2013 Annual Report

"A world of opportunities within our region"

Message from the RDBN Chair

In 2013, the RDBN focused on relationship building and communications with First Nations, Municipalities, and Taxpayers of the region. Presentations were held in each municipality to answer questions and provide information regarding the RDBN initiatives, work plans and budget.

Some highlights of 2013 include:

- Meeting with the Minister of Forests, Lands and Natural Resource Operations, and Ministry Staff;
- Worked toward development of Forestry Strategy;
- Promoted better cell phone and internet coverage in the rural areas;
- Researched parks and recreation sites in the region;
- Investigated additional recreation opportunities in the region;
- Consulted regarding industry led packaging and printed paper recycling;
- Conducted a Regional Skills Gap Analysis;
- Completed a public online property mapping site.
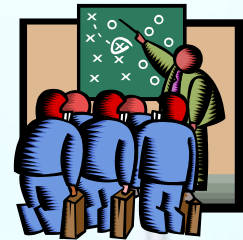
In 2014, the RDBN will continue to work on a Forestry Strategy for the region and to furthering communications with key stakeholders in the region such as the Ministry of Forests, Lands and Natural Resource Operations, Licensees and Industry. Other initiatives the RDBN will be moving forward in 2014 are Resource Revenue Sharing, Legacy Funding Strategies, and developing a new three year Regional Economic Development Strategic Action Plan.

The Regional District of Bulkley-Nechako's vision remains -

"A World of Opportunities

Within Our Region"

This vision statement is a reflection of the RDBN Board of Directors' focus on creating and sustaining a healthy and thriving environment for all to enjoy.

Bill Miller

RDBN Chair

Regional District of Bulkley-Nechako

Organizational Chart

Regional District of Bulkley-Nechako Board of Directors

Committees

Commission

Chief Administrative Officer
Gail Chapman

Manager of Administrative Services
Cheryl Anderson

Manager of Regional Economic Development
Corrine Swenson

Protective Services Manager
Deborah Jones-Middleton

Director of Planning
Jason Llewellyn

Executive Assistant
Wendy Wainwright

Administration Clerk/Receptionist
Geraldine Craven

Senior Financial Assistant
Laura O'Meara

Finance/Administration Coordinator
Kristi Rensby

Financial Administrator
Hans Berndorff

Director of Environmental Services
Janine Dougall

Protective Services Assistant
Mary Giesbrecht

Chief Building Inspector - Richard Wainwright

Building Inspector - Jason Berlin

Planners - Maria Sandberg & Amy Wainwright

GIS Technician - Diondi Tan

Development Services Clerk - Debra Glover

Bylaw Enforcement Officer

Regional Economic Development Assistant
Deneve Vanderwolf

Environmental Services Operations Manager - Rory McKenzie

Operations Assistant - Charlie Sherwood

Water/Wastewater Coordinator - Janette Derksen

Sustainability Assistant - Carolynn Lane

Ft. Fraser Sewer/Water Attendant

Waste Hauling Drivers - 3

Transfer Station Attendants - 12

About the Regional District of Bulkley-Nechako

The Regional District of Bulkley-Nechako (RDBN) is a regional local government that provides services to both rural and municipal residents. Regional Districts provide the political and administrative framework necessary for municipalities and electoral areas to collaborate in the delivery of regional and sub-regional government services. They also provide local services and act as local governments for unincorporated rural areas. The RDBN is made up of 8 municipalities and 7 electoral areas. The municipalities are Smithers, Telkwa, Houston, Granisle, Burns Lake, Fraser Lake, Vanderhoof and Fort St James. The 7 electoral areas are (A) - Smithers Rural, (B) - Burns Lake Rural, (C) - Fort St. James Rural, (D) - Fraser Lake Rural, (E) - Francois/Ootsa Lake Rural, (F) - Vanderhoof Rural and (G) - Houston Rural. These areas are outlined on the map on page 8.

The governing body for the RDBN is comprised of a Board of Directors which includes elected representatives from each of the municipalities and electoral areas mentioned above. The fifteen member Board meets on a monthly basis to oversee and provide policy direction for operation of the services the RDBN provides to its taxpayers.

The Regional District currently provides 64 services to 39,208 residents within its boundaries. Except for certain mandatory or exempt services, the vast majority of services provided by Regional Districts are requested and approved by the taxpayers. Taxpayers only pay for those services in which their municipality or electoral area participates.

RDBN Contact Information:

Regional District of Bulkley-Nechako

37-3rd Avenue, PO Box 820

Burns Lake, BC V0J 1E0

Phone: 250-692-3195

Toll Free: 1-800-320-3339

Fax: 250-692-3305

Email: inquiries@rdbn.bc.ca

2013 Regional District Services

Region-Wide Services

- 9-1-1 Service
- Regional Economic Development
- Development Services
- Feasibility Studies
- General Government Services
- Solid Waste Management

Region-Wide Rural Services

- Building Numbering
- Electoral Area Planning
- Emergency Preparedness
- Rural Government
- Rural Grants in Aid
- Noxious Weed Control
- Unsightly Premises Regulatory Control

Sub-Regional Services

- Building Inspection
- Bulkley-Valley Regional Pool
- Burns Lake Arena
- Burns Lake Library
- Burns Lake Museum
- Burns Lake TV Rebroadcasting
- Fort Fraser Cemetery
- Fort St. James Rebroadcasting
- Fraser Lake TV Rebroadcasting
- Lakes District Airport
- Lakes District Emergency Response
- Lakes Economic Development
- Smithers/Telkwa/Houston TV Rebroadcasting
- Topley Cemetery
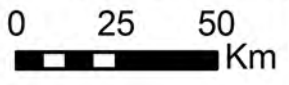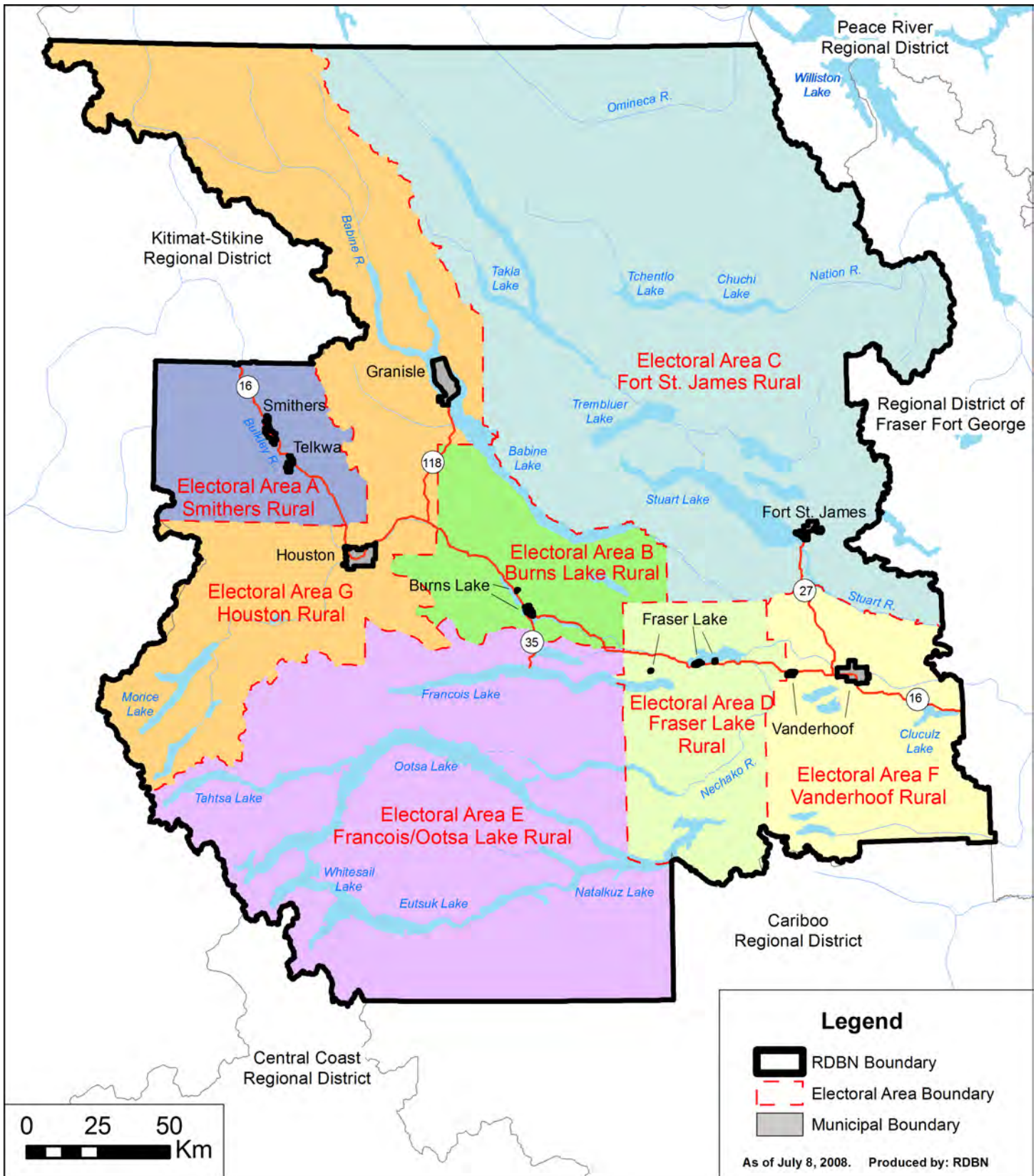
Non Taxable Services Supported Entirely by Users

