

PEACE RIVER REGIONAL DISTRICT
REGIONAL PARKS COMMITTEE MEETING

A G E N D A

for the meeting to be held on **Thursday, February, 12, 2015** in the
Regional District Office Boardroom 1981 Alaska Avenue,
Dawson Creek, BC, immediately following the Regional Board Meeting.

1. **Call to Order:**
2. **Adoption of Agenda:**
3. **Election of Chair and Vice Chair:**
4. **Adoption of Minutes:**
 - M-1 Regional Parks Committee Meeting Minutes of September 9, 2014
5. **Business Arising from the Minutes:**
6. **Reports:**
 - R-1 February 5, 2015 - Trish Morgan, Manager of Community Services, 2015 Regional Parks Budget
 - R-2 February 6, 2015 - Jill Rickert, Community Services Coordinator, 2015 Recreational Trails Grants-in-aid Applications Report
7. **New Business:**
8. **Items for Information:**
 - I-1 November 19, 2014 - BC Hydro Blackfoot Boat Launch Report
 - I-2 Recreational Trails Grant-in-Aid Policy
 - I-3 February 5, 2015 Summary of Payables Trails GIA
8. **Adjournment:**



PEACE RIVER REGIONAL DISTRICT
REGIONAL PARKS COMMITTEE
MEETING MINUTES

DATE: September 9, 2014
PLACE: Regional District Office Boardroom, Dawson Creek, BC
PRESENT: **Directors**
Director Fred Jarvis, Meeting Chair (1:50 p.m.)
Director Jerrilyn Schembri
Alternate Director Gerta Kut

Staff

Trish Morgan, Manager of Community Services
Jill Rickert, Community Services Coordinator
Barb Coburn, Recording Secretary

Call to Order: As Chair Jarvis was held up due to a motor vehicle accident Trish Morgan, Manager of Community Services called the meeting to order at 1:35 p.m.

Selection of Chair MOVED by Alternate Director Kut, SECONDED by Director Schembri,
That Jerrilyn Schembri Chair the meeting.

CARRIED.

ADOPTION OF THE AGENDA:

Adoption of the Agenda MOVED by Director Schembri, SECONDED by Alternate Director Kut,
that the Regional Parks Committee agenda for the September 9, 2014 meeting including additional
items for the agenda (R-3), be adopted.

Call to Order

Director's Notice of New Business

Adoption of the Agenda

Minutes

M-1 Regional Parks Committee Minutes of June 25, 2014

Reports

R-1 September 5, 2014 Trish Morgan, Manager of Community Services Report Regarding Recommendations
for the Blackfoot Park Boat Launch

R-2 September 5, 2014 Jill Rickert, Community Services Coordinator Report Regarding 2014 Recreational
Trails Grants-in-aid Applications

R-3 September 9, 2014 report from Trish Morgan, Manager of Community Services regarding Renewal of
Sundance Lake Recreation Site Agreement.

New Business

Diary

Adjournment

CARRIED.

MINUTES:

M-1 MOVED by Alternate Director Kut, SECONDED by Director Schembri,
June 25, 2014 that the Regional Parks Committee Meeting Minutes of June 25, 2014 be adopted.

CARRIED.

REPORTS:

R-1
Blackfoot Park Boat Launch

MOVED by Alternate Director Kut, SECONDED by Director Schembri,
That the Regional Parks Committee recommend to the Regional Board that information from the August 25, 2014 public meeting at Blackfoot Park be sent to BC Hydro, identifying an alternative location on BC Hydro property at Clayhurst, for the construction of a public boat launch and that a meeting be scheduled between the Regional Parks Committee and BC Hydro to discuss the option.

CARRIED.

MOVED by Director Alternate Kut, SECONDED by Director Schembri,
That the Regional Parks Committee recommend to the Regional Board that a letter be sent to the BC Comptroller of Water Rights and the Regional Water Manager, Ministry of Forests, Lands and Natural Resource Operations, recommending that BC Hydro be held accountable to fulfill their obligations under the 2007 Water Use Plan to provide safe and reliable access to the Peace River at the Clayhurst/Blackfoot Regional Park.

CARRIED.

R-2
2014 Recreation Trails Grant-in-aid Applications

A discussion ensued regarding the amounts applied for by the three applicants.

- a total of \$90,000 was applied for;
- the balance of funds available is \$75,000;
- therefore, the amounts granted to each applicant will have to be adjusted.

It was suggested that the amounts be adjusted according to the percentage of the funds each applicant applied for.

MOVED by Alternate Director Kut, SECONDED by Director Schembri,
That the Regional Parks Committee recommend to the Regional Board that approval of the 2014 Recreational Trails Grant-in-Aid applicants, Bear Mountain Nordic Ski Association, Moose ATV Club and Northland Trail Blazers Snowmobile Club, in the amounts as determined by the Committee after a review and assessment of the applications as follows:

- Bear Mountain Nordic Ski Association \$20,866.21;
- Moose ATV Club \$24,984.29; and
- Northland Trail Blazers Snowmobile Club \$29,149.50

CARRIED.

Chair

Fred Jarvis arrived at the meeting and assumed the Chair at 1:50 p.m.

R-3
Sundance Lake Recreation Site Agreement

MOVED by Director Schembri, SECONDED by Alternate Director Kut,
That the Regional Parks Committee recommends that the Regional Board enter into a ten-year Recreation Sites and Trails BC Partnership Agreement for Sundance Lake Regional Park, commencing October 1, 2014 and ending September 30, 2024.

CARRIED.

8) Adjournment

MOVED by Director Schembri, SECONDED by Alternate Director Kut,
that the meeting adjourn.

CARRIED.

The meeting adjourned at 2:15 p.m.



Peace River Regional District REPORT

To: Regional Parks Committee

Date: February 5, 2015

From: Trish Morgan, Manager of Community Services

Subject: 2015 Regional Parks Budget

RECOMMENDATION(S):

That the Regional Parks Committee accept the 2015 Regional Parks budget as presented and that it be forwarded to the Board for approval in the 2015 Annual Financial Plan.

BACKGROUND/RATIONALE:

Attached please find the 2015 budget for the Regional Parks function. Following is a brief explanation of the projects for 2015.

Blackfoot Park Expansion Design - \$50,000

Blackfoot Park is our most well-known and well used park. The Master Plan recommends expanding the park to add 10 new campsites and developing a trail within the park. In 2015 staff will engage the services of a consultant to develop a plan for the construction of the sites, the addition of a picnic shelter and a small trail network within the park.

Marketing & Promotion - \$9,000

The Master Plan recommends annually promoting the regional park system to the public as it was determined that many of our residents were unaware of our parks. In 2014 to promote the parks, the Regional District held a contest to "find the bench." A painted bench was rotated between parks and anyone who found the bench could post a picture on our Facebook page of themselves with the bench to be entered for a prize. A communications plan will be developed in March in order to start marketing the parks come spring time.

Bylaw and Policy development: staff time

In 2015 Community Services will start work on updating existing bylaws and developing policies and guidelines. Some of the items that the Master Plan recommends developing or updating include:

- Signage strategy
- Parks Regulatory Bylaw
- Parkland acquisition and disposition guidelines/policy
- Park classification policy
- Site furnishing guidelines
- Special events guidelines
- Individual park management plans including emergency plans

Staff Initials:

Dept. Head:

T. Morgan

CAO:

Ch. Birk

Page 1 of 2

Note that the plan recommends hiring additional staff to carry out the objectives of the plan. This includes:

- 1) One FTE Parks Planner for an initial 2 year term, after which time the position will be assessed; and
- 2) One Seasonal Parks labourer for two seasons.

In 2015 the Community Services Department will be increasing staffing with the addition of a Protective Services Manager. It is recommended that we hold off until the end of 2015 to assess whether there is a need for additional staffing in the Department to meet the objectives of the plan and the other departmental responsibilities (i.e., recreation, grants, emergency management, etc.).

