



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, May 17, 2018
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC **Commencing at 10:30 a.m.**

1. **CALL TO ORDER** - Director Rose to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting of April 16, 2018 (**Page 2**)
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
D-1 Don Petit, Peace Energy Cooperative – Solar Power - (**Page 7**)
D-2 Mayor Dale Bumstead, City of Dawson Creek – Collins Exhibition Park (late afternoon) (**Page 28**)
7. **CORRESPONDENCE:**
C-1 February 14, 2018 - Karen Smith, DCSS Counsellor – South Peace Sub Regional Academic Scholarship (**Page 114**)
C-2 February 14, 2018 - Karen Smith, DCSS Counsellor – South Peace Sub Regional Rural Trades Bursary (**Page 115**)
C-3 April 19, 2018 – Chetwynd’s Circus North 2018 – Thank You Note (**Page 116**)
C-4 May 2, 2018 – Michelina Lukey, Moberly Lake Elementary School – Request for Donation for Library (**Page 117**)
8. **REPORTS:**
R-1 April 2, 2018 – Report from Jill Rickert, Community Services Coordinator – Electrical Extension Grant Application - Vibert (**Page 118**)
R-2 April 30, 2018 – Report from Jill Rickert, Community Services Coordinator – Grant Request – Rolla Community Cemetery Committee (**Page 119**)
R-3 May 3, 2018 – Report from Jill Rickert, Community Services Coordinator – 2018 Area B and C Recreational and Cultural Grant-in-Aid Allocations (**Page 127**)
R-4 May 3, 2018 — 2018 Area E West Recreational and Cultural Grant-in-Aid Allocations (**Page 136**)
R-5 May 4, 2018 – Report from Report from Jill Rickert, Community Services Coordinator – 2018 South Peace Sub-Regional Recreational and Cultural Grants-in-Aid Allocations (**Page 144**)
R-6 May 4, 2018 – Report from Report from Jill Rickert, Community Services Coordinator – Request for Direction – Volunteer Recognition and Awards Options (**Page 152**)
R-7 May 9, 2018 – Report from Report from Trish Morgan, GM of Community Services – Chetwynd Library - Development of RFP #2 – Design Services and Cost Estimates (**Page 156**)
R-8 May 7, 2018 – Report from Jennifer Rudyk, Finance Clerk – April 2018 Financial Report (**Page 159**)
9. **DISCUSSION ITEMS:**
10. **NEW BUSINESS:**
11. **COMMUNICATIONS:**
12. **DIARY:**
DIA-1 Diary Items (**Page 169**)
13. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: April 16, 2018

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Brad Sperling, Electoral Area C, Meeting Chair
Director Dan Rose, Electoral Area E
Director Leonard Hiebert, Electoral Area D
Director Karen Goodings, Electoral Area B

Staff

Chris Cvik, Chief Administrative Officer
Shawn Dahlen, Deputy Chief Administrative Officer
Christina Wards, Financial Services Manager
Crystal Brown, Electoral Area Manager
Trish Morgan, General Manager of Community Services
Jill Rickert, Community Services Coordinator
Fran Haughian, Communications Manager
Barb Coburn, Recording Secretary

Call to Order The Chair called the meeting to order at 2:20 p.m.

ADOPTION OF AGENDA:

April 16, 2018 Agenda MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee Meeting agenda for the April 16,
2018 meeting, be adopted:

CALL TO ORDER - Director Sperling to Chair the Meeting

DIRECTORS NOTICE OF NEW BUSINESS:

ADOPTION OF AGENDA:

ADOPTION OF MINUTES:

Rural Budgets Administration Committee Meeting of March 15, 2018

BUSINESS ARISING FROM THE MINUTES:

DELEGATIONS:

CORRESPONDENCE:

REPORTS:

- R-1 March 19, 2018 – Report from Chris Cvik, Chief Administrative Officer - Funding Partnership with the City of Dawson Creek
- R-2 April 10, 2018 – Report from Jill Rickert, Community Services Coordinator - Grant Request - Clearview Arena Society - Concession Improvements
- R-3 April 9, 2018 – Report from Jill Rickert, Community Services Coordinator - Youth Travel Request - Dawson Creek Secondary School, Peace Rugby Girls Team
- R-4 April 10, 2018 - Jill Rickert, Community Services Coordinator - Electrical Extension Grant Request - Britta Studer
- R-5 March 29, 2018 - Jill Rickert, Community Services Coordinator - Reconsideration of 2018 Grants-in-Aid Requests -Electoral Area B
- R-6 March 29, 2018 - Trish Morgan, General Manager of Community Services - Clearview Arena Crawl Space

ADOPTION OF AGENDA:April 16, 2018 Agenda
(continued)**Reports: (continued)**

- R-7 April 9, 2018 - Jill Rickert, Community Services Coordinator - Grant Request - South Peace Community Arts Council - 2018 Circus Group
- "R-8 March 29, 2018 - Jill Rickert, Community Services Coordinator - Gas Tax Request - Tupper Community Club
- R-9 April 5, 2018 - Jill Rickert, Community Services Coordinator - Volunteer Appreciation Banquet - Grants-in-Aid
- R-10 April 4, 2018 – Report from Jennifer Rudyk, Finance Clerk, - March 2018 Financial Report

DISCUSSION ITEMS:**NEW BUSINESS:****COMMUNICATIONS:****DIARY:****ADJOURNMENT:****CARRIED****ADOPTION OF MINUTES:**M-1
March 15, 2018 RBAC
Minutes

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee Meeting Minutes of March 15, 2018 be adopted.

CARRIED**REPORTS:**R-1
Funding Partnership
with the City of
Dawson Creek

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approves committing \$375,000 from Area D and \$125,000 from Area E Peace River Agreement (PRA) funding, Spending Item 1 "Potable Water" to go towards the Dawson Creek Water Station upgrade project.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommends that the Board authorize the Chair and CAO to sign the City of Dawson Creek Water Fill Station Funding Agreement.

CARRIED.

MOVED by Director Rose, SECONDED by Director Hiebert,
That Rural Budgets Administration Committee approves committing \$187,500 from Area D and \$62,500 from Area E Peace River Agreement (PRA) funding, Spending Item 8 "Year-Round Rec Facility Upgrades" to go towards recreational and cultural projects within the City of Dawson Creek; and further, that the Board authorize the Chair and CAO to sign the Sub-Regional Recreation Funding Agreement.

CARRIED.

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee recommends that the Board authorize the Chair and CAO to sign the Sub-Regional Recreation Funding Agreement.

CARRIED.

REPORTS (continued):

R-1 (continued)
 Funding Partnership
 with the City of
 Dawson Creek

MOVED by Director Rose, SECONDED by Director Hiebert,
 That Rural Budgets Administration Committee approves committing \$35,000 per year for a five-year period (total commitment of \$175,000). The annual funding of \$4,375 from Area B, \$6,562.50 from Area C, \$15,312.50 from Area D and \$8,750 from Area E Peace River Agreement (PRA), funding Spending Item 6 "Fire Protection" will go towards the Dawson Creek Fire Training Centre.

CARRIED.

MOVED by Director Hiebert, SECONDED by Director Rose,
 That Rural Budgets Administration Committee approves committing \$600,000 from Area D Peace River Agreement (PRA) funding, Spending Item 6 "Fire Protection" to go towards the construction of a new Fire Hall in Dawson Creek.

CARRIED.

R-2
 Grant Request -
 Clearview Arena
 Society Concession
 Improvements

MOVED by Director Goodings, SECONDED by Director Rose,
 That the Rural Budgets Administration Committee authorizes a grant in the amount of \$10,490 to the Clearview Arena Society from Electoral Area B Peace River Agreement Funds, Spending Item 2 – Arenas, to assist with the improvements required for the concession area of the Clearview Arena.

CARRIED.

R-3
 Youth Travel Request –
 Dawson Creek
 Secondary School,
 Peace Rugby Girls
 Team

MOVED Director Hiebert, SECONDED Director Rose,
 That the Rural Budgets Administration Committee approves the travel request from the Peace Rugby Girls Team and authorizes a grant in the amount of \$250 to assist with the travel costs to attend the Rugby 7's Provincial Championships being held from May 10 to 12, 2018 in Mill Bay, BC; further that funding be provided from Sub-Regional Youth Travel.

CARRIED

R-4
 Electrical Extension
 Grant Request-Britta
 Studer

MOVED by Director Rose, SECONDED by Director Hiebert,
 That the Rural Budgets Administration Committee deny the Electrical Extension Grant Request from Britta Studer and a grant not be issued for the property located at Lot 1, PL PGP26460 Section 20, TWP 85, Range 20, W6M, NW ¼, since the work was already completed and paid for in 2015.

CARRIED.

R-5
 Reconsideration of
 2018 Grants-in-Aid
 Requests-Electoral
 Area B

MOVED by Director Goodings, SECONDED by Director Rose,
 a) That the Rural Budgets Administration Committee reconsider the following resolution from the March 15, 2018 meeting:
"That the Rural Budgets Administration Committee approve the following changes to the 2018 Area B Grants-in-aid applications:
 • *Reduce funding for the Cecil Lake Recreation Commission from \$70,000 to \$40,000.*
 • *Deny funding for the North Peace 4 H District Council."*
 b) That the motion be amended by deleting the last bullet "Deny funding for the North Peace 4 H District Council".

CARRIED.

REPORTS (continued):

R-5
 Reconsideration of
 2018 Grants-in-Aid
 Requests-Electoral
 Area B

MOVED by Director Goodings, SECONDED by Director Rose,
 That the Rural Budgets Administration Committee authorize that the application
 from the North Peace 4 H District Council for 2018 Grants-in-Aid, in the amount of
 \$6,700, be forwarded to the 2018 Area B and C GIA Allocation meeting being held on
 April 16, 2018.

CARRIED.

MOVED by Director Goodings, SECONDED by Director Rose,
 That the Rural Budgets Administration Committee authorize a grant in the amount of
 \$656.00 to the Flatrock Community Cemetery Society to assist with the cost of
 insurance for the cemetery, with funding to be provided from Electoral Area B
 Cemetery funds based on the information submitted in their 2018 Grants-in-Aid
 application.

CARRIED.

MOVED by Director Goodings, SECONDED by Director Rose,
 That the Rural Budgets Administration Committee authorize a grant in the amount of
 \$1,200 to the Halfway Graham Community Club to assist with the purchase of
 signage at the cemetery, with funding to be provided from Electoral Area B Cemetery
 funds based on the information submitted in their 2018 Grants-in-Aid application.

CARRIED.

R-6
 Clearview Arena Crawl
 Space

MOVED by Director Goodings, SECONDED by Director Hiebert,
 That the Rural Budgets Administration Committee approve a grant of \$1,000 from
 Area B Fair Share to the Clearview Arena Society for the purpose of remediating the
 crawl space in the Clearview Arena.

CARRIED.

R-7
 Grant Request-South
 Peace Community Arts
 Council-2018 Circus
 Camp

MOVED by Director Hiebert, SECONDED by Director Rose,
 That the Rural Budgets Administration Committee deny the Community Arts Council
 request for a grant in the amount of \$1,650 to assist with costs associated with the
 Annual Circus Camp being held from April 9 to 13, 2018 at the Dawson Creek
 Secondary School.

CARRIED.

R-8
 Gas Tax Grant Request-
 Tupper Community
 Club

MOVED by Director Hiebert, SECONDED by Director Rose,
 That the Rural Budgets Administration Committee approves the grant application
 from Tupper Community Club and authorizes a grant in the amount of \$10,500 to be
 issued from the Community Works Gas Tax Fund, to assist with the installation of a
 new energy efficient gas furnace at the Tupper Community Hall.

CARRIED.

R-9
 Volunteer Appreciation
 Banquet - Grants-in-Aid

MOVED by Director Rose, SECONDED by Director Goodings,
 That the Rural Budgets Administration Committee receive the report on the
 "Volunteer Appreciation Banquet-Grants-in-Aid" from April 5, 2018 for discussion.

CARRIED.

REPORTS (continued):

R-10 MOVED by Director Rose, SECONDED by Director Hiebert,
March 20108 That the Rural Budgets Administration Committee receive the March 2018 Financial
Report for information.

CARRIED.

ADJOURNMENT: The Chair adjourned the meeting at 2:45 p.m.

Director Brad Sperling, Chair

Barb Coburn, Recording Secretary

Peace Energy Cooperative presents:

SOLAR POWER

for communities, homes, businesses & non-profits



www.peaceenergy.ca



What is Peace Energy Cooperative?

Local People – Local Renewable Resources – Local Benefits

- * Western Canada's **first** renewable energy cooperative incorporated in 2003.
- * Key player in **BC's first wind project**, Bear Mountain Wind Park, and remains a financial partner.
- * We are a **for profit** corporation, but people and community come before profit.
- * Dedicated to making renewable energy **affordable** and **available** in the Peace River District.
- * Based in **Dawson Creek**, BC.
- * Over **490** regional members and growing.



Bear Mountain Wind Park

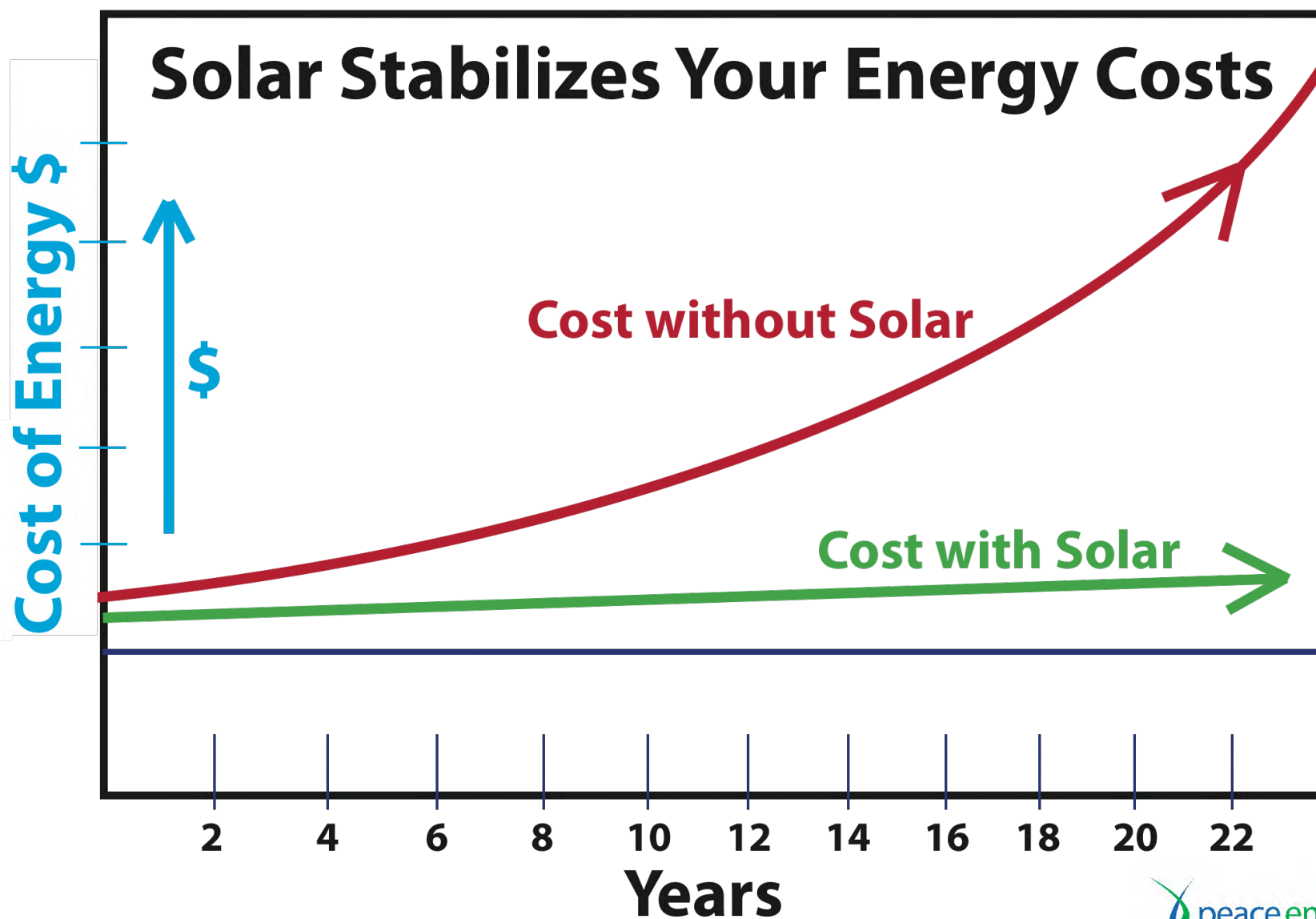


- * 34 turbines = 102 megawatts = 35,000 homes
- * Peace Energy Co-op / Aeolis Wind Power / AltaGas LLP
- * ***First commercial wind project in BC***



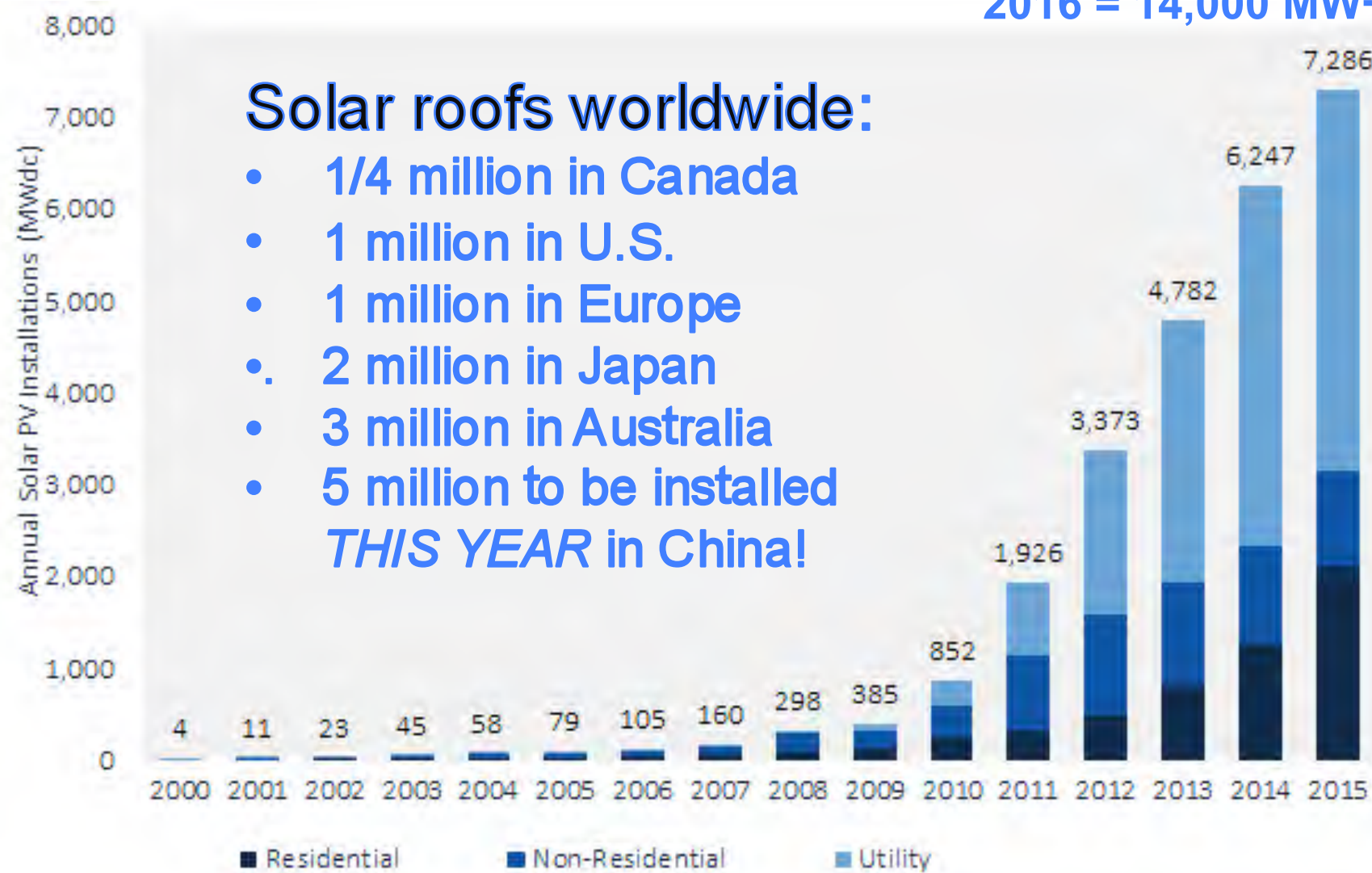
6 good reasons to “go solar”

1. Solar electricity helps fight climate change by reducing carbon footprint.
2. The Peace Region has a plentiful solar resource.
3. The cost of solar has dropped by 80% over the last 5 years.
4. Solar panels and most solar equipment now come with 25-year warranties.
5. Grid-tie has been streamlined by BC Hydro, and Smart Meters are grid-tie ready.
6. Solar arrays require no fuel, create no emissions, are silent, have no moving parts and need almost zero maintenance.

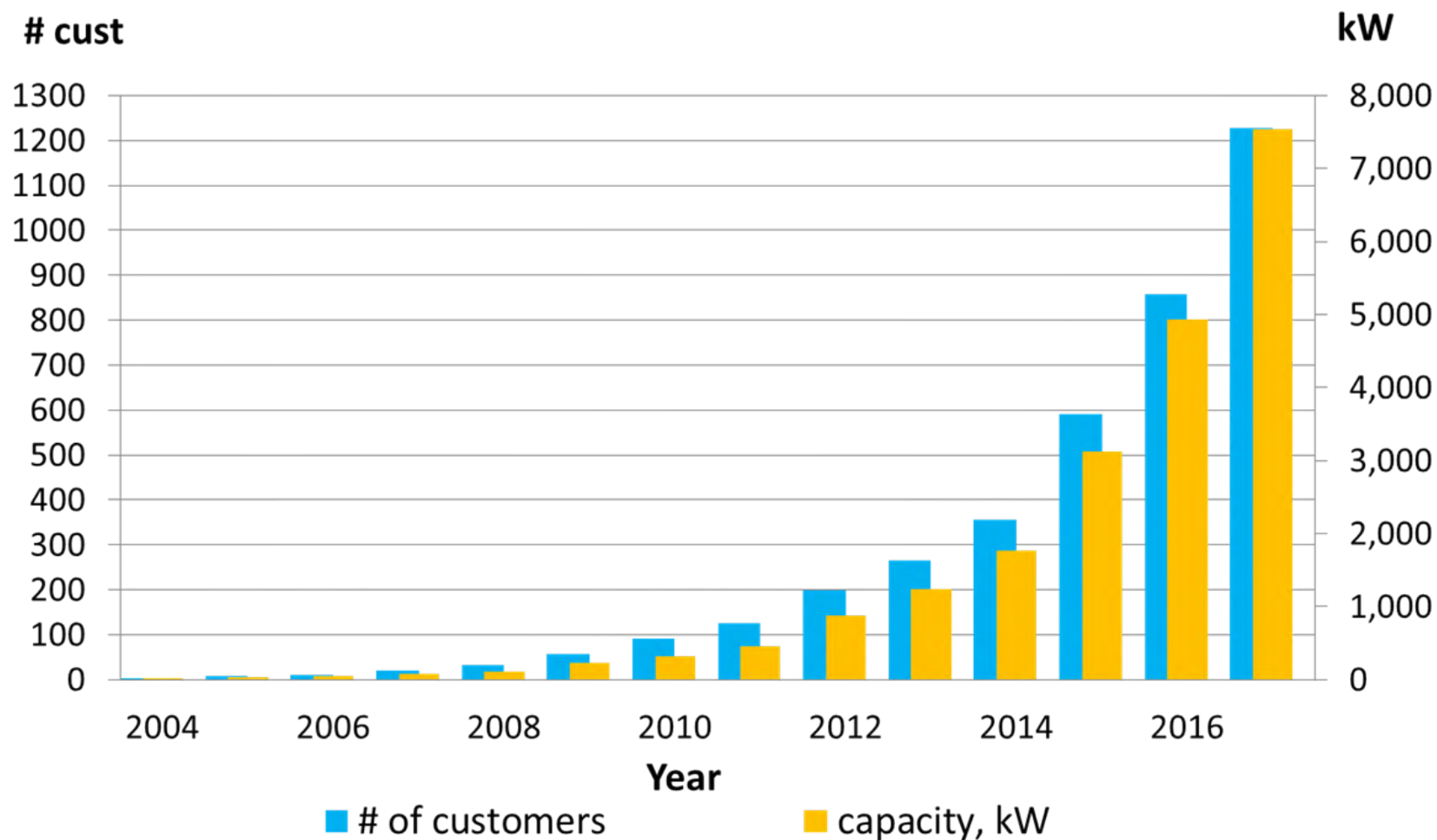


Solar PV Growth in the U.S.