- Liquid Waste Management
- Municipal Borrowing Services (entirely funded by the Municipalities)
- Pump and Haul Septage Disposal

Local Services

- Area "A" Economic Development
- Area "A" Emergency Services
- Area "C" Road Rescue Service
- Area "D" Extrication
- Area "E" Economic Development
- Area "F" Extrication
- Burns Lake Rural Fire Protection
- Cluculz Lake Emergency Response
- Colony Point Street Lighting
- Decker Lake Street Lighting
- Endako Street Lighting
- Fort Fraser Community Hall
- Fort Fraser Local Community
- Fort Fraser Rural Fire Protection
- Fort Fraser Sewer
- Fort Fraser Street Lighting
- Fort Fraser Water
- Fort St. James Arena
- Fort St. James Library
- Fort St. James Rural Fire Protection
- Fraser Lake Library
- Gerow Island Street Lighting
- Glacier Gulch Water Diversion
- Houston Rural Fire Protection
- Lake Kathlyn Weed Harvesting
- Smithers Para-Transit
- Smithers Rural Fire Protection
- Smithers Rural Recreation & Culture
- Southside Rural Fire Protection
- Telkwa Pedestrian Crosswalk
- Telkwa Rural Fire Protection
- Topley Emergency Response
- Vanderhoof Recreation & Culture
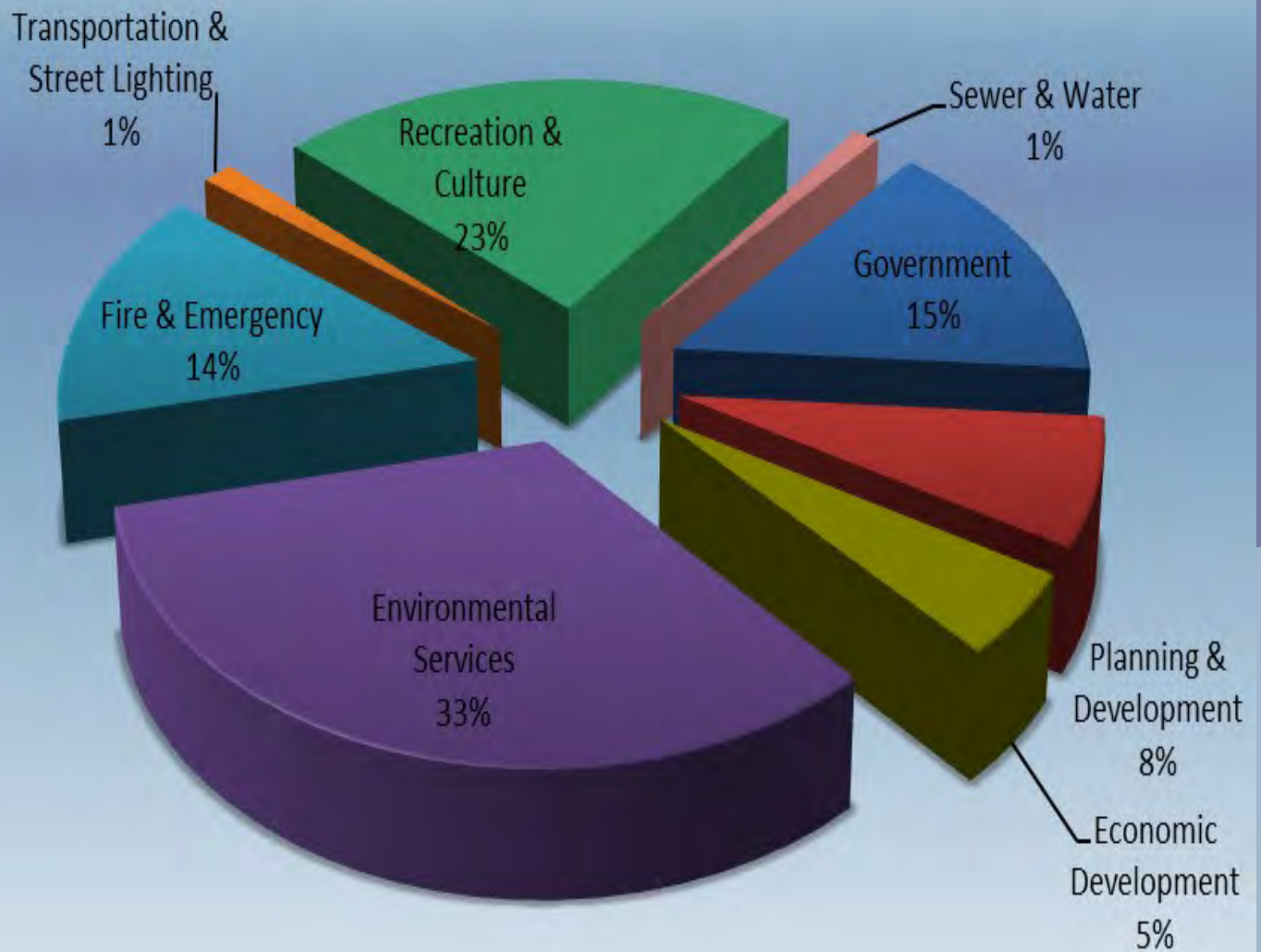- Vanderhoof Rural Fire Protection
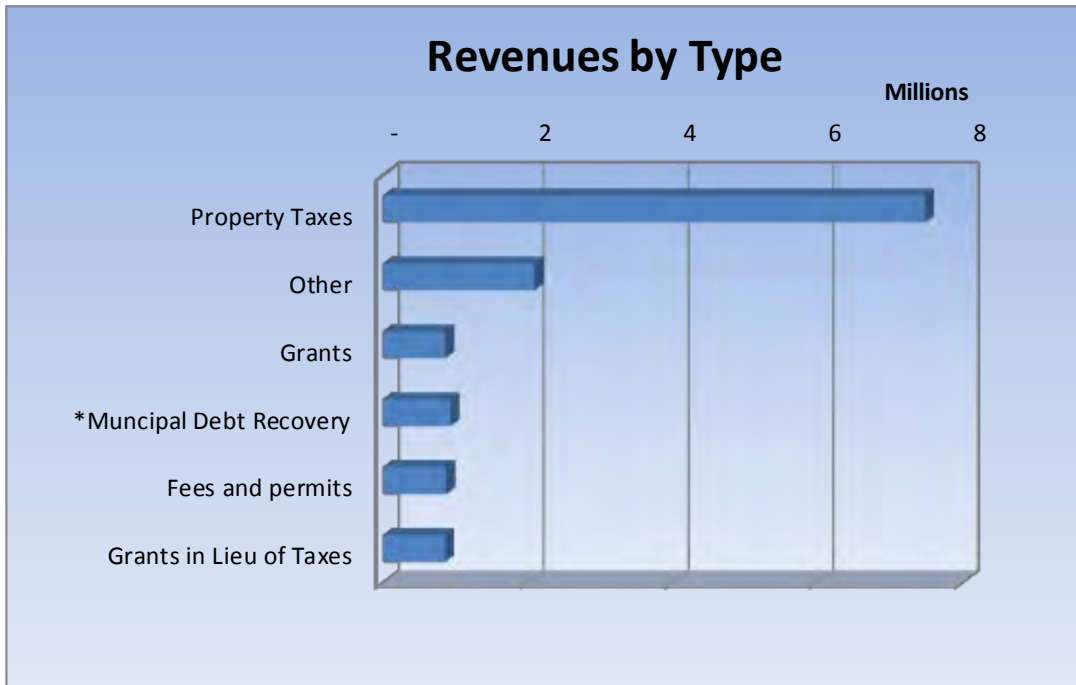
Regional District of Bulkley-Nechako

Peace River Regional District

Kitimat-Stikine Regional District

Omineca R.

