



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Monday, May 27, 2019
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC **following the EADC Meeting**

1. **CALL TO ORDER** - Director Sperling to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting Minutes of April 18, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
 - R-1 May 15, 2019 – Report from Lyle Smith Chief Financial Officer, – April 2019 Financial Report
 - R-2 April 2, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Flatrock Community Cemetery Society
 - R-3 April 2, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Peace View Cemetery Committee
 - R-4 April 9, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Community Arts Council of Fort St. John
 - R-5 April 9, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Dawson Creek Golf and Country Club
 - R-6 April 15, 2019 – Application from John Kearns, – Electrical Extension Grant
 - R-7 April 16, 2109 – Application from Riley James Nikirk, – Electrical Extension Grant
 - R-8 January 30, 2019 - Funding Amendment Request from North Peace Historical Society
 - R-9 February 6, 2019 - Funding Amendment Request from Kiskatinaw Fall Fair Association
 - R-10 March 27, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Northern Brain Injury Association
 - R-11 May 14, 2019 - Paulo Eichelberger, General Manager of Environmental Services - Rolla Sewer Funding Request for Necessary Repairs
9. **DISCUSSION ITEMS:**
10. **NEW BUSINESS:**
11. **COMMUNICATIONS:**
12. **DIARY:**
DIA-1 Diary Items
13. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT

M-1

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: Thursday, April 18, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Staff
Shawn Dahlen, Chief Administrative Officer
Lyle Smith, Chief Financial Officer
Trish Morgan, General Manager of Community Services
Crystal Brown, Electoral Area Manager
Naomi Donat, Recording Secretary

Call to Order The Chair called the meeting to order at 1:05 p.m.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Goodings North Peace Cultural Centre Renovations

ADOPTION OF AGENDA:

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee agenda for the April 18, 2019 meeting be adopted as amended to include Directors' new business:

1. CALL TO ORDER - Director Rose to Chair the Meeting
2. DIRECTORS NOTICE OF NEW BUSINESS:
3. ADOPTION OF AGENDA:
4. ADOPTION OF MINUTES:
M-1 Rural Budgets Administration Committee Meeting Minutes of March 21, 2019
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATIONS:
7. CORRESPONDENCE:
C-1 Thank You Card from 2019 Grad Fest Committee
8. REPORTS:
R-1 March 13, 2019 – Report from Trish Morgan, GM of Community Services – Grant Request – Village of Pouce Coupe – Skatepark
R-2 April 9, 2019 – Report from Lyle Smith, Chief Financial Officer – Peace River Agreement Planning and Reporting Documents
R-3 April 5, 2019 – Report from Lyle Smith, Chief Financial Officer – March 2019 Financial Report
9. DISCUSSION ITEMS:
DI-1 Farmers' Advocacy Office – Referred from March 28, 2019 Regional Board Meeting **May 27, 2019**

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10. NEW BUSINESS:
NB-1 North Peace Cultural Centre Renovations
11. COMMUNICATIONS:
12. DIARY:
DIA-1 Diary Items
13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1
March 21/19 RBAC
Minutes

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee Meeting Minutes of March 21,
2019 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

Director Hiebert

MOVED by Director Hiebert, SECONDED by Director Sperling,
That 'Bulterys House' be added to the Diary.

CARRIED

DELEGATIONS:

None

CORRESPONDENCE:

C-1
April 9/19-Grad Fest
Thank You Card

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the 2019 Grad Fest thank
you card for information.

CARRIED

REPORTS:

R-1
March 13/19 – Grant
Request – Village of
Pouce Coupe

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of
\$25,000, payable from Electoral Area D, Peace River Agreements – Spending Item 8,
to the Village of Pouce Coupe to assist with the development of a skatepark.

CARRIED

R-2
April 9/19 – Peace
River Agreement
Planning and
Reporting Documents

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administrative Committee receive the April 9, 2019 report
titled "Peace River Agreement Planning and Reporting Documents" for discussion.

CARRIED

R-3
April 5/19 – March
2019 Financial Report

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the March 2019 Financial
Report for discussion.

CARRIED

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MOVED by Director Hiebert, SECONDED by Director Goodings,
That no further action be taken on the motion from the March 21, 2019 RBAC
Meeting which states 'that the Rural Budgets Administration Committee approve the
funding from Area D, BC Rail Funds for two roll out bins for Doe River to be left at the
Doe River Hall''.

CARRIED

DISCUSSION ITEMS:

DI-1
Farmers' Advocacy
Office

It was discussed that the Ministry of Energy, Mines, and Petroleum Resources will be
funding the Farmers' Advocacy Office for the next 3 months, and RBAC will not
entertain additional funding until the new Terms of Reference is complete and a
public procurement process has taken place.

NEW BUSINESS:

NB-1
NPCC Renos

MOVED by Director Goodings, SECONDED by Director Sperling,
That the North Peace Cultural Centre be invited to submit a grant application for
their upcoming renovations.

CARRIED

COMMUNICATIONS:

Grant recipients will be advertised in the June Board Highlights.

DIARY:

DIA-1

Bulterys House was added to the Diary as per Business Arising above.

ADJOURNMENT

The Chair adjourned the meeting at 1:40 p.m.

Director Rose, Meeting Chair

Naomi Donat, Recording Secretary

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PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee

Date: May 15, 2019

From: Lyle Smith, Chief Financial Officer

Subject: April 2019 Financial Report

RECOMMENDATION #1:

That the Rural Budgets Administration Committee receive the April 2019 Financial Report for discussion.

BACKGROUND/RATIONALE:

Not applicable.

ALTERNATIVE OPTIONS:

Not Applicable.

STRATEGIC PLAN RELEVANCE:

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grants in Aid: Summary of Payables, Youth Travel and Scholarship Information
2. Fair Share Commitments
3. Peace River Agreement Commitments
4. BCR/PRA Commitments
5. Reserve Balances
6. Loans Fund and Gas Tax Commitments

Staff Initials: 

Dept. Head:

CAO: 

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

R-1
30-Apr-2019

Current Year Allocation		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		103,000.00	200,000.00	103,000.00	103,000.00	103,000.00	130,000.00	
AREA B		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		94,608.17	189,845.00	103,000.00	103,000.00	103,000.00	4,500.00	
	Big Bam Ski Hill	-				-		-
	Buick Creek Community Club	-	-		-			-
	Cache Creek Community Club	-				-		-
	Cecil Lake Rec. Commission	-				-		-
1,000.00	Fort St. John Gradfest	-	-	-	-	-	1,000.00	1,000.00
-	Golata Creek Recreation Society	-		1,894.09		--		1,894.09
-	Goodlow Community Club	-		10,963.16		--		10,963.16
	Halfway Graham Community Club	-	874.96			-		874.96
	King's Valley Christian Camp	-	-		-	-		-
	Montney Rec. Commission	-	-	-	686.42	4,623.28		5,309.70
1,000.00	North Peace 4-H District Council	-	-	-	-	-	1,000.00	1,000.00
	North Peace Fall Fair Society	-	-	-	-	-		-
	North Peace Historical Society	-	-	-	-	588.59		588.59
	North Peace Light Horse Assn.	-	-			-		-
	North Peace Ride for Disabled		-					-
	Osborn Community Club	-	2,830.05	1,656.42		1,678.00		6,164.47
	Rose Prairie Curling Society	-	-	(0.00)	0.00	-		0.00
	Wonowon Horse Club		35.00		-			35.00
1,000.00	Area B Rural Bursary	-	-	-	-	-	1,000.00	1,000.00
1,500.00	Youth Travel		-	-	-	-	1,300.00	1,300.00
4,500.00	Total Area B	-	3,740.01	14,513.67	686.42	6,889.87	4,300.00	30,129.97
		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		112,025.88	100,000.00	80,000.00	80,000.00	50,000.00	60,000.00	
AREA C		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		93,297.04	81,250.00	72,900.86	53,319.11	42,150.00	3,000.00	
	Big Bam Ski Hill	-						-
	Charlie Lake Community Club	-	9,510.41	4,283.54		7,407.00		21,200.95
1,000.00	Fort St. John Gradfest	-	-	-	-	-	1,000.00	1,000.00
	Lake Point Golf Club	-			-			-
	North Peace 4H District Council	-						-
	North Peace Fall Fair Society	-	-	-	-	-		-
	North Peace Historical Society	0.00	-	-	-	2,088.58		2,088.58
	North Peace Light Horse Assn.	-	-			-		-
1,000.00	*Area C Scholarship		-	-	-	-	1,000.00	1,000.00
1,000.00	Youth Travel	-	-	-	-	-	800.00	800.00
3,000.00	Total Area C	0.00	9,510.41	4,283.54	-	9,495.58	2,800.00	26,089.53

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		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	102,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
AREA E		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	3,000.00	
	Camp Emile	-	-	-	-	-	-	-
	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-	-
	Chetwynd Electric Eels Swim Assn.	-	-	-	-	-	-	-
	Chetwynd Gymkhana	-	-	1,821.16	-	-	-	1,821.16
	Chetwynd Rod & Gun Club	-	-	-	-	-	-	-
	Chetwynd Social Planning Society	-	-	-	-	-	-	-
	Chetwynd Horse Club Society	-	-	-	761.25	2,231.25	-	2,992.50
	Foothills Team Roping Club	-	-	-	-	210.00	-	210.00
	Jackfish Community Association	-	-	2,080.56	15,500.00	-	-	17,580.56
	Little Giants Figure Skating Club	-	-	-	-	-	-	-
	Little Prairie Heritage Society	-	-	-	311.98	3,452.91	-	3,764.89
	Moberly Lake Community Assn.	-	-	-	973.89	-	-	973.89
	Pine Valley Exhibition Park Soc.	-	-	-	2,235.49	3,785.80	-	6,021.29
	Pine Valley Motor Sports	-	-	-	-	-	-	-
	Pine Valley Seniors Assn.	-	-	-	-	221.00	-	221.00
	Sagitawa Christian Camping Society	-	-	-	-	-	-	-
1,000.00	Area E West Bursary	-	-	-	-	-	1,000.00	1,000.00
1,000.00	Youth Travel	-	-	-	-	-	2,000.00	2,000.00
2,000.00	Total Area E	-	-	3,901.72	19,782.61	9,900.96	3,000.00	36,585.29
		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		150,084.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
SUB-REGIONAL		150,084.00	150,000.00	150,049.93	150,000.00	150,000.00		
	ARK - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-
	Bessborough Community Club	-	-	-	-	-	-	-
	Cutbank Community Club	-	-	-	-	-	-	-
	Dawson Creek Sportsman's Club	-	-	-	-	16,000.00	-	16,000.00
	Doe River Gymkhana Club	-	-	4,047.05	-	-	-	4,047.05
	Doe River Recreation Commission	-	-	-	-	-	-	-
	Farmington Community Association	-	-	-	-	-	-	-
	Groundbirch Rec. Commission	-	-	-	-	-	-	-
	Hats n' Chaps Gymkhana	-	-	6,558.72	-	-	-	6,558.72
	Kilkerran Recreation Commission	-	-	-	2,000.00	1,125.00	-	3,125.00
	Kiskatinaw Fall Fair	-	-	-	2,433.11	955.42	-	3,388.53
	McLeod Rec. & Social Services Society	-	-	-	-	-	-	-
	Rolla Ratepayers	-	-	-	-	-	-	-
	Sunset Prairie Recreation Commission	-	-	2,123.70	3,782.53	42.83	-	5,949.06
	Swan Lake Enhancement Society	-	-	-	-	-	-	-
	Sweetwater 905 Society	-	-	-	225.00	-	-	225.00
	Tomslake Community Cultural Assn.	-	-	-	-	-	-	-
	Tomslake & District Rec Commission	-	-	-	-	-	-	-
	Tupper Community Club	-	-	-	-	2,207.84	-	2,207.84
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	-	3,000.00	3,000.00
1,500.00	Youth Travel	-	-	-	-	-	1,500.00	1,500.00
4,500.00	Total Sub-Regional	-	-	12,729.47	8,440.64	20,331.09	4,500.00	46,001.20
		2014	2015	2016	2017	2018	2019	TOTAL
14,000.00	COMBINED GRAND TOTALS	0.00	13,250.42	35,428.40	28,909.67	46,617.50	14,600.00	138,805.99

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Youth Travel Recipient Information ***

Date	Recipient	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Approved	Area B											
	Midget A flyers - FSJ											150
	Peewee A Flyers - FSJ											50
	Midget Predators Provincials Hockey										150	
	NPSS Provincial Curling										50	
	High School Rodeo of BC Northern Region	1,000	500			500				500		
	High School Rodeo of BC Northern Region - Megan Smith	500					500					
	U18 Team Tremblay									250		
	U18 Team Boorse									500		
	Mixed Doubles Team Lawrence/Smith									250		
	Team Tremblay Juvenile boys curling (PRA league)	500							500			
	TOTAL granted for year		500	1,500	0	1,500	1500	1500	1500	1500	1500	1500
	TOTAL used		500	0	0	500	500	0	500	1500	200	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	1300 *
Approved	Area C											
	Midget A flyers - FSJ											100
	Peewee A Flyers - FSJ											100
	Midget Predators Provincials Hockey										50	
	NPSS Provincial Curling										50	
	Inconnu Swim Club	300		300								
	High School Rodeo of BC Northern Region	2,000	500		500	500		500		500		
	U18 Predators Girls Hockey Team - Provincials									500		
	TOTAL granted for year		1,000	1,000	1,000	1,000	1000	1000	1000	1000	1000	1000
	TOTAL used		500	300	500	500	0	500	0	1000	100	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	800 *
Approved	Area E											
	3 Nations Midget Hockey	650		350		300						
	Auroras Speed Skating Club	250		250								
	Chetwynd District Minor Hockey - Lonestar Tier 3 PeeWee Provincials									500		
	Chet Girls Club Volleyball	1,050	250		500		300					
	Chet Scotiabank Bantam Giants Hockey	850	350		500							
	Chet Secondary Boys Wrestling	350	350									
	Chet Secondary Girls Volleyball	3,250	250		200	800		1000	1000			
	Chet Talisman Energy Pee Wee Giants Hockey	500			500							
	Electric Eels Swim Club	600		300	300							
	Chetwynd Secondary Highschool Golf Team	300				300						
	Dawson Creek Juvenile Girls Curling	500					500					
	Taylor Dutka - DC Curling U18 PRA Curling									250		
	Chetwynd Midget Giants	500						500				
	High School Rodeo of BC Northern Region									250		
	Chetwynd U16 Club Volleyball - Chargers	500						500				
	U16 Girls Club VB Chetwynd Raiders	500							500			
	U14 CW Raiders Girls VB									500		
	U17 CW Raiders Girl Club VB									500		
20-Dec-18	Chet Sr. Boys Volley Provincials										150	
	TOTAL granted for year		2,000	2,000	2,000	2,000	3005.26	2000	2000	2000	2000	2000
	TOTAL used for year		1,200	900	2,000	1,400	800	2000	1500	2000	150	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	2000 *
Approved	Sub-Regional											
	DCSS - South Peace Campus Peace Rugby Girls										250	
	DCSS - South Peace Campus Track & Fld Provincials										150	
	Midget Predators Provincials Hockey										50	
	Northern BC High School Rodeo	2,000			1,000	1,000						
	DC U14 Volleyball Team Dynamite	500							500			
	DCVC U17_18 Girls Volleyball	500							500			
	Juvenile Boys Curling Team (alberta league)	500							500			
	Ron Pettigrew Sr. Boy Basketball									500		
	DC Volleyball Club u15, u16, u17_18									1000		
20-Dec-18	DCSS Grade 9 Girls Volleyball										250	
	TOTAL granted for year		1,500	1,500	1,500	1,500	1500	1500	1500	1500	1500	1500
	TOTAL used for year		0	0	1,000	1,000	0	0	1500	1500	700	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	1500 *

* Unused amounts returned to reduce next tax year

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Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2019		1,000	1,000	
2018	Grace Giesbrecht	1,000	0	31-Dec-18
2017	Brittney Hein	1,000	0	14-Aug-17
2016	Kelsey Young	1,000	0	11-Aug-16
2015	Robyn Bickford	1,000	0	25-Aug-15
2014	Rebecca Hedges	1,000	0	3-Sep-14
2013	Makayla MacLeod	1,000	0	13-Aug-13
2012	Eliza Li	1,000	0	2012
2011	Talia Miller	500	0	2011
2010	Kendra Young	500	0	2010
TOTAL		5,000	1,000	

