



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
RURAL/AGRICULTURE COMMITTEE  
AGENDA**

**Thursday, February 8, 2024**

**PAGE NO.**

**ACTION**

**AGENDA, February 8, 2024**

**Approve**

**Supplementary Agenda**

**Receive**

**MINUTES**

**2-5**

**Rural/Agriculture Committee Meeting Minutes - January 11, 2024**

**Approve**

**DEVELOPMENT SERVICES**

**ACTION**

**Referrals**

**6-16**

**Cameron Kral, Planning Technician  
Crown Land Application Referral No. 6409460  
Electoral Areas B (Burns Lake Rural) and  
G (Houston/Granisle Rural)**

**Recommendation**

**RURAL REPORTS**

**17-27**

**John Illes, Chief Financial Officer – Rural  
Budget Summary and Draft Requisition**

**Receive**

**28-36**

**Nellie Davis, Manager of Regional Economic  
Development – Grant in Aid Policy Update**

**Recommendation**

**SUPPLEMENTARY AGENDA**

**NEW BUSINESS**

**ADJOURNMENT**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, January 11, 2024**

**PRESENT:** Acting Chair Mark Parker

Directors Judy Greenaway  
Clint Lambert - via Zoom  
Shirley Moon  
Chris Newell  
Mark Parker  
Michael Riis-Christianson  
Stoney Stoltenberg

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Director of Corporate Services  
Nellie Davis, Manager of Regional Economic Development – left at 2:27 p.m.  
John Illes, Chief Financial Officer  
Deborah Jones-Middleton, Director of Protective Services – left at 1:47 p.m.  
Trevor Kier, RDBN Recovery Manager Contractor – left at 1:47 p.m.  
Jason Llewellyn, Director of Planning – left at 1:52 p.m., returned at 2:27 p.m.  
Wendy Wainwright, Deputy Director of Corporate Services

Other Linda McGuire, Village of Granisle – via Zoom

**CALL TO ORDER**

Acting Chair Parker called the meeting to order at 1:38 p.m.

**AGENDA &  
SUPPLEMENTARY AGENDA**Moved by Director Stoltenberg  
Seconded by Director Riis-Christianson**RDC.2024-1-1**

“That the Rural/Agriculture Committee Agenda for January 11, 2024 be approved; and further, that the Supplementary Agenda be dealt with at this meeting.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **MINUTES**

Rural/Agriculture Committee Meeting Minutes -November 9, 2023 Moved by Director Stoltenberg  
 Seconded by Director Greenaway

RDC.2024-1-2 "That the minutes of the Rural/Agriculture Committee meeting of November 9, 2023 be approved."

(All/Directors/Majority) CARRIED UNANIMOUSLY

## **Staff Introduction**

Deborah Jones-Middleton, Director of Protective Services introduced Trevor Kier, RDBN Recovery Manager Contractor.

## **DEVELOPMENT SERVICES**

### **Referrals**

Crown Land Application Referral No. 7410321 Electoral Area D (Fraser Lake Rural) Moved by Director Riis-Christianson  
 Seconded by Director Stoltenberg

RDC.2024-1-3 "That the comment sheet be provided to the Province as the Regional District's comments on Crown Land Referral No. 7410321 as amended to include the following:  
 Other Comments: Based on information provided, the Regional District of Bulkley-Nechako does not support the application."

(All/Directors/Majority) CARRIED UNANIMOUSLY

## **RURAL REPORT**

### **Grant in Aid Policy (GIA) Review**

The following was discussed:

- Opportunity for the Board to clarify its direction
- Include in draft updated Grant in Aid (GIA) Policy
  - o 1) Funding for agencies that are publicly funded, such as education and healthcare institutions
    - Potentially include the statement: Electoral Areas' Grant-in-Aid is not intended to replace any financial responsibilities of senior levels of government or other government agencies or affiliates
      - Operational maintenance work be ineligible
      - Not fund organizations that generate funds through taxation
        - o Includes School Districts and Northern Health
    - Importance of providing funding for organizations such as Lakes Outdoor Recreation Society

### **RURAL REPORT (CONT'D)**

- Continue to have the ability to provide grant in aid to school groups such as basketball, volleyball, science teams etc.
- Grant options for a bus stop shelter at Topley
  - Staff will review and provide information to Director Newell
- RDBN Grant in Aid Policy Section 4 a) and b)
  - Provides the Regional District flexibility to impose additional requirements or reduce or modify requirements
- Application process and reporting phase
  - Requiring financial information during the application process
  - Enforcing reporting and ensuring accountability
    - RDBN Grant in Aid Policy Section 3 b)
      - Including in draft updated GIA Policy: Failure to provide reporting will nullify the applicant from applying for future granting until reporting is received
    - Letters to organizations documenting the grant approval also include information concerning reporting
    - Historical reporting discussions
    - Simplified reporting
    - Staff to forward reports, cards, photos, receipts, etc. to Electoral Area Directors
    - Staff will work with organizations to request reports for grants exceeding \$1,000 as outlined in the Policy
- Including 2) and 3) outlined in the Grant in Aid Policy Review memorandum in future updated Grant in Aid Policy
  - 2) Provision of funds for non-profit organization annual operational or core funding, as well as wages
  - 3) Expectations around recognition of awarded grants
    - Importance of recognition
    - Provincial and Federal Government Grant Funding opportunities include clauses that any communication must recognize the funding agency
- Partnering with local Community Foundations to provide funding opportunities
- Staff will bring forward a draft Grant in Aid Policy update.

### **SUPPLEMENTARY AGENDA**

Grant in Aid Under \$2,500  
Approval Update

Moved by Director Stoltenberg  
 Seconded by Director Newell

RDC.2024-1-4

"That the Committee receive the Manager of Regional Economic Development's Grant in Aid Under \$2,500 Approval Update memorandum as amended to include the Nechako Senior Citizens Society grant in aid in Electoral Area F rather than Electoral Area C requests."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

Cluculz Lake Residents  
 Dog Concerns/Rural  
 Dog Control Director Moon brought forward Cluculz Lake residents dog concerns. Staff will bring forward a report at a future meeting regarding dog and animal control in the Regional District.

