lead response agency provides a means of support or updates for residents who are impacted by an event, the RDBN can assist in notifying the residents with this information.

Crisis Communication Interagency Collaboration

In the event of a multi-jurisdictional emergency event where many stakeholders are involved, the RDBN and any given stakeholder may work with the Information Team to coordinate efforts and release a joint statement regarding the emergency event.

Public Communication Content

The RDBN will only provide emergency information within the scope of the RDBN's responsibility under *EDMA*. When the RDBN is not the lead agency, inquiries regarding the

environment and site level response will be directed to the lead response agencies public information lines.

The RDBN will not provide operational information that is not approved by the RDBN EOC Director.

Key Messages and Templates

Key messages provide important details regarding an emergency event. It is important to understand which messages are appropriate and who your target audience is.

Templates for key messages and media releases are located on the EOC Drive of the RDBN Server.

Audience Information Needs

Audience	Immediate Information Needs	Regular Information Needs
Elected Officials	<ul style="list-style-type: none"> • What happened? • What is the extent of the event? • What caused the event? • What is the RDBN EOC activation level and response actions? 	<ul style="list-style-type: none"> • Situation updates from the Policy Group Liaison.
Policy Group	<ul style="list-style-type: none"> • What happened? • What is the extent of the event? • What caused the event? • What is the RDBN EOC activation level and response actions? • Policy Group Liaison Updates from EOC 	<ul style="list-style-type: none"> • Situation and EOC updates from Policy Group Liaison.
Primary Impacted Population	<ul style="list-style-type: none"> • Confirmation – the extent of the event. • Safety instructions – What do I do or not do? Where do I go or not go? Where do I get more information? • What is the RDBN doing for me? • Reassurance and empathy (e.g. We are concerned for your safety and are supporting the provision of services to assist you.) 	<ul style="list-style-type: none"> • Additional instructional information. • Information on changes to the emergency. • Information on who is responsible for what. • Information on what is next. • Continued reassurance and empathy.

Audience	Immediate Information Needs	Regular Information Needs
Peripheral Impacted Population	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a
Staff	<ul style="list-style-type: none"> What happened? Will staff be requested to assist with response? What should we tell people who contact the Regional District? 	<ul style="list-style-type: none"> Updated situational awareness.
Media	<ul style="list-style-type: none"> How did the emergency start? Was anyone injured? What is being done in response? What should the public do? 	<ul style="list-style-type: none"> What continues to be done. Updated situational awareness.
Neighboring Local governments	<ul style="list-style-type: none"> Should the Local ESS team be engaged to support the response? How can they support the response? Could the emergency impact us? Is there a potential for partnership and joint information releases? 	<ul style="list-style-type: none"> Updated situational awareness.
Province of BC	<ul style="list-style-type: none"> What is the nature of the event? What provincial support will be needed? 	<ul style="list-style-type: none"> Situation Reports Operational Updates

Activation Criteria

The RDBN EOC Director will determine the need to activate the Crisis Communications Plan. This plan will be implemented by the EOC Information Officer and supported by Crisis Communication Team.

The Crisis Communications Plan will be activated when the following criteria is met:

- An emergency has the potential to impact the life and safety of residents within the RDBN.
- An emergency has occurred where immediate communication with residents is necessary.
- The RDBN EOC is activated.

Internal Crisis Communication Procedures

Policy Group

At the onset of an event, the RDBN Board Chair in consultation with the Policy Group Liaison will determine who is most appropriate to participate in the Policy Group. (See Elected Officials Emergency Management Handbook). The policy group will communicate with the EOC through the Policy Group Liaison or their delegate. The Policy Group will determine when and how frequently they will meet.

Elected Officials

At the onset of an event, the Policy Group Liaison will update the elected officials on the emergency and the EOC response activities.

Call Takers

The RDBN call takers will be provided with up-to-date information for the public who call the RDBN office. They will also be given an EOC contact sheet and organizational chart instructing who is working in the EOC and what extensions they can be reached at. (See Call Taker Binder).

Call takers must only provide information that is approved for public dissemination. Any operational information that may be known is not to be shared with the public.

Internal Staff

The Crisis Communications team will ensure that internal staff are apprised of RDBN EOC response activities and are aware of any service disruptions or hours of operation changes due to the event.

On Call EOC Staff

During an EOC response, the EOC Director may determine the need for staff to be on call. Contacts for on-call staff will be provided to the Logistics Section and will be distributed as needed. If EOC staff do not have a phone or means of communicating outside of the workplace, they are to notify their respective Section Chiefs to make other arrangements.

Amateur Radio Operations

In the event of regular internet and telephone communications are disrupted, the RDBN has an amateur radio base station established in office 117A. Only licensed amateur radio operators (with a certificate) are permitted to use or supervise the station.

In the event where main communication lines are compromised, amateur radio may be used to communicate with other local governments or the Provincial Regional Emergency Operations Centre (PREOC). The local amateur radio societies (Bulkley Valley Amateur Radio Society) have emergency deployment procedures to assist with communications support.

Amateur Radio Capabilities

- Capable of sending radio messages and emails when internet and telephone communications are disrupted.
- There are portable amateur radios and operators available that can be dispatched where needed.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

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

Date: March 26, 2026

Subject: **Grant in Aid Policy Update**

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

That the Board approve the updated Grant in Aid Policy and Grant in Aid Application documents.

BACKGROUND

Staff have added the Board's advocacy that Grant in Aid recipients source supplies and service from local vendors wherever possible to the Grant in Aid application guide.

It was identified that the previous Grant in Aid Policy and Application unnecessarily merged policy documents with operational application and guidance components. The attached draft documents include a Board Policy that aligns with the Corporate Policy Manual, as well as a separate Application Form that includes notes to applicants.

Minor changes proposed in both documents have been highlighted for easy identification.

ATTACHMENTS:

Draft Grant in Aid Policy

Draft Grant in Aid Application

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
GRANT IN AID APPLICATION FORM**



**NOTE TO APPLICANTS:
APPLICATIONS MUST BE SUBMITTED ON THE FORM PROVIDED.**

SUBMIT APPLICATIONS TO:

Regional District of Bulkley-Nechako
37-3rd Avenue / PO Box 820
Burns Lake, B.C. V0J 1E0
or via email to: info@rdbn.bc.ca

NOTE TO APPLICANTS:

- Industrial, commercial, individuals, and business undertakings ARE NOT eligible for assistance under this program;
- Please use the RDBN Board Policy and Application Completion instructions as a guideline and be advised that the Regional Board of the Regional District of Bulkley-Nechako reserves the right to amend the said policies from time to time as it deems appropriate;
- Please make sure that your application is clearly legible and will photocopy with good results.
- Personal information requested on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.
- The RDBN is able to process grant payments much more quickly through Electronic Funds Transfer (EFT) and we hope that you will also recognize the benefits of faster payment and reduced carbon footprint. Electronic payments are quicker, more efficient, and reduce costs. If you have not submitted the form to be eligible for EFT, you can find it on our website at <https://www.rdbn.bc.ca/departments/finance/accounts-payable-electronic-funds-transfer-agreement>
- **Wherever possible, the RDBN encourages Grant in Aid recipients to source purchases and services from local suppliers.**
- If you have any questions or require assistance, please contact the Economic Development Department of the Regional District of Bulkley-Nechako at the above address, or:
Phone: (250) 692-3195 or toll free at 1-800-320-3339
Fax: (250) 692-3305 email: economic.development@rdbn.bc.ca

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GRANT IN AID APPLICATION FORM

Organization Legal Name: _____

Organization Mailing Address: _____

Contact Person 1:

Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Contact Person 2:

Contact Name: _____

Contact Phone Number: _____

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:

Amount of Grant Requested \$ _____

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?

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

Electoral Area A (Smithers/Telkwa Rural)

Electoral Area E (Francois/Ootsa Lake Rural)

Electoral Area B (Burns Lake Rural)

Electoral Area F (Vanderhoof Rural)

Electoral Area C (Fort St. James Rural)

Electoral Area G (Houston/Granisle Rural)

Electoral Area D (Fraser Lake 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.

GRANT IN AID APPLICATION FORM

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

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 _____YES _____NO a senior government or a local service agency?

c) Provide an opportunity for individuals to make direct _____YES _____NO contributions?

d) Is your organization part of a provincial or _____YES_____NO national fundraising campaign?

Don't forget to attach the required financial report.



REGIONAL DISTRICT OF BULKLEY-NECHAKO
GRANT IN AID POLICY
Adopted: TBD

PURPOSE

To provide grants to community groups, non-profit registered societies, organizations, and Recreation Commissions, for cultural, charitable, sporting, recreational, service activities and special events for the purpose of benefiting the community.

AUTHORITY

Local Government Act Sec. 263(1)(c): The Regional District may provide assistance for the purpose of benefiting the community or any aspect of the community.

Local Government Act Sec. 380(2)(g): A grant may be charged to the electoral area benefiting from the assistance.

APPLICATION (this section used to be called Procedure)

This policy shall apply to all Grant in Aid requests being considered for funding from a Grant in Aid budget.

