



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, January 17, 2019
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC **following the EADC Meeting**

1. **CALL TO ORDER** - Director Hiebert 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 December 20, 2018 (*Pg. 2*)
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **CORRESPONDENCE:**
C-1 December 11, 2018 – Raymond Smith – Electrical Extension Grant Application (*Pg. 7*)
7. **REPORTS:**
R-1 December 31, 2018 – Report from Trish Morgan, GM of Community Services – Grant Request – Sunset Prairie Cemetery Association (*Pg. 8*)
R-2 December 31, 2018 – Report from Trish Morgan, GM of Community Services – Grant Request – Tomslake and District Recreation Commission (*Pg. 16*)
R-3 January 8, 2019 – Report from Trish Morgan, GM of Community Services – Funding Commitment for a New Chetwynd Library (*Pg. 24*)
R-4 December 11, 2018 – Report from Trish Morgan, GM of Community Services – Rural Loan Request – Whiskey Jack Nordic Ski Club (*Pg. 26*)
R-5 January 10, 2019 – Report from Lyle Smith, Chief Financial Officer – December 2018 Interim Financial Report (*Pg. 61*)
8. **DISCUSSION ITEMS:**
9. **NEW BUSINESS:**
10. **COMMUNICATIONS:**
11. **DIARY:**
DIA-1 Diary Items (*Pg. 71*)
12. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING

MINUTES

DATE: Thursday, December 20, 2018

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Sperling, Meeting Chair
 Director Hiebert
 Director Rose
 Director Goodings (via phone)

Staff

Shawn Dahlen, Acting Chief Administrative Officer
 Lyle Smith, Chief Financial Officer
 Trish Morgan, General Manager of Community Services
 Crystal Brown, Electoral Area Manager
 Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 11:28 am.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Goodings Grant application.

ADOPTION OF AGENDA:

MOVED by Director Hiebert, SECONDED by Director Rose,
 That the Rural Budgets Administration Committee agenda for the December 20, 2018
 meeting be adopted as amended to include Director's new business:

1. **CALL TO ORDER** - Director Sperling to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
 Director Goodings - Grant application
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 M-1 Rural Budgets Administration Committee Meeting Minutes of November 13,
 2018
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
 - R-1 November 7, 2018 – Report from Trish Morgan, GM of Community Services –
 Grant-in-Aid – 2014 Unspent Funds
 - R-2 December 6, 2018 – Report from Trish Morgan, GM of Community Services –
 Grant Request – Peace View Cemetery Committee
 - R-3 December 10, 2018 – Report from Trish Morgan, GM of Community Services –
 Grant Request – South Peace District Crime Prevention Association
 - R-4 December 10, 2018 – Report from Trish Morgan, GM Community Services -
 Youth Travel Request – Chetwynd Secondary Senior Boys Volleyball Team

ADOPTION OF AGENDA (CONTINUED)

- R-5 December 10, 2018 – Report from Trish Morgan, GM of Community Services - Youth Travel Request – Dawson Creek Secondary Grade 9 Girls Volleyball Team
- R-6 December 10, 2018 – Report from Paulo Eichelberger, GM of Environmental Services – Area B Bulk Loading and Potable Water Construction Update
- R-7 December 3, 2018 – Report from Trish Morgan, GM of Community Services – Grant Request – Northern Co-Hort, Northern Environmental Action Team
- R-8 December 6, 2018 – Report from Jennifer Rudyk, Finance Coordinator – November 2018 Financial Report
- 9. DISCUSSION ITEMS:**
 - DI-1 Unspent Grant Funds
 - DI-2 Peace River Agreement Allocation Review
 - DI-3 Economic Development
- 10. NEW BUSINESS:**
- 11. COMMUNICATIONS:**
- 12. DIARY:**
 - DIA-1 Diary Items
- 13. ADJOURNMENT:**

CARRIED**ADOPTION OF MINUTES:**

M-1 MOVED by Director Hiebert, SECONDED by Director Rose,
RBAC Minutes That the Rural Budgets Administration Committee Meeting Minutes of November 13, 2018 be adopted.

CARRIED**BUSINESS ARISING FROM THE MINUTES:**

BA-1 The Electoral Area Manager discussed Director questions regarding November 2018's
Nov 2018 Financial RBAC Financial report:
Report

- Fort St. John Grad Fest
- North Peace Historical Society Funds
- Sportsman Club Funding Commitment

DELEGATIONS: None.**CORRESPONDENCE:** None.**REPORTS:**

R-1 MOVED by Director Rose, SECONDED by Director Hiebert,
Nov. 7/18 - Grant-in- That the Rural Budgets Administration Committee authorize the remaining unspent
Aid – 2014 Unspent funds, in the amount of \$53.55, allocated to North Peace Historical Society as part of
Funds their 2014 Grants-in-Aid allocation, be returned to the funding area and used to
reduce the tax requisition in 2019.

CARRIED

R-2 MOVED by Director Hiebert, SECONDED by Director Rose,
Dec. 6/18 - Grant That the Rural Budgets Administration Committee deny the grant request from the
Request – Peace View Peace View Cemetery Committee, as all cemetery funding budgeted for Electoral
Cemetery Committee Area D in 2018 has been committed and is no longer available.

CARRIED

- | | |
|--|--|
| R-2 (continued) | <p>MOVED by Director Hiebert, SECONDED by Director Goodings</p> <p>That the Rural Budgets Administration Committee send a letter to the Peace View Cemetery Committee advising that they can reapply in 2019 for the \$3,000 grant, to assist with repairs to sunken gravestones and grave covers, that was denied at the December 20, 2018 RBAC Meeting.</p> <p style="text-align: right;">CARRIED</p> |
| R-3
Dec. 10/18 - Grant Request – South Peace District Crime Prevention Association | <p>MOVED by Director Hiebert, SECONDED by Director Rose,</p> <p>That the Rural Budget Administration Committee authorize a grant in the amount of \$1,400 payable from Electoral Area D, Peace River Agreements Spending Item #4 – Assistance to Other Organizations, to the South Peace District Crime Prevention Association for their 2018 annual subscription fee for the One Call Now notification system.</p> <p style="text-align: right;">CARRIED</p> |
| | <p>MOVED by Director Hiebert, SECONDED by Director Rose,</p> <p>That the Rural Budget Administration Committee approve a three year grant in the amount of \$1,400 per year, beginning in 2019, to the South Peace District Crime Prevention Association, payable from Electoral Area D, Peace River Agreements Spending Item #4 - Assistance to Other Organizations.</p> <p style="text-align: right;">CARRIED</p> |
| R-4
Dec. 10/18 - Youth Travel Request – Chetwynd Secondary Senior Boys Volleyball Team | <p>MOVED by Director Rose, SECONDED by Director Hiebert,</p> <p>That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$150, payable from Electoral Area E Grants-in-Aid, for the Chetwynd Secondary School Senior Boys Volleyball team to assist with the costs to attend provincials that were held in Prince George from November 22 – 24, 2018.</p> <p style="text-align: right;">CARRIED</p> |
| R-5
Dec. 10/18 - Youth Travel Request – Dawson Creek Secondary Grade 9 Girls Volleyball | <p>MOVED by Director Hiebert, SECONDED by Director Rose,</p> <p>That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$250, payable from Sub-Regional Grants-in-Aid, for the Dawson Creek Secondary Grade 9 Girls Volleyball team to assist with the costs to attend provincials that were held in Surrey, BC from November 16-17, 2018.</p> <p style="text-align: right;">CARRIED</p> |
| R-6
Dec. 10/18 - Area B Bulk Loading and Potable Water Construction Update | <p>MOVED by Director Goodings, SECONDED by Director Hiebert,</p> <p>That the Rural Budgets Administration Committee receive the December 10, 2018 report titled “Area B Bulk Loading and Potable Water Construction Update” for information.</p> <p style="text-align: right;">CARRIED</p> |
| R-7
Dec. 3/18 - Grant Request – Northern Co-Hort, Northern Environmental Action Team | <p>MOVED by Director Goodings, SECONDED by Director Hiebert,</p> <p>That Rural Budgets Administration Committee approve the \$2,000 grant request from Northern Environmental Action Team, Northern Co- Hort to host a two day workshop on Farm Business Management and Co-op Development, with \$1000 payable from Area B BC Rail funds, and \$1000 payable from Area C BC Rail funds.</p> <p style="text-align: right;">CARRIED</p> |

R-8
Dec. 6/18 – November
2018 Financial Report

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the November 2018
Financial Report for discussion.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee direct that a report be brought to
a future RBAC Meeting identifying which RBAC funds can be used for economic
development; further that the report outline all the accepted uses of the following
funds:

1. Rural Loan
2. Gas Tax
3. Fair Share
4. Peace River Agreement
5. Community Works
6. BC Rail

CARRIED**DISCUSSION ITEMS:**

DI-1 Unspent Grant
Funds

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee eliminate the option for grant
recipients to apply for the reallocation of their unused Grants-in-Aid funding upon
project completion; further, that any funds left at the end of a project be returned to
the PRRD and included as a surplus, to the original disbursement, account for the
following year.

CARRIED

MOVED Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee prepare documentation regarding
the proposed idea of shortening the timeframe for applicants to use their grant funds
from three years to two, to be dispersed at the 2019 Spring GIA Meeting for
discussion.

CARRIED

DI-2 Peace River
Agreement Allocation
Review

MOVED Director Sperling, SECONDED Director Rose,
That the Rural Budgets Administration Committee request an information report, to
be brought to a future RBAC Meeting, demonstrating what the distribution of Peace
River Agreement (PRA) funds would look like for the Electoral Areas if the municipal
formula were to be applied to them; further, that the report include information on
the process for amending the Electoral Area fund distribution portion of the PRA, and
whether RBAC has the authority to make such a change.

CARRIED

DI-3 Economic
Development

The Committee discussed the Peace River Regional District's economic development
model.

NEW BUSINESS:

NB-1
Grant Application

Director Goodings discussed the Midget Fires grant application status.

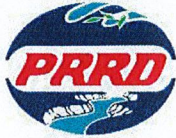
COMMUNICATIONS: None.

DIARY:
DIA -1 No changes were made to the diary.

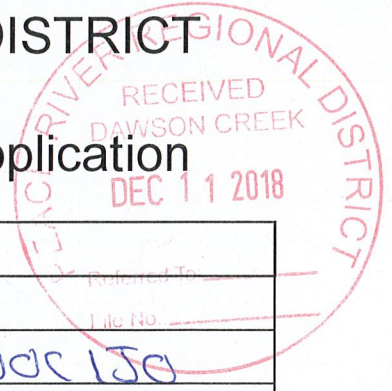
ADJOURNMENT The Chair adjourned the meeting at 12:54 p.m.

Director Sperling, Meeting Chair

Kelsey Bates, Executive Assistant



PEACE RIVER REGIONAL DISTRICT FAIR SHARE Electrical Extension Grant Application



Applicant (Customer) Information	
Property Owner Name	Raymond Smith
Mailing Address	P.B. 2095 Chetwynd, BC V0C 1J0
Telephone Number	1-250-212-2083
Legal Description	Lot 2 District Lot 463 Peace River District PL PGP41324
Electoral Area served	E
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)	<i>[Signature]</i>
Date	Dec 11/18

Funding assistance will be limited to hydro main line extension costs (including GST) on public maintained roads to serve residential customers (excluding subdivisions).	\$ 6,364.00
Minus	\$ 1,000
Difference	\$5,364.00 A
Line A \$5,364.00 x 50% =	\$2,682.00 B
Maximum Grant	\$ 4,000 C
Lesser of B and C (Grant requested)	\$ 2,682.00 D

For BC Hydro Use Only Application completed by	
BC Hydro Representative name: Shelby Montgomery	Phone Number: 250-795-3066
BC Hydro Reference No. 0004195554	
Date: November 02 2018	
For Regional District Use Only	
Approved by Electoral Area Director	Date: Dec 11/18 Initials: <i>[Signature]</i>
Date cheque released to applicant (customer)	
Approved by RBAC	

Dec. 31, 2018 - This application has been reviewed by staff and moved forward to the RBAC agenda for the meeting being held on January 17, 2019.



REPORT

To: Rural Budgets Administration Committee

Date: December 31, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Grant Request – Sunset Prairie Cemetery Association

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,200, payable from Electoral Area E, Cemetery Grants (2018 budget), to the Sunset Prairie Cemetery Association for the purposes of annual maintenance and upkeep of the grounds at the Sunset Prairie Cemetery.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize a multi-year grant in the amount of \$1,240 to the Sunset Prairie Cemetery, for three years beginning in 2019, payable from, Electoral Area E, Cemetery Grants.

BACKGROUND/RATIONALE:

Sunset Prairie Cemetery Association is requesting grant funding to assist with the expenses associated with the annual care and maintenance of the grounds at Sunset Prairie Cemetery. Maintenance of the cemetery is completed during the spring and summer months by various community volunteers. The Regional District has provided grant funding to Sunset Prairie Cemetery Association for these purposes since 2005.

Staff notes that the recommended grant amount of \$1,200 coincides with the amount that has been earmarked for this cemetery, as per the Cemetery Grant funding in the 2018 Financial Plan. Cemetery grant applications may be considered for multi-year grant commitments as per the Blanket Grant Application Policy.

