



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Committee Meeting

A G E N D A

Monday, April 16, 2018
in the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC **following the EADC Meeting**

1. CALL TO ORDER - Director Sperling 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 March 15, 2018 (Page 2)
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATIONS:
7. CORRESPONDENCE:
8. REPORTS:
 - R-1 March 19, 2018 – Report from Chris Cvik, Chief Administrative Officer - Funding Partnership with the City of Dawson Creek (Page 9)
 - R-2 April 10, 2018 – Report from Jill Rickert, Community Services Coordinator - Grant Request - Clearview Arena Society - Concession Improvements (Page 32)
 - R-3 April 9, 2018 – Report from Jill Rickert, Community Services Coordinator - Youth Travel Request - Dawson Creek Secondary School, Peace Rugby Girls Team (Page 42)
 - R-4 April 10, 2018 - Jill Rickert, Community Services Coordinator - Electrical Extension Grant Request - Britta Studer (Page 48)
 - R-5 March 29, 2018 - Jill Rickert, Community Services Coordinator - Reconsideration of 2018 Grants-in-Aid Requests -Electoral Area B (Page 54)
 - R-6 March 29, 2018 - Trish Morgan, General Manager of Community Services - Clearview Arena Crawl Space (Page 57)
 - R-7 April 9, 2018 - Jill Rickert, Community Services Coordinator - Grant Request - South Peace Community Arts Council - 2018 Circus Group (Page 59)
 - R-8 March 29, 2018 - Jill Rickert, Community Services Coordinator - Gas Tax Request - Tupper Community Club (Page 70)
 - R-9 April 5, 2018 - Jill Rickert, Community Services Coordinator - Volunteer Appreciation Banquet - Grants-in-Aid (Page 80)
 - R-10 April 4, 2018 – Report from Jennifer Rudyk, Finance Clerk, - March 2018 Financial Report (Page 87)
9. DISCUSSION ITEMS:
10. NEW BUSINESS:
11. COMMUNICATIONS:
12. DIARY:
13. ADJOURNMENT:



PEACE RIVER REGIONAL DISTRICT

M-1

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: March 15, 2018

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Goodings, Meeting Chair
Director Sperling
Director Rose
Director Hiebert

Staff

Chris Cvik, Chief Administrative Officer
Shawn Dahlen, Deputy Chief Administrative Officer
Kim Frech, Chief Financial Officer
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant
Jill Rickert, Community Services Coordinator
Fran Haughian, Communications Manager

Others

Call to Order The Chair called the meeting to order at 2:40 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Rose NB-1 Spencer Tuck Park washroom facilities.

ADOPTION OF AGENDA:

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee Meeting agenda for the February 15, 2018 meeting, including Director's new business and additional items for the agenda, be adopted as amended to include Directors Notice of New Business:

CALL TO ORDER - Director Goodings to Chair the Meeting

DIRECTORS NOTICE OF NEW BUSINESS:

Director Rose – Spencer Tuck Park washroom facility assessment

ADOPTION OF AGENDA:

ADOPTION OF MINUTES:

Rural Budgets Administration Committee Meeting of February 15, 2018

BUSINESS ARISING FROM THE MINUTES:

DELEGATIONS:

CORRESPONDENCE:

C-1 Email from Sheila Neuls -Thank you from Chetwynd Secondary School Sr. Girls Volleyball Team

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Adoption of Agenda (continued)

REPORTS:

- R-1 February 20, 2018 – Report from Deborah Jones-Middleton, Protective Services Manager – Feasibility Study to Provide Fire Protection Services to all of Electoral Area 'C' and a Portion of Electoral Area 'D'
- R-2 February 21, 2018 – Report from Jill Rickert, Community Services Coordinator – Annual Budget Allocations for Recreational & Culture Grants-in-Aid
- R-3 February 26, 2018 – Report from Trish Morgan, GM of Community Services – Step Up 'N' Ride Grant Application
- R-4 March 5, 2018 – Report from Kim Frech, Chief Financial Officer – Annual Interest and Financial Commitments
- R-5 March 6, 2018 – Report from Jill Rickert, Community Services Coordinator – 2018 Recreational & Cultural Grants-in-Aid – Eligibility and Funding Review
- R-6 March 6, 2018 – Report from Trish Morgan, GM of Community Services – 2018 North Peace Regional Grad Fest Grant
- R-7 March 6, 2018 – Report from Trish Moran, GM of Community Services – North Peace Secondary School Female Curling Youth Travel Request.
- R-8 March 6, 2018 – Report from Trish Morgan, GM of Community Services – BC Peace Predators Youth Travel Request
- R-9 March 5, 2018 – Report from Jennifer Rudyk, Finance Clerk – February 2018 Financial Report

DISCUSSION ITEMS:

- DI-1 Proposed projects with the Village of Pouce Coupe
 - i Water Fill Station
 - ii Skateboard Park
 - ii Cemetery Funding and Unmarked Grave Project

NEW BUSINESS:

COMMUNICATIONS:

DIARY:

ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1
Feb. 15/18 RBAC
Minutes

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

CARRIED

CORRESPONDENCE:

C-1
Chetwynd Secondary
Sr. Girls Volleyball
Thank you

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the thank you email from the Chetwynd Secondary School Sr. Girls Volleyball Team for information.

CARRIED

REPORTS:

R-1
Feb. 20/18 – Feasibility
Study to Provide Fire
Protection Services to
all of Electoral Area 'C'
and a Portion of
Electoral Area 'D'

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve \$45,000 to fund a feasibility study to examine options for the provision of fire protection services in all of Electoral Area 'C' and a portion of Electoral Area 'D', with \$38,350 from Electoral Area 'C' Fair Share and \$6,750 from Electoral Area 'D' Fair Share.

CARRIED

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REPORTS (continued):

R-1 (continued)
Feb. 20/18 – Feasibility Study to Provide Fire Protection Services to all of Electoral Area ‘C’ and a Portion of Electoral Area ‘D’

Moved Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Board waive the Purchasing Policy to complete a feasibility study to examine options for the provision of fire protection services in all of Electoral Area ‘C’ and a portion of Electoral Area ‘D’ and that the contract be awarded to Dave Mitchell and Associates in the amount of \$45,000 - based on their familiarity with the Peace River Regional District fire departments and governance structure.

CARRIED

R-2
Feb 21./18 -Annual Budget Allocations for Recreational & Cultural Grants-in-Aid

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve the following budget allocations:

1. The 2018 Recreational & Cultural Grants-in-Aid annual allocation amounts specific to Bursary, Scholarship, and Youth Travel grants for each Electoral Area as follows:
Electoral Area B Bursary \$1,000
Electoral Area B North Peace 4H District Council \$1,000
Electoral Area B Youth Travel \$1,500
Electoral Area C Scholarship \$1,000
Electoral Area C Youth Travel \$1,000
Electoral Area E West Bursary (2 at \$500 each) \$1,000
Electoral Area E West Youth Travel \$2,000
Sub Regional Academic Scholarship \$1,500
Sub Regional Trades Bursary \$1,500
Sub Regional Youth Travel \$1,500
2. The 2018 Recreational & Cultural Grants-in-Aid annual allocation amount specific to the North Peace Regional Gradfest grant as follows:
Electoral Area B North Peace Regional Gradfest \$1,000
Electoral Area C North Peace Regional Gradfest \$1,000

CARRIED

R-3
Feb. 26/18 - Step Up ‘N’ Ride Grant Application

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a “Grants to Community Organizations” Electoral Area D grant of \$18,750 per year to the Step Up ‘N’ Ride Society, for three years starting in 2018, for the purpose of operating the service in Electoral Area D.

CARRIED

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a “Grants to Community Organizations” Electoral Area E grant of \$6,250 per year to the Step Up ‘N’ Ride Society, for three years starting in 2018, for the purpose of operating the service in Electoral Area E.

CARRIED

R-4
Mar. 5/18 – Annual Interest and Financial Commitments

MOVED Director Rose, SECONDED Director Hiebert,
That RBAC approves adding the interest earned on the reserve accounts on an annual basis to the reserve account.

CARRIED

April 16, 2018

REPORTS (continued):

R-4 (continued)
Mar. 5/18 – Annual
Interest and Financial
Commitments

MOVED Director Rose, SECONDED Director Hiebert,
That RBAC approves the removal of old and/or completed commitments as follows:

A. Gas Tax:

1. Energy & Emissions Climate Action Plan (since 2009) - \$35,124.60;
2. Electric Vehicle Charging Stations: Farmington & Charlie Lake (since 2012) - \$2,000;
3. FSJ Airport Sub Water Meters & Infrastructure: (since 2012) - \$30,000;
4. Little Prairie Heritage Society Museum Lighting: (since 2014) – \$376.15;
5. Doe River Rec Comm; Septic Tank Upgrades: (since 2014) – \$34.50; and
6. Rolla Sewer Lift Station Pumps & Electric: (since 2012) - \$4,059.60.

B. Grants from Loan Fund Interest

1. Temporary Storage to Accept Domestic Sewage - \$151,496.22 (completed).

C. Peace River Agreement (PRA):

1. Area C – CLFD Road Rescue & Medical First Responder Service Feasibility - \$2,500.00 (this phase of project complete);
2. Chetwynd Arena floor, chiller, condenser & ventilation - \$250,000 (project complete)

D. Fair Share:

1. Area B: Municipal Facilities - \$13,200 (since 2010/11 – no specific commitment;
2. Area B: Electrical Extension Grants – \$12,000 (since 2011 and gets replenished as used) – rather it be listed on-going and each application committed as it is approved;
3. Area B: Clearview Arena; crawl space - \$979.58 (since 2014);
4. Area C: FSJ Airport Sub Communal Water/Sewer Fees - \$1,359.97 (since 2014);
5. Area C: Regional Parks Improvements - \$100,000 (since 2011) – too general, remove until specific request to commit to;
6. Area C: Water & Sewer - \$500,000 (since 2007, 2011, 2013) – too general, remove until specific request to commit to;
7. Area D: Bear Mnt. Ski Assn: Ski Trails - \$10,000 (since 2014);
8. Area D: Hats n Chaps Gymkhana; Arena Rebuild - \$440.00 (since 2014);
9. Area D: Regional Parks & Trails - Trails - \$75,000 (since 2011) – wait for specific request;
10. Area D: Regional Parks & Trails – Parks - \$25,000 (since 2011) – wait for specific request;
11. Area D: Rolla Sewer – Upgrades - \$2,570.47 (since 2011) – upgrades done;
12. Area D: Rural Water Development - \$125,032.17 (since 2012) – reallocate when new project;
13. Area E: Bear Mnt. Ski Assn: Ski Trails - \$4,000 (since 2014);
14. Area E: Chetwynd & Dist. Rec Complex - \$55,721.92 (since 2010);
15. Area E: Hasler Tower Project - \$8,163.27 (since 2006 & 2010);
16. Area E: Hats n Chaps Gymkhana: Arena Rebuild - \$1,766 (since 2014);
14. Area E: Senior Assisted Living - \$30,000 (since 2009) – reallocate when new project;

CARRIED

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REPORTS (continued):

R-5
Mar. 6/18 - 2018
Recreational & Cultural
Grants-in-Aid –
Eligibility and Funding
Review

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize staff to send a letter to those applicants who are eligible to be considered for funding under the GIA policy, inviting them to attend the Spring Allocation meetings scheduled for the dates below:

Electoral Area 'B' and 'C'	April 16, 2018	Lake Point Golf and Country Club
Electoral Area 'E' West	April 17, 2018	Chetwynd & District Recreation Centre
South Peace Sub-Regional	April 18, 2018	Doe River Community Hall

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve the following changes to the 2018 Area E Grants-in-aid applications:

- Deny the GIA funding for Camp Emile and refer the group to the Grant Writer for help with an application to NDIT for a Community Hall Grant.
- Increase the funding amount for Moberly Lake Community Association from \$6,750 to the total request of \$9,000.

CARRIED

MOVED Director Rose, SECONDED Director Sperling,
That the Rural Budgets Administration Committee remove the funding for Camp Sagitawa from Area E GIA and fund the total request of \$35,000 through Gas Tax funds instead.

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Administration Budgets Committee authorize the remaining applications for Area E, as presented, be forwarded to the Grant in Aid allocation meeting on April 17, 2018.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve the following changes to the 2018 Area C Grants-in-aid applications:

- Deny funding for the Lakepoint Golf & Country Club.
- Reduce the funding for the North Peace Light Horse Association from \$30,000 to \$15,000 as the request is split with Area B
- Reduce the funding for the North Peace Fall Fair to \$3,000 as the request is split with Area B
- Deny funding for New Totem Archery Club

Further, that the Rural Administration Budgets Committee authorize the remaining applications for Area C, as presented, be forwarded to the Grant in Aid allocation meeting on April 16, 2018.

CARRIED

April 16, 2018

REPORTS (continued):

R-5 (continued...)
Mar. 6/18 - 2018
Recreational & Cultural
Grants-in-Aid –
Eligibility and Funding
Review

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve the following changes to the 2018 Area B Grants-in-aid applications:

- Reduce funding for the Cecil Lake Recreation Commission from \$70,000 to \$40,000.
- Deny funding for the North Peace 4 H District Council.

CARRIED

MOVED Chair Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee reduce the funding for the North Peace Light Horse Association from \$30,000 to \$15,000; further, that these funds be reallocated to Area B Fair Share instead of Grants-in-aid.

CARRIED

MOVED Director Rose, SECONDED Director Goodings,
That the Rural Administration Budgets Committee authorize the remaining applications for Area B, as presented, be forwarded to the Grant in Aid allocation meeting on April 16, 2018.

CARRIED

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee authorize the 2018 Sub-regional Grants-in-aid applications, as presented for a total amount of \$124,602.40, to be forwarded to the Grant In Aid Allocation meeting on April 18, 2018.

CARRIED

R-6
Mar. 6/18 - 2018
North Peace Regional
Grad Fest Grant

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve a \$2,000 grant to the North Peace Secondary School Regional Grad Fest Society to assist with the costs to host the 2018 Grad Fest event, funded as follows:

- Area B Rural Recreational & Cultural Grants-in-Aid = \$1,000
- Area C Rural Recreational & Cultural Grants-in-Aid = \$1,000

CARRIED

R-7
Mar. 6/18 - North
Peace Secondary
School Female Curling
Youth Travel Request

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve a \$100 Youth Travel grant to the North Peace Secondary School Female Curling team to assist with travel costs to attend the BC High School Provincial Curling Championships in New Westminster from March 1 to 3, 2018 – funded as follows:

- Area B Youth Travel = \$50
- Area C Youth Travel = \$50

CARRIED

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REPORTS (continued):

- R-8
Mar. 6/18 - BC Peace
Predators Youth Travel
Request
- MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve a \$250 Youth Travel grant to the BC Peace Predators to assist with travel costs to attend the Female Midget 'A' Provincial Championships in Williams Lake from March 20 to March 26, 2018, funded as follows:
- Area B Youth Travel = \$150
 - Area C Youth Travel = \$50
 - Sub-regional Youth Travel = \$50

CARRIED

- R-9
Mar. 5/18 - February
2018 Financial Report
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the February 2018 Financial Report for information.

CARRIED

DISCUSSION ITEMS:

Director Hiebert discussed potential projects he has been discussing with the Village of Pouce Coupe, including; a proposed water fill station, a proposed skateboard park and proposed cemetery funding and unmarked grave projects.

NEW BUSINESS:

- NB-1
Director Rose
- Director Rose discussed the poor condition of the washrooms at Spencer Tuck Park. The Deputy CAO advised that there is possible opportunity for assessing the condition of the outhouses. Director Rose advised that he will work with staff to arrange a Parks Committee meeting to discuss the Spencer Tuck Washrooms in an attempt to meet the FCC Spirit Grant application deadline.

COMMUNICATIONS:

The Step Up 'N' Ride funding approval will be included on the next Board Highlights.

ADJOURNMENT:

The Chair adjourned the meeting at 4:03 p.m.

Director Karen Goodings, Chair

Kelsey Bates, Executive Assistant

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REPORT

To: RBAC

Date: March 19, 2018

From: Chris Cvik, CAO

Subject: Funding Partnership with the City of Dawson Creek

RECOMMENDATION(S):

Dawson Creek Water Station Upgrade.

1. That RBAC approves committing \$375,000 from Area D and \$125,000 from Area E Peace River Agreement (PRA) funding to go towards the Dawson Creek Water Station upgrade project.
2. That RBAC recommends to the Board that the Chair and CAO sign the Water Station funding agreement.

Sub-Regional Recreation

3. That RBAC approves committing \$187,500 from Area D and \$62,500 from Area E Peace River Agreement (PRA) funding to go towards recreational and cultural projects within the City of Dawson Creek.
4. That RBAC recommends to the Board that the Chair and CAO sign the Sub-Regional Recreation Services Agreement.

Dawson Creek Fire Training Centre

5. That RBAC approves committing \$35,000 per year for a five-year period (total commitment of \$175,000). The annual funding of \$4,375 from Area B, \$6,562.50 from Area C, \$15,312.50 from Area D and \$8,750 from Area E Peace River Agreement (PRA) funding will go towards the Dawson Creek Fire Training Centre.

Dawson Creek New Fire Hall

6. That RBAC approves committing \$600,000 from Area D Peace River Agreement (PRA) funding to go towards the construction of a new Fire Hall in Dawson Creek.

Dawson Creek Rural Fire Protection Agreement

Administration has concluded negotiating a new five-year agreement with the City of Dawson Creek for rural fire protection. The negotiations were included as part of the whole set of negotiations with the City of Dawson Creek. The draft agreement will be presented to the Board for adoption and approval to sign the agreement.

Staff Initials:

Dept. Head:

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CAO:

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BACKGROUND/RATIONALE:

Administration has been working with the City of Dawson Creek on several funding partnership opportunities. The initiatives are viewed as a 'win-win' as they provide support to the City of Dawson Creek for various projects, provide guaranteed access to certain services for rural residents, and are a positive use of Peace River Agreement (PRA) funding. The funding partnership opportunities are clearly aligned with the Board's Strategic Goal of Fostering Collaboration on services with municipalities and electoral areas.

ALTERNATIVE OPTIONS:

1. The negotiations with the City of Dawson Creek were based on an "All Inclusive Offer". In other words, the recommendations are considered as a total package and not individual items subject to further negotiation. Rejection of one recommendation will require further direction to administration in respect to all of the recommendations.

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):Dawson Creek Water Station Upgrade.

The financial contribution is \$500,000 split 75/25 Area D & Area E. The cost is \$375,000 from Area D and \$125,000 from Area E. The funding comes from PRA funding "Spending Item #1 – Potable Water & Water Security/Studies". (Funding in/out through Function -1190).

