



REGIONAL DISTRICT OF BULKLEY-NECHAKO RURAL SERVICES COMMITTEE AGENDA

Thursday, February 13, 2025

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>AGENDA, February 13, 2025</u>	Approve
	<u>Supplementary Agenda</u>	Receive
	<u>MINUTES</u>	
2-5	Rural/Agriculture Committee Meeting Minutes - January 9, 2025	Approve
	<u>REPORTS</u>	
6-7	Nellie Davis, Manager of Strategic Initiatives and Rural Services – Rural Directors Survey Results	Receive
8	Nellie Davis, Manager of Strategic Initiatives and Rural Services –Community Works Fund Balance	Receive
9	Nellie Davis, Manager of Strategic Initiatives and Rural Services – Regional Grant in Aid Reporting	Receive
10-16	Nellie Davis, Manager of Strategic Initiatives and Rural Services – Electoral Area Economic Development Services Balances	Receive
	<u>SUPPLEMENTARY AGENDA</u>	
	<u>NEW BUSINESS</u>	
	<u>ADJOURNMENT</u>	

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL SERVICES COMMITTEE MEETING****Thursday, January 9, 2025**

PRESENT: Chair Michael Riis-Christianson

Directors Judy Greenaway
Clint Lambert
Shirley Moon
Chris Newell
Mark Parker
Stoney Stoltenberg

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Nellie Davis, Manager of Strategic Initiatives and Rural Services
John Illes, Chief Financial Officer
Wendy Wainwright, Deputy Director of Corporate Services
Scott Zayac, Director of Protective Services

Others Shane Brienen, District of Houston – via Zoom
Martin Elphee, District of Fort St. James
Linda McGuire, Village of Granisle
Dalphena Snively, Electoral Area C (Fort St. James Rural)

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 2:12 p.m.

AGENDAMoved by Director Stoltenberg
Seconded by Director GreenawayRSC.2025-1-1

"That the Rural Services Committee Agenda for January 9, 2025 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES**Rural/Agriculture Committee Meeting Minutes
-November 7, 2024Moved by Director Stoltenberg
Seconded by Director NewellRSC.2025-1-2

"That the minutes of the Rural/Agriculture Committee meeting of November 7, 2024 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Letter to Minister Farnworth Moved by Director Greenaway
-Infrastructure Improvements Seconded by Director Parker
to 700 Rd. in Electoral Areas
B and E of the RDBN

RSC.2025-1-3 "That the Committee recommend that the Board approve sending the January 9, 2025 letter to the Honourable Mike Farnworth, Minister of Transportation and Transit regarding Request to Support Legacy Infrastructure Replacement."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Grant in Aid Policy Update Moved by Director Greenaway
 Seconded by Director Stoltenberg

RSC.2025-1-4 "That the Committee recommend that the Board approve the changes to the Grant in Aid policy to reflect changes in the program administration."

Moved by Director Lambert
 Seconded by Director Newell

RSC.2025-1-5 "That Motion RSC.2025-1-4 include amending the Grant in Aid policy **Procedure 1** as follows:
The Board delegates the authority to approve grant in aid applications of \$5,000 or less to the Chief Administrative Officer or designate in consultation with the Electoral Area Director. Applications in excess of \$5,000 will be referred to the Board."

(All/Directors/Majority) CARRIED UNANIMOUSLY

"That the question be called on Motion RSC.2025-1-4 as amended."

(All/Directors/Majority) CARRIED UNANIMOUSLY

Grant in Aid Under \$2,500 Moved by Director Lambert
Approval Update Seconded by Director Moon

RSC.2024-1-6 "That the Committee receive the Manager of Strategic Initiatives and Rural Services Grant in Aid Under \$2,500 Approval Update."

