

**RURAL DIRECTORS COMMITTEE
AGENDA****Thursday, November 3, 2016****PAGE NO.****ACTION****AGENDA- November 3, 2016****Approve****Supplementary Agenda****Receive****MINUTES****2-4****Rural Directors Committee Meeting Minutes
- October 6, 2016****Receive****REPORT****5-8****Wendy Wainwright, Executive Assistant
- Lakes Animal Friendship Society- Request for
Grant in Aid – Electoral Areas “B” (Burns Lake Rural)
and “E” (Francois/Ootsa Lake Rural)****Recommendation
(Page 5)****9-13****Wendy Wainwright, Executive Assistant
- Omineca Ski Club- Request for Grant in
Aid – Electoral Areas “B” (Burns Lake Rural)
and “E” (Francois/Ootsa Lake Rural)****Recommendation
(Page 9)****14-21****Cheryl Anderson, Manager of Administrative
Services – Fort Fraser Local Community
Commission- Request for Grant in Aid – Electoral
Area “D” (Fraser Lake Rural)****Recommendation
(Page 14)****22-28****Wendy Wainwright, Executive Assistant
- Houston Link to Learning - Request for Grant in
Aid – Electoral Area “G” (Houston Rural)****Recommendation
(Page 22)****29-30****Kristi Rensby, Finance/Administration
Coordinator – Electoral Area Allocations of
Federal Gas Tax Funds – Third Quarter 2016****Receive****SUPPLEMENTARY****NEW BUSINESS****ADJOURNMENT**

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL DIRECTORS COMMITTEE MEETING****Thursday, October 6, 2016**

PRESENT: Chair Eileen Benedict

Directors Bill Miller
Rob Newell
Mark Parker
Jerry Petersen

Directors Absent Mark Fisher, Electoral Area "A" (Smithers Rural)
Tom Greenaway, Electoral Area "C" (Fort St. James Rural)

Alternate Directors Bob Hughes, Electoral Area "C" (Fort St. James Rural)
Stoney Stoltenberg, Electoral Area "A" (Smithers Rural)

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Jason Llewellyn, Director of Planning – left at 3:09 p.m.
Roxanne Shepherd, Chief Financial Officer
Wendy Wainwright, Executive Assistant

CALL TO ORDER

Chair Benedict called the meeting to order at 2:53 p.m.

AGENDAMoved by Director Miller
Seconded by Alternate Director Stoltenberg**RDC.2016-9-1**

"That the Rural Directors Committee Agenda for October 6, 2016 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural Directors Committee
Meeting Minutes
-September 8, 2016**Moved by Alternate Director Stoltenberg
Seconded by Director Newell**RDC.2016-9-2**

"That the minutes of the Rural Directors Committee meeting of September 8, 2016 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**DEVELOPMENT SERVICES****REFERRALS****Land Referral File No.
7409869 YCS Holdings Ltd.
Electoral Area "F"**Moved by Director Petersen
Seconded by Alternate Director Stoltenberg**RDC. 2016-9-3**

"That the Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 7409869 be provided to the Province as the Regional District's comments on Crown Land application 7409869."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES (CONT'D)

REFERRALS (CONT'D)

Land Referral File No. Moved by Director Newell
6408940 Lake Babine Fisheries Seconded by Director Miller
Electoral Area "G"

RDC. 2016-9-4 "That the Regional District of Bulkley-Nechako Comment Sheet on
Crown Land Referral 6408940 be provided to the Province as the
Regional District's comments on Crown Land application 6408940."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

Mine Referral File No. Moved by Alternate Director Hughes
522994 Robert Miller Seconded by Director Parker
Electoral Area "C"

RDC. 2016-9-5 "That the Regional District of Bulkley-Nechako Comment Sheet on Mine
Referral 522994 be provided to the Province as the Regional District's
comments on Mine application 522994."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

DISCUSSION ITEM

Illegal Dumping

Alternate Director Stoltenberg provided a verbal report in regard to Director Fisher's comments regarding illegal dumping in Electoral Area "A" (Smithers Rural). He spoke of creating a partnership with the Conservation Officers Service (COS) to address illegal dumping. Director Fisher mentioned the use of local volunteer recreation groups to assist with illegal dumping cleanup. He noted that actions such as education, community clean-up events and creating an RDBN Policy to acknowledge and encourage action would assist in addressing illegal dumping.

