



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**COMMITTEE OF THE WHOLE  
AGENDA  
Thursday, June 16, 2022**

<b><u>PAGE NO.</u></b>		<b><u>ACTION</u></b>
	<b><u>First Nations Acknowledgement</u></b>	
	<b><u>AGENDA- June 16, 2022</u></b>	Approve
	<b><u>Supplementary Agenda</u></b>	Receive
	<b><u>MINUTES</u></b>	
3-9	Committee of the Whole Meeting Minutes - May 12, 2022	Approve
	<b><u>DELEGATION</u></b>	
	<b><u>BULKLEY VALLEY LAKES DISTRICT AIRSHED MANAGEMENT SOCIETY</u></b> Dave Stevens, President RE: Air Pollution Monitoring in the RDBN	
	<b><u>REPORTS</u></b>	
10-11	Cheryl Anderson, Director of Corporate Services -Union of B.C. Municipalities – Minister Meeting/ Ministry Staff Requests	Recommendation
12-13	Cheryl Anderson, Director of Corporate Services -Union of B.C. Municipalities - Resolutions	Recommendation
14-15	Cheryl Anderson, Director of Corporate Services -Union of B.C. Municipalities – BC Hydro Meeting	Direction/Receive
16-19	Nellie Davis, Manager of Regional Economic Development – Draft RDBN Director Communication Guide	Recommendation
20-55	Nellie Davis, Manager of Regional Economic Development – Draft RDBN Corporate Operations Communication Guide	Recommendation
56-100	John Illes, Chief Financial Officer – Statement of Financial Information (SOFI)	Recommendation
101-103	John Illes, Chief Financial Officer – Revenue Anticipation Bylaw	Recommendation

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<b>104-107</b>	<b>John Illes, Chief Financial Officer – Local Government Climate Action Program and Electric Vehicles</b>	<b>Recommendation</b>
<b>108-110</b>	<b>First Nations Liaison – Truth and Reconciliation Calls to Action</b>	<b>Discussion/ Receive</b>

**DISCUSSION ITEM**

- Staff Appreciation Event

**SUPPLEMENTARY AGENDA**

**NEW BUSINESS**

**IN-CAMERA MOTION**

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Highway 16/27) therefore exercise their option of excluding the public for this meeting.

**ADJOURNMENT**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE MEETING****Thursday, May 12, 2022**

**PRESENT:**

Chair	Gerry Thiessen
Directors	Gladys Atrill – arrived at 10:54 a.m. Shane Brienen Mark Fisher Dolores Funk Tom Greenaway – via Zoom Clint Lambert Linda McGuire – via Zoom Annette Morgan – arrived at 10:17 a.m. Bob Motion – left at 1:47 p.m. Chris Newell Mark Parker Jerry Petersen Sarrah Storey – via Zoom, left at 12:12 p.m.
Director Absent	Michael Riis-Christianson, Electoral Area “B” (Burns Lake Rural)
Staff	Curtis Helgesen, Chief Administrative Officer – via Zoom Cheryl Anderson, Director of Corporate Services Nellie Davis, Manager of Regional Economic Development – left at 11:23 a.m. John Illes, Chief Financial Officer Deborah Jones-Middleton, Director of Protective Services – left at 1:46 p.m. Cameron Kral, Planning Summer Student – left at 10:20 a.m. Taddea Kunkel, First Nations Liaison – arrived at 1:43 p.m., left at 1:50 p.m. Jason Llewellyn, Director of Planning – left at 11:23 a.m., returned at 1:40 p.m. Emma Moore, Protective Services Summer Student – left at 10:20 a.m. Tiarri Rushton, Environmental Services Summer Student – left at 10:20 a.m. Wendy Wainwright, Deputy Director of Corporate Services Chris Walker, Emergency Program Coordinator – arrived at 10:54 a.m., left at 12:12 p.m. Grace Zayac, Economic Development and FireSmart Summer Student – left at 10:20 a.m.
Others	Cathy Peters, BC Anti-Human Trafficking Educator, Speaker, Advocate – via Zoom – left at 10:50 a.m. Taylor Turkington, Manager, Beswick Hildebrandt Lund – via Zoom – left at 1:40 p.m.

**CALL TO ORDER**

Chair Thiessen called the meeting to order at 10:12 a.m.

**FIRST NATIONS ACKNOWLEDGEMENT**

## **SUMMER STUDENT STAFF INTRODUCTIONS**

Senior Management introduced Tiarri Rushton, Environmental Services Summer Student, Grace Zayac, Economic Development and FireSmart Summer Student, Emma Moore, Protective Services Summer Student and Cameron Kral, Planning Summer Student.

### **AGENDA**

Moved by Director Brien  
 Seconded by Director Newell

#### **C.W.2022-5-1**

"That the Agenda of the Committee of the Whole meeting of May 12, 2022 be approved.

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

### **MINUTES**

#### **Committee of the Whole Minutes – April 14, 2022**

Moved by Director Petersen  
 Seconded by Director Brien

#### **C.W.2022-5-2**

"That the Committee of the Whole meeting minutes of April 14, 2022 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

### **DELEGATION**

#### **Cathy Peters, BC Anti-Human Trafficking Educator, Speaker, Advocate RE: Human Trafficking – Via Zoom**

Chair Thiessen welcomed Cathy Peters, BC Anti-Human Trafficking Educator, Speaker, Advocate.

Ms. Peters spoke to the following:

- 8 strategies for local governments to consider:
  - o Learn about the issue
    - Be Amazing Campaign Stop Exploitation
    - The Canadian Centre to End Human Trafficking
    - Office to Combat Trafficking in Person (OCTIP)
  - o Prevention, Protection, Prosecution, Partnerships
- 5 Strategies for Police and communities
  - o Awareness
  - o Address Demand
  - o School Liaisons
  - o Inventory Scan
  - o Best Practices
- Preventing Child Sex Trafficking in BC
  - o Definition of Sex Trafficking
  - o Buyer
  - o Trafficker/pimp
  - o Victim
  - o Traffickers Use
    - Common age of child entering sex trafficking is 13 years old
    - Large urban centres 10-12 years of age
    - Not a choice or a job
- Organized and international crime involved
  - o Lucrative crime
  - o A trafficker can make \$280,000 per victim, per year



**Cathy Peters, BC Anti-Human Trafficking Educator, Speaker, Advocate RE: Human Trafficking – Via Zoom (Cont'd)**

- Recruitment
- Deadly industry
- Canada is a sex tourism destination
- Raising awareness
- How to stop human trafficking.
  - o Enforcement of law
  - o Education
- *Protection of Communities and Exploited Persons Act*
- Providing presentations to:
  - o law enforcement across Canada
  - o federal, provincial, and local governments
- Provided a brief to the Federal Government regarding work camps
  - o Ms. Peters May 8, 2022 Brief for the Federal Status of Women Committee - The importance of protecting Indigenous women and girls in context of resource development projects
- Advocacy
  - o Write to Premier Horgan and the Honourable Mike Farnworth, Solicitor General and Minister of Public Safety and the Honourable David Lametti, Federal Minister of Justice.

Discussion took place regarding;

- Community responsibility and ensuring safety of constituents
  - o Prevention
  - o Identifying and reporting concerns
- Issue is not going away but growing and becoming more and more dangerous
- Message should be shared everywhere
- Advocacy
  - o Provide resolution to Union of B.C. Municipalities
  - o Education
  - o Social media – public awareness
  - o Children of the Street Society as a resource
- Reaching out to schools
- Work camps
- Parents – set a high standard of love within your home
- Source of statistics
- Resources and references material
  - o Joy Smith Foundation – National Human Trafficking Education Centre
  - o Canadian Centre to End Human Trafficking
- Endemic businesses to Human Trafficking:
  - o Airbnb and VRBO (Vacation Rentals by Owner) being identified as potential locations
  - o Significant accommodation issues in the north – challenging to eliminate those options for rental accommodations
- Do not accept or support the full decriminalization of prostitution
- Be vigilant.

Chair Thiessen thanked Ms. Peters for attending the meeting.

## **REPORTS**

### Draft Communication Policy and Corporate Communication Plan

The following was discussed:

- Policy and plan provide consistent communication
  - o Utilized when speaking on a corporate level
  - o Level of professionalism
- Create a framework
  - o RDBN is a recognized as a trusted source of information
- Social media components will evolve moving forward
- Clarity required regarding components of the plan that are intended for internal staff and those that are intended for the Board
  - o Define staff expectations vs. Director's expectations
  - o Simplify plan for the Board
  - o One pager to provide guidelines for Directors and included in Director orientation
  - o Elected officials need to have the ability to communicate in various ways with constituents in respect of policy
- Plan is thorough
  - o Ensure not unduly restrictive
  - o Ensure it's a living document
  - o Ensure the vetting in using images
- Communication Plan – operational tool
  - o Provides staff with basic framework and guidelines
- Maintaining a standard but flexible
  - o Provide consistency and guidelines
- Formal vs. informal communication
- RDBN E-mail communication subject to a Freedom of Information and Protection of Privacy request
- Utilized Northern Development Initiative Trust Playbook in developing plan
- Include the use of radio in the plan
- Amateur radio use
- Staff will bring forward a revised Communication Plan and Policy for review at future Committee of the Whole meeting.

### Evacuation Route Guide

The following was discussed:

- Evacuation Route Guide – 100% grant funded
- Member municipalities and Saik'uz First Nation also participated and developed detailed plans
- Other First Nations in the region provided input
- Collaborative initiative to have the 8 member municipalities, First Nation communities and the Regional District develop plans
  - o Each municipality has received its own plan
    - Town of Smithers Council has received its Evacuation Route Plan
    - Key opportunities for municipality and rural areas to work together
- Plan does not include detailed evacuation routes
  - o Vastness of the Regional District – challenging to have a detailed evacuation route plan similar to the municipalities
  - o Provides the Regional District with information on how to get people out during an evacuation event
  - o Contacts with other groups and organizations
- Ministry of Forests, Lands Natural Resource Operations and Rural Development and Ministry of Transportation and Infrastructure responsible for roads and creating alternate routes when required
- Plan is one tool for staff to use in the Emergency Operations Centre to assist in evacuating people from an area during an event

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

- Update information regarding:
  - o Gas Stations in Granisle
  - o Additional evacuation zones in Electoral Area "C" (Fort St. James Rural)
  - o Number of homes in Electoral Area "G" (Houston Rural)
- Challenges for Village of Telkwa due to bridges crossing the Bulkley River
- School District participation in the plan
  - o Required to have their own evacuation plans
- Living document
- Hazard, Risk and Vulnerability Assessments
- Neighbourhood planning in Electoral Area "A" (Smithers Rural)
  - o Pilot project
  - o Funded by Northern Capital Planning Grant funding from Electoral Area A
  - o Complement Evacuation Route Plan
- Consultation and working with Electoral Area Directors
- The importance of on the ground information and truthing rather than from a desktop will be forwarded to the consultant
- Local knowledge and input key
- Search and Rescue invited to provide input
- Opportunities to explore developing apps to assist people in moving around during an event.

### **Break for Lunch at 12:10 p.m.**

### **Reconvened at 1:00 p.m.**

### **Break for Special Board Meeting at 1:04 p.m.**

### **Reconvened at 1:41 p.m.**

#### **British Columbia Electoral Boundaries Commission Public Meeting**

Moved by Director Lambert  
 Seconded by Director Newell

#### **C.W.2022-5-3**

"That the Committee receive the Deputy Director of Corporate Services' British Columbia Electoral Boundaries Commission Public Meeting memorandum."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

#### **First Quarter Financial Statements**

Moved by Director Parker  
 Seconded by Director Brien

#### **C.W.2022-5-4**

"That the Committee receive the Chief Financial Officer's First Quarter Financial Statements memorandum."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

#### **Truth and Reconciliation Calls to Action & Province of BC DRIPA Action Plan**

Moved by Director Newell  
 Seconded by Director Lambert

#### **C.W.2022-5-5**

"That the Committee receive the First Nations Liaison's Truth and Reconciliation Calls to Action and Province of BC DRIPA Action Plan memorandums."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **NEW BUSINESS**

Write letters to Premier Horgan, Minister of Public Safety and Solicitor General and Minister of Justice and Attorney General of Canada Moved by Director Morgan  
 Seconded by Director Newell

C.W.2022-5-6

“That the Committee recommend that the Board write letters to the Honourable John Horgan, Premier, the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General and the Honourable David Lametti, Minister of Justice and Attorney General of Canada in regard to ending human trafficking, sex trafficking and prostitution in BC; and further request that law enforcement and education are increased to achieve the ending of human trafficking and provide safety for citizens.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Proactive questions in terms of work camps
- Lake Babine Nation - Interagency Meeting Construction Camps and Communities group
  - RDBN staff participate
- Request RCMP input regarding the topic of Human Trafficking
  - Scheduled to attend the July 21, 2022 Meeting
- Staff will follow up with Ms. Peters regarding social media information and Children of the Street Society information.

Boardroom Plexiglass

Discussion took place regarding the potential removal of the Boardroom plexiglass.

## **INCAMERA MOTION**

Moved by Director Newell  
 Seconded by Director Brien

C.W.2022-5-7

In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Cycle 16 Trail) must be closed to the public therefore exercise their option of excluding the public for this meeting.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director McGuire  
Seconded by Director Newell

C.W.2022-5-8

“That the meeting be adjourned at 2:01 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Gerry Thiessen, Chair

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Wendy Wainwright, Deputy Director of  
Corporate Services



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

**To:** Chair and Committee of the Whole  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** June 16, 2022  
**Subject:** Union of BC Municipalities – Minister Meeting/Ministry Staff Requests

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

That the Committee recommend to the Board that the Minister Meeting requests be submitted for the 2022 Union of BC Municipalities Convention.

