PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

for the meeting to be held on **Thursday, November 19, 2015 at 10:00 a.m.** in the Regional District Office Boardroom, 1981 Alaska Avenue, Dawson Creek, BC

1. **CALL TO ORDER:**

2. **DIRECTORS' NOTICE OF NEW BUSINESS:**

3. **ADOPTION OF AGENDA:**

4. **MINUTES:**
   M-1 Rural Budgets Administration Committee Meeting Minutes of October 15, 2015.

5. **BUSINESS ARISING FROM THE MINUTES:**
   BA-1 City of Dawson Creek (Kiskatinaw Watershed Program) Grant Application
   BA-2 Wonowon Horse Club Grant Application

6. **DELEGATIONS:**
   D-1 Rural Crime Watch Delegation – Mr. Hiebert (Area D) – 10:00 am

7. **CORRESPONDENCE:**
   C-1 November 1, 2015 - Thank you letter from Dayton Waldie

   C-2 October 21, 2015 - Recreation and Cultural Grants in Aid Funding Amendment – Pine Valley Exhibition Park.

   C-3 November 8, 2015 - North Peace Ride for Disabled Funding Amendment

   C-4 November 12, 2015 - North Peace 4H Council – Funding Amendment

   C-5 October 22, 2015 – Formal request from District of Chetwynd for contribution towards Sewage Treatment Plant Improvements.

   C-6 November 12, 2015 - Prepatou PAC Skating Rink grant application

   C-7 October 30, 2015 - FCM Annual Conference – June 3 to 5, 2016

   C-8 October 28, 2015 - Electoral Area Directors Forum – February 2 to 3, 2016 & Local Government Leadership Academy February 3 to 5, 2016.

8. **REPORTS:**
   R-1 October 26, 2015, Chris Cvik, CAO – City of Dawson Creek Trucked Waste Facility Design Funding Agreement.

   R-2 November 9, 2015, Jill Rickert, Community Services Coordinator – Board Fundamentals Workshop – October 17, 2015.

   R-3 November 9, 2015, Jill Rickert, Community Services Coordinator – 2015 Volunteer Appreciation Banquets – October 17, 2015.

9. **NEW BUSINESS:**
10. **COMMUNICATIONS:**
11. **ADJOURNMENT:**

PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: October 15, 2015
PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**
Director Hiebert, Meeting Chair, Electoral Area D
Director Sperling, Electoral Area C
Director Goodings, Electoral Area B
Director Rose, Electoral Area E

Staff
Chris Cvik, CAO
Kim Frech, Chief Financial Officer
Trish Morgan, General Manager of Community and Electoral Area Services
Fran Haughian, Communications Manager
Barb Coburn, Recording Secretary
Ronda Wilkins, Recording Secretary

Others
Chelsea Mottishaw
Delegation from Kiskatinaw Watershed Program, City of Dawson Creek

Call to Order — The Chair called the meeting to order at 10:05 am

DIRECTORS NOTICE OF NEW BUSINESS:
Director Hiebert, NB-1 Tomslake Natural Gas Service Extension
Director Goodings, NB-2 Wowown Grant-in-Aid Request

ADOPTION OF AGENDA:
October 15, 2015 — RBAC/15/10/11
MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee agenda for the October 15, 2015 meeting, including Director's 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. ADOPTION OF THE MINUTES:
M-1 Rural Budgets Administration Committee Meeting of September 10, 2015
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATIONS:
D-1 Delegation from Kiskatinaw Watershed Program – Chelsea Mottishaw
7. CORRESPONDENCE:
C-1 Thank you letter from Dry Grad Fest Celebration outgoing Chair – Sandra Richardson
C-2 Moberly Lake Watershed Proposal
8. REPORTS:
R-1 Peace River Agreement Reports
R-2 September 9th, 2015 RBAC Monthly Financials
9. NEW BUSINESS:
NB-1 Tomslake Natural Gas Service Extension
NB-2 Wowown Grant-in-Aid Request
10. COMMUNICATIONS:
11. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1 September 10, 2015 RBAC Minutes

RBAC/15/10/12
MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee Meeting Minutes of September 10, 2015 be adopted.

CARRIED.

DELEGATIONS:

D-1 Kiskatinaw Watershed Delegation

The Kiskatinaw Watershed delegation was in attendance to provide an update on current and past achievements and initiatives made possible through the grants from the Rural Budgets Administration Committee. A Power Point presentation was shown to the Committee. The delegation was requesting continued support from the Committee.

RBAC/15/10/13
MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee request staff to send out a funding application to Chelsea Mottishaw from the City of Dawson Creek's Kiskatinaw Watershed Program.

CARRIED

CORRESPONDENCE:

C-1 Thank you letter from outgoing Dry Grad Chair – Sandra Richardson

RBAC/15/10/14
MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee receive the thank you letter from Sandra Richardson,

CARRIED.

Shannon Anderson entered the meeting at 10:55 am
Bruce Simard entered the meeting at 10:57 am

C-2 Moberly Lake Watershed Proposal

RBAC/15/10/15
MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee refer the Moberly Lake Watershed Proposal back to staff to provide a report showing the differences from the previous and current Moberly Lake Watershed Proposal and the consistency with the previous response sent from the Rural Budgets Administration Committee to the Moberly Lake Community Association.

CARRIED.

Bruce Simard left the meeting at 11:04 am

REPORTS:

R-1 Peace River Agreement Reports R-1

RBAC/15/10/16
MOVED by Director Sperling, SECONDED by Director Rose,

1. THAT the Rural Budgets Administration Committee approves the following five categories for reporting purposes as a requirement of the Peace River Agreement:

   a. Recreation & Cultural Facilities within Electoral Areas
   b. Recreation & Cultural Facilities within Municipalities
   c. Rural Utilities
   d. Rural Services and Functions
   e. Other Rural Assistance

CARRIED.

REPORTS CON'T: R-1 Peace River Agreement Reports	RBAC/15/10/17 MOVED by Director Goodings, SECONDED by Director Rose, 2. THAT the Rural Budgets Administration Committee approves the four templates for submissions as a requirement of the Peace River Agreement: a. Application (October 31st each year); b. Annual Development Plan (October 31st each year); c. Long-Term Development Plan (October 31, 2015 and every 5 years thereafter); and d. Annual Progress Report (January 31, 2017 and every year thereafter). **CARRIED.**
R-1 Peace River Agreement Reports	RBAC/15/10/18 MOVED by Director Sperling, SECONDED by Director Rose, THAT the Rural Budgets Administration Committee, as the body that the Board has delegated its powers, duties and functions pertaining to the Fair Share Memorandum of Understanding – Rural Allocation per Bylaw No. 1166, 1998 approves submission of the 2016 Application Form, Long Term Development Plan and Annual Development Plan to the Province by the October 31st deadline. *Note that Bylaw No. 1166, 1998 will be updated to include the new name "Peace River Agreement" for future references to those that may not be familiar with the terminology "Fair Share Memorandum of Understanding".* **CARRIED.**
R-2 Financial Report	RBAC/15/10/19 MOVED by Director Sperling, SECONDED by Director Rose, That the September 2015 Financial Report from Kim Frech, Chief Financial Officer be received. **CARRIED**
NEW BUSINESS NB-1 Tomslake Natural Gas Service Extension	Tomslake Natural Gas Service Extension June 29th, 2015 meeting notes were handed out along with a letter to the Committee. The purpose of the meeting was to examine whether there was an opportunity and interest to continue the extension of natural gas service in Tomslake and that a new opportunity had arisen that may allow the Regional District and PNG to examine this project. Residents attending the Tomslake meeting expressed their concerns regarding cost of connecting, previous project cost, bills for service not received, residents backing out of the project and cost of converting heating systems. Staff will work with Director Hiebert to look at the original service agreement with Pacific Northern Gas and help determine what the approximate costs may be today for residents to connect to the mainline in Tomslake.

NB-2 Wonowon Grant In Aid Request	RBAC/15/10/20 MOVED by Director Goodings, SECONDED by Director Rose That the Rural Budgets Administration Committee approve $1,500 from the Area B, 2015 Grants in Aid for repairs to address the ventilation concerns for the Wonowon Hall and that a grant application be forwarded to Evelyn Baker, President of the Wonowon Hall, to be ratified at the next Rural Budgets Administration Committee.
ADJOURNMENT	RBAC/15/10/21 MOVED by Director Sperling, SECONDED by Director Rose That the meeting adjourn. **CARRIED.** The meeting adjourned at 11:55 am

Grant Request Application Form

BA-1

Society Number:		Date:	October 27th, 2015
Community Club or Group Name:	City of Dawson Creek- Watershed Stewardship Program		
Mailing Address:	Box 150 Dawson Creek V1G 4G4		
	Mailing Address / Town/City / Postal Code		
	10102-12A Street Dawson Creek V1G 3V7		
	Civic Address or Legal Description of Property		
Contact Person:	Chelsea Mottishaw	Alternate:	Shawn Dahlen
Position:	Watershed Technician	Position:	Director of Infastructure
Phone Number:	250-782-1793	Phone:	250-784-3624
Fax Number:	250-782-3115	Fax:	250-782-3203
Email:	cmottishaw@dawsoncreek.ca	Email:	sdahlen@dawsoncreek.ca

Club Executives:		Project Costs:	
President:	-na-	Total Cost of Project:	$200,000.00 (5yrs)
Vice President:	-na-	Amount Requested:	$40,000.00
Treasurer:	-na-		

Describe the project for which your organization is requesting a grant:

Over the past 6 years, the PRRD has supported the WSP with an annual $40,000.00 contribution, thus the City has had the ability to work with universities on groundwater and surface water interactions, Bearhole Lake releases, and spring freshet forecasting. Understanding, both, the quality and quantity of water in the Kiskatinaw will lead to a more sustainable source water system for over 12,000 residents in the PRRD. Education focused on water conservation and water protection is also a priority for increased stewardship.

Attachments Required:

a) Project budget, including all sources of funding
b) Year-end financial statements
c) Current financial report including bank balances, investments, term deposits, etc.
d) Copy of the Society Resolution requesting this grant

	October 29th, 2015
Signature of Applicant	Date

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Fair Share: B ◻ C ◻ D ◻ E ◻	
BCR: B ◻ C ◻ D ◻ E ◻	
Gas Tax:	
Other:	

November 19, 2015

October 29th, 2015

To the Rural Budget Administration Committee,

In follow up to the City of Dawson Creek's Watershed Stewardship Program's presentation on October 15th, 2015, the City would like to submit a grant request in the amount of $200,000 over a 5 year period ($40,000.00/year). Since 2009, the PRRD has supported research initiatives, community education, water supply studies, and the position of a Watershed Steward/Technician. The City would like to continue this partnership over the next five years (2016-2021).