Sub-Regional Recreation

The financial contribution is \$250,000 split 75/25 Area D & Area E. The cost is \$187,500 Area D and \$62,500 from Area E. The funding comes from PRA funding "Spending Item #4 – Assistance to Other Organizations". (Funding in/out through Function -7119).

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Dawson Creek Fire Training Centre

The total financial contribution of \$175,000 is allocated as \$35,000 per year for five-years. The annual funding of \$4,375 from Area B, \$6,562.50 from Area C, \$15,312.50 from Area D and \$8,750 from Area E Peace River Agreement (PRA) funding “Spending Item #5 – Dawson Creek Fire Training Centre”. (Funding in/out through Function -2412).

Dawson Creek New Fire Hall

The total financial contribution from Electoral Area D towards the new Fire Hall is \$1.2 million dollars. The amount will be raised through tax requisition and PRA funding. The Tax Requisition will consist of transferring \$60,000 per year for 10 years to Capital Reserve – Fire Hall. The PRA funding will consist of \$600,000 from PRA funding “Spending Item #6 – Fire Protection” \$600,000 from Area D. (Funding in/out through Function 2412).

Note: The taxation funds will be placed in a new reserve until required (estimated 8 years from now). The Area D PRA commitment remains in place until payment made. If payment is before the 10 years has been collected via taxation the choice would be to pay the full \$1.2M using our “loan fund” to pay the amount still to be collected via taxation and continue to collect the \$60,000 per year and repay the loan fund.

COMMUNICATIONS CONSIDERATION(S):

Administration has not planned to prepare any press release but direction from RBAC could be provided to see if the City wished to produce a joint release.

OTHER CONSIDERATION(S):

Attachments:

- Dawson Creek Water Station Agreement
- Sub-Regional Recreation Agreement
- Dawson Creek Rural Fire Protection Agreement

April 16, 2018

City of Dawson Creek Water Fill Stations Funding Agreement

THIS AGREEMENT dated for reference the ____ day of April, 2018;

BETWEEN: City of Dawson Creek,

Box 150
Dawson Creek BC, V1G 4G4
(*hereinafter referred to as the "City"*)

AND: PEACE RIVER REGIONAL DISTRICT,

1981 Alaska Avenue
P.O. Box 810
Dawson Creek, BC V1G 4H8
(*hereinafter referred to as the "Regional District"*)

WHEREAS:

- A. The City wishes to upgrade its' Water Fill Stations;
- B. The Regional District recognizes that the Water Fill Stations are utilized by rural residents and businesses and has allocated funding consideration in 2018 for cost participation with the City in upgrading the existing Water Fill Stations, which will benefit the residents and businesses of the rural areas surrounding the City;
- C. The City and the Regional District wish to enter into this Agreement to enable the City to upgrade the Water Fill Stations and enable rural residents and businesses access to the facility for a twenty year period;

NOW THEREFORE: this Agreement is evidence that in consideration of the mutual promises and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by each party, the parties covenant and agree as follows:

- 1. **Funding for Water Fill Stations Upgrade** – The Regional District hereby agrees to provide \$500,000.00 to the City to complete the Water Fill Stations Upgrade (hereinafter referred to as the "Project") in Dawson Creek.
- 2. **Equal Access** – Except as otherwise provided in this Agreement, the City hereby grants to the rural residents and businesses within the boundaries of Electoral Areas "D" and "E", access to the Water Fill Stations, located within the City.

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3. **Water Rates** - The City is solely responsible for setting fees at the Water Fill Stations and residents in Electoral Area “D” and “E” will pay the same rate as residents in the City.
4. **Term** – The term of the Agreement shall be twenty (20) years (the “Term”) commencing once the Project is complete and ready for use, and expiring twenty (20) years later.
5. **No Further Capital Liability** - The Regional District will not be required under this Agreement to incur further liabilities of a capital nature with respect to the Project, save and except as set out in this Agreement, and section 175 of the *Community Charter* does not apply to this Agreement; however, the Regional District will consider requests from the City for additional funding on a case by case basis
6. **Facility Interruption and Discontinuation** – The Regional District acknowledges and agrees:
 - (a) the City may at any and all times, shut off access to or otherwise interrupt the use of the Water Fill Stations for the purpose of making repairs, alterations or improvements, or for any other reason including permanent closure; and
 - (b) the City will not be responsible for any damages, losses, expenses, remediation costs, or harm whatsoever, caused directly or indirectly, as a result of the change or cessation in whole or in part of use of the Water Fill Stations, any other operating failure, or the Regional District’s failure to notify the occupants or businesses of the Regional District properties.
7. **Regional District’s Covenants and Agreements** – The Regional District covenants and agrees as follows:
 - (a) to promptly pay to the City within thirty (30) days of signing this Agreement the amount of \$500,000.00 for upgrades to Water Fill Stations.
 - (b) the Regional District acknowledges that all users of the Water Fill Stations must be approved by and receive a water account from the City prior to use, and that users are responsible to arrange with the City and pay for their own water accounts.
7. **Termination Due to Default** – If, and whenever
 - (a) the Regional District fails to pay \$500,000.00 to the City within thirty (30) days of the signing of this Agreement, the Agreement shall be terminated.
8. **Remedies Cumulative** – No reference to or exercise of any specific right or remedy by the City shall prejudice or preclude the City from exercising any other right or remedy, whether allowed at law or in equity or expressly provided for in this Agreement, and no such right or remedy is exclusive or dependent upon any other such remedy and the City may from time to time exercise any one or more of such remedies independently or in combination.

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9. **Notices** – Where any notice, request, direction or other communication (any of which is a “Notice”) shall be given or made by a party under this Agreement, it shall be made in writing and is effective if delivered in person, sent by registered mail addressed to the party for whom it is intended at the address set forth above in the Agreement, provided that any Notice to the City shall be to the attention of the City’s Chief Administrative Officer. Any Notice is deemed to have been given if delivered in person, when delivered; if by registered mail, when postal receipt is acknowledged by the other party; if by fax, when transmitted. The postal address of a party may be changed by notice in the manner set out in this section.
10. **No Effect on Law or Powers** – Nothing contained or implied herein prejudices or affects the City’s rights and powers in the exercise of its functions pursuant to the *Community Charter* (British Columbia) or its rights and powers under any enactment, as if this Agreement had not been fully executed and delivered.
11. **Interpretation** – In this Agreement:
 - (a) reference to the singular includes a reference to the plural and vice versa, unless the context requires otherwise;
 - (b) any enactment is a reference to that enactment as amended, revised, consolidated or replaced, and includes any regulations, orders or directives made under the authority of that enactment;
 - (c) section headings are inserted for ease of reference and are not to be used in interpreting this Agreement;
 - (d) a reference to a party is a reference to a party to this Agreement;
 - (e) time is of the essence;
12. **Entire Agreement** – The provisions in this Agreement constitute the whole of the agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.
13. **No Assignment** – The Regional District shall not assign the Regional District’s interest in this Agreement without the written consent of the City.
14. **City Discretion** – Wherever in this Agreement the approval or consent of the City is required, some act or thing is to be done to the City’s satisfaction, the City is entitled to form an opinion, or the City is given the sole discretion:
 - (a) the relevant provision is not deemed to have been fulfilled or waived unless the approval, consent, opinion or expression of satisfaction is in writing signed by the City or its authorized representative; and
 - (b) the approval, consent, opinion or satisfaction is in the discretion of the City, acting reasonably.

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15. **Severance** – If any portion of this Agreement is held invalid by a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the Agreement.
16. **Binding on Successors** – This Agreement shall inure to the benefit of and is binding upon the parties and their respective successors and assigns, notwithstanding any rule of law or equity to the contrary. This Agreement contractually obligates the City to require any future owner of the Water Fill Stations to assume the obligations of this Agreement.
17. **Laws of British Columbia** – This Agreement shall be construed according to the laws of the Province of British Columbia.
18. **Waiver or Non-Action** – Waiver by the City of any breach of any term, covenant or condition of this Agreement by the Regional District shall not be deemed to be a waiver of any subsequent default by the Regional District. Failure by the City to take any action in respect of any breach of any term, covenant or condition of this Agreement by the Regional District shall not be deemed to be a waiver of such term, covenant or condition.

As evidence of their agreement to be bound by the above terms, the City and the Regional District each have executed this Agreement on the respective dates written below:

THE CITY OF DAWSON CREEK

by its authorized signatories:

Dale Bumstead, Mayor

Duncan Redfearn, Chief Administrative Officer

Date

PEACE RIVER REGIONAL DISTRICT

By its authorized signatories:

Brad Sperling, Chair PRRD

Chris Cvik, Chief Administrative Officer

Date

April 16, 2018

Sub-Regional Recreation Funding Agreement

THIS AGREEMENT dated for reference the ___th day of April 2018;

BETWEEN: City of Dawson Creek,

Box 150
Dawson Creek BC, V1G 4G4
(*hereinafter referred to as the "City"*)

AND: PEACE RIVER REGIONAL DISTRICT,

1981 Alaska Avenue
P.O. Box 810
Dawson Creek, BC V1G 4H8
(*hereinafter referred to as the "Regional District"*)

WHEREAS:

- A. The City wishes to address the gap between what it costs to operate recreation facilities and what is received through annual funding from the Regional District to help offset the operating costs;
- B. The Regional District recognizes that the recreation facilities are utilized by rural residents and has allocated funding consideration in 2018 to address the City's concern, which will benefit the residents of the rural areas surrounding the City;
- C. The City and the Regional District wish to enter into this Agreement to enable the City to positively address the gap between what it costs to operate recreation facilities and what is received through annual funding from the Regional District;

NOW THEREFORE: this Agreement is evidence that in consideration of the mutual promises and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by each party, the parties covenant and agree as follows:

1. **Sub-Regional Recreation** – The Regional District hereby agrees to provide a one-time only \$250,000 grant to the City. In addition, the Regional District will increase the annual requisition to sub-regional recreation function as follows:
 - Increase the Rural Contribution from \$150,000 to \$175,000 in 2018 which would increase the amount raised for Dawson Creek to an estimated \$486,540; and
 - Increase the Rural Contribution to \$200,000 in 2020 which would increase the amount raised for Dawson Creek to an estimated \$554,040.

April 16, 2018

2. **Equal Access** – Except as otherwise provided in this Agreement, the City hereby agrees that the City will not introduce a two tiered user fee structure that would require rural residents to pay more than City residents to access recreational facilities.
3. **Recreation Facility Rates** - The City is solely responsible for setting fees at the Recreation Facility and rural residents in Electoral Areas “D” and “E” will pay the same rate as residents in the City.
4. **Term** – The term of the Agreement shall be ten (10) years (the “Term”) commencing on the January 1, 2018 and expiring on December 31, 2027.
5. **No Further Capital Liability** - The Regional District will not be required under the terms and conditions of this Agreement to incur further liabilities of a capital nature; however, it will consider requests for further funding for Sub-Regional Recreation activities on a case by case basis.
6. **Facility Interruption and Discontinuation** – The Regional District acknowledges and agrees:
 - a. the City may at any and all times, shut off access to or otherwise interrupt the use of the recreational facilities making repairs, alterations or improvements, or for any other reason including permanent closure; and
 - b. the City will not be responsible for any damages, losses, expenses, remediation costs, or harm whatsoever, caused directly or indirectly, as a result of the change or cessation in whole or in part of use of the recreational facilities, any other operating failure, or the Regional District’s failure to notify the occupants or businesses of the Regional District properties.
 - c. Any interruption or closure of the recreational facilities does not constitute a breach and/or termination of this agreement.
7. **Regional District’s Covenants and Agreements** – The Regional District covenants and agrees as follows:
 - a. to promptly pay to the City within thirty (30) days of signing this Agreement the amount of \$250,000.00 for sub-regional recreational projects; and
 - b. to increase the Rural Contribution in 2018 and 2020 as outlined under Section 1 of this agreement.
 - c. to conduct a review of the sub-regional recreation funding model and bylaw prior to the end of this agreement.

April 16, 2018

8. **Termination Due to Default** – If, and whenever the Regional District fails to pay \$250,000.00 to the City within thirty (30) days of the signing of this Agreement, the Agreement shall be terminated.
9. **Remedies Cumulative** – No reference to or exercise of any specific right or remedy by the City shall prejudice or preclude the City from exercising any other right or remedy, whether allowed at law or in equity or expressly provided for in this Agreement, and no such right or remedy is exclusive or dependent upon any other such remedy and the City may from time to time exercise any one or more of such remedies independently or in combination.
10. **Notices** – Where any notice, request, direction or other communication (any of which is a “Notice”) shall be given or made by a party under this Agreement, it shall be made in writing and is effective if delivered in person, sent by registered mail addressed to the party for whom it is intended at the address set forth above in the Agreement, provided that any Notice to the City shall be to the attention of the City’s Chief Administrative Officer. Any Notice is deemed to have been given if delivered in person, when delivered; if by registered mail, when postal receipt is acknowledged by the other party; if by fax, when transmitted. The postal address of a party may be changed by notice in the manner set out in this section.
11. **No Effect on Law or Powers** – Nothing contained or implied herein prejudices or affects the City’s rights and powers in the exercise of its functions pursuant to the *Community Charter* (British Columbia) or its rights and powers under any enactment, as if this Agreement had not been fully executed and delivered.
12. **Interpretation** – In this Agreement:
- a. reference to the singular includes a reference to the plural and vice versa, unless the context requires otherwise;
 - b. any enactment is a reference to that enactment as amended, revised, consolidated or replaced, and includes any regulations, orders or directives made under the authority of that enactment;
 - c. section headings are inserted for ease of reference and are not to be used in interpreting this Agreement;
 - d. a reference to a party is a reference to a party to this Agreement; and
 - e. time is of the essence;
13. **Entire Agreement** – The provisions in this Agreement constitute the whole of the agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.
14. **No Assignment** – The Regional District shall not assign the Regional District’s interest in this Agreement without the written consent of the City.

April 16, 2018

- 15. City Discretion** – Wherever in this Agreement the approval or consent of the City is required, some act or thing is to be done to the City's satisfaction, the City is entitled to form an opinion, or the City is given the sole discretion:
- a. the relevant provision is not deemed to have been fulfilled or waived unless the approval, consent, opinion or expression of satisfaction is in writing signed by the City or its authorized representative; and
 - b. the approval, consent, opinion or satisfaction is in the discretion of the City, acting reasonably.
- 16. Severance** – If any portion of this Agreement is held invalid by a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the Agreement.
- 17. Binding on Successors** – This Agreement shall inure to the benefit of and is binding upon the parties and their respective successors and assigns, notwithstanding any rule of law or equity to the contrary. This Agreement contractually obligates the City to require any future owner of the Water Fill Station to assume the obligations of this Agreement.
- 18. Laws of British Columbia** – This Agreement shall be construed according to the laws of the Province of British Columbia.
- 19. Waiver or Non-Action** – Waiver by the City of any breach of any term, covenant or condition of this Agreement by the Regional District shall not be deemed to be a waiver of any subsequent default by the Regional District. Failure by the City to take any action in respect of any breach of any term, covenant or condition of this Agreement by the Regional District shall not be deemed to be a waiver of such term, covenant or condition.

April 16, 2018

As evidence of their agreement to be bound by the above terms, the City and the Regional District each have executed this Agreement on the respective dates written below:

THE CITY OF DAWSON CREEK

by its authorized signatories:

Dale Bumstead, Mayor

Duncan Redfearn, Chief Administrative Officer

Date

PEACE RIVER REGIONAL DISTRICT

By its authorized signatories:

Brad Sperling, Chair PRRD

Chris Cvik, Chief Administrative Officer

Date

April 16, 2018

RURAL FIRE PROTECTION AGREEMENT

This agreement dated for reference the _____ day of _____, 2018.

BETWEEN:

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

(Regional District)

OF THE FIRST PART

AND:

City of Dawson Creek
Box 150,
Dawson Creek, BC V1G 4G4
[the "City"]

OF THE SECOND PART

WHEREAS the Regional District has pursuant to "Dawson Creek - Pouce Coupe Rural Fire Protection Local Service Area Establishment By-law No. 710, 1990", and all amendments thereto, (herein called the Dawson Creek—Pouce Coupe Rural Fire Protection Local Service Area). established a local service area as shown on the attached Schedule 'A' to this Agreement;

AND WHEREAS the Regional District has, on behalf of its rural residents, negotiated with the City to provide fire protection and control services to the portion of the local service area as shown on the attached Schedule 'B' to this Agreement (hereinafter called the "Dawson Creek Rural Fire Protection Area").

AND WHEREAS pursuant to Section 13 of the Community Charter, the Board of the Regional District consents to the provision of the Services (as defined in Section 1) by the City in accordance with the terms of this Agreement;

AND WHEREAS the City has lawfully established a fire department (hereinafter referred to as the "Fire Department"), and the Fire Department has sufficient capacity to supply rural fire protection and control services to the Rural Fire Protection Area;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the promises and the mutual covenants hereinafter contained and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, the parties hereto covenant and agree each with the other as follows:

1. RURAL FIRE PROTECTION AREA SERVICES (hereinafter referred to as "the Services")

- 1.1 The City shall, through its Fire Department, provide rural fire protection and control services to and for the Dawson Creek Rural Fire Protection Area to the extent and standard as may be reasonably expected of a responsible municipal fire department in the Province of British Columbia given the resources available in the Dawson Creek Rural Fire Protection Area, and without limiting the generality of the foregoing, the Services supplied by the Fire Department to the Rural Fire Protection Area shall include:

April 16, 2018

- a. Answering and responding to all fire emergency calls from the Rural Fire Protection Area in the same order of priority as if fire emergency calls from the Dawson Creek Rural Fire Protection Area were fire emergency calls made from within the City of Dawson Creek;
 - b. Attending at fire emergencies in the Dawson Creek Rural Fire Protection Area with all necessary equipment for the purpose of controlling and extinguishing fires;
 - c. Conducting regular inspections as may be required of premises within the Dawson Creek Rural Fire Protection Area to locate conditions which may cause a fire or increase the danger of a fire or increase the danger of persons therein, such inspections to be with the same frequency and to the same standard as inspections conducted in the City of Dawson Creek; and
 - d. Generally coordinating and implementing all those services which may be necessary for or incidental to the investigation, prevention and suppression of fires or matters within the Dawson Creek Rural Fire Protection Area which are normally within the scope of responsibility of municipal fire departments in British Columbia pursuant to laws in force from time to time in British Columbia.
- 1.2 The City, through its Fire Department, shall ensure that it has, at all times, all necessary personnel and maintains and operates all necessary equipment to provide the Services to the Dawson Creek Rural Fire Protection Areas as set out herein.
- 1.3 The City is the “Authority Having Jurisdiction” in relation to the Fire Department, as contemplated by and defined in the British Columbia Fire Service: Minimum Training Standards – Structure Firefighters Competency and Training Playbook (the Playbook). The City’s Fire Department will meet or exceed the minimum requirements of the Playbook.
- 1.4 The Regional District agrees that, by entering this Agreement, the Fire Chief and/or Designated Alternate is authorized to exercise all the powers, duties and functions that are assigned to the Fire Chief and/or Designated Alternate under the City of Dawson Creek Fire Protection Bylaw as may be amended or replaced from time to time, within the Dawson Creek Rural Fire Protection Area. In providing the Services, the Fire Department is authorized to exercise the same powers and authorities within the Rural Fire Protection Area as are granted to the City of Dawson Creek Fire Department under the City of Dawson Creek Fire Protection Bylaw.