Unightly Premises Concerns Director Greenaway spoke of concerns regarding an unsightly premises in Electoral Area C (Fort St. James Rural). Staff will follow up.

Mail in Ballots Director Moon requested staff bring forward information regarding mail in ballots. Staff have included it in the 2024 Work Plan and will bring forward a report for consideration and discussion at a future meeting.

Emergency & Disaster  
 Management Act (EDMA) Letter Director Lambert requested an update regarding the RDBN Letter regarding the *Emergency & Disaster Management Act (EDMA)* the Board authorized at its December 14, 2023 Board Meeting. Staff will bring forward the letter and comments for Board consideration at the January 25, 2024 Board Meeting.

Director Lambert indicated the Chinook Emergency Response Society has provided a press release in regard to its concerns. Chair Parker mentioned he spoke with the Honourable Bowinn Ma, Minister of Emergency Management and Climate Readiness in December regarding the *Act* and he will follow-up with Director Lambert.

## **ADJOURNMENT**

Moved by Director Stoltenberg  
 Seconded by Director Newell

RDC.2024-1-5 "That the meeting be adjourned at 2:31 p.m."

(All/Directors/Majority) CARRIED UNANIMOUSLY

---

Mark Parker, Acting Chair

---

Wendy Wainwright, Deputy Director  
 of Corporate Services



## Regional District of Bulkley-Nechako Rural/Agriculture Committee

**To:** Chair and Committee  
**From:** Cameron Kral, Planning Technician  
**Date:** February 8, 2024  
**Subject:** Crown Land Application Referral No. 6409460

---

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

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown Land Application No. 6409460.

---

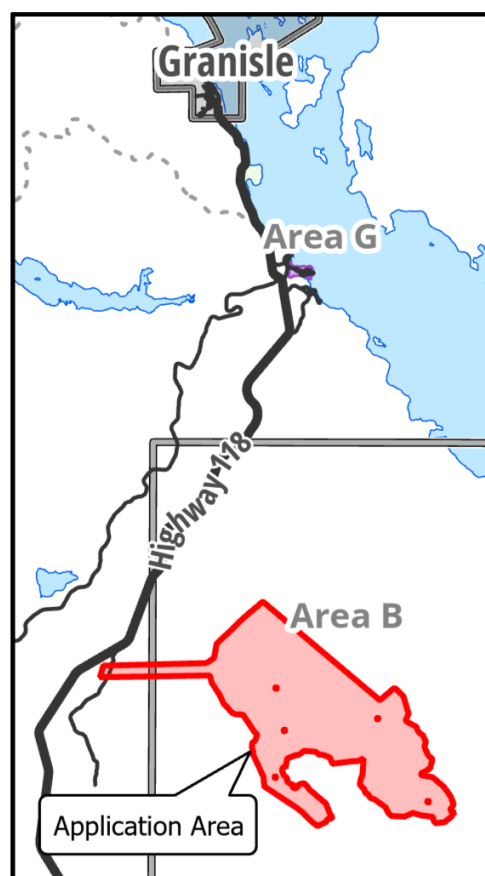
**BACKGROUND**

The RDBN has received a request to provide comment on an application for an Investigative Licence for wind power exploration for a five to ten year term. The application is by Innergex Renewable Energy Inc and covers approximately 4,995 ha (12,343 ac) of Crown Land located south of the Village of Granisle.

The applicant is proposing to erect temporary monitoring stations at various locations throughout the application area to collect data to determine the feasibility of a potential renewable wind power energy project.

Staff requested information on the location, equipment and size of the monitoring stations. The applicant stated there are currently five potential sites and anticipates installing one to two stations. However, stations and equipment may be moved throughout the application area as needed.

The applicant stated that during the investigative phase, the monitoring stations would only contain wind monitoring equipment such as SODAR, LiDAR and wind measuring towers. They did not confirm the size of the monitoring stations but provided the following sample photos of equipment. Based on the material provided, it appears that any wind measuring towers might be 60 m tall.





**Sample Wind Measuring Tower**



**Sample LiDAR**



**Sample SODAR**

**ATTACHMENTS**

- Comment Sheet
- Applicant Submission



**Regional District of Bulkley-Nechako**

**Comment Sheet on Crown Land Referral No. 6409460**

---

<b>Electoral Areas:</b>	B (Burns Lake Rural) G (Houston/Granisle Rural)
<b>Applicant:</b>	Innergex Renewable Energy Inc.
<b>Existing Land Use:</b>	Forested Crown Land
<b>Zoning:</b>	N/A
<b>OCP Designation:</b>	N/A
<b>Proposed Use Comply with Zoning:</b>	N/A
<b>If not, why?</b>	
<b>Agricultural Land Reserve:</b>	No
<b>Access:</b>	Tachet Creek Road and helicopter
<b>Building Inspection:</b>	Yes
<b>Fire Protection:</b>	No
<b>Other comments:</b>	None



# Investigative Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rationale for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information.

## 1.0 Background

### 1.1 Project Overview

Describe the potential project, including proposed work for the investigative stage and any phased development details:



Innergex Renewable Energy Inc. (Innergex) is assessing the feasibility of the Birch Bark Wind Ridge wind power project, approximately 60 km east of Smithers, BC.

If a renewable energy project results from work done in the investigative phase, the proposed project works will consist of: access roads, wind turbines, a substation, and a transmission line to the point of interconnection with the BC Hydro electricity grid over a maximum 4,995 ha site.

During the investigative phase, access to the site will be by motorized vehicles (where existing roads are available) and helicopter (if required).

### 1.2 Current Zoning / Land Use

Are there any management plans, zoning or use restrictions in place that limit or preclude your proposed use of the land?