Williston Lake

Takia Lake

Tchentlo Lake *Chuchi Lake* *Nation R.*

Babine R.

Granisle

16

Smithers

Telkwa

Bulkley R.

**Electoral Area A
Smithers Rural**

**Electoral Area C
Fort St. James Rural**

Trembluer Lake

Regional District of
Fraser Fort George

118

Babine Lake

Stuart Lake

Fort St. James

Houston

**Electoral Area B
Burns Lake Rural**

Burns Lake

27

Stuart R.

**Electoral Area G
Houston Rural**

35

Fraser Lake

Morice Lake

Francois Lake

**Electoral Area D
Fraser Lake
Rural**

Vanderhoof

16

Cluculz Lake

**Electoral Area F
Vanderhoof Rural**

Ootsa Lake

Nechako R.

Tahtsa Lake

**Electoral Area E
Francois/Ootsa Lake Rural**

Whitesail Lake

Natalkuz Lake

Eutsuk Lake

Cariboo
Regional District

Central Coast
Regional District

0   25   50
Km

Legend

RDBN Boundary

Electoral Area Boundary

Municipal Boundary

As of July 8, 2008.   Produced by: RDBN

YUKON   N.W.T.

ALBERTA

U.S.A.

BRITISH COLUMBIA

Granisle

Smithers

Terrrace

Telkwa

Prince Rupert

Houston   Burns Lake

Fort St. James

Vanderhoof

Fraser
Lake

Prince
George

Pacific Ocean

Vancouver

U.S.A.

2013 Taxation by Function

Transportation &
Street Lighting
1%

Recreation &
Culture
23%

Sewer & Water
1%

Fire & Emergency
14%

Government
15%

Environmental
Services
33%

Planning &
Development
8%

Economic
Development
5%

2013 Financial Summary

Revenues by Type

Millions

| | - | 2 | 4 | 6 | 8 |

- Property Taxes
- Other
- Grants
- *Muncipal Debt Recovery
- Fees and permits
- Grants in Lieu of Taxes
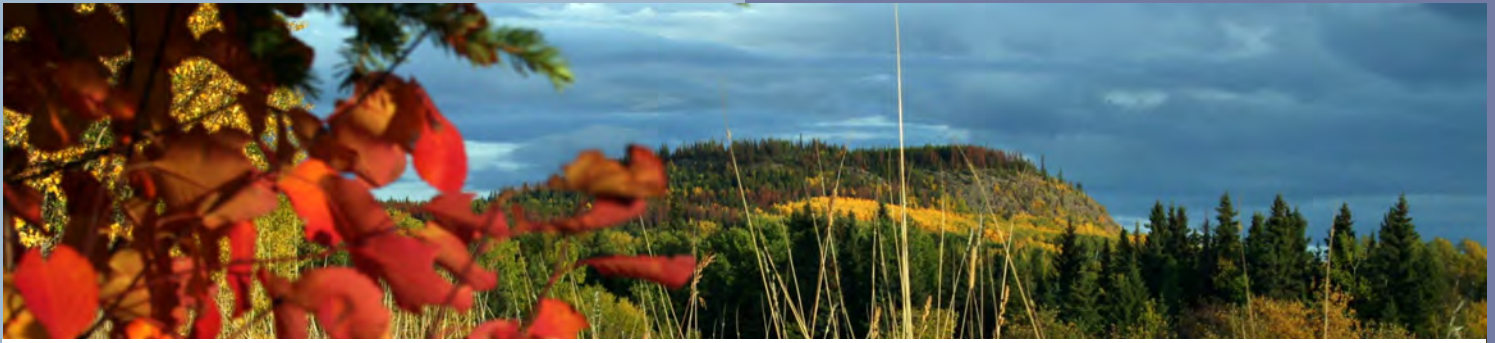
*Note: Municipal Debt — Payments are made by RDBN to Municipal Finance Authority on behalf of municipalities at their cost

Expenditures by Service Type

- Environmental Services
- Government Services
- Recreation & Culture
- Fire/Emergency Response
- Planning & Development
- *Muncipal Debt
- Utilities
- Street Lighting/Transportation

| - | 1 | 2 | 3 | 4 |

Millions
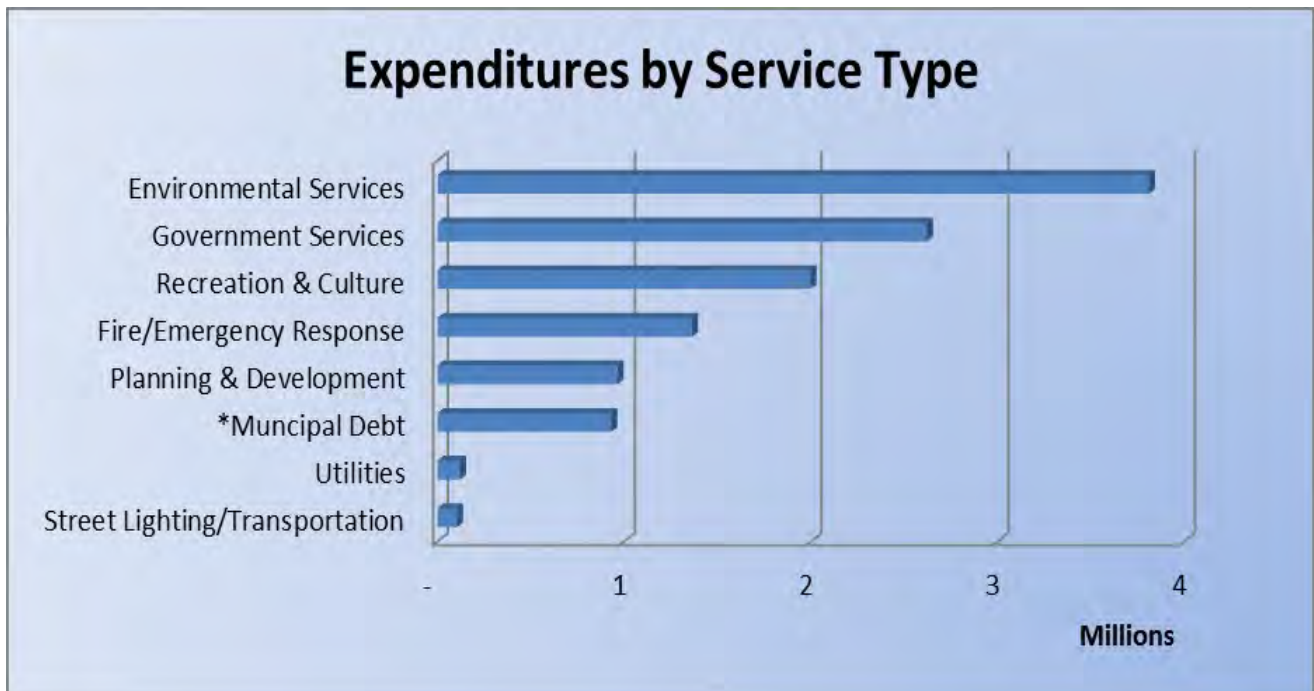
Administrative Services

General Administration

The Administration Department manages the affairs of the Regional District, which involves working closely with the Regional Board, staff, government agencies, and the general public. Responsibilities include overall management of all Regional District and Regional Hospital District resources, ensuring appropriate procedures and programs are in place for efficient delivery of services to the public. Also, assembling and distributing Board and Committee meeting agendas, preparing meeting minutes, drafting by-laws, conducting elections and referenda, and overseeing labour relations and personnel matters. In addition, administration assists in the development, establishment, and operation of local services. This includes services which benefit specific areas/communities and which are paid for by the ratepayers within these areas. Some of the services are fire protection, street lighting, library services, cemetery services, community halls, water systems, and the local grants program.

Elections and Referenda

The Local Government Elections Task Force recommended changing the term of elected officials from 3 years to 4 years. The next local government election will take place November 15, 2014 and will take place every 4 years thereafter on the third Saturday of October. The Regional District conducts elections and referenda for its Electoral Areas, as well as the Fort Fraser Local Community Commission. Please see pages 30 - 31 for Director information.

Communications

The Regional News is a publication that the Regional District of Bulkley-Nechako has produced quarterly and distributed to all residents of the Regional District. The Regional District recently conducted a survey to determine the interest and value in the Regional News. With less than ten responses to the survey, beginning in the Fall of 2014, the Regional News will change to an electronic newsletter. It will be available on the RDBN website and paper copies will be printed for those interested in receiving it in that format.

Vanderhoof Swimming Pool Referendum

On Saturday, February 16, 2013 the Regional District of Bulkley-Nechako, in conjunction with the District of Vanderhoof, held a referendum to determine if voters in Electoral Area "F" (Vanderhoof Rural) were in favour of establishing a service to contribute to the proposed Vanderhoof Aquatic Centre.

