

REGIONAL DISTRICT OF BULKLEY-NECHAKO



**RURAL DIRECTORS COMMITTEE
AGENDA
Thursday, September 7, 2017**

PAGE NO.**ACTION****AGENDA- September 7, 2017**

Approve

Supplementary Agenda

Receive

MINUTES

2-4

Rural Directors Committee Meeting Minutes
- July 20, 2017

Receive

DELEGATION**FRASER BASIN COUNCIL**Theresa Fresco, Assistant Regional Manager,
Upper Fraser
RE: Update Nechako Watershed**REPORTS**

5-15

Wendy Wainwright, Executive Assistant
-The Grendel Group - Request for Grant in Aid
- Electoral Area "A" (Smithers Rural)Recommendation
(Page 5)**DEVELOPMENT SERVICES (All Directors)****Referrals**

16-19

Land Referral File No. 7409947
Prince & Harvey
Electoral Area 'F'Recommendation
(Page 17)**DISCUSSION ITEMS**

20-21

Deneve Vanderwolf, Regional Transit Coordinator
-July 2017 Ridership BreakdownReceive/
Discussion

22-53

RDBN - Electoral Area Grant In Aid

Discussion

SUPPLEMENTARY AGENDA**NEW BUSINESS****ADJOURNMENT**

REGIONAL DISTRICT OF BULKLEY-NECHAKO**RURAL DIRECTORS COMMITTEE MEETING****Thursday, July 20, 2017**

PRESENT: Chair Eileen Benedict

Directors Mark Fisher
Tom Greenaway
Bill Miller
Rob Newell
Mark Parker
Jerry Petersen

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Roxanne Shepherd, Chief Financial Officer
Wendy Wainwright, Executive Assistant

Other Darcy Repen, Mayor, Village of Telkwa – left at 3:55 p.m.

CALL TO ORDER

Chair Benedict called the meeting to order at 3:46 p.m.

AGENDAMoved by Director Miller
Seconded by Director Greenaway**RDC.2017-7-1**

"That the Rural Directors Committee Agenda for July 20, 2017 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Rural Directors Committee
Meeting Minutes
-June 8, 2017**Moved by Director Newell
Seconded by Director Parker**RDC.2017-7-2**

"That the minutes of the Rural Directors Committee meeting of June 8, 2017 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**REPORTS****Mail Ballot Voting**

Cheryl Anderson, Manager of Administrative Services clarified that the Vanderhoof Referendum passed and noted the referenced schedules corresponding with the dates outlined. A copy of "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011" was provided to the Rural Directors. The Bylaw encompasses the Cluculz Lake Fire Protection Area.

Director Petersen mentioned that residents of Cluculz Lake requested the option for mail ballot voting after a referendum failed to establish a service to provide for the provision of fire protection and suppression within a portion of Electoral Area "F" (Vanderhoof Rural). As a pilot project the RDBN considered and passed "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011."

REPORTS (CONT'D)

The first opportunity for mail in ballots was for the February 16, 2013 Electoral Area "F" (Vanderhoof Rural) Vanderhoof Swimming Pool Contribution Service Establishment Bylaw No. 1644. The referendum passed and the Regional District received numerous complaints in regard to concerns that mail ballot voting was not allowed for all Area "F" residents (only residents in the Cluculz Lake Fire Protection Area as per Bylaw 1617.) Director Petersen indicated that "A Petition to amend Bylaw 1617, 2011 to allow Mail in Ballots during all RDBN elections" that was signed by residents did not include the cost to tax payers to allow for mail ballot voting.

Discussion took place in regard to the number of voting opportunities that are provided during general local elections and by-elections. The staff time required of the Chief Election Officer to examine and verify the mail ballot package certification envelope and the completed elector registration application, along with the cost to have additional staff to conduct mail ballot voting was discussed.

Discussion took place in regard to the limited ability for taxation to provide requested services for areas and the impact to permanent residents in an area vs. seasonal residents.

The future potential for the Province to implement internet voting was discussed.

In the past ten years staff has received very few requests from other electoral areas besides Area "F" for mail ballot voting. The demand is from the area with a large contingent of seasonal dwellers.

Director Petersen commended staff for their dedication to accommodate residents throughout the Regional District.

Mail Ballot Voting

Moved by Director Greenaway
Seconded by Director Miller

RDC.2017-7-3

"That the Rural Directors Committee recommend that the Regional District of Bulkley-Nechako Board of Directors rescind "Regional District of Bulkley-Nechako Mail Ballot Authorization and Procedure Bylaw No. 1617, 2011."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The cost implication of mail ballot voting to tax payers for region wide mail ballot voting and the future opportunity for the Province to establish internet voting were brought forward as key considerations. Chair Benedict spoke of the legislation creating challenges in regard to the acceptance of mail ballots up to and on the day of elections and that those mail ballots must be delivered to the polling stations to be included for the final count. The RDBN during a general election may have up to 17 polling stations.

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REPORTS (CONT'D)

Electoral Area Allocation of
Federal Gas Tax Funds
-Second Quarter 2017

Moved by Director Parker
Seconded by Director Newell

RDC.2017-7-4

"That the Rural Directors Committee receive the Finance/Administration Coordinator's July 5, 2017 memo titled "Electoral Area Allocations of Federal Gas Tax Funds – Second Quarter 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Parker
Seconded by Director Greenaway

RDC.2017-7-5

"That the meeting be adjourned 4:06 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Eileen Benedict, Chair

Wendy Wainwright, Executive Assistant



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Chair Benedict and Rural Directors Committee

**FROM: Wendy Wainwright
Executive Assistant**

DATE: August 29, 2017

**SUBJECT: The Grendel Group – Request for Grant in Aid – Electoral Area
“A” (Smithers Rural)**

Attached is a request for Grant in Aid monies from the Grendel Group (Family Advocates).

The Group is seeking \$4,000 grant in aid monies from Electoral Area “A” (Smithers Rural) to purchase specialized kitchen equipment for its “From the Garden to the Kitchen” project.

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

RECOMMENDATION: (All/Directors/Majority)

“That the Rural Directors Committee recommend to the Regional District of Bulkley-Nechako Board of Directors that The Grendel Group be given \$4,000 grant in aid monies from Electoral Area “A” (Smithers Rural) to purchase specialized kitchen equipment for its “From the Garden to the Kitchen” project.

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

SUBMITTED BY: Applicant Name: The Grendel Group (Family Advocates)
Mailing Address: PO Box 3813, 3768 2nd Avenue, Smithers, BC, V0J 2N0
E-mail Address: ed@grendelgroup.ca

Contact(s):
Name Elaine Seier, Executive Director
Telephone Number 250-847-4483

Name Nancy Cody, President
Telephone 778-210-0543

APPLICATION SUMMARY

Project or purpose for which you require assistance: Grendel Group – From the Garden to the Kitchen

Amount of Grant Requested \$4,000.00

To the best of my knowledge, all 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.

Elaine M. Seier	Executive Director
(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?*

The Grendel Group (Family Advocates) provides unique programming for 8-10 adults with developmental and physical disabilities and Autism Spectrum Disorder. In the summer, we run a gardening program called Grendel Grow (started in 2008), that produces over 30 varieties of fruits and vegetables. Our produce is sold at a local health food retailer (Natures Pantry), used in our participant lunch program and preserved for our winter catering program. Each winter, our catering program (Grendelivery, started in 2006) provides wholesome food for approximately 30 large and small events in Smithers and the surrounding area. Our two-fold arts program (started in 2010) includes, Grendel Grooves (open mic music events), and Grendel Players (theatre program). It is the variety in our programming that make our organization unique. It is also what our participants like best about Grendel Group. In fact, most of the participants who started with us in 2006 still attend regularly.

Our programming reflects our belief that people with differing abilities have a diverse set of valuable skills and abilities to contribute to the wider community. All our programming is structured so that participants with differing abilities can take part. Participants are involved in food preparation, delivery, serving and customer service, menu planning, shopping, dishes and maintenance of the kitchen. In the garden, they learn about planting seeds and bulbs, pollination, propagation, soil nutrients, composting, harvesting and preparing the garden for winter. They preserve their own produce and learn about canning, freezing and dehydrating food. They've participated in building garden beds and greenhouses, learned carpentry skills, problem solving and the value of team work. In our arts program, participants learn they have many creative talents, and community members learn that participants have many gifts and abilities that can bring joy and laughter to all. Through their involvement in our programs, participants can contribute their existing skills and practice new ones; they develop confidence, self-worth and maintain connections to the wider community.

Our programs are based on the philosophy that true community inclusion is rooted in celebrating people's diverse life histories, skills and contributions. At Grendel, we believe that community is built through negotiating and honouring differences, and that heterogeneous communities offer increase access to support, resources and opportunities for all. We believe that strong community connections are necessary so that comprehensive and holistic programming is not duplicated within the community. As such, we are a member of numerous community networks such as: Smithers District Chamber of Commerce; Smithers Social Planning Committee and Bridging Committee to name just a few.

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

Grendel participants come from Smithers, Telkwa and Morricetown, in northern British Columbia.

3. Is your organization voluntary and non-profit? YES

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.

