



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Committee Meeting

A G E N D A

Tuesday, June 18, 2019

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

- 1. CALL TO ORDER** - Director Rose to Chair the Meeting
- 2. DIRECTORS NOTICE OF NEW BUSINESS:**
- 3. ADOPTION OF AGENDA:**
- 4. ADOPTION OF MINUTES:**
 - M-1 Rural Budgets Administration Committee Meeting Minutes of May 27, 2019
 - M-2 Rural Budgets Administration Committee Special Meeting Minutes of June 6, 2019
- 5. BUSINESS ARISING FROM THE MINUTES:**
- 6. DELEGATIONS:**
- 7. CORRESPONDENCE:**
- 8. REPORTS:**
 - R-1 April 8, 2019 – Report from Lyle Smith, CFO – Grant Request – Rolla Community Cemetery Committee
 - R-2 May 9, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd
 - R-3 May 10, 2019 – Report from Lyle Smith, CFO – Grant Request – Boreal Centre for Sustainability
 - R-4 May 10, 2019 – Report from Lyle Smith, CFO – Grant Request – Buick Community Club
 - R-5 April 11, 2019 – Report from Lyle Smith, CFO – Charlie Lake Community Club Funding Amendment
 - R-6 May 9, 2019 – Report from Lyle Smith, CFO – Grant Request – Mile 22 Community Park Association
 - R-7 May 13, 2019 – Report from Lyle Smith, CFO – Grant Request – Groundbirch Cemetery Committee
 - R-8 June 6, 2019 – Report from Lyle Smith, CFO – 2019 Electoral Areas B and C Grants-in-Aid Allocations for Ratification
 - R-9 June 7, 2019 – Report from Lyle Smith, CFO – 2019 Electoral Area E Grants-in-Aid Allocations for Ratification
 - R-10 June 7, 2019 – Report from Lyle Smith, CFO – 2019 South Peace Sub-Regional Grants-in-Aid Allocations for Ratification
 - R-11 June 10, 2019 – Report from Lyle Smith, CFO – Grant Request – City of Dawson Creek, Summer Swim Program
 - R-12 June 10, 2019 – Report from Lyle Smith, CFO – Grant Request – Tomslake Cultural Community Association
 - R-13 June 11, 2019 – Report from Lyle Smith, CFO – Operational Update – Grants and Scholarships
 - R-14 June 5, 2019 – Report from Lyle Smith, CFO – May 2019 Financial Report
- 9. DISCUSSION ITEMS:**
 - DI-1 Arras Fire Department Information Sharing Gift
- 10. NEW BUSINESS:**
- 11. COMMUNICATIONS:**
- 12. DIARY:**
 - DIA-1 Diary Items
- 13. ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT
RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING
MINUTES

DATE: Monday, May 27, 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
 Paulo Eichelberger, General Manager of Environmental Services
 Crystal Brown, Electoral Area Manager
 Kelsey Bates, Executive Assistant
 Jill Rickert, Community Services Coordinator
 Jennifer Baddeley, Corporate Services Intern

Others

Call to Order The Chair called the meeting to order at 1:02 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Staff Handout 1 - Report from the General Manager of Community Services, dated May 22, 2019, re: Grant Request – Cecil Lake Recreation Commission.

Staff Handout 2- Report from the General Manager of Community Services, dated May 23, 2019, re: Grant to Assist with Regional Hose Lay Competition Banquet Hosted by CLFD.

Director Hiebert Tomslake transfer station.

Director Hiebert Pouce Coupe BC Ambulance agreement.

Director Goodings Wonowon feasibility study.

ADOPTION OF AGENDA:

MOVED by Director Goodings, SECONDED by Director Hiebert,
 That the Rural Budgets Administration Committee agenda for the May 27, 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:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 M-1 Rural Budgets Administration Committee Meeting Minutes of April 18, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**

6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
 - R-1 May 15, 2019 – Report from Lyle Smith Chief Financial Officer, – April 2019 Financial Report
 - R-2 April 2, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Flatrock Community Cemetery Society
 - R-3 April 2, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Peace View Cemetery Committee
 - R-4 April 9, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Community Arts Council of Fort St. John
 - R-5 April 9, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Dawson Creek Golf and Country Club
 - R-6 April 15, 2019 – Application from John Kearns, – Electrical Extension Grant
 - R-7 April 16, 2019 – Application from Riley James Nikirk, – Electrical Extension Grant
 - R-8 January 30, 2019 - Funding Amendment Request from North Peace Historical Society
 - R-9 February 6, 2019 - Funding Amendment Request from Kiskatinaw Fall Fair Association
 - R-10 March 27, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Northern Brain Injury Association
 - R-11 May 14, 2019 - Paulo Eichelberger, General Manager of Environmental Services - Rolla Sewer Funding Request for Necessary Repairs
9. **DISCUSSION ITEMS:**
10. **NEW BUSINESS:**
 - NB-1 May 22/19 – Grant Request – Cecil Lake Recreation Commission
 - NB-2 May 23/19 – Grant to Assist with Regional Hose Lay Competition Banquet Hosted by CLFD
 - NB-3 Tomslake Transfer Station
 - NB-4 Pouce Coupe BC Ambulance Agreement
 - NB-5 Wonowon Feasibility Study
11. **COMMUNICATIONS:**
12. **DIARY:**
 - DIA-1 Diary Items
13. **ADJOURNMENT:**

CARRIED**ADOPTION OF MINUTES:**

M-1 MOVED by Director Hiebert, SECONDED by Director Rose,
April 18, 2019 RBAC That the Rural Budgets Administration Committee Meeting Minutes of April 18, 2019
Minutes be adopted.

CARRIED**BUSINESS ARISING FROM THE MINUTES:**

BA-1 MOVED by Director Hiebert, SECONDED by Director Rose,
Farmers' Advocacy That the Rural Budgets Administration Committee not entertain additional funding
Office for the Farmers' Advocacy Office until new Terms of Reference are complete and a
public procurement process has taken place.

