



ELECTORAL AREA DIRECTORS COMMITTEE MEETING A G E N D A

Thursday, August 15, 2019

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 meeting**
- 2. DIRECTORS' NOTICE OF NEW BUSINESS**
- 3. ADOPTION OF AGENDA**
- 4. ADOPTION OF MINUTES**
M-1 Electoral Area Directors' Committee Minutes of June 18, 2019 **(Page 2)**
- 5. BUSINESS ARISING FROM THE MINUTES**
- 6. DELEGATIONS**
D-1 (10:30) Bess Legault, Northern Cohort Coordinator, Northern Environmental Action Team
- 7. CORRESPONDENCE**
C-1 July 29, 2019 – Ministry of Agriculture – Class D Slaughter Licensing **(Page 8)**
- 8. REPORTS**
R-1 August 6, 2019 – Crystal Brown, Electoral Area Manager – Connectivity Infrastructure Strategy **(Page 13)**
- 9. DISCUSSION ITEMS:**
DI-1 Cemeteries
DI-2 Connectivity: POP and Anchor Sites
DI-3 Gasification
DI-4 September EADC dates
DI-5 Parade Attendance
- 10. NEW BUSINESS:**
NB-1 South Peace Health Services Society **(Page 22)**
NB-2 PRAD (Discussed under C-1)
NB-3 Farmers' Information Service (Discussed after C-1)
NB-4 Bottling of water
NB-5 Planning
NB-6 Attendance for Rural Municipal Conference
- 11. COMMUNICATIONS**
- 12. DIARY: (Page 23)**
- 13. ADJOURNMENT**



PEACE RIVER REGIONAL DISTRICT

ELECTORAL AREA DIRECTORS' COMMITTEE

MEETING MINUTES

DATE: June 18, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: Directors

Director Goodings, Meeting Chair
 Director Sperling
 Director Hiebert
 Director Rose

Delegations

Chris Hawkins, PRRD Grant Writer
 Mike McConnell, BC Cattlemen's Association

Staff

Shawn Dahlen, Chief Administrative Officer
 Crystal Brown, Electoral Area Manager
 Tyra Henderson, Corporate Officer
 Jenn Baddeley, Corporate Services NDIIT Intern
 Trish Morgan, General Manager of Community Services
 Edward Albury, Fire Chief, Charlie Lake Fire Department
 Lyle Smith, Chief Financial Officer, 11:45 am
 Suzanne Garrett, Corporate Services Coordinator

Call to Order The Chair called the meeting to order at 10:00 am

DIRECTORS NOTICE OF NEW BUSINESS:

Director Hiebert Report on the May 30th FCM Conference
 Director Sperling Comments on oil and gas template
 Director Rose Identify topics for discussion at UBCM Conference

ADOPTION OF AGENDA:

June 18/19 Agenda MOVED by Director Hiebert, SECONDED by Director Rose,
 That the Electoral Area Directors' Committee agenda for the June 18, 2019 meeting,
 including Director's new business, be adopted as amended:

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 M-1 Electoral Area Directors' Committee Meeting Minutes of May 27, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
 D-1 (10:30) Chris Hawkins – PRRD Grant Writer
 D-2 (11:00) Mike McConnell – Cattlemen's Association – Water Licensing
7. **CORRESPONDENCE:**
8. **REPORTS:**
 R-1 June 10, 2019 – Trish Morgan, GM of Community Services – Proposed
 Expansion of Charlie Lake Fire Protection Service Area – Information Package.

ADOPTION OF AGENDA (continued):

June 18/19 Agenda
(continued)

9. DISCUSSION ITEMS:

- DI-1 GIA Criteria
- DI-2 Meeting Invites
- DI-3 EADC/RBAC Meeting Dates

10. NEW BUSINESS:

- NB-1 Director Hiebert report on May 30 FCM Conference
- NB-2 Comments on oil and gas template
- NB-3 Identify topics for discussion at UBCM Conference

11. COMMUNICATIONS:**12. DIARY:**

- DA-1 Diary Items

13. ADJOURNMENT:**CARRIED****ADOPTION OF MINUTES:**

M-1
May 27/19 EADC
Minutes

MOVED by Director Rose, SECONDED by Director Sperling,
That the Electoral Area Directors' Committee Meeting Minutes of May 27, 2019 be adopted.

CARRIED**BUSINESS ARISING FROM THE MINUTES:**

BA-1 Telus

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee recommends to the Regional Board that a meeting be requested, during the 2019 UBCM Convention, with the Honourable Jinny Sims regarding the lack of cell phone coverage, broadband internet and land line service to the rural areas in the region, specifically in regard to resident safety and emergency communications.

