

REGIONAL DISTRICT OF BULKLEY-NECHAKO



**RURAL DIRECTORS COMMITTEE
AGENDA
Thursday, March 7, 2019**

PAGE NO.ACTIONAGENDA- March 7, 2019

Approve

Supplementary Agenda

Receive

MINUTES

2-4

Rural Directors Committee Meeting Minutes
- January 17, 2019

Receive

REPORTS

5-8

Cheryl Anderson, Manager of Administrative
Services – Fort St. James Secondary School
- Request for Grant in Aid – Electoral Area “C”
(Fort St. James Rural)Recommendation
(Page 5)

9-10

Kim Fields, Accounting Clerk – Electoral Area
Allocations of Federal Gas Tax Funds – Fourth
Quarter 2018

Receive

11

John Illes, Chief Financial Officer – Rural Director’s
Travel and Conference Remuneration Budget

Receive

DEVELOPMENT SERVICES

12-14

Jennifer MacIntyre, Planner 1
- Land Referral File No. 7404781
(Ministry of Transportation and Infrastructure)Recommendation
(Page 12)DISCUSSION ITEMS

- Grant Distribution
- Protective Services
- Wildfire Management
- FCM Attendance
- Cell Coverage locations (for discussion with
Trans Canada Pipelines)

SUPPLEMENTARY AGENDANEW BUSINESSADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL DIRECTORS COMMITTEE MEETING****Thursday, January 17, 2019**

PRESENT: Chair Rob Newell

Directors Mark Fisher
Tom Greenaway
Clint Lambert
Mark Parker
Jerry Petersen
Michael Riis-Christianson

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
John Illes, Chief Financial Officer
Jason Llewellyn, Director of Planning – arrived at 3:23 p.m.
Wendy Wainwright, Executive Assistant

Other Roy Spooner, Alternate Director, Electoral Area "F" (Vanderhoof Rural)

CALL TO ORDER

Chair Newell called the meeting to order at 3:22 p.m.

**AGENDA &
SUPPLEMENTARY AGENDA**Moved by Director Petersen
Seconded by Director Fisher**RDC.2019-2-1**

"That the Rural Directors Committee Agenda for January 17, 2019 be approved; and further, that the Supplementary Agenda be dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural Directors Committee
Meeting Minutes
-January 3, 2019**Moved by Director Riis-Christianson
Seconded by Director Lambert**RDC.2019-2-2**

"That the minutes of the Rural Directors Committee meeting of January 3, 2019 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**REPORT****Vanderhoof Children's Theatre
- Request for Grant in Aid
- Electoral Area "F"
(Vanderhoof Rural)**Moved by Director Petersen
Seconded by Director Fisher**RDC.2019-2-3**

"That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that the Vanderhoof Children's Theatre be given \$5,000 grant in aid monies from Electoral Area "F" (Vanderhoof Rural) for costs associated with its Beauty and the Beast production."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

VERBAL REPORT AND POWERPOINT PRESENTATION

General Rural Budgets

Moved by Director Riis-Christianson
Seconded by Director Lambert

RDC.2019-2-4

"That the Rural Directors Committee receive the Chief Financial Officer's January 14, 2019 memo titled "General Rural Budgets."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

John Illes, Chief Financial Officer provided an outline of the following: Rural Government, Electoral Area Planning, Building Inspection, Development Services and Emergency Preparedness Services. He spoke of surplus within services and the use of surplus' to reduce taxation and the numerous reasons that various amounts of surplus can occur within a service. Mr. Illes commented that due to changes in Provincial legislation there has been an increase to staffing levels at the Regional District. Jason Llewellyn, Director of Planning and Emergency Services provided an overview of staffing changes due to some of the provincial legislative changes in 2015 to current in regard to Rural Fire Departments and emergency services. He spoke of the Emergency Social Services (ESS) Strategy and bringing forward a report to the Regional Board in regard to the municipal support of the ESS Strategy and the roles and responsibilities of the Regional District and its member municipalities. He mentioned some of the 2019 budget considerations to meet the commitments of the ESS strategy, the hiring of a Director of Protective Services, ESS/Emergency Operations Centre (EOC) trailer utilizing grant funding, fire smart initiatives, and review of the rural fire departments. Mr. Llewellyn also noted that the provincial government is moving forward further legislative requirements of local governments in regard to fire inspection that could increase work load and budget.