CARRIED**DELEGATIONS:** None.**CORRESPONDENCE:** None.**REPORTS:**

R-1 MOVED by Director Goodings, SECONDED by Director Hiebert,
May 15/19 – April That the Rural Budgets Administration Committee receive the April 2019 Financial
2019 Financial Report Report for discussion.

CARRIED

Director Goodings requested a meeting with Chair Sperling and the Chief Financial Officer to discuss funding options regarding the North Peace Pool.

R-2
Apr. 2/19 – Grant
Request – Flatrock
Community Cemetery
Society

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

CARRIED

R-3
Apr. 2/19 – Grant
Request – Peace View
Cemetery Society

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

CARRIED

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

CARRIED

R-4
Apr. 9/19 – Grant
Request – Community
Arts Council of Fort St.
John

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

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

CARRIED

R-5
Apr. 9/19 – Grant
Request – Dawson
Creek Golf and
Country Club

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

CARRIED

R-6
Mar. 19/19 – Electrical
Grant Extension –
John Kearns

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve a grant of \$4,000 from Electoral Area E, Fair Share Funds, for the Fair Share Electrical Grant of John Kearns.

CARRIED

R-7
Mar. 19/19 – Electrical
Grant Extension –
Riley James Nikirk

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve a grant of \$4,000 from
Electoral Area E, Fair Share Funds, for the Fair Share Electrical Grant of Riley James
Nikirk.

CARRIED

R-8
Jan. 30/19 – Funding
Amendment - North
Peace Historical
Society

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

CARRIED

R-9
Feb. 6/19 – Funding
Amendment –
Kiskatinaw Fall Fair
Association

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

CARRIED

R-10
Mar. 27/19 – Grant
Request – Northern
Brain Injury
Association

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

CARRIED

R-11
May 14/19 – Rolla
Sewer Funding
Request for Necessary
Repairs

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee (RBAC) approve the transfer of
\$15,120 from the Peace River Agreement (PRA) Fund for Electoral Area, Spending
Item #9, to address necessary emergency repairs to the Rolla Sewer System for 2019,
which have recently arisen by:

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

CARRIED

DISCUSSION ITEMS: None.

NEW BUSINESS:

NB-1
May 22/19 – Grant
Request – Cecil Lake
Recreation Commission

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

CARRIED

NB-1
May 22/19 – Grant
Request – Cecil Lake
Recreation Commission
(continued)

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

CARRIED

Director Goodings requested that the Cecil Lake Recreation Commission be informed of the decisions immediately.

Moved by Director Sperling, Seconded by Director Hiebert
That the Rural Budgets Administration Committee authorize a grant to the Cecil Lake Recreation Commission, for \$8,000, payable from Community Works Gas Tax funds (to fully fund the remainder of the \$11,100 application), broken down as follows:

- Landscaping around stairs: \$3,000
- Reset concrete at stairs prevention of water seepage: \$2,000
- Installation of handrails around front entrance/wheelchair ramp: \$3,000

CARRIED

NB-2
May 23/19 – Grant to
Assist with Regional
Hose Lay Competition
Banquet Hosted by
CLFD

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve a \$3,000 grant to assist the Charlie Lake Fire Department with the cost of hosting a banquet for the 2019 hose lay competition, payable from Area C Economic Development Sponsorship or Area C BC Rail funds if the project does not meet economic development parameters.

CARRIED

The Committee requested that staff draft a report providing a clear explanation of the CLFD Social Committee Policy.

The General Manager of Environmental Services joined the meeting at 1:40 pm.

NB-3
Tomslake Transfer
Station

The Committee discussed the early closure of the Tomslake transfer station bins over the weekend, which was a result of the high volume of waste collected during the spring clean-up free tipping test project.

The General Manager of Environmental Services left the meeting at 1:48 pm.

NB-4
Pouce Coupe BC
Ambulance Agreement

The Committee requested that the Electoral Area D Director, the Chief Administrative Officer and the General Manager of Community Services meet with the Village of Pouce Coupe to discuss their agreement with BC Ambulance as it relates to the Pouce Coupe Fire Department.

NB-5
Wonowon Feasibility
Study

MOVED by Director Goodings, SECONDED by Director Hiebert,
That Director Goodings attend a meeting with Wonowon residents to determine a defined area for potential subdivision improvements, such as lighting, pavement and sidewalks, in Wonowon, and further, the North Peace Land Use Planner and Electoral Area Manger attend the meeting.

CARRIED**COMMUNICATIONS:**

None.

DIARY:

DIA-1 No 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
SPECIAL RURAL BUDGETS ADMINISTRATION
COMMITTEE MEETING
MINUTES

DATE: Thursday, June 6, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Hiebert, Meeting Chair
 Director Rose
 Director Goodings
 Director Sperling

Staff

Shawn Dahlen, Chief Administrative Officer
 Lyle Smith, Chief Financial Officer
 Tyra Henderson, Corporate Officer
 Crystal Brown, Electoral Area Manager
 Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 9:02 am.

ADOPTION OF AGENDA:

MOVED by Director Sperling, SECONDED by Director Goodings,
 That the Special Rural Budgets Administration Committee Agenda for the June 6,
 2019 meeting be adopted:

1. CALL TO ORDER - Director Hiebert to Chair the Meeting

2. ADOPTION OF AGENDA:

3. REPORTS:

R-1 June 5, 2019 – Report from Kelsey Bates, Executive Assistant – Notice of
 Special Closed Session – June 6, 2019

4. ADJOURNMENT:

CARRIED

REPORTS:

R-1
June 5/19 – Notice of
Special Closed Session
– June 6, 2019

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recess to a Closed Meeting for the
purpose of discussing the following items:
Agenda Item R-1 – Proposed Provision of a Service (CC Section 90 (1)(k))

CARRIED

Recess The Chair recessed the meeting to a Closed Session at 9:02 am

Reconvene The Chair reconvened the meeting at 2:03 pm

ADJOURNMENT The Chair adjourned the meeting at 2:03 p.m.

