



**Regional District of Bulkley-Nechako
Committee of the Whole
AGENDA
Thursday, February 8, 2024**

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>First Nations Acknowledgement</u>	
	<u>AGENDA - February, 2024</u>	Approve
	<u>Supplementary Agenda</u>	Receive
	<u>MINUTES</u>	
3-9	Committee of the Whole Meeting Minutes - January 11, 2024	Receive
	<u>DELEGATION</u>	
	<u>NORTHWEST INVASIVE PLANT COUNCIL (NWIPC)</u> Penni Adams, Program Manager Mike Pangman, Field Coordinator Re: Update	
	<u>ADMINISTRATION REPORTS</u>	
10	Cheryl Anderson, Director of Corporate Services - North Central Local Government Association (NCLGA) Resolutions	Direction/Receive
11-33	Curtis Helgesen, CAO/Cheryl Anderson, Director Discussion/ of Corporate Services/John Illes, Chief Financial Officer - Review of Remuneration and Procedure Bylaws/Policy Considerations	Direction
34-92	John Illes, Chief Financial Officer - 2024 Minor Service Budgets	Receive
93-157	Nellie Davis, Regional Manager of Economic Development - Bulkley Valley Regional Pool - Lobby Upgrade Project	Recommendation

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
158-160	Shari Janzen, Economic Development Assistant -District of Houston – Letter of Support Request	Recommendation
<u>ADMINISTRATIVE CORRESPONDENCE</u>		
161-162	CANFOR – Forest Stewardship Plan Amendment Requiring Approval (FSP 2 ARA-015) – License Addition FL A 98546	Receive
163	Letter from Brad and Nadine Hoy, Fort St. James – <i>Emergency and Disaster Management Act</i>	Receive
164-165	Letter from Margo Maley, Fort St. James – <i>Emergency and Disaster Management Act</i>	Receive
166-167	Fraser Valley Regional District – Emergency Management – <i>Emergency Management Act</i> and Regulatory Discussion Papers	Receive
168-169	Office of the Premier – Response to RDBN Letter Submission – <i>Emergency and Disaster Management Act</i>	Receive
170-204	Regional District of Nanaimo – Legislative Reform Initiative Update	Receive
205	Union of B.C. Municipalities – Northwest BC Resource Benefits Alliance Letter of Support	Receive

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, January 11, 2024**

PRESENT:	Chair	Mark Parker
	Directors	Gladys Atrill Shane Brienen Martin Elphee Judy Greenaway Clint Lambert – via Zoom Linda McGuire – via Zoom Shirley Moon Kevin Moutray Chris Newell – arrived at 10:41 a.m. Michael Riis-Christianson Stoney Stoltenberg Sarrah Storey Henry Wiebe
	Alternate Director	Annette Morgan, Village of Telkwa – via Zoom
	Director Absent	Leroy Dekens, Village of Telkwa
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Nellie Davis, Manager of Regional Economic Development – arrived at 12:47 p.m., left at 1:00 p.m. John Illes, Chief Financial Officer Deborah Jones-Middleton, Director Protective Services – arrived at 12:47 p.m. Trevor Kier, RDBN Recovery Manager Contractor – arrived at 12:59 p.m. Jason Llewellyn, Director of Planning – arrived at 12:47 p.m., left at 1:15 p.m. Wendy Wainwright, Deputy Director of Corporate Services
	Other	Anthony Giannotti, RPF, Director, Pricing and Tenures – North Area, Ministry of Forests – via Zoom – left at 11:20 a.m. Neal Marincak, Resource Manager, Nadina Natural Resource District, Ministry of Forests – via Zoom – left at 11:20 a.m. Tara Dunphy, Director of Strategic Initiatives, Skeena Region, Ministry of Forests – arrived at 10:37 a.m., left at 12:05 p.m. Robyn (Koralann) Phair, Forestry Engagement Planning Coordinator, Lake Babine Nation – arrived at 10:37 a.m., left at 12:05 p.m.

Media Saddman Zaman, LD News – arrived at 10:33 a.m., left at 12:05 p.m.

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

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA Moved by Director Stoltenberg
 Seconded by Director Storey

C.W.2024-1-1 “That the Agenda of the Committee of the Whole meeting of January 11, 2024 be approved.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole Minutes – November 9, 2023 Moved by Director Storey
 Seconded by Director Greenaway

C.W.2024-1-2 “That the Committee of the Whole Meeting Minutes of November 9, 2023 be approved.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

DELEGATIONS

MINISTRY OF FORESTS – Via Zoom – Anthony Giannotti, RPF, Director, Pricing and Tenures – North Area and Neal Marincak, Resource Manager, Nadina Natural Resource District – Re: Prince George, Lakes and Morice Timber Supply Area Apportionment

Chair Parker welcomed Anthony Giannotti, RPF, Director, Pricing and Tenures – North Area and Neal Marincak, Resource Manager, Nadina Natural Resource District, Ministry of Forests.

Mr. Giannotti and Mr. Marincak provided a PowerPoint Presentation.

Prince George, Lakes and Morice Timber Supply Area (TSA)

- Prince George TSA (PG TSA)
 - o Allowable Annual Cut (AAC) and Relative Harvest Billing System (HBS) Scaled Volume per year
 - 2012-2022
 - The current harvested volume is the same as the AAC
 - o Current Apportionment
- Lakes TSA
 - o AAC and Relative HBS Scaled Volume per year
 - 1996-2022
 - o Current Apportionment
 - o Guidance from Minister on implementing apportionment

DELEGATIONS

MINISTRY OF FORESTS – Via Zoom – Anthony Giannotti, RPF, Director, Pricing and Tenures – North Area and Neal Marincak, Resource Manager, Nadina Natural Resource District – Re: Prince George, Lakes and Morice Timber Supply Area Apportionment (CONT'D)

- Morice TSA
 - o AAC and Relative HBS Scaled Volume per year
 - o Current Apportionment
 - o The Current harvested volume is significantly higher than the AAC.

Discussion took place regarding the following:

- Community Forest 2023 Apportionment – 0
 - o Rationale
 - Government has heard the importance of Community Forests and ability to partner with First Nations and the unique role Community Forests have taken
 - Government in the PG and Lakes TSA has taken a greater opportunity to have First Nations participate in the forest economy
 - Historically 2004-2006 increase Community Forest and not First Nations which was a more short-term non replaceable volume targeting MPB
 - Recognize First Nations establishment of business relationships with licensees and logging contractors
 - o Recent decision
 - Across the interior addressing the effects of the Mountain Pine Beetle and reductions of the AAC
 - In some communities Community Forests have really felt impact of the AAC reduction
 - As AAC goes through step down process will see a reduction
- Concerns regarding the impacts of the 2018 and 2023 Wildfires
 - o Does Forestry have an idea of the impacts and will there be a review?
 - Chief Forester is preparing to present information to the public
 - Information for the 2018 Wildfires is available on the website
 - 2023 Wildfire information has not yet been updated on the website
 - o Priority of the Premier and Minister of Forests
 - o Early access to data files provides preliminary estimates of fibre burnt
 - Working to refine information
 - No timeline currently to release information
 - o Chief Forester understands there is a want to recover salvage burnt timber
 - Partition decisions may need to be considered
 - o Burns Lake Area is processing burnt timber
 - Fraser Lake Sawmill received cutting permits prior to Christmas 2023
 - Canfor is planning salvage harvesting early 2024
 - Working on rehabilitation and recovery

- Better situated in comparison to the after actions of the 2018 Wildfires
 - Proactive in assisting communities

DELEGATIONS

MINISTRY OF FORESTS – Via Zoom – Anthony Giannotti, RPF, Director, Pricing and Tenures – North Area and Neal Marincak, Resource Manager, Nadina Natural Resource District – Re: Prince George, Lakes and Morice Timber Supply Area Apportionment (CONT'D)

- Shelf life of burnt timber is estimated between 1- 5 years
 - Mr. Marincak will provide outstanding volumes from 2018
- Apportionment difference between the Morice TSA and Lakes TSA
 - Morice TSA last completed in 2017
 - Predated the recent works regarding reconciliation
 - Significant volume partnership in BC Timber Sales (BCTS) and First Nations volume
 - Volume shift to First Nations
- A healthy forest requires a diverse forest in various stages of life
 - What are the current concerns for the overall health of the forest?
 - Lakes Resiliency Project
 - Balances the needs of the land base and economic needs of the area
 - Morice TSA review
 - Skeena Sustainability Forum
 - Province decision and focus on Forest Landscape Plans
 - Reallocates and balances the objectives and collaboration with First Nations
 - Different approach than in the past
- Changing landscapes to assist with wildfire mitigation
 - Wildfire Risk Reduction Program
 - Nadina District recruitment of an additional 6-7 people to proactively conduct risk reduction
- Expanding rehabilitation and recovery works from 2018
- For Category II Timber Sales to allow for small scale salvaging of burnt timber
 - Reach out to Kevin Partington, Resource Technologists, Field Operations - Nadina or Mike Watson, Woodlands Manager, BC Timber Sales – Babine, Ministry of Forests for additional information
- Consultation when small scale harvesting takes place in close proximity to private landowner
 - Contact local Ministry of Forest office to voice concerns
- Fraser Lake thinning and spacing project near the Fraser Lake Airport
 - Funding
 - Forest Enhancement Society of B.C. potential option
 - Liaison with Mr. Marincak.

Chair Parker thanked Messrs. Giannotti and Marincak for attending the meeting.

DELEGATIONS (CONT'D)

MINISTRY OF FORESTS and LAKE BABINE NATION– Tara Dunphy, Director of Strategic Initiatives, Skeena Region, Ministry of Forests and Robyn (Koralann) Phair, Forestry Engagement Planning Coordinator, Lake Babine Nation Re: Morice TSA Pilot Project and Lakes TSA Pilot Project Update

Chair Parker Welcomed Tara Dunphy, Director of Strategic Initiatives, Skeena Region, Ministry of Forests and Robyn (Koralann) Phair, Forestry Engagement Planning Coordinator, Lake Babine Nation.

Ms. Dunphy and Ms. Phair provided a PowerPoint presentation.

Forest Landscape Planning in the Skeena Region

- Outline
 - o Forest Landscape Planning (FLP) – what is it?
 - o Planning in the Bulkley and Morice Timber Supply Area
 - o Planning in the Lakes TSA
 - o Process, Review and other initiatives
- Introducing Forest Landscape Planning
- Transition from Forest Stewardship Plan's (FSP's) to FLP's
- 5 FLP Objectives
- Weaving Indigenous Knowledge with Western Science
- Embracing Flexibility
- Bulkley & Morice Landscape Planning Process
 - o Two years of Scoping to this point – Started with Bulkley & Morice Timber Supply Reviews (TSRs)
 - o Integration Points/Sharing Resources
 - o Potential Planning Table Structure
 - First Nations Steering Committee
 - Stakeholder Review and Input Group
 - Technical Decision Making
 - o 6-month Draft Timeline
- Stated goals of the Lakes Resiliency Project
- Lakes Resiliency Project – Bulkley/Morice Forest Landscape Planning
 - o Key Decision Points
 - o Work Plan
 - o Biodiversity Legal Orders
 - o Wildlife
 - o Visuals
 - o Range
 - o Aquatics
 - o Wildfire.

Director Newell requested information concerning local consultation for the Morice TSA Planning. Ms. Dunphy mentioned the possibility of hosting Town Hall meeting(s) or participating in the Stakeholder Review and Input Group meeting(s). Ms. Dunphy will connect with Director Newell to discuss engagement.

REPORTS (CONT'D)

Discussion took place regarding the following:

- Weighted assessments
- Taxation options were discussed in Table 1, 2, 3A, 3B and 3C
- Electoral Area A (Smithers/Telkwa Rural), Smithers and Telkwa decrease in assessments
- Large market change in assessment for Granisle
- Average taxpayer
 - Includes a combination of residential, commercial, business and utilities classifications
 - Commercial tax rate payers have seen the largest increase in assessment
- Pipeline revenue
 - Maintain value over a 50 year period
- Statistics Canada average annual projected inflation rate for 2023
 - Stats Canada will release the information mid-January, 2024
 - Table 3A – 2024 Requisition including 2% increase
- Staff will provide a report of pipeline assessment changes
- Future planning in considering 2024 tax rate.

Financial Statements from Grant Receiving Societies

Moved by Director Storey
Seconded by Director Riis-Christianson

C.W.2024-1-5

“That the Committee receive the Chief Financial Officer’s Financial Statements from Grant Receiving Societies.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Storey
Seconded by Director Stoltenberg

C.W.2024-1-6

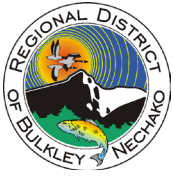
“That the meeting be adjourned at 1:37 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of
Corporate Services



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Cheryl Anderson, Director of Corporate Services
Date: February 8, 2024
Subject: **North Central Local Government Association (NCLGA) Resolutions**

RECOMMENDATION: (all/directors/majority)
Direction/Receive.

BACKGROUND

The deadline for submission of resolutions to NCLGA is Friday, March 8, 2024.

At the February 22, 2024 Board meeting, staff will provide a UBCM 911 Call Answer Levy resolution for the Board's consideration.

At this time, staff is requesting that the Board identify any other resolutions to be brought forward on February 22nd.

ATTACHMENTS

None.



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Curtis Helgesen, CAO/Cheryl Anderson, Director of Corporate Services/John Illes, Chief Financial Officer
Date: February 8, 2024
Subject: **Review of Remuneration and Procedure Bylaws/Policy Considerations**

RECOMMENDATION: (all/directors/majority)

Discussion/Direction.

BACKGROUND

Remuneration Bylaw

Regional District of Bulkley-Nechako Directors' Remuneration and Expense Bylaw No. 1837, 2018 and all amendments to date are included in the attached (unofficial) consolidated bylaw.

An attachment has been included reflecting the new rates as a result of the Cost of Living Allowance (COLA) of 3.4% based on the annual Consumer Price Index for B.C.

At this time, staff is requesting that the Board review the bylaw and evaluate whether it meets the needs of the Board, and furthermore, does it attract potential candidates from all sectors.

All sections impacted by the COLA have been highlighted in yellow. Some additional sections that the Board may wish to review have been highlighted in pink which include:

1. Chair, Vice-Chair, and Committee Chair Remuneration
In 2023, \$19,890 was paid to Directors for Committee Chair remuneration. The current estimate for Committee Chair remuneration for 2024 (based on January's payments) is \$27,420.
2. Allowance for Virtual Participation
3. Travel Time Remuneration
Currently the shortest distance a director is required to travel to a Board meeting is 0 km and the longest distance is 352 km round trip (approximately 3.5 hours).
4. Communications
Parts A and C of Section 10 provide reimbursement for municipal directors of 50%

of the cost of cell phones and computers (once per term). Municipal Directors have very rarely utilized this option as these services are provided by their municipality. Staff are proposing to remove this option and move all communications costs to the Rural Government Budget (currently ½ the cost is assigned to the General Administration budget and ½ to the Rural Administration budget). This will reduce budget costs by approximately \$7,000 per year.

Procedure Bylaw

The Electronic Participation section of the Procedure Bylaw is also being brought forward for the Board's review.

It is important to consider that the current bylaw allows for no more than four Directors to participate electronically at any meeting to ensure that a quorum remains present if connectivity is lost.

The Board may wish to implement a policy for electronic participation. The District of Vanderhoof's Electronic Meeting Policy is attached for consideration.

ATTACHMENTS:

1. Revised Rates (inclusive of 2024 CPI)
2. (Unofficially) Consolidated Remuneration Bylaw
3. Procedure Bylaw – Electronic Meetings
4. Electronic Meeting Policy – District of Vanderhoof
5. 2023 Board Attendance

Revised Rates for 2024 (including CPI)

Board and Committee Meetings	\$278
½ Day Meeting Rate	\$139
Basic Director Remuneration	\$913
Rural Additional	\$566
Chair Additional	\$1,827
Vice Chair Additional	\$685
Committee Chair Additional	\$457
Cheque Signer	\$137

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BYLAW 1837**

A Bylaw for Directors' Remuneration

WHEREAS, pursuant to the provisions of the *Local Government Act*, a Board may adopt procedures, conditions and amounts for Directors' remuneration and expenses;

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

1. TITLE:

This bylaw shall be cited as the "Regional District of Bulkley Nechako Directors' Remuneration and Expenses Bylaw No. 1837, 2018".

2. PRINCIPLES

Directors' remuneration and reimbursement for expenses shall be guided by the following principles:

- (A) Directors' remuneration should be structured to recognize the importance of this publicly elected office and provide a reasonable incentive to attract and retain quality individuals to these positions.
- (B) Directors are expected to conduct their business in such a way as to optimize the value to the taxpayer.
- (C) Directors should be reimbursed for their reasonable expenses in carrying out their responsibilities.
- (D) Directors should not use expenses charged for Regional District business to subsidize their personal or business activities.

3. DEFINITIONS:

In this bylaw, unless the context otherwise requires:

Board Day means the day of the regular meeting of the Board for the purposes of conducting regional board business and includes both the public and, when necessary, in-camera portions of the meeting.

Committee means a Committee to which a Director has been appointed by either the Board or the Chair of the Regional District.

Committee of the Whole Meeting means the days on which the entire Board membership meets in a Committee format to discuss and make recommendations to the RDBN Board on broad regional topics such as policy issues, etc.

Meals means food and non-alcoholic beverages consumed by individual Directors while attending sanctioned events when the meal service is not already provided.

Miscellaneous Expenses means reimbursable travel-related expenses not expressly dealt with elsewhere in this bylaw, such as: parking fees; hotel internet costs, fares for taxis, airport shuttle services, ferries, buses, toll booth fees, etc.

Per Diem Rates means the maximum a Director may claim for meals and incidentals while on Regional District business.

4. INTERPRETATION AND APPLICATION

- (A) The Regional District Finance Chair (or the Vice Chair if a Finance Chair is not appointed) shall be responsible for reviewing and approving Directors' Remuneration and Expense Reports.
- (B) The Regional District Board Chair shall be responsible for reviewing and approving the Finance Chair's Remuneration and Expense Reports.
- (C) Disputes regarding Directors' Remuneration and Expense Reports shall be forwarded to the Chair, Vice Chair, and CAO for resolution.

5. REMUNERATION

- (A) Remuneration shall be paid to Directors for the discharge of the duties of office. Remuneration shall be comprised of the following:
 - (i) **Directors, Chair and Vice Chair, Committee Chair Remuneration** -- to be determined and paid pursuant to Schedule A, attached to and forming part of this bylaw; and,
 - (ii) **Remuneration for attendance at meetings** -- to be determined in accordance with Schedule B, attached to and forming part of this bylaw.

- (B) A Director shall not receive remuneration for wages lost through absence from work or income deemed lost due to attendance at any meeting or as a delegate representing the Regional Board.

6. OTHER REMUNERATION

Travel time remuneration -- to be determined and paid pursuant to Schedule C, attached to and forming part of this bylaw.

7. ALTERNATE DIRECTORS

- (A) When replacing a Director, an Alternate Director is eligible to receive business meeting remuneration in accordance with Schedule B, travel time remuneration in accordance with Schedule C and reimbursement of expenses in accordance with Section 8.
- (B) As an exception to the above, Alternate Directors are not authorized to attend conventions/seminars or other non-business sessions on behalf of the Director.
- (C) Reimbursement for travel expenses and remuneration is authorized for newly appointed Alternate Directors to attend their first Board meeting accompanied by the Director of the electoral area.

8. EXPENSES

Directors shall be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with the following:

(A) Transportation Costs

- (i) A Director shall be paid a "personal vehicle allowance" per kilometre for the use of their personal vehicle as transportation for Regional District business conducted:
- a) within the Director's electoral area;
 - b) for sanctioned meetings; and
 - c) other meetings/events authorized by the Board or by the Chair where time constraints preclude Board consideration.

The personal vehicle allowance rate for the above-approved travel shall be the rate published by Canada Revenue Agency's automobile allowance rate per kilometre.

The District shall not reimburse the Director for stand-by charges of his personal vehicle while he is attending a meeting. Stand-by refers to the

privately owned vehicle being situated at the point of departure or at the place of the meeting.

For the purpose of calculating distances travelled, the Director's normal place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.

For trips exceeding 600 kilometres, Directors shall be entitled to reasonable accommodation en-route.

No additional personal vehicle allowance is payable for carrying passengers.

- (iii) The amount paid shall not exceed the lesser of the cost of economy airfare and associated ground transportation cost or the personal vehicle allowance.
- (iv) Directors who choose to use commercial transportation shall be reimbursed the actual cost of such transportation based on economy class fares.

(B) Accommodation Costs

- (i) In general, Directors shall be reimbursed for the actual cost of commercial accommodation. For conventions, Board meetings, and Committee of the Whole meetings, commercial accommodation will typically be booked and paid for by the District. A Director may choose to stay at accommodation other than the designated accommodation provided by the corporation; however, they will be responsible for making their own arrangements and will be reimbursed a maximum of the amount charged for the corporate accommodation.
- (ii) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to Regional District business. The private accommodation rate shall be the rate paid \$60.
- (iii) Where specific provisions are required to address disability or health issues that are not available in the designated accommodation, a Director may choose to stay at an alternative, comparable accommodation and in such a case, the Director may request that the Chair authorize additional reimbursement.

(C) Meal Expenses

In lieu of reimbursement of actual expenses for meals and incidentals while travelling away from home on Regional District business, a Director may claim the

CRA meal rate for the "Simplified method for meal and vehicle rates used to calculate travel expenses".

For overnight stays, outside the Regional District, the Director may claim an additional \$40.00 incidental amount for each night of the stay.

A claim for meals can only be made if it has not been provided by the Regional District or as part of a convention or other event. Where meals are provided, there is no reimbursement if the Director chooses to eat elsewhere. Exceptions would include where there are special dietary needs or the inability to take advantage of paid meals because of a timing conflict with other Regional District business.

The actual cost of any meal may be reimbursed if a receipt is provided and the CAO, Chair, or Vice-Chair determines that reimbursement is warranted.

(D) Miscellaneous Expenses

- (i) While away from his/her residence on regional district business, Directors are entitled to reasonable reimbursement of other expenses necessarily incurred such as parking fees, taxis, hotel internet services, ferries, toll booths, etc. Receipts must be provided.
- (ii) Miscellaneous expenses as defined in section 3 shall be reimbursed at actual cost.

(E) Loyalty Programs and Other Travel Programs

- a. Provided that there are no additional costs to the Regional District, Directors travelling on Regional District business can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of approved services and products wherever possible.

(F) Authorization for Out-of-District Travel

- (i) In general, out-of-district travel will be authorized by the Board.
- (ii) In the absence of Board authorization, the Chair, or in his absence, the Vice-Chair, may authorize out-of-district travel where such travel is necessary to carry out the business of the Regional District.
- (iii) No travel expenses or accommodation expenses for out-of-district travel shall be paid to any member of the Regional District Board unless the travel was first authorized by Board Resolution, or by the Chair/Vice-Chair.

(G) Extraordinary Expenses

Extraordinary expenses which are in excess of the amounts available under this bylaw shall be accounted for on the Director's claim, accompanied by receipts and details of the circumstances. Such a claim will be paid following review of both the Chair and Vice-Chair.

(H) Attendance at Commission Meetings

Directors attending meetings of Commissions to which they are appointed by the Board of the Regional District will be reimbursed for expenses in accordance with this section.

9. INSURANCE - USE OF PRIVATE VEHICLE

- (A) Directors shall be reimbursed for the cost of the deductible for one comprehensive claim per calendar year to a maximum of \$300 for damage to the vehicle or \$300 for windshield replacement, provided the damage to the vehicle was incurred while on regional district business and a receipt is provided.
- (B) Directors are required to ensure that the vehicle(s) they use for regional district business are insured for business class purposes. Upon submitting proof of coverage, the Director will be reimbursed for the difference in cost between insuring one of his/her vehicles for pleasure and business class purposes.
- (C) The Regional District does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles, but will carry additional liability insurance over and above that which Directors carry on their personal vehicles, for claims arising from use of the vehicle while on RDBN business.

10. COMMUNICATIONS

- (A) All directors will be provided with a cell phone by the RDBN and with a RDBN email address. The RDBN email address will be used for all communication with the RDBN. Where a municipal director is provided a cell phone and a municipal email address (meeting RDBN security requirement) by their municipality, the RDBN will reimburse the municipality 50% of the cost associated with this service to the municipality or 50% of the cost of the service if provided by the RDBN whichever is less. The RDBN will not reimburse directors for corporate use of their personal devices or cell phones.
- (B) Electoral Area directors will be reimbursed up to \$125 per month for home internet service upon the provision of receipts. A one-time fee of up to \$200 may be reimbursed for the installation costs associated with the provision of a higher speed internet service.

- (C) Electoral Area directors will be reimbursed up to \$2000 per term for a tablet or portable lap top computer upon receipt. Municipalities will be provided 50% of the costs associated with providing their municipal director with a tablet or portable lap top computer to a maximum of \$1000. Electoral Area directors will be provided technical support and business software that is determined by the Regional District's Information Officer (or similar position) as required to support their role as Director.

11. LOCAL GOVERNMENT CONVENTIONS

- (A) Electoral Area Directors will be allocated no less than \$10,000 (to be increased by CPI annually) to attend conventions and meetings related to their work as an Electoral Area Director including meetings with Elected Officials or officer of other governments including Indigenous Governments.

This amount includes costs associated with attendance at UBCM and NCLGA. This amount may be used for convention costs, travel and remuneration.

Costs will be reimbursed at the regular expense rate described in this bylaw. Remuneration rates will be either at the ½ day or full day meeting rates listed in Schedule B.

- (B) The Board of the Regional District may send any director to any convention or meeting with its associated cost paid from "General Government – Legislative" at its discretion.
- (C) The Rural Directors may send any director to any convention or meeting with its associated costs paid from "Rural Government – Legislative" at its discretion.
- (D) This section does not apply to the Chair (or Vice Chair) in performing the duties of the Chair.

12. REPEAL

Regional District of Bulkley-Nechako Directors' Remuneration Bylaw No. 1717, 2014 and all bylaws enacted in amendment thereto are hereby repealed.

13. EFFECTIVE DATE

This bylaw comes into effect January 1, 2019.

SCHEDULE A

Chair and Directors' Remuneration

1) Directors' Basic Remuneration

Effective upon adoption of this bylaw, each Director of the Regional District of Bulkley Nechako shall be paid a "Basic" remuneration of \$775 per month, thereafter to be increased annually and rounded to the nearest dollar on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.

2) Rural Directors' Local Governance Remuneration

Effective upon adoption of this bylaw, each Electoral Area Director of the Regional District of Bulkley Nechako shall be paid an additional 0.62 of the basic remuneration per month for completion of his or her duties of office. In addition each Electoral Area director will receive \$1 for each resident in his/her Electoral Area based on the most recent Canadian Census figures per annum paid in instalments of 8.33 cents per resident monthly.

3) Chair, Vice-Chair, and Committee Chair Remuneration

A) The Chair of the Regional District Board shall receive an additional amount equal to 2.0 times the basic remuneration.

B) The Vice-Chair of the Regional District Board shall receive an additional amount equal to 0.75 times the basic remuneration.

C) A Committee Chair of the Regional District Board shall receive an additional amount equal to 0.50 times the basic remuneration.

D) An appointed cheque signer (that is not Chair of the Finance Committee or the Board Chair or Vice Chair) shall receive an additional amount equal to 0.15 times the basic remuneration.

4) Acting Chair

In addition to his/her remuneration for attendance at a Board meeting as specified in this schedule, any Board member who serves as Acting-Chair on Board Day due to the absence of the Chair and Vice-Chair, shall be compensated \$200 for his/her services in chairing the Board meeting.

5) Emergency Operations

Directors required to attend office at the Regional District or other meetings to support emergency operations will receive the meeting ½ or full day rate (see Schedule B). The board must approve or ratify the Director's attendance for this allowance to be received.

6) Partner's Program Expense

Once a year, the Regional District will pay the registration fees for the partner's program and any additional accommodation costs for the spouse of a Director to stay in the Director's hotel room when attending either a convention or conference.

7) Extended Health and Dental Benefits

An option for Extended Health and Dental Benefits will be provided to all Directors with the costs being paid by the Regional District

SCHEDULE B

Meeting Remuneration

It must be noted that the following table is intended to provide examples of categories of meetings and the remuneration applicable to that category. It must be recognized that the Board may eliminate or establish committees from time to time, which may or may not be eligible for remuneration in accordance with the applicable category.

- (A) For attendance at meetings, Directors will be remunerated and expenses will be paid in accordance with the attached table.
- (B) Those meetings which receive remuneration as indicated in the attached table are deemed to be "Sanctioned Meetings".
- (C) Where more than one meeting is held on the same day, the meetings shall be deemed to be one meeting.
- (D) Directors are only eligible for remuneration where an agenda for the meeting is prepared and distributed in advance and minutes are recorded and submitted to the Board for consideration or for meetings called because of an emergency.
- (E) Where a Director attends a meeting by means of electronic communications, remuneration shall be at the normal rate for that meeting.
- (F) Remuneration for meetings not listed on the attached table must be approved by the Board. It is noted that Directors may choose to accept appointments to a wide variety of bodies; however, except as specifically provided for herein, those appointments shall be without remuneration. For clarity, meetings regarding a Director's local services, Regional District public hearings, and Advisory Planning Committee and commission meetings are excluded from remuneration under this section.

Meeting Type	Allowance *		Notes
	Half Day < 3.5 hrs	Full Day 3.5 hrs+	
Board and Committee Meetings	\$235	\$235	Travel time may be claimed (if applicable)
Other meetings approved by Board motion within the Regional District	\$118	\$235	Travel time may be claimed (if applicable)
<p>For the Chair, the Vice Chair acting as Chair, Committee Chairs (acting in their role of Committee Chair) and for Electoral Area Directors:</p> <p>Attendance and travel to political conventions or similar events, for attendance at meetings between the Regional District and other levels of government including with First Nations Governments, and for the attendance at ceremonial events.</p> <p>Attendance by virtual means is included.</p>	\$118	\$235	<p>Includes time spent travelling to these events.</p> <p>Additional travel time is not applicable.</p> <p>All costs are charged to rural government except for costs associated with travel and remuneration of the chair or committee chair are charged to general government.</p>
<p>* to be increased annually on January 1st, based on the previous year's consumer price index (yearly average for the Province of B. C. as published by Statistics Canada), for completion of his or her duties of office. In the event that there is no increase to the consumer price index, or if it were to decline, the basic remuneration rate would remain the same as in the previous year.</p>			

Schedule C

Travel Time Remuneration

1. Travel time remuneration of \$25.00 for every 100 kilometres driven (for trips over 20 km [one way]) shall apply to all travel when attending Regional District Board and Committee Meetings.
2. Travel remuneration for travel to or from conventions or similar events outside the Regional District boundaries, where attendance is approved by the Board, shall be a ½ day meeting rate for travel of five hours or less and a full day meeting rate for travel more than five hours. There is no travel remuneration for conventions or similar events held within the Regional District.
3. There is no travel time payable for other events or other types of meetings; however, directors may claim mileage, if eligible, as per section 8 (A).

8.0 Electronic Meetings

8.1 Provided the conditions set out in the *Regional Districts Electronic Meetings Regulation, B.C. Reg.271/2005* and section 220 of the *Local Government Act* are met, a special Board or Committee Meeting may be conducted by means of visual and/or audio electronic or other communication facilities if the Board requires it.

8.2 Provided the conditions set out in the *Regional Districts Electronic Meetings Regulation, B.C. Reg.271/2005* are met, a Director who is unable to attend a Board, Committee, Special, or In-Camera meeting other than a meeting convened under Section 8.1, may participate in a meeting, by means of visual and/or audio electronic or other communication facilities, if the Director is unable to attend in person because of:

- (a) Physical incapacity due to injury or illness;
- (b) Inclement weather;
- (c) Physical absence from the Regional District boundaries while acting in the capacity as a Director on Regional District of Bulkley-Nechako matters;
- (d) Extraordinary circumstances which, in the view of the Chair, renders attendance in person by the Director impractical;

provided that a Director who participates in accordance with section 8.2 does so at no more than two different meeting dates per year unless otherwise authorized by the Chair.

8.3 No more than four Directors at one time may participate at a meeting under section 8.2 unless otherwise authorized by the Chair. This ensures that a quorum remains present in the event that communication is lost with those attending electronically.

- 8.4 Any Director participating at a meeting in accordance with section 8.2 must be in receipt of the agenda and any applicable staff reports as have been provided to Directors not participating electronically before the Board meeting.
- 8.5 Notice of a special Board meeting required under section 7 and conducted under section 8.1 must contain information of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
- 8.6 A Director participating electronically by audio means only must indicate his or her vote verbally.
- 8.7 A Director participating in a meeting electronically is deemed to be present in the meeting as though they are physically present.
- 8.8 A Director must provide 24 hours' notice to the Chair and the Chief Administrative Officer or Corporate Officer of their intent to participate electronically unless it is not practicable to do so.

9.0 Electronic Participation in case of Emergency or Special Circumstance

- 9.1 In an emergency, special circumstance, or public health event that prevents or restricts members from being able to physically meet in one location, Directors may participate in a meeting by means of electronic or other communication facilities that:
- (a) Enable the meeting's participants to hear, or watch and hear, each other; and,
 - (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the person(s) participating by electronic or other communication facilities.
- 9.2 Meetings called under subsection (1) will be at the call of the Board Chair.
- 9.3 Special meetings called under subsection (1) will be in accordance with section 7 of this bylaw and will comply with the requirements set out in subsection 2(2)(d) of the *Regional District Electronic Meetings Regulations*, B.C. Reg. 118/2018.

10.0 Notice of Committee Meetings

3.5 Electronic Meeting Policy

Initiated: November 2021

Next Review: November 2023

Last Reviewed: N/A

The following was adopted as policy at the **Regular Council Meeting of December 13th, 2021**.

1. PURPOSE

1.1. This policy establishes procedures for the administration of electronic and hybrid Council, Committees, Commissions, Boards, and Staff meetings.

2. POLICY STATEMENT

2.1. Pursuant to the *Community Charter* and the District's Procedure Bylaw, Governing Body meetings and Staff meetings may be held by electronic means.

3. SCOPE

3.1. All public meetings may be recorded and posted to all of the District of Vanderhoof public platforms which includes, but is not limited to:

- a) Website;
- b) Facebook;
- c) CivicWeb;
- d) Sharepoint; and
- e) LinkedIn.

4. DEFINITIONS

4.1. **Board** means a group of persons appointed by Council to have managerial, supervisory, investigatory, or advisory powers.

4.2. **CAO** means the Chief Administrative Officer for the District of Vanderhoof.

4.3. **Chair** means the person who presides over a governing body meeting.

4.4. **Commission** means a governing body established pursuant to section 143 of the *Community Charter*.

4.5. **Committee** means a governing body established pursuant to sections 141 -142 of the *Community Charter*.

4.6. **Council** means the Council of the District of Vanderhoof.

4.7. **District** means the District of Vanderhoof.

4.8. **Electronic Attendee** means members from the public attending through electronic means.

4.9. **Electronic Meeting** means a meeting where all members participate by electronic means.

4.10. **Governing Body** means any of the District of Vanderhoof Council, Committees, Commissions, or Boards.

- 4.11. **Hybrid Meeting** means a meeting where some members are attending in-person and some members are attending electronically.
- 4.12. **Mayor** means the Mayor of the District of Vanderhoof or the Acting Mayor as the context requires.
- 4.13. **Member** means anyone that was either elected or appointed to any governing body as a voting or non-voting participant.
- 4.14. **Procedure Bylaw** means the District of Vanderhoof's Procedure Bylaw
- 4.15. **Social Media** includes websites where users can share and generate content and find and connect with other users with similar interests.

5. GENERAL CONDUCT

- 5.1. This Policy applies to all governing body meetings and any members or attendees attending such meetings.
- 5.2. A member must refrain from introducing additional people or pets when in an active meeting while they are attending a meeting by electronic means.
- 5.3. A member must be fully engaged in the meeting and avoid talking with other people outside of those who are participating in the meeting.
- 5.4. Any device that a member uses to participate in an electronic meeting or a hybrid meeting must have a secure connection to internet and, if possible, be a wired connection.
- 5.5. Unless deemed necessary by the Chair, members must not use a text chat function of the meeting software for any purpose.
- 5.6. Members participating by electronic means will obtain the floor (i.e. seek permission from the Chair to speak) by using the 'raise hand' function in the electronic platform.
- 5.7. In an electronic meeting, the Chair will give the floor to members in the order in which they raise their hands, with first-time speakers given priority.
- a) In a hybrid meeting the members participating electronically will get the attention of the clerk of the governing body and the clerk will raise their hand in the physical absence of the member.
 - b) Members participating electronically will get the attention of the clerk by:
 - i) using the raise hand function;
 - ii) use the chat function to indicate an interest to speak; and
 - iii) raising their hand on camera.
 - c) Members attending a meeting electronically shall have their microphones on mute until the floor is given to them. Once the member is finished speaking, it is expected that the member put themselves on mute.
- 5.8. Should a member be acting outside the provisions of this policy, the Chair may request that the member refrain from those actions and should the member not remedy the situation the Chair then may request that the clerk remove the member from the meeting.

5.9. Electronic Attendees will write their questions out in the chat function. The chair of the meeting will call on the clerk to read out or any questions from the public at anytime that the chair deems desirable or in Regular Council Meetings the meeting clerk will read out the questions under the “Public Questions on Agenda Items”.

5.10. In a Hybrid meeting a clerk must be physically present at the meeting.

6. ATTENDANCE/QUORUM AND ROLL CALL

6.1. A member who joins a meeting via electronic means using the designated platform prescribed by the clerk is deemed to be present at the meeting.

6.2. A member will be noted as present at the meeting when their video camera is turned on during the roll call and call to order.

6.3. For the benefit of both Council and the public, the Corporate Officer will announce at the beginning of a hybrid meeting any attendees who have joined the meeting electronically.

6.4. Members shall not leave from the view of the camera for longer then 15 minutes of a meeting. Members away from the camera for longer then 15 minutes shall be deemed as absent to that meeting.

7. VOTING

7.1. When Council votes on a matter in an electronic meeting, members will only raise their hand when voting against a matter, unless directed otherwise by the Chair.

7.2. If the Chair anticipates a split vote on any motion, they may request that all members raise their hand, whether voting in favour or against, to bring clarity to the motion. This will be done slowly, with a pause in between, to ensure the motion is captured accurately.

7.3. If a member is participating electronically and has their video camera turned off when a vote is called their vote will not be counted.

7.4. When Council votes on a matter in a hybrid meeting, the Chair will call the vote for in-person members first and will then go to each electronic attendee to request verbal confirmation of their vote in favour or against the motion.

8. CONFLICT OF INTEREST

8.1. If a member has a conflict of interest when attending a meeting electronically, the member will:

- a) Advise the Chair as soon as the item is introduced;
- b) Leave the meeting either by disconnecting from the electronic platform or by being placed into the waiting room by the clerk; and
- c) Wait for the clerk to invite them back into the meeting once the agenda item has concluded.

9. IN CAMERA MEETINGS

9.1. In Camera meetings will not be recorded.

9.2. Members participating in the hybrid or electronic meeting shall refrain from any discussion of confidential information in the chat function of the meeting.

9.3. During closed meetings, electronic attendees must always ensure confidentiality of the

meeting, including ensuring that no other person can hear any aspect of the meeting.

- 9.4. Members participating electronically must do so in a closed room with no one else present in the room.
- 9.5. At the start of each closed meeting the Chair shall request that members ask anyone around them to leave. Should it be found that someone is listening or contributing to discussion in the closed meeting, the Chair will request that the clerk remove the member from the meeting.
- 9.6. In the case of unauthorized access to an electronic attendee's closed meeting location, that attendee must immediately disconnect from the meeting or be placed into the waiting room by the meeting Chair or meeting administrator. Once the attendee has re-established the security of their location, the attendee may rejoin the meeting or, if placed into the waiting room, notify the meeting administrator of their readiness for readmission.

10. STAFF MEETINGS

- 10.1. Staff meetings are to be considered confidential and staff that attend a staff meeting remotely will be required to be in a closed room alone.
- 10.2. Staff meetings shall not be recorded for any reason.
- 10.3. Staff will be required to have their video on to ensure that staff are engaged in all staff meetings.

11. POLICY REVIEW

- 11.1. This policy shall be brought forward for review every two years. The next scheduled review for Council will be November 2023.

Original signed by Mayor Thiessen
Mayor Thiessen

Original signed by Willene Perez
Corporate Officer

Attendance	12-Jan	26-Jan	09-Feb	23-Feb	09-Mar	23-Mar	06-Apr	20-Apr	04-May	18-May	08-Jun	22-Jun	13-Jul	10-Aug	07-Sep	28-Sep	12-Oct	26-Oct	09-Nov	23-Nov	14-Dec
Stoney Stoltenberg	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Michael Riis-Christianson	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Zoom
Judy Greenaway	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Mark Parker	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Clint Lambert	x	x	x	x	x	x	x	x	x	x	x	x	absent	x	x	x	x	x	x	x	x
Shirley Moon	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Chris Newell	x	x	x	x	x	x	x	x	x	Zoom	x	x	x	x	x	x	x	x	x	Zoom	x
Gladys Atrill	Alt. Dir.	x	Zoom	x	x	Zoom	x	x	x	Zoom	Alt. Dir.	x	x	x	absent	x	x	x	Zoom	x	x
Shane Brienen	x	x	x	Zoom	x	x	x	x	Absent	x	x	x	x	x	Absent	x	x	x	x	x	x
Kevin Moutray	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Henry Wiebe	x	x	x	x	x	x	Alt. Dir.	x	x	x	x	x	Alt. Dir.	x	x	x	x	x	x	x	x
Sarrah Storey	x	x	x	Alt. Dir.	x	x	Zoom	Alt. Dir.	x	Zoom	x	Zoom	Alt. Dir.	Zoom	x	x	x	x	x	Zoom	x
Martin Elphee	x	x	x	x	x	x	x	x	x	x	Alt. Dir.	x	x	x	Zoom	x	x	Zoom	x	x	x
Leroy Dekens	x	x	Alt. Dir.	x	x	x	x	x	x	x	x	x	x	Alt. Dir.	x	x	Alt. Dir. Zoom	Alt. Dir	x	x	x
Linda McGuire	x	x	x	x	x	x	Zoom	x	x	x	x	Zoom	x	x	x	Zoom	x	Zoom	Zoom	x	x



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: John Illes, Chief Financial Officer
Date: February 8, 2024
Subject: **2024 Minor Service Budgets**

RECOMMENDATION: (all/directors/majority)

Receipt

BACKGROUND and SUMMARY

The minor service budgets often impact only one, two, or three jurisdictions. While some of the minor service budgets are associated with very small requisitions, some such as the Bulkley Valley Pool Service have a requisition of over \$1 million. The budgets attached to this memo are draft and utilize the best information currently available. Directors are encouraged to talk to the finance department about these preliminary budgets if they wish any changes or to provide direction.