The Grendel Group was incorporated in March of 2000. Our Grendelivery program started in 2006 in the basement kitchen of Smithers United Church. Over the years, fundraising efforts and earned income enabled Grendel to purchase our own property and building in downtown Smithers in 2011. We now have a fully accessible commercial kitchen and a rental suite for three adults with disabilities in our building. We have over two dozen members and volunteers who assist with on-going programming in various capacities on a regular basis. We employ an Executive Director, a gardening manager, kitchen manager and two part-time support workers. Our kitchen manager has worked with The Grendel Group since 2007, and has 15 years experience working with people with developmental disabilities. Our gardening manager was hired in 2010. He also has a lifetime of experience working with individuals with special needs having grown up with a brother with a developmental disability. Our current Executive Director began with The Grendel Group in 2014. She brings with her a wealth of experience managing projects for adults with disabilities, particularly those living with FASD. The Grendel Group's staff are governed by a dedicated group of six volunteer Directors with a diverse set of skills. Our current Board members include a Public Health Nurse, an Environmental Health Officer, a participant's parent, and three community program workers. Where possible, the Board prioritizes membership to those who have a first-degree relative with developmental differences.

PROJECT/PROPOSAL PROFILE

1. Assistance is being requested for:

- capital project and/or equipment
 special event
 other purpose (\$4,000.00 towards specialized kitchen equipment)

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 of your request here. Attach additional information if required.

Through our kitchen and gardening programs, the Grendel Group teaches social and work skills to up to 10 adults with developmental and physical disabilities and Autism Spectrum Disorder. For the last 10 years, we've run a successful full-scale catering program in the winter and spring, and a thriving gardening program in the summer and fall. However, we believe that our "From the Garden to the Kitchen" program would better serve the needs of our participants in two main ways: 1) production will be paced according to our participant's work speed, and; 2) once a viable business plan is developed and implemented, participant volunteers would be paid a fair market wage for their work.

Our participants love to work in the kitchen, and have highly developed kitchen skills. However, big catering jobs (the jobs that usually generate profit) are stressful for staff, volunteers and particularly, our participants. Large catering cooking cannot be paced according to the participant's work speed. Furthermore, we often find that we rely on volunteers and auxiliary employees to complete large catering contracts. The money that we pay extra staff to complete our catering requirements greatly reduces any income that could be used to pay our participants.

From the Garden to the Kitchen would utilize our garden produce to make value added products that we would sell from our building, through other Smithers' merchants and at the local Farmers' Market. For example, we could make soups, pies, canned fruits and vegetables, jams, relishes, herb and flower teas. Our products could be made ahead of time and frozen or canned, thereby, allowing us to make food at a pace appropriate for our participants with disabilities. Our participants would do the work, with support staff in place to assist when necessary, ensuring all food safety requirements are met. Our participants would be involved in all levels of activities, planning, producing and marketing. We want our participant volunteers to be paid for their work from the sales proceeds. We believe our "From the Garden to the Kitchen" has the potential to become a viable social enterprise staffed by adults with disabilities. To that end, we will partner with other BC Social Enterprises (such as, The Mindful Mouthful in Duncan, BC) to study how they were able to take their culinary idea and develop it into a social enterprise, capable of employing its participants. Under their mentorship, we will develop a sustainable business plan.

This Project Will:

- Merge two of Grendel's programs (kitchen skills and gardening skills) to make more money from our garden produce by making value added food stuffs;
- Continue to utilize the skills, abilities and interests of our staff and participants, while at the same time making our activities less stressful and more enjoyable for all;

- Put the needs of our participants first, by designing activities that can be completed at their work pace, as well as, ensuring that our participants can contribute fully in all aspects of our project;
- Develop a viable social enterprise that can pay our participants a fair market wage for their work.

Project Timeline:

The project will start mid-September 2017 (when our garden harvesting is complete). We will work at a slow pace (span of fifteen months) to give ourselves and our participants ample time to plan, practice, produce food stuffs, and evaluate our project.

Evaluation Objectives: 1. Appropriate 'fit' for our participants, and; 2. Feasibility of turning our project into a successful social enterprise.

Throughout the project duration we will research Canadian social enterprise models; incorporate their best practices into our project; as well as continue to apply to all relevant grant or funding agencies.

Sept 15 – Sept 30 – plan with participants which products we will make, purchase necessary equipment (heat sealers, canning supplies, etc.)

Oct 1 – Dec 31 – begin production line; cost out all labor and food expenses, storage, packaging and equipment costs; observe participants to ensure they find the program challenging and rewarding; develop a marketing strategy

January 2018 – evaluation of the project (include a comprehensive over-view of production costs, interview participants and caregivers to determine project fit; interview business partners and incorporate all learning back into the project plan)

January to April –work with a local consultant to develop a business plan; choose and order seeds for garden; incorporate learning from all 2017 activities and continue production line

April – begin seedlings in grow room; continue production line; ongoing project evaluation

May to Sept 15 – gardening in full swing – test plots of new garden produce (i.e.: herbs for teas); reduced operation in kitchen with processing foods

Sept 15 – comprehensive evaluation of project production costs and project fit for participants (include a comprehensive over-view of production costs, interview participants and caregivers to determine project fit; interview business partners and incorporate all learning back into the project plan)

Oct – December 2018– resume production line, incorporating new learning

December 2018 – final evaluation of project successes, challenges and failures. Share learning with other non-profits and the Smithers community

Communications and Outreach Plan:

- Direct contact with local businesses to establish points of sale
- Advertise through the Smithers Chamber of Commerce to over 200 businesses and non-profit members; attend monthly Chamber meetings to share information and garner resources and partnerships from/with other members

- Use Grendel’s Facebook and Web Page to describe our project, post new learning opportunities and activities, advertise products and vender locations
- Utilize local Radio stations and newspapers to advertise our products, vender outlets and the changing nature of the project
- Use Work BC, Smithers Secondary School and Community Living BC to seek new employees with disabilities

Project Evaluation:

Project Activity	Indicator of Success
Producing fruits, vegetables and herbs that can be used to make value added food products. Preparing food stuffs such as: jams, applesauce, pickled garlic scape, zucchini or green tomato relish, basil or garlic scape pesto, herb and flower teas, frozen or fresh soups, frozen or fresh pies.	Participants continue to attend the program consistently, are generally happy when they arrive and leave the program, and say that they enjoy the activities. Families and caregivers report that participants enjoy the program and speak positively about the activities and products. (Data will be collect via participant and family interviews conducted 4 times a year.)
Informal meetings between staff and participants at the end of each workday to highlight frustrations, joys and discuss possible improvements.	Participants speak freely about the highs and lows of the day and things that they would like to do differently. (Meeting minutes will be recorded to preserve feedback.)
Bi-weekly staff meeting to discuss team effectiveness, fit for participants, issues with products.	Staff members speak freely about successes and failures and bring forth fresh ideas to overcome obstacles. Concerns can be discussed and changes agreed upon by consensus. (Meeting minutes will be recorded to preserve feedback.)
The Program Manager will provide a written report to each monthly board meeting that outlines team effectiveness, project fit for participants, issues with product, finances & marketing updates.	Board members are pleased with the progress of the project and the project is on budget. (All board minutes recorded and retained for funding evaluation.)
Formal quarterly evaluation and reporting of team effectiveness, fit for participants, issues with product, finances & marketing strategy will include feedback from staff, participants, caregivers, board members, community partners	Project is viewed in a positive light, product sells well, project is on budget, concerns are being freely brought forth by all players and addressed in a timely manner.
Final Report will include an evaluation of the entire 15-month project. Final evaluation for program and funding agencies will include a summarized report of meeting minutes, survey results and project financials.	Indicator of success will be a decision to proceed with a social enterprise based on financial gain that is sufficient to pay participants at least a minimum wage for their work.

3. Describe how this proposal will benefit the community.

The Grendel Group anticipates a positive benefit to the community in the following three categories:

Benefits to the participants:

- New project works at the participants' pace; we can choose when, where and how often to sell our products.
- Products can be sold at Grendel Place, allowing the participants to connect directly with the customer. The participants can explain what is in the product, how they grew the ingredients, how they processed the food item. They will receive appreciation directly from the customers which will give them great pride, sense of accomplishment and increased self-confidence.
- We can plan activities over a long time-frame, ensuring that there is always something productive, meaningful and fun to make.
- Our participants will be fully involved in all aspects of the project.
- Participants enjoy greater economic independence.

Benefits to the local "social service industry" and not-for profit agencies:

- Lessons learned from our project can be shared with other agencies that are considering their own social enterprise.
- Program cross over, collaboration or program to program referral occurs.

Benefits to the Smithers business community:

- A successful social enterprise will showcase the many skills and abilities that persons with disabilities can bring to other community employers.
- Will reinforce the Bulkley Valley's sense of place as a caring, integrated and inclusive community.
- Will increase food security in the Bulkley Valley – we will offer healthy, local, organic products for local consumers.
- A reduced path from garden to table decreases the amount of fossil fuels used to transport food to our community in refrigerated trucks, directly benefitting the environment.
- The Grendel Group gardens are providing local schools and service groups with garden based learning opportunities.

Funding and Financial Information

1. Attach supporting financial information, i.e., 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 another source(s)? YES NO

If yes, complete the following chart. If not, please comment.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application Agency		
		Approved (Y)	Denied (Y)	Pending (Y)
Wetzin'kwa Community Grant	\$10,000	yes		
The United Way Prince George	\$2,000			yes
Bulkley Valley Credit Union	\$3,000			yes
Kassandra Trust	\$20,000	yes		
Community Gaming Grants of BC	\$25,000			yes
Northern Health Imagine Grant	\$5,000			yes

3. Have you received assistance (grant in aid/waiving of fees, etc.), from the Regional District of Bulkley-Nechako in previous years? YES

If yes, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used
2012	\$10,000.00	To assist with operating expenses

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.