CARRIED

The Board, at its June 13th meeting, resolved to forward a letter to the Canadian Radio-television and Telecommunications Commission (CRTC), expressing these concerns, with a copy to Telus. Without changing the intent of the letter, it was suggested that two additional points be included in the letter (1) Telus has no competition, therefore residents have no choices as to carriers, and (2) request that Telus provide maps indicating coverage service gaps.

Vary the Agenda

MOVED by Director Sperling, SECONDED by Director Rose,
That the agenda be varied to deal with D-1 (Grant Writer Delegation) at this time.

CARRIED**DELEGATIONS:**

D-1
Chris Hawkins

Mr. Hawkins provided the Committee with an update on the Grant Writer Program.
Topics included:

- Organizations do not always follow up with Grant Writer after initial contact
- 2 outstanding grant applications from 2018 (waiting for approval confirmation).
- 6 workshops held in region, well attended with over 90 participants
- Applied for \$7 million in grants – 26 organizations; 43 possible grants
- Grant Writer program could be better utilized

D-1 (continued) It was suggested that organizations be reminded of services available from the Grant Writer Program through Facebook and include information in all grant letters sent to applicants.

Mr. Hawkins left the meeting at 10:50 am

REPORTS:

R-1
June 10, 2019-
Proposed Expansion –
CL Fire Protection
Service Area Report

MOVED by Director Sperling, SECONDED by Director Rose,
That the Electoral Area Directors' Committee receive the report titled 'Proposed Expansion of Charlie Lake Fire Protection Service Area – Information Package' for discussion.

CARRIED

At the April 9, 2019 Special EADC meeting, the Committee suggested staff examine the following tiered tax rates for fire protection services:

- Properties < 13 km will pay the same tax rate as the current service area
- Properties > 13 km will pay 50% of the tax rate of the current service area

It was felt that 50% would not meet financial requirements for equipment, capital, purchases and construction.

D-2
Mike McConnell

Mr. McConnell, BC Cattlemen's Association, attended to provide an update on water licensing requirements. Topics included:

- Producers from Quesnel south want the ability to obtain a water license – they feel it provides additional security for landowners
- Cattlemen want to have a Livestock Watering Act regulation in place
- Dugouts – Provincial perception is dugouts are filled by groundwater seepage. Have not taken into account the north is different – clay soils prevent seepage.

Mr. McConnell left the meeting at 11:30 am

R-1 (continued)

Discussion ensued regarding Road Rescue / First Medical Responder (EMR) services. Charlie Lake Fire Department staff would handle day to day i.e. band-aid to heart attack incidents. Staff are trained pursuant to Worksafe BC requirements. There was no mention in the report regarding potential liability impacts to the Regional District.

MOVED by Director Sperling, SECONDED by Director Hiebert,
That a report be brought back to the Electoral Area Directors Committee defining costs for fire protection at 75% taxation rates for properties outside the 13 km Charlie Lake Fire Protection Service area and address liability impacts of said service to the Regional District.

CARRIED

Staff will schedule a meeting, in August, with mutual aid partners, the City of Fort St. John and District of Taylor, to discuss the proposed expansion of the Charlie Lake Fire Protection Area, Road Rescue and First Medical Responder services.

DISCUSSION ITEMS:

DI-1
GIA Criteria

The Chief Financial Officer advised that the Grants-in-Aid policies will be undergoing a review in the near future at which time this issue could be addressed.

Recess	The meeting recessed for luncheon at 12:05 pm
Reconvene	The meeting reconvened at 1:00 pm
DI-2 Meeting Invites	Directors and staff have been experiencing technical difficulties with the meeting calendar and invitations. Staff are working on a process and resolution to address the issues.
DI-3 EADC/RBAC Meeting Dates	MOVED by Director Hiebert, SECONDED by Director Sperling, That the Electoral Area Directors Committee meeting scheduled for July 18 be cancelled.

CARRIED**NEW BUSINESS:**

NB-1 FCM Conference (Handout)	<p>Director Hiebert provided an update on the FCM Conference he attended on May 30 to June 2 in Quebec City. Key topics of interest:</p> <ul style="list-style-type: none"> • New fire suppression apparatus • G3 Grain terminal in Quebec City Harbour • Relationship between local government and Federal Government • Waste to Energy • Farm Hub Speaker series – connecting communities through agriculture – municipal leaders discuss the importance of farming to citizens they represent.
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NB-2 comments on oil and gas template	Director Sperling reminded Directors that he would be accepting comments on the oil and gas template until early July.
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NB-3 topics for UBCM Conference	<p>MOVED by Director Sperling, SECONDED by Director Rose, That the Electoral Area Directors Committee recommends to the Regional Board that a meeting be requested with the Premier regarding value-added products from resources and access to rail cars, during the 2019 UBCM Convention.</p>
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CARRIED

Topic 1	consider incentives to producers to develop manufacturing plants in BC to reduce reliance on importing and exporting resources from/to other provinces and countries
Topic 2	Ensure CN Rail complies with legal obligation to provide producers and communities with adequate, consistent service and timely access to rail cars.