The Planning Department is actively working with Directors on the Parks and Trails and Recreation Contribution services. These budgets are based on the current information available and information from last year's actual expenditures. If Directors wish changes in these budgets, please contact the Planning Department.

Many of the budgets provide a grant to other organizations so as to support the service provided by those organizations. In these cases, the Regional District does not directly or indirectly provide the service. If the organization providing the service decided to stop providing the service, or in the case of a society, dissolve – the service would very likely end.

Some of the budgets are “not yet available”. In these cases, the Regional District is waiting for budget information from the municipal partner involved in the service. The deadline for budget information from the municipalities is the end of February.

Grants Provided by The Regional District (by Bylaw)

Grants to Municipalities:

Village of Telkwa

Telkwa Rural Fire	Not yet available	\$137,255 in 2023
Round Lake Fire	Not yet available	\$ 8,428 in 2023

Town of Smithers

Smithers Rural Fire	Not yet available	\$310,288 in 2023
Smithers Arenas, Parks, ect	\$415,952	

District of Houston

Houston Rural Fire	Not yet available	\$ 26,129 in 2023
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District of Fort St. James

Fort St. James Arena	\$ 37,500	
Seniors Transport Services	\$ 43,000	
Fort St. James Rural Fire	Not yet available	\$207,731 in 2023
Luck Bay Fire Protection	Not yet available	\$ 47,864 in 2023

District of Vanderhoof

Swimming Pool	Not Yet Available	\$441,824 in 2023
Vanderhoof Rural Fire	\$ 40,827	
Vanderhoof Area and Culture	\$100,000	

Village of Burns Lake

Burns Lake Rural Fire	Not Yet Available	\$145,558 in 2023
Burns Lake Arena	\$230,000	
Burns Lake Ec Dev Officer	\$ 57,500	
Burns Lake Tourism	\$ 45,000	
Burns Lake Medical Attraction	\$ 30,000	
Burns Lake Victim Services	\$ 20,000	

Grants to Societies (to support the mandate of their society)

Lake Kathlyn Protection Society	\$ 8,800	
Fort Fraser Fire	\$ 20,000	
Southside Fire	\$ 27,600	
Topley Fire	\$ 40,000 of which \$5,000 is a one time capital grant	
Cluculz Lake Fire	\$ 16,500	
Northern Soc for Domestic Peace	\$ 44,916	
Lakes District Airport Society	\$160,000	
Smithers Public Library	\$123,356	
BV Museum	\$ 25,880	
BV Arts Council	\$ 1,769	

Smithers Art Gallery	\$ 11,664
Burns Lake Museum	\$ 79,000 of which \$15,000 is a one time capital grant
Burns Lake Library	\$282,000
Lakes District Festival Society	\$ 3,000
Lakes District Arts Council	\$ 8,500
Lakes District Fall Fair Society	\$ 16,650
Fort Fraser Cemetery	\$ 2,000
Topley Cemetery	\$ 1,500
Smithers-Houston TV	\$ 60,000
Fraser Lake TV	\$ 83,750
Fort St. James TV	\$164,500
Burns Lake TV	\$ 32,500
Fraser Lake Library	\$ 39,191
Fort St. James Library	\$ 16,737
Fort Fraser Community Hall	\$ 2,500
Braeside Community Hall	\$ 4,750

Minor Services Provided by the Regional District

Street Lighting Services (7)

Bulkley Valley Regional Pool (in partnership with the Bulkley Valley Aquatic Society)

Parks and Trails Services (4)

Recreation Contribution Services (4)

Fort Fraser Local Community

Fort Fraser Water

Fort Fraser Sewer

Cluculz Lake Sewer

Rural Economic Development Services (7)

Glacier Gulch Water Diversion (in partnership with Lake Kathlyn Protection Society)

Regional Transit Service

Building Inspection Service

The **Bulkley Valley Regional Pool** budget is increasing its requisition request by 2% with the annual management grant to the society (to provide staff and building management) is increasing to \$708,269.

The **Regional Transit Service** requisition request is maintained at just under the limit of \$90,000. To balance this budget, a \$25,000 grant application has been made to NDIT as well as \$25,000 is being withdrawn from the transit service's operational reserves. This budget requires an additional \$50,000 per year from grants, reserves, or taxation to remain sustainable.

The **Building Inspection Service** budget remains as it was presented at the Board meeting on January 25th. It is included with this memo for the sake of completeness, as building inspection is also a minor service budget.

Attachments: Minor Service Budgets (55)

REGIONAL DISTRICT OF BULKLEY-NECHAKO
LOCAL COMMUNITY - FORT FRASER 1501

Portion of Electoral Area "D"

Five Year Financial Plan:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400004 Taxation	1,621	3,255	3,966	3,966	4,050	7,872	8,008	11,646	8,287
443001 Province of BC - Administration Grant	5,000	5,000	5,000	5,500	5,000	5,000	5,000	5,000	5,000
499999 Prior Year's Surplus	7,137	8,288	8,321	8,321	8,037	5,000	5,500	0	1,500
TOTAL REVENUE:	13,758	16,543	17,286	17,787	17,087	17,872	18,508	16,646	14,787
EXPENDITURE:									
600101 Commissioners Remuneration	4,562	4,878	8,500	7,036	6,639	6,772	6,908	7,046	7,187
600201 Commissioners Travel	38	923	2,000	1,195	750	750	750	5,750	750
601101 Employee Benefits		0	0	13	0	0	0	0	0
601109 Employer Health Tax	91	99	150	143	150	150	150	150	150
601401 Staff Travel		0	0	0	0	0	0	0	0
609001 Supplies			200	81	200	200	200	200	200
609011 Meeting Expenses		180	455	300	500	500	500	500	500
610001 Election Expenses (Carry forward)		1,207	5,000	-	6,000	6,500	7,000	0	3,000
651010 Administration Service Charge	779	936	981	981	2,848	3,000	3,000	3,000	3,000
TOTAL EXPENDITURE:	5,470	8,223	17,286	9,749	17,087	17,872	18,508	16,646	14,787
Revenues minus Expenditures	8,288	8,321	-	8,037	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA "A" ECONOMIC DEVELOPMENT

2401

Five Year Financial Plan:

Bylaw 1566, 2010, tax limit \$0.11 per \$1,000
Taxation on Improvements Only

REVENUE:

- 400001 Electoral Area "A"
- 499999 Prior Year's Surplus

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
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400001 Electoral Area "A"				-	-	-	-	-	-
499999 Prior Year's Surplus	25,000	24,500	9,500	9,500	8,500				

TOTAL REVENUE.....

TOTAL REVENUE.....	25,000	24,500	9,500	9,500	8,500	-	-	-	-
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EXPENDITURE:

- 612220 Monthly Grants
- 612801 Special Projects
- 651010 Administration Fees
- 799999 Prior Year's Deficit

612220 Monthly Grants									
612801 Special Projects		15,000	9,500	1,000	8,500	0	0	0	0
651010 Administration Fees	500					0	0	0	0
799999 Prior Year's Deficit									

TOTAL EXPENDITURE.....

TOTAL EXPENDITURE.....	500	15,000	9,500	1,000	8,500	-	-	-	-
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Revenues minus Expenditures

Revenues minus Expenditures	24,500	9,500	-	8,500	-	-	-	-	-
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REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA "B" ECONOMIC DEVELOPMENT

2402

Five Year Financial Plan:

Bylaw 1867 No Limit

Taxation on Improvements Only

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400004 Electoral Area "B"	63,418	76,364	81,200	81,200	98,692	86,463	86,463	86,463	86,463
446001 Grant in Lieu of Taxes	204			136	135				
499999 Prior Year's Surplus		-	-	-	136				
TOTAL REVENUE.....	63,622	76,364	81,200	81,336	98,963	86,463	86,463	86,463	86,463
EXPENDITURE:									
612110 Grant to Village of Burns Lake (for Info Centre)	22,548	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
612110 Grant to Village of Burns Lake (For EDO)	40,369	50,000	55,000	55,000	57,500	60,000	60,000	60,000	60,000
612110 Grant to Village of Burns Lake (for Recruitment)					15,000				
612801 Special Projects		-	-	-	-	-	-	-	-
651010 Administration Fees	944	1,125	1,200	1,200	1,463	1,463	1,463	1,463	1,463
799999 Prior Year Deficit		239	-	-					
TOTAL EXPENDITURE.....	63,418	76,364	81,200	81,200	98,963	86,463	86,463	86,463	86,463
Revenues minus Expenditures	205	-	-	136	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA "C" ECONOMIC DEVELOPMENT

2403

Five Year Financial Plan:

Bylaw 1885 No Limit

Taxation on Improvements Only

REVENUE:

400004 Taxation

499999 Prior Year's Surplus

EXPENDITURE:

612801 Special Projects

799999 Prior Year's Deficit

TOTAL EXPENDITURE.....

Revenues minus Expenditures

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
		-	-	-	-	-	-	-	-
	878	878	878	878	878	-	-	-	-
		878	878	878	878	-	-	-	-
		-	878		878	-	-	-	-
		-	878	-	878	-	-	-	-
	878	878	-	878	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA "D" ECONOMIC DEVELOPMENT

2404

Five Year Financial Plan:

Bylaw 1884 No Limit

Taxation on Improvements Only

REVENUE:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400004 Taxation		-	-	-	-	-	-	-	-
499999 Prior Year's Surplus	2,913	2,913	913	913	913				
TOTAL REVENUE.....	2,913	2,913	913	913	913	-	-	-	-

EXPENDITURE:

651010 Establishment Costs						-	-	-	-
612801 Special Projects		2,000	913		913				
TOTAL EXPENDITURE.....	-	2,000	913		913	-	-	-	-

Revenues minus Expenditures

	500	15,000	9,500	1,000	1,826	-	-	-	-
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REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA "E" ECONOMIC DEVELOPMENT

2405

Five Year Financial Plan:

Bylaw 1868 No Limit

Taxation on Improvements Only

REVENUE:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400004 Taxation		9,044	9,861	9,861	25,000	15,198	15,198	15,198	13,948
446002 Grant in Lieu of Alcan Taxes		11,417	10,701	11,238	10,859	15,000	15,000	15,000	15,000
499999 Prior Year's Surplus	27,777	11,077	9,888	9,888	9,337	0	-	-	-
TOTAL REVENUE.....	27,777	31,538	30,450	30,987	45,196	30,198	30,198	30,198	28,948

EXPENDITURE:

612110 ANNUAL Village of Burns Lake Visitor Information	15,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
612110 Grant to Village of Burns Lake (for Recruitment)					15,000				
612801 Special Projects Contingency	1,200	1,200	10,000	1,200	8,280	8,280	8,280	8,280	8,280
612801 SEDA					1,248	1,250	1,250	1,250	
779999 Miscellaneous Expense									
651010 Administration Service Charge	500	450	450	450	668	668	668	668	668
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	16,700	21,650	30,450	21,650	45,196	30,198	30,198	30,198	28,948

Revenues minus Expenditures

	11,077	9,888	-	9,337	0	-	-	-	-
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REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA "F" ECONOMIC DEVELOPMENT

2406

Five Year Financial Plan:

Bylaw 1886 No Limit

Taxation on Improvements Only

REVENUE:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400004 Electoral Area "F"				-	-	-	-	-	-
499999 Prior Year's Surplus	2,274	2,274	2,274	2,274	2,274				
TOTAL REVENUE	2,274	2,274	2,274	2,274	2,274	-	-	-	-

EXPENDITURE:

651010 Establishment Costs				-	-	-	-	-	-
612801 Special Projects			2,274		2,274	-	-	-	-
799999 Prior Year's Deficit									
TOTAL EXPENDITURE			2,274	-	2,274	-	-	-	-

Revenues minus Expenditures

	2,274	2,274	-	2,274	-	-	-	-	-
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**REGIONAL DISTRICT OF BULKLEY-NECHAKO
LAKE KATHLYN AQUATIC WEED HARVESTING**

BYLAW 969 NO LIMITATION
PORTION OF A

5902 Five Year Financial Plan:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Number of Parcels	54		55	55	55				
Parcel Tax per Parcel	0.00		159.10	159.10	\$ 155.45				

REVENUE:

400003 Parcel Tax		8,182	8,751	8,751	8,550	8,765	8,765	8,765	8,765
450002 Fees from Watson's Landing	1,088	600	600	600	600	600	600	600	600
400001 Other Revenue									
450001 Payment in lieu of taxes - Town of Smithers	300	150	150	150	150	150	150	150	150
499999 Prior Year's Surplus		583	14	14	215	-	-	-	-
TOTAL REVENUE.....	1,388	9,515	9,515	9,515	9,515	9,515	9,515	9,515	9,515

EXPENDITURE:

606003 Advertising - parcel tax local court of revision	100	201	215		215	215	215	215	215
612201 Annual Contribution to Society		8,800	8,800	8,800	8,800	8,800	8,800	8,800	8,800
651010 Administration Fees	705	500	500	500	500	500	500	500	500
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	805	9,501	9,515	9,300	9,515	9,515	9,515	9,515	9,515
Revenues minus Expenditures	583	14	-	215	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY NECHAKO
GLACIER GULCH WATER DIVERSION**

PORTION OF A
5903

BYLAW 1816 LIMIT \$6,250

PARCEL TAX

Five Year Financial Plan:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Number of Parcels</td> <td style="width: 50%; text-align: right;">55</td> </tr> <tr> <td>Parcel Tax per Parcel</td> <td style="text-align: right;">56.85</td> </tr> </table>					Number of Parcels	55	Parcel Tax per Parcel	56.85	55	55	55				
Number of Parcels	55														
Parcel Tax per Parcel	56.85														
					56.85										
					55.64										
REVENUE:															
400003 Parcel Tax	2,530	3,167	3,127	3,127	3,060	3,228	3,228	3,228	3,228						
450002 Fee from Watson's Landing	180	180	180	180	180	180	180	180	180						
450001 Fees in lieu of taxes - Town of Smithers	25	25	25	25	25	25	25	25	25						
499999 Prior Year's Surplus	3,231	61	2,301	2,301	3,068										
TOTAL REVENUE.....	<u>5,966</u>	<u>3,433</u>	<u>5,633</u>	<u>5,633</u>	<u>6,333</u>	<u>3,433</u>	<u>3,433</u>	<u>3,433</u>	<u>3,433</u>						
EXPENDITURE:															
603004 Maintenance/Reconstruction of Water Diversion	2,335	592	4,800	2,065	5,500	2,600	2,600	2,600	2,600						
606003 Advertising - parcel tax local court of revision	100	201	333		333	333	333	333	333						
607001 Legal	16														
781004 Capital/Equipment Reserve	2,954														
651010 Administration Service Charge	500	250	500	500	500	500	500	500	500						
608004 Water Licence		90	0	0	0	0	0	0	0						
TOTAL EXPENDITURE.....	<u>5,905</u>	<u>1,132</u>	<u>5,633</u>	<u>2,565</u>	<u>6,333</u>	<u>3,433</u>	<u>3,433</u>	<u>3,433</u>	<u>3,433</u>						
Revenues minus Expenditures	61	2,301	-	3,068	-	-	-	-	-						

REGIONAL DISTRICT OF BULKLEY-NECHAKO

FORT FRASER SEWER SYSTEM 6101 ^{15845 metres}

Five Year Financial Plan:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400003 Frontage Tax	48,143	45,474	44,801	45,153	49,547	48,901	48,263	47,613	46,950
442101 Other Grant Revenue									
450001 Connection Fees									
450002 User Fees (2022 \$156.00 2023 \$166.00)	26,913	28,222	30,031	30,041	31,243	31,867	32,505	33,155	33,818
499999 Prior Year's Surplus	47,259	33,105	26,506	26,506	9,978	0	0	0	0
TOTAL REVENUE.....	122,316	106,802	101,338	101,700	90,768	80,768	80,768	80,768	80,768
EXPENDITURE:									
601001 Salaries (split 1/2 of operator with water)	3,542								
601101 Benefits (split 1/2 of operator with water)	388								
601401 Staff Travel	29								
601801 Association Dues	333								
602001 Utilities	10,251	5,107	10,000	892	5,000	5,000	5,000	5,000	5,000
603008 R & M System	5,481	6,649	10,000	9,393	10,000	10,000	10,000	10,000	10,000
605301 Environmental Monitoring	541	975	1,000	513	1,000	1,000	1,000	1,000	1,000
606001 Communications - (split 1/2 office phone/fax with water)	84	47	250		250	250	250	250	250
606003 Advertising	59		250	103	250	250	250	250	250
608001 Property Insurance	794	1,965	2,000	1,280	2,000	2,000	2,000	2,000	2,000
608002 Liability Insurance	845	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
608003 Permits/Fees	210	341	375	1,630	10,375	375	375	375	375
609001 Supplies				428					
651010 Administration Fees	4,871	4,047	3,863	3,882	3,293	3,293	3,293	3,293	3,293
651012 Admin Service Charge to Enviro		12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	27,427	32,631	41,238	31,622	45,668	35,668	35,668	35,668	35,668
Revenues minus Expenditures	94,888	74,171	60,100	70,078	45,100	45,100	45,100	45,100	45,100
RESERVE BUDGET									
Transfer from Reserves									
420001 Transfer from Capital or NCPG Reserve			162,000	232,554	30,000				
Transfer to Reserves									
781001 Contribution to Capital Reserve	46,000	42,500	60,000	60,000	0	35,000	35,000	35,000	35,000
781004 Contribute to Insurance Reserve	82	83	100	100	100	100	100	100	100
781009 Contribute to Major Equipment Reserve									
Net Reserves									
CAPITAL BUDGET									
780001 New Capital Items 2024 Manhole and Aeration UV Comple	15,700	5,082	162,000	232,554	75,000	10,000	10,000	10,000	10,000
490001 Use of Capital Items	12,635	13,651	13,650	13,650	13,650	13,650	13,650	13,650	13,650
780101 Amoritization	12,635	13,651	13,650	13,650	13,650	13,650	13,650	13,650	13,650
Revenues minus Expenditures and Transfers	33,106	26,506	0	9,978	0	0	0	0	0

REGIONAL DISTRICT OF BULKLEY-NECHAKO

FORT FRASER WATER SYSTEM

6201

18,532 metres

Five Year Financial Plan:

Parcel Tax Bylaw 1243,1593,1789 \$78,125

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400003 Frontage Tax	60,799	63,196	61,448	61,448	64,554	62,018	60,961	60,383	59,284
450001 Connection Fees	3,302								
450002 User Fees (2022 \$281.00 2023 \$300)	42,570	46,656	49,810	49,805	51,797	52,833	53,890	54,968	56,067
499999 Prior Year's Surplus	47,705	4,788	41,043	41,043	17,600				
TOTAL REVENUE.....	154,376	114,641	152,301	152,296	133,951	114,851	114,851	115,351	115,351
EXPENDITURE:									
601001 Salaries (split 1/2 with sewer)	3,542								
601101 Benefits (split 1/2 with sewer)	427								
601401 Staff Travel	333								
602001 Utilities	4,931	3,477	5,000	4,175	5,000	5,500	5,500	6,000	6,000
603005 Connection Expenses									
603008 R & M System	42,062	231	42,500	4,202	25,000	25,000	25,000	25,000	25,000
605301 Monitoring		369	500	800	500	500	500	500	500
606001 Communications - (control line & 1/2 phone/fax)	155	380	250	2,572	250	250	250	250	250
606003 Advertising		47	250	151	250	250	250	250	250
608001 Property Insurance		199	200	298	200	600	600	600	600
608002 Liability Insurance	1,875	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
608004 Permits, Licenses & Fees	350	630	650	1,060	650	650	650	650	650
609001 Supplies	162	165	500		500	500	500	500	500
651010 Administration Service Charge	4,354	4,461	3,801	3,801	2,951	2,951	2,951	2,951	2,951
651012 Admin charge to Enviro Services		12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500
679999 Miscellaneous Expense	1,256			1,860					
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	59,448	23,458	67,151	32,418	48,801	49,701	49,701	50,201	50,201
Revenues minus Expenditures	94,928	91,183	85,150	119,878	85,150	65,150	65,150	65,150	65,150
RESERVE BUDGET									
Transfer from Reserves									
420001 Transfer from Capital or NCPG Reserve		332,306							
Transfer to Reserves									
781001 Contribution to Capital Reserve	90,000	50,000	85,000	85,000	65,000	65,000	65,000	65,000	65,000
781004 Contribute to Insurance Reserve	140	140	150	150	150	150	150	150	150
Net Reserves									
CAPITAL BUDGET									
780001 New Capital Items		332,306		17,128	20,000				
490001 Use of Capital Items	90,317	95,352	95,000	95,000	95,000	95,000	95,000	95,000	95,000
780101 Amortization	90,317	95,352	95,000	95,000	95,000	95,000	95,000	95,000	95,000
Revenues minus Expenditures and Transfers	4,788	41,043	0	17,600	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
CLUCULZ LAKE - SOMERSET ESTATES SEWER**

6301

BYLAW 1860 LIMITATION \$11,250

Five Year Financial Plan:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
Number of Parcels			89	89	89				
Parcel Tax per Parcel			117.82	117.82	126.41				
450001 Connection Fees		250							
400003 Taxation	6,500	8,500	10,486	10,486	11,250	11,250	11,250	14,063	14,063
480001 Other Revenue			4,970	85,198					
499999 Prior Years Surplus	9,526	15,386			79,930				
TOTAL REVENUE	16,026	24,136	15,456	95,685	91,180	11,250	11,250	14,063	14,063
EXPENDITURE:									
602001 Utilities				164	600	600	600	600	600
606003 Advertising	140	186	200	103	150	150	150	150	150
607001 Legal Expense		4,970							
609003 Supplies				231					
651010 Administration Fee	500	500	500	500	500	500	500	500	500
651012 Administration Fee (Enviro)		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
781001 Contribution to Sewer Reserve		13,236			79,930			2,813	2,813
799999 Prior Year Deficit			4,756	4,756					
TOTAL EXPENDITURE	640	28,892	15,456	15,755	91,180	11,250	11,250	14,063	14,063
Revenues minus Expenditures	15,386	(4,756)	-	79,930	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT FRASER RURAL FIRE PROTECTION 7101**

Five Year Financial Plan:

Bylaw 1961 Limit \$70,312
BC Assessment A 756 26 LSA #1

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:								
400001 Taxation & Service Agreement	6,101	7,500	20,336	7,500	7,500	7,500	7,500	7,500
400004 Parcel Tax	57,404	62,098	62,098	59,485	61,836	61,873	61,910	61,948
480001 Miscellaneous Revenue	50,440	0	6,000					
499999 Prior Year's Surplus	32,089	38,937	38,937	12,165				
TOTAL REVENUE.....	146,034	108,535	127,371	79,150	69,336	69,373	69,410	69,448
EXPENDITURE:								
651012 Contribution for Rural Fire Chief	21,500	21,500	21,500	21,500	21,500	21,500	21,500	21,500
601102 Accident Insurance - Volunteers	543	543	651	700	700	700	700	700
601801 Association Dues	399	400	264	400	400	400	400	400
608001 Property Insurance - Fire Hall	4,693	4,787	1,638	1,800	1,836	1,873	1,910	1,948
608002 Liability Insurance (MIA)	1,801	1,800	1,250	1,250	1,250	1,250	1,250	1,250
608003 Vehicle Insurance	1,347	1,500	2,703	3,000	3,000	3,000	3,000	3,000
612220 Monthly Grant to Fort Fraser Fire Department	19,600	19,600	19,600	20,000	20,000	20,000	20,000	20,000
651010 Administration Fees	8,030	3,797	3,797	500	650	650	650	650
799999 Prior year's deficit								
TOTAL EXPENDITURE.....	57,914	53,927	51,403	49,150	49,336	49,373	49,410	49,448
Revenues minus Expenditures	88,120	54,608	75,968	30,000	20,000	20,000	20,000	20,000
420001 Transfer from NCPG	191,237							
420003 Transfer from Capital Reserve		167,143	168,543					
420099 Transfer from Gas Tax Reserves	200,500	115,000	115,000					
780001 Fire Truck	440,920	336,750	347,346					
781003 Contribute to Capital Reserve	0	0	0	30,000	20,000	20,000	20,000	20,000
781004 Contribute to Insurance Reserve								
490001 Transfer from Equity in TCA	20,049	21,000	21,000	21,000	21,000	21,000	21,000	21,000
780101 Amortization Expense	20,049	21,000	21,000	21,000	21,000	21,000	21,000	21,000
Revenues minus Expenditures and Transfers	38,937	0	12,165	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
SOUTHSIDE RURAL FIRE PROTECTION 7102**

Five Year Financial Plan:

Bylaw No. 1923 Greater of \$40,710.77 and \$1.53

EST 1.25
BC Assessment C 755 26 LSA #11

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:								
400004 Taxation	56,500	62,570	62,570	67,588	70,002	71,502	71,502	71,502
449005 Grants	660							
420001 Withdrawal from Capital Reserve	4,747							
499999 Prior Year's Surplus	3,398	3,496	3,496	33				
TOTAL REVENUE.....	65,305	66,066	66,066	67,621	70,002	71,502	71,502	71,502
EXPENDITURE:								
651012 Contribution for Rural Fire Chief	17,800	17,800	17,800	19,000	20,000	21,500	21,500	21,500
601102 Accident Insurance	543	900	651	700	700	700	700	700
601801 Association Dues	399	400	264	400	400	400	400	400
603008 Repairs and Maintenance	4,747							
608002 Liability Insurance (MIA)	1,801	1,800	1,250	1,250	1,250	1,250	1,250	1,250
608001 Property Insurance	452	4,000	4,305	4,500	5,881	5,881	5,881	5,881
608003 Vehicle Insurance	2,918	3,000	3,597	3,600	3,600	3,600	3,600	3,600
612220 Monthly Grant to Southside Volunteer Fire Dept	27,600	27,600	27,600	27,600	27,600	27,600	27,600	27,600
779999 Misc. Expense								
651010 Administration Fees	548	566	566	571	571	571	571	571
799999 Prior year's deficit								
TOTAL EXPENDITURE.....	56,809	56,066	56,033	57,621	60,002	61,502	61,502	61,502
Revenues minus Expenditures	8,496	10,000	10,033	10,000	10,000	10,000	10,000	10,000
781003 Contribution to Capital Reserve	5,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
781004 Contribute to Insurance Reserve								
780001 Capital Expenditures								
490001 Transfer from Equity in TCA	35,400	35,400	35,400	35,400	35,400	35,400	35,400	35,400
780101 Amortization Expense	35,400	35,400	35,400	35,400	35,400	35,400	35,400	35,400
Revenues minus Expenditures and Transfers	3,496	0	33	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
TOPLEY RURAL FIRE PROTECTION**

7103

Five Year Financial Plan:

Bylaw No. 1924, \$90,000

BC ASESMENT I 755 26 SRVA #35

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:								
400004 Taxation	89,935	89,747	89,747	89,709	89,903	89,903	89,903	89,903
420001 NCPG	2,993			5,000				
499999 Prior Year's Surplus		1,766	1,766	3,195				
TOTAL REVENUE.....	92,928	91,513	91,513	97,903	89,903	89,903	89,903	89,903
EXPENDITURE:								
651012 Contribution for Rural Fire Chief	21,500	21,500	21,500	21,500	21,500	21,500	21,500	21,500
601102 Accident Insurance WCB/TOS	543	550	651	700	700	700	700	700
601801 Association Dues (Fire Chief's)	140	400	264	400	400	400	400	400
608001 Property Insurance	2,030	2,250	1,457	1,600	1,600	1,600	1,600	1,600
608002 Liability Insurance (MIA)	1,801	1,850	1,250	1,250	1,250	1,250	1,250	1,250
608003 Vehicle Insurance	2,827	3,000	3,182	3,500	3,500	3,500	3,500	3,500
612220 Monthly Grant to Topley Volunteer Fire Dept	32,944	34,140	34,140	40,000	35,000	35,000	35,000	35,000
683001 Interest Expense MFA	9,145	9,145	7,693	7,693	7,693	7,693	7,693	7,693
784001 Sinking Fund Payments MFA	12,113	12,113	10,048	10,048	10,048	10,048	10,048	10,048
651010 Administration Service Charge	640	633	633	712	712	712	712	712
799999 Prior year's deficit	1,579							
TOTAL EXPENDITURE.....	85,262	85,588	80,818	87,403	82,403	82,403	82,403	82,403
Revenues minus Expenditures	7,666	7,500	10,695	10,500	7,500	7,500	7,500	7,500
781003 Contribution to Capital Reserve	5,900	7,500	7,500	10,500	7,500	7,500	7,500	7,500
780001 Capital Items	-	-	-	-	-	-	-	-
490001 Transfer from Equity in TCA	34,410	32,170	32,170	32,170	32,170	32,170	32,170	32,170
780101 Amortization Expense	34,410	32,170	32,170	32,170	32,170	32,170	32,170	32,170
Revenues minus Expenditures and Transfers	1,766	-	3,195	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
CLUCULZ LAKE FIRE**

7104

Five Year Financial Plan:

By-law No. 1863, 2019 \$23,437 Limitation
BC ASESSMENT Q 756 26 LSA #25

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:								
400004 Taxation	23,377	23,211	23,211	23,207	29,012	29,012	29,012	29,012
442101 Transfer from Gas Tax Reserves								
420001 Transfer from Reserve (NCPG)								
400001 Miscellaneous revenue	13,000		17,000					
499999 Surplus		10,728	10,728	17,305				
	36,377	33,939	50,939	40,512	29,012	29,012	29,012	29,012
EXPENDITURE:								
651012 Contribution for Regional Fire Chief	3,450	-	-	500	4,000	4,000	4,000	4,000
601102 Accident Insurance -	543	700	651	700	700	700	700	700
601801 Association Dues	399	400	264	400	400	400	400	400
612220 Grant to Fire Department	17,000	15,500	15,500	16,500	18,500	18,500	18,500	18,500
608001 Property Insurance	1,879	1,950	2,675	2,750	2,750	2,750	2,750	2,750
608002 Liability Insurance	1,801	1,800	1,250	1,250	1,250	1,250	1,250	1,250
608003 Vehicle Insurance			343	800	800	800	800	800
609001 Supplies		13,000	12,362	17,000				
651010 Administration Service Charges	577	589	589	612	612	612	612	612
799999 Prior year's deficit								
TOTAL EXPENDITURE.....	25,649	33,939	33,634	40,512	29,012	29,012	29,012	29,012
Revenues minus Expenditures	10,728	-	-	-	-	-	-	-
781003 Contribution to Capital Reserve								
780001 Capital Project/Truck/Hall								
490001 Transfer from Equity in TCA	36,501	40,000	40,000	40,000	40,000	40,000	40,000	40,000
780101 Amortization Expense	36,501	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Revenues minus Expenditures and Transfers	10,728	-	17,305	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BURNS LAKE & AREA VICTIM SERVICES 7701**

Five Year Financial Plan:

Bylaw 1682 Limit \$20,000

Taxation on Improvements only

Taxes apportioned 60% VBL, 20% Area "B" and 20% Area "E"

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400004 Taxation	11,661	12,963	12,327	12,327	17,600	17,956	17,956	17,956	17,956
446001 Grants in Lieu of Taxes	56	859	0	223	0	0	0	0	0
446002 Grant in Lieu of Alcan Taxes	3,238	3,273	2,677	2,809	2,544	2,544	2,544	2,544	2,544
499999 Prior Year's Surplus	1,471	251	1,171	1,171	355				
TOTAL REVENUE.....	16,426	17,346	16,175	16,530	20,500	20,500	20,500	20,500	20,500
EXPENDITURE:									
612110 Annual Grant to the Village of Burns lake	15,675	15,675	15,675	15,675	20,000	20,000	20,000	20,000	20,000
605999 Special Projects Contingency		0	0	0	0	0	0	0	0
651010 Administration Fees	500	500	500	500	500	500	500	500	500
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	16,175	16,175	16,175	16,175	20,500	20,500	20,500	20,500	20,500
Revenues minus Expenditures	251	1,171	-	355	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
Smithers Victim Services 7702**

Five Year Financial Plan:

Bylaw 1776 Limit \$45,000
Smithers, Telkwa, Area A
Land and Improvements

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400004 Taxes	36,852	36,940	45,000	45,000	45,000	45,000	45,000	45,000	45,000
446001 Grants in Lieu of Taxes	774	505	500	590	500	500	500	500	500
499999 Prior Year's Surplus	88	185	103	103	90				
TOTAL REVENUE.....	37,713	37,630	45,603	45,693	45,590	45,500	45,500	45,500	45,500
EXPENDITURE:									
612240 Annual Grant to Nothern Society for Domestic Peace	36,973	36,973	44,929	44,929	44,916	44,826	44,826	44,826	44,826
651010 Administration Service Charge	555	555	674	674	674	674	674	674	674
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	37,528	37,528	45,603	45,603	45,590	45,500	45,500	45,500	45,500
Revenues minus Expenditures	185	103	-	90	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY NECHAKO
LAKES DISTRICT AIRPORT 8101**

Five Year Financial Plan:

BYLAW 1751 LIMITATION \$190,000

IMPROVEMENTS ONLY

VILLAGE OF BURNS LAKE, ALL OF B, ALL OF E

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Requisition	84,999	79,311	71,565	71,565	52,578	60,022	60,022	60,022	60,022
420001 Withdrawal from Capital Reserve									
442101 Grants	150,000								
446001 Grants in Lieu of Taxes	310	2,517	1,500	633	633	633	633	633	633
446002 Grant in lieu of Alcan Taxes	30,402	30,734	26,034	27,345	27,345	27,345	27,345	27,345	27,345
499999 Prior Year's Surplus		36,010	82,945	82,945	169,945	0	0	0	0
TOTAL REVENUE	265,711	148,573	182,044	182,488	250,500	88,000	88,000	88,000	88,000
EXPENDITURE:									
612220 Monthly Grant to LD Airport Society	48,125	34,375	165,000	0	160,000	80,000	80,000	80,000	80,000
784001 Principal Payments on 5 year loan (2017-2021)									
783001 Interest Payments									
781001 Contribution to Capital Reserve	176,999	25,000	10,000	10,000	80,000				
651010 Administration Service Charge	1,238	1,753	2,543	2,543	3,000	3,000	3,000	3,000	3,000
607002 Accounting Fees		4,500	4,500		7,500	5,000	5,000	5,000	5,000
799999 Prior year's deficit	3,339								
TOTAL EXPENDITURE	229,701	65,628	182,043	12,543	250,500	88,000	88,000	88,000	88,000
Revenues minus Expenditures	36,010	82,945	-	169,945	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO
Fort St. James Seniors Transportation 8202

Five Year Financial Plan:

BYLAW 1750 LIMITATION \$43,000

District of Fort St. James and a Portion of Electoral Area "C"

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400004 Taxation - Land and Improvements	43,023	42,666	43,000	43,000	42,810	42,923	42,923	42,923	42,923
446001 Grants in Lieu of Taxes	979	723	722	836	722	722	722	722	722
499999 Surplus		179	0	0	113				
TOTAL REVENUE.....	44,002	43,568	43,722	43,836	43,645	43,645	43,645	43,645	43,645
EXPENDITURE:									
612117 Grant to District of Fort St. James	43,000	43,000	43,000	43,000	43,000	43,000	43,000	43,000	43,000
651010 Administration Service Charge	645	645	645	645	645	645	645	645	645
799999 Prior Year's Deficit	178		77	78					
TOTAL EXPENDITURE.....	43,823	43,645	43,722	43,723	43,645	43,645	43,645	43,645	43,645
	179	(77)	-	113	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY NECHAKO**Regional Transit Service**

BYLAW 1790 LIMITATION \$90,000

TAXATION BASED ON POPULATION

ALL MUNICIPALITIES

Five Year Financial Plan:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400005 All Municipalities	63,725	62,887	89,824	89,529	89,679	154,143	162,026	170,332	178,825
400001 Revenue Service Agreement	54,053	75,000	52,500	52,500	52,500	52,500	52,500	52,500	52,500
420003 Withdrawal from Operational Reserves					25,000				
442101 Grants	38,125	9,077			25,000	0	0	0	0
442102 Grant - BC Transit	8,282	14,118	9,000	13,147	11,500	7,000	7,000	7,000	7,000
449099 Internal Transfer from Other Services	17,083	37,572							
450018 User Fees	20,811	23,968	24,000	25,105	25,000	25,000	25,000	25,000	25,000
446001 Grants in Lieu of Taxes	949	1,465	1,000	1,228	1,000	1,000	1,000	1,000	1,000
499999 Prior Year's Surplus		3,385	35,506	35,506	24,232				
TOTAL REVENUE	203,027	227,472	211,830	217,016	253,911	239,643	247,526	255,832	264,325
EXPENDITURE:									
601001 Salaries	15,142	15,887	16,843	16,781	32,834	17,872	18,229	18,594	18,966
601101 Benefits	4,461	4,598	4,876	4,775	11,171	5,085	5,187	5,416	5,524
601301 Staff Education & Conferences			1,000		1,000	1,000	1,000	1,000	1,000
601401 Staff Travel		1,253	3,000	3,076	3,000	3,000	3,000	3,000	3,000
603008 Shelter Maintenance									
606001 Communications									
608001 Property Insurance	27								
609001 Supplies		102	250		250	250	250	250	250
609011 Meeting Expenses						100	100	100	101
612201 Agreement with BC Transit (Year 2022 estimate is solely based on the same cost sharing agreement with senior government)	156,390	148,080	170,434	153,009	184,349	191,028	198,452	206,165	214,177
781005 Contribution to Legal Reserve									
781007 Contribution to Operating Reserve	10,000	10,000							
679996 Commission on Ticket Sales	34	32	32	43	32	32	32	32	32
651010 Administration Service Charge	13,588	9,283	11,784	11,784	13,956	13,956	13,956	13,956	13,956
651014 Shared Services		2,732	3,611	3,316	7,320	7,320	7,320	7,320	7,320
799999 Prior Year Deficit									
TOTAL EXPENDITURE	199,642	191,966	211,830	192,784	253,911	239,643	247,526	255,832	264,325
Revenues minus Expenditures	3,385	35,506	-	24,232	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
DECKER LAKE STREET LIGHTING 9101**

Five Year Financial Plan:

BYLAW 123 NO LIMITATION

Parcel Tax	2021	2022	2023	2023	2024	2025	2026	2027	2028
Specified portion of Electoral Area B	Actual	Actual	Budget	Actual	Budget	Budget	Budget	Budget	Budget

REVENUE:

Number of Parcels	60	60	60	60
Parcel Tax per Parcel	197.72	183.68	183.68	189.91

400003 Taxation	10,801	11,863	11,021	11,021	11,395	11,715	11,715	11,715	11,715
450001 School District # 91 CHARGE FOR 2 LIGHTS	350		350	700	350	350	350	350	350
499999 Prior Year's Surplus	264		234	234	320				

TOTAL REVENUE.....	<u>11,415</u>	<u>11,863</u>	<u>11,605</u>	<u>11,955</u>	<u>12,065</u>	<u>12,065</u>	<u>12,065</u>	<u>12,065</u>	<u>12,065</u>
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EXPENDITURE

602001 Utilities - Hydro	11,072	10,496	10,805	10,783	11,215	11,215	11,215	11,215	11,215
606003 Advertising	159	317	300	351	350	350	350	350	350
651010 Administration Service Charge	500	500	500	500	500	500	500	500	500
799999 Prior Year's Deficit		316	0	0	0				

TOTAL EXPENDITURE.....	<u>11,731</u>	<u>11,629</u>	<u>11,605</u>	<u>11,635</u>	<u>12,065</u>	<u>12,065</u>	<u>12,065</u>	<u>12,065</u>	<u>12,065</u>
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Revenues minus Expenditures	(316)	234	-	320	-	-	-	-	-
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**REGIONAL DISTRICT OF BULKLEY-NECHAKO
ENDAKO STREET LIGHTING**

9102

Five Year Financial Plan:

BYLAW 130 NO LIMITATION

Specified Portion of Electoral Area D

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400004 Taxation	3,643	4,160	3,447	3,447	3,904	3,884	3,884	3,884	3,884
460001 Ministry of Highways Cost Recovery	353	407	407	321	407	407	407	407	407
499999 Prior Year's Surplus	262		348	348					
TOTAL REVENUE	4,258	4,567	4,202	4,116	4,311	4,291	4,291	4,291	4,291
EXPENDITURE:									
602001 Utilities - Hydro	4,087	3,890	3,952	3,886	4,041	4,041	4,041	4,041	4,041
651010 Administration Service Charge	250	250	250	250	250	250	250	250	250
799999 Prior Year's Deficit		80	0	0	20				
TOTAL EXPENDITURE	4,337	4,220	4,202	4,136	4,311	4,291	4,291	4,291	4,291
Revenues minus Expenditures	(80)	348	0	(20)	-	-	-	-	-

Updated 14 street lights \$324.82 per month

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT FRASER STREET LIGHTING**

9103

Five Year Financial Plan:

LETTERS PATENT NO LIMIT

SPECIFIED PORTION OF AREA D

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400004 Taxation	8,436	10,005	9,986	9,986	12,038	11,793	11,793	11,793	11,793
460001 Ministry of Highways Cost Recovery	537	350	350	451	350	350	350	350	350
499999 Prior Year's Surplus	532		1,013	1,013					
TOTAL REVENUE	9,505	10,354	11,349	11,450	12,388	12,143	12,143	12,143	12,143
EXPENDITURE:									
602001 Utilities - Hydro	9,150	8,697	10,849	11,195	11,643	11,643	11,643	11,643	11,643
779999 Misc. Expense	-	-	-	-	-	-	-	-	-
651010 Administration Service Charge	500	500	500	500	500	500	500	500	500
799999 Prior Year Deficit		145	0	0	245				
TOTAL EXPENDITURE	9,650	9,341	11,349	11,695	12,388	12,143	12,143	12,143	12,143
Revenues minus Expenditures	(145)	1,013	-	(245)	-	-	-	-	-

