



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

July
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC at **10:00 am**

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting of June 21, 2018
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
D-1 (10:15 am) Marsha Stewart, Executive Director, Dawson Creek Art Gallery and Barbara Swail, President, South Peace Arts re: South Peace Arts Society Programs
7. **CORRESPONDENCE:**
C-1 Letter from Sierra Neuls – Thank You
C-2 Letter from Conor Riley – Thank You
C-3 Letter from T Nichols – Thank you
8. **REPORTS:**
R-1 June 7, 2018 – Report from Jill Rickert, Community Services Coordinator – Cemetery Grant Request – Flatrock Community Cemetery Society
R-2 June 11, 2018 – Report from Jill Rickert, Community Services Coordinator – Youth travel – Dawson creek Secondary, Track and Field
R-3 July 6, 2018 – Report from Crystal Brown, Electoral Area Manager – Remuneration Bylaw No. 2304, 2017
R-4 July 9, 2018 – Report from Jill Rickert, Community Services Coordinator – Grant Application – Greunfeld Cemetery
R-5 July 9, 2018 – Report from Jill Rickert, Community Services Coordinator – Grant Application – Groundbrich Cemetery Committee
R-6 July 9, 2018 – Report from Jill Rickert, Community Services Coordinator – Grant Application – South Peace Arts Society, Dawson Creek Art Gallery
R-7 July 10, 2018 – Report from Kelsey Bates, Executive Assistant – Authorization to Attend the 2018 UBCM Convention
R-8 July 3, 2018 - Report from Shawn Dahlen, Acting CAO – Environmental Quality Sub-Stream Grant Program
9. **DISCUSSION ITEMS:**
10. **NEW BUSINESS:**
11. **COMMUNICATIONS:**
12. **DIARY:**
DIA-1 Diary Items
13. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING
MINUTES

DATE: June 21, 2018

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: Directors

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

Staff

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

Call to Order The Chair called the meeting to order at 2:01 PM.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Sperling Garbage cans – Peace Lookout.

Director Sperling Grants-in-aid eligibility requirements.

ADOPTION OF AGENDA:

- June 21, 2018 Agenda MOVED by Director Sperling, SECONDED by Director Rose,
 That the Rural Budgets Administration Committee Meeting agenda for the June 21,
 2018 meeting, be adopted, including items of new business:
1. CALL TO ORDER - Director Hiebert to Chair the Meeting
 2. DIRECTORS NOTICE OF NEW BUSINESS:
 Director Sperling Garbage cans – Peace Lookout.
 Director Sperling Grants-in-Aid Eligibility Requirements.
 3. ADOPTION OF AGENDA:
 4. ADOPTION OF MINUTES:
 M-1 Rural Budgets Administration Committee Meeting of May 17, 2017
 5. BUSINESS ARISING FROM THE MINUTES:
 6. DELEGATIONS:
 7. CORRESPONDENCE:
 C-1 April 18, 2018 – Stephen and Velita Sciog Electrical Extension Grant Application
 8. REPORTS:
 R-1 June 14, 2018 – Report from Trish Morgan, GM of Community Services –
 Chetwynd Library Design and Construction Services
 R-2 May 30, 2018 – Report from Jill Rickert, Community Services Coordinator –
 Northern Brain Injury Association – Request for Sponsorship
 R-3 June 6, 2018 – Report from Jennifer Rudyk, Finance Clerk – May 2018 Financial
 Report
 9. DISCUSSION ITEMS:

Adoption of Agenda (continued)

- 10. NEW BUSINESS:
- 11. COMMUNICATIONS:
- 12. DIARY:
DIA-1 Diary Items
- 13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1
May 17, 2018 RBAC
Minutes

MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee Meeting Minutes of May 17, 2018
be adopted.

CARRIED

BUSINESS ARISING: None.

DELEGATIONS: None.

CORRESPONDENCE:

C-1
Apr. 18/18 – Stephen &
Velita Sciog Electrical
Exten. Grant App.

MOVED Director Sperling, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve \$4,000 from Electoral
Area C, Fair Share Funds, for the Fair Share Electrical Extension Grant of Stephen and
Velita Sciog.

CARRIED

REPORTS:

R-1
June 14/18 – Chetwynd
Library Design and
Construction Services

MOVED Director Rose, SECONDED Director Sperling,
That the Rural Budgets Administration Committee commit \$225,000, from Area E
Peace River Agreement Funds (Item 7 Libraries, Museums & Art Galleries), for the
Chetwynd Library project – conceptual design, public consultation and construction
services.

CARRIED

R-2
May 30/18 – Northern
Brain Injury Association

MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee approve the request for
sponsorship, in the amount of \$500, from the Northern Brain Injury Association to
assist with their road safety campaign taking place over the summer months in
Dawson Creek, Chetwynd and Fort. St. John; further, that the funds be taken from
Area C, BC Rail.

CARRIED

R-3
Jun. 6/18 – May 2018
Financial Report

MOVED Director Rose, SECONDED Director Sperling,
That the Rural Budgets Administration Committee receive the May 2018 Financial
Report for information.

CARRIED

DISCUSSION ITEMS: None.

NEW BUSINESS:

- NB-1 MOVED Director Sperling, SECONDED Director Rose,
Garbage Cans – Peace That the General Manager of Community Services be directed to acquire prices for
Lookout garbage bins for Peace Lookout and forward them to Director Sperling.
- NB-2 The Committee discussed the 75% rural membership requirement necessary for user
User Group GIA groups to qualify for grants-in-aid.
Eligibility

COMMUNICATIONS:

None.

DIARY:

MOVED Director Goodings, SECONDED Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board invite representatives from the Kordyban Lodge (a Canadian Cancer Society
patient accommodation facility in Prince George) to provide an overview of the
services provided and how those services impact/benefit northeast BC residents;
further, that the representatives present a current funding model and identify any
areas of need.

CARRIED

ADJOURNMENT:

The Chair adjourned the meeting at 2:57 pm.

Director Leonard Hiebert, Chair

Kelsey Bates, Executive Assistant

The logo for Dawson Creek Art Gallery is a red square with the words "dawson", "creek", "art", and "gallery" stacked vertically in white lowercase letters. This red square is centered within a larger, light gray square frame.

dawson
creek
art
gallery

South Peace Art Society

MISSION

“To foster the growth, awareness and appreciation of
the visual arts in Dawson Creek and area”

South Peace Art Society

The South Peace Art Society formed in 1948 and became a registered Society in 1962.

In 1965 South Peace Art Society partnered with the City of Dawson Creek and together they opened the first art gallery in Northern BC!



Gallery on the Move

In 1982 the community recognized the value of preserving one of the iconic symbols of Dawson Creek's agricultural heritage: the prairie grain elevator.

The Alberta Wheat Pool annex, (weighing 290,000 lbs) followed by the elevator, scale house, and office (weighing 460,000 lbs) were moved from "Elevator Row" to the NAR Park.



The Guggenheim of The North

The Art Gallery was moved into the elevator in 1983 and in 1984 won the Heritage of Canada Foundation Award of Merit.

Regarded as one of the most iconic buildings in our region it continues to be recognized for its unique design and accessibility.



Membership Matters

- Currently 331 paid voting members; of these 135 are from the "non-rural" PRRD area and 135 are from "rural" PRRD.
- Membership of more than 50 local and regional artist members who directly assist with the operation of the gallery, provide volunteer support and donate generously to fundraising events;
- We provide a viable retail and exhibition space for over 150 local and regional artists. In 2017 local and regional artists were paid over \$50,000 in commission sales.
- We are a member-run gallery and make decisions based on suggestions from our membership, volunteers and community. This culture of inclusivity has made the gallery a vibrant and sustainable part of our dynamic northern community for 70 years as of 2018.



Exhibits & Shows

Currently, the Gallery hosts 11 exhibitions per year. Our exhibition schedule is balanced between local and regional artists as well as provincial and national touring exhibitions.

We ensure that beginner, intermediate and professional artists have the opportunity to exhibit their works.



As well as the regular exhibits, a pictorial history of the construction of the Alaska Highway is located in the stairway of the annex.



More than just pretty pictures....

The main elevator is open for self-guided tours during the summer months and upon request.

This part of the complex has information panels and didactic material relating to the historical operation of a prairie grain elevator. This space also draws attention to the modern day importance of agriculture in our community.



The opening of the Calvin Kruk Centre for the Arts inspired the Gallery to expand our connections to the community. An exhibition space named "The Big Blue Wall" was developed to display our Permanent Collection and to act as a "PopUp Gallery" for emerging artists with smaller shows.

The added venue expanded our presence in the community by connecting with new viewers.



Art Education

The educational programming organized and offered by the SPAS supports the wellbeing of our community members and are designed to educate, engage and encourage people to become lifelong learners, volunteers, contributors and benefactors in our great community.



Planning for Growth

In November of 2017 the SPAS received a Provincial grant from the Rural Dividend Fund to develop a new strategic plan.

A professional facilitator was hired and they guided the strategic planning process.

This exercise enabled the Board of Directors to take a step back and reassess the strengths and weaknesses of the SPAS. They have created and are implementing a strategic plan that keeps one foot rooted firmly in the past, where the SPAS is enriched by their great heritage, and one foot moving forward in search of new opportunities.



True North Strong

All of these valuable programs exemplify Peace River Regional District mission to

"provide regional and sub-regional public services that are socially, environmentally, and economically sustainable in response to expressed needs in the region."



PEACE RIVER
REGIONAL DISTRICT

PRRD's strong commitment to arts education, participation and exhibition in our region is greatly recognized and sincerely appreciated.

Thank You

Art is to the Community what the dream is to the individual.

-Thomas Mann

Dear Mr. Rose,

Thank you for presenting me with the generous **\$500.00 Peace River Regional, Electoral Area E West bursary**. I was very happy and appreciative to be selected as the recipient of your scholarship. By awarding me this scholarship, you have lightened my financial burden as I attend school at Thompson Rivers University in the Bachelor of Arts Program with a focus of Political Science and Business.

Thank you for helping me achieve my goals.

Sincerely,



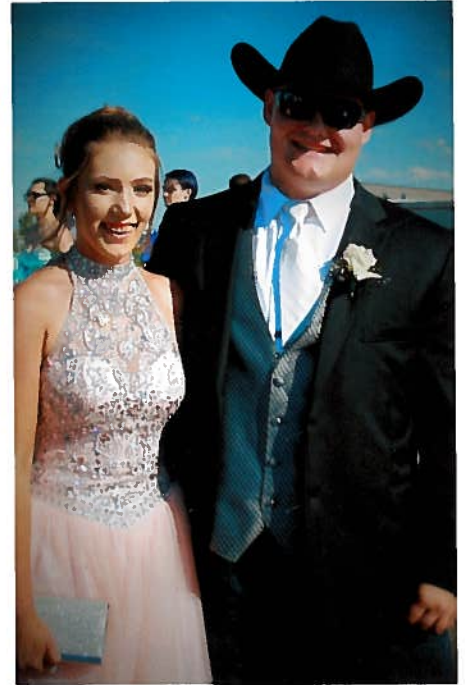
Sierra Neuls



THANKS



Conor



I wanted to thank you for the South Peace Sub Regional Rural Trade Bursary that I was fortunate enough to be awarded. I will keep you informed of my progress and let you know as soon as I get my seat for my next year of schooling. I truly appreciate your financial support and want you to know it will be put to good use.



Conor Riley

T. NICHOLS
 BOX 3037
 CHESTWYND, BC
 V0G 1J0



Mr. ROSE
 Box 810, 1981
 Alaska Avenue
 Dawson Creek, BC
 V1G 4T8



Dear Mr. Rose

Thank you for the
 generous bursary



REPORT

To: Rural Budgets Administration Committee

Date: June 7, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Cemetery Grant Request - Flatrock Community Cemetery Society

RECOMMENDATION(S):

That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,000, payable from Electoral Area B, Cemetery funds, to be issued to the Flatrock Community Cemetery Society to assist with the expense of installing a wooden rail fence around the perimeter of the cemetery.

BACKGROUND/RATIONALE:

Flatrock Community Cemetery Society is a registered not-for-profit society in good standing with the Society Act of BC, and is eligible to apply for a grant for this project. This project meets the definition of a capital improvement and meets the criteria of an eligible expense, as stated in the attached Cemetery Policy # 26-2017. All supporting financial information has been included to support the grant application.

In April, Flatrock Community Cemetery Society received a cemetery grant in the amount of \$656 to assist with operational costs for insurance. The Society applied for funding support from the Recreational and Cultural Grants-in-Aid program; however, the request was referred for consideration of support through Cemetery funds, and was approved by the Committee at their meeting held on April 16, 2018.

Staff are recommending that a portion of this request be issued as a grant from Electoral Area B Cemetery funds, due to the limited funding available. It is important to note that this grant request is for a capital improvement project and is eligible to be funded, in part or in full, from Electoral Area B Fair Share.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant in the amount of \$5,273.10, with \$1,000 from Electoral Area B Cemetery funds and \$4,273.10 from Electoral Area B Fair Share funds, to be issued to the Flatrock Community Cemetery Society to assist with the expenses of installing a perimeter fence around the cemetery.
2. That the Rural Budgets Administration Committee deny the request for grant funding from Flatrock Community Cemetery Society 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.

Staff Initials: *J. Rickert*

Dept. Head: *L. Morgan*

CAO:

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- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- The 2018 annual amount for Electoral Area B Cemetery funds is \$4,000, of which \$2,144 remains available.
- The remaining available balance of Electoral Area B Fair Share was \$995,304.19, as per the May 2018 Financial Report.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Flatrock Community Cemetery Grant Application
2. Cemetery Policy #26-2017



PEACE RIVER REGIONAL DISTRICT



GRANT APPLICATION FORM

Society #: S-53148

Community Club or Group Name: Flatrock Community Cemetery Society

Mailing Address: Box 48

City: Cecil Lake, BC

Postal Code: V0C 1G0

Civic Address: 13048-225 Road

Contact Person: Susan Giesbrecht

Alternate Person: Wendy Giesbrecht

Tel: 250-781-3565 or 250-262-5700

Tel: 250-261-1837

Fax: 250-781-3565

Fax:

Email: rsranch4@gmail.com

Email: wendyg21.1@gmail.com

CLUB EXECUTIVES

President: Aaron Dirks

Vice President: Wendy Giesbrecht

Treasurer: Roy Giesbrecht

PROJECT COSTS

Total Cost of Project: \$5273.¹⁰Amount Requested ~~per year~~ in 2018: \$5273.¹⁰For 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.

The proposed project is a wooden rail fence around the perimeter of the Flatrock Community Cemetery property (located in the Community of Flatrock).
(Construction done by volunteers)

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Susan Giesbrecht

Date:

May 7, 2018

For Office Use Only

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

Cemetery funds

PLEASE REPLY TO:

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

FLATROCK COMMUNITY CEMETERY SOCIETY

Budget for a 3-rail wooden fence around
the perimeter of the cemetery
(1400 ft)

	Amount needed	Price/item	Total Price
7' treated fence posts (every 12')	130	\$4.59	\$ 596.70
Treated 12' rails (3 rails every 12')	360	\$10.55	\$ 3,798.00
720 coated 6"x3/8" lag bolts	720	\$1.22	\$ <u>878.40</u>
TOTAL			\$ <u>5,273.10</u>

Flatrock Community Cemetery Society
Income and Expense Statement January 1 to December 31, 2017

INCOME

\$0.74	Interest (Chequing Account)
<u>\$31.18</u>	Interest-Platinum Plan High Interest Savings Acct
\$31.92	TOTAL INCOME

EXPENSES

\$129.08	BC Hydro-electricity-church
\$90.13	PNG-natural gas-church
\$26.50	Banking Fees
\$40.00	Office Expenses-Society Annual Report filing fee
<u>\$656.00</u>	Insurance- Liability Only -Pd Nov/17
\$941.71	TOTAL EXPENSES
<u>(-\$909.79)</u>	<u>TOTAL INCOME OVER EXPENSES</u>

Flatrock Community Cemetery Society
Income and Expense Statement January 1 to May 7, 2018

INCOME

\$300.00	Grave Plots (3)
\$0.26	Interest (Chequing Account)
<u>\$7.48</u>	Interest-Platinum Plan High Interest Savings Acct
\$307.74	TOTAL INCOME

EXPENSES

\$44.83	BC Hydro-electricity-church
\$30.18	PNG-natural gas-church
\$8.00	Banking Fees
<u>\$40.00</u>	Office Expenses-Society Annual Report filing fee
\$123.01	TOTAL EXPENSES

\$ 184.73	<u>TOTAL INCOME OVER EXPENSES</u>
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Cash on Hand as of May 7, 2018

\$1,596.96	Chequing Account
\$4,517.77	Savings Account

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

1. POLICY

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

1.1 Applicant Eligibility

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

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

1.2 Eligible Expenses

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

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

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

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

1.4 Allocation of Funds

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

1.5 Acknowledgement of Grant Funding

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

2. PURPOSE

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

3. RESPONSIBILITY

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

4. DEFINITIONS

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

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

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

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

6. PROCEDURE

6.1 Approval Procedure

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

6.2 Disbursement of Funds

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

6.3 Recipient Acknowledgement

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



REPORT

To: Rural Budgets Administration Committee

Date: June 11, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Youth Travel – Dawson Creek Secondary, Track and Field

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the travel request from the Dawson Creek Secondary School Track and Field Team, and authorize a grant in the amount of \$150 to assist with the costs of attending the BC High School Track and Field Provincial Championships being held from May 31 – June 2 at McLeod Stadium in Langley, BC; further that funding be provided from Sub-Regional Youth Travel.

