



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, February 21, 2019
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC at **10:00 am**

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - M-1 Rural Budgets Administration Committee Meeting Minutes of January 17, 2019 **(Pg. 3)**
 - M-2 Rural Budgets Administration Committee Special Meeting Minutes of January 31, 2019 **(Pg. 7)**
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
 - C-1 January 19, 2019 - Letter from the Flatrock Community Cemetery Society – Flatrock Community Cemetery Grants **(Pg. 9)**
 - C-2 February 5, 2019 – Letter from the One Island Lake Cabin Owners Association – One Island Lake Provincial Park **(Pg. 11)**
 - C-3 December 21, 2018 – Letter from Toni Ethier, Coach, Chetwynd Secondary School Sr. Boys Volleyball Team **(Pg. 12)**
8. **REPORTS:**
 - R-1 February 7, 2019 – Report from Paulo Eichelberger, GM of Environmental Services – Kelly Lake Sewer Pre-Budget Funding Request for Necessary Repairs **(Pg. 14)**
 - R-2 January 30, 2019 – Report from Paulo Eichelberger, GM of Environmental Services – Roll Dyke Pre-Budget Funding Request for Necessary Repairs **(Pg. 19)**
 - R-3 December 13, 2018 – Report from Trish Morgan, GM of Community Services – Osborn Community Hall Funding Amendment **(Pg. 51)**
 - R-4 December 17, 2019 – Report from Trish Morgan, GM of Community Services – Rural Recreational and Cultural Grants-in-Aid – Volunteer Appreciation Banquet **(Pg. 52)**
 - R-5 December 28, 2018 – Report from Trish Morgan, GM of Community Services – Montney Rec Association Funding Amendment **(Pg. 70)**
 - R-6 January 8, 2019 – Report from Trish Morgan, GM of Community Services – 2017 Electoral Area E West Bursary – Unclaimed Funds **(Pg. 72)**
 - R-7 January 16, 2019 – Report from Deborah Jones-Middleton, Protective Services Manager – Purchase of Charlie Lake Fire Department Apparatus **(Pg. 76)**
 - R-8 January 31, 2019 – Report from Trish Morgan, GM of Community Services – Grant Request – School District No. 60, Rural Learn to Swim Program **(Pg. 78)**
 - R-9 February 4, 2019 – Report from Trish Morgan, GM of Community Services - Grant Request – Deveraux Elementary School **(Pg. 93)**

- R-10 February 5, 2019 – Report from Trish Morgan, GM of Community Services – Facility Studies – Tate Creek, Kelly Lake, and Osborn Community Centres **(Pg. 96)**
- R-11 February 8, 2019 – Report from Trish Morgan, GM of Community Services – Iver Johnson Community Park **(Pg. 102)**
- R-12 February 8, 2019 – Report from Trish Morgan, GM of Community Services – Prior Year Grant-in-Aid Allocations to Expire December 31, 2019 **(Pg. 104)**
- R-13 February 8, 2019 – Report from Trish Morgan, GM of Community Services – 2019 Grant-in-Aid – Approval for Annual Grant Allocations **(Pg. 109)**
- R-14 February 8, 2019 – Report from Trish Morgan, GM of Community Services – Fair Share, Peace River Agreement and Gas Tax Commitments for Completed Projects **(Pg. 126)**
- R-15 February 11, 2019 – Report from Trish Morgan, GM of Community Services – Youth Travel Request – Fort St. John Midget A Flyers Hockey Team **(Pg. 128)**
- R-16 February 11, 2019 – Report from Trish Morgan, GM of Community Services – Youth Travel Request – Fort St. John Peewee A Flyers Hockey Team **(Pg. 133)**
- R-17 February 12, 2019 – Report from Trish Morgan, GM of Community Services – Hasler Flats – Society Assistance **(Pg. 150)**
- R-18 February 13, 2019 – Report from Trish Morgan, GM of Community Services – 2019 Grants-in-Aid Summary of Funding Requests – Budget Consideration **(Pg. 154)**
- R-19 February 1, 2019 – Report from Lyle Smith, Chief Financial Officer – December 2018 Financial Report **(Pg. 160)**

9. DISCUSSION ITEMS:

10. NEW BUSINESS:

11. COMMUNICATIONS:

12. DIARY:

DIA-1 Diary Items **(Pg. 170)**

13. ADJOURNMENT:



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING

MINUTES

DATE: Thursday, January 17, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Rose, Meeting Chair
 Director Goodings
 Director Sperling
 Director Hiebert (*via conference call*)

Staff

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

Others

Call to Order The Chair called the meeting to order at 1:04 pm.

DIRECTORS NOTICE OF NEW BUSINESS: None.

ADOPTION OF AGENDA:

MOVED by Director Goodings, SECONDED by Director Sperling,

That the Rural Budgets Administration Committee agenda for the January 17, 2019 meeting be adopted as amended to have Director Rose chair the meeting:

1. **CALL TO ORDER** – Director Rose to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 M-1 Rural Budgets Administration Committee Meeting of December 20, 2018
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **CORRESPONDENCE:**
 C-1 December 11, 2018 – Raymond Smith – Electrical Extension Grant Application
7. **REPORTS:**
 - R-1 December 31, 2018 – Report from Trish Morgan, GM of Community Services – Grant Request – Sunset Prairie Cemetery Association
 - R-2 December 31, 2018 – Report from Trish Morgan, GM of Community Services – Grant Request – Tomslake and District Recreation Commission

ADOPTION OF AGENDA (continued)

- R-3 January 8, 2019 – Report from Trish Morgan, GM of Community Services – Funding Commitment for a New Chetwynd Library
- R-4 December 11, 2018 – Report from Trish Morgan, GM of Community Services – Rural Loan Request – Whiskey Jack Nordic Ski Club
- R-5 January 10, 2019 – Report from Lyle Smith, Chief Financial Officer – December 2018 Interim Financial Report

8. DISCUSSION ITEMS:**9. NEW BUSINESS:****10. COMMUNICATIONS:****11. DIARY:**

DIA-1 Diary Items

12. ADJOURNMENT:**CARRIED****ADOPTION OF MINUTES:**

M-1

Dec. 20/18 - RBAC
Minutes*MOVED by Director Goodings, SECONDED by Director Sperling,*

That the Rural Budgets Administration Committee Meeting Minutes of December 20, 2018 be adopted as amended by the following:

Update DI-1 Resolution #1 to:

“That the Rural Budgets Administration Committee eliminate the option for grant recipients to apply for the reallocation of their unused Rural Recreational Grants-in-Aid funding upon project completion; further, that any funds left at the end of a project be included as a surplus to the function to reduce requisition in the next year.”

Update DI-1 Resolution #2 to:

“That the Rural Budgets Administration Committee have information prepared regarding the proposed idea of shortening the timeframe for Grants-in-Aid applicants to use their grant funds from three years to two, to be discussed at the 2019 Spring GIA Meeting.”

Update NB-1 content:

Change Midget “Fires” to Midget “Flyers”

CARRIED**BUSINESS ARISING FROM THE MINUTES:**

BA-1

Rural Recreation GIA
Funding Amendments*MOVED by Director Sperling, SECONDED by Director Goodings,*

That the Rural Budgets Administration Committee expand on the December 20, 2019 resolution:

“That the Rural Budgets Administration Committee eliminate the option for grant recipients to apply for the reallocation of their unused Rural Recreational Grants-in-Aid funding upon project completion; further, that any funds left at the end of a project be included as a surplus to the function to reduce requisition in the next year.”

By approving an effective date of January 1, 2019, so that Rural Recreation Grant-in-Aid funds disbursed after that date no longer have the option of applying for funding amendments.

CARRIED

DELEGATIONS: None.

CORRESPONDENCE:

C-1
Dec. 11/18 – Raymond Smith – Electrical Extension Grant Application

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve a grant of \$2,682 from Electoral Area E, Fair Share Funds, for the Fair Share Electrical Extension Grant of Raymond Smith.

CARRIED

REPORTS:

R-1
Dec. 31/18 – Grant Request – Sunset Prairie Cemetery Association

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

CARRIED

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

CARRIED

R-2
Dec. 31/18 – Grant Request – Tomslake and District Recreation Commission

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

CARRIED

R-3
Jan. 8/19 – Funding Commitment for a New Chetwynd Library

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

CARRIED

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

CARRIED

R-4
Dec. 11/18 – Rural
Loan Request –
Whiskey Jack Nordic
Ski Club

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

CARRIED

R-5
Jan. 10, 2019 –
December 2018
Interim Financial
Report

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the December 2018 Interim Financial Report for discussion.

CARRIED

The Committee requested that staff compile a report outlining all the Grants-in-aid disbursements that will expire in 2019.

DISCUSSION ITEMS: None.

NEW BUSINESS: None.

COMMUNICATIONS: None.

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

ADJOURNMENT The Chair adjourned the meeting at 1:46 p.m.

Director Rose, Meeting Chair

Kelsey Bates, Executive Assistant



PEACE RIVER REGIONAL DISTRICT

SPECIAL RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: Thursday, January 31, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Absent
Director Goodings

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

Others

Call to Order The Chair called the meeting to order at 9:42 am.

DIRECTORS NOTICE OF NEW BUSINESS: None.

ADOPTION OF AGENDA:

MOVED by Director Sperling, SECONDED by Director Rose,
That the Special Rural Budgets Administration Committee Agenda for the January 31, 2019 meeting be adopted:

1. **CALL TO ORDER** - Director Hiebert to Chair the Meeting
2. **ADOPTION OF AGENDA:**
3. **REPORTS:**
R-1 January 22, 2019 – Report from Trish Morgan, GM of Community Services – Additional Funding for a New Library in Chetwynd
4. **ADJOURNMENT:**

CARRIED

REPORTS:

R-1
Jan. 22/19 –
Additional Funding for
a New Library in
Chetwynd

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a funding commitment of an additional \$45,000 from Electoral Area E, Peace River Agreement funds (spending item 7 – Libraries, Museums & Art Galleries) for the purpose of constructing a new library in Chetwynd.

CARRIED

ADJOURNMENT

The Chair adjourned the meeting at 9:43 am.

Director Hiebert, Meeting Chair

Kelsey Bates, Executive Assistant

January 19, 2019

Flatrock Community Cemetery Society
Box 48
Cecil Lake, BC V0C 1G0

Re: Flatrock Community Cemetery Grants

To the Peace River Regional District;

On behalf of the Flatrock Community Cemetery Society, I would like to express appreciation for the two grants that were extended to our Society in 2018.

As a volunteer committee that is proud to maintain and operate the rural cemetery that our forefathers established, making improvements to its appearance is just a small token of our gratitude towards those that came before us. Grants, such as yours, make these possible.

Enclosed are photos of the work that was done prior to the snowfall in early November. We have about 3 hours of work remaining to complete the installation of the rails on the perimeter fence, which we plan to finish when weather conditions permit. We will submit more photos when the fencing is completed.

We are also grateful to the Rural Budgets Administration Committee for the grant in the amount of \$656 to cover the cost of insurance for the cemetery property.

Again, please accept our deepest appreciation to the Regional District for the financial assistance that they have extended to our community cemetery.

Sincerely,

Susan Giesbrecht
Flatrock Community Cemetery Society





February 21, 2019

February 5, 2019

Director Leonard Hiebert
Peace River Regional District
Dawson Creek, BC

Dear Leonard,

Re: One Island Lake Provincial Park

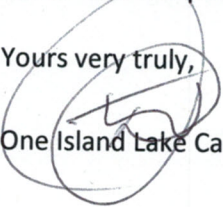
BC Parks is currently in the process of applying for License Plate Funding to build and install a new playground at One Island lake Provincial Park. We are currently seeking financial assistance to help support this funding application.

The current playground at One Island Lake is outdated, not inclusive and does not meet the new BC Parks Universal Design Standards. This park is utilized by the local community Association, Dawson Creek, Tumbler Ridge, Pouce Coupe, Chetwynd residents and campers from around North East BC and Alberta. It is an extremely popular weekend park for campers, and outdoor enthusiasts. Many of the local families around the lake use the park as a community gathering spot as there are no other such facilities in the area.

The proposed new playground would foster inclusion and accessibility with the hopes of encouraging more overall use of the park. By bringing in facilities with a universal design we would in turn increase tourism opportunities for the surrounding area. The goal is to provide a safe space for all park users to enjoy.

We are requesting that the PRRD Area D consider donating up to \$10,000.00 towards the overall project which we anticipate will be in excess of \$100,000.00.

Yours very truly,

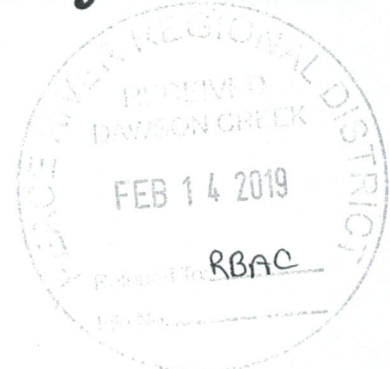


One Island Lake Cabin Owners Association



Chetwynd Secondary School

December 21, 2018



Thank you Peace River Regional District!

The Chetwynd Secondary School Sr. Boys Volleyball Team would like to thank you for your support of our recent trip to the A Provincial Championships.

The boys had an excellent tournament. We played a lot of really close games and had a few very exciting victories finishing 11th in the tournament overall.

Five days away on a tournament can become very expensive for our players. Your sponsorship made this experience more affordable for our athletes and their families.

Thank you for your generosity!

Sincerely,

Toni Ethier
Coach, Sr. Boys Volleyball Team

CSS Senior Boys:

Dean Tibbo
Michael Deck
Brendan Koehn
Dylan Ethier
Matthew O'Dette
Keegan Smith
Deagan Koenig
Clay Bougerolle
David Enes

Assistant Coach: Jody Bougerolle





REPORT

To: Rural Budgets Administration Committee

Date: February 7, 2019

From: Paulo Eichelberger, GM Environmental Services

Subject: Kelly Lake Sewer Pre-Budget Funding Request for Necessary Repairs

RECOMMENDATION #1:

That the Rural Budgets Administrations Committee (RBAC) approve a funding commitment of \$60,000 from the Peace River Agreement (PRA) Fund for Electoral Area D, for necessary repairs and upgrades to the Kelly Lake Sewer Lagoon facility in 2019.

RECOMMENDATION #2:

That Local Service Area Establishing Bylaw 1885, 2010 (Kelly Lake Sewer function) be reviewed and undergo an amendment process to increase parcel tax by 25% over five years in order to build reserves to help provide for inflation of maintaining the system.

BACKGROUND/RATIONALE:

Minimal maintenance of Kelly Lake Sewer Lagoons has been conducted as a result of the function's historically low tax base and staffing resources. As per the 2018 inspection's that were conducted at Kelly Lake Sewer, risks to infrastructure failure were identified. This system is in need of some immediate repairs and upgrades to ensure continuity and functionality of the system.

The lagoon system involves five holding cells that naturally balance as the system filters high levels of suspended solids. Each of the transitions between the cells have manholes that contain infrastructure that assists with the flow of the water and host an ability to isolate each of the cells in case of an issue. Eight of the manholes require flapper valve maintenance and weir improvements, one manhole has a leaking valve and buried line, and two of the manhole covers require the installation of hinged handrails for safety upgrades. In addition, the area around the cells has weaknesses and are showing signs of erosion, which will involve earthwork improvements. The wetland, which is the final stage of the lagoon system, requires drainage improvements and planting of wetland species to improve functionality and to prevent unwanted discharge from entering the discharge ditch.

These repairs and upgrades include the following works and costs (also summarized in the attached supplementary budget request):

Summary of Issue	Material	Cost
Manholes A-H Flapper Valve/weir Issues	Vac Truck and plumbing parts	\$7,000
Manholes A & B – install hinge and hand rails	½" round stock and hinges	\$1,000

Staff Initials:

Dept. Head:

CAO:

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Manhole I – leaking valve, wrong weir and leaking buried line.	Build new weir, replace malfunctioning portions.	\$25,000
Ground work around cells	Gravel and equipment	\$15,000
Improvement to Wetlands	Culvert installation, rip rap, water plants, equipment rental	\$12,000

A total of \$60,000 is required to complete the aforementioned upgrades.

ALTERNATIVE OPTIONS:

1. That the Rural Budget Advisory Committee provide alternative direction.

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

In accordance with Local Service Area Establishing Bylaw 1885, 2010, the amount of monies expended for the annual operation and maintenance costs for the Kelly Lake Sewer function is at a maximum parcel tax requisition of \$18,750 per year. Under this bylaw, parcel taxation, therefore, cannot be increased to provide for repairs and upgrades. Note that the current 2019 budget for Kelly Lake Sewer is based on the requisition set to the maximum amount of \$18,750, as was done in 2018.

As this is an establishing bylaw for a utility, it is recommended that the bylaw be amended to allow for a 25% increase in parcel tax over 5 years as per the Local Government Act. This would aid in building reserves for the function over the long term.

As of Dec 31, 2018, the remaining balance in the Area D PRA fund (after commitments) is \$548,180.61. Funding the Kelly Lake repairs will reduce the current balance by \$60,000.

COMMUNICATIONS CONSIDERATION(S):

As this system is permitted through the Province for annual discharge into a watercourse, the PRRD would be required to work with the Provincial government to obtain permission to work within the watercourse. All necessary works would be communicated through the Province prior to initiation of any works to ensure that any additional approvals would be acquired and abided by.

OTHER CONSIDERATION(S):

Best management activities would have to be conducted within the watercourse. This takes into consideration aspects such as using qualified professionals, monitoring, timing of works, deleterious substance control, concrete works, isolation of the work area, salvage of fish and/or wildlife, erosion and sediment control, vegetative management, site restoration, and temporary diversion.

All legislation that pertains to working within a watercourse will have to be considered and abided by.

Attachments:

1. 2019 Kelly Lake Cost Estimate

Kelly Lake Cost Estimate for Repairs 2019

Manholes A-H Flapper valve/weir issues

- JLT combo unit vac truck

Estimated costs of vac truck and plumbing materials \$7000

Manhole's A & B

- Install ringed hand rails around the wood tops of manhole's A and B
 - o Use remaining excess ½" round stock from safety work completed in 2019 on another project.
 - o Have ½" round stock rolled at 3rd party shop \$200.00
- Additional materials and equipment \$800

Total cost of upgrade: \$1000

Manhole I (leaking valve, wrong weir and leaking buried line)

- Build new Weir = \$1000.00
- 6" Gate Valve = \$859.75
- 6" eccentric plug valve = \$2865.50
- 6" Globe Plug Disc Valve = \$2019.50
- 6" Coupler
- 6" Flange
- Crane to re-concrete lid and lift in valve assembly = \$2000.00
- 3rd party contractor work:
 - o Remove weir, take measurements, jack hammer material around pipe and install plug. \$1000.00
 - o Install 6" coupling, flange, valve assembly and weir = \$2000.00
 - o Work to be started after Sept 15/ 2019 when the sewer cells are drained:
 - Low bed trucking and mob/de-mob = \$2000.00
 - Service truck and driver rate 3days at \$ 380.00/day = \$1140.00
 - 30 ton Excavator w/operator 30hrs at \$220.00/hr. = \$6600.00
- Dig up buried line to look for the leak
 - o Pipe cost to be determined

Total Estimated Cost: \$25,000

Ground work around cell's

- 250 yards of pit run = \$7760.00
- 130 yards crush = \$3745.00
- 66" ride on packer = \$2000.00/week

Estimated cost of improvement: \$15,000

Kelly Lake Cost Estimate for Repairs 2019

Wetlands

- Clean up weeds/grass
- Install culvert (\$180) and cover with dirt for access to the wetlands drain off ditch.
- Mini excavator rental = \$1000.00
- Re/Re riprap = \$4500.00
- New drainage perforated pipe = \$2000.00-\$4000.00 (depending on reusability of old pipe)
- Rip out and re-plant wet lands

Estimated cost of improvement: \$12,000

Total cost estimate based on known quoted expenditures: \$43,869.75

**Additional contingency costs for unaccounted for costs and unknowns due to buried infrastructure:
\$15,000**

Total Request: \$60,000



REPORT

To: Rural Budgets Administration Committee

Date: January 30, 2019

From: Paulo Eichelberger, GM Environmental Services

Subject: Rolla Dyke Pre-Budget Funding Request for Necessary Repairs

RECOMMENDATION #1:

That the Rural Budgets Administrations Committee (RBAC) approve a funding commitment of \$30,000 from the Peace River Agreement (PRA) Fund for Electoral Area D, for necessary repairs and upgrades to the Rolla diking system in 2019.

RECOMMENDATION #2:

That Local Service Area Establishing Bylaw 647, 1989 (Rolla Dyke function) be reviewed and undergo an amendment process to increase parcel tax by 25% over five years in order to build reserves to help provide for inflation of maintaining the system.

BACKGROUND/RATIONALE:

In 1989, the Rolla Dyke was constructed along the Rolla Creek to prevent flooding and protect neighbouring properties and infrastructure. This dyke has 2 separate sections. One area is constructed along the southeast bank downstream of the 215 road and prevents water from running south across S1/2 Sec 31-79-14 W6M. The second section was a short dyke in L. Mattson's farmyard to protect the dwelling and other farmyard buildings.

In 2008, a feasibility study was conducted to identify and outline the flooding issues. Recommendations were made by Pentilchuck Engineering, utilizing Murray Clark's 2007 report recommendations, to improve the function. This report is attached and outlines a multitude of work that would be required to completely upgrade the system. The works in the feasibility study were not pursued as the Board of the day deemed the cost to be too expensive.

Since 2008, minimal maintenance of the Rolla Dyke has been conducted as a result of the function's low tax base and restrictive limitation of \$1,500 maximum tax request for 6 residences. As per the 2018 inspection report (attached), the farmyard section of the dyke is in need of improvements to prevent further erosion and to prevent deleterious materials from entering Rolla Creek and subsequently Pouce Coupe River. The works required are more basic than what was stated in the 2008 report.

The last request for additional funding occurred in 2014 for a value of \$5,000 to install a debris trap, which was completed. In 2018, the operation cost of this function was \$4,288, which involved maintenance work to the farmyard crossing and debris removal. The cost of maintenance and repair is well above the maximum taxation rate of \$1,500 and is not sustainable in the long run. In order to minimize the yearly

Staff Initials:

Dept. Head:

CAO:

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costs to this function, repairs need to be completed to reduce damage to both the dyke and the surrounding properties.

These repairs and upgrades include the following works and costs (also summarized in the attached supplementary budget request):

Summary of Issue	Material	Cost
Farmyard: erosion from freshet	Rip-rap for the base of the south bank	\$5,000
Main Dyke: Main water course crosses farmers field and bypasses the creek and designed channel.	Construction of additional dyke	\$10,000
Significant flood levels within freeboard.	Installation of 2 5' by 20' culverts	\$10,000
Trees in channel and at dyke toe	Falling, brushing, and removal	\$5,000

A total of \$30,000 is required to complete the aforementioned upgrades.

ALTERNATIVE OPTIONS:

1. That the Rural Budget Advisory Committee provide alternative direction.

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

In accordance with Local Service Area Establishing Bylaw 647, 1989, the amount of monies expended for annual operation and maintenance costs for the Rolla Creek watercourse dyking shall not exceed \$1,500 per year.

As this is an establishing bylaw for a utility, it is recommended that the bylaw be amended to allow for a 25% increase in parcel tax over five years as per the Local Government Act. This would aid in building reserves for the function over the long term though it is recognized that increase would be minimal (\$375 over five years).

The current operating reserve for this function is \$3,213. All of these funds will be withdrawn in 2019 to supplement the yearly maintenance costs.

As of Dec 31, 2018, the remaining balance in the Area D PRA fund (after commitments) is \$548,180.61. Funding the Rolla Dyke repairs will reduce the current balance by \$30,000.

COMMUNICATIONS CONSIDERATION(S):

PRRD would be required to work with the Provincial government to obtain permission to work within the watercourse. In addition, the PRRD would be required to work with the landowner to gain access to the farmyard area within a convenient time.

OTHER CONSIDERATION(S):

Best management activities would have to be conducted within the watercourse. This takes into consideration aspects such as using qualified professionals, monitoring, timing of works, deleterious substance control, concrete works, isolation of the work area, salvage of fish and/or wildlife, erosion and sediment control, vegetative management, site restoration, and temporary diversion.

All legislation that pertains to working within a watercourse will have to be considered and abided by.

Attachments:

1. 2008_Rolla Dyke Study Final
2. General Location Map
3. MATTSON 1R1 Model
4. 2018_Audit Report Rolla completed
5. Supplementary Budget Request

Pentilchuk Engineering
2061 Van Horne Drive
Kamloops, B.C. V1S 1G5

Peace River Regional District
P.O. Box 810
Dawson Creek, BC. V1G 4H8

Attention: Mr. Ron Storie

Re: Rolla Cr. Flood Control - Mattson & Henkels Properties
Feasibility Study and Recommendations

As agreed, the assessment of conditions and flooding issues along the reach of Rolla Creek between #213 Road and #215 Road plus the section immediately upstream of #215 Road has been completed. This letter report examines the issues/problems and offers flood protection and mitigation measures together with a preliminary cost estimate.

1.0 Background

Rolla Creek appears to have a history of overtopping its banks both upstream and downstream of #215 Road. In 1989 a dyke was constructed along the right bank downstream of the road that prevents water from running southward across S 1/2 Sec 31-79-14 W6. A short section of dyke was also constructed in the L. Mattson farmyard downstream, presumably to protect the dwelling and other farm buildings. However, some flooding issues still exist at the farmyard site.

The problem of ongoing flooding along the left bank was assessed in detail by Murray Clark, Ducks Environmental Consulting (DEC) in 2007. It involved topographical surveys, discussion with affected landowners and collection of historical (anecdotal) information. Mr. Clark was able to apply his numerous years of experience working in and around this area. The survey information, analyses, and recommendations are presented in his report dated October 2007.

In short, the problems appear to be linked to drainage and land use changes resulted in an excessive amount of water being directed into a seriously degraded and constricted channel. The main consequences are twofold, namely field erosion and field flooding. A new (by-pass) channel has developed/washed-out upstream of #215 Rd on NE ¼ Sec 36-79-15 W6. (Photo 3). A substantial portion of the flow is now routed northward around the culvert crossing and into a minor tributary. Redirected water passes through a small road culvert and/or over-top #215 Rd flooding the southwest portion of NW ¼ Sec 31-79-14 before re-entering Rolla Creek. Overtopping along Rolla Creek left bank also occurs immediately below the road contributing to the flooding problems downstream.

In May 2008 Pentilchuk Engineering (PE) was engaged to undertake an engineering assessment of the reach extending from L. Mattson farmyard crossing to just upstream of #215Rd. The study reach and immediate area were examined on May 22 and 23, 2008 in the company of Murray Clark, including a brief discussion with Mr. L. Mattson. In order to assess the contributing watershed a cursory inspection was done of the creek in the S ½ Sec 36-79-15 and culverts in #217 and #219 Rd upstream and #213 Rd immediately downstream. A meeting was held with Mr. Ron Storie, Peace River Regional District, following the fieldwork. Documentation produced by DEC plus a copy of the engineering drawings for the dyke constructed in 1989 was obtained. Basic engineering survey needs were identified and subsequently carried out by DEC.

2.0 Stream Hydrology and Hydraulics

Rolla Creek discharges into Saskatoon Creek, a tributary of Pouce Coupe River. The #215 Rd lies near mid-watershed about 9 km from the Rolla Creek outlet. Catchment upstream of #215 road was measured at about 25 sq. km. It has an eastern orientation and an elevation drop of about 120m for an average gradient of about 1.6%. The watershed is predominantly cleared for crop production. The nearest Water Survey of Canada (WSC) stream flow gauging station (#07FD007) is situated on the Pouce Coupe River below its confluence with Henderson Creek. The station has been operated since 1971 and has a catchment area of 2850 sq km. No streamflow data is available for Rolla Creek itself.

A frequency analysis of the WSC recorded flow data was performed, which together with previously performed regional analysis were used for predicting flood flows in Rolla Creek at the study area. The selected design floods for hydraulic sizing are 6.0 cubic metres/second (cms) and 6.7 cms for the #215 Rd and the Mattson farmyard crossing respectively. A return period of 1 in 20 years (1:20) was used although the conveyance system was also tested against the estimated 1:100 year flood. The latter is the design standard that would apparently be applied by the Ministry of Transportation and Highways (MOTH) for sizing these crossings. However, the lower design standard seems appropriate considering downstream conditions and the fact that crossings involve local access roads as opposed to main/arterial roadways such as #219 Rd. Estimates for the 1:100 year flood flows are 8.4 cms and 9.4cms respectively.