2. TERM OF AGREEMENT

- 2.1 The Term of this Agreement (hereinafter referred to as “the Term”) shall be a period of five (5) years commencing January 1, 2018 and ending on December 31, 2022.

3. PAYMENT FOR FIRE PROTECTION SERVICES

- 3.1 For each year of the Term **April 16, 2018**, the Services to the Dawson Creek Rural Fire Protection Area, the Regional District shall pay to the City a sum (hereinafter referred to as the “Annual Payment”), as defined in the attached Schedule ‘C’

ANNUAL PAYMENT SCHEDULE of this Agreement.

- 3.2 The Regional District shall pay the Annual Payment for each calendar year to the City within the first two weeks in August of each year during the Term.

4. CAPITAL CONTRIBUTION

- 4.1 The Regional District does not contribute annual funding to the Dawson Creek Fire Department "Capital Reserve".
- 4.2 The Regional District owns a 'Tender' and an 'Engine' that are provided to the Dawson Creek Fire Department in lieu of contributions to a City of Dawson Creek "Capital Reserve".
- 4.3 The Regional District will contribute to and maintain its own "Capital Reserve" for the purpose of replacement of the 'Tender' and 'Engine' as required.
- 4.4 Notwithstanding the clauses included within this section, the Regional District agrees to provide capital funding for the Dawson Creek Fire Hall based on the terms and conditions provided in the attached "SCHEDULE 'E' DAWSON CREEK FIRE HALL".

5. OPERATIONAL CONTRIBUTION

- 5.1 The Regional District will contribute toward the operation of the Dawson Creek Fire Training Centre in accordance with the attached "Schedule 'D' DAWSON CREEK FIRE TRAINING CENTRE".

6. REPORTING REQUIREMENTS

- 6.1 The City shall provide such information to the Regional District as the Regional District may from time to time reasonably require, including, without limiting the generality of the foregoing, an annual statement of the activities of the City's Fire Department detailing responses to emergency calls within the Dawson Creek Rural Fire Protection Area and other information concerning the Services.

7. FIRE DEPARTMENT MANAGEMENT COMMITTEE

- 7.1 The parties hereto agree to establish a "Fire Department Management Committee" consisting of the following members:
- a. The Director of Electoral Area "D"; and
 - b. The Mayor or representative of the City of Dawson Creek;

For certainty, the Fire Department Management Committee is not a committee under the Community Charter.

- 7.2 The Fire Department Management Committee shall:
- a. Establish and maintain a liaison between the Regional District and the City respecting this Agreement;
 - b. Review any proposals from the Fire Department for capital expenditures or expansion of the Service, **April 16, 2018**;
 - c. Review and make recommendations for settlement of any disputes between

the parties hereto arising out of this Agreement.

8. INDEMNITY AND INSURANCE:

8.1 The Regional District hereby indemnifies, saves harmless, releases and forever discharges the City from and against any and all manner of actions, causes of actions, claims, debts, suits, losses, liabilities, costs, demands and expenses, whatsoever, whether known or unknown (collectively "Claims"), in any way arising from, in connection with or attributable to the actions of Regional District in the provision of the fire protection services in the service area under this Agreement, except where such Claims are caused or attributable to the negligence of the City, or its employees, servants, agents, volunteers and contractors.

8.2 The City hereby indemnifies and saves harmless the Regional District from and against any and all claims, actions, causes of action, demands, or suits of any kind arising from the City's provision of the Rural Fire Protection Services under this Agreement, excluding any claims, actions, causes of action, demands, or suits that arise from the gross negligence or willful default of the Regional District or its employees, servants, agents, volunteers and contractors.

8.3 Each party agrees to procure and maintain in force at its own cost during the entire term of this Agreement, a comprehensive general liability policy, policies and/or program.

8.4 The Regional District agrees to procure and maintain, as part of the agreement, insurance for the two vehicles owned by the Regional District, and provided to the City for the purpose of providing the Services.

8.5 The City agrees to procure and maintain, as part of the Services, during the entire term of this Agreement, automobile insurance on owned and/or leased vehicles as required by the laws of British Columbia, and as required under any motor vehicle lease agreement.

8.6 The City agrees to procure and maintain, as part of the Services, during the entire term of this Agreement, workers' compensation coverage for all employees and volunteers employed by the Fire Department, whether as career, work experience, volunteer, or paid-on-call members.

9. RENEWAL

9.1 No later than six (6) months prior to the expiry of the Term, the Regional District shall deliver notice to the City whether it wishes to renew, extend or renegotiate this Agreement. For clarity, the parties are not obligated to renew, extend or renegotiate this Agreement.

10. TERMINATION

10.1 Either party to this Agreement may terminate this Agreement by giving to the other party written notice of termination, providing the other party with at least one year (12 months) notice.

April 16, 2018

11. NOTICES

- 11.1 Any notice given hereunder to the City shall be well and sufficiently given if sent by pre- paid registered mail or delivered to the City addressed as follows:

The City of Dawson Creek
Box 150, 10105- 12A Street,
Dawson Creek BC V1G 4G4
Attention: Chief Administrative Officer

Any such notice shall be deemed to have been given if delivered by hand, when delivered; and if mailed, on the second business day following that on which it was mailed.

- 11.2 Any notice given hereunder to the Regional District shall be well and sufficiently given if sent by pre-paid registered mail or delivered to the Regional District addressed as follows:

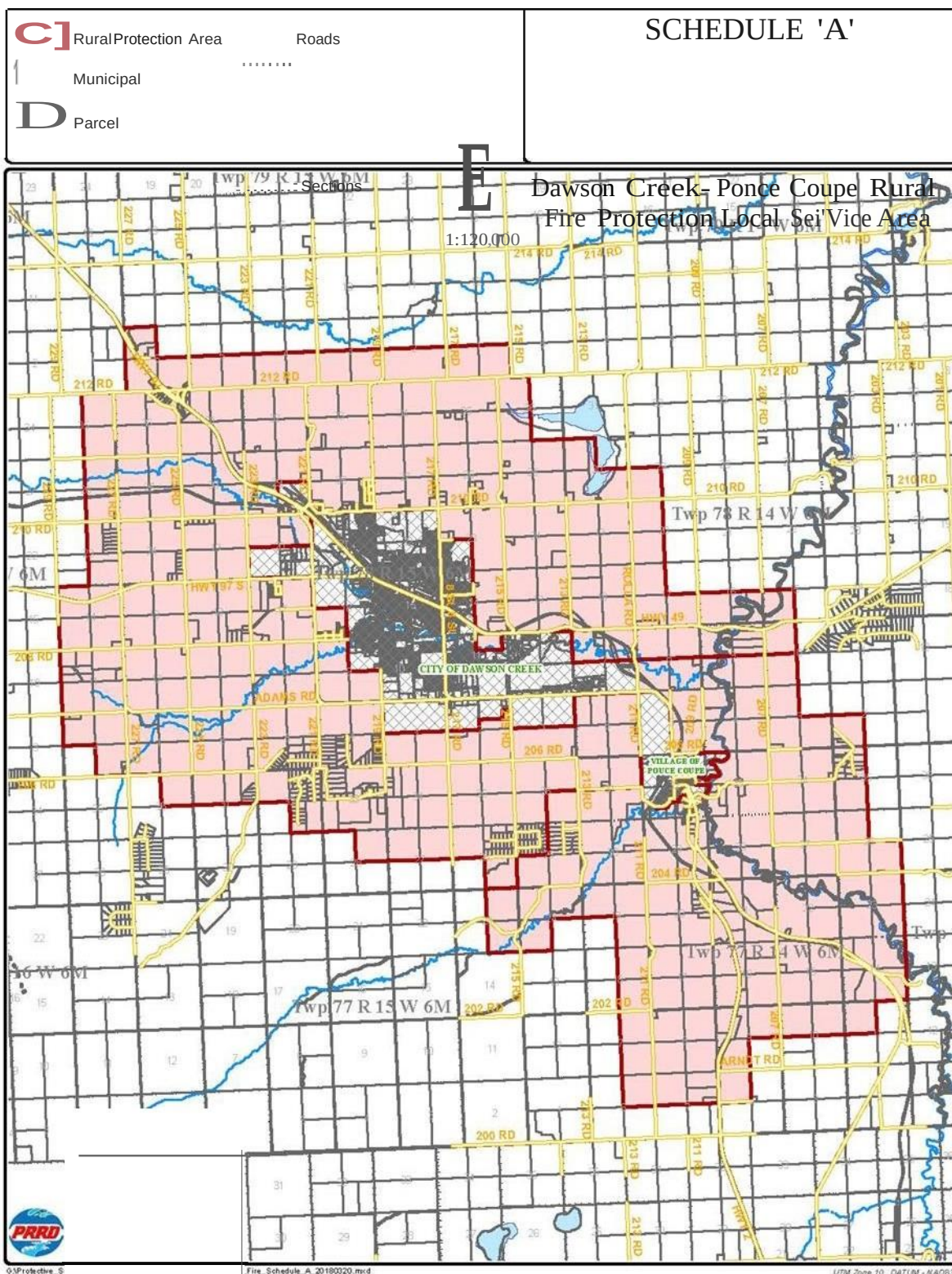
Peace River Regional District
Box 810, 1981 Alaska Avenue,
Dawson Creek BC V1G 4H8
Attention: Chief Administrative Officer

Any such notice shall be deemed to have been given if delivered by hand, when delivered; and if mailed, on the second business day following that on which it was mailed.

12. GENERAL

- 12.1 The City shall perform its obligations under this Agreement in compliance with all laws in force in the Province of British Columbia from time to time. In the event that additional rural fire protection services are required within the rural fire protection zone due to a change in legislation or due to any other reason outside the control of the City, then the City has the option to either terminate or renegotiate this agreement with the Regional District prior to the effective date of the said change.
- 12.2 The parties hereto covenant and agree that shall upon the reasonable request of the other party, make, do, execute or cause to be made, done or executed, all such further and other lawful acts, deeds, things, devices and assurances whatsoever for the performance of the terms and conditions of this Agreement.
- 12.3 If at any time during the Term the parties hereto shall deem it necessary or expedient to make any alteration or addition to this Agreement they may only do so by means of a written Amendment signed by both parties which shall be attached to and form part of this Agreement.
- 12.4 Time shall be of the essence of this Agreement.
- 12.5 Neither of the parties hereto may assign any of their rights and obligations hereunder.
- 12.6 This Agreement shall enure **April 16, 2018** and be binding upon the respective successors of the parties hereto.

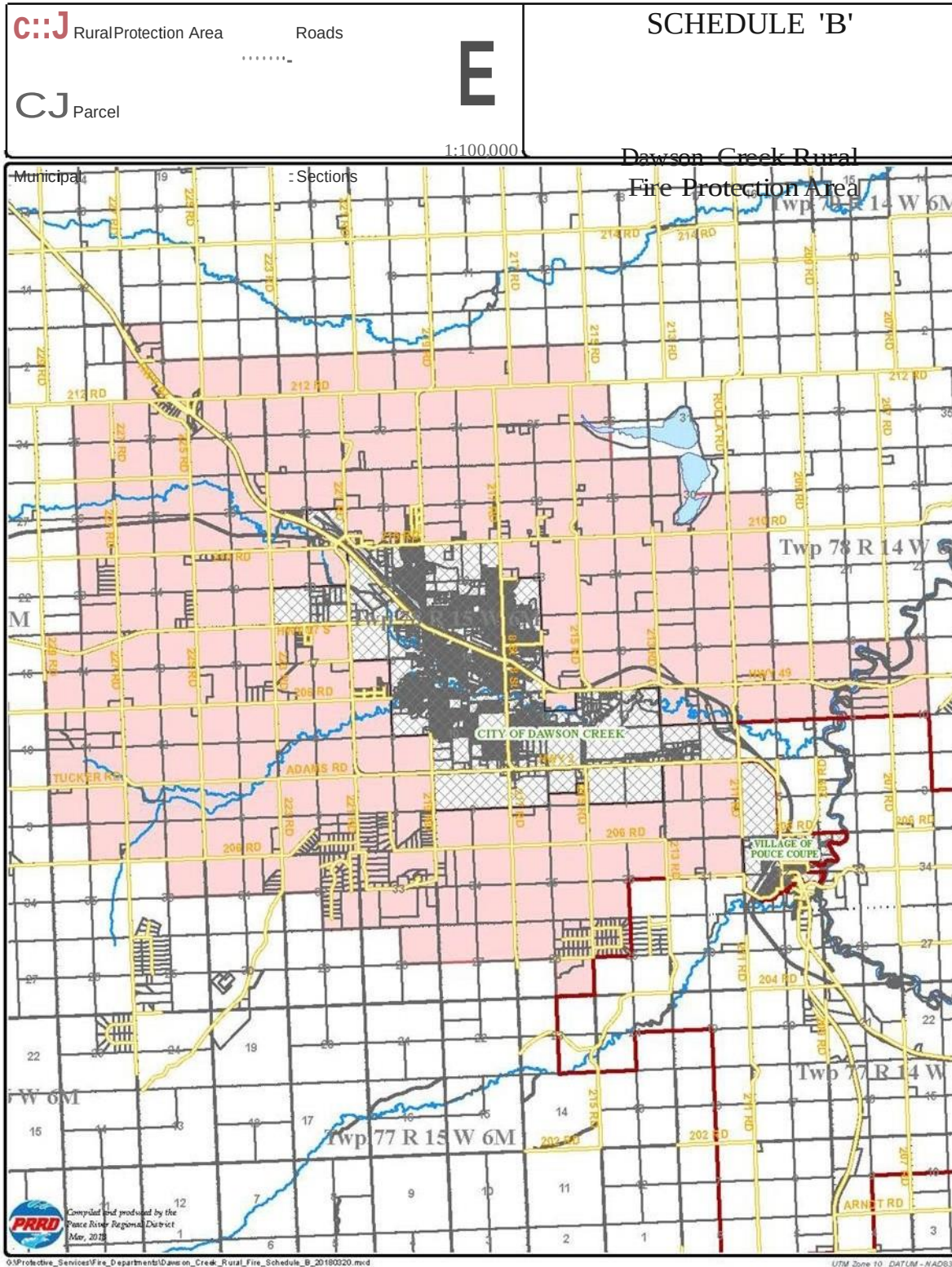
SCHEDULE 'A'



C:\p\w\0130 Jim L and by th
P=c 1crRt &11Xte--ic1
AW,2rHl

April 16, 2018

SCHEDULE 'B'



April 16, 2018

SCHEDULE 'C'
ANNUAL PAYMENT SCHEDULE

Year	Increase	Amount
2017	Base Year	\$225,240
2018	Approx. 8% (\$19,760)	\$245,000
2019	Approx. 7% (\$17,700)	\$262,700
2020	Approx. 2% (\$ 7,800')	\$270,500
2021	Approx. 2% (\$ 5,500)	\$276,000
2022	Approx. 2% (\$ 6,000)	\$282,000

April 16, 2018

Schedule 'D'

DAWSON CREEK FIRE TRAINING CENTRE

The Regional District will contribute \$175,000 toward the operation of the Dawson Creek Fire Training Centre. The funding will be provided through annual payments of \$35,000 per annum over a five year period. This annual contribution will ensure that the fire departments listed in the table below will be exempt from paying day rates and charges.

Fire Department	5 year Total Contribution	Annual Contribution
Charlie Lake; Taylor Dawson Creek Pouce Coupe Tomslake Chetwynd Moberly Lake	\$175,000	\$35,000

April 16, 2018

SCHEDULE 'E'

DAWSON CREEK FIRE HALL

The Regional District will provide 10% up to a maximum of \$1.2 million in capital funding towards the renovation or construction of the City of Dawson Creek Fire Hall; further the funding be contingent upon:

- i. the City commencing construction on the Project within the first ten years;
and
- ii. the City and the PRRD agreeing to a rural fire protection agreement with a five-year term commencing upon completion of the Project.

April 16, 2018



REPORT

To: Rural Budgets Administration Committee

Date: April 10, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Grant Request – Clearview Arena Society – Concession Improvements

RECOMMENDATION(S):

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

BACKGROUND/RATIONALE:

The concession at the Clearview Arena is a benefit to the successful operation of the facility. It not only provides a much needed service to the patrons of the arena, but also assists the facility financially through the revenue it generates. Over the years, the concession has aged and has now reached a point where it requires some improvements in order to continue to successfully operate. The Clearview Arena Society, has identified the following necessary upgrades and is requesting financial support from the Regional District to complete them.

1. Install new commercial flooring.
2. Install new commercial countertops.
3. Install stainless steel panels to existing cupboards, grills and deep fryer.
4. Repairs and upgrades to the drywall and ceiling.

The Clearview Arena Society is a registered not-for-profit organization and is in good standing with the Societies Act of BC. The Society operates the facility and receives an operating grant from the Peace River Regional District through a tri-party agreement that includes School District 60.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant application from the Clearview Arena Society and provide no funding to assist with the cost of the improvements to the concession at the Clearview Arena.
2. That the Rural Budgets Administration Committee provide further direction to staff.

April 16, 2018

Staff Initials: *J. Rickert*

Dept. Head: *L. Morgan*

CAO: *Ch. Birk*

Page 1 of 2

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

As of the March 2018 Financial Report, the balance for Electoral Area B Peace River Agreement funds was \$612,742.68.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachment: Grant Application – Clearview Arena Society, Concession Improvements

R-2



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: 50059688

Community Club or Group Name:

Clearview Arena Society

Mailing Address: Box 73

City: Goodnow

BC

Postal Code: V0C 1S0

Civic Address: 13786-223 Road

Contact Person: Debbie Smith

Alternate Person: Matt Bruha

Tel: 250-781-3304

Tel: 250-261-5860

Fax: 250-781-3308

Fax:

Email: debynstruckling@xplornet.ca

Email: mbruha@tem7a.com

CLUB EXECUTIVES

President: Matt Bruha

Vice President: Shayne Marshall

Treasurer: Debbie Smith

PROJECT COSTS

Total Cost of Project: \$10489.62

Amount Requested per year: \$10489.62

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.

Concession Upgrade:

Remove old flooring, Repair cement floor and prep, Install non slip, food grade Commercial vinyl flooring.

