



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, January 19 , 2017
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC
10:00 a.m.

-
1. CALL TO ORDER - Director Goodings to Chair the Meeting
 2. DIRECTORS NOTICE OF NEW BUSINESS:
 3. ADOPTION OF AGENDA:
 4. ADOPTION OF THE MINUTES:
M-1 Rural Budgets Administration Committee Meeting of December 1, 2016
 5. BUSINESS ARISING FROM THE MINUTES:
 6. DELEGATIONS:
D-1 Peace River Regional Cattlemen's Association - PRRD Letter & Response
 7. CORRESPONDENCE:
C-1 December 6, 2016 – FCM Membership Renewal
 8. REPORTS:
R-1 November 21, 2016 – Funding Amendment Request – Montney Recreation Commission
R-2 December 21, 2016 – Funding Amendment Request – 2013 GIA Lake Point Golf and Country Club
R-3 December 21, 2016 – Funding Amendment Request – 2015 GIA Rose Prairie Community Curling Club
R-4 January 11, 2017 – Funding Amendment Request – Tomslake Cultural Community Association
R-5 November 29, 2016 – Request for Travel Support – Chetwynd Electric Eels
R-6 January 9, 2017 – Request for Travel Support – Ken Price
R-7 December 30, 2015 – Jill Rickert, Community Services Coordinator – 2016 Volunteer Appreciation Banquet, October 22, 2016
R-8 December 30, 2016 – Byrna Casey, Parks and Rural Recreation Coordinator – Peace Lookout clean Up Request for Payment
R-9 January 10, 2017 – Jennifer Rudyk, Finance Clerk – Financial Report –December 2016 (to be updated as final 2016 invoices processed)
R-10 December 20, 2015 – Chris Cvik, CAO report on Peace River Agreement Reporting Requirements
R-11 Peace River Agreement (no attachment – discussion item with handouts at the meeting). – Kim Frech
R-12 January 10, 2017 – Trish Morgan, GM of Community & electoral Area Services – Permission for Closed Session
 9. NEW BUSINESS:
NB-1 Clearview recreational facility
NB-2 Economic Development discussion
 10. COMMUNICATIONS:
 11. ADJOURNMENT:



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: December 1, 2016

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Staff

Chris Cvik, Chief Administrative Officer
Shannon Anderson, Deputy Chief Administrative Officer (part of meeting)
Kim Frech, Chief Financial Officer
Trish Morgan, General Manager of Community and Electoral Area Services
Paulo Eichelberger, General Manager of Environmental Services (part of meeting)
Bernie Roters, Environmental Services Coordinator (part of meeting)
Ronda Wilkins, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 1:46 p.m.

DIRECTORS NOTICE OF NEW BUSINESS:

None

ADOPTION OF AGENDA:

RBAC 16/12/01
MOVED by Director Hiebert, SECONDED by Director Sperling,
“That the Rural Budgets Administration Committee agenda for the December 1, 2016 meeting, be adopted.”

CARRIED.

ADOPTION OF MINUTES:

M-1 RBAC 16/12/02
RBAC Minutes - MOVED by Director Hiebert, SECONDED by Director Goodings,
October 20, 2016 “That the Rural Budgets Administration Committee Meeting Minutes of October 20, 2016 be adopted.”

CARRIED.

BUSINESS ARISING FROM THE MINUTES: RBAC 16/12/03
MOVED by Director Goodings, SECONDED by Director Sperling,
"That the Rural Budgets Administration Committee (RBAC) approve from the Water feasibility funds, reimbursement of mileage to the Water Advisory Committee members when they attend the meeting."

DELEGATIONS:

D-1 None

CORRESPONDENCE:

C-1 RBAC 16/12/04
MOVED by Director Goodings, SECONDED by Director Hiebert,
Oct. 13, 2016 – North "That the Rural Budgets Administration Committee approve the funding amendment
Peace 4H District request from the North Peace 4H District Council (NP4H) to use their remaining 2013
Council – Recreation Grants-In-Aid funds in the amount of \$498.98 reallocating it towards enhancements to
and Cultural GIA Sch. the bleachers."
D Funding Amendment CARRIED.

C-2 RBAC 16/12/05
MOVED by Director Goodings, SECONDED by Director Sperling,
Nov. 22, 2016 – Peace "That the Rural Budgets Administration Committee (RBAC) invite the Peace River
River Regional Regional Cattlemen's Association to attend the January 19, 2017 RBAC meeting."
Cattlemen's Assoc. – CARRIED.
Response to RBAC
letter – Oct. 4, 2016

REPORTS:

R-1 The Rural Budgets Administration Committee received the Financial report.
Nov. 17, 2016,
J. Rudyk, Finance
Clerk – Oct. 2016
Financial report.

R-2 RBAC 16/12/06
MOVED by Director Sperling, SECONDED by Director Goodings,
Nov. 8, 2016 That the Rural Budgets Administration Committee cancel the balance remaining of the
Kim Frech, CFO Gas Tax commitment to the Charlie Lake Sewer Lagoon upgrades and 3-Phase Power
Cancel Commitment of Extension and Treatment Plant (approximately \$1.3 million)."
Gas Tax Funds CARRIED.

R-3 Nov. 8, 2016 – Trish Morgan, GM of CEAS Notice of Closed	RBAC 16/12/07 MOVED by Director Goodings, SECONDED by Director Hiebert, “That the Rural Budgets Administration Committee (RBAC) table the Notice of the Closed meeting until the end of the RBAC meeting.”
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CARRIED.

REPORTS CONTINUED:

R-4 Nov. 28, 2016 Bernie Roters, Env. Services Coordinator – FSJ Airport Subdivision Water Distribution System	RBAC 16/12/08 MOVED by Director Sperling, SECONDED by Director Goodings, “That the Rural Budgets Administration Committee approve from Electoral Area C Peace River Agreement (PRA) Category ‘C’ – Rural Utilities, a maximum grant of \$15,000 to the Fort St. John Airport Subdivision Water Distribution Maintenance Initiative.”
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CARRIED.

R-5 Nov. 28, 2016 Bernie Roters, Env. Services Coordinator – Rolla Wastewater Aeration equipment repairs and upgrades	RBAC 16/12/09 MOVED by Director Hiebert, SECONDED by Director Sperling, “That the Rural Budgets Administration Committee approve from Electoral Area D Peace River Agreement (PRA) Category ‘C’ – Rural Utilities, a maximum grant of \$25,000 to the repair and upgrading of the Sewage Treatment equipment at the Rolla Wastewater Treatment Facility.”
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CARRIED.

R-6 Nov. 29, 2016 Trish Morgan, GM of CEAS – Chetwynd Girls Volleyball youth Travel Request	RBAC 16/12/10 MOVED by Director Rose, SECONDED by Director Hiebert, “That the Rural Budgets Administration Committee approve from Electoral Area E Youth Travel funds, a grant in the amount of \$1,000 to the Chetwynd Sr. Secondary school for the purpose of supporting the Sr. Girls Volleyball team to travel to provincials in Kelowna between December 1 and 3, 2016.”
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NB-1 RBAC Dec. 15, 2016 meeting	By consensus the Committee decided not to have the December 15, 2016 RBAC meeting.
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The Committee dealt with R-3- Notice of Closed Meeting.

R-3 Nov. 8, 2016 – Trish Morgan, GM of CEAS Notice of Closed	RBAC 16/12/11 MOVED by Director Goodings, SECONDED by Director Sperling, “Pursuant to Section 90(1) of the Community charter which states that a part of a board meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following: (c) labour relations or other employee relations.”
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The Committee recessed the regular meeting at 2:32 p.m.

The Committee reconvened the regular meeting at 3:35 p.m.

RESOLUTIONS RELEASED FROM THE CLOSED MEETING TO OPEN MEETING:

ICRBAC 16/12/12

MOVED by Director Sperling, SECONDED by Director Hiebert,
"That the Rural Budgets Administration Committee release from the October 20, 2016 Closed Meeting the following resolutions to open meeting":

ICRBAC 16/10/06

MOVED by Director Goodings, SECONDED by Director Sperling,
"THAT the Rural Budgets Administration Committee release from Closed meeting after discussions have taken place with the North and South Peace Economic Development Services Commissions the following resolutions:

ICRBAC 16/10/02

MOVED by Director Rose, SECONDED by Director Sperling,
"THAT the Rural Budgets Administration Committee have staff draft a letter to the North Peace Economic Development Commission stating the Electoral Area C is opting out of the Economic Development Service effective December 31, 2016."

ICRBAC 16/10/03

MOVED by Director Rose, SECONDED by Director Sperling,
"THAT the Rural Budgets Administration Committee have staff set up a face to face meeting with the members of the South Peace Economic Development Commission to discuss the future participation in Economic Development."

ICRBAC 16/10/04

MOVED by Director Rose, SECONDED by Director Sperling,
"THAT the Rural Budgets Administration Committee have staff set up a conference call meeting with the members of the North Peace Economic Development Commission to discuss future participation in Economic Development."

ICRBAC 16/10/05

MOVED by Director Goodings, SECONDED by Director Sperling,
"THAT the Rural Budgets Administration Committee formally inform the current North Peace Economic Development Officer and North Peace Economic Coordinator, that the Rural Budgets Administration Committee is conducting an Electoral Area review of the North Peace Economic Development Services effective January 1, 2017 and the effect that may have on their current positions."

ADJOURNMENT

The meeting adjourned at 3.53 p.m.

Director Hiebert, Meeting Chair

Ronda Wilkins, Executive Assistant

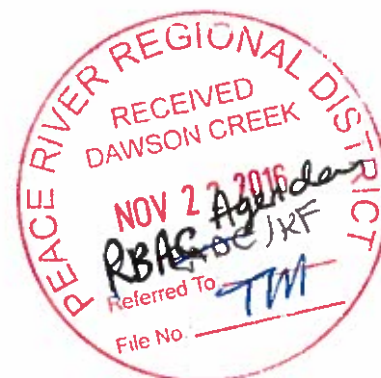
Peace River Regional Cattlemen's Association

C/o Bag 6017

Fort St. John, BC

V1J 4H6

November 15, 2016



Peace River Regional District

Box 810

Dawson Creek BC

V1G 4H8

ATTENTION PRRD RURAL DIRECTORS:

Dear Peace River Regional District Rural Directors

This letter is in response to the letter we received from Kim Frech regarding the two Livestock Protection programs financed by Fair Share funding and administered by the Peace River Regional Cattlemen's Association.

I have attached a copy of Kim's letter; a copy of the program information sheet made available to livestock producers; and a copy of details of the program administration.

In 2012 the Regional District Rural Directors asked our association if we would be interested in administering a livestock protection program funded by the Regional District. We were pleased to do so because of the significant benefit we could see, not just for our member's but for all livestock producers in the region. At that time the Rural Directors told us they wanted the program run in isolation from the Regional District and they would not require details regarding program administration. This position has apparently changed. Fortunately we have documentation that will enable us to answer the 12 questions Kim has asked.

I will answer these questions one at a time.

Question 1: Members of the Peace River Regional Cattlemen's Association were mailed a copy of the attached information sheet "Attention Peace River livestock producers". In addition this information was forwarded to the Forage Association and the Bison Producers and they were asked to notify their respective members. Following this, information about the program spread rapidly by word of mouth.

We are confident that all impacted livestock producers in the Peace River area are aware of the program.

Question 2: No alternative funding has been secured.

Question 3: We asked the Cattle Industry Development Council (CIDC) but they declined because this sort of regional program is outside their mandate. We have been reluctant to search widely for outside funding partners because of the sensitive nature of the program.

Question 4: Losses due to harassment, deaths and maiming have all been reduced. There remain areas or hotspots where heavy losses due to predation continue. Individual claims vary from one to five predators and many claimants have two or more claims. (Please refer to question 6 as well)

Question 5: This assessment is based on the information provided to facilitators by claimants. There was no reliable baseline information prior to our program and we did not collect data from claimants as we had been advised this was not necessary. If program funding is reinstated we are prepared to collect data on losses and harassment as part of the claim procedure.

Question 6: The Pilot program (2013 & 2014) was utilized by 144 claimants; most claimants had two or more claims. The 2015 program was utilized by 111 claimants; most had two or more claims. Of the 111 claimants in 2015, 54 had not claimed under the previous Pilot program.

Question 7: Accounting for monies received

Livestock Pilot Protection Program (2013 & 2014)

\$400,000 received in two stages of \$200,000 each in 2013 & 2014 - \$272.07 interest earned

Claim payments paid to producers - \$356,000

Verification and administration - \$41,175

Bank charges, cheques, postage, office supplies - \$245.08

Fund balance \$2851.99 was transferred to the new (2015) program

Livestock Protection Program (2015)

\$200,000 received in 2015 - \$105.91 interest earned

Claim payments made to producers - \$182,000

Verification and administration \$20,200

Bank charges, cheques, postage, office supplies - \$482.51

Current remaining funds in bank account providing all issued cheques are cashed - \$275.39. This amount is awaiting transfer to new project funding

Question 8: The \$275.39 remaining in the program funds is in the program bank account. If additional funding is received, the \$275.39 plus any accrued interest will be rolled over into the new funds. Alternatively we await instructions from the Rural Budgets committee.

Question 9: Industries such as oil & gas, mining and forestry have created road networks that make it much easier for predators to access both wildlife and domestic stock. The livestock industry bears the bulk of the impact in terms of reduced weaning weights, reduced conception rates and death loss. Members of our association have already contributed significant time to the benefit of all livestock producers in the area and we do not feel we should be expected to contribute further.

Question 10: The attachment, "BC Peace River Region Livestock Protection Pilot Program" describes in detail the implementation and administration of the Pilot program. The pilot concluded in 2014 and in 2015 payment was reduced to \$500 per targeted predator; \$60 per claim facilitated and \$20 per claim processed to make the available funds cover more claims. There was very little adverse reaction from claimants to the reduced compensation.

Question 11: We have not provided best management practices information as this is widely available from a number of sources. We do, however, expect claimants to follow best management practices and in the program outline we state, "A claimant may be required to demonstrate that the claimants' management of the owned livestock was in accordance with generally accepted production and management practices"

Question 12: The attachment, "BC Peace River Region Livestock Protection Pilot Program" provides a detailed written program guide

If you have any further questions please contact us and we look forward to scheduling a meeting to discuss the matter further with you.

Yours sincerely



J. David Harris

President

Peace River Regional Cattlemen's Association

Cc: Karen Goodings, Brad Sperling, Leonard Hiebert, Dan Rose – PRRD Rural Directors

Cc: Kim Frech, Chief Financial Officer PRRD



PEACE RIVER REGIONAL DISTRICT

4 October 2016

Peace River Regional Cattlemen's Association
Bag 6017
Fort St. John, BC V1J 4H6

Dear Cattlemen's Association:

RE Livestock Protection Program

The Rural Budgets Administration Committee (RBAC) have met with your organization over the past few years and have provided funding for your program. At a meeting held earlier this year, the Committee decided that prior to consideration of continuing to fund the program that they would like additional information and answers to questions.

1. How people are made aware of the program?
2. Has alternative funding been secured?
3. Who else have they approached to be a funding partner?
4. Has there been a reduction in the losses to the producers and are they the same producers?
5. How has this been documented?
6. Has the program been utilized by the same producers each year?
7. Provide a complete accounting on the past monies spent and the effectiveness of the program.
8. Where did the remainder of the funds go?
9. What are the Peace River Cattlemen's willing to contribute to the program?
10. Is there an outline describing implementation and administration of the program?
11. Are producers provided with best practices around predator mitigation?
12. Provide a detailed written program guide.

We look forward to receiving response to these questions which will be reviewed when received.

Yours truly,

Kim Frech,
Chief Financial Officer

diverse. vast. abundant.

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

January 19, 2017

M:\004\CORRESPONDENCE\CATTLEMEN'S LIVESTOCK PROTECTION PROGRAM DOCK

B.C. PEACE RIVER REGION LIVESTOCK PROTECTION PROGRAM

Objective:

The objective of this program is to reduce the economic impacts of wild predators on livestock producers by providing financial assistance for reducing livestock losses using preventative measures on targeted predators in the agricultural area of the BC Peace River Regional District. For the purposes of this program the term targeted predator does not include bear, the cat family or coyote. This program will be administered by the Peace River Regional Cattlemen's Association and funded by a grant from the Peace River Regional District.

Eligibility:

All ranchers or farmers who raise livestock in the B.C. Peace River Regional District area agricultural zone are eligible for assistance under the program. For the purpose of the program a claimant may be an individual, partnership, an incorporated company, or an unincorporated association of individuals who own, or have a leasehold interest in domestic livestock for commercial production.

For the purpose of this program, a claimant for compensation or a request for compensation may be required to demonstrate to the governing committee that the claimants' management of the owned livestock was in accordance with generally accepted production and management practices at the time of the predation problem. The governing committee may refuse to make a compensation payment, or may reduce the level of compensation payment otherwise payable, if the governing committee is of the opinion that the claimant did not meet the intent of the program guidelines.