The RCMP's ability to fine for littering was discussed along with the challenges associated with cleaning up illegal dump sites throughout the region. Discussion took place regarding the mechanisms and the need to follow through to fine individuals that dump garbage outside landfills and transfer stations.

Chair Benedict mentioned that the topic was discussed at the Electoral Area Directors Forum held at the UBCM Convention in Victoria in September, 2016. She commented that other regions in the province have agreements and contracts in place with the COS, RCMP, Ministry of Forests, Lands and Natural Resource Operations (FLNRO) Compliance and Enforcement Officers to address illegal dumping. Director Parker noted that the COS provided direct contact information to the RDBN for future contact.

Discussion took place regarding contractors removing their garbage on logging blocks once they have completed the work. Director Miller commented that if a logging block is not cleaned of garbage when a BC Timber Sales wood lot is inspected the contractor will lose their deposit and/or not be allowed to bid on future timber sales.

Janine Dougall, Director of Environmental Services noted that when persons contact the RDBN to report an illegal dump site their information is forwarded to the COS and if the site is located close to a Regional District Landfill or Transfer Station, RDBN staff will assist and go through the garbage to attempt to determine who dumped it. In the Vanderhoof area, FLNRO staff survey the lands to find and clean-up illegal dump sites. FLNRO may connect it to a community clean-up day or Earth Day to promote community assistance and the RDBN will waive fees at its Landfills and Transfer Stations to assist with the clean-up. She spoke of the benefits of the program and that the program has operated for a number of years. Trail cams in sites known for illegal dump areas was discussed.

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DISCUSSION ITEM (CONT'D)

Illegal Dumping (Cont'd)

Discussion took place regarding the cost implications to the RDBN in regard to illegal dump sites and the potential use of grant in aid to school groups to clean-up along roadways. Determining what is required for RCMP to prosecute an offender and having discussions with RCMP and COS regarding illegal dump sites was discussed.

Illegal Dumping

Moved by Director Miller
Seconded by Director Parker

RDC.2016-9-6

"That the Rural Directors Committee recommend that the Regional District of Bulkley-Nechako Board of Directors direct Chair Benedict and staff to work with local RCMP and Conservation Officers Service in regard to illegal dumping to determine the requirements needed to prosecute an offender."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Rural Dividend Fund
-Rural Connectivity Study

Moved by Director Newell
Seconded by Director Miller

RDC.2016-9-7

"That the Rural Directors Committee recommend that the Regional District of Bulkley-Nechako Board of Directors direct staff to apply to the Rural Dividend Fund during its fall intake of October 3-31, 2016 for a Regional District of Bulkley-Nechako Rural Connectivity Study for each of Electoral Areas "A" (Smithers Rural), "B" (Burns Lake Rural), "C" (Fort St. James Rural), "D" (Fraser Lake Rural), "E" (Francois/Ootsa Lake Rural), "F" (Vanderhoof Rural), and "G" (Houston Rural)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Alternate Director Stoltenberg
Seconded by Director Newell

RDC.2016-9-8

"That the meeting be adjourned at 3:17 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Eileen Benedict, Chair

Wendy Wainwright, Executive Assistant

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REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Benedict and Rural Directors Committee

**FROM: Wendy Wainwright
Executive Assistant**

DATE: October 27, 2016

**SUBJECT: Lakes Animal Friendship Society - Request for Grant in Aid –
Electoral Areas “B” (Burns Lake Rural) and “E”
(Francois/Ootsa Lake Rural)**

Attached is a request for Grant in Aid monies from the Lakes Animal Friendship Society.

The Lakes Animal Friendship Society is seeking \$1,300 grant in aid monies from Electoral Areas “B” (Burns Lake Rural) and “E” (Francois/Ootsa Lake Rural) for costs associated with its Community Animal Care Event – Animal Health Clinic.

Directors Miller and Benedict have indicated their support of contributing \$650 from each of their grant in aid funds toward the application.

RECOMMENDATION: (All/Directors/Majority)

“That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Lakes Animal Friendship Society be given \$650 grant in aid monies from each of Electoral Areas “B” (Burns Lake Rural) and “E” (Francois/Ootsa Lake Rural) for costs associated with its Community Animal Care Event – Animal Health Clinic.