1. Applications will be referred to the applicable Electoral Area Director to conduct a preliminary review. The RDBN has both statutory and budgetary limitations on Grant in Aid and wishes to ensure that these funds are disbursed as fairly and equitably as possible. The Board delegates the authority to approve grant in aid applications of \$5,000 or less to the Chief Administrative Officer or designate in consultation with the Electoral Area Director. Applications in excess of \$5,000 will be referred to the Board.
 - a) Applications must be submitted on the form provided by the Regional District, with all supporting documentation attached. Applicants must clearly indicate the amount of assistance requested; provide evidence of how the applicant benefits the community generally and how the assistance being requested from the Regional District would benefit the community specifically; and, provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.
 - b) Applications that are not submitted on the required form will be returned to the applicant.
2. The following factors shall be used in evaluation and prioritizing the Applications for Assistance under Section 263(1)(c) of the Local Government Act.
 - a) Purpose for which the funding is required.
 - b) What funding opportunities have been considered, (ie. fundraising, grants from senior levels of government, etc.).

- c) Benefits to the community as a whole.
 - d) Amount of grant requested.
 - e) Whether or not the applicant has previously received assistance from the Regional District of Bulkley-Nechako.
 - f) Whether or not previous grant reporting has been received (if applicable).
 - g) Whether or not there is an opportunity for individuals to make direct contributions.
 - h) The amount of available funding so as to ensure support for a wide range of projects in the area. Applications may be competitively adjudicated to ensure funds can support as many groups as possible.
3. If a grant in aid is approved the following will apply:
- a) A cheque or Electronic Funds Transfer will be issued to the requesting organization. A letter documenting the grant approval will be sent under the signature of the Electoral Area Director. If the application is for partial funding of a large project, approved funds will be issued upon satisfactory confirmation that the remainder of the funding is in place.
 - b) Recipients must acknowledge the RD as a supporter of the project, program, service or special event in publications or marketing. Projects, programs, services or special events may not be represented as an RD event, nor may the society / organization hold itself out as an agent of the RD in anyway.
Approval to use the RDBN logo can be requested for the purpose of recognition.
 - c) If the grant exceeds \$1,000, a report must be submitted to the Regional District inclusive of satisfactory evidence that the goods or services have been obtained (ie. a report from the organization inclusive of receipts and/or a report of the expenditures).
Failure to submit a report will impact consideration of future applications.
4. The Chief Administrative Officer and/or Electoral Area Director may at the time of grant approval:
- a) Impose additional requirements to be met by an organization prior to receipt of grant funds;
 - b) Reduce or modify the requirements to be met for an organization prior to receipt of grant funds.
5. Applications for Assistance under Section 263(1)(c) of the *Local Government Act* will NOT be approved for:
- a) Purposes identified as potentially exposing the Regional District of Bulkley-Nechako to risk of unacceptable liability;
 - b) Purposes disallowed by the *Local Government Act*:
Section 273 – As a limitation on section 263(1)(c), a Board must not provide assistance to an industrial, commercial or business undertaking;
 - c) Annual operational expenses of an organization (e.g. insurance, utilities, regular programming);
 - d) Remuneration (e.g. wages, salaries, other fees);
 - e) No grants shall be approved for individuals or privately owned businesses.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

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

Date: March 26, 2026

Subject: **Grant in Aid for Area A - Smithers Senior Citizens Association
Dishwasher Replacement Project**

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

That the Board approve allocating \$10,000 in Regional Grant in Aid from the Area A (Smithers/Telkwa Rural) allocation to the Smithers Seniors Citizens Association for a dishwasher replacement project.

BACKGROUND

Please see the attached application for further information.

Director Stoltenberg is supportive of a \$10,000 contribution to this project.

The remaining Area A allocation of Regional Grant in Aid is \$232,318

ATTACHMENTS:

Smithers Senior Citizens Association Dishwasher Grant in Aid application

STRATEGIC PLAN ALIGNMENT:

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

Nellie Davis

From: Nellie Davis
Sent: March 16, 2026 10:34 AM
To: Nellie Davis
Subject: Online Grant in Aid Application

Grant in Aid Application Form

Organization Legal Name:
 Smithers Senior Citizens Association

Contact Email Address:
 npdevries@citywest.ca

Contact Phone Number:
 250 847 2724

Organization Mailing Address:
 Box 4143 Smithers, B.C. 4018 Mountain View Dr

Project or purpose for which you require assistance:
 Our commercial dishwasher/sanititizer is out of commission. A new one can be ordered from Prince George. It gets used every week, for the Wednesday lunches and other events as well as pancake breakfasts.

Amount of Grant Requested:
 10000

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

Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?:
 We have 219 seniors as members . It is a volunteer, non-profit organization dedicated to improving the quality of life for older adults in the Bulkley Valley. The association operates out of the Seniors Activity Center offering social, recreational, and education programs many of whom use the kitchen therefore the dishwasher.

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.:
 Only the janitor who is not a member

Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.:
 There are so many and have been over the years I thought the building was built in the 1970. I have since found an album which records the building and dedication in 1986. Many of the 219 members volunteer

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.:

A new commercial dishwasher/sanitizer. must be food safe, many people use the kitchen and therefore the machine gets a lot of use. The lunches for 60 to 80 on Wednesdays, pancake breakfast once a month and other events.

Describe how this proposal will benefit the community.:

It will help all who use the kitchen. It will make the dihwashing crew. They have been hand warshing the last little while

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

Yes - please provide information below

Name of Grant or Funding Agency:

Credit union received \$3000

Amount applied for:

5000

Status of application:

Approved

Name of Grant or Funding Agency:

Smithers Legion

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.:

2011 an addition to the hall 2017 36,709.00 replaced windows, doors, installed heat pumps and toilets

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

Provide an opportunity for individuals to make direct contributions?

Contact Name:

Nancy DeVries

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

Contact Name:
Margaret Burns

Contact Phone Number:
250 847 4644

Contact Email Address:
margburns@gmail.com

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?:
Yes.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

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

Date: March 26, 2026

Subject: **Grant in Aid for Area A - Smithers Senior Citizens Association
Entry Safety Project**

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

That the Board approve allocating \$14,200 in Regional Grant in Aid from the Area A (Smithers/Telkwa Rural) allocation to the Smithers Seniors Citizens Association for an Entry Safety project.

BACKGROUND

Please see the attached application for further information.

There is a \$3,000 grant approved from BVCU for the Entry Safety project. Director Stoltenberg is supportive of a \$14,200 contribution for the remainder of the project budget.

The remaining Area A allocation of Regional Grant in Aid is \$232,318

ATTACHMENTS:

Smither Senior Citizens Association Entry Safety Grant in Aid application

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: Smithers Senior Citizens Assoc

Organization Mailing Address: Box 4143 Smithers, B.C. V0J 2N0

Contact Person 1:

Contact Name: Nancy DeVries
 Contact Phone Number: 250-847-2724
 Contact Email Address: npdevries@citywest.ca

Contact Person 2:

Contact Name: Margaret Burns
 Contact Phone Number: 250-847-6446
 Contact Email Address: margburns@gmail

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:

- 1) Installing safety railings at 3 doors outside building \$17,199.-
- 2) New plank flooring \$26,759.-
- 3) Paint the hall. \$5000.00

Amount of Grant Requested \$ 45309.00

(\$3000.00 received from Credit Union Smithers
A 650.00 from a memorial)

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.

Nancy DeVries
 (signature of authorized signatory)

President
 (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? *No.*

SSCA, a volunteer run, non-profit organization dedicated to improving the quality of life for older adults in the Bulkley Valley. The association operates out of the Senior Activity Center - offering social, recreational, and educational programs. The Pioneer Activity Centre is a welcoming environment that helps reduce isolation, promotes physical & mental health.

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Electoral Area A (Smithers/Telkwa Rural) | <input type="checkbox"/> Electoral Area E (Francois/Ootsa Lake Rural) |
| <input type="checkbox"/> Electoral Area B (Burns Lake Rural) | <input type="checkbox"/> Electoral Area F (Vanderhoof Rural) |
| <input type="checkbox"/> Electoral Area C (Fort St. James Rural) | <input type="checkbox"/> Electoral Area G (Houston/Granisle Rural) |
| <input type="checkbox"/> Electoral Area D (Fraser Lake 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. *0*

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

We have ~~210~~¹⁹⁹ members. many volunteers. I don't know the exact date the Hall built in the 1970's

Project/Proposal Profile

1. Assistance is being requested for:
- Capital project and/or equipment
 - Special event
 - Other purpose (explain below)

Other purpose:

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.

Railings: we require upgrades to our entryways to ensure safety and accessibility for all users. The current pads are uneven
Flooring: The original tiles from when the hall was built in the 1970's are requiring replacement. There are cracks and ^{worn} spots
Painting: With new flooring we feel it will be the time to paint the hall. we rent the hall on a number of occasions and have programs in there most days of the week - It's a well used place.

3. Describe how this proposal will benefit the community.

accessibility and safety for all users as they are now they pose a tripping hazard particularly for individuals with reduced mobility.

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: *Railings - 17,199.00 / Flooring - 26,759.00 - Painting - 5000.00*
- Grants/funding from other sources: *Credit Union Smithus 3000.00 Memorial 650.00*
- Funding contributed by applicant through fund raising activities or other sources of revenue: *Pending - 7000.00 Smithus begin - Pending*
- Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers. *None*
\$ 75,720.79

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
<i>Smithers Credit Union</i>	<i>5,000.00</i>	<i>3,000.00</i>		
<i>Four Rivers</i>	<i>7,500.00</i>			<i>7,500.00</i>
<i>Northern Development</i>	<i>4,700.00</i>			<i>4,700.00</i>

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
<i>2011</i>	<i>nil ?</i>	<i>an addition to hall</i>
<i>2017</i>	<i>36,709.00</i>	<i>Windows, Doors, hot pumps, toilets</i>

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.