Workplan

The Watershed stewardship Program is currently developing a 5 year strategic management document that outlines objectives pertaining to 5 themes:

1. Water Quality

Objectives and Actions:

1. Characterise the Kiskatinaw River Watershed (KRW) baseline water quality, and have data secure and accessible.
   - Create a water quality database.
   - Develop a baseline sampling program for the KRW that seeks to isolate land uses and their associated impacts on water quality.
2. Have an emergency response plan that is responsive to known threats to source water.
   - Continue with current intake monitoring program.
   - Provide stakeholders with the City's emergency contact information in case of an source water contamination event.
   - Create a contact list of all active stakeholders in the Kiskatinaw Watershed.
   - Provide Emergency BC with the City's emergency contact information in case of an source water contamination event. Update the spill response plan. Include monitoring instructions for the KRW.
   - Include the potential contaminates associated with wildfire in the monitoring plan and the response plan.
3. Maintain or improve raw water quality.
   - Develop a sampling program for the KRW that is sensitive to trends in water quality and linkages to land use activities.
   - Explore possibly of bank filtration intake design at Arras to address turbidity.
   - Create connections with stakeholders to focus on water quality and best management practices.
   - Complete the UNBC Flow Forecasting study to understand the relationship between turbidity and freshet.
   - Include an annual river water quality analysis in the WSP's annual report.

2. Water Quantity

Objectives and Actions:

1. Develop a long term hydrometric monitoring program and a secure data management system for the KRW's flow, stage, and survey data.
   - Refine data management system
   - Develop a hydrologic relationship between Bearhole Lake, Arras and the Farmington Water Survey Canada gauge
   - Build partnerships with different levels of government to enable data sharing and analyses.
   - Determine the recharge rate and sources of Bearhole Lake
   - Explore options for alternate sources or increased storage to mitigate known and emerging quantity and quality threats.
   - Install long term hydrometric stations upstream in the Kiskatinaw Watershed for water management decision making.
2. Develop an understanding of the KRW supply to enable long term planning and water management decisions focused on flood events, drought events and water conservation levels.

3. Groundwater

Objectives and Actions:

1. Develop a complete understanding of Bearhole Lake's groundwater recharge areas and their recharge rates.
   - Coordinate electromagnetic survey over Bearhole Lake's watershed through GeoScience BC
   - Complete the Bearhole Lake Water Balance Study to determine recharge sources
   - Conduct Bearhole Lake release trials annually
2. Determine groundwater recharge zones, the land uses in proximity, and the associated risks to them. Try to determine to what extent groundwater impacts source water quality by examining the connectivity.
   - Refine data management system
   - Collaborate with the PRRD and MOE on their groundwater studies
   - City Council Presentation on groundwater knowledge and possible secondary supply options
   - Assess surface water connectivity to groundwater

4. Community Extension and Education

Objectives and Actions:

1. Reduce residential water consumption from May-October.
   - Promote outdoor water conservation techniques
   - Educate citizens on their current water use and past water use
     - Update residential utility bills
2. Promote watershed awareness and stewardship among all ages.
   - Annual tradeshow
   - Annual gun show to engage recreational users in the watershed

- Continue with current outreach programs in schools

3. Develop a municipal water conservation program based upon sound science and proven techniques.
    - Develop bi-annual educational bulletins
    - Expand social media presence through Facebook
    - Conduct an annual city council field tour
    - Bi-annual updates to Dawson Creek's mayor and council, the village of Pouce Coupe, and the Peace River Regional District

5. Governance

Objectives and Actions:

1. Develop a working proficiency of Best Management Practices in the KRW.
2. Determine what level of watershed protection is appropriate for the KRW.
    - Update the City's Mayor and Council on designation options
    - Work collaboratively with stakeholders and government to adopt best management practices focused on improving water quality in the Kiskatinaw Watershed
    - Develop an advisory committee
    - Potentially create a Water Sustainability Plan valid under the Provincial Water Sustainability Act

Total Budget

Table 1: The Watershed Stewardship Program Budget for 2014, 2015, and 2016. Currently the budget is supported by a PRRD contribution of $40,00.00 annually. The remainder of the budget is supported by the City of Dawson Creek's annual budget.

	2014 Year End Total	2015 To date (Oct. 28th)	2015 Budgeted	2016 Budgeted
Watershed Wages	$ 27,000.00	$ 71,655.63	$ 115,000.00	$ 195,000.00
Watershed Contracts/Consultants	$ 75,000.00	$ 60,000.00	$ 150,000.00	$ 98,800.00
Watershed Sampling	$ 11,285.00	$ 12,343.71	$ 10,000.00	$ 50,000.00
Watershed Training	$ 1,900.00	$ 2,465.40	$ 7,232.00	$ 11,400.00
Watershed Community Extension	$ 1,439.45	$ 5,624.53	$ 9,000.00	$ 9,000.00
Watershed Research	$ 15,000.00	$ 27,609.00	$ 49,000.00	$ 50,000.00
Weir Maintenance and Repairs	$ 28,800.00	$ 181,976.97	$ 150,000.00	$ 70,000.00
Watershed Supplies	$ 3,400.00	$ 6,000.00	$ 12,000.00	$ 10,250.00
Total	$ 163,824.45	$ 367,675.24	$ 502,232.00	$ 494,450.00

On behalf of the City of Dawson Creek, I would like to thank the PRRD for their continued support in providing clean drinking water for years to come. If you have any further questions, or requests for information, please contact Chelsea Mottishaw or Shawn Dahlen.

Best regards,

Chelsea Mottishaw, B.A., A.Ag.
Watershed Technician
City of Dawson Creek
Phone 250-782-1793 Cell 250-784-7909

BA-2

Grant Request Application Form

Society Number: 14410 Date: Oct. 27, 2015

Community Club or Group Name: WONOWON HORSE CLUB SOCIETY

Mailing Address: PO BOX 8 (Mailing Address) WONOWON BC (Town/City) V0C2N0 (Postal Code)

19211 PETROCAN SUB. (Civic Address or Legal Description of Property)

OCT 29 2015
JVR/TM

Contact Person:	EVELYN BAKER	Alternate:	DIANE KITT
Position:	PRESIDENT	Position:	TREASURER
Phone Number:	250-772-3428	Phone:	250-772-5280
Fax Number:	NONE	Fax:	SAME
Email:	evelynbaker@hotmail.com	Email:	kitthomeland@gmail.com

Club Executives:		Project Costs:	
President:	EVELYN BAKER	Total Cost of Project:	$2700.00
Vice President:	DAINE GIENI	Amount Requested:	$1500.00
Treasurer:	DIANE KITT		

Describe the project for which your organization is requesting a grant:

UPGRADING VENTING IN ROOF OF COMMUNITY HALL

Attachments Required:

a) Project budget, including all sources of funding
b) Year-end financial statements
c) Current financial report including bank balances, investments, term deposits, etc.
d) Copy of the Society Resolution requesting this grant

Evelyn Baker — Signature of Applicant
OCTOBER 27, 2015 — Date

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Fair Share: B ☐ C ☐ D ☐ E ☐	
BCR: B ☐ C ☐ D ☐ E ☐	
Gas Tax:	
Other:	

Rural Crime Watch

I wish to speak the Rural Directors regarding Rural Crime Watch in Area D and the PRRD in general.

1. Purpose

2. Benefits

3. Needs

Wayne Hiebert

Peace River Regional District

Thank you for the bursary. I am enrolled in the 3rd class power-engineering program at the College of New Caledonia. This money will help me with my living expenses. I plan on continuing my education by doing my 2nd class power engineering as well in the future. Growing up in the Peace River district gives people so many opportunities to enjoy what the north has to offer. Getting to enjoy the nature and activities that some people do not get to experience.

Thanks,

Dayton Waldie

Dayton Waldie

PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION

Name of Organization: Pine Valley Exhibition Park

Date: Oct 20/15

Contact: Cyndy Smith

Phone: 250 788-9677

Mailing Address: Box 641 Chetwynd BC V0C1J0

Email: chetwyndpvep@gmail.com

Fax:

PROJECT TO PROVIDE FUNDS

Year Funds Granted: 2013

Have you completed this project? Yes

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

Replace or repair sound system

Amount Granted: $4750.00

Amount to Reallocate: $1849.62

PROJECT TO RECEIVE REALLOCATED FUNDS

TOTAL Cost of New Project: $37,860.00

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

Road & Drainage network at Horse pens. we would like to use remaining 2013 funds to help pay for the road work.

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Funds Remaining: *(showing last 3 years)*			
	Current Project Name: Resurface Roadways, improve drainage	Amount Available =	$19,000
2014	Project Name: East Pen Expansion	Amount Available =	Funded through Fair Share
2013	Project Name: Replace Sound System	Amount Available =	$4,750
		Total Unused Funds =	

Recommendation:

That the Rural Budgets Administration Committee approval the funding amendment request from Pine Valley Exhibition Park to reallocate $1,849.62 of their remaining unused 2013 GIA to go towards the 2015 road work and drainage project.

Rationale:

Pine Valley Exhibition completed their 2013 GIA project to replace their sound system under budget and now has remaining funds to be used. The total anticipated cost to complete the 2015 project is $37,860. While they were only approved for $19,000 in GIA for 2015; the remaining unused portion of the 2013 GIA would help to reduce the shortfall.

C-3

Received electronically
November 8, 2015

November 19, 2015

PEACE RIVER REGIONAL DISTRICT
Recreation and Cultural Grants-in-Aid
Schedule "D" – Funding Amendment

Name of Organization: North Peace Ride for Disabled.
Date: Nov 8 /15

Contact:
Phone: 250 785 3664

Mailing Address: Box 6834 Station MAIN Fort St. John V1J 4J3

Email: efcalder@shaw.ca
Fax:

Year Funds Granted: 2015
Have you completed this project? Yes

Current Project Description: *(project for which funds were originally applied for)*
We applied for $3000 to build new mounting system for riders. Arctech did this and donated much of the project but did bill us $1500. We have completed this project and have $1500 left.

Amount Granted: 3000
Amount to Reallocate: 1500

TOTAL Cost of New Project:

Proposed New Project/Operational Expense: *(reason for request and description of project, project budget)*
The new equipment is daunting to move so we have located a cart at Princess Auto that can be used to assist in moving the parts of the mounting system.
We would also like to purchase more helmets (6) as we require all volunteers under 16 to weare them
We are also in need of 4 winter turnout blankets for the horses

Funds Remaining: *(showing last 3 years)*		
	Current Project Name: Specialized Mounting Equipment	**Amount Available =** $3,000
	2014 **Project Name:** Did not apply	**Amount Available =**
	2013 **Project Name:** Did not apply	**Amount Available =**
	Total Unused Funds =	$3,000

RECOMMENDATION:
That the Rural Budgets Administration Committee approved the funding amendment from North Peace Ride for the Disabled in the amount of $1500 to go towards the purchase of riding equipment and a cart.

BACKGROUND:
North Peace Ride for the Disabled applied for $3,000 in GIA this year to purchase specialized mounting equipment to assist riders. Upon completion of the project, Arctech decided to donate over half the cost and charged North Peace Ride for the Disabled only $1500; therefor resulting in the unused portion of the GIA. A copy of the invoice and quotes for the additional equipment requests are attached.