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee recommends to the Regional Board that a meeting be requested with the Minister of Agriculture regarding Livestock Watering Regulation and access to rail cars, during the 2019 UBCM Convention.

CARRIED

Topic 1	Ensure CN Rail complies with legal obligation to provide producers and communities with adequate, consistent service and timely access to rail cars.
Topic 2	Livestock Watering Act Regulation – request that the regulation be completed by the end of 2019, and that producers be exempt from groundwater licensing for livestock watering until the regulation is complete.
Topic 3	Agriculture tenure on Crown Land – develop regulations recognizing the rights of tenure holders

Topic 4 Agriculture issues with China – refusal to accept canola and pork products from Canada – provide assistance to producers affected and find new markets for products.

NB-3 (continued)

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Electoral Area Directors Committee recommends to the Regional Board that a meeting be requested with the Minister of Forests, Lands and Natural Resource Operations and Rural Development regarding fibre shortage and the *Water Sustainability Act*, during the 2019 UBCM Convention.

CARRIED

Topic 1 Forestry sector status – address the current fibre shortage in the market resulting in job losses and mill closures across the province.
Topic 2 *Water Sustainability Act* – exclude livestock watering from groundwater licencing requirements; change definition of “stream”, each Ministry has a different definition - needs to be consistent in all legislation/regulations. Change definition of “domestic use” – community halls and schools, water is used for by the people, this differs from commercial use.

MOVED by Director Sperling, SECONDED by Director Rose,
That the Electoral Area Directors Committee recommends to the Regional Board that a meeting be requested with the Minister of Environment and Climate Change Strategy regarding solid waste, and recycling, during the 2019 UBCM Convention.

CARRIED

Topic 1 Recycling – confirm with Province where recyclable materials end up.
Topic 2 Waste to Energy – support for the development of waste to energy systems

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee recommends to the Regional Board that a meeting be requested with the Minister of Education regarding school funding, during the 2019 UBCM Convention.

CARRIED

Topic 1 school closures – allocate more funding towards schools in the region.

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee recommends to the Regional Board that a meeting be requested with the Minister of Citizen's Services regarding connectivity, during the 2019 UBCM Convention.

CARRIED

Topics 1 improve connectivity to small and rural communities by ensuring that local providers are investing in and maintaining local landlines, mobility towers and broadband services, to ensure resident safety and emergency communications.

MOVED by Director Sperling, SECONDED by Director Rose,
That the Electoral Area Directors Committee recommends to the Regional Board that a meeting be requested with the Minister of Public Safety regarding mandatory fire inspection, during the 2019 UBCM Convention.

CARRIED

Topic 1 Amend the new Fire Safety Act to remove the “mandatory” requirements on regional districts to take on responsibilities for fire inspections and enforcement and make them optional. Not feasible due to size of region, sparseness of population, lack of personnel to conduct inspections.

NB-3 (continued) MOVED by Director Hiebert, SECONDED by Director Rose,
That the Electoral Area Directors Committee recommends to the Regional Board that
a meeting be requested with the Minister of Health regarding medevac services,
during the 2019 UBCM Convention.

CARRIED

Topic 1 Air Ambulance – ensure that the Peace region has sufficient and adequate
access to medevac services.

COMMUNICATIONS: None

DIARY:

DIA-1 Item 8 - add Rural Municipal Conference to the Diary - scheduled for November
Diary (continued) 12-15, 2019.

Water Advisory Committee tour has been scheduled as follows:
Fey Spring and Boundary – June 28
Prespatou and Buick – July 2
Place on Board agenda in the event other Directors wish to attend.

Committee Report MOVED by Director Hiebert, SECONDED by Director Rose,
That the recommendations from the Electoral Area Directors Committee meeting of
June 18, 2019 be recommended to the Regional Board for approval.

CARRIED

ADJOURNMENT The Chair adjourned the meeting at 2:10 pm

Karen Goodings, Chair

S. Garrett, Corporate Services Coordinator

Received DC Office July 29, 2019

From: BC Meat Inspection Program AGRI:EX <bcmeatinspection@gov.bc.ca>
Sent: Monday, July 29, 2019 2:06 PM
To: Brenda Deliman <Brenda.Deliman@prrd.bc.ca>
Subject: RE: Class D Slaughter Licencing - Feedback

Good afternoon,

This email is in regards to the recent request from the Ministry on June 3rd, 2019 to provide feedback on Class D licences. I am following up with you personally to ensure you receive the news about the extension for feedback regarding Class D licences, since your Regional District submitted feedback. I can confirm receipt of your submission.

