



ELECTORAL AREA DIRECTORS COMMITTEE MEETING A G E N D A

Thursday, June 21, 2018
in the Regional District Office Boardroom, 1981 Alaska Avenue, Dawson Creek, BC
Commencing at 10 a.m.

1. CALL TO ORDER: Director Goodings to Chair the meeting
2. DIRECTOR'S NOTICE OF NEW BUSINESS:
3. ADOPTION OF AGENDA:
4. ADOPTION OF MINUTES:
M-1 Electoral Area Directors' Committee Minutes of May 17, 2018 (Page 2)
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATIONS
D-1 10:30 a.m. - Tamara Manshin - Regional Economic Development Manager, Northeast Region -
Ministry of Forests, Lands and Natural Resource Operations and Rural Development (Page 6)
D-2 11:30 a.m. - Dwain McRae - Manager of Operations, PNG - Update on PNG Activity in the PRRD
7. CORRESPONDENCE:
8. REPORTS:
R-1 June 11, 2018 - Claire Negrin, Acting General Manager of Development Services - Production
Facility Regulations within Zoning Bylaws (Page 32)
9. DISCUSSION ITEMS:
DI-1 Municipal Participation in Planning Update
10. NEW BUSINESS:
11. COMMUNICATIONS:
12. DIARY: (PAGE 37)
13. ADJOURNMENT:



PEACE RIVER REGIONAL DISTRICT

ELECTORAL AREA DIRECTORS' COMMITTEE MEETING MINUTES

DATE: May 17, 2018

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT:

DIRECTORS: Karen Goodings, Electoral Area 'B' (Chair)
Brad Sperling, Electoral Area 'C'
Leonard Hiebert, Electoral Area 'D'
Dan Rose, Electoral Area 'E'

STAFF: Tyra Henderson, Corporate Officer
Crystal Brown, Electoral Area Manager
Claire Negrin, Acting General Manager of Development Services
Erin Price, Bylaw Enforcement Officer
Aden Fulford, GIS Coordinator
Fran Haughian, Communications Manager
Barb Coburn, Recording Secretary

DELEGATIONS: Laura Ryser, MNRES Research Manager, UNBC
Peter Schriber, Manager Business Development and Stakeholder Relations - PNG; and
Al Kleinschmidt, P. Eng. Manager Energy Management and DSM, PNG

OTHERS: Gwen Johansson, Mayor, Hudson's Hope - via telephone

CALL TO ORDER The Chair called the meeting to order at 10 a.m.

Meeting Times MOVED by Director Rose, SECONDED by Director Sperling,
That all future Electoral Area Directors' Committee and Rural Budgets Administration
Committee meetings begin at 10 a.m.

CARRIED.

ADOPTION OF AGENDA

April 16, 2018 Agenda MOVED by Director Hiebert, SECONDED by Director Rose,
That the Electoral Area Directors' Committee agenda for the May 17, 2018 meeting be
adopted, including items of New Business:

CALL TO ORDER:

Election of Chair

DIRECTOR'S NOTICE OF NEW BUSINESS:

ADOPTION OF AGENDA:

ADOPTION OF MINUTES:

M-1 Electoral Area Directors' Committee Minutes of April 16, 2018

BUSINESS ARISING FROM THE MINUTES:

DELEGATIONS

D-1 Peter Schriber, Manager Business Development and Stakeholder Relations and
Al Kleinschmidt, P. Eng., Manager Energy Management and DSM - PNG

D-2 Laura Ryser, Research Manager, Rural and Small Town Studies Program, UNBC and Local
Government, Work Camps and Mobile Workers

CORRESPONDENCE:

C-1 May 2, 2018 - Monique Hommy, Kelly Lake - Follow-up List of (her) Concerns Regarding
the Kelly Lake Community

ADOPTION OF AGENDA (CONTINUED)

REPORTS:

- R-1 May 2, 2018 - Karen Goodings, Director, Electoral Area B - Update on the Prespatou Meeting
R-2 May 8, 2018 - West Peace Fringe Area Official Community Plan Update
R-3 March 31, 2018 - Erin Price, Bylaw Enforcement Officer - Bylaw Enforcement Quarterly Update

DISCUSSION ITEMS:

- DI-1 Use and Protection of Ground Water and Surface Water. (Director Johansson at 11 a.m.)
DI-2 Cumulative Impacts Research Consortium
DI-3 Economic Development Initiatives - Contract Management

NEW BUSINESS:

COMMUNICATIONS:

DIARY:

ADJOURNMENT:

CARRIED.

ADOPTION OF MINUTES

- M-1 MOVED by Director Rose, SECONDED by Director Hiebert
EADC meeting minutes of That the Electoral Area Directors' Committee Meeting minutes of April 16, 2018 be
April 16, 2018 adopted.
CARRIED.

- Vary the Agenda MOVED by Director Sperling, SECONDED by Director Hiebert,
That the agenda be varied to deal with R-3 - Bylaw Enforcement Quarterly Update at
this time.
CARRIED.

REPORTS:

- R-3 MOVED by Director Rose, SECONDED by Director Hiebert,
Bylaw Enforcement That the March 31, 2018 report from Erin Price, Bylaw Enforcement Officer regarding
Quarterly Report the Bylaw Enforcement Quarterly Update be received for discussion.
CARRIED.

- Recess The meeting recessed at 10:19 a.m.

- Reconvene: The meeting reconvened at 11:03 a.m.

- Vary the Agenda MOVED by Director Rose, SECONDED by Director Hiebert,
That the agenda be varied to deal with DI-1 - Use and Protection of Ground Water and
Surface Water this time.
CARRIED.

DISCUSSION ITEMS

- DI-1 Director Johansson joined the meeting by telephone to discuss the creation of a
Water position statement regarding the protection of ground water and surface water. It was
decided that no action be taken until after the June 28, 2018 delegation presentation
to the Board by Geoscience BC.

Recess The meeting recessed at 11:32 a.m.

Reconvene: The meeting reconvened at 1 p.m.

DELEGATION:

D-2 Laura Ryser, Research Manager, Rural and Small Town Studies Program, UNBC and
Work Camps and Mobile Local Government attended the meeting to discuss UNBC's research project regarding
Workers local governments, work camps and mobile workers in BC and how local governments
are working to capture more benefits through appropriate strategies.

Recess The meeting recessed at 1:09 p.m. to facilitate confidential discussions with the
Electoral Area Directors and Laura Ryser.