BACKGROUND/RATIONALE:

Three athletes from Dawson Creek Secondary School have earned the right to run at the provincial championship event. Travel to the facility, located in Langley, BC, is estimated to cost \$350 per athlete. This request meets the eligibility criteria in the youth travel policy. Staff have verified that all three competitors are rural and reside in Electoral Area D.

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.

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 the Sub-Regional 2018 Youth Travel is \$1,200.
- If approved, the cheque will be made payable to the DCSS, South Peace Campus with the subject line DCSS Track and Field.

COMMUNICATIONS CONSIDERATION(S):

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

Staff Initials:

J. Rickert

Dept. Head:

M. Morgan

CAO:

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OTHER CONSIDERATION(S):

None.

Attachments:

1. Dawson Creek Secondary – Letter of Request
2. Grants-in-Aid Youth Travel Policy, Schedule E



Dawson Creek Secondary School

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

Central Campus: 10701 - 10th St. — Dawson Creek, B.C. — V1G 3V2

Phone: (250) 782 5585

Fax: South Peace - (250) 782 7221 Central - (250) 784 7670



May 18, 2018.

Re: Financial support for DCSS Athletes - Rural Youth Travel Grants

To Whom It May Concern:

The South Peace area has produced many track and field athletes who have competed at the provincial level over the past twenty years. Once again, athletes from the South Peace have earned the opportunity to run at a provincial championship event. We are pleased to announce that three track and field athletes from Dawson Creek Secondary School have earned the opportunity to represent the school and the community at the BC High School Track and Field Provincial Championships.

Travel costs to Vancouver are always challenging for students in northeastern BC and we would like to apply for the Rural Youth Travel Grant to help these students reach their goals. Travel will take place May 30rd – June 3rd, with the competition taking place on May 31 – June 2nd at McLeod Stadium. Travel costs from Prince George to Langley are \$350 per athlete, plus expenses to travel to Prince George from Dawson Creek. Funds raised will go towards travel and accommodation for these northern student representatives. Students are appreciative of any assistance that they receive and thank you for your support. Receipts for funds will be provided upon request.

On behalf of Dawson Creek Secondary School Athletics, I would like to thank you in advance for your consideration of our request. All donors will be recognized in our DCSS school newsletter that will be sent out and posted on our school website. In addition, our athletes will truly appreciate your support!

Sincerely,

Josh Kurjata
Vice-Principal: South Peace Campus.



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 Administrative Committee

Date: July 6, 2018

From: Crystal Brown

Subject: Remuneration Bylaw No. 2304, 2017

RECOMMENDATION(S):

That the Rural Budgets Administrative receive the report "Remuneration Bylaw No. 2304, 2017", dated July 6, 2018, for discussion and provide comments to staff on the identified discussion items listed below.

BACKGROUND/RATIONALE:

Remuneration Bylaw No. 2304, 2017 provides direction for the remuneration of the Regional Board Chair, Directors, Alternates and Commissioners. Staff have identified a number of areas where certain sections are not being followed or are no longer effective. In addition, there are a number of policies that contradict and repeat information stated in the Bylaw.

It is the intention of staff to repeal Bylaw No. 2304, 2017 (as it the information is not required to be captured by bylaw) and consolidate all Director attendance and remuneration information to one policy so that:

- Outdated information can be removed and/or updated.
- All of the pertinent information for remuneration and expenses can be found in one document.
- Clear direction can be given to staff and understood by new Directors.
- Staff time for processing authorizations to attend is reduced, both at the Board/Administration level and in the Finance Department.

This report is for discussion purposes only, as all bylaw and policy decisions will be considered at the Board level.

DISCUSSION

To begin the discussion, staff have identified the following items:

1. **Annual Conferences:** Section 6c of the Peace River Regional District Bylaw No. 2304, 2017 states that *"Electoral Area Directors shall be authorized to attend UBCM, FCM, NCLGA and other meetings and conferences pertaining to rural issues, with all costs to be paid from "Legislative – Electoral Area" with authorization by the Rural Budgets Administration Committee"*. Current practice is to have "authorization to attend" given at the Board table even though the Bylaw states that authorization is to be given by the Rural Budgets Administration Committee.

Option #1. Start utilizing Bylaw No. 2304, 2017's procedure and have all authorizations to attend for UBCM, FCM and NCLGA given at RBAC, and include the procedure in the proposed policy.

Option #2. Change Bylaw No. 2304, 2017's procedure so that all authorizations to attend UBCM, FCM and NCLGA are given by the Regional Board, and include the procedure in the proposed policy.

Option #3. Change Bylaw No. 2304, 2017's procedure so that 1, 2, 3 or all Electoral Area Directors have blanket authorization to attend UBCM, FCM and NCLGA conventions annually, and include that authorization in the proposed policy.

2. **Electoral Area Meetings:** Section 6g. of the Peace River Regional District Bylaw No. 2304, 2017 states that *"Electoral Area Directors attending Electoral Area meetings/events are doing so within their annual indemnity fee and do not claim "meeting fees" but may claim mileage. If the Electoral Area Director believes the attendance is representing the Board then 6e) applies and appropriate approval must be obtained and inclusion on the Corporate Calendar must be done to claim a meeting fee."*

Option 1: Remove this section from the Bylaw.

Option 2: Develop different categories for the type of rural meetings and determine which ones would qualify for meeting fees and which one would not. Categories could include:

- Infrastructure
- Economic Development
- Protective Services
- Oil and Gas Development
- Meetings that involve more than one Electoral Area and/or Municipality
- Utilities such as: Solid Waste, Hydro, Water, Sewer, Natural Gas

ALTERNATIVE OPTIONS:

1. That the Rural Budget's 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):

Options to have staff attend all Director meetings will have financial implications.

COMMUNICATIONS CONSIDERATION(S):

If an all-encompassing policy is developed for Director remuneration and authorization, that policy will be distributed to all Board members and staff to follow.

OTHER CONSIDERATION(S):

None.

Attachments

1. Remuneration Bylaw No. 2304, 2017
2. Compiled List of Authorizations to Attend from January 1ST to June 30th, 2018

**Peace River Regional District
Bylaw No. 2304, 2017**

R-3

A bylaw to provide for payment of remuneration and expenses
to the Chair, Directors, Alternate Directors, and Commissioners

WHEREAS the Local Government Act provides for the payment of remuneration and expenses to the Chair, Directors, Alternate Directors and Commissioners of a Regional District;

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

1. "Remuneration and Expense Bylaw No. 2187, 2015" is hereby repealed.
2. The Chair shall be paid an additional annual indemnity of \$24,600 charged to the function of Legislative Regional effective January 1, 2018.
3. The Vice-Chair shall be paid double the meeting fee when acting on behalf of the Chair.
4. The Electoral Area Directors shall be paid an annual indemnity of \$18,000 charged to the function of Electoral Area Administration effective January 1, 2018.
5. The Electoral Area Directors shall be authorized to participate in the Regional District's Group Insurance package for Elected Officials with all associated costs charged to the function of Legislative – Electoral Area.
6. **Meetings**
 - a) The Chair, Directors, Alternate Directors (acting in official capacity on behalf of a Director, or invited by the Board to a specific meeting in addition to the Director, such as a workshop or orientation), and Commissioners, on submission of claim forms, shall be remunerated for attendance at Board, committee, and commission meetings, and for each day of attendance at other meetings or on business whether in or out of the region as specifically authorized by the Regional Board as follows:

Meeting Fees – Includes electronic (telephone, video & web) effective January 1, 2018:

- i) \$112.⁰⁰ for any meeting day lasting up to four hours;
 - ii) \$157.⁰⁰ for any meeting day lasting between four and six hours;
 - iii) \$234.⁰⁰ for any meeting day lasting between six and eight hours;
 - and
 - iv) \$290.⁰⁰ for any meeting day lasting over eight hours.
- b) For the purposes of 6a) above, the time spent travelling to and from a meeting shall be included in calculating the duration of the meeting day.
- c) Electoral Area Directors shall be authorized to attend UBCM, FCM, NCLGA and other meetings and conferences pertaining to rural issues, with all costs to be paid from "Legislative – Electoral Area" with authorization by the Rural Budgets Administration Committee.

- d) For meetings not authorized per 6a) and 6c) above, then the following is to be used to determine eligibility of reimbursements:

Meetings not previously approved by Board resolution, but determined to be a "proper meeting", are paid from either Legislative – "Regional" or "Electoral" depending on the nature of the meeting. The definition of what constitutes a "proper meeting", if not previously authorized by the Board, is:

- i) the meeting request must come through the Regional District Office and be included on the Corporate Calendar (noting the Directors and Staff attending);
 - ii) a staff member must be in attendance; and
 - iii) minutes/notes of the meeting are to be done to record actions and follow-up and are to be included in the Consent Calendar of the Board agenda.
- e) Meetings/events that a Director is asked to attend, representing the Regional District, but has no prior approval to do so, must have approval from the Chair to attend. This authorizes the Director to represent the Board at the meeting/event and to claim it on an expense claim. If this situation occurs, the Chair or Director should bring it to the next Regional Board meeting for ratification. The Chair or Director must enter this meeting onto the Corporate Calendar (or request staff to do so) noting date and method of approval (Chair or Board).
- f) Directors that attend an event included on the Board Agenda "Schedule of Events", are authorized to do so and may submit a claim in whole if representing the Regional District or in part if attending on behalf of other(s) also.
- g) Electoral Area Directors attending Electoral Area meetings/events are doing so within their annual indemnity fee and do not claim "meeting fees" but may claim mileage. If the Electoral Area Director believes the attendance is representing the Board then 6e) applies and appropriate approval must be obtained and inclusion on the Corporate Calendar must be done to claim a meeting fee.
- h) Alternate Directors shall be paid meeting fees and mileage fees when attending a meeting in an official approved capacity on behalf of a Director. An Electoral Area Alternate Director shall claim mileage only when attending meetings/events that would be considered to be part of the Electoral Area Director's annual indemnity.

7. Per Diem

- a) Directors may claim \$125 per day while on business outside of the Regional District.
- b) Directors may claim the current Meal Rate while on business within the Regional District.

Breakfast \$20

Lunch \$25

Dinner \$35

Policy No. 0340-70-19 Employee Travel and Expense Reimbursement Policy

Adopted 21 September 2017 – to be updated as required.

8. Internet & Communications

The Regional District recognizes the need for high speed, reliable internet and telephone access to carry on business, so therefore, if another organization is not providing these services or providing compensation for such, Directors may request:

- a) a flat fee of \$25 per month toward the cost of high-speed internet service to ensure the ability to receive Regional District communications;
 - b) the full cost of internet service for the Regional District Chair to ensure ability to receive all communications from the Regional District and other agencies;
 - c) satellite internet equipment hardware to enable Directors that do not have alternate means of acquiring high-speed internet to receive high-speed internet; and
 - d) a maximum of \$40 per month may be claimed toward the Directors home and cell phone costs.
9. All payments shall be made by way of electronic transfer of funds.
10. No claims shall be payable if submitted later than one month after the end of the fiscal year in which they were incurred.
11. All remuneration, including allowance for expenses, paid to the Chair, Directors, Alternate Directors and Commissioners of the Regional District shall be subject to all applicable government payroll rules and regulations.
12. Notwithstanding the generality of Sections 2, 3, 4, 5 and 6 of this bylaw, the Chair, Directors, Alternate Directors, and Commissioners shall be reimbursed for all reasonable travelling expenses incurred by them in the course of attending to authorized business of the Regional District at the following rates:
- a) Use of personal vehicle - per current rate adopted by the Regional Board (adjusted each August to the current Provincial Government mileage rate);
 - b) Actual accommodation and reasonable incidentals on production of receipts;
 - c) Private accommodations shall be paid at a rate of \$30 per night without receipt; and
 - d) When traveling by private transportation, the claim shall be the lesser of the actual travel costs or the lowest air travel rate available.

13. Partner Travel

All Regional District costs related to the partner travelling with the Chair, Directors, Alternate Directors and Commissioners shall be deducted from the next and subsequent expense claims until paid in full.

14. This bylaw shall take effect and force on the date of adoption.

15. This bylaw may be cited for all purposes as "Remuneration and Expense Bylaw No. 2304, 2017."

READ A FIRST TIME THIS 12th day of October, 2017.

READ A SECOND TIME THIS 12th day of October, 2017.

READ A THIRD TIME THIS 26th day of October, 2017.

ADOPTED THIS 26th day of October, 2017

(Corporate Seal has been affixed to
the original bylaw)


Chair


Corporate Officer

I hereby certify this to be a true and correct copy of
PRRD "Remuneration and Expense Bylaw No. 2304, 2017",
as adopted by the Peace River Regional District
Board on _____, 2017.

Corporate Officer

Compiled List of Authorizations to Attend from January 1st to June 30th, 2018

Tumbler Ridge Wolverine Forest Service Road Stakeholder Meeting

1. That the attendance of Directors at the Tumbler Ridge Wolverine Forest Service Road – Stakeholder Meeting on December 19, 2017 in Tumbler Ridge, BC, be authorized retroactively.
2. That those Directors who wish to attend the Tumbler Ridge Wolverine Forest Service Road – Stakeholder Meeting on January 15, 2018 in Tumbler Ridge, BC, be authorized to do so.

Agriculture Advisory Committee Workshops

3. That Director Hiebert and one member of the Agricultural Advisory Committee be authorized to attend the Agriculture Advisory Committee Workshop to be held on February 21, 2018 in Langley, BC or on February 27, 2018 in Kelowna, BC.

School District No. 60 and Local Governments Joint Meeting

4. That Chair Sperling, and Directors Goodings and Hiebert be authorized to attend the School District No. 60 and Local Governments Joint Meeting on February 20, 2018 in Taylor, BC.

Regional District Chair / CAO Forum

5. That the Regional Board Chair and Chief Administrative Officer be authorized to attend the Regional District Chairs / CAO Forum on March 20-21, 2018 in Victoria, BC.

High on Ice Festival – Mayor’s Ice Carving Challenge

6. That those Directors who wish to attend the 2018 High on Ice Festival – Mayor’s Ice Carving Challenge on February 9-10, 2018 in Fort St. John, BC, be authorized to do so.

Nursing Program in the Northeast

7. That those Directors who wish to attend the Proposed Nursing Program for the North East Meeting on February 1, 2018 in Fort St. John, BC, be authorized to do so.

Ministry of Indigenous Relations and Reconciliation – Public and Stakeholder Engagement

8. That the Regional Board Chair and Electoral Area Directors be authorized to attend the Ministry of Indigenous Relations and Reconciliation – “What We Heard” Report Follow-up Session on February 16, 2018 in Fort St. John, BC.

North Peace Savings & Credit Union Annual General Meeting

9. That those Directors who wish to attend the North Peace Savings & Credit Union Annual General Meeting on February 6, 2018, in Fort St. John, BC be authorized to do so.

Dawson Creek and District Hospital Patient Care Replacement Program

10. That a letter be forwarded to the Minister of Health to advise that the Regional Board strongly supports the Dawson Creek and District Hospital Patient Care Replacement Program, and that the Regional Hospital Board has capital funding available for Phase I and is prepared to proceed; and further, that the Board Chair be authorized to attend future delegations with the Premier of BC or the Minister of Health to discuss same.

BC Hydro

11. That a meeting be arranged with Director Goodings, Mr. Manfred Stief of Farrell Creek, and a BC Hydro representative to discuss issues regarding ownership and moving of hydro equipment on private property; and further, that any Director who wishes to attend be authorized to do so.

Stakeholder Meeting – Revitalization of the Agricultural Land Reserve and Agricultural Land Commission

12. That those Electoral Area Directors who wish to attend the ‘Revitalization of the ALR and ALC’ stakeholder meeting on February 22, 2018 be authorized to do so; and further, that the Minister of Agriculture’s Advisory Committee be contacted to request that the meeting be held in the evening to accommodate the Regional Board meeting taking place during the day.

Northeast Water Strategy – Water Knowledge Forum

13. That a member(s) of the Water Stewardship Committee be authorized to attend the Northeast Water Strategy – Water Knowledge Forum on March 13 – 14, 2018 in Fort St. John, BC.

Peace River Local Government Association Meeting

14. That those Directors who wish to attend the Peace River Local Government Association Meeting on March 28, 2018 in Pouce Coupe, BC, be authorized to do so.

Temporary Use Permit – Information Session

15. That those Directors who wish to attend the Temporary Use Permit information session at 1:00 p.m. on February 23, 2018 at the Regional District office in Dawson Creek, BC, be authorized to do so.

2018 NCLGA Convention

16. That those Directors who wish to attend the Northern Healthy Communities Forum on May 7, 2018 in Fort Nelson, BC be authorized to do so.

What's Climate Got To Do With It – Public Talk

17. That the attendance of Directors at the 'What's Climate Got To Do With It' Public Talk on March 5, 2018 in Fort St. John, BC, be authorized retroactively.

Northern Lights College – 2018 Convocation Ceremonies

18. That those Electoral Area Directors who wish to attend the Northern Lights College – 2018 Convocation Ceremonies to be held June 1, 8 and 14 in Dawson Creek, Fort St. John and Fort Nelson, BC, respectively, be authorized to do so.

Charlie Lake Fire Department Social Committee – Schedule of 2018 Events

19. That Chair Sperling and Director Goodings be authorized to attend the following events:
- Budget open house and BBQ (February 22, 2018)
 - Car Wash / BBQ / Open House (May 2018)
 - Fire Prevention Week open house/ BBQ (week of October 13, 2018)

Greyhound Canada Transportation

20. That those Directors who wish to attend a meeting with the Honourable Claire Trevena, Minister of Transportation & Infrastructure, during her upcoming visit to the Regional District, to discuss the reduction in service by Greyhound Canada Transportation, be authorized to do so.
21. That those Electoral Area Directors who wish to attend meetings of the North and South Peace Oilmen's Associations to discuss the impacts of rural property crime be authorized to do so.

