PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, January 16, 2020
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC **following the EADC Meeting**

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
   M-1 Rural Budgets Administration Committee Meeting Minutes of December 19, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
   R-1 January 3, 2020 – Report from Lyle Smith, Chief Financial Officer – Grant Request - Whiskey Jack Nordic Ski Club
   R-2 December 31, 2019 – Report from Lyle Smith, Chief Financial Officer – Grant Request – Cutbank Community Club
   R-3 December 6, 2019 – Report from Paulo Eichelberger, General Manager of Environmental Services – Environmental Services Budgets and Supplemental Budget Requests 2020 (Late Item)
   R-4 January 7, 2020 – Report from Crystal Brown, Electoral Area Manager – 2020 Budget Review – Function 120 Legislative Electoral Area (Late Item)
   R-5 January 7, 2020 – Report from Lyle Smith, Chief Financial Officer – December 2019 Interim Financial Report
9. **DISCUSSION ITEMS:**
10. **NEW BUSINESS:**
11. **COMMUNICATIONS:**
12. **DIARY:**
    DIA-1 Diary Items
13. **ADJOURNMENT:**

PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: Thursday, December 19, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT:

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

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

Others

Call to Order — The Chair called the meeting to order at 12:57 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Rose	Synergy Alberta – Funding to Attend Regional Board Meeting
Director Goodings	Financial Assistance – Skate Shack at Upper Pine School
Director Goodings	Financial Assistance – Buick School Closure
Director Goodings	Railway Crossings
Director Goodings	Livestock Protection

ADOPTION OF AGENDA:

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Agenda for the December 19, 2019 meeting be adopted as amended to include Directors' new business:

1. **CALL TO ORDER** - Director Sperling to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
   NB-1 Synergy Alberta – Funding to Attend Regional Board Meeting
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
   M-1 Rural Budgets Administration Committee Meeting Minutes of November 21,

2019

5. BUSINESS ARISING FROM THE MINUTES:

6. DELEGATIONS:

7. CORRESPONDENCE:

C-1 November 14, 2019 – Letter from Judy Eagles, DCSS Athletic Director/Vice Principal – DCSS Grade 10 Girls Youth Travel Grant Request

C-2 December 6, 2019 – Herman Dick – Electrical Extension Grant Application

8. REPORTS:

R-1 December 10, 2019 – Report from Lyle Smith, CFO – Electoral Area Peace River Agreement Allocation Scenarios

R-2 December 3, 2019 – Report from Lyle Smith, CFO – November 2019 Financial Report

9. DISCUSSION ITEMS:

DI-1 2020 Federation of Canadian Municipalities Convention

DI-2 Tomslake and Farmington Water

DI-3 Wonowon Subdivision Request for Upgrades

10. NEW BUSINESS:

NB-1 Director Rose: Synergy Alberta – Funding to Attend Regional Board Meeting

NB-2 Director Goodings: Financial Assistance – Skate Shack at Upper Pine School

NB-3 Director Goodings: Financial Assistance – Buick School Closure

NB-4 Director Goodings: Railway Crossings

NB-5 Director Goodings: Livestock Protection

11. COMMUNICATIONS:

12. DIARY:

DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1 Nov. 21/19 RBAC Minutes	MOVED by Director Goodings, SECONDED by Director Rose, That the Rural Budgets Administration Committee Meeting Minutes of November 21, 2019 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

DELEGATIONS: None.

CORRESPONDENCE:

C-1 Nov. 14/19 – Judy Eagles – DCSS Youth Travel Grant	MOVED by Director Hiebert, SECONDED by Director Goodings, That the Rural Budgets Administration Committee authorize a grant in the amount of $250, to the Dawson Creek Secondary School's Grade 10 Girls Volleyball Team, payable from Area D Youth Travel – Sub Regional, pending verification that the students are in fact from the rural area.

CARRIED

C-2 Dec. 6/19 – Electrical Extension Grant Application – Herman Dick	MOVED by Director Goodings, SECONDED by Director Hiebert, That the Rural Budgets Administration Committee approve a grant in the amount of $4,000, payable from Electoral Area B, Fair Share Funds, for the Fair Share Electrical Extension Grant Application of Herman Dick.

CARRIED

REPORTS:

R-1 Dec. 10/19 - Electoral Area Peace River Agreement Allocation Scenarios	MOVED by Director Rose, SECONDED by Director Hiebert, That the Rural Budgets Administration Committee allow staff to withdraw the December 10, 2019 report titled “Electoral Area Peace River Agreement Allocation Scenarios”; further, that it be referred back to staff to be revised and submitted to a future Committee Agenda. **CARRIED**
R-2 Dec 3/19	MOVED by Director Rose, SECONDED by Director Goodings, That the Rural Budgets Administration Committee receive the November 2019 Financial Report for discussion. **CARRIED**
	MOVED by Director Sperling, SECONDED by Director Goodings, That the Rural Budgets Administration Committee amend the Youth Travel Policy to increase the amount granted per student from $50 to $75, and by increasing the maximum amount per event/request from $240 to $375 (increase by $125). **CARRIED**

DISCUSSION ITEMS:

DI-1 2020 Federation of Canadian Municipalities Convention	Director Hiebert advised that he may attend the 2020 Federation of Canadian Municipalities Convention in Toronto. Staff will put a deposit on one hotel room at the convention should he decide to attend.
DI-2 Tomslake and Farmington Water	MOVED by Director Hiebert, SECONDED by Director Rose, That the Rural Budgets Administration Committee add Area D potable water to the Diary. **CARRIED**
DI-3 Wonowon Subdivision Request for Upgrades	MOVED by Director Goodings, SECONDED by Director Rose, That the Rural Budgets Administration Committee conduct a feasibility study for Wonowon Subdivision in Wonowon for street lights, a trail, and road upgrades, payable from Area B PRA.

NEW BUSINESS:

NB-1 Synergy Alberta – Funding to Attend Regional Board Meeting	MOVED Director Hiebert, SECONDED Director Rose, That the Rural Budgets Administration Committee provide travel funding for representatives from Synergy Alberta to attend a February 2020 Board Meeting as a delegation, payable from the 2020 Legislative Electoral Area Budget. **CARRIED**
NB-2 Financial Assistance – Skate Shack at Upper Pine School	The Committee discussed the Skate Shack at Upper Pine School that burnt down. Director Goodings advised that she would bring replacement costs back to the Committee for consideration of support.

NB-3 Financial Assistance – Buick School Closure	The Committee discussed the closure at Buick School, which resulted from a lack of teachers. Options were discussed for supporting the community, who is providing education to the students at the arena. Director Goodings advised that she would investigate the matter further and bring the topic back to a future meeting.
NB-4 Railway Crossings	The Committee discussed four railway crossings between Fort St. John and Prespatou that have very poor lines of sight. Director Goodings advised that she would bring up the issue at a Rural Roads Taskforce meeting. Director Rose left at the meeting at 2:02 pm.
NB-5 Livestock Protection	This item was not discussed.
COMMUNICATIONS:	None.
DIARY: DIA-1	No further changes were made to the Diary.
ADJOURNMENT	The Chair adjourned the meeting at 2:04 p.m.

Director Sperling, Meeting Chair

Kelsey Bates, Executive Assistant

PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee Date: January 3, 2020

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Whiskey Jack Nordic Ski Club

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount requested of $20,000 for the Whiskey Jack Nordic Ski Club to assist with the construction of a day lodge at the site of the cross country ski trails located in Beatton Provincial Park; and further,

That the grant be included in the 2020 Draft Grant to Community Organizations Budget as an increase to the Electoral Area C, Rural Grant-in-Aid expense and an increase to Transfer from Reserve – Fair Share revenue; and further,

That the grant funding be payable from Electoral Area C Fair Share.

BACKGROUND/RATIONALE:

Whiskey Jack Nordic Ski Club (WJNSC) has been working toward the construction of a day lodge to complement the existing network of ski trails located in Beatton Park. A day lodge at the site would provide much needed infrastructure to support the current programs delivered and create more opportunities to host indoor and outdoor events. In addition, the day lodge would provide a place for both skiers and non-skiers to gather and network, being an asset to the communities in the North Peace. The area is used by outdoor enthusiast both in the winter and summer.

Whiskey Jack Nordic Ski Club is a not-for-profit organization registered and in good standing with the *Societies Act of BC*. WJNSC has been a recipient of PRRD grant funds dating back to 1996; however, more recently in 2019, WJNSC was authorized a grant in the amount of $13,000 from Regional Trails Grant-in-Aid for the construction of a pit toilet. The Club was also recently issued an $181,000 loan for the day lodge from the PRRD's Rural Loan Fund as leverage to support a grant application the Club submitted to the Investing in Canada's Infrastructure program. WJNSC's application was successful and the Society has received preliminary approval for a grant in the amount of $359,900 from the Investing in Canada's Instructure program. WJNSC has indicated they have no intention of drawing on the loan from the Regional District. To date no funds have been drawn against the loan.

For more detailed information, please see the attached grant application.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant request from the Whiskey Jack Nordic Ski Club and provide no grant funding to assist with the construction of a day lodge.

Staff Initials: Dept. Head: CAO: Page 1 of 2

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- As of December 31, 2019 the balance remaining after commitments for Electoral Area C Fair Share was $1,083,995.39.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised of the Committee's decision in writing and will be asked to ensure the PRRD is recognized for their contribution as per the PRRD Recognition Guidelines.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application

PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: 0046479

Name: Whiskey Jack Nordic Ski Club

Civic Address: 12687 248 Road, Charlie Lake, BC V0C 1H0

Mailing Address: 9508 113 Avenue

City: Fort St. John **Postal Code:** V1J 2W9

Contact Person: Eliza Stanford **Alternate Person:** Sara Richardson

Tel: 250 785 0973 **Tel:** 250 787 9695

Email: eliza.s@telus.net **Email:** northsara1@gmail.com

SOCIETY EXECUTIVES		PROJECT COSTS	
President:	Eliza Stanford	Total Cost of Project:	649,482.53
Vice President:	Ken Johnson	Amount Requested per	20,000
Treasurer:	Sara Richardson	For how many years?	1 yr (●) 2 yrs ( ) 3 yrs ( )

Have you applied to a municipality for funding? Yes ( ) No (●) If so, how much did you apply for?

Was your application successful? Yes ( ) No (●) If so, how much did you receive?

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 not allowed to apply to the City of Fort St. John for any projects as we fall outside the City limits. We have tried to make a presentation to Council but were not permitted.

See attached for project description.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Eliza Stanford **Date:** December 17, 2019 ~~July 30, 2019~~

For Office Use Only

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

Project Description: Day Lodge

The Whiskey Jack Nordic Ski Club (WJNSC) has been moving through a comprehensive list of projects over the years to bring the ski club and its activities to a point where we can meet the demands and desires of the cross country ski community in the North Peace.

The day lodge will be a culmination of years of consulting with skiers to develop planning activities into the future. With the current BC Parks hut beyond capacity (200 square foot hut) it has become a top priority to have a day lodge for skiers, snowshoers and parents with younger children who are not yet skiing so they can warm up on cold winter days.

The Day Lodge is a simple but beautiful design, a 30' x 50' indoor space and large deck, with a skylight, small kitchen area and view into the boreal forest and ski trails. The lodge will be accessible but without running water or indoor facilities. An accessible BC Parks pit toilet has recently been constructed nearby and the day lodge will be available for use in all seasons by the greater community.

Planning for an accessible path from the parking lot to pit toilet and Day Lodge is part of this project so in summer months, the building will be accessible to persons with disabilities. The Day Lodge will be heated by a large wood stove, utilizing plenty of available wood, the cost being far less than if we installed electric heat. The Day Lodge will be connected to BC Hydro.

Construction would begin in May of 2020 and continue throughout the summer months to completion in December 2020.

The Day Lodge is sited near the trailhead for easy access and is near the cluster of other buildings (a storage building owned by the WJNSC and a compound owned by BC Parks). This project has been approved by BC Parks, through a permit amendment approval process in 2017. The site is already cleared, the WJNSC having taken advantage of onsite equipment during the construction of a storage building in 2017. The architect has created preliminary drawings, with more detailed drawings to come this fall/winter, pending successful funding.

WHISKEY JACK NORDIC SKI CLUB Day Lodge - Revenue				
Funder	**Amount**	**Approved**	**Notes**	
Peace River Regional District: Rec/Trails grant *	13,000	$13,000.00	Submitted November 2018	Approved, $2,261.17 remaining
Peace River Regional District: Fair Share	20,000		Deadline August 15, 2019	
BC Rural Dividend	10,000	$10,000.00	Submitted July 2018	Approved
Northern Development Initiative Trust	50,000	$50,000.00	Submitted Fall 2018	Approved
Whiskey Jack Nordic Ski Club (various fundraising efforts throughout 2018-2020)	11,582.53	$3,500.00	Ongoing fundraising	
Community, Culture and Recreation Program	359,900	359,900	Submitted January 2019	Preliminary approval
Corporate, Pembina	5,000	$5,000.00	Submitted Winter 2019	Approved
Corporate, Coop Community Spaces	61,000	$61,000.00		Approved
Other	119,000			
Total	649,482.53	$502,400.00		
Funds still to be raised		$147,082.53		
*** $2,261.17 of PRRD grant spent on outhouse, included with day lodge in 2018 budget but not in current budget**				
*** to make up shortfall, $10,738.83 (paid by PRRD for outhouse expenses) will need to be added to "Other".**				

WHISKEY JACK NORDIC SKI CLUB Day Lodge - Expenses						
Item	**Amount**	**Unit Cost**	**Cost**	**GST**	**PST**	**Notes**
Design and planning fees for accessible path			4,000	200		Urban Systems
Day Lodge:						
Site Survey			1,500			McElhanney
Geo Tech report			3,000	150		Northern Geo
Sub contractor for Geo Tech			2,415	120.75		
Architect's fees Phase 2			21,156.00	1,057.80		Laura Killam Architecture
Architect Travel to Site	6	500	3,000.00			Average airfare YVR to YXJ
Engineer's fees Phase 2			4,750.00	237.5		Aspect Engineers
Engineer field reviews			2,500.00			Aspect
Engineer site visit	1	500	500			Aspect
Engineer travel		1,300.00	1,300.00	65		Aspect
Permit fee (PRRD)			2,099.17			Peace River Regional District
Construction quote			379,407.00	18,970.35		Haab Homes
Security shutters - misc sizes			17711.4	885.57	1,239.80	Peace Glass
Signage: Lodge Sign on outside	1	2,000.00	2,000.00	100		Est. only
Misc. signs for inside lodge	10	25	250	12.5		Est. only
Sponsor sign - inside lodge	1	800	800	40		Est. only
Metal plaque for major donor	1	1,500.00	1,500.00	75		Est. only
Electrical connection from shop to day lodge	40 meters		5,000	250		Est. only (Epscan/Peace North Excavating)
Archeologist supervision and report			1,368.00	68.4		Sites n Sounds
Archeologist travel	10h	92	920	46		Prince George to FSJ return
First Nations consultation			500			Treaty 8
Tables	5	5,000	25,000.00	1,250.00	1,750.00	Nathaniel Massey Fine Woodworking
Table, accessible for wheelchair	1	5,000	5,000.00	250	350	Nathaniel Massey
Benches	12	2,000	24,000	600	840	Nathaniel Massey
Shipping of furniture: Vancouver Is. to FSJ			3,000			Canadian Freightways
SUB TOTAL			512,676.57	24,378.87	4,179.80	
GST/PST total - add			28,558.87			
Subtotal			541,235.44			
Contingency 20%			108,247.09			
TOTAL			**649,482.53**			

WHISKEY JACK NORDIC SKI CLUB SOCIETY

Whiskey Jack Nordic Ski Club Society
Income Statement 01.04.2018 to 31.03.2019

REVENUE

Sales Revenue	
Memberships	11,064.50
BC Punch Pass Revenue	39.00
Fundraising	223.40
Pitch In/Honourarium Revenue	350.00
Interest	16.49
Event/Loppet Revenue	570.00
Drop Box	1,305.56
Grants - Provincial Funding	40,963.00
Grants - Municipal Funding	20,000.00
Donations - Corporate	9,850.00
Donations - Individual	537.32
Course Fee Revenue	-40.00
SDP Seasonal Equipment Rentals	1,365.00
Ski Equipment Rentals	1,190.00
Ski Lessons SDP	2,030.00
Coaching - Adult	490.00
Net Sales	89,954.27
TOTAL REVENUE	89,954.27

WHISKEY JACK NORDIC SKI CLUB SOCIETY

EXPENSE

General & Administrative Expenses	
Advertising & Promotions	17.92
Business Fees & Licenses	40.00
Accounting & Legal	525.00
Amortization Expense	13,307.00
Insurance - Equipment	159.00
Insurance - Buildings	1,081.00
Bank Fees	50.00
Office Supplies	171.81
Web Hosting	14.69
Miscellaneous Expenses	178.50
Event/Loppet Expenses	1,879.15
Trail Maintenance Expense	1,686.89
Trailhead/Parks Operating Expenses	427.23
Fuel for skidoos	904.48
Repair & Maintenance	1,915.21
Hydro/Utility Expenses	927.59
BC Punch Pass CCBC fee	19.50
Membership Dues for CCBC	3,303.00
Zone4 Fees	56.00
Memberships - other	25.00
Children's Programming	480.05
Ski Rentals	156.73
Coaching Fees	840.10
Officials Training	1,135.00
Storage Building Project	5,998.57
Stadium Project	33,141.38
Day Lodge Project	6,116.15
Total General & Admin. Expenses	74,556.95
TOTAL EXPENSE	74,556.95
NET INCOME	15,397.32

Generated On: 14.04.2019

WHISKEY JACK NORDIC SKI CLUB SOCIETY

Whiskey Jack Nordic Ski Club Society
Balance Sheet As at 31.03.2019

ASSET		
Current Assets		
Credit Union Chequing Bank Account	36,266.64	
Credit Union Gaming Account	12,500.02	
BC PARK KEY DEPOSIT	100.00	
Total Cash		48,866.66
Prepaid Expenses		651.00
Total Current Assets		49,517.66
Capital Assets		
Equipment - Ski doo		25,575.31
Accum Amortization - Ski doo		-9,207.00
Ski Equipment		8,723.79
Accum Amortization - Ski Equipment		-2,557.00
Equipment - misc.		24,735.33
Accum Amortization - Equipment misc		-8,234.00
Storage Building		116,130.18
Accum Amortization - Storage bldng		-9,104.00
Total Capital Assets		146,062.61
TOTAL ASSET		195,580.27
LIABILITY		
TOTAL LIABILITY		0.00
EQUITY		
Owners Equity		
Retained Earnings - Previous Year		160,911.07
Capital Contributions		19,271.88
Current Earnings		15,397.32
Total Owners Equity		195,580.27
TOTAL EQUITY		195,580.27
LIABILITIES AND EQUITY		195,580.27

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Richardson

Sara Richardson, Treasurer, Whiskey Jack Nordic Ski Club

B Kosugi

Bruce Kosugi, Secretary, Whiskey Jack Nordic Ski Club

PEACE RIVER REGIONAL DISTRICT

January 21, 2019

Whiskey Jack Nordic Ski Club
9508 113 Avenue
Fort St. John, BC V1J 2W9

RE: Rural Loan Approval – Whiskey Jack Nordic Ski Association

On behalf of the Rural Budgets Administration Committee, I am happy to advise you that at its meeting held on January 17, 2019 your request for a rural loan was approved and the following resolution was passed:

"That the Rural Budgets Administration Committee authorize a loan, with a term of 10 years, in the amount of $181,000 from the Rural Loans Fund, payable to Whiskey Jack Nordic Ski Club for the building of a day lodge in Beatton Park; further, that this loan be contingent on the approval of Whiskey Jack Nordic Ski Club's grant application to the Investing in Canada Infrastructure Program."

The Peace River Regional District wishes you success with this endeavour.

Yours truly,

Jill Rickert,
Community Services Coordinator

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PLEASE REPLY TO:

[X] 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

PEACE RIVER REGIONAL DISTRICT

March 1, 2019

Eliza Stanford
President,
Whiskey Jack Nordic Ski Club
9508 113 Ave.
Fort St. John, BC V1J 2W9

via email: eliza.s@telus.net

Re: 2019 Grant Application – Recreational Trails Grants-in-Aid

Dear Ms. Stanford;

I am pleased to advise that on Thursday, February 28, 2019 the Peace River Regional District Board of Directors approved a grant in the amount of $13,000 for the Whiskey Jack Nordic Ski Club. This grant has been allocated to you from the 2019 Recreational Trails Grants-in-Aid to assist in the construction of a day lodge and an accessible pit toilet at Beatton Provincial Park.

In order to claim reimbursement for expenses, grant recipients must submit a completed claim form along with copies of invoices to support all expenses incurred. Claims may not be made for goods or services incurred before the approval of this grant (February 28, 2019). Please note that all funding must be used within three (3) years of receipt; and any unused funds not claimed after this timeframe will be returned to the funding area in order to reduce the tax requisition. (Schedule B - Claim Form is attached.)

An Annual Report must be completed by all grant recipients that summarizes the progress of each project being funded and must be submitted to the Regional District by the last calendar day in December of each year. This report must contain photographs (Schedule C - Annual Report is attached).

All grant recipients must recognize the financial contributions from the Regional District by the display of a plaque or sign at the trail head; by the display of a note of thanks next to the Regional District's logo on organization's websites, social media sites, and/or membership newsletters and may be requested to issue a joint press release and photo with the Regional District from time to time. This request is in keeping with the Policy Statement, Section 3.17 - Recognition. For more information on how to access our logo, please contact our Communications Manager, Fran Haughian at 250-785-8084 or at Fran.Haughian@prrd.bc.ca.

We wish you much success with the completion of your project.

Yours Truly,

Casey

Bryna Casey
Parks and Rural Recreation Coordinator
Bryna.Casey@prrd.bc.ca
(250)784-4841

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PLEASE REPLY TO:
[X] 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

Northern Development INITIATIVE TRUST

301 - 1268 Fifth Avenue
Prince George, BC V2L 3L2
Tel: 250-561-2525
Fax: 250-561-2563
info@northerndevelopment.bc.ca
www.northerndevelopment.bc.ca

January 28, 2019

Whiskey Jack Nordic Ski Club Society
9508 - 113 Avenue
Fort St. John, BC V1J 2W9

Attention: **Eliza Stanford**
President

Dear Ms. Stanford:

Subject: **Whiskey Jack Nordic Ski Club Day Lodge**
Community Halls and Recreation Facilities Program
Northern Development Project Number 5770 60

Northern Development exists to stimulate economic growth through strategic and leveraged investments that build a strong and diversified economy in central and northern B.C. Our vision is that Northern B.C. is home to world-class industries, diversified regional economies and growing, energetic communities.

I am pleased to advise you that the Community Halls and Recreation Facilities application from the Whiskey Jack Nordic Ski Society for the 'Whiskey Jack Nordic Ski Club Day Lodge' project was approved for a grant up to $50,000 from the Northeast Regional Development Account on January 18, 2019, subject to confirmation of other funding sources and subject to completed reporting for project #5418-60 'Beatton Park Stadium Construction'.

This approval is open for a period of twelve months from the date of approval, within which we expect all funding sources to be secured, a contract entered into with Northern Development and the project commenced. It is important to note that expenditures incurred prior to both parties signing a contract will not be reimbursed.

We wish you every success with your project. We are excited to see how your project will stimulate economic growth and strengthen our region.

Sincerely,

Joel McKay
Chief Executive Officer

c: Shawn Dahlen, Chief Administrative Officer, Peace River Regional District

Building a Stronger North

BRITISH COLUMBIA

Reference: Rural Dividend Program – Approval of Funding

January 16, 2019

Dear Eliza Stanford,

On behalf of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), I am pleased to advise you that a grant of $10,000 has been awarded from the Rural Dividend Program to Whiskey Jack Nordic Ski Club for your project (Planning for Accessibility and Day Lodge Geo Tech Survey).

The Province will be making public announcements about the successful projects in the near future. We require that you keep confidential the confirmation of your funding until it is announced publically by the Province.

We appreciate your prompt reply to this notification to confirm your desire to move forward with your project and receive the Grant funding from the Program. Once we receive confirmation from you, we will follow up to provide you with the Grant Agreement and further details on the funding conditions. Please respond to this notification by January 23, 2019 to continue with the disbursement of funds.

Please note that FLNRORD Regional Economic Operations staff are available to provide support for the successful implementation of your project. The Regional Manager for your area is Tamara Danshin and their contact information is 250.261.2091. Additionally, if you are completing a trail related project we ask that you engage with staff from the Recreation Sites and Trails BC (RSTBC) branch of FLNRORD. If you are not aware of the RSTBC staff for your region please contact the Program Office.

Please note that Grant funding provided by the Rural Dividend Program is project specific. Continued financial support for programs and/or staff positions created through this project should not be anticipated from the Program.

We appreciate your application and wish you success in your efforts to strengthen your community's resiliency and economic viability. If you have any questions, please contact the Program Office at ruraldividend@gov.bc.ca or at 250-356-7950.

Congratulations, and I wish you every success with your project.

Sincerely,

D Peterson

Dave Peterson, Assistant Deputy Minister
Rural Development, Lands and Innovation Division
Ministry of Forests, Lands, Natural Resource Operations and Rural Development

FORT ST. JOHN
The Energetic City

City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
(250) 787 8150 City Hall
(250) 787 8181 Facsimile

June 12, 2018
File # 0220-20
Via email: eliza.s@telus.net

Whiskey Jack Nordic Ski club
10051 100 Street
Fort St. John BC, V1J 1Y7

Attention: Eliza Stanford, President

Dear Ms. Stanford:

Re: Letter of Support for Grant Funding Application

City Council is pleased to provide this letter of support for the Whiskey Jack Nordic Ski Club's application for a grant to assist with the Day Lodge at Beatton Provincial Park.

The City of Fort St John will be hosting the BC Winter Games in February 2020. The Day Lodge will be essential for the success of the Nordic Ski events but will also have a lasting legacy beyond the BC Winter Games. It is anticipated that the Day Lodge will allow the Whiskey Jack Nordic Ski club to expand its programming to host other activities such as summer camp for skiers. It will make the Beatton trails a destination not only in the winter but in the summer when partners like the Blizzard Bicycle Club hosts mountain bike events.

Varied recreational and sport activities like Nordic skiing help enhance the community, make it a great place to live and visit, provide opportunities to be active and stay healthy and provide economic benefits to the community.

Sincerely,

Lori Ackerman
Mayor

www.fortstjohn.ca

DISTRICT ADMINISTRATION OFFICE

School District No. 60
PEACE RIVER NORTH
10112 - 105 Avenue, Fort St. John, British Columbia V1J 4S4 Phone: (250) 262-6000 Fax: (250) 262-6046
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

June 7th, 2018

RE: Letter of Support for Whiskey Jack Nordic Ski Club

To whom it may concern:

I would like to express our School District's support for the Day Lodge plans of the Whiskey Jack Nordic Ski Club.

With our extended winter season, many of our schools have purchased sets of cross-country skis and participate in this activity through Physical Education classes as well as for school outings. Thanks to the ongoing commitment of the Ski Club, the Beatton Park trails are a logical and popular destination within 20 minutes by bus for 14 of our schools.

The addition of the Day Lodge would be a significant improvement and improve both the quantity and quality of the experiences our students would have. First of all, the ability to have a learning space for school groups would greatly enhance the educational experience. Teachers could plan for a more robust field trip that would include learning time as well as physical activity. Furthermore, the addition of a Day Lodge would allow for extended ski time as the students would have a place to warm up during one of our many extreme weather days.

Our schools would also be able to utilize this facility in the Fall and Spring during hiking excursions, indigenous events and science-based field trips.

Any financial support for this long-term infrastructure would be of great benefit to our students and to the community at large. Please do not hesitate to contact me with any questions.

Sincerely,

Stephen Petrucci
Assistant Superintendent

SP/ss

LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

Dan Davies, MLA
Peace River North

To whom it may concern,

Re: Whiskey Jack Nordic Ski Club

The Whiskey Jack Nordic Ski Club is local group in Fort St John, BC. Over 130 members enjoy the club's activities and many contribute volunteer support in enhancing the ski experience.

Whiskey Jack Nordic Ski Club has an extensive, groomed trail system at Beatton Provincial Park on Charlie Lake, a 15 minute drive from the city of Fort St. John. Trails are groomed for both classic and skate skiing. Additional trails are available for skijoring, snowshoeing and hiking.