Sunset Prairie Cemetery Association is a registered not-for-profit society in good standing with the *Societies Act*. This request meets the criteria as outlined in the attached Cemetery Funding Policy.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant application from Sunset Prairie Cemetery Association.
2. That the Rural Budgets Administration Committee provide further direction.

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.

Staff Initials:

Dept. Head:

T. Morgan

CAO:

A. M.

Page 1 of 2

- ☐ 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):

- \$5,500 is budgeted in the 2018 Financial Plan under Electoral Area E, Cemetery Grants, of which \$1,200 has been earmarked for the Sunset Prairie Cemetery.
- If approved, funding will be made payable to Sunset Prairie Cemetery Association.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the Committee's decision and, if approved, advised of the Regional District's Funding Recognition Guidelines.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Cemetery Grant Policy



PEACE RIVER REGIONAL DISTRICT



GRANT APPLICATION FORM

Society #: 5-0051417

Community Club or Group Name: SUNSET PRAIRIE CEMETERY ASSOCIATION

Mailing Address: Box 289

City: SUNSET PRAIRIE B.C.

Postal Code: V0C 2S0

Civic Address: 6016 - 261 ROAD

Contact Person: SHIRLEY SMITHARD

Alternate Person: JAMES NEIL

Tel: 250-843-7222

Tel: 250-843-7323

Fax:

Fax:

Email: tri-54@hotmail.com

Email:

CLUB EXECUTIVES

PROJECT COSTS

President: JAMES NEIL

Total Cost of Project: \$1240.00

Vice President: MARY ANN SMITHARD

Amount Requested per YEAR

Treasurer: SHIRLEY SMITHARD

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.

-We hire a summer person to cut the lawn and trim the hedge at the Sunset Prairie Cemetery each year. They keep it groomed and tidy all summer. All other work is done by community volunteers.

-As we are a nonprofit organization and do not charge for an interment, the only funds we receive are the odd donation and grant money from Regional District to keep our cemetery in good standing.

-The \$40 is to cover the cost of filing on line of our Annual Society Report that is now required.

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

Signature of Applicant:

Date:

For Office Use Only

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

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.fs@prrd.bc.ca

Sunset Prairie Cemetery 2018 Financial Statement

Asset

Chequing	\$2564.61
Savings	\$44.33

Total Assets	\$2608.94
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Expenses

Kathy Felhauer	\$1200.00 (Grounds Keeper)
Filing fees	\$80.00
Society Act Costs	\$174.39 **
Bank Service Charges	\$33.00

Total Expenses	\$1487.39
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** Costs incurred to upgrade our society act

PROJECT BUDGET

2018 – 2021

Expected Expenses per year

Grounds Maintenance person	\$1200.00
Society Filing Fees	\$ 40.00
Bank Fees	\$ 36.00
 Total for year	 \$1276.00

Expected Income per year

Regional District	\$1240.00
Donations	?

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: December 31, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Grant Request – Tomslake and District Recreation Commission

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,200, payable from Electoral Area D, Cemetery Grants (2018), to the Tomslake and District Recreation Commission for the purposes of annual maintenance and upkeep of the Tomslake Cemetery.

BACKGROUND/RATIONALE:

Tomslake and District Recreation Commission (TLDR) is requesting grant support to assist with the expenses associated with the annual care and maintenance of the Tomslake Cemetery. The majority of this work is done between the months of May through September. The Regional District has provided grant funding to TLDR for these purposes since 2007.

TLDR is a registered not-for-profit society in good standing with the *BC Societies Act*. This request meets the criteria as outlined in the attached Cemetery Funding Policy.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant application from Tomslake and District Recreation Commission.
2. That the Rural Budgets Administration Committee provide further direction.

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):

- \$5,000 is budgeted in the 2018 Financial Plan under Electoral Area D, Cemetery Grants, of which \$1,200 has been earmarked for the Tomslake Cemetery.

Staff Initials:

Dept. Head:

T. Morgan

CAO:

A. M.

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- If approved, funding will be made payable to Tomslake and District Recreation Commission.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised in writing as per the outcome of their grant application.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Cemetery Grant Policy



PEACE RIVER REGIONAL DISTRICT

**GRANT APPLICATION FORM**Society #: **S-0012259**Community Club or Group Name: **TOMSLAKE & DISTRICT RECREATION COMMISSION**Mailing Address: **Box 47**City: **TOMSLAKE****B.C.**Postal Code: **V0A 2L0**

Civic Address:

Contact Person: **ART SEIDL**Alternate Person: **ERNIE HELLER**Tel: **786-5558**Tel: **786-5858**Fax: **—**Fax: **—**Email: **jaseidl@hotmail.com**Email: **—****CLUB EXECUTIVES**President: **ART SEIDL**Vice President: **ED McCULLOUGH**Treasurer: **ERNIE HELLER****PROJECT COSTS**Total Cost of Project: **\$1500.00**Amount Requested per year: **\$1200.00**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.**ANNUAL CEMETERY MAINTANENCE & UPKEEP, MAY - SEPT 2018****ATTACHMENTS REQUIRED:**

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

CONTRACTED OUT.Signature of Applicant: **Art Seidl**Date: **Dec 19 2018****For Office Use Only**Fair Share: B ☐ C ☐ D ☐ E ☐Gas Tax: ☐PRA: B ☐ C ☐ D ☐ E ☐Other: ☒ Area D Cemetery GrantBCR/PRA: B ☐ C ☐ D ☐ E ☐**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.fs@prrd.bc.ca

Annie Ross
15450 213 Road
Tomslake, BC

Date: October 15, 2018
INVOICE # 01

To Tomslake & Dist Recreation Commission
PO Box 47
Tomslake, BC
V0C 2L0

Salesperson

Job

Payment Terms

Due Date

Due on receipt

Qty

Description

Unit Price

Line Total

1

Cemetery Maintenance for Summer 2018

\$1200.00

\$1200.00

Subtotal

Sales Tax

Total

\$1200.00

Thank you for your business!

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	0340-30-10
Section:	Grant Administration	Issued:	
Subject:	Blanket Grant Application Process	Effective:	February 8, 2018
Board Resolution # and Date:	RD/18/02/20	Page:	1 of 4
		Replaces:	
Issued by:	General Manager of Community Services	Dated:	February 8, 2018
Approved by:	CAO		

1. POLICY

- 1.1 All external organizations receiving grants from the Peace River Regional District, must complete a Peace River Regional District grant application consisting of:
 - a) Organization name
 - b) Organization address
 - c) Primary contact information for the organization
 - d) Society incorporation number
 - e) Amount requested
 - f) Reason for grant request
 - g) Project or event budget
 - h) Current financial statements
- 1.2 The Regional Board or the Rural Budgets Administration Committee may develop and approve individual grant funding programs with guidelines specific to those programs, so long as the guidelines do not contravene this policy. Additional information may be requested under individual grant program guidelines.
- 1.3 Grant payments to organizations will not be processed unless a grant application has been received and approved by the appropriate approving authority being either the Regional Board or the Rural Budgets Administration Committee.
- 1.4 The Regional Board or the Rural Budgets Administration Committee may approve multi-year grant funding commitments up to a maximum of 3 consecutive years.
- 1.5 The Regional Board or the Rural Budgets Administration Committee must evaluate organizations receiving grants for more than three consecutive years and in excess of \$50,000 per year, to determine whether a service function should be established to provide ongoing operational funding beyond five years.
- 1.6 That all organizations approved for a grant, will receive a letter outlining the conditions of the grant and reporting requirements within 30 days of approval.

Subject: Blanket Grant App Process	Policy #: 0340_30_10	Page: 2 of 4
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- 1.7 That all organizations that are not approved for a grant will receive a letter within 30 days of being declined.
- 1.8 Organizations approved for multi-year grants must submit on an annual basis a report which includes the following:
 - a. if the project was completed (where applicable)
 - b. if all funds were spent and if not, their plans to spend remaining funds
 - c. participation numbers (if applicable)
 - d. a photo
- 1.9 That failure to abide by the conditions of the grant and/or reporting requirements may result in the one or more of the following:
 - a. grant claims being denied
 - b. organizations being required to repay grants
 - c. cancellation of future funding commitments

2. PURPOSE

- 2.1 To ensure that all organizations applying for grants from the Regional District will be treated fairly and consistently throughout the application process and regardless of the type of grant they are applying for.
- 2.2 To ensure that the Regional Board or the Rural Budgets Administration receive information needed to objectively determine whether a grant will be provided.
- 2.3 To ensure collection of adequate and consistent records of grants applied for and approved by the Regional Board or the Rural Budgets Administration.
- 2.4 That organizations receiving funds from the Regional District have a clear understanding of how and why they receive them;
- 2.5 That the Regional District receives follow-up information on how funds are spent for every grant provided that will assist in determining whether future funding should be considered and the impact of taxpayers' dollars spent supporting community initiatives;
- 2.6 That the Board consider whether a service function should be established for organizations receiving funds as a budgeted line item for five consecutive years.

3. SCOPE

- 3.1 The “Blanket Grant Application Process” policy applies to all grant applications.

4. RESPONSIBILITY

- 4.1 The Chief Financial Officer and General Manager of Community Services are responsible to ensure that all grants provided follow the minimum standards set by the “Blanket Grant Application Process.”

5. DEFINITIONS

- 5.1 GRANT: Is any sum of money provided by the Regional District to an organization for the purpose of assisting the organization with hosting an event or conducting a project that benefits the organization and/or community at large.
- 5.2 SPONSORSHIP: Is considered a request for a grant.
- 5.3 APPLICATION: Is a formal written request for grant funding.
- 5.4 OPERATIONAL FUNDING: Is funding provided to support general operations such as rent or mortgage payments, wages and overhead, advertising and marketing, etc.
- 5.5 SERVICE AREA: Is the establishment of a service through an approval process defined under the *Local Government Act*, to provide annual funding to support an organization.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.1 This policy applies to existing and future grant programs including but not limited to:
- a. Rural Recreational and Cultural Grants-in-Aid
 - b. Search and Rescue Grants-in-Aid
 - c. Recreational Trails Grants-in-Aid
 - d. Regional Grants to Community Organizations
 - e. Rural Gas Tax Grants
 - f. Fair Share Grants
 - g. Peace River Agreement Grants
 - h. Economic Development Grants
 - i. Cemeteries Grants
 - j. Regional Recreation Grants

7. PROCEDURE

- 7.1 All grant application forms, policies and guidelines will be made available to organizations on the Regional District website or by request by email, in-person or by phone.
- 7.2 Upon receipt of a grant application by the Regional District, staff will forward applications to the Community Services Department for review.
- 7.3 Community Services staff will:
 - a. review and assess all applications to ensure they meet program guidelines and policies
 - b. determine which grant program the application is best suited
 - c. endeavour to work with organizations to request that they submit missing information prior to submission to the Regional Board or the Rural Budgets Administration Committee for consideration
 - d. submit a report to the Regional Board or Rural Budgets Administration Committee (or the applicable committee to make recommendation to the Board) with the grant application
- 7.4 Upon approval of grants by the Regional Board or Rural Budgets Administration Committee, successful applicants will be provided a letter outlining:
 - a. conditions of the grant
 - b. reporting requirements
 - c. claim procedures (where applicable)
 - d. deadline for claiming the grant (where applicable)
 - e. recognition requirements
- 7.5 Unsuccessful applicants will be provided a letter in writing with the resolution from the Regional Board or Rural Budgets Administration Committee.
- 7.6 The Community Services and Financial Services departments will keep accurate records of all grant applications, approvals, claims and payments.



REPORT

To: Rural Budgets Administration Committee

Date: January 8, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Funding Commitment for a New Library in Chetwynd

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a funding commitment of \$500,000 from Electoral Area E, Peace River Agreement funds (spending item 7 – Libraries, Museums & Art Galleries) for the purpose of constructing a new library in Chetwynd.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee cancel the commitment of \$100,000 for the Chetwynd Library Exterior Renovation from Electoral Area E, Peace River Agreement funds (spending item 7 – Libraries, Museums & Art Galleries) as this project will not be moving forward at this time.

BACKGROUND/RATIONALE:

In 2016 and 2017, at the request of the District of Chetwynd and the Chetwynd Library Board, the Peace River Regional District examined options to either upgrade the current library or build a new library in Chetwynd. Funds were budgeted by the Regional District to conduct a high level feasibility study, which included forming an Advisory Committee and hiring a consultant specializing in library services to lead the project. The study was completed, and the final report was presented in a plenary session to the Peace River Regional District board members and District of Chetwynd Mayor and Council.

It was determined through the 2017 feasibility study that a new facility was needed, and in mid-2018, an architect was hired to develop a concept and to provide preliminary Class 'D' estimates for the construction of the facility.

The PRRD is applying for the Investing in Canada Infrastructure Program – Rural and Northern Communities (RNC) which will fund infrastructure projects that support the unique challenges faced by rural communities. The RNC will fund projects that are community-oriented, non-commercial in nature, and open for use of the public, and be reflective of community need.

The RNC provides up to 90% funding for eligible capital, with no upper limit on funding amounts. The District of Chetwynd has committed \$300,000 and the Chetwynd Library Board has committed \$500,000. An additional \$500,000 from Area E will help to show the commitment to the project – note that this is in addition to \$248,000 that is already committed for design and engineering for the project.

The deadline for the application intake is January 23, 2019.

