

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****RURAL/AGRICULTURE COMMITTEE
AGENDA****Thursday, January 13, 2022**

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>AGENDA- January 13, 2022</u>	Approve
	<u>Supplementary Agenda</u>	Receive
	<u>MINUTES</u>	
2-4	Rural/Agriculture Committee Meeting Minutes - December 16, 2021	Approve
	<u>AGRICULTURE REPORT</u>	
	Verbal Report – Michelle Roberge, Agriculture Coordinator (East) -Meat and Greet Information Session and Open House	
	<u>RURAL REPORTS</u>	
5	Cheryl Anderson, Director of Corporate Services -2022 Local Government Elections – Orientation Package	Discussion
6-7	Michelle Roberge, Agriculture Coordinator (East) NWIPC (Northwest Invasive Plant Council) 2021 Update	Discussion
8-12	John Illes, Chief Financial Officer – Minor Fire Services	Recommendation
13-14	Nellie Davis, Manager of Regional Economic Development – COVID-19 Relief Fund Applications	Recommendation
	<u>SUPPLEMENTARY AGENDA</u>	
	<u>NEW BUSINESS</u>	
	<u>ADJOURNMENT</u>	

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL/AGRICULTURE COMMITTEE MEETING****Thursday, December 16, 2021**

PRESENT: Chair Mark Parker

Directors Mark Fisher
Tom Greenaway
Clint Lambert
Chris Newell
Jerry Petersen
Michael Riis-Christianson
Gerry Thiessen

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Megan D'Arcy, Agriculture Coordinator (West) – via Zoom
Nellie Davis, Manager of Regional Economic Development
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning
Michelle Roberge, Agriculture Coordinator (East) – via Zoom
Wendy Wainwright, Executive Assistant/Recording Secretary

Others Linda McGuire, Village of Granisle
Bob Motion, District of Fort St. James
Annette Morgan, Village of Telkwa – via Zoom

CALL TO ORDER

Chair Parker called the meeting to order at 9:30 a.m.

AGENDAMoved by Director Lambert
Seconded by Director Petersen**RDC.2021-10-1**

"That the Rural/Agriculture Committee Agenda for December 16, 2021 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural/Agriculture Committee
Meeting Minutes
-November 4, 2021**Moved by Director Lambert
Seconded by Director Petersen**RDC.2021-10-2**

"That the minutes of the Rural/Agriculture Committee meeting of November 4, 2021 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Crown Land Referrals

Crown Land Referral
No. 7410208
Electoral Area D

Moved by Director Petersen
 Seconded by Director Newell

RDC.2021-10-3

“That the Comment Sheet on Crown Land Referral Application No. 7410208 be submitted to the Province.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

AGRICULTURE REPORT

Verbal Report – Chair Parker – RE: UNBC Veterinarian Update

- Chair Parker met with Mark Barnes, Director, Office of Research and Innovation, University of Northern British Columbia (UNBC)
- Discussed concerns regarding the shortage of veterinarians in northern BC and the lack of veterinarian educational opportunities in BC
- Coordinating a meeting for early 2022 with UNBC Animal Facility Manager, area Veterinarians, Lara Beckett, Director, Electoral Area C (Chilako River-Nechako), Regional District of Fraser-Fort George.

The following was discussed:

- Essential to have veterinarians in the north
- Educate in the north, people will often stay in the north
- Need for large animal veterinarians
- Small animal vs. large animal veterinarian services
- BC Cattlemen’s Association indicated its willingness to assist.

RURAL REPORTS

Minor Services

Moved by Director Lambert
 Seconded by Director Fisher

RDC.2021-10-4

“That the budgets discussed in the Chief Financial Officer’s Minor Services memorandum be included in the 2022 Financial Plan.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding Invasive Plant Control Budget 5901 and grant funding to the Northwest Invasive Plant Council (NWIPC). Inviting the NWIPC to a future meeting was discussed.

Electoral Area Grant-in-Aid and Economic Development

Moved by Director Greenaway
 Seconded by Director Riis-Christianson

RDC.2021-10-5

“That the Committee receive the Chief Financial Officer’s Electoral Area Grant-in-Aid and Economic Development memorandum.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Fisher indicated his wish to adjust Electoral Area “A” (Smithers Rural) grant-in-aid. Staff will also provide a report to Directors that includes an all-in-one summary of COVID-19 relief funds and grant-in-aid funds.