Reconvene: The meeting reconvened at 1:45 p.m.

DELEGATION:

D-1 Peter Schriber, Manager Business Development and Stakeholder Relations and
Pacific Northern Gas Ltd. Al Kleinschmidt, Manager Energy Management and DSM attended the meeting to
Update provide an update on future plans to supply natural gas to remote communities,
including Prespatou, Wonowon, Tomslake and Arras.

CORRESPONDENCE:

C-1 MOVED by Director Hiebert, SECONDED by Director Rose,
Kelly Lake Community That the Electoral Area Directors' Committee recommend to the Regional Board that
Concerns staff prepare a response to the items of concern listed in the May 2, 2018 email from
Monique Hommy of Kelly Lake, BC.

CARRIED.

REPORTS:

R-1 MOVED by Director Rose, SECONDED by Director Hiebert,
Prespatou Meeting That the update from Karen Goodings, Director, Electoral Area B regarding the meeting
with the Prespatou community be received for information.

CARRIED.

R-2 MOVED by Director Rose, SECONDED by Director Hiebert,
WPFA OCP That the report from Claire Negrin, Acting General Manager of Development Services
regarding the West Peace Fringe Area Official Community Plan be received for
information.

CARRIED.

DISCUSSION ITEMS (CONTINUED)

DI-2 The Directors discussed the meeting invitation from Madeline Wilson, Communications
Cumulative Impacts Lead for The Cumulative Impacts Research Consortium (CIRC), UNBC to provide an
Research Consortium update regarding the ongoing work on cumulative impacts.

DISCUSSION ITEMS (CONTINUED)

<p>DI-3 Economic Development Initiatives</p>	<p>The Directors discussed that Deputy CAO Shawn Dahlen be the Project Lead on the Rural Roads project.</p>	
	<p>MOVED by Director Goodings, SECONDED by Director Sperling, That the Electoral Area Directors' Committee recommend to the Regional Board that Crystal Brown, Electoral Area Manager be appointed as Project Lead for the Gotta-Go Initiative that is proposed for along the Alaska Highway.</p>	<p>CARRIED.</p>

ADJOURNMENT: The Chair adjourned the meeting at 3:27 p.m.

Karen Goodings, Chair

Barb Coburn, Recording Secretary



BC Rural Dividend Program Guide

Fifth Round Application Intake 2018/19



June 21, 2018

Ministry of
Forests, Lands, Natural
Resource Operations
and Rural Development



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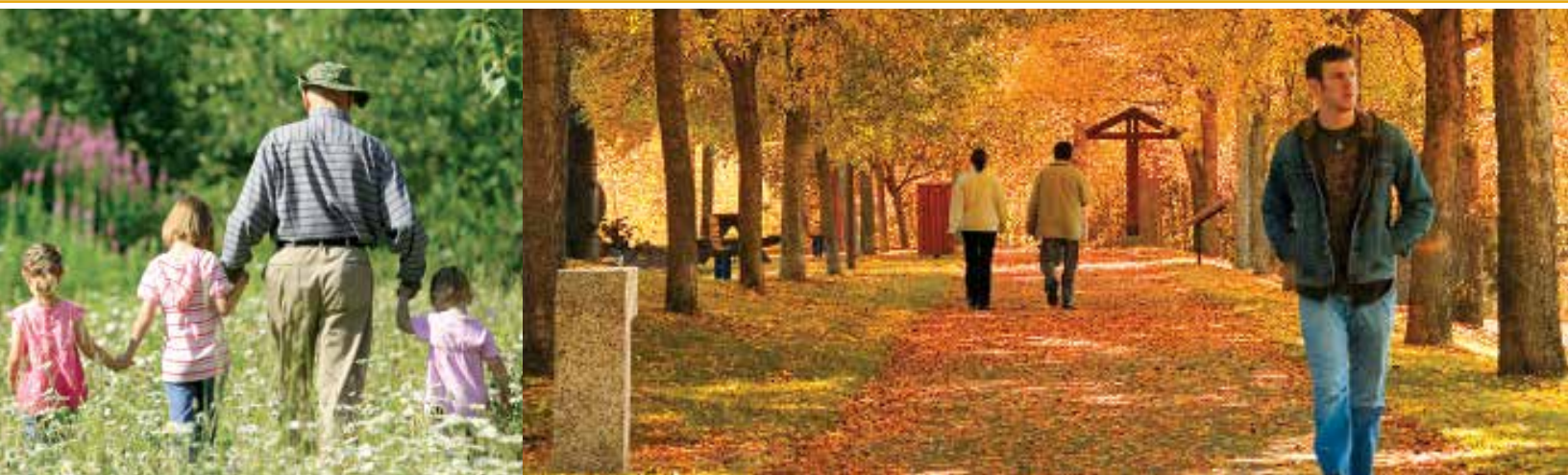
1 Introduction

This document serves as the BC Rural Dividend Program Guide for the fifth application intake period. It is intended to provide prospective applicants with program information and directions on how to apply. The fifth application intake period will commence on Friday, June 1, 2018 with a deadline of midnight PDT on Tuesday, July 31, 2018. This is the only application intake period for 2018-2019.

Now in its third year, the BC Rural Dividend provides \$25 million a year to assist rural communities with a population of 25,000 or less to reinvigorate and diversify their local economies. It was developed to recognize both the contribution rural communities have made to B.C.'s economy, and the unique challenges they face to diversify beyond natural resources.

The program will contribute to the strength and stability of small rural communities using the principles of Community Economic Development (sustainable, participatory, asset-based, self-reliant and community based). The program is focused on supporting worthy projects that help rural communities navigate changes impacting their economies, such as attracting and retaining youth, improvements to social and environmental conditions, using innovation to drive economic growth, and developing new and effective partnerships to support shared prosperity.

The Rural Dividend is administered by the B.C. Ministry of Forests, Lands, Natural Resource Operations and Rural Development.



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2 Eligibility Criteria

Eligibility of applications will be based on several components:

- › The eligibility of the applicant;
- › The eligibility of the community in which the project will take place;
- › Ability to meet the minimum required applicant financial contribution; and
- › Inclusion of all mandatory documents.