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Cheryl Anderson

From: Regional District of Bulkley-Nechako
Sent: June-02-16 7:35 AM
To: Cheryl Andersona2f
Subject: ***SPAM***New submission from "Grant in Aid Application"
Attachments: 575043db0dc89-RDBN Grant-in-Aid Application 2016.pdf



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

APPLICATION SUBMITTED BY:

Lakes Animal Friendship Society

Mailing Address:
Box 49 Southbank BC V0J 2P0

Email:
Contact Person:

alistair@lakesanimalfriendship.ca
Alistair Schroff, (250) 694-3696

APPLICATION SUMMARY

Project or purpose for which you require assistance:

Community Animal Care Event - Animal Health Clinic

Amount Requested: *\$1300*

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?

Our organization provides bite safety and animal care education, spay / neuter programs to control companion animal overpopulation and other support services for animals from lower-income families including veterinary services, all-weather shelters and pet food for the food bank. No other organization or agency serves these roles in our community.

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

Our activities are focussed on the Lakes District but we assist other community organizations in the RDBN by sharing resources - for example we are helping with logistics and equipment for the Fort St James spay / neuter event as well as education.

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.:

We have 10 volunteer members and a number of other active volunteers - peaking at perhaps 20 during the animal care events. We have been active since 2008 and incorporated in 2011.

PROJECT PROPOSAL PROFILE

RDBN Assistance Requested:

special event

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 of your request here. Attach additional information if required:

This grant will help us with the cash costs of the event which include the transportation, accommodations and other care and feeding of the veterinary team. Substantial funding (just over 80%) has been secured to cover these costs.

Describe how this proposal will benefit the community:

These events contribute to animal health and the control of the companion animal population. This contributes to family and community health and safety, as roaming and unaltered dogs have historically posed a nuisance and safety risk. In addition it helps reduce the costs of



dealing with such animals. In the end we want to keep the RDBN a great place to live for all of its residents, including the four-legged ones.

FUNDING AND FINANCIAL INFORMATION

files Submitted:

575043db0dc89-RDBN Grant-in-Aid Application 2016.pdf

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

Yes

If not, please comment.:

Name of Grant or Funding Agency1:

Lake Babine Nation

Amount Applied for 1:

1000

Status of Grant Application1:

Approved

Name of Grant or Funding Agency2:

Community Gaming Grant

Amount Applied for2:

2600

Status of Grant Application2:

Approved

Name of Grant or Funding Agency3:

Burns Lake and District Community Foundation

Amount Applied for3:

2500

Status of Grant Application3:

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

2014 - \$1500 - Animal Care Event

Year, Amount and Purpose for assistance

2012 - \$2000 - Animal Care Event

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?:

Yes

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REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Benedict and Rural Directors Committee

**FROM: Wendy Wainwright
Executive Assistant**

DATE: October 27, 2016

**SUBJECT: Omineca Ski Club – Request for Grant in Aid – Electoral Areas
“B” (Burns Lake Rural) and “E” (Francois/Ootsa Lake Rural)**

Attached is a request for Grant in Aid monies from the Omineca Ski Club.

The Omineca Ski Club are seeking \$2,500 grant in aid monies from Electoral Areas “B” (Burns Lake Rural) and “E” (Francois/Ootsa Lake Rural) for costs associated with purchasing a race clock to use for ski races, biathlon competitions and community race events.

Directors Miller and Benedict have indicated their support of contributing \$1,250 from each of their grant in aid funds toward the application.

RECOMMENDATION: (All/Directors/Majority)

“That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Omineca Ski Club be given \$1,250 grant in aid monies from each of Electoral Areas “B” (Burns Lake Rural) and “E” (Francois/Ootsa Lake Rural) to assist with the purchase of a race clock.

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wendy.wainwright

From: wendy.wainwright
Sent: Wednesday, October 26, 2016 4:23 PM
To: wendy.wainwright
Subject: FW: New submission from "Grant in Aid Application"

From: Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>
Sent: Wednesday, October 26, 2016 12:44:23 PM
To: Cheryl Anderson
Subject: New submission from "Grant in Aid Application"



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

APPLICATION SUBMITTED BY:

Omineca Ski Club

Mailing Address:
Box 1008, Burns Lake V0J 1E0

Email: ominecaraces@gmail.com
Contact Person: *Alison Patch phone/fax 250-695-6340*

APPLICATION SUMMARY

Project or purpose for which you require assistance:

To purchase a race clock for community use

Amount 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.