Mr. Illes spoke to Rural Government Services from 2014 to 2019 with 2014 as a base year in regard to total taxation. He noted that Financial Staff are still calculating expenses for 2018 and awaiting shared service budgets from member municipalities.

Mr. Illes summarized changes to Building Inspection and providing services to some municipalities by contract. The variance in building inspection is dependent on building inspection fees and there can be an increase in fees when there is a large industrial project built.

What do the Rural Directors want to see in regard to Budget presentations?

- Budget format used for services
- Budget format outlined in staff's January 14, 2019 memo titled "General Rural Budget"
- Board commitments – what is the exact cost?/impact to the budget
- Priority of expenditures
- Better to have percentage increase overtime
- Answer "why" in regard to increases in budget – don't spend a lot of time on budgets with no or little change
- Review essential budget items
 - Services provided – what is essential?
- Be mindful of provincial downloading/changes to provincial legislation
 - Creating a public demand for local governments to take responsibility from a direct result of provincial government downloading.

Local Services

Staff will provide Electoral Service budget packages to Electoral Area Directors for consideration and changes can be provided to staff.

NEW BUSINESS

RDBN Rural Committee Priority Listing

Chair Newell mentioned that if there are any suggestions or changes to the RDBN Rural Committee Priority listing the information can be forwarded to Chair Newell or RDBN Staff including Directors priorities that they wish to move forward.

4

ADJOURNMENT

Moved by Director Parker
Seconded by Director Greenway

RDC.2019-2-5

"That the meeting be adjourned 4:17 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rob Newell, Chair

Wendy Wainwright, Executive Assistant



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Newell and Rural Directors Committee

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

DATE: February 28, 2019

**SUBJECT: Fort St. James Secondary School – Request for Grant in Aid –
Electoral Area “C” (Fort St. James Rural)**

Attached is a request for Grant in Aid monies from the Fort St. James Secondary School.

The school is requesting \$1,000 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for a Grade 12 Scholarship.

Director Greenaway 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 St. James Secondary School be given \$1,000 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for a Grade 12 Scholarship.”

6

Cheryl Anderson

From: Regional District of Bulkley-Nechako <inquiries@rdbn.bc.ca>
Sent: February 19, 2019 11:16 AM
To: Cheryl Anderson
Subject: New submission from "Grant in Aid Application"
Attachments: 5c6c560c8704b-scholarship Area C.pdf



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

APPLICATION SUBMITTED BY:

Fort St James Secondary School

Mailing Address:
Box 220 Fort St. James, BC V0J1P0

Email:
Contact Person:

nstainton@sd91.bc.ca
Naomi Stainton: 250 996 7126

APPLICATION SUMMARY

Project or purpose for which you require assistance:

Grade 12 Scholarship

Amount Requested: \$1000.00

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)

Amount Approved: _____
Date: _____

Signature of Electoral Area Director

APPLICATION PROFILE

Is your organization voluntary and non-profit?: Yes

7

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 a secondary school with approximately 280 students in grades 8-12. This is the only secondary school for Fort St. James, Tache, Binche, Portage and Takla.

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

See above for the service area. The next closest secondary school is in Vanderhoof.

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

Employer is the Ministry of Education and they determine the funding to run the school and salaries for staffing. There are 46 staff (22 teaching, 22 support and 2 administrators) at Fort St. James Secondary School and Fort St. James Alternate Secondary School (located at the Goodwin Building: Ste. 221-250 Stuart Dr.)

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

History of school: 1945-1952 two-room school supported education and high school correspondence to grade 10 and students who continued past grade 10 boarded or travelled to Prince George/1953-1975 up to grade 10 and students who continued past grade 10 boarded or travelled to Vanderhoof or Prince George/ 1976-present day Fort St. James Secondary School to grade 12

PROJECT PROPOSAL PROFILE

RDBN Assistance Requested:

other purpose

Other Assistance Requested:

Grade 12 scholarship to help finance post-secondary education

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:

Regional District of Bulkley-Nechako Area "C" Bursary: see attached bursary description.

Describe how this proposal will benefit the community:

Help provide financial assistance to a grade 12 student entering a post secondary program of studies.

