

AGENDA

MEETING NO. 4

March 13, 2025

**P.O. BOX 820
BURNS LAKE, BC V0J 1E0
PHONE: (250) 692-3195 OR 1-800-320-3339
FAX: (250) 692-3305
www.rdbn.bc.ca**

VISION

“A World of Opportunities
Within Our Region”

MISSION

“We Will Foster Social,
Environmental, and
Economic Opportunities
Within Our Diverse Region Through Effective
Leadership”

2022-2026 Strategic Plan

1. Relationships with First Nations
2. Advocacy with the Province
3. Housing Supply
4. Community and Economic Sustainability

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****AGENDA****Thursday, March 13, 2025**

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>First Nations Acknowledgement</u>	
	<u>AGENDA - March 13, 2025</u>	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
6-20	Board Meeting Minutes - February 27, 2025	Approve
	<u>DELEGATIONS</u>	
	<u>NECHAKO ENVIRONMENT AND WATER STEWARDSHIP SOCIETY</u>	
	<u>Wayne Salewski, President</u>	
	Re: Beaver Dams	
	<u>Taylor Bachrach, MP Skeena-Bulkley Valley</u>	
	Re: Update	
	<u>ADMINISTRATION REPORTS</u>	<u>ACTION</u>
21-22	Cheryl Anderson, Director of Corporate Services - Resolutions for Submission to the North Central Local Government Association (NCLGA)	Recommendation
23	Cheryl Anderson, Director of Corporate Services - Minerals North -April 30-May 2, 2025 -Prince George, BC	Recommendation
24-28	Cheryl Anderson, Director of Corporate Services - Smithers and Area Victims' Services Service Establishment Amendment Bylaw No. 2058	Recommendation

Meeting No. 4
March 13, 2025

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
29-31	Cheryl Anderson, Director of Corporate Services – RDBN Regional Public Transit And Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2055	Recommendation
32	Nellie Davis, Manager of Strategic Initiatives and Rural Services – Community Works Fund for Burns Lake Public Library HVAC Replacement	Recommendation
33	Nellie Davis, Manager of Strategic Initiatives and Rural Services – Grant to Village of Burns Lake – Faces and Places	Recommendation
34	Nellie Davis, Manager of Strategic Initiatives and Rural Services – Grant to Village of Burns Lake – Website Redesign	Recommendation
35	Shari Janzen, Community Development Coordinator – Lakes District Airport Society -Letter of Support Request	Recommendation
36	Shari Janzen, Community Development Coordinator – Stuart Lake Seniors Association -Letter of Support Request	Recommendation
37-55	Scott Zayac, Director of Protective Services -UBCM – 2025 FireSmart Pilot Program Regional District Cooperative Community Wildfire Response Organizations Application	Recommendation
56-72	John Illes, Chief Financial Officer – 2025 Budget Update	Receive
73-92	John Illes, Chief Financial Officer – Northwest BC Regional Funding Agreement (RBA) Long-term Development Plan	Receive

Meeting No. 4
March 13, 2025

<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
93-94	Megan D'Arcy, Regional Agriculture Coordinator – Premier's Task Force on Agriculture and Food Economy	Receive
95-98	Wendy Wainwright, Deputy Director of Corporate Services – Items to be brought Forward to the public agenda from Special (In-Camera) Meeting	Receive
<u>ADMINISTRATION CORRESPONDENCE</u>		
99-100	Ministry of Forests – RDBN letter to the Minister of Transportation and Transit -Replacement of a Legacy Culvert within Burns Lake Community Forest	Receive
101-103	Columbia Shuswap Regional District -Cooperative Community Wildfire Response Program	Receive
<u>SUPPLEMENTARY AGENDA</u>		
<u>NEW BUSINESS</u>		
<u>ADJOURNMENT</u>		

REGIONAL DISTRICT OF BULKLEY-NECHAKO**MEETING NO. 3****Thursday, February 27, 2025**

PRESENT:

Chair	Mark Parker
Directors	Gladys Atrill Shane Brien Leroy Dekens Martin Elphee Judy Greenaway Clint Lambert – left at 1:28 p.m., returned at 1:35 p.m. Linda McGuire Kevin Moutray Chris Newell Michael Riis-Christianson Stoney Stoltenberg – left at 11:46 a.m., returned at 11:49 a.m. Henry Wiebe
Directors Absent	Shirley Moon, Electoral Area F (Vanderhoof Rural) Sarra Storey, Village of Fraser Lake
Alternate Directors	Audrey Fennema, Village of Fraser Lake Alex Kulchar, Electoral Area F (Vanderhoof Rural)
Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Jason Berlin, Senior Building Inspector – via Zoom – left at 11:45 a.m. Megan D'Arcy, Regional Agriculture Coordinator – returned from lunch at 12:59 p.m., left at 2:06 p.m. Nellie Davis, Manager of Strategic Initiatives and Rural Services – left at 11:30 a.m., returned at 1:12 p.m., left at 1:32 p.m. Steve Davis, Building Inspector – left at 11:45 a.m. John Illes, Chief Financial Officer – arrived at 11:14 a.m., left at 1:36 p.m., returned at 1:56 p.m. Jason Llewellyn, Director of Planning – left at 12:45 p.m. Maria Sandberg, Planning and Parks Coordinator – arrived at 12:50 p.m., left at 12:54 p.m. Harpinder Singh, Accounting Clerk – left at 11:13 a.m. Wendy Wainwright, Deputy Director of Corporate Services Christopher Walker, Emergency Services Manager – arrived at 1:10 p.m., left at 1:34 p.m. Scott Zayac, Director of Protective Services

Others Joelle Barfoot, Project Procurement Manager, CityWest – via Zoom – left at 11:50 a.m.
Wes Eisses, Vice President of Projects, CityWest– via Zoom – left at 11:50 a.m.
Tamara Gillis, Smithers – left at 11:52 a.m., returned at 1:37 p.m., left at 1:38 p.m.
Michael Tabert, Smithers – left at 11:45 a.m.
Stefan Woloszyn, Chief Executive Officer, CityWest– via Zoom – left at 11:50 a.m.

CALL TO ORDER

Chair Parker called the meeting to order at 11:08 a.m.

FIRST NATIONS ACKNOWLEDGEMENT

AGENDA &

Moved by Director Stoltenberg

SUPPLEMENTARY AGENDA

Seconded by Alternate Director Kulchar

2025-3-1

“That the Board Meeting Agenda of February 27, 2025 be approved as amended; and that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Board Meeting Minutes
-February 13, 2025

Moved by Director Greenaway
Seconded by Director Brien

2025-3-2

“That the Board Meeting Minutes of February 13, 2025 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rural Services Committee
Meeting Minutes
-February 13, 2025

Moved by Director Brien
Seconded by Director Lambert

2025-3-3

“That the Rural Services Committee Meeting Minutes of February 13, 2025 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

STAFF INTRODUCTION

Chair Parker introduced Harpinder Singh, Accounting Clerk.

DELEGATION

CITYWEST – Stefan Woloszyn, Chief Executive Officer, Wes Eisses, Vice President of Projects and Joelle Barfoot, Project Procurement Manager Re: Project Update

Chair Parker welcomed Stefan Woloszyn, Chief Executive Officer, Wes Eisses, Vice President of Projects and Joelle Barfoot, Project Procurement Manager, CityWest.

CityWest Update

- Fibre to the Home Community Partnership
 - o Building Infrastructure for a Connected Future
- Connecting Smithers – Upper Viewmount
- Connecting Cluculz Lake
- Connecting Fort St. James
- Connecting Burns Lake – ERI (NDIT - Economic Recovery Intake Fund)
- Connecting Burns Lake & Francois Lake – UBF (Universal Broadband Fund)

The following was discussed:

- RDBN contributions to projects
- Burns Lake & Francois Lake
 - o Gerow Island, Electoral Area B (Burns Lake Rural) within the footprint of the ERI program and planning is underway
 - o Timeline for connection
 - CityWest is working with the pole owner to receive permitting with no current estimated time of connection
- Economic impacts to delayed projects and erosion of opportunities over time
- Working harder to outline product benefits
- Capacity considerations
 - o CityWest's growth over the last number years
 - o Matching capacity to projects
- Connectivity build costs to the home
 - o Federal and provincial government connectivity mandates
- Pending tariffs.

Chair Parker thanked Messrs. Woloszyn and Eisses and Ms. Barfoot for attending the meeting.

BUILDING INSPECTION

Section 57 Notice on Title,
 5264 Raceway Road,
 Electoral Area A (Smithers/
 Telkwa Rural)

The property owner provided the following comments:

- He hired a reputable builder and he understood the builder would submit the appropriate paperwork.
- He is working on getting pictures of the footings from his Builder.
- He has not signed the building permit application because he does not adequately understand the implications.
- He requests additional time be granted to get a building permit.
- Someone complained about an illegal small portable sawmill on the property. He spoke with neighbours and no one said they complained.
- The sawmill provides a supplemental income through COVID and to his logging business, and operated in 2024 for 271 hours, and it only runs after hours and/or weekends.
- He has paid for a building permit.

Discussion took place regarding the impacts of delaying the Notice on Title if there is a potential sale of the property and the risk to the new owner if there is no knowledge of the current issues. A Notice on Title may be removed by a property owner if issues are resolved for a \$200 fee. Staff indicated the preference is that the property owner hire an engineer to confirm that the building, including the foundation, is built to code. Photographs on the construction may be accepted by the Building Inspectors in some instances. Exposing the construction to inspection is also an option. There was discussion regarding the options of deferring consideration of the report or direction staff to register the notice on title if a building permit has not been issued by a certain date.

Moved by Director Stoltenberg
 Seconded by Director Greenaway

2025-3-4

"That the Corporate Officer be directed to file a Notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* relating to land legally described as Lot B, Section 27, Township 1A, Range 5, Coast District, Plan EPP26255 (5264 Raceway Road)."

BUILDING INSPECTION (CONT'D)

Moved by Director Stoltenberg
 Seconded by Director Dekens

2025-3-5

"That the Board amend Motion 2025-3-4 to include that the Corporate Officer be directed to file a Notice in the Land Title Office if a building permit has not been issued by March 27, 2025."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

That the question be called on Motion 2025-3-4 as amended."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Land Referral

Crown Land Application
Referral No. 7410357
Electoral Area C (Fort St.
James Rural).

Moved by Director Greenaway
 Seconded by Alternate Director Kulchar

2025-3-6

"That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 7410357."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Crown Land Application
Referral No. 6409526
Electoral Areas B (Burns Lake
Rural), E (Francois/Ootsa Lake
Rural), and G (Houston/Granisle
Rural)

Moved by Director Riis-Christianson
 Seconded by Director Newell

2025-3-7

"That the comment sheet be provided to the Province as the Regional District's comments for Notice of Work Referral No. 6409526."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Other

Ministry of Transportation
 and Transit Letter - Highway
 16 and 27 Intersection
 Improvements

Moved by Director Dekens
 Seconded by Director Atrill

2025-3-8

"That the Board receive the Ministry of Transportation and Transit letter regarding Highway 16 and 27 Intersection Improvements.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

B.C. Fast Tracking 18
 Resource Projects to Reduce
 Reliance on United States

Moved by Director Brienen
 Seconded by Director Riis-Christianson

2025-3-9

"That the Board receive the correspondence regarding B.C. Fast Tracking 18 Resource Projects to Reduce Reliance on United States."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Conversation took place regarding:

- Uncertainty moving forward regarding which projects will move forward without an EA Process, and which projects will be subject to a fast tracked or otherwise amended EA Process.
- Province has announced that wind farm projects won't require an EA Process. This may require changes to the *Environmental Assessment Act*
- Concerns were raised regarding consideration of social, environmental and infrastructure issues and the ability of First Nations and local government to engage with the Province on those issues.
- The RDBN Zoning Bylaw regulates wind farm where zoning is in place; however, windfarms on Crown land may not be subject to local government zoning.
- The BC Energy Regulator will oversee the permitting of windfarms
- Writing a letter to the Honourable David Eby, Premier and the Honourable Adrian Dix, Minister of Energy and Climate Solutions acknowledging the need to moving resource projects forward utilizing a process which allows local governments and First Nations to provide appropriate input.

Other (Cont'd)

Letter to the Honourable David Eby, Premier and the Honourable Adrian Dix, Minister of Energy and Climate Solutions

Moved by Director Atrill
 Seconded by Director Riis-Christianson

2025-3-10

"That the Board write a letter to the Honourable David Eby, Premier and the Honourable Adrian Dix, Minister of Energy and Climate Solution acknowledging the need to moving resource projects forward utilizing a process which allows local governments and First Nations to provide appropriate input."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Break for lunch at 11:58 a.m.

Reconvened at 12:50 p.m.

PARKS AND TRAILS

Parks and Trails Service Work Plan

Moved by Director Stoltenberg
 Seconded by Director Greenaway

2025-3-11

"That the Board receive the Planning and Parks Coordinator's Parks and Trails Service Work Plan memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Harrop Procter Ferry Committee Society - Request For Resolution re: Essential Service Levels of Inland Ferries

Discussion took place regarding options of submitting a resolution to NCLGA or writing a letter to the Regional District of Central Kootenay in support of a resolution regarding the Essential Service Levels of Inland Ferries. The Board also discussed directing staff to contact the RDCK to determine if they would consider including the RDBN when they submit their resolution. Staff will bring forward a response from RDCK and/or a draft resolution for Board consideration for submission to NCLGA at the March 13th Board meeting.

ADMINISTRATION REPORTS (CONT'D)

Resolution – Twinning of
 Highway 16

Moved by Director Elphee
 Seconded by Director Greenaway

2025-3-12

“That the Twinning of Highway 16 resolution be submitted to the North Central Local Government Association for consideration at its upcoming AGM and Convention.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

ADMINISTRATION REPORT

Nechako Watershed
 Roundtable Resolution for
 Consideration

Moved by Director Stoltenberg
 Seconded by Director Greenaway

2025-3-13

“That the Board co-sponsor the Regional District of Fraser-Fort George’s Local Watershed Governance Organizations and Biodiverse Climate Resilient Ecosystems resolutions at the NCLGA AGM & Convention and UBCM Convention.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Burns Lake and Area Victims’
 Services

Moved by Director Riis-Christianson
 Seconded by Director Wiebe

2025-3-14

“That the Burns Lake and Area Victims’ Services Service Amendment Bylaw No. 2059, 2025 be adopted this 27th day of February 2025.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Smithers Rural Fire Protection
 Service Area Boundary
 Amendment Bylaw
 No. 2068, 2025

Moved by Director Stoltenberg
 Seconded by Director Atrill

2025-3-15

“That Smithers Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2068, 2025 be adopted this 27th day of February, 2025.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Smithers Rural Recreation
 and Culture Service Area
 Boundary Amendment Bylaw
 No. 2069, 2025

Moved by Director Stoltenberg
 Seconded by Director Atrill

2025-3-16

"That Smithers Rural Recreation and Culture Service Area Boundary Amendment Bylaw No. 2069, 2025 be adopted this 27th day of February, 2025."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2025 Budget

Moved by Director Moutray
 Seconded by Director Atrill

2025-3-17

"That Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 2070, 2025 be given second reading as amended this 27th day of February, 2025."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The following was discussed:

- Lake Kathlyn Parcel Tax
 - Awaiting a meeting with the Lake Kathlyn Protection Society
- Smithers Airport
 - Staff have reached out to schedule a meeting
- Area E (Francois/Ootsa Lake Rural) and D (Fraser Lake Rural) grant in lieu of taxes and Environmental Services budget.

Community Works Fund (CWF)
 for District of Vanderhoof
 -Pump Track Project

Moved by Alternate Director Kulchar
 Seconded by Director Moutray

2025-3-18

1. "That the Board authorize contributing up to \$130,000 in Canada Community Building Fund BC monies from Area F (Vanderhoof Rural) to the District of Vanderhoof for a Recreation Infrastructure project and further,

(participants/weighted/majority)

2. That the Board authorize the withdrawal of up to \$130,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Community Works Fund (CWF) Moved by Director Greenaway
for Luck Bay Fire Hall Seconded by Director Elphee
Generator

2025-3-19

1. "That the Board authorize contributing up to \$11,000 in Canada Community Building Fund BC monies from Area C (Fort St. James Rural) to a Fire Hall Infrastructure project at the Luck Bay Fire Hall and further,

(participants/weighted/majority)

2. That the Board authorize the withdrawal of up to \$11,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Community Works Fund (CWF) Moved by Director Newell
for Topley Fire Hall Seconded by Director Riis-Christianson
Generator

2025-3-20

1. "That the Board authorize contributing up to \$16,000 in Canada Community Building Fund BC, \$12,800 from Area G (Houston/Granisle Rural) and \$3,200 from Area B (Burns Lake Rural), to a Fire Hall Infrastructure project at the Topley Fire Hall and further,

(participants/weighted/majority)

2. That the Board authorize the withdrawal of up to \$16,000 from the Federal Gas Tax Reserve Fund."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Program to Enhance Rail
Safety Engagement Final
Report Moved by Director Wiebe
Seconded by Director Greenaway

2025-3-21

"That the Board receive the Emergency Services Manager's Program to Enhance Rail Safety Engagement Final Report memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

Staff are reviewing the recommendations and determining capacity and scope of work. Discussion took place regarding:

- Utilizing the report for advocacy with higher levels of government regarding rail safety in the region
- 40% of rail tracks are located within fire protection areas and 60% outside fire protection areas
- CN response times in the event of an emergency
- Hazard Risk and Vulnerability Assessment ranked rail safety as fourth out of all hazards
- RDBN role to protect its residents
- Sharing the report with other local governments and agencies
- MP Bachrach provided a letter of support for the RDBN grant application to complete the report
- Future resource development in relation to increased rail activity and ensuring the safety of communities in the region.