REVENUE September 15, 2017 - December 31, 2018 (15.5 months)		Grendel	Grants			
Community Living BC	\$158,500.00	\$158,500.00	(contract to provide day-programming)			
Rental Suite Income	\$14,185.00	\$14,185.00				
RDBN Grant in Aid	\$4,000.00		\$4,000.00			
Wetzin'kwa Community Grant	\$10,000.00		\$10,000.00			
The United Way Prince George	\$2,000.00		\$2,000.00			
Bulkley Valley Credit Union	\$3,000.00		\$3,000.00			
Kassandra Trust	\$20,000.00		\$20,000.00			
Community Gaming Grants of BC	\$25,000.00		\$25,000.00			
Northern Health Imagine Grant	\$5,000.00		\$5,000.00			
Donations	\$2,000.00	\$2,000.00				
Total Revenue	\$243,685.00	\$174,685.00	\$69,000.00			
EXPENSES September 15, 2017 - December 31, 2018 (15.5 months)						
Overhead:						
Accounting	\$4,185.00					
Mortgage	\$10,850.00					
Licence & Fees	\$725.00					
Property Taxes	\$4,850.00					
Building Maintenance	\$2,500.00					
Business Fees & Memberships	\$155.00					
Insurance	\$4,650.00					
Utilities	\$4,650.00					
Telephone & Internet	\$2,418.00					
Advertising	\$1,500.00					
Mileage	\$775.00					
Office Supplies & Labels	\$500.00					
Food Costs	\$11,625.00		(food for lunches as well as product preparation - based on \$750/month)			
Laundry	\$375.00		employees paid \$4/load			
Sub-Total	\$49,758.00					
Materials, Supplies & Equipment	\$12,750.00		(canning supplies, heat sealer, food mill, packaging, baking pans, freezer, storage shelving)			
Human Resources:						
Support Staff (3 staff, 100 hrs/moX\$26/hr)	\$120,900.00					
Project Manager/Evaluator (80 hrs/moX\$30/hr)	\$37,200.00					
MERCS	\$18,782.28					
Contractor - Business, Marketing & Branding Plans	\$4,300.00					
Sub-Total	\$181,182.28					
Total Expenses	\$243,680.28					

15



16

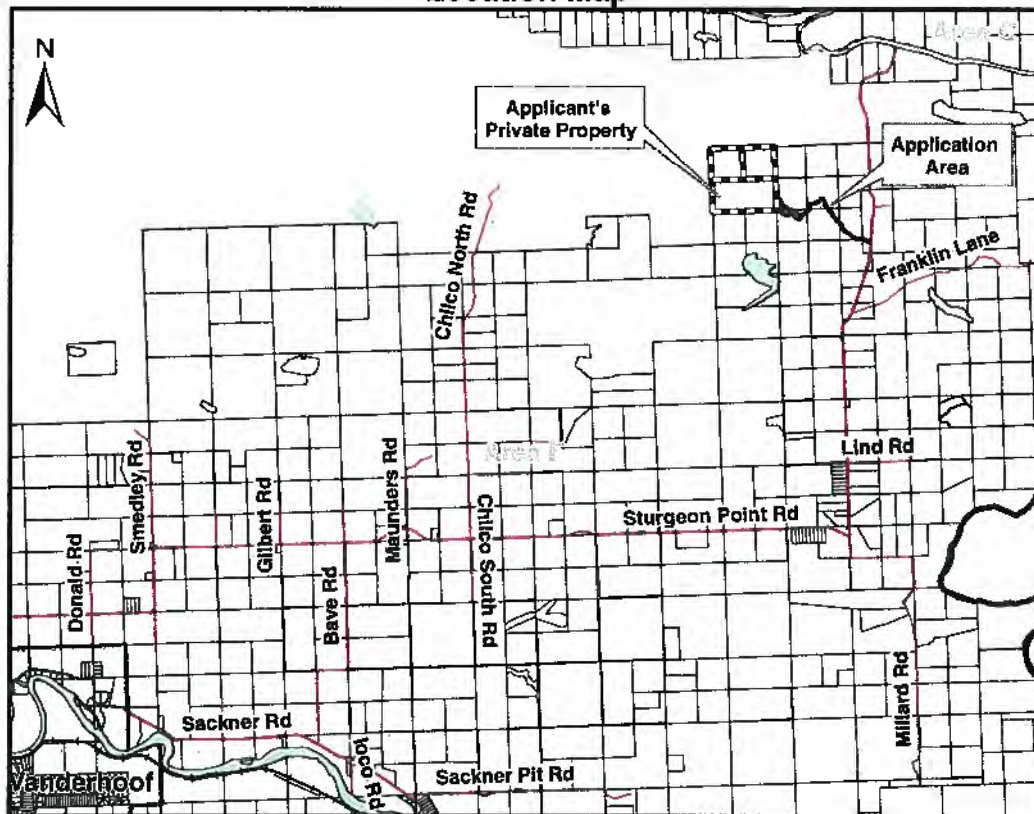
MEMORANDUM

To: Board of Directors
From: Jennifer MacIntyre, Planner I
Date: August 24, 2017
Re: Land Referral File No. 7409947 (Prince & Harvey)

This application is regarding a Licence of Occupation on Crown land for roadway purposes.

The application area is located off of Sturgeon Point Road, approximately 30 km from the District of Vanderhoof. The application area is approximately 8 ha. in size.

Location Map



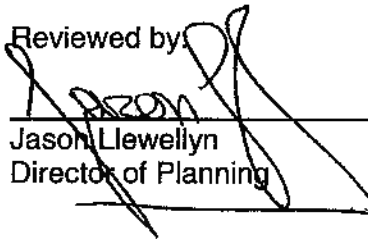
The applicants have been using an existing Forest Service Road controlled by L & M Lumber to access their privately owned property. The company has completed their logging plans in this area and according to the applicants the company will be giving up their existing roadway permit. Therefore, the applicant wishes to receive a Licence of Occupation tenure so they can maintain the existing roadway they use to access their property.

The application area is zoned Rural Resource (RR1) and Agricultural (Ag1). A portion of the application area is within the ALR.

Recommendation

That the attached comment sheet be provided to the Province as the Regional District's comments on Crown land application 7409947.

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 7409947**

Electoral Area: F

Applicant: Darren Prince and Claire Harvey

Existing Land Use: Forest Service Road

Zoning: Rural Resource (RR1) Agricultural (Ag1) under Regional District of Bulkley-Nechako Zoning Bylaw No. 700, 1993.

Plan Designation Resource (RE) and Agriculture (AG) under Vanderhoof Rural Official Community Plan.

Proposed Use Comply With Zoning: Yes

If not, why?

Agricultural Land Reserve: Portion of the application is within the ALR

Access Highway: Sturgeon Point Road

Archaeological Site: None according to provincial mapping

Building Inspection: Outside the Building Inspection Area

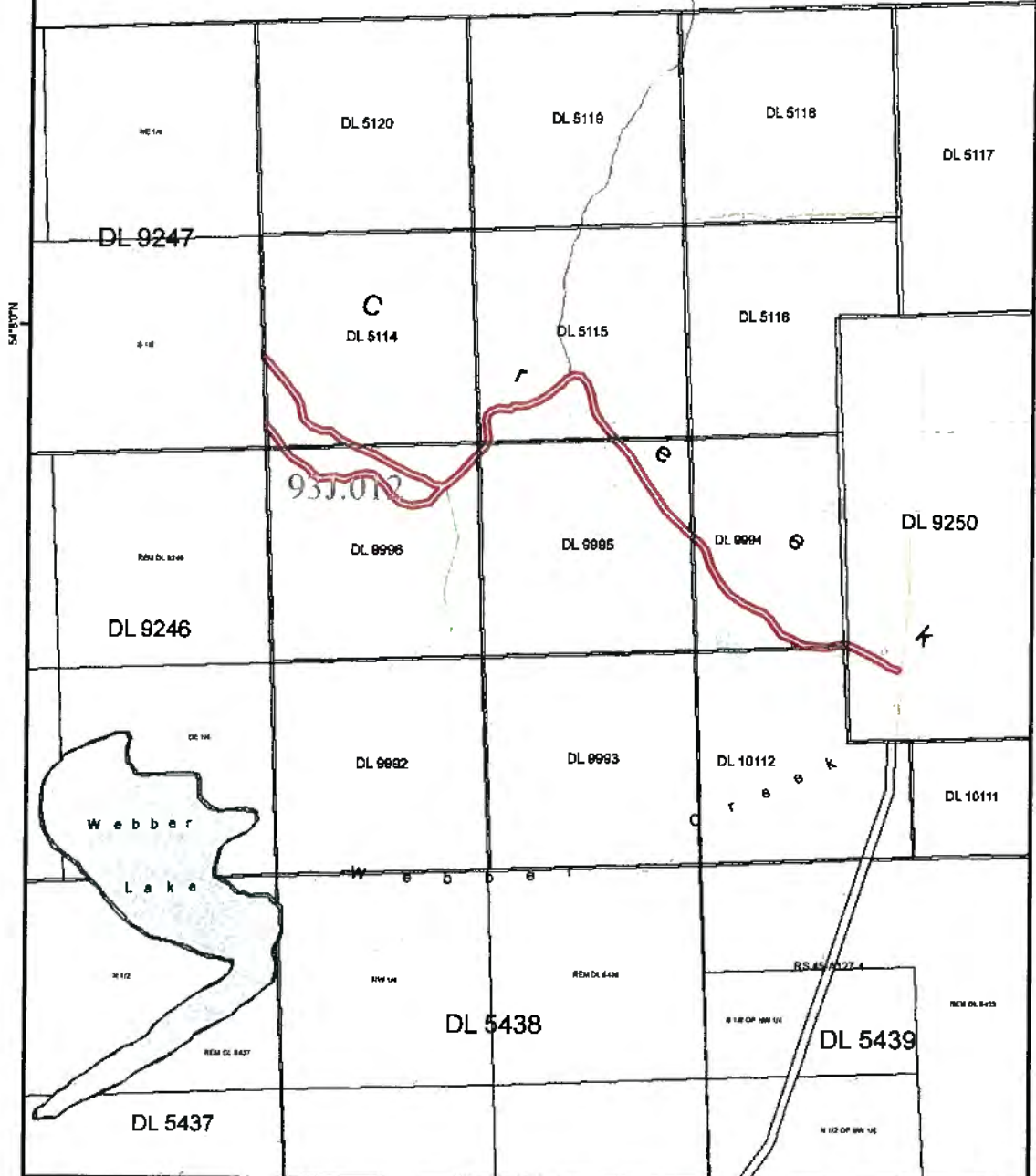
Fire Protection: Outside the Rural Fire Protection Area

Other comments: None.