Director Hiebert, Meeting Chair

Kelsey Bates, Executive Assistant



REPORT

To: Rural Budgets Administration Committee

Date: April 8, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request - Rolla Community Cemetery Committee

RECOMMENDATION:

That the Rural Budgets Administration Committee provide direction regarding a grant application for \$1,000, payable from Electoral Area D, Cemetery funds, to be issued to the Rolla Community Cemetery Committee to assist with the operational costs for lawn maintenance.

BACKGROUND/RATIONALE:

The Rolla Community Cemetery Committee is requesting an annual grant of \$1,000 each year for a period of three years, beginning in 2019 for a total commitment of \$3,000. Presently, most of the maintenance at the cemetery is done at the annual cleanup by volunteers; however, the ongoing lawn maintenance has become too demanding for many of the members and is now done by hire. The annual cost in 2018 for grass cutting was \$1,400 as indicated on the attached financial information.

In prior years, the Rural Budgets Administration Committee has authorized cemetery grant funding for this group as indicated below:

2017	\$1,000 for Commemorative Bench - Pioneers
2018	\$500 for Commemorative Bench – Veterans
2018	\$500 for Operational Assistance for lawn maintenance.

The cemetery group made an application for a multi-year grant in 2018 for operational assistance for lawn maintenance for \$1,000 each year; however, only a single grant of \$500 was supported.

This cemetery group operates as a not-for-profit; however, they are not registered as a society with *Societies Act* of BC. This request meets the eligibility criteria as outlined in the attached Cemetery Funding Policy #26-2017.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant in the amount of \$500 payable from Electoral Area D, Cemetery Grants, to be issued to the Rolla Community Cemetery Committee to assist with operational costs for lawn maintenance; and further, that a grant in the amount of \$500, payable from Electoral Area D BCR/PRA funds be approved to cover the remaining project costs.
2. That the Rural Budgets Administration Committee respectfully deny the grant application from the Peace View Cemetery Committee and provide no grant funding.
3. That the Rural Budgets Administration Committee provide further direction.

Staff Initials:

Dept. Head:

CAO:

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

- The 2019 Annual Financial Plan includes a budgeted amount of \$5,000 under Electoral Area D, Cemetery Grants, which historically \$1,500 has been provided to the Pouce Coupe Cemetery, \$1,200 to the Tomslake Cemetery, and \$1,300 has been committed to the Sunrise Mountain View Cemetery, with the remaining \$1,000 to be used for miscellaneous.
- If a multi-year commitment is to be provided to the Rolla Community Cemetery Committee, it would need to be budgeted for as part of the 2020 and 2021 Annual Financial Plan as there is insufficient funding to support the request at this time.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Cemetery Funding Policy #26-2017



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: _____

Community Club or Group Name: Rolla Community Cemetery Committee

Mailing Address: c/o 1624 - 95 Avenue

City: Dawson Creek, BC

Postal Code: V1G 1K1

Civic Address: Pcl A, NW 1/4, S33, T79 R14 (Sweet Water Road 1/4 mile east of Rolla)

Contact Person: Kathy Heaton

Alternate Person: Allen Watson

Tel: 250-782-6588

Tel: 250-786-5253

Fax: 250-782-6508

Fax: _____

Email: heatonk@telus.net

Email: awatson@xplornet.ca

CLUB EXECUTIVES

President: vacant

Vice President: vacant

Treasurer: Gordon Moffatt

PROJECT COSTS

Total Cost of Project: _____

Amount Requested per year: 1000.00

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

We wish to apply to the Area D Cemetery Fund to assist in the costs of maintaining the cemetery, primarily the costs of mowing the grass. As our members get older, we find that we are having to hire local groups to do the maintenance work. We do have a annual cleanup which helps keep the costs down. But unfortunately, as with everything, the costs do continue to rise. Attached is the latest 2018 Financial Statement which states that it cost \$1,400 to mow grass in the 2018 year.

We would very much appreciate the assistance of the Peace River Regional District to continue to keep our cemetery looking neat and tidy and provide a serene and calming environment.

Thank you,

Kathy Heaton
Secretary

ATTACHMENTS REQUIRED:

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

Signature of Applicant: _____

Date: _____

For Office Use OnlyFair Share: B ☐ C ☐ D ☐ E ☐Gas Tax: ☐PRA: B ☐ C ☐ D ☐ E ☐Other: ☐ _____BCR/PRA: B ☐ C ☐ D ☐ E ☐

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 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

Rolla Cemetery FinStat2018		
	Rolla Community Cemetery	
	Financial Statements	
	Ten months ended October 31, 2018	
Receipts		
	Donations	325.33
	Grant from P.R.R.D.	500.00
	Grave layout	20.00
	Columbarium purchases	900.00
		1,745.33
Expenditures		
	Annual general meeting expenses	56.65
	Bank charges net of interest earned	1.03
	Park bench	1,738.64
	Poster for grave locations	68.32
	Advertising	80.85
	Grass cutting	1,400.00 *
	Grave layout 2018	20.00
	Office	22.33
		3,387.82
Expenditures over receipts		-1,642.49
Funds on hand January 1		
	C.U. Equity	76.90
	Chequing	3,230.95
	High interest savings	3,117.05
		6,424.90
Funds on hand October 31		
	C.U. Equity	79.96
	Chequing	1,559.49
	High interest savings	3,142.96
		4,782.41

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

1. POLICY

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

1.1 Applicant Eligibility

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

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

1.2 Eligible Expenses

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

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

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

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

1.4 Allocation of Funds

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

1.5 Acknowledgement of Grant Funding

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

2. PURPOSE

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

3. RESPONSIBILITY

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

4. DEFINITIONS

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

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

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

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

6. PROCEDURE

6.1 Approval Procedure

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

6.2 Disbursement of Funds

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

6.3 Recipient Acknowledgement

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



REPORT

To: Rural Budgets Administration Committee

Date: May 9, 2019

From: Lyle Smith, Chief Financial Officer

Subject: **Grant Request – District of Chetwynd**

RECOMMENDATION:

1. That the Rural Budgets Administration Committee authorize a grant in the amount of \$5,393.31, payable from Community Works Gas Tax, to be issued to the District of Chetwynd for the purchase and installation of a commercial dishwasher for use at the Chetwynd and District Recreation Centre.
2. That the Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget to:
 1. Increase Transfer from Reserves – Community Works Gas Tax Reserve by \$5,393.31 and;
 2. Increase Rural Grants-in-aid – Area E – General Grants by \$5,393.31

BACKGROUND/RATIONALE:

The District of Chetwynd is seeking support to purchase a commercial dishwasher for the kitchen facility located in the upper portion of the Chetwynd and District Recreation Centre. This facility hosts various events, including the Minerals North Conference, which took place in Chetwynd from May 22 – 24, 2019. The host caterers identified the needed improvement of an added commercial dishwasher in the upstairs kitchen of the facility. It was also noted, that the installation of a new unit would open up services for other users, and support the facility's caterers when hosting multiple conferences or catering events - potentially generating more usage of the facility. The budget for this project is reflected in the total request for funding of \$5,393.31. The application includes invoices to support this amount.

The intent of the Community Works Gas Tax fund is to provide support to local governments to assist with local priorities. Funding may be used to support communities with improvements to recreational, sport and cultural infrastructure for projects like roof upgrades, boiler replacements, purchasing of bleachers, repaving track surfaces, and accessibility improvements. The Peace River Regional District owns the Chetwynd and District Recreation Centre, and the District of Chetwynd operates the facility through a funding agreement with the Regional District. This request meets the guidelines outlined in the attached policy and eligible project examples.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from the District of Chetwynd and provide no grant funding to support the purchase of a commercial dishwasher for use at the Chetwynd and District Recreation Centre.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

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

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

- As of April 30, 2019, the Community Works Gas Tax fund balance available after all commitments was \$3,717,941.62.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised of the Committee's decision in writing and will be asked to ensure the Regional District is recognized for their contribution.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Request, Funding Principles and Eligible Project Examples.



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #:

Community Club or Group Name: **District of Chetwynd**

Mailing Address: **Box 357**

City: **Chetwynd**

Postal Code: **V0C1J0**

Civic Address: **5400 Hospital Road**

Contact Person: **Ellen McAvany**

Alternate Person: **Steve McLain**

Tel: **2504014113**

Tel: **2507882214**

Fax:

Fax:

Email: **emcavany@gochetwynd.com**

Email: **smclain@gochetwynd.com**

CLUB EXECUTIVES

President:

Vice President:

Treasurer:

PROJECT COSTS

Total Cost of Project: **12000.00** \$5,939.31

Amount Requested per **0000.00** \$5,939.31

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

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

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

The rental kitchen at the Chetwynd & District Recreation Centre requires a Commercial dishwasher to provide service for catering and conference bookings. The install, electrical, upgrade and commercial dishwasher is estimated to be 12,000.00 We would like to partner with the costs as we are hosting a Minerals North in Chetwynd in May 22-24, 2019 and this would be a legacy we could leave to support other users for the facility.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: **Ellen McAvany**

Date: **March 19, 2019**

For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐

PRA: B ☐ C ☐ D ☐ E ☐

BCR/PRA: B ☐ C ☐ D ☐ E ☐

Gas Tax: ☒

Other: ☐

PLEASE REPLY TO:

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



Invoice

763 Terminal Ave
Vancouver, BC V6A 2M2
Tel (604) 569 7710
Fax (604) 569 7711
www.vortexrestaurantequipment.ca

Date	Invoice
2019-03-27	7873

Invoice To
District of Chetwynd 5400 Hospital Road PO Box 357 Chetwynd, BC V0C 1J0

Ship To
Recreation Centre Steve McLain 4552 North Access Rd Chetwynd, BC V0C 1J0 (250) 874-7374

P.O. No.	Ship Date	Ship Via	Rep
	2019-03-26	MC freight	DM

Item	Description	Qty	Rate	Amount	Tax
SUH-1	Stero SUH-1, Dishwasher, undercounter, high temp, front loading door type, single rack, (31) racks per hour, with booster heater capable of 70 degree rise, 1.8KW tank heat, 4.9 KW booster, cULus, NSF, ENERGY STAR S/N: 231205910	1	3,950.00	3,950.00	S
Shipping & Hand...	Shipping Ship now and they will send the remaing balance once recieved. Shipped by Overland West 00012758955 MC xxxx0959 charged \$2300.00 for deposit GST on sales PST (BC) on sales	1	220.00	220.00	G
				0.00	
				0.00	
			5.00%	208.50	
			7.00%	276.50	

All sales are C.O.D. 50% deposit required upon acceptance of the quotation. Balance of payment is due prior to shipment of the equipment. unless otherwise agreed in writing by Vortex Restaurant Equipment. A 25% restocking fee will be applied to all returned equipment.

I have read and agree to the terms and conditions as applied by Vortex Restaurant Equipment and understand all specifications as they relate to the items I will be purchasing.

Signature

Subtotal	CAD 4,170.00
Sales Tax	CAD 485.00
Total	CAD 4,655.00
Payments/Credits	CAD -2,300.00
Balance Due	CAD 2,355.00

Progress Plumbing & Heating Services LTD

PO Box 61
 Progress Bc VOC 2E0
 2507845343

Invoice

Invoice No: 696
 Date: 2019-04-12
 Terms: NET30
 Due Date: 2019-05-12

Bill To: Chetwynd Rec Centre
 rrusjan@gochetwynd.com
 4552 N. Access Rd.