Electoral Area Directors' Forum – Electoral Area Perspectives on RD Legislative Reform

Moved by Director Greenaway
 Seconded by Director Stoltenberg

2025-3-22

"That the Board receive the Director of Corporate Services' Electoral Area Directors' Forum – Electoral Area Perspectives on RD Legislative Reform memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ministry of Forests - Pest Management Plan Consultation Period

Moved by Director Stoltenberg
 Seconded by Alternate Director Kulchar

2025-3-23

"That the Board receive the Regional Agriculture Coordinator's Ministry of Forests – Pest Management Plan Consultation Period memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS (CONT'D)

RDBN Gathering for Food
 -Producer, Non-Profit
 Organizations

Moved by Director Brienen
 Seconded by Director Lambert

2025-3-24

"That the Board receive the Regional Agriculture
 Coordinator's RDBN Gathering for Food-Producer, Non-Profit
 Organizations memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS

Village of Granisle – Update

Director McGuire provided the following update:

- Granisle Seniors Housing Road Map
 - o Completion is planned for August 2025 with occupancy in the fall of 2025
- 2025 Budget process and the benefits of factoring in the RBA funding agreement
- Future resource projects in the region and benefits to future RBA negotiations
- Less ice huts on Babine Lake this winter in comparison to past winters due to the weather.

Village of Burns Lake – Update

Director Wiebe mentioned:

- Two new physicians arriving in the community in the spring
- Nurse Practitioner transitioned to a management position
- Village of Burns Lake Recruitment and Retention Committee has hired an individual
- Village Heights Project – awaiting grant funding for the installation of services to the gate.

Village of Telkwa – Update

Director Dekens spoke of the following:

- Water system improvements beginning next week to increase water supply by 30% for subdivisions awaiting development
- 2025 Budget discussions.

Electoral Area E (Francois/
 Ootsa Lake Rural) – Update

Director Lambert provided the following update:

- Meeting with Skin Tyee Nation, Cheslatta Carrier Nation and Nee Tahi Buhn Band on February 25th
- Meeting with Daryl Petsul, Senior Operations Officer (Interim) and Michael Hoefler, Executive Director, Capital Planning, Facilities Operations and Logistics, Northern Health to discuss a helipad. The Southside Health and Wellness Centre Society approved in principle a helipad project.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

Electoral Area C (Fort St. James Rural) – Update

Director Greenaway noted the following:

- Provided grant funding to the Fort St. James Curling Club and they have included the RDBN logo on their ice surface
- Attended the FPX Nickel Open House regarding the Baptiste Nickel Project
 - Wood Canada Ltd. conducted a study and developed a business case for a stand-alone Nickel refinery from the Baptiste Nickel Project for northern B.C.
 - Ammonium sulphate byproduct from nickel – good fertilizer
- Attended the Electoral Area Directors Forum February 6-7, 2025 in Richmond, BC and the following was reviewed:
 - Canada Community Building Fund BC
 - Other local governments administer the funds in various ways
 - Impacts of non-profits requiring Asset Management Plans
 - Five-year fund allocation deadlines – local governments may request extensions
 - The federal government is wanting better data collection
 - Disaster Financial Assistance
 - Three teams
 - Provincial Recovery Team
 - Advanced Recovery Team –connect with other programs
 - Community Recovery Team – support moving through recovery stage
 - Next Generation 9-1-1
 - Telus sole provider
 - Including a line for mental health
 - Concerning funding due to the significant decrease in landlines.

Town of Smithers – Update

Director Atrill gave tribute to Alice Maitland. Ms. Maitland spent 42 years as mayor for the Village of Hazelton and 47 years in local government. She had a love of community and championed a path for women in local government. Ms. Maitland will be remembered for being friendly, having a ready smile and the ability to speak truth to power. Director Brienen mentioned that Ms. Maitland had encouraged the RBA to host the celebration in her community when they were successful in reaching an agreement with the province. Director Riis-Christianson spoke of remembering her tenacity in bringing her community's concerns forward to the province.

VERBAL REPORTS AND COMMITTEE CHAIR REPORTS (CONT'D)

- Electoral Area F (Vanderhoof Rural) - Update Alternate Director Kulchar mentioned that Director Moon attended a meeting with the Nechako Valley Exhibition Society and the Vanderhoof Fall Fair is being moved to the August 8-10th weekend.
- Electoral Area A (Smithers/Telkwa Rural) – Update Director Stoltenberg reported that there is an Open House being held at the Round Lake Hall on March 5th.
- District of Vanderhof – Update Director Moutray commented:
- 2025 Budget process – RBA agreement is helpful but a significant infrastructure deficit remains
 - Travelling to Victoria for advocacy with Ministers.
- District of Fort St. James -Update Director Elphee spoke of the following:
- Met with Cindy Heitman, President of the College of New Caledonia regarding the rotation of a mechanical trades program in the region
 - Food Cycler Program supported by Area C is 50% sold.
- District of Fraser Lake -Update Alternate Director Fennema mentioned:
- Upcoming full day session to review the 2025 Budget
 - Family Day Event had a great turnout
 - o The Fraser Lake Museum and Library co-hosted an event as well.
- Chair Parker – Update Chair Parker provided the following update:
- First Nations Engagement meetings are going well
 - o Follow up meeting moving forward
 - Living Lakes – Francois Lake Shoreline Meeting kick off took place with Director Lambert also attending
 - Follow up call from Debra Lamash, Stakeholder Engagement Advisor, BC Hydro regarding the twinning of the hydro line and transmission expansion.
 - o Working group in Vanderhoof
 - o BC Hydro working towards solutions
 - Northern Development Initiative Trust Meetings this week.
- Receipt of Verbal Reports Moved by Director Brien
 Seconded by Alternate Director Kulchar
- 2025-3-25 “That the Board receive the various Directors verbal reports.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Letter of Support
Town of Smithers
Bid to Host Minerals
North 2026

Moved by Director Stoltenberg
 Seconded by Director Elphee

2025-3-26

"That the Board write a letter of support to the Town of Smithers for its bid to Host Minerals North 2026."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Upper Fraser Fisheries
Conservation Alliance
-Endako Weir Project

Moved by Director Riis-Christianson
 Seconded by Director Moutray

2025-3-27

"That the Board invite the Upper Fraser Fisheries Conservation Alliance to a future Board meeting to provide an Endako Weir Project Update."

(All/Directors/Majority) CARRIED UNANIMOUSLY

IN-CAMERA MOTION

Moved by Director Brienens
 Seconded by Director Riis-Christianson

2025-3-28

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

- Labour Relations
- Boundary Extension
- RBA."

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Lambert
 Seconded by Director Brienens

2025-3-29

"That the meeting be adjourned at 2:07 p.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Mark Parker, Chair

Wendy Wainwright, Deputy Director of Corporate Services



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: March 13, 2025
Subject: **Resolutions for Submission to the North Central Local Government Association (NCLGA)**

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

That the Board submit the Essential Service Levels of Inland Ferries resolution to the NCLGA.

BACKGROUND

At the February 27, 2025 Board meeting, the Board approved the following resolutions for submission to NCLGA:

1. Twinning of Highway 16
2. Local Watershed Governance Organizations (Nechako Watershed Roundtable)
3. Biodiverse Climate Resilient Ecosystems (Nechako Watershed Roundtable)

Resolution 1 will be submitted to NCLGA jointly with the District of Fort St. James as a co-sponsor.

The Regional District of Fraser-Fort George will submit resolutions 2 and 3 with the RDBN as a co-sponsor.

The Board provided direction to staff to contact the Regional District of Central Kootenay (RDCK) regarding the resolution titled "Essential Service Levels of Inland Ferries." RDCK confirmed that their Board has approved the resolution for submission to the Association of the Kootenay Boundary of Local Governments (AKBLG). Because the RDBN does not belong to that area association, we could submit a similar resolution to the NCLGA or support RDCK's resolution at the UBCM Convention.

ATTACHMENTS

Essential Service Levels of Inland Ferries

Essential Service Levels of Inland Ferries

Whereas Inland Ferries provide historically critical infrastructure to the communities served, equivalent to roads, highways and bridges;

Whereas Inland Ferry services are essential services whose costs are funded by a portion of the taxes on sales of gasoline and diesel;

Therefore be it resolved that all Inland Ferries are entitled to the same legal status as roads, highways and bridges, that all remain toll-free, and that the regular schedule of each Inland Ferry (whether on-demand or set schedule) be deemed the minimum necessary to protect the health, safety and welfare of the communities served.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: March 13, 2025
Subject: **Minerals North – April 30-May 2, 2025 – Prince George, BC**

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

That the Board authorize attendance of Rural Directors wishing to attend Minerals North from April 30-May 2, 2025 in Prince George, B.C.

BACKGROUND

Minerals North is taking place in Prince George from April 30-May 2, 2025. The draft program can be found here <https://www.mineralsnorth.ca/conference/schedule/>

Registration information, including the cost to attend the event, was not available at the time of this report but should be available prior to the Board meeting. All the associated costs will come from each director's rural legislative budget.

ATTACHMENTS:

None.



24

Regional District of Bulkley-Nechako Board Meeting

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: March 13, 2025
Subject: **Smithers and Area Victims' Services Service Establishment
Amendment Bylaw 2058**

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

That the Smithers and Area Victims' Services Service Establishment Amendment Bylaw No. 2058, 2024 be adopted this 13th day of March 2025.

BACKGROUND

Smithers and Area Victims' Services Service Establishment Amendment Bylaw No. 2058, 2024 was given three readings by the Board at its December 12, 2024 meeting. The bylaw was subsequently provided to the Village of Telkwa and the Town of Smithers for consideration. Both the Village of Telkwa and the Town of Smithers have consented to the adoption of the bylaw, so the Board may now adopt the bylaw.

Attachments:

Bylaw 2058
Village of Telkwa Consent
Town of Smithers Consent

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 2058****A bylaw to amend the tax limit for Smithers and Area Victim Services Service Establishment Bylaw 1776, 2016 from \$45,000 to \$56,250 per annum**

WHEREAS the Regional District of Bulkley-Nechako has established by Bylaw No. 1776, a service for the purpose of providing counselling and others services to victims of crime and other trauma in the Smithers and Area;

AND WHEREAS the Regional Board wishes to increase the tax limit for the service from FORTY-FIVE THOUSAND (\$45,000) per annum to FIFTY-SIX THOUSAND TWO HUNDRED FIFTY (\$56,250) per annum;

AND WHEREAS under Section 349 (1)(b) of the *Local Government Act*, the participants have consented to the adoption of this bylaw;

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

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

1. Section 6 of Bylaw No.1776 is hereby repealed and the following substituted therefore:

The maximum amount of taxation that may be requisitioned for the cost of this service shall be FIFTY-SIX THOUSAND TWO HUNDRED FIFTY (\$56,250) per annum;

2. This bylaw may be cited as "Smithers and Area Victims' Services Service Establishment Bylaw Amendment No. 2058, 2024."

READ A FIRST TIME this 12th day of December, 2024

READ A SECOND TIME this 12th day of December, 2024

READ A THIRD TIME this 12th day of December, 2024

CONSENT OF ELECTORAL AREA "A" DIRECTOR RECEIVED this 9th day of January, 2025

CONSENT OF THE TOWN OF SMITHERS RECEIVED this 28th day of January ,2025

CONSENT OF THE VILLAGE OF TELKWA RECEIVED this 18th day of February, 2025

ADOPTED this day of , 2025

Chairperson

Corporate Administrator

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2058 as adopted.

Corporate Administrator



February 21, 2025

**RE: Smithers and Area Victims' Services Service Establishment Bylaw
Amendment No. 2058, 2024**

At the February 18, 2025 Regular Meeting of Council, the following resolution was passed:

THAT Ltr 0417 from the Regional District of Bulkley-Nechako (RDBN) regarding Smithers and Area Victims' Services Service Establishment Bylaw Amendment No. 2058, 2024, be received; **AND THAT** Council approves of the RDBN's Smithers and Area Victims' Services Service Establishment Bylaw Amendment No. 2058, 2024

CARRIED

I, Greg LeBlanc, Deputy Corporate Officer / Executive Assistant, for the Corporation of the Village of Telkwa, hereby confirm that the above is a certified true copy of said resolution of the Village of Telkwa Council.

A handwritten signature in cursive script that reads "Greg LeBlanc".

Greg LeBlanc
Deputy Corporate Officer /
Executive Assistant
Corporation of the Village of Telkwa



RESOLUTION

RDBN - SMITHERS AND AREA VICTIMS' SERVICES SERVICE ESTABLISHMENT BYLAW AMENDMENT NO. 2058, 2024

R25.022

Raven/Elliott

THAT Council provide consent to the Regional District of Bulkley Nechako for the Smithers and Area Victims' Services Service Establishment Bylaw Amendment No. 2058, 2024.

CARRIED.

Certified a true resolution of Council from the Regular Meeting of January 28, 2025, held in the Council Chambers, 1027 Aldous Street, Smithers, BC.

A handwritten signature in black ink, appearing to read "David", with a long horizontal flourish extending to the right.

David Schroeter
Corporate Officer



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Cheryl Anderson, Director of Corporate Services
Date: March 13, 2025
Subject: **Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2055, 2024**

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

That Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2055, 2024 be adopted this 13th day of March, 2025.

BACKGROUND

Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2055, 2024 was given three readings by the Board at its September 26, 2024 meeting. The bylaw has received Statutory Approval and may now be adopted.

ATTACHMENTS:

Bylaw 2055

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 2055, 2024****A bylaw to amend the boundaries and participating areas in Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016**

WHEREAS the Board of the Regional District of Bulkley-Nechako wishes to amend the bylaw establishing a public transit and para-transit service within the boundaries of the Regional District;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval has been obtained in accordance with the *Local Government Act*;

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

That "Regional District of Bulkley-Nechako Regional Public Transit and Para Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016" be amended such that:

1. Section 3 is amended to remove the Village of Telkwa from the boundaries of the Service Area.
2. Section 4 is amended to remove the Village of Telkwa as a Participating Area.
3. Section 6 is amended to increase the maximum requisition amount from \$90,000 (Ninety Thousand Dollars) to \$115,000 (One Hundred Fifteen Thousand Dollars).

This bylaw may be cited as "Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2055, 2024."

READ A FIRST TIME this 26th day of September, 2024.

READ A SECOND TIME this 26th day of September, 2024.

READ A THIRD TIME this 26th day of September, 2024.

I hereby certify that this is a true and correct copy of Bylaw No. 2055.

Anderson

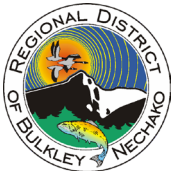
Corporate Administrator

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 20th day of February, 2025.

ADOPTED this day of ,

Chairperson

Corporate Administrator



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: March 13, 2025
Subject: **Community Works Fund for Burns Lake Public Library HVAC Replacement**

RECOMMENDATION:

(all/directors/majority)

- 1) That the Board authorize contributing up to \$100,000 in Canada Community Building Fund BC monies, split 50/50 between Electoral Areas B (Burns Lake Rural and E (Francois/Ootsa Lake Rural) to the Village of Burns Lake for a Cultural Infrastructure project and further,

(participants/weighted/majority)

- 2) That the Board authorize the withdrawal of up to \$100,000 from the Federal Gas Tax Reserve Fund.
-

BACKGROUND

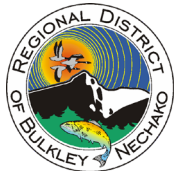
The heating system at the Burns Lake Public Library requires replacement, and a replacement system has been designed for the building.

This request is for \$100,000 towards a \$172,000 total project budget.

The available Area B CWF allocation for 2025 is \$574,086.

The available Area E CWF allocation for 2025 is \$245,650.

Directors Riis-Christianson and Lambert are supportive of this application and of contributing CWF to the project.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: March 13, 2025
Subject: **Grant to Village of Burns Lake – Faces and Places**

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

That the Board approve a grant of \$5,000 to the Village of Burns Lake, split 50/50 between the Electoral Areas B (Burns Lake Rural) and E (Francois/Ootsa Lake Rural) Economic Development Services for a Faces and Places marketing project.

BACKGROUND

The Village of Burns Lake is planning a marketing initiative to showcase the area through media and interviews with locals as well as business owners, including tourism attractions.

The Village is requesting \$5,000 towards this \$8,500 project.

The amount available in Area B (Burns Lake Rural)'s Economic Development Service is \$20,000.

The amount available in Area E (Francois/Ootsa Lake Rural)'s Economic Development Service is \$85,000.

Directors Riis-Christianson and Lambert are supportive of the application.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: March 13, 2025
Subject: **Grant to Village of Burns Lake – Website Redesign**

RECOMMENDATION:

(all/directors/majority)

That the Board approve a grant of \$10,000 to the Village of Burns Lake, split 50/50 between the Electoral Areas B (Burns Lake Rural) and E (Francois/Ootsa Lake Rural) Economic Development Services for a Website Redesign project.

BACKGROUND

The Village of Burns Lake is planning a website update project in 2025, 50% of which is to update the Visitor Information Center (Visit Burns Lake) website.

The Village is requesting \$10,000 towards this \$20,065 project.

The amount available in Area B (Burns Lake Rural)'s Economic Development Service is \$20,000.

The amount available in Area E (Francois/Ootsa Lake Rural)'s Economic Development Service is \$85,000.

Directors Riis-Christianson and Lambert are supportive of the application.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Shari Janzen, Community Development Coordinator
Date: March 13, 2025
Subject: **Lakes District Airport Society – Letter of Support Request**

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

That the Board provide a letter to the Lakes District Airport Society to support its BC Air Access Program funding applications for a Phase 2 Fuel System Project and an Airport Master Plan Project.

BACKGROUND

The Airport Society is submitting two funding applications to the BC Air Access Program. The first is for an Airport Master Plan involving a comprehensive examination of the current and future role of the airport within the larger aviation system.

The Phase 2 Fuel System Project will involve the installation of a new fuel system at the airport. This will provide much needed revenue for the airport and offer a service to the aviation community.

Both these projects will benefit the airport and the community by highlighting the importance of the airport and providing fuel services.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Shari Janzen, Community Development Coordinator
Date: March 13, 2025
Subject: **Stuart Lake Seniors Association – Letter of Support Request**

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

That the Board provide a letter to the Stuart Lake Seniors Association to support its funding applications for its Social Well-Being Project.

