



**PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting**

A G E N D A

10:00 a.m., Thursday, November 20, 2014
at the Regional District Office Boardroom, 1981 Alaska Avenue, Dawson Creek, BC

1. **CALL TO ORDER:** *Director Goodings to Chair Meeting*
2. **DIRECTORS' NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **MINUTES:**
M-1 Rural Budgets Administration Committee Meeting Minutes of October 16, 2014.
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
10:00 am D-1 Mike McConnell, President, Peace River Regional Cattlemen's Association
Re: Interim report on Peace River Livestock Protection Pilot Program
7. **CORRESPONDENCE:**
C-1 October 27, 2014 Funding Amendment from the Buick Community Club.
C-2 October 28, 2014 Funding Amendment from the Kings Valley Christian Society.
C-3 NEAT – Food Secure Kids Program
a) October 29, 2014 email from Karen Mason-Bennett, NEAT, regarding additional information the Rural Budgets Administration Committee requested following its October 16, 2014 meeting.
b) (for reference) October 16, 2014 Rural Budgets Administration Committee Agenda item: September 18, 2014 letter from Neat regarding the Food Secure Kids Program.
C-4 North Peace Senior Housing Society
a) November 6, email from Kimberly Wilson, North Peace Seniors Housing Society, regarding additional information the Rural Budgets Administration Committee requested following its October 16, 2014 meeting.
b) (for reference) October 16, 2014 Rural Budgets Administration Committee Agenda item: September 17, 2014 letter from the North Peace Seniors Housing Society
C-5 November 7, 2014 letter from Urban Systems regarding Fort St. John receiving facility contingency option.
8. **REPORTS:**
R-1 November 17, 2014 report from Shannon Anderson, regarding additional funding for Charlie Lake Lagoon upgrades.
R-2 November 14, 2014 report from Jill Rickert, regarding 2014 Volunteer Appreciation Banquet.
R-3 November 14, 2014 report from Kim Frech regarding the Kelly Lake Lift Station.

8. **REPORTS: (continued)**

R-4 November 13, 2014 report from Jill Rickert regarding the October 18, 2014 World Café Workshop.

R-5 Financial Report – October 2014

9. **BUSINESS ITEM**

B-1 Discussion: regarding use of Directors' signatures

10. **NEW BUSINESS:**

11. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: October 16, 2014

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: Directors

Director Hiebert, Meeting Chair

Director Goodings

Director Hadland

Director Schembri

Staff

Chris Cvik, CAO

Shannon Anderson, Deputy CAO

Trish Morgan, Manager of Community Services

Bruce Simard, GM of Development Services

Diana Mitchell, Recording Secretary

Call to Order The Chair called the meeting to order at 11:25 a.m.

ADOPTION OF AGENDA:

October 16, 2014

MOVED by Director Hadland, SECONDED by Director Goodings, That the Rural Budgets Administration Committee agenda for the October 16, 2014 meeting, be adopted as follows:

1. CALL TO ORDER: Director Hiebert to Chair Meeting
2. DIRECTORS' NOTICE OF NEW BUSINESS:
3. ADOPTION OF AGENDA:
4. MINUTES:
M-1 Rural Budgets Administration Committee Meeting Minutes of September 11, 2014.
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATIONS:
7. CORRESPONDENCE:
C-1 September 17, 2014 letter from the North Peace Seniors Housing Society requesting support from Electoral Area C toward Phase 2 of the North Peace Care Centre project.
C-2 September 18, 2014 Funding Amendment from Rose Prairie Community Curling Club requesting funds from the 2011 and 2012 Grant-in-Aid funds to go toward payment of insurance.
C-3 For information: Summary from the Northern BC High School Rodeo Association regarding contestants and fuel costs for travel to Des Moines.
C-4 September 18, 2014 letter from the Northern Environmental Action Team (NEAT) regarding funding toward Food Secure Kids: An In-Class Agricultural Education Program.
8. REPORTS:
R-1 Financial Report – September 2014
R-2 October 10, 2014 report from Bruce Simard, Trish Morgan and Paulo Eichelberger regarding Peace Agriculture Weather Monitoring.
9. NEW BUSINESS:
10. DIARY:
11. ADJOURNMENT:

CARRIED.

ADOPTION OF MINUTES:

M-1
September 11, 2014
RBAC Minutes

ADOPTION OF MINUTES
MOVED by Director Goodings, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee Meeting Minutes of September 11, 2014 be adopted.

CARRIED.

CORRESPONDENCE:

C-1
NP Seniors Housing
Society request for
funds

MOVED by Director Hadland, SECONDED by Director Goodings,
That staff forward a letter to the North Peace Seniors Housing Society noting: that in 2009 Electoral Area B was also a funding contributor toward the construction of the seniors complex; and, that both Electoral Areas B & C are interested in considering contributing toward Phase 2 of the North Peace Seniors Housing Society renovation project following receipt of an economic viability study.

CARRIED.

C-2
Rose Prairie
Community Curling
Club Funding
Amendment

MOVED by Director Hadland, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee approve the funding amendment from the Rose Prairie Community Curling Centre requesting reallocation of \$511.58 from 2011 and \$636.25 from 2012 remaining Grants-in-Aid funds, for a total of \$1,147.83 to go toward payment of the Curling Centre's property insurance.

CARRIED.

C-4
NEAT request for
funds

MOVED by Director Hadland, SECONDED by Director Goodings,
That staff forward a letter to the Northern Environmental Action Team requesting additional information on the Food Secure Kids-In Class Agricultural Education Program.

CARRIED.

REPORTS:

R-1
Financial Report –
September 2014

The September 2014 Financial Report was reviewed. Comments were as follows:

- funding contribution letters should utilize the Directors' signature, rather than staffs', as much as possible
- have been advised that plans are proceeding with the Addictions Centre
- the Livestock Protection Program is going very well

R-2
Peace Agriculture
Weather Monitoring

MOVED by Director Goodings, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee approve, in principle, an \$18,660.00 Gas Tax grant to go toward the purchase and operation of up to 9 weather stations that will provide improved weather information for agriculture producers, and more timely weather information for Peace River Regional District emergency response.

CARRIED.

ADJOURNMENT

MOVED by Director Hiebert, SECONDED by Director Schembri,
That the meeting adjourn.

CARRIED.

The meeting adjourned at 2:30 p.m.

November 13, 2014

Interim report on Peace River Livestock Protection Pilot Program

Total funds expended	\$297,625
Compensation paid to producers	\$266,500
Administration and verification	\$31,125

313 claims processed for 409 predators

2 claims refused

Approximately 10 claims pending

Claims have been received from cattle, bison and horse producers.

Claims received continue to be widespread throughout the Regional District

Anecdotal evidence indicates reduced livestock losses and harassment since the program was initiated.

The board of directors of the Peace River Regional Cattlemen's Association wants to thank the Regional District rural directors for their support for the livestock industry in the BC Peace River.

Mike McConnell,

President, Peace River Regional Cattlemen's Association



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

C-1

APPLICANT INFORMATION			
Name of Organization: <u>Buick Community Club</u>		Date: <u>Oct 27 / 2014</u>	
Contact: <u>Chris or Joe</u>		Phone: <u>Joe 250-262-7733</u>	
Mailing Address: <u>Box 3058 Buick B.C. Voc-2RO</u>		Chris 250-263-7487	
Email:		Fax:	
PROJECT TO PROVIDE FUNDS			
Year Funds Granted: <u>2010 + 2011 + 2012</u>		Have you completed this project? <u>No</u> Yes	
Current Project Description: (project for which funds were originally applied for)			
2010 \$5,000 to replace heating system, 3,046.04 left over 2011 \$12,000 to replace roof on Buick Hall, did not get done would like to do in 2015, did not get done, the organizer got a new job so it got to late to do this year. Thanks 2012 \$5,000 for a storage shed which we feel we would rather like to fix up our front steps			
Amount Granted: <u>\$22,000.00</u>		\$5,000.00	Amount to Reallocate: <u>\$20,046.04</u> \$3,046.04
PROJECT TO RECEIVE REALLOCATED FUNDS			
TOTAL Cost of New Project:			
Proposed New Project/Operational Expense: (reason for request and description of project, project budget)			
<u>Buick Hall roof to do in 2015 approx. \$12000.00</u> <u>Buick Hall front steps + porch doors.</u> <u>We would like to put in wheel chair accessible steps and ramp, all so the 2 front porch doors need replacing</u>			
FOR OFFICE USE ONLY			
Funds Remaining: (showing last 3 years)	Current Project Name: <u>Buick Hall roof replacement</u>		Amount Available = <u>12000.00</u>
	Project Name: <u>Buick Hall front steps + doors</u>		Amount Available = <u>8046.04</u>
	2010 Project Name: <u>Replace Heating System</u>		Amount Available = <u>\$3,046.04</u>
Total Unused Funds =			<u>\$20,046.04</u>
Notes:	2011 to replace roof and allocation of \$12,000 is to be used in Spring 2015 when project will be completed and 2012 project as stated is part of the 5 year plan submitted for the allocation of \$5,000 in 2012; therefore no Funding Amendment is required for these allocations and projects.		

Buick is applying to have 2010 GIA funds reallocated towards the costs to complete these projects. These 2010 GIA funds are unused beyond 3 years (as per policy); however Buick did not know they had this funding due to a change in executive and will use all funds to complete projects in the Spring of 2015.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

APPLICANT INFORMATION

Name of Organization: The Kings Valley Christian Camp Society

Date: October 28, 2014

Contact: Keith Bartsch

Phone: 250-261-1703

Mailing Address: Box 141, Rose Prairie, BC V0C 2H0

Email: thekvcc@gmail.com

Fax: Click here to enter text

PROJECT TO PROVIDE FUNDS

Year Funds Granted: 2014

Have you completed this project? no

Current Project Description: *(project for which funds were originally applied for)*

In 2014 we applied to replace our Freezer and Convection oven. We were able to purchase a rebuilt Freezer at a reduced cost and repair the convection oven.

Amount Granted: 4000

Amount to Reallocate: 3238.98

PROJECT TO RECEIVE REALLOCATED FUNDS

TOTAL Cost of New Project: 3238.98

Proposed New Project/Operational Expense: *(reason for request and description of project, project budget)*

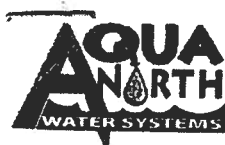
Due to low precipitation in 2014 our main water well for the Buckley hall was unable to keep up to the demand. As a result we had a reserve e storage tank installed to allow the well recovery time and thus keep up to the demand for water for the hall and kitchen. This was an emergency unplanned expense and we are asking for a change of funding to cover this expense.

FOR OFFICE USE ONLY

Funds Remaining: (showing last 3 years)	Current Project Name:	Insurance/freezer/oven replacement	Amount Available =	\$ 5,663.14
	2013 Project Name:	major improvements to bunkhouse	Amount Available =	\$ 3,542.28
	n/a Project Name:	hall, cabins, gazebo	Amount Available =	
Total Unused Funds =				\$ 9,205.42

Notes:

KVCC gets water from a well system that is fed by the Beaton River via an underground route. Due to the dry summer and lack of rain, the camp was running out of water. In order to allow the well water to build up, they installed a reserve storage tank.



PO Box 6099
Fort St John, British Columbia V1J 4H6
Phone: (250) 785-2358 Fax: (250) 785-2975

INVOICE

Invoice No. 729
Date 09/04/2014
Page 1

Pd V #303

Sold to:

Kings Valley Christian Camp
Box 141
Rose Prairie, British Columbia V0C 2H0

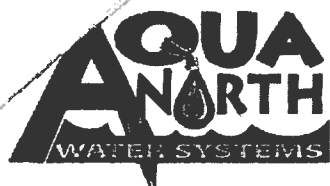
Job:

KVCC

Business No.:

Quantity	Unit	Description	Tax	Unit Price	Amount
		As per attached:			
		Labour	G		1,160.00
		Parts	GP		1,804.45
		G - GST @ 5%			
		GP - GST @ 5% PST @ 7%, non-refundable			
		GST			148.22
		PST			126.31
Aqua North Water Systems Ltd. GST: #817588288RT0001 Aqua North Water Systems Ltd. PST: #PST-1016-9585					
Comment: Thank you for your business!!					
Total Amount					3,238.98

November 20, 2014



Pumps & Purification Specialists

Ph: (250) 785-2358 Fax: (250) 785-2975
 P.O. Box 6099, 8819 -101 St.
 Fort St. John, BC V1J 4H6
 aquanorth@telus.net

INVOICE No: 0729Date: SEPT. 4 2014

Sold To: KINGS VALLEY CHRISTIAN CAMP
Box 141 ROSE PRAIRIE BC
VOC 240
250.329.4492

Ship To: KVCCWork Order: 484Date Shipped: SEPT 4 2014

P.O./A.F.E.: _____

QTY.	PARTS No./RATE	DESCRIPTION OF WORK & MATERIALS	AMOUNT
8	2men @145 ⁰⁰ /hr	CREW REMOVED EXISTING PRESSURE TANK AND INSTALLED STORAGE TANK WITH PUMPING SYSTEM.	1160 ⁰⁰
	1	CIS-115 STORAGE TANK	375 ⁰⁰
	1	1/2" 2 USGPM FLOW RESTRICTOR	95 ⁰⁰
	1	MO3-45 240 VAC PUMP	780 ⁰⁰
	1	PUMP UP SWITCH C/W WEIGHT	875 ⁰⁰
	1	2P 15A PUSH IN SQUARE D BREAKER	24 ⁰⁰
	1	PEX PIPING MATERIALS	109 ⁰⁰
	45'	#14/2c TECK CABLE	1.23 55 ³⁵
	1	STAINLESS PIPE MATERIAL	107 ¹⁰
	1	ADDITIONAL PUMPING MATERIALS	96 ³⁰
	1	ELECTRICAL MATERIALS	40 ²⁰
	1	MISC. TRUCK SUPPLIES, STRAPS, TIEWAPS ETC.	35 ⁰⁰

TERMS: NET 30 days / 24% per annum (2% per month)
 WCB #: 888-040

GST #: 81758 8288 RT0001
 PST #: 1016-9585

TOTAL LABOUR	1160 ⁰⁰
TOTAL PARTS	1804 ⁴⁵
SUBTOTAL	2964 ⁴⁵
PST	126 ³¹
GST	148 ²²
TOTAL	3238 ⁹⁸

Signature: _____

I hereby authorize the above work to be done together with necessary materials.