This important community group is looking for funding to complete a day lodge. Putting the day lodge in would help create a focal point for all their activities, they would be able to expand their programs to be able to host a summer camp, make the Beatton trail a destination, help retain workers, be able to warm up during long ski excursions (temperatures in the area can become very bitter very quickly) as well as a centre to facilitate ski programs. As Fort St. John is excited to have been awarded the 2020 BC Winter Games, this would become the hub for the Nordic events. The lodge would be integral in making these events more enjoyable and memorable!

Please consider showing your support for the Whiskey Jack Nordic Ski Club. They are a vital part of our outdoor recreation here in Fort St John now and for years to come.

Thank you for your time and consideration.

Sincerely,

Dan Davies, MLA
Peace River North

Peace River North Constituency Office
10104 100 St.
Fort St. John BC V1J 3Y7
T 250-263-0101 F 250-263-0104
Dan.Davies.MLA@leg.bc.ca

Legislative Office
Room 201 Parliament Buildings
Victoria BC V8V 1X4

BICYCLE CLUB, FORT St. JOHN, BC

Blizzard Bicycle Club
www.blizzardbikeclub.com

May 30, 2018

Whiskeyjack Nordic Ski Club
Fort St John, BC
Attention: Eliza Stanford
eliza.s@telus.net

Blizzard Bicycle Club - Letter of Support – Day Lodge

Dear Eliza,

The Blizzard Bicycle Club wishes to provide this letter of support to your Day Lodge Project. The Blizzard Bicycle Club fully supports the application for this Day Lodge and can see the substantial value it will bring not just to the cross-country ski trails but to the mountain bike trails we are developing in this area. The Blizzard Bicycle Club has a Partnership Agreement with BC Parks to develop mountain bike trails within the park and the addition of this Day Lodge will add value to our activities in Beatton Park.

The addition of the Day Lodge will create a focal point for activities in the park and add to the already huge appeal of this area. The mountain bike trails we are building will create summer time recreational opportunities and the Day Lodge will be a great facility to start events, conduct training for young riders and promote both cross-country skiing and mountain biking in the community.

The Blizzard Bike Club was started in 1982 and we are affiliated with the Alberta Bicycle Association and the Canadian Cycling Association. We have anywhere from 60 to 100 riders listed annually as members. We have a tremendous amount of expertise available for new riders. There are club coaches for mountain biking and bike maintenance, and we are actively training junior cyclists for competitions across BC and Alberta. The club has been developing and maintaining mountain bike trails for years but have only recently found a new home at Beatton Provincial Park.

Currently mountain bike events draw an average crowd of 10 riders, with larger events drawing closer to 20. With the new trails and the potential use of this day lodge we could double or even triple our attendance. The club has struggled with a home for our mountain bike trails, so has found it encouraging to be welcomed to the park, where we can enhance, create and develop mountain bike trails within Beatton Provincial Park with wonderful partners like the Whiskeyjack Nordic Ski Club.

The Blizzard Bicycle Club looks forward to the Day Lodge development coming to fruition and will support the Whiskeyjack Nordic Ski Club in whatever capacity we are able.

Thank you

Dan Webster
President
Blizzard Bicycle Club

SPORTS COUNCIL
FORT ST. JOHN & DISTRICT
BC's REGION OF CHAMPIONS

So ALL Kids Can Play!
KidSport

May 29th, 2018

To Whom it May Concern:

RE: Whiskey Jack Nordic Ski Club – Letter of Support – Day Lodge

The Fort St John & District Sports Council supports Whiskey Jack Nordic Ski Club in its initiative to construct a Day Lodge. This would be a multi-use facility which would house their indoor programming needs and also to be used as a place that is warm for breaks, resting, or eating during their skiing outings and an administration building to be use during races or other competitions.

This building could be used year round as it will create a focal point for activities in the park and would add to the appeal and usefulness of this area.

Fort St John has been awarded the 2020 BC Winter Games. The above mentioned Day Lodge is necessary to effectively host the cross country ski events for this Provincial event.

Promoting a healthy life style is one of the objectives of the Fort St John & District Sports Council. We feel that construction of the Day Lodge will help us reach our goal and will provide our citizens with the opportunity to participate in activities year round in a clean and positive environment.

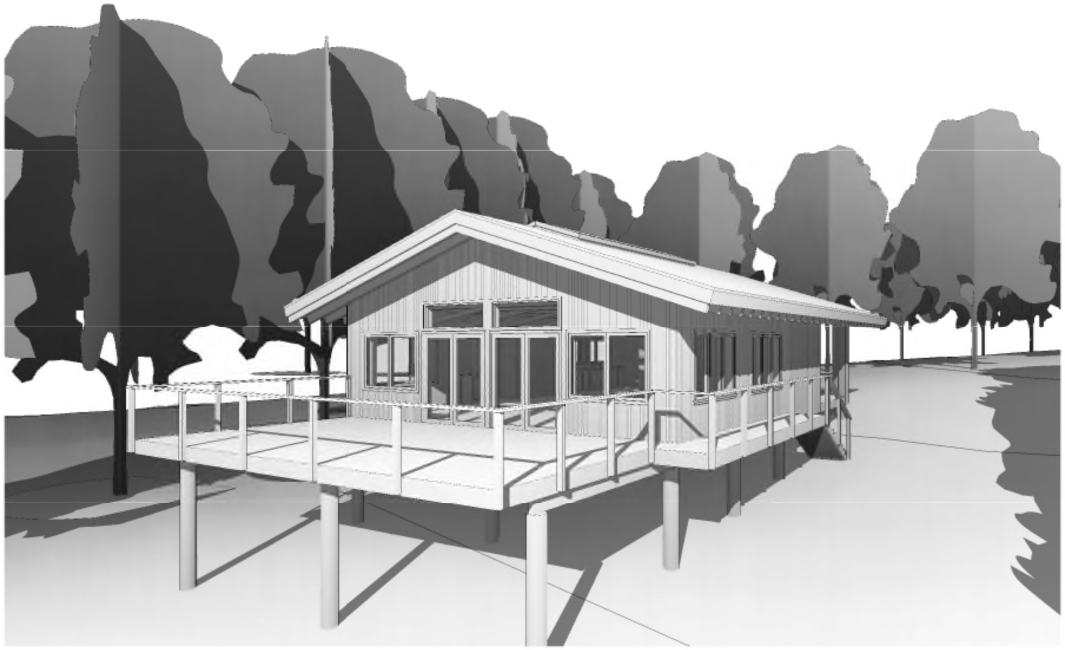
Yours truly,

Chair

Fort St. John & District Sports Council, 10631 – 100th Street, Fort St. John, BC, V1J 3Z5. Phone: 250-785-5163

ISSUES + REVISIONS

NO	DATE	DESCRIPTION



LAURA KILLAM ARCHITECTURE + DESIGN
LAURA KILLAM, ARCHITECT AIBC
2110 SEMLIN DRIVE
VANCOUVER BC V5N 4R3
TEL 604 729 8868

WHISKEY JACK NORDIC SKI CLUB LODGE

BEATTON PARK, BC

PROJECT CODE
1706

STATUS
SCHEMATIC DESIGN

SCALE

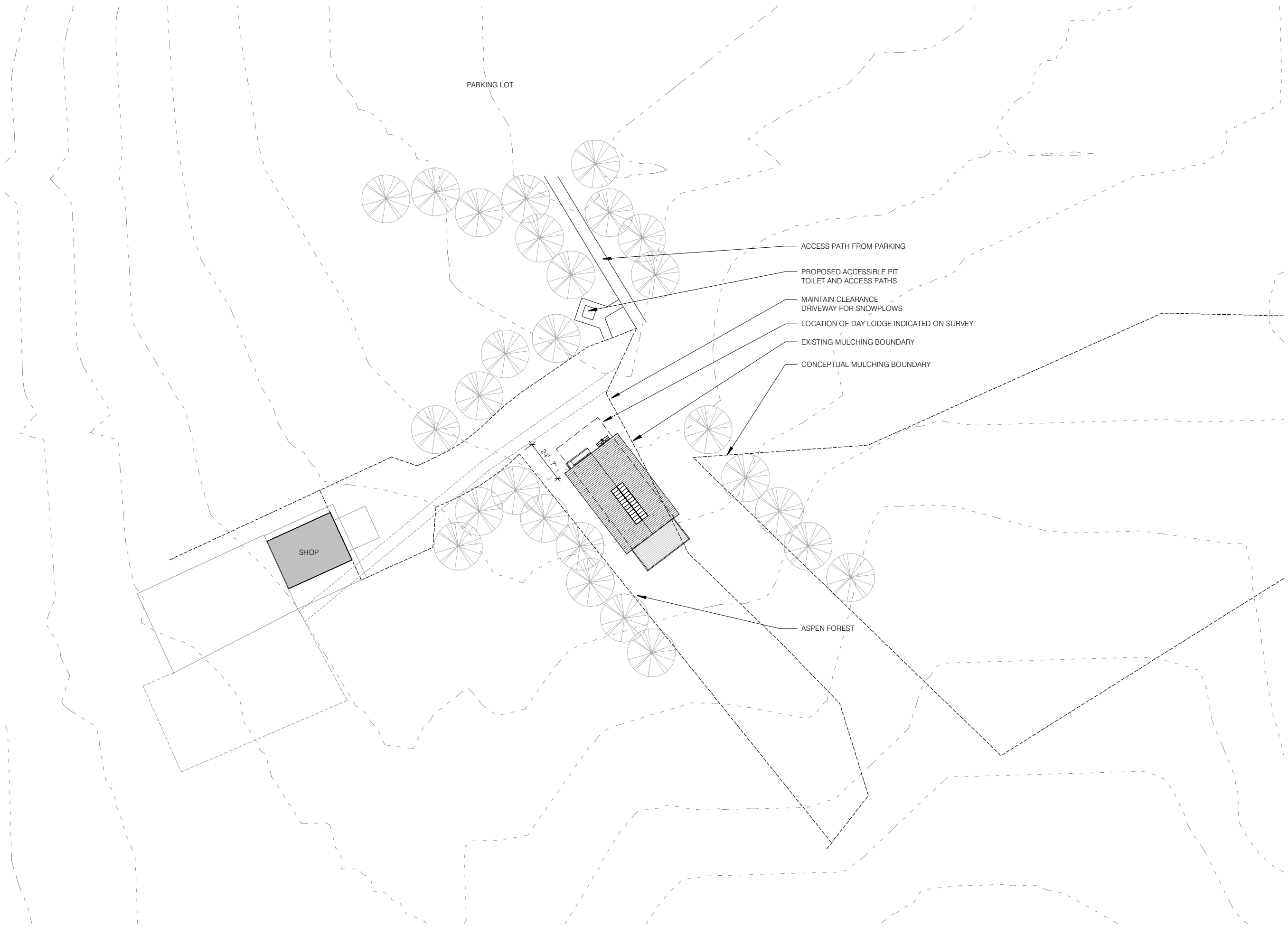
DATE
09 MAR 2018

COVER SHEET

SHEET
A000

ISSUES + REVISIONS

NO	DATE	DESCRIPTION



LAURA KILLAM ARCHITECTURE + DESIGN
LAURA KILLAM, ARCHITECT AIBC
2110 SEMLIN DRIVE
VANCOUVER BC V5N 4R3
TEL 604 729 8868

WHISKEY JACK NORDIC SKI CLUB LODGE

BEATTON PARK, BC

TRUE NORTH

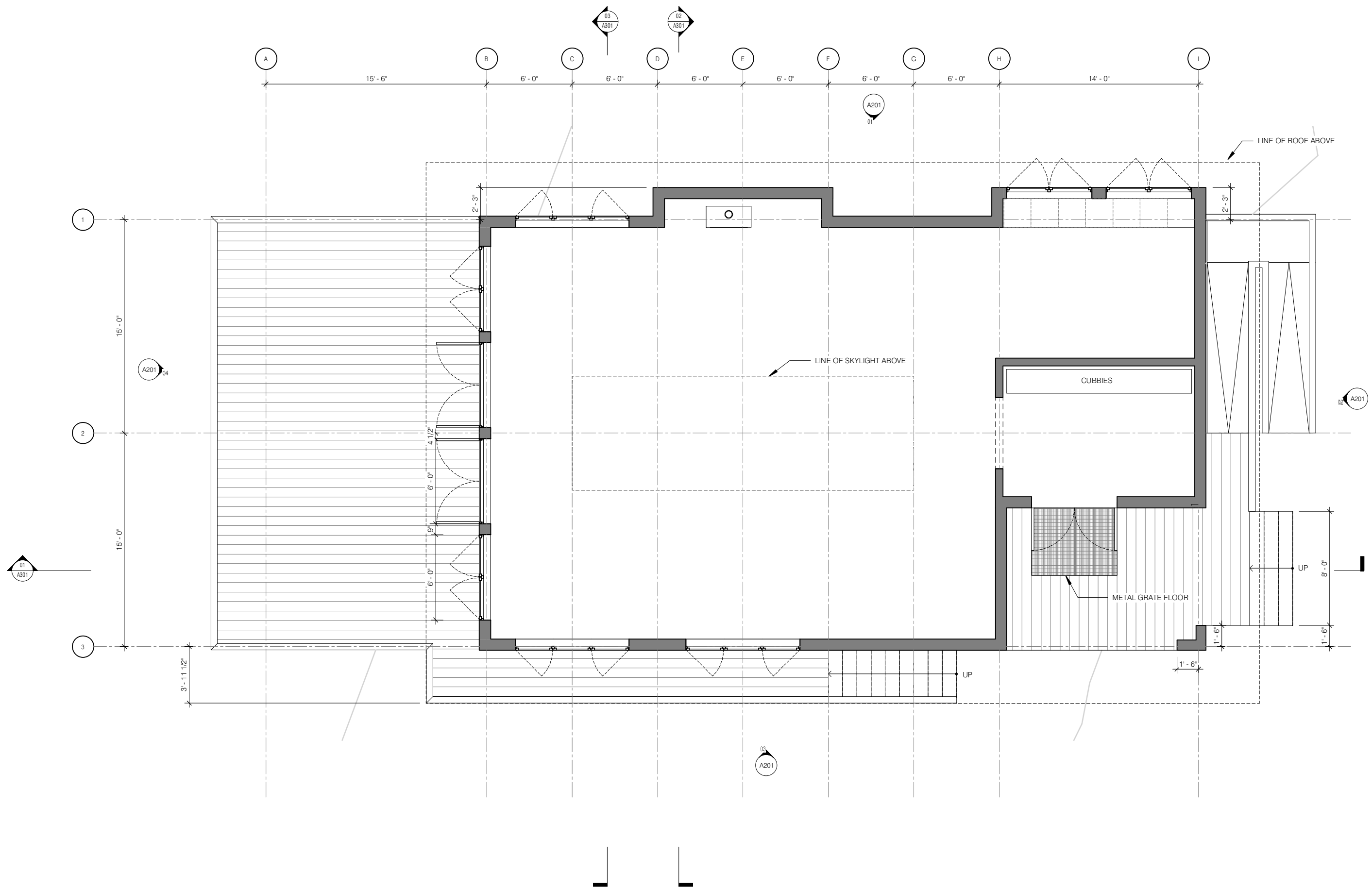
PROJECT CODE 1706
STATUS SCHEMATIC DESIGN
SCALE 1/32" = 1'-0"
DATE 09 MAR 2018

SITE PLAN

SHEET
A001

ISSUES + REVISIONS

NO	DATE	DESCRIPTION



01 LEVEL 1 PLAN
1/4" = 1'-0"

LAURA KILLAM ARCHITECTURE + DESIGN
LAURA KILLAM, ARCHITECT AIBC
2110 SEMLIN DRIVE
VANCOUVER BC V5N 4R3
TEL 604 729 8868

WHISKEY JACK NORDIC SKI CLUB LODGE

BEATTON PARK, BC

PROJECT NORTH **TRUE NORTH**

PROJECT CODE
1706

STATUS
SCHEMATIC DESIGN

SCALE
1/4" = 1'-0"

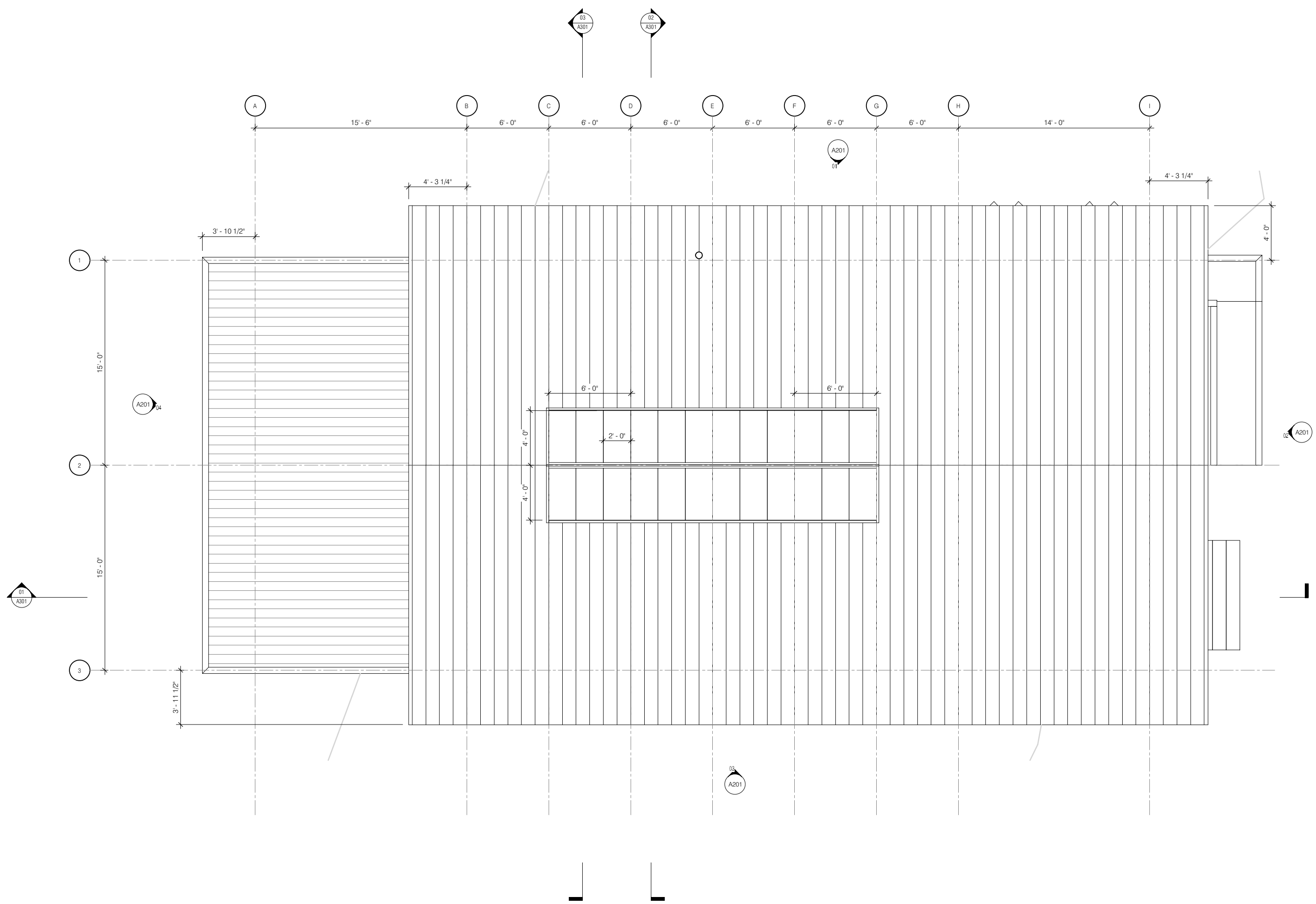
DATE
09 MAR 2018

FLOOR PLANS

SHEET
A101

ISSUES + REVISIONS

NO	DATE	DESCRIPTION



LAURA KILLAM ARCHITECTURE + DESIGN
LAURA KILLAM, ARCHITECT AIBC
2110 SEMLIN DRIVE
VANCOUVER BC V5N 4R3
TEL 604 729 8868

WHISKEY JACK NORDIC SKI CLUB LODGE

BEATTON PARK, BC

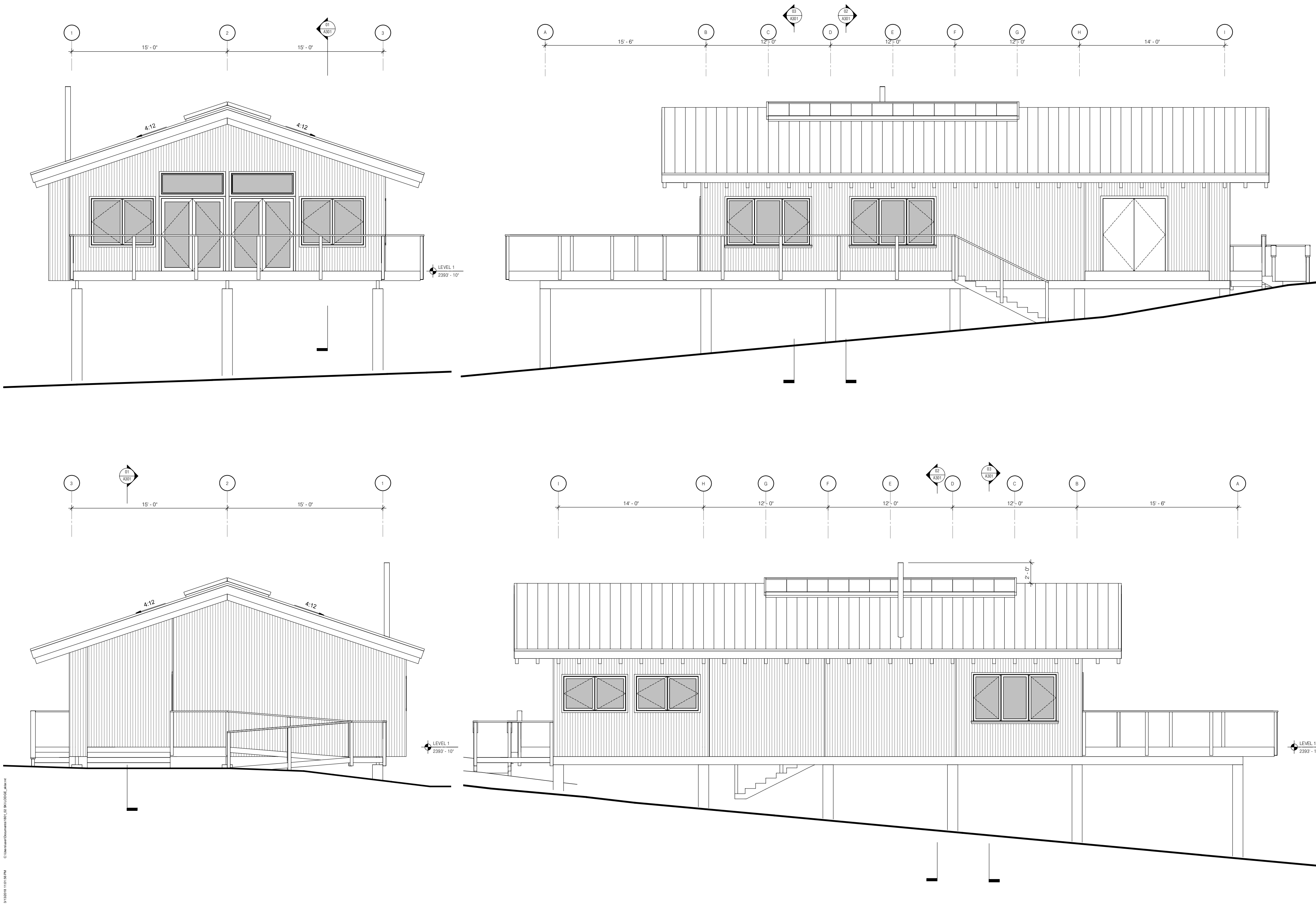
PROJECT NORTH **TRUE NORTH**

PROJECT CODE 1706
STATUS SCHEMATIC DESIGN
SCALE 1/4" = 1'-0"
DATE 09 MAR 2018

ROOF PLAN

SHEET
A102

January 16, 2020



ISSUES + REVISIONS

NO	DATE	DESCRIPTION

LAURA KILLAM ARCHITECTURE + DESIGN
LAURA KILLAM, ARCHITECT AIBC
2110 SEMLIN DRIVE
VANCOUVER BC V5N 4R3
TEL 604 729 8868

WHISKEY JACK NORDIC SKI CLUB LODGE

BEATTON PARK, BC

PROJECT CODE
1706

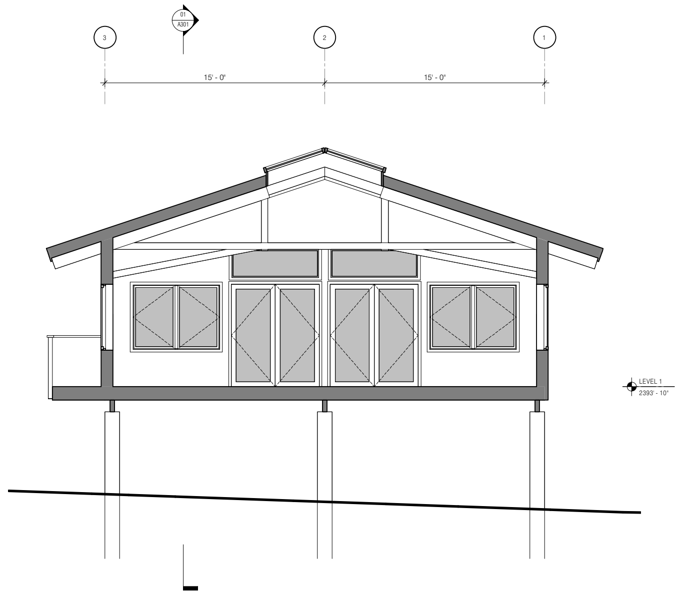
STATUS
SCHEMATIC DESIGN

SCALE
1/4" = 1'-0"

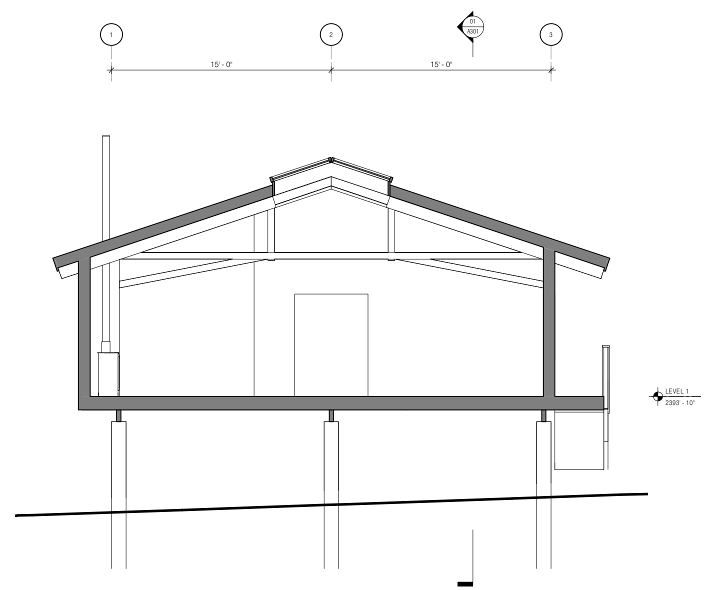
DATE
09 MAR 2018

ELEVATIONS

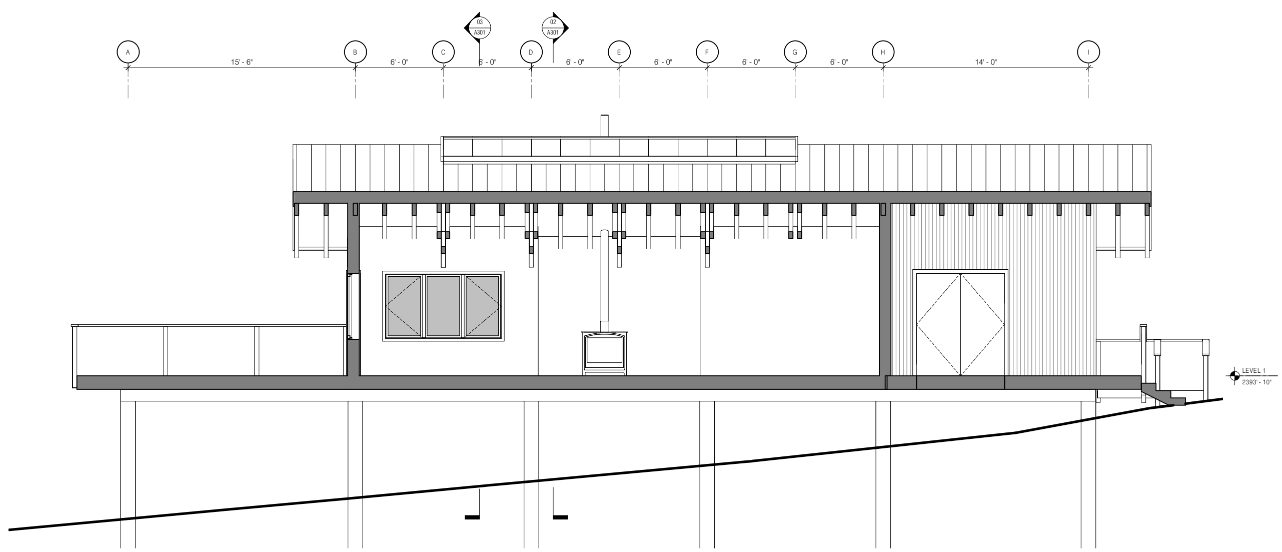
SHEET
A201



03 CROSS SECTION1
1/4" = 1'-0"
01 / A101



02 CROSS SECTION
1/4" = 1'-0"
01 / A101



01 LONG SECTION
1/4" = 1'-0"
01 / A101

ISSUES + REVISIONS

NO	DATE	DESCRIPTION

LAURA KILLAM ARCHITECTURE + DESIGN
LAURA KILLAM, ARCHITECT AIBC
2110 SEMLIN DRIVE
VANCOUVER BC V5N 4R3
TEL 604 729 8868

WHISKEY JACK NORDIC SKI CLUB LODGE

BEATTON PARK, BC

PROJECT CODE 1706
STATUS SCHEMATIC DESIGN
SCALE 1/4" = 1'-0"
DATE 09 MAR 2018

BUILDING SECTIONS

SHEET
A301

PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee Date: December 31, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Cutbank Community Club

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount requested of $30,631.78 to be issued to the Cutbank Community Club to assist with improvements to the Cutbank Community Hall, payable in the amounts of:

a) $19,273.43 from Community Works Gas Tax to support the improvements the water system sump pump system, and the purchase and installation of a new commercial dishwasher; and
b) $11,358.35 payable from Electoral Area D Peace River Agreements, Spending Item #3 – Hall, Trails and Walking paths to fund the electrical work required to support new heaters and lighting at the hall; further,

That the Committee authorize the inclusion of the following transactions in the 2020 Grants to Community Organizations budget:

1. Increase Transfer from Reserves – Community Works Gas Tax revenue by $19,273.43
2. Increase Transfer from Reserves – Peace River Agreements revenue by $11,358.35
3. Increases General Grants, Rural Grant-in-Aid – Electoral Area D expense by $30,631.78

BACKGROUND/RATIONALE:

Cutbank Community Club is requesting grant funding to support improvements at the Cutbank Community Hall located in Arras, BC. The Hall has always been a popular venue to host local events, activities and gatherings, but the demand to book the facility has increased significantly over the past few years. In order to continue to meet the demand and accommodate patron's needs, the Cutbank Community Club believes the Hall requires a number of improvements.