Area C Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2019		1,000	1000	
2018	Allison Ostle	1,000	0	21-Sep-18
2017	Justin Fehr	1,000	0	27-Jul-18
2016	Rachel Kalkman	1,000	0	25-Aug-16
2015	Kevala Van Voilkenburg	1,000	0	6-Aug-15
2014	Dylan Kassian	1,000	0	23-Aug-14
2013	Daisy Petrucci	1,000	0	15-Aug-13
2012	Stephanie Sutherland	1,000	0	2012
2011	Hannah Leber	500	0	2011
2010	Tawny Hosker	500	0	2010
TOTAL		5,000	1,000	

Area E Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2019		500	500	
2019		500	500	
2018	Sierra Neuls	500	0	5-Dec-18
2018	Treydon Nichols	500	0	2-Jan-19
2017	Kaitlyn Dufresne	500	0	Nov-17
2017	Trevor Andres - declined rtn to funding area RBAC Feb 21, 2019	500	0	22-Feb-19
				not claimed rtn to
2016	Courtney Auger	500	0	funding area
2016	Regan Neuls	500	0	5-Dec-16
2015	Kayla Sanford	500	0	13-Nov-15
2015	Dayton Waldie	500	0	7-Nov-15
2014	Sara Norris	500	0	27-Nov-14
2014	Brittany Andres	500	0	15-Jan-15
TOTAL		1,500	1,000	

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2019		1,500	1500	
2019		1,500	1500	
2018	Prestin Sorken	1,500	0	28-Sep-18
2018	Connor Riley	1,500	0	5-Dec-18
2017	Taylor Schweitzer	1,500	0	13-Jul-18
2017	Nadia Richer	1,500	0	16-Aug-18
2016	Ashley Schweitzer	1,500	0	Jan-17
2016	Kalen Dorer	1,500	0	Sep-16
2015	Paula Chudley	1,500	0	31-Aug-15
2015	Ben Van Spronsen	1,500	0	14-Sep-15
2014	Theran Basset	1,500	0	15-Jan-15
2014	Landon Farrow Trades	1,500	0	16-Sep-14
2013	Brenna McCullough - Academic	1,500	0	25-Sep-13
2013	Brad Skytte - Trades	1,500	0	2-Jul-13
2012	Kole Pierce	1,500	0	2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0	2013
2011	Anders Carlstad	1,500	0	2011
2011	Gary Gordon	1,500	0	2011
2010	Erica Woolf	1,500	0	2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0	2010
TOTAL		16,500	3,000	

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Fair Share Commitments				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
April 2019								
January 1, 2019 opening balance				1,838,813.69	1,594,886.76	3,171,249.61	2,827,190.59	9,432,844.65
Total interest earned (Paid annually)								-
								-
COMMITMENTS	Date Committed	Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B								
Electrical Extension Grants	Ongoing							-
FSJ Library (45,500 in 2018, 2019, 2020)	Nov 16, 2017	167,800.00	76,800.00					91,000.00
NP Cultural Centre (30,000 in 2018, 2019, 2020)	Nov 16, 2017	118,125.00	58,125.00	15,000.00				45,000.00
NP Fall Fair; Display Buildings	May 16, 2013	14,172.26	14,172.26					-
NP Light Horse Assoc; Indoor Arena Improvements	Mar 15, 2018	15,000.00						15,000.00
Rural Fire Protection Expansion Feasibility (CL)	Feb 16, 2017	10,000.00	8,794.54					1,205.46
Rural Gasification (Includes possible 5k for Blueberry Commune per Apr 16/15)	Oct 20, 2001; Apr 16, 2015	680,000.00	32,367.25					647,632.75
Waste Water Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
		1,005,097.26	190,259.05	15,000.00	-	-	-	799,838.21
Area C								
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	38,350.00	28,687.50					9,662.50
CLFD; 2 Apparatus	Feb 21, 2019	300,000.00						300,000.00
Electrical Extension Grants	Ongoing							-
FSJ Airport Sub Water Metering Initiative	Feb 18, 2016	25,000.00	10,177.93					14,822.07
FSJ Library (15,000 in 2018, 2019, 2020)	Nov 16, 2017	60,000.00	30,000.00					30,000.00
NPAS; Airport Swr Pumps & Maintenance	Dec 7, 2015	26,289.38	4,157.98					22,131.40
NP Cultural Centre (14,062 in 2018,2019,2020)	Nov 16, 2017	56,248.00	28,124.00		7,031.00			21,093.00
Old Fort Slide Residents; Emergency Support	Oct 16, 2018	250,000.00	150,098.60					99,901.40
Rural Fire Protection Feasibility (CL)	Feb 16, 2017	10,000.00	8,750.00					1,250.00
Waste Water Truck Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
		765,887.38	101,147.41	-	7,031.00	-	-	498,860.37
Area D								
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	6,750.00	5,062.50					1,687.50
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	80,000.00						80,000.00
Electrical Extension Grants	Ongoing							-
Rural Fire Protection Expansion Feasibility (DC)	Feb 16, 2017	35,000.00	25,000.00					10,000.00
Rural Gasification	Oct 20, 2011	1,000,000.00	67,390.26					932,609.74
		1,121,750.00	97,452.76	-	-	-	-	1,024,297.24
Area E								
Camp Sagitawa; Phase 1 Climbing Wall	Feb 20, 2014	20,000.00	5,869.50					14,130.50
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	20,000.00						20,000.00
Electrical Extension Grants	Ongoing	2,682.00					2,682.00	-
Little Prairie Heritage Soc; Engineering/Capital Projects	May 16, 2013; Jul 20, 2017	25,000.00	10,132.50					14,867.50
Rural Gasification	Oct 20, 2011	700,000.00	2,417.25					697,582.75
Sunset Pr Rec Comm; Fair Kitchen	May 16, 2013	58,000.00	49,336.14					8,663.86
		825,682.00	67,755.39	-	-	-	2,682.00	755,244.61
Total Fair Share Bank Balance at Month End				1,823,813.69	1,587,855.76	3,171,249.61	2,825,212.59	9,408,131.65
Total Remaining Commitment				799,838.21	498,860.37	1,024,297.24	755,244.61	3,078,240.43
Balance After Remaining Commitments				1,023,975.48	1,088,995.39	2,146,952.37	2,069,967.98	6,329,891.22
				Area B	Area C	Area D	Area E	

May 27, 2019

Peace River Agreement Commitments					April 2019	K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2019 Opening Balance						1,359,056.09	2,120,080.73	1,313,722.79	1,466,933.21	6,257,482.82
Total interest (paid annually)										-
Subscription PRA \$						750,000.00	750,000.00	750,000.00	750,000.00	3,000,000.00
COMMITMENTS		Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year				Remaining Commitment
Area B										
Buick Creek Arena; Insulation/Heating Upgrades		Oct 20, 2016	33,600.00	33,600.00	2					-
Cecil Lake Rec Comm; Hall Door & Window Replacement		Aug 17, 2017	5,130.67	5,130.67	3					-
CDC; Fire Training Centre (4,375/year 2018-2022)		Apr 16, 2018	21,875.00	4,375.00	5					17,500.00
Clearview Arena Society; Upgrade Project		Apr 16, 2018	300,000.00		2					300,000.00
Clearview Rec Facility; Property Assessment		Jan 19, 2017	50,000.00	25,286.48	2					24,713.52
Osborn Comm Hall; Facility Assessment & Assest Mgmt Plan		Feb 21, 2019	25,000.00		8					25,000.00
										-
			435,605.67			-	-	-	-	367,213.52
Area C										
CDC; Fire Training Centre (6,562.50/year 2018-2022)		Apr 16, 2018	32,812.50	6,562.50	5					26,250.00
CL Waste H2O Truck Facility; Bio-solids Mgmt Feas Study		Aug 17, 2017	50,000.00	49,300.00	9					700.00
CL Waste H2O Truck Facility; Reclaimed H2O Feas/"Purple Pipe"		Aug 17, 2017	75,000.00	48,100.00	9					26,900.00
CL Waste H2O Truck Facility; Reclaimed Water Project		Jul 19, 2018	533,400.00		9					533,400.00
FSJ Airport Sub Water Distribution Maintenance Initiative		Dec 1, 2016	15,000.00	12,000.00	1					3,000.00
										-
			706,212.50			-				590,250.00
Area D										
CDC; Kiskatinaw Watershed Stewardship (30K/yr 2016-2020)		Dec 17, 2015	150,000.00	90,000.00	4			30,000.00		30,000.00
CDC; New Fire Hall		Apr 16, 2018	600,000.00		6					600,000.00
CDC; Fire Training Centre (15,312.50/year 2018-2022)		Apr 16, 2018	76,562.50	15,312.50	5					61,250.00
KL Comm Centre; Facility Audit, Asset Mngt & Design Feasibility		Feb 21, 2019	65,000.00		8					65,000.00
KL Sewer Lagoon; Upgrades and Repairs		Feb 21, 2019; Mar 14, 2019	74,000.00		9					74,000.00
KL Sewer; Pump & Alarm System Install; Spare Pump		Feb 18, 2016	22,000.00	12,601.51	9					9,398.49
Pouce Coupe; Skatepark development		Apr 18, 2019	25,000.00		8					25,000.00
Rolla Creek Dike Capital Upgrades Project & Repairs		Feb 21, 2019	30,000.00							30,000.00
South Peace Dist Crime Prevention Assn; Signs		Dec 17, 2015	4,375.00	3,909.15	4					465.85
South Peace Health Serv Soc; Health Community House; Renos		Oct 16, 2018	25,000.00		4					25,000.00
Sunset Prairie Rec Comm; Kiskatinaw Fall Fair host funding		Mar 21, 2019	7,500.00		4					7,500.00
Tate Creek Comm Centre; Facility Audit & Asset Mgmt Plan		Feb 21, 2019	25,000.00		8					25,000.00
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replace		Jan 19, 2017	5,000.00		4					5,000.00
Tomslake FD; Fire Pack Bush Unit		Aug 16, 2018	20,572.16	20,572.16	6					-
										-
			1,130,009.66					30,000.00		957,614.34
Area E										
Chetwynd Public Library; Design		Jan 24, 2018; May 17, 2018; Jun 21, 2018	248,000.00	39,243.75	7				6,120.89	202,635.36
Chetwynd Public Library; New Library Construction		Jan 17, 2019; Jan 31, 2019	545,000.00		7					545,000.00
CDC; Kiskatinaw Watershed Stewardship (10K/yr 2016-2020)		Dec 7, 2015	50,000.00	30,000.00	4				10,000.00	10,000.00
CDC; Fire Training Centre (8,750/year 2018-2022)		Apr 16, 2018	43,750.00	8,750.00	5					35,000.00
Iver Johnson Park; Recreation Facility Upgrades		Feb 21, 2019	12,888.00		8					12,888.00
South Peace Health Serv Soc; Health Community House; Renos		Oct 16, 2018	25,000.00		4					25,000.00
Sunset Prairie Rec Comm; Kiskatinaw Fall Fair host funding		Mar 21, 2019	7,500.00		4					7,500.00
										-
			932,138.00						16,120.89	838,023.36
Total Peace River Agreement GL Balance at Month End						2,109,056.09	2,870,080.73	2,033,722.79	2,198,502.32	9,211,361.93
Total Remaining Commitment						367,213.52	590,250.00	957,614.34	838,023.36	2,753,101.22
Balance available after remaining commitments						1,741,842.57	2,279,830.73	1,076,108.45	1,360,478.96	6,458,260.71
						Area B	Area C	Area D	Area E	
Spending Item Numbers: 1 Potable Water and Water Security/Studies 2 Arenas 3 Halls, Trails and Walking Paths 4 Assistance to Other Organizations 5 Dawson Creek Fire Training Centre 6 Fire Protection 7 Libraries, Museums and Art Galleries 8 Year-Round Recreation Facility Upgrades 9 PRRD Sewer Services Assistance 10 Natural Gas										

May 27, 2019

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BCR/PRA Commitments	April 2019	Area B	Area C	Area D	Area E	Total BCR/PRA
2019 Opening Balance		56,443.59	46,344.79	25,743.40	43,545.05	172,076.83
Interest (Paid Annually)						
<u>Commitments</u>						
Doe River Cleanup Roll Off Bins					1,000.00	
Hasler Flats Comm Group; Society Status Consulting						
Total Commitments		-	-	-	1,000.00	1,000.00
<u>Expenditures</u>						
Devereaux Elementary Barkerville Grade 7 Trip				500.00		
Total Expenditures		-	-	500.00	-	500.00
Month End GL Balance		56,443.59	46,344.79	25,243.40	43,545.05	171,576.83
Balance available		56,443.59 Area B	46,344.79 Area C	25,243.40 Area D	42,545.05 Area E	170,576.83

May 27, 2019

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All Regional District Reserve Balances as of April 30, 2019.

RESERVES

911 Emergency Capital Reserve	\$ 18,364.29
*BCR/PRA	\$ 171,576.83
Buick Creek Arena Capital Reserve	\$ 27,015.51
Buick Creek Arena Operating Res	\$ 80,386.27
Building Reserve	\$ 1,033,700.54
Charlie Lake Fire Capital Reserve	\$ 662,765.50
Charlie Lake Sewer Capital Reserve	\$ 273,841.64
Charlie Lake Sewer Operating Reserve	\$ 100,563.24
Charlie Lake Sewer Treatment/Disposal	\$ 356,009.61
Charlie Lk Waste Water Truck Facility Res	\$ 202,990.56
Chetwynd Arena Capital Reserve	\$ 3,616,964.66
Chetwynd Leis Cntr Capital Reserve	\$ 6,978,119.53
Chilton Sewer Capital Reserve	\$ 33,798.35
Chilton Sewer Operating Reserve	\$ 29,300.01
Chilton Sewer Debenture Reserve	\$ -
Clearview Arena Operating Reserve	\$ 88,921.26
CL DCC Reserve	\$ 272,315.07
CLFD Fundraising	\$ -
CLFD Operating Reserve	\$ 31,161.33
Comm Parks Water Capital Reserve	\$ 72,648.36
Comm Parks Water Operating Res	\$ -
*Community Works (Gas Tax)	\$ 3,834,655.73
DC/PC Fire Capital Reserve	\$ 67,161.70
Election Reserve	\$ 80,856.27
Emergency Plan Reserve	\$ 283,296.43
*Fair Share	\$ 9,408,131.65
Feasibility Reserve	\$ 307,703.59
Friesen Sewer Capital Reserve	\$ 8,063.52
Friesen Sewer Operating Reserve	\$ 18,599.31
FSJ Airport Sewer Capital Reserve	\$ 46,890.19
FSJ Airport Sewer Operating Reserve	\$ 50,642.22
FSJ Airport Water Capital Reserve	\$ 14,691.38
FSJ Airport Water Operating Reserve	\$ 29,337.44

Green "Carbon" Project Reserve	\$ 24,241.48
Harp/Imp Sewer Capital Reserve	\$ 13,587.64
Harp/Imp Sewer Operating Reserve	\$ 13,586.93
Information System Plan Reserve	\$ 279,869.50
Insurance Reserve	\$ 486,133.27
Kelly Lake Comm Ctr. Operating Reserve	\$ 26,692.60
Kelly Lake Comm Ctr. Capital Reserve	\$ 1,685,011.90
Kelly Lake Sewer Capital Reserve	\$ 11,727.40
Kelly Lake Sewer Operating Reserve	\$ 21,038.76
Landfill Closure Reserve	\$ 101,224.57
Medical Scholarship Residency Reserve	\$ 102,756.10
Moberly Lake Fire Capital Reserve	\$ -
North Pine TV Reserve	\$ 42,800.89
NP Economic Development Commission	\$ -
NPEDC Spark Conference Res	\$ -
NP Leisure Pool Building Repl Res	\$ 1,084,484.77
NP Leisure Pool Capital Reserve	\$ 2,069,468.69
*Peace River Agreement	\$ 9,211,361.93
Peace River Agreement Committee Reserve	\$ 1,034,640.30
Regional Parks Capital Reserve	\$ 188,441.73
Regional Parks Operating Reserve	\$ 47,251.50
Rolla Creek Dyke Operating Reserve	\$ 4,751.59
Rolla Sewer Capital Reserve	\$ 10,235.41
Rolla Sewer Operating Reserve	\$ 7,395.88
*Rural (Loan Fund)	\$ 3,942,614.84
Rural Fringe	\$ 1,163,179.24
Solid Waste Capital Reserve	\$ 968,897.85
Solid Waste Operating Reserve	\$ 1,061,117.87
Sub-Reg Recreation Insurance Reserve	\$ 116,621.53
Tomslake Fire Reserve	\$ 21,909.54
Vehicle (Admin) Reserve	\$ 167,737.76
Vehicle (BI) Reserve	\$ 257,119.22
Vehicle (SW) Reserve	\$ 17,696.40
TOTAL	\$ 52,384,069.08

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

May 27, 2019

Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Balance
NP Farmers Institute; Grain Elevator Upgrades (2021)	300,000.00	300,000.00	135,000.00
Whiskey Jack Nordic Ski Club; Beatton Park Day Lodge	181,000.00		
Total	481,000.00	300,000.00	135,000.00

Loan Funds Available:	3,184,000.00
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"Grants" from Loan Fund Interest	Committed	Previous Years Paid	Current Year Paid	Remaining
				-
Total	-	-	-	-

Interest Grant Funds Available:	\$577,614.84
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Total RLF Loan & Grant Available:	\$3,761,614.84
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Community Works (Gas Tax) Commitments	Project No. (If applicable)	Committed	Previous Years Paid	Current Year Paid	Remaining
Buick Creek Arena; Insulation/Heating Upgrades		-			-
Cutbank Community Club; Interior Wall Covering		11,467.87			11,467.87
Doe River Recreation Commission; Dishwasher		5,000.00			5,000.00
Kelly Lake Community Centre; Upgrades	15-480	48,607.60	48,607.60		-
Pine Valley Seniors; Air Conditioning Infrastructure		15,130.00			15,130.00
Rolla Rate Payers Assoc; Bathroom Renos & Flooring		2,500.00			2,500.00
Sagitawa Christian Camps		35,000.00		16,371.42	18,628.58
Waste Water Receiving Facility at Charlie Lk	14-512	3,500,000.00	3,300,874.20	135,138.14	63,987.66
Tupper Community Hall; Furnace		7,329.00		7,329.00	-
Total		\$3,625,034.47	\$3,349,481.80	\$158,838.56	\$116,714.11

Gas Tax Funds Available:	\$3,717,941.62
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May 27, 2019



REPORT

To: Rural Budgets Administration Committee

From: Trish Morgan, General Manager of Community Services

Subject: Grant Request - Flatrock Community Cemetery Society

Date: April 2, 2019

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$684.00, payable from Electoral Area B, Cemetery funds, to be issued to the Flatrock Community Cemetery Society to assist with the cost of their liability insurance for the Flatrock Cemetery grounds.