2016 = 14,000 MW+



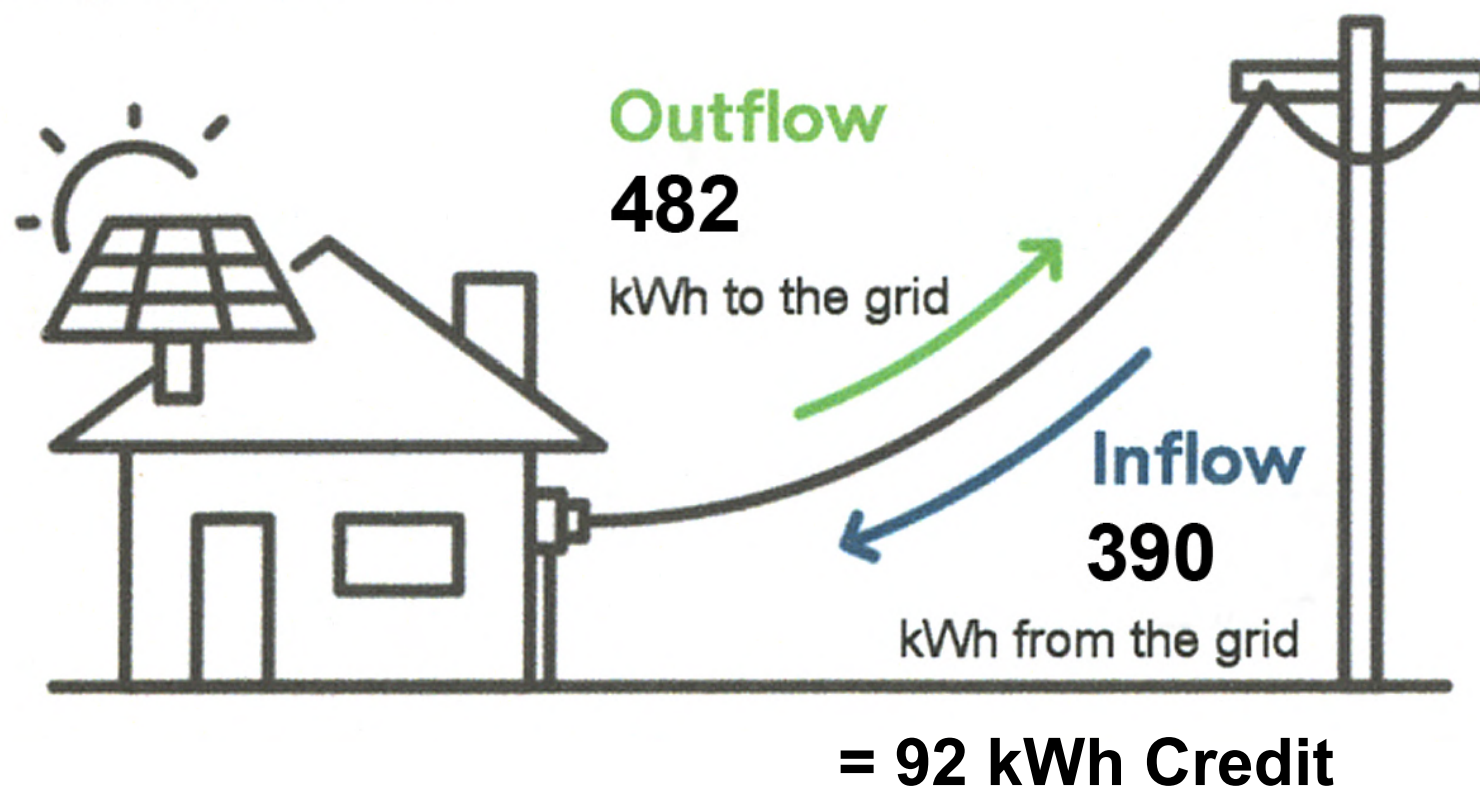
Solar PV growth in BC Hydro's Net Metering Program



Grid-Tie in BC:

Your net metering this period

As a net metering customer on rate schedule 1101, your smart meter runs in two directions: inflow (electricity from the grid) and outflow (electricity to the grid.) Here is how your net electricity usage is determined:

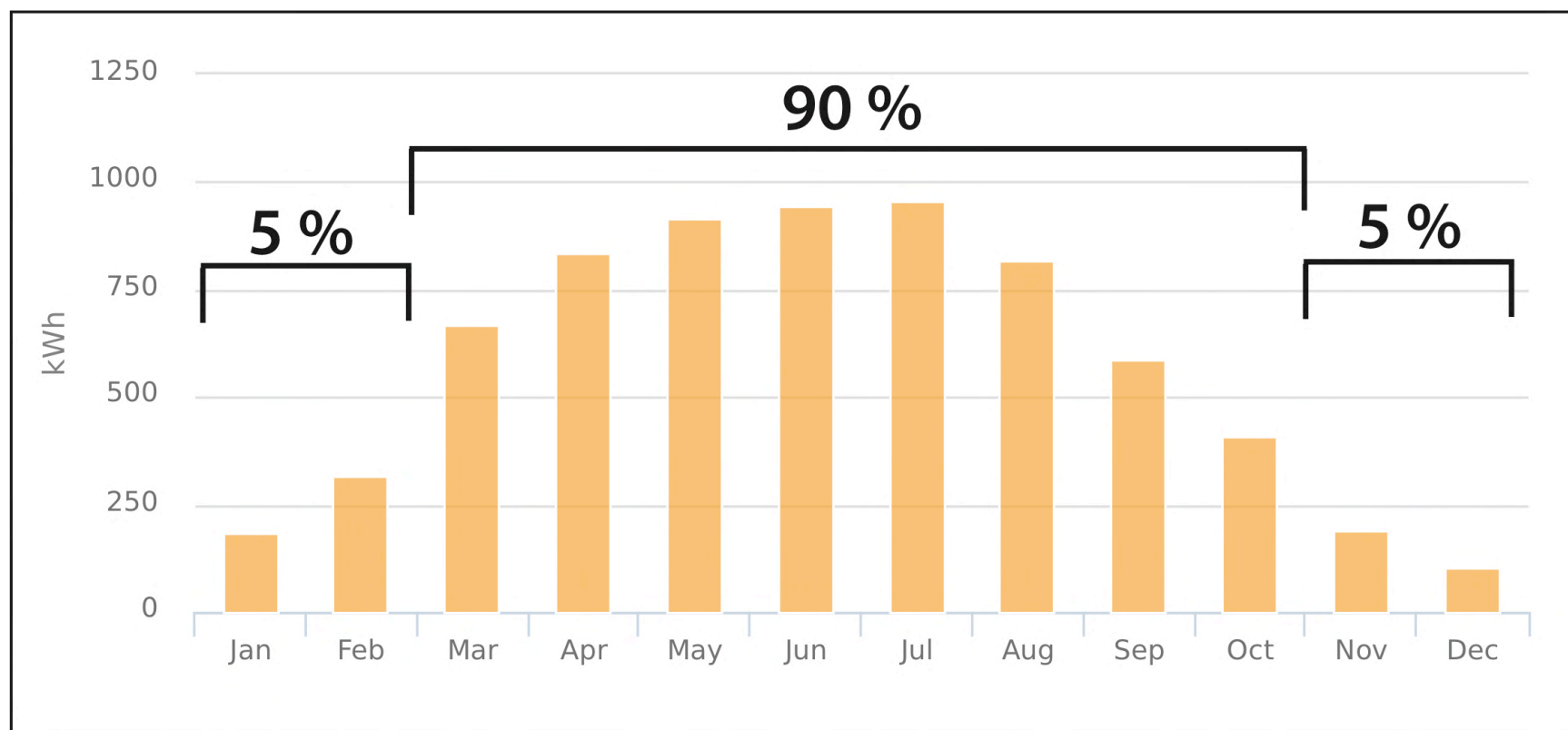


What is Grid-Tie in BC?

- Simple, **easy application** form to grid-tie with BC Hydro.
- Your inspected and approved solar electric system feeds power into the grid **through your existing power panel**.
- Your **Smart Meter** tracks both the power you pull out of the grid and the power you feed in.
- You pay only for the difference = **reduced or zero electrical bills**.
- If you put more power in than you take out over a one-year pay period, **BC Hydro pays you** for that excess at 10 cents/kWhr **or credits your account**.

How well does grid-tie solar work in the Peace?

Summer / Winter Solar Production



Why choose Peace Energy Co-op?

We offer complete solar services:

We custom design your solar power system;

We supply all equipment;

We provide experienced professional installation;

We provide long-term monitoring and maintenance;

Local hiring and training a priority.



Our Net-Zero office
In Dawson Creek



Grid-tied Solar for Home & Business

by Peace Energy Co-op



Dawson Creek
(net zero)



Peace Energy Office DC
(net-zero)



Fort St. John



Hudson's Hope
(net-zero)



Demmitt, Alberta



Charlie Lake





Hudson's Hope



Charlie Lake



Dawson Creek

Mile 108
(net-zero)



Hudson's Hope Community Solar Initiative

Total size: 525 kW = *largest municipal solar project in BC*

Goal: *significantly reduce the District's electricity costs*



Hudson's Hope District Office / Fire Hall: 53 kW = 80%



Hudson's Hope Community Solar Initiative



Hudson's Hope Visitor
Information Centre
10.1 kW = 50%

Bullhead Mountain
Curling Club
72 kW = 100%



Hudson's Hope Community Solar Initiative



Hudson's Hope
Public Works Shop
92 kW = 90%

Hudson's Hope Arena
132 kW = 52%



Hudson's Hope Community Solar Initiative



Hudson's Hope
Sewage Treatment
Lagoons:
122 kW = 50%



Local hiring: summer students from HH Highschool

Hudson's Hope Community Solar Initiative

What Peace Energy Co-op did:

1. Assisted with their **grant application** (\$1.35 million);
2. Performed a **"Community Scan"** to identify best solar opportunities in the District of Hudson's Hope;
3. Won the competitive bid to **supply and install**;
4. Provided electrical & structural **engineering**;
5. Applied to **BC Hydro** for grid-tie;
6. Provided **staff training**, remote monitoring, **O&M**;
7. Provided **public engagement**, education, local hiring and training.



SUMMARY: Why solar?

- 1) Solar grants are available for municipalities and non-profits;
- 2) Federal CRA solar tax incentives for business;
- 3) No 7% PST on solar power systems;
- 4) Reduce or eliminate electrical bills for the long term;
- 5) O & M for solar is very low;
- 6) 25-year warranty on most solar equipment;
- 7) Peace Energy Co-op = a local company for solar design, supply and installation by local, experienced installers;
- 8) Solar is safe, secure and reliable over the long term;
- 9) Solar energy is the environmental choice;
- 10) The Peace is solar-rich.



In conclusion:

Q. – Who needs grid-tie solar?

A. – Any group that pays electrical bills!

For instance, non-profits such as:

Community Halls

Museums

Recreational clubs

4H clubs

Ski Hills

Youth camps

Art Societies



Solar will *reduce* or *eliminate* and *stabilize* their electrical operating expenses for decades to come *with little or no maintenance or operating costs.*





May 4, 2018

File No.: 15-1-14

Board of Directors
c/o Tyra Henderson
Peace River Regional District
PO Box 810
Dawson Creek, BC V1G 4H8

Dear Board Members:

Re: Collins Exhibition Park

At the Special Meeting of Council held on Friday, May 4, 2018 the City of Dawson Creek Council passed the following resolution:

*"MOVED/SECONDED, AND CARRIED,
That the City of Dawson Creek send a letter to the Rural Directors of the Peace River Regional District to request they consider participating in funding towards the long term food services booths at the Collins Exhibition Park, contingent on the City deciding to move forward in that direction "*

Thank you for your support. Please let us know if you require anything further at this time.

Sincerely,

Brenda Ginter
Corporate Administrator

/sw

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MEDIA RELEASE

For Immediate Release
May 3, 2018

The City of Dawson Creek has been exploring the possibility of adopting a Sports Event Tourism Model and the benefits it could provide to the economy of the municipality and region. As part of this initiative, an assessment of City owned facilities was completed to look for any opportunities that currently exist within the City and that could be used to enhance this Model.

While looking at the opportunities, concerns were identified at the Collins Exhibition Park and Force Engineering Group Inc. was hired to complete an assessment. The report indicated to Council that several of the structures within the Park have reached their end of service life and can no longer be used.

Council has met with the Dawson Creek Exhibition Association and the Dawson Creek & District Stables and Arena Association to review the engineers report and will continue to work with these user groups to explore possible options going forward.

“We recognize the importance of the events that take place at the Exhibition Park, says Mayor Bumstead, and we will continue to work with the groups to ensure its long term viability.”

The 2018 Building Structural Assessments Report is available for review on the City’s website at www.dawsoncreek.ca

For more information, please contact:

City of Dawson Creek

Mayor Dale Bumstead
250.784.3616

Duncan Redfearn, Chief Administrative Officer
250.784.3683



April 13th, 2018

Levi Jackson

**RE: Collins Exhibitions Grounds
Structural Walk Throughs and Reviews**

Levi,

As requested Force Engineering Group Inc. has conducted and concluded our structural walkthroughs and assessments of structures on the Collins Exhibition Park site. Our report is attached; it details our observations and conclusions.

Our report concludes that approximately one half of all the structures (by area) reviewed have reached their end of service life structurally, or pose a significant risk that they cannot, by building code mandates, justify continued use or operation.

We recommend that due to the hazard level, the seven stables numbered 7.1 through 7.7 be placarded against further use, and demolition of structures commenced as soon as practical

Any questions, please feel free to direct to the undersigned.

Regards,

FORCE ENGINEERING GROUP INC.

Per

M.A. (Mike) Zygum

Principal / Project Manager

FORCE ENGINEERING GROUP INC

Per

B.C. (Brad) Shipton P.Eng.

Principal / Senior Engineer



2018-04-23

39371-fairgroundsreport-FINAL-04-23-18.doc

DAWSON CREEK, BC: 1220-103rd Ave., V1G 2C9, Ph: 250-782-9275, Email dcoffice@force-engineering.com

May 17, 2018

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DAWSON CREEK FAIRGROUNDS

2018 Building Structural Assessments



Prepared By:

FINAL VERSION



www.force-engineering.com

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Executive Summary

The Dawson Creek Fair/Exhibition Rodeo is a long standing annual event about to celebrate its 100th anniversary in 2022. It has operated on its current site since 1958, and in the intervening 60 years a number of buildings and shelters have been erected to suit various special interests and community groups, largely by enthusiastic, generous and dedicated volunteers.

As largest attended event in the City, the Fairgrounds are often the first and only impression of Dawson Creek that the thousands of visitors the rodeo and midway attract.

This study has found that nearly 50% of the structures reviewed by area, are beyond service life, fail to meet codes for safety, and represent significant risk. We do not expect this to be a new or shocking revelation, as even the user groups recognize a problem existed as far back as 1991, and with little capital invested in repairs or maintenance since, building quality has not improved.

In today's more litigious modern world, it becomes more frequent that underwriters demand review compliance with codes to limit their exposure to liability, thus reports such as this are becoming commonplace.

The cost to replace the structures deemed unfit to continue is conservatively estimated at 5.7 million dollars. This extreme cost is unlikely to be justified for an event of a two week or less duration.

Fortunately, the City of Dawson Creek invested heavily, consulted with user groups and built comparable facilities to replace a number of functions on the site with those now found in the Lakota Centre. The 98 original stables became 110. A new Riding arena was built. Convention and display space was made available.

As such, we do not believe significant impact by the removal of some of the buildings on this site will be realized. As in other exhibitions, temporary stables can be leased from third parties, concession buildings may be leased trucks, trailers, or other modular food service structures, and much less expense than purpose built, underutilized permanent structures.

This report advises that the old stables be placarded against further use immediately. The remaining end of life structures all have significant latent defects, which undoubtedly affect the insurance and liability of the user groups and City.

1. Introduction

In the Spring of 2018, the City of Dawson Creek retained Force Engineering Group Inc. to undertake a review of the structures that comprise the Collins Exhibition Park in Dawson Creek, sometimes also referred to as the Dawson Creek Fairgrounds. This review was in response to, and reacting to a Risk Analysis received by City administration by their underwriters.

This review was conducted through the months of February through April 2018, with snow still covering the ground, accordingly not all of the visual qualities of structures could be observed, though it is felt enough detail and condition of each of the 33 structures studied was seen to permit realistic conclusions about the state and condition of each of the buildings.

As part of our research, the City of Dawson Creek has provided us all known permits and records of construction on the site, and study of these documents, combined with the field reviews, has allowed us to formulate an opinion on each of the studied buildings.

It is imperative to note this review is limited in scope to the apparent physical condition of each structure, without the necessary permissions to remove finishes, perform invasive explorations, or conduct specialized testing. Conclusions when drawn are therefore based on the writer's knowledge of building codes, physical condition, and visually observed defects in construction. Further, this review does not empirically calculate the capacities of structural members, nor does it comment on the sealed drawings or calculation of other engineering firms whom have been involved in construction on this site.

In composing this report, we acknowledge the efforts and pride of the largely volunteer force that has operated on this site and largely created the infrastructure since 1958. As a professional engineering firm; however, we are ethically and morally responsible to factually assess the current state and identify hazards to public safety as discovered.

2. Review Scope and Limits

The review scope of this report has been strictly limited to the structural aspects of each of the buildings, and specifically the ability of the building(s) to withstand the mandated vertical and lateral loads prescribed by the relevant building codes in effect at the time of construction. Additional building safety features and performance criteria such as:

- fire safety and fire protection
- building egress and exiting requirements
- building envelope, control of water ingress
- spatial separation and prevention of fire spread
- heating, required ventilation, air changes
- barrier free access and washroom facilities
- lighting and emergency lighting
- health code and food safe regulations
- mold or hazardous building materials (asbestos/lead/etc)

Have NOT been assessed and our comments on these matters is restricted.

These additional, important aspects of occupant safety complete the overall true picture of building condition and are important criteria in determining serviceability and safety. Our observations show issues with all of the foregoing aspects in virtually every structure studied, and as such, readers of this report should not conclude that resolution of the structural aspects will restore viability of the buildings.

3. Building Code versus Farm Building Code

In early discussions with City of Dawson Creek Officials, it was discussed and agreed that those buildings meeting the criteria of the Farm Building Code would be reviewed to that lessor standard rather than the BC Building Code. The farm building code allows some reductions in energy efficiency, foundation movements, and a reduction in applied snow loads when roof angles exceed 15 degrees, (and roof covering material criteria is met). It

also permits negating winds loads and reduction of importance factors. For the purposes of this report, we have assigned Farm Building status to those structures which are clearly delineated as for the storage of materials or stabling of animals, and which are low human occupancy structures as the code defines. All other structures, which enclose, support, or shelter humans are viewed as being subject to the BC Building Code. It bears noting that neither code classification makes exceptions for length of time occupied, or acknowledges safety criteria may be reduced for less than 12 month calendar use. Force Engineering has presided over previous collapse investigations which resulted in expensive agricultural equipment being crushed, or valuable animals killed, because the owner opted to the less costly Farm Building Code structure, rather than one built to the BC Building Code. The value of what is sheltered within a structure is not a concern to the Farm Building Code.

4. Building Structural Types Encountered

There are four main types of structures encountered on the Fairgrounds. These types can be referred to as Stick Frame, Pole Building, Log, and Steel Framed. Each type has a unique method of resolving structural loads, which are briefly described as follows:

Stick Framed Buildings are those which employ the use of dimensional lumber, such as 2X4's and 2X6's and wood sheathing to comprise their walls to transfer loads. The sawn lumber is sheathed with boards or plywood to maintain the members plumb, and to transfer lateral loads from floors and roofs to a foundation. This is the most common type of construction and is most encountered in small buildings and homes.



"Stick" Framing

Pole Building Construction is typically employed in rural locales and farms, due to expense in creating foundations distant from concrete sources. In lieu of dimensionally framed wood and sheathing to resolve lateral loads, squared or round poles are usually driven or placed into the ground and use the earth to provide lateral support. These buildings typically deform over time as the pole cross sectional area is too small as a footing, and the earth surrounding the poles provides little lateral support when wetted. Pole buildings are seldom found in municipalities as the National Building Code prohibits using lateral earth pressure for support unless geotechnical designed.



Pole Building Nearing end of Service Life

Log Construction uses layers of horizontally laid logs, either squared or notched to form is walls. Openings are sawn in the walls to form windows and doors. The timbers are subject to volumetric expansion and contraction due to changing humidity and moisture and as such the building envelope properties tender to be poor and maintenance is often required to address decay issues.



Typical Milled Lumber Log Framing Arrangements

Steel Framed Buildings can be sub-categorized as either purpose built or pre-engineered. Both typically employ the use of engineers to design and develop the specialty details of their construction, as is mandated by the BC and National Building Codes. Steel frame structures offer the decay resistance of steel, but require experienced, ticketed tradesmen to construct.



A Pre-Engineered or Steel Building Type

5. Common Defects Observed

Throughout our review we noted common, re-occurring issues with the studied buildings, which had direct effects on the structural performance noted. These defects in design occurred with regularity, and are noted as follows:

- lack of foundations, anchorage of buildings, and/or decay of supports
- poor drainage and control of surface water around structures
- use of unskilled trades, resulting in poor framing techniques or execution
- use of steel pipe as a bending member (beam)
- poor planning / design / maintenance
- use of non-durable materials

A number of these issues are likely the result of underfunded efforts to construct structures to fulfill a need, and while the ingenuity and enthusiasm of volunteers and contributors can be admired, it is important to note that codes and regulations have purpose and reason, and should not be discounted in any building construction.

6. History

The Dawson Creek Exhibition has been an ongoing annual event since 1922, and plans are underway to celebrate its 100th year in 2022. Originally located near the site of Central Middle School Campus, just south of downtown, it was moved to the current site, and established as a permanent venue on or about 1958. Some of the original stables from that 1958 era still exist and are part of this review. Building project and physical improvements to the site have continued sporadically, with major building efforts in the years 1981, 1996, 2004, and 2014. Functionally, aerials photos of the site show it to be in the same general configuration since its inception.



Collins Exhibition Park / Dawson Creek Fairgrounds 1982 Aerial

Interestingly, the current website of the Lakota Agriplex users provides some context for the building conditions and the subsequent growth of the nearby Lakota Centre which duplicates uses previously only found on the exhibition grounds:

"In the spring of 1991, the City of Dawson Creek indicated to stall renters at the Walter Collins Park that the city was no longer going to operate the stables and that the facility was to be shut down. At the time, the stables were in a sorry state of repair and it appeared they would be demolished."

While it appears some structures have been replaced over the intervening years, other structures have been brought to site and its thought the gross square footage of enclosed space remains close to 1982 levels, with the grandstand being the most noted growth area.

7. Risk and the Building Code

The building code is an established provincial standard. The first unique to BC Building Code was adopted in 1970; municipalities inconstantly used early National Building codes prior to that 1970 code. Editions of the Farm Building Code exist from 1964 onwards, and continue to this day. Past editions of the Building Code allowed municipalities to vary, and interpret various aspects of Code related edicts, and this allowed “the authority having jurisdiction” some leeway in determining what could or could not be built. Recently, BC Law has changed and removed the power to interpret the building code, holding the current published regulations as the defacto standard. Municipalities can no longer modify the requirements, and in fact, it’s an offense to do so. For liability purposes, it would be inadvisable to act contrary to provincial law.

Building projects in British Columbia are becoming increasing litigious, the concept of Joint and Several Liability affects all who participate in, administer, maintain and regulate building projects.

Recently due to extreme weather events resulting in stage collapses, amusement ride failures, and crowd related incidents, insurers and regulators have become more cautious and proactive in assessing clients facilities before coverage is granted.



Big Valley Alberta Stage Collapse 2009. 1 killed, 75 Injuries

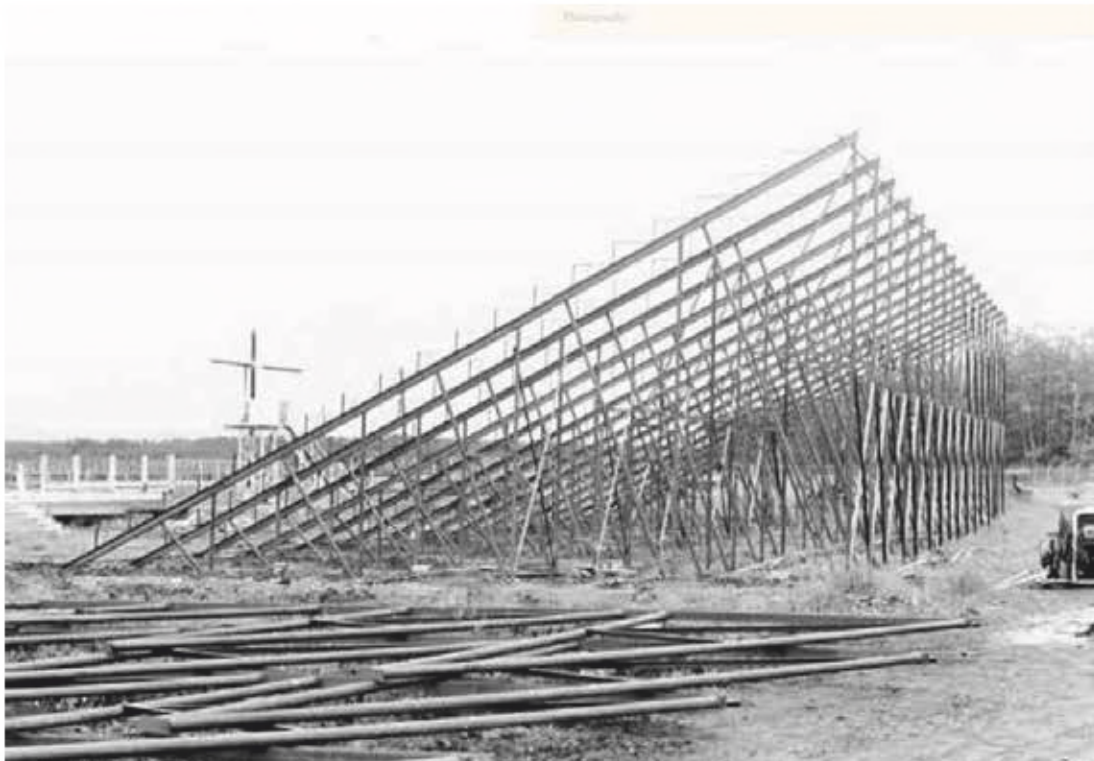
The City of Dawson Creek vs Zurich Insurance became a precedent setting case in Canada for when latent defects in buildings have insurance coverage, and when they are excluded.

8. Individual Structure Assessments

For the purposes of this review, and to avoid confusion, we have numbered and used the same common names for the buildings as found on the provided map from the Exhibition Association, adding where necessary to reflect current conditions. Observations and history of each building are noted, with recommendations included. Refer to the site map included in appendix A for a location of each described building

8.1 Structure #1 – Grandstands and Grandstand Roof.

The grandstand structure is the most heavily occupied and used structure of the Exhibition Park. Originally constructed in 1958 as a wood structure, it was replaced in 1970 in its current form a purpose built steel structure. It has multiple, similar additions / phases. Its sole purpose is to support a human occupancy, and thus is a BC Building code structure, and is classified as a Group A, Division 4 building.



