

REGIONAL DISTRICT OF BULKLEY-NECHAKO



RURAL DIRECTORS COMMITTEE

SUPPLEMENTARY
AGENDA

Thursday, April 6, 2017

<u>PAGE NO.</u>	<u>REPORT</u>	<u>ACTION</u>
2-8	Wendy Wainwright, Executive Assistant -Permaculture Farm Festival Club - Request for Grant in Aid – Electoral Area “A” (Smithers Rural)	Recommendation (Page 2)
9-13	Wendy Wainwright, Executive Assistant – Southside Seniors Housing Society - Request for Grant in Aid – Electoral Area “E” (Francois/Ootsa Lake Rural)	Recommendation (Page 9)
14-19	Wendy Wainwright, Executive Assistant – Nechako Valley Exhibition Society Request for Grant in Aid – Electoral Area “F” (Vanderhoof Rural)	Recommendation (Page 14)

SUPPLEMENTARY AGENDANEW BUSINESSADJOURNMENT



REGIONAL DISTRICT OF BULKLEY-NECHAKO

SUPPLEMENTARY
MEMORANDUM

TO: Chair Benedict and Rural Directors Committee

FROM: Wendy Wainwright
Executive Assistant

DATE: April 3, 2017

SUBJECT: Permaculture Farm Festival Club – Request for Grant in Aid –
Electoral Area “A” (Smithers Rural)

Attached is a request for Grant in Aid monies from the Permaculture Farm Festival Club.

The Association is seeking \$2,500 grant in aid monies from Electoral Area “A” (Smithers Rural) for costs associated with the Bulkley Valley Food Security Initiative Forum May 19, 2017 in Smithers.

Director Fisher has indicated that he is supportive of this application.

RECOMMENDATION: (All/Directors/Majority)

“That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Permaculture Farm Festival Club be given \$2,500 grant in aid monies from Electoral Area “A” (Smithers Rural) for costs associated with the Bulkley Valley Food Security Initiative Forum May 19, 2017 in Smithers.

REGIONAL DISTRICT OF BULKLEY-NECHAKO
ELECTORAL AREA REQUEST FOR GRANT IN AID
APPLICATION

APPLICATION SUBMITTED BY:

Applicant Name: Laurie Gallant on behalf of Permaculture Farm Festival Club

Mailing Address: PO Box 126

New Hazelton BC V0J 2J0

E-mail Address: gallantlaurie@gmail.com

Contact(s): Laurie 250-847-1399

Name, Telephone/Fax Number

Name, Telephone/Fax Number

APPLICATION SUMMARY

Project or purpose for which you require assistance: _____

Bulkley Valley Food Security Initiative

Amount of Grant Requested \$ 2500

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.

Laurie Gallant

Event Coordinator

(signature of authorized signatory)

(title)

Amount Approved: _____

Date: _____

Signature of Electoral Area Director

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?

We are an ad-hoc grassroots group established to organize a Food Security Forum leading to increased personal and community resiliency around food security in all seasons and in all situations including being cut-off from supplies being trucked up from the Lower Mainland. Our project is designed to build capacity and dovetail food security goals with economic development, public health, and emergency management plans. The Permaculture Farm Festival Club is partnering with our ad hoc group to provide financial administration. The Club's mandate is to 1) plan and deliver community events that promote permaculture, food security, visual and performing arts in the Bulkley Valley and Hazelton region and 2) Create models of sustainable agri-tourism events.

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

Houston to Hazelton is our target geographic area, with potential to extend benefits to all areas of the RDBN through future scope changes to the project. The Forum will provide a model that can be used by other communities and professional facilitators are available to offer repeats of the forum upon request.

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.

\$1500 has been allocated from the total event budget to cover time and expenses of the event planning team. A 5% administration fee will be paid to the Permaculture Farm Festival Club for handling registration and financial duties.

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

There are five key members planning this event, and an additional 10 - 20 individuals connected through sponsorship, speaker panel, and catering. The Festival Club has been running since August 2016, incorporated in February 2017, and has 9 volunteers.

PROJECT/PROPOSAL PROFILE

1. Assistance is being requested for:

- _____ capital project and/or equipment
- x _____ special event
- _____ other purpose (_____)

2. Please describe the proposal for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details or your request here. Attach additional information if required.

A half-day workshop in Smithers on May 19, 2017 targeting community leaders and key members of the food supply chain in the Bulkley Valley. We are planning for 80 people and will be challenging caterers to design, serve and defend their Dissected Lunch. (what's local, what isn't, rationale). Smithers Farmers Institute (conditional approval) is providing all financial management services for this event, which will use the EventBrite on-line software system. Development of a Local Food Champions Directory and Food Security Guide is also underway, beginning with a list of caterers, grocery retailers, restaurants, and organizations with a food security mandate in the Hazelton to Houston area. The budget for phase 1 of this project is \$6900 and details of phase 2 will come out of the Forum in May and will include completion of the Food Security Guide. The Grant-in-Aid from RDBN will be used in part to provide Bursaries for 5 youth under age 29 and general event costs such as catering, registration for speakers and door prizes.