BACKGROUND

The Stuart Lake Senior Association is applying for grant funding to support its Social Well-Being Project and has requested a letter of support from the Board to accompany their funding applications.

The dedicated seniors' accessible bus provides reliable, safe, and affordable transportation that allows seniors to maintain their independence, access essential services, and participate in social and recreational activities. It also serves as a critical resource for evacuations during natural disasters, ensuring vulnerable residents can reach safety quickly.

Grant funding will support operating costs, maintenance, and accessibility improvements, ensuring this essential service remains available. By reducing transportation barriers, this enhances quality of life, combats isolation, and promotes active community engagement.

With reliable transportation and programming, seniors stay connected with friends and activities that enrich their well-being.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Scott Zayac, Director of Protective Services
Date: March 13, 2025
Subject: **UBCM – 2025 FireSmart Pilot Program Regional District Cooperative Community Wildfire Response Organizations Application**

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

That the Board supports the submission of the application to the UBCM - 2025 FireSmart Pilot Program for Regional District Cooperative Community Wildfire Response Organizations (UBCM-CCWR) on behalf of the Regional District Bulkley-Nechako.

Further, the Board authorizes staff and understands that if the grant is approved, the RDBN will receive and manage all grant funding, and commits to any associated ineligible costs and cost overruns.

BACKGROUND

In the early spring of 2024, BCWS started a Cooperative Community Wildfire Response initiative to investigate the response capabilities of rural and remote communities. The initiative laid out training and personal protective equipment (PPE) expectations and how community groups would work with BCWS during response. In the summer of 2024, the Chinook Emergency Response Society (CERS) worked with the Nadina Zone office directly with this program.

In the October of 2024, there was a shift in responsibilities for certain aspects of the program to the regional districts and UBCM put out a program proposal. This program (UBCM-CCWR) provides funding to regional districts to “help build a cooperative pathway for wildfire response by undertaking training and purchasing Personal Protective Equipment for local community members in the area”. The RDBN has access to \$70,000 to run the program.

Independent of this project, staff has also developed a ‘Community Group Toolkit’ to better support groups in the region.

DISCUSSION

This proposal has sparked some criticism throughout the province as outlined by the three letters sent to the province from regional districts in the southeast of the province.

Although Protective Services is not happy with the downloading of responsibilities and the impact that this proposal could have on staffing moving forward, empowering community groups is an important part of increasing resiliency for rural residents and neighbourhoods outside of fire protection areas.

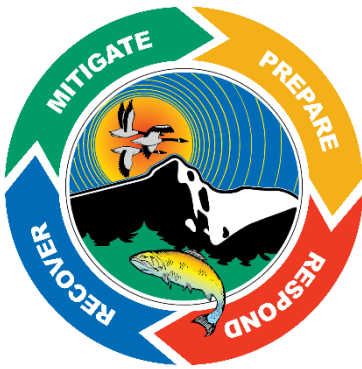
RDBN staff have met directly with BCWS staff to outline roles and responsibilities as well as processes with the program. The agreed upon process is as follows:

- Pre-season:
 - RDBN on-boarding community groups
 - If a community group “checks all the boxes” they can apply for funding (PPE and Training)
 - RDBN will organize training and purchase PPE to distribute to community groups.
 - RDBN will handover the “approved” list of community group members to BCWS Zone offices.
 - BCWS, RDBN and community groups will meet and go over respective roles and responsibilities
- During an event:
 - BCWS works with community groups directly and are responsible for call-outs, activation, “Statutory hire” paperwork, etc.
 - BCWS can inform the RDBN if community groups are working in the region, but this is not necessary
- Post season:
 - BCWS and RDBN debrief with groups

Creating trusting relationships with community groups in the region is an important part of emergency management, but the RDBN has no role in response or oversight of community groups.

ATTACHMENTS:

- Community Group Toolkit



**Regional District of Bulkley-Nechako
Community Group Toolkit**
March 1, 2025

Contents

Introduction	3
Regional District of Bulkley-Nechako (RDBN).....	3
Questions To Consider	4
Should a non-profit group be started?	4
What is the primary role of your group?.....	4
What are the roles and structures within your group?.....	5
Creating a Purpose	5
Starting a Non-Profit.....	5
When starting a non-profit society, there are five recommended steps.	6
Geographical Boundaries.....	7
Types of Emergencies.....	8
Assets	8
Vulnerabilities.....	9
Communications.....	9
Social Media.....	10
Contact Lists	10
Meetings.....	10
Emergency and Public Alerts.....	10
Partnership and Relationship Building	11
Finances	11
Grant Writing	11
Fundraising	12
Appendix 1 - Case Study: Chinook Emergency Response Society (CERS).....	13
Introduction.....	13
Mandate	13
Non-Profit.....	13
Structure	13
Geographical Boundaries	14
Communications.....	14
Partnerships	15
Finances	15
Nice-To-Knows'	16
Host local training opportunities!	16
Be prepared!.....	16

Introduction

As emergency events become more common in the region, communities are taking more responsibility and wanting to be better prepared. Community resilience is a partnership between individuals, community groups, businesses and local governments. The purpose of this toolkit is to provide a roadmap for people interested in starting a community group to support emergency preparedness in your neighborhood or community. It is designed to help groups ask the right questions and make informed decisions about how they want to operate, what roles they will fill, and how they will engage with their community, local governments and other organizations.

Whether your group is considering a more formal non-profit arrangement, or simply coordinating a local initiative, this toolkit will guide you through key considerations, including geographical boundaries, roles and responsibilities, communication strategies, and operational logistics. Effective community engagement creates opportunities for members of the public to provide input into decisions that directly impact the future of their community, and for community champions to build meaningful, trusted relationships with local government leaders.

This document is not a step-by-step operational manual for emergency response, nor does it replace professional advice or government protocols. It is intended to guide community efforts and support initial planning. Your local government is responsible for coordinating emergency management in the province, but community groups can help save lives, protect property and reduce the effects of disasters through mitigation, preparation, response, and recovery activities.

The toolkit will be available on the Regional District of Bulkley-Nechako website, and anyone seeking further assistance or wishing to meet with Protective Services staff regarding this topic can email to: protective.services@rdbn.bc.ca.

Regional District of Bulkley-Nechako (RDBN)

The RDBN is committed to supporting community groups in their efforts to improve emergency preparedness and response in their community. While the RDBN will endeavor to provide resources and guidance, we believe that leadership and priorities should come from the community itself. The RDBN is not responsible for facilitating or managing community groups, nor does it take responsibility for any actions taken as a result of the guidance in this document.

Nothing in this document should be considered legal advice, and no part of it permits or encourages the violation of any local, provincial, or federal law or regulations.

Questions To Consider

When starting a community group there are some basic questions that must be answered to help ensure your group has a solid foundation. Spending time answering these questions, including defining roles and responsibilities, will help make sure everyone is on the same page.

Should a non-profit group be started?

The first question to consider is: will you be formalizing your group? That is to say, will you be taking steps to make your group a formal non-profit organization? Formalizing a community group as a non-profit brings several advantages:

- It opens doors to funding opportunities through grants and donations that are only available to registered non-profits.
- The society can take out insurance and adds certain legal protection for group members.
- Enhances the group's credibility and accountability - making partnerships with other organizations or governments more feasible.
- Provides a clear structure, with established roles and responsibilities that can help streamline decision-making.

There are, however, downsides to consider. Formalizing adds an administrative burden, with paperwork, accounting, and legal compliance to manage. It also introduces costs, such as registration fees and ongoing operational expenses. The group's flexibility may decrease due to the more rigid structure, and accountability increases as non-profits must meet specific reporting and regulatory requirements. These factors can add complexity to the group's operations.

After weighing the pros and cons, if you decide you would like to formalize your group, please see *Section 5* for a detailed description on how to begin the process.

What is the primary role of your group?

Another important question to consider is what the role of your group will be. To answer this question, it is essential to reflect on what it was that made you want to start the group. Was there an event or a concern that prompted action, such as a natural disaster, lack of local resources, or a gap in emergency preparation or response? Understanding this reason will help decide what your group wants to focus on. Once you've identified the main issues you want to address in your community, consider what is realistic and feasible given your local context. What skills, knowledge, and resources already exist in your community? What is the capacity of your community to commit to certain roles? It is important to balance ambition with practicality, ensuring that your group can take on meaningful work without overextending itself.

What are the roles and structures within your group?

When thinking about the structure of your group, it's important to establish clear leadership and roles that ensure smooth operations and accountability. Will your group have a formal leadership structure, such as a board of directors? A board can provide oversight, decision-making, and direction for the group's activities. It is important to keep in mind that the board typically includes roles like chairperson, treasurer, and secretary, so consider if your group has the capacity to fill those roles.

Another key consideration is whether the group will have paid positions or rely entirely on volunteers. Paid positions can provide consistency and expertise, especially for tasks that require a significant time commitment or specialized skill. However, they also come with financial responsibility, such as fundraising or securing grants to cover salaries (discussed later). On the other hand, an all-volunteer structure may foster a greater sense of community ownership, though it can sometimes lead to challenges with availability, turnover, and long-term commitment.

Creating a Purpose

Creating a purpose is a key step in shaping the identity of your group. A purpose outlines the mission and core values, serving as a guiding document that helps direct all decisions and actions. To start, your group should have discussions around the core reason for its formation—what issue or need in the community are you addressing? From this, you can define the group's overall mission, which should be clear, concise, and focused on the specific outcomes you hope to achieve.

Consider the following questions:

- What is the group's main purpose or goal?
- What are the key activities or actions the group will take to fulfill this purpose?
- Who is the target audience or population the group aims to support?
- What is the geographical area the group will support?
- How will the group measure success or impact?

Creating a purpose in a simple, easy-to-understand way will make it more accessible and usable for both current members and external audiences. For a non-profit society, this is also called your Constitution.

Starting a Non-Profit

In B.C., not-for-profit organizations are called societies, which are independent entities that must follow the *Societies Act*. Societies cannot earn profits for their members; all funds must support the organization's cause. They can register as charitable organizations, apply for grants, and use funds for salaries and administrative costs. The following steps are paraphrased from the BC Government Website. Find the full page [here](#).

When starting a non-profit society, there are five recommended steps.

1. First, start by clearly defining the type of cause, activity or support the society will promote. A purpose cannot include operating a business for profit or gain. The purpose becomes part of the society's constitution. It needs to comply with the [Societies Act](#).
2. Next, create simple bylaws. The purpose of non-profit bylaws is to establish internal rules and procedures that govern operations and decision-making processes. Bylaws outline the structure, roles, and responsibilities of members and directors, while also detailing how meetings are conducted, how decisions are made, and how conflicts are resolved. They ensure the organization complies with legal requirements, provides transparency, and operates in a structured, democratic manner, ultimately supporting the non-profit's mission and ensuring accountability.

In BC, there are 2 options for the creation of bylaws:

- Option 1: Adopt model bylaws without any changes: there are model bylaws that provide a framework of basic procedural rules for new societies. [Download a copy of the model bylaws here: DOC](#).

Before adopting these bylaws, make sure they're suitable for your society.

- Option 2: Create your own bylaws: you may also use the model bylaws as a guide and start from scratch. It is recommended to get legal advice if you require assistance in drafting or changing bylaws. A society's bylaws must:
 - Comply with the *Societies Act* and contain the matters (provisions) required by Section 11 of the *Societies Act*,
 - Be written in English,
 - Be in a format that can be uploaded, copied and compared (DOC, DOCX, PDF, RTF, TXT or WPS).

3. Next, you must assign director(s). A director is responsible for managing a society.
 - An ordinary society *must* have at least 3 directors. One of them must be a resident in B.C.
 - A [member-funded society](#) needs one director. They do not need to be a B.C. resident.

A director must be qualified under the Societies Act and the bylaws of the society. They must:

- Be a person – not an organization or a corporation,
- Be at least 18 years old,
- Not be found by a court to be incapable of managing their own affairs,
- Not be a person for whom a certificate of incapability is issued,
- Not be undergoing bankruptcy,

- Have not been convicted of fraud or corporate offence within the last five years unless a pardon was issued, and,
 - Meet any qualifications noted in the society's bylaws.
4. Next, reserve a name. This can be done online for a \$30 fee. For obvious reasons, societies must have their name approved and confirm that it doesn't conflict with a name already being used by a corporation. Once your request has gone through and been approved, you'll receive a name request number you can use to incorporate the society.
 5. Finally, you'll need to apply to incorporate. This you can do online for \$100 CAD. You'll need:
 - Your name request reservation number,
 - The society's purpose,
 - The society's bylaws,
 - Names and contact information for each applicant,
 - Names and addresses of all directors,
 - Mailing address for the society's registered office in B.C.,
 - Delivery address,
 - An email to send notifications.

You will also be asked to create a registry key (or password) for the society that will be needed for making future filings using [Societies Online](#). Once the incorporation process is complete:

- Notification of the incorporation will be published as part of the public record,
- The society will receive certified copies of documents, including a certificate of incorporation, constitution and bylaws, and a statement of directors and registered office.

Geographical Boundaries

To operate effectively, your society will need strict geographical operational boundaries. It can be easier to use a pre-defined area such as a Regional District Electoral Area, a municipality boundary, or a local neighborhood. To decide this, it may be helpful to look at what types of emergencies your organization will prepare for and the assets your organization will have access to. The RDBN may be able to assist in creating a boundary and/or map of your group's chosen area.

Types of Emergencies

When considering the types of emergencies your community might face, it is important to consider and address several things.

The first step in preparing for emergencies is understanding the risks your community faces. Begin by identifying potential hazards, both natural and human made. These could range from natural disasters such as floods, wildfires, or earthquakes, to technological or infrastructure risks like power outages, hazardous material spills, or water supply issues. Look at past events—what emergencies has your community dealt with before? Are there hazards that are more likely due to your specific geographic location, such as being in a floodplain or near a fault line? A good resource for this is the RDBN Hazard Risk and Vulnerability Assessment. This can be found on the RDBN website at <https://www.rdbn.bc.ca/hrva>.

Not all emergencies are equally likely or impactful. Focus your group's efforts on emergencies that are both frequent and severe in their potential impact. For example, if seasonal storms cause regular issues like power outages or flooding, these should be a priority. As you assess risks, keep in mind how changing conditions could increase the frequency or intensity of hazards like wildfires, floods, or heat waves. This forward-thinking approach will ensure your group remains prepared for both current and future challenges.

Your group will be most effective if it reflects the concerns and priorities of the broader community. Talk to your neighbors and hold meetings to understand what types of emergencies people are most concerned about. By involving the entire community in your planning, you ensure that your group is addressing the most relevant risks and has the backing of the people it will serve.

As you plan, take stock of your group's ability to plan for and respond to different types of emergencies. Do you have the necessary training, equipment, and communication systems in place? Are there partnerships with nearby communities or organizations that can be formed to strengthen your response efforts? Focus on what you can realistically manage and build capacity where needed through training or by reaching out to experts.

Assets

When assessing your community's assets and vulnerabilities for emergency preparedness, it's important to look at the resources available. First, consider the community's assets, which include human resources such as people with specialized skills like first responders, healthcare professionals, or individuals trained in first aid or emergency management.

There are many different types of skills that are important in a community. Consider:

- educators,
- cooks,
- childcare providers,
- heavy equipment operators,
- people who can haul and handle livestock.

Additionally, community leaders, whether formal or informal, are important assets because they are trusted by residents and can help mobilize and communicate during an emergency.

Another important consideration is physical resources. Think about buildings that can be used as shelters - such as schools or community centers. Equipment and supplies like backup generators, medical supplies, personal protective equipment or communication tools, should also be considered.

Vulnerabilities

Identifying community vulnerabilities is just as critical. Vulnerable populations, including seniors, people with disabilities, children, low-income households, and non-English speakers, may need additional support during emergencies. It's important to ensure these groups are included in your group's planning, with clear communication strategies and accessible resources. During an emergency response, the organization of jurisdiction will oversee official evacuation routes and community exit points. With this being said, it is crucial for each and every member of the public to have a personal preparedness plan (including personal/familial evacuation routes) and to take responsibility for their own safety.

Infrastructure weaknesses, such as electricity grid, roads, public transportation and communication lines, should be considered when thinking about personal and unofficial community evacuation routes. Areas prone to power outages, unreliable water supply, or slower emergency service response times (especially in rural or isolated areas) also present significant vulnerabilities.

Communications

Establishing effective communication is crucial for any community group – both internal - between members - and external – between the local authorities, response organization and visitors to the area. Timely and clear communication ensures everyone is informed, coordinated, and prepared to respond to whatever might arise.

Social Media

Social media platforms, like Facebook or Instagram, can be powerful tools for community groups to disseminate information quickly. These platforms allow groups to post real-time updates about ongoing emergencies, share vital preparedness tips, and engage with members of the community. Chat groups, on platforms like WhatsApp or Messenger, are equally important for internal coordination among group members. These chat groups provide fast, two-way communication, enabling members to discuss logistics, share resources, and respond to urgent needs.

Note: Misinformation can spread quickly, creating unnecessary fear and confusion. To combat this, groups must establish clear protocols for verifying and sharing information from trusted sources, such as local governments and verified emergency management agencies - they should also monitor and address any false information circulating within their communities.

Contact Lists

Another communication tool to utilize is contact lists. Email and phone lists serve as more structured communication methods. Email provides a reliable way to share longer, formal updates or documents like emergency plans, meeting minutes, or status reports. It ensures that essential information can be referred to at any time. Phone lists are critical in situations where internet access might be disrupted, allowing for direct voice contact to coordinate actions. Having both email and phone lists ensures redundancy in your communication plan, ensuring no one is left out during critical moments.

Meetings

Regular meetings—whether in person or virtual—are essential to maintaining the effectiveness of the group. Meetings provide a platform for discussion, decision-making, and long-term planning. In-person meetings foster stronger connections and engagement, but virtual meetings (via Zoom, Teams, etc.) offer flexibility, ensuring everyone can participate regardless of location.