Yes  No

### 1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted:



Innergex will seek to involve local First Nations at each stage of project consideration and development. Employment opportunities for First Nations contractors will be considered wherever possible.

Letters will be sent to the following First Nations in December 2023, concurrent with this application, including an introduction to the project/Innergex and an invitation to meet:

- Lake Babine Nation (Chief Murphy Abraham)
- Office of the Wet'suwet'en (Chief Namoks)

- Wet'suwet'en First Nation (Chief Maureen Luggi)
- Yekooche First Nation (Chief Partner Schielke)
- Witsset First Nation (Ange-Amee Quesnel)

## 2.0 Location

### 2.1 Description

Provide a general description of the location of any proposed activities shown on the accompanying Detailed Site Map:



A site plan showing the proposed investigative licence area is attached. Shape files are also provided.

### 2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



The proposed Project would generate Clean Power, as defined by BC Hydro, from wind power generation facilities. The Project would advance the ability of British Columbia to meet self-sufficiency targets, while maintaining compliance with the strong environmental objectives of the Clean Energy Act.

The Project would be a multi-million dollar capital investment with significant construction employment opportunities and economic spin-offs to First Nations and local communities. During operations the Project would generate additional full time employment, while contributing tax revenue to Provincial and Regional governments.

## 3.0 Infrastructure

### 3.1 Improvements

Describe any improvements to existing infrastructure, as well as any planned construction or installations:



Wind measurement technology (MET mast, SODAR, or LiDAR) will be installed for the duration of the investigative licence term, or until sufficient data have been collected. No other improvements are anticipated at the investigative stage. Potential monitoring equipment locations have been identified on the site plan, and shape files have been provided.

### 3.2 Access

How are you planning to provide access to the site during the investigative phase?



During the investigative phase, access to the site will be by motorized vehicles (where existing roads are available) and helicopter (if required).

### 3.3 Water Use

Identify water requirements and sources for the Investigative Phase. Include any agreements outside of *Water Act* permits identified above, such as Municipal water supply.

N/A

## 4.0 Schedule

### 4.1 Investigative Schedule

Please complete the table showing what types of activities are proposed, which season(s) they will be conducted, the potential impacts of the activity and any mitigation or management of potential impacts.



Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
----------	-------------------------------	--------	------------------	---

Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Monitor opportunities for power procurement with BC Hydro	Monitor all opportunities for power procurement, whether with BC Hydro or other sources. Discuss with local First Nations where key sites are from a strategic wind potential standpoint from the perspective of traditional and local knowledge.	All	N/A	N/A
First Nations Engagement	We will continue to engage with the First Nations described in section 1.4. Discuss with core First Nations where key traditional interest zones are within this licence's geographic area and their traditional territory as a whole. Discuss impacts of any potential development from a First Nations viewpoint and perspective.	All	All	All

Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Evaluation of access options	Evaluate access options, based on available mapping. Discuss access interests with First Nations in terms of timing and routes; traditional subsistence patterns, their commercial interests, etc.	As soon as possible, weather permitting	N/A	N/A
Field reconnaissance	Conduct a field reconnaissance of a possible site locations for wind measurement technology, within the project area. Work with First Nations to identify and activate opportunities for involvement in field reconnaissance (e.g., placement of equipment, field guidance and access scouting).	As soon as possible, weather permitting	N/A	N/A
Submission of Occupant Licence to Cut Application	If required, prepare and submit an application for an Occupant Licence to Cut (OLTC). Best efforts will be made to locate wind monitoring equipment in open areas not requiring tree clearing. Employment opportunities for First Nations contractors will be considered wherever possible.	Following field reconnaissance, if needed	N/A	N/A
Aeronautical Obstruction Clearance	If required, obtain Aeronautical Obstruction Clearances from Transport Canada for wind monitoring equipment within the project area.	Following wind monitoring site selection, if required based on location and equipment type	N/A	N/A
NAV Canada Review	If required, submit MET tower information to NAV Canada for their review.	Following wind monitoring site selection, if required based on location and equipment type	N/A	N/A

Activity	Brief Description of Activity	Season	Potential Impact	Mitigation / management of potential impact
Site Preparation and MET Tower Installation	Prepare the selected site within the project area and install wind measurement technology.	As soon as possible, weather permitting	Potential tree clearing	If tree clearing is required, an occupant licence to cut will be obtained. Clearing will take place outside of the breeding bird window.
Assessment of Wind Resource	A desk-top wind resource model will be prepared for the project area based on existing available regional wind data.	All	N/A	N/A
Reassess Wind Resource	Reassess desk-top model of wind resource in the project area based on all available data, including that from the project's wind monitoring technology .	All	N/A	N/A
Determine Need/Timing for Subsequent Investigations	Dependent on available power procurement opportunities, further environmental studies may be scheduled, if an opportunity to move into the development phase has arisen.	All	N/A	N/A

Add Field

## 5.0 Diligent Use

### 5.1 Evidence of On-going Diligent Use (For Replacements Only)

Review the investigative schedule information and table provided in your previously submitted Investigative Plan for this site, during the previous term of tenure. Provide a report on investigative work completed, incomplete or ongoing.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones

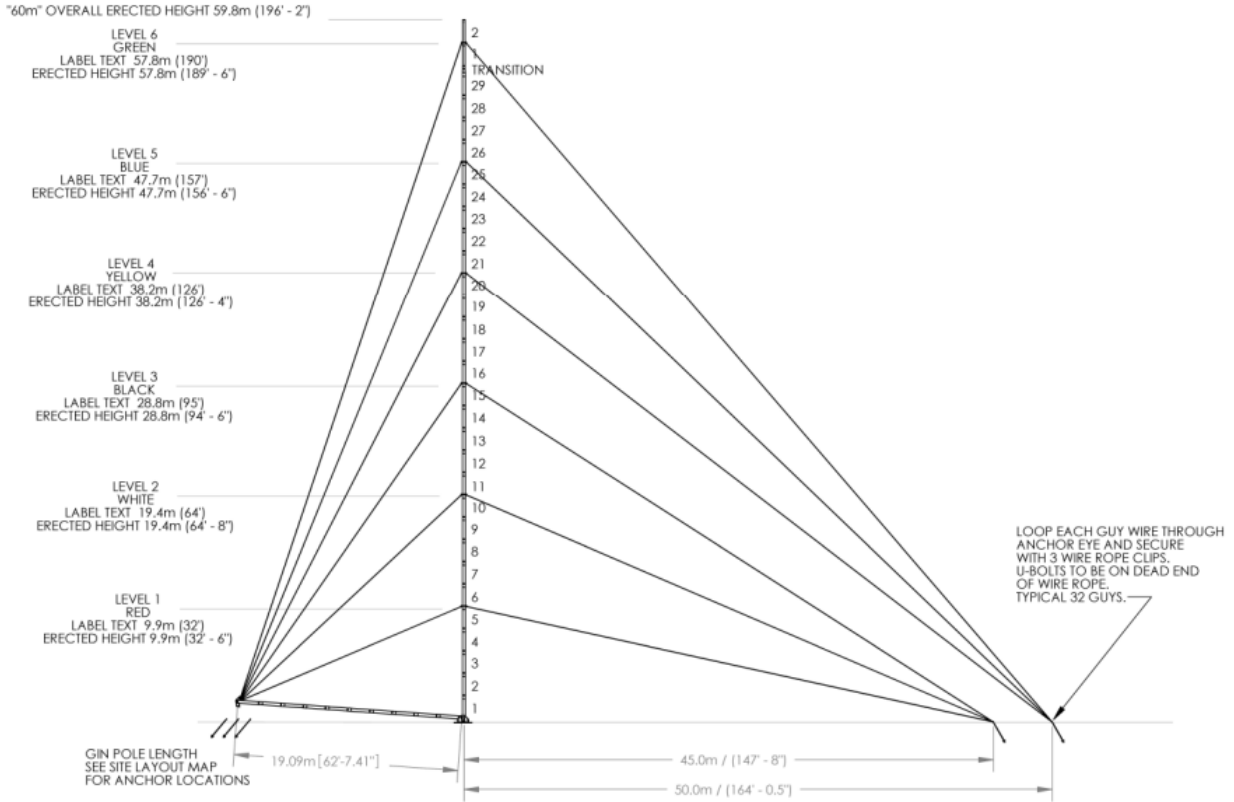
Add Field

END OF FORM

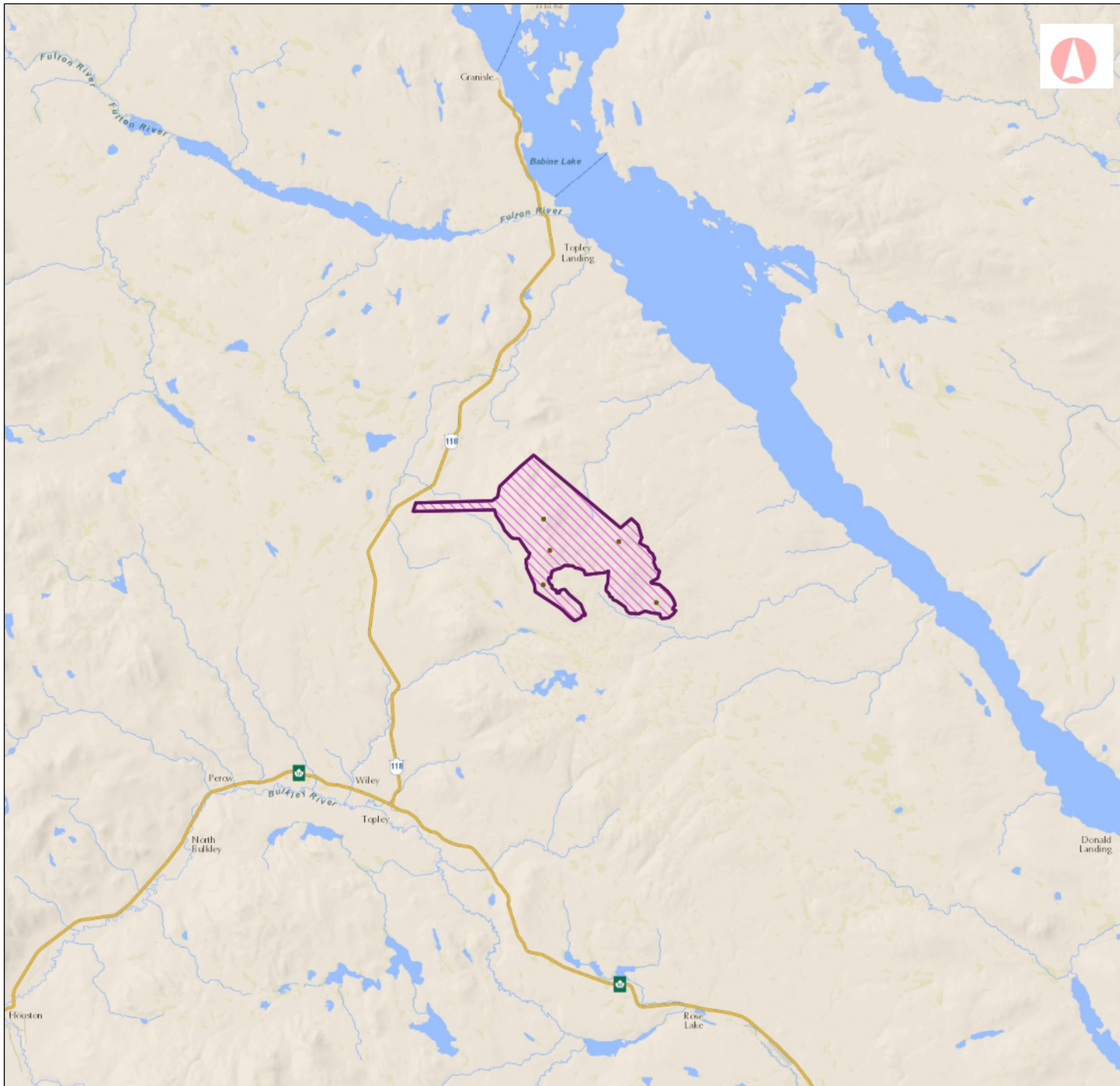
TUBE SPECS (in order of assbly):