STRATEGIC PLAN RELEVANCE: The Regional Parks & Trails Master Plan was adopted in July 2014 by the Board.

FINANCIAL CONSIDERATION(S): please see attached budgets.

- 1) Budget sheets that will be included in the Board's Annual Financial Plan
- 2) Detailed budget showing various items for each park
- 3) 10 year budget from the Regional Parks & Trails Master Plan

COMMUNICATIONS CONSIDERATION(S): none

OTHER CONSIDERATION(S): The Regional Parks and Trails Master Plan has been included for your review.

Peace River Regional District - Budget Working Paper - Page 1

Service Fund Category	Regional General Operating - 01			Portfolio Staff	Parks & Recreation Committee Manager of Community Services						
7180 Regional Parks				Requisition Exhibit 9							
DRAFT - For Feb. 26, 2015 Presentation							(Used same, 2% inflation, or actual)				
2015	Acct	See		2014	2014	2014	2015	2016	2017	2018	2019
Category	#	Note	Account Name	Budget	Actual	Variance	Budget	Budget	Budget	Budget	Budget
REVENUE											
7180 Regional Parks											
01-1-7180-	110		Requisition - electoral	161,400	161,400		155,392	277,511	337,632	223,966	257,955
01-1-7180-	111		Requisition - municipal	76,553	76,553		74,571	133,175	162,026	107,479	123,790
01-1-7180-	116	11	Interest on Reserve		266	266	-	-	-	-	-
01-1-7180-	120		Grants-in-lieu	9,500	27,524	18,024	9,500	9,690	9,884	10,081	10,283
01-1-7180-	157	7	Recovered costs	1,000	1,000		1,000	1,000	1,000	1,000	1,000
01-1-7180-	162	10	Grant - Whiskey Jack Trail				-				
01-1-7180-	190		Unappropriated surplus	102,502	102,502	-0	171,069	-	-	-	-
01-1-7180-	192	7	Transfer from Fair Share (D)	25,866		-25,866	25,866				
01-1-7180-	193		Transfer from Rural Loan Fund								
01-1-7180-	194		Transfer from Gas Tax				-				
Total Category Revenue				376,821	369,245	-7,576	437,397	421,375	510,542	342,526	393,028
Tax Rates (based on current year assessments)>>				0.012	Change from LY	(0.001)	0.011	0.019	0.023	0.016	0.018
Total Amount to Requisition:				237,953	Requisition/Parcel Tax		229,962	410,685	499,658	331,445	381,745
229,962				9,500	Grants		9,500	9,690	9,884	10,081	10,283
Prior Year Requisition:					Borrowing Proceeds						
237,953				25,866	Trsf. From Reserves		25,866				
Change from Prior Year				102,502	Prior Year Surplus		171,069				
-7,991				1,000	Other		1,000	1,000	1,000	1,000	1,000
				376,821			437,397	421,375	510,542	342,526	393,028
EXPENDITURES											
7180 Regional Parks											
01-2-7180-	210	8	Travel, Training, Conferences & Worksh	8,500	3,332	-5,168	8,500	8,500	8,500	8,500	8,500
01-2-7180-	211		Travel in Region - Use of RD Vehicle	2,900	2,900		2,900	2,900	2,900	2,900	2,900
01-2-7180-	215		Meals	500	48	-452	750	750	765	780	796
01-2-7180-	227		Mapping	3,000		-3,000	3,000	500	500	500	500
01-2-7180-	230		Communication - telephone & internet	1,000	107	-893	1,000	1,000	1,000	1,000	1,000
01-2-7180-	240		Ad, Education, Marketing & Promotion	5,500	5,949	449	9,000	11,500	11,500	11,500	11,500
01-2-7180-	244		Trails Support Grant	75,000		-75,000	75,000	50,000	50,000	50,000	50,000
01-2-7180-	246		Signage					15,000	2,500	1,500	1,500
01-2-7180-	260		Insurance	3,600	3,558	-42	3,400	3,468	3,537	3,608	3,680
01-2-7180-	261	1	Administration fees	58,358	58,358	-0	52,737	127,737	167,837	93,537	52,737
01-2-7180-	299		Miscellaneous	7,000	400	-6,600	4,000	4,000	4,000	4,000	4,000
01-2-7180-	361		Supplies - shop	3,000	2,315	-685	3,000	3,060	3,121	3,184	3,247
01-2-7180-	390		Capital					55,000	125,000	30,000	120,000
01-2-7180-	435		Safety / Dangerous Tree Removal	50,000	18,058	-31,942	50,000	50,000	50,000	50,000	50,000
01-2-7180-	553	3	Park - Blackfoot	27,387	18,725	-8,662	79,050	23,000	13,600	18,700	13,800
01-2-7180-	560	6	Park - Minaker	23,025	19,109	-3,916	37,250	10,000	10,200	10,404	10,612
01-2-7180-	561	4	Park - Montney	22,375	17,742	-4,633	33,600	10,000	10,200	10,404	10,612
01-2-7180-	564	5	Park - Spencer Tuck (Moberly)	8,750	4,474	-4,276	20,350	8,859	9,070	3,984	9,399
01-2-7180-	565	7	Park - Swan Lake (Weir)	34,866	8,890	-25,976	12,000	14,000	14,158	14,319	14,484
01-2-7180-	567	2	Park - Sundance Lake	17,050	13,921	-3,129	16,850	17,101	17,153	18,706	18,760
01-2-7180-	569		Park - Various RD Park Properties	5,000	14	-4,986	5,000	5,000	5,000	5,000	5,000
01-2-7180-	600		Transfer to Operating Reserve	10,000	10,000		10,000	10,000	10,000	-	-
01-2-7180-	603		Transfer to Capital Reserve	10,000	10,000		10,000	10,000	10,000	10,000	10,000
01-2-7180-	605	9	Trsf to "Green" Carbon Reserve	10	10		10	10	10	10	10
01-2-7180-	610	10	Transfer Interest On Reserve		266	266		-	-	-	-
Total Category Expenditures				376,821	198,176	-178,911	437,397	421,375	510,542	342,526	393,028
Surplus (deficit) carry forward					171,069	Change from LY Budget	60,576	Operating Reserve Dec. 31/13			
					**		16.08%	Maximum \$50,000			

7180 Regional Parks (continued)

Peace River Regional District - Budget Working Paper - Page 2

Service	Regional	Portfolio	Parks & Recreation Committee
Fund	General Operating - 01	Staff	Manager of Community Services
Category	7180 Regional Parks	Requisition Exhibit	9
DRAFT - For Feb. 26, 2015 Presentation			(Used same, 2% inflation, or actual)