Emergency and Public Alerts

The RDBN hosts a service called Voyent Alert! Residence can sign up to receive real time information about emergencies by cell phone, text, email or land line. More information can be found on the RDBN website at <https://www.rdbn.bc.ca/departments/protective-services/bulkley-nechako-emergency-public-alerts>.

Partnership and Relationship Building

A frequent mistake groups make is that they focus on the 'doing', often in isolation and not on maintaining strong relationships. Building partnerships with local governments and response agencies (BCWS, RCMP, BC Ambulance, Search and Rescue, Conservation Officer Service etc.) is crucial for any community group focused on emergency preparedness and/or response. Local governments have access to resources, knowledge, and networks that can significantly enhance the effectiveness of a community group. By maintaining strong relationships, community groups can ensure they are aligned with municipal and regional emergency plans, understand legal requirements, and tap into local funding or grants. Governments provide critical information during emergencies, such as evacuation orders or hazard notices, that can aid community groups in their own efforts. Partnership with local government helps ensure that the group's actions are coordinated, compliant with regulations, and supported through official channels.

Collaboration with other community groups is equally important. These partnerships can help share resources, expertise, and labour during times of crisis, allowing for a more comprehensive response. Different groups may bring diverse skills, such as food distribution, first aid, or communications, which can complement the capabilities of a local emergency group. Working together can also help in long-term recovery efforts, fostering community resilience.

Finances

Managing finances carefully is essential for any community group, especially in emergency response. Clear financial planning allows the group to operate sustainably, ensuring there are funds for activities, equipment, and unexpected needs. Sound financial management builds trust within the community, shows accountability, and can support the group's eligibility for grants, donations, and partnerships. Whether funds come from community fundraising, donations, or grants, maintaining transparency in financial practices will keep the group on stable footing and help secure additional support.

Grant Writing

Grant writing is a key method for securing funds from government programs, private foundations, and other organizations such as community forests that support local initiatives. A successful grant proposal should clearly outline the group's mission, objectives, and how the funds will be used, usually including a detailed budget.

Some grants that can be utilized by community groups include:

- Community Forest Grant
- Co-Op Grants
- The RDBN Grant Writing Program

Many grants require specifics on measurable outcomes, so emphasizing the anticipated impact of the funding on the community is important. Researching grants that align closely with the group's goals, adhering to application guidelines, and submitting accurate, well-prepared proposals can greatly increase the chances of receiving funding.

As mentioned, the RDBN offers free, confidential grant writing services to non-profits and may be a valuable resource if there is no one in your community group that is adept at grant writing. Reach out to the RDBN grant team on the RDBN website, here:

<https://www.rdbn.bc.ca/departments/economic-development/assistance-for-non-profit-societies/grant-writing-assistance>

Fundraising

Fundraising offers community groups a chance to generate financial support while engaging directly with the community. This can include events, online donation campaigns, or partnerships with local businesses. Effective fundraising usually aligns with the group's mission, showcasing how contributions will strengthen emergency preparedness or response capabilities. While some events or campaigns may need upfront costs, successful fundraising strategies can often become reliable, recurring sources of income. Building donor relationships and recognizing contributions also encourages ongoing community support.

Nothing in this document should be considered legal advice, and no part of it permits or encourages the violation of any local, provincial, or federal law or regulations.

Appendix 1 - Case Study: Chinook Emergency Response Society (CERS)

In the summer of 2024, CERS representatives were interviewed in an effort to highlight a well-established local community group.

Introduction

What is CERS, and how did it come to be?

CERS is a community group created out of the need for enhanced community resilience for the residents of the RDBN Electoral Area E. After the 2018 wildfire season, many key community leaders, wanted to create a community group to help better prepare for emergency situations and make the community stronger and more resilient. The Chinook Emergency Response Society (CERS) was officially incorporated October 2018.

Mandate

What is CERS's mandate?

“To assist in the preparation of community members and businesses in the Electoral Area E to respond and react to any and all emergency situations.”

How does CERS accomplish their mandate?

Through coordination, communication and education CERS works to keep their community safe, prepared and organized in the event of an emergency or disaster.

Non-Profit

Why did CERS make the decision to formalize into a non-profit? Would you recommend other serious community groups do the same – if so, why?

Forming a non-profit society allows for donations to be given and grants to be applied for. CERS relies 100% on grants and donations.

Structure

What is CERS's basic internal structure and how does it work?

CERS has an active Board of 10 members. Each member manages a role within CERS. We have members responsible for inventory, education, media, event planning, Pod Leader coordination, and for trailer maintenance. Having an active Board that has the passion to support the health and wellness of the residents of Area E makes CERS work.

Does CERS have a board/paid employees?

CERS has one paid position: a Program Support Consultant. This position reports to the Board and is available to assist all members of the Board with their roles. This position is administrative and is a huge support to the many hours of volunteerism given by Board members. This position is paid for through grants.

Geographical Boundaries

What are the geographical boundaries CERS operates within? How do the Pods operate?

CERS operates within the RDBN Electoral Area E. This large electoral area is located south of the village of Burns Lake and is unique because there are many unincorporated communities, but there is no municipality within its borders. Many residents in this area rely on the Francois Lake Forester ferry to commute to Burns Lake and the Highway 16 corridor. Ranching and acreage parcels are the norm. Area E is divided it into 18 Pods - grouping residences as if they were in neighborhoods. CERS has a resident (or two) in each Pod that is designated as the Pod Leader. The Pod Leader has a list of all the people in their Pod, as well as addresses and phone numbers that are only utilized in the event of an emergency in that Pod.

Pod Leaders also take it upon themselves to know the more vulnerable people in their designated area. CERS classifies 'vulnerable' as those that may need extra assistance should there be an emergency. This includes those that do not have phone service/internet and/or do not have reliable transportation. The Board member that oversees Pod Leaders is called to help support and coordinate when there is an emergency. A great example of this is when there is a heavy snowfall event. Based on the recommendations of the board member, community members will coordinate and provide plowing services, food delivery and daily check-ins if needed.

Communications

What are CERS's primary means of communication and how do they function?

There are usually two ways CERS is notified about an emergency (for example, a fire). Residents text or message the [Facebook Page/Group](#) or they call a well-known community contact. When CERS first gets word of a wildfire, they ask three questions right away:

1. Have you reported it to BCWS/911?
2. Has someone seen the fire with their own eyes?
3. Where exactly is it and can it be accessed easily?

Once that information is recorded and the appropriate authorities are contacted, the Pod Leader closest to the emergency is notified and the event is posted to the official CERS Facebook page. The CERS Facebook page has become known as a trusted source of information and provides important situational awareness for community members. CERS has also created a website: <https://Chinook-ers.ca>.

Partnerships

With whom have you found are the most important connections and partnerships to form when creating a community group like CERS?

CERS has found that partnerships with the Regional District of Bulkley-Nechako, BC Wildfire Service, Local First Nations, RCMP, Search and Rescue, Waterbridge, and BC Health Services to be key to its success.

CERS began as a way to organize residents and for the community to become more resilient and self-sufficient. CERS has since evolved and building strong relationships with local government representatives to ensure community voices and perspectives are heard and are part of the decision-making process. CERS has helped build trust with local governments and response agencies - sharing knowledge, recognizing strengths and understanding all the areas from which we can teach, and we can learn.

Finances

Briefly, how are CERS finances structured and managed? How does CERS pay for its projects?

CERS finances are managed by the Treasurer of the Board. CERS utilizes the Program Consultant and the grant writing program at the RDBN to assist with writing grants. This year (2024), CERS successfully obtained the BC Community Gaming Grant to help pay for operational expenses. This will allow other grants and donations to go towards education opportunities and purchasing equipment.

Nice-To-Knows'

Are there any tips you would offer new community groups? Things that worked well or didn't work well?

Host local training opportunities!

CERS uses grant money to host training opportunities for residents at no charge. This training is much appreciated by residents and has a positive impact in the relationship CERS holds with government agencies. In 2024, CERS hosted five Wildfire Information events. CERS visited local schools and encouraged children to think about fire preparedness. We discussed campfire safety and how to look after a fire. CERS also hosts regular community events and posts regularly on Facebook. The aim is to educate people on wearing proper safety equipment, remind them to report fires before responding, and teaching them about how to FireSmart™ their properties.

Be prepared!

Each of CERS's fire response trailers have:

- 1 large tote filled with water,
- 2 pumps
- Endless hoses and hose adapters
- Firefighting backpack water tank and pulaski
- Safety equipment such as hard hats, hi-vis vests, first aid kits,
- 1 location tracker

They also include a spare tire, extra fuel and a hitch to pull them behind any pickup truck. Items are marked with spray paint to assist with identification. The trailers are placed in specific places of RDBN Area E and are available for any one in the community to hook up and take to a wildfire.

1) Educating residents and government agencies

CERS feels that educating all responding parties, both governmental and community is beneficial. CERS is invested in building positive communication between these agencies and our residents. Our goal is to keep our community safe. We need these agencies and likewise, these agencies not only need our support but also, with the added challenge of our remoteness, they often do need our help. We ask the agencies to attend our Wildfire Preparedness Day and provide educational information while improving relationships. It is important to our residents to have access to those we hope will have our best interests in mind.

2) Build strong relationships with key response agencies

Local BCWS staff and CERS Board/ admin have dedicated time to building a solid relationship. BCWS acknowledges that due to the uniqueness of Area E, residents are not only going to respond but they also can be key to reducing fire spread. To that end, BCWS has worked with CERS to assist with educating residents to action fire with safer strategies. BCWS is creating a program to hire trained locals to work, get paid, and have liability coverage while fighting local fires. BCWS Information Officers provide updates to CERS on the larger fires in Area E. CERS posts these for the residents, who appreciate and value that BCWS is acknowledging the needs of local residents.

3) Build strong relationships with local governments

The relationship between the RDBN and the residents of Area E has come a long way since the fires of 2018. By meeting as a small group to speak with them, and listen, CERS has built a mutually respectful relationship with RDBN staff. In 2023, the RDBN asked CERS members to operate evacuation area checkpoints with RCMP patrolling but not actively engaging with residents. This was a positive step for residents as local knowledge is important when interacting with a community. Residents were allowed to go in and check their properties during safer hours of the day. In 2024, the RDBN asked CERS to notify residents along Ootsa lake of the implementation of an Evacuation Alert. By informing CERS of the incoming alert just ahead of the official announcement, CERS was able to have phone lists ready and all impacted residents were notified within one hour of the official alert release. There was no leak of information as trust had been built between the two organizations and the protocols had been strictly set out beforehand with all parties onboard. This notification process, if carried out through Search and Rescue and/or the RCMP, would have lasted well into the night to complete - using valuable time and resources in the process.

4) Bulk buy

CERS allocates money every year to replacing equipment and increasing inventory for fire fighting. Working with local businesses, CERS is able to offer better prices to the residents to purchase their own equipment to prepare and protect their own property. This has become a valued opportunity for both residents and businesses to support each other.

Nothing in this document should be considered legal advice, and no part of it permits or encourages the violation of any local, provincial, or federal law or regulations.



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: March 13, 2025
Subject: **2025 Budget Update**

RECOMMENDATION: (all/directors/weighted)

Receipt.

BACKGROUND and SUMMARY

Minor Services

Several minor service budgets that have been changed since the budget information presentation on February 27th at the request of Electoral Area Directors, are included as attachments to this memo.

This current revision to the major service budgets still projects an increase to the tax rate per \$1,000 by 0.4% for rural property owners and decreases the tax rate by 1.8% for municipal property owners. Adjusting for the increase in property values the “average” rural property owner will see a 4.9% increase in the amount of taxes that they have paid compared to the amount that they paid in 2024, and similarly the average municipal taxpayer will see a 2.6% increase. Residential rural property owners should see an increase of 4.0% and municipal residential property owners should see a 1.8% increase.

The minor service budgets for Burns Lake, Smithers, Telkwa, Fort St. James, and Luck Bay rural fire departments and Smithers Arts and Culture is included with this budget presentation.

Information from Telkwa and Fort St. James is not yet available, so these budgets propose a grant unchanged since 2024. Adjustments and reconciliations may be required in the 2026 Five-Year Financial Plan. In 2024 the Telkwa Rural Fires Service and the Round Lake Rural Fire Service were combined into a larger Telkwa Rural Fire Service.

Burns Lake Victim Services budget has been modified to increase the grant to the Village of Burns Lake for this service.

Requisitions:

The Capital Budget remains unchanged since the February 13th board meeting.

Regional District staff are available upon request to do budget presentations to member municipalities.

Attachments:

Electoral Area Economic Development Budgets (7)

Lake Kathlyn Weed Harvesting

Smithers Rural Fire

Smithers Arts and Culture

Burns Lake Rural Fire

Telkwa Fire*

Fort St. James Fire*

Luck Bay Fire*

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:

400002 Electoral Area "A"

499999 Prior Year's Surplus

TOTAL REVENUE.....

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
		-	-	-	15,000	15,000	15,000	15,000	15,000
	24,500	9,500	8,500	8,500	42,902				
TOTAL REVENUE.....	24,500	9,500	8,500	8,500	57,902	15,000	15,000	15,000	15,000

EXPENDITURE:

612220 Monthly Grants

612801 Special Projects

651010 Administration Fees

799999 Prior Year's Deficit

TOTAL EXPENDITURE.....

	15,000	1,000	8,500	6,600	57,902	15,000	15,000	15,000	15,000
						0	0	0	0
TOTAL EXPENDITURE.....	15,000	1,000	8,500	6,600	57,902	15,000	15,000	15,000	15,000

Revenues minus Expenditures

	9,500	8,500	-	1,900	-	-	-	-	-
Revenues minus Expenditures	9,500	8,500	-	1,900	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA "B" ECONOMIC DEVELOPMENT

2402

Five Year Financial Plan:

Bylaw 1867 No Limit

Taxation on Improvements Only

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:									
400002 Electoral Area "B"	76,364	81,200	98,566	98,566	61,615	81,200	81,200	81,200	81,200
446001 Grant in Lieu of Taxes		297	100	161	100				
499999 Prior Year's Surplus	-	-	297	297	19,485				
TOTAL REVENUE.....	76,364	81,497	98,963	99,024	81,200	81,200	81,200	81,200	81,200

EXPENDITURE:

612110 Grant to Village of Burns Lake (for Info Centre)	25,000	25,000	25,000	25,000					
612110 Grant to Village of Burns Lake (For EDO)	50,000	55,000	57,500	57,500					
612110 Funding Agreement with VBL					60,000	40,000			
612801 Special Projects	-	-	15,000	15,000	20,000	40,000	80,000	80,000	80,000
651010 Administration Fees	1,125	1,200	1,463	1,463	1,200	1,200	1,200	1,200	1,200
799999 Prior Year Deficit	239	-							
TOTAL EXPENDITURE.....	76,364	81,200	98,963	98,963	81,200	81,200	81,200	81,200	81,200

Revenues minus Expenditures

	-	297	-	61	-	-	-	-	-
--	---	-----	---	----	---	---	---	---	---

REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA "C" ECONOMIC DEVELOPMENT

2403

Five Year Financial Plan:

Bylaw 1885 No Limit

Taxation on Improvements Only

REVENUE:

400002 Taxation

499999 Prior Year's Surplus

EXPENDITURE:

612801 Special Projects

799999 Prior Year's Deficit

TOTAL EXPENDITURE.....