Staff Initials:

Dept. Head: *T. Morgan*

CAO: *A. [Signature]*

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ALTERNATIVE OPTIONS:

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

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.

FINANCIAL CONSIDERATION(S):

A Class 'D' estimate was completed by a quantity surveyor on December 11, 2018 at a total estimated cost of \$8,309,500. This grant will fund up to 90% of the total eligible costs, and so the Peace River Regional District can apply for a grant of up to \$7,478,550.

Funding currently committed to the construction of the facility:

- District of Chetwynd = \$300,000
- Chetwynd Library Board = \$500,000
- Area E Peace River Agreement = \$248,000 (design and engineering)

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None.



REPORT

To: Rural Budgets Administration Committee

Date: December 11, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Rural Loan Request – Whiskey Jack Nordic Ski Club

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a loan, with a term of 10 years, in the amount of \$181,000 from the Rural Loans Fund, payable to Whiskey Jack Nordic Ski Club for the building of a day lodge in Beatton Park; further, that this loan be contingent on the approval of Whiskey Jack Nordic Ski Club's grant application to the Investing in Canada Infrastructure Program.

BACKGROUND/RATIONALE:

The Whiskey Jack Nordic Ski Club (WJNSC) is building a day lodge in order to support and complement their existing recreational trails in Beatton Park. The total cost for this project is \$575,000, and in order to raise funds, WJNSC has been busy applying for numerous grants to raise enough revenue to support the project (see attached revenue outline). WJNSC will apply for a grant from the Investing in Canada Infrastructure Program (ICIP), which has a deadline of January 23, 2019, for a major portion of this project. One of the requirements of the ICIP grant application process is that WJNSC must be able to demonstrate they have 35% (\$201,250) of the total cost (\$575,000) of the project secured at the time of application. Under the ICIP grant program, grant funding may be provided up to 65% of the total project cost, which in this case is \$373,750. WJNSC has \$24,072 in place, a portion of the remaining \$201,250 (35%), and is asking the Rural Budgets Administration Committee to approve a Rural Loan in the amount of \$181,000.

It is the intention of WJNSC to use this funding, if approved, as the leverage only, they have no intention to have to draw on the loan; therefore staff recommend that this be placed as a condition that they will not draw on the loan. Staff note that WJNSC has applied for \$20,000 from the Regional Trails GIA to support this program. WJNSC is a not-for-profit society in good standing with the *BC Societies Act*.

The Rural Loans Fund was made available through the Infrastructure Service grant of \$3.5 million that was provided by the Province of BC in March of 2005.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the request for a rural loan from Whiskey Jack Nordic Ski Club and provide further direction.

Staff Initials:

Dept. Head: 

CAO: 

Page 1 of 3

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):

- All loans will be charged at a rate of one percent (1%) above the interest earned rate at the time of the loan in order to offset the loss of revenue, in accordance with the Rural Loan Fund Policy.
- Repayment of loans must be made by payment as set out in a formal loan agreement with the recipient non-profit society.
- As of November 30, 2018 the balance of the Rural Loan Fund was \$3,322,500.
- Below is a breakdown of WJNSC's anticipated revenue sources if they are successful with all of their grant applications to various programs.

Funder	Confirmed	Requested Amount
Northern Development Initiative Trust		50,000
Peace River Regional District: Rec/Trails grant		20,000
BC Gaming Grant 2018 (pit toilet)	Y	12,574.38
BC Rural Dividend		10,000
BC Gaming Grant 2019 (day lodge)		88,500
Whiskey Jack Nordic Ski Club (various fundraising efforts throughout 2018-2020)		11,517.78
Community, Culture and Recreation Program		370,000
WJNSC in-kind (project management)		4,250
Corporate		5,000
Other In Kind		2,500
TOTAL		\$574,342.16

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the decision of the Committee.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Policy
3. Whiskey Jack Business Plan



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: Community Club or Group Name: Mailing Address: City: Postal Code: Civic Address: Contact Person: Alternate Person: Tel: Tel: Fax: Fax: Email: Email:

CLUB EXECUTIVES

President: Vice President: Treasurer:

PROJECT COSTS

Total Cost of Project: Amount Requested per year:

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.*

ATTACHMENTS REQUIRED:

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

Signature of Applicant: _____

Date: _____

For Office Use OnlyFair Share: B ☐ C ☐ D ☐ E ☐PRA: B ☐ C ☐ D ☐ E ☐BCR/PRA: B ☐ C ☐ D ☐ E ☐Gas Tax: ☐Other: ☒ Rural Loan Fund _____

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

The Whiskey Jack Nordic Ski Club is planning a day lodge in Beaton Provincial Park. The day lodge has been a point of discussion for many years and has consistently come up as an asset to the cross country ski experience for skiers and outdoor recreation enthusiasts in the North Peace. The day lodge, as per attached documents, will be accessible to persons with disabilities and will be made available to community groups throughout the North Peace. School groups and corporate rentals will also contribute to a potential revenue stream for the club.

However, as many funding agencies, particularly those who are offering a higher amount for infrastructure projects, require a certain amount of matching funding at the time of application. For this \$575,000 project the Investing in Canada Program (ICIP) will grant up to 65% or \$370,000 but we need to prove that we have the remaining 35% or \$205,000 in hand. It comes down to the ability to finance payments as the project proceeds, as when a claim is made, ICIP will only pay out 65% of the claim when 100% of the invoice needs payment. There is also a Gaming Grant which requires 50% matching funds in place at the time of application, so a guarantee of funding or financing needs to be in place. Given these two grants specifically, it is entirely possible that we will get 100% of our funding before construction would begin, and we do have other grants submitted from which we will not hear back in time for the ICIP deadline of January 23, 2019. We are looking to the PRRD to provide us with a loan, which we may not end up using, but will aid us in these two grant applications. In discussions with the ICIP people, the day lodge project checks all their boxes for the right project.

REVENUE - DAY LODGE

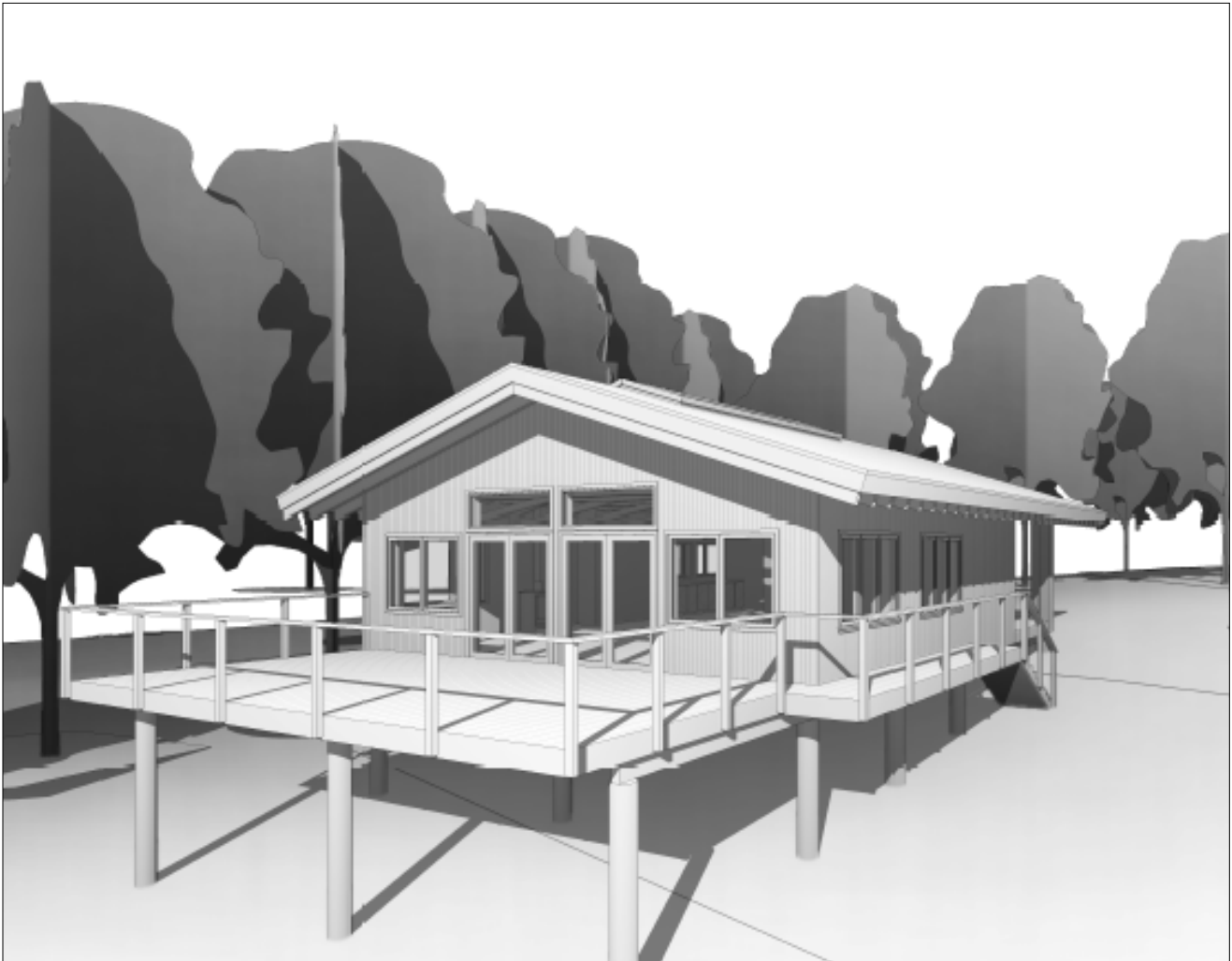
Funder	Confirmed	Requested Amount	Actual Amount	Notes	
Northern Development Initiative Trust		50,000		Submitted Fall 2018	
Peace River Regional District: Rec/Trails grant		20,000		Submitted November 2018	
BC Gaming Grant 2018 (pit toilet)	Y	12,574.38	12,500.00	Application deadline July 2018	APPROVED
BC Rural Dividend		10,000		Submitted July 2018	
BC Gaming Grant 2019 (day lodge)		88,500		Deadline July 2019	
Whiskey Jack Nordic Ski Club (various fundraising efforts throughout 2018-2020)		11,517.78		Ongoing fundraising	
Community, Culture and Recreation Program		370,000		Application deadline January 23, 2019	
WJNSC in-kind (project management)		4,250		Includes contingency	
Corporate		5,000		Ongoing application intakes	
Other In Kind		2,500		As project proceeds	
TOTAL		\$574,342.16			

Funder	
Northern Development Initiative Trust	
Peace River Regional District: Rec/Trails grant	
BC Gaming Grant 2018 (pit toilet)	
BC Rural Dividend	
BC Gaming Grant 2019 (day lodge)	
Whiskey Jack Nordic Ski Club (various fundraising efforts throughout 2018-2020)	
Community, Culture and Recreation Program	
WJNSC in-kind (project management)	
Corporate	
Other In Kind	
TOTAL	

Day Lodge, Pit Toilet and Accessible Connecting Path WHISKEY JACK NORDIC SKI CLUB

Item	Amount	Unit Cost	Cost	GST	PST	Notes
Pit toilet	1	5,200.00	5,200.00	260.00	364.00	Ennadai - preferred quote
Shipping, unloading and install of pit toilet kit			3,280.00	164.00		
Installation of pit toilet: Labour			4,800.00	240.00		Northern Waste Water Systems
Materials			3,200.00	160.00	224.00	
Site prep			500.00	25.00		
Archeological supervision of excavation - pit toilet	1 x day		272.00	13.60		Sites N Sounds
Archeologist travel to site	10h		1,000.00	50.00		Prince George to FSJ return
stain, paint - pit toilet			240.00	12.00	16.80	
Signage for pit toilet	3	50	150.00	7.50	10.50	Edley Signs
Design and planning fees for accessible path			4,000	200.00		Urban Systems
Day Lodge:						
Geo Tech report			3,000	150.00		Northern Geo
Sub contractor for Geo Tech			2,415	120.75		
Architect's fees Phase 2			21,156.00	1,057.80		Laura Killam Architecture
Architect Travel to Site	6	500.00	3,000.00			Average airfare YVR to YXJ
Engineer's fees Phase 2			4,750.00	237.50		Aspect Engineers
Engineer field reviews			2,500.00			
Engineer site visit	1	500.00	500.00			
Engineer travel rate		1,300.00	1,300.00	65.00		
Permit fee (PRRD)			2,099.17			
Project Management - WJNSC	17w	25.00	4,250.00			In kind/est. 6 month construction sched. 2hrs/day
Construction quote			379,407.00	18,970.35		Haab Homes
Signage: Lodge Sign (Donor sign)	1	2,000.00	2,000.00	100.00		Est. only
New info sign inside trailhead	1	500.00	500.00	25.00		Est. only
Posts for info sign	2	30.00	60	3.00		Est. only
Misc. signs for inside lodge	10	25.00	250.00	12.50		Est. only
Sponsor sign - inside lodge	1	500.00	500.00	25.00		Est. only
Metal plaque for major donors for rock	1	500.00	500.00	25.00		Est. only
Electrical connection from shop to day lodge	40 meters		5,000	250.00		Est. only (Epscan/Peace North Excavating)
SUB TOTAL			455,829.17	22,174.00	615.30	
GST/PST total - add			22,789.30			
Subtotal			478,618.47			
Contingency 20%			95,723.69			
TOTAL			\$574,342.16			
SUB TOTAL without GST/PST			455,829.17			
Contingency 20%			91,165.83			
TOTAL without GST/PST			\$546,995.00			

Item	Amount	Unit Cost	Cost	GST	PST	Notes

WHISKEY JACK NORDIC SKI CLUB

Day Lodge Project Study

In Beaton Provincial Park
November 30, 2018

WHISKEY JACK NORDIC SKI CLUB

HISTORY OF DAY LODGE PROJECT

2016

In 2016 a visioning activity was conducted by the Whiskey Jack Nordic Ski Club (WJNSC) where the membership identified numerous goals towards which the club should move. Among the goals were a number of items that could be achieved through the existence of a day lodge.