16th Annual BC Natural Resources Forum

22. That those Directors who wish to attend the 16th Annual BC Natural Resources Forum on January 22-24, 2019 in Prince George, BC, be authorized to do so.

Boreal Caribou Ranges Workshop

23. That Director Rose be authorized to attend the Boreal Caribou Ranges Workshop on April 17, 2018 in Fort St. John, BC.

District of Hudson's Hope Community Solar Initiative

24. That those Directors who wish to attend the Official Commissioning of the District of Hudson's Hope Community Solar Initiative on June 2, 2018 in Hudson's Hope, BC, be authorized to do so.

Meeting with Pacific Northern Gas

25. That those Electoral Area Directors who wish to attend the upcoming meeting with Pacific Northern Gas to discuss rural gasification be authorized to do so.

Central Group of Southern Mountain Caribou Workshop

26. That Director Rose be authorized to attend the South Peace Caribou Recovery Planning Information Session on March 28, 2018 in Fort St. John, BC.

Encana – Community Information Session

27. That those Directors who wish to attend the Encana – Community Information Session on April 10, 2018 in Farmington, BC, be authorized to do so.

PeeWee Hockey Provincials – Opening Ceremonies

28. That Director Hiebert be authorized to attend the PeeWee Hockey Provincials – Opening Ceremonies on March 22, 2018 in Dawson Creek, BC.

Tomslake & District Volunteer Fire Department – Open House

29. That those Directors who wish to attend the Tomslake & District Volunteer Fire Department Open House on May 6, 2018 in Tomslake, BC, be authorized to do so.

Resources for Future Generations 2018 Conference

30. That those Directors who wish to attend the Resources for Future Generations 2018 Conference on June 16-21, 2018 in Vancouver, BC, be authorized to do so.

Coal Forum

31. That those Electoral Area Directors who wish to attend the 2018 Coal Forum in Chetwynd, BC on September 5-6, 2018 be authorized to do so.

Gotta-Go

32. That the Electoral Area Manager be directed to organize a meeting with the Gotta-Go Project funding partners; Ministry of Transportation and Infrastructure; MP Bob Zimmer, Prince George-Peace River-Northern Rockies; MLA Dan Davies, Peace River North, Prophet River First Nation; and other appropriate stakeholders to discuss expectations of the Gotta-Go Project; further, that those Electoral Area Directors who wish to attend be authorized to do so.

Prespatou Farmers Institute Meeting

33. That Director Goodings, Electoral Area 'B', be authorized to attend the Prespatou Farmers Institute Meeting on April 13, 2018 in Prespatou, BC.

Ministry of Education – K-12 Funding Formula Review Meeting

34. That Director Goodings, Electoral Area 'B', be authorized to attend the Ministry of Education - K-12 Funding Formula Review meeting on April 24, 2018 in Prince George, BC.

Hasler Semi-Annual Management & Community Meeting

35. That Director Rose be authorized to attend the Hasler Semi-Annual Management and Community Meeting on May 2, 2018 in Chetwynd, BC.

Proposed Tsaa Nuna Conservancy

36. That the attendance of Director Goodings at the Ministry of Forests, Lands, Natural Resource Operations and Rural Development – Proposed Tsaa Nuna Conservancy Open House on April 25, 2018 in Fort St. John, BC, be authorized retroactively.

Invasive Plant Compliance and Enforcement

37. That Director Hiebert, Invasive Plant Committee Chair, Paulo Eichelberger, General Manager of Environmental Services, and Kari Bondaroff, Manager of Invasive Plants, Environmental Services and Field Services Program, be authorized to attend a City of Dawson Creek council meeting to provide information and resources on a collaborative approach to invasive plant compliance and enforcement to reduce the number of invasive plant infestations that pose a threat to the social, economic and environmental well-being of the region.

Municipal Participation in Planning Presentation

38. That the Electoral Area Directors be authorized to attend each municipal presentation.

Northern Accelerated Baccalaureate Nursing Program

39. That Chair Sperling be authorized to attend a future meeting with the University of Northern BC and the Ministry of Health regarding the Northern Accelerated Baccalaureate Nursing Program.

2018 Canada Day Parade

40. That those Directors who wish to attend the Village of Pouce Coupe – Canada Day Parade on July 1, 2018 in Pouce Coupe, BC, be authorized to do so.

Hockey Canada & City of Dawson Creek – Partnership Announcement

41. That authorization for those Directors who attended the City of Dawson Creek and Hockey Canada – Partnership Announcement on June 6, 2018 in Dawson Creek, BC, be issued retroactively.

Community Speaker Series – On The Move

42. That those Directors who wish to attend the Community Speaker Series – On the Move events on June 18-19, 2018 in Fort St. John, BC, be authorized to do so.

5th Annual Resource Breakfast Series

43. That two Electoral Area Directors be authorized to attend the 5th Annual Resource Breakfast Series on September 11 – 13, 2018 in Whistler, BC.

Open House – UBC Research in the Peace Region: Environmental Impacts Around Oil and Gas Activity

44. That authorization for those Directors who attended the Open House – UBC Research in the Peace Region: Environmental Impacts Around Oil and Gas Activity on June 13, 2018 in Fort St. John, BC, be issued retroactively.

Peace Region Electricity Supply Project Open House

45. That those Directors who wish to attend the Peace Region Electricity Supply Project Open Houses on June 20-21, 2018 in Dawson Creek and Taylor, BC, respectively, be authorized to do so.

“Gotta Go” Meeting

46. That Directors Fraser, Goodings and Johansson be authorized to attend the Gotta Go meeting on June 25, 2018 at Mile 202 of the Alaska Highway.

National Energy Board BC Regional Office – Open House

47. That authorization for those Electoral Area Directors who attended the National Energy Board BC Regional Office – Open Houses on June 11-13, 2018 in Dawson Creek, Chetwynd and Fort St. John, BC, respectively, be issued retroactively.

Regional Parks Day

48. That those Directors who wish to attend the Regional Parks Day event on July 28, 2018 at Spencer Tuck Regional Park, be authorized to do so.



REPORT

To: Rural Budgets Administration Committee

Date: July 9, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Grant Application – Greunfeld Cemetery

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve a grant in the amount \$856 to the Old Colony Mennonite Church, to be issued from Electoral Area B Cemetery funding, for driveway improvements to the Greunfeld Cemetery.

BACKGROUND/RATIONALE:

The Greunfeld Cemetery is located in Prespatou, BC, just north of Fort St. John on Triad Road. A group of volunteers dedicates their time to the maintenance and upkeep of the cemetery. This year, it has been determined that the driveway is in need of upgrades in order to improve the accessibility to the cemetery, and the group is requesting funding support from the Regional District.

This request meets the criteria outlined in the attached Cemetery Funding Policy. However, it is important to note that the group does not have an established bank account, but rather has their funding run through the Old Colony Mennonite Church. All funds that are for the cemetery are placed into the church's operating account and disbursed from that account. Bank account records have been forwarded from the treasurer of the church to support and prove they operate from an established bank account.

Please see the attached grant application and grant policy.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee approve a grant in the amount \$1,500 to the Old Colony Mennonite Church, with \$856 to be issued from Electoral Area B Cemetery funding and \$644 from Electoral Area B, Fair Share for driveway improvements to the Greunfeld Cemetery.
2. That the Rural Budgets Administration Committee deny the grant application from Greunfeld Cemetery 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.

Staff Initials: *JR*

Dept. Head: *J. Morgan*

CAO:

Page 1 of 2

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

FINANCIAL CONSIDERATION(S):

- \$4,000 is budgeted in the 2018 Annual Financial Plan under Electoral Area B, Cemetery funds. At the time of this report, the balance of this fund was \$856.00.
- The remaining available balance of Electoral Area B Fair Share was \$995,304.19, as per the June 2018 Financial Report.
- If approved, funding will be made payable to Old Colony Mennonite Church who acts as the guardian of the volunteer groups finances.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachments:

1. Grant Application – Greunfeld Cemetery
2. Cemetery Grant Policy



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM



Society #: Licence #15123 File #362

Community Club or Group Name: Greunfeld Cemetery

Mailing Address: P.O. Box 6

City: Altona B.C.

Postal Code: V0C 2T0

Civic Address:

Contact Person: John Martens

Alternate Person: Joseph Bergen

Tel: 250 630 2591

Tel: 250 787 2909

Fax:

Fax:

Email:

Email: hotsawlog@gmail.com

ORGANIZATION

PROJECT COSTS

President: Secretary: John Martens

Total Cost of Project: 1500.

Vice President: Director: Peter Bueckert

Amount Requested per year:

Treasurer: Director: Martin Wiebe

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.

The Greunfeld Cemetery needs to upgrade its access of off the public road. We are planning to add one driveway and replace the culvert in the other driveway. The funds would be used to buy two 12" x 20' culverts and one load of gravel to bed the culverts and build up the driveways. There is a permit in place for the driveways the expires Dec 31 2018 and as such we hope to complete the project this summer. The funds would be used to purchase the materials and labour and equipment will be volunteer.

Project cost: Culverts: 317.89 each x 2 = 635.78

Gravel: 465.00 + hauling 472.50 = 912.00

Total project cost: 1479.66

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date: May 04 2018

For Office Use Only

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

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

**Business Account Statement**

April 20, 2018 to May 18, 2018

Account number: 01920 120-132-6

Important Account Information**RBC Business Advisors are available 24 hours a day, 7 days a week**

Our team of business advisors are available whenever you need them.

Call us at 1-800-769-2520 for:

- Business account transaction information
- Credit and debit card processing solutions
- Your nearest ATM or Night Deposit location
- Help with your personal banking needs
- And more



Please check this Account Statement without delay and advise us of any error or omission within 45 days of the statement date.
An image included on this Account Statement does not indicate that a cheque has been successfully processed as of the statement date.
Please retain this statement for your records. Additional copies will be subject to a nominal fee.

*Registered trademarks of Royal Bank of Canada.

Royal Bank of Canada GST Registration Number: R105248165.

2nd page requested July 9/18 - treasurer status
Will forward

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

1. POLICY

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

1.1 Applicant Eligibility

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

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

1.2 Eligible Expenses

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

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

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

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

1.4 Allocation of Funds

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

1.5 Acknowledgement of Grant Funding

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

2. PURPOSE

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

3. RESPONSIBILITY

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

4. DEFINITIONS

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

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

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

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

6. PROCEDURE

6.1 Approval Procedure

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

6.2 Disbursement of Funds

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

6.3 Recipient Acknowledgement

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



REPORT

To: Rural Budgets Administration Committee

Date: July 9, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Grant Application – Groundbirch Cemetery Committee

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve a grant in the amount \$1,000 to the Groundbirch Cemetery Committee to be issued from Electoral Area E, Cemetery funding for ground maintenance and lawn care.

BACKGROUND/RATIONALE:

The Groundbirch Cemetery Committee is applying for funding support to assist with the expenses associated with ground maintenance and lawn care. The applicant was supported in 2016 and 2017 with grant funding to assist with these same expenses.

This request meets the criteria as outlined in the attached Cemetery Funding Policy. Please see the attached grant application and grant policy.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant application from Groundbirch Cemetery Committee 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):

- \$5,500 is budgeted in the 2018 Annual Financial Plan under Electoral Area E, Cemetery funds, of which \$1,000 has been earmarked for Groundbirch Cemetery Committee.
- If approved, funding will be made payable to Groundbirch Cemetery Committee as the applicant has proven they have an established bank account.

Staff Initials: *JR*

Dept. Head: *J Morgan*

CAO:

Page 1 of 2

July 19, 2018

Page 49 of 120

COMMUNICATIONS CONSIDERATION(S):

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

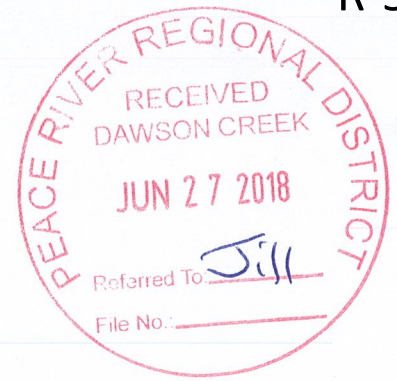
OTHER CONSIDERATION(S):

Attachments:

1. Grant Application – Groundbirch Cemetery
2. Cemetery Grant Policy



PEACE RIVER REGIONAL DISTRICT

**GRANT APPLICATION FORM**

Society #: 15286

Community Club or Group Name:

Groundbirch Cemetery

Mailing Address: Box 224

City: Groundbirch B.C.

Civic Address:

Postal Code: V0C 1T0

Contact Person:

Tel: 250-719-5979

Fax:

Email: blackglasstwist@hotmail.com

Alternate Person:

Tel:

Fax:

Email:

CLUB EXECUTIVES

President: Pat Warn

Vice President: Wayne Harris

Treasurer: Sheila Benterud

PROJECT COSTS

Total Cost of Project: \$1000.00

Amount Requested per year: \$1000.00

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.

The request is to help with the grass mowing
 and general maintenance of our cemetery
 at Groundbirch B.C.

ATTACHMENTS REQUIRED:

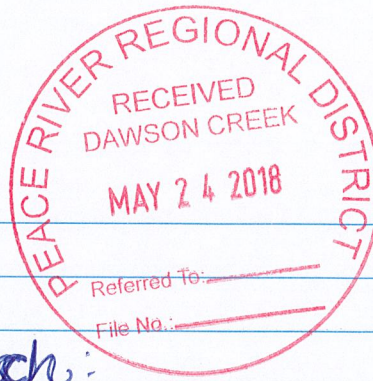
- Project budget, including all sources of funding
- Current financial statements showing expenses, revenues & savings

Signature of Applicant: Sheila Benterud

Date: June 15 2018

For Office Use OnlyFair Share: B ☐ C ☐ D ☐ E ☐PRA: B ☐ C ☐ D ☐ E ☐BCR/PRA: B ☐ C ☐ D ☐ E ☐Gas Tax: ☐Other: ☐**PLEASE REPLY TO:**

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



May 23 2018

attention Kim French:

Peace River Regional District

Box 810

Dawson Creek B.C

V1G 4H8

We of the Cemetery Committee
 would like to make a request
 of \$1000.00, this will help us
 with the grass mowing and
 general maintenance of our
 cemetery, at Groundbirch.

AREA E
 Groundbirch
 Cemetery
 R+M.

01-2-5160-405

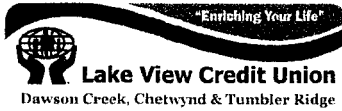
Thank-you

(221) 780-2235

m/pj31

Sheila Bentea (sec.) (Bentnude)
 Box 224 erud.
 Groundbirch B.C Voc ITC

719-5979



DAWSON CREEK BRANCH
800-102ND AVE
DAWSON CREEK BC
V1G 2B2

STATEMENT OF ACCOUNTS

STATEMENT DATE	MEMBER NO.	PAGE
30 Apr 2018	██████████	1 OF 2

0071170

GROUND BIRCH CEMETARY FUND
PO BOX 224
GROUND BIRCH BC V0C 1T0

DATE	DESCRIPTION	NUMBER	WITHDRAWALS	DEPOSITS OR LOAN PAYMENT	LOAN PRINCIPAL INTEREST	BALANCE
CHEQUING						
Chequing Non Profit Orgs Clubs: ██████████						
01 Apr 18	Opening Balance					3,659.29
30 Apr 18	Service Charges			10.00		3,649.29
	Total Cheques	0				
SAVINGS						
Equity Shares: ██████████						
01 Apr 18	Opening Balance					34.37
01 Mar 18	Eff. 03-01 Credit Shareholder Dividend			1.37		35.74
END OF STATEMENT						



Lake View Credit Union is now on Facebook. Like our page @lvcucommunity for News, Promotions, Community Involvement and more!

Please take the time to review your statement carefully. You have 30 days to report any problems or concerns.

Contact us at lvcu@lvcu.ca or by phone:

Dawson Creek: 250-782-4871

Chetwynd: 250-788-9227

Tumbler Ridge: 250-242-4871

July 19, 2018

OD = Overdraft
DR = Debit Balance
Page 1 of 1
EX = Credit Limit Exceeded

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

1. POLICY

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

1.1 Applicant Eligibility

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

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

1.2 Eligible Expenses

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

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

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

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

1.4 Allocation of Funds

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

1.5 Acknowledgement of Grant Funding

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

2. PURPOSE

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

3. RESPONSIBILITY

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

4. DEFINITIONS

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

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

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

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

6. PROCEDURE

6.1 Approval Procedure

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

6.2 Disbursement of Funds

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

6.3 Recipient Acknowledgement

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



REPORT

To: Rural Budgets Administration Committee

Date: July 9, 2018

From: Jill Rickert, Community Services Coordinator

Subject: Grant Application – South Peace Arts Society, Dawson Creek Art Gallery

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve a grant in the amount of \$1,500 to the South Peace Arts Society, to be issued from Electoral Area D Peace River Agreement Funds (Spending Item #7 Libraries, Museums and Art Galleries), to be used to support Exhibition and Outreach Art Programs offered through the Dawson Creek Art Gallery.

BACKGROUND/RATIONALE:

The South Peace Art Society operates the Dawson Creek Art Gallery, which provides an inclusive and creative cultural centre for all the community to enjoy. The gallery is dedicated to the presentation, interpretation and advancement of the Visual Arts and features both local artists and touring shows on a year round basis. The gallery provides exhibition and outreach programs, which offer the community an opportunity to learn through art. The cost of these programs is supported with the revenue generated through the gift shop sales and by grants from corporate donations, BC Gaming and other contributors. In addition, the Society has an agreement in place with the City of Dawson Creek to operate the Art Gallery.