Budget Notes: *Approved at Parks Committee meeting held 19 February 2014.*

- 1 This functions pays an Admin Fee that includes 20% of the Manager and 10% of the Coordinator wages to Emergency Planning where the full wages are budgeted and paid from. Portion of Admin Fee that is for Wages 35,208
- 2 Sundance Lake: Contractor \$14,500 / Vacuum Pumping \$750 / Misc. Supplies & Repairs \$1,500 / Insurance \$100 = 16,850
- 3 Blackfoot: Contractor \$3,900 / Cleaning Supplies \$825 / Toilet Pumping \$1,500 / Hydro \$250 / Misc. Supplies & Repairs \$1K; Recycle Bin & Hide-a-bags \$-0- / Signs \$4,500 / Picnic Tables \$5,500 / Picnic Shelter \$20K / Roadwork & campsite pads \$3,975 / 2 new outhouses (tops only) \$6,000 / Parks Design \$30K = Total \$78,300 Plus Insurance \$300 PLUS Tankloader: Hydro \$400 / R & M Supplies \$800 / Insurance \$100 = \$1,300
- 4 Montney: Contractor \$15,000 / Hydro \$1,500 / Supplies & Repairs \$1,000 / Install Fire Pits with grates \$500 / Toilet Pumping \$1,500 / Recycle Bin and Hide-a-bags \$2,500 / Road Work \$3,000 / Park Signs \$7,000 / Picnic Tables \$1,500 / Insurance \$100 = \$33,600
- 5 Spencer Tuck: Contractor \$3,400 / Supplies & Repairs \$850 / Vacuum pumping toilets \$1,500 / Recycle Bin \$1,000 / Park Signs \$3,500 / Boat Launch Repair \$10,000 / Insurance \$100 = \$20,350
- 6 Minaker: Contractor \$15,000 / Supplies \$750 / Parks Sign \$6,500 / Road Work \$10,000 / Picnic Tables \$3,000 / Recycle bins and hide-a-bag \$1,500 / Miscellaneous \$500 = \$37,250 No insurance (very low value - will be reviewed at next insurance appraisal)
- 7 Swan Lake Weir: Contract Agreement \$6,100 includes MoE Fish Ladder (funded \$1,000) / Repairs & Maintenance \$3,000 /License-Permit \$1,800 / Insurance \$1,100 = \$12000
- 8 Combined Travel, Training, Conferences & Workshops. Includes 2 tours of the parks (are too large to do all in one day) for Directors and some staff.
- 9 Per requirements have to purchase offset carbon credits to be carbon neutral. This is the amount calculated on the prior year tonnage.
- 10 Accounting requirement to show interest earned on reserves (In/Out) with no tax effect. Recording purposes only - no budget.

As of Dec. 31, 2013		Tangible Capital Assets			Net Value	No Debenture
Fund			Original	Accu. Dep.		
48		Buildings	1,136,540	983,757	152,783	
		Parks	278,893	211,658	67,235	
		Land	4		4	
		Total	1,415,437	1,195,415	220,022	
		Annual Depreciation Expense	38,256	Equity	258,276	
		Capital Reserve Balance Dec. 31/13				20,194

Peace River Regional District - Budget Working Paper - Page 3

EXHIBIT 9

Regional Parks

Category
1-7180

Basis of Apportionment:

Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations:

\$ 0.066 per \$1,000 taxable value

SLP 26, LGA 799.1 (2)(a)

Max. Product \$ 902,551

DRAFT - For Feb. 26, 2015 Present

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	8,944	0.011	83,103,072	3.89%	(28)	8,917
Dawson Creek	18,416	0.011	171,104,350	8.01%	2	18,418
Hudson's Hope	3,609	0.011	33,531,264	1.57%	(44)	3,565
Fort St. John	33,640	0.011	312,546,709	14.63%	2	33,642
Taylor	3,594	0.011	33,388,961	1.56%	(8)	3,586
Pouce Coupe	856	0.011	7,950,659	0.37%	(4)	852
Chetwynd	5,588	0.011	51,917,159	2.43%	4	5,592
Area B	72,999	0.011	678,239,208	31.74%	(45)	72,954
Area C	16,753	0.011	155,656,387	7.29%	(0)	16,753
Area D	37,107	0.011	344,764,647	16.14%	231	37,338
Area E	28,456	0.011	264,387,164	12.37%	(110)	28,346
See Area E Jurisdiction Split Below						
Total	229,962	0.011	2,136,589,580	100.00%	(0)	229,962

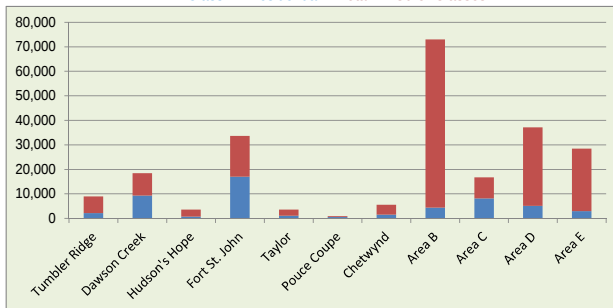
Area E - Jurisdiction 759	28,097	261,050,325	98.74%	(109)	27,988
Area E - Jurisdiction 760	359	3,336,839	1.26%	(1)	358
	28,456	264,387,164	100%	(110)	28,346

Municipal Requisition:	74,571
Electoral Area Requisition:	155,392
Total Requisition:	229,962

After Prior Year Adj

Last Year		Change %	Change \$
Requisition	237,953	-3.4%	(7,991)
Assessment	2,000,428,456	6.8%	136,161,124
Tax Rate	0.012	-9.5%	(0.001)

Class 1 - Residential Total All Other Classes



		2014 Budget				
Administration & Misc	CODE	2014	Adjusted	2014 YTD	2014 Variance	2015
	Wages	0	0	0	0	0
	Benefits	0	0	0	0	0
	WCB	0	0	0	0	0
Travel, Training, Conferences & Workshops	210	8,500	8,500	3,332	5,168	8,500
Travel in Region - Use of RD vehicles	211	2,900	2,900	2,900	0	2,900
	Meals	215	500	500	62	438
	Mapping	227	3,000	3,000	0	3,000
	Communication	230	1,000	1,000	107	893
Marketing & Promotions	240	5,500	5,500	5,949	-449	9,000
Parks Master Plan (carry over 2013)	243	0	0	0	0	0
Beatton Park Ski Trail		0	0	0	0	0
	Insurance	260	3,600	3,600	3,558	42
Trails Support Grant	244	75,000	75,000	75,000	0	75,000
Adminstration Fees	261	58,358	58,358	58,358	0	52,737
	Miscellaneous	299	4,000	4,000	400	3,600
	Supplies Shop	361	3,000	3,000	2,315	685
Safety/Danger Tree Removal	435	50,000	50,000	18,058	31,942	50,000
SUB-TOTAL		215,358	215,358	170,039	45,319	213,487

		2014 Budget				
Blackfoot Park	553	2014	Adjusted	2014 YTD	2014 Variance	2015
	Contractor	3,512	3,788	3,788	0	3,900
	Public Works Meals	0	0	272	-272	0
	Water tankloader & insurance	1,300	1,300	431	869	1,300
	Cleaning supplies	700	700	783	-83	825
	Toilet pumping	1,500	1,500	650	850	1,500
	BC Hydro	250	250	272	-22	250
	Miscellaneous Supplies & Repairs	850	850	1,650	-800	1,000
	park signs	2,500	500	0	500	4,500
	picnic tables	1,500	1,500	2,033	-533	5,500
	2 new outhouses - tops only	5,000	5,000	5,350	-350	6,000
	Road work and campsite pads	8,000	7,724	621	7,103	3,975
	Recycle bins and hide-a-bags	2,275	2,275	2,875	-600	0
	Park Design					50,000
SUB-TOTAL		27,387	25,387	18,725	6,662	78,750

		2014 Budget				
Minaker River		2014	Adjusted	2014 YTD	2014 Variance	2015
	Contractor	5,000	11,573	11,050	-6,050	15,000
	Public Works Meals	0		81	-81	0
	Supplies	750	750	637	113	750
	road work	10,000	6,202	5,766	4,234	10,000
	park signs	2,000	0		2,000	6,500
	miscellaneous	500	500		500	500
	picnic tables	0			0	3,000
	recycle bins and hide-a-bag	2,275	1,500	1,575	700	1,500
SUB-TOTAL		20,525	20,525	19,109	1,416	37,250

		2014 Budget				
Montney Park		2014	Adjusted	2014 YTD	2014 Variance	2015
	Contractor	5,000	11,573	11,050	-6,050	15,000
	Public Works Meals			86	-86	0
	Insurance	100	100	30	70	100
	BC Hydro	1,500	1,500	1,474	26	1,500
	Misc Supplies & Repairs	1,000	1,000	92	908	1,000
	Fire Pits	500	500	750	-250	500
	Toilet pumping	0	0	1,385	-1,385	1,500
	park signs	5,000	2,500		5,000	7,000
	recycle bin and hide-a-bag	2,275	2,275	2,875	-600	2,500
	Picnic table				0	1,500
	road work	5,000	2,927		5,000	3,000
SUB-TOTAL		20,375	22,375	17,742	2,633	33,600

