



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL SERVICES COMMITTEE
AGENDA
Thursday, November 06, 2025**

CALL TO ORDER

AGENDA & SUPPLEMENTARY AGENDA

- November 6, 2025

Approve

MINUTES

Rural Services Committee Meeting Minutes - October 9, 2025

Page 3-7

Approve

REPORTS

Jason Blackwell, Regional Fire Chief - Civic Address Sign Project

Page 8-10

Recommendation

**Nellie Davis, Manager of Strategic Initiatives and Rural Services -
Grant in Aid for Area C (Fort St. James Rural) - Fort St. James Public
Library**

Page 11-15

Recommendation

**Nellie Davis, Manager of Strategic Initiatives and Rural Services -
Non-Profit Newsletter Project**

Page 16

Recommendation

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT

2022-2026 RDBN Board Strategic Plan

- 1. Relationships with First Nations**
- 2. Advocacy with the Province**
- 3. Housing Supply**
- 4. Community and Economic Sustainability**



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
RURAL SERVICES COMMITTEE MEETING
Thursday, October 09, 2025**

Directors Present: Chair Michael Riis-Christianson
Judy Greenaway
Clint Lambert - via Zoom
Shirley Moon
Chris Newell
Mark Parker
Stoney Stoltenberg

Staff: Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Director of Corporate Services
Megan D'Arcy Regional Agriculture Coordinator
John Illes, Chief Financial Officer
Amy Wainwright, Deputy Director of Planning and
Development Services - left at 12:45 p.m.
Wendy Wainwright, Deputy Director of Corporate
Services

Others: Martin Elphee, District of Fort St. James
Linda McGuire, Village of Granisle

CALL TO ORDER

Chair Riis-Christianson called the meeting to order at 12:42 p.m.

AGENDA

2025-RSC-006

Moved by Director Stoltenberg
Seconded by Director Moon

That the Rural Services Committee Agenda for October 9, 2025 be approved.

CARRIED UNANIMOUSLY

Thursday, October 09, 2025

2

MINUTES

Rural Services Committee Meeting Minutes - September 4, 2025

2025-RSC-007

Moved by Director Stoltenberg

Seconded by Director Parker

That the Rural Services Committee Meeting Minutes for September 4, 2025 be approved.

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Mine Referral

Rowan Nagel, Planning/GIS Technician - Notice of Work Referral No. 0200333 - Electoral Area B (Burns Lake Rural)

2025-RSC-008

Moved by Director Parker

Seconded by Director Stoltenberg

That the comment sheet be provided to the Province as the Regional District's comments for Notice of Work Referral No. 0200333.

CARRIED UNANIMOUSLY

Rowan Nagel, Planning/GIS Technician - Notice of Work Referral No. 0200254 - Electoral Area G (Houston/Granisle Rural)

2025-RSC-009

Moved by Director Newell

Seconded by Director Greenaway

That the comment sheet be provided to the Province as the Regional District's comments for Notice of Work Referral No. 0200254.

CARRIED UNANIMOUSLY

Thursday, October 09, 2025

3

REPORTS**Nellie Davis, Manager of Strategic Initiatives and Rural Services - Grant in Aid for Area A (Smithers/Telkwa Rural) Bulkley Valley Search and Rescue****2025-RSC-010**

Moved by Director Stoltenberg

Seconded by Director Greenaway

That the Committee recommend that the Board approve allocating \$26,000 in Electoral Area A (Smithers/Telkwa Rural) Grant in Aid monies to the Bulkley Valley Search and Rescue Society towards the replacement of their primary rescue truck.

CARRIED UNANIMOUSLY**Nellie Davis, Manager of Strategic Initiatives and Rural Services -Grant in Aid for Area A (Smithers/Telkwa Rural) Smithers Mountain Bike Association****2025-RSC-011**

Moved by Director Stoltenberg

Seconded by Director Newell

1. That the Committee recommend that the Board approve allocating \$20,000 in Electoral Area A (Smithers/Telkwa Rural) Grant in Aid monies to the Smithers Mountain Bike Association for a trail building project; and,
2. That the Committee recommend that the Board approve allocating \$20,000 in Electoral Area A (Smithers/Telkwa Rural) Economic Development Service monies to the Smithers Mountain Bike Association for a trail building project.