SITE MAP

BCGS Mapsheet: 93J012
Lat/Long: 54° 7' 38.345" N 123° 39' 43.784" W

19



N 54° 0' 0" W

N 43° 3' 0" W

File Number: 7409947

Site # 1 of 1 - APPLICATION Area = 8.42 Ha.

TYPE: LICENCE

PURPOSE: TRANSPORTATION

SUBTYPE: LICENCE OF OCCUPATION

SUBPURPOSE: ROADWAY

LOCATION: BURNSTEAD CREEK

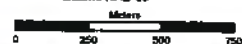
IMAGERY: N/A

Produced by
Ministry of Forests, Lands &
Natural Resource Operations
Northern Service Centre
FraserCoastBC
Date: July 31, 2017

Scale: 1:20,000

if printed on 8.5X14 page

Projection: BC Albers
Datum: NAD 83



Legend

- | | |
|--------------------------|------------------------------|
| Crown Land Application | Protected Area |
| Primary Survey Parcel | Provincial Park |
| Subdivision | Protected Area |
| Municipality | OIC Ecological Reserve |
| Surveyed Rights of Way | Recreation Area |
| Surveyed Road R/W | Base Mapping Features (20K) |
| Gas/Oil R/W District Lot | River or Stream |
| Power Transmission R/W | River or Stream - Dry |
| Gas/Oil R/W | Lake |
| Telecom R/W District Lot | Reservoir - Damless |
| Miscellaneous R/W | Obsolete/Partial |
| Transportation Dividers | Contour - 30m Interval |
| Highway | Transportation - Lines (20K) |
| Railway | Airfield |
| Surveyed Road R/W | Road |
| | Forest Service Road |
| | Road Permit |
| | Trail |
| | Rail Line |

All measurements are approximate

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****Memorandum**

TO: Chair Benedict and Rural Directors Committee

FROM: Deneve Vanderwolf, Regional Transit Coordinator

SUBJECT: July 2017 Ridership Breakdown

DATE: August 24, 2017

The first full month of service for the Bulkley-Nechako Regional Transit System was met with enthusiasm and positive feedback. The transit service has gained in popularity quickly with ridership numbers steadily increasing throughout the month of July.

The attached table organizes July ridership by Municipality and Electoral Area / First Nation. Passenger counts include riders boarding the bus at stops located within their respected areas, numbers may include more than one bus stop.

I would be pleased to answer any questions.

Recommendation**Receive / Discussion**

Ridership from July 1-31, 2017*

Route 161 Burns Lake -Prince George	Passengers
Electoral Area "B" Burns Lake Rural Wet'suwet'en First Nation	10
Burns Lake Lake Babine Nation	71
Electoral Area "D" Fraser Lake Rural Stellat'en First Nation Nadleh Whut'en	12
Fraser Lake	18
Vanderhoof	49
Prince George	101
Total Passengers	261
Average per day	20

Route 162 Burns Lake - Smithers	Passengers	
Electoral Area "B" Burns Lake Rural Wet'suwet'en First Nation	0	
Burns Lake	22	
		Midday Run Departs Smithers 11:30 am Departs Houston at 1:00 pm
Electoral Area "G" Houston Rural	0	
Houston	71	18
Electoral Area "A" Smithers Rural	1	0
Telkwa	5	0
Smithers	54	21
Total Passengers	153	39
Average passengers per day	12	3

*Numbers are preliminary and may be subject to change

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****ELECTORAL AREA GRANT IN AID APPLICATION
COMPLETION GUIDE****SUBMIT APPLICATIONS TO:**

**Regional District of Bulkley-Nechako
37-3rd Avenue
Burns Lake, B.C. V0J 1E0**

**APPLICATIONS MUST BE SUBMITTED ON THE FORM
PROVIDED.**

NOTE TO APPLICANTS:

- **Industrial, commercial, individuals, and business undertakings ARE NOT eligible for assistance under this program;**
- **Please use the attached RDBN Board policies and Application Completion instructions as a guideline and be advised that the Regional Board of the Regional District of Bulkley-Nechako reserves the right to amend the said policies from time to time as it deems appropriate;**
- **Please make sure that your application is clearly legible and will photocopy with good results. Your application should either be typed or completed in black ink.**
- **If you have any questions or require assistance, please contact the Manager of Administrative Services of the Regional District of Bulkley-Nechako at the above address, or:**

**Phone: (250) 692-3195 or toll free at 1-800-320-3339
Fax: (250) 692-3305 email: inquiries@rdbn.bc.ca**

REGIONAL DISTRICT OF BULKLEY-NECHAKO

ELECTORAL AREA GRANT IN AID ASSISTANCE POLICY

PURPOSE

To provide grants to community groups. Non-profit registered societies, organizations, Recreation Commissions, for cultural, charitable, sporting, recreational, service activities and special events for the purpose of benefiting the community.

APPLICATION

This policy shall apply to all electoral area grant in aid requests being considered for funding from the individual Grants-In-Aid budgets.

AUTHORITY

- now 263(1)(c)
LOCAL GOVERNMENT ACT (Sec. 176(1)(c): the Regional District may provide assistance for the purpose of benefiting the community.

- now 380(2)(g)
LOCAL GOVERNMENT ACT (Sec. 804)(2)(g): a grant may be charged to the electoral area benefiting from the assistance.

PROCEDURE

1. To be considered for funding, grant requests shall be referred to the Regional Board of the Regional District of Bulkley-Nechako on the recommendation of the Electoral Area Directors. **ALL REQUESTS MUST BE IN WRITING.**
 - a) Applications must be submitted on the form provided by the Regional District, with all supporting documentation attached. Applicants must: clearly indicate the amount of assistance requested; provide evidence of how the applicant benefits the community generally and how the assistance being requested from the Regional District would benefit the community specifically; and, provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.
 - b) Applications that are not submitted on the required form will be returned to the applicant.

RDBN Electoral Area Grant in Aid Policy
Page 2

2. The following factors shall be used in evaluation and prioritizing the Applications for Assistance under Section 176(1)(c) of the LOCAL GOVERNMENT ACT.

- i) Purpose for which the funding is required.
- ii) What funding opportunities have been considered, (ie. fund raising, grants from senior levels of government, etc.).
- iii) Benefits to the community as a whole.
- iv) Amount of grant requested.
- v) Whether or not the applicant has previously received assistance from the Regional District of Bulkley-Nechako.
- vi) Whether or not there is an opportunity for individuals to make direct contributions.

3. If a grant in aid is approved the following will apply:

- a) If the grant does not exceed \$2,500, a cheque will be issued to the requesting organization. A letter documenting the grant approval will be sent under the signature of the Regional Board.
- b) If the grant exceeds \$2,500, a cheque will be issued when the following conditions have been met:
 - i) Satisfactory evidence that the goods or services have been obtained, (ie. a report from the organization), and/or
 - ii) submission of invoice(s)/receipts ;

4. The Regional Board may at the time of grant approval:

- a) Impose additional requirements to be met by an organization prior to receipt of grant funds;
- b) Reduce or modify the requirements to be met for an organization prior to receipt of grant funds.

RDBN Electoral Area Grant in Aid Policy
Page 3

5. Applications for Assistance under Section 176(1)(c) of the LOCAL GOVERNMENT ACT will NOT be approved for:
- a) Purposes for which the Regional Board identifies as potentially exposing the Regional District of Bulkley-Nechako to risk of unacceptable liability;
 - b) Purposes disallowed by the LOCAL GOVERNMENT ACT:
Section 182 – As a limitation on section 176(1)(c), a Board must not provide assistance to an industrial, commercial or business undertaking.
 - c) Purposes which, in the Regional Board's opinion, would be appropriately addressed by establishing a Regional District service to either operate an extended or local service or to contribute towards the costs of the service provided by someone else.
 - d) No grants shall be approved for individuals or for privately-owned businesses.

REMOVED (b) Groups/projects/services which fall under the funding jurisdiction of other levels of government, government agencies, affiliates and crown corporations;

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

APPLICATION SUBMITTED BY:

Applicant Name: _____

Mailing Address: _____

E-mail Address: _____

Contact(s): _____

Name, Telephone/Fax Number

Name, Telephone/Fax Number

APPLICATION SUMMARY

Project or purpose for which you require assistance: _____

Amount of Grant Requested \$ _____

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?

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

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

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

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

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 of your request here. Attach additional information if required.

