

# **AGENDA**

**MEETING NO. 5**

**March 27, 2025**

**P.O. BOX 820  
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**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 27, 2025**

<b><u>PAGE NO.</u></b>	<b><u>CALL TO ORDER</u></b>	<b><u>ACTION</u></b>
	<b><u>First Nations Acknowledgement</u></b>	
	<b><u>AGENDA - March 27, 2025</u></b>	<b>Approve</b>
	<b><u>SUPPLEMENTARY AGENDA</u></b>	<b>Receive</b>
	<b><u>MINUTES</u></b>	
<b>6-18</b>	<b>Board Meeting Minutes - March 13, 2025</b>	<b>Approve</b>
<b>19-21</b>	<b>Rural Services Committee Meeting Minutes - March 13, 2025</b>	<b>Receive</b>
	<b><u>DELEGATIONS</u></b>	
	<b><u>HOUSTON SEARCH AND RESCUE</u></b>	
	<b><u>Andy Muma, President</u></b>	
	<b>Re: Canine Unit Update</b>	
	<b><u>UPPER FRASER FISHERIES CONSERVATION ALLIANCE</u></b>	
	<b><u>Lisa Krebs, Registered Professional Planner</u></b>	
	<b>Re: Endako Weir Project</b>	
	<b><u>JOHN RUSTAD, MLA Nechako Lakes (1:00 pm)</u></b>	
	<b>Re: Update</b>	
	<b><u>ELECTORAL AREA PLANNING</u></b>	
<b>22-30</b>	<b>Maria Sandberg, Planning and Parks Coordinator Official Community Plan (OCP) Review - Electoral Area G (Houston/Granisle Rural)</b>	<b>Recommendation</b>
<b>31</b>	<b>Deneve Vanderwolf, Planning Technician Membership Update Area A Advisory Planning Commission</b>	<b>Recommendation</b>

Meeting No. 5  
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<b><u>PAGE NO.</u></b>	<b><u>DEVELOPMENT SERVICES</u></b>	<b><u>ACTION</u></b>
	<b><u>Referral</u></b>	
32	Rowan Nagel, GIS/Planning Technician Necoslie & Nautley Road Name Changes Electoral Areas C (Fort St James Rural) and D (Fraser Lake Rural)	Recommendation
	<b><u>Other</u></b>	
33-52	Jason Llewellyn, Director of Planning and Development - RDBN Wildfire Resiliency Plan Recommendations	Receive
53-58	Jason Llewellyn, Director of Planning and Development - Illegal Dumping Mitigation Strategy	Recommendation
59-60	Deneve Vanderwolf, Planning Technician Recent Agricultural Land Commission Decisions	Receive
	<b><u>PARKS AND TRAILS</u></b>	
61-63	Maria Sandberg, Planning and Parks Coordinator - Park Use Bylaw Amendment	Recommendation
	<b><u>BYLAW ENFORCEMENT</u></b>	
64-97	Jason Llewellyn, Director of Planning and Development - Recommendation Bylaw Notice Enforcement Bylaw and Dispute Adjudication Registry	Recommendation
	<b><u>ADMINISTRATION REPORTS</u></b>	
98-112	Cheryl Anderson, Director of Corporate Services - Mail Ballot Voting	Recommendation

Meeting No. 5  
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<u>PAGE NO.</u>	<u>ADMINISTRATION REPORTS (CONT'D)</u>	<u>ACTION</u>
113-116	Cheryl Anderson, Director of Corporate Services – Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2073, 2025	Recommendation
117	Nellie Davis, Manager of Strategic Initiatives and Rural Services – Community Works Fund for Village of Fraser Lake – Ammonia Chiller Replacement	Recommendation
118-120	Jason Blackwell, Regional Fire Chief - Community Resiliency Investment Program – 2025 FireSmart Community Funding & Support Application	Recommendation
121-164	John Illes, Chief Financial Officer – 2025 Budget Approval – Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 2070, 2025	Recommendation
165-180	John Illes, Chief Financial Officer - Northwest BC Regional Funding Agreement (RBA)	Recommendation

#### SUPPLEMENTARY AGENDA

#### NEW BUSINESS

#### IN-CAMERA MOTION

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

- Labour Relations
- Enforcement Action
- Northwest BC Resource Benefits Alliance (RBA)

#### ADJOURNMENT

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEETING NO. 4****Thursday, March 13, 2025**

**PRESENT:** Chair Mark Parker

Directors Gladys Atrill  
Shane Brienen  
Leroy Dekens  
Martin Elphee  
Judy Greenaway  
Clint Lambert  
Linda McGuire  
Shirley Moon  
Kevin Moutray  
Chris Newell – via Zoom  
Michael Riis-Christianson  
Stoney Stoltenberg  
Sarraah Storey – arrived at 10:04 a.m.  
Henry Wiebe

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
Megan D'Arcy, Regional Agriculture Coordinator  
– via Zoom – left at 1:25 p.m.  
Nellie Davis, Manager of Strategic Initiatives and Rural  
Services – left at 11:00 a.m., returned at 12:49 p.m.  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning  
Wendy Wainwright, Deputy Director of Corporate Services  
Christopher Walker, Emergency Services Manager – arrived at  
10:07 a.m.  
Scott Zayac, Director of Protective Services – arrived at 10:10  
a.m., left at 11:54 a.m.

Others Taylor Bachrach, MP Skeena Bulkley Valley – left at 11:54 a.m.  
Christopher McLean, Regional Manager, Ministry of  
Emergency Management and Climate Readiness – arrived at  
10:07 a.m., left at 11:54 a.m.  
Wayne Salewski, President, Nechako Environment and Water  
Stewardship Society – via Zoom – left at 10:42 a.m.  
Jackie Wilson, Partnerships Coordinator, Ministry of  
Emergency Management and Climate Readiness – arrived at  
10:07 a.m., left at 11:54 a.m.

**CALL TO ORDER**

Chair Parker called the meeting to order at 10:00 a.m.

**FIRST NATIONS ACKNOWLEDGEMENT**

**AGENDA &  
 SUPPLEMENTARY AGENDA**

Moved by Director Stoltenberg  
 Seconded by Director Lambert

2025-4-1

"That the Board Meeting Agenda of March 13, 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 27, 2025

Moved by Director McGuire  
 Seconded by Director Lambert

2025-4-2

"That the Board Meeting Minutes of February 27, 2025 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DELEGATION**

**NECHAKO ENVIRONMENT AND WATER STEWARDSHIP SOCIETY - Wayne Salewski,  
 President - Re: Beaver Dams**

Chair Parker welcomed Wayne Salewski, President, Nechako Environment and Water Stewardship Society and congratulated Mr. Salewski on recently receiving the King Charles III Coronation Medal.

Mr. Salewski provided a PowerPoint Presentation.

**Nechako Environment and Water Stewardship Society (NEWSS)**

- Beaver Dam Analogues (BDAs) and Climate Change Adaptation "Our History"
- NEWSS 2024
  - o BDA
    - Objectives
    - Strategy
- Two types of stream needs utilizing different techniques
- Knight Creek
- East Murray Creek
- West Murray Creek
- NEWSS - building the BDA
- Bad Beaver solutions

## **DELEGATION**

### **NECHAKO ENVIRONMENT AND WATER STEWARDSHIP SOCIETY – Wayne Salewski, President – Re: Beaver Dams (Cont'd)**

- NEWSS
  - o Scaled up productivity to fit the needs
  - o Second growth plantation thinning and sorting willows by needs – planting or beaver dam
  - o All seasons pond
  - o Timely finish
    - Lessons learned
- NEWSS – BDAs and additional features including monitoring wells and over wintering ponds
- BDA Monitoring Program
- Monitoring includes Electrical Resistivity Tomography – ERT
- NEWSS – BDAs values to the agriculture community
- Thank you to funders & supporters
- PIT (Passive Integrated Transponders) tags and telemetry stations and monitor fish as they go up and down.

The following was discussed:

- How fish populate the created BDA ponds
  - o Ponds created to the side of streams
  - o BDAs are at bank level
  - o Freshet moves fish in and out
    - PIT tagging fish to understand movement
    - Population of fish in a 1–2-year cycle and 5 year cycle
  - o Water holding and preventing debris torrent
  - o Planting larch along riparian areas
    - Provide deciduous cover
    - Shade lines critical
    - Knowledge gaining opportunity
    - Potential acidity changes to the water and soil in consideration of Larch dropping its needles every year
      - In test phase and monitoring
  - o Planting of willows allows for the migration of different species of trees that are not washed away
  - o Creating water healthy systems
- Funding for improving fish population
  - o Considering benefits and funding for agriculture purposes
  - o Creating a healthy and good aquifer
- Consideration of introducing (forcing) water into aquifers
  - o Government drilling
  - o Three test wells in the Omineca area
  - o Two additional test wells moving through the approval process
- Building baseline information for the future



## **DELEGATION**

### **NECHAKO ENVIRONMENT AND WATER STEWARDSHIP SOCIETY – Wayne Salewski, President – Re: Beaver Dams (Cont'd)**

- Chilako River
  - o Repairing riparian areas
  - o Seeds come and draw 100s of species of plant life
  - o Slow water movement
- Ducks Unlimited
  - o Contributors have dropped dramatically
  - o NEWSS has a good relationship
- Foreign ownership of land
  - o Challenges
  - o Lands owned in Area F under foreign owners – one corporation replaced 32 family farms
  - o NEWSS requested the Honourable Lana Popham, Minister of Agriculture to discuss the issue when she visits the region
- Providing support for the initiative and future advancement of the program.

Chair Parker thanked Mr. Salewski for attending the meeting.

## **DELEGATIONS (CONT'D)**

### **Taylor Bachrach, MP Skeena-Bulkley Valley – Re: Update**

Chair Parker welcomed Taylor Bachrach, MP Skeena-Bulkley Valley.

MP Bachrach provided the following update:

- Current U.S. economic climate and uncertainty
  - o Pulling people together and talking Canadian interests
  - o Working to determine the potential impacts to northern BC
  - o Potential impacts of a tariff war on both sides of the U.S. and Canadian Border
  - o Inflation pressures
  - o Softwood Lumber Agreement
  - o Aluminum and Steel
    - More impact on Aluminum exports than steel
    - Reached out to Rio Tinto and the Aluminum Association
      - Accessing other markets
      - Access to Tidewater
- Upcoming Canadian Federal Election
- RDBN Rail Safety Report

## **DELEGATIONS (CONT'D)**

### **Taylor Bachrach, MP Skeena-Bulkley Valley – Re: Update (Cont'd)**

- Federal Standing Committee on Transport, Infrastructure and Communities
  - o Railway Safety and the Effects of Railway Operations on the Surrounding Communities in which they Operate Report
    - 33 recommendations that the Federal Government has yet to implement
  - o Reconvened new hearings on how communities can respond to spills and fires and other events caused by transporting dangerous goods via rail
    - Hearings were not completed prior to the proroguing of the Federal Government
    - Canadian Association of Fire Chiefs provided testimony
  - o Lac-Mégantic
  - o Impacts from Liquid Propane spills or explosions
    - Immediate need to evacuate residents up wind of the disaster
    - Significant risks
    - Future increase of propane and ammonia transportation
  - o Kitselas First Nation conducting its own study on Rail Safety and has hired a leading expert from Italy
    - Lesser events that would have impacts
  - o Who is responsible for rail safety events
    - Federal Government responsibility
    - Rail companies
  - o Volunteer and Rural Fire Departments abilities to respond to a rail safety event
  - o Port Expansion
    - Environmental Assessment Process
      - Limited in scope and pertains to the Port itself and does not address communities along the Highway 16 corridor
  - o Tabletop exercises/training
    - Planning for significant events rather than small scale events
- Immigration
  - o Focused on immigration recently
  - o November 2024 Federal Government brought in sweeping changes to immigration policies
    - Reducing the temporary population from 6.5% to 5%
      - Reducing the population in 2025 and 2026 by 450,000 people per year
      - Must become permanent residents or will need to leave Canada
  - o Communities in northern BC dependent on temporary residents as part of work permits
    - Challenges for businesses
    - Impacts to families that have settled in the region
  - o Reform needed for Canada's Temporary Worker Program
  - o Determining strategies to bring voices together to the Minister of Immigration, Refugees and Citizenship.

## **DELEGATIONS (CONT'D)**

### **Taylor Bachrach, MP Skeena-Bulkley Valley – Re: Update (Cont'd)**

The following was discussed:

- Past commitment from the Federal Government for funding at the start of the Pine Beetle epidemic
- Recruitment of professionals from the U.S.
  - o B.C.'s Minister of Health focusing on recruitment of physicians
  - o Province wide marginal progress reducing the need for a family doctor
- Impacts to communities from a rail safety event involving propane or other dangerous goods
  - o Consideration of a community emergency warning system
  - o Evacuation protocols
  - o Preplanning for events
  - o Building infrastructure close to rail lines
  - o Emergency Operations Centers located near rail lines
  - o Downloading of responsibilities to local government
  - o Tabletop exercises demonstrate the catastrophic impacts of a rail event
  - o Increased rail traffic with future Port expansions and the need to have safe rail transportation
- Terrorism concerns regarding rail
- Impacts to communities from dangerous goods within communities
- Foreign ownership of property
  - o Discussed what has occurred in the Robson Valley
  - o Past presentation by the RDBN to the Senate of Canada
  - o Each Province has different regulations
- Export of aluminum
- Immigration
  - o Creating a model based on Canadian residents/employees
  - o Temporary workers and immigration are a factor to building healthy communities
    - Fulfil worker shortages due to employee shortages and need for labour force
  - o Ensuring immigration plays an appropriate role and respects human rights
  - o Challenges for immigrants and temporary workers to navigate the Canadian immigration system
    - Lack of capacity to handle the number of cases
  - o Suggestion to implement a moratorium on immigration to allow for communities to address the current number of immigrants in Canada
  - o The number of business owners that are immigrants to Canada
    - Huge part of the diversity and spirit of communities
  - o Accessing Immigration services is challenging as the closest to the region is Prince George
    - Suggestion for a travelling immigration service
  - o Ukrainian refugees wanting to return home – unsafe to do so
- Town of Smithers input to the Federal Transportation Committee regarding small airports
  - o Struggle with the monopoly of larger airlines

## **DELEGATIONS (CONT'D)**

### **Taylor Bachrach, MP Skeena-Bulkley Valley – Re: Update (Cont'd)**

- Passenger Rail struggles
  - o History of passenger rail transportation
  - o Privatization of rail between Toronto and Quebec City and the potential impacts to Via Rail across Canada
- International student restrictions
  - o Impacts on programming at post-secondary education facilities
  - o Unintended consequences
  - o MP Bachrach has had discussions with the College of New Caledonia and University of Northern BC
- Need for rail companies to have an awareness of sparks created by rail traffic and the potential wildfire risk and addressing the risk.

Chair Parker thanked MP Bachrach for attending the meeting.

## **ADMINISTRATION REPORTS**

Resolutions for Submission Moved by Director McGuire  
To the North Central Local Seconded by Director Dekens  
Government Association (NCLGA)

2025-4-3 "That the Board submit the Essential Service Levels of Inland Ferries resolution to the North Central Local Government Association."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Minerals North - April 30- Moved by Director Moon  
May 2, 2025 – Prince George, Seconded by Director Stoltenberg  
BC

2025-4-4 "That the Board authorize attendance of Rural Directors wishing to attend Minerals North from April 30-May 2, 2025 in Prince George, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Smithers and Area Victims' Moved by Director Stoltenberg  
Services Service Establishment Seconded by Director Atrill  
Amendment Bylaw 2058

2025-4-5 "That the Smithers and Area Victims' Services Service Establishment Amendment Bylaw No. 2058, 2024 be adopted this 13<sup>th</sup> day of March 2025."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2055 Moved by Director Storey  
 and Para-Transit (Highway 16) Seconded by Director McGuire

2025-4-6

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

(Participants/2/3/Majority)

CARRIED UNANIMOUSLY

Community Works Fund for Burns Lake Public Library HVAC Replacement

Moved by Director Riis-Christianson  
 Seconded by Director Wiebe

2025-4-7

"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,

(All/Directors/Majority)

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

(Participants/weighted/majority)

CARRIED UNANIMOUSLY

**Break for lunch at 12:00**

**Reconvened at 12:50 p.m.**

**ADMINISTRATION REPORTS (CONT'D)**

Grant to Village of Burns Lake -Faces and Places Moved by Director Riis-Christianson  
 Seconded by Director Wiebe

2025-4-8

"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) Economic Development Services for a Faces and Places marketing project."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

Grant to Village of Burns Lake Moved by Director Riis-Christianson  
-Website Redesign Seconded by Director Wiebe

2025-4-9 "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

(All/Directors/Majority) CARRIED UNANIMOUSLY

Lakes District Airport Society Moved by Director Wiebe  
-Letter of Support Request Seconded by Director Greenaway

2025-4-10 "That the Board provide a letter to the Lakes District Airport Society to support its BC Air Access Program Fund."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Stuart Lake Seniors Moved by Director Elphee  
Association-Letter of Seconded by Director Greenaway  
Support Request

2025-4-11 "That the Board provide a letter to the Stuart Lake Seniors Association to support its funding applications for its Social Well-Being Project."

(All/Directors/Majority) CARRIED UNANIMOUSLY

UBCM - 2025 FireSmart Pilot Moved by Director Lambert  
Program Regional District Seconded by Director Riis-Christianson  
Cooperative Community  
Wildfire Response Organizations  
Application

2025-4-12 "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."

(All/Directors/Majority) CARRIED UNANIMOUSLY

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

#### 2025 Budget Update

Moved by Director Dekens  
 Seconded by Director Stoltenberg

2025-4-13

"That the Board receive the Chief Financial Officer's 2025 Budget Update memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Stoltenberg requested staff change the Bulkley Valley Regional Pool and Recreation Centre Budget by allocating the New Capital Items budget line amount to the Contribution to Capital Reserve line amount.

#### Northwest BC Regional Funding Agreement (RBA) Long-term Development Plan

Moved by Director Storey  
 Seconded by Director Atrill

2025-4-14

"That the Board receive the Chief Financial Officer's Northwest BC Regional Funding Agreement (RBA) Long-term Development Plan memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Electoral Area Directors having available funds for projects
- RBA Long-term Development Plan and Appendix 2 from the RBA Agreement
- Utilizing RBA funding for environmental services, housing, parks and trails, fire trucks and asset management
- Director Riis-Christianson requested staff change the Regional Parks and Trails Burns Lake, Area B, Area E Northwest Revenue Sharing line item to \$400,000 split equally between Areas B and E for 2026 to 2028.

#### Premier's Task Force on Agriculture and Food Economy

Moved by Director Dekens  
 Seconded by Director Moon

2025-4-15

"That the Board receive the Regional Agriculture Coordinator's Premier's Task Force on Agriculture and Food Economy memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

The following was discussed regarding the Premier's Task Force on Agriculture and Food Economy:

- Lack of northern representation
- Sending a letter to the Premier and Minister of Agriculture
- Percentage of agriculture and beef and grain production in northern B.C. requesting northern representation
- Requesting that a clear form of communication be provided by the Task Force to the entire Province.

Write a letter to the Premier and the Minister of Agriculture Moved by Director Dekens  
 Secoded by Director Moon  
Premier's Task Force on Agriculture and Food Economy

2025-4-16

"That the Board write a letter to the Honourable David Eby, Premier and the Honourable Lana Popham, Minister of Agriculture and Food expressing concerns regarding the lack of northern representation on the Premier's Task Force on Agriculture and Food Economy and requesting that a representative be appointed from the Peace River region and northwest B.C.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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

Moved by Director Moutray  
 Secoded by Director Storey

2025-4-16

"That the Board receive the Deputy Director of Corporate Services' Items to be brought forward to the public agenda from Special (In-Camera) Meeting memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **ADMINISTRATION CORRESPONDENCE**

Ministry of Forests – RDBN Letter to the Minister of Transportation and Transit – Replacement of a Legacy Culvert within Burns Lake Community Forest

Moved by Director Riis-Christianson  
 Secoded by Director Lambert

2025-4-17

"That the Board receive the correspondence from the Ministry of Forests in response to the RDBN letter to the Minister of Transportation and Transit -Replacement of a Legacy Culvert within Burns Lake Community Forest."

(All/Directors/Majority)

CARRIED UNANIMOUSLY



### **ADMINISTRATION CORRESPONDENCE (CONT'D)**

Columbia Shuswap Regional District – Cooperative Community Wildfire Response Program Moved by Director Dekens  
 Seconded by Director Stoltenberg

2025-4-18

“That the Board receive the correspondence from the Columbia Shuswap Regional District regarding Cooperative Community Wildfire Response Program.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **SUPPLEMENTARY AGENDA**

Audit Planning Letter Moved by Director Storey  
 Seconded by Director Elphee

2025-5-19

“That the Board receive the Chief Financial Officer’s Audit Planning Letter memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **NEW BUSINESS**

Current Economic Concerns and Purchasing Review Director Riis-Christianson spoke of the current economic concerns regarding the tariffs being implemented by the U.S. and the issues taking place.

Purchasing Review Moved by Director Riis-Christianson  
 Seconded by Director Moutray

2025-5-20

“That the Board direct staff to conduct a high-level review of the Regional District’s 2025 budget to identify:

1. The impact recently announced and proposed US tariffs and Canada/BC counter-tariffs may have on regional district operations and expenditures in the coming year; and,
2. Strategies the regional district can employ to mitigate the impact of tariffs and counter-tariffs by supporting Canadian companies and reducing, postponing, or eliminating purchases of goods and services made in the United States or sold in Canada by US companies.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**NEW BUSINESS (CONT'D)**

CAO Helgesen discussed leading staff through possible impacts and monitoring the everyday changes. Discussion took place regarding

- the work being done by UBCM, FCM and the Province
- Staff communications with GFOA (Government Finance Officers Association of BC)
- The importance of shopping local
- Supporting local businesses and purchasing the products currently on their shelves
- Village of Burns Lake Council passed a resolution regarding purchasing local and domestically wherever possible
- New West Partnership Trade Agreement (NWPTA).

**ADJOURNMENT**

Moved by Director Stoltenberg  
 Seconded by Director Greenaway

2025-4-21

"That the meeting be adjourned at 1:43 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Parker, Chair

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Wendy Wainwright, Deputy Director of Corporate Services

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****RURAL SERVICES COMMITTEE MEETING****Thursday, March 13, 2025**

**PRESENT:** Chair Michael Riis-Christianson

Directors Judy Greenaway  
Clint Lambert – arrived at 9:48 a.m.  
Shirley Moon  
Chris Newell – via Zoom  
Mark Parker  
Stoney Stoltenberg

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
Nellie Davis, Manager of Strategic Initiatives and Rural Services  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning and Development Services – via Zoom – arrived at 9:50 a.m.  
Wendy Wainwright, Deputy Director of Corporate Services

Others Shane Brienen, District of Houston – arrived at 9:49 a.m.  
Linda McGuire, Village of Granisle  
Kevin Moutray, District of Vanderhoof  
Wayne Salewski, President, Nechako Environment and Water Stewardship Society  
Henry Wiebe, Village of Burns Lake

**CALL TO ORDER**

Chair Riis-Christianson called the meeting to order at 9:32 a.m.

**AGENDA**Moved by Director Stoltenberg  
Seconded by Director Greenaway**RSC.2025-3-1**

“That the Rural Services Committee Agenda for March 13, 2025 be approved.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****Rural Services Committee  
Meeting Minutes  
-February 13, 2025**Moved by Director Stoltenberg  
Seconded by Director Greenaway**RSC.2025-3-2**

“That the minutes of the Rural Services Committee meeting of February 13, 2025 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**REPORTS**Support for the Regional Transit Service

Moved by Director Parker  
 Seconded by Director Stoltenberg

RSC.2025-2-3

"That the Committee recommend that the Board support the utilization of \$75,000 in Northwest BC Regional Funding (RBA) for the Regional Transit Service for the 2025 to 2028 calendar years."

(All/Directors/Majority)

CARRIED UNANIMOUSLYRBA Project Funds

Moved by Director Stoltenberg  
 Seconded by Director Greenaway

RSC.2025-3-4

"That the Committee receive the Manager of Strategic Initiatives and Rural Services' RBA Project Funds memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLYElectoral Area Economic Development Service Application Process

Moved by Director Stoltenberg  
 Seconded by Director Moon

RSC.2025-3-5

"That the Committee receive the Manager of Strategic Initiatives and Rural Services' Electoral Area Economic Development Service Application Process memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding:

- Staff's willingness to work with Electoral Area Directors to reach out to organizations to provide information regarding the EA Economic Development Service
- Reporting defaults to the Grant in Aid Policy
- Economic challenges nationally and internationally
- Supporting local businesses, producers, manufacturers
- Encouraging a circular economy in communities
- Being creative in finding solutions for economic development.

**NEW BUSINESS**BC Vegetable Marketing Commission Survey

Director Moon spoke of the BC Vegetable Marketing Commission providing a survey to producers north of the 54<sup>th</sup> parallel. She noted the importance of ensuring producers in the area are aware of the survey. Staff received the survey and will provide communication to producers through the Growing Opportunities Newsletter, website and the Regional Producer meeting on March 22 in Burns Lake.

**NEW BUSINESS (CONT'D)**

Discussion took place regarding communication to residents providing explanations of Canadian labelling in stores. Staff will develop messaging to distribute through RDBN social media.

**ADJOURNMENT**

Moved by Director Stoltenberg  
Seconded by Director Parker

RSC.2025-3-6

"That the meeting be adjourned 9:51 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Michael Riis-Christianson, Chair

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Wendy Wainwright, Deputy Director of Corporate Services



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Maria Sandberg, Planning and Parks Coordinator  
**Date:** March 27, 2025  
**Subject:** Official Community Plan (OCP) Review for Electoral Area G

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

That the Board approve the work plan and consultation and consideration checklist for the Area G OCP review.

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### INTRODUCTION

This report recommends that the Planning Department initiate a review of the Houston, Topley and Granisle Rural OCP, based on the OCP review schedule below. The current OCP was adopted in 2012. The historic OCP adoption review schedule is shown below for the Board's information.

Electoral Area G	-	OCP adopted 2012
Electoral Area E	-	OCP considered 2013 but not adopted
Electoral Area A	-	OCP adopted 2014
Electoral Area B/E	-	OCP adopted 2017
Electoral Area D	-	OCP adopted 2019
Electoral Area F	-	OCP adopted 2021
Electoral Area C	-	OCP adopted 2024

### AREA G OCP REVIEW

An OCP contains the broad objectives and policies respecting the form and character of existing and proposed land use and servicing requirements for an area. It must consider anticipated housing needs, schools, service requirements, public facilities, location and requirements for commercial, industrial, agricultural and other land uses, and restrictions on lands that are environmentally sensitive or hazardous.

An OCP provides goals and objectives for the area, and policies to guide future land use, development, and other decisions of the Regional District Board to achieve those goals and

objectives. An OCP allows business and landowners to make informed investment decisions. Also, an OCP is available for use by other levels of government to help direct their priorities and focus in the area.

An OCP provides a level of assurance and predictability for residents and businesses regarding the way the RDBN will view and approach issues, and how the Board may approach decisions in critical areas like land use, housing, habitat protection, and economic development. It also provides staff direction regarding how to respond to the public regarding development inquiries.

It is important to periodically review OCPs as the legislation, the attitudes and priorities of residents, the regional economy, and the development patterns and issues change over time. Equally important is that the process of reviewing the OCP also serves to raise awareness of, and support for, the community vision and objectives contained in the plan.

### **Work Plan**

The proposed process and work plan for the Area G OCP is attached as Appendix "B" to this report. The entire process is estimated to take 12-18 months given existing staffing and anticipated workload.

It is proposed that the OCP process include the creation of a working group made up of Regional District staff, community members, First Nations, affected organizations and authorities and that the participants be solicited from the following:

- District of Houston
- Village of Granisle
- First Nations
- Houston & District Chamber of Commerce
- Community Futures - Nadina
- Pleasant Valley Cattlemen's Association
- Topley Community Club
- Ministry of Transportation and Transit
- Northern Health
- Community at large

Community at large membership will be solicited at open houses and/or alternate events. This working group would meet as identified in Appendix B and play a role in reviewing and amending the draft plan. The working group will make recommendations to the Electoral Area G Advisory Planning Commission (APC), along with staff's recommendations, on the

content of the plan. The plan prepared by the working group will then be taken to the public for input at open houses, through the website, and social media.

It is proposed that the Electoral Area G APC play the higher-level role of reviewing and commenting on the draft document prepared by the working group. The APC would also oversee the OCP review process and make recommendations to staff and the Board regarding the content of the plan. It is noted that the APC would not be directly involved in the detailed work of drafting the plan. This work is undertaken by staff and the working group.

### **First Nations Consultation**

The Province has identified the following First Nations as having consultation areas with the plan area:

- Binche Whut'en
- Cheslatta Carrier Nation
- Gitxsan Hereditary Chiefs
- Gitxsan Laxyip Management Office
- Haisla Nation
- Kitselas First Nation
- Kwadacha Nation
- Lake Babine Nation
- Nee-Tahi-Buhn Band
- Office of the Wet'suwet'en Hereditary Chiefs
- Skin Tyee Nation
- Stelat'en First Nation
- Takla Nation
- Wet'suwet'en First Nation
- Witset First Nation
- Yekooche First Nation

In addition, the following two First Nations, have been identified as having reserve lands in the plan area:

- Kispiox Band
- Gitanmaax Band



All above noted First Nations are included in the consultation checklist. Planning Department staff will coordinate all First Nations consultation with the RDBN's First Nations Liaison.

### **Legislated Consultation**

The checklist in Appendix A contains the proposed consultation for the OCP and meets the requirements of s. 475 of the *Local Government Act*. The consultation checklist works hand in hand with the work plan to ensure that the process is inclusive and thorough.

Section 475 of the *Local Government Act* states the following.

- (1) *During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultations with persons, organizations, and authorities it considers will be affected.*
- (2) *For the purposes of subsection (1), the local government must:*
  - (a) *consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing; and*
  - (b) *specifically consider whether consultation is required with the following:*
    - (i) *the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan;*
    - (ii) *the board of any regional district that is adjacent to the area covered by the plan;*
    - (iii) *the council of any municipality that is adjacent to the area covered by the plan;*
    - (iv) *first nations;*
    - (v) *boards of education, greater boards and improvement district boards;*
    - (iv) *the Provincial and Federal governments and their agencies.*
- (3) *Consultation under this section is in addition to the public hearing required under section 477 (3)(c).*
- (4) *If the development of an official community plan, or the repeal or amendment of an official community plan, might affect agricultural land, the proposing local government must consult with the Agricultural Land Commission.*

Section 476 (2) of the *Local Government Act*, requires the Regional District to consult with boards of education with regards to the following:

- a) *the actual and anticipated needs for school facilities and support services in the school districts;*

- b) *the size, number and location of the sites anticipated to be required for the school facilities referred to in paragraph (a);*
- c) *the type of school anticipated to be required on the sites referred to in paragraph (b);*
- d) *when the school facilities and support services referred to in paragraph (a) are anticipated to be required;*
- e) *how the existing and proposed school facilities relate to existing or proposed community facilities in the area.*

The Plan area is located within School Districts 54 and 91 and the referral to the two School Boards will be undertaken in a manner that satisfies s. 476 of the *Local Government Act*. It is noted that the work plan is intended to serve only as a guideline for the process, and the consultation checklist is intended to identify a minimum level of consultation. Issues may arise that require changes to the process and timelines, in consultation with the Electoral Area G Advisory Planning Commission. Also, issues may arise that result in increased consultation with the public, First Nations, agencies, or interest groups beyond that identified in Appendix B.

Staff recommend that the Board consider and approve the process as identified in the work plan, and the consultation checklist.

**ATTACHMENTS:**

- Appendix A: Consultation and Consideration Checklist
- Appendix B: Work Plan

## Appendix A

### Official Community Plan (OCP) Amendment Consultation and Consideration Checklist

Associated OCP amendment application number:

Associated OCP Amendment Bylaw number:

#### 1. **Special Considerations**

- Agricultural Land Reserve
- Floodplain
  - Floodplain Management Bylaw No. 1878, 2020 Schedule A, B, or C
  - Floodplain Management Bylaw No. 1878, 2020 Schedule D
  - Other (specify) \_\_\_\_\_
- Known hazards (specify) \_\_\_\_\_
- Environmentally sensitive area
- Potential contaminated site
- Within 800 metres of a controlled access highway intersection (*requires MoTT referral*)
- Housing-related proposal.
- Other (specify) \_\_\_\_\_

#### 2. **Consultation consideration – housing needs reports** (*required when applicable*)

The most recent housing needs report received by the Board and the housing information on which the report is based has been considered as the proposed OCP Bylaw does one or more of the following.

- Develops an OCP.
- Amends an OCP in relation to statements and map designations respecting the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 20 years.
- Amends OCP policies relating to housing policies respecting affordable housing, rental housing and special needs housing.
- Amends housing policies respecting each class of housing needs required to be addressed in the most recent housing needs report to the applicable area covered by the plan.
- None of the above (not applicable)

#### 3. **Consideration and consultation after 1<sup>st</sup> reading**

The proposed OCP bylaw has been considered in conjunction with the following (*required*)

- The RDBN's financial plan.
- The RDBN's waste management plan.

If the proposed OCP bylaw applies to agricultural land refer to the following for comment (*required*)

- Agricultural Land Commission for comment.

#### 4. Consideration of affected persons, organizations, and authorities prior to 3<sup>rd</sup> reading

Consideration has been given to consult with all the following. Consultation is recommended with those selected.

