



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

A G E N D A

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

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1. **CALL TO ORDER:** *Meeting to be chaired by Director Schembri*
 2. **DIRECTORS' NOTICE OF NEW BUSINESS:**
 3. ADOPTION **OF AGENDA:**
 4. **MINUTES:**
M-1 Rural Budgets Administration Committee Meeting Minutes of February 20, 2014.
 5. **BUSINESS ARISING FROM THE MINUTES:**
 6. **DELEGATIONS:**
 7. **CORRESPONDENCE:**
C-1 For Ratification: Gas Tax Grant – Approved by consensus March 14, 2014.
February 28, 2014 quote, financial summary and, Grant Request from the Clearview Arena Society applying for funds to go toward installation of a new boiler and indirect fired water heater.
C-2 February 25, 2014 Funding Amendment application from the Foothills Team Roping Club.
C-3 FCM 2014 Annual Conference: Registration and Preliminary Program.
 8. **REPORTS:**
R-1 Report from Trish Morgan regarding 2014 Recreational & Cultural Grants-in-Aid Funding Review.
R-2 Rural Budgets Administration Committee Funding Policies.
R-3 February 2014 RBAC Monthly Financials.
 9. **NEW BUSINESS:**
 10. **DIARY:**
 11. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: February 20, 2014

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: Directors

Director Hiebert, Meeting Chair
Director Goodings
Director Schembri

Absent

Director Hadland

Staff

Kim Frech, Chief Financial Officer
Trish Morgan, Manager of Community Services
Bruce Simard, General Manager of Development Services (Item R-1)
Diana Mitchell, Recording Secretary

Call to Order The Chair called the meeting to order at 1:05 p.m.

DIRECTORS NOTICE OF NEW BUSINESS:

Handouts - C9, C10, R5

- Director Goodings - Electoral Area B Library grant
- Electoral Area B \$50,000 Increase to the Legislative Electoral Area Budget

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

MOVED by Director Goodings, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee agenda for the February 20, 2014 meeting, including new business and additional items for the agenda, be adopted as amended:

1. CALL TO ORDER:
2. DIRECTORS' NOTICE OF NEW BUSINESS:
3. ADOPTION OF AGENDA:
4. MINUTES:
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATIONS:
7. CORRESPONDENCE:

C-1 For Ratification: FSJ Airport Subdivision - Reallocation of Fair Share funds.

C-2 January 29, 2014 Grant Application from Bear Mountain Nordic Ski Association requesting funds toward third year of a 3-year project to clear trails.

C-3 2014-2015 Membership Invoice from FCM (Federation of Canadian Municipalities).

C-4 NCLGA Annual Membership Dues.

C-5 2014 UBCM Annual Dues.

C-6 February 4, 2014 email from Mike McConnell, Peace River Regional Cattlemen's Association requesting information to continue the Livestock Protection Pilot Program.

C-7 January 21, 2014 thank you letter from the British Columbia Women's Institute.

C-8 Thank you and invitation from the Whiskey Jack Nordic Ski Club.

March 20, 2014

ADOPTION OF AGENDA: continued7. CORRESPONDENCE: continued

Handouts

- C-9 February 15, 2014 Grant request application from the Tomslake and District Volunteer Fire Department.
- C-10 February 19, 2014 correspondence from the BC Women's Institute regarding a funding request.

8. REPORTS:

- R-1 February 7, 2014 report from Bruce Simard regarding discontinuation of the Rural Onsite Sewage Pilot Study.
- R-2 January 26, 2014 chart from Kim Frech regarding options for distribution of Fair Share to Electoral Areas.
- R-3 February 13, 2014 report from Jeff Rahn regarding Rolla Dyke upgrade funding.
- R-4 January 2014 Financial Report.

Handout

- R-5 February 20, 2014 report from Trish Morgan regarding Recreational and Cultural Grants-in-Aid Application Reviews

9. NEW BUSINESS:

- NB-1 Electoral Area B Library Grant
- NB-2 Electoral Area B \$50,000 Increase to Rural Budget

10. DIARY:11. ADJOURNMENT:ADOPTION OF MINUTES:

M-1
January 16, 2014
RBAC Minutes

ADOPTION OF MINUTES

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Meeting Minutes of January 16, 2014 be adopted.

CARRIED.

BUSINESS ARISING: None

CORRESPONDENCE:

C-1
Fort St. John Airport
Subdivision
reallocation of funds

MOVED by Director Goodings, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee ratify approval of reallocation of \$7,970.57 remaining from the Fort St. John Airport Subdivision Water Main Project and \$4,589.40 from the Fort St. John Airport Subdivision Water PVR Valve Project for a total of \$12,559.97 to go toward the Fort St. John Subdivision Leakage Costs & Detection project.

CARRIED.

C-2
Bear Mountain Nordic
Ski Association grant
request

MOVED by Director Goodings, SECONDED by Director Hadland,
That the Rural Budgets Administration Committee approve a \$10,000 Electoral Area D Fair Share Grant and a \$4,000 Electoral Area E Fair Share Grant, for a total of \$14,000 to the Bear Mountain Nordic Ski Association, toward the third year of a three-year project to clear 25 kilometers of ski trails.

CARRIED.

- | | |
|---|---|
| C-3
FCM Membership | <p>MOVED by Director Goodings, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee approve payment of \$3,440.79 from the Legislative Electoral Areas Budget – Membership, to the Federation of Canadian Municipalities for membership fees and travel fund, for the period of April 2014 to March 2015.</p> <p style="text-align: right;">CARRIED.</p> |
| C-4
NCLGA Membership Dues | <p>MOVED by Director Goodings, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee approve payment of \$21,401.87 from the Legislative Electoral Areas Budget-Membership, to the North Central Local Government Association for 2014 annual membership dues.</p> <p style="text-align: right;">CARRIED.</p> |
| C-5
UBCM Annual Dues | <p>MOVED by Director Schembri, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve payment of \$10,415.35 from the Legislative Electoral Areas Budget-Membership, to the Union of British Columbia Municipalities for 2014 annual membership dues.</p> <p style="text-align: right;">CARRIED.</p> |
| C-6
Livestock Protection Pilot Program | <p>MOVED by Director Goodings, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee approve \$50,000 each from Electoral Area B, C, D and E Fair Share toward continuation of the Livestock Protection Program.</p> <p style="text-align: right;">CARRIED.</p> |
| C-8
Whiskey Jack Nordic Ski Club re: new Beatton Park Trails | <p>It was noted that Director Hadland will attend the dedication event of the new park trails at Beatton Provincial Park on Saturday, February 22nd.</p> |
| C-9
Tomslake & District Volunteer Fire Department | <p>MOVED by Director Hiebert, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee approve allocation of up to \$20,000 from the Gas Tax fund to the Tomslake & District Volunteer Fire Department to go toward the purchase and installation of a natural gas furnace in the fire hall.</p> <p style="text-align: right;">CARRIED.</p> |
| C-10
BC Women's Institute funding request | <p>MOVED by Director Goodings, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee authorize the release of the remaining balance of BC Rail funds, \$1,146.78, approved at the November 21, 2013 Rural Budgets Meeting, to the BC Women's Institute to go toward payment of an invoice from Wendy Holm for fees associated with Site C Clean Energy Project Environmental Impact Assessment.</p> <p style="text-align: right;">CARRIED.</p> |

REPORTS:

- R-1
Rural Onsite Sewage
Pilot Study – re:
discontinuance
- MOVED by Director Goodings, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee approve cancellation of the \$75,000
committed from the Rural Loan Fund and the \$75,000 committed from the Gas Tax
Fund in February 2011 to go toward a Rural Onsite Sewage Pilot Study, as the project
is being discontinued considering private enterprise and homeowner demand has
begun to stimulate the use of alternative onsite sewer systems without the need for
investment of public funds.
- CARRIED.
- R-2
Options for distribution
of Fair Share to
Electoral Areas
- MOVED by Director Goodings, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee approves the distribution of Fair
Share funds for the Electoral Areas remain at equal distribution amongst the four
Electoral Areas.
- CARRIED.
- R-3
Rolla Dyke upgrade
funding
- MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve a \$5,000 Electoral Area D
Fair Share grant for the installation of a debris trap as part of the Rolla Dyking system.
- CARRIED.
- R-5
2014 Recreational &
Cultural GIA
application reviews
- Sub-Regional Grants-in-Aid:
MOVED by Director Schembri, SECONDED by Director Goodings,
That upon review of the Sub-Regional Grants-in-Aid applications by the Electoral Area
'D' Director and Electoral Area 'E' Director, the Rural Budgets Administration
Committee refer the following organizations to the Sub-Regional Recreational and
Cultural Grants-in-Aid allocation meeting on Wednesday, April 16, 2014 at the Dawson
Creek's Sportsman's facility:
- 1) Bessborough Community Club
 - 2) Cutbank Community Club
 - 3) Dawson Creek Sportman's Club
 - 4) Dawson Creek Youth Centre/The ARK
 - 5) Doe River Recreation Commission
 - 6) Farmington Community Association
 - 7) Groundbirch Recreation Commission
 - 8) Hats N/ Chaps Gymkhana
 - 9) Kiskatinaw Fall Fair Association
 - 10) McLeod Recreation & Social Services Society
 - 11) Rolla Ratepayers
 - 12) Sunset Praise Recreation
 - 13) Swan Lake Enhancement Society
 - 14) Tomslake Cultural Community Association
 - 15) Tomslake Recreation Commission
 - 16) Tupper Community Club
- CARRIED.

REPORTS: continued

R-5
2014 Recreational &
Cultural GIA
application reviews
(continued)

Cutbank Community Hall:

MOVED by Director Hiebert, SECONDED by Director Goodings,
That a letter be forwarded to the Cutbank Community Hall thanking them for their application and advising them that their request to be reimbursed for up to \$1,500 for debt from 2013 has been declined. However, they may continue to apply for up to \$11,945.24 in operational costs and insurance in 2014 from Grants-in-Aid.

CARRIED.

Doe River Recreation Commission:

MOVED by Director Hiebert, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee approve a Gas Tax grant in the amount of up to \$2,600.00 for the Doe River Recreation Commission for the purpose of septic tank upgrades and that the maximum allowable Grants-in-Aid request by the group be set at \$10,542.07 in 2014 for property upgrades and operations.

CARRIED.

Farmington Community Association:

MOVED by Director Hiebert, SECONDED by Director Goodings,
That a letter be forwarded to the Farmington Community Association thanking them for their application and letting them know that their request to be reimbursed for up to \$2,610 remaining debt from the purchase of a lawnmower in 2013 has been declined. However, they may continue to apply for up to \$7,390.00 in operational costs, insurance and general upkeep costs in 2014.

CARRIED.

Hats N' Chaps Gymkhana:

MOVED by Director Hiebert, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee approve Fair Share grants in the amount of up to \$15,800 from Electoral Area 'D' and up to \$3,950 from Electoral Area 'E' for Hats N' Chaps Gymkhana for the purpose of rebuilding and relocating the arena to a different location on the gymkhana property that is closer to the Mason Road in order to improve security and facilitate extending electricity to the site and that no Grants-in-Aid funds be allocated to the group in 2014.

CARRIED.

Mile Zero Roping Club:

MOVED by Director Hiebert, SECONDED by Director Schembri,
That the Rural Budgets Administration Committee approve Fair Share grants in the amount of up to \$20,000 from Electoral Area 'D' and up to \$5,000 from Electoral Area 'E' for the Mile Zero Roping Club for the purpose of purchasing a tractor/skid steer and that no Grants-in-Aid funds be allocated to the group in 2014

CARRIED.

REPORTS: continued

R-5
2014 Recreational &
Cultural GIA
application reviews
(continued)

Electoral Area 'E' West Grants-in-Aid:

MOVED by Director Schembri, SECONDED by Director

That upon review of the Electoral Area 'E' West Grants-in-Aid applications by the Electoral Area 'E' Director, the Rural Budgets Administration Committee refer the following organizations to the Area 'E' Recreational and Cultural Grants-in-Aid allocation meeting on Tuesday, April 15, 2014 at the Chetwynd Recreation Centre:

- 1) Camp Emile Society
- 2) Chetwynd & District Recreation Centre
- 3) Chetwynd Electric Eels
- 4) Chetwynd Gymkhana Club
- 5) Foothills Team Roping
- 6) Jackfish Community Association
- 7) Little Giant Figure Skating Club
- 8) Little Prairie Heritage Society
- 9) Pine Valley Seniors

CARRIED.

Foothills Team Roping:

MOVED by Director Schembri, SECONDED by Director Hiebert,

That a letter be forwarded to Foothills Team Roping thanking them for their application and letting them know that their request to purchase livestock has been declined. However, they may continue to apply for up to \$8,000 in operational costs from Grants-in-Aid in 2014.

CARRIED.

Little Prairie Heritage Society:

MOVED by Director Schembri, SECONDED by Director Hiebert,

That the Rural Budgets Administration Committee approves Little Prairie Heritage Society to receive:

- 1) a Gas Tax grant in the amount of up to \$6,160 for the purpose of upgrading lighting in the museum; and
- 2) an Area 'E' Fair Share grant in the amount of up to \$8,300 for the purpose of purchasing tables, chairs and tents, and
- 3) that the maximum allowable Grants-in-Aid request by the group be set at \$14,405 in 2014 for operating costs and general maintenance.

CARRIED.

Pine Valley Exhibition Park:

MOVED by Director Schembri, SECONDED by Director Hiebert,

That the Rural Budgets Administration Committee approve an Electoral Area E Fair Share grant in the amount of up to \$56,530 for the Pine Valley Exhibition Park for the purpose of expanding the east pens and that no Grants-in-Aid funds be allocated to the group in 2014.

CARRIED.

REPORTS: continued

R-5
2014 Recreational &
Cultural GIA
application reviews
(continued)

Camp Sagitawa:

MOVED by Director Schembri, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve an Electoral Area E Fair
Share grant in the amount of up to \$20,000 for Camp Sagitawa for the purpose of
constructing phase 1 of the climbing wall and that no Grants-in-Aid funds be allocated
to the group in 2014.

CARRIED.

Electoral Area 'B' Grants-in-Aid:

MOVED by Director Goodings, SECONDED by Director Hiebert,
That upon review of the Electoral Area 'B' Grants-in-Aid applications by the Electoral
Area 'B' Director, the Rural Budgets Administration Committee refer the following
organizations to the Area 'B' and 'C' Recreational and Cultural Grants-in-Aid allocation
meeting on Monday, April 14, 2014 at the Fort St John Museum:

- 1) Golata Creek Community Hall
- 2) Goodlow Community Club
- 3) King's Valley Christian Camp
- 4) Montney Recreation Commission
- 5) North Peace Fall Fair
- 6) North Peace Historical Society

CARRIED.

Electoral Area 'C' Grants-in-Aid:

MOVED by Director Goodings, SECONDED by Director Schembri,
That upon review of the Electoral Area 'C' Grants-in-Aid applications by the Electoral
Area 'C' Director, the Rural Budgets Administration Committee refer the following
organizations to the Area 'B' and 'C' Recreational and Cultural Grants-in-Aid allocation
meeting on Monday, April 14, 2014 at the Fort St John Museum:

- 1) Charlie Lake Community Club
- 2) Lakepoint Golf & Country Club Society
- 3) North Peace Fall Fair
- 4) North Peace Historical Society

CARRIED.

Big Bam Ski Hill:

MOVED by Director Goodings, SECONDED by Director Hiebert,
That a letter be forwarded to Big Bam Skill thanking them for their application and
declining their request for 2014 Area 'B' and Area 'C' Grants-in-Aid on the basis that
they have over \$76,000 in outstanding grants-in-aid that must be used prior to the Rural
Budgets Administration Committee considering any future grant applications.

CARRIED.

NEW BUSINESS:

NB-2
Increase to Rural
Budget

MOVED by Director Goodings, SECONDED by Director Schembri,
That the Electoral Area budget be increased by \$50,000 for future administrative
options for the Electoral Areas.

CARRIED.

ADJOURNMENT

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

CARRIED.

The meeting adjourned at 2:20 p.m.

Director Hiebert, Meeting Chair

Diana Mitchell, Recording Secretary



Grant Request Application Form

Date: Feb 28/14Society Number: S-0059688

Information Required about the Applicants:

Name of Organization: <u>Clearview Arena Society</u>	Electoral Area Served: <u>Area B</u>
Contact Person: <u>Debbie Smith</u>	Alternate Contact: <u>Matt Bruha</u>
Position: <u>Treasurer</u>	Position: <u>President</u>
Mailing Address: <u>Box 73 Goodlow, BC</u>	Mailing Address:
Postal Code: <u>V0C 1S0</u>	Postal Code:
Telephone Number: <u>262-7719 (Wk/Res)</u>	Telephone Number: <u>781-3426 (Wk/Res)</u>
Fax number/Email: <u>dmynsa@xplornet.com</u>	Fax Number/Email:

Legal Description of Property: 13786-223 Rd.

Executives of Organization

President: <u>Matt Bruha</u>	
Vice President / Vice Chairman: <u>Shayne Marshall</u>	
Treasurer: <u>Debbie Smith</u>	

Information required about the proposed project - include a copy of the Society Resolution requesting this grant

Describe the Project for which your Organization is requesting a Grant:

Installation of new boiler and indirect fired water heater.
Removal of existing hot boiler and associated piping.

What is total cost of the Project:	\$ <u>37893.75</u>
What is the amount requested from the Regional District:	\$ <u>37893.75</u>
Please include:	

- Capital Project Budget, including all sources of funding
- Year-end financial statements including current Bank Balance; and
- Project budget

Signature of Applicant: Debbie SmithDate: Feb 28/14.

For Regional District Use only

Funding Source Fair Share:	BCR Grant-in-lieu:
Other:	Coding:

(New - March 23, 2000)

Debbie -
Clearview
781 3339
262 7719

March 20, 2014



Box 121 Taylor BC V0C 2K0
250-262-5964

This quote prepared for Clearview Arena.

Att. Sherri

Overview for mechanical room reworks and boiler replacement.

Disconnect and remove existing Super Hot boiler, and associated piping.

Disconnect and remove existing Kitec piping from heating fan coil.

Supply all materials and labour needed to complete installation of new boiler, and indirect fired water heater.

Install 1 new dual 20" inlet water bag filter system to replace existing pre-filter.

Increase size of main water supply line from pump and expansion tank, from 1" to 1 1/2" in order to supply ample water to indirect fired water heater holding tanks.

Install 1 new A.O Smith TJV-120M, 119 US. Gal. indirect fired water heater.

Flush existing indirect water heater.

Twin new tank with existing tank, and balance piping.

Install 1 new IBC SL-80-399 High efficient condensing NG boiler.

Install 1 new MF-200 Hydronic feeder.

Install 1 new 3 Gal. Extrol expansion tank.

Install water piping to and from boiler as per system requirements.

Connect new boiler piping to existing snow melt pit piping.

Re-locate heat fan coil to corner of mechanical room, and hang from ceiling to allow for proper air circulation.

Install vent from boiler with 4" CPVC "636" pipe and fittings to outside.

Install combustion air to boiler from outside with 4" PVC "636" pipe and fittings.

Connect gas pipe to boiler.

Re-connect electrical to boiler and do any needed wiring to pump system.

Pump boiler system with propylene glycol, and bleed air from system.

Start boiler, and commission system.

Remove all debris from work site.

All of the above work to be completed for the sum of \$36,079.76 plus GST.

Any additional work will be charged out at \$90.00 per hr.

1803-99 GST
37893.76

This quote is valid for 30 days.

If you have any questions, please feel free to call me at 250-262-5964.

Thank you for the opportunity to provide this service.

Tom Nemechek

Feb 5/14

March 20, 2014

Clearview Arena Society
Balance Sheet As at 03/07/2014

C-1

ASSET

Current Assets

Chequing Bank Account	140,417.52	
PETTY CASH	416.67	
Platinum Plan Savings Account	54,846.89	
Total Cash		195,681.08
Term Deposit 2044	47,707.03	
Term Deposit 2045	23,853.53	
Credit Union Shares	63.29	
Total Term Deposits		71,623.85
Accounts Receivable	0.00	
receivable	0.00	
Payroll Advances	0.00	
Total Receivable		0.00
Purchase Prepayments		0.00
Total Current Assets		267,304.93
TOTAL ASSET		267,304.93

LIABILITY

Current Liabilities

Accounts Payable		-7,895.33
Vacation payable		0.00
EI Payable	554.85	
CPP Payable	1,123.34	
Federal Income Tax Payable	1,913.55	
Total Receiver General		3,591.74
WCB Payable		1,029.64
PST Payable		0.00
GST Charged on Sales	900.00	
GST Paid on Purchases	-7,141.66	
GST Owing (Refund)		-6,241.66
Total Current Liabilities		-9,515.61
TOTAL LIABILITY		-9,515.61

EQUITY

Owners Equity

Retained Earnings - Previous Y...	310,204.86	
Current Earnings	-33,384.32	
Total Owners Equity		276,820.54
TOTAL EQUITY		276,820.54
LIABILITIES AND EQUITY		267,304.93

Clearview Arena Society

Income Statement 01/01/2014 to 03/07/2014

REVENUE

Sales Revenue

Yerly Ice Rentals	55.00
Other Ice Rentals	240.00
Skate Sharpening	440.00
Room Rentals	0.00
Concession Revenue	15,312.90
Concession Rentals	0.00
RD Annual Grant	0.00
Grants	0.00

Net Sales	<u>16,047.90</u>
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Other Revenue

Interest Revenue	91.84
Donations	0.00
Advertising revenue	0.00
Miscellaneous Revenue	0.00

Total Other Revenue	<u>91.84</u>
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TOTAL REVENUE	<u>16,139.74</u>
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EXPENSE

Project Development

Purchases	0.00
Freight Expense	558.60

Project Total	<u>558.60</u>
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Payroll Expenses

Wages & Salaries	20,450.57
Concession Wages	7,436.25
EI Expense	734.01
CPP Expense	1,283.89
WCB Expense	256.51
Employee Benefits	0.00

Total Payroll Expense	<u>30,161.23</u>
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General & Administrative Exp...