Revenues minus Expenditures

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
	-	-	-	-	26,951	25,000	25,000	25,000	25,000
	878	878	878	878	23,049	-	-	-	-
	<u>878</u>	<u>878</u>	<u>878</u>	<u>878</u>	50,000	25,000	25,000	25,000	25,000
	-		878		50,000	25,000	25,000	25,000	25,000
	<u>-</u>	<u>-</u>	<u>878</u>	<u>-</u>	50,000	25,000	25,000	25,000	25,000
	<u>878</u>	<u>878</u>	<u>-</u>	<u>878</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA "D" ECONOMIC DEVELOPMENT

2404

Five Year Financial Plan:

Bylaw 1884 No Limit

Taxation on Improvements Only

REVENUE:

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Taxation	-	-	29,527	29,527	34,302	13,000	13,000	13,000	13,000
446002 Grant in Lieu of Alcan Taxes			19,560	20,635	19,782	12,000	12,000	12,000	12,000
499999 Prior Year's Surplus	2,913	913	913	913	70,916				
TOTAL REVENUE.....	2,913	913	50,000	51,075	125,000	25,000	25,000	25,000	25,000

EXPENDITURE:

651010 Establishment Costs						-	-	-	-
612801 Special Projects	2,000		50,000	11,000	125,000	25,000	25,000	25,000	25,000
TOTAL EXPENDITURE.....	2,000		50,000	11,000	125,000	25,000	25,000	25,000	25,000

Revenues minus Expenditures

	913	913	-	40,075	-	-	-	-	-
--	-----	-----	---	--------	---	---	---	---	---

REGIONAL DISTRICT OF BULKLEY-NECHAKO**ELECTORAL AREA "E" ECONOMIC DEVELOPMENT****2405****Five Year Financial Plan:**

Bylaw 1868 No Limit

Taxation on Improvements Only

REVENUE:

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Taxation	9,044	9,861	21,571	21,571	52,059	58,069	58,069	58,069	56,819
446002 Grant in Lieu of Alcan Taxes	11,417	11,238	14,290	15,075	30,022	15,000	15,000	15,000	15,000
499999 Prior Year's Surplus	11,077	9,888	9,337	9,337	40,988	-	-	-	-
TOTAL REVENUE.....	31,538	30,987	45,198	45,983	123,069	73,069	73,069	73,069	71,819

EXPENDITURE:

612110 Funding Agreement with VBL	20,000	20,000	20,000	20,000	20,000	10,000	-	-	-
612801 Special Projects Contingency	1,200	1,200	23,280		100,000	60,000	70,000	70,000	70,000
612801 SEDA			1,250	1,200	1,250	1,250	1,250	1,250	
651010 Administration Service Charge	450	450	668	668	1,819	1,819	1,819	1,819	1,819
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	21,650	21,650	45,198	21,868	123,069	73,069	73,069	73,069	71,819

Revenues minus Expenditures

	9,888	9,337	-	24,115	-	-	-	-	-
--	--------------	--------------	----------	---------------	----------	----------	----------	----------	----------

REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA "F" ECONOMIC DEVELOPMENT

2406

Five Year Financial Plan:

Bylaw 1886 No Limit

Taxation on Improvements Only

REVENUE:

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Electoral Area "F"		-	-	-	50,000	50,000	50,000	50,000	50,000
499999 Prior Year's Surplus	2,274	2,274	2,274	2,274	18,370				
TOTAL REVENUE.....	2,274	2,274	2,274	2,274	68,370	50,000	50,000	50,000	50,000

EXPENDITURE:

612801 Special Projects			2,274		68,370	50,000	50,000	50,000	50,000
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....		-	2,274	-	68,370	50,000	50,000	50,000	50,000

Revenues minus Expenditures

	2,274	2,274	-	2,274	-	-	-	-	-
--	--------------	--------------	---	--------------	---	---	---	---	---

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

BYLAW 969 NO LIMITATION
PORTION OF A

5902 Five Year Financial Plan:

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Number of Parcels		55	55	55	55				
Parcel Tax per Parcel		159.10	155.45	155.45	\$ 170.00				

REVENUE:

400003 Parcel Tax	8,182	8,751	8,550	8,550	9,350	8,765	8,765	8,765	8,765
450002 Fees from Watson's Landing	600	600	600	600	600	600	600	600	600
400001 Other Revenue									
450001 Payment in lieu of taxes - Town of Smithers	150	150	150	150	150	150	150	150	150
499999 Prior Year's Surplus	583	14	215	215	215	-	-	-	-
TOTAL REVENUE.....	9,515	9,515	9,515	9,515	10,315	9,515	9,515	9,515	9,515

EXPENDITURE:

606003 Advertising - parcel tax local court of revision	201		215		215	215	215	215	215
612201 Annual Contribution to Society	8,800	8,800	8,800	8,800	9,600	8,800	8,800	8,800	8,800
651010 Administration Fees	500	500	500	500	500	500	500	500	500
781001 Contribution to Capital Reserves									
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	9,501	9,300	9,515	9,300	10,315	9,515	9,515	9,515	9,515

Revenues minus Expenditures

	14	215	-	215	-	-	-	-	-
--	----	-----	---	-----	---	---	---	---	---

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
BURNS LAKE RURAL FIRE PROTECTION 7201**

Five Year Financial Plan:

BYLAW LIMITATION \$1.34 PER \$1,000

EST 0.980

BC ASSESSMENT F 755 26 LSA #18

REVENUE:

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Taxation	144,334	147,360	151,273	151,273	152,825	152,694	155,649	158,662	148,087
480001 Miscellaneous Revenue	687	687	687	687	687				
420001 Transfer From Capital Reserve									
499999 Prior Year's Surplus	688	1,375	681	681	0				
TOTAL REVENUE.....	145,709	149,422	152,641	152,641	153,512	152,694	155,649	158,662	148,087

EXPENDITURE:

Converted Hospital Assessment (Completed Roll)									
Village of Burns Lake			27,255,880	27,255,880	29,896,346				
Lake Babine Band (Improvements Only)			4,444,279	4,444,279	4,444,279				
Burns Lake Band			819,085	819,085	819,085				
Rural Area			17,388,275	17,388,275	18,075,795				
Total			49,907,519	49,907,519	53,235,505				
Rural Share			34.8%	34.8%	34.0%	34.0%	34.0%	34.0%	34.0%
Projected Fire Department Budget									
Operating	370,884		462,728	462,728	500,128	428,426	436,995	445,735	454,649
Capital Expenditures									
Transfer from Capital Reserve			(28,750)	(28,750)	(52,500)				
Less Bylaw Enforcement (included)									
Fire department portion of bylaw enforcement									
Proceeds from Borrowing									
Debt Financing									
Contribution to Capital Reserve									
Other Revenues Service Contracts			(8,000)	(8,000)	(8,000)	(31,000)	(31,000)	(31,000)	(31,000)
Reconciliation of budget to actual expense, capital, reserves, revenues									
			425,978	425,978	439,628	397,426	405,995	414,735	423,649
Rural Share	141,216	145,558	148,415	148,415	149,273	134,944	137,853	140,821	143,848

612110 Annual Grant - Capital									
612110 Annual Contribution to the Village of Burns Lake	141,216	145,558	148,415	148,415	149,273	148,455	151,410	154,423	143,848
651012 Contribution for Regional Fire Chief	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
612210 Annual Contribution to the Fire Department Society			1,000	1,000	1,000	1,000	1,000	1,000	1,000
651010 Administration Service Charge	2,118	2,183	2,226	2,226	2,239	2,239	2,239	2,239	2,239
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	144,334	148,741	152,641	152,641	153,512	152,694	155,649	158,662	148,087

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
LUCK BAY FIRE PROTECTION**

7204

Five Year Financial Plan:

1.773
BC ASSESSMENT T 756 26 SRVA #31 Limit \$3.00 per \$1,000 Bylaw N

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue									
400002 Taxation	44,358	67,190	62,228	62,228	60,020	64,022	62,947	62,983	73,020
480001 Miscellaneous Revenue									
420001 Transfer from NCPG Reserve				37,759	11,000				
420003 Transfer from Capital Reserve									
490002 Actuarial MFA	5,932	3,665	3,665	6,999	6,999	6,999			
499999 Surplus	492				967				
Total Revenue	50,782	70,855	65,892	106,986	78,987	71,021	62,947	62,983	73,020
Expenses									
602001 Utilities	7,894	5,639	8,000	7,705	8,000	8,000	8,000	8,000	8,000
603008 Repairs and Maintenance	680	2,140	1,250	1,657	5,000	5,000	5,000	5,000	5,000
606001 Communications	0	0	0	0	0	0	0	0	0
608001 Property Insurance (Fire Hall)	1,578	1,827	1,729	2,257	1,729	1,763	1,799	1,835	1,871
612250 Annual Contract with District of Fort St. James									
Converted Hospital Assessment (Completed Roll)									
District of Fort St. James	32,490,481	36,305,227	39,578,518	39,578,518	42,914,728				
Rural Fort St. James	16,145,345	18,348,498	20,545,590	20,545,590	21,934,175				
Luck Bay	2,979,330	3,392,980	3,941,055	3,941,055	4,329,715				
Total	51,615,156	58,046,705	64,065,163	64,065,163	69,178,618	69,178,618	69,178,618	69,178,618	69,178,618
Luck Bay Share	5.8%	5.8%	6.2%	6.2%	6.3%	6.3%	6.3%	6.3%	6.3%
Projected Operating Budget	423,772		613,868	613,868	613,868				
Less Contract Revenue	(53,500)		(89,000)	(89,000)	(89,000)				
Projected Capital Budget	0		1,185,600	1,185,600	1,185,600				
Contribution Capital Reserve	0		250,000	250,000	250,000				
Shared Surplus from prior year			(177,822)	(177,822)	(177,822)				
Withdrawal from Capital Reserve	0		(1,185,600)	(1,185,600)	(1,185,600)	0	0	0	0
Total	370,272	818,844	597,046	597,046	597,046	0	0	0	0
Luck Bay Share	21,373	47,864	36,728	36,728	37,368	37,368	37,368	37,368	37,368
612117 Payment to District of Fort St. James - Regular	21,373	47,864	36,728	36,728	37,368	37,368	37,368	37,368	37,368
651012 Contribution fo Rural Fire Chief	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
683001 Interest Expense - Issue No. 97 Until 2026	461	1,913	500	1,913	1,913	1,913			
784001 Debenture Principal Repayment	10,130	7,862	7,862	8,177	11,197	11,197			
651010 Administration Service Charge	500	883	716	716	781	781	781	781	781
799999 Prior Year Deficit		1,834	4,107	4,107					
Total Expenditures	47,617	74,962	65,892	68,260	70,987	71,021	57,947	57,983	58,020
Revenues minus Expenditures	3,166	(4,107)	-	-	8,000	-	5,000	5,000	15,000

REGIONAL DISTRICT OF BULKLEY-NECHAKO
TELKWA RURAL FIRE PROTECTION **7206**
 BC ASESMENT B 754 25 LSA #3

Five Year Financial Plan:

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:									
400002 Taxation	112,627	125,871	112,316	112,316	130,466	143,016	112,728	124,062	137,474
420001 Transfer from Capital Reserve			24,156	48,312	10,000				
490002 MFA Acturial					108	108	108	108	108
499999 Prior Year's Surplus									
TOTAL REVENUE.....	112,627	125,871	136,472	160,628	140,573	143,124	112,836	124,169	137,582

EXPENDITURE:

Converted Hospital Assessment (Completed Roll)									
Village of Telkwa	23,602,247	25,213,257	24,831,462	24,831,462	26,493,246				
Rural Area	17,550,716	20,426,573	21,765,237	21,765,237	23,057,256				
Round Lake Area	1,223,164	1,422,086	1,217,357	1,217,357					
Total	42,376,127	47,061,916	47,814,056	47,814,056	49,550,502				
Rural Share	41.4%	43.40%	45.52%	45.52%	46.53%	46.5%	46.5%	46.5%	46.5%
<i>Projected Operating Budget</i>	192,197	276,026	222,162	222,162	222,162	226,938	230,849	234,837	238,903
<i>Contribution to Capital Reserve</i>	68,337	77,203	82,074	82,074	82,074	84,428	59,428	94,796	100,554
<i>Loan Funding</i>	(202,000)								
<i>Special Projects</i>			137,156	137,156	137,156				
<i>Transfers from Reserves</i>	(48,265)	(210,000)	(225,200)	(225,200)	(225,200)	(58,500)	(58,500)	(58,500)	(39,500)
<i>Less other revenues</i>		(58,323)	(123,812)	(123,812)	(123,812)	(57,005)	(57,005)	(57,005)	(57,005)
<i>Loan Payments - Fire Hall, Roof Replacement, SCBA</i>	38,442	58,500	58,500	58,500	58,500	58,500	54,500	39,500	39,500
<i>Loan Payments - New Fire Truck</i>									
<i>Capital</i>	212,000	135,500	138,000	138,000	138,000	40,000			
<i>Total</i>	260,711	278,906	288,880	288,880	288,880	294,361	229,272	253,628	282,452
<i>Rural share</i>	107,977	121,055	131,500	131,500	134,424	136,975	106,687	118,020	131,433

612113 Annual Contract with the Village of Telkwa	109,977	121,055	131,500	155,656	134,424	136,975	106,687	118,020	131,433
612113 Annual Contract with the Village of Telkwa		2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
683001 Interest Expense - Issue No. 142 Until 2037 OCT (20 years) @ 5%					470	470	470	470	470
784001 Debenture Principal Repayment PAY OUT in OCT 2027					664	664	664	664	664
651012 Contribution for Regional Fire Chief	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
781001 Contribute to Capital Reserve									
651010 Administration Service Charge	1,650	1,816	1,972	1,972	2,016	2,016	2,016	2,016	2,016
799999 Prior Years Deficit									
TOTAL EXPENDITURE.....	112,627	125,871	136,472	160,628	140,573	143,124	112,836	124,169	137,582

Revenues minus Expenditures

- - - - - - - - - -

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

Five Year Financial Plan:

Bylaw 1682 Limit \$25,000

Taxation on Improvements only

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

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:									
400002 Taxation	12,963	12,327	17,784	17,784	22,991	23,428	23,428	23,428	23,428
446001 Grants in Lieu of Taxes	859	228	0	307	0	0	0	0	0
446002 Grant in Lieu of Alcan Taxes	3,273	2,809	2,356	2,486	2,072	2,072	2,072	2,072	2,072
499999 Prior Year's Surplus	251	1,171	360	360	437				
TOTAL REVENUE.....	17,346	16,535	20,500	20,937	25,500	25,500	25,500	25,500	25,500
EXPENDITURE:									
612110 Annual Grant to the Village of Burns lake	15,675	15,675	20,000	20,000	25,000	25,000	25,000	25,000	25,000
605999 Special Projects Contingency	0	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	20,500	20,500	25,500	25,500	25,500	25,500	25,500
Revenues minus Expenditures	1,171	360	-	437	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
SMITHERS RURAL FIRE PROTECTION 7205**

Five Year Financial Plan:

BYLAW 1184

Limit \$1.05 per \$1,000

BC ASESSMENT C 754 25 LSA #15

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:									
Converted Hospital Assessments (Revised Roll)	60,226,071	71,002,819	70,738,580	70,738,580	72,166,480				
Estimated Residential Tax Rate (cents per \$1,000)	0.4201	0.4168	0.4590	0.4590	0.4527				
400002 Taxation Portion of Electoral Area "A"	253,030	295,942	324,702	324,702	326,685	353,406	360,262	367,255	374,388
420001 Transfer from Capital Reserve	40,000	20,000	20,000	20,000	20,000				
499999 Surplus									
TOTAL REVENUE.....	293,030	315,942	344,702	344,702	346,685	353,406	360,262	367,255	374,388

EXPENDITURE:

<u>Converted Hospital Assessment</u>									
Town of Smithers	139,315,461	156,999,517	165,727,283	165,727,283	179,662,815				
Rural LSA #15	60,226,071	71,002,819	70,738,580	70,738,580	72,166,480				
Total	199,541,532	228,002,336	236,465,863	236,465,863	251,829,295				
Rural Share	30.18%	31.1%	29.9%	29.9%	28.66%	28.7%	28.7%	28.7%	28.7%
<i>Projected Net Operating Budget</i>	938,328	981,918	1,116,891	1,116,891	1,172,736	1,196,190	1,220,114	1,244,516	1,269,407
<i>Rural Share of Operating Budget</i>	283,208	305,782	334,117	334,117	336,070	342,791	349,647	356,640	363,773
<i>Rural share of small tools (until end of 2005)</i>									
<i>Rural share of Fire Hall (for life of agreement)</i>	4,506	4,506	4,506	4,506	4,506	4,506	4,506	4,506	4,506
<i>Rural Share of Prior year Deficit (Surplus)</i>									
Total	287,714	310,288	338,623	338,623	340,576	347,297	354,153	361,146	368,279

612114 Annual Grant to Town of Smithers	287,714	310,288	338,623	338,623	340,576	347,297	354,153	361,146	368,279
651012 Contribution for Regional Fire Chief	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
781001 Contribute to Capital Reserve									
651010 Administration Service Charge	4,316	4,654	5,079	5,079	5,109	5,109	5,109	5,109	5,109
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	293,030	315,942	344,702	344,702	346,685	353,406	360,262	367,255	374,388

Revenues minus Expenditures

- - - - -



Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: John Illes, Chief Financial Officer
Date: March 13, 2025
Subject: Northwest BC Regional Funding Agreement (RBA) Long-term Development Plan

RECOMMENDATION: (all/directors/weighted)

Receipt

BACKGROUND and SUMMARY

Long-Term Development Plan (LTDP)

The Board has entered into the RBA agreement in 2024 that provides the Regional District with \$14,426,165 over five years. The purpose of this agreement as outlined in section 6:

“to address issues respecting community infrastructure deficiencies, parity, responsiveness, local autonomy, accountability, certainty, industrial competitiveness, economic development, and regional infrastructure needs while having limited precedent effect with other local governments in B.C. In addition, the Parties have a mutual interest in ensuring that the Signatories to this Agreement have the resources to upgrade, maintain and expand the services and infrastructure necessary to facilitate the industrial expansion of the oil, gas, mining, forestry, and other industries within the region.”

The Board must approve a LTDP for the five-year period covered by the RBA agreement by March 30, 2025. The purpose of this plan is to outline intended policies, operational activities and capital investment and how they will contribute to the following objectives listed above (in section 6 of the agreement).

As per section 26 of the agreement, the LTDP may be amended by board resolution at anytime. Any amendments will also require an amendment of the Regional District's Five-Year Financial Plan (budget). The RDBN must submit an annual progress report on how it is meeting the approved LTDP at the end of each year.

The LTDP must also include:

a. a policy statement on the use of funds for projects or initiatives that advance reconciliation and strengthens the Signatory's relationship with neighboring First Nations; and

b. for Regional Districts only, a policy statement on how Annual Payments will directly benefit residents of rural electoral areas.

The **Five-year Annual Financial Plan** (budget) must be consistent with the LTDP. The following budgets have been brought back with changes being made to be consistent with the LTDP in years 2026 to 2028 (year 2025 remains unchanged): administration, transit, environmental services (although unchanged since February 27th), Fort Fraser Fire, Topley Fire, Cluculz Lake Fire, Southside Fire, and the Parks and Trails services. The RBA Funding amounts are highlighted in these budgets.

Parks and Trails Budget

These budgets have changed to reflect the use of the revenue sharing funds in years 2026 – 2028. These proposals directly support Electoral Areas A, B, E, F, and G. Electoral Areas C and D currently do not benefit from this proposal, but a new service could utilize this funding source in the future.

Rural Fire Departments

These budgets have changed to represent the proposed purchase of new fire apparatus with revenue sharing funds. For Topley this is a new main fire truck in 2027 and for Cluculz Lake this a new main fire truck in 2028. In 2026 revenue sharing funds are being proposed to settle the capital portion of the current loan on the fire hall for Topley. The rural fire departments will also receive \$30,000 each year for the next three years for minor capital purchases. These proposals directly support Electoral Area B, D, E, F, and G.

Operational Costs (realized in General Administration budget)

The Regional District will be utilizing a portion of the operating cost allocation for the revenue sharing amount for the First Nation Liaison, Asset Management and Information Technology. The costs associated with the First Nations liaison function will appear in *First Nation Outreach Projects & Initiatives* portion of the LTDP. The remaining items will appear in the *General Government and Development* portion of the LTDP. The First Nations liaison position will strengthen the Regional District's relationship with its neighboring indigenous governments.

