



## PEACE RIVER REGIONAL DISTRICT

### Rural Budgets Administration Committee Meeting

#### A G E N D A

Thursday, August 18, 2016  
at the Regional District Office Boardroom, 1981 Alaska Avenue,  
Dawson Creek, BC **following the EDAC Meeting**

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1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF THE MINUTES:**  
M-1 Rural Budgets Administration Committee Meeting of July 21, 2016
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**  
None
7. **CORRESPONDENCE:**  
C-1 July 13, 2016 - Buick Creek Community Club - Grant Request  
C-2 August 5, 2016 – Thank you from Robert Young – Bursary recipient
8. **REPORTS:**  
R-1 August 5, 2016 report from Jill Rickert, CSC, NDIT Challenges – Grant Writer  
R-2 August 8, 2016 report from Jennifer Rudyk, Finance Clerk – Finance Report June 2016
9. **NEW BUSINESS:**  
NB-1 BC Society Act – Assistance with writing Bylaws and Constitutions for Societies  
NB-2 2016 Volunteer Banquet - Jill Rickert, Community Services Coordinator  
NB-3 North Central Local Government Association – Director Goodings  
NB-4 Tomslake & District Recreation Commission
10. **COMMUNICATIONS:**
11. **ADJOURNMENT:**



## PEACE RIVER REGIONAL DISTRICT

### RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: July 21, 2016

PLACE: Regional District Office, Dawson Creek, BC

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

Staff

Trish Morgan, General Manager of Community and Electoral Area Services  
Fran Haughian, Communications Manager/Commission Liaison  
Kari Bondaroff, Invasive Plant Program Manager  
Ronda Wilkins, Executive Assistant

Others

Ester Habb, Executive Director, New Day in the Peace Ministries  
Chris Habb, Maintenance Mgr., New Day in the Peace Ministries

Call to Order The Chair called the meeting to order at 10:14 a.m.

DIRECTORS NOTICE OF NEW BUSINESS:

None

ADOPTION OF AGENDA:

RBAC 21/07/01

MOVED by Director Sperling , SECONDED by Director Hiebert,  
"That the Rural Budgets Administration Committee agenda for the July 21, 2016 meeting,  
be adopted:

1. CALL TO ORDER - Director Rose to Chair the Meeting
2. DIRECTORS NOTICE OF NEW BUSINESS:
3. ADOPTION OF AGENDA:
4. ADOPTION OF THE MINUTES:  
M-1 Rural Budgets Administration Committee Meeting of July 21, 2016
5. BUSINESS ARISING FROM THE MINUTES:  
BA – 1 June 8, 2016 report from Kari Bondaroff, Invasive Plant Program Manager -  
Funding Request from Peace River Cattlemen's Association.

ADOPTION OF AGENDA: continued

6. DELEGATIONS:
  - D-1 New Day in the Peace Ministries (10:15 a.m.)
7. CORRESPONDENCE:
  - C-1 June 16, 2016 - North Peace Historical Society – Recreation and Cultural Grants-in-Aid funding Amendment
  - C-2 June 30, 2016 - Halfway Graham Community Club – Recreation and Cultural Grants-in-Aid funding Amendment
  - C-3 July 11, 2016 - South Peace Art Society – Grant request
  - C-4 July 14, 2016 – Thank you from Fort St. John Arts Council
8. REPORTS:
  - R-1 July 11, 2016 – Jill Rickert, Community Services Coordinator – Grant Request from Goodlow Community Club - Cemetery
  - R-2 July 13, 2016 – Kim French, Chief Financial Officer - North Pine Farmer's Institute Loan & Grant
9. NEW BUSINESS:
10. COMMUNICATIONS:
11. ADJOURNMENT:

ADOPTION OF MINUTES:

M-1 RBAC 21/07/02  
 RBAC Minutes, MOVED by Director Hiebert, SECONDED by Director Sperling,  
 June 21, 2016 "That the Rural Budgets Administration Committee Meeting Minutes of June 21, 2016 be adopted."

CARRIED

The agenda was varied to deal with the Delegation

DELEGATIONS:

D-1  
 New Day in the  
 Peace Ministries

New Day in the Peace Ministries representative Ester Habb, Executive Director and her Chris Habb, Maintenance Manager met with the Committee to ask for a grant to help with the construction of a new building. Ester described that a safe place and other services are offered to women and sometimes children at the facility. She noted that with more referrals being sent to the facility there is a need for more staff and room.

RBAC 21/07/03

MOVED by Director Goodings, SECONDED by Director Sperling,  
 "That the Rural Budgets Administration Committee have staff send a letter to New Day in the Peace Ministries requesting a grant application and further that the letter ask for the following information:

- 1) Where do their clients comes from? Are they from the North Peace, South Peace, rural, municipal or outside of our region?
- 2) What are their normal sources of revenue for operations and capital?
- 3) What is the budget for the expansion? Show sources of revenue, expenses, in-kind, short-fall. Please provides quotes.
- 4) Where have they applied for grants?

August 18, 2016

DELEGATIONSCON'T:

- 5) Are they non-denominational? Which church groups do they work with?
- 6) Copy of their constitution and bylaws
- 7) Building plans
- 8) Who will be doing the work? What does "at cost" mean?
- 9) Letters of support from other organizations

CARRIED

BUSINESS ARISING  
FROM THE  
MINUTES:  
Livestock Protection  
Program

Kari Bondaroff, Invasive Plant Program Manager, spoke to a report on the Livestock Protection Program that she provided to the Committee at the June 21, 2016 meeting in regards to the funding request from the Peace River Cattlemen's Association.

RBAC 21/07/04

MOVED by Director Sperling, SECONDED by Director Hiebert,

That the Rural Budgets Administration Committee have staff verify that the Peace River Agreement funds are allowed to be allocated for funding of the Cattlemen's Livestock Protection program and further that if funds are allowed to be allotted that a letter be sent to the Peace River Cattlemen's Association asking the following questions:

How people are made aware of the program?

Has alternative funding been secured?

Who else have they approached to be a funding partner?

Has there been a reduction in the losses to the producers and are they the same producers? How has this been documented?

Has the program been utilized by the same producers each year?

To provide a complete accounting on the past monies spent and the effectiveness of the program.

Where did the remainder of the funds go?

What are the Peace River Cattlemen's willing to contribute to the program?

Is there an outline describing implementation and administration of the program?

Do they provides producers with best practices around predator mitigation?

Provide a detailed written program guide.

CARRIED

CORRESPONDENCE:

C-1

June 16, 2016

North Peace

Historical Society

Recreation and

Cultural GIA funding  
 amendment

RBAC 21/07/05

MOVED by Director Goodings, SECONDED by Director Sperling,

That the Rural Budgets Administration Committee approve the funding amendment from the North Peace Historical Society to reallocate \$4,749.16 of their remaining 2015 GIA allocation to sandblasting and painting of the sea cans and assisting with the costs to restore and relocate the Allen Homestead House in 2016."

CARRIED

C-2

June 30, 2016

Halfway Graham

Community Club

Recreation and

Cultural GIA funding  
 Amendment

RBAC 21/07/06

MOVED by Director Goodings, SECONDED by Director Hiebert,

"That the Rural Budgets Administration Committee approve the funding amendment request from Halfway Graham Community Club to reallocate the unclaimed 2015 GIA in the amount of \$2,959.19 towards the costs for a PA system, varathane for the gym floor and a hall sign."

CARRIED

August 18, 2016

CORRESPONDENCE CON'T:

C-3 RBAC 21/07/07  
May 27, 2016 MOVED by Director Hiebert, SECONDED by Director Sperling,  
Chetwynd Sec. That the Rural Budgets Administration Committee approve the grant request from South  
School Senior Girls Peace Art Society in the amount of \$1,500 from Area D, BCR/PRA funds for their  
Volleyball Team Exhibition and Art Outreach Programs.”

C-4 RBAC 21/07/08  
Thank you from Fort MOVED by Director Goodings, SECONDED by Director Sperling,  
St. John Arts Council “That the Rural Budgets Administration Committee receive the thank you from the Fort  
St. John Arts Council.”

CARRIED

REPORTS:

R-1 RBAC 21/07/09  
July 11, 2016 MOVED by Director Goodings, SECONDED by Director Sperling,  
Jill Rickert, CSC “That the Rural Budgets Administration Committee approve the grant request from the  
Grant request – Goodlow Community Club in the amount of \$4,000 from Area B, Cemetery Funds and  
Goodlow \$3,055 from the BCR/PRA, Area B funds for a new main entrance gate for the cemetery.”  
Community Club - Cemetery CARRIED

RBAC 21/07/10  
MOVED by Director Goodings, SECONDED by Director Sperling,  
“That the Rural Budgets Administration Committee refer back to staff the Grant Request  
Application Form to update it by adding a section to show how many volunteers/in-kind  
work has been provided.”

CARRIED

R-2 RBAC 21/07/11  
July 13, 2016 MOVED by Director Goodings, SECONDED by Director Rose,  
Kim Frech, CFO – “That the Rural Budgets Administration Committee ratifies the electronic approval to  
North Pine Farmer’s Institute Loan & Grant provide to the North Pine Farmer’s Institute a \$300,000 Fair Share grant (\$200,000 from  
Area B; \$50,000 each from Areas C & D) ; and a \$300,000 loan from the Rural Loan Fund  
which will be registered against the property.”

CARRIED

NEW BUSINESS: None

COMMUNICATIONS: Communication Manager Fran Haughian noted that C-3, R-1 and R-2 would be included in  
the monthly newsletter.

ADJOURNMENT: RBAC 21/07/12  
MOVED by Director Sperling, SECONDED by Director Hiebert,  
“That the meeting be adjourned at 11:31 a.m.”

CARRIED

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Director Rose, Meeting Chair

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Ronda Wilkins, Executive Assistant

August 18, 2016

## Buick Arena

PO Box 2940  
Buick, BC, V0C 2R0  
p: (250)-630-2738

**To: Peace River Regional District**

Six years ago the community of Buick was proud to announce the opening of its new arena. An agreement between School District #60, The Peace River Regional District and the Buick Creek Community Club allowed this huge undertaking to be a remarkable success. Our facility boasts a full NHL size ice surface, a sophisticated artificial ice plant, a Zamboni, and a commercial grade kitchen.

This facility is being used by the citizens of Buick and the surrounding communities. It offers kids in rural communities the opportunity to participate in sports at a much lower cost and in all weather conditions, unlike our previous outdoor rink.

Since the arena was built we have struggled with severe heating inefficiencies. The cost of propane averages about \$20,000 per year which is a significant portion of our operating budget. The problems have been extensively investigated over the past several years and the conclusion is that the roof is not adequately insulated. The heat loss is clear from the enormous icicles which dangerously hang from the building's roof every winter.

We have obtained quotes from two contractors to have spray foam applied to the ceiling of the lobby, dressing rooms, washrooms and zamboni areas of the arena. Our preferred contractor is Envirohome because his estimate was much more thorough and they have worked on another building built by the same engineer. They also have an established reputation in the Peace area.

We are requesting a grant for the entire cost of the project which is estimated at \$34,166.77

Sincerely,

A handwritten signature in black ink, appearing to read 'Vanessa Bergen', with a long horizontal flourish extending to the right.

Vanessa Bergen, CPA, CGA  
Treasurer

August 18, 2016



## PEACE RIVER REGIONAL DISTRICT

## GRANT REQUEST APPLICATION FORM

Society: Buick Creek Community Club

Date: July 13, 2016

Community Club or Group Name: Buick Creek Community Club

Mailing Address: PO Box 2940

City: Buick

Postal Code: V0C2R0

Civic Address: 15263 Buick Creek Rd, Buick, BC

Contact Person: John Bueckert

Alternate Person: Vanessa Bergen

Tel: 250-263-1707

Tel: 250-630-2787

Fax:

Fax:

Email: john@roynorthernbc.com

Email: v-bergen@hotmail.com

## CLUB EXECUTIVES

## PROJECT COSTS

President: John Bueckert

Total Cost of Project: \$34,166.77

Vice President: Tony Bergen

Amount Requested: \$34,166.77

Treasurer: Vanessa Bergen, CPA, CGA

Describe the project for which your organization is requesting a grant:

Reduce heating inefficiencies by having spray-foam insulation applied to the ceiling of the lobby, dressing rooms, washrooms and zamboni areas of the Buick Creek Arena.

## ATTACHMENTS REQUIRED:

- Project budget, including all sources of funding - *see page 1*
- Year-end financial statements - *see page 2*
- Current financial report including bank balances, investments, term deposits, etc. *see page 3*
- Copy of the Society Resolution requesting this grant. - *see page 4*

Signature of Applicant:

Date: July 13, 2016

## For Office Use Only

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

diverse. vast. abundant.