Updated There are 41 street lights at \$919.65 per month

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
GEROW ISLAND STREET LIGHTING 9104**

Five Year Financial Plan:

BYLAW 456 NO LIMITATION

Specified Portion Electoral Area "B"

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400004 Taxation	4,539	5,206	4,573	4,573	3,834	4,320	4,320	4,320	4,320
420099 Gas Tax Funds			15,000	12,442					
499999 Prior Year's Surplus	250		409	408	486				
TOTAL REVENUE.....	4,789	5,206	19,982	17,423	4,320	4,320	4,320	4,320	4,320
EXPENDITURE:									
602001 Utilities - Hydro	4,745	4,341	4,400	3,913	4,070	4,070	4,070	4,070	4,070
651010 Administration Service Charge	250	250	582	582	250	250	250	250	250
612801 Special Projects			15,000	12,442					
799999 Prior Year's Deficit		206	0	0	0				
TOTAL EXPENDITURE.....	4,995	4,798	19,982	16,937	4,320	4,320	4,320	4,320	4,320
Revenues minus Expenditures	(206)	409	-	486	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COLONY POINT STREET LIGHTING**

9106

Five Year Financial Plan:

BYLAW 1792 LIMITATION \$0.36 PER \$1,000

BC ASSESSMENT U 756 26 SRVA #33 PORTION OF C

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400004 Taxation - Land and Improvements	3,188	2,155	2,973	2,973	3,886	3,785	3,785	3,785	3,785
480001 Miscellaneous Revenue									
499999 Prior Year's Surplus	313	695	575	575					
TOTAL REVENUE	3,501	2,850	3,548	3,548	3,886	3,785	3,785	3,785	3,785
EXPENDITURE:									
602001 Utilities - Hydro	2,556	2,025	3,298	3,399	3,535	3,535	3,535	3,535	3,535
651010 Administration Service Charge	250	250	250	250	250	250	250	250	250
799999 Prior Year's Deficit					101				
TOTAL EXPENDITURE	2,806	2,275	3,548	3,649	3,886	3,785	3,785	3,785	3,785
Revenues minus Expenditures	695	575	-	(101)	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO
LIDLAW STREET LIGHTING SERVICE 9107

BYLAW 1809 LIMIT \$1,500
 PORTION OF A

Five Year Financial Plan:

	2020 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400004 Taxation	598	1,537	1,091	1,091	1,198	1,200	1,200	1,200	1,200
480001 Miscellaneous Revenue	0								
499999 Prior Year's Surplus	286		75	75	2				
TOTAL REVENUE.....	884	1,537	1,165	1,165	1,200	1,200	1,200	1,200	1,200
EXPENDITURE:									
611001 Repayment of Alternative Approval Costs									
602001 Utilities - Hydro	836	900	915	914	950	950	950	950	950
651010 Administration Service Charge	0	250	250	250	250	250	250	250	250
799999 Prior Year's Deficit	0	312	0	0	0				
TOTAL EXPENDITURE.....	836	1,462	1,165	1,164	1,200	1,200	1,200	1,200	1,200
Revenues minus Expenditures	48	75	-	2	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
GOWAN LOOP LIGHTING SERVICE 9108**

BYLAW 1983 LIMIT \$1,800
VILLAGE OF BURNS LAKE

Five Year Financial Plan:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Requisition			1,772	1,772	1,774	1,830	1,830	1,830	1,830
480001 Miscellaneous Revenue				52					
499999 Prior Year's Surplus					56				
TOTAL REVENUE.....			1,772	1,824	1,830	1,830	1,830	1,830	1,830
EXPENDITURE:									
611001 Repayment of Alternative Approval Costs									
602001 Utilities - Hydro			1,522	1,518	1,580	1,580	1,580	1,580	1,580
651010 Administration Service Charge			250	250	250	250	250	250	250
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....			1,772	1,768	1,830	1,830	1,830	1,830	1,830
Revenues minus Expenditures			-	56	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BULKLEY VALLEY REGIONAL POOL AND RECREATION CENTRE**

BYLAW 1350 LIMITATION \$0.85 PER \$1,000
0.3780

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Requisition	954,952	956,583	1,035,365	1,035,365	1,056,270	1,091,763	1,107,760	1,124,124	1,140,864
441001 Donations Received		2,000	500	4,000					
442101 Other Grant Revenue (Gas Tax)	61,012	27,750							
446001 Grants in Lieu of Taxes	24,968	16,265	17,500	16,860	17,000	17,000	17,000	17,000	17,000
.....	1,040,932	1,002,598	1,053,365	1,056,225	1,073,270	1,108,763	1,124,760	1,141,124	1,157,864
EXPENDITURE:									
601401 Staff Travel									
602001 Utilities (Natural Gas)	45,146	54,467	57,500	47,343	55,000	55,000	55,000	55,000	55,000
608001 Property Insurance	26,365	36,735	38,000	27,528	29,500	30,975	32,524	34,150	35,857
608002 Liability Insurance (share of MIA)	9,250	10,250	11,000	11,000	11,000	11,000	11,000	11,000	11,000
608004 Permits & Fees	268	721	750	636	750	750	750	750	750
612220 Monthly Contribution to BVR Pool	655,980	550,694	680,980	684,980	708,269	722,435	736,883	751,621	766,653
779999 Miscellaneous Expense			7,000						
651010 Administration Service Charge	36,412	36,284	37,535	37,535	38,003	38,003	38,003	38,003	38,003
799999 Prior Year's Deficit					5,148				
TOTAL EXPENDITURE.....	773,421	689,151	832,765	809,022	847,670	858,163	874,160	890,524	907,264
Revenues minus Expenditures	267,511	313,447	220,600	247,203	225,600	250,600	250,600	250,600	250,600
RESERVE BUDGET									
Transfer from Reserves									
420003 Withdrawal from Operational Reserve					25,000				
499999 Transfer from Prior Year Surplus	91,362	55,000	30,675	30,675	0	0	0	0	0
Transfer to Reserves									
781001 Contribution to Capital Reserve	200,000	200,000	75,675	75,675	70,000	100,000	100,000	100,000	100,000
781004 Contribute to Insurance Reserve	565	600	600	600	600	600	600	600	600
781007 Contribution in Operational Reserve									
Net Reserves	-109,203	-145,600	-45,600	-45,600	-45,600	-100,600	-100,600	-100,600	-100,600
CAPITAL BUDGET									
780001 New Capital Items	73,023	137,171	175,000	206,751	180,000	150,000	150,000	150,000	150,000
490001 Use of Capital Items		159,663	160,000	160,000	160,000	160,000	160,000	160,000	160,000
780101 Amorization		159,663	160,000	160,000	160,000	160,000	160,000	160,000	160,000
NET BUDGET SUPPLUS - (DEFICIT)	85,286	30,675	0	-5,148	0	0	0	0	0

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BURNS LAKE ARENA****10202****Five Year Financial Plan:**

BYLAW 1609 LIMITATION \$0.77 PER \$1,000

LAND AND IMPROVEMENTS

VILLAGE OF BURNS LAKE, ALL OF B, PORTION OF E

REVENUE:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400002 Requisition	201,838	211,183	214,601	214,601	230,845	230,950	230,950	230,950	230,950
420001 Transfer from capital reserve									
441001 Donations Received									
446001 Grants in Lieu of Taxes	953	8,979	2,500	2,605	2,500	2,500	2,500	2,500	2,500
480001 Miscellaneous Revenue									
499999 Prior Year's Surplus			8,229	8,229	105				
TOTAL REVENUE	202,791	220,162	225,330	225,435	233,450	233,450	233,450	233,450	233,450

EXPENDITURE:

612110 Annual Grant to the Village of Burns Lake - Operating	200,000	207,800	222,000	222,000	230,000	230,000	230,000	230,000	230,000
651010 Administration Service Charge	3,000	3,117	3,330	3,330	3,450	3,450	3,450	3,450	3,450
799999 Prior Year's Deficit	807	1,016							
TOTAL EXPENDITURE	203,807	211,933	225,330	225,330	233,450	233,450	233,450	233,450	233,450
Revenues minus Expenditures	(1,016)	8,229	-	105	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
LAKES DISTRICT ARTS AND CULTURE 10303**

Five Year Financial Plan:

BYLAW 1831 LIMITATION OF \$0.55 PER \$1000

IMPROVEMENTS ONLY

VILLAGE OF BURNS LAKE, ALL OF B AND E

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Requisition	260,947	252,590	257,511	257,511	338,451	326,666	334,685	342,883	351,266
446001 Grants in Lieu of Taxes	951	7,019	750	1,988	750	750	750	750	750
446002 Grant in Lieu of Alcan Taxes	93,209	110,688	103,918	109,073	130,385	130,385	130,385	130,385	130,385
499999 Prior Year's Surplus	21,640	40,805	68,657	68,657	47,023				
TOTAL REVENUE:.....	348,456	411,102	430,836	437,229	516,609	457,802	465,820	474,019	482,402
EXPENDITURE:									
606001 Communication - Internet for Library	14,204	12,840	17,125	14,482	14,124	14,406	14,695	14,989	15,288
608002 Liability Insurance		500	500	500	500	500	500	500	500
609001 Supplies				907					
612100 Arts and Culture Grant in Aid	5,000		43,894	23,000	80,000	50,000	50,000	50,000	50,000
612108 Arts and Culture Capital Grant			18,000	-	25,000	20,000	20,000	20,000	20,000
612220 Annual Grant to the Lakes District Museum	51,048	53,078	57,000	57,000	64,000	65,920	67,898	69,935	72,033
612221 Annual Grant to the Burns Lake Library	250,000	260,000	277,000	277,000	282,000	287,640	293,393	299,261	305,246
612222 Annual Grant to the Lakes District Arts Council	7,500	7,500	8,000	8,000	8,500	8,500	8,500	8,500	8,500
612220 One-time Grant to the Lakes District Museum					15,000				
612225 One-time Grant to the Lakes District Fall Fair Society					16,650				
612223 Annual Grant to Lakes District Festival Society	2,500	2,500	2,750	2,750	3,000	3,000	3,000	3,000	3,000
781004 Contribution to Insurance Reserve	200	200	200	200	200	200	200	200	200
651010 Administration Service Charge	5,490	5,827	6,367	6,367	7,635	7,635	7,635	7,635	7,635
799999 Prior Year's Deficit									
TOTAL EXPENDITURE:.....	326,817	342,445	430,836	390,206	516,609	457,802	465,820	474,019	482,402
Revenues minus Expenditures	21,639	68,657	-	47,023	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT FRASER CEMETERY GRANT 10401**

Five Year Financial Plan:

BYLAW 712 LIMITATION \$5,000

IMPROVEMENTS ONLY

Portions of Electoral Areas "D" & "F" LSA #6

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400001 Taxation & Service Agreement	490	309	40	316	40	40	40	40	40
400002 Requisition	2,211	1,721	1,941	1,941	1,934	2,210	2,210	2,210	2,210
499999 Prior Year's Surplus	39	489	269	269	276				
TOTAL REVENUE.....	1,965	2,519	2,250	2,526	2,250	2,250	2,250	2,250	2,250
EXPENDITURE:									
612201 Annual Grant to Ft Fraser Cemetary Society	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
651010 Administration Service Charge	\$250	250	250	250	250	250	250	250	250
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	2,000	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250
Revenues minus Expenditures	(35)	269	-	276	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
TOPLEY CEMETERY GRANT 10402**

Five Year Financial Plan:

BYLAW 805 LIMITATION \$2500
IMPROVEMENTS ONLY
PORTION OF B, PORTION OF G

	2021 Actual	2022 Budget	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Requiitton	1,750	1,754	1,746	1,750	1,746	1,750	1,750	1,750	1,750
499999 Prior Year's Surplus			4	4	4				
TOTAL REVENUE	1,500	1,754	1,750	1,754	1,750	1,750	1,750	1,750	1,750
EXPENDITURE:									
612201 Annual Grant to Topley Cemetery Society	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
651010 Administration Service Charge	250	250	250	250	250	250	250	250	250
799999 Prior Years Deficit									
TOTAL EXPENDITURE	1,500	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750
Revenues minus Expenditures	-	4	-	4	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
SMITHERS, TELKWA, HOUSTON
TELEVISION REBROADCASTING**

10501

Five Year Financial Plan:

BYLAW 1818 LIMITATION \$62,500

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Requisition	62,665	59,806	60,335	60,335	60,886	60,200	60,200	60,200	60,200
446001 Grants in Lieu of Taxes	996	565	700	15	700	700	700	700	700
499999 Prior Year's Surplus		393							
TOTAL REVENUE.....	63,661	60,764	61,035	60,349	61,586	60,900	60,900	60,900	60,900
EXPENDITURE:									
612201 Monthly Grant to Rebroadcasting Society	60,000	54,849	60,000	60,000	60,000	60,000	60,000	60,000	60,000
651010 Administration Service Charge	900	900	900	900	900	900	900	900	900
607002 Miscellaneous Expenses		5,150							
799999 Prior Year's Deficit	2,367		135	135	686				
TOTAL EXPENDITURE.....	63,267	60,899	61,035	61,035	61,586	60,900	60,900	60,900	60,900
Revenues minus Expenditures	394	(135)	-	(686)	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FRASER LAKE AND AREA
TELEVISION REBROADCASTING**

10502

Five Year Financial Plan:

BYLAW 1855 LIMITATION \$83,750

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Requisition	36,672	46,206	44,119	44,119	48,715	49,252	49,372	49,372	49,372
400001 Taxation & Service Agreement	1,557	1,560	500	1,277	500	500	380	380	380
446001 Grants in Lieu of Taxes	125	140	100	123	100				
446002 Grants in Lieu of Alcan Taxes	31,023	38,967	35,254	34,892	35,254	35,254	35,254	35,254	35,254
499999 Prior Year's Surplus	18,795	3,166	5,033	5,033	437				
	0								
TOTAL REVENUE.....	102,544	90,039	85,006	85,443	85,006	85,006	85,006	85,006	85,006
EXPENDITURE:									
612220 Monthly Grant to Fraser Lake and District	83,750	83,750	83,750	83,750	83,750	83,750	83,750	83,750	83,750
651010 Administration Service Charge	1,256	1,256	1,256	1,256	1,256	1,256	1,256	1,256	1,256
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	83,750	85,006	85,006	85,006	85,006	85,006	85,006	85,006	85,006
Revenues minus Expenditures	18,794	5,033	-	437	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT ST. JAMES AND AREA
TELEVISION REBROADCASTING**

10503

Five Year Financial Plan:

BYLAW 1765 LIMITATION \$164,062
Portion of Electoral Area "C" LSA #9

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Requisition	164,552	162,655	164,053	164,053	163,359	163,968	163,968	163,968	163,968
446001 Grants in Lieu of Taxes	4,011	2,915	3,000	3,394	3,000	3,000	3,000	3,000	3,000
499999 Prior Year's Surplus		1,209			694				
TOTAL REVENUE	166,926	166,779	167,053	167,447	167,053	166,968	166,968	166,968	166,968
EXPENDITURE:									
612220 Monthly Grant to Fort St. James Television Society	164,398	164,398	164,500	164,200	164,500	164,500	164,500	164,500	164,500
651010 Administration Service Charge	2,466	2,466	2,468	2,468	2,468	2,468	2,468	2,468	2,468
799999 Prior Year's Deficit	490		85	85	85				
TOTAL EXPENDITURE	167,415	166,864	167,053	166,753	167,053	166,968	166,968	166,968	166,968
Revenues minus Expenditures	(489)	(85)	-	694	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BURNS LAKE AND AREA 10504
TELEVISION REBROADCASTING**

Five Year Financial Plan:

BYLAW 982 \$30,000 OR \$0.115 PER \$1,000
VILLAGE OF BURNS LAKE, ALL OF B ALL OF E

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Requisition	26,059	23,949	24,058	24,058	21,686	24,414	24,414	24,414	24,414
446001 Grants in Lieu of Taxes	95	760	190	744	190	190	190	190	190
446002 Grant in Lieu of Alcan Taxes	9,319	9,280	8,752	9,192	8,685	8,396	8,396	8,396	8,396
499999 Prior Year's Surplus		465	1,454	1,454	2,439				
	0								
TOTAL REVENUE:	35,473	34,454	34,454	35,448	33,000	33,000	33,000	33,000	33,000
EXPENDITURE:									
612220 Monthly Grant to Burns Lake Rebroadcasting Society	32,500	32,500	33,954	32,500	32,500	32,500	32,500	32,500	32,500
611001 Repayment of Feasibility Study Costs									
781001 Contribution to Capital Reserve									
651010 Administration Service Charge	500	500	500	509	500	500	500	500	500
799999 Prior Year's Deficit	2,008								
TOTAL EXPENDITURE:	35,008	33,000	34,454	33,009	33,000	33,000	33,000	33,000	33,000
Revenues minus Expenditures	465	1,454	-	2,439	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO**FRASER LAKE LIBRARY****10602****Five Year Financial Plan:**

ELECTORAL AREA D

By-law No. 1349, 2005: Limitation the greater of:

\$0.16 per \$1,000 Total Land & Improvements
or \$15,000

Improvements Only

REVENUE:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400002 Requisition	14,539	16,038	18,578	18,578	18,278	21,259	21,259	21,259	21,259
400001 Taxation & Service Agreement	985	872	200	330	200	200	200	200	200
446001 Grants In Lieu of Taxes									
446002 Grant in Lieu of Alcan Taxes	20,178	20,249	18,320	21,172	18,320	18,320	18,320	18,320	18,320
499999 Surplus	4,846	3,770	2,682	2,681	2,982				
	0								
TOTAL REVENUE	40,548	40,930	39,779	42,761	39,779	39,779	39,779	39,779	39,779
EXPENDITURE:									
612220 Monthly Grant to the Fraser Lake Public Library Associatic	36,234	37,683	39,191	39,191	39,191	39,191	39,191	39,191	39,191
651010 Administration Service Charge	544	565	588	588	588	588	588	588	588
799999 Prior Year's Deficit	0								
	0								
TOTAL EXPENDITURE	36,778	38,248	39,779	39,779	39,779	39,779	39,779	39,779	39,779
Revenues minus Expenditures	3,770	2,682	-	2,982	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT ST JAMES LIBRARY 10603
 BYLAW 1856 LIMITATION \$17,187

Five Year Financial Plan:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:									
400002 Requisition	17,194	17,150	17,156	17,156	17,145	21,445	21,445	21,445	21,445
446001 Grants in Lieu of Taxes	88	81	50	92	50	50	50	50	50
499999 Prior Year's Surplus		37	31	31	42				
	0								
TOTAL REVENUE:	17,180	17,268	17,237	17,279	17,237	21,495	21,495	21,495	21,495
EXPENDITURE:									
612220 Monthly Grant to the Fort St. James Library	16,737	16,737	16,737	16,737	16,737	20,995	20,995	20,995	20,995
651010 Administration Service Charge	500	500	500	500	500	500	500	500	500
799999 Prior Year's Deficit	8								
TOTAL EXPENDITURE:	17,188	17,237	17,237	17,237	17,237	21,495	21,495	21,495	21,495
Revenues minus Expenditures	(7)	31	-	42	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO**FORT FRASER COMMUNITY HALL****10801****Five Year Financial Plan:**

BYLAW 887 LIMITATION \$2,500

IMPROVEMENTS ONLY

PORTION OF "D" LSA #17

REVENUE:

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400002 Requisition	2,455	2,244	2,315	2,315	2,365	2,657	2,657	2,657	2,657
400001 Taxation & Service Agreement Payments	506	435	93	385	93	93	93	93	93
441001 Donations Received									
499999 Surplus from Prior Year	45	413	342	342	292				
TOTAL REVENUE.....	3,006	3,092	2,750	3,042	2,750	2,750	2,750	2,750	2,750
EXPENDITURE:									
612201 Annual Grant to Society	2,343	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
651010 Administration Service Charge	250	250	250	250	250	250	250	250	250
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	2,593	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750
Revenues minus Expenditures	413	342	-	292	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Regional Parks and Trails

10903

Five Year Financial Plan:

Houston Granisle Area G

Bylaw No. 1928 No Limits

Taxation on Improvements Only

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400002 Requisition	23,874	0	0	0	3,292	3,292	3,292	3,292
446001 Grants in Lieu of Taxes	14							
446002 Grant in Lieu of Alcan Taxes								
480001 Miscellaneous Revenue								
420003 Transfer from Internal Reserve		4,050	4,137					
446110 Admin Recovery								
499999 Prior Year's Surplus		18,844	18,844	17,564				
TOTAL REVENUE:	23,888	22,894	22,980	17,564	3,292	3,292	3,292	3,292
EXPENDITURE:								
601001 Share of Salaries	3,805	14,108	2,271	2,271	2,271	2,271	2,271	2,271
601101 Staff Expenses		512	523	523	100	100	100	100
606001 Communications		0	0	0	0	0	0	0
608001 Property Insurance		0	0	0	0	0	0	0
608002 Liability Insurance		0	0	0	0	0	0	0
608003 Vehicle Insurance		0	0	0	0	0	0	0
609001 Supplies		0	0	0	0	0	0	0
609011 Meeting Expenses		0	0	0	0	0	0	0
612801 Special Projects		7,096	0	12,553	0	0	0	0
651014 Shared Services			1,296	1,296				
651010 Administrative Recovery	1,240	1,303	1,326	921	921	921	921	921
Total Expenses	5,045	23,019	5,416	17,564	3,292	3,292	3,292	3,292
Revenues less Expenditures	18,844	(125)	17,564	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Regional Parks and Trails

10904

Five Year Financial Plan:

Burns Lake, Area B, Area E

Bylaw No. 1929 No Limits

Taxation on Improvements Only

	2022 Actuals	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400002 Requisition	30,658	49,567	49,066	34,839	61,477	61,477	61,477	61,477
400000 Special Grants		60,000	50,000	30,000				
446001 Grants in Lieu of Taxes	852		366					
446002 Grant in Lieu of Alcan Taxes	13,435	18,882	20,783	13,798	12,156	12,156	12,156	12,156
420001 Transfer from NCPG Reserve	52,534	120,000	58,164	50,000				
499999 Prior Year's Surplus		2,029	2,029	25,096				
TOTAL REVENUE:	97,479	250,478	180,408	153,733	73,633	73,633	73,633	73,633
EXPENDITURE:								
601001 Share of Salaries	31,389	56,430	22,712	61,590	61,590	61,590	61,590	61,590
601101 Staff Expenses		600	5,233	100	100	100	100	100
602001 Utilities	109	100	110	200	100	100	100	100
603008 Repairs and Maintenance			262	3,500	3,500	3,500	3,500	3,500
606001 Communications		-	-	-	-	-	-	-
608001 Property Insurance		-	-	-	-	-	-	-
608002 Liability Insurance	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
608003 Vehicle Insurance		-	-	-	-	-	-	-
609001 Supplies		-	208	-	-	-	-	-
609011 Meeting Expenses		-	-	-	-	-	-	-
612801 Special Projects		120,000	108,164	30,000	-	-	-	-
651014 Shared Services			5,306					
651010 Administrative Recovery	7,162	11,348	11,319	6,343	6,343	6,343	6,343	6,343
Total Expenses	40,660	190,478	155,312	103,733	73,633	73,633	73,633	73,633
Revenues less Expenditures	56,819	60,000	25,096	50,000	-	-	-	-
CAPITAL BUDGET								
780001 Capital	54,790	60,000	-	50,000				
490001 Use of Capital Items	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
780101 Amortization	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Revenues less Expenditures and Transfers	2,029	-	25,096	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO
Regional Parks and Trails

10905

Five Year Financial Plan:

Fort St. James, Area C

Bylaw No. 1930 No Limits

Taxation on Improvements Only

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400002 Requisition	23,874	-	-	-	3,879	3,879	3,879	3,879
446001 Grants in Lieu of Taxes	316							
446002 Grant in Lieu of Alcan Taxes								
480001 Miscellaneous Revenue								
420003 Internal Transfer from Reserves		3,550	3,623					
446110 Admin Recovery								
499999 Prior Year's Surplus		21,048	21,048	19,158				
TOTAL REVENUE:	24,190	24,598	24,671	19,158	3,879	3,879	3,879	3,879
EXPENDITURE:								
601001 Share of Salaries	1,902	14,108	2,271	2,271	2,271	2,271	2,271	2,271
601101 Staff Expenses		567	523	523	523	523	523	523
606001 Communications		-	-	-	-	-	-	-
608001 Property Insurance		-	-	-	-	-	-	-
608002 Liability Insurance		-	-	-	-	-	-	-
608003 Vehicle Insurance		-	-	-	-	-	-	-
609001 Supplies		-	-	-	-	-	-	-
609011 Meeting Expenses		-	-	-	-	-	-	-
612801 Special Projects		8,649	-	15,280	-	-	-	-
651014 Shared Services			1,326					
651010 Administrative Charges	1,240	1,399	1,392	1,084	1,084	1,084	1,084	1,084
Total Expenses	3,142	24,723	5,513	19,158	3,879	3,879	3,879	3,879
Revenues less Expenditures	21,048	(125)	19,158	-	-	-	-	-

Recreation Contribution
Smithers Area A
Bylaw No. 1976 Limit \$0.50 per \$1,000

10912

Taxation on Land and Improvements

- 400002 Requisition
- 446001 Grants in Lieu of Taxes
- 499999 Prior Year's Surplus

TOTAL REVENUE:.....

2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
	50,750	50,750	51,500	51,500	51,500	51,500	51,500
			50,000				
	50,750	50,750	101,500	51,500	51,500	51,500	51,500

EXPENDITURE:

- 612220 Grant to Societies
- 651010 Administration Charges

Total Expenses

Revenues less Expenditures

	50,000		100,000	50,000	50,000	50,000	50,000
	750	750	1,500	1,500	1,500	1,500	1,500
	50,750	750	101,500	51,500	51,500	51,500	51,500
	-	50,000	-	-	-	-	-

Recreation Contribution
Houston Granisle Area G
Bylaw No. 1979 Limit \$0.50 per \$1,000

10913

Taxation on Land and Improvements

- 400002 Requisition
- 446001 Grants in Lieu of Taxes
- 499999 Prior Year's Surplus

TOTAL REVENUE:.....

EXPENDITURE:

- 612220 Grant to Societies
- 651010 Administration Charges

Total Expenses

Revenues less Expenditures

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
		25,375	25,375	24,231	25,750	25,750	25,750	25,750
			1,519	26,519				
TOTAL REVENUE:		25,375	26,894	50,750	25,750	25,750	25,750	25,750
EXPENDITURE:								
612220 Grant to Societies		25,000		50,000	25,000	25,000	25,000	25,000
651010 Administration Charges		375	375	750	750	750	750	750
Total Expenses		25,375	375	50,750	25,750	25,750	25,750	25,750
Revenues less Expenditures		-	26,519	-	-	-	-	-

Recreation Contribution
Burns Lake, Area B, Area E
Bylaw No. 1977 Limit \$0.50 per \$1,000

10914

Taxation on Land and Improvements

	2022 Actuals	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
400002 Requisition		18,079	18,079	73,828	(683)	(683)	(683)	(683)
446001 Grants in Lieu of Taxes			127					
446002 Grant in Lieu of Alcan Taxes		7,296	7,658	27,558	27,558	27,558	27,558	27,558
499999 Prior Year's Surplus				25,489				

TOTAL REVENUE:		25,375	25,864	126,875	26,875	26,875	26,875	26,875
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EXPENDITURE:

612220 Grant to Societies		25,000		125,000	25,000	25,000	25,000	25,000
651010 Administration Charges		375	375	1,875	1,875	1,875	1,875	1,875

Total Expenses		25,375	375	126,875	26,875	26,875	26,875	26,875
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Revenues less Expenditures		-	25,489	-	-	-	-	-
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Recreation Contribution
Fort St. James, Area C
Bylaw No. 1978 Limit \$0.50 per \$1,000

10915

Taxation on Land and Improvements

- 400002 Requisition
- 446001 Grants in Lieu of Taxes
- 499999 Prior Year's Surplus

TOTAL REVENUE:.....

EXPENDITURE:

- 612220 Grant to Societies
- 651010 Administration Charges

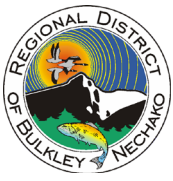
Total Expenses

Revenues less Expenditures

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
		50,750	50,750	50,759	51,500	51,500	51,500	51,500
			741	50,741				
TOTAL REVENUE:.....		50,750	51,491	101,500	51,500	51,500	51,500	51,500
EXPENDITURE:								
612220 Grant to Societies		50,000	-	100,000	50,000	50,000	50,000	50,000
651010 Administration Charges		750	750	1,500	1,500	1,500	1,500	1,500
Total Expenses		50,750	750	101,500	51,500	51,500	51,500	51,500
Revenues less Expenditures		-	50,741	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BUILDING INSPECTION 4201**
Five Year Financial Plan:

	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
REVENUE:								
400004 Electoral Areas Taxation - Specified Area	214,431	223,940	219,384	230,091	236,458	245,503	254,728	264,137
450016 Building Permit Fees (Rural)	167,831	160,000	100,773	120,000	120,000	120,000	120,000	120,000
451001 Cost Sharing by Municipalities	250,544	247,034	239,535	237,415	237,415	237,415	237,415	237,415
Granisle	18,743							
Houston	70,287							
Fraser Lake	25,512							
Burns lake	57,271							
Telkwa	36,445							
Fort St. James	29,156							
	<u>237,415</u>							
499999 Prior Year's Surplus		60,000	60,000					
TOTAL REVENUE.....	632,806	690,974	619,692	587,506	593,873	602,917	612,142	621,552
EXPENDITURE:								
601001 Salaries	339,298	378,298	358,242	337,110	343,852	350,729	357,744	364,899
601101 Benefits	124,711	106,534	96,427	106,234	108,359	110,526	112,736	114,991
601901 Safety Program (Boots)	132	500	237	500	500	500	500	500
604001 Computer Systems	674	10,000	7,558	10,000	7,500	7,500	7,500	7,500
606003 Advertising		1,000		1,000	1,000	1,000	1,000	1,000
607001 Legal		5,000	1,182	5,000	5,000	5,000	5,000	5,000
607003 Title Searches and Document Filing		500	1,500	1,500	1,500	1,500	1,500	1,500
608002 Liability Insurance - MIA	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
608003 Vehicle Insurance	2,532	2,750	4,231	4,500	4,500	4,500	4,500	4,500
609001 Supplies	916	1,000	1,145	1,000	1,000	1,000	1,000	1,000
631006 Vehicle Maintenance	6,833	7,500	2,504	5,000	5,000	5,000	5,000	5,000
641001 Vehicle Fuel	11,410	12,000	7,983	10,000	10,000	10,000	10,000	10,000
651010 Administration Fees	28,449	33,205	33,205	30,111	30,111	30,111	30,111	30,111
651014 Centralized Supplies	37,370	52,687	48,024	45,551	45,551	45,551	45,551	45,551
799999 Prior Year's Deficit								
TOTAL EXPENDITURE.....	572,325	630,974	582,238	577,506	583,873	592,917	602,142	611,552
Revenues minus Expenditures	60,482	60,000	37,454	10,000	10,000	10,000	10,000	10,000
Transfer from Reserves								
420003 Transfer from Vehicle Reserve		-	-		50,000			-
Transfer to Reserves								
781003 Contribute to Vehicle Reserve		10,000	10,000	10,000	10,000	10,000	10,000	10,000
CAPITAL BUDGET								
780001 New Capital Items		50,000	49,551		50,000			
490001 Use of Capital Items		5,500	5,500	5,500	5,500	5,500	5,500	5,500
780101 Amoritization		5,500	5,500	5,500	5,500	5,500	5,500	5,500
Revenues minus Expenditures and Transfers	60,482	-	(22,097)	-	-	-	-	-



Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Nellie Davis, Manager of Regional Economic Development
Date: February 8, 2024
Subject: **Bulkley Valley Regional Pool – Lobby Upgrade Project**

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

That the Committee recommend that the Board direct staff to assist the Bulkley Valley Aquatic Center Management Society to secure grant funding for lobby and administration upgrades at the Bulkley Valley Regional Pool.

BACKGROUND

In the Spring of 2022, the RDBN was an unsuccessful applicant to UBCM's Strategic Priorities Fund for a combined project at the Bulkley Valley Regional Pool. The project proposed both Phase 1 (lobby and administration upgrades) of the 2022 Facility Function and Program Review completed for the BV Aquatic Center, as well as a heat reclaim system for the facility.

Staff are now seeking information about the Board's funding priorities for the facility and requesting direction regarding collaboration with the Pool Society to secure funding for Phase 1 as a stand-alone project, as well as whether the RDBN will consider contributing leveraging funds to the project. The 2022 application estimate for the project budget was approximately \$3,000,000.

The BV Pool began operation in December of 1990, at an original build cost of \$4.36 million. According to the 1991 census, the population of Smithers was 5,029, Telkwa was 959, and RDBN Area A (Smithers/Telkwa Rural) was 6,346, totalling 12,334 between the three jurisdictions. In the 2021 census, Smithers population totals 5,378, Telkwa totals 1,474, and Area A totals 5,587, which make 12,439. The population contributing to the service over the past 30 years remains relatively unchanged.

The attached Facility Function Review details an overhaul of the entire facility over three phases. If the Board passes the resolution to seek funding, staff would attempt to find granting for Phase 1 of the overhaul, which includes an expanded boot area, private office, an improved front reception area, a dedicated break room, and either a multi-purpose space or a relocated fitness area. Relocating the fitness area allow for users to access the

room directly from the lobby rather than having to go through the pool area. It would also free up the current fitness area for pool related programming.

Within the RDBN there are three public swimming pools:

- the Bulkley Valley Swimming Pool (owned by the RDBN, funded by Smithers, Telkwa, and Area A),
- the Houston Leisure Facility (owned and funded by the District of Houston), and
- the Vanderhoof Aquatic Centre (owned by the District of Vanderhoof, operated by YMCA Northern BC, and funded by Vanderhoof and Area F).

The Vanderhoof Aquatic Centre was constructed in 2019 for \$12.7 million.

ATTACHMENTS

Bulkley Valley Aquatic Center Facility Function and Program Review, 2022



PROJECT TITLE**Bulkley Valley Aquatic Centre Management Society**

Bulkley Valley Regional Pool & Recreation
Centre Facility Function and Program Review

PREPARED FOR

Bulkley Valley Aquatic Centre Management
Society

Po Box 2298
1316 Toronto Street
Smithers, BC V0J 2N0

Tamara Gillis FACILITY MANAGER

DELIVERABLES

Monday, March 28, 2022

1 PDF via email to tgillis@bvpool.com



January 31, 2022

Bulkley Valley Aquatic Centre Management Society
PO Box 2298
1316 Toronto Street
Smithers, BC V0J 2N0

Attn: Tamara Gillis FACILITY MANAGER

Dear Tamara,

Re: **Bulkley Valley Aquatic Centre Management Society** – Bulkley Valley Regional Pool & Recreation Centre Facility Function and Program Review

Please find enclosed our draft report for the Bulkley Valley Regional Pool & Recreation Facility Function and Program Review.

I would like to thank you for your direction and comments throughout the process of preparing the report. We are pleased to have had the opportunity to work with you.

Yours truly,

Ian Ross McDonald PARTNER ARCHITECT AIBC AAA OAA LEED® GA

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Cover Letter

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Design Options

Summary and Conclusions

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EXECUTIVE SUMMARY

In the spring 2021, the Bulkley Valley Regional Pool & Recreation Centre (BV Pool or Bulkley Valley Pool) retained Carscadden Stokes McDonald Architects and GDH Solutions to build on earlier studies and reviews – including Facility Energy and Life Cycle Assessments – with a review of the facility’s current programs, services, physical premises.

The intent of this report is to identify gaps and areas for improved services and recommend new and enhanced potential programming. Improved services are of several types, ranging from updated existing programming to new programming that requires facility expansion with new program areas. The intent is for this to serve as a basis for recommendations on facility improvements over the coming decades. Simultaneously, the report addresses administrative systems and spaces and makes recommendations concerning their efficiency and productivity. Together – the review of the physical facility, as well as operational aspects – provide the Bulkley Valley Aquatic Centre Management Society (BVACMS) with an understanding of the current state of the BV Pool program and facility capacity, and a roadmap for its future.

The consultant’s recommendations are encapsulated in the Preferred Option design proposition discussed in detail below. In summary the Preferred Option comprises three phases: renovations to the entry and administration area with a new fitness program addition; extensive renovation and expansion to the natatorium and change rooms as well as new fitness and multipurpose room; and a new gymnasium.

Collectively, these renovations and additions will bring the existing facility in line with its community’s needs and expressed desires, ensuring its continued relevance in the coming years.



SITE PLAN

INTRODUCTION

The Bulkley Valley Pool and its surrounding community are at an inflection point in their mutual development. Like most of British Columbia, it continues to grow and diversity in terms of populations. The existing BV Pool, now 31 years old, does not meet the needs of the community currently and as Smithers grows, the gap between expectations and need, and the facility's capacity will only continue to grow. This gap is function of three major themes:

1. Facility Size: Designed and constructed in the late 1980s, the facility accommodated residents at the time. Population increases have increased demands on the facility.
2. Program Diversity: The existing facility's primary programmatic offering is aquatics. A modest fitness room, the squash courts, and the climbing wall compliment the pool, but overall the facility lacks the capacity to provide diverse services to its community.
3. Cultural Expectations: Demographic changes and shifting cultural expectations have altered the character of demand on the facility. Chief among these are expectations for accessibility as it relates to people with mobility challenges, addressing contemporary understandings of gender and sexual identity, accommodation of more diverse cultural practices, and finally the simple expectation that facilities provide more and diverse opportunities for recreation. Much of this is a function of comparison to other facilities people are familiar with either by direct experience or reputation.

Each of these are interrelated – community diversity is in part a function of population increase, and program diversity is a function of facility size, for instance – and ultimately the challenge for the BV Pool will be addressing its community's needs in a context of high expectations but limited resources. The intent of this report is to provide a framework for implementing the modification and expansion of the facility to satisfy the BV Pool's users expressed desires. Compounding these themes are several other factors:

1. Based on discussions with Staff there is evidence that the existing pool programming and size were compromised at the time of construction to satisfy a limited budget. The absence of a deep end that would permit safe diving for the general public from dive blocks, or other attractions, like a rope swing, as well as the limited number of lanes and their narrow widths are all evidence of a significant cost-savings choice during design or construction, one that fundamentally restricts the pool's programming.
2. The BV Pool exists within an ecosystem of neighbourhood and regional facilities. These include small local enterprises like The Yoga Loft and Fitness Northwest, as well as the adjacent arenas, and further afield the Upper Skeena Recreation Centre and the Houston Leisure Facility. Each of these provide competing and complimentary programming.

The Bulkley Valley Pool and its surrounding community are at an inflection point in their mutual development. Like most of British Columbia, it continues to grow and diversity in terms of populations. The existing BV Pool, now 31 years old, does not meet the needs of the community currently and as Smithers grows, the gap between expectations and need, and the facility's capacity will only continue to grow.

This document summarizes the outcomes of Carscadden Stokes McDonald Architects, and its team of consultants. It assembles and draws conclusions from the design drawings and class D cost estimates to assist the BV Pool in moving forward with its plans for the future.

Project Team

Architecture & Planning	Carscadden Stokes McDonald Architects Inc Ian Ross McDonald PARTNER ARCHITECT AIBC AAA NWTAA OAA LEED ®GA
Planning & Management	GDH Solutions Gabi Haas HONS. BA MBA CMM III

The consulting team was assisted by the contributions of Bulkley Valley Pool Staff and Directors who gave their time, energy, and guidance in this process and in the preparation of this report. Key Staff participants include:

Tamara Gillis FACILITY MANAGER
Kayla Watrich FACILITY PROGRAMMER
Laurie Jackson BOARD FACILITY COMMITTEE
Leene Matthus BOARD FACILITY COMMITTEE
Steve Willis BOARD FACILITY COMMITTEE

DESIGN OPTIONS

Description

The schematic designs included in this report were generated in response to staff input, community engagement research conducted by GDH Solutions and Carscadden, observations made by the consultants on-site relative to an understanding of industry trends in aquatic and recreation activities.

The schematic designs, and the Preferred Option in particular, are not intended to be the final word on the issues they address; rather, they are meant to illustrate a possible future outcome that demonstrates an in-principle optimal solution based on the comments and information provided by BV Pool.

Process

The design process that resulted in the Preferred Option was relatively straightforward and typical of speculative exercises of this kind: based on the information provided and collected by GDH and Carscadden, two contrasting options were generated and presented to BV Pool. Based on comments provided, the two options were refined, represented, and refined again. The final outcome is the Preferred Option which balances competing objectives and prioritizes aspects of the facility's operations and physical programming capacity – all based on considering and weighing the variety of influences on the facility.

In the course of this work, several key factors emerged and bear specific mention; these items in large part determined the Preferred Option outcome:

1. Universal Access: For nearly thirty years the trend in British Columbia has been to improve access to facilities for users of all abilities and orientation. As a result, the Preferred Option employs an all universal changing village strategy. There are operational advantages to this strategy discussed later as well as the merit of expressing through architecture the principles and values of the BV Pool: this facility provides “access for all people” (BV Pool Mission Statement).
2. Phasing: A challenge with most facilities, and often more so in smaller communities as a function of their reduced funding capacity, conceiving the facility renovations and expansions as part of a multi-year, phased effort was important in order to reasonably balance the funding capacity of the BV Pool and the scope of the project.
3. Existing Pool Tank: The existing pool tank represents a pair of compromises that were likely made for budget reasons during construction, but significantly restrict programming. First, the leisure and lap pools are combined. Typically these pools have different temperatures. The effect of combining them is that the lap portion of the pool is typically too hot for lap swimmers and the leisure portion of the pool is too cool for leisure swimmers. Second, the lap pool's depth restricts diving options for both staff and public. This is an impediment to competition, swim team practice, and guard training.