Housing Project (realized in General Administration budget)

This proposal has the Regional District planning to utilize 2,037,149 (the remainder of the RBA funds) for a housing project. This project proposes to create apartments or strata for between four and eight separate families and will be utilized as temporary housing to attract and retain individuals in the local area. The primary target of this initiative is new

workforce for the RDBN (or Village of Burns Lake); however, consideration and priority will also be given to health care workers, teachers and educational staff, and other professionals. Funding will also be sought from these organizations (as well as grants to further housing in the North). This amount will appear in 2028 of the *Housing* portion of the LTDP.

Transit Budget

The Transit budget now includes a proposal to utilize \$75,000 of the Northwest funds each year. This amount will appear in the *First Nation Outreach Projects & Initiatives* portion of the LTDP. With the heavy use of this service by neighboring First Nations, this contribution will advance reconciliation and strengthen the Regional District's relationship with its neighboring indigenous governments.

Attachments:

RBA Long-term Development Plan and Appendix 2 from the RBA Agreement

General Administration Budget

Environmental Services Budget

Rural Fire Department Budgets (4)

Transit Budget

Parks and Trail Budgets (4)

Appendix #2**Eligible Use of Annual Funds**

1. The following purposes are eligible uses of Annual Funds:
 - a. First Nations Outreach Projects and Initiatives
 - i. A policy statement must be included as part of LTDP indicating how the Signatories are using the Annual Payment to advance reconciliation with local First Nations.
 - ii. The following costs are included in this eligible purpose:
 - A. costs of providing local government First Nations liaison positions with the local government;
 - B. all costs related to the development of MOUs and servicing agreements with First Nations;
 - C. Local government/First Nations cost-shared projects (capital or operations) both local government and First Nation owned or led; and
 - D. Local government funded projects (capital or operations) that directly benefit neighboring First Nation communities.
 - b. Capital Costs, including:
 - i. Public drinking water supply, treatment facilities and water distribution;
 - ii. Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs (Development Cost Charges) or subdivision servicing charges payable or similar costs.
 - iii. Childcare facilities;
 - iv. Municipal or regional capital projects that service, directly or indirectly, neighboring First Nation communities,
 - v. Wastewater conveyance and treatment facilities;
 - vi. Storm water management;
 - vii. Natural assets (where the asset provides a service);
 - viii. Solid waste management infrastructure;
 - ix. Public safety/emergency management equipment and facilities not funded by senior level government;
 - x. Local road improvements and upgrades;

- xi. Sidewalks, curbing and lighting;
 - xii. Active transportation amenities not funded by senior level government;
 - xiii. Improvements that facilitate transit service;
 - xiv. Natural hazard mitigation;
 - xv. Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
 - xvi. Recreation and cultural related amenities.
- c. Non-Capital Costs, including:
- i. All costs related to asset management planning and development.
 - ii. Planning Costs, including:
 - A. Costs of feasibility studies (including infrastructure capacity assessment);
 - B. Early-stage development work (including climate resilience assessments);
 - C. Costs of designing, tendering, and acquiring land (where it is wholly required for eligible infrastructure projects).
 - iii. Maintenance costs related to existing or new local government infrastructure.
 - iv. Operational costs, which are limited to 15% of total Annual Payments, including:
 - A. facility operating costs;
 - B. protective services and bylaw enforcement costs;
 - C. programs for vulnerable populations;
 - D. environmental cleanup and community beautification initiatives;
 - E. computer and other electronic technology costs; and
 - F. grants to charitable, philanthropic, and not-for-profit organizations providing core community services.
2. If a local government is providing assistance to a business, the business must be providing a local service under a partnering agreement, and that service should be related to one of the eligible costs.

Long-term Development Plan for the Local Government of:

Regional District of Bulkley-Nechako

Date Adopted by the Local Gov:

For Calendar Years

2024 to 2028

	2024	2025	2026	2027	2028	TOTAL
General Government and Development						
Asset Management		80,000	20,000			100,000
Planning						0
Capital		35,000				35,000
Capital Maintenance						0
Operations		65,000	125,000	145,000	145,000	480,000
Total	0	180,000	145,000	145,000	145,000	615,000
First Nation Outreach Projects & Initiatives						
Planning						0
Capital						0
Capital Maintenance						0
Operations		235,000	235,000	235,000	235,000	940,000
Total	0	235,000	235,000	235,000	235,000	940,000
Water						
Planning						0
Capital						0
Capital Maintenance						0
Operations						0
Total	0	0	0	0	0	0
Housing						
Planning						0
Capital					2,037,149	2,037,149
Capital Maintenance						0
Operations						0
Total	0	0	0	0	2,037,149	2,037,149
Childcare Facilities						
Planning						0
Capital						0
Capital Maintenance						0
Operations						0
Total	0	0	0	0	0	0
Sewer & Wastewater						
Planning						0
Capital						0
Capital Maintenance						0
Operations						0
Total	0	0	0	0	0	0
Solid Waste & Recycling						
Planning						0
Capital	759,016	2,245,000	1,000,000	1,000,000	1,000,000	6,004,016
Capital Maintenance						0
Operations						0
Total	759,016	2,245,000	1,000,000	1,000,000	1,000,000	6,004,016
Public Safety & Emergency Management						
Planning						0
Capital		220,000	370,000	870,000	870,000	2,330,000
Capital Maintenance					0	0
Operations						0
Total	0	220,000	370,000	870,000	870,000	2,330,000
Roads & Transportation						
Planning						0
Capital						0
Capital Maintenance						0
Operations						0
Total	0	0	0	0	0	0
Parks, Recreation & Culture						
Planning						0
Capital		100,000	800,000	800,000	800,000	2,500,000
Capital Maintenance						0
Operations						0
Total	0	100,000	800,000	800,000	800,000	2,500,000
Other						
Description of "Other"						
Planning						0
Capital						0
Capital Maintenance						0
Operations						0
Total	0	0	0	0	0	0
TOTAL						
Asset Management	-	80,000	20,000	-	-	100,000
Planning	-	-	-	-	-	-
Capital	759,016	2,600,000	2,170,000	2,670,000	4,707,149	12,906,165
Capital Maintenance	-	-	-	-	-	-
Operations	-	300,000	360,000	380,000	380,000	1,420,000
Total	759,016	2,980,000	2,550,000	3,050,000	5,087,149	14,426,165

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
GENERAL GOVERNMENT SERVICES 1201**

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:									
400002 Taxation	936,658	985,281	1,841,178	1,841,178	2,489,640	1,348,291	1,596,014	1,747,292	2,058,135
442101 Other Grant Revenue <i>Provincial</i>	64,098	1,782,924	70,000	414,845	70,000				
443006 Northwest Regional Funding				2,126,217	340,000	305,000	305,000	2,342,149	
443001 Province of B.C. - Admin. Grant	147,374	121,200	115,200	122,200	115,200	115,200	115,200	115,200	115,200
443004 Climate Action Program Grant	112,082	112,082	112,082	328,408			112,082	112,082	112,082
444001 Grant from UBCM				5,000					
445001 NDI Grant	16,122	67,202							
446001 Grants in Lieu of Taxes	10,094	8,625	20,500	13,472	12,000	12,000	12,000	12,000	12,000
446002 Grant in Lieu of Alcan Taxes	112,711	116,454	160,012	168,605	205,723	205,723	205,723	205,723	205,723
460001 Admin. Recovery - SNRHD	15,900	17,799	15,900	23,758	15,900	15,900	15,900	15,900	15,900
480001 Miscellaneous Revenue	4,000	18,290		3,033					
499999 Prior Year's Surplus	134,000	450,000	300,000	300,000	-	500,000	300,000	200,000	200,000
TOTAL REVENUE:	1,553,040	3,679,858	2,634,872	5,346,716	3,248,463	2,502,114	2,661,920	4,750,346	2,719,041
EXPENDITURE:									
600101 Director's Remuneration	290,305	327,056	362,194	338,524	355,343	362,449	369,698	377,092	384,634
15 Directors		168,660							
Chair, Vice Chair & Committee Chairs		30,936							
Travel Time		21,938							
Cheque Signer Fees		3,384							
25 Board Meetings		106,875							
Other Meetings (2)		8,550							
Minister and Deputy Minister Meeting		15,000							
		<u>355,343</u>							
601101 Directors' Medical and Dental Benefits	53,799	58,075	60,000	58,185	60,000	60,000	60,000	60,000	60,000
600197 Director's Accident Insurance			1,400		1,400	1,400	1,400	1,400	1,400
600199 Directors Employment Taxes	12,739	13,327	22,546	15,790	24,718	25,212	25,717	26,231	26,755
600201 Director's Travel	36,171	35,967	93,653	47,908	64,013	65,293	66,599	67,931	69,289
600201 Directors Travel Ministry and Deputy Minister					25,000	25,000	25,000	25,000	25,000
601109 Employer Health Tax	5,739	7,955	7,063	6,408	8,101	7,068	7,209	7,353	7,500
604001 Computer Network	20,191	1,913	2,500	240	2,500	2,000	2,000	25,000	2,000
606001 Communications			7,500		4,257	7,500	7,500	7,500	7,500
607001 Legal Expense (FCM Defense Fund \$500)			500	639	500	500	500	500	500

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
608002 Liability Insurance (MIA \$4K)	8,841	4,000	4,000	5,528	4,000	4,000	4,000	4,000	4,000
608003 Vehicle Insurance		196	3,000	1,074	3,000	3,000	3,000	3,000	3,000
609011 Board meetings - supplies & food	19,448	23,516	25,000	21,468	30,000	30,000	30,000	30,000	30,000
601101 Employee Benefits	1,691								
612100 Regional Grant In Aid	75,000	200,000	38,000	294,201	724,000	724,000	724,000	724,000	724,000
612801 Special Projects		46,464	903,333	841	1,020,000	50,000	50,000	50,000	50,000
Northwest Resource Benefit Alliance									
All Nations Conference		70,000							
Operational Reserve Contribution		700,000							
Climate Action Project		250,000							
		<u>1,020,000</u>							
Total Legislative Expenses	523,923	718,468	1,530,688	790,806	2,326,831	1,367,422	1,376,623	1,409,007	1,395,579
Administrative Expenses	719,948	822,021	986,184	890,030	1,136,633	1,154,692	1,173,215	1,192,108	1,211,379
Financial Expenses	421,386	(105,555)	0	(57,310)	(0)	(0)	(0)	(0)	(0)
HR Expenses	16,061	(132,746)	-	(33,464)	-	-	-	-	-
Total General Government Expenses	1,681,319	1,302,187	2,516,872	1,590,062	3,463,463	2,522,114	2,549,838	2,601,115	2,606,959
Revenues minus Expenditures	(128,279)	2,377,670	118,000	3,756,654	(215,000)	(20,000)	112,082	2,149,231	112,082
RESERVE BUDGET									
Transfer from Reserves									
420001 Transfer from NCPG Reserve		35,701	100,000	45,796					
420003 Transfer from Vehicle Reserve	42,943		82,000			50,000		50,000	
420097 Transfer from Climate Reserve				139,378	305,000	20,000			
Transfer To Reserves									
781097 Climate Reserve Contribution/Growing Communities	92,082	1,764,000		308,408			112,082	112,082	112,082
781095 Contribution to Northwest Revenue Reserve				2,126,217					
Net Reserves	49,139	(1,728,299)	182,000	(2,249,452)	305,000	70,000	(112,082)	(62,082)	(112,082)
CAPITAL BUDGET									
780001 New Capital Items	84,237	205,436	300,000	236,864	90,000	50,000	-	2,087,149	
490001 Use of Capital Items	80,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
780101 Amortization	80,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
	(261,655)	443,935	-	1,270,339	-	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO ENVIRONMENTAL SERVICES

(5101)

Five Year Financial Plan:

ADMINISTRATION

Bylaw 1909 \$4.375 Million October 2020

\$5.468 Million October 2025

REVENUE:

TAXATION AND RESERVE REVENUE

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400001 Taxation + Service Agreement	9,398	8,954	9,000	6,066	6,000	6,000	6,000	6,000	6,000
400002 Requisition	3,788,323	4,349,787	4,362,973	4,362,973	4,371,626	5,411,084	5,452,235	5,477,783	5,478,240
420001 Transfer From NCPG Reserve	245,000	114,016	5,000	195,000	225,000				
420095 Northwest Revenue Sharing				759,016	2,245,000	1,000,000	1,000,000	1,000,000	
420096 Transfer from Growing Community Fund Reserve			776,838	776,838					
420099 Transfer from Federal Tax Tax	70,000	200,000		115,000	724,000	724,000	724,000	724,000	724,000
445001 Misc Grants	4,348	75,000	250,000		200,000	200,000			
446001 Grants in Lieu of Taxes	43,342	37,993	35,000	28,505	35,000	35,000	35,000	35,000	35,000
446002 Grant in Lieu of Alcan Taxes	432,932	491,760	428,674	451,533	393,454	393,454	393,454	393,454	393,454
RECYCLING AND TIPPING FEE REVENUE (3% per year increase after 2025)									
450003 Metal Recycling	320,188	500,582	200,000	293,154	275,000	275,000	288,750	303,188	318,347
450004 Paint & Solvent Recovery		1,974	2,000	4,838	5,000	5,000	5,000	5,150	5,305
450005 Major Appliance Recovery	41,894	44,015	40,000	40,884	40,000	40,000	40,000	41,200	42,436
450006 Contaminated Soils	105,311	28,951	50,000	31,332	25,000	50,000	50,000	51,500	53,045
450007 Specified Risk Material Waste	571	697	1,000	384	0	-	-	-	-
450008 Construction, Demolition & Landclearing Waste	300,062	240,954	100,000	453,171	250,000	262,500	275,625	289,406	303,877
450009 Battery Recovery	14,653	17,715	15,000	17,286	20,000	20,000	20,000	20,600	21,218
450010 Recycle BC - Top Up Revenue	26,150	23,672	25,000	35,536	30,000	30,000	30,000	30,900	31,827
450011 Camp Waste	644,925	818,554	100,000	406,073	100,000	50,000	25,000	25,750	26,523
450013 Unsegregated Loads	38,042	25,810	10,000	33,854	35,000	35,000	35,000	36,050	37,132
450014 Asbestos	4,337	5,824	5,000	16,402	15,000	15,000	15,000	15,450	15,914
450015 Out of Region Waste				149,492	100,000	100,000	100,000	103,000	106,090
450019 Bulkey Waste				227					
450023 Clean Soil Disposal				4,634					
452001 Recycling Revenue - Houston		992	5,000	6,048	7,000	10,000	10,000	10,300	10,609
452002 Recycling Revenue - Smithers/Telkwa	24,042	33,299	30,000	32,863	40,000	40,000	40,000	41,200	42,436
452003 Recycling Revenue - Vanderhoof	31,153	32,512	30,000	36,700	40,000	40,000	40,000	41,200	42,436
452004 Recycling Revenue - Fort St. James	15,212	22,542	20,000	23,605	25,000	25,000	25,000	25,750	26,523
452005 Recycling Revenue - Burns Lake	23,743	20,353	20,000	26,879	27,000	27,000	27,000	27,810	28,644
452006 Recycling Revenue - Fraser Lake		4,247	5,000	7,187	7,000	7,000	7,000	7,210	7,426
480001 Miscellaneous Revenue	25,452	298,498	75,000	339,763	100,000	100,000	100,000	103,000	106,090
480003 Sale of Capital Asset				47,150	30,000				
499999 Prior Year Surplus	1,500,000	1,400,000	1,400,000	1,270,831	1,000,000				

TOTAL REVENUE:

7,709,078	8,798,701	8,000,486	9,973,222	10,371,080	8,901,038	8,744,063	8,814,901	7,862,570
-----------	-----------	-----------	-----------	------------	-----------	-----------	-----------	-----------

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
ENVIRONMENTAL SERVICES (5101)**

Five Year Financial Plan:

ADMINISTRATION

Bylaw 1909 \$4.375 Million October 2020

\$5.468 Million October 2025

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
EXPENDITURES: (Salaries and benefits 6% 2024 4% 2025 2% thereafter)									
601001 Salaries	535,871	448,477	520,883	580,158	791,679	815,429	839,892	865,089	891,041
601101 Employee Benefits	248,892	534,826	177,228	145,891	260,283	268,091	276,134	284,418	292,951
601501 Stuff Functions	2,555		3,000	3,590	5,000	5,000	5,000	5,000	5,000
601901 Safety Program (Includes Replay, boot allowance & first ai	21,367	33,800	25,000	69,852	98,000	25,000	25,000	25,000	30,000
603501 Post Closure (old landfills 2024 onwards)			5,000	42	4,000	5,000	5,000	5,000	5,000
604001 Computer Network (Transfer Stations PC's)			2,000	3,529	10,000	4,000	4,000	5,000	5,000
605301 Environmental Monitoring (includes old landfills 2024 onwa	7,828	10,000	10,000	21,558	30,000	30,000	30,000	30,000	30,000
605701 Agriplastic Recycling (2024 onwards)			20,000	1,043	20,000	20,000	20,000		
605720 Ozone Removal Charges (2024 onwards)			20,000	22,244	23,000	20,000	20,000	20,000	20,000
606001 Communications	9,108	10,000	10,000	18,501	20,000	20,000	20,000	20,000	20,000
606003 Advertising	1,572	2,500	2,500	40	2,000	2,000	2,000	2,000	2,000
608001 Property Insurance	50,658	55,000	55,000	53,599	55,000	56,100	57,222	58,366	59,534
608002 Liability Insurance	12,100	12,100	16,820	16,820	16,820	17,156	17,500	17,850	18,207
608003 Vehicle Insurance	29,497	32,000	32,000	35,414	40,000	40,000	40,000	40,000	40,000
608004 Permits & Fees	150	600	600	900	1,000	1,000	1,000	1,000	1,000
609001 Supplies	8,644	1,000	1,000	5,750	5,000	5,000	5,000	5,000	5,000
308008 Vehicle Maintenance and Expense	8,159	20,000	20,000	15,850	16,000	20,000	20,000	25,000	25,000
641001 Vehicle Fuel	22,627	25,000	25,000	25,164	26,500	27,030	27,571	28,122	28,684
651010 Administration Service Charge	326,110	372,215	368,251	368,251	453,643	480,862	500,096	510,098	520,300
651012 Transfer from salaries to Sewer/Water Services	(35,000)	(35,000)	(35,000)	(35,000)	(32,132)	(35,000)	(35,000)	(35,000)	(35,000)
651014 Shared Expenses	159,054	188,554	251,858	253,037	251,456	266,543	277,205	282,749	288,404
799999 Prior Year's Deficit									
TOTAL - Administrative Expenses	1,409,196	1,239,380	1,531,140	1,606,232	2,097,248	2,093,211	2,157,619	2,194,691	2,252,120
612801 Special Projects	11,063	15,000	20,000	24,982	70,000	15,000	15,000		
612805 Consulting Fees	14,759	55,000	55,000	39,413	75,000	100,000	50,000	40,000	50,000
612806 Waste Characterization	57,857	65,000	65,000		50,000	10,000			
612807 Engineering		75,000	75,000		50,000	100,000	50,000	40,000	50,000
612808 Solid Waste Advisory	1,182	2,500	2,500		2,500	2,500	2,500	2,500	2,500
Total Special Projects	84,862	212,500	217,500	64,395	247,500	227,500	117,500	82,500	102,500
Total Administrative	1,494,057	1,451,880	1,748,640	1,670,627	2,344,748	2,320,711	2,275,119	2,277,191	2,354,620
Net Admin	6,215,021	6,008,603	6,251,846	8,302,595	8,026,332	6,580,327	6,468,944	6,537,709	5,507,949
Landfilling Sites 5200	878,492	911,936	955,691	1,088,423	1,160,436	1,141,020	1,169,596	1,184,865	1,200,439
Transfer Stations 5300	2,551,402	3,148,666	3,036,154	2,931,580	3,400,895	3,239,307	3,299,348	3,352,844	3,407,510