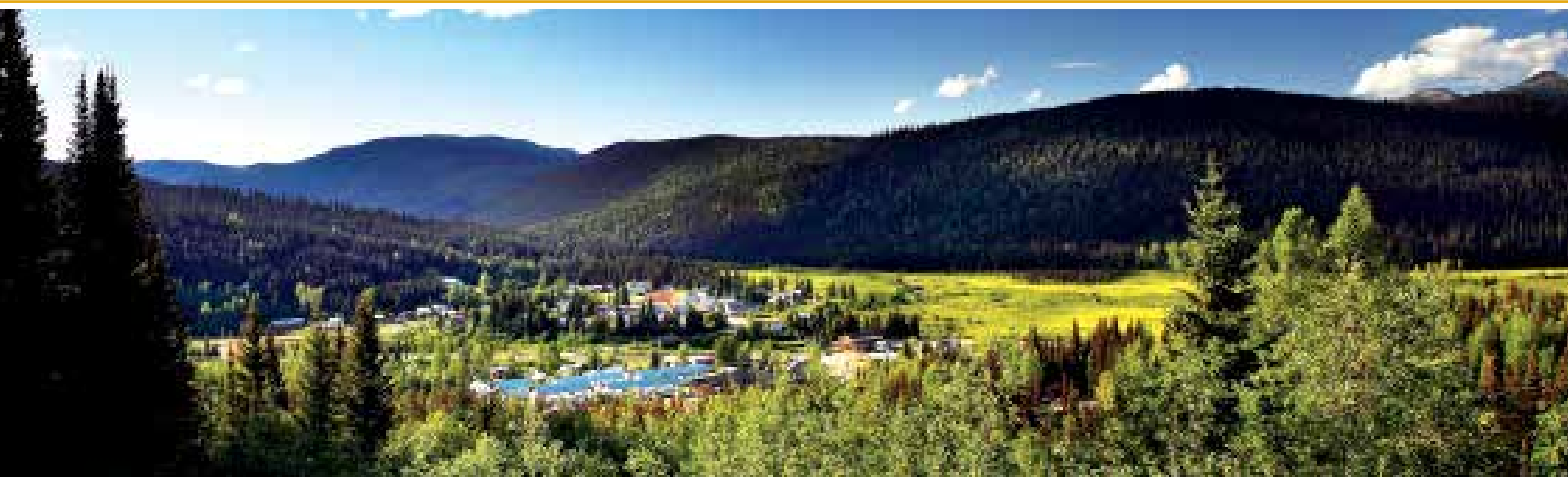
3 Eligible Communities

The goal of the program is to assist small rural communities across British Columbia. Applications must demonstrate how the proposed project will support either:

- › A community with a population of 25,000 or less, located outside the geographic boundaries of Metro Vancouver and the Capital Regional District.¹
- › An unincorporated area with a population of 25,000 people or less.

Population size for all applicant communities will be determined using Statistics Canada 2016 Census Data (<http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>). Communities with populations up to 500 over the limit are eligible to apply.

¹ Communities within the Juan de Fuca Electoral Area, Salt Spring Island Electoral Area and the Southern Gulf Islands Electoral Areas are eligible to apply for funding (as defined on the Capital Regional District website – www.crd.bc.ca).



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4 Eligible Applicants

As noted above, all applicants must be located outside the geographic boundaries of Metro Vancouver and the Capital Regional District.

4.1 » Local Government

- › A municipal government, or regional district, established by or under B.C. legislation with a population of 25,000 people or less.
- › An unincorporated area with a population of 25,000 people or less whose application is submitted through a regional district or a not-for-profit organization.²

4.2 » First Nations

- › A band council within the meaning of Section 2 of the federal *Indian Act* or any successor to a band council established under federal legislation, governing bodies of treaty First Nations, Nisga'a Lisims Government and a Nisga'a Village Government.
- › Projects submitted by First Nations applicants must take place within the geographic boundaries of an eligible community.
- › A corporation controlled by a First Nation incorporated under an Act of Canada, or a province or territory of Canada, and in good standing under the relevant Act.

4.3 » Not-for-profit Organization

- › An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or a province or territory of Canada and in good standing under the relevant Act.
- › Not-for-profit co-operatives incorporated as community service co-ops under the B.C. *Co-operative Association Act* are considered eligible as a not-for-profit organization.
- › Not-for-profit organizations must have a B.C. location and be active in the Province.
- › Not-for-profit organizations that have received significant foundational funding from the Province are not eligible applicants.

² An unincorporated area/community, for the purpose of application to the program, is considered to be a settlement area within a regional district electoral area. A community's boundaries may also coincide with a service area boundary (existing or proposed).

5 Eligible Partners

- › Eligible partners include local governments, First Nations and not-for-profit organizations (including universities and colleges).
- › For-profit entities can serve as partners with an eligible applicant as long as the proposed project identifies broad community benefits and does not negatively impact other businesses.
- › The partner(s) must have an active role in the project but are not required to contribute financially. Organizations that are only providing funding to a project but will take no further role are not eligible partners.
- › Partners will not be considered eligible if they are owned by or own the applicant organization. Additionally, partners will be deemed ineligible if they and the applicant are owned by the same entity.
- › Individuals are not eligible partners under current Program Guidelines.
- › All partners listed in the application are required to provide a partnership letter to the Rural Dividend confirming their role and commitment to the project. Projects submitted to the partnerships funding stream without partnership letters will be ineligible for funding.



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6 Project Categories

The program includes four broadly defined project categories designed to offer communities flexibility in applying for program funding, and the opportunity to develop a wide range of solutions to the challenges their communities are facing. Projects in all four project categories are eligible for funding in each funding stream (listed in Section 7). Project categories are outlined below.

1	Community Capacity Building
	<ul style="list-style-type: none">› Projects that build the resources, capabilities and capacities of communities to deal with their key economic challenges and changes.› Projects that provide or improve community services to support economic diversity, expand market accessibility and enhance quality of life to attract investment.
2	Workforce Development
	<ul style="list-style-type: none">› Projects that offer training and skills development opportunities, especially for youth, so they stay in the community or return if they have left.› Projects that help ensure resilience in the local workforce by attracting, retaining and training workers.
3	Community and Economic Development
	<ul style="list-style-type: none">› Projects that help rural communities plan to build a foundation for economic growth or improve community vibrancy.› Projects that implement strategies to support economic growth.
4	Business Sector Development
	<ul style="list-style-type: none">› Projects that increase new business creation, business growth and adaptability in the community.› Projects that allow communities to retain existing businesses and encourage their expansion.