From: Karen Mason-Bennett [mailto:karen@neat.ca]
Sent: October-29-14 10:56 AM
To: Diana Mitchell
Cc: Dzengo Mzengeza
Subject: Re: Food Secure Kids Program

Hi Diana,

Food Secure Kids has evolved over the past three years and has had many different funding partners, including the City of Dawson Creek, TD Friends of the Environment, North Peace Savings and Credit Union, Encana (Fort Nelson), Canadian Natural, Telus and the Co-op as well as some other community sponsors that have helped us build garden beds and have donated dirt. The way that the funding models work for many of these organizations means that we have had geographic constraints on this program, only being able to offer it in one town or another. Appreciating that food security and hands on learning experiences involving food are paramount to fostering healthy relationships between students, food and the larger food system, we would like to expand the program into the rural areas of the Regional District. Within town, we will separately source funding for FSK. I will be making some additional inquiries about funding from other sources but have no funding confirmed at this point.

In terms of which schools will participate, the way we have run this in the past is we have put the offer out to all of the schools with grade three classrooms and scheduled them on a first come first serve basis. We can easily set it up so an equal number of schools in SD 59 and SD 60 get to participate.

If you have any other questions, please do not hesitate to ask -

Karen

On Tue, Oct 21, 2014 at 3:08 PM, Tammy Hrab <tammy@neat.ca> wrote:

----- Forwarded message -----

From: Diana Mitchell <Diana.Mitchell@prrd.bc.ca>
Date: Tue, Oct 21, 2014 at 2:28 PM
Subject: Food Secure Kids Program
To: "info@neat.ca" <info@neat.ca>

Please see the attached letter.

Regards,
Diana Mitchell
Executive Assistant
Direct: [250-784-3207](tel:250-784-3207)
Diana.Mitchell@prrd.bc.ca

November 20, 2014



10027 – 100 Street
Fort St. John, BC
V1J 3Y5

Tel: (250) 785-6328
1-888-689-6328

Fax: (250) 785-6378

info@neat.ca www.neat.ca

September 18, 2014

Chair Goodings and Directors,
Peace River Regional District Board

Re: Food Secure Kids: An In-Class Agricultural Education Program

Over the past two years, the Northern Environmental Action Team (NEAT) has developed and delivered an in-class program targeting Grade 3 students that deals with local gardening and food security. During this period we have secured funding to run these programs in Fort St John and Dawson Creek. These in-town classes are sponsored by a variety of supporters such as the North Peace Credit and Savings Union, Canadian Natural Resources Limited, TD Friends of the Environment and Telus. Annually it is our goal to provide this program to at least four classes in each town.

Throughout 4-sessions students explore plants and plant systems, what types of produce will grow in this region and why, where our food comes from, companion planting, the importance of pollinators and healthy eating. Students also grow seedlings that they can transplant into a community garden, edible planters or share with friends and family (see attached for lesson plans).

This program fits within both the Grade 3 and 4 prescribed learning outcomes (PLOs) and has been a successful introduction to local food systems. Thus far, we have been able to offer this program to select classes in Fort St John and Dawson Creek but would like to be able to expand the reach of Food Secure Kids into the surrounding rural areas.

There are approximately twenty rural schools in School District 59 and 60 where Food Secure Kids could be offered. NEAT has the capacity to provide this programming, however, we need financial support to carry this out. Included below is a cost breakdown for one classroom. Ideally we would like to engage six to eight classrooms/schools throughout the district and are requesting funding from the Regional District to fund the additional costs.

November 20, 2014

Estimate Program Budget for One Classroom

<u>Description</u>	<u>Cost</u>
Supplies	\$ 100.00
Staff time (17 hours)	\$1000.00
Travel	\$ 150.00
Total	\$1250.00

Feedback from teachers and students that participated as well as residents from the community has been very positive. Community health officers, farmers, bee keepers, community gardeners and other special guests have participated in Food Secure Kids over the past two years and were excited to see students exploring food from the ground up. Parents have reported that their children have tried new foods since participating and the engagement around growing food within the community has been strengthened.

Food Secure Kids addresses some of the main issues identified in the Regional Agricultural Plan by discussing the importance of water as an agricultural resource along with ways to increase the ability of plants to retain water through periods of drought, for example, increasing organic content in the soil and mulching. Additionally, Food Secure Kids bring their knowledge home with them and influence their friends and family on the importance of local agriculture and the small scale ways in which they can participate in their food system.

Food security has become a hot topic of late and there is nowhere the risk of food insecurity is felt more poignantly than northern communities with limited transportation opportunities. Chetwynd found this during the summer of 2011 when parts of the Pine Pass washed out and restricted food delivery trucks for days. The average citizen is unaware of the fragility of the local food system and the extent of our dependence on imported produce. Today it is common to eat pork from the United States, apples from Chile, kiwi from New Zealand or vanilla from Mexico; while this variety may indeed be the spice of life, the ramifications of overlooking local production capacity can be disastrous in the long term.

By allowing students the opportunity to explore food systems in a hands-on way, they are becoming advocates for local production and support of agriculture that have a lifetime of influence ahead of them.

The Northern Environmental Action Team believes strongly in the impact of this program and hopes that we can work together to improve agricultural awareness and food security throughout the Region.

Sincerely,

Karen Mason-Bennett
Program Coordinator

November 20, 2014

Food Secure Kids Lesson Outlines

Session One

Estimated time	Activity	Supplies Needed
5 mins	Introduction & Program Overview	Workbooks
10 mins	What is Food Security? - Brainstorm all the different types of food you have in your house? What is your favourite? How would you feel if you couldn't have your favourite? - What do we need to get food every week? - How does food get to us here? What can we grow? What travels?	Pictures of Food Pictures of transportation
10 mins	How do Plants Grow? - Introduce the plant life cycle – (diagram in their workbook) - What do plants need to grow & be healthy? Water, Light & Food - Food – What to plants need? Compost - Light – how much is enough? - Water – how much? Does it need to be clean?	Workbook Visual plant life cycle
20 mins	Plant seedlings in groups - Have students break into groups of four & rotate through the planting stations. - Illustrate plant markers - Make a prediction about what they will look like in 1, 2 and 3 weeks	Seeds, pots, soil, watering can Paper, scissors, craft sticks, markers
5 mins	Journal about today's session	Workbook

Session Two

Estimated time	Activity	Supplies Needed
15 mins	Food Miles – Pin the food on the map - Where does our food come from? - How does it get here?	World Map Grocery flyers Fruit Cards with travel miles on them
15 mins	Local Kebabs - What can we grow locally? - Why is it better to grow food here than to ship it from all over the world? - Have students make a local “kebab” and a non-local “kebab” using grocery flyers and craft sticks. Compare the items between the two sticks.	Grocery Flyers Long craft/popsicle sticks
10 mins	Community Web – To illustrate that many things you need as a community can be found locally. Have students clear a space and stand in a circle (outside or in the gym would be great for this). The first person holds the end of the yarn, states a skill that would be of interest to everyone else. The remaining people that would like to learn this skill or could benefit from it, put their hands up and the yarn is thrown to one of them. For example, Person #1 “I like mowing the lawn.” Five classmates put their hand up because they would like Person #1 to mow the lawn for them. Person #1 picks one of them and throws them the ball while holding onto their end. They become Person #2 and the game continues.	Ball of yarn
5 mins	Journal about this session	Workbook

Session Three

Estimated time	Activity	Supplies Needed
5 mins	Introduction	
40 mins	Special Guest: Bee Keeper, Farmer, or Health Unit	
5 mins	Journal about this session Word search	Journal

Session Four

Estimated time	Activity	Supplies Needed
10 mins	Check on the plants – compare with the prediction of how the plant would look during this week. Do our plants need support? What are some things we could use to help them grow taller?	Journal A variety of items that can be turned into supports: straws, popsicle sticks, skewers etc.
5 mins	Being Healthy Brainstorm all the ways that we can stay healthy: Exercise, Good Food, Sleep, Water, Hand washing (hygiene)	
5 mins	Hand Washing Demo *Ask Teacher First* Rub some hand lotion on your hands & sprinkle some glitter on them. “Sneeze” into your hands & spread some glitter around. Talk about germs, how small they are and how they spread. Walk around the class touching desks, pencils, shoulders, shake hands etc. Move onto the next section, but keep in mind we are coming back to this	Hand lotion Sparkles
15 mins	Canada Food Guide Have students look at the Canada Food Guide and think about some items they can eat from each section. Break into four groups. Have each group make a healthy meal in each of these situations: Camp out, early morning field trip/hockey practice, picnic at the beach, but trip.	Food Guides Paper & Pens/Pencils
10 mins	Sometimes Foods Discuss unhealthy foods, what similar characteristics do they have (sugar, fat, salt, etc)? Are any of these fruits or vegetables? Why not? Have students “pin the food on the board” under Always or Sometimes. Discuss the importance of vitamins and what they do to keep you healthy.	Sets of food choices with Velcro on back Vitamin Alphabet
3 mins	Take a minute and look around the classroom. What has glitter on it? Imagine if those were real germs. Reinforce washing hands often & sneezing in your sleeve.	
3 mins	Go over the transplant plan: Date, time, location, weather, etc.	

Planting Day

Estimated time	Activity	Supplies Needed
1 Day	Walk/Bus to planting location Split into three groups: Planting, Craft, Game Have students start transplanting their seedlings into designated areas.	Craft & Supplies Games Seedlings, shovels, watering cans

From: North Peace Seniors Housing Society [mailto:nps@fsjmail.net]
Sent: November-06-14 2:56 PM
To: Diana Mitchell
Subject: Re: Phase 2 - NPCC

Attached please find the study you request. If you require any further information, please let me know, and I will forward to you. We are happy that both regional districts are supportive of this much needed social housing for seniors.

Thanks and have a great day.

Kimberly Wilson
Manager
North Peace Seniors Housing Society
101-9816-108th Avenue
Fort St. John, BC V1J 5S4

nps@fsjmail.net

250-785-8983
250-785-0302 Fax

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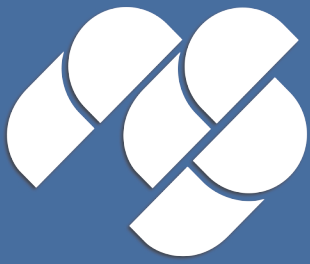
Diana Mitchell wrote:
Please see the attached letter.

Regards,
Diana Mitchell
Executive Assistant
Direct: 250-784-3207
Diana.Mitchell@prrd.bc.ca

Peace River Regional District
Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Toll-free (24 hour): 1-800-670-7773
Office: 250-784-3200
Fax: 250-784-3201
www.prrd.bc.ca

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November 20, 2014



BUILDING 4 UPDATE

Prepared for North Peace Seniors Housing Society

Date: July 2014

C I T Y  S P A C E S

585 - 1111 West Hastings Street
Vancouver BC V6E 2J3
604 687 2281

5th Floor 844 Courtney Street
Victoria BC V8W 1C4
250 383 0304

300 - 160 Quarry Park Blvd SE
Calgary AB T2C 3G3
403 398 2468

www.cityspaces.ca

JULY 2014 BUILDING 4 UPDATE

Subsequent to the meeting with the Board of the North Peace Seniors Housing Society to review the June 2014 *Preliminary Feasibility Assessment for Building 4*, we have reviewed the capital budget and analyzed the business case and cash flow analysis based on input received. The following is a succinct, updated business case analysis.

BACKGROUND

Revisions to the analysis are outlined below:

- Increased capital construction costs to cover the higher renovation costs for building systems and level of tenant improvements required;
- Removed food service revenues and expenses from the budget. Based on the Society's experience and practice, revenues and costs will net out; and
- Develop primarily small one-bedroom units.