Ouds Painting
 BOX 414
 Smithers BC V0J2N0

DATE: _____
 NAME: Pioneer Activity Centre
 ADDRESS: 4018
 ADRESSE: MOUNTAINVIEW DRIVE Smithers BC.

SOLD BY VENDEUR	C.O.D C.R.	CHARGE	ON ACCT. REQU A/C.	ACCT. FORWARD MONT. REPORTE
1		Quote on painting		
2		the interior rooms		
3				
4		include walls		
5		doors frames		
6				
7		filling holes priming		
8			4600	00
9				
10				
		GST#	GST/TPS HST/TVH	
TAX REG. NO. No. ENRG. TAXE	882068389	PST/TVP	230	GST
502126	TOTAL/TOTALE		4830	00
SIGNATURE:		Cliff Oud		



vconst@gmail.com

250-877-8735
250-847-4224

Quote to supply railing and pipe handrail at Pioneer Place in Smithers

Quote includes the following ;

Supply and install "Dek Smart" Aluminum Railing with Black 1 1/2" pipe handrail

To be bolted into concrete

Cost \$7700.00

GST \$385.00

Total \$8085.00

Quote to remove old concrete stairs and pads where needed

Form up new stairs at west end of building

Add pad to north side of building pad

Cost \$8680.00

GST \$434.00

Total \$9114.00

Quote prepared by Dwayne Van Veldhuizen

EC Siding a division of

DVV CONSTRUCTION LTD

Quote is good for 30 days

Smithers Senior Citizen's Association Comparative Income Statement - Yearly Comparative

	Actual 2025-01-01 to 2025-12-31	Actual 2024-01-01 to 2024-12-31	Percent
REVENUE			
Sales Revenue			
Lunches Collected	31,952.05	29,992.70	6.53
Pancake Breakfasts - collected	6,137.00	6,380.00	-3.81
Bazaar Collected	1,284.45	820.40	56.56
Catering	1,400.00	2,125.00	-34.12
Donations	19,346.67	3,630.80	432.85
50/50 Draws	2,996.05	3,381.30	-11.39
Interest	4,551.18	4,023.34	13.12
Memberships collected	2,750.00	2,860.00	-3.85
Rent	19,139.38	29,437.60	-34.98
User Fees	13,864.00	0.00	0.00
Net Sales	<u>103,420.78</u>	<u>82,651.14</u>	25.13
Other Revenue			
Interest Revenue	20.87	20.82	0.24
Total Other Revenue	<u>20.87</u>	<u>20.82</u>	0.24
TOTAL REVENUE	<u>103,441.65</u>	<u>82,671.96</u>	25.12
EXPENSE			
General & Administrative Exp...			
Advertising & Promotions	638.85	291.20	119.39
Bank charges & fees	197.53	78.75	150.83
Building repairs & maintenance	2,886.90	8,999.38	-67.92
Donations	46.97	1,000.00	-95.30
Hall Operating Expense	3,108.45	3,760.55	-17.34
Hydro	6,196.74	5,670.66	9.28
Insurance	8,026.00	7,451.00	7.72
Property Taxes	6,992.02	0.00	0.00
Janitorial	3,187.50	4,446.51	-28.31
Janitorial Supplies	1,328.36	1,106.64	20.04
Pancake- Breakfast Food	1,558.17	2,153.40	-27.64
Catering- Food	1,696.38	1,269.06	33.67
Kitchen - food	17,375.56	18,042.66	-3.70
Kitchen - supplies	1,285.70	869.45	47.88
Kitchen - helpers	0.00	245.00	-100.00
Lease	0.00	1.00	-100.00
Office Supplies	108.01	223.78	-51.73
Speakers & Entertainment	333.60	100.00	233.60
News Letter Photo Copying	1,235.15	1,059.34	16.60
Snowplowing	2,797.58	2,128.89	31.41
Supplies	100.00	461.44	-78.33
Special Program	14,954.41	0.00	0.00
Telephone	1,666.91	1,768.26	-5.73
Total General & Admin. Expe...	<u>75,720.79</u>	<u>61,126.97</u>	23.87
TOTAL EXPENSE	<u>75,720.79</u>	<u>61,126.97</u>	23.87



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

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

Date: March 26, 2026

Subject: **Regional Grant in Aid for Nechako Valley Exhibition Society**

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

That the Board approve allocating \$6,000 in Regional Grant in Aid, \$5,000 from the Area F (Vanderhoof Rural) allocation and \$1,000 from the Area C (Fort St. James Rural) allocation, to the Nechako Valley Exhibition Society to support the purchase of an inflatable for the Family Fun Zone at the annual Exhibition.

BACKGROUND

Please see the attached application for further details.

The remaining balance in Area F Grant in Aid is \$148,987

The remaining balance in Area C Grant in Aid is \$45,076

Directors Moon and Greenaway are supportive of the proposed contributions.

ATTACHMENTS:

Nechako Valley Exhibition Grant in Aid application – Inflatable Purchase

STRATEGIC PLAN ALIGNMENT:

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

Not Applicable

Nellie Davis

From: Nellie Davis
Sent: Wednesday, February 18, 2026 4:11 PM
To: Nellie Davis
Subject: Grant in Aid Application Form - NVEx Inflatable Purchase

Grant in Aid Application Form

Organization Legal Name:
 Nechako Valley Exhibition Society

Contact Email Address:
 nechakoexsociety@outlook.com

Contact Phone Number:
 2505701237

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

Project or purpose for which you require assistance:

Each year, we proudly organize the Nechako Valley Exhibition, also known as the Fall Fair, which stands as Vanderhoof's largest annual event, attracting over 5,000 attendees. We are committed to continually enhancing the fair experience for all those involved, with one of the standout features being the Family Fun Zone. This area offers a variety of activities, including face painting, a clown, games, a kid's train, and several inflatables that provide endless enjoyment for children. However, as costs continue to rise, we are facing challenges in accommodating the expenses associated with the inflatable rentals within our budget. To address this issue, we are considering the purchase of our own inflatables, which we believe will be a more economical solution to ensure the Family Fun Zone remains a vibrant part of our fall fair.

Amount of Grant Requested:
 10000

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

Yes

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

Our annual fall fair offers an engaging and enjoyable learning experience for attendees of all ages, aiming to enhance public awareness of the region's agricultural capabilities. The event features a variety of popular attractions, such as bull riding, lawn mower races, light and heavy horse shows, beef competitions, a family fun zone, and 4-H showing classes and auction. This diverse range of activities not only entertains but also supports our community by promoting local businesses and attracting competitors and attendees from other region's thereby benefiting local hotels, restaurants, gas stations, feed/tack stores, grocery stores, and local shops. We also offer a large variety of local entrepreneurs selling their locally made merchandise which in turn goes back into our community.

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 is a non-profit organization. However, we have one part time Office Administrator and 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 80 members and 150 volunteers

Assistance is being requested for.:

Special event

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.:

The Nechako Valley Exhibition would like to utilize these funds to purchase their own Inflatable for the 58th Annual Fall Fair. This purchase is projected to pay itself off within 1.5 years and start to help the NVE not only save money but provides potential to start raising money through renting the inflatable out to events held on our grounds and in the community.

Describe how this proposal will benefit the community.:

This initiative aims to enhance our ability to provide more family fun options at our fall fair while helping the society stay within their budget to ensure we are able to bring this family fun and educational event to our community year after year. Our goal is to grow our attendance each year which in turn supports local business through advertising as well as income for our local hotels, restaurants, grocery stores, feed/tack stores, camp sites, and local shops.

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: 2025

Amount: \$50,000.00

Purpose: RV campground installation

Year: 2023

Amount: \$22,842.00

Purpose: Insurance Covid-19 Relief Funding

Year: 2023

Amount: \$60,000.00

Purpose: Beef Barn Renovation

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.:

Contact Name:

Alex Kulchar

Contact Phone Number:

2505709547

Contact Email Address:

akulchar@outlook.com

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.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Jason Blackwell, Regional Fire Chief

Date: March 26, 2026

Subject: **Village of Granisle FireSmart Service Agreement**

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

That the Board enter into an agreement with the Village of Granisle to provide staff support for the Village to develop a FireSmart program for their community.

BACKGROUND

In the spring of 2024, The Village of Granisle approached RDBN staff to discuss a FireSmart program. One of the requirements to qualify for the funding through UBCM (Community Resiliency Investment grant) is to hire a FireSmart staff position. With the small number of municipal staff at the village and the limited work required for a FireSmart program, it was determined that it wasn't feasible to hire for this position. The Village sent a request to contract to the RDBN FireSmart program to take on the small amount of work required by the Village. For the first year, Granisle will be focusing on public education and hiring a consultant to complete the Village of Granisle Community Wildfire Resiliency Plan. RDBN staff have determined that it is possible to incorporate this into existing workloads and recommends the RDBN enters into an agreement to support this work.