FUNDING AND FINANCIAL INFORMATION

8

5c6c560c8704b-scholarship Area
C.pdf

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.
Year, Amount and Purpose for assistance

Year, Amount and Purpose for assistance

Yes
yearly for this scholarship
\$1000.00 grade 12 scholarship for
financial aid to attend post
secondarey institution

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
Rural Directors Committee Memorandum
March 7, 2019**

To: Chair Newell and Rural Directors
From: Kim Fields, Accounting Clerk
Date: February 21, 2019
Regarding: Electoral Area Allocations of Federal Gas Tax Funds – Fourth Quarter 2018

The Electoral Area Allocations of the Federal Gas Tax Funds have been updated for the fourth quarter of 2018 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 February 21st memorandum titled "Electoral Area Allocations of Federal Gas Tax Funds – Fourth Quarter 2018". | |

Updated as of: December 31, 2018

Federal Gas Tax Community Works Fund

Year: 2018

| Electoral Area | Population | Opening Balance 2018 | Interest Earnings | Funds Spent | Funds Committed | Funding Received | YTD Funds Available |
|----------------|------------|----------------------|-------------------|-------------|-----------------|------------------|---------------------|
| A | 5,256 | 1,622,915.66 | 34,863.55 | 227,234.18 | 757,008.99 | 298,624.09 | 972,160.13 |
| B | 1,938 | 290,300.15 | 6,515.58 | 27,770.68 | 195,000.00 | 110,109.11 | 184,154.16 |
| C | 1,415 | 318,266.18 | 6,944.58 | 66,851.93 | - | 80,394.42 | 338,753.25 |
| D | 1,472 | 646,127.65 | 13,706.42 | 72,606.54 | 341,500.00 | 83,632.93 | 329,360.46 |
| E | 1,593 | 261,776.64 | 5,832.11 | 125,000.00 | 115,000.00 | 90,507.64 | 118,116.40 |
| F | 3,665 | 458,154.96 | 10,452.72 | 185,328.76 | 194,733.60 | 208,230.08 | 296,775.40 |
| G | 903 | 180,071.94 | 3,957.84 | 19,003.00 | - | 51,304.71 | 216,331.49 |
| | 16,242 | 3,777,613.18 | 82,272.81 | 723,795.09 | 1,603,242.59 | 922,802.97 | 2,455,651.28 |

10



Regional District of Bulkley-Nechako Rural Directors Agenda March 7, 2019

To: Chair Newell and Electoral Area Directors
From: John Illes, Chief Financial Officer
Date: February 26, 2019
Re: Rural Director's Travel and Conference Remuneration Budget

Electoral Area directors are provided \$2000 to attend training, meetings, seminars and conventions at their discretion. The Rural Directors should approve or ratify these expenses as a suitable expenditure for a Regional District Director. Failure to do so may result in this allowance being considered taxable.

At the Electoral Area Director's option, they may move staff's estimate of the costs to attend UBCM (\$5782) and LCLGA (\$3070) to the discretionary amount discussed above. If one or both amounts are moved, the Director will no longer be able to attend that convention. Directors are encouraged to discuss their choice with the Chair and CAO.

It is important to note that these amounts include travel costs, tuition or registration costs, and director daily remuneration for attendance.

The finance department will use any unspent funds to reduce the next year's taxation.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

"That the Board receive the Chief Financial Officer's memo dated February 26, 2019 titled 'Rural Director's Travel and Conference Remuneration Budget'".



MEMORANDUM

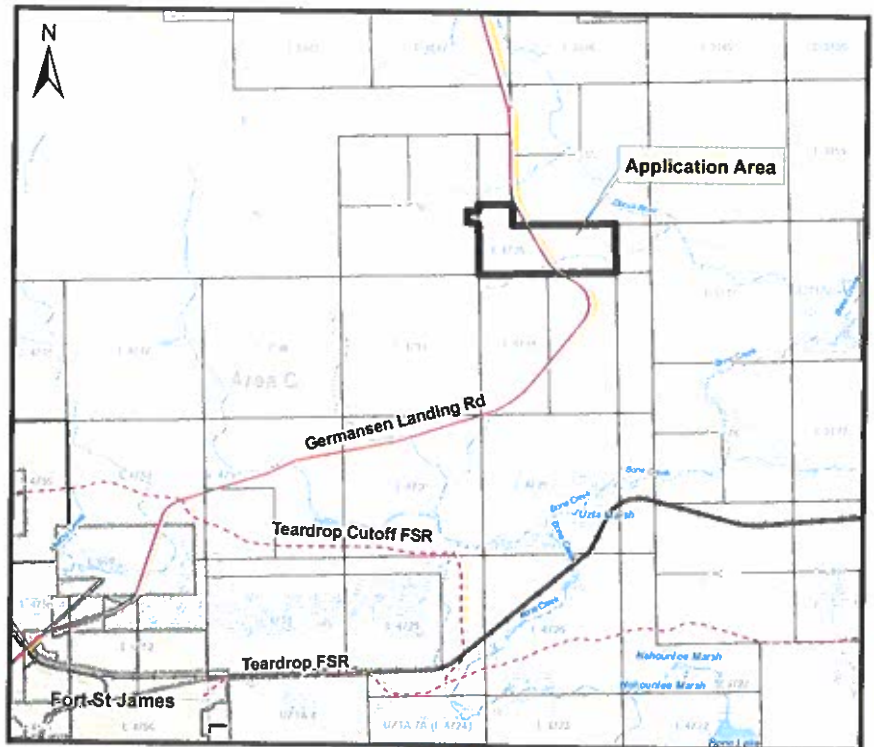
To: Rural Directors
 From: Jennifer MacIntyre, Planner I
 Date: February 14, 2019
 Re: Land Referral File No. 7404781 (Ministry of Transportation and Infrastructure)