UNIT SIZES

Average unit sizes by type, based on preliminary schematic plans are as follows:

Unit Type	Average size (sf)
studio	+350 sf
one bedroom	+450 sf
two bedroom	+600 sf

STABILIZED RENTS

Monthly rental rates will vary according to final unit size and have been stabilized (averaged) in preparing cash flows. The average monthly base rents applied are shown below:

Unit Type	Average monthly shelter rent
studio	\$700
one bedroom	\$1,000
two bedroom	\$1,300

UNIT TYPE DISTRIBUTION

The schematic design shows 25 units with 3 unit types. The goal is to maximize the number of one-bedroom units, provide at least one two bedroom unit and potentially a few lower-priced studio units. The unit distribution is based on the Society's experience with market demand.

Unit Type	Number of units
studio	4
one bedroom	20
two bedroom	1

BUSINESS CASE AND CASH FLOW ANALYSIS UPDATE

A revised cash flow analysis based on total renovation costs of \$1.93 million and with revised revenues and expenses has been prepared and is attached. Operating costs have been determined using the experience of Building 3 as a template that can accurately and with confidence prorate income and expenses, including necessary replacement reserves including an allowance for vacancy loss. Food service revenues and expenses have been removed as they are deemed to net out, thus giving a clearer understanding of the business case for renovating the building as a housing project.

It is noted that the mortgage, after replacement reserve and based on the revenues and expenses, generates a Debt Coverage Ratio (DCR) of 1.0 with the assumptions applied. Financial institutions typically look for a slightly higher DCR (meaning more income), but given the Society's equity in the land, the fact the Society operates other facilities, and the DCR calculation includes replacement reserve, the financial assessment is very stable should more than suffice.

SOURCE AND APPLICATION OF FUNDS FOR THE CAPITAL PROJECT

The business case and cash flow analysis proposes funding for the capital renovations will be come from three sources:

- direct Society contribution;
- fundraising; and
- mortgage

The following table provides an overview of the assumed sources of funding, to undertake the capital renovations:

Source of Funding	Description	Amount
North Peace Housing Society	direct monetary contribution (excluding land and existing building envelope)	\$400,000
Other fundraising	fundraising efforts and contributions provided by others	\$350,000
Subtotal fundraising and Society contributions		\$750,000
Mortgage	assumes a 25 year amortization period at 5% interest	\$1,180,000
Total		\$1,930,000

NEXT STEPS

Next steps should include the following:

- *Fundraising:* Continue to explore additional grants or other financial contributions from organizations and individuals;
- *Existing plans:* Obtain the full set of Building 4 architectural and engineering drawings (currently have structural and sprinkler);
- *Planning:* Retain architect and structural engineer initially, and mechanical and electrical as required (within the capital “soft cost” budget);
- *Building permit requirements:* Meet with the City of Fort St. John regarding permits;
- *Design sign-off:* Prepare design drawings (final floor plans) for review and sign-off by the Board;
- *Consultants:* Retain other consultants (mechanical and electrical) as required;
- *Working Drawings:* Complete working drawings;
- *Tendering:* Tender the project and confirm final construction contract; and
- *Contract:* Contract administration and substantial completion.

NORTH PEACE SENIORS HOUSING SOCIETY
Order of Magnitude Capital Cost Estimate
Building Four | Renovation

Estimate based on the following assumptions and information:				
Location:		100 Street and Peace River Road, Fort St. John, BC		
Gross Floor Area (sq. ft.):		22,224		
Number of Units:		25		
Project brief:		Renovate Building 4 to create 25 studio, one and two bedroom units, ranging in size, and provide a connection to Building 3. Requires some asbestos abatement.		
Description	Quantity	Unit	Rate	Total
<u>HARD COSTS</u>				
Asbestos abatement and interior wall removal of all interior space	1	Lump Sum	220,000	220,000
Demising wall reinstatement and drywall ceilings	1	Lump Sum	440,000	440,000
Millwork/flooring	1	Lump Sum	220,000	220,000
Electrical rough-in	1	Lump Sum	110,000	110,000
Electrical fixtures	1	Lump Sum	50,000	50,000
Plumbing rough-in	1	Lump Sum	120,000	120,000
Plumbing fixtures	1	Lump Sum	50,000	50,000
Mechanical (replace heating system and air conditioning)	1	Lump Sum	220,000	220,000
Kitchen servery (miscellaneous upgrade)	1	Lump Sum	50,000	50,000
Subtotal Hard Costs				\$1,480,000
<u>CONTINGENCIES</u>				
Escalation Contingency (per year from 2014)	1	2%	2.0%	29,600
Construction Contingency			8.0%	118,400
Subtotal Contingencies				\$148,000
<u>FFE</u>				
Furniture, fixtures and softwares (estimated allowance)	1	Lump Sum	40,000	40,000
Subtotal FFE Costs				\$40,000
<u>SOFT COSTS</u>				
Soft costs including design fees, planning and administration costs, legal, insurance etc.			15.00%	222,000
Subtotal Soft Costs				\$222,000
<u>GST Payable</u>				
On specific taxable items (assumes rebate)			1.75%	33,075
Subtotal GST				\$33,075
Total Development Costs			PSF	\$86.53
				\$1,923,075

Notes:

1. Preliminary cost estimates, subject to further estimates by a professional Cost Consultant/Quantity Surveyor.

NORTH PEACE SENIORS HOUSING SOCIETY
Cash Flow Analysis - Building Four Renovation

Assumptions		Total Units		Capital Costs		Financing Assumptions			
Studio Units	4	Construction		1,668,000		Mortgage Rate		5.0% (2015 BCHMC CPI lending rate)	
One Bedroom Units	20	Soft Costs		222,000		Mortgage Amount		1,190,000 (Max loan amount)	
Two Bedroom Units	1	Land Cost		-		Mortgage Term		25 years	
Total	25	GST Payable		33,075		Mortgage Payment (\$)		6,921 monthly 83,053 annual	
		Subtotal		1,923,075					
Operating Cost Increases		Per annum		Total Capital Costs		1,923,075			
Operating Expenses Increase	2.5%								
Residential Rent Increase	3.0%								
Property Tax Increase	4.0%			MAX LOAN AMT		1,190,000 (assumes max mortgage)		Cash flow check	
Caretaker/Mtnce Salary Increase	2.0%							Debt coverage ratio	
Contingency for Vacancy Loss	1.0%			Additional Equity Required		733,075		Fund raising & Society contribution say	
								\$0 1.00 733,075 750,000	

Revenues	PUPM	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	Rents	Base Year											
Studio Units	700	33,600	34,608	35,646	36,716	37,817	38,952	40,120	41,324	42,563	43,840	45,156	46,510
One Bedroom Units	1,000	240,000	247,200	254,616	262,254	270,122	278,226	286,573	295,170	304,025	313,146	322,540	332,216
Two Bedroom Units	1,300	15,600	16,068	16,550	17,047	17,558	18,085	18,627	19,186	19,762	20,354	20,965	21,594
Less Contingency for Vacancy Loss		(2,892)	(2,818)	(2,903)	(2,990)	(3,079)	(3,172)	(3,267)	(3,365)	(3,466)	(3,570)	(3,677)	(3,787)
TOTAL REVENUES		286,308	295,058	303,910	313,027	322,418	332,090	342,053	352,315	362,884	373,771	384,984	396,533

Expenditures	PUPM	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Wages & Benefits:													
Administration	62.50	18,750	19,219	19,699	20,192	20,696	21,214	21,744	22,288	22,845	23,416	24,002	24,602
Janitorial	34.57	10,371	10,630	10,896	11,168	11,448	11,734	12,027	12,328	12,636	12,952	13,276	13,608
Maintenance	72.34	21,702	22,245	22,801	23,371	23,955	24,554	25,168	25,797	26,442	27,103	27,780	28,475
Administration Expenses	34.53	10,359	10,618	10,883	11,156	11,434	11,720	12,013	12,314	12,621	12,937	13,260	13,592
Maintenance (incl. Emerg. Call System)	134.13	40,239	41,044	41,865	42,702	43,556	44,427	45,316	46,222	47,146	48,089	49,051	50,032
Insurance	44.03	13,209	13,539	13,878	14,225	14,580	14,945	15,318	15,701	16,094	16,496	16,909	17,331
Property Tax - assume exemption	0.00	0	0	0	0	0	0	0	0	0	0	0	0
Utilities - Electricity	61.75	18,525	18,988	19,463	19,949	20,448	20,959	21,483	22,020	22,571	23,135	23,714	24,306
Utilities - Garbage	6.52	1,956	2,005	2,055	2,106	2,159	2,213	2,268	2,325	2,383	2,443	2,504	2,566
Utilities - Heating & Hot Water	97.05	29,115	29,843	30,589	31,354	32,138	32,941	33,764	34,609	35,474	36,361	37,270	38,201
Utilities - Water & Sewer	29.45	8,835	9,056	9,282	9,514	9,752	9,996	10,246	10,502	10,765	11,034	11,310	11,592
Other General Expenses (not incl. mortgage)	10.00	3,000	3,075	3,152	3,231	3,311	3,394	3,479	3,566	3,655	3,747	3,840	3,936
Subtotal	586.87	176,061	180,261	184,563	188,967	193,478	198,097	202,828	207,672	212,632	217,712	222,915	228,242
Replacement Reserve	90.00	27,000	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080
TOTAL EXPENSES	676.87	203,061	181,341	185,643	190,047	194,558	199,177	203,908	208,752	213,712	218,792	223,995	229,322
Cash Flow (NOI before mortgage)		83,247	113,717	118,267	122,980	127,860	132,913	138,145	143,563	149,172	154,978	160,989	167,211
Financing – Mortgage	6921.10	83,053	83,053	83,053	83,053	83,053	83,053	83,053	83,053	83,053	83,053	83,053	83,053
Cash Flow (NOI after mortgage) – No Replacement Reserve		27,194	31,743	36,294	41,006	45,887	50,940	56,172	61,590	67,199	73,005	79,016	85,238

Cash Flow – With Replacement Reserve	194	30,663	35,214	39,926	44,807	49,860	55,092	60,510	66,119	71,925	77,936	84,155
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NORTH PEACE SENIORS HOUSING SOCIETY

Suite 101, 9816 – 108th Avenue, Fort St. John, B.C. V1J 5S4
Tel: (250) 785-8983 • Fax: (250) 785-0302 • E-mail: npshts@fsjmail.net

September 17, 2014

Office of: Karen Goodings
Director, Electoral Area "B"

Dear Karen:

The North Peace Seniors Housing Society, a not for profit society, has been working diligently for the past several years toward providing much needed additional housing for our seniors. Our mandate has been to provide affordable housing to the seniors of Fort St. John and Area since 1966.

In 2009, we were approved for a grant of \$10,000 per unit to a maximum of \$150,000 from Electoral Area "C" Fair Share Funds, toward the construction of a Seniors Complex. This money was released to us in 2013 to help us complete our renovation project of the North building of the former North Peace Care Center. In November 2013, we successfully opened the doors to 18 Independent Seniors mini apartments with meal supports, and we appreciate your support in helping us do this.

Presently, we are in the preliminary stages of renovating the South building of the former North Peace Care Centre (which we now refer to as NPSHS Apartment #4). This is Phase 2 of the NPCS renovation project. We are renovating this building into Supportive housing in which we plan to have twenty-five (25) units. We have started the process and hope to open this building in 2015.

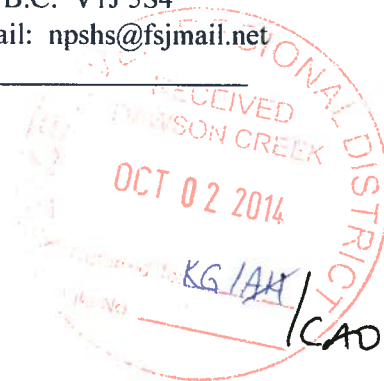
We all recognize that the need for seniors housing in Fort St. John is high and we already have 27 applications for supportive housing and another 120 applications for Independent Seniors housing.

Again we thank you for your past support, and hope that Electoral Area C will be supportive of our new project which will help fill the needs of Fort St. John and area seniors housing.

Sincerely,

Gail Weber
Chairman, NPSHS

cc file



-----Original Message-----

From: North Peace Seniors Housing Society [mailto:npshts@fsjmail.net]

Sent: October-07-14 12:24 PM

To: Diana Mitchell

Cc: Kim Frech; Gail Weber

Subject: Re: Phase 2 NPCS Renovation Project

Diana

Attached please find our Cost analysis of this project. It is estimated to be a 1.8 million dollar project. I have also included for you a conceptual floor plan and possible floor plans for the units. At this point we do not have any other contributors to the project, however we are looking at having a fundraiser to help. NPSHS has some funds put away to pay for some of the initial costs, but we will more than likely be securing a large mortgage for this project. Should you need any other information prior to your meeting, please let me know.

Thanks and have a great day.