		2014 Budget				
Spencer Tuck		2014	Adjusted	2014 YTD	2014 Variance	2015
	Contractor	3,300	3,400	3,400	-100	3,400
	Public Works Meals	0	0	43	-43	0
	Insurance	100	100	39	61	100
	Misc supplies & repairs	850	850	492	358	850
	Vacuum pumping toilets	1,500	1,500		1,500	1,500
	recycle bin	1,000	1,000		1,000	1,000
	park signs					3,500
	outhouse replacement	0	0		0	0
	Boat launch repair				0	10,000
	Fire pits			500	-500	
	SUB-TOTAL	6,750	6,850	4,474	2,276	20,350
		2014 Budget				
Swan Lake Weir		2014	Adjusted	2014 YTD	2014 Variance	2015
	Insurance	1,100	1,100	1,031	69	1,100
	Permit Fees	1,800	1,800	1,100	700	1,800
	Swan Lake Planning	0	0	559	-559	0
	Aluminum Gates	25,866	25,866	0	25,866	0
	Misc repairs & maintenance				0	3,000
	Maintenance Contract	6,100	6,100	6,100	0	6,100
	SUB-TOTAL	34,866	34,866	8,790	26,076	12,000
		2014 Budget				
Sundance Lake		2014	Adjusted	2014 YTD	2014 Variance	2015
	Contractor	14,500	14,500	13,277	1,223	14,500
	Public Works Meals			29	-29	0
	Insurance	100	100	26	74	100
	Vacuum pumping toilets	750	750	550	200	750
	Misc supplies & repairs	1,700	1,700	40	1,660	1,500
	gravel	0	0		0	0
	SUB-TOTAL	17,050	17,050	13,921	3,129	16,850
		2014 Budget				
Various RD Park Properties		2014	Adjusted	2014 YTD	2014 Variance	2015
	Various RD Park Properties	5,000	5,000	0	5,000	5,000
	SUB-TOTAL	5,000	5,000	0	5,000	5,000
		2014 Budget				
Reserves & Miscellaneous		2014	Adjusted	2014 YTD	2014 Variance	2015
	Transfer to Operating Reserve	10,000	10,000	10,000	0	10,000
	Transfer to Capital Reserve	10,000	10,000	10,000	0	10,000
	Transfer to Carbon Reserve	10	10	10	0	10
	Transfer Interest on Reserve	150	150	266	-116	250
	SUB-TOTAL	20,160	20,160	20,276	-116	20,260
TOTAL Regional Parks		367,471	367,571	273,076	92,395	437,547

Regional Parks & Trails Capital Budget/Timeline

Base Year: 2012

General Note: Unit Costs indicated are suitable for general budget purposes only.
(Class D estimate)

Project

Project	Year	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total for 10 Year Budget Projection
	Period	1	2	3	4	5	6	7	8	9	10	
CAPITAL BUDGET												
CAPITAL PROJECTS - EXISTING PARKS												
Blackfoot												\$280,000
Picnic Shelter & Design of New Campsites			\$55,000									
Construction of 10 New Campsites				\$100,000								
In park walking trail						\$25,000						
Feasibility & Design of on-site sani station									\$100,000			
Montney Centennial												\$150,000
Feasibility study, site planning & design for new campsites				\$30,000								
Addition of new campsites on upper bench					\$120,000							
Sundance Lake												\$45,000
Installation of fixed boat launch								\$15,000				
Extension of Rec Site Agreement, feasibility & design of campsites										\$30,000		
Spencer Tuck												\$25,000
Picnic shelter			\$25,000									
Minaker River												\$0
<i>Sub-total Capital: Existing Parks</i>		\$0	\$55,000	\$125,000	\$30,000	\$120,000	\$25,000	\$0	\$15,000	\$100,000	\$30,000	\$500,000
CAPITAL PROJECTS - PROPOSED PARKS												
New Park Acquisition												\$0
<i>Sub-total Capital: Proposed Parks</i>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUB-TOTAL CAPITAL BUDGET		\$0	\$55,000	\$125,000	\$30,000	\$120,000	\$25,000	\$0	\$15,000	\$100,000	\$30,000	\$500,000



Peace River Regional District REPORT

To: Regional Parks Committee

Date: February 6, 2015

From: Jill Rickert, Community Services Coordinator

Subject: 2015 Recreational Trails Grants-in-Aid Applications

RECOMMENDATION:

That the Regional Parks Committee recommend to the Board of Directors the approval of the 2015 Recreational Trails Grant-in-Aid applicants and the applicable funding in the amounts as determined by the Committee after review and assessment of the attached applications.

BACKGROUND/RATIONALE:

1. **Bear Mountain Nordic Ski Association:** Request for \$28,500 to complete phase two of the upgrades to the Nordic trail network the association operates; specifically, bridges 3 and 5 located on Bissette Trail and bridge 4 located at the junction of the South Loop Trail and the Kiwanis Loop. This area is used by many for Nordic skiing and snowshoeing, running, hiking, mountain biking, bird watching, horseback riding, orienteering, outdoor studies and more and the association maintains this system year round providing an opportunity for healthy lifestyles. This applicant meets all eligibility criteria to be funded under the Recreational Trails Grants-in-Aid Policy. This applicant successfully completed phase one of this project under the 2014 Recreational Trails Grants-in-Aid.

Staff Recommendation: That a grant be provided to a maximum of \$28,500. (Exact amount to be determined by the Committee for recommendation to the Board).

2. **Northland Trail Blazers Snowmobile Club:** Request for \$35,400 to complete brushing project on the Stewart Lake and Halfway Trail. This society would like to continue to work on the same trail network they were funded for in 2014, in which they received \$29,149.50 for brushing and mulching along 65km of the Mud Creek and Septimus Creek trails. These trail systems are used throughout the Peace Region, providing an opportunity for outdoor recreation to people and linking the communities of Dawson Creek, Fort St. John, Wonowon, Pink Mountain and Prophet River. This applicant meets all eligibility the criteria to be funded under the Recreational Trails Grants-in-Aid Policy. This applicant has completed the layout on the 2014 project, mulching will take place in the spring of 2015 to complete it.

Staff Recommendation: That a grant be provided to a maximum of \$34,050. (Exact amount to be determined by the Committee for recommendation to the Board).

3. **Timberline Trail and Nature Club:** Request for \$5,220 to build a multi-use trail in the Swan Lake area just south of the lake. This trail would enhance the area of Swan Lake and provide the public access for walkers (including wheelchair and stroller accessibility), runners, and cyclists (without limiting the existing ATV use) to some unique habitats and wildlife in the South Peace. It is important to note that this club is not a registered non-profit society but is a member club of the Federation of BC Naturalists and is proposing that any funding received would be allocated to the Federation of BC Naturalists to be distributed by them to Timberline Trail and Nature Club. This organization does not yet have a land use agreement with the Province of BC. **This applicant does not meet all the eligibility criteria to be funded under Recreational Trails Grants-in-Aid Policy at this time.**

Staff Recommendation: That the Regional Parks Committee not recommend approval of Timberline Trail & Nature Club's grant application as they do not meet the eligibility requirements at this time and that their application not be forwarded to the Board for consideration.

Staff Initials:

Dept. Head

CAO:

Page 1 of 2

4. **TR Ridge Riders Snowmobile Association:** Request for \$21,552.07 to upgrades to the Wolverine access road (FSR) for better access to the trails; improve signage for trails; and build a warming shelter. The current trail system enhances the community of Tumbler Ridge; however they are used by many for year round outdoor recreation. The association has good working relations with snowmobile clubs in both Dawson Creek and Chetwynd and often collaborate on ideas of creating extensions to current trails in order to better connect the communities. **This applicant meets all the eligibility criteria to be funded under the Recreational Trails Grants-in-Aid Policy with the exception of conducting road work on the Wolverine FSR.**

Staff Recommendation: That a grant be provided to a maximum of \$8,000 for signage, a warming shelter and equipment only and that funds not be provided for the maintenance of the Wolverine FSR. (Exact amount to be determined by the Committee for recommendation to the Board).

