

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
SPECIAL BOARD MEETING SUPPLEMENTARY AGENDA**

Thursday, February 9, 2017

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3	Cheryl Anderson, Manager of Administrative Services – Regional Transit Service – Grant In Aid - Electoral Area “D” (Fraser Lake Rural)	Recommendation (Page 3)
4-6	Melany de Weerd, CAO – Highway 16 Regional Para-Transit Service Establishment Apportionment Update	Receive

CORRESPONDENCE

7	District of Vanderhoof – Resolution of Support Re: RDBN Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016	Receive
8	District of Vanderhoof – Request for RDBN Resolution to Review the Funding Formula for the RDBN Regional Public Transit and Para-Transit (Highway 16) Service After One Year of Operation	Direction
9	District of Vanderhoof – Request for RDBN Resolution to Provide the District of Vanderhoof a Letter of Support for the Vanderhoof Highway 16 Community Vehicle Grant	Direction
10	Village of Burns Lake – Support for RDBN Regional Public Transit and Para-Transit Service Establishment	Receive

DISCUSSION ITEM

February 23, 2017 Board Meeting (Potential Date Change)

NEW BUSINESS**ADJOURNMENT**

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

TO: Chair Miller and Board of Directors

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

DATE: February 3, 2017

**SUBJECT: Regional Transit Service – Grant in Aid – Electoral Area “A”
(Fraser Lake Rural)**

Director Fisher recently committed to providing \$1,000 grant in aid funds from Electoral Area “A” (Fraser Lake Rural) toward start up costs for the Regional Transit Service. He has requested that the amount be changed to \$5,000. While \$5,000 will be allocated to the service in 2017, Director Fisher sees it as a commitment for \$1,000 per year to the service for the length of the agreement.

RECOMMENDATION: (All/Directors/Majority)

“That Electoral Area “A” (Smithers Rural) contributes \$5,000 grant in aid monies toward start up costs for the Regional Transit Service.”



REGIONAL DISTRICT OF BULKLEY-NECHAKO

SUPPLEMENTARY MEMORANDUM

TO: Chair Miller and Board of Directors

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

DATE: February 3, 2017

**SUBJECT: Regional Transit Service – Grant in Aid – Electoral Area “D”
(Fraser Lake Rural)**

Director Parker has verbally committed to providing \$1,000 grant in aid funds from Electoral Area “D” (Fraser Lake Rural) toward start up costs for the Regional Transit Service.

RECOMMENDATION: (All/Directors/Majority)

“That Electoral Area “D” (Fraser Lake Rural) contributes \$1,000 grant in aid monies toward start up costs for the Regional Transit Service.”



Regional District of Bulkley-Nechako Memo – Special Board Agenda February 9, 2017

To: Chair Miller and the Board of Directors
From: Melany A. de Weerd, Chief Administrative Officer
Date: February 8, 2017
Re: **Highway 16 Regional Para-Transit Service Establishment apportionment update**

Background

The Board of the Regional District of Bulkley-Nechako has given first three readings to “Regional District of Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016”.

Proposed Service

A new Regional Para-Transit Service is proposed. If approved, MoTI has committed to covering 100% of the capital cost of three buses and 2/3 of the operating costs of this service for a period of five years. In addition, MoTI has committed to funding a regional transit coordinator position for three years.

Participating Area: the Town of Smithers, the Village of Telkwa, the District of Houston, the Village of Granisle, the Village of Burns Lake, the Village of Fraser Lake, the District of Fort St. James, and the District of Vanderhoof.

Proposed Requisition and Funding Formula

The maximum annual municipal requisitions are \$90,000. For apportionment among the participating areas, the bylaw provides as follows:

7. Apportionment

In accordance with section 380 of the *Local Government Act*, the costs of providing the service will be apportioned among the participating areas based on the following formula:

Participant Population (A) x Benefit Factor (B) = C
 C (for each participant)/ TOTAL C = % requisition for each participant



Where population is based on the most recent BC Stats Population Estimates;
 and
 Where the benefit factor for on-corridor participants is 5 and the benefit factor
 for off-corridor participants is 1.

In the staff Report presented to the Board for the meeting of December 15, 2016 the following calculation was provided, based on the BC Stats Population Estimates for 2015 and the resolutions of the respective municipalities:

Table 1

	Population	In \$
Town of Smithers	4932	24,660
Village of Telkwa	1352	6,760
District of Houston	3120	15,600
Village of Burns Lake	1829	12,500
Village of Fraser Lake	1149	5,745
District of Vanderhoof	4492	22,460
District of Fort St. James	1776	1,776
Granisle	304	304
Subtotal		89,805

The apportionment to the participating areas, based on the updated BC Stats Population Estimates for 2016 is presented in the table below. The maximum contributions that the RDBN can requisition based on the bylaw are included for reference, as are the draft budget numbers being considered for the RDBN 2017-2021 five year financial plan.

