



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

A G E N D A

Thursday, July 16, 2015, following the EADC Meeting
at the Regional District Office Boardroom, 1981 Alaska Avenue, Dawson Creek, BC

1. **CALL TO ORDER:** *Director Goodings to Chair Meeting*
2. **DIRECTORS' NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **MINUTES:**
M-1 Rural Budgets Administration Committee Meeting Minutes of June 18, 2015.
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
C-1 June 10, 2015 - Thank you from North Peace Seniors Housing Society.
C-2 June 22, 2015 - Thank you from Dawson Creek Senior Secondary South Peace Campus.
C-3 July 13, 2015 - North Peace Community Choir - Special Event Grant Application
8. **REPORTS:**
R-1 Grant Funding Opportunities (For Information).
R-2 July 8, 2015 Jill Rickert, Community Services Coordinator - Tupper Community Club Funding Amendment 2014 GIA
R-3 June 2015 Financial Report (to be handed out at the meeting if ready).
R-4 July 13, 2015 - Trish Morgan, General Manager of Community and Electoral Area Services - North Peace Light Horse Association Building Assessment
9. **NEW BUSINESS:**
10. **COMMUNICATIONS:**
11. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT
RURAL BUDGETS ADMINISTRATION COMMITTEE
MEETING MINUTES

M-1

DATE: June 18, 2015

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: Directors
Director Rose, Meeting Chair
Director Goodings
Director Sperling
Director Hiebert

Staff
Chris Cvik, Chief Administrative Officer
Kim Frech, Chief Financial Officer
Trish Morgan, Manager of Community Services
Diana Mitchell, Recording Secretary

Call to Order The Chair called the meeting to order at 2:15 p.m.

ADOPTION OF AGENDA:

June 18, 2015 MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee agenda for the June 18, 2015 meeting be adopted as follows:

1. CALL TO ORDER: *Director Rose to Chair Meeting*
2. DIRECTORS' NOTICE OF NEW BUSINESS:
3. ADOPTION OF AGENDA:
4. MINUTES:
M-1 Rural Budgets Administration Committee Meeting Minutes of May 21, 2015.
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATIONS:
7. CORRESPONDENCE:
 - C-1 Grant Application, business plan and budget information, from the Dawson Creek Sportsman's Club regarding funding toward an indoor range expansion.
(Deferred at the April 16, 2015 meeting).
 - C-2 Pine Valley Sr. Association
 - a) May 30, 2015 Funding Amendment regarding the 2013 Grant-in-Aid allocation.
 - b) May 30, 2015 Funding Amendment regarding the 2014 Grant-in-Aid allocation.
 - C-3 June 9, 2015 Funding Amendment from the North Peace Light Horse Association regarding the 2012 Grant-in-Aid allocation.
8. REPORTS:
 - R-1 June 12, 2015 report from Shannon Anderson, Deputy CAO, and Kim Frech, Chief Financial Officer regarding the City of Dawson Creek Sewer Funding Request.
 - R-2 May 2015 Financial Report
 - a) Discussion: North Peace Fall Fair well testing.
9. NEW BUSINESS:
10. COMMUNICATIONS:
11. ADJOURNMENT:

July 16, 2015

M-1

MINUTES:

M-1
May 21, 2015 RBAC
Minutes

MOVED Director Hiebert, SECONDED Director Sperling ,
That the Rural Budgets Administration Committee Meeting Minutes of May 21, 2015 be adopted.

CARRIED.

CORRESPONDENCE:

C-1
Dawson Creek
Sportsman's Club

MOVED Director Hiebert, SECONDED Director Goodings,
That the Rural Budgets Administration Committee approve an \$80,000 Electoral Area D and a \$20,000 Electoral Area E Fair Share Grant commitment, for a total of \$100,000, to go toward the Dawson Creek Sportsman's Club's proposed indoor range expansion, contingent upon the Club securing the balance of funds required to construct the range.

CARRIED.

C-2
Pine Valley Sr.
Association

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve the May 30, 2015 Funding Amendment Applications from the Pine Valley Sr. Association requesting the following unused portions of Grant-in-Aid Funds be reallocated to go toward costs to paint the Seniors' hall interior:

- \$73.00 from 2013; and
- \$285.19 from 2014.

CARRIED.

C-3
North Peace Lighthouse
Association

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve the June 9, 2015 Funding Amendment from the North Peace Lighthouse Association requesting \$2,460.23 from its 2012 Grant-in-Aid funds be reallocated to go towards the cost of a new fire door for the indoor arena.

CARRIED.

REPORTS:

R-1
Shannon Anderson,
Deputy CAO; Kim Frech,
CFO

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board adopt the following amended "Fringe Area Funding" policy:
"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 area, 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."

CARRIED.

MOVED Director Hiebert, SECONDED Director Goodings,
That upon Board adoption of the amended Fringe Area Funding policy, the Rural Budgets Administration Committee approve a Rural Fringe Fair Share grant of up to \$400,000 be paid to the City of Dawson Creek to complete the detailed design of a new City owned and operated sewer receiving facility, and that this payment be conditional upon reaching an agreement with the City that secures long-term access to the facility for the Electoral Areas.

CARRIED.

July 16, 2015

REPORTS: (continued)

R-2
May 2015 Financial
Report

The Financial Report was reviewed with the following noted:

- in the Grant-in-Aid letters that are to be mailed out, the Bessborough Community Club and the Hats n' Chaps Gymkhana Club will be sent reminders regarding the policy around outstanding Sub-regional funds; and
- Sunset Prairie Recreation Commission will be sent a letter requesting an update on its projects

MOVED Director Goodings, SECONDED Director Hiebert,
That the \$8,000 Electoral Area B, BC Rail commitment of \$8,000 to the North Peace Fall Fair, for well testing, be written off as the testing is not required.

CARRIED.

ADJOURNMENT:

The Chair adjourned the meeting at 3:10 p.m.

Director Rose, Meeting Chair

Diana Mitchell, Recording Secretary



NORTH PEACE SENIORS HOUSING SOCIETY

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

C-1

June 10, 2015

Peace River Regional District
1981 Alaska Avenue
Fort St. John, BC V1G 4H8



To whom it may concern;

RE: Donation of monies

On behalf of the North Peace Seniors Housing Society we would like to sincerely thank Areas B and C for the generous donation made to our Society.

Our Society houses 140 seniors in a mix of Independent and Supportive Living environments. This generous donation of monies will be used to help renovate our apartment four, in which we hope to have opened for occupancy by September 01, 2015. Apartment 4 will include 26 suites, which will be a Supportive Living environment. Also, you will be invited to our grand opening in which an invitation will be sent under separate cover.

We would like your permission to recognize your company in the complex on a donation plaque. We have also attached a charitable donation receipt for Income Tax purposes.

Again from all of us, thank you for supporting our Society and our tenants.

Sincerely

Kimberly Wilson
Manager

cc file

July 16, 2015

North Peace Seniors Housing Society
101, 9816 - 108th Avenue
Fort St John, British Columbia V1J 5S4
Telephone: (250) 785-8983
Fax: (250) 785-0302

C-1

Donation Receipt #: 10662

Date: Jun 10, 2015

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

Business No.: 119060960RP0003

Description	Amount		
Donation from Areas B and C for Apt 4- Fair Share Monies	500,000.00		
Thank you for your donation. Please retain this receipt for Income Tax Purposes. Charity Tax # 11906 0960 RP0001 Comment: Chq 25300 July 16, 2015	<table><tr><td>Total Amount</td><td>500,000.00</td></tr></table>	Total Amount	500,000.00
Total Amount	500,000.00		



Thank you so much for your
donation towards this

again and again!

year's Dry Grad!

DAWSON CREEK SECONDARY SCHOOL
SOUTH PEACE CAMPUS

July 16, 2015



PEACE RIVER REGIONAL DISTRICT

Grants to Community Organizations - Special Event Grant Application Form -

Name of Organization: North Peace Community Choir

Address (include postal code): 8915-83a St. FSS V1J 6M1

Name of Contact Person: Lana-Gay Elliott

Telephone Number: 250-785-3324

Email address: lana-gay@shaw.ca

Society Registration #: Fort St. John Arts Council 11922 7932 RR0001 (we're an Umbrella group of the Arts Council)

Name of Event: The Messiah at Carnegie Hall

Type of Event: Musical Performance

Grant request amount: \$ 5,000

Has your organization applied for funding from another source? Yes ☒ No ☐

Who will it serve: PRRD, Northern BC, New York + World

How many will attend: 2804 people in audience at Carnegie Hall + 600 in international choir
(50+ choir members from PRRD)

What is economic benefit to area: This international event will draw attention to the Peace River region by promoting the cultural talent of the area. The choir's performance in New York + interaction with other international choir members will introduce a worldwide audience to a relatively unknown area, stimulating an interest in visiting the Peace.