## PLEASE REPLY TO:

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

August 18, 2016





## Estimate

Enviro Home Inc.  
Box 1341  
Grande Prairie, Ab  
T8V 4Z2

| Date       | Estimate # |
|------------|------------|
| 2016-04-26 | 1650       |

| Terms                       | P.O. No. |
|-----------------------------|----------|
| 50% Pre-Job/50% on Compl... |          |

| Name / Address    | Contact Info |
|-------------------|--------------|
| Buick Creek Arena |              |
|                   |              |

Member of  
**COMPLYWORKS**



| # | Description                                                                  | Qty   | Rate   | Total     |
|---|------------------------------------------------------------------------------|-------|--------|-----------|
|   | Buick Creek Arena                                                            |       |        |           |
|   | Polar Foam PF7300 Soya - Roof Deck applied @ approx 2"                       | 6,400 | 2.99   | 19,136.00 |
|   | Polar Foam PF7300 Soya - Roof Deck perlins @ approx 1" (wrap)                | 6,200 | 1.50   | 9,300.00  |
|   | Polar Foam PF7300 Soya - gable / knee Walls @ approx 2"                      | 922   | 2.99   | 2,756.78  |
|   | Polar Foam PF7300 Soya - roof top unit wall chases @ approx 2" (if required) | 300   | 2.99   | 897.00    |
|   | estimated prep time for mechanical and Zamboni rooms (crew rate)             | 3     | 150.00 | 450.00    |
|   | NOTES                                                                        |       |        |           |
|   | - batt insulation to be removed at knee wall and bottom of roof              |       |        |           |
|   | - LOA billed as required, billed at local hotel rate                         |       |        |           |
|   | GST On Sales                                                                 |       | 5.00%  | 1,626.99  |

We propose hereby to furnish materials and labour - complete and in accordance with the above specifications - for the sum shown at right. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

The undersigned accepts the prices, specifications and conditions above and hereby authorizes Enviro Home Inc. to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

GST/HST No. 828256156

|                 |                    |
|-----------------|--------------------|
| <b>Subtotal</b> | <b>\$32,539.78</b> |
| <b>Tax</b>      | <b>\$1,626.99</b>  |
| <b>Total</b>    | <b>\$34,166.77</b> |

|         |                |       |                |          |                 |
|---------|----------------|-------|----------------|----------|-----------------|
| Phone # | (780) 833-1210 | Fax # | (780) 532-5514 | Web Site | www.GoSpray.com |
|---------|----------------|-------|----------------|----------|-----------------|

page 1 - project budget

August 18, 2016



# **Buick Arena**

## **Financial Statements**

**December 31, 2015**

*(Unaudited - see Notice to Reader)*

August 18, 2016

# Buick Arena

December 31, 2015

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| Statement of Operations and Changes in Fund Balances | 3           |
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**Notice to Reader**

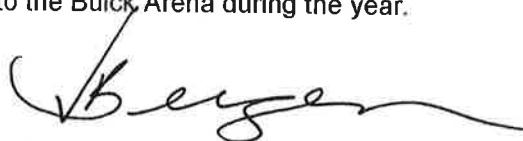
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On the basis of information provided by management I have compiled the statement of financial position of the Buick Arena as at December 31, 2015 and the statement of operations and changes in fund balances for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

The practitioner of this accounting firm does the bookkeeping, has signed cheques on the bank account of the Buick Arena and has made management decisions pertaining to the Buick Arena during the year.

A handwritten signature in black ink, appearing to read 'Vanessa Bergen', with a stylized flourish at the end.

Vanessa Bergen  
Chartered Professional Accountant

Buick, BC  
February 05, 2016

# Buick Arena

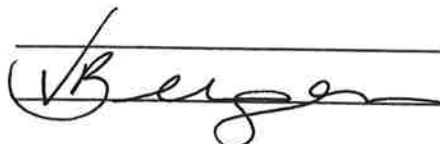
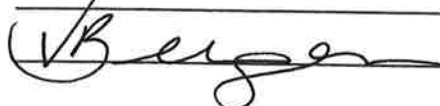
## Statement of Financial Position

As At December 31, 2015

(Unaudited - see Notice to Reader)

|                                                   | Note | 2015              | 2014              |
|---------------------------------------------------|------|-------------------|-------------------|
| <b>Assets</b>                                     |      |                   |                   |
| <b>Current Assets</b>                             |      |                   |                   |
| Cash                                              |      | \$ 140,331        | \$ 131,124        |
| Accounts receivable                               |      | 29,138            | 14,404            |
| Accounts receivable - start-up funds              |      | -                 | 8,966             |
| Due from Government Agencies                      |      | 1,204             | 1,503             |
| Prepaid expenses                                  |      | 238               | 419               |
| <b>Total Current Assets</b>                       |      | 170,911           | 156,416           |
| <b>Long Term Assets</b>                           |      |                   |                   |
| Property, Plant and Equipment net of amortization | 2.a. | 35,888            | 36,559            |
| <b>Total Assets</b>                               |      | <u>\$ 206,799</u> | <u>\$ 192,975</u> |
| <b>Liabilities and Fund Balances</b>              |      |                   |                   |
| Accounts payable                                  |      | \$ 6,093          | \$ 10,013         |
| Due to Government Agencies                        |      | 3,123             | 2,514             |
| Wages payable                                     |      | 5,340             | 4,254             |
| <b>Total Current Liabilities</b>                  |      | 14,556            | 16,781            |
| <b>Fund Balances</b>                              |      |                   |                   |
| Unrestricted fund balance                         |      | 192,243           | 176,194           |
| <b>Total Liabilities and Funds Balances</b>       |      | <u>\$ 206,799</u> | <u>\$ 192,975</u> |

Approved on Behalf of the Board:

 President  
 Secretary/Treasurer

The accompanying notes are an integral part of these financial statements.

# Buick Arena

## Statement of Operations and Changes in Fund Balances

For the Year Ended December 31, 2015

(Unaudited - see Notice to Reader)

|                                         | Note | 2015    | 2014       |
|-----------------------------------------|------|---------|------------|
| <b>Revenue</b>                          |      |         |            |
| Drop-in/Rentals                         | \$   | 30,307  | \$ 30,234  |
| Advertising                             |      | 5,750   | 5,726      |
| Donations                               |      | 3,000   | 3,200      |
| Operating grant                         |      | 85,000  | 85,000     |
| <b>Total revenue</b>                    |      | 124,057 | 124,160    |
| <b>Operating expenses</b>               |      |         |            |
| Accounting and legal                    |      | 1,800   | 1,800      |
| Advertising and promotion               |      | 672     | -          |
| Amortization                            |      | 7,267   | 7,299      |
| Bad debt                                |      | -       | 750        |
| Freight                                 |      | -       | 112        |
| Insurance and licenses                  |      | 9,563   | 9,725      |
| Interest - current                      |      | 101     | 117        |
| Office and miscellaneous                |      | 980     | 54         |
| Repairs and maintenance                 |      | 9,322   | 18,772     |
| Subcontracts                            |      | 600     | 132        |
| Janitorial                              |      | 1,120   | 1,513      |
| Supplies                                |      | 1,829   | 1,926      |
| Snow removal                            |      | 410     | 300        |
| Telephone                               |      | 1,902   | 1,934      |
| Hydro                                   |      | 21,582  | 19,946     |
| Propane                                 |      | 8,240   | 11,914     |
| Salaries and wages                      |      | 41,940  | 41,117     |
| Workers compensation                    |      | 680     | 597        |
| <b>Total operating expenses</b>         |      | 108,008 | 118,008    |
| <b>Excess of revenues over expenses</b> |      | 16,049  | 6,152      |
| Fund balances, beginning of year        |      | 176,194 | 170,042    |
| <b>Fund balances, end of year</b>       | \$   | 192,243 | \$ 176,194 |

The accompanying notes are an integral part of these financial statements.

# Buick Arena

## Notes to the Financial Statements

December 31, 2015

(Unaudited - see Notice to Reader)

### 1. Accounting policies

#### a. Property, plant and equipment

##### i. Method and rates

Property, plant, and equipment are stated at cost. Amortization is provided using the following methods and annual rates:

|                        | Method        | Rate  |
|------------------------|---------------|-------|
| Equipment              | %             | 20.00 |
| Automotive equipment   | %             | 30.00 |
| Computer equipment     | %             | 55.00 |
| Leasehold improvements | straight line | 20.00 |

### 2. Property, plant and equipment

#### a. Cost less accumulated amortization - net book value by year

Property, plant and equipment consist of the following:

|                        | 2015             |                          | 2014             |                  |
|------------------------|------------------|--------------------------|------------------|------------------|
|                        | Cost             | Accumulated Amortization | Net Book Value   | Net Book Value   |
| Equipment              | \$ 31,990        | \$ (18,629)              | \$ 13,361        | \$ 16,099        |
| Automotive equipment   | 28,194           | (23,694)                 | 4,500            | 6,429            |
| Computer equipment     | 1,358            | (373)                    | 985              | -                |
| Leasehold improvements | 21,637           | (4,595)                  | 17,042           | 14,031           |
| <b>Total</b>           | <b>\$ 83,179</b> | <b>\$ (47,291)</b>       | <b>\$ 35,888</b> | <b>\$ 36,559</b> |



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 9915-100TH STREET  
 FORT ST JOHN BC V1J 3Y3

10660 23

262-5150 1ST CLASS MAIL

SBDPA10200\_1203629\_001 E D 10660 04492  
 BUICK CREEK COMMUNITY CLUB  
 PO BOX 2998  
 BUICK BC  
 VOC 2R0



ACCOUNT NUMBER  
 10660 01060 11

STATEMENT OF  
 BUSINESS ACCOUNT

FROM  
 MAY 31 2016

TO  
 JUN 30 2016

PAGE  
 1

| DESCRIPTION                                                                             | WITHDRAWALS/DEBITS    | DEPOSITS/CREDITS | DATE<br>M D            | BALANCE           |
|-----------------------------------------------------------------------------------------|-----------------------|------------------|------------------------|-------------------|
| BALANCE FORWARD                                                                         |                       |                  | 0531                   | 94466.90          |
| COMMERCIAL HYDRO BILL<br>PAYMENT<br>0000000000000000<br>B.C. HYDRO & POWER<br>AUTHORITY | 795.89                |                  | 0608                   | 93671.01          |
| MISC PAYMENT<br>TELUS (BC)                                                              | 98.49                 |                  | 0615                   | 93572.52          |
| TELUS (BC) PAPS<br>SERVICE CHARGE                                                       | 6.50                  |                  | 0630                   | 93566.02          |
| *UNCOLLECTED FEES AND/OR ODI OWING: \$0.00*                                             |                       |                  |                        |                   |
| page 3                                                                                  |                       |                  |                        |                   |
| NO. OF DEBITS                                                                           | TOTAL AMOUNT - DEBITS | NO. OF CREDITS   | TOTAL AMOUNT - CREDITS | NO. OF ENCLOSURES |
| 3                                                                                       | 900.88                |                  | .00                    | 2                 |

August 18, 2016

JM00489185-0010281-04492-0001-0001-00-



**Buick Creek Community Club**

PO Box 3058  
Buick, BC, V0C 2R0

**Society Resolution:**

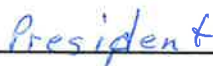
The Buick Creek Community Club approves the request of a grant to better insulate the Buick Creek Arena by having spray foam professionally applied to ceiling in order to reduce heating inefficacies

Signed:

x



Position:



Date:

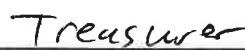


Signed:

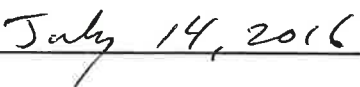
x



Position:



Date:



**John Bueckert**

---

**Subject:** FW: estimate for sprayfoam in ceiling at Buick Creek Arena

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**From:** John Bueckert  
**Sent:** April 21, 2016 5:41 PM  
**To:** Trish Morgan  
**Subject:** Fwd: estimate for sprayfoam in ceiling at Buick Creek Arena

Hi Trish, here's the quote from Haab for the insulation we need in the arena, I don't have Bryna's email so I'm sending it to you. I think we should go with 4 inches.

Thanks  
John B

Sent from my iPhone

Begin forwarded message:

**From:** Haab Homes Sprayfoam <[sprayfoam@haabhomes.ca](mailto:sprayfoam@haabhomes.ca)>  
**Date:** April 20, 2016 at 2:31:54 PM MST  
**To:** <[john@roynorthernbc.com](mailto:john@roynorthernbc.com)>  
**Subject:** estimate for sprayfoam in ceiling at Buick Creek Arena

This is an estimate for sprayfoam in the ceiling of the lobby, dressing room, washrooms, and zamboni areas of the Buick Creek Arena.

The total area of ceiling that would need to be sprayed would be 4406sqft.

For 2" of sprayfoam in the ceiling (R12), \$12,000  
For 3" (R18), \$16,100  
For 4" (R24), \$20,100

Even at 2" of foam, I think you would see a significant improvement in heat loss. The current building code for commercial buildings calls for an R34 in the ceiling which is why I've included the price for 4" of foam which would probably bring the building up to code with what is already in the ceiling.

If you have any questions, feel free to text or call me  
250.261.8296

Corwyn Unrau  
Haab Homes Insulation & Abatement

page 5 - Additional Quote

29/06/2016

August 18, 2016

Dear Ms. Karen Goodings,

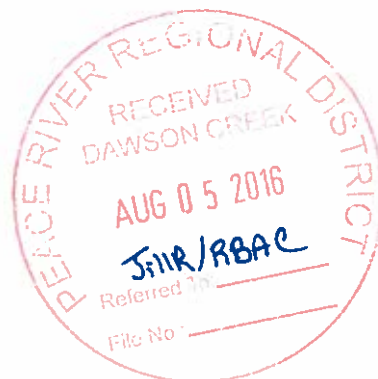
Thank you for the generous bursary that has been awarded to me. This bursary is very important to me as it will aid me in meeting the financial requirements of the upcoming school year. Although I am moving to Calgary, I will always remember where I came from, and the valuable opportunities that this region has given me.

Thank you again for this generous bursary,

Kelsey Young

Mailing address

Robert Kelsey Young  
Box 381  
Charlie Lake, BC  
V0C 1H0





# Peace River Regional District

## REPORT

To: Rural Budgets Administration Committee

Date: August 5, 2016

From: Jill Rickert, Community Services Coordinator

**Subject: Grant Writing Support – Challenges for Volunteer Groups**

---

### RECOMMENDATION:

That the Rural Budgets Administration Committee invite a guest speaker to the volunteer banquet to provide an overview of the funding available through NDIT and authorize staff to bring back a report on how the Regional District could best provide grant writing assistance to all areas of the region.

### BACKGROUND/RATIONALE:

This report is to provide the Rural Budgets Administration Committee with information regarding the challenges and difficulties rural volunteer organizations face with the preparation and completion of the Northern Development Initiative Trust (NDIT) grant application process and identify some potential ways in which the Peace River Regional District could assist groups to overcome these obstacles.

Northern Development is an independent, non-profit corporation which operates independently from government and provides the funding and ability to identify and pursue new opportunities for stimulating economic growth and job creation within the region through investments in grassroots, community-led projects. Some rural organizations who have been successful in receiving a NDIT grant are Big Bam Ski Club, Whiskey Jack Nordic Ski Club, North Peace Fall Fair Society (North Peace) and Dawson Creek Ski and Recreation Association, Bear Mountain Nordic Ski Association, Sweetwater905 Society and Kiskatinaw Fall Fair Association (South Peace). Funding for these grants has been provided under the Community Halls and Recreation Facilities or the Fabulous Festivals and Events grant programs. Some of these groups worked independently on their applications, while others sought the expertise of a Grant Writer to assist them.