ATTACHMENTS:

Village of Granisle FireSmart Service Agreement

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):

FIRESMART SERVICE AGREEMENT

BETWEEN THE

REGIONAL DISTRICT OF BULKLEY-NECHAKO



AND THE

VILLAGE OF GRANISLE



FIRESMART SERVICE AGREEMENT

BETWEEN:

REGIONAL DISTRICT OF BULKLEY-NECHAKO
37 3rd Avenue, Box 820
Burns Lake, BC, V0J 1E0

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

OF THE FIRST PART

AND:

VILLAGE OF Granisle
80 Hagan St, Granisle, BC, V0J 1W0
(hereinafter called the "**Village**")

OF THE SECOND PART

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

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

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

Term

1. This Agreement is for a term of 1 year commencing on January 1, 2026 and terminating on October 31, 2026. This Agreement may be extended for an additional year on written agreement.

Intent

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

Termination or Amendment

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

Waiver

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

The Service

7. "FireSmart Service" means the following.
 - (a) Providing FireSmart education to Village residents via:
 - i) Social Media
 - ii) Community events
 - iii) Distributing FireSmart resources
 - (b) Provide input for the development of the Village's Community Wildfire Response Plan (CWRP)
 - (c) Working with Village staff to develop their capacity to implement FireSmart principles

- (d) Deliver Wildfire Mitigation Assessments (hereinafter called the "Assessments") to residents
- (e) Develop a rebate outline for completed FireSmart activities recommended in assessments
- (f) Process rebates for homeowners who completed FireSmart recommendations outlined in assessments
- (g) Advising the Village on policies and procedures for the processing of FireSmart and development applications.
- (h) Assisting the Village with additional FireSmart projects not specified in this agreement subject to mutual agreement between the Village and the RDBN. Such projects may be identified based on evolving priorities, legislative changes, or emerging community needs and may be incorporated into the scope of work through written amendments or addenda to this Agreement.

RDBN Responsibilities

- 8. The RDBN shall be responsible for the following.
 - (a) Providing the Service in a diligent manner utilizing qualified staff having suitable training and being properly supervised (PIBC membership is not necessary).
 - (b) Providing the Service in accordance with the *Local Government Act* and *Community Charter*, applicable municipal bylaws, the policies of the Council of the Village, and accepted procedures approved by the RDBN's Director or Deputy Director of Planning and Development.
 - (i) Maintaining the digital files for the FireSmart Service in accordance with the Village's file management policies.
 - (j) Ensuring the CAO for the Village is updated regularly, and on request, regarding the status of the FireSmart Service.
- 9. RDBN staff will provide up to 28 hours of the service per month. These hours can be more or less depending on RDBN workloads and priorities.
- 10. The RDBN shall not in any manner commit or purport to commit the Village to any 3rd party agreements or to the payment of any money except pursuant to this agreement.

Village Responsibilities

- 11. The Village shall be responsible for the following:
 - (a) Processing the payment of any FireSmart rebates if that service is being provided;

- (b) RDBN staff will provide copies of all documents and digital project files created under the Service to the Village for inclusion in its digital filing system. For this purpose the Village will provide RDBN staff a digital means for sharing said files with the Village.
 - (c) The printing and ordering of any FireSmart related materials in relation to delivering the service.
12. The Village shall not adopt any bylaws, procedures or policy in relation to the provision of the Service without consultation with the RDBN regarding any impact on the provision of the Service.
 13. The Village will work cooperatively with the RDBN to establish internal procedures and policies necessary for the RDBN to provide the Service in an efficient and effective manner.
 14. Processing Freedom of Information and Protection of Privacy Act requests for records related to the Service.

Communications

15. The Village Mayor or Councillors shall not provide direction or comment to RDBN staff related to the Service outside of a meeting of the Village of Granisle Council, or through the CAO for the Village.
16. The CAO for the Village and the Regional Fire Chief or the Director of Protective Services for the RDBN shall meet monthly, or otherwise as mutually agreed, to review the status of work under the Service. With the RDBN responsible for scheduling these meetings as mutually agreed.

Service Delivery Cost Recovery

17. In consideration for providing the Services under this Agreement the RDBN shall receive a fee for service based on actual hours of work performed. The RDBN will submit an invoice to the Village every quarter. To a maximum cost as allocated and budgeted for the position in accordance with the Village's received 2025 FireSmart Community Funding & Supports Grant. The RDBN shall track staff hours to confirm that appropriate resources are provided to the Service, and that RDBN costs are being covered.
18. The RDBN shall be responsible for the salary and obligations to its employees involved in providing the Service.
19. The RDBN shall be responsible for the costs of providing vehicle transportation within the Village of Granisle, and all other IT supplies and materials used by its employees involved in providing the Service.

Indemnity

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

Insurance

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

Amendment

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

Confidentiality

25. The Regional District will at all times treat as confidential, all information or material supplied to or obtained by the Regional District as a result of this Agreement and will not permit the publication, release or disclosure of the same without the prior written consent of the

Village. This section does not apply to information supplied by an applicant to the RDBN for consideration as part of an application process. This section is subject always to the Freedom of Information and Protection of Privacy Act.

Conflict of Interest

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

Dispute Resolution

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

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

Law Applicable

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

RDBN and Village of Granisle FireSmart Service Agreement

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

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

Chairperson

Chief Administrative Officer

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

Mayor

Chief Administrative Officer



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Cheryl Anderson, Director of Corporate Services

Date: March 26, 2026

Subject: **Climate Change Adaptation and Resilience in the Nechako Watershed Workshop - April 28, 2026 - Prince George, B.C.**

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

That the Board authorize attendance of Chair Parker and Director Moon to attend the Climate Change Adaptation and Resilience in the Nechako Watershed Workshop on April 28, 2026 in Prince George, B.C. Registration for this workshop is free.

BACKGROUND

The Nechako Watershed Roundtable has extended an invitation to Chair Parker and Director Moon for the Climate Change Adaptation and Resilience in the Nechako Watershed Workshop on April 28, 2026 in Prince George, B.C.

ATTACHMENTS:

Nechako Watershed Roundtable Invitation

STRATEGIC PLAN ALIGNMENT:

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



February 5, 2026

Dear Chair Mark Parker,

Re: Invitation to Climate Change Adaptation and Resilience in the Nechako Watershed Workshop, April 28, 2026

The **Nechako Watershed Roundtable (NWR)** invites you to participate in a **Climate Change Adaptation and Resilience in the Nechako Watershed** workshop, themed **“From Streams to Strategy: Pathways to Collective Action”**. The workshop will be held on April 28th at the House of Ancestors in Prince George, BC. A tour and social event will follow at the Spruce City Wildlife Association.

The health of BC watersheds is under threat from development, population growth and an increasingly unstable climate. Voices from different sectors are calling for urgent action on climate change at the most local level, while simultaneously expressing concern and frustration at the lack of support from provincial and federal agencies to respond to and prepare for future crises.

Because the adverse impacts of climate change are manifested largely at the local level, the NWR hosted a “Climate Change Adaptation and Resilience in the Nechako Watershed” workshop in November, 2024, to gather and engage local leaders at all levels of government, scientists and knowledge holders, and [partners](#) in dialogue.

Using lessons from First Nations plans guiding climate change response, disaster management, and Indigenous laws, participants of the workshop collectively identified priorities for action and opportunities to build local resilience in the watershed.

On April 28, the NWR invites leaders to come together to collectively confirm and identify which of these top priorities to action for the greatest impact now while supporting communities to shift from crisis response to proactive resilience and adaptation.

We will, once again be joined by Dan George of Four Directions Management Services Inc. (FDMS) to support dialogue exchange and prioritize actions. This workshop will build on the recommendations contained in the [meeting summary](#) and [comprehensive ‘What we Learned’ report](#) following the 2024 workshop.

The workshop’s keynote address from Dr. Shannon Waters, Deputy Health Officer for Planetary and Water Health will follow feature presentations from Stephen Déry, UNBC/IWRG (“Climate Impacts in the Nechako Watershed”), and Emily Huddart, UBC (“Northern Climate Change Perceptions”, the first of its kind climate survey focused on Northerners).



Your attendance and participation in this workshop are kindly requested. **Please register for this workshop by March 1st**. A participant package will be forwarded prior to the event for your review and consideration. Please connect with us if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Menounos". The signature is fluid and cursive, with a large initial "K" and "M".

*Kim Menounos
Climate Change Adaptation and Resilience Steering Committee Chair
Nechako Watershed Roundtable*

Cc:

Gina Layte Liston
Nechako Watershed Roundtable Chair



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board

From: Wendy Wainwright, Deputy Director of Corporate Services

Date: March 26, 2026

Subject: **Regional District of Okanagan-Similkameen - Request for Support-Orphan Dike Advocacy Letter**

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

That the Board receive the Regional District of Okanagan-Similkameen – Request for Support – Orphan Dike Advocacy Letter.

BACKGROUND

The Regional District of Okanagan-Similkameen (RDOS) is sending an Orphan Dike Advocacy Letter to the Honourable David Eby, Premier requesting that the Province assume responsibility for orphan dikes and establish a provincial management program. Attached is the request from the RDOS.

According to the Province of B.C. (attachment #4) Dike consequence classification by region, there are 7 dikes within the Regional District of Bulkley-Nechako, 4 located within the District of Houston and 3 located within the Village of Telkwa.