3. Describe how this proposal will benefit the community.

Funding and Financial Information

1. Attach supporting financial information, ie., budget/financial report. Ensure the following information is clearly itemized:
 - Total cost of project/proposal;
 - Grants/funding from other sources;
 - Funding contributed by applicant through funding raising activities or other sources of revenue;
 - Total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant/funding from other source(s)?
 _____ YES _____ NO

If yes, complete the following chart. If not, please comment.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)

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

_____ YES _____ NO If yes, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used

4. Does your organization:

- a) Offer direct financial assistance to individuals or families? _____ YES _____ NO
- b) Duplicate services that fall within the mandate of either a senior government or a local service agency? _____ YES _____ NO
- c) Provide an opportunity for individuals to make direct contributions? _____ YES _____ NO

OR, is your organization:

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

Don't forget to attach the required financial report.

**Non-member treaty first nation participation
in regional district elections**

- 262.** (1) This section applies to a treaty first nation only if the treaty first nation's final agreement provides that residents of the treaty lands of the treaty first nation may vote in elections for electoral area directors.
- (2) If a treaty first nation is not a member of any regional district, individuals who
- (a) would have been qualified to vote in elections for an electoral area director prior to the effective date of the treaty first nation's final agreement, and
 - (b) after that date, would not be qualified to vote in those elections but for the provision of the final agreement referred to in subsection (1)
- may continue to vote in electoral area director elections unless an order under subsection (3) provides otherwise.
- (3) On the recommendation of the minister after consultation with the affected local government and the treaty first nation, the Lieutenant Governor in Council may specify, by order, for the purposes of voting in electoral area director elections, in which electoral area individuals may vote who would not qualify to vote in those elections but for the provision of the final agreement referred to in subsection (1).
- (4) For the purposes of voting in elections referred to in this section,
- (a) treaty lands are deemed to be within the applicable electoral area, and
 - (b) individuals referred to in subsection (2) or in an order under subsection (3) must be qualified to register as a resident elector or non-resident property elector of that applicable electoral area.

RS2015-1-282 (B.C. Reg. 257/2015)

**PART 8 – Regional Districts: General Powers
and Responsibilities**

Division 1 – General Powers

Corporate powers

- 263.** (1) Subject to the specific limitations and conditions established under this or another Act, the corporate powers of a board include the following:
- (a) to make agreements respecting
 - (i) the regional district's services, including agreements respecting the undertaking, provision and operation of those services, other than the exercise of the board's regulatory authority,
 - (ii) operation and enforcement in relation to the board's exercise of its regulatory authority, and
 - (iii) the management of property or an interest in property held by the regional district;
 - (b) to make agreements with a public authority respecting
 - (i) activities, works or services within the powers of a party to the agreement, other than the exercise of regulatory authority, including agreements respecting the undertaking, provision and operation of activities, works and services,
 - (ii) operation and enforcement in relation to the exercise of regulatory authority within the powers of a party to the agreement, and
 - (iii) the management of property or an interest in property held by a party to the agreement;
 - (c) to provide assistance for the purpose of benefiting the community or any aspect of the community;
 - (d) to acquire, hold, manage and dispose of land, improvements, personal property or other property, and any interest or right in or with respect to that property;
 - (e) to delegate its powers, duties and functions, in accordance with Division 7 [*Delegation of Board Authority*] of Part 6 [*Regional Districts: Governance and Procedures*];
 - (f) to engage in commercial, industrial and business undertakings and incorporate a corporation or acquire shares in a corporation for that purpose;

Division 2 – Cost Recovery for Services

Options for cost recovery

- 378.** (1) A regional district may recover the costs of its services by one or more of the following:
- (a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*];
 - (b) subject to subsection (2), parcel taxes imposed in accordance with Division 3;
 - (c) fees and charges imposed under section 397 [*imposition of fees and charges*];
 - (d) revenues raised by other means authorized under this or another Act;
 - (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.
- (2) Parcel taxes may not be used to recover all or part of the costs of a regulatory service.
- (3) In the case of a service for which an establishing bylaw is required, if all or part of the costs are to be recovered by one or more of the methods referred to in subsection (1) (a) to (c), the establishing bylaw must indicate which methods are to be used.

RS2015-1-378(B.C. Reg. 257/2015).

Costs of services

- 379.** (1) All costs incurred by a regional district in relation to a service, including costs of administration attributable to the service, are part of the costs of that service.
- (2) Subject to subsection (3), the amount required by a board
- (a) for a payment authorized under section 740 [*indemnification against proceedings*],
 - (b) to satisfy a judgment or other order of a court against the regional district, or
 - (c) to satisfy an award or other order of an arbitrator against the regional district
- is deemed to be costs of the service out of which the action arose.
- (3) If the legal action or other proceeding arose from the negligence of the board, the amount is deemed to be costs of the service referred to in section 338 (2) (a) [*general administration*].
- (4) If a regional district undertakes a service after conducting a feasibility study in respect of the service, the costs of that study are deemed to be costs of that service.
- (5) If a referendum under section 336 [*referendums regarding services*] is limited to all or part of the service area for an existing service, the costs of the referendum are deemed to be costs of the service.
- (6) For the purposes of apportionment under this Division and requisition under Division 3 [*Requisition and Tax Collection*], the costs of providing a service are deemed to be the costs that are to be recovered by means of property value taxes or parcel taxes.

RS2015-1-379(B.C. Reg. 257/2015).

Apportionment of costs

- 380.** (1) If the establishing bylaw sets the method for apportioning the costs of providing a service, those costs must be apportioned among the participating areas in accordance with the bylaw.
- (2) If the method of apportionment is not set by establishing bylaw, the costs of providing a service must be apportioned on the basis of the converted value of land and improvements in the service area as follows:
- (a) if there is an establishing bylaw but it does not set out the method of apportionment, among the participating areas for the service;
 - (b) if there is no establishing bylaw and the method of apportionment is not otherwise set under this or another Act, among all the municipalities and electoral areas participating in the service, with the service area deemed to be the entire regional district;
 - (c) in the case of electoral area administration,
 - (i) subject to subparagraph (ii), among all the electoral areas, with the service area deemed to be all the electoral areas, and
 - (ii) if the board provides that some or all of the costs are to be apportioned among the electoral areas that the board considers benefit from the administration, those costs must be

apportioned among those electoral areas, with the service area deemed to be all those electoral areas;

- (d) in the case of feasibility studies in relation to proposed services, if no service is established and the board provides that the costs are to be apportioned among the electoral areas, among all the electoral areas, with the service area deemed to be all those electoral areas;
- (e) in the case of services related to an approving officer, if the board is authorized to appoint the approving officer under section 77.1 [*appointment of regional district and islands trust approving officers*] of the *Land Title Act*, among all the electoral areas, with the service area deemed to be all those electoral areas;
- (f) in the case of a service that is in relation to a regional growth strategy for an area that is less than the entire regional district, among the areas for which the regional growth strategy is initiated or adopted, with the service area being all those areas;
- (g) in the case of assistance under section 263 (1) (c) [*assistance for community benefit*], other than assistance under a partnering agreement referred to in section 274, at the option of the board,
 - (i) in accordance with paragraph (b) of this subsection, or
 - (ii) among the municipalities or electoral areas benefiting from the assistance, with the service area deemed to be all those areas;
- (h) in the case of a referendum under section 336 [*referendums regarding services*] that is not limited to all or part of the service area for an existing service, among the municipalities and electoral areas in which the referendum is held, with the service area deemed to be all those areas;
- (i) in the case of a local community commission under section 243 [*local community commissions*], entirely from the local community, with the service area deemed to be that local community;
- (j) in the case of a business improvement area under section 215 [*business improvements areas*] of the *Community Charter* in relation to a mountain resort, entirely from that area, with the service area deemed to be the business improvement area;
- (k) in the case of services under Part 14 [*Planning and Land Use Management*], in accordance with section 381 [*cost sharing for Part 14 services*].

RS2015-1-380 (B.C. Reg. 257/2015).

Cost sharing for services under Part 14 [*Planning and Land Use Management*]

- 381.** (1) The costs of services under Part 14 must be apportioned on the basis of the converted value of land and improvements in the service area as follows:
- (a) if no municipality has entered into an agreement under subsection (2) or opted out under subsection (3), among all the municipalities and electoral areas, with the service area deemed to be the entire regional district;
 - (b) subject to paragraphs (c) and (d), if one or more municipalities have opted out under subsection (3) and are no longer participating in the services, among the electoral areas and any municipalities that have not opted out, with the service area deemed to be those areas;
 - (c) if one or more municipalities have entered into an agreement under subsection (2) to share only some of the costs, those costs are to be recovered in accordance with the agreements and the remaining costs are to be apportioned among the other municipalities and electoral areas participating in the services;
 - (d) if a municipality is liable for costs under subsection (6) or (7), those costs are to be recovered from the municipality and the remaining costs are to be apportioned among the other participating municipalities and electoral areas.
- (2) The board and a municipality may enter into an agreement that the municipality is to share in some but not all of the costs of services under Part 14, to the extent set out in the agreement and in accordance with the terms and conditions for the municipality's participation established by the agreement.



Alberni-Clayoquot Regional District POLICY

<i>Title:</i> Grant-in-Aid Policy	<i>Number:</i> A-1
<i>Authority:</i> Local Government Act – Sections: 181, 182, 176 (1) (c), 804 (g)	<i>Date Adopted:</i> December 7, 2012
<i>Historical Changes:</i> Rescinds current Grant-in-Aid Policy dated October 28, 2009	<i>Cross Reference:</i> Finance Department

The Alberni-Clayoquot Regional District provides Grant-in-Aid assistance once a year in order to assist local non-profit organizations that provide a benefit to one or more electoral areas in the Region or the entire Regional District.

