



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Special Meeting

A G E N D A

Thursday, August 23, 2018
at the North Peace Cultural Centre, Carpet Room,
10015 100 Avenue, Fort St. John, BC
following the Regional Board Meeting

1. CALL TO ORDER - Director Hiebert to Chair the Meeting
2. ADOPTION OF AGENDA:
3. REPORTS:

R-1 July 18, 2018 – Report from Jill Rickert, Community Services Coordinator – Grant Request – Cecil Lake Recreation Commission
4. ADJOURNMENT:



REPORT

To: Rural Budgets Administration Committee
From: Jill Rickert, Community Services Coordinator
Subject: Grant Request - Cecil Lake Recreation Commission

Date: August 20, 2018

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$47,893.90 to the Cecil Lake Recreation Commission, funded as follows:

- a) \$11,178.51 payable from Community Works Gas Tax fund for the purchase and installation of new energy efficient windows and doors; and
- b) \$36,715.39 payable from Electoral Area B Peace River Agreement funds for Halls, Trails, and Walking Paths (Spending Item #3) for the completion of the flooring and roof projects.

BACKGROUND/RATIONALE:

The Cecil Lake Recreation Commission is requesting financial assistance to complete multiple improvements and upgrades at the community hall:

1. Installation of new shingles on roof – *partially completed*
2. Installation of new flooring in main hall entrance – *partially completed*
3. Replacement of 4 windows, 2 single doors and 1 double door to prevent heat loss and reduce energy consumption – *partially completed*
4. Improvements to the lighting in the kitchen – *not started*
5. Installation of new sinks in the kitchen to meet health requirements – *not started*
6. Electrical work to increase number of plugs – *not started*
7. Improvements to cooler – *completed*

These projects are necessary in order to improve the Cecil Lake Hall and bring it up to standards so it can continue to operate and provide a safe and healthy environment for users. Some of the above projects have been started and are nearing completion; however, the Cecil Lake Recreation Commission recently found out they were not approved for all of the grant funding they originally thought they had, specifically the grant they applied for through Northern Development Initiative Trust (NDIT) in the amount of 42,000. This was due to some unfortunate miscommunication between the Recreation Commission and the Regional District Grant Writer, as well as a misinterpretation of information sent to the Commission by the Regional District. The Commission is now in a position of financial hardship and does not have the funding in place to complete the projects. Below is a timeline of events that has led the Commission to its current situation:

- January 2018 – the Society requested \$70,000 from Recreational and Cultural Grants-in-Aid (GIA)
- April 16, 2018 - a recommendation was made at the GIA Area B and C allocation meeting that a grant in the amount of \$28,000 be supported from Electoral Area B and that the Society apply to NDIT with assistance from the Grant Writer for the remaining funds.

Staff Initials:

Dept. Head:

August 23, 2018

CAO:

Page 1 of 3

- May 2018 – Completed NDIT grant application with the assistance of the Grant Writer and requested a “resolution of support” from the Regional Board to support their request for \$42,000
- May 17, 2018 - the Rural Budgets Administration Committee approved a 2018 GIA allocation of \$28,000 for Cecil Lake Recreation Commission based on the recommendation from the meeting held on April 16, 2018.
- May 31, 2018 – Regional District sent a letter containing a “resolution of support” for their grant application to NDIT, to the Cecil Lake Recreation Commission
- August 2018 – \$28,000 GIA allocation was claimed for the following expenses:
 - o \$21,000 flooring
 - o \$ 4,000 roof shingles
 - o \$ 3,000 cooler

Early in August 2018, when the Commission contacted NDIT to ask how they could claim their grant, they were informed that no grant application had been submitted back in May. After some discussion with the Grant Writer it was determined that there was miscommunication between the Grant Writer and the Commission as to who was supposed to submit the grant application to NDIT, with each party understanding the other was doing it. The Commission has advised that NDIT did consider allowing the Commission's application from May to go forward for the August intake; however, this was not permissible since the projects had already been started by the Commission and NDIT cannot provide funding to organizations who have already began the projects for which they are requesting funding. Unfortunately, NDIT was not able to make any exceptions. The Society advised staff that when they received the letter dated May 31, 2018 from the Regional Board, they misinterpreted it as approval from NDIT for their grant rather than a “resolution of support” to be included in their application to NDIT.