Tower:  
 Base Tube [with pivot pin hole] 10"  $\phi$  x 87'L (1 tube)  
 Plain Tubes 10"  $\phi$  x 87'L ( 28 tubes)  
 10" - 8" Transition, 36'L  
 Plain Tubes 8"  $\phi$  x 87'L ( 2 tubes)

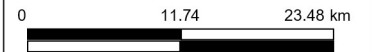
Gin Pole:  
 Base Tube [with pivot pin hole] 10"  $\phi$  x 87'L (1 tube)  
 Plain Tubes 10"  $\phi$  x 87'L ( 8 tubes)  
 Top Tube 10"  $\phi$  x 87'L (1 tube)



Picture A-1: Super 60 m XHD TallTower Layout



Birch Bark Wind  
 Investigative Licence  
 Boundary and Potential  
 Wind Measurement  
 Equipment Locations



1: 577,791

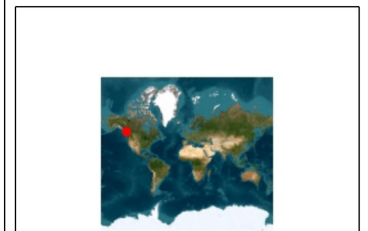
Copyright/Disclaimer

The material contained in this web site is owned by the Government of British Columbia and protected by copyright law. It may not be reproduced or redistributed without the prior written permission of the Province of British Columbia. To request permission to reproduce all or part of the material on this web site please complete the Copyright Permission Request Form which can be accessed through the Copyright Information Page

CAUTION: Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

Datum: NAD83  
 Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

Key Map of British Columbia







## Regional District of Bulkley-Nechako Rural/Agriculture Committee

**To:** Chair and Committee  
**From:** John Illes, Chief Financial Officer  
**Date:** February 8, 2024  
**Subject:** **Rural Budget Summary and Draft Requisition**

---

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

Receipt

---

### **BACKGROUND and SUMMARY**

This memo brings back the Rural Government Services budget and the Electoral Area draft requisitions.

Rural Directors remuneration is broken into two parts. The first is the fixed amounts of remuneration that is calculated and adjusted every year based on CPI. This amount is \$71,990 for 2023. The second amount is broken down to each Electoral Area and is used to send directors to conventions, attend meetings outside regular board meetings, and support travel within a directors Electoral Area.

The draft budget shows a drop in the budget for each directors' travel remuneration and directors travel to 80% of the levels in 2023. The levels in 2023 were increased to facilitate Electoral Area Director training that is offered in the year immediately following an election. The target, currently for these amounts is the cost of attending UBCM (being held in Vancouver in 2024) and NCLGA (being held in Smithers in 2024) and one additional conference (but no less than \$10,000 as specified in the remuneration bylaw).

The Electoral Area Directors travel remuneration and expenses should best be considered as a suggested maximum amount for each director and a fixed target amount for all the directors combined. The total budget for directors' remuneration and travel in 2023 was \$147,000 of which \$82,872 was utilized in 2023 leaving a surplus of \$64,128 unspent.

The \$100,000 strategic initiative fund identified in the budget discussion from the January 25<sup>th</sup> Board Meeting has been removed to balance an increase in the grant-in-aid amounts as well as an increase in requisition for the protective services budget. The protective service budget has been increased by \$50,000 to allow for extra effort to be applied towards implementing the new emergency management legislation. This change in the

budget is included in the draft requisition amounts. The Grant-in-Aid taxation amounts are at their legislative maximum for each Electoral Area.

The attachments to this memo also include the draft requisitions for each Electoral Area. Highlighted in purple at the beginning of each summary is the estimated tax rate in dollars per \$1,000 of assessments. In most instances there is a drop in the tax rate or a maintenance in the rate for each Electoral Area. The exception is Electoral Area A where the proposed increase in grant-in-aid budget exactly matches the increase in tax rate.

The directors may choose to increase or decrease the amounts they have in their areas grant-in-aid budget, Regional Recreation Contribution budget, or Economic Development budget to adjust their tax rates. Generally, with a slight increase in market value of property in 2024, maintaining the tax rate from 2023 will result in an approximately 2% increase in "tax bill" for a property owner. However, every Electoral Area has different changes in property values and economic conditions that the director must consider in making these adjustments.

**Attachments:            Rural Government Budget  
                                 Electoral Area Draft Requisitions (7)**



	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
<b>Transfer from Reserves</b>								
420099 Transfer From Federal Gas Tax Reserve	497,442	1,000,000	584,970	600,000	600,000	600,000	600,000	600,000
420005 Transfer From Election Reserve	24,538					50,000		
	521,980	1,000,000	584,970	600,000	600,000	650,000	600,000	600,000
<b>Transfer to Reserves</b>								
781004 Contribution to Insurance Reserve				10,000	10,000		10,000	10,000
781005 Contribute to Rural Election Reserve				10,000	10,000		10,000	10,000
	-			10,000	10,000	-	10,000	10,000
Net Reserves	521,980	1,000,000	584,970	590,000	590,000	650,000	590,000	590,000
Revenues minus Expenditures and Transfers	133,254	0	74,019	-	-	-	-	-