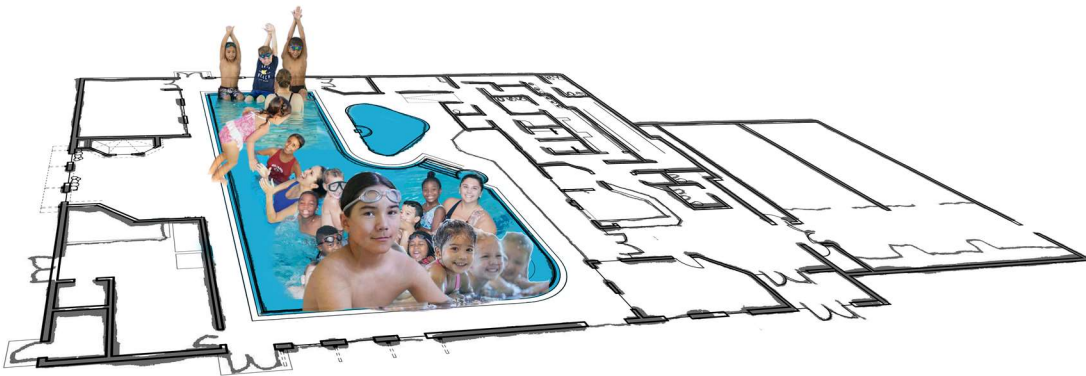
4. Fitness Facility: The existing fitness facility is only accessible by crossing the natatorium. There are two challenges here. First, it means that the fitness facility cannot be used unless the pool is being supervised by guards. A separately accessed fitness facility would have lower (staffing) costs with hours independent of the pool. Second, street shoes are not permitted on the pool deck, but are required in the fitness room. Pool policy requires users to bring *dedicated* indoor shoes, but doubtless some skirt the rules and carry shoes while walking barefoot to the fitness room. This strategy is unsupportable; foot traffic to and from the change rooms increases the amount of debris on the deck and relies on the goodwill of users to maintain conformance with the *Public Health Act*.

5. Administration: The existing administration area, including the entry and lobby, do not satisfy the facility's needs. Except as they impact the lobby and entry, their upgrade or modification will not directly impact the public's experience of the facility. However, indirect improvements will accrue through their improvement. Improvements in staffing areas will increase staff retention. A dedicated manager's office will make private meetings for professional development or discipline easier, improving efficiency and the workplace environment. A reconfigured entry will make queuing easier. In the aggregate, changes to the administration area will significantly improve staff productivity which will result in further downstream improvements for users.

Preliminary Research

To begin, the consultants visited Smithers and the BV pool. Staff provided a tour of the facility and property, highlighting programming and operational challenges, observing building wear, and speculating about program expansion.

This was followed by a public engagement session in the facility. The session was intended to gather information from the community to help direct future programming and facility offerings. The event was advertised locally and hosted in the squash and climbing addition. It was well attended by a broad cross section of facility users as well as a number of board members. Attendees were encouraged to fill out a survey and leave recommendations on a display panel via Post-It notes. Consultants were assisted by staff, both of whom answered questions about the facility and the intent of the session.



ENGAGEMENT POSTER GRAPHIC

The information collected at the session is summarized in GDH's report and directly informs many of the choices in the proposed concept and preferred options discussed later in this report. Community input includes desire for a new lap swimming pool, improvements to the natatorium and change rooms, an expanded fitness facility, a multipurpose room, and a gymnasium, all of which are addressed in the concept options.

Following the public engagement session, Carscadden and GDH met with groups of staff – front desk and administration, as well as guards – to seek input from their perspective. As expected, while many of the improvements to the facility programming capacity were also discussed, staff comments also included concerns related to administration offices, configuration of the front desk and reception, as well as the life guard room.



ENGAGEMENT PANELS



Finally, Carscadden and GDH met with the BV Pool board to solicit their input. The board's input included many of the interests of the public and staff, but tended to adopt a slightly wider view of the facility. Expansion of the natatorium was discussed, but this was circumscribed by and interest in the condition of the existing pool tank – the implicit concern being long-term maintenance obligations. Upgrades to the existing facility were discussed, however, these too were bounded by concerns of building upgrade obligations – an acknowledgement that the building does not satisfy many of the current BC Building Code requirements. (Obligations to upgrade as they relate to the BC Building Code are discussed below.) An expansion to the lobby and entry were discussed and viewed as a positive outcome, both operationally as well as in terms of advertising the facility's quality of programming.

Concurrent with this in-person interview-based research, GDH conducted a community survey to capture input as broadly as possible. The results are discussed in detail in GDG's report included here.

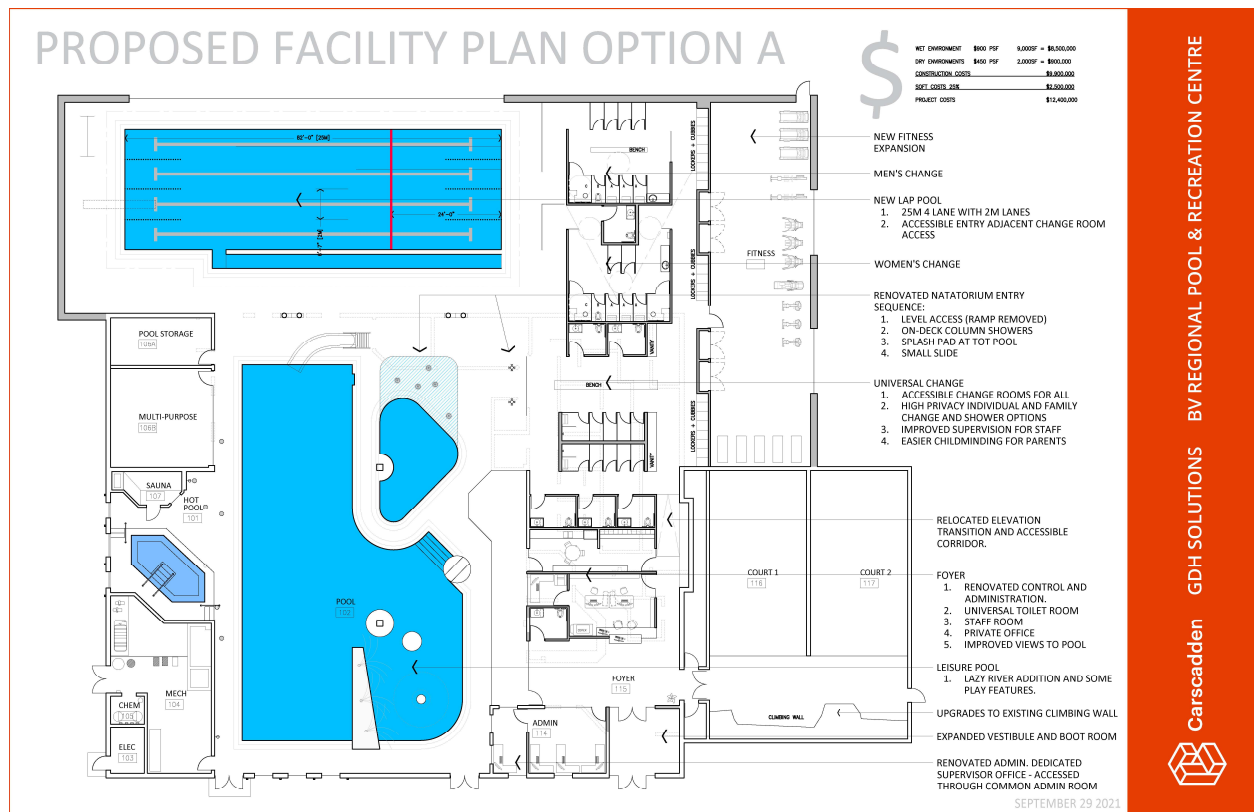
Early Studies

Two preliminary studies were generated following the community consultant. These were structured as polarities in order to test staff and board preferences between options. These options were presented to the board and staff twice to solicit comments, then distilled and refined into the Preferred Option which captures many of the same ideas, often blending concepts.

It is worth noting that in spite of the apparently extensive amount of available land, that the site remains fairly constrained, bounded to the northeast by Yellowhead Highway and the northwest by Toronto Street; and further constrained by the arenas and required parking to the south. Expansion options remain limited as a result.

Concept Option A has five major components:

1. **New Lap Pool:** A new 25m lap pool with ramped entry and deep enough for a 1m diving board. Suitable for modest competitions, training, and recreational fitness swimming.
2. **Existing Pool Modifications:** Modifications to the existing pool to include a lazy river and the addition of a splash pad area adjacent the tot pool.
3. **New Changerooms:** The expanded water area and increased program area will demand a commensurate increase in the change rooms and washroom capacity. This option includes a modest universal family-style changing village with private cubicals, complimented by male and female change rooms, also with private cubicals.



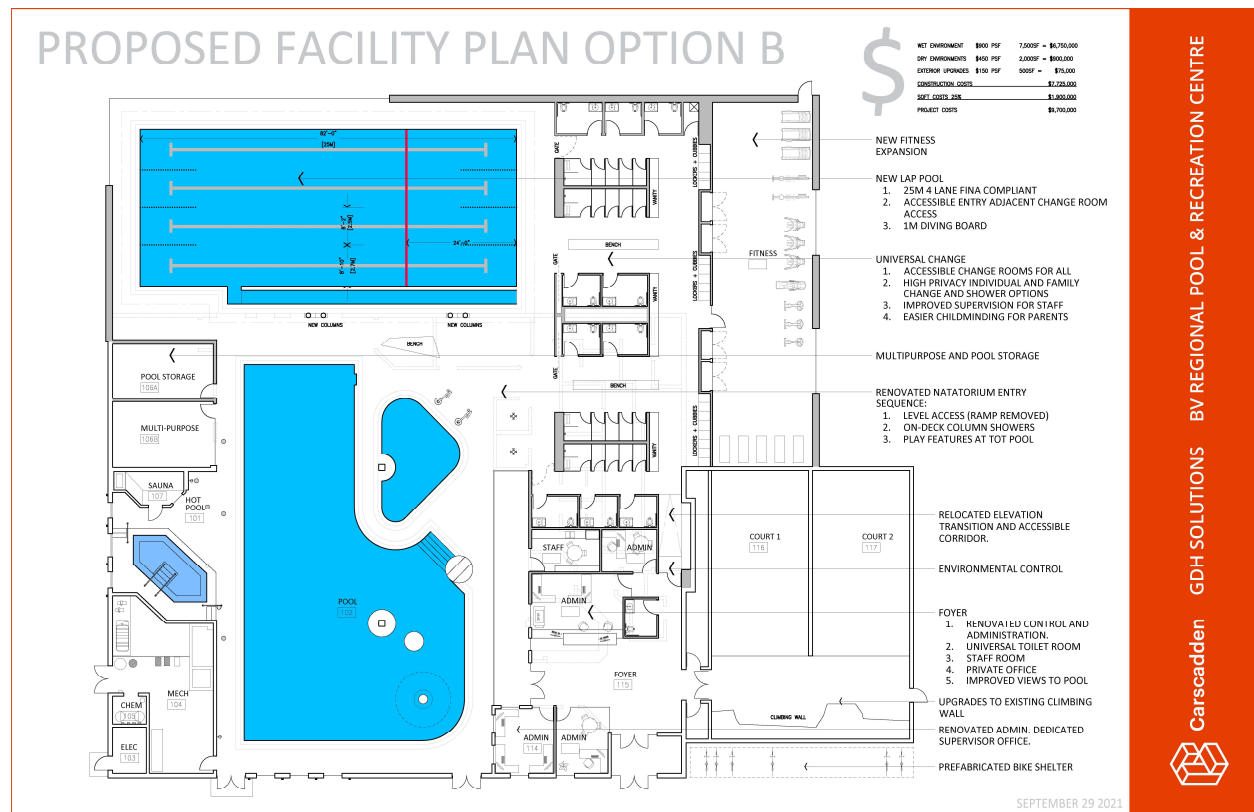
CONCEPT OPTION A

Carscadden GDH SOLUTIONS BY REGIONAL POOL & RECREATION CENTRE

4. Renovated Entry / Administration: A reconfigured entry with expanded vestibule / boot room, private administration offices, and code compliant access to the change rooms.
5. Relocated / Expanded Fitness: A new fitness room, directly accessible from the changerooms.

Concept Option A is estimated to have a construction cost of \$9.9M and a project cost of \$12.4M.

Concept Option B has many of the same components. These were presented in an effort to solicit from staff and the board clear priorities. As the Preferred Option makes clear, the apparent similarities are only superficial; the choice in change room type has wide ranging implications related not just to the physical facility, but also BV Pool's mission – its values expressed concretely through building.



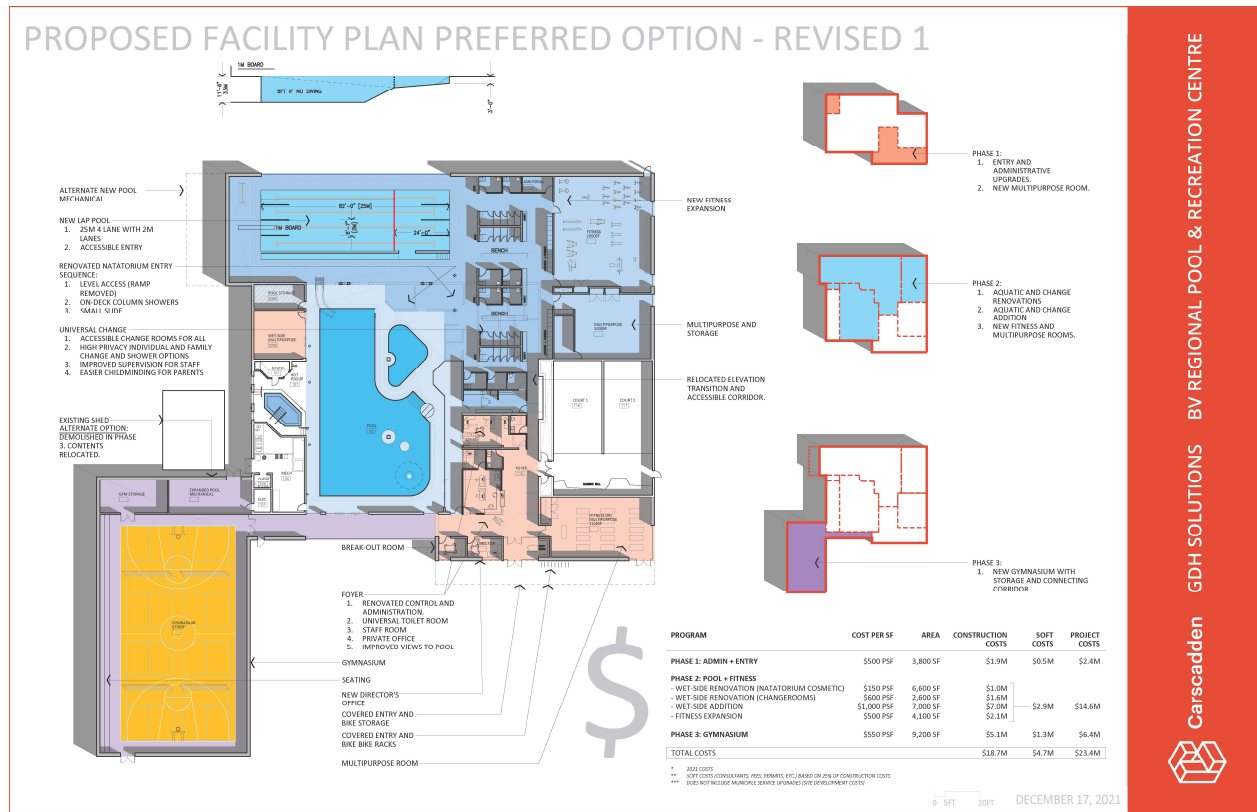
CONCEPT OPTION B

1. New Lap Pool: A new 25m lap pool with ramped entry and deep enough for a 1m diving board. This option is also 4 lanes and suitable for modest competitions, training, and recreational fitness swimming, with wider lanes which increases capacity and provides a more comfortable lane-swimming experience for users.
2. Existing Pool Modifications: Modifications here are limited to new play features at the tot pool.

3. **New Changerooms:** As with Concept Option A, the expanded water area and increased program area necessitates an increase in the change rooms and washroom capacity. Concept Option B proposes an all-universal family-style changing village with private cubicals. This will have the merit of allowing pools staff to supervise the whole facility and provide truly universal access.
4. **Renovated Entry / Administration:** A reconfigured entry with expanded vestibule / boot room, private administration offices, and code compliant access to the change rooms. Note the subtle differences relative to Concept Option A here: the vestibule remains unchanged, the supervisor’s office is connected directly to the lobby, and the staff room is much reduced.
5. **Relocated / Expanded Fitness:** This component is the same as in Concept Option A, though was changed significantly for the Preferred Option.

Concept Option B is estimated to have a construction cost of \$7.25M and a project cost of \$9.7M, the differences primarily attributable to elimination of renovation scope to the existing pool and entry vestibule and lobby.

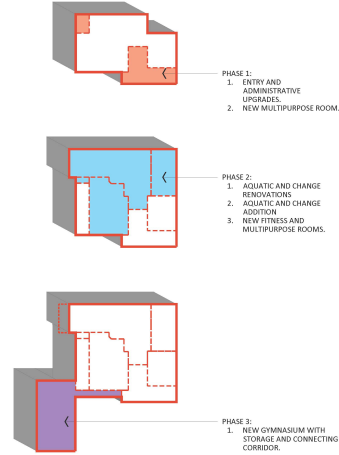
Preferred Option



THE PREFERRED OPTION (REVISED) – FINAL BUILD-OUT; PHASES AT RIGHT.

In the course of developing the Preferred Option, it became clear that phasing the work would be required. This was due to both budgetary considerations, as well as a desire to minimize a facility shutdown period. The phases are:

1. Phase 1: Lobby and administration upgrades with a new fitness multipurpose room.
2. Phase 2: Natatorium and change room renovations and addition as well as new fitness and multipurpose rooms.
3. Phase 3: New Gymnasium with storage and connecting corridor.

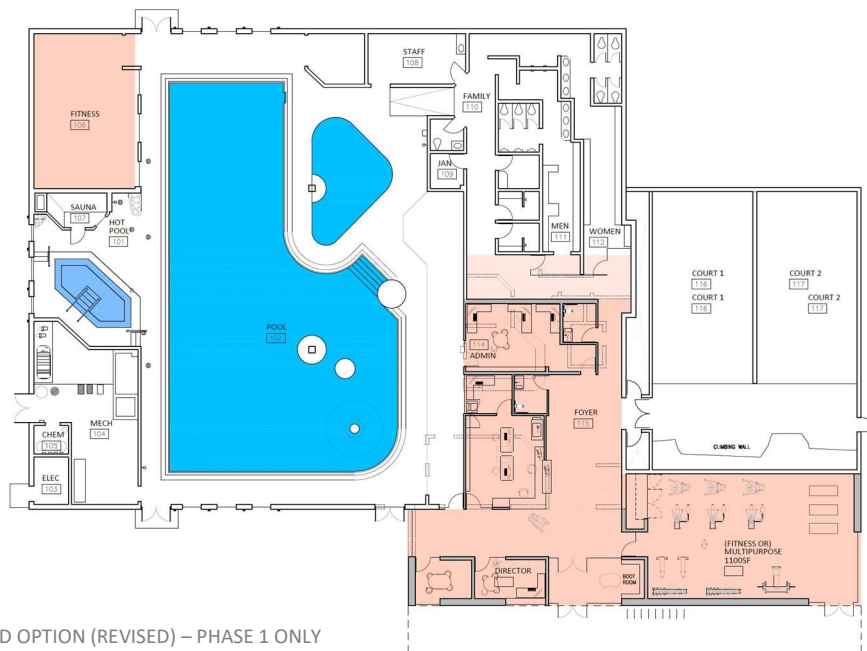


Phase 1

Phase 1 expands on early ideas and expands and improves the entry sequence for the facility. It includes an expanded boot area (access to which would be negotiated with the Authority Having Jurisdiction) private offices, much improved front reception area, and a dedicated break-out room. Also included is a new canopy and bike parking at the renovated front entry.

A significant change from earlier explorations is the addition of a new program area accessible from the new foyer. This would be a significant program advantage for the facility with potential uses as a multipurpose room, rentable or otherwise; or more likely, a relocated fitness / exercise room which would resolve the long-standing challenge of accessing the existing fitness room via the natatorium deck while, simultaneously making the existing fitness room available for appropriate pool-related programming uses.

Phase 1 does not include any ‘wet-side’ renovations. It does, however, establish suitable conditions for code compliant access to the future renovated change rooms as well as the gym associated with Phase 3.

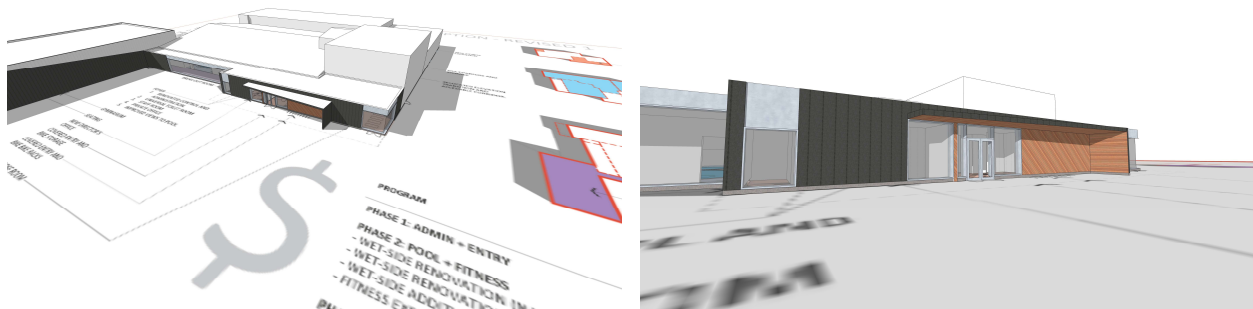


THE PREFERRED OPTION (REVISED) – PHASE 1 ONLY

Phase 2

Phase 2 is the major component of the Preferred Option and generally constitutes the ‘wet-side’ improvement. It contains many of the same strategies that were addressed in the early concept options: new 25m lap pool, expanded change rooms, and new fitness area.

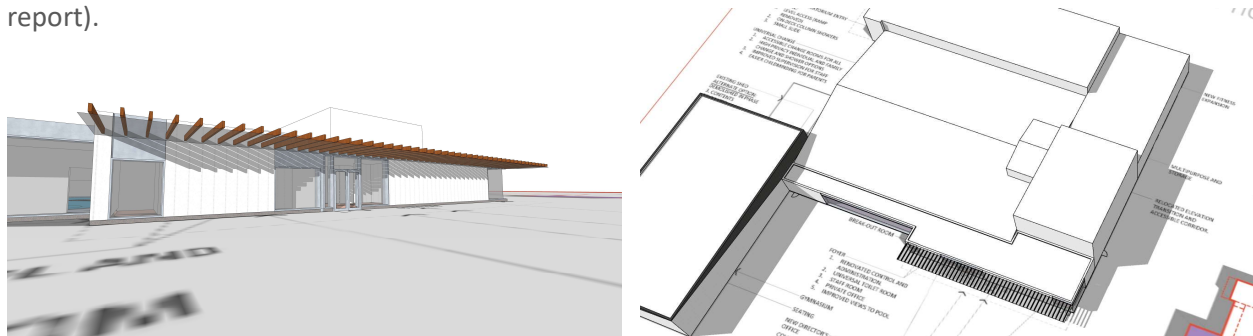
The Preferred Option proposes the all-universal family style changing village with private change cubicals. This was identified and strongly supported by staff and the board as a strategy to advance the BV Pool’s mission of inclusion, and for its operational merits of improved staff supervision of the change rooms from the pool deck. It is worth noting that even in gender specific change rooms it is typical to provide private change cubicals; so-called “gang-change” change rooms are increasingly rare in recreational facilities as they are less flexible for users, more easily invite bullying, and make cleaning and supervision challenging.



3D MODELING STUDY OF THE NEW ENTRY FOR PHASE 1. THE STUDIES EXPLORE ORIENTATION, MATERIALS. THIS STUDY SHOWS– METAL CLADDING WITH WOOD ACCENT

The primary expansion to the natatorium is the addition of a new 25m lap pool. Suitable for small competitions, training, aquafit, and recreation swimming, the dedicated lap pool would correct several of the original challenges of the building, in particular the separation of leisure versus “fitness” swimming and water temperatures appropriate to each. In addition, a pool depth and profile that can accommodate diving, at minimum from the pool edge is considered here. Shown also is a pool depth and profile suitable for a diving board – a significant and regionally unique feature which would attract users to the facility.

The existing pool tank is assumed to be augmented with the addition of new play features and cosmetic upgrades, but without significant material upgrades otherwise. Additive modifications to the existing tank to introduce modest new leisure are shown in the revised preferred option . Significant upgrades to the existing tank – modification of its depth - were viewed as less of a priority than program expansion given the community’s growth over the last thirty years as well as its anticipated growth (see GDH’s report).



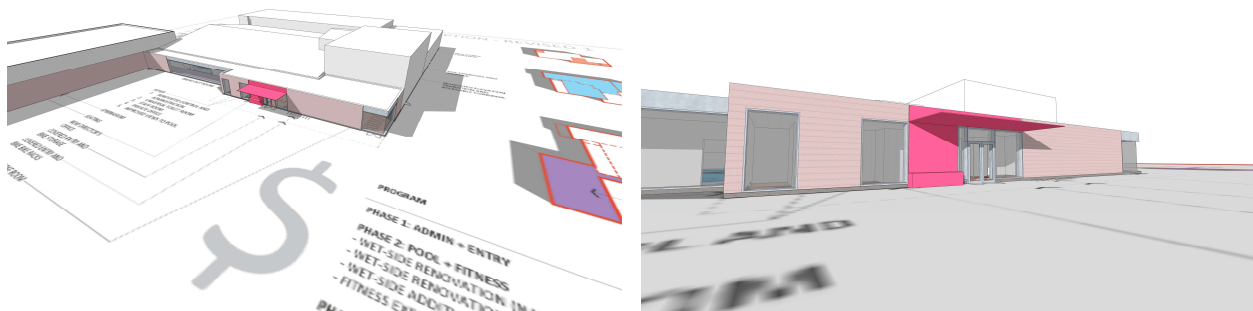
PHASE 1 ENTRY STUDY 2 – GLASS WITH WOOD STRUCTURE CANOPY

The Preferred Option maintains the fitness expansion and adds another multipurpose room. This portion of Phase 2 is operationally significant since it will allow the conversion of the Phase 1 fitness room to a general multipurpose room and relocate the Phase 2 fitness room adjacent the changerooms. This will improve staff's control and supervision of who uses the fitness room, and reduce related back and forth traffic.

In addition, it will also allow the Phase 1 multipurpose room to operate more independently, similar to the squash and climbing addition. Access may still be controlled via buzzer from the front desk, but the Phase 1 multipurpose room can host events and activities that do not require access to the changerooms: music, art, birthday parties, community meetings. The Phase 2 multipurpose room (adjacent to the fitness room) is likely to be more fitness centric, its users more likely to need access to the change rooms: yoga, dance, spin classes (equipment permitting), muya thai.

Phase 3

The gymnasium proposed in Phase 3 would permit types of activity not currently possible at the BV Pool, expanding its user appeal and further solidifying the facility in the community as a place for all. The gymnasium is accessed via a dedicated corridor, entry to which is established in Phase 1, that flanks the existing pool tank providing glancing views into the pool while accessing the gym. This strategy has the added advantage of providing a new building envelope with limited modification to the existing wall assembly, improving the building's overall energy performance.



PHASE 1 ENTRY STUDY 3 – METAL CLADDING AND MODEST METAL ENTRY CANOPY. THE INTENT HERE IS TO PORIVDE A PGRAPHIC 'POP' TO THE FACILITY.

The proposed gymnasium is sized to match an NBA sized court, the de facto competition standard in North America, though other sizes are common in older facilities. (This is similar to many hockey arenas: most modern recreational arenas in Canada aspire to match NHL standard dimensions, though many older rinks are smaller by varying amounts.) This size permits four pickle ball courts. Storage and a modest area for bench seating (and general gym-bag dumping) are also provided.

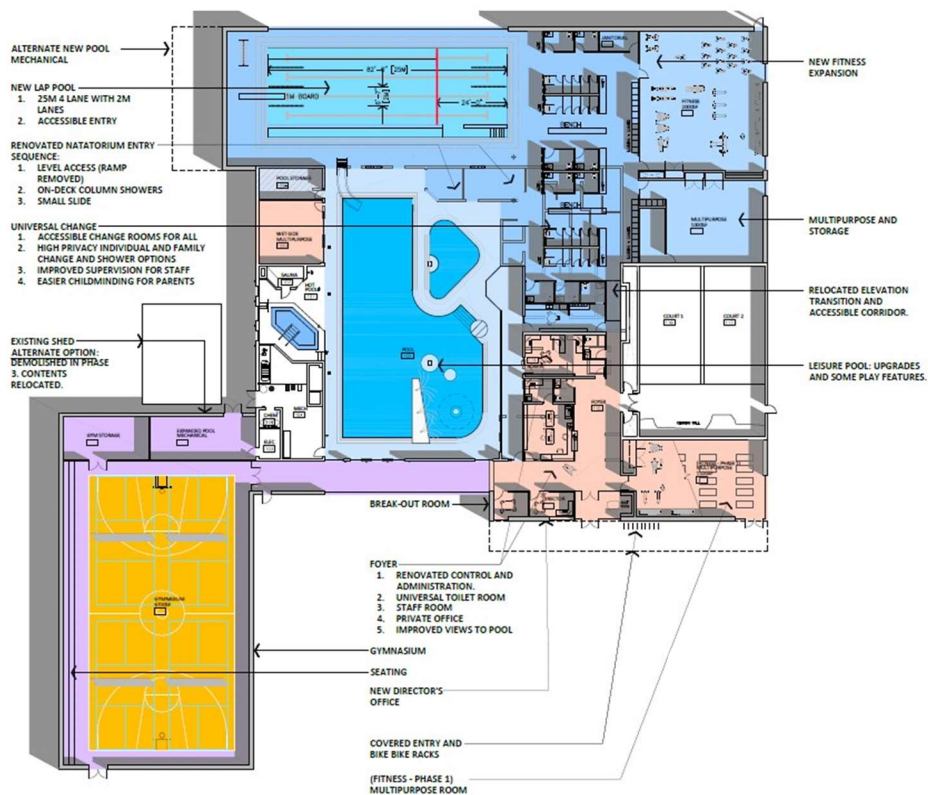
As revealed by the pandemic, large general purpose spaces are undervalued. The gymnasium will satisfy user needs not currently met by the BV Pool. Pickleball, for instance, is increasingly popular with seniors, and both it and basketball can satisfy a need for collegial competition not currently possible at the facility. Sportball, or grassroots soccer on winter weekend mornings are popular for young children, and the additional – *and different* – programming will also help to serve families: teenagers can use the gym for a game of pick-up basketball, while a parent drops a younger child for swim lessons, and then uses the fitness room.

While a similar narrative might be made for the current squash, climbing, and fitness room, each are too specific (squash, climbing) or modest in size (fitness) to be convincing.

The Preferred Option is estimated to have a construction cost of \$19.4M and a project cost of \$24.3M.

Summary & Conclusions

The intent of this study was to explore the BV Pool's capacity and expansion requirements with a solid grounding in the community's needs and expressed wants. The result of this survey and design research is a design proposal, the Preferred Option, that represents a reasonable outcome relative to the competing pressures of stakeholder priorities, budget, facility condition, among other variables.



The critical elements of the Preferred Option, chiefly, the phased implementation – entry and administration; wet-side and fitness renovation and expansion; and gymnasium addition – are what serve to give it structure. As proposed, the phased implementation will, with the renovations to the

entry, administration, and addition of a new fitness room (Phase 1), allow for a visible facility refresh, improving both visitor and staff experience, which will in turn improve loyalty and retention. As the smallest of the phases, it should be the easiest to fund and will give the BV Pool time to develop a fundraising strategy for Phase 2 and Phase 3.

It was made clear during the course of preparing this report that the BV Pool is limited in its ability to satisfy its community's needs for three primary reasons:

1. The facility is the result of choices made at the time of construction: its shallow tank, changeroom configuration, and other features were design choices that made sense at the time, but are no longer satisfactory.
2. The community that the BV Pool serves has changed in size, composition, and expectations. This amplifies the limitations of the shallow tank and other existing features. People's expectations of their facilities are higher than they were thirty years ago.
3. The BV Pool's dedication to aquatics is fundamentally limiting. While the fitness room, racquet courts, and climbing wall are helpful, they are insufficient in size, and in the case of the racquet courts and climbing wall, too specific to attract the critical mass of users required to make BV Pool a truly valued community facility.

It is useful, given the above, to think of the original facility as seed crystal. As a starting point, the BV Pool has served and built a culture of trust with its community. Users value and care about the facility, and now is the time to build on that relationship by providing an increased breadth and quality of program offerings.

APPENDICES

1. Additional Notes:
 - a. Costing
 - b. Building Condition Assessment
 - c. Building Code Considerations and Trigger Upgrades
 - d. Project Delivery Summary
2. *Architectural Schematic Drawing Set* – Carscadden Stokes McDonald Inc
3. *Bulkley Valley Regional Pool and Recreation Centre Facility Operations, Program Review and Stakeholder Consultation*, GDH Solutions Report

ADDITIONAL NOTES

Costing

Costs in this report are generated on a per square foot basis and are intended to provide a Class D level of accuracy which is typically +/- 25% of the likely construction cost. The generating per square foot cost - \$800psf, say – is based on recent experience with similar facility types. There are several additional factors to keep in mind:

1. Market volatility: at any given time, market volatility may impact the costs. A busy market will drive prices up and a slow market will push prices down.
2. Geography: Smithers' location generally results in a premium on construction costs. Specialty contractors in particular will charge more for time working away from larger population centres.
3. Pandemic impacts: while construction has generally continued unabated by the COVID-19 pandemic, the unpredictability of material and labour supply has increased prices.

Costs as they relate to the Concept Options and Preferred Option are discussed in the context of those design options.

Building Condition Assessment

A concern raised by the Board is the condition of the existing pool tank and its expected lifespan. The concern highlights the challenge of upgrading a facility if a significant component is close to its end of life. The reality of building assessments, however, generally prevent a perfect understanding of the building's condition. This study was not intended to serve as a building condition assessment. Such a report would require inclusion of structural, mechanical, and electrical engineers at minimum, and in the first instance be a visual survey only. Nevertheless, the following may be observed about the pool tank:

1. Staff reported that the pool maintains its static water level, suggesting the pool does not leak and that there is not loss due to evaporation (more commonly a challenge with outdoor pools).
2. The chemical process of concrete curing persists well beyond the original construction period (in a technical sense can be continual under the appropriate conditions) and well protected, well reinforced concrete can last for literally millennia (Rome is a good example).
3. The BV Pool pool tank is protected by a waterproof membrane which is in turn protected by tile. Proper maintenance of both is the best strategy for protecting the concrete structure of the pool tank.

Ultimately, the condition of the pool tank is unknowable without specialized testing which might include scanning and limited destructive testing. Based on the lack of reported symptoms – water loss, pool wall or floor heaving, persistently cracking tiles – there does not appear to be a deficiency with the pool tank.

Building Code Considerations and Upgrade 'Triggers'

Another concern raised by the Board is the extent to which upgrades to the existing facility are required. Given the facility's age, many aspects of it do not conform to the current edition of the governing building code (BC Building Code), a status typically called "existing non-conforming". In and of itself this is not a pressing challenge: the Building Code is updated regularly, with major updates approximately

every 6 years. When any major update is published, nearly every building in the province is suddenly existing non-conforming by definition. There is no obligation for building owners and operators to upgrade their facilities when this occurs.

Instead, the more common approach is for existing non-conforming aspects of a building to be upgraded progressively if and when other upgrades are made to an existing facility. New work in this case must conform to the current code and existing conditions not made worse. For example, renovations to the BV Pool vestibule would require upgrades to meet current accessibility requirements (clearances, door hardware) and be consistent with current energy performance requirements (quality of glazing, door seals). Likewise, upgrades to the changerooms would require the work conform to the current building code requirements (clearances, fixture efficiency and mounting heights, door hardware). And while it is true that municipalities will often attempt to leverage this work as an opportunity to upgrade other aspects of the building, such expanded scopes are typically negotiated and usually address performance requirements, not project scope: upgrades to the change rooms are unlikely to result in a requirement to upgrade the building envelope; the municipality might view an expansion to the facility, however, as an opportunity to improve building efficiency or site servicing.

Project Delivery Summary

While not explicitly considered during the research portion of the present report, included for reference is a general description of the typical phases of service undertaken during the design of most projects. In the event that any portion or portions of the options described in this report proceed, it will become increasingly important for all parties involved to be familiar with common terms, the sequence of service delivery, participant roles, and the various options for project delivery.

Design Development. During the Design Development step, the selected scheme (schematic design) is refined and developed in more detail. Significantly, basic structural, mechanical, and electrical design strategies are developed. Together with an outline specification, architectural drawings will now indicate the full scope, materials, and dimensions, and suggest colour and material selections. **Client / owner / operator / user** input and direction are important to the design team at this stage. The budget is refined.

The client's approval and directions to proceed to the next phase indicate agreement with the proposed design solutions.

Contract Documents. This step includes preparation of drawings and specifications that will be used by the contractor to carry out the work. As a result, this step is often referred to as *working drawings*, which form part of the construction contract and take on legal significance. The drawings and specifications are a means to communicate detailed technical information and requirements and the basis of a legal contract. They will also be used to submit to the *authorities having jurisdiction* for permission to build.

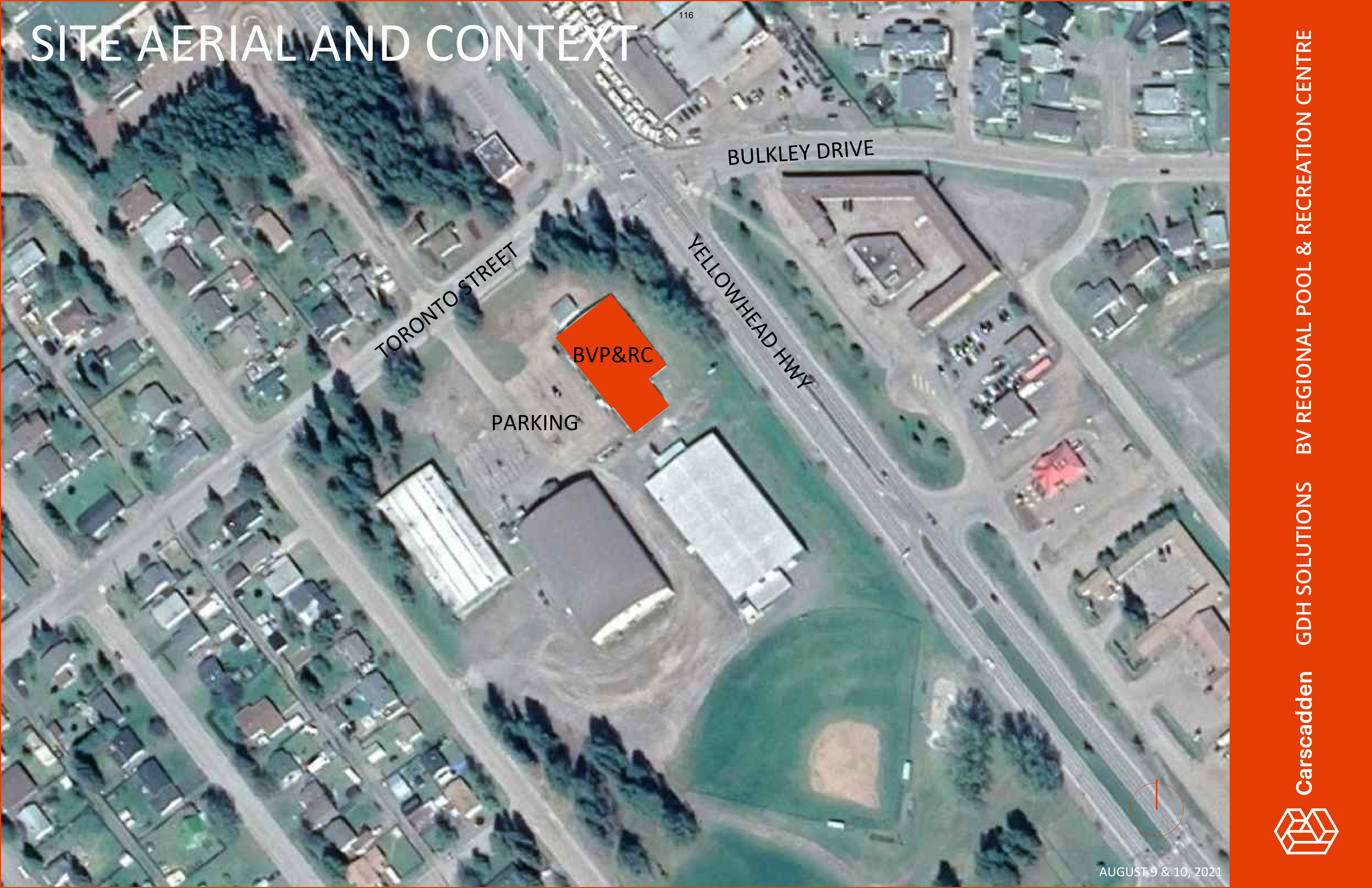
In this step, the **Client / owner / operator** will meet once or twice a month as necessary to approve or direct the design solutions and check that the project continues to meet owner requirements. Typically, this step will include cost estimates at specified intervals, and the owner's directions and approvals at these intervals will be sought.

Bidding & Negotiation. This step is also referred to as *construction procurement*. The architect and design team will assist in obtaining bids and in awarding and preparing the construction contracts. Often working closely with the Client's purchasing department, the architect will analyze bids after opening and make a recommendation in light of owner's parameters on awarding the project.

Contract Administration. The architect and design team "look out for the client's interest" during construction through services called contract administration. This process is needed to ensure the contractor and owner are fulfilling their respective roles and obligations as outlined in the construction contract (CCDC2). The architect will represent and provide advice to the client, document changes and meetings, review progress and submittals, and issue monthly certificates for payment in the amount owing the contractor by the owner all as defined in the contract as roles of the consultant. The owner will provide direction to the design team on changes, authorize payments, and importantly, make prompt decisions. Representation at biweekly construction meetings is typical.