No

(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?

The Omineca Ski Club maintains a lodge and cross country ski facility just 6 km south of Burns Lake on Hwy 35. We groom upwards of 45 km of ski trails on a regular basis throughout the winter months and are the only facility of this kind within the Burns Lake area. The next closest cross country ski facilities can be found in Houston to the west and Vanderhoof to the east. We participate in Cross Country BC programs through our Skills Development Program and Track Attack (ski lessons and racing program). We have a very keen group that participates in Biathlon BC programs such as coaching and racing events and our newly upgraded biathlon range is an all-weather facility. We host many school and community groups for cross country skiing, biathlon and snowshoeing. We provide an excellent outdoor activity center and promote a healthy lifestyle to the community. Our membership is open to any member of the community and our members span all age groups.

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

The majority of our members are from Burns Lake and its surrounding communities including the Southside. We also have many day-users who will stop in for a ski on their way through the community or they will come to Omineca as a destination for a good ski. Through the winter we can see people from all across the province and when we host a race event we typically see participants from Terrace/Kitimat to Prince George. This winter we are hosting the BC Cup for biathlon where we expect to have participants from all over the province.

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

*Our club is entirely run by volunteers and is a non-profit society (S-0008207).
Our club pays no remuneration to any of its members. There may be some funds supplied to members to attend training courses but they are limited to registration fees and travel costs.*

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

*in 2015-16 our club had 239 members and all of them (including the kids!) are considered volunteers. During the 2015-16 year we logged approximately 2000 volunteer hours on activities and work around our facility.
We are proud to say that 2017 is the 90th anniversary of our club's existence.*

PROJECT PROPOSAL PROFILE

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RDBN Assistance Requested:

capital project and/or equipment

Other Assistance Requested:

We are requesting assistance in purchasing equipment - specifically a race clock - for our racing and events programs. This clock can also be used by other community groups that are hosting race events such as the Burns Lake Mountain Biking Association (BLMBA), the Terry Fox Run or even outdoor school events.

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 of your request here. Attach additional information if required:

As a club, we wish to purchase a race clock to use during ski races, biathlon competitions and other events such as our annual 50 km Lakes Loppet. In the past, we have always borrowed a clock from other clubs which usually means a couple of trips down the highway to Smithers or Vanderhoof. And sometimes we are unable to borrow a clock as it is already being used by the owners.

The clock we are interested in purchasing is a double sided digital clock that is programmable and can be used for any type of community event such as mountain bike races or any type of running event or race activity. We certainly would have no problem sharing the clock with other community groups if we were not using it - especially during the off-season months. The clock works with timing equipment that we already own (and also with equipment owned by the Village of Burns Lake).

The full price of the clock is estimated at \$5000. Through our research we have found that we can only purchase the clock from the United States and have selected a supplier in California. The model we chose comes at a price of \$3895 before adding in any taxes, duties, exchange or shipping costs. We have obtained half of the funds required through a grant from the Burns Lake Community Forest. Unfortunately the second grant application we made to the Northern Development Initiative was unsuccessful. The Omineca Ski Club will supply any additional funds above \$5000 to ensure the clock is delivered to Burns Lake.

Describe how this proposal will benefit the community:

We host many annual events where this clock would be used such as the Teck Northern Cup Series (cross country ski races) and the Lakes Loppet. As well, we will periodically host larger events such as the upcoming BC Cup (provincial level competition) and we have hosted national level events in the past. These type of events bring many competitors, their coaches and spectators to the Burns Lake community where they use our hotels, restaurants and stores. When they discover the great ski trails we have they tend to repeat their visits and will also come in the ski off-season to enjoy our great mountain biking trails plus fishing and hunting and other outdoor opportunities.

FUNDING AND FINANCIAL INFORMATION

files Submitted:

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Yes

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

I detailed the cost of the item previously so there is no extra file attached.

If not, please comment.:

Name of Grant or Funding Agency1:

Burns Lake Community Forest

Amount Applied for 1:

\$2500

Status of Grant Application1:

Approved

Name of Grant or Funding Agency2:

Northern Development Initiative

Amount Applied for2:

\$2500

Status of Grant Application2:

Denied

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.