This application must include the previous year's financial statements, if available, and an event budget.

The applicant must submit within ninety (90) days of event completion a final financial statement for the event.

OFFICE USE ONLY:

Amount approved: \$ _____

GL Code: _____

Date: _____

NORTH PEACE COMMUNITY CHOIR

Dear Members of the Regional District Board;

The North Peace Community Choir has the honour of being chosen to represent all of western Canada in New York City at Carnegie Hall at the end of November. Our choir of 50+ members will be singing the Messiah along with choirs from all over the world and we are very proud to represent our region.

This is a huge undertaking to get a choir of this size to New York. We must also pay a performance fee of nearly \$50,000.00 (approximately \$800.00 each) to sing in Carnegie Hall. Covering this cost is our main goal at this point. With this in mind we are undertaking a variety of ways of fundraising. On June 19th we sang part of the Messiah at the Cultural Centre for their fund raising efforts (and made a bit with donations). On June 27th we held a huge garage sale and 10-10 draw for baskets we had made up from donated goods. We cleared \$1600.00 at this fundraiser and some of the choir members had their own tables and made some of their personal expenses too. We will be at the Canola Festival with a 10-10 draw and a silent auction table. We hope to make about \$500.00. Our next big project will be preparing and serving approximately 800 breakfasts at the North Peace Fall Fair. We hope to clear around \$2000.00 after our expenses. We are endeavouring to have as many of the products and/or cash donated as possible but there will be some expenses to be covered.

Our biggest fund raiser will be in November when we sing the Messiah on two nights at the Cultural Centre possibly raising another \$3000-\$4000. We also have tentative plans in the fall for another garage sale and 10-10 draws and silent auctions. As we have just begun our project we will be adding other ways of reaching our goal as we go on. Our travel and accommodations will cost each member approximately \$1600 but if there are enough donations to help those in need we will put any extra to this cause.

Members have also been out canvassing the community business and individuals for cash, and/ or products for our baskets and silent auction items. We are having a positive response from the community as this is a once in a lifetime opportunity to represent the north east of our province. We were wondering if the regional district could support us in this endeavour. We would be very appreciative of any help you could give us..

Thanking you for your time, I remain

Lana-Gay Elliott, a member of the fund raising committee

July 16, 2015



Grant Funding Opportunities

Peace River Regional District

1) Rural Recreational & Cultural Grants-in-Aid (GIA)

- Next application deadline: January 31, 2016
- Purpose: To support recreational, social and cultural non-profit organizations located throughout the electoral areas of the region with grant funding for capital projects, programming, insurance and special events.
- Applicants may apply for capital and operational funds within the Sub-Regional Service Area to support community halls, rural recreation facilities, gymkhanas, fall fairs, etc.
- Guidelines and forms can be found at <http://prrd.bc.ca/services/grants/>
 - o Note that organizations who have applied for and have been approved for GIA may request a funding amendment to request to use their funds for a new or different project if:
 - they have completed their initial project and funds still remain that could be accessed
 - there is an emergency and failure to fix the problem will mean that the group can no longer operate (e.g., emergency replacement of a furnace)

2) Fair Share

- Next Application deadline: Currently applications are accepted throughout the year. *Application deadlines may be required starting in 2016.*
- Purpose: To support rural infrastructure and services. Please see the policy for categories of eligible projects.
- Guidelines and forms can be found at <http://prrd.bc.ca/services/grants/>

3) Special Event Grants/Annual Event Grants (Grants to Community Organizations)

- Next Application deadline: Currently applications are accepted throughout the year. *Application deadlines may be required starting in 2016.*
- Purpose: To support regional events which have an economic benefit to the region. (E.g., Sweetwater 905, Spirit in Peace Powwow, Northeast Oil & Gas Conference, Rotary District Conference for BC & Yukon). Please see the policy for eligibility criteria.
- Guidelines and forms can be found at <http://prrd.bc.ca/services/grants/>

July 16, 2015

PLEASE REPLY TO:

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

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

4) Regional Trails Grant

- Next application deadline: November 15, 2015
- Purpose: To provide support and supplemental funding to non-profit organizations for the development, maintenance and improvement of recreational trails within the region for public use.
- The policy and application can be found at <http://prrd.bc.ca/services/grants/>

Other Grant Opportunities

1) Northern Development Initiative Trust

- Community Halls & Recreation Facilities Grant
- May provide up to 70% of a project's budget to a maximum of \$30,000 in funding to improve, expand, or develop facilities in order to increase the number of events held annually in the community, contributing to service sector revenues in the local economy.
- See guidelines and application on <http://www.northerndevelopment.bc.ca/funding-programs/community-development/community-halls-and-recreation-facilities/>

2) Provincial Community Gaming Grants

- Non-profit organizations providing programs or services of direct benefit to the broader community.
- Application deadlines vary, please see website
- See guidelines at <https://www.gaming.gov.bc.ca/grants/community-gaming.htm>

3) Provincial Community Events Grant

- Next application deadline: June 30, 2015
- Up to \$5,000 in one-time funding for sports, arts or culture related events
- Go to http://www.cscd.gov.bc.ca/arts_culture/eventhostbc.htm.

4) Federal Government Grants

- From time to time the federal government makes grants available directly to non-profits.
- Some examples include:
 - i. Western Economic Diversification <http://www.wd-deo.gc.ca/eng/301.asp>
 - ii. Enabling Accessibility Grants http://www.esdc.gc.ca/eng/disability/eaf/community.shtml?_ga=1.103844615.66802424.1424468146&pedisable=true

5) Community Investment Funds

- Many of the local oil and gas companies provide grants to non-profit organizations in our region. These grants often have online applications and each company has different criteria.
- Look for some of the following key words on their websites:
 - i. Community Investment
 - ii. Community Initiatives

**Other grants become available from time to time and staff often provide this information to organizations through email, at the spring GIA meetings or when Community Services is mailing out information on GIA meetings, the Volunteer Banquet, etc.*



Peace River Regional District REPORT

R-2

To: Rural Budgets Administration Committee

Date: July 8, 2015

From: Jill Rickert, Community Services Coordinator

Subject: Tupper Community Club – Funding Amendment 2014 GIA

RECOMMENDATION:

That the Rural Budgets Administration Committee approve the funding amendment request from Tupper Community Club to authorize the reallocation of \$2,416.22 from their 2014 GIA allocation towards the purchase of gravel for their parking lot, as per their 2015 GIA project.

BACKGROUND/RATIONALE:

Tupper Community Club received \$12,453.55 in 2014 from GIA. All of their projects for that year have been successfully completed with the exception of the flooring project. This was not completed as the contractor hired relocated from the area and they were not able to secure another contractor to complete the work. Tupper Community Club returned the materials purchased for the flooring project to Windsor Plywood and was reimbursed for the cost of the products in the amount of \$2,416.22. The Club has decided to put the flooring project on hold and would now like to take that refunded money and apply it to the purchase of additional gravel in 2015 for their parking lot. The organization did apply for gravel costs as part of the 2015 GIA; however their allocation will only cover a portion of their needs.

STRATEGIC PLAN RELEVANCE: none

FINANCIAL CONSIDERATION(S):

These funds have already been paid out by the Regional District to the Tupper Community Club. There is no additional claim required to reimburse the organization for the amount of the funding amendment.

COMMUNICATIONS CONSIDERATION(S): none

OTHER CONSIDERATION(S):

Please see the attached Schedule D – Funding Amendment

July 16, 2015

Staff Initials:

JR

Dept. Head:

J. Morgan

CAO

SK *Eden*

Page 1 of 1



R-2

PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization:	Tupper Community Club	Date: June 12/15
Contact:	Pat Buller	Phone: 250-786-7983
Mailing Address:	Box 142 Toms Lake BC V0C 2L0	
Email:	bullerpa48@gmail.com	Fax:
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:	2014	Have you completed this project? NO
Current Project Description: (project for which funds were originally applied for) Material was brought, (project for which funds were originally applied for) we wanted to insulate the walls and floor just to applied for) make the hall more But since the volunteer moved away and no one wants to crawl underneath to help Rich. As he should not do this alone. So we are requesting an amendment so we can use it for more gravel to upgrade our parking lot.		
Amount Granted:	Amount to Reallocate: 2416.22	
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project: 2416.22		
Proposed New Project/Operational Expense: (reason for request and description of project, project budget) we need lots more gravel for our parking lot.		
FOR OFFICE USE ONLY		
Funds Remaining: (showing last 3 years)	Current Project Name: Operational, fridge, gravel	Amount Available = \$11,500.87
	2014 Project Name: Operational, floor Upgrade	Amount Available = \$2,416.22 **
	2013 Project Name: Insurance and Utilities	Amount Available = 0
Total Unused Funds = \$13,917.09		
Notes:	** This funding has been paid out to the group as originally spent to purchase materials for project; materials returned and refund was paid to organization.	