Description	Amount
April 12	\$675.00
installed hot water supply line and abs drain line for dishwasher relocated drain line for ice maker	
4.5 hr @150\$	
3/4" cu pipe 10'	\$235.65
3/4" cu pp 90 3	
3/4" pp cu mip adapters 2	
3/4" ball valve 1	
3/4" Hammer arrestor	
2"abs Y	
2"abs 45 3	
2" fernco 1	
2" line CO 1	
2"x11/2 tee 1	
11/2 abs Union P-trap	
2"abs pipe 6'	
11/2"abs pipe 4'	
April 18	\$312.50
hooked up water supply and drain line to dishwasher	
2.5 hr @125\$	
Parts Subtotal	\$1,223.15
Subtotal	\$1,223.15
GST 841781776RT0001 5%	\$61.16
Total	\$1,284.31
Withholding 0%	\$0.00
PAID	\$0.00
Balance Due	\$1,284.31

Payment Details

payments can be made by cheque cash or E transfer



RURAL BUDGETS ADMINISTRATION COMMITTEE FUNDING POLICIES

GAS TAX GRANT FUNDING

The Rural Budgets Administration Committee may utilize the "Gas Tax" (New Deal - Community Works Fund) annual grant provided from the Federal Government and Provincial Government through UBCM.

These funds may be used to provide grants for projects that meet the official criteria as provided from time to time by the Federal Government, the Provincial Government and UBCM.

Examples of the types of projects that may be considered for funding are:

1. developing or upgrading drinking water systems to improve quality, reduce water use, increase energy efficiency, and secure water supply in the face of a drought;
2. developing or upgrading waste water systems to improve service and increase energy efficiency;
3. community energy systems (wind, solar, thermal, etc.);
4. implement innovative technologies that support environment; and
5. retrofits to reduce energy and GHG emissions.

Application for Grant:

The applicant (including a function of the Regional District) must provide full details of the project, the cost, other sources of revenues and the projected savings and benefits.

The applicant (if not a function of the Regional District) must be a not-for-profit society in good standing and provide a financial statement.

Grant recipients must recognize the Regional District for its contribution through:

- display of a certificate or plaque; and
- a joint press release.

Examples of Eligible Projects

Project Category	Description	Examples
Public Transit	Infrastructure which supports a shared passenger transport system which is available for public use	• Transit infrastructure such as rail and bus rapid transit systems, and related facilities • Buses, rail cars, ferries, para-transit vehicles, and other rolling stock and associated infrastructure • Intelligent Transport Systems such as fare collection, fleet management, transit priority signaling, and real time traveler information system at stations and stops • Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals
Local Roads, Bridges, and Active Transportation	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	• New and rehabilitation of roads • New and rehabilitation of bridges • Cycling lanes, paths, sidewalks and hiking trails • Intelligent Transportation systems • Additional capacity for high occupancy/ transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)	• Construction projects that enhance airports and are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.) • Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities

Project Category	Description	Examples
Short-line Rail	Railway related infrastructure for carriage of passengers or freight	• Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal • Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel • Construction, development or improvement of facilities to improve interchange of goods between modes • Procurement of technology and equipment used to improve the interchange of goods between modes • Short-line operators must offer year-round service
Short-sea Shipping	Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean	• Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities • Capitalized equipment for loading/unloading required for expansion of short-sea shipping • Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS) <i>Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding</i>
Community Energy Systems	Infrastructure that generates or increases efficient use of energy <i>New to 2017 Reporting: For new projects, if the project falls into the Community Energy Systems Category but the upgrade is occurring on an asset listed as an Investment Category, such as at a community or recreation centre, the category should be Recreation Infrastructure not Community Energy Systems.</i>	• Renewable electricity generators • Electric vehicle infrastructure/fleet vehicle conversion • Hydrogen infrastructure (generation, distribution, storage) • Wind/solar/thermal/geothermal energy systems • Alternative energy systems that serve local government infrastructure • Retrofit of local government buildings and infrastructure not captured in any other eligible category

Project Category	Description	Examples
Drinking Water	Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	• Drinking water treatment infrastructure • Drinking water distribution system (including metering)
Wastewater	Infrastructure that supports wastewater and storm water collection, treatment and management systems	• Wastewater collection systems and or wastewater treatment facilities or systems • Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization • Separate storm water collection systems and or storm water treatment facilities or systems • Wastewater sludge treatment and management systems
Solid Waste	Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage	• Solid waste diversion projects including recycling, composting and anaerobic digestion that are clearly linked to a solid waste management plan or sustainability plan • Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery • Solid waste disposal strategies that reduce resource use that are clearly linked to a solid waste management plan or sustainability plan
Sport Infrastructure	Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home of professional sports teams or major junior hockey teams)	• Sport infrastructure for community public use • Sport infrastructure in support of major amateur athletic events
Recreation Infrastructure	Recreational facilities or networks	• Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, or other facilities that have sport and/or physical activity as a primary rationale; • Community centers that offer programming to the community at large, including all segments of the population; • Networks of parks, fitness trails and bike paths

Project Category	Description	Examples
Cultural Infrastructure	Infrastructure that supports arts, humanities, and heritage	• Museums • The preservation of designated heritage sites • Local government owned libraries and archives • Facilities for the creation, production, and presentation of the arts • Infrastructure in support of the creation of a cultural precinct within an urban core
Tourism Infrastructure	Infrastructure that attract travelers for recreation, leisure, business or other purposes	• Convention centers • Exhibition hall-type facilities • Visitor centres
Disaster Mitigation	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters	• Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change • Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme national events and impacts or events related to climate change <i>Note: this category is related to disaster prevention (such as dykes, berms, seismic upgrades etc.) and <u>not</u> response (such as fire trucks, fire halls etc.)</i>
Broadband Connectivity	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia	• High---speed backbone • Point of presence • Local distribution within communities • Satellite capacity

Project Category	Description	Examples
Brownfield Redevelopment	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly-owned social housing.	• New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement • New construction of municipal use public parks and affordable housing
Asset Management	Increase local government capacity to undertake asset management planning practices.	• Asset Management Practices Assessment • Current State of Assets Assessment • Asset Management Policy • Asset Management Strategy • Asset Management Plan • Long-Term Financial Plan • Asset Management Practices Implementation Plan • Asset Management Plan Annual Report
Integrated Community Sustainability Plans	Increase local government capacity to undertake integrated community sustainability plans	• Integrated community sustainability plans • Regional growth strategies • Community development plans • Community plans
Long-term Infrastructure Plans		• Transportation plans • Infrastructure development plans • Liquid waste management plans • Solid waste management plans • Long-term cross-modal transportation plans • Water conservation/demand management plans • Drought management contingency plans • Air quality plans • GHG reduction plans • Energy conservation plans