See Appendix A.

Goals

WJNSC is community driven. Although the day lodge will be developed and maintained by the Whiskey Jack Nordic Ski Club it will also benefit to the greater community not only for the membership alone.

Achieving the goals requires a concerted effort to prioritize and plan. Every dollar needed requires planning and extensive fundraising before any shovel hits the ground.

- The WJNSC has prioritized the major capital projects beginning in 2008 with the acquisition of newer sleds and grooming attachments to replace the inefficient old equipment. This project was completed in 2011.
- Planning for trail expansion to widen and expand the existing trail network began in 2011. This project was completed in full in 2013.
- With the growing equipment inventory including rental skis, the need for a storage facility was highlighted as a priority particularly if the WJNSC wished to eventually acquire a larger grooming machine. This project was planned, fund-raised for and was constructed in 2017.
- Planning of a stadium area needed for hosting of ski races (particularly the 2020 BC Winter Games) and kids ski lessons began in 2015/16. This area was completed in 2018.
- These improvements have contributed to a growing children's and youth program and trail use, the current BC Parks hut no longer meets the needs of the club and visitors. Throughout the winter months the park sees several thousand skier visits.

To meet the numerous goals of the skiing and outdoor winter recreation community, as identified in the 2016 survey, the WJNSC has prioritized the building of a day lodge.

The day lodge in Beatton Provincial Park is being planned for construction in the summer/fall of 2020, following the 2020 Games in Fort St. John. Although it would be ideal to have the day lodge in place during the Games, the timing of grants and the amount of funding needed before beginning construction means it will be delayed until after the Games.

See Appendix B.

Life Span of Day Lodge

The day lodge is designed for simplicity both in ongoing and future maintenance expenses. It is a simple, 30x50 structure built on piles to minimize ground disturbance, to avoid being affected by inevitable ground heaving, resulting potential basement issues and to minimize construction costs. It will have steel siding, robust insulation, durable flooring, and ample window light including a skylight.

The day lodge will be connected to the BC Hydro grid and is ready for hydro hookup as the WJNSC recently connected the storage building and ensured there was sufficient power to extend to the day lodge. It is anticipated that minimal electrical use will be required during day time other than for plug in appliances such as a coffee urn. Heat will be derived from an efficient clean burning wood stove utilizing an abundance of available wood.

It was decided that the day lodge would not have running water due to the extra maintenance and costs associated with plumbing and keeping pipes warm in winter and the cost of the construction of a cistern to provide sufficient water supply (there is no piped water service in the area). With the accessible pit toilet being constructed nearby, this was deemed sufficient for skiers and other users of the day lodge. There is an additional existing outhouse within 50 meters of the site.

For future generations it is entirely possible to expand and upgrade to include indoor facilities, including building a stand alone washroom facility but at this time it was determined that the project was more realistic if the overall project was kept to a simple design.

Annual operating costs will be very minimal other than insurance and minor electrical use. The potential for revenue generation is high with anticipated rental income from a wide range of community groups including corporate and FN groups. It is anticipated that a percentage of revenues from the day lodge will be set aside for future maintenance expenses that are over and above minor repairs.

Expense	Amount	Revenue	Amount
Insurance	\$2,000	Corporate rentals	\$3,000
Chimney Cleaning	\$300	School District 60	\$500
Fees to BC Parks	\$500	Other renters	\$5,000
Annual pump out - toilet	\$400		
Total Expenses	\$3,200	Total Revenue	\$8,500

Benefits

The benefits of a day lodge are numerous and include:

- Being the focal point for all club activities;
- Allow club to expand our programming to be able to host e.g. a summer and/or winter camp for skiers; youth skiers who connect with others in the greater skiing community make strong friendships and develop leadership skills they can take back to their home communities;
- Make the Beatton trails a destination in all seasons;
- Help with worker retention, especially with professionals;
- Be a place to warm up during longer ski outings and on cold days;
- Be a place to facilitate programming e.g. lessons for children and adults;
- Be a place for non-skiing parents to watch their children;
- Be a place to administer events;
- Be a place to meet other skiers;
- Be a place to eat, drink and extend the ski day if so desired;
- Offer learning opportunities for teachers and students from School District 60

It is known that when people are considering a move to the North Peace they research to find what recreational amenities are in the community. High quality cross country ski facilities can factor in to a person's decision to relocate to Fort St. John.

Drawbacks

An increase in volunteer effort to manage and maintain the building is the biggest detriment to embarking on constructing such a facility. There will be need to be a concerted effort by at the least one individual or a small committee to manage rentals, supplies and keep the outhouse clean. Additional expenses will be incurred as well, as per the table previously shown.

In Conclusion

The Day Lodge Project in Beatton Provincial Park is the result of extensive discussions with the cross country ski community as well as the greater community. It is generally agreed by all interested parties that a day lodge will complement existing outdoor recreational opportunities in the Park, particularly in the winter season when considerations of weather are factored in. It is an expected amenity when going for a ski outing, anywhere in the country. The day lodge will above all provide a warm place on cold days and bring people together.

Appendix A: Visioning Activity with WJNSC

SKI EDUCATION

- Fundraising, Waxing
- Ski sizing Equipment (weight range, testing, clamps)
- Ski Waxing (fundraising opportunity)
- Beginning season ski equipment prep
- Ski waxing room

TRAIL QUALITY / ENHANCEMENT

- Armouring seasonal drainage (low spots addressed)
- Trail quality
-
- Solar lights for lower trails
- Snow making
- Bigger grooming machine

INDEPENDENCE AND EXPANSION

- More parking
- Large open stadium - safety, less intimidating
- Property attached to Beaton Park
- Beaton River ski trails (south side of river)
- Connect to gun range
- Flat stadium area
- Kitchen area
- Waxing area in hut (social too)
- Day Lodge

SOCIAL

- Market to "Renaissance Man"
- Intro to skiing
- Group skis
- Social opportunities
- Adult skills improvement
- Education - learn: wax, sizing/equipment, maintenance
- Afternoon weekend group skis
- Open communication between clubs
- Lessons: Jackrabbit, adults, after school
- WJ running/hiking club
- Movie nights for ski technique
- Family/skier warm up lodge
- Opportunities to ski with others
- Place to warm up and socialize
- Lessons
- Social and education
- Trips to other trails
- Time trials: competitive ski e.g every 2 weeks
- Children's loppets (coordinate with Dawson Creek)

OTHER

- Long range planning
- Paid club coordinator

Appendix B: Project Timeline

DATE	Deadline	Activity	Construction	Completion	Notes
2013		Visioning activity with WJNSC membership		Completed	Day Lodge comes up as a ski club asset to be realized in the future
2016		Visioning activity with WJNSC membership		Completed	Day Lodge comes up as a ski club asset to be realized in the future
2016	November	Applied for funding to conduct clearing of site; construction of shop		Completed	Grants were received by Peace River Regional District and NDIT
2016	December	Applied to BC Parks for permit amendment; application included preliminary clearing of day lodge site		Completed and received	Construction of shop was primary purpose of application; WJNSC took advantage of equipment on site to clear site for Day Lodge
2017	August	Archeological assessment conducted as required by BC Parks		Completed	There were no concerns at the site; report was received by BC Parks
2017	September	Construction of storage building	Clearing of trees, hoe work, construction	Completed	Site was mulched; no ground disturbance for day lodge site
2017	November	Applied for funding for initial drawings (PRRD)		Completed	Funding received
2018	February	Applied for funding for initial drawings (NDIT)		Completed	Funding received
2018	February-April	Architect and Engineer to do initial drawings		Completed	
2018	May	Secure a minimum of 2 quotes for construction of Day Lodge		Received	
2018	October	Permit received for stadium clearing	Clearing of trees, grading of site	Completed	Archeological supervision required during grading

DATE	Deadline	Activity	Construction	Completion	Notes
2018	Various	Begin fundraising for project; to continue throughout 2018 and 2019		Ongoing	Varying grant deadlines throughout 2018 and 2019
2019	March	Clear trees at site of accessible pit toilet			Trees need removing prior to bird nesting season; archeological supervision of pit toilet required;
2019	May	Geotechnical work	Drilling		Will provide architect and engineer with information to design most appropriate footings
2020	Early 2020	Engage construction company to build Day Lodge			Pending successful grants
2020	March	Construction company to communicate with Architect and Engineer			
2020	May	When snow has melted and ground has thawed, construction can begin	Start		Architect to make monthly visits to site; will receive regular reports and photographs from WJNSC
2020	October	Building complete to lock-up	Mid		Engineer to make visit to inspect rafters; will receive regular reports and photographs where appropriate
2020	December	Building complete; ready for use	End		Architect to communicate regularly with contractor to ensure details in drawings are being adhered to
2021	January	WJNSC to host opening event			

Whiskey Jack Nordic Ski Club Society
Income Statement 01.04.2017 to 31.03.2018

REVENUE

Sales Revenue

Memberships	9,238.00
BC Punch Pass Revenue	98.00
RAFFLE	0.00
Fundraising	2,733.40
Pitch In/Honourarium Revenue	525.00
Interest	25.82
Event/Loppet Revenue	220.00
Drop Box	1,520.90
Grants	1,970.00
Grants - Project Based	65,000.00
Donations - Corporate	3,000.00
Donations - Individual	0.00
Ski Equipment Sales	0.00
Equipment sales	1,047.62
COURSE FEE	175.00
SDP Seasonal Equipment Rentals	580.00
Kids Ski Equipment Rentals	20.00
Ski Equipment Rentals	1,310.00
Ski Lessons SDP	1,320.00
Coaching - Kids Ski S'kool	0.00
Coaching - Adult	249.00
Net Sales	89,032.74

TOTAL REVENUE

89,032.74

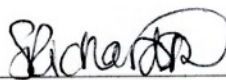
EXPENSE

General & Administrative Expenses

Advertising & Promotions	0.00
RAFFLE EXPENSES	0.00
Signage	365.93
Business Fees & Licenses	40.00
Membership Drive - table rental	20.00
Membership Drive - Supplies	69.02
Insurance - Equipment	1,983.00
Bank Fees	44.00
Office Supplies	21.85
Web Hosting	132.00
Event/Loppet Expenses	884.89

Equipment - Maintenance	2,197.28
Trail Maintenance Expense	1,659.00
Trailhead/Parks Operating Expenses	259.01
Fuel for skidoos	371.19
BC Punch Pass CCBC fee	49.00
Membership Dues for CCBC	2,638.10
Zone4 Fees	73.00
Memberships - other	50.00
Trail Project	0.00
Children's Programming	43.65
Ski Rentals	135.88
Coaching Fees	0.00
Officials Training	1,986.08
Timing Training	0.00
Storage Building Project	0.00
Stadium Project	525.00
Day Lodge Project	0.00
Total General & Admin. Expenses	<u>13,547.88</u>
 TOTAL EXPENSE	 <u>13,547.88</u>
 NET INCOME	 <u><u>75,484.86</u></u>

Generated On: 05.05.2018



Sara Richardson, Treasurer, Whiskey Jack Nordic Ski Club



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

RURAL LOAN FUND

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

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

Application for Loan:

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

Interest Rate:

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

Repayment of Loans:

Loans must be repaid by one of the following methods:

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

CONFIDENTIAL

Whiskey Jack Nordic Ski Club

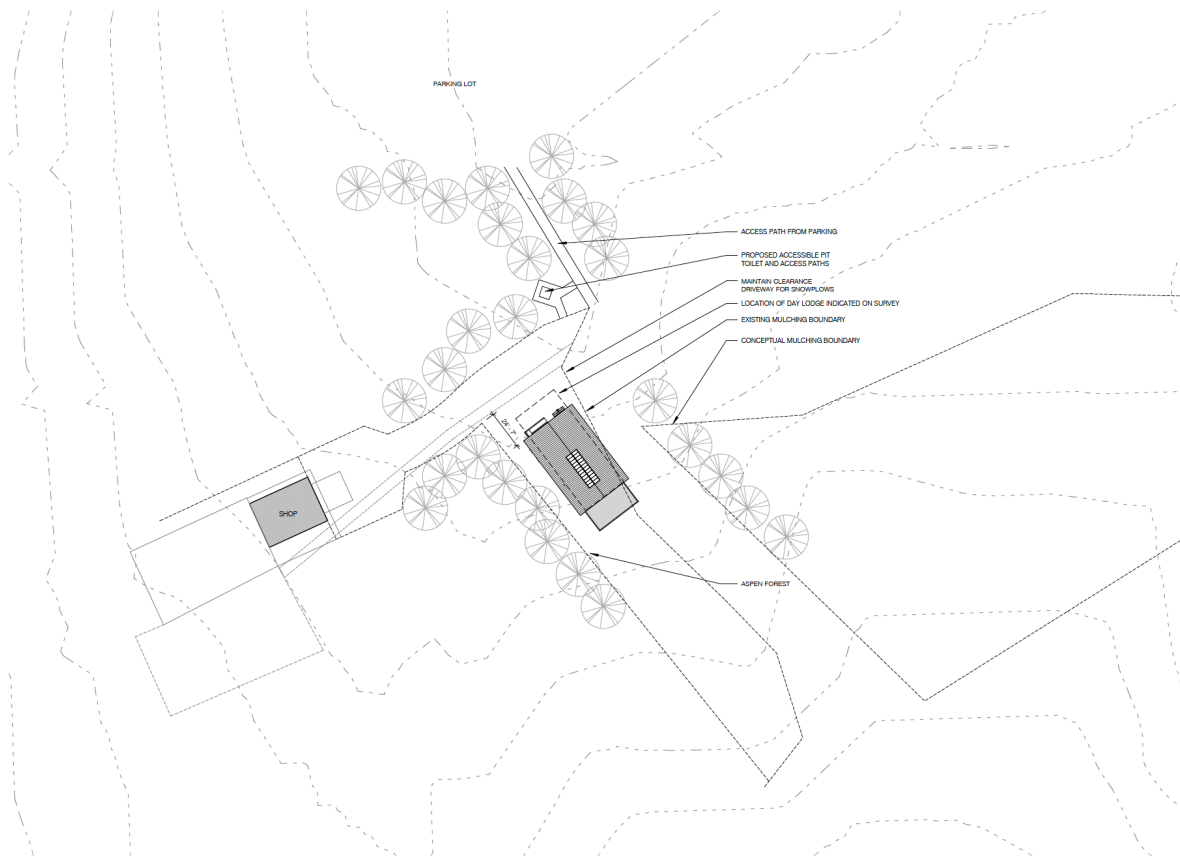
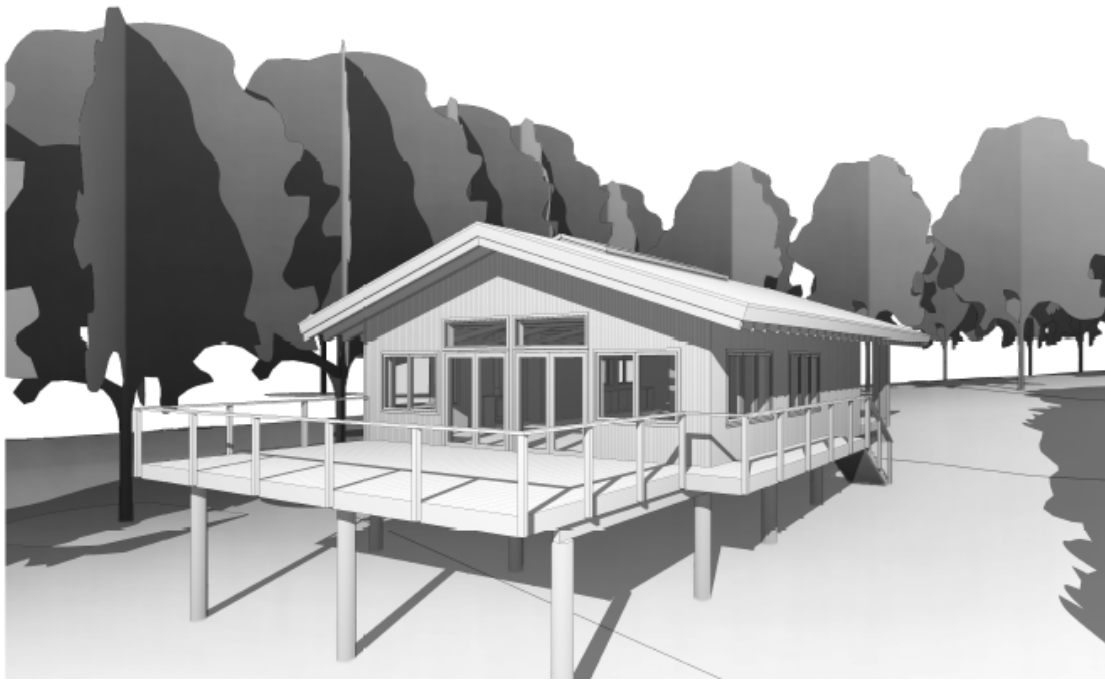
Serving Cross Country Skiers in the North Peace, BC

Business Plan

December 2018

Contact Information

Eliza Stanford
9508 113 Avenue
Fort St. John, BC
V1J 2W9
250 785 0973
whikseyjacknsc@gmail.com



Executive Summary

Opportunity

Problem Summary

Whiskey Jack Nordic Ski Club (WJNSC) is planning a day lodge in Beaton Provincial Park, Peace River Regional District, BC, to serve cross country skiers and snowshoers during winter months. As this is a significant capital project there is a need for a concerted effort of fundraising over a minimum 2 year period.

Solution Summary

Fundraise towards the estimated construction costs, taking advantage of all grants available and construct day lodge.

Market

Cross country skiers, snowshoers, mountain bikers, school groups, other child and youth organizations.

Competition

Currently there is no publicly accessible facility within a provincial park in the North Peace region that is open to the public.

Why Us?

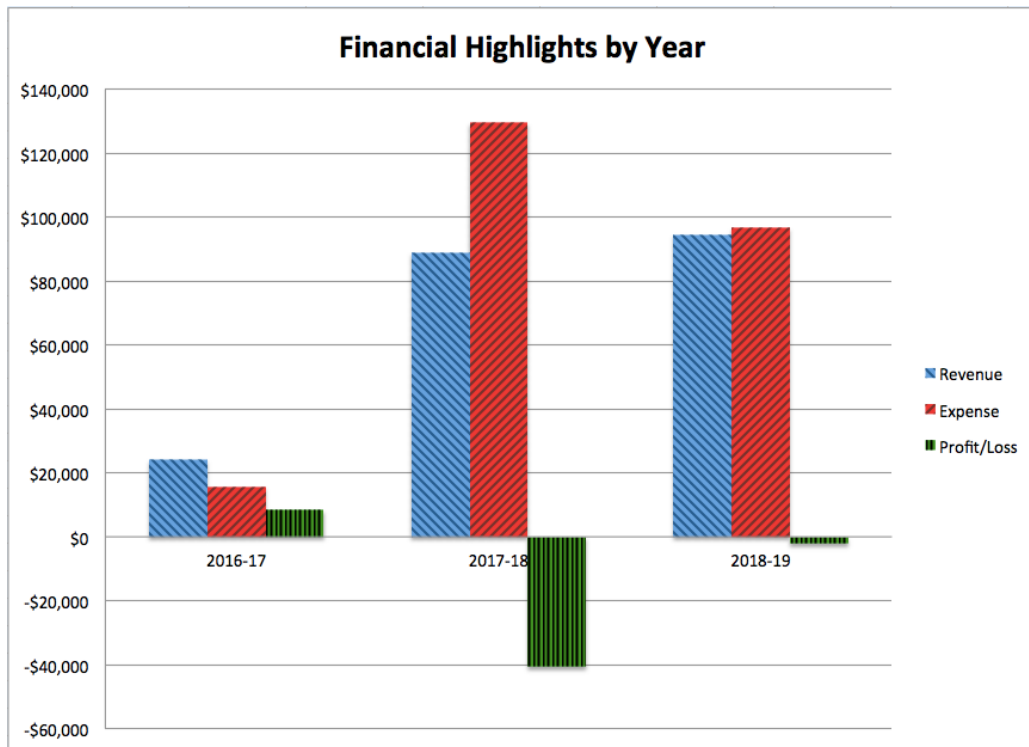
The ski trails at Beaton Park are unique in the area and attract a wide variety of trail users including cross country skiers, snowshoers, and in summer, hikers, cyclists, and horse back riders. As the only winter permit holder in the park, we are well situated to create infrastructure that will address the needs of all park users, not only in winter but also during all seasons.

Expectations

Forecast

The project is estimated at \$575,000 with the vast majority of projected funding coming from a variety of sources. With numerous funding opportunities and deadlines presenting at various times of the year the WJNSC is taking advantage of all grants possible to reach this goal by the spring of 2021.

Financial Highlights by Year



Financing Needed

The WJNSC typically seeks extra funding for projects beyond membership fees and trailhead donations, and only when funding target is reached in full will the project commence. All previous projects have been infrastructure oriented with the goal to move the club towards a greater ability to deliver the programming desired by the community.

With a \$575,000 target goal for the day lodge project, the WJNSC will take advantage of all grant opportunities. However, the more significant grants such as Investing in Canada Infrastructure and BC Gaming grants require a certain amount of matching funds at the time of application so it will be necessary for the WJNSC to secure a line of credit or a loan to establish assurances to the funder that matching funds are in place.

Given the variety of grants, both public and private, that are available and the varying deadlines, it is anticipated that the WJNSC will not need to draw on a loan and it will serve only as a guarantee of funds for particular applications. The timeline of 2 years to fundraise for this major capital project should ensure the target funding goal is reached in full without having to borrow.

If the funding goal is not reached in 2 years, the fundraising timeframe will extend until the target goal is reached.

Opportunity

Problem & Solution

Problem Worth Solving

With Fort St. John being a northern community and the WJNSC delivering programming for outdoor winter recreation enthusiasts, cold and snowy weather is a fact of life for 6-7 months of the year. With no warm place to retreat to during a ski outing, a day lodge is the obvious solution. Funding towards this end is a major undertaking but not insurmountable.

Our Solution

The WJNSC will continue to apply for any and all grants and seek as much grass roots fundraising as the ski community will tolerate. A 2 year timeline for fundraising allows for accommodations with varying grant deadlines and ability to switch to other potential funders if necessary.

Target Market

Market Size & Segments

The WJNSC currently has 145 members, a historical high. Additionally the Blizzard Bike Club who also has a park use permit in Beatton Park has 60 members. Hundreds of snowshoers and thousands of members of the public use the trails at Beatton Park in all seasons. We receive approximately 2500 skier visits during the ski season. School groups from School District 60 also use the trails.

The target market for users of the day lodge are primarily skiers and snowshoers in winter months. Special events such as a Loppet are regional in nature and skiers will come from other communities such as Dawson Creek, Hudson's Hope and Chetwynd. As event organizational capacity increases, the WJNSC will be able to offer a broader invitation to include skiers from Grande Prairie, Mackenzie and Prince George. Potential renters include: School District 60 students, community groups, corporate rentals (professional retreats) and private rental events such as family reunions.

Competition

Current Alternatives

The nearest similar day lodge is Big Bam Ski Hill (downhill skiing), approximately 35 kilometres away near the community of Taylor. The Girl Guides of Canada have a camp, Camp Darnall, adjacent to Beatton Park but their facility is not open to the public and is not universally accessible. There are several community halls in the general region but they are typically not open to the public on a regular basis and do not have adjacent ski trails.

Our Advantages

The WJNSC will have the only publicly available day lodge situated in a provincial park with adjacent ski and snowshoe trails. The day lodge will be open to the public every winter weekend and will be made available to community groups and corporations for rentals at all times of the year.

Execution

Marketing & Sales

Marketing Plan

The WJNSC currently takes advantage of several social media platforms including Facebook, Instagram and maintains a website with all club information. To promote a day lodge the club will increase its promotion efforts significantly to not only promote club events but to promote the day lodge as a rental venue. Cross Country BC supports clubs by hosting competitive membership drives to encourage increases in club membership year over year, of which the WJNSC won in their category for 2018/19.

Sales Plan

Direct marketing to community groups and area businesses for facility rentals will be undertaken as well as general promotion through the website. Increasing membership to the WJNSC is a priority; a larger membership base will become a large pool of potential renters. A day lodge will go a long way to recruiting more members and it is anticipated that the membership will double over the next 5 years as the ability to offer more programming is increased.

Operations

Locations & Facilities

The WJNSC maintains 15 kilometres of cross country ski trails at Beaton Provincial Park. Currently there is access to a small BC Parks hut. A 30x40 foot shop was recently constructed to house grooming equipment, rental skis and other cross country ski related items.

Technology

The day lodge is being designed with various emerging building technologies for increased efficiency, cost effectiveness and low-cost long term maintenance. The budget allows for planning for accessibility from the parking lot to the day lodge and accessible outhouse; the site is currently on a list with the Rick Hansen Foundation for assessment, thereby opening up the accessible pathway and re-oriented trailhead entrance to funding opportunities.

Equipment & Tools

For trail maintenance, the WJNSC is continually assessing the grooming equipment and ski inventory and is looking at ways to replace or add to current equipment. Revenue from ski rentals is put towards adding new equipment every 2-3 years. Grooming equipment replacement is a longer term process and is typically funded through grants and sponsorship, particularly as the next generation of grooming equipment will be comprised of a more heavy duty machine and attachments.