##### Local Governments

- |  |   |
|--|---|
| <input type="checkbox"/> Cariboo Regional District                       | <input checked="" type="checkbox"/> District of Houston |
| <input type="checkbox"/> Central Coast Regional District                 | <input type="checkbox"/> District of Vanderhoof         |
| <input type="checkbox"/> Peace River Regional District                   | <input type="checkbox"/> Village of Burns Lake          |
| <input type="checkbox"/> Regional District of Fraser-Fort George         | <input type="checkbox"/> Village of Fraser Lake         |
| <input checked="" type="checkbox"/> Regional District of Kitimat-Stikine | <input checked="" type="checkbox"/> Village of Granisle |
| <input type="checkbox"/> Town of Smithers                                | <input type="checkbox"/> Village of Telkwa              |
| <input type="checkbox"/> District of Fort St. James                      |   |

##### Government Agencies

- Fisheries and Oceans Canada (DFO)
- Ministry of Agriculture and Food
- Ministry of Energy, Mines and Low Carbon Innovation
- Ministry of Environment and Climate Change Strategy
- Ministry of Forests
- Ministry of Municipal Affairs - Governance and Structure Branch (Stikine Region)
- Ministry of Tourism, Arts, Culture, and Sport
- Ministry of Transportation and Transit
  - Bulkley-Stikine
  - Fraser-Fort George
- Ministry of Water, Land and Resource Stewardship
- Northern Health
- Other (specify) \_\_\_\_\_

##### First Nations

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Binche Whut'en   | <input type="checkbox"/> McLeod Lake Indian Band              |
| <input checked="" type="checkbox"/> Cheslatta Carrier Nation                                     | <input type="checkbox"/> Nadleh Whut'en                       |
| <input type="checkbox"/> Doig River First Nation   | <input type="checkbox"/> Nak'azdli Whut'en                    |
| <input checked="" type="checkbox"/> Gitanmaax Band   | <input type="checkbox"/> Nazko First Nation                   |
| <input checked="" type="checkbox"/> Gitxsan Hereditary Chiefs (Gitxsan Laxyip Management Office) | <input checked="" type="checkbox"/> Nee Tahi Buhn Indian Band |
| <input checked="" type="checkbox"/> Haisla Nation  | <input type="checkbox"/> Nuxalk Nation                        |
| <input type="checkbox"/> Halfway River First Nation  | <input type="checkbox"/> Saik'uz First Nation                 |
| <input type="checkbox"/> Heiltsuk Nation   | <input checked="" type="checkbox"/> Skin Tyee Nation          |
| <input checked="" type="checkbox"/> Kitselas First Nation  | <input checked="" type="checkbox"/> Stelat'en First Nation    |
| <input checked="" type="checkbox"/> Kispiox Band   | <input checked="" type="checkbox"/> Takla Lake First Nation   |
| <input checked="" type="checkbox"/> Kwadacha Nation  | <input type="checkbox"/> Tl'azt'en Nation                     |
| <input checked="" type="checkbox"/> Lake Babine Nation   | <input type="checkbox"/> Ts'il Kaz Koh                        |
| <input type="checkbox"/> Lheidli T'enneh   | <input type="checkbox"/> Tsay Keh Dene                        |
| <input type="checkbox"/> Lhoosk'uz Dené Nation   | <input type="checkbox"/> Ulkatcho First Nation                |
|  | <input type="checkbox"/> West Moberly First Nations           |

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Wet'suwet'en First Nation                                   | <input checked="" type="checkbox"/> Witset First Nation   |
| <input checked="" type="checkbox"/> Wet'suwet'en Hereditary Chiefs (Office of the Wet'suwet'en) | <input checked="" type="checkbox"/> Yekooche First Nation |

School Districts (*required*)

- Bulkley Valley School District (School District No. 54)
- Nechako Lakes School District (School District No. 91)

Advisory Planning Commissions

- |   |   |
|---|---|
| <input type="checkbox"/> Electoral Area A (Smithers/Telkwa Rural) | <input type="checkbox"/> Electoral Area E (Francois/Ootsa Lake Rural)         |
| <input type="checkbox"/> Electoral Area B (Burns Lake Rural)      | <input type="checkbox"/> Electoral Area F (Vanderhoof Rural)                  |
| <input type="checkbox"/> Electoral Area C (Fort St. James Rural)  | <input checked="" type="checkbox"/> Electoral Area G (Houston/Granisle Rural) |
| <input type="checkbox"/> Electoral Area D (Fraser Lake Rural)     |   |

Miscellaneous

- Community Futures - Nadina
- Ducks Unlimited – Houston
- Fulton River Rod and Gun Club
- Granisle Boat Club
- Granisle Lions Club
- Houston Hikers Society
- Houston Mountain Biking Society
- Houston Search and Rescue
- Houston Snowmobile Club
- Morice Mountain Marksman Association
- Morice Mountain Nordic Ski Club
- Morice Outdoor Recreation Society
- Nadina Offroad Society
- Pleasant Valley Cattlemen's Association
- Pleasant Valley Horse Club
- Topley Community Club
- Topley Volunteer Fire Department

Public

- Public Meeting
- Direct Engagement with Community
- Public Hearing
- Public Notice
- Other (specify): \_\_\_\_\_

Houston, Topley and Granisle Rural OCP Work Plan

<b>1. Preliminary Consultation and Review</b>		
<input type="checkbox"/>	Report to Regional District Board on work plan and consultation checklist	March 2025
<input type="checkbox"/>	Introduce OCP webpage and survey	April 2025
<input type="checkbox"/>	Request preliminary input through referrals to those identified in consultation checklist	April 2025
<input type="checkbox"/>	Offer meetings with interest holders and First Nations, extend invitations to working group participation	April 2025
<input type="checkbox"/>	Meeting with Area G Advisory Planning Commission (APC)	April 2025
<input type="checkbox"/>	Hold Open Houses in Houston, Granisle and Topley to introduce the process to the community and identify volunteers for working group	May 2025
<b>2. Staff Research / Working Group Draft Preparation</b>		
<input type="checkbox"/>	Prepare preliminary OCP Draft for discussion purposes, research - statistics/ demographics	June 2025
<input type="checkbox"/>	First working group meeting - discuss concerns /issues/community vision and plan goals	June 2025
<input type="checkbox"/>	Amend OCP draft based on working group comments	June 2025
<input type="checkbox"/>	Working group meetings – discussion of issues and goals, review OCP draft and maps, further research - concerns / issues	July – Aug 2025
<input type="checkbox"/>	Revise OCP draft	Sep 2025
<input type="checkbox"/>	Review OCP draft with Area G APC	Oct 2025
<input type="checkbox"/>	Refer OCP draft to those identified in consultation checklist	Oct 2025
<input type="checkbox"/>	Make further changes to OCP draft based on comments	Nov-Dec 2026
<b>3. Public Review of Draft</b>		
<input type="checkbox"/>	Hold Open Houses in Houston, Granisle and Topley to present OCP Draft to the public	Jan 2026
<input type="checkbox"/>	Amend draft based on public input	Jan-Feb 2026
<input type="checkbox"/>	Refer draft to those identified in consultation checklist, if required	Feb 2026
<input type="checkbox"/>	Present final draft to APC, First Nations and interest holders, if required	Mar 2026
<b>4. Formal Approval Process</b>		
<input type="checkbox"/>	Present OCP Draft to Board for consideration of first and second reading	Mar 2026
<input type="checkbox"/>	Referral to the Agricultural Land Commission and other agencies, if required	Mar 2026
<input type="checkbox"/>	Public Hearing	April 2026
<input type="checkbox"/>	Present plan to Regional District Board for third reading & adoption	April-May 2026



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Deneve Vanderwolf, Planning Technician  
**Date:** March 27, 2025  
**Subject:** **Advisory Planning Commission Member Appointment**

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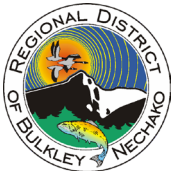
**RECOMMENDATION:** **(all/directors/majority)**

That the Board appoint Darren Jakubec to the APC for Electoral Area A (Smithers/Telkwa Rural)

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“Regional District of Bulkley Nechako Advisory Planning Commission Bylaw No. 1501, 2009” states in section 3.2 that the Regional District Board, by resolution, shall appoint members to an Advisory Planning Commission on the recommendation of the Electoral Area Director for a term of four years. The Board may at its sole discretion, upon recommendation of the Electoral Area Director, terminate the appointment of any member or appoint new members at any time.

The Director for Electoral Area A recommends that the Regional District Board appoint Darren Jakubec to the Advisory Planning Commission for Electoral Area A (Smithers/Telkwa Rural).



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Rowan Nagel, GIS/Planning Technician  
**Date:** March 27, 2025  
**Subject:** Necoslie & Nautley Road Name Changes

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### RECOMMENDATION:

(all/directors/majority)

That staff inform the Ministry of Transportation and Transit (MoTT) that the RDBN has no objections to renaming Necoslie Road to Nak'azdli Road, and Nautley Road to Nadleh Road.

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### BACKGROUND

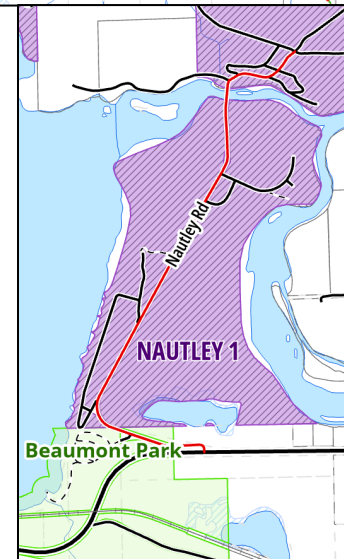
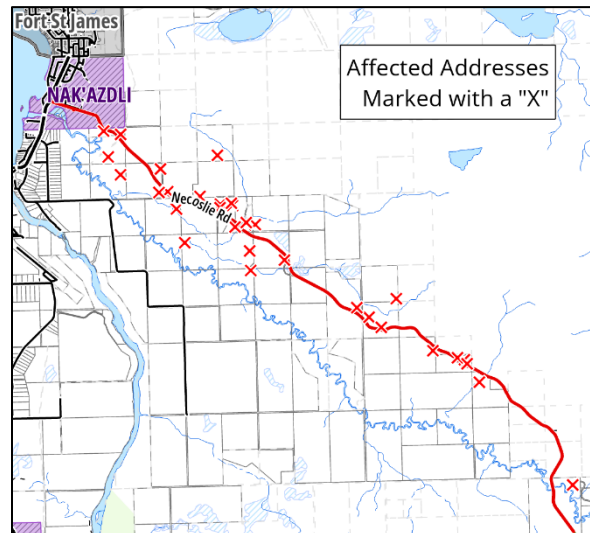
The RDBN has received a request for comments regarding two road name change applications. The MoTT has proposed renaming Nautley Road to Nadleh Road, and Necoslie Road to Nak'azdli Road.

Nautley Road is approximately 4 kilometres in length, running north from the Highway 16 intersection near Beaumont Park. This change will not affect any RDBN addresses.

Necoslie Road is approximately 9 kilometres in length, running south-east from the Highway 27 intersection in the Nak'azdli Reserve. This change will affect 31 RDBN addresses.

Protective Services staff have reviewed the proposals and have no concern regarding impacts on emergency service delivery.

The Ministry did not provide a reason for these changes. Staff assume it is to align the road names with traditional Dakelh spelling.







## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** March 27, 2025  
**Subject:** **RDBN Wildfire Resiliency Plan Recommendations**

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

Receive.

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### **BACKGROUND**

At the January 2025 Board meeting the Board received the “Regional District of Bulkley-Nechako Wildfire Resiliency Plan (the Plan)” completed by Frontera Forests Solutions for the Protective Services Department.

The stated primary goal of the Plan is “to outline actionable strategies to reduce the likelihood of devastating wildfires, improve community preparedness for wildfire response, and minimize potential damage to homes, businesses, and vital infrastructure. The CWRP serves as a guide for RDBN staff and a resource to engage and empower residents to adopt FireSmart practices.”

The Action Plan and Implementation section of the Plan contains a number of recommendations which fall, at least partially, within the area of responsibility of the Planning Department. This report discusses each recommended action where the Planning Department is identified as the lead.

Each recommended action is listed below and is followed by a discussion of the related Planning Department or Protective Services procedures and activities. Options for procedural change are discussed along with any associated implications.

## DISCUSSION

### **Recommendation 13 (high priority)**

*Provide FireSmart Development Principal information to individuals seeking permitting for new developments within the RDBN.*

It has been a long-standing Planning Department procedure to provide every development approval related applicant with information on the FireSmart Program and a copy of the "[Wildfire-Resilience Best-Practice Checklist for Home Construction, Renovation and Landscaping \(link\)](#)". The RDBN also provides all applicants with a "[Sustainable Rural Land Development Checklist \(link\)](#)" which reinforces the importance of FireSmart. It is noted that areas of the RDBN do not receive building inspection service, and are not zoned; therefore, there is no opportunity to provide this information through the development approval process.

Staff are currently working with Protective Services to create an insert promoting the opportunity for a property assessment by the RDBN's FireSmart Educator, to be added to the "Sustainable Rural Land Dev Checklist."

### **Recommendation 16 (high priority)**

*Create a public database of FireSmart resources and guidelines for developers and homeowners.*

The Protective Services Department has previously established a database of FireSmart resources on the RDBN's website at <https://www.rdbn.bc.ca/departments/protective-services/firesmart-program> .

### **Recommendation 18 (high priority)**

*Encourage FireSmart Landscaping practices in all new residential developments.*

This recommendation relates closely to recommendation 13 above. In addition to providing building permit applicants with the FireSmart Manual and the "Sustainable Rural Land Dev Checklist" the Planning Department invites the Protective Services Department with the opportunity to have a FireSmart table at public open houses where appropriate.

**Recommendation 20 (high priority)**

*Implement a development permit requiring FireSmart assessments be done before any significant renovation or expansion.*

The RDBN has very limited implementation of development permit regulations. A Development Permit (DP) is a process allowing local governments to review a proposed development to ensure it meets established guidelines prior to the issuance of a building permit. A FireSmart related development permit process would include the following steps:

- Submission of a development permit application including building, landscaping, and vegetation clearing plans showing compliance to FireSmart guidelines.
- Staff evaluation of application and presentation to the Board for approval if guidelines are met (approval can be delegated to staff).
- Security is obtained and the development permit is registered on title.
- Building permit is issued and security is released when development is completed according to the approved development plans.

Timelines to process and approve a development permit would vary depending upon the completeness of the application and staff workload. The process would most commonly take between two to four months to complete and would require the hiring of additional Planning staff.

**Recommendation 21 (moderate priority)**

*Create development incentives for property owners who implement FireSmart practices during renovations or expansions such as: rebate, waste removal, dumping fee waiver, etc.*

Staff can explore options for the waiving of or return of application fees where a new development meets FireSmart guidelines. However, the value of this incentive is low as application fees are low in the RDBN. The RDBN already accepts brush and wood waste from FireSmart operations without charging a fee.

**Recommendation 23 (high priority)**

*Implement a FireSmart landscaping policy which establishes requirements for all public infrastructure projects.*

It appears that this recommendation is intended to apply to RDBN owned buildings and infrastructure as this is the only situation where the RDBN can establish requirements through policy. The Planning Department can play a role in enforcing this policy through the Building Permit Inspection process; however, consideration of policy relating to RDBN buildings and infrastructure may be considered by the Administration or Protective Services Departments as part of their review of the recommendations in the Plan.

### **Recommendation 24 (Very High)**

*Encourage wildfire risk assessments as well as FireSmart assessments for all new private industrial developments near forested areas.*

This recommendation relates closely to recommendation 13 above. As noted staff are currently working with Protective Services to create an insert promoting the opportunity for a property assessment by the RDBN's FireSmart Educator, to be added to the "Sustainable Rural Land Dev Checklist."

### **Recommendation 26 (high)**

*Encourage new subdivisions to include FireSmart design elements, such as multiple egress routes for evacuation and emergency services.*

Providing multiple egress routes for evacuation and emergency services has been a long standing objective in the RDBN. The RDBN's Official Community Plans all contain policy similar to the following:

*Applicants for rezoning to allow subdivision shall consider "fire proofing" and "fire smart" principles in their subdivision design. For example new development should be designed to provide adequate emergency vehicle access and alternate escape routes.*

*The Regional District encourages the Provincial Approving Officer to implement "fire proofing" and "fire smart" standards for subdivisions.*

However, the metric for success in the Plan that "all new subdivisions (are) constructed with more than 1 egress is more practically achieved in more densely developed areas where subdivisions are of a larger scale and include new road development. The subdivisions being considered in the RDBN typically include the creation of a small number of new lots along an already existing road, which may or may not have multiple egress routes. In addition the Province appears to be increasingly open to approving subdivisions based on access by easement or shared access lots.

In the rural area the Provincial subdivision approving officer (working with the Ministry of Transportation and Transit) is the subdivision approval authority. Subdivision proposals are reviewed by Planning Department staff for compliance to RDBN bylaws and policy. Where appropriate staff would recommend improving egress options and would reference the above noted official community plan policy. Staff would not object to a typical small subdivision because the existing road had only one egress point.

Should the Board wish to direct staff to object to any subdivision in the RDBN with only one egress route that comment would be considered at the discretion of the Provincial subdivision approving officer. Staff could also develop a subdivision servicing bylaw which could establish access requirements.

**ATTACHMENTS:**

- Action Plan and Implementation (excerpt from RDBN Community Wildfire Resiliency Plan Executive Summary)
- [RDBN Community Wildfire Resiliency Plan Executive Summary \(link\)](#)
- [Wildfire-Resilience Best-Practice Checklist for Home Construction, Renovation and Landscaping \(link\)](#)
- [Sustainable Rural Land Dev Checklist \(link\)](#)



# Action Plan & Implementation

For guidance on this section, see the Community Wildfire Resiliency Plan Instruction Guide Part 2: CWRP Template (Action Plan & Implementation). Consider Table 2 when developing and implementing CWRP actions. This will be a summary of the issues and actions discussed in detail in each section. Modify rows and columns as required. Also consider tracking and reporting and plan monitoring and updates.

Table 2. Action items for the entire RDBN.

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
<b>Education</b>						
Education is a critical piece of resiliency planning as it relates directly to the recruitment and retention of community members in the FireSmart program as well as reduces the probability of wildfire ignitions within the WUI.						
1. Read and understand this CWRP’s identified risks and recommended actions.	RDBN Staff	Very High	Immediately	Completed CWRP	Clear understanding by staff of wildfire resiliency in the RD	All EA’s
2. Communicate and promote FireSmart events and information with the Regional District communities via the internet, social media and public newsletter.	FireSmart Educator	Moderate	Ongoing	Communication resources	Community members more aware of events and attendance increases by 25%	All EA’s



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
3. Distribute FireSmart promotional resources to members of the public at local businesses, FireSmart events, farmers markets or other community events.	FireSmart Educator	High	Ongoing	FireSmart information resources	Information consistently available at key points in the community	All EAs
4. Provide wildfire preparedness information such as brochures and posters at public community hubs such as: - Libraries - Community halls - Neighborhood bulletin boards - Etc.	FireSmart Educator, Local Fire Departments, Local LFR	Very high	Ongoing	FireSmart information resources	Information available in community hubs on an ongoing basis	All EAs
5. Promote/encourage and complete FireSmart Home Assessments on private properties for community members. Provide recommendations on actions they can take to make their homes more FireSmart and reduce the	FireSmart Educator, Local Fire Departments, Local LFR	Very High	Ongoing	Certified LFR to complete assessments	Increase in number of assessments done per year by 15%	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
risk of loss and damages in the event of a wildfire						
6. Provide educational opportunities such as open houses or workshops to local agriculture community members or associations on the importance of fire preparedness and FireSmart principles as it relates to agricultural.	FireSmart Educator	High	Ongoing	Hosting space and handouts.	Multiple events held per year for agriculture (or similar) based industries or associations.	All EAs
7. Put up educational signage along major tourist trails, bike park markers, and recreational areas warning of the role people play in preventing wildfire ignitions.	FireSmart Educator	High	5 years	Signage material	50 % of major trails have signage	All EAs
8. Encourage schools to adopt and deploy existing education programs to engage youth in wildfire management and risk reduction	RDBN Fire Chief, FireSmart Educator	Moderate	Ongoing	Curriculum and programs	Yearly increase in adoption of education programs	All EAs





Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
9. Collaborate with Forest Professionals of BC and BCWS on educational materials that can be developed into a regional curriculum utilizing field trips, guest speakers and information days for increased youth exposure to wildfire resiliency and risk reduction.	RDBN Fire Chief, FireSmart Educator	Moderate	Ongoing	Curriculum and engaged professionals	Regional Curriculum established and implemented	All EAs
10. The Regional District should promote and encourage rural community champions to complete the following: <ul style="list-style-type: none"> <li>- Complete the FireSmart 101 course</li> <li>- Encourage recruitment of new LFRs in their area</li> </ul>	RDBN Fire Chief, FireSmart Educator	High	Ongoing	Training opportunities	3-5 new LFRs set up per year	All EAs
11. Provide Virtual FireSmart workshops for remote communities. Topics that can be covered: <ul style="list-style-type: none"> <li>- Home assessments</li> <li>- Basics of wildfire</li> </ul>	FireSmart Educator	High	1 year	Video conferencing capabilities (zoom, teams, meet, etc.)	1 Virtual training held per year	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
- FireSmart landscaping - Etc.						
12. Develop and distribute wildfire preparedness kits for schools, community centers, or other designated muster points throughout the RD	FireSmart Educator	Moderate	3 years	Funds for wildfire preparedness kit	50% of all designated muster locations have a preparedness kit.	All EAs
<b>Legislation and Planning</b>						
Legal or regulatory changes and community planning will improve community resiliency by encouraging members to change their decisions to build a more resilient community.						
13. Provide FireSmart Development Principal information to individuals seeking permitting for new developments within the RDBN.	FireSmart Educator, RDBN Planning department	High	2 years	FireSmart Development information print outs	Increase in the number of new builds utilizing FireSmart building codes	All EAs
14. Conduct regular risk assessments of community developments to ensure compliance with RD FireSmart efforts	FireSmart Educator	High	Ongoing	Time and FireSmart CI evaluation	Assess 20% of community buildings each year	All EAs
15. Establish a formal review process for existing	FireSmart Educator	Moderate	3 years	Time and team planning	Reviews of existing developments	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
developments and community infrastructure with the RD to assess adherence to FireSmart Standards					(non homes) within RD with FireSmart Assessment	
16. Create a public database of FireSmart resources and guidelines for developers and homeowners	RDBN Planning department	Moderate	1 year	Web hosting space	Public database of information available	All EAs
17. Establish a FireSmart Educator for each Fire Centre within the RDBN to address the unique challenges each area faces	RDBN Fire Chief	High	1 year	Funds for Salary	2 FireSmart educator positions filled	All EAs
<b>Development Considerations</b>						
Development considerations deal with how planned development (home, business and critical infrastructure) should be designed to optimize the RDBN’s resiliency to wildfire.						
18. Encourage FireSmart Landscaping practices in all new residential developments	RDBN Planning Department, FireSmart Educator	High	2 years	FireSmart Landscaping information	50% of new developments adhere to landscape suggestions	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
19. Encourage FireSmart Assessments for any new construction after completion within RD WUI.	FireSmart Educator	Very High	Ongoing	Assessment time	50% of new developments assessed	All EAs
20. Implement a development permit requiring FireSmart assessments be done before any significant renovation or expansion.	RDBN Planning Department	High	Ongoing	Permit system	75% of homes renovated have assessment done	All EAs
21. Create development incentives for property owners who implement FireSmart practices during renovations or expansions such as: <ul style="list-style-type: none"> <li>- Rebate</li> <li>- Waste removal</li> <li>- Dumping fee waiver</li> <li>- Etc.</li> </ul>	RDBN planning department	Moderate	1 year	Funds to cover incentive program	20% of the allocated funds for incentive used by end of fiscal year	All EAs
22. Follow FireSmart guidelines for maintaining private property and its associated zones within	RDBN Fire Chief, FireSmart Educator	High	1 year	N/A	Tailored Guidelines provided to FireSmart	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
the WUI. This includes areas such as: <ul style="list-style-type: none"> <li>- Immediate Zone</li> <li>- Intermediate Zone</li> <li>- Extended Zone</li> </ul>					participants within the RD	
23. Implement a FireSmart landscaping policy which establishes requirements for all public infrastructure projects	RDBN Planning Department	High	3 years	N/A	FireSmart landscaping policy Implemented	All EAs
24. Encourage wildfire risk assessments as well as FireSmart assessments for all new private industrial developments near forested areas	RDBN Planning	Very High	2 years	N/A	All new private industrial projects complete Fire Risk Assessment prior to commencement	All EAs
25. Work with FireSmart Canada to develop a certification program for contractors operating with the RD	FireSmart Educator	Moderate	5 years	Could require the support and knowledge of FireSmart Canada	Contractors who have built FireSmart developments or are LFR certified can have their business certified	All EAs
26. Encourage new subdivisions to include	RDBN Planning Department	High	2 years	N/A	All new subdivisions constructed with	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
FireSmart design elements, such as multiple egress routes for evacuation and emergency services					more than 1 egress.	
<b>Interagency Cooperation</b>						
To increase and share local knowledge, develop relationships and to collaborate on future projects.						
27. Train an LFR from each Electoral Area to assist in FireSmart Assessments and participate in a FireSmart Committee.	FireSmart Educator	High	3 years	Training sessions and volunteers.	Each EA has 1-2 new LFRs registered and involved with committees	All EAs
28. Create an interagency working group (CWRC) that includes electoral area representatives, as well as various association or government representatives to coordinate training opportunities and resource/ information exchange.	FireSmart Educator	High	2 years	Hosting area (virtual or in person)	Working group or committee set up for the overall RDBN.	All EAs
29. Foster partnerships with organizations focused on	RDBN Fire Chief,	Moderate	3 years	N/A	2 partnerships formed	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
wildfire research and mitigation to share best practices	FireSmart Educator					
30. Organize Joint Training sessions for volunteer firefighters throughout the RD with local municipal fire departments and BCWS bases.	FireSmart Educator	High	2 years	Communication resources	5 trainings hosted by the RD offered within the timeframe	All EAs
31. Foster partnerships with private sector companies to enhance wildfire preparedness and FireSmart. Example: - BC Hydro - PNG - Telus - Etc.	RDBN Fire Chief, FireSmart Educator	High	2 years	N/A	Partnerships formed between major Tenure holders	All EAs
32. Engage with neighboring First Nations, municipalities, and unincorporated communities to promote collaboration and the	FireSmart Educator	High	5 years	N/A	Collaborative efforts made between neighboring governments	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
establishment of smaller CFRCs					throughout the RD	
33. Create a RDBN web map which shows the following: <ul style="list-style-type: none"> <li>- Equipment locations</li> <li>- Water sources</li> <li>- Evacuation routes</li> <li>- EOCs</li> <li>- Staging areas</li> <li>- Mutual aid coverage</li> <li>- Fuel treatment initiatives</li> <li>- Etc.</li> </ul>	RDBN Fire Chief, FireSmart Educator	High	2 years	Hosting space for web map	Web map is built and sharable to local governments within the RD	All EAs
<b>Cross-Training</b>						
Cross-training increases the Regional Districts wildland firefighting capacity while simultaneously supporting structural volunteer fire department.						
34. Partner with local BCWS or private contractors to offer trainings to volunteer fire departments, interested FireSmart personnel, or interested volunteers. Some trainings that could be offered are:	FireSmart Educator	High	1 year	N/A	1 training offered through BCWS or private contractor	All EAs





Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
<ul style="list-style-type: none"> <li>- S-100</li> <li>- S-185</li> <li>- Structure Protection Unit</li> </ul>						
<p>35. Conduct joint training exercises with First Nations and neighboring jurisdictions throughout the RD to improve coordinated wildfire response. This can be done through programs such as CCWR (Cooperative Community Wildfire Response)</p>	<p>FireSmart Educator, RDBN Fire Chief</p>	<p>High</p>	<p>2 years</p>	<p>N/A</p>	<p>1 join training offered in each EA</p>	<p>All EAs</p>
<p>36. Implement a mentorship program that pairs experienced firefighters with newer volunteers to enhance skills and knowledge.</p>	<p>RDBN Fire Chief</p>	<p>High</p>	<p>3 years</p>	<p>N/A</p>	<p>Mentorship program started</p>	<p>All EAs</p>
<b>Emergency Planning</b>						
Emergency Planning informs community leaders and members on how to respond to different types of emergencies.						



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
37. Distribute the Regional Emergency Preparedness Plan among all major community buildings within the RD	FireSmart Educator	High	2 years	Regional Evacuation Plan copies	Plan available in all major community buildings	All EAs
38. Conduct regular community drills and simulations with communities to practice evacuation procedures.	RDBN Fire Chief	High	2 years	N/A	2 community drills held per year	All EAs
39. Collaborate with local media and wildfire services representatives to enhance public awareness about wildfire preparedness and emergency procedures <ul style="list-style-type: none"> <li>- Radio</li> <li>- Newspaper</li> <li>- Podcast</li> <li>- Etc.</li> </ul>	FireSmart Educator	High	1 year	N/A	3 media stories showcasing FireSmart in the RDBN	All EAs
40. Offer a real time fire alert system that notifies residents of evacuation alerts, updates, and orders.	FireSmart Educator	Very High	1 year	N/A	Alert system available to RD residents	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
Example: - Voyant						
<b>Vegetation Management</b>						
The purpose of vegetation management is to reduce wildfire risk through the reduction of vegetative fuels available for consumption, while supporting forest values and healthy ecosystems.						
41. Collaborate with provincial agencies on the identification, prioritization and implementation of fuel reduction projects such as: - WUI WRR Plans - CWRPs - Community Forest Reduction efforts - FireSmart - Etc.	RDBN Fire Chief	Very High	Ongoing	N/A	RDBN support given to various treatments within the RD yearly	All EAs
42. Establish treated buffer zones around critical infrastructure within the RD	RDBN Fire Chief	Very High	Ongoing	Vegetation management funds	Various critical infrastructure points treated per year	All EAs
43. Establish and promote Community Chipper program within the RD to	FireSmart Educator	High	Ongoing	Funds for Chipper program	Community chipper program offered and 5	All EAs



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Jurisdiction
assist in the removal of hazardous material					communities signed up	
<p>44. Apply for funding to implement the CWRP's proposed fuel management prescriptions for prioritized areas within the RD</p> <p>A. Priority list given for treatment areas within the RD that have been suggested through other fuel reduction projects such as WUI WRR plans.</p>	RDBN Fire Chief	High	Annually	An RPF is required to write all fuel management prescriptions	One fuel management project completed with funding by end of 2025.	All EAs



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** March 27, 2025  
**Subject:** **Illegal Dumping Mitigation Strategy**

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

1. That the attached letter be sent to the Minister of Environment and Parks.
  2. That staff implement a community clean up program.
- 

**BACKGROUND:**

At the Board's November 21, 2024 Board meeting the Board directed staff to implement actions 1 and 2 as outlined in the attached staff report. The Board also directed staff to invite representatives of the Conservation Officer Service to be a delegation at a Board meeting to discuss illegal dumping enforcement. Conservation Officers attended the Board's January 23, 2025 meeting and outlined the enforcement and budgetary challenges associated with illegal dumping.

Staff note the following points from the Conservation Officer's presentation.

- Enforcement is ongoing by the service as a priority behind public safety and enforcement of regulations during hunting season. However, resources are limited, and enforcement has its challenges.
- Signage is a good idea but location should be considered carefully given vandalism issues in more remote areas.
- The Conservation Officer Service has no budget to clean up illegal dumping sites; however, they did note that existing dump sites promote further dumping, and site clean-up can help reduce further dumping.

**DISCUSSION**

As noted, the Board directed staff to implement actions 1 and 2 as outlined in the attached November 21, 2024 staff report.

**Action 1** is to advocate for provincial clean-up of illegal dumping sites. The attached draft letter has been provided for the Board's consideration. It advocates for provincial clean-up of illegal dumping sites, as well as increased enforcement resources. It also offers a limited amount of RDBN cooperation should the Province agree to increase its clean-up and enforcement efforts.

**Action 2** is to erect anti-dumping signage. Based on the comments from the Conservation Officers regarding sign vandalism, staff are proposing to focus signage near transfer stations, and on more active roads. Staff will report to the Board on these activities as this project moves forward.

The Board did not direct staff to move forward with **Action 3**. However, given the Conservation Officer's comments that site clean-up can help reduce further dumping, staff are asking the Board to reconsider support for this action. Providing the basic support suggested will have limited financial or human resources impacts on the RDBN and would show good faith support for residents wanting to take proactive action to clean up the dump sites. As previously noted this program could include the following:

- Funding (\$500 - \$1,000?) through grant in aid to user groups
- Materials supply (garbage bags, gloves, etc.)
- A formalized tipping fee waiver process
- A "how to" brochure with info on garbage sorting and safe cleanup practices

## **ATTACHMENTS**

- Draft letter dated March 28, 2025 to the Minister of Environment and Parks
- Staff report dated November 21, 2024 regarding illegal dumping



March 28, 2025

Honourable Tamara Davidson  
Minister of Environment and Parks  
Parliament Buildings  
Victoria, BC V8V 1X4

Via email: ENV.Minister@gov.bc.ca

### **Illegal Dumping on Crown Land**

Dear Minister Davidson:

Congratulations on your recent appointment as Minister of Environment and Parks. The Board of the Regional District of Bulkley-Nechako would like to bring to your attention the issue of illegal dumping on Crown land. We are seeing an increase in illegal dumping in the region despite our efforts to provide cost effective recycling and waste disposal options for residents. We are not able to independently address this issue, which is having a notable impact on the environment, and the experience of the users of Crown land.

The Ministry of Environment and Parks through the Conservation Officer Service has the jurisdiction to take enforcement action where illegal dumping is occurring. However, the financial or human resources necessary to improve the situation do not appear to be in place. The Regional District Board asks that your Ministry make illegal dumping site clean up, and enforcement of regulations against illegal dumping on Crown land, a financial and human resource priority. The RDBN is willing to partner with the Province to resolve the illegal dumping challenges in our region. This could include assistance with investigations, public awareness of regulations and enforcement activity, and identification of illegal dumping sites.

Our license plates say "Beautiful British Columbia", and our provincial motto is "Splendor sine occasu" (Splendour without Diminishment). The RDBN Board looks forward to working together to ensure we continue to live up to these statements.

Sincerely,

Mark Parker  
Chair, Regional District of Bulkley-Nechako Board



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** November 21, 2024  
**Subject:** Illegal Dumping Mitigation Strategy

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

That the Board direct staff to implement actions 1, 2, and 3 as outlined in the November 21, 2024 staff report on illegal dumping.

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**BACKGROUND**

Unfortunately, illegal dumping of solid waste is a significant problem across the Province. Experience suggests that illegal dumping temporarily increases with new or increased fees at transfer stations, and that the frequency typically returns to previous levels over time.

The dumping of waste in a public place is an offence under the *Environmental Management Act* and enforcement is the responsibility of the local Conservation Officer Service. The Province's RAPP hotline and online form (<https://forms.gov.bc.ca/environment/rapp/>) is the formal manner in which illegal dumping is reported to the Province. Once reported a Conservation Officer is dispatched to inspect the reported location and document their findings, and enforcement is pursued where appropriate. The Province does not appear to have any ongoing program or notable budget for the clean-up of illegal dumping sites on Crown Land.

**RAPP**  
**Report All Poachers and Polluters**  
Conservation Officer 24-Hr Hotline:  
**1-877-952-RAPP (7277)**

[rapp.bc.ca](https://rapp.bc.ca)



## DISCUSSION

### Illegal Dumping Clean-up

Throughout the RDBN, there are a number of illegal dumping sites which typically occur on remote roads in relative proximity to transfer stations.



The Province has periodically cleaned up dump sites, as have community groups, in the RDBN. In these situations, the RDBN has waived tipping fees associated with appliances containing ozone depleting substances. Unfortunately, these actions are very infrequent.

The clean-up of illegal dumping sites can be relatively time-consuming work as metal and wood and plastic items need to be sorted and bagged for delivery to a transfer station. Also, asbestos containing materials need to be identified and handled appropriately. The large items like RV's and auto wrecks need to have their tires, batteries and refrigerant units removed. Tires and creosote treated wood are not accepted at transfer stations.

### What Role Can the RDBN's Play?

The RDBN has no authority to enforce the *Environmental Management Act*, or require the Province to clean up waste from Crown Land. Enforcement of the RDBN's Unsightly Premises Bylaw on the Province is not practical, and cost recovery for the work through taxes is not an option on Crown Land.

There are a number of actions the RDBN can take to reduce the impact of illegal dumping in the RDBN. These actions are outlined below and organized based on the taxation implications. The first action has the least taxation impact, the last has the greatest impact.