REPORT

To: Rural Budgets Administration Committee

Date: May 10, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Boreal Centre for Sustainability

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in an amount to be determined by the Committee, payable from Electoral Area E Peace River Agreement, Spending Item #4 (Assistance to Other Organizations) to help increase rural community awareness regarding northern food security.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget to:

1. Increase Transfer from Reserves – Peace River Agreement Reserve by the amount determined by the Committee and;
2. Increase Rural Grants-in-aid – Area D – General Grants by that same amount

BACKGROUND/RATIONALE:

This grant application is being brought forward to the Rural Budgets Administration Committee for review as a result of the Recreational and Cultural Grants-in-Aid (GIA) process. The Boreal Centre for Sustainability applied for funding from GIA; however, their application was denied as they did not meet the following eligibility criteria under Section 3 of the policy, which states to be eligible for funding recreation and community associations must meet the following criteria:

- Applicant organizations must be rural non-profit registered societies which provide recreation, arts, sports, and/or social activities for the community at large; and
- At least 75% of the applicants' membership must come from the rural areas which they serve.

The Boreal Centre for Sustainability is requesting grant funding to help increase rural community awareness regarding northern food security through initiatives such as riparian restoration, community orchard, and interpretive trail planning. These objectives will be achieved through continued planting of locally purchased plant stock, the expansion of existing orchards (shrubs and trees). Community volunteers, local schools, and First Nations will be invited to participate in the project. Other project activities will include the beautification of the Centennial monument site. The applicant is requesting a total of \$18,600 to assist with their planned projects.

The applicant is not registered as a not-for-profit under the Province of BC *Societies Act*; however, they have been registered, since 2016, as a not-for-profit corporation under the *Canada Not-for-profit Corporations Act*. Although the Rural Budgets Administration Funding Policies indicate grant recipients must be registered as a not-for profit society in BC, the Committee could chose to waive this criteria since the applicant has proven they are registered federally.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from the Boreal Centre for Sustainability and provide no grant funding to help increase rural community awareness regarding northern food security.
2. That the Rural Budgets Administration Committee provide further direction.

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

- As of April 2019, the balance remaining after commitments for Electoral Area E, Peace River Agreements was \$1,360,478.96.
- Other suitable funding options that could be used to support this grant request are BCA/PRA, Electoral Area E (balance available is \$42,545.05); and/or Fair Share, Electoral Area E (balance available is \$2,069,967.98). (Note: balances available are as of April at month's end)
- If approved, grant funding would be payable through claim reimbursement.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised of the Committee's decision in writing and will be asked to ensure the Regional District is recognized for their contribution.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "A" - Application

S-0041122 Boreal Centre for Conservation
Enterprise Society

Date: Jan 20, 2018

Society Number: Fed Non Profit Corp 977080-1

APPLICANT INFORMATION

1) **Name of Organization:** The Boreal Centre for Sustainability

2) **Contact Person:** Reg Whiten

Position: Executive Director

Mailing Address: PO BOX 285 MOBERLY LAKE BC

Phone: c/o 2507889635

Fax: c/o 2507889635.

Email: borealcentre@gmail.com

Website:

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

3) **Purpose of Your Organization:**

The Boreal Centre for Sustainability is an organization that promotes ecologically-sustainable rural community development.

4) **If applicable, does your organization own any facilities or properties?** ☐ Yes ☒ No (please check one)

Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.

leased office: 6055B Centennial Rd West, Moberly Lake BC

5) **Executives of Your Organization:**

President/Chair

Name: Tom Hale Phone: 2507882101 Email: tjsres@gmail.com
Director

Vice President/Vice Chair

Name: Julian Napoleon Phone: 2507885430 Email: napoleonjulian@gmail.com
Director

Treasurer

Name: Peter Westaway Phone: 2507580285 Email: pbwestaway@gmail.com
Director

Secretary

Name: Alex Canning Phone: 250-788-6878 Email: acanning@gmx.net
Director



Schedule "A" Application

6) Please describe the programs and activities that your organization sponsored in the last year:

Qty Per Year	Activity/Program	Dates
1 project	Edible Tree and Shrub Orchard Planting Project - 3 sites Moberly Lk	Jun-Jul 2017, Jun-Sept 2018
3 sessions	Public outreach on livelihood sustainability	Jun 8-10, 2018
1 event	Eco-Living Learning Retreat - Cameron Lake	Jul 14-15, 2018
2 events	Medicinal Plants Workshops (Saulteau & West Moberly FNs)	Jul 20, 21 2018
1 project	EcoEnterprise Directory development	Jun-Aug 2018
1 project	Ethnobotanical Interpretive Trail Signage (Design & Production)	May - Sept 2018
1 project	Watershed Governance research project with UNBC	Aug 2018
1 project	Online public survey on Community sustainability	Aug 2018

7) Please provide a 5 year action plan for your organization.

Year 1: Northern food security initiatives (riparian restoration, community orchard, interpretive trail planning)

Year 2: Building capacity in cultural and ecotourism (partnerships, marketing)

Year 3: Strengthening rural sustainability (demo projects in water/shoreline stewardship, renewable energy)

Year 4: Strengthening rural sustainability (demo projects in livelihood diversification, regional networking)

Year 5: Eco-enterprise facilitation and rural sustainability plan development

PROPOSED PROJECT INFORMATION

8) Describe the Year 1 project or general operations for which your organization is requesting funding.

The project will expand upon the Boreal Centre's efforts to increase rural community awareness about the value of food security, shoreline stewardship and civic engagement in community development. These combined objectives will be achieved through continued planting of locally purchased plant stock which have various functions as food/dietary supplements, traditional use medicine and wildlife habitat). Located at publically-accessible sites (ML Community school, Centennial monument and Medicine Woman Creek), we will be expand the amount of orchard (shrub and trees) planted. Community volunteers from the Boreal Centre, local school and First Nations will again be invited to participate under the supervision of a summer student. Additional activities will include beautification at the Centennial monument site with painting of the welcome sign structure, creation of public sign murals featuring local photographic images, installation of planters, a new picnic table and secured garbage container.