5. **Wolverine Nordic and Mountain Society:** Request for \$9,000 to complete enhancements to the existing Windfall Lake hiking trail. This society plans to install a boardwalk over a section of wet meadow stretching 120 meters over the existing of trail as well as signage to provide direction and bring awareness to the natural environment of the trail. This hiking trail enhances the community of Tumbler Ridge and the entire Peace Region with scenery such as mountain peaks, alpine lakes, and cliffs containing caves and fossils as well as beautiful meadows. This applicant meets all the eligibility criteria to be funded under the Recreational Trails Grants-in-Aid Policy.

Staff Recommendation: That a grant be provided to a maximum of \$9,000. (Exact amount to be determined by the Committee for recommendation to the Board).

STRATEGIC PLAN RELEVANCE: Recreational Trails Grants-in-Aid is supported as an operational priority as part of the Regional Parks and Trails Master Plan adopted by the Board of Directors on July 24, 2014.

FINANCIAL CONSIDERATION(S): \$75,000 has been recommended for approval by the Regional Board, under the Regional Parks Budgets in the 2015 Annual Financial Plan for the Peace River Regional District. This funding will assist to provide trail development and maintenance grants throughout the areas of the region.

COMMUNICATIONS CONSIDERATION(S): Information on to apply for funding was advertised in the local newspapers as well as posted to the Peace River Regional District website. Recreational Trail groups in the North Peace, South Peace, Tumbler Ridge, and Chetwynd areas were informed by email and invited to apply for funding. All recipients of the grant, once determined, will receive a letter confirming their approval of funding.

OTHER CONSIDERATION(S): Please see the attached applications and spreadsheet detailing the grant requests:

1. Bear Mountain Nordic Ski Association
2. Northland Trail Blazers Snowmobile Club
3. Timberline Trail and Nature Club
4. TR Ridge Riders Snowmobile Association
5. Wolverine Nordic and Mountain Society

2015 Recreational Trails Grants-in-Aid

Organization Name	Proposed Project	Total Project Cost	Applicant Contribution	Maximum 75% of Total Project Cost	\$ Request	Maximun Recommended to Parks Committee	Amount Recommended to Board	Notes
Bear Mountain Nordic Ski Association	Year two of multi-year project: Upgrd/Mtn to West Bridge on Bisset Trail, East Bridge on South Loop Trail, 5 culverts Wolf, Bisset, Log Cabin and Fox Trails	\$ 42,560.00	\$ 8,560.00	\$ 31,920.00	\$ 28,500.00	\$ 28,500.00		Meets eligibility criteria
Northland Trail Blazers Snowmobile Club	Brushing/mulching of Stewart Lake and Halfway trails (32 km in total); placement of trail signage on both trails	\$ 45,400.00	\$10,000.00	\$ 34,050.00	\$ 35,400.00	\$ 34,050.00		Meets eligibility criteria
Timberline Trail and Nature Club	Multiuse nature trail on crown land south of Swan Lake, focus of foot and bike use.	\$ 10,840.00	\$ 5,620.00	\$ 8,130.00	\$ 5,220.00	\$ -		Does not meet eligibility criteria - Group is not a registered non-profit society and do not have land tenure
Tumbler Ridge Snowmobile Association	Grading for Wolverine FSR, signage on major roads and trails, build warming shelter, install 1 culvert	\$ 43,522.07	\$22,000.00	\$ 32,641.55	\$ 21,522.07	\$ 8,000.00		Meets eligibility criteria with the exception of the proposed work on the Wolverine FSR
Wolverine Nordic and Mountain Society	Enhancement of Windfall Lake hiking trail; installation of 120 m boardwalk; signage along trail & roadside	\$18,000.00	\$9,000.00	\$13,500.00	\$9,000.00	\$ 9,000.00		Meets eligibility criteria
TOTAL		\$ 160,322.07	#####	\$106,741.55	\$ 99,642.07	\$ 79,550.00	\$ -	
							Amounts determined on Feb. 12, 2015 Total Fund \$ 75,000.00 Total Alloted \$ 79,550.00 Total Available \$ (4,550.00)	



Peace River Regional District REPORT

I-1

To: Chair & Directors

Date: November 19, 2014

From: Trish Morgan, Manager of Community Services on behalf of the Regional Parks Committee

Subject: Boat launch on the Peace River

RECOMMENDATION:

That the Regional Board authorize a letter to be sent to BC Hydro requesting that the Peace River Regional District work in partnership with BC Hydro to examine the feasibility of constructing a boat launch on Crown land adjacent to Blackfoot Park and that the details of the partnership be outlined once the Comptroller of Water Rights makes a decision whether to support the examination of the new boat launch location.

BACKGROUND/RATIONALE:

On October 30th the Regional Parks Committee met with Bob Gammer and Edie Thome from BC Hydro to discuss the recommendations from the public meeting held at Blackfoot Park on August 25th to identify options for a new boat launch location. The recommendation from the public was to build a boat launch on the adjacent Crown property which is the location of the former Clayhurst Ferry crossing.

BC Hydro was open to examining the new site and suggested first that they would go back to the Comptroller of Water Rights to look at whether the Province of BC would support and fund this potential new location as it was not identified in the 2007 Water Use Plan. If the Comptroller agrees to the new location then BC Hydro would move forward with conducting a feasibility study and will likely require in-kind support from the Regional District (e.g., assistance with community outreach).

If the Comptroller is not willing to provide Provincial support and funding to this project, then BC Hydro suggested that they could bring it forward internally and recommend a formal partnership with the Peace River Regional District to provide in-kind technical support such as assistance with engineering, permits, First Nations consultation, etc. to assist in examining the feasibility of the new location.

In order for BC Hydro to consider this project further they require a formal request from the Peace River Regional District requesting that we work together in partnership to examine the feasibility of this new location for a boat launch.

STRATEGIC PLAN RELEVANCE: none

FINANCIAL CONSIDERATION(S): None at this time.

If the Comptroller does not support the new location, then pending a suitable feasibility study the PRRD may need to look at funding in whole or in part the cost of construction in the future.

Staff Initials:

Dept. Head:

November 27, 2014

CAO:

Page 1 of 2

Note that there are a number of local contractors that attended the meeting that are willing to provide in-kind donations of equipment, materials and services which would help to reduce the cost.

COMMUNICATIONS CONSIDERATION(S): none

OTHER CONSIDERATION(S): none



PEACE RIVER REGIONAL DISTRICT

Office of the Chair

October 29, 2014

BC Hydro – Northern Region
6911 Southpoint Drive
Burnaby, BC V3N 4X8
Email: Bob.Gammer@bchydro.com

Attention: Bob Gammer, Manager of Community Relations

RE: Peace River Boat Launch near Blackfoot Park

Dear Mr. Gammer,

Further to our meeting on June 12, 2014 regarding BC Hydro's decision to discontinue the plan to construct an engineered boat launch at Blackfoot Park, the Regional District held a community meeting at Blackfoot Park on August 25, 2014 to identify alternative options.

20 members of public attended the August 25th meeting and identified that the location of the previous Clayhurst Ferry crossing on the former "Green Family" property would provide the best option for a boat launch. Individuals identified that at this location the river's current naturally slows and there is reduced risk of ice build-up over the winter. It was for these reasons that the ferry crossing was maintained here for many years.

Although it was recognized that the river bank is very steep, individuals felt that given the large size of the property (now Crown land SW ¼ of LS 5 Sec 24 TP 82 R14 W6M), that a boat ramp could be developed, along with a parking area and some picnic tables. A number of the individuals in attendance also offered to donate their time and equipment to construct the launch in order to keep the overall construction costs low.