Rolla Creek is in relatively poor condition in the vicinity of #215 Rd with serious channel degradation affecting hydraulic performance and available capacity is insufficient for containing the 1:20 flow. Channel erosion in the upstream reach has resulted in sediment deposition in the vicinity of #215 Rd. where the channel gradient is much less. Inadequate culvert capacity and two abrupt channel bends (at the road) are factor in both the sediment deposition and left overbank flow. The streambed upstream and downstream of the crossing appears to be in the

order of 0.7m to 1.0m above “natural” invert level. It was observed that many culverts at this site and upstream have damaged ends that reduce flow capacity, although this is not necessarily bad. For example, restricting flow in the upper reaches may afford some reduction in flow intensity downstream.

Based on available mapping it appears Rolla Creek natural flow pattern has been significantly altered upstream of #215 Rd. As flow passes through #217 Rd the north branch of the creek is diverted southward along #217 Rd. The north and south branches merge into one channel downstream of #217 Rd. that appears man-made. Channel gradient in the upper section is well above what local soils can sustain. This is evidenced by ongoing erosion despite apparent attempts to stabilize the channel including installation of a “rock gabion” structure. (Photo 7)

The resulting channel lacks flow-retarding elements of a natural system such as a meandering pattern, active floodplain, and vegetation cover (especially brush and willow). These can significantly retard flow through increased stream roughness or friction and improve bank/bed durability. Current land use affords little or no delay/detention with increased in-stream sediment production typically resulting in downstream flow capacity issues, i.e. merely shifting problems downstream.

Rolla Creek average gradient between #215 Rd and L. Mattson farmyard crossing is approximately 0.4%, which is not excessive considering the general conditions of the channel, e.g. vegetation cover and woody debris. Below the farmyard crossing - up to #213 Rd - a steeper gradient and well-defined channel enables flood flows to be contained. Average gradient on the Henkels property above #215 Rd is only around 0.5% but can be misleading. There is a pronounced gradient increase in the upper one-third where erosion and head cutting are very significant.

3.0 Conveyance Deficiencies and Suggested Improvements

Although some of the fieldwork extended beyond the identified study area (from immediately upstream of #215 Rd to the L. Mattson farmyard crossing) this section addresses the study area only. The following lists identified key issues and offers flood protection measures - beginning at the upstream end.

1. Channel Capacity/bank breach Upstream of #215 Rd (Henkels Property)

Ditch capacity is compromised due to sediment accumulation with present capacity perhaps 30% of required. Excessive channel gradient in the upper part of this reach of the channel essentially dictates that approach to increasing capacity should be limited to flow containment rather than channel expansion. Removal of vegetation and channel cleanout could aggravate ongoing stream erosion and downstream deposition problems. Hence, a +/- 300m long by +/-1m high containment dyke along the left/north side (complete with 4m berm) is

proposed. The purpose is to eliminate current bank overflow (northward) and into the minor tributary, except perhaps during very extreme events and/or when culverts are constricted by ice/snow. Material for dyke construction could be imported, from dyke construction and/or the adjacent field, preferably the latter.

2. Insufficient Culvert Capacity at #215 Rd.

One 900mm and one 1500mm (diameter) culvert are currently in place at this crossing; the former is partially obstructed. It is proposed that the 900mm culvert be removed and replaced with a second 1500mm culvert. Installation of the new culvert should include removal/re-setting of the existing 1500mm culvert to correct the present adverse grade. This will require modifications to the channel at entrance/exit and minor adjustments to the roadway.

3. Ditch alignment and Sediment Accumulation Upstream of #215 Rd.

Along with the containment dyke mentioned in item 1 above, +/- 100m of ditch re-alignment is proposed essentially eliminating the two (near) 90 degree bends for improved hydraulic efficiency. Ditching length may need to be adjusted at time of construction in order to provide a suitable channel transition at the two terminuses. The existing washout (overflow channel) would be filled. Hydraulic performance at the culvert entrances will be moderately improved and the re-alignment should reduce silt deposition upstream of the crossing. However, unless upstream sediment production is seriously reduced material will continue to be deposited in this reach, but may be distributed over a longer length.

4. Sediment Deposition/Elevated Streambed Downstream of #215 Rd.

The initial +/- 150 m of channel below #215 Rd. appears to be elevated by up to 0.75m in this reach due to sediment deposition. Removal of sediment from the road crossing to a point about +/- 300m downstream is proposed. This would include removal of willow growth and a slight widening of the base with excavated material used for the left dyke upgrade – where suitable.

5. Left-bank Overflow Downstream of #215 Rd.

Water currently escapes from the channel via the breach in the low level dyke at the existing dugout and at the existing dyke terminus where the ditch turns north. (Photo 4). Upgrading the existing left dyke and extending it by about 400m is proposed. Material for dyke construction would be sourced from construction of an outside drain on the left side with the ditch graded to discharge into the creek, or imported from off-site. A substantial dyke built in 1989 that ties into high ground just south of the farmyard prevents/contains right bank overspill. It is proposed that the channel remain in tact except for the clean-out noted in item 4, above.

Removal of about 0.5 km of fence and installation of about 1.0 km of new fence are required to accommodate the works. Fencing details are, of course, subject to landowner negotiations. A large amount of woody debris exists in the channel not only in the reach proposed for dyking but the entire length up to the farmyard crossing. Debris should be gathered/removed during construction and annually following construction in order to provide necessary channel hydraulics.

6. Culvert Capacity (undersized plus debris) at Mattson farmyard crossing

Although three culverts exist at this site (2 – 1200mm and 1- 1000mm) the DEC report noted that this crossing is frequently surcharged and the road grade overtopped leading to farmyard access problems. Hydraulic analysis suggests capacity of the existing structure is insufficient to pass the 1:20 yr design flow, although observed inlet debris also seriously restricts flow. Replacement of the 1000mm pipe with a 1500mm pipe is proposed. An entrance trash grill and/or more vigilant debris management should be part of any solution. (Note: the 1800mm diameter CSP in #213 Rd downstream appears to provide adequate capacity for the 1:20 yr flood but road overtopping is expected to occur during a 1:100yr freshet event. Entrance debris is a problem at this site as well).

7. Mattson Farmyard Dyke Complete with open thru'-dyke Culvert

A diameter 600mm CSP passing through the farmyard dyke is not equipped with an automatic flap gate. Information in regards to its function during high stages in the creek is unclear – apparently the culvert is plugged with dirt. The situation warrants further investigation in order to avert a potential flooding problem behind the dyke. Installation of a properly equipped flap gate is suggested.

This dyke is generally adequate; however flooding behind the dyke is an issue. Source of the floodwater is believed to be the incoming stream from the north, via a 900mm diameter culvert through the Sweetwater Rd. Apparently, water spills over the east bank just below the culvert and gets behind the dyke thereby placing the farmyard at risk. This information was provided by DEC since the issue was not raised during the May 2008 field inspection. DEC survey data shows the elevation drop between the culvert invert and bottom of Rolla Creek at nearly 2m hence the conclusion that the cause is probably a combination of blockage in the incoming stream and perhaps a section of low creek bank. Dyke extension and removal of blockages is proposed. The significant gradient on the incoming stream means ditching could destabilize the channel over the long term.

4.0 Discussion and Conclusions

Based on observations and historical information documented in the report by DEC this reach of Rolla Creek has been significantly altered over the years. Key

among these are construction of the south bank containment dyke below #215 Rd, in 1989, and the east roadside collector/diversion ditch along #217 Road that merges the north and south branches of the creek. Flood flows generated during freshet and during severe rainfall events at the Mattson property downstream have apparently become considerably more pronounced in degree, duration and frequency. (Flooding problems essentially end at the farmyard crossing.)

Mitigation works described above attempt to minimize stream impacts and above all to avoid aggravating the present situation. For example, constructing a continuous left bank dyke from #215 Rd to connect with the farmyard dyke would significantly constrict channel flow area and be counter-productive. Such works are likely to exacerbate flood hazard at the farmyard by essentially shifting the bottleneck to that area. Containment by way of dyke construction (floodway effect) rather than ditch clean out is proposed for the same reason. Under the proposed concept the grassed field east of #215 Rd would continue to provide short-term storage during extreme events. However, flooding should only occur via back up from the creek with water returning to the creek as creek level subsides. Creek overflow/diversion west of #215 Rd via the minor tributary should be eliminated.

Hydraulic modeling indicates the proposed channel capacity should be sufficient to accommodate the 1:20 year flow. It is important to note that computer modeling required a number of assumptions particularly with respect to vegetation and debris in the channel and at culverts. Field observations suggest debris accumulation is significantly affecting flood levels. Proposed top of dyke elevation includes 0.5m freeboard - beyond the predicted water level for a 1 in 20 year event. This affords an additional measure of protection/safety against elevated water levels due to blockages (snow/debris) as well as containment of flood flows up to the estimated 1 in 100 year freshet event.

Improvements will require serious input from landowners, other affected parties and regulatory agencies - particularly MOTH. Farmland and roadways will be impacted by construction of dykes, outside drains (borrow areas) and culvert upgrades. Some field areas would continue to be inundated for a period during flood events. Flood protection works also come with the need for a long-term maintenance commitment particularly in regards to in-stream debris removal, culvert maintenance (debris/snow) plus control of stream erosion/sediment production - especially upstream on NE ¼ Sec 36-79-15 W6.

This assessment is based on the limited topographical data collected by DEC that was deemed sufficient to conduct the rough hydraulic analysis and to identify improvements for significantly improving water conveyance within this reach. Construction will require more detailed surveys along with appropriate professional engineering input. The suggested improvements should result in flow capacities of the various stream elements within the study area being reasonably compatible. While the upstream culvert at #219 Rd (north branch) is

much larger at 2000mm diameter, the higher design standard is not inappropriate considering the relative importance of this paved/arterial road.

The estimated cost for implementing the identified flood protection measures is \$150,000, per attached detailed estimate. This estimate is based on limited firsthand information on local construction costs and should be verified locally.

5.0 Recommendations

The following general recommendations are offered in regards to effecting flood protection measures for addressing the identified seven issues/problems – both near term and long term.

- For effective flood control in the study reach of Rolla Creek the identified measures are best implemented as a comprehensive package. This is important to avoid shifting problems from one reach of stream to another.
- Long-term maintenance of the system is key to successful implementation. The system in general, and culverts specifically, are prone to blockage by debris, beaver and snow that can greatly affect water level in the creek.
- Upstream ditch erosion is a significant issue and measures should be pursued to control current sediment production. If left unchecked downstream channel capacity will continue to be adversely impacted with erosion advancing upstream, potentially placing #217 Rd. at risk.

6.0 Closure

I trust the information presented in this report meets your current requirements. Please do not hesitate to contact me if there are any questions or concerns.

Pentilchuk Engineering

C. J. Pentilchuk, P. Eng
Principal

List of Supporting Materials:

- Appendix - Photographs
- Appendix - Construction Cost Estimate
- General Location Map
- Engineering Drawings – 5 sheets



Photo 1 – Rolla Creek Culvert Entrance at Farmyard Crossing – approx. 50% of flow capacity is being sacrificed.



Photo 2 – Rolla Creek – Culvert Entrance at #215 Rd. crossing and roadside channel that makes two 90 deg. Bends, as presently aligned.

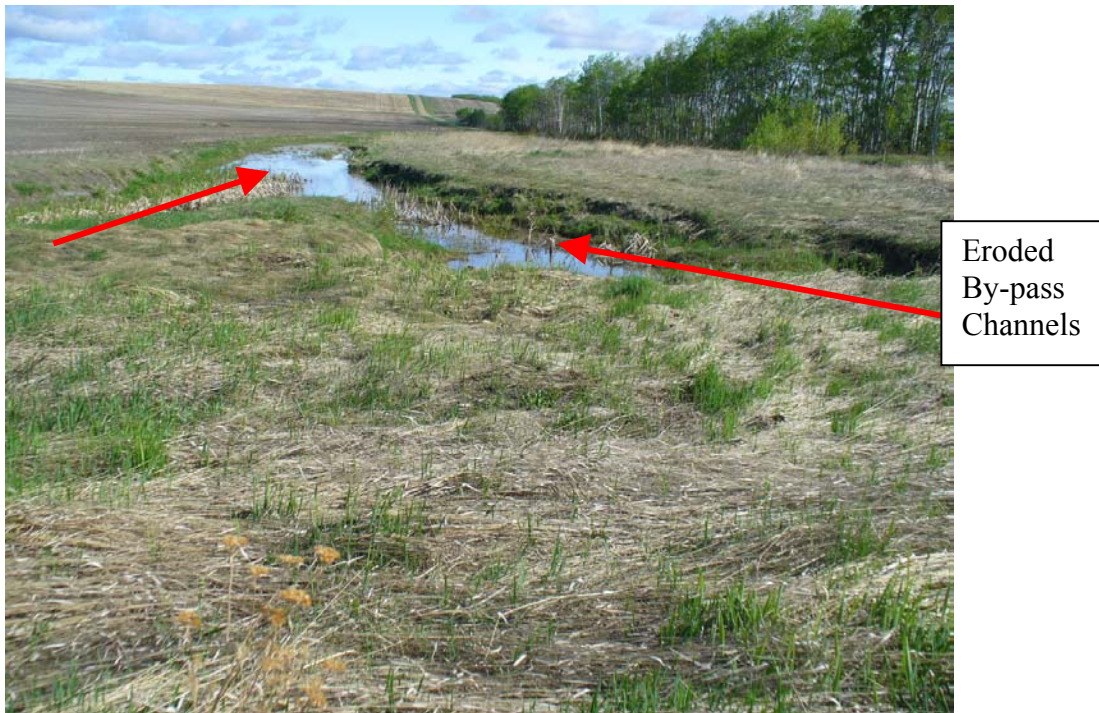


Photo 3 – Rolla Creek flow is partially re-routed via eroded by-passes just west of #215 Road. Flow runs north thence east through a culvert and/or overtop the road across the grassed field before re-entering the creek.



Photo 4 – Gap in low-level (left) dyke at dugout just east of #215 Road allows water to cut across hay field and re-enter Rolla Creek downstream



Photo 5 – Major wood debris accumulation in N – S leg of Rolla Creek (Mattson Property) - just downstream of where existing right dyke bends NE. Channel capacity is seriously compromised.



Rough
Alignment
for proposed
Containment
Dyke.

Photo 6 – Rolla Creek immediately upstream of #215 Rd showing current limited channel capacity due to sediment deposition. Containment dyke would be located along north/left bank /right side in the photo



Rock – Gabion
Erosion Control
Structure?

Photo 7 – Rolla Creek looking upstream at major erosion a short distance East of #217 Rd. A rock gabion erosion control structure appears to be situated where erosion begins. Head-cutting is likely to continue upstream.

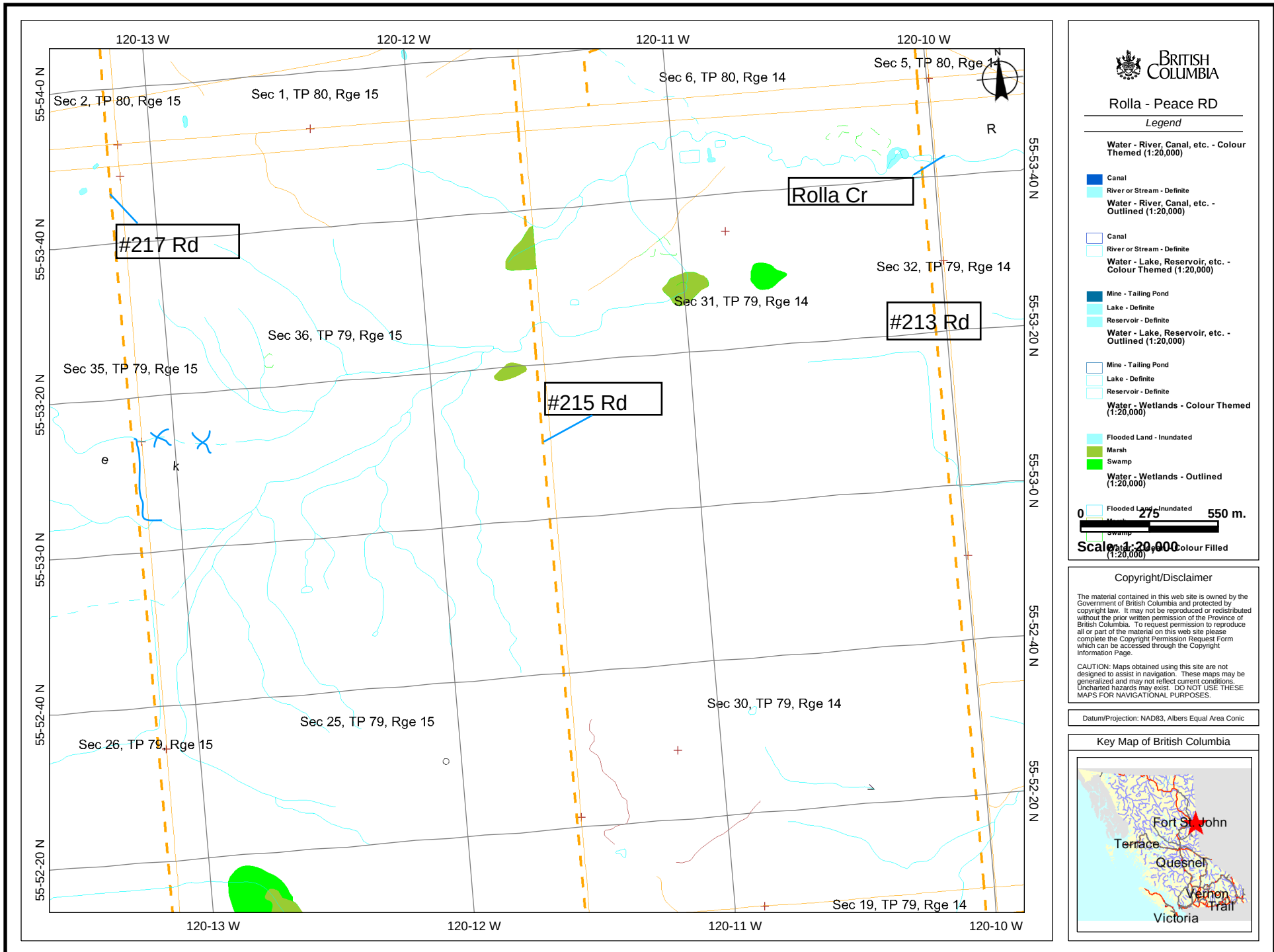


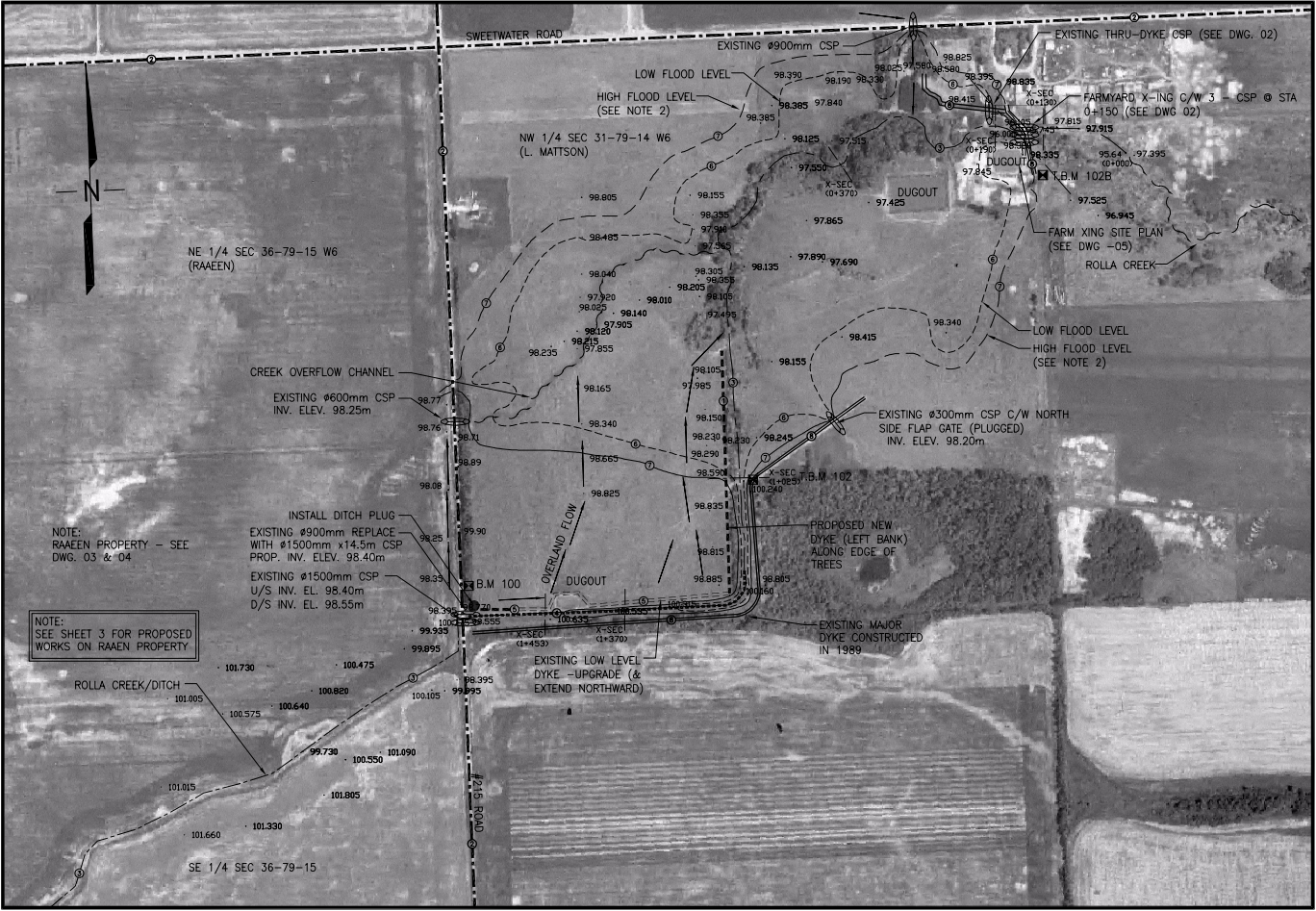
Erosion /
Head-cutting
Is advancing
Toward #217 Rd.

Photo 8 – Rolla Creek just below #217 Rd. looking downstream. Erosion is ongoing upstream of site shown in Photo 7 despite rock gabion works.

Appendix – Construction Cost Estimate

Rolla Creek Flood Control Project - Mattson & Henkels Properties					
Construction Cost Estimate. - Prepared 2008--08/Revised 2008-11..... by C.J. Pentilchuk. P. Eng.					
Item No.	Item Description	Units	Quantity	Unit Price	Extension
1.0	Henkels Prop. - Ditch & Dyke and #215 Rd Crossing Upgrade				
1.1	Mobilization & De-mobilization	lump sum	1	\$2,000	\$2,000
1.2	Site preparation - clearing and stripping (remove/stockpile)	lump sum	1	\$3,000	\$3,000
1.3	Ditch excavation and fill-in existing washout/by-pass channel/ditch	ln m	100	\$20	\$2,000
1.4	Dyke construction c/w outside ditch/borrow	ln m	300	\$40	\$12,000
1.5	Culvert Supply only - dia. 1500mm x 14.5m x 2.8mm	ln m	14.5	\$325	\$4,713
1.6	Culvert Install/Re-set: remove 900mm & install 2-1500mm x 14.5m	lump sum	2	\$5,000	\$10,000
1.7	Riprap supply/place - culvert inlet & outlet plus traffic gravel on rdwy	cu m	15	\$100	\$1,500
1.8	Roadway gravel - supply & place at #215 Rd Crossing	cu m	30	\$50	\$1,500
1.8	Placement of stripped topsoil and site clean-up	lump sum	1	\$3,000	\$3,000
1.9	Miscellaneous (supply & place) - fertilize, seed	lump sum	1	\$1,000	\$1,000
	Part 1.0 SubTotal				\$40,713
2.0	Mattson Prop. - Dyke, Ditch & Farmyard Crossing Upgrade				
2.1	Mobilization & De-mobilization	lump sum	1	\$2,000	\$2,000
2.2	Site preparation - clearing and stripping (remove/stockpile)	lump sum	1	\$4,000	\$4,000
2.3	Ditch excavation - cleanout on E-W leg	ln m	400	\$10	\$4,000
2.4	Dyke construction (new construction) c/w outside ditch/borrow	ln m	500	\$40	\$20,000
2.5	Dyke construction (upgrade existing) c/w outside ditch/borrow	ln m	300	\$25	\$7,500
2.6	Culvert Supply only - dia. 1500mm x 14m x 2.8mm	ln m	14	\$325	\$4,550
2.7	Culvert Install/Backfill: incl. remove 1000mm/install 1500mm x 12m	lump sum	1	\$6,000	\$6,000
2.8	Riprap supply & place - culvert inlet & outlet	cu m	15	\$100	\$1,500
2.9	Roadway gravel - supply & place at farmyard crossing	cu m	30	\$50	\$1,500
2.10	Placement of stripped topsoil and site clean-up	lump sum	1	\$4,000	\$4,000
2.11	Misc - remove in-stream debris plus fertilize & seed disturbed areas	lump sum	1	\$5,000	\$5,000
2.12	Fencing - remove +/- 0.5km @ \$300 & install 1km @ \$5/m	lump sum	1	\$5,300	\$5,300
2.13	Farmyard dyke - install flapgate, extend dyke/remove blockages	lump sum	1	\$3,500	\$3,500
	Part 2.0 SubTotal				\$68,850
3.0	Engineering & Construction Supervision				
3.1	Construction Supervision	LS	1	\$12,000	\$12,000
3.2	Engineering Quality Monitoring (P. Eng.)	LS	1	\$8,000	\$8,000
	Part 3.0 SubTotal				\$20,000
4.0	GST @ 5% on all items				\$6,478
5.0	Contingencies @ 10%				\$14,000
	GRAND TOTAL				\$150,041
	Assumptions:				
a.	Access to site requires only minimal work and construction sites are "dry", i.e. no cofferdams/dewatering req'd.				
b.	Materials from old structures can be disposed locally/nearby at nominal hauling/disposal expense				
c.	Structure backfill includes compaction c/w handwork & vibratory equipment - jumping jack/hoe-pac - to grade				
d.	Material excavated from roadbed suitable for re-use; additional material sourced from nearby bank/borrow site				
e.	Dyke construction cost is based on fill & stripping quantities at approx. 3.0 cu m/ln m & 15 sq. m/ln m, resp.				
f.	Suitable riprap and gravel are available within +/- 50km				
g.	Dykes are located such that no tree and/or bush removal/clearing is necessary.				
h.	Prices for fencing (remove @ \$300 & install @ \$5/m) & instream debris removal @ \$3000 come from M. Clark				
i.	Delivery costs for materials are approx. All const. prices typically very sensitive to local market conditions.				

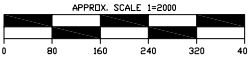




±800m to #213 ROAD
(1-±1800mm X 16.4m CSP)

LEGEND	
	PROPOSED DYKE
	MAIN ROAD
	PROFILE OF DITCH BOTTOM
	PROPOSED DITCHING
	EXISTING DYKE
	T/O CAUSEWAY ± 300mm ELEV. 98.20m
	EXISTING CAUSEWAY & DYKE
	SURVEY STATION
	CULVERT
	FLOW DIRECTION
	NATURAL WATERCOURSE
	B.M. 7.5.M.

- NOTES:
1. DYKE ALIGNMENTS SHOWN ARE APPROXIMATE ONLY. FIELD ALIGNMENTS ARE TO BE DETERMINED IN CONSULTATION WITH LANDOWNERS AND SHOULD AVOID REMOVAL OF TREES.
 2. FLOOD LEVELS (WATER LEVEL CONTOURS) SHOWN WERE PROVIDED BY MURRAY CLARK. THESE REFLECT ESTIMATED FLOOD/INUNDATION LEVELS EQUAL TO TOP OF CAUSEWAY AT FARMYARD X-ING AND 300mm ABOVE TOP OF CAUSEWAY, RESPECTIVELY.
 3. BENCHMARKS SHOWN:
 - B.M. #100 ELEV. 100.00m
 - SPIKE IN DIA. 200mm POPLAR, EAST SIDE OF #215 RD. & 25m NORTH OF CULVERTS.
 - TBM #102 ELEV. 99.93m
 - TOP OF WOOD STAKE IN GROUND NEXT TO EAST GATE POST OF FENCE WHERE DYKE BENDS TO NE.
 - TBM #102b ELEV. 98.135
 - SPIKE IN BASE OF DIA. 150mm ASPEN AT S. END OF FARMYARD X-ING CAUSEWAY JUST W. OF MAIN HAY CORRAL.



SITE PLAN

SCALE: 1=2000 (APPROX.)

SCALES SHOWN ARE FOR PLOTTING AT 559 x 864

UNAUTHORIZED CHANGES & USES
THE ENGINEER SEALING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. CHANGES MUST BE APPROVED.