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### BACKGROUND

To date, the following UBCM Minister Meeting requests have been submitted to staff:

**Minister of Agriculture** (Director Parker)

- Vet Shortage (identify what steps RDBN has taken)  
(Potential for joint meeting with RDFFG)

**Minister of Attorney General** (Director Lambert)

- Step Code/Housing

**Minister of Environment** (Director Fisher)

- Industrial, Commercial & Institutional (ICI) Recycling in Rural BC
- Sub regional targets and support for local building material and farm energy systems (in rural and remote areas).
  - There is currently a lack of resources in less dense regions of the province (such as the northwest) for small scale farm produced energy. For example, where progressive industries such as Fortis do not serve, there is not enough attention given to the potential of bio-digesters. Without community partners such as Fortis there is little capacity to develop these appropriate energy options in rural areas.
  - Furthermore, there seems to be limited consideration to GHGs and other environmental impacts as a result of processing and transporting building materials. Rural areas have the unique ability to provide building materials to residents without those extra impacts. For example, logs for home building can be harvested from the same property as the proposed building.

- We ask that technologies (such as on farm biodigesters, small on farm seasonal water turbines, log home building, etc.) be incorporated into sub regional grant programs, and that the province incorporate the benefits of locally source materials and energy into climate policy (such as the step/building code).
- RBA. From an environmental angle, RBA is needed to build community capacity and community infrastructure that will help province meet climate targets as well as tangible waste diversion targets. Without RBA, innovation on waste and energy in the Northwest will lag behind the rest of the province, or may never be achieved simply because of lack of economies of scale. RBA is particularly important from an environmental perspective as the intention of RBA is to mitigate industrial impacts to the community (for which industry is not often not actively involved with or financially supporting this mitigation work).

**Minister of Forests, Lands, Natural Resource Operations and Rural Development (Director Lambert)**

- Old Growth Deferrals

**Minister of Health (Director Lambert)**

- Healthcare Worker Shortage

**Minister of Transportation and Infrastructure (Director Lambert)**

- Condition of Colleymount and East Francois Lake Roads

**BC Ambulance (Director Lambert)**

- Staffing Shortages

**ATTACHMENTS**

None



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

**To:** Chair and Committee of the Whole  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** June 16, 2022  
**Subject:** Union of BC Municipalities – Resolutions

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

That the Committee recommend that the Sustainable Funding for Public Libraries Resolution be submitted to the Union of BC Municipalities for consideration at this year's convention.

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### BACKGROUND

The deadline to submit resolutions for this year's UBCM Convention is June 30<sup>th</sup>.

Any resolutions should be submitted to the RDBN prior to June 21<sup>st</sup> for inclusion on the June 30<sup>th</sup> agenda.

The Burns Lake Public Library has requested that the RDBN present the attached resolution.

### ATTACHMENT

- Burns Lake Public Library Letter re: Sustainable Funding for Public Libraries



**Board of Trustees**

phone: (250) 692-3192 fax: (250) 692-7488

585 Government Street, Burns Lake, BC, V0J 1E0

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March 7, 2022

Michael Riis-Christianson, Director  
Electoral Area B  
Regional District of Bulkley Nechako

Re: Sustainable Funding for Public Libraries

Dear Michael Riis-Christianson:

On behalf of the Board of Trustees, we ask you to present the following resolution to your fellow Directors for adoption and presentation to UBCM. Thank you.

Whereas libraries in British Columbia are largely financed by levies paid by local governments, and where provincial library funding has remained stagnant for the past 10 years:

And whereas public libraries are central to communities, providing equitable access to vital resources, including internet, computers, digital library tools, and in-person services from expert staff;

And whereas public libraries provide British Columbians with low-barrier services, that support job seekers and small businesses, that increase literacy in communities, that advance reconciliation with Indigenous peoples, and that promote equity and inclusion;

Therefore, be it resolved that the Regional District of Bulkley Nechako urge the Government of British Columbia to provide long-term sustainable funding for public libraries in BC;

And be it further resolved that the Province ensure that BC Libraries will henceforth receive regular increases to Provincial Government funding in subsequent years.

On behalf of the Board of Trustees

Yours sincerely,

*Paul Davidson*  
Paul Davidson  
Chair, Board of Trustees



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

**To:** Chair and Committee of the Whole  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** June 16, 2022  
**Subject:** BC Hydro – UBCM 2022 Meeting Invite

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

Direction/Receive.

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### BACKGROUND

BC Hydro has extended an invitation to meet with local government officials during the 2022 UBCM Convention. Requests for meetings must be submitted by Friday, June 17<sup>th</sup>.

### ATTACHMENTS

BC Hydro UBCM Meeting Request Form

**UBCM 2022 Meeting Request Form\* with BC Hydro**

Municipality/Regional District:
Attendees:
Topic: (Please pose as a question)  1. 2. 3.
Background:
Key Contact:

**\*Note: Please submit by or before Friday, June 17, 2022.**



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

**To:** Chair and Committee  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** June 16, 2022  
**Subject:** **Draft RDBN Director Communication Guide and Communications Policy**

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

That the Committee recommend that the Board approve the RDBN Director Communication Guide and RDBN Communications Policy.

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### **BACKGROUND**

As per discussion at the May Committee of the Whole meeting, staff have prepared a draft RDBN Director Communication Guide and a revised RDBN Communications Policy which are attached for review.

Staff are seeking additional comments and considerations prior to the guide being presented to the Board for final approval.

### **ATTACHMENTS**

- 1) Draft RDBN Director Communication Guide
- 2) Draft RDBN Communications Policy



# Regional District of Bulkley-Nechako 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.



## Regional District of Bulkley-Nechako Director Communication Guide

- 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 Communications Policy**

### **Purpose:**

To provide guidance and direction for RDBN Directors and staff regarding standards required for communication provided on behalf of the organization. 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.

### **Policy:**

#### **Director Communication**

Communication provided by Elected Officials in their capacity as RDBN Directors should consider the RDBN Director Communication Guide and the RDBN Code of Conduct Policy as the standards for communication.

#### **Staff Communication**

Communication provided in the context of staff roles within the RDBN will follow the standards set out in the Corporate Operations Communication Guide (the Guide) and the RDBN Code of Conduct Policy. The Guide includes the RDBN's goals for providing timely, accurate, and consistent information and will be included as part of new employee orientation. It includes instructions for review and approval processes for all types of communication material.

External communications will be delivered through, or receive prior approval from, corporate communications staff and/or the Corporate Officer and/or the Chief Administrative Officer and, in some situations, the Chairperson.

The Guide also provides guidance and templates for ease of use to create consistent, professional internal communications and lays out standards for such.

As outlined by the Corporate Operations Communication Guide, no changes to the RDBN logo or branding elements are permitted. RDBN Logo use is limited to staff for communication on behalf of the organization. Outside agency requests for logo use require approval from the Chief Administrative Officer.

When and as required, updates regarding communications topics will be provided to the Board to ensure Directors are aware of the information being presented to the public.



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

**To:** Chair and Committee  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** June 16, 2022  
**Subject:** **Draft RDBN Corporate Operations Communication Guide**

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

That the Committee recommend that the Board approve the RDBN Corporate Operations Communication Guide.

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### **BACKGROUND**

Staff have prepared a revised draft of the RDBN Corporate Operations Communication Guide, which is attached for review.

The following changes have been made:

- The name of the document has been amended to better reflect its purpose
- References to Director communication have been removed and a separate Directors' Communication Guide has been developed
- Comments were added in the Introduction to reference the RDBN Code of Conduct Policy
- A 'Communication Planning Tips' section was added starting on page 7
- A 'Bulkley-Nechako Public Alerts' section was added on page 11
- Edits were made to the Social Media section on page 14
- Edits were made to the Newspaper and Radio section on page 22
- The Information Officer Handbook has been added as Appendix B and is available upon request.
- The Director Communication Guide has been added as Appendix C

Staff are seeking additional comments and considerations prior to the guide being presented to the Board for final approval.

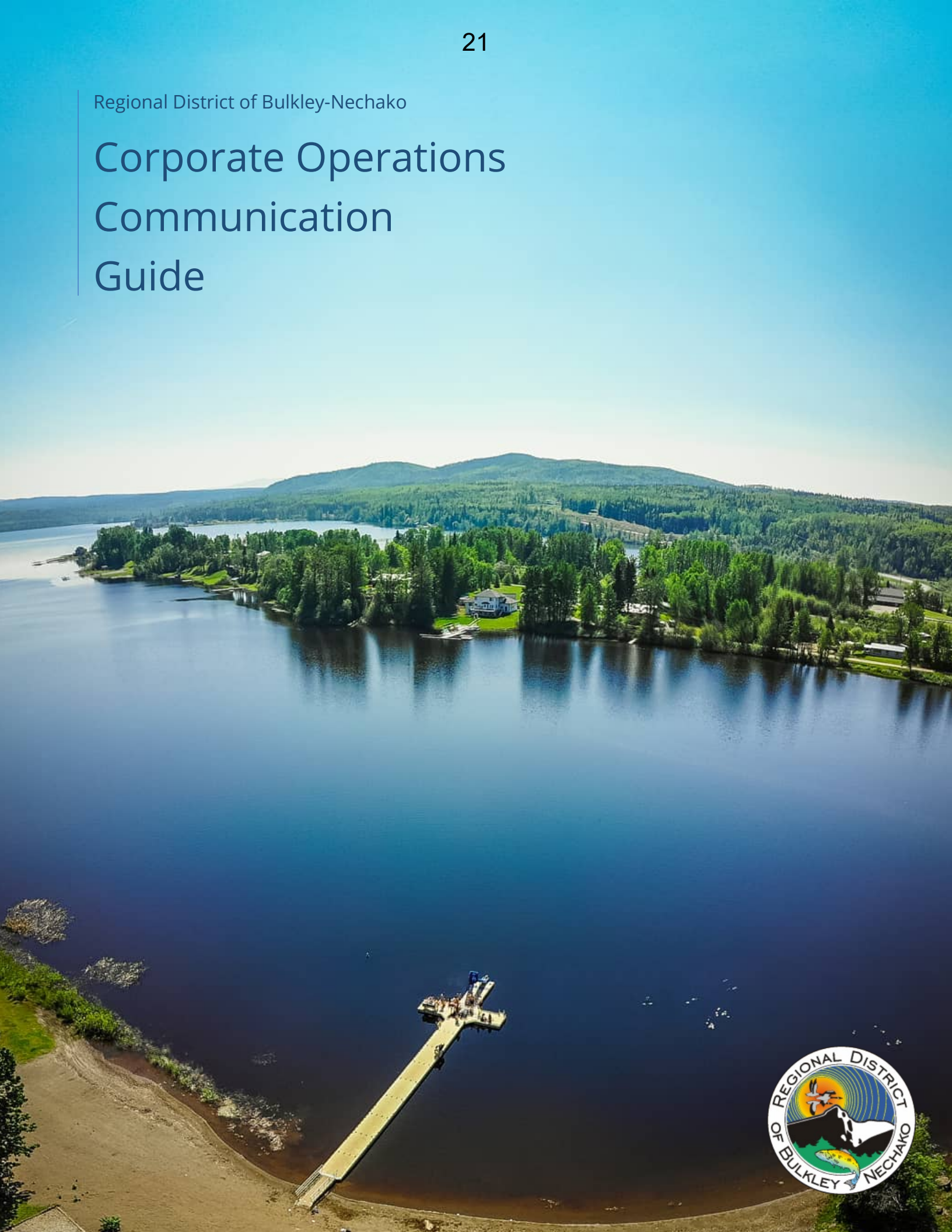
### **ATTACHMENTS**

- 1) Draft RDBN Corporate Operations Communication Guide



Regional District of Bulkley-Nechako

# Corporate Operations Communication Guide



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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 Advertising
- Radio Advertising
- 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's 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's 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're 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.<sup>1</sup>

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.

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<sup>1</sup> From NDIT's Small Town P.R. Playbook, pages 20-23





## 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.  
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.

## 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:

<b>Electoral Area</b>	<b>Starting Balance</b>	<b>Funding Allocated</b>	<b>Funds Remaining</b>
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
<b>Total</b>	<b>\$340,019</b>	<b>\$187,649</b>	<b>\$152,369</b>

### 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.<sup>2</sup>
- 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.)

## 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-Canadian.

## 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

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



and can be misinterpreted to embarrassing results.”<sup>3</sup> 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.
- Do not 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.

### 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

There is a font approved for use: Open Sans (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](#)

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



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 4 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 an important 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](#)

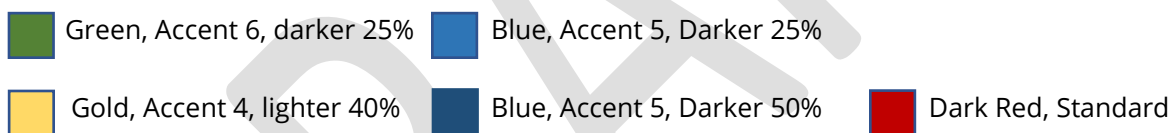


## Reports, Procedures and Policies

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.

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

This portion of the guide will be updated as plans continue to evolve. Changes to the number and management of RDBN Social Media pages may occur. No new social media accounts are permitted at this time. If you have a social media page you feel could benefit from incorporation into the corporate accounts, staff are happy to assist with this transition. Each RDBN affiliated Social Media account will be guided by its own Social Media Plan. These plans will describe the page's goals and posting guidelines and will be approved by the CAO.

## Corporate Social Media Accounts

Corporate communication staff will be responsible for posting to corporate social media accounts. The summary of those accounts is:

### Facebook

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

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

### Twitter

[Regional District of Bulkley-Nechako \(@ RDBN \) / Twitter](#)

### LinkedIn

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

### Instagram

[https://www.instagram.com/rd\\_bulkleynechako/](https://www.instagram.com/rd_bulkleynechako/)

### YouTube

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

Posts to corporate social media accounts can be requested via the Communication Request Form. Best practices for social media posting will be followed (a goal of 1 post per day, 2 maximum) to engage but not to overwhelm page viewers. Hootsuite's content calendar will be used to schedule posts and requests for posting will be 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.

## Additional Social Media Accounts

Currently there are additional social media accounts across the organization. This is currently under review and any changes will be discussed by Senior Staff and Board direction may be sought. Any changes will be communicated to the department responsible.

Social media posts for all RDBN affiliated accounts must be reviewed prior to publishing. To facilitate this, all accounts (Facebook, Instagram, LinkedIn, Twitter, etc.) must be linked to





the corporate Hootsuite account. Please contact the Manager of Economic Development to inquire about this process.