The Ministry has heard from some of you about the challenges of being able to respond within the allotted time. In order to ensure meaningful input, the Ministry has extended the deadline for providing feedback to **October 1st, 2019**. We want to give local governments more time to respond to this important issue and provide input that will result in better consultation. **Regional districts who have already provided input are encouraged to add to or alter their prior submissions in order to improve them, if they wish.**

To support rural slaughter capacity, the Ministry would like to invite input from local governments on:

- **proposals for new Class D regions or sub-regions; and**
- **designation of new regions or sub-regions.**

We want to highlight that this invitation for feedback is an opportunity to present new ideas, and for updating and consideration of previous input in the context of the Select Standing Committee on Agriculture, Fish and Food's report on meat production in BC.

For more information please see the attached document.

Please provide feedback by **October 1st, 2019**, (in PDF or Word format only) to bcmeatinspection@gov.bc.ca

As well, please direct all questions to bcmeatinspection@gov.bc.ca

Thank you,

Diana



Diana Berry (née Edwards)
 Policy and Project Analyst
 Food Safety & Inspection Branch
 Ministry of Agriculture



Discussion Paper to solicit feedback from Local Governments about Class D Licences

July 29, 2019

Provincial Meat Inspection

The overall objective of the provincial meat inspection program is to provide a credible regulatory system that is effective in ensuring food safety and animal welfare, while providing sufficient flexibility to enable a competitive slaughter industry with capacity for livestock producers of all sizes across B.C. The Ministry of Agriculture (Ministry) is committed to working with operators of all types and sizes to support development of cost-effective and innovative slaughter capacity solutions in all regions of the province.

Class D licences are only available in the ten regional districts that have been designated in regulation. Class D licence holders may slaughter up to 11,340 kilograms (25,000 pounds) of their own or other people's animals per year, for direct sales to consumers or to food businesses such as restaurants and meat shops in the regional district in which the meat was produced.

Select Standing Committee on Agriculture, Fish and Food Report

In 2018, the all-party Select Standing Committee on Agriculture, Fish and Food (Committee) led a comprehensive engagement process with stakeholders on the current meat inspection system. The Committee gathered input by travelling throughout the province and speaking with local citizens to ensure opportunity for interested parties to participate.

The Committee released their report with 21 recommendations for government related to licensing and oversight, skilled labour and workforce, and industry growth and development. The Ministry is seeking further feedback on recommendation #3 related to Class D licensing:

#3: Help Class D and E licensed producers reach markets closer to home by investigating alternative boundary restrictions for sales, other than regional districts.

Invite Feedback

To support rural slaughter capacity, the Ministry would like to invite input from local governments on:

- **proposals for new Class D regions or sub-regions; and**
- **designation of new regions or sub-regions.**

The Ministry has received submissions related to this topic in the past. This invitation for feedback is an opportunity to present new ideas, and for updating and consideration of previous input in the context of the Committee's report.

For more information about Class D licences please visit:

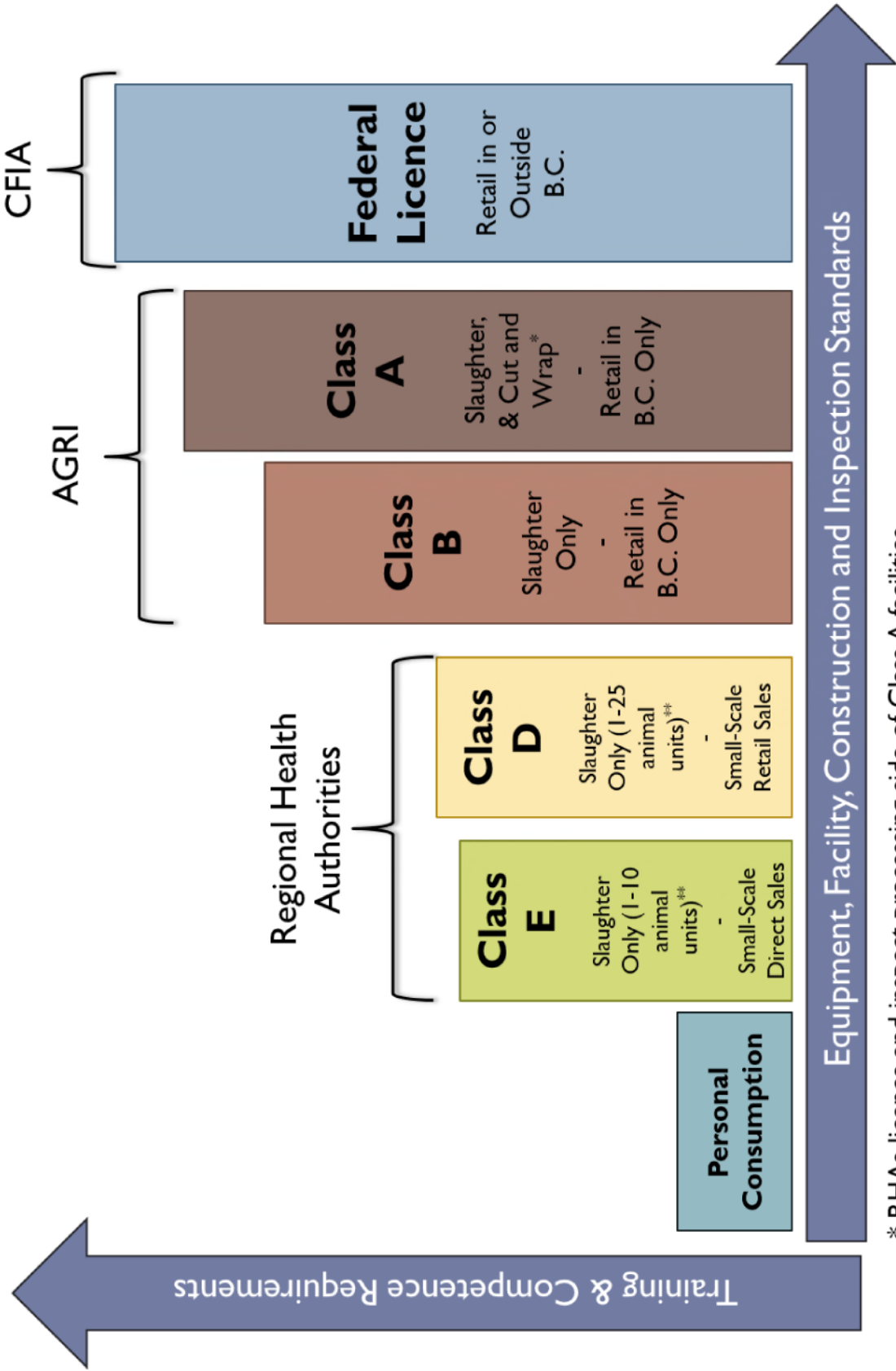
<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/food-safety/meat-inspection-licensing/class-d-e-licences>