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

From: Kim Frech, Chief Financial Officer

Date: July 16, 2015

Subject: Financial Report – June 2015

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

The report includes:

1. Grants-in-Aid (*4 pages*) - 2005 to 2015 balances remaining
 - Page 1 - Area B, Area C, Area E
 - Page 2 - Sub-Regional
 - Page 3 - Youth Travel Recipient Listing
 - Page 4 - Scholarship/Bursary Recipient Information
2. Fair Share Money Market Fund (*1 page*). Report Includes:
 - a. Opening Balance
 - b. Revenues (interest, annual payment/subscription, etc.)
 - c. Commitment amount (*first column after name of payee*)
 - d. Previous Years Payments
 - e. Payments made this year (*next 4 columns - column for each Area*)
 - f. Balance remaining of the Commitment (*last column*)
 - g. Actual Balance
 - h. Total Remaining Commitment
 - i. Balance available *after* remaining Commitments
3. BC Rail (includes revenue, expenditures and future commitments) (*1 page*)
4. Reserve (Appropriated Surplus) Balances (*2 pages*)

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

Thank you.

July 23, 2015

Staff Initials:

Dept. Head:

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

CAO:

 Peace River Regional District Grants-In-Aid Summary of Payables - 2015			30-Jun-2015						
Current Year Allocation		2005-2009	2010	2011	2012	2013	2014	2015	GIA Remaining
			Budget	Budget	Budget	Budget	Budget	Budget	
			103,000.00	107,000.00	103,000.00	103,000.00	103,000.00	200,000.00	
AREA B			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			103,000.00	107,000.00	103,000.00	103,000.00	94,608.17	189,845.00	
	Big Bam Ski Hill	-	-	-	-	-	-	-	-
3,000.00	Buick Creek Community Club	-	3,046.04	12,000.00	5,000.00	-	-	3,000.00	23,046.04
	Cache Creek Community Club	0.00	-	-	-	-	-	-	0.00
	Cecil Lake Rec. Commission	-	-	-	-	-	-	-	-
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-	-
	Golata Creek Recreation Society	-	(0.00)	-	-	-	9,299.93	-	9,299.93
	Goodlow Community Club	-	-	5,929.60	-	7,834.24	15,512.55	-	29,276.39
7,000.00	Halfway Graham Community Club	1,411.19	-	-	-	-	-	7,000.00	8,411.19
35,320.00	King's Valley Christian Camp	-	-	-	-	3,542.28	2,424.16	35,320.00	41,286.44
13,280.00	Montney Rec. Commission	-	-	(0.00)	-	-	-	13,280.00	13,280.00
48,495.00	North Peace 4-H District Council	-	-	-	-	-	-	48,495.00	48,495.00
10,000.00	North Peace Fall Fair Society	-	-	-	-	-	-	10,000.00	10,000.00
16,250.00	North Peace Historical Society	-	-	-	-	-	-	16,250.00	16,250.00
34,000.00	North Peace Light Horse Assn.	-	-	-	2,460.23	-	-	34,000.00	36,460.23
3,000.00	North Peace Ride for Disabled	-	-	-	-	-	-	3,000.00	3,000.00
10,000.00	Osborn Community Club	-	-	(0.00)	2,602.87	3,725.00	-	10,000.00	16,327.87
6,000.00	Rose Prairie Curling Society	-	-	0.00	0.00	483.73	-	6,000.00	6,483.73
1,000.00	Area B Rural Bursary	-	-	-	-	-	-	1,000.00	1,000.00
1,500.00	Youth Travel	-	-	-	-	-	-	1,500.00	1,500.00
189,845.00	Total Area B	1,411.19	3,046.04	17,929.60	10,063.10	15,585.25	27,236.64	188,845.00	264,116.82
		2005-2009	2010	2011	2012	2013	2014	2015	
			Budget	Budget	Budget	Budget	Budget	Budget	
			100,000.00	100,000.00	100,000.00	100,000.00	112,025.88	100,000.00	
AREA C			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			100,000.00	100,000.00	100,000.00	87,924.72	93,297.04	81,250.00	
	Big Bam Ski Hill	-	-	-	-	-	-	-	-
18,000.00	Charlie Lake Community Club	-	935.94	2,910.55	-	-	4,920.40	18,000.00	26,766.89
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-	-
	Lake Point Golf Club	-	-	-	-	4,241.96	-	-	4,241.96
	North Peace 4H Senior Council	-	-	-	-	2,415.92	-	-	2,415.92
10,000.00	North Peace Fall Fair Society	-	-	-	-	-	-	10,000.00	10,000.00
16,250.00	North Peace Historical Society	-	0.00	-	-	629.75	2,834.50	16,250.00	19,714.25
34,000.00	North Peace Light Horse Assn.	-	-	-	0.00	-	-	34,000.00	34,000.00
1,000.00	*Area C Scholarship	-	-	-	-	-	-	1,000.00	1,000.00
1,000.00	Youth Travel	-	-	-	-	-	-	500.00	500.00
81,250.00	Total Area C	-	935.94	2,910.55	0.00	7,287.63	7,754.90	79,750.00	98,639.02
		2005-2009	2010	2011	2012	2013	2014	2015	
			Budget	Budget	Budget	Budget	Budget	Budget	
			102,000.00	102,000.00	102,000.00	111,610.00	103,150.00	102,000.00	
AREA E			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			102,000.00	102,000.00	92,390.00	110,460.00	103,150.00	102,000.00	
	Camp Emile	-	(0.00)	0.00	-	0.00	16,526.97	-	16,526.97
2,500.00	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-	2,500.00	2,500.00
8,000.00	Chetwynd Electric Eels Swim Assn.	-	-	-	-	-	611.40	8,000.00	8,611.40
3,555.00	Chetwynd Gymkhana	-	-	-	-	2,507.85	1,826.24	3,555.00	7,889.09
12,540.00	Chetwynd Rod & Gun Club	-	-	-	-	-	-	12,540.00	12,540.00
5,000.00	Chewtynd Social Planning Committee	-	-	-	-	-	-	5,000.00	5,000.00
5,250.00	Foothills Team Roping Club	-	-	-	-	173.41	1,200.00	5,250.00	6,623.41
4,875.00	Jackfish Community Association	-	-	(0.00)	-	1,533.15	1,377.86	4,875.00	7,786.01
4,500.00	Little Giants Figure Skating Club	-	-	-	-	-	-	4,500.00	4,500.00
8,000.00	Little Prairie Heritage Society	-	-	(0.00)	4,188.86	4,295.38	8,734.17	8,000.00	25,218.41
5,900.00	Moberly Lake Community Assn.	-	-	-	5,435.31	-	-	5,900.00	11,335.31
19,000.00	Pine Valley Exhibition Park Soc.	-	-	(0.00)	-	1,849.62	-	19,000.00	20,849.62
	Pine Valley Motor Sports	-	-	-	-	-	-	-	-
3,915.00	Pine Valley Seniors Assn.	-	-	-	-	73.00	285.19	3,915.00	4,273.19
15,965.00	Sagitawa Christian Camping Society	-	-	-	-	-	-	15,965.00	15,965.00
1,000.00	Area E West Bursary	-	-	-	-	-	-	1,000.00	1,000.00
2,000.00	Youth Travel	-	-	-	-	-	-	1,000.00	1,000.00
102,000.00	Total Area E	-	(0.00)	0.00	9,624.17	10,432.41	30,561.83	101,000.00	151,618.41