Grandstands Under Construction 1970 – Source South Peace Archives

In 1996 and 2014, it received major rehabilitation efforts to improve spectator safety and address deficiencies in steelwork work and seating. In 2012 the Grandstands received a roof atop, which sheltered the occupants from the sun and rain, improving attendance.



Grandstands Overall Spring 2018

Records show both the roof and grandstands have received considerable scrutiny from professional engineers, both in retrofitting the original design and in the design and construction of the roof structure. The grandstand design is largely unconventional in the use of salvaged steel members, and required specialized Canadian Welding Bureau procedures during its retrofit to mate the drill piping and railroad track, as such previous reports have recommended yearly inspection and review prior to use.

The roof structure is a pre-engineered steel, open sided canopy. To limit visual obstruction, rather than diagonal bracing to laterally stabilize the tall columns, moment frames have been employed, resulting in a regular pattern of double columns in some locations.

With the recent replacement of the seating area, there has been substantial recent investment in maintaining the structure for use.

Our field observations show the recent work to be performing as expected, though some unfinished aspects require attention. No upkeep of the steel work appears to be undertaken, and we note steelwork corroding which can lead to failure of welds, or the members themselves. This is especially critical in areas such as support, and in the stanchions which support the railings/ guards around the perimeter. Additionally, we note the steel roof, which was ordered with light zinc coated purlins, was not similarly ordered with galvanized primary structural elements as one would expect with an outdoor facility of this type. The primer on the steelwork, is in the earliest stages of corrosion, and should be finish painted before sandblasting is required.



Corroding Safety Barrier Supports and Welds



Condition of Steelwork, Western End

Testing results provided show some lead abatement will be required to paint the supporting steelwork, thus refinishing of the steel, given its many facets and surfaces, will be expected to be more costly than if the work was straightforward.

Corrosion proofing should be made a priority, given the guard rails and western portions are in excess of 10 years old, and have not been dealt with since they were erected.

8.2 Structure #14, Rodeo Office

This is a small infield office structure, located off the North-East Corner of the main grandstands. Used as an office we classify it governed under part nine of the BC building code, as a Group D (office) use. Its history is unknown, and we were unable to locate permit record for, although it appears newer in comparison to the balance of the structures. Clad in metal, and a with a hip roof, it appears visually in serviceable condition.



Rodeo Office General Arrangement

Its apparent it has no foundation and is settling in the east, leading us to conclude its likely built upon a skid frame, and may be able to be raised. Due to snow cover, its not possible to assess the degree of rot or deterioration that may exist due to contact with grade, though its age suggest they may still be at manageable levels.

Placement on a pile or other foundation is recommended to provide both longevity, as well as a stable base.

8.3 Structure #25.1, Rodeo Bar and Grill

Date of construction, or permit record for this structure could not be determined. It also is built largely as a skid structure, which has sunken into the ground somewhat. It is perceptibly sunken on its north-east quadrant.



Rodeo Bar and Grill

Framing techniques are basic, and somewhat less than a high standard, with site built truss framing for the roof employed. Truss cord members appear to be salvaged, and in some cases notched. Truss plates and nailing is likely deficient, as the use of jobsite built trusses is no longer permitted under the Building Code. Finishes are non-existent inside, consisting of just paint.



Web Member not correctly Mitred to Chord, Insufficient Nailing



Notched Web Member, Insufficient Plate Nailing



Job Site Manufactured Trusses Overall Arrangements

If further investigation of the degree of decay of buried wood members shows them not to be irreparably damaged, renovation and repair may be economic.

8.4 Structure #8.2, Men's and Women's Washroom

This structure is solely used as restrooms during events for the Grandstands. Classified as a Part 9, Group D occupancy under the BC Building Code, it was constructed by volunteers / and training students, 1989. All interior and exterior surfaces are plywood or OSB, and have been merely painted and left to the elements. Plans indicate it was to be set atop a shale base.



Washroom Building Overall, noting Rotting Eave at Left

The building is in fact founded atop a crawlspace, where original specs called for a slab on grade, and in lieu it was simply founded on shale. This has become graded to be a low area, and was found to be fully flooded and packed with ice during our review. We understand this building not to be connected to city sewer, and were unable to make determination is the water under the structure is solely run-off, or mixed greywater. Deterioration and decay is noted on some framing members.



Flooded and Severely Iced Crawlspace Below Washrooms

The use of non-durable, moisture absorbing wall and floor finishes has limited the life expectancy of the building and presumably has additional health risks.

Prior repairs have included rotted soffit and roofing on the south elevation, and sheathing replacement. Entrance ramp/ porch appeared to have some excessive deflection, but were fully covered in snow at time of review.



South Elevation, April 2016, Prior to Repainting

Further investment in this structure is likely unwarranted as efforts to correct code deficiencies will easily exceed the value of the asset at this point

8.5 Structure #8.1, Dawson Creek Canucks Food Service.

This structure does not appear on the 1982 aerial of the fairgrounds, though its deteriorated condition would suggest it may have been erected soon thereafter. It general consists of a fully enclosed kitchen/service area, and adjacent covered seating to the north. Under BC Building Code, it would be classified a Group A, Division 2 building (Restaurant)



Canucks Food Service, Covered Seating @ Left, Kitchen Right

This structure exhibits serious deformations, settlements and poor construction techniques. The supporting beam and roof joists over the concession are deflected and distorted. The seating area joists are over spanned, and framed poorly, including insufficient bearing of joists on supports, and undersized framing members. Framing techniques use both pole and stick methods, poorly executed.



Kitchen Interior Structural Arrangements



Covered Seating Area Showing Deflected Beams and Joists



Joist Seat Bearing does not meet Minimum Criteria

Roofing and siding are poorly applied and almost certainly allowing moisture ingress into the building envelope.

Framing heights suggest this was never intended to have covered seating, and as such was an afterthought, as it is in violation of code mandated minimum heights.

The numerous defects and framing deficiencies suggest a high level of risk exists in continued use of this shelter.

8.6 Structure #8, Ticketing Booth.

The Ticketing booth is a skid supported stick framed building, simply constructed with gable roof and 2X4 walls. Though not ground anchored, it appears to be sitting level, and with minimal observed decay or rot issues. We classify it under Part 9, Group D of the BC Building Code. It functions as the primary south entry point to the Fairgrounds from the Encana / Lakota parking lots.



South Ticketing Booth

It has, in our opinion minor deficiencies, and provided it can remain supported, with untreated framing members not subject to contact with earth, should be able continue service

8.7 Structure #8.3, Concession Building.

Located just behind the South Gate, a vendor concession booth is framed using stick framing techniques, atop pressure treated studs. As it is used for sales, classification under Part 9 of the BC Building code, group "D" would be applicable.



Building Overall, Showing Limited Decay on Lower Sheathing

Framing techniques for the walls and floor appear within reason, though the mono-slope roof has been framed contrary to code and good practice by incorporating a hinge in the taller wall assembly, in fact it has been framed in two pieces suggesting a design change or math error. Likewise end wall framing has been poorly executed, with the wall plates stopping well short of the rafters or roof diaphragm.

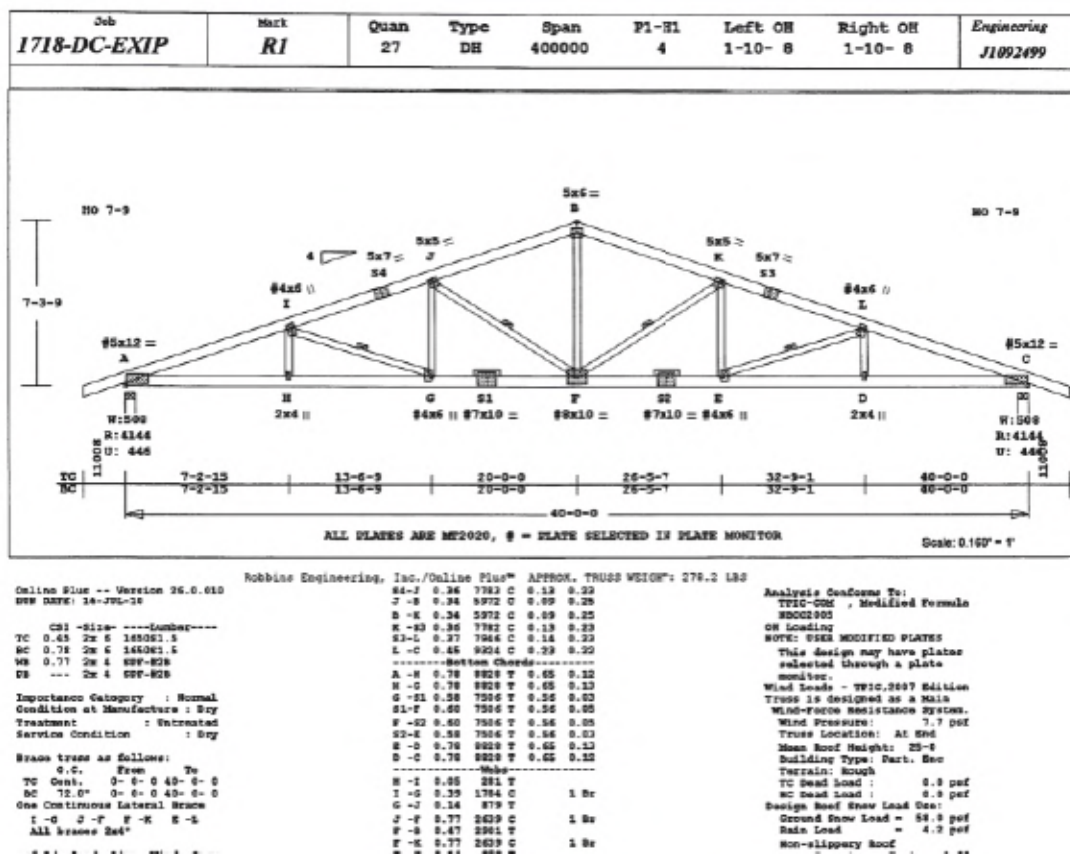


Two Part Loadbearing Wall Framing at Left, and Endwall Framing

Generally the untreated framing members are not yet weathered and the framing defects observed can be corrected.

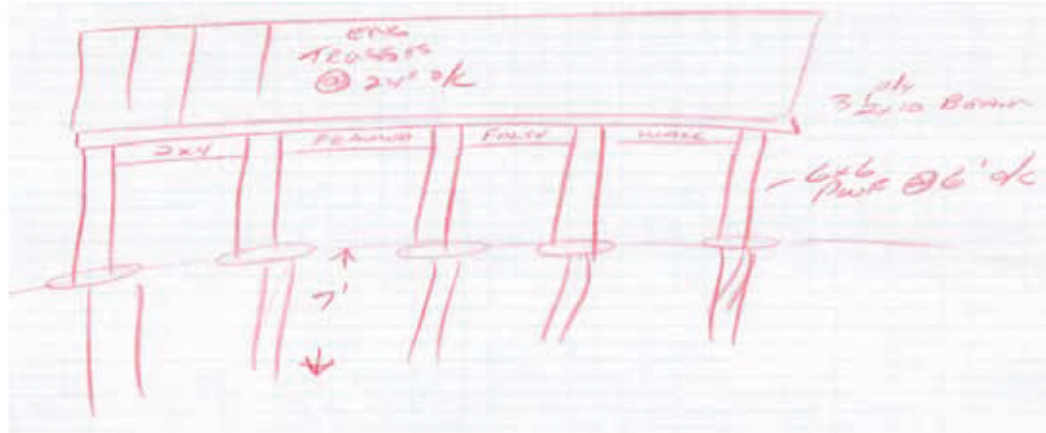
8.8 Structure #9, Watering Hole Roof, Bar Building

The Watering Hole structures are a combination of pole type building and stick framed skid buildings employed for use as a dance area shelter, and liquor bar. Constructed over various years, they are relatively recent and newer materials. As a building, they are Group A, Division 2 structures (Assembly use) and as such are in one of the most restrictive code categories, due to the anticipated dense gathering of people and higher occupant loads.



Building Permit Drawing - Waterhole

The permit and crude sketches of construction show the posts to be embedded approx. 4'-0" and at 6'-0" centers. Trusses are noted as being manufactured by R Home supply, a now defunct local supplier.



Drawing from Permit File of Overall Construction

The pole building portion is approx. 90' x 40' and 10'-0" tall. A rudimentary knee brace system is the builder's means of resolving the building tendency to roll over in the east-west direction, while a small plywood sheathed mansard wall has been framed to the underside of the trusses on the pole lines in the north-south axis. Both measures improve the roll over tendency of this type of building, but its unlikely proper calculation could justify their effectiveness, due to the magnitude of forces.



Overall Length of Waterhole Structure

Roof trusses, although designed by an engineer, are only certified as a sole piece, not a complete assembly. The overall structure as a whole is very flexible, and there are no dedicated means of resolving wind and lateral forces from the roof structure we can see. As noted on the truss design sheet "Mitek Canada is responsible for the structural adequacy of this component (truss) based on the design criteria and loads shown. It is the responsibility of others to verify component suitability and dimensions" It does not appear from our field observations components were properly coordinated.

Along the eastern eave, some settlement of posts can be nominally perceived through a distortion in the eave. This is normal of pole type buildings, and the dead weight of the structure is often greater than what the base of the pole can support in saturated soils. In the design drawings reviewed, each truss has an end reaction of 4400lbs spaced at 24" on centre. Poles are spaced at 6'-0" on centre nominally, thus each pole theoretically supports 13,200 lbs at full theoretical load. The poles, being 6" square, have a base area of just 0.25

sq feet, as such the soil would have to be capable of sustaining a load of at least 52,800 lb/sq ft to withstand the stated truss reaction. Part nine of the BC Building code for soil allowable bearing design mandates ~ 1500lbs/ sq ft for small buildings up to ~3000 lbs/sq.ft. We are unaware of any local specific geotechnical testing that would show a 6"X6" footing to be even remotely adequate.



Settlement of Structure Illustrated @ Centre

The truss design sheet also indicates a dry service condition, though it is likely the open to air, weathered appearance of the trusses mean the actual classification should have been wet.

We note the end (north truss) to be buckled closest to the stage and are unable to determine if this is an installation defect, or due to lateral forces not being correctly resolved.



Detail of Construction Showing Buckling of End Gable

The adjoining bar and storage areas are permitted as stick framed skid mounted buildings. Permit drawings showed a monoslope roof, undersized with 2X6 rafters. The actual construction is a gabled end pitched roof, more likely to meet code criteria and mandates.

A small pole framed shelter exists to the west of the stage. Beams are not anchored to the poles with connector plates and are exhibited to be twisted.



Beam Rolling due to Poor Framing Technique

Overall we have concerns regarding the adequacy of a pole type building sheltering an assembly occupancy with this high an occupant load. While it must be acknowledged its unlikely to see sustained roof loadings during its summer use, it's also highly probable that it may be used as shelter during storm or other weather events, which its capability to resist will diminish greatly as the building ages. The lack of lateral resistance mechanisms is of concern as well. Your underwriter may consider coverage no in effect due to latent defects.

8.9 Structure #12, Church / Co-op Concession Stand w/ Shelter roof.

Used as a Group A, Division 2 Structure (Restaurant) under the Building Code, this building appears to be comprised of small diameter metal poles, lumber wood roof, and is tin clad. Roof over the main concession appears to steel pole supports with rafters and collars ties, although access was limited to determine precise arrangements.



Structure as Reviewed, Kitchen at Left, Covered Seating at Right

Buckling metal cladding on the South East corner of the structure suggests some settling on this particular corner.

This concession, like so many of the adjacent concessions has been themed western, and as such includes a false front / mansard indicative of the era, however the supports for same are in a state of failing, and the framing techniques would be questionable if new. The large surface area acts as a billboard, and the wind force is appreciable. Using a wind force of 8.1 psf for Dawson Creek, and a sign area of approx 120 sq feet, the expected force on the false front of the building would be 972 lbs, and we remain skeptical the ad hoc framing is capable of such force.



Framing of False Front of Building Failing, Chains Drawn Tight

The sheltered area off the north elevation of the building is concerning, using small diameter pipe as both columns and beams, it is quite deformed. 2x4 rafters are inadequate in their application. As the components are bent, in materials science terms they are in a plastic deformation state, which occurs just prior to failure.

Additionally, the ill-conceived arrangements are showing signs of broken welds and imminent detachment from the building.



Steel Post / Rafter Connections, not Constructed to Part Nine Standards



Bent, Distorted, and Poorly Connected Roof Over Seating Area



Broken / Cracked Welds Supporting Roof

The techniques used to construct this shelter are far below what the code mandates, and there is no economic method to retrofit given the issues noted.

8.10 Structure #14, Exhibitor Rental Building/Info Booth and Media

This structure is located to the west of the racetrack, and is apparently currently used as a short term rental to exhibitors during the fair. Accordingly, we have classified as a Group 'E' Mercantile under the Building Code. There are no building records located for the structure in the file, and it appears to be a collection of building materials, some used, in an irregular plan.



Building South and West Elevations

The odd configuration of the building suggests a multi-part construction. Decay in exterior the decking and rails is noted, and the structure from below is being deformed and is now arched.

This structure, like structure #12, has similar issues with an inadequately framed false front and attachments.

Foundation arrangements appear to a combination of posts and blocks with no concise plan.

It is unlikely this building met code at time of construction due to the arrangements observed.

8.11 Structure #20, Stage

Under the BC Building Code, this structure is an assembly use and would be classified as a Group A, Division 4 structure. Exact build date and builder are unknowns at this time. In conversation with Fair officials, it was determined it was previously used in front of the

grandstands as a stage, but has since been replaced by performer supplied stages. At some time it was dragged over to its current location for use by community events.



Stage Overall, Showing Minimal Lateral Force Resolution, Failing Backdrops

The basic construction is of pipe, presumably of used drill stem. The stage floor itself is plywood and dimension lumber joists, whilst the roof is dimensional lumber and metal cladding, directly affixed to pipe beams.



Skid Frame Structure Below



Front Roof Cantilever Detail

Pipe is an ineffective long span beam, and the structure was clearly not professionally designed. We note the cantilever off the front of the stage roof to be similarly imparting bending forces in pipe, and not of an arrangement suitable to resist code mandated loadings.



Overall Roof Structure Arrangement Utilizing Pipe as Long Span Beams

The wood framed wind guard/ backdrops are failing, and falling inward. Plastic zip ties and bailing wire are not an approved structural connector.



Broken Zip Ties Causing Backdrop Collapse

The overall stability of the structure against lateral forces is minimal, with no designed or functional brace system observed.

Our opinion of the welding of joints and incomplete welds observed during our review is poor. We are not accustomed to seeing the number of quality issues as observed here on a welded structure. Compounding our concern is the lack of corrosion treatment, paint or other means to keep the critical joints from deterioration.



Weld Joint with Minimal Bead



Misalignment and Poor Quality Welds

Recent catastrophic weather events relating to stages and outdoor performances has shown that even professionally designed and assembled stages can be vulnerable to collapse. This amateur build rendition, with numerous defects in workmanship and materials, is in our opinion, unsalvageable.

8.12 Structures A through F, Concessions and Food Service

Structures A through F on the plan represent food service and concession booths, some incorporate covered seating for patrons. These are all building code structures, classified as Group A, division 2, and as some appear to be for vendor goods display, Group 'D' or Group 'E' uses.



Concessions in the 1960's – Source South Peace Archives



Building 'A', Kitchen at Left in Water, Seating Right



Building 'A' Seating Area Near Collapse



Building 'B' With Poorly Attached False Front



Building 'C' Seating Area and Kitchen



Building 'C' Overall



Building 'D', Two Tenant Design with False Front



Building 'D' Interior Showing Framing



Building 'E' East Elevation



Missing Structural Supports, Highly deformed Structure



Roof Deterioration Building 'E'



Log Buildings Comprising Building 'F'



Interior Building 'F', Roof Missing Collar Ties

They are largely stick built structures; with widely varying build dates and times they have been altered. None appear to have permanent foundations, or to have been placed upon pressure treated materials. The South Peace Archive has photos indicating construction as far back as the 70's and some structures may predate that.

Commonly, they have low roofed, covered seating adjacent, usually lower than code mandated minimum heights. Roofed areas typically are post supported, with little if any connect between the roof and the columns, and in many cases the roof supports are askew.

Building 'D' appears to be the most recent, and although minimalistic, contains framing errors such as lack of birdsmouth cuts to rafters, and lapping /splicing of structural members.

Rot and deterioration was readily evident in a number of areas, on multiple structures. Some, due to poor drainage, were saturated in standing water.

Given the availability of food service trucks and product sales trailers, at minimum costs, there is likely no economic reason to attempt to salvage any part of structures A through E. Building 'F', the Ma Tremblay log buildings, are likely able to be salvaged and repaired to meet Code criteria.

8.13 Structure #34, Washroom Building

The origin of structure 34 is unknown, it appears to be a salvaged and relocated building, and is set atop a multi level collection of treated and untreated blocking. There were no records of its construction in the building file.



Structure #34, Washroom. Note Settlement of Left Ramp

Its sole purpose is as a facilities / washroom building, and is roughly divided in half for each sex. Some vinyl flooring materials are in use around water closets and urinals to prevent decay, but largely the finishes are homebuilt plywood partitions and walls.

Although we could note uneven floors, likely due to undersized framing members the more rigid ceiling finish did not have a large number of concerning cracks or distortions.

The eave and roof is buckled and decaying over the entrance to men's washroom, and despite having "barrier free" washrooms, we found the entrance ramps to have settled proportionally more than the building, making crossing door sills impossible, even negating the incorrect width of the ramps.



Undersized Floor Framing and Support Timbers Below Structure

We understand this facility, unlike the one behind the grandstands is connected to potable water and sewer. The hastily assembled skirting materials around the base of the building are largely detached and falling off, likely due to settlement or frost actions.

The tin cladding around the facility conceals most of the wall structure, but given is apparent foundation and floor framing, there is little value to the overall building structure. Any upgrades or repairs would be a poor use of funds.

8.14 Structures 7.1 through 7.7, Stables.

Stables 7.1 through 7.7 are believed to be the oldest structures on the property. As the Fair is known to have moved to the current site in 1958, and photographs from the South Peace archives show these structures in 1960, they may well have been constructed in the inaugural year. We have thus assumed all are 60 years old, give or take. As they are intended for livestock, the most appropriate review tool is the farm building code, though we understand they are open to public viewing and access during Fair events.



Stable in 1960 – Source South Peace Archives



Stables 1 through 7, 2018

Each building nominally contains 18 stalls, 4 of which we understand are used as tack or gear storage, and the remaining 14 stalls are sheltering animals. We estimate 98 spaces maximum, and in comparison the Lakota centre has 110 stalls. Construction is stick frame, with dimensional lumber walls and roofs in the majority of cases, and plywood sheathed walls in the majority of cases, though a few which the Fair officials deem “renovated” are now overtopped with metal cladding. Roofs are all metal clad, and show multiple attempts at re-securing with additional screws throughout.



Typical Interior of Stables

We entered 4 of the seven structures, the balance verified as similar state and condition through windows and other openings. Due to low lying sites and accumulation of ice, many structures were unusable due to frozen doorways. We found no appreciable structural improvement in the stables deemed renovated, versus those that were not. Stable 7.7 has a post framed south wall, differing from the standard design, and between stables 7.6 and 7.7 a "tent" like post structure is framed between the eaves of each.

The overall condition of the structures is terrible. We observed roof structural members in near states of collapse, as the rafters commence rolling over, and numerous wall out of plane conditions. Load bearing walls are compromised by both animal wear and the likelihood the foundations have failed, causing the walls to kick outwards. The maximum warrantee condition for out of planes walls in BC is 1" in 8 feet, and we conservatively estimate many of these building approach 12" in 8'.



Rafters Breaking At Mid Span Throughout



Roof Joists and Ties Rolling over in Near Collapse Condition



Completely Buckled and Broken Load Bearing Wall



Exterior State, Typical

Rafters are observed to have undersized elements, broken braces, cracked posts, and missing pieces.

We purposefully compared structures 3, 4, 5 against building 1, which we were informed had been improved and remodeled. Upon review we found it had been painted, there was no appreciable change to the roof structure, and the exterior walls have all kicked out at their bases. Gable end walls are also notable for their distortions. We do not think structural issues have been resolved.



Stable 7.1, Interior State, Painted – No Structural Improvement Noted.



Stable 7.1 – Showing Kicked out South Wall Left and Bulging Gable East End

In more than one instance we found where the supporting walls are broken and buckled. Snow and runoff control has been poor throughout the buildings existence, and is evident where plywood sheathing on the exterior has been replaced with even lessor durable orientated strand board (OSB)

The “tent” structure between structures 7.6 and 7.7 we presume is used for erecting tarps or other shelter during events. It has been extremely haphazard framed, so poorly that rafters are anchored to weak fascia boards, that themselves are not supported adequately.



"Tent" between Stables 7.7 and 7.6. Framing Arrangement to Stable 7.7 Eave

As noted in our history of the fairgrounds, it has been well known by the user groups that these structures are failing since 1991, thus the continued use, and lack of investment in replacement is somewhat puzzling from an engineering perspective.

At the time of our field reviews, we noted just three horses stabled during our inspections, with an additional 6-8 noted outdoors and presumed stabled at night. Though we realize many more are likely housed during fair events. Even under farm building code is not possible to justify that these structures continue as they pose risk to both the City in terms of valuable livestock they may injure or kill, or citizens they may injure.

Before regular season commences, it is the opinion that these buildings have reached the end of their useful life, and thus should be placarded (red tagged) by the Building Inspection department prohibiting occupancy, and demolished as soon as practical.