CARRIED UNANIMOUSLY**Nellie Davis, Manager of Strategic Initiatives and Rural Services - Community Hall Meeting Summary****2025-RSC-012**

Moved by Director Stoltenberg

Seconded by Director Newell

That the Committee receive the Manager of Strategic Initiatives and Rural Services' Community Hall Meeting Summary memorandum.

CARRIED UNANIMOUSLY

Thursday, October 09, 2025

4

Discussion took place regarding steps moving forward:

- Electoral Area Directors individually meeting with community halls in their area and bringing forward the needs of the halls
- Community Hall Meeting Summary - September 11, 2025
 - "Where we think the RDBN can start": 1 through 7
 - Identifying additional priorities and including them
 - Determining priorities for 2026 staff work plans and budgets
 - Staff will discuss and bring forward information.
- Importance of continued communication with the community halls
 - Staff are currently developing a newsletter
- Mapes/Blackwater Community Hall
 - Historical recordings
 - Project to transcribe the recordings to print
 - Lakes District Museum recently completed a project and is willing to share information.

Chair Riis-Christianson noted that the September 11, 2025 Community Hall meeting was an excellent stakeholder engagement session and can be used as a template in the future for rural issues requiring engagement. He noted the importance of continuing to follow up with the halls.

John Illes, Chief Financial Officer and Nellie Davis, Manager of Strategic Initiatives and Rural Services - Community Hall Appraisal Report

2025-RSC-013

Moved by Director Stoltenberg

Seconded by Director Parker

That the Committee direct staff to pursue a contract for appraisals of all fifteen community hall locations in the RDBN.

CARRIED UNANIMOUSLY

John Illes, Chief Financial Officer noted the need for an appraisal report for community halls wanting to participate in exploring pooled purchasing options for insurance. Discussion took place regarding the cost of an appraisal report for each hall and the option to utilize Grant in Aid funds or Economic Development funds. Director Greenaway spoke of supporting other associations such as the Snowmobile Club in her area. Staff indicated they can investigate further.

Thursday, October 09, 2025

5

ADJOURNMENT

2025-RSC-014

Moved by Director Stoltenberg

Seconded by Director Greenaway

That the meeting be adjourned at 1:03 p.m.

CARRIED UNANIMOUSLY

Michael Riis-Christianson, Chair

Wendy Wainwright, Deputy Director of Corporate Services



Regional District of Bulkley-Nechako Rural Services Committee

To: Chair and Committee
From: Jason Blackwell, Regional Fire Chief
Date: November 6, 2025
Subject: **Civic Address Sign Project**

RECOMMENDATION:**(all/directors/majority)**

That the Rural Services Committee approve staff to move forward with the 2026 NG 911 grant application from UBCM and pass a resolution to provide overall grant management for the project.

BACKGROUND

Regional District staff are looking to submit an application to the Union of BC Municipalities-2026 NG 911 funding stream. A Successful application will provide rural property owners with standardized address signs that conform with the RDBN guidelines.

It is essential to have properties clearly identified, so this project will help first responders to provide a faster, more effective response by quickly locating an address during an emergency. This will minimize delays. This project will help standardize address signs across the Regional District.

To receive a new sign, residents would apply through our website and have their address verified by staff prior to ordering. This process would likely capture some addresses that are not currently in our system which would then be added to the 911 database. Signs would be ordered on a weekly or bi-weekly schedule and arrangements made for pick up and/or drop off to the resident. Initial cost estimates are \$15-\$20 per sign. The program would run for the duration of the grant cycle or until the funding has been used up. The RDBN can apply for up to \$45,000.

The Thompson-Nicola Regional District (TNRD) was successful in this grant application and has recently rolled out a similar program. Staff have been in contact with the TNRD regarding this project and feel it would be well received within the RDBN. This project would be 100% funded through the UBCM grant.

ATTACHMENTS:

TNRD News Release

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:

NA

Additionally, the recommendation supports the following objective(s) related to this Focus Area(s):

NA



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The Region of BC's Best

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Kamloops, BC V2C 2A9

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NEWS RELEASE

TNRD Offering Free Emergency-Grade Address Signs Through Grant-Funded Program

Kamloops, BC – September 8, 2025 – The Thompson-Nicola Regional District (TNRD) is now offering new address signs free of charge until July 11, 2027, or while supplies last.