It is important to note that in the North Peace area of the Regional District, grant writing assistance is available to local organizations through the North Peace Economic Development Commission (NPEDC). Funding for this support, is provided in part with funds from NDIT's Grant Writing Support Program, which is applied for by the Regional District's Economic Development Officer.

In discussion with Trish Homis, a member of the Kiskatinaw Fall Fair Society who completed their application to NDIT for the Fabulous Festivals and Events grant, she stated her experience with the application process was positive, the website was easy to navigate, user-friendly and self-explanatory; however, Trish was quick to point out she works with computers daily and has a background in research and reporting. She explained that Kiskatinaw Fall Fair learned about NDIT from the staff at the Dawson Creek Chamber of Commerce and indicated the overall process for the Fabulous Festivals and Events grant can take up to 60 days. That organizations must apply 30 days prior to the event and then once the event is finished, the organization must submit a final report to NDIT within 30 days.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 4

Two of the biggest challenges with the NDIT funding programs are web-based technology and the application and completion process. The following difficulties were identified:

- Compatibility of software requirements to navigate, download and upload files
- Strength and viability of the internet connection
- So much information is on the website, hard to navigate and identify what you need
- Understanding technology based language
- Grant applications are lengthy and so in-depth that they are intimidating and overwhelming
- Supporting documentation – financials, resolutions of support, other funding sources
- Too time consuming and takes too long to complete
- Reporting requirements and process is too involved
- Knowing how to put all the information together to ensure a successful outcome.

Other obstacles to overcome include the eligibility criteria for the different grants. For example, many are better suited to major capital projects with large budgets versus improvements or renovations existing facilities that require a smaller budget to complete. Common outcomes under NDIT funding are to improve the sustainability and event hosting capacity in order to indirectly generate revenues and a programs that benefits the local economies of small communities and rural areas. Unfortunately, many of the local volunteer organizations do not feel they can meet these objectives so they do not pursue further funding opportunities.

#### **OPTIONS:**

Some ways in which the Regional District could assist groups to better utilize and access the funding offered through NDIT are:

1. Increase awareness of the program.
  - Invite a guest speaker to the 2016 Volunteer Banquet to come and share their knowledge about the program. For example, staff could enter into discussion with the current North Peace Grant Writer to develop a presentation for the upcoming banquet in October.
2. Area D and E consider contributing financially to the position of the current North Peace grant writer so that it may include a focus on all rural areas of the Regional District.
  - This option would assist all rural groups in our region with accessing grants from NDIT and other sources. Before this option could be fully considered by RBAC, staff will need to further research the feasibility of how this would work with the current model. For example, would NPEDC continue to administer this agreement and be responsible to ensure targets have been met? What would the reporting system look like with multiple areas using shared funds? Is this something the NPEDC would continue to manage? How much needs to be contributed by Area D and E? Does the current grant writer position have the capacity to take on additional work?
3. Negotiate a contract position for a grant writer for the South and West Peace areas.
  - Some other considerations are what is involved with promotion of material and recruitment of applicants, as a great deal of work would need to be done by the grant writer to increase

awareness to community groups regarding NDIT grants and all other grants available in the area.

4. Approach the City of Dawson Creek and District of Chetwynd to consider whether a partnership could be established whereby Area D and Area E contribute funding for their contract grant writer positions.
  - Both the City of Dawson Creek and District of Chetwynd have contract grant writers that assist their local governments and community groups in their area with grant writing.

#### **STRATEGIC PLAN RELEVANCE:**

The report is supported by Section 1 - Essential Regional Services of the Strategic Plan items:

- 1.3 Regional Recreation – The PRRD is committed to working with the Peace River Region residents to have continued access to facilities for recreational cultural purposes; and
- 1.4 Development Services – The PRRD will implement plans, bylaws and shared service agreements that address the demands of economic growth and the quality of life for its residents.

#### **FINANCIAL CONSIDERATION(S):**

Option 1: Potential funding be provided under Recreation and Cultural Facilities Grants-in-Aid annual Volunteer Banquet budget of \$6,500 and/or the Workshop budget of \$5,000

Options 2, 3 & 4: Potential funding for this option would likely be provided by Electoral Area D and E; however, this would need to be done in consultation with the Chief Financial Officer and the Electoral Area Directors.

The Regional District, through NPEDC annually applies to NDIT under the Grant Writing Support program and successfully receives \$8,000. This funding contributes to the hiring of a grant writer for the North Peace area in consultation with the NPEDC. It is possible to split this grant and allocate amounts between all areas of the Regional District; however, it is recommended that staff research how this option would best support the needs of the communities and that it must be done in consultation with the NPEDC, who currently manage this program for the PRRD, in order to ensure all funding conditions and reporting requirements are met.

#### **COMMUNICATIONS CONSIDERATION(S):**

For Option 1, staff would advertise the information regarding the presentation with the invitations to the banquet and on the Community Groups page of the PRRD website.

#### **OTHER CONSIDERATION(S):**

RBAC should consider that even with the options suggested in this report, volunteer organization may not have projects that would be considered eligible by NDIT. Many of the community groups within the Regional District do not have a great deal of capital type projects they require funding for but are really only looking for funding to support their operations, renovations or improvements. In addition much of the project work completed by current rural groups does not support direct economic benefit or growth. However, having access to a grant writer to assist with applications for not just NDIT but other grant opportunities would be a benefit to all groups.

**Attachments:**

- NDIT Application Guides – Community Halls and Recreational Facilities, Fabulous Festivals and Events
- 2016 Grants-in-Aid Approved Recipients



## APPLICATION GUIDE

## COMMUNITY HALLS AND RECREATION FACILITIES

### Program Overview

---

The Community Halls and Recreation Facilities program provides up to \$30,000 in grant funding for municipalities, regional districts, First Nations bands and registered non-profit organizations from a regional development account to improve, expand, or develop facilities in order to increase the number of events held annually in the community, contributing to service sector revenues in the local economy.

#### Features and benefits of the program:

Supports the sustainability and expansion of local community infrastructure to host events which increase tourism revenues and community quality of life

Flexible consideration of donated time and labour by business and volunteers

Northern Development funding is accessible to all rural areas that would not usually have an opportunity to apply for funding for a larger economic development infrastructure project

Time sensitive approval process for complete and well documented applications

### Objectives

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To improve the sustainability and event hosting capacity of community halls and recreation facilities that indirectly generate revenues for the hospitality service sector

To provide a program that benefits the local economies of small communities and rural areas of central and northern British Columbia

### Application Intake Deadlines

---

Funding applications are continuously accepted to this program on a quarterly intake cycle.

A recommendation by the regional advisory committees and a decision by the board of directors are required for this funding program. The application intake deadlines, regional advisory committee meetings, and board meeting dates are publicly posted on the [Northern Development website](#).

### Program Eligibility

---

#### Eligible organizations

Municipalities

First Nations bands

Regional districts

Registered non-profit organizations



## Required project and funding application features

The project is aligned with the requirements and mandate of the funding program

The project will create new economic activity

The project can demonstrate revenue generation and/or cost savings to sustainably operate for a minimum of three years

The funding request is incremental to government (local, provincial, federal) mandate and funding

The funding request is supported by local government through a resolution

Applicants are responsible for securing a resolution outlining support for the Northern Development funding request from a municipality or regional district. The applicant must provide a copy of the resolution of support to Northern Development before a funding decision can be made.

The funding request is supported by the regional advisory committee through a resolution

Completed applications are forwarded by Northern Development to the appropriate regional advisory committee that recommends project decisions to the board of directors

## Eligible costs

Capital expenditures

Direct third party project labour costs

Incremental third-party project management

Contractor fees

Rental of tools and equipment for construction work

In-kind (volunteer) labour contributions and/or monetized donations (donated materials, equipment, or services from third-parties) may be considered.

- When noting in-kind (volunteer) labour contributions in the budget and under other funding sources in the application form, applicants must attach a breakdown of the calculation used for the in-kind amount. For valuing volunteer labour as an in-kind contribution to the project, the following rates are eligible:
  - \$10/hour for volunteer labour
  - \$25/hour for volunteer skilled labour (trades requiring specialized ability or training)
    - In-kind (volunteer) labour contributions must be documented once projects commence (volunteer time logs for labour with name, date, and hours) in order to verify volunteer contributions
- When noting monetized donations in the budget and under other funding sources in the application form, applicants must attach confirmation of the committed donation(s)
  - Monetized donations must be documented once projects commence. The applicant must obtain receipts for monetized donations (donated materials, equipment, or services from third-parties)

## Ineligible costs

Operational costs and staff wages

Purchases of construction equipment and tools

Renovations to spaces that are not available for public use in social infrastructure facilities (for example, daycare facilities, seniors' centres, child development centres, friendship centres, etc.)

GST and PST

Costs incurred prior to signing the agreement with Northern Development

## Funding terms

Northern Development provides funding under this program up to a maximum of 70% of an eligible project budget. A maximum of \$30,000 is available in the form of a grant with the remainder being available in the form of a loan. Projects must be completed and funding disbursed by Northern Development prior to applying for additional funding for the same facility. In the Northwest region, applications seeking additional funding for a previously funded facility are limited to a maximum \$15,000 grant

Applicants must provide confirmation of all other sources of project funding prior to Northern Development entering into a funding agreement. Applications that have confirmed other funding at the time of review by the board of directors are preferred. In the case of other unconfirmed funding sources at the time of application to Northern Development, applicants are required to provide the date a decision is expected for each unconfirmed funding source

An irrevocable letter of credit from a financial institution is required as security for loan funding requests by First Nations bands and registered non-profit organizations (other forms of security may also be considered). Security for loan funding requests by municipalities or regional districts is provided through the Community Charter

Applications are assessed to ensure that the most appropriate sources of funding have been approached by the applicant

## Qualifying for Funding

---

*While a project or organization may be eligible for funding, projects must propose to deliver specific economic outcomes to qualify for funding approval.*

### Key deliverables

*The following key deliverables are reported on by successful applicants for a three year period to demonstrate the direct economic benefits of the project.*

### New employment (job creation)

Projects funded under this program must propose direct full-time equivalent job creation. Applications are assessed for the total full-time equivalency of jobs created for the following classifications:

- Direct permanent full-time jobs
- Direct permanent part-time jobs
- Direct permanent seasonal jobs
- Direct temporary jobs (construction or consulting)

### Increased revenue generation

Projects funded under this program must propose a direct increase in revenue generation and/or operational cost savings. Applications are assessed for projected incremental revenue generation and/or operational cost savings over a three year period

Incremental revenue and/or cost savings are assessed as the sum of the projected annual revenues/costs for the three years provided in the funding application, minus the applicant organization's current annual revenues/costs being maintained over the same three year period

A business plan should be attached to funding applications that propose significant revenue increases and/or cost savings

### Leveraging

- Preference for projects that partner Northern Development funds with multiple other funding sources
- Preference for projects where the applicant organization makes a significant financial investment in the project
- Preference for projects that secure significant financial investment from other funding sources relative to the amount requested from Northern Development

### Sustainability

---

Projects funded under this program are assessed for their positive impacts on community and environmental sustainability. The following sustainability factors are assessed for each funding application:

- The project helps to sustain the existing population or support population growth
- The project contributes to environmental sustainability

### Strategic Factors

---

Projects funded under this program are assessed for their alignment with a number of strategic factors:

- A business plan that includes a profitability projection is attached to the funding application
- Supporting market research
- Implementation of the project will decrease the cost of doing business
- The project involves a P3 partnership
- The project involves multiple groups and community collaboration
- There is direct First Nations participation in the project
- There are direct economic benefits to both local governments and First Nations as a result of the project
- Quote(s) supporting the project budget are attached to the funding application
- The project provides broad regional economic impact(s)
- New products/services will be marketed outside the Northern Development region
- New products/services will be provided within the local/regional economy

### Application Assessment

---

Northern Development staff undertake comprehensive due diligence of each funding application received, which may include contacting relevant agencies and organizations as part of the review process.

All projects are assessed and scored on the key deliverables, leveraging, sustainability, and strategic factors identified in the funding application submitted to Northern Development. Applicants can request a copy of the scorecard assessment for submitted funding applications that are under review.

## Application Process

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1. Applicant contacts Northern Development to discuss the proposed project scope and potential alignment with the funding program. See Northern Development's [staff](#) webpage for the key contact in your region
2. The applicant completes a funding application and submits the application to Northern Development
3. Once Northern Development confirms alignment between the application and the funding program, the applicant submits the complete application to a municipality or regional district with a request for a resolution of support
4. The municipality or regional district determines whether it will provide a resolution of support for the funding request from the appropriate account. The resolution of support must clearly state the amount of the funds requested, whether the request is for a grant, loan, or a combination of grant/loan, and the appropriate regional development account from which the funds will be provided
5. A copy of the resolution of support from the municipality or regional district is obtained by the applicant and forwarded to Northern Development
6. Northern Development staff conduct due diligence of the application, and forward the funding request to the appropriate regional advisory committee for recommendation. The regional advisory committee determines whether to support the funding request
7. Once a recommendation supporting the funding application is provided by the regional advisory committee, Northern Development staff finalize due diligence, incorporate the regional advisory committee's recommendations, and present the funding request to the board of directors at their next scheduled meeting
8. Following the board meeting, Northern Development staff will notify the applicant of the board's funding decision by phone. A formal letter is mailed to the applicant
9. A funding agreement (enabling Northern Development to disburse funding for the project) will be provided to the applicant for signature once the applicant has provided documentation confirming of all other funding sources in writing to Northern Development
10. Annual reporting for three years on key deliverables specific to the funding program is a requirement of applicants with approved funding agreements

For program enquiries contact: [Northern Development Initiative Trust](#)  
301-1268 Fifth Avenue, Prince George BC V2L 3L2 Canada  
tel 250-561-2525  
email [info@northerndevlopment.bc.ca](mailto:info@northerndevlopment.bc.ca)  
<http://www.northerndevlopment.bc.ca/>



## APPLICATION GUIDE

## FABULOUS FESTIVALS AND EVENTS

### Program Overview

---

The Fabulous Festivals and Events program provides non-profit organizations with up to \$2,500 in grant funding from a regional development account to support unique events and festivals throughout the region contributing to service sector revenues in the local economy.