Accounting & Legal	325.00
Advertising & Promotions	0.00
Bad Debt Account	0.00
Concession Expense	5,659.45
Custodial Expense	744.43
Fuel Expense	197.74
Oil and Diesel Conditioner	0.00
GST Expense	0.00
License & Permits	0.00
Insurance	0.00
Interest & Bank Charges	0.00
Office Supplies	551.06
Miscellaneous	0.00
Repair & Maintenance-Building	8,531.02

Clearview Arena Society
Income Statement 01/01/2014 to 03/07/2014

C-1

Repair & Maintenance-Equipm...	1,600.84
Repair & Maintenance-yard	435.00
Staff Training	0.00
Telephone	110.49
Travel & Entertainment	0.00
Utilities	649.20
Total General & Admin. Expe...	18,804.23
TOTAL EXPENSE	49,524.06
NET INCOME	-33,384.32



PEACE RIVER REGIONAL DISTRICT

Office of the Chief Financial Officer

March 12, 2014

Ms. Debbie Smith, Treasurer
Clearview Arena Society
PO Box 73
Goodlow, BC V0C 1S0

Via Email: daryns@xplornet.com

Dear Ms. Smith:

Thank you for your February 28, 2014 Grant Application requesting funds toward the installation of a new boiler and indirect fired water heater.

We are pleased to advise the Rural Budgets Administration Committee has approved a Gas Tax Grant of up to \$40,000 toward this project. Please submit invoices to our finance department for reimbursement.

According to our Gas Tax Grant Funding Policy, grant recipients must recognize the Regional District for its contribution through display of a certificate or plaque of appreciation; and a joint press release. Please contact our Communications Officer, Fran Haughian, by phone at 250.785.8084 or by email at Fran.Haughian@prrd.bc.ca to coordinate press release arrangements.

If you require any additional information please contact me at any time. We wish you success with your project.

Yours truly,

Kim Frech,
Chief Financial Officer

cc: Fran Haughian, Communications Officer
Finance Department

PLEASE REPLY TO:

☒ BOX 810, DAWSON CREEK, BC V1G 4H8, TELEPHONE: (250) 784-3200 or 1-800-670-7773 FAX: (250) 784-3201
EMAIL: prrd.dc@prrd.bc.ca

☐ 9505 - 100 STREET, FORT ST. JOHN, BC V1J 4N4, TELEPHONE: (250) 785-8084 FAX: (250) 785-1125
EMAIL: prrd.fsj@prrd.bc.ca

March 20, 2014



PEACE RIVER REGIONAL DISTRICT

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

APPLICANT INFORMATION

Name of Organization: Foothills Team Roping Club	Date: 2014/02/25
Contact: Steve Dowling	Phone: 250-401-1131
Mailing Address: Box 1651 Chetwynd, B.C.	
Email: Steve.Dowling@gov.bc.ca	Fax: Click here to enter text.

PROJECT TO PROVIDE FUNDS

Year Funds Granted: 2013	Have you completed this project? A portion of the project.
Current Project Description: <i>(project for which funds were originally applied for)</i> In 2013 the Foothills Team Roping Club applied for funding for the project of cleaning cattle pens and the repairing of associated fences. A portion of this project has been completed. This project is a continual and ongoing project. Currently there is \$8570.00 remaining from the allocated \$12,500.	
Amount Granted: \$12,500	Amount to Reallocate: \$2647.84

PROJECT TO RECEIVE REALLOCATED FUNDS

TOTAL Cost of New Project: \$2647.84
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i> In 2012/13 the Foothills Team Roping club purchased a tractor with funds that were granted to the club through the grants in aid program. In the fall of 2013 this tractor required some repairs and upgrades. The resulting bill for this work was \$2647.84. The Foothills team roping club is requesting a funding amendment to reallocate funds to pay the bill for the tractor repairs. The tractor is integral to the continual and efficient operation of the FTRC and these repairs resulted in an unexpected bill towards the club. The club has paid this bill, however, this unforeseen bill has impacted the clubs projected budget.

FOR OFFICE USE ONLY

Funds Remaining: (showing last 3 years)	Current Project Name: Repair/Upgrade Cattle pens/fences	Amount Available = \$8,750.00
	2012 Project Name: Purchase Tractor	Amount Available = 0
	2011 Project Name: Tractor/Cattle Chute	Amount Available = 0
Total Unused Funds = \$8,750.00		

Notes: This is a request to pay off debt due to repairs required for tractor, society has already paid bill; therefore requesting to be reimbursed with GIA funds. Only a portion of 2013 project has been completed; however, society has sent in rationale to support request, as per attached emails.

Jill Rickert

From: Dowling, Steve TRAN:EX <Steve.Dowling@gov.bc.ca>
Sent: March-10-14 3:19 PM
To: Jill Rickert
Subject: RE: Funding Amendment - Foothills Team Roping Club

Hi Jill

The repairs that were required to the tractor were to the hydraulic system. The hydraulic system was not working properly and as a result the tractor could not perform in the manner it was intended for. The 2013 project would have continued if the tractor was not repaired. The tractor is more essential to the feeding of the cattle and other associated jobs. The FTRC has to use other contractors for the 2013 project (Cattle pen cleaning) but the FTRC's tractor does assist with the 2013 (cattle pen cleaning) project. The tractor needs to be fully operational in order to assist with the project.

Since the 2013 project is still ongoing it may be possible to complete with less money. In the past this project was completed through donation and voluntarism. A combination of past practises and present grant in aid funding would most likely be able to complete the project.

The paying of this bill has impacted the budget as it was an expense that was not expected for this operating year. The FTRC has changed some of its operating procedures for this year and as a result the generated revenue is less than in other years.

Overall, a safe, efficient, and fully operational tractor is essential to the FTRC and these repairs needed to be completed ASAP in order to continue to operate effectively.

Thanks

Steve

From: Jill Rickert [mailto:Jill.Rickert@prrd.bc.ca]
Sent: Wednesday, February 26, 2014 11:56 AM
To: Dowling, Steve TRAN:EX
Cc: Trish Morgan
Subject: RE: Funding Amendment - Foothills Team Roping Club

Hi Steve;

I've got a few more questions in processing this request...

Can you tell me what repairs were needed to the tractor and if operations/progress on the 2013 project would have ceased or been interrupted if the tractor went unrepaired? Will you still be able to get the 2013 project completed with less money. The funding amendment states that paying this bill has impacted the budget, can you advise in what way?

My reason for asking is that the funding amendment your are requesting is one to pay off an already paid debt, which GIA funds cannot be used for as per our policy; however, it is up to the directors at the Rural Budgets Committee meeting to determine whether or not they will support your request, so I want to provide them with as much information as possible so they can give it fair consideration.

If you need to, please feel free to call me.

March 20, 2014

Thanks

Jill Rickert

Community Services Coordinator

Direct: 250-784-3209

Jill.Rickert@prrd.bc.ca**Peace River Regional District**

PO 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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From: Dowling, Steve TRAN:EX [<mailto:Steve.Dowling@gov.bc.ca>]
Sent: February-26-14 11:29 AM**To:** Jill Rickert**Subject:** RE: Funding Amendment - Foothills Team Roping Club

Great Thanks Jill

From: Jill Rickert [<mailto:Jill.Rickert@prrd.bc.ca>]
Sent: Wednesday, February 26, 2014 11:23 AM**To:** Dowling, Steve TRAN:EX**Subject:** RE: Funding Amendment - Foothills Team Roping Club

Good Morning Steve,

I received the email below and attached Funding Amendment. I will ensure it goes on the next Rural Budgets Committee Meeting Agenda scheduled for Mar 20th.

Thanks ,

Jill Rickert

Community Services Coordinator

Direct: 250-784-3209

Jill.Rickert@prrd.bc.ca**Peace River Regional District**

PO Box 810, 1981 Alaska Avenue

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March 20, 2014

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From: Dowling, Steve TRAN:EX [<mailto:Steve.Dowling@gov.bc.ca>]
Sent: February 25, 2014 4:19 PM
To: prrd dc
Subject: Funding Amendment - Foothills Team Roping Club

Attached please find a Schedule "D" funding amendment on behalf of the Foothills Team Roping Club.

If you have any questions or concerns with the application please feel free to contact me.

Thanks

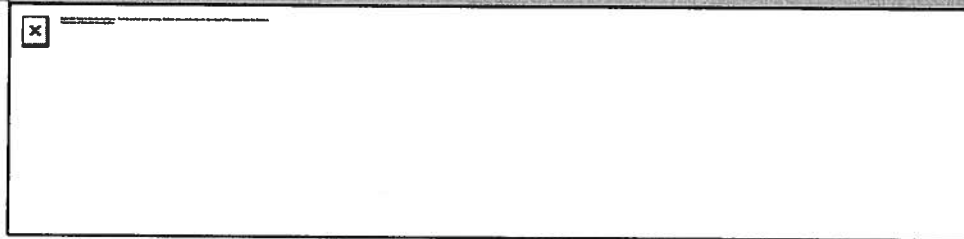
Steve Dowling

March 20, 2014

Diana Mitchell

From: FCM Communiqué <communiqué@fcm.ca>
Sent: February-11-14 11:39 AM
To: Diana Mitchell
Subject: Registration for FCM's 2014 Annual Conference in Niagara Falls opens next week

February 11, 2014

[Change your language](#) | [View email in your browser](#)

Registration for FCM's 2014 Annual Conference in Niagara Falls opens next week

Canada's best municipal conference is just a few months away – mark your calendar and make plans to attend!

From May 30–June 2, Canada's municipal movement will come together at FCM's Annual Conference and Trade Show in Niagara Falls, ON.

Registration will open the week of February 17. Save up to 16 per cent with our early-bird rates, in effect only until April 14.

Come to Niagara Falls and join with hundreds of municipal leaders from across Canada as they discuss how to overcome today's challenges to effective local government.

- Learn from experts and your peers
- Connect with your municipal colleagues
- Influence federal decision-making on critical issues that affect municipalities

FCM's Annual Conference delivers great value for cities and communities of every type and size from across Canada, with a dynamic program that includes keynotes, panel discussions, workshops and study tours, along with networking opportunities in our Trade Show.

[See our preliminary program.](#)

Be part of the action in Niagara Falls! Make a note in your calendar to register next week and then get set for a great experience at FCM's 2014 Annual

Conference.

See you there!

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This newsletter was sent to diana.mitchell@prrd.bc.ca, to opt-out, follow this link:
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**STRONG COMMUNITIES, STRONG CITIES,
STRONG CANADA**

Preliminary Program

Share This Page



[Thursday, May 29, 2014](#) | [Friday, May 30, 2014](#) | [Saturday, May 31, 2014](#) | [Sunday, June 1, 2014](#) | [Monday, June 2, 2014](#)

Thursday, May 29, 2014

8 a.m. - 6 p.m.

Delegate and Exhibitor Registration

4 - 5 p.m.

Regional Caucus Meetings

5 - 6:30 p.m.

Trade Show Official Opening

[Back to top](#)

Friday, May 30, 2014

7 a.m. - 5 p.m.

Delegate Registration

7:30 a.m. - 4 p.m.

Trade Show

7:30 - 8:30 a.m.

Trade Show Breakfast

8:30 - 9:45 a.m.

Opening Ceremony and Keynote Speaker

9:45 - 10:15 a.m.

Trade Show Coffee Break

10 a.m. - 12 p.m.

Study Tour: Downtown Transformed

10 a.m. - 12 p.m.

Study Tour: A Forest with a Heart

10 a.m. - 12 p.m.

Study Tour: Happy Trails to You

10 a.m. - 12 p.m.

Study Tour: Niagara Inspired

10 a.m. - 12 p.m.

March 20, 2014

Study Tour: Niagara Interactive–One-Stop Digital Media Shop

10 a.m. - 12 p.m.

Study Tour: Niagara–Recycling Smart

10 a.m. - 12 p.m.

Study Tour: Niagara's Bioscience Story

10 a.m. - 12:30 p.m.

Study Tour: The Renaissance of Agriculture

10 a.m. - 12:30 p.m.

Study Tour: Rock On!

10 a.m. - 1 p.m.

Study Tour: Foreseeing the Future, Revisiting the Past

10 a.m. - 1 p.m.

Study Tour: The Giant's Rib

10 a.m. - 1 p.m.

Study Tour: The Power of Water

12 - 1:30 p.m.

Trade Show Lunch

1:30 - 3 p.m.

Plenary Session

3 - 3:30 p.m.

Trade Show Coffee Break

3:30 - 5 p.m.

Workshops

3:30 - 6:30 p.m.

Youth Panel and Reception

3:30 - 5:30 p.m.

Study Tour: Downtown Transformed

3:30 - 5:30 p.m.

Study Tour: A Forest with a Heart

3:30 - 5:30 p.m.

Study Tour: Get the 411 on 911

3:30 - 5:30 p.m.

Study Tour: Niagara–Building Community, Building Lives

3:30 - 5:30 p.m.

Study Tour: Niagara Inspired

3:30 - 5:30 p.m.

Study Tour: Niagara Interactive–One-Stop Digital Media Shop

3:30 - 5:30 p.m.

Study Tour: Niagara–Recycling Smart

3:30 - 5:30 p.m.

Study Tour: Niagara's Bioscience Story

5 - 6:30 p.m.

Francophone Reception**March 20, 2014**

6:30 - 9 p.m. **Mayor's Welcome Reception**

[Back to top](#)

Saturday, May 31, 2014

7 a.m. - 4 p.m.

Delegate Registration

7 a.m. - 1:30 p.m.

Trade Show

7 - 8 a.m.

Trade Show Breakfast

8 - 9:30 a.m.

Resolutions Plenary

9:30 - 10 a.m.

Trade Show Coffee Break

10 - 10:30 a.m.

Keynote Speaker

10:30 a.m. - 12 p.m.

Policy Forums

10:30 a.m. - 12:30 p.m.

Study Tour: A Forest with a Heart

10:30 a.m. - 12:30 p.m.

Study Tour: Happy Trails to You

10:30 - 12:30 a.m.

Study Tour: Niagara—Building Community, Building Lives

10:30 a.m. - 12:30 p.m.

Study Tour: Niagara Parks Commission—Overcoming Infrastructure Challenges

10:30 a.m. - 12:30 p.m.

Study Tour: Niagara Parks Commission—The Entertainment Experience

10:30 a.m. - 1 p.m.

Study Tour: The Renaissance of Agriculture

10:30 a.m. - 1 p.m.

Study Tour: Rock On!

12:30 - 2 p.m.

Trade Show Lunch and Prize Draw

2 - 3:30 p.m.

Policy Forums

2 - 5 p.m.

Study Tour: Foreseeing the Future, Revisiting the Past

2 - 4 p.m.

Study Tour: A Forest with a Heart

2 - 5 p.m.

Study Tour: The Giant's Rib

2 - 4 p.m.

March 20, 2014

Study Tour: Happy Trails to You

3:30 - 5 p.m.

Policy Forums

5:30 - 7 p.m.

CEO's Reception for International Delegates[Back to top](#)**Sunday, June 1, 2014**

7 a.m. - 6 p.m.

Delegate Registration

7 - 9 a.m.

Taking our Place at the Table: Breakfast fundraiser for FCM scholarship program**Sponsored by the Canadian Labour Congress****Hosted by FCM's Standing Committee on Increasing Women's Participation in Municipal Government**

9 a.m. - 9:30 p.m.

Keynote Speakers

10:30 a.m. - 11 p.m.

Coffee Break

11 a.m. - 12:30 p.m.

Annual General Meeting and Elections

12:30 - 3 p.m.

Election of Board of Directors and Regional Chairs

2:30 - 4:30 p.m.

Study Tour: Niagara Parks Commission—The Entertainment Experience

2:30 - 4:30 p.m.

Study Tour: Niagara Parks Commission—Maintaining Excellence

6:30 p.m. - 1 a.m.

An Enchanted Evening – Gala Reinvented[Back to top](#)**Monday, June 2, 2014**

7 - 10 a.m.

Delegate Registration

7 - 9 a.m.

Breakfast and Closing Ceremonies

9:30 - 10 a.m.

Keynote Speaker

10 - 11:30 a.m.

Workshops

10 a.m. - 12 p.m.

Study Tour: Downtown Transformed

10 a.m. - 12 p.m.

March 20, 2014

Study Tour: Get the 411 on 911

10 a.m. - 12 p.m.

Study Tour: Niagara—Building Community, Building Lives

10 a.m. - 12 p.m.

Study Tour: Niagara Interactive—One-Stop Digital Media Shop

10 a.m. - 12 p.m.

Study Tour: Niagara Inspired

10 a.m. - 12 p.m.

Study Tour: Niagara—Recycling Smart

10 a.m. - 12 p.m.

Study Tour: Niagara's Bioscience Story

10 a.m. - 1 p.m.

Study Tour: Foreseeing the Future, Revisiting the Past

10 a.m. - 1 p.m.

Study Tour: The Power of Water

10 a.m. - 2 p.m.

Study Tour: From Vine to Wine

10 a.m. - 2 p.m.

Study Tour: Niagara's Waterfront Revitalized! Tour A—Lake Ontario

10 a.m. - 2 p.m.

Study Tour: Niagara's Waterfront Revitalized! Tour B—Lake Erie[Back to top](#)

Page Updated: 06/02/2014

Federation of Canadian Municipalities

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March 20, 2014



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: March 13, 2014

From: Trish Morgan, Manager of Community Services

Subject: 2014 Recreational & Cultural Grants-in-Aid Funding Review

RECOMMENDATION 1 - North Peace 4H District Council:

That upon review of the late 2014 Grant-in-Aid (GIA) application by the North Peace 4H District Council (NP4H) by the Rural Budgets Administration Committee, that the Directors accept their request for funding for cattle pens and they be referred to the Area B and C GIA meeting in April.

RECOMMENDATION 2 - Golata Creek Recreational Society:

That the Rural Budgets Administration Committee allow Golata Creek Recreational Society to amend their 2014 GIA funding request from \$11,500.00 to \$14,630.40 and that this request be referred to the Area B and C GIA meeting in April.

RECOMMENDATION 3 - North Peace Historical Society:

That upon review of North Peace Historical Society's amended GIA application, that the maximum allowable GIA request by the group be maintained at \$8,000 to install an on-demand hot water system and that consideration of providing a Fair Share grant for facility accessibility be referred to a future meeting once the group receives confirmation of funding from the Northern Development Initiative Trust.

RECOMMENDATION 4 – 2014 Unrequested Area B and C GIA Funds:

That the Rural Budgets Administration Committee authorize staff to contact all Electoral Area B and C groups that applied for GIA in 2014 to advise that there is additional unrequested funds still available and that they could amend their current GIA request to include the cost of insurance by a deadline of March 31, 2014.

BACKGROUND/RATIONALE:

- 1) **North Peace 4H District Council:** On January 10, 2014 NP4H District Council requested information regarding the status of their GIA funding for 2013. An email was sent advising the group that they still had \$5,574.50 from Electoral Area B and \$6,574.50 from Electoral Area C in unused GIA funds and that the application deadline was January 31, 2014. On March 6, Eckbert Weitzel contacted Trish Morgan and inquired whether he could submit a late application. Ms. Morgan advised that he should complete the application and that staff would bring it forward to the Directors to decide whether a late application will be accepted. NP4H 2014 GIA application was received at the Peace River Regional District on March 11, 2014. In addition, the group's society status is not in good standing. The

Staff Initials:

Dept. Head:

T. Morgan

CAO:
CFO

Kim Treach

Page 1 of 3

March 20, 2014

date of the last report at BC Registry Services is November 4, 2011. Eckbert Weitzel has explained that they have been having regular meetings and AGMs; however, but with the changes in volunteers within the group, this must have been missed. Mr. Weitzel stated he would file their report immediately in order to bring the society back into good standing.