The purpose of this Policy is to establish a consistent and accountable process for dealing with Grant-in-Aid Applications in the Alberni-Clayoquot Region.

Part 1 – Definitions

The following definitions apply to this policy:

Applicant means the organization applying for a Grant-in-Aid.

Board means the Alberni-Clayoquot Regional District Board of Directors.

Grant-in-Aid means financial assistance or in-kind assistance from the Alberni-Clayoquot Regional District.

Region means the Alberni-Clayoquot Region.

Regional District means Alberni-Clayoquot Regional District.

Part 2 – Eligibility

1. Organizations must meet the following criteria in order to be in consideration for a *Grant-in-Aid*:

- a) Must be a non-profit organization;
- b) Must be local in nature, in that the *Grant-in-Aid* requested is for a specific service to the residents of the *Region*;

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



- c) Must provide a social enrichment service to the entire *Regional District* or a specific area in the *Regional District*;
 - d) Must demonstrate that the service provided fills a need in the community, and that there is no overlapping with services already existing; and;
 - e) The organization must have sound financial and administrative management.
2. The *Regional District* will not provide a *Grant-in-Aid* to an industrial, commercial or business organization.
 3. A *Regional District* will not provide a *Grant-in-Aid* to subsidize activities that are the responsibility of senior levels of government.
 4. No double dipping. Organizations that have applied for a *Grant-in-Aid* from the City of Port Alberni, District of Tofino or District of Ucluelet will not be eligible for a *Grant-in-Aid* through the *Regional District*.

Part 3 – Grant-in-Aid Application Process

1. At the beginning of January each year, staff will advertise the process for organizations to submit a *Grant-in-Aid* application to the *Regional District* for consideration in the current year.
2. Organizations must submit the following documentation as part of their application process:
 - a. *Grant-in-Aid* Application Form (Appendix A);
 - b. Annual Report for the organization;
 - c. Current years budget and latest financial statement for the organization, noting any other sources of funding; and;
 - d. Brief report outlining what the *Grant-in-Aid* will be used for.
3. *Grant-in-Aid* applications must be submitted to the Manager of Finance at the *Regional District* Office no later than January 31st of each year.
4. Late applications will not be accepted and will be returned to the *Applicant*.



Part 4 – Approval Process

1. The Manager of Finance reviews each application to ensure the organization is eligible and the correct documentation has been submitted.
2. All eligible applications will be presented at a special Committee of the Whole meeting providing an opportunity to review applications and make recommendations to the Board of Directors. If requested, the applications will be presented to the applicable area committee.
3. The *Board* will consider the recommendations from the Committee of the Whole and will decide whether to approve *Grant-in-Aid* applications prior to adoption of the *Regional District's* financial plan at the end of March, each year.
4. The *Board* may request organizations to make a presentation on their *Grant-in-Aid* Application, prior to the *Board* making their final decision.

Part 5 – Release of Grant-in-Aid

1. In April of each year, the Manager of Finance will advise the *Applicants* in writing as to whether or not they have been awarded a *Grant-in-Aid*, and if awarded, the amount of financial assistance. Where the *Grant-in-Aid* awarded is for in-kind assistance, the *Applicant* will be advised in writing, the details of their in-kind *Grant-in-Aid*.
2. Organizations awarded *Grant-in-Aid* assistance will receive their funding on August 1st, each year.
3. If the organization requires their *Grant-in-Aid* funding before August 1st, they must submit in writing, to the Manager of Finance, a request for early release of their *Grant-in-Aid*.
4. Organizations awarded a *Grant-in-Aid* must submit a final report to the Manager of Finance no later than December 31st of the current year. The report must include how the funds were expended.
5. *Grant-in-Aids* are not guaranteed from year to year.
6. Organizations are encouraged to work toward financial independence.

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: Regional Grant in Aid Policy

AUTHORITY: Board Resolution No. 14 dated June 4, 2015.

AMENDED: Board Resolution No. _____ dated _____.

POLICY STATEMENT

This policy shall apply to all grant requests from organizations serving the Regional District who demonstrate their efforts are regional in nature. Grants to organizations that do not demonstrate their efforts are regional in nature may be considered under Electoral Area Community Grants in Aid Program.

PURPOSE

To provide some financial assistance to organizations providing cultural, charitable, sporting, recreational or service activities that benefit the Regional District.

DEFINITIONS

Application form means the application attached as Appendix "A" for review and as amended from time to time

Organization means a registered non-profit organization

GENERAL

Grants will not be provided to subsidize activities that are the responsibility of senior levels of government

Preference will be given to those events or initiatives that have not received assistance from other local government funding

No organization will receive more than two Regional grants in a four year period

Annual maximum grant allocation to an organization will be \$ 50,000

To be considered for a grant under this policy applicants must demonstrate:

- Organization is locally based and their efforts are regional in nature
- Benefits of event or initiative are significant in at least three Electoral Areas and/or member municipalities
- Event or initiative fills a need in the community
- Support from sources other than local, provincial or federal governments
- Alignment with at least one of the Regional District's strategic goals as identified in the annual Strategic Plan

Grant funding is not permitted to be used for the following expenses:

- Remuneration including wages and consulting fees
- Capital improvements to rented or leased premises
- Operating or capital deficits
- Tax payments

Grant recipients must:

- Acknowledge the Regional District as a funding partner in any promotional materials about the event or initiative
- Provide a report on how the grant funds were spent within 12 months of receipt of funding. The report must include a financial accounting of how the funds were used as well as information on how the community benefited.
- Return grant funding not spent within 12 months of receipt of funds

RESPONSIBILITIES

Boards of Directors shall:

1. At their sole discretion, evaluate and allocate Regional grant in aid funding annually during the annual budget process
2. At their sole discretion, consider Regional grant in aid funding requests during the year to be funded from discretionary regional grant in aid funds

Manager of Finance shall:

1. Review applications to determine eligibility based on the criteria outlined in this policy.
2. Bring eligible applications to the Board of Directors for consideration during the annual budget process
3. Bring forward a funding amount annually for discretionary regional grant in aid funds for consideration during the budget process
4. Ensure an annual listing of all grant recipients is posted on the RDOS website by December 31 to be available for public review

PROCEDURES

Applicants complete and submit application form by deadline posted on the RDOS website. Applications received after the deadline may be considered for funding from the discretionary regional grant in aid funds, if available

Board approves regional grant funding requests and establishes a level of funding for the discretionary grant reserve fund annually during the budget process.

Board approves discretionary regional grant funding requests as they arise throughout the year

Unless specifically requested by the applicant and approved by the Chief Administrative Officer, grant funding will not be distributed before August

All applicants will be notified in writing of the Board's decision regarding their applications.

The following related documents are applicable:

Regional Grant in Aid Application Form

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Finance	5
Subsection:	Grants to Organizations	1850
Title:	Rural Areas' Grant-in-Aid	1

1. POLICY

- 1.1 The funding of Rural Areas' Grant-in-Aid is provided by the Sunshine Coast Regional District's (SCRD) five (5) unincorporated Electoral Areas being Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphintone (Area E), and West Howe Sound and Islands (Area F). The Electoral Areas provide Grant-in-Aid funding in order to assist non-profit societies / organizations and registered charitable societies / organizations that provide community, tourism or regional benefit and enrichment, enhancing the quality of life for residents. Not all societies or organizations meeting the basic criteria will automatically receive a grant, funding is not guaranteed from year to year to encourage organizations to work toward financial independence.
- 1.2 The project, program, service or special event proposed should fill a need in the community with no overlap to identifiable or competing projects, programs, services or special events.
- 1.3 All applications should detail how they contribute to the general interests and advantage of the Rural Areas. Those applications that have a measurable benefit to communities outside of the Rural Areas are required to apply to the appropriate municipal grants-of-assistance programs and provide confirmation of that application or provide details of other forms of assistance provided by the municipality or municipalities. Not doing so may result in an application being returned or denied.
- 1.4 Applicants are generally required to provide a local component of funding, either through fundraising, donation, work-in-kind, contribution from local municipalities or corporate support.
- 1.5 Grants will not be awarded to societies for use as scholarships, bursaries, or subsidies, with the exception of the School District 46 (SD46), under the direct approval of the SCRD.
- 1.6 Grants may be awarded to SD46 if the grant provides a direct benefit to a project that has significant benefit to the community.
- 1.7 Each year, as part of the budget process, the SCRD Board will establish a maximum amount for Rural Areas' Grant-in-Aid funding for the following year's budget.

- 1.8 No single Rural Areas' Grant-in-Aid will exceed the amount of \$5,000 (five thousand dollars). Requests for \$500 (five hundred dollars) or less will be accepted from non-registered organizations / societies / groups demonstrating a community need and / or whose objectives are charitable in nature. If a request is for more than \$500 (five hundred dollars) the organization / society must be registered.
- 1.9 On or before April 1st of each year, the SCRD will accept applications for Rural Areas' Grant-in-Aid funding. Applications arriving after the announced application deadline will be accepted in exceptional circumstances only. Applications will only be received from non-profit societies and organizations.
- 1.10 The attached application form must be used and accompanied by the required additional documentation listed below:
 - a. latest financial statement (*Balance Sheet and Revenue and Expense Statement*)
 - b. detailed project, program, service or special event budget (*including all funding sources for same*)
 - c. summary budget for current year (*including anticipated grants*)
 - d. annual report (*if available*).
- 1.11 Incomplete applications will not be accepted and will be returned to the applicant. All complete applications meeting the specified criteria will be subject to review.
- 1.12 If an applicant's project, program, service or special event is time sensitive where:
 - a. funding is required prior to the application deadline date (on or before April 1st) and / or the August 1st payment date; or
 - b. funding for a project that was not realized by the announced application deadline date and / or the August 1st payment date;

the applicant may submit an application to the SCRD to be brought forward to a standing committee for review. The applicant must use the Rural Areas' Grant-in-Aid application form and comply with the requirement and criteria of this Policy and provide justification for late application.
- 1.13 In the event that the Rural Areas' Grant-in-Aid funding results in a surplus to the applicant's needs or is no longer required for the project, program, service or special event for which it was intended or described in the application, the SCRD will be notified immediately and any remaining funding must be returned to the SCRD forthwith.
- 1.14 Unclaimed bursary funding to SD46 will be reported to the SCRD on an annual basis. If amounts remain unclaimed after 2 years, funds will be returned to the SCRD to be re-allocated as the SCRD Board sees fit.
- 1.15 Recipients must acknowledge the SCRD as a sponsor in any program publications or marketing. Though the project, program, service or special event may not be represented as a project, program, service or special event of the SCRD nor may the society / organization hold itself out as an agent of the SCRD in anyway.