DATE	REV.	DESCRIPTION	APPROVED
08/07/18	A	ISSUED FOR APPROVAL	
08/08/27	B	VARIOUS MINOR REVISIONS	CJP
	C		
	D		
	E		

SURVEYED BY	MC
DATE SURVEYED	2008/06
DESIGNED BY	CJP
DRAWN BY	DCM
DATE	2008/07

PENTILCHUK ENGINEERING
Kamloops, B.C.



**ROLLA CREEK FLOOD
CONTROL PROJECT**
SEC 31 - MATTSON

DWG. No. -01

2018 DIKE INSPECTION CHECKLIST

Dike GPS No. (From database*): #228	Dike Name (From database*): ROLLA DIKE
Diking Authority: Peace River Regional District	Local Authority under EPA:
Water Course: ROLLA CREEK	Dike Section: main dike 750m + small dike 160m
Date Inspected: Oct 9 2018	Signed: KARE MATTHEWSON

A. Is the contact person information correct in the Flood Protection Database*?

☒ Yes

☐ No

If no, please provide details below:

B. Are all of the information for your dike(s) correct in the Flood Protection Database*?

☒ Yes

☐ No

If no, please provide details below (if necessary, attached database sheets with mark-up):

* Flood Protection Works Database:

https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/integrated-flood-hazard-mgmt/dikes_listed_by_ownerauthority.pdf

C. Has the person inspecting the dike reviewed the "Flood Protection Works Inspection Guide" and/or is familiar with its contents?

☒ Yes

☐ No

If not, please refer to "Flood Protection Works Inspection Guide" (2000) for a detailed guide to dike inspection and reporting:

http://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/integrated-flood-hazard-mgmt/fld_prot_insp_gd.pdf

2018 DIKE INSPECTION CHECKLIST

1. Is there any obstruction, deterioration or damage to dike access?
(access routes, ramps, and gates)

YES	NO**	N/A
	X	

Location(s)**:

Summary of Issues:

Maintenance Recommendations:

When will Recommendations be Completed:

☐ Attached photos with corresponding reference in the checklist (e.g., photo 1...etc) for deficiencies observed – Section 1

2. Is there any deterioration or damage to the following?

YES	NO**	N/A
X		

• Dike Crest and slopes (ruts, loss of surfacing material, obstructions, settlement, cracking, slumping)

Location(s): - ruts and loss of material due to cattle crossings
- main dike

Summary of Issues:

ruts and loss of material due to cattle crossings

Maintenance Recommendations:

use material from farm yard borrow pit and
fill ruts + re seed

work was completed in Sept 2018

When will Recommendations be Completed:

** When referring specific locations, please use either:

- Chainages from the O&M manual drawings;
- Major landmarks (roads, intersections, bridges, etc.);
- GPS coordinates (where possible); DO NOT use local property names

*** Under summary of issues, please add a short description to confirm no deficiencies were observed at the time of the inspection

2018 DIKE INSPECTION CHECKLIST

	YES	NO ^{***}	N/A
Bank Protection (loss of rock, beaching, scarping, weathering)	X		
Location(s): Farmyard section of dike Summary of Issues: Some weathering due to years of freshet Maintenance Recommendations: Bring in rip rap to strengthen dike base When will Recommendations be Completed: 2019 - summer			

☒ Attached photos with corresponding reference in the checklist (e.g., photo 1....etc) for deficiencies observed- Section 2

3. Were any of the following serious problems observed? (if yes, please attach a photo or a sketch)

- Seepage, piping, boils

Location(s):

Summary of Issues:

Maintenance Recommendations:

When will Recommendations be Completed:

- When referring specific locations, please use either:
- Chainages from the O&M manual drawings,
 - Major landmarks (roads, intersections, bridges, etc.),
 - GPS coordinates (where possible); DO NOT use local property names

*** Under summary of issues, please add a short description to confirm no deficiencies were observed at the time of the inspection

2018 DIKE INSPECTION CHECKLIST

	YES	NO**	N/A
Erosion (scour, bed degradation, outflanking)	X		
Location(s): <i>farm yard section</i> Summary of Issues: <i>Some erosion from freshet</i> Maintenance Recommendations: <i>add rip-rap to south bank, base</i> When will Recommendations be Completed: <i>2019</i>			
	YES	NO**	N/A
Settlement, slumping, cracking, sink holes, slides, bulges (dike fills or slopes)		X	
Location(s): Summary of Issues: Maintenance Recommendations: When will Recommendations be Completed:			
	YES	NO**	N/A
Animal Damage (beavers, animal burrows, cattle, etc.)	X		
Location(s): <i>main dike and farmyard dike</i> Summary of Issues: <i>Some erosion due to cattle</i> Maintenance Recommendations: <i>yearly maintenance and repairs</i> When will Recommendations be Completed: <i>repairs were made in Sept 2018</i> <i>See photo 1 + 2</i>			

** When referring specific locations, please use either:

- Chainages from the O&M manual drawings,
- Major landmarks (roads, intersections, bridges, etc.),
- GPS coordinates (where possible); DO NOT use local property names

*** Under summary of issues, please add a short description to confirm no deficiencies were observed at the time of the inspection

2018 DIKE INSPECTION CHECKLIST

	YES	NO***	N/A
Unauthorized construction or activities (excavations, utilities, structures)		X	
Location(s): Summary of Issues: Maintenance Recommendations: When will Recommendations be Completed:			
	YES	NO***	N/A
Changing Channel Flow Patterns (channel infilling, aggregation, ice jam, log jam)	X		
Location(s): <i>MAIN DIKE</i>			
Summary of Issues: <i>THIS Dike has never worked properly.</i> <i>Main water course crosses farmers field and bypasses creek and</i> <i>channel design</i>			
Maintenance Recommendations: <i>Construction of additional Dike</i> <i>larger culverts</i> <i>possible bridge at farmyard dike</i> <i>see photos 3 + 4</i>			
When will Recommendations be Completed: <i>N/A - need extensive funds</i>			
	YES	NO***	N/A
Significant flood levels (within free board within the last 12 months)	X		
Location(s): <i>farmyard section</i>			
Summary of Issues: <i>farmyard culverts are too small and need to be replaced with larger ones, or alternatively, a bridge.</i>			
Maintenance Recommendations: <i>" "</i>			
When will Recommendations be Completed: <i>N/A need funds</i> <i>see photo 5 + 6</i>			

☒ Attached photos with corresponding reference in the checklist (e.g., photo 1...etc) for deficiencies observed- Section 3

** When referring specific locations, please use either:

- Chainages from the O&M manual drawings,
- Major landmarks (roads, intersections, bridges, etc.),
- GPS coordinates (where possible); DO NOT use local property names

*** Under summary of issues, please add a short description to confirm no deficiencies were observed at the time of the inspection

2018 DIKE INSPECTION CHECKLIST

4. Vegetation Management

	YES	NO***	N/A
Hampers or prevents access?			
Location(s): Summary of Issues: Maintenance Recommendations: When will Recommendations be Completed:			
	YES	NO***	N/A
Reduces visibility to each toe?	X		
Location(s): MAIN DIKE			
Summary of Issues: Trees in channel and at Dike toe			
Maintenance Recommendations: falling, brushing, and removal			
When will Recommendations be Completed: 2018/2019 funds permitting			
	YES	NO***	N/A
Trees in or near dike (within 2m from toe) with potential for uprooting?			
Location(s): Summary of Issues: Maintenance Recommendations: When will Recommendations be Completed:			

** When referring specific locations, please use either:

- Chainages from the O&M manual drawings,
- Major landmarks (roads, intersections, bridges, etc.),
- GPS coordinates (where possible); DO NOT use local property names.

*** Under summary of issues, please add a short description to confirm no deficiencies were observed at the time of the inspection

2018 DIKE INSPECTION CHECKLIST

	YES	NO**	N/A
• Multi-year vegetation management plan in place?	X		
If not, please discuss how one will be put into place: mowing and brushing work is done yearly			

☐ Attached photos with corresponding reference in the checklist (e.g., photo 1...etc) for deficiencies observed— Section 4

5. Appurtenant Works

	YES	NO	N/A
• Flood Boxes/Pump stations (inlet/outlet channels, gate operation, trash racks, debris, erosion, corrosion, structure, mechanical components)	X		
Location(s): Falm Road Small dike Summary of Issues: TRASH RACKS WORKING see photo 6			
Maintenance Recommendations: debris removal from trash racks			
When will Recommendations be Completed: Yearly - in Fall			
	YES	NO	N/A
• Culverts/Discharge Pipes (breaks, holes, cracks, corrosion, deterioration)		X	
Location(s): Summary of Issues: Maintenance Recommendations: When will Recommendations be Completed:			

☐ Attached photos with corresponding reference in the checklist (e.g., photo 1...etc) for deficiencies observed— Section 5

** When referring specific locations, please use either:

- Chainages from the O&M manual drawings;
- Major landmarks (roads, intersections, bridges, etc.);
- GPS coordinates (where possible); DO NOT use local property names

*** Under summary of issues, please add a short description to confirm no deficiencies were observed at the time of the inspection

cattle damage 2018

PR-2 1



cattle damage repair 2018

PHOTO R-2
a





This photo illustrates how the water is by passing the creek,
crossing Rd 215, flooding Mattson's field. photo 4



Erosion due to farm yard flooding
insufficient culverts

photo 5





erosion repair 2018

R-2



February 21, 2019

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2019 Budget - Supplemental Item														
Title	Rolla Creek Dyking						Department	ENVIRONMENTAL SERVICES						
Division	ENVIRONMENTAL SERVICES						Function	430 - Rolla Creek Dyking						
Type	Capital - New						Priority	1						
Description														
Rolla Creek Dyke was constructed along the Rolla Creek to prevent flooding and protect neighbouring properties and infrastructure. System has undergone minimal maintenance (brushing, debris clearing) due to the function's tax limit on residences of \$1500 (total). Operating costs rose to \$4,300 in 2018, up from \$2,583 in 2017. In order to minimize annual costs for this function, the south bank of the existing dyke needs to be rip-rapped to preserve its slope, a second linked dyke and 2 large culverts need to be installed and major brushing needs to be completed.														
Benefits														
Prevents infiltration of excess water during the freshet which would otherwise erode farmland. Ensures compliance with provincial standards (Ministry of Forests, Lands and Natural Resources Operations and Rural Development) and safety requirements around dams/dykes. Reduces future costs to maintain the infrastructure and make the dyke more functional and sustainable.														
Risks														
Lack of proper repairs and upgrades to the dyke could expose the Regional District's liability and would increase annual maintenance costs to the specific function.														
Financial Information														
Capital								Operating						
Funding Sources	Total Funding	2019	2020	2021	2022	2023	5 Year Total	Funding Sources	2019	2020	2021	2022	2023	5 Year Total
PRA Grant funding	30,000	30,000					30,000	Requisition	1,500	1,500	1,500	1,500	1,500	7,500
							-							-
							-							-
Sub-total	30,000	30,000	-	-	-	-	30,000	Sub-total	1,500	1,500	1,500	1,500	1,500	7,500
Expenses								Expenses						
Total Expenditures	2019	2020	2021	2022	2023	5 Year Total		2019	2020	2021	2022	2023	5 Year Total	
Infrastructure upgrade	15,000	15,000	-	-		15,000	Maintenance	1,500	1,500	1,500	1,500	1,500	7,500	
Additional construction of new dyke	10,000	10,000				10,000							-	
Major brushing and additional tree removal	5,000	5,000				5,000							-	
Sub-total	30,000	30,000	-	-	-	30,000	Sub-total	1,500	1,500	1,500	1,500	1,500	7,500	
Administration														
Author	Paulo Eichelberger						Date Prepared	February 4, 2019						
Approval Date														



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization:	Osborn Community Hall	Date: Dec 13/18
Contact:	Tena Thiessen	Phone: 250-827-3529
Mailing Address:	Box 70 Cecil Lake BC V0C 2T0	Fax:
Email:	tena.thiessen12@gmail.com	
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:	2015	Have you completed this project? Purchased everything need to finish some work.
Current Project Description: (project for which funds were originally applied for)		
Funds were for shed, skirting material and eistern installation. Everything is purchased and done except for the skirting needs to be finished. The material is all there.		
Amount Granted:	\$10,000	Amount to Reallocate: \$2830.05
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project:	Up to \$10,000	
Proposed New Project/Operational Expense: (reason for request and description of project, project budget)		
Roof Repair and floor. We are waiting for a quote on the repair so we would like to allocate the remaining \$2830.05 from 2015 towards our New Project in 2019.		
FOR OFFICE USE ONLY		
Funds Remaining: (showing last 3 years)	Current Project Name: New Hot Water Tank, Parking lot Improv.	Amount Available = \$1,678.00
	2016 Project Name: Insurance, Cistern Improv., New Shed	Amount Available = \$1,656.42
	2015 Project Name: Kitchen Reno & Playground Equipment	Amount Available = \$2,830.05
		Total Unused Funds = \$6,164.47

RECOMMENDATION: That the Rural Budgets Administration Committee approve the funding amendment application from Osborn Community Hall and authorize the reallocation of \$2,830.05 from the unused portion of their 2015 Grants-in-Aid allocation to be used for Roof and Floor Improvements in 2019.

RATIONALE: The Osborn Community Hall is in need of some improvements due to the age and weathering of the building. One area of the roof has leaked and caused damage to the floor. The project is planned for 2019 and estimated to cost from \$5,000 to \$10,000 to repair. The Society will be submitting a 2019 GIA application to complete the roof and flooring project; however, they would like to see this unused 2015 GIA funding allocated to that. The Society is currently exploring the option to complete a facility assessment to identify what areas of the hall require improvements in order to ensure continued operation of the facility.



REPORT

To: Rural Budgets Administration Committee

Date: December 17, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Rural Recreational and Cultural Grants-in-Aid – Volunteer Appreciation Banquet

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve the discontinuation of the annual Volunteer Appreciation Banquet as part of the Recreational and Cultural Grants-in-Aid process; further that an amendment be made to the Recreational and Cultural Grants-in-Aid policy to reflect this change.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee reduce the annual budget commitment of \$6,500 for the Volunteer Recognition Banquet to \$1,000 in 2019, to assist with the continuation of the Awards Recognition component of the Volunteer Recognition Banquet.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee amend Section 5 - Eligible Expenses of the Recreational and Cultural Grants-in-Aid policy to include "Volunteer Recognition" as an eligible expense for Electoral Area B, C, E and Sub-Regional.

BACKGROUND/RATIONALE:

At the 2017 GIA Spring allocation meetings, groups in attendance were asked to provide feedback on the importance of volunteer recognition, specifically the awards program, its value and merit, as well as benefits of the banquet, obstacles to attending, timing and locations by way of a survey. Results of that survey were captured, summarized and brought forward to RBAC in December of 2017, where it was requested that these findings be presented for discussion at the 2018 Spring Allocation meetings, along with options to be provided on how the Regional District could improve on its Volunteer Recognition and Award process or whether it should be discontinued.

Staff compiled an Information Sheet (attached) and distributed it for discussion at the 2018 GIA Spring Allocation meetings. Below is a summary of the discussion:

I. April 16, 2018 - Electoral Area B and C GIA Meeting:

VOLUNTEER BANQUET:

1. North Peace and South Peace communities bid to host their own volunteer appreciation banquets, with the North and South bidding on alternate years - Groups indicated perhaps more people might attend if the banquet was hosted by a society; uncertain if option 1 would be feasible to coordinate given the work involved to bid, host, budget etc.

Staff Initials:

Dept. Head:

T. Morgan

CAO:

[Signature]

Page 1 of 5

2. Discontinue the volunteer appreciation banquet completely - Groups indicated volunteer recognition is very important, the banquet allows for societies to network with each other, if cancelled groups were in favour of the budget for the banquet being distributed among recipients for their own volunteer recognition events; groups wished to be able to take options back to discuss at next society meetings.

AWARD RECOGNITION:

1. To continue with the current volunteer award selection process, whereas community groups submit volunteer names to be recognized - In favour of continuing this whether it's done by the PRRD or individual societies.

2. That volunteer recognition plaques be created for North Peace Volunteers and displayed in the Peace River Regional District Fort St. John office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards - In favour of plaque but would like to see the individual, facility, organization awards continue to be sent to each recipient(s).

3. That volunteer recognition plaques be created for South Peace Volunteers and displayed in the Peace River Regional District Dawson Creek office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards - In favour of plaque but would like to see the individual, facility, organization awards continue to be sent to each recipient(s).

II. April 17, 2018 - Electoral Area E GIA Meeting:

VOLUNTEER BANQUET:

1. North Peace and South Peace communities bid to host their own volunteer appreciation banquets, with the North and South bidding on alternate years – Not in favour of this option as it would mean volunteers from Area E having to travel to a location in the South Peace or North Peace.

2. Discontinue the volunteer appreciation banquet completely - In favour of this option and would support the cancellation of the Volunteer Banquet, and support the budget of \$6,500 being distributed to all GIA recipients for their own volunteer recognition; groups wished to be able to take options back to discuss at next society meetings.

AWARD RECOGNITION:

1. To continue with the current volunteer award selection process, whereas community groups submit volunteer names to be recognized - In favour of continuing with this but would like to suggest awards be presented in person at the District of Chetwynd Volunteer Appreciation celebrations held on July 1st each year; whether it's done by the PRRD or individual societies.

2. That volunteer recognition plaques be created for North Peace Volunteers and displayed in the Peace River Regional District Fort St. John office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards – In favour of the plaque but would like to see a one specific for the Area E volunteers being displayed at the Chetwynd and District Recreation Centre. North Peace in Chetwynd?

3. That volunteer recognition plaques be created for South Peace Volunteers and displayed in the Peace River Regional District Dawson Creek office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards - In favour of the plaque but would like to see a one specific for the Area E volunteers being displayed at the Chetwynd and District Recreation Centre.

III. April 18, 2018 - Sub-Regional GIA Meeting:

VOLUNTEER BANQUET:

1. North Peace and South Peace communities bid to host their own volunteer appreciation banquets, with the North and South bidding on alternate years - Discussion of hosting the volunteer banquet jointly with the GIA allocation meeting, with the result being the event would be too long if all groups had to sit through all areas' allocation process; groups present were in agreement that this was a process followed many years ago; however, the general consensus was that groups were in favour of doing their own volunteer recognition as many of them currently do that now.

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

AWARD RECOGNITION:

1. To continue with the current volunteer award selection process, whereas community groups submit volunteer names to be recognized - General consensus indicated those present were in favour of the listed options.

2. That volunteer recognition plaques be created for North Peace Volunteers and displayed in the Peace River Regional District Fort St. John office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards - General consensus indicated those present were in favour of the listed options.

3. That volunteer recognition plaques be created for South Peace Volunteers and displayed in the Peace River Regional District Dawson Creek office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards - General consensus indicated those present were in favour of the listed options.

On May 17, 2018 a report was brought forward to the Rural Budgets Administration Committee regarding the Volunteer Recognition and Award options where the following resolution was made:

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

Follow up from this resolution resulted in a letter being sent out to all 2018 GIA recipients that included the Information Sheet for the options of the Volunteer Recognition and Award process and the following statement:

At the direction of RBAC, the options for the Volunteer Recognition and Awards process is enclosed for your review. Societies wishing to provide feedback to the Regional District must do so by September 30, 2018 either by mail, in-person or by email to prrd.dc@prrd.bc.ca.

The process to examine the benefit of continued Volunteer Recognition and Awards as part of Recreational and Cultural GIA began in 2017 due to the poor turnout of volunteers that attended the 2016 Volunteer Banquet, of which only 44 attended. Below is a list of reports and resolutions that have previously been brought forward to the Committee on this subject:

January 19, 2017 - R-7 2016 Volunteer Appreciation Banquet, October 22, 2016

"That the Rural Budgets Administration Committee have staff prepare a survey to provide at the three Grant-in-Aid Spring Meetings asking what the Volunteers preferences would be for the Volunteer Appreciation Banquet."

August 10, 2017 - R-4 Awards and Recognition Program survey

“That the Rural Budgets Administration Committee authorize that no Volunteer Recognition Banquet be held in 2017.”

August 10, 2017 - R-4 Awards and Recognition Program survey (Continued)

“That the Rural Budgets Administration Committee have staff investigate and bring back a report on how we could do a combined Volunteer Recognition Banquet and Grants-in-Aid allocation meeting event in April 2018.”

Dec 14, 2017 - R-1 Grants-in-Aid Allocation Meeting and Volunteer Appreciation Banquet Options

“That the Rural Budgets Administration Committee table the volunteer banquet decision until the Spring Grants-in-aid Meeting, further; that the following options be brought forward for consideration at that time:

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

“That the Rural Budgets Administration Committee direct staff to continue with the current volunteer award selection process, whereas community groups submit volunteer names to be recognized; further, that volunteer recognition plaques be created for the Dawson Creek Office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards; further, that staff continue to provide volunteer award certificates to award recipients.”

“That the Rural Budgets Administration Committee direct staff to create separate North Peace volunteer recognition plaques for all categories of the volunteer awards to be displayed at the Fort St. John Peace River Regional District Office, while separate South Peace volunteer recognition plaques be displayed at the Dawson Creek Peace River Regional District Office.”

April 16, 2018 - R-9 Volunteer Appreciation Banquet - Grants-in-Aid

“That the Rural Budgets Administration Committee receive the report on the “Volunteer Appreciation Banquet-Grants-in-Aid” from April 5, 2018 for discussion.”

May 17, 2018 - R-6 Volunteer Recognition and Awards Options

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

“That the recommendation be amended to change the deadline to receive responses from the organizations to September 30, 2018.”

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

No feedback has been received by any of the GIA groups as a result of the letters sent out. The only feedback that has been provided by the societies is that which was shared at the 2018 GIA Spring Allocation meetings. As a direct result of those discussions, and due to the fact that not further feedback has been submitted, staff recommend that the Volunteer Banquet portion of the Volunteer

Recognition and Awards process be eliminated from the policy and the budget commitment be reduced accordingly.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

The 2018 budget commitment for the Volunteer Recognition and Awards is \$6,500. If approved, this amount would be divided and distributed to groups for individual volunteer recognition initiatives.

COMMUNICATIONS CONSIDERATION(S):

If approved, an amended Recreational and Cultural Grants-in-Aid policy will be posted to the website, and presented to those in attendance at the 2019 Spring GIA Allocation meetings to ensure they understand and are aware of the changes.

OTHER CONSIDERATION(S):

None.

Attachments:

1. 2018 GIA Volunteer Recognition – Information Sheet
2. Recreational and Cultural GIA Policy Statement
3. Recreational and Cultural GIA, Schedule K – Volunteer Banquet



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

Information Sheet – Grants-in-Aid Volunteer Recognition

BACKGROUND:

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

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

A. VOLUNTEER APPRECIATION BANQUET:

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

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

Suggested items for discussion:

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

Option 2: Discontinue the volunteer appreciation banquet completely.

Suggested items for discussion:

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

B. AWARD RECOGNITION PROCESS:

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

Staff were directed to implement the following:

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

Some items for discussion:

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

POLICY STATEMENT

Rural Recreational & Cultural Grants-in-Aid

1) Introduction

This policy is intended to supplement the operating and/or capital funds of the rural recreation and community associations in the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

2) Definitions

- a) Debt is defined as an amount owed to a person or organization for services, products or loans funds not yet paid for.
- b) Recreation and community organization is defined as any recreational, sporting, arts, cultural or community association.
- c) Rural organization is defined as any organization located within the boundaries of Electoral Areas B, C, D, and E.
- d) Wages is defined as any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.
- e) Capital improvement is defined as the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- f) Capital equipment is defined as equipment valued at over \$5,000 and has an extended lifetime over more than one year.
- g) New applicant organizations are organizations that have not received Peace River Regional District Recreational and Cultural Grants-in-Aid prior to 2012.
- h) Operation funding is defined as funding provided for costs to ensure the day to day operation of a facility such as insurance, utilities, and supplies.

3) Recreational & Cultural Grants-in-Aid Eligibility

To be eligible for funding, recreation and community associations must meet the following criteria:

- a) Applicant organizations must be rural non-profit registered societies which provide recreation, arts, sports, and/or social activities for the community at large; and
- b) Applications must be submitted directly by the recreation organization or community association/club; and
- c) At least 75% of the applicants' membership must come from the rural areas which they serve.
- d) New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the Regional District.

- e) Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

4) Application Process

- a) Applicants must submit a formal application to the Regional District once per year on or before the last calendar day in January; said application to be substantially completed in the form attached hereto as Schedule 'A'.
- b) Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and quotes for any individual items valued at over \$3,000.
- c) New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- d) At the pleasure of the Electoral Area Directors for the areas, organizations may apply to more than one area for funding if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- e) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.
- f) Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- g) Applications from new organizations will be accepted by the Regional District for consideration providing they meet the eligibility requirements as set forth in this policy.

5) Eligible Expenses

- a) In Electoral Areas B and C expenses for capital improvements and insurance (for the protection of the public) is permitted.
- b) In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c) Payment of debt and employee wages is not an eligible expense.
- d) At least three quotes (where available) must be provided for all eligible expenses valued at over \$3,000.

6) Annual Grant Allocations

- a) At the Directors' discretion, grant allocations for each area may be budgeted and provided for youth travel to which the guidelines are attached hereto as Schedule "E".
- b) At the Electoral Area B and C Directors' discretion, grant allocations from Area B and C may be budgeted and provided for the North Peace Regional Gradfest Society for the purpose of hosting safe graduation related events, to which the guidelines are attached hereto as Schedule "F".
- c) At the Electoral Area B Director's discretion grant allocations from Area B may be budgeted and provided for the North Peace 4-H District Council for the purpose of conducting 4-H activities to which the guidelines are attached hereto as Schedule "G".
- d) At the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries to which the guidelines are attached hereto as Schedules "H", "I", "J" and "M".
- e) At the Directors' discretion, grant allocations for each area may be budgeted and provided for the rural recreation volunteer banquet to which the guidelines are attached hereto as Schedule "K".

7) Approval Process

- a) The Electoral Area Directors have the sole discretion to accept or reject any application. Applications may be rejected for the following reasons:
 - i. Incomplete or late applications;
 - ii. Failure to maintain society status;
 - iii. Failure to rationalize the need for funding;
 - iv. Failure to prove that the project is in the best interest of the community at large.
- b) Upon approved application by the Electoral Area Director, eligible recreation and community organizations, along with their Electoral Area Directors will meet in the spring of each year to allocate funding to the eligible organizations from the budgeted amount as per the current Financial Plan.
- c) At least one representative from each applicant organization must be in attendance at the adjudication meetings to be eligible to receive a grant-in-aid.
- d) If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
- e) All organizations that have made an application and have been approved to receive funding by the Regional District will be notified of the meeting date, time and location prior to the meeting.
- f) All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.

- g) All recommendations of Grant-in-Aid funding allocations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

8) Recreational and Cultural Grants-in-Aid Budgets

- a) On an annual basis the Directors for each area shall determine the annual budget amount for their area(s) to be included in the Peace River Regional District Financial Plan. This budget amount is subject to Board approval and must be in accordance with tax limitations set forth by bylaw or supplementary letters patent.
- b) A recreational and cultural grants-in-aid budget amount will be provided separately for each area as follows:
 - i. Electoral Area B
 - ii. Electoral Area C
 - iii. Electoral Area E West
 - iv. A defined portion of Electoral Area E and D known as South Peace Sub-Regional as shown on Schedule "L" to this policy and is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe

9) Unallocated Funds

- a) Any funds that are not allocated from the annual requisition for a funding area shall be utilized to reduce the tax requisition in the next calendar year.

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.

11) Claim Reimbursement

- a) Approved applications will receive funds by claim reimbursement after August 1st of each year once funding allocations are ratified by the Rural Budgets Administration Committee.
- b) Approved applications must provide proof of costs by submitting invoices and a completed claim form attached hereto as Schedule 'B'.
- c) All invoices submitted for expense claim reimbursement must be from the same year or later that funds were approved. Claims may not be made for goods or services incurred in the years previous to the grant's approval.
- d) In exceptional circumstances, organizations may request in advance the total or partial payment of the approved grant from the Regional District. If the funds are approved for release prior to August 1st in any year, Regional District interim financing costs will be charged. Organizations must make this request in writing to the Chief Financial Officer.

12) Sources of Revenue

- a) Organizations shall be responsible to raise supplementary funds for major capital projects and operations by seeking other funding sources including but not limited to donations, corporate sponsorships, applications to other government agencies or general fundraising.
- b) The Peace River Regional District shall not be a sole source of revenue for any recreation or community association.
- c) Organizations must show in their application all sources of revenue.

13) Annual Reports

- a) All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report as attached hereto as Schedule “C” by the last calendar day in January to be submitted with their Grants-in-Aid application.
- b) Funds for the current year will not be reimbursed to an organization until any outstanding Annual Reports for that organization have been received by the Regional District.
- c) Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.

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.
- b) The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments.
- c) Funds cannot be amended to pay off debt.