For your reference, section 7(a) of the policy states:

- a) The Electoral Area Directors have the sole discretion to accept or reject any application. Applications may be rejected for the following reasons:
 - i. Incomplete or late applications;
 - ii. Failure to maintain society status;
 - iii. Failure to rationalize the need for funding;
 - iv. Failure to prove that the project is in the best interest of the community at large.

Section 4(f) of the policy states:

- f) Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization in making application to.

- 2) **Golata Creek Recreational Society:** Debbie Smith contact Ms. Morgan and stated that they had made an error in compiling their budget for their 2014 GIA request and forgot to add in the cost of a cooler (\$3,130.40) in their bar upgrades. Their original request for funding was for \$11,500. Ms. Morgan advised that upon receipt the amended application would be brought forward for the Directors to decide whether they would accept an amended application.
- 3) **North Peace Historical Society (NPHS):** NPHS has applied for a grant through the Northern Development Initiative Trust (NDIT) for \$116,052 to complete renovations to the museum and to increase accessibility for persons with disabilities in the entrance and washrooms as well as offer a family friendly washroom facility. The total cost of the project is \$121,744.80 and NPHS has \$44,816.20 of their own money to contribute to the project. However, in the event the grant through NDIT does not get approved, NPHS would like to apply to receive funding from the Peace River Regional District for this same project from GIA. Instead staff is recommending that any funding for this project be provided, if necessary, from Fair Share and that no decision be made until NPHS receives confirmation of whether or not they will receive a NDIT grant later this month. Note that NPHS has \$33,132.80 in unused GIA.
- 4) **2014 Unrequested Area B and C GIA Funds:** As a result of the number of 2014 GIA applications and the amounts requested, it has resulted in surplus in the allocated budget amounts in both Area B and C. There is an unallocated amount of \$27,527 for Area B and \$46,890 for Area C (see attached). To best serve the groups in these Electoral Areas it is important to ensure they understand that insurance costs are now an eligible expense under GIA and to provide all groups that submitted applications in 2014 with the opportunity to amend their current 2014 GIA application supports and ensures transparency and that a fair process was followed.

STRATEGIC PLAN RELEVANCE: none

FINANCIAL CONSIDERATION(S):

Amounts allocated to the budgets for GIA in Electoral Area B and C would be better utilized; therefore promoting local government funding reaches the community. There would be no impact or increase to current GIA budgets for 2014 as the funds are already accounted for.

COMMUNICATIONS CONSIDERATION(S): That staff contact all groups by letter, email and or by phone in the said Electoral Areas to advise they can amend their 2014 GIA application to include the cost of insurance.

OTHER CONSIDERATION(S): none



PEACE RIVER REGIONAL DISTRICT R-1

Recreation and Cultural Grants-in-Aid

Schedule "A" - Application

Date: Jan 31, 2014

Society Number:

S-35237

APPLICANT INFORMATION

1) **Name of Organization:** North Peace 4 – H District Council

2) **Contact Person:** Eckbert Weitzel, Casey Gardner, Melanie Harmon

Position: 4 – H Leaders

Mailing Address: PO Box 10, Clayhurst BC, VOC 1K0

Eckbert: 250-772-5017

Fax: 250-772-5017

Phone: Casey: 250-263-7680

Email: ecweitzel@live.ca

Website: n/a

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

3) **Purpose of Your Organization:** To coordinate 4-H District events, to promote and maintain the integrity of the 4-H program, to promote development of 4-H members and leaders

4) **If applicable, does your organization own any facilities or properties?** ☐ Yes ☒ No (please check one)

Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.
n/a

5) **Executives of Your Organization:**
President/Chair

Name: Eckbert Weitzel

Phone: 250-772-5017

Email: ecweitzel@live.ca

Vice President/Vice Chair

Name: James Wiebe

Phone: 250-6302621

Email: jandmwiebe@hotmail.com

Treasurer

Name: Madleine Lehman

Phone: 250-785-8177

Email: lehman@fsjbc.com

Secretary

Name: Melanie Harmon

Phone: 250-781-3509

Email: melanie.harmon@tyran.ca



6) Please describe the programs and activities that your organization sponsored in the last year:

Qty Per Year	Activity/Program	Dates
1	North Peace 4-H Communications, Northern Lights College	March 9, 2013
1	Regional 4-H Communications, Northern Lights College	April 6, 2013
1	4-H Judging, Rally, Cecil Lake Hall	June1, 2013
1	Cleanup at Fairgrounds	July 5, 2013
1	4-H Achievement Days	July 19, 2013
1	District Awards Presentation and Potluck	October 2013
11	Monthly District Council Meetings	1st Friday each month
monthly	Individual Clubs and project meeting	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

7) Please provide a 5 year action plan for your organization.

Regular 4-H activities as described above

Year 1:

unchanged

Year 2:

unchanged

Year 3:

unchanged

Year 4:

unchanged

Year 5:

PROPOSED PROJECT INFORMATION



- 8) **Describe the Year 1 project or general operations for which your organization is requesting funding.**
The North Peace 4 – H Council proposes to purchase Corral Panels to be used at various District 4 – H events of Cattle, Sheep and Horse. The panels will be an improvement to these events. They will enhance the quality of the events and improve safety of Livestock handling to the participants and audience. We propose to purchase the following: 20 Cattle Panels, 10 light Horse Panels, 20 Sheep / Swine Panels.
The panels will be stored at the North Peace Fairgrounds and will be available at the Fall Fair, also.
- 9) **How essential is the project to the community?**
4-H is has been an essential part of the community for many decades. The events the panels will be used for are an integral part of the 4-H program.
- 12) **What is the availability of the nearest similar project or facility?**
n/a
- 13) **How many people will use your facility/program in the next year?**
Approx. 100 4-H members and their families
- 14) **What is the degree of support from the community at large?**
Large number of 4 H families, alumni of the 4 H program and businesses support the 4 H program.
- 15) **Describe your anticipated voluntary support and donations of labour, materials and/or funds you hope to receive or have received for your project:**
Corral Panels will be set up by members for the different 4-H functions where they are needed. They will be stored at the North Peace Fairgrounds and will be available for use at the Fall Fair.
- 16) **Approximately how many volunteer hours does your membership contribute each year?**
100 members and approx. 30 leaders, volunteer hours have not been counted
- 17) **If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?**
n/a



18) TOTAL funds requested from the Regional District: \$ 6390.00

19) What is the total cost of insurance(s) your organization pays each year? n/a

INCLUDED THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

- a) Year-end financial statements - income statement and balance sheet.
- b) Detailed project and/or operations budget.
- c) 3 quotes for labour, equipment or material costs valued at over \$3,000
- d) Annual Report(s)

Signature of Applicant

Home: 250-772-5017, cell 250-263-8237

Phone Number

North Peace 4-H District

Balance Sheet

November 1/2012 to October 31/2013

General Account

Income

Desription	Debit	Credit
Beginning Balance Nov 2012		\$ 135.10
Interest		\$ 8.03
Achievement Days 2012		\$ 3,471.08
Grants & Donations & Fundraising		\$ 5,364.96
2013 Beef Achievement		\$ 350.00
2013 Sheep Achievement		\$ 924.50
2013 Horse Achievement		
2013 Small Livestock Achievement		\$ 110.00
2013 General Achievement		\$ 2,450.00
Promo Supplies		
Communications & Rally		\$ 1,250.50
Travel Income		\$ 2,611.91
Awards Night		\$ 870.86
Office & Misc		\$ 25.00
Tranfer from Other Account		\$ 5,529.00
Total Income	-	\$ 23,100.94

Expense

Desription	Debit	Credit
Achievement Days 2012	\$ 155.98	
Grants & Donations		
Fundraising		
2013 Beef Achievement	\$ 3,664.49	
2013 Sheep Achievement	\$ 1,239.42	
2013 Horse Achievement		
2013 Small Livestock Achievement	\$ 159.77	
2013 General Achievement	\$ 2,916.46	
Promo Supplies		
Communications & Rally	\$ 1,349.03	
Travel Expenses	\$ 5,034.69	
Awards Night	\$ 713.00	
Office & Misc	\$ 402.10	
Bursary	\$ 1,000.00	
Total Expense	\$ 16,634.94	

Total Income		23,100.94
Total Expense	16,634.94	
Ending Account Balance		6,466.00

March 20, 2014

North Peace 4-H District

Balance Sheet

November 1/2012 to October 31/2013

Bursary Account

Income

Desription	Debit	Credit
Beginning Balance Nov 2012		619.02
Interest		5.96
Total Income	-	624.98

Expense

Desription	Debit	Credit
Total Expense	-	-

Total Income		624.98
Total Expense	-	
Ending Account Balance		624.98

March 20, 2014

North Peace 4-H District

Balance Sheet

November 1/2012 to October 31/2013

Beef Account

Income

Desription	Debit	Credit
Beginning Balance Nov 2012		211.29
Interest		0.48
Total Income	-	211.77

Expense

Desription	Debit	Credit
Total Expense	-	-

Total Income		211.77
Total Expense	-	
Ending Account Balance		211.77

March 20, 2014

North Peace 4-H District

Balance Sheet

November 1/2012 to October 31/2013

Sheep Account

Income

Desription	Debit	Credit
Beginning Balance Nov 2012		2,362.09
Interest		6.07
Sponsorship		950.00
Total Income	-	3,318.16

Expense

Desription	Debit	Credit
Transfer to General Account	1,449.50	
Total Expense	1,449.50	-

Total Income		3,318.16
Total Expense	1,449.50	
Ending Account Balance		1,868.66

North Peace 4-H District

Balance Sheet

November 1/2012 to October 31/2013

Horse Account

Income

Desription	Debit	Credit
Beginning Balance Nov 2012		380.53
Interest		0.95
Total Income	-	381.48

Expense

Desription	Debit	Credit
Total Expense	-	-

Total Income		381.48
Total Expense	-	
Ending Account Balance		381.48

Achievement Days July 2013 Statement

BEEF EXPENSES

Beef Judge	\$ 500.00
Carcass Eval.	\$ 540.00
Brand Inspect.	\$ 578.59
Judges Hotel	\$ 268.94
Insurance	\$ 330.00
Total	\$2,217.53

GENERAL EXPENSES

Program Cover	\$ 50.00
Advertising	\$ 105.00
Beef on a Bun	\$2,154.00
Hotdog Roast	\$ 99.02
Total	\$2,408.02

SHEEP EXPENSES

Carcass Eval	\$ 220.00
Total	\$ 220.00

BEEF INCOME

1% Steer Sales	\$1,324.68
Carcass Eval.	\$ 540.00
Brand Inspect.	\$ 578.59
Insurance	\$ 330.00
Total	\$2,773.27

over/under \$ 555.74

If this amount is a + then it will be added to the beef account

GENERAL INCOME

Beef on a Bun	\$2,450.00
Total	\$2,450.00

SHEEP INCOME

Carcass Eval	\$ 220.00
Total	\$ 220.00

Over/Under \$ -

If this amount is a + then it will be added to the

	Carcass Beef	Carcass Sheep	1% Beef	Brand Inspection Beef	Insurance Beef	Total
Beatton	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ 10.00
Green Valley	\$ 90.00	\$ 50.00	\$ 176.93	\$ 89.82	\$ 54.00	\$ 460.75
Lakeshore	\$ 90.00	\$ 50.00	\$ 199.10	\$ 79.84	\$ 54.00	\$ 472.94
Prespatou	\$ 200.00	\$ 70.00	\$ 474.71	\$ 249.25	\$ 126.00	\$ 1,119.96
Silver Willow	\$ 80.00	\$ 40.00	\$ 235.08	\$ 79.84	\$ 48.00	\$ 482.92
Wonowon	\$ 80.00	\$ -	\$ 238.86	\$ 79.84	\$ 48.00	\$ 446.70
Total	\$ 540.00	\$ 220.00	\$ 1,324.68	\$ 578.59	\$ 330.00	\$ 2,993.27

North Peace 4 H District Council
2014 GIA application

R-1

	Quote # 1 Dawson CoOp Price/ Panel Total	Quote # 2 Peace River Building Products Price/ Pane Total
20 Hi Hog 12' med duty panel, 6 Bar	\$206.00 \$4,120.00	
10 Hi Hog 10" med duty panel, 5 Bar	\$123.00 \$1,230.00	
20 10' Sheep Panels	\$136.00 \$2,720.00	\$136.00 \$2,720.00
20 Two W, med duty panel, 6 Bar		\$129.00 \$2,580.00
10 Two W, light duty panel, 5 Bar		\$106.00 \$1,060.00
Total Cost of Panels	\$8,070.00	\$6,360.00

Panel allocation by 4-H project:

Horse 10 - 10' light duty HiHog or 10 med duty Two W
Cattle 20 - 12' med duty panels
Sheep/Swine 20 - 10 ' Sheep Panels

March 20, 2014

From: Eckbert and Christa Weitzel <ecweitzel@live.ca>
Sent: March-13-14 2:29 PM
To: Jill Rickert
Subject: RE: Panel pricing

Hello Jill,

here is a written quote from Peace River Building Products. I will together a spreadsheet with the verbal quotes, as well and forward that to you.

From: Sam [<mailto:sam@prbp.ca>]
Sent: Thursday, February 27, 2014 9:17 AM
To: tis_cha@hotmail.com
Subject: Panel pricing

Hi Christine,
I finally have some pricing for you here:

Two W:

20 – 10' sheep panels \$136.00/each
20- 12' medium duty \$129.00/ea
10- 10' medim duty \$ 106.00/ ea

20 – 10' 400 series 5' high heavy duty panels - \$148.00/each – these require posts for joining together
20 – 2way or 3way posts 400 series \$55.00/each
20 – Dirt pad for posts – optional \$26.00/ea

Alternatively, HiHog:

20- 12"medium duty panels \$ 203.50 /ea
10- 10' light duty panels \$ 128.25 / ea

Please note that most of the 2-W products are not in stock and take around 4-6 weeks to build. Also 2-W is in Nanton, Alberta which is south of Calgary and the freight on less than truckload out of Nanton can be quite expensive. I usually have a truckload of gates and panels leaving there about 3-4 times a year so we could get these panels on the next truck for no added shipping cost, but that will not be until May or June.

Thanks, Sam Spruyt

If you have any questions or concerns please do not hesitate to call.

Peace River Building Products Ltd

9511 85 Ave Fort St John, BC, V1J 6M5

P (250) 785-2116 - F (250) 785-9113 - C (250) 261-5870

Sam@prbp.ca prbp@prbp.ca

March 20, 2014

**Staff Application Checklist****Peace River Regional District**

Recreation and Cultural Grants-in-Aid Application

Applicant Name: NP 4H District CouncilDate: Mar 11 / 2014**All application packages must include the following items.****APPLICATION:** Corrall Panel - Cattle / Sheep / Horse☒ Completed Recreation and Cultural Grants-in-Aid application form.☒ "Project Rationale" Please answer the following questions

- ☒ 1. How essential the project is to the community.
- ☐ 2. The projected capital and operating costs of the project.
- ☒ 3. The availability of the nearest similar project. Dawson; Chetwynd; Hudson Hope, etc....
- ☒ 4. The degree of support by the community at large.
- ☒ 5. The project's overall effectiveness in the community.
- ☐ 6. The amount of the grant requested compared to the total project cost.
- ☒ 7. The accountability, legal status, financial stability of the applicant.
- ☒ 8. The experience, commitment and ability of the project's sponsors to complete the project.
- ☒ 9. The degree of voluntary participation (see below) and community donation, - not tracked / counted.
(i.e., labour, equipment, materials and earned revenue).
- ☐ 10. The area and populations served. 100+ members
- ☒ 11. The contribution of the project to quality of life of that community.
- ☐ 12. An evaluation of the ability of the project proponents to meet other continuing cost implications
(i.e., maintenance, utilities, insurance).

☒ Financial statements for the previous year which includes a summary of revenue and expenses (income statement) and shows all sources of fundraising. pending☐ N/A Detailed project and/or operating budget. pending change in constitution☐ 3 quotes for any services, materials and equipment valued at \$3,000 or more is required for all capital projects (1)**ANNUAL REPORT:**☒ Grant-In-Aid Annual Report detailing how your Grant-In-Aid funding has been spent. on-file 2013☐ Photo documentation of events or capital projects for which your organization received Grant-in-Aid funding (where possible).

Follow up: Society is NOT in good standing w/ the Registrar of Societies. However they have been meeting & holding AGMs, but due to lack of change in volunteers paperwork has not been completed.
more quotes on the way

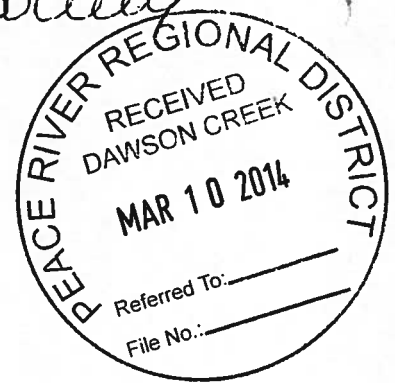
Comments/Considerations: Stored at NP Fair grounds and used at the NP Fall Fair.

* Stated do not have operating budget right now. Currently amending constitution and changing structural position so will be about a month before its done.

CSC Use Only☐ Update Access Data base☒ BC Online check☒ File a copy electronically in groups file

R-1

Galata Creek Rec Society
Box 98
Cecil Lake, BC
V0C 1G0



ATT: Trish and Jill

I finally have a written quote for
the upgrade of the bar, snow stops on roof,
repair bathroom doors + install vents in janitor
door. for our grants-in-Aids application.

Also forgot to add to the application
a cooler for the upgraded bar. Requesting
to please add \$ 3130.40 for new cooler
to the original request for grants-in-Aids

Therefore total funds requesting is
\$ 14630.40.

Thank You
Debbie Smith
250-781-3304

Email - darghs@nortelnet.com

March 20, 2014

(3 pages)

Dion Brekkaas

quote

Box 100
Cecil Lake, BC
V0C 1G0

250 781 3589
250 262 8632

SOLD TO:

Golata Creek Hall

quote 1
date March 5, 2014

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Supply material & labour to	material	3,000.00
	remove existing bar wall	labour	2,000.00
	fix floor if necessary		-
	cover wall between stage and bar		-
	cover front of stage		-
	build bar and working counters		-
	install in hall		-
	build door into bar		-
	varathane all new wood		-
	install snow stops on roof over door		-
	install lights in bar		-
	install vents in mop closet		-
	install kick plates on bathroom doors		-
			-
		Total	5,000.00

Dion Brekkaas

Box 100
Cecil Lake, BC V0C 1G0

THANK YOU FOR YOUR BUSINESS!

March 20, 2014

Daryns

From: atchison refrigeration <mfinkle@shaw.ca>
Sent: March-07-14 3:36 PM
To: daryns@xplornet.com
Subject: Fw: 2 door cooler

From: atchison refrigeration
Sent: Wednesday, March 05, 2014 3:29 PM
To: daryns@explorenet.com
Subject: 2 door cooler

good afternoon Debbie

We are pleased to quote on the following equipment

1-QBD 2door sliding glass cooler.
black exterior/white interior
5 shelves per door
120 volt plug in self contained
FULLY LIGHTED DISPLAY

price 2795.00
taxes extra
1year parts and labour warranty
4 year compressor warranty
price good for 30 days

submitted by Mike Finkle
ATCHISON REFRIGERATION LTD.
1-877-622-6229 TOLL FREE



**North Peace Historical Society &
Fort St. John North Peace Museum**
9323 - 100th Street, Fort St. John, B.C. V1J 4N4
Telephone: (250) 787-0430
E-mail: fsjnpmuseum@fsjmail.com
Website: www.fsjnmuseum.com



Peace River Regional District
PO Box 810
Dawson Creek, BC V1G 4H8

Dear Grants-In-Aid Committee,

As per my discussion with Director Hadland on February 21, 2014, the North Peace Historical Society would like to amend our grant application to include the entirety of our accessibility expansion for the Fort St. John North Peace Museum. We have applied for a Northern Development Initiative Trust (NDI) Grant for this project and should find out if we are successful at the end of March 2014. Should the NDI Grant be successful, we would like to keep our original request of \$8,000 for gas hot water on demand, an item which was not included in our accessibility expansion grant request to NDI. Should the NDI Grant not be successful, we would like to request up to \$79,235.80 from PRRD to enable us to go forward with this expansion as soon as possible and better serve the community through it. Making museum facilities more accessible will better enable us to share the history of this region with seniors and disabled visitors.

Explanation of Quotes

There are three dimensions to this project – the renovations of washrooms and the entranceway, upgrading the worn carpeting throughout the museum, and installing instant hot water. There are five quotes attached. The first is for the renovations of the washrooms and entrance by WL Construction who has an intimate knowledge of the museum having done our previous expansion, generously provided a \$5000 discount on their estimate, and is the choice of the board to carry out this expansion. The next two quotes are for carpeting from the only two places in Fort St. John (Braun's and Rosebrook Flooring) who will install carpeting as well as order it and who can match the carpeting that is in our new exhibit expansion area (installed in 2009) which reduces the cost of re-carpeting the entire museum. The last two quotes are from plumbers for installing gas instant hot water. As was explained in our previous application, effort was made to contact multiple plumbing companies but due to the building boom in Fort St. John it was difficult to find companies who had enough time to give us quotes.