ATTACHMENTS:

1. February 11, 2026 E-mail – Request for support: Orphan Dike Advocacy Letter
2. February 5, 2026 RDOS Staff Report – Board Support to Sign Orphan Dike Advocacy Letter & Request for Province to Assume Responsibility
3. Draft Letter to the Honourable David Eby, Premier Re: Provincial leadership needed for orphan dike responsibility and long-term flood protection
4. Province of B.C. Dike Management including Skeena and Omineca Regions
5. [Fraser Basin Council – Condition and Risk Assessment of BC’s Orphan Dikes Summary Report – December 9, 2020](#) (Link)

STRATEGIC PLAN ALIGNMENT:

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

From: [Wendy Wainwright](#)
To: [Wendy Wainwright](#)
Subject: FW: Request for support: Orphan Dike Advocacy Letter
Date: March 9, 2026 3:54:48 PM
Attachments: [image001.png](#)
[image003.png](#)
[RDOS Administrative Report - Support of Orphan Dike Advocacy Letter.pdf](#)
[DRAFT Orphan Dike Letter.pdf](#)
[image001.png](#)

From: Joanne Malar <jmalar@rdos.bc.ca>
Sent: Wednesday, February 11, 2026 12:35 PM
To: Jennifer Kinneman <jkinneman@fvrd.ca>; Tina Perreault <Tina.Perreault@scrd.ca>; Mark Andison <mandison@rdkb.com>; Scott Hildebrand <shildebrand@tnrd.ca>; Stuart J. Horn <SHorn@rdck.bc.ca>; Heather Paul <HPaul@slrd.bc.ca>; Danielle Myles Wilson <Danielle.MylesWilson@cverd.bc.ca>; James Warren <jwarren@comoxvalleyrd.ca>; Murray Daly <mdaly@cariboord.ca>; Al Radke <ARadke@qathet.ca>; Curtis Slingerland <cao@ccrd.ca>; Daniel Fish <cao@ncrdbc.com>; Daniel Sailland <dsailland@acrd.bc.ca>; David Kim <dkim@rdmw.bc.ca>; David Leitch <dleitch@strathconard.ca>; David Sewell <david.sewell@rdno.ca>; Douglas Holmes <dholmes@rdn.bc.ca>; Jerry Dobrovolny <jerry.dobrovolny@metrovancover.org>; jmaclean@csrd.bc.ca; Jim Zaffino <jzaffino@rdos.bc.ca>; 'Lina Gasser' <lgasser@rdks.bc.ca>; Shawn Dahlen <shawn.dahlen@prrd.bc.ca>; Shawn Tomlin <stomlin@rdek.bc.ca>; Ted Robbins <trobbsins@crd.bc.ca>; mschibli@rdks.bc.ca; chris.calder@rdffg.bc.ca; Curtis Helgesen <curtis.helgesen@rdbn.bc.ca>
Cc: Communications <communications@rdos.bc.ca>; Jim Zaffino <jzaffino@rdos.bc.ca>
Subject: Request for support: Orphan Dike Advocacy Letter

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

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Hello Regional District CAOs,

The Regional District of Okanagan-Similkameen (RDOS) has received board approval to send an **Orphan Dike Advocacy Letter** to the Honourable David Eby, Premier of BC, requesting that the Province assume responsibility for orphan dikes and establish a provincial management program (see RDOS administrative report attached and RDOS motion below from February 5, 2026).

The RDOS is reaching out to all Regional Districts in British Columbia to request your

support and authorization to include your name and logo as signatories on this advocacy letter (see draft letter attached).

We are kindly seeking your support to:

- Request that your board authorize your Regional District to support this advocacy letter and include your RD's name and logo as signatories
- Ask your member municipalities to seek endorsement from their councils to support this advocacy letter
- Please provide your intentions of support to communications@rdos.bc.ca

The RDOS has also sent out a letter to First Nation communities requesting the same support.

Effective management of orphan dikes is critical for Regional Districts, as unmanaged and ownerless flood protection infrastructure poses significant risks to life safety, homes, agriculture, transportation corridors, and shared critical infrastructure. Given incomplete provincial inventories and the legacy nature of flood protection works, no Regional District in British Columbia can conclusively demonstrate the absence of orphan dikes within its jurisdiction. These risks extend beyond jurisdictional boundaries: even Regional Districts without known orphan dikes may be impacted by downstream or regional failures, which can trigger widespread flooding, strain emergency response and recovery resources, and cause economic disruption that exceeds local capacity. As a result, orphan dike management represents a collective, province-wide concern requiring coordinated stewardship, governance, and long-term investment.

Thank you for your attention to this important matter. Your support is invaluable to address this critical issue.

Sincerely,

Joanne Malar on behalf of RDOS CAO, Jim Zaffino

One Region Working Together

Joanne Malar (she/her) ● Communications Coordinator

Regional District of Okanagan-Similkameen

101 Martin Street, Penticton, BC V2A 5J9

p. 250-490-4387 ● tf. 1-877-610-3737 ● f. 250-492-0063

www.rdos.bc.ca ● jmalar@rdos.bc.ca

The RDOS is located within the traditional and ancestral territory of the syilx Okanagan and sməlqmix peoples.

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal and/ or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication and do not copy, distribute or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

RDOS MOTION

(Unweighted Corporate Vote - Simple Majority)

- **RECOMMENDATION**

THAT the Board authorize the Chair to sign the Orphan Dike Advocacy Letter addressed to the Honorable David Eby, Premier of British Columbia, requesting that the Province assume responsibility for orphan dikes and establish a Provincial management program; and,

THAT the CAO be directed to forward the letter to First Nations and Regional Districts across British Columbia, requesting their support and authorization to include their names and logos as signatories; and,

THAT regional districts be asked to contact their member municipalities to encourage their endorsement and authorization to add their names and logos to the collective letter.

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: February 5, 2026

RE: Board support to Sign Orphan Dike Advocacy Letter & Request for Province to Assume Responsibility

Administrative Recommendation:

THAT the Board authorize the Chair to sign the Orphan Dike Advocacy Letter addressed to the Honorable David Eby, Premier of British Columbia, requesting that the Province assume responsibility for orphan dikes and establish a Provincial management program; and,

THAT the CAO be directed to forward the letter to First Nations and Regional Districts across British Columbia, requesting their support and authorization to include their names and logos as signatories; and,

THAT regional districts be asked to contact their member municipalities to encourage their endorsement and authorization to add their names and logos to the collective letter.

Purpose:

To obtain Board authorization for the Chair to sign the Provincial Orphan Dike Advocacy Letter and to coordinate participation from First Nations, Regional Districts, and municipalities. Across British Columbia, more than 100 orphan dikes—totalling approximately 85 kilometres—lack an identified owner, diking authority, or long-term maintenance program. Their deteriorating condition presents significant risks to public safety, infrastructure, and emergency response capacity.

Strategic Priorities:

3.3 Influence Other Orders of Government

ANALYSIS: WHY THE PROVINCE MUST ASSUME RESPONSIBILITY

1. Public Safety Requires Single Responsible Authority

Orphan dikes currently exist in a governance vacuum, with no assigned owner, operator, or qualified diking authority responsible for inspection, maintenance, emergency repair, or long-term capital

upgrades. When structures intended to protect communities from floods have no oversight, the result is uneven standards, inconsistent, or no monitoring, and heightened vulnerability.

The Province's own Fraser Basin Council Flood Risk Assessment identified that many orphan dikes do not meet Provincial safety requirements, lack engineering documentation, and have not been regularly inspected or certified. Without a single authority accountable for maintaining these structures to consistent Provincial standards, communities face unnecessary and avoidable risk.

Centralized responsibility at the Provincial level would ensure uniform engineering practice, risk-based prioritization, and coordinated emergency response across British Columbia's watershed systems — something no individual local government, particularly small or rural jurisdictions, can provide.

2. Local Governments & First Nations Cannot Shoulder the Burden.

Restoring, upgrading, and maintaining orphan dikes requires specialized engineering expertise, ongoing inspection regimes, and significant capital investment. The UBCM and multiple Provincial studies have repeatedly concluded that the financial burden far exceeds the capacity of local governments and First Nations communities.

This especially is true for smaller Indigenous, Regional Districts, and Municipalities with limited tax bases. For these jurisdictions, assuming responsibility would require unsustainable tax increases or reallocation of scarce funds away from critical services.

Furthermore, many communities lack internal technical staff qualified in dike inspection, hydrotechnical engineering, or flood hazard management. As a result, even if funding were available, these communities could not safely or efficiently take over orphan dike responsibility.

Only the Province has the scale, expertise, and fiscal capacity to manage such significant Provincial-scale infrastructure safely and equitably.

3. These Structures Are Often on Crown Land.

A large portion of British Columbia's orphan dikes were constructed decades ago on Crown land, often during past flood emergencies or Federal/Provincial public works programs. First Nations and local

governments do not have jurisdictional authority on these Crown parcels, nor do they derive taxation benefit from the land.

It is unreasonable and legally unclear for First Nations or Local governments to assume responsibility for infrastructure they do not own, cannot legally control, and in many cases cannot access without permission.

This situation creates a governance gap where no level of government has clear authority to intervene, despite the structures posing a public safety risk. Provincial ownership of Crown land means the Province is the only entity with the authority necessary to manage these assets properly.

4. Provincial Risk Assessment Already Identifies the Threat.

The Province funded and received the Fraser Basin Council's Provincial flood and dike risk assessment, which concluded that many orphan dikes are structurally deficient, poorly documented, and high-risk. Despite this, no Provincial program has been implemented to address the findings.

This creates a contradiction:

- The Province has explicit knowledge of the risks.
- The Province has not implemented a long-term stewardship solution.
- Communities remain exposed to hazards identified by Provincial analysis.