C-3

ARCTECH

WELDING+MACHINING

Box 6278
Fort St John, British Columbia V1J 4H7
p.(250) 785-5151 f. (250) 785-9221

Invoice

Invoice No: 68691

Date: 9/30/2015

Invoice To:

North Peace Ride for the Disable

Project Description

Roy Lube 787-7619
Build steps and landing from aluminum as per drawings
Build 10 foot ramp and landing from alum as per drawings

GST No. 872737952

Quoted Value	P.O. No.	Terms	Due Date
N/A	Donation		9/30/2015

Qty	Unit	Description	Unit Price	Amount
26	hr	Shop Welding and Fabricating	115.00	2,990.00
		Shop Supplies on Labour	5.00%	149.50
9.5	ft	Aluminum Tube HSS (SQ)RC 2. X .188	7.26	68.97
16	ft	Aluminum Tube HSS (RT) 1x2 x .125	3.68	58.88
75.75	sqft	Aluminum Plate .187 "3/16	9.94706	753.49
18	ft	Aluminum Channel .000 3.0 "3 x 2 x .250	8.70	156.60
20	ft	Aluminum Tube HSS (RT) SC 1x3 X .125	5.22	104.40
26	ft	Aluminum Tube HSS (SQ) RC 1.25 x .125	3.78	98.28
18	sqft	Aluminum Plate .125 "1/8	7.40	133.20
7	ft	Aluminum Angle 2. x 2. X .188	3.78	26.46
1	ea	Donation	-3,191.15	-3,191.15
		GST on sales	5.00%	67.43
		PST (BC) on sales	7.00%	83.94

Paid by cheque # 0534
Thank You!

Thank You for choosing ARCTECH!

Subtotal	$1,348.63
Tax Total	$151.37
Total	$1,500.00

C-3

BROWSE BY

Horse.com (/) > Blankets & Sheets (/blankets-and-sheets/566/) > Turnout Blankets & Sheets

Related Categories

» (/blankets-and-sheets/blanket-liners-coolers-and-dress-sheets/569/)
Blanket Liners, Coolers & Dress Sheets (69) (/blankets-and-sheets/blanket-liners-coolers-and-dress-sheets/569/)
» (/blankets-and-sheets/blanket-wash-dog-blankets-and-accessories/734/)
Blanket Wash, Dog Blankets & Accessories (19) (/blankets-and-sheets/blanket-wash-dog-blankets-and-accessories/734/)
» (/blankets-and-sheets/fly-masks-and-fly-boots/735/)
Fly Masks & Fly Boots (49) (/blankets-and-sheets/fly-masks-and-fly-boots/735/)
» (/blankets-and-sheets/fly-sheets-and-kool-coats/882/)
Fly Sheets & Kool Coats (51) (/blankets-and-sheets/fly-sheets-and-kool-coats/882/)
» (/blankets-and-sheets/lycra-sweats-and-tail-bags/736/)
Lycra, Sweats & Tail Bags (26) (/blankets-and-sheets/lycra-sweats-and-tail-bags/736/)
» (/blankets-and-sheets/stable-blankets-and-sheets/737/)
Stable Blankets & Sheets (48) (/blankets-and-sheets/stable-blankets-and-sheets/737/)

Type

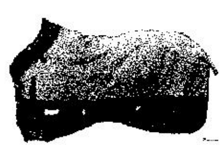
Blanket (217) (/search.aspx?path=cHORSEp739&page=1&hits=253aBlanket)
Sheet (58) (/search.aspx?path=cHORSEp739&page=1&hits=253aSheet)
Neck Cover (19) (/search.aspx?path=cHORSEp739&page=1&hits=253aNeck%2520Cover)
Hood (16) (/search.aspx?path=cHORSEp739&page=1&hits=253aHood)
Accessories (1) (/search.aspx?path=cHORSEp739&page=1&hits=253aAccessories)
Blanket Liner (1) (/search.aspx?path=cHORSEp739&page=1&hits=253aBlanket%2520Liner)

+ More Options

Horses sometimes need a little bit of extra protection when it gets cold outside. Every stable should be equipped with an assortment of horse turnout blankets and waterproof horse blankets to help protect horses from cold, rain, and snow. Winter horse blankets are an ideal way to help keep your horses warm during the cold winter months.

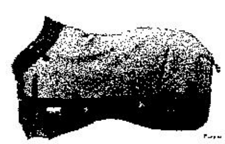
We found **308** results for "**Turnout Blankets & Sheets**"

1 (/search.aspx?path=cHORSEp739&page=1&hits=48&sort=bestselling) 2 (/search.aspx?path=cHORSEp739&page=2&hits=48&sort=bestselling) 3 (/search.aspx?path=cHORSEp739&page=3&hits=48&sort=bestselling) 4 (/search.aspx?path=cHORSEp739&page=4&hits=48&sort=bestselling) 5 (/search.aspx?path=cHORSEp739&page=5&hits=48&sort=bestselling) 6 (/search.aspx?path=cHORSEp739&page=6&hits=48&sort=bestselling) 7 (/search.aspx?path=cHORSEp739&page=7&hits=48&sort=bestselling) **» (/search.aspx?path=cHORSEp739&page=2&hits=48&sort=**



Tough-1 1200D Snuggit Turnout 300g
Starting at: $99.95
Was: $150.88 Save: 34%

(/item/tough-1-1200d-snuggit-turnout-300g/E005430/)

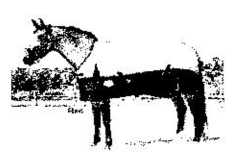


Tough-1 1200D Snuggit Turnout 200g
Starting at: $94.99
Was: $144.88 Save: 34%

(/item/tough-1-1200d-snuggit-turnout-200g/E005429/)

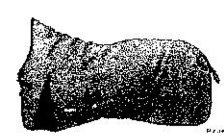
Tough-1 1200D Snuggit Tough Timber Blanket
Starting at: $99.95
Was: $155.88 Save: 36%

(/item/tough-1-1200d-snuggit-tough-timbe



Tough-1 600 Denier Turnout Blanket
Starting at: $76.95

Tough-1 Snuggit 1680D Turnout Blanket



(/item/tough-1-1200d-high-neck-t-o-blanket-300g/E005431/)

Intend to purchase locally but do not have prices yet.

C-3

Tipperary Sportage Helmet

$74.95

View Product Details

One K Defender Suede Brocade Helmet

Regular Price: ~~$410.95~~

Special Price: $378.95

View Product Details

One K Defender AIR Suede Helmet

Regular Price: ~~$439.95~~

Special Price: $395.95

View Product Details

ONE K DEFENDER SUEDE & LEATHER HELMET

Regular Price: ~~$399.95~~

Special Price: $359.95

View Product Details

One K Defender Matte Helmet

Regular Price: ~~$310.95~~

Special Price: $289.95

View Product Details

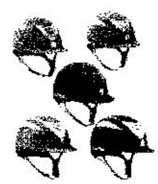
One K Defender Bling Helmet

Regular Price: ~~$599.95~~

Special Price: $539.95

View Product Details

One K Defender Suede Helmet



Regular Price: ~~$379.95~~

Special Price: $342.95

View Product Details

One K Defender Pro Helmet

Regular Price: ~~$410.95~~

Special Price: $379.95

View Product Details

Charles Owen Pro Skull II

$269.95

View Product Details

Charles Owen Ayr8 Helmet

$474.95

View Product Details

Ovation™ Z-8 Carbon Fiber

$179.95

View Product Details

Ovation™ Z-5

We intend to purchase locally if possible and need helmets that are adjustable for multi users – usually they are about $80

November 19, 2015

2,200 lb Adjustable Steel Utility Wagon

- SKU: 2440011
- Weight: 114.4 lbs
-
- Rate this Product!
- Read all Reviews

POWER FIST

- Price:

$299.99

Add to Wish List

Email

Online Availability: Not in Stock
In Store Availability : Check Local Store for Stock

Log In to your Account

Log In

OR

Enter your destination to get a shipping estimate

First Name: *

Last Name: *

Address (Line 1): *

Address (Line 2):

City: *

Country: * - Select Country -

Province/State: * - Select a Province or State -

Postal / Zip Code: *

Get Estimate

- Details
- Accessories
- Review
- Q & A
- Manuals & Parts

Compare Products

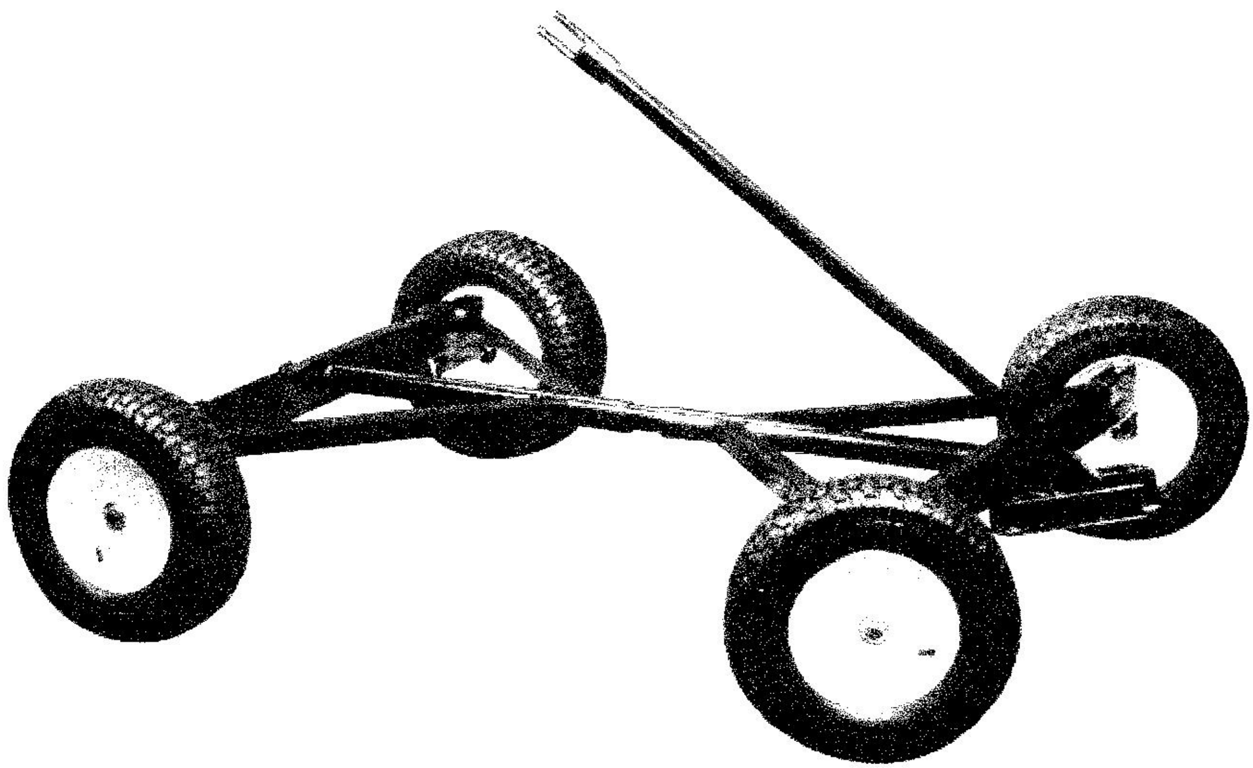
Overview
43 in. draw bar
Feature(s)

- Adjusts from 48 to 80 in.