This process benefits from a team play and cooperation. It requires the dedicated attention of the professional design team and contractor and the timely and knowledgeable input from the owner.

SITE AERIAL AND CONTEXT



116

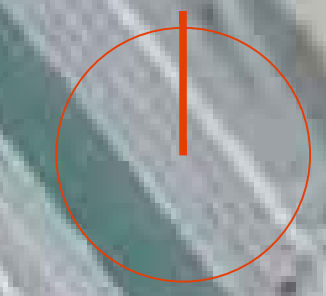
TORONTO STREET

BULKLEY DRIVE

YELLOWHEAD HWY

BVP&RC

PARKING



Carscadden

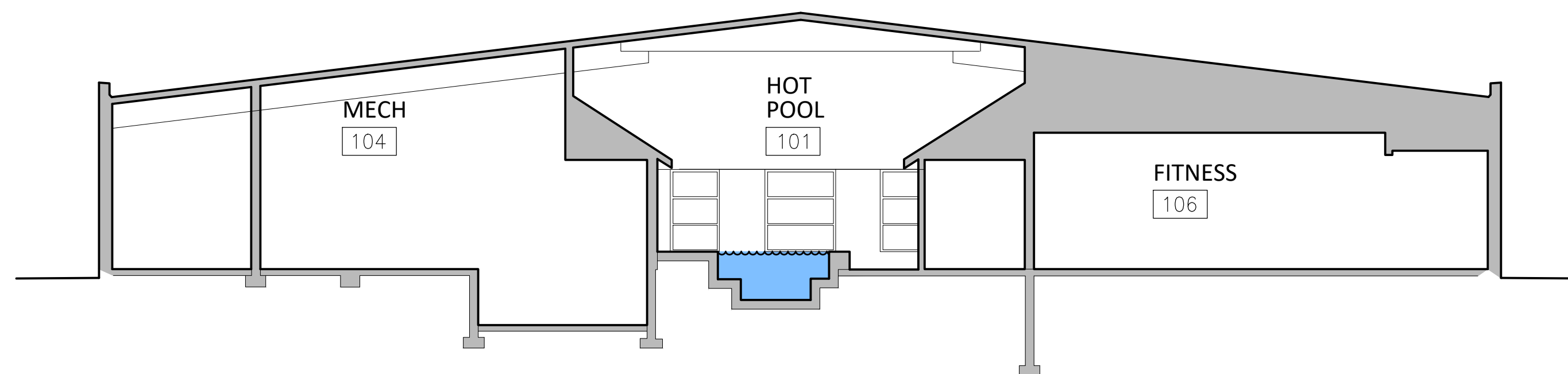
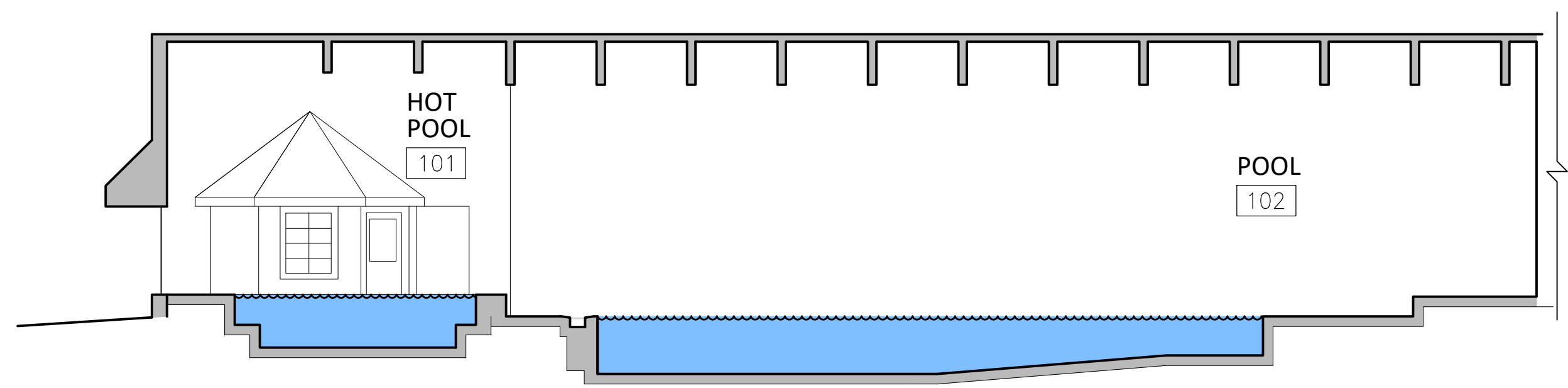
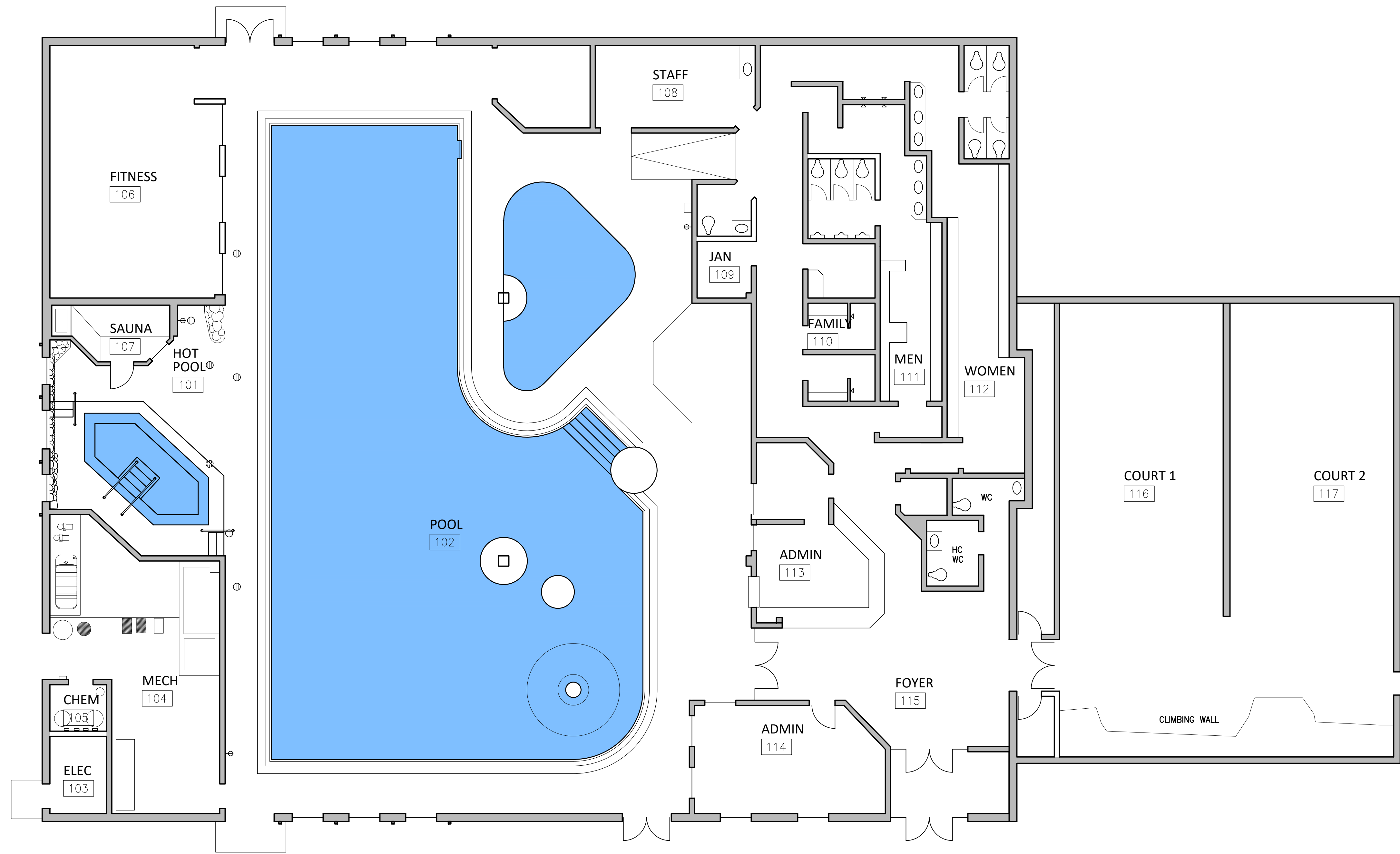
GDH SOLUTIONS

BV REGIONAL POOL & RECREATION CENTRE

AUGUST 9 & 10, 2021

FACILITY PLAN AND SECTIONS

117



SURVEY QUESTIONS

118

What do you **like** about the current facility?

What aspects of the facility **need improvement**?

What **new programs**, or recreational **opportunities** are needed at the facility?

What about the facility hours? Are there issues accessing enough time for activities like squash, climbing, lane swimming, or other programs?

Do you feel the fees charged are appropriate?

Given the size and community that the pool and recreation centre serve, do you think that the facility is appropriate?

How could we encourage people to take **aquatic leadership** courses or recruit qualified staff to work with us?

Do you feel **comfortable** and **included** when you visit the pool?

Do you typically come alone or with friends or family?

If you come with children, do you join them in the pool, or do you leave the facility, wait elsewhere, or use other facilities in the building?

How do you typically come to the facility?

In your own car? Dropped off by car? Walking? By bike? Public transit?

Do you have experience at other recreation facilities (not just pool)? If so, which ones?

AUGUST 9 & 10, 2021

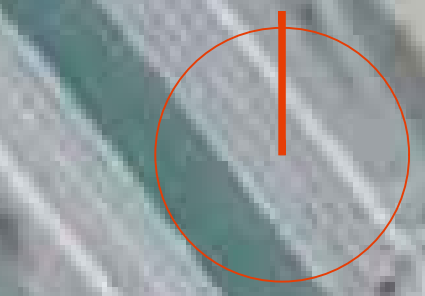
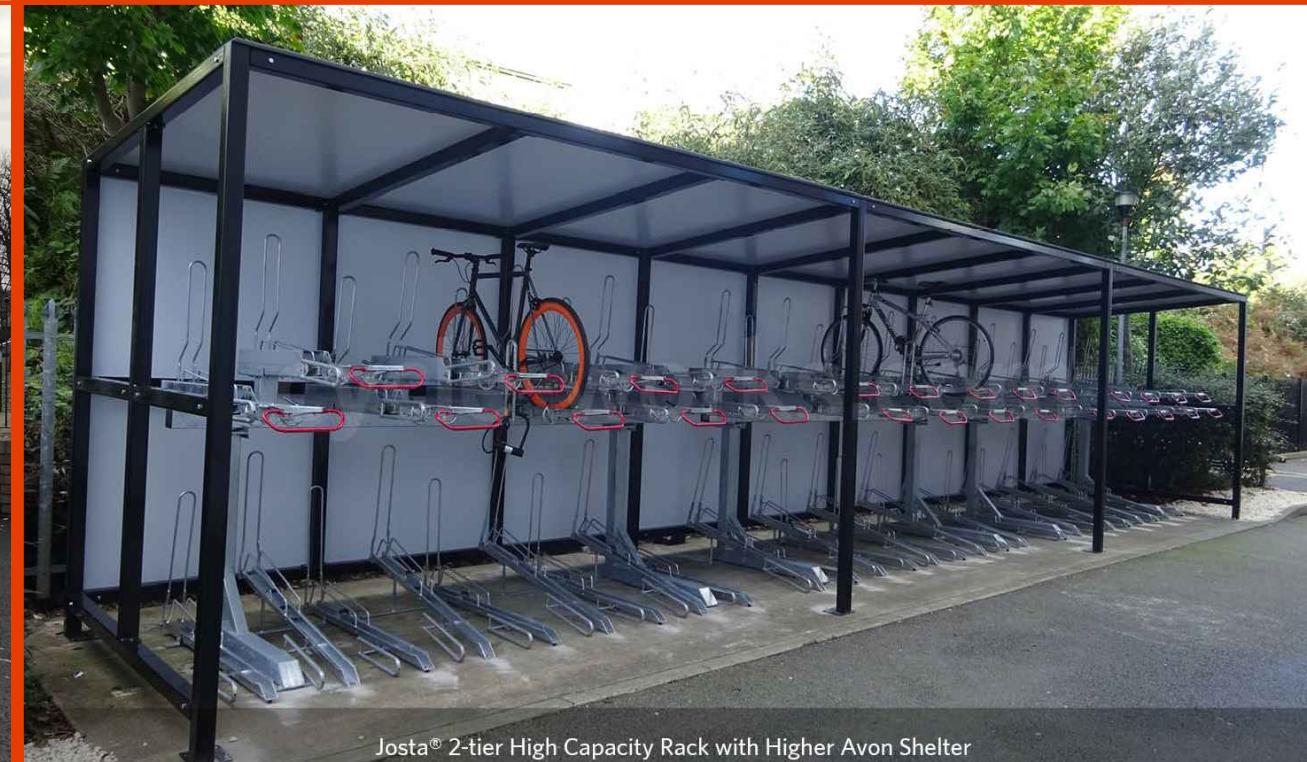


POST YOUR THOUGHTS!

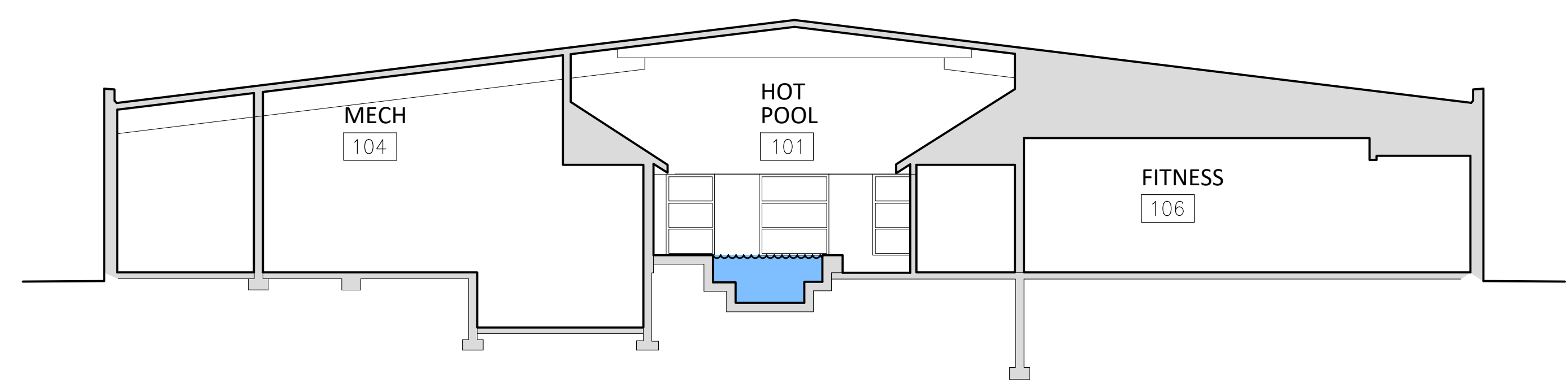
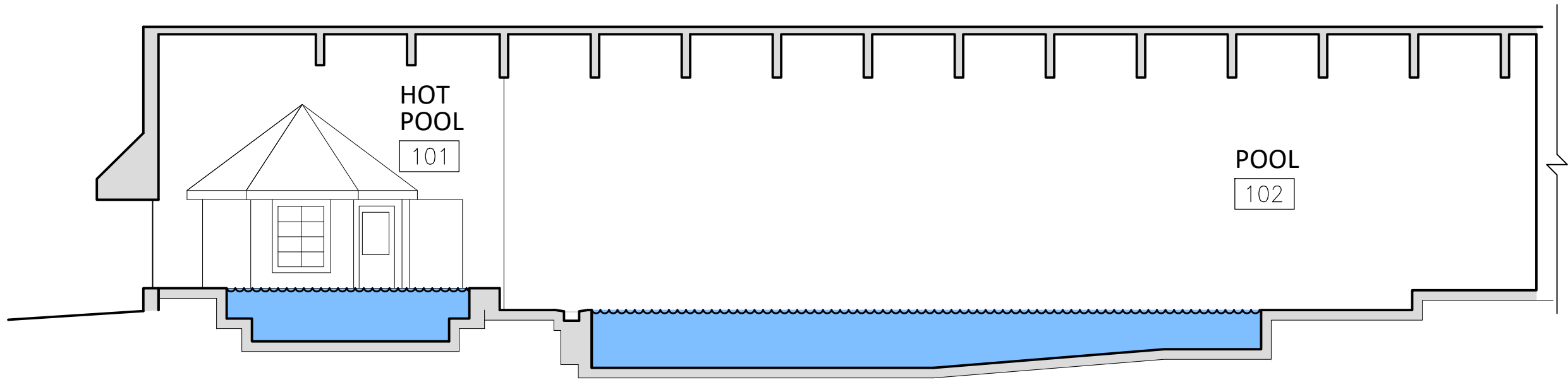
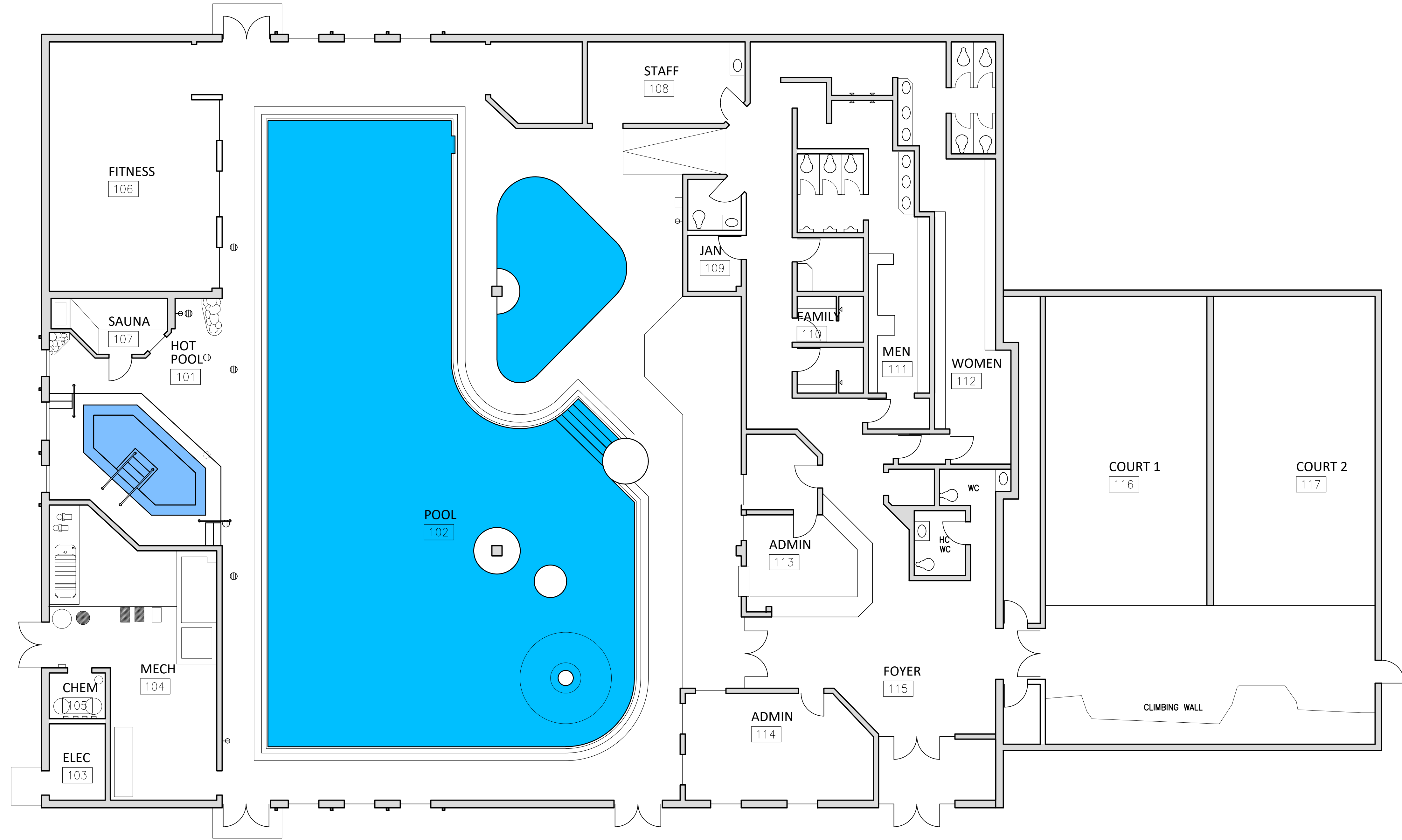
AUGUST 9 & 10, 2021



SITE AERIAL AND CONTEXT



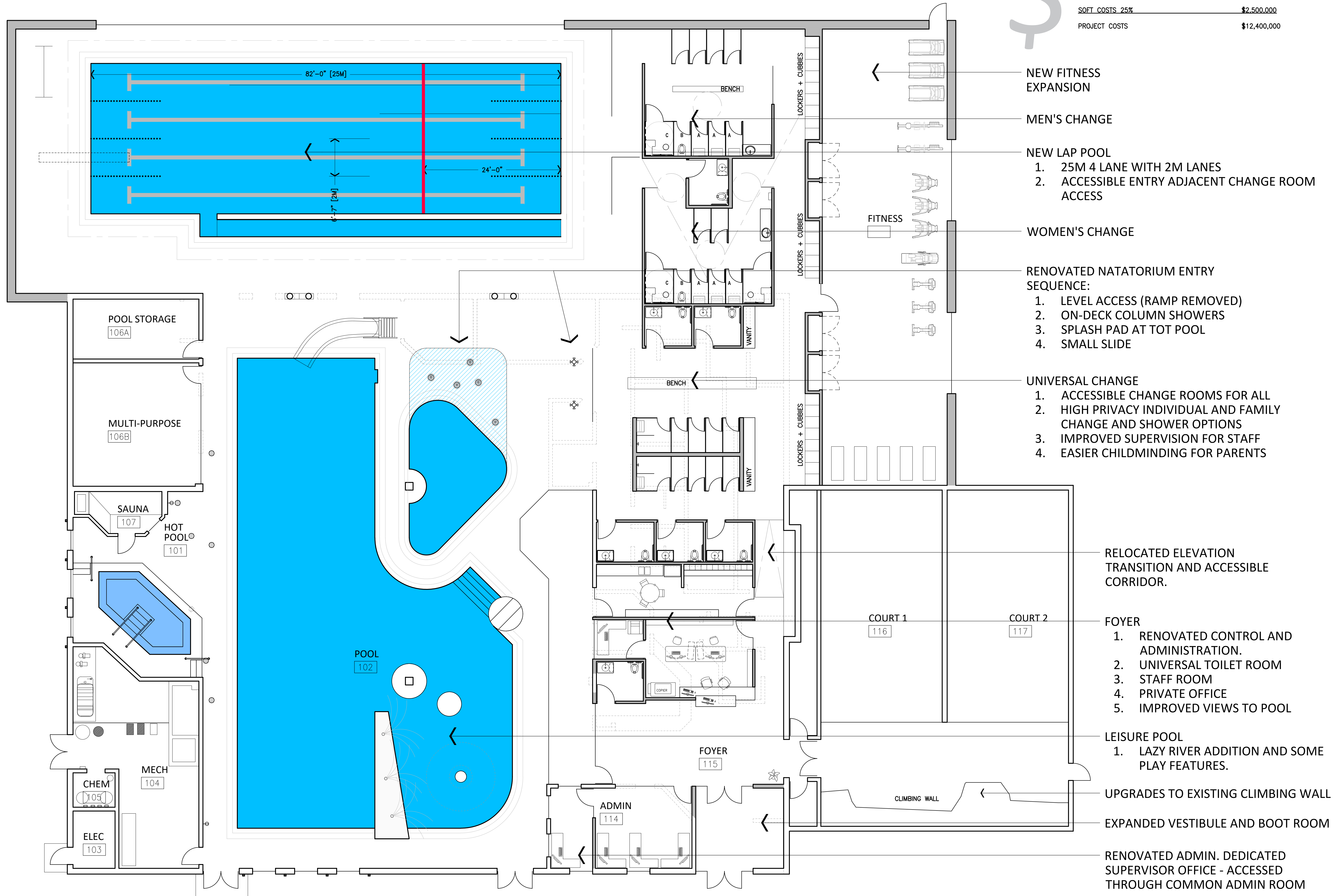
FACILITY PLAN AND SECTIONS



PROPOSED FACILITY PLAN OPTION A



WET ENVIRONMENT	\$900 PSF	9,000SF = \$8,500,000
DRY ENVIRONMENTS	\$450 PSF	2,000SF = \$900,000
CONSTRUCTION COSTS		\$9,900,000
SOFT COSTS 25%		\$2,500,000
PROJECT COSTS		\$12,400,000



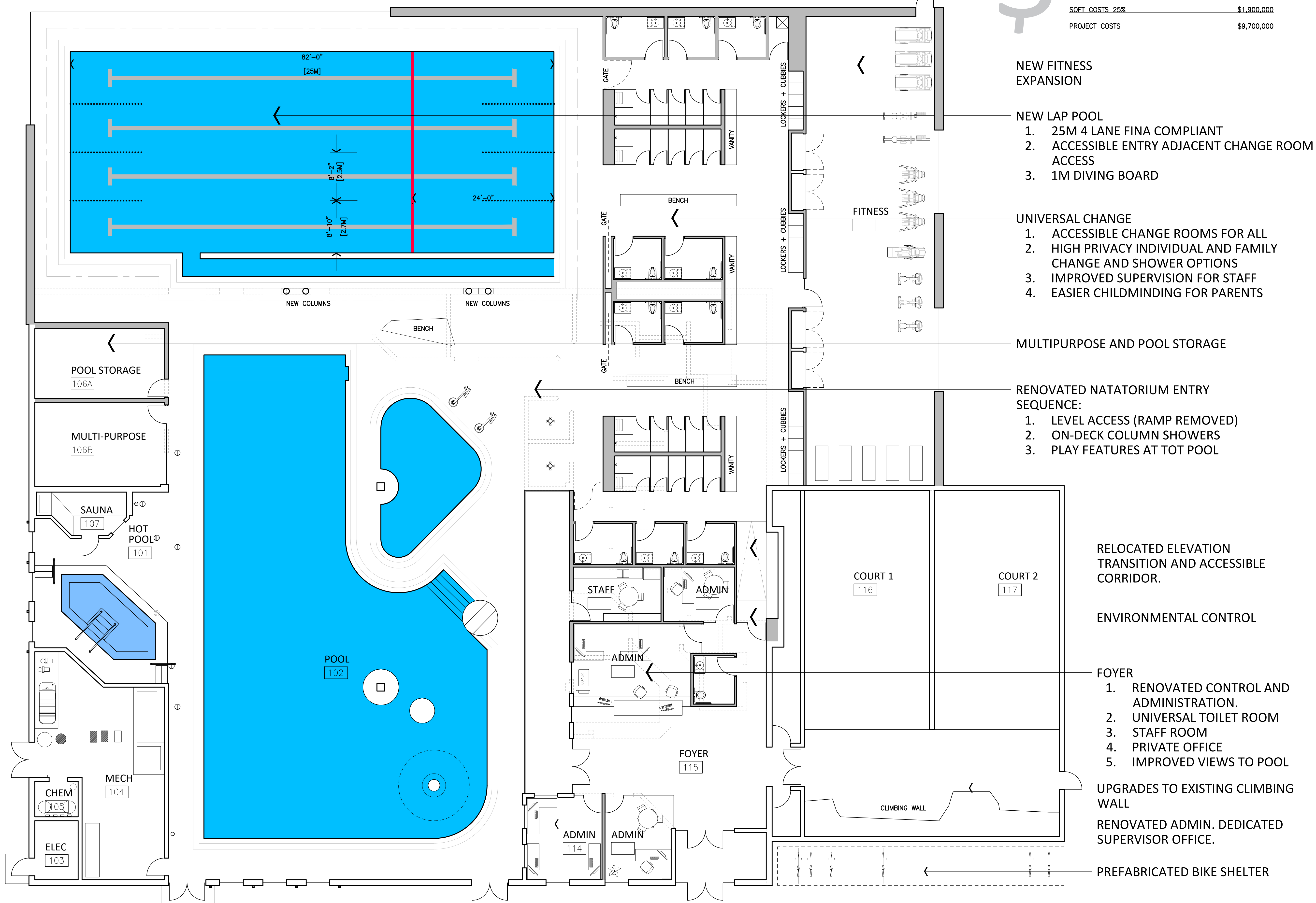
- NEW FITNESS EXPANSION
- MEN'S CHANGE
- NEW LAP POOL
 1. 25M 4 LANE WITH 2M LANES
 2. ACCESSIBLE ENTRY ADJACENT CHANGE ROOM ACCESS
- WOMEN'S CHANGE
- RENOVATED NATATORIUM ENTRY SEQUENCE:
 1. LEVEL ACCESS (RAMP REMOVED)
 2. ON-DECK COLUMN SHOWERS
 3. SPLASH PAD AT TOT POOL
 4. SMALL SLIDE
- UNIVERSAL CHANGE
 1. ACCESSIBLE CHANGE ROOMS FOR ALL
 2. HIGH PRIVACY INDIVIDUAL AND FAMILY CHANGE AND SHOWER OPTIONS
 3. IMPROVED SUPERVISION FOR STAFF
 4. EASIER CHILDMINDING FOR PARENTS
- RELOCATED ELEVATION TRANSITION AND ACCESSIBLE CORRIDOR.
- FOYER
 1. RENOVATED CONTROL AND ADMINISTRATION.
 2. UNIVERSAL TOILET ROOM
 3. STAFF ROOM
 4. PRIVATE OFFICE
 5. IMPROVED VIEWS TO POOL
- LEISURE POOL
 1. LAZY RIVER ADDITION AND SOME PLAY FEATURES.
- UPGRADES TO EXISTING CLIMBING WALL
- EXPANDED VESTIBULE AND BOOT ROOM
- RENOVATED ADMIN. DEDICATED SUPERVISOR OFFICE - ACCESSED THROUGH COMMON ADMIN ROOM



PROPOSED FACILITY PLAN OPTION B



WET ENVIRONMENT	\$900 PSF	7,500SF = \$6,750,000
DRY ENVIRONMENTS	\$450 PSF	2,000SF = \$900,000
EXTERIOR UPGRADES	\$150 PSF	500SF = \$75,000
CONSTRUCTION COSTS		\$7,725,000
SOFT COSTS 25%		\$1,900,000
PROJECT COSTS		\$9,700,000



- NEW FITNESS EXPANSION
- NEW LAP POOL
 1. 25M 4 LANE FINA COMPLIANT
 2. ACCESSIBLE ENTRY ADJACENT CHANGE ROOM ACCESS
 3. 1M DIVING BOARD
- UNIVERSAL CHANGE
 1. ACCESSIBLE CHANGE ROOMS FOR ALL
 2. HIGH PRIVACY INDIVIDUAL AND FAMILY CHANGE AND SHOWER OPTIONS
 3. IMPROVED SUPERVISION FOR STAFF
 4. EASIER CHILDMINDING FOR PARENTS
- MULTIPURPOSE AND POOL STORAGE
- RENOVATED NATATORIUM ENTRY SEQUENCE:
 1. LEVEL ACCESS (RAMP REMOVED)
 2. ON-DECK COLUMN SHOWERS
 3. PLAY FEATURES AT TOT POOL
- RELOCATED ELEVATION TRANSITION AND ACCESSIBLE CORRIDOR.
- ENVIRONMENTAL CONTROL
- FOYER
 1. RENOVATED CONTROL AND ADMINISTRATION.
 2. UNIVERSAL TOILET ROOM
 3. STAFF ROOM
 4. PRIVATE OFFICE
 5. IMPROVED VIEWS TO POOL
- UPGRADES TO EXISTING CLIMBING WALL
- RENOVATED ADMIN. DEDICATED SUPERVISOR OFFICE.
- PREFABRICATED BIKE SHELTER



SITE AERIAL AND CONTEXT

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TORONTO STREET

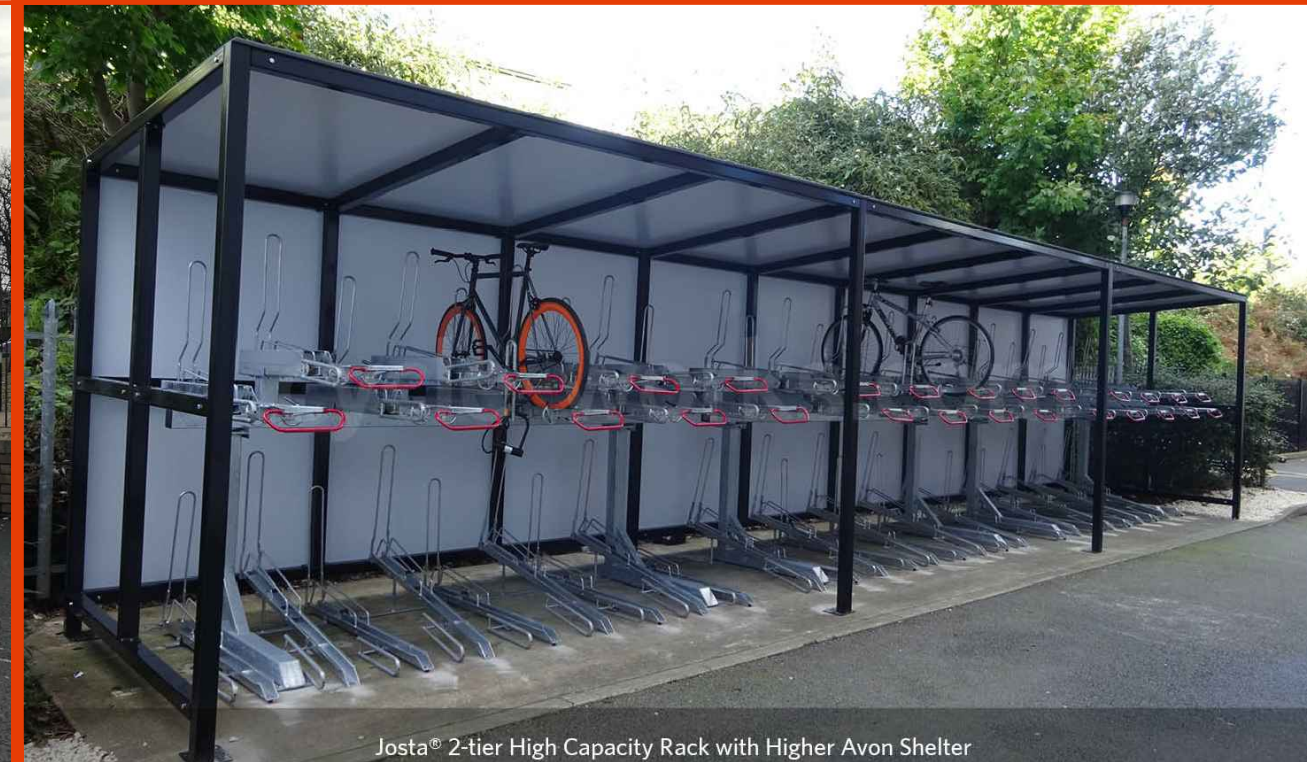
BULKLEY DRIVE

BV POOL

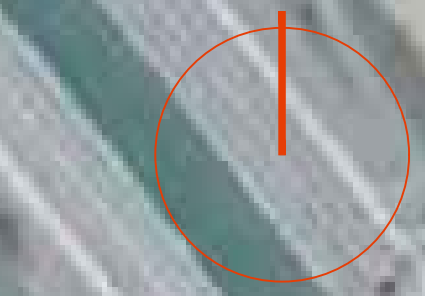
PARKING

NEW EXTERIOR COVER

YELLOWHEAD HWY

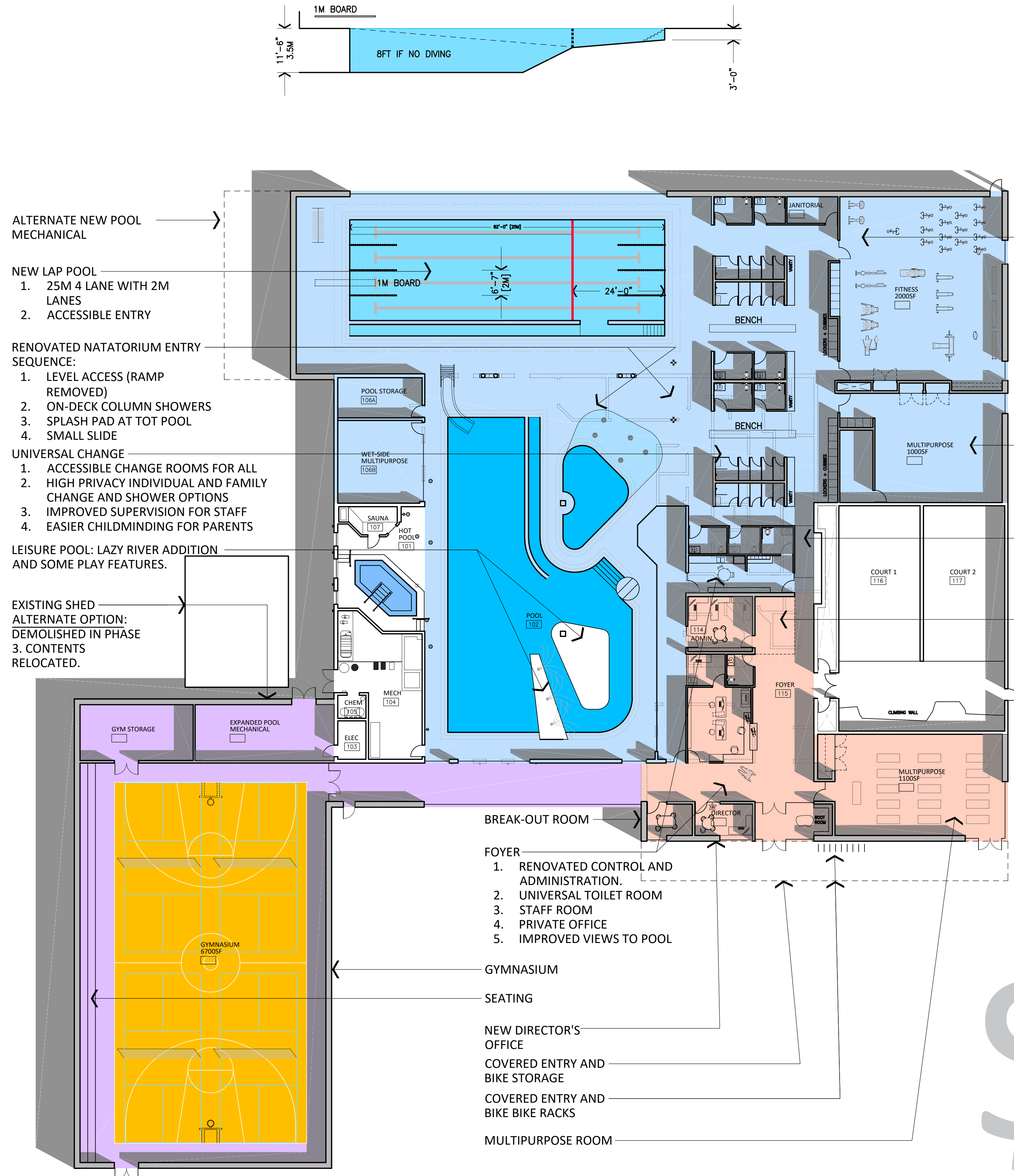


Carscadden GDH SOLUTIONS BV REGIONAL POOL & RECREATION CENTRE



DECEMBER 15, 2021

PROPOSED FACILITY PLAN PREFERRED OPTION



ALTERNATE NEW POOL MECHANICAL

NEW LAP POOL
 1. 25M 4 LANE WITH 2M LANES
 2. ACCESSIBLE ENTRY

RENOVATED NATATORIUM ENTRY SEQUENCE:

1. LEVEL ACCESS (RAMP REMOVED)
2. ON-DECK COLUMN SHOWERS
3. SPLASH PAD AT TOT POOL
4. SMALL SLIDE

UNIVERSAL CHANGE

1. ACCESSIBLE CHANGE ROOMS FOR ALL
2. HIGH PRIVACY INDIVIDUAL AND FAMILY CHANGE AND SHOWER OPTIONS
3. IMPROVED SUPERVISION FOR STAFF
4. EASIER CHILDMINDING FOR PARENTS

LEISURE POOL: LAZY RIVER ADDITION AND SOME PLAY FEATURES.

EXISTING SHED ALTERNATE OPTION: DEMOLISHED IN PHASE 3. CONTENTS RELOCATED.

NEW FITNESS EXPANSION

MULTIPURPOSE AND STORAGE

RELOCATED ELEVATION TRANSITION AND ACCESSIBLE CORRIDOR.