The Cutbank Community Club is a not-for-profit organization registered and in good standing with the *Societies Act of BC*.

For more detailed information, please see the attached grant application.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant request from the Cutbank Community Club and provide no grant funding to assist with the improvements at the Cutbank Community Hall.
2. That the Rural Budgets Administration Committee provide further direction.

Staff Initials: Dept. Head: CAO: Page 1 of 2

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- As of November 30, 2019 the balance available for Community Works Gas Tax was $5,119,800.15

- As of November 30, 2019, the balance available for Electoral Area D Peace River Agreements was 1,195,460.56

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised of the Committee's decision in writing and will be asked to ensure the PRRD is recognized for their contribution as per the PRRD Recognition Guidelines.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application

PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: S00 172 45
Name: Cutbank Community Club
Civic Address: 13514 Hwy 52 North
Mailing Address: Box 157 Arras, B.C. V0C 1B0
City: Arras
Postal Code: V0C 1B0
Contact Person: Tracey Reynen
Tel: 250.719.7233
Email: cutbankhall@gmail.com
Alternate Person: Cindi Bassett
Tel: 250.784-8777
Email: cutbankhall@gmail.com

SOCIETY EXECUTIVES

President: Cindi Bassett
Vice President: Mac Leask Jr.
Treasurer: Tracey Reynen

PROJECT COSTS

Total Cost of Project: $30,631.78
Amount Requested per
For how many years? 1 yr (●) 2 yrs ( ) 3 yrs ( )

Have you applied to a municipality for funding? Yes ( ) No (✓) If so, how much did you apply for?

Was your application successful? Yes ( ) No ( ) If so, how much did you receive?

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

Please see attachment.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Tracey Reynen
Date: Nov 29/2019

For Office Use Only

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

Gas Tax:
Other:

Gas Tax Grant Application – Cutbank Community Club

The Cutbank Hall is now a very popular choice for venues due to the extensive interior renovations that have been taking place over the last few years. Unfortunately, there are several very important issues that are still plaguing the hall, and we have been receiving complaints. We feel that since we are the largest capacity community hall in the area, we need to upgrade several items that are a necessity to those who are depending on them for the success of their event. We strongly believe that once all of the following upgrades are completed, our revenue through hall bookings will greatly increase.

Due to the high volume of dishes that are washed after each event, we have been receiving complaints from hall renters that there is never enough hot water to wash the dishes, and our water pump is continuously quitting. The lack of sufficient hot water poses as a sanitization issue where greasy dishes, pots and pans are being washed with only warm or cool water. We would like to completely upgrade our water system by installing a hot water on demand system to rectify this issue. This will save an extensive amount of money with our electrical bills by not heating a hot water tank continuously for months on end when the hall is not being used. Water pump issues include urinals and toilets that are not able to properly flush. Caterers who work out of our kitchen are upset when they are trying to cook for weddings etc. and they are unsure of how to get the water pump started again when it quits. The installation of a new water pump will provide necessary and reliable water at all times, and provide peace of mind to everyone who rents the hall.

Being a large capacity hall, the volume of dishes is extremely high. We would like to purchase a commercial dishwasher. The dishwasher is an energy efficient low water volume model which will clean all of the hall dishes using a fraction of the water that is currently used. The high temperature rinse function will sanitize all dishes and glasses by killing any bacteria, which is the recommendation by the Foodsafe program. The addition of the dishwasher to our hall will save the hall money and will save money for hall users by not constantly purchasing paper plates and plastic utensils for our high attendance functions. While the hall has a sufficient amount of china plates, cups, saucers, etc., not many functions choose to use them since the water system is inefficient.

Due to the location of the door that leads into the pump room (which is where the hot water tank and water pump currently are) and the proximity to the main exterior doors, the water pump has been freezing up during times of extreme cold when patrons are walking in and out of our building. It was recommended to purchase a wall heater that would be installed in the pump room which can be turned on only when necessary. We feel that this is the most efficient means to heat the room, since the addition of furnace ducting would only make the existing heat ducting underneath the hall less efficient. We are also experiencing issues with very little heat in the washrooms. As just mentioned, due to the long lengths of existing ductwork, the heating is not as efficient as it should be. It was recommended to install a wall heater in each washroom, also models that can be turned on only when needed to assist in energy efficiency. We would also like to replace the existing wall heater that is in the ticket booth. It occasionally works when it is turned on, and feel that since this is the only source of heat for that room, it is a safety issue to replace it.

We are continuously experiencing an accumulation of water underneath the hall. Water levels have been known to rise to a point where water will enter the heat ducting and cause the furnace to act as a humidifier, emitting steam throughout the building and causing an excessive buildup of condensation. In the past, water that had collected within the ducting was spraying through the floor venting against the walls and on the floors. We need three sumps installed, one at each end of the hall and one on the south end to prevent future flooding. This will prevent the furnace from receiving possible damage, and will keep the ducting from being pulled down from the joists due to the weight of the water. Keeping the crawlspace water-free will stop potential structural damage if the floor joists, etc. begin to rot. Mold issues will also be prevented on the walls if water spray from the floor vents is prevented. It will also provide peace of mind to all hall users knowing that each venue will have adequate heating when needed. Properly fixing this issue will prevent us from replacing a furnace at some point.

We would like an air circulation fan installed underneath the hall as well to dry out wet soil. This will prevent mold growth under the hall and potential rot and structure instability.

Our safety lighting system is not operational. We need to replace the existing system to provide adequate safety to all hall users in the event of a power failure.

We also need a new installation of a light switch in the foyer. The existing light switch is located near the main public door. Because of the location of that switch, hall renters who are not accustomed to where all the light switches are must feel their way through the dark foyer to locate the switch, which could pose as a liability issue if they stumble over something that may have been left in the dark foyer. When that switch is turned on, it not only turns on the foyer light, but an exterior light, which is therefore not energy efficient. We would like the existing light switch changed so that it only turns on the exterior light. The new installation of a light switch will be located where one would typically expect a switch to be.

We would like to add energy efficient lighting above each stall in the ladies washroom. We have received a few complaints by older people that lighting is insufficient. The stall walls are very high, and the current lighting does not properly illuminate within the stalls. Proper lighting would aid in possible fall prevention if the floor was wet, as well as adding additional safety to those who would use the wheel chair accessible stall, which is also where the baby change area is located.

All of the upgrades mentioned above require necessary electrical installations.

Budget Sheet – Cutbank Community Club

	Budget Item	Amount	Sub-Total
a.	Improved water system, sump pumps & air circulation fan, dishwasher installation	$12,789.00	
b.	Dishwasher	$6,484.43	
c.	Electrical work required for all of items in (a), heaters, emergency lighting system, bathroom stall lighting & all electrical work required	$11,358.35	
	Total expenses		$30,631.78
	Total Request		**$30,631.78**
	In-Kind		
	15hrs $15.00/hr =$225.00		

Krow's Contracting Ltd.
Plumbing & Heating
RR 2 Site 16 Comp 10
Dawson Creek BC V1G 4E8
(250)219-7440

ESTIMATED QUOTE FOR:
Cutbank Community Hall

Job Location: Cutbank
Scope: Navien tankless water heater, pressure pump system and Dishwasher.

November 28, 2019

Supply and install propane Navien tankless water heater in place of existing electric hot water tank. Venting and gas included. Venting to run out south wall through lady's bathroom (bulk head may be required). Will possibly require electrical connections by qualified electrician and NOT included in this price.

$4800.00 +GST

Supply and install new pressure pump system. Existing to be replaced with new style on demand Grundfos pump. Connections to existing provided.

$1500.00 +GST

Install customer supplied dishwasher including water and drain connections, modifications of existing cabinets and installation of 6kw booster heater. Electrical connections by qualified electrician and NOT included in this price.

$2500.00 +GST

Sump pump #1
Supply and install new sump pump in crawl space below stage area, including pump, sump well and piping to outside east wall. Proper frost protection will be provided. Electrical by qualified Electrician and NOT included in this price.

$1250.00 +GST X 2 = $2500 + GST

*Upon further inspection, it was decided that a 3rd sump pump is necessary because of water pooling under the ticket booth as well.

Sump pump #2
Install customer supplied sump pump in crawl space under electrical room. Connection to existing sewer included, sump well included. Electrical by qualified Electrician and NOT included in this price.

$780.00 +GST

Remove and cap existing drain line under bar cabinets.

100.00 + GST

= $12,180
+ 609 GST

$12,789.00

All NEW Equipment labour installations by Krow's Contracting Ltd. is warranted for 1 year from date of install.

Manufacturer warranty – specific to Brand and Model

We carry a wide line of Heating and Cooling products
Krow's Contracting Ltd. is your Peace County Authorized **RUUD** dealer

Quoted by: Krostin Gitscheff

Erickson's Electric (1975) Ltd

Electrical Estimate	11/29/2019

Customer: Cutbank Hall
Atten: Tracey Reynen

Requirements: Supply and Install Electrical Systems

a) Electric Heaters for
   a. Ladies Washroom – 1200w Radiant Heaters plus Stat
   b. Men's Washroom – 1200w Radiant Heaters plus Stat
   c. Pump Room – 500w Wall Heater c/w Stat
   d. Ticket Room – Repair/Replace Existing Heater
b) Dishwasher Unit (Electrical hook-up only)
   a. 6000w Water Temp Booster (Electrical hook-up only)
c) Propane "On Demand" Water Heater (Electrical hook-up only)
d) LED Emergency Light System
e) Two Circuits c/w receptacle for Sump Pump Use
f) LED Lights above Stalls in Ladies Room
g) Change Switch Location for Hallway Lights
h) Re-Route Connections to Existing Switch for Exterior Light Use Only
i) 100 Amp Sub Panel (Required because Existing Panel Full)

TOTAL ESTIMATE:	**$10,627.00**

****Tax and Permit NOT Included**

GST	531.35
	11,158.35
Permit (approx)	200.00
	11,358.35

By signing this agreement:

- You are required to pay 50% of estimated price prior to commencement of work upon confirmed date of construction; remaining balance upon completion unless prior arrangements are made
- You are stating that you have read and agree to all conditions, materials, descriptions as listed
- You are authorizing commencement of work to begin at the earliest convenience

Authorized Signature: ______________________________

Print Name: ______________________________

- Estimates are good for 30 days
- Estimates are guaranteed to be within 10%
- Any additions or changes will be billed separately as materials & labour, in addition to the above estimated price

1433
101st avenue
Dawson Creek, BC
V1G 2A6

PHONE (250) 782-7075
FAX (250) 782-7076
E-MAIL info@eriele.telus.biz

Russell Hendrix
First in Foodservice Equipment & Supplies

Please remit payment to:
Russell Hendrix Foodservice Equipment
PO Box 130, Brockville ON K6V 5V2
Russell Hendrix Foodservice Equipment is a division of Russell Food Equipment Limited

<< QUOTE >>

PAGE 1/1

SOLD TO:
COD8185
CUTBANK COMMUNITY CLUB
BOX 157
ARRAS, BC V0C1B0

SHIP TO:
CUTBANK COMMUNITY CLUB
13514 HWY 52N
ARRAS, BC V0C1B0

ATTN: TRACEY
2507197233

GST#: 104671094RT0017 QST#: 1000780525 BC#: PST-1000-7168

TOTAL DUE 6,789.07

REP V07	ORDER NO	TERMS DESCRIPTION	CUSTOMER PO NO	QUOTE DATE
Lee McCaw	02117667	COD		11/25/2019

ITEM ID	Sales Cat	UNIT	ORDERED	UNIT PRICE	EXTENSION
124/383HT-70(208/240-1P)	S1	EA	1.0000	5,280.5200	5,280.52
U/C DISHWASHER 70RISE 208/60/1 Ask your Russell Hendrix agent about getting an authorized service agent to perform a commissioning startup on your machine that can be provided after completion of all utility connections.					
FREIGHT	SV	EA	1.0000	421.1100	421.11
FREIGHT					
124/0712480-2		EA	1.0000	~~272.0000~~	~~272.00~~
1" ROLLER KIT					
025/8FB434151	S1	EA	2.0000	44.0200	88.04
CAMRACK 8 - FLATWARE GREY (6)					

GST SALES TAX	BC SALES TAX	SALES TA
~~303.08~~	~~424.32~~	

We appreciate your business.
Freight will be added at the time of invoicing.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
~~6,061.67~~ 5,789.67	0.00	0.00	~~727.40~~ 694.76	0.00	~~6,789.07~~ $6,484.4
				NET DUE	~~6,789.07~~

CONDITIONS OF SALE: The purchaser understands and acknowledges that title to the above items does not pass from Russell Food Equipment Limited until full payment has been made and that a security interest in the items may be registered. The purchaser further acknowledges that in the event that full payment is not made in accordance with the payment terms, the seller may, at their option, act on these security interest and charge a service charge of 2% per month (26.8% per annum) on the outstanding balance.

All stock (S1, S2, S3, S4, SX) items may be returned within 30 days in their original packaging, unused and with the original invoice, for full credit and refund where applicable. Any stock item returned after 30 days is subject to a restocking charge of 25%. All Non Stock (CO, DM, N1, N2, NX, SP) items are not returnable. All shipments are FOB origin unless otherwise indicated. Equipment uncrating, set-in-place, installation, final connection and maintenance are the responsibility of the Purchaser unless specifically noted as being part of the order. Factory warranties require adherence to manufacturer's instruction manuals.

All customers must submit any claims for shortages or damage within 48 hours of signing for the shipment.

HEAD OFFICE
Tel: 1-844-656-0303
Fax:(613) 342-1921

Print Name ______________________

Authorized Signature
X ______________________

CustomSalesOrderInvoice v20190514

www.russellhendrix.com

Please notify hendmail@russellhendrix.com of order/invoice number when making EFT Payment

WE ACCEPT EFT PAYMENTS. ACCOUNTNAME : RUSSELL FOOD EQUIPMENT LIMITED
BANK : TD CANADA TRUST (CODE 004) BRANCH : 03522 ACCOUNT NUMBER : 5212641

Current 2019 Income Statement

Revenue		
Hall Rental	$ 7,875.00	
Misc. Revenue	160.00	
Grant money rec'd	22,075.53	
Donations	7,000.00	
Dance Revenue	26,424.00	
	63,534.53	
+ Accts. Receivable	0.00	
Total Revenue		$63,534.53
Expenses		
Dance Expenses	17,082.21	
Propane	6,070.13	
Hydro	841.33	
Water	856.00	
Supplies	865.60	
Janitorial	2,175.00	
Repairs & Maintenance	5,497.16	
Insurance	4,845.06	
Accounting & Legal	40.00	
Service Charges	57.89	
Miscellaneous	3,870.83	
Office Supplies	36.59	
Renovation Expenses	17,134.37	
Capital	0.00	
Total Expenses		$54,372.17
Net Income/Loss		**$ 9,162.36**

Cutbank Community Club
Balance Sheet
As on November 29, 2019

Current Assets	
Cash	$15,075.54
Exterior Renovations (allocated funds)	24,500.00
Total Current Assets	39,575.54
Capital Assets	
Equipment	71,050.00
Land & Building (assessed value)	464,800.00
Total Capital Assets	535,850.00
Total Assets	**575,425.54**
Current Liabilities	
Accounts Payable	0
Total Liabilities	0
Equity	575,425.54
Total Liabilities & Equity	**575,425.54**

Notes:

Assessed value of land: $73,800.00

Assessed value of building: $391,000.00

PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee Date: January 6, 2020

From: Paulo Eichelberger, General Manager of Environmental Services

Subject: Environmental Services Budgets and Supplemental Budget Requests 2020

RECOMMENDATION #1:
That the Rural Budgets Administration Committee approve the supplementary request to conduct an evaluation and assessment of the Rolla Creek Dike.

RECOMMENDATION #2:
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft budget for the Rolla Creek Dike in the 2020 Annual Financial Plan.

RECOMMENDATION #3:
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft budget for the North Pine Tower in the 2020 Annual Financial Plan.

RECOMMENDATION #4:
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft budget for the Charlie Lake Sewer in the 2020 Annual Financial Plan.

RECOMMENDATION #5:
That the Rural Budgets Administration Committee approve the supplementary request for the Chilton Sewer Subdivision to:

a) purchase a spare sewer pump;
b) purchase a portion of a single portable generator which will be used between four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
c) fund upgrades to the electrical notification system.

RECOMMENDATION #6:
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2020 budget for the Chilton Sewer in the 2020 Annual Financial Plan.

RECOMMENDATION #7:
That the Rural Budgets Administration Committee recommend that Regional Board include the draft budget for Friesen Sewer in the 2020 Annual Financial Plan.

Staff Initials: Dept. Head: CAO: Page 1 of 8

RECOMMENDATION #8:
That the Rural Budgets Administration Committee approve the supplementary request for the Harper Subdivision Sewer to:

a) flush the entire system;
b) purchase a spare sewer pump;
c) purchase a portion of a single portable generator which will be used between four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
d) fund upgrades to the electrical notification system.

RECOMMENDATION #9:
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft budget for the Harper Subdivision Sewer in the 2020 Annual Financial Plan.

RECOMMENDATION #10:
That the Rural Budgets Administration Committee approve the supplementary request for the Kelly Lake Sewer Subdivision to:

a) purchase a spare sewer pump;
b) purchase a portion of a single portable generator which will be used between four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
c) fund maintenance upgrades.

RECOMMENDATION #11:
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft budget for the Kelly Lake Sewer in the 2020 Annual Financial Plan.

RECOMMENDATION #12:
That the Rural Budgets Administration Committee approve the supplementary request for the Rolla Sewer to:

a) purchase a portion of a single portable generator which will be used between four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
b) fund a study and an associated development plan to upgrade the current treatment ponds.

RECOMMENDATION #13
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft budget for the Rolla Sewer in the 2020 Annual Financial Plan.

RECOMMENDATION #14:
That the Rural Budgets Administration Committee approve the supplementary request to conduct a physical assessment of the current North Peace Airport Subdivision Sewer function.

RECOMMENDATION #15:
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft budget for the North Peace Airport Subdivision Sewer in the 2020 Annual Financial Plan.

RECOMMENDATION #16:
That the Rural Budgets Administration Committee approve the supplementary request to conduct a physical assessment of the current North Peace Airport Subdivision Water function.

RECOMMENDATION #17:
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft budget for the North Peace Airport Subdivision Water in the 2020 Annual Financial Plan.

RECOMMENDATION #18:
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft budget for Area B Potable Water in the 2020 Annual Financial Plan.

BACKGROUND/RATIONALE:
The 2020 Budget Process and 2020 Budget Calendar were approved at the October 10, 2019 Board meeting. One new change in the process was the preparation of the 2020 budget based on core expenses and presenting any proposed non-core expenses as supplemental items.

In order to allow the Rural Budgets Administration Committee to properly consider the projects forthcoming in 2020, this report presents all new capital projects and assessments as supplemental items for consideration and approval into the budget process. If approved, these items will be included in the Draft 2020 Budget. Readers will note in several of the budgets that addition of staff wages & benefits as well as PRRD vehicle usage have been allotted to accurately reflect work done in each function. Capital and Operating Reserves (projected) are listed under Financial Considerations. Transfers from Peace River Agreement (PRA) reserves to fund supplementary requests have not been included into the regular budgets at this time. Some new themes that Directors will note is:

- The addition of “Vehicle Allocation” in several of the budgets which helps to fund the new vehicle Fleet Administration function. Vehicle Allocation in each function represents actual usage of PRRD vehicles/equipment within those specific functions.
- Insurance Rates increased by 3% to reflect current values.

Core Budgets

Rolla Dike
The 2020 draft budget is currently at $12, 446 to address the aforementioned addition of PRRD resources to the function from 2019. As this function has an extremely small tax base (6 parcels) with only $158 in operating reserve and zero capital reserve, it is necessary to maximize requisition to $1,875 and transfer an additional $11,960 from PRA Reserves for the core budget. Total budget is $12, 446, down 54% or $22, 185 less than 2019.

North Pine TV Tower
This function operates strictly on user fees and no longer collects requisition since the original purpose (providing analog TV services) ended in 2017. The function collects revenue solely from rental of space on the tower by outside users (currently two users are on the tower, for a total of $6,000 expected revenue in 2020). Total budget is $29,997, up 31% or $22,894 from 2019. This is to include a one-time cost for tree removal from obstructing the power and support lines.

Charlie Lake Sewer
The 2020 draft budget proposes an increase of 3.14% ($71,258) to requisition in 2020, bringing taxation back to 2018 equivalent. Additional changes include an increase in insurance levels to reflect current levels for the infrastructure, increased electricity to reflect additional power consumption, assessment on reclaim water, added permit fees and increase to operational costs. The draft 2020 budget also proposes reductions in transfer to capital reserves for:

- The treatment network portion of the reserve, from $232,769 to $20,000.
- The Trucked Waste Receiving Facility portion of the reserve, from $232,769 to $22, 857.

2019 Actual Revenue from the Trucked Waste Receiving Facility overall was 38% higher than anticipated ($997,374 compared to budget of $675,000), due to a 34% increase in the number commercial loads of waste water. The total budget for the function is $1, 147, 188, down 20.37% or $293,481 less than 2019.

Chilton Sewer
The draft 2020 budget proposes to increase requisition from $24,678 to $35,000 (41.83% from 2019) to address the previously mentioned allotment of PRRD resources to maintain this function. Total budget is $34,271, up 31% or $8, 034 from 2019.

Friesen Sewer
The draft 2020 budget proposes to increase requisition from $2,960 to $7,500 to account for the previously mentioned allotment of PRRD resources to maintain this function ($3,443) and increase the transfer to capital reserve by $1, 259. Total budget is $15,620, up 43% or $4,708 from 2019.

Harper Sub Sewer
The draft 2020 budget proposes to increase requisition from $56,311 to $61,404 ($5,093 or 9.0%) to reflect a $6,606 increase in operational expenditures, which includes an increase in transfer to capital and operational reserves of $17,950 and an increase to Operating Surplus of $1,393. Total budget is $89,022, up 8.02% or $6,606 from 2019.

Kelly Lake Sewer
The draft 2020 budget proposes to increase requisition from $18,504 to $18,750 (maximum allowed). Transfer from PRA Reserves decreased $30,598 due to an increase in Operating Surplus revenue of $10,653 and an overall decrease in operating expenses of $19,699 (Wages and Benefits increased $18,763; Operations decreased $46,898; Allocations increased $10,971 etc.). Total budget is $67,152, down 23% or $19, 699 from 2019.

Rolla Sewer
The draft 2020 budget proposes to increase requisition from $34,356 to $75,010 to account for the previously mentioned allotment of PRRD resources to maintain this function ($25,255), an increase in regular maintenance costs ($7,743) and a reduction in transfer to operating reserves from $7,000 to $0. Total budget is $75,010, up 78.5% or $42,012 from 2019.

North Peace Airport Sewer
The draft 2020 budget proposes to increase requisition from $15,240 to $25, 753 to account for the previously mentioned allotment of PRRD resources to maintain this function, a 75.2% reduction in surplus

to $2,000 and a decrease in transfer to capital reserves of $2,063. Total budget is $63,753, up 8.4% or $4, 448 from $59,305 in 2019.

North Peace Airport Water

The draft 2020 budget proposes to increase requisition from $17,500 to $19,111 to account for the previously mentioned allotment of PRRD resources to maintain this function ($14,111 which is 45% lower than 2019). A 62.71% reduction in surplus to $5,000 has also been applied to the revenue portion of this function. Total budget is $60,111, down 10% or $6,796 from 2019.

Area B Water

The draft 2020 budget proposes to maximize requisition from $742,972 to $1,025,000. Additional changes include:

- Reduction in general expenditures (excluding Contingency) from $372,333 to $127,606.
- Increase in allocations for administration and vehicle use by $72,896.
- Reduction in user fees from $350,000 to $60,000.
- Net increases to site operations $9,125.
- PRA Reserve carryover of 326,312 for a total 418,352 budgeted to accommodate Boundary Tank loader Capacity expansion.
- Addition of contingency line of 211,226 to allow for unanticipated operational works.
- Updated insurance liability for each site
- Total capital budget reduces by 32.8% from $1, 719,078 to $1,155,048 to address outstanding capital items and modifications as may be needed to the water stations.
- Overall budget for the function reduces from $2,755,881 (budgeted) to $2,365,048.

Supplemental Items

Rolla Dyke

The Rolla Dyke function has typically had minimal maintenance performed due to the small tax base (six parcels). In 2019, necessary upgrades were conducted to prevent erosion in the farmyard portion of the dyke and prevent deleterious substances from entering the Rolla Creek[1]. During the coordination of the work with staff and the Ministry (who governs work done in or near water bodies), it became apparent that a legal risk assessment is required to confirm maintenance responsibilities of the PRRD, the landowner and the Province. This will ensure that the PRRD does not requisition for aspects of the Rolla Dyke that it is not responsible to maintain. Proposed funding to conduct the assessment is $50,000 from PRA for Area D.

Area D Sewer Functions

To improve long-term maintenance of PRRD assets in the Area D sewer functions (Chilton, Harper Sub, Rolla and Kelly Lake), staff proposes that PRA Reserves be utilized to:

1. Purchase an electrical generator for $70,000 to operate the sewer systems as needed in the event of a local power outage. The cost of the generator is divided equally across the Chilton, Harper, Rolla and Kelly Lake Sewer systems.

[1] A transfer of $30,000 from the Peace River Agreement Reserve (PRA) was authorized by RBAC to complete the work.