Remove and install new countertops. and

Install 2 stainless steel countertops and install stainless steel to sides of cupboard and under grille and deep fryer. Repair drywall and ceiling.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Debbie Smith

Date:

April 7/18

For Office Use Only

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

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca

☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

April 16, 2018

R-2

Concession Upgrade

Braun's flooring -
(flooring)

\$ 5672.93

Home Hardware -
(countertops)

\$ 1344.69

Arcotech -
Stainless Steel Counters &
Flooring

\$ 1792.00

Dion Brekkaas -
(countertops & drywall)

\$ 1680.00

\$ 10489.62

April 16, 2018

R-2

Page 1

ES800822

Braun's Flooring

QUOTE

Sold To	Ship To
CLEARVIEW ARENA BOX 73 GOODLOW, BC V0C 1S0	

Quote Date	Primary #	PO Number	Quote Number
03/07/18	250-781-3550	KITCHEN#2	ES800822

Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
	ALTRO WALKWAY	TO BE PICKED	364.00	SF	5.00	1,820.00
WELDING ROD	WELDING ROD	WELD ROD	70.00	LF	1.25	87.50
	LABOUR		1.00	EA	2,650.00	2,650.00
E360 4GAL	ADHESIVE E360 4GAL	E360 HOMO.SHEET VINYL 4GAL	1.00	EA	174.95	174.95
07	GRIP-RITE BASE 4"	CHARCOAL	120.00	FT	1.25	150.00
440 HENRY	ADHESIVE HENRY 440 COVE 30 OZ.	HENRY 440 COVE BASE ADHESIVE	1.00	EA	8.15	8.15
COVE BASE	BASE ADHESIVE 30 OZ					
ADHESIVE						
ULTRAFLEX RS	MORTAR ULTRAFLEX RS GREY 50LB	ULTRAFLEX RS GREY 50LB	1.00	EA	52.19	52.19
GREY 50LB						
TRAVEL	TRAVEL		368.00	KM	1.25	460.00

— 03/08/18 —

1:16PM —

Sales Representative(s):

JAMIE HUCKER

Material: 2,292.79

Service: 3,110.00

Misc. Charges: 0.00

GST: 270.14

Sales Tax: 0.00

QUOTE TOTAL: \$5,672.93

Less Payment(s): 0.00

BALANCE DUE: \$5,672.93

April 16, 2018

Subject **Fwd: Laminate c-top pricing**
From Sherri Munro <clvarena@gmail.com>
To darynstrucking <darynstrucking@xplornet.ca>
Date 2018-04-02 08:09

Home Hardware

R-2

----- Forwarded message -----

From: **Val Looy** <vall@hhfsj.com>
Date: Sat, Mar 17, 2018 at 12:27 PM
Subject: Laminate c-top pricing
To: clvarena@gmail.com

Hi Sherri,

I received dim. from Ron's Renovations on the c-top. His overall length is 120 5/8" - the 5/8" rounds it up to 11 ft instead of 10'. It would **change the Etchings quote to \$ 1,200.61 + tax** and the **Matte finish is \$1,113 + tax.**

You and Ron can discuss if you want the extra 5/8" or not.

Regards

Val

Valerie Looy, CKD

Fort St John Home Hardware Building Centre

9820-108 St, Fort St John, BC V1J 0A7P 250-787-0371 F 250-787-7036vall@hhfsj.com**April 16, 2018**

Subject **arena**
From Sherri Munro <clvarena@gmail.com>
To darynstrucking <darynstrucking@xplornet.ca>
Date 2018-04-02 08:15

Arc.tech Welding

R-2

I still have a company coming from Dawson to look at the lobby floor removal, I don't have a quote on the stainless counters just what he wrote on paper it's about \$1600.00 plus taxes. I forward the other quotes for the lobby stuff as well just in case you need it at some point.

April 16, 2018

Dion Brekkaas

250-262-8632

April 6/2018

Quote for repairs to the Clearview Concession:

Repair cement floor between the front of the concession and the rear storage area.

Take out old countertops and replace with new countertops

Repair all damaged drywall areas.

Remove sink to install flooring and replace broken fitting on sink.

Install stainless steel countertops and stainless steel on sides of cupboards.

Labour: 20 hours @\$80.00/hour =	1600.00
	<u>80.00</u> gst
	\$1680.00

April 16, 2018

R-2

ASSET

Current Assets

Chequing Bank Account	37,891.41	
PETTY CASH	460.65	
Platinum Plan Savings Account	42,598.15	
Total Cash		80,950.21
5 Yr Redeemable Term Deposit	100,495.38	
Credit Union Shares	71.18	
Total Term Deposits		100,566.56
Accounts Receivable	6,906.10	
receivable	0.00	
Payroll Advances	0.00	
Total Receivable		6,906.10
Purchase Prepayments		0.00
Total Current Assets		188,422.87

TOTAL ASSET 188,422.87

LIABILITY

Current Liabilities

Accounts Payable		-25,705.64
Vacation payable		314.50
EI Payable	194.83	
CPP Payable	411.90	
Federal Income Tax Payable	570.83	
Total Receiver General		1,177.56
WCB Payable		1,819.62
PST Payable		0.00
GST Charged on Sales	0.00	
GST Paid on Purchases	-235.16	
GST Owing (Refund)		-235.16
Total Current liabilities		-22,629.12

TOTAL LIABILITY -22,629.12

EQUITY

Owners Equity

Retained Earnings - Previous Year	228,183.96	
Current Earnings	-17,131.97	
Total Owners Equity		211,051.99

TOTAL EQUITY 211,051.99

LIABILITIES AND EQUITY 188,422.87

April 16, 2018

Clearview Arena Society
Income Statement 01/01/2018 to 03/26/2018

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REVENUE

Sales Revenue

Yerly Ice Rentals	5,420.00
Other Ice Rentals	840.00
Skate Sharpening	1,230.85
Room Rentals	120.00
Concession Revenue	10,664.50
Concession Rentals	0.00
RD Annual Grant	0.00
Grants	0.00

Net Sales	<u>18,275.35</u>
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Other Revenue

Interest Revenue	39.14
Donations	0.00
Advertising revenue	0.00
Miscellaneous Revenue	809.00

Total Other Revenue	<u>848.14</u>
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TOTAL REVENUE	<u>19,123.49</u>
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EXPENSE

Project Development

Purchases	0.00
Freight Expense	142.73

Project Total	<u>142.73</u>
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Payroll Expenses

Wages & Salaries	20,397.44
Concession Wages	5,578.41
EI Expense	591.91
CPP Expense	1,104.22
WCB Expense	212.96
Employee Benefits	0.00

Total Payroll Expense	<u>27,884.94</u>
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General & Administrative Expe...

Accounting & Legal	800.00
Advertising & Promotions	0.00
Bad Debt Account	0.00
Concession Expense	2,278.43
Custodial Expense	785.37
Fuel Expense	129.60
Oil and Diesel Conditioner	0.00
GST Expense	0.00
License & Permits	150.00
Insurance	0.00
Interest & Bank Charges	4.00
Office Supplies	715.83
Miscellaneous	0.00
Repair & Maintenance-Building	1,038.00
Repair & Maintenance-Equipment	1,070.06
Repair & Maintenance-yard	760.00
Small Tools & Equipment Rentals	0.00
Staff Training	0.00
Telephone	256.50
Travel & Entertainment	0.00
Utilities	240.00

Total General & Admin. Expen...	<u>8,227.79</u>
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TOTAL EXPENSE	<u>36,255.46</u>
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NET INCOME	<u>-17,131.97</u>
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April 16, 2018



REPORT

To: Rural Budgets Administration Committee

Date: April 9, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Youth Travel Request – Dawson Creek Secondary School, Peace Rugby Girls Team

RECOMMENDATION(S):

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

BACKGROUND/RATIONALE:

The Peace Rugby Girls Team is comprised of athletes in grades 9 to 12 attending Dawson Creek Secondary School (DCSS) and the Peace River Regional District who won the right to compete in the Provincial by winning the Zone Championships, held on October 28, 2017 in Williams Lake, BC. The team will travel to Mill Bay, BC (located on Vancouver Island) where the team will compete for the provincial championship. This team qualified for provincials in 2017 as well; however, due to costs they were not able to attend.

The estimated cost for the transportation, accommodation and fees is \$1,000/player. The team has raised approximately \$3,000 to date through fundraising efforts such as bottle collection, snow shoveling, canvassing businesses for sponsorship and will participate in the City Clean-up Campaign. Additional approved grants are \$1,000 from the City of Dawson Creek and \$1,000 from School District# 59. All monies raised will go to the cost of travel to attend provincials. The total number of rural players participating is eight; therefore this request meets the eligibility to receive the maximum grant of \$250 as outlined in the GIA Youth Travel Policy, Schedule E.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administrative Committee deny the Youth Travel grant request.
2. That the Rural Budgets Administration Committee provide further direction to staff.

Staff Initials: *JR*

Dept. Head: **April 16, 2018**

CAO:

Cl Birk

Page 1 of 2

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

- The current balance for Sub-Regional 2018 GIA Youth Travel is \$1,450.
- If approved, the cheque will be made payable to the DCSS, South Peace Campus with the subject line Peace Rugby Girls Team.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

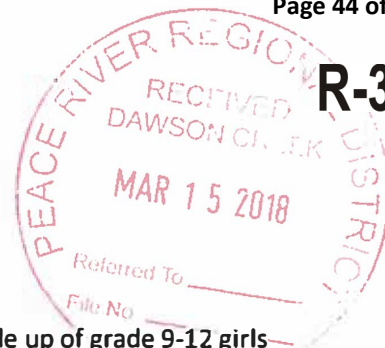
Attachment 1: DCSS Peace Rugby Girls Youth Travel Request, Letter
Attachment 2: GIA Youth Travel Policy, Schedule E

April 16, 2018

R-3

To: Peace River Regional District Rural Budgets Administration Committee

Date: March 14, 2018



I am writing to you on behalf of the Peace Rugby Girls Team. This is a team made up of grade 9-12 girls from Dawson Creek and the Peace River Regional District. On October 28th, 2017 this team competed in zone championships in Williams Lake, BC and qualified to represent the region in Rugby 7's Provincials in Mill Bay, BC.

This team would like to apply for a youth travel grant to attend Rugby 7's Provincials at Brentwood College in Mill Bay on Vancouver Island, BC from May 10-12th, 2018. Below is a description of our eligibility as per the PRRD Youth Travel Policy:

1. a) This team qualified for Girls Rugby 7's Provincials on October 28th, 2017 by competing in and winning Zones held in Williams Lake, BC.
2. a) i) The event is a Provincial Championship competition for Rugby 7's (7 players on the pitch vs Rugby 15's where there are 15 players on the pitch)

ii) There will be 1 coaches, 3 female chaperones and 8 players attending

iii) & v) The 911 Civic address and names of the players attending who reside in the electoral areas are:

5511 Rd 219 (Area D) *COACH
 3838 Rd 206 (Area D)
 3838 Rd 206 (Area D)
 5292 Rd 214 (Area D)
 5191 405th St Rolla (Area D)
 4494 Rd 220 (Area D)
 4546 Rolla Rd (Area D)
 16072 RC Campground Rd (Area D)

10699 Rd 251 (Area E)

iv) The funds will be spent on, airfare transportation to Vancouver Island, BC. and accommodations. The girls will be staying 4 to a room and will require 5 nights' accommodations.

3. a) The transportation/hotel quote has come in at \$1000.00 per person plus meals. The girls will bunk 4 to a room to make accommodations more affordable. In addition to applying for this funding the team is raising money by taking part in the community clean up, doing a bottle drive, shoveling snow and by working for a local business to earn a donation. The City of Dawson Creek approved a \$1000.00 grant and School District #59 has also committed \$1000.00 to the team.

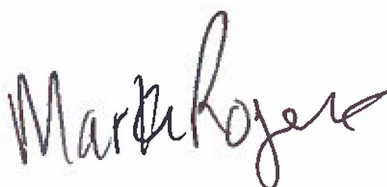
April 16, 2018

R-3

b) If this application is approved, a cheque could be payable to:
Dawson Creek Secondary School, South Peace Campus

4. a) The team will report back on the results of our competition
- b) The team will provide a photo for use by the PRRD
- c) The team will report on how the funds were spent within 30 days of the competition.

Thank you,

A handwritten signature in black ink that reads "Mark Rogers". The signature is written in a cursive, flowing style.

Mark Rogers
Coach | Peace Girls Rugby

April 16, 2018



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: April 10, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Electrical Extension Grant Request – Britta Studer

RECOMMENDATION(S):

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

BACKGROUND/RATIONALE:

Staff has provided a report to the Rural Budgets Administration Committee due to the fact that this particular applicant is asking the Committee to give consideration for the approval of a grant and for work completed on an electrical extension in 2015. The property indicated on the application is located in Electoral Area C.

In discussion with the applicant, she stated that she only found out that the Regional District approved such grants in February of this year, when she happened to be reading the Regional District website. Ms. Studer advised staff that their personal business, Saska Oilfield Services Ltd, paid BC Hydro for the cost of the work. Ms. Studer realizes that this request comes after the work was done; however, she decided to apply for the grant in an effort to recover some of the costs and she believes the work done on her property contributed to extend services for others in the neighborhood. The Committee will see that the attached grant application has not been completed by BC Hydro; however, the applicant has attached a receipt for payment, dated November 18, 2015.

In a review of the Rural Budgets Administration Committee Funding Policies, it is not identified that applicants must apply for grants prior to the work being done. However, part 2 of the Electrical Extension Grant Policy and Applicant Guide outlines that BC Hydro has to determine if the work qualifies for the grant program and sign off on the application. Given the work was completed in 2015, it would be difficult to meet this part of the process. Please refer to the attached policy.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee approve the Electrical Extension Grant request from Britta Studer and provide a grant in the amount of \$4,000 with funding to be provided by Electoral Area C Fair Share Funds.

Discussion: The Committee may want to consider that this approval sets precedence for other applicants to apply for “retroactive” approval of grants for electrical extension completed in past years and how that will affect the merit and/or intention of the grant program.

Staff Initials: *JR*

Dept. Head: *J. Morgan*
April 16, 2018

CAO:

Ch. Birk

Page 1 of 2

2. That the Committee direct staff to amend the Electrical Extension Grant Policy and Applicant Guide to include the following addition to Part 1:
 - e) All applications for Electrical Extension grants must be submitted to the Regional District prior to any work starting.
3. That the Rural Budgets Administration Committee provide further direction to staff.

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

As of the February 2018 Financial Report the balance available for Electoral Area C Fair Share funds was \$1,054,621.17.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachment #1: Electrical Extension Grant Application – Britta Studer

Attachment #2: Electrical Extension Grant Policy & Applicant Guide

Attachmnet 1

Peace River Regional District

February 8th 2018

Britta Studer

14085 252 Rd.

Charlie Lake, BC V0C1H0



250-793-2855

To whom it may concern,

I, Britta Studer, am reapplying for the Electrical Extension Grand for our 14085 252 Rd. property. Our company Saskia Oilfield Services Ltd. has paid for the amount charged by BC Hydro to extend the main power line in full.

The road was temporarily unmaintained at the time of extending the electrical services. I was not aware of the unmaintained status at that time. However, I was told to reapply by the PRRD office, once the road status is brought up to maintained status.

I had been working with Andrew Barrett, and upgraded the road. It has been inspected, and Amelia Adams went to finish up the administrative work after taking over Andrew's position with the Ministry of Highways in the summer of 2017. She confirmed the maintained road status for that part of the 252 Rd. that continues on from the 14077 to the 14085 residence.

I have attached the application and BC Hydro receipt that has been paid in full by me to BC Hydro.

I'm happy that I was able to extend services for residential housing in the PRRD. I am looking forward to hearing back from the Peace River Regional District Board on the decision made in regards to my application for having done so.

Respectfully,

A handwritten signature in black ink that reads 'Britta Studer'. Below the signature, the name 'Britta Studer' is printed in a standard black font.

April 16, 2018



PEACE RIVER REGIONAL DISTRICT
FAIR SHARE
Electrical Extension Grant Application

Page 5 R-4

Applicant (Customer) Information	
Property Owner Name	Britta Studer, Stephen Studer
Mailing Address	PO Box 374, Charlie Lake, BC V0C 1H0
Telephone Number	250 793-2855
Legal Description	Lot 1, PL: PGP 26460, Sec. 20, TWP 85, Rg 20, W6M, NW 4
Electoral Area served	C
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to BC Hydro.	
Signature of Applicant (Customer)	Britta Studer
Date	February 8-2018

Funding assistance will be limited to hydro main line extension costs (including GST) on public maintained roads to serve residential customers (excluding subdivisions).	\$ <u>11,861.85</u>
Minus	\$ 1,000
Difference	<u>10,861.85</u> A
Line A <u>10,861.85</u> x 50% =	<u>5,430.92</u> B
Maximum Grant	\$ 4,000 C
Lesser of B and C (Grant requested)	\$ <u>4,000</u> D

For BC Hydro Use Only	
Application completed by	
BC Hydro Representative name:	Phone Number:
BC Hydro Reference No.	
Date:	
For Regional District Use Only	
Approved by Electoral Area Director	Date Initials
Date cheque released to applicant (customer)	
Approved by RBAC	

April 16, 2018

GENERAL
RECEIPT NO. 2449260

DATE NOV 18 2015
MM DD YY

CODE	AMOUNT	
GST 242		
254D	11 861	85
Total Amount	11 861	85

#0768

Cheque ☒

Money Order ☐

Other ☐

Design # 3934648

BOE ☒

BOA ☐

WO# 01492892

C 3932128

Client ID 10004513
Planner Name BLA PLEUR
Deposit Amount \$11 861.85

Received From SASKIA OILFIELD SERVICES LTD
Address PO BOX 374 CHARLIE LAKE BC V0C 1H0
Particulars 14085 252 RD CHARLIE LAKE BC V0C 2P0 STEPHEN STUDER

Payment Received By (print) DESIGN	Local 64824	OCS PRINCE GEORGE
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**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

**ELECTRICAL EXTENSION GRANT
POLICY AND APPLICANT GUIDE**

1. Fair Share Grants may be paid for development of Hydro Electrification on the following conditions:
 - a) Funding assistance will be limited to hydro main line extension costs on public maintained roads to serve residential customers (excluding subdivisions).
 - b) Costs related to the service line from the main line to the residence are the responsibility of the property owner.
 - c) Regardless if a property owner is the registered owner of one or more properties, the property owner will be limited to receiving the electrical extension funding grant one time only.
 - d) The property owner will pay the first \$1,000 of main line service costs. The balance will be eligible for assistance at a rate of 50% to a maximum grant of \$4,000.

This means that where the main line costs per property are:

- up to \$1,000 - no assistance will be given;
- from \$1,001 to \$8,999 - assistance will be at the rate of 50% on the balance over \$1,000; and
- from \$9,000 and up - the maximum of \$4,000 will be given.