A post review schedule will be arranged for additional pages (if regular posting is occurring) or, if posting is sporadic, post review can be requested at any time with an anticipated one to two working day turnaround. Please let us know if your post requires immediate attention and we will do our best to accommodate. This includes posts and replies or comments on posts. All communication relating to the original post should follow the review process. Please feel free to raise concerning post interactions for immediate action by corporate communication staff.

## 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.<sup>4</sup>

## 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 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

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



individual or community prefers. As per convention in DRIPA legislation, and following best standards outlined by Bob Joseph<sup>5</sup>, 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.

### 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

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



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 shouldn't 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 sits in the unceded traditional territory of six First Nations: Lake Babine Nation, Ts'il Kaz Koh (Burns Lake Band), Wet'suwet'en First Nation, Cheslatta Carrier Nation, Skin Tyee Nation, and Nee Tahi Buhn Band. Because the list is longer than average, it may be appropriate to use a land acknowledgement that recognizes the land of the Six First Nations of the area.

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 the six lakes district First Nations, 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

Please ensure corporate communication staff are apprised in advance of all RFP issuances. Communication Staff are available to upload Requests for Proposals 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 RFPs will be posted directly on the RDBN website.

Completed RFP 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 RFPs, communications staff will upload information to the RDBN website, post the opportunity on social media and send the RFP link to Chambers of Commerce in the region.

## 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 generally 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](http://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

### Crisis Communications Plan

The Crisis Communications Plan is an Addendum of the RDBN Comprehensive Emergency Management Plan (CEMP). This document is a living document and is subject to amendment and updating as new information and initiatives are identified.

#### Scope

This Crisis Communication Plan focuses on the Regional District of Bulkley-Nechako's Emergency Operations Centre and communications during an emergency event.

#### Purpose

The purpose of the Crisis Communications Plan is to provide guidance and policy for effective communication in an emergency event achieved through the following considerations:

- open and honest;
- factual;
- clear;
- empathetic;
- proactive;
- accessible;
- responsive;
- timely;
- consistent; and
- co-operative

#### Objectives

The objectives of the Crisis Communication Plan are to provide guidelines for response actions needed to communicate appropriately during an emergency as follows:

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

#### Authority

All public facing messages regarding the RDBN **MUST** be pre-approved by the EOC Director and Policy Group Liaison. Under no circumstance will any staff release information that is not approved or not directly sourced from a credited RDBN media platform.

#### Confidentiality

See Comprehensive Emergency Management Plan for confidentiality information.

## 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.
Audience – 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.

## Crisis Communications Preparedness

### Crisis Communications Planning

#### Crisis Communications Priorities

The intention of the RDBN Crisis Communication Plan is to provide a framework for communications when the RDBN is responding to an emergency in the region.

#### Emergency Contact Lists

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

Emergency Management BC (EMBC) also has a list of the RDBN's staff emergency contacts in case there is an emergency within the RDBN. EMBC will assist the RDBN in contacting agencies and other Local Authorities and First Nations should RDBN staff be unable to do so.

#### Communication Strategies

The following are strategies that should be considered when responding and developing messaging during an emergency event.

- Assemble a communications team.
- Ensure consistent flow of information and consistent messaging.
- Ensure language is accessible to multiple literacy levels.
- Ensure information is provided in formats accessible to those with barriers, i.e.: written information is provided in a format that is device-readable for non-sighted residents, information is provided on multiple channels.
- Establish effective working relationships with other communication agencies who provide public communication.

- Ensure staff are provided training and emergency exercises to test the plan. Training requirements for EOC Personnel within the Crisis Communications Team are referenced in the CEMP.
- Build relationships with media outlets and other stakeholders that provide public communication.
- In the 'Preparedness' stage and during an event, evaluate what other communication strategies and tools would be beneficial to the response, i.e., additional staff in the crisis communication team, call centres, public meetings, online informational videos etc.
- Update the plan when new information is available.

### Types of Public Notifications

#### **Hazard Notification**

A notice which implies residents should be aware of a hazard in their area.

#### **Evacuation Alert**

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

#### **Evacuation Order**

A notification that is issued when there is an imminent risk to life safety and health due to an emergency asking residents and requiring minors to leave their home and report to a Reception Centre or other safe location.

#### **Rescind Notices**

A notification that is 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 is the RDBN 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.

#### Information Officer

Typically, before an event, the Information Officer is pre-identified. This individual will have ideally received the required training. 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 audiences. The Information Office will create, facilitate approvals, and release information within and from the EOC as per specific instructions provided in the **Information Officer Handbook**, located on the RDBN EOC Drive and included as Appendix B of this Plan.



### 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. That will ensure that media is relaying accurate crisis communication and can provide accurate information if there is confusion or misinformation.

### 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 or their designate.

#### 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 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 to all staff may include the following:

- notification that the EOC has been activated;
- notification that the EOC has relocated to the Board room;
- EOC Approved Public Information Notifications; and
- Ongoing updates of the status of the emergency with EOC approved updates.

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

### Primary Impacted Population

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

- their property is within the impacted area;
- displacement due to an emergency event;
- economic loss due to an emergency event;
- extreme concern due to an emergency event; and,
- vulnerable residents with exacerbated health issues due to the emergency event in the area.

## Peripheral Population

Examples of a Secondary Impacted Group are residents who may be impacted by the following:

- family members are within the Evacuation Alert and/or Order areas;
- people who own property within the emergency area that is not considered a primary residence; and,
- groups who may have had travel plans to the area who no longer or may not be able to do so.

## Media

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

## Neighboring Local Authorities

At the onset of the event, it is recommended that neighboring Local Authorities where there is potential for collaboration on response efforts or that may be impacted by operational decisions are contacted.

## Province of BC

The Province of BC will be contacted immediately for a Task Number.

## Crisis Communication Methods and Tools

As the RDBN Rural areas are limited in both access to internet and mobile networks, providing emergency information quickly and efficiently is challenging. The RDBN will use all methods of information distribution available to attempt to reach residents when there is an emergency in the area.

All information is distributed as quickly as possible with the most up-to-date information regarding the RDBN's emergency response. Some or all of the following communication tools will be used depending on the scope, severity and duration of a given event.

## RDBN Website

The RDBN website will updated with all relevant information regarding Hazard Notices, Evacuation Alerts and Evacuation Orders.

## Media Releases

The RDBN will develop Media Releases to send to the various media outlets. New media releases will be sent as soon as new information and/or developments need to be communicated to the public.



## Mass Notification System

The RDBN has partnered with its member municipalities through contractual agreements to provide the Bulkley Nechako Public and Emergency Alerts service to all residents in the region. The RDBN holds the agreement with the mass notification system service provider.

Residents who have registered with the system and who have indicated that they would like to receive automated emergency notifications, will receive emergency notifications through their choices of the following: email, landline, text, or mobile calling.

The service provider may be available to assist during an emergency event.

The Mass Notification System will be used to provide Notices, Alerts and Orders to residents in the impacted area who have registered with the Bulkley Nechako Emergency & Public Alerts.

The Bulkley Nechako Emergency & Public Alerts will also be used to notify impacted residents of changes to the Notices, Alerts, Orders, and Emergency Support Services information as required.

## Social Media

Social Media has become an effective tool in reaching both the primary affected and peripheral populations. The RDBN will post RDBN Media Releases as soon as possible on the Bulkley-Nechako Emergency Information Facebook page. Video updates may also be posted to the RDBN YouTube channel.

During an event, there may be an opportunity to repost information from other response agencies, however; if the EOC does not have the capacity to do so, the main priority is to provide information on the RDBN response. It may also, in some cases, be determined prudent for the Information Officer to post corrective information on third-party posts disseminating incorrect information to the public. This type of corrective measure will occur if EOC staff capacity allows, and where the information posted is related to RDBN jurisdictional concerns, like evacuation orders and alerts and the operation of reception centers.

## Door-to-Door Notification Delivery

Evacuation Alert and Evacuation Order notices will be delivered door-to-door in the impacted area. Agencies that are tasked with expediting the Alerts and Orders are provided with physical notices for delivery and area maps identifying the addresses. The supporting agencies will provide confirmation to the EOC on which addresses received the information and which ones were not able to be delivered to a person.



### Radio Station Communication

All public notifications will be sent to radio stations within the region. The Protective Services Department has an updated list of media contacts.

### Amateur Radio Communications

The RDBN has a license 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 the system. The Province of BC also has access to amateur radio.

### 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 preapproved by the EOC Director and/or the Policy Group Liaison.





## Appendix B

### Information Officer Handbook

This Handbook is available upon request for use in the RDBN EOC.



## Appendix C

### 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 Committee of the Whole

**To:** Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** June 16, 2022  
**Re:** **Statement of Financial Information (SOFI)**

### **Recommendation** (All/Directors/Majority):

“That the Committee request that the Chair and Chief Financial Officer sign the SOFI report indicating approval of the statements and schedule of financial information and that the Committee recommend to the Board to approve the SOFI report.”

### **Discussion:**

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

### **Analysis:**

This last year’s report includes approximately \$66,400 of staff Emergency Management overtime that was reimbursed by the province in 2022 slightly increasing the staff wages over expected amounts.

Last year saw a significant under expenditure in both staff and director travel related costs as travel was once again restricted due to the pandemic.

This reporting year is the first year that the Regional District has had both a Schedule of Suppliers as well as a Schedule of Grants (to both member municipalities and societies).

The amounts listed in the grants to municipalities include grants for fire service, recreation and culture, and economic development services. The amounts listed in grants to societies is expected to be larger in 2021 and 2022 as these grants include COVID recovery grants. The amounts listed in the grants to municipalities and the grants to societies are not subject to the Regional District’s current “competitive” procurement process.

**Attachments: Statement of Financial Information for 2021**



# **STATEMENT OF FINANCIAL INFORMATION**

**Regional District of  
Bulkley-Nechako  
2021**



## STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

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John Illes  
Chief Financial Officer  
June 16, 2022

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Gerry Thiessen  
Chair of the Board of Directors  
June 16, 2022



REGIONAL DISTRICT OF BULKLEY-NECHAKO  
MANAGEMENT REPORT  
2021

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

These controls include:

- An organizational structure providing for effective segregation of responsibilities, delegation of authority, personal accountability and careful selection and training of personnel;
- The application of financial, accounting, information technology and administrative policies and procedures necessary for internal control over transactions, assets and records; and
- Systematic financial review and analysis of operating results.

The Board of Directors of the Regional District is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through meeting with the external auditors during the annual audit process.

The external auditors, Beswick, Hildebrandt Lund, CPA, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors.

On behalf of the Regional District of Bulkley-Nechako

John Illes, CPA, CGA  
Chief Financial Officer  
June 16, 2022

**Regional District of Bulkley-Nechako  
Statement of Financial Information**

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**FINANCIAL STATEMENTS**

**December 31, 2021**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****FINANCIAL STATEMENTS****December 31, 2021****INDEX**

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BURNS LAKE, BC  
VOJ 1E0

REGIONAL DISTRICT  
OF BULKLEY-NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

## Management's Responsibility for the Financial Statements

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

The Board of Directors are responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control, and exercises these responsibilities through the Board. The Board reviews internal financial statements on a quarterly basis and external audited financial statements yearly. The Board also discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The external auditors, Beswick Hildebrandt Lund Chartered Professional Accountants, conduct an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of Regional District of Bulkley-Nechako and meet when required. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the financial statements.

On behalf of Regional District of Bulkley-Nechako

John Illes  
Chief Financial Officer

Gerry Thiessen  
Chairperson

#### MUNICIPALITIES:

Burns Lake Ft. St. James  
Vanderhoof Fraser Lake  
Houston Telus  
Burns Lake Garfield

#### ELECTORAL AREAS:

A-Burns Lake Rural F-Vanderhoof Rural  
B-Burns Lake Rural E-Pharoos & Ossa Lakes  
C-Fort St. James Rural G-Houston Rural  
D-Fraser Lake Rural

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Regional District of Bulkley-Nechako

### Opinion

We have audited the financial statements of Regional District of Bulkley-Nechako (the Entity), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standard.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

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

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



CHARTERED PROFESSIONAL ACCOUNTANTS

*Beswick Hildebrandt Lund*

Chartered Professional Accountants

Prince George, British Columbia

May 12, 2022

## REGIONAL DISTRICT OF BULKLEY-NECHAKO


## STATEMENT OF FINANCIAL POSITION

December 31, 2021

	<u>2021</u>	<u>2020</u>
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Note 2)	\$ 21,973,326	\$ 19,344,017
Accounts receivable	731,917	1,327,815
Grants receivable	493,912	251,685
Investments (Note 3)	89	89
Debt Reserve Fund - Municipal Finance Authority (Note 4)	164,364	146,857
Debentures recoverable from municipalities (Note 5)	<u>7,927,385</u>	<u>8,505,713</u>
	<u>31,290,993</u>	<u>29,576,176</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (Note 6, 10 and 11)	6,278,759	4,761,746
Deferred revenue (Note 7)	10,370,653	10,629,300
Debt Reserve Fund - Municipal Finance Authority (Note 4)	164,364	146,857
Debentures issued for municipalities (Note 5)	7,927,385	8,505,713
Debentures issued for the Regional District (Note 9)	<u>366,535</u>	<u>385,720</u>
	<u>25,107,696</u>	<u>24,429,336</u>
<b>NET FINANCIAL ASSETS</b>	<u>6,183,297</u>	<u>5,146,840</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Schedule 3)	20,357,779	19,062,399
Prepaid expenses	<u>141,488</u>	<u>90,109</u>
	<u>20,499,267</u>	<u>19,152,508</u>
<b>ACCUMULATED SURPLUS (Note 13)</b>	<u>\$ 26,682,564</u>	<u>\$ 24,299,348</u>

**CONTINGENCIES (Note 10)**

Approved by the Board:

  
 \_\_\_\_\_ Chairperson

  
 \_\_\_\_\_ Chief Financial Officer

See notes to the consolidated financial statements.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## STATEMENT OF OPERATIONS