POTENTIAL CONCESSION SPACE

BREAK-OUT ROOM

- FOYER
1. RENOVATED CONTROL AND ADMINISTRATION.
 2. UNIVERSAL TOILET ROOM
 3. STAFF ROOM
 4. PRIVATE OFFICE
 5. IMPROVED VIEWS TO POOL

GYMNASIUM

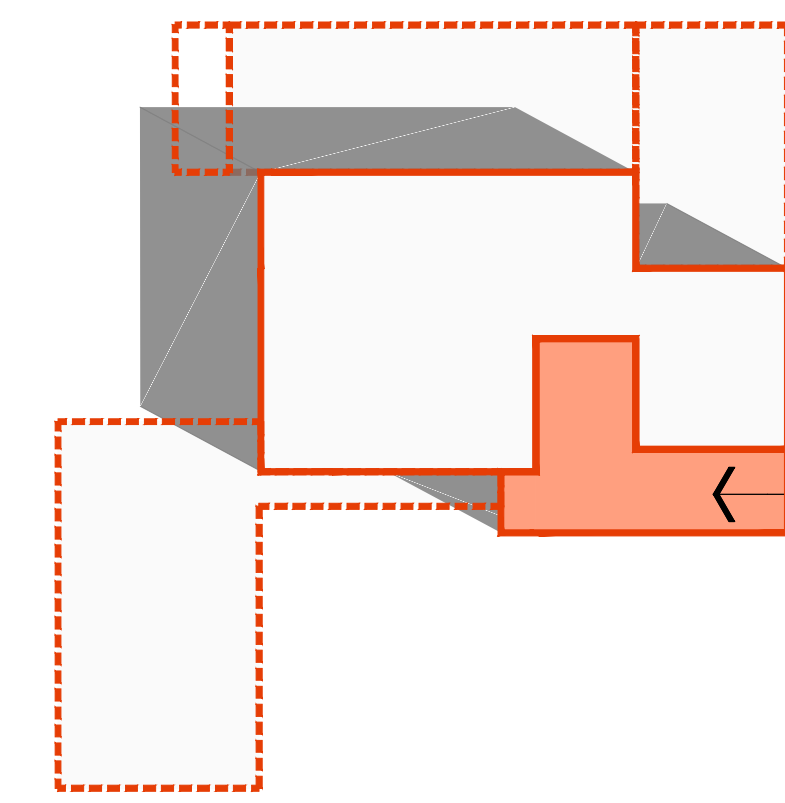
SEATING

NEW DIRECTOR'S OFFICE

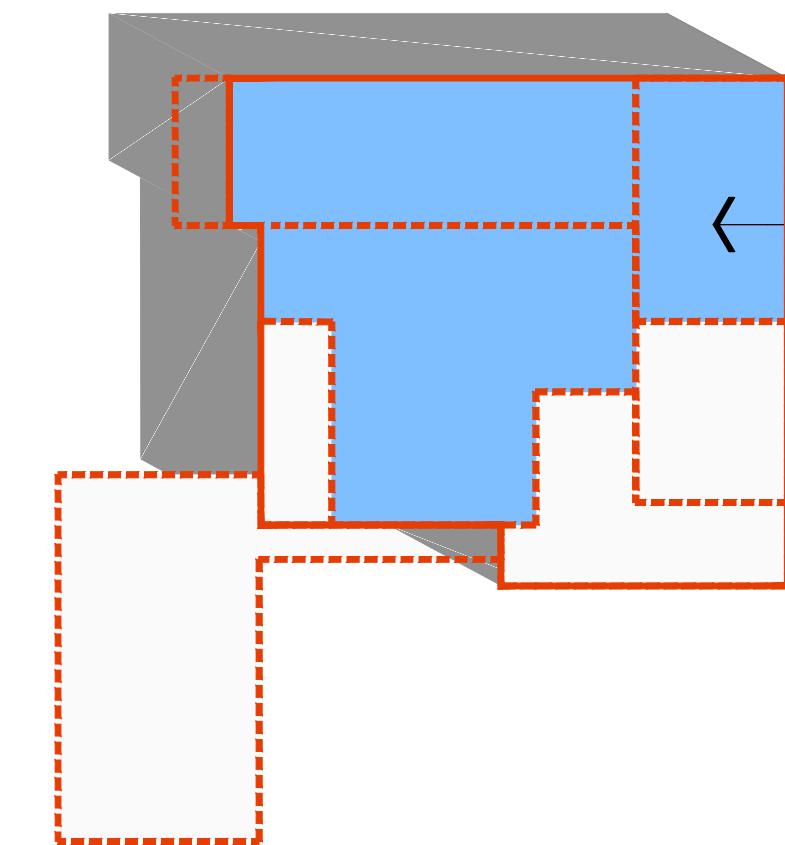
COVERED ENTRY AND BIKE STORAGE

COVERED ENTRY AND BIKE BIKE RACKS

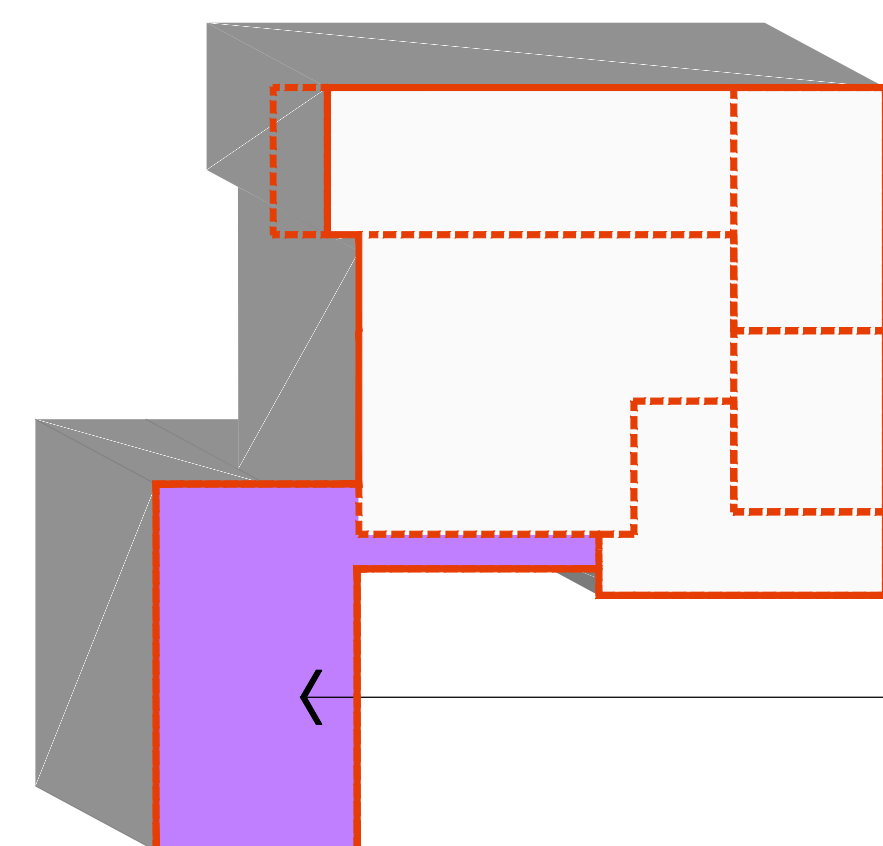
MULTIPURPOSE ROOM



- PHASE 1:
1. ENTRY AND ADMINISTRATIVE UPGRADES.
 2. NEW MULTIPURPOSE ROOM.



- PHASE 2:
1. AQUATIC AND CHANGE RENOVATIONS
 2. AQUATIC AND CHANGE ADDITION
 3. NEW FITNESS AND MULTIPURPOSE ROOMS.



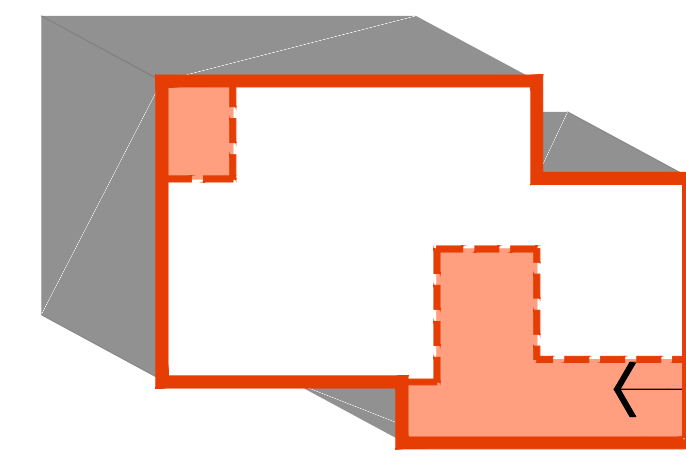
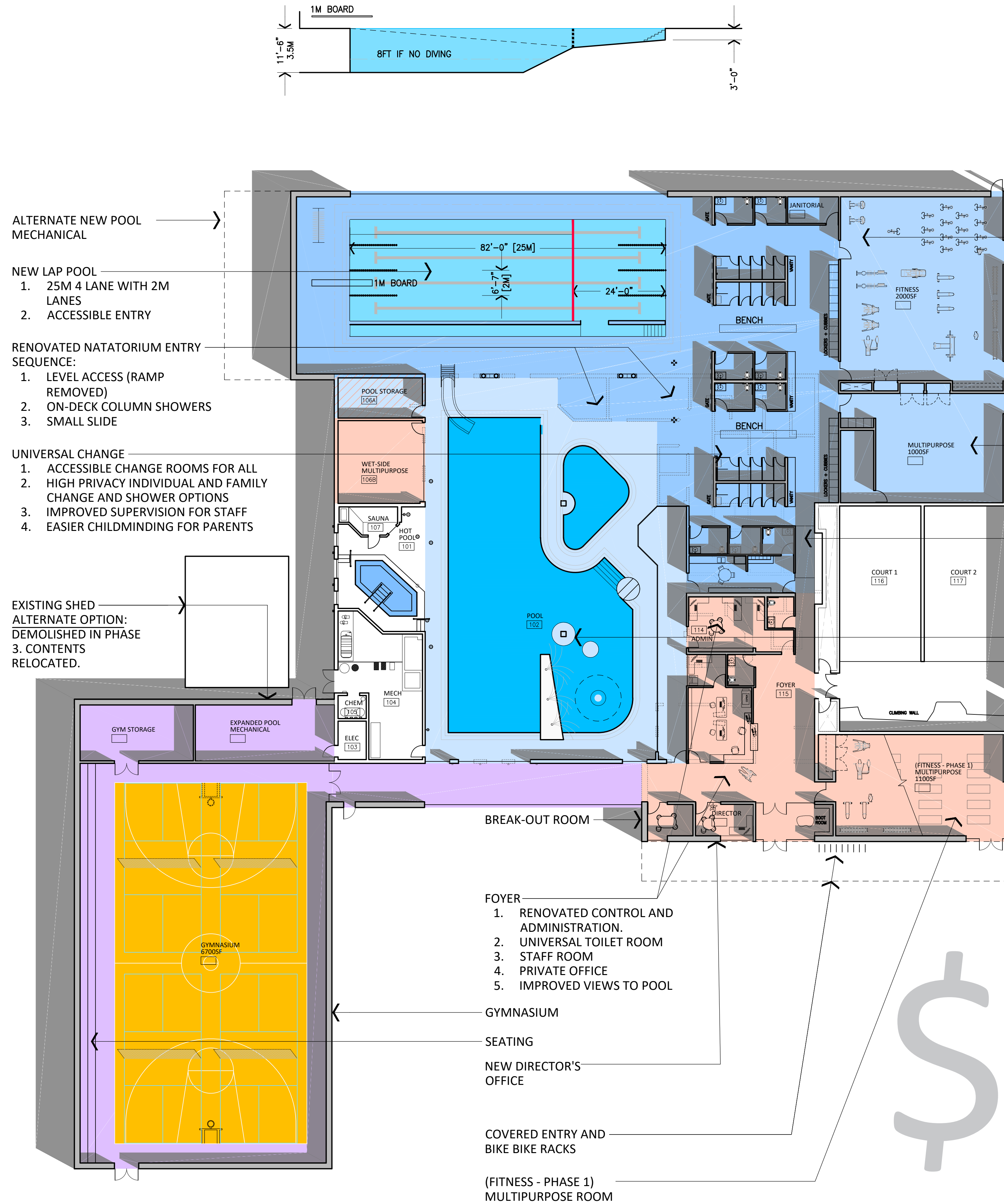
- PHASE 3:
1. NEW GYMNASIUM WITH STORAGE AND CONNECTING CORRIDOR.



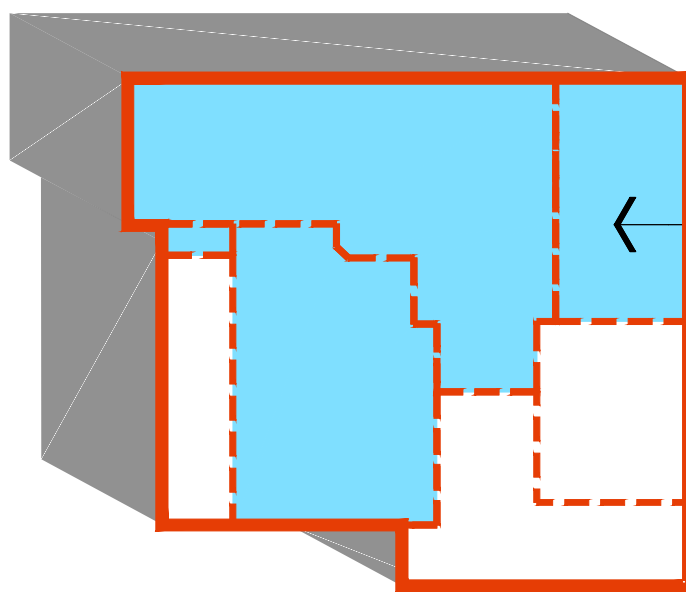
PROGRAM	COST PER SF	AREA (SF)	CONSTRUCTION COSTS	SOFT COSTS	PROJECT COSTS
PHASE 1: ADMIN + ENTRY	\$500 PSF	3,800 SF	\$1.9M	\$0.5M	\$2.4M
PHASE 2: POOL + FITNESS					
- WET-SIDE RENOVATION	\$600 PSF	9,600 SF	\$5.8M	\$3.6M	\$18.1M
- WET-SIDE ADDITION	\$1,000 PSF	\$6,600 SF	\$6.6M		
- FITNESS EXPANSION	\$500 PSF	4,100 SF	\$2.1M		
PHASE 3: GYMNASIUM	\$550 PSF	9,200 SF	\$5.1M	\$1.3M	\$6.4M
TOTAL COSTS			\$21.5M	\$5.4M	\$26.9M

* 2021 COSTS
 ** SOFT COSTS (CONSULTANTS, FEES, PERMITS, ETC.) BASED ON 25% OF CONSTRUCTION COSTS
 *** DOES NOT INCLUDE MUNICIPAL SERVICE UPGRADES (SITE DEVELOPMENT COSTS)

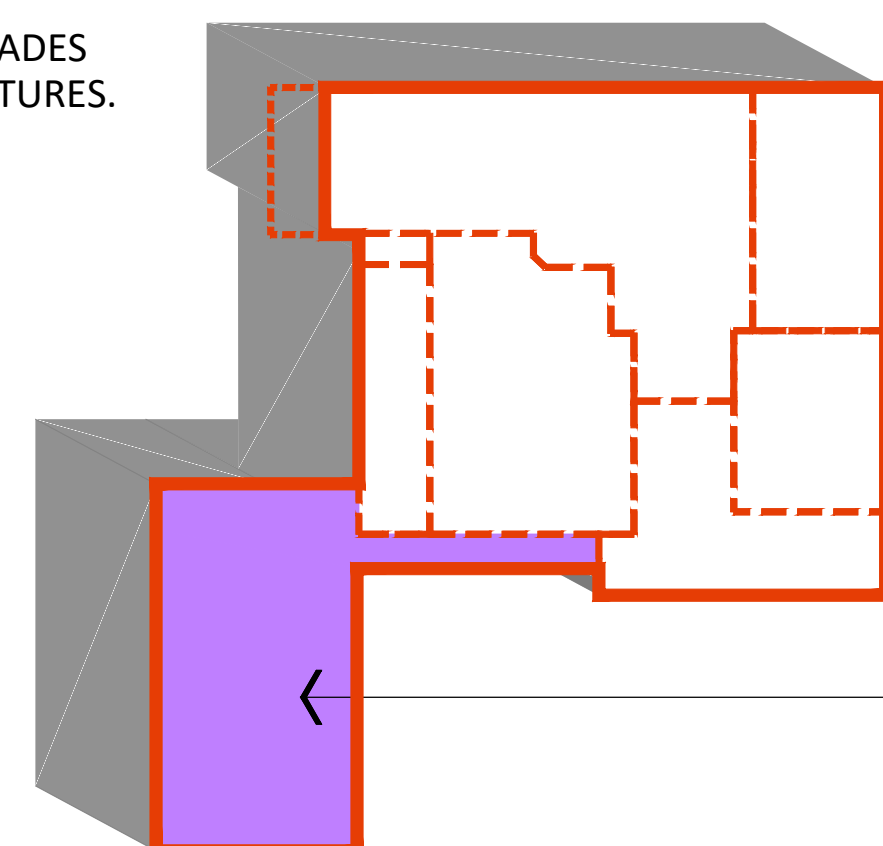
PROPOSED FACILITY PLAN PREFERRED OPTION - REVISED



- PHASE 1:**
- ENTRY AND ADMINISTRATIVE UPGRADES
 - NEW MULTIPURPOSE ROOM (FITNESS IN PHASE 1)



- PHASE 2:**
- AQUATIC AND CHANGE RENOVATIONS
 - AQUATIC AND CHANGE ADDITION
 - NEW FITNESS AND MULTIPURPOSE ROOMS



- PHASE 3:**
- NEW GYMNASIUM WITH STORAGE AND CONNECTING CORRIDOR.



PROGRAM	COST PER SF	AREA	CONSTRUCTION COSTS	SOFT COSTS	PROJECT COSTS
PHASE 1: ADMIN + ENTRY + FITNESS	\$500 PSF	3,800 SF	\$1.9M	\$0.5M	\$2.4M
PHASE 2: POOL + FITNESS					
- WET-SIDE RENOVATION (NATATORIUM)	\$250 PSF	6,600 SF	\$1.7M	\$3.1M	\$15.5M
- WET-SIDE RENOVATION (CHANGEROOMS)	\$600 PSF	2,600 SF	\$1.6M		
- WET-SIDE ADDITION	\$1,000 PSF	7,000 SF	\$7.0M		
- FITNESS EXPANSION	\$500 PSF	4,100 SF	\$2.1M		
PHASE 3: GYMNASIUM	\$550 PSF	9,200 SF	\$5.1M	\$1.3M	\$6.4M
TOTAL COSTS			\$19.4M	\$4.9M	\$24.3M

* 2021 COSTS
 ** SOFT COSTS (CONSULTANTS, FEES, PERMITS, ETC.) BASED ON 25% OF CONSTRUCTION COSTS
 *** DOES NOT INCLUDE MUNICIPAL SERVICE UPGRADES (SITE DEVELOPMENT COSTS)

Bulkley Valley Regional Pool and Recreation Centre

Facility Function and Program Review Report

Operational Review and Community Consultation



January 2022

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Appendix A - Community Consultation Report

Bulkley Valley Regional Pool and Recreation Centre Facility Function and Program Review Report

Project Scope

The Bulkley Valley Pool and Recreation Centre is operated under the direction of the Bulkley Valley Aquatic Centre Management Society (BVACMS). They sought professional support to review the 30 year old Pool and Recreation Centre.

The specific objectives of the Review were:

1. Assessment of facility programs and services
2. Assessment of administrative efficiencies
3. Assessment of community needs for the enhancement of public service and public safety
4. Setting priorities for short and long term goals. Finding a balance between ongoing facility improvements and/or retrofits with long term facility replacement.

These objectives were addressed through a multi-stage approach:

- A comprehensive stakeholder consultation, including the community – both facility users and non-users, staff and board members.
- Conducted a thorough review and assessment of the physical state of the facility
- Assessed the operations and programming.

This current review was conducted during COVID-19, which has had a significant impact on the public use and operation of this facility. It is still not clear what the final impacts of the pandemic will be, moving forward.

Trends in Recreation

Parks and recreation activities, infrastructure, and participation are constantly changing in response to broader societal trends. Parks and recreation trends in 2020 and 2021 were also affected by the COVID-19 pandemic, and in some ways the pandemic accelerated trends that were already occurring. Public health requirements forced people to make changes in how they visit parks and pursue recreation activities. Parks and recreation will play a greater role in supporting mental health and well-being.

Trends show a reduction in structured activities such as organized sports and group lessons, and an increase in unstructured activities. With the pandemic, municipalities have been seeking ways to animate recreation spaces to encourage independent and spontaneous recreation activity.

The following are high level trends in recreation, from a variety of sources.

Participation

- Focus is on independent activities and wellness
- Greater interest in outdoor activities
- Flexibility - drop-in classes, access to facilities

Service Delivery

- Partnerships with community groups
- Flexibility and creativity in programming

Infrastructure

- Aging infrastructure is a concern
- Multi-purpose facilities that serve as community hubs
- New facilities and renovations incorporating the learnings from COVID, including no-touch doors, faucets and toilets, and more emphasis on ventilation and air handling

Flexible Pricing

- Pricing designed to bring in more residents/community members to recreation spaces by offering membership programs and flexible pricing.

Aquatics

- One aquatics trend involves offering programming that appeals to the needs of niche audiences. Building programs around specific needs or age groups allows participants to bond over similar goals and makes it a more comfortable environment.
- Classes that offer a mix of cardio and strength are gaining popularity.

Demographics

The 2021 census data has not yet been released. The first major population numbers will be released February 9, 2022.

Population projections are available on BC Stats, using the Local Health Area 514. This includes Smithers Town Centre, Smithers Rural, the Witset First Nation and Houston. This was the best configuration that captures Smithers (population of 5,351 in 2016), Telkwa and the surrounding rural areas. It also includes Houston, which has a population of about 3,600.

The total population for Local Health Area 514 was estimated at 17,736 in 2021. It is projected to grow to 18,080 in 2022, then to 21,917 in 2032 and finally 25,509 in 2041.

The number of infants, children and youth (ages to 19) in this LHA in 2022 is estimated at 4,301, rising to 4,822 in 2032, and 5,278 in 2041.

Adults ages 20 to 64, estimated at 10,905 will grow in number to 13,036 in 2032, and to 15,641 in 2041.

Seniors aged 65 to 90+ will increase in numbers from 2,874 in 2022 to 4,059 in 2032, and then to 4,590 by 2041.

The following chart illustrates these projected numbers.

Year	Children & Youth (0-19)	Adults (20-64)	Seniors (65-90+)	Total Population
2022	4,301	10,905	2,874	18,080
2032	4,822	13,036	4,059	21,917
2041	5,278	15,641	4,590	25,509

This table clearly shows the dramatic growth in the adult and seniors' population over the next 20 years.

Stakeholder Consultation

Introduction

A comprehensive stakeholder consultation process was undertaken for an updated, improved Bulkley Valley Regional Pool and Recreation Centre, including the facility, programs and operations. This process was conducted during the pandemic – all safety protocols were followed.

It is likely that the participation in the consultation process was impacted both in numbers and in the perspective of the respondents. The facility was required to continuously implement COVID-19 protocols to ensure the safety of the participants, and at times was closed, or could only accommodate a very limited number of people. These measures very much affected the opportunities to offer swimming lessons and other programs.

More than 400 people provided input to the review through the online survey, paper surveys, stakeholder interviews, an in-person public consultation, use of “sticky notes”, a staff consultation meeting and a board consultation meeting. The full survey results can be found in the Appendix.

The information acquired through the entire consultation process was the basis for the recommendations for improvements to the facility, the program and operations.

Summary of Stakeholder Consultation Process

A variety of methods were used to gather information from the community regarding the future of the Bulkley Valley Regional Pool and Recreation Centre.

These methods included: Survey Monkey, interviews with key stakeholders, in person consultation session, staff meetings and a meeting with the Board, to gather a large amount of information. The survey generated 330 responses, plus 10 paper responses.

The entire consultation results are in the Appendix. The following is a summary of the consultation findings.

Survey Monkey

This online survey generated 330 responses. An additional 10 paper versions were also completed.

Q1. Did you or anyone in your household participate in programs or activities in the facility pre-covid and past 16 months?

Almost 80 % of the respondents had participated in some way at the facility.

Q2. If yes, which of the facilities did you use?

The facility uses were primarily water based – the pool and the hot tub. The fitness centre, climbing wall, sauna and court sports were next, in that order.

The main comments on the “needs improvement” side were that the pool, changerooms and fitness area were too small, and often crowded.

On the “compliments” side, the facilities are clean, staff are amazing, the climbing wall and squash courts are great, pretty good wheelchair access.

Q3. Were you satisfied with your experience at the facility?

The majority of the facility users, about 85%, were satisfied with their experience at the facility.

Q4. *Did you or anyone in your household participate in any programs?*

The most popular programs were swimming lessons (60%), fitness programs (30%) and summer camps (20%)

Q5. *What needs to be improved/added at the facility?*

Specific information re “facility improvements” in order of popularity:

1. Additional and improved leisure pool features(waterslides, lazy river)
2. Larger lane pool
3. Larger fitness space, not located off the deck
4. Larger and more family changerooms
5. Multi-purpose room for programs, summer camps
6. Better lobby, larger boot room
7. Better accessibility

Q6. *What types of Programs would be of interest to you or anyone in your household?*

- Programs for pre-schoolers, children, youth and adults (40-45%)
- 25% answered “programs for seniors”

Comments list included:

- Youth programs
- “Active” kids’ programs
- Weekend swim lessons
- Adult programs at noon or after work, or later evening for Moms
- Senior’s exercise + socializing

Q7. *Are there any Issues with registering for a program or booking a time or space?*

- 65% had no issues, 35% had concerns
- Availability of lessons and programs for kids
- Online booking was an issue, but has now been improved

Q8. *What are the barriers (if any) for you or anyone in your household to participate in activities at the Pool and Recreation Centre?*

- Hours for kid’s swim lessons (need more evenings and weekends)
- Lap swim too busy
- Cost
- Transportation
- Schedules – e.g., Fitness, Aquafit
- Water is too cold - for seniors and babies
- If the pool is closed, all other areas are closed as well

Q9. *What type of facility improvements would encourage you or a member of your household to visit the Centre?*

There were a large number of responses to this question (140). The most frequent were:

- Increase size of lap pool

- Deep end with rope swing
- Larger kids pool
- Separate pools – leisure (warmer) and lap (cooler)
- Water slides
- Lazy River
- Fountains, Squirt cannons
- Diving boards
- Community hall, multipurpose room
- Larger, better equipped fitness room – not off pool deck
- Bigger entrance way and lobby
- Climbing wall expansion- bouldering section

Q10. *What programs would encourage you or household to visit the facility?*

- More varied lesson times for kids
- More toddler lessons
- Swim lessons on weekends or evenings
- Teen only swim lessons
- Teen and Pre-teen swims
- More seniors' programs
- Swim camps for kids with special needs
- Climbing programs
- Childcare during adult lessons
- Fitness classes

Q11 and Q12 were regarding support and assistance with developing and funding facility upgrades. Thirty people indicated their support and provided their names.

Stakeholder Interviews

Interviews were conducted with users of the climbing wall, squash courts, fitness facility and the pool. Some were affiliated with the related sports organizations.

They provided a number of suggestions for facility improvements. Their comments supported those in the community survey. A brief summary of the comments follows:

- Changerooms and showers are inadequate
- Need a larger pool (50M would be great), and 6 lanes
- Larger pool with more features
- Pool lanes are too narrow
- Need a diving board
- No good seating area on deck
- Hot tub is too small
- Deck space is too small
- Leisure pool configuration and depth, difficult for swim meets and training
- Need a larger fitness area, not directly off the pool deck
- Climbing wall needs maintenance
- For the climbing area, consider a pre-made Board that has many possible routes, that light up

- Need a large multi-purpose room (many comments on this)
- A program room
- Need a better administrative and “control” area
- Lobby and boot room are too small
- Covered area outside door, with seating, where people wait to get into building (rains and snows a lot)

Public Consultation On Site

The staff, members of the board and the consultants participated in speaking to the general public in this information gathering session.

About 45 people dropped in to provide their comments and some filled out paper surveys and provided their comments on sticky notes. Valuable information was obtained, that supported the survey results and provided additional insight into the community’s needs.

The sticky notes board was available for a period of time after the consultation day. The comments included:

- Water slide(several notes), a children’s slide, bigger diving board, rope swing
- Lazy river (several notes)
- Wider lanes, deeper pool, 50 M pool
- Need toilets in family change rooms
- More private change rooms
- Bigger, better fitness centre with better access (several comments); not enough equipment
- Pit below climbing wall
- Multi-purpose room (several comments)
- Longer opening hours
- Enlarge entrance
- Lower fees, Loonie swims

Staff Consultation

The consultants met with senior management staff and then the full time facility staff.

The following is a summary of the comments and concerns.

Operational Comments:

1. The staff are now accustomed to working with ActiveNet for POS, membership sales and program registrations. During COVID-19 staff were using Active Net in different ways for pre-booking all facility activities. This was a steep learning curve, and during this time the burden of processing fees was high for facility staff. The public are now able to register in person as well as online.
2. The level of staffing is a big issue. Management and administrative staff gets drawn into operational issues due to a shortage of front line staff. This is true for both aquatic staff and administrative staff.

3. More staff support is needed to effectively run the climbing wall and courts – need to increase programming & promotion in order to increase levels of participation. It is a unique facility and could do well with adequate staff support.
4. Operating the concession is a burden on staff and does not appear to be an essential service. It was discussed and suggested that the concession operations cease and be replaced with additional vending machines

Facility Comments:

Lobby and Administration

1. The front counter and the whole administrative space needs to be re-designed and changed. The control function combined with the administrative function needs to be maintained.
2. The lobby space needs to be more efficient space – that improves the facility flow.
3. There is a pressing need for office space for the management team. It is essential for privacy and productivity that management staff have dedicated office space.

Pool and Changerooms

1. Facility hallways are too narrow.
2. Need more and bigger family changerrooms.
3. Fully accessible changerrooms
4. New lockers
5. Handicapped changerroom too small.
6. Men's changerroom needs cubicles.
7. Entrances and exits to changerrooms can be confusing.
8. Need wider lanes – narrow lanes cause accidents
9. Deep end – too short and too shallow
10. Not enough deck space
11. Tot pool area is too small and too close to big pool (deep end)
12. Need a separate leisure pool with warmer temperature – for small children and families, and public leisure swim, leisure pool with beach entrance and water features
13. Ramp into hot tub would be useful

14. Blind spots in pool area – posts in tot pool and lagoon create blind spots; another blind spot is the shallow end wall by hot tub, can't see hot tub if standing by that wall (lifeguard guard route on pool deck is adjusted because of this).

Fitness Centre

1. There is a need for a new fitness centre, that is not accessed from the pool deck
2. Fitness centre could be converted to a classroom (for aquatic leadership courses) or for children's birthday parties. (Staff identified the need for dedicated classroom/multi-purpose space)
3. Need better & more fitness equipment

Other Spaces

1. Larger equipment storage room is needed
2. First Aid Room needed
3. Need a shower and bathroom in the staffroom.

Board of Directors Input

1. Front entrance and lobby is a priority
2. Pool in Houston is a good example (4 lane pool with diving blocks, separate leisure pool with amenities)
3. Need to increase staff wages and training
4. Need to review admissions cost (currently \$6.70) – want to keep it reasonable
5. Fitness room needs improvements
7. "Facility For All" that meets the needs of the whole community

Operational Review and Analysis

Management

The Bulkley Valley Regional Pool and Recreation Centre is operated under the direction of the Aquatic Centre Management Society. They have a volunteer Board of Directors that is responsible for operation of the facility. They meet monthly to deal with facility and maintenance, and programs and management. They host an Annual General Meeting open to the public, where they share the year's accomplishments and challenges, and present the upcoming year's plan and the budget.

The Pool Committee, which consists of representatives from the Regional District of Bulkley-Nechako (Rural A), the Town of Smithers, and the Village of Telkwa, oversees the financial aspects, both operating and capital budgets. They also determine the rate of financial subsidy, provided through taxes.

The Centre is managed by the Facility Manager who reports to the Pool Committee and the Board of Directors. The Manger oversees the overall management and operations of the facility, with the support of the Facility Programmer, and the Finance Supervisor, who both report to the Manager. The third direct report is the Maintenance Worker.

The Facility Manager is responsible for long and short term planning, human resources, marketing, occupational health and safety, the management of the annual budget and community outreach and support. The Facility Manager reports to the Pool Committee for fiscal and resource accountability, and the Board of Directors for operations.

The Facility Programmer looks after seasonal and week to week planning, staff schedules and training, marketing (delivery), management of the aquatic leaders/shift supervisors, the department budget, and provides support the Facility Manager with human resource management.

The Finance Supervisor looks after the accounts receivable and payable, the staff payroll and manages the front desk staff.

Management is stretched thin with the breadth of responsibilities, the lack of adequate staff in the aquatics area, and no other full-time staff in the "dry program" area. The population is projected to increase steadily over the next 10 to 20 years.

The management staff complement needs to be increased in order to effectively operate the facility and provide responsible leadership.

Another issue that affects management's productivity is the lack of proper office space. This has been addressed in the facility design section of this report.

The Maintenance Worker is responsible for the mechanical and pool systems, the janitorial (high level), risk management facility upkeep, and the department budget (re maintenance). Maintenance is supported by the janitorial duties undertaken by the aquatics staff.

Administration, Programs, and Services

Administration

The Finance Supervisor oversees the management of the front desk staff. It is the role of these reception and administrative staff to look after program registration, both online and in person. They also handle the admissions, for the pay-as-you-go activities, including recreational swim, fitness, racquet sports and the climbing wall.

The Finance Supervisor is responsible for the accounts receivable and payable, and the staff payroll.

The administrative functions appear to be well run and serve the needs of the public as well as the staff. Management and administrative staff are now very familiar with the new program registration system (ActiveNet) and have adapted to its use. Staff schedules are now online, which has resulted in more streamlined payroll and scheduling.

Despite the efficiencies in the administrative area, an ongoing issue is the heavy workload, and the capacity of the staff complement to handle that workload. The administrative staff are often “pulled into” operational issues, due to frequent shortages of front-line staff.

These staff provide the control of participants entering the facility, including collecting entry fees as appropriate. The same staff also provide concession services, which takes away from their regular administrative duties.

Another key issue is the lack of adequate office space, and the layout of the front desk area and the lobby. This has been reviewed by the architect and is addressed in the facility design section.

The productivity and morale of the administrative staff is negatively impacted by this work environment.

Aquatics

The Aquatic programs are led by the Aquatic Leaders/Shift Supervisors. These staff are responsible for day-to-day operations of the pool. They provide program support and quality assurance, and front line training, and supervise the pool staff. They are responsible for special event planning as well as administrative tasks. These staff also help with the janitorial duties and maintaining the quality of the pool water.

The Lifeguard/ Instructors, along with the Recreation, Fitness and Climbing Wall staff work on the front line ensuring public safety in the pool, the fitness centre and the climbing wall area. They also have janitorial duties.

Analysis of Aquatic Staffing Levels and Duties

The main programming for the facility revolves around the pool. Management is not able to meet the demand for pool based programs due to the severe shortage of qualified lifeguards and instructors. These staff require very specific training, which is expensive, time consuming and physically challenging.

Despite offering numerous incentives to attract additional lifeguards and instructors, the pool is still short staffed. This is not unique to the Bulkley Valley. Despite financial incentives in the form of subsidies to help with the cost of training and certification courses, it is difficult if not impossible to find enough qualified lifeguards, particularly for daytime hours.

The current numbers of qualified lifeguards is resulting in reduced pool hours. Although staff salaries have been increased annually, it is still extremely difficult to attract and retain aquatics staff. The management staff have been working to continue to offer incentives for people to take lifeguard training courses and then the required certification tests. They have been able to increase wages annually and offer pay rate incentives to staff who stayed.

In Bulkley Valley the small number of potential candidates and the non-union salaries make it more difficult to find pool staff. The Manager has attempted to work with the high school to encourage students to consider lifeguard training but has had little success. The Town of Golden, as an example, has been successful in working with the local high school to attract, train and hire students.

It is important that lifeguard and instructor wages are increased annually in order to continue to offer recreational swimming and a full slate of aquatic programs to the community.

Fitness Centre

The fitness centre is primarily used by drop-in patrons. There are Fitness Trainers available for personal training and staff that run fitness classes. However, no fitness classes take place in the fitness centre, as the small size and location of the fitness space is not conducive to classes. Fitness classes are held in the racquet courts and there have been outdoor fitness classes during the warm weather.

The fitness room is only open when the pool is open, which affects participation by fitness enthusiasts who generally want access early in the mornings and later in the evenings. In the past year access has been drastically impacted due to the shortage of aquatic staff and COVID-19.

Racquet Courts

There are two racquet courts, one for squash and one convertible court for racquetball or wallyball, or other dry land uses. Squash lessons are available for youth and adults. There are also squash development clinics to improve skills. A Squash Ladder is kept at the front desk for interested members, but is not well used, without administrative support for the players.

The racquet courts are not used on a full time basis. Squash is the main use, but the courts are also used for fitness activities and for children's programs, particularly in the summer months. The courts are also used as a classroom for year round first aid courses. This has an impact on the times available for use by squash players.

There is an active squash club, which is informal. They raised the funds to build the courts and helped with funding the climbing wall. It was also necessary to take out a ten year loan to pay off the debt.

They have about 50 to 60 regular players during the winter months. Squash is a "revenue positive" area for the facility.

Another issue with the courts is that they cannot be accessed if the pool is closed, as the whole facility shuts down. There is no separate entrance.

Climbing Wall

The climbing wall is a unique feature, that was also built through community fundraising. There are several climbing activities including a "Super Kids Climbing Club", family climbing time, an Intro to Climbing, and skill-based clinics.

The Climbing Club, which did the fundraising to build the wall, is not as active as it once was. The climbing wall is aging and needs more regular maintenance as well as an upgrade with new climbing features.

More administrative support is needed to offer programs and as well as the marketing of these programs and opportunities to use the wall, learn to climb and so on.

The climbing wall is also impacted by lack of access when the pool is not open.

Indoor climbing has become a very popular activity, particularly in small and medium sized towns, with a focus on outdoor activities. The indoor climbing allows outdoor enthusiasts an enjoyable indoor activity in the colder months.

Special Events

There are special events throughout the year, mainly in the pool, but also in the racquet courts and the space in the climbing wall area. For example, this Winter Season (2021) there was a “Climb with Santa”, a family climbing and crafts event. In the pool there is a “Winter Wonderland Swim” complete with a polar bear dip, snowman building and games.

The number and type of events are restricted by the facility availability and lack of a large program/events area. In the warm weather months, some events are held outside, including the annual community wide BV Pool Triathlon and legendary water fight!

Events are posted on the bvpool.com website for each season.

Subsidies

The facility has a Recreation Access program which helps support individuals and families who cannot afford to pay for use of the facility. The program allows for 12 free visits per year, after which families/individuals can get a 50% discount or a \$100 saving per person.

This program is very important to many families and individuals who otherwise would not be able to use the facility.

Operational Summary

The facility is well run and well maintained. Dealing with the impacts of COVID-19 has been a tremendous challenge, but the staff have risen to that challenge and have been able to operate the facility and offer limited programs as permitted by the health regulations.

The greatest ongoing challenge is the chronic shortage of qualified aquatic staff. At this time, the management has been able to staff the pool afterschool and weekend hours, however daytime hours are very difficult to cover. This is despite ongoing recruitment and specific “perks” such as reimbursement for the aquatic training courses.

Another major challenge is the current staffing structure and workload on the management staff. The senior staff have a broad range of responsibility, and often need to pick up responsibilities of their subordinates. The administrative staff are also stressed with multiple duties, some of which are well beyond their job descriptions. The shortage of aquatic staff, and dry-land program staff, is also an ongoing problem, which impacts the ability to offer more programs and recreational swim times.

Currently the focus is primarily on the pool, at times to the detriment of the rest of the facility. Senior staff are continuing to find ways of attracting and retaining aquatics staff.

There is a desire to enhance the programming of the non-aquatic “Recreation” side of the facility, however this is not feasible within the current staff structure.

The addition of a senior position that would allow for a division of the aquatics and the “dry” side of the facility could result in a larger range of programs and increased revenue, as well as an opportunity to better meet the recreational needs of the community.

Recommendations for Management and Operations

1. Strike a Board Recruitment Task Force. This task force should include some current board members, and some past board members. This Task Force is not meant to replace any of the the current Board, rather to find replacements for future available Board positions. *Medium Priority.*
2. Ensure ongoing Board Development opportunities for all members of the Board. This would include governance, finance, facility and operations knowledge. Include funds in the annual operation budget to cover the costs of this training. *High Priority*
3. Develop priorities, both capital and operating, on an annual basis, during the budget cycle. A small Board sub-committee could work with the Manager to develop these priorities and present them to the entire Board. *High Priority*
4. Review the current organizational structure, in particular reporting relationships and the number of management and supervisory positions. This is intended to address the workload of senior positions, and their ability to provide direction and guidance to staff as well as undertake their day to day duties. It is further recommended that an additional senior position be added to provide leadership and supervision to the “dry side” of the facility, and non-aquatic events, supporting the growth in programs in that area. *High Priority*
5. Enhance the administrative functions of the Centre through physical changes to the front desk, office areas, front lobby, physical access to the pool/changerooms, sport courts and climbing wall. The recommendations in the proposed design and renovations will help to address the current issues. *High Priority*
6. Analyse the workload of the front desk and administrative support staff, including their concession duties, to determine whether additional staff positions (part or full-time) are warranted. *Medium Priority*
7. Undertake a review of wages and benefits in comparison to other public aquatic facilities. Once the wage study is complete, implement wage increases as appropriate, and continue to monitor staff wages to ensure they are competitive and support successful recruitment. Increase wages annually if possible. Provide benefits and continuing education in aquatics. *High Priority*

8. Evaluate the tasks undertaken by the aquatic staff that take away time from their aquatic roles (e.g., cleaning duties). Look at options to change this practice – such as hiring one or more part time custodians/cleaners, which would likely be at a lower rate than the aquatic staff. *Medium Priority*
9. Develop a lifeguard certification course that is suitable for high school students; approach the high school administration to implement the program, as a course credit. Utilize members of the Board to help promote this with school board officials as well as the Principal and Physical Education teachers. *Medium Priority*
10. Review the current practice of operating a concession, to determine the benefits versus the costs. This is important as staff time is taken away from their administrative or other duties to provide concession services. Consider adding additional vending machines to serve the public (and staff). *Medium Priority*

Appendix A : Community, Staff and Board Consultation- Full Results (attached)

APPENDIX A

Bulkley Valley Regional Pool & Recreation Centre

Community Consultation Full Report

A considerable amount of information was gathered throughout the consultation phase.