No

Year, Amount and Purpose for assistance

Year, Amount and Purpose for assistance

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****MEMORANDUM**

TO: Chair Benedict and Rural Directors Committee

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

DATE: October 25, 2016

**SUBJECT: Fort Fraser Local Community Commission – Request for Grant
in Aid – Electoral Area “D” (Fraser Lake Rural)**

Attached is a request for Grant in Aid monies from the Fort Fraser Local Community Commission.

The Commission is requesting \$10,000 grant in aid monies from Electoral Area “D” (Fraser Lake Rural) for the Fort Fraser Local Community Water and Wastewater Infrastructure Project.

Director Parker 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 Fort Fraser Local Community Commission be given \$10,000 grant in aid monies from Electoral Area “D” (Fraser Lake Rural) to assist with the Fort Fraser Infrastructure Improvement Project.”

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

APPLICATION SUBMITTED BY:

Applicant Name: Fort Fraser Local Community Commission

Mailing Address: c/o Box 175, Fort Fraser, B.C. V0J 1N0

E-mail Address: wscochran1245@gmail.com

Contact(s): Linda Cochran, Chair

APPLICATION SUMMARY

Project or purpose for which you require assistance: Fort Fraser Local Community
Water and Wastewater Infrastructure Project

Amount of Grant Requested \$10,000

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.

(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?

Fort Fraser is an unincorporated community that delivers water to 125 residential properties and 8 other properties. In addition, it provides street lighting and wastewater services.

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

A portion of Electoral Area "D" (Fort Fraser)

3. Is your organization voluntary and non-profit? _____ YES X NO

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

The Commission consists of 4 Commissioners, 1 Regional District Director, and a Secretary. Each Commissioner receives \$100 per month for remuneration. The Secretary is paid \$220 per month.

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

The Fort Fraser Local Community Commission has been in operation since 1979.

PROJECT/PROPOSAL PROFILE

1. Assistance is being requested for:

- capital project and/or equipment
- 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.

The primary purpose of the project is associated with replacing 80% of the un-incorporated community of Fort Fraser's Water distribution system which was originally constructed in the early 1960's using asbestos cement pipes and which is at or nearing its end of expected life.

The project will build off of studies previously completed, by moving forward with detailed design and construction of the entire water distribution replacement plan. To enable an in-depth review of the financial impact of utility services to the community, further asset management planning work will also be conducted for both the community water system and waste water collection and treatment system. In addition, the Water Conservation plan for the community, which was originally completed in March 2009 will be updated.

3. Describe how this proposal will benefit the community.

It will provide the un-incorporated community of Fort Fraser with economically and environmentally sustainable utility services for water and wastewater.

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)?
 X 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)
Canada-British Columbia Water and Wastewater Fund	\$295,000 (Detailed design)			Y
Canada-British Columbia Water and Wastewater Fund	\$3,781,609 (Detailed design and construction)			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
2012	\$1,500	Fort Fraser Water System Emergency Response Plan

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.

Water Distribution System Replacement Cost Estimate

Estimates taken from SIS Report (February 2014)

Item	Unit	Quantity	Rate	Total (2014)	Inflationary Adjustment (Assume 2% per year, compounded for 4 years = 8.2432%)	
					Total (2014)	Total (2018)
150 mm PVC	m	3035	210	\$ 637,350	\$ 52,538	\$ 689,888
75 mm Poly	m	285	110	\$ 31,350	\$ 2,584	\$ 33,934
50 mm Poly	m	870	100	\$ 87,000	\$ 7,172	\$ 94,172
Line Valves	each	34	1100	\$ 37,400	\$ 3,083	\$ 40,483
AC Interconnects	each	8	5000	\$ 40,000	\$ 3,297	\$ 43,297
Temporary Water Hydrants	m	2250	50	\$ 112,500	\$ 9,274	\$ 121,774
End of Line Flushing	each	13	4500	\$ 58,500	\$ 4,822	\$ 63,322
Service Connections	each	9	2250	\$ 20,250	\$ 1,669	\$ 21,919
Boring Hwy 16	each	144	3250	\$ 468,000	\$ 38,578	\$ 506,578
Asphalt Reinstatement	lump sum	2	35000	\$ 70,000	\$ 5,770	\$ 75,770
Landscaping	m2	5620	50	\$ 281,000	\$ 23,163	\$ 304,163
Flagging	lump sum	1	72500	\$ 72,500	\$ 5,976	\$ 78,476
Gas Standby	week	23	6500	\$ 149,500	\$ 12,324	\$ 161,824
Mob/Demob	week	31	2500	\$ 77,500	\$ 6,388	\$ 83,888
Site Facilities	lump sum	5	15000	\$ 75,000	\$ 6,182	\$ 81,182
Gas Repair Contingency	week	46	500	\$ 23,000	\$ 1,896	\$ 24,896
AC Abatement Contingency	lump sum	1	108000	\$ 108,000	\$ 8,903	\$ 116,903
	lump sum	1	116900	\$ 116,900	\$ 9,636	\$ 126,536
Sub Total				\$ 2,465,750	\$ 203,257	\$ 2,669,007
Contingency (20%)				\$ 493,150	\$ 40,651	\$ 533,801
Engineering (15%)				\$ 369,863	\$ 30,489	\$ 400,351
Planning and Approvals (5%)				\$ 123,288	\$ 10,163	\$ 133,450
Total Cost				\$ 3,452,050	\$ 284,559	\$ 3,736,609
Asset Management - Water						\$ 20,000
Asset Management - Wastewater						\$ 20,000
Water Conservation Plan						\$ 5,000
TOTAL PROJECT COST						\$ 3,781,609
Required Total FF Contribution (17%)						\$ 642,873.60
Grant In Aid (Mark)						\$ 10,000.00
Capital Reserve Contribution						\$ 576,889.00
Borrowing						\$ 55,984.60