This program will provide property owners with standard, emergency-grade address signs and ensure that addresses conform with necessary requirements. The program is being grant funded by the Union of BC Municipalities.

To receive a new address sign, or to confirm whether a property already has an address, Electoral Area property owners will need to submit the TNRD Address Verification Form. To access this form, [click here](#).

Electoral Area residents can verify whether they have an address using the [myRegionView](#) application. If no address number is found, it does not exist in the TNRD system and is not in the 9-1-1 database, and the property owner will need to apply to the TNRD for an address.

“To ensure the fastest and most effective response from emergency services, it is essential that your property is clearly marked with an approved address sign,” said Jason Tomlin, TNRD Fire Protection Services Manager. “Address signs allow first responders to quickly locate your home or business during an emergency, minimizing delays and potentially saving lives. Please ensure that your sign is properly installed and maintained to TNRD standards to support public safety.”

This program for free address signs has come online as the TNRD, and all local governments, verify and upgrade address information to ensure that the federally-mandated Next Generation 9-1-1 (NG9-1-1) system can operate successfully.

NG9-1-1 infrastructure will replace the legacy analogue 9-1-1 system with internet-based technology. This will enable citizens to dispatch 9-1-1 digitally and share digital information during an emergency, in addition to the traditional option of dialling 9-1-1.

Please note that the TNRD manages address numbers for properties in Electoral Areas only. Residents who live in any Member Municipalities of the TNRD or on any First Nation Reserve should contact their respective local government or nation for information on addressing.

For information on TNRD address signs and addressing requirements, visit: tnrd.ca/addressing.

Media Contact:

Colton Davies, Communications Manager
Thompson-Nicola Regional District
Tel.: 250 377-6299
Email: cdavies@tnrd.ca

MUNICIPALITIES: Ashcroft | Barriere | Cache Creek | Chase | Clearwater | Clinton
Kamloops | Logan Lake | Lytton | Merritt | Sun Peaks

ELECTORAL AREAS: "A" "B" "E" "I" "J" "L" "M" "N" "O" "P"



Regional District of Bulkley-Nechako Rural Services Committee

To: Chair and Committee
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: November 6, 2025
Subject: **Grant in Aid for Area C (Fort St. James Rural) - Fort St. James Public Library**

RECOMMENDATION:**(all/directors/majority)**

That the Committee recommend that the Board approve a grant of \$6,000 to the Fort St. James Public Library from Electoral Area C (Fort St. James Rural)'s allocation of Regional Grant in Aid for a re-useable inter-library shipping project.

BACKGROUND

Please see the attached application for further detail.

The Grant in Aid balance for Area C (Fort St. James Rural) is \$37,476.

Director Judy Greenaway is supportive of the application.

ATTACHMENTS:

Fort St. James Public Library Grant in Aid Application

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
Not Applicable

From: website@rdbn.bc.ca
Sent: October 27, 2025 10:27 AM
To:
Subject: Website Form Submission – Online Grant in Aid Application Form

[EXTERNAL EMAIL] Please do not click on links on open attachments from unknown sources.

There has been a submission of the form Online Grant in Aid Application Form through your concrete5 website.

Organization Legal Name:
Fort St. James Public Library

Contact Email Address:
librarian@fortstjames.bclibrary.ca

Contact Phone Number:
250-996-7431

Organization Mailing Address:
425 Manson St., PO Box 709, Fort St. James, BC V0J 1P0

Project or purpose for which you require assistance:

The Fort St. James Public Library would like to purchase durable canvas reusable interlibrary shipping bags to support our region-wide library network. This initiative aligns directly with the RDBN's strategic focus of supporting sustainable infrastructure and resource efficiency across our rural communities. By investing in long-lasting, reusable materials, we reduce single-use waste and the ongoing costs associated with frequent replacements. These interlibrary shipping bags will also enhance the connectivity and sharing capacity of our libraries, helping to diversity and strengthen community service infrastructure.