REGIONAL DISTRICT OF BULKLEY-NECHAKO**ENVIRONMENTAL SERVICES****(5101)****Five Year Financial Plan:****ADMINISTRATION**

Bylaw 1909 \$4.375 Million October 2020	2022	2023	2024	2024	2025	2026	2027	2028	2029
\$5.468 Million October 2025	Actual	Actual	Budget	Actual	Budget	Budget	Budget	Budget	Budget
Closure Cost (until 2023) 5400	20,828	79,000							
Recycling Costs (until 2023) 5500	216,555	230,000							
Surplus	2,547,744	1,639,000	2,260,000	4,282,592	3,465,000	2,200,000	2,000,000	2,000,000	900,000
CAPITAL BUDGET									
780001 New Capital Items	1,287,804	1,639,000	2,260,000	2,047,055	3,465,000	2,200,000	2,000,000	2,000,000	900,000
490001 Use of Capital Items		870,000	870,000	870,000	870,000	870,000	870,000	870,000	870,000
780101 Amoritization		870,000	870,000	870,000	870,000	870,000	870,000	870,000	870,000
NET BUDGET SUPLUS - (DEFICIT)		-	-	2,235,538	0	0	0	0	0

**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 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:									
400001 Taxation & Service Agreement	6,101	20,336	7,500	18,696	7,500	7,500	7,500	7,500	7,500
400002 Taxation	57,404	62,098	61,020	61,020	64,946	67,510	67,571	67,571	67,571
420095 Northwest Revenue Sharing						30,000	30,000	30,000	
480001 Miscellaneous Revenue	50,440	6,000		440					
499999 Prior Year's Surplus	32,089	38,937	11,330	11,330	11,072				
TOTAL REVENUE.....	146,034	127,371	79,850	91,486	83,518	105,010	105,071	105,071	75,071
EXPENDITURE:									
651012 Contribution for Rural Fire Chief	21,500	21,500	21,500	21,500	21,500	20,000	20,000	20,000	20,000
601102 Accident Insurance - Volunteers	543	651	700	843	850	850	850	850	850
601801 Association Dues	399	264	400	275	400	400	400	400	400
608001 Property Insurance - Fire Hall	4,693	2,473	2,500	2,795	3,000	3,060	3,121	3,121	3,121
608002 Liability Insurance (MIA)	1,801	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
608003 Vehicle Insurance	1,347	2,703	3,000	3,252	4,000	3,500	3,500	3,500	3,500
612220 Monthly Grant to Fort Fraser Fire Department	19,600	19,600	20,000	20,000	20,000	20,000	20,000	20,000	20,000
651010 Administration Fees	8,030	3,797	500	500	518	950	950	950	950
799999 Prior year's deficit									
TOTAL EXPENDITURE.....	57,914	52,238	49,850	50,414	51,518	50,010	50,071	50,071	50,071
Revenues minus Expenditures	88,120	75,133	30,000	41,072	32,000	55,000	55,000	55,000	25,000
420001 Transfer from NCPG	191,237				7,500				
420003 Transfer from Capital Reserve		168,543							
420099 Transfer from Gas Tax Reserves	200,500	115,000							
780001 Capital	440,920	347,346			7,500	30,000	30,000	30,000	
781003 Contribute to Capital Reserve	0	0	30,000	30,000	32,000	25,000	25,000	25,000	25,000
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	21,000
780101 Amortization Expense	20,049	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000
Revenues minus Expenditures and Transfers	38,937	11,330	0	11,072	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

REVENUE:

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Taxation	56,500	62,570	67,588	67,588	67,668	70,102	70,102	70,102	70,102
420001 Northern Capital and Planning Grant					7,500				
420095 Northwest Revenue Sharing						30,000	30,000	30,000	
420096 Withdrawal Growing Community*	660			30,414	152,000				
420099 Withdrawal from Community Works Fund	4,747				288,000				
420095 Transfer from RBA Reserve					110,000				
499999 Prior Year's Surplus	3,398	3,496	33	33					
TOTAL REVENUE.....	65,305	66,066	67,621	98,035	625,168	100,102	100,102	100,102	70,102

EXPENDITURE:

651012 Contribution for Rural Fire Chief	17,800	17,800	19,000	19,000	21,500	22,000	22,000	22,000	22,000
601102 Accident Insurance	543	651	700	843	900	900	900	900	900
601801 Association Dues	399	264	400		400	400	400	400	400
603008 Repairs and Maintenance	4,747								
608002 Liability Insurance (MIA)	1,801	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
608001 Property Insurance	452	4,305	4,500	5,484	5,500	5,881	5,881	5,881	5,881
608003 Vehicle Insurance	2,918	3,597	3,600	3,754	3,800	3,800	3,800	3,800	3,800
612220 Monthly Grant to Southside Volunteer Fire Dept	27,600	27,600	27,600	29,184	27,600	30,000	30,000	30,000	30,000
779999 Misc. Expense									
651010 Administration Fees	548	566	571	571	6,167	871	871	871	871
799999 Prior year's deficit					551				
TOTAL EXPENDITURE.....	56,809	56,033	57,621	60,087	67,668	65,102	65,102	65,102	65,102

Revenues minus Expenditures

	8,496	10,033	10,000	37,949	557,500	35,000	35,000	35,000	5,000
781003 Contribution to Capital Reserve	5,000	10,000	10,000	10,000		5,000	5,000	5,000	5,000
781004 Contribute to Insurance Reserve						30,000	30,000	30,000	
780001 Capital Expenditures				28,500	557,500				
490001 Transfer from Equity in TCA	35,400	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	35,400
Revenues minus Expenditures and Transfers	3,496	33	0	(551)	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 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:									
400002 Taxation	89,935	89,747	89,656	89,656	87,473	84,837	87,953	85,453	85,453
420001 NCPG	2,993		5,000	5,000	23,500				
420095 Northwest Revenue Sharing						280,000	780,000	30,000	
490002 MFA Acturial Recognized					2,310	2,310			
499999 Prior Year's Surplus		1,766	2,160	5,586	2,722				
TOTAL REVENUE.....	92,928	91,513	96,816	100,242	116,004	367,146	867,953	115,453	85,453
EXPENDITURE:									
651012 Contribution for Rural Fire Chief	21,500	21,500	21,500	21,500	21,500	22,000	23,000	23,000	23,000
601102 Accident Insurance WCB/TOS	543	651	700	843	900	900	900	900	900
601801 Association Dues (Fire Chief's)	140	264	400	275	400	400	400	400	400
608001 Property Insurance	2,030	2,491	2,500	3,446	3,500	3,500	3,500	3,500	3,500
608002 Liability Insurance (MIA)	1,801	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
608003 Vehicle Insurance	2,827	3,182	3,500	3,240	3,500	3,500	3,500	3,500	3,500
612220 Monthly Grant to Topley Volunteer Fire Dept	32,944	34,140	40,000	40,000	35,000	35,000	35,000	35,000	35,000
683001 Interest Expense MFA	9,145	7,693	7,693	7,693	7,693	7,693			
784001 Sinking Fund Payments MFA	12,113	10,048	10,048	10,048	12,358	250,000			
651010 Administration Service Charge	640	633	725	725	903	903	8,403	903	903
799999 Prior year's deficit	1,579								
TOTAL EXPENDITURE.....	85,262	81,853	88,316	89,020	87,004	325,146	75,953	68,453	68,453
Revenues minus Expenditures	7,666	9,660	8,500	11,222	29,000	42,000	792,000	47,000	17,000
781003 Contribution to Capital Reserve	5,900	7,500	8,500	8,500	5,500	12,000	12,000	17,000	17,000
780001 Capital Items	-	-	-	-	23,500	30,000	780,000	30,000	-
490001 Transfer from Equity in TCA	34,410	32,170	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	32,170
Revenues minus Expenditures and Transfers	1,766	2,160	-	2,722	-	-	-	-	-

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

7104

Five Year Financial Plan:

Bylaw No. 1874, 2019 \$23,437 Limitation

Bylaw No. 2056, 2024 \$29,296 Limitation Dec 2024

BC ASSESSMENT Q 756 26 LSA #25

Bylaw No. 1895, 2019 Reserve Creation

REVENUE:

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Taxation	23,377	23,211	23,319	23,319	29,296	29,247	29,247	29,247	29,247
420001 Northern Capital and Planning Grant					7,500				
420095 Northwest Revenue Sharing						30,000	30,000	780,000	
420099 Transfer from Gas Tax Reserves					288,000				
420096 Transfer from Growing Community Fund					155,500				
420095 Transfer from RBA Reserve					110,000				
400001 Miscellaneous revenue	13,000	17,000							
499999 Surplus		10,728	15,693	15,693					
	36,377	50,939	39,012	39,012	590,296	59,247	59,247	809,247	29,247

EXPENDITURE:

651012 Contribution for Regional Fire Chief	3,450	-				1,150	1,150	1,150	1,150
601102 Accident Insurance	543	651	700	843	897	897	897	897	897
601801 Association Dues	399	264	400		400	400	400	400	400
612220 Grant to Fire Department	17,000	15,500	16,000	16,000	16,000	18,500	18,500	11,000	18,500
608001 Property Insurance	1,879	4,287	4,250	5,393	5,500	5,500	5,500	5,500	5,500
608002 Liability Insurance	1,801	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
608003 Vehicle Insurance		343	800	698	800	800	800	800	800
609001 Supplies		12,362	15,000	16,216					
651010 Administration Service Charges	577	589	612	612	5,948	750	750	8,250	750
799999 Prior year's deficit					2,001				
TOTAL EXPENDITURE.....	25,649	35,246	39,012	41,013	32,796	29,247	29,247	29,247	29,247

Revenues minus Expenditures

	10,728	-	-	-	557,500	30,000	30,000	780,000	-
781003 Contribution to Capital Reserve									
780001 Capital Project/Truck/Hall					557,500	30,000	30,000	780,000	
490001 Transfer from Equity in TCA	36,501	40,000	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	40,000

Revenues minus Expenditures and Transfers

	10,728	15,693	-	(2,001)	-	-	-	-	-
--	--------	--------	---	---------	---	---	---	---	---

REGIONAL DISTRICT OF BULKLEY NECHAKO**Regional Transit Service****8203****Five Year Financial Plan:**

BYLAW 1790 LIMITATION \$115,000

TAXATION BASED ON POPULATION

ALL MUNICIPALITIES**REVENUE:**

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 All Municipalities	62,887	89,529	87,118	87,118	82,888	89,559	97,286	105,245	113,444
400001 Revenue Service Agreement	75,000	52,500	52,500	52,500	52,500	52,500	52,500	52,500	52,500
420003 Withdrawal from Operational Reserves			5,000	20,000	20,000	20,000	20,000	20,000	95,000
420095 Northwest Revenue Sharing					75,000	75,000	75,000	75,000	
442101 Grants	9,077		25,000	15,011					
442102 Grant - BC Transit	14,118	13,918	11,500	9,445	11,500	11,500	11,500	11,500	11,500
449099 Internal Transfer from Other Services	37,572								
450018 User Fees	23,968	25,105	25,000	29,960	28,000	28,000	28,000	28,000	28,000
446001 Grants in Lieu of Taxes	1,465	1,228	1,000	1,166	1,000	1,000	1,000	1,000	1,000
499999 Prior Year's Surplus	3,385	35,506	24,232	13,829	0				
TOTAL REVENUE.....	227,472	217,786	231,350	229,030	270,888	277,559	285,286	293,245	301,444

EXPENDITURE:

601001 Salaries	15,887	16,781	32,834	33,553	30,008	30,908	31,835	32,790	33,774
601101 Benefits	5,851	7,851	15,171	8,836	11,321	11,661	12,010	12,371	12,742
609001 Supplies	102		250	31	250	250	250	250	250
609011 Meeting Expenses					100	100	100	100	101
Agreement with BC Transit (Year 2022 estimate is solely based on the same cost sharing agreement with senior government)	148,080	164,182	163,002	177,969	198,121	215,000	221,450	228,094	234,936
781005 Contribution to Legal Reserve									
781007 Contribution to Operating Reserve	10,000								
679996 Commission on Ticket Sales	32	43	32	27	32	32	32	32	32
651010 Administration Service Charge	9,283	11,784	12,675	12,675	14,388	14,388	14,388	14,388	14,388
651014 Shared Services	2,732	3,316	7,387	7,387	5,221	5,221	5,221	5,221	5,221
799999 Prior Year Deficit					11,447				
TOTAL EXPENDITURE.....	191,966	203,957	231,350	240,477	270,888	277,559	285,286	293,245	301,444

Revenues minus Expenditures

35,506	13,829	-	(11,447)	-	-	-	-	-	-
--------	--------	---	----------	---	---	---	---	---	---

REGIONAL DISTRICT OF BULKLEY-NECHAKO

Regional Parks and Trails

10902

Five Year Financial Plan:

Smithers Area A

Bylaw No. 1927 No Limit

Taxation on Improvements Only

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Requisition	70,317	109,202	114,726	114,726	224,906	220,027	221,182	222,371	223,596
446001 Grants in Lieu of Taxes	1,024	698		1,546					
446002 Grant in Lieu of Alcan Taxes									
420001 Transfer from NCPG Reserve			100,000	80,063					
420003 Transfer from Capital Reserve		25,000	30,000	26,056					
420095 Northwest Revenue Sharing						200,000	200,000	200,000	
420096 Transfer from Growing Community			285,000		175,000				
420099 Transfer from Gas Tax	54,299	99,304	110,000						
480001 Miscellaneous Revenue	1,313,014	237,358							
450001 Rent	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
499999 Prior Year's Surplus					-				
TOTAL REVENUE:.....	1,447,653	480,562	648,726	231,391	408,906	429,027	430,182	431,371	232,596
EXPENDITURE:									
601001 Share of Salaries	58,022	63,592	63,592	42,610	47,204	47,204	47,204	47,204	47,204
601101 Staff Expenses		14,653	14,653	10,374	11,317	11,317	11,317	11,317	11,317
602001 Utilities and Property Taxes	4,256	7,504	7,500	7,762	7,500	7,501	7,502	7,503	7,504
603008 Repairs and Maintenance	1,278	10,589	110,000	4,441	35,000	35,000	35,000	35,000	35,000
606001 Communications		-	-		-	-	-	-	-
608001 Property Insurance	2,354	2,431	2,500	2,388	2,500	2,500	2,500	2,500	2,500
608002 Liability Insurance	3,000	4,000	4,000	3,000	4,000	4,000	4,000	4,000	4,000
606003 Advertising		-	2,500	214	2,500	500	500	500	500
608004 Permits and Fees				250					
607001 Legal	7,306	3,942	2,500	1,647	2,500	1,000	1,000	1,000	1,000
609001 Supplies	490		5,000	324	5,000	5,000	5,000	5,000	5,000
609011 Meeting Expenses			2,500		2,500	-	-	-	-
612801 Special Projects		23,835	60,000	8,143	50,000	-	-	-	-
651014 Shared Supplies		5,306		8,442	7,657	7,657	7,657	7,657	7,657
651010 Administration Charges	21,265	14,614	19,785	19,785	11,451	11,451	11,451	11,451	11,451
780604 Lease Closure Expense		35,000		36,250	37,338	38,458	39,611	40,800	42,024
799999 Prior Year's Deficit		17,630	24,196	59,196	57,439	57,439	57,439	57,439	57,439
Total Expenses	97,970	203,096	318,726	204,825	283,906	229,027	230,182	231,371	232,596
Revenues less Expenditures	1,349,683	277,466	330,000	26,566	125,000	200,000	200,000	200,000	-
CAPITAL BUDGET									
780001 Capital Costs	1,367,312	336,662	330,000	84,006	125,000	200,000	200,000	200,000	
490001 Use of Capital Items	27,346	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
780101 Amorization	27,346	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
Revenues less Expenditures and Transfers	(17,630)	(59,196)	-	(57,439)	-	-	-	-	-