(All/Directors/Majority) CARRIED UNANIMOUSLY

REPORTS (CONT'D)

Reply to Intervention to Part 1 Application to Disclose Certain Broadband and Mobile Annual Facilities Survey Data (CRTC File 8000-P114-202404929) Moved by Director Lambert
 Seconded by Director Stoltenberg

RSC.2024-1-7

"That the Committee receive the Manager of Strategic Initiatives and Rural Services Reply to interventions to Part 1 Application to disclose certain Broadband and Mobile Annual Facilities Survey data (CRTC File 8000-P114-202404929)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the importance of advocacy. Staff will reschedule CityWest Delegation for a future meeting.

NEW BUSINESS

Smithers/Telkwa Transfer Station

Director Stoltenberg shared his appreciation for work of an employee at the Smithers/Telkwa Transfer Station.

Future Rural Services Committee Planning

Chair Riis-Christianson indicated that he will provide a survey to the Rural Services Committee Directors to guide the Committee and plan for 2025. The following was discussed:

- 2025 Budget process and Rural Directors scheduling meetings with RDBN Finance staff
- New Manager of Strategic Initiatives and Rural Services Position
 - o Structure of Committee
 - o Grant funding focus
 - o Northwest B.C. Regional funding Agreement five-year planning
- Exploring opportunities for the region and electoral areas such as community halls and supports and advocacy for elderly residents in rural areas
- RDBN Strategic Plan and Terms of Reference of the Committee to be included in Rural Service Committee Agendas
- Electoral Area Engagement Sessions
 - o Potential ideas
- Providing education to residents regarding the RDBN
- Municipal and electoral area partnerships and support for services within communities.

ADJOURNMENT

Moved by Director Parker
Seconded by Director Greenaway

RSC.2025-1-8

"That the meeting be adjourned at 2:51 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Wendy Wainwright, Deputy Director of Corporate
Services



Regional District of Bulkley-Nechako Rural Services Committee

To: Chair and Committee
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: February 13, 2025
Subject: **Rural Directors Survey Results**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Committee Chair Riis-Christianson circulated a survey early in 2025 to help develop topics for discussion and consideration at the Rural Services Committee.

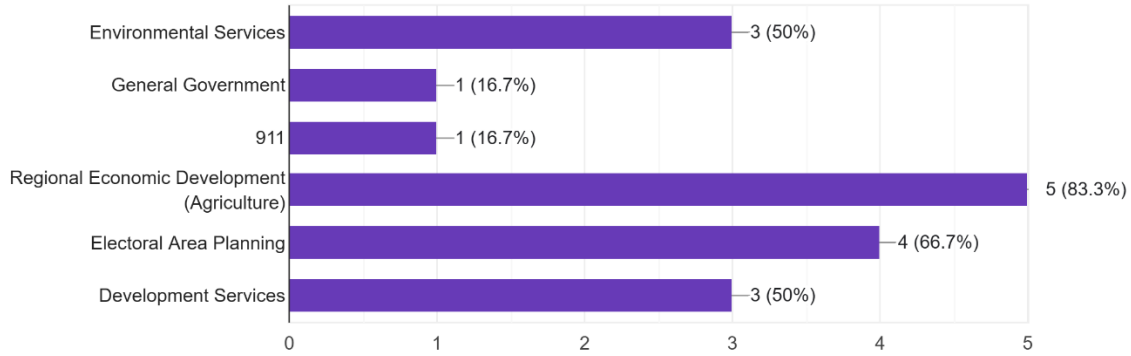
Some of the responses for priority topics facing Electoral Areas include:

- Opportunities for using Economic Development Service funds
- First Nations relationships
- Rural Fire Protection and legislative review
- Rural Government Service budget and Director attendance at events
- Water security
- Cost of living and housing (especially for seniors)
- Connectivity
- Healthcare/medical/ambulance needs of communities
- Collaboration with municipalities to support forestry sector
- Fire Smart assistance
- Self-determination (what is good for one area isn't good for all areas).
- Community Halls
- Parks and Trails

Directors were also asked to let staff know which Major Shared, Major Rural, and EA services they are most interested in discussing with staff as part of 1:1 meetings about the 2025 budget. These topics may also come forward to the Committee for further discussion:

It will also be helpful to know if there are services you would like to enhance or learn more about. Are there any Major SHARED services would you like to explore in-depth? Check all that apply.