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Water Distribution System Replacement Cost Estimate

- detailed Design only

Estimates taken from SIS Report (February 2014)

Item	Unit	Quantity	Rate	Total (2014)	Inflationary Adjustment (Assume 2% per year, compounded annually, for 4 years=8.2432%)	
					Total (2014)	Total (2018)
150 mm PVC	m	3035	210	\$ 637,350	\$ 52,538	\$ 689,888
75 mm Poly	m	285	110	\$ 31,350	\$ 2,584	\$ 33,934
50 mm Poly	m	870	100	\$ 87,000	\$ 7,172	\$ 94,172
Line Valves	each	34	1100	\$ 37,400	\$ 3,083	\$ 40,483
AC Interconnects	each	8	5000	\$ 40,000	\$ 3,297	\$ 43,297
Temporary Water Hydrants	m	2250	50	\$ 112,500	\$ 9,274	\$ 121,774
End of Line Flushing	each	13	4500	\$ 58,500	\$ 4,822	\$ 63,322
Service Connections	each	9	2250	\$ 20,250	\$ 1,669	\$ 21,919
Boring Hwy 16	each	144	3250	\$ 468,000	\$ 38,578	\$ 506,578
Asphalt Reinstatement	lump sum	2	35000	\$ 70,000	\$ 5,770	\$ 75,770
Landscaping	m2	5620	50	\$ 281,000	\$ 23,163	\$ 304,163
Flagging	lump sum	1	72500	\$ 72,500	\$ 5,976	\$ 78,476
Gas Standby	week	23	6500	\$ 149,500	\$ 12,324	\$ 161,824
Mob/Demob	week	31	2500	\$ 77,500	\$ 6,388	\$ 83,888
Site Facilities	lump sum	5	15000	\$ 75,000	\$ 6,182	\$ 81,182
Gas Repair Contingency	week	46	500	\$ 23,000	\$ 1,896	\$ 24,896
AC Abatement Contingency	lump sum	1	108000	\$ 108,000	\$ 8,903	\$ 116,903
	lump sum	1	116900	\$ 116,900	\$ 9,636	\$ 126,536
Sub Total				\$ 2,465,750	\$ 203,257	\$ 2,669,007
Contingency (20%)				\$ 493,150	\$ 40,651	\$ 533,801
Engineering (15%)				\$ 369,863	\$ 30,489	\$ 400,351
Planning and Approvals (5%)				\$ 123,288	\$ 10,163	\$ 133,450
Total Cost				\$ 3,452,050	\$ 284,559	\$ 3,736,609
Asset Management - Water					\$ 20,000	\$ 20,000
Asset Management - Wastewater					\$ 20,000	\$ 20,000
Water Conservation Plan					\$ 5,000	\$ 5,000
TOTAL PROJECT COST						\$ 3,781,609
Sub-total Project Cost (Detailed Design Only)						\$ 245,176
20% Contingency						\$ 49,035.10
TOTAL PROJECT COST (Detailed Design Only)						\$ 294,210.60
Required Total FF Contribution (17%)					\$ 50,015.80	
Grant In Aid (Mark)					\$ 10,000.00	
Capital Reserve Contribution					\$ 40,015.80	
Borrowing					\$ -	