#### 1. Advocate for Provincial Clean-up of Illegal Dumping Sites

The Board could strongly advocate for the Province to budget funds for the clean-up of illegal dumping sites. The RDBN has had success convincing the Province to demolish derelict buildings and clean up properties which have reverted to the Crown

because of unpaid taxes. It is noted that this approach may take some time and an extended effort from the RDBN.

## 2. Anti Dumping Signage

The RDBN could erect signage at known illegal dumping sites and other strategic locations encouraging the public to report illegal dumping to the RAPP hotline. Staff would also work with the Conservation Officer Service to have them update the RDBN regarding the location of illegal dumping sites so that the RDBN can maintain a list of problem areas, and awareness of the problem.



## 3. Community Clean-up Program

The RDBN could establish a community clean up program to encourage and support community groups in the clean up of illegal dumping sites. The program could include the following:

- Funding (\$500 - \$1,000?)
- Materials supply (garbage bags, gloves, etc.)
- A formalized tipping fee waiver process
- A “how to” brochure with info on garbage sorting and safe cleanup practices

## 4. Direct RDBN Clean-up

The RDBN could budget for the hiring of contractors to clean up illegal dumping sites at the RDBN’s cost, perhaps with some cost sharing with the Province. Clean up of known illegal dumping sites may discourage further illegal dumping.

## 5. Illegal Dumping Bylaw

The RDBN could develop an illegal dumping bylaw so that it is not reliant on the Conservation Officer Service for enforcement.



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Deneve Vanderwolf, Planning Technician  
**Date:** March 27, 2025  
**Subject:** **Recent Agricultural Land Commission Decisions**

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

Receive.

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### DISCUSSION

The following table is a summary of Agricultural Land Commission decisions issued over the past 12 months. Please contact the Planning Department if you would like a copy of the ALC decision report or Resolution for these applications.

ALC File #	RDBN File #	EA	Submitted to ALC	ALC Decision Date	Applicant	Description	Board	ALC	Financial Security requested	Extraction Requested	Extraction Approved
67515	1248	A	May 11, 2023	March 21, 2024	Sam Larson	Non Farm-use (Removal of Soil)	Approval	Approved	\$86,244	250,000m <sup>3</sup> from 4.7 ha at a depth of 7 m over 20 years	Same
67668	1250	A	May 11, 2023	May 16, 2024	Vihar Construction	Non Farm-use (Removal of Soil)	Approval	Conditional Approval	\$70,000	2,000,000 m <sup>3</sup> from 65.9 ha at a depth of 5 m over 25 years	500,000m <sup>3</sup> from 32 ha at a depth of 5 m over 5 years
67672	1251	A	June 23, 2023	June 19, 2024	Greg Burns	Non Farm-use (Removal of Soil)	Approval	Approved	\$211,096	50,000 m <sup>3</sup> from 7.8 ha at a depth of 5 m over 5 years	Same
67769	1253	A	June 23, 2023	November 19, 2024	West Fraser Concrete Ltd	Non Farm-use (Removal of Soil)	Approval	Conditional Approval	\$66,200	200,000 m <sup>3</sup> from 6.56 ha at a depth of 3 m over 35 years	60,000 m <sup>3</sup> from 3.4 ha at a depth of 3 m over 10 years
67512	1255	D	June 23, 2023	March 6, 2024	Michael and Alvina Plowman	Subdivision – boundary adjustment	Approval	Approved	N/A	N/A	N/A
68105	1258	A	Sept 29, 2023	March 18, 2024	Clinton and Cynthia Pidherny	Non Farm-use (Removal of Soil)	Approval	Conditional Approval	\$63,900	32,000 m <sup>3</sup> from 3.75 ha at a depth of 5 m over 30 years	16,000 m <sup>3</sup> from 3.75 ha at a depth of 5 m over 15 years
57333	1263	F	January 29, 2024	March 11, 2025	James Hardy	Subdivision	Denial	Denied	N/A	N/A	N/A
69775	1264	A	Feb 23, 2024	June 4, 2024	Everet and Shirley Dykens	Subdivision – boundary adjustment	Approval	Denied	N/A	N/A	N/A
69852	1265	F	March 21, 2024	November 14, 2024	Omenica Aggregate Ltd.	Non Farm-use (Removal of Soil)	Approval	Approved	\$41,000	150,000 m <sup>3</sup> from 3.72 ha at an undetermined depth over 15 years	150,000 m <sup>3</sup> from 3.72 ha at an undetermined depth over 15 years
701149	1266	F	March 22, 2024	March 17, 2025	M4 Enterprises Ltd	Non Farm-use (Removal of Soil)	Approval	Conditional Approval	\$66,000	350,000 m <sup>3</sup> from 14 ha at a depth of 23 m over 30 years	60,000m <sup>3</sup> from 14 ha at a depth of 23 m over 5 years
100666	1271	A	May 24, 2024	August 21, 2024	Paul Murphy	Non-Farm Use to operate a poultry processing facility	Approval	Approved	N/A	N/A	N/A
100326	1269	F	June 21, 2024	November 12, 2024	Mikael and Valena Vuohijoki	Non-Farm Use to remove an existing covenant that limits use of a 196 sq meter structure to church use only	Approval	Approved	N/A	N/A	N/A
100367	1270	A	July 19, 2024	January 7, 2025	Inge and Willem Tersago	Non-Farm Use to operate a 525 m <sup>2</sup> commercial repair shop	Approval	Denied	N/A	N/A	N/A
100959	1272	F	August 15, 2025	March 4, 2025	Brian Funk	Subdivision	Approval	Approved	N/A	N/A	N/A



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Maria Sandberg, Planning and Parks Coordinator  
**Date:** March 27, 2025  
**Subject:** **Parks Use Regulations Bylaw Amendment**

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

That "Regional District of Bulkley-Nechako Parks Use Regulations Amendment Bylaw No. 2074, 2025" be given first, second and third readings.

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### DISCUSSION

"Regional District of Bulkley-Nechako Parks Use Regulations Bylaw No. 1989, 2023" was adopted in September 2023 to establish regulations regarding public use of the Regional District's parks and trails and contains the following fee schedule:

Park Use	Fee	Damage Deposit
Park Use Permit up to 50 participants	\$100	\$500
Park Use Permit up to 100 participants	\$200	\$750
Park Use Permit over 100 participants	\$250	\$750

Non-profit groups have noted that the requirement for a damage deposit and application fee pose an obstacle to applying for park use permits for events in Regional District parks and trails. Staff therefore propose to add the following options to the park use regulations fee schedule:

- To exempt registered non-profit societies from park use permit application fees for events with up to 50 participants.
- To exempt non-profit groups from the requirement to provide a damage deposit for events with up to 20 participants.

If the bylaw is given first, second and third reading, the bylaw will be presented to the Board for consideration of adoption at the following Board meeting.

### ATTACHMENT:

- Bylaw No. 2074, 2025



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**BYLAW NO. 2074**

A Bylaw to Amend "Regional District of Bulkley-Nechako  
Parks Use Regulations Bylaw No. 1989, 2023"

The Board of the Regional District of Bulkley-Nechako in open meeting enacts as follows:

That "Regional District of Bulkley-Nechako Parks Use Regulations Bylaw No. 1989, 2023" be amended such that Schedule A is deleted and replaced with the following:

Fees and Charges  
Schedule A to  
"Regional District of Bulkley-Nechako  
Parks Use Regulations Bylaw No. 1989, 2023"

Park Use	Fee	Damage Deposit
Park Use Permit up to 20 participants for registered non-profit society	Exempt	Exempt
Park Use Permit up to 50 participants for registered non-profit society	Exempt	\$500
Park Use Permit up to 50 participants	\$100	\$500
Park Use Permit up to 100 participants	\$200	\$750
Park Use Permit over 100 participants	\$250	\$750

Prices are inclusive of applicable taxes

This bylaw may be cited as "Regional District of Bulkley-Nechako Parks Use Regulations Amendment Bylaw No. 2074, 2025".

READ A FIRST TIME this      day of      , 2025

READ A SECOND TIME this      day of      , 2025

READ A THIRD TIME this      day of      , 2025

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Parks Use Regulations Amendment Bylaw No. 2074, 2025".

DATED AT BURNS LAKE this      day of      , 2025

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

ADOPTED this      day of      , 2025

\_\_\_\_\_  
Chairperson

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



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Llewellyn, Director of Planning  
**Date:** March 27, 2025  
**Subject:** Bylaw Notice Enforcement Bylaw and Dispute Adjudication Registry

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

1. That "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025" be given first, second, and third reading.
  2. That staff be authorized to execute the Bylaw Notice Dispute Adjudication Registry Agreement with the Village of Burns Lake upon adoption of Bylaw No. 2041, 2025.
  3. And, that the "Regional District of Bulkley-Nechako Screening Officer Policy" be approved.
- 

### BACKGROUND

Planning Department staff have been working on the implementation of a Bylaw Notice Enforcement and Dispute Adjudication System in the RDBN for a number of years. An Order in Council from the Lieutenant Governor in Council of the Province of British Columbia has been issued applying the *Local Government Bylaw Notice Enforcement Act* (the Act) to the RDBN under section 29 of the Act. This allows the RDBN to enact a bylaw under the act to establish a bylaw notice and adjudication system.

In 2024 staff prepared a draft Bylaw Notice Enforcement Bylaw and Dispute Adjudication Registry Agreement which was presented to the Board for review and then referred to RDBN member municipalities for comment. A number of municipalities have indicated a strong interest is participating in a joint Dispute Adjudication System.

Staff recommend that "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025" (the Bylaw) be supported and that staff continue to work with member municipalities to implement a joint Dispute Adjudication System.



## **DISCUSSION**

In 2003, the Province adopted the *Local Government Bylaw Notice Enforcement Act*, creating a framework for a streamlined non-judicial system for local governments to deal with bylaw notice (ticket) disputes. The Act was developed to create a simple, fair, and cost-effective system for dealing with minor bylaw infractions. Currently more than 100 jurisdictions in BC are using the system.

The bylaw notice system reduces demands on the court system, is less expensive to administer, and there is a better balance between the amount of the penalty imposed (limited by regulation to a maximum of \$500) and the cost of pursuing the bylaw contravention in court. Having this adjudication system in place will not remove the RDBN's ability to pursue more serious bylaw matters through the courts where necessary.

Bylaw notices issued under this system do not hand delivery to the person receiving the notice and are presumed to have been received when mailed or posted. Once the bylaw notice is received or presumed to be received, it becomes legally effective, and the recipient has a fixed period of time in which to take action. The person may pay the fine or notify the local government that they wish to dispute the allegation. If the person does neither, the amount will be due and owing.

### **Screening Officers**

Screening Officers are one of the unique features of bylaw notice and adjudication system designed to reduce the number of bylaw notices forwarded to adjudication. The draft bylaw identifies RDBN senior staff as screening officers. A Screening Officer would typically explain the adjudication process to the notice recipient and conduct a review of the notice. The Screening Officer has the authority to cancel a bylaw notice if they believe that the infraction did not occur, or that the notice was otherwise not justified. It is required in the agreement that each jurisdiction appoint their own Screening Officer.

To gain future compliance, the Screening Officer may enter into compliance agreements with a person who has received a bylaw notice. A compliance agreement will include acknowledgment of the bylaw contravention and may set out remedies or conditions on actions to be taken within a designated period of time to achieve future compliance. There is also the ability of the Screening Officer to reduce or waiving the fine as part of a compliance agreement.

If the Screening Officer does not agree to the cancellation of a bylaw notice or a compliance agreement, and the person still wishes to dispute the notice, the disputant must confirm

this and indicate if they plan to appear at the adjudication hearing in person, in writing or electronically. The disputant is then advised of the date and time of the next adjudication hearing. The Act allows for a \$25.00 surcharge, on top of the regular fine amount, to be applied to all Bylaw Notices upheld by the adjudicator to help offset the costs associated with the process.

### **Screening Officer Policy**

Under the authority of section 10(2)(a) of the Act a Screening Officer is authorized to cancel a Bylaw Notice if, in the Screening Officer's opinion:

- i. the contravention did not occur as alleged:
- ii. the Bylaw Notice does not comply with section 4(4) of the Act: or
- iii. a ground for cancellation authorized by the local government is satisfied.

The proposed Screening Officer Policy satisfies section 10(2)(a)(iii) of the Act which requires a local government to authorize the reasons why a Bylaw Notice may be cancelled by a Screening Officer.

### **Adjudicators**

Adjudicators are chosen on a rotating basis from a list established by the Ministry of Attorney General. While the adjudicator is paid by the local government, they are appointed by the Province to ensure greater objectivity and system credibility. Local Governments decide how many adjudication hearings to hold in a year and set the schedules in consultation with the adjudicator. All adjudication hearings must be open and accessible to the public.

At the adjudication hearing the adjudicator hears from both the disputant and the local government to decide whether they are satisfied that the contravention occurred as alleged. When considering the matter, the adjudicator can review documents submitted by either party or hear from the parties or witnesses in person, or electronically. The function of the adjudicator is strictly to confirm or cancel the bylaw notice. The adjudicator has no discretion to reduce or waive the fine amount or jurisdiction to deal with challenges to the bylaw or other legal issues. The standard of proof at adjudication is based on a balance of probabilities (civil as opposed to criminal scale).

## Regional Cooperation

Local governments are responsible for the costs of setting up and administering the dispute adjudication system within their jurisdiction. The Act allows local governments to jointly administer a bylaw notice dispute system to allow for greater efficiency and cost effectiveness. It is proposed in the draft bylaw and agreement that the RDBN operate the adjudication registry as the 'host local government', sharing the administration and overhead costs of bylaw notice dispute adjudication.

In 2024 staff referred the draft Bylaw Notice Enforcement Bylaw and Dispute Adjudication Registry Agreement to RDBN member municipalities. Municipalities were asked to review the draft and comment on the following questions:

- Would your municipality be interested in participating in a joint Bylaw Dispute Adjudication Registry with the RDBN as proposed in the draft agreement now or in the foreseeable future?
- Do you have any recommended changes to the draft Bylaw Notice Enforcement Bylaw and Dispute Adjudication Registry Agreement?

The Village of Burns Lake has adopted a Bylaw Notice Enforcement Bylaw and has confirmed its interest in participating in a joint Bylaw Adjudication system. The proposed draft Dispute Adjudication Registry Agreement anticipates that the Village of Burns Lake will be the first municipality to enter into the agreement with the RDBN.

The Town of Smithers has adopted a Bylaw Notice Enforcement Bylaw and has confirmed its interest in participating in a joint Bylaw Adjudication system.

The District of Fort St James may be considering a Bylaw Notice Enforcement Bylaw soon and staff have confirmed interest in participation in a joint Bylaw Adjudication System.

The District of Vanderhoof may be considering a Bylaw Notice Enforcement Bylaw soon and staff have expressed an interest in considering participation in a joint Bylaw Adjudication System.

The District of Houston may be considering a Bylaw Notice Enforcement Bylaw and staff have expressed an interest reviewing whether to participate in a joint Bylaw Adjudication System.

The Village of Telkwa may be open to future participation in a joint Bylaw Adjudication System.

The Village of Granisle and the Village of Fraser Lake have not responded at the time of the writing of this report.

## **Financial Implications**

Adjudicators are scheduled for either a half day (\$293) or a full day (\$585) of hearings, which may be held in person or electronically. Other costs associated with the adjudication system are the Screening Officer's time, the provision of a public venue for the adjudication, and staff time administering the adjudication process. It is also noted that the Province has a limited number of adjudicators in the north. Therefore, there may be notable travel costs for adjudicators required to attend in person hearings.

Staff do not anticipate more than a handful of adjudication hearings a year. However, this number is dependent on the number of notices issued by each participant and the number of bylaw notices challenged. The workload is not anticipated to result in the need for additional staffing in the Planning Department at this time. However, there will be an increase to the workload of existing staff which will have an incremental impact on future staffing needs.

The fees to participating municipalities are designed to cover the cost of that municipality's participation in the service.

## **Next Steps**

Upon adoption of Bylaw No. 2041, 2025 the RDBN may issue Bylaw Notices for any infractions covered by the bylaw. Staff do not plan to issue tickets in the short term to allow the adjudication system to be fully established and in cooperation with participating municipalities. Also, staff anticipate establishing a new bylaw enforcement policy to include the issuance of Bylaw Notices.

Staff will work with the Village of Burns Lake to enter into the Dispute Adjudication Registry Agreement. Once this agreement is in place the Dispute Adjudication Registry will be established, and adjudications may occur pursuant to the agreement. Other municipalities may subsequently request joining when they are ready.

## **ATTACHMENTS:**

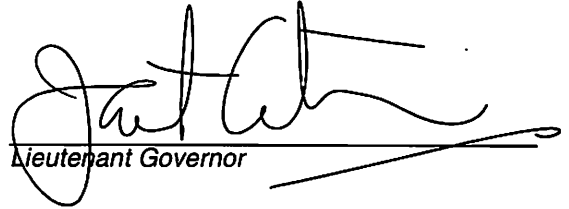
- Order in Council 67
- Draft Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025
- Schedule C: Bylaw Notice Dispute Adjudication Registry Agreement
- Screening Officer Policy

## PROVINCE OF BRITISH COLUMBIA

## ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 67

, Approved and Ordered February 14, 2022


  
Lieutenant Governor


## Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective February 16, 2022, the Bylaw Notice Enforcement Regulation, B.C. Reg. 175/2004, is amended by adding the following to Schedule 1 as indicated:

Column 1 Date Act Applies	Column 2 Local Government
February 16, 2022	Regional District of Bulkley-Nechako

**DEPOSITED**

February 14, 2022

B.C. REG. 23/2022


Attorney General and Minister Responsible for Housing



Presiding Member of the Executive Council

*(This part is for administrative purposes only and is not part of the Order.)*

## Authority under which Order is made:

Act and section: Local Government Bylaw Notice Enforcement Act, S.B.C. 2003, c. 60, s. 29Other: OIC 392/2004

R20574043



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
BYLAW NOTICE ENFORCEMENT BYLAW NO. 2041, 2025**

*A bylaw to regulate the enforcement of Bylaw Notices  
in the Regional District of Bulkley-Nechako*

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**WHEREAS** under section 415(1) of the *Local Government Act* the Regional District of Bulkley-Nechako may enforce by bylaw notice in accordance with the *Local Government Bylaw Notice Enforcement Act*;

**AND WHEREAS** the Lieutenant Governor in Council enacting Order in Council No. 167, made under section 29 of the *Local Government Bylaw Notice Enforcement Act* has added the Regional District of Bulkley-Nechako as a local government to which the Act applies;

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

**1. CITATION**

1.1 This bylaw may be cited as "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025".

**2. TERMS**

2.1 Unless otherwise defined, the terms used in this bylaw have the same meaning as the terms defined in the Act

**3. DEFINITIONS**

3.1 In this Bylaw, unless the context otherwise requires:

**"Act"** means the *Local Government Bylaw Notice Enforcement Act*, as amended, or replaced from time to time.

**"Regional District"** means the Regional District of Bulkley-Nechako;

**"Registry"** means the Regional District of Bulkley-Nechako Registry established pursuant to this bylaw.

**4. BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY**

4.1 The Registry is established as a bylaw notice dispute adjudication system in accordance with the Act to resolve disputes in relation to Bylaw Notices.

4.2 The civic address of the Registry is 37 3<sup>rd</sup> Avenue, Burns Lake, British Columbia, V0J 1E0.

4.3 The Regional District is authorized to enter into, and its Chief Administrative Officer is authorized to execute a Bulkley Nechako dispute adjudication registry agreement with one or more local authorities, in substantially the form attached as Schedule C to this bylaw. A registry established under this agreement becomes the Registry for the purposes of this Bylaw.

## **5. DESIGNATED BYLAW CONTRAVENTIONS**

5.1 The bylaws and bylaw contraventions designated in Schedule A of this bylaw may be dealt with by Bylaw Notice in addition to and without limiting other enforcement options available to the Regional District under the *Local Government Act, Community Charter* and all other applicable legislation, including legislation referenced within the *Local Government Act* and *Community Charter*.

5.2 If a bylaw contravention specified in Schedule A is a continuing contravention, each day that the contravention is continued constitutes a separate and distinct contravention.

5.3 Whether or not a bylaw contravention has occurred shall be determined based on the wording of the bylaws referred to in Schedule "A", rather than the summary description of the contravention in Schedule "A" of this bylaw.

## **6. PENALTIES**

6.1 The penalties for a bylaw contravention referred to in Section 5 are as follows:

- a) the amount set out in Column 3 of Schedule A if payment of the penalty is received by the Regional District within fourteen (14) days of the person receiving, or being presumed to have received, the Bylaw Notice; or
- b) the amount set out in Column 4 of Schedule A if payment of the penalty is received by the Regional District more than fourteen (14) days after the person received, or is presumed to have received, the Bylaw Notice.

## **7. PERIOD FOR PAYING OR DISPUTING BYLAW NOTICE**

7.1 A person who receives a Bylaw Notice must, within fourteen (14) days of the Bylaw Notice being received or being presumed to have been received:

- a) pay the penalty to the Regional District in any manner prescribed on the Bylaw Notice; or
- b) request Bylaw Notice dispute adjudication by completing the appropriate portion of the Bylaw Notice and delivering it to the Registry, either in person during regular office hours or by mail.

## **8. NO DISPUTES ACCEPTED AFTER TIME LIMIT**

- 8.1 Subject to Section 9 of this bylaw, no person may request Bylaw Notice dispute adjudication after fourteen (14) days of the Bylaw Notice being received or being presumed to have been received.

## **9. TIME LIMITS IF BYLAW NOTICE NOT RECEIVED**

- 9.1 Where a person is not served personally with a Bylaw Notice and advises the Regional District in accordance with Section 25 of the Act that the person did not receive the Bylaw Notice, the time limits for paying and disputing the Bylaw Notice shall not begin to run until the Bylaw Notice is redelivered to the person in accordance with the Act.

## **10. SCREENING OFFICERS**

- 10.1 The position of Screening Officer is established.
- 10.2 The following positions are appointed as Screening Officers:
- a) Director of Planning;
  - b) Director of Environmental Services;
  - c) Director of Finance;
  - d) Director of Corporate Services;
  - e) Deputy Director of Corporate Services; and
  - f) Chief Administrative Officer
- 10.2 No person may act as a Screening Officer in respect of a Bylaw Notice if that person:
- a) issued or signed the Bylaw Notice;
  - b) is a complainant in respect of the Bylaw Notice;
  - c) is or is likely to be a witness in respect of the Bylaw Notice; or
  - d) is or is likely to provide evidence in respect of the Bylaw Notice



**11. POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS**

11.1 The powers, duties and functions of Screening Officers are as set out in the Act, and include, but are not limited to, the following.

- a) Where requested by the person against whom the contravention is alleged, communicate information respecting:
  - i. the nature of the bylaw contravention;
  - ii. the provision of the bylaw contravened;
  - iii. the facts on which the bylaw contravention allegation is based;
  - iv. the penalty for the bylaw contravention;
  - v. the opportunity to enter into a compliance agreement;
  - vi. the opportunity to proceed to the Bylaw Notice dispute adjudication system; and
  - vii. the fees payable in relation to the Bylaw Notice enforcement process.
- b) Communicate with any person relevant to the performance of their powers, duties and functions under this bylaw or the Act, including but not limited to:
  - i. the person against whom a bylaw contravention is alleged or their representative;
  - ii. the person who issued the Bylaw Notice;
  - iii. the complainant or their representative; and
  - iv. Regional District staff and other advisors regarding bylaw interpretation, applicable enactments, and records regarding the disputant's history of bylaw compliance.
- c) Cancel a notice, or prepare and enter into a compliance agreement pursuant to the Act with persons who dispute Bylaw Notices where allowed under Column 5 of Schedule A. An example compliance agreement is provided in Schedule B.
- e) Reduce the penalty for a bylaw contravention in a compliance agreement.
- f) The maximum duration of a compliance agreement is one year.

**12. FEE FOR UNSUCCESSFUL DISPUTES**

12.1 In addition to any penalty imposed, every person who is unsuccessful in dispute adjudication in relation to a Bylaw Notice or compliance agreement must pay the Regional District an additional fee of twenty-five dollars (\$25.00) for the purpose of recovering the costs of the adjudication system.

**13. BYLAW ENFORCEMENT OFFICER**

- 13.1 Persons acting as any of the following are designated as Bylaw Enforcement Officers for the purpose of this bylaw and the Act:
  - a) Members of the Royal Canadian Mounted Police; and
  - b) Bylaw Enforcement Officers, Building Inspectors, the Regional Fire Chief, the Planning and Parks Coordinator, and any other person acting in an official capacity on behalf of the Regional District for the purpose of enforcing one or more of its bylaws.

**14. SCHEDULES**

- 14.1 Any schedules attached to this bylaw form a part of this bylaw.

**15. SEVERABILITY**

- 15.1 If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, then the portion shall be severed, and the severance shall not affect the validity of the remainder of this bylaw.

**16. FORMS**

- 16.1 The Regional District may, from time to time, provide forms of Bylaw Notices and compliance agreements.

READ A FIRST TIME this \_\_\_ day of \_\_\_\_\_,  
 READ A SECOND TIME this \_\_\_ day of \_\_\_\_\_,  
 PUBLIC HEARING HELD this \_\_\_ day of \_\_\_\_\_,  
 READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_,

I hereby certify that the foregoing is a true and correct copy of "Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025".

DATED AT BURNS LAKE this \_\_\_day of \_\_\_\_\_, 2025

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

ADOPTED this \_\_\_day of \_\_\_\_\_, 2025

**Schedule "A"**  
**to Regional District of Bulkley-Nechako**  
**Bylaw Notice Enforcement Bylaw No. 2041, 2025**

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
<b>Regional District of Bulkley Nechako Building Bylaw No. 1634, 2012</b>				
6.1	Building without a building permit	\$400	\$500	No
6.2	Concealing uninspected work	\$400	\$500	No
6.3	Building contrary to permit	\$400	\$500	Yes
6.4	Occupying a building without an occupancy permit	\$300	\$400	Yes
6.5	Occupying a building contrary to terms of an occupancy permit			
6.6	Tampering with a building permit, notice or order	\$300	\$400	No
6.7	Obstructing a building official	\$400	\$500	Yes
6.8	Placing a manufactured or modular home without a building permit	\$400	\$500	No
6.9	Solid fuel stove, heater or chimney without a building permit	\$400	\$500	No
6.10	Submitting false information	\$400	\$500	Yes
6.11	Changing occupancy without permit	\$300	\$400	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Floodplain Management Bylaw No. 1878, 2020				
8	Obstructing an authorized representative	\$400	\$500	Yes
7 and 14(a)	Habitable area below flood construction level	\$400	\$500	No
7 and 14(b)	Floor system below flood construction level	\$400	\$500	No
7 and 14(c)	Equipment below flood construction level	\$400	\$500	No
7 and 15	Fill or structural support within floodplain setback	\$400	\$500	No
7 and 18	Building within a non-standard flood area	\$400	\$500	No

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
<b>Regional District of Bulkley Nechako Fort Fraser Water Service Regulatory Bylaw No. 1575, 2011</b>				
5.1	Obstructing the RDBN from carry out bylaw provisions or inspecting water works	\$400	\$500	Yes
5.2	Unauthorized person connecting to a water system	\$500	\$500	No
5.3	Interfering with water system appurtenances without authority	\$400	\$500	Yes
5.4	Increasing water pressure in Service lines without permission	\$400	\$500	Yes
5.5	Selling, disposing, or using water on another lot	\$400	\$500	Yes
5.6	Unauthorized work on a water system	\$400	\$500	Yes
5.7	Additional connection to a service without permission	\$400	\$500	No
5.8	Connection to an external water source without permission	\$400	\$500	Yes
5.9	Swimming pool without recirculation and filtration system	\$400	\$500	Yes
5.10	Change to fixtures for a commercial or industrial enterprise without permission	\$400	\$500	Yes
5.11	Installation of a device introducing substance into water without permission	\$400	\$500	Yes
5.12	Use of water for livestock in excess of 5 animals	\$400	\$500	Yes
5.13	Use of water for filling swimming pool or reservoirs contrary to the bylaw	\$400	\$500	Yes
5.14	Use of water for unreasonable sprinkling	\$400	\$500	Yes
5.15	Installation of any water connection, fixture or fitting not in accordance with the bylaw	\$400	\$500	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Fort Fraser Water Sewer Service Regulatory Bylaw No. 1576, 2011				
5.1	Release of any matter other than wastewater into the sanitary sewer system	\$400	\$500	Yes
5.2	Release of prohibited waste	\$500	\$500	No
5.3	Connecting or draining clear-water waste, rainwater, roof drains, surface water or groundwater into the sanitary sewer system	\$400	\$500	Yes
6.1	Discharge of wastewater diluted for the purpose of compliance with Section 5.2	\$400	\$500	Yes
7.1	Connection to the sewer system without written approval	\$400	\$500	No
8.1	Plumbing system not in compliance with the BC Building Code	\$400	\$500	Yes
8.3	Covering service pipes or fittings not inspected and approved by the Regional District	\$400	\$500	Yes
8.5	Service pipes not installed in compliance with Schedule F	\$400	\$500	Yes
9.1.1 or 9.1.3	Oil and grease interceptor not installed, operated or maintained as required	\$400	\$500	Yes
9.1.2	Discharge of emulsifiers	\$400	\$500	Yes
9.1.4	Failure to keep proof of interceptor cleanout on request	\$300	\$400	Yes
9.1.5 or 9.2.6	Failure to maintain a required alarmed monitoring device	\$300	\$300	Yes
9.2.1 or 9.2.2	Oil and grease interceptor not installed, operated or maintained as required	\$400	\$500	Yes
9.2.3	Discharge of emulsifiers	\$400	\$500	Yes
9.2.4	Failure to provide a maintenance schedule and record of maintenance	\$300	\$400	Yes
9.2.5	Failure to keep proof of interceptor cleanout on request	\$300	\$400	Yes
9.3.1	Failure to take necessary measures to prevent sediment from entering the drain or sewer	\$400	\$500	Yes
9.3.2	Failure to maintain and regularly test sediment interceptors	\$300	\$400	Yes
9.3.3	Failure to provide a maintenance schedule and record of maintenance for a sediment interceptor	\$300	\$400	Yes
9.4.1	Failure to install a required back-water valve	\$400	\$500	No

11.1	Failure to pay rates established in Schedule A for the service	\$300	\$400	Yes
13.1	Discharge of hauled wastewater contrary to conditions for discharge	\$400	\$500	Yes
13.2	Discharge of hauled wastewater at an unapproved location	\$400	\$500	No
13.3	Discharger to a wastewater Treatment Facility without a required Waste Discharge Permit	\$400	\$500	No
14.1 or 14.3	Failure to notify and provide information to the Regional District regarding a spill to a wastewater works	\$400	\$500	No
14.2	Failure to notify other government agencies about a spill as required	\$300	\$400	No
14.4	Failure to do everything reasonably possible to contain the spill, protect safety, minimize damage, and protect the environment	\$400	\$500	Yes
14.5	Failure to pay the costs arising as a result of the spill.	\$400	\$500	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
<b>Regional District of Bulkley Nechako Mobile Home Park Bylaw No. 740, 1993</b>				
1.5(a) and 3.3 or 1.5(b) and 3.3	Development not in compliance with regulations and bylaws	\$400	\$500	Yes
1.5(a) and one of the following: 3.4(1); 3.4(2); 3.4(3); or 4.9	Unlawful location of mobile home	\$400	\$500	Yes
1.5(b) and one of the following: 3.4(1); 3.4(2); 3.4(3); or 4.9	Unlawful location of mobile home	\$400	\$500	Yes
1.5(a) and 3.5	Plans and bylaw not posted	\$300	\$400	Yes
1.5(a) and 3.6; or 1.5(b) and 3.6	Heating equipment and appliances not in accordance with regulations	\$400	\$500	Yes
1.5(a) and 3.7; or 1.5(b) and 3.7	Mobile home standards not met	\$400	\$500	Yes
1.5(a) and 3.8; or 1.5(b) and 3.8	Connections not to BC Building Code	\$400	\$500	Yes
1.5(a) and 4.1; or 1.5(b) and 4.1	Unlawful Use	\$400	\$500	Yes
1.5(a) and 4.2	Unlawful Sign	\$300	\$400	Yes
1.5(a) and 4.5(4)	Failure to Mark Off	\$300	\$400	Yes
1.5(a) and 4.5(5)(a)	Space not adequately drained	\$300	\$400	Yes
1.5(a) and 4.5(5)(b)	Space not numbered	\$300	\$400	Yes
1.5(a) and 4.5(5)(c)	Space not adequately surfaced	\$300	\$400	Yes
1.5(a) and 4.6; or 1.5(b) and 4.6	Site coverage exceeded	\$400	\$500	Yes
1.5(a) and 4.7(2)(c)	Building in a buffer area	\$300	\$400	Yes
1.5(a) and 4.7(2)(d)	Garbage or sewage disposal in buffer area	\$300	\$400	Yes
1.5(a) and 4.7(2)(e)	Removal of plant material in buffer area	\$300	\$400	Yes
1.5(a) and 4.7(2)(f)	Vehicle parking in buffer area	\$300	\$400	Yes
1.5(a) and 4.10; or 1.5(b) and 4.10	Skirtings not installed	\$300	\$400	Yes
1.5(a) and 4.12; or 1.5(b) and 4.12	Parking not provided	\$300	\$400	Yes
1.5(a) and 4.14; or 1.5(b) and 4.14	Recreation areas not properly surfaced or landscaped	\$300	\$400	Yes
1.5(a) and 4.14 (b) or 4.18 (a)	Inadequate number or type of solid waste containers	\$300	\$400	Yes
1.5(a) and 4.15.(3); or 1.5(b) and 4.15.(3)	Roads not properly surfaced, drained, or maintained	\$300	\$400	Yes
1.5(a) and 4.16 or 1.5(b) and 4.16	Failure to meet water supply requirements	\$400	\$500	Yes
1.5(a) and 4.17(1) or 4.17(2)	Failure to meet sewage disposal requirements	\$400	\$500	Yes
1.5(a) and 4.19	Fails to meet fire hydrant and reservoir requirements	\$400	\$500	Yes
1.5(a) and one of the following: 4.20(1), 4.20(2), 4.20(3), or 4.20(4)	Unlawful street lighting	\$400	\$500	Yes
1.5(a) and 4.21	Unclean or unsafe equipment	\$300	\$400	Yes
1.5(a) and 4.22	Unlawful flammable debris	\$400	\$500	Yes
1.5(a) and 4.23	Unlawful fires	\$400	\$500	Yes
2.2(1)	Development without permit	\$500	\$500	No



Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
<b>Regional District of Bulkley Nechako Parks Use Regulation Bylaw No. 1989, 2023</b>				
4.2	Authorized person interference	\$400	\$500	Yes
4.4	Failure to comply with an order from an Authorized Person	\$300	\$400	Yes
4.6	Failure of a person in charge of a minor to take control measures	\$400	\$500	Yes
7.1	Contravention of bylaw, park sign, traffic control device or park use permit	\$300	\$400	Yes
7.3	Allowing a minor to contravene the bylaw, park sign, traffic control device or park use permit	\$400	\$500	Yes
9.1.1	Noise disturbance	\$400	\$500	Yes
9.1.2	Sound amplification	\$400	\$500	Yes
9.1.3	Dangerous activity	\$400	\$500	No
9.1.4	Disorderly, violent, lewd, sexual or offensive activity	\$500	\$500	No
9.1.5	Advertising without a permit	\$300	\$400	Yes
9.1.6	Special use without a permit	\$400	\$500	Yes
9.1.7	Defecating in a park	\$400	\$500	No
10.1 or 10.2	Littering	\$300	\$400	Yes
10.3	Abandoning a chattel	\$400	\$500	Yes
11.1.1	Damaging vegetation or natural park feature	\$300	\$400	No
11.1.2	Building or altering a trail	\$400	\$500	Yes
11.1.3	Damaging a facility	\$400	\$500	No
11.1.4	Damaging a park sign or traffic control device	\$400	\$500	No
11.1.5	Building a structure	\$400	\$500	Yes
11.1.6	Release, feed, molest, disturb, frighten, injure, kill, catch, or trap any wildlife	\$400	\$500	Yes
11.1.7	Hunt or discharge a firearm	\$500	\$500	No
11.1.8	Removal or deposit of soil	\$400	\$500	Yes
12.1	Uncontrolled dog	\$400	\$500	Yes
12.2.1	Unleashed dog in on-leash area	\$300	\$400	Yes
12.2.2	Dog excrement deposit	\$400	\$500	Yes
12.2.3	Dog disturbing or molesting wildlife	\$400	\$500	Yes
12.3	Failure to remove a dog as ordered by an authorized person	\$400	\$500	No
13.1	Uncontrolled horse	\$400	\$500	No
13.2.1	Horse in area not identified for a horse	\$300	\$400	Yes
13.2.2	Horse riding in area not identified for riding	\$300	\$400	Yes

13.2.3	Horse riding contrary to a park sign or traffic control device	\$300	\$400	Yes
13.2.4	Horse riding or action that may injure or molest	\$500	\$500	No
14.1.1	Fire outside of a fire pit ring	\$400	\$500	No
14.1.2	Burning garbage or park vegetation	\$400	\$500	No
14.1.3	Leaving a fire or barbecue unattended	\$400	\$500	No
14.1.4	Discarding material that may start a fire	\$500	\$500	No
14.1.5	Fireworks or explosive materials without a permit	\$400	\$500	Yes
15.1.1	Operating a motor vehicle off road	\$300	\$400	Yes
15.1.2	Operating a motor vehicle in excess of 15 kilometers per hour	\$300	\$400	Yes
15.1.4	Operating a motor vehicle contrary to a park sign or traffic control device	\$300	\$400	Yes
15.1.5	Operating an unlicensed motor vehicle	\$300	\$400	Yes
15.1.6	Washing or repairing a motor vehicle	\$300	\$400	Yes
16.1.1	Camping in an area not designated for camping	\$300	\$400	Yes
16.1.2	Camping contrary to a park sign	\$300	\$400	Yes
17.1.1	Riding a bicycle or mobility aid in excess of 15 kilometers per hour	\$300	\$400	Yes
17.1.2	Riding a bicycle or mobility aid contrary to a park sign or traffic control device	\$300	\$400	Yes
18.1.1	Launching a boat outside of a boat launch	\$300	\$400	Yes
18.1.2	Operating a boat within a designated swimming area	\$400	\$500	No
18.1.3	Mooring a boat in a manner that impedes or endangers pedestrians	\$300	\$400	Yes
19.1.1	Remaining or entering into any park during nighttime hours	\$300	\$400	Yes
19.1.2	Enter any place where a park sign prohibits admittance or trespassing	\$300	\$400	Yes
20.3.1	Failure to produce a park use permit at the request of an authorized person	\$300	\$400	Yes
20.3.5	Failure to maintain liability insurance coverage for activities authorized under a park use permit	\$300	\$400	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Solid Waste Management Facility and User Fee Bylaw No. 1764, 2016				
8.4(b)	Non-compliance with posted or verbal rules or instruction	\$300	\$400	Yes
8.4(a) and 8.5	Refusal to provide identification	\$300	\$400	Yes
8.4(a) and 8.8	Not paying user fees	\$300	\$400	Yes
8.4(a) and 8.9	Not providing invoicing information	\$300	\$400	Yes
8.4(a) and 8.11(a); or 8.4(b) and 8.11(a)	Deposit of materials contrary to bylaw or posted rules	\$300	\$400	Yes
8.4(a) and 8.11(b)	Deposit of prohibited waste without authorization	\$500	\$500	No
8.4(a) and 8.11(c)	Deposit of industrial waste without authorization	\$500	\$500	No
8.4(b) and 8.11(d)	Deposit of municipal solid waste contrary to direction	\$500	\$500	Yes
8.4(a) and 8.11(e)	Deposit of out of region waste without authorization	\$500	\$500	Yes
8.4(a) and 8.11(f); or 8.4(b) and 8.11(f)	Deposit of waste outside of hours of operation	\$500	\$500	Yes
8.4(a) and 8.11(g)	Verbal abuse of a person	\$500	\$500	Yes
8.4(a) and 8.11(h)	Threatening or reckless act	\$500	\$500	Yes
8.4(b) and 8.11(i)	Acting contrary to direction	\$300	\$400	Yes
8.4(a) and 8.11(j)	Removal or alteration of a sign	\$300	\$400	Yes
8.4(b) and 8.11(k)	Dangerous operation of motor vehicle	\$500	\$500	No
8.4(b) and 8.11(l)	Operation of a motor vehicle off road	\$400	\$500	Yes
8.4(a) and 8.11(m)	smoking	\$300	\$400	Yes
8.4(a) and 8.11(n)	Removal of salvage	\$400	\$500	Yes
8.4(a) and 8.11(o)	Release of ozone depleting substance	\$500	\$500	Yes
8.4(a) and 8.11(p)	Ignite a fire	\$500	\$500	No
8.4(a) and 8.11(q)	Discharge a firearm	\$500	\$500	No
8.4(a) and 8.11(r)	Children under 10 or pets outside of vehicle	\$300	\$400	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Special Events Bylaw No. 1194				
4	Special Event without Board approval	\$500	\$500	No
5	Special Event without licence	\$500	\$500	No
6	Special event contrary to licence	\$500	\$500	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
Regional District of Bulkley Nechako Unsightly Premises Bylaw No. 1649, 2012				
4.1(a)	Automobile wreck on property	\$500	\$500	Yes
4.1(b)	More than 2 derelict motor vehicles	\$500	\$500	Yes
4.2	Filth, discarded material and rubbish on a property	\$500	\$500	Yes
4.3	Unsightly property	\$500	\$500	Yes
6.3	Obstruct bylaw enforcement officer	\$500	\$500	Yes

Column 1: Bylaw Section	Column 2: Contravention	Column 3: Penalty	Column 4: Late Penalty	Column 5: Compliance Agreement Authorized
<b>Regional District of Bulkley Nechako Zoning Bylaw 1800, 2020</b>				
2.0.2.1 and one of the following: 3.0.2.1; 3.0.2.2(a); 3.0.2.2(b); 3.0.2.2(c); 3.0.2.2(d)(i) to (xvii); 3.0.2.3(a) to (g); or 3.0.2.4(a) to (h)	Fails to meet home occupation requirements	\$300	\$400	Yes
2.0.2.1 and one of the following: 3.0.3.1(a) to (f)	Fails to meet portable sawmill requirements	\$400	\$500	Yes
2.0.2.1 and 3.0.4.1	Unlawful storage or parking of derelict motor vehicles	\$400	\$500	Yes
2.0.2.1 and one of the following: 3.0.5.1(a); or 3.0.5.1(b)	Unlawful accessory building	\$400	\$500	Yes
2.0.2.1 and one of the following: 3.0.8.1(a) to (e);	Failure to meet natural boundary setbacks	\$400	\$500	Yes
2.0.2.1 and one of the following: 3.0.14.1; 3.0.14.2; 3.0.14.3(a) to (c); or 3.0.1.14.44(a) to (c)	Unlawful wind turbine	\$400	\$500	Yes
2.0.2.1 and one of the following: 29.0.1.1; 29.0.1.2; 29.0.1.3 (a) to (e); 29.0.1.4; or 29.0.1.5	Fails to meet off-street parking requirements	\$400	\$500	Yes
2.0.2.1 and one of the following: 29.0.2.1; 29.0.2.2; 29.0.2.3(a) to (c); or 29.0.2.4	Failure to meet off-street loading requirements	\$400	\$500	Yes
2.0.2.3 and one of the following: 5.0.1; 6.0.1; 7.0.1; 8.0.1; 8.0.3; 9.0.1; 10.0.1; 11.0.1; 12.0.1; 12.0.3.1; 12.0.3.2; 12.0.3.3; 12.0.3.4; 12.1.1; 12.1.3.1; 12.1.3.2; 12.1.3.3; 12.1.3.4; 12.2.1; 12.2.3.1; 12.2.3.2; 12.2.3.3; 12.2.3.4; 12.2.3.5; 12.2.3.6; 13.0.1; 13.0.3.1; 13.0.3.2; 14.0.1; 14.0.3.1; 14.1.1; 14.1.3.1; 14.1.3.2; 14.1.3.3; 14.2.1; 14.2.3.1; 14.2.3.2; 15.0.1; 15.0.3.1; 15.0.3.2; 16.0.1; 17.0.1; 18.0.1; 18.1.1; 19.0.1; 19.1.1; 20.0.1; 21.0.1; 22.0.1; 22.1.1; 23.0.1; 24.0.1; 25.0.1; 25.1.1; 26.0.1; 26.1.1; 27.0.1; or 28.0.1	Unlawful use or development of land or structure for a use not permitted	\$400	\$500	Yes
2.0.2.4 and one of the following: 9.0.1.2; 10.0.1.2; 11.0.1.2; 13.0.1.2; 14.0.1.2; 14.1.1.2; 14.2.1.2; 15.0.1.2; 16.0.1.2; 17.0.1.2; 18.0.1.2; 18.1.1.2; 19.0.1.2; 19.1.1.2; 20.0.1.2; 21.0.1.2; 22.0.1.2; 22.1.1.2; 23.0.1.2; 24.0.1.2; 25.0.1.2; 25.1.1.2; 26.0.1.2; 26.1.1.2; or 27.0.1.2	Unlawful use or development of land or structure for a secondary use not permitted	\$400	\$500	Yes
2.0.2.5 and one of the following: 5.0.2; 6.0.2.1; 6.0.2.2; 7.0.2; 8.0.2; 9.0.2.1; 9.0.2.2; 10.0.2; 11.0.2.1; 11.0.2.2; 11.0.2.3; 12.0.2; 12.1.2; 12.2.2.1; 12.2.2.2; 12.2.2.3;	Exceeds maximum density	\$400	\$500	Yes

13.0.2.1; 13.0.2.2; 13.0.2.3; 14.0.2.1; 14.0.2.2; 14.0.2.3; 14.1.2; 14.2.2.1; 14.2.2.2; 14.2.2.3; 15.0.2.1; 15.0.2.2; 16.0.2.1; 16.0.2.2; 17.0.2.1; 17.0.2.2; 18.0.2; 18.1.2; 19.0.2; 19.1.2; 20.0.2.1; 20.0.2.2; 21.0.2.1; 21.0.2.2; 21.0.2.3; 21.0.2.4; 22.0.2; 22.1.2.1; 22.1.2.2; 23.0.2; 24.0.2; 25.0.2; 25.1.2; 26.0.2.1; 26.0.2.2; 26.1.2.1; 26.1.2.2; or 27.0.2				
2.0.2.5 and one of the following: 5.0.4; 6.0.5; 7.0.5; 8.0.6; 9.0.4; 12.1.5; 12.2.5; 13.0.5; 18.0.4; 18.1.4; 19.0.4; 19.1.4; 22.0.4; 22.1.4; 23.0.4; 24.0.4; 25.0.4; or 25.1.4	Exceeds parcel coverage restriction	\$400	\$500	Yes
2.0.2.5 and one of the following: 5.0.5.1(a) to (e); 6.0.6.1(a) to (e); 7.0.6.1(a) to (d); 8.0.7.1(a) to (d); 9.0.5.1(a) to (c); 11.0.4; 12.0.5.1(a) to (d); 12.1.6; 12.2.6.1 (a) to (c); 12.2.6.2; 13.0.6.1(a) to (b); 13.0.6.2; 14.0.5.1(a) to (c); 14.1.5.1 (a) to (c); 14.2.5.1(a) to (c); 15.0.5.1; 15.0.5.2(a); 16.0.4.1; 16.0.4.2(a); 17.0.4.1; 17.0.4.2(a); 18.0.5.1(a) to (e); 18.1.5.1(a) to (e); 19.0.5.1(a) to (f); 19.1.5.1(a) to (f); 20.0.4.1; 21.0.4.1; ; 21.0.4.2 (a) to (b); 21.0.4.3; 22.0.5.1(a) to (b); 22.1.5.1(a) to (b); 23.0.5.1(a) to (b); 23.0.5.2(a); 24.0.5.1(a) to (b); 24.0.5.2(a); 25.0.5.1(a) to (c); 25.1.5.1(a) to (c); 25.1.5.2(a) to (b); 26.0.4.1(a) to (c); 26.1.4.1(a) to (c); 27.0.4; or 28.0.2	Structure located within setback from parcel line	\$400	\$500	Yes
2.0.2.5 and one of the following: 5.0.6.1; 6.0.7.1; 7.0.7.1; 8.0.8.1; 11.0.5.2; 12.1.7.3; 12.2.7.2; or 13.0.7.2	Fence exceeds maximum height	\$400	\$500	Yes
2.0.2.5 and one of the following: 11.0.5.1; 12.0.6; 12.1.7.1; or 12.1.7.2; 12.2.7.1; or 13.0.7.1	Structure or building exceeds maximum height	\$400	\$500	Yes
2.0.2.5 and one of the following: 15.0.5.2(b); 16.04.2(b); 17.0.4.2(b) 23.0.5.2(b), or 24.0.5.2(b)	Failure to meet natural boundary setbacks in a zone	\$400	\$500	Yes
2.0.2.1 and 3.0.11	Unlawful placement within sight triangle	\$400	\$500	Yes
2.0.2.5 and one of the following: 3.0.13.1; 3.0.13.2; 3.0.13.3(a); 3.0.13.3(b); or 3.0.13.4	Unlawful livestock, poultry, and beekeeping	\$400	\$500	Yes
2.0.2.5 and 11.0.6	Fails to meet standards of manufactured home park bylaw	\$400	\$500	Yes
2.0.2.5 and one of the following: 11.0.7.1 or 11.0.7.2	Fails to meet minimum permitted separation	\$400	\$500	Yes

	between manufactured homes			
2.0.2.5 and 12.0.7.1	Unlawful fence	\$400	\$500	Yes
2.0.2.5 and one of the following: 12.2.8.1; or 12.2.8.2	Fails to meet parking requirements	\$400	\$500	Yes
2.0.2.5 and one of the following: 22.0.6; 22.1.6, or 23.0.6	Fails to meet screening requirements	\$400	\$500	Yes
2.0.3.1	Unlawful use or development of land or structures contrary to bylaw	\$300	\$400	Yes
2.0.3.2	Obstructing an authorized representative	\$400	\$500	Yes

**Schedule "B"**  
**to Regional District of Bulkley-Nechako**  
**Bylaw Notice Enforcement Bylaw No. 2041, 2025**

**Compliance Agreement**

pursuant to the **Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025**

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Civic Address)

acknowledge receipt of Bylaw Notice(s) # \_\_\_\_\_ (the "Bylaw Notice"), and wish to enter into this Compliance Agreement whereby I agree to fulfill certain conditions in exchange for a reduced penalty of \$ \_\_\_\_\_, which I have now paid.

Specifically, I agree to comply with the following terms and conditions of this Agreement:

1. On or before \_\_\_\_\_ I will: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and

2. On or before \_\_\_\_\_ I will: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that this Agreement is binding upon me for one year from the date of this Agreement. I also understand that if I breach a term of this Agreement, or fail to observe or perform the above terms and conditions, the Regional District's Screening Officer may rescind this Agreement.

I understand that if this Agreement is rescinded, I will have 14 days to dispute the Screening Officer's decision to rescind the Agreement and that, if I do not dispute this decision in that time, the balance of the penalty stated in the Bylaw Notice(s) in the amount of \$ \_\_\_\_\_ will be immediately due and payable and subject to all fees and penalties as if the Bylaw Notice was not disputed.

\_\_\_\_\_  
Screening Officer Name (Printed)

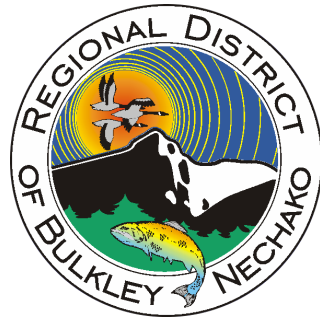
\_\_\_\_\_  
Screening Officer Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Bylaw Notice Recipient Signature

\_\_\_\_\_  
Date signed





**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
BYLAW NOTICE DISPUTE ADJUDICATION  
REGISTRY AGREEMENT**

**BETWEEN**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**AND**

**VILLAGE OF BURNS LAKE**

**Schedule C to Bylaw No. 2041, 2025**

THIS AGREEMENT made this            day of            , 2025 (the "Agreement").

BETWEEN:

**REGIONAL DISTRICT OF BULKLEY-NECHAKO (RDBN)**

Box 820  
37 3<sup>rd</sup> Avenue  
**Burns Lake, BC, V0J 1E0**

AND:

**VILLAGE OF BURNS LAKE**

Box 570  
Burns Lake, British Columbia, V0J 1E0

AND:

**ADDITIONAL LOCAL GOVERNMENTS** (to be included in Schedule A, without further modification of this Agreement)

(hereinafter called the "Parties")

**WHEREAS** the *Local Government Bylaw Enforcement Act* (the "Act") provides that a local government may, by bylaw, deal with a bylaw contravention by bylaw notice in accordance with the Act;

**WHEREAS** the Act also provides that two or more local governments may enter into an agreement adopted by a bylaw of each local government that is party to it, to provide for the joint administration of a local government bylaw notice dispute adjudication system and the sharing of costs.

**NOW THEREFORE** in consideration of the mutual promises contained herein, the Parties agree as follows:

## Definitions

1. In this Agreement, the following definitions apply:

**"Act"** means the *Local Government Bylaw Notice Enforcement Act*.

**"Adjudication"** means the process where the Disputant and the local government are provided opportunity to present evidence to the adjudicator who will decide whether they are satisfied that the contravention occurred as alleged.

**"Adjudication Fee"** means the sum of \$25.00 payable to the applicable Party should the disputant be unsuccessful in the dispute adjudication.

**"Agreement"** means this Agreement.

**"Authorizing Bylaw"** means a bylaw adopted by the Council or Board of each Party authorizing this Agreement.

**"Parties"** means the Regional District of Bulkley-Nechako, the Village of Burns Lake, and any additional local government that may be included later in Schedule A in accordance with Section 21 of this Agreement.

**"Party"** means any one of the Parties.

**"Registry"** means the Bulkley-Nechako Bylaw Notice Dispute Adjudication Registry established by this agreement.

**"Regulation"** means the Bylaw Notice Enforcement Regulation.

**"Roster Organization"** has the same meaning as the Regulation.

**"Screening Officer"** has the same meaning as the *Act*.

## The Registry

2. Subject to the *Act* and to the adoption of the Authorizing Bylaws, the Parties to this Agreement agree that the notice dispute adjudication system, to be known as the Bulkley-Nechako Bylaw Notice Dispute Adjudication Registry, is hereby established.
3. The RDBN will operate the Registry on behalf of the Parties.
4. The RDBN will establish, fund and operate the Registry, and will recover its costs of operating the Registry by charging the other Parties on a per-adjudication basis and their proportional use of the Registry's services as outlined in this Agreement.
5. The Registry will be located at the RDBN Offices at 37 3<sup>rd</sup> Avenue, PO Box 820, Burns Lake, BC, V0J 1E0.

**Screening Officer**

6. A Bylaw Notice must be reviewed by the Screening Officer for the Party that issued the Bylaw Notice before a dispute adjudication may be scheduled.
7. Each Party is responsible for appointing its Screening Officers in accordance with the Act, and for administering and funding the Screening Officer positions. The Screening Officer positions and responsibilities are in no way a function of the Registry.

**Administrative Services**

8. The RDBN will provide and supervise the administrative services required by the Registry, subject to Sections 10 and 11 of this agreement.
9. The collection of penalties will be the responsibility of the applicable Party if not collected by the Registry immediately following an in-person adjudication.
10. The RDBN will not present evidence on behalf of, or represent, any other Party in support of a Bylaw Notice issued by that Party.

**Oversight Committee**

11. The Parties agree to establish an Oversight Committee to advise the RDBN regarding administrative procedures and policy relating to the operation of the Registry.
12. Each Party will appoint one representative to serve on the Oversight Committee. The Parties agree that the representatives will be paid employees of the Parties they represent and will not be remunerated by the Registry.
13. The Oversight Committee representative appointed by a Party shall serve as that Party's contact person for RDBN staff with respect to this agreement and the provision of administrative services required by the Registry.

**Payments and Disbursements**

14. The RDBN will prepare an annual operating budget for the Registry as part of the RDBN's corporate budgeting process and will fund the operation of the Registry from this budget.
15. The RDBN will recover its costs of operating the Registry from the Parties by charging the fees outlined in Schedule B, and by each Party paying their proportionate costs of

the fees charged by the Roster Organization based on the number of adjudications for each Party.

16. The RDBN will issue an invoice to the applicable Party within 60 days of service being rendered. Amounts owing are due and payable within 60 days of receipt of the invoice.
17. Any fees or penalties collected by the Registry will be credited to the relevant Party and subtracted from the amount owing by that Party for their participation in the Registry.
18. All costs relating to legal services, witnesses, Screening Officers and bylaw enforcement officers as they pertain to the dispute adjudication process, and to the activities of the Registry more generally, will be borne by the applicable Party which issued the Bylaw Notice in question and will not be borne by the Registry or by the RDBN on behalf of the Registry.

### **Municipal Participation and Agreement Amendments**

19. The Parties will negotiate in good faith any proposed amendments to this Agreement upon request of any Party. All amendments must be in writing, approved by a two-thirds majority of the Parties in writing and executed by each party and listed as an itemized Amendment in Schedule C.
20. Subject to adoption of the required Authorizing Bylaw additional member municipalities of the RDBN may be added to this agreement in Schedule A without further modification of this Agreement by RDBN Board resolution, and execution of Section 28 of this Agreement by that municipality.
21. A Party may withdraw from this agreement by providing written notice to the other Parties 90 days in advance of that Party's withdrawal.

### **Dispute Resolution**

22. In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by a Party, written notice may be provided by a Party to the Parties describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the Parties will:

- a. immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and
- b. if a resolution satisfactory to all Parties is not achieved within 60 (sixty) days of the first written notice being delivered to the other Parties, then either Party may serve a second written notice upon the other Parties that the matter is to be referred to binding arbitration; and
- c. a single arbitrator shall be appointed by agreement of the Parties within 90 (ninety) days of the second written notice being delivered, and failing such agreement, the arbitrator shall be appointed pursuant to the *Arbitration Act* to hear all Parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on all Parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

### **Term**

23. This Agreement comes into effect on \_\_\_\_\_ and continues in effect until December 31, 2030. With the consent of a two-thirds majority of the Parties, the effect of this agreement can be extended until a new agreement is in place or until December 31, 2031, whichever comes first. Any Party may withdraw from this Agreement upon 30 days' written notice to the other Parties.

### **Law Applicable:**

24. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. Nothing in this Agreement will negate or fetter the legal authority of a Party to this Agreement.
25. The Parties agree that in the event that the RDBN is named in a legal action arising in any way, directly or indirectly, from the operation or administration of the Registry or any adjudication conducted pursuant to this Agreement, then the Party who issued the Bylaw Notice associated with or giving rise to the legal action will indemnify the RDBN for all of its costs, including staff time and solicitors and professional fees and disbursements, for responding to and defending against such legal action except in the case of dishonesty, gross negligence or malicious or wilful misconduct by the RDBN. Such costs will be paid within 30 days of receipt of an invoice for same from the RDBN.
26. Each Party is responsible for maintaining its own liability insurance in respect of its participation in this Agreement. Such insurance must cover any liability that may arise

from the negligence of such Party related directly or indirectly to or arising in any way from participation in this Agreement.

- 27 Each Party must immediately inform the other Parties if the insurance coverage required herein is cancelled, expired or has otherwise lapsed.

### **Execution of Agreement**

28. This Agreement may be executed in counterparts through original copies, facsimile copies, or by emailed PDF copies. Each counterpart will be deemed to be an original that, together with the other counterparts, constitutes one agreement having the same effect as if the parties had signed the same document.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals on the day and year first above written.

The Corporate Seal of the  
RDBN was affixed hereto in the  
presence of:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Administrative Officer

The Corporate Seal of the  
VILLAGE OF BURNS LAKE  
was affixed hereto in the  
presence of:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**SCHEDULE A (ADDITIONAL LOCAL GOVERNMENTS)**

The following local governments have been added as parties to this Agreement as additional local governments:

Local Government	Date Joined

**SCHEDULE B (FEES)**

Hearing Scheduling Fee	\$50.00 per hearing
Hearing Fee	\$50 per quarter hour of hearing time

**BYLAW AMENDMENTS**

Date Approved	RDBN Board Resolution	Description





## **REGIONAL DISTRICT OF BULKLEY-NECHAKO SCREENING OFFICER POLICY**

**Approved: "date"**

### **Purpose**

"Regional District of Bulkley-Nechako Bylaw Notice Enforcement Bylaw No. 2041, 2025" designates by-law contraventions that may be dealt with by Bylaw Notice and establishes the positions of Screening Officer. Under the authority of section 10(2)(a) of the *Local Government By-law Notice Enforcement Act* (the "Act") a Screening Officer is authorized to cancel a Bylaw Notice if, in the screening officer's opinion:

- i. the contravention did not occur as alleged:
- ii. the By-law Notice does not comply with section 4(4) of the Act: or
- iii. a reason for cancellation authorized by this policy under section 10(2)(a)(iii) of the Act is satisfied.

### **Policy Statement**

A Screening Officer appointed by the Regional District of Bulkley-Nechako may cancel a Bylaw Notice in accordance with sections 10(2)(a)(i) and 10(2)(a)(ii) of the Act, and any of the following grounds.

### **Grounds for Bylaw Notice Cancellation**

1. The By-law Notice was issued to the wrong person.
2. The alleged contravention of the bylaw was necessary for the preservation of health and safety.
3. A duplicate Bylaw Notice was inadvertently issued for the same contravention and the same incident. This authority to cancel a Bylaw Notice does not apply to a Bylaw Notice issued for a continuing contravention occurring on successive days.
4. The adjudicator is not likely to be satisfied that the contravention alleged in the Bylaw Notice occurred as alleged because the evidence is not adequate to prove a contravention on a balance of probabilities.
5. It is not in the public interest to proceed to an adjudication of the By-law Notice.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** March 27, 2025  
**Subject:** **Mail Ballot Voting**

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

That the Board authorize region-wide Mail Ballot Voting for both elections and referenda, and further;

That staff be directed to prepare a Mail Ballot Voting bylaw for the Board's consideration.

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### **BACKGROUND**

Discussion took place at the November 21, 2024 Board meeting regarding mail ballot voting.

The discussion covered various aspects of voting processes, including the use of electronic voting tabulators and the associated cost. Staff have received a quote for a voting tabulator and the estimated cost is \$8,000. The purchase of multiple voting tabulators would not be feasible given the number of polling stations throughout the region.

Discussion included the restrictive timelines for sending and receiving mail ballots as well as required ballot content. Considerations were discussed regarding voting accessibility for the elderly, shut-ins, and those unable to attend polling stations.

Legislative requirements and differences between local government and provincial mail processes were discussed. Local governments elections are governed by the *Local Government Act*, *Community Charter*, and the *Local Election Campaign Financing Act*, while the *Election Act* governs provincial elections. Options that were utilized during the recent Provincial election such as assisted telephone voting and write-in ballots are not currently available for local government elections.

Advance polling, special voting opportunities, and electorate responsibilities were discussed. It was noted that it is the responsibility of the electorate to ensure that mail ballots are received by the Election Officer by 8 p.m. on general voting day.

Contracting election services, application and delivery processes of mail ballots for elector and non-resident electors, and the Board's previous allowance of mail ballot voting for assent voting only within the Cluculz Lake Fire Protection area in 2011 were discussed.

Discussion took place regarding implementing mail ballot voting in specific areas or region-wide and the additional staff required if adopted. Estimated costs for allowing mail ballots for general elections and assent voting region-wide were provided.

### **Options**

The following options are being provided for the Board's consideration:

1. Status Quo – mail ballots are not authorized.
2. That a new mail ballot authorization bylaw be drafted that includes mail ballot voting region-wide for both assent voting and elections.
3. That a new mail ballot authorization bylaw be drafted that includes mail ballot voting in Electoral Area F for both assent voting and elections.

### **Staff Recommendation**

Staff recommend the implementation of mail ballot voting region-wide for both assent voting and elections. Providing mail ballot voting will enhance accessibility for voters and provide an option for individuals who may face barriers to in-person voting, such as mobility challenges or scheduling conflicts. Additionally, mail ballot voting can improve voter turnout by offering greater flexibility. Limiting mail ballot voting to certain areas of the region could raise concerns about fairness.

### **ATTACHMENTS:**

November 21, 2024 Mail Ballot Voting Memorandum



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** November 21, 2024  
**Subject:** **Mail Ballot Voting**

---

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

Discussion/Receive.

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### BACKGROUND

Section 110 of the *Local Government Act* states that a local government may, by bylaw, permit voting to be done by mail ballot.

In June 2011, upon the request of several seasonal dwellers in Electoral Area F, the Board resolved to allow for mail ballot voting for assent voting only (not elections) within the boundaries of the Cluculz Lake Fire Protection area.

“That the Regional District of Bulkley-Nechako Board of Directors recommend that the Regional District of Bulkley-Nechako Election Procedure Bylaw be amended to allow for mail ballot voting for referenda only in the Cluculz Lake Area.”

The motion passed with 10 Directors in favour and five opposed.

In February 2013, the Vanderhoof Swimming Pool referendum was held, and mail ballot voting was utilized. Approximately 180 mail ballots were requested and 146 valid ballots were returned and counted.

In November 2014, Local Government elections were held, and mail ballot voting was not offered as the bylaw allowed for mail ballot voting for assent voting only. Electors that had previously voted by mail ballot expressed their dissatisfaction that it was not an option for elections. The primary reason for this decision is the tight timeline associated with elections allowing an approximate 2 week period to mail out the ballots and receive them back.

In July 2017, the Board revisited the option of mail ballot voting. Discussion took place regarding the staff time required to examine and verify mail ballot applications, the complexity of accepting mail ballots on general voting day in a large region, and the additional costs of implementing mail ballot voting region wide. At the August 17, 2017 Board meeting, the Board passed the following motion:

“That the Regional District of Bulkley-Nechako Board of Directors rescind “Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011.”

### **Key Considerations**

Currently, the options for electors to vote include attending polling stations for advance opportunities or general voting day, or, if permitted, by mail ballot.

#### **1. Logistics**

The logistics for mail ballot voting are somewhat challenging. Mail ballots would be accepted at the RDBN office until closing the day prior to general voting day.

Processing mail ballots is a time-consuming process that includes issuing ballots, verifying voter identity, and securely collecting and counting ballots. The Chief Election Officer (or designate) must accept mail ballots up until the close of voting on general voting day.

#### **2. Timelines**

Advertising for mail ballot voting can be done well in advance of general voting day. For assent voting (referenda), ballots can also be prepared in advance, providing a longer window of opportunity for mail ballot packages to be sent to electors and for electors to return the ballots prior to the close of voting. For elections, the ballots are finalized and ordered after the deadline for candidates to withdraw from the election. Ballots are printed 2-3 weeks prior to general voting day.

There is a risk that ballots may not reach voters and be returned in time, however, the onus is on the elector to return the ballots prior to the close of voting on general voting day. Given the vast geography of the region, and the potential for mail ballots to be sent out of the Province or out of the country, postal delays are a possibility.

Processing and verification of mail ballots is cumbersome. Mail ballots must be verified and steps must be taken to ensure that they are valid and that the voter has not voted in person. The process may extend the counting time at the polling stations.

Any mail ballots returned after the close of voting are not counted.

### 3. Cost Implications

There are increased costs associated with mail ballot voting including printing, advertising, postage, and additional staffing.

Additional staffing would be required and each election/assent voting event will be different. As an example, if elections were required in each electoral area, and if mail ballot voting is permitted, the following staff would be required, in addition to typical staffing:

- 1 Full-time assistant to receive and process mail ballot packages for a 3 week period (\$3,000)
- 10 additional election officials to process mail ballots on general voting day (Cluculz Lake, Vanderhoof, Fort St. James, Fraser Lake, Burns Lake, Southbank, Topley, Houston, Telkwa, Smithers) (\$4,000 – includes training, mileage, and meals)
- 2 additional election officials to count mail ballots at the RDBN following the close of voting on general voting day (\$200)

Costs will be incurred for mailing out the packages. It is recommended that the mail ballot bylaw would indicate that mail ballot packages will be sent out by the most cost-effective method through Canada Post and that costs for expedited packages be at the expense of the requestor.

The current costs to send out a large envelope are as follows:

Canada Post:

Lettermail - \$3.60

Expresspost - \$25.78

Purolator:

Express Envelope - \$54.63

The number of requests for mail ballots that will be received is unknown, however, it is important to note that, for a small portion of Electoral Area F, where we previously accepted mail ballots for a referendum, we received 180 requests. The below table provides a snapshot of potential costs for mailing mail ballot packages assuming they are being delivered to a location in Canada:

Number of Mail Ballots	Cost per mail ballot package	Total Cost
100	\$3.60	\$180
150	\$3.60	\$360
200	\$3.60	\$540
250	\$3.60	\$720
300	\$3.60	\$900
350	\$3.60	\$1,080
400	\$3.60	\$1,260

### **Benefits**

Mail ballot voting can improve voter turnout by giving electors another option to vote, especially for people who are not able to attend a polling station during advance polling or on general voting day, those with mobility challenges, and non-resident property electors.

### **Comments from other Regional Districts**

In conducting research for mail ballot voting, the following comments were received from other Regional Districts:

- Although mail ballots can be a time-consuming task, we find value in offering voters as many opportunities to vote as we reasonably can, and we've used it as a defence when folks complain that we don't offer a polling station in every small community.
- We have some areas who use mail ballots for every assent and election we have, and they love it!. As noted, it helps to counter citizens concerns about not having a polling station in every remote corner of the region, and helps to address Accessibility concerns. I generally assign the management of mail ballot processing to only one or two staff member or contract person and then I review each one before they go out – time consuming but well worth it, as it means so many more people are actually voting!!
- We have not used mail ballot voting in the past. We haven't had an overwhelming request for it, if at all.
- We don't actually have a voting location at our head office, and to be honest since we enabled mail ballot voting, we haven't had anyone drop off their ballot at our office on election day. If we received one on general voting day, we would have to have it driven to the voting location and added to the mail ballot box to be counted that evening. Alternatively, we would call that voting team and have them pack up their ballot boxes and supplies and conduct the count at our head office. It's all a bit tricky! But so far that scenario hasn't happened.