The referendum passed with 585 "yes" votes and 472 "no" votes. The referendum also passed within the District of Vanderhoof with 1207 "yes" votes and 353 "no" votes.

The proposed facility is estimated to cost $12 million to build. In addition to $4 million of borrowing the District of Vanderhoof must raise an additional $8 million through a combination of provincial and federal infrastructure grants, individual donations, and corporate sponsorships before the facility will commence construction.

The proposed facility will include four 25 metre swimming lanes, a leisure pool with separate water temperature controls, a fitness room, and a multipurpose room.

The District of Vanderhoof has set up a website with detailed information about the proposed facility at www.vanderhoofpool.ca

## First Nations Relationship Building

The Regional District of Bulkley-Nechako continues to schedule meetings with First Nations communities on a regular basis in order that Local Government and First Nations can move forward with common goals.

Forestry

The RDBN Forestry Committee deals with forestry related issues in the region and is working towards long term sustainable forestry management for the region. Some of the items discussed during 2013 include:

- Wildfire Mitigation
- economic and social issues facing communities
- Effectiveness Review of BC Timber Sales
- Morice Land and Resource Management Plan – Biodiversity Objectives
- Visual Quality Objectives/Constraints
- Restructuring of non-replaceable forest licences in the Vanderhoof Forest District
- Common Corridors for all pipelines
- Permitting process for burning fibre along LNG lines when clearing
- Allowable Annual Cut (AAC) Apportionment for Lakes Timber Supply Area
- Fibre Inventory and Tenure Issues
- Tenure Issues
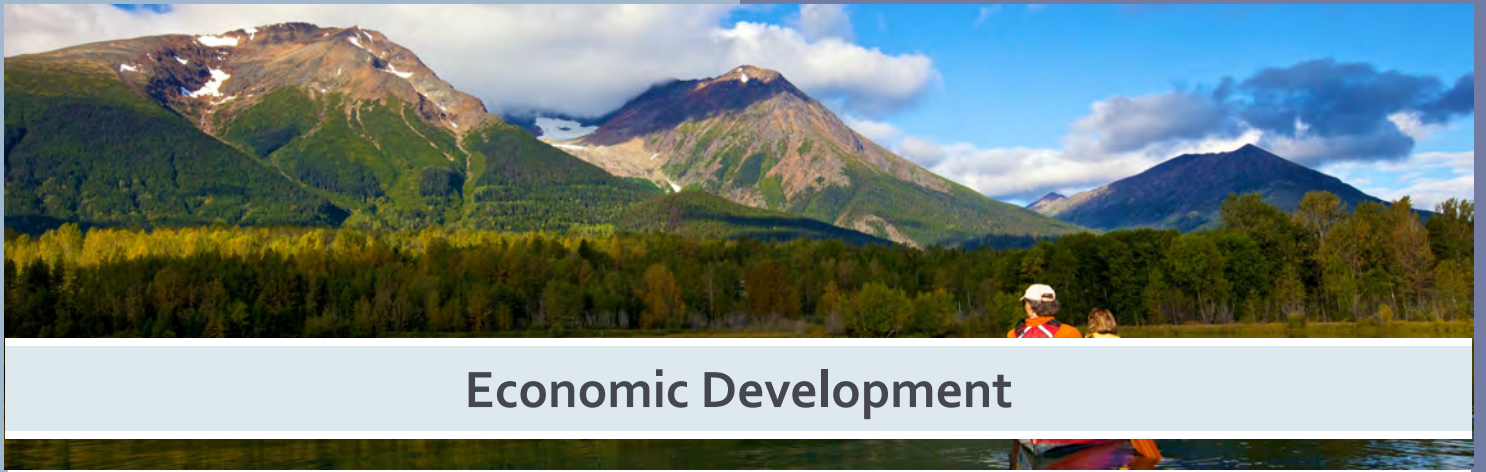
Economic Development

Economic Development

The Regional Economic Development Department completes projects to benefit our regional economy. In 2013, the work plan included projects to assist with:

- Training and Employment
- Regional Marketing
- Tourism
- Business
- Agriculture
- Mining

Regional Skills Gap Analysis

Recognizing the need to diversify the economy and further development of the tourism, mining, and industrial sectors, this project was initiated with the objective to assist with employment and employment readiness in the region. The Regional Skills Gap Analysis was a project undertaken by the RDBN and led by a Project Management Committee of key stakeholders.

Local residents, educational and training professionals, employers and First Nations organizations assisted in identifying labour market challenges and provided an assessment of current and forecasted labour market trends, opportunities, and needs.

The final report provides a "community-influenced" plan which includes four Goal Statements and eight Action Strategies that now requires a collective and coordinated approach to ensure effective and efficient implementation.

For a copy of the report and to be involved in implementation, visit www.rdbn.bc.ca/regionalskillsgap

Regional Profile

Content was gathered and the design created for a Regional Profile that includes individual Municipal and Electoral Area profiles as well as four sector profiles. The Pro-

file will be posted on the RDBN website to view online with a print option. Communities will be able to use this information to support small business planning, attract investment, and provide a professional presentation of statistics and assets. Profiles will be posted at www.rdbn.bc.ca/economicdevelopment in 2014.

Tourism Sector

An RDBN Tourism Working Group, with representatives appointed by each Municipality, guides and assists with completing regional Tourism Projects identified in the 2010 RDBN Tourism Plan.

The www.visitbulkleynechako.ca website was created to highlight tourism activities across the region and received a new look and features for 2013.

A regional image bank with over 3,000 photos is maintained by the RDBN. New photos are acquired through the "*Give us Your Best Shot*" photo contest and the purchase of professional photos. The image bank can be accessed for promoting/marketing in the RDBN.

Together with *Visit Northern BC* partners, the RDBN attended the Vancouver Outdoor Adventure Show. Attending the tradeshow provided an opportunity to showcase the region and the variety of tourism products we have to offer.

Regional Tourism Brochure, Activity Map and Hiking Guide were created for distribution in 2013.
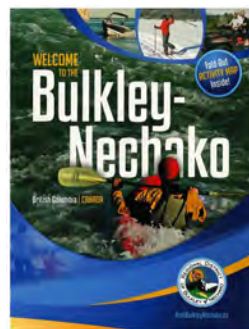
Economic Development

Business Sector

In 2013, the RDBN held the third annual RDBN Startup Business Contest. Individuals who had started a business within the last year or who had an idea and wanted to start a new business could enter the contest and win prizes to assist with Business Start-ups. There were 8 entries with 4 finalists selected. The winner was Sawyers So Good Cupcakes, from Smithers.

Located on both the RDBN and RDBN Mining websites is an extensive listing of regional businesses and organizations. Listings on the Bulkley-Nechako Directory are available to all businesses, not for profits and organizations located in the region. The information for the listing is supplied by the individual businesses, by logging into the directory. Information for each listing can include:

Picture(s)
Logo
Contact information
Hours of operation
Description of business
Google map

Agriculture Sector

Economic Development staff participated in the "Beyond the Market" Advisory Committee and secured funding for "Connecting Consumers and Producers" Agriculture Marketing Project (to be implemented in 2014).

Mining Sector

The RDBN created the www.mining.rdbn.bc.ca website as a "one-stop" web portal to promote the mining sector in our Region. The website was updated and enhanced throughout the year and saw an average of 6978 visits per month.

The RDBN attends two Mining Tradeshows annually; Minerals North and Minerals Roundup. These tradeshows provide the opportunity to promote mining in the RDBN as well as promoting the use of the mining web portal.

Economic Development

Funding Assistance to the Region

The RDBN Regional Economic Development Department assists non-profit organizations with securing grant funding for community projects. During 2013, the RDBN secured grant funding in the amount of **$1.1 million** (includes Federal Gas Tax Funds) for various projects taking place in communities throughout the Region. Other projects not listed below, totaled $287,502 in secured funding.