6 responses



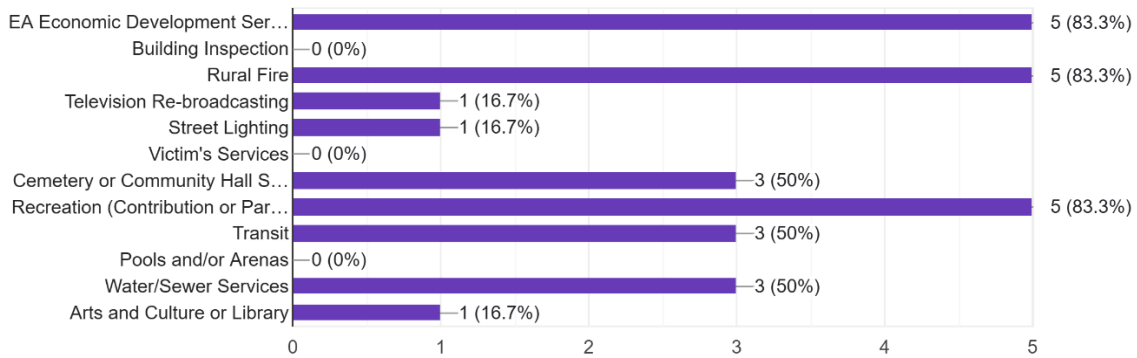
Are there any Major RURAL services would you like to explore in-depth? Check all that apply.

6 responses



Are there any Minor services would you like to explore in-depth? Check all that apply.

6 responses





Regional District of Bulkley-Nechako Rural Services Committee

To: Chair and Committee
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: February 13, 2025
Subject: **Community Works Fund Balances**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

Each Electoral Area carried a balance of unspent Community Works Funds (CWF) into 2025. At the end of 2024, those balances were*:

Area A (Smithers/Telkwa Rural)	\$ 1,110,674.84
Area B (Burns Lake Rural)	\$ 487,126.90
Area C (Fort St. James Rural)	\$ 213,962.45
Area D (Fraser Lake Rural)	\$ 330,278.78
Area E (Francois/Ootsa Lake Rural)	\$ 178,111.51
Area F (Vanderhoof Rural)	\$ 317,268.95
Area G (Houston/Granisle Rural)	\$ 531,513.56

*this table does not include interest accrued in 2024 or funds committed in 2025.

In the 2025 Budget, \$724,000 of the annual CWF funding is committed to eligible capital projects in exchange for Regional Grant in Aid with a net-zero impact to taxpayers. The amount the RDBN will receive in CWF in 2025 is \$923,046, leaving \$199,046 uncommitted in the budget. This amount will be tracked for Electoral Areas using the same population formula as in the past.

Area A (Smithers/Telkwa Rural)	\$ 69,369.97
Area B (Burns Lake Rural)	\$ 21,182.24
Area C (Fort St. James Rural)	\$ 15,719.06
Area D (Fraser Lake Rural)	\$ 19,953.02
Area E (Francois/Ootsa Lake Rural)	\$ 18,773.47
Area F (Vanderhoof Rural)	\$ 43,669.19
Area G (Houston/Granisle Rural)	\$ 10,380.04
Total	\$ 199,046.00



Regional District of Bulkley-Nechako Rural Services Committee

To: Chair and Committee
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: February 13, 2025
Subject: **Regional Grant in Aid Reporting**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

In the draft 2025 Budget, Grant in Aid is planned to be collected through the Regional Grant in Aid service to the maximum amount of \$724,000. This limit is determined by a legislatively set annual spending limit of \$0.10/\$1,000 in assessed value.

This represents a switch from previous budgets that taxed for Electoral Area Grant in Aid and allows for a \$724,000 contribution from Community Works Funds (CWF) to the annual capital budget with a net-zero shift in region-wide taxation.