The Cecil Lake Recreation Commission is a registered not-for-profit society in good standing with the *Society Act* of BC and meets the eligibility criteria to be considered for a grant under the RBAC Funding Policies. The total cost of this project is \$83,393.90. The Cecil Lake Recreation Commission has contributed \$7,500 from its own funding towards these improvements. Please see the attached grant application and financial information.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a total grant in the amount of \$55,393.90 to Cecil Lake Recreation Commission, payable from Peace River Agreement funds for Halls, Trails and Walking Paths for improvements to the Cecil Lake Hall.
 - *Note: this amount is derived from a combination of fully funding the project as per quotes submitted (47,893.90 in the recommendation) AND providing an additional \$7,500.00 to the Commission to replace the funds already spend by the Commission from their own funds.
2. That the Rural Budgets Administration Committee deny the grant application from the Cecil Lake Recreation Commission.
3. That the Rural Budgets Administration Committee provide further direction to staff.

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

- Total balance available for Area B Peace River Agreements is \$1,330,377.68
- Total balance available for Community Works Gas Tax is \$2,703,551.54

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachment #1: Grant application from Cecil Lake Recreation Commission.



PEACE RIVER REGIONAL DISTRICT



GRANT REQUEST APPLICATION FORM

Society: Cecil Lake Recreation Commission #19875 Date: Aug 16/2018

Community Club or Group Name: Cecil Lake Recreation Commission

Mailing Address: Box 220

City: Cecil Lake B.C. Postal Code: V0C 1G0

Civic Address: 4864 Cecil Lake Rd.

Contact Person: Vicki Hess Alternate Person: Trudy Cote

Tel: 250-793-6496 Tel: 250-781-3605

Fax: _____ Fax: _____

Email: vickihess7@icloud.com Email: tlcote@live.com

CLUB EXECUTIVES

President: Vicki Hess

Vice President: Barbara Scobie

Treasurer: Trudy Cote

PROJECT COSTS

Total Cost of Project: ~~\$71,231.47~~ \$83,393.90

Amount Requested: ~~\$35,731.47~~ \$47,893.90

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

We also have to replace ③ doors ④ windows, put up railings on wheelchair ramp and steps. One floor had some extreme issues therefore our costs are up. Roof is replaced, but need funds to complete project, after receiving

ATTACHMENTS REQUIRED:

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

email from NDR.

Signature of Applicant: *Vicki Hess* Date: Aug 16/2018

For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐

PRA: B ☒ C ☐ D ☐ E ☐

BCR/PRA: B ☐ C ☐ D ☐ E ☐

Gas Tax: ☒

Other: ☐

diverse. vast. abundant.

PLEASE REPLY TO:

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

August 23, 2018

R-1

Cecil Lake Recreation Commission 2018

Society # 19875

Our proposed projects for 2018 Grants/
Aids Application year as below:

- | | |
|---------------------------------------|--------------|
| ① Wiring | \$ 2,800.00 |
| ② Lighting | \$ 2,400.00 |
| ③ Double doors in Front (Main door) | \$ 2,600.00 |
| ④ ② Single doors | \$ 2,500.00 |
| ⑤ New floor in main Hall | \$ 38,000.00 |
| ⑥ Sinks in kitchen | \$ 2,500.00 |
| ⑦ Stage | \$ 1,200.00 |
| ⑧ Roof- shingles started blowing off. | \$ 18,000.00 |

We had it repaired last year and didn't think we would need a new roof so quick. I didn't have time to get a quote for the roof, while submitting.

Our personal house roof was done last year. Therefore I used the cost per square foot and multiplied by the main hall square footage to get the estimate of \$18,000.00.