Please submit feedback by **October 1st, 2019** (in Word or PDF format only) to

bcmeatinspection@gov.bc.ca

Please note: Only submissions from local governments will be accepted.

Four Classes of Slaughter Licences



* RHAs licence and inspect processing side of Class A facilities

** One animal unit = combined weight, when measured alive, of 1,000 lbs or 454 kg of meat



PEACE RIVER REGIONAL DISTRICT

July 26, 2019

Email: bcmeatinspection@gov.bc.ca

Ministry of Agriculture
PO Box 9043 Stn Prov Govt
Victoria, BC
V8W 9E2

Re: Class D Slaughter Licencing

To Whom it May Concern,

At its July 25, 2019 meeting the Peace River Regional District (PRRD) Board considered the Ministry of Agriculture "Discussion Paper to Solicit Feedback from Local Governments about Class D Licences". As Class D licencing would assist small scale meat producers within the Peace River Regional District in reaching markets closer to home, the PRRD Board resolved the following:

"That a letter be forwarded to the Ministry of Agriculture (bcmeatinspection@gov.bc.ca) in support of the establishment of Class D licencing for small scale meat producers within the Peace River Regional District, at minimum."

Thank you for the opportunity to provide comment on this important matter.

Yours truly,

Brad Sperling
Chair

diverse. vast. abundant.

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca



REPORT

To: Electoral Area Directors Committee

Date: August 6, 2019

From: Crystal Brown, Electoral Area Manager

Subject: **Connectivity Infrastructure Strategy**

RECOMMENDATION:

That the Electoral Area Directors Committee receive the report Connectivity Infrastructure Strategy, dated August 6, 2019, for discussion.

BACKGROUND/RATIONALE:

The Connecting British Columbia program is a province-wide program administered by Northern Development Initiative Trust (NDIT) and is available to local governments. It is funded by the Province of British Columbia.

The current objective of the Connecting British Columbia program is to accelerate the delivery of high-speed internet connectivity at minimum target speeds of 50 megabits per second (Mbps) down and 10 Mbps up to homes and businesses in rural communities in B.C.

The high cost of infrastructure has been identified as one of the key barriers to expanding internet services. The Connecting British Columbia program helps pay for infrastructure required to deliver high-speed internet connectivity to rural areas of the province.

The **Connectivity Infrastructure Strategy** stream provides funding to support the development of regional connectivity infrastructure strategies (e.g., feasibility assessments) to offset the cost of hiring a telecommunications consultant to assist with rural and remote community connectivity planning.

During the October 25, 2018 Regional District Board meeting, the Board resolved that “the Electoral Area Directors Committee recommends that the Board authorize the Peace River Regional District Grant Writers to submit a grant application to the “NDIT Connecting British Columbia, Connecting Infrastructure Strategy Funding” grant program for each of the following communities: Wonowon, Clayhurst, Goodlow, Cecil Lake, Rose Prairie and Clearview, Baldonnel, Two Rivers, Tupper, Tomslake, Kelly Lake, Cutbank, Rolla, Progress, Sunset Prairie, Groundbirch, Jackfish and Hassler for the purpose of conducting a connectivity infrastructure strategy.