Kimberly Wilson

Manager

North Peace Seniors Housing Society

101-9816-108th Avenue

Fort St. John, BC V1J 5S4

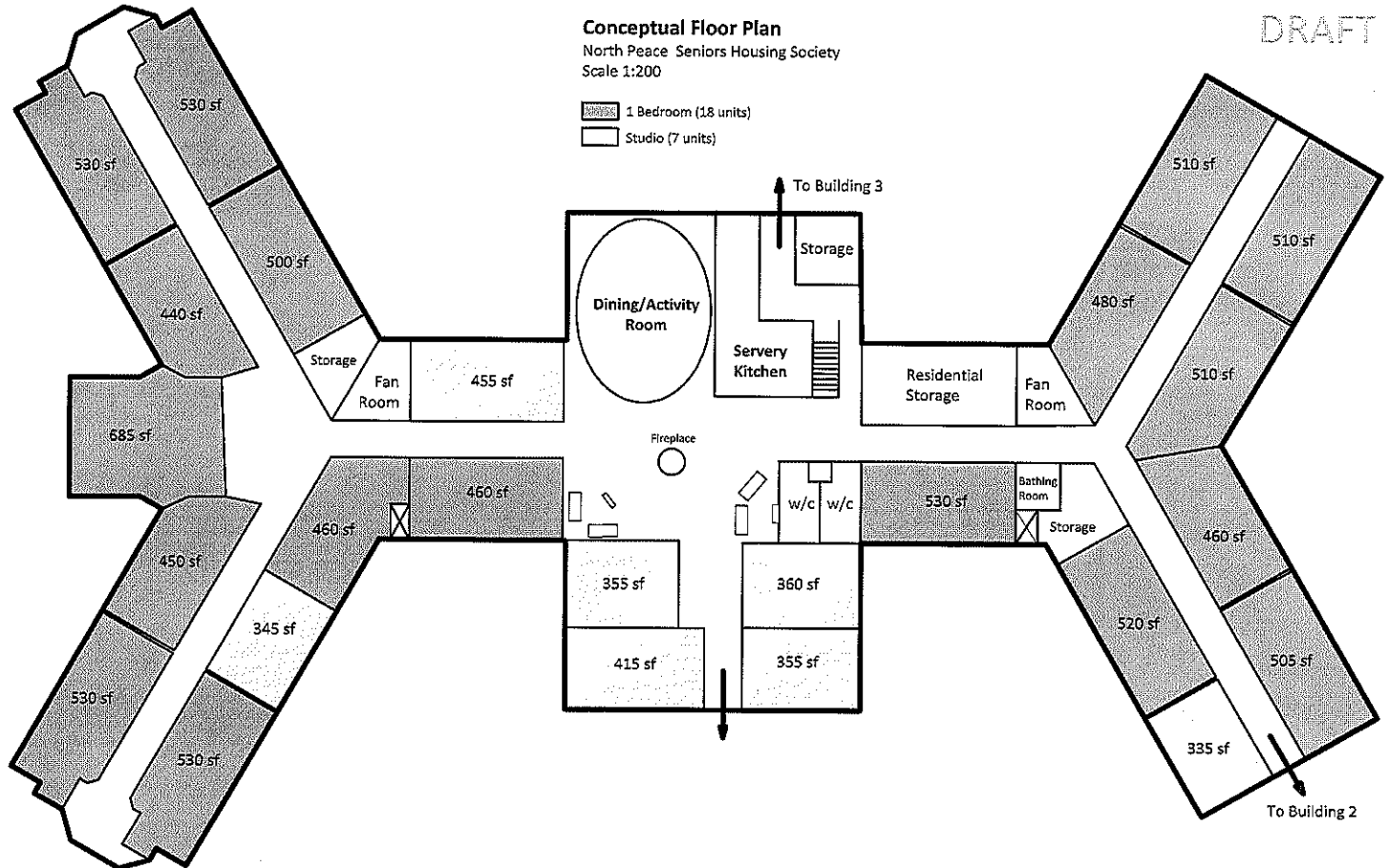
npshts@fsjmail.net

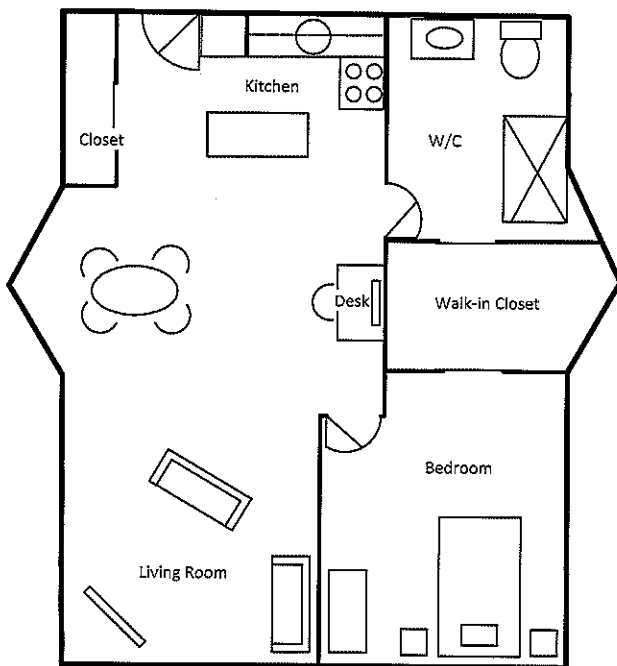
NORTH PEACE SENIORS HOUSING SOCIETY
Order of Magnitude Capital Cost Estimate
Building Four | Renovation

Estimate based on the following assumptions and information:				
Location:	100 Street and Peace River Road, Fort St. John, BC			
Gross Floor Area (sq. ft.):	22,224			
Number of Units:	25			
Project brief:	Renovate Building 4 to create 25 studio and one bedroom units, ranging in size, and provide a connection to Building 3. Requires some asbestos abatement.			
Description	Quantity	Unit	Rate	Total
<u>HARD COSTS</u>				
Asbestos abatement and interior wall removal of all interior space	1	Lump Sum	220,000	220,000
Demising wall reinstatement and drywall ceilings	1	Lump Sum	440,000	440,000
Millwork/flooring	1	Lump Sum	220,000	220,000
Electrical rough-in	1	Lump Sum	110,000	110,000
Electrical fixtures	1	Lump Sum	25,000	25,000
Plumbing rough-in	1	Lump Sum	120,000	120,000
Plumbing fixtures	1	Lump Sum	50,000	50,000
Mechanical (replace air handling and sprinkling adjustments)	1	Lump Sum	220,000	220,000
Kitchen servery (miscellaneous upgrade)	1	Lump Sum	25,000	25,000
Subtotal Hard Costs				\$1,430,000
<u>CONTINGENCIES</u>				
Escalation Contingency (per year from 2014)	1	2%	2.0%	28,600
Construction Contingency			8.0%	114,400
Subtotal Contingencies				\$143,000
<u>FFE</u>				
Furniture, fixtures and softwares (estimated allowance)	1	Lump Sum	40,000	40,000
Subtotal FFE Costs				\$40,000
<u>SOFT COSTS</u>				
Soft costs including design fees, planning and administration costs, legal, insurance etc.			15.00%	214,500
Subtotal Soft Costs				\$214,500
<u>GST Payable</u>				
On specific taxable items (assumes rebate)			1.75%	31,981
Subtotal GST				\$31,981
Total Development Costs		PSF	\$83.67	\$1,859,481

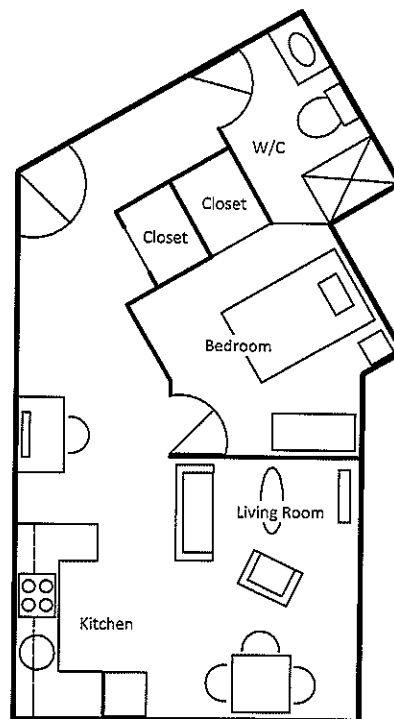
Notes:

1. Preliminary cost estimates, subject to further estimates by a professional Cost Consultant/Quantity Surveyor.





1 Bedroom
(App. 685 sf)

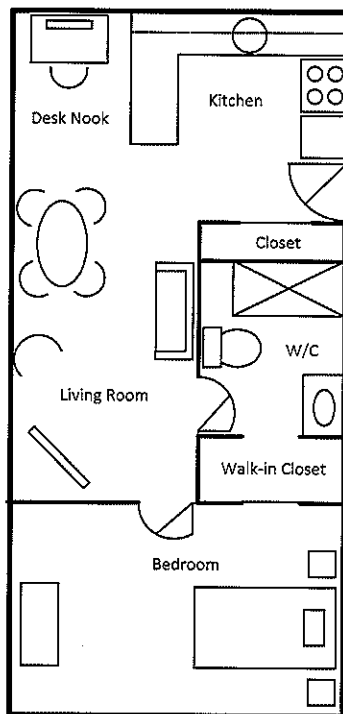


1 Bedroom
(App. 460 sf)

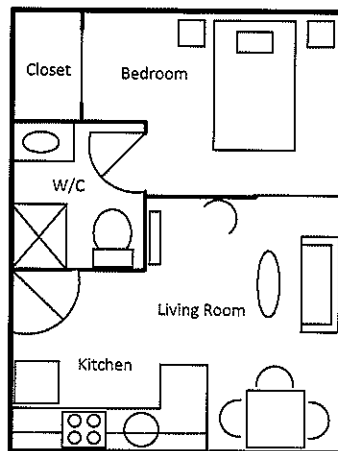
Conceptual Unit Plans II
North Peace Seniors Housing Society

Scale 1:50

CITY  SPACES



1 Bedroom
(App. 500 sf)
(average)



Studio
(App. 300 sf)
(smallest)

Conceptual Unit Plans

North Peace Seniors Housing Society

Scale 1:50

CITY  SPACES



RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES

SENIORS HOUSING

1. Any proponent group requesting Fair Share grants must be a BC registered not-for-profit society.
2. An economic viability study must be prepared by the proponent that would be consistent with the requirements of the Ministry Responsible for Housing and the Ministry Responsible for Seniors, which must show the proposed source of all capital costs and operational costs for a five year period.
3. Seniors housing must be made available to any BC senior, regardless of race, religious affiliation or other discriminatory factors. A statement to this effect must be made in writing to the Regional District, signed by the authorized officers of the proponent registered society.
4. Fair Share funds may not be used for the operation of the proponent society for the proposed facility.
5. One grant, within a five year period, to a maximum of \$250,000 may be provided from any one Electoral Area.
6. A grant to a maximum of \$5,000 may be provided toward the preparation on an economic viability study, in addition to the grant referred to above.
7. No other Regional District funding source, including Grant-in-Aid or tax levies, may be requested for the feasibility study or the construction of the proposed facility.
8. Each Electoral Area may provide the maximum grant for the same specific proposal.
9. Grant recipients must recognize the Regional District for its contribution through:
 - displayed of a plaque of appreciation; and
 - a joint press release.

November 07, 2014

File: 0601.0064.02

Peace River Regional District
Box 810 - 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Attention: Shannon Anderson, Deputy Chief Administrative Officer

RE: CHARLIE LAKE SEWER SYSTEM – TEMPORARY TRUCKED WASTE DISPOSAL OPTIONS

Shannon,

As requested, we have reviewed a couple of options for the PRRD to temporarily dispose of septic and holding tank waste for the residents in the Area 'C' until the trucked waste facility is commissioned which is presently anticipated to be late 2015.

The two potential options we have reviewed include a temporary receiving facility that would separate inorganic waste and pump into the Charlie Lake sewer and treatment system, and a temporary storage lagoon at the sewage treatment plant site (existing lagoon site).

OPTION 1 – TEMPORARY RECEIVING FACILITY

The first option would include a pre-fabricated receiving facility that would include the following;

- An automatic valve;
- A flow meter for billing purposes;
- A screen to separate the inorganics with plastic bag for removal;
- A grinder;
- A pump to move sewage into a forcemain and the system;
- A prefabricated building to house all equipment; and
- Billing software for truck haulers.