Thank you very much for this opportunity to amend our application.

Sincerely,

Heather Longworth
Manager/Curator, Fort St. John North Peace Museum

March 20, 2014



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "A" - Application

Date: February 26, 2014

Society Number: 11906-0986-BC001

APPLICANT INFORMATION

1) **Name of Organization:** North Peace Historical Society

2) **Contact Person:** Heather Longworth

Position: Museum Manager/Curator

Mailing Address: 9223 100th Street, Fort St. John, B.C. V1J 4N4

Phone: 250-787-0430

Fax: n/a

Email: fsjnpmuseum@fsjmail.com

Website: www.fsjmuseum.com

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

3) **Purpose of Your Organization:** The NPHS is dedicated to the collection, preservation, storage, and display of items relating to the history of the North Peace River area for the education and enjoyment of present and future generations.

4) **If applicable, does your organization own any facilities or properties?** ☒ Yes ☐ No (please check one)
Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.
Fort St. John North Peace Museum, 9323-100th Street, Lot 1, Plan 29390, Section 31, Township 83, Range 18, Meridian W6, Peace River Land District, FORMERLY PART OF LOT C PL 5505 PID: 005-660-661

5) **Executives of Your Organization:**
President/Chair

Name: Evelyn Sim **Phone:** (250) 785-6553 **Email:** libra34lucy@gmail.com

Vice President/Vice Chair

Name: Barbara Godberson **Phone:** (250) 785-3560 **Email:** bgodberson@telus.net

Treasurer

Name: Joan Patterson **Phone:** (250) 787-1354 **Email:** n/a

Secretary

Name: Lynne Holland **Phone:** (250) 785-6431 **Email:** w-b-holland@uniserve.com

Peace River Regional District



Schedule "A" Application

6) Please describe the programs and activities that your organization sponsored in the last year:

Qty Per Year	Activity/Program	Dates
1	Heritage Day	February 17, 2013
1	Annual General Meeting	February 27 2013
12	Museum Tours for School Groups, Camps, Adults, etc.	Jan. 30, June 17, June 20, June 24, June 25, June 26, July 22, Oct. 8, Oct. 17, etc.
4	Documentary Nights	March 8, May 24, August 16, October 8
1	Be A Tourist in Your Own Home Town	June 2013
1	Yard Sale	June 22, 2013
1	Canada Day Pie Sale	July 1, 2013
1	Grand Opening of the B.C. Police Barracks & Paddy Carroll Peck Cabin	September 7, 2013
1	North Peace Historical Society 50th Anniversary Celebration	September 26, 2013
1	Antique Sale	November 15-16, 2013
1	Grey Cup Sale	November 24, 2013
1	Christmas Tea	December 4, 2013

7) Please provide a 5 year action plan for your organization.

- Year 1:** Continue database entry for artefacts, maps, and photographs. Redevelop fur trade exhibit and research and write trails exhibit. Develop a curriculum based program on the fur trade. Acquire corporate sponsorship for displays, storage, and operations. Install roof on seacans and sort items in seacans. Work towards accessibility expansion (washrooms, carpets, entrance, instant hot water, etc).
- Year 2:** Continue database entry for artefacts, photos, and archives. Complete data entry for maps. Develop a transportation exhibit and expand Finch's Store exhibit. Expand array of special events. Develop a virtual exhibit. Install accessible washrooms/entrance if funding allows. Create new strategic plan for next few years as current plan ends in 2015.
- Year 3:** Continue database entry for artefacts, photographs, and archives. Continue to update museum facilities and create new exhibits and signage as funding allows. Develop educational programs for all ages.
- Year 4:** Continue database entry for artefacts, photographs, and archives. Continue to update museum facilities and renovate old exhibits/ create new exhibits as funding allows. Expand educational programming.
- Year 5:** Continue database entry for artefacts, photographs, and archives. Update museum facilities, refresh old exhibits, and create new exhibits as funding allows. Increase educational programs for all ages.

Peace River Regional District

Schedule "A" Application



PROPOSED PROJECT INFORMATION

8) Describe the Year 1 project or general operations for which your organization is requesting funding.

The North Peace Historical Society is about to embark on a renovation project which will increase the accessibility of our washrooms and main entrance. The Fort St. John North Peace Museum would like to make the museum more accessible to handicapped and senior visitors by installing a wheelchair friendly entrance with two doors that open automatically at the push of a button. At the moment, museum staff and volunteers try to help people in and out of our entrance but we have to be in the vicinity of the door when they are coming in so that we are aware they need help. These automatic doors would also help families with strollers and would facilitate museum staff carrying artifacts out to the historic buildings. The other phase of this expansion would be to redo the washrooms to make them more accessible and to bring them up to code with our 2009-10 expansion of the building. This would create a men's washroom (2 stalls, 2 urinals) and a women's washroom (4 stalls) along with a family friendly washroom. This family friendly washroom would be our wheelchair accessible washroom complete with proper handrails and automatic opening door. At the moment our wheelchair accessible stalls are not really that accessible - the door to the washroom has to be opened by hand and then there is another door to the stall to be opened. The sinks are not wheelchair friendly either nor are the paper towel dispenser at an easy to reach height. This family friendly washroom would also house our change table. At the moment the change table is in the women's washroom, making it difficult for any fathers to change their babies. As part of this project, our women's washroom will be relocated to the old kitchen and a new family/accessible washroom will be created. This means that items in the old kitchen such as our hot water heater will need to be relocated and our hot water system will need to be upgraded to hot water on demand for our events and staff/volunteers. This project also replaces our thirty year old worn-out carpeting.

9) How essential is the project to the community?

By improving our accessibility, washrooms, and carpeting, we can modernize the museum and make it more attractive for our visitors. Local visitors will be more likely to come back and bring friends and family to a museum that is changing with the times than to one that looks like it opened thirty years ago. We have been working hard to update our exhibits and these three upgrades would assist us greatly in bringing the museum into the 21st century. This project is important to the community of Fort St John because the museum is one of the primary tourism facilities having a significant local impact. The museum gives tourists travelling along the Alaska Highway a reason to stay one or more extra nights in the City. This in turn generates significant tourism dollars for the area. The estimated value of tourism annually to Fort St John is \$70 million and the museum is one of the attractions that contributes to that value. Hot water on demand will increase the food safety for museum event patrons, staff and volunteers. It will make the museum more energy efficient and financially efficient as hot water will only be produced when needed rather than constantly kept hot in a tank.

- * 12) What is the availability of the nearest similar project or facility? irrelevant to question
This is similar to the 2010 grant-in-aid given for facility upgrades to the Chetwynd Rod & Gun Club and

not asking about similar funding requests.

Peace River Regional District

Schedule "A" Application



the Jackfish Community Association.

13) How many people will use your facility/program in the next year?

We have approximately 2000 visitors to the museum each year. A further 500 come to the museum for special events throughout the year.

14) What is the degree of support from the community at large?

The community at large is supportive of the museum becoming more accessible and updating facilities to provide the residents of and visitors to this region with better services. The following municipalities and organizations have expressed their support: City of Fort St. John as well as letters of support from the Association of Community Living, Fort St. John Seniors Association Branch 58, Fort St. John Mayor's Disability Advisory Committee, District of Taylor, North Peace Seniors Housing Society, and the Seniors Drop in Organization.

15) Describe your anticipated voluntary support and donations of labour, materials and/or funds you hope to receive or have received for your project:

The North Peace Historical Society has been raising funds for this project for several years and many businesses and organizations in the area have contributed. To date we have \$47,500 that was raised by the NPHS or donated by businesses, organizations, and individuals. We have also applied for a Northern Development Initiative Trust Grant (though not for hot water on demand). As a result, our requested funds have been divided into two categories – the amount we would need should this NDI grant come through and the amount we would need if it did not. As part of this whole accessibility project, volunteers will be involved in moving and reorganizing items and cleaning items in rooms involved.

16) Approximately how many volunteer hours does your membership contribute each year?
3492.75

17) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?

The North Peace Historical Society has been and will continue to be responsible for the general operations of the museum. We budget for these costs each year and will continue to do so.

18) TOTAL funds requested from the Regional District: \$8000 should our NDI Grant be successful; \$79,325.80 should our NDI Grant not be successful

Peace River Regional District

Schedule "A" Application



19) What is the total cost of insurance(s) your organization pays each year? \$3,470

INCLUDED THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

- a) Year-end financial statements - income statement and balance sheet.
- b) Detailed project and/or operations budget.
- c) 3 quotes for labour, equipment or material costs valued at over \$3,000
- d) Annual Report(s)

Signature of Applicant

250-787-0430

Phone Number

Proposed Project Budget: Instant Hot Water

Gas Instant Hot Water	
Installation of Gas Fired on Demand with recirculation line to the kitchen	\$7,000.00
GST	\$350.00
Allowance for additional costs (electrical, etc).	\$650.00
Total	\$8,000.00

Accessibility Expansion Overall Budget: Costs	
W.L. Construction - entrance way, washroom renovation, GST, and excluding \$5000 discount which has been recorded below as donation	\$88,932.80
Installation of New Carpeting including tax and installation	\$29,810.00
Gas Instant Hot Water	\$8,000.00
Total	\$126,742.80

Expansion Fundraising & Grant Money to end of January 2014	
Fort St. John Junior Sports Committee	\$17,315.00
Community Friendly Thriftshop	\$11,000.00
W.L. Construction	\$5,000.00
C.N. Rail	\$2,500.00
Encana	\$2,500.00
Fort St. John Co-op	\$500.00
Individual Donors & Museum Fundraising	\$8,692.00
Total Raised Thus Far	\$47,507.00

PRRD Grant Request Should Funding from Northern Development Initiative Trust Come Through	
Request from PRRD for Instant Hot Water (not included in NDI Grant)	\$8,000.00
Total Requested from PRRD	\$8,000.00

PRRD Grant Request Should Funding through Northern Development Initiative Trust Grant Not Come Through	
Overall Project Cost	\$126,742.80
Amount Contributed by NPHS	\$47,507.00
Amount Requested from PRRD	\$79,235.80

- 8,000
71,235.80



W.L. Construction Ltd.
P.O Box 6357
Fort St. John, BC
V1J 4H8

Telephone (250) 787- 7707
Fax (250) 787-2350

August 1, 2013

To: Heather Longworth

Re: Museum Washroom Renovations

W.L. Construction is pleased to provide you with a price, including a \$5,000 donation, of **\$79,936 (Seventy Nine Thousand Nine Hundred Thirty Six Dollars) +GST** to renovate the washrooms and front entrance at the Fort St. John North Peace Museum. This price includes the costs as described below:

- Demo of existing fixtures and walls as necessary
- Investigation into floor system and repairs as necessary
- New wall framing and drywall to meet approved plans
- Drywall finishing and repair as necessary
- New paint to 3 washrooms and entrance; gift shop and storage room to be touched up as necessary
- Cash Allowance of \$2,500 for 400 square feet of new flooring for washrooms and entrance
- New washroom partitions to suite plan
- 3 new washroom vanities
- New washroom accessories including toilet paper holders, soap dispensers and trash/paper towel dispenser combo units
- 3 new doors for washrooms and one for entrance storage closet
- 7 new toilets, 5 new sinks, two urinals, 3 floor drains, relocation of plumbing as necessary and new exhaust fans
- Two new 40" glass entrance doors with sidelights and automatic openers
- Remove entrance radiant heater and replace with force flow heater
- Cash Allowance of \$3,500 for new Telus line run into new location
- Move all telephone lines to new location to allow for wall to be moved
- Fix all drywall to underside of floor system to meet fire code
- Permits, supervision, materials, equipment, labour and waste disposal

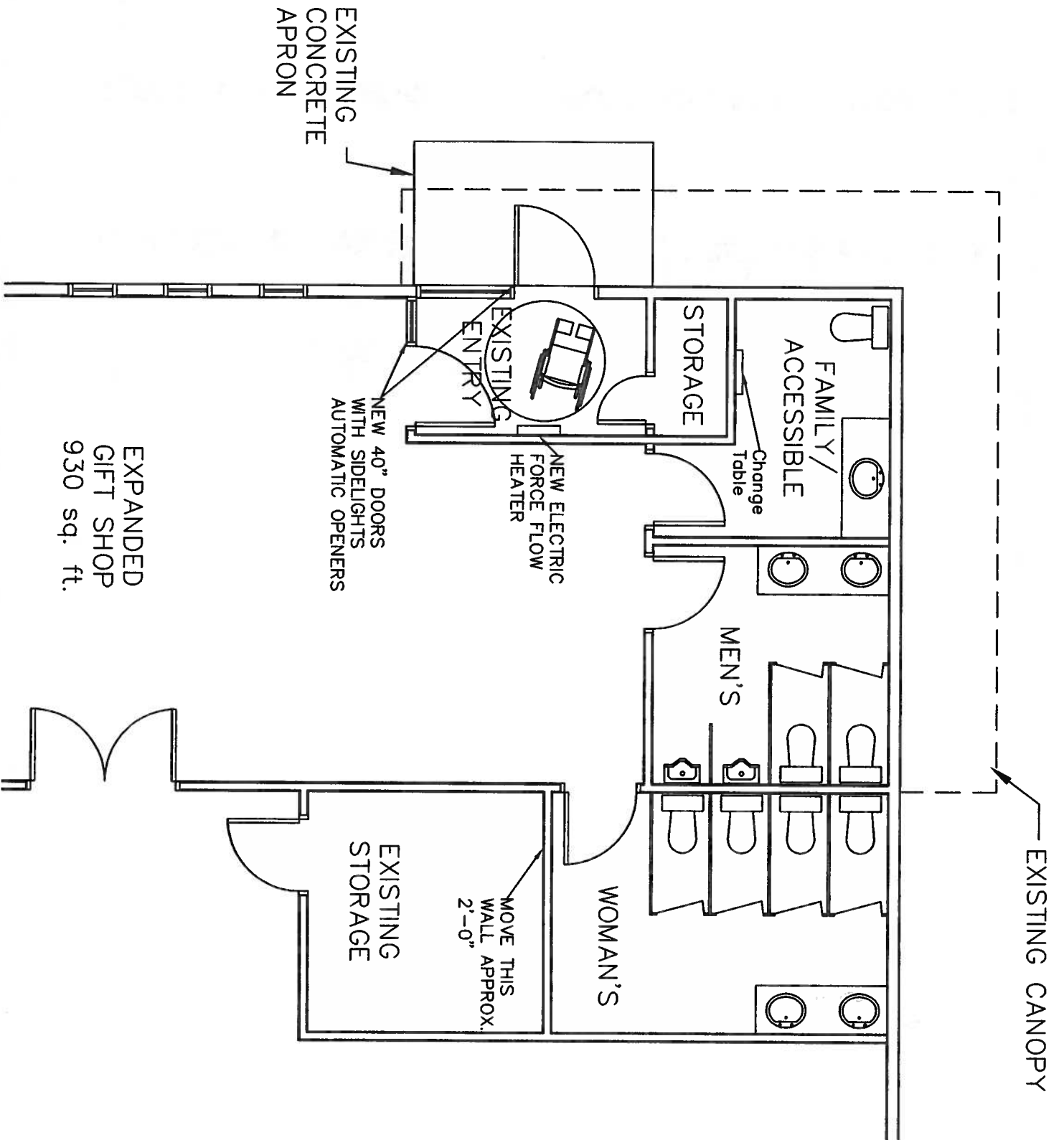
Additional Notes:

- Additional costs to upgrade to sliding glass doors for the **exterior door only** would be \$6,000
- Additional costs to put Automatic hand dryers in each washroom would be \$3,500

Please let us know if you have any questions and we look forward to working with you on this project.

Regards,
Carina Milan
Estimator/Project Manager
cmilan@wlconstruction.com

March 20, 2014



Yornton II Golden Pine
(179927)

BRAUN'S FLOORING & HOME DECOR LTD.
#18, 9831-98A AVENUE
FORT ST. JOHN, V1J 1S3
(250) 787-1842

Page 1

ES201133

ESTIMATE

Sold To		Ship To	
NORTH PEACE HISTORICAL SOCIETY FORT ST JOHN, BC			
Quote Date	Primary #	PO Number	Quote Number
10/19/12	250 787 0403		ES201133

Style/Item	Color/Description	Quantity Units	Price	Extension
YORKTON II 12'	GOLDEN PINE	5,700.00 SF	2.95	16,815.00
CARPET GLUE DOWN OVER 150 SY		5,700.00 SF	0.90	5,130.00
REMOVAL OF EXISTING CARPET		5,700.00 SF	0.50	2,850.00
CARPET BASEBOARD BINDING		130.00 LF	0.60	78.00
CARPET BASE INSTALLATION		130.00 LF	0.95	123.50
INSTALLER & HELPER PREP		8.00 EA	90.00	720.00

moving contents is NOT included

carpet base around display cases had no labour warranty

11/01/12
Sales Representative(s):
JESSE BRAUN

9:25AM
Material: 16,815.00
Service: 8,901.50
Misc. Charges: 900.00
GST: 0.00
Sales Tax: 3,193.98

ESTIMATE TOTAL: \$29,810.48

Rosebrook Flooring
 9828 - 101st Ave
 Fort St. John, BC V1J 2B2
 Phone: (250) 785-4411
 Fax : (250) 785-7355

Quote	4082
Date	12-Nov-12
SP	RB
Type	POS

FSJ HISTORICAL SOCIETY
 FT ST JOHN B C

Job Site
 Home ph
 Work ph
 Address

Name:

FSJ HISTORICAL SOCIETY
 MUSEUM
 FT ST JOHN B C,

Misc

Cust	Date	Ship Via	FOB	Terms	PO No	PST NO
a1814	12-Nov-12					

Room	Item	Description	Colour	Name	Qty	Unit	Price	Amount
	YORKTON II	Kraus Yorkton II	000	000	550	EA		
	MISC. SUPPLIES	Misc. Supplies		000	200	EA		
INSTALLATION RATES/INSTRUCTIONS					QTY	UNIT	PRICE	AMOUNT
LABOUR		Glue Down (Over 100)			550.00			
LABOUR		Prep 2 Person			4.00			
LABOUR		Ripout Carpet			12.00			
		Includes removal of existing Carpet						
		Does not include moving of displays and max						
		Does not include moving of Furniture						
		ESTIMATE ONLY						

includes carpeting up side of display
 platforms

MATERIAL 12657.50
 LABOUR 5800.00
 MISC 0.00
 SUB TOTAL 18457.50

PST 0.00
 HST 2214.90
 TOTAL 20672.40

QUOTATION GOOD UNTIL 12-Dec-12

Customer Acceptance:

Date:

ROSEBROOK Acceptance:

Date:

Thank you for your purchase
www.rosebrook.ca

TOTAL

quote -> Stan

Thank You



D. Bauer Mechanical Ltd

9320-102 Street

Fort St. John, B.C.

V1J-4A6

(250) 785-7887

Fax (250) 785-9973

Quote

Quote # 3644

Date: 1/30/2014

Customer:

North Peace Historical Society

9323 100 th Street

Fort St. John

V1J 4N4 BC

Phone: 250 787 0430

Fax: 250 787 0405

Cell

Attention: Heather

Job Address: 9323 100th Street

Description

QUOTE TO SUPPLY & INSTALL ON DEMAND HOT WATER HEATER FOR THE PROPOSED RENOVATION

TO INCLUDE:

- 1 Navien NPE 240 wall mounted waterheater
- All required venting and combustion air
- All required gas fitting and permits
- 3/4" condensate drain
- Required water reconnections
- All related labour

NOTE: A 120 volt plug is required where the water heater will be mounted

TOTAL PRICE OF PROJECT AS OUTLINED:

\$ 5,110.00

GST

\$ 255.50

TOTAL PRICE INCLUDING TAXES:

\$ 5,365.50

TERMS OF SALE (IF ACCEPTED):

INVOICES DUE NET 30 DAYS, 2% INTEREST CHARGED ON ALL OVERDUE INVOICES

Project Estimator: Rui Miranda

Any questions or concerns regarding this quote, please direct to Rui.

QUOTE VALID FOR 30 DAYS ONLY

Thanks for considering our company on this Project

March 20, 2014

**D. Bauer Mechanical Ltd**

9320-102 Street

Fort St. John, B.C.