#### Features and benefits of the program:

Provides a source of annual event hosting capacity funding

A time sensitive approval process for complete and well documented applications

Supports the sustainability and expansion of local festivals and events which increase tourism revenues and community quality of life

Northern Development funding is accessible to all rural areas that would not usually have an opportunity to apply for funding for economic development projects

The Trust provides annual funding to support festival and event hosting capacity across central and northern B.C. each year.

### Objectives

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To improve the sustainability and event hosting capacity of unique festivals and events that generate revenue

To provide a program that benefits the local economies of small communities and rural areas of central and northern British Columbia

To foster Northern B.C.'s reputation as a destination for cultural tourism

### Program Eligibility

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▪ **NOTICE:** You must fill out and submit a [pre-qualification form](#) before you submit an application unless your festival or event has previously been approved for funding.

#### Eligible organizations

Registered non-profit organizations

▪ *Financial statements from the last festival or event are required as an attachment to the application.*

▪ *Applications from unregistered non-profit organizations that have a minimum of three years of financial statements may be considered.*

#### Program participation

Applicants are able to apply for one festival or event per year.

## Required project and funding application features

The event is homegrown and promotes or strengthens the unique character of the community

Must demonstrate economic benefits to the community or surrounding area and specifically target participants or attendees from outside the local area

Must demonstrate community support, engagement and inclusiveness

The funding requested will be used to increase the capacity of the event

The event will attract tourism to the community

The funding request is supported by a resolution of support from a municipality or regional district

- Applicants are responsible for securing a resolution outlining support for the Northern Development funding request from a municipality or regional district. The applicant must provide a copy of the resolution of support to Northern Development before a funding decision can be made.

## Ineligible event types

The event is in its first year of operation

The event is held in a concentrated time period (series of summer music concerts, multi-weekend regional mountain bike race, etc.)

The event is a fundraiser (Terry Fox Run, Relay For Life, Festival of Trees, etc.)

The event is political in nature (partisan rally or gathering, issue-based fundraiser, etc.)

The event is religious in nature (Christmas, Halloween, Thanksgiving, or Easter event, etc.)

The event is held annually in communities across the province or country (Canada Day celebrations, Remembrance Day memorials, May Day parades, etc.)

The event is a league or club event (sports training camps, provincial sport tournaments, bonspiels, etc.)

The event is solely an artisan and craft fair

## Ineligible costs

GST and PST

Costs incurred prior to formal notification of funding approval from Northern Development

## Application Intake Deadlines

Funding applications are accepted for this program on continuous intake cycle. Applicants may apply for the following year's funding starting November 1<sup>st</sup> of each year.

- For example, applications for festivals or events occurring in the 2016 calendar year can be submitted starting November 1, 2015.

The [Fabulous Festivals and Events Application Materials](#) are available on Northern Development's website.

## Review Process

Northern Development staff will review the application to ensure completeness, eligibility and availability. Northern Development staff will contact the applicant within 30 days of receiving the application.

- For example, an application received on November 14, 2015 will be reviewed by staff and the applicant will be contacted by December 14, 2015.

Successful applicants will receive an approval letter. Unsuccessful applicants will also receive written notification.

## Reporting Deadlines

---

The applicant must submit a report using Northern Development's reporting form to verify performance measures for the event within 30 days of the festival or event's completion. The following performance measures are required:

- a. Number of people who paid to participate in or attend the festival or event
- b. Financial performance

The [Fabulous Festivals and Events Reporting Form](#) is available on Northern Development's website.

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For program enquiries contact: [Northern Development Initiative Trust](#)  
301-1268 Fifth Avenue, Prince George B.C. V2L 3L2 Canada  
tel 250-561-2525  
email [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)  
<http://www.northerndevelopment.bc.ca/>



PEACE RIVER REGIONAL DISTRICT

## 2016 Grants-In-Aid Recipients

| <b>Area B Recipients</b>              | <b>Amount</b>       | <b>Project</b>                                               |
|---------------------------------------|---------------------|--------------------------------------------------------------|
| Golata Creek Recreation Society       | \$17,995.84         | Kitchen Renovations, new parking lot                         |
| Goodlow Community Club                | \$38,700.00         | Finish Ball Diamond 1, Begin Ball Diamond 2                  |
| Montney Recreation Commission         | \$6,900.00          | Insurance, Eaves Trough, gravel                              |
| North Peace 4H District Council       | \$1,000.00          | Annual Travel Grant                                          |
| North Peace Fall Fair                 | \$1,000.00          | Replace office building, general repairs, and small projects |
| North Peace Historical Society        | \$12,162.61         | Relocate Allen Homestead to Museum                           |
| Osborn Community Association          | \$11,062.05         | Insurance, cistern, shed                                     |
| Rose Prairie Community Curling Centre | \$10,679.50         | Insurance, Kitchen and cistern improvements                  |
| Fort St John Gradfest                 | \$1,000.00          | Annual Grant                                                 |
| Area B Rural Bursary                  | \$1,000.00          | Annual Grant                                                 |
| Youth Travel                          | \$1,500.00          | Annual Grant                                                 |
| <b>TOTAL</b>                          | <b>\$103,000.00</b> |                                                              |

| <b>Area C Recipients</b>       | <b>Amount</b>      | <b>Project</b>                                               |
|--------------------------------|--------------------|--------------------------------------------------------------|
| Charlie Lake Community Club    | \$25,125.86        | Electrical improvements to hall, exterior lighting           |
| North Peace Fall Fair          | \$20,000.00        | Replace office building, general repairs, and small projects |
| North Peace Historical Society | \$24,775.00        | Relocate Allen Homestead to Museum                           |
| Fort St John Gradfest          | \$1,000.00         | Annual Grant                                                 |
| Area C Scholarship             | \$1,000.00         | Annual Grant                                                 |
| Youth Travel                   | \$1,000.00         | Annual Grant                                                 |
| <b>TOTAL</b>                   | <b>\$72,900.86</b> |                                                              |

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PEACE RIVER REGIONAL DISTRICT

| Area E West Recipients                | Amount              | Project                                                                        |
|---------------------------------------|---------------------|--------------------------------------------------------------------------------|
| Chetwynd & District Recreation Centre | \$2,500.00          | Annual Halloween Event – A Ghoulish Affair                                     |
| Chetwynd & District Rod and Gun Club  | \$22,768.25         | Landscaping, skeet range, new trap machine & targets, general maintenance      |
| Chetwynd Electric Eels                | \$7,637.50          | Operation costs, pool rental fees, swim clinic                                 |
| Chetwynd Gymkhana Club                | \$5,387.50          | Operational costs, insurance, bleachers                                        |
| Chetwynd Social Planning Society      | \$5,000.00          | Circus North Camp                                                              |
| Foothills Team Roping Club            | \$1,600.00          | Hay transportation costs                                                       |
| Jackfish Community Association        | \$13,550.50         | Kitchen renovations, lighting and railing upgrades for hall                    |
| Little Giants Figure Skating Club     | \$7,637.50          | Operational costs, program expenses, carnival supplies, coaching certification |
| Little Prairie Heritage Society       | \$6,281.25          | General operating costs                                                        |
| Moberly Lake Community Association    | \$6,707.50          | Operational costs, renovations to crawlspace                                   |
| Pine Valley Exhibition Park           | \$16,417.50         | Livestock pens and bucking chutes                                              |
| Pine Valley Seniors Association       | \$3,512.50          | Insurance, new kitchen counters                                                |
| Area E West Rural Bursary             | \$1,000.00          | Annual Grant (2 at \$500.00 each)                                              |
| Youth Travel                          | \$2,000.00          | Annual Grant                                                                   |
| <b>TOTAL</b>                          | <b>\$102,000.00</b> |                                                                                |

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PEACE RIVER REGIONAL DISTRICT

| South Peace Sub-Regional Recipients           | Amount              | Project                                                                                                       |
|-----------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------|
| Bessborough Community Club                    | \$5,000.00          | Operational costs, insurance                                                                                  |
| Cutbank Community Club                        | \$8,178.72          | Operation costs                                                                                               |
| Dawson Creek Sportsman's Club                 | \$14,428.72         | Indoor Range, Archery & shotgun facility improvements                                                         |
| Dawson Creek Youth Centre/The Ark             | \$9,178.72          | Operational costs, insurance                                                                                  |
| Doe River Gymkhana Club                       | \$5,829.55          | Operational costs, arena groomer and generator                                                                |
| Doe River Recreation Commission               | \$8,044.08          | Operational costs, general maintenance and improvements on hall                                               |
| Farmington Community Association              | \$8,178.72          | Improvements to hall – flooring, blinds, projector, bulletin boards/signs, gravel at Matthews Centennial Park |
| Groundbirch Recreation Commission             | \$1,350.00          | Insurance                                                                                                     |
| Hats N Chaps Gymkhana                         | \$16,078.72         | Sand and hauling expenses                                                                                     |
| Kiskatinaw Fall Fair                          | \$11,724.22         | Operational costs, pens, fencing, office building                                                             |
| McLeod Recreation and Social Services Society | \$8,777.38          | Operational costs and insurance                                                                               |
| Rolla Ratepayers Association                  | \$10,491.22         | Operational costs and security system                                                                         |
| Sunset Prairie Recreation Commission          | \$7,028.72          | Operational costs, electrical improvements, purchase of tables and displays                                   |
| Swan Lake Enhancement Society                 | \$825.00            | Operational costs, annual tree program                                                                        |
| Tomslake Community Cultural Association       | \$6,928.72          | Insurance and bathroom renovations                                                                            |
| Tomslake Recreation Commission                | \$12,828.72         | Operational costs, maintenance, insurance                                                                     |
| Tupper Community Club                         | \$10,678.72         | Operational costs, gravel                                                                                     |
| Sub-Regional Rural Scholarship/Bursary        | \$3,000.00          | Annual Grant (2 at \$1,500.00 each)                                                                           |
| Youth Travel                                  | \$1,500.00          | Annual Grant                                                                                                  |
| <b>TOTAL</b>                                  | <b>\$150,049.93</b> |                                                                                                               |

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## Peace River Regional District REPORT

To: Rural Budgets Administration Committee

From: Jennifer Rudyk, Finance Clerk

Date: August 8, 2016

**Subject: Financial Report – June 2016**

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

The report includes:

1. Grants-in-Aid (4 pages) - 2005 to 2015 balances remaining
  - Page 1 - Area B, Area C, Area E
  - Page 2 - Sub-Regional
  - Page 3 - Youth Travel Recipient Listing
  - Page 4 - Scholarship/Bursary Recipient Information
2. Fair Share Money Market Fund (1 page). Report Includes:
  - a. Opening Balance
  - b. Revenues (interest, annual payment/subscription, etc.)
  - c. Commitment amount (*first column after name of payee*)
  - d. Previous Years Payments
  - e. Payments made this year (*next 4 columns - column for each Area*)
  - f. Balance remaining of the Commitment (*last column*)
  - g. Actual Balance
  - h. Total Remaining Commitment
3. Peace River Agreement Money Market Fund (1 page).  
 This report is in a similar format to the Fair Share report. We have not received 2016 Peace River Agreement funds yet so balances are currently in the negative.
4. BCR/PRA Money Market Fund (includes revenue, expenditures and future commitments) (1 page)
5. Reserve (Appropriated Surplus) Balances (2 pages).

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

Thank you.

Staff Initials: JR

Dept. Head:

CAO:

August 18, 2016

|  Peace River Regional District Grants-In-Aid<br>Summary of Payables - 2016 |                                    |           |            |            |            |            |            |            |            | 29-Jul-2016   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------|------------|------------|------------|------------|------------|------------|------------|---------------|
| Current Year<br>Allocation                                                                                                                                 |                                    | 2005-2009 | 2010       | 2011       | 2012       | 2013       | 2014       | 2015       | 2016       | GIA Remaining |
|                                                                                                                                                            |                                    |           | Budget     | Budget     | Budget     | Budget     | Budget     | Budget     | Budget     |               |
|                                                                                                                                                            |                                    |           | 103,000.00 | 107,000.00 | 103,000.00 | 103,000.00 | 103,000.00 | 200,000.00 | 103,000.00 |               |
| AREA B                                                                                                                                                     |                                    |           | Allocated  | Allocated  | Allocated  | Allocated  | Allocated  | Allocated  | Allocated  |               |
|                                                                                                                                                            |                                    |           | 103,000.00 | 107,000.00 | 103,000.00 | 103,000.00 | 94,608.17  | 189,845.00 | 103,000.00 |               |
|                                                                                                                                                            | Big Bam Ski Hill                   | -         | -          | -          | -          | -          | -          | -          | -          | -             |
|                                                                                                                                                            | Buick Creek Community Club         | -         | -          | -          | -          | -          | -          | -          | -          | -             |
|                                                                                                                                                            | Cache Creek Community Club         | 0.00      | -          | -          | -          | -          | -          | -          | -          | 0.00          |
|                                                                                                                                                            | Cecil Lake Rec. Commission         | -         | -          | -          | -          | -          | -          | -          | -          | -             |
| 1,000.00                                                                                                                                                   | Fort St. John Gradfest             | -         | -          | -          | -          | -          | -          | -          | 1,000.00   | 1,000.00      |
| 17,995.84                                                                                                                                                  | Golata Creek Recreation Society    | -         | (0.00)     | -          | -          | -          | 0.00       | -          | 17,995.84  | 17,995.84     |
| 38,700.00                                                                                                                                                  | Goodlow Community Club             | -         | -          | (0.00)     | -          | -          | -          | -          | 38,700.00  | 38,700.00     |
|                                                                                                                                                            | Halfway Graham Community Club      | -         | -          | -          | -          | -          | -          | 2,959.19   | -          | 2,959.19      |
|                                                                                                                                                            | King's Valley Christian Camp       | -         | -          | -          | -          | (0.00)     | 0.00       | 16,929.67  | -          | 16,929.67     |
| 6,900.00                                                                                                                                                   | Montney Rec. Commission            | -         | -          | (0.00)     | -          | -          | -          | 6,597.92   | 6,900.00   | 13,497.92     |
| 1,000.00                                                                                                                                                   | North Peace 4-H District Council   | -         | -          | -          | -          | -          | -          | 0.00       | 1,000.00   | 1,000.00      |
| 1,000.00                                                                                                                                                   | North Peace Fall Fair Society      | -         | -          | -          | -          | -          | -          | -          | 1,000.00   | 1,000.00      |
| 12,162.61                                                                                                                                                  | North Peace Historical Society     | -         | -          | -          | -          | -          | -          | -          | 12,162.61  | 12,162.61     |
|                                                                                                                                                            | North Peace Light Horse Assn.      | -         | -          | -          | -          | -          | -          | 18,548.73  | -          | 18,548.73     |
|                                                                                                                                                            | North Peace Ride for Disabled      | -         | -          | -          | -          | -          | -          | 259.51     | -          | 259.51        |
| 11,062.05                                                                                                                                                  | Osborn Community Club              | -         | -          | (0.00)     | (0.00)     | -          | -          | 8,315.09   | 11,062.05  | 19,377.14     |
| 10,679.50                                                                                                                                                  | Rose Prairie Curling Society       | -         | -          | 0.00       | 0.00       | -          | -          | 2,278.53   | 10,679.50  | 12,958.03     |
|                                                                                                                                                            | Wonowon Horse Club                 | -         | -          | -          | -          | -          | -          | 1,500.00   | -          | 1,500.00      |
| 1,000.00                                                                                                                                                   | Area B Rural Bursary               | -         | -          | -          | -          | -          | -          | -          | 1,000.00   | 1,000.00      |
| 1,500.00                                                                                                                                                   | Youth Travel                       | -         | -          | -          | -          | -          | -          | -          | 1,000.00   | 1,000.00      |
| 103,000.00                                                                                                                                                 | Total Area B                       | 0.00      | (0.00)     | (0.00)     | (0.00)     | (0.00)     | 0.00       | 57,388.64  | 102,500.00 | 159,888.64    |
|                                                                                                                                                            |                                    | 2005-2009 | 2010       | 2011       | 2012       | 2013       | 2014       | 2015       | 2016       |               |
|                                                                                                                                                            |                                    |           | Budget     | Budget     | Budget     | Budget     | Budget     | Budget     | Budget     | GIA Remaining |
|                                                                                                                                                            |                                    |           | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | 112,025.88 | 100,000.00 | 80,000.00  |               |
|                                                                                                                                                            |                                    |           | Allocated  | Allocated  | Allocated  | Allocated  | Allocated  | Allocated  | Allocated  |               |
| AREA C                                                                                                                                                     |                                    |           | 100,000.00 | 100,000.00 | 100,000.00 | 87,924.72  | 93,297.04  | 81,250.00  | 72,900.86  |               |
|                                                                                                                                                            | Big Bam Ski Hill                   | -         | -          | -          | -          | -          | -          | -          | -          | -             |
| 25,125.86                                                                                                                                                  | Charlie Lake Community Club        | -         | -          | 127.46     | -          | -          | 4,920.40   | 18,000.00  | 25,125.86  | 48,173.72     |
| 1,000.00                                                                                                                                                   | Fort St. John Gradfest             | -         | -          | -          | -          | -          | -          | -          | 1,000.00   | 1,000.00      |
|                                                                                                                                                            | Lake Point Golf Club               | -         | -          | -          | -          | 4,241.96   | -          | -          | -          | 4,241.96      |
|                                                                                                                                                            | North Peace 4H Senior Council      | -         | -          | -          | -          | 2,415.92   | -          | -          | -          | 2,415.92      |
| 20,000.00                                                                                                                                                  | North Peace Fall Fair Society      | -         | -          | -          | -          | -          | -          | 3,322.13   | 20,000.00  | 23,322.13     |
| 24,775.00                                                                                                                                                  | North Peace Historical Society     | -         | 0.00       | -          | -          | 629.75     | 470.75     | 4,749.16   | 24,775.00  | 30,624.66     |
|                                                                                                                                                            | North Peace Light Horse Assn.      | -         | -          | -          | 0.00       | -          | -          | 34,000.00  | -          | 34,000.00     |
| 1,000.00                                                                                                                                                   | *Area C Scholarship                | -         | -          | -          | -          | -          | -          | -          | 1,000.00   | 1,000.00      |
| 1,000.00                                                                                                                                                   | Youth Travel                       | -         | -          | -          | -          | -          | -          | -          | 1,000.00   | 1,000.00      |
| 72,900.86                                                                                                                                                  | Total Area C                       | -         | 0.00       | 127.46     | 0.00       | 7,287.63   | 5,391.15   | 60,071.29  | 72,900.86  | 145,778.39    |
|                                                                                                                                                            |                                    | 2005-2009 | 2010       | 2011       | 2012       | 2013       | 2014       | 2015       | 2016       |               |
|                                                                                                                                                            |                                    |           | Budget     | Budget     | Budget     | Budget     | Budget     | Budget     | Budget     | GIA Remaining |
|                                                                                                                                                            |                                    |           | 102,000.00 | 102,000.00 | 102,000.00 | 111,610.00 | 103,150.00 | 102,000.00 | 102,000.00 |               |
|                                                                                                                                                            |                                    |           | Allocated  | Allocated  | Allocated  | Allocated  | Allocated  | Allocated  | Allocated  |               |
| AREA E                                                                                                                                                     |                                    |           | 102,000.00 | 102,000.00 | 92,390.00  | 110,460.00 | 103,150.00 | 102,000.00 | 102,000.00 |               |
|                                                                                                                                                            | Camp Emile                         | -         | (0.00)     | 0.00       | -          | 0.00       | 13,924.54  | -          | -          | 13,924.54     |
| 2,500.00                                                                                                                                                   | Chetwynd & Dist Rec. Centre        | -         | -          | -          | -          | -          | -          | -          | 2,500.00   | 2,500.00      |
| 7,637.50                                                                                                                                                   | Chetwynd Electric Eels Swim Assn.  | -         | -          | -          | -          | -          | 611.40     | -          | 7,637.50   | 8,248.90      |
| 5,387.50                                                                                                                                                   | Chetwynd Gymkhana                  | -         | -          | -          | -          | 0.00       | (0.00)     | -          | 5,387.50   | 5,387.50      |
| 22,768.25                                                                                                                                                  | Chetwynd Rod & Gun Club            | -         | -          | -          | -          | -          | -          | -          | 22,768.25  | 22,768.25     |
| 5,000.00                                                                                                                                                   | Chewtynd Social Planning Committee | -         | -          | -          | -          | -          | -          | -          | 5,000.00   | 5,000.00      |
| 1,600.00                                                                                                                                                   | Foothills Team Roping Club         | -         | -          | -          | -          | (0.00)     | -          | -          | 1,600.00   | 1,600.00      |
| 13,550.50                                                                                                                                                  | Jackfish Community Association     | -         | -          | (0.00)     | -          | (0.00)     | 0.00       | 4,875.00   | 13,550.50  | 18,425.50     |
| 7,637.50                                                                                                                                                   | Little Giants Figure Skating Club  | -         | -          | -          | -          | -          | -          | -          | 7,637.50   | 7,637.50      |
| 6,281.25                                                                                                                                                   | Little Prairie Heritage Society    | -         | -          | (0.00)     | 0.00       | 1,932.69   | 7,430.05   | 4,368.49   | 6,281.25   | 20,012.48     |
| 6,707.50                                                                                                                                                   | Moberly Lake Community Assn.       | -         | -          | -          | 0.00       | -          | -          | 570.53     | 6,707.50   | 7,278.03      |
| 16,417.50                                                                                                                                                  | Pine Valley Exhibition Park Soc.   | -         | -          | (0.00)     | -          | 1,849.62   | -          | -          | 16,417.50  | 18,267.12     |
|                                                                                                                                                            | Pine Valley Motor Sports           | -         | -          | -          | -          | -          | -          | -          | -          | -             |
| 3,512.50                                                                                                                                                   | Pine Valley Seniors Assn.          | -         | -          | -          | -          | -          | (0.00)     | -          | 3,512.50   | 3,512.50      |
|                                                                                                                                                            | Sagitawa Christian Camping Society | -         | -          | -          | -          | -          | -          | 15,965.00  | -          | 15,965.00     |
| 1,000.00                                                                                                                                                   | Area E West Bursary                | -         | -          | -          | -          | -          | -          | -          | 1,000.00   | 1,000.00      |
| 2,000.00                                                                                                                                                   | Youth Travel                       | -         | -          | -          | -          | -          | -          | -          | 1,500.00   | 1,500.00      |
| 102,000.00                                                                                                                                                 | Total Area E                       | -         | (0.00)     | 0.00       | 0.00       | 3,782.31   | 21,965.99  | 25,779.02  | 101,500.00 | 153,027.32    |

|                             |                                            | 2005-2009 | 2010       | 2011       | 2012       | 2013       | 2014       | 2015       | 2016       | GIA Remaining |
|-----------------------------|--------------------------------------------|-----------|------------|------------|------------|------------|------------|------------|------------|---------------|
| SUB-REGIONAL                |                                            |           | Budget     | Budget     | Budget     | Budget     | Budget     | Budget     | Budget     |               |
|                             |                                            |           | 130,000.00 | 130,000.00 | 130,000.00 | 150,000.00 | 150,084.00 | 150,000.00 | 150,000.00 |               |
|                             |                                            |           | Allocated  | Allocated  | Allocated  | Allocated  | Allocated  | Allocated  | Allocated  |               |
|                             |                                            |           | 130,000.00 | 130,000.00 | 130,000.00 | 149,916.11 | 150,084.00 | 150,000.00 | 150,049.93 |               |
| 9,178.72                    | Ark - Dawson Creek Youth Centre Society    | -         | -          | -          | -          | -          | -          | -          | 9,178.72   | 9,178.72      |
| 5,000.00                    | Bessborough Community Club                 | -         | -          | 74.96      | -          | -          | -          | -          | 5,000.00   | 5,074.96      |
| 8,178.72                    | Cutbank Community Club                     | -         | -          | -          | -          | 0.00       | (0.00)     | -          | 8,178.72   | 8,178.72      |
| 14,428.72                   | Dawson Creek Sportsman's Club              | -         | -          | -          | -          | -          | -          | -          | 14,428.72  | 14,428.72     |
| 5,829.55                    | Doe River Gymkhana Club                    | -         | -          | -          | -          | -          | -          | -          | 5,829.55   | 5,829.55      |
| 8,044.08                    | Doe River Recreation Commission            | -         | -          | -          | -          | -          | -          | -          | 8,044.08   | 8,044.08      |
| 8,178.72                    | Farmington Community Association           | -         | -          | -          | -          | -          | -          | -          | 8,178.72   | 8,178.72      |
| 1,350.00                    | Groundbirch Rec. Commission                | -         | -          | -          | -          | -          | 503.25     | 190.00     | 1,350.00   | 2,043.25      |
| 16,078.72                   | Hats n' Chaps Gymkhana                     | -         | -          | -          | 2,155.99   | -          | -          | -          | 16,078.72  | 18,234.71     |
|                             | Kilkerran Recreation Commission            | -         | -          | -          | -          | 0.00       | -          | 1,925.33   | -          | 1,925.33      |
| 11,724.22                   | Kiskatinaw Fall Fair                       | -         | -          | -          | -          | 1,758.86   | 0.00       | -          | 11,724.22  | 13,483.08     |
| 8,777.38                    | McLeod Rec. & Social Services Society      | -         | -          | -          | -          | -          | (0.00)     | (0.00)     | 8,777.38   | 8,777.38      |
| 10,491.22                   | Rolla Ratepayers                           | -         | -          | -          | -          | -          | -          | -          | 10,491.22  | 10,491.22     |
| 7,028.72                    | Sunset Prairie Recreation Commission       | -         | -          | 0.00       | (0.00)     | 0.00       | 1,257.05   | 0.00       | 7,028.72   | 8,285.77      |
| 825.00                      | Swan Lake Enhancement Society              | -         | -          | -          | -          | -          | -          | -          | 825.00     | 825.00        |
| 6,928.72                    | Tomslake Community Cultural Assn.          | -         | -          | -          | -          | -          | -          | -          | 6,928.72   | 6,928.72      |
| 12,828.72                   | Tomslake & District Rec Commission         | -         | -          | -          | -          | (0.00)     | 0.00       | 1,452.22   | 12,828.72  | 14,280.94     |
| 10,678.72                   | Tupper Community Club                      | -         | -          | -          | -          | -          | -          | -          | 10,678.72  | 10,678.72     |
| 3,000.00                    | Post Secondary Trade Bursary & Scholarship | -         | -          | -          | -          | -          | -          | -          | 3,000.00   | 3,000.00      |
| 1,500.00                    | Youth Travel                               | -         | -          | -          | -          | -          | -          | -          | -          | -             |
| 150,049.93                  | <b>Total Sub-Regional</b>                  | 0.00      | 0.00       | 74.96      | 2,155.99   | 1,758.86   | 1,760.30   | 3,567.55   | 148,549.93 | 157,867.59    |
| 427,950.79                  | <b>COMBINED GRAND TOTALS</b>               | 0.00      | (0.00)     | 202.42     | 2,155.99   | 12,828.80  | 29,117.44  | 146,806.50 | 425,450.79 | 616,561.94    |
| Prior Years Payable total = |                                            |           | 44,304.65  |            |            |            |            |            |            |               |
| 2015 Payable total =        |                                            |           |            | 146,806.50 |            |            |            |            |            |               |
| Total GIA Payable =         |                                            |           |            |            |            |            |            |            | 616,561.94 |               |