2. BC Hydro is responsible for completing the Electrical Extension Grant Application form, if it qualifies for the grant program.
3. The applicant (customer) is responsible for submitting the application to the Regional District.
4. The application will be reviewed at the next scheduled RBAC meeting.
5. The Regional District will mail the cheque, made payable to BC Hydro, to the applicant.
6. The applicant (customer) is responsible for getting the cheque to BC Hydro, along with their payment.
7. All documents shall indicate the applicant's (customer) name and reference number.

April 16, 2018



REPORT

To: Rural Budgets Administration Committee

Date: March 29, 2018

From: Jill Rickert, Community Services Coordinator

Subject: **Reconsideration of 2018 Grants-in-Aid Requests – Electoral Area B**

RECOMMENDATION(S):

1. That the Rural Budgets Administration Committee reconsider the following resolution from the March 14, 2018 meeting:

That the Rural Budgets Administration Committee approve the following changes to the 2018 Area B Grants-in-aid applications:

- *Reduce funding for the Cecil Lake Recreation Commission from \$70,000 to \$40,000.*
- *Deny funding for the North Peace 4 H District Council*

2. That the motion be amended by deleting the last bullet “Deny funding for the North Peace 4H District Council”.
3. That the Rural Budgets Administration Committee authorize that the application from the North Peace 4H District Council for 2018 Grants-in-Aid , in the amount of \$6,700, be forwarded to the 2018 Area B and C GIA Allocation meeting being held on April 16, 2018.
4. That the Rural Budgets Administration Committee authorize a grant in the amount of \$656.00 to the Flatrock Community Cemetery Society to assist with the cost of insurance for the cemetery, with funding to be provided from Electoral Area B Cemetery funds based on the information submitted in their 2018 Grants-in-Aid application.
5. That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,200 to the Halfway Graham Community Club to assist with the purchase of signage at the cemetery, with funding to be provided from Electoral Area B Cemetery funds based on the information submitted in their 2018 Grants-in-Aid application.

BACKGROUND/RATIONALE:

This report is being brought forward to the Rural Budgets Administration Committee at the request of Director Goodings after the updated information from the North Peace 4H District Council (NP4H) submitted in support of their 2018 Grants-in-Aid (GIA) Application was considered and further thought was given to the most appropriate use of grant funding to support the cemetery projects submitted by both Flatrock Community Cemetery Society and Halfway Graham Community Club.

Staff Initials:

J. Rickert

Dept. Head:

M. Morgan

CAO:

Ch. Birk

Page 1 of 2

April 16, 2018

Note that the authorization to include the NP4H 2018 GIA application request at the allocation meeting is what allows the request to move forward and be given considered for funding and the applicant will receive an invite to attend the April 16, 2018 meeting.

If the recommendation to authorize the grants from cemetery funding is approved, this will result in Flatrock receiving the full amount of their request and they will not need to attend the allocation meeting; however, Halfway Graham Community Club will still have a request of \$3,800 that will move forward for consideration at the allocation meeting and they will therefore be invited to attend.

ALTERNATIVE OPTIONS:

The Rural Budgets Administration Committee could decide to deny the recommendations as presented and provide further direction to staff.

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

- If approved, the 2018 Grants-in-Aid application requests for Electoral Area B would increase by \$6,700 (NP4H request amount) and decrease by \$656 (Flatrock - Cemetery) and \$1,200 (Halfway - Cemetery) resulting in a total amount requested of \$142,793.68 for GIA in Electoral Area B.
- The 2018 Financial Plan indicates that Electoral Area B has an allocation amount of \$4,000 for Cemetery Funds.

COMMUNICATIONS CONSIDERATION(S):

Staff will contact all applicants and advise them of the decisions made by the Committee and how it will affect their requests.

OTHER CONSIDERATION(S):

Attachment 1: 2018 GIA Application Request spreadsheet

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	Notes	YES / NO	GIA	PRA	Gas Ta	Other
Buick Creek Community Club	Roof Extension over hall entrance; Insurance	\$ 3,023.00	\$ 2,977.00	\$ 6,000.00	\$ 6,000.00	100%			Meets eligibility, all GIA funding has been claimed	yes	✓			
Cecil Lake Recreation Commission	Major Improvements to Hall - doors, windows, lighting, flooring in main hall, kitchen sinks	\$ 70,000.00	\$ 3,907.00	\$ 40,000.00	\$ 70,000.00	100%			Meets Eligibility; requested detailed budget for proposed projects to assist with determining best funding option. Question - use of facility versus cost to improve, may want to have facility inspected; Maybe some gas tax or PRA??	Pending	✓			NDIT \$30,000
Flatrock Community Cemetery Society	Insurance Expenses at Cemetery	\$ -	\$ 656.00	\$ -	\$ 656.00	100%			NEW applicant, meets eligibility and rural criteria; could be supported with Cemetery Funding	yes	✓			cemetery
Halfway Graham Community Club	New Fridge & BBQ; improvements to hall and announcers booth, Cemetery Signage	\$ 3,500.00	\$ 1,500.00	\$ 3,800.00	\$ 5,000.00	100%			Meets Eligibility; has not applied for GIA since 2015; Cemetery Signage \$1,200 could be funded through Area B Cemetery grant	yes	✓			cemetery \$1,200
King's Valley Christian Camp	New Roof on Hall - Reshingle, Insurance	\$ 19,000.00	\$ 9,500.00	\$ 28,500.00	\$ 28,500.00	100%			Meets Eligibility; \$8,000 2017 GIA unclaimed; Annual Report pending - society waiting on signature advised to submit asap	yes	✓			
Montney Recreation Commission	Interior Painting, Signage, Media Equip Purchase, Pioneer Wall Project, Insurance	\$ 23,894.68	\$ 2,598.00	\$ 26,492.68	\$ 26,492.68	100%			Meets eligibility, 2017 unclaimed GIA \$18,582 - society states claim to follow shortly; all projects will be completed by July 2018	yes	✓			
North Peace 4 H District Council	Signage, New Fridge & Freezer; Insurance	\$ 6,100.00	\$ 600.00	\$ 6,700.00	\$ 6,700.00	100%			Meets Eligibility, All GIA funding has been claimed	yes	✓			
North Peace Fall Fair										yes	✓			
	Signage, Insurance	\$ 1,328.00	\$ 5,472.00	\$ 3,000.00		100%			Meets all eligibility and may be considered for funding; 2017 GIA \$2634.90 unclaimed	yes	✓			
North Peace Historical Society	New doors & windows, rechink Allen Homestead house project, reroof Chapel of Holy Cross		\$ 3,610.00							yes	✓			
		\$ 18,500.00		\$ 9,250.00		100%			Meets Eligibility; unspent 2014 GIA \$53.55		✓			
North Peace Light Horse Association	Improvement to indoor arena - railings, lighting, celing and wall upgrades, snowguards		\$ 8,309.00							yes	✓			
		\$ 30,000.00		\$ -	\$ 15,000.00	100%			Meets Eligibility; within municiple boundaries - Society is GRANDFATHERED under the policy as they have been receiving GIA since 1998; requested a project budget		✓			
Osborn Community Hall	Parking lot improvements; New Hot water tank	\$ 1,800.00	\$ 775.00	\$ 2,575.00	\$ 2,575.00	100%			Meets Eligibility; unclaimed GIA \$7,845.99 (2015 \$6189.57, 2016 \$1656.42)	yes	✓			
Rose Prairie Community Curling Centre	Improvements to roof, installation, new fridge and freezer; insurance	\$ 13,000.00	\$ 3,476.00	\$ 16,476.00	\$ 16,476.00	100%			Meets eligibility, roof improvements required due to leaks, no costs over \$3,000; Total unclaimed GIA \$9,756.87 (2016 \$3,896.22; 2017 \$5860.65)	yes	✓			
Subtotal														

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

COMMITTED Annual Amounts		Directors Recommendation	Directors Commitment
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
Subtotal		\$ 142,793.68	\$ 4,500.00
Total		\$ 142,793.68	\$ 4,500.00

REQUESTED Amounts Jan. 31, 2018	
Total Fund	\$ 103,000.00
Total COMMITTED	\$ 4,500.00
Total Available	\$ 98,500.00

April 16, 2018



REPORT

To: Rural Budgets Administration Committee

Date: March 29, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Clearview Arena Crawl Space

RECOMMENDATION(S):

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

BACKGROUND/RATIONALE:

In 2014 the Clearview Arena Society applied for a \$75,000 grant to remediate the crawl space under the arena. Much of the work was completed; however, following an assessment completed by Force Engineering in 2017, it was recommended that more work be done. Force identified that the ground should not be in contact with the beams and that poly should be laid to separate the structure from the ground.

The previous commitment was for \$75,000 of which \$978.58 remained after completion of the bulk of the work. This commitment was removed at the March 2018 Rural Budgets Administration Committee meeting; however, it should have remained in place. The motion that removed the commitment could be reconsidered and amended; however a new commitment of \$1,000 is a simpler way to reinstate funds for the project.

ALTERNATIVE OPTIONS:

- 1) That the Rural Budgets Administration Committee decline to provide the Clearview Arena with a grant of \$1,000 to remediate the crawl space.
- 2) That the Rural Budgets Administration Committee provide direction to staff.

STRATEGIC PLAN RELEVANCE:

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

Staff Initials:

Dept. Head: *T Morgan*
April 16, 2018

CAO:

Ch. Burk

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FINANCIAL CONSIDERATION(S):

According to the January 2018 Financial report, Area B had \$985,124.61 in uncommitted Fair Share funds.

COMMUNICATIONS CONSIDERATION(S):

none

OTHER CONSIDERATION(S):

The following motion was passed at the March 15, 2018 RBAC.

That RBAC approves the removal of old and/or completed commitments as follows:

A. Gas Tax:

1. Energy & Emissions Climate Action Plan (since 2009) - \$35,124.60;
2. Electric Vehicle Charging Stations: Farmington & Charlie Lake (since 2012) - \$2,000;
3. FSJ Airport Sub Water Meters & Infrastructure: (since 2012) - \$30,000;
4. Little Prairie Heritage Society Museum Lighting: (since 2014) – \$376.15;
5. Doe River Rec Comm; Septic Tank Upgrades: (since 2014) – \$34.50; and
6. Rolla Sewer Lift Station Pumps & Electric: (since 2012) - \$4,059.60.

B. Grants from Loan Fund Interest

1. Temporary Storage to Accept Domestic Sewage - \$151,496.22 (completed).

C. Peace River Agreement (PRA):

1. Area C – CLFD Road Rescue & Medical First Responder Service Feasibility - \$2,500.00 (this phase of project complete);
2. Chetwynd Arena floor, chiller, condenser & ventilation - \$250,000 (project complete)

D. Fair Share:

1. Area B: Municipal Facilities - \$13,200 (since 2010/11 – no specific commitment;
2. Area B: Electrical Extension Grants – \$12,000 (since 2011 and gets replenished as used) – rather it be listed on-going and each application committed as it is approved;
3. Area B: Clearview Arena; crawl space - \$979.58 (since 2014);
4. Area C: FSJ Airport Sub Communal Water/Sewer Fees - \$1,359.97 (since 2014);
5. Area C: Regional Parks Improvements - \$100,000 (since 2011) – too general, remove until specific request to commit to;
6. Area C: Water & Sewer - \$500,000 (since 2007, 2011, 2013) – too general, remove until specific request to commit to;
7. Area D: Bear Mnt. Ski Assn: Ski Trails - \$10,000 (since 2014);
8. Area D: Hats n Chaps Gymkhana; Arena Rebuild - \$440.00 (since 2014);
9. Area D: Regional Parks & Trails - Trails - \$75,000 (since 2011) – wait for specific request;
10. Area D: Regional Parks & Trails – Parks - \$25,000 (since 2011) – wait for specific request;
11. Area D: Rolla Sewer – Upgrades - \$2,570.47 (since 2011) – upgrades done;
12. Area D: Rural Water Development - \$125,032.17 (since 2012) – reallocate when new project;
13. Area E: Bear Mnt. Ski Assn: Ski Trails - \$4,000 (since 2014);
14. Area E: Chetwynd & Dist. Rec Complex - \$55,721.92 (since 2010);
15. Area E: Hasler Tower Project - \$8,163.27 (since 2006 & 2010);
16. Area E: Hats n Chaps Gymkhana: Arena Rebuild - \$1,766 (since 2014);
14. Area E: Senior Assisted Living - \$30,000 (since 2009) – reallocate when new project.



REPORT

To: Rural Budgets Administration Committee

Date: April 9, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Grant Request – South Peace Community Arts Council – 2018 Circus Camp

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the grant application from the South Peace Community Arts Council and authorize a grant in the amount of \$1,650 to assist with costs associated with the Annual Circus Camp being held from April 9 to 13, 2018 at the Dawson Creek Secondary School; further that the funding be provided from both Electoral Area D and E - BC Rail/Peace River Agreements each in the amount of \$825.

BACKGROUND/RATIONALE:

The South Peace Community Arts Council is once again presenting their 14th Annual Circus Camp taking place in Dawson Creek. This program is an interactive circus art program for children ages 8 and up of all developmental levels, including those with autism spectrum disorder, as well as kids who do not take part in regular extracurricular activities, providing them an expressive outlet while encouraging a healthy, active lifestyle. Participants learn various circus skills including acrobatics, juggling, stilt walking, unicycle riding, costuming, wire walking, and clowning, which wraps up with a final performance showcasing their skills! The camp is facilitated by Green Fools Theatre Society from Calgary, who employ professional circus artists; their main focus is to teach circus entertainment skills that build cooperative team spirit, which helps to develop appropriate social manners, confidence, leadership skills, and respect.

In 2017 the South Peace Community Arts Council submitted a Grants-in-Aid application to request support for this same event; however, the application did not meet the GIA eligibility criteria for rural membership. The Committee supported the application request, funding it equally in the amount of \$825 from both Electoral Area D and E - BCR/Peace River Agreement funds, providing a total grant of \$1,650. The Society is requesting that the Regional District match that same grant contribution this year.

This society is a registered not-for-profit society in good standing with the Societies Act of BC. Please note that the Circus Camp has already taken place from April 9 to 13th; however, the request was submitted well in advance of those dates on March 19, 2018. The March Rural Budgets Administration Committee meeting had already occurred.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant request.
2. That the Rural Budgets Administration Committee provide further direction to staff.

Staff Initials:

Dept. Head: *J. Morgan*

April 16, 2018

CAO:

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):

As of the February 2018 Financial Report the balance available for BCR/Peace River Agreement funds are:

- Electoral Area D - \$28,433.99
- Electoral Area E - \$43,852.53

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachment# 1: South Peace Arts Council, Circus Camp 2018 – Grant Request



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: 8446

Community Club or Group Name: South Peace Community Arts Council

Mailing Address: Box 2314

City: Dawson Creek

Postal Code: V1G 4P2

Civic Address:

Contact Person: Pauline Casselman

Alternate Person: Kit (Chris) Fast

Tel: 250-719-9715

Tel: 250-782-2601

Fax: 250-782-8801

Fax:

Email: southpeacearts@gmail.com

Email: curator@dcartgallery.ca

CLUB EXECUTIVES

President: Kit (Chris) Fast

Vice President: Lisa Richmond

Treasurer: Nicole Eherer

PROJECT COSTS

Total Cost of Project: 22,665.00

Amount Requested per year: \$1,650.00

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

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

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

Please see attached documents

ATTACHMENTS REQUIRED:

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

Signature of Applicant: 

Date: Apr. 9/18.

For Office Use OnlyFair Share: B ☐ C ☐ D ☐ E ☐Gas Tax: ☐PRA: B ☐ C ☐ D ☐ E ☐ BCR/PRA: BOther: ☐☐ C ☐ D ☒ E ☒

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca

☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fs@prrd.bc.ca

April 16, 2018



South Peace Community Arts Council
Box 2314 Dawson Creek, BC V1G 4P2
Ph: 250-719-0726 or 250-782-2601
www.southpeacearts.ca

Rural Budgets Administration Committee
Peace River Regional District

March 20, 2018

Re: Circus Camp 2018 Sponsorship Request

Dear Committee Members,

We are excited to announce that Circus Camp is growing! This year we will have an additional instructor (fourth), which allows us to open registration to more children and youth. It also brings additional costs, including changing our instructor accommodation arrangements, as well as extra transportation costs. We are asking for the Peace River Regional District to match the funding they gave us last year through the Rural Budgets Administration Committee, a donation of \$1,650. I have attached a budget for your reference. We hope to see registration numbers increase to sixty students over the next two years to help cover these costs but that goal is not feasible this year. Your funding will allow us to ensure that the mentor training session continues as it comes with additional expenses but the outcome of the training is essential to the overall success of the program.

“Social benefit to the community:”

This program is an interactive circus art program for children ages 8 and up. They learn various circus skills including acrobatics, juggling, stilt walking, unicycle riding, costuming, wire walking, and clowning, which wraps up with a final performance showcasing their skills! The camp is facilitated by Green Fools Theatre Society from Calgary, who employ professional circus artists; their main focus is to teach circus entertainment skills that build cooperative team spirit, which helps to develop appropriate social manners, confidence, leadership skills, and respect. This program is open to children of all developmental levels, including those with autism spectrum disorder, as well as kids who do not take part in regular extracurricular activities, providing them an expressive outlet while encouraging a healthy, active lifestyle. They learn that not everyone fits into the cookie cutter world that they are exposed to by today's social media, and that it is okay to be different.

For the past three years, we have offered a leadership training opportunity, through our mentorship program, for student who have been in the program long term and have demonstrated maturity. Mentoring is a proven approach which allows for rich learning and development for both mentees and mentors. It is intended to support the personal development and growth of the participants. The students are mentored by the Green Fools Theatre instructors prior to camp, and then they become mentors to the students at camp, including their peers. This specialized training takes place the day before camp begins and is focused on developing effective social and problem-solving skills, to help them become better leaders, listeners, and teachers of their craft. Students get a boost in their self-confidence, as they practice self-motivation, goal setting, and interpersonal

April 16, 2018

skills which are transferable to their personal life and academic learning. Programs such as these help to build future community leaders, as these students learn to lead by example and get to see the benefit of their efforts.

It is said "it takes a community to raise a child," and that is true about this program. Circus camp is like a small family unit, supporting and nurturing participants in a welcoming, inclusive atmosphere that transcends social and cultural barriers.

This program is open to children ages 8-18, including a mentorship component to the program. 45 students and 7 mentors take part in the camp each year along with 2 staff from the Child Development Centre, and 4 circus art professional instructors from Green Fools Theatre. Approximately 100 people attend the final performance on the last day of camp.