The Regional District hopes that you will consider this recommendation. The individuals who attended the community meeting are all avid boaters and have spent many years on the Peace River. The lack of suitable and established boat launches along the Peace River has been identified many times over the years and for that

PLEASE REPLY TO:

☒ BOX 810, DAWSON CREEK, BC V1G 4H8 TELEPHONE: (250) 784-3200 or (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

reason the proposal of constructing a proper boat launch at Blackfoot Park was recommended in BC Hydro's 2007 Water Use Plan.

A copy of the meeting notes, pictures and map have been attached for your review. Should you have any questions about this recommendation please feel free to contact Trish Morgan, Manager of Community Services at trish.morgan@prrd.bc.ca or 250 784-3218.

Yours truly,



Karen Goodings, Chair

Peace River Regional District Regional Parks Committee Meeting

Date: Monday, August 25, 2014

Location: Blackfoot Regional Park

Present: Director Jarvis (Chair); Trish Morgan-Manager of Community Services, Jill Rickert-Community Services Coordinator (Recorder)

Community Members: Dave & Paula Friesen; Dave & Judy Russell, Tim & Charlie Hartnell, Steve Hartnell, George Streeper, Marvin Meeres, Tim Thomsen, Dwayne Shawchek, Tim Bennett (FLNRO), John Haukings (FLNRO), Dennis Nelson, Chad & Tia Esau, Donovan & Alex Giesbrecht, Perry Piper, Roni Nelson

Refreshments and a fire for roasting hotdogs prior to the meeting was supplied for everyone by the PRRD.

1. Introductions and opening remarks were stated and the meeting was called to order at 7:00 p.m.
2. Trish Morgan presented information and discussion to provide a background to the history of the boat launch located at Blackfoot Park.
 - Part of the Water Use Plan for the Peace Canyon and WAC Bennett Dam that identified Blackfoot Park as an area needing a boat launch as an obligation to communities impacted by the dams
 - Hydro approached the PRRD regarding a boat launch at Blackfoot Park in 2010
 - In 2011 a meeting regarding plans for a boat launch was held at Doe River Community Hall to discuss options
 - July 2014 Comptroller of Water Rights released BC Hydro of all obligations to land bordering river, therefore no longer obligated to PRRD to maintain/build boat launch.

Q: How much money do we have to work with?

A: TM – we don't know; FJ – need to work together on a plan that's reasonable and then approach them.

Q: What about the issues that Taylor has faced?

A: FJ – some issues occurred due to lack of knowledge regarding the nature of the rivers in the north; rivers run hard and aren't deep; unfortunately cost BC Hydro more money in the long run, important to help BC Hydro understand what needs to be done here with a good solid plan

Q: Are we restricted to the current location of the old launch?

A: TM – no not necessarily.

Comment: Ideal place would be above the bridge and upriver, out of the flood plain area to avoid the launch flooding and ruining it.

Comment: There is a lot of experience and knowledge just among the people present tonight that could help and tell you where the launch should go.

Group walked to current site of broken boat launch at near river...

Q: Will the new dam (Site C) stabilize the water level of the river at all?

A: FJ – yes in all likelihood, it could. Site C involves 3 major rivers located behind the dam, fewer running into it, means can control levels more with new dam

Comment: It's important that if and when a new boat launch is built the old one in the current location is cleaned up. A lot of mess there, concrete and rebar, should be cleaned up before new project is started.

Q: Any way there could be a bigger parking lot built if moved location of launch upriver?

A: TM – possibility if enough room.

Group walked to Bill Greene's land across from Blackfoot park and upriver from current location of launch...

Q: If boat launch built up river on Greene property, would PRRD/Hydro own it?

A: TM – Hydro land then hydro own it but likely PRRD would lease and run it, most likely

Q: Last time some of us met with BC Hydro to discuss launch, we told them where it should go, showed them and took pictures. What happened to all that information?

A: TM – not sure what Hydro did with all that info, but we are going to take this information we get tonight to the next Parks Committee mtg come up with some type of plan/report to take to the Board.

Q: How often would boat launch be used?

A: Daily when water levels are good, very busy on weekends. At current location, vehicles get stuck all the time and need a 4 wheel drive to get out, constantly helping people get out of launch area.

Q: TM – Is the water at the Greene site for new launch deep enough? High river bank (20-30 ft) and erosion, wonder about the stability and recession.

A: Lots of room and river plenty deep enough, could build ramp sideways (45° angle) and follow bank, fill in low spots not a lot of waste material most be utilised, very little maintenance in this area, easy area to expand with washrooms and picnic tables, keep access to public open.

Comment: The location of the old ferry crossing on the Green property is the ideal location. The river naturally slows at this location and although there is a steep bank, a ramp could be built back onto the property. (Group was in consensus that this was the only location)

Comment: BC Hydro met with some of us in 2013 and we walked this property and showed them this same location. They took pictures and notes. What did BC Hydro do with all of this information?

Q: TM - Cost?

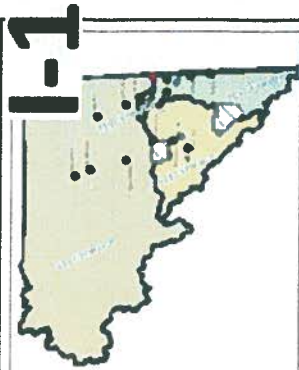
A: \$200,000 to \$300,000 to complete, lot of experience and knowledge here in community, people willing to help and donate time and equipment as long as there is money to finish it.

Group walked back to Blackfoot Park and examined a map and marked the location of a potential new boat launch.

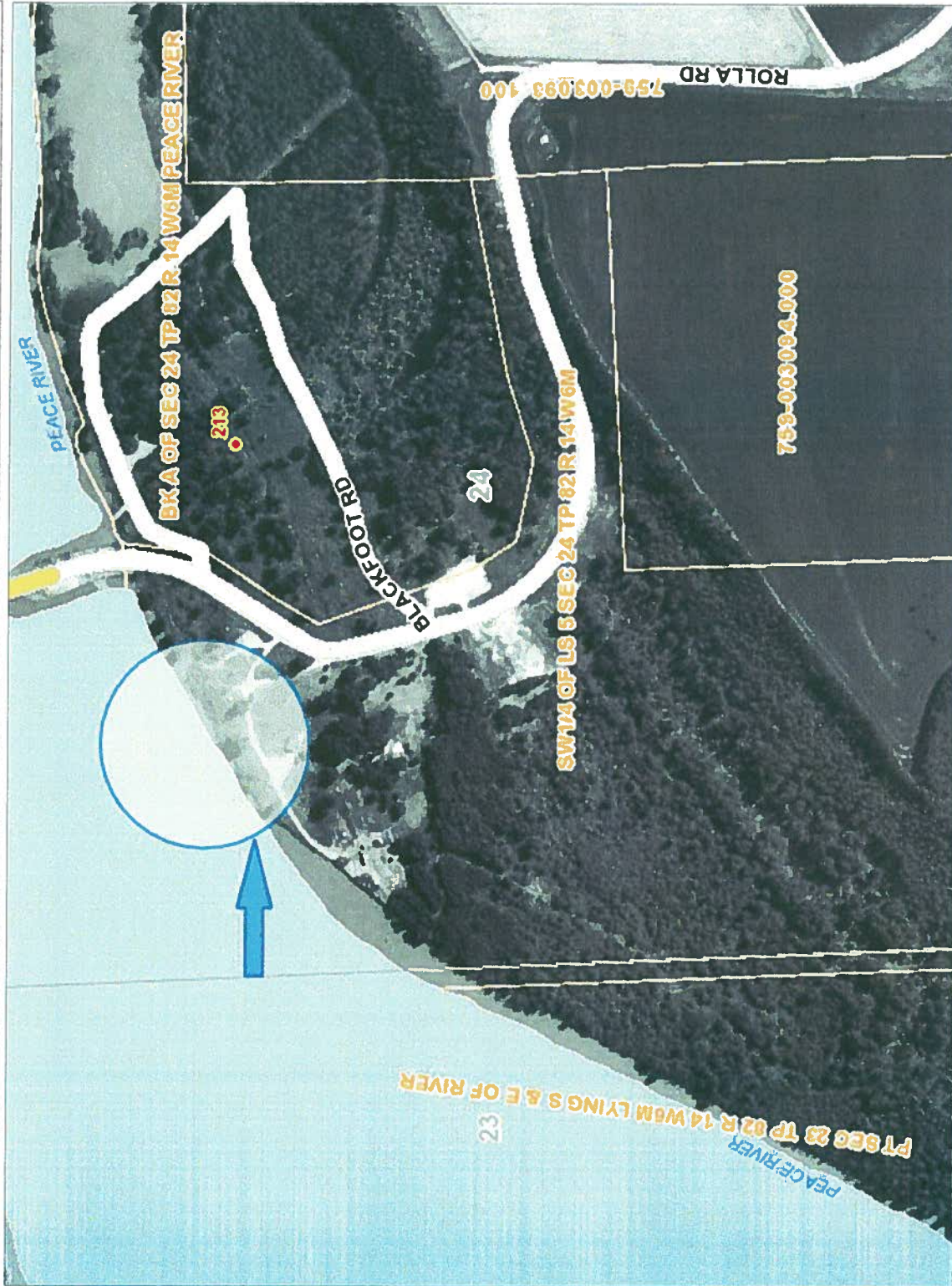
6. Meeting Adjourned at 8:30 p.m.