BACKGROUND/RATIONALE:

Flatrock Community Cemetery Society is applying for a grant to assist with the cost of their liability insurance for the cemetery grounds, which includes the location of the cemetery, as well as the adjoining lot designated as a community day use area. This area is looked after by the Society and is often used by families who visit the cemetery. All supporting financial information has been included to support the grant application. In 2018, the Rural Budget Administration Committee provided funding to the Society for two projects:

1. \$656 to assist with insurance, from Electoral Area B Cemetery Grants-in-Aid; and
2. \$5,273.10 to complete perimeter fencing, with \$1,000 from Electoral Area B Cemetery Grants-in-Aid, and \$4,273.10 from Electoral Area B BC Rail.

Flatrock Community Cemetery Society is a registered not-for-profit society in good standing with the *Societies Act* of BC, and is eligible to apply for a grant for this project. This request meets the criteria outlined in the Cemetery Policy # 26-2017 under eligible expenses.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee provide a grant in an amount to be determined by the Committee from Electoral Area B, Cemetery funds.
2. That the Rural Budgets Administration Committee respectfully deny the grant application for Flatrock Cemetery Society and provide no grant funding.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

May 27, 2019

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

May 27, 2019

FINANCIAL CONSIDERATION(S):

- The 2019 Budget commitment for Electoral Area B Cemetery funds is \$4,000.
- If approved, grant funding will be payable by cheque requisition made payable to Flatrock Community Cemetery Society, as indicated in Section 6.2 of the policy - Disbursement of Funds.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachments

1. Flatrock Community Cemetery Grant Application

May 27, 2019

R-2



PEACE RIVER REGIONAL DISTRICT

**GRANT APPLICATION FORM**

Society #: S-53148

Community Club or Group Name: Flatrock Community Cemetery Society

Mailing Address: Box 48

City: Cecil Lake, BC

Postal Code: V0C 1G0

Civic Address: 13048-225 Road

Contact Person: Susan Giesbrecht

Alternate Person: Wendy Giesbrecht

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

Tel: 250-261-1837

Fax: 250-781-3565

Fax:

Email: rsranch4@gmail.com

Email: wendyg21.1@gmail.com

CLUB EXECUTIVES**PROJECT COSTS**

President: Aaron Dirks

Total Cost of Project: \$684.00

Vice President: Wendy Giesbrecht

Amount Requested per year: —

Treasurer: Roy Giesbrecht

For how many years? 1 yr ☒ 2 yrs ☐ 3 yrs ☐**Describe the project for which your organization is requesting a grant and the reason for your request.***If more space is needed, please add it as an attachment to your application.*

We are requesting \$684.00 to cover the liability insurance which pertains to the cemetery and the adjoining lot, which is designated as a community Day-Use area.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: *Susan Giesbrecht*

Date: Feb. 5, 2019

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

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-2773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

May 27, 2019



Western

FINANCIAL GROUP

R-2

Received By: Western Financial Group (FJ)
5 - 10230 - 100 St.
Fort St John, BC V1J 3Y3

Received From: Flatrock Community Cemetery Society
Box 48
Cadil Lake, BC V0C 1G0

Receipt For Payment # 658094	
Account Number FLATCOMM0	Date 12/03/2018
Commercial General Liability	
Policy Number 501198106	
Effective Date 11/27/2018	Expiration Date 11/27/2019
Company Intact Insurance Company	
Amount Received: \$684.00	

This is to certify that we received payment on behalf of the above listed insured in the amount of \$684.00 Payment Method - Cheque

Thank you for your payment!

May 27, 2019

May 27, 2019

R-2

Flatrock Community Cemetery Society
Income and Expense Statement January 1 to December 31, 2018

INCOME

\$1.31	Interest (Chequing Account)
\$18.82	Interest-Platinum Plan High Interest Savings Acct
\$656.00	Peace River Regional District- Grant to cover 2017 insurance
\$5,273.10	Peace River Regional District-Grant-perimeter fencing of cemetery property
<u>\$300.00</u>	Grave Plots (Anna Giesbrecht; Serge & Vera Chmelyk-prepaid)
\$6,249.23	TOTAL INCOME

EXPENSES

\$139.84	BC Hydro-electricity-church
\$74.14	PNG-natural gas-church
\$24.00	Banking Fees - Maintenance Fee of \$2/month
\$40.00	Office Expenses-Society Annual Report filing fee
\$5,126.09	Perimeter Fencing of Cemetery costs
<u>\$684.00</u>	Insurance-Liability Only-Pd Dec 3/18
\$6,088.07	TOTAL EXPENSES
\$161.16	<u>TOTAL INCOME OVER EXPENSES</u>

May 27, 2019

May 27, 2019

R-2

FLATROCK COMMUNITY CEMETERY SOCIETY
Business Number 81950 6353 BC0001
STATEMENT OF ASSETS & LIABILITIES - December 31, 2018

ASSETS:**Current Assets**

North Peace Savings & Credit Union	
Chequing Account	\$4,062.05
Platinum High Interest Savings Account	<u>\$2,029.11</u>
Total Current Assets	\$6,091.16

Fixed Assets

CEMETERY-Lot B, Section 17, Twp 84, Rge 15, W6M, Peace River District, Plan 17742	
2019 Assessment	*\$17,700
*Land that is designated "cemetery" has a restriction/freeze on it and cannot be sold	
Taxable Value	\$0

CEMETERY LOT-Lot A, Section 17, Twp 84, Rge 15, W6M, Peace River District, Plan 17742	
2019 Assessment	*\$16,500
*Land that is designated "cemetery" has a restriction/freeze on it and cannot be sold	
Taxable Value	\$0
Deemed "cemetery" - March 2014	

CHURCH LOT-Lot 1, Section 17, Twp 84, Rge 15, W6M, Peace River District, Plan 12629	
2019 Assessment	\$75,400
Taxable Value	<u>\$0</u>
(As per our CONSTITUTION SECTION 2, C, 1 AND 2, we will continue to maintain the property so that it can be available for community use)	

Total Fixed Assets	<u>\$75,400.00</u>
TOTAL ASSETS	\$81,491.16

LIABILITIES	None
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May 27, 2019

May 27, 2019

Peace River Regional District Statement of POLICY and PROCEDURE			R-2
Department:	Community Services	Policy No.	#26-2017
Section:	Grants	Issued:	October 23, 2017
Subject:	Cemetery Funding	Effective:	November 16, 2017
RBAC Resolution # and Date:	RBAC 17/11/08	Page:	1 of 3
		Replaces:	None
Issued by:	Jill Rickert, Community Services Coordinator	Dated:	N/A
Approved by:	Trish Morgan, General Manager of Community Services		

1. POLICY

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

1.1 Applicant Eligibility

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

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

1.2 Eligible Expenses

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

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

May 27, 2019

May 27, 2019

1.3 Grant Authorization

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

1.4 Allocation of Funds

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

1.5 Acknowledgement of Grant Funding

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

2. PURPOSE

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

3. RESPONSIBILITY

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

4. DEFINITIONS

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

5. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

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

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

6. PROCEDURE

6.1 Approval Procedure

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

6.2 Disbursement of Funds

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

6.3 Recipient Acknowledgement

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



REPORT

To: Rural Budgets Administration Committee

Date: April 2, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Grant Request – Peace View Cemetery Committee

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$500, payable from Electoral Area D, Cemetery Grants, to be issued to the Peace View Cemetery Committee to assist with the expenses to repair the sunken graves within the cemetery.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,500, payable from Electoral Area D BCR/PRA to be issued to the Peace View Cemetery Committee to assist with the expenses to repair the sunken graves within the cemetery.

BACKGROUND/RATIONALE:

Peace View Cemetery Committee applied for grant funding for this same project in December of 2018. Their application was reviewed by the Rural Budgets Administration Committee and was denied due to insufficient funding; however the group was encouraged to apply again in 2019. See the resolutions below:

“That the Rural Budgets Administration Committee deny the grant request from the Peace View Cemetery Committee, as all cemetery funding budgeted for Electoral Area D in 2018 has been committed and is no longer available.”

“That the Rural Budgets Administration Committee send a letter to the Peace View Cemetery Committee advising that they can reapply in 2019 for the \$3,000 grant, to assist with repairs to sunken gravestones and grave covers, that was denied at the December 20, 2018 RBAC Meeting.”

Peace View Cemetery is a rural cemetery located about twenty minutes north of Rolla, BC in Electoral Area D, which is maintained by a committee comprised of local area volunteers. The group plans to begin a project this summer to improve sunken areas of the cemetery that have created very uneven ground, which has become unsafe in some places due to tripping hazards and is requesting a grant of \$3,000. In addition, the sunken gravestones and grave covers make the overall appearance of the cemetery look very run down and unkempt.

This group of volunteers is a not for profit group; however they are not a registered society. They hold meetings and have an established treasurer to maintain their financial records and banking and meet the definition for funding as per Section 4 of the Cemetery Funding Policy.

Staff Initials:

Dept. Head:

May 27, 2019

CAO:

Page 1 of 2

May 27, 2019

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,800 payable from Electoral Area D, Cemetery Grants, and \$200 from Electoral Area D BCR/PRA to be issued to the Peace View Cemetery Committee to assist with the expenses to repair the sunken graves within the cemetery.
2. That the Rural Budgets Administration Committee respectfully deny the grant application from the Peace View Cemetery Committee and provide no grant funding.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

FINANCIAL CONSIDERATION(S):

- The 2019 Annual Financial Plan includes a budgeted amount of \$5,000 under Electoral Area D, Cemetery Grants, of which \$1,500 is committed to the Pouce Coupe Cemetery, \$1,200 to the Tomslake Cemetery and \$1,300 has been committed in the past to the Sunrise Mountain View Cemetery, with the remaining \$1,000 to be used for miscellaneous. Sunrise Mountain View cemetery has not received since 2016.
- If a grant in the amount of \$500 is supported, a balance of \$500 will remain in the budget.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of Rural Budgets Administration Committee decision and made aware of the Regional Districts Funding Recognition Guidelines.

OTHER CONSIDERATION(S):

Attachment #1: Grant Application

Attachment #2: Cemetery Funding Policy #26-2017

May 27, 2019

Peace View Cemetery Committee
(Doe River)



March 2, 2019

To: Director Hiebert and the Rural Budgets Advisory Committee
Peace River Regional District

In 2018 the Peace View Cemetery Committee applied for a grant to fund some restoration work at the cemetery for ease of maintenance as well as for safety reasons. It was brought to our attention that it was refused because of lack of funding.

We hereby request a review of the application in 2019 as that is when the work would be done – July or August 2019.

Thank you for your attention.

Wayne Hiebert,
on behalf of Bill Hollingshead, President

May 27, 2019

May 27, 2019



PEACE RIVER REGIONAL DISTRICT

R-3

GRANT APPLICATION FORM

Society #: CEMETERY LICENCE #15197.

Community Club or Group Name: Peace View Cemetery

Mailing Address: RR #2 SITE 7 Comp 9

City: Dawson Creek BC

Civic Address:

Contact Person: Bill Hollingshead

Tel: 250 759 4388

Fax:

Email: carol.holli@gmail.com

Postal Code: V1G4B8

Alternate Person: Wayne Häbert

Tel: 250-759 7403

Fax: 250-759-7403

Email: w.haebert@xplornet.com

CLUB EXECUTIVES

President: Bill Hollingshead

Vice President:

Treasurer: Carol Hollingshead

PROJECT COSTS

Total Cost of Project: ~~Yacht Club~~ \$3,000

Amount Requested per year:

For how many years?

1 yr ☒

2 yrs ☐

Describe the project for which your organization is requesting a grant and the reason for your request.
If more space is needed, please add it as an attachment to your appl. at o

Level all sunken headstones and grave covers for safety reasons and appearance and reduce man power hours for maintenance.

Staff have verified with the applicant the request is for \$3,000 and for 1 year of grant funding only.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: *W. R. Häbert*

Date:

Oct 28/2018

MARCH 18/19

J.V.H.

For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐

PRA: B ☐ C ☐ D ☐ E ☐

BCR/PRA B ☐ C ☐ D ☐ E ☐

Gas Tax: ☐

Other: ☐

PLEASE REPLY TO:

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

May 27, 2019

May 27, 2019

R-3

Subject **Quote**
 From <admin@pcmemorials.com>
 To <wvhiebert@xplornet.com>
 Date 2018-10-10 15:54

Hi Wayne,

Here is a quote to have monument and grave cover leveling done at the Peace View Cemetery.

As quoted before \$180 per hour for 3 men and a picker truck.

If we are to bring our Bobcat that would require another vehicle and trailer. Day quote \$800.

Travel time would be 1.5 hrs each way so if we put in a 10 hr day we would be at the cemetery for 7 hrs. I think that is enough time to complete the job.

So, you would be looking at \$1800 + GST or \$2600 + GST with Bobcat.

Also, we would be looking at July or August of 2019.

Thank You,

Dayne Waldner

Peace Country Memorials Ltd.

Toll Free: 1-800-260-6765

www.pcmemorials.com

Quote

10 hrs X \$180/hr = \$1,800 + GST (\$90) = \$1,890

or if bobcat required:

1800 + 800 = \$2,600 + GST (\$130) = \$2,730

fill material supplied by donation
 weed control chemical donated.

Quotes for years 2 and three to be
 submitted as required.

year 2 - sign repaired or replaced
 year 3 - fence repair

May 27, 2019

R-3

Subject **Quote**
From <admin@pcmemorials.com>
To <wvhiebert@xplornet.com>
Date 2018-10-10 15:54

Hi Wayne,

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Dayne Waldner

Peace Country Memorials Ltd.

Toll Free: 1-800-260-6765

www.pcmemorials.com

May 27, 2019

LAKE VIEW CREDIT UNION
 800-102ND AVENUE
 DAWSON CREEK BC V1G 2B2

R-3

PEACE VIEW CEMETARY BOARD
 CAROL HOLLINGSHEAD
 RALPH SHEARER
 RR2 S7 C9
 DAWSON CREEK BC V1G 4E8

Account No: 100000484543
 No of Enclosures 0
 Page: 1 of 1
 Date: 03-01-2018

Account Summary for Chequing Organization - 100000484543

Starting Balance	+	Deposits	+	Dividend Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
397.26		0.00		0.00		0.00		0.00		397.26

There is no activity for this account.