The building location would require access, a fence, gate, and a hydro service. The conceptual cost estimate for a facility described above is summarized in the table below;

November 20, 2014

Attention: Shannon Anderson, Deputy Chief Administrative Officer
 Date: November 07, 2014
 File: 0601.0064.02
 Subject: Charlie Lake Sewer System – Temporary Trucked Waste Disposal Options
 Page: 2 of 3

No.	Item	Unit	Quantity	Unit Cost	Total
1	Siteworks Allowance	LS	1	\$ 50,000	\$ 50,000
2	Septage Receiving Prefabricated Building	LS	1	\$ 400,000	\$ 400,000
3	Electrical Allowance	LS	1	\$ 25,000	\$ 25,000
4	Gate and Fence	LS	1	\$ 9,000	\$ 9,000
	Subtotal				\$ 484,000
	Contingency 20%				\$ 96,800
	Construction Cost Estimate				\$ 580,800
	Engineering Allowance (15%)				\$ 88,000
	Total Construction Cost Estimate				\$ 669,000

In previous discussions, we discussed locating this facility at the Charlie Lake Lagoons, however, this site does not currently have a hydro service within 0.5 km from the site. The facility would have to be located in an area that can be serviced by hydro, along the sewer system forcemain route, and would have an area available to accommodate truck access. If the District does not currently own any land that could be suitable for this facility, this option may not be possible, unless the District wishes to explore acquiring land, which is not included in this cost estimate.

OPTION 1 – TEMPORARY STORAGE LAGOON

A temporary storage lagoon adjacent to the existing lagoons was also explored. For this option, a lagoon would be constructed and would accept all solids and liquids. There is adequate space at that location to accommodate a lagoon.

For the purposes of this conceptual estimate, a lagoon that can hold up to 10,000 m³ of waste was considered. Based on information received from the City of Fort St. John, they currently accept up to 60,000 m³ per year of waste. The liquids within the lagoon could be periodically pumped with a temporary pump and hose to the anerobic lagoon for treatment and discharge. The District could elect to construct a larger lagoon and pump less often, or a smaller lagoon that would require pumping more often. The cost estimate is summarized below;

Attention: Shannon Anderson, Deputy Chief Administrative Officer
 Date: November 07, 2014
 File: 0601.0064.02
 Subject: Charlie Lake Sewer System – Temporary Trucked Waste Disposal Options
 Page: 3 of 3

No.	Item	Unit	Quantity	Unit Cost	Total
1	Common Excavation	m ³	10,000	\$ 42	\$ 420,000
2	Billing/ Entry Control System	LS	1	\$ 50,000	\$ 50,000
3	Splashpad and no post barriers	LS	1	\$ 25,000	\$ 25,000
4	Gate and Fence	LS	1	\$ 20,000	\$ 20,000
	Subtotal				\$ 515,000
	Contingency 20%				\$ 103,000
	Construction Cost Estimate				\$ 618,000
	Engineering Allowance (15%)				\$ 92,700
	Total Construction Cost Estimate				\$ 711,000

The estimate assumes that a very basic system would be put in place for billing and access, and that trucks could dump directly into the lagoon, however, the District's options and preferences should be reviewed in more detail, as there are a range of possible options that would impact the overall cost and temporary power requirements. Also assumed is limited fencing would be required (approximately 50 m) and that the existing fence would be adequate around the lagoon. Solids removal once the permanent trucked waste facility is operational has not been considered in the cost estimate.

If the District would like to pursue this option, the Ministry of Environment should be contacted as soon as possible for concept review and approval.

We hope this letter provides you with the preliminary information you require. Once you have reviewed this letter, we would like the opportunity to meet with you to discuss in more detail the District's options to temporarily dispose of trucked waste and the next steps in moving forward with a solution.

Best Regards,

URBAN SYSTEMS LTD.



Chantal Richard, P. Eng.
 Project Engineer

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Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: November 17, 2014

From: Shannon Anderson; Deputy CAO

Subject: Additional Funding Charlie Lagoon Upgrade

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approves the following recommendations to provide additional funds in the completion of identified upgrades to the Charlie Lake Lagoon system:

- 1) That all remaining Area C Fair Share funds budgeted to complete upgrades to the Charlie lake collection system and lift station, be allocated to the Charlie Lake Lagoon upgrade project.
- 2) That an additional Area C Fair Share allocation of \$350,000 be approved to cover anticipated budget shortfalls in the upgrade to the Charlie Lake Lagoon system
- 3) That an additional Gas Tax allocation of \$350,000 be approved to cover anticipated budget shortfalls in the upgrade to the Charlie Lake Lagoon system

BACKGROUND/RATIONALE: The Charlie Lake sewer system has been undergoing significant upgrades to provide much needed capacity which will accommodate growth for the next 15 to 20 years. Phase one was to upgrade the collection system and lift station which is almost complete. Phase two is identified to upgrade the Charlie Lake lagoon system which was tendered earlier this year. Tenders from this process were significantly over budget with the low bid being approximately \$1.3 million over the construction estimate. The Board approved not to award, rather to retender early next year in hopes of obtaining more competitive bids.

Having said this, to ensure that adequate funding for the project is available, staff has instructed our consulting engineers, Urban Systems, to revisit the construction estimate. The exercise was based on the previous tenders and interviews with contractors, to see where shortfalls may exist. As a result a revised construction budget has been submitted which is attached for your reference.

STRATEGIC PLAN RELEVANCE: Upgrades to the Charlie Lake Sewer system is identified in the strategic plan

Staff Initials:

Dept. Head:

CFO
CAO:

Page 1 of 2

November 20, 2014

FINANCIAL CONSIDERATION(S):

The original budget and funding formula to complete the works was as follows:

Project Phase	Proposed Budget	Funding Formula
Lift Station/Collection System	\$3,200,000	Area C Fair Share
Lagoon Upgrade	\$2,000,000	Gas Tax
Total Upgrade Budget	\$5,200,000	

The revised budget based on a revisit of the lagoon construction budget and actual costs of the now complete lift station and collection system works are as follows;

Project Phase	Revised Budget	Budget Impact
Lift Station/Collection System	\$2,000,000	\$1,200,000 under budget
Lagoon Upgrade	\$3,900,000	\$1,900,000 over budget
Revised Budget Impact	\$5,900,000	\$700,000 over budget

As per the recommendations above, staff is suggesting reallocating the remaining Area C Fair share funds of \$1,200,000 from the collection system and lift station upgrades, along with \$350,000 each from Area C Fair Share and Gas Tax totaling \$1,900,000 to cover the anticipated lagoon project shortfall. Over all staff are looking to acquire \$700,000 in new unallocated funding for this project.

COMMUNICATIONS CONSIDERATION(S): Presentations to the public have been completed throughout the process

OTHER CONSIDERATION(S): As a reminder, if approved to proceed, it is intended to include the public sewage handling facility project with the lagoon tender early next year. It is anticipated that by doing so the addition of this work may reveal cost savings to both projects.

As indicated in the attached Urban Systems report, it has been very challenging trying to estimate what projects cost in our region. The high volume of work, lack of qualified individuals, and high cost of housing for out of town contractors are definite contributing factors. Until the economic climate changes, we don't anticipate anything changing in the near future.

ATTACHMENT

November 17, 2014

File: 0601.0064.02

Peace River Regional District
1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Attention: Shannon Anderson, Deputy CAO

RE: COST ESTIMATE INCREASE FOR STP UPGRADES

Urban Systems has been working with the PRRD to design and construct upgrades at the existing Charlie Lake Sewage Treatment Plant (STP). The proposed upgrades will result in a significant increase in capacity at the plant, and will ensure that the District meets the new provincial and federal regulations for effluent discharge quality.

The project was designed in early 2014 and then tendered in May 2014. A capital cost estimate to complete the work was provided to the PRRD in February 2014 for \$2,373,450. Three tenders were received on May 20, 2014, the lowest bid was \$ 3,738,000.

Urban Systems reviewed the design and cost estimate and provided a revised estimate to the PRRD in September 2014. The new estimate has been revised to \$ 3,413,000 (attached). The cost estimate has been increased for budgeting purposes for the following reasons;

- The anticipated cost for the blower building has increased. Costs for constructing buildings in the region have increased due to high demand for sub-trades.
- Increased cost for concrete. The cost of concrete has also increased and is very high compared to other areas in the province.
- Increased cost for aeration system. The original cost estimate was based on a quote provided by a supplier (EDI), however during a tender process another supplier (Nelson Environmental) was approved. The overall quote from Nelson was higher, but all contractors that bid elected to include the higher quote which included supply and installation. That higher cost has been included for budgeting purposes.
- Other minor construction cost increases. We have found in the last couple of years construction costs have increased in the area based on the high level of activity, which has created less competitive pricing on tenders. Although the tenders received in May were not as competitive as desired, the lowest bid should still be considered for comparison purposes.

Although we are anticipating a more competitive bid process for re-tendering the STP Upgrades in early 2015, it is recommended that the PRRD carry a higher budget cost until contract award.

Date: November 17, 2014
File: 0601.0064.02
Attention: Shannon Anderson, Deputy CAO
Page: 2 of 2



We trust this letter provides you with the information you require. If you have any questions or concerns, please do not hesitate to call.

Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to read "Chantal Richard".

Chantal Richard, P. Eng.
Project Engineer

/cmr
Enclosure

U:\Projects_FSJ\0601\0064\02\C-Correspondence\C1-Client\2014-11-17- LET - Increased Costs for STP Upgrades.docx

Charlie Lake STP Upgrades

Cost Estimate - September 30, 2014

Item	Unit	Quantity	Unit Cost	Total
200 mm forcemain C900 DR25	m	160	\$ 250	\$ 40,000
Cmix Tanks 200 mm gate valves	ea	4	\$ 4,000	\$ 16,000
Fittings	LS	1	\$ 10,000	\$ 10,000
250 mm outlet pipe DR11	m	200	\$ 275	\$ 55,000
200 mm bypass DR 11	m	130	\$ 250	\$ 32,500
200 mm outlet from lagoons DR 11	m	260	\$ 250	\$ 65,000
Concrete pads in lagoons	LS	1	\$ 5,000	\$ 5,000
200 mm 304 SS Sched 40 air header	m	210	\$ 275	\$ 57,750
150 mm 304 SS Sched 40 air header	m	150	\$ 200	\$ 30,000
75 mm 304 SS Sched 40 air header	m	12	\$ 150	\$ 1,800
Cmix Tanks butterfly valves (air)	ea	2	\$ 4,000	\$ 8,000
Cmix tanks - concrete including excavation and rebar	m3	380	\$ 3,000	\$ 1,140,000
Lagoons inlet 250 mm gate valves	ea	2	\$ 4,000	\$ 8,000
Lagoons inlet 75 mm butterfly valves (air)	ea	6	\$ 1,500	\$ 9,000
Lagoon outlet control structure	ea	2	\$ 14,000	\$ 28,000
Lagoon outlet 200 mm gate valve	ea	2	\$ 4,000	\$ 8,000
Blower building - excavation, concrete, roof, walls, HVAC, and building electrical	m2	60	\$ 3,000	\$ 180,000
Lagoons berm excavation and compaction	m3	15,000	\$ 25	\$ 375,000
Flow meter and manhole	ea	1	\$ 20,000	\$ 20,000
Access road extension - Gravel	m2	1,500	\$ 50	\$ 75,000
Fencing	m	180	\$ 150	\$ 27,000
Clearing and grubbing	LS	1	\$ 10,000	\$ 10,000
Relocation of Ditch around Cmix tanks	LS	1	\$ 5,000	\$ 5,000
Top gravel on dividing and East berm	m2	1,400	\$ 15	\$ 21,000
Groundwater monitoring well	LS	1	\$ 7,000	\$ 7,000
Electrical Extension from property line	LS	1	\$ 25,000	\$ 25,000
Drives, transformers, MCC, control Panel, UPS, actuators, starters, etc in blower building	LS	1	\$ 250,000	\$ 250,000
Nelson Environmental's quote. Including Cmix and lagoon aeration system, blowers, valves, and internal piping. Installation included.	LS	1	\$ 640,000	\$ 640,000
SUB-TOTAL				\$ 3,150,000
General Requirements (Insurance & Bonding 2%)				\$ 63,000
SUB-TOTAL with general Requirements				\$ 3,213,000
Contingency				\$ 200,000
TOTAL				\$ 3,413,000



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: November 14, 2014

From: Jill Rickert, Community Services Coordinator

Subject: 2014 Volunteer Appreciation Banquet – October 18, 2014

FOR DIRECTOR'S INFORMATION:

This report has been written to provide the Rural Budgets Administration Committee with a review of the 34th Annual Volunteer Appreciation Banquet that was held on Saturday, October 18, 2014 in Fort St. John at the Quality Inn Northern Grand.

Each year the Peace River Regional District brings together rural volunteers to celebrate their efforts and the important role they play in building and maintaining successful communities by holding a volunteer appreciation banquet. This year's banquet was hosted by Regional District Chair, Karen Goodings and attended by all Electoral Area Directors. Guests who attended enjoyed a buffet style dinner in a comfortable and inviting environment, with a special Grace said by Director Fred Jarvis. At each place setting guests were presented with a soft covered notebook and pen set as well as a portable USB stick compliments of the Peace River Regional District. Door prizes were drawn throughout the evening and all floral centrepieces were raffled off at the end of the evening. Entertainment for the evening was provided by Jayden Stafford, a local youth Cowboy Poet who made the crowd laugh with his creative way of telling cowboy poems and stories.