## Youth Travel Recipient Information

| Area                | Recipient                                   | Total To-Date | 2010  | 2011  | 2012  | 2013  | 2014    | 2015 | 2016  |
|---------------------|---------------------------------------------|---------------|-------|-------|-------|-------|---------|------|-------|
| <b>Area B</b>       |                                             |               |       |       |       |       |         |      |       |
|                     | Northern BC High School Rodeo               | 1,000         | 500   |       |       | 500   |         |      |       |
|                     | Northern BC Highschool Rodeo - Megan Smith  | 500           |       |       |       |       | 500     |      |       |
|                     | Juvenile boys curling team (alberta league) | 500           |       |       |       |       |         |      | 500   |
|                     | TOTAL granted for year                      |               | 500   | 1,500 | 0     | 1,500 | 1500    | 1500 | 1500  |
|                     | TOTAL used                                  |               | 500   | 0     | 0     | 500   | 500     | 0    | 500   |
|                     | BALANCE Remaining                           |               | 0     | 0     | 0     | 0     | 0       | 0    | 1000  |
| <b>Area C</b>       |                                             |               |       |       |       |       |         |      |       |
|                     | Inconnu Swim Club                           | 300           |       | 300   |       |       |         |      |       |
|                     | Northern BC High School Rodeo               | 2,000         | 500   |       | 500   | 500   |         | 500  |       |
|                     | TOTAL granted for year                      |               | 1,000 | 1,000 | 1,000 | 1,000 | 1000    | 1000 | 1000  |
|                     | TOTAL used                                  |               | 500   | 300   | 500   | 500   | 0       | 500  |       |
|                     | BALANCE Remaining                           |               | 0     | 0     | 0     | 0     | 0       | 0    | 1000  |
| <b>Area E</b>       |                                             |               |       |       |       |       |         |      |       |
|                     | 3 Nations Midget Hockey                     | 650           |       | 350   |       | 300   |         |      |       |
|                     | Auroras Speed Skating Club                  | 250           |       | 250   |       |       |         |      |       |
|                     | Chet Girls Club Volleyball                  | 1,050         | 250   |       | 500   |       | 300     |      |       |
|                     | Chet Scotiabank Bantam Giants Hockey        | 850           | 350   |       | 500   |       |         |      |       |
|                     | Chet Secondary Boys Wrestling               | 350           | 350   |       |       |       |         |      |       |
|                     | Chet Secondary Girls Volleyball             | 1,250         | 250   |       | 200   | 800   |         |      |       |
|                     | Chet Talisman Energy Pee Wee Giants Hockey  | 500           |       |       | 500   |       |         |      |       |
|                     | Electric Eels Swim Club                     | 600           |       | 300   | 300   |       |         |      |       |
|                     | Chetwynd Secondary Highschool Golf Team     | 300           |       |       |       | 300   |         |      |       |
|                     | Dawson Creek Juvenile Girls Curling         | 500           |       |       |       |       | 500     |      |       |
|                     | Chetwynd Midget Giants                      | 500           |       |       |       |       |         | 500  |       |
|                     | Chetwynd U16 Club Volleyball - Chargers     | 500           |       |       |       |       |         | 500  |       |
|                     | Chetwynd Secondary Sr. Girls VB             | 1,000         |       |       |       |       |         | 1000 |       |
|                     | U16 Girls Club VB Chetwynd                  | 500           |       |       |       |       |         |      | 500   |
|                     | TOTAL granted for year                      |               | 2,000 | 2,000 | 2,000 | 2,000 | 3005.26 | 2000 | 2000  |
|                     | TOTAL used for year                         |               | 1,200 | 900   | 2,000 | 1,400 | 800     | 2000 | 500   |
|                     | BALANCE Remaining                           |               | 0     | 0     | 0     | 0     | 0       | 0    | 1,500 |
| <b>Sub-Regional</b> |                                             |               |       |       |       |       |         |      |       |
|                     | Northern BC High School Rodeo               | 2,000         |       |       | 1,000 | 1,000 |         |      |       |
|                     | DC U14 Volleyball Team Dynamite             | 500           |       |       |       |       |         |      | 500   |
|                     | DCVC U17_18 Girls Vollebay                  | 500           |       |       |       |       |         |      | 500   |
|                     | Juvenile Boys Curling Team (alberta league) | 500           |       |       |       |       |         |      | 500   |
|                     | TOTAL granted for year                      |               | 1,500 | 1,500 | 1,500 | 1,500 | 1500    | 1500 | 1500  |
|                     | TOTAL used for year                         |               | 0     | 0     | 1,000 | 1,000 | 0       | 0    | 1500  |
|                     | BALANCE Remaining                           |               | 0     | 0     | 0     | 0     | 0       | 0    | 0     |

\* Unused amounts returned to reduce next tax year

## Scholarship/Bursary Recipient Information 2010 to Current

## Area B Bursary

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

## Area C Scholarship

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

## Area E Bursary

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

## Sub-Regional Bursary &amp; Scholarship

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



| Fair Share Commitments                                                                                                                               |  | June 2016    |                           |  |  | K. Goodings<br>Area B |              | B. Sperling<br>Area C |   | L. Hiebert<br>Area D |   | D. Rose<br>Area E       |   | Total<br>Fair Share |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------|---------------------------|----------------------------------------------------------------------------------|--|-----------------------|--------------|-----------------------|---|----------------------|---|-------------------------|---|---------------------|------------------|
| January 1, 2016 opening balance                                                                                                                      |  |              |                           |                                                                                  |  | 2,209,255.70          |              | 1,930,009.03          |   | 3,206,851.77         |   | 2,917,532.69            |   | 10,263,649.19       |                  |
| Total interest earned to date                                                                                                                        |  |              |                           |                                                                                  |  | 8,401.43              |              | 7,353.34              |   | 12,246.83            |   | 11,128.28               |   | 39,129.88           |                  |
|                                                                                                                                                      |  |              |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   | -                   |                  |
| COMMITMENTS                                                                                                                                          |  | Commitment   | Previous Yrs.<br>Payments | Fair Share Payments This Year                                                    |  |                       |              |                       |   |                      |   | Remaining<br>Commitment |   |                     |                  |
| Area B                                                                                                                                               |  |              |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     |                  |
| *Area B Municipal Facilities                                                                                                                         |  | 13,200.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 13,200.00        |
| Clearview Arena; Crawl Space R&M                                                                                                                     |  | 75,000.00    | 59,456.85                 |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 15,543.15        |
| Electrical Extension Grants                                                                                                                          |  | 12,000.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 12,000.00        |
| FSJ Library(annual payment)                                                                                                                          |  | 31,300.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 31,300.00        |
| NP Cultural Centre (pymt to 2017)                                                                                                                    |  | 28,125.00    |                           |                                                                                  |  | 14,062.50             |              |                       |   |                      |   |                         |   |                     | 14,062.50        |
| NP Fall Fair; Display Buildings                                                                                                                      |  | 17,600.00    | 10,192.14                 |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 7,407.86         |
| Rural Gasification                                                                                                                                   |  | 680,000.00   | 32,367.25                 |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 647,632.75       |
| Rural Improvements Grant                                                                                                                             |  | 1,462,448.37 |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 1,462,448.37     |
| Sewage Rec Facility (Operating Deficit 25%)                                                                                                          |  | -            |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | -                |
|                                                                                                                                                      |  | 2,319,673.37 | 102,016.24                |                                                                                  |  | 14,062.50             |              |                       | - |                      | - |                         | - |                     | 2,203,594.63     |
| Area C                                                                                                                                               |  |              |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     |                  |
| FSJ Airport Sub Communal H2O/Swr Fees                                                                                                                |  | 12,559.97    | 11,200.00                 |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 1,359.97         |
| FSJ Airport Sub Water Metering Initiative                                                                                                            |  | 25,000.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 25,000.00        |
| FSJ Library(annual payment)                                                                                                                          |  | 15,000.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 15,000.00        |
| NPAS; Airport Swr Pumps & Maintenance                                                                                                                |  | 26,289.38    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 26,289.38        |
| **NP Cultural Centre (pymt to 2017)                                                                                                                  |  | 14,062.00    |                           |                                                                                  |  |                       | 7,031.00     |                       |   |                      |   |                         |   |                     | 7,031.00         |
| Regional Parks Improvements                                                                                                                          |  | 100,000.00   |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 100,000.00       |
| Rural Improvements Grant                                                                                                                             |  | 1,255,651.02 |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 1,255,651.02     |
| Sewage Rec Facility (Operating Deficit 75%)                                                                                                          |  | -            |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | -                |
| Water & Sewer                                                                                                                                        |  | 500,000.00   |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 500,000.00       |
|                                                                                                                                                      |  | 1,948,562.37 | 11,200.00                 |                                                                                  |  | -                     | 7,031.00     |                       |   | -                    |   | -                       |   |                     | 1,930,331.37     |
| Area D                                                                                                                                               |  |              |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     |                  |
| Bear Mnt Nordic Ski Assn; Ski Trails                                                                                                                 |  | 10,000.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 10,000.00        |
| Dawson Creek Gradfest Committee; Gradfest 2015                                                                                                       |  | 2,500.00     | 1,000.00                  |                                                                                  |  |                       |              |                       |   | 1,000.00             |   |                         |   |                     | 500.00           |
| Dawson Creek Sportsman's Club; Indoor Range Exp                                                                                                      |  | 80,000.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 80,000.00        |
| Electrical Extension Grants                                                                                                                          |  |              |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | -                |
| Hats 'n Chaps Gymkhana; Arena Rebuild                                                                                                                |  | 15,800.00    | 15,360.00                 |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 440.00           |
| Kelly Lk Swr; Upgrades (Lift Stn, Pump, Alarm Dialer)                                                                                                |  | 30,000.00    | 19,544.37                 |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 10,455.63        |
| Northern Lights Recovery Centre                                                                                                                      |  | 100,000.00   |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 100,000.00       |
| Regional Parks & Trails (Parks)                                                                                                                      |  | 75,000.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 75,000.00        |
| Regional Parks & Trails (Trails)                                                                                                                     |  | 25,000.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 25,000.00        |
| Rolla Sewer - Annual Oper. Grant                                                                                                                     |  | 17,500.00    | 17,500.00                 |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | -                |
| Rolla Sewer - Upgrades                                                                                                                               |  | 20,000.00    | 17,429.53                 |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 2,570.47         |
| Rural Gasification                                                                                                                                   |  | 1,000,000.00 | 58,798.50                 |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 941,201.50       |
| Rural Improvements Grant                                                                                                                             |  | 1,817,587.21 |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 1,817,587.21     |
| Rural Water Dev-Tmlk,Frmtg Const                                                                                                                     |  | 125,032.17   |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 125,032.17       |
| Swan Lake Environmental Study                                                                                                                        |  | 20,000.00    | 15,554.63                 |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 4,445.37         |
| Swan Lake Weir Aluminum Gates                                                                                                                        |  | 34,000.00    | 8,133.75                  |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 25,866.25        |
|                                                                                                                                                      |  | 3,372,419.38 | 153,320.78                |                                                                                  |  | -                     | -            |                       | - | 1,000.00             |   | -                       |   |                     | 3,218,098.60     |
| Area E                                                                                                                                               |  |              |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     |                  |
| Bear Mnt Nordic Ski Assn; Ski Trails                                                                                                                 |  | 4,000.00     |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 4,000.00         |
| Camp Sagitawa; Phase 1 Climbing Wall                                                                                                                 |  | 20,000.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 20,000.00        |
| Chetwynd & Dist. Rec Complex                                                                                                                         |  | 1,325,000.00 | 1,269,278.08              |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 55,721.92        |
| Chetwynd (Dist of); Fire Apparatus                                                                                                                   |  | 133,000.00   |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 133,000.00       |
| Chetwynd Rec Centre 2M Support; Flooring, Boards & Chiller;                                                                                          |  | -            |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | -                |
| Chetwynd Seniors Housing Society                                                                                                                     |  | 150,000.00   |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 150,000.00       |
| Dawson Creek Sportsman's Club; Indoor Range Exp                                                                                                      |  | 20,000.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 20,000.00        |
| Electrical Extension Grants                                                                                                                          |  | 5,000.00     |                           |                                                                                  |  |                       |              |                       |   |                      |   | 4,000.00                |   |                     | 1,000.00         |
| Hasler Tower Project                                                                                                                                 |  | 107,000.00   | 98,836.73                 |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 8,163.27         |
| Hats 'n Chaps Gymkhana; Arena Rebuild                                                                                                                |  | 3,950.00     | 2,184.00                  |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 1,766.00         |
| Little Prairie Heritage Soc; Engineering                                                                                                             |  | 25,000.00    | 6,090.00                  |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 18,910.00        |
| Little Prairie Heritage Soc; Tables, Tents                                                                                                           |  | 8,300.00     |                           |                                                                                  |  |                       |              |                       |   |                      |   | 8,300.00                |   |                     | -                |
| Moberly Lk FD; Equipt & Training                                                                                                                     |  | 10,000.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 10,000.00        |
| Northern Lights Recovery Centre                                                                                                                      |  | 100,000.00   |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 100,000.00       |
| Rural Gasification                                                                                                                                   |  | 700,000.00   |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 700,000.00       |
| Rural Improvements Grant                                                                                                                             |  | 1,641,305.27 |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 1,641,305.27     |
| Senior Assisted Living                                                                                                                               |  | 30,000.00    |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 30,000.00        |
| South Peace SPCA; Aspen Estate Feral Cats                                                                                                            |  | 5,000.00     | 2,500.00                  |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 2,500.00         |
| Sunset Pr Rec Comm; Fair Kitchen                                                                                                                     |  | 58,000.00    | 38,005.49                 |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     | 19,994.51        |
|                                                                                                                                                      |  | 4,345,555.27 | 1,416,894.30              |                                                                                  |  | -                     | -            |                       | - |                      | - | 12,300.00               |   |                     | 2,916,360.97     |
| Actual Balance at Month End                                                                                                                          |  |              |                           |                                                                                  |  | 2,203,594.63          | 1,930,331.37 | 3,218,098.60          |   | 2,916,360.97         |   |                         |   |                     | 10,268,385.57    |
| Total Remaining Commitment                                                                                                                           |  |              |                           |                                                                                  |  | 2,203,594.63          | 1,930,331.37 | 3,218,098.60          |   | 2,916,360.97         |   |                         |   |                     | Total Fair Share |
| Balance available after remaining commitments                                                                                                        |  |              |                           |                                                                                  |  | -                     | -            | -                     |   | -                    |   | -                       |   |                     | Reserve          |
| * Remaining amount from the previous, Area B Municipal Facilities commitment, established for groups within the municipality serving the rural areas |  |              |                           |                                                                                  |  |                       |              |                       |   |                      |   |                         |   |                     |                  |