7 Funding Streams

There are three funding streams as detailed below:

Funding Stream	Maximum Funding	Details
Project Development	\$10,000	<ul style="list-style-type: none">› Support for communities with limited capacity to undertake preliminary work (e.g. feasibility assessments and business cases) to develop strong future projects.› Eligible applicants can apply for up to 100% of total project cost.› An approved project development grant does not provide a guarantee of funding in subsequent applications submitted to government of B.C. funding programs.
Single Applicant	\$100,000	<ul style="list-style-type: none">› Supports implementation of community-driven projects.› Eligible applicant must contribute at least 20% of the total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).› Eligible applicant can apply for up to 80% of the total project cost to a maximum of \$100,000.
Partnerships	\$500,000	<ul style="list-style-type: none">› Supports implementation of community-driven projects.› Eligible applicant must have at least one eligible partner.› Eligible applicant and eligible partners must contribute at least 40% of total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).› Eligible applicant can apply for up to 60% of the total project cost to a maximum of \$500,000.

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8 Applicant Contribution

Applicants to the single applicant and partnerships funding streams are required to provide a specific portion of the total project costs as the applicant and/or partner financial contribution.

8.1 » Source of Applicant Financial Contribution

Applicants can use their own funds (including funds obtained through financing) for their financial contribution, as well as funds they have obtained from not-for-profit organizations, such as development trusts.

Applicants must clearly outline their financial contribution and identify what portion of the contribution is provided through in-kind contributions (detailed below). The application is ineligible if the financial contribution does not meet the identified requirement, or if the contribution includes more than 10% in kind contributions.

Funding from other government sources (federal or provincial) cannot be included in the applicant financial contribution, except for the Community Works Fund. An application is ineligible if other government funding is included as part of the applicant financial contribution.

8.2 » In-kind Contributions

Applicants must clearly outline their in-kind contributions, including goods and services donated to a project by the eligible applicant and/or eligible partners (e.g. staff time, use of space or equipment). These types of contributions should be valued at fair market value.

Applicants can support the project with as many in-kind contributions as they feel are appropriate. However, it cannot make up more than 10% of their applicant financial contribution.



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8.3 » Cost-Sharing Formula Examples

The following tables show examples of how the cost-sharing formula breaks down for each funding stream.

Single applicant funding stream:

Examples	Total Project Cost	Program contribution: 80% of total project cost or up to \$100,000 maximum	Applicant contribution: 20% minimum (up to 10% maximum in-kind)
1	> \$50,000	> \$40,000 (80%)	> \$10,000 minimum (can include up to \$5,000 in-kind)
2	> \$125,000	> \$100,000 (80% total project cost and maximum amount)	> \$25,000 minimum (can include up to \$12,500 in-kind)
3	> \$1,000,000	> \$100,000 (maximum amount)	> \$200,000 minimum (can include up to \$100,000 in-kind) <i>Note: Remaining \$700,000 from applicant or other funding sources</i>

Partnerships applicant funding stream:

Examples	Total Project Cost	Program contribution: 60% of total project cost or up to \$500,000 maximum	Applicant/partner contribution: 40% minimum (up to 10% maximum in-kind)
1	> \$100,000	> \$60,000 (60%)	> \$40,000 minimum (can include up to \$10,000 in-kind)
2	> \$833,333	> \$500,000 (60% total project cost and maximum amount)	> \$333,333 minimum (can include up to \$83,333 in-kind)
3	> \$5,000,000	> \$500,000 (maximum amount)	> \$2,000,000 minimum (can include up to \$500,000 in-kind) <i>Note: Remaining \$2,500,000 from applicant/partners or other funding sources</i>

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9 Other Sources of Funding

Applicants must clearly outline the amount and source of all funding that will contribute to the project. Verification of other sources of funding may be requested through the assessment process.

Funds obtained through financing can contribute to the total cost of the project. However, financing costs and interest charges are not eligible for program funding.

Funding from other government programs (federal or provincial) can contribute to the overall project funding as long as it is not part of the applicant financial contribution. When project funding is provided from other government programs, applicants must identify the program and provide a contact. Failure to provide this information could result in the disqualification of an application from the assessment process.

10 Special Circumstances

Some rural communities are facing significant economic hardships, such as the loss of a main employer or the impacts of a natural disaster. The Rural Dividend will consider special circumstances requests for such communities, with the potential to access funding outside the parameters of the program.

Special circumstances will only be considered in limited situations where a high level of community need is identified. Communities whose circumstances match this description may contact the program for further information.

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11 Project Timelines

Applications for projects that do not require additional steps before they can start (e.g. securing other funding, obtaining permits and approvals) will be more favourably ranked in the assessment and review process. The need for additional steps before the project can start will be taken into consideration in the review and assessment of applications. Such applications may also be deferred for consideration to a future intake round.

Applications must demonstrate that the project will be completed within two years from the project start date.

Costs that were incurred before the application was submitted are ineligible under the program.

12 Eligible Project Costs

To be considered eligible, project costs must be direct and essential to the development and implementation of the project. Costs will be reviewed to determine if they are reasonable and have been accurately estimated. Funding cannot be used for ongoing operational or general organizational support. Inclusion of ineligible, unessential or unreasonable costs will be considered in the assessment and ranking of projects. Examples of costs that are eligible and ineligible for program funding are listed on the next page.

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Eligible Costs	Ineligible Costs
Direct costs related to development and implementation of the project.	<ul style="list-style-type: none"> › General organizational support costs. › Any costs associated with administering the project, such as preparing progress reports. › Costs being claimed under any other programs. › Costs incurred outside the time periods for the project as outlined in application. › Project contingency costs.
Infrastructure costs up to 25% of total project costs. (See Section 13 on next page for additional details.)	› Traditional municipal infrastructure (water/sewer/road/sidewalk) projects.
Destination trail projects. (See Section 14 on page 14 for additional details.)	› Sidewalk projects.
Consulting services, including: <ul style="list-style-type: none"> › Project management, › Design/engineering costs, › Business planning development, and › Project-related professional fees (e.g. architectural). 	<ul style="list-style-type: none"> › Permits and approvals. › Legal costs. › Project-related professional fees payable to the eligible applicant.
Wages/benefits for new hires to work 100% on eligible project-related activities.	› Ongoing costs for existing staff salaries and benefits.
Capital purchases up to 25% of total project costs that are essential to project implementation, including: <ul style="list-style-type: none"> › Cars and off-road vehicles, › Office equipment, and › Software and new technology. 	› Land acquisition.
Marketing or promotion-related costs or speaker stipends.	<ul style="list-style-type: none"> › Directly meeting and/or lobbying of any level of government. › Expenses relating to attending conferences and trade shows. › Coordinating/hosting conferences/events.
Meals and project travel related expenses based on government per diem rates. ³	<ul style="list-style-type: none"> › Remuneration and travel of elected officials. › International travel will require a special review to determine eligibility. › Alcohol.
Feasibility studies related directly to the project.	› Academic research that does not deliver concrete actions or tangible benefits.
Training activities as part of the Eligible Project or to support the project.	<ul style="list-style-type: none"> › GST and PST. › Financing costs and interest charges.