2. Purchase critical spare pumps for $15,000 each for the Chilton, Harper and Kelly Lake sewer functions to provide regular rotational maintenance and reduce reliance on operational aid from outside sources. This will also reduce time for pump replacement in the field[2].

The following supplemental requests reflect these costs:

a. Chilton Sewer

For 2020, it is proposed that capital work occur in the Chilton Sewer on three key areas to improve management of this asset:

a) Purchase a critical spare pump for an estimated cost is $15,000.
b) Purchase ¼ of the electrical generator $17,500.
c) Electrical system upgrades and manhole replacements at a cost of $17,500.

Proposed funding for the Chilton work is $50,000 from PRA for Area D.

b. Harper Sub Sewer

For 2020, it is proposed that capital work occur in the Harper Sub Sewer on three key areas to improve management of this asset:

a) Purchase a critical spare pump for an estimated cost is $15,000.
b) Purchase ¼ of the electrical generator $17,500.
c) Electrical system upgrades and a large scale flushing of the system is estimated at a cost of $17,500.

Proposed funding for the Harper Sub work is $50,000 from PRA for Area D.

c. Kelly Lake Sewer

For 2020, it is proposed that capital work occur in the Kelly Lake Sewer on three key areas to improve management of this asset:

a) Purchase a critical spare pump for an estimated cost is $15,000.
b) Purchase ¼ of the electrical generator $17,500.
c) Additional repair and maintenance to fix the system is estimated at a cost of $17,500.

Proposed funding for the Kelly Lake work is $50,000 from PRA for Area D.

d. Rolla Sewer

For 2020, it is proposed that capital work occur in the Rolla Sewer on two key areas to improve maintenance of Regional District assets:

a) Purchase ¼ of the electrical generator $17,500.
b) Order a study and development of a construction plan to upgrade the current treatment ponds to improve settlement of solids prior to aeration $32,500.

Proposed funding for the Rolla Sewer work is $50,000 from PRA for Area D.

[2] Systems each have two pumps, running in an alternating schedule (one pump running at one time). The spare can be swapped when one pump must be removed for maintenance. If this maintenance takes a larger amount of time, these systems will still have two functioning pumps in the field, running in an alternating schedule.

North Peace Airport Sub Sewer/Water

The infrastructure for the North Airport Sub Sewer and Water functions have been repaired to date on an as needed basis. As the infrastructure is quite old, it is necessary to assess the system to prioritize and understand what upgrades may be required to ensure continued service and limit risk of leaks to the surrounding environment. A physical assessment of current sewerage and water assets at NP Airport Subdivision is estimated at $100,000. Briefly, this assessment will involve review of the age and current state of the infrastructure and provide estimates on replacement of the system. Proposed funding for the NP Airport Sub Sewer and Water functions are $50,000 each for a total of $100,000 from PRA for Area C.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Organizational Effectiveness

☒ Develop a Corporate Asset Management Program

FINANCIAL CONSIDERATION(S):

Capital/Operating Reserves are summarized below:

Cost Code	Function	Capital Reserve (projected)	Operating Reserve (projected)
430	Rolla Dyke	$0	$158
525	North Pine TV Tower	$6,258	$0
601	Charlie Lake Sewer	$506,610	$100,563
601	Charlie Lake Sewer Treatment/Disposal	$356,010	
601	Charlie Lake Sewer TWRF	$202,991	
602	Chilton Sewer	$30,951	$29,300
603	North Peace Airport Sub Sewer	$57,553	$50,642
604	Friesen Sewer	$10,197	$18,599
605	Harper Imperial Sub Sewer	$13,588	$13,587
606	Kelly Lake Sewer	$11,727	$21,039
607	Rolla Sewer	$10,235	$396
701	North Peace Airport Sub Water	$19,691	$29,337
702	Area B Water	$0	$0

Funding for Supplemental Requests are summarized below:

Summary of Proposed Funding from PRA vs 2020 Supplemental Requests		
Electoral Area	**C**	**D**
PRA Reserve Balance after Commitments	**$2,248,831**	**$949,673**
Chilton Sub Sewer		$50,000
Harper Sub Sewer		$50,000
Kelly Lake Sewer		$50,000
Rolla Sewer		$50,000

NP Airport Sub Water	$50,000	
NP Airport Sub Sewer	$50,000	
Total PRA After Contribution	**$2,148,831**	**$749,673**

COMMUNICATIONS CONSIDERATION(S):
None.

OTHER CONSIDERATION(S):
None.

Attachments:
1. Rolla Dyke budget plus supplemental request
2. North Pine TV Tower budget
3. Charlie Lake Sewer budget
4. Chilton Sewer budget plus supplemental budget request
5. North Peace Airport Sub Sewer budget plus supplemental budget request
6. Friesen Sewer budget
7. Harper Imperial Sub Sewer budget plus supplemental budget request
8. Kelly Lake Sewer budget plus supplemental budget request
9. Rolla Sewer budget plus supplemental budget request
10. North Peace Airport Sub Water budget plus supplemental budget request
11. Area B Water budget

Account Code : -- - To : -- - Function Type : Selective

General Operating Fund
430 - Rolla Creek Diking

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
REVENUES								
0010 Requisition								
01-1-0010-0012	Parcel Tax	-1,045.00	-1,340.60	-1,370.00	-1,370.00	-1,500.00	-1,500.00	-1,875.00
	Total Requisition	-1,045.00	-1,340.60	-1,370.0C	-1,370.00	-1,500.0C	-1,500.00	-1,875.00
0020 Surplus/Deficit								
01-1-0020-0020	Surplus/Deficit	-455.00	-159.00	-455.00	-1,500.00	1,463.02	1,463.00	1,389.00
	Total Surplus/Deficit	-455.00	-159.00	-455.0C	-1,500.00	1,463.02	1,463.00	1,389.00
0070 Investment Income								
01-1-0070-0071	Interest on Reserves	-41.82	-49.19	-57.90	-75.57	0.00	0.00	0.00
	Total Investment Income	-41.82	-49.19	-57.9C	-75.57	0.0C	0.00	0.00
0140 Transfer from Reserves								
01-1-0140-0140	Operating Reserve	0.00	0.00	-2,200.00	0.00	-4,594.00	-4,594.00	0.00
01-1-0140-0142	Fair Share Reserve	-1,080.00	0.00	0.00	0.00	0.00	0.00	0.00
01-1-0140-0145	Peace River Agreement Reserve	0.00	0.00	0.00	0.00	-30,000.00	-30,000.00	-11,960.00
	Total Transfer from Reserves	-1,080.00	0.00	-2,200.0C	0.00	-34,594.0C	-34,594.00	-11,960.00
	Total REVENUES	-2,621.82	-1,548.79	-4,082.9C	-2,945.57	-34,630.9ε	-34,631.00	-12,446.00
EXPENDITURES								
1000 General Expenditures								
01-2-1000-1040	WCB	0.00	0.00	0.00	20.52	0.00	22.00	22.00
01-2-1000-3020	Meals	0.00	0.00	0.00	0.00	523.82	0.00	500.15
01-2-1000-3025	Meals - in region	0.00	0.00	0.00	0.00	47.62	0.00	0.00
01-2-1000-5140	Minor Capital	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00
01-2-1000-6010	Operations	796.00	0.00	0.00	4,287.50	34,786.85	34,577.00	11,870.00
	Total General Expenditures	796.00	0.00	2,500.0C	4,308.02	35,358.2ς	34,599.00	12,392.15
1150 Allocations								
01-2-1150-1160	Administration	25.00	25.00	25.00	25.00	32.00	32.00	53.85
	Total Allocations	25.00	25.00	25.0C	25.00	32.0C	32.00	53.85
8100 Transfers to Reserve								
01-2-8100-8120	Operating Reserve	1,600.00	1,020.00	0.00	0.00	0.00	0.00	0.00
01-2-8100-8150	Interest on reserves	41.82	49.19	57.90	75.57	0.00	0.00	0.00
	Total Transfers to Reserve	1,641.82	1,069.19	57.9C	75.57	0.0C	0.00	0.00

Account Code : - - - To : - - -

Function Type : Selective

General Operating Fund
430 - Rolla Creek Diking

	2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
Total EXPENDITURES	2,462.82	1,094.19	2,582.9C	4,408.59	35,390.2\[illegible\]	34,631.00	12,446.00
Surplus/Deficit	-159.00	-454.60	-1,500.0C	1,463.02	759.31	0.00	0.00

Account Code : -- - To : -- -

Function Type : Selective

	2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUDGET	2020 PROVISIONAL BUDGET
Summary Total Revenues	-2,621.82	-1,548.79	-4,082.90	-2,945.57	-34,630.98	-34,631.00	-12,446.00
Summary Total Expenses	2,462.82	1,094.19	2,582.90	4,408.59	35,390.29	34,631.00	12,446.00
Summary Surplus/Deficit	-159.00	-454.60	-1,500.00	1,463.02	759.31	0.00	0.00

2020 Year over Year Comparative Analysis

Function: 430 - Rolla Creek Dyking

A) Core Budget

		2019 Requisition	Proposed 2020 Requisition	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
		$1,500	$1,875	$375	25.00%
Explanation of increase/decrease:	Decrease to Operations			(22,707)	-1513.80%
	Reduced deficit			(74)	-4.93%
	Increase to meals			500	33.33%
	Increase to admin allocation			22	1.47%
			Subtotal section A	**-$22,259**	**-1483.93%**

B) Prior Year One-time Items

		Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
1)	PRA Allocation	$18,040	1202.67%
2)	Operating Reserve	$4,594	306.27%
			0.00%
	Subtotal section B	**$22,634**	**1508.93%**
	Subtotal sections A + B	**$375**	**25.00%**

C) Supplemental Items

		2020	Cost	Requisition	Requisition % Increase
1)	**Legal Assessment of Rolla Dike Agreements**	Operating - PRA	50,000		0.00%
	to determine PRRD responsibilities versus landowner responsibilities				0.00%
		Subtotal section C	**$50,000**	**$0**	**0.00%**
			Subtotal sections A + B + C	**$375**	**25.00%**

Notes:
1) The Operating Reserve balance for this function as at December 31, 2019 is estimated to be $158.
2) The Capital Reserve balance for this function as at December 31, 2019 is estimated to be $0.

2020 Budget - Supplemental Item

Title	Legal Assessment of Rolla Dike Agreemen	**Department**	ENVIRONMENTAL SERVICES
Division	ENVIRONMENTAL SERVICES	**Function**	430 - Rolla Creek Dyking
Type	Operating - One-time	**Priority**	1

Description

Legal evaluation and assessment of Rolla Creek Dyke and the attributes associated with the function. Determine what the PRRD is responsible to maintain and what the landowner is responsible to maintain and what the Province is responsible to maintain.

Benefits

To provide valuable operating and maintenance responsibilities for the PRRD to conduct on an annual basis. PRRD will be able to budget for O&M functions associated with PRRD assets.

Risks

1. The dyke fails due to inconsistent maintenance and repairs causing environmental and infrastructure damage. 2. Unnecessary requisition for aspects the PRRD is not responsible to maintain.

Financial Information

	Operating					
Funding Sources	**2020**	**2021**	**2022**	**2023**	**2024**	**5 Year Total**
PRA Grant Funding	50,000					50,000
						-
						-
	50,000	**-**	**-**	**-**	**-**	**50,000**

Expenses	**2020**	**2021**	**2022**	**2023**	**2024**	**5 Year Total**
Studies, Plans, Assessments	50,000					50,000
						-
						-
						-
						-
						-
	50,000	**-**	**-**	**-**	**-**	**50,000**

Administration

Author	Lyle Smith	**Date Prepared**	January 14, 2019
Approval Date			

Account Code : -- - **To :** -- -

Function Type : Selective

General Operating Fund
525 - North Pine TV

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
REVENUES								
0010 Requisition								
01-1-0010-0010	Electoral	-1,169.00	-3,492.00	-4,542.00	0.00	0.00	0.00	0.00
	Total Requisition	-1,169.00	-3,492.00	-4,542.0C	0.00	0.0C	0.00	0.00
0020 Surplus/Deficit								
01-1-0020-0020	Surplus/Deficit	-3,741.00	-1,318.00	-258.00	-341.28	9,643.38	9,643.00	0.00
	Total Surplus/Deficit	-3,741.00	-1,318.00	-258.0C	-341.28	9,643.3ɛ	9,643.00	0.00
0040 Recovery of Costs								
01-1-0040-0000	General - Recovery of Costs	-1,200.00	-1,200.00	-1,200.00	-4,200.00	-3,145.38	-4,200.00	-6,000.00
	Total Recovery of Costs	-1,200.00	-1,200.00	-1,200.0C	-4,200.00	-3,145.3ɛ	-4,200.00	-6,000.00
0070 Investment Income								
01-1-0070-0071	Interest on Reserves	-392.93	-328.88	-406.76	-680.68	0.00	0.00	0.00
	Total Investment Income	-392.93	-328.88	-406.7ϵ	-680.68	0.0C	0.00	0.00
0140 Transfer from Reserves								
01-1-0140-0140	Operating Reserve	-5,000.00	0.00	0.00	0.00	0.00	-12,546.00	-23,997.00
	Total Transfer from Reserves	-5,000.00	0.00	0.0C	0.00	0.0C	-12,546.00	-23,997.00
7512 NORTH PINE TV ~								
01-1-7512-0120	Grant-in-lieu (NORTH PINE TV)	-0.92	0.00	0.00	0.00	0.00	0.00	0.00
	Total NORTH PINE TV ~	-0.92	0.00	0.0C	0.00	0.0C	0.00	0.00
	Total REVENUES	-11,503.85	-6,338.88	-6,406.7ϵ	-5,221.96	6,498.0C	-7,103.00	-29,997.00
EXPENDITURES								
1000 General Expenditures								
01-2-1000-2065	Insurance - Property	0.00	0.00	0.00	0.00	111.00	130.00	133.00
01-2-1000-2070	Insurance - Liability	0.00	0.00	0.00	0.00	167.19	190.00	193.00
01-2-1000-2150	Electricity	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
01-2-1000-3020	Meals	0.00	0.00	0.00	0.00	23.81	0.00	0.00
01-2-1000-6010	Operations	8,972.16	4,957.23	4,877.83	4,705.47	3,846.52	6,712.00	28,000.00
	Total General Expenditures	8,972.16	4,957.23	4,877.8ɜ	4,705.47	4,148.5ʐ	7,032.00	29,826.00
1150 Allocations								
01-2-1150-1160	Administration	500.00	500.00	500.00	500.00	71.00	71.00	171.00

Account Code : -- - To : -- -

Function Type : Selective

General Operating Fund
525 - North Pine TV

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
	Total Allocations	500.00	500.00	500.0C	500.00	71.0C	71.00	171.00
5000 North Pine TV								
01-2-5000-5060	Studies, Plans and Assessments	0.00	0.00	0.00	8,692.68	0.00	0.00	0.00
	Total North Pine TV	0.00	0.00	0.0C	8,692.68	0.0C	0.00	0.00
7512 NORTH PINE TV								
01-2-7512-0260	Insurance (NPTV)	310.76	285.24	280.89	286.51	0.00	0.00	0.00
	Total North Pine TV	310.76	285.24	280.8Ç	286.51	0.0C	0.00	0.00
8100 Transfers to Reserve								
01-2-8100-8130	Carbon "Green" Reserve	10.00	10.00	0.00	0.00	0.00	0.00	0.00
01-2-8100-8150	Interest on reserves	392.93	328.88	406.76	680.68	0.00	0.00	0.00
	Total Transfers to Reserve	402.93	338.88	406.7€	680.68	0.0C	0.00	0.00
	Total EXPENDITURES	10,185.85	6,081.35	6,065.4ε	14,865.34	4,219.52	7,103.00	29,997.00
	Surplus/Deficit	-1,318.00	-257.53	-341.2ε	9,643.38	10,717.52	0.00	0.00

Account Code : -- - To : -- -

Function Type : Selective

	2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUDGET	2020 PROVISIONAL BUDGET
Summary Total Revenues	-11,503.85	-6,338.88	-6,406.76	-5,221.96	6,498.00	-7,103.00	-29,997.00
Summary Total Expenses	10,185.85	6,081.35	6,065.48	14,865.34	4,219.52	7,103.00	29,997.00
Summary Surplus/Deficit	-1,318.00	-257.53	-341.28	9,643.38	10,717.52	0.00	0.00

2020 Year over Year Comparative Analysis

Function: 525 - North Pine TV

A) Core Budget

	2019 Requisition	Proposed 2020 Requisition	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
	$0	$0	$0	#DIV/0!

Explanation of increase/decrease:

		Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
Increase to recovered costs		(1,800)	#DIV/0!
Reduced deficit		(9,643)	#DIV/0!
Increase to transfer from Operating Reserves		(11,451)	#DIV/0!
Increase to electricity		1,500	
Increase to general operations		21,394	#DIV/0!
	Subtotal section A	**$0**	**#DIV/0!**

B) Prior Year One-time Items

	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
Subtotal section B	**$0**	**0.00%**
Subtotal sections A + B	**$0**	**#DIV/0!**

C) Supplemental Items

	2020 Cost	Requisition	Requisition % Increase
Subtotal section C	**$0**	**$0**	**0.00%**
Subtotal sections A + B + C		**$0**	**#DIV/0!**

Notes:
1) The Operating Reserve balance for this function as at December 31, 2019 is estimated to be $6,258.
2) The Capital Reserve balance for this function as at December 31, 2019 is estimated to be $0.

Account Code : ??-?-????-???? **To :** ??-?-????-???? **Function Type :** Selective

Sewer Operating Fund
601 - Charlie Lake Sewer

		2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
REVENUES					
0010 Requisition					
02-1-0010-0012	Parcel Tax	-71,400	-69,090	-69,090	-71,258
	Total Requisition	-71,400	-69,090	-69,090	-71,258
0020 Surplus/Deficit					
02-1-0020-0020	Surplus/Deficit	-445,549	-419,328	-519,329	-224,430
	Total Surplus/Deficit	-445,549	-419,328	-519,329	-224,430
0050 Fees and Permits					
02-1-0050-0050	DCC Fees	-64,574	0	-30,000	-30,000
02-1-0050-0054	Connection Fees	-1,000	-500	-750	-500
	Total Fees and Permits	-65,574	-500	-30,750	-30,500
0060 User Fees					
02-1-0060-0060	User Fees	-146,916	-147,240	-145,500	-145,500
	Total User Fees	-146,916	-147,240	-145,500	-145,500
0070 Investment Income					
02-1-0070-0071	Interest on Reserves	-5,930	0	0	0
	Total Investment Income	-5,930	0	0	0
0140 Transfer from Reserves					
02-1-0140-0145	PRA Reserve	-94,800	0	0	0
	Total Transfer from Reserves	-94,800	0	0	0
7100 Sewage Truck Receiving Facility					
02-1-7100-0061	Sewage Facility - Residential	-130,109	-131,842	-120,000	-120,000
02-1-7100-0062	Sewage Facility - Commercial	-685,436	-919,519	-555,000	-555,000
02-1-7100-0063	Sewage Facility - Call Out	-650	0	-500	-500
02-1-7100-0064	Miscellaneous	0	0	-500	0
	Total Sewage Truck Receiving F	-816,195	-1,051,361	-676,000	-675,500
	Total REVENUES	-1,646,364	-1,687,519	-1,440,669	-1,147,188
EXPENDITURES					
1000 General Expenditures					
02-2-1000-1010	Wages - Full Time	0	17,884	24,219	19,375
02-2-1000-1030	Benefits	0	5,618	7,266	5,619
02-2-1000-2030	Phone/Internet	1,165	945	1,800	1,500
02-2-1000-2050	Miscellaneous	0	218	1,000	1,000
02-2-1000-2055	Contingency	0	0	0	500
02-2-1000-2065	Insurance - Property	0	22,873	500	23,505
02-2-1000-2070	Insurance - Liability	0	2,006	750	2,200
02-2-1000-2130	R&M - Machinery	2,592	7,046	45,000	45,000
02-2-1000-2150	Electricity	9,249	59,094	10,308	50,000
02-2-1000-3010	Travel	0	0	0	500
02-2-1000-3020	Meals	571	393	1,000	1,000
02-2-1000-3030	Training & Development	0	0	0	2,500
02-2-1000-3040	Conferences & Seminars	0	0	0	2,500
02-2-1000-3060	Meetings	0	0	1,000	1,000
02-2-1000-5010	Advertising Services	0	0	0	1,000
02-2-1000-5020	Consulting Services	31,944	18,337	50,000	50,000
02-2-1000-5030	Legal Services	425	1,900	10,000	10,000
02-2-1000-5060	Studies, Plans and Assessments	0	0	2,500	50,000
02-2-1000-5110	Supplies - Warehouse	101	0	500	500
02-2-1000-5120	Supplies - Office	241	973	500	1,500
	Total General Expenditures	46,288	137,287	156,343	269,199

PEACE RIVER REGIONAL DISTRICT | GL5260 | Page : 3 | R-3

Budget Report by Cost Center | **Date :** Jan 11, 2020 | **Time :** 2:31 pm

Account Code : ??-?-????-???? **To :** ??-?-????-???? **Function Type :** Selective

Sewer Operating Fund

601 - Charlie Lake Sewer

		2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
1150 Allocations					
02-2-1150-1160	Administration	1,175	4,006	4,006	25,294
02-2-1150-1190	PRRD Vehicles	0	0	0	1,958
	Total Allocations	1,175	4,006	4,006	27,252
4201 CHARLIE LAKE SEWER EXPENDITURES					
02-2-4201-0260	Insurance (CL SWR)	1,153	0	0	0
02-2-4201-0391	CL Waste Fac - Office Trailer	0	0	0	0
02-2-4201-0392	Capital - Septage Handling/Sani Dump	42,958	0	0	0
02-2-4201-0440	Payments from PRA	94,800	0	0	0
02-2-4201-0608	Trsf Cap - Truck Rec Facility	75,000	0	0	0
	Total CHARLIE LAKE SEWER EXP	213,912	0	0	0
7000 Sewer Operations					
02-2-7000-6010	Operations	0	2,879	0	5,000
02-2-7000-7110	Sewer Monitoring	2,815	2,882	3,000	3,000
02-2-7000-7120	Collection Systems	77,007	68,629	100,000	100,000
	Total Sewer Operations	79,822	74,390	103,000	108,000
7100 Sewage Truck Receiving Facility					
02-2-7100-1110	Banking Fees - CLWWTF	0	6,773	0	6,500
02-2-7100-1130	Admin Fees	25,000	0	18,402	0
02-2-7100-7101	Treatment & Disposal	132,143	95,893	136,000	136,000
02-2-7100-7102	Trucked Waste Receiving Facility	439,591	397,399	457,600	457,600
02-2-7100-7103	Storage Pond - Operating Costs	0	0	69,780	69,780
02-2-7100-8110	Capital Reserve	75,000	0	232,769	20,000
	Total Sewage Truck Receiving F	671,735	500,066	914,551	689,880
8100 Transfers to Reserve					
02-2-8100-8110	Capital Reserve	143,600	0	232,769	22,857
02-2-8100-8150	Interest on Reserves	5,930	0	0	0
02-2-8100-8200	DCC Reserve	64,574	0	30,000	30,000
	Total Transfers to Reserve	214,104	0	262,769	52,857
	Total EXPENDITURES	1,227,035	715,749	1,440,669	1,147,188
	Surplus/Deficit	**-419,328**	**-972,275**	**0**	**0**

Budget Report by Cost Center

Account Code : ??-?-????-???? **To :** ??-?-????-???? **Function Type :** Selective

	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
Summary Total Revenues	**-1,646,364**	**-1,688,023**	**-1,440,669**	**-1,147,188**
Summary Total Expenses	**1,227,035**	**715,749**	**1,440,669**	**1,147,188**
Summary Surplus/Deficit	**-419,328**	**-972,275**	**0**	**0**

2020 Year over Year Comparative Analysis

Function: 601 - Charlie Lake Sewer

A) Core Budget

2019 Requisition	Proposed 2020 Requisition	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
$69,090	$71,258	$2,168	3.14%

Explanation of increase/decrease:

Decrease to capital and reserves	(422,681)	-611.78%
Increase in Electricity to reflect 2019 actuals	39,692	57.45%
Studies, plans and assessments	47,500	68.75%
Increase to operational costs	42,758	61.89%
Subtotal section A	**-$292,731**	**-423.70%**

B) Prior Year One-time Items

		Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
1)	Decrease tp Appr. Surplus	$ 294,899.00	426.83%
	Subtotal section B	**$294,899**	**426.83%**

Subtotal sections A + B	**$2,168**	**3.14%**

C) Supplemental Items

		2020	Cost	Requisition	Requisition % Increase
1)	[redacted]	[redacted]	[redacted]		0.00%
					0.00%
		Subtotal section C	[redacted]	**$0**	**0.00%**

Subtotal sections A + B + C	**$2,168**	**3.14%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2019 is estimated to be $100563.24.
2) The Capital Reserve balance for this function as at December 31, 2019 is estimated to be $506610.64.
3) The Capital Reserve balance for the Truck Receiving Facility as of December 31, 2019 is estimated to be $435760

Account Code : -- - To : -- - Function Type : Selective

Sewer Operating Fund
602 - Chilton Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
REVENUES								
0010 Requisition								
02-1-0010-0012	Parcel Tax	-21,370.00	-21,972.00	-21,999.00	-23,500.00	-24,678.00	-24,678.00	-35,000.00
	Total Requisition	-21,370.00	-21,972.00	-21,999.0C	-23,500.00	-24,678.0C	-24,678.00	-35,000.00
0020 Surplus/Deficit								
02-1-0020-0020	Surplus/Deficit	-3,880.88	-2,217.88	-2,776.18	661.03	-1,559.02	-1,559.00	729.00
	Total Surplus/Deficit	-3,880.88	-2,217.88	-2,776.1E	661.03	-1,559.02	-1,559.00	729.00
0050 Fees and Permits								
02-1-0050-0054	Connection Fees	-100.00	0.00	0.00	0.00	-100.00	0.00	0.00
	Total Fees and Permits	-100.00	0.00	0.0C	0.00	-100.0C	0.00	0.00
0070 Investment Income								
02-1-0070-0071	Interest on Reserves	-189.97	-198.31	-266.87	-465.97	0.00	0.00	0.00
	Total Investment Income	-189.97	-198.31	-266.87	-465.97	0.0C	0.00	0.00
	Total REVENUES	-25,540.85	-24,388.19	-25,042.0E	-23,304.94	-26,337.02	-26,237.00	-34,271.00
EXPENDITURES								
1000 General Expenditures								
02-2-1000-1010	Wages - Full Time	0.00	0.00	0.00	0.00	2,116.65	2,954.00	3,715.00
02-2-1000-1030	Benefits	0.00	0.00	0.00	0.00	536.99	690.00	942.00
02-2-1000-2055	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	93.00
02-2-1000-2065	Insurance - Property	0.00	0.00	0.00	0.00	200.00	0.00	0.00
02-2-1000-2070	Insurance - Liability	0.00	0.00	0.00	0.00	668.74	1,020.00	1,051.00
02-2-1000-2130	R&M - Machinery	14.29	0.00	2,742.91	2,466.43	2,238.04	3,225.00	0.00
02-2-1000-2150	Electricity	823.82	792.89	1,145.26	1,188.46	1,434.87	1,250.00	1,500.00
02-2-1000-3010	Travel	0.00	0.00	0.00	0.00	0.00	0.00	200.00
02-2-1000-3030	Training & Development	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-3040	Conferences & Seminars	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-5010	Advertising Services	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-5140	Minor Capital	0.00	0.00	0.00	0.00	1,409.00	0.00	0.00
	Total General Expenditures	838.11	792.89	3,888.17	3,654.89	8,604.2S	9,139.00	10,501.00
1150 Allocations								
02-2-1150-1160	Administration	175.00	175.00	175.00	175.00	268.00	268.00	264.00
02-2-1150-1190	PRRD Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	2,253.00

Account Code : - - - To : - - -

Function Type : Selective

Sewer Operating Fund
602 - Chilton Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
	Total Allocations	175.00	175.00	175.0C	175.00	268.0C	268.00	2,517.00
4202 Chilton Sewer								
02-2-4202-0260	Insurance (CHILTON SWR)	979.61	932.93	887.56	906.03	0.00	0.00	0.00
	Total Chilton Sewer	979.61	932.93	887.5E	906.03	0.0C	0.00	0.00
7000 Sewer Operations								
02-2-7000-4250	Charges - Sewer Oper	15,630.28	14,502.88	16,485.48	16,544.03	16,581.27	16,830.00	16,830.00
02-2-7000-6010	Operations	0.00	0.00	0.00	0.00	1,636.90	0.00	4,423.00
	Total Sewer Operations	15,630.28	14,502.88	16,485.4E	16,544.03	18,218.17	16,830.00	21,253.00
8100 Transfers to Reserve								
02-2-8100-8110	Capital Reserve	3,000.00	2,500.00	2,000.00	0.00	0.00	0.00	0.00
02-2-8100-8120	Operating Reserve	2,500.00	2,500.00	2,000.00	0.00	0.00	0.00	0.00
02-2-8100-8130	Carbon "Green" Reserve	10.00	10.00	0.00	0.00	0.00	0.00	0.00
02-2-8100-8150	Interest on Reserves	189.97	198.31	266.87	465.97	0.00	0.00	0.00
	Total Transfers to Reserve	5,699.97	5,208.31	4,266.87	465.97	0.0C	0.00	0.00
	Total EXPENDITURES	23,322.97	21,612.01	25,703.0E	21,745.92	27,090.4E	26,237.00	34,271.00
	Surplus/Deficit	-2,217.88	-2,776.18	661.03	-1,559.02	753.44	0.00	0.00

Budget Report by Cost Center

Account Code : -- - To : -- -

Function Type : Selective

	2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUDGET	2020 PROVISIONAL BUDGET
Summary Total Revenues	-25,540.85	-24,388.19	-25,042.05	-23,304.94	-26,337.02	-26,237.00	-34,271.00
Summary Total Expenses	23,322.97	21,612.01	25,703.08	21,745.92	27,090.46	26,237.00	34,271.00
Summary Surplus/Deficit	-2,217.88	-2,776.18	661.03	-1,559.02	753.44	0.00	0.00

2020 Year over Year Comparative Analysis

Function: 602 - Chilton Sewer

A) Core Budget

	2019 Requisition	Proposed 2020 Requisition	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
	$24,678	$35,000	$10,322	41.83%

Explanation of increase/decrease:

Increase to operations (insurance, wages, benefits, travel, utilities, operations)	11,259	45.62%
Subtotal section A	**$11,259**	**45.62%**

B) Prior Year One-time Items

	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
Decrease to R&M	-$3,225	-13.07%
No surplus revenue used in 2020	2,288	9.27%
Subtotal section B	**-$937**	**-3.80%**

Subtotal sections A + B	**$10,322**	**41.83%**

C) Supplemental Items

		2020	Cost	Requisition	Requisition % Increase
1)	**Minor Capital - 3rd pump and 1/4 of generator**	Operating Reserve	32,500		0.00%
2)	Repairs and Maintenance of electrical and manhole covers		17,500		0.00%
		Subtotal section C	**$50,000**	**$0**	**0.00%**

Subtotal sections A + B + C	**$10,322**	**41.83%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2019 is estimated to be $29,300.
2) The Capital Reserve balance for this function as at December 31, 2019 is estimated to be $33,798.