Amount of Grant Requested:
6000

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:
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 Fort St. James Public Library's service area includes RDBN Rural Area C, the municipality of Fort St. James, Nak'azdli Whut'en, Tl'azt'en Nation, Binche Whut'en, Yekooche First Nation and Takla Lake Nation. The library is a vital hub for our community, offering much more than book lending. We maintain an inviting, accessible space where all residents - from young children to seniors - can connect, learn and explore. We maintain diverse collections and interlibrary access, digital inclusion and public technology access, and programs for all ages.

Is your organization voluntary and non-profit?:
No

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

The Fort St. James Public Library is a CRA registered charity. Our staff are members of CUPE 4951-03, while our Library Director is exempt. Our Board of Trustees includes eight members, all of whom are volunteers who do not receive remuneration.

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

The Fort St. James Public Library was founded in 1963 and currently has an active membership of 861.

Assistance is being requested for::

Other purpose - please explain below

Other Purpose:

Durable and reusable interlibrary shipping bags

Please describe the project/event 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 would reinforce our role in reciprocal interlibrary services, preparing us to meet current and future needs of the regions residents. it would also support us in reducing waste and improving our shared goals of sustainability.

A grant of \$6000 would allow us to purchase 316 small shipping bags, 142 medium shipping bags, and 41 large shipping bags. At any given time, we have between 500-600 items in interlibrary circulation.

Describe how this proposal will benefit the community.:

As of 30 September 2025, library visits have increased from 17,900 to 19,012. Circulations are up 17% and interlibrary circulations are up 11.2%. Smaller libraries rely heavily on interlibrary borrowing to broaden our offerings and to reduce costs to individual libraries. Responsible financial stewardship is always important, but is especially imperative at this time. We continue to seek ways to reduce the duplication of effort and expenditure and anticipate that interlibrary borrowing will continue to increase in the coming years.

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

No

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Name of Grant or Funding Agency:

Amount applied for:

Status of application:

Has the organization received assistance (grant in aid/waiving of fees, etc.), from the Regional District of Bulkley-Nechako in previous years?:

Yes

If yes, please provide the year, the amount, and the purpose for the assistance.:

Under Bylaw No. 2062, the Fort ST. James Public Library currently receives a per annum grant in the amount of \$21,483.

Does your Organization: (Please check all that apply):

Provide an opportunity for individuals to make direct contributions?

Contact Name:

Valerie Crowley

Attach supporting financial information, ie: budget/financial report. Ensure all information is clearly itemized, including: total cost of project, grants/funding from other sources, funding contributed by applicant, total expenses for the fiscal year.:

9576

Contact Name:

Louise Evans-Salt

Contact Phone Number:

250-996-7431

Contact Email Address:

l_evans_salt@hotmail.com

Which RDBN electoral area(s) receive services or benefits from your organization?:

Is your organization signed up to receive funds from the RDBN via Electronic Funds Transfer?:

Yes.

To view all of this form's submissions, visit

https://protect.checkpoint.com/v2/r03/___https://www.rdbn.bc.ca/index.php/dashboard/reports/forms/view/2315__

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RkMGY5MWQ5MWWIM2I5OTYyN2E5NGY2NDdhMmE5NDQ4NWZmMjgyNWJjZDk5ZmI2Y2RlZjMxOnA6VDpO



Regional District of Bulkley-Nechako Rural Services Committee

To: Chair and Committee
From: Nellie Davis, Manager of Strategic Initiatives and Rural Services
Date: November 6, 2025
Subject: **Non-Profit Newsletter Project**

RECOMMENDATION:**(all/directors/majority)**

That the Committee recommend that the Board direct staff to include a quarterly newsletter curated for non-profit organizations in the workplan for the Economic Development department.

BACKGROUND

At both the Community Hall and the Food-Producing Society meetings, attendees identified a regular communication tool as a priority to support non-profit societies. Staff recommend pursuing a newsletter, published quarterly, that includes topics related to non-profit operations, such as funding opportunities, governance information, and resource connections.

Staff propose including the development of a self-subscribe e-newsletter in the workplan for the Economic Development department, with the first issue planned for the end of 2025. Staff plan to use the Cyber Impact platform used to create the Growing Opportunities Agriculture e-Newsletter as the format to support subscription and publication.

STRATEGIC PLAN ALIGNMENT:

This topic aligns with the following Strategic Focus Area(s) from the RDBN Strategic Plan:
Not Applicable