³ http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf

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13 Infrastructure Costs

Eligible projects can include infrastructure costs up to a maximum of 25% of the total project cost. Applications that have more than 25% of the total project cost in infrastructure costs will result in the ineligibility of the project. Examples are listed in the table below.

Total Project Cost	Maximum Infrastructure Costs (25% of Total Project Cost)
> \$100,000	> \$25,000
> \$250,000	> \$62,500
> \$2,000,000	> \$500,000

Applicants must clearly identify all costs related to infrastructure. For the purpose of the program, infrastructure costs are all costs related to the construction, renovation or refurbishment of buildings, facilities, equipment, and structures. Items such as engineering/design costs, project management, and professional fees are not considered infrastructure costs, and thus are not included in the 25% limit. Examples of infrastructure costs include:

- › Construction of buildings or structures;
- › Renovation or refurbishment of buildings or structures;
- › Labour or wages, such as general laborers, plumbers, electricians;
- › General contractor and/or contractor fees; and
- › Construction materials such as lumber, windows, doors, fixtures.

The Rural Dividend program requires that proposed infrastructure directly support economic development in the applicant community or communities. Traditional municipal infrastructure such as water, sewer, road or sidewalk projects are ineligible for funding.

Infrastructure project components will be reviewed to determine their applicability in supporting economic development based on the following criteria:

- › Clear demonstration that the infrastructure is needed to support economic development/diversification initiatives (and does not include traditional municipal infrastructure);
- › Demonstrated alignment of the infrastructure with community infrastructure and economic development plans and priorities; and
- › Identification of appropriate owner and source of ongoing maintenance for the infrastructure.

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14 Destination Trail Projects

In British Columbia, trail networks offer a unique opportunity to provide health and wellness benefits to communities while supporting local rural economic development by increasing tourism. To be eligible for funding, trail projects must create or improve trail networks that promote local economic diversification (i.e. mountain biking, off-roading, snowmobiling, hiking, Nordic and backcountry skiing) and are directly linked to the creation of a destination for recreation tourism. Trail projects will be evaluated for suitability based on the following criteria:

- › Identification of strong community support;
- › Alignment of the trail project with local, regional and provincial recreation development, tourism and economic development plans and priorities;
- › Demonstration that the trail project supports economic development /diversification initiatives;
- › Identification of appropriate owner and source of ongoing maintenance for the trail project;
- › Documentation demonstrating that required authorizations and regulatory approval processes are underway or complete; and
- › Supports the *Trails Strategy for British Columbia*
www.sitesandtrailsbc.ca/documents/Trail-Strategy-for-BC_V6_Nov2012.pdf.

Please note that the limit on infrastructure costs (25% of total project costs) does not apply to Destination Trail Projects.

15 Applying to the Program

The application form is available online www.gov.bc/ruraldividend. Please note that some components of the online application (i.e. council/board resolution) may require additional time and planning to complete.

Your complete application package must be received by midnight PDT on Tuesday, July 31, 2018. Applicants will not be able to submit applications through the online application system past the identified deadline. All documents received by the program will be treated as confidential.

All program communication will take place with the primary contact using the contact information provided in the application. It is the responsibility of the applicant to notify the Program Office regarding any changes to the contact information provided.

If you need help in completing your application please refer to Section 28 Application Support.

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16 Mandatory Supporting Documentation

Each application must include the following mandatory supporting documentation, which will be submitted through the online application form. All mandatory supporting documentation must be specific to the legal entity applying for funding and may not be from a related organization such as a parent company or subsidiary.

- › Financial statements: Details are in Section 17 and 18.
- › Articles of Incorporation: Only required for not-for-profit applicants and First Nations Corporations. Documents must include the applicant's legal name and business number and can be Articles of Incorporation or the most recently filed Annual Report.
- › Partnership letters: Only required for applicants to the partnership funding stream. Letters must confirm the partner's role and commitment to the project.
- › Budget: All applicants must complete the program budget template posted at www.gov.bc.ca/ruraldividend.
- › Resolution: All applicants must complete a Council/Organization resolution (included in the application form).

Failure to submit the mandatory supporting documentation will result in the ineligibility of the application.

17 Financial Statements

Applicants must provide the financial statements identified for the requested funding amount. Financial statements that meet the requirement for a higher funding amount will also be accepted.

- › Financial statements must be specific to the legal entity applying for funding and may not be from a related organization.
- › The financial statements submitted must be in the final approved form, including signatures from the CPA who prepared them and organization representatives.
- › Applicants must submit current financial statements (i.e. those which have been prepared within the past year).
- › Financial statements must be submitted in their entirety; partial documents will not be accepted.

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18 Levels of Required Financial Statements

There are three levels of financial statements as indicated in the table below:

Levels	Financial Statements Required	Funding Amounts
1	Internally prepared financial statements signed by two board members.	> \$0–\$10,000
2	Review engagement.	> \$10,001–\$100,000
3	Audited financial statements.	> \$100,001–\$500,000

18.1 » Internally Prepared Financial Statements (\$0–\$10,000)

Statements must be signed by two board members and should include (1) a balance sheet from the previous fiscal year; (2) revenue and expense statements from the previous fiscal year; and (3) all notes pertaining to the financial statements. Financial statements prepared by an accountant (often referred to as “Notice to Reader” Financial Statements) are considered equivalent to internally prepared financial statements and should be provided if available.

18.2 » Review Engagement Financial Statements (\$10,001–\$100,000)

Statements must be prepared by an independent public accountant on a review basis. The accountant will not express an opinion on the fairness of the financial statements but must provide a limited assurance that the financial information is plausible and conforms to generally accepted accounting principles.

18.3 » Audited Financial Statements (\$100,001–\$500,000)

Statements must be prepared by an independent public accountant and include the examination of accounting records and other supporting evidence to render a professional opinion that the financial statements present a fair picture of the organization’s financial position and its activities during the period in which the audit was carried out.

Failure to submit the correct financial statements for the requested funding amount will result in ineligibility. Please contact the Program Office if you have any questions regarding this requirement.

