



# REGIONAL DISTRICT OF BULKLEY-NECHAKO RURAL SERVICES COMMITTEE AGENDA

Thursday, March 13, 2025

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>AGENDA, March 13, 2025</u>	Approve
	<u>Supplementary Agenda</u>	Receive
	<u>MINUTES</u>	
3-5	Rural Services Committee Meeting Minutes - February 13, 2025	Approve
	<u>REPORTS</u>	
6-8	John Illes, Chief Financial Officer – Support for the Regional Transit Service	Recommendation
9-11	Nellie Davis, Manager of Strategic Initiatives and Rural Services – RBA Project Funds	Receive
12-19	Nellie Davis, Manager of Strategic Initiatives and Rural Services – Electoral Area Economic Development Service Application Process	Receive
	<u>SUPPLEMENTARY AGENDA</u>	
	<u>NEW BUSINESS</u>	
	<u>ADJOURNMENT</u>	

**2022-2026 RDBN Board Strategic Plan**

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

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

<b>PRESENT:</b>	Acting Chair	Mark Parker
	Directors	Judy Greenaway Clint Lambert Shirley Moon – via Zoom Chris Newell Mark Parker Stoney Stoltenberg
	Director	Michael Riis-Christianson, Electoral Area B (Burns Lake Rural)
	Absent	
	Staff	Curtis Helgesen, Chief Administrative Officer Cheryl Anderson, Director of Corporate Services Nellie Davis, Manager of Strategic Initiatives and Rural Services John Illes, Chief Financial Officer Jason Llewellyn, Director of Planning and Development Services Wendy Wainwright, Deputy Director of Corporate Services
	Others	Martin Elphee, District of Fort St. James Audrey Fennema, Village of Fraser Lake Linda McGuire, Village of Granisle Kevin Moutray, District of Vanderhoof Henry Wiebe, Village of Burns Lake
<b><u>CALL TO ORDER</u></b>		Acting Chair Parker called the meeting to order at 10:00 a.m.
<b><u>AGENDA</u></b>		Moved by Director Stoltenberg Seconded by Director Lambert
<b><u>RSC.2025-2-1</u></b>		“That the Rural Services Committee Agenda for February 13, 2025 be approved.”
	(All/Directors/Majority)	<b><u>CARRIED UNANIMOUSLY</u></b>

## **MINUTES**

Rural Services Committee Meeting Minutes -January 9, 2025

Moved by Director Greenaway  
 Seconded by Director Stoltenberg

RSC.2025-2-2

"That the minutes of the Rural Services Committee meeting of January 9, 2025 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## **REPORTS**

Rural Directors Survey

Moved by Director Stoltenberg  
 Seconded by Director Lambert

RSC.2025-2-3

"That the Committee receive the Manager of Strategic Initiatives and Rural Services' Rural Directors Survey Results memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Community Works Fund Balances

Moved by Director Stoltenberg  
 Seconded by Director Moon

RSC.2025-2-4

"That the Committee receive the Manager of Strategic Initiatives and Rural Services' Community Works Fund Balances memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Regional Grant in Aid Reporting

Moved by Director Lambert  
 Seconded by Director Newell

RSC.2025-2-5

"That the Committee receive the Manager of Strategic Initiatives and Rural Services' Regional Grant in Aid Reporting memorandum."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Electoral Area Economic Development Service Balances

Moved by Director Stoltenberg  
 Seconded by Director Lambert

RSC.2025-2-6

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

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director Newell  
Seconded by Director Stoltenberg

RSC.2025-2-7

"That the meeting be adjourned 10:04 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Mark Parker, Acting Chair

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Wendy Wainwright, Deputy Director of Corporate  
Services



## Regional District of Bulkley-Nechako Rural Services Committee

**To:** Chair and Committee  
**From:** John Illes, Chief Financial Officer  
**Date:** March 13, 2025  
**Subject:** **Support for the Regional Transit Service**

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

That the Electoral Area Directors support the utilization of \$75,000 in RBA funds for the 2025 to 2028 calendar years.

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**BACKGROUND and SUMMARY**

The Transit budget includes a proposal to utilize \$75,000 of the Northwest BC Regional Funding Agreement (RBA) funds each year.

The RBA Agreement states that the:

***use of funds for projects or initiatives that advance reconciliation and strengthens the Signatory's relationship with neighboring First Nations***

is a priority for the province. And further that

***Local government funded projects (capital or operations) that directly benefit neighboring First Nation communities***

are an eligible use of annual funds.

If the seven electoral areas were to contribute in the same proportion to the seven municipalities in 2025, they would contribute \$72,695. This amount would increase as municipal taxation increases. For this reason, the figure of \$75,000 if provided consistently between 2025 and 2028 was determined to be a "fair" contribution from the Electoral Areas based on the current funding formula in the bylaw. This proposal will allow the Regional District to continue to operate the service until at least March of 2030, with an estimated operational reserve balance in 2030 of \$20,000 remaining.

The amount of taxation for municipalities was determined by utilizing the requisition for each municipality in 2024 and adding an inflation adjustment. With the approval of the transit bylaw amendment, The Village of Telkwa will no longer be requisitioned for this service.

The National Inquiry into Missing and Murdered Indigenous Women and Girls was a Canadian public inquiry from 2016 to 2019 that studied the missing and murdered Indigenous women crisis. As a result of this inquiry, the provincial government asked the Regional District of Bulkley-Nechako to create the Regional Transit Service.

With the heavy use of this service by neighboring First Nations, this contribution will advance reconciliation and strengthen the Regional District's relationship with its neighboring indigenous governments.