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

TO: Chair Benedict and Rural Directors Committee

**FROM: Wendy Wainwright
Executive Assistant**

DATE: October 26, 2016

**SUBJECT: Houston Link to Learning – Request for Grant in Aid –
Electoral Area “G” (Houston Rural)**

Attached is a request for Grant in Aid monies from the Houston Link to Learning

The Houston Link to Learning is seeking \$2,996 grant in aid monies from Electoral Area “G” (Houston Rural) for costs associated with its Good Food Boxes Program.

Director Newell have indicated his support in contributing \$2,996 from his grant in aid funds toward the application.

RECOMMENDATION: (All/Directors/Majority)

“That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Houston Link to Learning be given \$2,996 grant in aid monies from Electoral Area “G” (Houston Rural) for costs associated with its Good Food Boxes Program.”

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Cheryl Anderson

From: inquiries@rdbn.bc.ca
Sent: October-02-16 2:37 PM
To: Cheryl Anderson
Subject: New submission from "Grant in Aid Application"
Attachments: 57ec44ea679f6-Good Food Box project budget.xlsx

RECEIVED
OCT 03 2016
REGIONAL DISTRICT OF
BULKLEY-NECHAKO



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

APPLICATION SUBMITTED BY:

Houston Link to Learning

Mailing Address:
P O Box 1294, Houston BC V0J 1Z0

Email:
Contact Person:

manager@houstonlinktolearning.ca
Marian Ells 250 845 2727

APPLICATION SUMMARY

Project or purpose for which you require assistance:

Good Food Boxes Program

Amount Requested: \$2996.00

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?

Houston link to Learning is a community literacy organization that offers ongoing adult and family literacy programs and services. HLL partners with other organizations and works to improve the awareness of literacy issues in the community. HLL is known for innovative programming that works to enhance literacy in a safe and informal environment. HLL is run by a Board of Directors and currently has a staff of eight. Our current programs include:

- *Food Skills for Families (partnership with Canadian Diabetes Association)*
- *Nobody's Perfect Parenting Program*
- *Adult and Family Literacy Drop in*
- *Community Garden including a second location in the community this year*
- *Operation of the local Farmers Market (new this year)*
- *Literacy Outreach Coordination*
- *Jumpstart Pre-Kindergarten Program*
- *Summer Program for vulnerable elementary school children*

We also host various events throughout the year including:

- *Harvest Festival*
- *Stories with Santa*
- *Family Literacy Brunch and many more.*

Vision Statement

We work with people and community to improve and promote literacy skills to enhance quality of life.

Mission Statement

Houston Link to Learning will be a centre of excellence, providing leadership and advocacy for a literate community.

Goals of Houston Link to Learning

We put people first.

We take a leadership role to develop and maintain partnerships with individuals, families and community organizations.

We encourage and facilitate learner involvement in all aspects of society.

We support the professional development of our staff, board and volunteers.

We promote and use plain language.

We work as a team both internally and externally.

We continually evaluate ourselves and our organization to improve the delivery of services.

We strive to enjoy our work and create a stimulating work environment.

We celebrate our successes.

HLL is the only community literacy organization in Houston and no other organization is offering the same programming.

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

Houston and the surrounding area including Topley

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.:

HLL has been in operation for 25 years and we currently have 17 members and approximately 40 volunteers.

PROJECT PROPOSAL PROFILE

RDBN Assistance Requested:

other purpose

Other Assistance Requested:

Specifically to provide the Good food Boxes program for Houston for a six month period.

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:

Houston Link to Learning is proposing that we receive funds to assist us to run the Good Food Box program. Houston currently has significant food security issues. We have had an influx of new residents in the last 3 years that have moved here to access available low cost rental housing. The new families arrive here often with no support and no transportation to find that many of the multiple services that they need are either in high demand or not located here at all.

This situation has led to the existing organizations being stretched to capacity to support families. At Houston Link to Learning we have long recognized that food programming not only teaches literacy skills but also provides families with much needed food. We don't offer any programming without food as we recognize that families cannot function and learn when they are hungry.