Given that the Province already relies on engineering-based flood hazard assessments to guide investment decisions in other areas (e.g., major river systems, coastal flood infrastructure), extending Provincial responsibility to orphan dikes is a logical continuation of existing risk management practice.

5. Coordinated Provincial Stewardship Prevents Future Failures.

The 2021 failure of the Similkameen River orphan dike illustrates the consequences of fragmented responsibility. Without clear oversight, maintenance schedules lapse, structural deficiencies go unaddressed, and no authority steps in until after a disaster occurs.

A Provincial coordinated program would:

- Apply consistent engineering standards province-wide
 - Establish long-term maintenance cycles
 - Prioritize upgrades based on province-wide hazard assessments
 - Provide predictable funding for capital improvements
-

-
- Ensure integrated emergency response coordination
 - Reduce long-term disaster recovery costs that ultimately fall to the Province anyway

A proactive, province-led approach is more cost-effective, more efficient, and more protective of communities compared with the reactive, ad hoc system currently in place.

Financial Implications:

There are no direct financial implications for the RDOS in signing or circulating the letter.

Communication Strategy:

Information will be posted on the RDOS website, social media channels, and sent to local media via email.

Alternatives:

THAT the Board does not authorize the Chair to sign the Orphan Dike Advocacy Letter addressed to the Honorable David Eby, Premier of British Columbia, requesting that the Province assume responsibility for orphan dikes and establish a Provincial management program.

Will a PowerPoint presentation be presented at the meeting? No

Written by staff and reviewed by Copilot - Yes.

Respectfully submitted:

Jim Zaffino

J. Zaffino, Chief Administrative Officer

Date: TBA

To: The Honorable David Eby

Premier of British Columbia

Office of the Premier

PO Box 9041 STN Prov Gov't

Victoria BC V8W 9E1

Province of British Columbia

Re: Provincial leadership needed for orphan dike responsibility and long-term flood protection

Dear Premier

We, the undersigned First Nations, Municipal, and Regional District governments across British Columbia, are writing to collectively express our deep concern regarding the condition, safety risks, and lack of governance surrounding orphan dikes, many of which are located on Crown land.

British Columbia has more than 100 orphan dikes structures, totaling approximately 85km in length, however, there is no identified diking authority, no responsible owner, and no long-term maintenance plan. Many of these dikes were constructed during historical emergency events without engineering standards and now fail to meet provincial safety requirements.

The Fraser Basin Council's provincial risk assessment, funded by the Province, confirmed widespread deficiencies and highlighted the significant risk these structures pose to communities, yet no long-term strategy or provincial stewardship program has followed.

The Province is stating that the responsibility for orphan dikes lies with local governments. However, orphan dikes, especially those on Crown land, fall outside any jurisdiction, leaving communities vulnerable. An example is the 2021 failure of the Similkameen River orphan dike, which resulted in severe flooding and property damage. The failure of the orphan dike is evidence of the real danger posed when no authority is responsible for these structures.

First Nations and local governments cannot assume responsibility for these assets. The Union of BC Municipalities (UBCM) and provincial reviews clearly state that the costs of restoring, upgrading, and maintaining orphan dikes far exceed the financial capacity of local jurisdictions.

Compounding this, a dike failure presents a direct risk to life safety, homes, agricultural land, transportation networks, and community infrastructure. Fragmented responsibility and unclear

ownership are unacceptable given the risks. A single point of responsibility is necessary to ensure consistent standards, proper engineering oversight, and effective emergency response.

Accordingly, we formally request that the Province of British Columbia:

1. Assume full responsibility for all orphan dike.
2. Establish and fund in conjunction with a provincial orphan dike management program including upgrades, rehabilitation, and long-term maintenance.
3. Ensure the program includes stable, predictable provincial funding for ongoing operations and emergency preparedness.
4. Designate a single accountable provincial authority for oversight and maintenance of these structures.
5. Engage in meaningful collaboration with First Nations, municipalities, and regional districts throughout implementation.

We urge the Province to take immediate action to address these longstanding safety and governance gaps and to protect the lives, property, and economies of communities throughout the province.

We look forward to your leadership and stand ready to collaborate on this critical matter.

Respectfully,

[Signing First Nations / Municipal / Regional District]

[Names and Titles of Authorized Representatives]

Dike management

✦ Last updated on August 29, 2023

As defined in the [Dike Maintenance Act](#), a dike is an embankment, wall, fill piling, pump, gate, floodbox, pipe, sluice, culvert, canal, ditch, drain, or any other thing that is constructed, assembled, or installed to prevent the flooding of land. In British Columbia, dikes are works that address major flood hazards.

There are more than 200 regulated dikes in B.C. with a total length of over 1,100 kilometres, protecting 160,000 hectares of valuable land.

The Lower Mainland is dependent on the integrity of:

- 600 kilometres of diking
- 400 floodboxes
- 100 pump stations

On this page

- [History of dikes in B.C.](#)
- [Dike construction](#)
- [Dike safety program](#)
- [Dike assessment](#)
- [Dike consequence classification](#)

History of dikes in B.C.



Diking in British Columbia started as early as 1864.

In 1894, the greatest flood on record occurred affecting extensive areas in the southern half of the province. Fortunately, development was still sparse and relatively little damage was caused. Later, as floodplain development continued, dikes were increasingly relied upon to protect these areas.

British Columbia's second most damaging flood occurred in 1948 when a few dikes failed, resulting in:

- Several casualties
- Destruction of about 2,000 homes
- Evacuation of 16,000 residents
- Approximately \$210 million (present day value) in damages

A 2015 study released by the Fraser Basin Council determined that a reoccurrence of the 1894 flood today could cause approximately \$23 billion dollars in damages to the Lower Mainland. This emphasizes the importance of having properly designed, constructed and maintained dikes.

Dike construction

Construction of new dikes, or upgrading of existing orphan dikes, will **only** be approved if:

1. The local government has passed Council or Board resolution to become the diking authority and become responsible for ownership, operation and maintenance of the dike
2. The diking authority acquires and maintains full legal access to the structure(s) through land ownership (fee simple) or registration of statutory right-of-way(s)

The following document provides guidance on how to manage dikes within the province:

- [Guidelines for Management of Flood Protection Works in B.C. \(PDF, 3.2MB\)](#)

Further guidance on the primary aspects of implementing and managing dikes:

- [Learn more about the dike approvals process](#)

- [Learn more about dike design & construction](#)
- [Learn more about dike operation & maintenance](#)
- [Learn more about annual dike inspections](#)

Dike safety program

Provincial responsibilities and general supervision relative to the construction and maintenance of dikes lies with the offices of the inspector of dikes and deputy inspectors of dikes.

Their responsibilities include:

- Administering the Dike Maintenance Act
- Setting dike design and maintenance standards and other criteria
- Promoting dike management best practices
- Monitoring and auditing management of works by local diking authorities
- Approving changes to dikes and new dikes
- Providing technical expertise for high risk diking issues

Dike assessment

The B.C. Government and partners undertook an assessment of 74 dikes in the Lower Mainland. This assessment evaluated the level of protection provided by the dikes and identified major deficiencies.

- [Lower Mainland Dike Assessment \(PDF, 18MB\)](#)

Dike consequence classification

The Province has classified the exposure consequence level from a potential major dike failure, for each dike in B.C. regulated under the Dike Maintenance Act and under the control and care of a diking authority. This classification is only a snapshot in time (2019)

and may not reflect future conditions such as new developments or new critical infrastructure built in the area protected by the dike.

Consequence is the total effect of a hazardous event, composed of exposure (people and assets in the flood prone area), vulnerability (the susceptibility of people, assets or systems to the impacts of flooding) and capacity (the ability to manage and reduce flood risks and strengthen flood resiliency). The classifications provided here are based on evaluating **only the exposure** component of consequence (Tier 1).

Consequence is one of the major components of risk, with the other component being the probability of occurrence. This classification does not consider the probability of occurrence and is **not considered a risk assessment**.

These consequence classifications are intended for use for the following:

- A consistent comparison of consequence from a potential failure of each dike
- Applicability of the Seismic Design Guidelines for dikes in seismically active areas
- Input for further future studies, including data gap identification, policy development, risk reduction investment evaluation, and emergency management planning
- Framework which may be used and adapted for future risk assessment work

The classification rankings show only the **overall ranking**. This ranking is determined by combining and weighting scores from the individual categories of people, economy, agriculture, environment, and cultural heritage. The weighting of each consequence category is based on the confidence in the data, the understanding of potential impacts and the importance for socio-economic recovery. For further details please consult the full report.

Dike consequence classification by region

Select the region to see the consequence classification for DMA-regulated dikes.

The consequence levels are as follows (from the lowest to the highest):

Insignificant, Minor, Moderate, Major, High

Expand all

Collapse all

West Coast 

South Coast (incl. Lower Mainland) 

Thompson-Okanagan (Southern Interior) 

Kootenay 

Cariboo 

Skeena 

Omineca-Northeast (Peace-Omineca) 

The documents below provide the full dike consequence assessment that was undertaken. It provides details on the development of the consequence classification framework, the classification process, recommended classification level, and its limitations.