For the year ended December 31, 2021

	2021		2020
	<u>Budget</u> (Note 14)	<u>Actual</u>	<u>Actual</u>
<b>REVENUE (Schedule 4)</b>			
Property tax requisition			
Electoral area	\$ 8,428,952	\$ 8,432,249	\$ 6,719,252
Municipal	2,652,588	2,654,173	4,138,189
	<u>11,081,540</u>	<u>11,086,422</u>	<u>10,857,441</u>
Grants-in-lieu of taxes	1,087,532	1,193,141	1,123,533
Federal grants - conditional	858,116	676,477	699,720
Fees and permits	1,138,258	1,960,061	1,239,094
Municipal debt payments (Note 5)	797,885	757,399	782,716
Provincial grants - northern capital	1,337,628	1,334,843	1,780,841
Provincial grants - unconditional	185,000	185,000	185,000
Other grants - conditional	1,838,396	1,274,950	726,021
Emergency expenditure recoveries	600,000	115,264	(101)
Provincial grants - conditional	-	-	-
Interest	30,500	249,321	304,272
Municipal cost sharing	183,986	214,305	183,986
Sundry	73,861	290,619	1,086,416
Administration recoveries	(138,780)	16,788	16,770
Donations	40,000	21,799	260,600
Debt sinking fund actuarial earnings (Note 9)	-	4,384	29,621
Investment income	12,719	89,600	12,680
	<u>19,126,641</u>	<u>19,470,373</u>	<u>19,288,610</u>
<b>EXPENSES (Schedule 1) ( Schedule 4)</b>			
Environmental services	5,094,125	6,176,468	5,107,855
Government - general, rural and local commission	3,300,905	3,041,810	2,906,884
Recreation and culture	2,818,627	2,654,502	2,557,440
Fire protection and emergency response	3,373,042	2,276,228	2,108,826
Building inspection, building numbering, planning and development services	1,272,005	1,135,998	1,188,886
Economic development	827,203	559,629	374,803
Municipal debt payments (Note 5)	797,885	757,399	772,885
Street lighting and transportation	308,356	299,898	293,409
Sewer and water	279,051	185,225	154,861
	<u>18,071,199</u>	<u>17,087,157</u>	<u>15,465,849</u>
<b>ANNUAL SURPLUS</b>	1,055,442	2,383,216	3,822,761
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>	<u>24,299,348</u>	<u>24,299,348</u>	<u>20,476,587</u>
<b>ACCUMULATED SURPLUS - END OF YEAR (Note 13)</b>	<u>\$ 25,354,790</u>	<u>\$ 26,682,564</u>	<u>\$ 24,299,348</u>

See notes to the consolidated financial statements.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**

For the year ended December 31, 2021

	<u>2021</u>		<u>2020</u>
	<u>Budget</u> (Note 14)	<u>Actual</u>	<u>Actual</u>
<b>ANNUAL SURPLUS</b>	\$ 1,055,442	\$ 2,383,216	\$ 3,822,761
Acquisition of tangible capital assets	(4,626,759)	<b>(2,662,270)</b>	(2,457,417)
Loss on sale of tangible capital assets	-	<b>638</b>	2,832
Proceeds on sale of tangible capital assets	-	-	156,708
Amortization of tangible capital assets	1,179,685	<b>1,366,252</b>	1,255,477
	(2,391,632)	<b>1,087,836</b>	2,780,361
Net use of (addition to) prepaid expenses	-	<b>(51,379)</b>	(3,251)
<b>CHANGE IN NET FINANCIAL ASSETS</b>	(2,391,632)	<b>1,036,457</b>	2,777,110
<b>NET FINANCIAL ASSETS AT BEGINNING OF THE YEAR</b>	5,146,840	<b>5,146,840</b>	2,369,730
<b>NET FINANCIAL ASSETS AT END OF THE YEAR</b>	<u>\$ 2,755,208</u>	<u>\$ 6,183,297</u>	<u>\$ 5,146,840</u>

See notes to the consolidated financial statements.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## STATEMENT OF CASH FLOWS

For the year ended December 31, 2021

	<u>2021</u>	<u>2020</u>
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 2,383,216	\$ 3,822,761
Add: Non-cash items		
Debt sinking fund actuarial earnings (Note 9)	(4,384)	(29,621)
Amortization of tangible capital assets	1,366,252	1,255,477
Loss (gain) on sale of tangible capital assets	<u>638</u>	<u>2,832</u>
	3,745,722	5,051,449
Changes in non-cash working capital:		
Accounts receivable	595,898	(867,082)
Grants receivable	(242,227)	141,986
Accounts payable and accrued liabilities	1,517,013	604,648
Deferred revenue	(258,647)	641,471
Prepaid expenses	<u>(51,379)</u>	<u>(3,232)</u>
	<u>5,306,380</u>	<u>5,569,240</u>
<b>FINANCING ACTIVITIES</b>		
Repayments from Debt Reserve Fund - Municipal Finance Authority	-	-
Debt repayments	<u>(14,801)</u>	<u>(406,075)</u>
	<u>(14,801)</u>	<u>(406,075)</u>
<b>CAPITAL ACTIVITIES</b>		
Purchase of tangible capital assets	(2,662,270)	(2,457,417)
Proceeds on disposal of tangible capital assets	<u>-</u>	<u>156,678</u>
	<u>(2,662,270)</u>	<u>(2,300,739)</u>
<b>INCREASE (DECREASE) DURING THE YEAR</b>	<b>2,629,309</b>	<b>2,862,426</b>
<b>CASH AT BEGINNING OF THE YEAR</b>	<u>19,344,017</u>	<u>16,481,591</u>
<b>CASH AT END OF THE YEAR</b>	<u><u>\$ 21,973,326</u></u>	<u><u>\$ 19,344,017</u></u>

See notes to the consolidated financial statements.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended December 31, 2021**

The Regional District of Bulkley-Nechako (“the Regional District”) was incorporated as a Regional District on February 1, 1966 under the Municipal Act (replaced by the Local Government Act) of British Columbia. The Regional District provides a political and administrative framework for region-wide, inter-municipal and sub-regional services and acts as the local government for electoral areas.

**1. SIGNIFICANT ACCOUNTING POLICIES**

Basis of accounting

These financial statements have been prepared in accordance with Canadian public sector accounting standards (PSAS).

Funds and reserves

Certain amounts, as approved by the Board of Directors, through a bylaw, are set aside in accumulated surplus for future operating and capital purposes. Transfers to/from funds and reserves are an adjustment to the respective fund when approved.

Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development improvement or betterment of the asset. Costs include overhead directly attributable to construction and development but exclude interest costs directly attributable to the acquisition or construction of the asset.

Contributed tangible capital assets are recorded into revenues at their fair market value on the date of donation, except in circumstances where there are stipulations on their use or where fair value cannot be reasonably determined, in which case they are recognized at a nominal value.

The cost, less residual value, or the tangible capital assets, excluding land, is amortized on a straight-line basis over the estimated useful life of the asset.

Buildings	40-50 years
Water and waste systems	50 years
Heavy vehicles	10-20 years
Passenger vehicles	6-10 years
Other equipment	5-10 years

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Regional District’s ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations.

Assets under construction are not amortized until the asset is available for productive use.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

**1. SIGNIFICANT ACCOUNTING POLICIES, continued**Revenue recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis

Tax revenue from local government requisitions are recognized in the year levied, provided that the effective date of tax has passed and the related bylaws have been approved by the Board of Directors.

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Contributions from other sources are deferred when restrictions are placed on their use by the contributor and are recognized as revenue when used for the specific purpose. Restricted contributions that must be maintained in perpetuity are recorded as revenue when received or receivable and are presented as non-financial assets in the statement of financial position.

Grants received from the Federal Gas Tax Agreement and Northern Capital Planning Grant Agreement are each contributed to a designated reserve and recorded as revenue in the year amounts are expended on qualifying projects.

Revenue related to fees or services received in advance of the fee being earned or the service is performed is deferred and recognized when the fee is earned or service performed.

Unfunded landfill liability

The landfill for closure of operational sites and post-closure care has been recognized based on estimated future expenses, estimated for inflation and the usage of the sites capacity during the year. The change in this liability during the year is recorded as a charge to operations. These estimates are reviewed and adjusted annually.

Measurement uncertainty

The preparation of the financial statements in accordance with Canadian PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the year. These estimates and assumptions are based on management's judgement and the best information available at the time of preparation and may differ significantly from actual results. Estimates are reviewed periodically or as new information becomes available, by management, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Significant estimates include the determination of the useful life of tangible capital assets, valuation of the landfill closure and post-closure obligation, and provisions for contingencies.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

**1. SIGNIFICANT ACCOUNTING POLICIES, continued**Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Financial instruments*Measurement of financial instruments*

The Regional District initially measures its financial assets and financial liabilities at fair value. The Regional District subsequently measures all its financial assets and financial liabilities at cost.

Financial assets measured at cost include cash and cash equivalents, accounts receivable, cash deposits included in the debt reserve fund – Municipal Finance Authority, investments, and debentures recoverable from municipalities.

Financial liabilities measured at cost include accounts payable and accrued liabilities, debentures issued for municipalities, debentures issued for the Regional District, and financial liabilities included in the debt reserve fund –Municipal Finance Authority.

*Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

*Transaction costs*

The Regional District recognizes its transaction costs in net income in the period incurred. However, the carrying amount of the financial instruments that will not be subsequently measured at fair value is reflected in the transaction costs that are directly attributable to their origination, issuance or assumption.

Investments

Investments are reported at cost or amortized cost less any write-downs associated with a loss in value that is other than a temporary decline.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

**2. CASH AND CASH EQUIVALENTS**

	<u>2021</u>	<u>2020</u>
Bank accounts	\$ 5,890,025	\$ 8,930,982
Petty cash	400	400
Guaranteed investment certificates	<u>16,082,901</u>	<u>10,412,635</u>
	<u>\$ 21,973,326</u>	<u>\$ 19,344,017</u>

Cash and cash equivalents consist unrestricted cash and fixed income guaranteed investment certificates, which have a maturity of one year or less, and are carried at market value which approximates cost. For the year ended December 31, 2021, the guaranteed investment certificate interest rates ranged between 1.10% to 1.80% (2020 – ranged between 1.15% to 2.54%).

**3. INVESTMENTS**

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

**4. DEBT RESERVE FUND – MUNICIPAL FINANCE AUTHORITY**

The Regional District issues debt instruments through the Municipal Finance Authority of British Columbia (“MFA”), and as a condition of borrowing, one percent of the debenture proceeds is withheld as a debt reserve fund. The Regional District also executes demand notes in connection with each debenture whereby the Regional District could be required to pay certain amounts to MFA in excess of the debt borrowed. The demand notes are contingent in nature, and it is unlikely that they will be called; therefore, a liability has not been reported in the financial statements (see note 10).

The Regional District reports the debt reserve fund balances for both debts issued on its behalf, and on behalf of member municipalities, as a financial asset. Because all debt reserve fund refunds received on behalf of Municipal borrowing are repayable to those Municipalities, the Municipal portion of the Debt Reserve Fund balances are also reported as a financial liability.

**5. DEBT RECOVERABLE FROM MUNICIPALITIES**

When a member Municipality within the Regional District wishes to issue debenture debt through the Municipal Finance Authority of British Columbia (“MFA”), the borrowing is done through the Regional District. The Regional District is therefore responsible for repayment of the debt to MFA. When payments (interest and sinking fund or principal) are made on this debt, the Regional District pays MFA and is in turn reimbursed by the Municipality.

The Regional District therefore reports the net outstanding debt borrowed on behalf of Municipalities as both a financial liability and a financial asset.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

## 5. DEBT RECOVERABLE FROM MUNICIPALITIES, continued

Service borrowing was incurred for:	Originally Borrowed		Year of Maturity	Current Rate of Interest	Net Debt Outstanding	
	Year	Amount			2021	2020
Vanderhoof Issue 145	2018	1,000,000	2038	3.15%	<b>884,970</b>	924,452
Smithers Issue 142	2017	3,000,000	2037	3.15%	<b>2,532,910</b>	2,654,910
Vanderhoof Issue 142	2017	2,000,000	2037	3.15%	<b>1,688,607</b>	1,769,940
Smithers Issue 127	2013	650,000	2034	3.30%	<b>477,595</b>	505,215
Fort St. James Issue 124	2013	304,879	2033	3.15%	<b>210,540</b>	224,013
Smithers Issue 124	2012	147,639	2033	3.15%	<b>101,955</b>	108,480
Fort St. James Issue 124	2013	121,952	2028	3.15%	<b>65,834</b>	73,848
Smithers Issue 116	2011	800,000	2026	1.45%	<b>320,321</b>	377,187
Houston Issue 99	2006	2,407,125	2032	1.75%	<b>1,249,766</b>	1,349,856
Smithers Issue 81	2004	500,000	2024	2.85%	<b>109,260</b>	142,268
Smithers Issue 79	2003	500,000	2023	2.25%	<b>74,602</b>	109,260
Smithers Issue 77	2002	500,000	2022	0.65%	<b>38,211</b>	74,602
Granisle 149	2019	210,000	2029	2.24%	<b>172,814</b>	191,682
		<u>\$ 12,141,595</u>			<u>\$ 7,927,385</u>	<u>\$ 8,505,713</u>

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

Principal paid during 2021 was \$427,844 (2020 - \$429,474). Interest paid during 2021 was \$329,555 (2020 - \$343,610).

The MFA performs a rate reset on long-term loans each 5 year period beginning after the first 10 year term; therefore, interest rates on long-term debt are subject to change.

Actuarial earnings received during 2021 was \$150,483 (2020 - \$130,336). Future principal payments, including sinking fund additions, on existing debt are as follows:

2022	\$ 600,479
2023	582,475
2024	563,314
2025	542,928
2026	561,368
Thereafter	<u>5,076,821</u>
	<u>\$ 7,927,385</u>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

## 6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2021</u>	<u>2020</u>
Trade payables	\$ 982,240	\$ 812,797
Vacation accrual	203,055	175,355
Sick leave accrual (Note 10)	253,385	316,353
Retirement accrual (Note 10)	144,407	184,245
Accrued debenture interest	-	2,384
Landfill closure cost accrual (Note 12)	4,695,672	3,270,612
	<u>\$ 6,278,759</u>	<u>\$ 4,761,746</u>

## 7. DEFERRED REVENUE

	<u>2021</u>	<u>2020</u>
Government transfers - Northern Capital Planning Grant	\$ 3,612,795	\$ 4,888,510
Government transfers - Federal Gas Tax Reserve	6,395,443	5,229,104
Government transfers - COVID Restart Grant	351,470	482,628
Government transfers - Provincial	-	1,989
Government transfers - Municipal	-	17,069
Other	10,945	10,000
	<u>\$ 10,370,653</u>	<u>\$ 10,629,300</u>

Government transfers – Federal Gas Tax Reserve

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by funding agreement between the Regional District and the Union of British Columbia Municipalities. Gas Tax funding may be used towards qualifying expenditures as specified in the funding agreement. The Regional District maintains the amounts in a statutory reserve.