Community partnerships: we share travel expenses with SD 59 in Chetwynd as they host a camp a week prior to ours. Like us, they have reached the maximum registration number of students allowed for the past two years. The Child Development Centre provides two staff members to help assist at camp; their clients take part in the program but they assist all participants, not just their own clients. SD59 supports us each year by donating gym space for camp as well as the use of the cafeteria, gym mats, equipment, and storage space for Green Fools Theatre specialized equipment.

TESTIMONIALS:

"I did not know I could stilt walk and when I found out I could do it I was proud." - participant.

"I improved juggling and stilt skills from last year. Feeling confident to be outgoing in a safe and supportive environment helped." - participant.

"I discovered I like to act." - participant.

"A great way to help kids come out of their shell" - Keith McKeeman.

"Thank you for organizing such a wonderful program for the kids, my daughter absolutely loved the circus camp, just wished I could have convinced her to do it a few years ago. I have to admit I am very surprised she has offered to do the performances, she is pretty shy. She refused to do the performance at the circus camp, but the instructors finally talked her into it on the last day. I know it is really helping to build her self-esteem and confidence (something she really needs)" – Karen Wozniak.

Sponsors will be recognized on our website, featured on our sponsor sign, and will be mentioned during the final performance. It is entirely through support from local businesses that we are able to continue to provide this workshop for the youth in our community.

Thank you for your time, please do not hesitate to contact me if you have any questions about this program.

Respectfully Submitted by,

Pauline Casselman
Community Coordinator

April 16, 2018

DAWSON CREEK CIRCUS CAMP Projected Budget 2018

Revenue	Amount	In-kind
Student Registration Fees @ \$125/student	\$6,500.00	
Accommodations for instructors		
Return Flights for 2 Green Fools Instructor from Vancouver		\$350.00 (split with Chetwynd)
Peace River Regional District	\$1,650.00	
Lakeview Credit Union	\$2,500.00	
Rips Shoe Re-Nu	\$250.00	
Gaming Grant	\$2,000.00	
BCAC Youth Engagement Grant	\$2,500.00	
ARC Energy	\$600.00	
Dakota Contracting Ltd.	\$400.00	
Caribou Road Services Ltd.	\$500.00	(cover flights for Mike and Sylvain)
SD59 Gym Space/Equipment & Janitorial Fee		\$1,025.00
Volunteers		\$240.00
Mentors (Volunteer)		\$2,400.00 (12 mentors @ \$10 @ 20 hrs each)
Videographer & Photographer – In-Kind		\$450.00
Program Registrations		\$700.00 (Dawson Creek Art Gallery)
Misc- Supplies/water/snacks		\$200.00 (Dawson Creek Co-op)
Advertising		\$400.00 (SPCAC)
Total Revenue	\$16,900.00	\$5,765.00

Expenses	Amount	In-kind
Green Fools Theatre Contract Fee (includes GST)	\$12,400.00	(Includes Leadership Training Session)
Return Flights for 2 Instructors from Vancouver	\$350.00	\$350.00 (spilt with Chetwynd)
Accommodations for instructors – billeted	\$2,400.00	
SD59 Gym Space/Equipment & Janitorial Fees		\$1,025.00
Advertising		\$400.00 (SPCAC)
Printing costs for posters/registration forms		\$150.00
Leadership Training Session - Pizza Meal	\$100.00	
Program Coordinator	\$750.00	
Misc- Supplies/water/snacks	\$100.00	\$200.00 (Dawson Creek Co-op)
Videographer Honorarium	\$400.00	\$300.00
Photographer Honorarium	\$200.00	\$150.00
Admin fees and postage	\$200.00	
Mentors		\$2,400.00 (12 mentors @ \$10 @ 20 hrs each)
Volunteers		\$240.00 (\$15 x 4hrs @ 4 days)
Program Registrations		\$550.00 (Dawson Creek Art Gallery)
Total Expenses	\$16,900.00	\$5,765.00

April 16, 2018

South Peace Community Arts Council
Income Statement 07/01/16 to 06/30/17

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REVENUE

Revenue

Membership	575.00
Special Events (Concert Series)	8,618.85
Differed Revenue	0.00
Home Routes: Revenue	1,019.00
Gaming Income	5,500.00
Community Futures Ace Loan	0.00
Bank Interest	27.04
Grant, Municipal	16,000.00
Canada 150 Grant	0.00
Grant, BCAC	13,387.00
Grant, Other	400.00
Revenue, Other	111.79
Circus Camp	7,171.30
Total Revenue	52,809.98

TOTAL REVENUE 52,809.98

EXPENSE

Service Expenses

Arts Week	0.00
Professional Development	0.00
Arts BC Conference	1,608.64
Web Design	263.69
Insurance	170.00
Total of Service Expenses	2,042.33

Production Expenses

Deffered Expenses	0.00
Festivals	1,367.97
Regional Juried Art Exhibition	5,702.41
Awards & Prizes	300.00
Program Support	9,600.00
Concert Series	6,060.26
Home Routes	3,368.49
Circus Camp	12,604.95
Policy Development	0.00
Special Events	63.60
Community Futures Ace Loan	0.00
Total Production Expenses	39,067.68

General & Administrative Expenses

Office Supplies & Costs	290.33
Postage	89.25
Telephone	842.08
Monthly Meetings	139.33
Memberships	370.00
Bank Charges	394.51
Financial Review	150.00
Contract Labour	0.00
Contract Wages	1,546.00
EI Expense	247.35
CPP Expense	328.55
Wage Expense	10,137.50
Promotion	856.80
Gifts	0.00
Total General & Admin. Expenses	15,391.70

TOTAL EXPENSE 56,501.71

NET INCOME -3,691.73

April 16, 2018

South Peace Community Arts Council
Balance Sheet As at 06/30/17

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ASSET**Current Assets**

Cash to be deposited	0.00	
Cash Draws	0.00	
Petty Cash	0.00	
LVCU	9,875.31	
LVCU Shares	133.99	
LVCU Plan 24	10,845.30	
Bingo Account	2,518.67	
Bingo Equity Shares	57.52	
Total Cash		23,430.79
Accounts Receivable	0.00	
Allowance for Doubtful Accounts	0.00	
Deferred Income	0.00	
Payroll Advances	0.00	
Total Receivable		0.00
Total Current Assets		23,430.79

TOTAL ASSET 23,430.79

LIABILITY**Current Liabilities**

Accounts Payable		0.00
GST Paid on Purchases	0.00	
Total PST		0.00
CPP Payable		0.00
Receiver General Tax Payable		0.00
Total Current Liabilities		0.00

TOTAL LIABILITY 0.00

EQUITY**Equity**

Retained Earnings	30,737.01	
adjustment on retained earning	-3,614.49	
Current Earnings	-3,691.73	
Total Owners Equity		23,430.79

TOTAL EQUITY 23,430.79

LIABILITIES AND EQUITY 23,430.79

April 16, 2018

**Green Fools Theatre Society**2007 10th Ave SW, Calgary, AB T3C 0K4

403.237.9010 / 403.242.7118

www.greenfools.com

December 18, 2017

Dear British Columbia Arts Council,

This is a letter of support for Pauline Casselman's application on behalf of the South Peace Arts Council for assistance to bring an extra circus instructor for their Circus North Program in Dawson Creek, BC, April 9-13, 2018.

Social circus, is an art based intervention that engages children and youth through the physicality and creativity of circus activities to lead participants to the development of self-esteem and the acquisition of social skills, artistic expression and occupational integration. Social circus activities include stilt walking, clowning, juggling, unicycle, wire walking, acrobatics, aerials, and team building. Green Fools are leaders in a global social circus movement that enriches the lives and personal development of marginalized youth who may face social or personal risk. It is a dynamic alternative approach to learning through the arts and has achieved remarkable results in altering the lives of vulnerable young people world-wide. The Green Fools have experienced the immediate impact our social circus mentorship's have on the youth living in the remote communities we have served. Green Fools have taught extensively in the area of circus arts and our outreach work has extended from Africa to the arctic. We have reach thousands of kids over the years of implementing social circus programs for marginalized youth.

Green Fools are very pleased to be partners with the South Peace Arts Council Circus North Program. We have been going to Dawson for at least the last 16 years with our social circus program. As youth return each year and become older, there is a natural leadership role that begins to develop. The older youth begin to mentor the younger youth, leading by example, and provide support and encouragement to the new participants.

Green Fools, changing the world, one kid at a time...

April 16, 2018

Because we feel passionate about inspiring youth through circus arts, we have developed a mentorship component for the older youth and provide training in leadership skills so that they can teach alongside the professional instructors.

The current program, has reached its capacity in numbers of participants because of the number of youth we can work with at one time. Currently we have 3 instructors which enables 45 youth to take part. We must keep to a 15:1 ratio for safety reasons. We would like to have more youth attend while we are there. If we could bring 4 instructors that would increase the number of participants we could have to 60. Not to mention this would mean another expert and all of their circus skills that they bring to enhance the program.

As we also run a Circus Program in Chetwynd, BC the week before this camp, this would enable us to bring this extra instructor there as well, benefitting the youth of both of these northern circus programs.

These communities have shown what you can build when you work together. Over the last 16 years we have reached well over 1300 youth with our social circus programs. With additional funding, we will be able to reach that many more. We highly recommend that you support this program as it will enrich the lives of the participants and contribute to their overall health and wellness. Please do not hesitate to contact me should you have any questions.

Thank you for your consideration.



Dean Bareham
Artistic Director
Green Fools Theatre
deanfool@greenfools.com
403.617.8995

Green Fools, changing the world, one kid at a time...

April 16, 2018

May 2016

To Whom It May Concern,

I am writing this letter to share with you my experience with the leadership training session that took place this year.

I have been involved with circus camp and Green Fools for as long as they have been coming to Dawson Creek. Every year I am amazed with the benefits of having Dean and his crew come.

This mentor training familiarized me with setting up and tearing down equipment, learning how to repair and maintain the equipment as well as bringing me closer to both junior and senior mentors. Being a mentor is a tiring, physically demanding job and having the junior mentors properly trained took an enormous weight off the parent volunteers who help out.

This year, having the mentor training was so valuable. It made this year the best yet, and as I said I've been involved for 15+ years. The junior mentor training program provided the young mentors with confidence that enabled them to interact with the camp students in a competent productive manner. Having the mentor training session provided the junior mentors with extra confidence and it was wonderful to see them bloom into these leadership roles. The relationships they have developed with each other are definitely strengthened by the extra training. These kids will be lifelong friends.

I feel this training should be part of the program as it facilitates leadership in these young adults at a time where they may be struggling to find who they are as people. In a society where 'anything goes' it is a grounding factor in keeping strong morals in these young minds; keeping the focus on being a leader and not a follower.

I personally have used the skills that I learned not only in the training session but in the camp itself. I have learned to wait and give people more of a chance to work issues out before running in to rescue. I have learned to know where to draw the line of confronting behaviors or letting behaviors go; I tend to want compliance, period; I have learned to let go a little more and have seen the creativity that can result from giving others the freedom and space to puzzle out a problem themselves before stepping in. I have also seen the benefits and boost in confidence when they do work it out independently. There is nothing more satisfying than watching a child work and work and struggle at a skill and the satisfaction and joy when they succeed.

I would love to see this training become a regular part of circus camp week.

Thank you for your time,

Sincerely, Allison Madsen

(Parent Volunteer)

April 16, 2018



REPORT

To: Rural Budgets Administration Committee

Date: March 29, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Gas Tax Grant Request – Tupper Community Club

RECOMMENDATION(S):

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

BACKGROUND/RATIONALE:

The Tupper Community Club is requesting support from the Regional District to install a new furnace system at the Tupper Hall. The need for a new unit is a direct result of repairs that were completed in December of 2017, when it was recommended to the Society that a new furnace be installed as the current system is very old and will continue to breakdown. The Society has attained a reasonable quote from AV Tech Heating and Service Limited to complete the work and install a new high efficiency model. This model will assist with the reduction of energy consumption and help to increase cost savings. The attached quote for \$10,500 includes the cost of the unit, new duct work and relocation of the gas lines.

This request meets the guidelines as outlined in the Rural Budgets Administration Committee Funding Policies. The applicant has not indicated if they are able to contribute financially toward the project; however, their financial statements submitted with the grant application demonstrate that the society operates within a limited budget.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee approves the grant application from Tupper Community Club and authorizes a grant in the amount of \$7,500 (75% of the total request) to be issued from the Community Works Gas Tax Fund, to assist with the installation of a new energy efficient gas furnace at the Tupper Community Hall.

Discussion: The current gas tax policy does not provide a guideline on how much applicants may be funded; however, if the Committee would like to have the applicant contribute financially they may wish to consider Option 1.

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

Staff Initials: *JR*

Dept. Head: *J. Morgan*

April 16, 2018

CAO:

Ch. Birk

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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):

- If approved the grant funding would be provided through the Community Works Gas Tax fund, which as of February 2018 Financial Report, has a balance available of \$2,696,944.66
- As per policy, funding would be paid to the recipient through claim reimbursement supported by receipts and/or invoices for the work done.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised in writing regarding the outcome of the grant application.

OTHER CONSIDERATION(S):

Attachment #1: Gas Tax Grant Application – Tupper Community Club

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PEACE RIVER REGIONAL DISTRICT

GRANT REQUEST APPLICATION FORM



Society: S-00007224

Date: February 26, 2018

Community Club or Group Name: Tupper Community Club

Mailing Address: PO Box 142

City: Tomslake, BC

Postal Code: V0C 2L0

Civic Address: 16010 Gundy Road

Contact Person: Iva Tuttle

Alternate Person: Richard Buller

Tel: 250 786-5348

Tel: 250 786-7913

Fax: 250 786-5533

Fax: N/A

Email: tuttleiva@gmail.com

Email: N/A

CLUB EXECUTIVES

PROJECT COSTS

President: Richard Buller

Total Cost of Project: \$10,500

Vice President: Kristy McClellan

Amount Requested: \$10,500

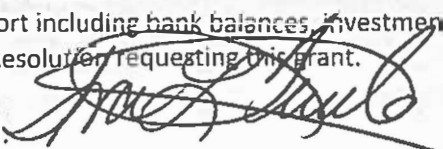
Treasurer: Iva Tuttle

Describe the project for which your organization is requesting a grant. Include volunteer/in-kind work to be provided:

Replacement of current low-efficiency gas furnace that has been causing problems with a new, more efficient furnace. This will allow us to cut our heating bill significantly. The quote is for a lump sum amount that will include new duct work, moving gas lines to code and upgrades to the entire system. Local volunteers will help as needed.

ATTACHMENTS REQUIRED:

- Project budget, including all sources of funding
- Year-end financial statements
- Current financial report including bank balances, investments, term deposits, etc.
- Copy of the Society Resolution requesting this grant.

Signature of Applicant: 

Date: February 26, 2018

For Office Use Only

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

diverse. vast. abundant.

PLEASE REPLY TO:

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

April 16, 2018

QUOTE **R-8****AV TECH HEATING & SERVICE LTD.***Quality Matters*

1436 102nd Ave Dawson Creek, BC
 Phone (250) 219-5220 Fax (250) 782-0019
 a.verdon1980@hotmail.com

INVOICE #

DATE: JANUARY 25, 2017

EXPIRATION DATE FEBRUARY 26, 2016

TO Tupper Hall
 Po Box 142
 Toms Lake, BC
 V0C 2L0

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		50 percent down, remaining due on completion	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
QUOTE INCLUDES	EI296 Lennox 70000 Btu furnace with basic thermostat		10000.00
	All other materials to install unit, pump, neutralizer, etc.		
	Customized Sheet Metal for filter rack		
	Labor to install and drop gas and move back under closer to furnace		
	Gas permits		
****	Terms of this quote also below		
		SUBTOTAL	10000.00
		GST	500.00
		TOTAL	10500.00

****This is a quotation on the goods named, subject to the conditions noted below: Quote held for 30days, 50% commitment deposit required as well as balance payable upon completion*****

To accept this quotation, sign here and return:

THANK YOU FOR YOUR BUSINESS!

April 16, 2018

Tupper Community Club
Annual Report - October 1, 2016, to September 30, 2017

	<u>Chequing Account</u>	<u>HISA</u>	<u>Shares</u>	<u>Float</u>	<u>Fund Raising</u>	<u>Hall Rent</u>	<u>Other</u>	<u>Interest</u>	<u>Fund Raising</u>	<u>Operating</u>	<u>Capital Imp</u>	<u>Other</u>
Balance Forward	\$ 8,631.09	\$ 31,430.52	\$ 64.62	\$ 500.00								
October Totals	\$ 2,238.00	\$ 1,920.93	\$ 23.96		\$ 2,118.00	\$ 60.00	\$ 60.00	\$ 23.96	\$ 774.46	\$ 171.48	\$ 524.99	\$ 450.00
November Totals		\$ 1,332.44	\$ 27.14					\$ 27.14		\$ 382.44	\$ 500.00	\$ 450.00
GIA		\$ 10,678.72					\$ 10,678.72					
December Totals		\$ 1,488.09	\$ 32.14					\$ 32.14		\$ 1,038.09		\$ 450.00
January Totals		\$ 1,016.78	\$ 32.25					\$ 32.25	\$ 195.48	\$ 371.30		\$ 450.00
February Totals	\$ 2,729.00	\$ 2,091.13	\$ 29.15		\$ 2,729.00			\$ 29.15	\$ 1,081.07	\$ 560.06		\$ 450.00
March Totals	\$ 1,557.98	\$ 1,741.14	\$ 32.30		\$ 1,479.00	\$ 78.98		\$ 32.30	\$ 566.14	\$ 725.10		\$ 450.00
	\$ 0.06	Correction							-\$ 0.06			
April Totals	\$ 90.00	\$ 1,145.70	\$ 31.28	\$ 2.56		\$ 90.00		\$ 33.84	\$ 66.80	\$ 628.90		\$ 450.00
May Totals	\$ 1,900.00	\$ 1,912.69	\$ 32.35		\$ 1,900.00			\$ 32.35	\$ 320.41	\$ 1,142.28		\$ 450.00
June Totals	\$ 1,355.00	\$ 15,262.76	\$ 18.51		\$ 1,250.00		\$ 150.00	\$ 18.51	\$ 260.30	\$ 1,552.46	\$ 13,000.00	\$ 450.00
Transfer	\$ 20,000.00	\$ 20,000.00										
July Totals		\$ 5,024.67	\$ 17.10					\$ 17.10	\$ 1,462.09	\$ 3,112.58		\$ 450.00
August Totals	\$ 9,433.25	\$ 5,127.25	\$ 17.11		\$ 8,833.25	\$ 100.00	\$ 500.00	\$ 17.11	\$ 1,940.09	\$ 937.16		\$ 450.00
September Totals		\$ 1,272.03	\$ 17.54					\$ 17.54	\$ 419.48	\$ 402.55		\$ 450.00
GIA		\$ 13,065.15					\$ 13,065.15					
Total Income:	<u>\$ 39,303.29</u>	<u>\$ 4,054.70</u>	<u>\$ 2.56</u>		<u>\$ 18,309.25</u>	<u>\$ 328.98</u>	<u>\$ 24,453.87</u>	<u>\$ 313.39</u>	<u>\$ 7,086.26</u>	<u>\$ 11,024.40</u>	<u>\$ 14,024.99</u>	<u>\$ 5,400.00</u>
Total	<u>\$ 47,934.38</u>	<u>\$ 39,335.61</u>	<u>\$ 35,485.22</u>		<u>\$ 11,222.99</u>							
Ending Balance	\$ 8,598.77											
Income from GIA	\$ 23,743.87											
Income from Transfer	\$ 20,000.00											
Income - Fundraising	\$ 18,309.25	(5 Suppers - \$9476 Corn Roast - \$8833.25)										
Income - Hall rent	\$ 328.98											
Income - Donations	\$ 650.00											
Income - Interest	\$ 313.39											
Income - Membership	\$ 60.00											
Total income	\$ 63,405.49	Operating Income: \$19,661.42										
Balance Sheet:												
LVCU Bank accounts												
Chequing	\$ 8,598.77											
HISA	\$ 35,485.22											
Shares	\$ 67.18											
Total Cash										\$ 44,151.17		
Building & Equipment (assessed value)										\$450,000.00		
no liabilities												