Milestones & Metrics

Milestones

2013	Visioning activity; identifies day lodge as future project
2016	Visioning activity; identifies day lodge as future project
2016	Applied for funding for shop, included budget for clearing of day lodge site; FUNDING RECEIVED
2016	Applied for permit amendment with BC Parks to build day lodge; COMPLETED
2017	Archeological assessment conducted as required by BC Parks; COMPLETED
2017	Construction of shop; COMPLETED 2017, wiring completed 2018
2017	Applied for funding for schematic drawings and construction of stadium (PRRD and NDIT); COMPLETED
2017	Submitted permit application for stadium construction; COMPLETED in late 2018
2018	Secured 2 estimates for construction to establish budget; COMPLETED
2018	Begin fundraising for Day Lodge; various grants and deadlines; ONGOING
2019	Clear trees at site of accessible pit toilet; construct accessible pit toilet; FUNDING RECEIVED FOR PIT TOILET COMPONENT
2019	Geotechnical drilling for structural engineer to design footings
2020	Early in year, engage construction firm to build day lodge; PENDING SUCCESS OF FUNDRAISING
2020	Late in year, complete to lock-up
2021	WJNSC to host opening event of day lodge

Organization

Overview

The WJNSC is a not for profit society registered with the Province of British Columbia. The board of directors consists of 5-10 members who actively oversee all operations of the club including: grooming, ski program coordination, project management, liaison with Cross Country

BC, and race event administration. There are no paid staff as the club is fully run with volunteers.

Management Team

President: Eliza Stanford, President since 2003

Vice President: Ken Johnson, Grooming Coordinator

Secretary: Bruce Kosugi

Treasurer: Sara Richardson

Director: Becky Grimsrud, Chief of Competition for race events

Director: Matt Jarnagin, Head Coach

Director: Andrea Morison, Marketing Coordinator

Advisors

Chris Hawkins and Chris Maundrell, Adlard Environmental: grant writing support

Pat O'Reilly, Bear Mountain Nordics: advice on grooming equipment

Robert Zeunert, Callison Zeunert Law Corporation: legal advice

Karin Carlson, City of Fort St. John: 2020 BC Winter Games advice

Nancy Beaumont and Wannes Luppens, Cross Country BC: support for club administration

Andrew Pitre, BC Games Society: advice on hosting events for BC Winter Games

Laura Killam, Architect: dialogue on design of day lodge and creation of schematic drawings

Geoffrey Massey, Architect: initial drawings of day lodge

Mike Friars, BC Parks: liaison with BC Parks regarding permit

Overlander Ski Club, Kamloops: advice on hosting events

Jim Burbee, Caledonia Nordics, Prince George: advice on stadium construction, timing support

Financial Plan

Forecast

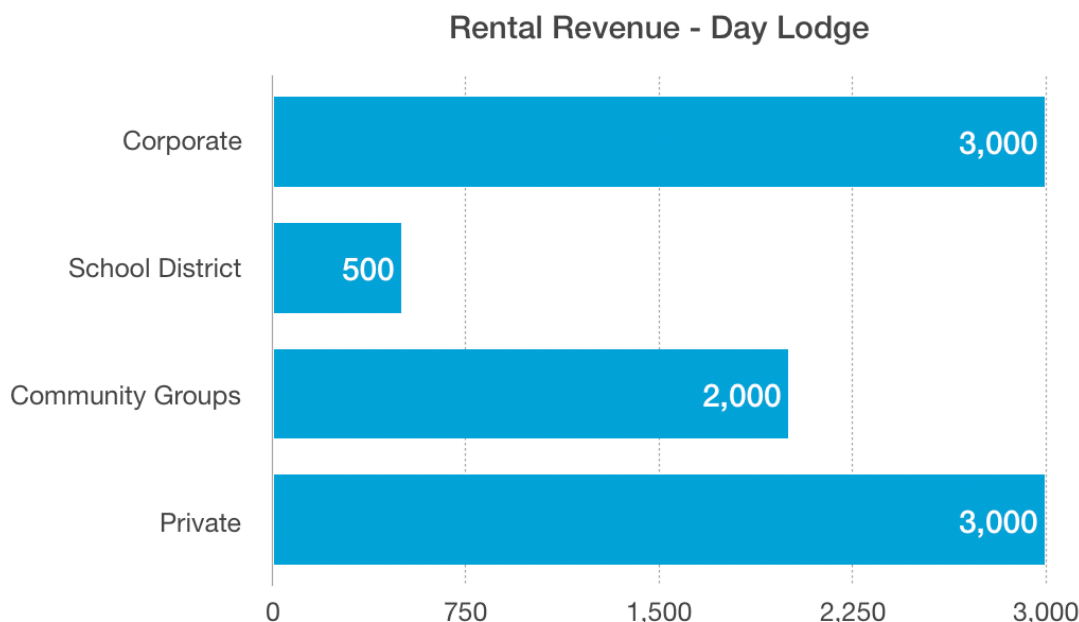
Key Assumptions

Growth in membership is the main indicator of financial growth for the club. General operating expenses are covered through membership fees and a surplus is generated every year. The presence of day lodge for the WJNSC will allow for rental opportunities to further increase the profit for the club every year.

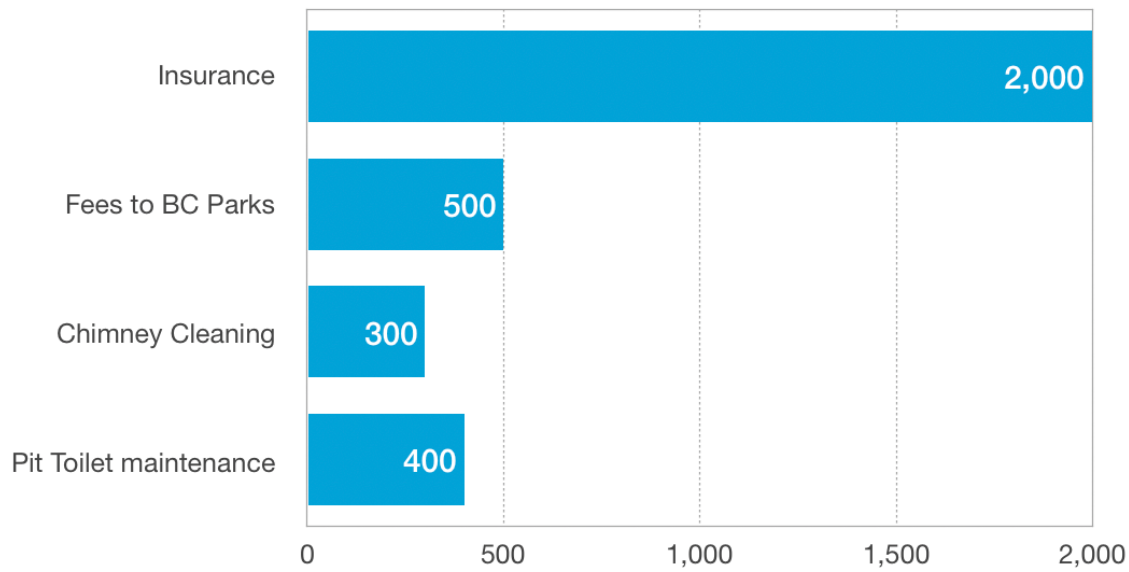
Capital expenses are realized partly through annual surplus of membership fees and largely through grants and sponsorship. It is anticipated that a day lodge will encourage an increase in membership allowing the club to incur minor capital expenses without the burden of fundraising. Additionally a modest increase in the membership fee will contribute to increased revenues. The WJNSC has historically kept membership fees low to attract new members so there is room move without making it an unattractive option for skiers.

Note that the club is not planning on financing any of the project through a commercial loan. If a loan of \$176,750 were to be considered, servicing costs would be \$12k annually over 25 years. These potential costs would be covered through increased membership and facility rental fees.

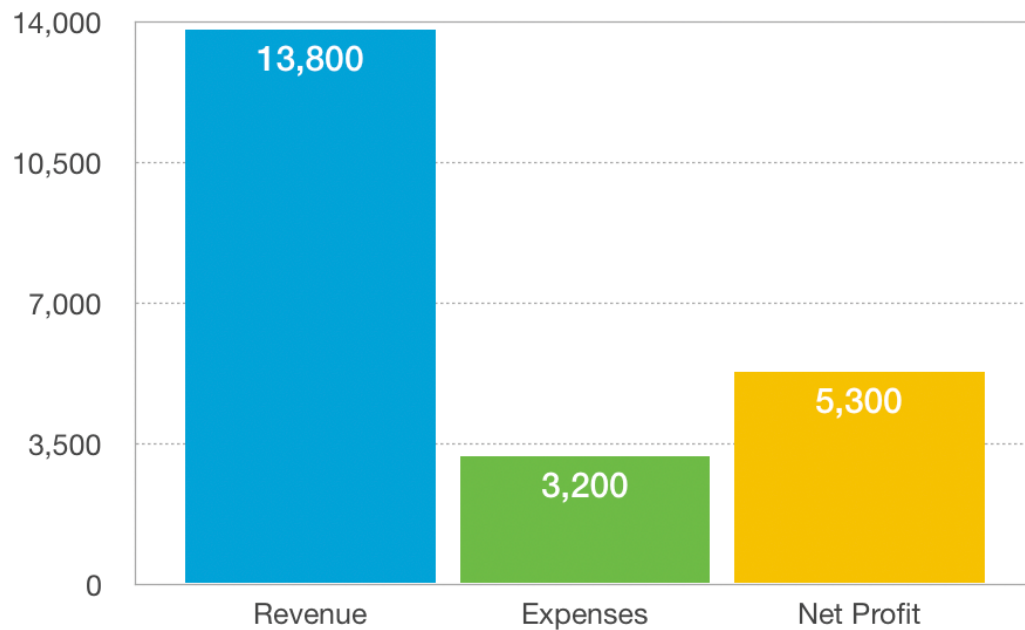
Day Lodge Revenue (annual)



Operational Expenses - Day Lodge



Net Profit



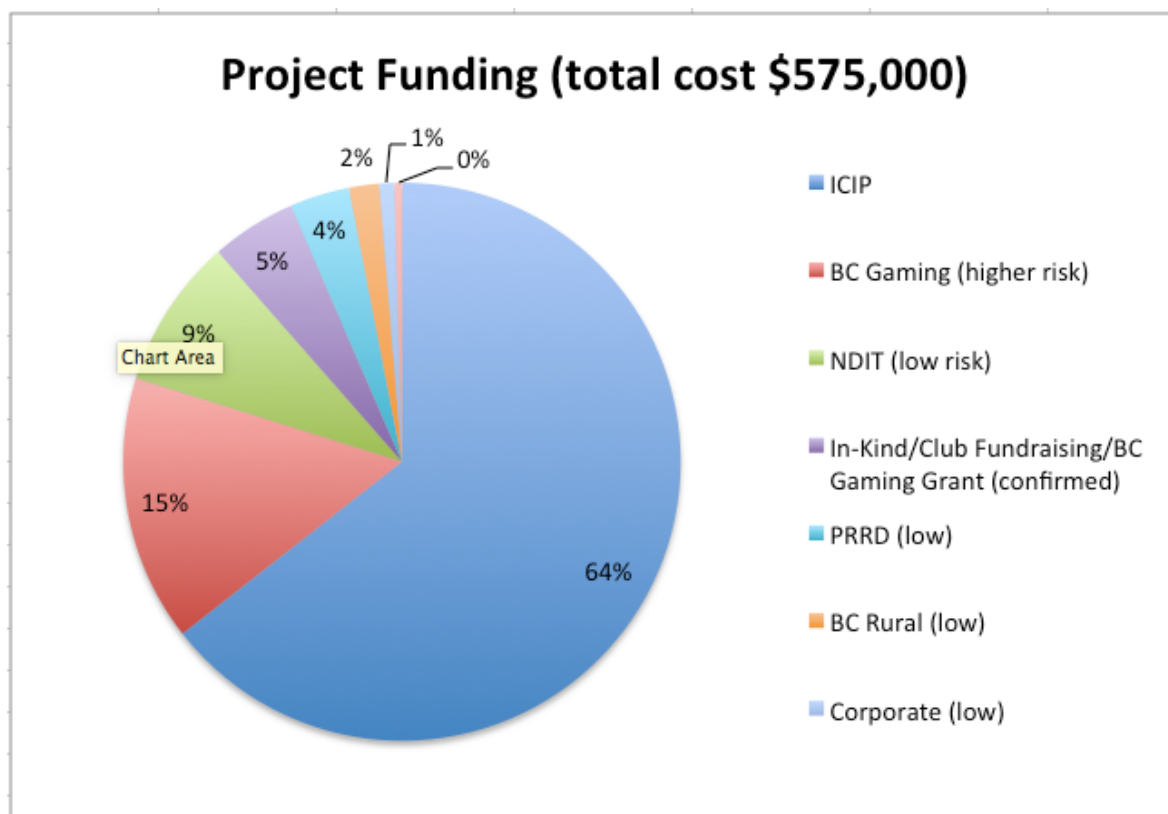
January 18, 2019

Day Lodge Expenses (annual)**Day Lodge Net Profit (or Loss)****Financing****Use of Funds**

It is projected that the WJNSC will be able to secure enough grants to realize 100% of the funding needed for construction of the day lodge. However, some grants require a certain percentage of matching funds at the time of application. Due to the varying grant deadlines, it is not always possible to provide an assurance of matching funds by the deadline. It is therefore necessary to obtain a loan or financing to guarantee the matching amount.