Program Structure:

1. Compensation:

- 1.1. Payment of \$500.00 per targeted predator will be paid in compensation to the producer for the verified removal of targeted predators.
- 1.2. Payment of \$60 to authorized claims facilitator per application visit for compensation.
- 1.3. Mileage for claims facilitators as authorized by governing committee @ .50 /km capped to a total program value of \$500.00 per claims facilitator.
- 1.4. Payment of \$20 per compensation claim to program claims administrator for processing of documentation and payments.

Attention Peace River Livestock Producers

The Peace River Regional Cattlemen's Association is administering a Livestock Protection Program for livestock producers in the BC Peace River area to provide financial assistance to reduce livestock losses by targeted predators.

For the purpose of this program "livestock" is defined as any domestic livestock raised in the BC Peace River agricultural developed area.

Any livestock producer who has suffered financial losses from predation is eligible to apply for assistance to remove targeted predators. Assistance will be provided upon proof that a targeted predator has been removed.

Program facilitators have been appointed in the North and South Peace.

Livestock producers wishing to file a claim should contact one of these program facilitators. The facilitators have the required form and will assist livestock producers in submitting claims.

The start-up date of this program is from the completion date of the preceding pilot project (effective immediately) and the program will run until this final installment of grant money is expended.

North Peace program facilitators:

Renee Ardill	(250) 262-0184	ardillsranch@xplornet.com
Aron Collins	(250) 827-6878	aroncollins@gmail.com
Alternate Dave Harris	(250) 827-3503	dharris@pris.bc.ca

South Peace program facilitators

Darwin Dunbar	(250) 780-2372	don_dunbar@hotmail.com
Tom Krantz	(250) 219-1415	l-tkrantz@hotmail.com
Alternate Dan Stocking	(250) 793-7442	cowsox@gmail.com

Mike McConnell, president

Peace River Regional Cattlemen's Association

To: Ronda Wilkins
Subject: FW: Important information: FCM Membership 2017-2018

[Next RBAC](#)

From: FCM Membership [<mailto:membership@fcm.ca>]
Sent: December-06-16 11:26 AM
To: prrd dc <prrd.dc@prrd.bc.ca>
Subject: Important information: FCM Membership 2017-2018

December 6, 2016

f in v w

FCM

Dear Chris Cvik,

We wish to inform you that membership renewal invoices will be issued in mid-December, later than our usual timeline. This is the result of a change in our legal status, which has now been finalized.

The Canada Revenue Agency has determined that the legal status of FCM must change from charitable to not-for-profit. This change in legal status results in taxable membership dues for FCM. In keeping with not-for-profit regulations, membership fees are taxed on the basis of our members' province or territory of residence. Each municipality is entitled to claim the applicable input tax credit.

To assist with budget planning, we are providing you with the anticipated membership fees for 2017/18. The fees for your municipality will be \$3,639.45, plus taxes of \$181.97, for a total amount of \$3,821.42.

We appreciate your continued support of FCM and an official renewal invoice is being mailed to you in mid-December. We would be pleased to respond to your inquiries. You may reach us by phone at 613-907-6273 or by email at membership@fcm.ca.

Luce Lavoie
Senior Director | Communications and Membership

Find us: f in v w



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January 19, 2017



Peace River Regional District

REPORT

To: Rural Budgets Administration Committee

Date: November 21, 2016

From: Jill Rickert, Community Services Coordinator, Community and Electoral Area Services

Subject: **Montney Recreation Commission – 2016 Grants-in-Aid Funding Amendment Request**

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the funding amendment request from Montney Recreation Commission to use \$4,948.06 from their 2016 Grants-in-Aid (GIA) allocation to pay for the additional increased costs of the lighting and acoustic panel project.

BACKGROUND/RATIONALE:

During the installation of acoustic paneling and lighting in the Montney Hall, part of their 2015 GIA projects, it was discovered that many of the ceiling tiles were in very poor condition. Many of them had begun to deteriorate and crumble. It was originally thought only a few tiles would need replacing but it was identified that a great deal of the tiles would need to be replaced in order to support the installation of the acoustic panels and lighting, as well as ensure the ceiling was safe.

In consultation with their contractor, the society determined this new work was urgent and should take priority over some of the 2016 projects due to the issues around the support and safety of the ceiling. They opted to reschedule the eaves trough and gravel projects to another year and submit a funding amendment application to reallocate a portion of the 2016 GIA allocation (\$4,948.06) to assist with the total cost of the new project.

OPTIONS:

The Committee could decide not to support this request, which would result in the society having insufficient funding to cover the expense.

STRATEGIC PLAN RELEVANCE: None

FINANCIAL CONSIDERATION(S):

- The total cost to complete the new work on the ceiling was \$11,545.98. The remaining amount of the society's 2015 GIA allocation is \$6,597.92 and will be applied to the expense.
- If the funding amendment is approved, \$4,948.06 of the society's 2016 GIA allocation will be applied to remaining amount of the invoice for the ceiling work.
- The remaining unclaimed 2016 GIA in the amount of \$1,951.94 would be used towards the society's insurance expense for 2016.

COMMUNICATIONS CONSIDERATION(S):

Montney Recreation Commission will be notified in writing of the Committee's decision.

OTHER CONSIDERATION(S):

Attachments: Funding Amendment Application

Staff Initials:

Dept. Head:

January 19, 2017

CAO:

Page 1 of 1



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION			
Name of Organization:	Montney Recreation Commission		Date: Nov 10-2016
Contact:	Noreen Kramer		Phone: 250-793 1713
Mailing Address:	Box 95 Montney B.C. VOC 1Y0		Fax: 250 827 3245
Email:			
PROJECT TO PROVIDE FUNDS			
Year Funds Granted:	2015 2016	Have you completed this project?	<u>yes</u>
Current Project Description: (project for which funds were originally applied for) yes the acoustic ceiling and lighting have been completed			
Amount Granted:	6,597.92 \$6,900	Amount to Reallocate:	\$4,948.06
PROJECT TO RECEIVE REALLOCATED FUNDS			
TOTAL Cost of New Project: 11,545.98			
Proposed New Project/Operational Expense: (reason for request and description of project, project budget) reason we needed more funds is that originally it wasn't going to be the entire ceiling but the old tiles were starting to crumble so there was no point to do partial acoustic panels and the lighting and still have a poor ceiling the gravel eaves trough will have to be another project as ceiling was top priority.			
FOR OFFICE USE ONLY			
Funds Remaining: (showing last 3 years)	Current Project Name:	Insurance, eaves trough, gravel	Amount Available = \$6,900.00
	2015 Project Name:	Insurance, lighting, renos to bathroom	Amount Available = \$6,597.92
	2014 Project Name:	Insurance, fencing, outhouse, acoustic panels	Amount Available = 0
	Total Unused Funds =		\$13,497.92
Notes:			

INVOICE

Pisces Contracting**Home renovations and projects**

8320 97ave
Fort St John, BC
V1J 1M2
250-263-5623
piscescontracting@hotmail.ca

To

Montney Hall
12401 256 Rd
Montney, BC
V0C 1Y0

Owner/Operator	Job	Payment Terms	Due Date
Trevor Hanson	Pot lights and fans	Payment in full	Invoice date

Date and Hours	Description	Unit Price	Line Total
Aug. 12 8hrs	- Material pick up - Installation of new fans - Installation of additional row of pot lights	\$55/Hr	\$440.00
1hr	- Travel	\$75/Hr	\$75.00

Hours Total \$515.00**Consumables****Materials and**

0

0

Equipment

WCB# 867760-AQ

GST# 83717 5421 RT0001

Subtotal \$515.00**Sales Tax 5%** \$25.75**Payments /Advances** 0**Balance Owning** \$540.75

Make All checks
payable to Pisces Contracting

Payment not
made 30 days of invoice date will be subject to interest
charges

Thank you for your business!

INVOICE

Pisces Contracting**Home renovations and projects**

8370 97ave
Fort St John, BC
V1J 1M2
250-261-5623
piscescontracting@hotmail.ca

To Montney Hall
256 Rd
Montney, BC
V0C 1Y0

Owner/Operator	Job	Payment Terms	Due Date
Trevor Hanson	Drop Ceiling Project	Payment in full	Invoice date

Date and hours	Description	Unit Price	Line Total
July 22 8hrs.	- Grid layout - Eye bolts and wire - wall trim - Travel	\$85/Hr.	\$680.00
July 25 8hrs.	- T Bar - Travel	\$75/Hr. \$85/Hr. \$75/Hr. \$85/Hr.	\$75.00 \$680.00 \$75.00 \$680.00
July 26 8hrs.	- Material pickup - T Bar - T Bar leveling - Eye bolts and wire - Windows insulated - Travel	\$75/Hr. \$85/Hr.	\$75.00 \$680.00
July 27 8hrs.	- T Bar wipe down - Tile placement - Finishing's and trimmings - Travel	\$75/Hr. \$85/Hr.	\$75.00 \$680.00
July 28 8hrs.	- Windows boarded up - Trimmings and finishing's - Clean up - Travel	\$75/Hr. \$85/Hr.	\$75.00 \$680.00
July 29 8hrs.	- Pot lights installed - Disposal - Returns - Travel	\$75/Hr.	\$75.00

Hours Total \$4530.00

Materials and \$5951.17

Consumables**Equipment**

WCB# 867760 AQ GST# 83717 5421 RT0001

Subtotal \$10,481.17

Sales Tax 5% \$524.06

Payments /Advances - \$8,000.00

Balance Owning \$3,005.22

Make All checks
payable to Pisces Contracting

Payment not
made 30 days of invoice date will be subject to interest
charges

Thank you for your business!

January 19, 2017



Organization Name: Montney Recreation Comm

Date: Nov 12-2016

Mailing Address: Box 95 Montney Bc V0C 1Y0
Address City Postal Code

Contact Person: Norreen Kramer

Phone Number: 250-793-1713

Please attach COPIES ONLY of invoices you are claiming reimbursement for. LIST ALL INVOICES BELOW and include the name of the supplier, the project they are for (i.e., playground, fence, insurance, etc.), year the fund were provided, invoice number and amount. If you have any questions about your claim please call (250) 784-3200.

[illegible]

Please deliver your claim via mail, in person or by fax to:

Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Fax: (250) 784-3201

For Office Use Only

Coding	Year	Amount
	Total Claim	

Approved _____

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
Balance on this Grant	

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
Balance on this Grant	



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: December 21, 2016

From: Jill Rickert, Community Services Coordinator, Community and Electoral Area Services

Subject: Funding Amendment - 2013 Grants-in-Aid Lake Point Golf and Country Club

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approved the funding amendment request from Lake Point Golf and Country Club to reallocate the unclaimed portion of the 2013 Grants-in-Aid (GIA), in the amount of \$4,241.96 to be used towards painting of the clubhouse, halfway house and the purchase of light covers for the pro-shop.

BACKGROUND/RATIONALE:

Lake Point Golf and Country Club received a GIA allocation in 2013 for improvements to their kitchen, new flooring, blinds, the purchase of computers and some general upgrades. All of these projects were completed and additional tables and chairs were approved for purchase; however a balance of \$4,241.96 remains unclaimed in the 2013 GIA allocation.

As per the GIA policy, each society has three years to utilize all GIA funding before the Committee may resolve to return it to the funding area and reduce the tax requisition for the next year. On November 23, 2016, a letter was sent to the society advising them of this policy and encouraging them to claim their unspent funds. Lake Point Golf and Country Club has had a turnover in management over the past couple of years and with new management taking over, they were not aware the funding was available. If this request is approved, the society has stated they will complete the painting project prior to the season opening in 2017.

This request meets the criteria for Funding Amendments as per the GIA policy.

OPTIONS:

The Committee could decide not to approve this request.

STRATEGIC PLAN RELEVANCE: None

FINANCIAL CONSIDERATION(S):

The remaining amount of unclaimed 2013 GIA for Lake Point Golf and Country Club is \$4,241.96. Approval of this request would provide the society the opportunity to utilize these funds as per the GIA policy.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachments: Funding Amendment Application
Letter for unclaimed 2013 GIA – PRRD Copy



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization: <i>Lake Point Golf and Country Club</i>		Date: <i>Dec. 19/2016</i>
Contact: <i>Ryan Galay</i>		Phone: <i>250-785-5566</i>
Mailing Address: <i>Box 6208 Fort St. John, BC V1J 4H7</i>		
Email: <i>general.manager@lakepoint.ca</i>		Fax: <i>250-785-1587</i>
PROJECT TO PROVIDE FUNDS		
Year Funds Granted: <i>2013</i>	Have you completed this project? <i>Yes</i>	
Current Project Description: (project for which funds were originally applied for) <i>In 2013 we applied for funding for various clubhouse improvements including lighting, flooring, furniture, and painting. We have completed the projects and have \$</i>		
Amount Granted: <i>43,900.22</i>	Amount to Reallocate: <i>\$4,241.96</i>	
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project:		
Proposed New Project/Operational Expense: (reason for request and description of project, project budget) <i>In 2013 we did repainting in the clubhouse. It has been three years and some of the areas need to be repainted. We would like to use the remaining funds to repaint areas in the clubhouse, repaint our "halfway house" and lighting across in our proshop.</i>		
FOR OFFICE USE ONLY		
Funds Remaining: (showing last 3 years)	Current Project Name: <i>Did not receive funding</i>	Amount Available = <i>none</i>
	<i>2015</i> Project Name: <i>Did not receive funding</i>	Amount Available = <i>none</i>
	<i>2014</i> Project Name: <i>Paving</i>	Amount Available = <i>0.00</i>
	<i>2013</i>	Total Unused Funds = <i>\$4,241.96</i>
Notes:		



PEACE RIVER REGIONAL DISTRICT

November 23, 2016

Mike Walsh
 Lakepoint Golf and Country Club
 Box 6208
 Fort St. John, BC V1J 4H7

RE: Unclaimed 2013 Grants-in-Aid (GIA) Allocation

Dear Mr. Walsh;

This letter is to advise you that Lake Point Golf and Country Club has an unclaimed Grants-in-Aid allocation from 2013 in the amount of \$4,241.96.

If you have any outstanding invoices for projects from 2013 for which you have not claimed for reimbursement, please do so before the end of the calendar year. In addition, if all 2013 GIA projects have now been completed and you would like to reallocate these funds towards a different project, you may do so by submitting a Funding Amendment form before the end of the 2016. For your convenience, both of these forms have been enclosed for you. As per the Recreational and Cultural Grants-in-Aid policy, the following process will apply should you not contact us by December 31, 2016 to advise of your plans for the funding allocation:

10) Unspent Funds

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

If further information is required or you need to discuss this in detail, please contact me at 250-784-3209 or Jill.Rickert@prrd.bc.ca. I look forward to hearing from you.

Yours truly,

Jill Rickert,
 Community Services Coordinator
 Encl.

diverse. vast. abundant.

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) 785-8025 Email: prrd.fsj@prrd.bc.ca

January 19, 2017



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: Dec 21, 2016

From: Jill Rickert, Community Services Coordinator, Community and Electoral Area Services

Subject: **Funding Amendment - 2015 Grants-in-Aid Rose Prairie Community Curling Club**

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the funding amendment application from Rose Prairie Community Curling Club to reallocate the remaining unused 2015 Grants-in-Aid Allocation (GIA) in the amount of \$1,328.77 to go towards costs incurred from the unexpected sewage line and tank repairs.

BACKGROUND/RATIONALE:

The society discovered there were leaks in both the sewage line and tank at the Centre and had to complete the repairs in order to avoid any further backup and sewage problems in the building. It was critical to complete the work in a timely manner while weather conditions were favorable and to help and prevent any potential problems with spring run-off.

The Rose Prairie Community Curling Club has completed all of the proposed projects as per their GIA funding for 2015. The fencing project was completed under budget as most of the materials and labour were donated, as a result \$1,328.77 remains unclaimed. The total cost of this project to repair the sewage issues was \$1,680.00.

This request meets the criteria for Funding Amendments as set out in the GIA Policy.

OPTIONS:

The Committee could determine not to support the request.

STRATEGIC PLAN RELEVANCE: None

FINANCIAL CONSIDERATION(S):

Approval of this request would ensure all 2015 GIA allocated to Rose Prairie Community Curling Club were utilized.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachments: Funding Amendment Application.

Staff Initials:

Dept. Head:

January 19, 2017

CAO:

Page 1 of 1



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION

Name of Organization: Rose Prairie Community Curling Centre	Date: October 16, 2016
Contact: Kelly Ballard	Phone: 250-263-7378
Mailing Address: Box 129, Rose Prairie, B.C., V0C 2H0	
Email: ballard@fsjbc.com	Fax: N/A

PROJECT TO PROVIDE FUNDS

Year Funds Granted: 2015	Have you completed this project? Yes
Current Project Description: <i>(project for which funds were originally applied for)</i> Originally \$6,000 had been applied for to tackle fencing repairs among other projects. Last month we tore down the old fence at the Centre and were fortunate enough to have community members volunteer their time for tear down, cleaning up of the debris, and installation of a new fence. As all materials and time for the project were donated and the fence is now in place we are wanting to request the remainder of our 2015 Grant (\$1,328.77) be reallocated to an emergency sewage project. We've had to repair leaks in both the sewer line and sewer tank at the Centre to avoid any further backup sewage problems in the building.	
Amount Granted: \$6,000	Amount to Reallocate: \$1,328.77

PROJECT TO RECEIVE REALLOCATED FUNDS

TOTAL Cost of New Project: \$1,680.00 paid for sewage line and tank repairs
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i> We have had to repair the sewage line and sewage tank in a rush to beat winter freeze up and avoid spring run off problems related to leaks in the sewage line and tank.