Attributes & Specifications

Product Reference	ATV Trailer
Payload Capacity	2,000 lb
Overall Dimensions	36 x 48 to 80 in.
Tire Size(s)	Pneumatic 16 x 6.50-8 in.
Construction	14 gauge steel tube & 6 gauge steel plate
Brand	Powerfist

Package Dimensions (L x W x H)
61.0 x 45.0 x 6.0 in.



November 19, 2015

PEACE RIVER REGIONAL DISTRICT

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

APPLICANT INFORMATION	
Name of Organization: North Peace 4H Council	Date: 12.11.2015
Contact: Madeleine Lehmann	Phone: 250-785-8177
Mailing Address: 10043 100 St, Fort St John, BC V1J 3Y5	
Email: lehmann@fsjbc.com	Fax: 250 785 8177

PROJECT TO PROVIDE FUNDS	
Year Funds Granted: 2013	Have you completed this project? Yes
Current Project Description: *(project for which funds were originally applied for)* In 2013 NP4H applied for funds to redo the eavesdroughing and gravelling of the beef barn at the NP Fall Fair Grounds. Some of the material and work was donated – therefore we ran under budget	
Amount Granted: on PRRD record $12,149.00	Amount to Reallocate: +/- $2000 $2,415.92

PROJECT TO RECEIVE REALLOCATED FUNDS
TOTAL Cost of New Project: +/- $2000
Proposed New Project/Operational Expense: *(reason for request and description of project, project budget)* We are looking at purchasing 10 additional light weight livestock panesl for the fairgrounds as there are more kids (=more animals) enrolled in small animals/ horses every year.

FOR OFFICE USE ONLY		
Funds Remaining: *(showing last 3 years)*	Current Project Name: Bleachers, Seacan,Scale	Amount Available = $29,878.46
	2014 Project Name: Cattle pens	Amount Available = $ 0.00
	2013 Project Name: Eavestroughs, Structural repairs	Amount Available = $2,415.92
	Total Unused Funds =	$32,294.38

Recommendation: That the Rural Budgets Administration Committee approve the funding amendment request from North Peace 4H District Council to reallocate their remaining GIA funds in the amount of $2,415.92 to go towards purchasing additional livestock panels.

Background: In 2013 North Peace 4H District Council was allocated $5,574.50 from Area B and $6,574.50 from Area C for a total of $12,149 in GIA to complete eavestrough and gutters at the fair grounds. This project \ was completed under the expected budget due to donated materials and therefore has resulted in unused funds.

District of Chetwynd

Box 357
Chetwynd, B.C.
Canada V0C 1J0

tel: (250) 401-4100
fax: (250) 401-4101
email: d-chet@gochetwynd.com

DISTRICT OF CHETWYND

Office of the Mayor

October 22, 2015

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

Attention: Chris Cvik, Chief Administrative Officer

Dear PRRD Electoral Area Directors;

Re: Sewage Treatment Plant Improvements

As you are no doubt aware, in February, 2013 the District of Chetwynd was advised by the Ministry of Environment that permitted discharges into the Pine River were being exceeded and upgrades were required to the Sewage Treatment Plant immediately.

As a result, the District applied for and was awarded a Building Canada grant in 2015 to perform upgrades to the Sewage Treatment Plant. As was required prior to receiving the grant, the District initiated an alternative approval process and was approved by the Inspector of Municipalities to borrow one-third of the funds required, up to $1,500,000.

We currently provide service to approximately 300 – 400 households in the PRRD area outside of Chetwynd boundaries; these rural households are equal to 40% of the District's own population. This service is critical to those residents' continued occupancy of land, as noted in the attached supporting materials. The District is performing upgrades to the Sewage Treatment Plant in part to ensure that it can continue to accept sewage waste from rural residents.

Please accept this letter as a formal request to the Peace River Regional District for a contribution in the amount of $500,000, which is one-third of the District's share of costs for the Sewage Treatment Plant improvements. In exchange, the District will commit to accepting sewage waste from PRRD residents who live beyond District of Chetwynd boundaries, as is currently the District's practice, and for as long as we are capable of providing such a service.

Respectfully

Mayor Nichols
Mayor

Encl.

Materials Accepted from Rural (PRRD) Residents

District of Chetwynd
Bulk Water/Sewer Station

	Water liters	Sewer liters
January	3,559,410.00	191,110.00
February	3,951,720.00	229,260.00
March	5,170,390.00	247,320.00
April	2,495,370.00	272,050.00
May	2,902,880.00	246,990.00
June	3,953,130.00	377,580.00
July	4,767,530.00	375,660.00
August	6,138,940.00	254,920.00
September	2,745,950.00	153,570.00
October		
November		
December		
	35,685,320.00	2,348,460.00

From: Mistahiya Contracting <mistahiya@hotmail.ca>
Sent: October-17-15 12:54 PM
To: Paul Gordon
Subject: Re: Letter

Our company has been operating and servicing the Chetwynd and surrounding area for 2 years. We rely on the Chetwynds dumping station for all our customers. If we needed to go to Dawson to dump it would be a considerable extra cost to the Chetwynd and area residence Also if we had to go to Dawson, the septic haulers would become competition for the local septic companies, which in turn would lead to less money going back into Chetwynd.

Dwayne Richter
Mistahiya Contracting

From: McKee [mailto:dhmckee@telus.net]
Sent: October-07-15 10:20 AM
To: Paul Gordon
Subject: Chetwynd sewer dump stn

Paul Gordon
Dir. Of Eng. & Public Works

My company McKee Vacuum Truck Services Ltd. provides a septic service in the Chetwynd area and surrounding communities. We have many customers with yearly septic services to maintain their systems to sustain them for longer without redoing another system which is very costly and also another factor to consider environmentally. We also service the Moberly Lake area customers that have holding tanks on their properties. These customers find it costly to pay for the 1.5 hrs of trucking to Chetwynd but it would be much more expensive to dispose at the Charlie Lake site which would be 8 hrs of trucking. Being unable to dispose of sewage at Chetwynd would be a real burden on Regional District people in our area.

In my view the more cost that the Regional District decisions impose on the public will result in increased illegal means of dumping as the cost of doing it legally is prohibitive. My concerns are the rural people are being targeted unfairly and that the environment may also suffer as a direct result.

Don Mckee
McKee Vacuum Truck Ltd.
(250) 788-5070

The users of the system affected are as follows:

81 Septic Users
212 Water Delivery

C-6

Grant Request Application Form

Society Number: 111 853 | Date: Nov 12, 15

Community Club or Group Name: Prespatou Parent Advisory Council

Mailing Address: PO Box 240 (Mailing Address) Prespatou (Town/City) BC V0C 2S0 (Postal Code)

Civic Address or Legal Description of Property:

Contact Person:	Joe Bergen	Alternate:	John Klassen
Position:	President	Position:	Vice President
Phone Number:	250 787 2909	Phone:	250 262 8706
Fax Number:	250 630 2681	Fax:	
Email:	hotsawlog@gmail.com	Email:	

Club Executives:		Project Costs:	
President:	Joe Bergen	Total Cost of Project:	about 290000.00
Vice President:	John Klassen	Amount Requested:	25,000.00
Treasurer:	Barb Klassen		

Describe the project for which your organization is requesting a grant:

We would like to construct boards around the ice rink and a skating shack.

Attachments Required:

a) Project budget, including all sources of funding
b) Year-end financial statements
c) Current financial report including bank balances, investments, term deposits, etc.
d) Copy of the Society Resolution requesting this grant

Signature of Applicant | Date: Nov 12, 15

For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐	
BCR: B ☐ C ☐ D ☐ E ☐	
Gas Tax:	
Other:	

PEACE RIVER REGIONAL DISTRICT
RECEIVED DAWSON CREEK
NOV 12 2015
Referred To TM
File No.

November 19, 2015

C-6

Cover Letter

Application for funding for ice rink repairs.

Rural Budgets Administration Committee,
Peace River Regional District
PO box 810, Dawson Creek, BC V1G 4H8

Attention Karen Goodings, Director Electoral Area

The Prespatou Parent Advisory Council is applying for a grant for repairs to the ice rink and to skating shack. These facilities are used daily by school and community. We are planning on repairing these facilities since we don't have an arena and both school and community will benefit from having the facilities repaired and safe for public use.

Sincerely,

Frieda Bueckert, Secretary

Prespatou Parent Advisory Council

Box 240

Prespatou, BC. V0C 2S0

November 19, 2015

Society Resolution

Our goal as the PAC is to construct a ice rink and shack that the school and community can benefit from. We do not have an arena in our community and we feel it is important to have a rink for the community. We have collected $4000.00 in donations and am doing a Purdys Chocolates fundraiser.

We will forward Pictures to PRRD email.

PAC Members:

Lisa Neudorf
Janet Reimer
Joseph Bergen
Tim Loewen
Martin Wiebe
Debra Reimer
Frieda Bueckert
Barb Klassen
John Klassen
Matt Fehr

NOV.12.2015 01:33 PM BILL&FRIEDA BUECKERT 2506302442 PAGE. 3/ 7

C-6

Estimate

Page No. ____ of ____ Pages

Box 182,
Prespatou, B.C. V0C 2S0
Tel: 250-787-2906

Wild Rose Carpentry

0107

Estimate Submitted To: Prespatou Elementary	Phone	Date: Nov 11 2015
Street	Job Name: Ice Rink boards	
City, State, Zip Code	Job Location	
Architect: Ice rink boards	Date of Plans	Job Phone

We hereby submit specifications and estimates for:

Size of Construction 85' x 200'	
Concrete Floor, Base	
Framing, Rough supplies	9705.00
Exterior Coverings – siding, roofing	
Soffit & Facia	
Windows & Doors	
Electrical	
Plumbing	
Insulation	
Drywall	
Flooring	
Equipment Rental	
Labor	5000.00
Subtotal	14705.00
GST	732.25
Total Estimate	15440.25

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:
Fifteen thousand four hundred forty ——— 25/00 dollars ($ 15,440.25).

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 executed 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, tornado and other necessary insurance.