2020 Budget - Supplemental Item

Title	Chilton Sewer Upgrades and Improvements	**Department**	ENVIRONMENTAL SERVICES
Division	ENVIRONMENTAL SERVICES	**Function**	602 - Chilton Sewer
Type	Operating - One-time	**Priority**	1

Description

Chilton Sewer currently operates with 2 pumps. This does not allow for regular rotation of pumps for service and maintenance and also poses a risk to the environment when one pump is removed. Also, in times of power failure, the PRRD relies on the City of Dawson Creek to maintain the system through portable generators and operator times. It would be beneficial for the PRRD to purchase a portable generator that is able to be transported between the 4 sewer functions in the South Peace in times of emergency. For the 2020 year, electrical system notification upgrades also have to be conducted as well as replacement of manhole covers.

Benefits

Regular rotational service and maintenance scheduling for preventative operations. Ability of PRRD to operate the lift station in times of power outage.

Risks

1. A pump goes out of order and so it runs on one pump. Should the pump fail, environmental pollution will occur. 2. In times of emergency, the City of Dawson Creek has their own infrastructure taking priority and our sewerage systems back-up and/or overflow.

Financial Information

Capital

Funding Sources	**Total Funding**	**2020**	**2021**	**2022**	**2023**	**2024**	**5 Year Total**
PRA	32,500	32,500					32,500
							-
							-
Sub-total	**32,500**	**32,500**	**-**	**-**	**-**	**-**	**32,500**

Expenses	**Total Expenditures**	**2020**	**2021**	**2022**	**2023**	**2024**	**5 Year Total**
Pump	15,000	15,000					15,000
1/4 cost of generator	17,500	17,500					17,500
							-
Sub-total	**32,500**	**32,500**	**-**	**-**	**-**	**-**	**32,500**

Operating

Funding Sources	**2020**	**2021**	**2022**	**2023**	**2024**	**5 Year Total**
PRA	17,500					17,500
						-
						-
Sub-total	**17,500**	**-**	**-**	**-**	**-**	**17,500**

Expenses	**2020**	**2021**	**2022**	**2023**	**2024**	**5 Year Total**
Repairs and Upgrades to system	17,500					17,500
						-
						-
Sub-total	**17,500**	**-**	**-**	**-**	**-**	**17,500**

Administration

Author	Kari Bondaroff	**Date Prepared**	November, 2019
Approval Date			

Budget Report by Cost Center

Account Code : -- - To : -- -

Function Type : Selective

Sewer Operating Fund

603 - FSJ Airport Sub Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
REVENUES								
0010 Requisition								
02-1-0010-0012	Parcel Tax	-15,021.00	-18,264.60	-18,434.00	-19,000.00	-15,240.00	-15,240.00	-25,753.00
	Total Requisition	-15,021.00	-18,264.60	-18,434.0C	-19,000.00	-15,240.0C	-15,240.00	-25,753.00
0020 Surplus/Deficit								
02-1-0020-0020	Surplus/Deficit	-179.47	3,064.62	-10,516.43	-7,689.62	-8,065.47	-8,065.00	-2,000.00
	Total Surplus/Deficit	-179.47	3,064.62	-10,516.43	-7,689.62	-8,065.47	-8,065.00	-2,000.00
0060 User Fees								
02-1-0060-0060	User Fees	-31,950.80	-37,054.80	-33,453.92	-23,748.88	-44,028.43	-36,000.00	-36,000.00
	Total User Fees	-31,950.80	-37,054.80	-33,453.92	-23,748.88	-44,028.43	-36,000.00	-36,000.00
0070 Investment Income								
02-1-0070-0071	Interest on Reserves	-355.50	-341.57	-449.43	-805.39	0.00	0.00	0.00
	Total Investment Income	-355.50	-341.57	-449.43	-805.39	0.0C	0.00	0.00
0120 Administration								
02-1-0120-8230	Fair Share Reserve	0.00	-4,157.98	0.00	0.00	0.00	0.00	0.00
	Total Administration	0.00	-4,157.98	0.0C	0.00	0.0C	0.00	0.00
	Total REVENUES	-47,506.77	-56,754.33	-62,853.78	-51,243.89	-67,333.9C	-59,305.00	-63,753.00
EXPENDITURES								
1000 General Expenditures								
02-2-1000-1010	Wages - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	2,768.00
02-2-1000-1030	Benefits	0.00	0.00	0.00	0.00	0.00	0.00	803.00
02-2-1000-2055	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	71.00
02-2-1000-2070	Insurance - Liability	0.00	0.00	0.00	0.00	668.74	816.00	840.00
02-2-1000-2130	R&M - Machinery	15,197.84	1,490.00	8,029.57	3,329.00	9,445.07	10,786.00	10,000.00
02-2-1000-3010	Travel	0.00	0.00	0.00	0.00	0.00	0.00	200.00
02-2-1000-3030	Training & Development	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-3040	Conferences & Seminars	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-5010	Advertising Services	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-5030	Legal Services	0.00	0.00	0.00	0.00	2,250.00	0.00	0.00
02-2-1000-5060	Studies, Plans and Assessments	0.00	0.00	0.00	0.00	0.00	500.00	0.00
02-2-1000-5140	Minor Capital	0.00	0.00	0.00	0.00	54.14	0.00	0.00
	Total General Expenditures	15,197.84	1,490.00	8,029.57	3,329.00	12,417.95	12,102.00	17,682.00

Account Code : -- - To : -- - Function Type : Selective

Sewer Operating Fund
603 - FSJ Airport Sub Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
1150 Allocations								
02-2-1150-1160	Administration	500.00	500.00	500.00	500.00	540.00	540.00	448.00
02-2-1150-1190	PRRD Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	1,023.00
	Total Allocations	500.00	500.00	500.0C	500.00	540.0C	540.00	1,471.00
4203 FSJ Airport Sub Sewer								
02-2-4203-0246	GIS Utility Inventory & Survey Da	0.00	0.00	320.00	0.00	0.00	0.00	0.00
02-2-4203-0260	Insurance (FSJ SWR)	676.45	693.55	687.56	706.03	0.00	0.00	0.00
02-2-4203-0422	Upgrade Pumps (shared with Air	0.00	4,157.98	0.00	0.00	0.00	0.00	0.00
	Total FSJ Airport Sub Sewer	676.45	4,851.53	1,007.5€	706.03	0.0C	0.00	0.00
7000 Sewer Operations								
02-2-7000-4250	Charges - Sewer Oper	31,841.60	37,054.80	33,677.60	31,838.00	36,236.39	36,000.00	36,000.00
	Total Sewer Operations	31,841.60	37,054.80	33,677.6C	31,838.00	36,236.3	36,000.00	36,000.00
8100 Transfers to Reserve								
02-2-8100-8110	Capital Reserve	1,000.00	1,000.00	6,000.00	6,000.00	0.00	10,663.00	8,600.00
02-2-8100-8120	Operating Reserve	1,000.00	1,000.00	5,500.00	0.00	0.00	0.00	0.00
02-2-8100-8150	Interest on Reserves	355.50	341.57	449.43	805.39	0.00	0.00	0.00
	Total Transfers to Reserve	2,355.50	2,341.57	11,949.4	6,805.39	0.0C	10,663.00	8,600.00
	Total EXPENDITURES	50,571.39	46,237.90	55,164.1	43,178.42	49,194.34	59,305.00	63,753.00
	Surplus/Deficit	3,064.62	-10,516.43	-7,689.62	-8,065.47	-18,139.56	0.00	0.00

Account Code : -- - To : -- -

Function Type : Selective

	2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUDGET	2020 PROVISIONAL BUDGET
Summary Total Revenues	-47,506.77	-56,754.33	-62,853.78	-51,243.89	-67,333.90	-59,305.00	-63,753.00
Summary Total Expenses	50,571.39	46,237.90	55,164.16	43,178.42	49,194.34	59,305.00	63,753.00
Summary Surplus/Deficit	3,064.62	-10,516.43	-7,689.62	-8,065.47	-18,139.56	0.00	0.00

2020 Budget - Supplemental Item

Title	Physical Assessment of Assets	**Department**	ENVIRONMENTAL SERVICES
Division	ENVIRONMENTAL SERVICES	**Function**	603 - FSJ Airport Sub Sewer
Type	Operating - One-time	**Priority**	1

Description

Physical Assessment of current sewerage and water assets at NP Airport Subdivision.

Benefits

Understand the current status of the infrastructure at NP Airport Subdivision in order to prioritize upgrades to infrastructure.

Risks

1. Failure in infrastructure could lead to environmental hazardous risks and loss of service to the NP Airport Subdivision. 2. Unexpected repairs are costly to repair.

Financial Information

		Operating				
Funding Sources	**2019**	**2020**	**2021**	**2022**	**2023**	**5 Year Total**
PRA	-	50,000	-	-	-	50,000
						-
						-
	-	**50,000**	**-**	**-**	**-**	**50,000**

Expenses	**2019**	**2020**	**2021**	**2022**	**2023**	**5 Year Total**
Physical Assessment	-	50,000	-	-	-	50,000
						-
						-
						-
						-
						-
	-	**50,000**	**-**	**-**	**-**	**50,000**

Administration

Author	Kari Bondaroff	**Date Prepared**	November, 2019
Approval Date			

2020 Year over Year Comparative Analysis

Function: 603 - FSJ Airport Sub Sewer

A) Core Budget

	2019 Requisition	Proposed 2020 Requisition	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
	$15,240	$25,753	$10,513	68.98%

Explanation of increase/decrease:

decrease to surplus			6,065	39.80%
Decrease to capital reserve			(2,063)	-13.54%
			6,511	42.72%
				0.00%
		Subtotal section A	**$10,513**	**68.98%**

B) Prior Year One-time Items

	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
		0.00%
Subtotal section B	**$0**	**0.00%**
Subtotal sections A + B	**$10,513**	**68.98%**

C) Supplemental Items

	2020	Cost	Requisition	Requisition % Increase
1) Current assessment of infrastructure for the sewer network		50,000		0.00%
				0.00%
	Subtotal section C	**$50,000**	**$0**	**0.00%**
		Subtotal sections A + B + C	**$10,513**	**68.98%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2019 is estimated to be $50642.
2) The Capital Reserve balance for this function as at December 31, 2019 is estimated to be $57553.

Account Code : -- - To : -- -

Function Type : Selective

Sewer Operating Fund
604 - Friesen Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
REVENUES								
0010 Requisition								
02-1-0010-0012	Parcel Tax	-7,670.00	-3,749.60	-4,000.00	-4,000.00	-2,960.00	-2,960.00	-7,500.00
	Total Requisition	-7,670.00	-3,749.60	-4,000.0C	-4,000.00	-2,960.0C	-2,960.00	-7,500.00
0020 Surplus/Deficit								
02-1-0020-0020	Surplus/Deficit	-2,088.31	-450.94	-1,445.39	-2,707.83	-3,951.80	-1,952.00	-2,000.00
	Total Surplus/Deficit	-2,088.31	-450.94	-1,445.3S	-2,707.83	-3,951.8C	-1,952.00	-2,000.00
0060 User Fees								
02-1-0060-0060	User Fees	-5,274.72	-5,274.72	-5,994.72	-5,994.72	-5,679.24	-6,000.00	-6,120.00
	Total User Fees	-5,274.72	-5,274.72	-5,994.72	-5,994.72	-5,679.24	-6,000.00	-6,120.00
0070 Investment Income								
02-1-0070-0071	Interest on Reserves	-140.59	-130.63	-170.98	-295.79	0.00	0.00	0.00
	Total Investment Income	-140.59	-130.63	-170.98	-295.79	0.0C	0.00	0.00
	Total REVENUES	-15,173.62	-9,605.89	-11,611.0S	-12,998.34	-12,591.04	-10,912.00	-15,620.00
EXPENDITURES								
1000 General Expenditures								
02-2-1000-2070	Insurance - Liability	0.00	0.00	0.00	0.00	668.74	800.00	824.00
02-2-1000-3010	Travel	0.00	0.00	0.00	0.00	0.00	0.00	200.00
02-2-1000-3030	Training & Development	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-3040	Conferences & Seminars	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-5010	Advertising Services	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
	Total General Expenditures	0.00	0.00	0.0C	0.00	668.74	800.00	4,024.00
1150 Allocations								
02-2-1150-1160	Administration	50.00	50.00	50.00	50.00	84.00	84.00	84.00
	Total Allocations	50.00	50.00	50.0C	50.00	84.0C	84.00	84.00
4204 Friesen Sewer								
02-2-4204-0260	Insurance (FRIESEN SWR)	676.45	693.55	687.56	706.03	0.00	0.00	0.00
	Total Friesen Sewer	676.45	693.55	687.56	706.03	0.0C	0.00	0.00
7000 Sewer Operations								
02-2-7000-4250	Charges - Sewer Oper	5,635.64	5,286.32	5,994.72	5,994.72	5,762.02	6,000.00	6,120.00
02-2-7000-6010	Operations	0.00	0.00	0.00	0.00	0.00	1,895.00	2,000.00

Sewer Operating Fund
604 - Friesen Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
	Total Sewer Operations	5,635.64	5,286.32	5,994.72	5,994.72	5,762.02	7,895.00	8,120.00
8100 Transfers to Reserve								
02-2-8100-8110	Capital Reserve	1,800.00	1,000.00	1,000.00	2,000.00	0.00	2,133.00	3,392.00
02-2-8100-8120	Operating Reserve	700.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00
02-2-8100-8150	Interest on Reserves	140.59	130.63	170.98	295.79	0.00	0.00	0.00
	Total Transfers to Reserve	2,640.59	2,130.63	2,170.98	2,295.79	0.00	2,133.00	3,392.00
	Total EXPENDITURES	9,002.68	8,160.50	8,903.26	9,046.54	6,514.76	10,912.00	15,620.00
	Surplus/Deficit	-6,170.94	-1,445.39	-2,707.83	-3,951.80	-6,076.28	0.00	0.00

Account Code : - - - To : - - -

Function Type : Selective

	2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUDGET	2020 PROVISIONAL BUDGET
Summary Total Revenues	-15,173.62	-9,605.89	-11,611.09	-12,998.34	-12,591.04	-10,912.00	-15,620.00
Summary Total Expenses	9,002.68	8,160.50	8,903.26	9,046.54	6,514.76	10,912.00	15,620.00
Summary Surplus/Deficit	-6,170.94	-1,445.39	-2,707.83	-3,951.80	-6,076.28	0.00	0.00

2020 Year over Year Comparative Analysis

Function: 604 - Friesen Sewer

A) Core Budget

2019 Requisition	Proposed 2020 Requisition	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
$2,960	$7,500	$4,540	153.38%

Explanation of increase/decrease:

	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
increase surplus	(48)	-1.62%
increase user fees	(120)	-4.05%
Increase to operations (insurance, wages, benefits, travel, utilities, operations)	$3,449	116.52%
Increase transfer to capital reserve	$1,259	42.53%
Subtotal section A	**$4,540**	**153.38%**

B) Prior Year One-time Items

	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
		0.00%
Subtotal section B	**$0**	**0.00%**
Subtotal sections A + B	**$4,540**	**153.38%**

C) Supplemental Items

	2020	Cost	Requisition	Requisition % Increase
				0.00%
				0.00%
Subtotal section C		**$0**	**$0**	**0.00%**
Subtotal sections A + B + C			**$4,540**	**153.38%**

Notes:
1) The Operating Reserve balance for this function as at December 31, 2019 is estimated to be $18599.
2) The Capital Reserve balance for this function as at December 31, 2019 is estimated to be $10197.

Account Code : - - - To : - - -

Function Type : Selective

General Operating Fund
605 - Harper Imperial Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
EXPENDITURES								
8000 M.F.A								
01-2-8000-8040	Long-term interest - MFA	0.00	0.00	0.00	0.00	7,694.27	0.00	0.00
	Total M.F.A	0.00	0.00	0.0C	0.00	7,694.27	0.00	0.00
	Total EXPENDITURES	0.00	0.00	0.0C	0.00	7,694.27	0.00	0.00

Account Code : - - - To : - - -

Function Type : Selective

Sewer Operating Fund
605 - Harper Imperial Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
REVENUES								
0010 Requisition								
02-1-0010-0012	Parcel Tax	-46,856.00	-46,974.60	-46,975.00	-50,013.00	-56,311.00	-56,311.00	-61,404.00
	Total Requisition	-46,856.00	-46,974.60	-46,975.00	-50,013.00	-56,311.00	-56,311.00	-61,404.00
0020 Surplus/Deficit								
02-1-0020-0020	Surplus/Deficit	-12,796.11	-14,576.15	-9,003.13	198.58	-3,606.72	-3,607.00	-5,000.00
	Total Surplus/Deficit	-12,796.11	-14,576.15	-9,003.13	198.58	-3,606.72	-3,607.00	-5,000.00
0050 Fees and Permits								
02-1-0050-0054	Connection Fees	-900.00	-200.00	-100.00	0.00	-100.00	0.00	0.00
	Total Fees and Permits	-900.00	-200.00	-100.00	0.00	-100.00	0.00	0.00
0060 User Fees								
02-1-0060-0060	User Fees	-11,892.26	-13,107.77	-16,484.11	-16,360.59	-16,551.87	-16,500.00	-16,500.00
	Total User Fees	-11,892.26	-13,107.77	-16,484.11	-16,360.59	-16,551.87	-16,500.00	-16,500.00
0070 Investment Income								
02-1-0070-0071	Interest on Reserves	-56.81	-82.08	-136.63	-216.08	0.00	0.00	0.00
	Total Investment Income	-56.81	-82.08	-136.63	-216.08	0.00	0.00	0.00
0110 M.F.A Funding								
02-1-0110-0112	Actuarial Contributions	0.00	0.00	0.00	-4,897.12	0.00	0.00	0.00
02-1-0110-0113	Actuarial Contributions	-1,844.45	-2,822.37	-3,839.40	0.00	0.00	-5,998.00	-6,118.00
	Total M.F.A Funding	-1,844.45	-2,822.37	-3,839.40	-4,897.12	0.00	-5,998.00	-6,118.00
	Total REVENUES	-74,345.63	-77,762.97	-76,538.27	-71,288.21	-76,569.59	-82,416.00	-89,022.00
EXPENDITURES								
1000 General Expenditures								
02-2-1000-1010	Wages - Full Time	0.00	0.00	0.00	0.00	4,233.31	5,908.00	0.00
02-2-1000-1030	Benefits	0.00	0.00	0.00	0.00	1,073.98	1,379.00	0.00
02-2-1000-2050	Miscellaneous	0.00	0.00	0.00	68.47	0.00	200.00	0.00
02-2-1000-2065	Insurance - Property	0.00	0.00	0.00	0.00	200.00	0.00	0.00
02-2-1000-2070	Insurance - Liability	0.00	0.00	0.00	0.00	668.74	1,020.00	1,051.00
02-2-1000-2150	Electricity	1,412.74	1,688.96	1,562.05	2,262.06	1,122.56	2,300.00	2,000.00
02-2-1000-3010	Travel	0.00	0.00	0.00	0.00	0.00	0.00	200.00
02-2-1000-3030	Training & Development	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-3040	Conferences & Seminars	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00

Account Code : -- - To : -- -

Function Type : Selective

Sewer Operating Fund

605 - Harper Imperial Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
02-2-1000-5010	Advertising Services	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-5140	Minor Capital	0.00	0.00	0.00	0.00	1,463.15	0.00	0.00
	Total General Expenditures	1,412.74	1,688.96	1,562.05	2,330.53	8,761.74	10,807.00	6,251.00
1150 Allocations								
02-2-1150-1160	Administration	150.00	150.00	150.00	150.00	483.00	483.00	305.00
02-2-1150-1190	PRRD Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	2,405.00
	Total Allocations	150.00	150.00	150.00	150.00	483.00	483.00	2,710.00
4205 Harper Imperial Sewer								
02-2-4205-0260	Insurance (Harper Imperial)	979.61	932.93	887.56	906.03	0.00	0.00	0.00
	Total Harper Imperial Sewer	979.61	932.93	887.56	906.03	0.00	0.00	0.00
7000 Sewer Operations								
02-2-7000-4250	Charges - Sewer Oper	12,323.79	15,081.42	17,690.92	17,399.53	15,740.68	18,000.00	18,000.00
02-2-7000-6010	Operations	0.00	0.00	14,478.21	3,790.12	892.04	9,135.00	0.00
	Total Sewer Operations	12,323.79	15,081.42	32,169.13	21,189.65	16,632.72	27,135.00	18,000.00
8000 M.F.A								
02-2-8000-8030	Long-term Principal	22,603.54	22,603.54	22,603.54	22,603.54	22,603.54	22,604.00	22,604.00
02-2-8000-8040	Long-term Interest	15,388.54	15,388.54	15,388.54	15,388.54	7,694.27	15,389.00	15,389.00
02-2-8000-8050	Actuarial Recognized	1,844.45	2,822.37	3,839.40	4,897.12	0.00	5,998.00	6,118.00
	Total M.F.A	39,836.53	40,814.45	41,831.48	42,889.20	30,297.81	43,991.00	44,111.00
8100 Transfers to Reserve								
02-2-8100-8110	Capital Reserve	2,500.00	5,000.00	0.00	0.00	0.00	0.00	12,950.00
02-2-8100-8120	Operating Reserve	2,500.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00
02-2-8100-8130	Carbon "Green" Reserve	10.00	10.00	0.00	0.00	0.00	0.00	0.00
02-2-8100-8150	Interest on Reserves	56.81	82.08	136.63	216.08	0.00	0.00	0.00
	Total Transfers to Reserve	5,066.81	10,092.08	136.63	216.08	0.00	0.00	17,950.00
	Total EXPENDITURES	59,769.48	68,759.84	76,736.85	67,681.49	56,175.27	82,416.00	89,022.00
	Surplus/Deficit	-14,576.15	-9,003.13	198.58	-3,606.72	-12,700.05	0.00	0.00

Account Code : -- - To : -- -

Function Type : Selective

	2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUDGET	2020 PROVISIONAL BUDGET
Summary Total Revenues	-74,345.63	-77,762.97	-76,538.27	-71,288.21	-76,569.59	-82,416.00	-89,022.00
Summary Total Expenses	59,769.48	68,759.84	76,736.85	67,681.49	63,869.54	82,416.00	89,022.00
Summary Surplus/Deficit	-14,576.15	-9,003.13	198.58	-3,606.72	-12,700.05	0.00	0.00

2020 Budget - Supplemental Item

Title	Harper Imperial Sewer Upgrades and Improvements	**Department**	ENVIRONMENTAL SERVICES
Division	ENVIRONMENTAL SERVICES	**Function**	605 - Harper Imperial Sewer
Type	Capital - New	**Priority**	1

Description

Harper Imperial Sewer currently operates with 2 pumps. This does not allow for regular rotation of pumps for service and maintenance and also poses a risk to the environment when one pump is removed. Also, in times of power failure, the PRRD relies on the City of Dawson Creek to maintain the system through portable generators and operator times. It would be beneficial for the PRRD to purchase a portable generator that is able to be transported between the 4 sewer functions in the South Peace in times of emergency. For the 2020 year, electrical system notification upgrades also have to be conducted as well as flushing and regular maintenance of the existing pumps..

Benefits

Regular rotational service and maintenance scheduling for preventative operations. Ability of PRRD to operate the lift station in times of power outage.

Risks

1. A pump goes out of order and so it runs on one pump. Should the pump fail, environmental pollution will occur. 2. In times of emergency, the City of Dawson Creek has their own infrastructure taking priority and our sewerage systems back-up and/or overflow.

Financial Information

Capital

Funding Sources	Total Funding	2020	2021	2022	2023	2024	5 Year Total
PRA	32,500	32,500					32,500
							-
							-
Sub-total	**32,500**	**32,500**	**-**	**-**	**-**	**-**	**32,500**

Expenses	Total Expenditures	2020	2021	2022	2023	2024	5 Year Total
Pump	15,000	15,000					15,000
1/4 cost of generator	17,500	17,500					17,500
Sub-total	**32,500**	**32,500**	**-**	**-**	**-**	**-**	**32,500**

Operating

Funding Sources	2020	2021	2022	2023	2024	5 Year Total
PRA	17,500					17,500
						-
						-
Sub-total	**17,500**	**-**	**-**	**-**	**-**	**17,500**

Expenses	2020	2021	2022	2023	2024	5 Year Total
R&M	9,000					9,000
Operational	8,500					8,500
						-
Sub-total	**17,500**	**-**	**-**	**-**	**-**	**17,500**

Administration

Author	Kari Bondaroff	**Date Prepared**	November, 2019
Approval Date			

2020 Year over Year Comparative Analysis

Function: 605 - Harper Imperial Sewer

A) Core Budget

	2019 Requisition	Proposed 2020 Requisition	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
	$56,311	$61,404	$5,093	9.04%

Explanation of increase/decrease:

Increase to surplus	$ (1,393.00)	-2.47%
Decrease to Operational expenditures	$ (11,464.00)	-20.36%
Increase to capital and operational reserve transfers	$ 17,950.00	31.88%
Subtotal section A	**$5,093**	**9.04%**

B) Prior Year One-time Items

	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
Subtotal section B	**$0**	**0.00%**

Subtotal sections A + B	**$5,093**	**9.04%**

C) Supplemental Items

		2020	Cost	Requisition	Requisition % Increase
1)	**Minor Capital - 3rd pump and 1/4 of generator**	PRA	32,500		0.00%
2)	Repairs and Maintenance of electrical systems and pumps	PRA	9,000		0.00%
3)	Regular Flushing	PRA	8,500		
		Subtotal section C	**$50,000**	**$0**	**0.00%**

Subtotal sections A + B + C	**$5,093**	**9.04%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2019 is estimated to be $13587.
2) The Capital Reserve balance for this function as at December 31, 2019 is estimated to be $13588.