The South Peace Arts Society has been a long time promoter of arts education through programs that encourage exploration of the arts through education. Students of all ages, backgrounds and abilities have engaged many of the programs offered year round at the gallery. In 2017, the programs ran successfully and were well attended; however, the Society indicates when the programs were completed, the budget had a deficit of over \$20,000. The request for \$12,000 would be distributed using \$10,000 for the educational outreach and exhibition classroom needs, such as supplies and materials, with the remaining \$2,000 going towards advertising and promotion of the programs.

The South Peace Arts Society is a not-for-profit organization in good standing with the Societies Act. The funding amount recommended is based on past grant approvals. The Society has received grant funding in the amount of \$1,500 to assist with their programming in 2013, 2015, 2016 and 2017.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee approve a grant in the amount of \$12,000 to South Peace Arts Society for one year, to be issued from Electoral Area D Peace River Agreement Funds (Spending Item #7 Libraries, Museums and Art Galleries), to provide support for the Exhibition and Outreach Art Programs offered through the Dawson Creek Art Gallery; and further that the society provide a written report back to the Committee by January 15, 2019 on how the funds were used.

Staff Initials:

Dept. Head: *J. Morgan*

CAO:

Page 1 of 2

2. That the Rural Budgets Administration Committee recommend an annual grant in the amount of \$12,000 be budgeted as part of the Regional District Annual Financial Plan, from Electoral Area D Peace River Agreement Funds – Spending Item #7, to provide support for the Exhibition and Outreach Art Programs offered through the Dawson Creek Art Gallery.
3. That the Rural Budgets Administration Committee deny the grant application from the South Peace Arts Society 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):

- Funds for this grant could be supported under Peace River Agreement Funds, Spending Item #7 which is intended for Libraries, Museums and Art Galleries.
- \$587,665.58 is the remaining balance for Electoral Area D, Peace River Agreement funds, as of the June Financial Report.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application – South Peace Arts Society, Dawson Creek Art Gallery



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: S0019210

Community Club or Group Name: South Peace Art Society- Dawson Creek Art Gallery

Mailing Address: 101-816 Alaska Ave

City: Dawson Creek

Postal Code: V1G 4T6

Civic Address:

Contact Person: Marsha C. Stewart

Alternate Person: Kit Fast

Tel: (250)782-2601

Tel: (250)782-2601

Fax: (250) 782-8801

Fax: (250) 782-8801

Email: ed@dcartgallery.ca

Email: curator@dcartgallery.ca

CLUB EXECUTIVES

President: Barbara Swail

Vice President: Jennifer Lalonde

Treasurer: Carol Landry

PROJECT COSTS

Total Cost of Project: \$12,000.00

Amount Requested per year: \$12,000.00

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

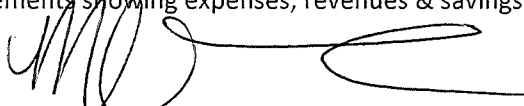
Describe the project for which your organization is requesting a grant and the reason for your request.

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

Please see attached.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: 

Date: July 9, 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 ☐

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

For 70 years, South Peace Art Society has endured and flourished providing a venue for the promotion and enhancement of arts in the Peace River Regional District. The Dawson Creek Art Gallery is an inclusive, creative, cultural center for all members of the community and the BC Peace Region. It has been affectionately nicknamed named “The Guggenheim of the North” for the ramp system along the gallery walls that accommodates 200 linear feet of barrier-free hanging space. This unique ramp design makes the art physically accessible to everyone. The gallery’s mission is to be a public space dedicated “to the growth, awareness and appreciation of the visual arts” and features local, regional and touring exhibitions year round. The Gallery offers diverse education programs that engage students of all ages, backgrounds and abilities in the visual arts. We make every effort to make our programming accessible to everyone. As a member-run gallery, we are welcoming of suggestions from our membership, volunteers and community. This culture of inclusivity has made the gallery a vibrant and sustainable part of our dynamic northern community for 70 years as of 2018. We have operated for the last 35 years without charging an admission fee. The South Peace Art Society and its members are proud of the fact that admission is by donation. We recognize that art is a universal language; we strive to make our exhibits and all programs accessible to one and all. We currently have 331 paid voting members; of these 135 are from the “non-rural” PRRD area and 135 are from “rural” PRRD.

As an artist run gallery, we have a membership of more than 50 local and regional artist members who assist with the operation of the gallery, provide volunteer support and donate generously to fundraising events. Our annual schedule of 11 shows also includes two members’ exhibits, one for Exploring Art, a collective of artists that began 35 years ago at the gallery, the *Make Your Mark* show for the work of students from the visual art programs in the middle, secondary and private schools in School District 59, as well an annual guild show that is shared in rotation by local art guilds and clubs.

Another success is our annual Art Walk. Local artists display their work in businesses around town during the cherished warm summer months and busy tourist season. This brings higher traffic to local businesses and gives artists more exposure to new clientele and expands our presence in the community significantly.

Recently SPAS extended its presence beyond the walls of the Dawson Creek Art Gallery in partnership with the Calvin Kruk Centre for the Arts. CKCA is a vibrant hub that has hundreds of children, youth and adults enrolled in dance, music and choir. It is also a popular choice for meeting and concert space and as a City facility, most public meetings are held there. The Blue Wall mini gallery, an exhibition space for Permanent Collection and smaller shows for emerging artists, is in the main lobby at CKCA and has expanded our presence in the community and connected us with new viewers. The presence of the visual arts in CKCA also brings the attention of out of town visitors including municipal and business leaders.

As our community demographics have changed in recent years, we have identified a growing need for new, affordable, creative and socially engaging educational programs. To address this need, we have found innovative ways to increase programming and make courses more accessible. When it became apparent our classroom was inaccessible to our senior and other constituents, SPAS and a determined group of artist members partnered with School District 59 and the City of Dawson Creek to secure a barrier free/accessible classroom in another community building. This space is fully accessible for people of all ages, with or without mobility concerns, as well as parents using strollers. This barrier free classroom is also just steps away from a city bus route and in a central location, making it accessible to all.

As new educational programs were introduced (see list below) we also saw enrollment in pre-existing classes increase. This was partly due to the cancellation of the two-year Visual and Graphic Communication Arts program at Northern Lights College in 2012. The loss was a tremendous blow to regional artists. SPAS and the Dawson Creek Art Gallery stepped in to provide challenging, affordable workshops. The result has been new influences and expanded teaching and art making capacity through professional instruction, critical thinking and new techniques.

Our educational programming supports the wellbeing of our community and is intended to educate, engage and encourage people to become lifelong learners, volunteers, contributors and benefactors to our great community. This commitment to and focus on art education and social engagement continues to be a primary focus and great success.

As with everyone in the region, uncontrollable forces in the oil and gas sector have impacted our ability to generate more income. However, over the past five years, we have taken many steps to increase revenues to offset program and exhibition costs. With the support of staff and volunteers we have made changes and additions to our fundraising efforts and expanded the Artisan Grainary Gift Shop in order to increase retail and consignment revenue. You will note that the South Peace Art Society and the Dawson Creek Art Gallery have substantially increased our request for funding this year. Past funding from the PRRD has contributed significantly to our programming. Maintaining and expanding our programming and exhibitions to meet the demonstrated needs of the community has been made possible by fundraising, gift shop sales and sponsorship. Funding from the Rural Budgets Administration Committee will help us get closer to a balanced program budget.

Education programs include:

- Summer School of the Arts: affordable classes for children ages four to seven, eight to 12, and 13+, five days a week from July to August. This program is made possible by strong partnerships with and support from the Province, the Peace River Regional District, the City of Dawson Creek, and local businesses and corporations;
- After school classes for ages five and up run from September to June, three days a week;
- Toddler Time for parents and their toddlers ages one to five, once a week;
- Classroom art instruction for School District 59;
- Teen Open Studio every Friday through the academic year;
- Spring Break morning classes for ages five and up;
- Educational tours of exhibits followed by art classes for local groups and not-for-profit organizations, such as Boy Scouts and Brownies, as requested;
- A fully accessible and barrier free, off-site classroom is leased from the City for artists of all ages and abilities. Classes run three days per week;

- Workshops and classes in outlying communities are scheduled throughout the year to match the interests of the community. Media and techniques explored range from drawing to painting to photography. Events like these create important social links for families and friends with the benefit of shorter driving times and lower travel costs;
- “Art and Appie Night” is offered at and in partnership with a local restaurant at a “non-profit rate”. This provides an affordable, safe and harassment free environment for women to meet and experiment with a variety of media;
- Wine and Art Nights are offered at least once a month depending on demand. This is another affordable, safe environment to meet and be creative;
- Adult one and two day art workshops run approximately every two weeks. Many of the local artists who host these workshops developed their skills and techniques from classes at the Dawson Creek Art Gallery;
- Workshops and “artist walk throughs” are hosted by exhibiting artists;
- The Northern Lights College Collection of reference and instruction books was donated to the art society when the Visual Arts Program was cancelled. The collection is housed in and managed by Gallery staff, will be properly indexed, and made available to the public this year.

South Peace Art Society

Income Statement 01/01/2017 to 12/31/2017

REVENUE**REVENUE**

Memberships SPAS	6,265.00
Giftshop Sales	68,945.95
American Exchange	154.95
Exhibition Art Sales	9,028.70
Consignment Sales	65,944.62
Art Rental Income	3,980.00
Bintop Rentals/Facility Rent	1,325.00
Art Classes	37,473.00
Box Office	0.00
Donations Corporate	800.00
Donations	600.00
Donations Individual	190.00
Donations in Kind	460.00
Donations At Door	3,832.73
Gift Certificates	296.53
Interest	1,577.68
PST Commission	599.76
GST Rebates/Remittances	7,679.76
Fundraising/Special Events	7,150.00
Art Auction Revenue	31,461.40
CULTURE CAFE	238.80
Gaming Grant Revenue	16,000.00
Grants	0.00
Grants SP Community Arts Council	750.00
Project	3,250.00
City of DC - Fee for Service	0.00
Grants Employment	11,446.71
Grants Municipal	21,012.00
Grants Other	4,500.00
Rural Dividened Fund	1,143.95
Misc Revenue	0.00
TOTAL REVENUE	306,106.54

TOTAL REVENUE	306,106.54
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EXPENSE**PRODUCTION**

General Expense	10.91
Exhibition Openings	2,010.13

Exhibition Supplies	152.67
Exhibition Costs	1,016.77
Exhibition Fees	350.00
Exhibition Artist Fees	1,500.00
Exhibition Freight	0.00
Curatorial Travel	2,058.60
Curatorial Education	284.99
Insurance	388.00
Conservation Permanent Collection	22.00
Art Exhibits - Artist Payments	6,502.95
Art Rental Artist Fees & Maint.	994.00
Art Classes	13,675.77
TOTAL PRODUCTION EXPENSES	28,966.79

ADMINISTRATION

Wages	140,032.78
Contract Labour	3,433.00
UIC Expense	3,206.35
CPP Expense	5,891.37
WCB Expense	478.62
Benefits	0.00
Office Equipment & Supplies	721.70
Office Supplies	3,564.87
Telephone	1,113.33
PST Expense	1,524.16
GST EXPENSE	0.00
Office Postage	9.75
Office Shipping & Handling	420.05
Bank Errors	-0.05
Bank Charges	7,480.66
Accounting and Legal	2,080.00
Staff Travel	117.20
Promotion & Advertising	36.62
Website & Tech. Maintenance	410.00
Advertising	4,061.40
Display Materials	36.80
Missing/Stolen/Damaged Inventory	268.21
Gardens North Project	151.79
Owned Inventory Adjustments	-40.27
Giftshop Consignment Fees	48,106.69
Cost Of Giftshop Sales	34,645.13
Cash Over/Short	342.89
Damaged Inventory	109.15
Giftshop Supplies	947.78
Freight-In (Inventory only)	1,665.94
Repairs & Maintenance	638.56
Janitorial	5,650.83

Donations in kind	0.00
Membership Fees	845.21
Meeting/Strategic Planning	1,061.57
Special Event Fees	1,336.78
Culture Cafe	181.86
Art Auction Expenses	7,844.61
Capital Improvements	1,621.94
Staff/Volunteer Appreciation	870.04
UIC Underpayment Expense	0.00
TOTAL ADMINISTRATION	<u>280,867.32</u>
 RURAL DIVIDEND FUND	
Marketing and Promotions	<u>75.00</u>
TOTAL RURAL DIVIDEND FUND	<u>75.00</u>
 TOTAL EXPENSE	<u>309,909.11</u>
 NET INCOME	<u><u>-3,802.57</u></u>

Generated On: 04/16/2018

Program Actual 2017 Projected Budget 2018

Revenues

Rural Dividend Fund	\$	-	\$	15,000.00
Federal Funding Young Canada Works	\$	5,723.35	\$	5,800.00
Communtiy Gaming Grant	\$	3,000.00	\$	5,000.00
Regional District Grant in Aid	\$	500.00	\$	2,000.00
Municipal Fee for Service	\$	3,000.00	\$	5,000.00
Licensed Gaming	\$	1,500.00	\$	3,000.00
South Peace Art Society Fundraising	\$	3,000.00	\$	5,000.00
Corporate Social Investment	\$	537.50	\$	2,000.00
Memberships	\$	2,087.00	\$	3,000.00
Art Sales	\$	9,028.70	\$	10,000.00
Art Rental	\$	1,990.00	\$	2,200.00
Donations at Door	\$	1,961.00	\$	2,500.00
Interest	\$	525.89	\$	600.00
Sub-total	\$	32,853.44	\$	61,100.00
In-kind	-	-	-	-
Labour and Internet	\$	2,580.00	\$	3,000.00
Total	\$	35,433.44	\$	64,100.00

Expenses

Advertising	\$	2,706.60	\$	3,000.00
Membership	\$	500.00	\$	500.00
Bank charges	\$	417.06	\$	600.00
Insurance	\$	388.00	\$	400.00
Wages and benefits	\$	35,000.00	\$	35,000.00
Website and Tech Maint.	\$	200.00	\$	500.00
Office	\$	1,188.29	\$	1,500.00
Telephone	\$	556.65	\$	1,000.00
Janitorial	\$	2,825.24	\$	3,000.00
Accounting and legal	\$	693.33	\$	1,000.00
Payments to artists (sales)	\$	6,502.95	\$	7,000.00
Payments to artists (fees)	\$	1,500.00	\$	1,500.00
Exhibition openings	\$	2,010.13	\$	2,100.00
Exhibition freight/ Curator travel	\$	1,058.00	\$	1,300.00
Conservation of Permanent Collecion	\$	22.00	\$	1,000.00
Exhibition capital costs	\$	1,225.00	\$	1,500.00
Miscellaneous	\$	200.00	\$	200.00
Sub-total	\$	56,993.25	\$	61,100.00
In-kind	-	-	-	-
Labour and Internet	\$	2,580.00	\$	3,000.00
Total	\$	59,573.25	\$	64,100.00
Surplus/Deficit	-\$	24,139.81	\$	-

Program Actual 2017 Projected Budget 2018

Revenues

Federal Funding Young Canada Works	\$	5,723.35	\$	5,800.00
Communtiy Gaming Grant	\$	13,000.00	\$	17,000.00
Corporate Class Sponsorship	\$	2,000.00	\$	5,000.00
Licensed Gaming	\$	1,800.00	\$	5,000.00
Regional District Grant in Aid	\$	1,000.00	\$	10,000.00
Municipal Fee for Service	\$	3,000.00	\$	3,000.00
South Peace Art Society Fundraising	\$	3,000.00	\$	5,000.00
Corporate Social Investment	\$	537.50	\$	5,000.00
Memberships	\$	2,088.00	\$	3,000.00
Registration fees	\$	37,473.00	\$	38,500.00
Interest	\$	525.89	\$	600.00
Sub-total	\$	70,147.74	\$	97,900.00
In-kind	-		-	
Materials	\$	1,670.00	\$	1,800.00
Labour	\$	1,155.00	\$	1,200.00
Total	\$	72,972.74	\$	100,900.00

Expenses

Advertising	\$	1,802.00	\$	2,000.00
Bank charges	\$	1,761.23	\$	2,500.00
Wages and benefits	\$	64,771.00	\$	65,000.00
Classroom - materials and workshops	\$	13,675.77	\$	14,000.00
Membership	\$	375.21	\$	500.00
Office supplies	\$	1,188.29	\$	1,500.00
Telephone	\$	556.66	\$	2,500.00
Janitorial	\$	2,825.24	\$	3,000.00
Education Capital Costs	\$	1,225.00	\$	1,500.00
Accessable Classroom leased from City	\$	1,500.00	\$	1,000.00
Miscellaneous	\$	200.00	\$	400.00
Repairs and Maintenance	\$	2,096.00	\$	3,000.00
Accounting and legal	\$	693.33	\$	1,000.00
Sub-total	\$	92,669.73	\$	97,900.00
In-kind	-		-	
Materials	\$	1,250.00	\$	1,800.00
Labour	\$	620.00	\$	1,200.00
Total	\$	94,539.73	\$	100,900.00
Surplus/Deficit	\$	(21,566.99)	\$	-



REPORT

To: The Rural Budget Administration Committee

Date: July 10, 2018

From: Kelsey Bates, Executive Assistant

Subject: Authorization to Attend the 2018 UBCM Convention

RECOMMENDATION #1:

1. That the Rural Budgets Administration Committee authorize the Electoral Area Directors to attend the 2018 UBCM Conference, and all associated meetings and events; and
2. That the Electoral Area Directors confirm their attendance by completing and returning the UBCM registration form to the Executive Assistant by July 26, 2018; and
3. That the Electoral Area Directors confirm their travel arrangement with the Executive Assistant no later than August 1, 2018.