This application is regarding a Section 16 Map Reserve application to amend the area of the existing tenured gravel pit. The application area is located 7 kilometres north of Fort St. James on Germansen Landing Road. The existing tenure area is 153 ha. in size and the Ministry wishes to decrease the area to 101.6 ha.

Quarry tenures on Crown Land are applied for in the form of a Map Reserve with the Ministry of Forests Lands and Natural Resources Operations, which take possession of or use gravel, sand and other materials on the land authorized under Section 16 of the *Land Act*.

The application area is not zoned. Aggregate exploration, extraction and processing uses are permitted within this zone. The nearest residence is 5 kilometres away on Germansen Landing Road (DL 3173).

Location Map

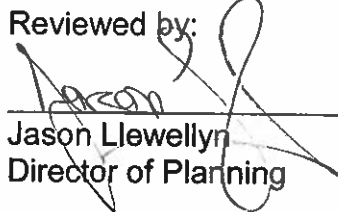


Recommendation

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7404781.

Rural Directors – All/Directors/Majority

Reviewed by:


 Jason Llewellyn
 Director of Planning

Written by:

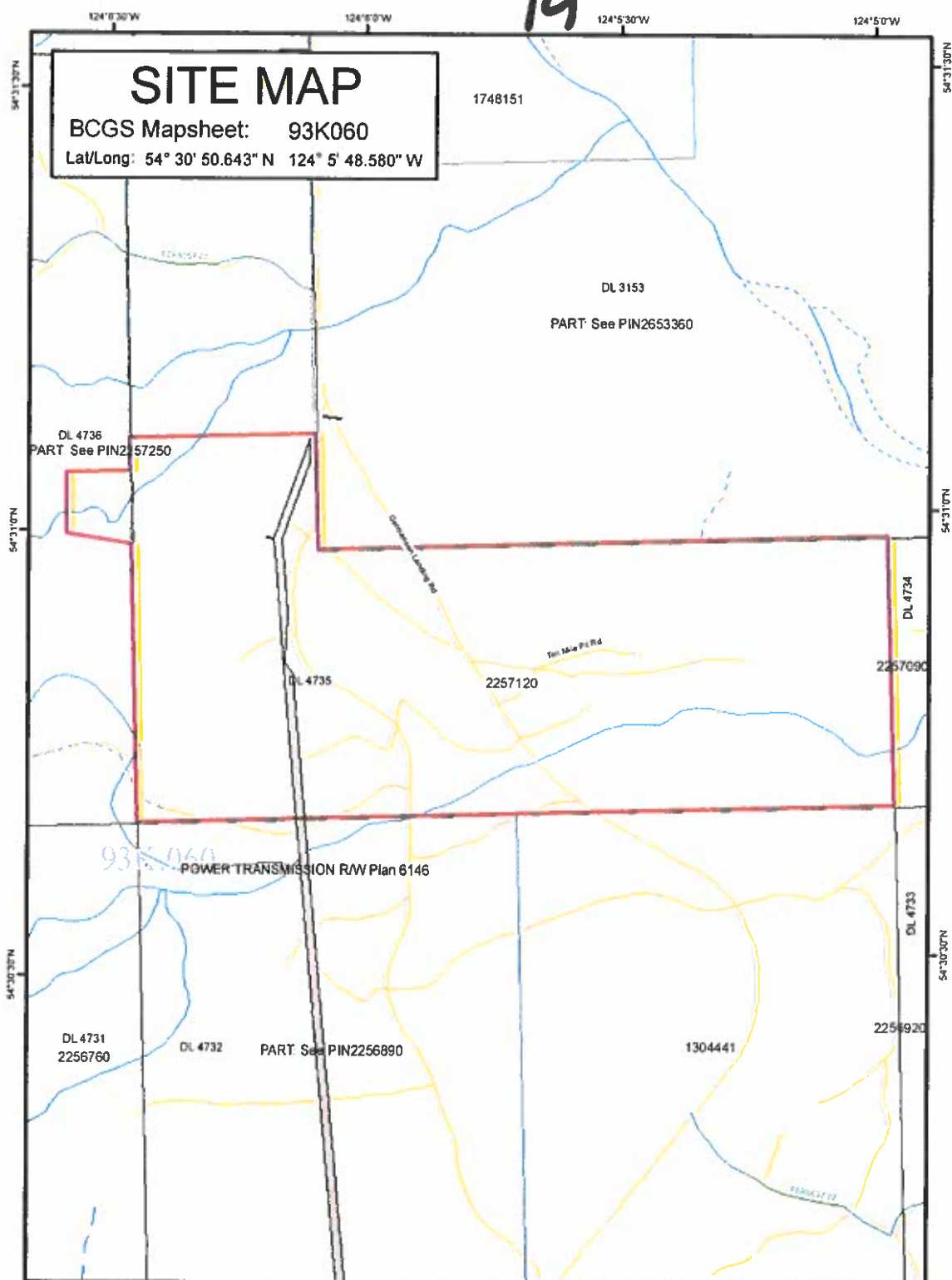

 Jennifer MacIntyre
 Planner I



REGIONAL DISTRICT OF BULKLEY-NECHAKO COMMENT SHEET ON CROWN LAND REFERRAL 7404781

| | |
|---|--|
| Electoral Area: | C |
| Applicant: | Ministry of Transportation and Infrastructure |
| Existing Land Use: | Gravel Pit |
| Zoning: | Not Zoned under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993. |
| Plan Designation | Resource (RE) under Fort St. James Rural Official Community Plan, Bylaw No. 1578, 2010 |
| Proposed Use Comply With Zoning: | N/A |
| If not, why? | |
| Agricultural Land Reserve: | Not within the ALR |
| Access Highway: | Germansen Landing |