The amount of Dividend earned between 03-01-2018 and 04-11-2018 is \$0.00.
 The average daily balance during this period was 394.58.
 The minimum balance during this period was 397.26.
 The Annual Percentage Yield Earned for this account is 0.00%.

May 27, 2019

May 27, 2019

LAKE VIEW CREDIT UNION
 800-102ND AVENUE
 DAWSON CREEK BC V1G 2E2

R-3

PEACE VIEW CEMETARY BOARD
 CAROL HOLLINGSHEAD
 RALPH SHEARER
 RR2 S7 C9
 DAWSON CREEK BC V1G 4E8

Account No: 100001137199

Page: 1 of 1
 Date: 03-01-2018

Account Summary for Plan 24 - 100001137199

Starting Balance	+	Deposits	+	Dividend Paid	-	Withdrawals	-	Service Charges	=	Ending Balance
1,880.59		0.00		0.00		0.00		0.00		1,880.59

There is no activity for this account.

The amount of Dividend earned between 03-01-2018 and 04-11-2018 is \$0.53.
 The average daily balance during this period was 1,880.69.
 The minimum balance during this period was 1,880.59.
 The Annual Percentage Yield Earned for this account is 0.25%.

May 27, 2019

May 27, 2019

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

1. POLICY

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

1.1 Applicant Eligibility

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

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

1.2 Eligible Expenses

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

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

May 27, 2019

May 27, 2019

1.3 Grant Authorization

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

1.4 Allocation of Funds

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

1.5 Acknowledgement of Grant Funding

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

2. PURPOSE

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

3. RESPONSIBILITY

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

4. DEFINITIONS

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

5. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

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

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

6. PROCEDURE

6.1 Approval Procedure

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

6.2 Disbursement of Funds

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

6.3 Recipient Acknowledgement

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



REPORT

To: Rural Budgets Administration Committee

Date: April 9, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Grant Request –Community Arts Council of Fort St. John

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve a grant of \$12,000 to the Community Arts Council of Fort St. John, to support the Community/North Peace Region Engagement Study, payable as follows:

- i) \$6,000 from Electoral Area B, Peace River Agreement, Spending Item #7 (Libraries, Museums & Art Galleries); and
- ii) \$6,000 from Electoral Area C, Peace River Agreements, Spending Item #7 (Libraries, Museums & Art Galleries).

BACKGROUND/RATIONALE:

The Community Arts Council of Fort St. John is embarking on an engagement study that will focus on the Arts, Culture and Heritage activity currently existing in the North Peace. The study will examine the demand for this type of activity, what programs and/or services are currently being offered, and what anticipated future demands may be, which will lead to the development of an Arts, Culture and Heritage plan for the North Peace. Outcomes from the study will identify trends in the types of activity, gaps in service, and anticipated growing demands in the arts, culture and heritage sector. The study will focus on the following:

- the level of arts, culture and heritage activity in the North Peace;
- the current demands on the resources of the non-profit groups that deliver these services, events, activities, and workshops to the residents of the North Peace;
- the economic impact of this sector in the region;
- the future expectations of the growing population in the area; and
- the potential solutions to the limited resource currently available.

The applicant has been working with the Canadian Department of Heritage in Vancouver, who have indicated that the Community Arts Council of Fort St. John will be eligible for a grant for one-half of the cost of the engagement study, and if further support is necessary as a result of the study, it will be considered. The Community Arts Council of Fort St. John has made application to the Canadian Department of Heritage for grant funding in the amount of \$37,500. Note, the results of this application are still pending. The total cost to complete the study is \$75,000, and the applicant has secured \$20,000 from the City of Fort St. John and \$6,000 from the District of Taylor.

This request is eligible under the Rural Budgets Administration Committee Funding Policies, the Society is a registered not-for-profit organization in good standing with the *Societies Act*. The Regional District has

May 27, 2019

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

May 27, 2019

supported this applicant and provided grant funding dating as far back as 2007. Most recent grant funding is noted below:

- 2016 - \$1,000 (\$500 each from Area B and Area C) for the Street Banner Project;
- 2015 - \$5,000 (\$2,500 each Area B and Area C) for North Peace Community Choir travel to Carnegie Hall, NY; and
- 2014 - \$1,000 for 3rd Annual Sand Sensations BC, GCO Annual Event (Regional).

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee approve the grant application from the Community Arts Council of Fort St. John and authorize a grant in an amount to be determined by each Electoral Area B and Electoral Area C Director, payable from the corresponding Electoral Area Peace River Agreements, Spending Item 7 (Libraries, Museums & Art Galleries), for the purpose of supporting the Community/North Peace Region Engagement study.
2. That the Rural Budgets Administration Committee respectfully deny the grant request from the Community Arts Council of Fort St. John and provide no grant funding.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

FINANCIAL CONSIDERATION(S):

As of March 2019, the Peace River Agreements balance available after remaining commitments was \$991,842.57 in Electoral Area B, and \$1,529,830.73 in Electoral Area C.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised in writing of the Committee's decision. If approved, the applicant will be asked to recognize the Regional District for its contributions.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application

May 27, 2019

May 27, 2019



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #:

Community Club or Group Name:

Mailing Address:

City: Postal Code:

Civic Address:

Contact Person: Alternate Person:

Tel: Tel:

Fax: Fax:

Email: Email:

CLUB EXECUTIVES

President:

Vice President:

Treasurer:

PROJECT COSTS

Total Cost of Project:

Amount Requested per

For how many years? 1 yr 2 yrs 3 yrs

Describe the project for which your organization is requesting a grant and the reason for your request.
If more space is needed, please add it as an attachment to your application.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Date:

For Office Use Only

Fair Share: B o C o D o E o
 PRA: B o C o D o E o
 BCR/PRA: B o C o D o E o

Gas Tax: o
 Other: o

PLEASE REPLY TO:

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

May 27, 2019

Project Description

We are seeking \$12,000 support (\$6000 from Area C and \$6000 from Area B) to conduct a Community/North Peace Region Engagement on 1. the current state of arts, culture and heritage 2. the growing demands placed on the non-profit organizations that deliver these vital programs in the region and 3. projections for future infrastructure and financial support required to keep up with the expanding population. Participants, members and audiences for these programs, facilities and events are residents of Fort St. John, Taylor, and the surrounding North Peace area.

The City of Fort St. John has confirmed \$20,000 toward the Engagement. Support by the Dept. of Heritage (Vanc.) for \$37500 is in application. We are also asking Taylor for \$6000. Arts, Culture and Heritage are currently experiencing rapid growth with little or no focus on the future expectations of this sector of the economy. Arts, Culture and Heritage not only play an important role in the economy through entertainment, job creation, and attracting and retaining workers and their families, it also is a important social element in the health and welfare of the citizens and building community pride of place. The Community Engagement will provide a bases for developing a plan for future growth and involvement.



February 14, 2019

Dear Regional District Areas B and C,

The Fort St. John Community Arts Council is requesting support to engage the community and surrounding North Peace area in "Discovery and Envisioning" for an Arts Culture and Heritage plan. We have an indication from the Canadian Department of Heritage-Vancouver that the Fort St. John Arts Council would be eligible for one-half of the cost of the Community Engagement. We have also been given the indication that if the project proves worthy of their interest, they can proceed beyond the Community Engagement to assist with further development.

The Engagement would identify the current resources, the needs, and projected demands of the population in the North Peace regional area for arts, culture and heritage programs and venues and recommend potential avenues of development. The result may include a combination of social enterprises, community non-profits, not-for-profits, and businesses. Fort St. John would be the first community in British Columbia under 35,000 population to receive support from the Department of Heritage for this kind of project.

The Fort St. John Community Arts Council is asking for support for \$6000 (8.3 %) of the cost for the Engagement Project from Taylor and Regional District Area B and C. The City of Fort St. John has confirmed \$20,000 (27%) of the total cost of the project.

We recommend that the Engagement Project be kept under \$75,000 which allows a more rapid response from the Canadian Department of Heritage who will pay 50% of the cost of \$75,000.

Would the District of Taylor be prepared to partner with \$6,000 for this Project?

Please contact us for further information. Thank you for your interest and support in Arts, Culture and Heritage. We look forward to working with you in the near future.

Rosemary E. Landry

Sincerely,

Rosemary Landry President

On behalf of the Fort St. John Community Arts Council

COMMUNITY ARTS COUNCIL OF FORT ST. JOHN
Box 6474, Fort St. John, B.C. V1J 4H9 Location: 10320 94 Avenue
email info@fsjarts.org 250-787-2781 www.fsjarts.org

May 27, 2019



March 8, 2019

RE: Request for \$12,000 (Area B \$6000/Area C \$6000) for Arts, Culture and Heritage Community Engagement in the North Peace.

Budget:

Engagement Cost	consultant and survey	\$75,000
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Sources of Funds:

Dept of Heritage- Vancouver Office – application pending – preliminary discussion very favourable if City and Regional Areas are involved.	\$37,500
--	----------

City of Fort St. John	confirmed	\$20,000
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Taylor	pending – Presentation to Council March 18	\$ 6,000
--------	--	----------

Regional Areas B and C	pending – application in progress	\$12,000
------------------------	-----------------------------------	----------

Total \$75,500

NOTE: The Dept of Heritage has indicated that if the Engagement results in the need for further development of collaborative facilities and/or programs, the Dept of Heritage will entertain further support of Arts, Culture and Heritage in the North Peace.

Sincerely,

Rosemary Landry President Fort St. John Community Arts Council

COMMUNITY ARTS COUNCIL OF FORT ST. JOHN
 Box 6474, Fort St. John, B.C. V1J 4H9 Location: 10320 94 Avenue
 email info@fsjarts.org 250-787-2781 www.fsjarts.org

May 27, 2019



Community Engagement

Presentation to District of
Taylor Council

Monday March 18, 2019



The Fort St. John Community Arts Council is asking the District of Taylor for \$6000 toward the \$75000 Community Engagement Project of the Fort St. John Community Arts Council.

The Fort St. John Community Arts Council is conducting a Community Engagement within the North Peace Region to determine:

- the level of arts, culture and heritage activity in the North Peace.
- the current demands on the resources of the non-profit groups that deliver these services, events, activities and workshops to the residents of the North Peace.
- the economic impact of this sector in the region.
- the future expectations of the growing population in the area.
- the potential solutions to the limited resource currently available.

SOURCES OF FUNDS FOR THE ENGAGEMENT PROJECT:

- The City of Fort St. John has confirmed \$20,000.
- The Department of Heritage (Vancouver Office) has indicated \$37500 (application pending).
- Peace River Regional District Area C and Area B have been asked for \$6000 each (pending).



CURRENT ARTS COUNCIL MEMBER GROUPS REPRESENT THOUSANDS OF NORTH PEACE RESIDENTS

Artspost Arts Studios
 Artspace Classes NPCC
 Fort St. John Country Quilters
 Fort St. John Dance Society
 Fort St. John Film Society
 Fort St. John Irish Dance Society
 Fort St. John North Peace Museum
 In the Wings Theatre Group
 North Peace Community Choir
 North Peace Cultural Centre
 North Peace Historical Society
 North Peace Music Teachers Association
 North Peace Potters' Guild
 North Peace Spinners and Weavers
 Northern Dance Theatre Society
 Northern Lights Youth Choir
 Northern Winds Community Band

Peace Arts Gallery Society (PAGS)
 Peace Country Craftsman's Association
 Peace Country Chapter of Fed of Can. Artists
 Peace Fusion Dance Company
 Peace River North Performing Arts Festival
 Peace River Zone Theatre Festival
 PAC (Ecole Central Arts School)
 Scrapbooking Club
 SD # 60 Band Program
 Stage North Theatre Society
 Studio to Stage Dance
 Tapping in Talent

29 Groups



Arts, Culture and Heritage Activities Add To the Local Economy

Ecole Central School PAC	\$44100
Flying Colours Artists	11900
FSJ Country Quilters	7345
FSJ Film Society	15608
FSJ Dance Society	38450
FSJ Dance Society	44495
Northern Lights Youth Choir	9325
Northern Winds Com Band	4925
NP Community Choir	8987
NP Music Teachers Assoc.	1900
NP Potters Guild	40000
NP Spinners and Weavers	9625
Peace Arts Gallery	41750
PR Chapter Fed of Artists	10000
Peace River Zone Theatre Fest	12075
Peace River North Perf. Festival	33400
SD#60 Band	61910
Stage North	78450

North Peace Historical Soc/Museum	\$133846
North Peace Cultural Centre	886000
<u>Artspost Studios</u>	<u>47622</u>

TOTAL EXPENSES ANNUALLY \$1,541,713

Multiplied by the Lowest Economic Index Factor
of 2.5 equals:

\$3,854,282

Added to the economy of the North Peace Annually



THE GROWING DEMAND IN THE ARTS, CULTURE, AND HERITAGE SECTOR IN THE NORTH PEACE

Studio spaces are running out of room with the increasing demand for classes and events.

The Pottery Studio has 45 members who use the studio daily and nearly 100 children and adults who take classes in the evenings and on weekends.



The Chili Bowl Bash sells out each year and cannot expand in their limited space.



IT'S A TIGHT SQUEEZE IN A SMALL SPACE

The North Peace Spinners and Weavers members conduct group workshops and projects on the looms in the Artspost lobby. The 25 members welcome all newcomers and teach all aspects of the Art but have to find alternative space with looms and dying equipment. Their teen group finds temporary space to work. Additional looms have no home.



The dying pots, the looms and the people have no more space to work.



THE COUNTRY QUILTERS HAVE NO HOME

The Fort St. John Country Quilters provide close to 100 Care Quilts each year to needy families in the North Peace.

The 47 members search for a large enough space for participants to have room for sewing machines and pop-up quilt frames for learning new skills during workshops.

Studio space is required for quilt frames to be kept in place for the days/weeks it takes to make a quilts.

The newly formed Junior Quilting Teens have 13 members and are rapidly growing. The group is getting too large to meet in a private home.



MORE PEOPLE ARE REQUESTING CREATIVE PROGRAMS



A visiting muralist demonstrated the complexities of mounting a mural to a packed workshop of painters.

The Scrapbooking Club
meets every Friday
morning at the Artspost.

Hundreds of flower pots have been
painted and Art That Moves You on
the buses and High On Ice have been
organized in the Artspost. Creative
space is limited.



MORE EVENTS AND PROJECTS ARE POSSIBLE

**A Few Examples of the Many Arts Events Made Possible**

- Sand Sculpting Competition
 - Street Banner Program
- BC Festival of Performing Arts



CREATIVE OPPORTUNITIES FOR THE YOUNG ARE UNLIMITED WITH ADEQUATE SPACE



A two hander



Framed and proud



Creative mask making for teens



A wired creator



Outdoors too



MEETING SPACE IS GETTING TIGHTER



AND TIGHTER



AND TIGHTER



FORT ST. JOHN ARTS COUNCIL BELIEVES THAT ARTS, CULTURE, AND HERITAGE

- Attract Families and Retain Employees in the North Peace.
- Shape Healthy Minds and Stimulate Active Thinking.
- Present Creative Opportunities and Pride of Place.
- Instill Confidence and Personal Growth.
- Add to the Economic Growth of Northern British Columbia.



May 27, 2019

RESIDENTS OF THE NORTH PEACE WERE COUNTED IN CANADIAN STATS

INDICATORS of participation in arts, culture and heritage by Canadians 15 or older:

50% of Canadians made or performed art (visual art, music, writing, dancing, crafts).

86% attended an arts activity, such as a performing arts event.

68% an artistic/cultural festival.

39% an art gallery .

71% a movie theatre.

70% visited a heritage site.

39% a heritage gallery.

35% another type of museum.

50% a historic site.

46% an aquarium, botanical garden, planetarium.

77% read a book.

Stats from Hill Strategy Survey of 2016





LOOKING FORWARD TO PARTICIPATING IN THE PREPARATION FOR THE 2020 BC WINTER GAMES

Introducing the 2019 Street
Banner Project



Thank you for your continued support of the
Arts, Culture and Heritage in the North Peace.



COMMUNITY ARTS COUNCIL OF FORT ST. JOHN

Financial Statements

Year Ended June 30, 2018

(Unaudited - See Notice to Reader)



CHARTERED PROFESSIONAL ACCOUNTANTS

Partners

- * Ben Sander, B. Comm., FCPA, FCA
- * Dale J. Rose, CPA, CA
- * Alan Bone, B. Comm., CPA, CA
- * Jason Grindle, B. Comm., CPA, CA
- * Jaron Neufeld, B. Comm., CPA, CA

813 - 103rd AVENUE, DAWSON CREEK, BC V1G 2G2
TEL: (250) 782-3374 • FAX: (250) 782-3379 • dc@srbg.ca

10208 - 99th AVENUE, FORT ST. JOHN, BC V1J 1V4
TEL: (250) 785-5645 • FAX: (250) 785-0064 • fsj@srbg.ca

203 - 9815 - 97th STREET, GRANDE PRAIRIE, AB T8V 8B9
TEL: (780) 532-8303 • FAX: (780) 532-8374 • gp@srbg.ca

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Community Arts Council of Fort St. John as at June 30, 2018 and the statements of operations and changes in fund balances for the year then ended.