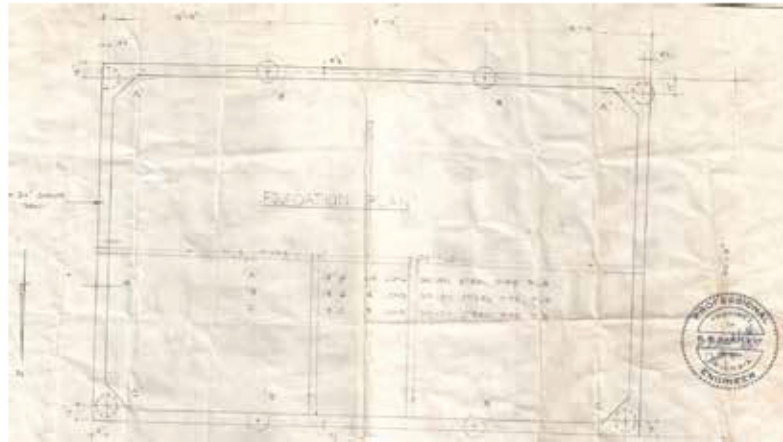
8.15 Structure #36, Public Wash Rooms and Horse Wash Rack

This building was constructed in 1981 from records presented, and is a pre-engineered steel framed building with interior wood partitions. It sits atop a concrete and driven steel pipe pile foundation. Both the foundation and steel building were professionally engineered and designed. As a public structure, it falls under the BC Building code requirements.



Viewed from North – East

Though the wear and configuration of the interior partitions is advanced, we see no major defects in structure at the time of our visit. Painting and corrosion proofing within wet areas though is warranted at this time.



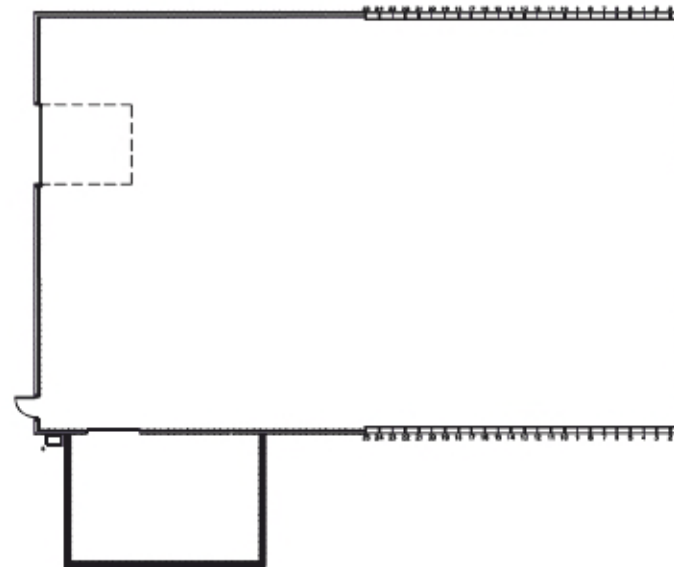
Engineered Foundation Plan, and Inspection Records on File

8.16 Structure #27, Cattle Barns / Old Riding Arena

This structures use is primarily as a riding/practice arena according to the users groups Facebook page. We understand at Fair times, certain caveats revert this facility, as well as the nearby auction mart to cattle stables.



Riding Arena with Reconstructed Portion at Left, Arch Roof Structure at Right



MAIN FLOOR PLAN

SCALE: N.T.S.

As it does not contain spectator seating, and utilization appears low from the information and schedules we viewed, its appropriate to classify under the farm building code, with the provision it never be exhibition space.



Interior of Facility

The facility has a long history. Originally a longer facility, it was constructed in two phases of glulam arch timbers, in what is popularly referred to as a quonset shape. Failed repair

attempts to address decay issues of the wood arches and ongoing condition issues resulted in the demolition of the first phases of arches in the mid 1990's, and a partial rebuild using more conventional straight wall framing and wood gable trusses was erected. A later north addition was intended as a wash area, but now appears to have other uses. The original foundation that illustrates the former length of the building still remains in situ to the east of the current structure.

Our familiarity with the structure from the 1990's shows it to be largely in that same condition. There is some decay issues commencing due to the piling of earth and grading within the arena against the wooden walls. There are noted holes in the building envelope and arch roofing materials due we presume to careless use of snow clearing equipment.



Decay of Wood Members due to Earth Burial



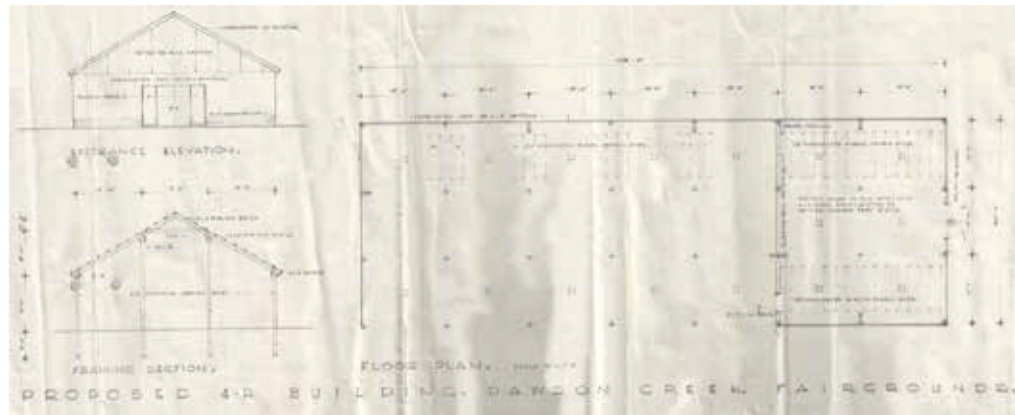
Roof Holes and Snow (Meltwater) Accumulation against Building

It was also noted that snow and its associated melt water are left to pile against the arch portions, which can lead to additional decay and mold occurring.

At the time of its last repair efforts in the 1990's it was intended to be an interim solution for the equestrian users while the Lakota centre was built. With more attention to how dirt and ground is managed within the facility, repairs to decayed members and fixes to roofing, it may continue to function in the near term.

8.17 Structure #2, 4H Exhibit and Handicraft Exhibits

Structure 2 is used for both exhibit space and contains a small workshop at the rear of the facility. As it cannot meet the definition of a farm building, we classify it as a Group A, Division 2 occupancy type (Assembly) in combination with a Group F, Division 3 use (workshop/storage). The building was constructed as a pole type building, using what appears to be creosoted timbers, and a dimensional lumber roof.



Original Building Drawings

Plans were prepared by a local architect and bear the date 1964. Illustrations indicate it was originally open faced on the north elevation, which has been now enclosed to create the exhibit space.

Site conditions are fairly representative of the plans, with four rows of posts, spaced at 15'-0" on center down the length. Beams and components also match what plans call for.

As observed, the single ply "beams" span an astounding 15'-0", with no load sharing to additional plys. Rafters appear to sit atop the beams without birdsmouth cuts to the ends, leaving the nails only to resist the sliding shear of the framing members. Under the structure dead load only, without applying wind, snow or rain loads, the single ply beams are over spanned.



Roof Assembly General Arrangement with Undersized Elements



Single Ply Load Bearing "Beams" Spanning 15'-0"

Referring back to our comments pertaining to the Watering Hole pole structure, its empirically impossible to justify the ground having the capacity to support the poles (columns) under design loads. This inevitably causes more heavily loaded posts (center ones) to begin settling.

We saw this effect as the north and south walls which are being pushed outwards, and are out of plumb. The soil is unable to maintain pressure against the base of the post to maintain it true.



North (Left) and South (Right) Walls Deflecting Outward at Top

There is no solution to this structure's inherent defects that would allow it to be economically upgraded for Assembly use.

8.18 Structure #3, Rodeo Summer Office

The rodeo summer office is a collection of six modular units set atop wood blocking. The history presented to us is that they were remaining units from the relocation of Cassiar Schools from the time Central Middle School was being expanded. This would place their date of arrival at approx. 1995-96.



West Elevation – Rodeo Summer Office

Used as an office, our assessment is that this is a building code governed structure, Classified as a Group 'D', Office.

Siding over may be obscuring the modular factory stickers or relocatable industrial building serial numbers, as none were found. We could find no evidence of the modular units being anchored to ground, as is required by the relevant CSA stand for modular buildings.

We noted the exterior perimeter surrounding the units to have water accumulating around the building. The floor inside the main doors has deteriorated to the point where holes penetrate through. Water leakage is shown in a number of areas, notably in the teller/ wicket area on the west side. There is notable settlement everywhere, especially around the perimeter and North-east corner.



Exterior Perimeter Grading, Buried Rim Boards

Each modular unit has glulam beams running its long axis, on four quadrants. Between each glulam, at floor and ceiling levels dimensional lumber forms the floor and roof levels. Roof glulams are cambered to the outside for drainage.

The corridor through the center of each unit, and orientated east/west manifests the arched nature of the building, as differential settlement makes the building concave.



Corridor Bow Show to Illustrate Movement

Fair management advised there are plans to jack, level, and install a new truss roof on this building, though it is our opinion, issues are more complex, and will not be solved by such actions. The added dead weight of the new roof is not a load the original designer would have accounted for, in either the foundation, window headers, or other structural components.

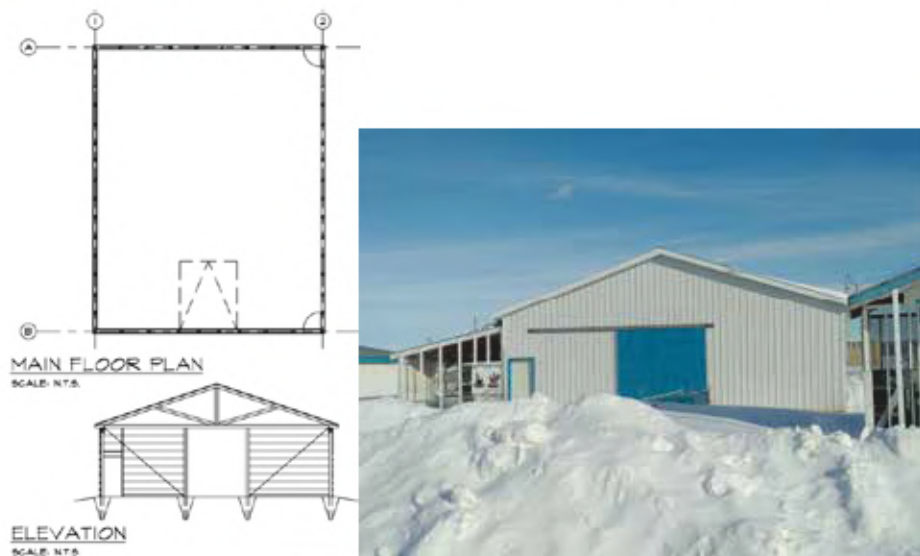


Roof Leaks and Deteriorating Floor Areas Noted

It bears noting the City of Dawson Creek already discarded similar sourced units from its Public works facility a number of years ago, which were in this writers opinion, in better condition than these units. Accordingly, we reach a similar conclusion that due to decay, settlement and issues with repairing modular structures this structure is no longer economically viable.

8.19 Structure #3.1, Storage Warehouse.

Structure 3.1 is a pole building, of relatively recent vintage, believed built around 1996. Use appears to be solely for storage of equipment, vehicles and Fair related supplies. There are no offices or human occupied uses, thus is appropriate to consider it a farm building.



Plan and As Found, Spring 2018

Plans indicate it was professionally engineered and laid out with poles closely spaced, and manufactured roof trusses. At some point, a lean to addition was framed to the north for display of rabbits and poultry, and we could not locate records for same. The effect of adding a lean to is to add additional load to the north posts, a possibility not considered by the original design drawings. Additionally the lean to connection has not been made fast to building components, but placed over the tin cladding.



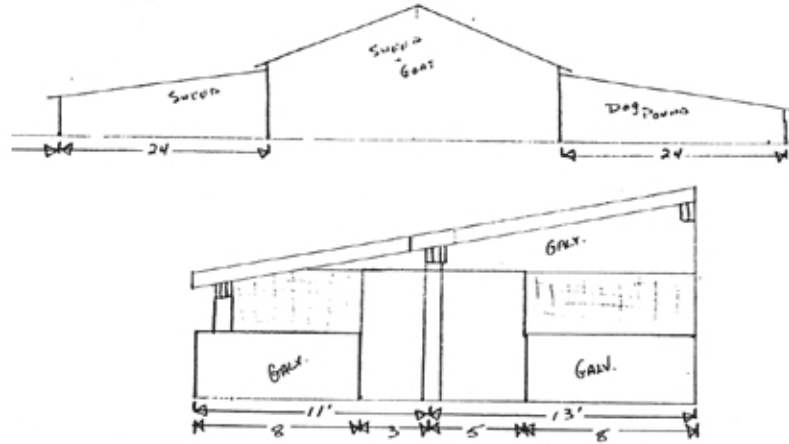
Lean To Structural Connection Made Over Cladding

Although viewing was limited by stored goods, our exploration of the interior did not reveal any imminent concerns. Walls and roof appear not to be distorted. Decay issues were not found.

Out one concern is that of the lean to, it appears framed over tin cladding, and the connections cannot be verified as sound. The added load is not something the building had additional capacity for thus it would be prudent to conduct further review of both the connections or to add an additional line of support if the lean to is required.

8.20 Structures #4,5, Heavy Horse Barn, Sheep

The permit file for these structures indicate 1993 build dates for framed lean to's added to the original center structure. Their primary use is for sheep and heavy horse stables, the taller height of this stable reflecting the larger stature of this type of animal. Farm building code is acceptable for this type of facility.



1993 Lean To Drawing from Permit File, Heavy Horse and Sheep



South Lean To Interior



South Lean To Addition Connection to Centre Building



Centre Portion – Heavy Horse Barn Jobsite Fabricated Trusses



North Lean To Addition, Similar Connection Issues to South

The primary construction is pole type, with the roof utilizing a combination of rafter framing for lean-to's and jobsite fabricated trusses for the main building.

Concerns with this building are two fold. The connections of the lean-to's to the main building we made over top of the original cladding, and thus are deficient connection, as it is not possible to achieve rigidity in the connection without directly affixing to a structural member. It's is likely these connection can be retrofitted.

Our secondary concern is that site fabricated trusses were common prior to the 2000's. The building code even referenced a CMHC publication detailing construction of these trusses and criteria for nailing and making splice plates. Technical review of this publication by committee subsequent to publication showed the quantity of nails, plates and recommendations to be in error, and as such all references to criteria to make jobsite trusses has been since discontinued.

Visual inspection of the trusses showed it is likely this installation under nailed and using deficient splice plates. No imminent signs of failure though are noted at this time, and it may have met code at time of construction.

8.21 Structure # 11, Patterson Heavy Horse Barn

An open sided structure, this pole building uses timber posts as columns and a rafter framed roof on three bearing lines. It appears solely for the sheltering of animals, and has no human occupied uses, thus a Farm building code perspective is warranted.



Structure #11, Noting Uneven Settlement Of Posts/Columns

It is of relatively recent vintage, built in 1998. Poles are spaced at 10' centers longitudinally and 12' centers transverse. Each pole is buried 4'.

The structure shows wear, with posts shown to be settling into the ground due to likely to the undrained condition of the site. It remains serviceable at the moment, though will in progressing years, ultimately meet the same fate as all other pole style buildings.

8.22 Structure #6, Heavy Horse Office

This log wall building is a site office, and is founded atop a steel skid. Small in size, it exhibits little wear or deterioration and is thought to be structurally adequate for the intended use.



Heavy Horse Office

9 Impact Assessment

At the request of City Administration, Force Engineering Group Inc. has completed a summary chart and maps indicating at a glance the status and recommendations to each of the structures detailed in this report.

Of the 33 structures reviewed, we find that 20 have reached end of life scenarios where the economics of repair cannot be justified. A further 7 structures require attention and work to meet

minimum code requirements and to preserve the asset. Just 6 structures are deemed to need incidental work to maintain current use.

The total gross footprint area of all 33 studied structures is approximately 79,000 square feet. Of 20 the structures deemed at end of life, they comprise a gross area of approximately 38,000 sq feet, and at a median replacement value of \$150/ square foot, it can be foreseen that it would cost in round figures 5.7 million dollars to replace these 20 buildings with equivalent square footage. Such and astronomical cost is likely unachievable and unpalatable amongst the citizenship

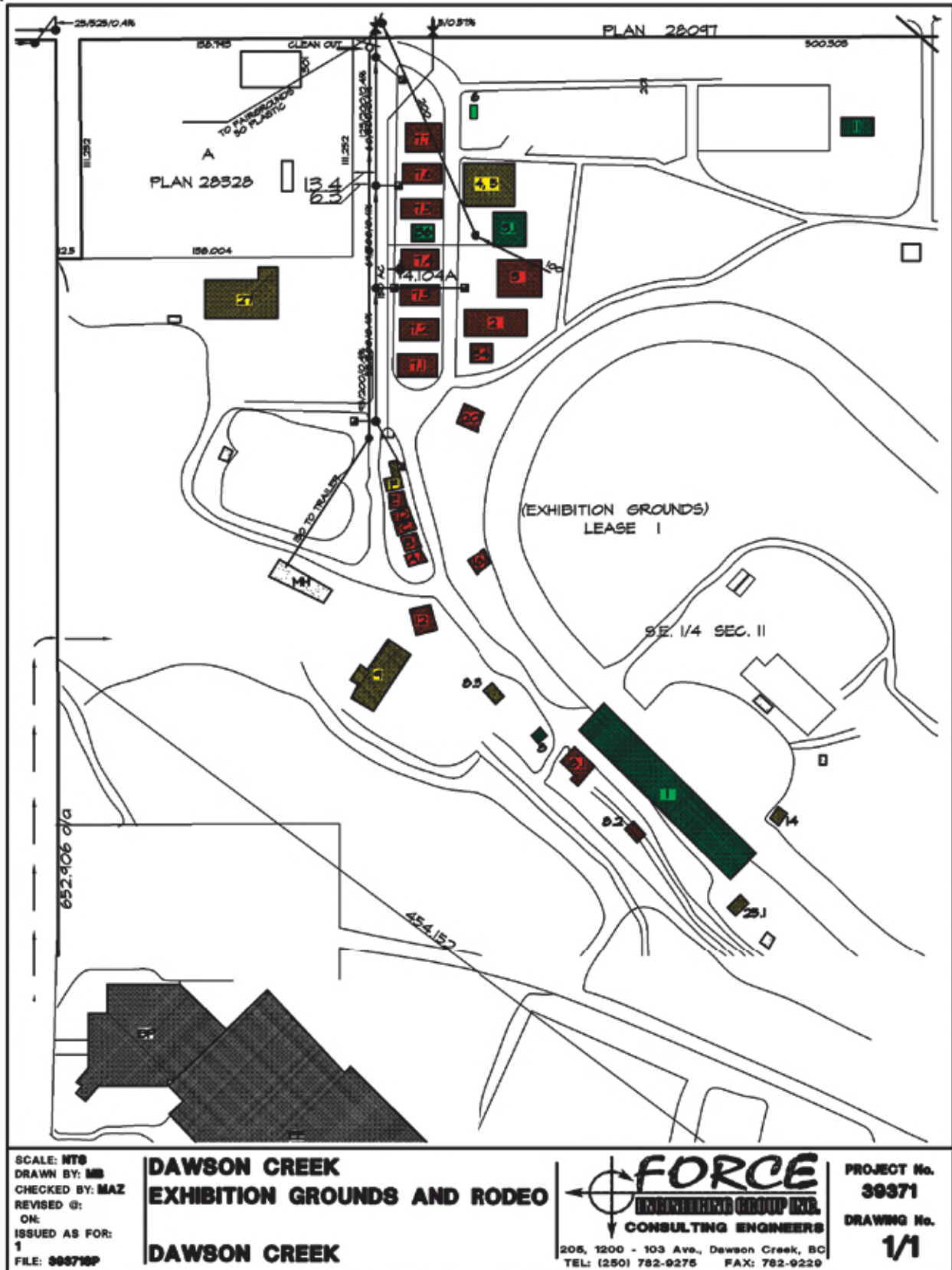
We expect little impact on Fair operations as a result of removal and discontinuance of the buildings deemed at end of service life. Temporary stables can be rented and costs recovered by users, as is done at other events. Even the concession and food uses are more easily addressed with purpose built food trucks, trailers either owned or rented, with recoverable costs and little or no ongoing building maintenance or liabilities.

For comparison this chart summarizes nearby facilities that may provide relief for users:

<u>Existing Use</u>	<u>Approx. Size</u>	<u>Substitute Facility</u>	<u>Approx. Size</u>
Old Riding Area	6300 sq ft	Lakota Centre	21,600 + seating
Stables 7.1 -7.7	98 stalls	Lakota Barn	110 stalls
Watering Hole	5900 sq ft Covered	Encana Events	17,000 sqft on arena floor
4H Display Area	4300 sq feet	Encana Lobby	4659 sq feet
Summer Office	4500 sq feet	Encana VIP area	3200 sq feet

Removal of the failing structures on the Dawson Creek Fairgrounds will significantly reduce City Liabilities and we believe improve users experiences.

Appendix 'A'



Fairgrounds Building Walk-Throughs

Number	Building Name	Year Built	Building or Farm Code	Width	Length	Area	Roof	Walls	Floor	Code Compliant	Hazard
1	Grandstand and Roof	1970, 1996, 2012, 2014	Building	52	360	18720	Pre Eng	n/a	Skid	Likely	Corrosion affecting steel
2	4th Exhibition	1964	Building	36	103	3708	Wood	Pole	Wood	No	Undersized Roof Members, Walls leaning outwards
3	Summer Office	1966	Building	60	71	4260	Wood	Stick	Wood	No	Foundation Failure, Multiple Water Ingress, Rot
3a	A Bldg Storage	1996	Farm-Low	50	40	2000	Truss	Pole	Asphalt	Likely	Newer, Truss. Poorly framed lean-to connections
5	H. Horse Sheep	1993 and earlier	Farm-Low	71	60	5760	Hem/Tru	Pole	Wood/Dk	No	Connection Failure Shear to Main, Nailing Main trusses
6	Heavy Horse Barn Office	Unknown	Building	8	20		Wood	Log	Wood/M	Likely	Panabode (log) on Skid Frame
7.1	Stable	1958	Farm-Low	30	65	1950	Wood	Stick	Wood	No	Supposedly Rebuilt
7.2	Stable	1958	Farm-Low	30	65	1950	Wood	Stick	Wood	No	Supposedly Rebuilt
7.3	Stable	1958	Farm-Low	30	65	1950	Wood	Stick	Wood	No	Distorted walls and roofing, rot and decay
7.4	Stable	1958	Farm-Low	30	65	1950	Wood	Stick	Wood	No	Dangerous, truss roll over, truss failure, wall buckling
7.5	Stable	1958	Farm-Low	30	65	1950	Wood	Stick	Wood	No	Dangerous, truss roll over, truss failure, wall buckling
7.6	Stable	1958	Farm-Low	30	65	1950	Wood	Stick	Wood	No	Dangerous, truss roll over, truss failure, wall buckling
7.7	Stable	1958	Farm-Low	43	60	2580	Wood	Stick	Wood	No	Supposedly Rebuilt
8	South Gate Ticketing	90's	Building	30	65	1950	Wood	Stick	Wood	Likely	Skid type structure
8.1	Concessions Food Service	post 1982	Building	36	50	1800	Wood	Stick	Wood	Unlikely	Falling covered seating, distorted beam lines, decay
8.2	Grandstand Washrooms	1989	Building	20	24	480	Wood	Stick	Wood	Unlikely	Decay, weathering
8.3	Concession	1990's	Building	12	14	168	Wood	Stick	Wood	Likely	Improperly framed wall hinge
9	Watering Hole	2000's	Building	45	120	5400	Truss-Fat	Pole	Asphalt	Unlikely	Pole Building settling, no resolution of lateral forces
11	Patterson H. Horse	1998	Farm-Low	25	50	1250	Wood	Pole	None	Likely	Poles settling into ground, remain plumb at this time
12	Concession - Tasty/Goop	Unknown	Building	30	41	1230	Wood	Wood	Wood	No	Pipe Construction Failing, Broken welds, settlement
14	Rodeo office	Unknown	Building	20	20	400	Wood	Stick	Wood	Likely	Settling into ground east, requires foundation
18	Vendor Rental, Press, Ma. Post 1982		Building	27	17	459	Wood	Stick	Wood	No	Poor foundation and framing, mismatch front connection
20	Stage	Unknown	Building	45	30	1350	Drill Stem Drill Sperr	Wood		Unlikely	Poor welds, poor design, no ties used, no lateral
25.1	Rodeo Bar and Grill	Est 1990's	Building	20	20	400	Wood	Stick	Wood	Unlikely	Settlement, roof decay, poor roof framing
27	Old Riding Arena	Last Reno 1996	Farm-Low	65	118	8032.85	Arch/Tru	Stick/Arc	Dirt	Likely	Roof Sheathing Damage, EndWall Damage, Decay potential
34	Washrooms - NE Track	Unknown, post 1982	Building	24	44	1056	Stick	Wood	Joist	Unlikely	Settling foundation, decay in soffit, settling access ramps
36	Washrooms - Old Stables	1981	Building	40	25	1000	Pre Eng	Pre-eng	Concrete	Likely	Interior partitions mold, poor condition, structure ok
A	Concession - SPUC	Pre 1982	Building	21	40	1080	Wood	Wood	Wood	Unlikely	Settling into water, bend and deformed walls, canopy supports poor band
B	Concession - Vendor	1990's est.	Building	14	30	420	Wood	Wood	Wood	Likely	
C	Concession - Light House	pre 1982	Building	13	43	559	Wood	Wood	Wood	Unlikely	Seating covered areas deficient, false front connection
D	Concession/Vend - Jail	1990's est.	Building	26	30	780	Wood	Wood	Wood	Unlikely	Improperly framed, no foundation
E	Concession - Fish and Dairy	pre 1982	Building	27	57	1539	Wood	Wood	Wood	Unlikely	Missing shed posts, decay in roof structure, no foundation
F	Concession - Ma Tremble	pre 1982	Building	18	22	396	Wood	Log		Likely	Roof and foundation may require further review
Total Square Footage						78905.9	sq feet				
Buildings Red Flagged						39189	sq feet				

Legend

	Serviceable Status, Conforms Largely with Building Codes structural requirements, minimal hazard, may require ordinary maintenance to maintain status
	Requires further investigation, but generally thought that structural upgrades and repairs are equal to or less than replacement
	Significant structural discrepancies, at or below Code required structural requirements, significant decay or high hazard exists. Beyond economic salvage

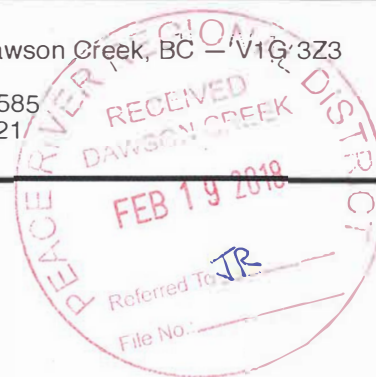


Dawson Creek Secondary School

South Peace Campus: 10808 - 15th St. — Dawson Creek, BC — V1G 3Z3

Phone: (250) 782 5585

Fax: (250) 782 7221



February 14, 2018

Peace River Regional District
1981 Alaska Highway
Dawson Creek, BC V1G 4H4

Dear Trish Morgan,

Last year, your organization generously made the following award(s) available to graduating students at Dawson Creek Secondary School, South Peace Campus.