15) General

- a) Recreational and Cultural Grants-in-Aid policies can only be made by the Rural Budgets Administration Committee and are subject to Board approval as set forth in Bylaw no. 1166, 1998.
- b) Organizations hosting annual recreational and Cultural Grants-in-Aid meetings will be paid a hosting stipend.

16) Limitations

- a) Tower Lake Community Association is not eligible to receive Recreational and Cultural Grants-in-Aid as they are outside of the existing service area.

17) Recognition

- a) Grant recipients will recognize the financial contributions of the Regional District by prominently displaying a certificate or plaque.
- b) Associations that maintain websites, social media sites and/or membership newsletters will provide Regional District with recognition in the form of prominently displaying a note of thanks next to the Regional District's logo.
- c) Grant recipients may be requested to issue a joint press release and photo with the Regional District from time to time.

ADMINISTRATIVE PROCEDURES

Rural Recreational & Cultural Grants-in-Aid

1) Application Packages:

- a) In December of each year all organizations that have received Recreational and Cultural Grants-in-Aid in the past three years will be mailed the following:
 - i. cover letter with the application deadline and the spring date allocation meeting dates and locations;
 - ii. a “Grants-in-Aid Application Form” and “Application Checklist”;
 - iii. a “Claim Form”;
 - iv. an “Annual Report Form; and
 - v. any additional information that may assist with the application process.
- b) Application information is to be provided on the Regional District’s website at www.prrd.bc.ca.

2) Receipt of Application Packages

- a) All applications will be provided electronically to the Community Services Department when they are received by the Regional District.

3) Review of Application Packages

- a) Applications will be reviewed by the Community Services Department staff to ensure:
 - i. that all documentation has been received;
 - ii. that organizations are current registered non-profit societies;
 - iii. that organizations meet the eligibility requirements set forth in the Grants-in-Aid policy;
 - iv. that organizations have submitted all required annual reports with pictures.
- b) Each director will receive a complete set of applications for their area prior to the spring allocation meetings. It is the directors’ responsibility to advise staff of which applications are approved to attend the spring allocation meetings.
- c) A copy of all applications will be saved electronically on the Regional District server.

4) Incomplete or Late Applications

- a) In the event that an application is incomplete, staff will review the initial application and contact the applicant once to request any missing or incomplete information.
- b) If the outstanding missing information has not been received within 30 days after the application deadline, staff will note what is missing on the front page of the application that is provided to the Electoral Area Directors.

5) Allocation Meetings

- a) Allocation meetings will take place once each year.
- b) At least 15 days prior to the allocation meeting, a letter will be sent to all eligible applicant organizations notifying them of allocation meeting dates and times.
- c) At the allocation meeting all organizations will be provided a document detailing the funding requests of all applicants in their area.
- d) Staff will record meeting minutes, those in attendance and recommended grant allocations.
- e) Staff will liaise with the meeting hosts to ensure that facilities are available and that expectations are clear on what is required for the meetings such as:
 - i. light snacks and beverages;
 - ii. seating requirements; and
 - iii. time and date.

6) Approval of Grant Allocations

- a) Upon ratification of funding recommendations from the spring allocation meetings by the Rural Budgets Administration Committee, all applicant organizations will receive a letter within 30 days confirming their grant amounts and any outstanding funds.

7) Claim Reimbursement

- a) All claims for reimbursement will be provided directly to the Finance Department where they will be coded and provided to the Manager of Community Services for review.
- b) Upon review of the claim and submitted invoices, the Manager of Community Services will approve or deny the claim for payment.
- c) If claim is denied or only partial payment is provided, staff will provide a letter back to the organization explaining the reason for denying their claim or providing a partial payment.

8) Funding Amendments

- a) All funding amendments received will be forwarded to the Rural Budgets Administration Committee for decision.
- b) Staff will provide the Committee with information on the amount of funds remaining, the details of previous projects and any other pertinent information needed for decision making.
- c) Community Services staff will provide organizations that have applied for funding amendments with a letter within 30 days of decision of the Rural Budgets Administration Committee.

9) Unspent Funds

- a) On an annual basis organizations with unspent funds will be notified in writing of any funds remaining.
- b) If funds are remaining after two and a half years a letter will be sent to the subject organization notifying them of three year time limit to utilize their funds.
- c) If the Rural Budgets Administration Committee resolves to reallocate an organization's unspent funds, staff will notify the organization of this decision in writing.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “K” – Rural Recreation Volunteer Banquet

In accordance with section 6(e) of the Rural Recreation and Cultural Grants-in-Aid policy, at the Directors’ discretion, grant allocations for each electoral or funding area may be budgeted and provided for the rural recreation volunteer banquet. The guidelines for the banquet are as follows:

1) Purpose

- a) The purpose of the Rural Recreation Volunteer Banquet is to celebrate rural volunteers who support and/or provide recreational, cultural or social activities and services throughout Electoral Areas B, C, D and E of the Peace River Regional District.

2) Frequency & Location

- a) At the Electoral Area Directors’ pleasure, the Rural Recreation Volunteer Banquet shall be held once per year and will rotate between the South and North Peace each year.

3) Budget

- a) An annual budget will be provided from Electoral Areas B, C, and E and the South-Peace Sub-Regional funding areas as per adoption of the Financial Plan.

4) Invitations

- a) Invitations to rural recreational and cultural organizations will be sent out at least 45 days prior to the event.
- b) Organizations will be permitted to send all active members of their organization.

5) Awards & Nomination Process

- a) Organizations will have the opportunity to nominate rural residents, facilities and organizations for achievement awards.
- b) Nominations for awards must be received at least 21 days prior to the date of the banquet.
- c) The Electoral Area Directors will adjudicate applications and determine award recipients.
- d) Nominations must address the nomination criteria as per Section 6 (a), (b) or (c) and must provide a detailed description of the nominee’s background, experience and achievements and any further information to support the application like newspaper articles, etc.
- e) Nominations must include at least two letters of support.

6) Nomination Criteria:

a) Individual Volunteer Achievement Award:

- i. Presented for outstanding contributions to rural recreation and/or culture within the Peace River Regional District;
- ii. Nominees must have a significant history of volunteering for rural programs or organizations.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “K” – Rural Recreation Volunteer Banquet

b) Rural Facility Excellence Award:

- i. Presented for excellence in facility concept, design, development, maintenance or operation. The facility shall have demonstrated outstanding and/or innovative aspects which have made or could make significant impact in the recreation or cultural field.
- ii. The facility must be accessible to all patron groups, unique to the northern lifestyle, multi-purpose and located in the rural area.

c) Rural Organization Award:

- i. Presented for outstanding achievement to rural recreation and/or culture. The achievement shall involve a significant contribution to the enhancement of some aspects of local recreation, culture or to a specific interest area.
- ii. The organization must demonstrate a significant contribution to a broad range of recreation or cultural services in a community or region.
- iii. The organization must demonstrate uniqueness and innovation in planning, problem solving and recruitment of members.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION			
Name of Organization: <i>Montney Rec Commission</i>		Date: <i>Dec 28-2018</i>	
Contact: <i>Noreen Kramer</i>		Phone: <i>250-793-1713</i>	
Mailing Address: <i>Box 95 Montney BC V0C 1Y0</i>			
Email: <i>noreen.kramer@gmail.com</i>		Fax: <i>250-827-3245</i>	
PROJECT TO PROVIDE FUNDS			
Year Funds Granted: 2017		Have you completed this project?	
Current Project Description: <i>(project for which funds were originally applied for)</i> <i>year 2017 for the new gutters</i>			
Materials and Supplies purchase, minor finishing still to be complete, no further costs to complete project.			
Amount Granted: 1800.⁰⁰ \$19,142.00		Amount to Reallocate: <i>686.42</i>	
PROJECT TO RECEIVE REALLOCATED FUNDS			
TOTAL Cost of New Project:			
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i> <i>The hall yard was in very bad shape so we had gravel hauled in and our members spread it at no charge. Our own trucking did not need as much up grading as originally thought so we have the \$684.42 left in the gutter account. This will put us at a zero left in the 2017 Grants-in-Aid</i>			
FOR OFFICE USE ONLY			
Funds Remaining: (showing last 3 years)	Current Project Name: Insurance, Pioneer wair project, media equip		Amount Available = \$6,884.25
	2017 Project Name: Improvements to facility and cistern, purchase of		Amount Available = \$686.42
	signage and chairs; Insurance		
	2016 Project Name: Insurance; easvestough improvements		Amount Available = 0
Total Unused Funds = \$7570.67			

RECOMMENDATION:

That the Rural Budgets Administration Committee respectfully deny the request from Montney Recreation Commission to reallocate \$686.42 of their 2017 Grants-in-Aid allocation to be used for gravel costs purchased in 2017, as it does not meet the criteria for approval outlined in the Recreational and Cultural Grants-in-Aid policy.

RATIONALE:

Under Section 14 of the Grants-in-Aid policy it states that funds cannot be amended to pay off debt. This expense the society would like reimbursed has already been paid, note the date of the invoice submitted, therefore approval of the funding amendment would essentially be to reimburse for an already paid debt. The Society has made this request in hopes to utilize all of their 2017 GIA allocation; however, staff note that it would be more conducive to the guidelines of the policy to reallocate the funds to be spent on their 2018 project costs. The Committee has the sole discretion to approve or deny funding amendments as well as the option to waive the policy guidelines and authorize this funding amendment if they feel the request has merit.



Box 6291, Fort St. John, BC, V1J 4H7
 Tel: (250) 785-8953 Fax: (250) 785-8977

Invoice #

12243

Date:

Jul 31, 2017

INVOICE

Bill to: Montney Hall Association
 Box 95
 Montney, BC V0C 1Y0
 Canada

Delivery Address:

Attn: Jim Collins

Description	Qty	Rate	Ticket #	Tax code	Amount
July 24, 2017					
1" Drain Rock	56.33 tonnes	18.57		GP	1,046.05
T125 - Tandem Box Truck w/Tri Pup	3.00 hour(s)	215.00		G	645.00
Discount 10%				GP	-169.11
			Subtotal:		1,521.94
			G - GST 5%		
			GP - GST 5%,		
			PST 7%		
			GST		76.09
			PST		61.38
BN 809454142RT0001	Thank You!		Total:		1,659.41
BC WGB #757387					



REPORT

To: Rural Budgets Administration Committee

Date: January 8, 2019

From: Trish Morgan, General Manager of Community Services

Subject: **2017 Electoral Area E West Bursary – Unclaimed funds**

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve that the unclaimed funding for the 2017 Electoral Area E Bursary, in the amount of \$500, be returned to the funding area and utilized to reduce the tax requisition in 2019.

BACKGROUND/RATIONALE:

Funding for this bursary was allocated in 2017 in accordance with the Rural Recreational & Cultural Grants-in-Aid Policy, as per the Schedule M – Electoral Area E West Bursary. Under the policy, recipients must claim their award in writing to the Peace River Regional District along with proof of paid enrolment at a post-secondary institute. Recipients may defer their award for up to one year with written permission from the General Manager of Community Services. This information is provided to all bursary recipients by the school at the time they are notified of their award.

Upon contact with the recipient of this award, Trevor Andres, he has indicated that he would like to decline the award as he has decided not to pursue post-secondary education at this time. An email from the recipient is attached.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

The funding will be used to reduce the overall tax requisition for the 2019 budget allocation amount for Electoral Area E Grants-in-Aid.

Staff Initials:

Dept. Head: *T. Morgan*

CAO: *[Signature]*

Page 1 of 2

COMMUNICATIONS CONSIDERATION(S):

The recipient will be sent written correspondence confirming the Bursary funds are no longer available and the award offer rescinded, as per the policy.

OTHER CONSIDERATION(S):

Attachments:

1. Email Correspondence
2. Recreational and Cultural Grants-in-Aid, Schedule M – Electoral Area E West Bursary

From: [REDACTED]
Sent: Friday, December 14, 2018 8:50 PM
To: Jill Rickert
Subject: Re: 2017 Peace River Regional District Bursary

Hello Jill.

I apologize for the delay in the message. Thank you for your patience with me.

I do confirm that I am declining the reward and it is understood that it will be returned to the funding area.

Thanks again.

-Trevor Andres

From: Jill Rickert <Jill.Rickert@prrd.bc.ca>
Sent: October 26, 2018 3:55 PM
To: [REDACTED]
Cc: PRRD_Internal
Subject: 2017 Peace River Regional District Bursary

Hi Trevor,

Thank you for getting in touch with me today. As discussed, you were awarded the 2017 Area E Bursary from the Peace River Regional District, which has not yet been claimed. You indicated that you did not claim it as you were not certain you would continue on to post-secondary and therefore no longer require the funding.

As I stated if you could respond to this email to confirm you are declining the award, I will ensure its returned to the funding area.

Thank you,

Jill Rickert | Community Services Coordinator

Direct: **250-784-3209** | jill.rickert@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

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REPORT

To: Rural Budgets Administration Committee Date: January 16, 2019

From: Deborah Jones-Middleton, Protective Services Manager

Subject: Purchase of Charlie Lake Fire Department Apparatus

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve \$300,000 from Electoral Area C Fair Share to fund the purchase of two apparatus for the Charlie Lake Fire Department.

BACKGROUND/RATIONALE:

In 2018, the Charlie Lake fire Department was approved to purchase two apparatus, an engine and a tender. \$150,000 from Electoral Area 'C' Fair Share Funds was included in the approved 2018 Charlie Lake Fire Service Budget; however, the request for the \$150,000 was not presented to the Rural Budgets Administration Committee for approval.

During 2018, further research into purchasing an engine and a tender determined that the allocated funds were insufficient and an increase from \$700,000 to \$850,000 was required. The 2018 budget also included \$150,000 revenue from the sale of the 2006 Sterling Engine; however, during discussions with the Interim Fire Chief it was determined that the apparatus was still a good value to the Charlie Lake Fire Department and should be kept.

Staff met with Chair Sperling to discuss the anticipated funding requirements and he indicated that he would increase the funding from Electoral Area 'C' Fair Share Funds to \$300,000 to support the purchase of the two apparatus.

At this time a Request for Quotation on both apparatus have been issued and closes on March 1, 2019.

OPTIONS:

1. That the Rural Budgets Administration Committee deny the request for \$300,000 from Electoral Area C, and that the \$300,000 to fund the purchase of two apparatus for the Charlie Lake Fire Department be raised through taxation.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

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

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

February 21, 2019

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FINANCIAL CONSIDERATION(S):

The anticipated cost of the two fire apparatus is \$850,000.

Funding Source	Amount	
➤ Capital Reserve	\$ 270,000	approximate
➤ Charlie Lake Fire Service Surplus	250,000	approximate
➤ Taxation	30,000	approximate
➤ Electoral Area 'C' Fair Share	300,000	
Total	\$ 850,000	

Fund Balances at December 31, 2018 (does not reflect interest earned in 2018)

Charlie Lake Fire Service Capital Reserve: \$ 652,225

Electoral Area 'C' Fair Share: \$1,636,631

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.



REPORT

To: Rural Budgets Administration Committee

Date: February 14, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Grant Request – School District No. 60, Rural Learn to Swim Program

RECOMMENDATION: [All Directors – Corporate Weighted]

That the Rural Budgets Administration Committee authorize a multi-year grant commitment in the amount of \$10,000 per year for three years starting in 2019 to School District No. 60 to assist with the transportation costs of the Rural Learn to Swim program; further that funding be provided from Grants to Community Organizations, Electoral Area B.

BACKGROUND/RATIONALE:

School District No. 60 provides anywhere from 125 to 160 students attending rural elementary schools an opportunity to learn how to swim and gain an essential life skill, through the Rural Learn to Swim program. Schools participating in this program include Clearview, Wonowon, Upper Halfway, and Upper Pine. Grant funding, if supported, will be used to assist with bus transportation costs to and from the North Peace Leisure Pool in Fort St. John.

This request meets the guidelines, as outlined in the Blanket Grant Application Policy, for approval of a multi-year grant commitment. Multi-year grant commitments provides some surety to the School District as well as helps to reduce Regional District administration. All recipients of multi-year grants are required to provide an annual report that demonstrates how the funds were spent and the numbers of participants in the program.

In prior years, the Regional Board has provided funding to School District No. 60 in support of this program with a grant in the amount of \$5,000 in 2007, \$15,000 in 2008 and \$10,000 annually from 2009 to 2018. Staff note that at their meeting held on June 28, 2018, the Regional Board authorized a multi-year grant commitment for School District No. 59 in the amount of \$10,000 per year for three years to assist with the transportation costs related to their Rural Learn to Swim program.

For further information on the request, please see the attached grant application.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant in the amount of \$10,000 for one year to School District No. 60 to assist with the transportation costs for the Rural Learn to Swim program, and that the funding be provided from Grants to Community Organizations, Electoral Area B.
2. That the Rural Budgets Administration Committee deny the grant application from School District No. 60 for a three year funding commitment.
3. That the Rural Budgets Administration Committee provide further direction.

Staff Initials:

Dept. Head:

T. Morgan

CAO:

[Signature]

Page 1 of 2

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

- 1 Staff have identified Grants to Community Organizations, Electoral Area B as the optimal funding category; however other funding options could include Electoral Area B, Fair Share or BC Rail funds.
- 1 If a three year grant is approved, a financial commitment in the amount of \$10,000 will need to be budgeted accordingly as part of the Annual Financial Plan in 2019, 2020 and 2021.
- 1 \$10,000 was included in the 2018 Annual Financial Plan under Regional Recreation, Grants to be used to support School District No. 60 Rural Learn to Swim Program.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised of the Committee's decision in writing and will be asked to ensure the Regional District is recognized for their contribution.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Blanket Grant Policy

A fire PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #:

Community Club or Group Name: School District No. 60 (Peace River North)

Mailing Address: 10112 - 105 Avenue

City: Fort St John, BC

Postal Code: V1J 4S4

Civic Address:

Contact Person: Dave Sloan

Alternate Person: Stephen Petrucci

Tel: (250) 262-6017

Tel: (250) 262-6017

Fax: (250) 262-6046

Fax: (250) 262-6046

Email: dsloan@prn.bc.ca

Email: spetrucci@prn.bc.ca

President: Superintendent - Dave Sloan

Total Cost of Project: \$30,000.00

Vice President: Asst. Supt. - Stephen Petrucci

Amount Requested per year: \$10,000.00

Treasurer: Secretary-Treasurer - B. Hooker

For how many years? 1 yr ☐ 2 yrs ☐ 3 yrs

Describe the **t for which your organization is**
If more space is *please add it as an attachment to your*

ting a grant and the reason for your request.
on.

We have a number of rural schools in our district and this grant would provide funding for our rural students to travel to and from Fort St John to swim.

This is an opportunity to have these students, who normally do not have access to swimming facilities, to come to Fort St John to learn and enjoy swimming.

see attached notes from our Rural School Principals as well x

Project budget, including all sources of funding

Current financial statements showing expenses, revenues & savings

Signature of Applicant:

Date: December 12, 2018

For Office Use Only

DAVE SLOAN, SUPERINTENDENT OF SCHOOLS.

Fair Share: B ☐ C ☐ D ☐ E ☐

Gas Tax: ☐

PRA: B ☐ C ☐ D ☐ E ☐

Other: ☐

BCR/PRA: B ☐ C ☐ D ☐ E ☐

PLEASE REPLY TO:

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

C A V
ELEMENTARY JUNIOR
SECONDARY SCHOOL

Phone: (250) 781-3333
 Fax: (250) 781-3402

School District #60
 10716-97 Avenue
 Fort St. John, B.C.
 V1J 6L7

Mrs. Shawna Hartman/ Principal

December 13, 2018

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

Dear Members:

RE: Rural Learn to Swim Program for Grade 4 Students

Clearview School Grade 4 students have participated in this program for over 25 years.

Students who live a great distance from Fort St. John do not have the same advantage to take swimming lessons. Many of our children only have one set of lessons in their lifetime and that is the Grade 4 program. We have an arrangement with the Fort St. John Leisure Pool that our student actually participate in real lessons and obtain a swimming badge for the level they complete. Our parents pay an extra entry fee for their children to be able to have real lessons.

All of our Grade 4's (25 students) travel to Fort St. John for a 10 day period of time. We always make sure the bus is full. Every classroom in the school goes on the bus at least once with the Grade 4's. This allows our other students to attend an event/field trip in Fort St. John that we would otherwise not be able to afford, due to bussing costs. The entire school benefits from this program.

Every year of the program we have our Grade 4 class attend and approximately 125 additional students who attend other events while the Grade 4's swim.

We are very grateful for this program and look forward to it continuing.

Respectfully,

Mrs. Shawna Hartman
 Clearview School
 Principal

File:PRRD

Hi Sharon;

We utilize the funds to offset our local swimming lesson costs. Last year ALL of our students took lessons at the local pool. So I would estimate about 140.

[Quoted text hidden]

Derrek Beam

Principal,

Hudson's Hope School

School District #60 - Peace River North

Phone 250-783-9994

Fax 250-783-5465

"The greatest gift to give in this era is your time"

December 13, 2018

Swim for Life –Rural Schools

The opportunity for the rural students to go on field trips is very important to help them learn about and feel part of the larger community. As part of these trips students have the opportunity to visit places and meet people whom they otherwise would not. From these connections made, the businesses or community helpers often make other opportunities available to the schools and even visit the schools.

The older students learn water safety and how to swim that are important life skills.

Each year, the students look forward to these trips and it creates a real sense of pride that they are representing Wonowon or Upper Halfway School.

Wonowon School

December 19th Grade 5/6 students are coming to town for lunch and swimming as a thank you for helping the younger students on the playground.

May14,15,16,21,22,23 The whole school goes to town and the intermediate students participate in the Swim for Life program at the pool. The younger students visit the RCMP, Fire Hall, Safeway, etc. and learn about community helpers.

Upper Halfway School

May14,15,16,21,22,23 The whole school goes to town and the intermediate students participate in the Swim for Life program at the pool. The younger students visit the RCMP, Fire Hall, Safeway, etc. and learn about community helpers.

Respectfully submitted,

Pat Lang
Interim Principal, Upper Halfway & Wonowon Schools

Melody Braun <mbraun@prn.bc.ca>
To: Sharon Schell <:sschell@prn.bc.ca>

Thu, Dec 13, 2018 at 12:02 PM **B-8**

Hi Sharon - We love the Rural Learn to Swim program because at \$300 a trip to town the Upper Pine School could never afford to send our students to town for this great and so important program. We travel to town quite a bit - in 2018 we travelled to town 24 times with an average of 50 students per trip. We have one more trip planned before the end of the year. And that doesn't include our sports trips because our parents drive their own students for that. So do we appreciate this program, absolutely.

[Quoted text hidden]

Mrs. Melody Braun
Principal
Upper Pine Elementary Junior Secondary School
250-827-3691 work
250-329-4683 cell
mbraun@prn.bc.ca

<https://mail.google.com/mail/u/0?ik=8160ef6e18&view=pt&search=all&permthid=thread-a%3Ar-8699112630881468623&simpl=msg-a%3Ar-30498564298290124>. 2/3

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School District No. 60 (Peace River North)

Statement of Financial Position

As at June 30, 2018

	2018 Actual \$	2017 Actual \$
Financial Assets		
Cash and Cash Equivalents	16,238,593	16,781,673
Accounts Receivable		
Due from Province - Ministry of Education	1,401,904	
Other (Note 3)	1,906,122	1,502,178
Inventories for Resale	517,793	1,400,576
Total Financial Assets	20,064,412	19,684,427
Liabilities		
Accounts Payable and Accrued Liabilities		
Other (Note 4)	7,669,249	5,712,992
Unearned Revenue (Note 5)	131,095	229,431
Deferred Revenue (Note 6)	2,726,443	2,571,846
Deferred Capital Revenue (Note 7)	77,974,070	63,654,959
Employee Future Benefits (Note 8)	397,701	364,765
Total Liabilities	88,898,558	
Net Financial Assets (Debt)		
Non-Financial Assets		
Tangible Capital Assets	99,811,611	82,060,474
Prepaid Expenses	220,508	172,074
Total Non-Financial Assets	100,032,119	82,232,548
Accumulated Surplus (Deficit)	31	

Approved by the Board

of the

Board of Education

Superintendent

Signature

Oct. 01, 2018

Date Signed

9/28/18

Date Signed

01 8

School District No. 60 (Peace River North)

Statement of Operations
Year Ended June 30, 2018

R-8
Statement

	2018 Budget \$	2018 Actual \$	2017 Actual \$
Revenues			
Provincial Grants			
Ministry of Education	69,053,614	68,055,155	63,299,356
Other	116,431	239,539	151,510
Federal Grants	177,794	200,326	174,731
Tuition	769,000	849,643	690,203
Other Revenue	2,157,500	3,067,192	2,212,397
Rentals and Leases	7,700	5,054	6,349
Investment Income	100,000	260,518	158,880
Amortization of Deferred Capital Revenue	2,398,584	2,379,506	2,380,065
Total Revenue	74,780,623	75,056,933	69,073,491
Expenses			
Instruction	60,446,138	57,457,097	53,143,405
District Administration	2,079,778	2,100,030	1,964,581
Operations and Maintenance	9,679,115	9,798,309	9,318,210
Transportation and Housing	3,885,246	3,886,506	3,899,010
Total Expense	76,090,277	73,241,942	68,325,206
Surplus (Deficit) for the year			
Accumulated Surplus (Deficit) from Operations, beginning of year		29,382,982	28,634,697
Accumulated Surplus (Deficit) from Operations, end of year			

School District No. 60 (Peace River North)

Statement of Changes in Net Financial Assets (Debt)

Year Ended June 30, 2018

	2018 Budget \$	2018 Actual \$	2017 Actual \$
Surplus (Deficit) for the year			
Effect of change in Tangible Capital Assets			
Acquisition of Tangible Capital Assets	(20,350,462)	(21,098,845)	(14,517,846)
Amortization of Tangible Capital Assets	3,3	3,347,708	3,243
Total Effect of change in Tangible Capital Assets	(17,037 119)	(17,	(11,273,854
Acquisition of Prepaid Expenses		(220,508)	(172,074)
Use of Prepaid Expenses		172,074	144,036
Total Effect of change in Other Non-Financial Assets			
(In se) i cial (Debt), re a ains s)	(18,346,773	(15,984,580)	(10,553,607)
Net Remeasurement Gains (Losses)			
(Increase) Decrease in Net Financial Assets (Debt)		(15,984,580)	(10,553,607)
Net Financial Assets (Debt), beginning of year		(52,849,566)	(42,295,959)
Net Financial Assets (Debt), end of year			

School District No. 60 (Peace River North)**R-8** Statement

Statement of Cash Flows

Year Ended June 30, 2018

	2018 Actual \$	2017 Actual \$
Operating Transactions		
Surplus (Deficit) for the year	1,814,991	748,285
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	(1,805,848)	(1,011,378)
Inventories for Resale	882,783	(548,915)
Prepaid Expenses	(48,434)	(28,038)
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	1,956,257	(724,777)
Unearned Revenue	(98,336)	62,629
Deferred Revenue	154,597	312,022
Employee Future Benefits	32,936	11,923
Amortization of Tangible Capital Assets	3,347,708	3,243,992
Amortization of Deferred Capital Revenue		
Total Operating Transactions		
Capital Transactions		
Tangible Capital Assets Purchased	(7,072,082)	(4,580,488)
Tangible Capital Assets -WIP Purchased	14,026,763)	(9,937,358)
Total Capital Transactions		
Financing Transactions		
Capital Revenue Received	16,698,617	
Total Financing Transactions	16,698,617	76
Net Increase (Decrease) in Cash and Cash Equivalents	(543,080)	788,308
Cash and Cash Equivalents, beginning of year	16,781,673	15
Cash and Cash Equivalents, end of year	16,238,593	16,781,673
Cash and Cash Equivalents, end of year, is made up of:		
Cash		

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

1. POLICY

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

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

2. PURPOSE

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

Subject: Blanket Grant App Process	Policy #: 0340_30_10	Page: 3 of 4
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3. SCOPE

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

4. RESPONSIBILITY

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

5. DEFINITIONS

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

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

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

Subject: Blanket Grant App Process	Policy #: 0340_30_10	Page: 4 of 4
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7. PROCEDURE

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



REPORT

To: Rural Budgets Administration Committee

Date: February 4, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Grant Request – Devereaux Elementary School

RECOMMENDATION #1:

That the Rural Budgets Administration Committee deny the request for travel assistance from Devereaux Elementary School as it does not meet the eligibility criteria as specified in the Schedule E – Youth Travel of the Recreation and Cultural Grants-in-Aid funding program.

BACKGROUND/RATIONALE:

The grade 7 class at Devereaux Elementary is planning a school trip to Barkerville from June 11-14, 2019 as a year-end activity to complete their class unit on the history of British Columbia. The groups will be travelling by bus, which it is anticipated to cost about \$6,000. The class has been fundraising, however; they are a very small rural school and it can be a challenging task. To date they have raised \$3,100 through fundraisers like firewood sales, bottle drives, baking and chocolate sales. The applicant has confirmed that School District No. 59 is not contributing financially to this trip.