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

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

Fort St. John, BC
September 13, 2018

Sander Rose Bone Grindle LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

These financial statements were compiled solely for the use of Community Arts Council of Fort St. John pursuant to a written contract. Sander Rose Bone Grindle LLP, Chartered Professional Accountants make no representation of any kind to any other person with who it has not entered into a written contract.

COMMUNITY ARTS COUNCIL OF FORT ST. JOHN**Statement of Financial Position****June 30, 2018***(Unaudited - See Notice to Reader)*

	General Fund	Scholarship Fund	Gaming Fund	Capital Reserve Fund	2018 Total	2017 Total
ASSETS						
CURRENT						
Cash	\$ 34,645	\$ -	\$ 5,063	\$ 77,848	\$ 117,556	\$ 108,304
Term deposits	-	13,332	-	-	13,332	13,227
Shares	232	11,817	-	-	12,049	11,586
Goods and services tax receivable	521	-	189	-	710	819
Due from general fund	-	290	9,719	-	10,009	13,135
	35,398	25,439	14,971	77,848	153,656	147,071
EQUIPMENT	21,082	-	-	-	21,082	21,082
	\$ 56,480	\$ 25,439	\$ 14,971	\$ 77,848	\$ 174,738	\$ 168,153
LIABILITIES AND FUND BALANCES						
CURRENT						
Payables	\$ 1,300	\$ 2,000	\$ 1,000	\$ -	\$ 4,300	\$ 14,088
Due to gaming fund	9,719	-	-	-	9,719	12,006
Due to scholarship fund	290	-	-	-	290	1,129
	11,309	2,000	1,000	-	14,309	27,223
FUND BALANCES						
Internally restricted	-	23,439	-	77,848	101,287	101,179
Externally restricted	-	-	13,971	-	13,971	19,436
Unrestricted	24,089	-	-	-	24,089	(767)
Invested in equipment	21,082	-	-	-	21,082	21,082
	45,171	23,439	13,971	77,848	160,429	140,930
	\$ 56,480	\$ 25,439	\$ 14,971	\$ 77,848	\$ 174,738	\$ 168,153

Approved by the Council_____
Director_____
Director

COMMUNITY ARTS COUNCIL OF FORT ST. JOHN

Statement of Operations

Year Ended June 30, 2018

(Unaudited - See Notice to Reader)

	General Fund	Scholarship Fund	Gaming Fund	Capital Reserve Fund	2018 Total	2017 Total
REVENUE						
Donations	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ 7,167
Facility						
Rent and fundraising	16,955	-	-	-	16,955	12,975
Fundraising	14,273	-	-	-	14,273	15,556
Grants						
City of Fort St John	10,760	-	-	-	10,760	24,815
Federal	25,000	-	-	-	25,000	
Province of BC	14,659	-	11,000	-	25,659	26,129
Other	402	-	-	-	402	400
Other						
Interest and sundry	23	720	4	388	1,135	1,210
Memberships	1,180	-	-	-	1,180	1,355
Special projects	803	-	-	-	803	3,646
	85,055	720	11,004	388	97,167	93,253
EXPENSES						
Accounting	1,746	-	-	-	1,746	1,545
Advertising	97	-	9,120	-	9,217	6,448
Assembly conference	1,037	-	-	-	1,037	2,438
Awards	-	1,000	1,000	-	2,000	2,300
Facilities	43,876	-	-	-	43,876	37,408
Fundraising	10,575	-	-	-	10,575	12,940
Insurance	775	-	-	-	775	775
Meetings	-	-	-	-	-	18
Members grants	-	-	-	-	-	15,000
Membership dues	217	-	-	-	217	225
Office and sundry	2,493	-	-	-	2,493	2,601
Special projects	5,732	-	-	-	5,732	3,646
	66,548	1,000	10,120	-	77,668	85,344
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES						
	\$ 18,507	\$ (280)	\$ 884	\$ 388	\$ 19,499	\$ 7,909

COMMUNITY ARTS COUNCIL OF FORT ST. JOHN

Statement of Changes in Fund Balances

Year Ended June 30, 2018

(Unaudited - See Notice to Reader)

	General Fund	Scholarship Fund	Gaming Fund	Capital Reserve Fund	Invested in Equipment	2018 Total	2017 Total
FUND BALANCES,							
beginning of year	\$ (767)	\$23,719	\$ 19,436	\$ 77,460	\$ 21,082	\$140,930	\$ 133,021
Excess (Deficiency) of revenue over expenses	18,507	(280)	884	388	-	19,499	7,909
Inter-fund transfer	6,349	-	(6,349)	-	-	-	-
FUND BALANCES,							
end of year	\$ 24,089	\$23,439	\$ 13,971	\$ 77,848	\$ 21,082	\$160,429	\$ 140,930

COMMUNITY ARTS COUNCIL OF FORT ST. JOHN**Notes to Financial Statements****Year Ended June 30, 2018***(Unaudited - See Notice to Reader)*

1. PURPOSE OF THE SOCIETY

The Community Arts Council of Fort St. John is a local organization operating programs to provide cultural development and encouragement to North Peace artists. It is volunteer based and registered as a charity under the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Society follows the deferred method of accounting for contributions.

Fund accounting

The General Fund accounts for the organization's program delivery and administrative activities.

The Scholarship Fund is for grade 12 students furthering their education in music, performing arts and visual arts.

The Gaming Fund accounts for the organization's receipts and expenditure of funds that may only be expended according to British Columbia Gaming Commission regulations.

The Capital Reserve Fund accounts for funds internally restricted by the Board for future capital projects.

Income recognition

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as income in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income is recognized as revenue when earned.



REPORT

To: Rural Budgets Administration Committee

Date: April 9, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Grant Request – Dawson Creek Golf and Country Club

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve a grant in the amount of \$5,355 to the Dawson Creek Golf and Country Club, payable from Community Works Gas Tax, to assist with the purchase and installation of a new high efficient furnace at the golf course.

BACKGROUND/RATIONALE:

The Dawson Creek Golf and Country Club needs to replace their existing 20 year old furnace at the clubhouse. The applicant will hire a contractor to complete the project and has included a quote to support the amount they are requesting. The Dawson Creek Golf and Country Club is a non-profit society operating within the municipality of Dawson Creek. They are registered and in good standing with the *Societies Act*, and state that they serve a large population of rural residents with a rural membership of approximately 50%.

This request meets the eligibility requirements under the Rural Budgets Administration Committee Funding Policies, Community Works Gas Tax Fund.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee approve a grant to the Dawson Creek Golf and Country Club in the amount of \$_____, payable from _____ for the purpose of assisting with the purchase and installation of a new high efficient furnace at the golf course.
2. That the Rural Budgets Administration Committee respectfully deny the grant application from the Dawson Creek Golf and Country Club and provide no grant funding.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

FINANCIAL CONSIDERATION(S):

- At the writing of this report, the balance of the Community Works Gas Tax fund was \$3,717,941.62.
- If approved, funding will be paid to the recipient through claim reimbursement supported by copies of invoices for the work completed.

May 27, 2019

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

May 27, 2019

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised in writing as per the Committee's decision and, if approved, will be asked to recognize the Regional District for its contribution.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application

May 27, 2019



PEACE RIVER REGIONAL DISTRICT



R-5

GRANT APPLICATION FORM

Society #: 12638

Community Club or Group Name: Dawson Creek & Country Club

Mailing Address: Box 325

City: Dawson Creek

Postal Code: V1G 4G7

Civic Address: 2121 Alaska Highway

Contact Person: Wayne Middleton

Alternate Person: Jim Wickstrom

Tel: 250 719 6014

Tel: 250 782 7882

Fax: 250 782 8012

Fax: 250 782 8012

Email: golfdawsoncreek@hotmail.com

Email: golfdawsoncreek@hotmail.com

CLUB EXECUTIVES

President: Wayne Middleton

Vice President: Bruce Ballantyne

Treasurer: Dr. L Human

PROJECT COSTS

Total Cost of Project: \$ 5,355

Amount Requested per year:

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

Describe the project for which your organization is requesting a grant and the reason for your request.
If more space is needed, please add it as an attachment to your application.

Replacing a 20 year old furnace with a new high efficient furnace

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Wayne Middleton

Date: March 8, 2019

For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐

PRA: B ☐ C ☐ D ☐ E ☐

BCR/PRA: B ☐ C ☐ D ☐ E ☐

Gas Tax: ☒

Other: ☐

PLEASE REPLY TO:

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

May 27, 2019

May 27, 2019



Quotation

PAGE NO. 1 OF 1 PAGES

COMP 2 SITE R-5
DAWSON CREEK, BC V1G 4E8PHONE: (250) 782-6100
CELL: (250) 784-8112
EMAIL: banjo@telus.net

TE SUBMITTED TO <u>A.C. GOLZICK</u>		PHONE <u>782-7882</u>	DATE <u>Mar 8/19</u>
CITY <u></u>		JOB NAME <u>Furnace Replacement</u>	
PROVINCE, AND POSTAL CODE <u></u>		JOB LOCATION <u></u>	
TESTED BY <u>W. Carriere</u>	DATE OF PLANS <u></u>	ARCHITECT <u></u>	

I hereby submit specifications and estimates for:

Supply & install 1 new 120,000 BTU Hi-eff Nat Gas

Furnace - ensure working & ductwork & regulatory

fittings

Quoted Price 5100.00

GST 5% 255.00
5355.00

Complete in accordance with above specifications, for the sum of:

Payment to be made as follows:

NET TERMS: 15 Days

2% Interest on all amounts over 30 days.

* dollars (\$ 5355.00)

Material is guaranteed to be as specified. All work to be completed in a worklike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be charged only upon the written orders, and will become an extra charge over and above the estimate. All payments contingent upon strikes, accidents or delays beyond our control. Owner to carry necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized
SignatureNOTE This quotation may be
withdrawn by us if not accepted within _____ days.

Acceptance of Quotation. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

May 27, 2019

I of Acceptance

Signature

E. & O. A.

May 27, 2019

"SOCIETIES ACT"

CANADA:
Province of British Columbia.



No. 12,638

Certificate of Incorporation

I hereby certify that

DAWSON CREEK GOLF & COUNTRY CLUB

has this day been incorporated as a Society under the "Societies Act."

The locality in which the operations of the Society will be chiefly carried on is

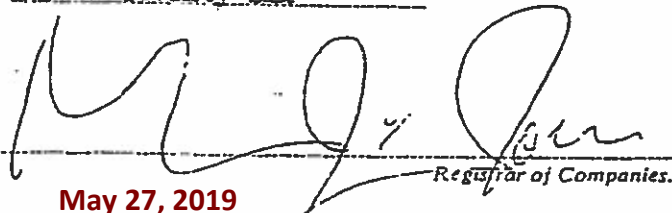
in the City of Dawson Creek, and surrounding area, Province of British Columbia.

GIVEN under my hand and Seal of Office at Victoria, Province of

British Columbia, this -sixth- day

of October, one thousand nine hundred

and seventy-six


Registrar of Companies.

May 27, 2019

Dawson Creek Golf Club
Balance Sheet As at 31/12/18

R-5

ASSET

Current Assets

LVCU Chequing #420711	41,879.00	
LVCU High Interest Savings	7,392.69	
LVCU Plan 24	0.00	
LVCU Shares	2,911.30	
LVCU Masterplan Chequing	0.00	
LVCU Term Deposit	32,606.41	
Total LVCU #420711		84,789.40
LVCU Chequing #286633 (Jr. ...	0.00	
LVCU Savings #286633 (Jr. Cl...	0.00	
LVCU High Interest #286633 (...	12,016.67	
LVCU Shares #286633 (Jr. Cl...	0.00	
Total LVCU #286633 (Jr Acct)		12,016.67
Accounts Receivable		1,862.09
Pro Shop Float		300.00
Office Float		1,250.00
Restaurant Float		410.00
Co-op Equity		14,586.45
Prepaid Expenses		4,928.27
Prepaid Masterplan Costs		45,636.44
Total Current Assets		165,779.32

Inventory

Inventory - Pro Shop	42,370.79
Inventory - Restaurant	5,814.63
Total Inventory	48,185.42

Capital Assets

Leasehold Improvements	1,269,233.54	
A/A Leasehold Improvements	-501,156.56	
Net Leasehold Improvements		768,076.98
Maintenance Equip - Capital L...	55,052.80	
Maintenance Equipment	882,770.52	
A/A Maintenance Equipment	-918,297.59	
Net Maintenance Equipment		19,525.73
Vehicles	0.00	
A/A Vehicles	0.00	
Net Vehicles		0.00
Restaurant Equipment	67,629.58	
A/A Restaurant Equipment	0.00	
Net Restaurant Equipment		67,629.58
Pro Shop Equipment	218,519.04	
A/A - Pro Shop Equipment	0.00	
Net - Pro Shop Equipment		218,519.04
Total Capital Assets		1,073,751.33

TOTAL ASSET

1,287,716.07

LIABILITY

May 27, 2019

May 27, 2019

Dawson Creek Golf Club
Balance Sheet As at 31/12/18

R-5

Current Liabilities

Accounts Payable	18,607.23
PST Payable	945.71
GST Collected	2,902.18
GST Paid	-3,131.14
GST (Owed)Refund	-228.96
EI Payable	467.59
CPP Payable	954.92
Payroll Income Tax Payable	4,069.35
Total Receiver General Payable	5,491.86
Employee Benefits Payable	0.00
Unearned Revenue	0.00
Gift Certificates Redeemable	16,626.59
Total Current Liabilities	41,442.43

Long Term Liabilities

DCAA - Golf Carts	50,000.00
LVCU - Toro Greenmaster	0.00
John Deere Lease - Fairway M...	37,581.90
Total Long Term Liabilities	87,581.90

TOTAL LIABILITY 129,024.33

EQUITY

Equities

Members' Equity	42,663.11
Retained Earnings	1,056,482.02
Current Earnings	59,546.61
Total Equities	1,158,691.74

TOTAL EQUITY 1,158,691.74

LIABILITIES AND EQUITY 1,287,716.07

May 27, 2019

May 27, 2019

Dawson Creek Golf Club

Comparative Income Statement - Comparative Income Statement - YTD to Last Year

R-5

	Actual 01/01/17 to 31/12/17	Actual 01/01/18 to 31/12/18	Percent
REVENUE			
Membership Revenue			
Memberships	218,380.18	199,263.89	9.59
Green Fees	160,270.44	133,580.00	19.98
Driving Range	24,074.38	21,204.44	13.53
Cart Shed Rental	27,106.99	25,313.22	7.09
Trail Fees	11,976.90	11,154.77	7.37
Golf Cart / Club Rentals	70,607.66	59,298.80	19.07
Club Storage	0.00	0.00	0.00
Total Membership Revenue	512,416.55	449,815.12	13.92
Other Revenue			
Advertising Income	18,359.52	31,738.10	-42.15
Interest Income	925.90	1,092.45	-15.25
Donations/Grants	22,250.00	81,703.81	-72.77
Junior Club Revenue	147.44	123.94	18.96
Other Income	17,331.71	19,456.46	-10.92
Assets Sold	-180.00	0.00	0.00
Total Other Revenue	58,834.57	134,114.76	-56.13
Restaurant Revenue			
Food Revenue	82,409.84	94,057.98	-12.38
Liquor/Cooler/Wine Revenue	55,576.51	37,698.32	47.42
Beer Revenue	65,767.06	82,393.73	-20.18
Beverages Revenue	10,965.84	14,119.34	-22.33
Snack Revenue	3,773.77	3,086.73	22.26
Administration/Service Charges	4,598.64	8,019.99	-42.66
Total Restaurant Revenue	223,091.66	239,376.09	-6.80
Pro Shop Revenue			
Pro Shop Sales	100,747.10	103,536.30	-2.69
Total Pro Shop Revenue	100,747.10	103,536.30	-2.69
TOTAL REVENUE	895,089.88	926,842.27	-3.43
EXPENSE			
Cost of Goods			
Merchandise Purchases	61,356.94	66,838.86	-8.20
Merchandise Early Payment Di...	-865.54	-2,040.57	-57.58
Food Purchases	47,840.73	50,941.35	-6.09
L/C/W Purchases	28,973.03	21,249.42	36.35
Beer Purchases	11,379.33	14,673.26	-22.45
Beverage Purchases	7,085.11	8,233.70	-13.95
Snack Purchases	2,240.57	1,191.82	88.00
Freight	2,068.08	3,471.95	-40.43
Total Cost of Goods Sold	160,078.25	164,559.79	-2.72