- [BC Dike Consequence Classification Study \(PDF, 9.7MB\)](#)
- Tier 1 Consequence Results (detailed)
 - [Part 1 - Dike# 1-84 \(PDF, 70MB\)](#)
 - [Part 2 - Dike# 85-164 \(PDF, 60MB\)](#)
 - [Part 3 - Dike# 168-288 \(PDF, 55MB\)](#)
 - [Part 4 - Dike# 289-388 \(PDF, 55MB\)](#)

More topics

Contact information

For more information about the Dike Safety Program, please contact the deputy inspector of dikes in your area.

- [Dike Safety Program Contacts \(PDF, 140KB\)](#)

Did you find what you were looking for?

The B.C. Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out our work on these lands. We acknowledge the rights, interests, priorities, and concerns of all Indigenous Peoples - First Nations, Métis, and Inuit - respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.



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Home/Environmental protection and sustainability/Air, land and water/Water/Drought, flooding, dikes and dams/Integrated flood hazard management/Flood risk governance/Dike management

Dike management

Last updated on August 29, 2023

Skeena

Diking Authority	Dike #	Dike Name	Overall Consequence Classification
Hazelton, Village of	77	Skeena River	Minor
Houston, District of	81	Buck Creek Flood Protection	Major
Houston, District of	82	Industrial Area Flood Protection	Moderate
Houston, District of	83	Town Dike HOU	Moderate
Houston, District of	84	Vriend Flood Protection	Moderate
Kitimat, District of	111	Goose Creek Flood Protection	Moderate
Kitimat, District of	112	Radley Park Flood Protection	Moderate
Kitimat, District of	113	First St Flood Protection	Moderate
Kitimat, District of	114	Kildala Flood Protection	Major
Kitimat-Stikine, Regional District of	115	New Remo Flood Protection	Minor
Laxgalts'ap Village Government	119	Greenville Dike	Moderate
Laxgalts'ap Village Government	352	Axe Creek Dike	Insignificant
Ministry of Transportation, Skeena District(Zymoetz River)	133	Zymoetz R Flood Protection	Insignificant
Stewart, District of	290	Bear River Flood Protection	Major
Telkwa, Village of	300	Riverside Street	Minor
Telkwa, Village of	302	Bartlett Flood Protection	Moderate
Telkwa, Village of	303	Cottonwood Flood Protection	Moderate

Omineca-Northeast (Peace-Omineca)

Diking Authority	Dike #	Dike Name	Overall Consequence Classification
Peace River Regional District	228	PRRD Rolla Creek	Minor
Prince George, City of	254	Queensway Dike at Hudson	High

Ministry of Forests, Lands, Natural Resource Operations and Rural Development – BC Dike
Consequence Classification Study Final Report – May 31, 2019



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, CFO
Date: March 26, 2026
Subject: **Audit Planning Letters**

RECOMMENDATION: (all/directors/majority)

Receive

BACKGROUND

Beswick Hildebrandt Lund is beginning their audit field work at the Regional District office on the week of March 16th. The Audit Planning letters (attached) notify the Board and staff the procedures that the auditors will undertake to provide an opinion on the Regional District's financial statements.

ATTACHMENTS:

Audit Planning Letter
Audit Scope Letter

STRATEGIC PLAN ALIGNMENT:

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



CHARTERED PROFESSIONAL ACCOUNTANTS

February 17, 2026

Board of Directors
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, BC
V0J 1E0

Dear Board of Directors:

Re: Audit Planning

We are writing this letter in connection with our audit of the financial statements for the year ending December 31, 2025.

Our purpose in writing is to ensure effective two-way communication between us in our role as auditors and yourselves with the role of overseeing the financial reporting process. In this letter we will:

- a. Address our responsibilities as independent auditors and provide information about the planned scope and timing of our audit.
- b. Request a response to some audit questions and any additional information you may have that could be relevant to our audit.

Auditor Responsibilities

The respective responsibilities of ourselves and of management in relation to the audit of financial statements are set out in the engagement letter that was signed by management and a representative of the board on March 17, 2026. Please refer to the engagement letter for more information.

Planned Scope and Timing of Our Audit

Our objective as auditors is to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with Canadian Public Sector Accounting Standards (PSAS).

In developing our audit plan, we worked with management to understand the nature of the entity Regional District of Bulkley-Nechako and to identify and assess the risks of material misstatement in the financial statements, whether due to fraud or error. Our audit plan has been designed to focus on the identified areas of risk.

Partners

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

Dane Soares CPA
Taylor Turkington CPA

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



CHARTERED PROFESSIONAL ACCOUNTANTS

Materiality

For the current period, we have determined an overall materiality amount of \$815,500. We have also considered misstatements that could be material in qualitative financial statement disclosures. Materiality will be used to:

- a. Plan and perform the audit; and,
- b. Evaluate the effects of identified and uncorrected misstatements on the audit procedures performed as well as on the financial statements.

The materiality amount will be reassessed at period end to ensure it remains appropriate.

Significant Changes During the Period

The significant changes that we addressed in planning the audit for the current period are set out below:

- a. Entity operations and personnel;
No significant changes were identified
- b. Accounting and control systems;
No significant changes were identified
- c. Accounting and auditing standards; and
No significant changes were identified
- d. Other.
No other significant changes were identified

Internal Control

To help identify and assess the risks of material misstatement in the financial statements, we obtain an understanding of internal control relevant to the audit. This understanding is used in the design of appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control. Should we identify any significant deficiencies in the internal control and accounting systems, we will communicate them to you in our audit findings letter.

Significant Risks

In planning our audit, we identify significant financial reporting risks that, by their nature, require special audit consideration. The significant risks we have identified and our proposed audit response are outlined below:

If there are specific areas that warrant our particular attention during the audit or where you would like us to undertake some additional procedures, please let us know.

Significant Risks	Proposed Audit Response
<p>Revenue Recognition</p> <p>Auditing standards assume a rebuttable presumption, that there is a significant risk of fraud in revenue recognition in all organizations.</p> <p>We have considered the following criteria in assessing this risk:</p> <ul style="list-style-type: none"> • Complexity of revenue recognition policy and type of transactions; • Incentive/pressure to misstate revenue transactions or related balances; • Potential opportunity and rationalization. 	<p>The Regional District's significant sources of revenue consist of property tax requisition revenue, government transfer/grants, grants-in-lieu of taxes and fees, and permits revenue. The risk of fraud in revenue recognition lies in revenue from these sources. There is a risk that revenue from these sources may be recorded in the wrong period or not complete.</p> <p>We will perform the following procedures:</p> <ul style="list-style-type: none"> • Update our understanding of the potential risk of fraud and error related to revenue recognition and understood and evaluated the related internal controls; • Test revenue sources substantively and through analytical procedures where appropriate; • Examine a selection of journal entries related to revenue recognition; • Substantively test revenue cut-off; and • Where applicable agreed on a test basis, deferred revenue amounts to underlying documentation to verify that revenue was appropriately recognized or deferred.
Significant Risks, continued	Proposed Audit Response, continued
<p>Management Override of Controls</p> <p>Auditing standards require that the risk of material misstatement due to management override of controls be considered a significant risk on every audit engagement.</p> <p>The risk relates to the manipulation of the financial reporting process by recording inappropriate or unauthorized journal entries or by making adjustments to amounts reported in the financial statements that are not reflected in the journal entries.</p>	<p>We will perform the following procedures:</p> <ul style="list-style-type: none"> • Inquired with the Board of Directors and Management to determine whether they were aware of the occurrence of actual or suspected fraud; • Updated our understanding of management's process for initiating, recording and approving journal entries; • Examined a sample of journal entries meeting certain criteria; • Examined management's assessment of current year estimates and the outcome of prior year estimates; • Considered management biases in our testing of estimates and provision, and the application of accounting policies; and • Incorporated elements of unpredictability in our audit approach.

Uncorrected Misstatements

Where we identify uncorrected misstatements during our audit, we will communicate them to management and request that they be corrected. If not corrected by management, we will then request that you correct them. If not corrected by you, we will also communicate the effect that they may have individually, or in aggregate, on our audit opinion.

Timing

The proposed timing of our audit (as discussed with management) is as follows:

Action	Planned date
Planning	February 25, 2026
Start of audit field work	March 17, 2026
End of audit field work	March 19, 2026
Review Audit Findings with Board of Directors	To be determined
Approval of financial statements by the Board of Directors	To be determined
Provide the audit opinion on financial statements	To be determined

Engagement Team

Our engagement team for this audit will consist of the following personnel:

Name	Role	Contact details
Taylor Turkington	Partner	778-764-2654

Audit Findings

At the conclusion of our audit, we will prepare an audit findings letter to assist you with your review of the financial statements. This letter will include our views and comments on matters such as:

- Significant matters, if any, arising from the audit that were discussed with management;
- Significant difficulties, if any, encountered during the audit;
- Qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures;
- Uncorrected misstatements; and
- Any other audit matters of governance interest.

Audit Questions and Requests

Fraud

To help us in identifying and responding to the risks of fraud within the entity, we would appreciate your responses to the following questions:

- What oversight, if any, do you provide over management's processes for identifying and responding to fraud risks? Management's processes could include policies, procedures, programs or controls that serve to prevent, detect and deter fraud.
- Do you have any knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements, affecting the entity? If so, please provide details and how the fraud or allegations of fraud were addressed.