- Mail ballots consume a significant amount of staff time. The process for returning is complicated and many electors make mistakes, resulting in their votes not being counted. Electors are appreciative of the opportunity to be able to vote by mail. We have considerable interest in mail ballot voting for one of our regions, likely due to a island community, which is primarily has non-resident property electors.
- We are currently running two referendums in a remote community. We are using mail ballots and this has been helpful as we have a lot of non-resident voters. ~ 40 mail ballots though, so a manageable number. We will not deliver the mail ballots to the voting locations. We will count the mail ballots at our office. We will also accept mail ballots at the in-person voting locations. One interesting complication during this referendum is the possibility of a Canada Post Strike. So far they haven't gone on strike, but as of October 28<sup>th</sup>, we sent all mail ballot packages to electors via courier and encouraged them to send their ballot back by courier. We engaged with the Ministry who encouraged us to contact each elector who had a mail ballot in their possession. We were able to do this given the small number but would be a bigger job for you. Something to keep in mind.
- Mail ballot voting is a significant concern for us, particularly because some of our Electoral Areas are located two hours away by car, but I believe it is a requirement that the Chief Election Officer must accept a mail ballot up until 8:00 p.m. on General Voting Day. Luckily we haven't run into any issues as we don't get many mail ballot voters.

**ATTACHMENTS:**

July 12, 2017 Mail Ballot Voting Memorandum





**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**MEMORANDUM**

**TO: Chair Benedict and Rural Directors Committee**

**FROM: Cheryl Anderson  
Manager of Administrative Services**

**DATE: July 12, 2017**

**SUBJECT: Mail Ballot Voting**

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The RDBN has received several requests from Electoral Area "F" (Vanderhoof Rural) residents to consider reviewing its Mail Ballot Voting Bylaw to offer mail ballot voting throughout the region for both elections and referenda. Currently, the bylaw allows mail ballot voting in the Cluculz Lake Fire Protection area for referenda only (see attached bylaw). The bylaw was adopted as a "pilot" in 2011 and included the specified area as a result of numerous requests from "seasonal dwellers."

The sequence of events following up to and after the adoption of the mail ballot bylaw is as follows:

- November 6, 2010 – Referendum was conducted for Cluculz Lake Rural Fire Protection Service Establishment Bylaw No. 1565, 2010.
  - Referendum Failed – area "F" residents conveyed that the process was unfair as many seasonal dwellers were not provided adequate opportunity to vote (ie lack of mail ballot voting).
- May 24, 2011 – staff prepared report for RDBN Board regarding Mail Ballot Voting. (Schedule "A")
- June 23, 2011 – RDBN Board passed a resolution to amend the Election Procedure Bylaw to allow for mail ballot voting for referenda only in the Cluculz Lake Area (boundaries of Cluculz Lake Fire Protection Area). The decision was not unanimous. (Schedule "B")
- February 16, 2013 – Referendum was conducted for Electoral Area "F" (Vanderhoof Rural) Vanderhoof Swimming Pool Contribution Service Establishment Bylaw No. 1644
  - First Opportunity for Mail Ballot Voting – 181 ballots requested – 162 were returned in time.
  - Referendum *passed* - residents expressed concern that mail ballot voting was not allowed for all Area "F" residents (only residents in Cluculz Lake Fire Protection Area as per bylaw 1617).
- November 2014 – Elections were conducted.

### **NEW BUSINESS**

#### **FCM Update - Director Miller**

Director Miller mentioned that he attended the Federation of Canadian Municipalities (FCM) Convention in Ottawa, Ontario June 1-4, 2017. While at FCM he attended the Rural Broadband Forum. There were four panelists, three telecommunications companies and a financial analyst that has completed business case research for the major equity banks. They discussed the need for backbone as various technologies improve rapidly. The \$500 million of federal funding will be utilized very quickly and more funding will be required in order to provide adequate service to rural communities. The majority of the panelists also expressed the need for the funding to be competitively neutral with no competitive advantage for one carrier over another.

Director Newell noted that the backbone in the region runs along Highway 16 only. He also spoke of his download and upload speeds utilizing Explornet and that the cost may not be prohibitive for all users.

### **ADJOURNMENT**

Moved by Director Newell  
Seconded by Director Parker

#### **RDC.2017-6-11**

"That the meeting be adjourned 1:21 p.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Eileen Benedict, Chair

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Wendy Wainwright, Executive Assistant

- Received feedback from residents of Area "F" that mail ballot voting should be allowed for both elections and referenda .
- October 6, 2015 – Request from Reta Herrick, resident of Cluculz Lake, to appear as delegation re: Mail Ballot Voting (petition was presented to allow mail ballot voting region wide for elections and referenda). (Schedule "C")
- October 22, 2015 – Reta Herrick, Randy Holubosh, and Percy Wright appeared as a delegation to the RDBN Board of Directors (presented petition with 438 signatures). (Schedule "D")
- RDBN Board of Directors requested staff to prepare a cost analysis report regarding mail ballot voting. The costs are an estimate only as it is difficult to predict the demand for each area. Postage costs have increased since the cost analysis was prepared.(Schedule "D")
- March 8, 2016 – Staff emailed Reta Herrick and advised that the report would be included in the March 10, 2016 Committee of the Whole Agenda (Schedule "E")
- March 10, 2016 – Staff report presented to Committee of the Whole
  - Board requested information regarding the UBCM decision regarding Internet Voting. (Schedule "F")
- June 28, 2016 – Reta Herrick emailed staff indicating that she could not locate any action that was taken in regard to Bylaw No. 1617. (Schedule "G")
- Staff responded to Reta Herrick and advised that the report was received and that no further action was taken. The meeting minutes were attached for her reference. (Schedule "H")
- November 7, 2016 – Reta Herrick emailed the RDBN requesting an update. (Schedule "I")
- At that time, staff discussed the issue with Chair Miller and Director Petersen. Direction was given to staff to compile the chain of events for discussion at a future date.
- May 20, 2017 – Reta Herrick emailed the RDBN requesting an update. (Schedule "J")

Staff have researched the UBCM resolution database in regard to online voting. Only 2 resolutions were found – one was not admitted for debate and the other was removed from consideration. (Schedule "K")

In 2003, the City of Coquitlam submitted a resolution to UBCM to broaden the use of mail-in voting for Local General Elections. The resolution was endorsed at the convention. The Ministry of Community, Aboriginal and Women's Services responded that they had previously sent out a questionnaire to local government election officers to gather information regarding mail-in ballot voting. At that time twenty local governments supported mail ballot voting while 53 did not. Sufficient concerns were expressed about the additional administrative burden imposed on smaller local governments. (Schedule "L")

Following an Elections BC report titled "*Discussion Paper: Internet Voting*" an Independent Panel on Internet Voting was tasked with reviewing the

opportunities and challenges related to the potential implementation of Internet-based voting for provincial or local government elections in British Columbia. (Schedule "M") (Under Separate Cover)

The following recommendations arose out of a report from the Independent Panel on Internet Voting to the Legislative Assembly of B.C.: (Schedule "N") (Under Separate Cover)

1. Do not implement universal Internet voting for either local government or provincial government elections at this time. However if internet voting is implemented, it should be limited to those with specific accessibility challenges. If Internet voting is implemented on a limited basis, jurisdictions need to recognize that the risks to the accuracy of the voting results remain substantial.
2. Take a province-wide coordinated approach to Internet voting.
3. Establish an independent technical committee to evaluate Internet voting systems and support jurisdictions that wish to implement approved systems.
4. Evaluate any Internet voting system against the principles established by the panel.

It does not appear that the province intends to implement on-line voting in the near future.

It is important to note that under the *Local Government Act*, offering mail ballot voting is not a requirement of Local Government - it is at the discretion of the local government. Section 110 of the *Local Government Act* outlining the provisions for mail ballot voting is attached. (Schedule "O")

Each year, the RDBN contributes money toward its election reserve. This is a rural government expense. Referenda are initially included under Feasibility Studies – this is a general government expense. If the referendum is successful, the cost of the referendum is applied to the service established. If the referendum fails, it is a general government expense paid for by all taxpayers in the region.

In summary, the RDBN currently offers mail ballot voting for referenda only for a portion of Electoral Area "F" known as the Cluculz Lake Fire Protection Area. Some Electoral Area "F" residents have requested that consideration be given to amending "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011." As outlined in Schedule "D", mail ballot voting requires additional resources and an increase in the budget.

Outlined below are a number of options to be considered in regard to mail ballot voting in the RDBN. **At this time, staff is seeking Board Direction by way of a resolution.**

**Option 1**

**That the "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011" remain status quo.**

**Option 2**

**That Bylaw No. 1617 be amended to allow mail ballot voting for all of Electoral Area "F" for referenda only.**

**Option 3**

**That Bylaw No. 1617 be amended to allow mail ballot voting for all of Electoral Area "F" for both referenda and elections.**

**Option 4**

**That a new mail ballot authorization bylaw be drafted that includes mail ballot voting for the entire region for referenda only.**

**Option 5**

**That a new mail ballot authorization bylaw be drafted that includes mail ballot voting for the entire region for both referenda and elections.**

**Option 6**

**That Bylaw No. 1617 be rescinded.**

**RECOMMENDATION:**

**(All/Directors/Majority)**

**Direction.**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****MEMORANDUM**

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

**FROM:** Cheryl Anderson  
Manager of Administrative Services/Chief Election Officer

**DATE:** May 24, 2011

**SUBJECT:** Mail Ballot Voting

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Staff have currently been researching mail ballot voting and have contacted other Regional Districts to determine if they conduct mail ballot voting. Out of 28 Regional Districts, 13 conduct mail ballot voting. Following are some comments received from Regional Districts:

- The Alberni Clayoquot Regional District introduced mail ballot voting in 2008 and are reconsidering for 2011 due to the amount of work involved.
- The Fraser Fort George Regional District conducts mail ballot voting for elections only. For the last election, they sent out 7 mail ballot packages and received 1 back.
- The Cariboo Regional District has indicated that the timeframe is too short to conduct mail ballot voting for elections, however, it works well for referenda.
- The Central Coast Regional District limits mail ballot voting to 2 electoral areas only.
- The Cowichan Valley Regional District has received less than 10 requests from electors for mail ballots over the last 5 general local elections/referenda.
- The Strathcona Regional District has indicated that it is a lot of work for the number of ballots actually received.
- The Sunshine Coast limits mail ballot voting to Passage and Bowyer Island residents only.

The typical process for conducting mail ballot voting is as follows:

1. Advertisement is placed indicating mail balloting information.
2. A time period is established for accepting applications for mail ballot packages.
3. Upon receipt of a valid application for a mail ballot, the Chief Election Officer sends to the applicant a mail ballot package together with an application for registration as an elector.

4. The Chief Election Officer records the name and address of the person to whom the mail ballot package has been sent.
5. Upon receipt of a mail ballot package, the Chief Election Officer shall record the date of such receipt and remove and examine the certification envelope and the completed elector registration application and mark the certification envelope as "ACCEPTED" or "REJECTED."
6. Certification envelopes remain unopened until such time as determined by the Chief Election Officer.

I have attached Section 100 of the *Local Government Act* pertaining to mail ballot voting.

Advertising costs would increase as 2 additional newspaper ads would be required for each election/referendum. The information would also be posted on the RD website for property owners that may not see the newspapers.

One of the challenges with mail ballot voting is the tight timeline that exists, especially for elections. For an election, ballots cannot be ordered until after 4:00 p.m. on Friday, October 28<sup>th</sup> which is the deadline for withdrawal of candidates. Typically it takes the printer a minimum of 1 week to have the ballots printed. If the ballots were printed by November 7<sup>th</sup>, there would be approximately 2 weeks for the Regional District to send the mail ballot package out and get it back prior to the close of voting on general voting day.

To date, the biggest demand for mail ballot voting was during the "Cluculz Lake Rural Fire Protection" referendum. Many "seasonal" dwellers were not able to vote at either the advance poll or on general voting day.

The *Local Government Act* states that there is an obligation of the elector to ensure the delivery of the mail ballot to the Chief Election Officer before the close of voting on general voting day. Should mail ballot voting be established in this area, a polling station would also be required at the Regional District of Bulkley-Nechako office to accommodate any mail ballots that may be delivered on general voting day.

Taking into consideration the comments from other Regional Districts, staff is recommending that the RDBN Election Procedure Bylaw be amended to allow for mail ballot voting for referenda only in the Cluculz Lake Area. This would give staff the opportunity to become familiar with mail ballot voting and to weigh the pros and cons of implementing mail ballot voting region-wide in the future.

**RECOMMENDATION:**

**(All/Directors/Majority)**

**Direction.**

**ADMINISTRATION REPORTS (CONT'D)**

Process for Electing  
Representatives to the  
NCLGA Board

Moved by Director Roy  
Seconded by Director Stoltenberg

2011-8-6

"That the Regional District of Bulkley-Nechako Board of Directors recommend that the NCLGA Board representative be a Regional District of Bulkley-Nechako Board member. Further, should the Regional representative position become vacant during the term, the Regional District of Bulkley-Nechako will then proceed to appoint a representative for the remainder of the current NCLGA term of office."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mail Ballot Voting

Moved by Director Miller  
Seconded by Director Stoltenberg

2011-8-7

"That the Regional District of Bulkley-Nechako Board of Directors recommend that the Regional District of Bulkley-Nechako Election Procedure Bylaw be amended to allow for mail ballot voting for referenda only in the Cluculz Lake Area."

Opposed: Director Clarke  
Director Harwood  
Director Lindstrom  
Alternate Director Northrup  
Director Thiessen

(All/Directors/Majority)

CARRIED

Canadian Cancer Society  
BC & Yukon Division-Request  
for Grant in Aid

Moved by Director Stoltenberg  
Seconded by Director Holmberg

2011-8-8

"That the Regional District of Bulkley-Nechako Board of Directors defer the Manager of Administrative Services June 13, 2011 memorandum titled "Canadian Cancer Society BC & Yukon Division – Request for Grant in Aid." Further, that clarification be requested on whether funding for capital costs for building the Kordyban Lodge in Prince George is still required, and further, whether the requested funding includes municipalities and/or rural areas."

Opposed: Director Roy

CARRIED

(All/Directors/Majority)





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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Cheryl Anderson, Director of Corporate Services  
**Date:** March 27, 2025  
**Subject:** **Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2073, 2025**

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

That Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2073, 2025 be given first, second, and third reading this 27<sup>th</sup> day of March, 2025.

---

**BACKGROUND**

Attached is Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2073, 2025. The property owner has requested that their property be included in the fire protection area. The Telkwa Fire Chief, Village of Telkwa Council, Electoral Area "A" Director, and Regional Fire Chief are supportive of the request.

**ATTACHMENTS:**

Bylaw 2073



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 2073**

---

**A bylaw to amend the boundaries of the Telkwa Rural Fire Protection Service Area within a portion of Electoral Area "A"**

---

**WHEREAS** the Regional District of Bulkley-Nechako has established by Bylaw No. 668 a service of fire protection to a portion of Electoral Area "A" known as the "Telkwa Rural Fire Protection Local Service Area";

**AND WHEREAS** the Regional District may amend a Local Service Establishment Bylaw;

**AND WHEREAS** the Regional District has received a request from owners of the property to be included in the Telkwa Rural Fire Protection Service Area;

**AND WHEREAS** the Director of Electoral Area "A" has consented in writing to the adoption of a bylaw which would amend the boundaries of the service area which amendments are described herein;

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

- 1) That the Regional District hereby amends the boundaries of the Telkwa Rural Fire Protection Service Area by including the following property:

THAT PORTION OF THE NORTH 1/2 OF DISTRICT LOT 1145 RANGE 5  
COAST DISTRICT LYING WEST OF THE BULKLEY RIVER EXCEPT PLAN 1166

and that the resulting boundaries of the Telkwa Rural Fire Protection Service Area are as shown on Schedule "A";

- 2) This bylaw may be cited as "Telkwa Rural Fire Protection Service Area Boundary Amendment Bylaw No. 2073, 2025."

Bylaw No. 2073

Page 2 of 2

READ A FIRST TIME this      day of                      , 2025

READ A SECOND TIME this      day of                      , 2025

READ A THIRD TIME this      day of                      , 2025

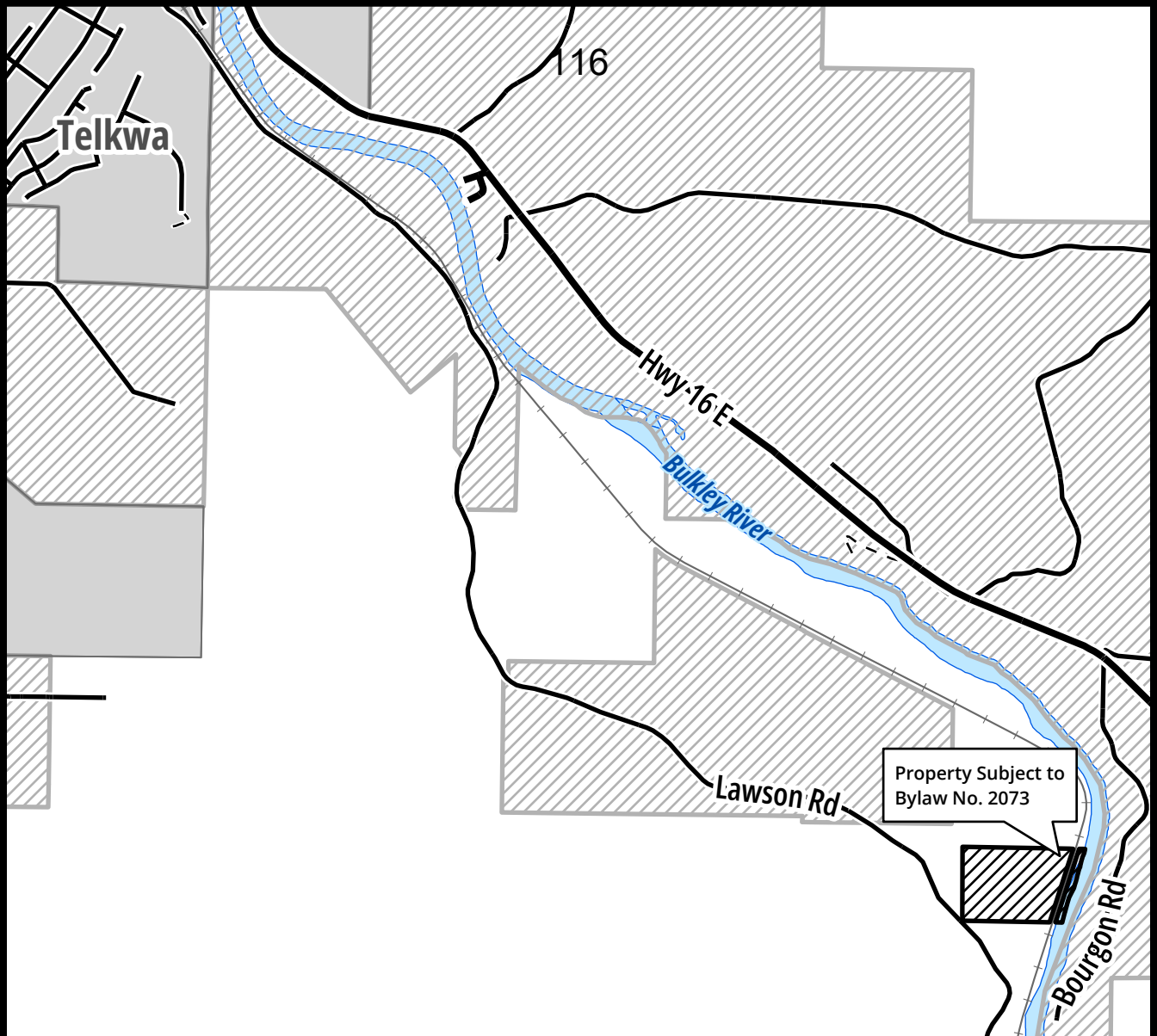
ADOPTED this      day of                      , 2025

\_\_\_\_\_  
Chairperson

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

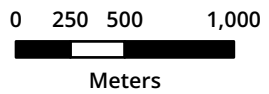
I hereby certify that the foregoing is a true and correct copy of Bylaw No. 2073 as adopted.

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



**Bylaw 2073: Schedule A**  
Regional District of Bulkley-Nechako  
Produced: 2025-03-11

 Telkwa Rural Fire Protection Area





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Nellie Davis, Manager of Strategic Initiatives and Rural Services  
**Date:** March 27, 2025  
**Subject:** **CWF for Village of Fraser Lake – Ammonia Chiller Replacement**

---

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

- 1) That the Board authorize contributing up to \$100,000 in Canada Community Building Fund BC monies from Area D (Fraser Lake Rural) to the Village of Fraser Lake for a Recreation 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 Ammonia Chiller in the Fraser Lake Arena/Curling rink is coming to its end of service life. Last year Technical Safety BC issued an order to complete a test on the Chiller to determine the extent of degradation on the internal tubes. The test performed by Horizon Testing determined the deterioration between 10% and 29% on forty-six tubes out of three hundred.

The Ammonia Chiller is a main component in the Refrigeration system and there will be no ice without it. Continuing operations with the existing chiller without knowing when it may fail puts staff and arena users at significant risk.

This request is for \$100,000 towards a \$400,000 total project budget.

The available Area D CWF allocation is \$371,058.

Director Parker is supportive of this application and of contributing CWF to the project.



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## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** Jason Blackwell, Regional Fire Chief  
**Date:** March 27, 2025  
**Subject:** **Community Resiliency Investment Program – 2025 FireSmart  
Community Funding & Support Application**

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

That the Board support the submission of a grant application to the Union of British Columbia Municipalities (UBCM) Community Resiliency Investment (CRI) Program – FireSmart Community Funding & Support, to extend the FireSmart program for an additional two-year term.

And that 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.

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**BACKGROUND**

UBCM continues to offer the CRI funding on an annual basis. The RDBN qualifies for the allocation-based funding and will apply for a two-year term. Staff are preparing the application for the 2025 intake. A resolution from the RDBN Board is required to submit the application.

The CRI Funding has enabled the development of a robust FireSmart program within the RDBN. The Protective Services Department would like to continue to develop this program by increasing home assessments, starting a structure protection program and increase public awareness regarding wildfire preparedness.

The CRI funding contributes 100% of the cost of the eligible activities. The RDBN 2025 application includes base program funding and additional funding for the Electoral Areas.

The RDBN's FireSmart program was initiated in May 2020 with funding from the CRI Funding program. The FireSmart Educator has increased public awareness on wildfire preparedness by hosting FireSmart webinars, promoting FireSmart at farmers markets, and by organizing community outreach events. For 2023-2024 the RDBN FireSmart Program completed 245 assessments, provided rebates to the residents for eligible

activities completed on their properties, hired a consultant to create a Community Wildfire Resiliency Plan for the RDBN, and created a Community Wildfire Resiliency Committee.

The RDBN's application is eligible for a maximum of \$200,000 in base funding, and \$50,000 per Electoral Area, for a total of \$550,000 each year of the term. Some of the proposed activities for this program include:

- Public outreach and education
- FireSmart home assessments and rebate program
- Host events such as workshops, and Wildfire Preparedness Days
- Cross training for fire departments and emergency management personnel
- Completion of first two phases of the Structural Protection Program
- Leasing a dedicated FireSmart vehicle for the field season
- Hiring of additional staff

A new eligible expense is the purchase of a structural protection trailer for the region. The grant will cover 100% of the expenses to acquire a trailer and outfit it with the necessary equipment. This is a phased project over 4 years, with \$50,000 allotted each year. Once completed, this trailer would be available to any municipal or rural fire department in the RDBN to use to help protect their community during a wildfire response. This trailer would not be available for provincial deployments and will remain within the RDBN and stored in Burns Lake. A structural protection program will be developed as part of this new eligible activity.

This program will be run under the direction of the Director of Protective Services, the Regional Fire Chief and the temporary FireSmart staff.

Attached is the proposed budget for the two-year grant cycle.

#### **ATTACHMENT**

FireSmart 2025-2026 Proposed Budget

**CRI Budget 2025 - 2026**

	<b>2025</b>	<b>2026</b>	<b>Total</b>
Admin Fee	33,774	33,774	67,548
Payroll	179,461	193,818	373,279
Vehicle Costs	15,800	15,800	31,600
SPU Trailer Purchase	50,000		50,000
SPU Equipment	50,000	50,000	100,000
Media/video/printed material	10,000	10,000	20,000
Advertising	15,000	15,000	30,000
Promotion	9,700	5,700	15,400
VFD Training		15,000	15,000
FS Training Conference	8,800	8,800	17,600
Events	15,000	20,000	35,000
Rebates	120,000	120,000	240,000
Fuel, Accom,	7,500	7,500	15,000
Misc. Equip	3,300		3,300
Total	518,335	495,392	1,013,727
Maximum Allowable	550,000	550,000	1,100,000
Remainder	31,665	54,608	86,273





## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** March 27, 2025  
**Subject:** **2025 Budget Approval – Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 2070, 2025**

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

That Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 2070, be given third reading as amended and be adopted this 27<sup>th</sup> day of March 2025.

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**BACKGROUND and SUMMARY**

This current revision to the major service budgets projects an increase to the tax rate per \$1,000 by 0.5% 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 5.0% 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 4.1% and municipal residential property owners should see a 1.8% increase. A copy of the major services is included with this memo after the major services summary

The draft requisitions for each jurisdiction based on the completed assessments are included for reference.

Several minor service budgets that have been changed since the budget information presentation on March 13<sup>th</sup> at the request of the Board and are included as attachments to this memo.

- Southside Fire now as Northwest Revenue Sharing (RBA) funds be allocated from 2025 to 2027 rather than 2026 to 2028 to cover the expense of critical capital items that are needed in 2025.
- Telkwa, Fort St. James, and Luck Bay Fire services are now updated to reflect information received from member municipalities.
- Bulkley Valley Pool service has its budget change to reflect an increased contribution to capital reserves from Board direction on March 13<sup>th</sup>.

- As directed by the Board, the Parks and Trails budgets have been updated to increase the use of RBA funds in the Lakes District Parks and Trails service. Further, an additional funding amount for each electoral area of \$25,000 has been allocated to the planning portion of these future capital projects. The planning, organizing, and developing of these future parks may require considerable staff time. Currently the additional staff effort that may be required to complete \$3.0 million in future parks developments is not included in the budget.

The Capital Budget remains unchanged (except for Southside Fire and Bulkley Valley Pool) since the February 13<sup>th</sup> board meeting.

**Attachments:**

**Bylaw 2070**

**Budget Summary and all major service budgets**

**Bylaw Summary detail for 2025**

**Requisition Summary and draft requisitions for all jurisdictions**

**Capital Budget**

**Southside Fire**

**Telkwa Fire**

**Fort St. James Fire**

**Luck Bay Fire**

**Bulkley Valley Pool**

**Parks and Trails (4)**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BYLAW NO. 2070**

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

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

1. Schedule "A", attached hereto and made part of this bylaw, is the Financial Plan for the Regional District of Bulkley-Nechako for the years 2025 through 2029.
2. This bylaw may be cited as "Regional District of Bulkley-Nechako Five Year Financial Plan Bylaw No. 2070, 2025".

READ A FIRST TIME this 13th day of February, 2025

READ AS AMENDED A SECOND TIME this 27<sup>TH</sup> day of February, 2025

READ A THIRD TIME AS AMENDED this \_\_\_\_ day of \_\_\_\_\_, 2025

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Chairperson

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

I hereby certify that the foregoing is a true copy of Bylaw No. 2070 as adopted.

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

Regional District of Bulkley-Nechako  
2025 to 2029 Financial Plan - Bylaw No. 2070 Schedule A  
Five Year Plan

Table with columns for Service, FUNDING (2025-2029), Other Revenue, Total Funding, Reserve Funds, TRANSFERS From (To) 2027-2028, and Equity NON CASH (2025-2026). Rows include various services like Rural Government Services, Planning, Fire Protection, etc.



**RDBN - 2025 Budget**  
**Projected Tax Rates for Regional Services**  
**TABLE 1**

Dept	Service	Tax on a \$100,000 Residential Property								
		Taxation			Rural Taxpayers			Municipal Taxpayers		
		2025 Tax	2024 Tax	Increase (Decrease)	2025	2024	Increase (Decrease)	2025	2024	Increase (Decrease)
<b>Region-Wide Services</b>										
1201	General Government	2,374,468	1,841,178	533,290	21.54	17.95	3.59	21.54	17.95	3.59
				-	-	-	-	-	-	-
2500	Regional Economic Development	163,797	365,339	(201,542)	1.49	3.56	(2.08)	1.49	3.56	(2.08)
4101	Electoral Area Planning	398,295	343,846	54,449	4.21	3.90	0.30	2.80	2.60	0.20
4301	Development Services	295,978	281,100	14,879	2.68	2.74	(0.06)	2.68	2.74	(0.06)
5101	Environmental Services	4,373,467	4,362,973	10,493	39.67	42.65	(2.97)	39.67	42.65	(2.97)
7501	9-1-1 Service	395,061	369,043	26,019	3.58	3.60	(0.01)	3.58	3.60	(0.01)
<b>Total Region-Wide Services</b>		<b>8,001,066</b>	<b>7,575,506</b>	<b>437,587</b>	<b>73.17</b>	<b>74.39</b>	<b>(1.22)</b>	<b>71.77</b>	<b>73.09</b>	<b>(1.32)</b>
<b>Regional Rural Services</b>										
1101	Rural Government	365,174	368,031	(2,857)	5.74	6.22	(0.48)			
2500	Regional Economic Development	254,161		254,161	3.99		3.99			
5901	Weed Control	30,427	29,932	495	0.48	0.51	(0.03)			
7601	Emergency Preparedness	544,432	613,121	(68,688)	8.55	10.36	(1.81)			
<b>Total Rural-Wide Services</b>		<b>1,194,195</b>	<b>1,011,084</b>	<b>183,112</b>	<b>18.76</b>	<b>17.09</b>	<b>1.67</b>			
<b>TOTAL</b>		<b>9,195,262</b>	<b>8,586,590</b>	<b>620,698</b>	<b>91.93</b>	<b>91.48</b>	<b>0.45</b>	<b>71.77</b>	<b>73.09</b>	<b>(1.32)</b>

**Major Services Requisition Change**

		Tax Rate \$/\$1000 Assessment	0.919	0.915	0.004	0.718	0.731	(0.013)
		Tax amount increase for a \$250,000 Assessment	\$ 1.11	0.5%		-\$ 3.31	-1.8%	
<b>THIS IS THE AVERAGE RD PROPERTY</b>	<b>4.45% MARKET INCREASE</b>	Tax amount increase for a NOW \$261,125 Assessment	\$ 11.32	5.0%		\$ 4.66	2.6%	
<b>THIS IS THE AVERAGE RD RESIDENTIAL PROPERTY</b>	<b>3.64% MARKET INCREASE</b>	Tax amount increase for a NOW \$259,100 Assessment	\$ 9.53	4.1%		\$ 3.26	1.8%	

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**RURAL GOVERNMENT SERVICES 1101 1102**  
**Legislative**

Five Year Financial Plan:

	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>REVENUE:</b>								
400002 General Taxation on All Electoral Areas (A to G)	356,092	368,031	368,031	<b>365,174</b>	369,169	391,669	412,257	375,694
443001 Province of B.C. - Admin. Grant	<u>185,000</u>	68,300	71,800	<b>64,800</b>	64,800	64,800	64,800	64,800
General Government (1201)	28,800							
General Government (1202)	57,600							
General Government (1203)	28,800							
Rural Government (1101)	64,800							
Fort Fraser Local Community (1501)	5,000							
446001 Grant in Lieu of Taxes	720		246					
446002 Grant in Lieu of Alcan Taxes	75,180	62,649	66,041	<b>56,777</b>	56,777	56,777	56,777	56,777
480001 Miscellaneous Revenue								
499999 Prior Year's Surplus - Operations								
<b>TOTAL REVENUE:.....</b>	<u>500,292</u>	<u>495,480</u>	<u>506,118</u>	<u><b>486,751</b></u>	<u><b>490,746</b></u>	<u><b>513,246</b></u>	<u><b>533,835</b></u>	<u><b>497,271</b></u>
<b>EXPENDITURE:</b>								
<b>Legislative Expenses</b>								
600101 Director's Remuneration	67,672	71,990	-	<b>73,310</b>	74,776	74,776	76,272	76,272
Rural Directors' Monthly Fee	<u>48,804</u>							
Rural Directors' Committee Chair	5,628							
Population Pay	16,378							
Contingency	<u>2,500</u>							
	<u>73,310</u>							
600151 Director's Remuneration - Area "A"	4,824	4,800	15,581	<b>4,800</b>	4,800	4,800	6,000	4,800
600152 Director's Remuneration - Area "B"	2,546	4,800	12,073	<b>4,800</b>	4,800	4,800	6,000	4,800
600153 Director's Remuneration - Area "C"	6,834	4,800	13,763	<b>4,800</b>	4,800	4,800	6,000	4,800
600154 Director's Remuneration - Area "D"	2,010	4,800	12,014	<b>4,800</b>	4,800	4,800	6,000	4,800
600155 Director's Remuneration - Area "E"	2,546	4,800	18,147	<b>4,800</b>	4,800	4,800	6,000	4,800
600156 Director's Remuneration - Area "F"	5,494	4,800	16,158	<b>4,800</b>	4,800	4,800	6,000	4,800
600157 Director's Remuneration - Area "G"	3,216	4,800	11,246	<b>4,800</b>	4,800	4,800	6,000	4,800
600251 Electoral Area "A" Travel	8,844	12,000	4,814	<b>12,000</b>	12,000	12,000	16,000	12,000
600252 Electoral Area "B" Travel	5,652	12,000	7,212	<b>12,000</b>	12,000	12,000	16,000	12,000
600253 Electoral Area "C" Travel	10,431	12,000	9,422	<b>12,000</b>	12,000	12,000	16,000	12,000
600254 Electoral Area "D" Travel	5,574	12,000	2,317	<b>12,000</b>	12,000	12,000	16,000	12,000
600255 Electoral Area "E" Travel	8,488	12,000	9,587	<b>12,000</b>	12,000	12,000	16,000	12,000