Staff note that this request does not meet any of the criteria outlined in the Rural Budgets Administration Committee Funding Policies. Under the Grants-in-Aid policy, it is available to support youth sports organizations or individual players who have qualified for a provincial, national or international competition only. An alternate option has been provided if the Committee deems this request to have merit and would like to provide funding.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant of \$500 to Devereaux Elementary, for the purpose of supporting the travel expenses for the Grade 7 Barkerville Trip, payable from Electoral Area D, BCR/PRA funding.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.

Staff Initials:

Dept. Head:

T. Morgan

CAO:

[Signature]

Page 1 of 2

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

If supported, grant funding will be payable to the school, Devereaux Elementary.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Although an alternative option has been suggested, the Committee may wish to consider whether there will be an increase in requests from schools to provide funding for school events and activities.

Attachment:

1. Request from Jacquelyn Klein, Grade 7 Teacher, Devereaux School



To Whom It May Concern:

We are writing to you on behalf of the Grade 7 class at Devereaux Elementary. We are planning a trip to Barkerville in June of 2018. We would like to go as a culminating activity to end our unit on the history of BC and how Barkerville was a part of that.

We will be travelling by bus. We did expense and income sheets and figured out that to send all of us plus about 5 supervisors would cost us approximately \$6000.00.

Currently we are fundraising, in our school, by doing bake sales and collecting bottles. We have two more fundraisers planned for the spring as well.

We are a very small rural school and raising that amount of money is daunting. As a class we discussed how we could raise more money and the suggestion was made to ask the businesses that are operating in our area for some help. We are looking for \$500 - \$1000 donations if possible.

Learning about travel & the history of our province first hand is a wonderful way to add to the education of our students. We would very much appreciate any help you are able to give towards our trip.

Donations by cheque should be made out to Devereaux Elementary with Barkerville trip in the note section and mailed to the address below. Please feel free to contact me with any questions you may have. We look forward to hearing from you.

Yours truly,

Jacquelyn Klein, Teacher Grades 7
 Devereaux Elementary
 11600 - 7th Street,
 Dawson Creek,
 BC, Canada V1G 4R8
Phone: (250) 843-7300



REPORT

To: Rural Budgets Administration Committee

Date: February 5, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Facility Studies – Tate Creek, Kelly Lake, and Osborn Community Centres

RECOMMENDATION #1:

That the Rural Budgets Administration Committee commit \$25,000 in funding towards completing a Facility Condition Audit and Asset Management Plan for the Tate Creek Community Centre, from Electoral Area 'D' Peace River Agreement Funds, Spending Item 8 – Year Round Recreational Facility Upgrades.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee commit \$65,000 in funding towards completing a Facility Condition Audit, Asset Management Plan, and Design Feasibility Study to develop a long term plan for the Kelly Lake Community Centre, from Electoral Area 'D' Peace River Agreement Funds, Spending Item 8 – Year Round Recreational Facility Upgrades.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee commit \$25,000 in funding towards completing a Facility Condition Audit and Asset Management Plan for the Osborn Community Hall, from Electoral Area 'B' Peace River Agreement Funds, Spending Item 8 – Year Round Recreational Facility Upgrades.

BACKGROUND/RATIONALE:

Tate Creek Community Centre (owned by the Tomslake Recreation Commission), Kelly Lake Community Centre (owned by the Peace River Regional District), and Osborn Community Hall (owned by the Peace River Regional District) are highly valued rural facilities in the PRRD. These facilities have been identified as requiring capital upgrades in the future, and it is proposed that studies be completed to ensure that these facilities continue to operate sustainably. If approved, a working group will be established for each project consisting of PRRD staff, Area 'B' or 'D' Director (as appropriate), and members from the Operating Societies.

Tate Creek Community Centre:

The Tate Creek Community Centre was acquired by the Tomslake Recreation Commission in 2017. A referendum was held in the same year to establish a service area bylaw for operational funding of the centre. The Regional District put into place a funding agreement which outlines the conditions under which the District will release funds to the Commission.

The facility is a decommissioned school built in 1975, with additional classrooms added in 1981, and a gym and kitchen (the hall) added in 2006. The centre will be in need of capital upgrades and repairs in future years. The Society has requested that a study be commissioned to examine:

- Physical Condition Audit

Staff Initials:

Dept. Head:

T. Morgan

CAO:

[Signature]

Page 1 of 6

- o Structural Integrity
- o Electrical
- o Mechanical
- o Building Envelope
- o Energy Efficiency
- o Exterior Landscape
- Options for Repair and Remediation
- Costs for Repair and Remediation
- Capital Plan Recommendations

When completed, the Society and Regional District will be presented with a facility condition audit (including a physical condition of identified facility), identification of major areas of concern and recommendations for repairs and remediation, summary spreadsheet showing capital plan recommendations, a 20 year capital plan, a preventative maintenance plan, and a capital asset plan.

It is estimated that the cost to complete a full facility assessment of this magnitude to cost up to \$25,000.

Kelly Lake Community Centre:

Kelly Lake Community Centre (KLCC) is operated by the Kelly Lake Community Centre Society and is the only public facility in the Kelly Lake Community. The Community Centre was transferred to the Regional District from the Provincial Government in November 2010. Funds are requisitioned annually for the operation of the Centre, but the facility (built in 1977) is deteriorating and is in need of assessment and potential renovations to continue to be fit for public occupancy. An Operating Agreement is in place for this facility.

In 2017, in anticipation of applying to a Provincial Grant Program, Regional District staff inspected the facility with members of the operating Society and recommended that the following minimum upgrades be considered:

1. Installation of industrial exhaust hood in kitchen and fire suppression system with the appropriate make up air unit;
2. Replacement of seven furnaces;
3. Installation of energy efficient windows;
4. Refinishing gymnasium floor;
5. Bathroom upgrades and accessibility;
6. Installation of crawlspace ventilation; and
7. Replacement of roof.

Subsequently, the Society sought out the advice of a general contractor to identify and recommend any additional work or upgrades to compliment the work recommended by the PRRD Building Inspector:

1. Cistern cleaning and monitoring system;
2. Plumbing upgrades;
3. HVAC and kitchen venting;
4. Lighting;
5. Ceiling;
6. Floor coverings;
7. Cabinetry;

8. Wall coverings;
9. Kitchen appliances;
10. New doors;
11. Fencing and playground repairs;
12. Paint exterior;
13. Storage garage; and
14. Paving parking lot.

In total, the aforementioned upgrades were estimated to cost \$1.15M in 2017 dollars. In 2018, the Investing in Communities Infrastructure Fund – Rural and Northern Communities grant was announced, and the Kelly Lake Facility Renovation project was considered as a good fit. Upon further consideration, the following elements were required for the application, and had not been completed:

- Asset management plan for any capital upgrades.
- Public consultation for the project (specifically with Indigenous groups).
- A study on GHG emission reduction or energy efficiency considerations.
- Any consideration for universal accessibility and gender issues.
- Site plans.
- Concept design drawings or the completion of design schematics making the project 'shovel ready'.

Prior to committing to such a large investment or completing a grant application of this type, a facility condition audit (including asset management plan), community consultation, and design study are proposed to be completed to ensure that facility is structurally sound and that all works proposed align with the community vision and programming.

The facility audit scope of work for the KLCC is proposed to include the following elements:

- Physical Condition Audit
 - o Structural Integrity
 - o Electrical
 - o Mechanical
 - o Building Envelope
 - o Energy Efficiency
 - o Exterior Landscape
- Options for Repair and Remediation
- Costs for Repair and Remediation
- Capital Plan Recommendations
- Preventive maintenance schedules

When completed, the Society and Regional District will be presented with a facility condition audit (including a physical condition of identified facility), identification of major areas of concern and recommendations for repairs and remediation, summary spreadsheet showing capital plan recommendations, a 20 year capital plan, a preventative maintenance plan, and a capital asset plan.

The Operating Society brought forward some ideas about how the building could be designed to better serve the community. A public engagement process is proposed to be undertaken, ensuring that the Kelly Lake Community is consulted in space programming, future upgrades, and intended use.

The feasibility study would include:

- Public engagement;
 - o Identification of current use and desired use;
- A comparator study of what other similar facilities offer;
- Conceptual design, site plans, and costing for any facility upgrades based on findings from the public consultation conducted.

The following guiding principles are also proposed to be included:

- That any design work meet or exceed any applicable energy efficiency standards with a focus on reduction of operating and maintenance costs.
- That any work on the facility meets or exceeds the highest published accessibility standard.
- That the project have specific benefit to Indigenous peoples by advancing the Truth and Reconciliation Commission's Calls to Action.
- Phasing options and a breakdown of planned expenditures per year.

It is estimated that a study that includes a facility condition audit, asset management plan and feasibility design study could cost up to \$65,000.

Osborn Community Hall:

Osborn Community Hall is located in an isolated and remote area, and provides important community and cultural services to the local agricultural community. The facility was built in the 1980s, and a ramp was installed in 2010. This facility is owned by the Peace River Regional District and operated by agreement by the Osborn Community Hall Society. The Society has, in the past, received Recreational and Cultural Grants-in-Aid for insurance or capital upgrades to the facility, but receives no other operational funding. The 2014 North Peace Sub-Regional Recreation Facility Inventory and Assessment reports that the Osborn Hall is non-conforming to building code and that systematic envelope and structural failure could occur within 10 years of the report (2014). A playground assessment was completed in 2018, which also suggested that the playground should be replaced in the near future.

The centre will be in need of capital upgrades and repairs in future years. In the summer of 2018, staff met with the executive of the Society, who expressed interest in a facility audit being completed to examine:

- Physical Condition Audit
 - o Structural Integrity
 - o Electrical
 - o Mechanical
 - o Building Envelope
 - o Energy Efficiency
 - o Exterior Landscape
- Options for Repair and Remediation
- Costs for Repair and Remediation
- Capital Plan Recommendations

When completed, the Society and Regional District will be presented with a facility condition audit (including a physical condition of identified facility), identification of major areas of concern and recommendations for repairs and remediation, summary spreadsheet showing capital plan recommendations, a 20 year capital plan, a preventative maintenance plan, and a capital asset plan.

It is estimated that the cost to complete a full facility assessment of this magnitude to cost up to \$25,000, though the scope of work is to be determined by the Committee.

Timeline:

The following proposed timeline has been developed to form the basis of the RFP document. All authorization has been assumed and should it not be provided, an alternate timeline would be developed.

- February 21, 2019 – RBAC authorization for funding.
- March 11-15 – Meeting in Kelly Lake, Tomslake, and Osborn with the Operating Societies and Area 'B' or 'D' Director (as appropriate) to review Scope of Work and provide recommendations.
- March 18-22 – Refined scope of work sent to Operating Societies and Area Director for authorization to proceed.
- March 25, 2019 – Staff post RFP for design and cost estimates for a period of approximately 4 weeks.
- April 22, 2019 – RFP closes and evaluation by PRRD staff with recommendation moving forward to May 16 Regional Board meeting.
- May 16, 2019 – Recommendation from the Regional Board that the selected consulting firm be contracted to complete the work to be completed in 18 weeks to meet anticipated grant funding deadlines and that the Contract be signed by the CAO following the purchasing policy.
- September 25, 2019 – The facility audits for Osborn and Tate Creek and facility audit and design feasibility study is completed.
- October 17, 2019 – Studies will be brought to RBAC for consideration and next steps. Studies will be distributed to Operating Societies.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee provide further direction.
2. That the Rural Budgets Administration Committee recommend and commit funding for any other PRRD owned facilities to have a Facility Condition Assessment and Asset Management Plan completed.
3. That the Rural Budgets Administration Committee recommend that the operating Societies complete the studies on their own.
4. That the Rural Budgets Administration Committee recommend that funding for the studies come from taxation and be included in the 2019 draft budget.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.

- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Based on current studies, recently conducted by the Regional District, it is estimated that the Tate Creek Community Centre study may cost up to \$25,000 and the Kelly Lake Community Centre study may cost up to \$65,000. If approved, these studies will be tendered together in order to realize economies of scale and efficiencies.

COMMUNICATIONS CONSIDERATION(S):

If authorized to proceed, a scope of work will be further refined and will be reviewed by the Operating Societies, the respective electoral area directors and staff. The RFP will be distributed in accordance with PRRD best practices and legislative requirements.

OTHER CONSIDERATION(S):

The Regional District owns a number of Community Halls throughout the Region that may benefit from a facility assessment that outlines options and costs for repair and remediation.

The following is a listing of the Community Halls/Recreational Facilities owned or held under a license of occupation by the Peace River Regional District;

Area B:

- Golata Creek Club & Grounds
- Halfway-Graham Recreation Hall & Grounds
- North Peace Fall Fair
- Osborn Community Hall

Area D:

- Kelly Lake Community Centre

Area E:

- Jackfish Community Hall
- Moberly Lake Community Hall

There are numerous other facilities not owned by the PRRD, but operated by non-profits in the region and supported by the PRRD that may also benefit from an assessment.



REPORT

To: Rural Budgets Administration Committee

Date: February 8, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Iver Johnson Community Park

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve a commitment for \$12,888 from Area E Peace River Agreement Funds (Spending item 8 Year-Round Recreation Facility Upgrades) for Iver Johnson Community Park upgrades.

BACKGROUND/RATIONALE:

In 2017, an open house was held in Hasler at Iver Johnson Park to gauge the interest from the community to re-develop the community park. The park was maintained for a number of years by the local community club until they went defunct in the 1990's. Many of the amenities were removed as they deteriorated.

Following the open house, it was determined that a playground, swing set, picnic shelter and outhouse should be installed. The community was further consulted on the design of the park in 2018, and work started on installing the outhouse, fixing the existing fence and re-establishing the grass.

In 2019, it is proposed to install the playground for ages 2-12, a swing set and an outhouse - with the picnic shelter following in 2020.

At the direction of the Electoral Area E Director, the works will not be constructed until the community establishes a non-profit organization to manage the day-to-day operations and maintenance of the park.

ALTERNATIVE OPTIONS:

- 1) That the Rural Budgets Administration Committee requisition \$12,888 from Electoral Area E, under the Community Parks function, for Iver Johnson Community Park upgrades.
- 2) That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☒ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.

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☐ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

In 2018, \$45,500 was budgeted under the Area E Community Parks function to upgrade the park. \$11,888 was spent on installing a cistern for an outhouse, site prep and community consultation.

2018 Requisition= \$45,500

2018 Expenses = \$11,888

Surplus = \$33,612

Total Project Cost in 2019 = \$71,500

Less Enbridge Grant = \$25,000

Less 2018 Surplus = \$33,612

PRA Required = \$12,888

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

A model of the park is below for the Committee's convenience.





REPORT

To: Rural Budgets Administration Committee

Date: February 8, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Prior Year Grants-in-Aid Allocations to Expire December 31, 2019

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report from the General Manager of Community Services, dated February 8, 2019 and titled 'Prior Year Grants-in-Aid Allocations to Expire December 31, 2019' for information.

BACKGROUND/RATIONALE:

At the meeting held on January 17, 2019, the Rural Budgets Administration Committee requested that staff compile a report outlining all Grants-in-Aid (GIA) allocations that will expire in 2019. This request refers to Section 10, Unspent Funds of the GIA policy where it states:

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.

Below is a list of organizations and the amount of unspent funding for each Electoral Area.

Area B	Year Allocated	Amount
Golata Creek Recreation Society		\$ 1,894.09
Goodlow Community Club	2016	\$ 19,800.00
Halfway Graham Community Club	2015	\$ 874.96
Osborn Community Club	2015 & 2016	\$ 4,486.47
Rose Prairie Community Curling Centre Society	2016	\$ 29.54
Wonowon Horse Club	2015	\$ 35.00
Area C	Year Allocated	Amount
Charlie Lake Community Club	2015	\$ 9,510.41
Charlie Lake Community Club	2016	\$ 4,283.41
Area E	Year Allocated	Amount
Chetwynd Gymkhana	2016	\$ 1,821.16
Jackfish Community Association	2016	\$ 2,080.56

Staff Initials:

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T. Morgan

CAO:

[Signature]

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Sub-Regional	Year Allocated	Amount
Doe River Gymkhana Club	2016	\$ 4,047.05
Hats N' Chaps Gymkhana	2016	\$ 6,558.72
Sunset Prairie Recreation Commission	2016	\$ 2,123.70

Staff note that this information is available at each monthly meeting as part of the financial report.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

As stated in the policy, 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.

COMMUNICATIONS CONSIDERATION(S):

The following guidelines for contacting organizations with unspent funds is stated as part of the Administrative Procedures of the GIA policy, as written below:

- 9) *Unspent Funds*
 - a) *On an annual basis organizations with unspent funds will be notified in writing of any funds remaining.*
 - b) *If funds are remaining after two and a half years a letter will be sent to the subject organization notifying them of three year time limit to utilize their funds.*
 - c) *If the Rural Budgets Administration Committee resolves to reallocate an organization's unspent funds, staff will notify the organization of this decision in writing.*

Staff strive to meet the guidelines and follow the current process as outlined below:

1. Correspondence included in the application package outlines any unspent funding and applicable deadlines as per the policy. (November)
2. At each GIA meeting held, the GIA Summary of Payables is reviewed and organizations are advised of their unspent funding and applicable deadlines as per the policy. (April)
3. Correspondence included in the approval package outlines any unspent funding and applicable deadlines as per the policy. (May)

OTHER CONSIDERATION(S):

None.

Attachments:

1. February 8, 2019 GIA Summary of Payables

 Peace River Regional District Grants-In-Aid Summary of Payables		8-Feb-2019						
Current Year Allocation		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		103,000.00	200,000.00	103,000.00	103,000.00	103,000.00		
AREA B		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
	Big Bam Ski Hill	-				-		-
	Buick Creek Community Club	-	-		-	-		-
	Cache Creek Community Club	-				-		-
	Cecil Lake Rec. Commission	-				-		-
	Fort St. John Gradfest	-	-		-	1,000.00		1,000.00
-	Golata Creek Recreation Society	-		1,894.09		--		1,894.09
-	Goodlow Community Club	-		19,800.00		--		19,800.00
	Halfway Graham Community Club	-	874.96			-		874.96
	King's Valley Christian Camp	-	-		-	15,468.00		15,468.00
	Montney Rec. Commission	-	-	-	686.42	6,884.25		7,570.67
	North Peace 4-H District Council	-	-	-	-	-		-
	North Peace Fall Fair Society	-	-	-	-	-		-
	North Peace Historical Society	-	-	-	-	588.59		588.59
	North Peace Light Horse Assn.	-	-			-		-
	North Peace Ride for Disabled		-					-
	Osborn Community Club	-	2,830.05	1,656.42		1,678.00		6,164.47
	Rose Prairie Curling Society	-	-	29.54	260.02	-		289.56
	Wonowon Horse Club		35.00		-			35.00
	Area B Rural Bursary	-	-	-	-	-		-
	Youth Travel		-	-	-	-		-
-	Total Area B	-	3,740.01	23,380.05	946.44	25,618.84		53,685.34
		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		112,025.88	100,000.00	80,000.00	80,000.00	50,000.00		
AREA C		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
	Big Bam Ski Hill	-						-
	Charlie Lake Community Club	-	9,510.41	4,283.54		7,407.00		21,200.95
	Fort St. John Gradfest	-	-	-	-	1,000.00		1,000.00
	Lake Point Golf Club	-			-			-
	North Peace 4H District Council	-						-
	North Peace Fall Fair Society	-	-	-	-	-		-
	North Peace Historical Society	0.00	-	-	-	2,088.58		2,088.58
	North Peace Light Horse Assn.	-	-			-		-
	*Area C Scholarship		-	-	-	-		-
	Youth Travel	-	-	-	-	-		-
-	Total Area C	0.00	9,510.41	4,283.54	-	10,495.58		24,289.53

		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00		
AREA E		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00		
	Camp Emile	-	-	-	-	-	-	-
	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-	-
	Chetwynd Electric Eels Swim Assn.	-	-	-	-	-	-	-
	Chetwynd Gymkhana	-	-	1,821.16	-	-	-	1,821.16
	Chetwynd Rod & Gun Club	-	-	-	-	13,515.40	-	13,515.40
	Chetwynd Social Planning Society	-	-	-	-	-	-	-
	Chetwynd Horse Club Society	-	-	-	761.25	2,231.25	-	2,992.50
	Foothills Team Roping Club	-	-	-	-	210.00	-	210.00
	Jackfish Community Association	-	-	2,080.56	15,500.00	-	-	17,580.56
	Little Giants Figure Skating Club	-	-	-	-	-	-	-
	Little Prairie Heritage Society	-	-	-	1,571.98	3,764.41	-	5,336.39
	Moberly Lake Community Assn.	-	-	-	973.89	-	-	973.89
	Pine Valley Exhibition Park Soc.	-	-	-	2,235.49	3,785.80	-	6,021.29
	Pine Valley Motor Sports	-	-	-	-	-	-	-
	Pine Valley Seniors Assn.	-	-	-	-	2,800.00	-	2,800.00
	Sagitawa Christian Camping Society	-	-	-	-	-	-	-
	Area E West Bursary	-	-	-	500.00	-	-	500.00
	Youth Travel	-	-	-	-	-	-	-
-	Total Area E	-	-	3,901.72	21,542.61	26,306.86	-	51,751.19
		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		150,084.00	150,000.00	150,000.00	150,000.00	150,000.00		
SUB-REGIONAL		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		150,084.00	150,000.00	150,049.93	150,000.00	150,000.00		
	ARK - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-
	Bessborough Community Club	-	-	-	-	-	-	-
	Cutbank Community Club	-	-	-	-	-	-	-
	Dawson Creek Sportsman's Club	-	-	-	-	16,000.00	-	16,000.00
	Doe River Gymkhana Club	-	-	4,047.05	-	-	-	4,047.05
	Doe River Recreation Commission	-	-	-	-	-	-	-
	Farmington Community Association	-	-	-	-	-	-	-
	Groundbirch Rec. Commission	-	-	-	-	-	-	-
	Hats n' Chaps Gymkhana	-	-	6,558.72	-	-	-	6,558.72
	Kilkerran Recreation Commission	-	-	-	2,000.00	1,125.00	-	3,125.00
	Kiskatinaw Fall Fair	-	-	-	2,433.11	955.42	-	3,388.53
	McLeod Rec. & Social Services Society	-	-	-	-	-	-	-
	Rolla Ratepayers	-	-	-	-	-	-	-
	Sunset Prairie Recreation Commission	-	-	2,123.70	3,782.53	42.83	-	5,949.06
	Swan Lake Enhancement Society	-	-	-	-	-	-	-
	Sweetwater 905 Society	-	-	-	225.00	-	-	225.00
	Tomslake Community Cultural Assn.	-	-	-	-	6,000.00	-	6,000.00
	Tomslake & District Rec Commission	-	-	-	-	9,500.00	-	9,500.00
	Tupper Community Club	-	-	-	-	2,207.84	-	2,207.84
	Post Secondary Trade Bursary & Scholarship	-	-	-	-	-	-	-
	Youth Travel	-	-	-	-	-	-	-
	Total Sub-Regional	-	-	12,729.47	8,440.64	35,831.09	-	57,001.20
		2014	2015	2016	2017	2018	2019	TOTAL
-	COMBINED GRAND TOTALS	0.00	13,250.42	44,294.78	30,929.69	98,252.37	-	186,727.26



REPORT

To: Rural Budgets Administration Committee

Date: February 8, 2019

From: Trish Morgan, General Manager of Community Services

Subject: 2019 Grants-in-Aid – Approval for Annual Grant Allocations

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize the following 2019 grant allocations for the purposes of providing funding to support post-secondary education and youth travel, payable from 2019 Recreational and Cultural Grants-in-Aid annual budgets for Electoral Area B, C and E, as well as the defined portion of Electoral Area D and E, referred to as Sub-Regional.

a)	Electoral Area B Bursary	\$1,000
	Electoral Area B Youth Travel	\$1,500
b)	Electoral Area C Scholarship	\$1,000
	Electoral Area C Youth Travel	\$1,000
c)	Electoral Area E Bursary (2 at \$500 each)	\$1,000
	Electoral Area E Youth Travel	\$2,000
d)	South Peace Sub Regional Scholarship	\$1,500
	South Peace Sub Regional Trades Bursary	\$1,500
	Sub-Regional Youth Travel	\$1,500

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize a grant allocation in the amount of \$1,000 for North Peace 4H District Council for the purpose of conducting 4H activities, payable from 2019 Grants-in-Aid Electoral Area B.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee authorize a grant commitment in the amount of \$2,000 for the North Peace Regional Grad Fest Society for the purpose of hosting a "Safe Grad" event in the North Peace, payable in equal amounts (\$1,000 each) from 2019 Grants-in-Aid Electoral Area B and Area C.

BACKGROUND/RATIONALE:

Each year, the Rural Budgets Administration Committee (RBAC) is asked to review the budget amounts brought forward for these specific grants as part of the Grants-in-Aid (GIA) process. The amounts identified are based on the prior year allocations for each of the funding areas and have been approved annually for the past five years. Both Electoral Area B and C have been providing funds to support a "Safe Grad" event in the North Peace since 1996, which is used to support the costs of the facility rental and/or activities like

Staff Initials:

Dept. Head:

T. Morgan

CAO:

[Signature]

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Minute to Win it and mini-trike races. The funding allocation for North Peace 4H District Council is authorized annually to support the organization in conducting 4H activities and is generally used to support youth member's travel expenses to attend the Pacific National Exhibition in Vancouver, BC.

In accordance with the policy, the decision to allocate this funding is done at the sole discretion of each Electoral Area Director (attached policy, page 3). Staff note, in prior years these allocated amounts have been brought forward as approved as part of the funding allocations process at each GIA allocation meeting, and are supported without any objection from the community organizations present. Staff have attached the corresponding schedules, which support these recommendations.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully decline to authorize any 2019 grant allocations and provide no funding from any of the Recreational and Cultural Grants-in-Aid funding areas for the purposes of post-secondary educations, youth travel, North Peace 4H District Council 4H activities or North Peace Regional Grad Fest activities.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

- Recreational and Cultural Grants-in-Aid budget amounts to be included as part of the 2019 Financial Plan, scheduled to be adopted by the Regional Board in March, are Electoral Area B \$130,000, Electoral Area E \$102,000, Electoral Area C \$ 60,000 and Sub Regional \$150,000.
- All grant allocations authorized from this report are payable by cheque requisition in accordance with the guidelines outlined in the corresponding schedules to the GIA policy.
- Release of funding for the North Peace Regional Grad Fest Society is authorized upon the receipt of a grant application that will be brought forward to RBAC for review.

COMMUNICATIONS CONSIDERATION(S):

If approved, staff will send out the following written correspondences:

1. A confirmation of funding letter, along with a scholarship and bursary application package, to Chetwynd Secondary, North Peace Secondary and Dawson Creek Secondary School, South Peace.
2. A confirmation of funding letter to the North Peace 4H District Council.

3. A confirmation of funding letter along with a grant application to the North Peace Regional Grad Fest Society.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grants-in-Aid Policy, Schedules E-J and M.

POLICY STATEMENT

Rural Recreational & Cultural Grants-in-Aid

1) Introduction

This policy is intended to supplement the operating and/or capital funds of the rural recreation and community associations in the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

2) Definitions

- a) Debt is defined as an amount owed to a person or organization for services, products or loans funds not yet paid for.
- b) Recreation and community organization is defined as any recreational, sporting, arts, cultural or community association.
- c) Rural organization is defined as any organization located within the boundaries of Electoral Areas B, C, D, and E.
- d) Wages is defined as any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.
- e) Capital improvement is defined as the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- f) Capital equipment is defined as equipment valued at over \$5,000 and has an extended lifetime over more than one year.
- g) New applicant organizations are organizations that have not received Peace River Regional District Recreational and Cultural Grants-in-Aid prior to 2012.
- h) Operation funding is defined as funding provided for costs to ensure the day to day operation of a facility such as insurance, utilities, and supplies.

3) Recreational & Cultural Grants-in-Aid Eligibility

To be eligible for funding, recreation and community associations must meet the following criteria:

- a) Applicant organizations must be rural non-profit registered societies which provide recreation, arts, sports, and/or social activities for the community at large; and
- b) Applications must be submitted directly by the recreation organization or community association/club; and
- c) At least 75% of the applicants' membership must come from the rural areas which they serve.
- d) New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the Regional District.

- e) Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

4) Application Process

- a) Applicants must submit a formal application to the Regional District once per year on or before the last calendar day in January; said application to be substantially completed in the form attached hereto as Schedule 'A'.
- b) Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and quotes for any individual items valued at over \$3,000.
- c) New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- d) At the pleasure of the Electoral Area Directors for the areas, organizations may apply to more than one area for funding if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- e) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.
- f) Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- g) Applications from new organizations will be accepted by the Regional District for consideration providing they meet the eligibility requirements as set forth in this policy.