Authorized Signature: [signature]

Note: This proposal may be withdrawn by us if not accepted within 60 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 ____________________

November 19, 2015

C-6

Estimate

Page No. ____ of ____ Pages

Box 182,
Prespatou, B.C. V0C 2S0
Tel: 250-787-2906

Wild Rose Carpentry

3104

Estimate Submitted To: Prespatou Elementary School	Phone		Date: Nov 10 2015
Street: 22113 Triad Rd	Job Name: Skate Shack		
City, State, Zip Code	Job Location: Prespatou		
Architect	Date of Plans		Job Phone

We hereby submit specifications and estimates for:

Size of Construction: 10 feet x 40 ft	
Concrete Floor, Base	
Framing, Rough: Home Hardware Quote	6500.00
Exterior Coverings – siding, roofing	
Soffit & Facia	
Windows & Doors: x4 window 2 doors	
Electrical	800.00
Plumbing	
Insulation	
Drywall	
Flooring	
Equipment Rental	
Labour	6300
Subtotal	13600
GST	
Total Estimate	

We Propose hereby to furnish material and labor - 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 executed 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, tornado and other necessary insurance.

Authorized Signature ______________________________

Note: This proposal may be withdrawn by us if not accepted within ________ 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 ______________________________

November 19, 2015

Prespatou School Parent Advisory Council

Financial Report

September 1, 2014 to September 1, 2015

Prespatou Parent Advisory Council Account

September 1, 2014	Opening Balance ---	$4060.36
Income		
School District 60		189.72
Christmas Candy Bag Money		1331.50
Fundraiser (baseball)		770.55
Interest		7.66
Total Income		$2299.43
Expenses		
Christmas Candy bags		1500.00
Appreciation supper		236.82
Total Expenses		$1736.82
Balance on September 1, 2015		$4622.97

Prespatou P.A.C. Gaming Account

September 1, 2014	Opening Balance ---	$6804.43
Income		
Provincial Government		6600.00
Sale of old puck boards and plywood		256.00
Interest		5.16
Total Income		$6861.16
Expenses		
Tetherball sets		314.97
Baseball diamond resurfacing		1236.07
Soccer goals		4491.99
Bus for ski trip		620.00
Bleachers		6883.00
Total Expenses		$13546.03
Balance on September 1, 2015		$119.56

The remaining balance is budgeted for playground equipment and/or its repair.

C-6

Prespatou School Parent Advisory Council
Financial Report
September 1, 2013 to September 1, 2014

Prespatou Parent Advisory Council Account

September 1, 2013	Opening Balance ---	$5518.10
Income		
Ice Rink Advertisements		200.00
School District 60		190.60
Christmas Candy Bag Money		1251.26
Interest		12.49
Total Income		$1654.35
Expenses		
Christmas Candy bags		1500.00
Chair Rental		75.60
Bandsaw for Shop		1063.99
Gravel Hauling		472.50
Total Expenses		3112.09
Balance on September 1, 2014		$4060.36

Prespatou P.A.C. Gaming Account

September 1, 2013	Opening Balance ---	$490.93
Income		
Provincial Government		6880.00
Carnival Money		5463.50
Reimbursement for Snow-blower		812.00
Sale of Old Snow-blower		240.00
Interest		16.77
Total Income		$13412.27
Expenses		
Rural Hockey/Broomball Association		1000.00
Fieldtrips		1500.00
Playground Accessories		183.35
Ice rink (repairs & maintenance)		563.12
Snow-blower / Sears		1623.99
Carnival Expenses		2228.31
Total Expenses		$7098.77
Balance on September 1, 2014		$6804.43

The remaining balance is budgeted for baseball diamond reconstruction and new portable soccer goals.

November 19, 2015

November 19, 2015

Goes to RC-7 Brd Agenda

Ronda Wilkins

From: FCM Communiqué <communique@fcm.ca>
Sent: October-30-15 10:45 AM
To: Diana Mitchell
Subject: Book your hotel room for FCM's 2016 Annual Conference and Trade Show

October 30, 2015 Change your language | View email in your browser

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Book your hotel room for FCM's 2016 Annual Conference and Trade Show

You may now book your hotel rooms for FCM's 2016 Annual Conference and Trade Show, which will be held from June 3–5 at the RBC Convention Centre in Winnipeg, MB.

FCM has negotiated discounted room rates at a number of hotels in Winnipeg. These rooms are available on a first-come, first-served basis, so book your room today.

The deadline to cancel reservations is Friday, **February 26, 2016**. Cancellations made after this date may result in a penalty equal to one night's room and tax.

Please contact us with any questions related to hotel accommodations for the event.

November 19, 2015

We look forward to seeing you in Winnipeg!

C-8

Reigster now for the Electoral Area Directors Forum

Oct. 28, 2015

Registration is now open for the Electoral Area Directors Forum February 2-3, 2016 at the Radisson Hotel Vancouver Airport in Richmond, BC. The conference is open to Regional District Chairs, Electoral Area Directors and regional district staff.

This year's Forum will be held in conjunction with the Local Government Leadership Academy Forum to help reduce costs and provide an opportunity for delegates to attend both learning events.

This conference focuses on issues of concern to Electoral Area Directors and provides an opportunity to discuss common problems and share potential solutions to the problems identified. Some of the issues that are under consideration for this year's Forum include:

- Resolution B-90 - Change the Position Title of Electoral Area Director
- Small Water Systems
- Wildfire Interface

Delegates are invited to identify other issues or examples of best practices for discussion at this year's meeting. Comments and suggestions may be provided to Marylyn Chiang, Senior Policy Analyst, UBCM.

The registration fee is **$**165.00 plus taxes. A light lunch will be provided on Tuesday, February 2 at noon in advance of the first session, which will start at begin 1:00 p.m. In addition, the fee covers the cost for coffee and tea throughout the forum; the reception on Tuesday; and a hot breakfast on Wednesday.

The deadline for registration is Monday, January 4, 2016. Cancellations provided by Wednesday, December 30, 2015 will receive a full refund.

Follow Us On

- Twitter: @ubcm

November 19, 2015

Peace River Regional Hospital District
REPORT

To: Rural Budgets Administration Committee (RBAC) Date: October 26, 2015

From: Chris Cvik, CAO

Subject: City of Dawson Creek Trucked Waste Facility Design Funding Agreement

---

RECOMMENDATIONS:

1. That RBAC approves the Trucked Waste Facility Design Funding Agreement between the City of Dawson Creek and the Peace River Regional District; and

2. That RBAC recommends to the PRRD Board that the Chair and CAO be authorized to sign the Trucked Waste Facility Design Funding Agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

As RBAC members may recall, in September 2015, RBAC approved a Rural Fringe Fair Share grant of up to $400,000 be paid to the City of Dawson Creek to complete the detailed designs of a new sewer receiving facility, conditional upon reaching an agreement with the City that secures access to the facility for the Electoral Areas.

Administration worked with the City of Dawson Creek and were able to successfully negotiate an agreement that provides access to the Dawson Creek Trucked Waste Facility for a twenty (20) year term once the new Facility is complete and ready for use.

DISCUSSION:

The agreement provides long term access to a sewage receiving facility for rural residents in exchange for a $400,000 lump sum payment to the City of Dawson Creek for plan designs for the project.

Basis for RBAC Approval

Under Bylaw 1166, 1998, RBAC was delegated the authority to administer rural budgets identified in Schedule A of the Bylaw 1166, 1998. This includes administering the Rural Allocation of the Fair Share Memorandum of Understanding.

At the June 25, 2015, PRRD Board Meeting, the Board approved the following:

Rural Fringe Funding

That the $1,750,000 (plus interest) one-time Fair Share Fringe Area funding be allocated to any host municipality providing water or sewer services to the electoral areas, until such time as the fund is depleted. These funds are intended to support additional capacity to municipal infrastructure for rural service impacts in exchange for long-term guaranteed access to the municipal service for the Electoral Areas.

As the funding source for the $400,000 payment to the City of Dawson Creek is the Fair Share Fringe Area, RBAC can approve the payment of the grant. However, the Funding Agreement will need to be forwarded to the PRRD Board for approval to enter into the Agreement between the Peace River Regional District and the City of Dawson Creek.

OPTIONS:

1. That RBAC approves the Trucked Waste Facility Design Funding Agreement between the City of Dawson Creek and the Peace River Regional District; and
2. That RBAC recommends to the PRRD Board that the Chair and CAO be authorized to sign the Trucked Waste Facility Design Funding Agreement on behalf of the PRRD.
3. That RBAC provides further direction to Administration

STRATEGIC PLAN RELEVANCE: Securing sewer servicing for rural residents is identified as a Strategic Objective in the current Strategic Plan (Strategic Objective #14 – S.3.2.1)

COMMUNICATIONS: N/A

FINANCIAL CONSIDERATION(S): The $400,000 payment would be made from Fair Share – Rural Allocation.

Trucked Waste Facility Design Funding Agreement

THIS AGREEMENT dated for reference the 28th day of October, 2015 is

BETWEEN:

THE CORPORATION OF THE CITY OF DAWSON CREEK,
10105 – 12A Street, P.O. Box 150
Dawson Creek, BC V1G 4G4

(the "City")

AND:

PEACE RIVER REGIONAL DISTRICT,
1981 Alaska Avenue, P.O. Box 810
Dawson Creek, BC V1G 4H8

(the "Regional District")

WHEREAS:

A. The City wishes to construct a new Trucked Waste Receiving Facility and requires a detailed design for the project.

B. The Regional District recognizes the new Facility would be utilized by rural residents and businesses and has funding available in 2015 for the detailed design.

C. The City and the Regional District wish to enter into this Agreement to enable the City to complete a detailed design of a Trucked Waste Receiving Facility in exchange for guaranteed access to the current and future facility for a twenty year period;

NOW THEREFORE this agreement is evidence that in consideration of the mutual promises and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by each party, the parties covenant and agree as follows:

1. **Funding for Detailed Design** – The Regional District hereby agrees to provide up to $400,000 to the City to complete a detailed design to construct a new Trucked Waste Receiving Facility in Dawson Creek.

2. **Guaranteed Access** - The City hereby grants to the rural residents within the Regional District access to the current Sanitary Sewer Receiving Station, located within Dawson Creek at 204 – 116th Avenue, and the future Trucked Waste Receiving Facility for the term of this agreement.

3. **Term** – The term of the Agreement shall be twenty (20) years (the "**Term**") commencing once the new Facility is complete and ready for use and expiring twenty (20) years later.

4. **No Capital Liability** - The City will not be required under this Agreement to incur liabilities of a capital nature with respect to the Connection Works, and section 175 of the *Community Charter* does not apply to this Agreement.

5. **Facility Interruption** – The Regional District acknowledges and agrees:

   (a) the City may at any and all times, shut off access to or otherwise interrupt the use of the Sanitary Sewer Receiving Station or the Trucked Waste Receiving Facility for the purpose of making repairs, alterations or improvements or for any other reason; and

   (b) the City will not be responsible for any damages, losses, expenses, remediation costs, and harm whatsoever, caused directly or indirectly, as a result of the change or cessation in whole or in part of use of the Sanitary Sewer Receiving Station or the Trucked Waste Receiving Facility, any other operating failure, or the Regional District's failure to notify the occupants of the Regional District Properties.