	2023	2024	2024	2025	2026	2027	2028	2029
	Actual	Budget	Actual	Budget	Budget	Budget	Budget	Budget
600256 Electoral Area "F" Travel	11,162	12,000	10,412	<b>12,000</b>	12,000	12,000	16,000	12,000
600257 Electoral Area "G" Travel	7,473	12,000	6,537	<b>12,000</b>	12,000	12,000	16,000	12,000
601109 Employer Health Tax and CPP Matching	2,740	2,059	2,124	<b>2,085</b>	2,113	2,113	2,306	2,142
601801 Association Dues & Memberships	29,670	25,200	22,757	<b>25,200</b>	25,200	25,200	25,200	25,200
NCLGA		8,500						
FCM		5,200						
Civic Info BC		1,000						
UBCM		10,500						
		<u>25,200</u>						
607001 Legal Expense								
604001 Computer Systems - Contribution for Electronics		2,500	4,757	<b>2,500</b>	2,500	20,000	2,500	2,500
606001 Communications (Directors Internet)	6,360	10,500	6,774	<b>13,300</b>	13,300	13,300	13,300	13,300
651014 Allocation Cellular	4,985	4,631	4,631	<b>4,257</b>	4,257	4,257	4,257	4,257
606003 Advertising		2,000		<b>2,000</b>	2,000	2,000	2,000	2,000
608002 Liability Insurance	4,000	4,000	4,000	<b>4,000</b>	4,000	4,000	4,000	4,000
609011 Meeting and Directors Local Government Expenses	2,758	20,000	399	<b>7,500</b>	10,000	15,000	15,000	15,000
610001 Election Expenses					50,000			
<b>Administration Expenses</b>								
612301 Federal Gas Tax Grants	584,970	600,000	570,957	<b>250,000</b>	250,000	250,000	250,000	250,000
651012 Admin Recoveries	225,000	225,000	225,000	<b>225,000</b>	225,000	225,000	225,000	225,000
<b>TOTAL EXPENDITURE:.....</b>	<b>1,013,248</b>	<b>1,085,480</b>	<b>990,681</b>	<b>726,751</b>	<b>780,746</b>	<b>753,246</b>	<b>773,835</b>	<b>737,271</b>
<b>Revenues minus Expenditures</b>	<b>(512,956)</b>	<b>(590,000)</b>	<b>(484,562)</b>	<b>(240,000)</b>	<b>(290,000)</b>	<b>(240,000)</b>	<b>(240,000)</b>	<b>(240,000)</b>
<b>Transfer from Reserves</b>								
420099 Transfer From Federal Gas Tax Reserve	497,442	600,000	570,957	<b>250,000</b>	250,000	250,000	250,000	250,000
420005 Transfer From Election Reserve	24,538				50,000			
	<u>521,980</u>	<u>600,000</u>	<u>570,957</u>	<u><b>250,000</b></u>	<u>300,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
<b>Transfer to Reserves</b>								
781004 Contribution to Insurance Reserve		10,000	10,000	<b>10,000</b>	10,000	10,000	10,000	10,000
781005 Contribute to Rural Election Reserve	-	10,000	10,000	<b>10,000</b>	10,000	10,000	10,000	10,000
	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u><b>20,000</b></u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<b>Net Reserves</b>	<b>521,980</b>	<b>590,000</b>	<b>560,957</b>	<b>240,000</b>	<b>290,000</b>	<b>240,000</b>	<b>240,000</b>	<b>240,000</b>
<b>Revenues minus Expenditures and Transfers</b>	<b>9,024</b>	<b>-</b>	<b>76,394</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**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
<b>REVENUE:</b>									
400002 Taxation	936,658	985,281	1,841,178	1,841,178	<b>2,374,468</b>	1,383,119	1,650,843	1,752,120	2,067,964
442101 Other Grant Revenue <i>Provincial</i>	64,098	1,782,924	70,000	414,845	<b>70,000</b>				
443006 Northwest Regional Funding				2,126,217	<b>340,000</b>	<b>305,000</b>	<b>285,000</b>	<b>1,432,149</b>	
443001 Province of B.C. - Admin. Grant	147,374	121,200	115,200	122,200	<b>115,200</b>	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	<b>12,000</b>	12,000	12,000	12,000	12,000
446002 Grant in Lieu of Alcan Taxes	112,711	116,454	160,012	168,605	<b>198,905</b>	198,905	198,905	198,905	198,905
460001 Admin. Recovery - SNRHD	15,900	17,799	15,900	23,758	<b>15,900</b>	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
<b>TOTAL REVENUE:</b> .....	<b>1,553,040</b>	<b>3,679,858</b>	<b>2,634,872</b>	<b>5,346,716</b>	<b>3,126,473</b>	<b>2,530,124</b>	<b>2,689,930</b>	<b>3,838,356</b>	<b>2,722,051</b>
<b>EXPENDITURE:</b>									
600101 Director's Remuneration	290,305	327,056	362,194	338,524	<b>355,343</b>	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	<b>60,000</b>	60,000	60,000	60,000	60,000
600197 Director's Accident Insurance			1,400		<b>1,400</b>	1,400	1,400	1,400	1,400
600199 Directors Employment Taxes	12,739	13,327	22,546	15,790	<b>24,718</b>	25,212	25,717	26,231	26,755
600201 Director's Travel	36,171	35,967	93,653	47,908	<b>64,013</b>	65,293	66,599	67,931	69,289
600201 Directors Travel Ministry and Deputy Minister					<b>25,000</b>	25,000	25,000	25,000	25,000
601109 Employer Health Tax	5,739	7,955	7,063	6,408	<b>8,101</b>	7,068	7,209	7,353	7,500
604001 Computer Network	20,191	1,913	2,500	240	<b>2,500</b>	2,000	2,000	25,000	2,000
606001 Communications			7,500		<b>4,257</b>	7,500	7,500	7,500	7,500
607001 Legal Expense (FCM Defense Fund \$500)			500	639	<b>500</b>	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	895,000	50,000	50,000	50,000	50,000
All Nations Conference		70,000							
Operational Reserve Contribution		575,000							
Climate Action Project		250,000							
		<u>895,000</u>							
<b>Total Legislative Expenses</b>	<u>523,923</u>	<u>718,468</u>	<u>1,530,688</u>	<u>790,806</u>	<u>2,201,831</u>	<u>1,367,422</u>	<u>1,376,623</u>	<u>1,409,007</u>	<u>1,395,579</u>
Administrative Expenses	719,948	822,021	986,184	890,030	1,139,643	1,157,702	1,176,225	1,195,118	1,214,389
Financial Expenses	421,386	(105,555)	0	(57,310)	(0)	(0)	(0)	0	(0)
HR Expenses	16,061	(132,746)	-	(33,464)	-	-	-	-	-
<b>Total General Government Expenses</b>	<u>1,681,319</u>	<u>1,302,187</u>	<u>2,516,872</u>	<u>1,590,062</u>	<u>3,341,473</u>	<u>2,525,124</u>	<u>2,552,848</u>	<u>2,604,125</u>	<u>2,609,969</u>
<b>Revenues minus Expenditures</b>	<u>(128,279)</u>	<u>2,377,670</u>	<u>118,000</u>	<u>3,756,654</u>	<u>(215,000)</u>	<u>5,000</u>	<u>137,082</u>	<u>1,234,231</u>	<u>112,082</u>
<b>RESERVE BUDGET</b>									
<b>Transfer from Reserves</b>									
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			
<b>Transfer To Reserves</b>									
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					
<b>Net Reserves</b>	<u>49,139</u>	<u>(1,728,299)</u>	<u>182,000</u>	<u>(2,249,452)</u>	<u>305,000</u>	<u>70,000</u>	<u>(112,082)</u>	<u>(62,082)</u>	<u>(112,082)</u>
<b>CAPITAL BUDGET</b>									
780001 New Capital Items	84,237	205,436	300,000	236,864	90,000	75,000	25,000	1,172,149	
490001 Use of Capital Items	80,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
780101 Amorization	80,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
	<u>(261,655)</u>	<u>443,935</u>	<u>-</u>	<u>1,270,339</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
GENERAL GOVERNMENT SERVICES 1205**

**Agriculture  
Economic Development All**

	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>REVENUE:</b>								
400002 <i>Requisition</i>				<b>163,797</b>	161,889	171,596	169,921	179,869
442101 <i>Other Grant</i>				<b>40,000</b>				
446002 <i>Grant in Lieu of Alcan Taxes</i>				<b>0</b>	0	0	0	0
420001 <i>Withdrawal from NCPG</i>				<b>50,000</b>				
				<b>253,797</b>	161,889	171,596	169,921	179,869
<b>EXPENDITURE:</b>								
601001 <i>Salaries</i>				<b>96,771</b>	99,674	102,664	105,744	108,917
601101 <i>Employee Benefits</i>				<b>31,288</b>	32,227	33,193	34,189	35,215
605299 <i>Consulting Fees</i>				<b>82,500</b>	2,500	2,500	2,500	2,500
606003 <i>Advertising</i>				<b>0</b>	0	0	0	0
609001 <i>Supplies</i>				<b>8,250</b>	2,500	8,250	2,500	8,250
609011 <i>Meeting Expenses</i>				<b>2,500</b>	2,500	2,500	2,500	2,500
612801 <i>Special Projects</i>				<b>10,000</b>				
651014 <i>Shared Expenses</i>				<b>22,488</b>	22,488	22,488	22,488	22,488
				<b>253,797</b>	161,889	171,596	169,921	179,869
<b>Revenues minus Expenditures</b>					-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**Economic Development (Rural) 2500**

**Five Year Financial Plan:**

		2022	2023	2024	2024	2025	2026	2027	2028	2029
		Actual	Actual	Budget	Actual	Budget	Budget	Budget	Budget	Budget
<b>REVENUE:</b>										
400002	2500 Taxation	385,173	329,050	365,339	365,339	<b>254,161</b>	224,200	239,700	228,829	244,329
420001	2500 Other Grant Revenue (NCPG)			50,000		<b>50,000</b>				
445001	2500 NDI Grant Funding for Ec. Dev. Capacity	82,733	58,075	63,000	59,000	<b>68,000</b>	68,000	68,000	68,000	68,000
	Proposal Writer		8,000							
	Business Façade		10,000							
	Ec. Dev. Capacity Bldg NDI		50,000							
			<u>68,000</u>							
446001	2500 Grants in Lieu of Taxes	4,456	2,902	4,750	2,673	<b>4,750</b>	4,750	4,750	4,750	4,750
446002	2500 Grant in Lieu of Alcan Taxes	44,018	37,200	35,895	37,810	<b>54,122</b>	54,122	54,122	54,122	54,122
449015	2500 Grants for Economic Dev Projects	2,176								
480001	2500 Miscellaneous Revenue	2,962	4,865		10,921					
499999	2500 Prior Year's Surplus	86,628	58,186	51,186	51,186					
<b>TOTAL REVENUE:.....</b>		<b>608,146</b>	<b>490,279</b>	<b>570,171</b>	<b>526,930</b>	<b>431,034</b>	<b>351,072</b>	<b>366,572</b>	<b>355,701</b>	<b>371,201</b>
<b>EXPENDITURE:</b>										
601001	2500 Salaries	222,047	217,191	235,684	182,673	<b>166,765</b>	170,101	170,101	173,503	173,503
601101	2500 Employee Benefits	61,280	78,348	90,001	79,745	<b>60,144</b>	61,347	61,347	62,574	62,574
601801	2500 RDBN Chamber Membership					<b>3,000</b>	3,000	3,000	3,000	3,000
608002	2500 Liability Insurance	1,000	1,000	1,000	1,000	<b>1,000</b>	1,000	1,000	1,000	1,000
609001	2500 Supplies	67	2,715		17					
<b>Economic Development Projects</b>										
<b>Tourism Project - 2511</b>										
605299	2511 Consulting Fees									
606001	2511 Communications	205	314		167	<b>500</b>	500	500	500	500
606004	2511 Supplies		623							
606003	2511 Advertising		20			<b>3,000</b>	3,000	3,000	3,000	3,000
606009	2511 Cost Sharing Projects	13,500	11,970	21,000	21,225	<b>23,725</b>	23,725	23,725	23,725	23,725
609001	2511 Supplies and Service	437		1,750	400	<b>750</b>	750	750	750	750
609011	2511 Meeting Expenses					<b>500</b>	500	500	500	500
<b>Connecting Consumers &amp; Producers - 2514</b>										
604004	2514 Website Upgrades	45		500		<b>500</b>	500	500	500	500
606004	2514 Promotional Materials	1,070			3,971		-	-	-	-
606009	2514 Community Events Grant Program	1,245	4,400	10,000		<b>10,000</b>	10,000	10,000	10,000	10,000
609001	2514 Supplies	3,019	1,769	6,500		<b>6,500</b>	6,500	6,500	6,500	6,500

		2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
609011	2514 Meeting Expenses		-	-		-	-	-	-	-
<b>Marketing Tools - 2515</b>										
604003	2515 Website Maintenance	2,583	1,076	2,583	4,788	-	-	-	-	-
606003	2515 Advertising	335	2,330	9,000	318	1,000	1,000	1,000	1,000	1,000
606004	2515 Promotional Materials					-	-	-	-	-
609001	2515 Supplies	3,212	8,014	9,650	1,307	2,000	2,000	2,000	2,000	2,000
605299	2515 Consulting Fees			18,000	2,457					
604011	2515 Miscellaneous			500		5,000	5,000	5,000	5,000	5,000
<b>Business Forum - 2516</b>										
606009	2516 Sponsorship	10,000	2,500			10,000		10,000		10,000
606003	2516 Promo		319			2,500		2,500		2,500
609011	2516 Meeting Expenses									
<b>Entrepreneurship Contest - 2517</b>										
605299	2517 Consulting Fees		-	-		-	-	-	-	-
606001	2517 Communications		-	-		-	-	-	-	-
606003	2517 Advertising	2,935	1,367			2,500		2,500		2,500
609011	2517 Meeting Expenses (Sponsorship)		294			2,000		2,000		2,000
<b>Other Projects - 2518 (Economic Development Workshops, Etc.)</b>										
605299	2518 Consulting Fees (Ec Dev Strategy)		400			50,000	1,500		1,500	
609011	2518 Meeting Expenses	253	528	1,500	287	10,000	1,000	1,000	1,000	1,000
<b>Action Plan - 2521</b>										
605299	2521 Data Warehouse Update	2,500	1,296							
<b>Business Façade Program - 2525</b>										
606009	2525 Sponsorship		75	5,000	5,000	10,000				
<b>NDI Regional Business Liaison - 2526</b>										
601001	2526 Salaries	21,930								
601101	2526 Benefits	2,644								
601401	2526 Staff Travel									
<b>Agriculture - 2550</b>										
605299	2550 Consulting Fees	7,160		52,500						
606003	2550 Advertising		-	-						

		2022	2023	2024	2024	2025	2026	2027	2028	2029
		Actual	Actual	Budget	Actual	Budget	Budget	Budget	Budget	Budget
609001	2550 Supplies	705	239	8,250	220					
609011	2550 Meeting Expenses			3,500						
612803	2550 Special Projects									
<hr/>										
651010	2500 Administration Service Fee	37,923	27,932	28,615	28,615	<b>22,283</b>	22,283	22,283	22,283	22,283
651014	2500 Shared Expenses	48,823	41,927	64,637	64,637	<b>37,366</b>	37,366	37,366	37,366	37,366
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TOTAL GENERAL GOVERNMENT EXPENDITURES:.....		444,918	406,649	570,171	<b>396,828</b>	<b>431,034</b>	<b>351,072</b>	<b>366,572</b>	<b>355,701</b>	<b>371,201</b>
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<b>Revenues minus Expenditures</b>		163,229	83,629	-	<b>130,101</b>	-	-	-	-	-
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**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
ELECTORAL AREA PLANNING 4101**

**Five Year Financial Plan:**

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	<b>2025 Budget</b>	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>Revenue:</b>									
400002 Taxation	309,430	288,694	343,846	343,846	<b>398,295</b>	404,406	412,350	419,179	426,144
446001 Grants in Lieu of Taxes	2,870	2,115	1,500	2,004	<b>1,500</b>	1,500	1,500	1,500	1,500
446002 Grants in Lieu of Alcan Taxes	42,147	38,617	39,325	41,431	<b>41,626</b>	41,626	41,626	41,626	41,626
450017 Application Fees (Zoning, Variance etc)	7,415	13,500	20,000	9,800	<b>20,000</b>	20,000	20,000	20,000	20,000
450002 Sign Rental Revenue	25								
480001 Miscellaneous Revenue	1,740	3,780		3,615					
499999 Prior Year's Surplus									
<b>TOTAL REVENUE.....</b>	<b>363,627</b>	<b>346,706</b>	<b>404,671</b>	<b>400,696</b>	<b>461,420</b>	<b>467,531</b>	<b>475,476</b>	<b>482,304</b>	<b>489,269</b>
<b>EXPENDITURE:</b>									
601001 Salaries	167,619	163,238	189,427	186,230	<b>229,656</b>	234,249	238,934	243,713	248,587
601101 Benefits	72,537	52,222	62,291	53,009	<b>71,733</b>	73,168	74,631	76,124	77,646
604001 Computer Systems	5,949	14,943	12,500	17,489	<b>17,500</b>	17,500	17,500	17,500	17,500
606003 Advertising	5,799	12,698	12,000	5,442	<b>10,000</b>	10,000	10,000	10,000	10,000
607001 Legal	8,315	8,354	10,000	10,028	<b>10,000</b>	10,000	10,000	10,000	10,000
608002 Liability Insurance - MIA	3,000	3,000	3,000	5,320	<b>7,000</b>	7,000	7,000	7,000	7,000
609001 Supplies & Subscriptions	4,006		3,000	4,237	<b>3,000</b>	3,000	3,000	3,000	3,000
605007 Board of Variance - Travel & meals			600	0	<b>600</b>	600	600	600	600
607003 Title Search and Document Filing	1,500	1,500	2,000	1,500	<b>2,000</b>	2,000	2,000	2,000	2,000
609011 Supplies - Meetings	209	4,545	1,750	118	<b>1,750</b>	1,750	1,750	1,750	1,750
612801 Special Projects	457								
651012 Contribution to Bylaw Enforcement	31,725	30,555	36,784	36,784	<b>35,996</b>	<b>36,079</b>	<b>37,875</b>	<b>38,432</b>	<b>39,001</b>
670100 Advisory Planning Commissions			1,000	200	<b>1,000</b>	1,000	1,000	1,000	1,000
651010 Administration Fees	19,515	18,078	20,061	20,061	<b>23,414</b>	23,414	23,414	23,414	23,414
651014 Shared Expenses	27,294	31,474	50,258	50,258	<b>47,771</b>	47,771	47,771	47,771	47,771
799999 Prior Year's Deficit									
<b>TOTAL EXPENDITURE.....</b>	<b>347,923</b>	<b>340,608</b>	<b>404,671</b>	<b>390,677</b>	<b>461,420</b>	<b>467,531</b>	<b>475,476</b>	<b>482,304</b>	<b>489,269</b>
<b>Revenues minus Expenditures</b>	<b>15,703</b>	<b>6,098</b>	<b>-</b>	<b>10,019</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**DEVELOPMENT SERVICES 4301**  
**PART OF ADMINISTRATION**

**Five Year Financial Plan:**

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>Revenue:</b>									
400002 Taxation	327,410	281,989	281,100	281,100	<b>295,978</b>	309,744	373,566	382,865	392,444
442101 Provincial Grant Housing				65,414	<b>5,000</b>				
451001 Cost Sharing by Municipalities	7,240	16,696	0	726	<b>0</b>				
446001 Grants in Lieu of Taxes	3,815	2,399	2,500	2,057	<b>2,500</b>	2,500	2,500	2,500	2,500
446002 Grant in Lieu of Alcan Taxes	39,397	33,329	24,414	25,742	<b>24,793</b>	24,793	25,000	25,000	25,000
420096 Provincial Grant GCF			133,000		<b>27,500</b>	27,500			
445001 Grant from NDIT					<b>27,500</b>	27,500			
450017 A.L.R. Fees	2,950	9,000	2,000	3,350	<b>2,000</b>	2,000	2,000	2,000	2,000
450002 Map and Plan Sales	125	759	500	769	<b>500</b>	500	500	500	500
480001 Miscellaneous Revenue		480							
499999 Prior Year's Surplus									
<b>TOTAL REVENUE.....</b>	<b>380,936</b>	<b>344,652</b>	<b>443,514</b>	<b>379,158</b>	<b>385,772</b>	<b>394,537</b>	<b>403,566</b>	<b>412,865</b>	<b>422,444</b>
<b>EXPENDITURE:</b>									
601001 Salaries	183,435	195,157	252,351	209,613	<b>227,272</b>	234,090	241,113	248,346	255,797
601101 Benefits	70,735	68,324	73,605	61,278	<b>64,916</b>	66,864	68,869	70,936	73,064
612805 Consulting Fees									
603005 Repairs for Map Copier			1,000		<b>1,000</b>	1,000	1,000	1,000	1,000
604001 Computer Systems	7,293	14,943	12,500	11,694	<b>12,500</b>	12,500	12,500	12,500	12,500
606003 Advertising			2,000	150	<b>2,000</b>	2,000	2,000	2,000	2,000
607001 Legal			5,000	1,296	<b>5,000</b>	5,000	5,000	5,000	5,000
607003 Title Search and Document Filing			1,000		<b>1,000</b>	1,000	1,000	1,000	1,000
608002 Liability Insurance	2,000	2,000	2,000	2,000	<b>2,000</b>	2,000	2,000	2,000	2,000
609001 Supplies	2,028	969	3,250	6,876	<b>3,250</b>	3,250	3,250	3,250	3,250
651010 Administration Service Charge	18,931	16,064	21,162	21,162	<b>19,136</b>	19,136	19,136	19,136	19,136
651014 Shared Costs	32,512	33,822	69,646	69,646	<b>47,698</b>	47,698	47,698	47,698	47,698
799999 Prior Year's Deficit									
<b>TOTAL EXPENDITURE.....</b>	<b>316,933</b>	<b>331,278</b>	<b>443,514</b>	<b>383,714</b>	<b>385,772</b>	<b>394,537</b>	<b>403,566</b>	<b>412,865</b>	<b>422,444</b>
<b>Revenues minus Expenditures</b>									
420003 Withdrawal from capital reserves					<b>18,000</b>				
780001 Capital Items(Plotter)					<b>18,000</b>				
	<b>64,003</b>	<b>13,373</b>	-	(4,556)	-	-	-	-	-



**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	<b>6,000</b>	6,000	6,000	6,000	6,000
400002 Requisition	3,788,323	4,349,787	4,362,973	4,362,973	<b>4,373,467</b>	5,412,990	5,454,187	5,479,759	5,480,241
420001 Transfer From NCPG Reserve	245,000	114,016	5,000	195,000	<b>225,000</b>				
420095 Northwest Revenue Sharing				759,016	<b>2,245,000</b>	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	70,000	200,000		115,000	<b>724,000</b>	724,000	724,000	724,000	724,000
445001 Misc Grants	4,348	75,000	250,000		<b>200,000</b>	200,000			
446001 Grants in Lieu of Taxes	43,342	37,993	35,000	28,505	<b>35,000</b>	35,000	35,000	35,000	35,000
446002 Grant in Lieu of Alcan Taxes	432,932	491,760	428,674	451,533	<b>392,701</b>	392,701	392,701	392,701	392,701

**RECYCLING AND TIPPING FEE REVENUE )**

450003 Metal Recycling	320,188	500,582	200,000	293,154	<b>275,000</b>	275,000	288,750	303,188	318,347
450004 Paint & Solvent Recovery		1,974	2,000	4,838	<b>5,000</b>	5,000	5,000	5,150	5,305
450005 Major Appliance Recovery	41,894	44,015	40,000	40,884	<b>40,000</b>	40,000	40,000	41,200	42,436
450006 Contaminated Soils	105,311	28,951	50,000	31,332	<b>25,000</b>	50,000	50,000	51,500	53,045
450007 Specified Risk Material Waste	571	697	1,000	384	<b>0</b>	-	-	-	-
450008 Construction, Demolition & Landclearing Waste	300,062	240,954	100,000	453,171	<b>250,000</b>	262,500	275,625	289,406	303,877
450009 Battery Recovery	14,653	17,715	15,000	17,286	<b>20,000</b>	20,000	20,000	20,600	21,218
450010 Recycle BC - Top Up Revenue	26,150	23,672	25,000	35,536	<b>30,000</b>	30,000	30,000	30,900	31,827
450011 Camp Waste	644,925	818,554	100,000	406,073	<b>100,000</b>	50,000	25,000	25,750	26,523
450013 Unsegregated Loads	38,042	25,810	10,000	33,854	<b>35,000</b>	35,000	35,000	36,050	37,132
450014 Asbestos	4,337	5,824	5,000	16,402	<b>15,000</b>	15,000	15,000	15,450	15,914
450015 Out of Region Waste				149,492	<b>100,000</b>	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	<b>7,000</b>	10,000	10,000	10,300	10,609
452002 Recycling Revenue - Smithers/Telkwa	24,042	33,299	30,000	32,863	<b>40,000</b>	40,000	40,000	41,200	42,436
452003 Recycling Revenue - Vanderhoof	31,153	32,512	30,000	36,700	<b>40,000</b>	40,000	40,000	41,200	42,436
452004 Recycling Revenue - Fort St. James	15,212	22,542	20,000	23,605	<b>25,000</b>	25,000	25,000	25,750	26,523
452005 Recycling Revenue - Burns Lake	23,743	20,353	20,000	26,879	<b>27,000</b>	27,000	27,000	27,810	28,644
452006 Recycling Revenue - Fraser Lake		4,247	5,000	7,187	<b>7,000</b>	7,000	7,000	7,210	7,426
480001 Miscellaneous Revenue	25,452	298,498	75,000	339,763	<b>100,000</b>	100,000	100,000	103,000	106,090
480003 Sale of Capital Asset				47,150	<b>30,000</b>				
499999 Prior Year Surplus	1,500,000	1,400,000	1,400,000	1,270,831	<b>1,000,000</b>				

TOTAL REVENUE:

7,709,078	8,798,701	8,000,486	9,973,222	<b>10,372,168</b>	8,902,192	8,745,263	8,816,125	7,863,818
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**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

**EXPENDITURES: (Salaries and benefits )**

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
601001 Salaries	535,871	448,477	520,883	580,158	<b>791,679</b>	815,429	839,892	865,089	891,041
601101 Employee Benefits	248,892	534,826	177,228	145,891	<b>260,283</b>	268,091	276,134	284,418	292,951
601501 Stuff Functions	2,555		3,000	3,590	<b>5,000</b>	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	<b>98,000</b>	25,000	25,000	25,000	30,000
603501 Post Closure (old landfills 2024 onwards)			5,000	42	<b>4,000</b>	5,000	5,000	5,000	5,000
604001 Computer Network (Transfer Stations PC's)			2,000	3,529	<b>10,000</b>	4,000	4,000	5,000	5,000
605301 Environmental Monitoring (includes old landfills 2024 onwa	7,828	10,000	10,000	21,558	<b>30,000</b>	30,000	30,000	30,000	30,000
605701 Agriplastic Recycling (2024 onwards)			20,000	1,043	<b>20,000</b>	20,000	20,000		
605720 Ozone Removal Charges (2024 onwards)			20,000	22,244	<b>23,000</b>	20,000	20,000	20,000	20,000
606001 Communications	9,108	10,000	10,000	18,501	<b>20,000</b>	20,000	20,000	20,000	20,000
606003 Advertising	1,572	2,500	2,500	40	<b>2,000</b>	2,000	2,000	2,000	2,000
608001 Property Insurance	50,658	55,000	55,000	53,599	<b>55,000</b>	56,100	57,222	58,366	59,534
608002 Liability Insurance	12,100	12,100	16,820	16,820	<b>16,820</b>	17,156	17,500	17,850	18,207
608003 Vehicle Insurance	29,497	32,000	32,000	35,414	<b>40,000</b>	40,000	40,000	40,000	40,000
608004 Permits & Fees	150	600	600	900	<b>1,000</b>	1,000	1,000	1,000	1,000
609001 Supplies	8,644	1,000	1,000	5,750	<b>5,000</b>	5,000	5,000	5,000	5,000
308008 Vehicle Maintenance and Expense	8,159	20,000	20,000	15,850	<b>16,000</b>	20,000	20,000	25,000	25,000
641001 Vehicle Fuel	22,627	25,000	25,000	25,164	<b>26,500</b>	27,030	27,571	28,122	28,684
651010 Administration Service Charge	326,110	372,215	368,251	368,251	<b>453,643</b>	480,862	500,096	510,098	520,300
651012 <i>Transfer from salaries to Sewer/Water Services</i>	(35,000)	(35,000)	(35,000)	(35,000)	<b>(32,132)</b>	(35,000)	(35,000)	(35,000)	(35,000)
651014 Shared Expenses	159,054	188,554	251,858	253,037	<b>252,544</b>	267,697	278,405	283,973	289,652
799999 Prior Year's Deficit									
<b>TOTAL - Administrative Expenses</b>	<b>1,409,196</b>	<b>1,239,380</b>	<b>1,531,140</b>	<b>1,606,232</b>	<b>2,098,337</b>	<b>2,094,365</b>	<b>2,158,819</b>	<b>2,195,915</b>	<b>2,253,369</b>
612801 Special Projects	11,063	15,000	20,000	24,982	<b>70,000</b>	15,000	15,000		
612805 Consulting Fees	14,759	55,000	55,000	39,413	<b>75,000</b>	100,000	50,000	40,000	50,000
612806 Waste Characterization	57,857	65,000	65,000		<b>50,000</b>	10,000			
612807 Engineering		75,000	75,000		<b>50,000</b>	100,000	50,000	40,000	50,000
612808 Solid Waste Advisory	1,182	2,500	2,500		<b>2,500</b>	2,500	2,500	2,500	2,500
<b>Total Special Projects</b>	<b>84,862</b>	<b>212,500</b>	<b>217,500</b>	<b>64,395</b>	<b>247,500</b>	<b>227,500</b>	<b>117,500</b>	<b>82,500</b>	<b>102,500</b>
<b>Total Administrative</b>	<b>1,494,057</b>	<b>1,451,880</b>	<b>1,748,640</b>	<b>1,670,627</b>	<b>2,345,837</b>	<b>2,321,865</b>	<b>2,276,319</b>	<b>2,278,415</b>	<b>2,355,869</b>
Net Admin	6,215,021	6,008,603	6,251,846	8,302,595	<b>8,026,332</b>	6,580,327	6,468,944	6,537,709	5,507,949
Landfilling Sites 5200	878,492	911,936	955,691	1,088,423	<b>1,160,436</b>	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	<b>3,400,895</b>	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							

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Surplus	2,547,744	1,639,000	2,260,000	4,282,592	<b>3,465,000</b>	2,200,000	2,000,000	2,000,000	900,000
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**CAPITAL BUDGET**

780001 New Capital Items	1,287,804	1,639,000	2,260,000	2,047,055	<b>3,465,000</b>	2,200,000	2,000,000	2,000,000	900,000
490001 Use of Capital Items		870,000	870,000	870,000	<b>870,000</b>	870,000	870,000	870,000	870,000
780101 Amoritization		870,000	870,000	870,000	<b>870,000</b>	870,000	870,000	870,000	870,000

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<b>NET BUDGET SUPLUS - (DEFICIT)</b>		-	-	2,235,538	<b>0</b>	0	0	0	0
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**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
INVASIVE PLANT CONTROL 5901**

**Five Year Financial Plan:**

By-law No. 1019, 1997 No limitation  
All Electoral Areas

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>REVENUE:</b>									
400002 Taxation	4,352	31,002	29,932	29,932	<b>30,427</b>	30,719	30,719	30,719	30,719
400001 Taxation & Service Agreement	39	140	75	71	<b>75</b>	75	75	75	75
420003 Transfer from Vehicle Reserve									
446001 Grant in Lieu of Taxes	3	39		20					
446002 Grant in Lieu of Alcan Taxes	961	6,546	5,095	5,371	<b>4,731</b>	4,731	4,731	4,731	4,731
499999 Prior Year's Surplus	20,681		423	423	<b>292</b>				
<b>TOTAL REVENUE.....</b>	<b>26,036</b>	<b>37,727</b>	<b>35,525</b>	<b>35,817</b>	<b>35,525</b>	<b>35,525</b>	<b>35,525</b>	<b>35,525</b>	<b>35,525</b>
<b>EXPENDITURE:</b>									
605006 Contribution to NW Invasive Plant Council	27,316	35,000	35,000	35,000	<b>35,000</b>	35,000	35,000	35,000	35,000
651010 Administration Service Charges	500	525	525	525	<b>525</b>	525	525	525	525
799999 Prior Year's Deficit		1,779				-	-	-	-
<b>TOTAL EXPENDITURE.....</b>	<b>27,816</b>	<b>37,304</b>	<b>35,525</b>	<b>35,525</b>	<b>35,525</b>	<b>35,525</b>	<b>35,525</b>	<b>35,525</b>	<b>35,525</b>
<b>Revenues minus Expenditures</b>	<b>(1,779)</b>	<b>423</b>	<b>-</b>	<b>292</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## REGIONAL DISTRICT OF BULKLEY-NECHAKO

## 9-1-1 Service

7501

## Five Year Financial Plan:

Bylaw 1483 No Tax Limitation  
Apportioned on Improvements Only

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>REVENUE:</b>									
<b>Taxation on Improvements Only - All Municipalities and all Electoral Areas</b>									
400002 Taxation	432,574	388,849	370,044	369,043	<b>395,061</b>	447,758	451,905	461,135	465,450
446001 Grants in Lieu of Taxes	5,210	3,337	2,000	2,481	<b>2,000</b>	2,000	2,000	2,000	2,000
446002 Grants in Lieu of Alcan Taxes	44,580	40,254	38,528	40,617	<b>38,583</b>	38,583	38,583	38,583	38,583
444001 Grant from UBCM		22,500	22,500						
450020 Users Fees for Landlines	54,840	80,654	72,000	78,319	<b>72,000</b>	70,000	70,000	65,000	65,000
400001 Indiginous Service Agreements	36,382	35,371	35,000	35,516	<b>35,000</b>	35,000	35,000	35,000	35,000
499999 Surplus from prior year		34,730	22,500	22,500					
<b>TOTAL REVENUE:</b> .....	<b>573,586</b>	<b>605,695</b>	<b>562,572</b>	<b>548,476</b>	<b>542,644</b>	<b>593,341</b>	<b>597,488</b>	<b>601,718</b>	<b>606,033</b>
<b>EXPENDITURE:</b>									
601001 Salaries	51,346	51,702	86,414	88,205	<b>76,492</b>	97,025	98,966	100,945	102,964
601101 Employee Benefits	12,447	12,804	26,763	23,071	<b>24,167</b>	24,650	25,143	25,646	26,159
603008 Repairs and Maintenance	49,071	40,862	50,000	64,012	<b>65,000</b>	65,000	65,000	65,000	65,000
606001 Communications (includes back up communication)	18,543	41,266	42,000	36,775	<b>42,000</b>	42,000	42,000	42,000	42,000
606008 Public Education	1,267		1,000		<b>1,000</b>	1,000	1,000	1,000	1,000
608002 MIA Liability Insurance	4,000	4,000	4,000	4,000	<b>4,000</b>	4,000	4,000	4,000	4,000
609001 Supplies	86		1,000		<b>1,000</b>	1,000	1,000	1,000	1,000
609011 Meeting Expenses	519		500		<b>500</b>	500	500	500	500
612801 Special Projects	15,476		25,000	7,416	<b>10,000</b>				
617501 PSAP E-Comm Costs (starting in Oct 2014)	70,603	76,564	84,000	75,644	<b>84,000</b>	85,680	87,394	89,141	90,924
617502 FOCC Operating Costs	140,248	177,564	185,000	179,814	<b>185,000</b>	223,000	223,000	223,000	223,000
617504 CAD/RMS Licence	1,635	3,335	3,200	3,747	<b>3,200</b>	3,200	3,200	3,200	3,200
679999 Telus Fees		7,674				-	-	-	-
651010 Administration Service Charge	29,010	30,392	30,533	30,533	<b>30,532</b>	30,532	30,532	30,532	30,532
651014 Shared Services	6,557	7,958	23,162	22,160	<b>15,753</b>	15,753	15,753	15,753	15,753
799999 Prior Year's Deficit									
	<b>400,806</b>	<b>454,120</b>	<b>562,572</b>	<b>535,376</b>	<b>542,644</b>	<b>593,341</b>	<b>597,488</b>	<b>601,718</b>	<b>606,033</b>
<b>Revenues minus Expenditures</b>	<b>172,780</b>	<b>151,575</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
420001 Transfer from Capital Reserve					<b>75,000</b>				
781001 Contribution to Capital Reserve									
781003 Contribution to Vehicle Reserve									
490001 Transfer from Equity in Tangible Capital Assets	4,583	4,500	4,500	4,500	<b>4,500</b>	4,500	4,500	4,500	4,500
780101 Amortization Expense	4,583	4,500	4,500	4,500	<b>4,500</b>	4,500	4,500	4,500	4,500
780001 Capital Expenses	64,550	18,190	-	56,760	<b>75,000</b>				
<b>Revenues minus Expenditures less Reserves and Capital</b>	<b>108,230</b>	<b>133,385</b>	<b>-</b>	<b>(43,660)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
EMERGENCY PREPAREDNESS PLANNING 7601**