July 23, 2015

		2005-2009	2010	2011	2012	2013	2014	2015	
SUB-REGIONAL			Budget	Budget	Budget	Budget	Budget	Budget	
			130,000.00	130,000.00	130,000.00	150,000.00	150,084.00	150,000.00	
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			130,000.00	130,000.00	130,000.00	149,916.11	150,084.00	150,000.00	
4,400.00	Ark - Dawson Creek Youth Centre Society	-	-	-	-	-	-	4,400.00	4,400.00
4,400.00	Bessborough Community Club	-	-	74.96	-	-	-	4,400.00	4,474.96
	Cutbank Community Club	-	-	-	-	0.00	(0.00)		0.00
24,039.61	Dawson Creek Sportsman's Club	-	-	-	-	-	-	24,039.61	24,039.61
12,609.83	Doe River Recreation Commission	-	-	-	-	-	-	12,609.83	12,609.83
13,200.00	Farmington Community Association	-	-	-	-	-	-	13,200.00	13,200.00
1,540.00	Groundbirch Rec. Commission	-	-	-	-	-	503.25	1,540.00	2,043.25
	Hats n' Chaps Gymkhana	-	-	-	3,958.99	-	-		3,958.99
3,520.00	Kilkerran Recreation Commission	-	-	-	-	168.21	-	3,520.00	3,688.21
16,156.80	Kiskatinaw Fall Fair	-	-	-	-	2,484.01	528.05	16,156.80	19,168.86
16,461.85	McLeod Rec. & Social Services Society	-	-	-	-	-	(0.00)	16,461.85	16,461.85
11,000.00	Rolla Ratepayers	-	-	-	-	-	-	11,000.00	11,000.00
2,200.00	Sunset Prairie Recreation Commission	-	-	0.00	4,201.95	513.89	5,293.03	2,200.00	12,208.87
1,503.04	Swan Lake Enhancement Society	-	-	-	-	-	-	1,503.04	1,503.04
5,280.00	Tomslake Community Cultural Assn.	-	-	-	-	-	-	5,280.00	5,280.00
17,688.00	Tomslake & District Rec Commission	-	-	-	-	(0.00)	0.00	17,688.00	17,688.00
11,500.87	Tupper Community Club	-	-	-	-	-	-	11,500.87	11,500.87
3,000.00	Post Secondary Bursary	-	-	-	-	-	-	3,000.00	3,000.00
1,500.00	Youth Travel	-	-	-	-	-	-	1,500.00	1,500.00
150,000.00	Total Sub-Regional	0.00	0.00	74.96	8,160.94	3,166.11	6,324.33	150,000.00	167,726.34
523,095.00	COMBINED GRAND TOTALS	1,411.19	3,981.98	20,915.11	27,848.21	36,471.40	71,877.70	519,595.00	682,100.59
Prior Years Payable total =			162,505.59						
2015 Payable total =				519,595.00					
Total GIA Payable =					682,100.59				

Youth Travel Recipient Information

Area	Recipient	Total To-Date	2010	2011	2012	2013	2014	2015
Area B								
	Northern BC High School Rodeo	1,000	500			500		
	Northern BC Highschool Rodeo - Megan Smith	500					500	
	TOTAL granted for year		500	1,500	0	1,500	1500	1500
	TOTAL used		500	0	0	500	500	0
	BALANCE Remaining		0	0	0	0	0	1500
Area C								
	Inconnu Swim Club	300		300				
	Northern BC High School Rodeo	2,000	500		500	500		500
	TOTAL granted for year		1,000	1,000	1,000	1,000	1000	1000
	TOTAL used		500	300	500	500	0	500
	BALANCE Remaining		0	0	0	0	0	500
Area E								
	3 Nations Midget Hockey	650		350		300		
	Auroras Speed Skating Club	250		250				
	Chet Girls Club Volleyball	1,050	250		500		300	
	Chet Scotiabank Bantam Giants Hockey	850	350		500			
	Chet Secondary Boys Wrestling	350	350					
	Chet Secondary Girls Volleyball	1,250	250		200	800		
	Chet Talisman Energy Pee Wee Giants Hockey	500			500			
	Electric Eels Swim Club	600		300	300			
	Chetwynd Secondary Highschool Golf Team	300				300		
	Dawson Creek Juvenile Girls Curling	500					500	
	Chetwynd Midget Giants	500						500
	Chetwynd U16 Club Volleyball - Chargers	500						500
	TOTAL granted for year		2,000	2,000	2,000	2,000	3005.26	2000
	TOTAL used for year		1,200	900	2,000	1,400	800	1000
	BALANCE Remaining		0	0	0	0	0	1,000
Sub-Regional								
	Northern BC High School Rodeo	2,000			1,000	1,000		
	TOTAL granted for year		1,500	1,500	1,500	1,500	1500	1500
	TOTAL used for year		0	0	1,000	1,000	0	0
	BALANCE Remaining		0	0	0	0	0	1500

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2015		1,000	1,000	
2014	Rebecca Hedges	1,000	0	3-Sep-14
2013	Makayla MacLeod	1,000	0	13-Aug-13
2012	Eliza Li	1,000	0	2012
2011	Talia Miller	500	0	2011
2010	Kendra Young	500	0	2010
TOTAL		5,000	1,000	

Area C Scholarship

Year	Name	Amount	Amount		Date Claimed
			Remaining		
2015		1,000	1000		
2014	Dylan Kassian	1,000	0		23-Aug-14
2013	Daisy Petrucci	1,000	0		15-Aug-13
2012	Stephanie Sutherland	1,000	0		2012
2011	Hannah Leber	500	0		2011
2010	Tawny Hosker	500	0		2010
TOTAL		5,000	1,000		

Area E Bursary

Year	Name	Amount	Amount		Date Claimed
			Remaining		
2015		500	500		
2015		500	500		
2014	Sara Norris	500	0		27-Nov-14
2014	Brittany Andres	500	0		15-Jan-15
TOTAL		1,500	1,000		

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount		Date Claimed
			Remaining		
2015	Paula Chudley	1,500	1500		
2015	Ben Van Spronsen	1,500	1500		
2014	Theran Basset	1,500	0		15-Jan-15
2014	Landon Farrow Trades	1,500	0		16-Sep-14
2013	Brenna McCullough - Academic	1,500	0		25-Sep-13
2013	Brad Skytte - Trades	1,500	0		02-Jul-13
2012	Kole Pierce	1,500	0		2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0		2013
2011	Anders Carlstad	1,500	0		2011
2011	Gary Gordon	1,500	0		2011
2010	Erica Woolf	1,500	0		2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0		2010
TOTAL		16,500	3,000		