6. **Regional District's Covenants and Agreements** – The Regional District covenants and agrees to promptly pay to the City within thirty (30) days of signing this agreement an amount of $400,000 for the detailed design of future Trucked Waste Receiving Facility.

7. **Termination Due to Default** – If and whenever the Regional District fails to pay $400,000 to the City of Dawson Creek within thirty (30) days of the signing of this agreement.

8. **Remedies Cumulative** – No reference to or exercise of any specific right or remedy by the City shall prejudice or preclude the City from exercising any other right or remedy, whether allowed at law or in equity or expressly provided for in this Agreement, and no such right or remedy is exclusive or dependent upon any other such remedy and the City may from time to time exercise any one or more of such remedies independently or in combination.

9. **Notices** – Where any notice, request, direction or other communication (any of which is a "**Notice**") shall be given or made by a party under this Agreement, it shall be in writing and is effective if delivered in person, sent by registered mail addressed to the party for whom it is intended at the address set forth above in the Agreement, or faxed to the City at (250) 782-3203 or to the Regional District at (250) 784-3201, provided that any Notice to the City shall be to the attention of the City's Director of Infrastructure. Any Notice is deemed to have been given if delivered in person, when delivered; if by registered mail, when postal receipt is acknowledged by the other party; if by fax, when

transmitted. The postal address of a party may be changed by notice in the manner set out in this section.

10. **No Effect on Law or Powers** – Nothing contained or implied herein prejudices or affects the City's rights and powers in the exercise of its functions pursuant to the *Community Charter* (British Columbia) or its rights and powers under any enactment, as if this Agreement had not been fully executed and delivered.

11. **Interpretation** – In this Agreement:

    (a) reference to the singular includes a reference to the plural and vice versa, unless the context requires otherwise;

    (b) any enactment is a reference to that enactment as amended, revised, consolidated or replaced, and includes any regulations, orders or directives made under the authority of that enactment;

    (c) section headings are inserted for ease of reference and are not to be used in interpreting this Agreement;

    (d) a reference to a party is a reference to a party to this Agreement;

    (e) time is of the essence;

12. **Entire Agreement** – The provisions in this Agreement constitute the whole of the agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

13. **No Assignment** – The Regional District shall not assign the Regional District's interest in this Agreement without the consent of the City.

14. **City Discretion** – Wherever in this Agreement the approval or consent of the City is required, some act or thing is to be done to the City's satisfaction, the City is entitled to form an opinion, or the City is given the sole discretion:

    (a) the relevant provision is not deemed to have been fulfilled or waived unless the approval, consent, opinion or expression of satisfaction is in writing signed by the City or its authorized representative; and

    (b) the approval, consent, opinion or satisfaction is in the discretion of the City, acting reasonably.

15. **Severance** – If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the Agreement.

16. **Binding on Successors** – This Agreement enures to the benefit of and is binding upon the parties and their respective successors and assigns, notwithstanding any rule of law or equity to the contrary. This Agreement contractually obligates the City to require any future owner of the Trucked Waste Facility to assume the obligations of this Agreement.

17. **Laws of British Columbia** – This Agreement shall be construed according to the laws of the Province of British Columbia.

18. **Waiver or Non-Action** – Waiver by the City of any breach of any term, covenant or condition of this Agreement by the Regional District shall not be deemed to be a waiver of any subsequent default by the Regional District. Failure by the City to take any action in respect of any breach of any term, covenant or condition of this Agreement by the Regional District shall not be deemed to be a waiver of such term, covenant or condition.

As evidence of their agreement to be bound by the above terms, the City and the Regional District each have executed this Agreement on the respective dates written below:

THE CORPORATION OF THE CITY OF DAWSON CREEK by its authorized signatories:

____
Dale Bumstead, Mayor

____
Brenda Ginter, Corporate Officer

____
Date

PEACE RIVER REGIONAL DISTRICT by its authorized signatories:

____
Authorized Signatory:

____
Authorized Signatory:

____
Date

Peace River Regional District
REPORT

To: Rural Budgets Administration Committee Date: November 9, 2015

From: Jill Rickert, Community Services Coordinator

Subject: Board Fundamentals Workshop - October 17, 2015

FOR DIRECTOR'S INFORMATION: This report has been written to provide the Rural Budgets Administration Committee with a review of the workshop that was held prior to the Volunteer Banquet on Saturday, October 17, 2015.

This workshop was facilitated by Vantage Point, a Vancouver based organization that focuses on helping not-for-profit groups through interactive learning and professional development. The session was 3 hours in length and attended by approximately eighteen societies with representation from each of the electoral areas. Topics of discussion included:

- Organization Functions – Governance, Management and Operations
- Board Members' Roles and Responsibilities
- Modes of Governance
- The Fiduciary Director's Checklist
- Consent Agenda
- Board Calendar
- Annotated Agenda
- Board of Directors Assessment of Meetings
- Board Structure: Committees.

A detailed copy of the Participant Workbook is attached.

STRATEGIC PLAN RELEVANCE: None

FINANCIAL CONSIDERATION(S): Funding was allocated under Grants-In-Aid in the amount of $5,000 from Electoral Area B, C, D, E to provide support to rural recreational and cultural groups in understanding their roles and responsibilities as societies. The total cost for the workshop, including facilitation, travel and accommodation was $4,665.77 resulting in a difference of $334.23 under budget.

COMMUNICATIONS CONSIDERATION(S): Invitations for this workshop were sent out to all GIA groups who have received funding within the past three years, as well as Tower Lake Community Hall, Kelly Lake Community Hall, Buick Creek Arena Committee and Clearview Arena Society. This year an invitation was also extended to the Moberly Lake and Tomslake Volunteer Fire Departments and the Search and Rescue groups in the North Peace, South Peace, Tumbler Ridge, and Chetwynd.

OTHER CONSIDERATION(S): See attached Participant Workbook and photos.

Staff Initials: JRickert Dept. Head: T. Morgan CAO: ChBirk

Board Fundamentals

Governance

PARTICIPANT WORKBOOK

November 19, 2015

vantage point
Transforming Not-for-Profit Leadership

Contents

November 19, 2015

Organizational Functions: Governance, Management and Operations

RESOURCE

Every organization has a set of functions required to keep it running smoothly. They can be categorized into three separate but connected levels: governance, management and operations.

Governance is derived from the word kebernon (Greek), which means to steer. In current usage, to govern means to steer, to control, and to influence from a position of authority. Governance is concerned with setting a direction and maintaining guide posts (policies and targets) for management to carry out the direction of the board.

Management is responsible for ensuring the direction set by the board is carried out. Management enforces policies, creates activities to carry out the strategic goals and reports back to the board on progress towards those goals.

Operations is the day-to-day implementation of the organization's program and services.

Remember: **Regardless of the board model an organization works with, the governance functions of the organization are the responsibility of the Board**. If an organization does not have the financial or human resources necessary to delegate the management and operational functions to, then, the boards may take on the work of management and operations. But all boards – **including working boards** – are responsible for fulfilling the governance functions of their organization.

Board Members' Roles and Responsibilities

RESOURCE

A significant part of a board's responsibility centers on stewardship, or caretaking. This can be understood as:

Taking Care of the Organization

- ✓ Determine the organization's mission & purpose
- ✓ Select and support the Executive Director & review his/her performance periodically
- ✓ Ensure effective fiscal management
- ✓ Engage in planning strategically
- ✓ Approve and monitor programs and services
- ✓ Embrace resource development
- ✓ Ensure sound risk management policies
- ✓ Enhance the organization's public image

Responsibility 1: Determine the Organization's Mission and Purpose

One of the board's fundamental responsibilities is to establish the mission of the organization. In addition, the board will review the mission periodically and revise it whenever necessary. The mission statement must be clear and concise, and each member of the board must understand and support it.

- All board members are familiar with the current mission statement
- The current mission statement is appropriate for the organization's role in the next two to four years
- The board's policy decisions and the organization's program and services reflect the mission

Responsibility 2: Select and Support the Executive, and Review His or Her Performance Periodically

Perhaps the most significant decision a board makes is who to select as chief executive. An effective board will draft a clear job description that outlines the duties of the chief executive, and will undertake a carefully planned search process whenever the position is vacant. In addition, the board will support its chief executive by providing that person with frequent and constructive feedback, and by regularly conducting an evaluation to develop the chief executive and strengthen his or her performance.

- A written job description clearly spells out the responsibilities of the chief executive?
- The board respects the responsibilities distinct to the chief executive?
- The board conducted its last search for a chief executive in a professional and competent manner?
- The board assesses the chief executive's performance in a pre-determined, systematic and fair way on a regular basis?

Responsibility 3: Ensure Effective Fiscal Management

Ensuring that income is managed wisely is especially important for a tax-exempt not-for-profit that is operating in the public trust. The board will approve an annual operating budget, and then monitor throughout the year the organization’s ability to adhere to the budget. In addition, the board will require an audit once a year by an independent accountant to verify to itself and to the public that the organization is reporting accurately the sources and uses of its funds.

- The board discusses thoroughly, at a high level, the annual operating budget of the organization before approving it
- The board takes advantage of the budget process to consider the most effective allocation of resources
- The board receives financial reports on a regular basis that are understandable, accurate and timely
- The board requires an annual audit and considers all recommendations made in the independent auditor’s report and management letter

Responsibility 4: Engage in Planning Strategically

One of the major contributions that a board can make to a not-for-profit organization is to consider how the organization’s role will evolve over the next three to five years, and to recommend stretch goals. Given the amount of time the staff has to concentrate on day-to-day operations, the board will focus on the future. For example, while the staff is appropriately concerned with an upcoming mailing to members, the board can be considering how the organization’s education strategy might improve to reflect changes in the local environment. At least every one to three years, the board will engage in a planning process to better understand the fluctuating environment in which it is operating, and to then decide what changes it ought to make to function more effectively in that environment. It can be critical to decide what you will quit doing.

- The board focuses much of its attention on long-term, significant context issues rather than short-term administrative matters
- The board has a strategic vision of how the organization would best be evolving over the next one to five years
- The board periodically engages in a strategic planning process that considers how the organization could best meet new opportunities and challenges

Responsibility 5: Approve and Monitor the Organization's Programs and Services

A not-for-profit organization carries out its mission by offering specific programs. The board, though not responsible for managing or administering these programs, is responsible for deciding which programs, among the many that an organization could offer, are the most consistent with the mission. In addition the board is responsible for monitoring the programs to ensure that their quality is as high as possible. Such monitoring can be done, for example, by determining key performance indicators, reviewing performance data, seeing the programs first-hand, ensuring staff conduct a survey of program participants, or having staff retain a consultant to carry out an evaluation.

- The board is knowledgeable about the organization's current programs and services
- The board knows the strengths and weaknesses of each major program
- The board periodically considers adopting new programs, and modifying or discontinuing current programs

Responsibility 6: Resource Development

The board can take a role in resource development for the organization in consultation with the chief executive or development director. Board members can, for example, make personal contributions to the organization, ask friends and colleagues to consider supporting the organization, and recommend to the staff particular individuals, corporations, and foundations that might be asked for support. In addition, as service volunteers, the board can help develop the organization's fund-raising strategy, including the formulation of the critical case statement that sets out the rationale for financial support.