BACKGROUND/RATIONALE:

As per the Remuneration Bylaw No. 2304, 2017, RBAC has the power to authorize Electoral Area Director attendance at the 2018 UBCM Conference.

Registration for the convention is now open; the earlier Directors register, the better the chance there will be seats available on their preferred tours and events. Travel arrangements should be completed in early August, as flight prices increase the closer to the travel date one books.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny authorization for the Electoral Area Directors to attend the 2018 UBCM Convention.
2. 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):

If the Electoral Area Directors wait until late in August to confirm their attendance, they may incur inflated flights costs, as is typical when booking close to departure dates.

COMMUNICATIONS CONSIDERATION(S):

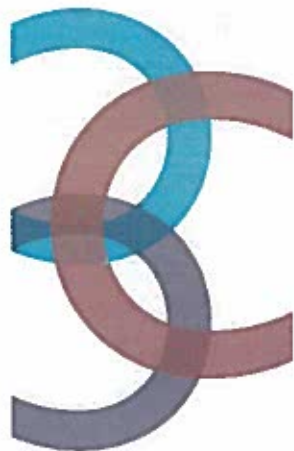
None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. 2018 UBCM Registration Form
2. 2018 UBCM Preliminary Convention Program
3. 2018 UBCM Convention Information



COMMUNICATION COLLABORATION COOPERATION

UBCM 2018

Date:	September 10 - 14, 2018
Location:	Whistler Conference Centre 4010 Whistler Way Whistler, BC
Payment Methods:	All payments must be made by credit card, no cheques please. UBCM accepts VISA, MasterCard or American Express. Credit card payment must process successfully to complete registration for the 2018 UBCM Convention
Registration Deadline:	Registration Closes August 31, 2018 at 4:30pm. After August 31st, Registration changes will NOT be accepted by phone or email. Any change requests must be made onsite at the <i>Delegate Services Desk</i> (Whistler Conference Centre, Grand Foyer) starting September 10th at 7:00 am. New Delegate Registrations will be accepted onsite. Any additions/changes are subject to availability.
Refund Policy:	All cancellations MUST be made in writing to convention@ubcm.ca. 100% refund available, if cancelled by August 3, 2018 . 50% refund if cancelled between August 4 - 24 and no refund thereafter. Convention no-shows are also non-refundable. Future Registration credits can not be issued.
Child Minding Services	Child Minding Services will be available onsite during the daytime convention program. Please contact Jennifer Kwok for more information.
If you have any questions regarding registration please email convention@ubcm.ca .	

Registration Type

Delegate ▼

Delegate Registration Fees

	On or Before Aug 3, 2018	Aug 4 to Aug 24, 2018	Aug 25 to Aug 31, 2018
☐ Local Government/UBCM Member <i>(local government elected official or staff member ONLY)</i>	\$475	\$620	\$710
☐ Non-Member	\$700	\$910	\$1,050
☐ Pre-Convention Sessions and Tours ONLY Members and Non-Members One-day fees do not include evening functions. <i>(select your Monday and Tuesday options below to determine fees)</i>			

Registration Fee \$ 0.00

DELEGATE INFORMATION

* First Name:

* Last Name:

* **Representing:** Please select.. ▼

* **Position/Title:**

* **Mailing Address:**

* **City:**

* **Province:** British Columbia ▼

* **Postal Code:**

* **Phone:**

Delegate's Cell:

* **Delegate's Email:**

Special Meal Requirements: ☒ None ☐ Vegetarian ☐ Gluten Free

Food Allergies:

* **Wheelchair / Scooter Accessibility Required?**
☐ Yes ☐ No

Staff Contact:

Staff Phone:

Staff Email:

Partner / Guest Information

* **Are you bringing a Partner / Guest?**
☐ Yes ☐ No

* **First Name:**

* **Last Name:**

Special Meal Requirements: ☒ None ☐ Vegetarian ☐ Gluten Free

Food Allergies:

ADDITIONAL OPTIONS

Monday, September 10

Study Tour

- ☐ **#1 Agricultural Study Tour**
 (8:30 am - 5:00 pm)

Study Sessions

- ☐ **#2 Green Innovation and Clean Growth Communities**
 (9:00 am - 12:00 pm)
- ☐ **#3 Achieving Affordability: Current Policy and Future Needs**
 (9:00 am - 12:00 pm)
- ☐ **#4 Tools and Opportunities for Advancing Local Government Relations with Indigenous Peoples**
 (9:00 am - 12:00 pm)
- ☐ **#5 Evolution of Policing**
 (1:30 pm - 4:30 pm)
- ☐ **#6 Building Community Resiliency – Fire and Flood Prevention in BC**
 (1:30 pm - 4:30 pm)
- ☐ **Mayors' Caucus (Mayors ONLY)**
 (1:30 pm - 4:30 pm)

One-day fee Monday ONLY	On or Before Aug 3, 2018	Aug 4 to Aug 24, 2018	Aug 25 to Aug 31, 2018
\$90	\$90	\$117	\$135
\$115	\$75	\$100	\$115

* Monday tour, sessions and Mayors' Caucus are non-refundable.

Monday, September 10 - Total \$ 0.00

Tuesday, September 11

Aug 3, 2018 Aug 24, 2018 Aug 31, 2018

Forums 9:00 am - 12:00 pm
(includes lunch 12:00 - 1:30pm)**One-day fee Tuesday ONLY**

☐ Electoral Area Directors Forum	\$115	\$75	\$100	\$115
☐ Small Talk Forum	\$115	\$75	\$100	\$115
☐ Mid-Sized Communities Forum	\$115	\$75	\$100	\$115
☐ Large Urban Communities Forum	\$115	\$75	\$100	\$115
☐ None				

**** Tuesday Forums are non-refundable.****Community Excellence Awards Ceremony (5:00 pm)**☐ Check if attending **COMPLIMENTARY****Welcome Reception (6:30 pm)**☐ Check if attending **COMPLIMENTARY****Tuesday, September 11 - Total \$ 0.00****Wednesday, September 12**

On or Before Aug 3, 2018 Aug 4 to Aug 24, 2018 Aug 25 to Aug 31, 2018

Area Association Luncheons (12 pm)

☐ AKBLG ☐ AVICC ☐ LMLGA ☐ NCLGA	\$50	\$65	\$75
☐ SILGA ☐ None			

Wednesday, September 12 - Total \$ 0.00**Thursday, September 13**

On or Before Aug 3, 2018 Aug 4 to Aug 24, 2018 Aug 25 to Aug 31, 2018

UBCM Banquet (6:30 pm reception/7:30 pm dinner)
(please note: there will be no reserved seating)☐ Check if attending **\$90 \$120 \$135****Thursday, September 13 - Total \$ 0.00****PARTNER OPTIONS****Monday, September 10 - Study Tour**

On or Before Aug 3, 2018 Aug 4 to Aug 24, 2018 Aug 25 to Aug 31, 2018

☐ Agricultural Study Tour (8:30am - 5:00pm) **\$90 \$117 \$135****Tuesday, September 11**☐ Welcome Reception (6:30pm) **\$60 \$78 \$90****Thursday, September 13**☐ UBCM Banquet (6:30pm reception/7:30pm dinner) **\$90 \$120 \$135****Partner Fees - Total \$ 0.00****Please register directly with Tourism Whistler for additional partner program activities at**
<https://www.whistler.com/delegates/ubcm-partners/>**CANCELLATION / REFUND POLICY**

- ☐ * By checking this box you agree that you have read and agree to the terms of the cancellation/refund policy as outlined at the top of this form. UBCM reserves the right to cancel any session or program due to unforeseen circumstances including but not limited to insufficient registration. In case of cancellation, every effort will be made to provide advance notification.

CODE OF CONDUCT

- ☐ * I have read, understood and agree to comply with the [UBCM Convention Code of Conduct](#) and have completed and returned my [Agreement and Acknowledgement](#) Form to [UBCM](#).

PHOTO RELEASE

TOTAL FEES

Registration Fee:	\$ 0.00
(Monday - Tuesday) Pre-Convention:	\$ 0.00
Other Convention Fees:	\$ 0.00
Partners Fees:	\$ 0.00

Subtotal: \$ 0.00

5% GST #10815 0541: \$ 0.00

TOTAL PAYMENT DUE : \$ 0.00

---- Register for Convention ----





Convention Program

Brief Program

The brief program listed below is intended to provide an overview and quick reference. The full 2018 Convention Program will be made available as details are confirmed. ***Please note this brief program is subject to change.***

Monday, September 10

7:00 am - 4:00 pm	Registration
8:00 am - 4:30 pm	Study Sessions / Tours
1:30 pm - 4:30 pm	BC Mayors Caucus
7:00 pm - 8:00 pm	Electoral Area Directors' Meet and Greet

Tuesday, September 11

7:00 am - 4:00 pm	Registration
7:00 am - 8:30 am	Continental Breakfast (Clinic attendees only)
7:30 am - 8:30 am	Clinics
9:00 am - 12:00 pm	Forums
12:00 pm - 1:30 pm	Forum Lunches
1:45 pm - 2:45 pm	Plenary Session
3:15 pm - 4:45 pm	Provincial Policy Sessions
4:00 pm - 5:30 pm	Municipal Insurance Association of BC AGM
4:00 pm - 5:00 pm	Municipal Finance Authority of BC Semi-Annual Meeting
6:30 pm - 8:30 pm	Sponsor Showcase Exhibits Open
6:30 pm - 8:30 pm	Welcome Reception

Wednesday, September 12

7:00 am - 4:00 pm	Registration
7:00 am - 3:30 pm	Sponsor Showcase Exhibits Open
7:00 am - 8:30 am	Delegates Continental Breakfast
7:30 am - 8:15 am	Clinics
8:30 am	Convention Opening Session
9:00 am	Annual Meeting
9:25 am - 10:25 am	Keynote Address
10:40 am - 11:55 am	Principal Policy Session: Resolutions
12:00 pm - 1:30 pm	Area Association Lunches (optional)
2:00 pm - 2:30 pm	Address by the Minister of Municipal Affairs and Housing
3:00 pm - 4:15 pm	Provincial Cabinet Town Halls
4:15 pm - 5:00 pm	Presentation of 2018 Energy & Climate Action Awards
5:30 pm - 7:00 pm	BC Government Reception
6:30 pm - 8:00 pm	Consulate-General of the People's Republic of China in Vancouver Reception
8:00 pm - 12:00 am	CUPE BC Reception

Thursday, September 13

7:00 am - 8:30 pm	Delegates Continental Breakfast
-------------------	---------------------------------

7:00 am - 12:30 pm	Sponsor Showcase Exhibits Open
7:30 am - 8:15 am	Clinics
8:00 am - 4:00 pm	Registration
8:55 am - 11:30 am	Resolutions Session Continues
12:00 pm - 1:30 pm	Delegates Lunch - Dine-Around Whistler Village
2:30 pm - 4:30 pm	Workshops
6:30 pm - 7:30 pm	UBCM Reception
7:30 pm - 11:30 pm	UBCM Banquet

Friday, September 14

7:00 am - 8:30 am	Delegates Continental Breakfast
8:00 am - 9:00 am	Resolutions Session Continues
10:45 am - 11:00 am	Installation of President Elect Port of Vancouver Cruise Draw
12:00 pm	Adjourn

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2018 Convention Information

UBCM Annual Convention
September 10 – 14, 2018

Whistler Convention Centre

THE UBCM CONVENTION CONVENES IN WHISTLER

Registration is now Open

2018 UBCM Convention registration is now open. Be sure to register prior to August 3rd to take advantage of the early bird registration rate. For a look at the preliminary program, please click [here](#).

2018 UBCM Convention

Join us this year September 10 - 14 for the 115th UBCM Convention. We look forward to once again offering delegates a diverse and relevant program, complemented with several networking opportunities for dialogue, learning and idea exchange. This event continues to be the largest and most important annual meeting of local government leaders in British Columbia.

Last year, the 2017 UBCM Convention in Vancouver celebrated its highest attendance record to date. Thank you to all who attended and we hope to welcome you to Whistler!

2018 Convention updates will be posted here as soon as new information becomes available.

Monday Pre-Convention Study Tour and Sessions

Agricultural Study Tour (all day)

Join the BC Ministry of Agriculture as we take a trip to the Pemberton Valley for a tour showcasing a number of new entrants, young successional farmers, and established farmers who are shifting focus to grow a variety of foods for local markets in the Sea to Sky corridor. By visiting several agricultural operations, you'll discover the many different ways farmers are gaining entry into farming or are dealing with succession planning to pass their farms on to the next generation. You'll hear about the various challenges they are facing from regulation and due to planning issues. Tour stops may include:

- An emerging craft brewery that utilizes local products;
- A large scale seed potato and beef successional farmer who is diversifying into vegetables for local markets;
- A direct marketing vegetable operation that utilizes horses to work the land;
- A mixed berry, vegetable and livestock operation.

Breakfast will not be provided, but lunch will be provided and there may be opportunities to purchase local farm products. Please dress for the weather and wear farm-appropriate footwear. Partners/spouses are welcome as well, but must formally register for the tour, as there is a fixed limit to the number of people that can attend.

Green Innovation & Clean Growth Communities (9:00am - 12:00 noon)

Through recent policy and practice, federal, provincial and local governments are developing innovative ways of mitigating GHG emissions, creating climate resilient communities and developing low carbon economies. All orders of government are now actively

pursuing clean growth strategies that seek to reduce GHG emissions while simultaneously strengthening economic opportunities. This session will critically explore the economic and environmental intersection within clean growth. Through presentations and dialogue by key stakeholders, it will help build the capacity of local governments to transition to low carbon economies that foster job creation, energy independence and infrastructure resilience.

Achieving Affordability: Current Policy and Future Needs (9:00am - 12:00 noon)

Lack of affordable housing continues to create substantial hardship for those who live, work, and contribute to BC's communities. Among other impacts, high housing costs threaten the foundations of local economies, the strength of community connections, and the health of British Columbians. While new provincial and federal initiatives represent a clear recognition of these challenges, creating the conditions for affordability will require ongoing, concerted actions to address a crisis that has built up over the past 30 years. This session will bring together speakers to discuss two questions central to understanding the crisis. First, what are the key elements and implications of current government initiatives and policies for local governments? And second, what policies and actions may be required going forward?

Tools and Opportunities for Advancing Local Government Relations with Indigenous Peoples (9:00am - 12:00 noon)

Relationships between First Nations and local governments are built on a foundation of mutual awareness, communications, and respect. This session will feature examples of how these principles have been applied to achieve successful collaborations and agreements. It will also bring together speakers to discuss the new legislative framework that First Nations operate under relating to fiscal management and land use planning, to highlight how it creates a proactive investment and development climate for First Nations and opens doors for collaboration and partnership with local governments.

Evolution of Policing (1:30pm - 4:30pm)

As the world changes, law enforcement oftentimes must adapt. Dictated in part by technological improvements, security needs, and evolving priorities, policing has undergone significant change over the past few years. Representatives from all orders of government will discuss some of these important changes and how they will affect local governments. Presenters will also look towards the future, and what local governments can expect in terms of upcoming law enforcement initiatives and new tools to address crime in British Columbia.

Building Community Resiliency – Fire & Flood Prevention in BC (1:30pm - 4:30pm)

This session will provide an overview of the recommendations that were developed as part of the 2017 Flood & Fire Review, with an emphasis on the recommendations that will have the most impact on local governments. Representatives from the BC Wildfire Service and Emergency Management BC will provide information on programs and resources aimed at mitigating the impacts of floods and wildfires, and building local and provincial resiliency in the face of future emergencies.

Mayor's Caucus (1:30pm - 4:30pm)

The Mayors' Caucus is an opportunity for mayors to get together and discuss common issues and concerns. This session is exclusively for mayors from municipalities across BC.

Session Proposal Process

The 2018 Session Proposal Submission Portal is **now closed**. The Convention Committee will deliberate **July 12** and proponents will be informed of results by **July 20**. *Please do not contact UBCM about results before this date.*

Book Your Accommodations

The 2018 UBCM Convention Hotel Block opened October 16, 2017 and is now SOLD OUT. Preferred rates were secured at the Hilton Whistler Resort and Spa, Crystal Lodge and Suites, Aava Whistler Hotel, Fairmont Chateau Whistler and Delta Whistler Village Suites. For other accommodation options, search here or contact the Whistler.com Groups Department at 604.966.3215.

Sponsorship Opportunities

The UBCM Convention is a prime opportunity to present your organization to over 1800 local government officials and senior leaders from communities across BC. Expand your brand awareness through exposure to an anticipated audience of over 2,200 targeted attendees. To learn more about our available sponsorships for 2018, email tradeshow@ubcm.ca.

Subscribe to The Compass

If you are interested in receiving updates about the 2018 Convention, subscribe to the UBCM weekly newsletter, *The Compass*. Click [here](#) and enter your email address on the right sidebar. The Compass is the single source for UBCM breaking news and pre-convention announcements.