Additionally, access to affordable fresh produce in our community is a challenge for all community members. Our previous grocery store often had a poor choice of produce that was expensive. That grocery store closed in June of this year. Now we have two small stores which are trying to fill the gap but the reality is that the choice is more limited and more expensive. Many families in our community do not have transportation or the means to shop in the next community. The new bus system will help but will not solve this problem. Local information says that if we do get a grocery store it won't be until Spring 2017 at the earliest. Good Food Boxes program is run in many locations across the province. Our coordinator will collect orders for a Good Food Box from various community members. Food is then ordered from a local supplier. As we are ordering in bulk we will get a better deal than purchasing at the store. Produce will be delivered and volunteers will sort it into the individual boxes for families to collect. The produce will consist of various seasonal staples and one unusual item. There will be a recipe or two in the box for the unusual item. Community members will have the option to pay an additional \$5 per box and that money will go towards buying boxes for families in need. HLL also hopes to have this program be a place where learners can get valuable volunteer hours and work experience. Boxes will be distributed twice a month.

Coordination of the program is key. We have volunteers and other donations but someone

needs to run this program. Without funding we do not have the staff and time capacity to provide this program to the community. We hope to run this initially for 6 months.

Describe how this proposal will benefit the community:

The community will benefit in numerous ways including:

- *Access for families to fresh, affordable produce.*
- *Some Families in need will be able to access free boxes*
- *Volunteer and work experience opportunities*
- *Community members will learn how to prepare different seasonal produce.*
- *Nutrition information will be provided with the boxes*

FUNDING AND FINANCIAL INFORMATION

files Submitted:

57ec44ea679f6-Good Food Box project budget.xlsx

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

No

If not, please comment.:

We are hoping that this funding can help us for the first 6 months and give us time to explore other funding options.

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.

No

Year, Amount and Purpose for assistance

Year, Amount and Purpose for assistance

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?:

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

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		Revenue	In kind/donation	RDBN
Houston Link to Learning: Good Food Boxes				
Revenue				
Houston Link to Learning		1,625.00		
Northwest Community College			1,400	
Grant in Aid program RDBN				2,996
Volunteers			5,250	
Total Revenue & In-kind		\$1,625.00	6,650	2,996
Expenses				
Program Management and administration		1,250.00		
Program Coordination 5hrs wk x 26 wks (Oct to April)		2,621.00		
Tote boxes x 50		750.00		
Room space for delivery, sorting and collection of boxes		1,400.00		
Volunteers x 5 x 5 hrs twice a month x \$15 hr		5,250.00		
Total Expenses		\$11,271.00	0	0



**Regional District of Bulkley-Nechako
Rural Directors Committee Memorandum
November 3, 2016**

To: Chair Benedict and Rural Directors
From: Kristi Rensby, Finance/Administration Coordinator
Date: October 25, 2016
Regarding: Electoral Area Allocations of Federal Gas Tax Funds – Third Quarter 2016

The Electoral Area Allocations of the Federal Gas Tax Funds have been updated for the third quarter of 2016 as per the enclosed spreadsheet.

If you have any questions, I would be pleased to discuss them further with you.

RECOMMENDATION:	(All/Directors/Majority)
That the Rural Directors Committee receive the Finance/Administration Coordinator's October 25 th memorandum titled "Electoral Area Allocations of Federal Gas Tax Funds – Third Quarter 2016".	

Updated as of: Sept 30, 2016

Federal Gas Tax Community Works Fund

Year: 2016

Electoral Area	Population	Opening Balance 2016	Interest Earnings	Funds Spent	Funds Committed	Funding Received	YTD Funds Available
A	5,391	1,553,034.02	16,855.07	73,950.40	399,733.43	140,998.28	1,237,203.54
B	2,102	382,089.05	4,191.09	231,500.00	65,723.00	54,976.51	144,033.66
C	1,429	441,634.75	4,787.12	6,007.74	280,574.60	37,374.61	197,214.14
D	1,734	634,129.02	6,855.52	-	450,000.00	45,351.70	236,336.24
E	1,507	182,686.31	2,032.53	75,000.00	69,396.00	39,414.66	79,737.49
F	3,702	803,069.23	8,767.91	95,854.90	721,663.10	96,823.53	91,142.66
G	975	140,041.46	1,547.78	50,000.00	-	25,500.52	117,089.76
	16,840	4,136,683.84	45,037.02	532,313.04	1,987,090.13	440,439.81	2,102,757.50

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