RURAL REPORTS

Grant in Aid Update:
July - October, 2021

Moved by Director Petersen
 Seconded by Director Greenaway

RDC.2021-10-6

“That the Committee receive the Manager of Regional Economic Development – Grant in Aid Update: July-October, 2021.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEM

Public Notices and Public Engagement

Jason Llewellyn, Director of Planning provided a brief overview of Bill 26 – Municipal Affairs Statutes Amendment Act (No. 2), 2021.

Discussion took place regarding the following:

- Allowing Regional Districts more flexibility for public notices
- Removing the requirement for a Public Hearing where a rezoning is in line with the Official Community Plan
- Staff will bring forward a staff report with recommendations once regulation and guidance documents are released in 2022
- Director Fisher spoke of discussing possible changes as soon as possible
- Formal amendments cannot be completed until Bill 26 is passed and the regulations are released by the Province, but staff will bring forward a discussion paper as soon as possible to discuss pros and cons for advertising options.

ADJOURNMENT

Moved by Director Newell
 Seconded by Director Lambert

RDC.2021-10-7

“That the meeting be adjourned at 9:54 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Chair

Cheryl Anderson, Director of Corporate Services



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Parker and Rural/Agriculture Committee

FROM: Cheryl Anderson, Director of Corporate Services

DATE: January 13, 2022

SUBJECT: 2022 Local Government Elections – Orientation Package

RECOMMENDATION: (all/directors/majority)

Discussion

BACKGROUND

In preparation for the 2022 Local Government Elections, staff will be preparing a Nomination Package as well as beginning planning for the Orientation Session scheduled for December 1, 2022. In addition, staff will reach out to the Chambers of Commerce to encourage All Candidate Forums.

In the past, Nomination Packages, in addition to the required forms, have included the following information:

- RDBN Five Year Financial Plan
- Remuneration Bylaw
- Procedure Bylaw
- Introduction to Regional Districts: Communities in Partnership
- Regional District Tool Kit Fact Sheets – Purposes of Regional Districts
- Staples McDannold Stewart – The Role & Responsibilities of Regional Directors

This year's package will also include the RDBN's Code of Conduct and the Terms of Reference for the various committees.

Staff would like input from the Rural Directors in regard to information that would be beneficial to include in both the Nomination Package and the Orientation Session.

Some ideas to date have included Directors' Roles and Responsibilities and/or a fact sheet.



Regional District of Bulkley-Nechako Rural / Agriculture Committee Memorandum

To: Chair Parker and Committee
 From: Michelle Roberge, Regional Agriculture Coordinator (East)
 Date: January 13, 2022
 Regarding: **NWIPC 2021 Update**

Recommendation:

Discussion.

Background:

For 2021, the RDBN committed to funding the Northwest Invasive Plant Council (NWIPC) \$53,640 to conduct invasive plant management within the RDBN. These funds go towards the Landowner Invasive Plant Removal Rebate program (50% matching funds up to \$750 towards contractor fees to remove invasive plants from private rural properties); on-the-ground invasive plant surveys, treatments and monitoring and data collection on RDBN and private properties; administration; and education/outreach.

In 2021, the NWIPC was supplied with an updated inventory of RDBN properties and recreational access points that the RDBN monitors/manages, including maps and coordinates/addresses. The request came from the NWIPC as they wanted to ensure they would be able to monitor/inventory all RDBN sites. Additionally, new signage is planned to go up at recreational access points to increase awareness of invasive plants in the region.

Below is a breakdown of how the committed funds were allocated in 2021 (information as of November 25, 2021).

Activity	Commitment	Actual
Landowner Rebate	\$3,000.00	\$488.28
Surveys, inventory, treatment	\$37,073.60	\$31,075.82
Data checking, levy, others	\$1,146.40	\$3,045.42
NWIPC Admin and Levies	\$10,780.00	\$5,191.43
Education and Outreach	\$1,640.00	\$0.00
TOTAL	\$53,640.00	\$39,800.95

The NWIPC splits the RDBN into three Invasive Plant Management Areas (IPMA): Bulkley, Lakes District, and Nechako. The NWIPC also receives funding from the Ministry of Transportation and many other agencies and groups to support their work. Roughly 14% of the funds spent within the 3 IPMAs in the RDBN were paid for through

RDBN funds. Below is a short summary of what occurred in the IPMAs in 2021, and the funds spent (based on information to date).