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REPORT

To: Rural Budgets Administration Committee

Date: July 17, 2018

From: Shawn Dahlen, Acting CAO

Subject: Environmental Quality Sub-Stream Grant Program – Allocation of Costs

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve the cost of Urban Systems preparing and submitting the grant application on behalf of the Peace River Regional District, for the Charlie Lake Reclaimed Water Facility, through the *Canada-British Columbia Investing in Canada Infrastructure Program-Green Infrastructure: Environmental Quality Sub-Stream Program*, to be funded out of Area C PRA.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee commit funding for the portion of the Charlie Lake Reclaimed Water Facility project that is not eligible under the *Canada-British Columbia Investing in Canada Infrastructure Program-Green Infrastructure: Environmental Quality Sub-Stream Program*, which is estimated at 26.67% of the total cost, which is up to a maximum of \$2 million.

BACKGROUND/RATIONALE:

At the July 12, 2018 Board meeting, Urban Systems was approved to prepare and submit an application for grant funding on behalf of the Peace River Regional District for the Charlie Lake Reclaimed Water Facility, through the *Canada-British Columbia Investing in Canada Infrastructure Program-Green Infrastructure: Environmental Quality Sub-Stream Program*:

MOVED, SECONDED CARRIED

That Urban Systems be authorized to prepare and submit an application for grant funding on behalf of the Peace River Regional District for the Charlie Lake Reclaimed Water Facility through the *Canada-British Columbia Investing in Canada Infrastructure Program-Green Infrastructure: Environmental Quality Sub-Stream Program*.

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.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

- ☐ Manage parks and trails in the region.
- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Applicants must be able to cost-share the project. Funding is available for up to 73.33% of eligible project costs (40% Government of Canada, 33.33% Province of British Columbia). It is anticipated that the remaining funding, 33% of the \$2 million project cost maximum, would be allocated from Area C PRA.

The cost estimate for Urban Systems to prepare the application on behalf of the PRRD is approximately \$5000.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. July 3, 2018 Report – Environmental Quality Sub-Stream Grant Proposal
2. Grant Program Guide



REPORT

To: Chair and Directors

Date: July 3, 2018

From: Shawn Dahlen, Acting Chief Administrative Officer

Subject: Environmental Quality Sub-Stream Grant Program

RECOMMENDATION #1: *[All Directors – Corporate Unweighted]*

That the Regional Board authorize Urban Systems to prepare and submit an application for grant funding on behalf of the Peace River Regional District for the Charlie Lake Reclaimed Water Facility through the *Canada-British Columbia Investing in Canada Infrastructure Program-Green Infrastructure: Environmental Quality Sub-Stream Program*.

BACKGROUND/RATIONALE:

On May 31, 2018 the Canadian and British Columbian governments committed up to \$243 million towards an initial intake of the Green Infrastructure – Environmental Quality Program to support cost-sharing of infrastructure projects in communities across the province.

The Green Infrastructure – Environmental Quality Sub-Stream will fund infrastructure projects that will support quality and management improvements for drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation.

A project must meet at least one of the following outcomes to be eligible:

- Increased capacity to treat and/or manage wastewater and stormwater
- Increased access to potable water
- Increased capacity to reduce and/or remediate soil and/or air pollutants

✓ The Green Infrastructure - Environmental Quality Program intake is open. Application deadline is **August 29, 2018**.

The PRRD is looking to develop a reclaimed water facility onto the existing Charlie Lake Wastewater Treatment Facility. A reclaimed water facility would allow the effluent to be treated so that it can be used as a valuable resource in the place of potable water instead of being discharged into the Peace River. During the Fall of 2017, Urban Systems conducted a Feasibility Study for the development of a Charlie Lake Reclaimed Water Facility. The report included:

- Identification of potential on-site and off-site uses for reclaimed water.
- An estimate of the potential quality requirements for the reclaimed water.
- An assessment of the infrastructure upgrades with a Class D estimate required.
- An overview of the regulatory requirements.

ALTERNATIVE OPTIONS:

1. That further direction be given 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):

Applicants must be able to cost-share the project. Funding is available for up to 73.33% of eligible project costs (40% Government of Canada, 33.33% Province of British Columbia). It is anticipated that the remaining funding would be allocated from Area C.

Cost estimate for Urban Systems to prepare the application on behalf of the PRRD would be about \$5000.

COMMUNICATIONS CONSIDERATION(S): N/A**OTHER CONSIDERATION(S):**

Mandatory Documents to be submitted with the application include:

- A certified Regional Board resolution.
- Detailed Cost Estimate
- Site Plan/Map
- Feasibility Study
- List and status of required licenses, permits and approvals (or indicate if not applicable)
- Evidence of secured funds
- For Drinking Water or Wastewater Projects: Water Conservation Plan and a copy of the Council/Board/Band Council endorsement for the plan

Attachment:

1. Grant Program Guide

Canada



**Canada-British Columbia
Investing in Canada Infrastructure Program**

**Green Infrastructure – Environmental Quality Sub-Stream
Program Guide**

Foreword

The British Columbia Program Guide provides an overview of the Investing in Canada Infrastructure Program (ICIP) Green Infrastructure – Environmental Quality Sub-Stream requirements. This Guide will walk you through the application process, and provide helpful information to assist in preparing and submitting an application under the ICIP Green Infrastructure - Environmental Quality Sub-Stream.

The ICIP will create long-term economic growth, build inclusive, sustainable communities and support a low carbon, green economy. The Green Infrastructure – Environmental Quality Sub-Stream is focused on infrastructure that will support quality and management improvements for drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation. Projects must meet related outcomes to be eligible. Eligible projects will support public infrastructure, defined as tangible capital assets primarily for public use and benefit.

The Program Guide contains references to the Canada – British Columbia ICIP Integrated Bilateral Agreement which can be found at <http://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-bc-eng.html>.

In the event of a conflict between the Program Guide and the ICIP Integrated Bilateral Agreement, the Agreement prevails.

Program Guide published May 31, 2018.

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1. INTRODUCTION

1.1 ABOUT THE PROGRAM

The Green Infrastructure – Environmental Quality Sub-Stream will fund infrastructure projects that will support quality and management improvements for drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation.

The program is a component of the wider Investing in Canada Infrastructure Program (ICIP) which will provide funding through an Integrated Bilateral Agreement between Canada and British Columbia for Green Infrastructure, Community, Culture and Recreation Infrastructure, Rural and Northern Communities Infrastructure, and Public Transit Infrastructure.

Canada and British Columbia governments are investing up to \$243.04 million in the initial intake of the ICIP Green – Environmental Quality Sub-Stream to support infrastructure projects in communities across the province.

A project must meet at least one of the following outcomes to be eligible:

- Increased capacity to treat and/or manage wastewater and stormwater
- Increased access to potable water
- Increased capacity to reduce and/or remediate soil and/or air pollutants

Local Government* and Indigenous applicants are eligible ultimate recipients for this merit-based funding.

It is anticipated that there will be more projects that qualify for funding than there are program funds available. Consequently, eligible projects will be subject to technical evaluation and ranked according to the extent to which they meet the program's objectives and the eligibility criteria.

Projects with total estimated eligible expenditures of \$10 million or more will be subject to climate lens assessments (including a greenhouse gas emissions assessment that includes a cost-per-tonne calculation and a climate change resilience assessment) to be completed to British Columbia and Canada's satisfaction prior to Canada's approval of a project for funding.

The projects in receipt of grant awards will be subject to reporting requirements as the projects progress. Applicants are encouraged to familiarize themselves with the requirements described in this guide.

The program targets projects that can be completed in five to six years following approval.

An Oversight Committee consisting of representatives from the federal and provincial governments will be responsible for administration of the Agreement.

**Local government refers to Regional Districts and Municipalities throughout this Guide. See Section 2.1 on Eligible Applicants for details.*

1.2 PURPOSE

The ICIP Green Infrastructure – Environmental Quality Sub-Stream will help communities address their infrastructure needs, while supporting environmental quality through infrastructure projects including improvements to treatment and management of drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation.

1.3 APPLICATION DEADLINE

The deadline for the application intake is **August 29, 2018**.

A Business BCeID credential and password are required to access the online application. The deadline to submit your BCeID credentials is August 8, 2018.

See [Application Instructions & Tips](#) for more details.

1.4 LIMIT ON NUMBER OF APPLICATIONS

Municipalities may submit **one** application per intake. Applications not approved from an earlier intake may be revised and a new application regarding the same project submitted to a subsequent intake. This will count towards the limit on the number of applications submitted.

Regional Districts may submit **one** application for each community in their area. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area.

Indigenous Ultimate Recipients may submit **one** application per intake. Applications not approved from an earlier intake may be revised and a new application regarding the same project submitted to a subsequent intake. This will count towards the limit on the number of applications submitted.

Applications from improvement districts or water utilities must be made by the sponsoring regional district or municipality. If the application is successful in obtaining program funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring regional district or municipality. An Improvement District Conversion Guide can be found here:
http://www.cscd.gov.bc.ca/lqd/gov_structure/library/improvement_district_conversion_guide.pdf.

1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD

The funding provided by the federal government towards infrastructure projects is cost shared by other partners, such as provinces, municipalities, regional districts and Indigenous groups. The levels of federal and provincial contribution are:

<i>Ultimate Recipient</i>	<i>Government of Canada Contribution (up to)</i>	<i>Province of British Columbia Contribution (up to)</i>	<i>Total Senior Government Contribution (up to)</i>
Local government projects*	40%	33.33%	73.33%
Indigenous projects	75%	15%**	90%

The remaining eligible project costs, plus all ineligible projects costs, and cost overruns are the responsibility of the applicant. Where applicants plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be indicated on the application form. The disclosure of other funding sources must be provided by the successful recipient up to the completion of the project.

Applicants who have other senior government funding or grants in place for their project should note that the program is subject to stacking rules. Total senior government funding will be reduced to the maximum commitments under this program or may affect funding under other senior government funding programs. Note that Gas Tax Community Works Funds are considered to be a federal contribution for these purposes, and will not be able to be utilized for the ultimate recipient's funding contribution to the project.

Indigenous ultimate recipients may be eligible to access additional funding from federal sources subject to approval from Canada.

* A local government is defined as the council of a municipality or the board of a regional district.

** For off-reserve assets.

2. APPLICANTS

2.1 ELIGIBLE APPLICANTS

- A local or regional government* established by or under British Columbia statute;
- The following Indigenous Ultimate Recipients:
 - A band council within the meaning of section 2 of the *Indian Act*;
 - A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation;
 - A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure; and
 - A not-for-profit organization whose mandate is to improve Indigenous outcomes, in partnership with one or more of the Indigenous entities referred to above.

**Considered to be a municipality or regional district for the purposes of this funding.*

2.2 INELIGIBLE APPLICANTS

- Federal entities, including federal Crown Corporations.
- Applicants not defined in section 2.1.
- Applicants not residing within the Province of British Columbia.
- Applications from improvement districts, water utilities, societies or private water systems must be made by a sponsoring regional district or municipality. If the application is successful in obtaining program funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring local government.

3. PROJECTS

3.1 ELIGIBLE PROJECTS BY OUTCOME

The Program reflects an outcome based rather than a project category based approach. Project eligibility is based on its ability to meet the following **outcomes** set out by Infrastructure Canada:

- Increased capacity to treat and/or manage wastewater and stormwater
- Increased access to potable water
- Increased capacity to reduce and/or remediate soil and/or air pollutants

3.2 ELIGIBLE PROJECTS

The Program will target primarily public infrastructure, which is defined as “tangible capital assets in British Columbia primarily for public use and/or benefit”. To be eligible for funding, a Project must:

- a) be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long term;
- b) meet one or more of the Program outcomes (see Section 3.1);
- c) be for the construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- d) be supported by all requirements set out in Section 5;
- e) the application and supporting documents should be comprehensive, credible, and feasible;
- f) stipulate a construction completion date of no later than March 31, 2027;
- g) be duly authorized or endorsed by, as applicable:
 - in the case of a local government applicant, a resolution of its council/board; or
 - in the case of an Indigenous applicant, a resolution of its band council;
- h) be for broad public use or benefit and clearly demonstrate this within the application;
- i) meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change where a building is constructed;
- j) for publicly accessible buildings, meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, defined as the requirements in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12), in addition to applicable provincial building codes and relevant municipal bylaws;

- k) demonstrate benefits extending beyond the reserve community, for First Nations projects, located partially or entirely on reserve;
- l) be located in the Province of British Columbia; and
- m) meet all the program criteria identified in this Guide.

Projects of the following types must also meet these requirements:

- a) Wastewater Projects must result in wastewater effluent that meets the Wastewater Systems Effluent Regulations, or provincial regulations where there is a federal equivalency agreement in place.
- b) Drinking water quality following completion of a drinking water Project must meet or exceed provincial standards.
- c) Solid waste diversion Projects must result in a measurable increase in the quantity of material diverted from disposal as measured against a baseline using the *Generally Accepted Principles for Calculating Municipal Solid Waste System Flow*.
- d) Projects that reduce or remediate soil pollutants must be undertaken on properties that are contaminated, as confirmed by a Phase II Environmental Site Assessment.

3.3 INELIGIBLE PROJECTS

A project will be deemed ineligible if:

- a) the construction began or a tender has been awarded prior to the date a Shared Cost Agreement between the Province and the Ultimate Recipient is signed;
- b) the estimated project start date is more than 2 years after the date of application;
- c) the project will be completed after March 31, 2027;
- d) the project deals with assets owned by the Government of Canada including federal Crown Corporations;
- e) it does not meet one or more of the program outcomes outlined in Section 3.1;
- f) it is eligible under the federal Low Carbon Economy Fund;
- g) it is an energy retrofit project, unless the energy retrofit project is on an asset that would be considered eligible for funding under the ICIP IBA or under the National Housing Strategy;
- h) it includes investment in emergency services infrastructure;
- i) it involves relocation of whole communities; or
- j) it relates to seismic risks.

The government endeavors to support projects through the program which are well planned, support local and provincial priorities, and will continue to provide community benefits over the long term supported by sustainable infrastructure management. Projects may not be funded if they present risks to program funders, for example if any of the following are deemed likely:

- a high probability of the project not being able to be completed within the program timeline,
- potential for the project to not proceed due to applicant funding difficulties,
- a high probability that the project will require a significant change in scope to proceed due to limited planning being undertaken prior to application,
- the project may not provide the level of service identified,
- the project does not have public support,
- the project has the potential to cause environmental or social issues, or
- the applicant does not demonstrate they are able to manage, maintain and finance the project over the long term.

The applicant should clearly demonstrate within the application that risks related to the project have been considered and include mitigation measures for these.

Note that this does not preclude the consideration of innovative concepts and technology, and inclusion of these will be viewed positively where their suitability for the purpose is considered through the feasibility study.

3.4 PROJECT EXAMPLES

Examples of projects which may meet the outcomes in Section 3.1 may be found on the [Environmental Quality Program](#) website. This is not an exhaustive list and is intended as a sampling only. The Program utilizes an outcomes based approach rather than defined categories to allow for innovation and flexibility. Project that support outcomes and align with other eligibility criteria will be considered for funding.

3.5 PROJECT SIZE AND PHASING PROJECTS

Applicants should be aware that there are reporting requirements for this Program, and should be prepared to meet them (See Section 9.5 for requirements).

There is no cap on the maximum allowable funding amount per project; however, consideration will be given to a fair distribution of funding. Applicants should consider whether phasing is an option where project funding would represent more than 10% of the total funding available for the intake. Applicants should submit the project that will give them the best value for the given cost.

Where a phase is submitted for funding consideration, the phase should independently result in outcomes which align with program objectives.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the accompanying [Detailed Cost Estimate Template](#), and the project descriptions must be organized to easily understand each of the distinct phases of the project, highlighting which phase is the subject of the funding request.

It is important to note that the approval of one phase of a project does not guarantee that other phases will receive funding.

4. COSTS

See Appendix B for examples of eligible and ineligible costs.

4.1 ELIGIBLE COSTS

Eligible costs will include the following:

- a) all costs considered to be direct and necessary for the successful implementation of an eligible project, in the opinion of Canada and British Columbia, excluding those identified under Section 4.2 (Ineligible Costs);
- b) the capital costs of constructing or renovating a tangible asset, as defined and determined according to generally accepted accounting principles in Canada;
- c) all planning (including plans and specifications), assessment and design costs specified in the agreement such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services, to a maximum of 15% of total funding award;
- d) costs related to meeting specific Program requirements, including completing climate lens assessments (as outlined in Section 6) and creating community employment benefit plans (costs for climate lens assessments can be incurred prior to project approval, but can only be paid if and when a project is approved by both the Province and Canada for contribution funding);
- e) the costs of engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the *Canadian Environmental Assessment Act 2012* and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- f) the costs of Aboriginal consultation, and where appropriate, accommodation;
- g) the costs directly associated with joint federal and provincial communication activities (press releases, press conferences, translation, etc.) and with federal and provincial project signage; and
- h) the incremental costs of the eligible recipient's employees related to construction of the project may be included as eligible costs under the following conditions:
 - i. The recipient is able to demonstrate that it is not economically feasible to tender a contract;

- ii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- iii. The arrangement is approved in advance and in writing by the Province and by Canada.

Eligible costs are limited to the following:

- a) costs incurred between the project approval date and the project completion date set out in the Shared Cost Agreement, except for costs associated with completing climate lens assessments and creating community employment benefit plans, which are eligible before project approval, but can only be paid if and when a project is approved by the Province and Canada and a signed Shared Cost Agreement is in place.