Sources of Funds

The main source of funding for the day lodge will be the Investing in Canada Infrastructure Program (ICIP) for 65% of the budget for \$370,000. Other significant partners will include a BC Gaming grant, Northern Development Initiative Trust, Peace River Regional District, BC Rural Dividend grant and WJNSC. There are other funding opportunities that will be applied for such as Co-op Community Spaces.



Statements

3 Year Financial Summary

WHISKEY JACK NORDIC SKI CLUB 3 Year Plan Operations EXPENSES / REVENUE

EXPENSES - ANNUAL	2016 - 2017	2017 - 2018	2018 - 2019
	Actual	Actual	Forecast
Membership Dues CCBC	2,697.00	2,638.10	2,800.00
CCBC Punch Pass		49.00	49.00
Insurance - Equipment	1,980.00	1,983.00	2,000
Maintenance - Equipment	1,058.55	2,197.28	1,500
Fuel	388.28	371.19	500.00
Storage Building Project		116,130.18	10,000.00
Stadium Project		525.00	38,000.00
Day Lodge Project			6,000.00
Accessible Pit Toilet Project			25,148.76
Accessible Path Plan			4,200.00
Trail Maintenance	57.75	1,659.00	2,000.00
Trailhead/Parks Maintenance		259.01	150.00
Officials & Timing Training	1,459.00	1,986.08	1,200.00
Ski Rental Equipment	7,468.11	135.88	800.00
Signage	315.68	365.93	700.00
Business Fees & Licences	40.00	40.00	40.00
Membership Drive	15.00	89.02	20.00
Office Supplies	57.54	21.85	75.00
Bank Fees	20.02	44.00	44.00
Event/Loppet Expenses	84.47	884.89	1,000.00
Children's Programming		43.65	100.00
Zone 4 Fees	10.00	73.00	100.00
Misc. Expenses	67.19	60.00	100.00
Memberships - other	25.00	50.00	50.00
Web Hosting		132.00	132.00
TOTAL	15,743.59	129,738.06	96,708.76

REVENUE - ANNUAL			
Memberships	9,630.00	9,238.00	12,000.00
BC Punch Pass Revenue		98.00	200.00
Drop Box	1,133.45	1,520.90	1,500.00
Grants - courses	3,674.00	1,970.00	1,200.00
Grants - projects		65,000.00	56,000.00
BC Gaming - Accessible Pit Toilet			12,574.00
Donations - Individual	5,355.00		2,000.00
Donations - Corporate	1,568.16	3,000.00	3,000.00
Fundraising - WJNSC	47.50	2,733.40	3,000.00
Pitch In / honorarium		525.00	150.00
Sale of Equipment		1,047.62	
Ski Equipment Rentals	782.00	1,310.00	1,400.00
SDP Equipment Rentals (program)	440.00	580.00	600.00
Kids Equipment Rentals	95.00	20.00	50.00
SDP Lessons Program	780.00	1,320.00	1,400.00
Adult Lessons	223.50	249.00	250.00
Kids Lessons	20.00		
Event / Loppet	280.00	220.00	1,000.00
Course Revenue	70.00	175.00	200.00
Bank Interest	61.85	25.82	25.00
TOTAL	24,160.46	89,032.74	94,549.00
Net	8,416.87	-40,705.32	-159.76
* SDP - Skills Development Program			
** Deficit in Year 2 was expenditures on storage building of saved funds			

Balance Sheet

Whiskey Jack Nordic Ski Club
BALANCE SHEET
As at 31 March 2018

	General Fund	Gaming Fund	Total
Current Assets			
Cash on Hand	-	-	-
Cash in Bank	25,432.72	26.00	25,458.72
Prepaid Expenses	-	-	-
BC Park Key Deposit	100.00	-	100.00
Short-term investments	-	-	-
	<u>25,532.72</u>	<u>26.00</u>	<u>25,558.72</u>
Capital Assets			
Equipment - Ski doo	25,575.31	-	25,575.31
Sea Can	-	-	-
Ski Equipment	5,844.16	-	5,844.16
Mower	2,213.10	-	2,213.10
Equipment - misc.	20,658.48	-	20,658.48
Storage Building	116,130.18	-	116,130.18
	<u>170,421.23</u>	<u>-</u>	<u>170,421.23</u>
Total Assets	<u>195,953.95</u>	<u>26.00</u>	<u>195,979.95</u>
Current Liabilities			
Accounts Payable & accruals	-	-	-
Fund Balances			
Externally Restricted	-	-	-
Internally Restricted	5,000.00	-	5,000.00
Unrestricted	190,953.95	26.00	190,979.95
	<u>190,953.95</u>	<u>26.00</u>	<u>195,979.95</u>
Total Liabilities and fund Balances	<u>195,953.95</u>	<u>26.00</u>	<u>195,979.95</u>



REPORT

To: Rural Budgets Administration Committee

Date: January 10, 2019

From: Lyle Smith, Chief Financial Officer

Subject: December 2018 Interim Financial Report

RECOMMENDATION(S):

That the Rural Budgets Administration Committee receive the December 2018 Financial Report for discussion.

BACKGROUND/RATIONALE:

An updated report will be provided once yearend interest and reserve transfer entries have been completed.

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):

None.

Attachments:

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

Staff Initials:

Dept. Head:

CAO:

Page 1 of 1

 Peace River Regional District Grants-In-Aid Summary of Payables		Dec 31					
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	
AREA B		94,608.17	189,845.00	103,000.00	103,000.00	103,000.00	
	Big Bam Ski Hill	-				-	-
	Buick Creek Community Club	-	-		-	-	-
	Cache Creek Community Club	-				-	-
28,000.00	Cecil Lake Rec. Commission	-				-	-
1,000.00	Fort St. John Gradfest	-	-		-	1,000.00	1,000.00
-	Golata Creek Recreation Society	-		1,894.09		--	1,894.09
-	Goodlow Community Club	-		19,800.00		--	19,800.00
	Halfway Graham Community Club	-	874.96			-	874.96
24,857.00	King's Valley Christian Camp	-	-		-	24,857.00	24,857.00
19,142.00	Montney Rec. Commission	-	-	-	7,688.22	6,884.25	14,572.47
3,700.00	North Peace 4-H District Council	-	-	-	-	-	-
2,000.00	North Peace Fall Fair Society	-	-	-	-	-	-
7,750.00	North Peace Historical Society	-	-	-	-	588.59	588.59
	North Peace Light Horse Assn.	-	-			-	-
	North Peace Ride for Disabled		-				-
2,575.00	Osborn Community Club	-	2,830.05	1,656.42		1,678.00	6,164.47
11,476.00	Rose Prairie Curling Society	-	-	29.54	260.02	-	289.56
	Wonowon Horse Club		35.00		-		35.00
1,000.00	Area B Rural Bursary	-	-	-	-	-	-
1,500.00	Youth Travel		-	-	-	-	-
103,000.00	Total Area B	-	3,740.01	23,380.05	7,948.24	35,007.84	70,076.14
		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	42,150.00	
	Big Bam Ski Hill	-					-
11,500.00	Charlie Lake Community Club	-	9,510.41	4,283.54		7,407.00	21,200.95
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
	Lake Point Golf Club	-			-		-
	North Peace 4H District Council	-					-
3,400.00	North Peace Fall Fair Society	-	-	-	-	-	-
9,250.00	North Peace Historical Society	0.00	-	-	-	2,088.58	2,088.58
15,000.00	North Peace Light Horse Assn.	-	-			-	-
1,000.00	*Area C Scholarship		-	-	-	-	-
1,000.00	Youth Travel	-	-	-	-	-	-
42,150.00	Total Area C	0.00	9,510.41	4,283.54	-	10,495.58	24,289.53

		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	
AREA E		Allocated	Allocated	Allocated	Allocated	Allocated	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	
	Camp Emile	-	-	-	-	-	-
2,500.00	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-
10,000.00	Chetwynd Electric Eels Swim Assn.	-	-	-	5,684.53	10,000.00	15,684.53
3,108.00	Chetwynd Gymkhana	-	-	1,821.16	-	3,108.00	4,929.16
13,515.40	Chetwynd Rod & Gun Club	-	-	-	-	13,515.40	13,515.40
8,000.00	Chetwynd Social Planning Society	-	-	-	-	-	-
2,231.25	Chetwynd Horse Club Society	-	-	-	761.25	2,231.25	2,992.50
10,500.00	Foothills Team Roping Club	-	-	-	-	210.00	210.00
	Jackfish Community Association	-	-	2,080.56	15,500.00	-	17,580.56
10,001.10	Little Giants Figure Skating Club	-	-	-	-	10,001.10	10,001.10
6,506.25	Little Prairie Heritage Society	-	-	-	1,571.98	3,764.41	5,336.39
9,000.00	Moberly Lake Community Assn.	-	-	-	973.89	-	973.89
20,838.00	Pine Valley Exhibition Park Soc.	-	-	-	2,235.49	20,838.00	23,073.49
	Pine Valley Motor Sports	-	-	-	-	-	-
2,800.00	Pine Valley Seniors Assn.	-	-	-	-	2,800.00	2,800.00
	Sagittawa Christian Camping Society	-	-	-	-	-	-
1,000.00	Area E West Bursary	-	-	-	-	500.00	500.00
2,000.00	Youth Travel	-	-	-	-	-	-
102,000.00	Total Area E	-	-	3,901.72	26,727.14	66,968.16	97,597.02
		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		150,084.00	150,000.00	150,000.00	150,000.00	150,000.00	
SUB-REGIONAL		Allocated	Allocated	Allocated	Allocated	Allocated	
		150,084.00	150,000.00	150,049.93	150,000.00	150,000.00	
7,500.00	ARK - Dawson Creek Youth Centre Society	-	-	-	-	-	-
4,500.00	Bessborough Community Club	-	-	-	-	1,858.56	1,858.56
9,000.00	Cutbank Community Club	-	-	-	-	-	-
16,000.00	Dawson Creek Sportsman's Club	-	-	-	-	16,000.00	16,000.00
	Doe River Gymkhana Club	-	-	4,047.05	-	-	4,047.05
20,000.00	Doe River Recreation Commission	-	-	-	-	-	-
13,965.46	Farmington Community Association	-	-	-	-	-	-
2,100.00	Groundbirch Rec. Commission	-	-	-	-	-	-
10,109.54	Hats n' Chaps Gymkhana	-	-	6,558.72	-	10,109.54	16,668.26
1,125.00	Kilkerran Recreation Commission	-	-	-	2,000.00	1,125.00	3,125.00
9,950.00	Kiskatinaw Fall Fair	-	-	-	2,433.11	9,950.00	12,383.11
10,000.00	McLeod Rec. & Social Services Society	-	-	-	-	-	-
7,000.00	Rolla Ratepayers	-	-	-	-	7,000.00	7,000.00
6,350.00	Sunset Prairie Recreation Commission	-	-	2,123.70	3,782.53	1,096.33	7,002.56
900.00	Swan Lake Enhancement Society	-	-	-	-	-	-
	Sweetwater 905 Society	-	-	-	225.00	-	225.00
6,000.00	Tomslake Community Cultural Assn.	-	-	-	-	6,000.00	6,000.00
9,500.00	Tomslake & District Rec Commission	-	-	-	-	9,500.00	9,500.00
11,500.00	Tupper Community Club	-	-	-	-	2,207.84	2,207.84
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	-	-
1,500.00	Youth Travel	-	-	-	-	-	-
150,000.00	Total Sub-Regional	-	-	12,729.47	8,440.64	64,847.27	86,017.38
		2014	2015	2016	2017	2018	TOTAL
397,150.00	COMBINED GRAND TOTALS	0.00	13,250.42	44,294.78	43,116.02	177,318.85	277,980.07

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	1500	1500	1500	1500	1500
	TOTAL used		500	0	0	500	500	0	500	1500	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	1300 *
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	1000	1000	1000	1000	1000
	TOTAL used		500	300	500	500	0	500	0	1000	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		1000	1000		
	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	3005.26	2000	2000	2000	2000
	TOTAL used for year		1,200	900	2,000	1,400	800	2000	1500	2000	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	2000 *
Sub-Regional	DCSS - South Peace Campus Peace Rugby Girls										250
	DCSS - South Peace Campus Track & Fld Provincials										150
	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 Volleyball	500							500		
	Juvenile Boys Curling Team (alberta league)	500							500		
	Ron Pettigrew Sr. Boy Basketball									500	
	DC Volleyball Club u15, u16, u17_18									1000	
	TOTAL granted for year		1,500	1,500	1,500	1,500	1500	1500	1500	1500	1500
	TOTAL used for year		0	0	1,000	1,000	0	0	1500	1500	450
	BALANCE Remaining		0	0	0	0	0	0	0	0	1050 *

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2018	Grace Giesbrecht	1,000	0	31-Dec-18
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	0	

Area C Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2018	Allison Ostle	1,000	0	21-Sep-18
2017	Justin Fehr	1,000	0	27-Jul-18
2016	Rachel Kalkman	1,000	0	25-Aug-16
2015	Kevala Van Volkenburg	1,000	0	6-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	0	