**ELECTORAL AREAS**

	<b>2024 Requisition Draft</b>	<b>2023 Requisition Draft</b>
<b>Electoral Area "A"</b>	<b>1.3072</b>	<b>1.2350</b>
<b>Taxation on Land &amp; Improvements:</b>		
Rural Government Services (1101)	86,231	104,759
Area A Grant in Aid (1131)	88,850	0
General Government (1201)	261,038	155,216
Regional Economic Development (2500)	49,680	51,836
Planning and Zoning (4101)	54,357	53,813
Development Services (4301)	38,189	44,424
Building Numbering (4401)	2,308	2,271
Unightly Premises Regulatory Control (4501)	9,184	8,916
Waste Disposal (5101)	602,467	685,238
Weed Control (5901)	7,047	9,120
Emergency Preparedness Planning (7601)	143,285	123,966
Smithers Victim Services	19,181	19,590
Bulkley Valley Regional Pool and Rec Centre (10101)	337,833	340,339
Regional Recreation (10912)	23,725	23,965
	<hr/> 1,723,374	<hr/> 1,623,453
<b>Taxation on Improvements Only:</b>		
Area "A" Economic Development (2401)	0	0
9-1-1 Emergency Telephone. Response (7501)	47,363	58,514
Smithers Para-Transit (8201)	0	0
Regional Parks & Trails (10902)	79,801	51,568
	<hr/> 127,164	<hr/> 110,082
	<hr/> <b>1,850,538</b>	<hr/> <b>1,733,535</b>

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

	<b>2024 Requisition Draft</b>	<b>2023 Requisition Draft</b>
	<b>1.774</b>	<b>1.795</b>
Rural Government Services (1101)	28,045	31,776
Area B Grant In Aid (1132)	14,514	5,000
General Government (1201)	84,898	47,081
Nechako Watershed/Fraser Basin Council (1206)	394	162
Regional Economic Development (2500)	16,157	15,723
Planning and Zoning (4101)	17,678	16,322
Development Services (4301)	12,420	13,474
Building Numbering (4401)	751	689
Unightly Premises Regulatory Control (4501)	2,986	2,704
Waste Disposal (5101)	195,940	207,848
Weed Control (5901)	2,292	2,766
Emergency Preparedness Planning (7601)	46,601	37,602
Regional Recreation (10914)	21,723	7,055
	<hr/> 444,398	<hr/> 388,202

**Taxation on Improvements Only:**

Electoral Area 'B' Economic Development (2402)	98,692	81,200
9-1-1 Service (7501)	16,366	18,521
Burns Lake & Area Victim Services (7701)	3,520	2,465
Lakes District Airport (8101)	14,445	28,049
Burns Lake Tom Forsyth Arena Grant (10202)	123,419	116,948
Lakes District Arts & Culture (10303)	99,591	100,500
Burns Lake & Area TV Rebroadcast (10504)	5,957	9,428
Regional Parks & Trails (10904)	10,209	19,149
	<hr/> 372,199	<hr/> 376,260

	<b>2024 Requisition Draft</b>	<b>2023 Requisition Actual</b>
<b>Electoral Area "C" Complete</b>	<b>1.027</b>	<b>0.998</b>
<b>Taxation on Land &amp; Improvements:</b>		
Rural Government Services (1101)	46,585	53,003
Area C Grant in Aid (1133)	32,351	0
General Government (1201)	141,023	78,532
Nechako Watershed/Fraser Basin Council (1206)	655	271
Regional Economic Development (2500)	26,839	26,227
Planning and Zoning (4101)	29,365	27,226
Development Services (4301)	20,631	22,476
Building Numbering (4401)	1,247	1,150
Unsightly Premises Regulatory Control (4501)	4,961	4,511
Waste Disposal (5101)	325,476	346,699
Weed Control (5901)	3,808	4,615
Emergency Preparedness Planning (7601)	77,409	62,721
Fort Saint James Library (10603)	17,145	17,156
Regional Recreation (10915)	33,450	33,596
	<u>760,945</u>	<u>678,184</u>
<b>Taxation on Improvements Only:</b>		
Area "C" Economic Development (2403)		
9-1-1 Emergency Telephone. Response (7501)	24,715	30,507
Regional Parks & Trails (10905)	0	-1
	<u>24,714</u>	<u>30,506</u>
	<u><u>785,659</u></u>	<u><u>708,690</u></u>

**ELECTORAL AREAS**

	<b>2024</b>	<b>2023</b>
	<b>Requisition Draft</b>	<b>Requisition Actual</b>
<b>Electoral Area "D" Complete</b>	0.922	1.037
<b>Taxation on Land &amp; Improvements:</b>		
Rural Government Services (1101)	42,249	35,709
Area D Grant in Aid (1134)	10,474	4,620
General Government (1201)	127,898	52,908
Nechako Watershed/Fraser Basin Council (1206)	594	183
Regional Economic Development (2500)	24,341	17,669
Planning and Zoning (4101)	26,632	18,342
Development Services (4301)	18,711	15,142
Building Numbering (4401)	1,131	774
Unsightly Premises Regulatory Control (4501)	4,499	3,039
Waste Disposal (5101)	295,181	233,574
Weed Control (5901)	3,453	3,109
Emergency Preparedness Planning (7601)	70,204	42,256
Television Rebroadcasting (10502)	36,857	30,618
	<u>662,223</u>	<u>457,943</u>
<b>Taxation on Improvements Only:</b>		
Area "D" Economic Development (2404)	0	0
9-1-1 Emergency Telephone. Response (7501)	24,868	19,479
Fraser Lake Library (10602) 755	18,278	18,578
	<u>43,146</u>	<u>38,057</u>
	<b><u>705,369</u></b>	<b><u>496,000</u></b>



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

	<b>2024 Requisition Draft</b>	<b>2023 Requisition Draft</b>
	<b>1.306</b>	<b>1.340</b>
Rural Government Services (1101)	50,660	30,262
Area E Grant in Aid (1135)	15,043	6,869
General Government Services (1201)	153,359	44,837
Nechako Watershed/Fraser Basin Council (1206)	712	155
Regional Economic Development (2500)	29,187	14,974
Planning and Zoning (4101)	31,933	15,544
Development Services (4301)	22,436	12,832
Building Numbering (4401)	1,357	656
Waste Disposal (5101)	353,946	197,945
Weed Control (5901)	4,141	2,635
Emergency Prep Planning (7601)	84,180	35,810
Regional Recreation (10914)	39,243	6,720