Peace River Regional District



I-1



309.0 0 154.52 309.0 Meters

NAD_1983_UTM_Zone_10N
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Legend

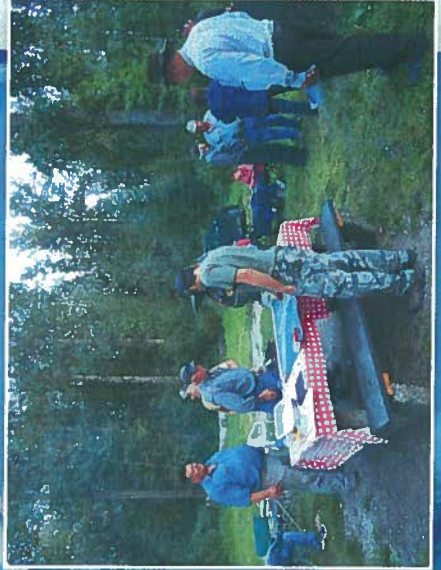
- Highway Mile Marker
- Rural Community
- 911 Civic Address
- Sections
- Main Roads (> 1:10000)
- Minor Roads (> 1:10000)
- Water Course
- Water Bodies
- Parcels
- West Peace Aerial Photo
 - Red Band_1
 - Green Band_2
 - Blue Band_3
- North Peace Aerial Photo
 - Red Band_1
 - Green Band_2
 - Blue Band_3
- South Peace Aerial Photo
 - Red Band_1
 - Green Band_2
 - Blue Band_3
- B&W Aerial Photo-1998
 - High 255
 - Low 0

1:6,084

Notes

Recommended location of boat launch on Peace River

Recommended Location of a New Boat Launch on the Peace River

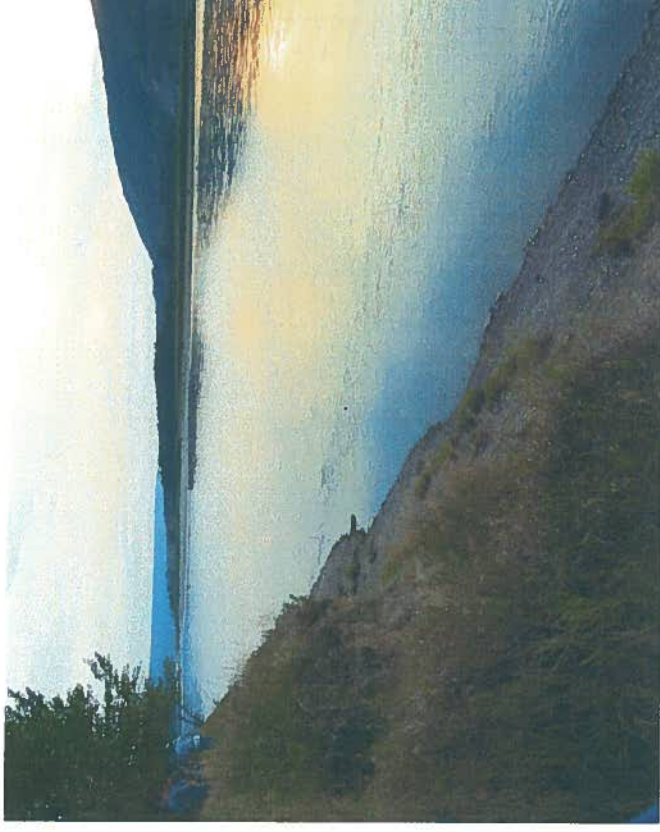


I-1

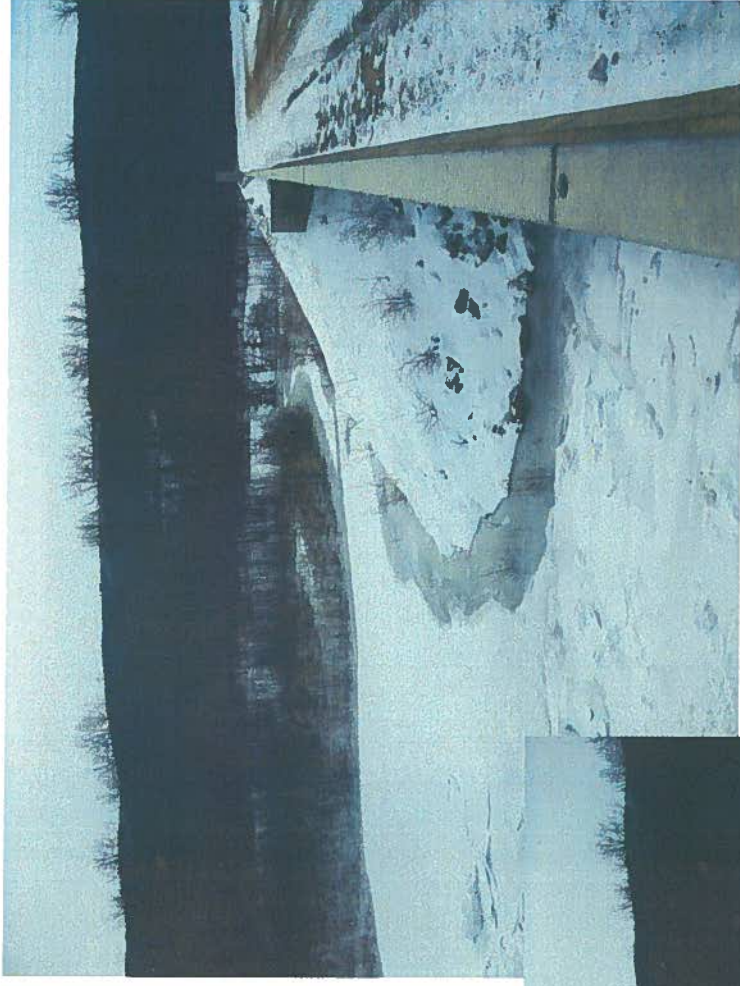
Examination of the previous boat launch site
on the east side
of the Clayhurst Bridge



Examination of proposed boat launch site on the west side of the Clayhurst Bridge



**Photos of ice build up on the
east side of the Clayhurst Bridge
sent in April 2013 from
Dwayne Shawchek
to Conny-Maud Groenvelt,
Division Manager with BC Hydro**



POLICY STATEMENT

Recreational Trails Grants-in-Aid

1) Purpose & Introduction

The Peace River Regional District recognizes the importance of recreational trails for its citizens in terms of enhanced quality of life, health and well-being, economic benefits, protection and conservation of the environment and preservation of local history and culture. In accordance with the Peace River Regional District's Parks and Trails Master Plan, the Regional District aims to provide support and supplemental funding for the development, maintenance and improvements of recreational trails within the region for public use.