		DRAFT BUDGET CALCULATIONS:					
	Population July 2016	Maximum Requisition	2017	2018	2019	2020	2021
		in \$	in \$	in \$	in \$	in \$	in \$
		90,000	69,188	82,789	84,273	84,497	82,312
Smithers	5,462	27,517	21,154	25,313	25,766	25,835	25,167
Telkwa	1,328	6,690	5,143	6,154	6,265	6,281	6,119
Houston	3,155	15,895	12,219	14,621	14,883	14,923	14,537
Burns Lake	1,803	9,083	6,983	8,356	8,505	8,528	8,307
Fraser Lake	1,178	5,935	4,562	5,459	5,557	5,572	5,428
Vanderhoof	4,526	22,802	17,529	20,975	21,351	21,408	20,854
Granisle	307	309	238	285	290	290	283
Fort St James	1,755	1,768	1,359	1,627	1,656	1,660	1,617
TOTAL	19,514	90,000	69,188	82,789	84,273	84,497	82,312



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Please note that the Total Requisition is based on the total draft budgeted expenses, net of draft budgeted provincial funding contribution, funding partner contributions, user fees (fares), and grants.

Factors that could impact these draft amounts include but are not limited to:

- changes to the funding formula or other service establishment bylaw changes
- changes in population relative to other municipalities in the service
- Inflation
- Revenue from fares
- maintenance costs of stops including vandalism
- contributions from First Nation funding partners
- unexpected costs - insurance claims, legal, etc

This new service will appear on property tax requisitions from the RDBN to the municipalities by April 15, 2016. Therefore, this will be not be included in municipal budgets, just the RDBN budget.

I would be pleased to answer any questions.

Recommendation:

(all/directors/majority)

That the Board of Directors receive the Chief Administrative Officer's February 3, 2017 report titled "Highway 16 Regional Para-Transit Service Establishment Apportionment Update"

copy to :

Town of Smithers
Village of Telkwa
District of Houston
Village of Burns Lake
Village of Fraser Lake
District of Vanderhoof
District of Fort St. James
Village of Granisle



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District of Vanderhoof
Incorporated 1926
Geographical Centre of BC

Date: 07 February 2017

Re: **Regional District Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016."**

The following resolution was passed by Council at the February 6, 2017 District of Vanderhoof Special Meeting of Council:

That the District of Vanderhoof support the adoption of "Regional District Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016."
CARRIED

Certified to be a true copy of the
Resolution as passed by the District
of Vanderhoof Council on 07 February 2017.

Lori Egli
Corporate Officer



District of Vanderhoof
Incorporated 1926
Geographical Centre of BC

Date: 07 February 2017

Re: Regional District Bulkley-Nechako Regional Public Transit and Para-Transit (Highway 16) Service review after one year

The following resolution was passed by Council at the February 6, 2017 District of Vanderhoof Special Meeting of Council:

That the Regional District Bulkley Nechako be requested to provide a Board resolution committing to review the funding formula for the Regional District Bulkley Nechako Regional Public Transit and Para-Transit (Highway 16) Service after one year of operation to ensure it gives fair and reasonable consideration to all factors, including specifically ridership.

CARRIED

Certified to be a true copy of the Resolution as passed by the District of Vanderhoof Council on 07 February 2017.

Lori Egli
Corporate Officer

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District of Vanderhoof
Incorporated 1926
Geographical Centre of BC

Date: 07 February 2017

Re: Letter of Support for the District of Vanderhoof Highway 16 Community Vehicle grant

The following resolution was passed by Council at the February 6, 2017 District of Vanderhoof Special Meeting of Council:

That the Regional District Bulkley Nechako provide the District of Vanderhoof a letter of support for the Vanderhoof Highway 16 Community Vehicle grant. **CARRIED**

Certified to be a true copy of the
Resolution as passed by the District
of Vanderhoof Council on 07 February 2017.

Lori Egli
Corporate Officer

Melany Deweerdt

From: Sheryl Worthing <sworthing@burnslake.ca>
Sent: February 8, 2017 7:22 PM
To: Melany Deweerdt
Cc: Cameron Hart (chart@burnslake.ca); Harmon, Linda TRAN:EX; Cheryl Anderson; Fudge, Chris
Subject: RDBN Public Transit Service Establishment Bylaw

Hi Melany,

Village Council approved the RDBN Public Transit Service Establishment Bylaw tonight. Cameron will send the official resolution first thing in the morning.

Thank you for your patience.
Sheryl



Sheryl Worthing
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