	<u>2021</u>	<u>2020</u>
Opening balance	\$ 5,229,104	\$ 4,969,789
Add: Amounts received in the year	1,755,216	858,116
Interest earned	87,600	100,919
	<u>1,842,816</u>	<u>959,035</u>
Less: Amounts spent in the year	<u>(676,477)</u>	<u>(699,720)</u>
Closing balance	<u>\$ 6,395,443</u>	<u>\$ 5,229,104</u>



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

## 7. DEFERRED REVENUE, continued

Government transfers – Northern Capital Planning Grant

Northern Capital and Planning funding is provided by the Province of British Columbia. The Northern Capital and Planning funding may be used towards infrastructure and eligible projects include engineering, infrastructure planning, pipes, wells, treatment facilities, building, roads, machinery, equipment, vehicles, and other associated capital that are owned and controlled by the Regional District. This can also include the cost of land associated with developing the above capital investment.

	<u>2021</u>	<u>2020</u>
Opening balance	<u>\$ 4,888,510</u>	<u>\$ 4,996,102</u>
Add: Amounts received in the year	-	1,565,000
Interest earned	<u>59,128</u>	<u>108,249</u>
	<u>59,128</u>	<u>1,673,249</u>
Less: Amounts spent in the year	<u>(1,334,843)</u>	<u>(1,780,841)</u>
Closing balance	<u>\$ 3,612,795</u>	<u>\$ 4,888,510</u>

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

<u>Reserve</u>	<u>Initial Allocation</u>	<u>Planning Expenses</u>	<u>Capital Expenses</u>	<u>Total Interest</u>	<u>December 31, 2021 Balance</u>
General Administration	\$ 1,019,248	\$ 397,004	\$ 128,019	\$ 24,449	\$ 518,674
Clucluz Lake Fire Service	623,068	31,008	603,878	11,818	-
Protective Services	1,375,000	110,817	402,784	45,838	907,237
Glacier Gulch Water Diversion	30,000	-	-	1,158	31,158
Round Lake Fires Service	10,000	-	-	386	10,386
Luck Bay Fire Service	60,000	-	45,796	1,272	15,476
Fort Fraser Fire	186,595	-	-	5,102	191,697
Economic Development	185,273	-	-	7,150	192,423
Regional Parks and Trails	1,055,345	-	500,575	19,331	574,101
Environmental Service	2,394,843	-	1,710,252	44,998	729,589
Fort Fraser Water and Sewer Utilities	425,628	-	-	16,426	442,054
	<u>\$ 7,365,000</u>	<u>\$ 538,829</u>	<u>\$ 3,391,304</u>	<u>\$ 177,928</u>	<u>\$ 3,612,795</u>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

## 7. DEFERRED REVENUE, continued

Government transfers – COVID Restart Grant

COVID Restart funding is provided by the Government of Canada. The use of the funding is established by funding agreement between the Regional District and the Union of British Columbia Municipalities. COVID Restart funding may be used towards qualifying expenditures as specified in the funding agreement.

	<u>2021</u>	<u>2020</u>
Opening balance	\$ 482,628	\$ -
Add: Amounts received in the year	314,000	583,000
Interest earned	-	-
	<u>314,000</u>	<u>583,000</u>
Less: Amounts spent in the year	<u>(445,158)</u>	<u>(100,372)</u>
Closing balance	<u>\$ 351,470</u>	<u>\$ 482,628</u>

## 8. CREDIT FACILITY

The Regional District has available on an authorized operating line of credit to a maximum of \$400,000. This facility bears interest at prime rate (December 31, 2021 - 2.45%, December 31, 2020 – 2.45%) and is secured by the current borrowing resolution. The facility remained unused at year end.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

## 9. DEBENTURES ISSUED FOR THE REGIONAL DISTRICT

The Regional District issues debt instruments through the Municipal Finance Authority of British Columbia ("MFA"), pursuant to security issuing bylaws, under authority of the Community Charter, to finance certain capital expenditures. The debt is issued on a sinking fund basis, whereby MFA invests the Regional District's principal payments so that the payments plus investment income, will equal the original outstanding debt amount at the end of the repayment period. Actuarial earnings on debt represent the repayment and/or forgiveness of debt by the MFA using surplus investment income generated by the principal payments. Gross amount of debt and the repayment and actuarial earnings to retire the debt are as follows:

Service borrowing was incurred for:	Originally Borrowed		Year of Maturity	Current Rate of Interest	Repayment & Actuarial Earnings	2021 Principal Repayment	Net Debt Outstanding	
	Year	Amount					2021	2020
Round Lake Fire Protection	2017	14,909	2037	3.15%	1,766	555	12,588	13,194
Luck Bay Fire Protection	2006	125,000	2026	1.53%	79,856	4,198	40,946	48,216
Topley Rural Fire Protection	2016	366,348	2041	2.10%	43,299	10,048	313,001	324,310
		<u>\$ 506,257</u>			<u>\$ 124,921</u>	<u>\$ 14,801</u>	<u>\$ 366,535</u>	<u>\$ 385,720</u>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

**9. DEBENTURES ISSUED FOR THE REGIONAL DISTRICT, continued**

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

Principal paid during 2021 was \$14,801 (2020 - \$406,075). Interest paid during 2021 was \$10,213 (2020 - \$37,934).

The MFA performs a rate reset on long-term loans each 5 year period beginning after the first 10 year term; therefore, interest rates on long-term debt are subject to change.

Actuarial earnings received during 2021 was \$4,384 (2020 - \$29,621). Future principal payments, including sinking fund additions, on existing debt are as follows:

2022	\$	19,833
2023		20,504
2024		21,197
2025		21,915
2026		22,658
Thereafter		<u>260,428</u>
	\$	<u><u>366,535</u></u>

**10. CONTINGENCIES**Municipal Finance Authority Demand Notes

The Regional District is contingently liable to the Municipal Finance Authority of British Columbia ("MFA") in excess of the amounts borrowed under the terms of demand notes issued to MFA.

Member municipalities have signed offsetting demand notes to the Regional District for borrowing made on their behalf. The amounts are as follows:

	<u>2021</u>	<u>2020</u>
Demand Notes Outstanding:		
Borrowing on behalf of member municipalities	\$ 320,379	\$ 320,379
Borrowing for Regional District purposes	<u>9,332</u>	<u>9,332</u>
	<u><u>\$ 329,711</u></u>	<u><u>\$ 329,711</u></u>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

**10. CONTINGENCIES, continued**Employee Sick Leave

The Regional District is contingently liable to pay its employees sick leave. The total maximum value of the accumulated sick time is \$451,091 at December 31, 2021 (2020 - \$435,344). As at year end an amount of \$253,385 (2020 - \$316,353) has been recognized as a liability, representing the estimated future usage of accumulated sick days.

Employee Retiring Allowance

The Regional District is contingently liable to pay employees one week salary for every year of employment to a maximum of 13 weeks upon normal retirement from the Regional District. The total value of this retiring allowance is \$195,913 at December 31, 2021 (2020 - \$225,770). As at year end an amount of \$144,407 (2020 - \$184,245) has been accrued as an estimate of the liability.

**11. MUNICIPAL PENSION PLAN**

The Regional District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Regional District paid \$329,376 (2020 - \$333,867) for employer contributions to the plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2021****12. UNDERFUNDED LIABILITY FOR LANDFILL CLOSURE COSTS**

British Columbia environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

The estimated total liability is based on the sum of discounted future cash flows for closure and post closure activities for 30 years after closure using a discount rate of 4.0% which is net of projected annual inflation.

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. Management had a closure cost evaluation completed in 2020; and these costs (adjusted for inflation) are utilized for management's landfill closure cost estimate.

The Knockholt landfill has been divided into six phases with only the first three phases being utilized. The total capacity of the Knockholt landfill is estimated at 1,998,500 cubic meters, with a total usage of 351,162 cubic metres of the first three phases. Phase one and two are complete with phase three utilization of 126,326 of a total of 469,898. Phase 3B and 3C remain undeveloped. Phase three is expected to reach capacity in 2038. The existing landfill site is estimated to last past 2096 at current landfill utilization rates.

The Clearview landfill has been divided into four phases with only the first phase being utilized. The total capacity of the Clearview landfill is estimated at 1,157,600 cubic metres with a total usage of 151,050 of the first phase. Phase one has a developed capacity of 238,000 and is expected to reach capacity in 2030. The existing landfill site is expected to reach capacity approximately in the year 2106.

Considerable uncertainty exists with these estimations. The long time span for full site utilization combined with predicting costs that will be paid in far future years relies on a large number of assumptions including the certainty of current environmental legislation, a predictable rate of inflation for costs associated with landfill work and engineering, and an even flow of waste landfilled each year. Landfilling estimates do not include allowances for population change, change in landfilling from industrial sites (such as industrial camps), the possible diversion from recycling programs currently increasing and those being developed, and the diversion potential from composting programs.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

## 12. UNDERFUNDED LIABILITY FOR LANDFILL CLOSURE COSTS, continued

	<u>2021</u>	<u>2020</u>
<b>Knockholt Landfill Phase One, Two, and Three</b>		
Estimated closure costs	\$ 865,653	\$ 764,439
Estimated post-closure costs	<u>4,979,827</u>	<u>1,923,865</u>
	5,845,480	2,688,304
Estimated capacity used	<u>18%</u>	<u>15%</u>
Accrued liability for Knockholt landfill	<u>1,103,251</u>	<u>424,701</u>
<b>Clearview Landfill Phase One</b>		
Estimated closure costs	628,317	612,833
Estimated post-closure costs	<u>4,979,827</u>	<u>1,923,865</u>
	5,608,144	2,536,698
Estimated capacity used	<u>13%</u>	<u>11%</u>
Accrued liability for Clearview landfill	<u>1,051,338</u>	<u>544,479</u>
<b>Inactive sites closure estimates</b>	<u>2,541,083</u>	<u>2,301,432</u>
<b>Total closure and post-closure liability</b>	<u>\$ 4,695,672</u>	<u>\$ 3,270,612</u>

The liability expense of \$4,695,672 is unfunded as at December 31, 2021. The Regional District has established Landfill Closure and Post-Closure Reserve Funds that is restricted for purposes of funding landfill closure and post-closure costs. As at December 31, 2021, the Landfill Closure and Post-Closure Reserve Funds have a balance of \$399,877 (2020 - \$394,253).

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2021

**13. ALLOCATION OF ACCUMULATED SURPLUS**

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

	<u>2021</u>	<u>2020</u>
Operating	\$ 18,999,020	\$ 19,610,051
Reserves	<u>7,683,544</u>	<u>4,689,297</u>
	<u>\$ 26,682,564</u>	<u>\$ 24,299,348</u>

**14. BUDGET**

In accordance with legislative requirements, the Financial Plan, adopted by the Board of Directors on March 25, 2021, was prepared on a modified accrual basis. These financial statements, in accordance with Canadian Public Sector Accounting Standards, were prepared on a full accrual basis. The following reconciles the approved amended Financial Plan from April 8, 2021 to budgeted amounts reported in these Financial Statements. The amended Financial Plan was used in order to more accurately reflect the operations in the period.

	<u>2021</u>
Budgeted surplus per statement of financial activities	<u>\$ 1,055,442</u>
Less: Capital expenditures	(4,626,759)
Internal allocations	(436,820)
Prior year net deficits	<u>(33,132)</u>
	<u>(4,041,269)</u>
Add: Prior year net surplus	2,384,169
Withdrawals from capital reserves	477,415
Transfer from equity in tangible capital assets	<u>1,179,685</u>
	<u>4,041,269</u>
	<u>\$ -</u>



**REGIONAL DISTRICT OF BULKLEY-NECHAKO****NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2021****15. FINANCIAL INSTRUMENTS**

The Regional District's financial instruments are comprised of cash, temporary investments, accounts receivable, debt reserve funds – Municipal Finance Authority, debentures recoverable from municipalities, accounts payable and accrued liabilities, debentures issued for municipalities, and debentures issued for the Regional District.

Liquidity risk

Liquidity risk is the risk that the Regional District will encounter difficulty in meeting obligations associated with financial liabilities. The Regional District is exposed to this risk mainly in respect of its accounts payable and accrued liabilities, debentures issued for municipalities and debentures issued for the Regional District. The Regional District manages this risk by holding a sufficient amount of funds in highly liquid investments, and closely monitoring cash flows.

Credit risk

Credit risk is the risk that the Regional District will incur financial losses if a debtor fails to make payments when due. The Regional District is exposed to credit risk on its debenture recoverable from municipalities and accounts receivable. Risk in respect to the debentures recoverable from municipalities is managed primarily by the policies put in place by the Municipal Finance Authority of British Columbia ("MFA"). The maximum exposure to credit risk in respect to accounts receivable is limited to the carrying amount of accounts receivable, which is managed by credit policies such as limiting the amount of credit extended and obtaining security deposits where appropriate.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Regional District is mainly exposed to interest rate risk.

Interest Rate Risk

Interest rate risk is the risk that the Regional District's debt servicing costs and the value of certain investments will fluctuate due to changes in interest rates. In respect of debt servicing costs, the risk is minimal as all of the Regional District's long-term debentures are fixed rate and is usually refinanced every five to ten years as that is when most underlying debentures issued by the MFA mature. Investments subject to interest rate risk include guaranteed investment certificates (Note 2). The amount of risk is minimal due to the short terms of the investments.

**16. SEGMENT REPORTING**

The Regional District provides services to its members, that have been grouped into related departmental functions or service areas for segment reporting purposes. The various segments are as follows:

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2021****16. SEGMENT REPORTING, continued****Environmental Services**

This segment administers services including solid and liquid waste management, recycling, invasive plant control and developing the Regional District's Corporate Energy and Emissions Plan.

**Government – general, rural and local commission**

This segment administers services that relate to the legislative function as well as the administrative and financial management of the Regional District.