April 16, 2018

April 16, 2018

Tupper Community Club Meeting – December 5, 2017

**Present – Tim Schram, Cherie Nelson, Iva Tuttle, Richard Buller – guest Megan ? Not in attendance:
Tracy Lee, Kurt Gebhart, Kristie McClennan**

Meeting was called to order at 7:38 pm

**Iva read the minutes of the November meeting. There were no errors or omissions. Tim Schram moved
– Cherie seconded to accept**

**Financial report was given by Iva. Clarification of deposit from November schnitzel. Overview of
fundraising from two suppers given. Tim moved - Cherie seconded to accept**

Correspondence:

- 1. Northern Health report from Hall inspection.**
- 2. Northern Health re: water samples not being received or shown on their records.**
- 3. Regional District information on GIA meeting in Doe River on April 18 and forms for submission
of budget requests.**

Old Business:

- 1. Hall Rental rates: Cherie gave report from research through past meetings. Agreement to
charge: \$30/hour, \$200/day, \$75/kitchen use, \$1200/weekend(3 days). \$500 damage deposit
for longer terms. Checklist to be created for damage deposit. Iva moved – Tim seconded to
accept. Iva will work on contract for rental**
- 2. Iva gave report on Directors insurance quotes. Discussion on what should be the coverage.
Quoted \$1M and \$2M. Suggested that we go back for quotes for \$5M with \$1000 deductible.
Tabled until quotes are in for increased amount. Iva will also continue research into improved
liability coverage. Tim also suggested that we look at Business Interruption coverage.**
- 3. Upcoming events – Pot Luck and Christmas dinner on December 9**
- 4. GIA application for 2018 – Iva submitted request to Directors for approval. Cherie moved – Tim
seconded that budget and request be submitted**
- 5. By-law updates not done yet. Busy season**
- 6. Equalization payments are in the process of approval. BC Hydro done. PNG submitted and
haven't heard back yet.**
- 7. Signing Authority has been started at the bank. Iva and Richard have signed paperwork.
Waiting for Tim and Kristie to go in and sign paperwork. Currently only have Iva and Tim that
can sign documents or cheques until paperwork is completed.**

New Business:

- 1. Hall booking for PRRD meeting on July 26, 2018 – details to follow. Probably need a meal.**
- 2. PRRD Round Table meeting has been rescheduled to December 14 at CCA Hall Toms Lake – 7PM
Encouraged to attend.**

April 16, 2018

3. Iva asked permission to work on getting grants to cover some of the corn roast expenses. Explained that requests needed to be in to various companies/organizations early in new year in order to be put on the list for help.
4. Furnace required repair this month. We will need to have replaced as age is showing. Iva has looked into a grant to cover the cost. We need 3 quotes in order to get the grant. Iva asked permission to try to get quotes so that we can start grant process and hopefully get new furnace in before next winter.
5. Snow clearing at the Hall was done by DT Skidsteers. It was suggested before the meeting that a contract be discussed. Iva excused herself because son owns DT Skidsteers. When called back in, it was reported that the Board had agreed to have DT Skidsteers do the maintenance when they were in the area. Tim Schram said he would like the ability to do the snowplowing as a donation if he had time when it needed to be done. Agreed, as long as DT Skidsteers is notified that it has been done. (This is as it was reported when Iva returned to take notes. If not correct, please do corrections.)
6. Megan (?) from the Tupper Church was in attendance to see what needed to be done for the Christmas Pot Luck. She reported that the church was glad to be involved and she would provide some sort of program with the kids that attended.
7. Iva reported that she had bought things for goodie bags for the kids more than candy. Also that adult draw would be for 2 free meal tickets to future Tupper Suppers.

Adjournment motion by Tim at 9:15PM

Tupper Community Club – Monthly Meeting – February 9, 2017

Present: Iva Tuttle, Richard Buller, Kurt Gebhart, Cherie Nelson, Kristy McClennan

Regrets: Tim Schram, Tracy Lee Woodcox

Meeting called to order at 7:35PM by Richard Buller

Iva read the minutes of the December meeting. No errors or omissions were recognized. Motion to accept as read by Cherie, seconded by Kurt, carried

Iva gave financial report – Kurt questioned meaning of “ABP” – Motion to accept as presented by Kristy, seconded by Cherie, carried.

Correspondence:

BC Assessment notice for 2018. No taxes will be assessed, but value has decreased slightly

Old Business and business from minutes:

1. Hall rental rates will be as discussed in December meeting (\$30/hr, \$200/day, \$75/kitchen, \$1200/weekend with \$500 damage deposit). Iva presented a draft Hall Rental Agreement (attached). Discussion of contents (stricter regulations). Iva moved to accept agreement, Cherie seconded, carried. ACTION: Checklist to be developed.
2. GIA application has been submitted as approved at the December meeting. Hand delivered
3. Equalization payments have been applied for. BC Hydro is done. Waiting for PNG still.
4. Reported that signing authority at LVCU is still short some finalizing signatures. ACTION: Kristy reported she had signed. Iva will contact Tim to go in to sign as soon as possible.
5. Iva gave report on insurance research. Discussed at length. See attached report that includes Directors E&O as well as liability. Cherie moved that the Board accept Iva’s recommendations to increase liability with SportsBC when it comes due in May 2018 and to go with Hub International for Directors E&O. Kristy seconded. Carried. ACTION: Iva to notify companies of decision
6. Iva still hasn’t finished letters for Corn Roast donations. ACTION: Iva to complete and send to directors for their use too. List of people contacted to be kept for reference.
7. Iva reported on the progress of furnace replacement. Unable to get 3 local quotes. Talked to Director Hiebert and Jill Rickert at PRRD. Notify of lack of interest and get a direct quote from a trusted local contract. ACTION: Iva to continue work on contract and grant.

New Business:

1. Discussion on December supper. Need for continuity. Various suggestions for getting a better turnout and more publicity. Need to continue on the monthly basis regardless. Next Supper will be Schnitzel – February 2 – Dual tickets at door for meal – one to get meal and one for door prize which will be a ticket for two meals at next supper. ACTION: Iva to get posters. Richard will do grocery shopping and getting helpers for the kitchen. Iva will be out of town.
2. Pot Luck/ Christmas dinner discussed shortly. Very poor turnout.

April 16, 2018

3. Iva reported on the Regional District Round table meeting held on December 14 at Tomslake CCA Hall.
 - Items of interest to Tupper Community: Tate Creek Community Centre and affect it will have on our hall.
 - Grant writer position being opened at PRRD for non-profit community groups to receive help in researching and applying for available grants
 - Digital Road Atlas in the event that rural postal service is changed to road boxes instead of Post Office and the need to know your 911 address. System is looking at a way to keep rural community names instead of becoming addressed as Peace River Regional District. Iva reported need to know your location and 911 address for the new 911 emergency system also.
 - The Regional District is looking to conduct a flood hazard risk assessment for the Tomslake/Tupper area.
4. Iva reported on information received at the Encana Community Advisory Committee meeting on local road maintenance contracts. Contract is up in July 2019, but MOTI is already drafting new contracts. What do we want to see in the new contracts that is not standard that may affect how our local roads are maintained? There is a request for support from the Community Advisory Committee to identify increased maintenance, types of materials used, updated standards for equipment and processes, and other items as identified in local areas.
5. Cherie requested to reserve the hall for the Swan Lake Enhancement Society Annual General Meeting on March 18, 2018. (Sunday) Agreed to and noted
6. Kristy suggested that we look at developing a questionnaire for local residents and potential supper attendees that will help us identify how we can better serve the wants of the community and increase attendance. She also noted that the Dawson Creek City Council had noted that they had tickets to various events that could be used for non-profit organizations as prizes or gifts. ACTION: Investigate if we can utilize those tickets in door prizes.

Meeting adjourned at 9:25PM

NOTE: Iva will be gone from February 1 through 9. Will it be possible to have February meeting on February 13?

April 16, 2018



REPORT

To: Rural Budgets Administration Committee

Date: April 5, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Volunteer Appreciation Banquet - Grants-in-Aid

RECOMMENDATION:

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

DIRECTORS INFORMATION:

This report is being brought forward as a result of the following resolutions made at the December 14, 2017 Rural Budgets Administration Committee (RBAC) meeting:

R-1 Nov. 7/17 - 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."

The purpose of this report is for the Committee to review the information regarding the Grants-in-Aid (GIA) Volunteer Recognition Process prepared by staff, providing an opportunity for the Committee to give feedback to staff and/or make recommendations to amend the attached information Sheet, prior to it being presented to the community groups at the GIA Spring Allocation meetings in April.

Volunteer Banquet

Staff prepared an Information Sheet outlining the options RBAC would like brought forward as well as some discussion items. Staff anticipate that providing some suggestions for discussion will encourage and foster productive and timely group discussion at the meetings.

April 16, 2018

Staff Initials:

J. Rickert

Dept. Head:

J. Morgan

CAO:

Ch. Birk

Page 1 of 3

Option 1:

In addition to what is outlined on the Information Sheet, the Committee may wish to consider the following, if it decided to move forward with a 'bid' process:

1. What will be the expectation of the proponent?
2. What will be the expectations of staff and Directors?
3. Will RBAC select the proponent?
4. What process will be used to determine which proponent will provide the best banquet?
5. If it is determined that a Volunteer Banquet will happen in 2018, how does the Committee intend to fund it?

Option 2:

If the community groups are in favour of "discontinuing" the Volunteer Appreciation Banquet, staff will need to bring forward a recommendation to the May RBAC meeting, to amend the Schedule K- Rural Recreation Volunteer Banquet recommending the removal of the Volunteer Banquet wording resulting in a new Schedule K that outlines only the Awards process. The Committee may want to give some consideration to the following:

1. Consideration of funds for volunteer recognition requests from community organizations as part of the GIA applications, which may result in a shift in requested project funding.
2. How the Committee would like to see this decision, if supported, be communicated to the community groups.

Award Recognition Process:

The information below outlines the new process (as per the above recommendations); however, staff would like the Committee to give some thought on how to move forward in developing a process to implement this. Please provide feedback on the following:

Implementation:

1. To continue with the current volunteer award selection process, where community groups submit volunteer names to be recognized;
2. Award Nomination packages will be sent out in November of each year along with the GIA Application packages
3. Submission Deadline for the nominations would be January 31st
4. RBAC would adjudicate the nominations at the February RBAC meeting and determine the award recipients;
5. Would the awards be presented in person at the Spring Allocation meetings each year for each area;
6. Would the awards be mailed directly to the recipient or mailed out?
7. Staff would advise the Nominators of the results and presentation of the award;
8. As the Awards Recognition is part of the Schedule K – depending on the outcome of the Volunteer Banquets, amendments may need to be made.
9. If the Volunteer Banquet is discontinued, how much of the budget will be dedicated to the Awards Recognition Process?
10. Is the Committee open to the groups suggesting to add more award categories to the current process?

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

- In 2017 the budget amount for the Annual Volunteer Banquet has been \$6,500.
- In 2018, no funding was budgeted for the Annual Volunteer Banquet; therefore if it is determined to host a 2018 Annual Volunteer Banquet, the funding to support this will need to come from Fair Share, PRA or BCR.
- All financial amounts for future Annual Volunteer Banquets will need to be budgeted accordingly.

COMMUNICATIONS CONSIDERATION(S):

Staff will present options for future Volunteer Banquets and Awards Recognition as outlined in the attached Information Sheet as part of the 2018 GIA Allocation Meeting Agendas.

OTHER CONSIDERATION(S):

Attachment #1: Information Sheet – Grants-in-Aid Volunteer Recognition
Attachment #2: Schedule “K” – Rural Recreation Volunteer Banquet



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?



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.



REPORT

To: Rural Budgets Administration Committee

Date: April 4, 2018

From: Jennifer Rudyk, Finance Clerk

Subject: March 2018 Financial Report

RECOMMENDATION(S):

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

BACKGROUND/RATIONALE:

Not applicable

ALTERNATIVE OPTIONS:

Not applicable

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

Attachments:

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

April 16, 2018

Staff Initials: 

Dept. Head: 

CAO: 

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**Peace River Regional District Grants-In-Aid
Summary of Payables**

4-Apr-2018

Current Year Allocation		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		103,000.00	200,000.00	103,000.00	103,000.00	103,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
		94,608.17	189,845.00	103,000.00	4,500.00	4500.00	
AREA B							
	Big Bam Ski Hill	-				-	-
	Buick Creek Community Club	-	-		-	-	-
	Cache Creek Community Club	-				-	-
	Cecil Lake Rec. Commission	-				-	-
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
-	Golata Creek Recreation Society	-		13,771.76		--	13,771.76
-	Goodlow Community Club	-		38,700.00		--	38,700.00
	Halfway Graham Community Club	-	874.96			-	874.96
	King's Valley Christian Camp	-	-		-	-	-
	Montney Rec. Commission	-	-	-	18,582.00		18,582.00
1,000.00	North Peace 4-H District Council	-	-	-	-	1,000.00	1,000.00
	North Peace Fall Fair Society	-	-	-	535.00	-	535.00
	North Peace Historical Society	-	-	-	-	-	-
	North Peace Light Horse Assn.	-	-			-	-
	North Peace Ride for Disabled		259.51				259.51
	Osborn Community Club	-	6,189.57	1,656.42	0.00	-	7,845.99
	Rose Prairie Curling Society	-	-	2,093.29	4,908.02		7,001.31
	Wonowon Horse Club		35.00		-		35.00
1,000.00	Area B Rural Bursary	-	-	-	-	1,000.00	1,000.00
1,500.00	Youth Travel		-	-	-	1,300.00	1,300.00
4,500.00	Total Area B	-	7,359.04	56,221.47	24,025.02	4,300.00	91,905.53
		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	
		93,297.04	81,250.00	72,900.86	3,000.00	3,000.00	
AREA C							
	Big Bam Ski Hill	-					-
-	Charlie Lake Community Club	-	9,510.41	7,720.28			17,230.69
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
	Lake Point Golf Club	-			-		
	North Peace 4H District Council	-					-
	North Peace Fall Fair Society	-	-	-	3,096.45		3,096.45
	North Peace Historical Society	53.55	-	-	-		53.55
	North Peace Light Horse Assn.	-	-				-
1,000.00	*Area C Scholarship		-	-	1,000.00	1,000.00	2,000.00
1,000.00	Youth Travel	-	-	-	-	900.00	900.00
3,000.00	Total Area C	53.55	9,510.41	7,720.28	4,096.45	2,900.00	24,280.69

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		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
AREA E		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
		103,150.00	102,000.00	102,000.00	3,000.00	3,000.00	
	Camp Emile	1,588.33					1,588.33
	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-
	Chetwynd Electric Eels Swim Assn.	611.40	-	-	5,684.53	-	6,295.93
	Chetwynd Gymkhana	-	-	1,821.16	-	-	1,821.16
	Chetwynd Rod & Gun Club	-	-	-	-	-	-
	Chewtynd Social Planning Society	-	-	-	-	-	-
	Chetwynd Horse Club Society				761.25		761.25
	Foothills Team Roping Club	-	-	-	-	-	-
	Jackfish Community Association	-	4,875.00	5,801.16	15,500.00	-	26,176.16
	Little Giants Figure Skating Club	-	-	-	-	-	-
	Little Prairie Heritage Society	1,113.83	-	3,703.68	1,913.97		6,731.48
	Moberly Lake Community Assn.	-	-	1,847.12	973.89	-	2,821.01
	Pine Valley Exhibition Park Soc.	-	-	-	2,235.49	-	2,235.49
	Pine Valley Motor Sports	-	-	-	-	-	-
	Pine Valley Seniors Assn.	-	-	-	-	-	-
	Sagitawa Christian Camping Society	-	854.35			-	854.35
1,000.00	Area E West Bursary	-	-	-	500.00	1,000.00	1,500.00
2,000.00	Youth Travel		-	-	-	2,000.00	2,000.00
3,000.00	Total Area E	3,313.56	5,729.35	13,173.12	27,569.13	3,000.00	52,785.16
		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
SUB-REGIONAL		150,084.00	150,000.00	150,000.00	150,000.00	150,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
		150,084.00	150,000.00	150,049.93	4,500.00	4,500.00	
	ARK - Dawson Creek Youth Centre Society	-	-	-	-		-
	Bessborough Community Club	-	-	-	-		-
	Cutbank Community Club	-	-	-	-		-
	Dawson Creek Sportsman's Club	-	-	-	15,315.15		15,315.15
	Doe River Gymkhana Club			4,047.05			4,047.05
	Doe River Recreation Commission	-	-	-	-		-
	Farmington Community Association	-	-	-	8,315.15		8,315.15
	Groundbirch Rec. Commission	-	-	-	-		-
	Hats n' Chaps Gymkhana	-		6,558.72			6,558.72
	Kilkerran Recreation Commission	-	1,925.33		2,000.00		3,925.33
	Kiskatinaw Fall Fair	-	-	-	5,294.02		5,294.02
	McLeod Rec. & Social Services Society	-	-	-	-		-
	Rolla Ratepayers	-	-	-	-		-
	Sunset Prairie Recreation Commission		-	2,123.70	3,801.78		5,925.48
	Swan Lake Enhancement Society	-	-	-	-		-
	Sweetwater 905 Society				225.00		225.00
	Tomslake Community Cultural Assn.	-	-	-	-		-
	Tomslake & District Rec Commission	-	-		-		-
	Tupper Community Club	-	-	-	-		-
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	3,000.00	3,000.00	6,000.00
1,500.00	Youth Travel	-	-	-	-	1,450.00	1,450.00
4,500.00	Total Sub-Regional	-	1,925.33	12,729.47	37,951.10	4,450.00	57,055.90
		2014	2015	2016	2017	2018	TOTAL
15,000.00	COMBINED GRAND TOTALS	3,367.11	24,524.13	89,844.34	93,641.70	14,650.00	226,027.28