786,197	369,239
---------	---------

**Taxation on Improvements Only:**

Area "E" Economic Development (2405)	25,000	9,861
9-1-1 Emergency Telephone. Response (7501)	32,717	15,844
Burns Lake & Area Victim Services (7701)	3,520	2,465
Lakes District Airport (8101)	28,877	23,995
Lakes District Arts & Culture (10303)	179,901	95,711
Burns Lake & Area TV Rebroadcast (10504)	11,911	8,067
Regional Parks & Trails (10904)	18,442	18,237
	300,368	174,180

<b>1,086,565</b>	<b>543,419</b>
------------------	----------------

## ELECTORAL AREAS

## Electoral Area "F"

**Taxation on Land & Improvements:**

	<b>2024 Requisition Draft</b>	<b>2023 Requisition Draft</b>
	<b>1.382</b>	<b>1.382</b>
Rural Government Services (1101)	67,623	74,163
Area F Grant in Aid (1136)	58,323	0
General Government (1201)	204,708	109,884
Nechako Watershed/Fraser Basin Council (1206)	951	379
Regional Economic Development (2500)	38,959	36,697
Planning and Zoning (4101)	42,625	38,095
Development Services (4301)	29,948	31,449
Building Numbering (4401)	1,811	1,608
Unsightly Premises Regulatory Control (4501)	7,201	6,311
Waste Disposal (5101)	472,456	485,108
Weed Control (5901)	5,527	6,457
Emergency Preparedness Planning (7601)	112,365	87,761

	1,042,496	877,912
--	-----------	---------

**Taxation on Improvements Only:**

Area "F" Economic Development (2406)	0	0
9-1-1 Emergency Telephone. Response (7501)	38,666	42,075
Vanderhoof Pool (10102)	453,451	453,451
	492,117	495,526

	<b>1,534,613</b>	<b>1,373,438</b>
--	------------------	------------------

	<b>2024</b>	<b>2023</b>
	<b>Requisition</b>	<b>Requisition</b>
	<b>Draft</b>	<b>Actual</b>
<b>Electoral Area "G" Complete</b>	0.975	0.958
<b>Taxation on Land &amp; Improvements:</b>		
Rural Government Services (1101)	40,062	26,420
Area G Grant in Aid (1137)	18,385	0
General Government (1201)	121,277	39,146
Regional Economic Development (2500)	23,081	13,073
Planning and Zoning (4101)	25,253	13,571
Development Services (4301)	17,742	11,204
Building Numbering (4401)	1,073	573
Unightly Premises Regulatory Control (4501)	4,266	2,248
Waste Disposal (5101)	279,903	172,818
Weed Control (5901)	3,275	2,300
Emergency Preparedness Planning (7601)	66,570	31,265
Regional Recreation (10913)	12,856	9,901
	<u>613,744</u>	<u>322,518</u>
<b>Taxation on Improvements Only:</b>		
Area "G" Economic Development (2407)		
9-1-1 Emergency Telephone. Response (7501)	27,524	16,653
Regional Parks & Trails (10901)	0	0
	<u>27,524</u>	<u>16,653</u>
	<u>641,268</u>	<u>339,171</u>



28

## Regional District of Bulkley-Nechako Rural/Agriculture Committee

**To:** Chair and Committee  
**From:** Nellie Davis, Manager of Regional Economic Development  
**Date:** February 8, 2024  
**Subject:** **Grant in Aid Policy Update**

---

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

That the Committee recommend that the Board approve the updated RDBN Grant in Aid Policy.

---

### **BACKGROUND**

Based on direction at the January 11, 2024, Rural/Agriculture meeting, staff have made updates to the RDBN's Grant in Aid Policy. The draft policy is attached with all changes highlighted.

Based on the Committee's desire for more regular reporting on approved grants, staff have also created a simple report template that can be used to follow-up and request reports for grants over \$1,000, as per the Grant in Aid Policy.

### **ATTACHMENTS:**

Draft Grant in Aid Policy

Grant in Aid Reporting Form



**Regional District of Bulkley-Nechako  
Grant in Aid Policy and Application**

**APPLICATIONS MUST BE SUBMITTED ON THE FORM PROVIDED**

**SUBMIT APPLICATIONS TO:**

**Regional District of Bulkley-Nechako  
37-3<sup>rd</sup> Avenue  
Burns Lake, B.C. V0J 1E0**

**or via email to: [info@rdbn.bc.ca](mailto:info@rdbn.bc.ca)**

**NOTE TO APPLICANTS:**

- Industrial, commercial, individuals, and business undertakings ARE NOT eligible for assistance under this program;
- Please use the attached RDBN Board policies and Application Completion instructions as a guideline and be advised that the Regional Board of the Regional District of Bulkley-Nechako reserves the right to amend the said policies from time to time as it deems appropriate;
- Please make sure that your application is clearly legible and will photocopy with good results.
- Personal information requested on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used for the purpose of processing your application. Any information submitted with the application or provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.
- If you have any questions or require assistance, please contact the Economic Development Department of the Regional District of Bulkley-Nechako at the above address, or:  
Phone: (250) 692-3195 or toll free at 1-800-320-3339  
Fax: (250) 692-3305 email: [economic.development@rdbn.bc.ca](mailto:economic.development@rdbn.bc.ca)

**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
ELECTORAL AREA GRANT IN AID ASSISTANCE POLICY**

**PURPOSE**

To provide grants to community groups, non-profit registered societies, organizations, and Recreation Commissions, for cultural, charitable, sporting, recreational, service activities and special events for the purpose of benefiting the community.

**APPLICATION**

This policy shall apply to all electoral area Grant In Aid requests being considered for funding from the individual Grant In Aid budgets.