**Recreation and culture**

This segment administers services that relate to recreational and cultural, activities and organizations within the Regional District.

**Fire protection and emergency response**

This segment administers services related to rural fire protection and rescue services, 9-1-1 services, emergency preparedness and support services, and health and safety planning.

**Building inspection, building numbering, planning and development services**

This segment administers services related to long range and current community planning, geographical information services, building inspections, and bylaw enforcement.

**Economic Development**

This segment provides economic and community development services including assisting local community groups in accessing funding opportunities for community and economic initiatives.

**Municipal Debt Payments**

This segment is comprised of debenture debt payments to the Municipal Finance Authority on behalf of other Regional District members.

**Street Lighting and Transportation**

This segment is comprised of services for street lighting and transportation within the Regional District.

**Sewer and Water**

This segment is comprised of services for sewer and water treatment within the Regional District.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****NOTES TO THE FINANCIAL STATEMENTS****For the year ended December 31, 2021****17. RELATED PARTY TRANSACTIONS**

The Regional District of Bulkley-Nechako and the Regional Hospital District share the same management team but operate under the governance of a different board of directors.

During the year, the Regional District of Bulkley-Nechako provided administration and accounting services of \$15,900 (2020 - \$15,900) to the Regional Hospital District.

As of December 31, 2021, there was an account receivable of \$nil (2020 - \$23,475) from the Regional Hospital District to the Regional District of Bulkley-Nechako.

This amount is unsecured, non-interest bearing, with no specific terms of repayment.

**18. COMPARATIVE FIGURES**

Certain prior year figures, presented for comparative purposes, have been reclassified to conform to the current year's financial statement presentation.

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## SCHEDULE OF EXPENSES BY OBJECT

For the year ended December 31, 2021

	2021		2020
	<u>Budget</u> (Note 14)	<u>Actual</u>	<u>Actual</u>
Staff remuneration and benefits	\$ 5,432,962	\$ 5,105,018	\$ 5,251,626
Purchased services and supplies	5,719,539	5,229,402	3,866,689
Payments to societies	1,838,332	1,739,877	1,719,776
Municipal debt payments	797,885	757,399	772,885
Payments to municipalities	1,496,587	1,740,652	1,693,964
Directors' remuneration	658,610	380,647	367,108
Insurance and permits	252,385	228,021	205,608
Electoral area grants-in-aid	240,654	393,218	100,749
Staff travel, upgrading and conferences	276,921	34,089	92,916
Directors' travel and expenses	46,736	20,556	38,315
Interest on debentures	10,351	12,542	40,970
Memberships and dues	45,600	35,314	41,336
Interest	3,350	2,936	1,649
Elections, referenda and studies	12,000	-	1,431
Bad debts	5,837	3,859	1,805
Volunteer benefits	3,765	507	3,977
First nations dialogue	-	-	-
Rebate program	50,000	36,868	9,568
Amortization	1,179,685	1,366,252	1,255,477
	<u>\$ 18,071,199</u>	<u>\$ 17,087,157</u>	<u>\$ 15,465,849</u>

See notes to the consolidated financial statements.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**SCHEDULE OF CONTINUITY OF RESERVE FUNDS**

For the year ended December 31, 2021

	2021	2020
<b>BALANCE AT BEGINNING OF THE YEAR</b>	<b>\$ 14,806,911</b>	<b>\$ 14,273,155</b>
Contribution to funds	4,692,209	1,357,348
Interest earned on funds	247,473	185,199
Withdrawals from funds	(2,054,811)	(1,008,791)
<b>BALANCE AT END OF THE YEAR</b>	<b>17,691,782</b>	<b>14,806,911</b>
Less reserves recorded as deferred revenue (Note 7):		
Federal Gas Tax	6,395,443	5,229,104
Northern Capital Planning Grant	3,612,795	4,888,510
	<b>10,008,238</b>	<b>10,117,614</b>
	<b>\$ 7,683,544</b>	<b>\$ 4,689,297</b>
 <b>REPRESENTED BY THE FOLLOWING RESERVE FUNDS</b>		
911 Capital	\$ 630,657	\$ 621,788
911 Vehicle	7,808	7,698
Administrative Equipment	39,754	29,341
Administration/Planning Vehicle	72,318	82,695
Building	278,351	149,806
Building Inspection Vehicle	32,837	22,375
Bulkley Valley Pool	2,248,614	2,016,991
Burns Lake TV Rebroadcasting	52,652	51,911
Rural Election	53,450	47,704
Emergency Prep	68,163	64,418
Environmental Services Vehicle	-	24,497
Federal Gas Tax	6,395,443	5,229,104
Fort Fraser Sewer	322,700	272,246
Fort Fraser Rural Fire Protection	164,838	120,791
Fort Fraser Water	207,978	115,351
Fort St. James Rural Fire Protection	66,479	65,544
Glacier Gulch Water Diversion	12,785	12,606
Houston Rural Fire Protection	-	1,230
Insurance	84,358	65,340
Lakes District Airport	267,225	86,468
Landfill Capital	399,877	394,253
Legal	12,139	-
Luck Bay Rural Fire Protection	51,968	51,237
Northern Capital Planning Grant	3,612,795	4,888,510
Operational	2,217,771	-
Planning Plotter	29,437	29,130
Round Lake Rural Fire Protection	3,099	3,055
Smithers Rural Fire Protection	182,428	169,863
Southside Rural Fire Protection	6,155	6,067
Topley Fire Department	18,669	10,007
Telkwa Rural Fire Protection	66,792	59,853
Vanderhoof Pool	77,968	61,872
Vanderhoof Rural Fire Protection	-	38,974
Weed Control Vehicle	6,274	6,186
	<b>17,691,782</b>	<b>14,806,911</b>
Less reserves recorded as deferred revenue (Note 13):		
Federal Gas Tax	6,395,443	5,229,104
Northern Capital Planning Grant	3,612,795	4,888,510
	<b>10,008,238</b>	<b>10,117,614</b>
	<b>\$ 7,683,544</b>	<b>\$ 4,689,297</b>

See notes to the consolidated financial statements.

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
STATEMENT OF TANGIBLE CAPITAL ASSETS**

For the year ended December 31, 2021

	Engineered Structures							2021 Total	2020 Total
	Land	Building	Equipment / Vehicles	Water	Sewer	Landfills	Transfer Stations		
<b>COST</b>									
Opening Balance	\$ 720,208	\$ 7,543,427	\$ 7,984,234	\$ 4,824,319	\$ 718,501	\$ 4,966,484	\$ 5,302,322	\$ 32,059,495	\$ 29,958,164
Add: Additions	-	1,224,183	764,903	-	15,700	363,647	293,837	2,662,270	2,457,417
Less: Disposals	-	-	-	-	-	-	-	-	(356,086)
Less: Write-downs	-	-	(638)	-	-	-	-	(638)	-
Closing Balance	720,208	8,767,610	8,748,499	4,824,319	734,201	5,330,131	5,596,159	34,721,127	32,059,495
<b>ACCUMULATED AMORTIZATION</b>									
Opening Balance	-	3,039,322	4,307,164	1,015,895	420,475	2,163,687	2,050,553	12,997,096	11,938,837
Add: Amortization	-	229,247	652,436	90,317	12,635	217,269	164,348	1,366,252	1,255,477
Less: Acc. Amortization on Disposals	-	-	-	-	-	-	-	-	(197,218)
Closing Balance	-	3,268,569	4,959,600	1,106,212	433,110	2,380,956	2,214,901	14,363,348	12,997,096
<b>Net Book Value for year ended December 31, 2021</b>	<b>\$ 720,208</b>	<b>\$ 5,499,041</b>	<b>\$ 3,788,899</b>	<b>\$ 3,718,107</b>	<b>\$ 301,091</b>	<b>\$ 2,949,175</b>	<b>\$ 3,381,258</b>	<b>\$ 20,357,779</b>	
Net Book Value for year ended December 31, 2020	\$ 720,208	\$ 4,504,105	\$ 3,677,070	\$ 3,808,424	\$ 298,026	\$ 2,802,797	\$ 3,251,769		\$ 19,062,399

See notes to the consolidated financial statements.

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

For the year ended December 31, 2021

	Government - General, Rural and Local	Environmental Services	Recreation and Culture	Fire Protection and Emergency Response	Building Inspection and Planning	Municipal Debt Payments	Street Lighting and Transportation	Economic Development	Sewer and Water	2021	2020
<b>REVENUE</b>											
Taxation	\$ 1,029,126	\$ 3,551,743	\$ 2,717,718	\$ 1,958,932	\$ 992,111	\$ -	\$ 223,193	\$ 494,855	\$ 118,744	\$ 11,086,422	\$ 10,857,441
Fees, rates and service charges	-	1,478,692	12,538	153,311	170,825	-	75,213	-	69,482	1,960,061	1,239,094
Government transfers	1,435,567	316,541	-	1,317,657	112,571	-	196,406	92,527	-	3,471,269	3,380,689
Investment income	246,992	-	-	2,329	-	-	-	-	-	249,321	304,272
Other	132,069	176,044	5,000	200,035	221,639	757,399	17,973	-	-	1,510,159	2,383,581
Grants-in-lieu of Taxes	212,859	437,939	201,533	159,715	95,583	-	32,639	52,873	-	1,193,141	1,123,533
	3,056,613	5,960,959	2,936,789	3,791,979	1,592,729	757,399	545,424	640,255	188,226	19,470,373	19,288,610
<b>EXPENSES</b>											
Staff Remuneration and Benefits	860,022	2,392,274	33,772	627,535	869,433	-	19,603	294,510	7,869	5,105,018	5,251,626
Purchased services and supplies	1,117,966	2,829,491	69,617	578,793	193,634	-	32,753	182,406	68,351	5,073,011	3,780,775
Insurance	29,303	84,157	42,503	28,189	37,566	-	27	2202	4,074	228,021	205,608
Payments to Societies	98,565	-	1,494,048	99,140	-	-	48,124	-	-	1,739,877	1,719,776
Other	820,185	20,262	5,057	58,589	11,869	757,399	156,391	2,594	1,980	1,834,326	1,558,623
Payments to Municipalities	-	-	886,489	733,246	-	-	43,000	77,917	-	1,740,652	1,693,964
Amortization of capital assets	115,769	850,284	123,016	150,736	23,496	-	-	-	102,951	1,366,252	1,255,477
	3,041,810	6,176,468	2,654,502	2,276,228	1,135,998	757,399	299,898	559,629	185,225	17,087,157	15,465,849
<b>NET REVENUE(EXPENSES)</b>	\$ 14,803	\$ (215,509)	\$ 282,287	\$ 1,515,751	\$ 456,731	\$ -	\$ 245,526	\$ 80,626	\$ 3,001	\$ 2,383,216	\$ 3,822,761

See notes to the financial statements.

**Schedule of Remuneration & Expenses: Directors  
For the Year Ended December 31, 2021**

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>	<b>Total</b>
Atrill, Gladys	Board Member	15,081	675	15,756
Berglund, Marilyn	Alternate Board Member			-
Brienen, Shane	Board Member	22,168	774	22,942
Bysouth, Doug	Alternate Board Member			-
Cochran, Linda	FFLC Commissioner	1,440		1,440
Cochran, William	FFLC Commissioner	1,440		1,440
Fisher, Mark	Board Member	34,832	6,726	41,558
Funk, Delores	Board Member	16,654		16,654
Greenaway, Judy	Alternate Board Member			-
Greenaway, Tom	Board Member	24,424	4,574	28,998
Hughes, Bob	Alternate Board Member			-
Lambert, Clint	Board Member	30,616	5,645	36,260
Lauze, Cynthia	Alternate Board Member			-
Layton, Brad	Board Member	9,267	151	9,418
Lindstrom, Dwayne	Alternate Board Member			-
McGuire, Linda	Board Member	15,250	826	16,076
Morgan, Annette	Board Member	5,080	457	5,536
Motion, Robert	Board Member	15,221	207	15,427
Newell, Andrea	Alternate Board Member	242		242
Newell, Christopher	Board Member	22,325	3,207	25,532
Parker, Mark	Board Member	39,537	3,742	43,279
Petersen, Jerry	Board Member	36,170	4,169	40,339
Riis-Christianson, Michael	Board Member	30,706	2,766	33,472
Spooner, Roy	Alternate Board Member			-
Storey, Sarrah	Board Member	14,037	248	14,286
Thiessen, Gerry	Board Member	36,113	2,507	38,620
Van Barneveld, Jonathan	Alternate Board Member			-
Watt-Senner, Kimberly	Board Member	759	77	835
Webster, Don	FFLC Commissioner	1,440		1,440
Wray, Frank	Alternate Board Member			-
Zayac, Scott	Alternate Board Member			-
<b>Total Director Remuneration</b>		<b>372,800</b>	<b>36,750</b>	<b>409,550</b>

**Reconciliation to Financial Statements**

<b>Director Remuneration and Expenses as per Schedule</b>	<b>409,550</b>
Directors Expenses recorded in Purchases of Supplies	(8,347)
	<u>401,203</u>

<b>Directors Remuneration and Benefits</b>	<b>380,647</b>
<b>Directors Travel and Expenses</b>	<b>20,556</b>
	<u>401,203</u>



**Regional District of Bulkley-Nechako  
Schedule of Remuneration & Expenses: Employees**

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>	<b>Total</b>
Anderson, Cheryl	Manager of Administrative Services	118,851	1,233	120,084
Berlin, Jason	Chief Building Inspector	93,002	1,577	94,579
Blackwell, Jason	Regional Fire Chief	80,438	3,604	84,042
Demarce, Lenard	Landfill Operator 2	86,648	-	86,648
Derksen, Janette	Deputy Director of Environmental Services	82,762	3,658	86,420
Eriksen, Alex	Director of Environmental Services	108,576	576	109,152
Helgesen, Curtis	Chief Administrative Officer	178,065	485	178,549
Illes, John	Chief Financial Officer	132,440	4,012	136,451
Jones-Middleton, Deborah	Director of Protective Services	131,416	493	131,909
Llewellyn, Jason	Director of Planning	131,059	928	131,987
Minger, Cole	Environmental Services Field Assistant	77,306	6,007	83,312
Peters, Philip	Environmental Services Field Assistant	80,219	2,138	82,357
Sandberg, Maria	Planner	79,683	857	80,540
Wainwright, Richard	Chief Building Inspector	105,836	3,043	108,879
Wainwright, Wendy	Deputy Director of Corporate Services	75,325	25	75,350
<b>Total for Employees &gt; \$75,000</b>		<b>1,561,624</b>	<b>28,637</b>	<b>1,590,260</b>
Total of Employees with remuneration of \$75,000 or less		2,673,923	21,186	2,695,109
<b>Total Employee Remuneration</b>		<b>4,235,546</b>	<b>49,823</b>	<b>4,285,369</b>