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Youth Travel Recipient Information

Area	Recipient	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018
Area B	Midget Predators Provincials Hockey										150
	NPSS Provincial Curling										50
	High School Rodeo of BC Northern Region	1,000	500			500				500	
	High School Rodeo of BC Northern Region - Megan Smith	500					500				
	U18 Team Tremblay									250	
	U18 Team Boorse									500	
	Mixed Doubles Team Lawrence/Smith									250	
	Team Tremblay Juvenile boys curling (PRA league)	500							500		
	TOTAL granted for year		500	1,500	0	1,500	1,500	1,500	1,500	1,500	1,500
	TOTAL used		500	0	0	500	500	0	500	1,500	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	1,300 *
Area C	Midget Predators Provincials Hockey										50
	NPSS Provincial Curling										50
	Inconnu Swim Club	300		300							
	High School Rodeo of BC Northern Region	2,000	500		500	500		500		500	
	U18 Predators Girls Hockey Team - Provincials									500	
	TOTAL granted for year		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	TOTAL used		500	300	500	500	0	500	0	1,000	100
	BALANCE Remaining		0	0	0	0	0	0	0	0	900 *
Area E	3 Nations Midget Hockey	650			350		300				
	Auroras Speed Skating Club	250			250						
	Chetwynd District Minor Hockey - Lonestar Tier 3 PeeWee Provincials									500	
	Chet Girls Club Volleyball	1,050	250		500		300				
	Chet Scotiabank Bantam Giants Hockey	850	350		500						
	Chet Secondary Boys Wrestling	350	350								
	Chet Secondary Girls Volleyball	3,250	250		200	800		1,000	1,000		
	Chet Talisman Energy Pee Wee Giants Hockey	500			500						
	Electric Eels Swim Club	600		300	300						
	Chetwynd Secondary Highschool Golf Team	300				300					
	Dawson Creek Juvenile Girls Curling	500					500				
	Taylor Dutka - DC Curling U18 PRA Curling									250	
	Chetwynd Midget Giants	500						500			
	High School Rodeo of BC Northern Region									250	
	Chetwynd U16 Club Volleyball - Chargers	500						500			
	U16 Girls Club VB Chetwynd Raiders	500							500		
	U14 CW Raiders Girls VB									500	
	U17 CW Raiders Girl Club VB									500	
	TOTAL granted for year		2,000	2,000	2,000	2,000	3,005.26	2,000	2,000	2,000	2,000
	TOTAL used for year		1,200	900	2,000	1,400	800	2,000	1,500	2,000	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	2,000 *
Sub-Regional	Midget Predators Provincials Hockey										50
	Northern BC High School Rodeo	2,000			1,000	1,000					
	DC U14 Volleyball Team Dynamite	500							500		
	DCVC U17_18 Girls Volleyball	500							500		
	Juvenile Boys Curling Team (alberta league)	500							500		
	Ron Pettigrew Sr. Boy Basketball									500	
	DC Volleyball Club u15, u16, u17_18									1,000	
	TOTAL granted for year		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
	TOTAL used for year		0	0	1,000	1,000	0	0	1,500	1,500	50
	BALANCE Remaining		0	0	0	0	0	0	0	0	1,450 *

* Unused amounts returned to reduce next tax year

April 16, 2018

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount	Amount	Date Claimed
			Remaining	
2018		1,000	1,000	
2017	Brittney Hein	1,000	0	14-Aug-17
2016	Kelsey Young	1,000	0	11-Aug-16
2015	Robyn Bickford	1,000	0	25-Aug-15
2014	Rebecca Hedges	1,000	0	3-Sep-14
2013	Makayla MacLeod	1,000	0	13-Aug-13
2012	Eliza Li	1,000	0	2012
2011	Talia Miller	500	0	2011
2010	Kendra Young	500	0	2010
TOTAL		5,000	1,000	

Area C Scholarship

Year	Name	Amount	Amount	Date Claimed
			Remaining	
2018		1,000	1000	
2017	Justin Fehr	1,000	1000	
2016	Rachel Kalkman	1,000	0	25-Aug-16
2015	Kevala Van Voilkenburg	1,000	0	06-Aug-15
2014	Dylan Kassian	1,000	0	23-Aug-14
2013	Daisy Petrucci	1,000	0	15-Aug-13
2012	Stephanie Sutherland	1,000	0	2012
2011	Hannah Leber	500	0	2011
2010	Tawny Hosker	500	0	2010
TOTAL		5,000	2,000	

Area E Bursary

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

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount	Date Claimed
			Remaining	
2018		1,500	1500	
2018		1,500	1500	
2017	Taylor Schweitzer	1,500	1500	
2017	Nadia Richer	1,500	1500	
2016	Ashley Schweitzer	1,500	0	Jan-17
2016	Kalen Dorer	1,500	0	Sep-16
2015	Paula Chudley	1,500	0	31-Aug-15
2015	Ben Van Spronsen	1,500	0	14-Sep-15
2014	Theran Basset	1,500	0	15-Jan-15
2014	Landon Farrow Trades	1,500	0	16-Sep-14
2013	Brenna McCullough - Academic	1,500	0	25-Sep-13
2013	Brad Skytte - Trades	1,500	0	02-Jul-13
2012	Kole Pierce	1,500	0	2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0	2013
2011	Anders Carlstad	1,500	0	2011
2011	Gary Gordon	1,500	0	2011
2010	Erica Woolf	1,500	0	2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0	2010
TOTAL		16,500	6,000	

April 16, 2018

Fair Share Commitments		March 2018		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	Area E	Total Fair Share
January 1, 2018 opening balance				1,890,070.14	1,781,370.61	3,140,642.86	2,792,605.75	9,604,689.36
Total interest earned (Paid annually)								-
								-
COMMITMENTS	Date Committed	Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B								
FSJ Library (45,500 in 2018, 2019, 2020)		Nov 16, 2017	167,800.00	31,300.00				136,500.00
NP Cultural Centre (30,000 in 2018, 2019, 2020)		Nov 16, 2017	118,125.00	28,125.00	15,000.00			75,000.00
NP Fall Fair; Display Buildings		May 16, 2013	17,600.00	14,172.26				3,427.74
NP Light Horse Assoc; Indoor Arena Improvements		Mar 15, 2018	15,000.00					15,000.00
Rural Fire Protection Expansion Feasibility (CL)		Feb 16, 2017	10,000.00	8,794.54				1,205.46
Rural Gasification (Includes possible \$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	-					-
			1,008,525.00	114,759.05	15,000.00	-	-	878,765.95
Area C								
Dave Mitchell & Assoc; Fire Protection Feas.		Mar 15, 2018	38,350.00					38,350.00
FSJ Airport Sub Water Metering Initiative		Feb 18, 2016	25,000.00	10,177.93				14,822.07
FSJ Library (15,000 in 2018, 2019, 2020)		Nov 16, 2017	60,000.00	15,000.00				45,000.00
NPAS; Airport Swr Pumps & Maintenance		Dec 7, 2015	26,289.38	4,157.98				22,131.40
NP Cultural Centre (14,062 in 2018,2019,2020)		Nov 16, 2017	56,248.00	14,062.00	7,031.00			35,155.00
Rural Fire Protection Feasibility (CL)		Feb 16, 2017	10,000.00	8,750.00				1,250.00
Waste Water Truck Receiving Facility (Operating Deficit 75%)		Nov 27, 2014	-					-
			215,887.38	43,397.91	-	7,031.00	-	156,708.47
Area D								
Bear Mnt Nordic Ski Assn; 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					
Dawson Creek Sportsman's Club; Indoor Range Expansion		Jun 18, 2015	80,000.00					80,000.00
Electrical Extension Grants		Ongoing	4,000.00			4,000.00		-
Rolla Sewer - Annual Oper. Grant (if required)		Feb 17, 2011	17,500.00					17,500.00
Rural Fire Protection Expansion Feasibility (DC)		Feb 16, 2017	35,000.00	25,000.00				10,000.00
Rural Gasification		Oct 20, 2011	1,000,000.00	58,798.50				941,201.50
Swan Lake Weir Aluminum Gates		Oct 20, 2011; Jan 24, 2018	8,133.75	8,133.75				-
			1,181,383.75	119,759.35	-	-	4,000.00	1,050,874.40
Area E								
Bear Mnt Nordic Ski Assn; 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				18,897.50
Dawson Creek Sportsman's Club; Indoor Range Expansion		Jun 18, 2015	20,000.00					20,000.00
Little Prairie Heritage Soc; Engineering/Capital Projects		May 16, 2013; Jul 20, 2017	25,000.00	10,132.50				14,867.50
Rural Gasification		Oct 20, 2011	700,000.00	2,417.25				697,582.75
Sunset Pr Rec Comm; Fair Kitchen		May 16, 2013	58,000.00	45,142.91				12,857.09
			833,000.00	68,070.86	-	-	-	764,929.14
Total Fair Share Bank Balance at Month End				1,875,070.14	1,774,339.61	3,136,642.86	2,792,605.75	9,578,658.36
Total Remaining Commitment				878,765.95	156,708.47	1,050,874.40	764,929.14	2,851,277.96
Balance After Remaining Commitments				996,304.19	1,617,631.14	2,085,768.46	2,027,676.61	6,727,380.40
				Area B	Area C	Area D	Area E	
* Electoral Area 'E' Director has guaranteed to cover funding shortfalls up to \$2,000,000 from Fair Share/Gas Tax or other available funding for the Chetwynd & District Rec Centre capital project upgrade scheduled to start in 2017 per the January 26, 2016 RBAC meeting motion.								
This commitment is not included in the above numbers.								

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April 16, 2018

Peace River Agreement Commitments			March			K. Goodings Area B		B. Sperling Area C		L. Hiebert Area D		D. Ross Area E		Total	
January 1, 2018 Opening Balance						1,228,988.27		1,437,726.56		1,240,094.87		997,874.35		4,904,684.05	
Total interest (paid annually)															
Subscription PRA \$															
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	
Clearview Rec Facility; Property Assessment			Jan 19, 2017	50,000.00	5,400.00	2	624.75							43,975.25	
Buick Creek Arena; Insulation/Heating Upgrades			Oct 20, 2016	35,000.00	33,600.00	2								1,400.00	
Water Tank Loaders - Potable H2O Stn Upgrade/Develop			Oct 20, 2016; Mar 16, 2017	740,160.00	175,211.64	1	150,540.00							414,408.36	
				830,457.23			156,295.42	-	-	-	-	-	-	459,950.17	
Area C															
CL Waste H2O Truck Facility; Bio-solids Mgmt Feas Study			Aug 17, 2017	50,000.00	2,600.00	9		46,700.00						700.00	
CL Waste H2O Truck Facility; Reclaimed H2O Feas/"Purple Pipe"			Aug 17, 2017	75,000.00	5,000.00	9		43,100.00						26,900.00	
FSJ Airport Sub Water Distribution Maintenance Initiative			Dec 1, 2016	15,000.00	12,000.00	1								3,000.00	
				140,000.00				89,800.00						30,600.00	
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	
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion			Mar 16, 2017	54,150.00	1,445.55	3								52,704.45	
Hats & Chaps Gymkhana Club; Sea Can			Mar 16, 2017	18,750.00	18,750.00	3								-	
KL Community Centre Society; Security System Installation			Apr 20, 2017	5,798.00		3				5,798.00				-	
KL Sewer; Pump & Alarm System Install; Spare Pump			Feb 18, 2016	22,000.00	12,601.51	9								9,398.49	
South Peace Arts Society; Exhibition & Outreach Art Program			Aug 17, 2017	1,500.00	1,500.00	7								-	
South Peace Dist Crime Prevention Assn; Signs			Dec 17, 2015	4,375.00	3,909.15	4								465.85	
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replace			Jan 19, 2017	5,000.00		4								5,000.00	
				261,573.00				35,798.00						127,568.79	
Area E															
Chetwynd Public Library; Design			Jan 24, 2018	20,000.00		7								20,000.00	
Chetwynd Public Library; Exterior Renovation			Dec 7, 2015	100,000.00		7								100,000.00	
CDC; Kiskatinaw Watershed Stewardship (10K/yr 2016-2020)			Dec 7, 2015	50,000.00	20,000.00	4					10,000.00			20,000.00	
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion			Mar 16, 2017	18,050.00		3								18,050.00	
				188,050.00							10,000.00			158,050.00	
Total Peace River Agreement GL Balance at Month End							1,072,692.85	1,347,926.56	1,204,296.87	987,874.35				4,612,790.63	
Total Remaining Commitment							459,950.17	30,600.00	127,568.79	158,050.00				776,168.96	
Balance available after remaining commitments							612,742.68	1,317,326.56	1,076,728.08	829,824.35				3,836,621.67	
							Area B	Area C	Area D	Area E					
Spending Item Numbers:															
1 Potable Water and Water Security/Studies															
2 Arenas															
3 Halls, Trails and Walking Paths															
4 Assistance to Other Organizations															
5 Dawson Creek Fire Training Centre															
6 Fire Protection															
7 Libraries, Museums and Art Galleries															
8 Year-Round Recreation Facility Upgrades															
9 PRRD Sewer Services Assistance															
10 Natural Gas															

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

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All Regional District Appropriated Surplus Balances as of March 31, 2018

RESERVES

911 Emergency Capital Reserve	\$ 253,030.13	Green "Carbon" Project Reserve	\$ 23,855.96
*BCR/PRA	\$ 195,421.50	Harp/Imp Sewer Capital Reserve	\$ 13,371.55
Buick Creek Arena Capital Reserve	\$ 170,683.40	Harp/Imp Sewer Operating Reserve	\$ 13,370.85
Buick Creek Arena Operating Res	\$ 79,107.85	Information System Plan Reserve	\$ 275,418.60
Building Reserve	\$ 918,851.45	Insurance Reserve	\$ 478,402.06
Charlie Lake Fire Capital Reserve	\$ 652,225.22	Kelly Lake Comm Ctr. Operating Reserve	\$ 26,268.09
Charlie Lake Sewer Capital Reserve	\$ 128,170.34	Kelly Lake Comm Ctr. Capital Reserve	\$ 23,141.53
Charlie Lake Sewer Operating Reserve	\$ 98,963.93	Kelly Lake Sewer Capital Reserve	\$ 11,540.89
Charlie Lake Sewer Treatment/Disposal	\$ 276,540.58	Kelly Lake Sewer Operating Reserve	\$ 20,704.17
Charlie Lk Waste Water Truck Facility Res	\$ 125,955.06	Landfill Closure Reserve	\$ 736,987.77
Chetwynd Arena Capital Reserve	\$ 1,658,214.34	Medical Scholarship Residency Reserve	\$ 101,121.92
Chetwynd Leis Cntr Capital Reserve	\$ 1,908,624.38	Moberly Lake Fire Capital Reserve	\$ 18,072.23
Chilton Sewer Capital Reserve	\$ 33,260.84	North Pine TV Reserve	\$ 42,120.21
Chilton Sewer Operating Reserve	\$ 28,834.04	NP Economic Development Commission	\$ -
Chilton Sewer Debenture Reserve	\$ -	NPEDC Spark Conference Res	\$ -
Clearview Arena Operating Reserve	\$ 87,507.10	NP Leisure Pool Building Repl Res	\$ 3,018,189.24
CL DCC Reserve	\$ 224,340.13	NP Leisure Pool Capital Reserve	\$ 648,996.67
CLFD Fundraising	\$ -	*Peace River Agreement	\$ 4,612,790.63
CLFD Operating Reserve	\$ 30,665.76	Peace River Agreement Committee Reserve	\$ 1,018,185.92
Comm Parks Water Capital Reserve	\$ -	Regional Parks Capital Reserve	\$ 61,652.03
Comm Parks Water Operating Res	\$ -	Regional Parks Operating Reserve	\$ 46,500.04
*Community Works (Gas Tax)	\$ 2,845,296.54	Rolla Creek Dyke Operating Reserve	\$ 4,676.02
DC/PC Fire Capital Reserve	\$ 332,952.60	Rolla Sewer Capital Reserve	\$ 10,072.63
Election Reserve	\$ 79,570.37	Rolla Sewer Operating Reserve	\$ 7,278.26
Emergency Plan Reserve	\$ 278,791.03	*Rural (Loan Fund)	\$ 3,768,074.24
*Fair Share	\$ 9,578,658.36	Rural Fringe	\$ 1,144,680.64
Feasibility Reserve	\$ 263,295.03	Solid Waste Capital Reserve	\$ 6,867,143.13
Friesen Sewer Capital Reserve	\$ 5,967.09	Solid Waste Operating Reserve	\$ 1,044,242.40
Friesen Sewer Operating Reserve	\$ 18,303.52	Sub-Reg Recreation Insurance Reserve	\$ 114,766.84
FSJ Airport Sewer Capital Reserve	\$ 40,239.89	Tomslake Fire Reserve	\$ 21,561.10
FSJ Airport Sewer Operating Reserve	\$ 49,836.83	Vehicle (Admin) Reserve	\$ 165,070.15
FSJ Airport Water Capital Reserve	\$ 14,457.74	Vehicle (BI) Reserve	\$ 7,574.00
FSJ Airport Water Operating Reserve	\$ 28,870.87	Vehicle (SW) Reserve	\$ 99,614.75
		TOTAL	\$ 44,852,080.44

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

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Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Loan Balance
Chetwynd Communications Soc (2018)	275,000.00	275,000.00	27,500.00
NP Farmers Institute; Grain Elevator Upgrades (2021)	300,000.00	300,000.00	210,000.00
Total	575,000.00	575,000.00	237,500.00

Loan Funds Available:	3,262,500.00
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Community Works (Gas Tax) Commitments	Committed	Previous Years Paid	Current Year Paid	Remaining
Buick Creek Arena; Insulation/Heating Upgrades	5,759.44			5,759.44
Kelly Lake Community Centre; Furnaces	10,800.30		10,800.30	-
Kelly Lake Community Centre; Upgrades	50,000.00	48,607.60		1,392.40
Osborn Community Hall; Furnace	5,617.50			5,617.50
Sagitawa Christian Camps	35,000.00			35,000.00
Waste Water Receiving Facility at Charlie Lk	3,500,000.00	3,300,874.20	135,138.14	63,987.66
				-
Total	\$3,607,177.24	\$3,349,481.80	\$145,938.44	\$111,757.00

Gas Tax Funds Available:	\$2,733,539.54
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April 16, 2018

Updated: February 15, 2017

RURAL BUDGET ADMINISTRATION COMMITTEE

D I A R Y I T E M S

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