An integral part of celebrating volunteers is through the awards program which provides community groups and their membership the opportunity to give special recognition to individuals, organizations, and facilities for their dedication, contributions and achievements. Awards were presented this year for Rural Facility of Excellence going to Whiskey Jack Nordic Ski Club for the Beatton Park Ski Trails with Individual Volunteer Achievement awards going to Art Seidl of the Tomslake & District Recreation Commission, Charlie Walker and Ginny Simlik for their work with the Mountain View Cemetery Society. All those nominated received an award at the banquet.

- All Individual Volunteer Achievement Award winners received a framed certificate and a \$50.00 gift certificate to Mr. Mikes Steakhouse.
- All Rural Facility Award winners received an engraved plaque.

Photos of the event are attached.

Staff Initials:

J. Rickert

Dept. Head:

J. Morgan

CFO
CAO:

Kim Freck

Page 1 of 2

November 20, 2014

STRATEGIC PLAN RELEVANCE: None

FINANCIAL CONSIDERATION(S):

The annual budget for this event is \$6,000.00. This amount covers both the cost of the banquet as well as the cost of the World Café workshop in the amount of \$168.36. The fee for the rooms used, banquet hall and workshop, were charged to us as a combined amount. The total cost of the banquet was \$4,919.27. The total combined expenses for the banquet and workshop resulting in being under budget by \$ 912.37. Budget details are attached, below is a breakdown:

Total Budget	\$6,000.00
Less cost of Banquet	\$4,919.27
Less cost of World Café	<u>\$ 168.36</u>
Difference:	\$ 912.37

COMMUNICATIONS CONSIDERATION(S): Planning for this event begins in August and continues on a weekly basis until the event takes place in October. This year, 60 nomination forms and instructions were sent out to the rural communities along with their invitations to the banquet and the workshop. Community groups included all those that receive Grants-in-Aid as well as the Tower Lake Community Hall, Kelly Lake Community Hall, Clearview Arena Society and Buick Arena Committee.

OTHER CONSIDERATION(S): It's estimated to require approximately 105 staff hours to plan, carry out and complete this event.

34th Volunteer Appreciation Banquet



November 20, 2014

2014 Volunteer Banquet - Budget Amount \$6,000.00

	Estimated Costs	Actuals
Catering & Facility		
Budget Amount	\$ 4,000.00	
Facility Rental	\$ 700.00	\$ 800.00
GST on room	\$ 35.00	\$ 40.00
Cordless microphone		\$ 47.25
Catering for 100 (at \$25.00 each)	\$ 2,300.00	2,300.00
Refreshments	\$ 500.00	\$ 75.60
GST on food (@ 5%)	\$ 115.00	\$ 115.00
Gratuity on food (15%)	\$ 345.00	\$ 350.40
SUB TOTAL	\$ 3,995.00	\$ 3,728.25

GST @ \$3.60

Giveaways/Door Prizes

Budget Amount	\$ 800.00	
Centerpieces	\$ 300.00	\$ 336.00
PRRD notes books	\$ -	\$ -
PRRD USBs	\$ -	\$ -
Gratitude Treats		\$ 37.36
Prestige		\$ 77.04
Banquet giveaways		\$ 100.00
Banquet giveaways		\$ 220.53
Banquet giveaways		\$ 12.56
SUBTOTAL		\$ 783.49

15 at \$20/each plus tax
 no cost PRRD Swagg
 no cost PRRD Swagg
 Dollar store peppermint patties
 2 swiss army knives, 2 mens shaving kits (2 donated items)
 4 GC Ctire at \$25 each
 B&T - 2 blankets, 2 clocks, 2 clay chimes
 Shoppers - 4 pkg werthers at 2.99

Awards

Budget Amount	\$ 500.00	
plaques	\$ 100.00	71.62
Certificates w/frames	\$ 45.00	35.91
gift certificate	\$ 150.00	\$ 150.00
SUB TOTAL	\$ 295.00	\$ 257.53

Prestige
 Walmart - 3 frames at \$11.97
 3 @ \$50 Mr. Mikes

Entertainment

Budget Amount	\$ 400.00	
Cowboy Poet	\$ 150.00	\$ 150.00
SUB TOTAL	\$ 400.00	\$ 150.00

World Café Expenses

Budget Amount	\$ 300.00	
Felts	\$ -	\$ 22.31
Workshop supplies	\$ -	\$ 20.09
Workshop supplies		\$ 9.80
Workshop Give aways		\$ 76.16
Workshop Give aways		\$ 40.00
SUB TOTAL		\$ 168.36

Walmart
 Dollarama
 Your \$ store
 Lanyards
 4 Tims Cards

TOTAL	\$ 6,000.00	\$ 5,087.63
	less workshop	168.36
	banquet cost	\$4,919.27

\$ 912.37 under budget



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

From: Kim Frech, Chief Financial Officer

Date: 14 November 2014

Subject: Kelly Lake Lift Station

RECOMMENDATION:

1. THAT the Rural Budgets Administrative Committee commits Electoral Area "D" Fair Share funding up to \$15,000 for the repairs and replacement of equipment at the Kelly Lake Sewer Lift Station;
- and
2. THAT the Rural Budgets Administrative Committee commits Electoral Area "D" Fair Share funding up to \$15,000 for the purchase of a spare back-up pump for the Kelly Lake Sewer Lift Station.

BACKGROUND:

The Kelly Lake Sewer System has had some major breakdowns and issues over the years and unfortunately the service area has a maximum tax requisition of \$18,750. This barely covers the cost of operations of a "good" year with just normal operations. This amount can be increased by 25% every 5 years and can be increased next year – but even that will only increase by \$4,688. There have been some years when there has been surplus which has allowed building up of a small reserve over the years, but this year we had to budget using some of the reserve (\$3,826) just to cover normal operations and last year's deficit.

Unfortunately, we have had a major breakdown which required a costly repair and replacement. This emergency work is under progress and it is planned to make changes to hopefully reduce one of the main problems in the future. The cost of this should be between \$12K and \$15K total to replace the defective pump. This would have to come from the reserve, which after using the amount required for this year's operations is just under \$20K and this would reduce the reserve drastically.

Therefore, we are requesting Fair Share funds to leave the reserve in place for future issues that will arise. This is the result of a costly system with minimal taxation – this same issue has occurred with the Rolla Sewer and it also has had to request Fair Share funds over the years.

Note that there is a second request to purchase a spare pump. This breakdown has pointed out a major concern. The type of pump required takes about 6 weeks to receive, which puts all of the work on the other pump (a two pump system). If the second pump were to have problems, the result would be extremely costly as a vac truck would need to be hired on an hourly basis for stand-by pumping of the lift station until the replacement pump arrives. Therefore it is requested to have one on hand and ready to use.

Unfortunately our sewer systems are all designed differently and take different types of pumps and equipment. There are two that are the same (Chilton and Harper/Imperial) and in the future there may be a request made to have a spare pump on hand for each design to ensure repairs and replacements can be made quickly.

Staff Initials:

Dept. Head:

CFO
~~CAO:~~

A handwritten signature in black ink that reads "Kim Frech".

November 20, 2014



Peace River Regional District REPORT

To: Rural Budgets Administration Committee
From: Jill Rickert, Community Services Coordinator

Date: November 13, 2014

Subject: "You are the Experts!" World Café Workshop - October 18, 2014

FOR DIRECTOR'S INFORMATION: This report has been written to provide the Rural Budgets Administration Committee with a review of the workshop that was held prior to the Volunteer Banquet on Saturday, October 18, 2014.

The concept behind the "World Café" is simple, create an environment that is warm and comfortable, then invite people to come and gather to share information and brainstorm certain topics. The workshop theme was "You are the Experts!" and the subjects explored were Volunteer Recruitment and Marketing and Promotion.

Participants started out by sharing information about their groups, their success stories, their frustrations and their goals. The groups explored what qualities they would like to see in their volunteers, were they realistic and how do you recruit them based on what everyone else is currently doing. They built on each other's ideas and collaborated on how to apply these strategies to meet their individual needs. As a result of this workshop, those present decided to create a networking group and get together periodically to exchange ideas. The group also committed to developing an email network to stay in touch. Overall, those present felt the workshop was beneficial and would like to see the PRRD continue to offer to support community groups through workshops like these.

STRATEGIC PLAN RELEVANCE: None

FINANCIAL CONSIDERATION(S): The funding for this workshop comes out of the annual budget amount of \$6,000 allocated for the Volunteer Appreciation Banquet. The total cost of the workshop is itemized below:

Workshop supplies	\$ 52.20
Workshop Door Prizes	<u>\$ 116.16</u>
TOTAL	\$ 168.36

The cost of the room used to hold the workshop was included in the cost for the banquet room.

COMMUNICATIONS CONSIDERATION(S): Invitations for this workshop were sent out to all GIA groups, as well as Tower Lake Community Hall, Kelly Lake Community Hall, Buick Creek Arena Committee and Clearview Arena Society.

OTHER CONSIDERATION(S): See attached poster and photographs.

Staff Initials:

J. Rickert

Dept. Head:

J. Morgan

CFO
CAO:

Kim Treach

Page 1 of 1

November 20, 2014



Facilitate
Yourself and
Others

Contribute
Your Thinking

Be
Creative

Where you are the Experts!

Topics of Discussion:

Volunteer Recruitment

Marketing and Promoting

Speak with your
Mind and your
Heart

Listen to
Understand

Connect and
Link Ideas

Have Fun

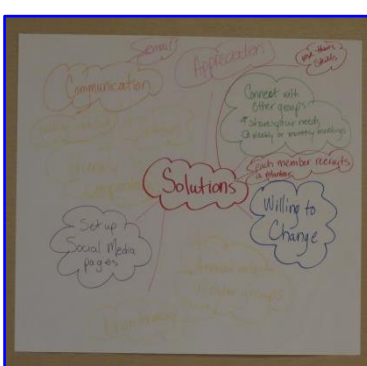
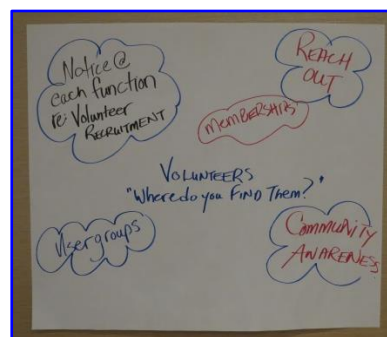
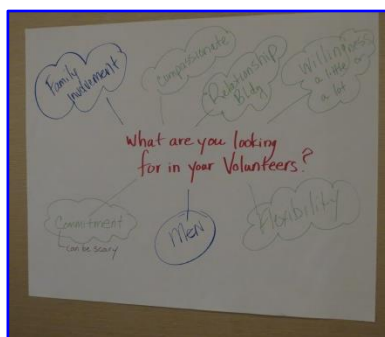
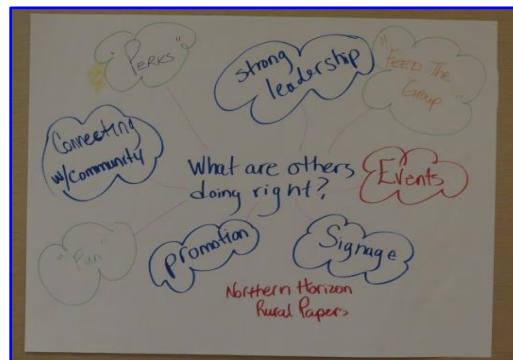
Draw.. Doodle..
Write!

Help One
Another

Look for Common
Goals

Be Open

2014 World Café Workshop – You are the Experts!



Participants: North Peace Historical Society, Osborn Community Association, Golata Creek Recreation Society, Clearview Arena Society, North Peace Fall Fair



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

From: Kim Frech, Chief Financial Officer

Date: November 10, 2014

Subject: Financial Report – October 2014

Attached for your information is the monthly Rural Budgets Financial Report.

The report includes:

1. Grants-in-Aid (*4 pages*) - 2005 to 2014 balances remaining
 - Page 1 - Area B, Area C, Area E
 - Page 2 - Sub-Regional
 - Page 3 - Youth Travel Recipient Listing
 - Page 4 - Scholarship/Bursary Recipient Information
2. Fair Share Money Market Fund (*1 page*). Report Includes:
 - a. Opening Balance
 - b. Revenues (interest, annual payment/subscription, etc.)
 - c. Commitment amount (*first column after name of payee*)
 - d. Previous Years Payments
 - e. Payments made this year (*next 4 columns - column for each Area*)
 - f. Balance remaining of the Commitment (*last column*)
 - g. Actual Balance
 - h. Total Remaining Commitment
 - i. Balance available *after* remaining Commitments
3. BC Rail (includes revenue, expenditures and future commitments) (*1 page*)
4. Reserve (Appropriated Surplus) Balances (*2 pages*)

If there is anything missing or something that is on the report(s) that needs to be researched, please let me know.

Thank you.

Staff Initials:

Dept. Head:

A handwritten signature in black ink, appearing to read "Kim Frech", is written over the "Dept. Head:" label.