V1J-4A6

(250) 785-7887

Fax (250) 785-9973

Quote

Quote # 3644

Date: 1/30/2014

Customer:

North Peace Historical Society

9323 100 th Street

Fort St. John

V1J 4N4 BC

Phone: 250 787 0430

Fax: 250 787 0405

Cell

Attention: Heather

Job Address: 9323 100th Street

Description

QUOTE VALID FOR 30 DAYS ONLY

Thanks for considering our company on this Project

March 20, 2014

PROPOSAL



Box 384, Charlie Lake, BC V0C 1H0
 Ph: (250) 785-9464
 Fax (250) 785-9447
 energetic56@gmail.com

PROPOSAL SUBMITTED TO FSS N.R. Museum PHONE _____ DATE Jan 21/14
 STREET _____ JOB NAME Domestic Hot Water install
 CITY _____ PROV _____ PC _____ JOB LOCATION FSS Museum
 ARCHITECT Heather DATE OF PLANS _____ FSS N.R. @ FSS Jan 17 0430
 JOB PHONE _____

- Estimate to supply + install new domestic water heating system:
- 1- Gas fired on Demand c/w re-circulating line to Kitchen
 Re-Circ system to be programmable on all \$7,000.00
 - 2- Gas fired Tank type c/w re-circ. to Kitchen \$5,600.00
 - 3- Electric on Demand c/w re-circ. to kitchen \$3,500.00
 - 4- Electric Tank type c/w re-circ. to kitchen \$3,000.00
 - 5- All of the above with electric point of use water heater
 under kitchen sink, to replace re-circ system save \$200.00
 - Electrical work not included
 - GST.
- Final decision on routing of piping + access could alter pricing up or down.

We propose hereby to furnish material and labour + complete in accordance with above specifications, for the sum of:

dollars (\$ _____)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be credited only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature Paul Bello

NOTE: This proposal may be withdrawn by us if not accepted within 30 days

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____



Staff Application Checklist

Peace River Regional District

Recreation and Cultural Grants-in-Aid Application

Applicant Name: North Peace Historical Society \$ 79,235.00

Date: Feb. 28 / 2014

All application packages must include the following items.

APPLICATION: Renovation Project - Handicap Accessibility

☒ Completed Recreation and Cultural Grants-in-Aid application form.

☒ "Project Rationale" Please answer the following questions

- ☒ 1. How essential the project is to the community. FSS primary benefactor.
- ☒ 2. The projected capital and operating costs of the project. See quotes/budget
- ☒ 3. The availability of the nearest similar project. DC CW
- ☒ 4. The degree of support by the community at large. FSS community
- ☒ 5. The project's overall effectiveness in the community. FSS
- ☒ 6. The amount of the grant requested compared to the total project cost. 63%
- ☒ 7. The accountability, legal status, financial stability of the applicant.
- ☒ 8. The experience, commitment and ability of the project's sponsors to complete the project.
- ☒ 9. The degree of voluntary participation (see below) and community donation, (i.e., labour, equipment, materials and earned revenue).
- ☒ 10. The area and populations served. NP Region / Tourists to FSS
- ☒ 11. The contribution of the project to quality of life of that community.
- ☒ 12. An evaluation of the ability of the project proponents to meet other continuing cost implications (i.e., maintenance, utilities, insurance).

☒ Financial statements for the previous year which includes a summary of revenue and expenses (income statement) and shows all sources of fundraising.

☒ Detailed project and/or operating budget.

☒ 3 quotes for any services, materials and equipment valued at \$3,000 or more is required for all capital projects

ANNUAL REPORT:

☒ Grant-In-Aid Annual Report detailing how your Grant-In-Aid funding has been spent.

☒ Photo documentation of events or capital projects for which your organization received Grant-in-Aid funding (where possible).

Follow up: _____

Comments/Considerations: 2 phase - doors automatic; bathrooms.

\$79,235.00 pending NDI grant approval

\$8,000 original 2014 GIA request

CSC Use Only

☐ Update Access Data base

☒ BC Online check

☒ File a copy electronically in groups file

2014 Area B GIA

Organization name	Projects	\$ Request	Max Recommended	Agreed Amt	Notes	GIA	Fair Share	Gas Tax
Big Bam Ski Hill					* Big Bam has \$76,000 GIA funds from 2012 & 2013 that remain unused. Big Bam did not operate in 2013 & appears not to be operating in 2014 due to lack of volunteers	no	no	no
	Improve existing slope, create new runs	\$ 50,000.00	\$					
	Heating and Bar Upgrades	\$ 11,500.00	\$	11,500.00		yes		
	Ball Diamond/Install Power to site	\$ 22,830.00	\$	22,830.00		yes		
	Insurance, General Maintenance and Repair	\$ 25,500.00	\$	18,100.00		yes		
	Outhouse, sound board, fencing	\$ 9,043.00	\$	9,043.00		yes		
					* do not need GIA as they have access to \$30,000 from NDIT, up to \$47,600 from Fair Share (if needed) and \$27,600 from previous GIA			
North Peace Fall Fair	Site Prep & Electrical for new bldg	\$ 12,000.00	\$	6,000.00				
North Peace Historical	Installation of On-Demand Hot Water	\$ 8,000.00	\$	4,000.00		yes		
	Subtotal	\$ 138,873.00	\$	71,473.00				

Committed Amounts								
FSJ Gradfest	annual grant	\$ 500.00	\$	500.00	\$	500.00		
North Peace 4-H Senior Council	annual grant	\$ 1,000.00	\$	1,000.00	\$	1,000.00		
Area B Rural Bursary	annual grant	\$ 1,000.00	\$	1,000.00	\$	1,000.00		
Youth Travel	annual grant (per 2011*)	\$ 1,500.00	\$	1,500.00	\$	1,500.00		
	Subtotal	\$ 4,000.00	\$	4,000.00	\$	4,000.00		

Total requested \$ 142,873.00 \$ 75,473.00 \$ 4,000.00

Amounts Determined February 19, 2014		
Total Fund	\$	103,000.00
Total Allotted	\$	4,000.00
Total Available	\$	99,000.00

Note: North Peace 4H, North Peace Light Horse & North Peace Historical share with Area B
 Note: Big Bam Ski Hill has been added under B & C as per the decision of each of the GIA groups in 2010
 Note: North Peace Fall Fair eligible to access funds from Area B & Area C as per motion made at the 2011 GIA meeting
 Note: Lakepoint moved to Area C only for 2013 onwards

March 20, 2014

2014 Area C GIA

Organization name	Projects	\$ Request	Max Recommended	Agreed Amount	Notes	GIA	Fair Share	Gas Tax
Big Bam Ski Hill					* Big Bam has \$76,000 GIA funds from 2012 & 2013 that remain unused. Big Bam did not operate in 2013 & appears not to be operating in 2014 due to lack of volunteers	no		
Charlie Lake Community Club	Improve existing slope, create new runs	\$ 50,000.00	\$ -		* still waiting on quotes	yes		
Lake Point Golf Club	Upgrades to Hall	\$ 17,100.00	\$ 17,100.00			yes		
	Paving	\$ 35,535.00	\$ 35,535.00		* do not need GIA as they have access to \$30,000 from NDIT, up to \$47,600 from Fair Share (if needed) and \$27,600 from previous GIA	yes		
North Peace Fall Fair	Site Prep & Electrical for new bldg	\$ 12,000.00	\$ 6,000.00			yes		
North Peace Historical	Installation of On-Demand Hot Water	\$ 8,000.00	\$ 4,000.00			yes		
	Subtotal	\$ 122,635.00	\$ 62,635.00					
Committed Amounts								
FSJ Gradfest		\$ 500.00	\$ 500.00					
Youth Travel		\$ 1,000.00	\$ 1,000.00					
North Peace Rural Scholarship - Area C		\$ 1,000.00	\$ 1,000.00					
	Subtotal	\$ 2,500.00	\$ 2,500.00					
	Total requested	\$ 125,135.00	\$ 65,135.00	\$ -				

Amounts Determined February 19, 2014	
Total Fund	\$ 112,025.00
Total Allotted	\$ 2,500.00
Total Available	\$ 109,525.00

* \$12,025.00 Carried Forward from 2013

Note: North Peace 4H, North Peace Light Horse & North Peace Historical share with Area B

Note: Big Bam Ski Hill has been added under B & C as per the decision of each of the GIA groups in 2010

Note: North Peace Fall Fair eligible to access funds from Area B & Area C as per motion made at the 2011 GIA meeting

Note: Lakepoint moved to Area C only for 2013 onwards

March 20, 2014



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: March 17, 2014

From: Diana Mitchell, Executive Assistant

Subject: Rural Budgets Administration Committee Funding Policies - Update

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the attached funding policies for Fair Share, Gas Tax, and Recreational & Cultural Grants-in-Aid, updated March 20, 2014.

In addition:

- a clause regarding recognition for contributions has been added to several of the policies;
- recommend that the revised/reviewed dates at the bottom of each policy be removed and that the date appear on the front of the policy manual
- the grant application and claim form will be prepared for approval at the April RBAC Meeting.

BACKGROUND/RATIONALE:

At the January 16, 2014 Rural Budgets Meeting funding policies were reviewed, revised and requested to be updated for the Committee's approval.

STRATEGIC PLAN RELEVANCE:

FINANCIAL CONSIDERATION(S):

COMMUNICATIONS CONSIDERATION(S):

OTHER CONSIDERATION(S):

Staff Initials: *D Mitchell* Dept. Head:

CFO
CAO: *Kim Treach*

Page 1 of 1

March 20, 2014



Rural Budgets Administration Committee Funding Policies

Fair Share – Gas Tax – Recreational & Cultural Grants-in-Aid

Approved:

March 20, 2014



RURAL BUDGETS ADMINISTRATION COMMITTEE FUNDING POLICIES

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RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

PRINCIPLES AND GUIDELINES

1. Decisions are to be information based using adequate, un-biased research analysis with recommended options.
2. Where appropriate, the Rural Budgets Administration Committee may require a decision impact analysis for intended and unintended consequences.
3. Any consideration to provide assistance for new or existing services must have a feasibility study to identify the category of service, the need, the financial viability and its integration into other services.

Rural Area Fair Share may provide financial assistance to various projects within the rural area.

Eligibility/Criteria

If not a function of the Regional District, the applicant must be a Not-for-Profit Society, in good standing with the BC Registrar of Societies.

The applicant must complete the Grant Application form in full, including financial statements, where necessary.

In the case of capital projects, applicants must include a comprehensive Capital Project budget indicating all sources of income and expenditures; and information on how it will be paid for and maintained in the future.

Applicants will be required to adhere to building, plumbing, electrical, health, fire, zoning, gas and other codes and regulations that may exist, prior to the start of construction. A building permit may also be required.

**PEACE RIVER REGIONAL DISTRICT
By-Law No. 1853, 2009**

A by-law to amend "Rural Budgets
Administration By-law No. 1166, 1998"

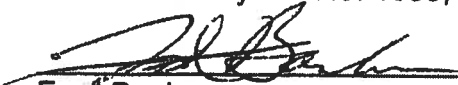
WHEREAS, the Regional Board of the Peace River Regional District did, pursuant to the Province of British Columbia Local Government Act, R.S.B.C. 1996, adopt "Rural Budgets Administration By-law No. 1166, 1998" and "Rural Budgets Amendment By-law No. 1617, 2006";

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

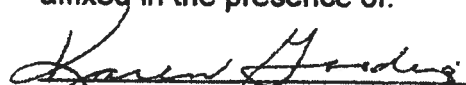
1. This by-law may be cited for all purposes as "Rural Budgets Administration Amendment By-Law No. 1853, 2009."
2. "Rural Budgets Administration Amendment By-law No. 1616, 2006" is hereby repealed in its entirety.
2. That Schedule 'A' to "Rural Budgets Administration By-law No. 1166, 1998" is hereby replaced with Schedule 'A' which is attached to and forms part of this by-law.

READ A FIRST TIME this 14th day of May, 2009.
 READ A SECOND TIME this 14th day of May, 2009.
 READ A THIRD TIME this 14th day of May, 2009.
 ADOPTED this 14th day of May, 2009.

CERTIFIED a true and correct copy of
"Rural Budgets Administration
Amendment By-law No. 1853, 2009."


Fred Banham,
Chief Administrative Officer

THE CORPORATE SEAL of the Peace
River Regional District was hereto
affixed in the presence of:


Karen Goodings, Chair


Fred Banham,
Chief Administrative Officer

Peace River Regional District
By-law No. 1853, 2009

Schedule 'A'

Fair Share Memorandum of Understanding – Rural Allocation

BC Rail Grants-in-Lieu – Rural Allocation

Electoral Areas – Legislative (Elections, Conventions, Membership and information)

Grants to Community Organizations - Electoral Area Grants
- Custodians of the Peace Country Society

Recreation and Cultural Services – Grants-in-Aid

Sub-Regional Recreation and Cultural Services – Rural Allocations

Community Parks

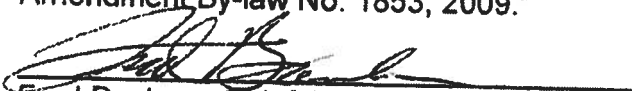
Cemeteries

North Pine Television Rebroadcasting

"New Deal" Funding Agreement – Rural Allocation

Other funding opportunities specific to Electoral Areas

CERTIFIED A TRUE and CORRECT COPY
of Schedule 'A' to "Rural Budgets Administration
Amendment By-law No. 1853, 2009."


Fred Banham, Chief Administrative Officer

PEACE RIVER REGIONAL DISTRICT

BY-LAW No. 1166, 1998

A bylaw to establish a Standing Committee of the Board and delegate administrative powers to the committee

WHEREAS the Regional District has signed a Memorandum of Understanding with the Province of British Columbia which contributes a share of oil and gas revenue to the Electoral Areas of the Regional District;

AND WHEREAS there are certain services which are provided in two or more Electoral Areas, and in no member municipalities;

AND WHEREAS pursuant to Section 795(2) of the Municipal Act the Chair of a regional district may appoint a standing committee;

AND WHEREAS pursuant to Section 176(1)(e) and Section 192(1) of the Municipal Act a Regional Board may, by by-law adopted by at least 2/3 of the votes cast, delegate its powers duties and functions not limited by Section 191(1) of the Municipal Act to, *inter alia*, its committees;

AND WHEREAS the Chair has appointed the electoral area directors to a standing committee;

NOW THEREFORE the Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw may be cited for all purposes as "Rural Budgets Administration Bylaw No. 1166, 1998".

Committee

2. The name of the committee appointed by the Chair is "Rural Budgets Administration Committee".

Membership

3. Membership in the committee is limited to the Electoral Director from each Electoral Area in the Peace River Regional District.

Peace River Regional District
By-law No. 1166, 1998

Duties

4. Schedule "A" is attached hereto and forms part of this by-law.
5. The committee is delegated the authority of the Peace River Regional District Board to administer the rural budgets identified in Schedule "A" in accordance with budgets, programs, plans, policies and guidelines adopted from time to time by the Regional Board.
6. The committee will rotate chairperson from meeting to meeting, starting with Electoral Area "B" and working in alphabetic order.
7. The committee must keep minutes of its activities which will be provided to the Board for information.

Dispute Resolution

8. Should the committee be deadlocked on an issue it must refer that matter to the Regional Board for resolution.
9. A person may appeal a decision of the committee in writing to the Regional Board.
10. The decision of the Regional Board under section 8. and 9. is binding.

READ A FIRST TIME THIS 26th day of November, 1998.

READ A SECOND TIME THIS 26th day of November, 1998.

READ A THIRD TIME THIS 26th day of November, 1998.

ADOPTED BY A 2/3 VOTE THIS 26th day of November, 1998.

CERTIFIED A TRUE AND CORRECT COPY of
"Rural Budget Administration Bylaw No. 1166,
1998".

THE CORPORATE SEAL of the Peace River
Regional District was hereto affixed in the
presence of:

Moray Stewart
Moray Stewart, Administrator

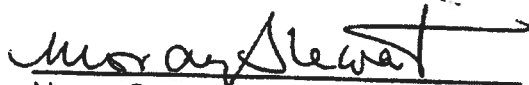
Karen Goodings
Karen Goodings, Chair

Moray Stewart
Moray Stewart, Administrator

Schedule "A"

Fair Share Memorandum of Understanding - Rural Allocation
B.C. Rail Grants-in-Lieu - Rural Allocation
Electoral Areas - Legislative (Elections, Conventions, Memberships and Information)
Grants to Community Organizations - Electoral Area Grants
Recreation and Cultural Services - Grants-in-Aid
Sub-Regional Recreation and Cultural Services - Rural Allocations
Community Parks
Cemeteries
North Pine Television Re-broadcasting

CERTIFIED A TRUE AND CORRECT COPY
of Schedule "A" to "Rural Budget
Administration Bylaw No. 1166, 1998".


Moray Stewart
Administrator

(H:\W:\WPDocs\PRRD\Admin\By-Laws\1078-1178\BL-1166 Rural Budget Comm.wpd)



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

FAIR SHARE FUNDS

The annual indexed Rural Fair Share Funds, pursuant to the Memorandum of Understanding dated March 22, 2005, will remain in four equally divided portions.



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

FEASIBILITY STUDY FUNDS

1. A BC registered not-for-profit society may request funds to a maximum of \$10,000 to prepare a report on the feasibility and viability of a project in the rural areas of the Peace River Regional District that will be the subject of a Fair Share funding request.
2. A grant will not be available for a feasibility study that has begun prior to the request for funding assistance.
3. A grant will not be available for a feasibility study for a project that is likely to result in a tax levy to pay for the proposal, either in capital or operations.
4. Examples of proposed requests would be for a community hall, recreation facility, seniors housing, fire department (not vehicle acquisition) or some other facility deemed appropriate by the Committee.
5. Each Electoral Area may provide the maximum grant for the same specific proposal.
6. Grant recipients must recognize the Regional District for its contribution in the Executive Summary of the Feasibility Study.



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

FIRE EQUIPMENT – MINOR CAPITAL PROJECTS

Grants for fire equipment purchases under \$20,000 are subject to the following conditions:

- a) the grants must be for new or replacement equipment for use on fire trucks, in a fire hall, or by firefighters;
- b) the request must be supported by a report from the fire department which should include, where possible, recommendations from another authority;
- c) grants may be made during the life of the Fair Share program to replace equipment originally purchased with Fair Share funds, provided the justification includes reference to legally required upgrades, damage or loss due to the activities of the fire department, or industry acknowledged shelf life of the equipment;
- d) multiple items valued under \$20,000 each may be consolidated into one request that is greater than \$20,000;
- e) requests must be made by the fire department's Board or Council; and
- f) Grant recipients must recognize the Regional District for its contribution through a joint press release.



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

RURAL FIRE HALL CONSTRUCTION OR RENOVATION

Grants to Fire Department for fire hall construction or renovation are subject to the following conditions:

- a) that the fire hall construction or renovation be supported by a report from a fire underwriter's survey, fire department master plan, fire department review or audit prepared by an independent consultant or authority;
- b) that the project be defined and justified by a feasibility study prepared by or on behalf of the Fire Department which includes an engineer's report and cost estimate;
- c) that the maximum grant be 50% of the construction or renovation estimate provided by an engineer or quantity surveyor, to a maximum grant of \$150,000;
- d) that there be no more than one fire hall construction or renovation grant for a fire department during the life of the Fair Share program; and
- e) grant recipients must recognize the Regional District for its contribution through:
 - display of a plaque of appreciation; and
 - a joint press release.



RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES

FIRE TRUCKS

Grants to Fire Departments for trucks are subject to the following conditions:

- a) that the truck must be new to the department for reasons supported by a fire underwriter's survey, fire department master plan, or a fire department review or audit prepared by an independent consultant or authority;
- b) that a maximum grant of 50% of the purchase price of the truck to a maximum grant of \$150,000 be provided;
- c) that there be no more than one truck grant every five years to any one Fire Department; and
- d) this grant does not apply to a Fire Department within an established specified area shared with a municipality; and
- e) grant recipients must recognize the Regional District for its contribution through:
 - prominent display of a Regional District logo on the truck;
 - a joint press release; and
 - a photo opportunity.



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

FIXED CAPITAL EQUIPMENT

Where provision has been made in the annual budget and where a registered Not-for-Profit Society makes a request for the purchase of fixed capital equipment that will be of benefit to the community at large, the following conditions apply:

1. The maximum grant for approved community projects is \$30,000 according to the following formula:

<u>Approved Costs</u>	<u>Regional District Grant</u>
First \$15,000 or less	100% of approved costs
Next \$30,000 or less	50% of approved costs

2. Applications must include letters of support from at least two different organizations from within the area to be served.
3. Confirmation that the responsibility for the ongoing maintenance and any future replacement remains the responsibility of the Society that applies.
4. This grant cannot be used in conjunction with any other grant received from the Regional District.
5. That a Not-for-Profit Society may utilize 'in kind' hourly rates for their 50% share of the contribution based on the Provincial 'Blue Book' rate for equipment and operator.
6. That \$20.00 per hour be used as a labour rate.
7. Grant recipients must recognize the Regional District for its contribution through:
 - display of a certificate of appreciation; and
 - a joint press release.



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

FRINGE AREA FUNDING

That the \$1,750,000 Rural Fringe Allocation, a one-time infrastructure Service Grant provided by the Provincial Government in March of 2005, be defined as “the area around an incorporated community including any lands and development within close proximity of a municipal boundary.”

That the \$1,750,000 (plus interest) one-time Fair Share Fringe Area funding be allocated to any host municipality providing water and sewer servicing outside of its jurisdiction at a rate of \$2,500 per lot serviced until such time as the fund is depleted. These funds are intended to support additional capacity to municipal infrastructure for rural lots serviced after January 1, 2007.