Award: South Peace Sub Regional Rural Academic Scholarship

1 award(s) for \$1500. A total value of \$1500

Eligibility: Planning to pursue academic post-secondary education and has been a resident for one year, in Area "D" or "E" within the South Peace Sub Region. Proof of registration required.

Last year the selection of a recipient for this award was made by the school committee.
If you wish to change that for this year please indicate here. _____ N/A _____

Presenter's Name: _____

Presenter's Telephone Number: _____

Would you kindly confirm your intention once again either to provide an identical award under the conditions noted above or an award with changes.

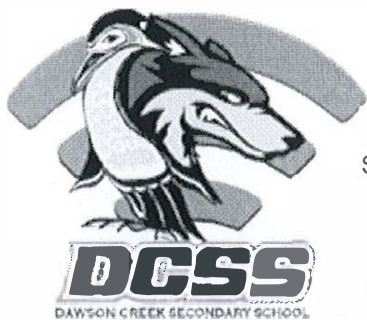
Please send your reply by **April 3, 2018** so that I can update the list of available awards for our graduating students. Address and Fax are noted above or if you prefer you can e-mail to ksmith@sd59.bc.ca.

The date and time of this year's **Awards Ceremony and Tea** is **Tuesday June 19, 2018 at 7:00 PM** in Unchagah Hall. We look forward to your participation.

Thank you again for the valuable assistance you provide to our students each year. If you have any questions please give me a call at 250.782.5585.

Sincerely,

Mrs. Karen Smith
DCSS Counsellor- South Peace Campus
ksmith@sd59.bc.ca



Dawson Creek Secondary School

South Peace Campus: 10808 - 15th St. — Dawson Creek, BC — V1G 3Z3

Phone: (250) 782 5585

Fax: (250) 782 7221



February 14, 2018

Peace River Regional District
1981 Alaska Highway
Dawson Creek, BC V1G 4H4

Dear Trish Morgan,

Last year, your organization generously made the following award(s) available to graduating students at Dawson Creek Secondary School, South Peace Campus.

Award: South Peace Sub Regional Rural Trades Bursary

1 award(s) for \$1500. A total value of \$1500

Eligibility: Planning to pursue post-secondary education in the trades and has been resident for one year, in Area "D" or "E" within the South Peace Sub Region. Proof of registration required.

Last year the selection of a recipient for this award was made by the school committee.

If you wish to change that for this year please indicate here. _____ N/A _____

Presenter's Name: _____

Presenter's Telephone Number: _____

Would you kindly confirm your intention once again either to provide an identical award under the conditions noted above or an award with changes.

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Sincerely,

Mrs. Karen Smith
DCSS Counsellor- South Peace Campus
ksmith@sd59.bc.ca



Chetwynd's Circus North 2018

Thank you so much for your generous support!!! The kids learned a lot and had an amazing week! But don't take my word for it. . . ☺



Reighan- "I love it because it is always fun and I make new friends!"

Hazel- "I love the stilts and I can now use the medium stilts and I am proud of myself!"

Kendra- "I get to have fun for four days. I can ride a unicycle now!"

Ethan- "I am so glad that people sponsor us and give us the opportunity to come!"

Piper- "This is my first year and I love that I can try all the things, and I met lots of new people."

Orrin- "It's fun, and gets me out of the house during the winter and I get to see all my friends."

Rylan- "I challenged myself big time and now I can walk on stilts and do devil sticks at the same time."

Ninah- "I like meeting new people and learning new things."

Rogan- "This is my first year and my favorite thing is the barrel act!"

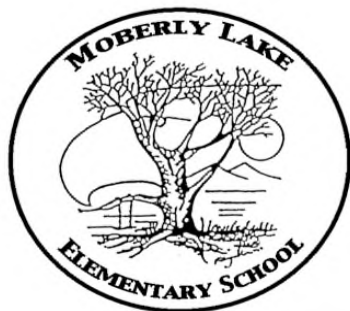
Eva- "I like the stilts because they are challenging. I didn't give up and now I can do it!"

Ireland- "I didn't know how much determination I had until I learned to ride a unicycle!"

Eileen (volunteer): "This is the first time I've been involved with this. Not really knowing what to expect, I've noticed how the kids are involved with every aspect of it and want to learn."

Marcie quoting a 28 year old who was a participant in one of the first Circus Camps: "I still think it was one of the most important things that happened in my life. It came along when things were really unstable in my life and it made me feel strong."





MOBERLY LAKE ELEMENTARY SCHOOL
SCHOOL DISTRICT 59 (PEACE RIVER SOUTH)
BOX 110 MOBERLY LAKE, B.C. V0C 1X0
PHONE 250-788-2574 FAX 250-788-9513

"Inspiring Leadership through culture"

May 2nd, 2018

Crystal Brown,
 Peace River Regional District

Dear Community Partner,

Moberly Lake Elementary School is proud to be the educational site for many young learners within SD59. With the dedication and participation of our staff and community, our year has seen growth and development. The exciting addition of our portable has given us the space and opportunity to create a school library.

This letter comes to you with hopes to inspire your participation in our newest project by way of monetary donation for bookshelves and additional learning resources to help enrich our library. Our goal is to secure \$2,000 - \$5,000 from community donations. Any part of that amount that the Peace River Regional District can contribute would be greatly appreciated.

By donating to our library, you are providing an opportunity for the youth of our community to be engaged in quality learning activities. Our hope is to create a library space that inspires students, that supports their own personal drive for learning, and that provides an additional positive working environment within the school.

Our goal is to have this learning space open and ready for use by the start of our 2018 – 2019 school year. At that time, we would love to invite you in to see how your donation has been used and how valuable your partnership is. Our community is what builds us up and what makes our little school so very special.

We thank you for your consideration of a donation, please do not hesitate to contact us should you have any questions,

Sincerely,

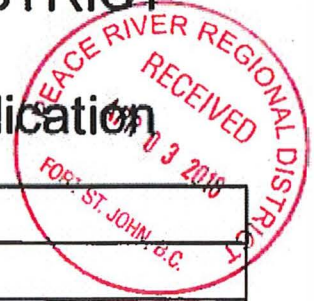
Michelina Lukey
 Intermediate Teacher/Teacher Librarian/Coach Mentor
 Moberly Lake Elementary School



PEACE RIVER REGIONAL DISTRICT R-1

FAIR SHARE

Electrical Extension Grant Application



Applicant (Customer) Information	
Property Owner Name	Gordon Kara Vibert
Mailing Address	Box 9 Goodlaw B.C. Vol 150
Telephone Number	250-793-5186
Legal Description	NW 1/4 sec 41, township 85, Range 16, WGM, PID # 514-662-711
Electoral Area served	Electoral Area B
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to BC Hydro.	
Signature of Applicant (Customer)	Kara Vibert
Date	April 2, 2018

Funding assistance will be limited to hydro main line extension costs (including GST) on public maintained roads to serve residential customers (excluding subdivisions).	\$ <u>22,666.35</u>
Minus	\$ 1,000
Difference	<u>21,666.35</u> A
Line A <u>21,666.35</u> x 50% =	<u>10,833.17</u> B
Maximum Grant	\$ 4,000 C
Lesser of B and C (Grant requested)	\$ <u>4,000</u> D

For BC Hydro Use Only	
BC Hydro Representative name: Baena Shuster	Phone Number: 250-263-6812
BC Hydro Reference No. 3854648	
Date: April 12, 2018	
For Regional District Use Only	
Approved by Electoral Area Director	Date Initials
Date cheque released to applicant (customer)	
Approved by RBAC	

Referred to May 16th RBAC Meeting



REPORT

To: Rural Budget Administration Committee

Date: April 30, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Grant Request - Rolla Community Cemetery Committee

RECOMMENDATION(S):

That the Rural Budgets Administration Committee authorize a grant in the amount of \$500, payable from Electoral Area D, Cemetery funds, to be issued to the Rolla Community Cemetery Committee to assist with the operational costs for lawn maintenance.

BACKGROUND/RATIONALE:

The Rolla Community Cemetery Committee is a group of community volunteers who operate, maintain and care for the Rolla Cemetery. The Committee meets on a monthly basis, holds an Annual General Meeting each year, and maintains their own financial records and bank accounts. The Committee operates as a not-for-profit; however, they are not registered as a society with Societies Act of BC.

The Rolla Community Cemetery Committee is seeking a grant for three years to assist with the operational expenses required to maintain the lawn at the cemetery. In previous years, this work was always done by the volunteers; however, due to aging membership, it is no longer feasible for the volunteers to continue doing so. In 2017, the Committee resulted to hiring help to maintain the lawns at the cemetery and will continue to follow that process. Please note, this request meets the eligibility criteria as outlined in Section 1.1 and 1.2 of the Cemetery Funding Policy #26 -2017 (attached).

In 2017, the Rural Budgets Administration Committee approved a grant in the amount of \$1,000 to assist with the purchase and installation of a bench at the Rolla Cemetery. That funding was provided through Electoral Area D, Cemetery Funds.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a three year annual grant in the amount of \$500 per year, to be issued to the Rolla Community Cemetery Committee to assist with operational costs for lawn maintenance, payable from Electoral Area D, Cemetery Funds.
2. That the Rural Budgets Administration Committee deny the grant application from the Rolla Community Cemetery Committee.
3. That the Rural Budgets Administration Committee provide further directions to staff on how to proceed with this request.

Staff Initials:

Dept. Head:

J. Morgan

CAO:

Ch. Birk

Page 1 of 2

May 17, 2018

Page 119 of 169

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The 2018 Annual Financial Plan includes a budgeted amount of \$5,000 for Electoral Area D, Cemetery funds, from which \$1,500 is committed for the Pouce Coupe Cemetery, \$1,200 for the Tomslake Cemetery and \$1,300 has been committed to the Sunrise Mountain View Cemetery, for a total of \$4,000. The remaining \$1,000 is currently available for allocation.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of Rural Budgets Administration Committee decision.

OTHER CONSIDERATION(S):

None.

Attachments:

- 1) Grant Application, Rolla Community Cemetery Committee
- 2) Cemetery Funding Policy #26-2017



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #:

Community Club or Group Name: Rolla Community Cemetery Committee

Mailing Address: c/o 1624 - 95 Avenue

City: Dawson Creek, BC

Postal Code: V1G 1K1

Civic Address: Pcl A, NW 1/4, S33, T79 R14 (Sweet Water Road 1/4 mile east of Rolla)

Contact Person: Allen Watson

Alternate Person: Kathy Heaton

Tel: 250-786-5253

Tel: 250-782-6588

Fax:

Fax: 250-782-6508

Email: awatson@xplornet.ca

Email: heatonk@telus.net

CLUB EXECUTIVES

President: Gordon Miller

Vice President:

Treasurer: Gordon Moffat

PROJECT COSTS

Total Cost of Project:

Amount Requested per year: 500.00

For how many years?

1 yr ☒2 yrs ☐3 yrs ☐

Describe the project for which your organization is requesting a grant and the reason for your request.

If more space is needed, please add it as an attachment to your application.

We wish to apply to the Area D Cemetery Fund to assist in the costs of maintaining the cemetery, primarily the cost of mowing the grass. As our members are getting older, we have had to hire groups to mow the grass at the cemetery. Please refer to attached Financial Statement for the year ended December 31, 2017. As you can see our costs for grass cutting is a large expenditure and increasing every year.

We appreciate you considering our application and please call/email if you have any questions.

Thank you.

ATTACHMENTS REQUIRED:

- Project budget, including all sources of funding
- Current financial statements showing expenses, revenues & savings

Signature of Applicant:

Date: 4/25/18

For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐PRA: B ☐ C ☐ D ☐ E ☐BCR/PRA: B ☐ C ☐ D ☐ E ☐Gas Tax: ☐Other: ☒ Electoral Area D, Cemetery Funds

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

Rolla Cemetery FinStat2017				
		Rolla Community Cemetery		
		Financial Statements		
		Year ended December 31, 2017		
			2017	2016
Receipts				
	Interest earned			
	Donations		715.00	245.00
	Grant from P.R.R.D.		1,000.00	
	Grave layout		100.00	130.00
	Columbarium purchases			850.00
	Plots sold		305.00	220.00
			2,120.00	1,445.00
Expenditures				
	Annual general meeting expenses		170.79	
	Bank charges		4.00	20.21
	Bench	Dominion Precast	1,514.45	
		Installation	232.94	
	Cabinet		576.73	
	Grass cutting		900.00	650.00
	Grave layout 2016		90.00	
	Grave layout 2017		100.00	130.00
	Office			60.56
			3,588.91	860.77
Receipts over expenditures			-1,468.91	584.23
Funds on hand January 1				
	C.U. Equity		73.95	71.13
	Chequing		3,717.41	3,083.97
	High interest savings		4,102.45	4,064.48
			7,893.81	7,219.58
Funds on hand December 31				
	C.U. Equity		76.90	73.95
	Chequing		3,230.95	3,717.41
	High interest savings		3,117.05	4,102.45
			6,424.90	7,893.81
Rolla Community Cemetery				
Receipts and Disbursements to March 31, 2018				
Receipts				
	Interest		7.49	
	Donations		50.00	
			57.49	
Disbursements				
	Bank Service charges		9.00	

Funds on hand June 9, 2016			
	C.U. Share account	76.90	
	Chequing account	3,271.95	
	High Interest Savings Account	3,124.53	

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	#26-2017
Section:	Grants	Issued:	October 23, 2017
Subject:	Cemetery Funding	Effective:	November 16, 2017
RBAC Resolution # and Date:	RBAC 17/11/08	Page:	1 of 3
		Replaces:	None
Issued by:	Jill Rickert, Community Services Coordinator	Dated:	N/A
Approved by:	Trish Morgan, General Manager of Community Services		

1. POLICY

This policy provides the guidelines and administrative procedures for the approval and disbursement of grant funds, from the Cemetery Function, to not-for-profit societies or community organizations who maintain rural cemeteries located in Electoral Areas B, C, D, and E of the Peace River Regional District.

1.1 Applicant Eligibility

The Rural Budgets Administration Committee recognizes that community groups who care for cemeteries are often very small and operate with a very limited number of volunteers; therefore the Committee is willing to waive the eligibility criteria that all applicants must be a registered Not-for-Profit society in good standing with the Societies Act of BC. In order to apply for grant funding under this policy, the applicant must meet one of the following criteria:

- a) a registered Not-for-Profit society in good standing with the Society Act of BC; or
- b) a volunteer organization consisting of community members who is financially and administratively sound which can be demonstrated by providing meeting minutes, financial statements and/or proof of bank account; and
- c) must operate in the Peace River Regional District.

1.2 Eligible Expenses

The information below provides examples of eligible expenses or projects costs that may be considered for funding.

- a) Operational Costs;
- b) Minor cemetery improvement project costs;
- c) Capital improvement project costs.

Subject: Cemetery Funding	Policy #:	Page:	2 of 3
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1.3 Grant Authorization

The Rural Budgets Administration Committee has the sole discretion to approve or reject applications.

1.4 Allocation of Funds

Grant funding may be budgeted for annually by each Electoral Area Director as part of the PRRD Annual Financial plan, to be ratified by the Board of Directors.

1.5 Acknowledgement of Grant Funding

The Rural Budgets Administration Committee asks all grant recipients to recognize their contribution by use of the Peace River Regional District logo through written, virtual or verbal acknowledgement.

2. PURPOSE

Grant funding may assist local groups with improvements to rural cemeteries and may be issued to support capital projects and/or expenses related to the operation, development and maintenance of the cemetery as set forth in Bylaw No. 839, 1993.

3. RESPONSIBILITY

The General Manager of Community Services or designate, is responsible for ensuring compliance within the policy.

4. DEFINITIONS

- a) **Rural Budgets Administration Committee** is a Standing Committee of the Regional Board comprised of each Electoral Director from each Electoral Area in the Peace River Regional District who has the authority, by delegation of the Regional Board, to administer the rural budgets as identified in the Annual Financial Plan of the Peace River Regional District and in accordance with the "Rural Budgets Administration Bylaw No. 116, 1998".
- b) **Not-for-Profit Society** is an organization which is not driven by profit, who is registered and in good standing with the Societies Act in BC.
- c) **Volunteer Community Organization** is a group consisting of volunteer community members who is financially and administratively sound which can be demonstrated by providing meeting minutes, financial statements and/or proof of a bank account.
- d) **Operational Costs** are defined as expenses incurred for the day-to-day operating, developing and maintaining of a cemetery and its grounds
- e) **Minor Improvements** are defined as smaller projects costing less than \$5,000 such as the purchase and installation of commemorative monuments, benches, or signage that are shorter in duration to complete.
- f) **Capital Improvements** are defined as larger projects in excess of \$5,000 such as the addition of a permanent structure such as a columbarium or cemetery gates that are longer duration to complete.

Subject: Cemetery Funding	Policy #:	Page:	3 of 3
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5. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

5.1 Peace River Regional District Cemetery Services Establishment Bylaw No. 839, 1993

5.2 Peace River Regional District Rural Budgets Administration Bylaw No. 116, 1998

6. PROCEDURE

6.1 Approval Procedure

- a) Applicants must submit a completed grant application that outlines the details for the intended use of the funds, the amount requested and all necessary supporting documentation as indicated on the application form.
- b) Staff will process the grant application, complete a report which will include a recommendation and all background information and forward it to the Rural Budgets Administration Committee for consideration.
- c) All applicants will be advised in writing of the Rural Budgets Administration Committee's decision.

6.2 Disbursement of Funds

- a) Upon approval of the grant, funds will be paid directly to the applicant for all grants in the amount of \$1,500 or less;
- b) Grant funding in excess of \$1,500 will be paid to the applicant through claim reimbursement;
- c) Speed of Service processing time on cheque distribution is 10 business days from ratification by RBAC.

6.3 Recipient Acknowledgement

A copy of the Funding Recognition Guidelines will be provided to all grant recipients and is also available on our website at <http://prrd.bc.ca/wp-content/uploads/page/grants/Acknowledging-the-Peace-River-Regional-District.pdf>



REPORT

To: Rural Budgets Administration Committee

Date: May 3, 2018

From: Jill Rickert, Community Services Coordinator

Subject: 2018 Area B and C Recreational and Cultural Grants-in-Aid Allocations

RECOMMENDATION(S):

1. That the Rural Budgets Administration Committee approve the 2018 Area B Recreational and Cultural Grants-in-Aid Allocations as follows, and as recommended by the community groups who attended the April 16, 2018 allocation meeting:

Area B 2018 Grants-in-Aid Allocations

Cecil Lake Recreation Commission	\$ 28,000.00
King's Valley Christian Camp	\$ 24,857.00
Montney Recreation Commission	\$ 19,142.00
North Peace 4 H District Council	\$ 2,700.00
North Peace Fall Fair	\$ 2,000.00
North Peace Historical Society	\$ 7,750.00
Osborn Community Association	\$ 2,575.00
Rose Prairie Community Curling Centre	\$ 11,476.00
North Peace Regional Gradfest Society	\$ 1,000.00
North Peace 4H District Council (Annual Travel Grant)	\$ 1,000.00
Area B Rural Bursary	\$ 1,000.00
Youth Travel	\$ 1,500.00
Total	\$103,000.00

2. That the Rural Budgets Administration Committee approve the 2018 Area C Recreational and Cultural Grants-in-Aid Allocations as follows, and as recommended by the community groups who attended the April 16, 2018 allocation meeting:

Area C 2018 Grants-in-Aid Allocations

Charlie Lake Community Club	\$ 11,500.00
North Peace Fall Fair	\$ 3,400.00
North Peace Historical Society	\$ 9,250.00
North Peace Regional Gradfest Society	\$ 1,000.00
North Peace Light Horse Association	\$ 15,000.00
North Peace Regional Gradfest	\$ 1,000.00
Area C Rural Scholarship	\$ 1,000.00
Youth Travel	\$ 1,000.00
Total	\$ 42,150.00

The 2018 Area C GIA budget is \$50,000, of which \$7,850 remains unallocated.

Staff Initials: *J. Rickert*

Dept. Head: *J. Morgan*

CAO: *Ch. Burk*

Page 1 of 2

BACKGROUND/RATIONALE:

The Rural Recreational and Cultural GIA program is intended to supplement and/or support recreational, social and cultural non-profit organizations located throughout Electoral Area B and C with grant funding for capital projects/improvements and insurance costs. All organizations who receive an allocation of funding must be a non-profit society in good standing, must meet the criteria as set out in the policy statement and they must rely largely on the dedication of volunteers to operate and manage their organizations.

ALTERNATIVE OPTIONS:

- 1) That the Rural Budgets Administration Committee provide direction to staff.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- The 2018 GIA budget for Area B is \$103,000; funding allocations equal the total 2018 budget.
- The 2018 GIA budget for Area C is \$50,000; funding allocations equal \$42,150 with \$7,850 remaining unallocated.

COMMUNICATIONS CONSIDERATION(S):

Each Society will receive a letter outlining their 2018 GIA Allocation for their approved project, claim reimbursement timelines and procedures, and appropriate schedules.

OTHER CONSIDERATION(S):

None.

Attachments:

- 1) 2018 Area B and C Allocation Meeting Minutes – April 16, 2018
- 2) 2018 Area B Requests and Allocations Spreadsheet – Final Copy
- 3) 2018 Area C Requests and Allocations Spreadsheet – Final Copy



PEACE RIVER REGIONAL DISTRICT
Electoral Area 'B' and 'C' Recreation and Cultural Grants-in-Aid
Meeting Minutes of April 16, 2018

DATE: Monday, April 18, 2018

TIME: 7:00 p.m.

PLACE: Lake Point Golf and Country Club

PRESENT: Community Organizations
Cecil Lake Recreation Commission – Vicki Hess, Barbara Scobie
Charlie Lake Community Club – Brenda Beaumeister, Lisa Behrens
Kings Valley Christian Camp – Dean Eklund, Kelli Eklund
Lake Point Golf & Country Club – Ryan Galay, David Smith, Troy Dorie
Montney Recreation Commission – Cindy Wilson, Brandi Cage
North Peace 4H District Council – Kelly Ballard
North Peace Fall Fair Society – Kevin Penner
North Peace Historical Society – Evelyn Sim, Larry Evans
North Peace Light Horse Association – Vivian Stewart, Sandra Yaeger, Susan Little
North Peace Search and Rescue – Brian Lamond
Osborn Community Hall – Tena Thiessen, Tara Homes
Peace Energy Cooperative – Greg Dueck
Rose Prairie Community Curling Centre – Kelly Ballard
Adlard Environmental Ltd. (Grant Writers) – Chris Maundrell, Chris Hawkins
Verne Goodings

Peace River Regional District
Director Karen Goodings, Electoral Area B
Director Brad Sperling, Electoral Area C (Chair)
Trish Morgan, General Manager, Community Services
Jill Rickert, Community Services Coordinator (Recorder)

Absent:
Buick Community Club
Halfway Graham Community Club

CALL TO ORDER The meeting was called to order at 7:03 p.m.

OPENING REMARKS Director Goodings and Director Sperling welcomed all to the meeting and thanked Lake Point Golf and Country Club for hosting the meeting.

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'B' and 'C' Recreation and Cultural Grants-in-Aid
Meeting Minutes of April 16, 2018

ADOPTION OF THE AGENDA

MOVED by Barb Scobie, SECONDED by Brandi Cage,
That the Electoral Area 'B' and 'C' Recreation and Cultural Grants-in-Aid Agenda for the meeting April 16, 2018 be adopted as presented.

1. **CALLED TO ORDER:**
2. **OPENING REMARKS:**
3. **ADOPTION OF THE AGENDA:**
4. **MINUTES:**
M-1 Electoral Area 'B' and 'C' Recreation and Cultural Grants-in-Aid Meeting Minutes of April 24, 2017
5. **DELEGATION:**
D-1 Regional District Grant Writer – Chris Hawkins
6. **BUSINESS ARISING FROM THE MINUTES:**
7. **CORRESPONDENCE:**
C-1 Northern Health Permit Requirements for Public Facilities - Questionnaire
8. **BUSINESS ITEMS:**
B-1 Recreational and Cultural Grants-in-Aid - Summary of Payables April 11, 2018
B-2 Electoral Area B Recreational and Cultural Grants-in-Aid Requests and Allocations Spreadsheet
B-3 Electoral Area C Recreational and Cultural Grants-in-Aid Request and Allocations Spreadsheet
9. **ITEMS FOR DISCUSSION:**
I-1 Review of the GIA Awards and Recognition Program
10. **NEXT MEETING:** April 15, 2019 – location to be determined
11. **ADJOURNED:**

CARRIED

MINUTES

M-1 Area 'B' and 'C' GIA Meeting Minutes of April 24, 2017

MOVED by Larry Evans, SECONDED by Tena Thiessen,
That the Electoral Area 'B' and 'C' Recreation and Cultural Grants-in-Aid Meeting Minutes of April 24, 2017 be adopted as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

DELEGATION

D-1 Regional District Grant Writer – Adlard Environmental Ltd.