The Grant Writers have written a draft application, but the following additional information is required before the application(s) can be submitted:

- The original motion was to apply for funding to conduct individual connectivity strategies for each of the identified communities. The grant available from NDIT is to provide a regional connectivity strategy. Proposed options for regional strategies could be:

Staff Initials: *CB* Dept. Head:

CAO: *[Signature]* Page 1 of 3

1. PRRD Connectivity Strategy
 2. North Peace/South Peace Connectivity Strategy
 3. North Peace/South Peace/West Peace Connectivity Strategy
 4. Electoral Areas 'B', 'C', 'D', and 'E' Connectivity Strategy
- Consultant proposal including quote(s).
 - Project Budget
 - Recently dated Board Resolution of support
 - Funding approval from other sources

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Advocacy
 - ☒ Increased broadband connectivity for rural communities - Situational/Gap Analysis and Investment

FINANCIAL CONSIDERATION(S):

Applicants can apply for up to 75% of eligible project costs to a maximum of \$15,000 per project. The Electoral Area Directors will be responsible for funding any remaining costs. A resolution from RBAC will be required.

COMMUNICATIONS CONSIDERATION(S):

Depending upon the cost of the project, a Request for Quote or Request for Proposal will be issued for consulting services.

OTHER CONSIDERATION(S):

Applications are approved by NDIT on a first come basis. The application cannot be submitted without the proposal and quote from the contractor.

If the Electoral Area Directors Committee proceed with submitting the grant application, and we are approved, a requirement of NDIT is that the project must be completed by March 31, 2020.

During the June 2019 Electoral Area Directors Committee meeting, it was discussed that the Electoral Area Directors were no longer interested in doing a feasibility study for the region.

Attachments:

1. Draft Connectivity and Infrastructure Strategy Outline
2. Connecting British Columbia Program – Connectivity Infrastructure Strategy Application Guide

Draft Connectivity and Infrastructure Strategy Outline

There are considerable challenges to connect rural and remote communities to broadband. Major carriers typically focus their planning and investment on more densely populated areas to optimize return on their capital investment.

There are two issues to recognize when considering connecting rural residents:

- Proximity to fibre transport can be a primary roadblock to connectivity in smaller rural communities.
- Wireless providers seldom deliver more than 30 Mbps down even in areas where they have access to fibre and the CRTC minimum target is 50 Mbps.

Step 1: Conduct a feasibility study in each identified region of the Peace River Regional District. This would include, but not limited to:

- A broadband connectivity assessment in the region.
- Identifying internet service providers (ISP) and existing infrastructure/service coverage for each region.
- Identify challenges to connectivity across the region such as geographic obstacles, remoteness, and capacity or speed limitations on existing infrastructure.
- Include population and estimated numbers of households, businesses and institutions located within each targeted service area within the region.

Step 2: Use information gathered from the feasibility studies to develop a regional connectivity strategy.

Step 3: Use information gathered from the feasibility studies to develop a regional infrastructure strategy. This may include additional feasibility work.

The development of connectivity infrastructure strategies are important to ensure that infrastructure investments are, to the extent possible, coordinated, scalable, provide value for money and achieve priority objectives for the region

Step 4: Use the connectivity and infrastructure strategies to help identify partners to invest in connectivity infrastructure in the region.

Examples include:

- Provide new infrastructure or upgrades to existing infrastructure to allow improved availability of high-speed internet in areas with limited coverage.
- Improve network diversity by providing alternate paths into regions with single points of failure or circuits exposed to natural or human risk factors like landslides, flooding, or fire.
- Support expansion of the 50/10 Mbps CRTC service objective at affordable rates by providing market options or competitive wholesale pricing to rural and underserved areas, or areas historically dependent on only one provider.
- Provide transport infrastructure capable of supporting future services in areas underserved by other telecommunication services like cellular or public Wi-Fi, by offering breakouts in specific geographical areas where improved coverage can be achieved.

Connecting British Columbia Program Phase Two – Intake Two – Connectivity Infrastructure Strategy Application Guide

Introduction

The Connecting British Columbia program is a province-wide program administered by Northern Development Initiative Trust (Northern Development) and is available to all eligible applicants. It is funded by the Province of British Columbia.

Program Purpose

The current objective of the multi-year Connecting British Columbia program is to accelerate the delivery of high-speed internet connectivity at minimum target speeds of 50 megabits per second (Mbps) down and 10 Mbps up to homes and businesses in rural communities in B.C.