3. Describe how this proposal will benefit the community.

Being cut-off from food supplies means grocery store shelves are empty within 2-3 days. During winter months Dec-March and extending into spring April-May, substituting imported food with fresh local food is currently not feasible except for individual householders with gardens who put away food for the winter. Commercial and institutional food security is especially vulnerable as they usually outsource all food production and rely on distribution centres like BV Wholesale. Our initiative aims to add more resiliency in our food supply chain, by increasing local production and food preservation. Increased food security as a vital component of public health, emergency preparedness, and economic development plans need greater understanding and supporting policy and public education. We are on it!

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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.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
Member of Parliament Nathan Cullen	1750	Y		
RDBN	2500			Y
RDKS	500			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

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

OR, is your organization:

d) Part of a provincial or national fund raising campaign? ___ YES NO

Don't forget to attach the required financial report.

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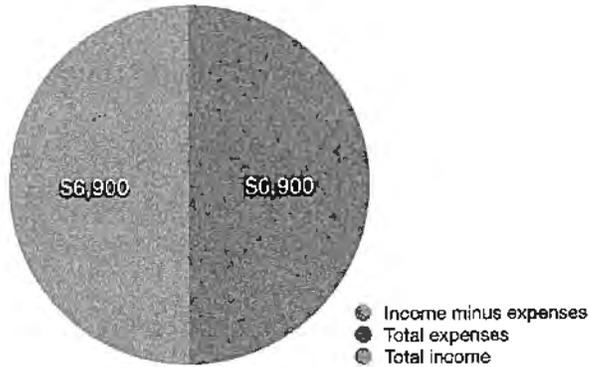
Food Security Forum Budget

MONEY IN	
Nathan Cullen MP project coordination	\$1,500
Nathan Cullen MP hall rental fees	\$250
Registration fees (65 x \$30)	\$1,950
Hall deposits refunded	\$200
Sponsorships needed	\$3,000
TOTAL INCOME	\$6,900

MONEY LEFT OVER	
Income minus expenses	\$0

MONEY OUT	
Hall Rental and Deposit	\$600
Project management and expenses	\$1,500
Financial admin fees(15%)	\$293
Wet'suwet'en blessing	\$150
Directory: Restaurants, Caterers, Retailers	\$500
Participant and volunteer bursaries (15)	\$450
Catering (\$20 plate x 80)	\$1,600
Door prizes	\$50
Volunteer appreciation gifts	\$120
Participant packages (8 per table)	\$120
Beverages - coffee, tea, tastings	\$320
Invitations and thank you cards	\$60
Misc. e.g. decorations, speaker gifts	\$137
Seed money for Phase 2	\$1,000
TOTAL EXPENSES	\$6,900

Income/Expenses





REGIONAL DISTRICT OF BULKLEY-NECHAKO

SUPPLEMENTARY
MEMORANDUM

TO: Chair Benedict and Rural Directors Committee

FROM: Wendy Wainwright
Executive Assistant

DATE: April 4, 2017

SUBJECT: Southside Seniors Housing Society – Request for Grant in Aid
– Electoral Area “E” (Francois/Ootsa Lake Rural)

Attached is a request for Grant in Aid monies from the Southside Seniors Housing Society.

The Society is seeking \$3,500 grant in aid monies from Electoral Area “E” (Francois/Ootsa Lake Rural) for costs associated with hiring M’akola Development Services to complete an Expression of Interest for the Provincial Investment in Affordable Housing to build a 6 unit housing project for seniors.

Director Benedict has indicated that she is supportive of this application.

RECOMMENDATION: (All/Directors/Majority)

“That the Rural Directors Committee recommend that the Southside Seniors Housing Society be given \$3,500 grant in aid monies from Electoral Area “E” (Francois/Ootsa Lake Rural) for costs associated with the hiring of M’akola Development Services to complete an Expression of Interest for the Provincial Investment in Affordable Housing to build a 6 unit housing project for seniors.”