Chris Maundrell and Chris Hawkins introduced themselves to the community groups present and provided information on how a Grant Writer may assist with the pursuit of grant funding.

CORRESPONDENCE

C-1 Northern Health Permit Requirements for Public Facilities - Questionnaire

Trish Morgan, General Manager of Community Services, provided the community groups present with a summary of the permitting requirements set by the Northern Health Authority for community halls who operate kitchen facilities and small water systems. A general knowledge questionnaire was distributed for completion. Staff advised that the information in the questionnaire would assist the PRRD in determine how to assist community groups in this area.

BUSINESS ITEMS

B-1 Recreational and Cultural Grants-in-Aid Summary of Payables for April 11, 2018

Jill Rickert, Community Services Coordinator, reviewed the amounts listed on the document and reminded all groups in Area B and Area C that GIA funds must be utilized within three years of the date in which it was allocated.

VARY AGENDA

That B-3 (Electoral Area C Recreational and Cultural Grants-in-Aid Requests and Allocations) be

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'B' and 'C' Recreation and Cultural Grants-in-Aid
Meeting Minutes of April 16, 2018

dealt with before B-2 (Electoral Area C Recreational and Cultural Grants-in-Aid Requests and Allocations).

BUSINESS ITEMS**CONTINUED**

B-3 Electoral Area C
Recreational and Cultural
Grants-in-Aid Allocations

MOVED by Brenda Beaumeister, SECONDED by David Smith,
That the following 2018 Grants-in-Aid Allocations for Area C be recommended to the Rural
Budgets Administration Committee for approval as determined at the April 16, 2018 Grants-in-
Aid Allocation meeting:

Area C 2018 Grants-in-Aid Allocations

Charlie Lake Community Club	\$ 11,500.00
North Peace Fall Fair	\$ 3,400.00
North Peace Historical Society	\$ 9,250.00
North Peace Regional Gradfest Society	\$ 1,000.00
North Peace Light Horse Association	\$ 15,000.00
Area C Rural Scholarship	\$ 1,000.00
Youth Travel	\$ 1,000.00
Total	\$ 42,150.00

Remaining unallocated 2018 GIA for Area C is \$7,850.

CARRIED

B-2 Electoral Area B
Recreational and Cultural
Grants-in-Aid Allocations

MOVED by Kevin Penner, SECONDED by Susan Little,
That Buick Community Club and Halfway Graham Community Club grant applications for 2018
Grants-in-Aid be denied for failure to provide a minimum of one (1) representative from their
organizations to attend the 2018 GIA Allocation Meeting on April 16, 2018 as required under
Section 7 of the Grants-in-Aid Policy.

MOVED by Evelyn Sim, SECONDED by Cindy Wilson,
That the following 2018 Grants-in-Aid Allocations for Area C be recommended to the Rural
Budgets Administration Committee for approval as determined at the April 16, 2018 Grants-in-
Aid Allocation meeting:

Area B 2018 Grants-in-Aid Allocations

Cecil Lake Recreation Commission	\$ 28,000.00
King's Valley Christian Camp	\$ 24,857.00
Montney Recreation Commission	\$ 19,142.00
North Peace 4 H District Council	\$ 2,700.00
North Peace Fall Fair	\$ 2,000.00
North Peace Historical Society	\$ 7,750.00
Osborn Community Association	\$ 2,575.00
Rose Prairie Community Curling Centre	\$ 11,476.00
North Peace Regional Gradfest Society	\$ 1,000.00
North Peace 4H District Council (Annual Travel Grant)	\$ 1,000.00
Area B Rural Bursary	\$ 1,000.00
Youth Travel	\$ 1,500.00

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'B' and 'C' Recreation and Cultural Grants-in-Aid
Meeting Minutes of April 16, 2018

Total	\$103,000.00
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CARRIED

ITEMS FOR DISCUSSION

I-1 Review of the GIA
Awards and Recognition
Program

Jill Rickert, Community Service Coordinator reviewed the information presented with the groups present, providing suggested options and solutions for improvements/changes to the Awards and Recognition process of the Grants-in-Aid Policy. The following options were presented:

VOLUNTEER BANQUET:

1. North Peace and South Peace communities bid to host their own volunteer appreciation banquets, with the North and South bidding on alternate years;

Key Feedback:

Groups indicated perhaps more people might attend if the banquet was hosted by a society; uncertain if option 1 would be feasible to coordinate given the work involved to bid, host, budget etc.

2. Discontinue the volunteer appreciation banquet completely;

Key Feedback:

Groups indicated volunteer recognition is very important and cancelling the banquet may result in groups losing the ability to network with each other; groups were in favour of the budgeted \$6,500 being distributed to GIA recipient to use for their own volunteer recognition within their societies;

Action Item: Groups will take options back to their membership and discuss at next society meeting; PRRD staff will include a reminder in the confirmation of funding letters sent out once ratification of the GIA allocations has been done by the Rural Budgets Administration Committee.

AWARD RECOGNITION:

Staff discussed with all present the implementation of the following:

1. To continue with the current volunteer award selection process, whereas community groups submit volunteer names to be recognized;

Key Feedback:

In favour of continuing this whether it's done by the PRRD or individual societies.

2. That volunteer recognition plaques be created for North Peace Volunteers and displayed in the Peace River Regional District Fort St. John office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards;

Key Feedback:

In favour of plaque but would like to see the individual, facility, organization awards continue to be sent to each recipient(s).

3. That volunteer recognition plaques be created for South Peace Volunteers and displayed in the Peace River Regional District Dawson Creek office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards;

Key Feedback:

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'B' and 'C' Recreation and Cultural Grants-in-Aid
Meeting Minutes of April 16, 2018

In favour of plaque but would like to see the individual, facility, organization awards continue to be sent to each recipient(s).

Action Item: PRRD staff to work on implementation of this process for 2019.

NEXT MEETING

Monday, April 15, 2019 at 7:00 p.m. host by the North Peace Historical Society.

ADJOURNED

MOVED by Brenda Beaumeister, SECONDED by Kevin Penner

That the meeting be adjourned at 9:07 p.m.

CARRIED

Director Karen Goodings,
Electoral Area B

Director Brad Sperling,
Electoral Area C - Chair

Trish Morgan,
Manager of Community and Electoral
Area Services

Organization name	Projects	Capital Costs Requested	Insurance Requested	Total Request	Total Project Cost	% Proposed for PRRD to fund	Recommendation from the GIA Meeting	Directors Recommendation
Cecil Lake Recreation Commission	Major Improvements to Hall - doors, windows, lighting, flooring in main hall, kitchen sinks	\$ 70,000.00	\$ 3,907.00	\$ 40,000.00	\$ 70,000.00	100%	\$ 28,000.00	\$ 28,000.00
King's Valley Christian Camp	New Roof on Hall - Reshingle, Insurance	\$ 19,000.00	\$ 9,500.00	\$ 28,500.00	\$ 28,500.00	100%	\$ 24,857.00	\$ 24,857.00
Montney Recreation Commission	Interior Painting, Signage, Media Equip Purchase, Pioneer Wall Project, Insurance	\$ 23,894.68	\$ 2,598.00	\$ 26,492.68	\$ 26,492.68	100%	\$ 19,142.00	\$ 19,142.00
North Peace 4 H District Council	Signage, New Fridge & Freezer; Insurance	\$ 6,100.00	\$ 600.00	\$ 6,700.00	\$ 6,700.00	100%	\$ 2,700.00	\$ 2,700.00
North Peace Fall Fair	Signage, Insurance	\$ 1,328.00	\$ 5,472.00	\$ 3,400.00	\$ 6,800.00	100%	\$ 2,000.00	\$ 2,000.00
North Peace Historical Society	New doors & windows, rechalk Allen Homestead house project, reroof Chapel of Holy Cross	\$ 18,500.00	\$ 3,610.00	\$ 9,250.00	\$ 18,500.00	100%	\$ 7,750.00	\$ 7,750.00
Osborn Community Hall	Parking lot improvements; New Hot water tank	\$ 1,800.00	\$ 775.00	\$ 2,575.00	\$ 2,575.00	100%	\$ 2,575.00	\$ 2,575.00
Rose Prairie Community Curling Centre	Improvements to roof, installation, new fridge and freezer; insurance	\$ 13,000.00	\$ 3,476.00	\$ 16,476.00	\$ 16,476.00	100%	\$ 11,476.00	\$ 11,476.00
Subtotal		\$ 160,145.68	\$ 34,415.00	\$ 133,393.68	\$ 187,043.68		\$ 98,500.00	\$ 98,500.00

Note: North Peace Fall Fair, North Peace Historical & North Peace Light Horse Assoc. share with Area B & C

Director's Annual Commitments		Requested Amount	Meeting Recommendation	Directors Recommendation
NP Regional Gradfest	\$ 1,000.00			
North Peace 4-H District Council	\$ 1,000.00			
Area B Rural Bursary	\$ 1,000.00			
Youth Travel	\$ 1,500.00			
Totals	\$ 4,500.00	\$ 133,393.68	\$ 98,500.00	\$ 103,000.00

ALLOCATION Amounts April 16, 2018	
Total Fund	\$ 103,000.00
Total COMMITTED	\$ 4,500.00
Total Available	\$ 98,500.00
Meeting Allocations	\$ 98,500.00
Total	\$ -

2018 Area C GIA

Organization Name	Projects	Capital Costs Requested		Insurance Requested	Total Request	Total Project Cost	% Proposed for PRRD to fund	Recommendation from the GIA Meeting	Directors Recommendation
Charlie Lake Community Club	Insurance, Improvements to parking lot	\$	7,300.00	\$ 4,200.00	\$ 11,500.00	\$ 11,500.00	100%	\$ 11,500.00	\$ 11,500.00
North Peace Fall Fair	Signage and Insurance								
		\$	1,328.00	\$ 5,472.00	\$ 3,400.00	\$ 6,800.00	100%	\$ 3,400.00	\$ 3,400.00
North Peace Historical Society	New doors & windows, rethink Allen Homestead house project, reroof Chapel of Holy Cross	\$	18,500.00		\$ 9,250.00	\$ 18,500.00	100%	\$ 9,250.00	\$ 9,250.00
North Peace Light Horse Association	Improvement to indoor arena - railings, lighting, celing and wall upgrades, snowguards	\$	30,000.00		\$ 15,000.00	\$ 30,000.00	100%	\$ 15,000.00	\$ 15,000.00
Subtotal		\$	87,128.00	\$ 9,672.00	\$ 39,150.00	\$ 96,800.00		\$ 39,150.00	\$ 39,150.00

Note: North Peace Fall Fair, North Peace Historical & North Peace Light Horse Assoc. share with Area B & C

Director's Annual Commitments		Requested Amount	Meeting Recommendation	Directors Recommendation
NP Regional Gradfest		\$ 1,000.00		
Area C Rural Scholarship		\$ 1,000.00		
Youth Travel		\$ 1,000.00		
Totals		\$ 3,000.00	\$ 39,150.00	\$ 42,150.00

ALLOCATION Amounts April 16, 2018	
Total Fund	\$ 50,000.00
Total COMMITTED	\$ 3,000.00
Total Available	\$ 47,000.00
Meeting Allocations	\$ 39,150.00
Total	\$ 7,850.00



REPORT

To: Rural Budgets Administration Committee

Date: May 3, 2018

From: Jill Rickert, Community Services Coordinator

Subject: 2018 Area E West Recreational and Cultural Grants-in-Aid Allocations

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the 2018 Area E West Recreational and Cultural Grants-in-Aid Allocations as follows, and as recommended by the community groups who attended the April 17, 2018 allocation meeting:

2018 Electoral Area E Recreational and Cultural GIA

Chetwynd & District Recreation Centre	2,500.00
Chetwynd & District Rod & Gun Club	13,515.40
Chetwynd Electric Eels	10,000.00
Chetwynd Gymkhana Club	3,108.00
Chetwynd Horse Club	2,231.25
Chetwynd Social Planning Society	8,000.00
Foothills Team Roping Club	10,500.00
Little Giant Figure Skating	10,001.10
Little Prairie Heritage Society	6,506.25
Moberly Lake Community Association	9,000.00
Pine Valley Exhibition Park	20,838.00
Pine Valley Seniors Society	2,800.00
Area E Bursaries	1,000.00
Youth Travel	<u>2,000.00</u>
Total	\$ 102,000.00

BACKGROUND/RATIONALE:

The Rural Recreational and Cultural GIA program is intended to supplement and/or support recreational, social and cultural non-profit organizations located throughout Electoral Area E with grant funding for capital projects/improvements and insurance costs. All organizations who receive an allocation of funding must be a non-profit society in good standing, must meet the criteria as set out in the policy statement and they must rely largely on the dedication of volunteers to operate and manage their organizations.

ALTERNATIVE OPTIONS:

- 1) That the Rural Budgets Administration Committee provide direction to staff.

Staff Initials: *JR*

Dept. Head: *J Morgan*

CAO: *Ch. Birk*

Page 1 of 2

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The 2018 GIA budget for Area E West is \$102,000; funding allocations equal the total 2018 budget.

COMMUNICATIONS CONSIDERATION(S):

Each Society will receive a letter outlining their 2018 GIA Allocation for their approved project, claim reimbursement timelines and procedures, and appropriate schedules.

OTHER CONSIDERATION(S):

None.

Attachments:

- 1) 2018 Area E West Allocation Meeting Minutes – April 17, 2018
- 2) 2018 Area E West Requests and Allocations Spreadsheet – Final Copy



PEACE RIVER REGIONAL DISTRICT
Electoral Area 'E' West Recreational and Cultural Grants-in-Aid
Meeting Minutes

DATE: Tuesday, April 17, 2018

TIME: 7:05 p.m.

PLACE: Chetwynd and District Recreation Centre, Chetwynd, BC

PRESENT: Community Organizations
Camp Emile – Jane Spenst
Chetwynd & District Recreation Centre – Elaine Webb
Chetwynd & District Rod & Gun Club – George Mallia, Justin Harmacek
Chetwynd Electric Eels Swim Association – Gina Dunn
Chetwynd Gymkhana – Cyndy Smith
Chetwynd Horse Club – Colleen Brogan, Maureen Ethier
Chetwynd Social Planning Society – Dianne Bassendowski
Foothills Team Roping – Steve Dowling
Little Giant Figure Skating Club – Trisha MacTavish
Little Prairie Heritage Society – Julie Shaw, Bobbie Nicholson
Moberly Lake Community Association – Linda Garland
Pine Valley Exhibition Park – Lorena Blom, Lisa Ganson
Pine Valley Seniors Association – Bernice Westgate
Adlard Environmental Ltd. (Grant Writers) – Chris Hawkins

Peace River Regional District
Director Dan Rose, Director Electoral Area 'E', Meeting (Chair)
Trish Morgan, Manager of Community and Electoral Area Services
Jill Rickert, Community Services Coordinator, (Recorder)

CALL TO ORDER The meeting was called to order at 7:05 p.m.

OPENING REMARKS: Director Rose welcomed everyone and opened the meeting with introductions.

ADOPTION OF THE AGENDA MOVED by Linda Garland, SECONDED by Trisha MacTavish,
That the Electoral Area E West Recreational and Cultural Grants-in-Aid Agenda for the April 17, 2018 meeting be adopted as presented.

1. **CALLED TO ORDER:**
2. **OPENING REMARKS:**
3. **ADOPTION OF THE AGENDA:**
4. **MINUTES:**
 - M-1 Electoral Area 'E' Recreation and Cultural Grants-in-Aid Meeting Minutes of April 18, 2017
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATION:**
 - D-1 Regional District Grant Writer – Chris Hawkins
7. **CORRESPONDENCE:**
 - C-1 Northern Health Permit Requirements for Public Facilities - Questionnaire
8. **BUSINESS ITEMS:**
 - B-1 Recreational and Cultural Grants-in-Aid - Summary of Payables April 11, 2018
 - B-2 Electoral Area E Recreational and Cultural Grants-in-Aid Requests and Allocations Spreadsheet
9. **ITEMS FOR DISCUSSION:**
 - I-1 Review of the GIA Awards and Recognition Program
10. **NEXT MEETING:** April 16, 2019 – location to be determined

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'E' West Recreation and Cultural Grants-in-Aid
Meeting Minutes of April 17, 2018

11. **ADJOURNED:**

CARRIED

MINUTES:

M-1 Area 'E' West
Recreation and Cultural
Grants-in-Aid Meeting
Minutes of April 18, 2017

MOVED by Lisa Ganson, SECONDED by Justin Harmacek,
That the Electoral Area 'E' West Recreational and Cultural Grants-in-Aid Meeting Minutes of
April 18, 2017 be adopted as presented.

CARRIED

**BUSINESS ARISING FROM
THE MINUTES:**

None

DELEGATION

D-1 Regional District Grant
Writer – Adlard
Environmental Ltd.

Chris Hawkins introduced themselves to the community groups present and provided
information on how a Grant Writer may assist with the pursuit of grant funding.

CORRESPONDENCE

C-1 Northern Health
Permit Requirements for
Public Facilities -
Questionnaire

Trish Morgan, General Manager of Community Services, provided the community groups
present with a summary of the permitting requirements set by the Northern Health
Authority for community halls who operate kitchen facilities and small water systems. A
general knowledge questionnaire was distributed for completion. Staff advised that the
information in the questionnaire would assist the PRRD in determine how to assist
community groups in this area.

BUSINESS ITEMS

B-1 Recreational and
Cultural Grants-in-Aid
Summary of Payables for
April 11, 2018

Jill Rickert, Community Services Coordinator, reviewed the amounts listed on the document
and reminded all groups in Area E that GIA funds must be utilized within three years of the
date in which it was allocated.

B-2 Electoral Area 'E'
West Recreational and
Cultural Grants-in-Aid
Allocations

MOVED by Justin Harmacek, SECONDED by Steve Dowling,
That the Chetwynd Social Planning Society receive an additional \$2,000 increasing their 2018
GIA allocation to \$8,000.

CARRIED

MOVED by Marcie Fofonoff, SECONDED by Donal Twin,
That the Chetwynd Electric Eels receive an additional \$2,500 increasing their 2018 GIA
allocation to \$10,000.

CARRIED

MOVED by Linda Garland, SECONDED by Gina Dunn,
That Little Giant Figure Skating Club receive an additional \$2,501.10 increasing their 2018 GIA
allocation to \$10,001.10.

CARRIED

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'E' West Recreation and Cultural Grants-in-Aid
Meeting Minutes of April 17, 2018

BUSINESS ITEMS**CONTINUED**

B-2 Electoral Area 'E'
West Recreational and
Cultural Grants-in-Aid
Allocations

MOVED by Justin Harmacek, SECONDED by Steve Dowling,
That Pine Valley Seniors Association receive an additional \$700 increasing their 2018 GIA
allocation to \$2,800.

CARRIED

MOVED by Gina Dunn, SECONDED by Diane Bassendowski,
That the Chetwynd and District Rod and Gun Club receive an additional \$2,500 increasing
their 2018 GIA allocation to \$13,515.40.

CARRIED

MOVED by Linda Garland, SECONDED by Gina Dunn
That the Chetwynd and District Recreation Centre receive an additional \$625 increasing their
2018 GIA allocation to \$2,500.

CARRIED

MOVED by Justin Harmacek, SECONDED by Steve Dowling,
That the Pine Valley Exhibition Park receive an addition \$1,675 increasing their 2018 GIA
allocation \$20,838.

CARRIED

MOVED by Linda Garland, SECONDED by Gina Dunn,
That the following 2018 Grants-in-Aid Allocations for Area E be recommended to the Rural
Budgets Administration Committee for approval as determined at the April 17, 2018 Grants-
in-Aid Allocation meeting:

Chetwynd & District Recreation Centre	\$ 2,500.00
Chetwynd & District Rod & Gun Club	\$ 13,515.40
Chetwynd Electric Eels	\$ 10,000.00
Chetwynd Gymkhana Club	\$ 3,108.00
Chetwynd Horse Club	\$ 2,231.25
Chetwynd Social Planning Society	\$ 8,000.00
Foothills Team Roping Club	\$ 10,500.00
Little Giant Figure Skating	\$ 10,001.10
Little Prairie Heritage Society	\$ 6,506.25
Moberly Lake Community Association	\$ 9,000.00
Pine Valley Exhibition Park	\$ 20,838.00
Pine Valley Seniors Society	\$ 2,800.00
Area E Bursaries	\$ 1,000.00
Youth Travel	\$ 2,000.00

Total**\$ 102,000.00**

CARRIED

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'E' West Recreation and Cultural Grants-in-Aid
Meeting Minutes of April 17, 2018

ITEMS FOR DISCUSSION

I-1 Review of the GIA Awards and Recognition Program

Jill Rickert, Community Service Coordinator reviewed the information presented with the groups present, providing suggested options and solutions for improvements/changes to the Awards and Recognition process of the Grants-in-Aid Policy. The following options were presented:

VOLUNTEER BANQUET:

1. North Peace and South Peace communities bid to host their own volunteer appreciation banquets, with the North and South bidding on alternate years;

Key Feedback:

The community groups present are not in favour of this option as it would mean volunteers from Area E having to travel to a location in the South Peace or North Peace.

2. Discontinue the volunteer appreciation banquet completely;

Key Feedback:

The community groups present in favour of this option and would support the cancellation of the Annual Appreciation Banquet and recommend that the funding budgeted (\$6,500) is distributed to all GIA recipients annually to use for their own volunteer recognition within their societies.

Action Item: Groups will take options back to their membership and discuss at next society meeting; PRRD staff will include a reminder in the confirmation of funding letters sent out once ratification of the GIA allocations has been done by the Rural Budgets Administration Committee.

AWARD RECOGNITION:

Staff discussed with all present the implementation of the following:

1. To continue with the current volunteer award selection process, whereas community groups submit volunteer names to be recognized;

Key Feedback:

In favour of continuing with this but would like to suggest awards presented in person at the District of Chetwynd Volunteer Appreciation celebrations held on July 1st each year; whether it's done by the PRRD or individual societies.

2. That volunteer recognition plaques be created for North Peace Volunteers and displayed in the Peace River Regional District Fort St. John office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards;

3. That volunteer recognition plaques be created for South Peace Volunteers and displayed in the Peace River Regional District Dawson Creek office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards;

Key Feedback:

In favour of the plaque but would like to see a one specific for the Area E volunteers being displayed at the Chetwynd and District Recreation Centre.

Action Item: PRRD staff to work on implementation of this process for 2019.

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'E' West Recreation and Cultural Grants-in-Aid
Meeting Minutes of April 17, 2018

NEXT MEETING: April 19, 2019 to be held at the Chetwynd and District Recreation Centre.

ADJOURNED: MOVED by Justin Harmacek, SECONDED by Steve Dowling,
That the meeting be adjourned.

The meeting adjourned at 8:26 p.m.

Director, Dan Rose
Electoral Area 'E' West
Meeting Chair

Trish Morgan,
General Manager of Community
Services

2018 Area E GIA

Organization name	Projects	Capital Costs Requested	Insurance Requested	Total Request	Total Project Cost	% Proposed for PRRD to fund	Recommended (75% for \$10k and	Director's Recommendation
Chetwynd & District Recreation Centre	Ghoulish Affair	\$ -	\$ -	\$ 2,500.00	\$ 5,000.00	50%	\$ 1,875.00	\$ 2,500.00
Chetwynd & District Rod & Gun Club	Operational costs	\$ 20,212.80	\$ 1,818.00	\$ 22,030.80	\$ 39,138.00	56%	\$ 11,015.40	\$ 13,515.40
Chetwynd Electric Eels	Operating expenses; pool rental; snorkels/fins/bands			\$ 10,000.00	\$ 23,500.00	43%	\$ 7,500.00	\$ 10,000.00
Chetwynd Gymkhana Club	Rental Fees, Rodeo expenses, Wind up banquet and operational costs	\$ 3,644.00	\$ 500.00	\$ 4,144.00	\$ 4,144.00	100%	\$ 3,108.00	\$ 3,108.00
Chetwynd Horse Club	Arena Rental Fees	\$ 2,975.00		\$ 2,975.00	\$ 2,975.00	100%	\$ 2,231.25	\$ 2,231.25
Chetwynd Social Planning Society	Circus North Camp			\$ 8,000.00	\$ 12,383.70	65%	\$ 6,000.00	\$ 8,000.00
Foothills Team Roping	Livestock fencing pens	\$ 20,500.00	\$ 500.00	\$ 21,000.00	\$ 21,000.00	100%	\$ 10,500.00	\$ 10,500.00
Little Giant Figure Skating	Skate program operating expenses (ice fees)	\$ 13,020.00	\$ 1,980.00	\$ 15,000.00	\$ 24,387.42	62%	\$ 7,500.00	\$ 10,001.10
Little Prairie Heritage Society	General Operating, mainetance of museum	\$ 6,675.00	\$ 2,000.00	\$ 8,675.00	\$ 8,675.00	100%	\$ 6,506.25	\$ 6,506.25
Moberly Lake Community Association	Operating costs, contribution to roof replacement, tables	\$ 7,500.00	\$ 1,500.00	\$ 9,000.00	\$ 49,500.00	20%	\$ 9,000.00	\$ 9,000.00
Pine Valley Exhibition Park	Part Two of Pen Revitalization project	\$ 38,326.00		\$ 38,326.00	\$ 38,326.00	100%	\$ 19,163.00	\$ 20,838.00
Pine Valley Seniors	Insurance		\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	100%	\$ 2,100.00	\$ 2,800.00
Subtotals		\$ 112,852.80	\$ 11,098.00	\$ 144,450.80	\$ 231,829.12		\$ 86,498.90	\$ 99,000.00

Director's Annual Commitments		Requested Amount	Recommended Amount	Directors Recommendation
Electoral Area E Bursaries	\$ 1,000.00			
Youth Travel	\$ 2,000.00			
Totals	\$ 3,000.00	\$ 144,450.80	\$ 86,498.90	\$ 99,000.00

ALLOCATED Amounts April 17, 2018	
Total Fund	\$ 102,000.00
Total COMMITTED	\$ 3,000.00
Total Available	\$ 99,000.00
Recommended Amount	\$ 99,000.00
Total	\$ -



REPORT

To: Rural Budgets Administration Committee

Date: May 4, 2018

From: Jill Rickert, Community Services Coordinator

Subject: 2018 South Peace Sub-Regional Recreational and Cultural Grants-in-Aid Allocations

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the 2018 Sub-Regional Recreational and Cultural Grants-in-Aid Allocations as follows, and as recommended by the community groups who attended the April 18, 2018 allocation meeting:

2018 South Peace Sub-Regional Grants-in-Aid Allocations

Bessborough Community Club	4,500.00
Cutbank Community Club	9,000.00
Dawson Creek Sportsman's Club	16,000.00
Dawson Creek Youth Centre/The Ark	7,500.00
Doe River Recreation Commission	20,000.00
Farmington Community Association	13,965.46
Groundbirch Recreation Commission	2,100.00
Hats & Chaps Gymkhana	10,109.54
Kilkerran Recreation Commission	1,125.00
Kiskatinaw Fall Fair	9,950.00
McLeod Recreation & Social Service Society	10,000.00
Rolla Ratepayers Association	7,000.00
Sunset Prairie Recreation Commission	6,350.00
Swan Lake Enhancement Society	900.00
Tomslake Community Cultural Association	6,000.00
Tomslake & District Recreation Commission	9,500.00
Tupper Community Club	11,500.00
Sub-Regional Scholarship	\$ 1,500.00
Sub-Regional Bursary	\$ 1,500.00
Youth Travel	\$ 1,500.00
Total	\$ 150,000.00

BACKGROUND/RATIONALE:

The Rural Recreational and Cultural GIA program is intended to supplement and/or support recreational, social and cultural non-profit organizations located throughout the South Peace Sub-Regional area with grant funding for capital projects/improvements and insurance costs. All organizations who receive an allocation of funding must be a non-profit society in good standing, must meet the criteria as set out in the policy statement and they must rely largely on the dedication of volunteers to operate and manage their organizations.