**Reconciliation to Financial Statements**

<b>Staff Remuneration and Expenses as per Schedule</b>	<b>4,285,369</b>
RECEIVER GENERAL	265,125
SUN LIFE ASSURANCE COMPANY OF CANADA	295,232
MUNICIPAL PENSION PLAN	329,376
CHANGE IN PAYROLL LIABILITIES	(75,106)
ACCRUAL AND OTHER ADJUSTMENTS	39,111
	<b>5,139,107</b>
<b>Staff Remuneration and Benefits</b>	<b>\$5,105,018</b>
<b>Staff Travel, Upgrading and Conferences</b>	<b>\$34,089</b>
	<b>\$5,139,107</b>

## Regional District of Bulkley-Nechako

### Schedule of Payments to Suppliers for Goods and Services For the Year Ending December 31, 2021

Vendor	Amount
AIR BURNERS, INC.	\$ 41,971
BACKWOODS ENERGY SERVICES	47,824
BC HYDRO	103,647
BCTransit	107,169
BESWICK HILDEBRANDT LUND	27,452
BLACK PRESS GROUP LTD	45,084
BLASTPRO CONSTRUCTION LTD	52,733
BULKLEY AUTOMOTIVE LTD	40,219
BURNS LAKE AUTOMOTIVE SUPPLY	39,668
BV JET CONTROLS CO	68,709
CALIAN LTD.	38,170
CapriCMW Insurance	152,252
CARO ANALYTICAL SERVICES	34,372
CASCADES RECOVERY INC.	59,694
CHINOOK COMMUNITY SOCIETY	87,250
CONTAINER WEST MANUFACTURING LTD.	40,838
DOOR2DOOR CONSTRUCTION	31,280
ENVIRONMENTAL MATS LTD.	30,246
FINNING (CANADA)	80,663
FRASER LAKE BOTTLE DEPOT	55,589
GUILLEVIN INTERNATIONAL CO.	48,086
HEAVY METAL CO	28,237
HOUSTON BOTTLE DEPOT	41,463
INDUSTRIAL TRANSFORMERS	143,738
INSIDE OUT CONSTRUCTION 2019	64,650
KAL TIRE - BURNS LAKE	52,826
LENOVO CANADA	26,695
LEPKA HOLDINGS LTD.	36,750
M 4 ENTERPRISES	35,465
M'AKOLA DEVELOPMENT SERVICES	46,485
MOBY CONCRETE LTD.	56,468
MUNICIPAL INSURANCE ASS. OF BC	91,790
MUNICIPAL PENSION PLAN	329,376
NORTHERN BC TOURISM ASSOC.	30,271
NORTHERN SCALE LTD	33,773
OMINECA SKI CLUB	76,115

PACIFIC NORTHERN GAS LTD.	42,757
PARKLAND CORPORATION	82,331
PEACE RIVER PROJECTS	29,202
PETERBILT PACIFIC INC	239,421
PIDHERNY CONTRACTING LTD.	26,074
PJS SYSTEMS INC	119,778
PROVINCE OF BC	71,421
RADIUS INDUSTRIAL WORKS INC.	27,587
RECEIVER GENERAL	265,125
REG DIST OF KITIMAT-STIKINE	44,244
REG. DIST.OF FRASER-FORT GEORGE	385,206
RICOH CANADA INC	45,892
STARLAND SUPPLY LTD	89,020
STEWART CONSTRUCTION LTD	68,250
STEWART MCDANNOLD STUART	27,999
SULLIVAN MOTOR PRODUCTS	80,702
SUN LIFE ASSURANCE COMPANY OF CANADA	295,232
SWEEPING BEAUTIES JANITORIAL	35,222
TEAM EQUIPMENT LTD	138,390
TELUS COMMUNICATIONS INC.	26,759
TELUS COMMUNICATIONS INC.	27,407
TELUS MOBILITY	27,707
TOWER COMMUNICATIONS	83,305
URBAN FOOD STRATEGIES	29,863
VALLEY DIESEL	31,242
VANDERHOOF & DISTRICTS CO-OP	263,696
VIKING CONSTRUCTION LTD	896,120
WEST FRASER CONCRETE LTD.	66,705
WILLIAMS MACHINERY	28,170
XCG CONSULTANTS LTD.	66,718

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<b>Total of aggregate payments exceeding \$25,000</b>	<b>6,057,675</b>
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Consolidated total for suppliers paid \$25,000 or less	1,686,069
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<b>Total Payments</b>	<b>7,743,744</b>
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<b>Reconciliation to Financial Statements</b>	7,406,956
<b>Total Payments to Suppliers as per Schedule</b>	<b>7,406,956</b>
Less Expenses in staff remuneration and Benefits	(889,733)
Add Expenses in Directors Travel and Expenses	8,347
Add Gas Tax Payments (included in Grants and Contributions)	563,881
Add increased landfill liability	1,425,060
Subtract Increase in prepaid expenses	(51,379)
Subtract GST included in list of Suppliers	(267,814)
Subtract Capital Expenditures	(2,662,270)
	<b><u>5,533,048</u></b>
<b>Purchased Service and Supplies</b>	<b>5,229,402</b>
<b>Insurance and Permits</b>	<b>228,021</b>
<b>Membership and Dues</b>	<b>35,314</b>
<b>Interest to Suppliers</b>	<b>2,936</b>
<b>Volunteer Benefits</b>	<b>507</b>
<b>Rebate Program</b>	<b>36,868</b>
	<b><u>5,533,048</u></b>

**Regional District of Bulkley-Nechako**

**Payments for the Purposes of Grants and Contributions  
For the Year Ending December 31, 2021**

<b>Jurisdiction</b>	<b>Amount</b>
District of Fort St. James	211,429
District of Houston	16,730
District of Vanderhoof	716,739
Town of Smithers	475,762
Village of Burns Lake	415,755
Village of Fraser Lake	49,998
Village of Telkwa	153,618
 Total Municipal Grants and Contributions	 <u>2,040,031</u>

**Reconciliation to Financial Statements**

Total Municipal Grants and Contributions	2,040,031
Payments better reflected as a Contribution to Society	36,973
Capital Contributions from "GAS TAX"	(331,352)
Operating Contributions through Grant in Aid	(5,000)
	<u><b>1,740,652</b></u>
 <b>Payments to Municipalities</b>	 <u><b>1,740,652</b></u>

**Regional District of Bulkley-Nechako**

**Payments for the Purposes of Grants and Contributions  
For the Year Ending December 31, 2021**

<b>Society</b>	<b>Amount</b>
Bulkley Valley Aquatic Management Society	655,980
Bulkley Valley Collaborative Learning Society	12,556
Bulkley Valley Gymnastics Association	8,318
Bulkley Valley Museum Society	21,822
Burns Lake and District Television Rebroadcasting Society	32,500
Burns Lake Mountain Biking Association	62,210
Burns Lake Public Library Association	270,124
Cluculz Lake Community Recreation Association	19,760
Cluculz Lake Volunteer Fire Department	19,353
Fort Fraser Volunteer Fire Department	28,410
Fort St. James Curling Club	10,601
Fort St. James Library Society	16,737
Fort St. James Television Rebroadcasting Society	164,398
Fraser Lake and District Television Rebroadcasting Society	83,750
Fraser Lake Public Library Society	36,234
Granisle and District Seniors Association	5,500
Grassy Plains Community Hall Association	10,852
Lake Kathlyn Protection Society	17,131
Lakes District Airport Society	48,125
Lakes District Arts Council	7,500
Lakes District Family Enhancement Society	17,189
Lakes District Film Appreciation Society	15,109
Lakes District Museum Society	57,636
Nechako Valley Exhibition Society	45,894
Nechako Valley Historical Society	30,000
Northern Society for Domestic Peace	36,973
Northwest Invasive Plan Council	39,801
Ootsa Lake Bible Camp Society	30,000
Rose Lake Community Club	5,360
School District #54	30,000
School District #91	13,398
Smithers Art Galley	9,827
Smithers Golf and Country Club	55,619
Smithers Houston TV Rebroadcasting Society	60,000
Smithers Public Library Association	89,661

Southside Volunteer Fire Department	27,600
Stuart Lake Golf Club	45,150
Topley Volunteer Fire Department	35,752
Treehouse Housing Association	11,396

Grants to Organizations for a total \$5,000 or less in 2022	209,877
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<b>Total Grants To Societies and School Districts</b>	<b>2,398,101</b>
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**Reconciliation to Financial Statements**

Total Grants To Societies and School Districts	2,398,101
Payments better reflected as a Contribution to Society	(36,973)
Capital Contributions from "GAS TAX"	(232,529)
Grant in aid to Municipalities	5,000
	<b>2,133,599</b>

<b>Grants to Societies</b>	<b>1,739,877</b>
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<b>Electoral Area Grant in Aid</b>	<b>393,218</b>
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	<b>2,133,095</b>
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## **Regional District of Bulkley-Nechako**

### **Schedule of Guarantee & Indemnity Agreements For the Year Ended December 31, 2021**

**NIL**

The Regional District of Bulkley-Nechako has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

### **Statement of Severance Agreements For the Year Ended December 31, 2021**

There was one severance agreement made between the Regional District of Bulkley-Nechako and its non-unionized employees during fiscal year 2021. This severance agreement represented one and a half months of compensation, and was based on salary.





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

**To:** Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** June 16, 2022  
**Re:** **Revenue Anticipation Bylaw**

### **Recommendation** (All/Directors/Majority):

“That the Committee direct staff to bring forward a revenue anticipation bylaw for \$1.5 million to the Board Meeting on June 30<sup>th</sup>.”

### **Discussion:**

While a Revenue Anticipation Bylaw may not be needed, it is a required practice for those municipalities and regional districts that have a standing line of credit with their local bank or credit union.

The cash flow for July of 2022 is hard to estimate and being prepared for unexpected cash flows is warranted.

### **Analysis:**

Research has revealed that local governments require a borrowing anticipation bylaw if they have a line of credit with their local bank or credit union. The Regional District has a standing line of credit with Bulkley Valley Credit Union of \$400,000.

Borrowing from the Municipal Finance Authority or Bulkley Valley Credit Union is not expected to be needed; however, cash flows are uncertain with the major Knockholdt landfill development project, the possibilities of wildfire emergency operations in July and the timing of receivables.

For example, requisitions (taxation payments) from member municipalities are due the first business day on or before August 1<sup>st</sup> every year. This year requisition payments are due on July 29<sup>th</sup>. The Regional District will be making approximately \$1.2 million in payments on the same date.

The Regional District currently has \$16.0 million in non-redeemable GIC with maturities spaced equally over the next 30 months in order to maximize interest revenue. A total of



103  
Revenue Anticipation Borrowing Bylaw

Legal Name of Regional District

Bylaw # number

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A bylaw to provide for the borrowing of money in anticipation of revenue

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WHEREAS the regional district does not have sufficient money on hand to meet the current lawful expenditures of the regional district;

AND WHEREAS it is provided by Section 404 of the Local Government Act that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the regional district;

AND WHEREAS there are no liabilities outstanding under Section 404;

NOW THEREFORE the Regional Board of the Legal Name of Regional District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Revenue Anticipation Borrowing Bylaw # number, year".
2. The Regional Board shall be and is hereby empowered and authorized to borrow upon the credit of the regional district an amount or amounts not exceeding the sum of amount dollars (\$amount).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chair and the officer assigned the responsibility of financial administration of the regional district.
4. All anticipated revenue of the current year or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME this day day of month, year.

READ A SECOND TIME this day day of month, year.

READ A THIRD TIME this day day of month, year.

RECONSIDERED and FINALLY PASSED and ADOPTED this day day of month, year.

\_\_\_\_\_  
Chair

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

Certified a true copy of Bylaw # number as adopted.

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



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

**To:** Board of Directors  
**From:** John Illes, Chief Financial Officer  
**Date:** June 16, 2022  
**Re:** **Local Government Climate Action Program (LGCAP) and Electric Vehicles**

### **Recommendation** (All/Directors/Majority):

"That the Committee direct staff to bring forward a budget amendment to facilitate the purchase of two electric vehicles in 2022 or 2023 and to include a contribution to the LGCAP reserve of \$22,417, and that staff bring a statutory reserve bylaw forward to hold LGCAP reserve funds for Board consideration to the June Board meeting."

### **Discussion:**

The provincial government has introduced the Local Government Climate Action Program (LGCAP) to replace the discontinued Climate Action Revenue Incentive Program (CARIP). Staff are recommending that a portion of the funds from these two programs be used to purchase two electric vehicles.

### **Analysis:**

The Regional District has \$144,250 in reserve funds from the discontinued CARIP and in 2022 will receive \$112,082 from the new LGCAP for a total of \$256,332. CARIP funds unused at the end of 2022 will be transferred to the new LGCAP reserve.

The CARIP funds, may with some limited exceptions, only be utilized for electric vehicles (not including hybrid vehicles) or community energy systems (mostly solar panel installations) or be used for the purchase of carbon offsets. The LGCAP funding is much more flexible with funds being able to be utilized on all projects that, at the discretion of the Board, further the Regional District's climate action goals.

The program requires that the Regional District demonstrate direct or in-kind matching investments of 20% of LGCAP funding. This memo is recommending that the Board provide \$22,417 or 20% of the amount the Regional District will be receiving to the Regional District's LGCAP reserve fund. This financial contribution can easily be verified by the public and auditing staff to indicate that the Board is meeting its LGCAP requirements.



Reporting for the LGCAP (carbon emission reporting) is expected to cost, in staff time, \$12,000 in 2022 and \$6,000 in 2023 and onwards. The first year will cost more than the following years as staff will develop a carbon emission tracking tool to facilitate reporting.