- 1.16 The society / organization will complete and submit the Reporting Out form no later than January 31 of the year immediately following the year for which the Rural Areas' Grant-in-Aid was provided.
- 1.17 Rural Areas' Grant-in-Aid will not be approved for:
- Capital costs for equipment or improvements to owned properties;
 - Annual Expenses;
 - Remuneration (wages, salaries, other fees);
 - Personal benefit, individuals, industrial, commercial, business undertakings (proprietor, member or stakeholder), educational institutions hospitals / healthcare;
 - Religious organizations serving primarily their membership and / or their direct religious purpose;
 - Ethnocultural organizations serving primarily their membership and / or their own ethnic promotion;
 - Annual fundraising campaigns;
 - Endowment funds;
 - Debt retirement, interest payments or reserves;
 - Cost of developing a proposal or undertaking a facility study;
 - Non-profit societies operating at a regional, Provincial or Federal level and conducting fundraising by means of tag days, mail-outs or door-to-door campaigns.
- 1.18 Organizations funded ongoing through taxation or those that receive a fee for service from the SCRD are not eligible for grant funding under this policy, unless the application is for a program other than the funded service.
- 1.19 The SCRD is subject to Provincial Freedom of Information and Privacy and Protection Act and cannot guarantee the information provided can or will be held in confidence.

2. REASON FOR POLICY

- 2.1 To provide a process to enable the Electoral Area Directors to make fair and equitable recommendations to the SCRD Board on behalf of their respective areas in the granting of funds to the community.
- 2.2 The goal of this policy is to establish open and transparent guidelines for the evaluation and distribution of Rural Areas' Grant-in-Aid, respecting the limited financial resources available for this purpose.
- 2.3 Rural Areas' Grant-in-Aid is not intended to replace any financial responsibilities of senior levels of government or other government agencies or affiliates.
- 2.4 The SCRD Board has an obligation to all of its citizenry to protect the SCRD from exposure to liability that could arise as a result of its funding relationships.
- 2.5 It should be noted that the Rural Areas' Grant-in-Aid process is very competitive and applicants should submit the best and most complete application possible.

3. AUTHORITY TO ACT

- 3.1 Retained by the Board.
- 3.2 The SCRD Board has both statutory and budgetary limitations on Rural Areas' Grant-in-Aid and wish to ensure that these funds are disbursed as fairly and equitably as possible to deserving applications with due regard to the degree of benefit that will result to the residents of the Sunshine Coast communities. Therefore the SCRD Board has full discretion whether grants are allocated and for what amounts and all decisions are final.

4. PROCEDURE

- 4.1 In mid-February of each year, on the SCRD website and through local media, as appropriate, the SCRD will advertise for the five (5) Electoral Areas collectively inviting the submission of applications on or before April 1st.
- 4.2 After April 1st, staff will complete and attach the "office use only" summary report to each of the applications received, confirming eligibility requirements and criteria. Staff will photocopy all applications and submit them to the Electoral Area Directors along with an alphabetized summary of applicants with requested amounts.
- 4.3 Electoral Area Directors will each conduct a preliminary review of all applications to determine those that will be awarded a grant from their area and the desired contribution amount. Each Electoral Area Director may have a community consultative process to assist them in their deliberations. Once the individual review is completed, the Electoral Area Directors will meet as a group to review and discuss their decisions. When the award decisions are final, they will be brought forward to a standing committee for a recommendation directing staff to prepare cheques as well as award and denial letters for distribution to the applicants.
- 4.4 Due to the volume of applications, individual presentations to the Board are discouraged and will be considered only in exceptional circumstances.
- 4.5 Rural Areas' Grant-in-Aid preference will be given to the following:
- a. requests for one time only start up costs for new projects, programs, services or special events;
 - b. requests that show a society's / organization's initiative to work toward financial independence;
 - c. requests from societies / organizations showing a significant benefit to the SCRD or specific Electoral Areas - Egmont/Pender Harbour (Area A), Halfmoon Bay (Area B), Roberts Creek (Area D), Elphinstone (Area E), and West Howe Sound and Islands (Area F) and that:
 - have a demonstrated financial need;
 - promote volunteer participation and citizen involvement;

- use new approaches and techniques in the solution of community needs; whose project, program, service or special event is accessible to a large portion of the community's residents;
 - exercise co-ordination, co-operation and collaboration with other groups to prevent duplication of projects, programs, services or special events;
- d. requests for operating costs only from those societies / organizations without the ability to become self-supporting; and
- e. requests from societies / organizations that have a demonstrated track record of community service.
- 4.6 Applicants are required to explain how their project will benefit either the "Local" or "Regional" Community.
- 4.7 Applicants are required to indicate if they are submitting the application on behalf of another organization and that organization is also a non-profit organization.
- 4.8 Applicants must have a working set of rules, regulations and a bank account in the society's / organization's name.
- 4.9 Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive. No funding will be available until after the adoption of the Final Budget. Unless other arrangements have been approved by the Board, applicants will receive their funding after August 1st.
- 4.10 Once grant monies have been expended, the successful applicants must notify the SCRD in writing, providing an evaluation of the use of the funds on the Reporting Out form supplied with the application or via letter to the SCRD Board. Future applications from recipients not fulfilling this requirement may be rejected.

Approval Date:	June 14, 2001	Resolution No.	336/01
Amendment Date:	March 13, 2003	Resolution No.	124/03
Amendment Date:	July 8, 2004	Resolution No.	428/04 Rec. #14
Amendment Date:	April 27, 2006	Resolution No.	358/06 Rec. #8
Amendment Date:	June 8, 2006	Resolution No.	471/06 Rec. #12
Amendment Date:	October 12, 2006	Resolution No.	652/06 Rec. #8
Amendment Date:	April 12, 2007	Resolution No.	231/07 Rec. #10
Amendment Date:	December 13, 2007	Resolution No.	597/07 Rec. #15
Amendment Date:	October 16, 2008	Resolution No.	468/08 Rec. #2
Amendment Date:	November 13, 2008	Resolution No.	512/08 Rec. #19
Amendment Date:	November 12, 2009	Resolution No.	455/09 Rec. #22
Amendment Date:	June 10, 2010	Resolution No.	263/10 Rec. #8
Amendment Date:	November 28, 2013	Resolution No.	500/13 Rec #9
Amendment Date:	October 8, 2015	Resolution No.	385/15 Rec #6



Agenda No: 5.1
Mtg. Date: October 28/13

Regional Board Report

TO: Regional Board
FROM: Mary Jane Drouin
Manager – Corporate Services
DATE: October 21, 2013
SUBJECT: Approval of Regional Grant in Aid Policy 7.22

Purpose: To repeal Grant in Aid policy No. 7.14 and approve a revised regional grant in aid policy.

Executive Summary:

The Regional Board at its October 10, 2013 reviewed the recommendations from the Board's Regional Grant In Aid Standing Committee which had the objective to review the grant in aid program and make recommendations to the Regional Board. A few minor amendments (noted below) were requested with direction for staff to amend the policy and application and bring back for final Board approval.

For Board consideration, the proposed changes to the policy and application (attached) are highlighted in red.

Implications of Recommendation:

- Financial:** Grant amounts are apportioned on the basis of converted land and improvement assessment values. Each member municipality and electoral area director votes on whether or not to participate in the grant in aid request.
- Policy:** Proposed amendment to the Regional Grant In Aid Policy

RECOMMENDATION:

THAT the Grant in Aid policy No. 7.14 be repealed, and that Grant in Aid Policy 7.22 be approved.

Approved for Board's Consideration
Brian Reardon
Brian Reardon, CAO

Background:

Proposed changes to the policy include:

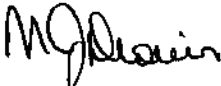
- The organization's financial statements and a program budget must be submitted with the application.
- Organizations that are funded by a RDCO service are ineligible to apply for a regional grant in aid.

Proposed changes to the application include:

- Add a question – Is your organization and its services open to all citizens. If no, why?
- Add a question – Is the amount of the grant request more than 20% of the organization's annual budget? If yes, why?
- Add a question – What other organization(s) in the region offer similar services/ programs to your organization? Have you approached the organization(s) to collaborate on the service you provide in the community? If yes, what has been the outcome? If no, why not?

In addition, the questions have been numbered for easier reading.