May 27, 2019

May 27, 2019

Dawson Creek Golf Club

Comparative Income Statement - Comparative Income Statement - YTD to Last Year

R-5

	Actual 01/01/17 to 31/12/17	Actual 01/01/18 to 31/12/18	Percent
Operation Expenses			
Accounting & Legal	11,760.88	12,530.81	-6.14
Advertising	714.10	-532.55	-234.09
Bad Debts	2,307.39	0.00	0.00
Chem/Seed/Fert	30,588.10	27,810.45	9.99
Club Functions Expense	857.08	1,233.86	-30.54
DCAA Lease Cost	10,000.00	10,000.00	0.00
Depreciation Expense	71,712.02	0.00	0.00
Fuel	14,910.89	17,170.14	-13.16
Golf Cart Expense	2,065.84	0.00	0.00
Improvements - Course	0.00	3,810.00	-100.00
Insurance/Lic/Dues/Tax	15,454.16	15,991.75	-3.36
Interest & Bank Charges	14,815.62	15,327.89	-3.34
Interest on Long Term Debt	1,593.39	1,293.11	23.22
Irrigation Parts	3,659.32	3,192.25	14.63
Meals/Meetings Expenses	0.00	211.44	-100.00
Membership Affiliation	11,937.25	10,440.83	14.33
Office Expenses	6,742.99	3,889.58	73.36
Professional Development	977.00	1,143.50	-14.56
Rentals - Equipment	28,082.64	3,350.65	738.13
Repairs & Maintenance - Groun...	3,004.81	16,610.81	-81.91
Repairs & Maintenance - Buildi...	17,420.86	14,479.60	20.31
Repairs & Maintenance - Equip...	22,342.35	34,716.34	-35.64
Soil/Sand/Gravel	8,030.90	3,847.94	108.71
Supplies	23,028.51	20,580.74	11.89
Telephone	8,748.49	8,024.52	9.02
Travel	7,421.74	15,007.46	-50.55
Utilities: Nat. Gas	3,208.64	3,729.96	-13.98
Utilities: BC Hydro	17,379.37	17,772.82	-2.21
Utilities: Water/Sewer/Garbage	5,089.04	4,952.59	2.76
Utilities: Alarm Monitor	600.00	600.00	0.00
Utilities: Other	1,341.63	1,579.82	-15.08
Utilities: Total	27,618.68	28,635.19	-3.55
Total Operation Expenses	345,795.01	268,766.31	28.66
Payroll Expenses			
Wages	265,227.91	301,099.44	-11.91
Commissions/Tips/Allowances	10,019.40	17,713.78	-43.44
Subcontract	93,144.48	89,153.42	4.48
EI Expense	4,716.17	6,641.61	-28.99
CPP Expense	10,622.99	11,740.43	-9.52
WCB Expense	2,549.72	2,240.14	13.82
Employee Benefits	6,669.58	5,405.44	23.39
Total Payroll Expenses	392,950.25	433,994.26	-9.46
Clearing			
Bookkeeper's Clearing	0.00	-24.70	-100.00
Total Clearing	0.00	-24.70	-100.00

May 27, 2019

May 27, 2019

Dawson Creek Golf Club**Comparative Income Statement - Comparative Income Statement - YTD to Last Year****R-5**

	Actual 01/01/17 to 31/12/17	Actual 01/01/18 to 31/12/18	Percent
TOTAL EXPENSE	898,823.51	867,295.66	3.64
NET INCOME	-3,733.63	59,546.61	-106.27

May 27, 2019

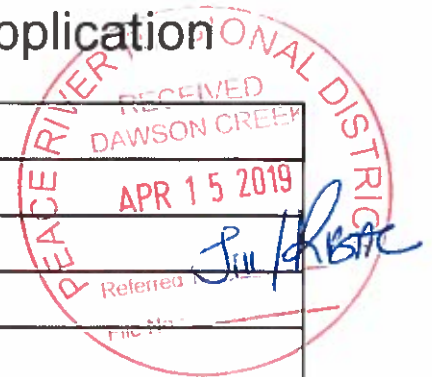
May 27, 2019



PEACE RIVER REGIONAL DISTRICT FAIR SHARE Electrical Extension Grant Application

R-6

Applicant (Customer) Information	
Property Owner Name	John Kearns
Mailing Address	PO Box 3116 Chetwynd BC
	V0C 1J0
Telephone Number	250-407-1447
Legal Description	Lot A District Lot 266 Peace River District Plan EPP54489
Electoral Area served	E
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to BC Hydro.	
Signature of Applicant (Customer) <i>[Signature]</i>	
Date April 15/2019	



Funding assistance will be limited to hydro main line extension costs (including GST) on public maintained roads to serve residential customers (excluding subdivisions).	\$ 17,608
Minus	\$ 1,000
Difference	\$16,608 A
Line A \$16,608 x 50% =	\$8,304 B
Maximum Grant	\$ 4,000 C
Lesser of B and C (Grant requested)	\$ 4,000 D

For BC Hydro Use Only Application completed by	
BC Hydro Representative name: Shelby Montgomery	Phone Number: 250-795-3066
BC Hydro Reference No. 4224079	
Date April 10 2019	
For Regional District Use Only	
Approved by Electoral Area Director	Date Initials
Date cheque released to applicant (customer)	
Approved by RBAC	

April 25, 2019 - Verified by Staff:
- property located in Electoral Area E at 5674 Wabi Estates
- Applicant has not received prior funding for Electrical Extension

[Signature]

May 27, 2019

May 27, 2019



PEACE RIVER REGIONAL DISTRICT

FAIR SHARE

Electrical Extension Grant Application

R-7

Applicant (Customer) Information	
Property Owner Name	Riley James Nikirk
Mailing Address	P.O Box 2395 Chetwynd BC V0C 1J0
Telephone Number	250-788-5228
Legal Description	Lot 3 District lot1909 Peace River District PL EPP56980
Electoral Area served	E
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to BC Hydro.	
Signature of Applicant (Customer)	
Date	APRIL 16/19

Funding assistance will be limited to hydro main line extension costs (including GST) on public maintained roads to serve residential customers (excluding subdivisions).	\$ 37,843.00
Minus	\$ 1,000
Difference	\$36,843.00 A
Line A \$36,843.00 x 50% =	\$18,421.50 B
Maximum Grant	\$ 4,000 C
Lesser of B and C (Grant requested)	\$ 4,000 D

For BC Hydro Use Only	
Application completed by	
BC Hydro Representative name: Shelby Montgomery	Phone Number: 250-795-3066
BC Hydro Reference No.	D-0004181063
Date:	March 19 2019
For Regional District Use Only	
Approved by Electoral Area Director	Date Initials
Date cheque released to applicant (customer)	
Approved by RBAC	

April 25, 2019 - Verified by staff:

- property located in Electoral Area E at 5498 Embree Road
- Applicant has not received prior funding for Electrical Extension

May 27, 2019

May 27, 2019



PEACE RIVER REGIONAL DISTRICT

FAIR SHARE

Electrical Extension Grant Application

R-7

Applicant (Customer) Information	
Property Owner Name	Riley James Nikirk
Mailing Address	P.O Box 2395 Chetwynd BC V0C 1J0
Telephone Number	250-788-5228
Legal Description	Lot 3 District lot1909 Peace River District PL EPP56980
Electoral Area served	E
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to BC Hydro.	
Signature of Applicant (Customer)	
Date	APRIL 16/19

Funding assistance will be limited to hydro main line extension costs (including GST) on public maintained roads to serve residential customers (excluding subdivisions).	\$ 37,843.00
Minus	\$ 1,000
Difference	\$36,843.00 A
Line A \$36,843.00 x 50% =	\$18,421.50 B
Maximum Grant	\$ 4,000 C
Lesser of B and C (Grant requested)	\$ 4,000 D

For BC Hydro Use Only	
Application completed by	
BC Hydro Representative name: Shelby Montgomery	Phone Number: 250-795-3066
BC Hydro Reference No.	D-0004181063
Date:	March 19 2019
For Regional District Use Only	
Approved by Electoral Area Director	Date Initials
Date cheque released to applicant (customer)	
Approved by RBAC	

April 25, 2019 - Verified by staff:

- property located in Electoral Area E at 5498 Embree Road
- Applicant has not received prior funding for Electrical Extension

May 27, 2019

May 27, 2019



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION

Name of Organization: North Peace Historical Society	Date: January 30, 2019
Contact: Caty Virostek	Phone: 250-787-0430
Mailing Address: 9323 100th Street, Fort St. John, B.C. V1J 4N4	
Email: fsjnpmuseum@fsjmail.com	Fax: n/a

PROJECT TO PROVIDE FUNDS

Year Funds Granted: 2018	Have you completed this project? Yes
Current Project Description: (project for which funds were originally applied for) The North Peace Historical Society (NPHS) requested funds for replacing the windows and installing a door in the historic Allen Homestead House on the grounds of the Fort St. John North Peace Museum as well as chinking the walls. The house was missing a door and the windows were in poor shape. All were replaced and the walls were chinked to further protect the house's interior from the elements. The NPHS also asked for funds to replace the worn wooden shingle roof on the Chapel of the Holy Cross with a more protective cedar shingle roof. We have completed this project and have \$2,677.17 remaining.	
Amount Granted: \$17,000.00	Amount to Reallocate: \$2,677.17

PROJECT TO RECEIVE REALLOCATED FUNDS

TOTAL Cost of New Project: \$1,500.00
Proposed New Project/Operational Expense: (reason for request and description of project, project budget) In 2019 we are applying for funds for new, higher quality temporary museum exhibit walls. This would allow us to update the old exhibit panels along those walls. We are asking to use part of the funds leftover from 2018 for materials for new signage along the temporary museum exhibit walls. We will design the new exhibit panels ourselves and send them out for printing and mounting onto foamcore for display. The pricing on Staples' website for new 24" x 36" panels printed and mounted onto foamcore came to \$73.84 per panel (with tax). We would like to have approximately 20 panels of this size printed through Staples and the total cost for those panels (with tax) comes to \$1,476.80. We are requesting slightly more than the quote in case of changing costs for the panels. I am attaching pricing information from Staples for one of the 24"x 36" panels for an idea of the cost.

FOR OFFICE USE ONLY

Funds Remaining: (showing last 3 years)	Current Project Name: Reroof Chapel, Allen Homestead House - doors, windows, re-chink siding.	Amount Available = \$2,677.17
	2017 Project Name: Roof Improvements - Allen Homestead House	Amount Available = \$ 0.00
	2016 Project Name: Relocate Allen Homestead House	Amount Available = \$ 0.00
	Total Unused Funds = \$2,677.17	

RECOMMENDATION:

That the Rural Budgets Administration Committee approve the funding amendment request from North Peace Historical Society and authorize the reallocation of \$2,677.17 from their remaining 2018 GIA allocation to go towards the purchase of signs for the museum exhibit walls.

RATIONALE:

North Peace Historical Society (NPHS) would like to use their unspent 2018 GIA towards the purchase of 20 display signs for the temporary wall exhibits in the museum. This will support the proposed 2019 GIA to replace the temporary wall exhibits with permanent structures the same signs will be used. All 2018 projects were completed under budget. This request meets the criteria of the GIA policy, Section 12 Funding Amendments.

May 27, 2019

May 27, 2019

[Signature]

staples



How your orders will arrive

In-store pick-up

Store# 303 9600 93rd Avenue Fort St. John, BC V1J 5Z2

Change

1 Regular pick-up Items

[see timing info](#)

Scroll below to review

In-Store Pick-Up items

303 9600 93rd Avenue, Fort St. John, BC V1J 5Z2

1 Items for regular pick-up In-store [see timing info](#)

	Item 24" x 36" - Mock Panel- page-001.jpg Quantity: 1	Details 3/16" Foam Core Mounting with Lamination 24x36 poster matts Poster, Colour Total item price: \$65.83
---	---	---

Complete



Back



R-9

PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION

Name of Organization: Click here to enter text	KISKATINAW FALL FAIR ASSOCIATION	Date: Click here to enter text	FEB 06 2019
Contact: Click here to enter text	FAYE SALISBURY	Phone: Click here to enter text	250-843-7567
Mailing Address: Click here to enter text	BOX 34 PROGRESS BC	VOC 2ED	
Email: Click here to enter text	grandmasal50@gmail.com	Fax: Click here to enter text	N/A

PROJECT TO PROVIDE FUNDS

Year Funds Granted: Click here to enter text	2017	Have you completed this project? Click here to enter text	NO
--	------	---	----

Current Project Description: (project for which funds were originally applied for)

Click here to enter text. WE HAD ORIGINALLY PLANNED ON PURCHASING PORTABLE BLEACHERS TO BE USED FOR THE LIVESTOCK RING AS THE WOODEN ONES WERE ROTTEN. HOWEVER IT TURNS OUT THEY ARE MORE EXPENSIVE THAN WE THOUGHT. WE USED MOST OF OUR 2017 GRANT FOR INSURANCE AND FAIR OPERATIONS

Amount Granted: Click here to enter text	\$9,915.15	Amount to Reallocate: Click here to enter text	\$2,433.11
--	------------	--	------------

PROJECT TO RECEIVE REALLOCATED FUNDS

TOTAL Cost of New Project: Click here to enter text	UP TO 2433.11
---	---------------

Proposed New Project/Operational Expense: (reason for request and description of project, project budget)

Click here to enter text. WE WOULD LIKE TO PURCHASE THE NECESSARY LUMBER, POLES, HARDWARE TO BUILD NEW HORSE JUMPS. WE WILL BUILD THEM OURSELVES. HORSE JUMPS WERE IN OUR 2018 PLAN, BUT MOST OF OUR GRANT WENT TO PUTTING ON THE FAIR

FOR OFFICE USE ONLY

Funds Remaining: (showing last 3 years)	Current Project Name:	Amount Available =	\$955.42
	2017 Project Name: Operations, Fair, banners, baffles, bleachers	Amount Available =	\$2,433.11
	2016 Project Name: Operations, pens, fencing, reno office building	Amount Available =	\$0
Total Unused Funds =			\$3,388.53

RECOMMENDATION:

That the Rural Budgets Administration Committee approve the funding amendment from Kiskatinaw Fall Fair Association and authorize the reallocation of \$2,433.11 from the unused portion of their 2017 Grants-in-Aid allocation to assist with building horse jumps.

RATIONALE:

In 2017 Kiskatinaw Fall Fair Association received a GIA allocation in the amount of \$9,915.15 to assist with general operational costs, fair expenses the purchase of banners, baffles and bleachers. As a result of the 2017 funding allocation amount, the association prioritized their projects and decided to cancel the purchase of banners and baffles that year, and as indicated above, the bleacher project is not moving forward as the cost is too expensive to continue, resulting in \$2,433.112 in unspent funds. The horse jumps were part of the 2018 GIA project however, after expenses for operations and the annual fair were claimed, only \$955.42 remains in their funding allocation which is insufficient to support the horse jump project that was estimated to cost \$2,500. This request meets the criteria of the GIA policy, Section 14 Funding Amendments.

May 27, 2019

May 27, 2019



REPORT

To: Rural Budgets Administration Committee

Date: March 27, 2019

From: Trish Morgan, General Manager Community Services

Subject: Grant Request – Norther Brain Injury Association

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve the request for sponsorship, in the amount of \$500, from Northern Brain Injury Association to assist with their road safety survey campaign in Dawson Creek, Fort St. John and Chetwynd; further, that it be payable in equal amounts of \$125 from each Electoral Area B, C, D and E BCR/PRA funds.

BACKGROUND/RATIONALE:

Each year, the Northern Brain Injury Association conducts road safety surveys in communities across Northern BC. The surveys are conducted over three days, morning and evening for two days each week, and one weekend day. The results identify specific unsafe road use behaviors, which are then used to enhance safety awareness in hopes of decreasing the risk of brain injuries northern communities. The Society has a small office located in Dawson Creek, but are based out of Prince George.