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19 Optional Supporting Documentation

It is recommended that you include optional supporting documentation to provide additional information and context regarding your project. Suggestions include:

- › Indications of community support: Letters, references, or details of consultation to show community support for the project. Indications of community support will only be accepted from stakeholder organizations or community leaders in their professional capacity (i.e. chamber of commerce, mayor or community development organization).
- › Confirmation of funding from other funding sources listed in the project budget.
- › Approved financial plan developed and approved by the community/organization.
- › Quotes you have obtained from vendors or contractors to support your project budget.
- › Other materials such as business plans or feasibility studies that support your project.

Please do not provide any personal identifiers or third-party personal information (i.e. talk about others) in applications or supporting documents.



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20 Application Limit

An eligible applicant is limited to the submission of:

- › One project development application; and
- › One project application (single applicant or partnership).

There is no limitation on participation as a partner on projects submitted by other applicants. Additionally, applicants who received funding during previous intakes are not restricted from applying during current or future intake periods.

Regional districts are eligible to submit the number of applications noted above on behalf of each unincorporated area within their district. In addition, regional districts can submit applications on behalf of their district as a whole if the total population is less than 25,000. Regional districts are required to clearly identify in the application, which community or unincorporated area they are applying on behalf of.

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21 Project Review and Assessment

Eligible applications will be subject to a competitive review and assessment process. Eligible applications will be assessed and ranked against selection criteria (see Section 22 Selection Criteria). If additional information is determined to be needed to support the review and assessment, eligible applicants will be contacted, and additional information requested. The selection process will be objective and unbiased.

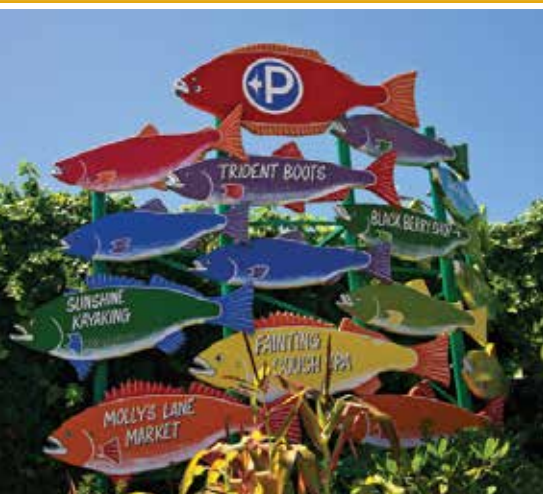
Decisions on applications are expected within four months after the application intake deadline. Applicants will not be notified of the ongoing status of their applications during the review and assessment process.

Funding decisions are final. Applications that are not funded in respect of a particular intake period may be re-submitted in a future intake period.

22 Selection Criteria

Meeting the selection criteria does not guarantee that funding will be provided. The program has seen increasing numbers of applications due to growing awareness and interest in the program. Applications are assessed in comparison to other applications received in the intake period, and the provision of funding during one intake does not guarantee funding for similar projects in future intakes.

Applicants should provide sufficient information to support a thorough assessment of their project. They are encouraged to identify measurable benefits wherever possible to support the assessment.



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Selection Criteria	Demonstrated Through
Rural communities most in need	<ul style="list-style-type: none"> › Identifies a community need tied to a major economic shock, crisis, or loss of key economic driver. › Meets economic needs such as sustainable jobs and business opportunities as well as community needs that attract and retain residents, especially youth. › Demonstrates the maximum possible impact to meet the needs of the community.
Community resiliency and economic strength	<ul style="list-style-type: none"> › Increases economic competitiveness and economic diversity and/or activity. › Enhances the community's ability to attract and retain new and existing workforce, youth, employers and investors. › Increases efficiency and productivity, business creation and market growth within the community and in rural businesses.
Building partnerships and shared prosperity	<ul style="list-style-type: none"> › Supports the creation or continuation of partnerships promoting local economic growth and diversity. › Supports the creation or continuation of partnerships between rural non-First Nation communities and First Nation communities that promote local economic growth and diversity.
Project feasibility, timeliness and sustainability	<ul style="list-style-type: none"> › Demonstrates the ability to efficiently and effectively manage, leverage funding and complete the project for success. › Demonstrates the ability for the project to commence on a timely basis, and be completed within a two-year timeframe. › Demonstrates long-term financial, social and environmental sustainability principles.
Greatest economic impact on rural communities	<ul style="list-style-type: none"> › Demonstrates broader economic impact across community or multiple communities/regions. › Identifies and links project benefits and outcomes to project activities. › Provides quantifiable local or regional job creation and retention driven by measurable changes in economic variables like product sales, agricultural production, natural resource harvesting or extraction, tourism revenue, employment, etc. › Degree to which the project is larger in scope/scale than the community could otherwise afford.
Attracting and retaining youth	<ul style="list-style-type: none"> › Increases capacity for youth to stay or return to rural communities. › Provides economic opportunities for youth in rural communities.
Innovation in economic development	<ul style="list-style-type: none"> › Utilizes incremental innovation to facilitate business growth and economic development. › Utilizes transformational innovation to diversify the economic base in a rural community.

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23 Grant Agreements and Reporting

Awarding of funding to successful applicants will be conditional upon finalization of a grant agreement that sets out the terms and conditions of the funding. The program reserves the right to award partial contributions of the total funding request.

Grant agreements will require that the applicants follow the program guidelines and requirements, including submitting progress and financial reporting documents. Funding recipients will be required to submit progress reports and a final report that outlines the project's performance and outcomes. Further details on such requirements will be provided to successful applicants.

Failure to meet the requirements of the grant agreement could result in the requirement for the repayment of funding to the program, and disqualify the funding recipient from further applications to the program.

24 Audits and Site Visits

Funding recipients may be subject to audit or site inspections at any time during the term of the funding agreement and for up to three years following the distribution of the program funds to the recipient, so the Province can examine project progress and documentation.

25 Events and Communications

The grant agreement may require the following:

- › The Ministry of Forests, Lands, Natural Resource Operations and Rural Development be kept informed about promotional activities related to the project, with a minimum notice period before public materials are distributed or events held.
- › The Government of British Columbia and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be acknowledged in project communications, events and signage.
- › Consent to the Province to publish project details in reports and in promotion of the program (on websites and in public materials).

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26 Freedom of Information

Applications submitted under the program are subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the program and will be used for the purpose of evaluating eligibility under the program.