2) Definitions

- a) **Board of Directors** in this document refers to the Peace River Regional District's Board of Directors.
- b) **Capital infrastructure** 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.
- c) **Debt** is defined as an amount owed to a person or organization for services, products or loans funds not yet paid for.
- d) **Minor capital equipment** is defined as equipment valued at under \$3,000 and has an extended lifetime over one year.
- e) **Major capital equipment** is defined as equipment valued at over \$3,000.
- f) **Operation funding** is defined as funding provided for costs to ensure the day to day operation of a trail such as insurance and supplies.
- g) **Supplemental funding** is defined as funding that is an addition to other sources of funds or revenue.
- h) **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.

3) Regional Trails Grant Funding

- a) Funding for recreational trail grants will be subject to annual review by the Regional Parks Committee and must be approved by the Board of Directors in the annual financial plan.
- b) Annual recreational trail grant funding will not exceed \$75,000 per year unless determined by resolution of the Board of Directors.

4) Eligible Applicants

An eligible applicant must:

- a) Be a registered non-profit society in good standing with the Province of BC; and
- b) Be based in the Peace River Regional District.

5) Application Limit

Each organization is allowed to submit no more than one application per year.

6) Amount of Grant

The cost-sharing formula will be up to a maximum of a 75% Regional District contribution, with the balance being the applicant contribution.

7) Eligible Projects

Eligible projects must:

- a) Be for construction, renewal, maintenance or expansion of recreational trails available for public use within the Peace River Regional District;
- b) Not start construction prior to approval of the application;
- c) Be duly authorized by resolution of the society(s) making the application – joint applications for partnership projects must include a resolution by all partner organizations;
- d) Be supported by a Recreation and Trail Sites BC agreement for the location of the trail project on Crown land and/or BC Parks within park boundaries or supported by Council or Board resolution for projects on local government land; and
- e) Avoid creating interface conflict between Crown and private lands.

8) Eligible Costs

Eligible costs are defined as all direct costs properly and reasonably incurred and paid solely and specifically in relation to the project. Eligible costs include:

- a) Trail and amenity design and engineering costs;
- b) Construction costs;
- c) Purchase of minor capital equipment (i.e., chainsaws);
- d) Purchase of capital infrastructure (i.e., bridges, warming shelters);
- e) Purchase of signage and trail markers;
- f) Marketing and promotion of the project upon completion;
- g) Volunteer celebration activities; and
- h) Training and safety courses.

9) Ineligible Costs

Ineligible costs include:

- a) Administrative costs and overhead;
- b) Major capital equipment purchases (i.e., mulchers, quads, etc.);
- c) Payment of debt;
- d) Direct payment of wages or volunteer honorariums; and
- e) Land acquisition.

10) Applicant Selection Criteria

- a) Primary project selection criteria will be focused on whether the project:
 - i. provides opportunities for healthy lifestyles – physical, mental and spiritual;
 - ii. fosters “regional pride” in the natural environment of the Regional District;
 - iii. strives to make recreational trails accessible for multiple different user groups and those with mobility challenges;
 - iv. utilizes public lands (Crown or local government) while avoiding conflict with private lands; and
 - v. builds on the Provincial Trails Strategy (i.e., Connecting Communities).
- b) Secondary consideration will be given to the degree to which projects meet one or more of the following criteria:
 - i. **Geographic coverage:** ideally the regional trail system should be effectively distributed throughout the Regional District. Potential sites should be of interest to the whole region in the interest of servicing all residents.
 - ii. **Environmental, education or heritage representation:** representative or regionally significant landscapes should be considered when developing a new trail or preserving an existing one. Potential sites should be chosen to represent the diverse landscapes that the area encompasses. Balancing wildlife values against the proposed benefits of trail development should also be considered along with the unique historic, cultural, ecological, and educational aspects of the area.
 - iii. **Project and ongoing operational costs:** development, maintenance and ongoing operational costs must be identified to be reasonably manageable by the organization responsible for trail development and ongoing management.
 - iv. **Partnerships:** fostering partnerships with interest groups or other government agencies should be considered as it will aid in offsetting costs to develop and maintain existing or future regional trails.
 - v. **Proximity:** trails that are located in close proximity to existing trails and parks or similar amenities should be considered.
 - vi. **Already established as an unofficial trailhead:** trails that are already established or maintained in a positive manner and demonstrate a high utilization rate should be considered.
 - vii. **User and site safety and the capacity to maintain:** user and site must be considered to ensure the non-profit groups are able to maintain them to a reasonable and safe standard expected of a natural trail for the safe enjoyment of the public.

11) Mandatory Application Documentation

Applicants must submit the following documents in their application:

- a) Completed application form (Schedule 'A')
- b) Application checklist (Schedule 'D')
- c) Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding
- d) Project budget which includes:
 - i. detailed cost estimates;
 - ii. sources of confirmed revenue;
 - iii. sources of revenue yet to be confirmed (i.e., other grant applications still pending decision); and
 - iv. Sources of confirmed donations for labour and/or materials.
- e) Three (3) quotes for any items valued at over \$3,000
- f) Current and year-end financial statements (balance sheet and income statement)
- g) Map and pictures showing the location of the project and planned route
- h) Confirmation of an agreement with Recreation and Trail Sites BC or BC Parks or Council/Board resolution authorizing the project to proceed on local government property
- i) Two (2) letters of support from other organizations or groups supporting the project

Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility. Late applications will not be accepted.

12) Application Deadline

- a) Applications must be received by the Regional District by November 15 of each year.

13) Adjudication Process

- a) The Regional Parks Committee and the Board of Directors have the discretion to accept, reject or amend 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 receipt of applications, the Regional Parks Committee will meet to review all eligible applications and to make funding recommendations to the Board of Directors for final decision.
- c) All applications will be adjudicated based on need, availability of funds in the fiscal year and selection criteria noted in section 10 of this policy.
- d) Successful applicants will be advised of the Board's decision by April 15 of each year subject to the adoption of the Annual Financial Plan and funding for the grant has been approved by the Board of Directors.

14) Unallocated Funds

Any funds that are not allocated in a calendar year shall be utilized to reduce the tax requisition in the next calendar year.

15) Unspent Funds

- a) Organizations must utilize allocated funds within three (3) years of ratification by the Board of Directors and will not be permitted to carry over funds past three years.
- b) Any funds not claimed by an organization after three (3) years will be returned to the service area by resolution of the Board of Directors and utilized to reduce the tax requisition in the next calendar year.

16) Claim Reimbursement

- a) Approved applications must provide proof of costs by submitting invoices and a completed claim form attached as Schedule 'B'.
- b) Copies of all invoices must be submitted for expense claim reimbursement. Claims may not be made for goods or services incurred before the approval of the grant.
- c) In exceptional circumstances, organizations may request in advance the total or partial payment of the approved grant from the Regional District. Organizations must make this request in writing to the Chief Financial Officer.

17) Annual Reports

- a) All organizations that receive a Regional Trails Grant-in-Aid must complete an Annual Report as attached hereto as Schedule 'C' by the last calendar day in December.
- 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 project progress and/or completion as part of the annual report.

18) Recognition

- a) Grant recipients will recognize the financial contributions of the Regional District by prominently displaying a plaque or sign at the trail head.
- b) Grant recipients who 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.



Peace River Regional District Trails Grant-in-Aid (Parks) Summary of Payables

[illegible]