Fair Share Commitments		June 2015			K. Goodings	B. Sperling	L. Hiebert	D. Rose	Total
					Area B	Area C	Area D	Area E	Fair Share
January 1, 2015 opening balance					1,876,736.81	3,306,247.39	2,726,942.05	2,325,069.08	10,234,995.33
Total interest earned to date					9,933.85	16,975.35	14,326.56	12,325.55	53,561.31
Subscription F/S \$					690,433.75	690,433.75	690,433.75	690,433.75	2,761,735.00
COMMITMENTS			Commitment	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B									
Addiction Centre			-						-
*Area B Municipal Facilities			13,200.00						13,200.00
Clearview Arena; Crawl Space R&M			75,000.00	59,456.85					15,543.15
Electrical Extension Grants			12,000.00						12,000.00
FSJ Library(annual payment)			31,300.00						31,300.00
Hudson's Hope Library; Disability Accessibility Renos			6,800.00		6,800.00				-
NP Care Centre FSJ; (25 Units)			250,000.00						250,000.00
NP Cultural Centre (pymt to 2017)			28,125.00		14,062.50				14,062.50
NP Fall Fair; Display Buildings			17,600.00	5,465.00					12,135.00
NP Light Horse Assn; Building Assessment			5,000.00						5,000.00
NP Seniors Housing Soc; FSJ NP Care Centre Phase 2			250,000.00		250,000.00				-
PR Regional Cattlemen's Assoc; Livestock Protection			50,000.00		50,000.00				-
Rural Gasification			680,000.00	32,367.25					647,632.75
Rural Improvements Grant			1,255,368.51						1,255,368.51
Sewage Rec Facility (Operating Deficit 25%)			-						-
			2,674,393.51	97,289.10	320,862.50	-	-	-	2,256,241.91
Area C									
Addictions Centre			-						-
CL Lagoon System			1,762,968.97			7,800.00			1,755,168.97
FSJ Airport Sub Communal H20/Swr Fees			12,559.97	11,200.00					1,359.97
FSJ Library(annual payment)			15,000.00						15,000.00
FSJ NP Museum; Old Fort Cemetery Sign			1,414.49	1,038.49					376.00
NP Care Centre FSJ; (25 Units)			250,000.00						250,000.00
**NP Cultural Centre (pymt to 2017)			14,062.00			7,031.00			7,031.00
NP Light Horse Assn; Building Assessment			5,000.00						5,000.00
PR Regional Cattlemen's Assoc; Livestock Protection			50,000.00			50,000.00			-
NP Seniors Housing Soc; FSJ NP Care Centre Phase 2			250,000.00			250,000.00			-
Regional Parks Improvements			100,000.00						100,000.00
Rural Improvements Grant			1,064,889.55						1,064,889.55
Sewage Rec Facility (Operating Deficit 75%)			-						-
Water & Sewer			500,000.00						500,000.00
			4,025,894.98	12,238.49	-	314,831.00	-	-	3,698,825.49
Area D									
Bear Mnt Nordic Ski Assn; Ski Trails			10,000.00						10,000.00
Dawson Creek Gradfest Committee; Gradfest 2015			1,500.00				1,000.00		500.00
Dawson Creek Sportsman's Club; Indoor Range Exp			80,000.00						80,000.00
DC & Dist Stable & Arena Assoc; Manure Storage			20,000.00						20,000.00
Electrical Extension Grants			1,974.33	1,974.33					-
Hats 'n Chaps Gymkhana; Arena Rebuild			15,800.00	15,360.00					440.00
Kelly Lk Swr; Upgrades (Lift Stn, Pump, Alarm Dialer)			30,000.00	13,417.03			6,127.34		10,455.63
Northern Lights Recovery Centre			100,000.00						100,000.00
PR Regional Cattlemen's Assoc; Livestock Protection			50,000.00				50,000.00		-
Regional Parks & Trails (Parks)			75,000.00						75,000.00
Regional Parks & Trails (Trails)			25,000.00						25,000.00
Rolla Dyking System; Debris Trap			5,000.00	3,920.00					1,080.00
Rolla Sewer - Annual Oper. Grant			17,500.00	13,709.00			3,791.00		-
Rolla Sewer - Upgrades			20,000.00	17,429.53					2,570.47
Rural Gasification			1,000,000.00	53,798.50					946,201.50
Rural Improvements Grant			1,794,192.63						1,794,192.63
Rural Water Dev-Tmlk,Frmtg Const			125,032.17						125,032.17
Swan Lake Environmental Study			20,000.00	15,554.63					4,445.37
Swan Lake Weir Aluminum Gates			34,000.00	8,133.75					25,866.25
Tomslake & District VFD; Fire Truck			150,000.00						150,000.00
			3,574,999.13	143,296.77	-	-	60,918.34	-	3,370,784.02
Area E									
Bear Mnt Nordic Ski Assn; Ski Trails			4,000.00						4,000.00
Camp Sagitawa; Phase 1 Climbing Wall			20,000.00						20,000.00
Chetwynd & Dist. Rec Complex			1,325,000.00	1,269,278.08					55,721.92
Chetwynd (Dist of); Fire Apparatus			133,000.00						133,000.00
Chetwynd Seniors Housing Society			150,000.00						150,000.00
Chetwynd Comm Arts Council; Fall Fair			7,900.00						7,900.00
Dawson Creek Gradfest Committee; Gradfest 2015			500.00					500.00	-
Dawson Creek Sportsman's Club; Indoor Range Exp			20,000.00						20,000.00
DC & Dist Stable & Arena Assoc; Manure Storage			20,000.00						20,000.00
Electrical Extension Grants			5,000.00						5,000.00
Hasler Tower Project			107,000.00	98,836.73					8,163.27
Hats 'n Chaps Gymkhana; Arena Rebuild			3,950.00	2,184.00					1,766.00
Little Prairie Heritage Soc; Engineering			25,000.00	6,090.00					18,910.00
Little Prairie Heritage Soc; Museum Repair			103,808.00	99,268.05				1,008.00	3,531.95
Little Prairie Heritage Soc; Tables, Tents			8,300.00						8,300.00
Northern Lights Recovery Centre			100,000.00						100,000.00
PR Regional Cattlemen's Assoc; Livestock Protection			50,000.00					50,000.00	-
Rural Gasification			700,000.00						700,000.00
Rural Improvements Grant			1,629,527.24						1,629,527.24
Senior Assisted Living			30,000.00						30,000.00
South Peace SPCA; Aspen Estate Feral Cats			5,000.00	2,500.00					2,500.00
Sunset Pr Rec Comm; Fair Kitchen			58,000.00					23,543.00	34,457.00
			4,505,985.24	1,478,156.86	-	-	-	75,051.00	2,952,777.38
Actual Balance at Month End					2,256,241.91	3,698,825.49	3,370,784.02	2,952,777.38	12,278,628.80
Total Remaining Commitment					2,256,241.91	3,698,825.49	3,370,784.02	2,952,777.38	Total Fair Share
Balance available after remaining commitments					-	-	-	-	Reserve
* Remaining amount from the previous, Area B Municipal			Facilicites commitment, established for groups within the municipality serving the rural areas						

July 23, 2015

Peace River Regional District
BCR Grants in lieu
June 30, 2015

	Area B	Area C	Area D	Area E	Total MMF BCR Grants in lieu
Opening balance	23,578.29	27,400.24	-	1,613.34	52,591.87
January	22.59	26.26	-	1.55	50.40
February	19.48	22.64	-	1.33	43.45
March	19.78	22.98	-	1.35	44.11
April	18.64	21.66	-	1.28	41.58
May	18.39	21.39	-	1.26	41.04
June	16.84	19.58	-	1.16	37.58
July					
August					
September					
October					
November					
December					
2015 Interest	115.72	134.51	-	7.93	258.16
Expenditures					
Fort St John Community Arts Council					-
Arts Advocates Patron Program	125.00	125.00			250.00
					-
Total Expenditures	125.00	125.00	-	-	250.00
June 30, 2015	23,569.01	27,409.75	-	1,621.27	52,600.03
Commitments					
Siver Willow 4-H; Peace Lookout Cleanup		1,500.00			1,500.00
Balance available	23,569.01	25,909.75	-	1,621.27	51,100.03

July 23, 2015

Appropriated Surplus Balances as of June 30, 2015

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911 Emergency Capital Reserve	\$	50,237.64	Green "Carbon" Project Reserve	\$	17,449.06
BC Rail	\$	52,600.03	Harp/Imp Sewer Capital Reserve	\$	8,122.82
Buick Creek Arena Capital Reserve	\$	127,557.75	Harp/Imp Sewer Operating Reserve	\$	8,122.82
Buick Creek Arena Operating Res	\$	62,612.91	Information System Plan Reserve	\$	269,635.21
Building Reserve	\$	702,077.84	Insurance Reserve	\$	475,799.11
Charlie Lake Fire Capital Reserve	\$	465,940.96	Kelly Lake Comm Ctr. Operating Reserve	\$	18,804.76
Charlie Lake Sewer Capital Reserve	\$	125,479.01	Kelly Lake Comm Ctr. Capital Reserve	\$	15,743.81
Charlie Lake Sewer Operating Reserve	\$	57,389.99	Kelly Lake Sewer Capital Reserve	\$	11,298.61
Chetwynd Arena Capital Reserve	\$	1,719,616.63	Kelly Lake Sewer Operating Reserve	\$	20,269.38
Chetwynd Leis Cntr Capital Reserve	\$	1,740,779.38	Landfill Closure Reserve	\$	406,094.21
Chilton Sewer Capital Reserve	\$	28,116.86	Moberly Lake Fire Capital Reserve	\$	12,755.77
Chilton Sewer Operating Reserve	\$	23,783.01	North Pine TV Reserve	\$	46,217.73
Chilton Sewer Debenture Reserve	\$	-	NP Economic Development Commission	\$	68,435.63
Clearview Arena Operating Reserve	\$	70,339.80	NP Leisure Pool Building Repl Res	\$	1,521,944.07
CLFD Fundraising	\$	-	NP Leisure Pool Capital Reserve	\$	438,804.25
CLFD Operating Reserve	\$	20,147.87	Regional Parks Capital Reserve	\$	40,609.48
Comm Parks Water Capital Reserve	\$	12,755.77	Regional Parks Operating Reserve	\$	40,609.48
Comm Parks Water Operating Res	\$	18,016.41	Rolla Creek Dyking Operating Reserve	\$	6,227.30
Community Works (Gas Tax)	\$	4,172,096.36	Rolla Sewer Capital Reserve	\$	7,886.31
DC/PC Fire Capital Reserve	\$	484,565.31	Rolla Sewer Operating Reserve	\$	12,993.98
Election Reserve	\$	28,529.67	Rural (Loan Fund)	\$	3,556,848.59
Emergency Plan Reserve	\$	272,936.87	Rural Fringe	\$	2,017,085.20
Fair Share	\$	12,278,628.80	Solid Waste Capital Reserve	\$	5,262,272.35
Feasibility Reserve	\$	148,159.86	Solid Waste Operating Reserve	\$	1,022,315.01
Friesen Sewer Capital Reserve	\$	3,866.98	Sub-Reg Recreation Insurance Reserve	\$	112,356.94
Friesen Sewer Operating Reserve	\$	21,955.83	Tomslake Fire Reserve	\$	120,812.91
FSJ Airport Sewer Capital Reserve	\$	32,506.04	Vehicle (Admin) Reserve	\$	161,603.95
FSJ Airport Sewer Operating Reserve	\$	42,392.81	Vehicle (BI) Reserve	\$	41,813.75
FSJ Airport Water Capital Reserve	\$	10,204.59	Vehicle (SW) Reserve	\$	132,241.95
FSJ Airport Water Operating Reserve	\$	23,327.63			
			TOTAL	\$	38,671,797.05