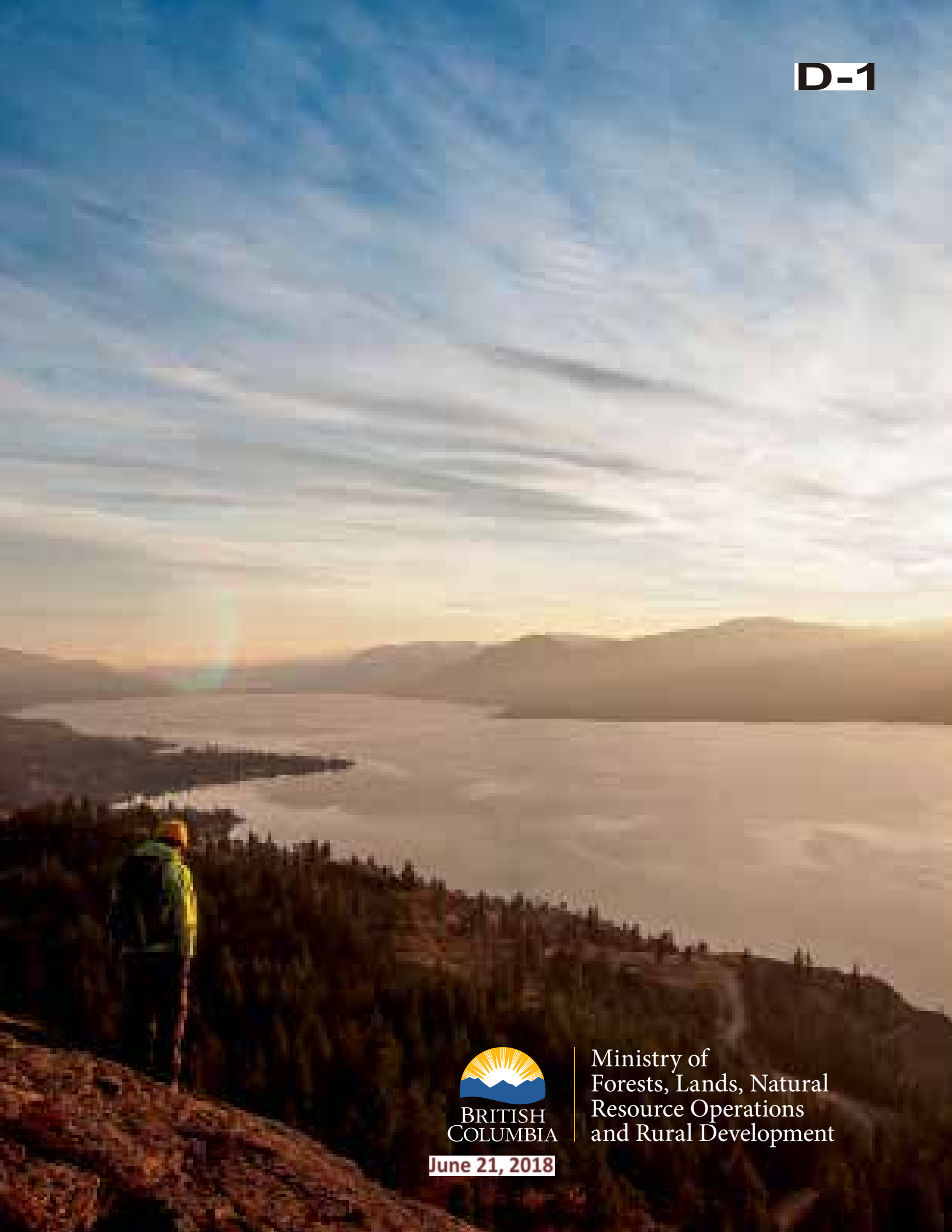
27 Conflict of Interest/Confidentiality

All documents received by the program will be treated as confidential. Program staff will uphold the standards for conflict of interest and confidentiality required by all B.C. public service employees.

28 Application Support

If you have a question that is not addressed in this program guide or the frequently asked questions section of the website (gov.bc.ca/ruraldividend), support is available from program staff at ruraldividend@gov.bc.ca or by calling 250-356-7950.

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Forests, Lands, Natural
Resource Operations
and Rural Development

Contact Information

Rural Dividend Program

PHONE: 250-356-7950 (Victoria)

EMAIL: ruraldividend@gov.bc.ca

WEBSITE: gov.bc.ca/ruraldividend



REPORT

To: EADC

Date: June 11, 2018

From: Claire Negrin, Acting General Manager of Development Services

Subject: Production Facility Regulations within Zoning Bylaws

RECOMMENDATION(S):

That staff be directed to conduct a workshop with the four Electoral Area Directors to discuss the land use issues in the rural areas related to oil and gas development, with the intended outcome of the workshop to be guidance on how to update production facility regulations within the PRRD Zoning Bylaws.

BACKGROUND/RATIONALE:

On February 23, 2018, PRRD staff and Directors of Electoral Areas B and D met with representatives from the Oil and Gas Commission and Encana who questioned an existing zoning regulation within Zoning Bylaw No. 1343, 2001. This report summarizes the issue raised and provides responses.

Issue 1: As Oil and Gas extraction is indeed resource extraction, does the Regional District have the authority to impose restrictions or prohibit the use?

It is the case that the Regional District does not have jurisdiction over subsurface rights. However, the Regional District DOES have jurisdiction over surface uses and structures. As such, if a use were simply the extraction of those subsurface minerals, and no processing occurred, the Regional District would have difficulty preventing that extraction. However, as soon as additional structures are added, and processing uses are introduced, the Regional District has the authority to regulate those uses and structures.

Issue 2: The 450 sq. metre Production Facility floor area limitation within the A-2 zone is too prohibitive.

Within all of the PRRD Zoning Bylaws, some oil and gas uses are permitted within the Large Holdings Agriculture Zone (A-2), which is the predominant zone within all areas. This means that a zoning amendment application is not required to develop oil and gas related activities in these areas. This includes Zoning Bylaw Nos. 1000, 479, and 506. A summary of these zones and their permitted uses is attached to this report (Attachment 1).

However, within Zoning Bylaw No. 1343, there are limitations to these allowable uses. Zoning Bylaw No. 1343 applies to the fringe areas around Chetwynd, Dawson Creek, and Fort St. John. Production Facilities are permitted within the A-2 zone, but are limited by area. As stated in Zoning Bylaw No. 1343, 2001 Section 33 (g), battery sites and compressor stations which cover an aggregate building and/or structure floor area of greater than 450 sq. metres (4850 sq. ft.) are not permitted in the A-2 Zone. A summary of this zone and its permitted uses is attached to this report (Attachment 2).