Five Year Financial Plan:

BYLAW 1201 ALL ELECTORAL AREAS NO LIMIT  
LAND AND IMPROVEMENTS

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>REVENUE:</b>									
400002 Taxation	385,508	421,381	613,121	613,121	544,432	526,173	535,343	544,696	554,237
420001 Northern Capital and Planning Grant	172,662	382,241	80,000	31,536	240,000				
420099 Transfer from Community Works Fund	8,850		167,000		286,000				
444001 UBCM Grant (25k ESS, 25k EOC)	136,807	70,311	80,000	40,864	80,000	50,000	50,000	50,000	50,000
446001 Grants in Lieu of Taxes	313	750	250	410	250				
446002 Grants in Lieu of Alcan Taxes	89,088	88,964	104,365	110,020	84,646	84,646	84,646	84,646	84,646
480001 Miscellaneous Revenue		5,809	3,000	90,355	56,000				
499999 Prior Year's Surplus	6,700								
<b>TOTAL REVENUE.....</b>	<b>799,927</b>	<b>1,087,485</b>	<b>1,047,736</b>	<b>886,307</b>	<b>1,291,329</b>	<b>660,819</b>	<b>669,989</b>	<b>679,342</b>	<b>688,883</b>
<b>EXPENDITURE:</b>									
601001 Salaries	182,972	225,359	316,780	270,274	334,440	341,129	347,951	354,910	362,009
601101 Benefits	78,258	59,182	89,854	81,564	115,072	117,373	119,721	122,115	124,557
603008 Repairs & Maintenance			5,000	2,341	2,500				
605803 Emergency Management Training	354	1,582	7,000	3,746	7,000	7,000	7,000	7,000	7,000
605810 Emergency Support Services Program	28,196	42,439	55,000	17,891	55,000	55,000	55,000	55,000	55,000
606001 Communications ( Sat Phones)	3,584	3,611	4,000	2,624	4,000	4,000	4,000	4,000	4,000
606003 Advertising					4,000	4,000	4,000	4,000	4,000
606008 Public Education	1,782		7,500						
607001 Legal Fees			1,000			-	-	-	-
608002 Liability Insurance	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
608003 Vehicle Insurance	123	250	250	427					
609001 Supplies	3,125	5,384	6,400	4,823	10,000	10,000	10,000	10,000	10,000
609011 Meeting Expense	3,315	2,409	4,000	5,464	7,000	7,000	7,000	7,000	7,000
612801 Special Projects	128,223		258,000	139,235	161,000	50,000	50,000	50,000	50,000
ESS Grant Expenditures	25,000								
EOC Grant Expenditures	25,000								
EOC Culture	30,000								
EDMA Contract	56,000								
Rail Safety									
Engagement Initiatives	25,000								
	<u>161,000</u>								
651010 Administration Service Charges	48,944	75,180	58,872	58,872	61,438	61,438	61,438	61,438	61,438
651012 Share of Salaries from Rural Fire Departments					(71,500)	(71,500)	(71,500)	(71,500)	(71,500)
651014 Shared Services	57,457	58,040	91,160	91,160	71,379	71,379	71,379	71,379	71,379
799999 Prior Year's Deficit									
<b>TOTAL EXPENDITURE.....</b>	<b>540,333</b>	<b>589,955</b>	<b>908,817</b>	<b>682,420</b>	<b>765,329</b>	<b>660,819</b>	<b>669,989</b>	<b>679,342</b>	<b>688,883</b>
Rural Fire Department Costs		90,295	58,919	34,385					
<b>Revenues minus Expenditures</b>	<b>259,595</b>	<b>407,235</b>	<b>80,000</b>	<b>169,502</b>	<b>526,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Reserve, Capital, and Amorization</b>									
490001 Transfer from Equity in Tangible Capital Assets	34,730	34,730	34,730	34,730	34,730	34,730	34,730	34,730	34,730
780101 Amortization Expense	34,730	34,730	34,730	34,730	34,730	34,730	34,730	34,730	34,730
780001 Capital Expenditures	172,662	384,195	80,000	47,102	526,000	-	-	-	-
<b>Net Cash Balance</b>	<b>86,933</b>	<b>23,039</b>	<b>-</b>	<b>122,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Regional District of Bulkley-Nechako

2025 to 2029 Financial Plan Year One (2025) Summary

Schedule "A"

Bylaw 2070

2024 Financial Plan:

Service	FUNDING						TRANSFERS From/(To)					EXPENDITURES:					
	Prop. Value Taxes	Parcel Taxes	Fees and Charges	Proceeds of Borrowing	Other Revenue	Total Funding	Transfer to Reserve	Transfer from Reserve	Surplus of Prior Yr.	Equity in TCA's	Total Transfers	Debt Pmts. Int. & P'pal.	Capital Expenditures	Amortization of TCA's	Other Expenses	Deficit from Prior Year	Total Expenditures
1101 Rural Government Services	365,174				121,577	486,751	(10,000)	250,000	0		240,000				726,751		726,751
1131 Area "A" Grant in Aid	0					0			0		0				0		0
1132 Area "B" Grant in Aid	0					0			0		0				0		0
1133 Area "C" Grant in Aid	0					0			0		0				0		0
1134 Area "D" Grant in Aid	0				0	0			0		0				0		0
1135 Area "E" Grant in Aid	0				0	0			0		0				0		0
1136 Area "F" Grant in Aid	0				0	0			0		0				0		0
1137 Area "G" Grant in Aid	0				0	0			0		0				0		0
1200 General Government Services	2,374,468				752,005	3,126,473	(400,000)	305,000	118,720	145,000	168,720	0	90,000	145,000	3,060,193		3,295,193
1205 Agriculture	163,797				40,000	203,797		50,000			50,000				253,797		253,797
1206 Nechako Watershed/Fraser Basin Council	4,665				750	5,415			3,885		3,885				9,300		9,300
1301 Feasibility Studies	0				0	0			37,079		37,079				37,079	0	37,079
1501 Local Community of Fort Fraser	7,443				5,000	12,443			7,079		7,079				19,522		19,522
1701 Chinook Community Forest					50,000	50,000			3,253		3,253				53,253	0	53,253
2401 Area "A" Economic Development	15,000					15,000			42,902		42,902				57,902		57,902
2402 Area "B" Economic Development	61,615				100	61,715			19,485		19,485				81,200	0	81,200
2403 Area "C" Economic Development	26,951					26,951			23,049		23,049				50,000		50,000
2404 Area "D" Economic Development	34,352				19,732	54,084			70,916		70,916				125,000		125,000
2405 Area "E" Economic Development	52,135				29,946	82,081			40,988		40,988				123,069		123,069
2406 Area "F" Economic Development	50,000					50,000			18,370		18,370				68,370		68,370
2407 Area "G" Economic Development																	
2500 Regional Economic Development	254,161				126,872	381,034		50,000	0		50,000				431,034		431,034
3101 Member Fiscal Services					739,800	739,800					0	739,800					739,800
4101 Planning	398,295		20,000		43,126	461,420					0				461,420		461,420
4201 Building Inspection	250,710		110,000		243,819	604,529	50,000		0	5,500	55,500		50,000	5,500	604,529		660,029
4301 Development Services	295,978		2,500		59,793	358,272		45,500			45,500		18,000		385,772		403,772
4401 Building Numbering Extended Service	20,337				3,162	23,499	0		(32)		(32)				23,467		23,467
4501 Unsanitary Premises Regulatory Control	32,950				2,854	35,804			192		192				35,996		35,996
4601 Bylaw Enforcement	0				73,587	73,587	(10,500)		1,596	6,000	(2,904)		0	6,000	64,683		70,683
5101 Environmental Services	4,373,467				1,804,701	6,178,168		3,194,000	1,000,000	870,000	5,064,000	0	3,465,000	870,000	6,907,168		11,242,168
5901 Invasive Plant Control	30,427				4,806	35,233	0		292		292				35,525	0	35,525
5902 Lake Kathlyn Aquatic Weed Harvesting		9,350	750		0	10,100			215		215				10,315		10,315
5903 Glacier Gulch Water Diversion		3,268	205		0	3,473			110		110				3,583		3,583
6101 Ft. Fraser Sewer System		54,015	31,741		0	85,757	(100)	86,000	11,684	13,650	111,234		140,000	13,650	43,341		196,991
6201 Ft. Fraser Water System		63,234	52,984		0	116,218	(20,150)	28,170	95,000	103,020	0	75,000	95,000		49,238		219,238
6301 Clucuz Lake - Somerset Estates Sewer		14,063			0	14,063	0		0		0				8,632	5,431	14,063
6402 Liquid Waste Disposal			6,000		6,000	6,000			21,459		21,459				27,459		27,459
7101 Ft. Fraser Fire Protection	64,946				7,500	72,446	(32,000)	7,500	11,072	21,000	7,572	0	7,500	21,000	51,518	0	80,018
7102 Southside Rural Fire Protection	67,968				140,000	207,968	0	447,500	0	35,400	482,900	0	587,500	35,400	67,417	551	690,868
7103 Topley Rural Fire Protection	87,473				2,310	89,782	(5,500)	23,500	2,722	32,170	52,892	20,051	23,500	32,170	66,953		142,674
7104 Clucuz Lake Emergency Response	29,296				110,000	139,296	0	451,000	0		451,000		557,500		30,795	2,001	590,296
7201 Burns Lake Rural Fire Protection	152,825				687	153,512			0	40,000	40,000			40,000	153,512	0	193,512
7202 Ft.St.James Rural Fire Protection	243,995			0		243,995		0			0				243,995	0	243,995
7203 Houston Rural Fire Protection	26,497					26,497			0		0				26,497	0	26,497
7204 Luck Bay Rural fire Protection	70,514				6,999	77,513	0	11,000	967	9,000	20,967	13,109	11,000	9,000	65,371	0	98,481
7205 Smithers Rural Fire Protection	326,685					326,685		20,000	0		20,000				346,685		346,685
7206 Telkwa Rural Fire Protection	150,959				108	151,066	0	10,000	0		10,000	1,133			159,933	0	161,066
7207 Vanderhoof Rural Fire Protection	44,097					44,097		0			0				44,097	0	44,097
7208 Round Lake Fire Protection	0				0	0		0		0	0	0	0	0	0	0	0
7501 9-1-1 Service	395,061		107,000		40,583	542,644	75,000		0	4,500	79,500		75,000	4,500	542,644		622,144
7601 Emergency Preparedness Planning	544,432				736,958	1,281,390	0	526,000	0	34,730	560,730		526,000	34,730	1,281,390		1,842,120
7701 Burns Lake & Area Victim Services	22,479				2,583	25,063			437		437				25,500		25,500
7702 Smithers Victim Services	45,000				500	45,500			81		81				45,581		45,581
8101 Lakes District Airport	71,244				23,034	94,278	0		0		0				94,278		94,278
8202 FSJ Seniors Helping Seniors Transportation Se	0				0	0			0		0				0	0	0
8203 Regional Transit Service	82,918		28,000		140,000	250,918	0	20,000	0		20,000				259,470	11,447	270,918
9101 Decker Lake Street Lighting		8,957	350		9,307	9,307			1,693		1,693				11,000	0	11,000
9102 Endako Street Lighting	3,283		321		3,604	3,604			396		396				4,000	0	4,000
9103 Ft. Fraser Street Lighting	8,958		400		9,358	9,358			1,642		1,642				11,000	0	11,000
9104 Gerow Island Street Lighting	3,888				3,888	3,888		0	462		462				4,350	0	4,350
9106 Colony Point Street Lighting	2,925				2,925	2,925			525		525				3,450	0	3,450
9107 Laidlaw Street Lighting	0				0	0			1,859		1,859				1,859	0	1,859
9108 Gowan Loop Street Lighting	1,459				0	1,459			241		241				1,700	0	1,700
10101 Bulkley Valley Regional Pool and Rec. Centre	1,104,086				17,000	1,121,086	(250,600)	0	0	160,000	(90,600)		0	160,000	870,224	262	1,030,486

10102 Vanderhoof Pool	551,689			551,689	0	0	0	0	0	551,689		551,689					
10201 Ft.St.James Arena Grant	38,062			38,062		1	1			38,063		38,063					
10202 Burns Lake Arena	237,978	2,500		240,478		0	0			240,454	24	240,478					
10301 Smithers Rural Recreation/Culture	597,766			597,766		0	0			597,766	0	597,766					
10302 Vanderhoof Recreation & Culture	101,500			101,500		0	0			101,500		101,500					
10303 Lakes District Recreation and Culture	345,877	107,225		453,102	(200)	112,988	112,788			565,890		565,890					
10401 Ft Fraser Cemetery Grant	4,035	100		4,135		115	115			4,250	0	4,250					
10402 Topley Cemetery Grant	1,746			1,746		4	4			1,750	0	1,750					
10501 Smithers, Telkwa, Houston TV Rebroadcast	60,355	700		61,055		0	0			60,900	155	61,055					
10502 Fraser Lake and Area TV Rebroadcasting	66,719	30,406		97,125		0	0			91,350	5,775	97,125					
10503 Ft. St. James and Area TV Rebroadcasting	162,376	3,000		165,376		69	69			165,445	0	165,445					
10504 Burns Lake and Area TV Rebroadcasting	24,580	8,046		32,626	0	374	374			33,000	0	33,000					
10602 Fraser Lake Rural Library Grant	41,274	24,108		65,382		2,353	2,353			67,735	0	67,735					
10603 Fort St. James Library	21,483	50		21,533		0	0			21,529	4	21,533					
10801 Fort Fraser Community Hall	2,564	93		2,657		93	93			2,750	0	2,750					
10802 Braeside Community Hall	2,850			2,850			0			2,850		2,850					
10902 Bulkley Valley Trails	224,950	9,000		233,950	175,000	0	35,000	210,000	125,000	35,000	226,511	57,439	443,950				
10903 Houston Trails	13,024		50,000	63,024	50,000	7,909		57,909	50,000		70,934		120,934				
10904 Lakes Trails	86,343		26,392	112,735	145,000	0	3,000	148,000	145,000	3,000	109,084	3,652	260,735				
10905 Fort St. James Trails	28,299		50,000	78,299	30,000	9,341		39,341	50,000		67,640		117,640				
10912 Bulkley Valley Recreation	73,972		500	74,472		45,298		45,298			119,770		119,770				
10913 Houston Recreation	8,364		0	8,364		52,536		52,536			60,900		60,900				
10914 Lakes Recreation	43,450		13,531	56,982		66,848		66,848			123,830		123,830				
10915 Fort St. James Recreation	50,821		250	51,071		65,654		65,654			116,725		116,725				
<b>Total for all Departments</b>	<b>15,152,994</b>	<b>152,888</b>	<b>369,251</b>	<b>0</b>	<b>5,666,793</b>	<b>21,341,925</b>	<b>(604,050)</b>	<b>5,897,000</b>	<b>1,835,092</b>	<b>1,509,950</b>	<b>8,637,992</b>	<b>774,094</b>	<b>5,996,000</b>	<b>1,509,950</b>	<b>21,613,131</b>	<b>86,742</b>	<b>29,979,917</b>



**REQUISITION AMOUNTS SUMMARY  
ALL SERVICES**

	2025 Requisition Amount	2024 Requisition Invoiced	% Year over Year
<b>Municipalities</b>			
District of Houston	450,607	445,726	1.1%
Town of Smithers	2,215,010	2,027,309	9.3%
Village of Burns Lake	423,796	392,021	8.1%
District of Fort St. James	433,570	427,785	1.4%
Village of Fraser Lake	191,295	183,173	4.4%
Village of Granisle	25,290	25,920	-2.4%
Village of Telkwa	257,625	254,297	1.3%
District of Vanderhoof	755,154	729,107	3.6%
	<b>4,752,347</b>	<b>4,485,338</b>	<b>6.0%</b>
<b>Electoral Areas</b>			
Electoral Area "A"	1,875,488	1,776,000	5.6%
Electoral Area "B"	814,268	818,055	-0.5%
Electoral Area "C"	837,143	787,185	6.3%
Electoral Area "D"	895,190	749,242	19.5%
Electoral Area "E"	1,196,429	1,082,770	10.5%
Electoral Area "F"	1,686,116	1,603,885	5.1%
Electoral Area "G"	680,689	655,922	3.8%
	<b>7,985,323</b>	<b>7,473,059</b>	<b>6.9%</b>
<b>Other Taxes</b>			
Specified Areas	16,129	20,145	-19.9%
Service Areas -Taxation on Land & Improvements	1,841,846	1,753,684	5.0%
Service Areas -Taxation on Improvements Only	306,646	304,838	0.6%
Defined Areas	250,710	250,601	0.0%
	<b>2,415,331</b>	<b>2,329,268</b>	<b>3.7%</b>
<b>Parcel Taxes</b>			
Parcel	35,638	34,255	4.0%
Frontage	117,250	112,138	4.6%
	<b>152,888</b>	<b>146,394</b>	<b>4.4%</b>
<b>TOTAL REQUISITION</b>	<b>15,305,889</b>	<b>14,434,059</b>	<b>6.0%</b>

**District of Houston****Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		<b>2025 Requisition Draft</b>	<b>2024 Requisition Invoiced</b>
General Government	General Government	125,058	98,283
Regional Economic Development	Bylaw 1652, 2012	8,627	19,502
Development Services	General Government	15,589	15,005
Waste Disposal	Bylaw 1726, 2015	230,341	232,898
Television Rebroadcasting	Bylaw, 630, 1990	6,889	6,990
Regional Recreation	Bylaw 1979, 2022	3,649	21,913

**Revised 2024 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	16,277	14,246
		<u>406,430</u>	<u>408,837</u>

**Taxation on Improvements only:****Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	22,422	21,446
Regional Parks & Trails	Bylaw 1928, 2021	5,681	0
		<u>28,103</u>	<u>21,446</u>

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	16,074	15,443
		<u>16,074</u>	<u>15,443</u>

**Total**

<b>450,607</b>	<b>445,726</b>
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**Town of Smithers****Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		<b>2025 Requisition Draft</b>	<b>2024 Requisition Invoiced</b>
General Government	General Government	386,980	297,086
Regional Economic Development	Bylaw 1652, 2012	26,695	58,952
Development Services	General Government	48,237	45,357
Waste Disposal	Bylaw 1726, 2015	712,770	703,998
Smithers Victim Services	Bylaw 1776, 2016	22,880	22,472
Bulkley Valley Regional Pool	Bylaw 1350,2005	698,749	667,567
Television Rebroadcasting	Bylaw, 630, 1990	21,318	21,129
Regional Recreation	Bylaw 1976, 2022	40,658	27,791

**Revised 2024 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	50,368	43,064
		<u>2,008,655</u>	<u>1,887,416</u>

**Taxation on Improvements only:****Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	54,389	50,767
Regional Parks & Trails	Bylaw 1927, 2021	123,643	61,916
		<u>178,032</u>	<u>112,683</u>

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	28,323	27,210
		<u>28,323</u>	<u>27,210</u>

**Total**

<b>2,215,010</b>	<b>2,027,309</b>
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**Village of Burns Lake****Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		<b>2025 Requisition 1.42 Draft</b>	<b>2024 Requisition 1.44 Invoiced</b>
General Government	General Government	64,394	48,904
Nechako Watershed/Fraser Basin Council	General Government	226	237
Regional Economic Development	Bylaw 1652, 2012	4,442	9,704
Development Services	General Government	8,027	7,466
Waste Disposal	Bylaw 1726, 2015	118,606	115,886
Gowan Loop Street Lighting	Bylaw 1983, 2022	1,459	1,774
Regional Recreation	Bylaw 1977, 2022	7,692	13,096

**Revised 2024 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	8,381	7,089
		<u>213,227</u>	<u>204,156</u>

**Taxation on Improvements only:****Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	11,329	10,610
Burns Lake & Area Victim Services	Bylaw 1682, 2013	13,489	10,672
Lakes District Airport	Bylaw 1751, 2015	12,501	9,179
Burns Lake Tom Forsyth Arena Grant	Bylaw 1609, 2012	83,686	79,079
Lakes District Arts & Culture	Bylaw 1831, 2018	61,229	60,547
Burns Lake & Area TV Rebroadcast	Bylaw 982, 1997	4,313	3,924
Regional Parks & Trails	Bylaw 1929, 2021	15,285	5,460
		<u>201,832</u>	<u>179,471</u>

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	8,737	8,394
		<u>8,737</u>	<u>8,394</u>

**Total**

<b>423,796</b>	<b>392,021</b>
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**District of Fort St. James****Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		<b>2025 Requisition Draft</b>	<b>2024 Requisition Invoiced</b>
General Government	General Government	92,435	71,117
Nechako Watershed/Fraser Basin Council	General Government	325	345
Regional Economic Development	Bylaw 1652, 2012	6,376	14,112
Development Services	General Government	11,522	10,858
Waste Disposal	Bylaw 1726, 2015	170,253	168,524
Fort St. James Seniors Helping Seniors	Bylaw 1750, 2016	0	22,954
Television Rebroadcasting	Bylaw 1765, 2016	93,413	94,260
Regional Recreation	Bylaw 1978, 2022	17,789	17,346

**Revised 2024 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	12,031	10,309
		<u>404,144</u>	<u>409,825</u>

**Taxation on Improvements only:****Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	18,060	16,558
Regional Parks & Trails	Bylaw 1930, 2021	9,906	0
		<u>27,966</u>	<u>16,558</u>

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	1,460	1,402
		<u>1,460</u>	<u>1,402</u>

**Total**

<b>433,570</b>	<b>427,785</b>
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**Village of Fraser Lake****Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		<b>2025 Requisition Draft</b>	<b>2024 Requisition Invoiced</b>
General Government	General Government	50,748	40,028
Nechako Watershed/Fraser Basin Council	General Government	178	194
Regional Economic Development	Bylaw 1652, 2012	3,501	7,943
Development Services	General Government	6,326	6,111
Waste Disposal	Bylaw 1726, 2015	93,471	94,852
Television Rebroadcasting	Bylaw 1855, 2019	14,831	13,425

**Revised 2024 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	6,605	5,802
		<u>175,660</u>	<u>168,355</u>

**Taxation on Improvements only:****Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	10,553	9,936
		<u>10,553</u>	<u>9,936</u>

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	5,082	4,882
		<u>5,082</u>	<u>4,882</u>

**Total** **191,295****183,173****Village of Granisle****Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		<b>2025 Requisition Draft</b>	<b>2024 Requisition Invoiced</b>
General Government	General Government	7,410	6,036
Regional Economic Development	Bylaw 1652, 2012	511	1,198
Development Services	General Government	924	922
Waste Disposal	Bylaw 1726, 2015	13,649	14,303
Regional Recreation		216	1,346

**Revised 2024 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	964	875
		<u>23,674</u>	<u>24,680</u>

**Taxation on Improvements only:****Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	924	899
Regional Parks & Trails	Bylaw 1928, 2021	337	0
		<u>1,261</u>	<u>899</u>

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	355	341
		<u>355</u>	<u>341</u>

**Total** **25,290****25,920**

**Village of Telkwa****Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		<b>2025 Requisition Draft</b>	<b>2024 Requisition Invoiced</b>
General Government	General Government	57,064	44,441
Regional Economic Development	Bylaw 1652, 2012	3,936	8,818
Development Services	General Government	7,113	6,785
Waste Disposal	Bylaw 1726, 2015	105,105	105,310
Smithers Victim Services	Bylaw 1776,2016	3,374	3,362
Bulkley Valley Regional Pool	Bylaw 1350,2005	61,823	59,917
Houston/Smithers TV Rebroadcasting	Bylaw 1818,2018	3,143	3,161

**Revised 2024 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	7,427	6,442
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**Taxation on Improvements only:****Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	8,640	8,604
		8,640	8,604

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	0	7,458
		0	7,458

**Total**

<b>257,625</b>	<b>254,297</b>
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**District of Vanderhoof****Taxation on Land & Improvements:****Revised 2024 Hospital Converted Total - 100%**

		<b>2025 Requisition Draft</b>	<b>2024 Requisition Invoiced</b>
General Government	General Government	219,116	173,400
Nechako Watershed/Fraser Basin Council	General Government	771	841
Regional Economic Development	Bylaw 1652, 2012	15,115	34,407
Development Services	General Government	27,313	26,474
Waste Disposal	Bylaw 1726, 2015	403,584	410,899

**Revised 2024 Hospital Converted Total - 66%**

Planning and Zoning	SLP - No. 1	28,520	25,135
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**Taxation on Improvements only:****Revised 2024 Hospital Converted Total - 100%**

9-1-1 Emergency Telephone Response	Bylaw 1483, 2009	37,847	35,962
		37,847	35,962

**Taxation on Population**

Regional Public Transit	Bylaw 1790, 2017	22,888	21,989
		22,888	21,989

**Total**

<b>755,154</b>	<b>729,107</b>
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**ELECTORAL AREAS**

	2025 Requisition Draft	2024 Requisition Invoiced
<b>Electoral Area "A"</b>	<b>1.2740</b>	<b>1.2579</b>
<b>Taxation on Land &amp; Improvements:</b>		
Rural Government Services (1101)	84,438	87,822
Area A Grant in Aid (1131)	0	40,000
General Government (1201)	317,074	253,393
Regional Economic Development (2500)	80,641	50,280
Planning and Zoning (4101)	61,906	55,097
Development Services (4301)	39,524	38,687
Building Numbering (4401)	4,703	2,351
Unightly Premises Regulatory Control (4501)	8,872	9,327
Waste Disposal (5101)	584,012	600,457
Weed Control (5901)	7,036	7,142
Emergency Preparedness Planning (7601)	125,888	146,306
Smithers Victim Services	18,747	19,167
Bulkley Valley Regional Pool and Rec Centre (10101)	343,514	341,631
Regional Recreation (10912)	33,314	23,704
	<u>1,709,669</u>	<u>1,675,364</u>
<b>Taxation on Improvements Only:</b>		
Area "A" Economic Development (2401)	15,000	0
9-1-1 Emergency Telephone. Response (7501)	49,512	47,826
Smithers Para-Transit (8201)	0	0
Regional Parks & Trails (10902)	101,307	52,810
	<u>165,819</u>	<u>100,636</u>
	<b>1,875,488</b>	<b>1,776,000</b>

**ELECTORAL AREAS**

	2025 Requisition Draft	2024 Requisition Invoiced
<b>Electoral Area "B"</b>	<b>1.658</b>	<b>1.779</b>
<b>Taxation on Land &amp; Improvements:</b>		
Rural Government Services (1101)	28,177	28,599
Area B Grant In Aid (1132)	0	14,499
General Government (1201)	105,806	82,517
Nechako Watershed/Fraser Basin Council (1206)	372	400
Regional Economic Development (2500)	26,910	16,374
Planning and Zoning (4101)	20,657	17,942
Development Services (4301)	13,189	12,598
Building Numbering (4401)	1,569	766
Unightly Premises Regulatory Control (4501)	2,960	3,037
Waste Disposal (5101)	194,881	195,538
Weed Control (5901)	2,348	2,326
Emergency Preparedness Planning (7601)	42,008	47,645
Regional Recreation (10914)	12,637	22,097
	<u>451,514</u>	<u>444,338</u>
<b>Taxation on Improvements Only:</b>		
Electoral Area 'B' Economic Development (2402)	61,615	98,566
9-1-1 Service (7501)	17,316	16,538
Burns Lake & Area Victim Services (7701)	4,496	3,557
Lakes District Airport (8101)	19,107	14,307
Burns Lake Tom Forsyth Arena Grant (10202)	127,910	123,259
Lakes District Arts & Culture (10303)	100,605	102,162
Burns Lake & Area TV Rebroadcast (10504)	6,591	6,116
Regional Parks & Trails (10904)	25,114	9,212
	<u>362,754</u>	<u>373,717</u>
	<b>814,268</b>	<b>818,055</b>

**Electoral Area "C" Complete****Taxation on Land & Improvements:**

	1.051	1.033
Rural Government Services (1101)	45,707	47,410
Area C Grant in Aid (1133)	0	35,851
General Government (1201)	171,635	136,794
Nechako Watershed/Fraser Basin Council (1206)	604	664
Regional Economic Development (2500)	43,653	27,144
Planning and Zoning (4101)	33,510	29,743
Development Services (4301)	21,394	20,885
Building Numbering (4401)	2,546	1,269
Unightly Premises Regulatory Control (4501)	4,802	5,034
Waste Disposal (5101)	316,130	324,156
Weed Control (5901)	3,808	3,856
Emergency Preparedness Planning (7601)	68,144	78,983
Fort Saint James Library (10603)	21,483	17,120
Regional Recreation (10915)	33,033	33,366
	<u>766,450</u>	<u>762,276</u>

**Taxation on Improvements Only:**

Area "C" Economic Development (2403)	26,951	
9-1-1 Emergency Telephone. Response (7501)	25,349	24,910
Regional Parks & Trails (10905)	18,394	0
	<u>97,644</u>	<u>24,909</u>

837,143	787,185
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2025 Requisition Draft	2024 Requisition Invoiced
1.123	1.083

**Electoral Area "D" Complete****Taxation on Land & Improvements:**

Rural Government Services (1101)	47,281	43,015
Area D Grant in Aid (1134)	0	10,473
General Government (1201)	177,544	124,112
Nechako Watershed/Fraser Basin Council (1206)	624	602
Regional Economic Development (2500)	45,155	24,628
Planning and Zoning (4101)	34,663	26,986
Development Services (4301)	22,131	18,949
Building Numbering (4401)	2,633	1,152
Unightly Premises Regulatory Control (4501)	4,967	4,567
Waste Disposal (5101)	327,013	294,104
Weed Control (5901)	3,939	3,498
Emergency Preparedness Planning (7601)	70,490	71,661
Television Rebroadcasting (10502)	51,888	41,626
	<u>788,328</u>	<u>665,374</u>

**Taxation on Improvements Only:**

Area "D" Economic Development (2404)	34,352	29,527
9-1-1 Emergency Telephone. Response (7501)	31,235	25,093
Fraser Lake Library (10602) 755	41,274	29,248
	<u>106,861</u>	<u>83,868</u>

<u>895,190</u>	<u>749,242</u>
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**ELECTORAL AREAS****Electoral Area "E"****Taxation on Land & Improvements:**

	<b>2025 Requisition Draft</b>	<b>2024 Requisition Invoiced</b>
	<b>1.331</b>	<b>1.308</b>
Rural Government Services (1101)	51,546	51,482
Area E Grant in Aid (1135)	0	15,038
General Government Services (1201)	193,559	148,542
Nechako Watershed/Fraser Basin Council (1206)	681	721
Regional Economic Development (2500)	49,228	29,475
Planning and Zoning (4101)	37,790	32,297
Development Services (4301)	24,127	22,679
Building Numbering (4401)	2,871	1,379
Waste Disposal (5101)	356,511	351,995
Weed Control (5901)	4,295	4,187
Emergency Prep Planning (7601)	76,849	85,767
Regional Recreation (10914)	23,120	39,779

**Taxation on Improvements Only:**

Area "E" Economic Development (2405)	52,135	21,571
9-1-1 Emergency Telephone. Response (7501)	35,922	33,026
Burns Lake & Area Victim Services (7701)	4,496	3,557
Lakes District Airport (8101)	39,637	28,570
Lakes District Arts & Culture (10303)	184,044	183,906
Burns Lake & Area TV Rebroadcast (10504)	13,675	12,215
Regional Parks & Trails (10904)	45,944	16,584

<b>820,577</b>	<b>783,341</b>
<b>1,196,429</b>	<b>1,082,770</b>

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

	<b>2025 Requisition Draft</b>	<b>2024 Requisition Invoiced</b>
	<b>1.445</b>	<b>1.451</b>
Rural Government Services (1101)	66,953	68,745
Area F Grant in Aid (1136)	0	16,000
General Government (1201)	251,413	198,352
Nechako Watershed/Fraser Basin Council (1206)	884	962
Regional Economic Development (2500)	63,942	39,358
Planning and Zoning (4101)	49,085	43,128
Development Services (4301)	31,339	30,283
Building Numbering (4401)	3,729	1,841
Unightly Premises Regulatory Control (4501)	7,034	7,300
Waste Disposal (5101)	463,070	470,027
Weed Control (5901)	5,579	5,591
Emergency Preparedness Planning (7601)	99,818	114,526

**Taxation on Improvements Only:**

Area "F" Economic Development (2406)	50,000	0
9-1-1 Emergency Telephone. Response (7501)	41,581	39,028
Vanderhoof Pool (10102)	551,689	568,743

<b>1,042,846</b>	<b>996,114</b>
<b>1,686,116</b>	<b>1,603,885</b>



	<b>2025</b>	<b>2024</b>
	<b>Requisition</b>	<b>Requisition</b>
	<b>Draft</b>	<b>Invoiced</b>
<b>Electoral Area "G" Complete</b>	0.951	0.996
<b>Taxation on Land &amp; Improvements:</b>		
Rural Government Services (1101)	41,073	40,957
Area G Grant in Aid (1137)	0	18,385
General Government (1201)	154,231	118,173
Regional Economic Development (2500)	39,225	23,449
Planning and Zoning (4101)	30,112	25,695
Development Services (4301)	19,225	18,042
Building Numbering (4401)	2,287	1,097
Unsightly Premises Regulatory Control (4501)	4,315	4,349
Waste Disposal (5101)	284,075	280,029
Weed Control (5901)	3,422	3,331
Emergency Preparedness Planning (7601)	61,234	68,232
Regional Recreation (10913)	4,499	26,347
	<u>643,698</u>	<u>628,085</u>
<b>Taxation on Improvements Only:</b>		
Area "G" Economic Development (2407)		
9-1-1 Emergency Telephone. Response (7501)	29,984	27,837
Regional Parks & Trails (10901)	7,007	0
	<u>36,991</u>	<u>27,837</u>
	<u><u>680,689</u></u>	<u><u>655,922</u></u>