9) How essential is the project to the community?

For many years, the Moberly Lake rural community has strived to increase the level of resident engagement on issues of common interest with particular focus on shoreline and watershed stewardship having been jointly led through the Moberly Lake Community Association and the Boreal Centre with participation of the West Moberly and Saulteau First Nations. While those efforts continue, this project aims to create a visible, informative and valuable forms of public participation. By engaging a cross-section of the community in various ways to demonstrate sustainable development, it is hoped the activities will stimulate interest in further collaboration, social cohesion, and pride of heritage and place.

10) What is the availability of the nearest similar project or facility?

This project is similar in design to other excellent examples of riparian Lake stewardship, tree planting and community engagement at both Charlie Lake and the Swan Lake Communities which have received support provided through the PRRD.



Schedule "A" Application

11) How many people will use your facility/program in the next year?

It is difficult to determine in advance the scope of community or public use of the program as efforts will be aimed primarily at initial stage operational tasks (plant establishment, sign design/printing), but it will draw on an estimated 20-30 school/youth and residents to support the activities

12) What is the degree of support from the community at large?

Based upon annual meetings of the community association, discussions with local groups and representation to the Area E Representative at annual dialogue sessions, concerns over riparian management and improvement of the Centennial Monument site as a focal point for residents and visitors alike have been priorities for the community at large

13) Describe your anticipated voluntary support and donations of labour, materials and/or funds you hope to receive or have received for your project:

We anticipate upwards of 100+ hours of volunteer support in labour, \$500 of in-kind supplies and \$2000 in other donated materials for this project.

14) Approximately how many volunteer hours does your membership contribute each year?

Since its reconstitution in 2016, the Boreal Centre has average approx 400 hrs of volunteer participation each year by all its members for regular meetings, project administration/implementation and attendance at various events.

15) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?

There is likely to be ongoing operational costs with the project with site maintenance and enhancement which will require some support through community/corporate donations, plus local and possibly both local/provincial government support

16) TOTAL funds requested from the Regional District:

\$18,600

17) What is the total cost of insurance(s) your organization pays each year?

As a new organization, this cost has not been budgeted nor has been a requirement of public or private funding agencies

INCLUDED THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

- a) Year-end financial statements - income statement and balance sheet.
- b) Detailed project and/or operations budget.
- c) 3 quotes for labour, equipment or material costs valued at over \$3,000
- d) Annual Report(s)

250-788-9635

Signature of Applicant

Phone

BOREAL CENTRE FOR SUSTAINABILITY**PRRD GRANTS IN AID APPLICATION 2019****PROJECT COST ITEM**

MATERIALS	Cost	In-Kind Funding	PRRD GIA Request
Plant Stock (Shrubs, Fruit Trees)	\$2,500	\$500	\$2,000
2 (4x8 Welcome Sign - Diabond e) extended life with UV coating	\$1,200		\$1,200
Painting supplies	\$500		\$500
EQUIPMENT			
Concrete wood picnic table	\$2,750		\$2,750
Drive lawnmower for Centennial monument site maintenance	\$2,000		\$2,000
Bear proof garbage containers	\$2,400		\$2,400
Storage shed for lawn mower	\$750		\$750
LABOUR			
Wecome sign photography services with travel (10 hrs @ \$80/hr	\$800	\$200	\$600
Welcome sign design services (20 z	\$1,600		\$1,600
Carpenter services for landscape boxes	\$2,800	\$300	\$2,500
OPERATIONAL COSTS			
Centennial monument site maintenance	\$1,000	\$200	\$800
Boreal office overhead (rental space, hydro, heat, internet \$150/ mo	\$1,800	\$300	\$1,500
	\$20,100	\$1,500	\$18,600

BOREAL CENTRE FOR SUSTAINABILITY FINANCIAL REPORTING (2018)

FINANCIAL STATEMENT (Fiscal Year June 1, 2017 to May 31, 2018)

Detailed Profit and Loss

	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YTD	
Revenues													
Non Government Grants	3600			5105.16			1000					9705.16	
Government Grants							10000					10000	
Donations	100				305							405	
Memberships					100							100	
Reimbursements					20							20	
	3700			5105.16	425	1000	10000					20230.16	
Expenses													
Bank Service Charges				-30	-30	-57.2	-35	-10	-10	-10	-10	-202.2	
Honorariums						-800						-800	
Directors Expense						-40	-39.34			-25		-104.34	
Consulting & Management Services		-1250			-2000		-750	-9500				-13500	
Office overhead		-256.2										-256.2	
Purchases					-1420.16							-1420.16	
Travel					-573.76							-573.76	
Memberships										-551		-551	
Donations										-100		-100	
Totals		-1506.2		-30	-30	-4891.12	-74.34	-760	-9510	-10	-686	-10	-17507.66
											BAL	2722.49	

BALANCE SHEET May 31, 2018

ASSETS		2018	2017
Cash		16,530.16	3700
Accounts receivable		0	
Fixed Assets		0	
Total Assets		16,530.16	3700
LIABILITIES			
Current Liabilities		0	
GST Payable		0	
Income Tax Payable		0	
Total Current Liabilities		0	
CAPITAL			
Retained Earnings		0	
YTD Earnings		20,230.16	
Total Capital		20,230.16	

INCOME		
Revenues		20,230.16
EXPENSES		
Bank Service Charges	-202.2	
Honorariums	-800	
Directors Expense	-104.34	
Consulting & Management Services	-13500	
Office overhead	-256.2	
Purchases	-1420.16	
Travel	-573.76	
Memberships	-551	
Donations	-100	
TOTAL EXPENSES	-17305.5	
OPERATING BALANCE	2722.5	