4.2 INELIGIBLE COSTS

The following are deemed ineligible costs:

- a) costs incurred prior to the approval of the project, except for expenditures associated with completing climate lens assessments and creating community employment benefit plans as required (but can only be paid if and when a project is approved by the Province and Canada and a signed Shared Cost Agreement is in place);
- b) incurred after the project completion date set out in the Shared Cost Agreement with the exception of expenditures related to audit and evaluation requirements pursuant to the agreement;
- c) costs related to developing a funding application and application supporting documentation;
- d) costs incurred for cancelled projects;
- e) costs of relocating entire communities;
- f) land acquisition;
- g) real estate and other fees related to purchasing land and buildings;
- h) financing charges, legal fees and interest payments on loans, including those related to easements (e.g. associated surveys);
- i) costs associated with operating expenses and regularly scheduled maintenance work;
- j) leasing land, buildings and other facilities;
- k) leasing of equipment other than equipment directly related to the construction of the project;
- l) overhead costs, including salaries and other employment benefits, direct or indirect costs associated with operating expenses, administration and regularly scheduled maintenance work, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff, except those indicated in Eligible Expenditures;

- m) costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project;
- n) any goods and services costs which are received through donations or in kind;
- o) taxes for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates;
- p) all capital costs, including site preparation, vegetation removal and construction costs, until Canada has been satisfied that the federal requirements under the Canadian Environmental Assessment Act, 2012 (CEAA, 2012), other applicable federal environmental assessment legislation that is or may come into force during the term of the Agreement, and other applicable agreements between Canada and Aboriginal groups have been met to the extent possible and continue to be met; and
- q) all capital costs, including site preparation, vegetation removal and construction costs, until Canada is satisfied that any legal duty to consult, and where appropriate, to accommodate Aboriginal groups or other federal consultation requirement, has been met and continues to be met.

5. GENERAL REQUIREMENTS

5.1 REQUIRED INFORMATION

Please ensure that your application addresses the following:

- Application form and mandatory documents have been filled out in full and submitted online using the Local Government Information System.
- Application must be submitted by an "eligible applicant" (defined in Section 2).
- Application must be for an "eligible project" (defined in Section 3).
- Application includes an authorization to proceed with the project from all appropriate approval authorities.
- Application includes a commitment to pay the applicant share of the eligible costs and ongoing (operating and other) costs associated with the project.
- Project is consistent with applicable provincial, regional, municipal, or band plans (e.g., land-use, integrated watershed management plan, municipal official plans, Integrated Community Sustainability Plans).
- Major risks with a potential impact on the project during construction or once completed have been considered, and, where applicable, a mitigation plan developed.
- All applicable legislative or regulatory requirements will or have been met. This includes requirements for a Federal Environmental Assessment (FEA) process, provincial Environmental Assessment process and requirements for Aboriginal Consultation. Where a project is excluded from a review under the Canadian Environmental Assessment Act, it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are identified and/or obtained.

- The energy efficiency requirements of the National Energy Code of Canada for Buildings 2015 will be met for newly constructed or materially rehabilitated infrastructure intended for use by the public, where applicable (describe the variances and plans to achieve compliance).
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project will provide appropriate access for persons with disabilities, including meeting the requirements of the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CAS B651-04) or any acceptable or similar provincial or territorial standards (describe the variances and plans to achieve compliance).

Projects that are selected for funding will be required to provide additional information as outlined in Section 5.4 to British Columbia and Canada's satisfaction prior to Canada's approval of a project.

5.2 FUNDING

The applicant must demonstrate that their share of funding has been, or is being secured, and that a plan is in place to recover any cost overruns beyond budgeted contingencies. Further, the application must demonstrate that funds have been committed to operate, maintain and plan for replacement. Also see the "Evidence of Secured Funds" and "Council/Board Resolution" sections under Section 6.

If a local government has accumulated funds in a statutory reserve to finance a share of project costs, please submit evidence of these funds as at application date and supporting information directing the use of reserve funds.

If a local government intends to borrow a share of costs, a bylaw to authorize the borrowing of funds should receive third reading by a local government prior to submitting an application to the program. A copy of that bylaw should accompany the application. Municipalities that intend to borrow should also submit a Liability Servicing Limit Certificate for the amount authorized in the bylaw. Please also submit information about any sources of applicant share of project costs other than reserves or borrowing. Please note that submission of a loan authorization bylaw and supporting information as evidence under the program is separate from submission for approval by the Inspector of Municipalities. That is a separate process that must be completed when approval by the Inspector is desired. A preference may be given to funding projects that demonstrate secured funding.

A financial analysis will be completed as part of the application review. This will include a review of information submitted within the application and in addition, for local governments, a review of the periodic financial information that must be submitted to the Ministry of Municipal Affairs and Housing (the Ministry). This periodic financial reporting information is available on Ministry files, and thus does not need to be submitted with an application. However, local government applicants should recognize that the ranking of

applications may reflect the extent to which applicants have met financial criteria such as having:

- met the deadlines for legislated financial reporting, including the financial plan, audited financial statements, Local Government Data Entry (LGDE) forms and Statement of Financial Information (SOFI);
- submitted the financial plan to the Ministry to meet requirements of s 165 of the Community Charter for municipalities and section 374 of the *Local Government Act* for regional districts; and
- measures of financial stability and sustainability which may include property tax structures and development costs charge structure.

5.3 SELECTION PROCESS AND CRITERIA

The Program is merit based and projects are subject to a comprehensive technical ranking assessment and internal provincial review, with a list provided to the Oversight Committee and recommendations submitted to Canada for final approval.

Applicants must ensure that their application demonstrates how the project will be eligible for funding (Section 3.2), how the project benefits align with one or more of the outcomes (Section 3.1), how the project aligns with program criteria described in the application form and in this guide, and how the project is supported by sustainable management and planning.

In addition to consideration of the required information in Section 5.1 and 5.2, projects will be evaluated with regard to the degree to which they meet the following:

- represent good value for money;
- contribute to community objectives and is based on community need for services;
- enhance and protect public health;
- enhance and protect environmental health;
- support sustainability principles;
- are consistent with integrated long-term planning and management;
- demonstrate efficient use of resources throughout the life of the assets created;
- are situated within, and advances, the organization's capital works and financial plans;
- exhibit long-term sustainability, including operational viability, asset management for sustainable service delivery, and environmental sensitivity;
- will be able to be financially supported by the organization over the life of assets created including lifecycle and renewal costs;
- are supported by a high level of planning including identifying appropriate levels of service and demand;

- contribute towards reduction in demand for natural resources;
- consider adaptation and mitigation to climate change; and
- use the best available economically feasible technology, if applicable.

Projects that support the key actions identified as part of British Columbia's commitments under the [Pan-Canadian Framework on Clean Growth and Climate Change](#) may also be given additional priority.

Internal provincial review may include consideration of factors such as regional distribution of funding, previous funding, communities in need, and unmitigated project risks.

5.4 REQUIREMENTS PRIOR TO APPROVAL BY CANADA

Shortlisted projects will be given initial 'approval in principle' by the Province where additional requirements must be met prior to the project being formally accepted into the program. The following will be required to be completed to BC and Canada's satisfaction prior to Canada's approval of a project into the program:

- For all projects with total estimated eligible expenditures of \$10 million or more, a climate lens - greenhouse gas emissions assessment that includes a cost-per-tonne calculation as required by Canada*. **
- For all projects with total estimated eligible expenditures of \$10 million or more, a climate lens - climate change resilience assessment*. **
- A federal form to determine if there are any federal environmental assessment requirements that could apply to the project and if there is a requirement to consult with Indigenous Groups
- For all projects with total estimated eligible expenditures of \$25 million or more, the expected results for community employment benefits as required by Canada, unless waived at the discretion of British Columbia (see section 9.5 for additional information). ***

The following may be required on a case by case basis at the discretion of British Columbia:

- For projects with total estimated eligible expenditures of \$15 million or more and a sufficiently complex nature, a Value Engineering assessment

The intent of the Provincial "approval in principle" is to give applicants some assurance that funding will be received prior to having to complete these additional requirements.

Projects that request a contribution of more than \$50 million from federal sources, involve federal assets, or involve sole source contracting (contracts over \$25,000 or, for

the acquisition of architectural and/or engineering services, over \$100,000), if shortlisted, will be subject to a request for further information to support a federal Treasury Board submission.

*Note that costs associated with greenhouse gas emissions and climate change resilience climate lens assessments will be considered as eligible as part of the funding.

**Information on the requirements for climate lens assessments can be found at: <https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html>.

***Information on the requirements for community employment benefits reporting can be found at: <http://www.infrastructure.gc.ca/pub/other-autre/ceb-ace-eng.html>.

6. APPLICATION PROCESS

All proponents must complete and submit an online application form via the Local Government Information System (LGIS). A Business BCeID is required to set up access in LGIS. this can take up to 15 business days. New users are encouraged to start the process of requesting a BCeID as early as possible. See [Application Instructions & Tips](#) for more details.

A statement by a Financial Approver and Project Manager certifying that the information contained in the application is correct and complete will be required as part of the online application submission.

The following mandatory documents must be clearly labeled and uploaded to LGIS as part of your online application by the application deadline:

- Council/Board/Band Council Resolution
- Detailed Cost Estimate
- Site Plan / Map
- Feasibility Study
- List and status of required licenses, permits and approvals (or indicate if not applicable)
- Evidence of Secured Funds
- For all projects related to drinking water or wastewater: Water Conservation Plan (for all Drinking Water and Wastewater projects) and a copy of Council/Board/Band Council endorsement for the plan

Attached supporting documents should be clearly labelled, succinct and submitted in a searchable format where possible. Where attachments are longer in length, specific reference should be made to the sections of documents you wish to be included in the review.

Applicants are responsible for ensuring full and accurate information is submitted. Applications will not be reviewed unless all necessary information has been submitted, including mandatory documents.

The following documents may be used to support the application; however the relevant information should be referenced within the application:

- Options Assessment
- Business Plan
- Cost Benefit Analysis or Other Study
- Design Drawings or Details
- Letters of Support

Letters of support, partnership agreements, or memorandums of understanding from the other partners are recommended for projects done in partnership with others or that will have joint ownership. Letters from health officers are useful for projects that support public health objectives.

6.1 COUNCIL/BOARD/BAND COUNCIL RESOLUTION

- A council/board/band council resolution or by-law, committing the proponent to contribute its share of the eligible project costs and all the ineligible costs.

The resolution/bylaw must identify the source of the proponent's share of the projects costs. The resolution should show support for the project from a municipality's Council, a regional district Board, or an Indigenous applicant's band council (or other appropriate authorized body).

Where possible, the resolution should be submitted as part of the application package. Where the applicant is unable to submit the resolution with the application (e.g. due to timing considerations with when the Council/Board meets), it must be submitted within one month after the submission deadline. Please indicate on the application form when submission of the resolution will be expected to occur.

Projects not supported by an appropriate resolution will not be reviewed.

6.2 DETAILED COST ESTIMATE

A detailed cost estimate template has been provided on the [Environmental Quality Program](#) website and submission of a completed cost estimate is a mandatory document. Detailed costs estimates must include but are not limited to: an itemized description, cost per unit of measure, number of units, as well as design, engineering, contingency costs, and tax rebate breakdowns. Applicants are to identify which costs are eligible and which are ineligible and to state what class or confidence

level the estimates are (e.g., class B or the level of confidence of the proposed cost). Cost estimates must be dated.

If the project is part of a larger project, the detailed cost estimate should only include the costs for the project being applied for. If a project can be broken into phases, a separate detailed cost estimate must be submitted for each phase being applied for.

It is important to note that projects will be reviewed in the context of the *Canadian Environmental Assessment Act* (CEAA) 2012 and regulations as discussed in Section 7. Where applicable, project cost estimates should include costs to conduct a CEAA study.

Projects requiring climate lens assessments as outlined in Section 5.4 should include costs to complete these and have them attested to by a qualified assessor.

IMPORTANT: It is necessary to provide **up-to-date, detailed, and complete cost estimates** and identify and account for inflation, increasing construction costs and possible delays in start and completion dates. Factors that may delay construction include: the timing of the grant announcement date, fisheries window, public consent, weather and construction seasons, delays in the CEAA process, right of way negotiations, regulatory applications, etc.

6.3 SITE PLAN/MAP

A site plan/map should include the location and the general layout of the works to be included in the proposed project.

6.4 FEASIBILITY STUDY

This study should be completed by a professional with expertise relevant to the subject area (i.e. an engineer, architect, etc.) and should identify what the solution is, why it is being recommended and should address capital and lifecycle expenditures, annual operating costs, emerging technologies, environmental considerations and societal impacts.

6.5 LIST OF REQUIRED LICENSES, PERMITS AND APPROVALS

All applicants are required to investigate and submit a list of licenses, permits and approvals which are required for the project to proceed and they must advise on the status of any that have been applied for. This demonstrates that a project is on track and/or that the proponent has considered and commenced applications for these required items.

Note that there is now a requirement under the Water Sustainability Act for a water license for all users who divert and use **groundwater** from a well or dugout for non-

domestic purposes. The Ministry of Environment & Climate Change's brochure provides information: https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/laws-rules/gw_licensing_brochure.pdf.

6.6 EVIDENCE OF SECURED FUNDS

Evidence that the applicant's full share of funding has been or will be secured is required. This evidence may be in the form of recent bank statements showing that the amount is on hand, a line of credit letter of approval (for non-local government entities), staff reports and/or resolutions of board/council directing the use of reserve funds, and for local governments who are recovering their share of funding through borrowing, a Liability Servicing Limit Certificate indicating that borrowing is within a local government's assent free borrowing limit, a loan authorization bylaw that has received third reading, and/or a date that borrowing has been approved through a formal public approval process and a copy of the related bylaw. Other evidence may be accepted at the discretion of the Director or program leads.

The applicant will be prompted for required documents through the online application process.

6.7 WATER CONSERVATION PLAN

A current, Council, Board, or Band Council endorsed Water Conservation Plan will be required for any project application related to Drinking Water or Wastewater. To meet the requirement, the plan will need to have been updated within the last five years. Please attach or provide a link to the plan and provide a copy of the Council or Board endorsement of the plan. The plan should be relevant to the area which will be served by the project.

Where a water or wastewater system is being transferred to a local government, a commitment should be included to extend the water conservation activities to the transferred system.

It is expected that Drinking Water or Wastewater projects which create new infrastructure will consider how water can be used efficiently or reduced as part of the project design. Advice on creating a water conservation plan can be found here: <http://www.obwb.ca/water-conservation-guide-for-bc-now-available/>. An additional tool for exploring water conservation options is: <http://waterconservationcalculator.ca>.

6.8 CONTACT INFORMATION

Applications and mandatory documents will be submitted through the online LGIS application. Questions can be directed to:

Ministry of Municipal Affairs and Housing
Phone: 250-387-4060 Email: infra@gov.bc.ca

7. CANADIAN ENVIRONMENTAL ASSESSMENT ACT, 2012 REQUIREMENTS

The *Canadian Environmental Assessment Act 2012* (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Environmental Assessment (FEA) is a process to evaluate the environmental effects and identify measures to mitigate potential adverse effects of a proposed project. The Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency makes a decision to allow the proposed project to proceed.

Detailed information on the *Canadian Environmental Assessment Act* and regulations can be found at the Canadian Environmental Assessment Agency's website: www.ceaa-acee.gc.ca/.

All projects that receive funding through the Agreement must comply with the Act. However, since not all projects are on federal lands or affect the environment in a significant way, many projects may not require an environmental assessment under the Act. It is the responsibility of the Proponent to determine the FEA requirements and contact the relevant Federal departments, as indicated below.

7.1 HOW TO DETERMINE IF A FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED

An FEA will be required under CEAA 2012 if the project meets the definition of a designated project and or it is located on federal lands.

Is it a designated project?

Designated projects can be found on the *Regulations Designating Physical Activities*: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html#docCont>

Only projects on the designated project list require FEA or projects designated by the Minister due to potential for environmental effects or public concerns. Should the Project meet the definition of a designated project, proponents must provide to the Canadian Environmental Assessment Agency a description of their proposed project to initiate the process.

Is the project on federal lands?

Projects on federal lands are subject to an assessment of environmental effects. Information must be provided to program staff on whether or not the project will be located on federal lands. Proponents must engage with the federal lands' owner to establish the process and requirements to meet CEAA, 2012.

For more information refer to the Operation Policy Statement:

<https://www.canada.ca/en/environmental-assessment-agency/news/media-room/media-room-2015/assessing-cumulative-environmental-effects-under-canadian-environmental-assessment-act-2012.html>

7.2 TIME AND COST CONSIDERATIONS

Time and Costs involved in completing the FEA and associated studies will depend on site accessibility and the availability of local expertise, the nature and complexity of the project, potential environmental implications and the level of public/First Nations interest. When developing the project cost estimates, please consider the potential expenses involved in preparing a FEA.

7.3 DIALOGUE WITH ENVIRONMENTAL AGENCIES

For projects that require a FEA, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Fisheries & Oceans Canada, Environment Canada - Canadian Wildlife Service or BC Ministry of Environment). A proactive discussion with such agencies during the project-planning phase will assist in identifying potential environmental impacts and necessary mitigation measures.

IMPORTANT NOTE:

- Where necessary, ICIP funding is conditional upon completion of an environmental assessment review of the project under the Act with a satisfactory outcome.
- Starting BC and Canada environmental assessments early in the planning of a project will assist the British Columbia and the Government of Canada in discharging the legal duty to consult and, if appropriate, accommodate Aboriginal peoples when the Crown contemplates conduct that might adversely impact established or potential Aboriginal or Treaty rights.
- Successful applicants must agree to adhere to mitigation requirements as may be specified in the FEA and/or recommended by federal departments and agencies participating in the review process.
- Any changes to the scope of the project while it is underway could re-open the FEA review and cause the project to have construction delays. In addition, project scope changes need to be brought to the ICIP program staff immediately as they need the Province's approval prior to going forward with any changes to the original approved scope.