Surveys, Treatments and Monitoring		
IPMA	Total \$\$ Spent in Area	Amt. Billed to RDBN
Bulkley	\$84,746.27	\$12,499.67
Lakes District	\$47,219.11	\$6,999.76
Nechako	\$85,446.22	\$11,576.39
TOTAL	\$217,411.60	\$31,075.82

Prior to the 2021 field season, RDBN Agriculture staff worked with Planning staff to provide an updated list of RDBN properties to the NWIPC at their request. Sites provided were:

Bulkley IPMA

Trout Creek Property
 Topley Fire Hall
 ALR property - Zoned P1 (Telegraph Station)
 BV Swimming Pool
 Old Houston Landfill
 Topley Landing Landfill
 Perow Landfill
 Topley Landfill
 Smithers Landing Landfill

Lakes District IPMA

Hospital Point, Southside
 RDBN Burns Lake Office
 Imeson's Beach
 Francois Lake (Colleymount) Transfer Station

Southbank Landfill
 Ootsa Lake Landfill
 Tatalrose Landfill
 Barkers Meadows Landfill (MoT Pit?)
 Palling Landfill
 Grassy Plains Landfill
 Endako Landfill

Nechako IPMA

Fort Fraser Fire Department
 Sowchea Bay Fire Hall
 Fort St. James Transfer Station
 Vanderhoof Transfer Station
 Parcel of ALR (M2) land in Fort Fraser
 Cluculz Lake Landfill
 McGeachy Pit Landfill
 Fort Fraser Landfill

The full 2021 report of all activity, including number of surveys and treatments completed within the RDBN IPMAs, will be provided by NWIPC within the coming weeks.



Regional District of Bulkley-Nechako Rural/Agricultural Committee

To: Chair Parker and Committee Members
From: John Illes, Chief Financial Officer
Date: January 13, 2022
Re: Minor Fire Services

Recommendation (All/Directors/Majority):

That the budgets discussed in this memo be included in the 2022 Financial Plan.

Background:

The Fort Fraser Fire department budget includes the purchase of new fire trucks in 2022. The Southside and Topley Fire departments are similar to the previous years. The Cluculz Lake Fire department budget returns to a more normal budget after the construction of the new fire hall in 2021.

Due to the cost of insuring new vehicles, the Topley Fire Department ended the year with a small deficit.

Attachments: Fort Fraser Fire
Southside Fire
Topley Fire
Cluculz Lake Fire

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT FRASER RURAL FIRE PROTECTION**

BC Assessment A 756 26 LSA #1

7101

Bylaw 1961 Limit \$70,312

Five Year Financial Plan:

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
REVENUE:										
400001 Taxation & Service Agreement	7,731	7,773	7,979	7,500	37,424	7,500	7,500	7,500	7,500	7,500
400004 Parcel Tax	50,458	54,640	53,803	56,250	56,250	59,028	57,047	57,131	57,218	57,305
480001 Miscellaneous Revenue		2,703			25,000	40,000				
499999 Prior Year's Surplus	3,423	3,067	5,758	2,092	2,262	32,089				
TOTAL REVENUE.....	61,612	68,183	67,540	65,842	120,937	138,616	64,547	64,631	64,718	64,805
EXPENDITURE:										
651010 Contribution for Rural Fire Chief	17,526	21,500	21,500	21,500	21,500	21,500	21,500	21,500	21,500	21,500
601102 Accident Insurance - Volunteers	677	633	855	950	96	950	950	950	950	950
601801 Association Dues	111	246	250	250	255	400	400	400	400	400
608001 Property Insurance - Fire Hall	942	1,003	2,886	4,059	3,194	4,140	4,223	4,307	4,394	4,481
608002 Liability Insurance (MIA)	1,013	1,132	1,184	1,030	1,030	1,250	1,250	1,250	1,250	1,250
608003 Vehicle Insurance	1,844	1,927	1,007	974	694	974	974	974	974	974
612220 Monthly Grant to Fort Fraser Fire Department	18,200	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600	19,600
651010 Administration Fees				725	725	7,811	650	650	650	650
799999 Prior year's deficit										
TOTAL EXPENDITURE.....	40,313	46,041	47,282	49,088	47,094	56,625	49,547	49,631	49,718	49,805
Revenues minus Expenditures			20,258	16,754	73,843	81,991	15,000	15,000	15,000	15,000
420001 Transfer from NCPG						186,595				
420001 Transfer from Capital Reserve						121,131				
420001 Transfer from Gas Tax Reserves						350,419				
780001 Fire Truck			0			740,136				
781003 Contribute to Capital Reserve	3,500	5,500	18,000	16,728	41,728	0	15,000	15,000	15,000	15,000
781004 Contribute to Insurance Reserve	113	166	166	26	26					
490001 Transfer from Equity in TCA	10,801	10,801	10,800	10,800		10,800	10,800	10,800	10,800	10,800
780101 Amortization Expense	10,801	10,801	10,800	10,800		10,800	10,800	10,800	10,800	10,800
Net Balance	3,069	5,758	2,092	0	32,089	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
SOUTHSIDE RURAL FIRE PROTECTION**