Submitted by:



M.J. Drouin
Manager – Corporate Services

Attachments: Draft Policy & Application



Regional District Of Central Okanagan

Regional Board Policy
Policy & Procedures Manual

Chapter: 7. FINANCE	Policy No. 7.22
Section: 7.22 REGIONAL GRANT IN AID POLICY (Repeals Policy 7.14)	Resolution No.
	Resolution Date: October 28, 2013

Regional Grant in Aid Policy

The Regional Board may provide Regional Grants in Aid to organizations on the following basis:

1. The organization must provide a service to residents of the Regional District.
2. An application must be submitted by the second working Friday of January in the year
3. Late applications will NOT be received or considered.
4. The organization's financial statements and a program budget must be submitted with the application.
5. An accounting of other funds received from member municipalities or the electoral area is required. The organization applying for funds must identify which member municipality or electoral area it is seeking funding from.
6. An organization cannot receive a grant for a program if it is receiving funds from a member municipality or electoral area for that program.
7. Organizations that are funded by a RDCO service are ineligible to apply for a regional grant in aid.
8. The amount of the grant must be approved by the Regional Board and included in the annual budget.
9. The grant amount will be apportioned on the basis of converted land and improvement assessment values.
10. Each member municipality and electoral area will vote on whether or not it wishes to participate in the grant in aid request.
11. The amount of the grant in aid request will be reduced by the percentage of assessment values of any non-participating member.
12. Final grant approval is not provided until the Regional Board adopts the 5-year Financial Plan at the end of March.
13. The grant must be spent by December 31st of the year.
14. Any funds not spent by December 31st are to be returned to the Regional District.
15. An accounting of the grant funds spent and a final report on the program is required to be submitted to the Regional District by December 31st.

The Regional District of Central Okanagan is comprised of the following municipalities and electoral areas: the City of Kelowna, District of West Kelowna, District of Lake Country, District of Peachland, Central Okanagan West Electoral Area (which includes the area of North Westside Road, Trepanier and Brant Road) and Central Okanagan East Electoral Area (which includes the area of Joe Rich, South Lakeshore, June Springs and Ellison).

Application for a Regional Grant in Aid - 2014

A completed application must be submitted no later than 4 p.m. on Friday, January 10, 2014 to the Attention of M. Drouin, Manager – Corporate Services, Regional District Offices, 1450 KLO Road, Kelowna, BC V1W 3Z4

Sixteen (16) copies of the application form, the organization's financial statements and the program budget must be submitted.

Applicant

Name of Organization _____

Mailing Address _____

Contact Person & Title _____

Telephone _____ Fax _____ Email _____

Organization Executive

President _____ Telephone _____

Secretary or Treasurer _____ Telephone _____

Staff	Full Time	Part Time
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_____	_____
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Volunteers	Number	Annual Volunteer Hours
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_____	_____
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Is this a Registered Society or Charity Yes No

Year Organization Founded _____

Date of Registration _____

Amount of Regional Grant in Aid being requested \$ _____

Name of Program/Initiative for which funds being requested

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**REGIONAL DISTRICT OF CENTRAL OKANAGAN
Application for a Regional Grant in Aid - 2014**



1. Does your organization operate in other Regional Districts?

Yes No

If yes, where _____

2. State the Goals, Objectives and Benefits of the Program/Initiative to Central Okanagan residents.

3. Outline the recipients and who will benefit from the Program/Initiative.

4. Is your organization and its services open to all citizens?

Yes No If no, why? _____

5. Is the amount of the grant request more than 20% of the organization's annual budget?

Yes No If yes, why? _____

6. If regional grant in aid funding is not approved, will the Program/Initiative continue?

Yes No If yes, state how _____

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
Application for a Regional Grant in Aid - 2014**



7. What other organization(s) in the region offer similar services/ programs to your organization? _____

7a) Have you approached the organization(s) to collaborate on the service you provide in the community?

Yes No

If yes, what has been the outcome? _____

If no, why not? _____

8. Is this a one year Program/Initiative? Yes No

If no, indicate where future funding will come from to continue this program. _____

9. What factors will be used when evaluating the success of the program?

Please list other groups, agencies, or government organizations that your group has applied to for funding and whether funding was received.

10. Do you receive grant funding from member municipalities or electoral areas?

Yes No

If YES, please check which local government you receive funding from, state what the program is and how much you receive:

- City of Kelowna _____
- District of West Kelowna _____
- District of Lake Country _____
- District of Peachland _____
- Central Okanagan West Electoral Area _____
- Central Okanagan East Electoral Area _____

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
Application for a Regional Grant in Aid - 2014**



An organization is NOT eligible to receive Regional District grant in aid funding from a municipality/electoral area if it is receiving funding from the member municipality/electoral area for the SAME program/initiative.

11. If you are NOT requesting grant funding from a specific municipality or electoral area, check which one you are not asking for support.

- City of Kelowna
- District of West Kelowna
- District of Lake Country
- District of Peachland
- Central Okanagan West Electoral Area
- Central Okanagan East Electoral Area

You are required to submit the following documents with the application form:

- Your organization's Financial Statements for the previous year
- Program Budget

Should your organization receive a Regional Grant in Aid the following will be required:

- That the Regional District be named as an additional insured on your liability insurance. The Insurance certificate will need to be completed and submitted prior to any funds being issued.
- An evaluation of the program at the end of the year, including an accounting of the grant funds spent.
- Return of any funds not spent as of December 31st.

Date of Application: _____

Name of Person Submitting the Application: _____

Position held in the organization: _____

Note: The Regional Board will only consider the information provided in the regional grant in aid application. Organizations will not have the opportunity to provide further information once the application deadline has passed. The Board's Governance & Services Committee will meet in February to consider the applications and provide recommendations to the Regional Board for a decision in the Board's budgeting process at the end of March.

Adopted: Oct. 16, 1997

Last Rev: Feb. 19, 2004

Responsible Dept: Community Services

PURPOSE

To provide financial assistance to community groups or organizations for the purpose of benefiting the community.

APPLICATION

This policy shall apply to all grant requests being considered for funding from the individual Community Grants-In-Aid budgets.

AUTHORITY

Local Government Act (Section 176) (1) (c): the Regional District may provide assistance for the purpose of benefiting the community.

Local Government Act (Section 804) (2) (g): a grant may be charged to the electoral area benefiting from the assistance.

PROCEDURE

1. To be considered for funding, grant requests shall be referred to the Committee of the Whole on the recommendation of the Electoral Area Directors. All requests shall be in writing.
2. For grant requests in excess of \$5,000 an outline and description of the project, equipment or services proposed to be purchased must accompany the written request.
3. If a grant is approved for a fixed amount the following will apply:
 - (a) if the grant does not exceed \$500, a cheque will be issued to the requesting organization. A letter documenting the grant approval will also be sent under the signature of the Board.
 - (b) if the grant exceeds \$500, a cheque will be issued when the following conditions have been met:
 - i. satisfactory evidence that the goods or services have been obtained, and
 - ii. submission of invoice(s) together with quotes.

Staff will advise the requesting organization in writing of the grant approval, expiry date, and the requirements for claiming the grant.

4. If a grant is approved for an amount which is not fixed (i.e., up to a specific amount), the provisions of 3 (b) will apply.
5. The Regional Board may at the time of grant approval:
 - (a) impose additional requirements to be met by an organization prior to receipt of grant funds.
 - (b) reduce or modify the requirements to be met for an organization prior to receipt of grant funds.

Adopted: Oct. 16, 1997

Last Rev: Feb. 19, 2004

Responsible Dept: Community Services

GENERAL

1. The Regional District encourages the use of a competitive bidding process (quotations, tenders, etc. as appropriate) to achieve best value for the community.
2. Unless specifically provided by Board or Committee resolution, grant approvals shall automatically expire after 24 months.
3. No grants shall be approved for individuals or for privately-owned businesses.

Grants-in-Aid Criteria

The Regional District of Nanaimo's Grants-in-Aid Committee meets twice each year to award grant funding to organizations to use for social programs and services in the Regional District. Grant applications are only considered from registered non-profit organizations that meet the following criteria.

1. Grants-in-aid are for the following general uses:
 - a. requests showing a significant benefit to the Regional District of Nanaimo or a specific area within the Regional District including, but not limited to:
 - the promotion of volunteer participation and citizen involvement;
 - the use of new approaches and techniques in the solution of community needs;
 - activities/programs which are accessible to a large portion of the community's residents such as special events;
 - b. start-up costs for new organizations or new programs;
 - c. volunteer training;
 - d. capital costs for equipment or improvements to organization owned facilities.
2. To be eligible for grant funding the organization must:
 - a. be a non-profit society;
 - b. be a local organization within the Regional District of Nanaimo;
 - c. demonstrate that the grant request is for a specific service or use, and will provide a social enrichment service to the community;
 - d. demonstrate that the service provided fills a need in the community and that there is no overlapping with existing services.
3. In addition to the completed Grant-in-Aid application form, the applicant must also provide the following information for the organization with the application package:
 - a. current year budget;
 - b. full financial statements for its operation (noting any other sources of funding);
 - c. details regarding the specific use for the grant funds requested, and a breakdown of all expenses for the use of the grant.
4. The following services and/or functions are not eligible for grant-in-aid funding:
 - a. annual operating expenses;
 - b. remuneration (wages, salaries, or other fees for service);
 - c. capital improvements to rented or leased premises;
 - d. private enterprise.
5. Applications will not be accepted from organizations having a prime base of operation in the City of Nanaimo or the District of Lantzville. Organizations based in these areas should apply through their respective municipality's grants-in-aid process. Any applications received from organizations within these areas will be returned to the applicant.
6. Applications received after the deadline will not be accepted and will be returned to the applicant.
7. Applications that do not meet the criteria will not be accepted.