Account Code : - - - **To :** - - -

Function Type : Selective

General Operating Fund
606 - Kelly Lake Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
EXPENDITURES								
1000 General Expenditures								
01-2-1000-3020	Meals	0.00	0.00	0.00	0.00	23.81	0.00	0.00
	Total General Expenditures	0.00	0.00	0.0C	0.00	23.81	0.00	0.00
	Total EXPENDITURES	0.00	0.00	0.0C	0.00	23.81	0.00	0.00

Account Code : -- - To : -- - Function Type : Selective

Sewer Operating Fund
606 - Kelly Lake Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
REVENUES								
0010 Requisition								
02-1-0010-0012	Parcel Tax	-18,750.00	-18,749.60	-18,750.00	-18,750.00	-18,504.00	-18,504.00	-18,750.00
	Total Requisition	-18,750.00	-18,749.60	-18,750.0C	-18,750.00	-18,504.0C	-18,504.00	-18,750.00
0020 Surplus/Deficit								
02-1-0020-0020	Surplus/Deficit	-4,742.95	-3,513.97	-5,158.74	-7,077.76	5,652.80	5,653.00	-5,000.00
	Total Surplus/Deficit	-4,742.95	-3,513.97	-5,158.74	-7,077.76	5,652.8C	5,653.00	-5,000.00
0070 Investment Income								
02-1-0070-0071	Interest on Reserves	-172.33	-161.69	-199.94	-334.59	0.00	0.00	0.00
	Total Investment Income	-172.33	-161.69	-199.94	-334.59	0.0C	0.00	0.00
0140 Transfer from Reserves								
02-1-0140-0142	Fair Share Reserve	-6,127.34	-10,455.63	0.00	0.00	0.00	0.00	0.00
02-1-0140-0145	PRA Reserve	0.00	-1,613.97	-10,987.54	0.00	0.00	-74,000.00	-43,402.00
	Total Transfer from Reserves	-6,127.34	-12,069.60	-10,987.54	0.00	0.0C	-74,000.00	-43,402.00
	Total REVENUES	-29,792.62	-34,494.86	-35,096.22	-26,162.35	-12,851.2C	-86,851.00	-67,152.00
EXPENDITURES								
1000 General Expenditures								
02-2-1000-1010	Wages - Full Time	0.00	0.00	0.00	0.00	8,904.87	12,321.00	27,131.00
02-2-1000-1030	Benefits	0.00	0.00	0.00	0.00	2,413.55	3,104.00	7,057.00
02-2-1000-2030	Phone/Internet	3,849.29	321.60	334.92	205.40	58.85	300.00	150.00
02-2-1000-2050	Miscellaneous	101.80	92.75	487.50	334.58	5.66	0.00	0.00
02-2-1000-2055	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	684.00
02-2-1000-2065	Insurance - Property	0.00	0.00	0.00	0.00	200.00	0.00	0.00
02-2-1000-2070	Insurance - Liability	0.00	0.00	0.00	0.00	668.74	1,020.00	1,051.00
02-2-1000-2130	R&M - Machinery	6,590.93	5,273.39	6,477.84	19,407.94	1,102.70	5,000.00	0.00
02-2-1000-2150	Electricity	424.63	548.93	564.55	470.65	1,081.67	550.00	1,000.00
02-2-1000-3010	Travel	0.00	0.00	0.00	0.00	0.00	0.00	200.00
02-2-1000-3020	Meals	42.87	71.45	128.61	880.96	1,071.45	1,000.00	1,200.00
02-2-1000-3025	Meals - in region	0.00	0.00	0.00	0.00	214.29	0.00	0.00
02-2-1000-3030	Training & Development	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-3040	Conferences & Seminars	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-3100	Contract for Services	7,800.00	7,800.00	7,800.00	7,800.00	2,675.00	1,950.00	0.00
02-2-1000-5010	Advertising Services	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-5140	Minor Capital	0.00	1,880.21	0.00	0.00	1,463.12	0.00	0.00

Account Code : - - - To : - - -

Function Type : Selective

Sewer Operating Fund
606 - Kelly Lake Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
	Total General Expenditures	18,809.52	15,988.33	15,793.42	29,099.53	19,859.90	25,245.00	41,473.00
1150 Allocations								
02-2-1150-1160	Administration	150.00	150.00	150.00	150.00	210.00	210.00	392.00
02-2-1150-1190	PRRD Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	10,789.00
	Total Allocations	150.00	150.00	150.00	150.00	210.00	210.00	11,181.00
4206 Kelly Lake Sewer								
02-2-4206-0260	Insurance (KELLY LK SWR)	1,009.46	956.50	887.56	906.03	0.00	0.00	0.00
02-2-4206-0390	Capital	6,127.34	12,069.60	10,987.54	0.00	0.00	0.00	0.00
	Total Kelly Lake Sewer	7,136.80	13,026.10	11,875.10	906.03	0.00	0.00	0.00
7000 Sewer Operations								
02-2-7000-4250	Charges - Sewer Oper	0.00	0.00	0.00	0.00	8,382.68	0.00	0.00
02-2-7000-6010	Operations	0.00	0.00	0.00	1,325.00	37,371.78	61,396.00	14,498.00
	Total Sewer Operations	0.00	0.00	0.00	1,325.00	45,754.46	61,396.00	14,498.00
8100 Transfers to Reserve								
02-2-8100-8130	Carbon "Green" Reserve	10.00	10.00	0.00	0.00	0.00	0.00	0.00
02-2-8100-8150	Interest on Reserves	172.33	161.69	199.94	334.59	0.00	0.00	0.00
	Total Transfers to Reserve	182.33	171.69	199.94	334.59	0.00	0.00	0.00
	Total EXPENDITURES	26,278.65	29,336.12	28,018.46	31,815.15	65,824.36	86,851.00	67,152.00
	Surplus/Deficit	-3,513.97	-5,158.74	-7,077.76	5,652.80	52,996.97	0.00	0.00

Budget Report by Cost Center

Account Code : -- - To : -- -

Function Type : Selective

	2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUDGET	2020 PROVISIONAL BUDGET
Summary Total Revenues	-29,792.62	-34,494.86	-35,096.22	-26,162.35	-12,851.20	-86,851.00	-67,152.00
Summary Total Expenses	26,278.65	29,336.12	28,018.46	31,815.15	65,848.17	86,851.00	67,152.00
Summary Surplus/Deficit	-3,513.97	-5,158.74	-7,077.76	5,652.80	52,996.97	0.00	0.00

2020 Year over Year Comparative Analysis

Function: 606 - Kelly Lake Sewer

A) Core Budget

	2019 Requisition	Proposed 2020 Requisition	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
	$18,504	$18,750	$246	1.33%

Explanation of increase/decrease:		Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
	Increase to wages and benefits	$18,763	101.40%
	Increase to Operations (insurance, utilities, travel and training,communications, admin fees	$15,034	81.25%
	Decrease to operations (telephone, R&M, operations)	-$53,496	-289.11%
			0.00%
	Subtotal section A	**-$19,699**	**-106.46%**

B) Prior Year One-time Items

	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
Increase to surplus	(10,653)	-57.57%
Decrease to PRA	30,598	165.36%
		0.00%
Subtotal section B	**$19,945**	**107.79%**

Subtotal sections A + B	**$246**	**1.33%**

C) Supplemental Items

		2020	Cost	Requisition	Requisition % Increase
1)	**Minor Capital - 3rd pump and 1/4 of generator**	PRA	32,500		0.00%
2)	Repairs and Maintenance of electrical systems and pumps	PRA	17,500		0.00%
		Subtotal section C	**$50,000**	**$0**	**0.00%**

Subtotal sections A + B + C	**$246**	**1.33%**

Notes:
1) The Operating Reserve balance for this function as at December 31, 2019 is estimated to be $21039.
2) The Capital Reserve balance for this function as at December 31, 2019 is estimated to be $11727.

2020 Budget - Supplemental Item

Title	Kelly Lake Sewer Improvements	**Department**	ENVIRONMENTAL SERVICES
Division	ENVIRONMENTAL SERVICES	**Function**	606 - Kelly Lake Sewer
Type	Capital - New	**Priority**	1

Description

Kelly Lake Sewer currently operates with 2 pumps and does not currently have a functional spare pump. This does not allow for regular rotation of pumps for service and maintenance and also poses a risk to the environment when one pump is removed. Also, in times of power failure, the PRRD currently does not have a method to maintain the system through portable generators. It would be beneficial for the PRRD to purchase a portable generator that is able to be transported between the 4 sewer functions in the South Peace in times of emergency. For the 2020 year, there are repairs and maintenance activities that are still necessary to fix the system as well as regular maintenance that has to occur.

Benefits

Regular rotational service and maintenance scheduling for preventative operations. Ability of PRRD to operate the lift station in times of power outage.

Risks

1. A pump goes out of order and so it runs on one pump. Should the pump fail, environmental pollution will occur. 2. In times of emergency, our sewerage systems are at risk of back-up and/or overflow.

Financial Information

Capital

Funding Sources	Total Funding	2020	2021	2022	2023	2024	5 Year Total
PRA	32,500	32,500					32,500
							-
							-
Sub-total	**32,500**	**32,500**	**-**	**-**	**-**	**-**	**32,500**

Expenses	Total Expenditures	2020	2021	2022	2023	2024	5 Year Total
Pump	15,000	15,000					15,000
1/4 cost of generator	17,500	17,500					17,500
							9,000
Sub-total	**32,500**	**32,500**	**-**	**-**	**-**	**-**	**50,000**

Operating

Funding Sources	2020	2021	2022	2023	2024	5 Year Total
PRA	17,500					17,500
						-
						-
Sub-total	**17,500**	**-**	**-**	**-**	**-**	**17,500**

Expenses	2020	2021	2022	2023	2024	5 Year Total
R&M	17,500					17,500
						-
						-
Sub-total	**17,500**	**-**	**-**	**-**	**-**	**17,500**

Administration

Author	Kari Bondaroff	**Date Prepared**	November, 2019
Approval Date			

Budget Report by Cost Center

Account Code : -- - **To :** -- -

Function Type : Selective

Sewer Operating Fund
607 - Rolla Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
REVENUES								
0010 Requisition								
02-1-0010-0014	Frontage Tax	-19,073.00	-22,490.00	-24,437.00	-27,500.00	-34,356.00	-34,356.00	-75,010.00
	Total Requisition	-19,073.00	-22,490.00	-24,437.00	-27,500.00	-34,356.00	-34,356.00	-75,010.00
0020 Surplus/Deficit								
02-1-0020-0020	Surplus/Deficit	-8,717.94	-727.89	566.62	56,977.84	-655.76	-656.00	0.00
	Total Surplus/Deficit	-8,717.94	-727.89	566.62	56,977.84	-655.76	-656.00	0.00
0040 Recovery of Costs								
02-1-0040-0043	Insurance Proceeds	0.00	0.00	0.00	-49,623.87	-5,000.00	0.00	0.00
	Total Recovery of Costs	0.00	0.00	0.00	-49,623.87	-5,000.00	0.00	0.00
0070 Investment Income								
02-1-0070-0071	Interest on Reserves	-105.56	-107.07	-130.32	-117.62	0.00	0.00	0.00
	Total Investment Income	-105.56	-107.07	-130.32	-117.62	0.00	0.00	0.00
0140 Transfer from Reserves								
02-1-0140-0140	Operating Reserve	0.00	0.00	-9,500.00	0.00	0.00	-7,000.00	0.00
02-1-0140-0142	Fair Share Reserve	-3,791.00	0.00	0.00	0.00	0.00	0.00	0.00
02-1-0140-0145	PRA Reserve	0.00	-8,396.29	-64,603.71	0.00	-15,120.00	0.00	0.00
	Total Transfer from Reserves	-3,791.00	-8,396.29	-74,103.71	0.00	-15,120.00	-7,000.00	0.00
	Total REVENUES	-31,687.50	-31,721.25	-98,104.41	-20,263.65	-55,131.76	-42,012.00	-75,010.00
EXPENDITURES								
1000 General Expenditures								
02-2-1000-1010	Wages - Full Time	0.00	0.00	0.00	0.00	13,138.18	18,229.00	22,033.00
02-2-1000-1030	Benefits	0.00	0.00	0.00	0.00	3,487.53	4,482.00	5,714.00
02-2-1000-2030	Phone/Internet	0.00	0.00	482.78	616.27	470.80	1,000.00	1,000.00
02-2-1000-2055	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	555.00
02-2-1000-2065	Insurance - Property	0.00	0.00	0.00	0.00	6,770.00	0.00	0.00
02-2-1000-2070	Insurance - Liability	0.00	0.00	0.00	0.00	668.74	1,020.00	7,700.00
02-2-1000-2130	R&M - Machinery	20,565.25	16,256.88	11,957.52	11,077.90	15,097.29	4,106.00	11,849.00
02-2-1000-2150	Electricity	5,818.46	3,520.11	3,609.55	4,554.25	5,401.52	5,000.00	5,200.00
02-2-1000-3010	Travel	0.00	0.00	0.00	0.00	0.00	0.00	200.00
02-2-1000-3020	Meals	392.43	71.45	185.75	285.72	702.40	500.00	800.00
02-2-1000-3030	Training & Development	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-3040	Conferences & Seminars	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00

Account Code : - - - **To :** - - -

Function Type : Selective

Sewer Operating Fund
607 - Rolla Sewer

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
02-2-1000-5010	Advertising Services	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
02-2-1000-5140	Minor Capital	0.00	0.00	0.00	0.00	1,463.11	0.00	0.00
	Total General Expenditures	26,776.14	19,848.44	16,235.6C	16,534.14	47,199.57	34,337.00	58,051.00
1150 Allocations								
02-2-1150-1160	Administration	500.00	500.00	500.00	500.00	1,675.00	1,675.00	237.00
02-2-1150-1190	PRRD Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	10,722.00
	Total Allocations	500.00	500.00	500.0C	500.00	1,675.0C	1,675.00	10,959.00
4207 Rolla Sewer								
02-2-4207-0260	Insurance (ROLLA SWR)	1,431.91	1,290.07	7,453.56	910.03	0.00	0.00	0.00
02-2-4207-0390	Capital (ROLLA SWR)	0.00	8,396.29	19,930.77	0.00	0.00	0.00	0.00
02-2-4207-0393	Blower Bldg & Electrical (Insuran	0.00	0.00	109,535.30	0.00	0.00	0.00	0.00
	Total Rolla Sewer	1,431.91	9,686.36	136,919.63	910.03	0.0C	0.00	0.00
7000 Sewer Operations								
02-2-7000-4250	Charges - Sewer Oper	126.00	126.00	296.70	646.10	231.45	500.00	0.00
02-2-7000-6010	Operations	0.00	0.00	0.00	900.00	5,775.23	5,500.00	6,000.00
	Total Sewer Operations	126.00	126.00	296.7C	1,546.10	6,006.68	6,000.00	6,000.00
8100 Transfers to Reserve								
02-2-8100-8110	Capital Reserve	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00
02-2-8100-8120	Operating Reserve	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00
02-2-8100-8130	Carbon "Green" Reserve	20.00	20.00	0.00	0.00	0.00	0.00	0.00
02-2-8100-8150	Interest on Reserves	105.56	107.07	130.32	117.62	0.00	0.00	0.00
	Total Transfers to Reserve	2,125.56	2,127.07	1,130.32	117.62	0.0C	0.00	0.00
	Total EXPENDITURES	30,959.61	32,287.87	155,082.25	19,607.89	54,881.25	42,012.00	75,010.00
	Surplus/Deficit	-727.89	566.62	56,977.84	-655.76	-250.51	0.00	0.00

Account Code : - - - To : - - -

Function Type : Selective

	2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUDGET	2020 PROVISIONAL BUDGET
Summary Total Revenues	-31,687.50	-31,721.25	-98,104.41	-20,263.65	-55,131.76	-42,012.00	-75,010.00
Summary Total Expenses	30,959.61	32,287.87	155,082.25	19,607.89	54,881.25	42,012.00	75,010.00
Summary Surplus/Deficit	-727.89	566.62	56,977.84	-655.76	-250.51	0.00	0.00

2020 Budget - Supplemental Item

Title	Rolla Sewer Improvements	**Department**	ENVIRONMENTAL SERVICES
Division	ENVIRONMENTAL SERVICES	**Function**	607 - Rolla Sewer
Type	Operating - One-time	**Priority**	1

Description

1. In times of power failure, the PRRD currently does not have a method to maintain the system through portable generators. It would be beneficial for the PRRD to purchase a portable generator that is able to be transported between the 4 sewer functions in the South Peace in times of emergency. For the 2020 year, there are repairs and maintenance activities that are still necessary to fix the system as well as regular maintenance that has to occur. 2. In addition, the current treatment ponds do not host the ability for settling of solids prior to aeration. A study and the development of a construction plan is necessary to upgrade this system to a up-to-date natural treatment facility prior to discharge.

Benefits

1. Ability of PRRD to operate the lift station in times of power outage. 2. To determine the most effective, economic, and self-sustaining system as possible to allow for settling of solids prior to aeration.

Risks

1. In times of emergency, our sewerage systems are at risk of back-up and/or overflow. 2. Legislation changes and we are revoked of our permit until such a time that we upgrade our system.

Financial Information

Capital

Funding Sources	Total Funding	2020	2021	2022	2023	2024	5 Year Total
PRA	17,500	17,500					17,500
							-
							-
Sub-total	**17,500**	**17,500**	**-**	**-**	**-**	**-**	**17,500**

Expenses	Total Expenditures	2020	2021	2022	2023	2024	5 Year Total
1/4 cost of generator	17,500	17,500					17,500
							-
Sub-total	**17,500**	**17,500**	**-**	**-**	**-**	**-**	**50,000**

Operating

Funding Sources	2020	2021	2022	2023	2024	5 Year Total
PRA	32,500					32,500
						-
						-
Sub-total	**32,500**	**-**	**-**	**-**	**-**	**32,500**

Expenses	2020	2021	2022	2023	2024	5 Year Total
Studies and Plans	32,500					32,500
						-
						-
Sub-total	**32,500**	**-**	**-**	**-**	**-**	**32,500**

Administration

Author	Kari Bondaroff	**Date Prepared**	November, 2019
Approval Date			

2020 Year over Year Comparative Analysis

Function: 607 - Rolla Sewer

A) Core Budget

		2019 Requisition	Proposed 2020 Requisition	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
		$34,356	$75,010	$40,654	118.33%
Explanation of increase/decrease:	Increase to operations			$25,255	73.51%
	Increase to R&M			$7,743	22.54%
	Decrease to surplus			656	1.91%
	decrease to transfer from reserves			7000	20.37%
			Subtotal section A	**$40,654**	**118.33%**

B) Prior Year One-time Items

	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
Subtotal section B	**$0**	**0.00%**
Subtotal sections A + B	**$40,654**	**118.33%**

C) Supplemental Items

		2020	Cost	Requisition	Requisition % Increase
1)	**Minor Capital - 3rd pump and 1/4 of generator**	PRA	17,500		0.00%
2)	Study and Plan for settling pond	PRA	32,500		0.00%
		Subtotal section C	**$50,000**	**$0**	**0.00%**

Subtotal sections A + B + C	**$40,654**	**118.33%**

Notes:
1) The Operating Reserve balance for this function as at December 31, 2019 is estimated to be $7,396.
2) The Capital Reserve balance for this function as at December 31, 2019 is estimated to be $10,235.

Sewer Operating Fund
701 - FSJ Airport Sub Water

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
REVENUES								
0020 Surplus/Deficit								
02-1-0020-0020	Surplus/Deficit	0.00	0.00	0.00	-8,137.01	0.00	0.00	0.00
	Total Surplus/Deficit	0.00	0.00	0.0C	-8,137.01	0.0C	0.00	0.00
	Total REVENUES	0.00	0.00	0.0C	-8,137.01	0.0C	0.00	0.00

Account Code : -- - To : -- -

Function Type : Selective

Water Operating Fund
701 - FSJ Airport Sub Water

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
REVENUES								
0010 Requisition								
03-1-0010-0012	Parcel Tax	-11,000.00	-12,000.00	-14,500.00	-15,500.00	-17,500.00	-17,500.00	-19,111.00
	Total Requisition	-11,000.00	-12,000.00	-14,500.0C	-15,500.00	-17,500.0C	-17,500.00	-19,111.00
0020 Surplus/Deficit								
03-1-0020-0020	Surplus/Deficit	-204.65	-2,290.28	-2,343.08	0.00	-13,407.48	-13,407.00	-5,000.00
	Total Surplus/Deficit	-204.65	-2,290.28	-2,343.0E	0.00	-13,407.4E	-13,407.00	-5,000.00
0040 Recovery of Costs								
03-1-0040-0000	General	0.00	0.00	0.00	0.00	-388.88	0.00	0.00
	Total Recovery of Costs	0.00	0.00	0.0C	0.00	-388.8E	0.00	0.00
0060 User Fees								
03-1-0060-0060	User Fees	-31,950.80	-37,054.80	-33,453.92	-23,748.88	-44,388.10	-36,000.00	-36,000.00
	Total User Fees	-31,950.80	-37,054.80	-33,453.92	-23,748.88	-44,388.1C	-36,000.00	-36,000.00
0070 Investment Income								
03-1-0070-0071	Interest on Reserves	-186.11	-194.68	-264.34	-466.57	0.00	0.00	0.00
	Total Investment Income	-186.11	-194.68	-264.34	-466.57	0.0C	0.00	0.00
0120 Administration								
03-1-0120-8160	NEW	0.00	-12,000.00	0.00	0.00	0.00	0.00	0.00
03-1-0120-8230	Fair Share Reserve	0.00	-10,177.93	0.00	0.00	0.00	0.00	0.00
	Total Administration	0.00	-22,177.93	0.0C	0.00	0.0C	0.00	0.00
	Total REVENUES	-43,341.56	-73,717.69	-50,561.34	-39,715.45	-75,684.4E	-66,907.00	-60,111.00
EXPENDITURES								
1000 General Expenditures								
03-2-1000-1010	Wages - Full Time	0.00	0.00	0.00	0.00	11,605.23	16,153.00	2,768.00
03-2-1000-1030	Benefits	0.00	0.00	0.00	0.00	3,005.98	3,859.00	803.00
03-2-1000-2055	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	71.00
03-2-1000-2065	Insurance - Property FSJ Airport	0.00	0.00	0.00	0.00	69.00	0.00	0.00
03-2-1000-2070	Insurance - Liability	0.00	0.00	0.00	0.00	668.74	816.00	850.00
03-2-1000-2130	R&M - Machinery	3,169.74	18,111.50	2,726.83	866.38	0.00	4,608.00	5,000.00
03-2-1000-3010	Travel	0.00	0.00	0.00	0.00	0.00	0.00	200.00
03-2-1000-3030	Training & Development	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
03-2-1000-3040	Conferences & Seminars	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00

Account Code : -- - To : -- -

Function Type : Selective

Water Operating Fund
701 - FSJ Airport Sub Water

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
03-2-1000-5010	Advertising Services	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
	Total General Expenditures	3,169.74	18,111.50	2,726.83	866.38	15,348.95	25,436.00	12,692.00
1150 Allocations								
03-2-1150-1160	Admin fees	500.00	500.00	500.00	500.00	471.00	471.00	419.00
03-2-1150-1190	PRRD Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
	Total Allocations	500.00	500.00	500.00	500.00	471.00	471.00	1,419.00
4100 Park - Blackfoot								
03-2-4100-0260	Insurance (FSJ AIRPORT WTR)	843.83	825.70	755.56	774.03	0.00	0.00	0.00
03-2-4100-0390	Capital, Trsf to (FSJ AIRPORT W	0.00	10,177.93	0.00	0.00	0.00	0.00	0.00
	Total Park - Blackfoot	843.83	11,003.63	755.56	774.03	0.00	0.00	0.00
7500 Water Operations								
03-2-7500-4250	Charges - Wtr Oper (NPAS)	31,841.60	37,054.80	33,677.60	31,838.00	36,236.40	36,000.00	36,000.00
	Total Water Operations	31,841.60	37,054.80	33,677.60	31,838.00	36,236.40	36,000.00	36,000.00
8100 Transfers to Reserve								
03-2-8100-8110	Capital Reserve	2,000.00	2,000.00	2,000.00	0.00	0.00	5,000.00	10,000.00
03-2-8100-8120	Operating Reserve	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00
03-2-8100-8130	Carbon "Green" Reserve	10.00	10.00	0.00	0.00	0.00	0.00	0.00
03-2-8100-8150	Interest on Reserves	186.11	194.68	264.34	466.57	0.00	0.00	0.00
	Total Transfers to Reserve	4,696.11	4,704.68	4,764.34	466.57	0.00	5,000.00	10,000.00
	Total EXPENDITURES	41,051.28	71,374.61	42,424.33	34,444.98	52,056.35	66,907.00	60,111.00
CAPITAL REVENU								
0140 Transfer from Reserves								
03-7-0140-0142	Fair Share Reserve	0.00	0.00	0.00	0.00	0.00	-5,000.00	-5,000.00
	Total Transfer from Reserves	0.00	0.00	0.00	0.00	0.00	-5,000.00	-5,000.00
	Total CAPITAL REVENUE	0.00	0.00	0.00	0.00	0.00	-5,000.00	-5,000.00
CAPITAL EXPENSI								
8500 Transfer to General Capital Fund								
03-8-8500-8503	Infrastructure - Road, Water, Sew	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
	Total Transfer to General Capi	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
	Total CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00

Account Code : - - - **To :** - - -

Function Type : Selective

Water Operating Fund

701 - FSJ Airport Sub Water

	2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
Surplus/Deficit	-2,290.28	-2,343.08	-8,137.01	-13,407.48	-23,628.11	0.00	0.00

Account Code : - - - To : - - -

Function Type : Selective

	2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUDGET	2020 PROVISIONAL BUDGET
Summary Total Revenues	-43,341.56	-73,717.69	-50,561.34	-47,852.46	-75,684.46	-66,907.00	-60,111.00
Summary Total Expenses	41,051.28	71,374.61	42,424.33	34,444.98	52,056.35	66,907.00	60,111.00
Summary Surplus/Deficit	-2,290.28	-2,343.08	-8,137.01	-13,407.48	-23,628.11	0.00	0.00

2020 Year over Year Comparative Analysis

Function: 701 - FSJ Airport Sub Water

A) Core Budget

	2019 Requisition	Proposed 2020 Requisition	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
	$17,500	$19,111	$1,611	9.21%

Explanation of increase/decrease:

	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
Increase to operations (insurance, wages, benefits, travel, vehicle)	-$6,796	-38.83%
Subtotal section A	**-$6,796**	**-38.83%**

B) Prior Year One-time Items

	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
decrease to surplus	8,407	48.04%
Subtotal section B	**$8,407**	**48.04%**
Subtotal sections A + B	**$1,611**	**9.21%**

C) Supplemental Items

			Cost	Requisition	Requisition % Increase
1)	**Current assessment of infrastructure for the water network**	PRA	50,000		0.00%
					0.00%
		Subtotal section C	**$50,000**	**$0**	**0.00%**
		Subtotal sections A + B + C		**$1,611**	**9.21%**

Notes:
1) The Operating Reserve balance for this function as at December 31, 2019 is estimated to be $29337.44.
2) The Capital Reserve balance for this function as at December 31, 2019 is estimated to be $19691.38.

2020 Budget - Supplemental Item

Title	Physical Assessment of Assets	**Department**	ENVIRONMENTAL SERVICES
Division	ENVIRONMENTAL SERVICES	**Function**	701 - FSJ Airport Sub Water
Type	Operating - One-time	**Priority**	1

Description

Physical Assessment of current sewerage and water assets at NP Airport Subdivision. ($50,000 for each function for a total of $100,000)

Benefits

Understand the current status of the infrastructure at NP Airport Subdivision in order to prioritize upgrades to infrastructure.

Risks

1. Failure in infrastructure could lead to environmental hazardous risks and loss of service to the NP Airport Subdivision. 2. Unexpected repairs are costly to repair and reduce residents ability to access water.