**AUTHORITY**

***Local Government Act Sec. 263(1)(c):*** The Regional District may provide assistance for the purpose of benefiting the community or any aspect of the community.

***Local Government Act Sec. 380(2)(g):*** A grant may be charged to the electoral area benefiting from the assistance.

**PROCEDURE**

1. Applications will be referred to the applicable Electoral Area Director to conduct a preliminary review. The RDBN has both statutory and budgetary limitations on Rural Grant in Aid and wishes to ensure that these funds are disbursed as fairly and equitably as possible. The Board delegates the authority to approve grant in aid applications of \$2,500 or less to the Chief Administrative Officer or designate in consultation with the Electoral Area Director. Applications in excess of \$2,500 will be referred to the Board.
  - a) Applications must be submitted on the form provided by the Regional District, with all supporting documentation attached. Applicants must clearly indicate the amount of assistance requested; provide evidence of how the applicant benefits the community generally and how the assistance being requested from the Regional District would benefit the community specifically; and, provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.
  - b) Applications that are not submitted on the required form will be returned to the applicant.
  - c)
2. The following factors shall be used in evaluation and prioritizing the Applications for Assistance under Section 263(1)(c) of the Local Government Act.
  - a) Purpose for which the funding is required.
  - b) What funding opportunities have been considered, (ie. fundraising, grants

from senior levels of government, etc.).

- c) Benefits to the community as a whole.
- d) Amount of grant requested.
- e) Whether or not the applicant has previously received assistance from the Regional District of Bulkley-Nechako.
- f) Whether or not previous grant reporting has been received (if applicable).
- g) Whether or not there is an opportunity for individuals to make direct contributions.

3. If a grant in aid is approved the following will apply:

- a) A cheque or Electronic Funds Transfer will be issued to the requesting organization. A letter documenting the grant approval will be sent under the signature of the Electoral Area Director.
- b) Recipients must acknowledge the RD as a supporter of the project, program, service or special event in publications or marketing. Projects, programs, services or special events may not be represented as an RD event, nor may the society / organization hold itself out as an agent of the RD in anyway.  
Approval to use the RDBN logo can be requested for the purpose of recognition.
- c) If the grant exceeds \$1,000, a report must be submitted to the Regional District inclusive of satisfactory evidence that the goods or services have been obtained (ie. a report from the organization inclusive of receipts, photos, and/or a report of the expenditures).  
Failure to submit a report may impact consideration of future applications.

4. The Chief Administrative Officer and/or Electoral Area Director may at the time of grant approval:

- a) Impose additional requirements to be met by an organization prior to receipt of grant funds;
- b) Reduce or modify the requirements to be met for an organization prior to receipt of grant funds.

5. Applications for Assistance under Section 263(1)(c) of the Local Government Act will NOT be approved for:

- a) Purposes identified as potentially exposing the Regional District of Bulkley-Nechako to risk of unacceptable liability;
- b) Purposes disallowed by the Local Government Act:  
Section 273 – As a limitation on section 263(1)(c), a Board must not provide assistance to an industrial, commercial or business undertaking;
- c) Annual operational expenses of an organization (e.g. insurance, utilities);
- d) Remuneration (e.g. wages, salaries, other fees);
- e) No grants shall be approved for individuals or for privately-owned businesses.

**ELECTORAL AREA REQUEST FOR GRANT IN AID APPLICATION FORM**

**Organization Legal Name:** \_\_\_\_\_

**Organization Mailing Address:**  
\_\_\_\_\_

**Contact Person 1:**

**Contact Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Contact Person 2:**

**Contact Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Application Summary**

Project or purpose for which you require assistance:

Amount of Grant Requested \$ \_\_\_\_\_

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is NOT being made on behalf of an individual, industry, commercial or business undertaking.

\_\_\_\_\_  
(signature of authorized signatory)

\_\_\_\_\_  
(Title)



**Applicant Profile**

1. Please describe the services/benefits that your organization provides to the community. Are these services/benefits available to the community from another organization or agency?

2. Which RDBN electoral area(s) receive services or benefits from your organization?

Electoral Area A (Smithers/Telkwa Rural)

Electoral Area B (Burns Lake Rural)

Electoral Area C (Fort St. James Rural)

Electoral Area D (Fraser Lake Rural)

Electoral Area E (Francois/Ootsa Lake Rural)

Electoral Area F (Vanderhoof Rural)

Electoral Area G (Houston/Granisle Rural)

3. Is your organization voluntary and non-profit? \_\_\_\_\_YES \_\_\_\_\_NO

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

Please comment on the number of members/volunteers in your organization and how long your organization has been in operation.



If yes, complete the following chart. If not, please comment.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved	Denied	Pending

3. Have you received assistance (grant in aid/waiving of fees, etc.), from the Regional District of Bulkley-Nechako in previous years?

\_\_\_\_YES \_\_\_\_NO

If yes, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used

4. Does your organization:

a) Offer direct financial assistance to individuals or families? \_\_\_\_YES \_\_\_\_NO

b) Duplicate services that fall within the mandate of either a senior government or a local service agency? \_\_\_\_YES \_\_\_\_NO

c) Provide an opportunity for individuals to make direct contributions? \_\_\_\_YES \_\_\_\_NO

d) Is your organization part of a provincial or national fundraising campaign? \_\_\_\_YES \_\_\_\_NO

**Don't forget to attach the required financial report.**

# Grant in Aid Reporting Form

Name of Organization:

Date of Report:

Grant in Aid Project Supported:

Please tell us briefly how the project/event went:

Please attach receipts, photos, or other satisfactory evidence that the goods or services have been obtained, as well as any materials demonstrating recognition of the RDBN's contribution. This report and attachments will be forwarded to the supporting Director.

This reporting form can be submitted via email to [economic.development@rdbn.bc.ca](mailto:economic.development@rdbn.bc.ca), or via mail to the attention of Economic Development, PO Box 820, Burns Lake BC, V0J 1E0.