The balance of Regional Grant in Aid will be tracked to mirror the allocation of CWF based on a population formula. To begin 2025, Regional Grant in Aid balances are tracked as:

Area A (Smithers/Telkwa Rural)	\$ 252,322
Area B (Burns Lake Rural)	\$ 77,048
Area C (Fort St. James Rural)	\$ 57,176
Area D (Fraser Lake Rural)	\$ 72,576
Area E (Francois/Ootsa Lake Rural)	\$ 68,286
Area F (Vanderhoof Rural)	\$ 158,836
Area G (Houston/Granisle Rural)	\$ 37,756
Total	\$724,000

Grant in Aid approvals and balances will be reported in the Administration Department's Quarterly Report to the Board. At the end of 2025, any unspent Regional Grant in Aid can be moved to a regional operational reserve. While the use of these funds will be at the discretion of the Board, the reserve contributions will be tracked according to the contributing electoral area(s). This will ensure that future Board decisions consider the intentions of the Electoral Area Directors in utilizing these funds within the region.



Regional District of Bulkley-Nechako Rural Services Committee

To: Chair and Committee
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: February 13, 2025
Subject: **Electoral Area Economic Development Service Balances**

RECOMMENDATION: (all/directors/majority)

Receive.

BACKGROUND

In the draft 2025 Budget, Electoral Areas each have an Economic Development Service that includes taxation in 2025 as well as any balance carried over from the previous year's Economic Development or Rural Grant in Aid service balances. There is still time to amend taxation levels to increase the amount of funds available should Rural Directors wish to do so.

These funds are available to as grants to municipalities or other organizations who apply for funding to support an economic development initiative in the area. The Economic Development Service applications are attached for your review and staff welcome feedback.

Some Electoral Areas have funds already committed via agreement or contract that are not included in this memo. To begin 2025, Economic Development service balances available to grant are:

Area A (Smithers/Telkwa Rural)	\$ 42,895
Area B (Burns Lake Rural)	\$ 20,000
Area C (Fort St. James Rural)	\$ 22,999
Area D (Fraser Lake Rural)	\$ 100,000
Area E (Francois/Ootsa Lake Rural)	\$ 47,681
Area F (Vanderhoof Rural)	\$ 18,370
Area G (Houston/Granisle Rural)	\$ 28,304
Total	\$ 280,249

ATTACHMENTS

Economic Development Service Application for Municipalities

Economic Development Service Application for Non-Profit Organizations



Regional District of Bulkley-Nechako Economic Development Service Grant Application

Municipality Name: _____

Mailing Address: _____

Contact(s):

Name

Job Title

Phone Number

Email

Please briefly describe the project for which you are requesting assistance, including the anticipated timeline. Please attach additional information if required.

Describe how this project will benefit the surrounding Electoral Area.

Budget Information

1. Attach supporting financial information, i.e. budget.

Ensure the following information is clearly itemized:

- Total cost of project/proposal, supported by quotes where applicable.
- Any contributions from your organization or other sources.
- The application may include a percentage of the total project budget as administrative costs for the staff time required to facilitate the project.

2. Have you applied for a grant/funding from other source(s)?

____YES ____NO

If yes, complete the following chart.

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



REGIONAL DISTRICT OF BULKLEY-NECHAKO
Economic Development Service Application

APPLICATION SUBMITTED BY:

Applicant Name: _____

Mailing Address: _____

E-mail Address: _____

Contact(s): _____

Name, Telephone/Fax Number

Name, Telephone/Fax Number

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. Describe the geographic area that receives services or benefits from your organization.

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.

PROJECT/PROPOSAL PROFILE

1. Assistance is being requested for:

_____ Capital Project and/or Equipment

_____ Special Event

_____ Other Purpose (_____)

2. Please describe the economic development project for which you are requesting assistance. Attach additional information if required.

3. Describe how this proposal will support economic development in the community.

Funding and Financial Information

1. Attach supporting financial information, ie., budget/financial report. Ensure the following information is clearly itemized:

- Total cost of project/proposal;
- Grants/funding from other sources;
- Funding contributed by applicant through funding raising activities or other sources of revenue;
- Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant/funding from other source(s)?

___ YES ___ NO

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

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

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

Don't forget to attach the required financial report.