Financial Information

	Operating					
Funding Sources	**2020**	**2021**	**2022**	**2023**	**2024**	**5 Year Total**
PRA	50,000		-	-	-	50,000
						-
						-
	50,000	**-**	**-**	**-**	**-**	**50,000**
Expenses	**2020**	**2021**	**2022**	**2023**	**2024**	**5 Year Total**
Physical Assessment	50,000		-	-	-	50,000
						-
						-
						-
						-
						-
	50,000	**-**	**-**	**-**	**-**	**50,000**

Administration

Author	Kari Bondaroff	**Date Prepared**	November, 2019
Approval Date			

Account Code : -- - To : -- - Function Type : Selective

Water Operating Fund
702 - Potable Water - Area B

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
REVENUES								
0010 Requisition								
03-1-0010-0010	Electoral	0.00	0.00	0.00	-789,079.00	-742,972.00	-742,972.00	-1,025,000.00
	Total Requisition	0.00	0.00	0.0C	-789,079.00	-742,972.0C	-742,972.00	-1,025,000.00
0020 Surplus/Deficit								
03-1-0020-0020	Surplus/Deficit	0.00	0.00	0.00	0.00	56,493.38	56,493.00	-125,000.00
	Total Surplus/Deficit	0.00	0.00	0.0C	0.00	56,493.3ε	56,493.00	-125,000.00
0060 User Fees								
03-1-0060-0060	User Fees	0.00	0.00	0.00	0.00	-29,570.52	-350,000.00	-60,000.00
	Total User Fees	0.00	0.00	0.0C	0.00	-29,570.52	-350,000.00	-60,000.00
0140 Transfer from Reserves								
03-1-0140-0145	PRA Reserve	0.00	0.00	0.00	-564,948.36	0.00	0.00	0.00
	Total Transfer from Reserves	0.00	0.00	0.0C	-564,948.36	0.0C	0.00	0.00
	Total REVENUES	0.00	0.00	0.0C	-1,354,027.36	-716,049.14	-1,036,479.00	-1,210,000.00
EXPENDITURES								
1000 General Expenditures								
03-2-1000-1010	Wages - Full Time	0.00	0.00	0.00	0.00	9,197.72	12,456.00	15,375.00
03-2-1000-1030	Benefits	0.00	0.00	0.00	0.00	2,889.27	3,737.00	4,231.00
03-2-1000-2050	Miscellaneous	0.00	0.00	0.00	0.00	411.67	100,000.00	50,000.00
03-2-1000-2055	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	336,226.00
03-2-1000-2070	Insurance - Liability	0.00	0.00	0.00	0.00	0.00	32,640.00	0.00
03-2-1000-3010	Travel	0.00	0.00	0.00	0.00	0.00	0.00	500.00
03-2-1000-3017	Mileage - in region	0.00	0.00	0.00	403.12	122.63	500.00	0.00
03-2-1000-3025	Meals - in region	0.00	0.00	0.00	309.53	440.49	1,500.00	500.00
03-2-1000-3030	Training & Development	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
03-2-1000-3040	Conferences & Seminars	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
03-2-1000-3060	Meetings	0.00	0.00	0.00	0.00	88.08	1,500.00	500.00
03-2-1000-3100	Contract for Services	0.00	0.00	0.00	0.00	3,286.44	0.00	2,500.00
03-2-1000-5010	Advertising Services	0.00	0.00	0.00	0.00	1,657.45	0.00	2,000.00
03-2-1000-5030	Legal Services	0.00	0.00	0.00	0.00	64,675.89	70,000.00	50,000.00
03-2-1000-5060	Studies, Plans and Assessments	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00
	Total General Expenditures	0.00	0.00	0.0C	712.65	82,769.64	372,333.00	463,832.00

1100 Administration

Account Code : -- - To : -- - Function Type : Selective

Water Operating Fund
702 - Potable Water - Area B

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
03-2-1100-1110	Banking Fees	0.00	0.00	0.00	246.83	1,423.37	200.00	2,000.00
	Total Administration	0.00	0.00	0.0C	246.83	1,423.37	200.00	2,000.00
1150 Allocations								
03-2-1150-1160	Admin fees	0.00	0.00	0.00	10,000.00	0.00	0.00	69,096.00
03-2-1150-1190	PRRD Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
	Total Allocations	0.00	0.00	0.0C	10,000.00	0.0C	0.00	71,096.00
2007 Boundary								
03-2-2007-2065	Insurance - Property Boundry PW	0.00	0.00	0.00	0.00	505.00	0.00	520.00
03-2-2007-2070	Insurance - Liability Boundary PV	0.00	0.00	0.00	0.00	1,203.73	0.00	1,240.00
03-2-2007-4010	Rent/Lease	0.00	0.00	0.00	0.00	4,539.54	0.00	9,000.00
03-2-2007-6010	Operations - Boundary	0.00	0.00	0.00	1,131.75	3,307.94	25,000.00	10,000.00
03-2-2007-6020	Contractor - Boundary	0.00	0.00	0.00	7,538.33	36,334.64	55,895.00	57,013.00
	Total Boundary	0.00	0.00	0.0C	8,670.08	45,890.85	80,895.00	77,773.00
2010 Buick Creek								
03-2-2010-2065	Insurance - Property Buick Creek	0.00	0.00	0.00	0.00	437.00	0.00	450.00
03-2-2010-2070	Insurance - Liability Buick Creek	0.00	0.00	0.00	0.00	1,203.73	0.00	1,240.00
03-2-2010-2150	Electricity	0.00	0.00	0.00	0.00	2,482.69	0.00	2,500.00
03-2-2010-6010	Operations - Buick Creek	0.00	0.00	0.00	3,246.07	9,056.94	25,000.00	10,000.00
03-2-2010-6020	Contractor - Buick Creek	0.00	0.00	0.00	18,845.63	92,869.77	115,737.00	118,052.00
	Total Buick Creek	0.00	0.00	0.0C	22,091.70	106,050.13	140,737.00	132,242.00
2045 Fey Spring								
03-2-2045-2065	Insurance - Property Fey Spring I	0.00	0.00	0.00	0.00	502.00	0.00	517.00
03-2-2045-2070	Insurance - Liability Fey Spring P	0.00	0.00	0.00	0.00	1,203.73	0.00	1,240.00
03-2-2045-2150	Electricity	0.00	0.00	0.00	0.00	2,290.09	0.00	2,000.00
03-2-2045-6010	Operations - Fey Spring	0.00	0.00	0.00	2,004.61	16,123.45	25,000.00	25,000.00
03-2-2045-6020	Contractor - Fey Spring	0.00	0.00	0.00	11,307.30	55,201.20	75,841.00	77,358.00
	Total Fey Spring	0.00	0.00	0.0C	13,311.91	75,320.47	100,841.00	106,115.00
2160 Prespatou								
03-2-2160-2065	Insurance - Property Prespatou F	0.00	0.00	0.00	0.00	848.00	0.00	873.00
03-2-2160-2070	Insurance - Liability Prespatou P\	0.00	0.00	0.00	0.00	1,203.73	0.00	1,240.00
03-2-2160-2150	Electricity	0.00	0.00	0.00	0.00	6,706.66	0.00	7,500.00
03-2-2160-6010	Operations - Prespatou	0.00	0.00	0.00	9,124.61	11,578.04	25,000.00	15,000.00
03-2-2160-6020	Contractor - Prespatou	0.00	0.00	0.00	22,614.80	115,703.20	135,684.00	138,398.00
	Total Prespatou	0.00	0.00	0.0C	31,739.41	136,039.63	160,684.00	163,011.00

Account Code : -- - To : -- - Function Type : Selective

Water Operating Fund
702 - Potable Water - Area B

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
2180 Rose Prairie								
03-2-2180-2065	Insurance - Property Rose Prairie	0.00	0.00	0.00	0.00	399.00	0.00	411.00
03-2-2180-2070	Insurance - Liability Rose Praire I	0.00	0.00	0.00	0.00	1,203.73	0.00	1,240.00
03-2-2180-2150	Electricity	0.00	0.00	0.00	0.00	3,125.91	0.00	5,000.00
03-2-2180-4010	Rent/Lease	0.00	0.00	0.00	0.00	14,575.00	0.00	14,575.00
03-2-2180-6010	Operations - Rose Prairie	0.00	0.00	0.00	938.98	13,010.16	25,000.00	15,000.00
03-2-2180-6020	Contractor - Rose Prairie	0.00	0.00	0.00	15,076.44	72,668.46	95,789.00	97,705.00
	Total Rose Prairie	0.00	0.00	0.0C	16,015.42	104,982.2€	120,789.00	133,931.00
4200 Community Park - Iver Johnson								
03-2-4200-0260	Insurance	0.00	0.00	0.00	6,975.25	0.00	0.00	0.00
03-2-4200-0385	Capital - Buick Potable Water Sit	0.00	0.00	0.00	739,967.40	0.00	0.00	0.00
03-2-4200-0386	Capital - Rose Prairie Potable Wa	0.00	0.00	0.00	558,155.23	0.00	0.00	0.00
03-2-4200-0387	Capital - Fey Spring Potable Wat	0.00	0.00	0.00	484,461.25	0.00	0.00	0.00
03-2-4200-0388	Capital - Boundary Potable Wate	0.00	0.00	0.00	337,006.49	0.00	0.00	0.00
03-2-4200-0389	Capital - Prespatou Potable Wate	0.00	0.00	0.00	544,469.00	0.00	0.00	0.00
	Total Community Park - Iver Jo	0.00	0.00	0.0C	2,671,034.62	0.0C	0.00	0.00
8000 M.F.A								
03-2-8000-8040	Long-term interest	0.00	0.00	0.00	0.00	0.00	60,000.00	60,000.00
	Total M.F.A	0.00	0.00	0.0C	0.00	0.0C	60,000.00	60,000.00
8100 Transfers to Reserve								
03-2-8100-8210	Feasibility	0.00	0.00	0.00	35,527.00	0.00	0.00	0.00
	Total Transfers to Reserve	0.00	0.00	0.0C	35,527.00	0.0C	0.00	0.00
	Total EXPENDITURES	0.00	0.00	0.0C	2,809,349.62	552,476.3E	1,036,479.00	1,210,000.00
CAPITAL REVENU								
0010 Requisition								
03-7-0010-0010	Electoral	0.00	0.00	0.00	0.00	-41,563.00	-41,563.00	0.00
	Total Requisition	0.00	0.00	0.0C	0.00	-41,563.0C	-41,563.00	0.00
0020 Surplus/Deficit								
03-7-0020-0020	Surplus/Deficit	0.00	0.00	0.00	0.00	0.00	0.00	-86,696.00
	Total Surplus/Deficit	0.00	0.00	0.0C	0.00	0.0C	0.00	-86,696.00
0110 M.F.A Funding								
03-7-0110-0110	Long-term Debt Proceeds	0.00	0.00	0.00	0.00	0.00	-1,502,303.00	-650,000.00

Water Operating Fund
702 - Potable Water - Area B

		2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUD	2020 PROVISIONAL
03-7-0110-0111	Short-term Debt Proceeds	0.00	0.00	0.00	-1,400,000.00	-1,500,000.00	0.00	0.00
	Total M.F.A Funding	0.00	0.00	0.0C	-1,400,000.00	-1,500,000.0C	-1,502,303.00	-650,000.00
0140 Transfer from Reserves								
03-7-0140-0145	PRA Reserve	0.00	0.00	0.00	0.00	-1,050.00	-175,212.00	-418,352.00
	Total Transfer from Reserves	0.00	0.00	0.0C	0.00	-1,050.0C	-175,212.00	-418,352.00
	Total CAPITAL REVENUE	0.00	0.00	0.0C	-1,400,000.00	-1,542,613.0C	-1,719,078.00	-1,155,048.00
CAPITAL EXPENSI								
8000 M.F.A.								
03-8-8000-8020	Short-term Interest	0.00	0.00	0.00	1,171.12	35,221.20	0.00	60,000.00
	Total M.F.A.	0.00	0.00	0.0C	1,171.12	35,221.2C	0.00	60,000.00
8500 Transfer to General Capital Fund								
03-8-8500-8503	Infrastructure - Road, Water, Sew	0.00	0.00	0.00	0.00	882,693.76	1,719,078.00	1,095,048.00
03-8-8500-8510	WIP	0.00	0.00	0.00	0.00	538,002.70	0.00	0.00
	Total Transfer to General Capi	0.00	0.00	0.0C	0.00	1,420,696.4€	1,719,078.00	1,095,048.00
	Total CAPITAL EXPENSE	0.00	0.00	0.0C	1,171.12	1,455,917.6€	1,719,078.00	1,155,048.00
	Surplus/Deficit	0.00	0.00	0.0C	56,493.38	-250,268.13	0.00	0.00

Account Code : - - - To : - - -

Function Type : Selective

	2015 actual	2016 actual	2017 actual	2018 actual	2019 actual	2019 APPROVED BUDGET	2020 PROVISIONAL BUDGET
Summary Total Revenues	0.00	0.00	0.00	-1,354,027.36	-716,049.14	-1,036,479.00	-1,210,000.00
Summary Total Expenses	0.00	0.00	0.00	2,809,349.62	552,476.35	1,036,479.00	1,210,000.00
Summary Surplus/Deficit	0.00	0.00	0.00	56,493.38	-250,268.13	0.00	0.00

2020 Year over Year Comparative Analysis

Function: 702 - Potable Water - Area B

A) Core Budget

	2019 Requisition	Proposed 2020 Requisition	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
	$784,535	$1,025,000	$240,465	30.65%

Explanation of increase/decrease:

Increase to Surplus	$ (181,493)	-23.13%
Decrease to User Fees	$ 290,000	36.96%
Increase Contingency	$ 336,226	42.86%
Decrease Misc Gen Exp	$ (94,727)	-12.07%
Decrease to Studies, Plan, Assessment	$ (150,000)	-19.12%
Increase to Allocations and Fees	$ 72,896	9.29%
Boundary	$ (3,122)	-0.40%
Buick	$ (8,495)	-1.08%
Fey Spring	$ 5,274	0.67%
Prespatou	$ 2,327	0.30%
Rose Prarie	$ 13,142	1.68%
Subtotal section A	**$282,028**	**35.95%**

B) Prior Year One-time Items

	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
Decrease to LTD proceeds	$ 852,303	108.64%
Increase to PRA reserves	$ (243,140)	-30.99%
Increase to STD interest	$ 60,000	7.65%
Decrease to Infrastructure	$ (624,030)	-79.54%
	$ (86,696)	-11.05%
Subtotal section B	**-$41,563**	**-5.30%**

Subtotal sections A + B	**$240,465**	**30.65%**

C) Supplemental Items

	Cost	Requisition	Requisition % Increase
			0.00%
			0.00%
Subtotal section C	**$0**	**$0**	**0.00%**

Subtotal sections A + B + C	**$240,465**	**30.65%**

Notes:

PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee Date: January 7, 2020

From: Crystal Brown, Electoral Area Manager

Subject: 2020 Budget Review – Function 120 Legislative Electoral Area

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve the 2020 Legislative Electoral Area operational budget as presented and forward it to the Regional Board for consideration in the 2020 Annual Financial Plan.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee approve the 2020 supplemental request for the addition of a new full time Administrative Clerk to be cost shared between Legislative Regional and Legislative Electoral at a cost of approximately $37,500 each, and forward it as presented to the Regional Board for consideration in the 2020 Financial Plan.

BACKGROUND/RATIONALE:

The 2020 Budget Process and 2020 Budget Calendar were approved at the October 10, 2019 Board meeting. One new change to the process was to review the year over year analysis for each of the functions, and to separate Core Budgets items from supplemental requests. A draft budget has been prepared for the Legislative Electoral Area function based on individual meetings with each Electoral Area Director. A comparative analysis worksheet has been prepared to contrast the 2020 draft budget to the 2019 approved budget with an explanation of significant changes.

CORE BUDGET

Overall, the proposed 2020 budget requisition for the Legislative Electoral Area budget has increased by $28,079,628, with a $37,489 decrease to requisition when compared to the 2019 budget and requisition. The proposed 2020 tax requisition is being supplemented by a carry forward surplus from 2019 of $471,163.

The increase to the operation budget is attributed to the following:

a) $250,000 increase on Interest on Reserves
b) $185,650 increase in Surplus revenue
c) $27,681,467 increase on Transfer to Reserve
d) $27,681,467 increase in Contingency
e) $11,000 increase to Travel and Training
f) $17,500 increase to consulting services to reflect projects identified by Electoral Area Directors for 2020
g) $17,000 increase to legal services to reflect projects identified by Electoral Area Directors for 2020
h) $40,131 increase to administrative allocation based on actuals from 2018

Staff Initials: Dept. Head: CAO:

i) $70,000 increase to Community Projects for Electoral Area B
j) $75,000 increase to Community Projects for Electoral Area C
k) $96,000 increase to Community Projects for Electoral Area D
l) $73,000 increase to Community Projects for Electoral Area E

PROPOSED COMMUNITY PROJECTS ELECTORAL AREA B

Natural Gas -Prespatou - Potential Referendum Costs and Community Meetings	$15,000
Subdivision Upgrades - Wonowon - Potential Referendum Costs and Community Meetings	$15,000
Fire Expansion - Charlie Lake Fire Department - Potential Referendum Costs and Community Meetings	$15,000
Connectivity - Current Needs Assessment (Committed from 2019)	$25,000
Connectivity – Next Steps	$25,000
Community Projects - Other	$25,000
Total	$120,000

PROPOSED COMMUNITY PROJECTS ELECTORAL AREA C

Water Project - Charlie Lake/Baldonnel - Potential Referendum and Community Meetings	$20,000
Charlie Lake Fire Expansion Community meetings and Referendum Costs	$15,000
Charlie Lake Medical Service Community Meetings and Referendum Costs	$15,000
Connectivity - Current Needs Assessment (Committed from 2019)	$25,000
Connectivity – Next Steps	$25,000
Community Projects - Other	$25,000
Total	$125,000

PROPOSED COMMUNITY PROJECTS ELECTORAL AREA D

Water Project - Farmington - Potential Referendum Costs and Community Meetings	$15,000
Water Project - Tomslake - Potential Referendum Costs and Community Meetings	$15,000
Pouce Coupe Medical - Potential Referendum Costs and Community Meetings	$15,000
Dawson Creek Fire Expansion - Potential Referendum and Community Meetings	$15,000
Meals Pilot - Potential Referendum and Community Meetings	$7,500
Sub-Regional - Potential Referendum and Community Meetings	$7,500
Natural Gas - Tomslake - Community Meetings	$3,000
Natural Gas - Kelly Lake - Community Meetings	$3,000
Connectivity - Next Steps	$25,000
Connectivity - Current Needs Assessment (Committed from 2019)	$25,000
Community Projects - Other	$25,000

Kelly Lake Community - Fire	$15,000
Total	$171,000

PROPOSED COMMUNITY PROJECTS ELECTORAL AREA D

Natural Gas - Potential Referendum Costs and Community Meetings	$15,000
Meals Pilot -Potential Referendum and Community Meetings	$7,500
Sub-Regional - Potential Referendum and Community Meetings	$7,500
Chetwynd Library Potential Referendum and Community Meetings Costs	15,000
Water Project - Moberly Lake - Community Meetings	$3,000
Connectivity - Current Needs Assessment (Committed from 2019)	$25,000
Connectivity- Next Steps	$25,000
Community Projects - Other	$25,000
Total	$123,000

SUPPLEMENTAL REQUEST

The attached supplemental request is for the addition of a new full time Administrative Clerk to be cost shared between Legislative Regional and Legislative Electoral at a cost of approximately $37,500 each.

In the spring of 2020, one of the current admin positions was moved to Community Services to help with back log of work caused by increased emergencies experienced over the last number of years. Further, the current NDIT corporate admin intern positon is scheduled to end at the end of April 2020. With the loss of both of these positions, there will be a significant impact to corporate admin.

If approved, the role of the additional full time Administrative Clerk will include:

a) EADC/RBAC- agenda preparation, meeting set up and take down, minute taking, photocopying, ordering lunch, picking up snacks, entering action items into Basecamp, EADC/RBAC follow up, and other duties as assigned pertaining to EADC/RBAC.

   Note: At present, this role is being shared by several admin clerks between the Dawson Creek and FSJ office, the Executive Assistant, and the Electoral Area Manager. The minutes for EADC are taken by a clerk from FSJ. This results in extra costs associated to mileage, overtime and backfill. In order for staff to travel from FSJ to take the minutes, a casual has to be called in.

b) UBCM Preparation – assisting staff with creating/formatting the UBCM schedules and binders, requesting meetings, photocopying, and other duties as assigned pertaining to UBCM preparation.

   Note: The role of UBCM Preparation has shifted to the Electoral Area Manager. With the heavy load of meeting requests in 2019, the Electoral Area Manager spent approximately 20 days on UBCM preparation. This position will help relieve some of that work load.

c) Letters – assisting with drafting, formatting, proof reading, and sending letters.

Note: At present, the NDIT Corporate Admin Intern has been assisting with this task.

d) Organizing other Meetings – assisting with creating doodle polls, sending out meeting invites, booking rooms, ordering lunch, taking minutes, creating agendas and other duties as assigned pertaining to organizing meetings.

Note: At present, the NDIT Corporate Admin Intern and the receptionist have been assisting with these tasks.

e) Support to Corporate Administration – Elections/Referendum clerk, policy review, webpage/calendar management, and other duties as assigned.

Note: At present, the NDIT Corporate Admin Intern has taken on the majority of the work in regards to implementing the policy review, as per the Board's Strategic Plan. The addition of another Administrative Clerk will allow the policy review to continue. The previous admin clerk did much of the work involved with preparing for elections and referendums.

f) Support to the Electoral Area Manager – duties may include assisting with roundtables, Board reports, Interprovincial Meeting preparation, Community 2 Community Meeting preparation, Director initiatives/projects, policy development/review relating to the Electoral Areas, and other work as assigned.

Note: At present, the NDIT Corporate Admin Intern has been assisting with some of these tasks. Most of this work has been on the Gotta Go project. With the addition of the admin clerk, it is anticipated to help soften the impact of losing the NDIT Corporate Admin Intern and further, free up some of the Electoral Area Manger's time that is currently spent on administrative tasks so that time can be redirected to the Electoral Area Directors' projects.

A draft annual work plan for the Electoral Area Manager is attached and shows a deficit of 24.5 days. This does not allow for any additional projects that may come up throughout the year. By delegating some of the administrative tasks to the proposed clerk, work will be able to be completed in a timelier manner, and further, it will allow the Electoral Area Manager to focus on higher level work and advancing the projects as identified by the Electoral Area Directors.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Partnerships

- ☒ Collaboration with Local and First Nations governments

☒ Responsive Service Delivery

- ☒ Enhance Emergency Planning and Response Capacity

☒ Advocacy

☒ Increased broadband connectivity for rural communities - Situational/Gap Analysis and Investment

FINANCIAL CONSIDERATION(S):

A $471,163 carry forward from the 2019 operational budget is being put towards the 2020 requisition. This includes the money being used to pay for the Connectivity Needs Assessment.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. 2020 Proposed Budget with 2019 Comparable
2. Year over Year Analysis
3. Supplemental Request
4. Draft Work plan

Electoral Area Manager Draft Workplan

Weeks in the Year	52
days of the week	5
	260

CORE WORK

Days in the Year	260
Holidays	-12
Vacation Days	-25
Board Meetings	-22
Board Reports	-22
EADC Meetings	-12
EADC agenda/minutes/reports	-24
EADC Prep	-3.5
Action Items out of EADC	-12
Staff Meetings	-13
Resource Forum	-3
NCLGA	-5
UBCM	-14
Training	-6
Budgets/Expense Approval	-10
Tracking/Planning	-6
	70.5

Projects for 2020	70.5
Grant Writer Contract	-4
Connectivity Needs Assessment	-7
Roundtables	-35
Interprovincial Meeting	-4
Community to Community (1)	-6.5
Community to Community (2)	-6.5
Director Rose - other	-8
Director Goodings - other	-8
Chair Sperling	-16
Director Hiebert - other	0
	-24.5

Administrative Clerk Draft Workplan

Weeks in the Year	52
days of the week	5
	260

CORE WORK

Days in the Year	260
Holidays	-12
Vacation Days	-20
EADC/RBAC Meetings	-12
EADC agenda/minutes/reports/basecamp	-96
Staff Meetings	-5
UBCM Prep	-5
Tracking/Planning	-6
Letters	-12
Organizing Meetings	-12
Support to Corporate Admin	-40
Support to the Electoral Area Manager	-40
	0

2020 Budget - Supplemental Item

Title	Electoral Area Administrative Clerk Position	**Department**	EXECUTIVE OFFICE
Division	ELECTORAL AREA SERVICES	**Function**	120 - Legislative - Electoral Areas
Type	Operating - On-going	**Priority**	1

Description

The addition of a new full time admin clerk to be cost shared between Legislative Regional and Legislative Electoral.

Benefits

Increased capacity for administration for tasks such as agenda prep, meeting set up and take down, minute taking, photocopying, ordering lunch, picking up snacks, entering action items into Basecamp, EADC/RBAC follow up, and other duties as assigned pertinaing to EADC/RBAC. Also, UBCM prep, letter writing, support to Electoral Area Manager.

Risks

A continuation of management devoting significant time to administrative duties.