FOR OFFICE USE ONLY

Funds Remaining: (showing last 3 years)	Current Project Name: Insurance, cistern and kitchen improvements	Amount Available = \$4,629.83
	2015 Project Name: Insurance, fencing, training forms and general maintenance	Amount Available = \$1,328.99
	2014 Project Name: Did not apply	Amount Available = none
Total Unused Funds = \$5,958.60		
Notes:		



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: January 11, 2017

From: Jill Rickert, Community Services Coordinator, Community and Electoral Area Services

Subject: Tomslake Cultural Community Association – Funding Amendment Request

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the funding amendment application from the Tomslake Cultural Community Association and authorize the reallocation of \$1,471.02 from their 2016 Grants-in-Aid (GIA) to be used towards the cost of the repairs to their main cistern water system.

BACKGROUND/RATIONALE:

The main water system at the Tomslake Cultural Community Hall has been affected as a direct result of the flooding that occurred in the South Peace in June 2016. The society has been dealing with an issue of *E.coli* bacteria that has formed in their water system due to the abundance of flood waters. As a result, the society made the decision to put their 2016 GIA projects on hold to deal with the urgent and unplanned repairs and cleaning required to rectify the matter, resulting in some unexpected costs.

The society has been working in collaboration with Northern Health to best correct this situation. The initial approach in the summer was to flush, clean and treat the system. Further water testing resulted in the bacteria being still present, in fact tripling, which resulted in the recommendation install a UV light system to treat the bacteria. This however, cannot be done now until spring due to the winter conditions. A full inspection to ensure there is not any further leaking of the system will also need to be done in the spring. If the treatment of the UV lighting does not work, the society will be faced with replacing the entire cistern water system. A verbal quote obtained from Don Squires of DNS Backhoes, estimates this expense to be \$5,000 for a new system.

The 2016 GIA projects included bathroom renovations, which includes the installation of an all user accessible washroom and insurance expenses. Progress made to date include the purchase of two toilets have been purchased and the 2016 insurance has been paid. The society will return to the project once they have dealt with the *E.coli* issue.

This requests meets the criteria set out in the Recreational and Cultural Grants-in-Aid Policy, Section 14, Part a) Item ii):

14) Funding Amendments

- a) Organizations may apply for funding amendments by completing the Funding Amendment Form attached hereto as Schedule 'D', and only in such circumstances that:
 - i. they have completed their project with the funds allocated and they have outstanding funds remaining; or,
 - ii. an emergency has arisen and failure to remediate the problem will result in an inability to operate.

OPTIONS:

1. The Committee could consider an alternate funding source for this project and provide a grant to a maximum of \$5,000 from Peace River Agreement funds. This would leave the project funding for their GIA intact, and allow for a new system to be put in place if need be.
2. The Committee could choose to not support this request and deny the application.

STRATEGIC PLAN RELEVANCE: None

FINANCIAL CONSIDERATION(S):

The full allocation of \$6,928.72 remains unclaimed for the 2016 GIA. A claim in the amount of \$2,866.72 is expected in January for reimbursement towards the toiles and insurance, which will yield \$4,063 in the allocation.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised of the Committee's decision in writing.

OTHER CONSIDERATION(S):

Attachments: Funding Amendment with receipts for expenses.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization: Tomslake Cultural Community Association		Date: Jan4, 2017
Contact: Theresa Bartusek		Phone:
Mailing Address: Box 263 Pouce Coupe BC V0C 2C0		
Email: tabartusek@gmail.com		Fax:
PROJECT TO PROVIDE FUNDS		
Year Funds Granted: 2016	Have you completed this project? No	
Current Project Description: <i>(project for which funds were originally applied for)</i>		
In 2016 we applied for funding fo hall insurance and updating bathroom facilities. We have started the project but had to put it on hold due to flooding. We have \$4,063.00 remaining		
Amount Granted: \$6,928.72	Amount to Reallocate: \$4,063.00 \$1,471.02	
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project: \$909.00 \$ 1,471.02		
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i>		
In 2016 we applied for funding to update bathroom facilities. With the funds we have purchased 2 toilets. However, we had flooding in June 2016 that flooded our main water system, causing e. coli bacteria to form in the system. We would like to use some of the remaining funds towards this. Rentco Equipment bill was \$818.98 and the new sump pump was \$149.82. Attached as well is a quote for a UV disinfection system as well as a filter system, \$506.22		
FOR OFFICE USE ONLY		
Funds Remaining: <i>(showing last 3 years)</i>	Current Project Name: Bathroom Renos & Insurance	Amount Available = \$6,928.72
	2015 Project Name: Building upgrades & Insurance	Amount Available = \$0
	2014 Project Name: PA system, roof & insurance	Amount Available = \$0
	Total Unused Funds = \$6,928.72	



Rentco Equipment Ltd. Dawson Creek
1905 96 Ave
Dawson Creek, B.C. V1G1M2
www.rentcoequipment.com
250-782-7931 Phone
250-782-7873 Fax

Status: Completed
Invoice #: 197930-5
Invoice Date: Thu 7/ 7/2016
Date Out: Wed 6/29/2016 9:00AM
Operator: Brian McNeil

Customer# 33689

HELLER, ERNEST
145 INDEPENDANT RD
PO BOX 141
Tomslake, BC V0C 2L0

250-786-5858 Phone

Qty	Key	Items Rented	Status	Returned Date	Price
1	3844#50036	HEATER, 175,000 BTU KEROSENE 4Hrs \$22.00 1day \$30.00 1week \$100.00 4weeks \$250.00 Equipment exchanged on 06/23/2016 for 3844#50032	Returned	Thu 6/23/2016 10:05AM	\$0.00
1	3844#50032	HEATER, 175,000 BTU KEROSENE 4Hrs \$22.00 1day \$30.00 1week \$100.00 4weeks \$250.00	Returned	Wed 6/29/2016 8:53AM	\$100.00
2	3861M-5	HEATER, DUCTS - 10 FT. 1day \$15.00 1week \$40.00 4weeks \$80.00	Returned	Wed 6/29/2016 8:53AM	\$80.00
1	3861M-5	HEATER, DUCTS - 10 FT. 1day \$15.00 1week \$40.00 4weeks \$80.00	Returned	Thu 7/ 7/2016 9:02AM	\$40.00
1	3821#40002	FAN, VENTILATOR 12" 1day \$24.00 1week \$90.00 4weeks \$275.00	Returned	Thu 7/ 7/2016 9:02AM	\$90.00

Thank you for your Business

Payments made on this contract:

Deposit Paid	\$201.60	6/23/2016 10:02AM Credit Card Visa xxxx-xxxx-xxxx-3654
Rental/Sale Paid	\$201.60	7/ 7/2016 9:03AM Credit Card Deposit To Rent/sale
Deposit Refund	(\$201.60)	7/ 7/2016 9:03AM Credit Card Deposit To Rent/sale
Subtotal	\$0.00	7/ 7/2016 9:03AM
Rental/Sale Paid	\$145.60	7/ 7/2016 9:03AM Credit Card Visa xxxx-xxxx-xxxx-3654

Total \$347.20

Contract Signature:

Date: 06/23/2016 Modification # 1

Rental :					
\$310.00					
Subtotal:	GST:	PST:	Total:	Paid:	Amount Due:
\$310.00	\$15.50	\$21.70	\$347.20	\$347.20	\$0.00

This is a contract. The back of this contract contains important terms and conditions including lessor's disclaimer from all liability for injury or damage and details of customer's obligations. These terms and conditions are a part of this contract - READ THEM!

If equipment does not function properly notify lessor within 30 minutes of occurrence or no refund or allowance will be made.

I certify that I have read and agree to all terms of this contract.

Signature:

HELLER, ERNEST



Rentco Equipment Ltd.
Proudly Serving The
Peace Region For Over 50 Years

G.S.T. Reg#R104479027
P.S.T. PST-1000-8940

January 19, 2017
Rentco Equipment Ltd. V15.63(06272016)

Modification #5
Printed on 07/07/2016 9:04:16 am



Rentco Equipment Ltd. Dawson Creek
1905 96 Ave
Dawson Creek, B.C. V1G1M2
www.rentcoequipment.com
250-782-7931 Phone
250-782-7873 Fax

Status: Open R-4
Contract #: 197930-5

Date Out: Wed 6/29/2016 9:00AM

Operator: Virginia Titan

Customer# 33689

HELLER, ERNEST

250-786-5858 Phone

145 INDEPENDANT RD
PO BOX 141
Toms lake, BC V0C 2L0

Qty	Key	Items Rented	Status	Agreed Return Date	Price
1	3844#50036	HEATER, 175,000 BTU KEROSENE 4Hrs \$22.00 1day \$30.00 1week \$100.00 4weeks \$250.00 Equipment exchanged on 06/23/2016 for 3844#50032	Returned	Thu 6/23/2016 10:05AM	\$0.00
1	3844#50032	HEATER, 175,000 BTU KEROSENE 4Hrs \$22.00 1day \$30.00 1week \$100.00 4weeks \$250.00	Returned	Wed 6/29/2016 8:53AM	\$100.00
2	3861M-5	HEATER, DUCTS - 10 FT. 1day \$15.00 1week \$40.00 4weeks \$80.00	Returned	Wed 6/29/2016 8:53AM	\$80.00
1	3861M-5	HEATER, DUCTS - 10 FT. 1day \$15.00 1week \$40.00 4weeks \$80.00	Out	Thu 6/30/2016 9:00AM	\$15.00
1	3821#40002	FAN, VENTILATOR 12" 1day \$24.00 1week \$90.00 4weeks \$275.00	Out	Thu 6/30/2016 9:00AM	\$24.00

Thank you for keeping business in the Peace Region
Proudly locally owned and operated

Payments made on this contract:

Deposit Paid \$201.60 6/23/2016 10:02AM Credit Card Visa xxxx-xxxx-xxxx-3654

Total \$201.60

Contract Signature:

Date: 06/23/2016 Modification # 1

Credit Card Deposit Received \$201.60

Rental :					
\$219.00					
Subtotal:	GST:	PST:	Total:	Paid:	Amount Due:
\$219.00	\$10.95	\$15.33	\$245.28	\$0.00	\$245.28

This is a contract. The back of this contract contains important terms and conditions including lessor's disclaimer from all liability for injury or damage and details of customer's obligations. These terms and conditions are a part of this contract - READ THEM!

If equipment does not function properly notify lessor within 30 minutes of occurrence or no refund or allowance will be made.

I certify that I have read and agree to all terms of this contract.

Signature:

HELLER, ERNEST



Rentco Equipment Ltd.
Proudly Serving The
Peace Region For Over 50 Years

G.S.T. Reg#R104479027
P.S.T. PST-1000-8940

January 19, 2017
Revised Price List V15.63(06272016)

Modification #3
Printed on 06/29/2016 8:54:54 am

**Rentco Equipment Ltd. Dawson Creek**1905 96 Ave
Dawson Creek, B.C. V1G1M2

www.rentcoequipment.com

250-782-7931 Phone

250-782-7873 Fax

Customer# 53689

Status: Open R-4

Contract #: 197930-5

Date Out: Thu 6/23/2016 9:59AM

Operator: Lenard Snel

HELLER, ERNEST
145 INDEPENDANT RD
PO BOX 141
Tomslake, BC V0C 2L0

250-786-5858 Phone

Qty	Key	Items Rented	Status	Agreed Return Date	Price
1	3844#50036	HEATER, 175,000 BTU KEROSENE	Out	Thu 6/30/2016 9:59AM	\$100.00
		4Hrs \$22.00 1day \$30.00 1week \$100.00 4weeks \$250.00			
2	3861M-5	HEATER, DUCTS - 10 FT.	Out	Thu 6/30/2016 9:59AM	\$80.00
		1day \$15.00 1week \$40.00 4weeks \$80.00			

Thank you for keeping business in the Peace Region
Proudly locally owned and operated

Payments made on this contract:

Deposit Paid \$201.60 6/23/2016 10:02AM Credit Card Visa xxxx-xxxx-xxxx-3654

Total \$201.60

Credit Card Deposit Received

\$201.60

Rental :					
\$180.00					
Subtotal:	GST:	PST:	Total:	Paid:	Amount Due:
\$180.00	\$9.00	\$12.60	\$201.60	\$0.00	\$201.60

This is a contract. The back of this contract contains important terms and conditions including lessor's disclaimer from all liability for injury or damage and details of customer's obligations. These terms and conditions are a part of this contract - READ THEM!

If equipment does not function properly notify lessor within 30 minutes of occurrence or no refund or allowance will be made.

I certify that I have read and agree to all terms of this contract.

Signature:

HELLER, ERNEST

**Rentco**
Equipment Ltd.
Proudly Serving The
Peace Region For Over 50 Years

G.S.T. Reg#R104479027

P.S.T. PST-1000-8940

January 19, 2017
Received from R104479027 V15.60(11162015)

Modification #1

Printed on 06/23/2016 10:02:27 am

RENTCO EQUIPMENT LTD
1905 96 AVE
DAWSON CREEK BC V1G 1M2
(250) 782-7931

SALE

MID: 6286181
TID: A6286181 REF#: 00000005
Batch #: 170 SEQ: 170001001005
06/23/16 11:03:10
CVC: Y

Invoice #: 741
APPR CODE: 092795
VISA
*****3654C **/**

AMOUNT \$201.60

00 - APPROVED - 001

VISA CREDIT
AID: A0000000031010
TVR: 00 80 00 80 00
TSE: F8 00

THANK YOU COME AGAIN
WWW.RENTCOEQUIPMENT.COM

CUSTOMER COPY

RENTCO EQUIPMENT LTD
1905 96 AVE
DAWSON CREEK BC V1G 1M2
(250) 782-7931

SALE

MID: 6286181
TID: A6286181 REF#: 00000006
Batch #: 181 SEQ: 181001001006
07/07/16 10:04:45
CVC: Y

Invoice #: 197930
APPR CODE: 033408
VISA
*****3654C **/**

AMOUNT \$145.60

00 - APPROVED - 001

VISA CREDIT
AID: A0000000031010
TVR: 00 80 00 80 00
TSE: F8 00

THANK YOU COME AGAIN
WWW.RENTCOEQUIPMENT.COM

CUSTOMER COPY

DAWSON CO-OPERATIVE UNION
HOME & AGRO P# 250 782-33
DAWSON CREEK, BC

Jan 3, 2017 12:25:16003037395 KYLE

GST NUMBER R101296812

*** Quote ***

QUOTED TO: 007195

CCA HALL TOMSLAKE
C/O BOX 263
POUCE COUPE, BC V0C 2C0

Qty	UOM	Item	Description	Dis	Price	Amount
1	EA	5231626	RAINFRESH UV DISINFECTION SYSTE	P1	399.99	399.99
1	EA	0768945	WHOLE HOUSE FILTER W/ON OFF	P1	51.99	51.99

SUB TOTAL
451.98

PST GST
31.64 22.60

GRAND TOTAL
506.22

January 19, 2017



Hardware & A Whole Lot More!

STORE #50
1300 Alaska Avenue
Dawson Creek, BC V1G 1Z3
250-782-4056

Dump Dump

REGULAR SALE

08/29/2016 14:08:49 REG004 TILL004 TRN6707

Store Number: 50

Cashier: 1016 - Wendy

284852 0010121141636	129.99 B
PUMP SUMP 1/3 HP	
240538 0023537243504	3.19 B
ADAPTER 1-1/4MPTX1-1/2	
470028 0777808130801	0.59 B
POLY ADAPTER 1 1/4"	

Total # of item(s): 3

TXSUBTTL	SUBTOTAL	133.77
133.77	GST	6.69
133.77	BRITISH COLUMBIA	9.36
	TOTAL	149.82

DEBIT CARD 149.82

ACCT #: 0

APPROVAL CODE: 359586

REFUND/EXCHANGE PROVIDED UP TO 30 DAYS
WITH ORIGINAL SALES RECEIPT
GST#79433 0696 RT0001
Retain Receipt for Refund or Exchange
Thank You and Come Again

Now Open 7:30 AM Mon - Sat
To serve you better!