July 23, 2015

Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Loan Balance
Chetwynd Communications Soc (2018)	275,000.00	275,000.00	82,500.00
FSJ New Fire Hall (2020)	750,000.00	750,000.00	300,000.00
Friesen Sewer (2015)	33,548.00	33,548.00	3,724.00
North Pine Farmers Institute (2015)	100,000.00	100,000.00	21,011.23
Total	1,158,548.00	1,158,548.00	407,235.23

Loan Funds Available: 3,092,764.77

"Grants" from Loan Fund Interest	Committed	Previous Years Paid	Current Year Paid	Remaining
Temporary Storage to Accept Domestic Sewage	600,000.00	382,871.02	10,796.05	206,332.93
Total	600,000.00	382,871.02	10,796.05	206,332.93

Interest Grant Funds Available: \$257,750.89

Commitments from Rural Fringe Reserve	Committed	Previous Years Paid	Current Year Paid	Remaining
City of DC; Sewage Rec Facility Design & Agreement	400,000.00	-	-	400,000.00
Total	400,000.00	-	-	400,000.00

Reserve Funds Available: \$1,617,085.20

Gas Tax	Committed	Previous Years Paid	Current Year Paid	Remaining
Buick Creek Arena	25,000.00	19,240.56		5,759.44
Charlie Lk Sewer Lagoon Upgrades & Three Phase Power Ext. @ Treatment Plant	2,850,000.00	365,865.33	302,478.03	2,181,656.64
Charlie Lk Sewer Monitoring	100,000.00	95,178.57	4,800.70	20.73
Clearview Arena; Boiler & Water Heater	40,000.00	40,000.00		-
Clearview Arena; Water System Retrofit	7,768.26	7,768.26		-
Doe River Rec Comm; Septic Tank Upgrades	2,600.00	2,565.50		34.50
Energy & Emissions Climate Action Plan	128,137.00	93,012.40		35,124.60
Electric Vehicle Charging Stations; Frmgton & CL	4,000.00	2,000.00		2,000.00
FSJ Airprt Sub H2O Meters & Infrastructure	30,000.00			30,000.00
Kelly Lake Community Centre - Upgrades	50,000.00	48,607.60		1,392.40
Kiskatinaw Watershed Research Project	240,000.00	200,000.00	40,000.00	-
Little Prairie Heritage Soc.; Museum Lighting	6,160.00	4,751.49		1,408.51
Rolla Sewer Lift Station Pumps & Electric	30,000.00	25,940.40		4,059.60
Rural Sewage System Study (AECOM)	35,248.23	35,248.23		-
Rural Sewage System Pilot Project	-			-
Sewage Receiving Facility (Domestic) at Charlie Lk	3,500,000.00	151,014.05	399,321.77	2,949,664.18
Tomslake & District Fire Department; Gas Furnace	20,000.00	20,000.00		-
Weather Stations	18,660.00			18,660.00
Total	\$7,087,573.49	\$1,111,192.39	\$746,600.50	\$5,229,780.60

Gas Tax Funds Available: (\$1,057,684.24)

July 23, 2015

This Sewage Receiving Facility Commitment includes Gas Tax Funds to be received in the next two years. It is the reason the Gas Tax Available Funds balance is shown as a negative.



Peace River Regional District REPORT

R-4

To: Rural Budgets Administration Committee

Date: July 13, 2015

From: Trish Morgan, General Manager of Community & Electoral Area Services

Subject: North Peace Light Horse Association Building Assessment

RECOMMENDATION:

That staff request that the North Peace Light Horse Association obtain quotes and provide a plan to the Rural Budgets Administration Committee identifying how they foresee addressing the issues in the engineer's report and any challenges they may be face.

BACKGROUND:

Upon review of the North Peace Light Horse Association's 2015 Recreational and Cultural Grants-in-Aid application, the Rural Budgets Administration Committee (RBAC) approved a \$10,000 Fair Share grant to assist with the cost of a facility condition assessment. The facility was rated a 2.5/10 in the North Peace Recreation Facility Assessment and required a detailed assessment to identify specific areas of concern.

Grant-in-Aid funding in the amount of \$68,000 was approved for upgrades to the facility, however, use of the funds is contingent upon receiving a detailed assessment of the facility (see attached).

STRATEGIC PLAN RELEVANCE:

"The PRRD is committed to working with Peace River Region residents to have continued access to facilities for recreational and cultural purposes."

FINANCIAL CONSIDERATION(S): \$10,000 in Fair Share was provided

COMMUNICATIONS CONSIDERATION(S): none

OTHER CONSIDERATION(S):

July 16, 2015

Staff Initials:

Dept. Head:

T. Morgan

CAO:

Ch. Birk

Page 1 of 1

June 19, 2015

North Peace Light Horse Association
6929 Equestrian Road
Fort St. John, BC
V1J 0B4

RE: Building Assessment, 6929 Equestrian Road, FSJ

At the request of the North Peace Light Horse Association, Beairsto & Associates Engineering Ltd. (BASE) was retained to undertake a building assessment at the subject facility. This assessment includes; the building envelope, the structural framing system, the mechanical heating, ventilation, and plumbing systems, and the electrical wiring system. The request was made to help determine if the expected life span of the structure is worth investing funds into repairs and maintenance. This assessment makes no attempt to determine the cost of repair but rather indicates where funds should be allocated in to increase the lifespan of the facility. On May 28th, 2015 Ashraf Haque E.I.T., Dennis Dizon P.Eng., Joe Moser E.I.T., and Kostas Michalopoulos E.I.T. of BASE visited the site to conduct a field inspection. Pictures of the visit can be seen in Appendix A.

BACKGROUND

The subject structure is a pole shed that has been converted into an arena built in approximately the 1960's. The building is currently used to host small events, rider training, and hosting rides for the handicapped. The building footprint is approximately 90'x200' running north-south. The exterior wall height is 9'-6" and the top of roof elevation at approximately 30'. The ceiling rises from 9'-6" at the east and west exterior walls to 14'-6" in the middle section of the structure. On the east side there are bleachers and a kitchen/washroom area. The west side is a staging area for the arena. The main public entrance is from the south and livestock enter from the north.

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BUILDING ENVELOPE ASSESSMENT***INSPECTION***

At the time of the inspection the weather was clear and dry and all parts of the arena were accessible except the attic. The exterior walls appeared plumb and true and the roof ridge line appeared straight. The site grading was generally flat and no drainage paths were visible.