Bylaw No. 1923 Greater of \$40,710.77 and \$1.53

10
BC Assessment C 755 26 LSA #11
7102

	Five Year Financial Plan:									
	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
REVENUE:										
400004 Taxation	40,568	44,066	43,507	55,176	55,176	56,500	56,779	56,779	56,779	56,779
449005 Grants (NKDF)		9,500	40,000							
420001 Withdrawal from Capital Reserve		6,356	123,629							
499999 Prior Year's Surplus	315	394	232			3,398				
TOTAL REVENUE.....	58,829	78,262	225,368	55,176	55,176	59,898	56,779	56,779	56,779	56,779
EXPENDITURE:										
601208 Contribution for Rural Fire Chief	6,800	21,500	12,000	17,800	17,800	17,800	17,800	17,800	17,800	17,800
601102 Accident Insurance	579	634	868	900	131	900	900	900	900	900
601801 Association Dues	111	246	250	250	255	400	400	400	400	400
608002 Liability Insurance (MIA)	1,013	1,132	1,184	1,030	1,030	1,250	1,250	1,250	1,250	1,250
608001 Property Insurance			3,021	4,368	2,548	4,000	5,881	5,881	5,881	5,881
608003 Vehicle Insurance	3,968	4,145	3,314	2,374	1,560	2,400	2,400	2,400	2,400	2,400
612220 Monthly Grant to Southside Volunteer Fire Dept	23,904	24,904	28,600	27,600	27,600	27,600	27,600	27,600	27,600	27,600
779999 Misc. Expense		6,356	0							
780001 Capital Expenditures			347,523							
781003 Contribute to Capital Equipment Reserve	4,000	1,000	0	0		5,000	0	0	0	0
781004 Contribute to Insurance Reserve	114	166	166	39	39					
651010 Administration Fees				815	815	548	548	548	548	548
799999 Prior year's deficit										
TOTAL EXPENDITURE.....	58,435	78,029	414,926	55,176	51,778	59,898	56,779	56,779	56,779	56,779
Revenues minus Expenditures	394	233	(189,557)	-	3,398	-	-	-	-	-

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
TOPLEY RURAL FIRE PROTECTION 7103**

BC ASSESSMENT I 755 26 SRVA #35

Bylaw No. 1924, \$90,000

	Five Year Financial Plan:					2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual					
REVENUE:										
400004 Taxation	71,597	71,887	71,802	89,626	89,626	89,931	92,335	92,335	92,335	92,335
499999 Prior Year's Surplus	243		715	48	100	(1,196)				
TOTAL REVENUE.....	93,229	96,276	95,517	89,675	89,726	88,735	92,335	92,335	92,335	92,335
EXPENDITURE:										
601208 Contribution for Rural Fire Chief	13,782	21,500	20,500	21,500	21,500	21,500	21,500	21,500	21,500	21,500
601102 Accident Insurance WCB/TOS	1,215	1,160	1,056	1,215	149	1,215	1,215	1,215	1,215	1,215
601801 Association Dues (Fire Chief's)	111	246	250	250	255	400	400	400	400	400
608001 Property Insurance	687	353	1,255	1,409	2,192	2,250	2,250	2,250	2,250	2,250
608002 Liability Insurance (MIA)	1,013	1,132	1,184	1,030	1,030	1,250	1,250	1,250	1,250	1,250
608003 Vehicle Insurance	3,305	2,989	3,036	2,995	4,522	4,500	4,500	4,500	4,500	4,500
612220 Monthly Grant to Topley Volunteer Fire Dept	26,150	27,150	27,150	34,140	34,140	34,140	34,140	34,140	34,140	34,140
781004 Contribute to Insurance Reserve	71	166	166	56	56					
783001 Interest Expense MFA	7,693	7,693	7,824	7,693	7,693	7,693	7,693	7,693	7,693	7,693
784001 Sinking Fund Payments MFA	10,048	10,048	10,048	10,048	10,048	10,048	10,048	10,048	10,048	10,048
651010 Administration Service Charge			0	938	938	938	938	938	938	938
			0							
799999 Prior year's deficit		235	0	5,247	5,247					
TOTAL EXPENDITURE.....	93,464	95,561	95,469	86,522	87,769	83,935	83,935	83,935	83,935	83,935
Revenues minus Expenditures	(235)	715	48	3,153	1,957	4,800	8,400	8,400	8,400	8,400
781003 Contribution to Capital Reserve	8,000	1,500	0	8,400	8,400	4,800	8,400	8,400	8,400	8,400
780001 Capital Items						0	0	0	0	0
490001 Transfer from Equity in TCA	21,389	21,389	23,000	28,247	5,247	23,000	23,000	23,000	23,000	23,000
780101 Amortization Expense	21,389	21,389	23,000	23,000		23,000	23,000	23,000	23,000	23,000
				0	(1,196)	0	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
CLUCULZ LAKE FIRE**