Peace River Regional District

REPORT

To: Rural Budgets Administration Committee

Date: November 29, 2016

From: Jill Rickert, Community Services Coordinator, Community & Electoral Area Services

Subject: Chetwynd Electric Eels Request for Travel Support

RECOMMENDATION(S):

That the Rural Budgets Administration Committee deny the request for travel assistance from the Chetwynd Electric Eels Swim Club as it does not meet the application requirements of the Youth Travel Policy and that the request was not submitted prior to the events taking place in February and March of 2016.

BACKGROUND/RATIONALE:

On November 8, 2016 a written request from the Chetwynd Electric Eels Swim Club seeking youth travel support to assist two of their swimmers, who had won the right to compete at two separate Provincial Swim Meets, was received.

This request does not meet the application requirements under the Youth Travel Policy as neither of the individuals reside in Electoral Area E, but live within the municipal boundaries of the District of Chetwynd. In addition, the request for travel assistance was not received in advance of the provincial competitions (February 12-14, 2016 and March 3-6, 2016) but rather eight months after the events had already taken place. The timing of this request, would demonstrate that the club was financially capable to provide the travel assistance required for the individuals to compete and did not result in any financial hardship to the swimmers or the club.

In speaking with the club President, Andrea Smith, she stated she did not apply in advance of the swim meets because she was unaware of the potential of funding support at that time. It was only in November 2016 when she learned about this type of support did she decide to see if the club could successfully apply retroactively. Staff reviewed the Youth Travel Policy and approval process, suggesting all future requests should be submitted prior to events.

OPTIONS:

The Committee could vote in favour of this request and resolve to retroactively provide a travel grant in the amount of \$500.

STRATEGIC PLAN RELEVANCE: None

FINANCIAL CONSIDERATION(S):

1. If the recommendation is supported, the remaining \$500 of unused funds for Electoral Area E Youth Travel will be returned to the funding area to reduce the tax requisition for the next year, in this case 2017.
2. If the option is chosen, this request will utilize all remaining funds in the allocation for Electoral Area E Youth Travel.

Staff Initials:

Dept. Head:

January 19, 2017

CAO:

Page 1 of 2

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised in writing of the Committee's decision.

OTHER CONSIDERATION(S):

Attachments: Letter from Chetwynd Electric Eels
Youth Travel Policy

Chetwynd Electric Eels, Box 2365, Chetwynd BC, V0C 1J0, 250-788-5158

November 2, 2016

Peace River Regional District

Po Box 810, 1981 Alaska Ave

Dawson Creek, BC V1G 4H8



To Whom it May Concern:

I am requesting Provincial Travel funds for the 2016 year. We had 2 swimmers travel to provincials this year. Seth Joyce to AA Provincials, coming home with 3 medals, and Faith Smith to AAA Provincials. These 2 swimmers also attended the BC Summer Games with Seth representing our zone for triathlon and Faith representing for swimming. Faith came home with a bronze medal from the games.

The Electric Eels thank you for your continued support of our club that is allowing our swimmers to compete at the provincial level!

Thank you

Andrea Smith

Chetwynd Electric Eels President

Seth Joyce competed at AA Provincials Feb 12-14, 2016 - Non rural resident confirmed

Faith Smith competed at AAA Provincials Mar 3-6, 2016 - Non rural resident confirmed



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “E” – Youth Travel

1) Eligibility

- a) Youth travel grants may be provided to youth sports organizations or individual players who have won the right to compete at a provincial, national or international competition.

2) Application

- a) Organizations and/or players wishing to apply for youth travel grants must apply in writing to the Rural Budgets Administration Committee and must provide:
 - i. a description of the event;
 - ii. the number of players and coaches that will attend;
 - iii. the 9-1-1 addresses of the players and coaches that will attend;
 - iv. how the funds are to be spent;
 - v. the names of players that will be competing that reside in the electoral areas.

3) Funding Requirements

- a) Funding contributions may be provided for tournament/event fees, fuel, air/ferry travel and/or accommodations only.
- b) The Rural Budgets Administration Committee will make funds payable to the organization only.

4) Reporting

- a) Successful applicants must:
 - i. report back on the results of their competition;
 - ii. provide a photo for use by the Regional District; and
 - iii. describe how the funds were spent within 30 days of competition.



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: January 9, 2017

From: Jill Rickert, Community Services Coordinator, Community and Electoral Area Services

Subject: Ken Price - Request for Travel Support

RECOMMENDATION(S):

That the Rural Budget Administration Committee deny Ken Price's request for travel assistance to attend the World Championship Sheepdog Trial in Hoogwoud, Netherlands from July 13-16, 2017 as there is no funding policy to support approval of a travel grant.

BACKGROUND/RATIONALE:

The current Travel Policy under Recreation and Cultural Grants-in-Aid, Schedule E is specific to youth sports organizations or individual players who have won the right to compete at a provincial, national or international competition. The only eligibility criteria this request meets under that policy, is that the applicant has won the right to compete at an "international" event.

Mr. Price is a local resident who resides in the rural area of Electoral Area D. He owns and operates an 800 acre sheep farm, where he trains his internationally ranked Border Collie, Syd. The pair are both very well accomplished and have done exceptionally well with multiple victories in both Canada and the US. So well, in fact, that they qualified to represent Team Canada at the World Sheepdog Trials being held in the Netherlands this July. There is much merit to be given to the history associated with sheepdog herding and to the culture and traditions of this art. This art is directly linked to the agricultural history of animal herding here in the Peace Region. Mr. Price estimates his costs to attend this event to be \$4,472.38.

OPTIONS:

If the Committee feels this request has merit and would like to provide support to the applicant, consideration could be given to funding a grant from Electoral Area D BCR/PRA funds, if deemed appropriate by the Chief Financial Officer.

STRATEGIC PLAN RELEVANCE: None

FINANCIAL CONSIDERATION(S):

- The only funds in the Financial Plan available for travel are for youth sports organizations or individuals.
- If deemed appropriate, a grant in the amount of \$500.00 could be supported by Electoral Area D BCR/PRA funds.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S): Attachments – Request from Ken Price, Youth Travel Policy

Staff Initials:

J. Rickert

Dept. Head:

J. Morgan

CAO:

Ch. Birk

Page 1 of 1

Jill Rickert

From: Ken Price <kenprice@pris.bc.ca>
Sent: December-09-16 6:55 AM
To: Jill Rickert
Cc: Erin Price
Subject: RE: Application for a travel grant

To: Leonard Hiebert, Electoral Area "D" Director, Peace River Regional District:

My name is Ken Price and I am a resident of Electoral Area "D" in the PRRD. I live on an 800 acre sheep farm under the windmills West of Dawson Creek and I have been a lifelong resident of this area. I introduced my Border Collie Syd to his first sheep on my farm in 2012 and have completely trained him myself. In 2016, I travelled to some major competitions in Ontario where he did exceptionally well, finishing 3rd at the Canadian National Finals in the Toronto area (Woodville), and placing 2nd at another major International competition held in Kingston, Ontario. He accumulated a large number of points in very short order, which vaulted him into the forefront of Canadian Border Collies. Syd has been a top North American sheepdog for several years now, with multiple competition victories in both Canada and the USA-Winning the Western Canadian Championship (2014), and Trials in Salt Lake City (2015), Okotoks (2015), Valleyview (2014), Dawson Creek (2016- We have a quality event on a local farm between Dawson Creek and Pouce Coupe), Calgary (2015), and a finalist in Meeker Co. (2013, 2014- a very prestigious trial). He has amassed more points in fewer competitions than any other Canadian dog, and these points have earned us a spot on Team Canada.

In July 2017, the best sheepherding dogs in the World are converging on a small village called Hoogwoud located approx. one hour North of Amsterdam in The Netherlands. I am one of three Canadian dog handlers who have qualified, along with our dogs, to represent Team Canada at the World Sheepdog Trial. We are the only team from BC, and there are teams from Lethbridge Alberta, and Kingston Ontario as well.

After some discussion with Jill Rickert in the Dawson Creek PRRD office, it was determined that I was eligible to apply for a grant to help with costs of representing Team Canada. She gave me your name to address the email to. I will follow up in a few days with a phone call or by email.

I have attached a quote from a local travel agent. The quote estimates approximately \$4 500.00 to travel to The Netherlands for the World Sheepdog Trial. I would like to request a grant to help cover this cost. The following is included in the quote:

Travel to Calgary-\$500- estimated gas money
Return Flight for myself- \$1374.59
Return Flight for my dog-\$580.00
Car rental- \$516.79
Hotel-\$821 to \$1501 (depending on where I can get booked).

Total cost- \$4 472.38

Sincerely, Ken Price

January 19, 2017



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “E” – Youth Travel

1) Eligibility

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- a) Organizations and/or players wishing to apply for youth travel grants must apply in writing to the Rural Budgets Administration Committee and must provide:
 - i. a description of the event;
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- a) Funding contributions may be provided for tournament/event fees, fuel, air/ferry travel and/or accommodations only.
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4) Reporting

- a) Successful applicants must:
 - i. report back on the results of their competition;
 - ii. provide a photo for use by the Regional District; and
 - iii. describe how the funds were spent within 30 days of competition.



Peace River Regional District

REPORT

To: Rural Budgets Administration Committee

Date: December 30, 2016

From: Jill Rickert, Community Services Coordinator

Subject: **2016 Volunteer Appreciation Banquet – October 22, 2016**

FOR DIRECTOR'S INFORMATION:

This purpose of this report is to provide a review of the Recreational and Cultural Grants-in-Aid Volunteer Appreciation Banquet that was held on Saturday, October 22, 2016 at the Pomeroy Hotel and Conference Centre, located in Fort St. John.

The theme for the evening, "Volunteers are the Roots to Strong Communities" was borrowed from National Volunteer Week 2016. Guests all received a gift bag containing numerous items provided by the Solid Waste and Invasive Plants section of Environmental Services. Numerous door prizes were given away throughout the evening and one lucky person from each table got to take home the fresh floral centerpiece. The evening was hosted by Director Sperling with Directors Goodings, Rose and Hiebert also in attendance. This year, groups were able to take advantage of a fun mini photo session, complete with photo to take home, in the photo booth provided by PRRD Communications.

A presentation was provided by Dean McKinley, Director of Economic Development and Joel McKay, Director of Communications, from Northern Development Initiative Trust (NDIT). Guests learned about NDIT and how it may be of assistance to organizations through the different types of grant funding programs available. The North Peace Economic Development Officer, Jennifer Moore, also provided attendees with information about the North Peace Grant Writing Program and how it could benefit the groups they represent.

Awards were presented to the North Peace Historical Society, who received the Rural Facility Excellence Award for the Fort St. John Museum; and David Miller from the Farmington Community Association, who received an award for Individual Volunteer Achievement.

Unfortunately, the banquet was not well attended by volunteers with only 44 guests participating. A total of 56 were in attendance, which included staff, NDIT, Directors and their partners. A total of fifty-four (54) invitations and nomination forms were sent out to the rural community groups and the event is also posted on the PRRD website News feed and Calendar of Events page.

OPTIONS:

If participation in the event continues to decrease, the Rural Budgets Administration Committee may want to consider other options for volunteer appreciation. Potential alternatives could be:

- Host the volunteer banquet on alternating years (i.e., not each year);
- Move the Annual Volunteer Appreciation banquet to April to coincide with National Volunteer Week;
- Implement a recognition program to annually honour volunteers contributions to say thank you and awards are distributed by invitation to the Regional Board Meeting to receive the award;
- Alternate the above suggestion recognition program with the Annual Volunteer Banquet.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

STRATEGIC PLAN RELEVANCE: None

FINANCIAL CONSIDERATION(S):

The budget for this event is \$6,500; however, the final cost for the event was \$7,440.31 resulting an overage of \$940.31. This was due to the cost of the dinner buffet charge of \$39/plate plus gratuity and taxes. Staff did research the Northern Grand Hotel in Fort St. John as an option for a venue; however, their cost for an equivalent dinner buffet was \$40/plate plus gratuity and taxes. In addition, staff were able to offset some of the cost due to the fact there was no charge/fee from NDI to provide the presentation and by the generous donations from Solid Waste, Invasive Plants and Communications.

RECOMMENDATION:

That the Rural Budget Administration Committee authorize \$940.31 overage be covered by the funds from the line item for Workshops in the Recreation and Cultural GIA budget of the 2016 Financial Plan.

COMMUNICATIONS CONSIDERATION(S):

All organizations who receive GIA funding are invited to the Volunteer Banquet as well as volunteers from the organizations who look after our Buick Creek Arena, Clearview Arena and Kelly Lake Community Centre for a total of fifty-four (54) invites. All groups receive a written invitation along with nomination forms for submission under the Volunteer Recognition program. This event is also posted on the PRRD website News feed and Calendar of Events page.

OTHER CONSIDERATION(S):

Attachments: Copy of Event Invitation
 Budget Worksheet



PEACE RIVER REGIONAL DISTRICT

You are invited to attend the 36th Annual Rural Volunteer Appreciation Banquet

This year, the banquet will be held in the North Peace on **Saturday, October 22, 2016**. The event will begin at **6:00 p.m.** and take place at the **Pomeroy Hotel and Conference Centre** located at **11308 Alaska Road** in Fort St. John.

There will be a special presentation by Northern Development Initiative Trust (NDIT) from guest speakers *Dean McKinley, Director of Economic Development* and *Joel McKay, Director of Communications* who will provide information about grant programs that may be of benefit to your organization.

As in past years, the Regional District will recognize volunteer achievement at the banquet, so if there is an individual, organization or facility you would like to see recognized for their contributions to the rural community, please complete the enclosed nomination forms and submit them to the Regional District.

In order to ensure the event is a success, please **RSVP no later than Friday, October 7th**, by contacting Jill Rickert at 250-784-3209 or Jill.Rickert@prrd.bc.ca.

The Regional District looks forward to seeing you there!



diverse. vast. abundant.

2016 Volunteer Appreciation Banquet - Financials

	<u>Budget Amounts</u>	<u>Actual Expenses</u>	
2016 Volunteer Banquet Budget Amount	\$ 6,500.00		
Catering & Facility			
Budget Amount			
Banquet Facility Rental		\$ 700.00	
Screen, projector, mike		\$ 280.00	
Catering for 100 (at \$39.95 each)		3,995.00	
GST (@ 5%)		\$ 293.53	
Gratuity (18%)		\$ 895.50	
SUB TOTAL	\$ -	\$ 6,164.03	
Giveaways/Door Prizes			
Budget Amount	\$ 2,000.00		
Centerpieces (Charene's Flowers)		\$ 504.00	
Gratitude Treats		\$ 72.66	
Prestige Door Prizes		\$ 158.23	
Charene's Door Prizes		\$ 110.88	
B&T Door Prizes		\$ 123.20	
Gift Cards (2 Boston Pizza & 2 Ctire)		\$ 100.00	
General Supplies - tissue, ribbon, bags etc...		\$ 21.11	
General Supplies - tissue, ribbon, bags etc...		\$ 48.90	
Banquet giveaways		\$ -	Donated by Solid Waste - water bottles, magnetic clips, pens
Banquet giveaways		\$ -	Boot Cleaners, Weed Cards and Car Freshners
SUBTOTAL		\$ 1,138.98	
Awards			
Budget Amount	\$ 100.00		
plaques		77.22	
Certificates w/frames		10.08	
gift certificate		\$ 50.00	
SUB TOTAL	\$ -	\$ 137.30	
Entertainment			
Budget Amount	\$ -	\$0.00	
		\$ -	
SUB TOTAL		\$ -	
Total Banquet Costs		\$ 7,440.31	
Budget less Expenses		-\$ 940.31	Over Budget
NDIT Presentation at Banquet			
Budget Amount	\$ 5,000.00		
NDIT Facilitators		0	
Workshop Facility Rental		\$ -	
SUB TOTAL		\$ -	
Budget less Expenses		\$ 5,000.00	



Peace River Regional District

REPORT

To: Rural Budgets Administration Committee

Date: December 30, 2016

From: Bryna Casey, Parks and Rural Recreation Coordinator

Subject: Peace Lookout Clean Up Request for Payment

RECOMMENDATION(S):

That the Rural Budgets Administration Committee (RBAC) approve;

- a. payment of \$3,000 to the Silver Willow 4-H Club for the purpose of removing garbage and providing general maintenance of the Peace Valley Lookout from May to September 2016; and
- b. that the applicant be advised that for all future funding requests the applicant be required to follow the grant application process and register as a not-for-profit society.

BACKGROUND/RATIONALE:

The Regional District has funded the Silver Willow 4-H club \$1,500 annually since 2013. This funding has historically been provided to the group for completing "spring cleanup" and monthly maintenance between May and September. In 2016, BC Hydro offered a \$3,000 donation with \$1,500 of that donation intended to provide for the maintenance and the other \$1,500 was given to provide bear proof garbage bins for the location. In the past, funds that have been granted from the PRRD to the group have been \$1,500, but the proposed amount has increased due to the donation from BC Hydro. In 2016, A BC Online search could find no record of the Silver Willow 4-H club being a registered society, an eligibility requirement as per the grant policy. The applicant is essentially providing maintenance services for the Peace Lookout location that is similar to a Parks Maintenance contract that is held for each of the 5 Regional District parks. Given the nature of the service provided, this lends itself to a contract for maintenance.