The building envelope was badly damaged. The following items were noted:

- 1) The cladding for most of the exterior of the building was cracked, bent, or had come unscrewed.
- 2) The corner flashing for the cladding to prevent water ingress had been badly damaged or was removed entirely.
- 3) There were several issues with the penetrations in the exterior cladding. This provides no protection to the wall insulation in terms of water, animal, or insect ingress.
 - a. Approximately 2' at the top of the east and west exterior walls was a corrugated fiberglass sheet. This was badly cracked, broken, or missing in many locations.
 - b. There was no soffit present. This is good for ventilation to the attic space but provides no protection from the items listed above.
 - c. There were several penetrations in the exterior cladding for what appear to be old light fixtures, wire cables, and piping. Some of these penetrations had wire cables and pipes in them and some did not, none were caulked or sealed.
- 4) There appeared to have been a gutter and downspout system at the perimeter of the roof at one time, this has since been removed.
- 5) The fascia board has not been painted or sealed.
- 6) While the roof appeared to be in good shape some screws in the metal roof decking have come loose and are missing.
- 7) There is no waterproof membrane preventing water ingress at the base of the exterior wall. There also appeared to be rodent holes at the base of the exterior wall dug into the backfill.
- 8) The grade around the structure was sloped towards the exterior walls instead of away from the structure.
- 9) Mold was present in the insulation membrane throughout the building. This indicates water leakage from the roof.
- 10) The insulation membrane was torn or missing in many locations and in some locations the insulation had fallen out.
- 11) Where the exhaust tube penetrated the roof for the coin operated horse drying unit at the west wall daylight can be seen through an unsealed opening.

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- 12) The interior walls of the structure are a patchwork of shiplap boards, plywood, and OSB. In many locations the interior walls had been damaged piercing the insulation.
- 13) Access to the attic space was deemed unsafe as there was no safe path in the attic to walk on. If the attic space becomes accessible please contact BASE for an inspection.

RECOMMENDATIONS

These steps should be taken to repair the building envelope and increase the lifespan of the structure.

- 1) Inspect all screws in the metal roof decking. Tighten those that have come loose and replace those that are missing with an adhesive compound such as Loctite.
- 2) Re-flash and seal the roof area around the electrical pole. Straighten and provide support to the electrical pole as required.
- 3) Paint and seal the fascia board. Replace water damaged or rotted locations as necessary.
- 4) Install roof gutters at the roof eave with rainwater leaders extending a minimum of 8' away from the exterior walls.
- 5) Re-grade the soil away from the building around the exterior walls to ensure there is no ponding or flooding resulting from a rainwater event.
- 6) Remove all exterior wall cladding, interior finishes of the exterior walls, and exterior wall insulation. Replace the exterior wall cladding with the same thickness (gauge) cladding matching the existing cladding screw pattern. Replace the wall insulation to a desired R value, and install a vapor barrier and plywood finish on the interior side of the exterior walls.

IMPORTANT: DO NOT REMOVE ALL EXTERIOR WALL CLADDING AT THE SAME TIME.

The exterior wall cladding is part of the structural system and replacement should be done under the supervision of a structural engineer.

- 7) Remove all insulation and insulation membrane in the ceiling. Replace the insulation membrane and insulation to match the wall thickness.
- 8) All exterior wall penetrations should be caulked and sealed. Install a drip edge over all exterior doors and ensure the door sweep is functioning correctly.
- 9) Replace all doors that are broken or not functioning properly for safe exit in the event of an emergency. Fit all exterior doors with panic hardware and insure the swing outwards to a safe letdown.

Although no asbestos insulation or other asbestos containing materials are expected a Hazardous Materials Survey should be carried out prior to any renovations to protect the workers and occupants of the facility.

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STRUCTURAL ASSESMENT

INSPECTION

The structure consists of timber posts with heavy timber trusses spanning east-west. Starting from the east exterior wall the heavy timber trusses span 12' to a row of posts, then approximately 65' across the arena to another row of posts, then 12' to the west exterior wall. The first and last rows of posts are approximately 9'-6" from the north and south exterior walls. Running north to south the remainder of the posts are spaced at 10' on center. The posts ranged in diameter from 7" to 10".

At the time of the inspection only the interior posts and bottom chords of the roof trusses were visible. The posts in the exterior walls were covered by plywood on the interior of the wall and heavy gauge cladding on the exterior of the wall. The attic space was not accessible due to lack of a safe walkway however some of the trusses were observable from the attic access hatch.

The foundation was below grade and not observable. There were penetrations under the exterior wall made by rodents which indicate the foundation localized to the posts and not continuous around the perimeter of the facility.

Some of the interior columns had sustained damage with 0.5" to 1" missing from the outer diameter of the post. The damage was in the form of chips or layers removed from impact. Virtually all posts showed nicks and scrapes, some were visible through layers of paint.

The bottom chords of all trusses showed signs of water staining. No rot was observed at the time of the inspection. The roof trusses that could be seen from the attic access hatch were in good condition and did not show signs of water stain or rot.

On the north end of the kitchen and washroom area there is mezzanine area with some storage and chairs. This mezzanine did not appear to be well supported and poses a hazard to anyone who would use it or children playing.

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RECOMMENDATIONS

The posts have not sustained damage to a level that would cause concern to their structural capacity. As such any damage past the current level should be addressed and repaired under the supervision of a structural engineer.

Since the mezzanine area is not in use it should be taken down. If this is not an option it should be blocked from access or strengthened to current BC Building Code under the supervision of a structural engineer.

The leakage that caused insulation in the ceiling space to get wet is a serious concern and needs to be addressed. The water stains on the roof trusses indicate that there is leakage throughout the ceiling space. This will cause mold and rot on the untreated structural members over time.

If access to the mezzanine area becomes available please contact BASE and set up a convenient time for an inspection.

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MECHANICAL ASSESMENT***INSPECTION***

At the time of the inspection all mechanical systems except for the water heater were visible for inspection. Fresh air was not supplied to any areas of the arena.

The heating for the arena is provided with the use of two gas-fired Unit Heaters. One of these units was located at the south east corner of the arena and the other was coin operated horse drying roughly by the middle of the west wall. These Unit Heaters appeared to be in operable condition. Gas pipes from various unit heater additions and relocations have been disconnected from one another and left in the roof (unsecured).

The plumbing in the kitchen area and washrooms was operational at the time of the inspection and appeared to be in good working order. The stove in the kitchen area did not have an exhaust hood and the exhaust fans in the washrooms were not operational. The storage area (north of the washrooms) is heated by a small electric unit heater that was operational at the time of visit.

The gas meter for the arena was located at the north west corner of the building. There was a loose pressure fitting noticed from the pressure gauge to the main line. Since it is loose there is suspected leakage. **This requires immediate attention.**

RECOMMENDATIONS

The decommissioned chimneys should be removed. The unused Unit Heater by the south-east corner (not operational) and the unused gas pipes in the ceiling should be removed as well.

The heating and ventilation system is out dated and does not meet current BC Building Code. This system should be upgraded under the supervision of a mechanical engineer. Also, it is not unreasonable to assume that the water heater may need servicing or replacement. The washroom exhaust fans should be replaced.

The fire protection system was not in the scope of this inspection but it is worth noting that the fire extinguishers are outdated and need to be recertified or replaced. Also, the exterior gas lines should be painted bright yellow for easy identification and to ensure they aren't accidentally damaged.

The loose natural gas line needs be addressed immediately by qualified personnel.

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ELECTRICAL ASSESMENT***INSPECTION***

At the time of the inspection the majority of the electrical wiring in the arena was visible. The main panel was located on the north east wall and there was 1 branch panel located in the kitchen area. The branch circuits and main breaker on the main panel showed signs of rust. The branch panels were not properly labeled at the main panel. The exterior lighting contactor near the main panel did not have a cover plate.

The electrical feed at the main service entrance was not plumb and appeared poorly fastened. The distance from the incoming cables to the roof was approximately 4'. On the south side of the main service entrance the grounding rod was visible, poorly connected, and in contact with the metal cladding.

In the interior of the structure there was wiring present at the main service entrance, the kitchen area, the washrooms and the storage area. The majority of the wiring in the arena is non-metallic sheathed cable (Lumex) typical of wood frame construction.

In the kitchen area there were receptacles located within 1.5m (~5'-0") of the sink that were not GFCI designation. On the roof of the kitchen area there were several cables unsecured and not in any particular order.

As noted in the mechanical section of this report the exhaust fans in the washroom were not operational. At the time of the inspection it could not be determined how these were installed to run. In the storage area there was an electrical heater that was connected to the electrical system with a chord plugged into a wall socket. Also there was a cord plug-in for a water pump that was not connected with a switch but directly plugged into a wall socket. It could not be determined at the time of the inspection if the water pump was a typical water pump or a sump pump.

North of the kitchen area was a small lockable storage shed. Cables in shed were non-metallic sheathed type and were not properly secured. There were several unconnected cables that did not appear to serve a purpose. There was also a plug-in connection to receptacle that may have been functional but this could not be confirmed.