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

**ELECTRICAL EXTENSION GRANT
POLICY AND APPLICANT GUIDE**

1. Fair Share Grants may be paid for development of Hydro Electrification on the following conditions:
 - a) Funding assistance will be limited to hydro main line extension costs on public maintained roads to serve residential customers (excluding subdivisions).
 - b) Costs related to the service line from the main line to the residence are the responsibility of the property owner.
 - c) Regardless if a property owner is the registered owner of one or more properties, the property owner will be limited to receiving the electrical extension funding grant one time only.
 - d) The property owner will pay the first \$1,000 of main line service costs. The balance will be eligible for assistance at a rate of 50% to a maximum grant of \$4,000.

This means that where the main line costs per property are:

- up to \$1,000 - no assistance will be given;
- from \$1,001 to \$8,999 - assistance will be at the rate of 50% on the balance over \$1,000; and
- from \$9,000 and up - the maximum of \$4,000 will be given.

2. BC Hydro is responsible for completing the Electrical Extension Grant Application form, if it qualifies for the grant program.
3. The applicant (customer) is responsible for submitting the application to the Regional District.
4. The application will be reviewed at the next scheduled RBAC meeting.
5. The Regional District will mail the cheque, made payable to BC Hydro, to the applicant.
6. The applicant (customer) is responsible for getting the cheque to BC Hydro, along with their payment.
7. All documents shall indicate the applicant's (customer) name and reference number.



PEACE RIVER REGIONAL DISTRICT FAIR SHARE Electrical Extension Grant Application

R-2

Applicant (Customer) Information	
Property Owner Name	
Mailing Address	
Telephone Number	
Legal Description	
Electoral Area served	
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to BC Hydro.	
Signature of Applicant (Customer)	
Date	

Funding assistance will be limited to hydro main line extension costs (including GST) on public maintained roads to serve residential customers (excluding subdivisions).	\$ _____
Minus	\$ 1,000
Difference	_____ A
Line A _____ x 50% =	_____ B
Maximum Grant	\$ 4,000 C
Lesser of B and C (Grant requested)	\$ _____ D

For BC Hydro Use Only Application completed by	
BC Hydro Representative name:	Phone Number:
BC Hydro Reference No.	
Date:	
For Regional District Use Only	
Approved by Electoral Area Director	Date Initials
Date cheque released to applicant (customer)	
Approved by RBAC	



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

JOINT VENTURES

Each Electoral Area Director may provide funding from Fair Share Funds for grants to municipal recreation and cultural facilities in recognition of rural use of these facilities.



RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES

R-2

NATURAL GAS EXTENSION
POLICY AND APPLICANT GUIDE

Fair Share Grants may pay for development of **Natural Gas Extension Services** as follows:

- An Electoral Area may contribute up to 75% of the "Total Cost to Property", with any other contributions (Provincial grants, etc.) to be deducted from it, for a maximum Regional District Electoral Area grant of \$5,000. All remaining project costs are to be the responsibility of the property owner or community.
- In addition, the property owner shall be responsible for all costs associated with the installation of individual gas line service from the property line.
- The Regional District will make its grant contribution payable to the Natural Gas Distribution Company.
- Regardless if a property owner is the registered owner of one or more properties, the property owner will be limited to receiving the natural gas extension funding grant one-time only.

EXAMPLE:

A	Actual Cost of Mainline Extension	\$ 20,620.00
B	Less: Gas Company's Contribution	<u>-\$ 12,778.00</u>
C	Total Cost to Property	<u>\$ 7,842.00</u>

Electoral Area Contribution:

D	75% of Total Cost to Property	\$ 5,881.50
E	Less: Other Contributions	\$ -
F	Remaining Balance	\$ 5,881.50
G	Maximum Electoral Area Grant	\$ 5,000.00

H	TOTAL GRANT PAYABLE (Lesser of F or G)	\$ 5,000.00
I	Cost to Property Owner	\$ 2,842.00
J	(minimum 25%)	36%

**** Note:** Individual property service costs are extra.



NATURAL GAS EXTENSION GRANT APPLICATION

Applicant (Customer) Information	
Property Owner Name	
Mailing Address	
Telephone Number	
Legal Description	
Electoral Area served	
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to the appropriate Natural Gas Distribution Company.	
Signature of Applicant (Customer)	
Date	

Actual Cost of Mainline Extension

A	Actual Cost of Mainline Extension	\$
B	Less: Gas Company's Contribution	\$
C	Total Cost to Property	\$

Electoral Area Contribution:

D	75% of Total Cost to Property	\$
E	Less: Other Contributions	\$
F	Remaining Balance	\$
G	Maximum Electoral Area Grant	\$ 5,000.00

H	TOTAL GRANT PAYABLE (Lesser of F or G)	\$
I	Cost to Property Owner	\$
J	(minimum 25%)	%

For Natural Gas Company Use Only Application completed by	
Gas Company Representative Name:	Phone Number:
For Regional District Use Only	
Date approved by Regional District	By:



RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES

PARENT ADVISORY COUNCIL (PAC)

Applications under this policy may be considered for such things as playground equipment, improvements to community facilities, ball diamonds and tennis courts on school property.

In order to be eligible for funding under this Policy, the following criteria must be met:

1. Contribution from community (in kind or labour, material) must cover a minimum of 25% of the cost. The Fair Share Grant would provide 75%, to a maximum of \$10,000.
2. There must be an active Parent Advisory Council (PAC) which is legitimized by the *School Act*.
3. It must be a rural community school where no hall exists, (i.e. the school is the community meeting facility).
4. PAC's are not eligible for funding through Recreational & Cultural Grants-in-Aid.
5. Where application is made by a PAC for the upgrade of facilities inside of a school (i.e. a gymnasium), the School District must be in agreement that the school can be used as a community centre.
6. Confirmation that the School District would be responsible for maintenance.
7. Grant recipients must recognize the Regional District for its contribution through:
 - display of a certificate or plaque of appreciation; and
 - a joint press release.



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

RURAL LOAN FUND

The Rural Budgets Administration Committee may utilize the Infrastructure Service grant (\$3.5 million) provided by the Province of BC in March 2005 as a rural loan fund as follows:

- a) to loan dollars to rural infrastructure projects owned by the Regional District where a service area is currently established;
- b) to loan dollars to member municipalities for infrastructure projects that will benefit rural residents where a service area is currently established; or
- c) to loan dollars to registered non-profit societies for rural infrastructure projects.

Application for Loan:

- a) the applicant (including the Regional District, member municipality and non-profit society) must provide a feasibility study that outlines the project and estimated costs;
- b) non-profit societies must also provide a business case including annual financial statements, a cash flow forecast, and a detailed explanation of how the loan will be repaid.

Interest Rate:

All loans will be charged a rate of one percent (1%) above the interest earned rate at time of the loan (to offset the loss of interest revenue).

Repayment of Loans:

Loans must be repaid by one of the following methods:

- a) through repaying the loan bank over time from the service function taxation or service fees;
or
- b) by payment as set out in a formal loan agreement with the recipient non-profit society.



**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 a plaque of appreciation; and
 - a joint press release.



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

R-2

SEWER and Water EXTENSION SERVICES

Fair Share funds are available to assist Sewer and Water Expansion projects.



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

TELEPHONE SERVICE

An electoral area will contribute from Fair Share funds, up to 75% of the cost, to a maximum of \$5,000 per parcel, for the installation of the public portion of a telephone mainline.



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

WATER WELLS/SPRINGS FOR PUBLIC USE

1. Public water sourcing projects to be funded from feasibility funds through the Administration - Fiscal and Other function.
2. Public Rural Spring Development to be funded through the Community Parks Function. Capital needs may be considered from Fair Share as needed.
3. Projects are to be cost shared with other agencies whenever possible.



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FUNDING POLICIES**

ANIMALS

Rural Budgets funding (including Fair Share, Grants-in-Aid, BC Rail, Rural Loans, Gas Tax, or other) is not available to assist with the purchase of animals.



RURAL BUDGETS ADMINISTRATION COMMITTEE FUNDING POLICIES

GAS TAX GRANT FUNDING

The Rural Budgets Administration Committee may utilize the "Gas Tax" (New Deal - Community Works Fund) annual grant provided from the Federal Government and Provincial Government through UBCM.

These funds may be used to provide grants for projects that meet the official criteria as provided from time to time by the Federal Government, the Provincial Government and UBCM.

Examples of the types of projects that may be considered for funding are:

1. developing or upgrading drinking water systems to improve quality, reduce water use, increase energy efficiency, and secure water supply in the face of a drought;
2. developing or upgrading waste water systems to improve service and increase energy efficiency;
3. community energy systems (wind, solar, thermal, etc.);
4. implement innovative technologies that support environment; and
5. retrofits to reduce energy and GHG emissions.

Application for Grant:

The applicant (including a function of the Regional District) must provide full details of the project, the cost, other sources of revenues and the projected savings and benefits.

The applicant (if not a function of the Regional District) must be a not-for-profit society in good standing and provide a financial statement.

Grant recipients must recognize the Regional District for its contribution through:

- display of a certificate or plaque; and
- a joint press release.

POLICY STATEMENT

Rural Recreational & Cultural Grants-in-Aid

1) Introduction

This policy is intended to supplement the operating and/or capital funds of the rural recreation and community associations in the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

2) Definitions

- a) Debt is defined as an amount owed to a person or organization for services, products or loans funds not yet paid for.
- b) Recreation and community organization is defined as any recreational, sporting, arts, cultural or community association.
- c) Rural organization is defined as any organization located within the boundaries of Electoral Areas B, C, D, and E.
- d) Wages is defined as any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.
- e) Capital improvement is defined as the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- f) Capital equipment is defined as equipment valued at over \$5,000 and has an extended lifetime over more than one year.
- g) New applicant organizations are organizations that have not received Peace River Regional District Recreational and Cultural Grants-in-Aid prior to 2012.
- h) Operation funding is defined as funding provided for costs to ensure the day to day operation of a facility such as insurance, utilities, and supplies.

3) Recreational & Cultural Grants-in-Aid Eligibility

To be eligible for funding, recreation and community associations must meet the following criteria:

- a) Applicant organizations must be rural non-profit registered societies which provide recreation, arts, sports, and/or social activities for the community at large; and
- b) Applications must be submitted directly by the recreation organization or community association/club; and
- c) At least 75% of the applicants' membership must come from the rural areas which they serve.
- d) New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the Regional District.

- e) Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

4) Application Process

- a) Applicants must submit a formal application to the Regional District once per year on or before the last calendar day in January; said application to be substantially completed in the form attached hereto as Schedule 'A'.
- b) Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and quotes for any individual items valued at over \$3,000.
- c) New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- d) At the pleasure of the Electoral Area Directors for the areas, organizations may apply to more than one area for funding if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- e) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.
- f) Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- g) Applications from new organizations will be accepted by the Regional District for consideration providing they meet the eligibility requirements as set forth in this policy.

5) Eligible Expenses

- a) In Electoral Areas B and C expenses for capital improvements and insurance (for the protection of the public) is permitted.
- b) In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c) Payment of debt and employee wages is not an eligible expense.
- d) At least three quotes (where available) must be provided for all eligible expenses valued at over \$3,000.

6) Annual Grant Allocations

- a) At the Directors' discretion, grant allocations for each area may be budgeted and provided for youth travel to which the guidelines are attached hereto as Schedule "E".
- b) At the Electoral Area B and C Directors' discretion, grant allocations from Area B and C may be budgeted and provided for the North Peace Regional Gradfest Society for the purpose of hosting safe graduation related events, to which the guidelines are attached hereto as Schedule "F".
- c) At the Electoral Area B Director's discretion grant allocations from Area B may be budgeted and provided for the North Peace 4-H Senior Council for the purpose of conducting 4-H activities to which the guidelines are attached hereto as Schedule "G".
- d) At the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries to which the guidelines are attached hereto as Schedules "H", "I" and "J".
- e) At the Directors' discretion, grant allocations for each area may be budgeted and provided for the rural recreation volunteer banquet to which the guidelines are attached hereto as Schedule "K".

7) Approval Process

- a) The Electoral Area Directors have the sole discretion to accept or reject any application. Applications may be rejected for the following reasons:
 - i. Incomplete or late applications;
 - ii. Failure to maintain society status;
 - iii. Failure to rationalize the need for funding;
 - iv. Failure to prove that the project is in the best interest of the community at large.
- b) Upon approved application by the Electoral Area Director, eligible recreation and community organizations, along with their Electoral Area Directors will meet in the spring of each year to allocate funding to the eligible organizations from the budgeted amount as per the current Financial Plan.
- c) At least one representative from each applicant organization must be in attendance at the adjudication meetings to be eligible to receive a grant-in-aid.
- d) If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
- e) All organizations that have made an application and have been approved to receive funding by the Regional District will be notified of the meeting date, time and location prior to the meeting.
- f) All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.

- g) All recommendations of Grant-in-Aid funding allocations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

8) Recreational and Cultural Grants-in-Aid Budgets

- a) On an annual basis the Directors for each area shall determine the annual budget amount for their area(s) to be included in the Peace River Regional District Financial Plan. This budget amount is subject to Board approval and must be in accordance with tax limitations set forth by bylaw or supplementary letters patent.
- b) A recreational and cultural grants-in-aid budget amount will be provided separately for each area as follows:
 - i. Electoral Area B
 - ii. Electoral Area C
 - iii. Electoral Area E West
 - iv. A defined portion of Electoral Area E and D known as South Peace Sub-Regional as shown on Schedule "L" to this policy and is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe

9) Unallocated Funds

- a) Any funds that are not allocated from the annual requisition for a funding area shall be utilized to reduce the tax requisition in the next calendar year.

10) Unspent Funds

- a) Organizations must utilize allocated funds within three years of ratification by the Rural Budgets Administration Committee and will not be permitted to carry over funds past three years.
- b) Any funds not claimed by an organization after three years will be returned to the funding area by resolution of the Rural Budgets Administration Committee and utilized to reduce the tax requisition in the next calendar year.

11) Claim Reimbursement

- a) Approved applications will receive funds by claim reimbursement after August 1st of each year once funding allocations are ratified by the Rural Budgets Administration Committee.
- b) Approved applications must provide proof of costs by submitting invoices and a completed claim form attached hereto as Schedule 'B'.
- c) All invoices submitted for expense claim reimbursement must be from the same year or later that funds were approved. Claims may not be made for goods or services incurred in the years previous to the grant's approval.
- d) In exceptional circumstances, organizations may request in advance the total or partial payment of the approved grant from the Regional District. If the funds are approved for release prior to August 1st in any year, Regional District interim financing costs will be charged. Organizations must make this request in writing to the Chief Financial Officer.

12) Sources of Revenue

- a) Organizations shall be responsible to raise supplementary funds for major capital projects and operations by seeking other funding sources including but not limited to donations, corporate sponsorships, applications to other government agencies or general fundraising.
- b) The Peace River Regional District shall not be a sole source of revenue for any recreation or community association.
- c) Organizations must show in their application all sources of revenue.

13) Annual Reports

- a) All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report as attached hereto as Schedule "C" by the last calendar day in January to be submitted with their Grants-in-Aid application.
- b) Funds for the current year will not be reimbursed to an organization until any outstanding Annual Reports for that organization have been received by the Regional District.
- c) Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.

14) Funding Amendments

- a) Organizations may apply for funding amendments by completing the Funding Amendment Form attached hereto as Schedule 'D', and only in such circumstances that:
 - i. they have completed their project with the funds allocated and they have outstanding funds remaining; or,
 - ii. an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- b) The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments.
- c) Funds cannot be amended to pay off debt.

15) General

- a) Recreational and Cultural Grants-in-Aid policies can only be made by the Rural Budgets Administration Committee and are subject to Board approval as set forth in Bylaw no. 1166, 1998.
- b) Organizations hosting annual recreational and Cultural Grants-in-Aid meetings will be paid a hosting stipend.

16) Limitations

- a) Tower Lake Community Association is not eligible to receive Recreational and Cultural Grants-in-Aid as they are outside of the existing service area.

17) Recognition

- a) Grant recipients will recognize the financial contributions of the Regional District by prominently displaying a certificate or plaque.
- b) Associations that maintain websites, social media sites and/or membership newsletters will provide Regional District with recognition in the form of prominently displaying a note of thanks next to the Regional District's logo.
- c) Grant recipients may be requested to issue a joint press release and photo with the Regional District from time to time.

ADMINISTRATIVE PROCEDURES

Rural Recreational & Cultural Grants-in-Aid

1) Application Packages:

- a) In December of each year all organizations that have received Recreational and Cultural Grants-in-Aid in the past three years will be mailed the following:
 - i. cover letter with the application deadline and the spring date allocation meeting dates and locations;
 - ii. a “Grants-in-Aid Application Form” and “Application Checklist”;
 - iii. a “Claim Form”;
 - iv. an “Annual Report Form; and
 - v. any additional information that may assist with the application process.
- b) Application information is to be provided on the Regional District’s website at www.prrd.bc.ca.

2) Receipt of Application Packages

- a) All applications will be provided electronically to the Community Services Department when they are received by the Regional District.

3) Review of Application Packages

- a) Applications will be reviewed by the Community Services Department staff to ensure:
 - i. that all documentation has been received;
 - ii. that organizations are current registered non-profit societies;
 - iii. that organizations meet the eligibility requirements set forth in the Grants-in-Aid policy;
 - iv. that organizations have submitted all required annual reports with pictures.
- b) Each director will receive a complete set of applications for their area prior to the spring allocation meetings. It is the directors’ responsibility to advise staff of which applications are approved to attend the spring allocation meetings.
- c) A copy of all applications will be saved electronically on the Regional District server.

4) Incomplete or Late Applications

- a) In the event that an application is incomplete, staff will review the initial application and contact the applicant once to request any missing or incomplete information.
- b) If the outstanding missing information has not been received within 30 days after the application deadline, staff will note what is missing on the front page of the application that is provided to the Electoral Area Directors.

5) Allocation Meetings

- a) Allocation meetings will take place once each year.
- b) At least 15 days prior to the allocation meeting, a letter will be sent to all eligible applicant organizations notifying them of allocation meeting dates and times.
- c) At the allocation meeting all organizations will be provided a document detailing the funding requests of all applicants in their area.
- d) Staff will record meeting minutes, those in attendance and recommended grant allocations.
- e) Staff will liaise with the meeting hosts to ensure that facilities are available and that expectations are clear on what is required for the meetings such as:
 - i. light snacks and beverages;
 - ii. seating requirements; and
 - iii. time and date.

6) Approval of Grant Allocations

- a) Upon ratification of funding recommendations from the spring allocation meetings by the Rural Budgets Administration Committee, all applicant organizations will receive a letter within 30 days confirming their grant amounts and any outstanding funds.

7) Claim Reimbursement

- a) All claims for reimbursement will be provided directly to the Finance Department where they will be coded and provided to the Manager of Community Services for review.
- b) Upon review of the claim and submitted invoices, the Manager of Community Services will approve or deny the claim for payment.
- c) If claim is denied or only partial payment is provided, staff will provide a letter back to the organization explaining the reason for denying their claim or providing a partial payment.

8) Funding Amendments

- a) All funding amendments received will be forwarded to the Rural Budgets Administration Committee for decision.
- b) Staff will provide the Committee with information on the amount of funds remaining, the details of previous projects and any other pertinent information needed for decision making.
- c) Community Services staff will provide organizations that have applied for funding amendments with a letter within 30 days of decision of the Rural Budgets Administration Committee.

9) Unspent Funds

- a) On an annual basis organizations with unspent funds will be notified in writing of any funds remaining.
- b) If funds are remaining after two and a half years a letter will be sent to the subject organization notifying them of three year time limit to utilize their funds.
- c) If the Rural Budgets Administration Committee resolves to reallocate an organization's unspent funds, staff will notify the organization of this decision in writing.



Peace River Regional District

Schedule "A" Application

Date: _____

Society Number: _____

APPLICANT INFORMATION

1) Name of Organization: _____

2) Contact Person: _____

Position: _____

Mailing Address: _____

Fax: _____

Phone: _____

Email: _____

Website: _____

Please list our organization on the PRRD website as a "Local Community Group" ☐ Yes ☐ No *(please check one)*

3) Purpose of Your Organization: _____

4) If applicable, does your organization own any facilities or properties? ☐ Yes ☐ No *(please check one)*Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.

5) Executives of Your Organization: _____

President/Chair

Name: _____ Phone: _____ Email: _____

Vice President/Vice Chair

Name: _____ Phone: _____ Email: _____

Treasurer

Name: _____ Phone: _____ Email: _____

Secretary

Name: _____ Phone: _____ Email: _____

6) Please describe the programs and activities that your organization sponsored in the last year:

Qty Per Year	Activity/Program	Dates
--------------	------------------	-------



Schedule "A" Application

7) Please provide a 5 year action plan for your organization.

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

PROPOSED PROJECT INFORMATION

8) Describe the Year 1 project or general operations for which your organization is requesting funding.

9) How essential is the project to the community?

11) What is the area and population that will be served by your project?

12) What is the availability of the nearest similar project or facility?