- The board understands the fund development strategy for the organization
- The full board provides financial support to the organization on an annual basis
- Board members recommend others in the community who can provide financial support to the organization
- The board has a clear policy on the development of a fundraising strategy

Responsibility 7: Risk Management

Similar to resource development, the board needs to provide checks and balances to ensure sufficient oversight to manage potential risks. This has a financial component, including creating balanced budgets, ensuring contingency funds are in place and maintaining audits and financial reporting are completed in a timely manner. But, this also extends beyond the fiduciary domain to include risks that may relate to public reputation, workplace hazards or privacy. In these instances, the board plays an important oversight role, but also takes a proactive lead in creating thoughtful policy and direction for the organization to follow.

Responsibility 8: Public Image

Board members are ambassadors for their organization in the broader community. This goes beyond being able to recite the mission and vision of the organization to being able to tell the story of their organization and create an authentic engagement with a larger network of support. As a governance level, the board is expected to provide direction and oversight on the reputation management activities of their organization.

- The board has determined who is the key spokesperson or public face of the organization will be when speaking to the media, in fundraising campaigns or at events
- The board has articulated policies on when board members may speak or act on behalf of the organization to external bodies
- The board helps set strategic direction for outreach goals and objectives

Modes of Governance

RESOURCE

	GENERATIVE	STRATEGIC	FIDUCIARY
FUNCTION	Discovering the 'whys' of the organization	Finding pathways to meet goals and fulfill vision	Legal, operational and oversight duties
DRIVER	Creative and reflective thinking	SWOT (strength, weakness, opportunity, threat) analysis	Internal governance policies
ASSUMES THE ORGANIZATION	Needs to understand its place in the broader world to achieve its mission and vision	Exists in a complicated external landscape	Is a closed or controllable system
BOARD ACTS AS	Idea generator	Planner	Watchman
KEY QUESTIONS	How can we reframe this issue? Are we relevant?	What external factors may influence the outcomes of our strategy?	Can we afford it? Is it legal? Are we doing it right?

Tip: Think of three modes of governing as three different types of conversations that need to happen at the board table. These conversations become tools that help board members feel empowered to make the right types of decisions, harness the collective wisdom of the board, and improve board performance

Learn more: For more information, see "Governance as Leadership: Reframing the Work of Nonprofit Boards" by Chait, Ryan and Taylor, available at **www.boardsource.org** and in the **Vantage Point library**.

The Fiduciary Director's Checklists

RESOURCE

Monthly Checklist

- ✓ Report on monthly exceptions to policies and directives
- ✓ Environmental change report
- ✓ Internal change report
- ✓ Dashboard exception report

Quarterly Checklist

- ✓ Comprehensive financial update
- ✓ Comprehensive program update
- ✓ Comprehensive market or client update
- ✓ Executive Director performance review
- ✓ External environment update
- ✓ Organizational mission, goal and program review

Annual Checklist

- ✓ Annual corporate records updated and filed
- ✓ Corporate programs and budgets approved
- ✓ Organizational benchmarks evaluated against results
- ✓ Bylaws reviewed for relevance
- ✓ Governance structure and processes reviewed for relevance
- ✓ CEO/ED directives reviewed for relevance
- ✓ Management directives reviewed for relevance
- ✓ AGM called and appropriate motions distributed

Remember: In the non-profit sector, fiduciary responsibilities are the financial, legal and ethical obligations an organization must fulfill.

Tip: Set up recurring calendar reminders to integrate monthly, quarterly and annual check-ins into your board's work plan. Build in time during board meetings to discuss learnings and action items flowing from these check-ins. Add a section to governance documents, such as your policy manual, to capture dates of previous reviews and revisions

Duties of Not-For-Profit Directors

Duty of Care

Board members must exercise due care in all dealings with the organization and its interest. Directors should be reasonably informed about the organizations' activities, participate in collective decisions, and do so in good faith and with the care of an ordinary prudent person in similar circumstances. This includes careful oversight of financial matters and reading of minutes, attention to issues that are of concern to the organization and raising questions whenever there is something that seems unclear or questionable. **The duty of care is carried out by the following acts:**

- Attendance at meetings of the board and appropriate committees
- Advance preparation for board meetings, such as reviewing reports and the agenda prior to board meetings
- Obtaining information (in the context of the board meeting), before voting, to make good decisions – unless otherwise assigned to find data or research that informs discussion in the board room
- Use of independent judgment
- Periodic examination of the credentials and performance of those who serve the organization
- Frequent review of the organization's finances and financial policies
- Compliance with filing requirements, particularly annual information returns

Duty of Loyalty

The duty of loyalty requires board members to exercise their power in the interest of the organization and not in their own interest or interest of another entity, particularly one in which they have a formal relationship. When acting on behalf of the organization, board members must put the interests of the organization before their personal and professional interests. Conflicts of interest, including the appearance of conflicts of interest, must be avoided. This includes personal conflicts of interest or conflicts with other organizations with which a board member is connected.

In practice, the duty of loyalty is carried out by the following acts:

- Disclosure of any conflicts of interest
- Adherence to the organization's conflict-of-interest policy
- Avoidance of the use of corporate opportunities for the individual's personal gain or benefit
- Nondisclosure of confidential information about the organization.

Duty of Obedience

Obedience to the organization's central purposes must guide all decisions. The board must also ensure that the organization functions within the law, both the "law of the land" and its own bylaws and other policies. The directors must remain the guardians of the mission. **The duty of obedience is carried out by the following acts:**

- Compliance with all regulatory and reporting requirements, such as filing the annual information return (Canada Revenue Agency, Office of the Public Guardian in Ontario) and ensuring employment deductions
- Examination of all documents governing the organization and its operation, such as the bylaws and policies
- Making decisions that fall within the scope of the organization's mission and governing documents.

LIABILITY FOR BREACH OF FIDUCIARY DUTY

Directors who breach any of their duties to the organization, may be liable if the organization suffers a loss that can be directly attributed to their actions or omissions. To protect themselves from liability, directors should always consider whether the decision(s) or action(s) being taken are in the best interests of the corporation. They must discharge their duties of skill and diligence, as well their duty of loyalty, including acting honestly and in good faith, not improperly delegating their responsibilities, and avoiding conflicts of interest.

For more comprehensive information on the above topics along with good information and examples of conflict of interest, to the source document: *Industry Canada, Primer for Directors of Not-for-Profit Corporations: Rights, Duties & Practices, 2*
https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/vwapj/Primer_en.pdf/$FILE/Primer_en.pdf

Consent Agenda

RESOURCE

What is a consent agenda?

A consent agenda is a component of a meeting agenda that enables the board to group routine items and resolutions under one umbrella. As the name implies, there is a general agreement on the procedure. Issues in this consent package do not need any discussion before a vote. Unless a board member requests the removal of an item ahead of time, the entire package is voted on at once without any additional explanations or comments. Because no questions or comments are allowed on the content, this procedure saves time and gives the board more time in the meeting to discuss important issues.

What items are included in a consent agenda?

Routine, standard, non-controversial, and self-explanatory are adjectives that well describe consent agenda items. The following are some examples.

- Committee and previous board meeting minutes
- Office reports
- Routine correspondence
- Minor changes in a procedure (E-mail is added as an acceptable method of communication to announce a change in a meeting schedule)
- Routine revisions of a policy (Changes in dates or dollar amounts due to changes in laws)
- Updating documents (Address change for the main office)
- Standard contracts that are used regularly (Confirmation of using the traditional in-house contract with a new vendor)
- Confirmation of conventional actions that are required in the bylaws (Signatory authority for a bank account or acceptance of gifts)

How can a consent agenda be implemented effectively?

1. Set the meeting agenda
2. Distribute materials in advance
3. Read materials in advance
4. Introduce the consent agenda at the meeting
5. Remove (if requested) an item from and accept the consent agenda
6. Approve the consent agenda
7. Document acceptance of the consent agenda

When initiating the process of a consent agenda with the board, because it is not yet a standard meeting procedure, its use needs to be well explained to all board members to ensure that everyone understands both the rationale and the steps involved.

Board Calendar

SAMPLE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Financials												
Approve annual audit			X									
Approve annual KPIs	X											
Review and approve quarterly financials	X			X			X			X		
Review quarterly KPIs	X			X			X			X		
Review forecast							X		X			
2. Strategy and Operations												
Approve/Review strategic plans (3 ye September 2014)			X									
Approve/Review business plans										X		
Approve budgets • Concepts • Final										X	X	
3. Board Development												
Review board performance, including board succession		X							X			
Board recruitment									X			
Approve board slate for AGM			X									
Board orientation					X							
Review committees and members					X							
Select board officers					X							
Board education								X				
Review terms of reference and confli interest			X									
Renew board membership and donat			X									
Annual board retreat								X				
4. Board Committees												
Finance Committee	X					X						
ED Development Committee												
• Assess ED performance (half yearly)						X						X

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
• Assess ED performance (full year)												
• Solicit feedback from board on ED competencies											X	X
Board Development Committee												
• Board priorities for upcoming year					X							
5. Executive Director												
Approve performance goals for upcoming year	X											
Approve performance payout for previous year		X										
Review and approve remuneration		X										
Review succession planning					X							
6. Monitoring and Policy Making												
Review ED reports	X	X	X	X	X	X	X		X	X		
Review bylaws and constitution												
Review insurance coverage					X							
Review risk management policy	X											
Review People Policy										X		
Review ED expenses						X						
Review governance policy (3 years January 2010)												
Review delegated financial authority	X											
Review investment performance		X										
Review vision and mission (3 years September 2014)												
Review ED compensation (3 years March 2013)												
Review IT policy (3 years November 2009)												
7. Stakeholder Communication												
Determine AGM date											X	
Approval of AGM Notice and documentation			X									
AGM				X								

Annotated Agenda

SAMPLE

BOARD OF DIRECTORS MEETING

NAME OF ORGANIZATION
Address
Date/Time
All times Pacific

Decision Items

5:30	Adjust Meeting Agenda	Chair
	Approve Minutes of June	Chair
5:35	Long-term Rent Fund Contribution	Treasurer

Information Item

5:45	Registered Charity Information Return	ED
5:47	ED Report	ED
5:50	Q2 Financial Update	Treasurer
5:55	Q2 KPIs	ED

Discussion Items

6:00	Committee Planning	ALL
7:20	In Camera Discussion (if required)	ALL
7:30	Round Table	ALL