5) Eligible Expenses

- a) In Electoral Areas B and C expenses for capital improvements and insurance (for the protection of the public) is permitted.
- b) In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c) Payment of debt and employee wages is not an eligible expense.
- d) At least three quotes (where available) must be provided for all eligible expenses valued at over \$3,000.

6) Annual Grant Allocations

- a) At the Directors' discretion, grant allocations for each area may be budgeted and provided for youth travel to which the guidelines are attached hereto as Schedule "E".
- b) At the Electoral Area B and C Directors' discretion, grant allocations from Area B and C may be budgeted and provided for the North Peace Regional Gradfest Society for the purpose of hosting safe graduation related events, to which the guidelines are attached hereto as Schedule "F".
- c) At the Electoral Area B Director's discretion grant allocations from Area B may be budgeted and provided for the North Peace 4-H District Council for the purpose of conducting 4-H activities to which the guidelines are attached hereto as Schedule "G".
- d) At the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries to which the guidelines are attached hereto as Schedules "H", "I" and "J".
- e) At the Directors' discretion, grant allocations for each area may be budgeted and provided for the rural recreation volunteer banquet to which the guidelines are attached hereto as Schedule "K".

7) Approval Process

- a) The Electoral Area Directors have the sole discretion to accept or reject any application. Applications may be rejected for the following reasons:
 - i. Incomplete or late applications;
 - ii. Failure to maintain society status;
 - iii. Failure to rationalize the need for funding;
 - iv. Failure to prove that the project is in the best interest of the community at large.
- b) Upon approved application by the Electoral Area Director, eligible recreation and community organizations, along with their Electoral Area Directors will meet in the spring of each year to allocate funding to the eligible organizations from the budgeted amount as per the current Financial Plan.
- c) At least one representative from each applicant organization must be in attendance at the adjudication meetings to be eligible to receive a grant-in-aid.
- d) If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
- e) All organizations that have made an application and have been approved to receive funding by the Regional District will be notified of the meeting date, time and location prior to the meeting.
- f) All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.

- g) All recommendations of Grant-in-Aid funding allocations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

8) Recreational and Cultural Grants-in-Aid Budgets

- a) On an annual basis the Directors for each area shall determine the annual budget amount for their area(s) to be included in the Peace River Regional District Financial Plan. This budget amount is subject to Board approval and must be in accordance with tax limitations set forth by bylaw or supplementary letters patent.
- b) A recreational and cultural grants-in-aid budget amount will be provided separately for each area as follows:
 - i. Electoral Area B
 - ii. Electoral Area C
 - iii. Electoral Area E West
 - iv. A defined portion of Electoral Area E and D known as South Peace Sub-Regional as shown on Schedule "L" to this policy and is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe

9) Unallocated Funds

- a) Any funds that are not allocated from the annual requisition for a funding area shall be utilized to reduce the tax requisition in the next calendar year.

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.

11) Claim Reimbursement

- a) Approved applications will receive funds by claim reimbursement after August 1st of each year once funding allocations are ratified by the Rural Budgets Administration Committee.
- b) Approved applications must provide proof of costs by submitting invoices and a completed claim form attached hereto as Schedule 'B'.
- c) All invoices submitted for expense claim reimbursement must be from the same year or later that funds were approved. Claims may not be made for goods or services incurred in the years previous to the grant's approval.
- d) In exceptional circumstances, organizations may request in advance the total or partial payment of the approved grant from the Regional District. If the funds are approved for release prior to August 1st in any year, Regional District interim financing costs will be charged. Organizations must make this request in writing to the Chief Financial Officer.

12) Sources of Revenue

- a) Organizations shall be responsible to raise supplementary funds for major capital projects and operations by seeking other funding sources including but not limited to donations, corporate sponsorships, applications to other government agencies or general fundraising.
- b) The Peace River Regional District shall not be a sole source of revenue for any recreation or community association.
- c) Organizations must show in their application all sources of revenue.

13) Annual Reports

- a) All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report as attached hereto as Schedule “C” by the last calendar day in January to be submitted with their Grants-in-Aid application.
- b) Funds for the current year will not be reimbursed to an organization until any outstanding Annual Reports for that organization have been received by the Regional District.
- c) Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.

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.
- b) The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments.
- c) Funds cannot be amended to pay off debt.

15) General

- a) Recreational and Cultural Grants-in-Aid policies can only be made by the Rural Budgets Administration Committee and are subject to Board approval as set forth in Bylaw no. 1166, 1998.
- b) Organizations hosting annual recreational and Cultural Grants-in-Aid meetings will be paid a hosting stipend.

16) Limitations

- a) Tower Lake Community Association is not eligible to receive Recreational and Cultural Grants-in-Aid as they are outside of the existing service area.

17) Recognition

- a) Grant recipients will recognize the financial contributions of the Regional District by prominently displaying a certificate or plaque.
- b) Associations that maintain websites, social media sites and/or membership newsletters will provide Regional District with recognition in the form of prominently displaying a note of thanks next to the Regional District's logo.
- c) Grant recipients may be requested to issue a joint press release and photo with the Regional District from time to time.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "E" – Youth Travel

The purpose of this schedule is to provide the guidelines for the approval and disbursement of Youth Travel funds. Youth travel grants, up to a maximum of \$250, may be provided to financially supplement the expenses associated with team or individual travel to sporting competitions. Funding for Youth Travel Grants is provided at the sole discretion of the Electoral Area Directors and is part of the Recreational and Cultural Grants-in-Aid funding policy.

1. Applicant Eligibility

- a. Youth sports organizations or individual players who have **qualified**** to compete at a provincial, national or international competition and will be representing the Peace River Regional District during competition.
- b. Must have a **minimum of 1 player** who resides in one of the four Electoral Areas of the Peace River Regional District.
- c. Funds may be applied for by both school teams and community club organizations.
- d. Community club teams must operate under a not-for-profit society to be eligible for funding.

**** Successfully competed and earned the opportunity to be eligible to move on to the next stage of competition.**

2. Application Process

- a. Requests may be made year round and must be received in writing to the Rural Budgets Administration Committee, prior to attending the competition.
- b. Funding may be requested to assist with the following:
 - registration/entry fees;
 - transportation expenses – fuel, airfare, bus or ferry transport;
 - accommodation expenses.
- c. All requests must include the following information:
 - a description of the event and anticipated costs;
 - the number of players and coaches that will attend;
 - the names and 911 addresses of the players and coaches who reside in the rural area (for verification of residency);
 - Estimated costs to attend the competition.

3. Approval Process

- a. Grants are approved at the sole discretion by the authority of the Rural Budgets Administration Committee.
- b. Grant funding will be calculated on the basis of \$50/rural player to a maximum grant of \$250.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "E" – Youth Travel

- c. Staff will assess the request, attach it to a report inclusive of all the necessary background information and forward it for review at the next scheduled Rural Budgets Administration Committee meeting.
- d. All applicants will be notified in writing regarding the results of their request.
- e. All funds will be made payable to the organization or school only.
- f. Requests received after the competition has taken place will not be considered for funding.

4. Reporting

Within 30 days of the competition, grant recipients are required to:

- report back on the results of their competition;
- provide a photo for use by the Regional District; and
- describe how the funds were spent.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "F" – North Peace Gradfest Society

Schedule F – North Peace Gradfest Society

Rural Recreational & Cultural Grants-in-Aid

In accordance with Section 6(b) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Electoral Area B and C Directors' recommendation, grant allocations from Area B and C may be budgeted and provided for the North Peace Regional Gradfest Society for the purpose of hosting safe graduation related events.

1) Release of Funds

- a) After May 31st of each year the Society may make a request in writing to the Manager of Community Services that any grant funds allocated through the Recreational and Cultural Grants-in-Aid program be released to them for the purpose of hosting North Peace high school graduation events.
- b) The Society must provide the Regional District with their current contact information and mailing address prior to any release of funds.

2) Reporting

- a) The Society must:
 - a. provide a report of the event;
 - b. provide a photo for use by the Regional District; and
 - c. describe how the funds were spent within 30 days of the event(s).



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "G" – 4-H North Peace District Council

In accordance with Section 6(c) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Electoral Area B Director's recommendation grant allocations from Area B may be budgeted and provided for the North Peace 4-H District Council for the purpose of conducting 4-H activities.

1) Release of Funds

- a) After May 31st of each year the organization may make a request in writing to the Manager of Community Services that any grant funds allocated through the Recreational and Cultural Grants-in-Aid program be released to them for the purpose of North Peace 4-H activities.
- b) The organization must provide the Regional District with their current contact information and mailing address prior to any release of funds.

2) Reporting

- a) The organization must provide within 90 days of receiving the grant a letter describing the how the funds were spent.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "H" – Electoral Area B Bursary

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area B bursary are as follows.

1) Bursary Amount

There is one bursary of \$1,000 annually. The bursary will be awarded to a graduating student residing in Electoral Area 'B' of the Peace River Regional District.

2) Bursary Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area 'B' a minimum of 12 consecutive months prior to bursary application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 60 Peace River North.

4) Registration

Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the bursary.

5) Adjudication Process

- a) Bursary applications will be adjudicated by a selection committee appointed by School District No. 60.
- b) Bursary applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

6) Notification of Award Recipients

Prior to July 1st of each year, North Peace Secondary School must advise the Peace River Regional District of award recipient and must provide their name, address and telephone number.

7) Bursary Award

- a) The Bursary will be awarded at either the annual North Peace Secondary or Prespatou Secondary School Graduation Ceremonies.
- b) Recipients may claim their scholarship in writing from the Peace River Regional District at:
Box 810
Dawson Creek, BC V1G 4H8
Email: prrd.dc@prrd.bc.ca
- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the scholarship.
- e) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- f) Scholarship winners may apply to defer or carry over their awards for a period of up to one year in writing to the General Manager of Community Services.



R-13

PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "I" – Electoral Area C Scholarship

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area C Scholarship are as follows:

1) Scholarship Amount

There is one scholarship of \$1,000 annually. The scholarship will be awarded to a graduating student residing in Electoral Area 'C' of the Peace River Regional District.

2) Scholarship Application

- a) All applicants must complete the Peace River Regional District Scholarship Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area 'C' a minimum of 12 consecutive months prior to scholarship application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 60 Peace River North.

4) Registration

Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the scholarship.

5) Adjudication Process

- a) Scholarship applications will be adjudicated by a selection committee appointed by School District No. 60.
- b) Scholarship applications will be adjudicated on the basis of residency, academic standing, community involvement and acceptance at a post-secondary institution.

6) Notification of Award Recipients

Prior to July 1st of each year, North Peace Secondary School must advise the Peace River Regional District of award recipient and must provide their name, address and telephone number.

7) Scholarship Award

- a) The Scholarship will be awarded at the annual North Peace Secondary School graduation ceremonies.
- b) Recipients may claim their scholarship in writing from the Peace River Regional District at:

Box 810

Dawson Creek, BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the scholarship.
- e) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- f) Scholarship winners may apply to defer or carry over their awards for a period of up to one year in writing to the General Manager of Community Services.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "J" – South Peace Sub-Regional Bursary & Scholarship

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Sub-Regional Bursary and Scholarship are as follows:

1) Award Amount

There are two scholastic awards, one a \$1,500 Trades Bursary and one a \$1,500 Academic Scholarship, presented annually to graduating students who reside in a defined portion of Electoral Areas 'D' and 'E', referred to as South Peace Sub-Regional.

2) Award Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in the South Peace Sub-Regional Area a minimum of 12 consecutive months prior to submitting an application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student at Dawson Creek Secondary School.

4) Registration

Applicants must show proof of acceptance or application to a post-secondary educational institute to be eligible to apply for the bursary.

5) Adjudication Process

- a) All applications will be adjudicated by a selection committee appointed by School District No. 59.
- b) All applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

6) Notification of Award Recipients

- a) Prior to July 1st of each year, Dawson Creek Secondary School must advise the Peace River Regional District of award recipients and must provide their names, addresses and telephone numbers.

7) Bursary/Scholarship Award

- a) The bursary/scholarship will be awarded at the annual Dawson Creek Secondary School graduation ceremonies.
- b) Recipients may claim their award in writing from the Peace River Regional District at:

PO Box 810

Dawson Creek, BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the award.
- e) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- f) Recipients may apply to defer or carry over their award for a period of up to one year up to one year



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "M" – Electoral Area E West Bursary

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area E West bursary are as follows.

1) Bursary Amount

There are two bursaries of \$ 500.00 annually. The bursaries will be awarded to two graduating students residing in Electoral Area E West (west of the Pine River in Area E) of the Peace River Regional District.

2) Bursary Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area E West a minimum of 12 consecutive months prior to bursary application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 59 Peace River South.

4) Registration

Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the bursary.

5) Adjudication Process

- a) Bursary applications will be adjudicated by a selection committee appointed by School District No. 59.
- b) Bursary applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

6) Notification of Award Recipients

Prior to July 1st of each year, Chetwynd Secondary School must advise the Peace River Regional District of award recipient and must provide their name, address and telephone number.

7) Bursary Award

- a) The Bursary will be awarded at the annual Chetwynd Secondary School Graduation Ceremonies.
- b) Recipients may claim their bursary in writing from the Peace River Regional District at:

PO Box 810

Dawson Creek, BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the bursary.
- e) Bursary winners may apply to defer or carry over their award for a period up to one year in writing to the General of Community Services.



REPORT

To: Rural Budgets Administration Committee

Date: February 8, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Fair Share, Peace River Agreement and Gas Tax Commitments for Completed Projects

RECOMMENDATION #1:

That the Rural Budgets Administration Committee cancel the following Electoral Area B Peace River Agreement Fund allocations, as the projects are complete:

- \$166.56 for Cecil Lake Recreation Commission - Hall door and window replacement.
- \$1,400 for Buick Creek Arena – insulation and heating upgrades.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee cancel the remaining \$4,427.84 Electoral Area D Peace River Agreement Fund allocation for the Tomslake Fire Department “Fire Pack Bush Unit”, as the project is now complete.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee cancel the remaining \$3,427.74 Electoral Area B Fair Share allocation for the North Peace Fall Fair “Display Buildings”, as the project is now complete.

RECOMMENDATION #4:

That the Rural Budgets Administration Committee cancel the following Gas Tax Fund allocations, as the projects are complete:

- \$5,759.44 for Buick Arena – insulation and heating upgrades.
- \$1,392.40 for Kelly Lake Community Hall – furnace replacement.
- \$3,171.00 for Tupper Community Hall – furnace repairs.

BACKGROUND/RATIONALE:

In January 2019, staff contacted organizations that had outstanding Fair Share, Peace River Agreement and Gas Tax commitments to determine the status of their projects. The organizations noted above reported that their projects were complete and the remaining funds are no longer required.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.

Staff Initials:

Dept. Head:

T. Morgan

CAO:

[Signature]

Page 1 of 2

- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

For the 2019 budget process, all organizations who have funds committed to them under Fair Share, Peace River Agreement and Gas Tax will be reflected in the 2019 Annual Financial Plan. By cancelling commitments for projects that are complete, the funding allocations will not appear in the upcoming budget. Those commitments that are ongoing will either be reflected in the corresponding function or under Grants to Community Organizations.

The current Fair Share, Peace River Agreement and Gas Tax commitments are reflected in the February RBAC Financial Report – this report was prepared prior to cancellation of the commitments noted above.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.



REPORT

To: Rural Budgets Administration Committee

Date: February 11, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Youth Travel Request – Fort St. John Midget A Flyers Hockey Team

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$250 for the Fort St. John Midget A Flyers Hockey Team, to assist with travel expenses to attend the Midget Tier 2 Provincial Hockey Championships being held in Vernon from March 16-20, 2019; further, that funding be payable from Electoral Area B Youth Travel in the amount of \$150 and Electoral Area C Youth Travel in the amount of \$100.

BACKGROUND/RATIONALE:

This request meets the criteria as outlined in the Recreation and Cultural Grants-in-Aid Schedule E Youth Travel (attached). The Fort St. John Midget A Flyers hockey team has seven players who are rural residents, with five living in Electoral Area B and two living Electoral Area C. All addresses were provided and have been verified by staff. Please note that the names and addresses of the team members have been redacted for privacy; however, this information can be provided to the Committee upon request. The applicant has stated that funding, if supported, will be used to support a team meal, staff have advised how the funding may be used as per the policy.

A maximum youth travel grant is being recommended with funding to be split accordingly between the electoral areas where the players reside. For details of the request, please see the attached letter from the team.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant request from the Fort St. John Midget Flyers and provide no funding.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.

Staff Initials:

Dept. Head:

T. Morgan

CAO:

[Signature]

Page 1 of 2

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- Youth travel is part of the annual Recreation and Cultural Grants-in-Aid budget which is allocated at \$1,500 for Electoral Area B and \$1,000 for Electoral Area C.
- Funding will be payable to the Fort St. John Minor Hockey Association.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Letter of Request
2. Grant Policy

FSJ Midget A Flyers
c/o Cheryl Vander Linden
Box 228
Cecil Lake BC V0C 1G0

January 23, 2019

Peace River Regional District
PO Box 810
Dawson Creek BC V1G 4H8
Via email: prrd.dc@prrd.bc.ca

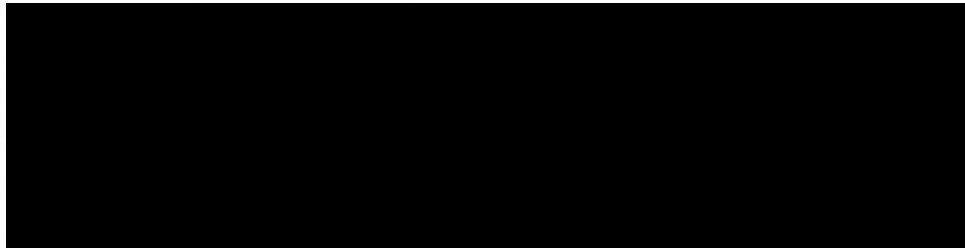
Dear Electoral Area Directors,

Re: Recreation and Cultural Grants-in-Aid, Youth Travel

Please accept this letter as a formal request to apply for the Recreation and Cultural Grants-in-Aid for Youth Travel. The FSJ Midget A Flyers will be attending the BC Hockey Tier 2 Provincial Championships, held in Vernon, BC from March 16-20, 2019. Our families will each be travelling individually and providing our own meals and accommodations for our players. We have 17 midget age players (15-17 year olds) and three coaches attending the Championships.

Because each player's family is responsible for their own travel and accommodations, the funds will be used for a team meal if we are successful.

The FSJ Midget A Flyers is a competitive hockey team with players from smaller associations within our district as well as players from Fort St. John Minor Hockey Association. We have seven players and three coaches on the team that live within Areas B and C of the PRRD.

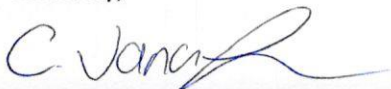


The minimum estimated cost for each player to attend is \$2110:

Accommodation (6 nights)	\$810
Travel (fuel or airfare)	\$600
Meals (player + 1 adult for 7 days)	\$700

Thank you for your consideration.

Sincerely,



Cheryl Vander Linden
Team Treasurer

February 21, 2019



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “E” – Youth Travel

The purpose of this schedule is to provide the guidelines for the approval and disbursement of Youth Travel funds. Youth travel grants, up to a maximum of \$250, may be provided to financially supplement the expenses associated with team or individual travel to sporting competitions. Funding for Youth Travel Grants is provided at the sole discretion of the Electoral Area Directors and is part of the Recreational and Cultural Grants-in-Aid funding policy.

1. Applicant Eligibility

- a. Youth sports organizations or individual players who have **qualified**** to compete at a provincial, national or international competition and will be representing the Peace River Regional District during competition.
- b. Must have a **minimum of 1 player** who resides in one of the four Electoral Areas of the Peace River Regional District.
- c. Funds may be applied for by both school teams and community club organizations.
- d. Community club teams must operate under a not-for-profit society to be eligible for funding.

**** Successfully competed and earned the opportunity to be eligible to move on to the next stage of competition.**

2. Application Process

- a. Requests may be made year round and must be received in writing to the Rural Budgets Administration Committee, prior to attending the competition.
- b. Funding may be requested to assist with the following:
 - registration/entry fees;
 - transportation expenses – fuel, airfare, bus or ferry transport;
 - accommodation expenses.
- c. All requests must include the following information:
 - a description of the event and anticipated costs;
 - the number of players and coaches that will attend;
 - the names and 911 addresses of the players and coaches who reside in the rural area (for verification of residency);
 - Estimated costs to attend the competition.

3. Approval Process

- a. Grants are approved at the sole discretion by the authority of the Rural Budgets Administration Committee.
- b. Grant funding will be calculated on the basis of \$50/rural player to a maximum grant of \$250.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "E" – Youth Travel

- c. Staff will assess the request, attach it to a report inclusive of all the necessary background information and forward it for review at the next scheduled Rural Budgets Administration Committee meeting.
- d. All applicants will be notified in writing regarding the results of their request.
- e. All funds will be made payable to the organization or school only.
- f. Requests received after the competition has taken place will not be considered for funding.

4. Reporting

Within 30 days of the competition, grant recipients are required to:

- report back on the results of their competition;
- provide a photo for use by the Regional District; and
- describe how the funds were spent.



REPORT

To: Rural Budgets Administration Committee

Date: February 11, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Youth Travel Request – Fort St. John Peewee A Flyers Hockey Team

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$150 for the Fort St. John Peewee A Flyers Hockey Team, to assist with travel expenses to attend the Peewee Tier 2 Provincial Hockey Championships being held in North Vancouver from March 15-21, 2019; further, that funding be payable from Electoral Area B Youth Travel in the amount of \$50 and Electoral Area C Youth Travel in the amount of \$100.

BACKGROUND/RATIONALE:

This request meets the criteria as outlined in the Recreation and Cultural Grants-in-Aid Schedule E Youth Travel (attached). The Fort St. John Peewee A Flyers hockey team has three players who are rural residents, with one who resides in Electoral Area B, while two reside in Electoral Area C. All addresses were provided and have been verified by staff. Please note that the names and addresses of the team members have been redacted for privacy; however, this information can be provided to the Committee upon request. The applicant has stated that funding, if supported, will be used to support team accommodations and meals, staff have advised how the funding may be used as per the policy.

A maximum youth travel grant is being recommended with funding to be split accordingly between the electoral areas where the players reside. For details of the request, please see the attached letter from the team.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant request from the Fort St. John Peewee Flyers and provide no funding.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.

Staff Initials:

Dept. Head:

T. Morgan

CAO:

[Signature]

Page 1 of 2

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- Youth travel is part of the annual Recreation and Cultural Grants-in-Aid budget, which is allocated at \$1,500 for Electoral Area B and \$1,000 for Electoral Area C.
- Funding will be payable to the Fort St. John Minor Hockey Association.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Letter of Request
2. Grant Policy

From: prrd dc
Sent: Thursday, February 7, 2019 9:57 AM
To: Jill Rickert
Subject: FW: Recreation and Cultural Grants Schedule "E" Youth Travel
Attachments: 095943Scan-20190207.pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: RBAC Reports

Edda Berthold | Secretary/Receptionist

Direct: 250-784-3200 | reception.dc@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



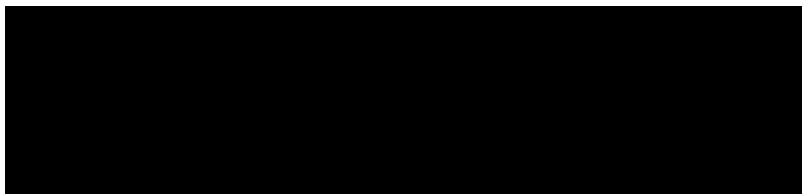
PEACE RIVER REGIONAL DISTRICT

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From: [REDACTED]
Sent: Thursday, February 7, 2019 9:54 AM
To: prrd dc <prrd.dc@prrd.bc.ca>
Subject: Recreation and Cultural Grants Schedule "E" Youth Travel
Importance: High

Good Morning,

I am writing to ask for funding to go to the Peewee Tier 2 Provincials in Hollyburn North Vancouver March 15-21, 2019. The championship is 5 days long but as we live so far north we need a day to travel there and a day to travel home. The funding will help our team with the hotel/meal expenses. I am estimating that it will be aprox \$13,000.00 for hotels for a week and \$8,400.00 for meals. There will be 17 players and 3 coaches that attend. With fuel, hotel and meals our team is estimating that the cost is around \$1,600.00 per player to go. We have the following kids on our team that live in the rural area



[REDACTED] [REDACTED]

We are looking forward to attending the championships this year and representing the Peace River area. If you have any questions please contact me either by email or phone. I have attached the pamphlet with more information about the championships.
We look forward to hearing from you.

Thank you

Sara Hotte
Treasurer
FSJ Peewee A Flyers
250-794-7734

[Report as Spam](#)
[Report as Phish/Fraud](#)
[Report as Not Spam](#)
[Forget previous vote](#)



2019

Pee Wee Tier 2

Championships

Hollyburn Country Club
Home of the Hollyburn Huskies
West Vancouver, BC

March 16-20, 2019





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Contact Information

The Hollyburn Country Club, in conjunction with the Hollyburn Minor Hockey Association is honoured to host the 2019 Pee Wee Tier 2 Championships. The committee volunteers are available to respond to questions and Championships inquiries.

HOST ASSOCIATION

Hollyburn Minor Hockey Association
 950 Cross Creek Road
 West Vancouver, BC V7S-2S5
 (604) 913-4523
hockey@hollyburn.org
www.hollyburnhockey.com

ADAM HAYDUK, Hockey Director
 ERIC AKELAITIS, Hollyburn MHA President

HOST COMMITTEE

MICHELLE TICE, Committee Co-Chair
 604-616-4657 :: mltice@telus.net
 SELINA VERTES, Committee Co-Chair
 604-314-7060 :: selinavertes@gmail.com

BONNIE CAMERON, Championships Coordinator, BC Hockey
bcameron@bchockey.net



Tentative Schedule

All games will be played at the Hollyburn Country Club, 950 Cross Creek Road, West Vancouver, BC, V7S-2S5. Practice times will be made available for out-of-town teams on Saturday between 10-5pm. BC Hockey anticipates a 9-team format (4 days).

Saturday, March 16th

TBA Player & Team Officials Banquet, Hollyburn Country Club

TBA Parents' Welcome Social, Hollyburn Country Club - Dining Room

Day 1 = Sun March 17 Day 2 = Mon March 18 Day 3 = Tues March 19 Day 4 = Wed March 20

NINE TEAM FORMAT

Division A:

1. _____
2. _____
3. _____
4. _____

Division B:

1. _____
2. _____
3. _____
4. _____
5. _____

DAY 1

- | | | |
|---|-------|--------------------|
| 1 | 8:00 | A1 vs A3 |
| 2 | 10:45 | B1 vs B3 |
| 3 | 1:30 | A2 vs A4 |
| 4 | 4:15 | B2 vs B4 |
| | 7:00 | OPENING CEREMONIES |
| 5 | 7:30 | B3 vs B5 |

DAY 2

- | | | |
|----|-------|----------|
| 6 | 8:00 | B2 vs B1 |
| 7 | 10:45 | A3 vs A2 |
| 8 | 1:30 | B4 vs B5 |
| 9 | 4:15 | A4 vs A1 |
| 10 | 7:00 | B3 vs B2 |

DAY 3

- | | | |
|----|-------|----------|
| 11 | 7:00 | B1 vs B4 |
| 12 | 9:30 | B5 vs B2 |
| 13 | 12:00 | A1 vs A2 |
| 14 | 2:30 | A3 vs A4 |
| 15 | 5:00 | B5 vs B1 |
| 16 | 7:30 | B4 vs B3 |

DAY 4

- | | | |
|----|-------|---|
| 17 | 8:00 | 1 st Div. A vs 2 nd Div.B |
| 18 | 11:00 | 1 st Div. B vs 2 nd Div.A |

DAY 4

- | | | |
|----|---------|-------------------|
| 19 | 5:00 pm | Bronze Medal Game |
| 20 | 8:00 pm | Gold Medal Game |

(L- A1-B2 & L- B1-A2)
(W- A1-B2 & W- B1-A2)



Required Information

Once your team has earned their spot in the Championships, we will require the following information. A complete registration package with detailed instructions will be sent to the team manager once you have qualified.

- 1) **Official Team Picture:** Highest resolution jpeg will be required for use in the program and other professional print material. Please include names of everyone in order as they appear in the team photo;
- 2) **Association Logo:** Please send an EPS or Illustrator image of your association logo and your home and away jersey colours;
- 3) **Contact Information:** Please provide Head Coach and Manager names, home/cell numbers, and email addresses;
- 4) **Sponsor Acknowledgements:** All teams will be given the opportunity to acknowledge their team sponsor with logo on their team page in the Championships program.