The purchase of Electric Vehicles will allow the Regional District to discharge its obligation under the CARIP, begin to reduce the Regional Districts reliance on gasoline vehicles, and test the electric vehicles' endurance for the longer highway trips, often in very cold conditions, that Regional District staff typically make each year.

### **Details on Electric Vehicles (EV) and Charging Stations**

Staff have reviewed electric vehicle offerings by major manufacturers and have determined that the Ford F150 Lightning, the Ford Mustang Mach-E, and the Tesla Model 3 are the most suitable models for purchase. Staff are recommending the purchase of the Ford F150 Lightning that will be utilized by the Environmental Services Department and the Ford Mustang Mach-E that will be added to the Administration and Planning fleet. These vehicles were prioritized in part because they have a range of over 500 km. The Ford vehicles were prioritized over the Tesla vehicle because of dealer and service availability in the North. The Lightning and Mach-E are both priced to just under \$100,000 (including PST and long-range options) and the Tesla was priced at \$95,000 (including PST). Rebates are not available to local governments for the purchase of electric vehicles.

The typical range for all three of these vehicles exceeds 500 km. A typical round trip from Burns Lake to Fort St. James (including local travel) is 400 km. Range performance may suffer in winter months with the need to keep passengers warm. Locations of EV charging stations in the North are provided on the attachment from Charge North.

An initial review of the availability of charging stations indicates that additional charging stations may be warranted in Fort Fraser and Topley to ensure that EV drivers don't run out of charge. Staff will work with Charge North and Ministry of Transportation and Infrastructure to determine logistics and possible costs to have charging stations installed in these two locations. Gas Tax, Northern Capital and Planning Grant, and LGCAP funds can be used to contribute funds towards the installation of EV charging stations.

If the Board approves the purchase of the two vehicles, staff will also contract the installation of two Type-2 charging stations at the Regional District. The total costs for these two charging stations installed is expected to be between \$6,000 and \$10,000. LGCAP funding will be utilized for this project.

**Attachments:           Memo from Jeremy Hewitt, Associate Deputy Minister  
Map of EV charging locations from Charge North**



Dear John Illes,

I am writing to follow up on the announcement made by the Honourable George Heyman, Minister of Environment and Climate Change Strategy and the Honourable Nathan Cullen, Minister of Municipal Affairs, on the new Local Government Climate Action Program (LGCAP). The program will provide predictable, annual, long-term funding for local climate action to help reach [legislated climate targets](#) and prepare communities for the impacts of a changing climate.

The program will provide \$112,082 to Bulkley-Nechako Regional District to support local climate initiatives aligned with the [CleanBC Roadmap](#) and the draft [Climate Preparedness and Adaptation Strategy](#). Local governments and Modern Treaty Nations will be required to report on their actions to reduce emissions and prepare for climate impacts.

There are several program supports available to you:

- Please visit the [LGCAP website](#) for program details
- The LGCAP website includes the Program Guide and Survey Template, which can be used to prepare for required online reporting.
- Webinars will be held throughout May 2022 to provide program information and answer any questions you may have. Registration details can be found [here](#).

In June, you will receive an email with instructions on how to access the online reporting tool.

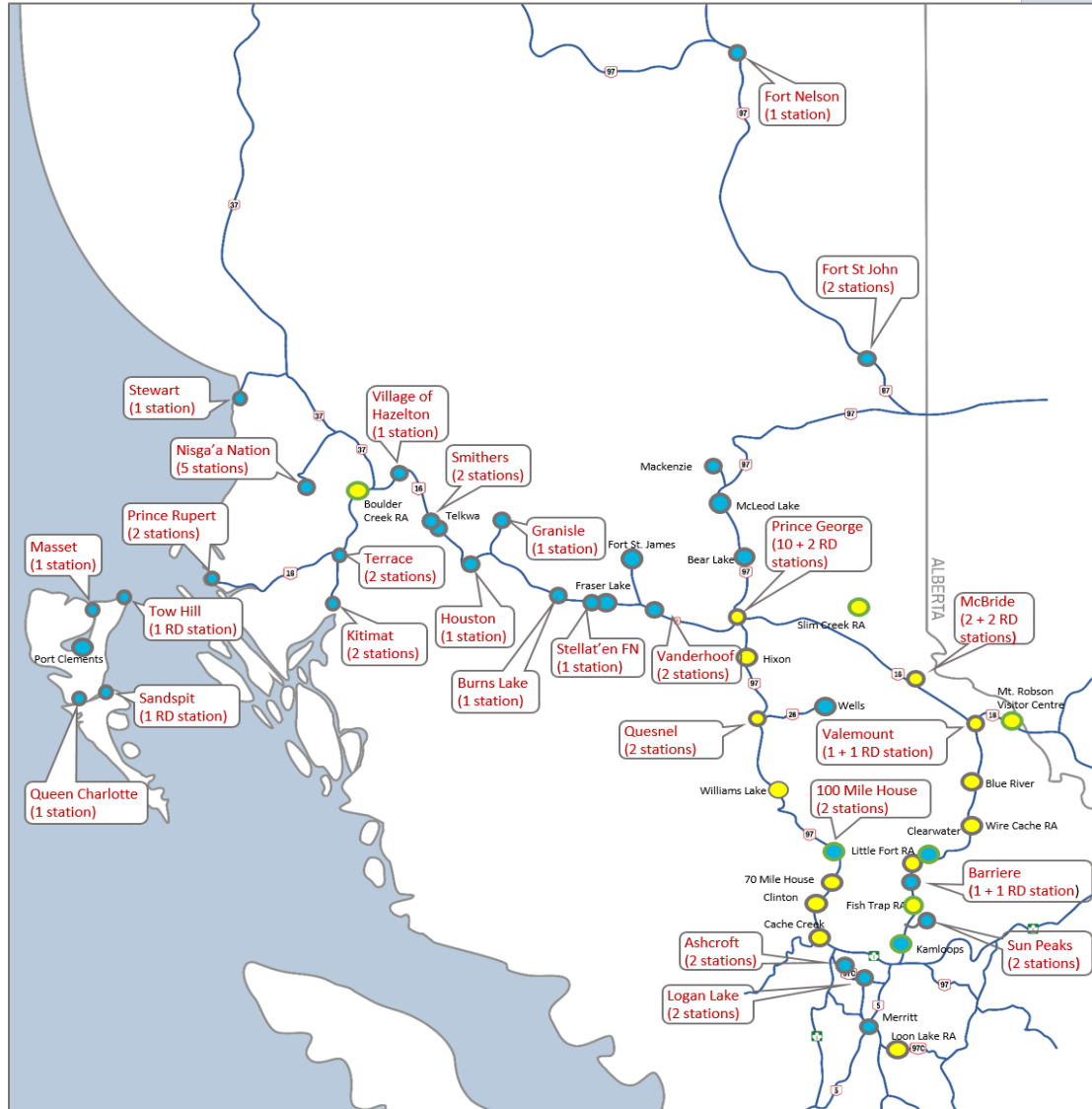
The Province is requesting one point of contact from your community for ongoing communications regarding the use and reporting of LGCAP funding. Please confirm the name and position of your community contact to [LGCAP@gov.bc.ca](mailto:LGCAP@gov.bc.ca)

Let me close by saying the Province is excited about the LGCAP and the opportunities it provides to continue collaboration with local governments and Modern Treaty Nations on climate action.

Sincerely,  
Jeremy Hewitt  
Associate Deputy Minister  
Climate Action Secretariat  
Ministry of Environment and Climate Change Strategy

# Charge North

## Introductions & Land Acknowledgement



### Legend:

- Charge North Community with L2 Stations
- Charge North Community with L2 and DCFC Stations
- Other Charge North Communities
- MOTI and BCH DCFC stations



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### MEMORANDUM

**TO:** Chair Thiessen and Board of Directors

**FROM:** First Nations Liaison

**DATE:** June 16, 2022

**SUBJECT:** Truth and Reconciliation Calls to Action

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

To receive/discuss.

### **BACKGROUND**

As part of the RDBN's efforts for creating space to discuss the Truth and Reconciliation Commissions' 94 Calls to Action and how to support local First Nations in their advocacy for reconciliation efforts in the region, staff has prepared this memo to discuss the Calls to Action that focus on reconciliation, missing children, and burial information.

These Calls are particularly important to reflect upon, as in 2021, many First Nations in BC have begun the work of locating, recovering, and commemorating the victims of Residential schools and those that survived what many consider to be a cultural genocide<sup>1</sup>. It is especially important to reflect on these Calls, as Lejac was one of the many Residential Schools that operated in BC until 1976<sup>2</sup>, and the region had many day schools that also inflicted atrocities on those that were forced to attend them. The TRC's *What We Learned* report provides insight into the experiences of survivors of Residential and day schools endured – ranging from physical, sexual, and emotional abuse<sup>3</sup>.

All five of the Calls to Action brought forward in this report have been marked as in progress. A lot of work has and continues to be done to ensure that communities are supported during this work and that Canadians are all aware of the truth behind the atrocities that occurred to Indigenous children. To address Call 71, the National Centre for Truth and Reconciliation has not received the

<sup>1</sup> The TRC *What We Learned* report defines cultural genocide as "...the destruction of those structures and practices that allow the group to continue as a group." Page 11.

[https://publications.gc.ca/collections/collection\\_2015/trc/IR4-6-2015-eng.pdf](https://publications.gc.ca/collections/collection_2015/trc/IR4-6-2015-eng.pdf)

<sup>2</sup> National Centre for Truth and Reconciliation. "Lejac (Stuart Lake)." <https://nctr.ca/residential-schools/british-columbia/lejac-stuart-lake/>

<sup>3</sup> TRC. *What We Have Learned*. [https://publications.gc.ca/collections/collection\\_2015/trc/IR4-6-2015-eng.pdf](https://publications.gc.ca/collections/collection_2015/trc/IR4-6-2015-eng.pdf)



death records of Indigenous children in the care of residential schools from most chief coroners and vital statistics agencies<sup>4</sup>.

For Call 72, the federal government has provided funding to the National Centre for Truth and Reconciliation for work on this Student Death Register<sup>5</sup>. The Truth and Reconciliation Commission's "Missing Children and Unmarked Burials Project" was an effort to record and analyze the deaths at the schools and the presence and condition of student cemeteries. The important work advanced by the Truth and Reconciliation Commission was a beginning, and the Commission acknowledged that significant work still needed to be done, leading to the development of the Calls to Action regarding Missing Children and Burial Information<sup>6</sup>.

To address Call 73, the federal government committed money in the 2019 budget toward an online registry of residential school cemeteries<sup>7</sup>. The National Centre for Truth and Reconciliation (NCTR) has been engaging Survivors and Indigenous communities throughout the implementation and as the primary information repository for the online national registry of residential school cemeteries<sup>8</sup>. Following the discovery of unmarked graves in Kamloops, additional funding, support, tools, expertise, and resources have been made available to help Indigenous communities lead in researching, locating, documenting, and commemorating the cemeteries and other burial sites of residential schools. The information found will only be shared with the Government of Canada, the NCTR, and other partners at the discretion and choosing of the communities, survivors, and victims' families.

In addition to the funding that the federal government allocated in 2019 to develop an online registry of residential school cemeteries, to address Call 74, the Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) hosted 16 virtual engagement sessions with Survivors and received guidance on the development of a national strategy that will facilitate the identification, documentation, information sharing and commemoration of residential school cemeteries and burial sites<sup>9</sup>. On August 10, 2021, the Government of Canada announced approximately \$320 million in additional support for Indigenous-led, Survivor-centric, and culturally sensitive initiatives and investments to help Indigenous communities respond to and heal from the ongoing impacts of residential schools<sup>10</sup>.

In August 2021, the federal government committed to creating a National Advisory Committee to advise Indigenous communities and the government

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<sup>4</sup> CBC News. Beyond 94 – Call 71. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=71>

<sup>5</sup> CBC News. Beyond 94 – Call 72. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=72>

<sup>6</sup> CIRNAC. "Delivering on Truth and Reconciliation Commission Calls to Action" – Missing children and burial information. <https://www.rcaanc-cirnac.gc.ca/eng/1524504992259/1557512149981>

<sup>7</sup> CBC News. Beyond 94 – Call 73. <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=73>

<sup>8</sup> CIRNAC. "Delivering on Truth and Reconciliation Commission Calls to Action" – Missing children and burial information. <https://www.rcaanc-cirnac.gc.ca/eng/1524504992259/1557512149981>

<sup>9</sup> Ibid.

<sup>10</sup> CIRNAC. "Residential schools missing children – community support funding." <https://www.rcaanc-cirnac.gc.ca/eng/1622742779529/1628608766235>

about identifying unmarked graves as part of its effort to address Call 75<sup>11</sup>. The National Advisory Committee, when formed, will guide the implementation of Calls to Action 74 to 76 and support the direct involvement of Survivors and their families, Knowledge Keepers, communities, and Indigenous cultural heritage practitioners<sup>12</sup>.

## **CALLS TO ACTION FOR DISCUSSION**

### *Reconciliation and missing children and burial information*

71. We call upon all chief coroners and provincial vital statistics agencies that have not provided to the Truth and Reconciliation Commission of Canada their records on the deaths of Aboriginal children in the care of residential school authorities to make these documents available to the National Centre for Truth and Reconciliation.

72. We call upon the federal government to allocate sufficient resources to the National Centre for Truth and Reconciliation to allow it to develop and maintain the National Residential School Student Death Register established by the Truth and Reconciliation Commission of Canada.

73. We call upon the federal government to work with churches, Aboriginal communities, and former residential school students to establish and maintain an online registry of residential school cemeteries, including, where possible, plot maps showing the location of deceased residential school children.

74. We call upon the federal government to work with the churches and Aboriginal community leaders to inform the families of children who died at residential schools of the child's burial location, and to respond to families' wishes for appropriate commemoration ceremonies and markers, and reburial in home communities where requested.

75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.

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<sup>11</sup> CBC News. Beyond 94 – Call 75. <https://newsinteractives.cbc.ca/longform-single/beyond-94?cta=75>

<sup>12</sup> CIRNAC. “Delivering on Truth and Reconciliation Commission Calls to Action” – Missing children and burial information. <https://www.rcaanc-cirnac.gc.ca/eng/1524504992259/1557512149981>