Type	Item	Background	Attachments
Decision	Adjust meeting agenda	n/a	Agenda Aug 2013
Decision	Approve minutes of June meeting	Board will approve July meeting minutes at Sept meeting.	Board Minutes June 2013
Decision	Long-term rent fund contribution	The Finance Committee met to discuss this issue. Treasurer has clearly summarized the discussion and the recommendation to board in the attached overview.	Long-term Rent Fund Overview Aug 2013
Information	Registered Charity Information Return Filed (T3010)	Per Imagine Canada's Standards process, we are introducing an annual board meeting item for board to receive confirmation that this important Charities filing has been submitted.	Registered Charity Info Return Summary July 2013
Information	ED Report	n/a	ED Report Aug 2013
Information	Q2 Financial Update	We are tracking well to the re-forecasted budget (approved May 2013), currently ahead of budget over $7k YTD.	July Results and Forecast Summary 2013
Information	Q2 KPIs	As decided at the May board meeting, we are looking at a trimmed down number of KPIs for the balance of 2013. Discussion around the results from the Knowledge Philanthropy Survey (satisfaction/engagement levels) will be deferred to September meeting to allow for sufficient time and attention on the Committee Planning agenda item	KPI2013 Year Q2 2013Q2 Testimonials
Discussion	Committee Planning	Process per Chair's slides on the Committee Re-structuring Process	VP Committee Restructuring Exercise Various Draft TORs

Board of Directors Assessment of Meetings

EXERCISE

Date of Meeting: ____________________________
With the following scale, provide a rating for each of the statements below:

1	2	3	4	5	NA
Strongly	Disagree	Neutral	Agree	Strongly	No Answer

STATEMENT	RATING
1. INFORMATION	
I received the package at least 4 days prior to the meeting.	
I received sufficient information to prepare me to participate and enable me to make informed decisions.	
The written information summarized the issues and agreed actions clearly.	
Comments:	
2. ORGANIZATION	
The meetings started within 3 minutes of the scheduled start time.	
We completed our agenda for the meeting.	
The meeting ended within the scheduled time frame.	
Comments:	
3. PARTICIPATION	
Members were encouraged to participate in discussions.	
I participated in the discussion as much as most other members.	
My contributions to the discussion helped influence our decision-making.	
The Chair ensured no one dominated the discussion.	

Comments:	
4. EFFECTIVENESS	
Our discussions stayed on track.	
Our agenda included the issues which I think were appropriate and important.	
The amount of time we spent on each agenda item corresponds to its relative importance.	
We dealt with conflict constructively and respectfully.	
We made decisions with clear reference to our purpose and mandate.	
After discussion of an agenda item, members' next steps and responsibilities were clear.	
The meeting was productive.	
The Board refrained from discussion of the operations of the organization.	
Comments:	
5. OVERALL RATING	
Comments:	

Board Structure: Committees

RESOURCE

There are two basic types of committees and a third which is created occasionally.

Standing

A standing committee is the most common. The members have responsibilities within a specifically assigned area and provide specialized assistance, advice and recommendations to the board of directors on a continuing basis. They set objectives, review accomplishments, analyze problems and take actions are required. A standing committee frequently has extensive authority and responsibility to accomplish its work. The board usually takes all advice and recommendations from a standing committee.

Vantage Point recommends that every board have three types of standing committees:

1. Board development: responsible for board education, recruitment, nominating and on-boarding
2. Executive director development: responsible for annual goal setting, performance management, development and evaluation of the senior staff member.
3. Finance committee: responsible for budgeting and financial monitoring.

Most other work can be accomplished through an ad hoc committee or task force (see below).

Ad Hoc Committees or Task Forces

An ad hoc committee or task force is formed to handle a specific situation or issue that does not fall within the assigned function of an existing standing committee. It is dissolved when the job is done. The benefit of an ad hoc committee is that because it is task focused and time limited, committee members are more engaged and there is a higher rate of successful work completion. The board delegates the work to the ad hoc committee and will make a decision based on their advice and recommendations. Examples of work that might be delegated to an ad hoc committee: updating human resource policies, recruiting and hiring a new executive director, review of constitution and by-laws.

Advisory

A third type that is used occasionally is advisory. In this capacity, the committee advises the board on any issues the board requests that may require specialized expertise such as: developing policies, creating a business plan, researching a specific project (such as building a new facility, purchasing new equipment). This committee is usually made up of individuals with specific experience and would often include non-board members. What makes an advisory committee stand out from the others is that the board is under no obligation to take the advice or recommendations from such a committee (however it frequently does).

Board Committees vs. Staff Committees

It's important to distinguish if your committee is a governance or operational committee. This distinction determines if your committee reports to the board or staff. Many committees are operational in nature (i.e. an event planning committee). These committees support the work of staff and therefore do not report to the board. Board members may sit on these committees, but they do so as a volunteer in the organization, not as a board member.

Components of a Successful Committee

Specific Terms of Reference:
This is a definitive statement that clearly describes the purpose of the committee, time frame, membership composition (the kinds of people the board wants on the committee), authority and major areas of responsibility.

An effective chair:
The chair is key to an effective committee. They set the tone, pace and strategies. They must be thoroughly acquainted with the goals of the organization and the part the committee plays in the achievement of those goals. They delegate tasks, coordinate activities and provide an atmosphere in which thoughtful deliberation is possible.

Staff support:
Support from staff is key to an effective Chair. Staff works closely with the Chair, assisting in the preparation for meetings, providing the information the Chair requires for the committee to operate effectively and advises or makes recommendations when appropriate.

Committee members thoughtfully appointed:
Members need an understanding of the goals of the committee and some skills that would assist the committee to achieve them. Specific members may be appointed by either the board or the chair of the committee.

Reports:
Reports are either prepared regularly for the board, providing updates of accomplishments and challenges and providing recommendations, or may be a final report at the completion of the committee's tasks, including their findings and recommendations.

Regular Evaluation/Review:
This process would involve determining that the terms of reference had been followed and deciding if they need to be revised, evaluating the effectiveness of the committee and determining who the members of the committee will be for the next term. This should ideally be conducted yearly.

Transforming Not-For-Profit Leadership

We convene, connect and equip not-for-profit leaders through interactive learning that is immediately applicable and professional development that lifts organizational capacity.

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Board Fundamentals Workshop – October 17, 2015

November 19, 2015

Peace River Regional District
REPORT

To: Rural Budgets Administration Committee **Date:** November 9, 2015

From: Jill Rickert, Community Services Coordinator

Subject: **2015 Volunteer Appreciation Banquet – October 17, 2015**

FOR DIRECTOR'S INFORMATION:

This report is to provide the Rural Budgets Administration Committee with a review of the 35th Annual Volunteer Appreciation Banquet that was held on Saturday, October 17, 2015 at the George Dawson Inn located in Dawson Creek.

Approximately 87 individuals from the Peace Region attended this event, ranging from as far south as Moberly Lake and Kelly Lake, to as far north as Wonowon and Goodlow. A buffet style dinner was enjoyed by everyone and entertainment was provided by local singer and songwriter, Linda Studley. Everyone in attendance took home tokens of appreciation such as keychains engraved with "Volunteers are the key to the Community", gourmet teas to signify the "loyal-tea" behind volunteerism and tote bags compliments of Environmental Services. Over twenty door prizes were raffled off over the course of the evening and one lucky person at each table got to take home the floral centrepiece.

Awards were presented to Tena Thiessen, Jill Copes, Ivea Armstrong, Iva Tuttle, and Ian Campbell for their outstanding contribution to their communities with each recipient receiving a Certificate of Appreciation along with a $50 gift card to either Boston Pizza, Canadian Tire or Simple Pleasures. No nominations were received for Rural Organization or Rural Facility of Excellence in 2015. Director Hiebert was the host for the evening with Director Goodings and Director Rose also in attendance.

STRATEGIC PLAN RELEVANCE: None

FINANCIAL CONSIDERATION(S):

The 2015 budget for this event was $6,500.00. The event came in under budget this year costing only $5,786.57 a difference of $713.43.

COMMUNICATIONS CONSIDERATION(S):

Sixty invitations and nomination forms were sent out to the rural community groups who have received Grants-in-Aid in the past three years, Tower Lake Community Hall, Kelly Lake Community Hall, Clearview Arena Society and Buick Arena Committee. Additional invites this year were extended to Moberly Lake and Tomslake Volunteer Fire Departments and the Search and Rescue groups in Tumbler Ridge, Chetwynd, North Peace and South Peace. This event is also posted to our events calendar on the PRRD website.

OTHER CONSIDERATION(S): Attachments included are the Volunteer Invitation, Schedule of Events, and photos.

Staff Initials: JRickert Dept. Head: T. Morgan CAO: Chris Cvik

PEACE RIVER REGIONAL DISTRICT

35th Annual Rural Recreation Volunteer Appreciation Banquet

The Peace River Regional District is pleased to invite your organization as a guest to our Annual Volunteer Appreciation Banquet. This year marks our 35th year recognizing volunteers and all they do for their communities, so come celebrate with us as we honour your dedication and support.

Date and time:	**Saturday, October 17th at 6:00 p.m.**
Location:	**George Dawson Inn, Dawson Creek**
	(11705 8th Street)

Workshop - Board Fundamentals: Roles and Responsibilities

Facilitated by Vantage Point, this workshop will focus on the roles and responsibilities for society Board of Directors, including their legal obligations under the BC Society Act. The workshop will be three hours in length and topics of discussion will include:

- Define eight roles and responsibilities of the board members
- Differentiate between operation and governance decisions
- Carry out three key modes of governance: fiduciary oversight, strategic direction and generative visioning
- Clarify fiduciary duty of board members.

Date and time:	**Saturday, October 17th at 2:00 p.m. (prior to the banquet)**
Location:	**George Dawson Inn, Dawson Creek**
	(11705 8th Street)

Awards and Recognition

Each year we ask groups to consider submitting nominations for special recognition to individuals, organizations and facilities for their dedication, contributions and achievements. For your convenience, a description of the award categories and nomination forms has been included. Nominations can be received in person at our office in Dawson Creek or Fort St. John, by fax to 250-784-3201 or by email to Jill.Rickert@prrd.bc.ca. Please note the deadline to submit award nominations is **Friday, September 25th.**

The Regional District is striving to provide a beneficial workshop followed by an enjoyable banquet, but to do so, we need to hear from you. If members of your organization are planning to attend please **RSVP – no later than Friday, September 25th to Jill at 250-784-3209.**

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PEACE RIVER REGIONAL DISTRICT

35th Rural Recreation Volunteer Appreciation Banquet

October 17, 2015

Schedule of Events

5:30 pm	**Doors Open**
6:00 pm	**Dinner Buffet**
7:00 pm	**Entertainment by *Linda Connell Studley*** *(Bio on reverse)*
7:30 pm	**Awards Presentations**
8:00 pm	**Closing Remarks**

The key to our success
Rests in people like you,
Who embody the spirit of greatness
By saying, "Yes I can, and you can, too!"

diverse. vast. abundant.

35th Annual Volunteer Appreciation Banquet – October 17, 2015

Individual Achievement Award Recipient – Tena Thiessen

Individual Achievement Award Recipient – Jill Copes

Individual Award Recipient – Ivea Armstrong

Individual Award Recipient – Iva Tuttle

Individual Award Recipient – Ian Campbell