Public Safety
$37,000

Sports and Recreation
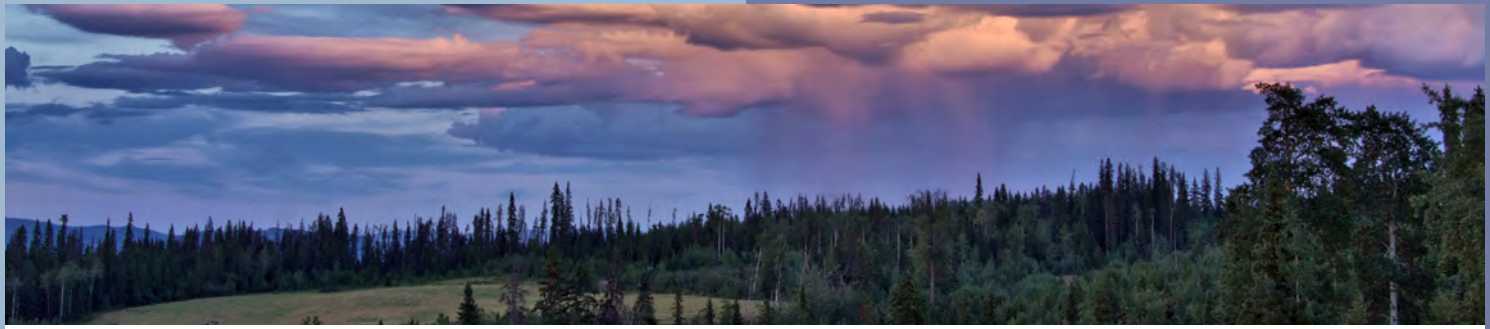**$50,533**

Arts & Culture
$198,826

Food Banks
and Farmers Markets
$82,886

Environment
$9,750

Community Halls
$435,251

Planning

The planning department provides several services, such as building permits, development applications including development variance permits, Agricultural Land Commission applications, development permits and rezoning applications. The planning department develops and oversees Official Community Plans in each of our electoral areas to accommodate new and growing land needs.

Long Range Planning

In 2013, the Planning Department achieved the following with regard to the Rural Official Community Plans (OCPs):

Electoral Area E OCP
Development of "Southside Rural Official Community Plan Bylaw No. 1653, 2012" continued into 2013. The Bylaw was given 1st and 2nd Reading in November 2012, and Public Hearings were held on January 9th and March 14th 2013. Following objections to the plan by First Nations the plan was not adopted and was approved as a planning reference document.

Electoral Area A OCP
The Smithers / Telkwa Rural Official Community Plan review process continued through 2013. A draft plan has been prepared based on the input received at 2 public open houses, a community survey, and 10 meetings with a working group of RDBN staff, Town of Smithers staff, and community members. In 2014, the plan will be presented to the public for input and further consideration.

Agricultural Inventory

In 2013, the Planning Department undertook an agricultural land use inventory for Electoral Areas A and F, in partnership with the Ministry of Agriculture, the Investment Agriculture Foundation and the Omineca Beetle Action Coalition. The field work was conducted by 2 summer students and is currently being tabulated by the Ministry of Agriculture. A report from the Ministry is currently pending. Once this report is received a final report will be prepared by planning staff.

Current Planning

In 2013, (in addition to day to day activities such as responding to public inquiries, and processing land use applications and referrals) the Planning Department did the following:

- Worked on drafting of a new zoning bylaw. Implementation will be proposed when ongoing rezoning applications allow. The RDBN may propose a rezoning application moratorium while the bylaw adoption process occurs.

- The Board considered a staff report regarding a Nuisance and Noise Bylaw and public survey proposed by an area resident.

- A revised Bylaw Enforcement Policy was presented to the Board which formalizes the role of the applicable Electoral Area Director in determining when a file is to be closed and when an enforcement issue is forwarded to the Regional District Board for consideration of enforcement action. This policy change was approved by the Board.

- Staff reported to the Board regarding proposed changes to the laws regarding the production of medical marihuana.

- A report was provided to the Board regarding the proposed new *Water Sustainability Act.* A letter was sent to the Province regarding RDBN concerns.

Geographic Information Systems (GIS)

In 2013, in addition to maintaining GIS data and systems, and responding to civic address inquiries and various mapping requests, the GIS Department did the following:

- Provided monthly 9-1-1 data updates to the Prince George Fire Operations Communications Centre;

- Provided quarterly updates to the Provincial Government;

- Compiled a Digital Road Atlas;

- Provided on-going updates to the TELUS Master Street Address Guide regarding the 9-1-1 service.

Planning

Geographic Information Systems (GIS) Continued

In 2013, the GIS Department completed implementation of an online mapping application for public users. The application was built using an ArcGIS Server and Geocortex Essentials and Microsoft Silverlight software. This application went live in early 2013, and staff held a number of workshops for frequent users, and made presentations to local Municipal Mayors and Councils regarding the inclusion of municipal data.

Building Inspection

In 2013, the Planning Department successfully provided building inspection services to rural residents, as well as the District of Fort St. James, the Village of Granisle, the Village of Burns Lake, and the Village of Fraser Lake.

Special Projects

In 2013 the Planning Department, in consultation and co-operation with other RDBN staff, prepared the report titled *The Regional District of Bulkley-Nechako: Changing Service Delivery Requirements and Expectations – A Discussion Paper.*

A new Environmental Assessment Participation Policy was drafted for Board consideration. This policy was approved by the RDBN Board.

In 2013, the Planning Department participated in the Environmental Assessment process and reported to the Regional District Board regarding the following projects:

- Pacific Trails Pipeline;
- Coastal Gaslink Pipeline;
- Pacific Northern Gas Pipeline Looping Project;
- New Gold Blackwater Gold Mine Project;
- Nulki Hills Wind Project.

Bylaw Enforcement

In 2013, the Planning Department reported to, and received direction from, the Board on the following bylaw enforcement issues:

- Unsightly premises and derelict building in Electoral Area B. The Board directed that staff initiate remedial action to remove the structure at the property owners expense. The building was removed and the site cleaned up.

- Illegal log storage and processing in Electoral Area B. The Board directed staff to initiate legal action. No Court action has been initiated to date as the property owner has made a commitment to comply with zoning.

- Hay processing operation in Electoral Area F. The issue was resolved by the ALC considering the processing to be an Agricultural Use.

- Illegal scrap and salvage operation in Electoral Area F. The Board directed staff to initiate legal action. The Court process has been initiated.

- Illegal manufacturing operation in Electoral Area A. The Board directed staff to initiate legal action. Activities have abated over the winter. No Court action initiated to date.

- Unsightly premises in Electoral Area G. The Board directed that the property be cleaned up. Some unsightly materials were removed from the property.

Finance

Financial Management and Control

To meet its responsibility for the integrity and objectivity of financial reporting, the Finance Department maintains a system of internal financial and accounting controls designed to provide reasonable assurance that financial information is accurate and reliable for the preparation of financial statements, that assets are safeguarded and that transactions are authorized, recorded and properly reported.

These controls include:

- an organizational structure providing for effective segregation of responsibilities, delegation of authority, personal accountability and careful selection and training of personnel;

- the application of financial, accounting and administrative policies and procedures necessary for internal control over transactions, assets and records; and

- systematic financial review and analysis of operating results.

The Board of Directors ensures that management fulfills its responsibility for financial reporting and internal controls. It reviews the internal financial statements quarterly and the audited financial statements annually.

The external auditors conduct an independent examination in accordance with generally accepted auditing standards and express their opinion on the financial statements. Their examination includes a review and evaluation of internal controls and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors, as needed.

Budgetary Process

Each fall, the Finance Department begins the process of preparing the Annual Five Year Financial Plan. Based on analysis of previous years' financial results, discussions with management and input from the Directors, the Financial Plan is prepared for review and adoption of the Financial Plan Bylaw by the Board of Directors by March 31st of the ensuing year. The budget is both a planning tool and a valuable internal control tool used in analyzing the monthly, quarterly, and annual financial results.

In recent years, the public consultation process was enhanced with public presentations in each municipality within the Regional District, providing an overview of the draft budget, as well as a summary of actions undertaken in the year just ended and initiatives planned for the ensuing year.

Revenue Sources

Local governments traditionally rely on property taxation supplemented by user fees to fund their operations. The Regional District is undertaking an initiative to seek alternative sources of revenue and thereby ease the burden on local taxpayers. These efforts are ongoing and we hope to see positive results in the near future.