**ENVIRONMENTAL SERVICES**

			North West	Northern	Growing	Community	Taxation	Reserves
			Revenue	Planning and	Community	Community		
			Sharing	Capital Grant	Fund	Works Fund		
General Enviro	5101 Security Cameras - FLTS, FSJ, VTS	50,000					50,000	
General Enviro	5101 Pick Up to replace P1	90,000					90,000	
Clearview	5201 CLF new water tank	15,000	15,000					
Clearview	5201 Expansion & leachate collection (SUMMED)	500,000				500,000	-	
Clearview	5201 Large Dozer (instead of compactor)	400,000	400,000					
Clearview	5201 Cover mats x 2	20,000	20,000					
Knockholt	5202 Excavator - 20 tonne or greater	405,000		50,000		224,000	131,000	
Knockholt	5202 Water well and pumps etc.	15,000	15,000					
Knockholt	5202 Skidsteer (TS/RD)	110,000	110,000					
Knockholt	5202 New Dump Truck	250,000	250,000					
Knockholt	5202 Cover Mats x 2	20,000	20,000					
Knockholt	5203 New Gate	10,000	10,000					
Burns Lake TS	5301 Rebuild or decommission Septage Beds	25,000	25,000					
Fraser Lake TS	5302 Transtor removal and roof structure	175,000	175,000					
Fraser Lake TS	5303 New gate	10,000	10,000					
Granisle TS	5303 Transtor Replacement Design	10,000	10,000					
Granisle TS	5303 RD Storage	15,000	15,000					
Vanderhoof TS	5304 New re-use shed ( seacan) and roof	30,000	30,000					
Southside TS	5305 Transtor Replacement Design	10,000	10,000					
Southside TS	5305 Fence expand	20,000	20,000					
Smithers Telkwa TS	5306 TS Wall repair and reinforcement, tip wall anchor	25,000	25,000					
Smithers Telkwa TS	5306 Plumb new office	15,000	15,000					
Smithers Telkwa TS	5306 Resurface wood and metal area	50,000	50,000					
Smithers Telkwa TS	5306 Road and new bays - aggregate	25,000	25,000					
Smithers Telkwa TS	5306 Re-use shed (seacan and roof)	30,000	30,000					
Hauling	5320 2 trailers - replace haydraulics D24	80,000	80,000					
Field Operations	5600 Skidsteer Knockholt	110,000	110,000					
<b>ENVIRONMENTAL SERVICES - HOUSTON TRANSFER STATION PROJECT</b>								
General Enviro	5101 Houston TS/RD relocation	650,000	475,000	175,000			-	
Hauling	5320 New Roll-off Truck	300,000	300,000				-	
<b>Subtotal</b>		<b>3,465,000</b>	<b>2,245,000</b>	<b>225,000</b>	<b>-</b>	<b>724,000</b>	<b>271,000</b>	<b>-</b>

ALL OTHER SERVICES			North West Revenue Sharing	Northern Planning and Capital Grant	Growing Community Fund	Community Works Fund	Taxation	Reserves
General Government	1202 Office Security System Upgrades	35,000	35,000				-	
General Government	1202 HVAC Completion and Wiring Upgrades	55,000					-	55,000
Building Inspection	4201 Passenger Vehicle	50,000					-	50,000
Development Servies	4301 New Plotter	18,000						18,000
Fort Fraser Fire	7101 Fire Cargo Trailer	7,500		7,500				
Southside Fire	7102 Fire Apparatus and Fire Cargo Trailer	587,500	140,000	7,500	152,000	288,000	-	
Topley Fire	7103 Fire Cargo Trailer/Generator	23,500		7,500		16,000		
Cluculz Lake Fire	7104 Fire Apparatus and Fire Cargo Trailer	557,500	110,000	7,500	152,000	288,000	-	
Luck Bay Fire	7205 Generator	11,000				11,000		
Protective Services	7601 Underground Water Storage X 2	526,000		240,000		286,000	-	
911 Service	7501 Cluculz Lake Repeater Installation	75,000						75,000
Parks and Trails Area A	10902 Outhouse, Round Lake, Quick Cabin	125,000			125,000			
Parks and Trails Area G	10903 Connector Trail Topley Landing to Granisle	50,000	50,000					
Parks and Trails Area BE	10904 Imeson's Beach and Hospital Point and Riddler Trail	145,000		145,000				
Parks and Trails Area C	10905 Pinche Bay	50,000	50,000					
Fort Fraser Sewer	6101 Manhole repairs	140,000					140,000	
Fort Fraser Water	6201 SCADA System and Pump Replacement	75,000					75,000	
<b>Subtotal</b>		<b>2,531,000</b>	<b>385,000</b>	<b>415,000</b>	<b>429,000</b>	<b>889,000</b>	<b>215,000</b>	<b>198,000</b>
<b>Grandtotal</b>		<b>5,996,000</b>	<b>2,630,000</b>	<b>640,000</b>	<b>429,000</b>	<b>1,613,000</b>	<b>486,000</b>	<b>198,000</b>

**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 1.26

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	67,968	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					
<b>TOTAL REVENUE.....</b>	<b>65,305</b>	<b>66,066</b>	<b>67,621</b>	<b>98,035</b>	<b>655,468</b>	<b>100,102</b>	<b>100,102</b>	<b>70,102</b>	<b>70,102</b>

**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	6,467	871	871	871	871
799999 Prior year's deficit					551				
<b>TOTAL EXPENDITURE.....</b>	<b>56,809</b>	<b>56,033</b>	<b>57,621</b>	<b>60,087</b>	<b>67,968</b>	<b>65,102</b>	<b>65,102</b>	<b>65,102</b>	<b>65,102</b>

**Revenues minus Expenditures**

	8,496	10,033	10,000	37,949	587,500	35,000	35,000	5,000	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									
780001 Capital Expenditures				28,500	587,500	30,000	30,000		
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
<b>Revenues minus Expenditures and Transfers</b>	<b>3,496</b>	<b>33</b>	<b>0</b>	<b>(551)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



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

**7204**

Five Year Financial Plan:

2.083

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
<b>Revenue</b>									
400002 Taxation	44,358	67,190	62,228	62,228	70,514	67,016	60,941	60,977	61,014
480001 Miscellaneous Revenue									
420001 Transfer from NCPG Reserve				37,759					
420099 Transfer from Gas Tax					11,000				
490002 Actuarial MFA	5,932	3,665	3,665	6,999	6,999	6,999			
499999 Surplus	492				967				
<b>Total Revenue</b>	<b>50,782</b>	<b>70,855</b>	<b>65,892</b>	<b>106,986</b>	<b>89,481</b>	<b>74,015</b>	<b>60,941</b>	<b>60,977</b>	<b>61,014</b>
<b>Expenses</b>									
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	2,000	2,000	2,000	2,000	2,000
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				
<b>Total</b>	<b>51,615,156</b>	<b>58,046,705</b>	<b>64,065,163</b>	<b>64,065,163</b>	<b>69,178,618</b>	<b>69,178,618</b>	<b>69,178,618</b>	<b>69,178,618</b>	<b>69,178,618</b>
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	649,670				
Less Contract Revenue	(53,500)		(89,000)	(89,000)	(173,497)				
Projected Capital Budget	0		1,185,600	1,185,600	1,185,600				
Contribution Capital Reserve	0		250,000	250,000	425,000				
Shared Surplus from prior year			(177,822)	(177,822)	(146,114)				
Withdrawal from Capital Reserve	0		(1,185,600)	(1,185,600)	(1,185,600)	0	0	0	0
<b>Total</b>	<b>370,272</b>	<b>818,844</b>	<b>597,046</b>	<b>597,046</b>	<b>755,059</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Luck Bay Share	21,373	47,864	36,728	36,728	47,257	47,257	47,257	47,257	47,257
612117 Payment to District of Fort St. James - Regular	21,373	47,864	36,728	36,728	47,257	47,257	47,257	47,257	47,257
612117 Payment to District of Fort St. James - Maintenance					4,500				
651012 Contribution fo Rural Fire Chief	5,000	5,000	5,000	5,000	1,000	1,000	1,000	1,000	1,000
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	885	885	885	885	885
799999 Prior Year Deficit		1,834	4,107	4,107					
<b>Total Expenditures</b>	<b>47,617</b>	<b>74,962</b>	<b>65,892</b>	<b>68,260</b>	<b>78,481</b>	<b>74,015</b>	<b>60,941</b>	<b>60,977</b>	<b>61,014</b>
<b>Revenues minus Expenditures</b>	<b>3,166</b>	<b>(4,107)</b>	<b>-</b>	<b>-</b>	<b>11,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
490001 Transfer from Equity in TCA	9,159	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
780101 Amortization Expense	9,159	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
781003 Contribute to Capital Reserve for Building	5,000								
780001 Capital Purchase				37,759	11,000				
<b>Revenues minus Expenditures less reserves and capital</b>	<b>(1,834)</b>	<b>(4,107)</b>	<b>0</b>	<b>967</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>REVENUE:</b>									
400002 Taxation	112,627	125,871	112,316	112,316	150,959	143,319	113,031	124,365	137,777
420001 Transfer from Capital Reserve			24,156	48,312	10,000				
490002 MFA Acturial					108	108	108	108	108
499999 Prior Year's Surplus									
<b>TOTAL REVENUE.....</b>	<b>112,627</b>	<b>125,871</b>	<b>136,472</b>	<b>160,628</b>	<b>161,066</b>	<b>143,427</b>	<b>113,139</b>	<b>124,472</b>	<b>137,885</b>

**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					
<b>Total</b>	<b>42,376,127</b>	<b>47,061,916</b>	<b>47,814,056</b>	<b>47,814,056</b>	<b>49,550,502</b>				
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	259,932	226,938	230,849	234,837	238,903
<i>Contribution to Capital Reserve</i>	68,337	77,203	82,074	82,074	92,337	84,428	59,428	94,796	100,554
<i>Loan Funding</i>	(202,000)								
<i>Special Projects</i>			137,156	137,156	278,580				
<i>Transfers from Reserves</i>	(48,265)	(210,000)	(225,200)	(225,200)	(72,080)	(58,500)	(58,500)	(58,500)	(39,500)
<i>Less other revenues</i>		(58,323)	(123,812)	(123,812)	(435,000)	(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	150,000	40,000			
<b>Total</b>	<b>260,711</b>	<b>278,906</b>	<b>288,880</b>	<b>288,880</b>	<b>332,269</b>	<b>294,361</b>	<b>229,272</b>	<b>253,628</b>	<b>282,452</b>
<i>Rural share</i>	107,977	121,055	131,500	131,500	154,614	136,975	106,687	118,020	131,433

612113 Annual Contract with the Village of Telkwa	109,977	121,055	131,500	155,656	154,614	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	2,319	2,319	2,319	2,319	2,319
799999 Prior Years Deficit									
<b>TOTAL EXPENDITURE.....</b>	<b>112,627</b>	<b>125,871</b>	<b>136,472</b>	<b>160,628</b>	<b>161,066</b>	<b>143,427</b>	<b>113,139</b>	<b>124,472</b>	<b>137,885</b>

**Revenues minus Expenditures** - - - - -

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
BULKLEY VALLEY REGIONAL POOL 10101  
AND RECREATION CENTRE**

Five Year Financial Plan:

BYLAW 1350 LIMITATION \$0.85 PER \$1,000  
0.3951

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>REVENUE:</b>									
400002 Requisition	956,583	1,035,365	1,069,114	1,069,114	<b>1,104,086</b>	1,121,924	1,140,458	1,159,438	1,178,876
441001 Donations Received	\$2,000	4,000		5,000					
442101 Other Grant Revenue (Gas Tax)	27,750								
446001 Grants in Lieu of Taxes	16,265	16,937	17,000	17,027	<b>17,000</b>	17,000	17,000	17,000	17,000
.....	<b>1,002,598</b>	<b>1,056,302</b>	<b>1,086,114</b>	<b>1,091,141</b>	<b>1,121,086</b>	1,138,924	1,157,458	1,176,438	1,195,876
<b>EXPENDITURE:</b>									
601401 Staff Travel									
602001 Utilities (Natural Gas)	54,467	49,647	55,000	62,485	<b>60,000</b>	61,800	63,654	65,564	67,531
603008 Repairs and Maintenance				2,268					
307001 Legal Expense				3,208					
608001 Property Insurance	36,735	37,262	38,000	32,617	<b>36,000</b>	37,800	39,690	41,675	43,758
608002 Liability Insurance (share of MIA)	10,250	11,000	11,000	11,000	<b>11,000</b>	11,000	11,000	11,000	11,000
608004 Permits & Fees	721	636	750	310	<b>750</b>	750	750	750	750
612220 Monthly Contribution to BVR Pool	550,694	684,980	708,269	712,417	<b>725,000</b>	739,500	754,290	769,376	784,763
779999 Miscellaneous Expense									
651010 Administration Service Charge	36,284	37,535	40,386	40,386	<b>37,474</b>	37,474	37,474	37,474	37,474
799999 Prior Year's Deficit			17,109	17,109	<b>262</b>				
TOTAL EXPENDITURE.....	<b>689,151</b>	<b>821,060</b>	<b>870,514</b>	<b>881,800</b>	<b>870,486</b>	888,324	906,858	925,838	945,276
<b>Revenues minus Expenditures</b>	<b>313,447</b>	<b>235,242</b>	<b>215,600</b>	<b>209,341</b>	<b>250,600</b>	250,600	250,600	250,600	250,600
<b>RESERVE BUDGET</b>									
<b>Transfer from Reserves</b>									
420003 Withdrawal from Operational Reserve			35,000	35,000					
420003 Withdrawal from Capital Reserves			130,000	85,000					
499999 Transfer from Prior Year Surplus	55,000	30,675	0	0	<b>0</b>	0	0	0	0
<b>Transfer to Reserves</b>									
781001 Contribution to Capital Reserve	200,000	75,675			<b>250,000</b>	250,000	250,000	250,000	250,000
781004 Contribute to Insurance Reserve	600	600	600	600	<b>600</b>	600	600	600	600
781007 Contribution in Operational Reserve									
<b>Net Reserves</b>	<b>(145,600)</b>	<b>(45,600)</b>	<b>164,400</b>	<b>119,400</b>	<b>(250,600)</b>	<b>(250,600)</b>	<b>(250,600)</b>	<b>(250,600)</b>	<b>(250,600)</b>
<b>CAPITAL BUDGET</b>									
780001 New Capital Items	137,171	206,751	380,000	329,003	<b>0</b>	0	0	0	0
490001 Use of Capital Items	159,663	160,000	160,000	160,000	<b>160,000</b>	160,000	160,000	160,000	160,000
780101 Amoritization	159,663	160,000	160,000	160,000	<b>160,000</b>	160,000	160,000	160,000	160,000
<b>NET BUDGET SUPLUS - (DEFICIT)</b>	<b>30,675</b>	<b>(17,109)</b>	<b>0</b>	<b>(262)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>



**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	2023	2024	2024	2025	2026	2027	2028	2029
	Actual	Actual	Budget	Actual	Budget	Budget	Budget	Budget	Budget
400002 Requisition	70,317	109,202	114,726	114,726	<b>224,950</b>	220,071	221,226	222,416	223,641
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						225,000	225,000	225,000	
420096 Transfer from Growing Community			285,000		<b>175,000</b>				
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	<b>9,000</b>	9,000	9,000	9,000	9,000
499999 Prior Year's Surplus					-				
<b>TOTAL REVENUE:.....</b>	<b>1,447,653</b>	<b>480,562</b>	<b>648,726</b>	<b>231,391</b>	<b>408,950</b>	<b>454,071</b>	<b>455,226</b>	<b>456,416</b>	<b>232,641</b>
<b>EXPENDITURE:</b>									
601001 Share of Salaries	58,022	63,592	63,592	42,610	<b>47,204</b>	47,204	47,204	47,204	47,204
601101 Staff Expenses		14,653	14,653	10,374	<b>11,317</b>	11,317	11,317	11,317	11,317
602001 Utilities and Property Taxes	4,256	7,504	7,500	7,762	<b>7,500</b>	7,501	7,502	7,503	7,504
603008 Repairs and Maintenance	1,278	10,589	110,000	4,441	<b>35,000</b>	35,000	35,000	35,000	35,000
606001 Communications		-	-		-	-	-	-	-
608001 Property Insurance	2,354	2,431	2,500	2,388	<b>2,500</b>	2,500	2,500	2,500	2,500
608002 Liability Insurance	3,000	4,000	4,000	3,000	<b>4,000</b>	4,000	4,000	4,000	4,000
606003 Advertising		-	2,500	214	<b>2,500</b>	500	500	500	500
608004 Permits and Fees				250					
607001 Legal	7,306	3,942	2,500	1,647	<b>2,500</b>	1,000	1,000	1,000	1,000
609001 Supplies	490		5,000	324	<b>5,000</b>	5,000	5,000	5,000	5,000
609011 Meeting Expenses			2,500		<b>2,500</b>	-	-	-	-
612801 Special Projects		23,835	60,000	8,143	<b>50,000</b>	25,000	25,000	25,000	-
651014 Shared Supplies		5,306		8,442	<b>7,702</b>	7,702	7,702	7,702	7,702
651010 Administration Charges	21,265	14,614	19,785	19,785	<b>11,451</b>	11,451	11,451	11,451	11,451
780604 Lease Closure Expense		35,000		36,250	<b>37,338</b>	38,458	39,611	40,800	42,024
799999 Prior Year's Deficit		17,630	24,196	59,196	<b>57,439</b>	57,439	57,439	57,439	57,439
<b>Total Expenses</b>	<b>97,970</b>	<b>203,096</b>	<b>318,726</b>	<b>204,825</b>	<b>283,950</b>	<b>254,071</b>	<b>255,226</b>	<b>256,416</b>	<b>232,641</b>
<b>Revenues less Expenditures</b>	<b>1,349,683</b>	<b>277,466</b>	<b>330,000</b>	<b>26,566</b>	<b>125,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>
<b>CAPITAL BUDGET</b>									
780001 Capital Costs	1,367,312	336,662	330,000	84,006	<b>125,000</b>	200,000	200,000	200,000	
490001 Use of Capital Items	27,346	35,000	35,000	35,000	<b>35,000</b>	35,000	35,000	35,000	35,000
780101 Amortization	27,346	35,000	35,000	35,000	<b>35,000</b>	35,000	35,000	35,000	35,000
<b>Revenues less Expenditures and Transfers</b>	<b>(17,630)</b>	<b>(59,196)</b>	<b>-</b>	<b>(57,439)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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	13,024	18,204	18,204	18,204	18,204
446001 Grants in Lieu of Taxes	14								
420095 Northwest Revenue Sharing					50,000	225,000	225,000	225,000	
480001 Miscellaneous Revenue									
420001 Transfer from NCPG		4,137			50,000				
446110 Admin Recovery									
499999 Prior Year's Surplus		18,844	17,564	17,564	7,909				
<b>TOTAL REVENUE:</b>	<b>23,888</b>	<b>22,980</b>	<b>17,564</b>	<b>17,564</b>	<b>120,934</b>	<b>243,204</b>	<b>243,204</b>	<b>243,204</b>	<b>18,204</b>
<b>EXPENDITURE:</b>									
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	25,000	25,000	25,000	0
651014 Shared Services		1,296	1,296	2,110	1,925	1,925	1,925	1,925	1,925
651010 Administrative Recovery	1,240	1,326	921	921	4,378	4,378	4,378	4,378	4,378
<b>Total Expenses</b>	<b>5,045</b>	<b>5,416</b>	<b>17,564</b>	<b>9,655</b>	<b>70,934</b>	<b>43,204</b>	<b>43,204</b>	<b>43,204</b>	<b>18,204</b>
780001 Capital Items					50,000	200,000	200,000	200,000	
<b>Revenues less Expenditures</b>	<b>18,844</b>	<b>17,564</b>	<b>-</b>	<b>7,909</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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	<b>86,343</b>	89,263	89,263	89,263	89,263
442101 Other Grant Revenue		50,000	38,442	17,057					
420095 Northwest Revenue Sharing						450,000	450,000	450,000	
446001 Grants in Lieu of Taxes	852	404		172					
446002 Grant in Lieu of Alcan Taxes	13,435	20,783	11,000	11,590	<b>26,392</b>	12,156	12,156	12,156	12,156
420001 Transfer from NCPG Reserve	52,534	58,164	50,000	30,107	<b>145,000</b>	95,000			
499999 Prior Year's Surplus		2,029	47,458	47,458					
<b>TOTAL REVENUE:</b> .....	<b>97,479</b>	<b>180,446</b>	<b>178,942</b>	<b>137,640</b>	<b>257,735</b>	<b>646,418</b>	<b>551,418</b>	<b>551,418</b>	<b>101,418</b>
<b>EXPENDITURE:</b>									
601001 Share of Salaries	31,389	22,712	62,048	53,263	<b>47,204</b>	47,204	47,204	47,204	47,204
601101 Staff Expenses		5,233	100	12,967	<b>11,317</b>	100	100	100	100
602001 Utilities	109	110	200	118	<b>200</b>	100	100	100	100
603008 Repairs and Maintenance		262	3,500	4,099	<b>37,000</b>	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	<b>2,000</b>	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		50,000	50,000	50,000	
651014 Shared Services		5,306	8,824	8,442	<b>7,702</b>	7,702	7,702	7,702	7,702
651010 Administrative Recovery	7,162	11,319	7,271	7,248	<b>7,313</b>	7,313	7,313	7,313	7,313
					<b>3,652</b>				
<b>Total Expenses</b>	<b>40,660</b>	<b>132,987</b>	<b>128,942</b>	<b>131,060</b>	<b>112,735</b>	<b>151,418</b>	<b>151,418</b>	<b>151,418</b>	<b>101,418</b>
<b>Revenues less Expenditures</b>	<b>56,819</b>	<b>47,458</b>	<b>50,000</b>	<b>6,581</b>	<b>145,000</b>	<b>495,000</b>	<b>400,000</b>	<b>400,000</b>	<b>-</b>
<b>CAPITAL BUDGET</b>									
780001 Capital	54,790	-	50,000	10,232	<b>145,000</b>	495,000	400,000	400,000	
490001 Use of Capital Items	3,000	3,000	3,000	3,000	<b>3,000</b>	3,000	3,000	3,000	3,000
780101 Amortization	3,000	3,000	3,000	3,000	<b>3,000</b>	3,000	3,000	3,000	3,000
<b>Revenues less Expenditures and Transfers</b>	<b>2,029</b>	<b>47,458</b>	<b>-</b>	<b>(3,652)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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	-	-	-	<b>28,299</b>	17,640	17,640	17,640	17,640
446001 Grants in Lieu of Taxes	316								
420095 Northwest Revenue Sharing					<b>50,000</b>	225,000	225,000	225,000	
480001 Miscellaneous Revenue									
420001 Transfer from NCPG		3,623			<b>30,000</b>				
446110 Admin Recovery									
499999 Prior Year's Surplus		21,048	19,158	19,158	<b>9,341</b>				
<b>TOTAL REVENUE:</b> .....	<b>24,190</b>	<b>24,671</b>	<b>19,158</b>	<b>19,158</b>	<b>117,640</b>	<b>242,640</b>	<b>242,640</b>	<b>242,640</b>	<b>17,640</b>
<b>EXPENDITURE:</b>									
601001 Share of Salaries	1,902	2,271	2,271	5,326	<b>11,801</b>	11,801	11,801	11,801	11,801
601101 Staff Expenses		523	523	1,297	<b>2,829</b>	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		<b>50,000</b>	25,000	25,000	25,000	-
651014 Shared Services		1,326		2,110	<b>1,925</b>	1,925	1,925	1,925	1,925
651010 Administrative Charges	1,240	1,392	1,084	1,084	<b>1,084</b>	1,084	1,084	1,084	1,084
<b>Total Expenses</b>	<b>3,142</b>	<b>5,513</b>	<b>19,158</b>	<b>9,817</b>	<b>67,640</b>	<b>42,640</b>	<b>42,640</b>	<b>42,640</b>	<b>17,640</b>
780001 Capital Items					<b>50,000</b>	200,000	200,000	200,000	
<b>Revenues less Expenditures</b>	<b>21,048</b>	<b>19,158</b>	<b>-</b>	<b>9,341</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>



## Regional District of Bulkley-Nechako Board of Directors

**To:** Chair and Board  
**From:** John Illes, Chief Financial Officer  
**Date:** March 27, 2025  
**Subject:** Northwest BC Regional Funding Agreement (RBA)

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

That the Board approve the Long-term Development Plan and the 2025 Annual Development Plan.

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### BACKGROUND and SUMMARY

#### Long-Term Development Plan (LTDP)

The Board has entered into the RBA agreement in 2024 that provides the RDBN 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 an LTDP for the five-year period covered by the RBA agreement by March 30, 2025 and the Annual Development Plan for 2025 by April 1st. 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. There is no provision to amend the Annual Development Plan.

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.*

Staff are proposing the following to submit as policy statements in 2025:

***The Regional District of Bulkley-Nechako is committed to strengthening relationships with First Nations and advancing reconciliation. In alignment with our 2022-2026 Strategic Plan, RBA funds shall be allocated to initiatives that promote meaningful engagement and collaboration, while providing mutual benefits throughout the region. This will ensure that funding decisions reflect our commitment to the principles of Truth and Reconciliation and foster positive, long-term partnerships with First Nations in the region.***

***The Regional District of Bulkley-Nechako will use RBA funds to improve rural residents' access to recreation, public safety, waste management, and water and sewer infrastructure and associated services, while prioritizing projects in collaboration with local First Nations that advance reconciliation and support all residents to enjoy vibrant, sustainable rural communities.***

Three minor changes have been made to the draft LTDP that the Board received at the March 13, 2025 meeting.

- The board has directed that an additional \$200,000 for years 2026 to 2028 in the Lakes District Parks and Trails budget be included.
- Staff are recommending that an additional \$25,000 per electoral area be provided to each of the Parks and Trails services (4) for years 2026 to 2028 to aid in the planning of large capital projects.
- Staff are also recommending that \$30,000 for years 2026 to 2028 for Southside fire has been moved to years 2025 to 2027 to cover critical capital expenditures to be made in 2025.

These changes are reflected in the 2025 to 2029 Five Year Financial Plan and in the 2025 Annual Development Plan.

#### **Attachments:**

**RBA Long-term Development Plan  
RBA Annual Development Plan for 2025**

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
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**General Government and Development**

Asset Management		80,000	20,000			100,000
Planning						0
Capital		35,000	25,000	25,000	25,000	110,000
Capital Maintenance						0
Operations		65,000	100,000	100,000	100,000	365,000
Total	0	180,000	145,000	125,000	125,000	575,000

**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					1,102,149	1,102,149
Capital Maintenance						0
Operations						0
Total	0	0	0	0	1,102,149	1,102,149

**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		250,000	370,000	870,000	840,000	2,330,000
Capital Maintenance					0	0

Operations						0
Total	0	250,000	370,000	870,000	840,000	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			125,000	125,000	125,000	375,000
Capital		100,000	1,000,000	1,000,000	1,000,000	3,100,000
Capital Maintenance						0
Operations						0
Total	0	100,000	1,125,000	1,125,000	1,125,000	3,475,000

### 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	-	-	125,000	125,000	125,000	375,000
Capital	759,016	2,630,000	2,395,000	2,895,000	3,967,149	12,646,165
Capital Maintenance	-	-	-	-	-	-
Operations	-	300,000	335,000	335,000	335,000	1,305,000
Total	759,016	3,010,000	2,875,000	3,355,000	4,427,149	14,426,165

### Reconciliation

Funds Received	2,885,233	2,885,233	2,885,233	2,885,233	2,885,233	14,426,165
Fund Spent	759,016	3,010,000	2,875,000	3,355,000	4,427,149	14,426,165
Running Unspent Funds	2,126,217	2,001,450	2,011,683	1,541,916	-	

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

Date

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



## Annual Development Plan for the Local Government of:

Regional District of Bulkley-Nechako

Date Adopted by the Local Gov: 

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

**Summary Information**

Item	Annual Cost
General Government & Development --- Asset Management	80,000
General Government & Development --- Planning	-
General Government & Development --- Capital	35,000
General Government & Development --- Capital Maintenance	-
General Government & Development --- Operations	65,000
<b>General Government &amp; Development --- TOTAL</b>	<b>180,000</b>

Item	Annual Cost
First Nations Outreach Projects & Initiatives --- Planning	-
First Nations Outreach Projects & Initiatives --- Capital	-
First Nations Outreach Projects & Initiatives --- Capital Maintenance	-
First Nations Outreach Projects & Initiatives --- Operations	235,000
<b>First Nations Outreach Projects &amp; Initiatives --- Total</b>	<b>235,000</b>

Item	Annual Cost
Water --- Planning	-
Water --- Capital	-
Water --- Capital Maintenance	-
Water --- Operations	-
<b>Water --- Total</b>	<b>-</b>

Item	Annual Cost
Housing --- Planning	-
Housing --- Capital	-
Housing --- Capital Maintenance	-
Housing --- Operations	-
<b>Housing ---Total</b>	<b>-</b>

Item	Annual Cost
Childcare Facilities --- Planning	-
Childcare Facilities --- Capital	-
Childcare Facilities --- Capital Maintenance	-
Childcare Facilities --- Operations	-
<b>Childcare Facilities --- Total</b>	<b>-</b>

Item	Annual Cost
Sewer & Wastewater --- Planning	-
Sewer & Wastewater --- Capital	-
Sewer & Wastewater --- Capital Maintenance	-
Sewer & Wastewater --- Operations	-
<b>Sewer &amp; Wastewater --- Total</b>	<b>-</b>

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

Solid Waste & Recycling --- Capital	2,245,000
Solid Waste & Recycling --- Capital Maintenance	-
Solid Waste & Recycling --- Operations	-
<b>Solid Waste &amp; Recycling --- Total</b>	<b>2,245,000</b>

Item	Annual Cost
Public Safety & Emergency Management --- Planning	-
Public Safety & Emergency Management --- Capital	250,000
Public Safety & Emergency Management --- Capital Maintenance	-
Public Safety & Emergency Management --- Operations	-
<b>Public Safety &amp; Emergency Management --- Total</b>	<b>250,000</b>

Item	Annual Cost
Roads & Transportation --- Planning	-
Roads & Transportation --- Capital	-
Roads & Transportation --- Capital Maintenance	-
Roads & Transportation --- Operations	-
<b>Roads &amp; Transportation --- Total</b>	<b>-</b>

Item	Annual Cost
Parks, Recreation & Culture --- Planning	-
Parks, Recreation & Culture --- Capital	100,000
Parks, Recreation & Culture --- Capital Maintenance	-
Parks, Recreation & Culture --- Operations	-
<b>Parks, Recreation &amp; Culture --- Total</b>	<b>100,000</b>

Item	Annual Cost
Other --- Planning	-
Other --- Capital	-
Other --- Capital Maintenance	-
Other --- Operations	-
<b>Other --- Total</b>	<b>-</b>

Item	Annual Cost
TOTAL --- Asset Management	80,000
TOTAL --- Planning	-
TOTAL --- Capital	2,630,000
TOTAL --- Capital Maintenance	-
TOTAL --- Operations	300,000
<b>TOTAL</b>	<b>3,010,000</b>

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**General Government & Development --- Asset Management**

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

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**General Government & Development --- Planning**

General Description of Planning Projects	Annual Cost
TOTAL	-

**General Government & Development --- Capital**

General Description of Capital Projects	Annual Cost
Upgrade of Security System for main office building	35,000
TOTAL	35,000

**General Government & Development --- Capital Maintenance**

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

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**General Government & Development --- Operations**

General Description of Operational Expenses	Annual Cost
Update of Computer System Non capitlized items - Windows 11 Transition, Board room updates, move towards new agenda software	65,000
TOTAL	65,000

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**First Nations Outreach Projects & Initiatives --- Planning**

General Description of Planning Item	Annual Cost

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

General Description of Capital Projects	Annual Cost
TOTAL	-

**First Nations Outreach Projects & Initiatives --- Capital Maintenance**

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

**First Nations Outreach Projects & Initiatives --- Operations**

General Description of Operations Expenses	Annual Cost
Hiring of an employee for First Nations Liaison and Planning	160,000
Contribution to Operational Costs for the Highway 16 Transit Route	75,000
TOTAL	235,000

**Water --- Planning**

General Description of Planning Item	Annual Cost
TOTAL	-

**Water --- Capital**

General Description of Capital Projects	Annual Cost

TOTAL	-

**Water --- Capital Maintenance**

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

**Water --- Operations**

General Description of Operational Expenses	Annual Cost
TOTAL	-

**Housing --- Planning**

General Description of Planning Item	Annual Cost
TOTAL	-

**Housing --- Capital**

General Description of Capital Projects	Annual Cost
TOTAL	-

**Housing --- Capital Maintenance**

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

**Housing --- Operations**

General Description of Operational Expenses	Annual Cost
TOTAL	-

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**Childcare Facilities --- Planning**

General Description of Planning Item	Annual Cost
TOTAL	-

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**Childcare Facilities --- Capital**

General Description of Capital Projects	Annual Cost
TOTAL	-

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**Childcare Facilities --- Capital Maintenance**

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

**Childcare Facilities --- Operations**

General Description of Operational Expenses	Annual Cost
TOTAL	-

**Sewer & Wastewater --- Planning**

General Description of Planning Item	Annual Cost
TOTAL	-

**Sewer & Wastewater --- Capital**

General Description of Capital Projects	Annual Cost
TOTAL	-

**Sewer & Wastewater --- Capital Maintenance**

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

**Sewer & Wastewater --- Operations**

General Description of Operational Expenses	Annual Cost

TOTAL	-
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**Solid Waste & Recycling --- Planning**

General Description of Planning Item	Annual Cost
TOTAL	-

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**Solid Waste & Recycling --- Capital**

General Description of Capital Projects	Annual Cost
A large number of heavy equipment (list available)	2,245,000
TOTAL	2,245,000

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**Solid Waste & Recycling --- Capital Maintenance**

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

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**Solid Waste & Recycling --- Operations**

General Description of Operational Expenses	Annual Cost
TOTAL	-

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**Public Safety & Emergency Management --- Planning**

General Description of Planning Item	Annual Cost



TOTAL	-

**Public Safety & Emergency Management --- Capital**

General Description of Capital Projects	Annual Cost
Funds towards two water tenders (Cluculz Lake and Southside Departments)	220,000
Minor Capital Equipment Southside Fire Department	30,000
TOTAL	250,000

**Public Safety & Emergency Management --- Capital Maintenance**

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

**Public Safety & Emergency Management --- Operations**

General Description of Operational Expenses	Annual Cost
TOTAL	-

**Roads & Transportation --- Planning**

General Description of Planning Item	Annual Cost
TOTAL	-

**Roads & Transportation --- Capital**

General Description of Capital Projects	Annual Cost

TOTAL	-

**Roads & Transportation --- Capital Maintenance**

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

**Roads & Transportation --- Operations**

General Description of Operational Expenses	Annual Cost
TOTAL	-

**Parks, Recreation & Culture --- Planning**

General Description of Planning Item	Annual Cost
TOTAL	-

**Parks, Recreation & Culture --- Capital**

General Description of Capital Projects	Annual Cost
Two projects - Electoral Area C and Electoral Area G	100,000
TOTAL	100,000

**Parks, Recreation & Culture --- Capital Maintenance**

General Description of Capital Maintenance Projects	Annual Cost

TOTAL	-

**Parks, Recreation & Culture --- Operations**

General Description of Operational Expenses	Annual Cost
TOTAL	-

**Other --- Planning**

General Description of Planning Item	Annual Cost
TOTAL	-

**Other --- Capital**

General Description of Capital Projects	Annual Cost
TOTAL	-

**Other --- Capital Maintenance**

General Description of Capital Maintenance Projects	Annual Cost
TOTAL	-

**Other --- Operations**

General Description of Operational Expenses	Annual Cost

TOTAL	-

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

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

\_\_\_\_\_  
*Date*