Area E Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2018	Sierra Neuls	500	0	5-Dec-18
2018	Treydon Nichols	500	0	2-Jan-19
2017	Kaitlyn Dufresne	500	0	Nov-17
2017	Trevor Andres	500	500	
2016	Courtney Auger	500	0	not claimed rtn to funding area
2016	Regan Neuls	500	0	5-Dec-16
2015	Kayla Sanford	500	0	13-Nov-15
2015	Dayton Waldie	500	0	7-Nov-15
2014	Sara Norris	500	0	27-Nov-14
2014	Brittany Andres	500	0	15-Jan-15
TOTAL		1,500	500	

Sub-Regional Bursary & Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2018	Prestin Sorken	1,500	0	28-Sep-18
2018	Connor Riley	1,500	0	5-Dec-18
2017	Taylor Schweitzer	1,500	0	13-Jul-18
2017	Nadia Richer	1,500	0	16-Aug-18
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	2-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	0	

Fair Share Commitments				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
December								
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				-
Electrical Extension Grants	Ongoing	4,000.00		4,000.00				-
FSJ Library (45,500 in 2018, 2019, 2020)	Nov 16, 2017	167,800.00	31,300.00	45,500.00				91,000.00
NP Cultural Centre (30,000 in 2018, 2019, 2020)	Nov 16, 2017	118,125.00	28,125.00	30,000.00				60,000.00
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 \$k 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	-						-
		1,013,525.00	114,759.05	80,500.00	-	-	-	818,265.95
Area C								
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	38,350.00			28,687.50			9,662.50
Electrical Extension Grants	Ongoing	4,000.00			4,000.00			-
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		15,000.00			30,000.00
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		14,062.00			28,124.00
Old Fort Slide Residents; Emergency Support	Oct 16, 2018	250,000.00			150,098.60			99,901.40
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	-						-
		469,887.38	43,397.91	-	211,848.10	-	-	205,891.37
Area D								
Bear Mnt Nordic Ski Assn; Bisette 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				5,062.50		1,687.50
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			8,591.76		932,609.74
Swan Lake Weir Aluminum Gates	Oct 20, 2011; Jan 24, 2018	8,133.75	8,133.75					-
		1,181,383.75	119,759.35	-	-	19,827.16	-	1,041,797.24
Area E								
Bear Mnt Nordic Ski Assn; Bisette 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				4,767.00	14,130.50
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				4,193.23	8,663.86
		833,000.00	68,070.86	-	-	-	9,684.53	755,244.61
Total Fair Share Bank Balance at Month End				1,809,570.14	1,569,522.51	3,120,815.70	2,782,921.22	9,282,829.57
Total Remaining Commitment				818,265.95	205,891.37	1,041,797.24	755,244.61	2,821,199.17
Balance After Remaining Commitments				991,304.19	1,363,631.14	2,079,018.46	2,027,676.61	6,461,630.40
				Area B	Area C	Area D	Area E	

Peace River Agreement Commitments					December	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
Cecil Lake Rec Comm; Hall Flooring & Roof Project		Aug 23, 2018	36,715.39		3	36,715.39				-
CDC; Fire Training Centre (4,375/year 2018-2022)		Apr 16, 2018	21,875.00		6	4,375.00				17,500.00
Clearview Arena Society; Concession Area Improvements		Apr 16, 2018	10,490.00		2	10,490.00				-
Clearview Arena Society; Upgrade Project		April 16, 2018	300,000.00		2					300,000.00
Clearview Rec Facility; Property Assessment		Jan 19, 2017	50,000.00	5,400.00	2	19,886.48				24,713.52
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 16, 2017; Nov 2	740,160.00	175,211.64	1	564,948.36				-
										-
			1,199,537.62			641,545.90	-	-	-	343,780.08
Area C										
										-
CDC; Fire Training Centre (6,562.50/year 2018-2022)		Apr 16, 2018	32,812.50		6		6,562.50			26,250.00
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
CL Waste H2O Truck Facility; Reclaimed Water Project		Jul 19, 2018	533,400.00		9					533,400.00
FSJ Airport Sub Water Distribution Maintenance Initiative		Dec 1, 2016	15,000.00	12,000.00	1					3,000.00
Urban Systems; CL Reclaimed Water Project Grant Writing		Jul 19, 2018	5,000.00		9		5,000.00			-
										-
			711,212.50				101,362.50			590,250.00
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		6					600,000.00
CDC; Fire Training Centre (15,312.50/year 2018-2022)		Apr 16, 2018	76,562.50		6			15,312.50		61,250.00
CDC; Water Station Upgrade Project		Apr 16, 2018	375,000.00		1			375,000.00		-
CDC; Year-Round Rec Facility Upgrades within Dawson Creek		Apr 16, 2018	187,500.00		8			187,500.00		-
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion		Mar 16, 2017	54,150.00	1,445.55	3			52,704.45		-
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		July 19, 2018	9,000.00		7			9,000.00		-
South Peace Dist Crime Prevention Assn; Signs		Dec 17, 2015	4,375.00	3,909.15	4					465.85
South Peac Dist Crime Prevention; 2018 One Call Now Subscription		Dec 20, 2018	1,400.00		4					1,400.00
South Peac Dist Crime Prevention; 2019 One Call Now Subscription		Dec 20, 2018	1,400.00		4					1,400.00
South Peace Health Serv Soc; Health Community House; Renos		Oct 16, 2018	25,000.00		4					25,000.00
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replace		Jan 19, 2017	5,000.00		4					5,000.00
Tomslake FD; Fire Pack Bush Unit		Aug 16, 2018	25,000.00		6			20,572.16		4,427.84
										-
			1,542,185.50					695,887.11		768,342.18
Area E										
Chetwynd Comm Soc; 4-Peaks Building Roof		Aug 16, 2018	40,000.00		4				40,000.00	-
Chetwynd Public Library; Design		Jan 24, 2018; May 17, 2018; Jun 21, 2018	248,000.00		7				39,243.75	208,756.25
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				8,750.00	35,000.00
CDC; Water Station Upgrade Project		Apr 16, 2018	125,000.00		1				125,000.00	-
CDC; Year-Round Rec Facility Upgrades within Dawson Creek		Apr 16, 2018	62,500.00		8				62,500.00	-
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion		Mar 16, 2017	18,050.00		3				18,050.00	-
South Peace Arts Society; Exhibition & Outreach Art Program		July 19, 2018	3,000.00		7				3,000.00	-
South Peace Health Serv Soc; Health Community House; Renos		Oct 16, 2018	25,000.00		4					25,000.00
										-
			715,300.00						306,543.75	388,756.25
Total Peace River Agreement GL Balance at Month End						1,337,442.37	2,086,364.06	1,294,207.76	1,441,330.60	6,159,344.79
Total Remaining Commitment						343,780.08	590,250.00	768,342.18	388,756.25	2,091,128.51
Balance available after remaining commitments						993,662.29	1,496,114.06	525,865.58	1,052,574.35	4,068,216.28
						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	December	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>						
NEAT, Northern Co-Hort; Farm Bus & Co-op Dev Workshop		1,000.00	1,000.00			
Total Commitments		1,000.00	1,000.00	-	-	2,000.00
<u>Expenditures</u>						
Northern Brain Injury Assoc.; Rd. Safety Campaign			500.00			
Silver Willow 4-H; 2017 Peace Lookout Cleanup			1,500.00			
City of Dawson Creek; Summer Swim Program				3,000.00	1,000.00	
Flatrock Community Cemetery Soc; Fence	4,273.10		15,240.00			
NP Family Superpark Society; Safety Matts & Flooring				100.00		
Safeway; Pouce Coupe Food Bank Donation						
Total Expenditures	4,273.10	17,240.00	3,100.00	1,000.00	25,613.10	
Month End GL Balance	56,530.04	46,591.84	25,333.99	42,852.53	171,308.40	
Balance available	55,530.04	45,591.84	25,333.99	42,852.53	169,308.40	
	Area B	Area C	Area D	Area E		

All Regional District Reserve Balances as of December 31, 2018. Subject to change as year end entries completed.

RESERVES	911 Emergency Capital Reserve	\$ 253,030.13	Green "Carbon" Project Reserve	\$ 23,855.96
	*BCR/PRA	\$ 171,308.40	Harp/Imp Sewer Capital Reserve	\$ 13,371.55
	Buick Creek Arena Capital Reserve	\$ 170,683.40	Harp/Imp Sewer Operating Reserve	\$ 13,370.85
	Buick Creek Arena Operating Res	\$ 79,107.85	Information System Plan Reserve	\$ 275,418.60
	Building Reserve	\$ 918,851.45	Insurance Reserve	\$ 478,402.06
	Charlie Lake Fire Capital Reserve	\$ 652,225.22	Kelly Lake Comm Ctr. Operating Reserve	\$ 26,268.09
	Charlie Lake Sewer Capital Reserve	\$ 128,170.34	Kelly Lake Comm Ctr. Capital Reserve	\$ 23,141.53
	Charlie Lake Sewer Operating Reserve	\$ 98,963.93	Kelly Lake Sewer Capital Reserve	\$ 11,540.89
	Charlie Lake Sewer Treatment/Disposal	\$ 276,540.58	Kelly Lake Sewer Operating Reserve	\$ 20,704.17
	Charlie Lk Waste Water Truck Facility Res	\$ 125,955.06	Landfill Closure Reserve	\$ 736,987.77
	Chetwynd Arena Capital Reserve	\$ 1,658,214.34	Medical Scholarship Residency Reserve	\$ 101,121.92
	Chetwynd Leis Cntr Capital Reserve	\$ 1,908,624.38	Moberly Lake Fire Capital Reserve	\$ 18,072.23
	Chilton Sewer Capital Reserve	\$ 33,260.84	North Pine TV Reserve	\$ 42,120.21
	Chilton Sewer Operating Reserve	\$ 28,834.04	NP Economic Development Commission	\$ -
	Chilton Sewer Debenture Reserve	\$ -	NPEDC Spark Conference Res	\$ -
	Clearview Arena Operating Reserve	\$ 87,507.10	NP Leisure Pool Building Repl Res	\$ 3,018,189.24
	CL DCC Reserve	\$ 267,984.31	NP Leisure Pool Capital Reserve	\$ 648,996.67
	CLFD Fundraising	\$ -	*Peace River Agreement	\$ 6,159,344.79
	CLFD Operating Reserve	\$ 30,665.76	Peace River Agreement Committee Reserve	\$ 1,018,185.92
	Comm Parks Water Capital Reserve	\$ -	Regional Parks Capital Reserve	\$ 61,652.03
	Comm Parks Water Operating Res	\$ -	Regional Parks Operating Reserve	\$ 46,500.04
	*Community Works (Gas Tax)	\$ 3,299,693.01	Rolla Creek Dyke Operating Reserve	\$ 4,676.02
	DC/PC Fire Capital Reserve	\$ 332,952.60	Rolla Sewer Capital Reserve	\$ 10,072.63
	Election Reserve	\$ 79,570.37	Rolla Sewer Operating Reserve	\$ 7,278.26
	Emergency Plan Reserve	\$ 278,791.03	*Rural (Loan Fund)	\$ 3,830,186.96
	*Fair Share	\$ 9,282,829.57	Rural Fringe	\$ 1,144,680.64
	Feasibility Reserve	\$ 302,810.03	Solid Waste Capital Reserve	\$ 6,867,143.13
	Friesen Sewer Capital Reserve	\$ 5,967.09	Solid Waste Operating Reserve	\$ 1,044,242.40
	Friesen Sewer Operating Reserve	\$ 18,303.52	Sub-Reg Recreation Insurance Reserve	\$ 114,766.84
	FSJ Airport Sewer Capital Reserve	\$ 40,239.89	Tomslake Fire Reserve	\$ 21,561.10
	FSJ Airport Sewer Operating Reserve	\$ 49,836.83	Vehicle (Admin) Reserve	\$ 165,070.15
	FSJ Airport Water Capital Reserve	\$ 14,457.74	Vehicle (BI) Reserve	\$ 7,574.00
	FSJ Airport Water Operating Reserve	\$ 28,870.87	Vehicle (SW) Reserve	\$ 99,614.75
			TOTAL	\$ 46,678,361.08

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

Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding 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	150,000.00
Total	575,000.00	575,000.00	177,500.00

Loan Funds Available:	3,322,500.00
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"Grants" from Loan Fund Interest	Committed	Previous Years Paid	Current Year Paid	Remaining
				-
				-
Total	-	-	-	-

Interest Grant Funds Available:	\$507,686.96
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Total RLF Loan & Grant Available:	\$3,830,186.96
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Community Works (Gas Tax) Commitments	Project No. (If applicable)	Committed	Previous Years Paid	Current Year Paid	Remaining
Buick Creek Arena; Insulation/Heating Upgrades		5,759.44			5,759.44
Cecil Lake Recreation Commission; Windows & Doors		11,178.51		11,178.51	-
Kelly Lake Community Centre; Furnaces		10,800.30		10,800.30	-
Kelly Lake Community Centre; Upgrades	15-480	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	14-512	3,500,000.00	3,300,874.20	135,138.14	63,987.66
Tupper Community Hall; Furnace		10,500.00		7,329.00	3,171.00
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Total		\$3,648,343.75	\$3,349,481.80	\$189,551.45	\$109,310.50

Gas Tax Funds Available:	\$3,190,382.51
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RURAL BUDGET ADMINISTRATION COMMITTEE

DIARY ITEMS

<u>Item</u>		<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
1.	Grant-in-Aid	On-going	- Camp Sagitawa funding	March 16, 2017