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 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Requisition	23,874	0	0	0	13,013	18,193	18,193	18,193	18,193
446001 Grants in Lieu of Taxes	14								
420095 Northwest Revenue Sharing					50,000	200,000	200,000	200,000	
443006 Northwest Regional Funding									
480001 Miscellaneous Revenue					50,000				
420001 Transfer from NCPG		4,137							
446110 Admin Recovery									
499999 Prior Year's Surplus		18,844	17,564	17,564	7,909				
TOTAL REVENUE:	23,888	22,980	17,564	17,564	120,923	218,193	218,193	218,193	18,193
EXPENDITURE:									
601001 Share of Salaries	3,805	2,271	2,271	5,326	11,801	11,801	11,801	11,801	11,801
601101 Staff Expenses		523	523	1,297	2,829	100	100	100	100
606001 Communications		0	0	0	0	0	0	0	0
608001 Property Insurance		0	0	0	0	0	0	0	0
608002 Liability Insurance		0	0	0	0	0	0	0	0
608003 Vehicle Insurance		0	0	0	0	0	0	0	0
609001 Supplies		0	0	0	0	0	0	0	0
609011 Meeting Expenses		0	0	0	0	0	0	0	0
612801 Special Projects		0	12,553	0	50,000	0	0	0	0
651014 Shared Services		1,296	1,296	2,110	1,914	1,914	1,914	1,914	1,914
651010 Administrative Recovery	1,240	1,326	921	921	4,378	4,378	4,378	4,378	4,378
Total Expenses	5,045	5,416	17,564	9,655	70,923	18,193	18,193	18,193	18,193
780001 Capital Items					50,000	200,000	200,000	200,000	
Revenues less Expenditures	18,844	17,564	-	7,909	-	-	-	-	-

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 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Requisition	30,658	49,066	32,042	31,256	86,303	89,218	89,218	89,218	89,218
442101 Other Grant Revenue		50,000	38,442	17,057					
420095 Northwest Revenue Sharing						200,000	200,000	200,000	
446001 Grants in Lieu of Taxes	852	404		172					
446002 Grant in Lieu of Alcan Taxes	13,435	20,783	11,000	11,590	26,388	12,156	12,156	12,156	12,156
420001 Transfer from NCPG Reserve	52,534	58,164	50,000	30,107	145,000	95,000			
499999 Prior Year's Surplus		2,029	47,458	47,458					
TOTAL REVENUE:	97,479	180,446	178,942	137,640	257,691	396,374	301,374	301,374	101,374
EXPENDITURE:									
601001 Share of Salaries	31,389	22,712	62,048	53,263	47,204	47,204	47,204	47,204	47,204
601101 Staff Expenses		5,233	100	12,967	11,317	100	100	100	100
602001 Utilities	109	110	200	118	200	100	100	100	100
603008 Repairs and Maintenance		262	3,500	4,099	37,000	37,000	37,000	37,000	37,000
606001 Communications		-	-		-	-	-	-	-
606003 Advertising				40					
608001 Property Insurance		-	-	-	-	-	-	-	-
608002 Liability Insurance	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
608003 Vehicle Insurance		-	-	-	-	-	-	-	-
609001 Supplies		208	-	22	-	-	-	-	-
609011 Meeting Expenses		-	-	-	-	-	-	-	-
612801 Special Projects		85,839	45,000	42,859					
651014 Shared Services		5,306	8,824	8,442	7,657	7,657	7,657	7,657	7,657
651010 Administrative Recovery	7,162	11,319	7,271	7,248	7,313	7,313	7,313	7,313	7,313
					3,652				
Total Expenses	40,660	132,987	128,942	131,060	112,691	101,374	101,374	101,374	101,374
Revenues less Expenditures	56,819	47,458	50,000	6,581	145,000	295,000	200,000	200,000	-
CAPITAL BUDGET									
780001 Capital	54,790	-	50,000	10,232	145,000	295,000	200,000	200,000	
490001 Use of Capital Items	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
780101 Amoritization	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Revenues less Expenditures and Transfers	2,029	47,458	-	(3,652)	-	-	-	-	-

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 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
400002 Requisition	23,874	-	-	-	28,288	17,629	17,629	17,629	17,629
446001 Grants in Lieu of Taxes	316								
420095 Northwest Revenue Sharing					50,000	200,000	200,000	200,000	
480001 Miscellaneous Revenue									
420001 Transfer from NCPG		3,623			30,000				
446110 Admin Recovery									
499999 Prior Year's Surplus		21,048	19,158	19,158	9,341				
TOTAL REVENUE:.....	24,190	24,671	19,158	19,158	117,629	217,629	217,629	217,629	17,629
EXPENDITURE:									
601001 Share of Salaries	1,902	2,271	2,271	5,326	11,801	11,801	11,801	11,801	11,801
601101 Staff Expenses		523	523	1,297	2,829	2,829	2,829	2,829	2,829
606001 Communications		-	-	-	-	-	-	-	-
608001 Property Insurance		-	-	-	-	-	-	-	-
608002 Liability Insurance		-	-	-	-	-	-	-	-
608003 Vehicle Insurance		-	-	-	-	-	-	-	-
609001 Supplies		-	-	-	-	-	-	-	-
609011 Meeting Expenses		-	-	-	-	-	-	-	-
612801 Special Projects		-	15,280		50,000	-	-	-	-
651014 Shared Services		1,326		2,110	1,914	1,914	1,914	1,914	1,914
651010 Administrative Charges	1,240	1,392	1,084	1,084	1,084	1,084	1,084	1,084	1,084
Total Expenses	3,142	5,513	19,158	9,817	67,629	17,629	17,629	17,629	17,629
780001 Capital Items					50,000	200,000	200,000	200,000	
Revenues less Expenditures	21,048	19,158	-	9,341	-	200,000	200,000	200,000	-



93

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Megan D'Arcy, Regional Agriculture Coordinator
Date: March 13, 2025
Subject: **Premier's Task Force on Agriculture and Food Economy**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND:

The above-referenced task force has been created by the BC government in response to uncertainty created by the potential implementation of U.S. government tariffs on Canadian agricultural exports.

Highlights from the press release:

- Task force is intended to inform the BC government on the best way to:
 - “protect food sources and agriculture sector and food economy,
 - help farmers find new markets, and
 - ensure people in BC have continued access to healthy and affordable food.”
- Task force is result of “ongoing conversations with industry”.
- Task force includes primary producers (two producers from Abbotsford, one from Spallumcheen, and one from Duncan), food processors (one each from Langley, Delta, and Pitt Meadows), seafood producers, retail (Pattison Food Group), and food distribution (Sysco).
- Co-chairs of the task force include Michelle Koski, MAF Deputy Minister, Danielle Synotte, BC Agriculture Council (BCAC) Executive Director, and James Donaldson, BC Food & Beverage CEO.
- Task force is expected to meet in person on quarterly basis over the next 12 to 18 months.
- Task force will also provide the BC government with targeted recommendations on water, land, labour, competitiveness, and investment.

Depending on the level of input task force co-chairs can contribute to the conversations, producers in north-central BC are best represented by Danielle Synotte, the Executive Director of the BC Agriculture Council. BCAC has [29 member organizations](#), some of whom

represent our north-central agriculture producers (e.g., beef and dairy producers, honey producers).

There are agricultural producers and food processors in our region that are not well-represented by either BCAC or BC Food & Beverage. In addition, the representation of primary producers living in the lower mainland and Vancouver Island may or may not consider regional and production differences. U.S. government-imposed tariffs, or a subsequent trade war, would have a marked impact on agriculture producers living in our region.

ATTACHMENTS:

British Columbia News – media news release: [New provincial task force will focus on food security, growth, economy.](https://news.gov.bc.ca/32017) <https://news.gov.bc.ca/32017>



95

Regional District of Bulkley-Nechako Board of Directors

To: Chair and Board
From: Wendy Wainwright, Deputy Director of Corporate Services
Date: March 13, 2025
Subject: **Items to be brought forward to the public agenda from Special (In-Camera) Meeting**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

As per the Board recommendation, the following motion is being brought forward from the Special (In-Camera) meeting of February 27, 2025:

New Emergency Volunteer Response Policy

I.C.2024-16-3

"That the Board approve the proposed Emergency Volunteer Response Policy."

ATTACHMENTS:

Emergency Volunteer Response Policy



REGIONAL DISTRICT OF BULKLEY-NECHAKO

EMERGENCY VOLUNTEER RESPONSE POLICY

Policy Statement:

The RDBN recognizes the critical role that volunteers play in responding to community emergencies. Employees who volunteer with Fire Departments or other emergency service organizations may be permitted to leave work to respond to emergency calls, provided they comply with the conditions outlined in this policy.

Purpose:

The purpose of this policy is to support employees who volunteer with local Fire Departments or other recognized emergency services by allowing them to respond to emergency calls during work hours. The policy establishes guidelines to ensure minimal disruption to the workplace while promoting community safety and emergency readiness.

Scope:

This policy applies to all employees of the RDBN, including those who volunteer with Fire Departments, Search and Rescue teams, Emergency Support Services or other Public Safety Lifeline Volunteers (PSLV) within the jurisdiction of the Regional District of Bulkley-Nechako (RDBN).

Definitions:

- **Emergency Service Volunteer:** An employee who is an active volunteer in good standing with a recognized emergency service organization (PSLV).
- **Emergency Call:** A request for immediate assistance from a recognized emergency service organization in response to an emergency.

Conditions for Leave of Absence:

1. **Qualified Employee:** The employee must be a qualified member of a recognized emergency services organization.
2. **Emergency Jurisdiction:** The emergency must fall within the boundaries of RDBN.
3. **Participation in Authorized Emergencies:** The employee must be actively participating in an authorized emergency during their scheduled work hours.
4. **Authorization to Leave:** The employee must ensure that the work environment allows them to leave and have a pre-arranged plan that is approved by their supervisor,

manager, or Chief Administrative Officer (CAO) on how and when the employee will depart the worksite to respond to an emergency.

Guidelines:

▪ **Notification:**

- Employees should, if possible, notify their direct supervisor or manager as soon as they are alerted to an emergency call and provide an estimated return time. Notification can be made in person, by phone, or through other agreed-upon communication methods, i.e. advising reception.

▪ **Authorization:**

- Employees are required to notify their supervisor when they enroll as an emergency service volunteer and provide proof of their active volunteer status if they wish to respond as per this policy.
- Employees must have prior approval from their supervisor to possibly respond to emergency calls during work hours and follow the 'conditions for leave of absence' along with all other aspects of this policy.

▪ **Work Disruption Minimization:**

- Employees should make reasonable efforts to minimize disruptions to their work responsibilities.
- Supervisors have the discretion to temporarily withhold authorization to respond to an emergency if the employee's absence would significantly impact operations. This decision will be made on a case-by-case basis.

▪ **Duration of Paid Leave:**

- Employees may be granted a paid leave of absence at their base rate of pay for the day of the event, plus one (1) additional day (if needed), when responding to emergencies as members of PSLV.
- The CAO may extend this paid leave on a case-by-case basis, depending on the circumstances surrounding the emergency.

▪ **Compensation:**

- Regular Working Hours: Employees responding to emergency calls with approval during their regular working hours will be paid for time missed from work in accordance with their regularly scheduled hours.
- Overtime: Employees will not be compensated for any time spent on emergency response outside their scheduled work hours.

- **Return to Work:**

- Employees are expected to return to work as soon as their emergency duties are completed, and it is safe to do so.
- Employees must notify their supervisor of their return and may be asked to provide any necessary documentation.

Accountability:

Employees must exercise sound judgment when deciding to request leave from work for emergency duties.

Review and Amendments:

This policy will be reviewed annually, or as required, to ensure its relevance and effectiveness in supporting both the organization and the community's emergency response needs.



Reference: 280931

March 3, 2025

VIA EMAIL: cheryl.anderson@rdbn.bc.ca

Mark Parker, Chair
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake, British Columbia
V0J 1E0

Dear Mark Parker:

Thank you for your letter of January 23, 2025, to Honourable Mike Farnworth, Minister of Transportation and Transit, regarding provincial funding support for the replacement of a legacy culvert within Burns Lake Community Forest. I have been asked to respond on behalf of Minister Farnworth.

The Province of British Columbia recognizes that road permit R15567 (700 Road) can be used as an emergency evacuation route and is frequently travelled by industrial and recreational users near Burns Lake. Nadina Natural Resource District staff have spoken with Burns Lake Community Forest management to ascertain the magnitude of the current risk. A joint inspection will be conducted as soon as possible after which we will be able to provide the RDBN with an update. All road permit holders have maintenance obligations as a condition of their road permits. At this time, the Nadina district has not received a specific request for financial support related to this road.

More broadly, the Ministry of Forests is working with other agencies to try and collectively address road maintenance issues. The Nadina district will continue to work locally and with forestry operators to resolve potential risks.

Again, thank you for writing to share your concerns.

Sincerely,

Karilyn Vince
A/Assistant Deputy Minister
North Area Regional Operations

pc: Honourable Mike Farnworth, Minister of Transportation and Transit
Jevan Hanchard, Regional Executive Director, Skeena Natural Resource Region,
Ministry of Forests
Neal Marincak, District Manager, Nadina Natural Resource District,
Ministry of Forests

COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1
 T: 250-832-8194 | F: 250-832-3375 | TF: 1-888-248-2773 | www.csrld.bc.ca

February 20, 2025

Sent by email: FOR.Minister@gov.bc.ca

Honourable Ravi Parmar
 Minister of Forests
 PO Box 9049 Stn Prov Govt
 Victoria, BC V8W 9E2

Dear Minister:

Re: Cooperative Community Wildfire Response Program

On behalf of the Columbia Shuswap Regional District (CSRD) Board of Directors, this letter is to inform you we respectfully decline participation in the Cooperative Community Wildfire Response (CCWR) program. After careful consideration, we have determined that the program does not align with our Regional District's responsibilities, operational capacity or the needs of the community members.

The CSRD has concerns regarding the downloading of wildfire response responsibilities, costs, and services from the provincial government to regional districts, creating an untenable burden on local taxpayers and emergency management resources. Our decision to opt out is based on the following key concerns:

Misalignment with regional district responsibilities and capacity

The CCWR is a service creation that does not fit within a regional district model. The CSRD also has contractors managing the emergency programs in Revelstoke (Revelstoke and Area Emergency Program) and Golden (Golden and Area Emergency Program). This program does not fit within the guidelines of those contracts.

Program scope extending beyond identified regional district fire protection zones

It appears the CCWR program model is a mechanism to replace provincial wildfire response efforts, placing the scope of emergency management resources, funding, and staffing onto the Regional District, with the expectation the service area goes beyond established Regional District fire protection zones, which fall under Provincial jurisdiction, not within the Regional District's area of responsibility and jurisdiction.

Undue burden on local taxpayers and emergency management resources

Administering the CCWR would require considerable staff time, of which the CSRD's Shuswap Emergency Program does not have the capacity to fulfill. The workload, such as maintaining volunteer lists, training, and engagement, without guaranteed work for program members, is incredibly onerous on financial and personnel time resources.

The effects of climate change are increasing disaster intensity, duration, frequency, and scale of

ELECTORAL AREAS

A GOLDEN-COLUMBIA
 B REVELSTOKE-COLUMBIA

C EAGLE BAY-WHITE LAKE-TAPPEN
 D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
 F NORTH SHUSWAP-SEYMOUR ARM
 G BLIND BAY-SORRENTO-NOTCH HILL

MUNICIPALITIES

GOLDEN
 REVELSTOKE
 SALMON ARM
 SICAMOUS

emergencies yet the CSRD is still running at the same capacity in its emergency management program as ten years ago. The growing demand for increased staffing to manage the increasing number of local emergencies needs to be addressed, without the additional CCWR program the Province is encouraging us to acquire.

Lack of consultation with emergency management staff

CSRD is concerned there was no consultation with its emergency management staff, this misstep is a departure from what has been done historically. It should be noted this is the second attempt at introducing the program. Originally the program was presented as a collaboration with local fire departments funded by BCWS. Now the program is being offered to unprotected areas only, there is no reasonable service to attach CSRD support.

Potential for conflict with residents and reputational damage

While the program is technically optional, it sets the CSRD and emergency response teams up for conflict with residents of the area, potentially setting us up for failure and causing reputation damage. The burden of opting out for the reasons outlined in this letter falls on the CSRD, which could cause irreparable damage to public perception of the CSRD and provincial firefighting response efforts.

The CSRD emphasizes that the program does not meet the needs of the community members and will not accomplish what they have expressed they want and need.

Concerns about future changes to program scope and guidelines

There is concern the Province can change the program scope, process, and guidelines at any time. The CSRD is apprehensive that any changes, without having direct or indirect involvement in any decisions, would result in the impact being fully felt by the CSRD.

In summary we believe the CCWR program model shifts wildfire response responsibilities from the Provincial onto regional districts, creating an unsustainable strain on our resources. Our emergency management program is already operating at capacity, managing an increasing number of local emergencies due to climate change impacts. Adding the CCWR program would further stretch staff capacity and resources.

Additionally, the program's focus on areas beyond our established fire protection zones, jurisdiction, and area of responsibility. We are also concerned about the lack of consultation with our emergency management staff and the potential for program changes without our involvement in future decision-making processes.

In light of the above concerns, we strongly recommend that BC Wildfire Service (BCWS) serve as the prime contractor for the CCWR program participants. This approach would ensure that wildfire response efforts are led by the provincial agency with the expertise and resources, avoiding undue strain on regional districts and their emergency management programs.

We appreciate your understanding and consideration and thank you for your forthcoming response.

Yours truly,

COLUMBIA SHUSWAP REGIONAL DISTRICT

Per:



Natalya Melnychuk
Board Chair

cc: Honourable Brittany Anderson, Minister of State for Local Governments and Rural Communities
Honourable Kelly Greene, Minister of Emergency Management and Climate Readiness
Cliff Chapman, Director of Operations, BC Wildfire Service
Kaitlin Baskerville, Provincial Operations Manager of Preparedness BCWS
President Trish Mandewo, UBCM
City of Salmon Arm
District of Sicamous
City of Revelstoke
Town of Golden
Regional Districts