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wendy.wainwright

From: Cheryl Anderson
Sent: Monday, April 3, 2017 9:38 AM
To: wendy.wainwright
Subject: FW: New submission from "Grant in Aid Application"

Follow Up Flag: Follow up
Flag Status: Flagged

Cheryl Anderson
Manager of Administrative Services
Regional District of Bulkley-Nechako
Phone: (250) 692-3195
TF: 1-800-320-3339
Fax: (250) 692-3305



From: Regional District of Bulkley-Nechako [mailto:inquiries@rdbn.bc.ca]
Sent: April-01-17 4:38 PM
To: Cheryl Anderson <cheryl.anderson@rdbn.bc.ca>
Subject: New submission from "Grant in Aid Application"



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

APPLICATION SUBMITTED BY:

Southside Seniors Housing Society

Mailing Address:

*17781 Tatalrose Road, Burns Lake, BC
V0J 1E4*

Email:
Contact Person:

mkhoesing@xplornet.com
Kathy Hoelsing

APPLICATION SUMMARY

Project or purpose for which you require assistance:

To pay for services provided by M'akola Development Services

Amount Requested:

\$3 500.00

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.

Yes

_____	_____	_____
(signature of authorized signatory)	(title)	Signature of Electoral Area Director
Amount Approved: _____		
Date: _____		

APPLICATION PROFILE

Is your organization voluntary and non-profit?:

Yes

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?

We wish to build a 6 unit housing project for seniors on our land at 2411 Hospital Road, Southbank, BC.

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

Two kilometres west of the Southbank ferry landing on the southern shores of Francois Lake.

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

We are a not for profit society. We are all volunteers.

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

*We were incorporated as a society, March 7, 2007. S-51984
We have over 20 paid members as well as additional volunteers as the need arises.*

PROJECT PROPOSAL PROFILE

RDBN Assistance Requested:

other purpose

Other Assistance Requested:

To pay for services that will be provided by M'akola Development Services.

Please describe the proposal for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details or your request here. Attach additional information if required:

At the cost of \$3 500 we wish to obtain the services of M'akola Development Services to complete our Expression of Interest in the Provincial Investment in Affordable Housing (PIAH). We want our application to be ready for when the second call goes out.

Describe how this proposal will benefit the community:

This project if successful will provide much needed housing for seniors on the Southside.

FUNDING AND FINANCIAL INFORMATION

files Submitted:

Have you applied for a grant/funding from other source(s)?: *No*

If not, please comment.:

Name of Grant or Funding Agency1:

Amount Applied for 1:

Status of Grant Application1:

Name of Grant or Funding Agency2:

Amount Applied for2:

Status of Grant Application2:

Name of Grant or Funding Agency3:

Amount Applied for3:

Status of Grant Application3:

Name of Grant or Funding Agency4:

Amount Applied for4:

Status of Grant Application4:

Have you received assistance before from us. *Yes*

Year, Amount and Purpose for assistance

We have been very fortunate in receiving funding from the grant in aide program.

Year, Amount and Purpose for assistance

Help fund our annual garden tour. (\$500)

Does your organization:

Offer direct financial assistance to individuals or families?:

Duplicate services that fall within the mandate of either:

a senior government or a local service agency?:

Provide an opportunity for individuals to make direct contributions?:

OR, is your organization: Part of a provincial or national fund raising campaign?:



REGIONAL DISTRICT OF BULKLEY-NECHAKO

SUPPLEMENTARY
MEMORANDUM

TO: Chair Benedict and Rural Directors Committee

FROM: Wendy Wainwright
Executive Assistant

DATE: April 4, 2017

SUBJECT: Nechako Valley Exhibition Society – Request for Grant in Aid –
Electoral Area “F” (Vanderhoof Rural)

Attached is a request for Grant in Aid monies from the Nechako Valley Exhibition Society.

The Society is requesting \$15,000 grant in aid monies from Electoral Area “F” (Vanderhoof Rural) for upgrades to the kitchen in the indoor arena to bring it up to health code requirements.

Director Petersen has indicated that he is supportive of \$10,000 for the kitchen upgrades.

RECOMMENDATION: (All/Directors/Majority)

“That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Nechako Valley Exhibition Society be given \$10,000 grant in aid monies from Electoral Area “F” (Vanderhoof Rural) for upgrades to the kitchen in the indoor arena.”

wendy.wainwright

From: Cheryl Anderson
Sent: Monday, April 3, 2017 9:35 AM
To: wendy.wainwright
Subject: FW: New submission from "Grant in Aid Application"
Attachments: 58dec7f82273d-Kitchen Upgrade Budget #1 - RDBN.doc

Follow Up Flag: Follow up
Flag Status: Flagged

Cheryl Anderson
 Manager of Administrative Services
 Regional District of Bulkley-Nechako
 Phone: (250) 692-3195
 TF: 1-800-320-3339
 Fax: (250) 692-3305



From: Regional District of Bulkley-Nechako [mailto:inquiries@rdbn.bc.ca]
Sent: March-31-17 2:20 PM
To: Cheryl Anderson <cheryl.anderson@rdbn.bc.ca>
Subject: New submission from "Grant in Aid Application"



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

APPLICATION SUBMITTED BY:

Nechako Valley Exhibition Societ

Mailing Address:
 PO Box 863, Vanderhoof, BC V0J 3A0

Email:
 Contact Person:

cas@hwyl6.com
 Carol Ann Shearer, Grant Writer,
 250-567-6971/250-570-9164 (c)

APPLICATION SUMMARY

Project or purpose for which you require assistance:

Upgrade kitchen in indoor arena to bring it up to health code requirements

Amount Requested:

\$15,000

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.