Summary of Consultation Methods:

- ➔ Survey Monkey 347 responses online, plus 10 paper surveys.
- ➔ Individual interviews with key stakeholders
- ➔ In person public consultation session
- ➔ Public input on sticky notes

Survey Monkey

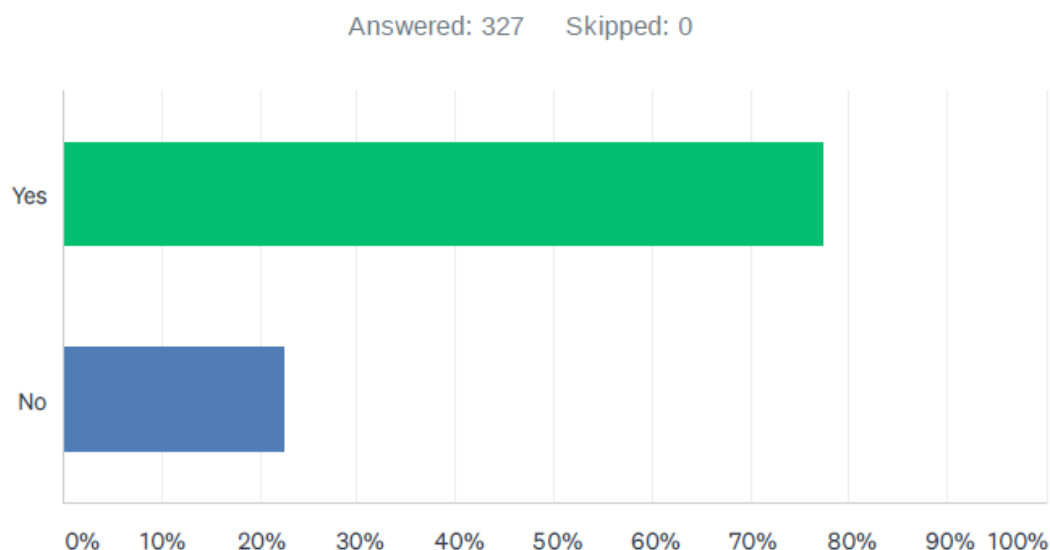
The primary community consultation was done through a Survey Monkey survey, which was posted on the BV Pool website. Paper copies were also available at the pool. The survey was promoted on the website as well as through social media and posters.

The response was excellent with 347 responses online, plus an additional 10 paper surveys.

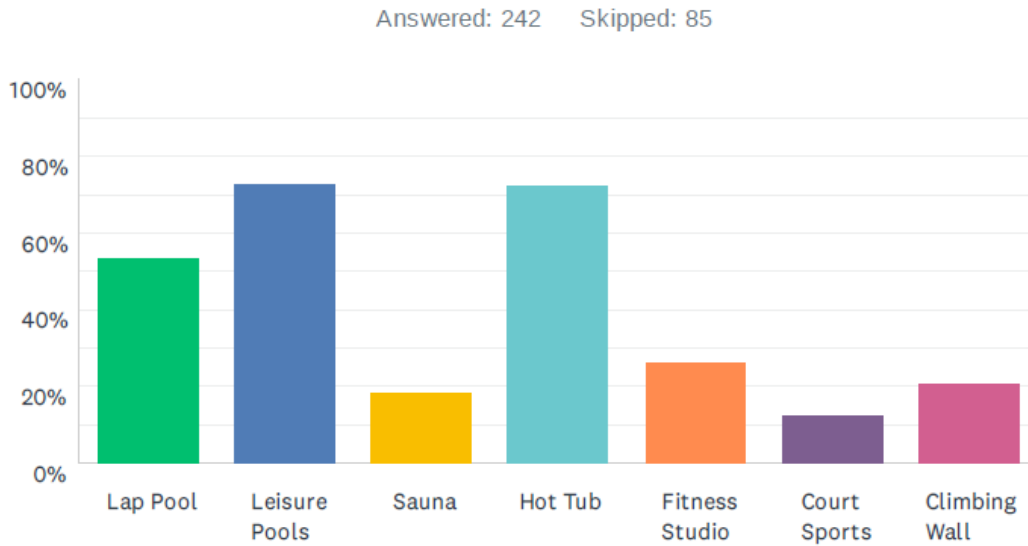
The survey consisted of ten questions regarding the facility and programs, plus two additional questions regarding interest in participating in the re-development process.

The following is a synopsis of each question, including the percentage of responses for each option and a summary of the open ended comments.

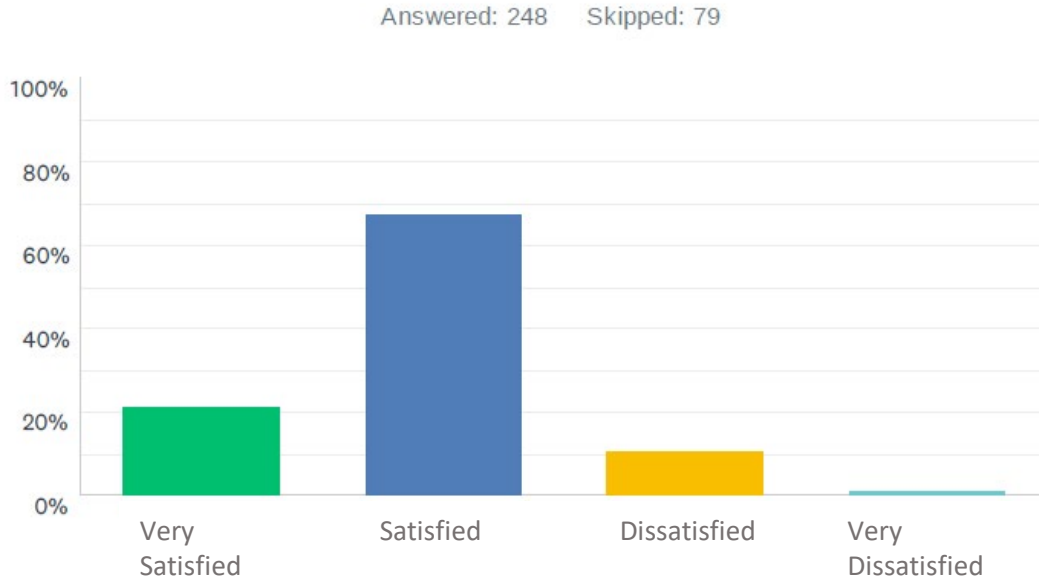
Q1 Did you or any member of your household participate in any programs or activities at the facility, pre Covid or in the past 16 months?



Q2 If yes, which of the facilities did you or members of your household use?



Q3 – Were you or others in your household satisfied with your/their experience at the facility?



Comments (59 comments)

Needs Improvement:

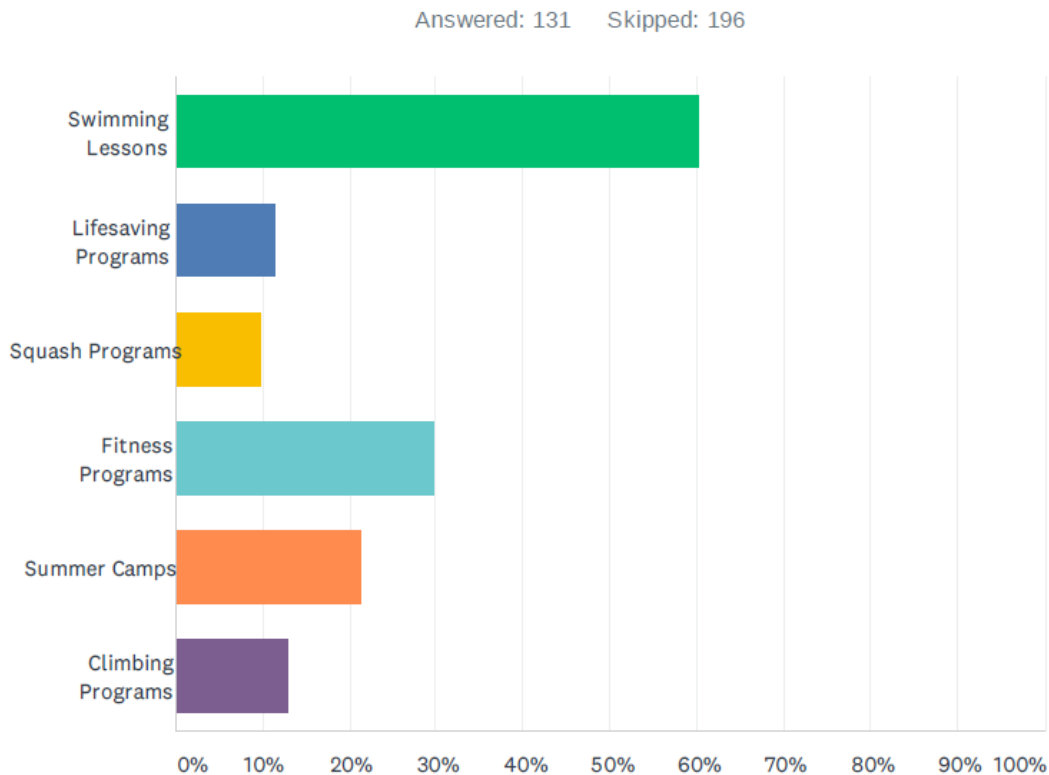
- Pool needs an upgrade, pool and fitness room feel cramped, showing its age, outdated, water features not on or missing
- Desired additional features – waterslides, steam room.
- Big pool is too cold (many comments)
- Pool too small

- Sauna not hot enough
- Need a steam room
- Schedules are impossible
- Want adult only swim
- Lap lanes crowded- need more times (several)
- Pool is too shallow – swim club
- Baby pool is very small
- Climbing wall needs attention, route setting
- Fitness centre too small, equipment not well maintained, not good in pool area
- Staffing problems (difficulty getting qualified aquatics staff)
- Online booking is a pain

Compliments

- ✓ Clean facilities
- ✓ Love online booking
- ✓ Staff are amazing, pleasant
- ✓ COVID was well handled
- ✓ Love Aquasize
- ✓ Climbing wall great for family
- ✓ Climbing wall and squash courts are great
- ✓ Pretty good for wheelchair access

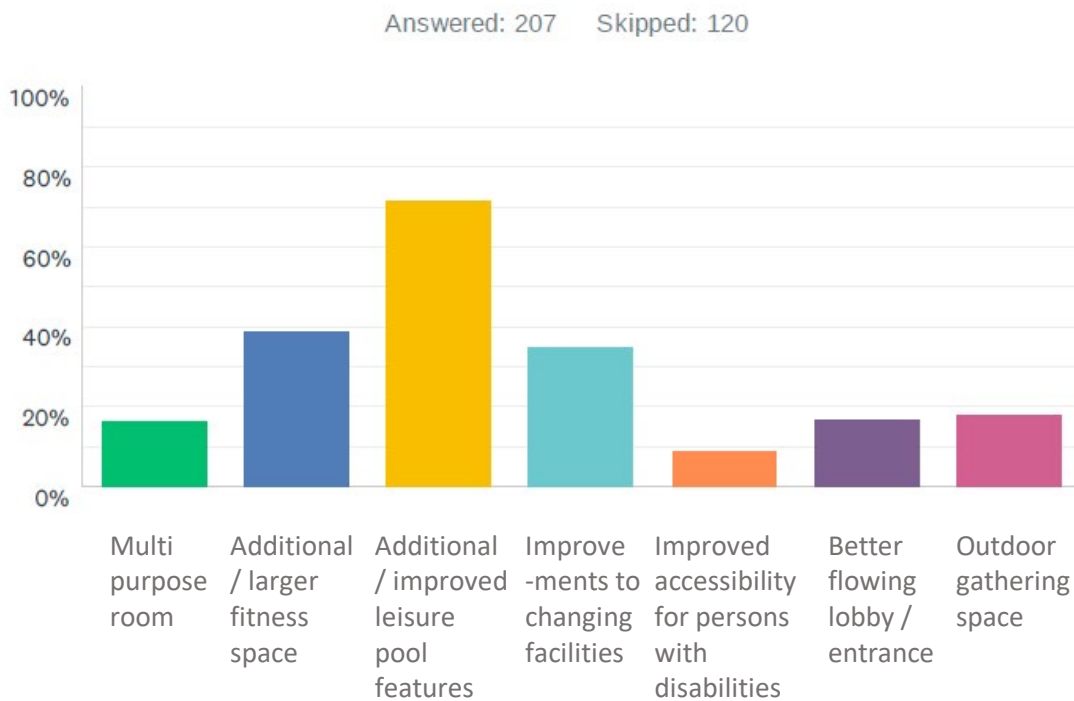
Q4 Did you or anyone in your household participate in any programs?



Other Programs or Activities (Synopsis from 24 responses)

- Aquasize, Aquafit, Senior Aquafit
- Swim Club, Masters Swim
- Special day activities,
- First Aid courses
- Squash tournaments
- Free swim and laps

Q5 What needs to be improved or added at the facility to better suit your household needs/wants?

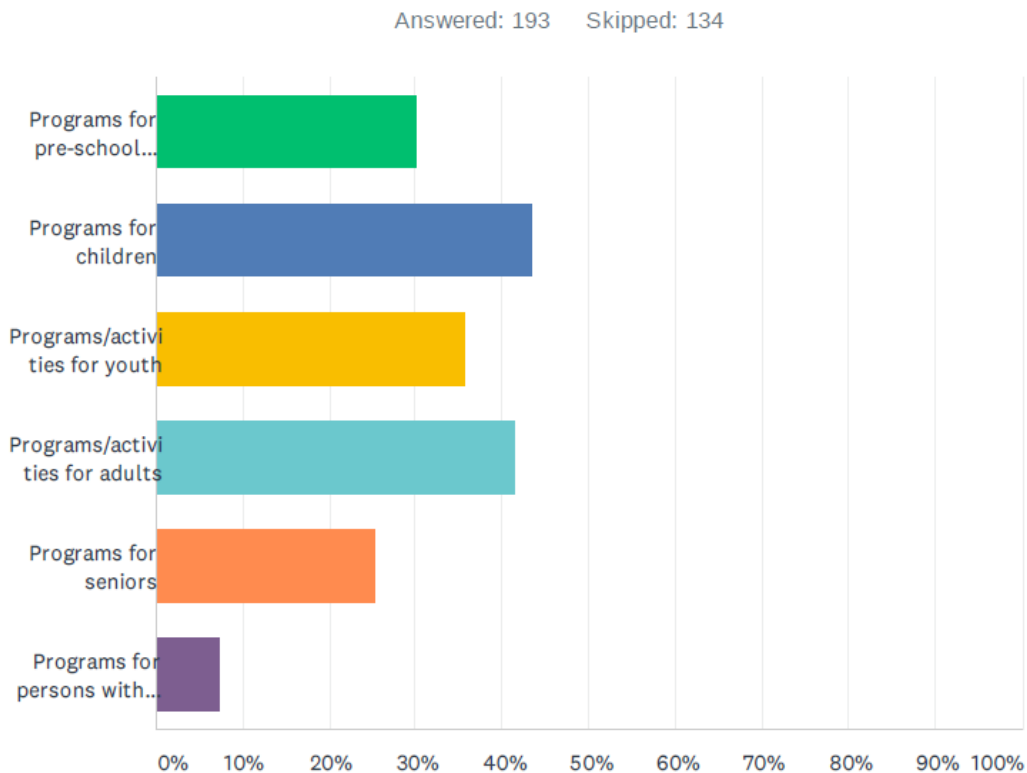


Other facility improvements – (Synopsis from 77 responses)

- Steam room, Waterslides ,Lazy river,
- Larger lane pool, larger and more family changerooms.
- Separate main pool water from kid’s pool.
- Kids pool needs to be warmer and main pool cooler.
- Pool lanes are too narrow
- Only one functional family changeroom
- Re-locate gym – so you don’t need to cross pool deck
- Add multi-purpose room for camps and programs
- Better accessibility – more handicapped rails, two assisted changerooms
- Larger boot room
- Walking/running track for winter
- Men’s change room design – no privacy from pool deck – can see into the showers
- Water park or splash pad outside

- Larger climbing wall with more slopes and better holds (that are not worn smooth)
- Covered outside bike and scooter parking

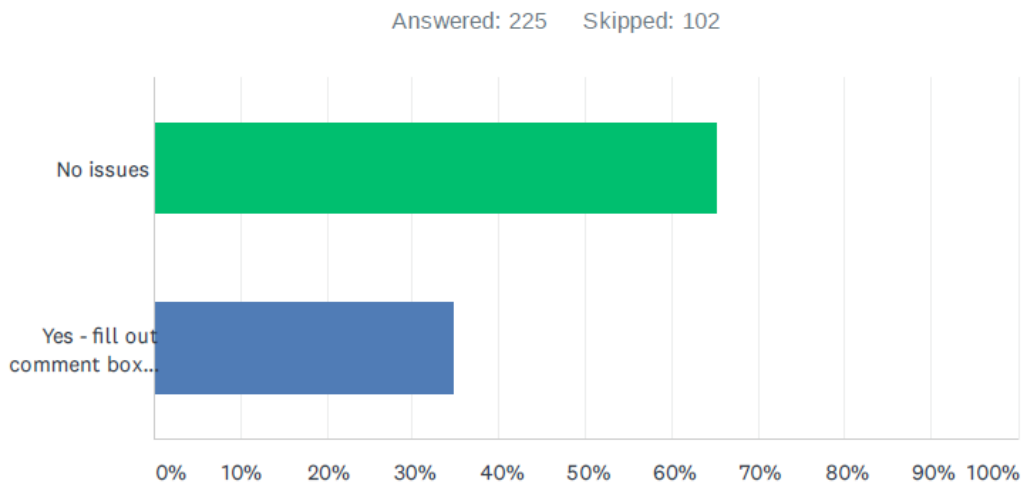
Q6 – What types of Programs would be of interest to you or anyone in your household?



Program Suggestions: (Synopsis from 28 comments)

- Youth programs in a new gym, e.g. strength training for skateboarding, or flexibility for snow boarding. Partner with clubs and school.
- Greater level of activity in kids' programs
- Ping pong, badminton
- Swim lessons on weekends (many comments)
- Stroke improvement, Aquafit for fit people
- Adult programs at noon or after work
- Seniors exercise with socializing
- Late evening adult only swim
- Evening exercise progs after 7:30 for Moms
- Deep water aquafit
- Zumba for all ages, Dance
- Offer programs that can receive Autism Funding Unit support

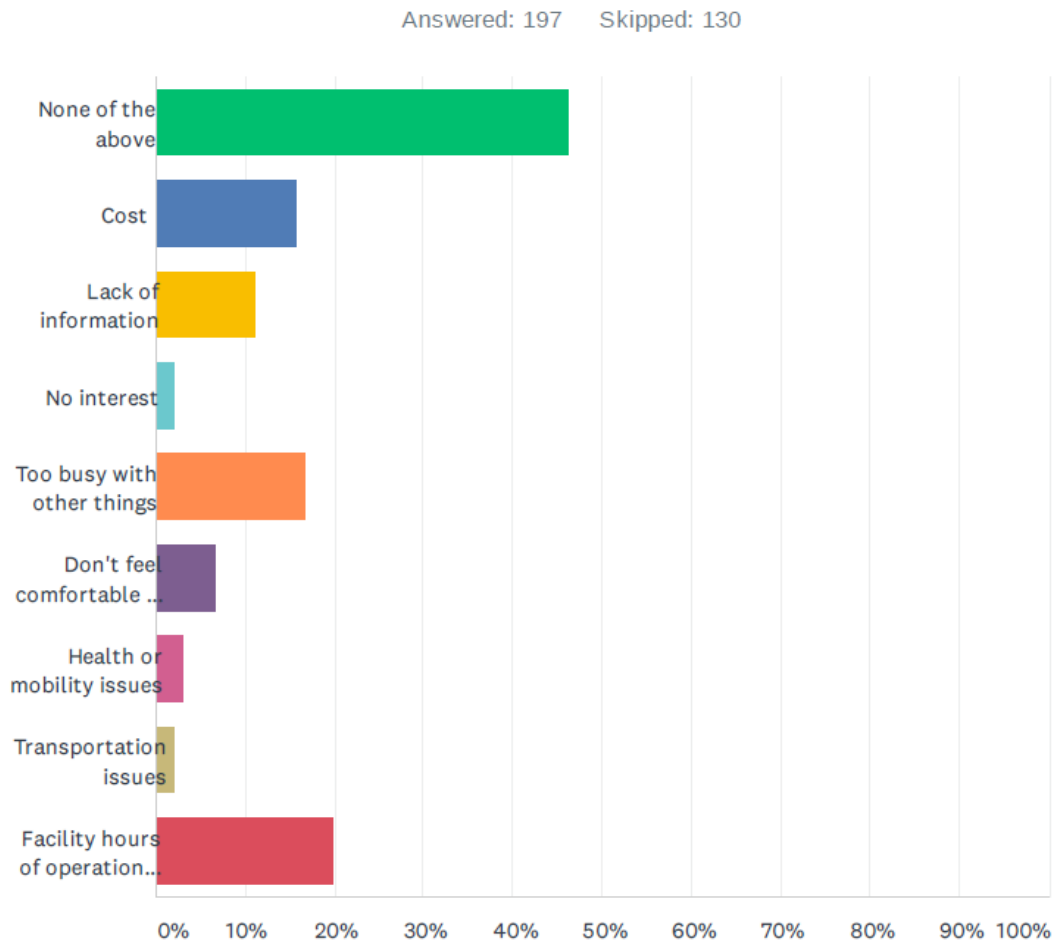
Q7 Are there any Issues with registering for a program or booking a time or space?



Comments (Synopsis from 86 comments)

- Swim lessons fill up too quickly
- Time and availability of programs for working people (and their kids)
- Cumbersome when trying to get into programs for kids
- Biggest problem seems to availability of lessons and lane bookings
- Some people can't manage the online booking
- Wasn't impressed with additional fee to be charged for online booking
- System is not friendly, not efficient
- Can't cancel online
- Can only pay for one squash player at a time – then have to line up for second one!?
- Website is difficult to navigate (several comments on this)
- Website is not always up to date
- Booking system is difficult (has improved recently)
- Staff are helpful in dealing with online issues

Q8 What are the barriers (if any) for you or anyone in your household to participate in activities at the Pool and Recreation Centre?



Other barriers to participation? (Synopsis from 67 comments)

- Need better hours for kids swim classes (evenings, weekends)
- Climbing Wall is a little “exclusive”
- Lap swim is too busy (pre-covid)
- Fitness program schedule don't fit work schedule
- Facility hours – if pool closed due to lack of staff, the rest of the facility should still be open for courts, wall, fitness
- Courts used for non-squash activities too often
- Limited Lane swim time for working adults
- Cost of programs for kids lessons etc.
- Family climbing hours don't work, if out of town
- Not as many fun/interesting programs as other towns
- Adult only swim in late evening would be life changing
- Online booking system is a barrier

- Water is too cold
- Staffing limitations resulting in closures
- Pool too cold for babies with Mom classes
- Need clear schedule and registration on “front of website”
- Baby pool too small
- Timing of Aquafit
- Transportation issues

Q9 What type of facility improvements would encourage you or a member of your household to visit the Centre?

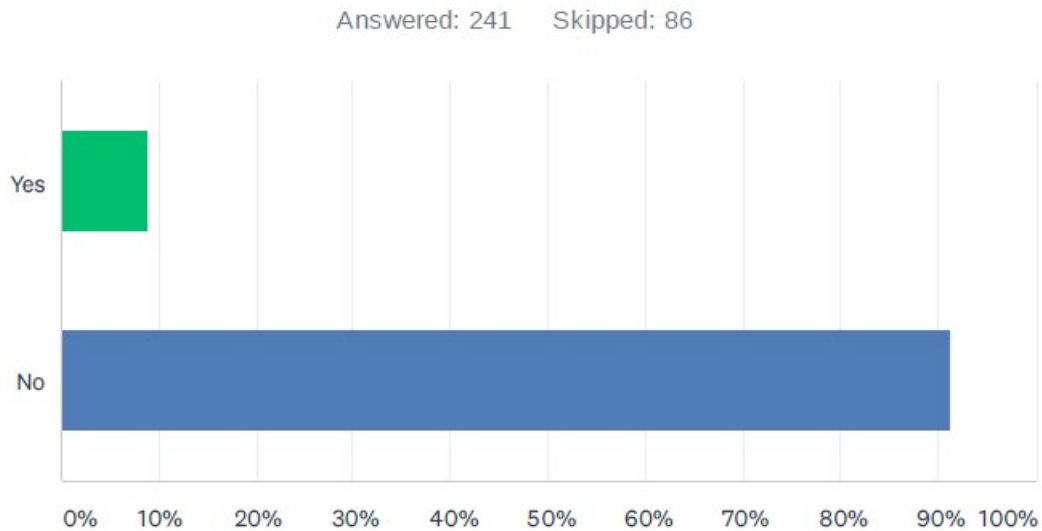
There were 140 responses to this question. Many had several comments – the ones with many similar comments have been noted

- Increase size of lap pool (30 comments)
- Deep end with rope; good for Water Polo
- Increase size of kid’s pool (10 comments)
- Separate warmer leisure and cooler large pool (8 comments)
- Wave pool (2)
- Water slides (17 comments)
- Lazy River (25 comments)
- Fountains, Squirt Cannons (3)
- Diving boards (9 comments)
- Rope swing (5 comments)
- Kids hot tub
- Warmer pool temp (12 comments)
- Water quality
- Better sound system in pool
- Better entranceway and lobby, bigger boot room
- Steam room
- Larger ladies changeroom, more privacy stalls, more family change rooms
- Better change rooms
- Larger, better equipped fitness room, not through pool deck (15 comments)
- Climbing wall expansion- bouldering (e.g. Moon Board system)
- Community Hall/ Multipurpose room (3)
- More squash courts
- Indoor Track
- Want the Houston Pool model(5)
- Splash Park outside (5)

Q10 What program or types of programs would encourage you or a member of your household to visit the facility? (Synopsis from 81 responses)

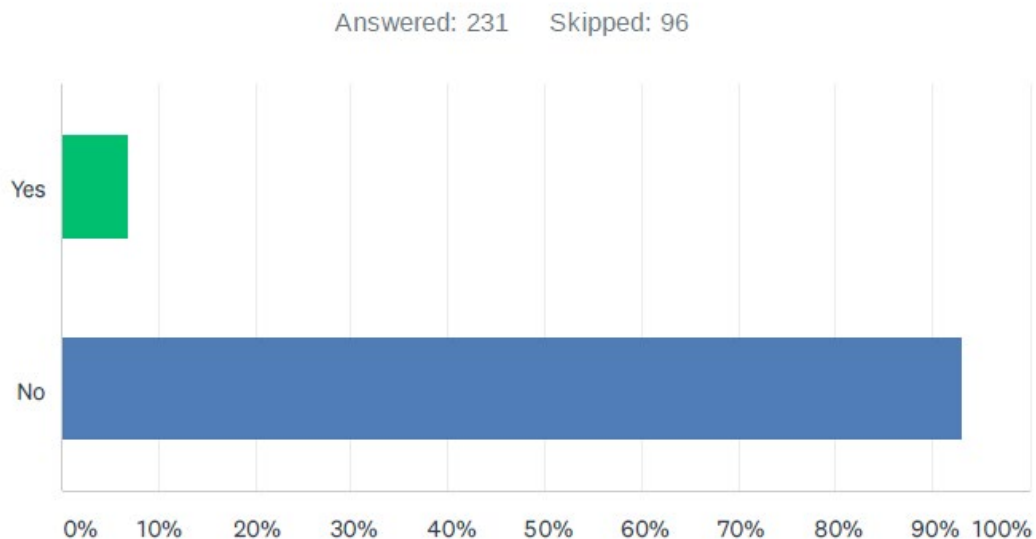
- More varied lesson times for kids
- More toddler lessons (2)
- Swim lessons on weekends for kids or evenings (2)
- Swim lessons for teens (not mixed with younger kids) (3)
- Infant swimming classes (under age 2)
- More morning aquafit progs, plus different hours
- Yoga
- Fitness classes
- Scuba lessons
- Masters or adult stroke improvement
- Teen Swims, Pre-teen swims (3)
- More lane swim times
- Lunch time aquafit
- Zumba
- Personal training – more availability
- More after school options
- More advanced swimming lessons for kids
- Evening group fitness
- More exercise programs outside of work hours
- More teen programs
- Preschool programs
- Babysitting progs
- Mom and baby fitness
- Crafts
- Swimming lessons for adults with childcare available
- Sports
- Aquasize
- More seniors programs
- Little Rockers program
- Family Fun – rock climbing
- Climbing program
- Swim camps for kids with special needs
- Water Polo
- Preschool swim lessons, not during workday
- Aquafit while sitting, for seniors or disabled
- Swim lessons right after school (3)
- Low impact water aerobics

Q11 Are you interested in being part of the stakeholder focus groups?



Eighteen (18) people indicated interest and provided their contact information. These individuals could be contacted when moving forward with this project.

Q12 Are you interested in helping with fundraising Efforts for future facility improvements, or a new facility. This could include grant writing, organizing fundraising events, promoting the fundraising efforts etc.



Twelve (12) people indicated their support.

Stakeholder Interviews

Interviews were conducted with individual users of the climbing wall, squash courts, fitness facility and pool. An interview was also done with the Recreation staff person from the Town of Smithers.

Facility Comments, based on the many comments received from the interviewees.

- Changerooms and showers are inadequate
- Need a larger pool (50M would be great)
- Larger pool with more features
- Pool lanes are too narrow
- No diving board
- No good seating area on deck
- Hot tub is too small
- Six lane pool needed
- Deck space is too small
- Leisure pool configuration and depth, difficult for swim meets and training
- Larger fitness area, not directly off the pool deck
- Access to fitness across deck is not appropriate
- Fitness room could use more weights and a squat rack
- Climbing wall needs maintenance
- Install a pre-made Board that has many possible routes, that light up (e.g. Walltopia, Moon Board) – they are pre-made with thousands of routes – need an appropriate space
- Need a large multi-purpose room (many comments on this)
- A program room
- No dry land program space
- Need a better administrative and “control” area
- Lobby and boot room are too small
- Covered area outside door, with seating, where people wait to get into building (rains and snows a lot)

Other Comments

- Governance model is not effective – volunteer board with little or no experience – could be run by Town of Smithers or Regional District
- The pool should close the last two weeks of August rather than first two weeks of September

Public Consultation On Site August 9, 2021

Consultants and staff with the assistance of the Board members, hosted this session in the court/climbing wall area. About 45 people attended the session.

Participants were invited to post their thoughts on colored sticky notes and fill out paper surveys.

Ten (10) Surveys were completed at the session:

- Comments were generally positive
- Need a bigger pool to serve the 3 communities

- Some concern with treatment of aboriginals on part of staff, but notes that the atmosphere is friendly
- Facility is too small for the community – look at Houston and Hazelton
- Need indoor gym for basketball, volleyball, walking track
- Swimming programs are good
- Like the hot tub and sauna
- Facility is too small
- Toonie swims are great for inclusivity
- Need expanded facility – with “multi” uses
- Facility is outdated - narrow lanes in pool!
- Longer facility hours would be good
- Reduce course fees for aquatic leadership
- Aging infrastructure
- Need a bigger gym
- More morning hours for pool
- Need bigger pool
- Public transit needs to stop closer to the facility

Sticky Notes:

Participants were invited to post their thought on colored sticky notes. The notes were in line with the paper survey responses and Survey Monkey results.

Comments included:

- Bigger fitness/wellness centre
- Fitness centre with windows
- Foam pit below climbing wall
- Training and meeting room
- Multi-purpose room
- Basketball/volleyball courts
- Aerobics, dance, yoga, spin room
- 50 Metre pool
- Lazy River feature in pool area
- Higher diving board
- Squirt guns
- Rope swing
- Waterslide
- Steam Room
- More, wider lanes
- Deeper water for synchro, water polo, underwater hockey, scuba
- More private changerooms
- Toilets in family change rooms
- Enlarge Entrance
- Longer operating hours
- Keep cost low

Bulkley Valley Regional Pool & Recreation Centre - Staff and Board Consultation

Staff Consultation

The consultants met with Senior Management Staff and then with the full-time recreation and administrative staff. Both meetings involved an open discussion on how the facility and operations could be improved.

Management Staff Meeting

The staff are now using ActiveNet for program registration, facility booking and Point of Sale transactions. The fees for Active Net are on the high side and are a burden. People pay a “convenience fee” to register online – ActiveNet gets a portion of this fee. It is generally working well, and staff are now accustomed to it. Four of the staff are now very familiar with the system.

Staff schedules are now live online, a big improvement that has streamlined scheduling and payroll systems.

A big issue is the staffing levels in administration. There needs to be a review of the workload and the capacity of the current staff complement to carry that workload. Staff are often pulled into operations due to being short on front-line staff (because of staff turnover and training requirements)

Operating the concession is a burden on staff and does not appear to be an essential service. It was discussed and suggested that the concession operations cease and be replaced with additional vending machines.

More support is needed to effectively run the climbing wall and courts. There is a need to bump up the programming and promotion in order to increase participation.

Facility design Issues:

- The design of the front counter is an issue for Administration. Difficult to work in that space and attend to clients, as well as monitor the traffic and admissions.
- The combined control and administrative function of that area needs to be addressed.
- There is a need for office space for the management team. It is essential for privacy and productivity that management staff have dedicated office space.
- Staff also identified the need for dedicated classroom/multi-purpose space, a fitness room that is not accessed through the pool deck, and a more efficient lobby space/facility flow.

Staff Meeting

Aquatic Leaders, Shift Supervisors, Recreation and Fitness Staff, Lifeguards/Instructors, Climbing Wall Staff, Maintenance Worker, Administrative Assistant, Receptionist, Enrolment, Registration.

Reception, Lobby, Changerooms

- Front desk and poolside theft
- Squash players and climbers don't always stop at the desk
- Staffing for courts & wall – not worth it (don't get enough revenue)
- The administrative space is problematic – unusable/impractical space
- The space in the front desk area is too big

- Hallways in the facility are too narrow
- Concession is not worthwhile – get rid of it; keep vending machines
- Need more and larger family changerooms
- Handicapped changeroom is too small
- Men’s changeroom needs cubicles
- Staff does all the cleaning
- Hoses are under the sinks
- Changeroom entrances and exits can be confusing
- Need a shower in the staff room as well as a washroom

Pool

- Busy, but not at capacity
- Need wider lanes – the narrow lanes cause accidents
- Deep end – too short and too shallow
- Not enough deck space
- Tot pool area is too small and too close to big pool (deep end)
- Need a separate leisure pool with warmer temperature – for small children and families, and public leisure swim
- Ramp into hot tub would be useful
- Blind spots – posts in tot pool and lagoon create blind spots, cannot see clearly into lagoon area or tot pool depending on where the guard is on the pool deck. Another blind spot is the shallow end wall by hot tub, can’t see hot tub if standing by that wall (lifeguard guard route on pool deck is adjusted because of this).
- Lockable or physical barrier at the entrance to pool deck area. This would be especially useful if the fitness room was moved closer to the change rooms and patrons were given access to the change rooms in order to use the gym, but not risking public being able bypass the current flimsy “closed” sign on the ramp.
- Larger leisure pool, possible beach entrance, water features
- Bigger, upgraded changerooms, fully accessible, new lockers

Fitness Gym

- In the wrong spot
- Would be good to have a staff workstation with a visual into the fitness area
- Staff Office could be expanded to become a fitness room
- The Fitness/Gym could be converted to a classroom and party room (rentals)
- Need better/different gym equipment, more free weights
- Automatic lights Revamp lobby and desk/admin area

Other Areas

- Need a multi-purpose room – for programs, kids camp etc.
- Better storage area for equipment
- First Aid room
- Revamp lobby and admin area
- Add more vending machines
- More storage overall

- Need more workstations
- A bouldering wall, and smaller kid friendly walls

Board Meeting – Input

The following are points made by members of the Board:

- Questioned the timing of any improvements that would cause closure
- Front entrance is a priority
- Pool in Houston is a good example (six lane pool, with separate warmer leisure pool)
- Need to increase staff wages and training
- Need to review admissions cost (currently \$6.80) – want to keep it reasonable
- Fitness room needs improvements
- “Facility For All”



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Regional District of Bulkley-Nechako Committee of the Whole

To: Chair and Committee
From: Shari Janzen, Economic Development Assistant
Date: February 8, 2024
Subject: **District of Houston – Letter of Support Request**

RECOMMENDATION:

(all/directors/majority)

That the Committee recommend that the Board provide a Letter of Support to the District of Houston for their funding application to the Northern Healthy Communities Fund - Capacity Building Program.

BACKGROUND

The District of Houston is applying to the Northern Healthy Communities Fund Capacity Building Program administered by Northern Development Initiative Trust. This program supports initiatives that assist healthy, sustainable, and resilient communities facing rapid and large-scale economic development and associated need for enhanced social service readiness.

Please see the attached letter for additional details.

ATTACHMENTS

Letter of Support Request



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

Sent via email: danielle.sapach@rdbn.bc.ca

January 25, 2024

Dear RDBN Board Members:

RE: Request for Letter of Support for NDI Northern Healthy Communities (Capacity) Grant

I am writing to kindly request the Regional District of Bulkley-Nechako's support in the form of a letter for our application to the Northern Development Initiative Trust's Northern Healthy Communities Fund – Capacity Building, for funding for the following positions at the District of Houston:

- 1) Planner (3-year term)** – The District has been grappling with the demands of development processing and approvals, with staff handling these tasks essentially as an additional responsibility. With an existing substantial workload, the approving officer is finding it challenging to keep pace with the influx of applications and approvals. This challenge is expected to intensify as new development legislation is introduced. The presence of a dedicated planner on staff is becoming increasingly important for local governments, particularly when they are lagging in development processes. The District would experience advantages from having a designated planner, as planners bring expertise in zoning, community engagement, infrastructure coordination, and environmental impact assessments. This would facilitate more streamlined permitting processes and support long-term, sustainable urban planning. The multidisciplinary skills of planners contribute to efficient, sustainable, and community-oriented development, addressing both immediate challenges and long-term urban planning objectives. This is a role that Staff believes will be necessary for the District to bring in-house permanently at some point in the future.
- 2) Contract Asset Management Implementation Specialist (1-year term)** – Federal and Provincial Government along with financial reporting requirements has been implementing requirements for improved asset management in order to provide information that municipalities can use to better predict replacement cost of assets to avoid situations where critical infrastructure such as water and sewer fail due to lack of ability to plan and fund replacement and renewal. In recent years it has become a requirement for grant funding requests to have good asset management plans in place.

Over the last three years a consultant has been assisting the District in compiling the asset information and is currently completing the water and sewer piping condition



information and the Infrastructure Master Plan. District staff are currently looking to complete the implementation of the software program for asset management to fully utilize the functionality and complete the asset management plan development and are seeking funding from NDI's Northern Healthy Community Fund to see this project through.

Being able to support these positions will provide for informed planning and asset management, both from an urban and infrastructure point of view.

In light of the above, your letter of support would strengthen our application and validate our project's objectives. Your endorsement would highlight the benefit of these positions to the District during its duration and in the future. For your convenience, we have attached a template for you to sign and return, should you prefer. **Please feel free to alter this template to fit with your organization's preferences.**

I would be happy to provide any further information or details that you might require. Please do not hesitate to reach out to me directly at grants@houston.ca or 250-845-2238.

Thank you for considering our request, and we deeply appreciate your continued support and belief in our community's potential.

Warm regards,

Karen Hogstead
Deputy Director of Corporate Services / Grant Writer
District of Houston



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January 24, 2024

Regional District of Bulkley Nechako
PO Box 820
Burns Lake, BC
V0J 1E0

RECEIVED

JAN 29 2024

**REGIONAL DISTRICT OF
BULKLEY-NECHAKO**

Dear: Regional District of Bulkley Nechako

**RE: Forest Stewardship Plan Amendment Requiring Approval (FSP 2 ARA-015) – License Addition
FL A98546**

Canadian Forest Products Ltd. (Canfor) and Tanizul Timber Ltd. are in the process of developing an Amendment Requiring Approval (FSP 2 ARA-015) to the multi-licensee multi-District Forest Stewardship Plan (FSP #11). ARA-015 is initiated by the addition of FL A98546 (Tanizul Timber Ltd.) to the FSP.

The content of the amendment is as follows, with changes to the current approved FSP text identified as blue shaded boxes containing red text:

Section 3.1 Table 1: List of Agreement Holders to which the FSP applies

Agreement Holder	Agreement
Canadian Forest Products Ltd.	FL A40873
Canadian Forest Products Ltd.	FL A18165
Canadian Forest Products Ltd.	FL A18167
Canadian Forest Products Ltd.	FL A33801
Canadian Forest Products Ltd.	FL A18157
Takla Track & Timber Ltd.	FL A27823
Carrier Lumber Ltd.	FL A18158
Takla Development Corporation	FL A62356
Canadian Forest Products Ltd.	TFL 30
Fort St. James Forest Products General Partner Ltd.	FL A77955
1040804 B.C. Ltd.	FL A93557
Dunkley Lumber Ltd.	FL A18160
Dunkley Lumber Ltd.	FL A18169
Xsu-wii-ax Forest Products Ltd.	FL A70349
Tano T'enneh Limited Partnership	FL A90812
Tano T'enneh Limited Partnership	Community Forest K1N
Tano T'enneh General Partner Corporation	First Nations Woodland License N2E
Sasuchan Development Corporation	FL A93061
Pacific BioEnergy	A93518
Nak'alkoh Timber Ltd.	FL A98541
Sasuchan Tenure Limited Partnership	FL A98545
Tanizul Timber Ltd.	FL A98546



Section 4.1 Table 3: List of Forest Development Units and Applicable Agreement Holders

FDU Name	Agreement Holder	Agreement
A	Canadian Forest Products Ltd.	FL A18157, FL A18165, FL A18167, FL A33801, FL A40873
	Takla Track & Timber Ltd.	FL A27823
	Takla Development Corporation	FL A62356
	Dunkley Lumber Ltd.	FL A18160
	Dunkley Lumber Ltd.	FL A18169
	Carrier Lumber Ltd.	FL A18158
	Fort St. James Forest Products General Partner Ltd.	FL A77955
	1040804 B.C. Ltd.	FL A93557
	Xsu-wii-ax Forest Products Ltd	FL A70349
	TanoT'enneh Limited Partnership	FL A90812
	Sasuchan Development Corporation	FL A93061
	Pacific BioEnergy	FL A93518
	Nak'alkoh Timber Ltd.	FL A98541
Sasuchan Tenure Limited Partnership	FL A98545	
	Tanizul Timber Ltd.	FL A98546
TFL30	Canadian Forest Products Ltd.	TFL 30
K1N	Tano T'enneh Limited Partnership	K1N Community Forest
N2E	Tano T'enneh General Partner Corporation	N2E First Nations Woodland License

Upon conclusion of the review and comment period, the amendment will be submitted to the Ministry of Forests, (MOF) for approval. This FSP was previously approved by the MOF on November 14, 2017 for a term of five years and subsequently extended to May 13, 2024.