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Staff Initials: CN

Dept. Head:

CAO:

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The 450 sq. metre limitation on the floor area of Productions Facilities within the A-2 Zone means that many of the larger sites located within the area of Bylaw No. 1343 are required to amend the zoning on the property to either the I-2 General Industrial Zone or the I-4 Oil/Gas Production Zone. This requirement presents both positive and potentially negative results. The table below summarizes some pros and cons to the required rezoning of larger productions facilities.

Table 1: Pros and Cons of the 450 sq.m. limitation for Productions Facilities in the A-2 Zone (Bylaw No. 1343)

Pros	Cons
<ul style="list-style-type: none"> • Rezoning process includes a public engagement process • The rezoning process opens up a clear opportunity for the PRRD to add conditions to the proposed development 	<ul style="list-style-type: none"> • Upon rezoning, the land is permanently changed to an industrial zone, which may permit other, more intrusive uses • The 450 sq.m. limitation may no longer be reflective of current oil and gas development practices

ALTERNATIVE OPTIONS:

Option 1: That staff be directed to amend PRRD Zoning Bylaws No. 1000, 479, and 506 to include the production facility restrictions (copied from Section 33.2(g)) within each A-2 (Large Agricultural Holdings Zone).

Considerations:

- *This may help to regulate activities within the areas of the Regional District which are significantly impacted by oil and gas activity, particularly Farmington*
- *This will result in an increase in the number of zoning amendment applications received by the Regional District. Current staff capacity may be unable to handle this additional work.*

Option 2:

1. That staff be directed to update production facility regulations within Section 33.2(g) of PRRD Zoning Bylaw 1343, 2001 to a regulation which more accurately represents current oil and gas development practices; and,
2. That, in order to determine what a more appropriate regulation may be, staff be directed to consult with area producers and the Oil and Gas Commission regarding current oil and gas development practices.

Considerations:

- *This may help producers who are finding the 450 sq.m. limitation too restrictive.*
- *Determining the correct size may be difficult.*

Option 3: That staff be directed to amend the PRRD Official Community Plans and Zoning Bylaws to create an Industrial Development Permit Area over the entire planning area of the PRRD, to establish associated development permit guidelines, and to remove the production facility regulations from PRRD Zoning Bylaw 1343, 2001.

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Considerations:

- *This option would result in the regulation of oil and gas development by Development Permit (DP) rather than Zoning.*
- *The Local Government Act (Sec. 488 (f)) allows for the designation of an area as a DP Area to establish objectives for the form and character of industrial development.*
- *Depending on the procedure adopted, a DP may be reviewed and processed by the Regional District faster than a zoning amendment, which would help ensure that producers are not further encumbered. DPs are currently delegated to the General Manager of Development Services for approval. This process could remain, or DPs for Oil and Gas Developments could go to the Regional Board for consideration.*
- *The Regional District can require a public meeting to occur as part of the DP application process.*
- *Depending on the guidelines established, a DP could help ensure some of the development standards currently causing issues within the rural area are addressed, such as lighting, site design, etc.*
- *Depending on the development guidelines established, a DP may include requirements respecting the character of the development, including the siting and form of buildings and other structures.*

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):**COMMUNICATIONS CONSIDERATION(S):****OTHER CONSIDERATION(S):****Attachments:**

Attachment 1: Permitted Oil and Gas uses within Zoning Bylaws 1000, 479, and 506

Attachment 2: Permitted Oil and Gas uses within Zoning Bylaw 1343

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Permitted Oil and Gas uses within Zoning Bylaws 1000, 479, and 506Bylaw 1000, 1996 (North Peace Rural)

A-2 Permitted Uses include:

- (b) oil and gas activities;

Oil and Gas Activities Definition

means any activity that assists in the production, storage, transmission, processing and exploration of either oil and gas. Without restricting the generality of the above this may include the following:

- (a) batteries;
- (b) oil treaters;
- (c) pumping stations;
- (d) compressor stations;
- (e) dehydrators;
- (f) gas inspection stations;
- (g) sulphur processing;
- (h) pipe lines; and
- (i) flow lines.
- (j) land treatment sites, non-commercial [BL# 1201, 1999]

Bylaw 479, 1986 (South Peace Rural – includes Farmington area)

A-2 Permitted Uses include:

- (ii) oil or gas production, processing, storage, transmission and exploration;

Bylaw 506, 1986 (West Peace Rural)

A-2 Permitted Uses include:

- (ii) oil or gas production, storage, transmission or exploration;

Permitted Oil and Gas uses within Zoning Bylaw 1343

Bylaw 1343, 2001 (FSJ, DC, and Chetwynd Fringe areas)

A-2 Permitted Uses include:

- (g) Oil and gas wells, PIPELINES;
- (h) PRODUCTION FACILITIES;

Production Facilities

- (g) The following PRODUCTION FACILITIES are not permitted in the A-2 zone:
 - i) Battery sites and compressor stations which covers an aggregate building and/or structure floor area of greater than 450 sq. metres (4850 sq. ft.)
 - ii) Oil field waste management facility that requires a permit under the Waste Management Act or which covers an aggregate building and/or structure floor area of greater than 450 sq. metres (4850 sq. ft.)

Production Facilities, (Oil and Gas) Definition

includes a battery, oil treater, pumping station, compressor station, dehydrator, gas injection station, line heater, waste processing facility, water disposal facility, water injection station, or upon designation of an authorized BC Oil and Gas Commission employee, any other system of vessels and equipment designed to accommodate production or disposal or both production and disposal of well effluent products and byproducts, but does not include a GAS PROCESSING PLANT

ELECTORAL AREA DIRECTORS' COMMITTEE

DIARY ITEMS

<u>Topic</u>	<u>Notes</u>	<u>Diarized</u>
1. North Pine TV Tower		August 17, 2017
2. Internet		November 16, 2017
3. Tour for the Water Advisory Committee Members	Arrange a final meeting 6 to 8 months after operation begins; to close the loop	November 16, 2017
4. Meetings with Ministers and MLA's		November 16, 2017
5. Cell Towers within the Region		December 14, 2017
6. Electoral Area D Water Referendum	To be discussed at the June EADC meeting	February 14, 2018