August 18, 2016



|                                                                            |                   |                                                                                  |                          |                                           |                      |                   |                                   |
|----------------------------------------------------------------------------|-------------------|----------------------------------------------------------------------------------|--------------------------|-------------------------------------------|----------------------|-------------------|-----------------------------------|
| Peace River Agreement Commitments                                          | June 2016         |  | K. Goodings<br>Area B    | B. Sperling<br>Area C                     | L. Hiebert<br>Area D | D. Rose<br>Area E | Total<br>Fair Share<br><b>R=2</b> |
| January 1, 2016 Opening Balance                                            |                   |                                                                                  | -                        | -                                         | -                    | -                 | -                                 |
| Total interest earned to date                                              |                   |                                                                                  | 1,032.82                 | 1,067.14                                  | 962.44               | 1,015.10          | 4,077.50                          |
| Subscription PRA \$                                                        |                   |                                                                                  | 750,000.00               | 750,000.00                                | 750,000.00           | 750,000.00        | 3,000,000.00                      |
| <b>COMMITMENTS</b>                                                         | <b>Commitment</b> | <b>Previous Yrs.<br/>Payments</b>                                                | <b>Category<br/>Code</b> | <b>Peace Agreement Payments This Year</b> |                      |                   | <b>Remaining<br/>Commitment</b>   |
| <b>Area B</b>                                                              |                   |                                                                                  |                          |                                           |                      |                   |                                   |
| Prespatou School; Rink and Skate Shacks                                    | 20,000.00         |                                                                                  | A                        | 20,000.00                                 |                      |                   | -                                 |
| NEAT; Rural School Foodsafe Program                                        | 1,725.00          |                                                                                  | E                        |                                           |                      |                   | 1,725.00                          |
|                                                                            | 20,000.00         | -                                                                                |                          | 20,000.00                                 | -                    | -                 | -                                 |
| <b>Area C</b>                                                              |                   |                                                                                  |                          |                                           |                      |                   |                                   |
| NEAT; Rural School Foodsafe Program                                        | 1,725.00          |                                                                                  | E                        |                                           |                      |                   | 1,725.00                          |
|                                                                            | 1,725.00          | -                                                                                |                          | -                                         | -                    | -                 | 1,725.00                          |
| <b>Area D</b>                                                              |                   |                                                                                  |                          |                                           |                      |                   |                                   |
| * Dawson Creek; Kiskatinaw Watershed Stewardship (pymt to 2020)            | 30,000.00         |                                                                                  | C                        |                                           | 30,000.00            |                   | -                                 |
| KL Sewer; Complete Pump & Alarm System Installation                        | 10,000.00         |                                                                                  | D                        |                                           |                      |                   | 10,000.00                         |
| KL Sewer; Spare Pump                                                       | 12,000.00         |                                                                                  | D                        |                                           |                      |                   | 12,000.00                         |
| NEAT; Rural School Foodsafe Program                                        | 1,725.00          |                                                                                  | E                        |                                           |                      |                   | 1,725.00                          |
| SP Dist Crime Prevention Assn; Signs                                       | 4,375.00          |                                                                                  | E                        |                                           |                      |                   | 4,375.00                          |
| Rolla Sewer; Pump & Control Alarm Installation                             | 40,000.00         |                                                                                  | D                        |                                           |                      |                   | 40,000.00                         |
| Rolla Sewer; Spare Pump                                                    | 8,000.00          |                                                                                  | D                        |                                           |                      |                   | 8,000.00                          |
|                                                                            | 106,100.00        | -                                                                                |                          | -                                         | -                    | 30,000.00         | 28,100.00                         |
| <b>Area E</b>                                                              |                   |                                                                                  |                          |                                           |                      |                   |                                   |
| Chetwynd Public Library; Exterior Renovation                               | 100,000.00        |                                                                                  | B                        |                                           |                      |                   | 100,000.00                        |
| * Dawson Creek; Kiskatinaw Watershed Stewardship (pymt to 2020)            | 10,000.00         |                                                                                  | C                        |                                           |                      | 10,000.00         | -                                 |
| NEAT; Rural School Foodsafe Program                                        | 1,725.00          |                                                                                  | E                        |                                           |                      |                   | 1,725.00                          |
| Mob Lk Comm Assn; Water Sampling                                           | 5,000.00          |                                                                                  | E                        |                                           |                      |                   | 5,000.00                          |
| Mob Lk Comm Assn; Shoreline Condition Assessment                           | 11,500.00         |                                                                                  | E                        |                                           |                      | 9,342.50          | 2,157.50                          |
|                                                                            | 110,000.00        | -                                                                                |                          | -                                         | -                    | 19,342.50         | 100,000.00                        |
| Actual Balance at Month End                                                |                   |                                                                                  |                          | 731,032.82                                | 751,067.14           | 720,962.44        | 731,672.60                        |
| Total Remaining Commitment                                                 |                   |                                                                                  |                          | -                                         | 1,725.00             | 28,100.00         | 100,000.00                        |
| Balance available after remaining commitments                              |                   |                                                                                  |                          | 731,032.82                                | 749,342.14           | 692,862.44        | 631,672.60                        |
|                                                                            |                   |                                                                                  |                          | Area B                                    | Area C               | Area D            | Area E                            |
| *Kiskatinaw Watershed Commitment Replenished each year for 5 years to 2020 |                   |                                                                                  |                          |                                           |                      |                   |                                   |

August 18, 2016

Peace River Regional District  
BCR/PRA  
June 30, 2016

|                                         | Area B    | Area C    | Area D    | Area E    | Total MMF<br>BCR Grants in lieu |
|-----------------------------------------|-----------|-----------|-----------|-----------|---------------------------------|
| Opening Balance                         | 66,148.15 | 68,502.73 | 45,000.00 | 46,627.11 | 226,277.99                      |
| January                                 | 40.01     | 41.44     | 27.22     | 28.20     | 136.87                          |
| February                                | 38.84     | 40.22     | 26.42     | 27.38     | 132.86                          |
| March                                   | 42.05     | 43.56     | 28.61     | 29.60     | 143.82                          |
| April                                   | 41.60     | 42.76     | 28.32     | 29.02     | 141.70                          |
| May                                     | 42.12     | 42.03     | 30.01     | 30.76     | 144.92                          |
| June                                    | 43.93     | 43.83     | 31.30     | 32.08     | 151.14                          |
| July                                    |           |           |           |           |                                 |
| August                                  |           |           |           |           |                                 |
| September                               |           |           |           |           |                                 |
| October                                 |           |           |           |           |                                 |
| November                                |           |           |           |           |                                 |
| December                                |           |           |           |           |                                 |
| 2016 Interest                           | 248.55    | 253.84    | 171.88    | 177.04    | 851.31                          |
| Expenditures                            |           |           |           |           |                                 |
| DCSS; Gradfest                          |           |           |           | 500.00    |                                 |
| FSJ Public Library; Self Serve Checkout |           | 5,000.00  |           |           |                                 |
| FSJ Comm Arts Council; 2016 Projects    | 500.00    | 500.00    |           |           |                                 |
| NP Justice Soc; Crime Prev/Alt Justice  | 2,500.00  |           |           |           |                                 |
| Total Expenditures                      | 3,000.00  | 5,500.00  | -         | 500.00    | -                               |
| June 30, 2016                           | 63,396.70 | 63,256.57 | 45,171.88 | 46,304.15 | 218,129.30                      |
| Commitments                             |           |           |           |           |                                 |
| NP Cutlural Center; Bright Nights Event | 300.00    | 300.00    |           |           |                                 |
| Balance available                       | 63,096.70 | 62,956.57 | 45,171.88 | 46,304.15 | 217,529.30                      |

## Appropriated Surplus Balances as of June 30, 2016

## RESERVES

|                                      |                  |                                         |                         |
|--------------------------------------|------------------|-----------------------------------------|-------------------------|
| 911 Emergency Capital Reserve        | \$ 50,611.53     | Green "Carbon" Project Reserve          | \$ 17,578.93            |
| BCR/PRA                              | \$ 218,129.30    | Harp/Imp Sewer Capital Reserve          | \$ 8,183.27             |
| Buick Creek Arena Capital Reserve    | \$ 128,507.11    | Harp/Imp Sewer Operating Reserve        | \$ 8,183.27             |
| Buick Creek Arena Operating Res      | \$ 63,078.90     | Information System Plan Reserve         | \$ 271,642.04           |
| Building Reserve                     | \$ 707,303.10    | Insurance Reserve                       | \$ 474,310.60           |
| Charlie Lake Fire Capital Reserve    | \$ 469,408.81    | Kelly Lake Comm Ctr. Operating Reserve  | \$ 18,944.70            |
| Charlie Lake Sewer Capital Reserve   | \$ 126,412.85    | Kelly Lake Comm Ctr. Capital Reserve    | \$ 15,861.00            |
| Charlie Lake Sewer Operating Reserve | \$ 57,817.13     | Kelly Lake Sewer Capital Reserve        | \$ 11,382.66            |
| Chetwynd Arena Capital Reserve       | \$ 1,732,415.10  | Kelly Lake Sewer Operating Reserve      | \$ 20,420.27            |
| Chetwynd Leis Cntr Capital Reserve   | \$ 1,753,735.36  | Landfill Closure Reserve                | \$ 409,116.62           |
| Chilton Sewer Capital Reserve        | \$ 28,326.10     | Moberly Lake Fire Capital Reserve       | \$ 12,850.67            |
| Chilton Sewer Operating Reserve      | \$ 23,960.02     | North Pine TV Reserve                   | \$ 41,542.65            |
| Chilton Sewer Debenture Reserve      | \$ -             | NP Economic Development Commission      | \$ 68,944.99            |
| Clearview Arena Operating Reserve    | \$ 70,863.32     | NP Leisure Pool Building Repl Res       | \$ 1,533,271.32         |
| CL DCC Reserve                       | \$ 149,629.46    | NP Leisure Pool Capital Reserve         | \$ 442,070.06           |
| CLFD Fundraising                     | \$ -             | Peace River Agreement                   | \$ 2,934,735.00         |
| CLFD Operating Reserve               | \$ 20,297.82     | Peace River Agreement Committee Reserve | \$ 1,004,224.55         |
| Comm Parks Water Capital Reserve     | \$ 12,850.67     | Regional Parks Capital Reserve          | \$ 40,911.75            |
| Comm Parks Water Operating Res       | \$ 18,150.50     | Regional Parks Operating Reserve        | \$ 40,911.75            |
| Community Works (Gas Tax)            | \$ 1,553,578.93  | Rolla Creek Dyking Operating Reserve    | \$ 5,770.87             |
| DC/PC Fire Capital Reserve           | \$ 488,171.77    | Rolla Sewer Capital Reserve             | \$ 7,945.03             |
| Election Reserve                     | \$ 28,742.03     | Rolla Sewer Operating Reserve           | \$ 13,090.66            |
| Emergency Plan Reserve               | \$ 274,968.22    | Rural (Loan Fund)                       | \$ 3,555,352.20         |
| Fair Share                           | \$ 10,262,385.57 | Rural Fringe                            | \$ 1,128,984.74         |
| Feasibility Reserve                  | \$ 184,733.24    | Solid Waste Capital Reserve             | \$ 5,301,437.46         |
| Friesen Sewer Capital Reserve        | \$ 3,895.77      | Solid Waste Operating Reserve           | \$ 1,029,923.73         |
| Friesen Sewer Operating Reserve      | \$ 16,063.03     | Sub-Reg Recreation Insurance Reserve    | \$ 113,193.19           |
| FSJ Airport Sewer Capital Reserve    | \$ 32,747.95     | Tomslake Fire Reserve                   | \$ 1,370.54             |
| FSJ Airport Sewer Operating Reserve  | \$ 42,708.35     | Vehicle (Admin) Reserve                 | \$ 162,806.70           |
| FSJ Airport Water Capital Reserve    | \$ 10,280.53     | Vehicle (BI) Reserve                    | \$ 42,124.97            |
| FSJ Airport Water Operating Reserve  | \$ 23,501.27     | Vehicle (SW) Reserve                    | \$ 133,226.17           |
|                                      |                  | <b>TOTAL</b>                            | <b>\$ 37,423,586.10</b> |

August 18, 2016

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| Loans in Loan Fund                 | Loans Approved      | Loans Issued        | Outstanding Loan Balance |
|------------------------------------|---------------------|---------------------|--------------------------|
| Chetwynd Communications Soc (2018) | 275,000.00          | 275,000.00          | 82,500.00                |
| FSJ New Fire Hall (2020)           | 750,000.00          | 750,000.00          | 300,000.00               |
| <b>Total</b>                       | <b>1,025,000.00</b> | <b>1,025,000.00</b> | <b>382,500.00</b>        |

|                              |                     |
|------------------------------|---------------------|
| <b>Loan Funds Available:</b> | <b>3,117,500.00</b> |
|------------------------------|---------------------|

| "Grants" from Loan Fund Interest            | Committed         | Previous Years Paid | Current Year Paid | Remaining         |
|---------------------------------------------|-------------------|---------------------|-------------------|-------------------|
| Temporary Storage to Accept Domestic Sewage | 600,000.00        | 448,503.78          |                   | 151,496.22        |
| <b>Total</b>                                | <b>600,000.00</b> | <b>448,503.78</b>   | <b>-</b>          | <b>151,496.22</b> |

|                                        |                     |
|----------------------------------------|---------------------|
| <b>Interest Grant Funds Available:</b> | <b>\$286,355.98</b> |
|----------------------------------------|---------------------|

| Commitments from Rural Fringe Reserve           | Committed         | Previous Years Paid | Current Year Paid | Remaining |
|-------------------------------------------------|-------------------|---------------------|-------------------|-----------|
| Dist. of Chet; Sewage Rec & Treatment Agreement | 500,000.00        | -                   | 500,000.00        | -         |
| <b>Total</b>                                    | <b>500,000.00</b> | <b>-</b>            | <b>500,000.00</b> | <b>-</b>  |

|                                 |                       |
|---------------------------------|-----------------------|
| <b>Reserve Funds Available:</b> | <b>\$1,128,984.74</b> |
|---------------------------------|-----------------------|

| Gas Tax                                                                     | Committed             | Previous Years Paid   | Current Year Paid  | Remaining             |
|-----------------------------------------------------------------------------|-----------------------|-----------------------|--------------------|-----------------------|
| Buick Creek Arena                                                           | 25,000.00             | 19,240.56             |                    | 5,759.44              |
| Charlie Lk Sewer Lagoon Upgrades & Three Phase Power Ext. @ Treatment Plant | 2,850,000.00          | 1,520,722.10          | 22,367.97          | 1,306,909.93          |
| Doe River Rec Comm; Septic Tank Upgrades                                    | 2,600.00              | 2,565.50              |                    | 34.50                 |
| Energy & Emissions Climate Action Plan                                      | 128,137.00            | 93,012.40             |                    | 35,124.60             |
| Electric Vehicle Charging Stations; Frmgton & CL                            | 4,000.00              | 2,000.00              |                    | 2,000.00              |
| FSJ Airprt Sub H2O Meters & Infrastructure                                  | 30,000.00             |                       |                    | 30,000.00             |
| Kelly Lake Community Centre - Furnace                                       | 7,337.40              | -                     | 7,337.40           | -                     |
| Kelly Lake Community Centre - Upgrades                                      | 50,000.00             | 48,607.60             |                    | 1,392.40              |
| Little Prairie Heritage Soc.; Museum Lighting                               | 6,160.00              | 4,751.49              |                    | 1,408.51              |
| Rolla Sewer Lift Station Pumps & Electric                                   | 30,000.00             | 25,940.40             |                    | 4,059.60              |
| Sewage Receiving Facility (Domestic) at Charlie Lk                          | 3,500,000.00          | 3,188,159.51          | 38,845.22          | 272,995.27            |
| Weather Stations                                                            | 18,660.00             |                       |                    | 18,660.00             |
| <b>Total</b>                                                                | <b>\$6,651,894.40</b> | <b>\$4,904,999.56</b> | <b>\$68,550.59</b> | <b>\$1,678,344.25</b> |

|                                 |                       |
|---------------------------------|-----------------------|
| <b>Gas Tax Funds Available:</b> | <b>(\$124,765.32)</b> |
|---------------------------------|-----------------------|

This Sewage Receiving Facility Commitment includes Gas Tax Funds to be received in 2016 and 2017. It is the reason the Gas Tax Available Funds balance is shown as a negative.