Risk Management

The Finance Department is responsible for managing liability and property risk, ensuring that risks are identified and eliminated where possible, reduced to an acceptable level or transferred to other parties through insurance policies or contractual arrangements.
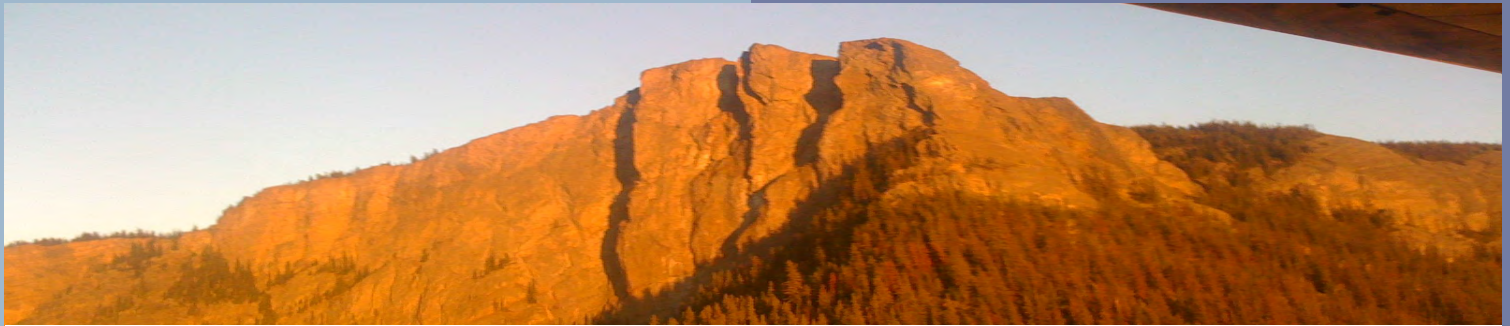
Finance

Debt Management

The Regional District borrows for its own needs and for the municipalities within its boundaries. Debentures for capital projects are issued through the Municipal Finance Authority of B.C. In addition, operating cash flows are supplemented from time to time with short term borrowing.

While debt issued on behalf of the municipalities remains the ultimate responsibility of the Regional District, the municipalities are, in turn, responsible for repayment of their debt to the Regional District. At December 31, 2013, there were municipal debentures outstanding in the amount of $5,023,684.58.

For its own needs, the Regional District did not issue any new debt in 2013. Debenture repayments in 2013 of $161,024 and actuarial earnings of $43,807 have reduced the outstanding debt for all Regional District services to $1,218,344 at December 31, 2013.

Debt servicing costs (principal plus interest) for the Regional District as a whole represented 4.5% of tax revenues in 2013

Reserve Funds

Each year, the Regional District makes contributions to reserve funds for future expenditures, primarily of a capital nature. These funds are invested on behalf of the service areas for which the contributions are made and interest accumulates accordingly. During 2013, contributions of $1,170,075 were made, $920,427 was withdrawn for approved expenditures and interest of $61,416 was earned, bringing the balance at December 31, 2013 to $2,653,056.

Efficiency Enhancements

During 2013, the Finance Department implemented an online bill payments system to improve efficiency, reduce costs and provide improved control over the timing of payments to suppliers.

Computer Network

The Finance Department is responsible for the Regional District's Computer Network. During the year, computer network documentation was updated to include a disaster recovery plan to ensure that software and data can be recovered in the unlikely event of a disaster affecting the Regional District's computer network systems. The computer network is monitored regularly for security threats and periodically upgraded when necessary.

Integrity of Tax Codes

The Regional District, together with BC Assessment, conducted a review of local service area tax codes to ensure that all property owners are taxed for those services, and only those services, where the service area boundary includes their property.

Taxation

A primary objective of the Regional District of Bulkley-Nechako is to manage taxation levels to avoid large swings in taxation from year to year. This is done through careful financial planning and service management; and by setting reserve funds aside for future capital projects. The graph below shows that taxation for region-wide services relatively stable of the last five years.

To enhance communication with taxpayers and to improve understanding of their annual tax bills, we are including RDBN explanatory tax inserts in property tax bills issued by the provincial and municipal governments.

Taxation for Region Wide Services
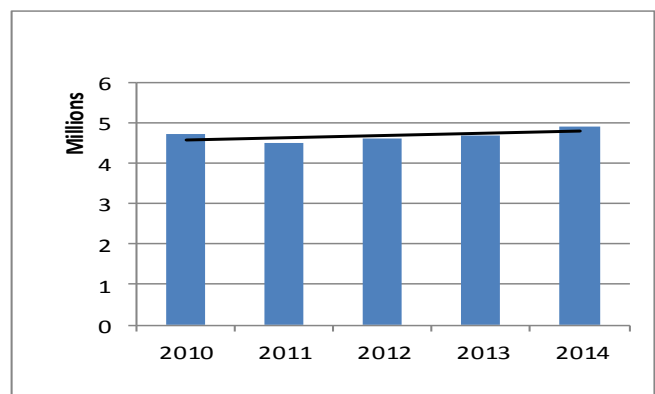
Regional District of Bulkley-Nechako
Consolidated Statement of Financial Activities
As of December 31, 2013

	2013		2012
	Budgeted	**Actual**	**Actual**
REVENUE			
Property tax requisition			
Municipal	$ 2,897,338	$ 2,897,337	$ 3,076,001
Electoral Areas	4,589,436	4,629,198	4,223,356
	7,486,774	7,526,535	7,299,357
Grants	1,754,286	857,275	1,015,662
Municipal debt payments	962,578	929,884	875,997
Grants in lieu of taxes	817,381	855,175	825,820
Fees and permits	629,175	872,754	821,532
Emergency expenditure recoveries	0	5,500	50,806
Miscellaneous	18,470	71,481	88,929
Interest	13,500	50,587	53,960
Municipal cost sharing	86,768	92,686	83,136
Debt sinking fund actuarial earnings	-	43,807	61,358
Administration recoveries	47,502	47,006	12,273
Donations	10,000	15,225	20,000
	4,339,660	3,841,380	3,909,473
Total Revenue	11,826,434	11,367,915	11,208,830
EXPENSES			
Government	3,563,071	2,619,982	2,737,011
Municipal Debt	962,578	929,884	875,997
Planning	1,160,913	963,782	876,419
Environmental Services	4,784,162	3,809,291	3,466,374
Fire/Emerg. Response	1,719,469	1,361,899	1,326,577
Street Lighting/Transportation	104,628	103,702	101,595
Recreation & Culture	2,057,080	1,997,871	1,680,427
Utilities	148,504	121,466	98,523
Total Expenses	14,500,405	11,907,877	11,162,923
Annual Surplus (Deficit)	(2,673,971)	(539,962)	45,907
Surplus at Beginning of the Year	15,156,568	15,156,568	15,110,661
Surplus at the end of the Year	$ 12,482,597	$ 14,616,606	$ 15,156,568

Regional District of Bulkley-Nechako
Consolidated Statement of Financial Position
As of December 31, 2013

	2013	2012
Financial Assets		
Cash & Investments	$ 8,016,388	$ 7,905,667
Accounts Receivable	689,197	554,055
Grants Receivable	76,314	68,933
MFA Debt Reserve Fund	146,136	161,049
Due From Municipalities for debt	5,023,685	5,174,932
	13,951,720	13,864,636
Liabilities		
Unearned Grants	3,401,552	3,030,351
Accounts Payable & Accruals	1,155,589	1,181,072
Landfill Closure Accrual	1,972,713	1,813,597
Debentures (RDBN)	1,218,344	1,423,175
Debentures (Municipalities)	5,023,685	5,174,932
Debt Reserve Fund	112,359	128,842
Total Liabilities	12,884,242	12,751,969
Net Financial Assets	1,067,478	1,112,667
Non Financial Assets		
Tangible Capital Assets	13,478,357	13,983,483
Prepaid Expenses	70,771	60,418
	13,549,128	14,043,901
Accumulated Surplus	$ 14,616,606	$ 15,156,568

Environmental Services

Work continued on implementation of the Solid Waste Management Plan, and a number of initiatives were undertaken to reduce costs and improve services to the residents of the Regional District of Bulkley-Nechako.

Landfill Formal Closure Activities

The Environmental Services Department coordinated and managed the formal closure of two previously operational landfills during the 2013 construction season. The Fraser Lake and Fort Fraser Landfills were previously closed to public use in 2007 when a transfer station facility was constructed for refuse disposal. The refuse that is now collected at the Area "D" (Fraser Lake Rural) Transfer Station is ultimately disposed of at the Clearview Landfill, which is the Regional District's Eastern Sub-Regional Landfill Facility.

Local contractors were hired to complete the following activities at both closed landfill properties:

- Establishment of suitable grades on site to promote surface water runoff.
- Placement and compaction of a minimum of 1 m or 3 feet of clay and silt based soils to create an impermeable layer to minimize water infiltration into the buried refuse.
  Placement of topsoil where available.

At the Fraser Lake Landfill site, the formal decommissioning of historic septage receiving lagoons was also completed. Additional work will be completed at both sites in 2014 and in future years to ensure the establishment of grass and other low growing plants on the sites slopes.