Staff Initials: *J. Rickert*

Dept. Head: *J. Morgan*

CAO: *Ch. Burk*

Page 1 of 2

ALTERNATIVE OPTIONS:

- 1) That the Rural Budgets Administration Committee provide direction to staff.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The 2018 GIA budget for the South Peace Sub-Regional area is \$150,000; funding allocations equal the total 2018 budget.

COMMUNICATIONS CONSIDERATION(S):

Each Society will receive a letter outlining their 2018 GIA Allocation for their approved project, claim reimbursement timelines and procedures, and appropriate schedules.

OTHER CONSIDERATION(S):

None.

Attachments:

- 1) 2018 South Peace Sub-Regional Allocation Meeting Minutes – April 18, 2018
- 2) 2018 South Peace Sub-Regional Requests and Allocations Spreadsheet – Final Copy

PEACE RIVER REGIONAL DISTRICT
South Peace Sub-Regional Recreational and Cultural Grants-in-Aid
Meeting Minutes

DATE: Wednesday, April 18, 2018

TIME: 7:00 p.m.

PLACE: Doe River Community Hall

PRESENT: Community Organizations
Bessborough Community Club – Lana Birmingham, Phil Haight
Cutbank Community Club – Mac Leask Jr.
Dawson Creek Sportsman's Club – Candice Waddell
Dawson Creek Youth Centre/The Ark – Frank Dyck
Doe River Recreation Commission - Dave Russell, Judy Russell, Charlie Hartnell, Ken Cornthwaite, Tracey Pearson
Farmington Community Association – Joe Breti, Jim Strasky
Groundbirch Recreation Commission – Bonnie Wilson
Hats & Chaps Gymkhana – Brittani Wager
Kilkerran Recreation Commission - Sharon Fredrickson, Dale Fredrickson
Kiskatinaw Fall Fair – Merna Hauber, Clara Malkinson
McLeod Recreation and Social Services Society - Peter Bonderud, Sigrid Bonderud
Rolla Rate Payers Association – Barb Querin, Brenda Mytron
Sunset Prairie Recreation Commission – Faye Salisbury, Linda Ash, Selina Teghtmeyer
Swan Lake Enhancement Society – Janet Stevens, Dwight Stevens, Wilma Brawner
Tomslake Cultural Community Association - Theresa Bartusek, Linda Fister
Tomslake & District Recreation Commission - Art Seidl, , Ernie Heller, Stephanie Waggoner
Tupper Community Club - Richard Buller, Iva Tuttle

Adlard Environmental Ltd. (Grant Writers) – Chris Maundrell, Chris Hawkins

Peace River Regional District
 Dan Rose, Director Electoral Area E- Chair
 Leonard Hiebert, Director Electoral Area D
 Trish Morgan, General Manager of Community and Electoral Area Services
 Jill Rickert, Community Services Coordinator, Recorder

CALL TO ORDER: The meeting was called to order at 7:04 p.m.

OPENING REMARKS: Director Rose welcomed everyone and proceeded with introductions.

ADOPTION OF THE AGENDA: MOVED by Faye Salisbury, SECONDED by Candice Waddell,
 That the South Peace Sub-Regional Recreational and Cultural Grants-in-Aid (GIA) Agenda for the meeting on April 18, 2018 adopted as presented.

1. **CALLED TO ORDER:**
2. **OPENING REMARKS:**
3. **ADOPTION OF THE AGENDA:**
4. **MINUTES:**

M-1 South Peace Sub-Regional Recreation and Cultural Grants-in-Aid Meeting Minutes of April 19, 2017

PEACE RIVER REGIONAL DISTRICT
South Peace Sub-Regional Recreational and Cultural Grants-in-Aid
Meeting Minutes of April 18, 2018

5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATION:**
D-1 Regional District Grant Writer – Chris Maundrell, Chris Hawkins
7. **CORRESPONDENCE:**
C-1 Northern Health Permit Requirements for Public Facilities - Questionnaire
8. **BUSINESS ITEMS:**
B-1 Recreational and Cultural Grants-in-Aid - Summary of Payables April 11, 2018
B-2 South Peace Sub-Regional Recreational and Cultural Grants-in-Aid Requests and Allocations Spreadsheet
9. **ITEMS FOR DISCUSSION:**
I-1 Review of the GIA Awards and Recognition Program
10. **NEXT MEETING:** April 17, 2019 – location to be determined
11. **ADJOURNED:**

CARRIED

MINUTES:

M-1 South Peace Sub-Regional Recreational & Cultural Grants-in-Aid Meeting Minutes of April 19, 2017

MOVED by Joe Breti, SECONDED by Jim Strasky,
That the South Peace Sub-Regional Recreational & Cultural GIA Meeting Minutes from April 19, 2017 be approved as amended to correct the spelling of “Candace” to “Candice”.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

None

DELEGATION:

D-1 Regional District Grant Writer – Adlard Environmental Ltd.

Chris Maundrell and Chris Hawkins introduced themselves to the community groups present and provided information on how a Grant Writer may assist with the pursuit of grant funding.

CORRESPONDENCE:

C-1 Northern Health Permit Requirements for Public Facilities - Questionnaire

Trish Morgan, General Manager of Community Services, provided the community groups present with a summary of the permitting requirements set by the Northern Health Authority for community halls who operate kitchen facilities and small water systems. A general knowledge questionnaire was distributed for completion. Staff advised that the information in the questionnaire would assist the PRRD in determine how to assist community groups in this area.

BUSINESS ITEMS:

B-1 Recreational and Cultural Grants-in-Aid Summary of Payables for April 11, 2018

Jill Rickert, Community Services Coordinator, reviewed the amounts listed on the document and reminded all groups in Sub-Regional that GIA funds must be utilized within three years of the date in which it was allocated.

PEACE RIVER REGIONAL DISTRICT
South Peace Sub-Regional Recreational and Cultural Grants-in-Aid
Meeting Minutes of April 18, 2018

BUSINESS ITEMS**CONTINUED:**

B-2 South Peace Sub-Regional Recreational and Cultural Grants-in-Aid Allocations

MOVED by Iva Tuttle, SECONDED by Joe Breti,
That the following South Peace Sub-Regional Recreational and Cultural GIA Allocations be recommended to the Rural Budgets Administration Committee for approval as determined at the April 18, 2018 Grants-in-Aid Allocation meeting:

2018 South Peace Sub-Regional Recreational and Cultural GIA

Bessborough Community Club	4,500.00
Cutbank Community Club	9,000.00
Dawson Creek Sportsman's Club	16,000.00
Dawson Creek Youth Centre/The Ark	7,500.00
Doe River Recreation Commission	20,000.00
Farmington Community Association	13,965.46
Groundbirch Recreation Commission	2,100.00
Hats & Chaps Gymkhana	10,109.54
Kilkerran Recreation Commission	1,125.00
Kiskatinaw Fall Fair	9,950.00
McLeod Recreation & Social Service Society	10,000.00
Rolla Ratepayers Association	7,000.00
Sunset Prairie Recreation Commission	6,350.00
Swan Lake Enhancement Society	900.00
Tomslake Community Cultural Association	6,000.00
Tomslake & District Recreation Commission	9,500.00
Tupper Community Club	11,500.00
Sub-Regional Scholarship	\$ 1,500.00
Sub-Regional Bursary	\$ 1,500.00
Youth Travel	\$ 1,500.00
Total	\$ 150,000.00

CARRIED

ITEMS FOR**DISCUSSION:**

I-1 Review of GIA Awards and Recognition Program

Jill Rickert, Community Service Coordinator reviewed the information presented with the groups present, providing suggested options and solutions for improvements/changes to the Awards and Recognition process of the Grants-in-Aid Policy. The following options were presented:

PEACE RIVER REGIONAL DISTRICT
South Peace Sub-Regional Recreational and Cultural Grants-in-Aid
Meeting Minutes of April 18, 2018

**ITEMS FOR
DISCUSSION
CONTINUED:**

I-1 Review of GIA
Awards and
Recognition Program

VOLUNTEER BANQUET:

1. North Peace and South Peace communities bid to host their own volunteer appreciation banquets, with the North and South bidding on alternate years;

Key Feedback:

There was some discussion of hosting the volunteer banquet jointly with the GIA allocation meeting with the result being the event would be too long if all groups had to sit through all areas allocation process.

The of the community groups present were in agreement that this was a process followed many years ago; however, the general consensus was that groups were in favour of doing their own volunteer recognition as many of them currently do that now.

2. Discontinue the volunteer appreciation banquet completely;

Key Feedback:

The consensus of the community groups present was to allocate the \$6,500 budgeted for the Awards and Recognition process among all the recipients to use for their own volunteer appreciation within their societies.

AWARD RECOGNITION:

Staff discussed with all present the implementation of the following:

1. To continue with the current volunteer award selection process, whereas community groups submit volunteer names to be recognized;

2. That volunteer recognition plaques be created for North Peace Volunteers and displayed in the Peace River Regional District Fort St. John office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards;

3. That volunteer recognition plaques be created for South Peace Volunteers and displayed in the Peace River Regional District Dawson Creek office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards;

Key Feedback:

General consensus indicated those present were in favour of the listed options.

Action Item: PRRD staff to work on implementation of this process for 2019.

NEXT MEETING

April 16, 2019 to be hosted by Tupper Community Club

ADJOURNED

MOVED by Iva Tuttle, SECONDED by Candice Waddell
That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:34 p.m.

PEACE RIVER REGIONAL DISTRICT
South Peace Sub-Regional Recreational and Cultural Grants-in-Aid
Meeting Minutes of April 18, 2018

Director Leonard Hiebert,
Electoral Area D - Chair

Director Dan Rose,
Electoral Area E

Trish Morgan,
General Manager of Community Services

2018 Sub-Regional GIA

Organization Name	Projects	Capital & Operational Costs Requested	Insurance Requested	Total Request	Total Project Cost	% Proposed for PRRD to fund	Recommended (75% for \$10k and under, 50% for over \$10k)	Director's Recommendation
Bessborough Community Club	Insurance and Operational Costs	\$	4,231.00 \$	6,000.00 \$	14,234.65 \$	42%	4,500.00 \$	4,500.00
Cutbank Community Club	Operating costs; sump pits/pumps; repair venting & leaks in roof	\$ 13,384.12 \$	5,835.00 \$	19,219.12 \$	19,219.12	100%	9,609.56 \$	9,000.00
DC Sportsman's Club	Indoor shooting range; general operations	\$	2,500.00 \$	35,000.00 \$	35,000.00	100%	17,500.00 \$	16,000.00
DC Youth Centre/The ARK	Operating Costs	\$ 10,780.00 \$	4,220.00 \$	15,000.00 \$	46,910.00	32%	7,500.00 \$	7,500.00
Doe River Recreation	New water pump & tray; fence project; Storage Container; Oven Range and some general operations	\$ 8,000.00 \$	5,035.00 \$	22,574.42 \$	55,700.00	41%	22,574.42 \$	20,000.00
Farmington Community Association	Operational Costs	\$ 12,000.00 \$	3,000.00 \$	15,000.00 \$	34,950.00	43%	15,000.00 \$	13,965.46
Groundbirch Recreation Commission	Insurance	\$ - \$	2,100.00 \$	2,100.00 \$	2,100.00	100%	2,100.00 \$	2,100.00
Hats & Chaps Gymkhana	Bleachers	\$ 20,219.08	\$	20,219.08	20,219.08	100%	10,109.54 \$	10,109.54
Kilkerran Recreation Commission	Improvements to Kitchen floor, general operations	\$ 1,500.00	\$	1,500.00	1,500.00	100%	1,125.00 \$	1,125.00
Kiskatinaw Fall Fair	Light horse jumps, operational cost to run KFF	\$ 2,500.00 \$	3,000.00 \$	19,900.00 \$	19,900.00	100%	9,950.00 \$	9,950.00
McLeod Recreation & Social Services Society	Operating Costs, Insurance, skating and curling rink improvements, improve security system	\$ 18,419.17 \$	3,473.00 \$	21,892.17 \$	29,884.80	73%	10,946.09 \$	10,000.00
Rolla Ratepayers Association	New sinks and taps for bathrooms; Operational Costs	\$	5,108.00 \$	14,000.00 \$	20,437.27	66%	7,000.00 \$	7,000.00
Sunset Prairie Recreation Commission	New water tank, picnic tables & horse jumps; Operational costs	\$ 6,200.00 \$	4,700.00 \$	12,700.00 \$	12,700.00	100%	6,350.00 \$	6,350.00
Swan Lake Enhancement Society	Annual Tree Program, AGM, Signage	\$ 400.00	\$	1,200.00 \$	1,200.00	100%	900.00 \$	900.00
Tomslake Community Cultural Association	New Exit Doors at hall; Insurance	\$ 5,300.00 \$	2,700.00 \$	8,000.00 \$	8,000.00	100%	6,000.00 \$	6,000.00
Tomslake & District Recreation Commission	General Ops & Main. properties/facilities; remove hazardous trees - Sudeten Heritage Park	\$ 14,592.00 \$	4,408.00 \$	19,000.00 \$	19,000.00	100%	9,500.00 \$	9,500.00
Tupper Community Club	Operating Costs, Security System, structural improvements to flooring (Stage/Storage Areas)	\$ 20,000.00 \$	5,500.00 \$	25,500.00 \$	25,500.00	100%	12,750.00 \$	11,500.00
Subtotal		\$ 133,294.37 \$	55,810.00 \$	258,804.79 \$	366,454.92		\$ 153,414.61	145,500.00

Director's Annual Commitment	Requested Amount	Recommended Amount	Directors Recommendation
Sub-Reg. Scholarship & Bursary	\$ 3,000.00		
Youth Travel	\$ 1,500.00		
Totals	\$ 4,500.00	\$ 258,804.79	\$ 153,414.61

ALLOCATED Amounts April 18, 2018	
Total Fund	\$ 150,000.00
Total COMMITTED	\$ 4,500.00
Total Available	\$ 145,500.00
Recommended Amount	\$ 145,500.00
Total	\$ 150,000.00



REPORT

To: Rural Budgets Administration Committee

Date: May 4, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Request for Direction – Volunteer Recognition and Awards Options

RECOMMENDATION(S):

That the Rural Budgets Administration Committee direct staff to include the options for the Volunteer Recognition and Awards, as presented at the 2018 Grants-in-Aid Allocation meetings, in the letters sent out confirming approved allocations for the recipients in Electoral Area B, C, and E; further, that a deadline of June 30, 2018 be included for groups to provide their feedback to Regional District staff.

BACKGROUND/RATIONALE:

At the December 14, 2017 Rural Budgets Administration Committee meeting, staff were directed to provide options regarding Volunteer Recognition and Awards at the Spring Grants-in-Aid allocations meeting. Staff created an Information Sheet (attached) outlining the options and presented it at the meetings held on April 16, 2018 (Area B and C), April 17, 2018 (Area E), and April 18, 2018 (Sub-Regional). The Information Sheet outlined the following options:

Volunteer Banquet:

1. North Peace and South Peace communities bid to host their own volunteer appreciation banquets, with the North and South bidding on alternate years.
2. Discontinue the volunteer appreciation banquet completely.

Awards Recognition:

1. To continue with the current volunteer award selection process, whereas community groups submit volunteer names to be recognized;
2. That volunteer recognition plaques be created for North Peace Volunteers and displayed in the Peace River Regional District Fort St. John office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards;
3. That volunteer recognition plaques be created for South Peace Volunteers and displayed in the Peace River Regional District Dawson Creek office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards;

As a result of the discussion, community groups in Electoral Area B, Electoral Area C, and Electoral Area E West requested they be given the opportunity to bring the information back to their societies for discussion at their next meeting; and once done, provide that feedback to the Regional District. Staff suggested that the letters sent out to the groups confirming their 2018 GIA Allocation amounts could include this information with a deadline to report back their findings to the Regional District.

Staff Initials: *J. Rickert*

Dept. Head: *J. Morgan*

CAO: *Ch. Birk*

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Area E West community groups suggested that awards for the area could be provided at the Canada Day celebrations in Chetwynd, where the Chamber of Commerce gives out community awards; further that a plaque could be placed in the Chetwynd Rec Centre.

Please note, the South Peace Sub-Regional community groups did not make this same request and did not feel the need to follow the same process; therefore, staff are only suggesting it be included in the letters going out to those community groups that did. RBAC may wish to direct staff to provide this information to all community groups for consistency.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee provide further direction to staff.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time. Financial considerations will be brought forward once information on the preferred options are received from the community groups.

Note that in the past \$6,500 was budgeted annually for the banquet in addition to up to \$4,500 for workshops for community groups that would be held on the same day as the banquet.

COMMUNICATIONS CONSIDERATION(S):

Once ratified, written correspondence will be completed and sent out to the recipients.

OTHER CONSIDERATION(S):

None.

Attachments:

- 1) Information Sheet – Grants-in-Aid Volunteer Recognition



PEACE RIVER REGIONAL DISTRICT Recreation and Cultural Grants-in-Aid

Information Sheet – Grants-in-Aid Volunteer Recognition

BACKGROUND:

At the 2017 GIA allocation meeting, groups in attendance were canvassed to gather their ideas and feedback on how the PRRD could improve on the current Volunteer Appreciation Recognition process, specifically the banquet and the awards; or whether the process should be discontinued completely. Staff circulated 80 surveys in total and of the 42 returned completed, the following are some of the key results:

- 81 % of the surveys indicated the award categories are appropriate;
- 74% of the surveys indicated the Award and Recognition program is valuable, important and should continue;
- 60% of the surveys indicated that banquet would be better attended if it was held every other year;
- Obstacles for attendance were identified as weather and road conditions, distance and travel time, other work/family commitments.

A. VOLUNTEER APPRECIATION BANQUET:

A direct outcome of the above results was the decision made by the Committee to cancel the 2017 Annual Volunteer Banquet; however, the Committee understands the value and importance of volunteers and would like to continue to recognize their dedication, the following options are being presented for discussion.

Option 1: North Peace and South Peace communities bid to host their own volunteer appreciation banquets, with the North and South bidding on alternate years.

Suggested items for discussion:

1. How would this be implemented?
2. One banquet held each year, alternating in the North Peace and South Peace, resulting in only volunteers in those specific areas being recognized alternating years?
3. Is there a need for two banquets being held in each area annually?
4. Where do the volunteers from Area E West attend?
5. Are the community groups willing and able to put together an “Expression of Interest”, or “Request for Quotation”, if a bidding process is implemented?
6. When will the event occur?
7. What will the cost be? – *A budget maximum would be set by the Rural Budgets Administration Committee*
8. How will the community groups access the volunteers that are to be invited?
9. How would the successful proponent be chosen? - *This would be set by the Rural Budgets Administration Committee as part of the bid process*

Option 2: Discontinue the volunteer appreciation banquet completely.

Suggested items for discussion:

1. If so, would groups be able to request, as part of their GIA budget request, a certain amount to assist with volunteer recognition?
2. How much could be requested?
3. When would this take effect?

B. AWARD RECOGNITION PROCESS:

At the RBAC meeting held on December 14, 2017, the Committee approved some changes to the Award Process of the GIA policy. The information below outlines the new changes; however, as we move forward on developing a process to implement this, we would like an opportunity to review and discuss some options with you.

Staff were directed to implement the following:

1. To continue with the current volunteer award selection process, whereas community groups submit volunteer names to be recognized;
2. That volunteer recognition plaques be created for North Peace Volunteers and displayed in the Peace River Regional District Fort St. John office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards;
3. That volunteer recognition plaques be created for South Peace Volunteers and displayed in the Peace River Regional District Dawson Creek office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards;

Some items for discussion:

1. Award Nominations are included with the GIA Application packages sent out in November, with a deadline to submit of January 31st; this would allow for the Rural Budgets Administration Committee to adjudicate the nominations and determine award recipients and provide sufficient time for staff to prepare the awards for presentation at each Spring GIA Allocation meeting.
2. Award Nominations are submitted as above, but the recipients receive their award in the mail?
3. If the Volunteer Banquet is bid on and hosted, the proponent works with regional district staff to be able to present the awards at that banquet?
4. Will the categories remain the same or can we add new ones?



REPORT

To: Rural Budgets Administration Committee

Date: May 9, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Chetwynd Library - Development of RFP #2 - Design Services and Cost Estimates

RECOMMENDATION(S):

That the Rural Budgets Administration Committee increase the Chetwynd Library Request for Proposal funding commitment from \$20,000 to \$23,000, from Area E Peace River Agreement Funds (Item 7 Libraries, Museums & Art Galleries), for the purpose of Urban Systems developing a new request for proposals for the Chetwynd Library design.

BACKGROUND/RATIONALE:

At the January 24, 2018 Rural Budgets Administration Committee meeting, \$20,000 was committed from Area E PRA funds to hire Urban Systems to develop a request for proposals (RFP) to seek an engineering firm to provide two design concepts and costs estimates (as part of the proposal submission) for the Chetwynd Library. The Board further approved to direct award a contract to Urban Systems to complete the work required to issue the RFP and assist with the assessment of proposals. Unfortunately only one proposal was received, which was incomplete and did not conform to the requirements of the RFP.

Urban Systems is able to revise the original RFP so that the Regional District may seek out an architectural firm to work with the Advisory Committee, staff and directors to develop two concepts, prepare Class D cost estimates and conduct public engagement to seek feedback. It is likely that the Regional District will receive more than one proposal from qualified architectural firms. The only challenge may be meeting the timelines so that the project can go to assent voting for October 20, 2018.

ALTERNATIVE OPTIONS:

- 1) That the Rural Budgets Administration Committee provide direction to staff.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☒ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☐ Not Applicable to Strategic Plan.

Staff Initials:

Dept. Head:

T. Morgan

CAO:

Ch. Birk

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FINANCIAL CONSIDERATION(S):

\$20,000 from Area E PRA funds were originally budgeted for this project. If the first RFP had been successful, there would have been sufficient funds for the project; however, only \$1,500 remains. Urban Systems has suggested it may require up to an additional \$2,500 for a new RFP, particularly if they assist not only with issuing the RFP but also the evaluations of the proposals. As such, it is recommended to increase the budget to \$23,000.

COMMUNICATIONS CONSIDERATION(S):

An engagement plan will be developed with the successful proponent.

OTHER CONSIDERATION(S):

Proposed Schedule:

Project Task	Proposed Schedule Traditional Procurement
Conceptual Design Phase	
Development of RFP for Architectural Services	May 1 - 18, 2018
Development of RFP for Design Build	N/A
Issuance of RFP for Architectural Services	May 18 th , 2018
Closing of RFP	June 8 th , 2018
Award of RFP to Successful Proponent	June 29 th , 2018

*** Borrowing Bylaw to the Board for July 12, 2018, must be sent to the Ministry by July 20, 2018

Completion of Library Concepts (2) and cost estimates	July 27 th , 2018
Review of Concepts with team members	August 6 th , 2018
Open House with Residents	August 15 th , 2018
Revisions to concepts and cost estimates based on open house feedback	August 22 nd , 2018
Referendum	October, 2018

Detailed Design and Tender Phase	
Completion of Detailed Design, Permits, Tender Documents and Specifications	January, 2019
Issue Tender	February, 2019
Award Tender	March, 2019
Construction Phase	
Construction Commencement	May, 2019
Construction Completion and occupancy	November 2019
Post Construction Phase	
Record Drawings and O& M Manuals	January 2020

Attachments: None.



REPORT

To: Rural Budgets Administration Committee

Date: May 7, 2018

From: Jennifer Rudyk, Finance Clerk

Subject: April 2018 Financial Report

RECOMMENDATION(S):

That the Rural Budgets Administration Committee receive the April 2018 Financial Report for information.

BACKGROUND/RATIONALE:

Not applicable.