CAO:

November 20, 2014

 Peace River Regional District Grants-In-Aid Summary of Payables - 2014			October 31, 2014					
Current Year Allocation		2005-2009	2010	2011	2012	2013	2014	GIA Remaining
			Budget	Budget	Budget	Budget	Budget	
			103,000.00	107,000.00	103,000.00	103,000.00	103,000.00	
			Allocated	Allocated	Allocated	Allocated	Allocated	
AREA B			103,000.00	107,000.00	103,000.00	103,000.00	94,608.17	
	Big Bam Ski Hill	-	-	-	10,000.00	19,000.00	-	29,000.00
	Buick Creek Community Club	-	3,046.04	12,000.00	5,000.00	-	-	20,046.04
	Cache Creek Community Club	182.13	-	-	-	-	-	182.13
	Cecil Lake Rec. Commission	-	-	-	-	-	-	-
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-
15,895.17	Golata Creek Recreation Society	-	(0.00)	-	-	-	9,299.93	9,299.93
22,830.00	Goodlow Community Club	-	-	5,929.60	-	7,834.24	15,512.55	29,276.39
	Halfway Graham Community Club	1,411.19	-	-	-	-	-	1,411.19
18,100.00	King's Valley Christian Camp	-	-	-	-	3,542.28	5,663.14	9,205.42
12,643.00	Montney Rec. Commission	-	-	862.14	-	5,206.38	12,643.00	18,711.52
7,390.00	North Peace 4-H Senior Council	-	-	-	-	-	-	-
8,500.00	North Peace Fall Fair Society	-	-	-	-	-	-	-
5,750.00	North Peace Historical Society	-	-	-	2,064.67	-	5,750.00	7,814.67
	North Peace Light Horse Assn.	-	-	-	2,900.00	-	-	2,900.00
	Osborn Community Club	-	-	280.06	2,643.56	3,725.00	-	6,648.62
	Rose Prairie Curling Society	-	-	511.58	636.25	1,426.48	-	2,574.31
1,000.00	Area B Rural Bursary	-	-	-	-	-	-	-
1,500.00	Youth Travel	-	-	-	-	-	1,000.00	1,000.00
94,608.17	Total Area B	1,593.32	3,046.04	19,583.38	23,244.48	40,734.38	49,868.62	138,070.22
		2005-2009	2010	2011	2012	2013	2014	
			Budget	Budget	Budget	Budget	Budget	
			100,000.00	100,000.00	100,000.00	100,000.00	112,025.88	
			Allocated	Allocated	Allocated	Allocated	Allocated	
AREA C			100,000.00	100,000.00	100,000.00	87,924.72	93,297.04	
	Big Bam Ski Hill	-	-	-	16,000.00	31,000.00	-	47,000.00
40,512.04	Charlie Lake Community Club	-	935.94	2,910.55	-	-	10,012.04	13,858.53
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-
35,535.00	Lake Point Golf Club	-	-	-	-	4,241.96	-	4,241.96
	North Peace 4H Senior Council	-	-	-	-	2,415.92	-	2,415.92
8,500.00	North Peace Fall Fair Society	-	-	-	-	-	-	-
5,750.00	North Peace Historical Society	-	0.00	-	-	629.75	5,750.00	6,379.75
	North Peace Light Horse Assn.	-	-	10,000.00	2,900.00	-	-	12,900.00
	Whiskey Jack Nordic Ski Club	-	-	-	-	-	-	-
1,000.00	*Area C Scholarship	-	-	-	-	-	-	-
1,000.00	Youth Travel	-	-	-	-	-	1,000.00	1,000.00
93,297.04	Total Area C	-	935.94	12,910.55	18,900.00	38,287.63	16,762.04	87,796.16
		2005-2009	2010	2011	2012	2013	2014	
			Budget	Budget	Budget	Budget	Budget	
			102,000.00	102,000.00	102,000.00	111,610.00	103,150.00	
			Allocated	Allocated	Allocated	Allocated	Allocated	
AREA E			102,000.00	102,000.00	92,390.00	110,460.00	103,150.00	
27,650.00	Camp Emile	-	(0.00)	0.00	-	0.00	22,144.47	22,144.47
2,500.00	Chetwynd & Dist Rec. Centre	-	-	-	-	-	2,500.00	2,500.00
10,000.00	Chetwynd Electric Eels Swim Assn.	-	-	-	-	-	10,000.00	10,000.00
4,000.00	Chetwynd Gymkhana	-	-	-	-	5,964.10	4,000.00	9,964.10
19,889.74	Chetwynd Rod & Gun Club	-	-	-	-	6,109.42	19,889.74	25,999.16
8,000.00	Foothills Team Roping Club	-	-	-	-	777.16	8,000.00	8,777.16
3,500.00	Jackfish Community Association	-	-	(0.00)	-	10,820.56	3,500.00	14,320.56
4,400.00	Little Giants Figure Skating Club	-	-	-	-	-	4,400.00	4,400.00
14,405.00	Little Prairie Heritage Society	-	-	(0.00)	4,239.26	4,295.38	9,502.83	18,037.47
	Moberly Lake Community Assn.	-	-	-	5,435.31	-	-	5,435.31
	Pine Valley Exhibition Park Soc.	-	-	(0.00)	-	1,849.62	-	1,849.62
	Pine Valley Motor Sports	-	-	-	-	-	-	-
4,800.00	Pine Valley Seniors Assn.	-	-	-	-	73.00	4,800.00	4,873.00
	Sagitawa Christian Camping Society	-	-	-	-	-	-	-
1,000.00	Area E West Bursary	-	-	-	-	-	1,000.00	1,000.00
3,005.26	Youth Travel	-	-	-	-	-	2,205.26	2,205.26
103,150.00	Total Area E	-	(0.00)	0.00	9,674.57	29,889.24	91,942.30	131,506.11

		2005-2009	2010	2011	2012	2013	2014	
			Budget 130,000.00 Allocated 130,000.00	Budget 130,000.00 Allocated 130,000.00	Budget 130,000.00 Allocated 130,000.00	Budget 150,000.00 Allocated 149,916.11	Budget 150,084.00 Allocated 150,084.00	
SUB-REGIONAL								
4,953.25	Ark - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-
4,953.25	Bessborough Community Club	-	-	74.96	-	-	4,953.25	5,028.21
11,398.49	Cutbank Community Club	-	-	-	-	0.00	11,398.49	11,398.49
20,753.25	Dawson Creek Sportsman's Club	-	-	-	-	-	-	-
9,995.32	Doe River Recreation Commission	-	-	-	-	-	9,995.32	9,995.32
7,390.00	Farmington Community Association	-	-	-	-	-	7,390.00	7,390.00
2,753.25	Groundbirch Rec. Commission	-	-	-	-	-	1,753.25	1,753.25
	Hats n' Chaps Gymkhana	-	-	-	3,958.99	-	-	3,958.99
	Kilkerran Recreation Commission	-	-	-	-	3,000.00	-	3,000.00
14,453.25	Kiskatinaw Fall Fair	-	-	-	-	2,484.01	528.05	3,012.06
18,550.64	McLeod Rec. & Social Services Society	-	-	-	-	-	3,117.27	3,117.27
4,500.00	Rolla Ratepayers	-	-	-	-	-	4,500.00	4,500.00
7,453.25	Sunset Prairie Recreation Commission	-	-	0.00	4,201.95	513.89	7,453.25	12,169.09
1,773.25	Swan Lake Enhancement Society	-	-	-	-	-	-	-
3,453.25	Tomslake Community Cultural Assn.	-	-	-	-	-	3,453.25	3,453.25
20,750.00	Tomslake & District Rec Commission	-	-	-	-	(0.00)	20,750.00	20,750.00
12,453.55	Tupper Community Club	-	-	-	-	-	12,453.55	12,453.55
3,000.00	Post Secondary Bursary	-	-	-	-	-	1,500.00	1,500.00
1,500.00	Youth Travel	-	-	-	-	-	1,500.00	1,500.00
150,084.00	Total Sub-Regional	0.00	0.00	74.96	8,160.94	5,997.90	90,745.68	104,979.48
441,139.21	COMBINED GRAND TOTALS	1,593.32	3,981.98	32,568.89	59,979.99	114,909.15	249,318.64	462,351.97
Prior Years Payable total =		213,033.33						
2014 Payable total =		249,318.64						
Total GIA Payable =		462,351.97						

Youth Travel Recipient Information

Area	Recipient	Total To-Date	2010	2011	2012	2013	2014
Area B							
	Northern BC High School Rodeo	500	500				
	Northern BC High School Rodeo	500				500	
	Megan Smith, Rodeo travel	500					500
	TOTAL granted for year		500	1,500	0	1,500	1500
	TOTAL used		500	0	0	500	500
	BALANCE Remaining		0	0	0	0	1000
Area C							
	Inconnu Swim Club	300		300			
	Northern BC High School Rodeo	1,000	500		500		
	Northern BC High School Rodeo	500				500	
	TOTAL granted for year		1,000	1,000	1,000	1,000	1000
	TOTAL used		500	300	500	500	0
	BALANCE Remaining		0	0	0	0	1000
Area E							
	3 Nations Midget Hockey	650		350		300	
	Auroras Speed Skating Club	250		250			
	Chet Girls Club Volleyball	750	250		500		
	Chet Scotiabank Bantam Giants Hockey	850	350		500		
	Chet Secondary Boys Wrestling	350	350				
	Chet Secondary Girls Volleyball	1,250	250		200	800	
	Chet Talisman Energy Pee Wee Giants Hockey	500			500		
	Electric Eels Swim Club	600		300	300		
	Chetwynd Secondary Highschool Golf Team	300				300	
	Dawson Creek Juvenile Girls Curling	500					500
	Chetwynd Girls Club Volleyball	300					300
	TOTAL granted for year		2,000	2,000	2,000	2,000	3005.26
	TOTAL used for year		1,200	900	2,000	1,400	800
	BALANCE Remaining		0	0	0	0	2205.26
Sub-Regional							
	Northern BC High School Rodeo	1,000			1,000		
	Northern BC High School Rodeo	1,000				1,000	
	TOTAL granted for year		1,500	1,500	1,500	1,500	1500
	TOTAL used for year		0	0	1,000	1,000	0
	BALANCE Remaining		0	0	0	0	1500

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2014	Rebecca Hedges	1,000	0	3-Sep-14
2013	Makayla MacLeod	1,000	0	13-Aug-13
2012	Eliza Li	1,000	0	2012
2011	Talia Miller	500	0	2011
2010	Kendra Young	500	0	2010
TOTAL		2,000	0	

Area C Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2014	Dylan Kassian	1,000	0	23-Aug-14
2013	Daisy Petrucci	1,000	0	15-Aug-13
2012	Stephanie Sutherland	1,000	0	2012
2011	Hannah Leber	500	0	2011
2010	Tawny Hosker	500	0	2010
TOTAL		4,000	0	

Area E Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2014	Sara Norris	500	500	
2014	Brittany Andres	500	500	
TOTAL		1,000	1000	

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2014	Theran Basset	1,500	1,500	
2014	Landon Farrow Trades	1,500	0	16-Sep-14
2013	Brenna McCullough - Academic	1,500	0	25-Sep-13
2013	Brad Skytte - Trades	1,500	0	Jul-13
2012	Kole Pierce	1,500	0	2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0	2013
2011	Anders Carlstad	1,500	0	2011
2011	Gary Gordon	1,500	0	2011
2010	Erica Woolf	1,500	0	2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0	2010
TOTAL		9,000	0	