Knockholt Western Sub-Regional Landfill - Wetland Upgrade Project

Part of the landfill leachate collection and treatment system at the Knockholt Western Sub-Regional Landfill (located just outside Houston, BC), is an engineered wetland system that was originally constructed in 2007. The cattails that have been planted in the wetland, are a key component in the successful treatment of landfill/septage leachate and in 2012, the wetland experienced a significant challenge…keeping marauding moose from eating the cattails!
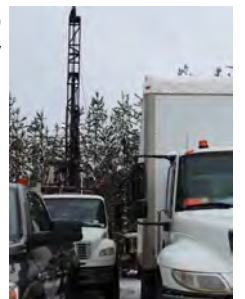

In 2013, the Regional District completed significant upgrades to the wetland system, including the installation of a game fence around the facility to keep the moose out. Other work included the planting of a type of bulrush in the areas that the cattails were destroyed in 2012 that will, over the long term, provide additional treatment capacity in the wetland. In addition, an aeration tower was constructed out of an old culvert, plastic piping and old plastic water bottles. The purpose of this tower is to introduce oxygen into the liquid which provides for additional treatment of the leachate.

Clearview Landfill

Projects completed at the Clearview Landfill included an expansion of the landfill footprint, the drilling of three new groundwater monitoring wells, upgrading of surface water drainage works and extension of the electric fenceline to surround the wood waste storage area. The fenceline extension was completed in response to the wood waste pile being lit on fire by arsonists multiple times during 2013.

Environmental Services

Waste Hauling Operations

In 2013, the Regional District continued operating its waste hauling fleet which includes three Kenworth T800 tractor units, four tandem steel 53 foot walking floor trailers, 3 tandem aluminum 53 foot walking floor trailers and one tridem aluminum 53 foot walking floor trailer. The Regional District provides the service of hauling waste from the Granisle, Burns Lake and Smithers/Telkwa Transfer Stations to the Knockholt Landfill and the hauling of waste from the Fort St. James, Vanderhoof and Area "D" (Fraser Lake Rural) Transfer Stations to the Clearview Landfill.

The Regional District also hauls wood waste from the RDBN transfer stations to the respective eastern and western landfill facilities utilizing the tridem aluminum trailer. A total of 156 loads of wood waste was hauled in 2013 for a total hauled tonnage of 2,167 metric tonnes.

Burns Lake, Granisle, Southside and Smithers/Telkwa Transfer Stations

The Regional District is required under Operational Certificates issued by the Ministry of Environment to complete and submit Annual Reports on the operations of the Burns Lake, Granisle, Southside and Smithers/Telkwa Transfer Stations respectively. The reports are to include:

- an executive summary;
- the type and tonnage of waste shipped from the transfer stations;
- any new information or proposed changes relating to the facilities;
- composting operation activity, if applicable;
- occurrences or observations of wildlife (medium and large carnivores) at the facilities;
- a statement regarding the progress in reducing the regional solid waste stream, in accordance with the hierarchy of reduce, reuse and recycle principles;
- a description of efforts made by the Regional District to investigate alternatives to the open burning of wood waste; and
- the results of all monitoring programs as specified in the operational certificate.

In 2013, these reports were completed and submitted as required.

Climate Change

As a signatory to the British Columbia Climate Action Charter, the RDBN is required to measure, report, reduce and offset carbon emissions associated with corporate emission-producing activities (eg. Electricity/heat in RDBN owned buildings, diesel fuel used by waste haul fleet). A sum of $13,250 was allocated to the Carbon Neutral Reserve Fund to help fund those projects. For the 2013 reporting year, the RDBN produced 695 tonnes of CO_2e (Carbon Dioxide equivalent), which was tracked using the provincial government's emission measuring program "SMARTTool". In 2012, the emissions produced by the RDBN was 734 tonnes of CO_2e, which translates into a reduction of 5.3% in 2013.

Projects completed in 2013 to aid in achieving carbon neutrality included conducting an energy audit at the RDBN office in Burns Lake (through LiveSmart BC), upgrading the insulation in the roof of the Bulkley Valley Regional Aquatic Centre in Smithers and installing energy efficient induction lighting retrofits at the Smithers-Telkwa Transfer Station (see picture below).
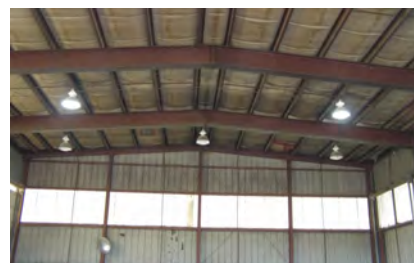
Environmental Services

Waste Reduction

A number of waste reduction initiatives were continued and/ or implemented in 2013. The region wide funding program which was developed and initiated in 2009 was carried through 2013. Financial support was continued with the Smithers and Area Recycling Society (Smithers/ Telkwa), the Nechako Healthy Community Alliance (Vanderhoof), the Fraser Lake Bottle Depot (Fraser Lake), Houston Recycling (Houston) and the Greening Up Fort Society (Fort St. James)

to support primarily paper and cardboard based recycling programs. In 2013, the Nechako Healthy Community Alliance in Vanderhoof continued successfully with their expanded plastics recycling program which was initiated in 2012. Mixed paper and cardboard recycling services were continued in 2013 at the Burns Lake and the Southside Transfer Stations.

The Regional District continued to support the development of industry led extended producer responsibility programs for those products covered under the *BC Recycling Regulation*. The Regional District actively participated in consultation opportunities surrounding the pending industry led packaging and printed paper recycling program that is to be launched in May 2014. The Regional District also made efforts to engage local stakeholders in the consultation process, including local non-profit and for profit recycling groups as well as RDBN municipalities.

A contract for removal and recycling of collected metal products from RDBN solid waste management facilities was issued in 2013. Processing and recycling of metal occurred in late 2013 and early 2014. In total 2,560 metric tonnes of metal was removed from Regional District facilities resulting in a revenue stream of $391,684.
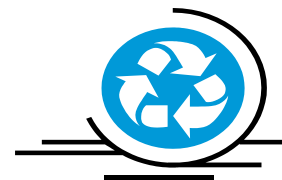
Drinking Water Week

During Drinking Water Week (May 20-26, 2013), Environmental Services staff facilitated education and awareness activities in the unincorporated community of Fort Fraser. This involved making presentations to a grade 3 class at Fort Fraser Elementary School on water/sewer infrastructure and water conservation.

MAY 20 - 26, 2013

DRINKING WATER WEEK

GET TO KNOW YOUR H_2O

The Regional District of Bulkley-Nechako operates 7 transfer stations and 3 landfills. For locations and hours of operation please visit our website at **www.rdbn.bc.ca**

Invasive Plants

Invasive Plants

Funding at a value of $37,000 was provided to the Northwest Invasive Plant Council (NWIPC) to assist in the effective and efficient management of invasive plant species in the Regional District. The NWIPC provides support and coordination for those involved in the various aspects of invasive plant management including awareness, inventory, treatments and assessment.

Each year, the NWIPC reviews and updates a Strategic Plan and Plant Profile and a Targeted Species list. These documents provide a regional management plan that prioritizes invasive plants and outlines actions to effectively manage species using a partnership delivery model. The plan is developed with the input of all stakeholders and organizations who are members of the NWIPC.

Protective Services

Emergency Program

The Regional District of Bulkley-Nechako's (RDBN) Emergency program delivered Livestock Emergency Preparedness Information packages to the Skeena and Nechako Regional Cattlemen's Associations. The RDBN also hosted a Farmed Animal Mass Carcass Emergency Disposal Table Top Exercise. The exercise brought together representatives from local government, provincial ministries, agricultural stakeholders and other agencies to discuss the RDBN Farmed Animal Mass Carcass Emergency Disposal Plan and explore emergency carcass disposal operation procedures.

The Regional District of Bulkley-Nechako hosted an Emergency Functional Exercise which was well attended by a wide range of representatives from local governments, provincial ministries, fire departments, amateur radio groups, Emergency Social Services volunteers and regional stakeholders. This exercise proved to strengthen the RDBN's Emergency Plan, EOC operations, and communications between agencies.

The Northern Emergency Social Services Training (NESST) weekend was introduced by the RDBN's Emergency program and held in Burns Lake in April 2013. Emergency Social Services volunteers from all over northern BC attended this event. The event provided training, exercising, networking and volunteer appreciation.

The Regional District of Bulkley-Nechako developed a Regional Emergency Social Services Plan. Municipal, Regional and First Nations Emergency Social Services representatives were invited to collaborate in drafting a comprehensive outline for providing Emergency Social Services throughout the region. A password protected website has been developed to provide team leaders with a comprehensive list of volunteers, suppliers, and information relevant to each community in the region.

The RDBN created an Emergency Social Services Level One Course that provides volunteers with the basics for responding to residents displaced from their homes due to disasters such as house fires, wildland fires, and floods.