Hard copies of the proposed FSP text and FSP content maps are available upon request. This amendment is not proposing specific primary forest activities such as harvesting or road building. If such activities are proposed in your area of interest in the future, they will be subject to standard infosharing and referral protocols.

For those individuals affiliated with a First Nation whose traditional territory overlaps the FSP area, a referral letter has also been sent to each affected Chief and Council.

If you require more information or have any questions or comments about this FSP amendment, please feel free to contact Nicholas Plett at the address listed below. If you have questions specific to Tanizul Timber Ltd., please contact Chelsea Heyer at the address listed below.

Sincerely,

Nicholas Plett, RPF
Canadian Forest Products Ltd.
1399 Bearhead Road
Vanderhoof, BC V0J 3A2
Ph: (250) 567-8275
Email : Nicholas.Plett@canfor.com

Chelsea Heyer, RPF, SAS
Tenures Forester
Tanizul Timber Ltd.
PO Box 988, Fort St James, BC, V0J1P0
250.648.3221
Email: cheyer@tanizultimber.com

To Whom it may concern

Coming from ranching experience in Northern BC, I write to share my profound concerns and reservations regarding the Emergency and Disaster Management Act (EDMA), implemented on November 8, 2023. The absence of prior consultation and communication with communities directly impacted by this legislation is disheartening, and it is imperative to address three critical areas of concern that have become apparent to me.

Numerous Regional Districts across the province express significant apprehension regarding the EDMA due to the following reasons:

- While Regional Districts were consulted and their feedback sought, unfortunately, much of their input was disregarded.
- The Act amplifies responsibilities and collaboration requirements without offering sufficient time and resources.
- The Act raises the bar for reporting obligations during emergencies, potentially leading to delays in response times.

Maximum Fines and Jail Time Provision:

- Alarming provision within EDMA allowing maximum fines of one million dollars and/or jail time for individuals and businesses during emergencies.
- Raises concerns about criminalizing the actions of community volunteers who may respond to emergency situations.
- Volunteers, along with community members protecting property, feeding livestock, and fighting fires, may face fines and imprisonment, discouraging neighbors from assisting during critical times.

Overreaching Nature of EDMA Regulations:

- EDMA regulations pose a significant threat to individual and community rights and the ability to organize and respond effectively to emergencies.
- Fear of fines and jail time may discourage neighbors from assisting in the protection of community resources.
- This overreach undermines the spirit of community cooperation during emergency events and cripples communities seeking to protect themselves and aid others in times of crisis.

I respectfully urge you to carefully examine the unintended consequences of the Emergency and Disaster Management Act (EDMA) and advocate for amendments that effectively address these concerns. Striking a balance between upholding public safety and safeguarding the rights and autonomy of individuals and communities is paramount. Your attention to this matter is pivotal in ensuring that the legislation aligns with the values of fairness, community cooperation, and the overall well-being of our citizens.

I appreciate your time and consideration in this regard. I eagerly anticipate hearing about your efforts to address these concerns and work towards a more equitable and effective Emergency and Disaster Management Act.

Sincerely,

Brad and Nadine Hoy Fort St James BC, V0J1P0

Dear All Bulkley Nechako Regional District Directors,

I am writing to express my profound concerns regarding the implications of the Emergency and Disaster Management Act (EDMA), which took effect on November 8, 2023. The absence of prior consultation and communication with the communities directly impacted by this legislation is disconcerting.

This act must be rescinded until proper consultation has been done! You as a governing group need to push back and get other Districts on side to say no way! This is a serious piece of law that was not brought to the attention of many until it was after the fact. How does a government get away with pushing through laws in the night, behind closed doors?

Of particular concern is the provision within EDMA that allows for maximum fines of one million dollars and/or jail time for individuals and businesses during emergencies. This measure poses an alarming risk of inadvertently criminalizing the commendable actions of community volunteers who play a crucial role in responding to wildfires. Volunteers, who selflessly dedicate their time and efforts, now face the unjust possibility of being subjected to fines and imprisonment. Additionally, community members protecting property, feeding livestock, and combating fires behind evacuation order lines could also fall victim to similar punitive measures. This unintended consequence threatens to discourage neighbors from helping one another during critical times.

Furthermore, I am deeply troubled by the impact of EDMA on local decision-making authority and autonomy, especially concerning the Regional Districts. The act has the potential to strip Regional Districts of their ability to issue necessary permits and provide support to residents and business owners during emergencies. For instance, in 2023, the Regional District of Bulkley-Nechako (RDBN) issued Temporary Access Permits for Agricultural Purposes, enabling residents and business owners to feed livestock and safeguard infrastructure in areas under evacuation orders. **This is a great proposal to this piece of law that you directors need to pursue.** Under EDMA, the RDBN and their staff could now face fines and jail time for offering essential support to their communities.

Lastly, the overreaching nature of EDMA regulations poses a significant threat to individual and community rights, as well as the ability to organize and respond effectively to emergencies. The fear of fines and imprisonment may deter neighbors from assisting in the protection of community resources, undermining the spirit of community cooperation during emergency events. This level of overreach is not only detrimental but also hampers communities seeking to protect themselves and aid others in times of crisis.

I urge the province to thoroughly review the unintended consequences of EDMA and advocate for the creation of regulations that address these concerns. Striking a balance between maintaining public safety and preserving the rights and autonomy of individuals and communities is essential.

Your attention to this matter is crucial in ensuring that the legislation aligns with the values of fairness, community cooperation, and the well-being of our citizens in this district.

Thank you for your time and consideration. I anticipate hearing about your efforts to address these

concerns and ensure a more equitable and effective Emergency and Disaster Management Act.

Regards,

Margo Maley

PO Box 1392, Fort St James, BC V0J 1P0

Callylyn@gmail.com

January 30, 2024

File 7130-01

Premier David Eby and The Honourable Bowinn Ma
Ministry of Emergency Management and Climate Readiness
Parliament Buildings
Victoria, BC V8V 1X4
Via email: premier@gov.bc.ca | EMCR.Minister@gov.bc.ca

Dear Premier Eby and Minister Ma:

RE: Emergency Management Act and Regulatory Discussion Papers

Congratulations receiving royal assent on the Emergency and Disaster Management Act (EDMA). FVRD agrees that the Emergency Program Act required updating and we commend the commitment of the Province to reduce disaster risk and incorporate climate change considerations into the Act.

The province is seeking public input on two upcoming regulations related to the EDMA. The Act and regulations will have a big impact on our day-to-day operations, budgets, work plans and the expectations of our residents. It is important that we have a commensurate opportunity for meaningful input into the regulations. Respectfully, our input into the development of the Act appears not to be adequately addressed and, as a result, the realities of emergency management in regional district electoral areas are not adequately considered, nor do we understand how to apply the requirements to services we provide to municipalities and critical infrastructure we own/operate beyond the electoral areas. The new Act appears tailored to municipalities. We are looking for a more robust opportunity to work with the Province on the development of regulations.

Regional districts administer unincorporated (electoral area) lands outside municipalities and First Nations lands. We provide emergency management services in an exceptionally challenging landscape. Our eight electoral areas cover over 12,000 square kilometers with major floodplains (Fraser, Harrison), high-energy rivers (Chilliwack, Coquihalla, Nahatlatch), innumerable streams, valley slopes, and critical utility/transportation corridors. Our communities are distributed along valley bottoms with large distances between them that often rely on a single route for access and egress. These landscape features bring many unmitigated hazards with high risks – landslide, flooding, erosion, debris flows, rock avalanche, snow avalanche, wildfire, highway closure, train derailment, and others. We have experienced events with multiple concurrent and cascading hazards.

Overlapping jurisdictional authorities are a defining feature of emergency management in electoral areas. Hazards often originate from Crown lands and are influenced by resource activities that we have no control over and no ability to mitigate. Roads, forests, and Crown slopes/streams – which we do not have jurisdiction over - are associated with most of our emergency events. In addition, we share our landscape with 30 First Nations with 146 reserves and First Nations that own fee-simple lands adjacent to reserve lands in the electoral areas. Critical Fraser River dike infrastructure is administered by autonomous Improvement Districts registered with Letters Patent via Municipal Affairs. As a result, all phases of emergency management require extensive coordination and communication which requires significant time and resources.

These challenges are exacerbated by limited first responder services to rural areas and modest community infrastructure. Electoral area communities experience long wait times for RCMP and ambulance services. Local fire departments are volunteer-based and do not serve all parts of the electoral areas. We have large areas without adequate internet and cellular services and, we have no public works crews or heavy equipment so all physical response works rely on contractors or other authorities.

We rely extensively on a small property tax base (represented by less than 12,000 people and about 6,400 homes according to the 2021 Census) to provide emergency management services in this exceptional context. This is a very limited tax base to draw upon to contend with a vast landscape with high risks, many hazards, and pervasive jurisdictional complexity beyond our authority.

We do an admirable job despite these challenges. We have been rebuilding our emergency management program to respond to our environment, allocate our resources in the most effective way, and focus on the EM activities that most benefit our residents. Unfortunately, we do not see this reality reflected in the EDMA.

We are still working to understand the proposed Act and regulations and we have some serious initial concerns. The Act seems to:

- expand requirements for plans, process, and policies rather than capacity development;
- increase FVRD's responsibility for planning and emergencies on Crown land with no ability to collect revenues from those lands or ability to mitigate the considerable risks associated with these lands to support these expectations;
- impose statutory and regulatory requirements which expand legal responsibilities for local government emergency programs and increase exposure to liability and risk; and,
- foster greater expectations on the part of residents and other organizations without adequate resources to address the expectations;
- fundamentally lack understanding of the Regional District governance model and Service Establishment legislation and requirements under the Local Government Act and Community Charter.

We are concerned that new requirements will be unachievable and unfundable. We ask that the Province provide meaningful opportunities for FVRD and other regional districts to provide input on the proposed act and regulations. And we ask that the Province respond directly to our input. Other regional districts have made similar requests. We join them in asking you for the creation of a Regional District disaster & emergency management working group. This collaborative effort will enable us to work together with the Ministry, ensuring that the regulations adequately addresses the unique challenges of disaster and emergency management in rural areas.

FVRD is committed to collaborating positively and productively with the Province to advance the modernization of BC's emergency management legislation. I'd be pleased to bring my team to Victoria or to host your team at FVRD to discuss this further.

Yours truly,



Jason Lum
Chair, FVRD Board

cc:

- » Hon. Anne Kang, Minister of Municipal Affairs
- » Tara Richards, Deputy Minister, Emergency Management and Climate Readiness
- » Trish Mandewo, President, Union of BC Municipalities
- » All 27 Regional Districts

From: [OfficeofthePremier, Office PREM:EX](#)
To: [Cheryl Anderson](#)
Subject: RE: RDBN Letter re: Emergency and Disaster Management Act
Date: January 30, 2024 3:33:06 PM
Attachments: [image001.png](#)
[image002.png](#)
[EDMA.pdf](#)

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

Dear Cheryl:

Thank you for sharing this message from Chair Mark Parker and the Regional District of Bulkley-Nechako Board. We value this perspective on the emergency and disaster management needs of Regional Districts.

We have confirmed that the Ministry of Emergency Management and Climate Readiness will respond as soon as possible.

Thank you, again, for writing. It was good to hear from you.

Sincerely,
Office of the Premier

From: Cheryl Anderson <cheryl.anderson@rdbn.bc.ca>
Sent: Friday, January 26, 2024 2:18 PM
To: OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>; Minister, EMCR EMCR:EX <EMCR.minister@gov.bc.ca>; Minister, ENV ENV:EX <ENV.Minister@gov.bc.ca>; XT:KitimatStikine, RegionalDistrict ENV:IN <info@rdks.bc.ca>; info@ncrdbc.com; prrd.dc@prrd.bc.ca; XT:FraserFortGeorge, RegionalDistrict ENV:IN <district@rdffg.bc.ca>; mailbox@cariboord.ca; info@ccrd.ca; XT:MountWaddington, RegionalDistrict ENV:IN <info@rdmw.bc.ca>; administration@srd.ca; administration@qathet.ca; administration@comoxvalleyrd.ca; XT:AlberniClayoquot, RegionalDistrict ENV:IN <mailbox@acrd.bc.ca>; inquiries@rdn.bc.ca; XT:CowichanValley, RegionalDistrict ENV:IN <cvrd@cvrd.bc.ca>; crdreception@crd.bc.ca; icentre@metrovancover.org; info@scrd.ca; XT:SquamishLillooet, RegionalDistrict ENV:IN <info@slrd.bc.ca>; info@fvrd.ca; admin@tnrd.ca; info@csrd.bc.ca; info@rdno.ca; info@rdco.com; info@rdos.bc.ca; info@rdkb.com; XT:CentralKootenay, RegionalDistrict ENV:IN <info@rdck.bc.ca>; info@rdek.bc.ca; admin@nclga.ca; ubcm@ubcm.ca; todd.doherty@parl.gc.ca; Taylor.Bachrach@parl.gc.ca; Falcon.MLA, Kevin LASS:EX <Kevin.Falcon.MLA@leg.bc.ca>; Rustad.MLA, John LASS:EX <John.Rustad.MLA@leg.bc.ca>; Cullen.MLA, Nathan LASS:EX <Nathan.Cullen.MLA@leg.bc.ca>
Subject: RDBN Letter re: Emergency and Disaster Management Act

Good afternoon,

Attached is a letter from the Regional District of Bulkley-Nechako Board of Directors regarding the *Emergency and Disaster Management Act*.

Thank you,

Cheryl Anderson

Director of Corporate Services

Regional District of Bulkley-Nechako | www.rdbn.bc.ca

cheryl.anderson@rdbn.bc.ca

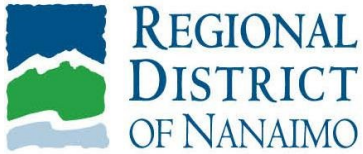
37 3rd Avenue | PO Box 820, Burns Lake BC V0J 1E0

Office Phone: 250-692-3195 | 1-800-320-3339

Cell: 250-692-6592

I respectfully acknowledge that I live and work on the traditional territories of the First Nations in the Bulkley and Nechako watersheds.

This message is intended for the addressee(s) named and is confidential. The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation.



January 19, 2024

Re: Legislative Reform Initiative Update

Dear Local Government Colleagues:

On September 21, 2023, the Regional District of Nanaimo (RDN), Alberni-Clayoquot Regional District, Fraser Valley Regional District (City of Chilliwack), and Don Lidstone, K.C., hosted an interactive, discussion-based panel session (Legislative Reform Initiative) focused on reform of the *Local Government Act (LGA)* at the UBCM Annual Convention in Vancouver. While the lack of powers for regional districts in the *Act* was a major spark for this initiative, the session was intended for both municipal and regional district officials because many aspects of municipal operations are contained in the *LGA* and municipal issues with the *Act* have been the subject of numerous UBCM resolutions over the years. Similar workshops have been held previously at the Association of Vancouver Island and Coastal Communities' Annual Conventions in 2022 and 2023. Approximately 80-85 people attended the September 2023 UBCM session, indicating a broad interest in this evolving topic.

Concerns about the dated *Local Government Act* have been widespread for some time among local governments. Although the Ministry of Municipal Affairs has made significant incremental changes in the legislation over time, without a comprehensive modernization of the *LGA* regional districts are left without sufficient tools or authority to meet expanding responsibilities or to legislate in key areas in comparison with municipalities. Moreover, the evolving social, political, and economic environments that both municipalities and regional districts operate within, such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance, should be reflected in updated and modernized legislation. A key component of our discussions is that any additional powers or tools granted to local government are opt-in so that local governments can choose to implement tools based on what is best for their area.

The goals of the September 2023 UBCM interactive panel session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

Prior to the session, the Ministry of Municipal Affairs provided some background information and several questions to consider during the group's discussion. This material was useful and very much appreciated.

The RDN committed to sending UBCM members a "What We Heard" document summarizing discussion at the session and next steps. We are attaching that document to this letter for your information, as well as the material provided by the Ministry of Municipal Affairs that was considered as part of the September 2023 panel discussion at UBCM. In addition, we are attaching the slide deck presented at the UBCM session.

We encourage other local governments to participate in this important initiative. As indicated in the "What We Heard" document, the RDN is currently following up with UBCM on the possibility of requesting that the UBCM Executive form a working group on this topic. Having letters of support from local governments across the province would be helpful in demonstrating interest. Should you wish to send a letter of support, have any questions, or wish to share examples of legislative challenges stemming from the *Local Government Act*, please contact RDN Chief Administrative Officer Douglas Holmes at dholmes@rdn.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Vanessa Craig". The signature is fluid and cursive, with the first name "Vanessa" written in a larger, more prominent script than the last name "Craig".

Vanessa Craig
Chair, Regional District of Nanaimo

Encl.

LEGISLATIVE REFORM INITIATIVE: NEXT STEPS
UBCM ANNUAL CONVENTION, September 21, 2023
Summary of Session and What We Heard

SUMMARY OF SESSION

On September 21, 2023, the Regional District of Nanaimo, Fraser Valley Regional District (City of Chilliwack), Alberni-Clayoquot Regional District, and Don Lidstone, K.C., hosted an interactive, discussion-based session on legislative reform. The session was intended for both municipal officials as well as regional district officials because many aspects of municipal operations are contained in the *Local Government Act*.

The goals of the session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

The Ministry of Municipal Affairs provided background and several questions to consider during the group's discussion (Attachment 1).

Approximately 80-85 people attended the session, indicating a broad interest in this evolving topic.

Concerns with the dated *Local Government Act* include restrictions on taxation and revenue sources, complexities in establishing services, and the lack of provisions in comparison with Section 8 of the *Community Charter* which gives municipalities powers to regulate, prohibit, and impose requirements by bylaw without provincial approval or establishing bylaws. Regional districts are limited in their legislative authority in comparison with municipalities in several key areas such as business licensing authority (which the province is now addressing as part of its efforts around short-term rental housing), subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models. Further, social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance. These realities should be reflected in a modernized legislative framework.

During the session, Slido polls were used to conduct two "straw polls" of the participants, on these questions: 1) whether or not to proceed with the Legislative Reform Initiative, and 2) whether a UBCM working group or a joint local government project is the best path forward to steer the process.

The majority of participants indicated support for the Legislative Reform Initiative, and indicated their preference would be for a UBCM working group to steer the initiative. These polls were conducted to gain a sense of the sentiments of the session participants only, and are not assumed to represent the views of the UBCM membership as a whole.

WHAT WE HEARD

WHY A COMPREHENSIVE MODERNIZATION EFFORT IS NEEDED

- The Ministry of Municipal Affairs has made important incremental changes in the legislation over time, but a more comprehensive modernization project is needed.
- Extensive downloading of responsibilities from the Province to local governments has exacerbated the problems local governments face; outdated legislation prevents local governments from addressing these issues effectively.
- Over 90% of the province is rural and is not under the *Community Charter*; these areas should not be governed by legislation that was drafted in 1966.
- Regional districts and municipalities have restricted powers where they have delegated authority only, are not constitutionally protected, and have few tools or resources to address local problems.
- Particular challenges with the *Local Government Act* (LGA) raised by participants at this session:
 - responding effectively to emergencies and natural disasters
 - taking measures to mitigate the effects of climate change
 - dealing with old infrastructure and the ability to fund these projects solely through property taxes
 - population growth and migration from cities during the pandemic is rapidly changing the character of rural areas; incoming residents have higher expectations for services
 - incorporation should not be the only other governance option for rural areas; there should be an intermediate step available
 - Electoral Areas lack power and resources
 - business licensing authority¹ and subdivision approval are difficult for regional districts
 - small municipalities and regional districts are unable to fund necessary projects costing millions, such as recycling, dikes, etc., to continue to provide the quality of life that residents cherish in these communities.

CONSIDERATIONS FOR PURSUING LEGISLATIVE REFORM RAISED AT THIS SESSION

- The background and questions provided by the Ministry of Municipal Affairs were very helpful in this discussion.
- Need to identify and list specific, concrete, local community issues and distill them from a 10,000-foot level to provide the Ministry of Municipal Affairs with evidence for the need to modernize the *Local Government Act*.
- Legislative reform should be viewed as supporting the Province, not in conflict with the Province.
- The Ministry of Municipal Affairs should be involved from day one.
- The Ministry should provide funding for this initiative's research and policy work, as they have done for the Northwest Benefits Alliance.

¹ The Province is addressing this as part of its efforts around short term rental housing. Amendments to the *Local Government Act* allow Regional Districts to regulate and licence short-term rentals and other businesses in similar ways to municipalities [see link](#)

- What is working well in the legislation should be left as is.
- If legislative reform is successful in providing new powers and tools for local governments, that does not mean all local governments must use them.
- Islands Trust has an even smaller toolbox than municipalities and regional districts.
- Metro Vancouver has excellent models and best practices, especially in the area of climate change; we can borrow good ideas.
- Local governments need a legislative framework that recognizes the importance of, and facilitates working together with, First Nations in a respectful, effective, and inclusive manner.
- When First Nations participate at the Board level, it changes the conversation and the votes. Local governments often are not well informed regarding Indigenous rights and title.
- The inclusive governance goals in UNDRIP legislation and provincial action plans can be reinforced and worked on concurrently with the Legislative Reform Initiative.
- Need to consider 7 generations into future when modernizing the LGA.
- Planning and land use issues should not be included in this initiative.
- Several participants stressed the need to draft a new charter rather than revise portions of the LGA in a continuation of the “band aid” approach.
- Area associations of UBCM should be included in the conversation.
- A retired CAO or Chair could be a primary resource person for this project, conducting research and policy work and keeping the project on track.

DECIDING WHETHER TO PROCEED WITH THE LEGISLATIVE REFORM INITIATIVE

- **Slido poll #1:** Is there an interest in proceeding with the Legislative Reform Initiative? (96% yes, 4% no)

OPTIONS FOR STEERING AND MANAGING THE LEGISLATIVE REFORM INITIATIVE

Option 1: UBCM Executive could form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

Option 2: This could be structured as a joint local government project, with local governments contributing funding to form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

Considerations for Option 1:

Pros:

- UBCM has an efficient network, broad reach, consistency, research capacity, and impact with the province.
- UBCM can be representative.
- UBCM has already been doing some work on legislative reform, and has experience.
- UBCM can allocate resources if legislative reform is identified as a priority.
- Reporting back will happen at UBCM.

Cons:

- Last UBCM working group report in 2010 did not meet expectations.
- Some uncertainty on the part of some participants as to how a UBCM working group functions.
- A UBCM working group may be more distant from local governments than is ideal.

Considerations for Option 2:

Pros:

- May insulate the project from getting sidetracked, if the Province does not assist with resources for UBCM.
- With a group of passionate people committed to working together on the project, the Legislative Reform Initiative may not need UBCM.

Cons:

- Challenges with resources and capacity: initiative will require significant buy-in and continued long-term commitment from local governments in terms of funding and staff time.
- Difficult to achieve forward momentum “off the side of the desk”.
- The complex coordination required for the project will be a challenge.

➤ Slido poll #2:

- **Option 1:** UBCM Executive forming a working group (85% in favour)
- **Option 2:** Joint local government project (15% in favour)

NEXT STEPS

- A “What We Heard” document summarizing the session will be distributed to UBCM members.
- It is noted that although there was significant enthusiasm for the initiative, including from areas outside the AVICC region, some representatives indicated they would like additional information on the initiative.

UPDATE: December 2023

Following the UBCM Annual Convention, Douglas Holmes, CAO of the Regional District of Nanaimo had the opportunity to discuss the Legislative Reform Initiative and the September 21, 2023, interactive panel session with Gary Maclsaac, Executive Director, UBCM. Mr. Maclsaac is in the process of seeking direction on this matter from the President’s Committee.

Attachment 1: Ministry of Municipal Affairs background and discussion questions

Background and Discussion Questions

The Ministry of Municipal Affairs (MUNI) is committed to listening to local governments about their evolving needs and how the existing legislated framework accommodates new responsibilities and challenges. Much of the legislative agenda sponsored by MUNI in recent years has responded to critical local government needs uncovered as a result of the pandemic and in response to UBCM resolutions. The development of legislative change is a lengthy, complex, and resource intensive process. Therefore, it must be rooted in and supported by a clear gap in existing tools and authorities to fix an identified problem that the current legislation or other tools don't resolve. The mere desire for regional district (RD) legislation alone needs to be tested against a real need, with a clear path on policy development for the province to consider.

Government Priorities

The province has been clear in its priorities and focus on pressing issues of affordability and housing supply – allocating significant resources from both the Ministry of Housing and MUNI to initiatives in this space. That scarce allocation is determined by elected decision makers. The priority on affordability and housing supply also presents an opportunity and recognizes that issues of housing availability and affordability are not just urban issues – and that there is a role for regional approaches to support this work that may require new thinking of how RDs are better able to participate in solutions that will have direct implications for RD regulatory authorities.

In addition, MUNI along with other agencies and ministries, are working on other initiatives that have a direct impact on RD authorities, these include:

- The local government financial review working group, made up of staff from the province and UBCM, where work has been underway to review the local government finance system in B.C., analyzing the recommendations in the 2021 UBCM report, and discussing matters of mutual interest;
- Inclusive regional governance to explore First Nations' interests on RD boards (explore issues such as geographic implications/boundaries of the current RD system and alignment with First Nation territories, election mechanics, and service provision);
- Consideration of business licensing and enforcement authorities for RDs, as previously requested by RDs.

Discussion questions – Are there specific RD challenges and legislative concerns that align with the current provincial priorities? What are the clearly defined problem statements/lack of authority for RDs not already accommodated for?

Other Approaches and Tools

In the past, RD officials have expressed a range of concerns such as lack of regulatory authority – in some cases the authorities in question may exist or it may be facilitated through regulation (recent examples include fireworks and source separation regulations). Other identified concerns relate to some of the fundamental foundations of RD structures and principles – such as the principle that cost-recovery for services being matched with the beneficiaries of the service, or the unique ability of RDs to balance rural and urban interests. Any changes contemplated need to be evidence-based and targeted

and not be change for “a nice to have” versus a particular business or governance need for which a policy rationale exists and no other tools exist.

Discussion questions – given the inherent flexibility in the RD system, are there other tools or approaches that may address challenges that could support RDs in the absence of legislative changes?

Process for further engagement

Given the key and pressing priorities that the province is currently engaged on (e.g., housing and homelessness, climate change and emergency planning, health, and the opioid crisis) there are practical considerations about how the local government system (including municipalities and RDs) will partner and collaborate with the province to address these issues. MUNI remains committed to understanding the broad views and perspectives of local government officials (both regional and municipal) across BC on the issues facing their regions and communities including the need for legislative change. We will take under consideration the results of this session.

Discussion questions – Have inclusive, broad meaningful conversations about RD outcomes and authorities occurred across all RDs? And have those been shared with MUNI? How will RDs organize themselves to ensure that all voices will be heard?

Legislative Reform Initiative: Next Steps

To log into Slido for this session:

Join at slido.com
Enter code: #UBCM1

In Slido, please tell us where you are from and whether you are an EA Director or from a municipality.

Agenda¹⁷⁹

2:30-2:40 Welcome/introductions/objectives of session

2:40-3:40 Legislative Reform Initiative: A Summary

- Context and background
- Challenges with the Local Government Act
- 20 years of resolutions: a quick review
- Actions taken on this initiative
- Themes from previous sessions and discussions
- Priorities identified in previous discussions
- Background and questions from Ministry of Municipal Affairs
- Reflections from the panel and discussion
- **Decision: Is there an interest in proceeding with the leg reform initiative?**

3:40-4:20 Options for steering and managing the legislative reform initiative

- UBCM working group
- Joint local government project
- Other ideas
- **Decision: decide the best path forward to manage the initiative**

4:20-4:30 Conclusion/wrap up

Welcome and Introductions

- **Vanessa Craig**, Chair, Regional District of Nanaimo
- **John Jack**, Chair, Alberni-Clayoquot Regional District; Chief, Huu-ay-aht First Nation
- **Jason Lum**, Chair, Fraser Valley Regional District; Council Member, City of Chilliwack
- **Don Lidstone**, K.C., Managing Partner, Lidstone & Company

Objective of Today's Session¹⁸¹

- Provide context and background about the Legislative Reform Initiative
- Decide whether to proceed with the Legislative Reform Initiative
- Decide the best path forward to steer the process

Legislative Reform Initiative: Context and Background

- Community Charter replaced Municipal Act 2003
 - Excellent piece of municipal legislation in Canada
- Local Government Act (LGA) created in 1966
 - Not overhauled in early 2000s as planned
- Comprehensive modernization of LGA has not been done
 - Accountabilities of RDs continuing to increase
 - RDs lack tools and authority to meet expanded responsibilities
 - Many aspects of municipal operations that need updating are in the LGA (planning)

Challenges with the Local Government Act

- Limits on legislative authority no longer supported by policy rationales
- Demographics/population growth/increased development/sparsely populated areas
- Business licensing, subdivisions, fireworks, parking, tree management
- Is such a distinction between authority of regional districts and municipalities still supportable?
- Revenue generation, models of taxation, funding for services – lack of flexibility in current paradigm

Challenges with the LGA (continued)

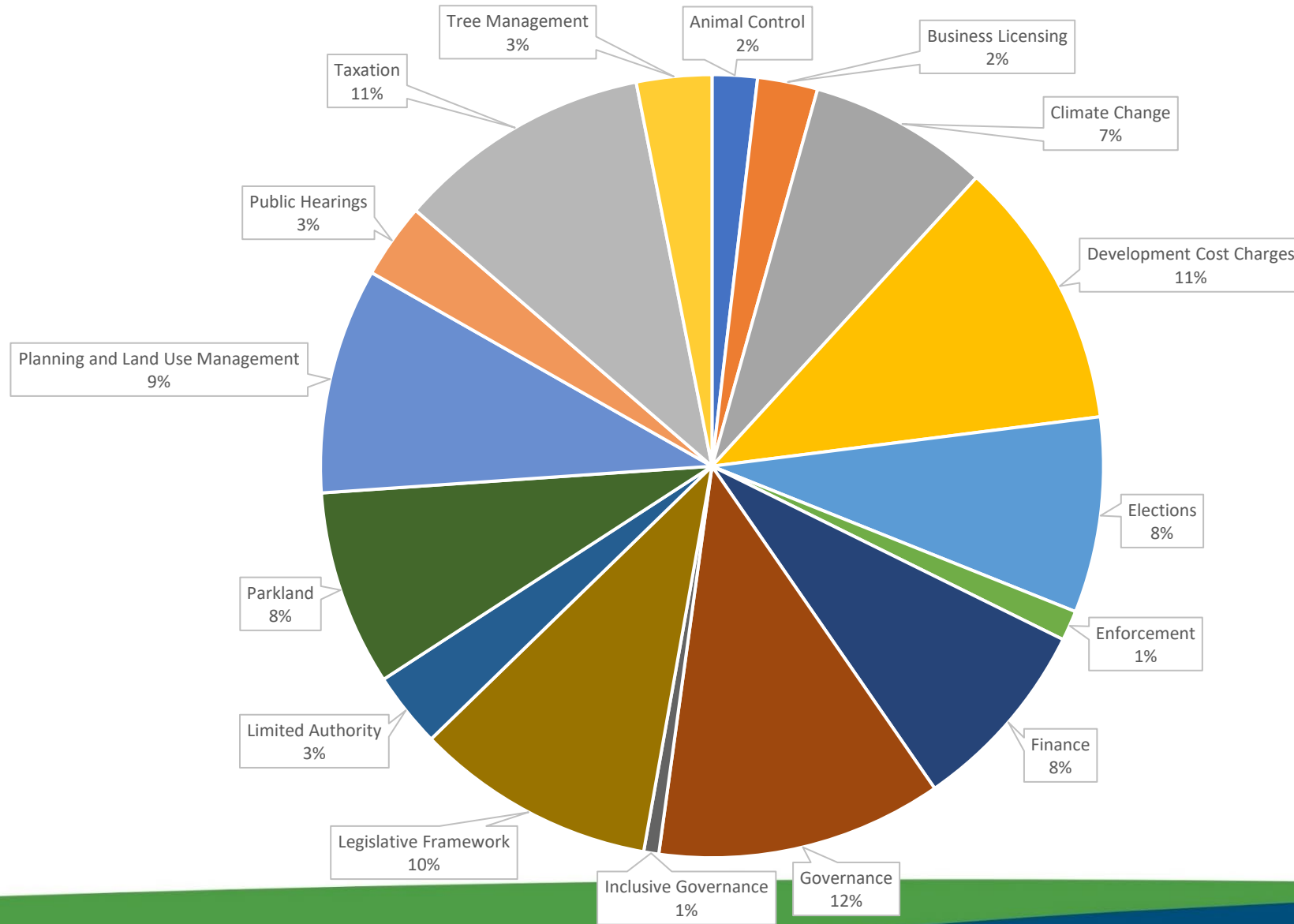
- Establishing services to optimize scale, cost distribution, fair participation
- Urban/rural friction
- Social, political, economic values have shifted significantly since legislation was drafted
- *The Province has implemented incremental legislative change over time - which is welcome and beneficial - but it is time for a comprehensive review and update.

20 Years of Resolutions: A Quick Review

- From 2003 to 2022, 161 endorsed resolutions specifically mentioned amending the Local Government Act. 34% were sponsored by regional districts. The rest are from municipalities.
- An additional 71 resolutions requesting an LGA amendment were submitted to UBCM for consideration and were either not endorsed or not admitted for debate.
- Of the 161 endorsed resolutions, three have called specifically for modernization of the LGA and one has called for the creation of a Regional District Charter.
- The 5 most common themes are:
 - Governance
 - Development Cost Charges
 - Taxation
 - Legislative framework
 - Planning and land use management

Resolutions At a Glance

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Actions Taken on this Initiative¹⁸⁷

- **April 2021** – RDN initially presented this topic to Chair/CAO Forum for preliminary discussion
- **June 2021** – RDN and Don Lidstone hosted a half-day session with BC Chairs and CAOs to explore a collaborative effort to modernize the LGA
- **April 2022** - AVICC convention – RDN, ACRD and Don Lidstone hosted a 2-hour workshop with local governments to hear about areas needing reform, and to build support for interjurisdictional collaboration
- **September 2022** - RDN submitted resolution, endorsed by UBCM, proposing that UBCM work with Ministry and local government on this initiative

Actions Taken on this Initiative, cont'd¹⁸⁸

- **September 2022** – RDN and ACRD met with former Minister of Municipal Affairs Nathan Cullen to discuss moving project forward
- **March 2023** - Provincial response to RDN 2022 UBCM resolution on legislative reform received:
 - “The current framework mostly works well”
 - RDs can be innovative, creative in targeting issues
 - RDs should work with Ministry for tailored regulations
 - New tools/authorities must be based on a clear analysis
 - Consensus is needed for system-wide change
 - January 2022 “MOU on Local Government Financial Resiliency” (UBCM/Province) establishes a working group to review challenges

Actions Taken on this Initiative, cont'd

- **March 2023** – RDN again presented on this initiative to CAO Forum and Chairs/CAOs Forum to gather ideas and specific examples
- **April 2023** - RDN, ACRD and Don Lidstone hosted a second panel session at the 2023 AVICC Convention in Nanaimo, building on ideas from 2022 AVICC workshop and seeking guidance on how to move the project forward
- **September 2023** – UBCM Convention (Vancouver), RDN, ACRD, City of Chilliwack, and Don Lidstone hosting a third panel session, building on ideas from the April 2022 and April 2023 AVICC sessions, and seeking guidance on next steps, process and timeline, and priorities to be addressed

Themes from Previous Sessions and Discussions

- UBCM may be the most effective avenue for shepherding this initiative
- First Nations must be invited to be part of modernizing exercise
- A new legislative scheme should contemplate seven generations into the future; establish a framework responsive to future societal changes
- “Be careful what you wish for”: more authority may require more resources
- Ensure core task of modernizing legislation is not sidetracked by other issues
- RDs need more flexibility with revenue sources.
- Municipalities have authority to use fees to shape behaviour.

Themes from Previous Sessions and Discussions, cont'd

- Community amenity contributions should be addressed as part of this initiative
- Consultation with Boards, First Nations, stakeholders, developers, owners, citizens, Province is key
- Identify specific, concrete, local community issues to build ongoing grassroots pressure on local politicians
- Planning and land-use issues should not be included in this initiative
- Connect issues to ministerial mandates
- Capacity and resourcing (financial and staff time) will be major challenges for moving project forward

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Priorities to Be Addressed: Ideas from March 2023 Chair/CAO Forum

- Legislative Powers
 - Clarify respective powers of Mayor and Council
 - Amending legislation that provides the ALC with powers to supersede the OCP and RGS
 - Give local governments time to make those changes within the land use plan in the OCP and RGS
- Weighted Voting Structure
 - EA Directors outvoted by municipalities (Planning and Land Use Management)
 - Unfair voting practices on RD assets/service establishment bylaws and their taxation with limited and ineffective representation

Priorities to Be Addressed: Ideas from March 2023 Chair/CAO Forum, cont'd

- Subdivision Approval
 - Maximum build-out to water availability to ensure sustainability. Water consumption needs to be met by raw water source without affecting other current infrastructure, forced to create potable water service
- Inclusive Governance
- Revenue Alternatives
 - Sales tax revenue alternatives, competing for grant funding
 - Ability to have additional revenue streams
 - Additional tools to meet residents' quality-of-life expectations

Priorities to Be Addressed: Ideas from March 2023 Chair/CAO Forum, cont'd

- Long-term Borrowing
 - For regulated infrastructure (water treatment) and essential services (sewer where there are health and/or environmental issues). Not requiring AAPs/referendums.
- Service Establishment – reduce complexity
- Business Licensing – enable RDs to have licensing
- Bylaw Enforcement – declared nuisances

Background and Questions from Ministry of Municipal Affairs

- Legislative reform is a resource-intensive process
- Need to demonstrate a clear gap in tools and authorities
- Must show a real need and a clear path
- Must be evidence-based and targeted
- Consider options other than legislative reform
- Provincial priority on affordability and housing supply presents urban/regional opportunities to participate in solutions

Background and Questions from Ministry of Municipal Affairs, cont'd

- Province has several other initiatives that impact regional district authorities (e.g., inclusive governance study, financial review working group, consideration of business licensing)
- Demonstrate how local government challenges align with provincial priorities
- Local government needs an effective process to organize this project and to enable broad, inclusive and meaningful consultation

197 Questions for Consideration from Ministry of Municipal Affairs

- Are there specific RD challenges and legislative concerns that align with the current provincial priorities? What are the clearly defined problem statements/lack of authority for RDs not already accommodated for?
- Given the inherent flexibility in the RD system, are there other tools or approaches that may address challenges that could support RDs in the absence of legislative changes?
- Have inclusive, broad, meaningful conversations about RD outcomes and authorities occurred across all RDs? And have those been shared with MUNI? How will RDs organize themselves to ensure that all voices will be heard?

Reflections from the Panel

Why this initiative is important...

Slido Poll:

Is there an interest in proceeding with
a legislative reform initiative?

YES

NO

Discussion: Options for Next Steps

- What process would be most effective to steer and manage this initiative?
 - UBCM working group
 - Joint local government-led project

A Refresher: Process Suggested at April 2023 AVICC Workshop

Option 1: UBCM Working Group

UBCM to manage this initiative; establish working group to steer the legislative review process:

- Working group comprised of reps from municipalities, regional districts, First Nations, UBCM, ministerial staff
- Research and policy work on the framework/approach to reviewing and modernizing the LGA
- Report back to UBCM membership in 2024 (if there is a resolution from the floor in 2023) or in 2025 (if resolution is submitted in 2024)
- Discuss pros and cons of this option (unified, centralized, broad reach, consistency, mechanisms in place)

Alternative Process To Consider

Option 2: Joint Local Government Project

Local governments could contribute funding to establish a working group to oversee the legislative review process.

- Working group possibly comprised of reps from municipalities, regional districts, First Nations, UBCM, ministerial staff
- Undertake research and policy work on the framework and approach to reviewing and modernizing the LGA
- Report back to UBCM membership? Local governments?
- Discuss pros and cons of this option (challenges with capacity, resources, complex coordination)

Slido Poll: Choose One Option

- Option 1: The Legislative Reform Initiative should be steered and managed by a UBCM Working Group.
- Option 2: The Legislative Reform Initiative should be steered and managed as a joint local government project.
- Option 3:

Conclusion and Wrap Up

- Action(s) depending upon results of today's polls
- RDN staff will follow up with a "What We Heard" document

Thank you!



January 29, 2024

Honourable Anne Kang
Minister of Municipal Affairs
PO Box 9056 Stn Prov Govt
Victoria, BC V8W 9E2 Email: MUNI.Minister@gov.bc.ca

Dear Minister Kang:

I am writing to follow up on our recent conversation regarding the Northwest BC Resource Benefits Alliance and to confirm UBCM's support for the discussions that are underway. We understand that local government leaders in the Northwest have been engaged with the Province of BC for almost a decade now regarding a potential revenue sharing agreement and that there is a MOU between the Province and Alliance that supports this process.

UBCM has not been involved in these discussions and is not privy to the details being discussed. However, I can advise that as a membership-based organization, UBCM has always supported regional agreements of this nature that reflect local economic situations and enable sharing of provincial revenues at a local level. UBCM has been supportive of other regional financial arrangements such as the Elk Valley Property Tax Sharing Agreement, the Columbia River Basin Trust and the Peace River Agreement in the past. These agreements are all unique and address current and historical financial challenges experienced at the local government level. We would support a regional solution for local governments in Northwest BC as well.

As you know, UBCM continues to work collaboratively with the Province on our Local Government Finance file and we appreciate the ongoing, productive discussions involving the UBCM Presidents Committee, Minister Conroy and yourself as we seek province-wide solutions that address gaps and pressures in local government finance. We view the regional table in the Northwest as a separate and supportable element as it addresses unique, local government finance pressures in the region.

Sincerely,

A handwritten signature in blue ink that reads 'Mandewo'.

Councillor Trish Mandewo
UBCM President

cc: Premier David Eby
Honourable Katrine Conroy, Minister of Finance
Northwest BC Resource Benefits Alliance