Mandatory Equipment Checks

The supervising referee lead will do an equipment check before the start of each team's first game and randomly anytime afterwards. Players with illegal/worn equipment will not be able to participate using illegal equipment. Bring extra helmet screws, gloves and tape. Ensure your local Risk Management Coordinator or District Director does an equipment check with your team before coming to the Championships to avoid any disappointment. Most frequent illegal equipment findings are: gloves with palm holes, poor helmet fit and J hooks, helmets not CSA certified, helmets missing ear pieces/protection, missing stick plugs, altered neck guards, BNQ certification not clearly visible on neck guards. Goalie helmets must have chin cups and side straps.

Banquet Information

Hollyburn Country Club and Hollyburn MHA hereby invites all players, team officials, BC Hockey representatives, on-ice officials, and dignitaries the opening banquet as our guests. Attendance is mandatory for all teams. The host committee will contact the team managers to determine the number of attendees along with any food allergies. A separate parent social will be held in the dining room at Hollyburn at the same time as the player social.

Banquet Dress: Business Formal (with tie)

Parent Social Dress: Business Casual



Coaches' & Managers' Meeting

There will be a MANDATORY meeting for all coaches and manager immediately following the banquet in Creekside Room 1. Topics covered will include: introductions, review of rules and regulations by BC Hockey, collection of team registration materials, distribution of Championship packages, and an opportunity for questions and answers.

Opening Ceremonies

Opening Ceremonies will take place on Sunday, March 17th at 7:00pm on the ice at Hollyburn. **TEAM ATTENDANCE IS MANDATORY.** The two teams participating in the game immediately following the ceremonies should be dressed in full equipment. The remaining teams are asked to wear appropriate team attire with their HOME jerseys. All teams are to be at the arena no later than 6:15pm (please be on time).

Closing Ceremonies

Closing Ceremonies will be held following the final Championship game on Wednesday, March 20th. All teams are encouraged to attend the closing ceremonies but it won't be made mandatory. Teams may choose to leave early if they don't play on Wednesday, March 20th.

BC Hockey Championship Apparel

BC Hockey Championship apparel will be made available for pre-order. Once teams qualify for the Championships, further details and order information will be provided. Teams will be able to pick up their orders upon arrival at Hollyburn.

Post-Game Meal Options

Hollyburn provides an onsite bistro for casual family dining: Bistro 950. It's a great casual atmosphere serving pastas, salads, sandwiches, rice bowls, protein shakes, hot beverages, homemade baked good, and sushi.

In advance of the Championships, Hollyburn will also provide teams with the opportunity to pre-order post game meals. Team meals will be ready at the conclusion of the game and space will be provided to eat as a team.



Welcome to Vancouver's North Shore

Vancouver's North Shore is the place to stay to discover Vancouver from a whole different perspective. Staying mountainside you are minutes away from some of Vancouver's premier attractions. Outdoor adventures abound with world-class mountain biking trails, rainforest hiking trails and more.

For additional information to help plan your visit to the Pee Wee Tier 2 Championships at Hollyburn, please visit Vancouver's North Shore Tourism website at www.vancouvernorthshore.com.

To access an electronic download version of the North & West Vancouver Visitors Guide, click the following link: https://issuu.com/vancouvernorthshore/docs/visitors_guide_2017_sm



~ view of Downtown Vancouver from the Hollyburn Country Club



Area Attractions: Top 10 Things To Do in Mid-March

- 1) Pee Wee Tier 2 Championships @ Hollyburn Country Club
- 2) Visit the Capilano Suspension Bridge Park
- 3) Spring Fun in the Snow at one of the three local mountains: Grouse Mountain, Mt Seymour and Cypress Mountain
- 4) Visit Lonsdale Quay Market
- 5) Hike in Lynn Canyon Park
- 6) Visit Maple Wood Farm
- 7) Visit the Artists for Kids Gallery at The Gordon Smith Gallery Canadian Art
- 8) Go Golfing – check out Par 3 Pitch & Putts at Ambleside or Murdo Fraser or full courses at Glen Eagles or Northlands
- 9) Go Shopping – Park Royal
- 10) Sip local craft beers at some of the North Shore's award-winning craft breweries.



~ Capilano Suspension Bridge Park



Arena Facilities

All the BC Hockey Pee Wee Tier 2 Championships games will be played at the Hollyburn Country Club, home of the Hollyburn Huskies minor hockey program, the West Vancouver Warriors CSHL Academy program, and Power Edge Pro West Vancouver.

Two summers ago, the Hollyburn Country Club invested over \$1.5 million in upgrades to the playing surface and facility. Upgrades and enhancements include:

- Replaced all lighting with LED lights for better visibility and energy efficiency;
- Replaced the older sand-based floor to a concrete floor which drastically improved the quality and maintenance of the ice;
- New NHL boards and seamless glass system for improved player safety and better visibility from the viewing gallery;
- Upgraded HVAC system for better air quality and less humidity;
- New home and away benches;
- Renovated all dressing rooms, increased space, benches, paint and lighting;
- Upgraded the viewing gallery décor and seating;
- Implemented our Wall of Fame "Alumni Recognition"





Accommodations – Time Sensitive Information

North & West Vancouver, as well as all of the Lower Mainland, usually experiences a significant increase in visitor and tourist traffic during spring break. Hotel accommodations may be at a premium.

There are several other significant sporting events happening on the North Shore the same week as the BC Hockey Pee Wee Tier 2 Championships.

As soon as your team qualifies, or strongly feels it will qualify for the Pee Wee Tier 2 Championships, we recommend reaching out to Selina Vertes, Committee Co-Chair, to access the room blocks for your players, parents, and team officials. Selina can be reached by phone at 604-314-7060 or by email at selinavertes@gmail.com.



Travelling By RV

We recognize that many families each year travel by RV to hockey events and Championships. Hollyburn is not able to accommodate over-night RV parking. However, a great option is the Capilano River RV Park, which is only a few minutes away from Hollyburn. This is a first-class facility that provides its guests with a children's play area, picnic area, on-site laundry facilities, campground-wide free Wi-Fi, an outdoor pool and whirlpool, recreation room, and so much more. Capilano River RV Park is also pet friendly.

Please visit www.capilanoriverrvpark.com for more information.



Local Facilities and Services

Sports Stores & Skate Sharpening

Larry's Sports Shop – www.myhockeystore.com

2029 Lonsdale Avenue, North Vancouver, BC 604-987-6630

Full-service hockey shop only 10 minutes away from Hollyburn via the highway.

Time Out Source For Sports – www.timeoutsports.ca

235 Mountain Highway, North Vancouver, BC 604-980-9211

Full-service hockey shop only 15 minutes away from Hollyburn via the highway.

Sport Chek Park Royal – www.sportchek.ca/stores/park-royal.html

1000 Park Royal South, West Vancouver, BC 604-922-3336

Over-night skate sharpening services, commencing Saturday night, will be made available on-site at Hollyburn for \$7.00. Information will be provided to teams at the coaches' and managers' meeting following the opening banquet.

Medical Facilities

Lions Gate Hospital

231 – 15th Street East, North Vancouver, BC 604-988-3131

15 minutes away from Hollyburn.

Hours: 24 hours/day, 7 days a week

Ocean Walk Medical Clinic

1884 Marine Drive, West Vancouver, BC 604-925-1884

5 minutes away from Hollyburn.

Hours: Monday to Friday 9-5pm, Saturdays 9-4pm, Closed Sunday

Pharmacies

London Drugs Park Royal North

875 Park Royal North, West Vancouver, BC 604-448-4844

Shoppers Drug Mart – Park Royal South

802 Main Street (in Park Royal Mall), West Vancouver, BC 604-926-1114



Markets

There are several grocery stores within a 5-10 minute drive of Hollyburn along Marine Drive, both in West Vancouver and North Vancouver.

FRESH STREET MARKET

1650 Marine Drive, West Vancouver, BC V7V-1J1

WHOLE FOODS

925 Main Street, West Vancouver, BC V7T-2Z3 (in Park Royal Village)

LOBLAWS

845 Park Royal North #861, West Vancouver, BC V7T-1H9 (in Park Royal North)

Restaurants

WHITE SPOT – Park Royal South, 797 Main Street, West Vancouver, BC V7T-0A5

TRATTORIA – Park Royal South, 757 Main Street, West Vancouver, BC V7T-2W4

THE KEG – Park Royal South, 731 Main Street #110, West Vancouver, BC

CACTUS CLUB – Park Royal Village, 855 Main Street, West Vancouver, BC V7T-2Z3

CHIPOTLE – Park Royal North, West Vancouver, BC V7T-1H9

Movie Theatres

PARK & TILFORD

200-333 Brooksbank Avenue, North Vancouver, BC

CINEPLEX CINEMAS ESPLANADE

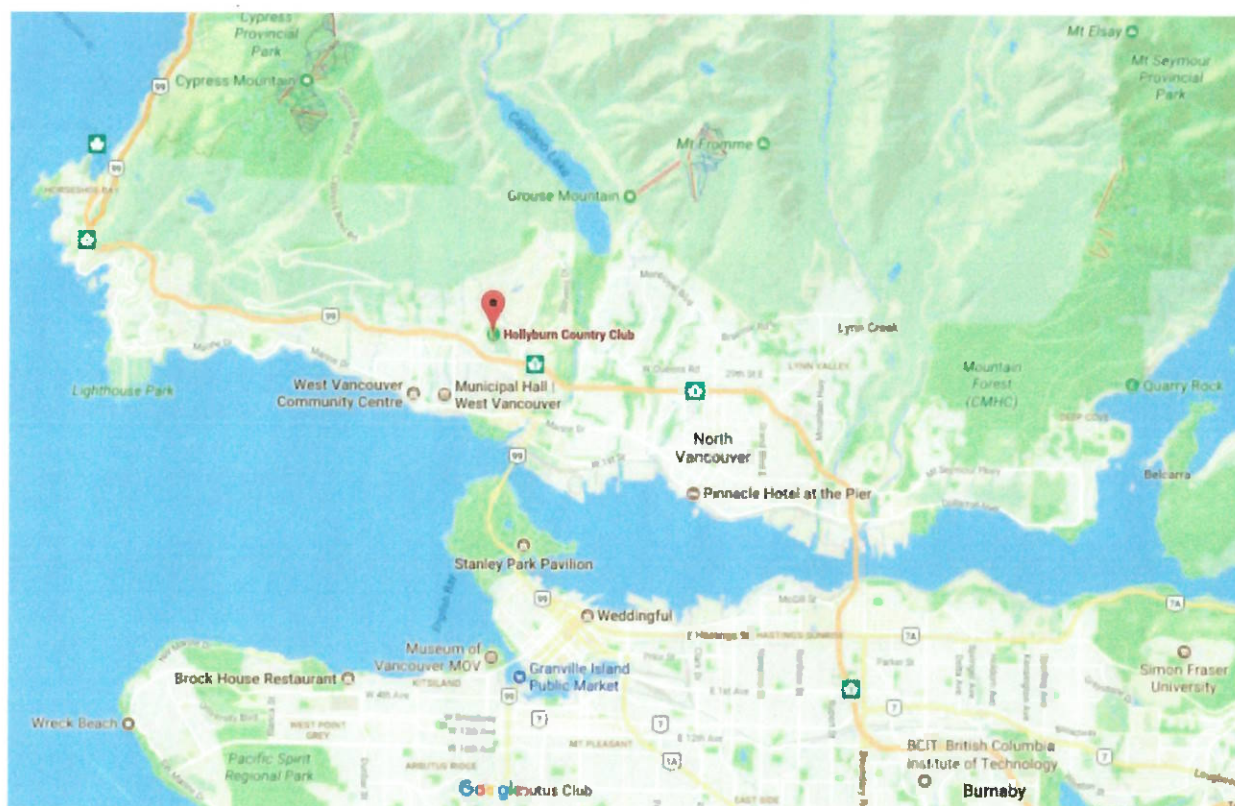
200 Esplanade West, North Vancouver, BC V7M-1A4



Travel & Transportation

Hollyburn Country Club is located at 950 Cross Creek Road in West Vancouver, BC. Guest parking is available at the lower parking lot.

Whether travelling west-bound or east-bound along the Trans-Canada Highway in West Vancouver, Hollyburn Country Club is accessed by Exit 11 (15th Street Exit).



Hollyburn Country Club
950 Cross Creek Road
West Vancouver, BC V7S-2S5

For directions or club information, please contact Member Services at 604-922-0161 or visit www.hollyburn.org.

We look forward to welcoming you in March!



REPORT

To: Rural Budgets Administration Committee

Date: February 12, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Hasler Flats – Society Assistance

RECOMMENDATION #1:

That the Rural Budgets Administration Committee commit up to \$1,000 from Area 'E' BC Rail Funding to assist the Hasler Flats Community Group with consulting services to assist them in obtaining society status so that they have the opportunity to maintain the Iver Johnson Community Park once developed.

BACKGROUND/RATIONALE:

The Iver Johnson Community Park is being budgeted for re-development in 2019. Two community meetings have been held in Hasler Flats since 2017, and the community has shown support for replacement of the park amenities and interest in forming a not-for-profit Society to provide park maintenance and programming. In order for the Regional District to provide funding for the group to do so, they must be incorporated into a Society.

In order to incorporate into a new Society, it was suggested that a Contractor be hired to assist the group in this process. The Contractor could provide 3 sessions with the group and would assist by providing the following:

- Workshop 1- An overview of Society including roles and responsibilities, best practices (What is directors insurance? When do you need to have an AGM? etc.), and overview of the legal obligations.
- Workshop 2 – Developing a mission statement and vision, working on the constitution and bylaws.
- Workshop 3 – Finalizing the constitution and bylaws and laying out next steps.

Please note that if a Contract for Maintenance is issued, Regional District staff would still be responsible for maintaining outbuildings and park equipment, park development projects, coordinating with contractors, and general maintenance outside of the scope of work of the contracting organization.

A typical Park Maintenance Contract includes basic park maintenance such as:

- Ensuring the parks are free from litter and waste;
- Maintaining all toilets and provision of necessary supplies;
- Cutting grass;
- Reporting emergency situations and vandalism
- Submitting a "Weekly Park Status Report" and photos to the Regional District.

Staff Initials:

Dept. Head:

T. Morgan

CAO:

[Signature]

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ALTERNATIVE OPTIONS:

- 1) That the Rural Budgets Administration Committee defer committing up to \$1,000 from Area 'E' BC Rail Funding to assist the Hasler Flats Community group to obtain society status until the Regional Board determines the provision of park maintenance services.

Discussion: In 2019, it is proposed that park maintenance be brought in-house and that 2 seasonal labourers be hired to oversee park maintenance throughout the Region. Should the Regional Board determine that seasonal labourers be hired, Iver Johnson Community Park maintenance could be completed by staff.

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

A \$25,000 grant was submitted to the Enbridge Community Investment fund to offset Regional District investment into the project.

Continued maintenance of the park could be funded through taxation from the Area E Community Parks Function, and could cost up to \$15,000 (based on maintenance costs for similar sized parks) annually, depending on level of maintenance and whether the park is to be maintained in the winter time. Annual inspections of the playground equipment would need to be budgeted for as well.

COMMUNICATIONS CONSIDERATION(S):

If successful, a letter will be sent to the Community Group.

OTHER CONSIDERATION(S):

Iver Johnson Community Park is located outside of Chetwynd, in Electoral Area 'E', in Hasler Flats. The Regional District acquired the current park property in 1994, and in association with corporate partners installed some park equipment, signage, and a fence. The property was maintained by the Hasler Flats Community Group under a Use and Occupancy agreement for 10 years, but at the time of renewal the group did not have the capacity to continue to provide services and the agreement lapsed in 2004. Since that time, the Regional District and community members have provided some maintenance, and while the park has continued to be used by the Community, the equipment became unsafe and was removed in the

summer of 2017. In 2017 staff were contacted with concerns from the community that the park would remain in that un-serviced state.

The total proposed costs to upgrade the park in 2019 is \$71,500 (to be included in the 2019 budget) and would include a new playground, swing set, signage, and picnic tables. Also included in the proposed budget is \$5,000 for a maintenance contractor. In 2018, a grant application was submitted to the Enbridge Community Fund for \$25,000, if successful in this application the grant funding would be put towards the installation of a picnic shelter. In addition, it is proposed that money be budgeted for a park grand opening event, which could include a ribbon cutting, games, and food.

Attachments:

1. Hasler Flats Community Group Grant Application



GRANT APPLICATION FORM

Society #:

Community Club or Group Name:

Mailing Address:

City:

Postal Code:

Civic Address:

Contact Person:

Alternate Person:

Tel:

Tel:

Fax:

Fax:

Email:

Email:

CLUB EXECUTIVES

President:

Vice President:

Treasurer:

PROJECT COSTS

Total Cost of Project:

Amount Requested per year:

For how many years?

1 yr ☒

2 yrs ☐

3 yrs ☐

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

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

we spend the money on Kathleen teaching me in 3 workshops

- Workshop 1 - An overview of Society Act including roles and responsibilities, best practices (what is Director's Insurance? When do you need to have an AGM, etc.) and overview of the legal obligations.
- Workshop 2 - Developing a mission statement and vision, working on the constitution and bylaws.
- Workshop 3 - Finalizing the constitution and bylaws and laying out next steps.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date:

For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐

PRA: B ☐ C ☐ D ☐ E ☐

BCR/PRA: B ☐ C ☐ D ☐ E ☐

Gas Tax: ☐

Other: ☐

PLEASE REPLY TO:

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



REPORT

To: Rural Budget Administration Committee

Date: February 13, 2019

From: Trish Morgan, General Manager of Community Services

Subject: 2019 Grants-in-Aid Summary of Funding Requests - Budget Consideration

RECOMMENDATION #1:

That the Rural Budgets Administration Committee receive the report from the General Manager of Community Services, dated February 13, 2019 and titled '2019 Grants-in-Aid Summary of Total Requests - Budget Consideration' for discussion.

BACKGROUND/RATIONALE:

The purpose of this report is to provide the Rural Budgets Administration Committee (RBAC) an opportunity to review the total amount requested from Grants-in-Aid (GIA) in 2019 for each area; further, creating an opportunity for each Electoral Area Director to either increase or decrease the budget commitment, should they determine it is necessary.

Electoral Area Directors may also wish to determine at this time if any of the organizations that have applied for Recreational and Cultural Grants-in-Aid should be funded through Peace River Agreement funds, Fair Share or Gas Tax, or not provided any grants in 2019.

The attached summary information sheets include a breakdown of the proposed projects, capital costs, insurance costs, and the total funding request in comparison to the proposed project costs. In addition, for Electoral Area E and Sub-Regional only, the pre-allocated amounts are also included. The total number of applications received this year was 44, which breaks down as follows:

Electoral Area	Number of Applications	Total Amount Requested
Area B	11	\$ 283,631.41
Area C	4	\$ 68,953.24
Area E West	13	\$ 166,686.51
Sub-Regional	16	\$ 176,408.48

Thorough assessment of all applications will be brought forward to the March 21st RBAC meeting, which will include a complete package of all of the applications for consideration by the Committee.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

Staff Initials:

Dept. Head:

T. Morgan

CAO:

[Signature]

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

FINANCIAL CONSIDERATION(S):

- At the time of this report, the provisional GIA budget commitments for each area were:

Area B	\$ 130,000
Area C	\$ 60,000
Area E	\$ 102,000
Sub Regional	\$ 150,000

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. 2019 GIA Funding Requests Summary Sheet

2019 Area B GIA								
Organization name	Projects	Capital Costs Requested	Insurance Requested	Total Request	Total Project Cost	% Proposed for PRRD to fund	Recommendation from the GIA Meeting	Directors Recommendation
Buick Creek Community Club	installation of flooring in kitchen and washrooms, new propane heater. insurance	\$ 19,017.73	\$ 2,977.00	\$ 21,994.73	\$ 21,994.73			
Cecil Lake Recreation Commission	Improvements to kitchen, bathrooms, hand railings, siding of hall, new acoustic system, new bleachers for ball diamond	\$ 102,250.00		\$ 103,075.00	\$ 103,075.00			
Goodlow Community Club	Gazebo and bleachers	\$ 20,103.00	\$ 700.00	\$ 20,803.00				
King's Valley Christian Camp	Insurance; kitchen cabinets, dining tables; siding small cabins, coverall bulding, computer & printer, truck plow, heater hba	\$ 18,600.00	\$ 8,000.00	\$ 26,600.00	\$ 26,600.00			
Montney Recreation Commission	new kitchen range; insuarnc; signage, gravel for parking lot	\$ 3,400.00	\$ 3,275.00	\$ 30,180.00	\$ 30,180.00			
North Peace 4 H District Council	insurance; purchase upright freezer and fridge		\$ 630.00	\$ 2,680.00	\$ 2,680.00			
North Peace Fall Fair	improvements to rabbit & pet exhibition; accessibility improvements (ramps); grounds and event insurance		\$ 2,700.00	\$ 3,500.00	3500			
North Peace Historical Society	New exihibit walls in museum.	\$ 9,500.00		\$ 9,500.00	19000			
Osborn Community Hall	Roof and floor improvements	\$ 22,278.68	\$ 897.00	\$ 22,278.68				
NEW Rock of Ages Bible Camp								
	purchase cookware & dinnerware for kitchen; purchase lumber for gazebo; purchase tables chairs dining room; establish water well; electrical work; seed lawn; land survey for donated land	\$ 19,700.00	\$ 6,720.00	\$ 30,570.00	\$ 68,870.00			
Rose Prairie Community Curling Centre	removal of shed; purchase tables; drainage to lines for ice rink		\$ 3,600.00	\$ 12,450.00				
Subtotal		\$ 214,849.41	\$ 29,499.00	\$ 283,631.41	\$ 275,899.73		\$ -	\$ -

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

Director's Annual Commitments		Requested Amount	Meeting Recommendation	Directors Recommendation
NP Regional Gradfest	\$ 1,000.00			
North Peace 4-H District Council	\$ 1,000.00			
Area B Rural Bursary	\$ 1,000.00			
Youth Travel	\$ 1,500.00			
Totals	\$ 4,500.00	\$ 283,631.41	\$ -	\$ -

REQUESTED Amounts March 15, 2018	
Total Fund	\$ 130,000.00
Total COMMITTED	\$ 4,500.00
Total Available	\$ 125,500.00
Minus Requests	\$ 283,631.41
Total	-\$ 158,131.41

2019 Area C GIA

Organization Name	Projects	Capital Costs Requested		Insurance Requested	Total Request	Total Project Cost	% Proposed for PRRD to fund	Recommendation from the GIA Meeting	Recommendation from the Director
Charlie Lake Community Club	install yard lighting and establish remote electrical servcie	\$	17,600.00	\$	4,100.00	\$	21,700.00		
Lakepoint Golf & Country Club	New Flooring and Light fixtures for the clubhouse	\$	34,253.24			\$	34,253.24		
North Peace Fall Fair	improvements to rabbit & pet exhibition; accessibility improvements (ramps); grounds and event insurance			\$	2,700.00	\$	3,500.00	\$	3,500.00
North Peace Historical Society	New exhibit walls in museum.	\$	9,500.00			\$	9,500.00	\$	19,000.00
Subtotal		\$	61,353.24	\$	6,800.00	\$	68,953.24	\$	22,500.00

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

Director's Annual Commitments		Requested Amount	Meeting Recommendation	Directors Recommendation
NP Regional Gradfest	\$	1,000.00		
Area C Rural Scholarship	\$	1,000.00		
Youth Travel	\$	1,000.00		
Totals	\$	3,000.00	\$	68,953.24
			\$	-
			\$	-

REQUESTED Amounts March 15, 2018	
Total Fund	\$ 60,000.00
Total COMMITTED	\$ 3,000.00
Total Available	\$ 57,000.00
Minus Requests	\$ 68,953.24
Total	-\$ 11,953.24

2019 Area E GIA													
		Capital Costs Requested		Insurance Requested		Total Request		Total Project Cost		% Proposed for PRRD to fund	Recommended (75% for \$10k and under, 50% for over \$10k)	Director's Recommendation	
Organization name	Projects												
NEW Boreal Centre for Sustainability	Rural community awareness - food security, shoreline stewardship, civic engagement in community development			\$		18,600.00	\$	18,600.00			\$	9,300.00	
Camp Emile	Replace front entrance to hall/kitchen; roofing hall and kitchen	\$	55,000.00		\$	55,000.00	\$	55,000.00			\$	27,500.00	
Chetwynd & District Rod & Gun Club	landscaping, outdoor archery, kitchen upgrades, bridge installation, hydro, telus, insurance, equip maintenance	\$	12,000.00	\$	2,500.00	\$		23,300.00			\$	11,650.00	
Chetwynd Electric Eels	Operations costs, pool rent, purchase of swim equip-fins,snorkels, swim blocks.			\$	156.00	\$		10,000.00	\$		83,230.00	\$	7,500.00
Chetwynd Gymkhana Club	arena rental, insurance advertising and clinics, poker ride and gymkhana events			\$	500.00	\$		3,773.76	\$		12,520.00	\$	2,830.32
Chetwynd Horse Club	rental fees for facility use; riding lessons and clinics			\$	185.00	\$		5,040.00	\$		5,607.13	\$	3,780.00
Chetwynd Social Planning Society	Circus North Camp			\$	250.00	\$		8,000.00	\$		18,350.00	\$	6,000.00
Foothills Team Roping	17 New panels; pen cleaning and maintenance			\$	5,265.75	\$		500.00	\$		15,267.75	\$	15,267.75
Little Giant Figure Skating	Ice rental fees; skate program and carnival year end expenses; carnival year end show; coaching certification			\$	2,245.00	\$		15,000.00	\$		47,885.38	\$	7,500.00
Little Prairie Heritage Society	General Operations & maintenance of museum			\$	3,000.00	\$		8,675.00				\$	6,506.25
Moberly Lake Community Association	Operational Costs; bldg repairs, new tables			\$	1,500.00	\$		5,000.00	\$		31,951.85	\$	3,750.00
Pine Valley Exhibtion Park	Complete Bathroom Renovation	\$	55,000.00	\$	2,760.00	\$		55,000.00	\$		55,000.00	\$	27,500.00
Pine Valley Seniors	Insuarnce; Installation of air conditioning unit at hall.	\$	15,130.00	\$	2,579.00	\$		17,630.00				\$	13,222.50
Subtotals		\$	72,265.75	\$	16,175.00	\$		166,686.51	\$		269,812.11	\$	125,372.95
												\$	-

Director's Annual Commitments		Requested Amount	Recommended Amount	Directors Recommendation	
Electoral Area E Bursaries		\$ 1,000.00			
Youth Travel		\$ 2,000.00			
Totals		\$ 3,000.00	\$ 166,686.51	\$ 125,372.95	\$ -

REQUESTED Amounts March 15, 2018	
Total Fund	\$ 103,000.00
Total COMMITTED	\$ 3,000.00
Total Available	\$ 100,000.00
minus Recommended Amount	\$ 125,372.95
Total	-\$ 25,372.95

2019 Sub-Regional GIA								
Organization Name	Projects	Capital Costs Requested	Insurance Requested	Total Request	Total Project Cost	% Proposed for PRRD to fund	Recommended (75% for \$10k and under, 50% for over \$10k)	Director's Recommendation
NEW Bear Mountain Nordic Ski Assoc	Operating costs - monthly cat maintenance & diesel costs; purchase roller skis; solar panel	\$ 10,500.00		\$ 42,641.00	\$ 153,921.00		\$ 21,320.50	
Bessborough Community Club	Operating costs		\$ 4,305.00	\$ 6,000.00	\$ 11,438.85		\$ 4,500.00	
Cutbank Community Club	Replace lagoon fence; wall coverings (interior); ops - insuarnc & propane	\$ 11,467.87	\$ 6,773.94	\$ 25,336.81	\$ 34,499.03		\$ 12,668.41	
DC Sportsman's Club	Maintenance of property, buildings; expansion of yth programs; archery & shotgun improvements		\$ 12,500.00	\$ 40,000.00	\$ 137,597.67		\$ 20,000.00	
DC Youth Centre/The ARK	Operational costs - utilities, insurance some general maintenance		\$ 4,120.00	\$ 15,000.00	\$ 166,028.73		\$ 7,500.00	
Doe River Recreation	Operational/Maintenance expenses; wheelchair access at entrance; replace industrial washer; install heater (incl. electrical panel) in playroom; purchase large screen projector and DVD player; improvements to storage container, gate posts and fencing at Rodeo Grounds	\$ 4,000.00	\$ 6,000.00	\$ 11,699.91	\$ 43,450.00		\$ 5,849.96	
Farmington Community Association	General operating costs							
			\$ 3,000.00	\$ 15,000.00	\$ 26,200.00		\$ 7,500.00	
Groundbirch Recreation Commission	Insurance		\$ 2,200.00	\$ 2,200.00	\$ 2,200.00		\$ 1,650.00	
Kilkerran Recreation Commission	Improvements, repairs and maintenance to hall, insurance		\$ 1,458.00	\$ 2,000.00	\$ 2,000.00		\$ 1,500.00	
McLeod Recreation & Social Services Society	maintenance to outdoor skating rink; purchase of puck boards for curling rink; operational costs		\$ 4,007.00	\$ 20,613.76	\$ 20,613.76		\$ 10,306.88	
Rolla Ratepayers Association	Refinish flooring; new taps and counters in bathroom; gas and hydro; yard maintenance		\$ 6,000.00	\$ 16,500.00	\$ 20,511.71		\$ 8,250.00	
Sunset Prairie Recreation Commission	Operational Costs; build ramp for improved accessibility; improve exhibition building; build new chicken coops.	\$ 9,268.00	\$ 6,000.00	\$ 22,258.00	\$ 29,714.88		\$ 11,129.00	
Swan Lake Enhancement Society	Operational costs - AGM, Annual tree program, BBQ event			\$ 800.00	\$ 800.00		\$ 600.00	
Tomslake Community Cultural Association	Insurance, install sliding doors between kitchen & hall, steps at front, painting upgrades.		\$ 3,000.00	\$ 6,000.00	\$ 23,658.00		\$ 4,500.00	
Tomslake & District Recreation Commission	Maintenance and upkeep to existing facilities							
			\$ 1,950.00	\$ 16,000.00	\$ 17,314.00		\$ 8,000.00	
Tupper Community Club	Utilities and insurance		\$ 5,000.00	\$ 17,000.00	\$ 42,538.37		\$ 8,500.00	
Subtotal		\$ 24,735.87	\$ 66,313.94	\$ 216,408.48	\$ 578,565.00		\$ 112,454.24	\$ -

Director's Annual Commitment		Requested Amount	Recommended Amount	Directors Recommendation
Sub-Reg. Scholarship & Bursary	\$	3,000.00		
Youth Travel	\$	1,500.00		
Totals	\$	4,500.00	\$ 216,408.48	\$ 112,454.24 \$ -

REQUESTED Amounts March 15, 2018	
Total Fund	\$ 150,000.00
Total COMMITTED	\$ 4,500.00
Total Available	\$ 145,500.00
minus Recommended Amount	\$ 112,454.24
Total	\$ 33,045.76



PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee

Date: February 1, 2019

From: Lyle Smith, Chief Financial Officer

Subject: December 2018 Financial Report

RECOMMENDATION(S):

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

BACKGROUND/RATIONALE:

Not applicable.