Schedule "A" Application

- 13) How many people will use your facility/program in the next year?
- 14) What is the degree of support from the community at large?
- 15) Describe your anticipated voluntary support and donations of labour, materials and/or funds you hope to receive or have received for your project:
- 16) Approximately how many volunteer hours does your membership contribute each year?
- 17) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?

18) TOTAL funds requested from the Regional District:

19) What is the total cost of insurance(s) your organization pays each year?

INCLUDED THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

- a) Year-end financial statements including current bank balance.
- b) Detailed project and/or operations budget.
- c) 3 quotes for labour, equipment or material costs valued at over \$3,000
- d) Savings, term deposits and GIC account information.

Signature of Applicant

Phone

Organization Name: _____ Date: _____

Contact Person: _____ Phone Number: _____

[illegible]

Page 1 of 1



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "C" – Annual Report

Who Must Complete an Annual Report?

- All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an **Annual Report(s)** effective April 2009.

What Must be included in your Annual Report?

- Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.

When?

- All Annual Reports are due by the last calendar day in January each year regardless of whether your organization is submitting a new application for GIA.
- Funds for the upcoming year will not be reimbursed until Annual Reports are received.

Why?

- This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations.

Important Note:

- Organizations may be required to complete more than one Annual Report if:
 - (a) Your organization has utilized funds from the 2008 or 2007 years in the 2009 year, **AND**
 - (b) The activities that the funds were utilized were in accordance with the projects, events or operational costs that were applied for and approved in 2008 or 2007.
- If your organization applied and received approval to amend the project for which your organization originally received Grant-in-Aid funding please complete one Annual Report making note that funds were approved in previous years (i.e., 2008 or 2007).

We're Here to Help!

- Contact the Community Services Department at 250 784-3200 or prrd.dc@prrd.bc.ca
We will do our best to answer any questions you may have!



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "C" – Annual Report

Date of Report: _____

Name of Organization: _____

Mailing Address: _____

Project Summary

- 1) For what Grant-in-Aid funding year does this report refer to? (i.e., when were funds approved)

- 2) What activities did your organization complete or start in the last year for which you received Grants-in-Aid funding? (this may include capital projects, events or general operations)

- 3) Please describe the progress you made on your capital projects, events or general operations for which you applied for Grants-in-Aid funding.
 - a. What was accomplished or completed with assistance from Grants-in-Aid funding?

 - b. What projects or events were not accomplished that you had applied for funding for? OR what operational costs have not been incurred that you had applied for funding for? Please state why any projects or events were not completed or costs were not incurred.

 - c. What is your plan to complete your projects and/or events or utilize your operational cost funding?

 - d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?

Schedule "C" - Annual Report

Expense Summary

Please provide a summary of **costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2012 or 2011).**

Amount of Approved GIA Funding in year _____

Less **TOTAL** Operational Costs paid for by GIA _____

Less **TOTAL** Capital Costs paid for by GIA _____

Total GIA Funds Remaining for year _____

Please describe your plan for the funds remaining. (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year's GIA budget?)

Authorization

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct and that the Board of Directors has approved the submission of this report.

Board Member (Treasurer)

Name (print) _____

Position: _____

Business phone: _____

Residence phone: _____

Fax: _____

E-mail: _____

Signature: _____

Board Member

Name (print) _____

Position: _____

Business phone: _____

Residence phone: _____

Fax: _____

E-mail: _____

Signature: _____

THIS REPORT WAS PREPARED BY:

Name (print): _____

E-mail: _____

Business phone: _____

Residence phone: _____

Fax: _____

Signature: _____

Retain a copy of this report for your organization's records.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

Instructions for Submitting a Funding Amendment

Organizations may apply to the Rural Budgets Administration Committee for a funding amendment only in such circumstances that:

- a) they have completed their project with the funds allocated and they have outstanding funds remaining; or
- b) an emergency has arisen and failure to remediate the problem will result in an inability to operate.

The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments. Organizations will be limited to a maximum of one funding amendment per year. Funds cannot be amended to pay off debt incurred, therefore organizations must apply for an amendment before any work is completed to which they may want to apply the funds.

EXAMPLE:

PROJECT TO PROVIDE FUNDS	
Year Funds Granted: 2010	Have you completed this project? <i>Yes</i>
Current Project Description: <i>(project for which funds were originally applied for)</i> In 2010 we applied for funding for hall maintenance and to update our heating and water system. We have completed this project and have \$2,000 remaining.	
Amount Granted: \$15,000	Amount to Reallocate: \$2,000
PROJECT TO RECEIVE REALLOCATED FUNDS	
TOTAL Cost of New Project: \$2,500	
Proposed New Project/Operational Expense: <i>(reason for request and proposed changes to original project, cost of new project)</i> In 2009 we applied for funding to paint our hall, replace the flooring and purchase new tables and chairs. With the funds received in 2009 we were able to replace the flooring and purchase tables and chairs, however, we did not have enough funds to do the painting. We would like to use the remaining funds from 2010 to paint the hall. The quote that we received from Home Hardware was for \$2,500 for all paint and supplies. The remaining \$500 will come from our general revenue.	

Questions? Contact the Community Services Department at 250 784-3200

Please send your completed form and any additional information to:

Peace River Regional District
 Box 810, 1981 Alaska Avenue,
 Dawson Creek, BC V1G 4H8
 fax 250 784-3201
 email prrd.dc@prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT

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

APPLICANT INFORMATION		
Name of Organization:		Date:
Contact:		Phone:
Mailing Address:		
Email:		Fax:
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:		Have you completed this project?
Current Project Description: <i>(project for which funds were originally applied for)</i>		
Amount Granted:		Amount to Reallocate:
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project:		
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i>		
FOR OFFICE USE ONLY		
Funds Remaining: <i>(showing last 3 years)</i>	Current Project Name:	Amount Available =
	____ Project Name:	Amount Available =
	____ Project Name:	Amount Available =
Total Unused Funds =		
Notes:		



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "E" – Youth Travel

1) Eligibility

- a) Youth travel grants may be provided to youth sports organizations or individual players who have won the right to compete at a provincial, national or international competition.

2) Application

- a) Organizations and/or players wishing to apply for youth travel grants must apply in writing to the Rural Budgets Administration Committee and must provide:
 - i. a description of the event;
 - ii. the number of players and coaches that will attend;
 - iii. the 9-1-1 addresses of the players and coaches that will attend;
 - iv. how the funds are to be spent;
 - v. the names of players that will be competing that reside in the electoral areas.

3) Funding Requirements

- a) Funding contributions may be provided for tournament/event fees, fuel, air/ferry travel and/or accommodations only.
- b) The Rural Budgets Administration Committee will make funds payable to the organization only.

4) Reporting

- a) Successful applicants must:
 - i. report back on the results of their competition;
 - ii. provide a photo for use by the Regional District; and
 - iii. describe how the funds were spent within 30 days of competition.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "F" – North Peace Gradfest Society

Schedule F – North Peace Gradfest Society

Rural Recreational & Cultural Grants-in-Aid

In accordance with Section 6(b) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Electoral Area B and C Directors' recommendation, grant allocations from Area B and C may be budgeted and provided for the North Peace Regional Gradfest Society for the purpose of hosting safe graduation related events.

1) Release of Funds

- a) After May 31st of each year the Society may make a request in writing to the Manager of Community Services that any grant funds allocated through the Recreational and Cultural Grants-in-Aid program be released to them for the purpose of hosting North Peace high school graduation events.
- b) The Society must provide the Regional District with their current contact information and mailing address prior to any release of funds.

2) Recognition & Reporting

- a) The Society must recognize the Regional District for their contribution through display of the Regional District's logo and a note of thanks in any promotional materials.
- b) Within 30 days of the event(s), the Society must:
 - a. provide a report of the event;
 - b. provide a photo for use by the Regional District; and
 - c. describe how the funds were spent.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "G" – 4-H North Peace Senior Council

In accordance with Section 6(c) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Electoral Area B Director's recommendation grant allocations from Area B may be budgeted and provided for the North Peace 4-H Senior Council for the purpose of conducting 4-H activities.

1) Release of Funds

- a) After May 31st of each year the organization may make a request in writing to the Manager of Community Services that any grant funds allocated through the Recreational and Cultural Grants-in-Aid program be released to them for the purpose of North Peace 4-H activities.
- b) The organization must provide the Regional District with their current contact information and mailing address prior to any release of funds.

2) Reporting

- a) The organization must provide within 90 days of receiving the grant a letter describing the how the funds were spent.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "H" – Electoral Area B Bursary

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area B bursary are as follows.

1) Bursary Amount

- a) There is one bursary of \$1,000 annually. The bursary will be awarded to a graduating student residing in Electoral Area 'B' of the Peace River Regional District.

2) Bursary Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full. Applications should be accompanied with a cover letter explaining the applicant's qualifications and ambitions.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area 'B' a minimum of 12 consecutive months prior to bursary application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 60 Peace River North.

4) Registration

- a) Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the bursary.

5) Adjudication Process

- a) Bursary applications will be adjudicated by a selection committee appointed by School District No. 60.
- b) Bursary applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

6) Notification of Award Recipients

- a) Prior to July 1st of each year, North Peace Secondary School must advise the Peace River Regional District of award recipient and must provide their name, address and telephone number.

7) Bursary Award

- a) The Bursary will be awarded at either the annual North Peace Secondary or Prespatou Secondary School Graduation Ceremonies.
- b) Bursary winners will submit a copy of their post-secondary registration to the:

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

- c) Once registration and eligible expenses (tuition, text books and course materials) are confirmed by the Regional District, a cheque will be mailed to the student. Expenses will only be awarded to a maximum of the amount awarded.
- d) Bursary winners may defer or carry over their awards for up to one year only with the prior written approval of the Manager of Community Services.

Please mail completed applications to:
Bursaries - North Peace Secondary School
9304 86th Street, Fort St John, BC V1J 6L9



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "H" – Electoral Area B Bursary

Electoral Area B Post-Secondary Bursary Application

Name: _____ Phone: _____

Street Address: _____

Mailing Address: _____

What career do you intend to pursue? _____

Why? _____

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies? _____

How will this bursary assist you? _____

Please describe your community involvement: _____

Signature: _____ Date: _____

* This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades. Applicants may attach additional information for review by the selection committee.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "I" – Electoral Area C Scholarship

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area C Scholarship are as follows:

1) Scholarship Amount

- a) There is one scholarship of \$1,000 annually. The scholarship will be awarded to a graduating student residing in Electoral Area 'C' of the Peace River Regional District.

2) Scholarship Application

- a) All applicants must complete the Peace River Regional District Scholarship Application in full. Applications should be accompanied with a cover letter explaining the applicant's qualifications and ambitions.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area 'C' a minimum of 12 consecutive months prior to bursary application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 60 Peace River North.

4) Registration

- a) Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the bursary.

5) Adjudication Process

- a) Scholarship applications will be adjudicated by a selection committee appointed by School District No. 60.
- b) Scholarship applications will be adjudicated on the basis of residency, academic standing, community involvement and acceptance at a post-secondary institution.

6) Notification of Award Recipients

- a) Prior to July 1st of each year, North Peace Secondary School must advise the Peace River Regional District of award recipient and must provide their name, address and telephone number.

7) Bursary Award

- a) The Bursary will be awarded at the annual North Peace Secondary School graduation ceremonies.
- b) Bursary winners will submit a copy of their post-secondary registration to the:

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

- c) Once registration and eligible expenses (tuition, text books and course materials) are confirmed by the Regional District, a cheque will be mailed to the student. Expenses will only be awarded to a maximum of the amount awarded.
- d) Scholarship winners may defer or carry over their awards for up to one year only with the prior written approval of the Manager of Community Services.

Please mail completed applications to:
Bursaries/Scholarships - North Peace Secondary School
9304 86th Street, Fort St John, BC V1J 6L9



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "I" – Electoral Area C Scholarship

Electoral Area 'C' Post-Secondary Scholarship Application

Name: _____ Phone: _____

Street Address: _____

Mailing Address: _____

What career do you intend to pursue? _____

Why? _____

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies? _____

How will this bursary assist you? _____

Please describe your community involvement: _____

Signature: _____ Date: _____

* This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades. Applicants may attach additional information for review by the selection committee.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "J" – South Peace Sub-Regional Bursary & Scholarship

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Sub-Regional Bursary and Scholarship are as follows:

- 1) **Award Amounts**
 - a) There are two scholastic awards, one a \$1,500 Trades Bursary and one a \$1,500 Academic Scholarship, presented annually.
 - b) The awards will be presented to two students residing in a defined portion of Electoral Areas 'D' and 'E'.
- 2) **Bursary Application**
 - a) All applicants must complete the Peace River Regional District Bursary Application in full. Applications should be accompanied with a cover letter explaining the applicant's qualifications and ambitions.
- 3) **Residency Requirement**
 - a) Applicants must have resided in Electoral Area 'D' or 'E' a minimum of 12 consecutive months prior to bursary application to be eligible.
 - b) Applicants must be currently enrolled as a grade 12 student at Dawson Creek Secondary School.
- 4) **Registration**
 - a) Applicants must show proof of acceptance or application to a post-secondary educational institute to be eligible to apply for the bursary.
- 5) **Adjudication Process**
 - a) Bursary applications will be adjudicated by a selection committee appointed by School District No. 59.
 - b) Bursary applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.
- 6) **Notification of Award Recipients**
 - a) Prior to July 1st of each year, Dawson Creek Secondary School must advise the Peace River Regional District of award recipients and must provide their names, addresses and telephone numbers.
- 7) **Bursary/Scholarship Award**
 - a) The bursary/scholarship will be awarded at the annual Dawson Creek Secondary School graduation ceremonies.
 - b) Bursary/scholarship winners will submit a copy of their post-secondary registration showing proof of payment to the:

**Peace River Regional District, PO Box 810, 1981 Alaska Avenue,
Dawson Creek, BC V1G 4H8**
 - c) Once registration and eligible expenses (tuition, text books and course materials) are confirmed by the Regional District, a cheque will be mailed to the student. Expenses will only be awarded to a maximum of the amount awarded.
 - d) Bursary/scholarship winners may defer or carry over their awards for up to one year only with the prior written approval of the Manager of Community Services.

Please mail completed applications to:
Bursaries/Scholarship – Dawson Creek Secondary School, South Peace Campus
10808-15th Street, Dawson Creek, BC V1G 3Z3



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "J" – South Peace Sub-Regional Bursary & Scholarship

South Peace Sub-Regional Post-Secondary Bursary/Scholarship Application

Name: _____ Phone: _____

Street Address: _____

Mailing Address: _____

What career do you intend to pursue? _____

Why? _____

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies? _____

How will this bursary assist you? _____

Please describe your community involvement: _____

Signature: _____ Date: _____

* This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades. Applicants may attach additional information for review by the selection committee.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "K" – Rural Recreation Volunteer Banquet

In accordance with section 6(e) of the Rural Recreation and Cultural Grants-in-Aid policy, at the Directors' discretion, grant allocations for each electoral or funding area may be budgeted and provided for the rural recreation volunteer banquet. The guidelines for the banquet are as follows:

1) Purpose

- a) The purpose of the Rural Recreation Volunteer Banquet is to celebrate rural volunteers who support and/or provide recreational, cultural or social activities and services throughout Electoral Areas B, C, D and E of the Peace River Regional District.

2) Frequency & Location

- a) At the Electoral Area Directors' pleasure, the Rural Recreation Volunteer Banquet shall be held once per year and will rotate between the South and North Peace each year.

3) Budget

- a) An annual budget will be provided from Electoral Areas B, C, and E and the South-Peace Sub-Regional funding areas as per adoption of the Financial Plan.

4) Invitations

- a) Invitations to rural recreational and cultural organizations will be sent out at least 45 days prior to the event.
- b) Organizations will be permitted to send all active members of their organization.

5) Awards & Nomination Process

- a) Organizations will have the opportunity to nominate rural residents, facilities and organizations for achievement awards.
- b) Nominations for awards must be received at least 21 days prior to the date of the banquet.
- c) The Electoral Area Directors will adjudicate applications and determine award recipients.
- d) Nominations must address the nomination criteria as per Section 6 (a), (b) or (c) and must provide a detailed description of the nominee's background, experience and achievements and any further information to support the application like newspaper articles, etc.
- e) Nominations must include at least two letters of support.

6) Nomination Criteria:

a) Individual Volunteer Achievement Award:

- i. Presented for outstanding contributions to rural recreation and/or culture within the Peace River Regional District;
- ii. Nominees must have a significant history of volunteering for rural programs or organizations.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

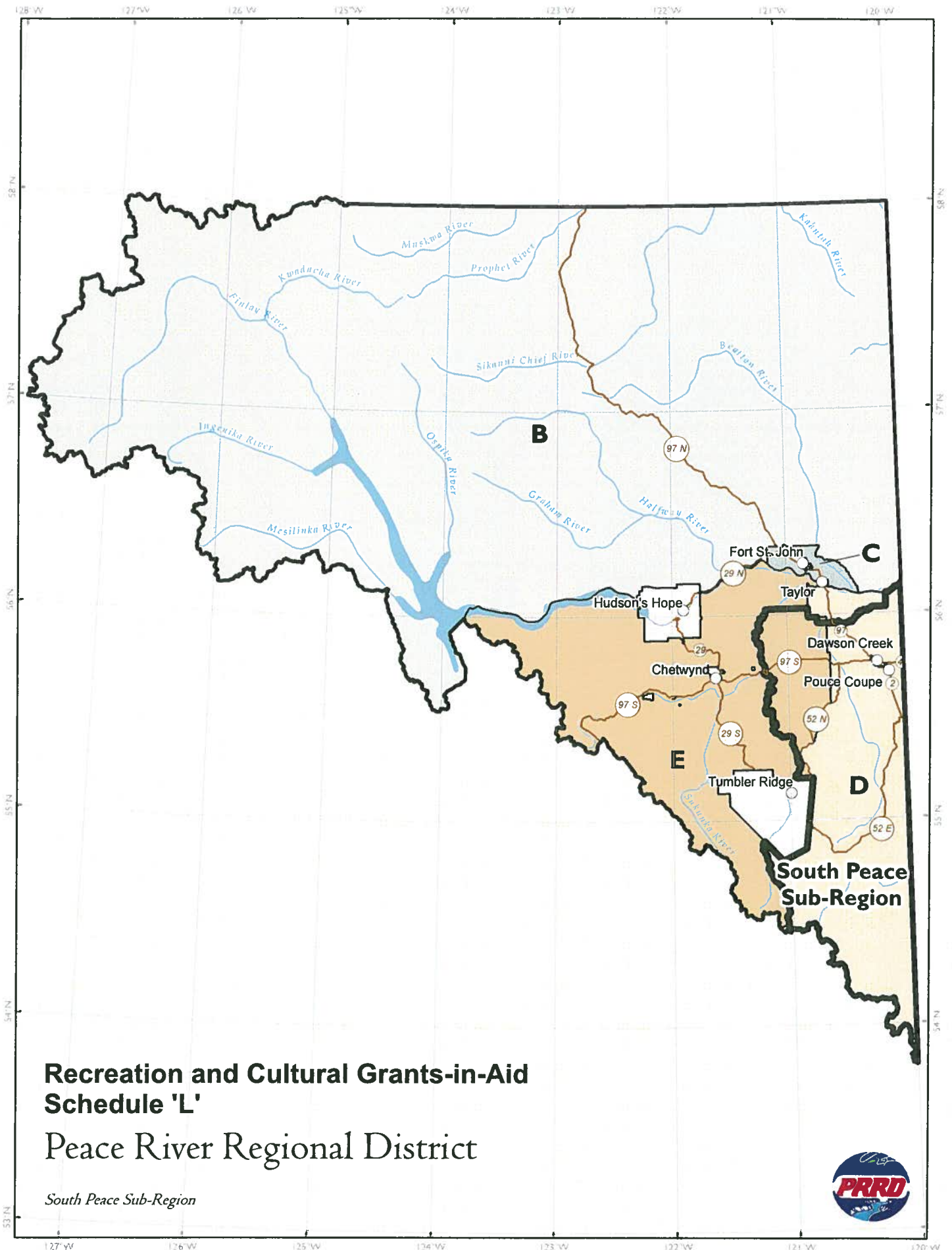
Schedule "K" – Rural Recreation Volunteer Banquet