In 2018, the Society applied to the Regional Board but their request could not be supported as there was no funding category; however, this year the Society has applied directly to the Rural Budgets Administration Committee. Note, a grant was approved by the Rural Budgets Administration Committee at the June 21, 2018 meeting as per the resolution below:

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

They are a registered not-for-profit society in good standing with the *Societies Act*. The Society did state that they applied to both the City of Fort St. John and the City of Dawson Creek seeking sponsorship but have had no response.

ALTERNATIVE OPTIONS:

1. That the Rural Budget Administration Committee respectfully deny the request for sponsorship in the amount of \$500 from the Northern Brain Injury Association, to assist with their road safety survey campaign taking place over the summer months in Dawson Creek, Chetwynd and Fort St. John.
2. That the Rural Budgets Administration Committee provide further direction.

May 27, 2019

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

May 27, 2019

STRATEGIC PLAN RELEVANCE:

FINANCIAL CONSIDERATION(S):

The balances of the BCR/PRA fund for each Electoral Area are as follows:

Area B	\$56,433.59
Area C	\$46,344.79
Area D	\$25,743.40
Area E	\$43,454.05

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application

May 27, 2019



R-10
1070 Fourth Avenue
Prince George, BC, V2L 3J1
Phone: 866-979-HOPE (4673)
Phone: 250-564-2447
Fax: 250.564.6928
www.nbia.ca

RBA C

January 28, 2019

Peace River Regional District

Attn: Rural Budgets Administration Committee

PO Box 810

1981 Alaska Ave

Dawson Creek, BC V1G 4H8

To whom it may concern,

Thank you for your time and consideration for sponsoring this event, and for your generous sponsorship of our 2018 event.

Northern Brain Injury Association (NBIA) is seeking a partner to sponsor an important event your community early this summer. We have been established in your community for several years. Please review the attached letter for details, and our website at [www. http://nbia.ca/safety-counts-project/](http://nbia.ca/safety-counts-project/) to view copies of current and past road safety reports (a hard copy is included for your reading pleasure).

Respectfully

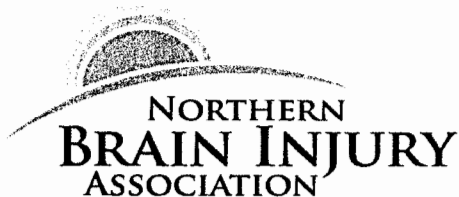
Ryan Challen

Community Coordinator

Northern Brain Injury Association (NBIA)

May 27, 2019

May 27, 2019



R-10
1070 Fourth Avenue
Prince George, BC, V2L 3J1
Phone: 866-979-HOPE (4673)
Phone: 250-564-2447
Fax: 250.564.6928
www.nbia.ca

Sponsorship Opportunity

Every year since 2009 the Northern Brain Injury Association (NBIA) has conducted road safety surveys in communities across northern BC to identify unsafe road use behaviors, such as failing to stop at stop signs, distracted drivers/pedestrians, traffic violations and unsafe cycling issues.

We're writing to you specifically because, for the very first time, we're providing an exciting and mutually rewarding opportunity for local businesses to participate as safety survey funding partners. We're doing this to help us increase the number of communities surveyed, and to decrease risk of injury to northern community members through enhanced safety awareness.

It's a win-win opportunity! The NBIA provides all the coordination and required equipment, such as data collection sheets, detailed instructions, and complete training for participants. The NBIA then works with local organizations to solicit volunteers to facilitate the surveys, and your business will gain recognition as a local safety champion. You only need to provide the funding amount.

The annual surveys are conducted over three days; twice per day (morning and evening) for two days during the week; and one weekend day (morning and evening), to better profile average traffic patterns.

The cost of sponsorship per community is \$500.00 per year. In return for sponsor generosity and commitment to public safety, sponsors will be acknowledged in the annual report that's provided free of charge to interested parties, such as the RCMP, ICBC, and local government/regional districts while also being advertised on the NBIA's website, and on related promotional materials.

To recap, your \$500.00 donation will receive a charitable tax donation receipt, your logo and name will be included as acknowledgement for being a community safety sponsor and partner in all reports and promotional materials pertaining to the community, while also receiving public recognition on the NBIA's website, press releases and social media.

For more information about this amazing chance to increase safety awareness and your business profile, please call our Community Coordinator, Ryan Challen, by email at ryan.challen@nbia.ca, by phoning our toll-free number at 1-866-979-4673, or by calling the direct phone line at 250-562-4673. Thank you.

May 27, 2019

May 27, 2019

**GRANT APPLICATION FORM**

Society #:

Community Club or Group Name:

Mailing Address:

City: Postal Code:

Civic Address:

Contact Person: Alternate Person:

Tel: Tel:

Fax: Fax:

Email: Email:

CLUB EXECUTIVES

President:

Vice President:

Treasurer:

PROJECT COSTS

Total Cost of Project:

Amount Requested per

For how many years? 1 yr 2 yrs 3 yrs

Describe the project for which your organization is requesting a grant and the reason for your request.
If more space is needed, please add it as an attachment to your application.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:**Date:*****For Office Use Only***

Fair Share: B o C o D o E o
PRA: B o C o D o E o
BCR/PRA: B o C o D o E o

Gas Tax: o
Other: o _____

PLEASE REPLY TO:

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

May 27, 2019**May 27, 2019**

Northern Brain Injury Association (NBIA) is seeking a grant to assist us to conduct road safety counts in several communities that you serve.

Every year since 2009 the Northern Brain Injury Association (NBIA) has conducted road safety surveys in communities across northern BC to identify unsafe road use behaviors, such as failing to stop at stop signs, distracted drivers/pedestrians, traffic violations and unsafe cycling issues.

We're writing to you specifically because, for the very first time, we're providing an exciting and mutually rewarding opportunity for local businesses to participate as safety survey funding partners. We're doing this to help us increase the number of communities surveyed, and to decrease risk of injury to northern community members through enhanced safety awareness.

It's a win-win opportunity! The NBIA provides all the coordination and required equipment, such as data collection sheets, detailed instructions, and complete training for participants. The NBIA then works with local organizations to solicit volunteers to facilitate the surveys, and your business will gain recognition as a local safety champion. You only need to provide the funding amount.

The annual surveys are conducted over three days; twice per day (morning and evening) for two days during the week; and one weekend day (morning and evening), to better profile average traffic patterns.

The cost of sponsorship per community is \$500.00 per year. In return for sponsor generosity and commitment to public safety, sponsors will be acknowledged in the annual report that's provided free of charge to interested parties, such as the RCMP, ICBC, and local government/regional districts while also being advertised on the NBIA's website, and on related promotional materials.

Your logo and name will be included as acknowledgment for being a community safety sponsor and partner in all reports and promotional materials pertaining to the community, while also receiving public recognition on the NBIA's website, press releases and social media.

May 27, 2019

May 27, 2019

North East British Columbia Road Safety Counts 2019 Budget

Expenses	Cost
Ft St John Safety count 6 sessions at 1.5 hrs per session	\$45.00 per hour (one staff and one assistant salary) 9 hours total – total cost \$405.00
Dawson Creek Safety count 6 sessions at 1.5 hrs per session	\$45.00 per hour (one staff and one assistant salary) 9 hours total – total cost \$405.00
Chetwynd Safety count 6 sessions at 1.5 hrs per session	\$45.00 per hour (one staff and one assistant salary) 9 hours total – total cost \$405.00
Travel costs – Dawson Creek to Ft St John and Chetwynd return six times	1200 km @ .50 per km, total travel costs \$600.00
	Total cost = \$1815.00
BC Brain Injury Alliance funding	\$1315.00
Peace River Regional District	\$500.00

May 27, 2019

May 27, 2019

Northern Brain Injury Association
Income Statement
For the 1 month ending December 31, 2018

R-10

Administration

Account	Income				
	31-12-18	Budget Month	Actual YTD	Budget YTD	Variance
Government					
Government total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Government					
3000 Admin Revenue	2,600.00	2,600.00	31,200.00	31,200.00	0.00
3120 Donations	0.00	0.00	18.00	0.00	18.00
3210 Direct Access	53.08	0.00	53.08	0.00	53.08
3410 Northern Health Grant	492.66	1,492.50	5,568.94	17,910.00	(12,341.06)
3800 Private Contracts	0.00	0.00	7,086.40	0.00	7,086.40
3900 Donations (Receipted)	0.00	0.00	500.00	0.00	500.00
3920 Reimbursements	0.00	0.00	2,160.00	0.00	2,160.00
Non-Government total	\$3,145.74	\$4,092.50	\$46,586.42	\$49,110.00	(\$2,523.58)
Total income	\$3,145.74	\$4,092.50	\$46,586.42	\$49,110.00	(\$2,523.58)
Expenses					
Programme Costs					
4140 Audit & Legal	339.00	391.67	5,348.75	4,700.00	648.75
4170 Rent	10.00	75.00	240.00	900.00	(660.00)
4180 Depreciation	33.00	41.63	396.00	500.00	(104.00)
4230 Events	0.00	0.00	219.16	0.00	219.16
4235 Contracted Services	0.00	0.00	2,569.16	0.00	2,569.16
Programme Costs total	\$382.00	\$508.30	\$8,773.07	\$6,100.00	\$2,673.07
Facility Costs					
4220 Program Costs	0.00	75.00	318.20	900.00	(581.80)
Facility Costs total	\$0.00	\$75.00	\$318.20	\$900.00	(\$581.80)
Transportation Costs					
Transportation Costs total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staffing Costs					
4400 Wages	1,586.00	2,164.04	26,276.09	25,969.00	307.09
4410 Vacation Pay Expense	103.35	28.00	597.42	336.00	261.42
4440 CPP Expense	138.04	19.50	1,140.83	234.00	906.83
4450 EI Expense	66.95	10.25	738.51	123.00	615.51
4460 WCB Expenses	23.57	4.00	228.94	48.00	180.94
Staffing Costs total	\$1,917.91	\$2,225.79	\$28,981.79	\$26,710.00	\$2,271.79
Administration Costs					
4120 Bank Charges	80.54	58.37	972.59	700.00	272.59
4130 Insurance	13.11	16.67	117.99	200.00	(82.01)
4135 Utilities-North East	0.00	0.00	0.12	0.00	0.12
4470 Memberships & Subscriptions	4.24	0.00	111.50	0.00	111.50
4150 Accounting	590.00	1,208.37	6,336.48	14,500.00	(8,163.52)
Administration Costs total	\$687.89	\$1,283.41	\$7,538.68	\$15,400.00	(\$7,861.32)
Total expenses	\$2,987.80	\$4,092.50	\$45,611.74	\$49,110.00	(\$3,498.26)
Net Gain (Loss)	\$157.94	\$0.00	\$974.68	\$0.00	\$974.68

May 27, 2019

May 27, 2019

Northern Brain Injury Association
Income Statement
For the 1 month ending December 31, 2018

R-10

Client Services

Account	Income				
	31-12-18	Budget Month	Actual YTD	Budget YTD	Variance
Government					
Government total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Government					
3120 Donations	97.43	84.00	1,152.97	1,008.00	144.97
3210 Direct Access	1,444.35	1,610.00	14,397.50	19,320.00	(4,922.50)
3215 Brain Injury Alliance	7,147.00	7,500.00	86,729.54	90,000.00	(3,270.46)
3390 United Way	233.34	291.63	3,387.36	3,500.00	(112.64)
3410 Northern Health Grant	2,124.00	1,124.06	31,314.50	13,488.39	17,826.11
3800 Private Contracts	1,065.00	403.35	16,191.45	4,840.00	11,351.45
3920 Reimbursements	0.00	0.00	12.62	0.00	12.62
Non-Government total	\$12,111.12	\$11,013.04	\$153,185.94	\$132,156.39	\$21,029.55
Total income	\$12,111.12	\$11,013.04	\$153,185.94	\$132,156.39	\$21,029.55
Expenses					
Programme Costs					
4170 Rent	1,012.45	365.00	8,606.25	4,380.00	4,226.25
4175 Health and Safety	0.00	10.00	34.15	120.00	(85.85)
4230 Training and Development	525.00	0.00	545.31	0.00	545.31
4235 Contracted Services	0.00	0.00	1,042.80	0.00	1,042.80
4240 Travel	357.96	500.00	7,321.02	6,000.00	1,321.02
Programme Costs total	\$1,895.41	\$875.00	\$17,549.53	\$10,500.00	\$7,049.53
Facility Costs					
4110 Phone - Teleconference	637.35	483.37	7,064.14	5,800.00	1,264.14
4220 Program Costs	42.19	416.63	3,703.46	5,000.00	(1,296.54)
4222 Remote Case Management	0.00	333.32	2,624.80	4,000.04	(1,375.24)
Facility Costs total	\$679.54	\$1,233.32	\$13,392.40	\$14,800.04	(\$1,407.64)
Transportation Costs					
Transportation Costs total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staffing Costs					
4400 Wages Community Services	7,101.39	6,410.64	90,679.33	76,927.35	13,751.98
4410 Vacation Pay - Community Servic	639.30	50.00	8,561.18	600.00	7,961.18
4420 Business Insurance-Employee	0.00	0.00	1,021.56	0.00	1,021.56
4440 CPP Expense- Community Servic	381.15	42.00	4,956.19	504.00	4,452.19
4450 EI Expense - Community Services	199.96	17.92	1,660.39	215.00	1,445.39
4460 WCB Community Services	71.05	7.00	746.19	84.00	662.19
Staffing Costs total	\$8,392.85	\$6,527.56	\$107,624.84	\$78,330.35	\$29,294.49
Administration Costs					
4000 Program Administration	1,141.40	1,138.87	13,697.00	13,666.00	31.00
4130 Insurance - Terrace/Kitimat/Quesn	39.51	50.00	730.59	600.00	130.59
4160 Technology & Website	178.10	41.66	774.07	500.00	274.07
4165 North-East Rehab Centre Expens	0.00	1,146.63	769.15	13,760.00	(12,990.85)
Administration Costs total	\$1,363.25	\$2,377.16	\$16,082.31	\$28,526.00	(\$12,443.69)
Total expenses	\$12,331.05	\$11,013.04	\$154,649.08	\$132,156.39	\$22,492.69
Net Gain (Loss)	(\$219.93)	\$0.00	(\$1,463.14)	\$0.00	(\$1,463.14)

May 27, 2019

May 27, 2019

Northern Brain Injury Association
Income Statement
For the 1 month ending December 31, 2018

R-10

Community Education

Account	Income				
	31-12-18	Budget Month	Actual YTD	Budget YTD	Variance
Government					
Government total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Government					
3120 Donations	1,000.00	8.37	1,809.70	100.00	1,709.70
3200 ICBC	0.00	0.00	2,500.00	0.00	2,500.00
3210 Direct Access	711.40	1,250.00	11,820.75	15,000.00	(3,179.25)
3215 Brain Injury Alliance	3,211.34	3,679.13	47,420.46	44,150.00	3,270.46
3390 United Way	599.99	750.00	8,045.96	9,000.00	(954.04)
3410 Northern Health Grant	4,167.00	4,060.00	42,919.50	48,720.00	(5,800.50)
3500 Injury Prevention Presentations	0.00	20.00	0.00	240.00	(240.00)
3800 Private Contracts	20.00	0.00	980.00	0.00	980.00
Non-Government total	\$9,709.73	\$9,767.50	\$115,496.37	\$117,210.00	(\$1,713.63)
Total income	\$9,709.73	\$9,767.50	\$115,496.37	\$117,210.00	(\$1,713.63)
Expenses					
Programme Costs					
4170 Rent	565.00	375.00	9,333.75	4,500.00	4,833.75
4180 Depreciation	50.00	83.37	600.00	1,000.00	(400.00)
4230 Training and Development	525.00	0.00	525.00	0.00	525.00
4235 Contracted Services	120.00	100.00	912.68	1,200.00	(287.32)
4240 Travel	0.00	41.67	183.55	500.00	(316.45)
Programme Costs total	\$1,260.00	\$600.04	\$11,554.98	\$7,200.00	\$4,354.98
Facility Costs					
4110 Phone - Teleconference	109.86	83.37	1,056.85	1,000.00	56.85
4220 Program Costs	0.00	416.63	4,620.84	5,000.00	(379.16)
4222 Remote Case Management	20.00	0.00	20.00	0.00	20.00
Facility Costs total	\$129.86	\$500.00	\$5,697.69	\$6,000.00	(\$302.31)
Transportation Costs					
Transportation Costs total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staffing Costs					
4400 Wages	2,362.10	6,590.83	76,400.21	79,090.00	(2,689.79)
4410 Vacation Pay Expense	45.54	405.00	2,666.08	4,860.00	(2,193.92)
4440 CPP Expense	185.90	220.00	3,187.15	2,640.00	547.15
4450 EI Expense	92.43	277.00	2,440.42	3,324.00	(883.58)
4460 WCB Expenses	32.81	33.00	702.33	396.00	306.33
Staffing Costs total	\$2,718.78	\$7,525.83	\$85,396.19	\$90,310.00	(\$4,913.81)
Administration Costs					
4000 Program Administration	834.60	1,050.00	11,263.00	12,600.00	(1,337.00)
4130 Insurance	39.51	50.00	355.59	600.00	(244.41)
4135 Utilities - North East	0.00	0.00	(0.12)	0.00	(0.12)
4160 Technology & Website	178.10	41.63	482.44	500.00	(17.56)
4165 North-East Rehab Centre Expens	0.00	0.00	0.12	0.00	0.12
Administration Costs total	\$1,056.45	\$1,141.63	\$12,212.53	\$13,700.00	(\$1,487.47)
Total expenses	\$5,165.09	\$9,767.50	\$114,861.39	\$117,210.00	(\$2,348.61)
Net Gain (Loss)	\$4,544.64	\$0.00	\$634.98	\$0.00	\$634.98