ALTERNATIVE OPTIONS:

Not applicable.

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

Attachments:

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

Staff Initials:

Dept. Head:

CAO:

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 Peace River Regional District Grants-In-Aid Summary of Payables		Dec 31					
Current Year Allocation		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		103,000.00	200,000.00	103,000.00	103,000.00	103,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
AREA B		94,608.17	189,845.00	103,000.00	103,000.00	103,000.00	
	Big Bam Ski Hill	-				-	-
	Buick Creek Community Club	-	-		-	-	-
	Cache Creek Community Club	-				-	-
28,000.00	Cecil Lake Rec. Commission	-				-	-
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
-	Golata Creek Recreation Society	-		1,894.09		--	1,894.09
-	Goodlow Community Club	-		19,800.00		--	19,800.00
	Halfway Graham Community Club	-	874.96			-	874.96
24,857.00	King's Valley Christian Camp	-	-		-	24,857.00	24,857.00
19,142.00	Montney Rec. Commission	-	-	-	7,688.22	6,884.25	14,572.47
3,700.00	North Peace 4-H District Council	-	-	-	-	-	-
2,000.00	North Peace Fall Fair Society	-	-	-	-	-	-
7,750.00	North Peace Historical Society	-	-	-	-	588.59	588.59
	North Peace Light Horse Assn.	-	-			-	-
	North Peace Ride for Disabled		-				-
2,575.00	Osborn Community Club	-	2,830.05	1,656.42		1,678.00	6,164.47
11,476.00	Rose Prairie Curling Society	-	-	29.54	260.02	-	289.56
	Wonowon Horse Club		35.00		-		35.00
1,000.00	Area B Rural Bursary	-	-	-	-	-	-
1,500.00	Youth Travel		-	-	-	-	-
103,000.00	Total Area B	-	3,740.01	23,380.05	7,948.24	35,007.84	70,076.14
		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		112,025.88	100,000.00	80,000.00	80,000.00	50,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
AREA C		93,297.04	81,250.00	72,900.86	53,319.11	42,150.00	
	Big Bam Ski Hill	-					-
11,500.00	Charlie Lake Community Club	-	9,510.41	4,283.54		7,407.00	21,200.95
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
	Lake Point Golf Club	-			-		-
	North Peace 4H District Council	-					-
3,400.00	North Peace Fall Fair Society	-	-	-	-	-	-
9,250.00	North Peace Historical Society	0.00	-	-	-	2,088.58	2,088.58
15,000.00	North Peace Light Horse Assn.	-	-			-	-
1,000.00	*Area C Scholarship		-	-	-	-	-
1,000.00	Youth Travel	-	-	-	-	-	-
42,150.00	Total Area C	0.00	9,510.41	4,283.54	-	10,495.58	24,289.53

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

Youth Travel Recipient Information ***

Date	Recipient	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Approved	Area B											
	Midget Predators Provincials Hockey										150	
	NPSS Provincial Curling										50	
	High School Rodeo of BC Northern Region	1,000	500			500				500		
	High School Rodeo of BC Northern Region - Megan Smith	500					500					
	U18 Team Tremblay									250		
	U18 Team Boorse									500		
	Mixed Doubles Team Lawrence/Smith									250		
	Team Tremblay Juvenile boys curling (PRA league)	500							500			
	TOTAL granted for year		500	1,500	0	1,500	1500	1500	1500	1500	1500	
	TOTAL used		500	0	0	500	500	0	500	1500	200	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	0 *
Approved	Area C											
	Midget Predators Provincials Hockey										50	
	NPSS Provincial Curling										50	
	Inconnu Swim Club	300		300								
	High School Rodeo of BC Northern Region	2,000	500		500	500		500		500		
	U18 Predators Girls Hockey Team - Provincials									500		
	TOTAL granted for year		1,000	1,000	1,000	1,000	1000	1000	1000	1000	1000	
	TOTAL used		500	300	500	500	0	500	0	1000	100	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	0 *
Approved	Area E											
	3 Nations Midget Hockey	650		350		300						
	Auroras Speed Skating Club	250		250								
	Chetwynd District Minor Hockey - Lonestar Tier 3 PeeWee Provincials									500		
	Chet Girls Club Volleyball	1,050	250		500		300					
	Chet Scotiabank Bantam Giants Hockey	850	350		500							
	Chet Secondary Boys Wrestling	350	350									
	Chet Secondary Girls Volleyball	3,250	250		200	800		1000	1000			
	Chet Talisman Energy Pee Wee Giants Hockey	500			500							
	Electric Eels Swim Club	600		300	300							
	Chetwynd Secondary Highschool Golf Team	300				300						
	Dawson Creek Juvenile Girls Curling	500					500					
	Taylor Dutka - DC Curling U18 PRA Curling									250		
	Chetwynd Midget Giants	500						500				
	High School Rodeo of BC Northern Region									250		
	Chetwynd U16 Club Volleyball - Chargers	500						500				
	U16 Girls Club VB Chetwynd Raiders	500							500			
	U14 CW Raiders Girls VB									500		
	U17 CW Raiders Girl Club VB									500		
20-Dec-18	Chet Sr. Boys Volley Provincials										150	
	TOTAL granted for year		2,000	2,000	2,000	2,000	3005.26	2000	2000	2000	2000	0
	TOTAL used for year		1,200	900	2,000	1,400	800	2000	1500	2000	150	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	0 *
Approved	Sub-Regional											
	DCSS - South Peace Campus Peace Rugby Girls										250	
	DCSS - South Peace Campus Track & Fid Provincials										150	
	Midget Predators Provincials Hockey										50	
	Northern BC High School Rodeo	2,000			1,000	1,000						
	DC U14 Volleyball Team Dynamite	500							500			
	DCVC U17_18 Girls Volleyball	500							500			
	Juvenile Boys Curling Team (alberta league)	500							500			
	Ron Pettigrew Sr. Boy Basketball									500		
	DC Volleyball Club u15, u16, u17_18									1000		
20-Dec-18	DCSS Grade 9 Girls Volleyball										250	
	TOTAL granted for year		1,500	1,500	1,500	1,500	1500	1500	1500	1500	1500	0
	TOTAL used for year		0	0	1,000	1,000	0	0	1500	1500	700	0
	BALANCE Remaining		0	0	0	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		Date Claimed
		Amount	Remaining	
2018	Grace Giesbrecht	1,000	0	31-Dec-18
2017	Brittney Hein	1,000	0	14-Aug-17
2016	Kelsey Young	1,000	0	11-Aug-16
2015	Robyn Bickford	1,000	0	25-Aug-15
2014	Rebecca Hedges	1,000	0	3-Sep-14
2013	Makayla MacLeod	1,000	0	13-Aug-13
2012	Eliza Li	1,000	0	2012
2011	Talia Miller	500	0	2011
2010	Kendra Young	500	0	2010
TOTAL		5,000	0	

Area C Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2018	Allison Ostle	1,000	0	21-Sep-18
2017	Justin Fehr	1,000	0	27-Jul-18
2016	Rachel Kalkman	1,000	0	25-Aug-16
2015	Kevala Van Volkenburg	1,000	0	6-Aug-15
2014	Dylan Kassian	1,000	0	23-Aug-14
2013	Daisy Petrucci	1,000	0	15-Aug-13
2012	Stephanie Sutherland	1,000	0	2012
2011	Hannah Leber	500	0	2011
2010	Tawny Hosker	500	0	2010
TOTAL		5,000	0	

Area E Bursary

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

Sub-Regional Bursary & Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2018	Prestin Sorken	1,500	0	28-Sep-18
2018	Connor Riley	1,500	0	5-Dec-18
2017	Taylor Schweitzer	1,500	0	13-Jul-18
2017	Nadia Richer	1,500	0	16-Aug-18
2016	Ashley Schweitzer	1,500	0	Jan-17
2016	Kalen Dorer	1,500	0	Sep-16
2015	Paula Chudley	1,500	0	31-Aug-15
2015	Ben Van Spronsen	1,500	0	14-Sep-15
2014	Theran Basset	1,500	0	15-Jan-15
2014	Landon Farrow Trades	1,500	0	16-Sep-14
2013	Brenna McCullough - Academic	1,500	0	25-Sep-13
2013	Brad Skytte - Trades	1,500	0	2-Jul-13
2012	Kole Pierce	1,500	0	2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0	2013
2011	Anders Carlstad	1,500	0	2011
2011	Gary Gordon	1,500	0	2011
2010	Erica Woolf	1,500	0	2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0	2010
TOTAL		16,500	0	

Fair Share Commitments				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
December 2018								
January 1, 2018 opening balance				1,890,070.14	1,781,370.61	3,140,642.86	2,792,605.75	9,604,689.36
Total interest earned (Paid annually)				29,243.55	25,364.25	50,433.91	44,973.37	150,015.08
								-
COMMITMENTS	Date Committed	Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B								
Clearview Arena Society; Crawl Space Remediation	Apr 16, 2018	1,000.00		1,000.00				-
Electrical Extension Grants	Ongoing	4,000.00		4,000.00				-
FSJ Library (45,500 in 2018, 2019, 2020)	Nov 16, 2017	167,800.00	31,300.00	45,500.00				91,000.00
NP Cultural Centre (30,000 in 2018, 2019, 2020)	Nov 16, 2017	118,125.00	28,125.00	30,000.00				60,000.00
NP Fall Fair; Display Buildings	May 16, 2013	17,600.00	14,172.26					3,427.74
NP Light Horse Assoc; Indoor Arena Improvements	Mar 15, 2018	15,000.00						15,000.00
Rural Fire Protection Expansion Feasibility (CL)	Feb 16, 2017	10,000.00	8,794.54					1,205.46
Rural Gasification (Includes possible \$k for Blueberry Commune per Apr 16/15)	Oct 20, 2001; Apr 16, 2015	680,000.00	32,367.25					647,632.75
Waste Water Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
		1,013,525.00	114,759.05	80,500.00	-	-	-	818,265.95
Area C								
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	38,350.00			28,687.50			9,662.50
Electrical Extension Grants	Ongoing	4,000.00			4,000.00			-
FSJ Airport Sub Water Metering Initiative	Feb 18, 2016	25,000.00	10,177.93					14,822.07
FSJ Library (15,000 in 2018, 2019, 2020)	Nov 16, 2017	60,000.00	15,000.00		15,000.00			30,000.00
NPAS; Airport Swr Pumps & Maintenance	Dec 7, 2015	26,289.38	4,157.98					22,131.40
NP Cultural Centre (14,062 in 2018, 2019, 2020)	Nov 16, 2017	56,248.00	14,062.00		14,062.00			28,124.00
Old Fort Slide Residents; Emergency Support	Oct 16, 2018	250,000.00			150,098.60			99,901.40
Rural Fire Protection Feasibility (CL)	Feb 16, 2017	10,000.00	8,750.00					1,250.00
Waste Water Truck Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
		469,887.38	43,397.91	-	211,848.10	-	-	205,891.37
Area D								
Bear Mnt Nordic Ski Assn; Bisette Crk Culvert & Bridge Repair	Mar 16, 2017	30,000.00	27,827.10			2,172.90		-
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	6,750.00				5,062.50		1,687.50
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	80,000.00						80,000.00
Electrical Extension Grants	Ongoing	4,000.00				4,000.00		-
Rolla Sewer - Annual Oper. Grant (if required)	Feb 17, 2011	17,500.00						17,500.00
Rural Fire Protection Expansion Feasibility (DC)	Feb 16, 2017	35,000.00	25,000.00					10,000.00
Rural Gasification	Oct 20, 2011	1,000,000.00	58,798.50			8,591.76		932,609.74
Swan Lake Weir Aluminum Gates	Oct 20, 2011; Jan 24, 2018	8,133.75	8,133.75					-
		1,181,383.75	119,759.35	-	-	19,827.16	-	1,041,797.24
Area E								
Bear Mnt Nordic Ski Assn; Bisette Crk Culvert & Bridge Repair	Mar 16, 2017	10,000.00	9,275.70				724.30	-
Camp Sagitawa; Phase 1 Climbing Wall	Feb 20, 2014	20,000.00	1,102.50				4,767.00	14,130.50
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	20,000.00						20,000.00
Little Prairie Heritage Soc; Engineering/Capital Projects	May 16, 2013; Jul 20, 2017	25,000.00	10,132.50					14,867.50
Rural Gasification	Oct 20, 2011	700,000.00	2,417.25					697,582.75
Sunset Pr Rec Comm; Fair Kitchen	May 16, 2013	58,000.00	45,142.91				4,193.23	8,663.86
		833,000.00	68,070.86	-	-	-	9,684.53	755,244.61
Total Fair Share Bank Balance at Month End				1,838,813.69	1,594,886.76	3,171,249.61	2,827,894.59	9,432,844.65
Total Remaining Commitment				818,265.95	205,891.37	1,041,797.24	755,244.61	2,821,199.17
Balance After Remaining Commitments				1,020,547.74	1,388,995.39	2,129,452.37	2,072,649.98	6,611,645.48
				Area B	Area C	Area D	Area E	

Peace River Agreement Commitments					December 2018		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2018 Opening Balance							1,228,988.27	1,437,726.56	1,240,094.87	997,874.35	4,904,684.05
Total interest (paid annually)							21,613.72	33,716.67	20,915.03	23,292.61	99,538.03
Subscription PRA \$							750,000.00	750,000.00	750,000.00	750,000.00	3,000,000.00
COMMITMENTS	Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year					Remaining Commitment	
Area B											
Cecil Lake Rec Comm; Hall Door & Window Replacement	Aug 17, 2017	5,297.23		3	5,130.67					166.56	
Cecil Lake Rec Comm; Hall Flooring & Roof Project	Aug 23, 2018	36,715.39		3	36,715.39					-	
CDC; Fire Training Centre (4,375/year 2018-2022)	Apr 16, 2018	21,875.00		5	4,375.00					17,500.00	
Clearview Arena Society; Concession Area Improvements	Apr 16, 2018	10,490.00		2	10,490.00					-	
Clearview Arena Society; Upgrade Project	Apr 16, 2018	300,000.00		2						300,000.00	
Clearview Rec Facility; Property Assessment	Jan 19, 2017	50,000.00	5,400.00	2	19,886.48					24,713.52	
Buick Creek Arena; Insulation/Heating Upgrades	Oct 20, 2016	35,000.00	33,600.00	2						1,400.00	
Water Tank Loaders - Potable H2O Stn Upgrade/Develop	Oct 20, 2016; Mar 16, 2017; Nov 2	740,160.00	175,211.64	1	564,948.36					-	
										-	
		1,199,537.62			641,545.90	-	-	-	-	343,780.08	
Area C											
										-	
CDC; Fire Training Centre (6,562.50/year 2018-2022)	Apr 16, 2018	32,812.50		5		6,562.50				26,250.00	
CL Waste H2O Truck Facility; Bio-solids Mgmt Feas Study	Aug 17, 2017	50,000.00	2,600.00	9		46,700.00				700.00	
CL Waste H2O Truck Facility; Reclaimed H2O Feas/"Purple Pipe"	Aug 17, 2017	75,000.00	5,000.00	9		43,100.00				26,900.00	
CL Waste H2O Truck Facility; Reclaimed Water Project	Jul 19, 2018	533,400.00		9						533,400.00	
FSJ Airport Sub Water Distribution Maintenance Initiative	Dec 1, 2016	15,000.00	12,000.00	1						3,000.00	
Urban Systems; CL Reclaimed Water Project Grant Writing	Jul 19, 2018	5,000.00		9		5,000.00				-	
										-	
		711,212.50				101,362.50				590,250.00	
Area D											
CDC; Kiskatinaw Watershed Stewardship (30K/yr 2016-2020)	Dec 17, 2015	150,000.00	60,000.00	4			30,000.00			60,000.00	
CDC; New Fire Hall	Apr 16, 2018	600,000.00		6						600,000.00	
CDC; Fire Training Centre (15,312.50/year 2018-2022)	Apr 16, 2018	76,562.50		5			15,312.50			61,250.00	
CDC; Water Station Upgrade Project	Apr 16, 2018	375,000.00		1			375,000.00			-	
CDC; Year-Round Rec Facility Upgrades within Dawson Creek	Apr 16, 2018	187,500.00		8			187,500.00			-	
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion	Mar 16, 2017	54,150.00	1,445.55	3			52,704.45			-	
KL Community Centre Society; Security System Installation	Apr 20, 2017	5,798.00		3			5,798.00			-	
KL Sewer; Pump & Alarm System Install; Spare Pump	Feb 18, 2016	22,000.00	12,601.51	9						9,398.49	
South Peace Arts Society; Exhibition & Outreach Art Program	July 19, 2018	9,000.00		7			9,000.00			-	
South Peace Dist Crime Prevention Assn; Signs	Dec 17, 2015	4,375.00	3,909.15	4						465.85	
South Peac Dist Crime Prevention; 2018 One Call Now Subscription	Dec 20, 2018	1,400.00		4			1,400.00			-	
South Peace Health Serv Soc; Health Community House; Renos	Oct 16, 2018	25,000.00		4						25,000.00	
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replace	Jan 19, 2017	5,000.00		4						5,000.00	
Tomslake FD; Fire Pack Bush Unit	Aug 16, 2018	25,000.00		6			20,572.16			4,427.84	
										-	
		1,540,785.50					697,287.11			765,542.18	
Area E											
Chetwynd Comm Soc; 4-Peaks Building Roof	Aug 16, 2018	40,000.00		4					40,000.00	-	
Chetwynd Public Library; Design	Jan 24, 2018; May 17, 2018; Jun 21, 2018	248,000.00		7					39,243.75	208,756.25	
Chetwynd Public Library; Exterior Renovation	Dec 7, 2015	100,000.00		7						100,000.00	
CDC; Kiskatinaw Watershed Stewardship (10K/yr 2016-2020)	Dec 7, 2015	50,000.00	20,000.00	4				10,000.00		20,000.00	
CDC; Fire Training Centre (8,750/year 2018-2022)	Apr 16, 2018	43,750.00		5				8,750.00		35,000.00	
CDC; Water Station Upgrade Project	Apr 16, 2018	125,000.00		1				125,000.00		-	
CDC; Year-Round Rec Facility Upgrades within Dawson Creek	Apr 16, 2018	62,500.00		8				62,500.00		-	
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion	Mar 16, 2017	18,050.00		3				18,050.00		-	
South Peace Arts Society; Exhibition & Outreach Art Program	July 19, 2018	3,000.00		7				3,000.00		-	
South Peace Health Serv Soc; Health Community House; Renos	Oct 16, 2018	25,000.00		4						25,000.00	
										-	
		715,300.00						306,543.75		388,756.25	
Total Peace River Agreement GL Balance at Month End							1,359,056.09	2,120,080.73	1,313,722.79	1,464,623.21	6,257,482.82
Total Remaining Commitment							343,780.08	590,250.00	765,542.18	388,756.25	2,088,328.51
Balance available after remaining commitments							1,015,276.01	1,529,830.73	548,180.61	1,075,866.96	4,169,154.31
							Area B	Area C	Area D	Area E	
Spending Item Numbers:											
1 Potable Water and Water Security/Studies											
2 Arenas											
3 Halls, Trails and Walking Paths											
4 Assistance to Other Organizations											
5 Dawson Creek Fire Training Centre											
6 Fire Protection											
7 Libraries, Museums and Art Galleries											
8 Year-Round Recreation Facility Upgrades											
9 PRRD Sewer Services Assistance											
10 Natural Gas											

BCR/PRA Commitments	December 2018	Area B	Area C	Area D	Area E	Total BCR/PRA
2018 Opening Balance		60,803.14	63,831.84	28,433.99	43,852.53	196,921.50
Interest (Paid Annually)		913.55	752.95	409.41	692.52	2768.43
<u>Commitments</u>						
Total Commitments		-	-	-	-	-
<u>Expenditures</u>						
Northern Brain Injury Assoc.; Rd. Safety Campaign			500.00			
Silver Willow 4-H; 2017 Peace Lookout Cleanup			1,500.00			
City of Dawson Creek; Summer Swim Program				3,000.00	1,000.00	
Flatrock Community Cemetery Soc; Fence	4,273.10					
NP Family Superpark Society; Safety Matts & Flooring			15,240.00			
Safeway; Pouce Coupe Food Bank Donation				100.00		
NEAT, Northern Co-Hort; Farm Bus & Co-op Dev Workshop	1,000.00		1,000.00			
Total Expenditures	5,273.10	18,240.00	3,100.00	1,000.00		27,613.10
Month End GL Balance	56,443.59	46,344.79	25,743.40	43,545.05		172,076.83
Balance available	56,443.59	46,344.79	25,743.40	43,545.05		172,076.83
	Area B	Area C	Area D	Area E		

All Regional District Reserve Balances as of December 31, 2018.

R E S E R V E S	911 Emergency Capital Reserve	\$ 257,119.22	Green "Carbon" Project Reserve	\$ 24,241.48
	*BCR/PRA	\$ 172,076.83	Harp/Imp Sewer Capital Reserve	\$ 13,587.64
	Buick Creek Arena Capital Reserve	\$ 188,441.73	Harp/Imp Sewer Operating Reserve	\$ 13,586.93
	Buick Creek Arena Operating Res	\$ 80,386.27	Information System Plan Reserve	\$ 279,869.50
	Building Reserve	\$ 1,033,700.54	Insurance Reserve	\$ 486,133.27
	Charlie Lake Fire Capital Reserve	\$ 662,765.50	Kelly Lake Comm Ctr. Operating Reserve	\$ 26,692.60
	Charlie Lake Sewer Capital Reserve	\$ 273,841.64	Kelly Lake Comm Ctr. Capital Reserve	\$ 27,015.51
	Charlie Lake Sewer Operating Reserve	\$ 100,563.24	Kelly Lake Sewer Capital Reserve	\$ 11,727.40
	Charlie Lake Sewer Treatment/Disposal	\$ 356,009.61	Kelly Lake Sewer Operating Reserve	\$ 21,038.76
	Charlie Lk Waste Water Truck Facility Res	\$ 202,990.56	Landfill Closure Reserve	\$ 968,897.85
	Chetwynd Arena Capital Reserve	\$ 1,685,011.90	Medical Scholarship Residency Reserve	\$ 102,756.10
	Chetwynd Leis Cntr Capital Reserve	\$ 2,069,468.69	Moberly Lake Fire Capital Reserve	\$ 18,364.29
	Chilton Sewer Capital Reserve	\$ 33,798.35	North Pine TV Reserve	\$ 42,800.89
	Chilton Sewer Operating Reserve	\$ 29,300.01	NP Economic Development Commission	\$ -
	Chilton Sewer Debenture Reserve	\$ -	NPEDC Spark Conference Res	\$ -
	Clearview Arena Operating Reserve	\$ 88,921.26	NP Leisure Pool Building Repl Res	\$ 3,616,964.66
	CL DCC Reserve	\$ 272,315.07	NP Leisure Pool Capital Reserve	\$ 1,084,484.77
	CLFD Fundraising	\$ -	*Peace River Agreement	\$ 6,257,482.82
	CLFD Operating Reserve	\$ 31,161.33	Peace River Agreement Committee Reserve	\$ 1,034,640.30
	Comm Parks Water Capital Reserve	\$ -	Regional Parks Capital Reserve	\$ 72,648.36
	Comm Parks Water Operating Res	\$ -	Regional Parks Operating Reserve	\$ 47,251.50
	*Community Works (Gas Tax)	\$ 3,851,027.15	Rolla Creek Dyke Operating Reserve	\$ 4,751.59
	DC/PC Fire Capital Reserve	\$ 67,161.70	Rolla Sewer Capital Reserve	\$ 10,235.41
	Election Reserve	\$ 80,856.27	Rolla Sewer Operating Reserve	\$ 7,395.88
	Emergency Plan Reserve	\$ 283,296.43	*Rural (Loan Fund)	\$ 3,927,086.66
	*Fair Share	\$ 9,432,844.65	Rural Fringe	\$ 1,163,179.24
	Feasibility Reserve	\$ 307,703.59	Solid Waste Capital Reserve	\$ 6,978,119.53
	Friesen Sewer Capital Reserve	\$ 8,063.52	Solid Waste Operating Reserve	\$ 1,061,117.87
	Friesen Sewer Operating Reserve	\$ 18,599.31	Sub-Reg Recreation Insurance Reserve	\$ 116,621.53
	FSJ Airport Sewer Capital Reserve	\$ 46,890.19	Tomslake Fire Reserve	\$ 21,909.54
	FSJ Airport Sewer Operating Reserve	\$ 50,642.22	Vehicle (Admin) Reserve	\$ 167,737.76
	FSJ Airport Water Capital Reserve	\$ 14,691.38	Vehicle (BI) Reserve	\$ 17,696.40
	FSJ Airport Water Operating Reserve	\$ 29,337.44	Vehicle (SW) Reserve	\$ 101,224.57
			TOTAL	\$ 49,456,246.21

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

Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Balance
Chetwynd Communications Soc (2018)	275,000.00	275,000.00	-
NP Farmers Institute; Grain Elevator Upgrades (2021)	300,000.00	300,000.00	150,000.00
Total	575,000.00	575,000.00	150,000.00

Loan Funds Available:	3,350,000.00
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"Grants" from Loan Fund Interest	Committed	Previous Years Paid	Current Year Paid	Remaining
				-
Total	-	-	-	-

Interest Grant Funds Available:	\$577,086.66
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Total RLF Loan & Grant Available:	\$3,927,086.66
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Community Works (Gas Tax) Commitments	Project No. (If applicable)	Committed	Previous Years Paid	Current Year Paid	Remaining
Buick Creek Arena; Insulation/Heating Upgrades		5,759.44			5,759.44
Cecil Lake Recreation Commission; Windows & Doors		11,178.51		11,178.51	-
Kelly Lake Community Centre; Furnaces		10,800.30		10,800.30	-
Kelly Lake Community Centre; Upgrades	15-480	50,000.00	48,607.60		1,392.40
Osborn Community Hall; Furnace		5,617.50		5,617.50	-
Sagitawa Christian Camps		35,000.00			35,000.00
Sweetwater Parkland Farmers Institute; Furnace		19,488.00		19,488.00	-
Waste Water Receiving Facility at Charlie Lk	14-512	3,500,000.00	3,300,874.20	135,138.14	63,987.66
Tupper Community Hall; Furnace		10,500.00		7,329.00	3,171.00
					-
Total		\$3,648,343.75	\$3,349,481.80	\$189,551.45	\$109,310.50

Gas Tax Funds Available:	\$3,741,716.65
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RURAL BUDGET ADMINISTRATION COMMITTEE

DIARY ITEMS

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