Fair Share Commitments		October 2014		K. Goodings Area B	A. Hadland Area C	L. Hiebert Area D	J. Schembri Area E	Total Fair Share
January 1, 2013 opening balance				1,590,899.07	4,654,731.49	2,182,292.57	1,977,711.04	10,405,634.17
Total interest earned to date				17,333.13	41,243.38	22,990.01	20,568.73	102,135.25
Subscription F/S \$				645,691.75	645,691.75	645,691.75	645,691.75	2,582,767.00
COMMITMENTS		Commitment	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B								
Addiction Centre		100,000.00						100,000.00
*Area B Municipal Facilities		13,200.00						13,200.00
Clearview Arena; Crawl Space R&M		75,000.00		59,456.85				15,543.15
Electrical Extension Grants		12,000.00						12,000.00
FSJ; Water Sys Upgrades (pymt to 2022)		100,000.00						100,000.00
FSJ Library(annual payment)		31,300.00		31,300.00				-
Hudson's Hope Library		6,800.00						6,800.00
Livestock Protection Program		50,000.00		25,000.00				25,000.00
NP Cultural Centre (pymt to 2017)		28,125.00						28,125.00
NP Fall Fair; Display Buildings		47,600.00		35,465.00				12,135.00
NP Search & Rescue; Training		750.00		750.00				-
Rural Gasification		180,000.00	27,367.25	5,000.00				147,632.75
Rural Improvements Grant		1,437,822.20						1,437,822.20
School Dist 60; Rural Bus Funding		198,694.00		198,694.00				-
		2,281,291.20	27,367.25	355,665.85	-	-	-	1,898,258.10
Area C								
Addictions Centre		100,000.00						100,000.00
CL Swr Lift Station Upgrades		80,000.00	9,885.83		19,767.64			50,346.53
CL Swr Upgrade Project (Collections Sys)		3,200,000.00	74,578.33		1,746,379.63			1,379,042.04
FSJ Airport Sub Communal H2O/Swr Fees		12,559.97	11,200.00					1,359.97
FSJ; Water Sys Upgrades (pymt to 2022)		100,000.00						100,000.00
FSJ Library(annual payment)		15,000.00			15,000.00			-
FSJ NP Museum; Old Fort Cemetery Sign		2,176.00			761.51			1,414.49
Livestock Protection Program		50,000.00			25,000.00			25,000.00
NP Search & Rescue; Training		750.00			750.00			-
**NP Cultural Centre (pymt to 2017)		14,062.00						14,062.00
Regional Parks Improvements		100,000.00						100,000.00
Rural Improvements Grant		1,086,552.81						1,086,552.81
School Dist 60; Rural Bus Funding		176,230.00			176,230.00			-
Water & Sewer		500,000.00						500,000.00
		5,437,330.78	95,664.16	-	1,983,888.78	-	-	3,357,777.84
Area D								
Bear Mnt Nordic Ski Assn; Ski Trails		10,000.00						10,000.00
CGF Church; PRRD OCP/Zoning Fees		1,500.00				1,500.00		-
Electrical Extension Grants		1,358.67				1,974.33		(615.66)
Hats 'n Chaps Gymkhana; Arena Rebuild		15,800.00				15,360.00		440.00
Livestock Protection Program		50,000.00				25,000.00		25,000.00
Mile Zero Roping Club; Tractor/Skid Steer		20,000.00				20,000.00		-
Northern Lights Recovery Centre		100,000.00						100,000.00
NP Search & Rescue; Training		750.00				750.00		-
Regional Parks & Trails (Parks)		75,000.00						75,000.00
Regional Parks & Trails (Trails)		25,000.00						25,000.00
Rolla Dyking System; Debris Trap		5,000.00						5,000.00
Rolla Sewer - Annual Oper. Grant		17,500.00	6,709.00			7,000.00		3,791.00
Rolla Sewer - Upgrades		20,000.00	17,429.53					2,570.47
Rural Gasification		1,000,000.00	43,798.50			10,000.00		946,201.50
Rural Improvements Grant		1,418,386.90						1,418,386.90
Rural Water Dev-Tmlk.Frmtg Const		125,032.17						125,032.17
School Dist 60; Rural Bus Funding		2,612.00				2,612.00		-
Sunrise Vly Mt View Cem Columbarium		5,000.00	4,340.00			660.00		-
Swan Lake Environmental Study		20,000.00	15,554.63					4,445.37
Swan Lake Weir Aluminum Gates		34,000.00	8,133.75					25,866.25
		2,946,939.74	95,965.41	-	-	84,856.33	-	2,766,118.00
Area E								
Bear Mnt Nordic Ski Assn; Ski Trails		4,000.00						4,000.00
Bissett Creek Riparian Mitigation		10,000.00						10,000.00
Camp Sagitawa; Phase 1 Climbing Wall		20,000.00						20,000.00
Chetwynd & Dist. Rec Complex		1,325,000.00	1,269,278.08					55,721.92
Chetwynd Rod & Gun Upgrades		20,103.82	17,786.23				2,317.59	-
Chetwynd Seniors Housing Society		150,000.00						150,000.00
Electrical Extension Grants		5,000.00						5,000.00
Chetwynd Medical Clinic		100,000.00						100,000.00
Hasler Tower Project		107,000.00	98,836.73					8,163.27
Hats 'n Chaps Gymkhana; Arena Rebuild		3,950.00					2,184.00	1,766.00
Little Prairie Heritage Soc; Engineering		25,000.00	3,150.00				2,940.00	18,910.00
Little Prairie Heritage Soc; Museum Repair		103,808.00					99,181.27	4,626.73
Little Prairie Heritage Soc; Tables, Tents		8,300.00						8,300.00
Livestock Protection Program		50,000.00					25,000.00	25,000.00
Mile Zero Roping Club; Tractor/Skid Steer		5,000.00					5,000.00	-
Moberly Lk Comm Emerg Connect		20,000.00	19,906.96					93.04
Moberly Lk Fire Dept. Fencing		6,000.00	5,613.73					386.27
Northern Lights Recovery Centre		100,000.00						100,000.00
NP Search & Rescue; Training		750.00					750.00	-
Pine Valley Exhibition Prk; Pen Expansion		56,530.00					56,530.00	-
Rural Gasification		700,000.00						700,000.00
Rural Improvements Grant		1,145,101.43						1,145,101.43
Senior Assisted Living		30,000.00						30,000.00
South Peace SPCA; Aspen Estate Feral Cats		5,000.00					2,500.00	2,500.00
Sunset Pr Rec Comm; Fair Kitchen		58,000.00						58,000.00
		4,058,543.25	1,414,571.73	-	-	-	196,402.86	2,447,568.66
Actual Balance Oct 31, 2014				1,898,258.10	3,357,777.84	2,766,118.00	2,447,568.66	10,469,722.60
Total Remaining Commitment				1,898,258.10	3,357,777.84	2,766,118.00	2,447,568.66	Total Fair Share
Balance available after remaining commitments				-	-	-	-	Reserve
* Remaining amount from the previous, Area B Municipal Facilities commitment, established for groups within the municipality serving the rural areas								

November 20, 2014

Peace River Regional District
BCR Grants in lieu
October 31, 2014

	Area B	Area C	Area D	Area E	Total MMF BCR Grants in lieu
Opening balance	25,494.52	29,261.85	-	1,595.96	56,352.33
January	23.48	27.00	-	1.48	51.96
February	19.90	24.27	-	1.32	45.49
March	21.69	26.52	-	1.46	49.67
April	20.99	25.70	-	1.43	48.12
May	21.52	26.37	-	1.47	49.36
June	21.00	25.73	-	1.43	48.16
July	21.45	26.28	-	1.46	49.19
August	21.31	26.13	-	1.46	48.90
September	20.78	25.47	-	1.42	47.67
October	21.92	26.87	-	1.50	50.29
November					-
December					-
2014 Interest	214.04	260.34	-	14.43	488.81
Expenditures					
Clearview Minor Hockey; Gold Sponsor	1,500.00				1,500.00
BC WI; Site C; Prime Land Assessment	573.39	573.39			1,146.78
FSJ Community Arts Council Funding	100.00	100.00			200.00
Total Expenditures	2,173.39	673.39	-	-	2,846.78
October 31, 2014	23,535.17	28,848.80	-	1,610.39	53,994.36
Commitments					
NP Fall Fair Soc; Fair Ground Well Testing Sy	8,000.00				8,000.00
Balance available	15,535.17	28,848.80	-	1,610.39	45,994.36

Appropriated Surplus Balances as of October 31, 2014

RESERVES

911 Emergency Capital Reserve	\$ 25,068.18	Green "Carbon" Project Reserve	\$ 11,471.51
BC Rail	\$ 53,994.37	Harp/Imp Sewer Capital Reserve	\$ 5,585.09
Buick Creek Arena Capital Reserve	\$ 101,869.17	Harp/Imp Sewer Operating Reserve	\$ 5,585.09
Buick Creek Arena Operating Res	\$ 61,197.45	Information System Plan Reserve	\$ 267,824.99
Building Reserve	\$ 598,035.71	Insurance Reserve	\$ 472,604.78
Charlie Lake Fire Capital Reserve	\$ 363,484.16	Kelly Lake Comm Ctr. Operating Reserve	\$ 15,201.99
Charlie Lake Sewer Capital Reserve	\$ 124,636.60	Kelly Lake Comm Ctr. Capital Reserve	\$ 12,161.59
Charlie Lake Sewer Operating Reserve	\$ 37,138.98	Kelly Lake Sewer Capital Reserve	\$ 11,222.73
Chetwynd Arena Capital Reserve	\$ 1,236,260.73	Kelly Lake Sewer Operating Reserve	\$ 20,133.27
Chetwynd Leis Cntr Capital Reserve	\$ 1,729,092.43	Landfill Closure Reserve	\$ 304,039.19
Chilton Sewer Capital Reserve	\$ 24,948.23	Moberly Lake Fire Capital Reserve	\$ 10,186.89
Chilton Sewer Operating Reserve	\$ 21,140.12	North Pine TV Reserve	\$ 45,907.44
Chilton Sewer Debenture Reserve	\$ 0.00	NP Economic Development Commission	\$ 69,573.26
Clearview Arena Operating Reserve	\$ 61,424.62	NP Leisure Pool Building Repl Res	\$ 578,037.12
CLFD Fundraising	\$ -	NP Leisure Pool Capital Reserve	\$ 246,206.16
CLFD Operating Reserve	\$ 10,079.71	Regional Parks Capital Reserve	\$ 30,403.96
Comm Parks Water Capital Reserve	\$ 10,186.89	Regional Parks Operating Reserve	\$ 30,403.96
Comm Parks Water Operating Res	\$ 15,412.23	Rolla Creek Dyking Operating Reserve	\$ 4,099.60
Community Works (Gas Tax)	\$ 4,585,772.21	Rolla Sewer Capital Reserve	\$ 6,840.09
DC/PC Fire Capital Reserve	\$ 431,647.83	Rolla Sewer Operating Reserve	\$ 11,913.46
Election Reserve	\$ 3,505.97	Rural (Loan Fund)	\$ 3,651,609.29
Emergency Plan Reserve	\$ 251,238.75	Rural Fringe	\$ 2,003,543.22
Fair Share	\$ 10,469,722.60	Solid Waste Capital Reserve	\$ 4,730,300.25
Feasibility Reserve	\$ 212,875.25	Solid Waste Operating Reserve	\$ 1,015,451.55
Friesen Sewer Capital Reserve	\$ 2,053.11	Sub-Reg Recreation Insurance Reserve	\$ 111,602.63
Friesen Sewer Operating Reserve	\$ 15,133.56	Tomslake Fire Reserve	\$ 102,619.29
FSJ Airport Sewer Capital Reserve	\$ 34,788.10	Vehicle (Admin) Reserve	\$ 90,988.94
FSJ Airport Sewer Operating Reserve	\$ 44,608.50	Vehicle (BI) Reserve	\$ 41,533.06
FSJ Airport Water Capital Reserve	\$ 8,149.50	Vehicle (SW) Reserve	\$ 101,555.51
FSJ Airport Water Operating Reserve	\$ 21,186.86		
		TOTAL	\$ 34,563,257.73

Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Loan Balance
Chetwynd Communications Soc (2018)	275,000.00	275,000.00	110,000.00
FSJ New Fire Hall (2020)	750,000.00	750,000.00	500,000.00
Friesen Sewer (2015)	33,548.00	33,548.00	3,724.00
North Pine Farmers Insitute (2015)	100,000.00	100,000.00	41,504.22
Public Sewage Facility Design & Tender (2015)	300,000.00	19,685.30	19,685.30
Whiskey Jack Nordic Ski Club (2013)	20,000.00	20,000.00	-
Total	1,478,548.00	1,198,233.30	674,913.52

Loan Funds Available:	2,544,771.78
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"Grants" from Loan Fund Interest	Committed	Previous Years Paid	Current Year Paid	Remaining
Rural Sewage System Study (AECOM)	38,556.50	35,248.23		3,308.27
Rural Sewage System Pilot Project	-			-
Total	38,556.50	35,248.23	-	3,308.27

Interest Grant Funds Available:	\$823,214.54
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Gas Tax	Committed	Previous Years Paid	Current Year Paid	Remaining
Buick Creek Arena	25,000.00	13,563.17	5,677.39	5,759.44
Charlie Lk Sewer Lagoon Upgrades & Three Phase Power Ext. @ Treatment Plant	2,500,000.00	153,610.43	203,917.30	2,142,472.27
Charlie Lk Sewer Monitoring	100,000.00	94,587.27		5,412.73
Clearview Arena; Boiler & Water Heater	40,000.00		40,000.00	-
Clearview Arena; Water System Retrofit	7,768.26		7,768.26	-
Doe River Rec Comm; Septic Tank Upgrades	2,600.00			2,600.00
Energy & Emissions Climate Action Plan	128,137.00	93,012.40		35,124.60
Electric Vehicle Charging Stations; Frmgton & CL	4,000.00	2,000.00		2,000.00
FSJ Airprt Sub H2O Meters & Infrastructure	30,000.00			30,000.00
Kelly Lake Community Centre - Upgrades	50,000.00	48,607.60		1,392.40
Kiskatinaw Watershed Research Project	240,000.00	160,000.00	40,000.00	40,000.00
Little Prairie Heritage Soc.; Museum Lighting	6,160.00		4,751.49	1,408.51
Rolla Sewer Lift Station Pumps & Electric	30,000.00	25,940.40		4,059.60
Rural Sewage System Study (AECOM)	38,556.50	35,248.23		3,308.27
Rural Sewage System Pilot Project	-			-
Tomslake & District Fire Department; Gas Furnace	20,000.00		20,000.00	-
Weather Stations	18,660.00			18,660.00
Total	\$3,240,881.76	\$626,569.50	\$322,114.44	\$2,292,197.82

Gas Tax Funds Available:	\$2,293,574.39
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