The following table outlines this proposal:

	Taxation	Taxation	Other Funding
<b>District of Houston</b>	16,068	16,068	
<b>Town of Smithers</b>	28,313	28,313	
<b>Village of Burns Lake</b>	8,734	8,734	
<b>District of Fort St. James</b>	1,459	1,459	
<b>Village of Fraser Lake</b>	5,080	5,080	
<b>Village of Granisle</b>	355	355	
<b>Village of Telkwa</b>	-	-	
<b>District of Vanderhoof</b>	22,880	22,880	
	<b><u>82,889</u></b>	<b><u>82,889</u></b>	
		RBA	GIA?
<b>Area A</b>		29,413	?
<b>Area B</b>		8,981	?
<b>Area C</b>		1,333	?
<b>Area D</b>		8,460	?
<b>Area E</b>		1,592	?
<b>Area F</b>		18,515	?
<b>Area G</b>		4,401	?
		<b><u>72,695</u></b>	
	<b><u>82,889</u></b>	<b><u>155,584</u></b>	

**Attachments:**  
**Transit Budget**

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

BYLAW 1790 LIMITATION \$115,000

TAXATION BASED ON POPULATION

**ALL MUNICIPALITIES****REVENUE:**

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

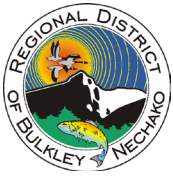
**EXPENDITURE:**

601001 Salaries	15,887	16,781	32,834	33,553	<b>30,008</b>	30,908	31,835	32,790	33,774
601101 Benefits	5,851	7,851	15,171	8,836	<b>11,321</b>	11,661	12,010	12,371	12,742
609001 Supplies	102		250	31	<b>250</b>	250	250	250	250
609011 Meeting Expenses					<b>100</b>	100	100	100	101
612201 Agreement with BC Transit (Year 2022 estimate is solely based on the same cost sharing agreement with senior government)	148,080	164,182	163,002	177,969	<b>198,121</b>	215,000	221,450	228,094	234,936
781005 Contribution to Legal Reserve									
781007 Contribution to Operating Reserve	10,000								
679996 Commission on Ticket Sales	32	43	32	27	<b>32</b>	32	32	32	32
651010 Administration Service Charge	9,283	11,784	12,675	12,675	<b>14,388</b>	14,388	14,388	14,388	14,388
651014 Shared Services	2,732	3,316	7,387	7,387	<b>5,221</b>	5,221	5,221	5,221	5,221
799999 Prior Year Deficit					<b>11,447</b>				
<b>TOTAL EXPENDITURE.....</b>	<b>191,966</b>	<b>203,957</b>	<b>231,350</b>	<b>240,477</b>	<b>270,888</b>	<b>277,559</b>	<b>285,286</b>	<b>293,245</b>	<b>301,444</b>

**Revenues minus Expenditures**

35,506	13,829	-	(11,447)	-	-	-	-	-	-
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## Regional District of Bulkley-Nechako Rural Services Committee

**To:** Chair and Committee  
**From:** Nellie Davis, Manager of Strategic Initiatives and Rural Services  
**Date:** March 13, 2025  
**Subject:** **RBA Project Funds**

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

Receive.

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### **BACKGROUND**

In the draft 2025 five-year financial plan and the proposed Long Term Development Plan (LTDP), there is an allocation of \$6,547,149 of funding that is allocated for regional projects. At this time, to meet the reporting terms of the RBA agreement, these amounts have been allocated to Public Safety and Emergency Management, Housing, and Parks, Recreation and Culture. The RDBN is required to submit the five-year LTDP to the Province before the end of March, 2025.

The LTDP may be amended at any time, so as projects come to fruition, amendments will be made as required.

These funds can be spent on projects that are eligible under the parameters of the RBA funding agreement. Eligible expenditures are attached to this memo.

In April, the Manager of Strategic Initiatives and Rural Services and the CAO will meet with each Electoral Area Director to map out a strategy on how best to invest these funds in projects that meet the terms of the RBA agreement, in collaboration with the other funding sources available to the Directors. Staff look forward to working with Directors to ensure that, over the five-year agreement, all Electoral Areas are able to implement projects that benefit residents and support liveable, resilient communities.

### **ATTACHMENTS**

RBA Appendix #2 – Eligible Use of Annual Funds

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

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

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



## Regional District of Bulkley-Nechako Rural Services Committee

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

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

Receive.

### BACKGROUND

As per the February 13, 2025, Rural Services Memo, each Electoral Area has an Economic Development Service in the 2025 budget. These funds are available via grant application to municipalities or other organizations to support economic development initiatives in the applicable area.

Group	Project	Grant Amount	2025 Budget	Amount Remaining
Area A			\$57,902	\$57,902
Area B			\$20,000	\$12,500
Village of Burns Lake	Website Redesign*	\$5,000		
Village of Burns Lake	Faces and Places*	\$2,500		
Area C			\$50,000	\$48,500
Fort St. James Primary Care Society	Resource Manual	\$1,500		
Area D			\$125,000	\$125,000
Area E			\$100,000	\$77,500
Village of Burns Lake	Healthcare Recruitment Project	\$ 15,000		
Village of Burns Lake	Website Redesign*	\$ 5,000		
Village of Burns Lake	Faces and Places*	\$ 2,500		
Area F			\$68,370	\$68,370
Area G			\$28,313	\$28,313

\*some tracked applications are subject to approval by the RDBN Board

Electoral Area Economic Development Service balances will be reported in the Administration Quarterly Report.

**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.

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Describe how this project will benefit the surrounding Electoral Area.

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**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**

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**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?

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

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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.

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

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**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.

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

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**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.

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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.**