May 27, 2019

May 27, 2019

Northern Brain Injury Association
Income Statement
For the 1 month ending December 31, 2018

R-10

NBIA CARES

Account	Income				
	31-12-18	Budget Month	Actual YTD	Budget YTD	Variance
Government					
Government total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Government					
3430 Solicitor Genral Grants - NBIA CA	6,250.00	4,687.00	56,250.00	56,250.00	0.00
Non-Government total	\$6,250.00	\$4,687.00	\$56,250.00	\$56,250.00	\$0.00
Total income	\$6,250.00	\$4,687.00	\$56,250.00	\$56,250.00	\$0.00
Expenses					
Programme Costs					
4170 Rent	160.05	0.00	2,790.00	0.00	2,790.00
4230 Events	0.00	281.00	0.00	3,375.00	(3,375.00)
4235 Contracted Services	240.00	0.00	826.00	0.00	826.00
4240 Travel	11.30	125.00	2,973.17	1,500.00	1,473.17
Programme Costs total	\$411.35	\$406.00	\$6,589.17	\$4,875.00	\$1,714.17
Facility Costs					
4110 Phone - Teleconference	10.67	6.00	92.36	75.00	17.36
4220 Program Costs	0.00	31.25	1,270.65	375.00	895.65
4221 Posters & Videos	0.00	187.00	0.00	2,250.00	(2,250.00)
4222 Remote Case Management	0.00	312.50	0.00	3,750.00	(3,750.00)
Facility Costs total	\$10.67	\$536.75	\$1,363.01	\$6,450.00	(\$5,086.99)
Transportation Costs					
Transportation Costs total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staffing Costs					
4400 Wages	2,285.88	2,827.50	19,046.47	33,930.00	(14,883.53)
4410 Vacation Pay Expense - NBIA CA	0.00	169.00	532.66	2,025.00	(1,492.34)
4440 CPP Expense - NBIA CARES	69.31	129.00	805.75	1,548.00	(742.25)
4450 EI Expense - NBIA CARES	35.09	54.00	415.54	648.00	(232.46)
4460 WCB Expense - NBIA CARES	12.69	27.00	174.46	324.00	(149.54)
Staffing Costs total	\$2,402.97	\$3,206.50	\$20,974.88	\$38,475.00	(\$17,500.12)
Administration Costs					
4000 Program Administration	624.00	469.00	6,240.00	5,625.00	615.00
4130 Insurance	32.87	31.25	295.83	375.00	(79.17)
4160 Technology & Website	17.94	3.07	59.23	37.50	21.73
4165 North-East Rehab Centre Expens	0.00	34.43	16.40	412.50	(396.10)
Administration Costs total	\$679.05	\$537.75	\$6,722.96	\$6,450.00	\$272.96
Total expenses	\$3,504.04	\$4,687.00	\$35,650.02	\$56,250.00	(\$20,599.98)
Net Gain (Loss)	\$2,745.96	\$0.00	\$20,599.98	\$0.00	\$20,599.98

May 27, 2019

May 27, 2019



REPORT

To: Rural Budgets Administration Committee

Date: May 14, 2019

From: Paulo Eichelberger, General Manager of Environmental Services

Subject: Rolla Sewer Funding Request for Necessary Repairs

RECOMMENDATION #1:

That the Rural Budgets Administration Committee (RBAC) approve the transfer of \$15,120 from the Peace River Agreement (PRA) Fund for Electoral Area D to address necessary emergency repairs to the Rolla Sewer System for 2019, which have recently arisen by:

- a) Increasing revenue by raising the PRA reserve budget line to \$15,120; and
- b) Increasing expenses by raising the Sewer Operations line by \$15,120; and
- c) Amending the 2019 Rolla Sewer budget accordingly.

BACKGROUND/RATIONALE:

Minimal maintenance of the subsurface waste water system at the Rolla Sewer facility lift station has been conducted as a result of historically low staffing resources. As per the current condition of the infrastructure and operational repairs that have been occurring since March of this year, it has become apparent that several immediate repairs and upgrades, directly related to the pump lift station infrastructure, are required to ensure continuity and functionality of the system.

This system functions with two separate pumps, both of which have jammed up and burnt out this spring. These malfunctions are directly contributed to an increase of gravel and rocks entering the system, and increasing torque loads, which then causes the current to ramp up and eventually burn out the pumps. In order to mitigate this contamination, a splash guard plate will need to be installed to redirect the debris away from the pump intake. This splash guard plate was planned for in the original plans when this system was constructed but was actually never installed. In addition to the splash guard plate, a removable screening catch basket will be added to the system to catch additional gravel and debris.

It has also been determined that the flapper style check valve on one of the pumps has failed. This then allows back flow from one pump into the other pump. The current check valve that was installed in the system has been deemed appropriate for oil and gas activities, not waste water use, thus the intention would be to replace the failed valve with the appropriate ball style check valve that comes with a 25 year warranty.

Staff Initials:

Dept. Head:

May 27, 2019

CAO:

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May 27, 2019

These repairs and upgrades include the following works and costs:

Summary of Issue	Materials/Work	Cost
Replacement of Pump 1 and 2	2 Pump purchases	\$7,000
Replacement of Check Valves	2 check valve purchases	\$2,600
Purchase Splash Guard and Catch Basket	Purchase of parts	\$1,000
Installation of equipment	Contracted Costs	\$2,000
	Contingency (20%)	\$2,520
	Total Costs:	15,120

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:**FINANCIAL CONSIDERATION(S):**

- The approved 2019 budget for Rolla Sewer has operational expenditures of \$5,500 and R&M expenditures of \$4,106. Current balances are \$5,000 and \$2,447, respectfully.
- Current Operating Reserves for the Rolla Sewer are \$7,395. We are able to draw this down to mitigate most of the costs of repairs ($\$5,000 + \$2,447 + \$7,395 = \$14,842$), however this will leave us still with a deficit and with our reserve depleted, which is not recommended.
- Current PRA Reserves are \$1,076,108 for Area D.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

May 27, 2019



REPORT

To: Rural Budgets Administration Committee

Date: May 22, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Grant Request - Cecil Lake Recreation Commission

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve a grant of \$1,600, payable from rural Gas Tax, to the Cecil Lake Recreation Commission for the purpose of replacing the community hall's hot water tank.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee approve a grant of \$1,500, payable from Area B Peace River Agreement Funds (Spending Item #8 - Year Round Recreation Facility Upgrades) to the Cecil Lake Recreation Commission for the purpose of replacing the exterior steps to the meeting room at the community hall.

BACKGROUND/RATIONALE:

The Cecil Lake Recreation Commission has submitted a grant application for a number of items to make improvements to the community hall. The grant application was planned to move forward to the June Rural Budgets Administration Committee (RBAC) however there are two items (the exterior steps by the meeting room and hot water tank) that the Commission would like to be considered as time sensitive in order to be replaced before the annual ball tournament taking place from June 7th to 9th.

The landscaping, lifting of steps on the east and west of the hall and handrails for the remaining projects will be brought forward to the June RBAC as some of these items will require a quote which has not yet been submitted. The total remaining value of the grant request is \$8,000.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee approve a grant to the Cecil Lake Recreation Commission as follows:
 - \$1,600, payable from rural Gas Tax, for the purpose of replacing the community hall's hot water tank, and
 - \$9,500, payable from Area B Peace River Agreement Funds (Spending Item #8 - Year Round Recreation Facility Upgrades) for the purpose of replacing the exterior steps to the meeting room, lifting the east and west steps, installing handrails and conduct necessary landscaping associated with these projects upon provision of a quote being provided for the landscaping.
2. That the Rural Budgets Administration Committee provide further direction.

Staff Initials:

Dept. Head:

Trish Morgan

CAO:

[Signature]

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May 27, 2019

STRATEGIC PLAN RELEVANCE:**FINANCIAL CONSIDERATION(S):**

As of April 2019 there was:

- \$3,717,941.62 in uncommitted Gas Tax funds
- \$1,741,842.57 in uncommitted Area B Peace River Agreement Funds

Cecil Lake Recreation Commission applied for \$102,250 in Recreational and Cultural Grants-in-Aid. At the April allocation meeting they were recommended to be allocated \$19,000. The report with the recommendations from all of the allocation meetings will be brought forward to the June RBAC.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

Attachments:

1. Grant application from Cecil Lake Recreation Commission



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: 50019875
Community Club or Group Name: Cecil Lake Recreation Commission
Mailing Address: Box 170
City: Cecil Lake B.C.
Club Address:
Contact Person: Vicki Hess
Tel: 250-793-6496
Fax:
Email: vickihess7@icloud.com

Postal Code: V0C 1G0

Alternate Person: Barbara Scobie
Tel: 250-785-3608
Fax:
Email: hoptect@telus.net

OFFICERS

President: Vicki Hess
Vice President: Barbara Scobie
Treasurer: Trudy Cote

PROJECT COSTS

Total Cost of Project: \$11,100.00
Amount Requested per: \$11,100.00

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

Describe the project for which your organization is requesting a grant and the reason for your request.
If more space is needed, please add it as an attachment to your application.

- We need to replace the hotwater tank @ a cost of \$1,600.00
- The steps by small meeting room door need to be replaced @ a cost of \$1,500.00
- We are putting handrails on the steps and wheelchair ramp. The area beside the wheel chair ramp needs resurfaced with gravel.
- Steps on East and West of hall needs lifted area by hall then needs sloped away from hall. This will keep moisture from getting under the hall.

ATTACHMENTS REQUIRED

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

Signature of Applicant: *Vicki Hess*

Date: May 9/2019

FOR OFFICE USE ONLY

Per Share: B O C O D O E O
PRA: B O C O D O E O
BCUPRA: B O C O D O E O

Gas Tax: ☐
Other: ☐

PLEASE REPLY TO:

☒ Box 110, 1981 Linda Ave, Dawson Creek, BC V1G 4H5 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9205 100 St, Fort St. John, BC V1J 4H4 Tel: (250) 785-0084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

Att: Jill Ricket

(Page 2)

Cecil Lake Recreation Commission
Society # Soc 19875

① The hot water tank is very old and burning the exterior of the tank. The tank is not efficient and is very old. \$1,600.00

② The steps by the single door of the meeting room is not safe and we need a new step to complete this area prior to handrailings. \$1,500.00

③ The area between the wheelchair ramp and the hall needs landscaped prior to putting in hand railings. This needs gravel and landscaping \$3,000.00

④ Before putting handrailings up we need to lift the concrete step on both east and west of the hall. We need to landscape and reset steps. The landscaping will prevent moisture from leaching under the building. This will cost about \$2,000.00 and will prevent the hall from getting moisture under it. After resetting steps we can install the hand railings for safety \$3,000.00

The total of these ④ projects - \$11,100.00

Thank you in advance for all your help and we hope to hear from you soon.

Thank you

Vicki Hess

250-793-6496

Page 1 of 3
Cecil Lake Recreation Commission

Attila Rickett

Karen Goodings

PRAD - Dawson Creek

250 - 784-3200

Thanks Vicki Hess

250-793-6496

Please contact me if you need more information.

After phoning around for 2 days this is the price I was quoted. I didn't ask for quotes because nothing was over \$2000. If I have to get them I will request them but was hoping to fast track. The hot water heater worries me and I feel that my requests are all safety and health issues.

Thanks

Vicki



REPORT

To: Rural Budgets Administration Committee

Date: May 23, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Grant to Assist with Regional Hose Lay Competition Banquet Hosted by CLFD

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve an Area C BC Rail grant of \$3,000 to assist the Charlie Lake Fire Department with the cost of hosting a banquet for the 2019 hose lay competition.

BACKGROUND/RATIONALE:

The Charlie Lake Fire Department (CLFD) is hosting the 2019 regional hose lay competition on May 31st to June 2nd. The CLFD Social Committee, who is organizing the event, would like to host a banquet for the seven departments taking part and are requesting a grant of \$3,000 to assist with the cost. The Charlie Lake Community Hall has donated the hall to the event and the remaining costs are being paid for through the Committee's funds.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee approve a grant of an Area C Fair Share grant of \$3,000 to assist the Charlie Lake Fire Department with the cost of hosting a banquet for the 2019 hose lay competition.
2. That the Rural Budgets Administration Committee deny the grant request to the Charlie Lake Fire Department.
3. That the Rural Budgets Administration Committee provide direction.

STRATEGIC PLAN RELEVANCE:

FINANCIAL CONSIDERATION(S):

As of April 2019, Area C had:

- \$46,344.79 in uncommitted BC Rail funds
- \$1,088,995.39 in uncommitted Fair Share funds

Funds for the CLFD Social Committee come from members donating their annual practice pay and minor donations received at events like car washes or open houses (e.g., fill the boot donations). Per the Social Committee standard operating guideline, the Committee cannot solicit for donations.

COMMUNICATIONS CONSIDERATION(S):

None.

Staff Initials:

Dept. Head:

T. Morgan

CAO:

[Signature]

Page 1 of 2

May 27, 2019

OTHER CONSIDERATION(S):

CLFD last hosted the regional hose lay competition in 2013. Going forward if the Social Committee would like to host the event in the future, they can make a request to staff prior to budgeting to include a portion of the funds in the CLFD budget for the Area Director's and Board's consideration.

Attachments:

1. May 23, 2019 email from Lt Brandon Rouble requesting funds for banquet

Trish Morgan

From: Ron Schildroth
Sent: Thursday, May 23, 2019 12:35 PM
To: Trish Morgan
Subject: FW: Hoselay

-----Original Message-----

From: Brandon Rouble <brandonrouble33clfd@hotmail.com>
 Sent: Wednesday, May 22, 2019 7:16 PM
 To: Ron Schildroth <Ron.Schildroth@prrd.bc.ca>
 Subject: Hoselay

Afternoon,

The CLFD Hoselay team is trying to put on a dinner for the participants of the 2019 hoselay Saturday night. We are expecting seven departments from all over the north east peace region to attend this year along with there families.

The CLFD is asking for a grant from the PRRD in the amount of \$3000.00 This will cover dinner costs for the event making the evening before everyone goes home a enjoyable and memorable one.

Thank you for your consideration
 Lieutenant, Brandon Rouble
 Charlie Lake Fire Department

Sent from my iPhone

--

BEGIN-ANTISPAM-VOTING-LINKS

Teach CanIt if this mail (ID 080fCgdwV) is spam:

Spam: https://emailfilteringservice.net/c_nortech-ca/b.php?c=s&i=080fCgdwV&m=c39a0af3f521&rlm=prrd-bc-ca&t=20190522

Fraud/Phish: https://emailfilteringservice.net/c_nortech-ca/b.php?c=p&i=080fCgdwV&m=c39a0af3f521&rlm=prrd-bc-ca&t=20190522

Not spam: https://emailfilteringservice.net/c_nortech-ca/b.php?c=n&i=080fCgdwV&m=c39a0af3f521&rlm=prrd-bc-ca&t=20190522

Forget vote: https://emailfilteringservice.net/c_nortech-ca/b.php?c=f&i=080fCgdwV&m=c39a0af3f521&rlm=prrd-bc-ca&t=20190522

 END-ANTISPAM-VOTING-LINKS



RURAL BUDGET ADMINISTRATION COMMITTEE

DIARY ITEMS

<u>Item</u>		<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
1.	Grant-in-Aid	On-going	Camp Sagitawa funding	March 16, 2017
2.	Gas Tax / Broadband	On-going	Allocating/Utilizing Gas Tax funds for broadband/high speed connection initiatives	March 21, 2019
3.	Potable Water	On-going	Area C potable water service	March 21, 2019