ALTERNATIVE OPTIONS:

Not applicable.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

Attachments:

- Grants in Aid: Summary of Payables, Youth Travel and Scholarship Information
- Fair Share Commitments
- Peace River Agreement Commitments
- BCR/PRA Commitments
- Reserve Balances
- Loans Fund and Gas Tax Commitments

Staff Initials:

Dept. Head:

CAO:

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 Peace River Regional District Grants-In-Aid Summary of Payables		30-Apr-2018					
Current Year Allocation		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		103,000.00	200,000.00	103,000.00	103,000.00	103,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
		94,608.17	189,845.00	103,000.00	103,000.00	4500.00	
AREA B							
	Big Bam Ski Hill	-				-	-
	Buick Creek Community Club	-	-		-	-	-
	Cache Creek Community Club	-				-	-
	Cecil Lake Rec. Commission	-				-	-
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
-	Golata Creek Recreation Society	-		13,771.76		--	13,771.76
-	Goodlow Community Club	-		38,700.00		--	38,700.00
	Halfway Graham Community Club	-	874.96			-	874.96
	King's Valley Christian Camp	-	-		-	-	-
	Montney Rec. Commission	-	-	-	18,582.00		18,582.00
1,000.00	North Peace 4-H District Council	-	-	-	-	1,000.00	1,000.00
	North Peace Fall Fair Society	-	-	-	535.00	-	535.00
	North Peace Historical Society	-	-	-	-	-	-
	North Peace Light Horse Assn.	-	-			-	-
	North Peace Ride for Disabled		259.51				259.51
	Osborn Community Club	-	6,189.57	1,656.42	0.00	-	7,845.99
	Rose Prairie Curling Society	-	-	1,499.54	4,908.02		6,407.56
	Wonowon Horse Club		35.00		-		35.00
1,000.00	Area B Rural Bursary	-	-	-	-	1,000.00	1,000.00
1,500.00	Youth Travel		-	-	-	1,300.00	1,300.00
4,500.00	Total Area B	-	7,359.04	55,627.72	24,025.02	4,300.00	91,311.78
		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		112,025.88	100,000.00	80,000.00	80,000.00	50,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
AREA C		93,297.04	81,250.00	72,900.86	53,319.11	3,000.00	
	Big Bam Ski Hill	-					-
-	Charlie Lake Community Club	-	9,510.41	7,720.28			17,230.69
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
	Lake Point Golf Club	-			-		
	North Peace 4H District Council	-					-
	North Peace Fall Fair Society	-	-	-	3,096.45		3,096.45
	North Peace Historical Society	53.55	-	-	-		53.55
	North Peace Light Horse Assn.	-	-				-
1,000.00	*Area C Scholarship		-	-	1,000.00	1,000.00	2,000.00
1,000.00	Youth Travel	-	-	-	-	900.00	900.00
3,000.00	Total Area C	53.55	9,510.41	7,720.28	4,096.45	2,900.00	24,280.69

		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		Allocated	Allocated	Allocated	Allocated	Allocated	
AREA E		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	
		103,150.00	102,000.00	102,000.00	102,000.00	3,000.00	
	Camp Emile	1,588.33					1,588.33
	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-
	Chetwynd Electric Eels Swim Assn.	611.40	-	-	5,684.53	-	6,295.93
	Chetwynd Gymkhana	-	-	1,821.16	-	-	1,821.16
	Chetwynd Rod & Gun Club	-	-	-	-	-	-
	Chewtynd Social Planning Society	-	-	-	-	-	-
	Chetwynd Horse Club Society				761.25		761.25
	Foothills Team Roping Club	-	-	-	-	-	-
	Jackfish Community Association	-	-	2,080.56	15,500.00	-	17,580.56
	Little Giants Figure Skating Club	-	-	-	-	-	-
	Little Prairie Heritage Society	1,113.83	-	3,703.68	1,913.97		6,731.48
	Moberly Lake Community Assn.	-	-	1,847.12	973.89	-	2,821.01
	Pine Valley Exhibition Park Soc.	-	-	-	2,235.49	-	2,235.49
	Pine Valley Motor Sports	-	-	-	-	-	-
	Pine Valley Seniors Assn.	-	-	-	-	-	-
	Sagitawa Christian Camping Society	-	854.35			-	854.35
1,000.00	Area E West Bursary	-	-	-	500.00	1,000.00	1,500.00
2,000.00	Youth Travel		-	-	-	2,000.00	2,000.00
3,000.00	Total Area E	3,313.56	854.35	9,452.52	27,569.13	3,000.00	44,189.56
		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		Allocated	Allocated	Allocated	Allocated	Allocated	
SUB-REGIONAL		150,084.00	150,000.00	150,000.00	150,000.00	150,000.00	
		150,084.00	150,000.00	150,049.93	150,000.00	4,500.00	
	ARK - Dawson Creek Youth Centre Society	-	-	-	-		-
	Bessborough Community Club	-	-	-	-		-
	Cutbank Community Club	-	-	-	-		-
	Dawson Creek Sportsman's Club	-	-	-	15,315.15		15,315.15
	Doe River Gymkhana Club			4,047.05			4,047.05
	Doe River Recreation Commission	-	-	-	-		-
	Farmington Community Association	-	-	-	8,315.15		8,315.15
	Groundbirch Rec. Commission	-	-	-	-		-
	Hats n' Chaps Gymkhana	-		6,558.72			6,558.72
	Kilkerran Recreation Commission	-	-		2,000.00		2,000.00
	Kiskatinaw Fall Fair	-	-	-	5,294.02		5,294.02
	McLeod Rec. & Social Services Society	-	-	-	-		-
	Rolla Ratepayers	-	-	-	-		-
	Sunset Prairie Recreation Commission		-	2,123.70	3,801.78		5,925.48
	Swan Lake Enhancement Society	-	-	-	-		-
	Sweetwater 905 Society				225.00		225.00
	Tomslake Community Cultural Assn.	-	-	-	-		-
	Tomslake & District Rec Commission	-	-		-		-
	Tupper Community Club	-	-	-	-		-
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	3,000.00	3,000.00	6,000.00
1,500.00	Youth Travel	-	-	-	-	1,450.00	1,450.00
4,500.00	Total Sub-Regional	-	-	12,729.47	37,951.10	4,450.00	55,130.57
		2014	2015	2016	2017	2018	TOTAL
15,000.00	COMBINED GRAND TOTALS	3,367.11	17,723.80	85,529.99	93,641.70	14,650.00	214,912.60

Youth Travel Recipient Information

Area	Recipient	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018
Area B	Midget Predators Provincials Hockey										150
	NPSS Provincial Curling										50
	High School Rodeo of BC Northern Region	1,000	500			500				500	
	High School Rodeo of BC Northern Region - Megan Smith	500					500				
	U18 Team Tremblay									250	
	U18 Team Boorse									500	
	Mixed Doubles Team Lawrence/Smith									250	
	Team Tremblay Juvenile boys curling (PRA league)	500							500		
	TOTAL granted for year		500	1,500	0	1,500	1,500	1,500	1,500	1,500	1,500
	TOTAL used		500	0	0	500	500	0	500	1,500	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	1,300 *
Area C	Midget Predators Provincials Hockey										50
	NPSS Provincial Curling										50
	Inconnu Swim Club	300		300							
	High School Rodeo of BC Northern Region	2,000	500		500	500		500		500	
	U18 Predators Girls Hockey Team - Provincials									500	
	TOTAL granted for year		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	TOTAL used		500	300	500	500	0	500	0	1,000	100
	BALANCE Remaining		0	0	0	0	0	0	0	0	900 *
Area E	3 Nations Midget Hockey	650			350		300				
	Auroras Speed Skating Club	250			250						
	Chetwynd District Minor Hockey - Lonestar Tier 3 PeeWee Provincials									500	
	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	3,250	250		200	800		1,000	1,000		
	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				
	Taylor Dutka - DC Curling U18 PRA Curling									250	
	Chetwynd Midget Giants	500						500			
	High School Rodeo of BC Northern Region									250	
	Chetwynd U16 Club Volleyball - Chargers	500						500			
	U16 Girls Club VB Chetwynd Raiders	500							500		
	U14 CW Raiders Girls VB									500	
	U17 CW Raiders Girl Club VB									500	
	TOTAL granted for year		2,000	2,000	2,000	2,000	3,005.26	2,000	2,000	2,000	2,000
	TOTAL used for year		1,200	900	2,000	1,400	800	2,000	1,500	2,000	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	2,000 *
Sub-Regional	Midget Predators Provincials Hockey										50
	Northern BC High School Rodeo	2,000			1,000	1,000					
	DC U14 Volleyball Team Dynamite	500							500		
	DCVC U17_18 Girls Vollebay	500							500		
	Juvenile Boys Curling Team (alberta league)	500							500		
	Ron Pettigrew Sr. Boy Basketball									500	
	DC Volleyball Club u15, u16, u17_18									1,000	
	TOTAL granted for year		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
	TOTAL used for year		0	0	1,000	1,000	0	0	1,500	1,500	50
	BALANCE Remaining		0	0	0	0	0	0	0	0	1,450 *

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount	Amount	Date Claimed
			Remaining	
2018		1,000	1,000	
2017	Brittney Hein	1,000	0	14-Aug-17
2016	Kelsey Young	1,000	0	11-Aug-16
2015	Robyn Bickford	1,000	0	25-Aug-15
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	
2018		1,000	1000	
2017	Justin Fehr	1,000	1000	
2016	Rachel Kalkman	1,000	0	25-Aug-16
2015	Kevala Van Voilkenburg	1,000	0	06-Aug-15
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	2,000	

Area E Bursary

Year	Name	Amount	Amount	Date Claimed
			Remaining	
2018		500	500	
2018		500	500	
2017	Kaitlyn Dufresne	500	0	Nov-17
2017	Trevor Andres	500	500	
			0	not claimed rtn to funding area
2016	Courtney Auger	500		
2016	Regan Neuls	500	0	05-Dec-16
2015	Kayla Sanford	500	0	13-Nov-15
2015	Dayton Waldie	500	0	07-Nov-15
2014	Sara Norris	500	0	27-Nov-14
2014	Brittany Andres	500	0	15-Jan-15
TOTAL		1,500	1,500	

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount	Date Claimed
			Remaining	
2018		1,500	1500	
2018		1,500	1500	
2017	Taylor Schweitzer	1,500	1500	
2017	Nadia Richer	1,500	1500	
2016	Ashley Schweitzer	1,500	0	Jan-17
2016	Kalen Dorer	1,500	0	Sep-16
2015	Paula Chudley	1,500	0	31-Aug-15
2015	Ben Van Spronsen	1,500	0	14-Sep-15
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	6,000	

Fair Share Commitments				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
April 2018								
January 1, 2018 opening balance				1,890,070.14	1,781,370.61	3,140,642.86	2,792,605.75	9,604,689.36
Total interest earned (Paid annually)								-
								-
COMMITMENTS	Date Committed	Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B								
Clearview Arena Society; Crawl Space Remediation	Apr 16, 2018	1,000.00						1,000.00
FSJ Library (45,500 in 2018, 2019, 2020)	Nov 16, 2017	167,800.00	31,300.00					136,500.00
NP Cultural Centre (30,000 in 2018, 2019, 2020)	Nov 16, 2017	118,125.00	28,125.00	15,000.00				75,000.00
NP Fall Fair; Display Buildings	May 16, 2013	17,600.00	14,172.26					3,427.74
NP Light Horse Assoc; Indoor Arena Improvements	Mar 15, 2018	15,000.00						15,000.00
Rural Fire Protection Expansion Feasibility (CL)	Feb 16, 2017	10,000.00	8,794.54					1,205.46
Rural Gasification (Includes possible 5k for Blueberry Commune per Apr 16/15)	Oct 20, 2001; Apr 16, 2015	680,000.00	32,367.25					647,632.75
Waste Water Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
		1,009,525.00	114,759.05	15,000.00	-	-	-	879,765.95
Area C								
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	38,350.00						38,350.00
FSJ Airport Sub Water Metering Initiative	Feb 18, 2016	25,000.00	10,177.93					14,822.07
FSJ Library (15,000 in 2018, 2019, 2020)	Nov 16, 2017	60,000.00	15,000.00					45,000.00
NPAS; Airport Swr Pumps & Maintenance	Dec 7, 2015	26,289.38	4,157.98					22,131.40
NP Cultural Centre (14,062 in 2018,2019,2020)	Nov 16, 2017	56,248.00	14,062.00		7,031.00			35,155.00
Rural Fire Protection Feasibility (CL)	Feb 16, 2017	10,000.00	8,750.00					1,250.00
Waste Water Truck Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
		215,887.38	43,397.91	-	7,031.00	-	-	156,708.47
Area D								
Bear Mnt Nordic Ski Assn; Bissette Crk Culvert & Bridge Repair	Mar 16, 2017	30,000.00	27,827.10					2,172.90
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	6,750.00						
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	80,000.00						80,000.00
Electrical Extension Grants	Ongoing	4,000.00				4,000.00		-
Rolla Sewer - Annual Oper. Grant (if required)	Feb 17, 2011	17,500.00						17,500.00
Rural Fire Protection Expansion Feasibility (DC)	Feb 16, 2017	35,000.00	25,000.00					10,000.00
Rural Gasification	Oct 20, 2011	1,000,000.00	58,798.50			-		941,201.50
Swan Lake Weir Aluminum Gates	Oct 20, 2011; Jan 24, 2018	8,133.75	8,133.75					-
		1,181,383.75	119,759.35	-	-	4,000.00	-	1,050,874.40
Area E								
Bear Mnt Nordic Ski Assn; Bissette Crk Culvert & Bridge Repair	Mar 16, 2017	10,000.00	9,275.70					724.30
Camp Sagitawa; Phase 1 Climbing Wall	Feb 20, 2014	20,000.00	1,102.50				1,680.00	17,217.50
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	20,000.00						20,000.00
Little Prairie Heritage Soc; Engineering/Capital Projects	May 16, 2013; Jul 20, 2017	25,000.00	10,132.50					14,867.50
Rural Gasification	Oct 20, 2011	700,000.00	2,417.25					697,582.75
Sunset Pr Rec Comm; Fair Kitchen	May 16, 2013	58,000.00	45,142.91					12,857.09
		833,000.00	68,070.86	-	-	-	1,680.00	763,249.14
Total Fair Share Bank Balance at Month End				1,875,070.14	1,774,339.61	3,136,642.86	2,790,925.75	9,576,978.36
Total Remaining Commitment				879,765.95	156,708.47	1,050,874.40	763,249.14	2,850,597.96
Balance After Remaining Commitments				995,304.19	1,617,631.14	2,085,768.46	2,027,676.61	6,726,380.40
				Area B	Area C	Area D	Area E	

Peace River Agreement Commitments					April 2018	K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2018 Opening Balance						1,228,988.27	1,437,726.56	1,240,094.87	997,874.35	4,904,684.05
Total interest (paid annually)										-
Subscription PRA \$						750,000.00	750,000.00	750,000.00	750,000.00	3,000,000.00
COMMITMENTS	Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year				Remaining Commitment	
Area B										
Cecil Lake Rec Comm; Hall Door & Window Replacement	Aug 17, 2017	5,297.23		3	5,130.67					166.56
CDC Fire Training Centre (4,375/year 2018-2022)	Apr 16, 2018	21,875.00		6						21,875.00
Clearview Arena Society; Concession Area Improvements	Apr 16, 2018	10,490.00		2						10,490.00
Clearview Rec Facility; Property Assessment	Jan 19, 2017	50,000.00	5,400.00	2	624.75					43,975.25
Buick Creek Arena; Insulation/Heating Upgrades	Oct 20, 2016	35,000.00	33,600.00	2						1,400.00
Water Tank Loaders - Potable H2O Stn Upgrade/Develop	Oct 20, 2016; Mar 14	740,160.00	175,211.64	1	195,052.50					369,895.86
		862,822.23			200,807.92	-	-	-	-	447,802.67
Area C										
CDC Fire Training Centre (6,562.50/year 2018-2022)	Apr 16, 2018	32,812.50		6						32,812.50
CL Waste H2O Truck Facility; Bio-solids Mgmt Feas Study	Aug 17, 2017	50,000.00	2,600.00	9		46,700.00				700.00
CL Waste H2O Truck Facility; Reclaimed H2O Feas/"Purple Pipe"	Aug 17, 2017	75,000.00	5,000.00	9		43,100.00				26,900.00
FSJ Airport Sub Water Distribution Maintenance Initiative	Dec 1, 2016	15,000.00	12,000.00	1						3,000.00
		172,812.50				89,800.00				63,412.50
Area D										
CDC; Kiskatinaw Watershed Stewardship (30K/yr 2016-2020)	Dec 17, 2015	150,000.00	60,000.00	4			30,000.00			60,000.00
CDC; New Fire Hall	Apr 16, 2018	600,000.00								600,000.00
CDC Fire Training Centre (15,312.50/year 2018-2022)	Apr 16, 2018	76,562.50		6						76,562.50
CDC; Water Station Upgrade Project	Apr 16, 2018	375,000.00		1						375,000.00
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion	Mar 16, 2017	54,150.00	1,445.55	3						52,704.45
Hats & Chaps Gymkhana Club; Sea Can	Mar 16, 2017	18,750.00	18,750.00	3						-
KL Community Centre Society; Security System Installation	Apr 20, 2017	5,798.00		3			5,798.00			-
KL Sewer; Pump & Alarm System Install; Spare Pump	Feb 18, 2016	22,000.00	12,601.51	9						9,398.49
South Peace Arts Society; Exhibition & Outreach Art Program	Aug 17, 2017	1,500.00	1,500.00	7						-
South Peace Dist Crime Prevention Assn; Signs	Dec 17, 2015	4,375.00	3,909.15	4						465.85
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replace	Jan 19, 2017	5,000.00		4						5,000.00
Year-Round Rec Facility Upgrades within Dawson Creek	Apr 16, 2018	187,500.00		8						187,500.00
		1,313,135.50					35,798.00			1,366,631.29
Area E										
Chetwynd Public Library; Design	Jan 24, 2018	20,000.00		7						20,000.00
Chetwynd Public Library; Exterior Renovation	Dec 7, 2015	100,000.00		7						100,000.00
CDC; Kiskatinaw Watershed Stewardship (10K/yr 2016-2020)	Dec 7, 2015	50,000.00	20,000.00	4				10,000.00		20,000.00
CDC Fire Training Centre (8,750/year 2018-2022)	Apr 16, 2018	43,750.00		6						43,750.00
CDC; Water Station Upgrade Project	Apr 16, 2018	125,000.00		1						125,000.00
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion	Mar 16, 2017	18,050.00		3						18,050.00
Year-Round Rec Facility Upgrades within Dawson Creek	Apr 16, 2018	62,500.00		8						62,500.00
		419,300.00							10,000.00	389,300.00
Total Peace River Agreement GL Balance at Month End						1,778,180.35	2,097,926.56	1,954,296.87	1,737,874.35	7,568,278.13
Total Remaining Commitment						447,802.67	63,412.50	1,366,631.29	389,300.00	2,267,146.46
Balance available after remaining commitments						1,330,377.68	2,034,514.06	587,665.58	1,348,574.35	5,301,131.67
						Area B	Area C	Area D	Area E	
Spending Item Numbers: 1 Potable Water and Water Security/Studies 2 Arenas 3 Halls, Trails and Walking Paths 4 Assistance to Other Organizations 5 Dawson Creek Fire Training Centre 6 Fire Protection 7 Libraries, Museums and Art Galleries 8 Year-Round Recreation Facility Upgrades 9 PRRD Sewer Services Assistance 10 Natural Gas										

BCR/PRA Commitments	Aoril 2018	Area B	Area C	Area D	Area E	Total BCR/PRA
2018 Opening Balance		60,803.14	63,831.84	28,433.99	43,852.53	196,921.50
Interest (Paid Annually)						
<u>Commitments</u>						
Total Commitments		-	-	-	-	-
<u>Expenditures</u>						
Silver Willow 4-H; 2017 Peace Lookout Cleanup			1,500.00			
Total Expenditures		-	1,500.00	-	-	-
Month End GL Balance		60,803.14	62,331.84	28,433.99	43,852.53	195,421.50
Balance available		60,803.14 Area B	62,331.84 Area C	28,433.99 Area D	43,852.53 Area E	195,421.50

All Regional District Reserve Balances as of April 30, 2018

RESERVES

911 Emergency Capital Reserve	\$ 253,030.13
*BCR/PRA	\$ 195,421.50
Buick Creek Arena Capital Reserve	\$ 170,683.40
Buick Creek Arena Operating Res	\$ 79,107.85
Building Reserve	\$ 918,851.45
Charlie Lake Fire Capital Reserve	\$ 652,225.22
Charlie Lake Sewer Capital Reserve	\$ 128,170.34
Charlie Lake Sewer Operating Reserve	\$ 98,963.93
Charlie Lake Sewer Treatment/Disposal	\$ 276,540.58
Charlie Lk Waste Water Truck Facility Res	\$ 125,955.06
Chetwynd Arena Capital Reserve	\$ 1,658,214.34
Chetwynd Leis Cntr Capital Reserve	\$ 1,908,624.38
Chilton Sewer Capital Reserve	\$ 33,260.84
Chilton Sewer Operating Reserve	\$ 28,834.04
Chilton Sewer Debenture Reserve	\$ -
Clearview Arena Operating Reserve	\$ 87,507.10
CL DCC Reserve	\$ 224,340.13
CLFD Fundraising	\$ -
CLFD Operating Reserve	\$ 30,665.76
Comm Parks Water Capital Reserve	\$ -
Comm Parks Water Operating Res	\$ -
*Community Works (Gas Tax)	\$ 2,839,679.04
DC/PC Fire Capital Reserve	\$ 332,952.60
Election Reserve	\$ 79,570.37
Emergency Plan Reserve	\$ 278,791.03
*Fair Share	\$ 9,576,978.36
Feasibility Reserve	\$ 263,295.03
Friesen Sewer Capital Reserve	\$ 5,967.09
Friesen Sewer Operating Reserve	\$ 18,303.52
FSJ Airport Sewer Capital Reserve	\$ 40,239.89
FSJ Airport Sewer Operating Reserve	\$ 49,836.83
FSJ Airport Water Capital Reserve	\$ 14,457.74
FSJ Airport Water Operating Reserve	\$ 28,870.87

Green "Carbon" Project Reserve	\$ 23,855.96
Harp/Imp Sewer Capital Reserve	\$ 13,371.55
Harp/Imp Sewer Operating Reserve	\$ 13,370.85
Information System Plan Reserve	\$ 275,418.60
Insurance Reserve	\$ 478,402.06
Kelly Lake Comm Ctr. Operating Reserve	\$ 26,268.09
Kelly Lake Comm Ctr. Capital Reserve	\$ 23,141.53
Kelly Lake Sewer Capital Reserve	\$ 11,540.89
Kelly Lake Sewer Operating Reserve	\$ 20,704.17
Landfill Closure Reserve	\$ 736,987.77
Medical Scholarship Residency Reserve	\$ 101,121.92
Moberly Lake Fire Capital Reserve	\$ 18,072.23
North Pine TV Reserve	\$ 42,120.21
NP Economic Development Commission	\$ -
NPEDC Spark Conference Res	\$ -
NP Leisure Pool Building Repl Res	\$ 3,018,189.24
NP Leisure Pool Capital Reserve	\$ 648,996.67
*Peace River Agreement	\$ 7,568,278.13
Peace River Agreement Committee Reserve	\$ 1,018,185.92
Regional Parks Capital Reserve	\$ 61,652.03
Regional Parks Operating Reserve	\$ 46,500.04
Rolla Creek Dyke Operating Reserve	\$ 4,676.02
Rolla Sewer Capital Reserve	\$ 10,072.63
Rolla Sewer Operating Reserve	\$ 7,278.26
*Rural (Loan Fund)	\$ 3,783,602.42
Rural Fringe	\$ 1,144,680.64
Solid Waste Capital Reserve	\$ 6,867,143.13
Solid Waste Operating Reserve	\$ 1,044,242.40
Sub-Reg Recreation Insurance Reserve	\$ 114,766.84
Tomslake Fire Reserve	\$ 21,561.10
Vehicle (Admin) Reserve	\$ 165,070.15
Vehicle (BI) Reserve	\$ 7,574.00
Vehicle (SW) Reserve	\$ 99,614.75
TOTAL	\$ 47,815,798.62

*Colour highlighted items are RBAC delegated and have corresponding worksheets attached.

Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Loan Balance
Chetwynd Communications Soc (2018)	275,000.00	275,000.00	27,500.00
NP Farmers Institute; Grain Elevator Upgrades (2021)	300,000.00	300,000.00	195,000.00
Total	575,000.00	575,000.00	222,500.00

Loan Funds Available:	3,277,500.00
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"Grants" from Loan Fund Interest	Committed	Previous Years Paid	Current Year Paid	Remaining
				-
Total	-	-	-	-

Interest Grant Funds Available:	\$506,102.42
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Total RLF Loan & Grant Available:	\$3,783,602.42
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Community Works (Gas Tax) Commitments	Committed	Previous Years Paid	Current Year Paid	Remaining
Buick Creek Arena; Insulation/Heating Upgrades	5,759.44			5,759.44
Kelly Lake Community Centre; Furnaces	10,800.30		10,800.30	-
Kelly Lake Community Centre; Upgrades	50,000.00	48,607.60		1,392.40
Osborn Community Hall; Furnace	5,617.50		5,617.50	-
Sagitawa Christian Camps	35,000.00			35,000.00
Sweetwater Parkland Farmers Institute; Furnace	19,488.00			19,488.00
Waste Water Receiving Facility at Charlie Lk	3,500,000.00	3,300,874.20	135,138.14	63,987.66
Tupper Community Hall; Furnace	10,500.00			10,500.00
				-
Total	\$3,637,165.24	\$3,349,481.80	\$151,555.94	\$136,127.50

Gas Tax Funds Available:	\$2,703,551.54
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Updated: February 15, 2017

RURAL BUDGET ADMINISTRATION COMMITTEE

D I A R Y I T E M S

	<u>Item</u>	<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
1.	Grant-in-Aid	On-going	- Camp Sagitawa funding	March 16, 2017
2.	South Peace Historical Society	On-going	- Director Hiebert to contact the South Peace Historical Society in the Spring of 2018	October 19, 2017
3.	The Kordyban Lodge	On-going	- Investigate the financial state of the Kordyban Lodge (Canadian Cancer Society) to see if the Committee should provide funds	February 15, 2018