Yes

_____	_____	_____
(signature of authorized signatory)	(title)	Signature of Electoral Area Director
Amount Approved: _____		
Date: _____		

APPLICATION PROFILE

Is your organization voluntary and non-profit?:

Yes

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?

NVES offers a premier riding facility for the pursuit of all manner of equine and ranch-related sports; it also offers its facilities for community events, company picnics, weddings, specialized clinics and programs, Nechako Valley Rodeo and the annual Nechako Valley Exhibition. In 2017, the facility will also host the BC Rodeo Association Finals. This facility is the only one of its kind in the region. It is a valuable community resource that is well used and well supported by volunteers and in-kind donations.

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

All points west from Vanderhoof to Burns Lake, east to Prince George and a large area south and north of Vanderhoof.

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

None

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

NVES was incorporated in 1970, however, the organization has been in existence since 1966. There are approximately 100 active riding members; 100's of volunteers who assist with facility and grounds maintenance and organizing events.

PROJECT PROPOSAL PROFILE

RDBN Assistance Requested: *capital project and/or equipment*

Other Assistance Requested:

Please describe the proposal for which you are requesting assistance. If you are applying for an exemption from fees and/or charges or other consideration, please provide details or your request here. Attach additional information if required:

The kitchen in the indoor arena forms an integral part of what the overall facility has to offer. It is critical for all major events that are held, particularly large events such as rodeos and the fall fair. NVES has been advised by Northern Health Authority that upgrades are required to bring it up to code if we wish to continue to use the kitchen. Additionally, if it is brought up to code, NVES will be able to offer use of the kitchen for weddings, private functions, and as a commercial kitchen, all for a fee. An approved functioning kitchen is critical to the ability of NVES to continue to host large events, training clinics, special functions, and to offer an all-round service to our members and clients.

Describe how this proposal will benefit the community:

As noted above, the facility is one of a kind in this region. It is utilized widely by the entire community, not just the equine enthusiasts. An approved kitchen enables NVES to continue to offer community-oriented events, and special functions as part of its service to the community.

FUNDING AND FINANCIAL INFORMATION

files Submitted: *58dec7f82273d-Kitchen Upgrade Budget #1 - RDBN.doc*

Have you applied for a grant/funding from other source(s)?: *Yes*

If not, please comment.:

Name of Grant or Funding Agency1: *NKDF*
Amount Applied for 1: *\$5,000*
Status of Grant Application1: *Pending*

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Name of Grant or Funding Agency2:
Amount Applied for2:
Status of Grant Application2:

*Vanderhoof Co-op Association
\$682.79
Approved*

Name of Grant or Funding Agency3:
Amount Applied for3:
Status of Grant Application3:

*NVES
\$1,535.00
Approved*

Name of Grant or Funding Agency4:
Amount Applied for4:
Status of Grant Application4:

Have you received assistance before from us.

Yes

Year, Amount and Purpose for assistance

2013: \$10,000 for jumps and tents; 2014: small animal barn pens and landscaping

Year, Amount and Purpose for assistance

2016: \$10,000 beef barn upgrade

Does your organization:

Offer direct financial assistance to individuals or families?:

Duplicate services that fall within the mandate of either:
a senior government or a local service agency?:

Provide an opportunity for individuals to make direct
contributions?:

OR, is your organization: Part of a provincial or national fund
raising campaign?:

Nechako Valley Exhibition Society Arena Kitchen Upgrade - March 2017

Item	Cost, excluding taxes	Source	Funding Organization	Amount	Status (in-kind, confirmed, pending)
Materials	\$5,816.85	Vanderhoof Co-op	NKDF	\$5,000.00	Pending
			RDBN	816.85	Pending
Labour	\$11,850.00	DZYN Construction	RDBN	\$11,850.00	Pending
15% Contingency Fee	\$1,777.50		RDBN	\$1,777.50	Pending
Flooring	\$572.80		Vanderhoof Co-op	\$572.80	In-kind confirmed
Door	\$109.99		Vanderhoof Co-op	\$109.99	In-kind confirmed
Paint (3 gals @ \$45/gal)	\$135.00		NVES	\$135.00	In-kind confirmed
Labour to paint kitchen (40 hours @\$35/hour for two workers)	\$1,400.00		NVES	\$1,400.00	In-kind confirmed
TOTAL PROJECT COST				\$21,662.15	
Note: This quote was provided in very detailed format outlining all materials required, and labour/hour for each component of the work.					

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