The Peace Valley Lookout is located on Crown Land approximately 3km south on 100th Street from the intersection of 100th Street and Highway 97 in Fort St. John. A right-of-way belonging to the Ministry of Transportation and Infrastructure runs along the west side of the Lookout site. The Regional District considered taking this location on as a regional park, but the project was discontinued in 2012 due in part to the potential of slide activity at the location and the increased expense to operate and monitor this site as compared to other potential sites.

A meeting has been requested with the Ministry of Transportation and Infrastructure, the City of Fort St. John, and the Director of Electoral Area 'C' to discuss maintenance of this property as there is significant value to the public and it is well-used. Currently the maintenance and cleaning of the site is not coordinated among the interested parties. Outcomes of this meeting will be brought forward to the Regional Parks Committee meeting.

OPTIONS:

1. The Committee could choose not to contribute \$1,500 towards the payment to the applicant, as the grant application process was not followed.
2. The Committee could instead choose to use the intended BC Hydro donation funds to support this payment.

Staff Initials: *Casey*

Dept. Head: *January 19, 2017*

CAO: *Ch. Burk*

STRATEGIC PLAN RELEVANCE:

None at this time.

FINANCIAL CONSIDERATION(S):

Funding for this request could come from Electoral Area 'C' BC Rail monies in the amount of \$1,500, with \$1,500 being funded through a donation from BC Hydro (see attached letter), for a total of \$3,000.

COMMUNICATIONS CONSIDERATION(S):

That the applicant will be notified in writing of the Committee's decision.

OTHER CONSIDERATION(S):

Attachments:

Silver Willow 4H Club Invoice for Services

Letter from BC Hydro

Subject: ^{TO} Grant Claim Form
Date: Friday, December 23, 2016 at 11:29:34 AM Mountain Standard Time
From: ^{TO} Bryna Casey
To: ^{FROM} sherricollinsfsj@gmail.com
Attachments: image001.jpg, image003.jpg, image002.jpg, FillableSchedBClaimForm.docx, Schedule-B-Claim-Form.pdf

Hi Sherri! Thank you for taking my call this morning J

I've attached the claim form in two versions, pdf and fillable word. Or if you'd like, you can follow this link;
<http://prrd.bc.ca/wp-content/uploads/page/grants/Schedule-B-Claim-Form.pdf>

If you could please just fill out the form, and send that and an invoice from the club back to me, then we will send it to be approved by our rural area funding committee.

Thank you very much, if you have any questions or concerns, please shoot me an email or call me at the below contact information.

Bryna

Bryna Casey | Parks and Rural Recreation Coordinator

Direct: 250-784-4841 | bryna.casey@prrd.bc.ca

PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8

Toll Free: (24 hrs): 1-800-670-7773 | Office: 250-784-3200 | Fax: 250-784-3201 | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT

IMPORTANT: The information transmitted herein is confidential and may contain privileged or personal information. It is intended solely for the person or entity to which it is addressed. Any review, re-transmission, dissemination, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.



Organization Name: Silver Willow 4H Club Date: Dec. 27, 2016
Mailing Address: RRI Site 16 Comp 128 Fort St John BC V1J 4M6
Address City Postal Code
Contact Person: Sherril Collins Phone Number: 250-264-7420

Please attach **COPIES ONLY** of invoices you are claiming reimbursement for. **LIST ALL INVOICES BELOW** and include the name of the supplier, the project they are for (i.e., playground, fence, insurance, etc.), year the fund were provided, invoice number and amount. If you have any questions about your claim please call (250) 784-3200.

Supplier	Project	Year Funds Granted for this Project	Invoice No.	\$ Amount
Silver Willow 4H Club	May-Sept 2016 Peace Valley Lookout Site Debris/Maintenance cleaning	2016	726059	3000-
Total Invoice Amount				3000-
Amount You Are Claiming				3000-

Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Fax: (250) 784-3201

Coding	Year	Amount	Approved
Total Claim			

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
Balance on this Grant	

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
Balance on this Grant	

DATE Dec 27, 2016

N° DE TAXE
TAX REG. NO.

VENDU À SOLD TO	Peace River Reg. Dist.	EXPÉDIER À SHIP TO	
ADRESSE ADDRESS	P.O. Box 810, 1981 Aliskutway Dawson Creek BC. V1G 4H8	ADRESSE ADDRESS	

COMMANDE DU CLIENT CUSTOMER'S ORDER	VENDU PAR SOLD BY	CONDITIONS TERMS	FAB FOB	VIA
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[illegible]



Peace River Regional District

REPORT

To: Rural Budgets Administration Committee

Date: January 10, 2017

From: Jennifer Rudyk, Finance Clerk

Subject: Financial Report – December 2016 (to be updated as final 2016 invoices processed)

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

The report includes:

1. Grants-in-Aid (4 pages) - 2005 to 2015 balances remaining
 - Page 1 - Area B, Area C, Area E
 - Page 2 - Sub-Regional
 - Page 3 - Youth Travel Recipient Listing
 - Page 4 - Scholarship/Bursary Recipient Information
2. Fair Share Money Market Fund (1 page). Report Includes:
 - a. Opening Balance
 - b. Revenues (interest, annual payment/subscription, etc.)
 - c. Commitment amount (first column after name of payee)
 - d. Previous Years Payments
 - e. Payments made this year (next 4 columns - column for each Area)
 - f. Balance remaining of the Commitment (last column)
 - g. Actual Balance
 - h. Total Remaining Commitment
3. Peace River Agreement Money Market Fund (1 page).
This report is in a similar format to the Fair Share report.
4. BCR/PRA Money Market Fund (includes revenue, expenditures and future commitments) (1 page).
5. Reserve (Appropriated Surplus) Balances (Includes all Regional District reserves) (2 pages).
6. Establishment Bylaw No. 1166, 1998 and most recent amendment Bylaw No. 1853, 2009.

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

Staff Initials: JR

Dept. Head:

Kim Frech

CAO:

Chris Birk

Page 1 of 1

January 19, 2017

Peace River Regional District Grants-In-Aid Summary of Payables - 2016										30-Dec-2016
Current Year Allocation		2005-2009	2010	2011	2012	2013	2014	2015	2016	GIA Remaining
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	
			103,000.00	107,000.00	103,000.00	103,000.00	103,000.00	200,000.00	103,000.00	
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			103,000.00	107,000.00	103,000.00	103,000.00	94,608.17	189,845.00	103,000.00	
AREA B										
	Big Bam Ski Hill	-	-	-	-	-	-	-	-	-
	Buick Creek Community Club	-	-	-	-	-	-	-	-	-
	Cache Creek Community Club	0.00	-	-	-	-	-	-	-	0.00
	Cecil Lake Rec. Commission	-	-	-	-	-	-	-	-	-
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-	-	-
17,995.84	Golata Creek Recreation Society	-	(0.00)	-	-	-	0.00	-	17,995.84	17,995.84
38,700.00	Goodlow Community Club	-	-	(0.00)	-	-	-	-	38,700.00	38,700.00
	Halfway Graham Community Club	-	-	-	-	-	-	874.96	-	874.96
	King's Valley Christian Camp	-	-	-	-	(0.00)	0.00	-	-	(0.00)
6,900.00	Montney Rec. Commission	-	-	(0.00)	-	-	-	6,597.92	6,900.00	13,497.92
1,000.00	North Peace 4-H District Council	-	-	-	-	-	-	0.00	-	0.00
1,000.00	North Peace Fall Fair Society	-	-	-	-	-	-	-	-	-
12,162.61	North Peace Historical Society	-	-	-	-	-	-	-	-	-
	North Peace Light Horse Assn.	-	-	-	-	-	-	-	-	-
	North Peace Ride for Disabled	-	-	-	-	-	-	259.51	-	259.51
11,062.05	Osborn Community Club	-	-	(0.00)	(0.00)	-	-	8,026.34	4,513.48	12,539.82
10,679.50	Rose Prairie Curling Society	-	-	0.00	0.00	-	-	1,328.77	4,629.83	5,958.60
	Wonowon Horse Club	-	-	-	-	-	-	1,500.00	-	1,500.00
1,000.00	Area B Rural Bursary	-	-	-	-	-	-	-	-	-
1,500.00	Youth Travel	-	-	-	-	-	-	-	-	-
103,000.00	Total Area B	0.00	(0.00)	(0.00)	(0.00)	(0.00)	0.00	18,587.50	72,739.15	91,326.65
			2010	2011	2012	2013	2014	2015	2016	
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	GIA Remaining
			100,000.00	100,000.00	100,000.00	100,000.00	112,025.88	100,000.00	80,000.00	
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			100,000.00	100,000.00	100,000.00	87,924.72	93,297.04	81,250.00	72,900.86	
AREA C										
	Big Bam Ski Hill	-	-	-	-	-	-	-	-	-
25,125.86	Charlie Lake Community Club	-	-	0.00	-	-	4,920.40	9,510.41	15,736.11	30,166.92
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-	-	-
	Lake Point Golf Club	-	-	-	-	4,241.96	-	-	-	4,241.96
	North Peace 4H Senior Council	-	-	-	-	498.98	-	-	-	498.98
20,000.00	North Peace Fall Fair Society	-	-	-	-	-	-	3,322.13	2,634.75	5,956.88
24,775.00	North Peace Historical Society	-	0.00	-	-	-	470.75	3,426.16	24,127.61	28,024.52
	North Peace Light Horse Assn.	-	-	-	0.00	-	-	-	-	0.00
1,000.00	*Area C Scholarship	-	-	-	-	-	-	-	-	-
1,000.00	Youth Travel	-	-	-	-	-	-	-	-	-
72,900.86	Total Area C	-	0.00	0.00	0.00	4,740.94	5,391.15	16,258.70	42,498.47	68,889.26
			2010	2011	2012	2013	2014	2015	2016	
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	GIA Remaining
			102,000.00	102,000.00	102,000.00	111,610.00	103,150.00	102,000.00	102,000.00	
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			102,000.00	102,000.00	92,390.00	110,460.00	103,150.00	102,000.00	102,000.00	
AREA E										
	Camp Emile	-	(0.00)	0.00	-	0.00	13,924.54	-	-	13,924.54
2,500.00	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-	-	-	-
7,637.50	Chetwynd Electric Eels Swim Assn.	-	-	-	-	-	611.40	-	-	611.40
5,387.50	Chetwynd Gymkhana	-	-	-	-	0.00	(0.00)	-	5,387.50	5,387.50
22,768.25	Chetwynd Rod & Gun Club	-	-	-	-	-	-	-	-	-
5,000.00	Chewtynd Social Planning Committee	-	-	-	-	-	-	-	-	-
1,600.00	Foothills Team Roping Club	-	-	-	-	(0.00)	-	-	1,600.00	1,600.00
13,550.50	Jackfish Community Association	-	-	(0.00)	-	(0.00)	0.00	4,875.00	9,423.66	14,298.66
7,637.50	Little Giants Figure Skating Club	-	-	-	-	-	-	-	7,637.50	7,637.50
6,281.25	Little Prairie Heritage Society	-	-	(0.00)	0.00	0.00	4,355.16	4,302.91	3,763.32	12,421.39
6,707.50	Moberly Lake Community Assn.	-	-	-	0.00	-	-	-	4,481.54	4,481.54
16,417.50	Pine Valley Exhibition Park Soc.	-	-	(0.00)	-	-	-	-	(0.00)	(0.00)
	Pine Valley Motor Sports	-	-	-	-	-	-	-	-	-
3,512.50	Pine Valley Seniors Assn.	-	-	-	-	-	(0.00)	-	-	(0.00)
	Sagitawa Christian Camping Society	-	-	-	-	-	-	15,965.00	-	15,965.00
1,000.00	Area E West Bursary	-	-	-	-	-	-	-	500.00	500.00
2,000.00	Youth Travel	-	-	-	-	-	-	-	-	-
102,000.00	Total Area E	-	(0.00)	0.00	0.00	(0.00)	18,891.10	25,142.91	32,793.52	76,827.53

		2005-2009	2010	2011	2012	2013	2014	2015	2016	GIA Remaining
SUB-REGIONAL			Budget	Budget	Budget	Budget	Budget	Budget	Budget	
			130,000.00	130,000.00	130,000.00	150,000.00	150,084.00	150,000.00	150,000.00	
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			130,000.00	130,000.00	130,000.00	149,916.11	150,084.00	150,000.00	150,049.93	
9,178.72	Ark - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-	-	-
5,000.00	Bessborough Community Club	-	-	74.96	-	-	-	-	-	74.96
8,178.72	Cutbank Community Club	-	-	-	-	0.00	(0.00)	-	(0.00)	0.00
14,428.72	Dawson Creek Sportsman's Club	-	-	-	-	-	-	-	-	-
5,829.55	Doe River Gymkhana Club	-	-	-	-	-	-	-	5,829.55	5,829.55
8,044.08	Doe River Recreation Commission	-	-	-	-	-	-	-	-	-
8,178.72	Farmington Community Association	-	-	-	-	-	-	-	8,178.72	8,178.72
1,350.00	Groundbirch Rec. Commission	-	-	-	-	-	-	-	1,350.00	1,350.00
16,078.72	Hats n' Chaps Gymkhana	-	-	-	2,155.99	-	-	-	16,078.72	18,234.71
	Kilkerran Recreation Commission	-	-	-	-	0.00	-	1,925.33	-	1,925.33
11,724.22	Kiskatinaw Fall Fair	-	-	-	-	0.00	0.00	-	4,365.49	4,365.49
8,777.38	McLeod Rec. & Social Services Society	-	-	-	-	-	(0.00)	(0.00)	-	(0.00)
10,491.22	Rolla Ratepayers	-	-	-	-	-	-	-	-	-
7,028.72	Sunset Prairie Recreation Commission	-	-	0.00	(0.00)	0.00	1,257.05	0.00	7,028.72	8,285.77
825.00	Swan Lake Enhancement Society	-	-	-	-	-	-	-	-	-
6,928.72	Tomslake Community Cultural Assn.	-	-	-	-	-	-	-	6,928.72	6,928.72
12,828.72	Tomslake & District Rec Commission	-	-	-	-	(0.00)	0.00	1,452.22	12,828.72	14,280.94
10,678.72	Tupper Community Club	-	-	-	-	-	-	-	-	-
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	-	-	-	1,500.00	1,500.00
1,500.00	Youth Travel	-	-	-	-	-	-	-	-	-
150,049.93	Total Sub-Regional	0.00	0.00	74.96	2,155.99	0.00	1,257.05	3,377.55	64,088.64	70,954.19
427,950.79	COMBINED GRAND TOTALS	0.00	(0.00)	74.96	2,155.99	4,740.94	25,539.30	63,366.66	212,119.78	307,997.63
Prior Years Payable total =		32,511.19								
2015 Payable total =		63,366.66								
Total GIA Payable =		307,997.63								

Youth Travel Recipient Information

Area	Recipient	Total To-Date	2010	2011	2012	2013	2014	2015	2016
Area B									
	Northern BC High School Rodeo	1,000	500			500			
	Northern BC Highschool Rodeo - Megan Smith	500					500		
	Juvenile boys curling team (alberta league)	500							500
	TOTAL granted for year		500	1,500	0	1,500	1500	1500	1500
	TOTAL used		500	0	0	500	500	0	500
	BALANCE Remaining		0	0	0	0	0	0	0 *
Area C									
	Inconnu Swim Club	300		300					
	Northern BC High School Rodeo	2,000	500		500	500		500	
	TOTAL granted for year		1,000	1,000	1,000	1,000	1000	1000	1000
	TOTAL used		500	300	500	500	0	500	
	BALANCE Remaining		0	0	0	0	0	0	0 *
Area E									
	3 Nations Midget Hockey	650		350		300			
	Auroras Speed Skating Club	250		250					
	Chet Girls Club Volleyball	1,050	250		500		300		
	Chet Scotiabank Bantam Giants Hockey	850	350		500				
	Chet Secondary Boys Wrestling	350	350						
	Chet Secondary Girls Volleyball	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		
	Chetwynd Midget Giants	500						500	
	Chetwynd U16 Club Volleyball - Chargers	500						500	
	U16 Girls Club VB Chetwynd	500							500
	TOTAL granted for year		2,000	2,000	2,000	2,000	3005.26	2000	2000
	TOTAL used for year		1,200	900	2,000	1,400	800	2000	1500
	BALANCE Remaining		0	0	0	0	0	0	0 *
Sub-Regional									
	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
	TOTAL granted for year		1,500	1,500	1,500	1,500	1500	1500	1500
	TOTAL used for year		0	0	1,000	1,000	0	0	1500
	BALANCE Remaining		0	0	0	0	0	0	0 *