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RECOMMENDATIONS

The electrical feed at the main service entrance should be in an upright position properly secured. The electrical feed is required by the Canadian Electrical Code to be a minimum distance of 2.0m (~6'-7") between conductor and roof. The ground rod south of the main service entrance should be a 0.3m (~1'-0") below ground level and the ground rod connection to main panel should be BX cable properly secured. **IMPORTANT: The ground rod should NOT be in contact with metal cladding of wall.**

Since the main panel shows signs of rust it needs to be replaced. The branch panels should have branch circuits labelled correctly where they are attached to the main panel board. The exterior lighting contactor near the main panel should have a new cover plate installed.

In the kitchen area all receptacles located with 1.5m of sink should be change to GFCI type. The cables on top of kitchen roof should be properly secured and not free stranded. The exhaust fans in the washrooms being non-operational could be due to electrical fault or failed equipment. The exhaust fans should be controlled by an independent switch.

In the storage area the electric heater should not be directly plugged into a socket because typically the cord will be pulled to turn off the heater. Repeated usage of pulling cords to turn off equipment will cause the cord to wear out over time and separate the wire from the plug. We recommend the heater be hardwired to the electrical system and controlled with a switch, typical light switch is fine. Connection to the unit heaters should be type BX cable and properly secured. Similar to the electric heater the water pump should be controlled by a switch.

Cables in the lockable storage should be properly secured and of type BX. Unwanted cables should be removed. The plug-in connection for the receptacle should be checked for functionality, if not functional the receptacle should be removed or replaced.

The following items are general observations typical throughout the arena that need to be addressed:

1. All free wires not connected should be removed.
2. All free standing wires should be properly secured and replaced by BX-cable.
3. All broken light fixtures showing live wires and broken light switch covers should be replaced.
4. Missing light bulbs from fixtures should be replaced.
5. All open junction boxes should be covered with appropriate cover plates.

Please be advised that this assessment is only relevant to the disciplines noted above that were visible at the time of the inspection and makes no other implications regarding other architectural, structural, mechanical, electrical or building code implications that may be present in the existing building. Should you have any further questions please feel free to call the undersigned.

Written by: Ashraf Haque, E.I.T.

Joe Moser, E.I.T.

Kostas Michalopoulos

Approved by: Dennis Dizon, P.Eng.

Beairsto & Associates Engineering Ltd.



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DISCLAIMER

This letter was prepared for the North Peace Light Horse Association. All evaluations and recommendations made were based on the information available to Beairsto & Associates Engineering Ltd. at the time of preparation. If any changes or additional information should become available, the recommendations may be altered or modified in writing by the undersigned. Beairsto & Associates Engineering is not responsible for any damages suffered from a third party which makes use or decisions based on this letter.

AUTHORIZATION

This document entitled "**Building Assessment, 6929 Equestrian Road, FSJ**" was prepared by Beairsto & Associates Engineering Ltd.

Professional Seal

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APPENDIX A

BUILDING ENVELOPE ASSESSMENT



S View of Arena



SW View of Arena



S Roof Line



W Wall Line

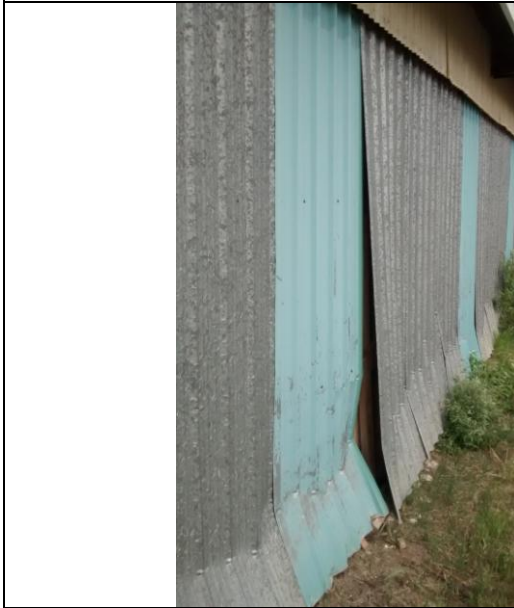
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E Wall Line



E Wall Damaged Cladding (1)



E Wall Damaged Cladding (2)



E Wall Damaged Cladding (3)



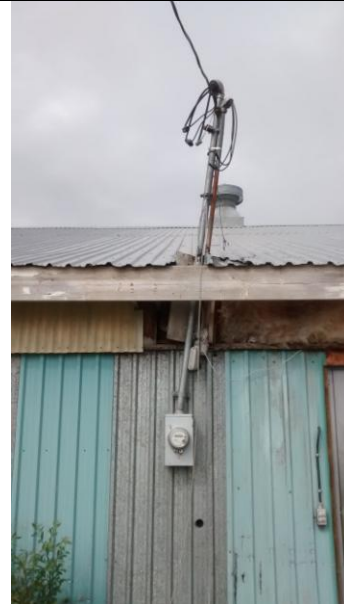
E Wall Fiberglass Sheet



E Wall Open Penetration (1)



E Wall Pipe and Unsealed Penetration



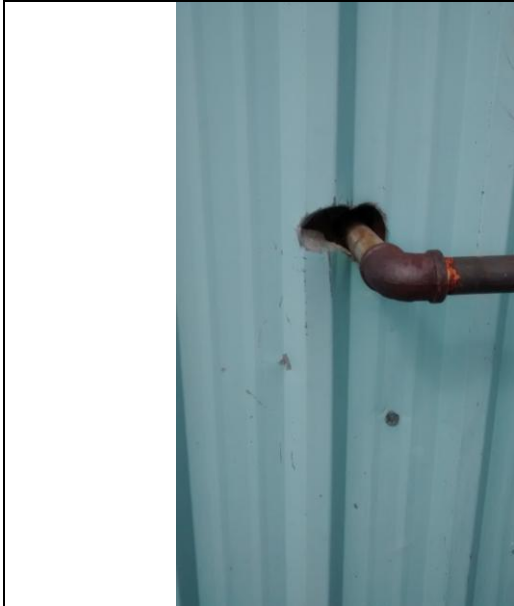
Roof Penetration @ Electrical Connection (1)



Roof Penetration @ Electrical Connection (2)



Roof Penetration @ Electrical Connection (3)



E Wall Unsealed Pipe Penetration (1)



E Wall Unsealed Pipe Penetration (2)



E Wall Broken Fiberglass Sheet



NE Corner – Evidence of Gutter System



W Wall (1)



W Wall (2)



E Wall Rodent Penetration



E Wall Unsealed Pipe Penetration



E Wall Cladding Damage



E Wall Blocked Exit

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E Wall Lifted Fiberglass Sheet



S Wall



S Wall Broken Fiberglass Sheet (1)



S Wall Broken Fiberglass Sheet (2)



Mold on Ceiling Membrane



SE Corner - Missing Insulation and Wall Sheathing



Broken Wall Sheathing (1)



Broken Wall Sheathing (2)



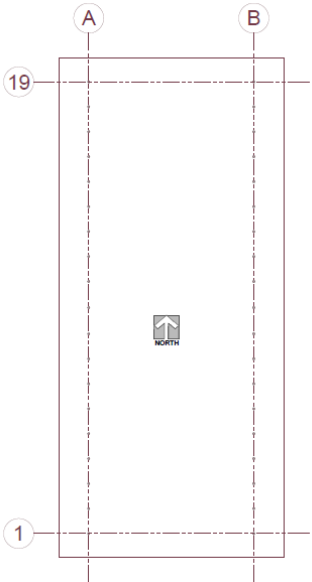
Damaged Ceiling Membrane



Daylight Through Heating Unit Exhaust

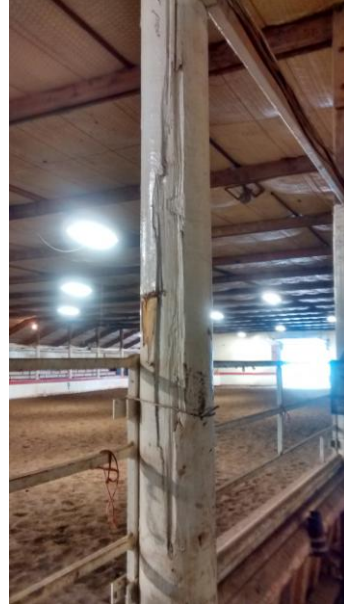
STRUCTURAL ASSESSMENT

R-4

	
Column Naming Convention	Damage to Column B8
	
Damage to Column B5	Damage to Column B3



Damage to Column A16



Damage to Column A15



Damage to Column A13



Damage to Column A8



Mezzanine Area



Roof of Kitchen Area