9-1-1 Education

The Regional District of Bulkley-Nechako delivered a 9-1-1 Presentation educating grade 1 and kindergarten students in the region. Each student was provided a goodie bag filled with information on proper 9-1-1 etiquette and home emergency preparedness.

Rural Fire Departments

The Regional District of Bulkley-Nechako updated the RDBN Fire Rescue Standard Operating Guidelines.

The Regional District of Bulkley-Nechako entered into a mutual aid agreement with the Village of Fraser Lake Fire Departments, and negotiated a Rural Fire Protection Agreement with the District of Houston.

Safety Program

The Regional District of Bulkley-Nechako staff participated in the Great BC ShakeOut exercise on October 17, 2013. Over 690,000 British Columbians participated in this the exercise. Way to Go BC!

The Regional District of Bulkley-Nechako staff joined in the "Coffee Break for Alzheimer" September 24, 2014 to show support and help raise funds to finding a cure for a disease that affects so many people.

Local and Sub-Regional Services

Street Lighting

Currently, the RDBN facilitates street lighting functions in 6 rural residential communities. Local residents initiate the services by canvassing the neighborhood to determine if interest exists. The RDBN works with BC Hydro to determine the location of street lights and costs associated.

TV Rebroadcasting

The RDBN contributes to 4 TV rebroadcasting functions throughout the Regional District. These services rebroadcast a variety of TV and radio stations from towers strategically located throughout the region.

Recreation

The Bulkley Valley Regional Pool and Recreation Centre is a community-based, family-oriented facility. After almost two decades of planning and fundraising, it was constructed in 1990 in Smithers at a cost of $1.7 million. The community raised construction funds and another $0.5 million of in-kind donations. The Regional District of Bulkley-Nechako owns the land upon which the facility is built, the building and all of the capital equipment. The Bulkley Valley Aquatic Centre Management Society manages and operates the facility.

Arenas

The RDBN provides funding to several arenas within the regional district. These arenas are an important part of the local communities and provide residents with opportunities to participate in activities.

Cultural Services

The Regional District supports libraries, museums and other cultural services in many communities throughout the region. These include:

- Burns Lake and Area Library
- Burns Lake Museum Society
- Fort St. James Library
- Fraser Lake Library
- Smithers Recreation and Culture
- Vanderhoof Recreation and Culture

Other Services Provided

Some of the other services the Regional District supports through tax funding are:

- Burns Lake & Area Victim Services
- Fort Fraser Cemetery
- Fort Fraser Community Hall
- Lakes District Airport Society
- Local Economic Development in Areas "A", "B", "E" and Burns Lake
- Topley Cemetery
- Vanderhoof Recreation and Culture

Rural Fire Protection

In addition to the rural fire departments discussed on the previous page, most of the rural areas surrounding municipalities receive fire protection from municipal fire departments under contract with the RDBN.

Water & Sewer Utilities

Municipalities within the RDBN provide water and sewer services to their residents. Most rural property owners in the Regional District of Bulkley-Nechako provide their own onsite water and sewer. Fort Fraser is an unincorporated community with a population of approximately 450 residents. The Regional District of Bulkley-Nechako owns and operates a water system for the distribution of fresh well water throughout the community and a sanitary sewer system for the collection and treatment of waste water. Funding for these services is through taxation of the properties within Fort Fraser and user fees for properties connected to the systems.

Fort Fraser Water and Sewer

The Fort Fraser water and sewer system are aging. Over the past few years we have had to do major repairs due to mainline breakages. We have had to increase user fees to pay for increased operating costs and increase frontage taxes in order to set funds aside in capital replacement reserves. The RDBN has also applied for grant funding in order to help residents achieve a new system sooner. Although grant applications to date have not been successful, we are continuing to investigate grant funding opportunities.

Regional Lagoons

The RDBN also operates septage lagoons at our Smithers/Telkwa Transfer Station and at the Burns Lake Transfer Station. Users of these lagoons pay an annual disposal fee.

Hospital Districts

The Regional District of Bulkley-Nechako includes the Stuart-Nechako Regional Hospital District and the Northwest Regional Hospital District. Regional Hospital Districts do not own or operate any hospitals, health centres or medical clinics of any kind. Their purpose is to provide a portion (up to 40% of capital expenditures) of the funds required by hospitals within their boundaries for equipment, renovations and new construction. This funding is raised through property taxes. Regional Hospital Districts provide funding to the facilities operated by the Northern Health Authority.

The Stuart-Nechako Regional Hospital District does not have its own staff or facilities (it shares those from the Regional District of Bulkley-Nechako), and its Board meetings are held in conjunction with Regional District Board meetings. Administrative costs (which are mostly reimbursements to the Regional District) are, therefore, generally kept below $2,000 per month.

For several years now, the SNRHD has been working with Northern Health toward replacement of aging hospitals. The construction of the Burns Lake Hospital replacement is on budget and already ahead of schedule. Planning for the replacement of the Fort St. James Hospital has started. For more information on SNRHD visit www.rdbn.bc.ca.

Directors of the Regional District are automatically on the Board of the corresponding Regional Hospital District. Those Directors not on Stuart-Nechako Regional Hospital District are on the North West Regional Hospital District (which also includes the Directors from the Skeena-Queen Charlotte and Kitimat-Stikine Regional Districts). Voting on Regional Hospital Districts is similar to Regional Districts with some matters (for instance budgets) being weighted based on population.

Stuart - Nechako Regional Hospital District
The Stuart-Nechako Regional Hospital District (SNRHD) was incorporated under the Hospital District Act of British Columbia in November 1998.

The boundaries of the Stuart-Nechako Regional Hospital District include most of the central and eastern portions of the Regional District of Bulkley-Nechako (including Burns Lake, Fraser Lake, Fort St. James, Granisle, and Vanderhoof together with Electoral Areas "B", "C", "D", "E" and "F"). Excluded are the western portions of the Regional District (Houston, Smithers, Telkwa, together with Electoral Areas "A" and "G").

North West Regional Hospital District
The North West Regional Hospital District (NWRHD) was established in December 1995 by Letters Patent. It shares the same boundaries as the entire Regional District of Kitimat-Stikine (RDKS) and Skeena-Queen Charlotte Regional District (SQCRD), and the western portion of the Regional District of Bulkley-Nechako (RDBN). The NWRHD is the largest hospital district geographically in the province of BC. For more information regarding the NWRHD please contact them at:

North West Regional Hospital District
Suite 300-4545 Lazelle Avenue
Terrace, BC V8G 4E1
Tel: 250-615-6100
Fax: 250-635-9222
Toll Free: 1-800-663-3208
Email: nwrhd@rdks.bc.ca
Website: www.rdks.bc.ca

Regional District of Bulkley-Nechako Current Board of Directors:

Taylor Bachrach

Town of Smithers, Tel: (250)847-1600 / mayor@smithers.ca

Carman Graf

Village of Telkwa, Tel: (250) 846-5212 / cjgraf@citywest.ca

Bill Holmberg

District of Houston, Tel: (250) 845-2238 / bholmberg@finning.ca

Thomas Liversidge

Village of Granisle, Tel: (250) 697-2248 / tommlive@yahoo.ca

Luke Strimbold

Village of Burns Lake, Tel: (250) 692-7587 / mayor@burnslake.ca

Dwayne Lindstrom

Village of Fraser Lake, Tel: (250) 699-6257 / dwaynelindstrom@fraserlake.ca

Gerry Thiessen

District of Vanderhoof, Tel: (250) 567-4711 / mayor@district.vanderhoof.ca

Rob MacDougall

District of Ft. St. James, Tel: (250) 996-8233 / mayor@fortstjames.ca

Stoney Stoltenberg

Area "A" Smithers Rural,. Tel: (250) 846-9218 / cynstone@bulkley.net

Bill Miller

Area "B" Burns Lake Rural, Tel: (250) 696-3211 / bmiller.pbm@gmail.com

Tom Greenaway

Area "C" Fort St. James Rural, Tel: (250) 996-8484 / greenawayfarms@gmail.com

Ralph Roy

Area "D" Fraser Lake Rural, Tel: (250) 699-7709 / monroy@hwy16.com

Stephen Freeman

Area "E" Francois/Ootsa Lake Rural, Tel: (250) 694-3219 / ks.contracting@live.ca

Jerry Petersen

Area "F" Vanderhoof Rural, Tel: (250) 567-2357 / jeraud@telus.net

Rob Newell

Area "G" Houston Rural, Tel: (250) 845-2464 / robnewelleag@gmail.com

Please contact your Electoral or Municipal Director if you have any questions or concerns regarding services provided or to inquire about possible new services you would like to see the Regional District provide.

www.rdbn.bc.ca

www.mining.rdbn.bc.ca

www.visitbulkleynechako.ca