**Ronda Wilkins**

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**From:** Trish Morgan  
**Sent:** August-10-16 11:35 AM  
**To:** Ronda Wilkins; Barb Coburn  
**Cc:** Jill Rickert; Chris Cvik; Kim Frech; PRRD\_Internal  
**Subject:** FW: assistance with writing bylaws and constitutions for societies  
**Attachments:** PRRD - Societies Act FAQ.PDF

Hi Ronda,

Director Goodings has requested that this email go on the EADC agenda for next week, however, she has also discussed maybe providing some groups with a small grant to assist in the cost of getting legal advice. As such I think we need to move this over to RBAC. If needed it can be referred back to EADC.

**Trish Morgan** | General Manager of Community & Electoral Area Service

PEACE RIVER REGIONAL DISTRICT | Direct: **250-784-3218** | Cell: **250-219-3000**

[trish.morgan@prrd.bc.ca](mailto:trish.morgan@prrd.bc.ca) | [www.prrd.bc.ca](http://www.prrd.bc.ca)



PEACE RIVER REGIONAL DISTRICT



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**From:** Trish Morgan  
**Sent:** Tuesday, August 02, 2016 4:15 PM  
**To:** Director Karen Goodings <karen.goodings@prrd.bc.ca>  
**Cc:** 'Jennifer' <invest@npedc.ca>; Jennifer Moore <Jennifer.Moore@prrd.bc.ca>; Jill Rickert <Jill.Rickert@prrd.bc.ca>; Chris Cvik <Chris.Cvik@prrd.bc.ca>; Fran Haughian <Fran.Haughian@prrd.bc.ca>; PRRD\_Internal <prrd.internal@prrd.bc.ca>; Martina Bancroft <Martina.Bancroft@prrd.bc.ca>  
**Subject:** assistance with writing bylaws and constitutions for societies

Good afternoon Director Goodings,

I understand that you discussed with the NPEDC the idea of bring someone up to provide a workshop for societies on how to draft their constitution and bylaws. We have had a couple of requests for this and I believe we discussed it at RBAC over the past few months(?).

As you are aware our department has budgeted funds through Regional Recreation to bring Michael Blatchford back to the Peace once the new regulation that accompanies the *Societies Act* becomes available. The regulation is anticipated to come out 2017'sh and once it is available and pending Michael's availability we will bring him back up.

With respect to offering a workshop or series of workshops on how to specifically draft society bylaws and constitutions, we have discussed this with him on a few occasions and he does not believe this to be feasible because groups are so varied and different.

Questions we asked:



Q: Do you think it's feasible to bring in a facilitator (or multiple), invite societies from the rural areas (we have about 60 +/- ) to come together and create society specific bylaws and constitutions?

A: *I think a workshop that involves multiple organizations actually sitting down and rewriting their bylaws at once is unfeasible. If this experience has taught me anything, it is that the sector is so SO varied in terms of its needs and structures, and it would be nigh impossible for a facilitator to somehow provide value to all of them trying to do it at once. The fact is that there is a lot of change that needs to be considered and it is challenging to integrate that for one organization. Impossible to try and do it for 10 or 20 in a room at once. Nor is there much value in providing a template document, since the level of customization required for each organization would be pretty significant as organizations vary.*

Q: Another idea Trish and I came up with was to provide grant funding to the societies who needed it to assist the society with the costs involved with using a service like the one your office provides. We felt this was better for the Societies to deal with the experts and keeps the PRRD as a supporter and at arm's length. Your thoughts?

A: *Your alternate proposal of providing a grant for organizations to obtain advice and drafting assistance is, in my view, the most likely to succeed and add value.*

Q: What risk is there for the PRRD when assisting with writing bylaws and constitutions for societies it provides grants to? Is there one legally or just by public perception? Are we not doing the work the Societies are responsible for under the Societies Act? Is it acceptable for another gov't to be interpreting/administering what needs to be done under the provincial Act?

A: *[You do] not want to provide too much direct coaching to organizations on how to replace/update their bylaws, 1- because you don't want to be providing legal advice, and 2- because of the potential conflict, and 3- because it is ultimately not the District's responsibility to ensure these organizations comply.*

Q: I have had a number of groups ask me how to go about rewriting their bylaws and constitutions. Whether they can do it themselves? Is there a business that does this kind of thing? Do they need to have legal guidance to do it correctly? Also, some groups just want to hire someone to do it, rather than deal with it themselves as they feel it's beyond their ability. Do you have any suggestions regarding this? Can potential clients be referred to you or another firm perhaps?

A: *With regard to groups needing to replace/update their bylaws – The short answer is: yes. They should get legal help. The longer answer is: There is no requirement that a lawyer prepare bylaws for a non-profit. It is open to organizations to draft replacement bylaws themselves, as a self-help remedy. That said however, the new statute and the surrounding law are pretty complex and every set of bylaws I've ever seen drafted by a layperson had serious gaps and problems that needed to be fixed. Moreover, it is generally takes less time (and is therefore cheaper) for me to draft a new set myself than to try and fix the problems caused by organizations doing their own drafting.*

Q: Do you have standard fees for assistance societies in this transition?

A: *We can't provide a set fee for updating bylaws for transition, since there are too many variables that we cannot control (state of current bylaws, desired governance structure, timing of AGM, changes in plan, level of communication, etc.). But because we are doing a lot of this work, we can say that fees will generally fall between \$2500 and \$4500, plus tax. If the organization has a simple governance structure and is willing to accept our template with minimal changes needed, then it will be at the low end, possibly even less than \$2500. If things are complex or keep changing, it will be the higher end or more. I suggest you have organizations that need help contact me directly via e-mail and we can provide more information in their circumstances.*

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The Province has provided "model bylaws" but it will be up to each society to determine if they meet their needs and my sense is that if Michael doesn't think he can provide publicly such a template then the "model bylaws" from the Province should only be a basic starting point. The "model bylaws" and information on transitioning can be found the BC Registry Services website <http://www.bcregistryservices.gov.bc.ca/bcreg/societiesact/index.page>

I do know of one society who has utilized Michael's services to draft new bylaws and a constitution and it sounds like they are very happy with his work and it cost in the range that he quote above.

Below is Michael's contact info:

Michael Blatchford Partner, Charities + Tax Exempt Organizations

T 604.641.4854 F 604.646.2521

E [mpb@bht.com](mailto:mpb@bht.com)

<https://www.bht.com/michael-blatchford>

Please let me know if there is any other information our Department can provide on this. I have attached the FAQ's that Michael supplied us for the GIA meetings in April. The website above also provides some good information for societies on how to transition to the new Act.

**Trish Morgan** | General Manager of Community & Electoral Area Services

Direct: **250-784-3218** | Cell: **250-219-3000** | [trish.morgan@prrd.bc.ca](mailto:trish.morgan@prrd.bc.ca)

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

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



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**Ronda Wilkins**

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**From:** Trish Morgan  
**Sent:** August-10-16 11:42 AM  
**To:** Ronda Wilkins  
**Cc:** Jill Rickert; Kim Frech  
**Subject:** RBAC

Hi Ronda,

Can you please add 2016 Volunteer Banquet as a discussion item on the RBAC agenda. Jill will be there to speak to it.

**Trish Morgan** | General Manager of Community & Electoral Area Services

Direct: **250-784-3218** | Cell: **250-219-3000** | [trish.morgan@prrd.bc.ca](mailto:trish.morgan@prrd.bc.ca)

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**Ronda Wilkins**

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**From:** kgooding <kgooding@pris.bc.ca>  
**Sent:** August-09-16 10:42 AM  
**To:** Trish Morgan; Director Dan Rose; Director Karen Goodings; Director Brad Sperling; Director Leonard Hiebert  
**Cc:** Barb Coburn; Chris Cvik; Ronda Wilkins  
**Subject:** Re: EADC & RBAC

Hi. Please add NCLGA to RBAC.

Sent from my Samsung device

----- Original message -----

**From:** Trish Morgan <Trish.Morgan@prrd.bc.ca>  
**Date:** 08-09-2016 9:05 AM (GMT-07:00)  
**To:** Director Dan Rose <Dan.Rose@prrd.bc.ca>, Director Karen Goodings <karen.goodings@prrd.bc.ca>, Director Brad Sperling <brad.sperling@prrd.bc.ca>, Director Leonard Hiebert <leonard.hiebert@prrd.bc.ca>  
**Cc:** Barb Coburn <Barb.Coburn@prrd.bc.ca>, Chris Cvik <Chris.Cvik@prrd.bc.ca>, Ronda Wilkins <Ronda.Wilkins@prrd.bc.ca>  
**Subject:** EADC & RBAC

Good morning directors

Barb & Ronda are working on preparing the agendas for EADC and RBAC next week. If you have any topics you would like added to one or more of the agendas, please let me know.

Barb has already included on EADC:

- Assistance for societies who need to transition their bylaws and constitution due to the new Societies Act (*Dir. Goodings, if you are considering providing a grant to groups then we should consider moving this item to RBAC*)
- Alternate directors
- Delegation: Northern Health re: PRRD water services

thanks

**Trish Morgan** | General Manager of Community & Electoral Area Services

Direct: 250-784-3218 | Cell: 250-219-3000 | [trish.morgan@prrd.bc.ca](mailto:trish.morgan@prrd.bc.ca)



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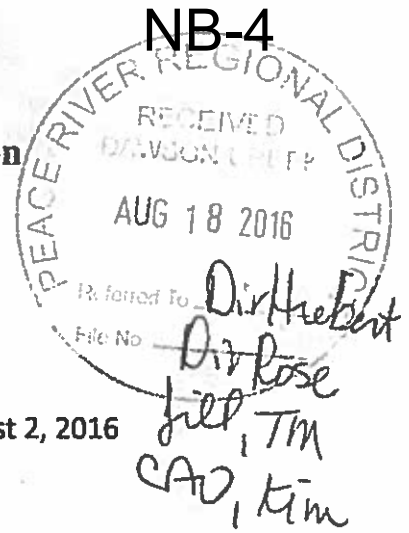


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**Tomslake & District Recreation Commission**  
**Box 47**  
**Tomslake, BC V0C 2L0**



August 2, 2016

Leonard Hiebert  
Electoral Area D Director  
Peace River Regional District  
Box 810  
Dawson Creek, BC  
V1G 4H8

The Tomslake and District Recreation Commission wish to put forth a proposal to hold a meeting (as opposed to a workshop) prior to the fall volunteer recognition banquet. This meeting would address concerns we have regarding the South Peace Sub-Regional Grant-in-Aid function. This topic was discussed at the spring Grant-in-Aid meeting held in Farmington, leaving community members with more questions than answers as there were not comprehensive financial statistics available at that meeting to clarify issues. One of the questions that arose was how much general revenue is generated (75% municipal plus 25% rural) in this function annually? If there is in fact more revenue generated than requisitioned, then where is the surplus? Where has the past year's surplus gone as only \$150,000 was allocated in Electoral Area D and E in 2016? A comprehensive review of all existing Grant-in-Aid policies would be very beneficial to all rural Recreation Commissions at this meeting as well. We will be forwarding a copy of this letter to all rural Recreation Commissions and recognized Community groups within Electoral Areas D and E.

We feel a sufficient period of time has been given to address our concerns for this fall. Thank you for your attention and consideration of this matter.

In anticipation of your affirmative reply, sincerely,

Art Seidl, President  
Tomslake and District Recreation Commission

Cc: Dan Rose, Electoral Area E Director  
Trish Morgan, PRRD  
Jill Rickert, PRRD

August 18, 2016



**Tomslake & District Recreation Commission**  
**Box 47**  
**Tomslake, BC V0C 2L0**

**Cc:** Cutbank Community Club  
DC Youth Center Society  
DC Sportsman's Club  
Doe River Recreation Commission  
Farmington Community Association  
Groundbirch Recreation Commission  
Hats and Chaps Gymkhana Society  
Kilkerran Recreation Commission  
Kiskatinaw Fall Fair Association  
Rolla Ratepayers Association  
Sunset Prairie Recreation Commission  
Swan Lake Enhancement Society  
Tomslake Cultural Community Association  
Tupper Community Club  
McLeod Recreation and Social Services Society  
Bessborough Community Club

August 18, 2016