The high cost of infrastructure has been identified by local governments, First Nations, and internet service providers as one of the key barriers to expanding internet services. The Connecting British Columbia program helps pay for infrastructure required to deliver high-speed internet connectivity to rural areas of the province.

This stream of the Connecting British Columbia program provides funding to support the development of regional connectivity infrastructure strategies. Strategies should ensure that infrastructure investments are coordinated, scalable, and provide value for money and achieve priority objectives for the region.

Approved projects must be completed by March 31, 2020.

Eligible Applicants

Examples of eligible applicants include:

- Municipal government or regional district established by BC legislation.
- Not-for-profit government organizations.
- First Nations or First Nations organizations – i.e. band council or a corporation controlled by a First Nation.

Individuals cannot apply to the program.

Eligible Project and Support

This program intake, effective July 1, 2018, is to provide funding support for local municipal governments, regional districts and First Nations with limited capacity to undertake a connectivity infrastructure strategy (e.g., feasibility assessments, business cases, developing applications) to develop sustainable connectivity infrastructure projects.

Applications will be reviewed and assessed on a first come, first serve basis until available funds are committed.

The development of connectivity infrastructure strategies are important to ensure that infrastructure investments are, to the extent possible, coordinated, scalable, provide value for money and achieve priority objectives for the region.

Applicants may contract qualified third-party consultants to provide communities with access to tools and resources to navigate the connectivity landscape, including best practices and shared learning.

Written support from the local government body, is required before an application will be considered for funding.

Eligible project activities are outlined below.

Connectivity Infrastructure Strategy

The program will allow communities to access third party funding to offset the cost of hiring a telecommunications consultant to assist with rural and remote community connectivity planning. The consultants will provide communities with access to tools and resources to navigate the connectivity landscape, including best practices and shared learning. Eligible project types and activities may include

- Community engagement activities that guide the design and implementation of broadband projects.
- Relationship, partnership and coalition development to assist with connectivity expansion initiatives.
- Providing assistance to support applications to federal government connectivity programs.
- Research and reports that inform and support the design, build and operations of networks, including technical specifications, landing stations, and the preparation of engineer-stamped business cases, if required.
- Interpretation of regulatory decisions and advice on implications for community connectivity plans.
- The development of comprehensive business documents for telecommunications services such as business cases, value assessments, stakeholder plans, accountability matrixes, acquisition plans, governance plans and transition plans.
- Benchmarking studies and best practice reviews.
- Development of change management strategies and governance structures.
- Project management, coordination and development.

A [Sample Regional Connectivity Infrastructure Strategy Framework Template](#) is available as a guide for reference. The template is not a required document to be used by applicants to this program.

An approved connectivity infrastructure strategy development grant does not provide a guarantee of funding in subsequent applications submitted to the program.

Note: This funding is NOT for ‘Smart Cities’ projects.

Funding Limit

Eligible applicants can apply for up to 75% of eligible project costs to a maximum of \$15,000 per project.

Third Party Contributions

Applications to the Connecting British Columbia program must also demonstrate leveraged funds from other sources that may include: funds from the applicant, funds from other funding agencies or funds from federal and/or other levels of government. However, any funds that were previously granted by the Province for other connectivity programs may not be used to leverage Connecting British Columbia funds.

Project Timelines

Applications must demonstrate that the project will be completed by March 31, 2020. A high-level project plan, including major milestones is strongly preferred.

Applications for projects with an immediate start date will be more favourably ranked in the assessment and review process. The need for additional steps before a project can start (e.g., securing other funding, completion of other projects) 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 pending availability of funds.

Eligible and Ineligible Costs

Eligible costs under the program are the reasonable and essential expenses required to complete the project. The program will fund consulting services and associated cost related to development of the connectivity infrastructure strategy. The determination of eligible expenses rests with the program.

Eligible Costs

- Consulting services, including:
 - Project management, feasibility studies related directly to the project.
 - Design/engineering costs.
 - Business planning development, and project-related professional fees.
- Consultant travel costs:
 - Cost of travel which is deemed necessary to the performance of the project.
 - Travel expenses, at economy rates, shall be charged at actual costs.
 - To be eligible, travel costs must clearly document the purpose of each trip and be considered reasonable by the program.
- PST.

Ineligible Costs

- Permits and approvals.
- Legal costs.
- Professional fees for memberships or accreditations.
- Academic research that does not deliver concrete actions or tangible benefits.
- In-kind contributions.
- Costs incurred prior to the date of written conditional approval of the application by Northern Development.
- GST or HST.

Applying to the Program

The application form is available for download at www.northerndevelopment.bc.ca/funding-programs/partner-programs/connecting-british-columbia/. Please note that some components of the application (i.e., council/band resolutions) may require additional time and planning to complete.

The program will begin to accept applications on July 1, 2018 until funding is fully committed. All applications received by the program will be treated as confidential.

Applications must contain all completed Required Attachments for the application to be considered. Incomplete applications will not be reviewed.