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
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	Amount Remaining	Date Claimed
2016	Rachel Kalkman	1,000	0	25-Aug-16
2015	Kevala Van Voilkenburg	1,000	0	06-Aug-15
2014	Dylan Kassian	1,000	0	23-Aug-14
2013	Daisy Petrucci	1,000	0	15-Aug-13
2012	Stephanie Sutherland	1,000	0	2012
2011	Hannah Leber	500	0	2011
2010	Tawny Hosker	500	0	2010
TOTAL		5,000	0	

Area E Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2016	Courtney Auger	500	500	
2016	Regan Neuls	500	0	05-Dec-16
2015	Kayla Sanford	500	0	13-Nov-15
2015	Dayton Waldie	500	0	07-Nov-15
2014	Sara Norris	500	0	27-Nov-14
2014	Brittany Andres	500	0	15-Jan-15
TOTAL		1,500	0	

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2016	Ashley Schweitzer	1,500	1500	
2016	Kalen Dorer	1,500	0	Sep-16
2015	Paula Chudley	1,500	0	31-Aug-15
2015	Ben Van Spronsen	1,500	0	14-Sep-15
2014	Theran Basset	1,500	0	15-Jan-15
2014	Landon Farrow Trades	1,500	0	16-Sep-14
2013	Brenna McCullough - Academic	1,500	0	25-Sep-13
2013	Brad Skytte - Trades	1,500	0	02-Jul-13
2012	Kole Pierce	1,500	0	2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0	2013
2011	Anders Carlstad	1,500	0	2011
2011	Gary Gordon	1,500	0	2011
2010	Erica Woolf	1,500	0	2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0	2010
TOTAL		16,500	0	

Fair Share Commitments			December 2016				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
January 1, 2016 opening balance							2,209,255.70	1,930,009.03	3,206,851.77	2,917,532.69	10,263,649.19
Total interest earned to date							16,416.65	14,972.43	25,242.23	22,726.63	79,357.94
											-
COMMITMENTS			Commitment	Previous Yrs. Payments	Fair Share Payments This Year					Remaining Commitment	
Area B											
Area B Municipal Facilities			13,200.00								13,200.00
Clearview Arena; Crawl Space R&M			75,000.00	59,456.85	14,563.57						979.58
Electrical Extension Grants			12,000.00		4,000.00						8,000.00
FSJ Library (annual payment)			31,300.00		31,300.00						-
NP Cultural Centre (pymt to 2017)			28,125.00		28,125.00						-
NP Fall Fair; Display Buildings			17,600.00	10,192.14							7,407.86
NP Farmers Institute; Facility Upgrades			200,000.00		200,000.00						-
Rural Gasification			680,000.00	32,367.25							647,632.75
Sewage Rec Facility (Operating Deficit 25%)			-								-
			1,057,225.00	102,016.24	277,988.57	-	-	-	-	-	677,220.19
Area C											
FSJ Airport Sub Communal H2O/Swr Fees			12,559.97	11,200.00							1,359.97
FSJ Airport Sub Water Metering Initiative			25,000.00			10,177.93					14,822.07
FSJ Library (annual payment)			15,000.00			15,000.00					-
NPAS; Airport Swr Pumps & Maintenance			26,289.38			4,157.98					22,131.40
NP Cultural Centre (pymt to 2017)			14,062.00			14,062.00					-
NP Farmers Institute; Facility Upgrades			50,000.00			50,000.00					-
Regional Parks Improvements			100,000.00								100,000.00
Sewage Rec Facility (Operating Deficit 75%)			-								-
Water & Sewer			500,000.00								500,000.00
			742,911.35	11,200.00	-	93,397.91	-	-	-	-	638,313.44
Area D											
Bear Mnt Nordic Ski Assn; Ski Trails			10,000.00								10,000.00
Dawson Creek Gradfest Committee; Gradfest 2015			2,500.00	1,000.00				1,000.00			500.00
Dawson Creek Sportsman's Club; Indoor Range Exp			80,000.00								80,000.00
Electrical Extension Grants											-
Hats 'n Chaps Gymkhana; Arena Rebuild			15,800.00	15,360.00							440.00
Kelly Lk Swr; Upgrades (Lift Stn, Pump, Alarm Dialer)			30,000.00	19,544.37							10,455.63
Northern Lights Recovery Centre			100,000.00								100,000.00
NP Farmers Institute; Facility Upgrades			50,000.00					50,000.00			-
Regional Parks & Trails (Parks)			75,000.00								75,000.00
Regional Parks & Trails (Trails)			25,000.00								25,000.00
Rolla Sewer - Annual Oper. Grant			17,500.00	17,500.00							-
Rolla Sewer - Upgrades			20,000.00	17,429.53				10,455.63			(7,885.16)
Rural Gasification			1,000,000.00	58,798.50							941,201.50
Rural Water Dev-Tmlk,Frmtg Const			125,032.17								125,032.17
Swan Lake Environmental Study			20,000.00	15,554.63							4,445.37
Swan Lake Weir Aluminum Gates			34,000.00	8,133.75							25,866.25
			1,604,832.17	153,320.78	-	-	61,455.63	-	-	-	1,390,055.76
Area E											
Bear Mnt Nordic Ski Assn; Ski Trails			4,000.00								4,000.00
Camp Sagitawa; Phase 1 Climbing Wall			20,000.00								20,000.00
Chetwynd & Dist. Rec Complex			1,325,000.00	1,269,278.08							55,721.92
Chetwynd (Dist of); Fire Apparatus			133,000.00						124,515.41		8,484.59
Chetwynd Rec Centre 2M Support; Flooring, Boards & Chiller;			-								-
Chetwynd Seniors Housing Society			150,000.00								150,000.00
Dawson Creek Sportsman's Club; Indoor Range Exp			20,000.00								20,000.00
Electrical Extension Grants			5,000.00						4,000.00		1,000.00
Hasler Tower Project			107,000.00	98,836.73							8,163.27
Hats 'n Chaps Gymkhana; Arena Rebuild			3,950.00	2,184.00							1,766.00
Little Prairie Heritage Soc; Engineering			25,000.00	6,090.00							18,910.00
Little Prairie Heritage Soc; Tables, Tents			8,300.00						8,300.00		-
Moberly Lk FD; Equipt & Training			10,000.00						10,000.00		-
Northern Lights Recovery Centre			100,000.00								100,000.00
Rural Gasification			700,000.00								700,000.00
Senior Assisted Living			30,000.00								30,000.00
South Peace SPCA; Aspen Estate Feral Cats			5,000.00	2,500.00							2,500.00
Sunset Pr Rec Comm; Fair Kitchen			58,000.00	38,005.49							19,994.51
			2,704,250.00	1,416,894.30	-	-	-	-	146,815.41	-	1,140,540.29
Total Fair Share Bank Balance at Month End						1,947,683.78	1,851,583.55	3,170,638.37	2,793,443.91		9,763,349.61
Total Remaining Commitment						677,220.19	638,313.44	1,390,055.76	1,140,540.29		3,846,129.68
Balance After Remaining Commitments						1,270,463.59	1,213,270.11	1,780,582.61	1,652,903.62		5,917,219.93
						Area B	Area C	Area D	Area E		
* Electoral Area 'E' Director has guanteed to cover funding shortfalls up to \$2,000,000 from Fair Share/Gas Tax or other available funding for the Chetwynd & District Rec Centre capital project upgrade scheduled to start in 2017 per the January 26, 2016 RBAC meeting motion.											
This commitment is not included in the above numbers.											

January 19, 2017

Peace River Agreement Commitments	December 2016		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
January 1, 2016 Opening Balance			-	-	-	-	-
Total interest earned to date			3,980.71	4,147.88	3,881.32	4,005.43	16,015.34
Subscription PRA \$			750,000.00	750,000.00	750,000.00	750,000.00	3,000,000.00
COMMITMENTS	Commitment	Previous Yrs. Category Payments Code	Peace Agreement Payments This Year				Remaining Commitment
Area B							
Buick Creek Arena; Insulation/Heating Upgrades	35,000.00	A	33,600.00				1,400.00
Prespatou School PAC; Rink and Skate Shacks	20,000.00	A	20,000.00				-
NEAT; Rural School Foodsafe Program	1,725.00	E	1,725.00				-
Water Tank Loader Potable Feasibility; Rose Praire & Buick Cr	230,000.00	C	1,515.44				228,484.56
	286,725.00		56,840.44	-	-	-	229,884.56
Area C							
FSJ Airport Sub Water Distribution Maintenance Initiative	15,000.00	C					15,000.00
NEAT; Rural School Foodsafe Program	1,725.00	E		1,725.00			-
	16,725.00			1,725.00			15,000.00
Area D							
*Dawson Creek; Kiskatinaw Watershed Stewardship (pymt to 2020)	30,000.00	C			30,000.00		-
KL Sewer; Complete Pump & Alarm System Installation	10,000.00	D					10,000.00
KL Sewer; Spare Pump	12,000.00	D					12,000.00
NEAT; Rural School Foodsafe Program	1,725.00	E			1,725.00		-
SP Dist Crime Prevention Assn; Signs	4,375.00	E			3,517.15		857.85
Rolla Sewer; Pump & Control Alarm Installation	40,000.00	D			8,396.29		31,603.71
Rolla Sewer; Spare Pump	8,000.00	D					8,000.00
Rolla Sewer; Treatment Equipment R&M	25,000.00	C					25,000.00
	131,100.00				43,638.44		87,461.56
Area E							
Chetwynd Public Library; Exterior Renovation	100,000.00	B					100,000.00
*Dawson Creek; Kiskatinaw Watershed Stewardship (pymt to 2020)	10,000.00	C				10,000.00	-
NEAT; Rural School Foodsafe Program	1,725.00	E				1,725.00	-
Mob Lk Comm Assn; Water Sampling	5,000.00	E				5,000.00	-
Mob Lk Comm Assn; Shoreline Condition Assessment	11,500.00	E				9,342.50	2,157.50
	128,225.00					26,067.50	102,157.50
Total Peace River Agreement Bank Balance at Month End			697,140.27	752,422.88	710,242.88	727,937.93	2,887,743.96
Total Remaining Commitment			229,884.56	15,000.00	87,461.56	102,157.50	434,503.62
Balance available after remaining commitments			467,255.71	737,422.88	622,781.32	625,780.43	2,453,240.34
			Area B	Area C	Area D	Area E	
*Kiskatinaw Watershed Area D & E Commitments Replenished each year for 5 years to 2020							
Funding Categories							
A Recreation & Cultural Facilities within Electoral Areas							
B Recreation & Cultural Facilities within Municipalities (assist with contributions on behalf of rural residents to operational costs and capital projects of facilities either owned by the municipality or a qualified organization)							
C Rural Utilities (including extension of mainlines for hydro, gas and telephone, repair of towers, etc.)							
D Rural Services and Functions (contributions to enhance and assist RD rural functions)							
E Other Rural Assistance (i.e. assist SPCA with special rural programs, travel assistance to groups representing PRRD-EA, specialty programs to assist rural residents livelihoods such as the Livestock Protection Program)							

January 19, 2017

Peace River Regional District
BCR/PRA
December 31, 2016

	Area B	Area C	Area D	Area E	Total MMF BCR Grants in lieu
Opening Balance	66,148.15	68,502.73	45,000.00	46,627.11	226,277.99
January	40.01	41.44	27.22	28.20	136.87
February	38.84	40.22	26.42	27.38	132.86
March	42.05	43.56	28.61	29.60	143.82
April	41.60	42.76	28.32	29.02	141.70
May	42.12	42.03	30.01	30.76	144.92
June	43.93	43.83	31.30	32.08	151.14
July	40.88	40.78	29.26	29.99	140.91
August	38.78	40.65	28.20	29.90	137.53
September	40.95	42.93	29.78	31.58	145.24
October	40.72	42.70	29.62	31.41	144.45
November	41.85	43.89	30.44	32.28	148.46
December	45.66	47.88	33.21	35.21	161.96
2016 Interest	497.39	512.67	352.39	367.41	1,729.86
Expenditures					
DCSS; Gradfest				500.00	
FSJ Public Library; Self Serve Checkout		5,000.00			
FSJ Comm Arts Council; 2016 Projects	500.00	500.00			
NP Justice Soc; Crime Prev/Alt Justice	2,500.00				
NP Cutlural Center; Bright Nights Event	300.00	300.00			
Peace Art Society; Exhibition & Art Prgm			1,500.00		
Goodlow Comm Club; Cemetery Gate	3,055.00				
Total Expenditures	6,355.00	5,800.00	1,500.00	500.00	14,155.00
Month End Bank Balance	60,290.54	63,215.40	43,852.39	46,494.52	213,852.85
Commitments					
Balance available	60,290.54	63,215.40	43,852.39	46,494.52	213,852.85

All Regional District Appropriated Surplus Balances as of December 31, 2016

RESERVES

911 Emergency Capital Reserve	\$ 151,165.73
*BCR/PRA	\$ 213,852.85
Buick Creek Arena Capital Reserve	\$ 154,121.96
Buick Creek Arena Operating Res	\$ 73,372.85
Building Reserve	\$ 810,557.11
Charlie Lake Fire Capital Reserve	\$ 536,563.64
Charlie Lake Sewer Capital Reserve	\$ 126,932.57
Charlie Lake Sewer Operating Reserve	\$ 78,124.06
Charlie Lake Sewer Treatment/Disposal	\$ 50,173.07
Charlie Laek Sewer WWTF Reserve	\$ 50,173.07
Chetwynd Arena Capital Reserve	\$ 1,890,056.67
Chetwynd Leis Cntr Capital Reserve	\$ 1,760,945.40
Chilton Sewer Capital Reserve	\$ 30,951.21
Chilton Sewer Operating Reserve	\$ 26,567.17
Chilton Sewer Debenture Reserve	\$ -
Clearview Arena Operating Reserve	\$ 81,690.99
CL DCC Reserve	\$ 167,382.18
CLFD Fundraising	\$ -
CLFD Operating Reserve	\$ 25,398.58
Comm Parks Water Capital Reserve	\$ 12,903.50
Comm Parks Water Operating Res	\$ 18,225.12
*Community Works (Gas Tax)	\$ 2,435,873.58
DC/PC Fire Capital Reserve	\$ 489,935.24
Election Reserve	\$ 53,946.73
Emergency Plan Reserve	\$ 276,098.69
*Fair Share	\$ 9,763,349.61
Feasibility Reserve	\$ 260,752.33
Friesen Sewer Capital Reserve	\$ 4,915.24
Friesen Sewer Operating Reserve	\$ 17,132.54
FSJ Airport Sewer Capital Reserve	\$ 33,886.03
FSJ Airport Sewer Operating Reserve	\$ 43,887.40
FSJ Airport Water Capital Reserve	\$ 12,329.72
FSJ Airport Water Operating Reserve	\$ 26,106.53

Green "Carbon" Project Reserve	\$ 23,625.60
Harp/Imp Sewer Capital Reserve	\$ 13,234.22
Harp/Imp Sewer Operating Reserve	\$ 13,234.22
Information System Plan Reserve	\$ 272,758.83
Insurance Reserve	\$ 476,260.61
Kelly Lake Comm Ctr. Operating Reserve	\$ 22,534.69
Kelly Lake Comm Ctr. Capital Reserve	\$ 19,438.31
Kelly Lake Sewer Capital Reserve	\$ 11,429.45
Kelly Lake Sewer Operating Reserve	\$ 20,504.23
Landfill Closure Reserve	\$ 511,144.71
Medical Scholarship Recidency Reserve	\$ 100,145.36
Moberly Lake Fire Capital Reserve	\$ 15,412.15
North Pine TV Reserve	\$ 41,713.45
NP Economic Development Commission	\$ 69,228.44
NPEDC Spark Conference Res	\$ -
NP Leisure Pool Building Repl Res	\$ 2,392,517.03
NP Leisure Pool Capital Reserve	\$ 443,887.52
*Peace River Agreement	\$ 2,887,743.96
Peace River Agreement Committee Reserve	\$ 1,008,353.15
Regional Parks Capital Reserve	\$ 51,114.57
Regional Parks Operating Reserve	\$ 41,079.95
Rolla Creek Dyking Operating Reserve	\$ 6,818.12
Rolla Sewer Capital Reserve	\$ 8,981.17
Rolla Sewer Operating Reserve	\$ 14,147.94
*Rural (Loan Fund)	\$ 3,535,662.96
*Rural Fringe	\$ 1,133,626.28
Solid Waste Capital Reserve	\$ 3,323,068.81
Solid Waste Operating Reserve	\$ 1,034,158.00
Sub-Reg Recreation Insurance Reserve	\$ 113,658.55
Tomslake Fire Reserve	\$ 11,410.79
Vehicle (Admin) Reserve	\$ 163,476.04
Vehicle (BI) Reserve	\$ 42,298.15
Vehicle (SW) Reserve	\$ 98,652.75
TOTAL	\$ 37,598,691.38

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

Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Loan Balance
Chetwynd Communications Soc (2018)	275,000.00	275,000.00	55,000.00
FSJ New Fire Hall (2020)	750,000.00	750,000.00	100,000.00
NP Farmers Institute; Grain Elevator Upgrades (2021)	300,000.00	300,000.00	270,000.00
Total	1,325,000.00	1,325,000.00	425,000.00