| Archaeological Site: | None according to Provincial mapping |
| Building Inspection: | Outside the Building Inspection Area |
| Fire Protection: | Outside the Rural Fire Protection Area |
| Other comments: | None. |

14



SITE MAP
 BCGS Mapsheet: 93K060
 Lat/Long: 54° 30' 50.643\" N 124° 5' 48.580\" W

DL 4736
 PART See PIN2157250

DL 3153
 PART See PIN2653360

DL 4731
 2256760

DL 4732
 PART See PIN2256890

1304441

93K060
 POWER TRANSMISSION RW Plan 6146

File Number: 7404781

Site # 1 of 1 - TENURE

Area = 101.6 Ha.

TYPE RESERVE/NOTATION

PURPOSE
 QUARRYING

SUBTYPE SEC 16 MAP RESERVE

SUBPURPOSE
 SAND AND GRAVEL

LOCATION E OF PINCHILK

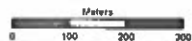
IMAGERY N/A

Produced by
 Ministry of Forests, Lands &
 Natural Resource Operations
 Northern Service Centre
 FrontCounter BC
 Date January 23, 2019

Scale: 1:10,000

* If printed on 8.5X14 page

Projection BC Albers
 Datum NAD 83



Legend

- | | |
|-------------------------|------------------------------|
| Crown Land Application | Protected Area |
| Priority Survey Parcel | Provincial Park |
| Subdivision | Protected Area |
| Municipality | OIC Ecological Reserve |
| Surveyed Rights of Way | Recreation Area |
| Surveyed Road RW | Base Mapping Features (20K) |
| Gas/Oil RW District Lot | River or Stream |
| Power Transmission RW | River or Stream - Dry |
| Gas/Oil RW | Lake |
| Telecom RW District Lot | Reservoir - Definite |
| Miscellaneous RW | Glacier/icefield |
| Transportation Corridor | Contour - 20m Interval |
| Highway | Transportation - Lines (20K) |
| Railway | Airstrip |
| Surveyed Road RW | Road |
| | Forest Service Road |
| | Road Permit |
| | Trail |
| | Rail Line |

All measurements are approximate.