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 Northern Development regarding any changes to the contact information provided.

If you need help in completing your application, please refer to section titled 'Application Support'.

Required Attachments

Attachments to the application are mandatory and must be submitted at the same time as the application. All attachments 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. If mandatory attachments are not included with the application, the application will not be considered for the funding.

- Consultant proposal including quote(s).
- One of the following:
 - Municipal Council / Regional District resolution of support/approval for the proposed project.
 - Letters must be recently dated and reference the project.
 - Band Council Resolution, Tribal Council Resolution or other equivalent documentation from self-governing First Nations indicating support for the proposed project.
 - Resolutions must be signed and recently dated and reference the project.
- Funding approval letters from other sources.

NOTE: Failure to submit the completed required attachments will result in the ineligibility of the application.

Project Review and Assessment

Eligible applications will be subject to a review and assessment process.

If additional information is determined to be needed to support the review and assessment, eligible applicants will be contacted, and additional information requested.

Funding decisions are final.

Project Approval, Grant Agreement 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 funding. The program reserves the right to award partial contributions of the total funding requested.

Grant agreements will require the applicants to follow the program guidelines and requirements, including submitting progress reports 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 reporting 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 recipients from further applications to the program.

Events and Communications

The grant agreement may require the following:

- Funding recipients must keep the program contact person(s) informed in advance (with a minimum notice period) of any promotional activities or events related to the project.
- The program funder (the Government of British Columbia and the Ministry of Citizens' Services) be acknowledged in project communications, events and signage.
- Consent of the Province to publish project details in reports and in promotion of the program (i.e., on websites and in public material).

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 evaluating eligibility of the proposal.

Reference Material

A new Connectivity Handbook has been developed to promote the importance of access to affordable, reliable and adequate broadband infrastructure to meet the needs of British Columbians. The Handbook is intended to help local governments and community organizations become more engaged, taking on leadership roles in defining key service deficiencies and unserved or under-served areas; and, in developing practical plans that can lead to realistic and affordable broadband solutions to meet those needs.

Sample Regional Connectivity Infrastructure Strategy Framework Template

A [Sample Regional Connectivity Infrastructure Strategy Framework Template](#) is available as a guide for reference. The template is not a required document to be used by applicants to this program.

Application Support / Contact

If you have a question that is not addressed in this program guide, support is available from program staff at:

Northern Development Initiative Trust

301-1268 Fifth Avenue
Prince George, BC V2L 3L2

250-561-2525

info@northerndevelopment.bc.ca

www.northerndevelopment.bc.ca



SOUTH PEACE HEALTH SERVICES SOCIETY

August 6th/2019

Dear Chair Sperling and Directors;

On behalf of the Board of Directors for the SPHSS, I am writing today asking for your support of our Rural Dividend Funding Grant Application. As we are applying for funding under the 'Partnership Grant' category (up to \$500,000.00) we require the support in the form of administration work from those who qualify as a 'partner' to our project the Bulterys Community House.

...We ask that the Peace River Regional District, provide the SPHSS with 30 hours of administration assistants to help identify communities outside of the PRRD area who would utilize the services of the Bulterys Community House. Our intention is to introduce ourselves, our project and identify potential financial contributions.

...Your letter of support would need to address the support being given and the resolution of the PRRD Board of Directors approving the administrative support. "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"

...As our application must be submitted by the end of day August 15th/2019, we would appreciate notification and the letter of support (if approved) by Tuesday August 14th/2019

...Thank you for your consideration of our requests and we look forward to supporting the region through the Bulterys Community House.

Together We Build Stronger Health;

Shaely Wilbur
President – SPHSS
250-219-5805

Box 294 Dawson Creek, BC V1G 4G7
250-219-5805|
president.sphss@gmail.com|

ELECTORAL AREA DIRECTORS' COMMITTEE

DIARY ITEMS

	<u>Topic</u>	<u>Notes</u>	<u>Added/Updated</u>
1.	Water Advisory Committee Members	Arrange a final meeting 3 months after operation begins; to close the loop.	November 16, 2017
		Arrange a tour and ribbon cutting/grand opening event upon completion of the water station	June 21, 2018
2.	Cell Towers within the Region	Investigate partnership opportunities	May 27, 2019
3.	Electoral Area D Referendum	Water (service areas) in 2020	October 16, 2018
4.	Don Nearhood Museum	As the Peace Canyon building is being closed a new location for the display is needed	November 13, 2018
5.	Oil and Gas Working Groups	Provide updates from each meeting	January 18, 2019
6.	Natural Gas	Expansion of services to rural areas	May 27, 2019
7.	Synergy Alberta Conference	Dates for the fall conference - November 4 and 5, 2019	May 27, 2019
8.	Rural Municipal Conference	November 12-15, 2019	June 18, 2019