Financial Information

	Operating					
Funding Sources	**2020**	**2021**	**2022**	**2023**	**2024**	**5 Year Total**
Requisition - Legislated Electoral	37,500	37,500	37,500	37,500	37,500	187,500
						-
						-
	37,500	**37,500**	**37,500**	**37,500**	**37,500**	**187,500**

Expenses	**2019**	**2020**	**2021**	**2022**	**2023**	**5 Year Total**
Wages	37,500	37,500	37,500	37,500	37,500	187,500
						-
						-
						-
						-
	37,500	**37,500**	**37,500**	**37,500**	**37,500**	**187,500**

Administration

Author	Lyle Smith	**Date Prepared**	January 14, 2019
Approval Date			

Budget Report by Cost Center

Account Code : - - - **To :** - - -

Function Type : Selective

General Operating Fund

120 - Legislative - Electoral Areas

Account	Description	2019 PROVISIONAL	2019 actual	2020 PROVISIONAL	2021 PROVISIONAL	2022 PROVISIONAL		
REVENUES								
0010 Requisition								
01-1-0010-0010	Electoral	-411,324	-411,324	-373,835	-724,994	-739,492		
	Total Requisition	-411,324	-411,324	-373,835	-724,994	-739,492	0	0
0020 Surplus/Deficit								
01-1-0020-0020	Surplus/Deficit	-285,513	-364,624	-471,163	0	0		
	Total Surplus/Deficit	-285,513	-364,624	-471,163	0	0	0	0
0030 Grants								
01-1-0030-0035	Gas Tax	-1,000,000	-2,012,676	-1,000,000	-1,000,000	-1,000,000		
01-1-0030-0039	Peace River Agreement	-3,000,000	-3,000,000	-3,000,000	-3,000,000	-3,000,000		
	Total Grants	-4,000,000	-5,012,676	-4,000,000	-4,000,000	-4,000,000	0	0
0070 Investment Income								
01-1-0070-0071	Interest on Reserves	0	0	-250,000	0	0		
	Total Investment Income	0	0	-250,000	0	0	0	0
0080 Miscellaneous								
01-1-0080-0084	Rural Loan Fund Payments	0	-62,113	0	0	0		
	Total Miscellaneous	0	-62,113	0	0	0	0	0
0140 Transfer from Reserves								
01-1-0140-0142	Fair Share Reserve	0	0	-9,324,955	0	0		
01-1-0140-0143	Rural Loan Fund Reserve	0	0	-3,989,199	0	0		
01-1-0140-0144	Gas Tax Reserve	0	0	-5,719,301	0	0		
01-1-0140-0145	Peace River Agreement Reserve	0	0	-8,492,370	0	0		
01-1-0140-0147	BCR/PRA Reserve	0	0	-155,642	0	0		
	Total Transfer from Reserves	0	0	-27,681,467	0	0	0	0
	Total REVENUES	-4,696,837	-5,850,736	-32,776,465	-4,724,994	-4,739,492		
EXPENDITURES								
1000 General Expenditures								
01-2-1000-1010	Wages - Full Time	94,000	92,406	94,000	95,000	94,000		
01-2-1000-1015	Wages - Directors	134,000	67,507	134,000	134,000	134,000		
01-2-1000-1030	Benefits	44,250	40,180	42,860	46,038	46,959		
01-2-1000-1040	WCB	979	1,035	979	979	979		
01-2-1000-2030	Phone/Internet	1,500	541	1,500	1,561	1,592		

January 16, 2020

General Operating Fund

120 - Legislative - Electoral Areas

		2019 PROVISIONAL	2019 actual	2020 PROVISIONAL	2021 PROVISIONAL	2022 PROVISIONAL		
01-2-1000-2050	Miscellaneous	5,000	147	5,000	5,000	5,000		
01-2-1000-2055	Contingency	0	0	27,681,467	0	0		
01-2-1000-2070	Insurance - Liability	1,472	1,337	1,472	1,531	1,562		
01-2-1000-2080	Insurance - AD&D	127	226	127	133	136		
01-2-1000-3010	Travel	40,000	18,723	60,000	75,000	75,000		
01-2-1000-3016	Mileage	55,000	4,549	30,000	30,000	30,000		
01-2-1000-3020	Meals	15,000	5,895	25,000	25,000	25,000		
01-2-1000-3030	Training & Development	3,000	0	9,000	3,000	3,000		
01-2-1000-3040	Conferences & Seminars	0	5,915	0	0	0		
01-2-1000-3050	Memberships	2,500	0	2,500	2,500	2,500		
01-2-1000-3060	Meetings	4,080	2,233	4,000	4,245	4,330		
01-2-1000-5010	Advertising Services	0	261	0	0	0		
01-2-1000-5020	Consulting Services	7,500	0	25,000	7,803	7,959		
01-2-1000-5030	Legal Services	3,000	0	20,000	10,000	10,000		
01-2-1000-5120	Supplies - Office	5,000	1,412	5,000	5,202	5,306		
	Total General Expenditures	416,408	242,367	28,141,905	446,992	447,323	0	0
1150 Allocations								
01-2-1150-1160	Administration	30,429	30,429	70,560	75,000	75,000		
	Total Allocations	30,429	30,429	70,560	75,000	75,000	0	0
1900 Roundtables Area B								
01-2-1900-0000	General-Roundtables Area B	6,250	0	5,000	5,000	5,000		
	Total Roundtables Area B	6,250	0	5,000	5,000	5,000	0	0
1901 Roundtables Area C								
01-2-1901-0000	General-Roundtables Area C	6,250	0	5,000	5,000	5,000		
	Total Roundtables Area C	6,250	0	5,000	5,000	5,000	0	0
1902 Roundtables Area D								
01-2-1902-0000	General-Roundtables Area D	6,250	0	10,000	10,000	10,000		
01-2-1902-2050	Miscellaneous-Roundtables Area D	0	909	0	0	0		
01-2-1902-3016	Mileage in region-Roundtables Area D	0	28	0	0	0		
01-2-1902-3020	Meals-Roundtables Area D	0	200	0	0	0		
01-2-1902-3060	Meetings-Roundtables Area D	0	1,732	0	0	0		
01-2-1902-5010	Advertising Services-Roundtables Area D	0	5,987	0	0	0		
	Total Roundtables Area D	6,250	8,856	10,000	10,000	10,000	0	0
1903 Roundtables Area E								
01-2-1903-0000	General-Roundtables Area E	6,250	0	5,000	5,000	5,000		

Budget Report by Cost Center

Account Code : - - - **To :** - - -

Function Type : Selective

General Operating Fund

120 - Legislative - Electoral Areas

		2019 PROVISIONAL	2019 actual	2020 PROVISIONAL	2021 PROVISIONAL	2022 PROVISIONAL		
01-2-1903-3016	Mileage in Region-Roundtables Area E	0	157	0	0	0		
01-2-1903-3020	Meals-Roundtables Area E	0	136	0	0	0		
	Total Roundtables Area E	6,250	293	5,000	5,000	5,000	0	0
	Total EXPENDITURES	471,837	281,945	28,237,465	546,992	547,323		
	Surplus/Deficit	-4,225,000	-5,568,791	-4,539,000	-4,178,002	-4,192,169		

Account Code : - - - To : - - -

Function Type : Selective

	2019 PROVISIONAL	2019 actual	2020 PROVISIONAL	2021 PROVISIONAL	2022 PROVISIONAL
Summary Total Revenues	-4,696,837	-5,850,736	-32,776,465	-4,724,994	-4,739,492
Summary Total Expenses	471,837	281,945	28,237,465	546,992	547,323
Summary Surplus/Deficit	-4,225,000	-5,568,791	-4,539,000	-4,178,002	-4,192,169

2020 Year over Year Comparative Analysis

Function: 120 - Legislative - Electoral Areas

A) Core Budget

	2019 Requisition	Proposed 2020 Requisition	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
	$411,324	$373,835	-$37,489	-9.11%

Explanation of increase/decrease:

Increase on interest on reserves	(250,000)	-60.78%
Increase in Surplus revenue	(185,650)	-45.13%
Increase on Transfer from Reserves	(27,681,467)	-6729.84%
Increase in Contingency	27,681,467	6729.84%
Increased Travel and Training	11,000	2.67%
Increased to consulting services	17,500	4.25%
Increase to legal services	17,000	4.13%
Increase to administration allocation	40,131	9.76%
Increase to community projects for Area B	70,000	17.02%
Increase to community projects for Area C	75,000	18.23%
Increase to community projects for Area D	96,000	23.34%
Increase to community projects for Area E	73000	17.75%
Other General Expenses	-1470	-0.36%
Subtotal section A	**-$37,489**	**-9.11%**

B) Prior Year One-time Items

	Requisition $ Increase (Decrease)	Requisition % Increase (Decrease)
1)		
Subtotal section B	**$0**	**0.00%**

Subtotal sections A + B	**-$37,489**	**-9.11%**

C) Supplemental Items

	2018	Cost	Requisition	Requisition % Increase
1) **0.5 FTE - partial funding of 1FTE split between F120 and F110**	Operating	37,500	37,500	9.12%
	Subtotal section C	**$37,500**	**$37,500**	**9.12%**

Subtotal sections A + B + C	**$11**	**0.00%**

Notes:

1) The Operating Reserve balance for this function as at December 31, 2019 is estimated to be $100,000.

PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee Date: January 7, 2020

From: Lyle Smith, Chief Financial Officer

Subject: December 2019 Interim Financial Report

RECOMMENDATION:

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

BACKGROUND/RATIONALE:

An updated report will be provided once yearend interest and reserve transfer entries have been completed.

ALTERNATIVE OPTIONS:

Not Applicable.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

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: Page 1 of 1

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

31-Dec-2019

Current Year Allocation	AREA B	2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget 103,000.00	Budget 200,000.00	Budget 103,000.00	Budget 103,000.00	Budget 103,000.00	Budget 130,000.00	
		Allocated 94,608.17	Allocated 189,845.00	Allocated 103,000.00	Allocated 103,000.00	Allocated 103,000.00	Allocated 130,000.00	
	Big Bam Ski Hill	-				-		-
12,000.00	Buick Creek Community Club	-	-		-	-	12,000.00	12,000.00
	Cache Creek Community Club	-				-		-
19,000.00	Cecil Lake Rec. Commission	-				-	12,324.62	12,324.62
1,000.00	Fort St. John Gradfest	-	-	-	-	-	1,000.00	1,000.00
-	Golata Creek Recreation Society	-		1,894.09		--		1,894.09
15,103.00	Goodlow Community Club	-		8,023.16		--	-	8,023.16
	Halfway Graham Community Club	-	(0.00)			-		(0.00)
18,347.00	King's Valley Christian Camp	-	-		-		18,347.00	18,347.00
17,500.00	Montney Rec. Commission	-	-	-	686.42	4,623.28	17,500.00	22,809.70
3,380.00	North Peace 4-H District Council	-	-	-	-	-	-	-
1,050.00	North Peace Fall Fair Society	-	-	-	-	-	-	-
4,000.00	North Peace Historical Society	-	-	-	-	0.00	-	0.00
	North Peace Light Horse Assn.	-	-			-		-
	North Peace Ride for Disabled		-					-
17,000.00	Osborn Community Club	-	2,830.05	1,656.42		1,678.00	16,070.00	22,234.47
12,120.00	Rock of Ages Bible Camp						3,386.23	3,386.23
7,000.00	Rose Prairie Curling Society	-	-	(0.00)	0.00	-	1,729.75	1,729.75
	Wonowon Horse Club		-		-			-
1,000.00	Area B Rural Bursary	-	-	-	-	-	-	-
1,500.00	Youth Travel		-	-	-	-	1,300.00	1,300.00
130,000.00	**Total Area B**	-	2,830.05	11,573.67	686.42	6,301.28	83,657.60	105,049.02

Current Year Allocation	AREA C	2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget 112,025.88	Budget 100,000.00	Budget 80,000.00	Budget 80,000.00	Budget 50,000.00	Budget	
		Allocated 93,297.04	Allocated 81,250.00		Allocated 53,319.11	Allocated 42,150.00		
	Big Bam Ski Hill	-						-
16,746.76	Charlie Lake Community Club	-	-	0.00		7,407.00	16,746.76	24,153.76
1,000.00	Fort St. John Gradfest	-	-	-	-	-	1,000.00	1,000.00
26,753.24	Lake Point Golf Club	-			-		26,753.24	26,753.24
	North Peace 4H District Council	-						-
3,500.00	North Peace Fall Fair Society	-	-	-	-	-	1,599.25	1,599.25
10,000.00	North Peace Historical Society	0.00	-	-	-	1,509.86	-	1,509.86
	North Peace Light Horse Assn.	-	-			-		-
1,000.00	*Area C Scholarship		-	-	-	-	-	-
1,000.00	Youth Travel	-	-	-	-	-	800.00	800.00
60,000.00	**Total Area C**	0.00	-	0.00	-	8,916.86	46,899.25	55,816.11

		2014	2015	2016	2017	2018	2019	
		Budget 103,150.00	Budget 102,000.00	Budget 102,000.00	Budget 102,000.00	Budget 102,000.00	Budget 103,000.00	GIA Remaining
AREA E		Allocated 103,150.00	Allocated 102,000.00	Allocated 102,000.00	Allocated 102,000.00	Allocated 102,000.00	Allocated 103,000.00	
8,307.24	Camp Emile	-					8,307.24	8,307.24
	Chetwynd & Dist Rec. Centre	-	-	-	-	-		-
10,000.00	Chetwynd Electric Eels Swim Assn.		-	-	-	-	10,000.00	10,000.00
3,773.76	Chetwynd Gymkhana	-	-	63.08	-	-	3,773.76	3,836.84
23,300.00	Chetwynd Rod & Gun Club	-	-	-	-	-	-	-
8,000.00	Chetwynd Social Planning Society		-	-	-	-	-	-
5,040.00	Chetwynd Horse Club Society				761.25	2,231.25	5,040.00	8,032.50
10,325.00	Foothills Team Roping Club	-	-	-	-	-	35.00	35.00
	Jackfish Community Association	-	-	2,080.56	15,500.00	-		17,580.56
15,000.00	Little Giants Figure Skating Club	-	-	-	-	-	15,000.00	15,000.00
8,675.00	Little Prairie Heritage Society		-		311.98	3,452.91	6,267.52	10,032.41
5,000.00	Moberly Lake Community Assn.	-	-		973.89	-	2,788.95	3,762.84
	Pine Valley Exhibition Park Soc.	-	-	-	2,235.49	3,785.80		6,021.29
	Pine Valley Motor Sports	-	-			-		-
2,579.00	Pine Valley Seniors Assn.	-	-	-	-	221.00	2,579.00	2,800.00
	Sagitawa Christian Camping Society	-				-		-
1,000.00	Area E West Bursary	-	-	-	-	-	500.00	500.00
2,000.00	Youth Travel		-	-	-		2,000.00	2,000.00
103,000.00	Total Area E	-	-	2,143.64	19,782.61	9,690.96	56,291.47	87,908.68
		2014	2015	2016	2017	2018	2019	
		Budget 150,084.00	Budget 150,000.00	Budget 150,000.00	Budget 150,000.00	Budget 150,000.00	Budget 150,000.00	GIA Remaining
SUB-REGIONAL		Allocated 150,084.00	Allocated 150,000.00	Allocated 150,049.93	Allocated 150,000.00	Allocated 150,000.00	Allocated 150,000.00	
11,173.19	ARK - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-
6,000.00	Bessborough Community Club	-	-	-	-	-	-	-
10,607.66	Cutbank Community Club	-		-	-	-	-	-
23,673.19	Dawson Creek Sportsman's Club	-	-	-	-	16,000.00	23,673.19	39,673.19
	Doe River Gymkhana Club			4,047.05				4,047.05
7,699.91	Doe River Recreation Commission	-	-	-	-	-	(0.00)	(0.00)
11,173.19	Farmington Community Association	-	-	-	-	-	11,173.19	11,173.19
2,200.00	Groundbirch Rec. Commission	-	-	-	-	-	2,200.00	2,200.00
	Hats n' Chaps Gymkhana	-		6,558.72		-		6,558.72
2,000.00	Kilkerran Recreation Commission	-	-		2,000.00	1,125.00	2,000.00	5,125.00
	Kiskatinaw Fall Fair	-	-	-	32.36	0.00		32.36
13,980.10	McLeod Rec. & Social Services Society	-	-	-	-	-	2,256.23	2,256.23
10,673.19	Rolla Ratepayers	-	-	-	-	-	10,673.19	10,673.19
15,673.19	Sunset Prairie Recreation Commission		-	(0.00)	2,126.23	42.83	5,345.66	7,514.72
800.00	Swan Lake Enhancement Society	-	-	-	-	-	-	-
	Sweetwater 905 Society				225.00			225.00
6,000.00	Tomslake Community Cultural Assn.	-	-	-	-	-	455.76	455.76
11,673.19	Tomslake & District Rec Commission	-	-		-	-	11,673.19	11,673.19
12,173.19	Tupper Community Club	-	-	-	-	2,207.84	0.00	2,207.84
3,000.00	Post SecondaryTrade Bursary & Scholarship	-	-	-	-	-	3,000.00	3,000.00
1,500.00	Youth Travel	-	-	-	-	-	1,450.00	1,450.00
150,000.00	Total Sub-Regional	-	-	10,605.77	4,383.59	19,375.67	73,900.41	108,265.44
		2014	2015	2016	2017	2018	2019	TOTAL
443,000.00	COMBINED GRAND TOTALS	0.00	2,830.05	24,323.08	24,852.62	44,284.77	260,748.73	357,039.25

Youth Travel Recipient Information ***

Date Approved	Recipient Area B	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
	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	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
	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	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
	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	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
	A. Sorken - Rugby Western Canadians											50
	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 Vollebay	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	50
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	1450 *

*** Unused amounts returned to reduce next tax year**

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2019	Iris Wenger	1,000	0	13-Sep-19
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	0	

Area C Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2019	Celine Quigley	1,000	0	27-Sep-19
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	0	

Area E Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2019	**Ethan Cameron**	**500**	**500**	
2019	Blaine Dixie	0	0	21-Nov-19
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
2016	Courtney Auger	500	0	not claimed rtn to 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	500	

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2019	**Ashton Jobson**	**1,500**	**1500**	
2019	**Rory Todd**	**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	

Fair Share Commitments	December 2019			K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
January 1, 2019 opening balance				1,838,813.69	1,594,886.76	3,171,249.61	2,827,894.59	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								
Clearview Arena; Service Operational Costs	Feb 20, 2019	5,985.00						5,985.00
Electrical Extension Grants	Ongoing							-
FSJ Library (45,500 in 2018, 2019, 2020)	Nov 16, 2017	167,800.00	76,800.00	34,125.00				56,875.00
NP Cultural Centre (30,000 in 2018, 2019, 2020)	Nov 16, 2017	118,125.00	58,125.00	30,000.00				30,000.00
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	-						-
		1,011,082.26	190,259.05	64,125.00	-	-	-	756,698.21
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		11,250.00			18,750.00
Natural Gas Extension Grant	Aug 15, 2019	5,000.00			5,000.00			-
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		14,062.00			14,062.00
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	-						-
		770,887.38	101,147.41	-	30,312.00	-	-	480,579.37
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	14,682.00					10,682.00	4,000.00
Little Prairie Heritage Soc; Engineering/Capital Projects	May 16, 2013; Jul 20, 2017	25,000.00	10,132.50					14,867.50
Rural Gasification	Oct 20, 2011	700,000.00	2,417.25				2,769.90	694,812.85
Sunset Pr Rec Comm; Fair Kitchen	May 16, 2013	58,000.00	49,336.14					8,663.86
		837,682.00	67,755.39	-	-	-	13,451.90	756,474.71
Total Fair Share Bank Balance at Month End				1,774,688.69	1,564,574.76	3,171,249.61	2,814,442.69	9,324,955.75
Total Remaining Commitment				756,698.21	480,579.37	1,024,297.24	756,474.71	3,018,049.53
Balance After Remaining Commitments				1,017,990.48	1,083,995.39	2,146,952.37	2,057,967.98	6,306,906.22
				Area B	Area C	Area D	Area E	

Peace River Agreement Commitments	December 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	1,464,623.21	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									
									-
Boundry Lake WS; Increase Water Storage Procurement Process	Oct 17, 2019	11,500.00		1					11,500.00
Boundry Lake WS; Increase Water Storage Construction	Oct 17, 2019	151,100.00		1	1,050.00				150,050.00
Cecil Lake Rec Comm; Hall Exterior Steps	May 27, 2019	1,500.00		8	1,470.00				30.00
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	202,360.60				97,639.40
Clearview Rec Facility; Property Assessment	Jan 19, 2017	50,000.00	25,286.48	2					24,713.52
Community Arts Council of FSJ; NP Region Engagement Study	May 27, 2019	6,000.00		7	6,000.00				-
North Peace Cultural Centre Society; Lobby & Cafe renos	July 25, 2019	20,000.00		7	20,000.00				-
Osborn Comm Hall; Facility Assessment & Asset Mgmt Plan	Feb 21, 2019	25,000.00		8	11,171.56				13,828.44
South Peace Health Serv Soc; Health Community House; Renos	Aug 15, 2019	25,000.00		4	25,000.00				-
Wonowon Function Feasibility Study *amt to be comfirmed	Dec 19, 2019								-
									-
		611,975.00			267,052.16	-	-	-	315,261.36
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 H20 Feas/"Purple Pipe"	Aug 17, 2017	75,000.00	48,100.00	9					26,900.00
CL Waste H20 Truck Facility; Reclaimed Water Project	Jul 19, 2018	533,400.00		9					533,400.00
Community Arts Council of FSJ; NP Region Engagement Study	May 27, 2019	6,000.00		7		6,000.00			-
FSJ Airport Sub Water Distribution Maintenance Initiative	Dec 1, 2016	15,000.00	12,000.00	1					3,000.00
South Peace Health Serv Soc; Health Community House; Renos	Aug 15, 2019	25,000.00		4		25,000.00			-
									-
		712,212.50				31,000.00			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
DC Golf Couse; Camp site addition	Aug 15, 2019	5,000.00		4			5,000.00		-
DC Soc for Comm Living; Rural Seniors Service Feasibility	July 25, 2019	50,000.00		4			50,000.00		-
KL Comm Centre; Facility Audit, Asset Mgmt & Design Feasibility	Feb 21, 2019	65,000.00		8			63,591.89		1,408.11
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
Mile 22 Comm Park Assn; Mower/Tractor	Jun 18, 2019	3,000.00		4			3,000.00		-
Pouce Coupe; Skatepark Development	Apr 18, 2019	25,000.00		8			25,000.00		-
Rolla Creek Dike Upgrade Project & Repairs	Feb 21, 2019	30,000.00					30,000.00		-
Rolla Sewer; Repairs	May 27, 2019	15,120.00		9			15,120.00		-
SP Art Soc; Gallery Exhibition & Outreach	Aug 15, 2019; Oct 17, 2019	11,000.00		7			11,000.00		-
South Peace Dist Crime Prevention Assn; Signs	Dec 17, 2015	4,375.00	3,909.15	4			400.00		65.85
South Peace Health Serv Soc; Health Community House; Renos	Oct 16, 2018; Aug 15, 2019	50,000.00		4			44,736.20		5,263.80
South Peace Historical Soc; L&T Locksmith Building Pioneer Village	July 25, 2019	15,000.00		7			15,000.00		-
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			11,171.55		13,828.45
Tomslake Cultural Comm Assn; Main H20 Cistern Repair/Replace	Jan 19, 2017	5,000.00		4					5,000.00
Tomslake Cultural Comm Assn; Sudeten 80th Anniversary	Jun 18, 2019	2,315.00		4			2,315.00		-
									-
		1,235,872.50					313,834.64		800,214.70
Area E									
									-
Boreal Centre for Sustainability; Rural Food Security Awareness	Jun 18, 2019	5,150.00		4					5,150.00
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
Chetwynd Public Library; Seniors Community Christmas Dinner	21-Nov-19	3,000.00		4				3,000.00	-
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
DC Soc for Comm Living; Rural Seniors Service Feasibility	July 25, 2019	50,000.00		4				50,000.00	-
DOC; Chetwynd Fire Chief wages assistance	Sep 12, 2019	12,820.90		6				12,820.90	-
DOC; Chetwynd Cemetery Columbarium	Oct 17, 2019	9,747.50		4				9,747.50	-
Iver Johnson Park; Recreation Facility Upgrades	Feb 21, 2019	12,888.00		8					12,888.00
MLFD; Operations/Needs Assessment	Oct 17, 2019	50,000.00		6					50,000.00
Sagitawa Christian Camp; Outdoor Band Shell Construction	July 25, 2019	8,300.00		4				8,300.00	-
SP Art Soc; DC Art Gallery Exhibition & Outreach Program	Aug 15, 2019	1,000.00		7				1,000.00	-
South Peace Health Serv Soc; Health Community House; Renos	Oct 16, 2018; Aug 15, 2019	50,000.00		4				44,736.20	5,263.80
Sunset Prairie Rec Comm; Kiskatinaw Fall Fair Host Funding	Mar 21, 2019	7,500.00		4				7,500.00	-
									-
		1,097,156.40						153,225.49	865,937.16
Total Peace River Agreement GL Balance at Month End					1,842,003.93	2,839,080.73	1,749,888.15	2,061,397.72	8,492,370.53
Total Remaining Commitment					315,261.36	590,250.00	800,214.70	865,937.16	2,571,663.22
Balance available after remaining commitments					1,526,742.57	2,248,830.73	949,673.45	1,195,460.56	5,920,707.31
					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

BCR/PRA Commitments December 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)					
Commitments Remaining					
Arras Fire Brigade; Prespatou Mtg Appreciation	500.00				
CLFD; Hose Lay Competition Banquet		65.87			
Hasler Flats Comm Group; Society Status Consulting				1,000.00	
Chetwynd Thrift Shop; Shed Construction Assistance				3,000.00	
Total Commitments	500.00	65.87	-	4,000.00	4,565.87
Expenditures					
CLFD; Hose Lay Competition Banquet		2,934.13			
Devereaux Elementary Barkerville Grade 7 Trip			500.00		
Northern Brain Injury; Road Safety Campaign	125.00	125.00	125.00	125.00	
Peace View Cemetery Committee; Sunken Grave Repair			2,500.00		
City of DC; Summer Swim Program			3,750.00	1,250.00	
Tourism DC; World Jr A Hockey @ Baldonnel & Upper Pine	2,500.00	2,500.00			
Total Expenditures	2,625.00	5,559.13	6,875.00	1,375.00	16,434.13
Month End GL Balance	53,818.59	40,785.66	18,868.40	42,170.05	155,642.70
Balance available	53,318.59	40,719.79	18,868.40	38,170.05	151,076.83
	Area B	Area C	Area D	Area E	

All Regional District Reserve Balances as of December 31, 2019.

RESERVES

911 Emergency Capital Reserve	$	257,119.22
*BCR/PRA	$	155,642.70
Buick Creek Arena Capital Reserve	$	188,441.73
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	$	1,685,011.90
Chetwynd Leis Ctr Capital Reserve	$	2,069,468.69
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 Operating Res	$	-
*Community Works (Gas Tax)	$	5,719,301.00
DC/PC Fire Capital Reserve	$	67,161.70
Election Reserve	$	80,856.27
Emergency Plan Reserve	$	283,296.43
*Fair Share	$	9,324,955.75
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	$	27,015.51
Kelly Lake Sewer Capital Reserve	$	11,727.40
Kelly Lake Sewer Operating Reserve	$	21,038.76
Landfill Closure Reserve	$	968,897.85
Medical Health Care Scholarship Reserve	$	102,756.10
Moberly Lake Fire Capital Reserve	$	18,364.29
North Pine TV Reserve	$	42,800.89
NP Economic Development Commission	$	-
NPEDC Spark Conference Res	$	-
NP Leisure Pool Building Repl Res	$	3,616,964.66
NP Leisure Pool Capital Reserve	$	1,084,484.77
*Peace River Agreement	$	8,492,370.53
Peace River Agreement Committee Reserve	$	1,034,640.30
Regional Parks Capital Reserve	$	72,648.36
Regional Parks Operating Reserve	$	47,251.50
Rolla Creek Dike Operating Reserve	$	4,751.59
Rolla Sewer Capital Reserve	$	10,235.41
Rolla Sewer Operating Reserve	$	7,395.88
*Rural (Loan Fund)	$	3,989,199.38
Rural Fringe	$	1,163,179.24
Solid Waste Capital Reserve	$	6,978,119.53
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	$	17,696.40
Vehicle (SW) Reserve	$	101,224.57
TOTAL	$	53,497,197.46

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

		Uncommitted Rural Loan Funds Available:	3,229,000.00
		Unissued Loans Approved:	181,000.00
		Rural Loan Fund Balance:	3,410,000.00
Loans in Loan Fund	**Loans Approved**	**Loans Issued**	**Outstanding Balance**
NP Farmers Institute; Grain Elevator Upgrades (2021)	300,000.00	300,000.00	90,000.00
Whiskey Jack Nordic Ski Club; Beatton Park Day Lodge	181,000.00		
Total	481,000.00	300,000.00	90,000.00

"Grants" from Loan Fund Interest	Approved	Issued	Outstanding
Total	-	-	-
		Grants Available From RLF Interest:	579,199.38

Rural Loan Fund Reserve Balance:	3,989,199.38

Uncommitted Community Works (Gas Tax) Funds Available :	$5,628,128.53

Community Works (Gas Tax) Commitments	Project No. (If applicable)	Committed	Previous Years Paid	Current Year Paid	Remaining Commitment
Buick Creek Community Club; Hall Furnace		7,832.00			7,832.00
Cecil Lake Recreation Commission; Hot Water Tank		1,600.00		1,600.00	-
Cecil Lake Recreation Commission; Entrance Upgrades		8,000.00		8,000.00	-
Cutbank Community Club; Interior Wall Covering		11,467.87		11,467.87	-
DC Golf & Country Club; Furnace		5,355.00		5,355.00	-
Dist of Chet; Rec Center Commercial Dishwasher		5,939.31		5,939.31	-
Doe River Recreation Commission; Dishwasher		5,000.00		5,000.00	-
North Peace Fall Fair Soc; Well Pump		3,762.49		3,762.49	-
Pine Valley Exhibition Park; Washrrom Renos		55,000.00		50,647.81	4,352.19
Pine Valley Seniors; Air Conditioning Infrastructure		15,130.00		15,129.38	0.62
Rolla Rate Payers Assoc; Bathroom Renos & Flooring		2,500.00		2,500.00	-
Peace Region Internet Soc; Rolla Fiber Project		15,000.00			15,000.00
Sagitawa Christian Camps, Girls Cabin		35,000.00		35,000.00	-
Waste Water Receiving Facility at Charlie Lk	14-512	3,500,000.00	3,436,012.34		63,987.66
					-
Total		$3,671,586.67	$3,436,012.34	$144,401.86	$91,172.47

Gas Tax Reserve Balance:	5,719,301.00

PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administrative Committee Date: January 13, 2020

From: Crystal Brown, Electoral Area Manager

Subject: Notice of Closed Session – January 16, 2020

RECOMMENDATION:

That the Rural Budgets Administrative Committee recess to a Closed Meeting for the purpose of discussing the following item:

Agenda Item R-1 – Land Acquisition (CC Section 90 (1)(e))

BACKGROUND/RATIONALE:

As per the Closed Meeting Process and Proactive Disclosure Policy.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administrative Committee recess to a Closed Meeting to discuss whether or not the items proposed properly belong in a Closed Session. *Community Charter* Section 90 (1)(n).

STRATEGIC PLAN RELEVANCE:

☒ Not applicable

FINANCIAL CONSIDERATION(S): N/A

COMMUNICATIONS CONSIDERATION(S): N/A

OTHER CONSIDERATION(S): N/A

Staff Initials: CB Dept. Head: CAO: Page 1 of 1

PEACE RIVER REGIONAL DISTRICT

RURAL BUDGET ADMINISTRATION COMMITTEE

DIARY ITEMS

	Item	Status	Notes	Diarized
1.	Potable Water	On-going	Area C potable water service	March 21, 2019
2.	Potable Water	On-going	Area D potable water	December 19, 2019