BC ASESSMENT Q 756 26 LSA #25

7301

By-law No. 1863, 2019 \$23,437 Limitation

Five Year Financial Plan:

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
REVENUE:										
Converted Hospital Assessments (Revised Roll)	18,512,988	20,587,364		23,938,941						
Estimated Residential Tax Rate (cents per \$1,000)	0.1013	0.1138		0.0978						
400004 Taxation	18,750	23,437	23,437	23,412	23,412	23,377	23,377	23,377	23,377	23,377
442101 Transfer from Gas Tax Reserves					18,585					
Transfer from Reserve (NCPG)			31,008	592,060	758,053					
400001 Miscellaneous		5,313	0	240,000	13,500					
499999 Surplus			0							
.....	18,750	28,750	54,445	855,472	813,550	23,377	23,377	23,377	23,377	23,377
		10,000								
EXPENDITURE:		873								
601209 Contribution for Regional Fire Chief			4,687	3,940	3,940	3,450	3,450	3,450	3,450	3,450
601102 Accident Insurance - WCB/TOS	796		1,197	700	131	700	700	700	700	700
601801 Association Dues	111		250	250	255	400	400	400	400	400
612220 Grant to Cluculz Lake Emergency Response Tear Study (NCPG)	17,901		17,631	17,800	17,800	17,000	17,000	17,000	17,000	17,000
Property Insurance			0	0						
608002 Liability Insurance			0	250	250	1,250	1,250	1,250	1,250	1,250
781003 Contribution to Capital Reserve		100	0	460	13,500					
780001 Capital Project/Truck/Hall			0	823,000	768,603					
651010 Administration Service Charges			0	8,574	8,574	577	577	577	577	577
799999 Prior year's deficit	42		169	497	496					
		(169)	0							
TOTAL EXPENDITURE.....	18,850	804	54,942	855,472	813,550	23,377	23,377	23,377	23,377	23,377
Revenues minus Expenditures	(100)	(804)	(497)	-	-	-	-	-	-	-



Regional District of Bulkley-Nechako Rural/Agriculture Committee Memorandum

To: Chair and Committee
From: Nellie Davis, Manager of Regional Economic Development
Date: January 13, 2022
Subject: COVID-19 Relief Fund Applications

RECOMMENDATION

(all/directors/majority)

That the Committee recommend that the Board approve the following Applications for COVID-19 Relief Funds.

Background:

Community Group	Project	Amount
Area 'A' (Smithers Rural)		
Area 'B' (Burns Lake Rural)		
Area 'C' (Fort St; James Rural)		
Fort St. James Curling Club	Utilities and Ice Preparation	\$4,932.18
Fort St. James Speed Skating Club	Ice Fees for 2021/22 Season	\$5,000.00
Area 'D' (Fraser Lake Rural)		
Area 'E' (Francois/Ootsa Rural)		
Area 'F' (Vanderhoof Rural)		
Area 'G' (Houston Rural)		

COVID-19 Relief Funds (up to January 4, 2022 – includes requests on this memo)

Electoral Area	Starting Balance	Funding Allocated	Funds Remaining
A – Smithers Rural	\$ 110,032.12	\$43,958.41	\$66,073.71
B – Burns Lake Rural	\$ 40,571.20	\$16,559.85	\$24,011.35
C – Fort St. James Rural	\$ 29,622.42	\$11,932.18	\$17,690.24
D – Fraser Lake Rural	\$ 30,815.70	\$5,648.50	\$25,167.20
E – Francois/Ootsa Rural	\$ 33,348.77	\$0	\$33,348.77
F – Vanderhoof Rural	\$ 76,725.20	\$6,397.73	\$70,327.47
G – Houston Rural	\$ 18,903.92	\$1,612.23	\$17,291.69
Total	\$340,019.33	\$86,108.90	\$253,910.43