Therefore our total project budget would be

\$ 18,000.00

\$ 70,000.00

\$ 70,000.00

August 25, 2018

Noem Wildeman
250 743 1593

R-1

372805

ORDER NO. N° DE COMMANDE		DEPT. SERV.	DATE Aug 9th 2018	
SOLD TO VENDU A Cecil LAKE HALL		SHIP TO EXPÉDIER A		
ADDRESS ADRESSE		ADDRESS ADRESSE		
RE: VICKIE HESS / Trudy				
SHIPPING DATE DATE D'EXPÉDITION		VIA	TERMS CONDITIONS	TAX REG. NO. N° DE TAXE 800645681RTA001
SOLD BY VENDU PAR				
QUANTITY QUANTITÉ	DESCRIPTION	PRICE PRIX	AMOUNT MONTANT	
1	A Justed Quot (Supplied U LAY F.R)		15859.25	
1	Garbage Disposal Adjustment (Extra 70 sheets Disposal) + B.O.		275.00	
1	Contract Addition (70 Sheets Removed and installed) $6730 + \text{gst } 336.50 =$		7066.50	
1	Trap Door Rebuild and install Trap Door mouldings and metals For new Door Finish		400.00	
	Total		23600.75	
	Less Deposit		5000.00	
	Balance			
Note GST is in the End price on Quot.				
SIGNATURE		LIC. NO. N° LIC.	TVH - HST TPS - GST PST - TVP	TOTAL 18600.75

SALES ORDER
FORMULAIRE DE VENTE

STAPLES 82B

August 23, 2018

+ 3300.00
Ulay ~~2200~~ \$21,900.75

R-1

RON'S RENOVATIONS LTD
Box 6272
Fort St. John, B.C. , V1J-4H7
250-261-9547
GST Number 860449321

INVOICE # 824

DATE Aug.13/18

CHARGE TO Cecil Lake Recreation Commity

DATE	DESCRIPTION		HRS
Aug.9	work on stripping & prepping SW quadrant of roof	CARPENTER CARPENTER CARPENTER ASSISTANT	
Aug.10	work on stripping & prepping SE quadrant & NW quadrant shingle SW quadrant	CARPENTER CARPENTER CARPENTER ASSISTANT	
Aug.11	strip & prep NE quadrant shingle SE & NW quadrant	CARPENTER CARPENTER CARPENTER ASSISTANT	
Aug.12	complete roof	CARPENTER CARPENTER CARPENTER ASSISTANT	
		CARPENTER CARPENTER CARPENTER ASSISTANT	
		CARPENTER CARPENTER CARPENTER ASSISTANT	
		CARPENTER CARPENTER CARPENTER ASSISTANT	

MATERIAL

PER QUOTE

SUB TOTAL \$ -
10 % SURCHARGE \$ -
TOTAL \$ -

RONA	
7476	\$ 6,216.47
8091	\$(4,229.82)
8087	\$(5,022.60)
8081	\$ 6,062.45
8214	\$(673.64)
	\$ 2,352.86

MATERIAL	\$	6,701.67
RENTAL	\$	1,222.67
LABOR TOTAL	\$	8,425.66
SUBTOTAL	\$	16,350.00
GST	\$	817.50
TOTAL	\$	17,167.50
MINUS RONA MATERIAL	\$	2,352.86
BALANCE DUE	\$	14,814.64

PAYABLE UPON RECIEPT

Please make payable Ron's Renovations LTD

August 23, 2018

Authorized Dealer of
**ALL WEATHER
WINDOWS**

QUOTE-1



10267 West Bypass, Fort St. John, BC

Ph (250) 787-8888

Fax (250) 787-8887

email: peaceglass@telus.net web: www.peaceglass.ca

Auto Glass
Insurance Claims
Chip Repairs
Equipment Glass
Flat Glass, Mirrors
Residential, Commercial

INVOICE # [100]

DATE: JUNE 6, 2018

Quote good for 30 days

Cecil lake Hall

CONTACT	JOB	PHONE
Vicki	Quote on 3 Doors and 4 windows install	250-793-6496

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Quotation for 3 doors and 4 windows		
	Supply and install steel insulated double door and steel frame, with vertical rod panic hardware, in the front entry, 1 door with (keyed entry) locking hardware/ with door closures		3365.21
	Supply and install the 2 single steel insulated doors with steel frames and (Keyed entry) locking panic hardware/ with door closure	1684.63 per door	3369.26
	Supply and install the 4 upper windows awning crank openers(to open for venting) in the meeting area, includes interior finishing		3443.73
	NOTE I am still trying to source the operator options for the Long extended crank operators for the upper windows, or the remote operators.	Extra	Extra
	Travel time to do the 3 doors and the 4 windows		468.00
		Sub Total	10646.20
		G.S.T.	532.31
		P.S.T.	
		TOTAL	11178.51

Any questions please call _____

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

August 23, 2018