Loan Funds Available:	3,075,000.00
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"Grants" from Loan Fund Interest	Committed	Previous Years Paid	Current Year Paid	Remaining
Temporary Storage to Accept Domestic Sewage	600,000.00	448,503.78		151,496.22
Total	600,000.00	448,503.78	-	151,496.22

Interest Grant Funds Available:	\$309,166.74
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Total RLF Loan & Grant Available:	\$3,384,166.74
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Rural Fringe Reserve Commitments	Committed	Previous Years Paid	Current Year Paid	Remaining
Dist. of Chet; Sewage Rec & Treatment Agreement	500,000.00	-	500,000.00	-
Total	500,000.00	-	500,000.00	-

Reserve Funds Available:	\$1,133,626.28
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Community Works (Gas Tax) Commitments	Committed	Previous Years Paid	Current Year Paid	Remaining
Buick Creek Arena; Upgrades	19,240.56	19,240.56		0.00
Buick Creek Arena; Insulation/Heating Upgrades	5,759.44			5,759.44
Charlie Lk Sewer Lagoon Upgrades & Three Phase Power Ext. @ Treatment Plant	1,554,144.29	1,520,722.10	33,422.19	0.00
Doe River Rec Comm; Septic Tank Upgrades	2,600.00	2,565.50		34.50
Energy & Emissions Climate Action Plan	128,137.00	93,012.40		35,124.60
Electric Vehicle Charging Stations; Frmgton & CL	4,000.00	2,000.00		2,000.00
FSJ Airport Sub H2O Meters & Infrastructure	30,000.00			30,000.00
Kelly Lake Community Centre - Furnace	7,337.40	-	7,337.40	-
Kelly Lake Community Centre - Upgrades	50,000.00	48,607.60		1,392.40
Little Prairie Heritage Soc.; Museum Lighting	6,160.00	4,751.49	1,032.36	376.15
Rolla Sewer Lift Station Pumps & Electric	30,000.00	25,940.40		4,059.60
Sewage Receiving Facility (Domestic) at Charlie Lk	3,500,000.00	3,188,159.51	110,533.69	201,306.80
Weather Stations	18,660.00			18,660.00
Total	\$5,356,038.69	\$4,904,999.56	\$152,325.64	\$298,713.49

Gas Tax Funds Available:	\$2,137,160.09
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Peace River Regional District MEETING REPORT

To: RBAC

Date: December 20, 2016

From: Chris Cvik, CAO

Subject: Peace River Agreement (PRA) Reporting Requirements

RECOMMENDATIONS:

That RBAC recommends to the Board the use of a Detailed Long Term Development Plan and a High-Level Annual Development Plan to meet the provincial requirement of annual reporting on the use of the funds.

BACKGROUND/RATIONALE:

The Peace River Agreement (PRA) signed in May 2015, replaced the Fair Share Program. As part of the PRA, the Regional District is eligible to receive \$3 million dollars per year for 20 years commencing 2016. The funds are divided amongst the four electoral areas and are designed to ensure sufficient resources to upgrade, maintain, expand services in the rural areas that may be required to facilitate industrial expansion in the region, and to partner to expand and provide services within municipalities for rural use.

DISCUSSION:

A requirement of the grant is annual reporting on the intended use of the funds. This is not a new requirement as the previous Fair Share agreement contained a similar requirement even though it was not enforced. Under the PRA program, annual reporting is required in order to comply with Public Sector Accounting Board (PSAB) requirement #3410 and the Treasury Board request for greater spending accountability (i.e., outcomes being achieved).

On November 3, 2016, the Province met with all of the signatories of the PRA to review the reporting requirements of the new program (copy of the presentation is attached). The Province will allow signatories to provide reports using one of two accepted reporting formats. These are:

1. Detailed Long Term Development Plan, and a high-level Annual Development Plan.
or
2. High-level Long Term Development Plan, and a detailed Annual Development Plan. December 19, 2016

Staff Initials:

Dept. Head:

CAO:

A handwritten signature in black ink, appearing to read 'Chris Cvik'.

Page 1 of 2

Page 2 of 2

NOTE: Long Term refers to five-year prospective plans for project spending, and Annual Development refers to one-year prospective plans for project spending.

OPTIONS:

1. That RBAC recommends to the Board the use of a Detailed Long Term Development Plan and a High-Level Annual Development Plan to meet the provincial requirement of annual reporting on the use of the funds.
2. That RBAC recommends to the Board the use of a High-Level Long Term Development Plan and a Detailed Annual Development Plan to meet the provincial requirement of annual reporting on the use of the funds.

STRATEGIC PLAN RELEVANCE: N/A

FINANCIAL CONSIDERATION(S): N/A

COMMUNICATIONS: N/A

OTHER CONSIDERATION(S):

While the reporting template is standard for all signatories of the PRA, the Province does acknowledge the uniqueness of the rural areas and is committed to working with the PRRD on ensuring the reporting template is flexible enough to accommodate this fact.

Peace River Agreement

Reporting Documentation
November 2016

Peace River Agreement (PRA):

- was signed in May 2015
- replaces a previous funding agreement
- is a 20-year, \$1.1 billion funding agreement between the Province and the eight Peace River Communities
- provides \$50 million per year commencing 2016, with a 2% annual inflator commencing 2020
- funding is allocated to the various Peace River Communities based on an apportionment formula in the PRA and managed by the Regional District
- requires annual reporting on the intended use of funds

Purpose of Peace River Agreement

Section 6 of the PRA

To ensure the Peace River Communities have sufficient resources to upgrade, maintain and expand services and infrastructure necessary to facilitate industrial expansion in the region.

Administration of the PRA is overseen by a Partnership Committee made up of equal membership from local government and the Province.

Approval of annual payments is done by the ADM for Local Government based on submissions from each Peace River Community.

Purpose of Reporting

Under Sections 15 & 16 of the PRA

Outline the intended **policies, operational activities, and capital investments** each Peace River Community intends to undertake, and how the annual payments will contribute to the objective of enhancing the region as a service centre for industry and its workers.

Forms the basis for the ADM's annual funding approval.

Reason for Reports

- PSAB Transfer Requirements under PS3410
- and
- Treasury Board request for greater spending transparency

Core Information

Title of the Spending Project, Plan or Program (e.g. Sewer treatment facility, Water Supply Reservoir, planning studies, road maintenance program)

The **Amount** to be spent on the project, plan or program

Cost Type In accordance with the Agreement (i.e. Planning, Operations, or Capital)

Cost Category (e.g. water, sewer, transportation)

Detailed Description of plan, program or project, eg:

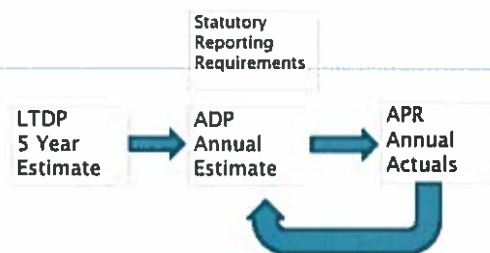
- **Planning** – a list of proposed planning projects to be undertaken (e.g. OCP, DCC, Master Plans, asset management plans, feasibility studies)
- **Operations** – specific services and programs and projected major costs items for staffing, maintenance, contracts, operational leasing, service grants etc.
- **Capital** – proposed road/pipe projects (e.g. project name and/or linear metres), buildings, major treatment facility components /phases, vehicle acquisitions, land acquisitions, capital leasing

Rationale for payment enhancing the community as a centre for industry

Reports

- **Long-term Development Plan (LTDP)** – Five-year prospective plan for projected spending
- **Annual Development Plan (ADP)** – One-year prospective plan for projected spending (forms the basis of the annual funding request)
- **Annual Progress Report (APR)** – One-year report on actual spending in the previous year compared with projected spending from the prior year's ADP
- **Statutory Submission Report** – A report on submissions required under the Community Charter and LGA

Information Flow



Reporting Versions

Goal - create flexible and streamlined reporting process acceptable to the Partnership Committee, the Office of the Comptroller General (OCG), and Treasury Board

Two versions:

- 1) Detailed LTDP, high-level ADP
- 2) High-level LTDP, detailed ADP

Version 1

- Detailed LTDP
- High-level ADP

Long-Term Dev. Plan (LTDP)

Spending Item Number 2

Proposed Spending Item: **Southside Waterworks Upgrade**
Amount of Spending over 3-year term: \$ **3,350,000** Cost Type: **Capital Investment**
Cost Category: **Water**

Detailed Description of Spending Item

Replacement of southside water trunk mains, which is approximately 4500 linear meters of 400mm PVC piping (\$1,800,000), with approximately a three dozen lateral connections (\$250,000), three pump station (\$300,000), and design and engineering (\$400,000). Other associated miscellaneous costs include contingencies, appurtenances, and some site remediation (\$250,000).

Describe how this spending will enhance your community as a service center for industry and its workers/families. The line replacements will expand clean water capacity in order to service future population growth associated with oil and gas development in the area.

LTDP Roll-up

Long-term Development Plan for the Local Government of: **County of Tumbler Ridge**

Date Adopted by Council/Board: **05-Jan-16**

For Calendar Years: **2016** to **2020**

Summary of Cost Over Five years

Spending Item 1	\$	2,000,000
Spending Item 2	\$	3,350,000
Spending Item 3	\$	5,500,000
Spending Item 4	\$	2,500,000
Spending Item 5	\$	2,500,000
Spending Item 6	\$	850,000
Spending Item 7	\$	-
Spending Item 8	\$	-
Spending Item 9	\$	-
Spending Item 10	\$	-
Total Spending	\$	11,350,000

I hereby verify that this Long-term Development Plan (Plan) is a reasonably accurate schedule of a proposed policy, spending, and capital expenditures over the five-year term specified in this Plan, and is prepared in accordance with the requirements of the Public Access Agreement.

Approved Officer of the Local Government as defined under Section 300 of the Community Charter or 217 of the Local Government Act _____ Date _____

Annual Dev Plan (ADP)

Spending Item Number 2
Southside Waterworks Upgrades
Capital Investment

Purpose and Objective of Costs	Amount
Trunk Upgrades on Main Street	500,000
New Pump Station	250,000
Subtotal	750,000

Annual Progress Report (APR)

Annual Progress Report For 2016

Spending Item From ADP	Cost Category	Cost Type	Estimated Amount from Prior Year ADP	Actual Amount	Variance	% Difference > 5%	Reason For Variance
Spending Item Number 1	Infrastructure Projects	Infrastructure	\$1,000,000	\$950,000	-\$50,000	-5%	
Spending Item Number 2	Infrastructure Projects	Infrastructure	\$250,000	\$250,000	\$0	0%	
Spending Item Number 3	Infrastructure Projects	Infrastructure	\$100,000	\$100,000	\$0	0%	
Spending Item Number 4	Infrastructure Projects	Infrastructure	\$100,000	\$100,000	\$0	0%	
Spending Item Number 5	Infrastructure Projects	Infrastructure	\$100,000	\$100,000	\$0	0%	
Spending Item Number 6	Infrastructure Projects	Infrastructure	\$100,000	\$100,000	\$0	0%	
Spending Item Number 7	Infrastructure Projects	Infrastructure	\$100,000	\$100,000	\$0	0%	
Spending Item Number 8	Infrastructure Projects	Infrastructure	\$100,000	\$100,000	\$0	0%	
Spending Item Number 9	Infrastructure Projects	Infrastructure	\$100,000	\$100,000	\$0	0%	
Spending Item Number 10	Infrastructure Projects	Infrastructure	\$100,000	\$100,000	\$0	0%	
Total			\$1,000,000	\$1,000,000	\$0	0%	

Statutory Submission Report

Document	Yes/No	Reporting Timeline	Due Date
Long Term Development Plan (LTDP)	Yes	at least every five years	Jan 31
Annual Development Plan	Yes	Annual	Jan 31
Annual Progress Report	Yes	Annual	Jan 31
Property Tax Bylaw	Yes	Annual	May 15
Five-year Financial Plan	Yes	Annual	May 15
Audited Financial Statements	Yes	Annual	May 15
Annual Municipal Report	Yes	Annual	June 30
Statement of Financial Information (SOFI)	Yes	Annual	June 30
Local Government Data Entry (LGDE)	Yes	Annual	May 15
LGDE Tax	Yes	Annual	May 15

Version 2

- High-Level LTDP
- Detailed ADP

Priority of Spending Item

CaMPS:

1. **Ca** – Capital construction & acquisition
2. **M** – Maintenance & operation of capital (life-cycle costs of assets)
3. **P** – Planning (OIC, DCC, Master Engineering Plans, Financial Planning, Waste Mgmt Plans)
4. **S** – Services

Report Timing

- ADP, APR, and Statutory Submission are due annually by Jan 31 – payment approval on or before April 7, actual payment on or before April 30.
- Regional Allocation is not ready until the end of January.
- Thus, for preparation purposes, you can use the previous year's allocation with the option of applying a premium of up to 10%.
- LTDP is only due once every five years but must be resubmitted if amended.
- For consistency in reporting, LTDPs are done in 5-year intervals (e.g., (1) 2016–20, (2) 2021–25, (3) 2025–30, and (4) 2031–35)
- The First LTDP report will be for four years (2017–20)
 - For this cycle only—due January 31, 2017

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Peace River Submission Guide

Version 1

February 2016

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Submission Documents

The Peace River financial submissions are located in a MS Excel spreadsheet titled “a-Financial Submission Template.xls”. The sheet is divided into six separate tabs (in the bottom left-hand corner of the sheet), as follows:

- Payment Projections – A projection of future provincial payments over the next five years
- Long Term Development Plan “LTDP” – Five-year estimate of expenditures
- Annual Development Plan “ADP” – One-year estimate of expenditures
- Annual Progress Report “APR” – Comparative of actual to estimated expenditures
- Stat Report – Report of all statutory submissions required under the Community Charter and Local Government Act
- Reconcile & Tracking – Tracks actual expenditures against the Long Term Development Plan



The purpose of this document is to provide clarity on how the annual submission process will work and how to populate the various tabs in the submission spreadsheet with appropriate information.

IMPORTANT POINT --- ONLY ENTER DATA IN THE YELLOW CELLS. ALL OTHER CELLS ARE FORMULA DRIVEN.

Payment Projections Tab

The purpose of the “Payment Projections” tab is to provide the maximum amount that a local government can budget over the term of the LTDP and ADP.

Because of uncertainty over future funding levels to individual local governments (due to unknowns in the annual allocation formula), the Province will provide an estimate based on recent allocations that will then be applied to future provincial funding levels as defined under the Peace River Agreement.

For example, as of January 2016, the Province and the Peace River communities knew both the 2015 allocation percentages and the 2016 (and future) total annual funding level (e.g. \$50 million per year plus a 2% inflator commencing 2020). Thus, for the purposes of projecting future payments, a local government can apply its 2015 allocation against the 2016 total Provincial payment amount.

Using Tumbler Ridge as an example, in 2015, Tumbler Ridge received 4.106% of the total allocation. In 2016, the total Provincial payment will be \$50 million. Thus, an estimate for Tumbler Ridge’s payment will be

(4.106% x \$50 million = approximately \$2,053,000). Because of uncertainty in future payment allocations, a local government can gross-up this amount by 10% for the budgeting purposes (\$2,053,000 x 1.1 = \$2,258,000).

Note: this does not mean the local government will receive that amount of funding, it simply means that Tumbler Ridge may use a figure between \$2,053,000 and \$2,258,000 for the purposes of budgeting its 2016 expenditures. This methodology may be applied to every year over the five year term of the LTDP.

Municipality	2015 Allocation	PROJECTED ANNUAL PAYMENTS				TOTAL (2016-20)	
		2016 to 19	+ 10% Premium	2020	+ 10% Premium	Total (2016-20)	+ 10% Prem
Chetwynd	5.8%	2,914,311	3,206,000	2,972,597	3,270,000	14,629,841	16,094,000
Dawson Creek	29.8%	14,877,083	16,365,000	15,174,624	16,692,000	74,682,956	82,152,000
Fort St John	48.6%	24,304,160	26,735,000	24,790,243	27,269,000	122,006,883	134,209,000
Hudson's Hope	1.3%	647,228	712,000	660,172	726,000	3,249,084	3,574,000
Pouce Coupe	1.9%	944,211	1,039,000	963,095	1,059,000	4,739,939	5,215,000
Taylor	2.5%	1,259,837	1,386,000	1,285,034	1,414,000	6,324,382	6,958,000
Tumbler Ridge	4.1%	2,053,171	2,258,000	2,094,234	2,304,000	10,306,918	11,336,000
Peace River	6.0%	3,000,000	3,300,000	3,060,000	3,366,000	15,060,000	16,566,000
Total	100.0%	50,000,000	55,000,000	51,000,000	56,100,000	251,000,004	276,104,000

Note that Tumbler Ridge may budget between \$2,053,171 and \$2,258,000 for each year between 2016 and 2019; and budget between \$2,094,234 and \$2,304,000 for 2020 (because total payment will increase to \$51 million); and budget between \$10,306,918 and \$11,336,000 for the five year period between 2016 and 2020. These budget estimates may be used to inform the projections for both the Long Term Development Plan (LTDP) and Annual Development Plan (ADP).