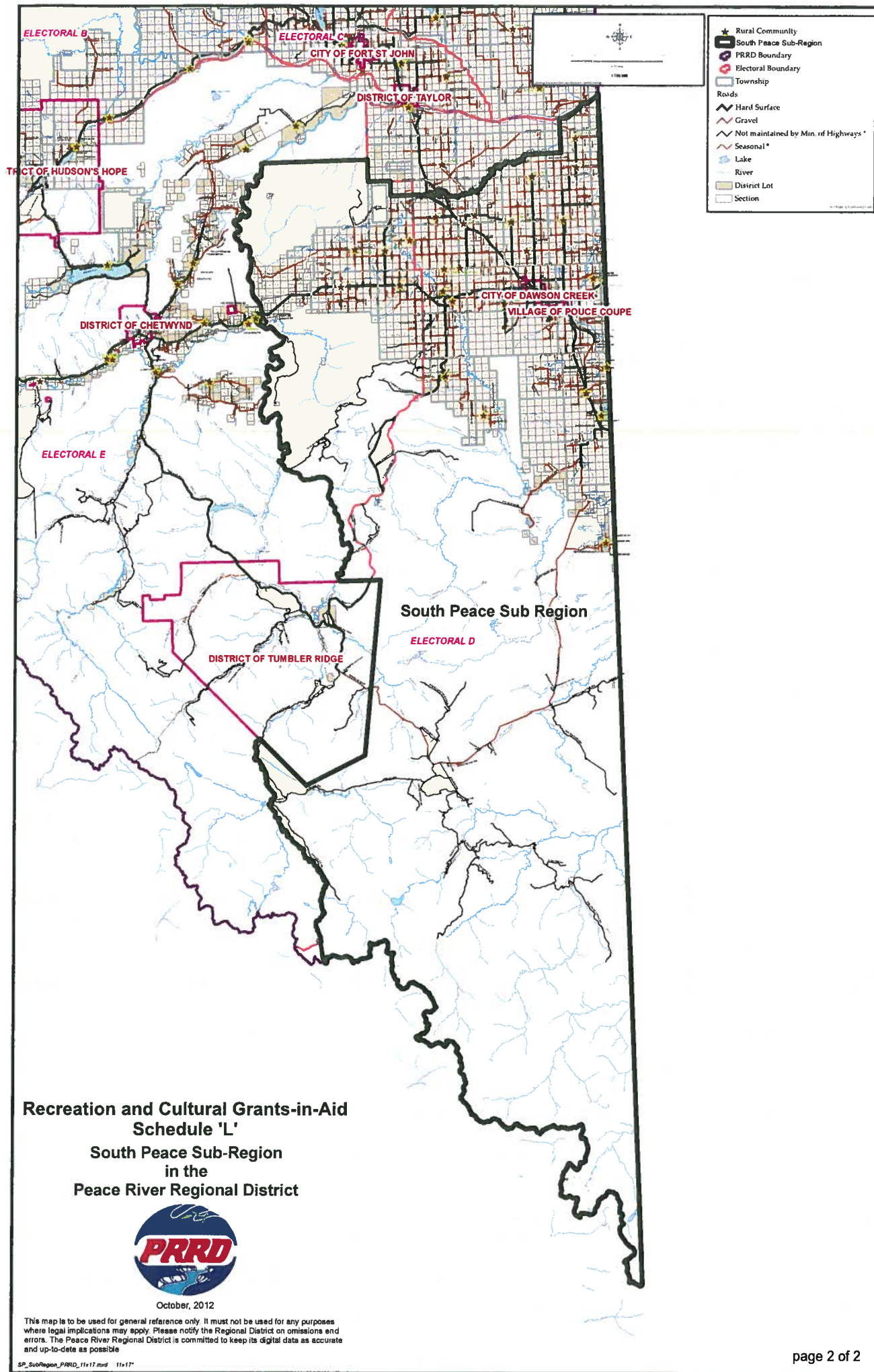
b) Rural Facility Excellence Award:

- i. Presented for excellence in facility concept, design, development, maintenance or operation. The facility shall have demonstrated outstanding and/or innovative aspects which have made or could make significant impact in the recreation or cultural field.
- ii. The facility must be accessible to all patron groups, unique to the northern lifestyle, multi-purpose and located in the rural area.

c) Rural Organization Award:

- i. Presented for outstanding achievement to rural recreation and/or culture. The achievement shall involve a significant contribution to the enhancement of some aspects of local recreation, culture or to a specific interest area.
- ii. The organization must demonstrate a significant contribution to a broad range of recreation or cultural services in a community or region.
- iii. The organization must demonstrate uniqueness and innovation in planning, problem solving and recruitment of members.







Peace River Regional District REPORT

To: Rural Budgets Administration Committee

From: Kim Frech, Chief Financial Officer

Date: March 7, 2014

Subject: Financial Report – February 2014

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

The report includes:

1. Grants-in-Aid (*4 pages*) - 2005 to 2012 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:

CAO:

March 20, 2014

 Peace River Regional District Grants-In-Aid Summary of Payables - 2014		February 28, 2014						
Current Year Allocation		2005-2009	2010 Budget	2011 Budget	2012 Budget	2013 Budget	2014 Budget	GIA Remaining
AREA B			103,000.00	107,000.00	103,000.00	103,000.00	103,000.00	
	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	3,159.65	-	-	-	-	-	3,159.65
	Cecil Lake Rec. Commission	-	-	-	-	-	-	-
	Fort St. John Gradfest	-	-	-	-	-	-	-
	Golata Creek Recreation Society	-	14.74	-	-	-	-	14.74
	Goodlow Community Club	-	-	5,929.60	-	7,834.24	-	13,763.84
	Halfway Graham Community Club	1,411.19	-	-	-	-	-	1,411.19
	King's Valley Christian Camp	-	-	-	-	9,766.88	-	9,766.88
	Montney Rec. Commission	-	-	862.14	-	8,300.00	-	9,162.14
	North Peace 4-H Senior Council	-	-	-	-	5,574.50	-	5,574.50
	North Peace Fall Fair Society	-	-	-	17,600.00	-	-	17,600.00
	North Peace Historical Society	-	-	-	3,507.30	14,625.50	-	18,132.80
	North Peace Light Horse Assn.	65.49	2,738.82	-	2,900.00	-	-	5,704.31
	Osborn Community Club	-	-	1,610.14	2,643.56	3,725.00	-	7,978.70
	Rose Prairie Curling Society	-	-	511.58	636.25	4,500.00	-	5,647.83
	Area B Rural Bursary	-	-	-	-	-	-	-
	Youth Travel	-	-	-	-	-	-	-
-	Total Area B	4,636.33	5,799.60	20,913.46	42,287.11	73,326.12	-	146,962.62
		2005-2009	2010	2011	2012	2013	2014	
AREA C			Budget 100,000.00	Budget 100,000.00	Budget 100,000.00	Budget 87,974.72	Budget 100,000.00	
	Big Bam Ski Hill	-	-	-	16,000.00	31,000.00	-	47,000.00
	Charlie Lake Community Club	-	935.94	2,910.55	-	-	-	3,846.49
	Fort St. John Gradfest	-	-	-	-	-	-	-
	Lake Point Golf Club	-	-	-	-	16,688.30	-	16,688.30
	North Peace 4H Senior Council	-	-	-	-	6,574.50	-	6,574.50
	North Peace Fall Fair Society	-	-	-	10,000.00	-	-	10,000.00
	North Peace Historical Society	-	0.00	-	-	15,000.00	-	15,000.00
	North Peace Light Horse Assn.	1,420.19	4,586.27	10,000.00	2,900.00	-	-	18,906.46
	Whiskey Jack Nordic Ski Club	-	-	-	-	-	-	-
	*Area C Scholarship	-	-	-	-	-	-	-
	Youth Travel	-	-	-	-	-	-	-
-	Total Area C	1,420.19	5,522.21	12,910.55	28,900.00	69,262.80	-	118,015.75
		2005-2009	2010	2011	2012	2013	2014	
AREA E			Budget 102,000.00	Budget 102,000.00	Budget 92,390.00	Budget 111,610.00	Budget 102,000.00	
	Camp Emile	-	(0.00)	5,895.78	-	306.19	-	6,201.97
	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-	-
	Chetwynd Electric Eels Swim Assn.	-	-	-	-	2,870.42	-	2,870.42
	Chetwynd Gymkhana	-	-	-	-	5,964.10	-	5,964.10
	Chetwynd Rod & Gun Club	-	-	-	-	9,109.26	-	9,109.26
	Foothills Team Roping Club	-	-	-	-	8,570.00	-	8,570.00
	Jackfish Community Association	-	-	8.11	-	19,000.00	-	19,008.11
	Little Giants Figure Skating Club	-	-	-	-	-	-	-
	Little Prairie Heritage Society	-	-	(0.00)	4,314.29	4,295.38	-	8,609.67
	Moberly Lake Community Assn.	-	-	-	5,435.31	-	-	5,435.31
	Pine Valley Exhibition Park Soc.	-	-	(0.00)	-	4,750.00	-	4,750.00
	Pine Valley Motor Sports	-	-	-	-	-	-	-
	Pine Valley Seniors Assn.	-	-	-	-	73.00	-	73.00
	Sagitawa Christian Camping Society	-	-	-	-	-	-	-
	Youth Travel	-	-	-	-	-	(500.00)	(500.00)
-	Total Area E	-	(0.00)	5,903.89	9,749.60	54,938.35	(500.00)	70,091.84

March 20, 2014

		2005-2009	2010	2011	2012	2013	2014	
			Budget 130,000.00	Budget 130,000.00	Budget 130,000.00	Budget 150,000.00	Budget 150,000.00	
SUB-REGIONAL								
	Ark - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-
	Bessborough Community Club	-	-	74.96	-	-	-	74.96
	Cutbank Community Club	-	-	-	-	0.00	-	0.00
	Dawson Creek Sportsman's Club	-	-	-	-	-	-	-
	Doe River Recreation Commission	-	-	-	-	-	-	-
	Farmington Community Association	-	-	-	-	-	-	-
	Groundbirch Rec. Commission	-	-	-	-	-	-	-
	Hats n' Chaps Gymkhana	-	-	-	3,958.99	2,000.00	-	5,958.99
	Kilkerran Recreation Commission	-	-	-	-	3,000.00	-	3,000.00
	Kiskatinaw Fall Fair	-	-	2,737.28	-	2,484.01	-	5,221.29
	McLeod Rec. & Social Services Society	-	-	-	-	-	-	-
	Rolla Ratepayers	-	-	-	-	-	-	-
	Sunset Prairie Recreation Commission	-	-	5,133.44	5,770.59	513.89	-	11,417.92
	Swan Lake Enhancement Society	-	-	-	-	-	-	-
	Tomslake Community Cultural Assn.	-	-	-	-	-	-	-
	Tomslake & District Rec Commission	-	-	-	-	860.89	-	860.89
	Tupper Community Club	-	-	-	-	-	-	-
	Post Secondary Bursary	-	-	-	-	-	-	-
	Youth Travel	-	-	-	-	-	-	-
-	Total Sub-Regional	0.00	0.00	7,945.68	9,729.58	8,858.79	-	26,534.05
-	COMBINED GRAND TOTALS	6,056.52	11,321.81	47,673.58	90,666.29	206,386.06	(500.00)	361,604.26
Prior Years Payable total =		362,104.26						
2014 Payable total =		(500.00)						
Total GIA Payable =		361,604.26						

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	
	TOTAL granted for year		500	1,500	0	1,500	0
	TOTAL used		500	0	0	500	0
	BALANCE Remaining		0	0	0	0	0
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	0
	TOTAL used		500	300	500	500	0
	BALANCE Remaining		0	0	0	0	0
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
	TOTAL granted for year		2,000	2,000	2,000	2,000	0
	TOTAL used for year		1,200	900	2,000	1,400	500
	BALANCE Remaining		0	0	0	0	-500
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	0
	TOTAL used for year		0	0	1,000	1,000	0
	BALANCE Remaining		0	0	0	0	0

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2014		1,000		
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		1,000		
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	

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2014		1,500		
2014		1,500		
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 February 2014			K. Goodings	A. Hadland	W. Hiebert	J. Schembri	Total
			Area B	Area C	Area D	Area E	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			2,787.11	8,154.25	3,822.90	3,451.91	18,216.17
Subscription F/S \$						-	
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	20,000.00						20,000.00
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
Livestock Protection Program	50,000.00						50,000.00
NP Cultural Centre (pymt to 2017)	28,125.00						28,125.00
NP Fall Fair; Display Buildings	47,600.00						47,600.00
Rural Gasification	180,000.00	27,367.25					152,632.75
Rural Improvements Grant	1,052,028.43						1,052,028.43
	1,621,053.43	27,367.25	-	-	-	-	1,593,686.18
Area C							
Additions Centre	100,000.00						100,000.00
CL Swr Lift Station Upgrades	80,000.00	9,885.83					70,114.17
CL Swr Upgrade Project (Collections Sys)	3,200,000.00	74,578.33		1,000.00			3,124,421.67
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
Livestock Protection Program	50,000.00						50,000.00
**NP Cultural Centre (pymt to 2017)	14,062.00						14,062.00
Regional Parks Improvements	100,000.00						100,000.00
Rural Improvements Grant	586,927.93						586,927.93
Water & Sewer	500,000.00						500,000.00
	4,758,549.90	95,664.16	-	1,000.00	-	-	4,661,885.74
Area D							
Bear Mnt Nordic Ski Assn; Ski Trails	10,000.00						10,000.00
Electrical Extension Grants	1,358.67						1,358.67
Hats 'n Chaps Gymkhana; Arena Rebuild	15,800.00						15,800.00
Livestock Protection Program	50,000.00						50,000.00
Mile Zero Roping Club; Tractor/Skid Steer	20,000.00						20,000.00
Northern Lights Recovery Centre	100,000.00						100,000.00
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					10,791.00
Rolla Sewer - Upgrades	20,000.00	17,429.53					2,570.47
Rural Gasification	1,000,000.00	43,798.50					956,201.50
Rural Improvements Grant	758,390.04						758,390.04
Rural Water Dev-Tmlk,Frmgt Const	125,032.17						125,032.17
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
	2,282,080.88	95,965.41	-	-	660.00	-	2,185,455.47
Area E							
Bear Mnt Nordic Ski Assn; Ski Trails	4,000.00						4,000.00
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
Hasler Tower Project	107,000.00	98,836.73					8,163.27
Hats 'n Chaps Gymkhana; Arena Rebuild	3,950.00						3,950.00
Little Prairie Heritage Soc; Engineering	25,000.00	3,150.00					21,850.00
Little Prairie Heritage Soc; Museum Repair	103,808.00					15,552.16	88,255.84
Little Prairie Heritage Soc; Tables, Tents	8,300.00						8,300.00
Livestock Protection Program	50,000.00						50,000.00
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
Pine Valley Exhibition Prk; Pen Expansion	56,530.00						56,530.00
Rural Gasification	700,000.00						700,000.00
Rural Improvements Grant	598,042.86						598,042.86
Senior Assisted Living	30,000.00						30,000.00
Sunset Pr Rec Comm; Fair Kitchen	58,000.00						58,000.00
	3,395,734.68	1,414,571.73	-	-	-	17,869.75	1,963,293.20
Actual Balance Feb 28, 2014			1,593,686.18	4,661,885.74	2,185,455.47	1,963,293.20	10,404,320.59
Total Remaining Commitment			1,593,686.18	4,661,885.74	2,185,455.47	1,963,293.20	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							

March 20, 2014

Peace River Regional District
BCR Grants in lieu
February 1, 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					-
April					-
May					-
June					-
July					-
August					-
September					-
October					-
November					-
December					-
2014 Interest	43.38	51.27	-	2.80	97.45
Expenditures					
Clearview Minor Hockey; Gold Sponsor	1,500.00				1,500.00
Total Expenditures	1,500.00	-	-	-	1,500.00
February 1, 2014	24,037.90	29,313.12	-	1,598.76	54,949.78
Commitments					
NP Fall Fair Soc; Fair Ground Well Testing Sy	8,000.00				8,000.00
BC WI; Site C; Prime Land Assesment	573.39	573.39			1,146.78
Balance available	15,464.51	28,739.73	-	1,598.76	45,803.00

Appropriated Surplus Balances as of February 28, 2014

RESERVES

BC Rail	\$ 54,949.78
Buick Creek Arena Capital Reserve	\$ 76,246.06
Buick Creek Arena Operating Res	\$ 55,677.07
Building Reserve	\$ 573,805.14
Charlie Lake Fire Capital Reserve	\$ 360,857.91
Charlie Lake Sewer Capital Reserve	\$ 103,826.43
Charlie Lake Sewer Operating Reserve	\$ 16,961.02
Chetwynd Arena Capital Reserve	\$ 948,593.30
Chetwynd Leis Cntr Capital Reserve	\$ 1,343,293.33
Chilton Sewer Capital Reserve	\$ 21,781.57
Chilton Sewer Operating Reserve	\$ 18,498.68
Chilton Sewer Debenture Reserve	\$ 0.00
Clearview Arena Operating Reserve	\$ 52,220.54
CLFD Fundraising	\$ -
CLFD Operating Reserve	\$ 5,029.45
Comm Parks Water Capital Reserve	\$ 7,624.60
Comm Parks Water Operating Res	\$ 12,812.20
Community Works (Gas Tax)	\$ 4,367,668.03
DC/PC Fire Capital Reserve	\$ 378,754.94
Election Reserve	\$ 33,345.10
Emergency Plan Reserve	\$ 229,513.85
Fair Share	\$ 10,404,320.59
Feasibility Reserve	\$ 186,450.11
Friesen Sewer Capital Reserve	\$ 2,038.29
Friesen Sewer Operating Reserve	\$ 15,691.21
FSJ Airport Sewer Capital Reserve	\$ 29,559.33
FSJ Airport Sewer Operating Reserve	\$ 39,308.78
FSJ Airport Water Capital Reserve	\$ 6,099.66
FSJ Airport Water Operating Reserve	\$ 18,545.09

Green "Carbon" Project Reserve	\$ 5,107.13
Harp/Imp Sewer Capital Reserve	\$ 4,051.49
Harp/Imp Sewer Operating Reserve	\$ 4,051.49
Information System Plan Reserve	\$ 265,889.90
Insurance Reserve	\$ 469,190.10
Kelly Lake Comm Ctr. Operating Reserve	\$ 10,114.73
Kelly Lake Comm Ctr. Capital Reserve	\$ 8,091.77
Kelly Lake Sewer Capital Reserve	\$ 11,141.63
Kelly Lake Sewer Operating Reserve	\$ 23,796.53
Landfill Closure Reserve	\$ 202,294.14
Moberly Lake Fire Capital Reserve	\$ 7,624.60
North Pine TV Reserve	\$ 45,575.76
NP Economic Development Commission	\$ 73,693.87
NP Leisure Pool Building Repl Res	\$ 573,860.68
NP Leisure Pool Capital Reserve	\$ 433,569.02
Regional Parks Capital Reserve	\$ 20,229.46
Regional Parks Operating Reserve	\$ 20,229.46
Rolla Creek Dyking Operating Reserve	\$ 3,054.62
Rolla Sewer Capital Reserve	\$ 5,596.11
Rolla Sewer Operating Reserve	\$ 10,831.90
Rural (Loan Fund)	\$ 3,454,913.14
Rural Fringe	\$ 1,989,067.21
Solid Waste Capital Reserve	\$ 2,406,512.30
Solid Waste Operating Reserve	\$ 759,244.00
Sub-Reg Recreation Insurance Reserve	\$ 110,796.29
Tomslake Fire Reserve	\$ 76,990.77
Vehicle (Admin) Reserve	\$ 40,557.36
Vehicle (BI) Reserve	\$ 41,232.94
Vehicle (SW) Reserve	\$ 70,957.25
TOTAL	\$ 30,511,737.71

Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Loan Balance
Chetwynd Communications Soc (2018)	275,000.00	275,000.00	137,500.00
FSJ New Fire Hall (2020)	750,000.00	750,000.00	650,000.00
Friesen Sewer (2015)	33,548.00	33,548.00	7,452.00
North Pine Farmers Insitute (2015)	100,000.00	100,000.00	41,504.22
Whiskey Jack Nordic Ski Club (2013)	20,000.00	20,000.00	-
Total	1,178,548.00	1,178,548.00	836,456.22

"Grants" from Loan Fund Interest	Committed	Remaining
Rural Sewage System Study (AECOM)	38,556.50	3,308.27
Rural Sewage System Pilot Project	-	-
Total	\$38,556.50	\$3,308.27

Gas Tax	Committed	Remaining
Buick Creek Arena	25,000.00	11,436.83
Charlie Lk Sewer Lagoon Upgrades	2,000,000.00	1,841,307.57
Charlie Lk Sewer Monitoring	100,000.00	5,412.73
Doe River Rec Comm; Septic Tank Upgrades	2,600.00	2,600.00
Energy & Emissions Climate Action Plan	128,137.00	35,124.60
Electric Vehicle Charging Stations; Frmgton & CL	4,000.00	2,000.00
FSJ Airprt Sub H2O Meters & Infrastructure	30,000.00	30,000.00
Kelly Lake Community Centre - Upgrades	50,000.00	1,392.40
Kiskatinaw Watershed Research Project	240,000.00	40,000.00
Little Prairie Heritage Soc.; Museum Lighting	6,160.00	6,160.00
Rolla Sewer Lift Station Pumps & Electric	30,000.00	4,059.60
Rural Sewage System Study (AECOM)	38,556.50	3,308.27
Rural Sewage System Pilot Project	-	-
Tomslake & District Fire Department; Gas Furnace	20,000.00	20,000.00
Total	\$2,674,453.50	\$2,002,802.00