Other Matters

Would you please bring to our attention any significant matters or financial reporting risks, of which you are aware, that may not have been specifically addressed in our proposed audit plan. This could include such matters as future plans, contingencies, events, decisions, non-compliance with laws and

regulations, potential litigation, specific transactions (such as with related parties or outside of the normal course of business) and any additional sources of audit evidence that might be available.

Fees

Our proposed audit fee of \$26,800, for the period ending December 31, 2025, is based on the nature, extent and timing of our planned audit procedures as described above.

We recognize your significant role in the oversight of the audit and would welcome any observations on our audit plan.

This letter was prepared for the sole use of those charged with governance of Regional District of Bulkley-Nechako to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,

Beswick Hildebrandt Lund

Beswick Hildebrandt Lund Chartered Professional Accountants



CHARTERED PROFESSIONAL ACCOUNTANTS

February 25, 2026

Mr. John Illes, Chief Financial Officer
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, BC
V0J 1E0

Dear Mr. Illes:

The Objective and Scope of the Audit

You have requested that we audit the financial statements of Regional District of Bulkley-Nechako, which comprise the statement of financial position as at December 31, 2025, and the statements of remeasurement gains and losses, operations, changes in net financial assets and cash flow for the year then ended, and notes to the financial statements (including a summary of significant accounting policies).

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement, and all services related thereto, by means of this letter (the "Engagement").

The objective of our audit is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. The audit is not designed to detect error or fraud that is immaterial to the financial statements.

The Responsibilities of the Auditor

We will conduct our audit(s) in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

Partners

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

Dane Soares CPA
Taylor Turkington CPA

Beswick Hildebrandt Lund CPA
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Because of the characteristics of fraud, the risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error. Characteristics of fraud include (i) concealment through collusion among management, employees, or third parties (ii) withheld, misrepresented, or falsified documentation; and (iii) the ability of management to override or instruct others to override what otherwise appears to be effective controls.

- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, We are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements, including disclosures and other information referred to in this engagement letter, in accordance with Canadian Public Sector Accounting Standard (PSAS).
- b. For the design and implementation of 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.
- c. To provide us with timely:
 - i. Access to all information of which management is aware that is relevant to the preparation of the financial statements (such as records, documentation and other matters);
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected



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fraud and any known or probable instances of non compliance with legislative or regulatory requirements;

- iii. Disclosure of the identity of each related party as defined in CPA Canada Handbook Public Sector Accounting Standards 2200 Related Party Disclosures and all the related party relationships and transactions of which management is aware, and for providing to us any updates that occur during the course of this engagement;
- iv. Information on subsequent events that may affect the financial statements of which management may become aware of up to the date the financial statements are issued;
- v. Additional information that we may request from management for the purpose of the audit; and
- vi. Unrestricted access to persons within Regional District of Bulkley-Nechako from whom we determine it necessary to obtain audit evidence.

As part of our audit process:

- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management and, where appropriate, those charged with governance written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us that all uncorrected misstatements identified by us during our audit are immaterial, both individually and in aggregate, to the financial statements taken as a whole.

Form and Content of Audit Opinion

Once we complete our audit, we will provide you with our auditor's report. The form and content of our auditor's report will be in accordance with Canadian Auditing Standards (CAS) 700, Forming and Opinion and Reporting on Financial Statements.

There may be circumstances where our auditor's report may differ from the expected form and content. In such cases, we will discuss with you in advance of finalizing our auditor's report and seek to resolve any differences of view that may exist.

If, for any reasons caused by or relating to the affairs of you or your management, we are unable to complete our services or unable to form or have not formed an opinion, we may decline to express an opinion or decline to issue our auditor's report.



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Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Regional District of Bulkley-Nechako unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly required by law or by the provincial Code of Professional Conduct/Code of Ethics; or
- c. The information requested is (or enters into) public domain.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.



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Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Regional District of Bulkley-Nechako and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Regional District of Bulkley-Nechako.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Regional District of Bulkley-Nechako) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request that management provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that you or your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence on March 17, 2026.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or withdraw from the Engagement.



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Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm's standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, the Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of British Columbia. The Province of British Columbia will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.



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Indemnity

Regional District of Bulkley-Nechako hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

- a. The breach by Regional District of Bulkley-Nechako, or its directors, officers, agents, or employees, of any of the covenants or obligations of Regional District of Bulkley-Nechako herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.
- b. A misrepresentation by a member of your management or board of directors.

Limitation of Liability

Our aggregate liability for all claims, losses, liabilities and damages in connection with this Engagement, whether as a result of breach of contract, tort (including negligence), or otherwise, regardless of the theory of liability, is limited to two times the total fees paid to us under this agreement. Our liability shall be several and not joint and several. We shall only be liable for our proportionate share of any loss or damage, based on our contribution relative to the others' contributions and only if your claim is commenced within 24 months or less of the date Regional District of Bulkley-Nechako should have been aware of the potential claim. In addition, we will not be liable in any event for consequential, incidental, indirect, punitive, exemplary, aggravated or special damages, including any amount for loss of profit, data or goodwill, whether or not the likelihood of such loss or damage was contemplated.

Time Frames

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by Regional District of Bulkley-Nechako of its obligations.

Estimated Fees

We estimate that our fees for these services will be \$26,800, for the audit, plus direct out-of-pocket expenses and applicable GST/HST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and



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c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Fees will be rendered as work progresses and are payable on presentation.

Billing

Our fees are typically billed at the end of the engagement; however, in some situations interim billing may be applicable. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 6% per month. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST/HST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party not less than 30 calendar days before the effective date of termination. If early termination takes place, Regional District of Bulkley-Nechako shall be responsible for all time and expenses incurred up to the termination date.

This includes all costs in terminating any agreement with any specialist or other third party retained by us in connection with this Engagement.

If we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may disclaim an opinion on the financial statements. If this occurs, we will communicate the reasons and provide details.

Survival of Terms

This engagement letter will continue in force for subsequent audits unless terminated by either party by written notice prior to the commencement of the subsequent audit.



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Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your organization.

Yours truly,

Beswick Hildebrandt Lund

Beswick Hildebrandt Lund Chartered Professional Accountants

Acknowledged and agreed on behalf of Regional District of Bulkley-Nechako by:

Curtis Helgeson, Chief Administrative Officer

John Illes, Chief Financial Officer



THOMPSON-NICOLA

REGIONAL DISTRICT

The Region of BC's Best

300-465 Victoria Street
Kamloops, BC V2C 2A9

Tel: 250-377-8673

Toll Free in BC: 1-877-377-8673

Email: admin@tnrd.ca

Department: Board of Directors

March 5, 2026

To my Regional District Colleagues,

I am reaching out on behalf of our Board to share our support for the City of Kamloops resolution regarding the Heritage Conservation Act.

As local governments, we understand firsthand the challenges that arise when we are not engaged early in policy development. This resolution simply requests that officials from each of our Local Government Associations be included in ongoing discussions related to the *Declaration on the Rights of Indigenous Peoples*, the *Heritage Conservation Act*, and the policies connected to these legislative frameworks going forward.

We have included the resolution for your review, and hope that you too will support this at your Local Government convention so it can make it to UBCM.

Regards,

Barbara Roden, Chair of the Board
Thompson-Nicola Regional District

MUNICIPALITIES: Ashcroft | Barriere | Cache Creek | Chase | Clearwater | Clinton
Kamloops | Logan Lake | Lytton | Merritt | Sun Peaks

ELECTORAL AREAS: "A" "B" "E" "I" "J" "L" "M" "N" "O" "P"

CITY OF KAMLOOPS

RESOLUTION FROM THE MINUTES OF A REGULAR MEETING OF THE MUNICIPAL COUNCIL OF THE CITY OF KAMLOOPS, HELD IN COUNCIL CHAMBERS, CITY HALL, 7 VICTORIA STREET WEST, KAMLOOPS, BC

WHEREAS local governments in British Columbia are responsible for land-use planning, infrastructure, permitting, and development approvals, all of which are directly affected by provincial reconciliation policy, archaeology requirements, and the *Heritage Conservation Act* and Regulations;

AND WHEREAS the Province of British Columbia is implementing the Declaration on the Rights of Indigenous Peoples Act (DRIPA) and also undertaking reviews of reconciliation, archaeology, and heritage policy frameworks;

AND WHEREAS local governments are not consistently included as formal partners in provincial policy development related to DRIPA implementation, archaeology processes, and heritage legislation, despite being responsible for implementation at the community level and for public infrastructure projects that are significantly impacted by these policies;

AND WHEREAS the current *Heritage Conservation Act* is outdated, and existing archaeology processes create uncertainty, delays, and cost impacts for local governments, Indigenous communities, and the public, which further contribute to challenges in delivering affordable development and housing in British Columbia;

THEREFORE BE IT RESOLVED that this resolution be forwarded to the Southern Interior Local Government Association, Association of Vancouver Island and Coastal Communities, North Central Local Government Association, Lower Mainland Local Government Association, and Association of Kootenay and Boundary Local Governments, urging the Province of British Columbia to ensure that senior representatives of all local government associations in British Columbia are formally included in discussions and decision-making related to the review, reform, and implementation of DRIPA, reconciliation policy, archaeology processes, and any replacement or reform of the *Heritage Conservation Act*.

CARRIED.

I HEREBY CERTIFY that this is a true copy of a resolution from the minutes of a meeting of the Kamloops City Council held on the 3rd day of February, 2026.

Dated at Kamloops, BC, this 3rd day of February, 2026.



M. Mazzotta
Corporate Officer