Long Term Development Plan – “LTDP” Tab

Under the LTDP tab is the Long Term Development Plan, which provides a five-year projection of future expenditures under the Peace River Agreement. The Ministry proposes doing one plan for each five year period of the Peace River Agreement (2016-20; 2021-25; 2026-30; and 2031-35) with minor amendments as necessary within each five year period (based on changing council priorities).

The top of the LTDP form includes basic information on the plan including: name of local government, adoption or amendment date of the LTDP, and the term of the plan (starting and finishing year). Immediately below this information is a roll-up of all the major spending items in the LTDP (which is formula driven), and a signature block for the Chief Financial Officer.

The LTDP form provides for up to ten major “Spending Items” (including operations, capital, and policies). Each Spending Item represents a major category of expenditures over the five-year term of the LTDP. The sum of all Spending Items should not exceed the maximum five year budget determined from the “Payment Projections” tab (e.g. \$11,336,000 for Tumbler Ridge).

Long-term Development Plan for the Local Government of:

Date Adopted by Council/Board:

For Calendar Years to

Local Government Name and LTDP Term

Summary of Cost Over five years

Spending Item 1	\$	-
Spending Item 2	\$	-
Spending Item 3	\$	-
Spending Item 4	\$	-
Spending Item 5	\$	-
Spending Item 6	\$	-
Spending Item 7	\$	-
Spending Item 8	\$	-
Spending Item 9	\$	-
Spending Item 10	\$	-
Total Spending	\$	-

I hereby certify that this Long-term Development Plan (Plan) is a materially reasonable estimate of expected policy, operating, and capital expenditures over the five-year term specified in this Plan, and is presented in accordance with the requirements of the Peace River Agreement.

Financial Officer of the Local Government as defined under Section 149 of the Community Charter or 237 of the Local Government Act _____ Date _____

Roll-up Costs Signature Block

For each "Spending Item" in the roll-up, the local government must provide some detailed information of the nature of the proposed spending, the amount to be spent, and how the spending enhances the community as a service centre for industry and its employees. Provided below is a template for entering information related to "Spending Item 1".

Spending Item Number 1

Proposed Spending Item:

Amount of Spending over 5-year term Cost Type

Cost Category

Detailed Description of Spending Item

Describe how this Spending will enhance your community as a service center for industry and its workers/families

Proposed Spending Item – this is the title and description of the Spending Item which could include an operational program (e.g. recreation programs), major capital investment (e.g. water treatment plant expansion), capital program (e.g. sewer main upgrades and enhancements), or planning and policy items (e.g. long-term administrative, planning, financial, and/or engineering policies, plans, and/or studies).

Amount to be Spent over 5-Year Term – This is the estimated amount of funding required under the Peace River Agreement to fund that Spending Item over the five-year term of the LTDP. **Note:** this amount only represents the portion of costs to be funded from the Peace River Agreement, which may represent all or only a portion of the total costs relating to the Spending Item (e.g. Peace River funding may account for only half of the costs of a new facility with the other half coming from other revenue sources). Also, the local government need only enter the expected cost over the entire five-year period; it does not need annualize the cost for each year of the LTDP.

Cost Type – This identifies the type of proposed spending from a range of drop-down options. These options refer to the three broad categories of cost types listed in the Peace River Agreement: Operational Activities, Capital Investment, and Policies & Planning.

Cost Category – This identifies the cost category for the proposed Spending Item from a drop-down list of the broad government service categories required under the Local Government Data Entry System (LGDE) and audited financial statements, for example: Protective Services; Water; and Parks, Recreation and Culture.

Detailed Description of Spending Item – This provides the detailed items and cost information related to the proposed Spending Item.

- For an **Operating Program**, this could include costs related to delivering the program including: maintenance, staffing, training, contracting, inventory, operating leases, chattels and equipment, and miscellaneous.
- For **Major Capital Projects**, this could include cost associated with major project components or phases of the capital project, plus associated buildings, engineering, planning, land acquisition costs, other capital acquisition costs, contingencies, capital leases, and others.
- For **Capital Programs**, this could include cost associated with linear length, size, and type of proposed water, sewer, drainage pipes (trunks, mains, distribution, and collection systems). This may be expressed in linear meters and/or list of geographic projects. The same methodology may be applied to road projects with linear distance and associated costs of road maintenance and road reconstruction programs.
- For **Planning and Policy**, this is the itemization and cost estimates for upcoming plans and studies, for example: OCP, master engineering plans, liquid/solid waste management plans, development cost charges, asset management plans, feasibility studies and other similar plans and studies.

The detailed cost components should add up to the “Amount to be Spent over 5-year Term”. If these costs represent only a portion of the total project/program costs, you can provide an estimate of that portion in relation to the total project/program cost.

Describe how this Spending will enhance your community as a service center for industry and its workers/families – Provide a reasonable description of how the proposed Spending Item will enhance the community as a service centre for industry and its workers. For example, explain how certain road projects will support industrial traffic; or how certain service programs will support industry workers and their facilities; or how new capital enhancements and plans will provide for future growth.

Each Spending Item represents the core information for the entire financial submission of a local government. If this part of the submission is done completely and to a standard acceptable to the Province, each subsequent Annual Development Plan (ADP) should flow relatively smoothly by simply referencing how the proposed annual cost references each spending item in the LTDP. **Note:** the LTDP needs only be done once every five years.

Annual Development Plan – “ADP” Tab

In accordance with the Peace River Agreement, the Annual Development Plan (ADP) provides the projected costs associated with specific operational activities, capital investments and/or policies over the next year, aligning with Long Term Development Plan.

Like the LTDP, the ADP provides a roll-up of costs, except this is only a roll-up of the projected costs for the upcoming year. This roll-up of costs is associated with each Spending Item from the LTDP. For example, “Spending Item 1” in the ADP relates to costs associated with “Spending Item 1” from the LTDP. Specifically, these are costs provided in the detailed information of the LTDP.

Annual Development Plan		
Year		
Local Government Name:		
Summary:		
From LTDP	Proposed Spending Item	Current Year Cost
Spending Item Number 1	-	-
Spending Item Number 2	-	-
Spending Item Number 3	-	-
Spending Item Number 4	-	-
Spending Item Number 5	-	-
Spending Item Number 6	-	-
Spending Item Number 7	-	-
Spending Item Number 8	-	-
Spending Item Number 9	-	-
Spending Item Number 10	-	-
TOTAL Proposed Current Year Spending		-
<i>I hereby certify that this Annual Development Plan (Plan) is a materially reasonable estimate of the expected policy, operating, and capital expenditures over the one-year term specified in this Plan, and is presented in accordance the requirements of the Peace River Agreement and the terms of the Long-Term Development Plan.</i>		
Financial Officer of the Local Government as defined under Section 149 of the Community Charter or 237 of the Local Government Act		Date

The roll-up is formula is driven from detailed information in the ADP. The “Total Proposed Current Year Spending” from all Spending Items cannot exceed the budget allocation for that year as provided in the tab labelled “Payment Projections”.

For each Spending Item in the ADP, the local government must provide basic information.

Spending Item Number 1	
Purpose and Objective of Costs	Amount
Subtotal	

The local government must provide the “Purpose and Objective of the Costs”, which should cross-reference back to the detailed information on that Spending Item in the LTDP. In addition, the local government must provide a reasonable estimate of the associated costs that reconciles with the LTDP.

If there are any potential issues regarding reconciling ADP with the LTDP, the local government may explain those issues in a text box provided in the ADP form.

Annual Progress Report – “APR” Tab

The purpose of the APR is to reconcile actual expenditures from the previous year with estimated expenditures from the prior year’s ADP. In this case, the local government would simply provide the estimated and annual expenditures for the previous year (summed for each Spending Item from the ADP) and explain any spending deviation greater than twenty percent.

Annual Progress Report for Year							
Spending Item from LTDP	Cost Category	Cost Type	Estimated Amount from Prior Year ADP	Actual Amount for Prior Year	Variance	Is Variance > 20%	Reason For Variance
Spending Item Number 1	-	-			-	NO	
Spending Item Number 2	-	-			-	NO	
Spending Item Number 3	-	-			-	NO	
Spending Item Number 4	-	-			-	NO	
Spending Item Number 5	-	-			-	NO	
Spending Item Number 6	-	-			-	NO	
Spending Item Number 7	-	-			-	NO	
Spending Item Number 8	-	-			-	NO	
Spending Item Number 9	-	-			-	NO	
Spending Item Number 10	-	-			-	NO	
Total							

Note: when reporting actual spending, please only report actual (operating, capital, and policy) spending in that year. Do not include any amounts that went unspent and are currently in reserves and/or surplus. Reserve/surplus information will be captured separately in the submission documents.

The Peace River Agreement requires local governments to report actuals for the prior two years. Whereas, the APR form will only require local governments to file information for the previous year. A local government need not file an APR for two years if there was no change to the annual APR from the prior year's APR submission. For example, providing there was no change to the 2016 APR, the local government need not refile it with the 2017 APR. A local government need only file for two years if there was a material change to the prior year's APR (e.g. a change to the 2016 APR that was not recognized until the 2017 submission).

Statutory Reporting Requirement – “Stat Report” Tab

Under section 16 of the Peace River Agreement, each community must confirm that it has met all of its financial and statutory reporting requirements for the prior year. The submission package provides a Statutory Report of all major submissions from the prior year. The local government can confirm it has met each reporting requirement from a drop down list of “Yes, No, or N/A”.

A local government can provide a rationale if it has failed to meet one or more of its reporting requirements (for example, the Treasurer may have been sick that year, or the local government was in the process of changing auditors). The Province will weigh that rationale when reviewing the submission for funding.

Statutory Reporting Requirement			
Local Government Name:			
Have the most recent versions of following documents been completed, and if required, approved and submitted to the Province?			
Document	Yes/No	Reporting Timeline	Due Date
Long Term Development Plan (LTDP)		at least every five yrs	Jan 31
Annual Development Plan		Annual	Jan 31
Annual Progress Report		Annual	Jan 31
Property Tax Bylaw		Annual	May 15
Five-year Financial Plan		Annual	May 15
Audited Financial Statements		Annual	May 15
Annual Municipal Report		Annual	June 30
Statement of Financial Information (SOFI)		Annual	June 30
Local Government Data Entry (LGDE)		Annual	May 15
LGDE Tax		Annual	May 15
If “No” to any of the above, please briefly explain why the document was not completed, approved, and/or submitted. Also, provide some estimate on when the document(s) will be completed, approved, and/or submitted.			

Note: all four forms (LTDP, ADP, APR, and Stat Report) require certification from the Chief Financial Officer of the local government.

Reconcile and Tracking Tab (Optional)

This is not part of the submission package. It is merely a tool to help local governments ensure that prior year actual spending plus current year cost estimates do exceed the total cost estimates for each Spending Item in the LTDP. This form will also track the balance of any unspent funds in reserves/surplus.

Local Govt		LTDP Term from years		Actual Loc Gov Spending						Current Year Spending Estimate	
		0	To	Actual Payments from Prior Years (from Previous Annual Progress Reports)						0	
Spending Item From LTDP	Title of Spending Item	Projected 5-Year Pmts	2016	2017	2018	2019	2020	Total	Remaining Balance	Current ADP Request	Balance
		A	B	C	D	E	F	G=B+C+D+E+F	H=A-G	I	J=H-I
1		-						-	-	-	-
2		-						-	-	-	-
3		-						-	-	-	-
4		-						-	-	-	-
5		-						-	-	-	-
6		-						-	-	-	-
7		-						-	-	-	-
8		-						-	-	-	-
9		-						-	-	-	-
10		-						-	-	-	-
TOTAL		-	-	-	-	-	-	-	-	-	-
Actual Payment made by Prov to the Local Government									Actual Prov Pmt under the Peace River Agreement		
Positive Variance Equals Reserves/Surplus									Reserve/Surplus Balance		
Cumulative Reserve/Surplus Balance									Allowable Balance (Must be positive)		
Spending Allocation from LTDP											

Information and Assistance

For more information on this submission package or assistance in completing it, please contact:

- Jennifer Richardson, Grants Analyst, Local Government Finance
Phone – 250 356-9609
Email - Jennifer.Richardson@gov.bc.ca

Or

- Lauren Kerr, Financial Officer, Local Government Finance
Phone – 250 387-8795
Email - Lauren.Kerr@gov.bc.ca

From: Chris Cvik
 Sent: January-04-17 3:52 PM
 To: Ronda Wilkins
 Subject: FW: PRA Reporting Questions

Please ensure PRA Reporting is on the next RBAC Agenda.

Chris

Chris Cvik
 Direct: 250-784-3208
 Cell: 250-784-4603
chris.cvik@prrd.bc.ca

From: Chris Cvik
 Sent: Wednesday, January 04, 2017 11:37 AM
 To: Director Karen Goodings <karen.goodings@prrd.bc.ca>; Director Leonard Hiebert <leonard.hiebert@prrd.bc.ca>; Director Dan Rose <dan.rose@prrd.bc.ca>; Chair Brad Sperling <brad.sperling@prrd.bc.ca>
 Cc: Kim Frech <Kim.Frech@prrd.bc.ca>; Trish Morgan <Trish.Morgan@prrd.bc.ca>
 Subject: FW: PRA Reporting Questions

Good morning Directors,

When we met in December to talk about the changes in the Peace River Agreement (PRA) reporting, there were a couple of follow-up questions. The response to those questions is shown below. As we discussed in December, when we get together at the next RBAC on January 19th, we need to finalize your plans on how you intend to spend \$15m over the next five years. Kim is required to report this to the Province by the end of the month. We had some initial discussion about potential projects and you were going to go away and think about these and other initiatives.

Chris

Chris Cvik
 Direct: 250-784-3208
 Cell: 250-784-4603
chris.cvik@prrd.bc.ca

From: Kerr, Lauren CSCD:EX [<mailto:Lauren.Kerr@gov.bc.ca>]
 Sent: Wednesday, January 04, 2017 10:40 AM
 To: Chris Cvik <Chris.Cvik@prrd.bc.ca>
 Cc: Kim Frech <Kim.Frech@prrd.bc.ca>
 Subject: RE: PRA Reporting Questions

Hi Chris,

Happy new year.

The Governance and Development category will probably represent a fairly small chunk of an overall plan for most communities. I can't think of many capital items (unless perhaps you needed a new RD office building). I think there are quite a few types of planning that could fit in here- corporate/strategic plans, OCP's, RGS's, governance studies, possibly DCC's or Master Plans (though these may fit better in sewer/water/solid waste etc.).

As for your second question, I agree that this situation would be an explainable variance. In such a case we would expect you to place the funds in a reserve (to do the project at a later date), or to amend the plan and allocate the funds to another purpose (if the project was cancelled altogether).

Thank you,

Lauren Kerr

From: Chris Cvik [<mailto:Chris.Cvik@prrd.bc.ca>]
 Sent: Friday, December 16, 2016 2:39 PM
 To: Kerr, Lauren CSCD:EX
 Cc: Kim Frech
 Subject: PRA Reporting Questions

Hi Lauren,

Kim and I met with the Electoral Area Directors today to talk about the 'new' reporting requirements. There were a couple of questions from the meeting.

1. What types of expenses would come under the Cost Category 'Governance and Development'? Can you please provide some examples.
2. If an Electoral Area Director puts an amount in the budget for a project that involves a partnership with a municipality or a utility company, and the project does not proceed as scheduled due to the other group delaying or backing out (i.e., municipality may not have their portion of the capital project ready to go), how will this be viewed by the province? It is an explainable variance as it is not something that the Electoral Area Director could control, but what will the expectation be? An real example that was discussed is the North Peace Leisure Centre. The Electoral Area Director for Area B is considering putting money aside for a pool replacement (capital project). There has been discussion but no firm commitment. Some of the variables that are not within the control of the electoral area director are that City of FSJ may not be ready at the same time or a referendum/AAP may fail if they plan to borrow funds to construct the new pool. The result is that the funds the Director had been planning and budgeting for will have to be used for other projects, but what is the implications of this from a reporting perspective?

Thanks in advance.

Chris

Chris Cvik | Chief Administrative Officer

January 19, 2017

Direct: 250-784-3208 | Cell: 250-784-4603 | chris.cvik@prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT

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January 19, 2017



Peace River Regional District REPORT

To: RBAC

Date: January 10, 2017

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

Subject: Permission for Closed Session – January 19th, 2017 RBAC Meeting

RECOMMENDATION:

That permission be granted to resolve to a closed meeting, pursuant to Sections 90(1)(c) of the Community Charter which states that a part of a (Board) meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(c) labour relations or other employee relations;

Staff Initials:

Dept. Head: *T. Morgan*

CAO: *Ch. Birk*

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January 19, 2017