7.4 OTHER REGULATORY CONSIDERATIONS

Projects must meet all applicable federal and provincial environmental legislation and standards. Even though a project is excluded from a review under the *Canadian Environmental Assessment Act*, it may require permits or approvals from local, regional

or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

7.5 B.C. ENVIRONMENTAL ASSESSMENT PROCESS

Proposed projects or modifications to existing projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by project type, design capacity, and diversion or extraction rate. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Information must be provided to CWWF program staff on whether or not the project will be subject to BC Environmental Assessment.

Refer to BC Environmental Assessment Office's website at www.eao.gov.bc.ca or contact their office at:

**2nd Floor 836 Yates Street
PO Box 9426 Stn Prov Govt
Victoria, BC V8W 9V1
Email: eaoinfo@gov.bc.ca**

8. ABORIGINAL CONSULTATION

Proponents may be required to consult with Aboriginal groups if the project is located in an area where Aboriginal communities have potential or established Aboriginal or Treaty rights. It is the responsibility of the Proponent to determine whether or not the project requires consultation with Aboriginal groups. Information must be provided to program staff on whether or not the project will be subject to Aboriginal Consultation.

If required, Canada must be satisfied that for each Project:

- a) Aboriginal groups have been notified and, if applicable, consulted;
- b) If applicable, a summary of consultation or engagement activities has been provided, including a list of Aboriginal groups consulted, concerns raised, and how each of the concerns have been addressed, or if not addressed, an explanation as to why not;
- c) Accommodation measures, where appropriate, are being carried out by British Columbia or Ultimate Recipient at their own cost; and
- d) Any other information has been provided that Canada may deem appropriate.

No site preparation, vegetation removal or construction will occur for a Project and Canada has no obligation to pay any Eligible Expenditures that are capital costs, as

determined by Canada, until Canada is satisfied that any legal duty to consult, or other federal consultation requirement, and where appropriate, to accommodate Aboriginal groups has been met and continues to be met.

For more information on British Columbia's consultation resources and consultation policy:

<https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations>

<http://www2.gov.bc.ca/gov/DownloadAsset?assetId=9779EDACB673486883560B59BE782E>

For more information on Aboriginal Consultation in Federal Environmental Assessment: <http://www.ceaa-acee.gc.ca/default.asp?lang=En&n=E06FC83-1>

9. APPROVED APPLICATIONS

Successful recipients will be notified in writing if their application is approved.

The Province of British Columbia will provide a Shared Cost Agreement* to those proponents approved for funding. The Shared Cost Agreement will outline the terms and conditions associated with the funding. Funding is conditional upon the recipient signing a Shared Cost Agreement with the Province.

Shared Cost Agreements will be prepared only after the requirements described in Section 5.4 have been deemed as met by Canada.

All projects will be expected to be substantially complete within the dates set out in their Shared Cost Agreement. The Program is designed to support projects that can be completed within five to six years of the approval. Where extenuating circumstances outside the proponent's control cause project delays, an approval for extension may be considered (with projects ultimately having to be completed before March 31, 2027).

**Shared Cost Agreement or "Ultimate Recipient Agreement" means an agreement between British Columbia and the Ultimate Recipient under the ICIP.*

***"Ultimate Recipient" means an entity identified under sections A.1 a) of Schedule A in Canada – British Columbia ICIP Integrated Bilateral Agreement and identified within this guide as an eligible applicant.*

9.1 ASSETS

9.1.1 Disposal of Assets

Within the Shared Cost Agreement, ultimate recipients will need to maintain ongoing operations and retain title to and ownership of an asset for at least five years after substantial completion, except to Canada, British Columbia or a municipal or regional government, or with Canada and the Province's consent.

9.1.2 Revenue from Assets

Senior government contributions are meant to accrue to the public benefit. Within the Shared Cost Agreement, there will be a requirement that funded assets owned by a for-profit Ultimate Recipient will not generate revenues that exceed its operating expenses within the Fiscal Year during the asset disposal period. Where funding is used by a for-profit private sector body for the purpose of the ultimate recipient generating profits or increasing the value of its business, repayment of any contribution funding will be required.

9.2 SHARED COST AGREEMENT

“Shared Cost Agreement” means an agreement between the Province of British Columbia and a Recipient whereby the Province agrees to contribute financially to an approved project.

9.3 CONTRACT PROCEDURES AND PROVISIONS

“Contract” means a Contract between a Recipient and a Third Party whereby the latter agrees to contribute a product or service to a project in return for financial consideration which may be claimed as an Eligible Cost.

All contracts will be awarded in a way that is fair, transparent, competitive and consistent with value for money principles.

The following objectives for procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement: competition, demand aggregation, value for money, transparency and accountability:

- proponents receive the best value for money spent on contracts;
- vendors have fair access to information on procurement opportunities, processes and results;
- acquisition opportunities are competed, wherever practical;

- proponents only engage in a competitive process with the full intent to award a contract at the end of that process;
- proponents are accountable for the results of their procurement decisions and the appropriateness of the processes followed;
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement;
- contracts are awarded in accordance with the Canadian Free Trade Agreement and international trade agreements if applicable; and
- acquisitions are managed consistent with the policy of the Province of British Columbia (The Province of British Columbia Policies can be accessed at: <https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/procurement>).

Proponents are responsible for:

- planning, managing and fully documenting the process to acquire goods, services and construction;
- managing solicitation and contract award processes in a prudent and unbiased manner that fairly treats all potential vendors and bidders;
- ensuring that contracts for goods, services and construction are designed to provide the best value; and
- ensuring that all acquisitions are consistent with policy and applicable legislation.

It is expected that all contracts for works associated with projects that are approved for funding will be publicly tendered. Where this is not feasible or practicable, recipients must inform, in writing, the Ministry for approval before proceeding with the project.

The Province reserves the right to review a Recipient's procurement and tendering policies relating to contracts for works associated with projects funded through this program at any time from project approval to a date three years after project completion.

Two resources are available to help applicants to achieve excellence in the awarding of contracts in a way that is transparent, competitive, and consistent with value for money principles:

- The Master Municipal Construction Documents Association (MMCD) provides its members with standardized contract documents and training programs to maximize the benefits of the documents. The Province of British Columbia encourages British Columbia Municipalities to use the Master Municipal Construction Documents for the construction of municipal services. Many B.C. local governments have been, and continue to, subscribe to the MMCD documents, certification, training and

procedures. For further information about MMCD access its website at: www.mmcd.net/.

- BC Bid, the e-Procurement site of the Province of British Columbia can be accessed at: www.bcbid.gov.bc.ca/open.dll/welcome.

9.4 CHANGES OR VARIATIONS TO AN APPROVED PROJECT

Applicants need to advise the Ministry, **in writing**, of any variation from the approved project. **Before** any changes are implemented they must be approved by the Ministry. Changes that require written approval are those that deviate from the Shared Cost Agreement, generally project description/scope or project completion date. Costs that are outside of the current terms of the contract may not be able to be reimbursed.

Program staff will adjust future claims and/or require the provincial government to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

9.5 COST OVERRUNS

The Program will be fully allocated and oversubscribed. Recipients of grant funding will be responsible for managing project risks, including cost increases, as the Program is not designed to deal with cost overruns. Any project cost increases will be the responsibility of the Ultimate Recipient.

9.6 REPORTING

A Periodic Progress Report will be required quarterly and a Budget Forecast Report will be required monthly or upon request by the Province. These reports update the federal and provincial agencies regarding timelines, percentage completion, milestones, forecasting and other information regarding the project. Progress reports are required whether or not a claim is made, or whether or not construction has begun. The reports are required for the period between project approval and project completion.

These reports must be completed and submitted online using the Local Government Information System (LGIS). To access the online reporting users must have a Business BCeID credential and password.

For more information on BCeID access requirements, see [Application Instructions & Tips](#).

Conditions will be included in the Shared Cost Agreement which will require the Ultimate Recipient of the grant to conduct activities or prepare documentation related to best practice and sustainable infrastructure management. These will be tied to the payment of interim and final claims.

Examples of condition requirements that have been included in past programs include*:

- Confirmation that required permits have been received and/or that the design and construction meets associated regulatory requirements;
- A list of energy efficient features and equipment used in the project;
- For projects that develop a new groundwater source, use of best practices as detailed in the Province's Well Head Protection Toolkit, including a Wellhead Protection Plan;
- A summary of the state of asset management practice within the organization in reference to the Asset Management BC Roadmap and/or AssetSMART 2.0
- Confirmation that the system and operators are or will be certified under the BCEOCP;
- Completion of a council or board endorsed Water Conservation Plan;
- A plan demonstrating how the community is working towards and planning for sustainable wastewater management;
- Confirmation that a new building exceeds the energy requirements under the National Energy Code for Buildings by at least 25%;
- Confirmation that bylaws are in place regarding the decommissioning of on-site sewage on properties connected to the community sewage collection system and requiring community sewer for smaller properties or a Liquid Waste Management Plan that identifies decentralized wastewater management;
- A plan or strategy to manage stormwater/rainwater;
- An asset renewal profile for the asset group related to the project.

Applicants will be required to report on the following federal targets which are applicable to the project:

- Reduce by forty percent (40%) the number of long-term drinking water advisories in non-reserve communities
- Increase the number of wastewater systems achieving compliance with federal effluent regulations: from ninety-eight percent (98%) to one hundred percent (100%) for high-risk wastewater systems, and from ninety percent (90%) to one hundred percent (100%) for medium-risk wastewater systems
- Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions

Projects with total estimated eligible expenditures of \$25 million or more will need to report on community employment benefits provided to at least three (3) federal target groups (apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small- medium-sized enterprises and social enterprises).

This requirement may be waived at the discretion of British Columbia for applicants with lower capacity to capture this information with specific rationale.

Applicants must ensure that they collect and are able to provide data on the applicable performance indicators related to Outcomes and associated Targets (listed in Appendix A).

A Final Report detailing project performance must be completed and submitted with the final claim upon project completion.

* This is not a comprehensive list of all potential condition requirements and others may be added or substituted at the discretion of the Province.

9.7 CLAIMS

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to the Ministry. Only costs incurred, paid and consistent with and comparable to those identified in the signed shared cost agreement are eligible for reimbursement. Where multiple projects are ongoing (e.g. through different grant funding programs or through a phased approach), please ensure that claims are specific to the approved project only.

Claims must be completed and submitted online using the Local Government Information System (LGIS). The online claim form requires summary of expenditures information, including: name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. Current progress reports must be submitted online to the Ministry via LGIS for claim reimbursement. All projects are subject to site visits and audit at any time during the project and up to the later of: the end date of the Integrated Bilateral Agreement for ICIP between Canada and British Columbia or up to three years after the final settlement of accounts.

To access LGIS, users must have a Business BCeID credential and password. For more information on BCeID access requirements, see [Application Instructions & Tips](#).

9.8 ACCOUNTING RECORDS

Applicants must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the applicant, divisions or related parties, and any third party, named in the application or contract, as appropriate to the project. Applicants must retain accounting records for a minimum of six years after the end date of the Integrated Bilateral Agreement for ICIP between Canada and British Columbia.

Failure to keep acceptable accounting records and tender documents may result in a cessation or interruption in funding and impact future funding.

The Province can require applicants to provide details of the types and amounts of all fees for consultants and contractors.

9.9 COMMUNICATIONS

Procedures for Communications

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities. The purpose of joint communications activities is to provide information on the Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

A communications protocol will be set out within the Shared Cost Agreement. Signage recognizing funding contributions will also be required.

Timeline for Public Events

Please contact the provincial Ministry for your project at least **20 working days** prior to any scheduled public events. The federal and provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

APPENDIX A – Federal Program Outcomes & Targets

Ultimate recipients are required to report on outcomes and associated targets through the Province to Canada for the ICIP – Green Infrastructure – Environmental Quality Sub-Stream projects completed in BC. Below are the federal outcomes and targets that are associated with this program for ease of reference.

Environmental Quality <u>Outcomes</u>:
Increased capacity to treat and/or manage wastewater and stormwater
Increased access to potable water
Increased capacity to reduce and/or remediate soil and/or air pollutants

<u>Targets</u> Relevant to the Environmental Quality Sub-Stream*:
Reduce by forty percent (40%) the number of long-term drinking water advisories in non-reserve communities.
Increase the number of wastewater systems achieving compliance with federal effluent regulations: from ninety-eight percent (98%) to one hundred percent (100%) for high-risk wastewater systems, and from ninety percent (90%) to one hundred percent (100%) for medium-risk wastewater systems.
Contribute to a national ten mega-tonne (10 mT) reduction of greenhouse gas emissions.
Ensure one hundred percent (100%) of federally-funded public-facing infrastructure meets the highest published applicable accessibility standard in a respective jurisdiction.

*Not all targets will be applicable to every project. Some projects that are eligible under the program outcomes may not have a corresponding target (i.e. soil remediation).

APPENDIX B – Examples of Eligible Costs and Ineligible Costs

Please note: The following are examples only and are based on staff knowledge of past federal-provincial programs and program criteria. The determination of whether costs are eligible will ultimately rest with program staff. If a cost is not listed below, contact program staff prior to undertaking associated work. (See Section 6.8 for contact information)

General

ELIGIBLE	INELIGIBLE
Costs paid under contract for goods or services considered to be direct and necessary to implement the project	- Any unpaid costs including invoices or holdbacks - Accrued costs - Any goods or services costs which are received through donations or in kind
Costs incurred after approval and on or before the project completion date stipulated in the Shared Cost Agreement and deemed properly and reasonably incurred	Costs incurred prior to approval date and after project completion date as stipulated in the Shared Cost Agreement (with the exception of costs to complete climate lens assessments which are eligible prior to grant award if the project is successful in obtaining funding through the program)
Capital costs as defined by Generally Accepted Accounting Principles (except capital costs included in INELIGIBLE COSTS)	- Services or works normally provided by the Recipient, including: - overhead costs - salaries and other employment benefits of any employees of the Recipient <u>unless pre-approved by the Ministry and specifically related to the project</u> - leasing of equipment except that directly related to the construction of the project - purchasing equipment - accounting fees incurred in the normal course of operation - auditing fees incurred in the normal course of operation - operating expenses and regularly scheduled maintenance
	- Land acquisition and real estate fees: - leasing land, buildings and other facilities and related costs

ELIGIBLE	INELIGIBLE
	Financing charges, loan interest payments legal fees (including those related to easements)
	Taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates

Environmental Assessment/Aboriginal Consultation Costs

ELIGIBLE	INELIGIBLE
- Environmental reviews - Environmental costs - Remedial activities - Mitigation measures - Aboriginal consultation	

Climate Change Lens Assessment Costs

ELIGIBLE	INELIGIBLE
- Greenhouse Gas Emissions Assessment when indicated required in Section 5 of the Guide - Climate Resilience Assessment when indicated required in Section 5 of the Guide	

Design / Engineering Costs

ELIGIBLE	INELIGIBLE
Fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, and engineering of a project	
Accommodation costs included in consulting fees or disbursement for out of town/province professionals	Any legal fees including those for land transfers (easements, Right of Way)

Construction/Materials Costs

ELIGIBLE	INELIGIBLE
	• Cost of purchasing land and associated real estate and other fees • Value of donated land • Interim financing and interest costs • Appraisal fees • Land title fees • Leasing of land or facilities
	• Building permit charged by proponent to itself • Development cost charges
• Insurance related to construction	• Liability insurance for directors
• Project management fees	
• Material testing necessary to prove suitability of soils and specified structural elements	
• Fencing for the construction site • Permanent fencing	
• Towing heavy equipment to and from the construction site	• Towing vehicles
• Security guard & First Aid attendant (contracted for construction project)	• Ambulance for workplace accidents • First aid courses
• Furniture and/or equipment essential for operation of the project	• Tools (e.g. hammer, saw , shovel, rakes, gloves) • Furnishing and non-fixed assets which are not essential for the operation of the asset/project
• Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site property line	• General repairs and maintenance of a project and related structures
• Safety equipment to be kept at the project site (e.g. safety goggles, beakers, eye wash bottles, latex gloves, UV lamp, vacuum hand pump, forceps, etc.)	
• Fire protection equipment as required by the fire department	
• Third party (contractor) rental of a trailer/site office	
• Permanently installed 2 way radios, phone system for facility	• Monthly bills for utilities and phone/internet
	• Contributions in kind
• Fuel costs for rental equipment	• Vehicle maintenance and fuel costs

ELIGIBLE	INELIGIBLE
Temporary construction or permanent signage, specific to the project	General construction signs (e.g. detour, street closed)
Relocation/renovation kiosk signs for public information	Temporary “Hours of Business” signs
Surveys necessary to determine the site’s suitability for the intended purpose	Any other surveys except to determine the site’s suitability
Demolition of unwanted structures from the site	
- Landscaping to restore construction site to original state following construction - Installation of landscaping	Maintaining landscaping
Newspaper/radio ads related to contract tenders and contract award notifications; or public safety, road closure or service interruption notices related to the project	
Printing and distribution costs for public information materials regarding the project	
Printing costs for preparing contract documents or tenders, blue prints, plans/drawings	
Courier services, specific to project e.g. delivering drawings/designs	
Paving of access and curb cuts	

Communication Activities Costs

ELIGIBLE	INELIGIBLE
- Any costs reasonably incurred to undertake joint federal and provincial communication activities, such as, but not limited to: - federal or provincial funding - recognition signage - permanent commemorative plaques - A/V rental and set up costs - event equipment rental and set up costs, such as stage and podium for joint events - event photography	- Media consultant - Event planners - Gifts - Hospitality costs, such as, but not limited to: - food/beverages - liquor - entertainment



Updated: February 15, 2018

RURAL BUDGET ADMINISTRATION COMMITTEE

DIARY ITEMS

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