Financial Statements Approved by: Unanimous vote of resolution by Directors
2018-06-20 (AGM) & 2018-07-23 (email)

Unaudited financial statementprepared &
reviewed by P. Westaway, Nanaimo BC 20-Jun-18

BOREAL CENTRE FOR SUSTAINABILITY MEMBERSHIP LIST

60 members; 18 rural = 30%

Name	Phone Number	Address
Kelly Dan		Prince George
Bess Legault	778-256-3353	Fort St. John
Vi Willier	780-995-8836	Edmonton
Shelby Davis	250-788-5299	Moberly Lake
Aerin Jacob	778-676-2478	Victoria
Rilee Fuller	250-788-5331	Moberly Lake
Nicola Gibbs	250-837-3221	Hudson Hope
Josh Mcilmoyle	250-261-1937	Ft. St. John
Candace Dow	780-817-1851	Hudson Hope
Darcy Brown	250-556-4141	Moberly Lake
Stephanie Von Dehn	250-505-9918	Nelson
Kaylene Alba	250-793-0551	Fort St. John
Violet Apsassin		Moberly Lake
Rocky Desjarlais	250-540-5656	Fort St. John
J Markis	250-788-9245	Moberly Lake
Susanna Dokkie-McDonald	587-229-5197	Calgary, AB
Margaret Campbell	250-788-9661	Moberly Lake
Winsten Apsassin	250-261-3266	Fort St. John
Theresa Davis	c/o 788-3663	Moberly Lake
Jose Lapierre	250-401-7008	Chetwynd
Don Pettipas	250-271-1208	Fort St. John
Bobby Legare	250-640-5718	Prince George
Darcy Stanyer	250-788-5701	Moberly Lake
Sheryl Csizmadi	778-691-7576	Dawson Creek
Ronda Lalondo Auger		Moberly Lake
Jessica Mcketer	250-401-8843	Prince George
Chris Buse	604-401-4233	Prince George
Marieka Sax	604-401-4233	Prince George
Maddy Wilson	604-401-4233	Prince George
Nicole	250-271-1208	Ft. St. John
Candace Bigfoot	250-793-4479	Ft. St. John
Fiona Groves	778-843-0178	Moberly Lake
Jim Abel	250-263-2706	Ft. St. John
Dianne Paquette	780-933-5097	Moberly Lake
Ingrid Bjorklord	250-788-6830	Moberly Lake
Esther Pedersen	250-787-2033	Ft. St. John
Mary Loughudy	780-773-5575	Wabasca AB
Melaine Ghostkeeper	778-207-0057	Chetwynd
Darryl Campbell	250-788-5878	Moberly Lake
Cheryle Baytaluke	778-204-0304	Moberly Lake
Lexus Davis	778-204-0305	Moberly Lake
Xida Wong	778-204-0306	Vancouver
Alistair Scott	778-204-0307	Halifax, NS
Sherrie Chapelle	778-204-0308	Moberly Lake

Kelly Dunn	778-204-0309	Chetwynd
Carol Johnson		Chetwynd
Rory McInerney	250-261-5810	Fort St. John
Alexandria Nielson	250-787-3265	Fort St. John
Andrew Goudey		Dawson Creek
Pamela Wyant		Dawson Creek
Guy and Marie Armitage	250-783-9464	Hudson Hope
Pamela Derhouseoff	250-788-7801	Chetwynd
Betty Deck	250-788-2211	Chetwynd
Cait Vince	250-793-6691	Fort St. John
Reg Whiten	250-788-9635	Moberly Lake
Alex Canning		Chetwynd
Tom Hale	250-788-2021	Moberly Lake
Charlotte Connolly		Prince George
Peter Westaway	250-758	Nanaimo
Marilyn Belak		Dawson Creek



2016-05-30

Corporations Canada
C. D. Howe Building
235 Queen Street
Ottawa, Ontario K1A 0H5

Corporations Canada
Édifice C.D. Howe
235, rue Queen
Ottawa (Ontario) K1A 0H5

Corporation Information Sheet

Canada Not-for-profit Corporations Act (NFP Act)

Fiche de renseignements concernant l'organisation

*Loi canadienne sur les organisations à but non lucratif
(Loi BNL)*

The Boreal Centre for Sustainability Le Centre Boreale pour la Durabilite

Corporation Number	977080-1	Numéro d'organisation
Corporation Key Required for changes online	29038335	Clé de société Requise pour mettre les renseignements à jour en ligne
Anniversary Date Required to file annual return	05-27 (mm-dd/mm-jj)	Date anniversaire Requise pour le dépôt du rapport annuel
Annual Return Filing Period Starting in 2017	05-27 to/au 07-26 (mm-dd/mm-jj)	Période pour déposer le rapport annuel Débutant en 2017

Reporting Obligations

A corporation can be dissolved if it defaults in filing a document required by the NFP Act. To understand the corporation's reporting obligations, consult the pamphlet "Your Reporting Obligations under the Canada Not-for-profit Corporations Act" enclosed or available on our website.

Corporate Name

Where a name has been approved, be aware that the corporation assumes full responsibility for any risk of confusion with trade names and trademarks (including those set out in the Nuans Name Search Report). The corporation may be required to change its name in the event that representations are made to Corporations Canada and it is established that confusion is likely to occur. Also note that any name granted is subject to the laws of the jurisdiction where the corporation carries on its activities. For additional information about protecting corporate names, consult our website.

Obligations de déclaration

Une organisation peut être dissoute si elle omet de déposer un document requis par la Loi BNL. Pour connaître les obligations de déclaration de l'organisation, veuillez consulter « Vos obligations de déclaration en vertu de la Loi canadienne sur les organisations à but non lucratif » ci-joint ou disponible dans notre site Web.

Dénomination

Dans les cas où Corporations Canada a approuvé une dénomination, il faut savoir que l'organisation assume toute responsabilité de risque de confusion avec toutes dénominations commerciales, marques de commerce existantes (y compris celles qui sont citées dans le Rapport Nuans de recherche de dénominations). L'organisation devra peut-être changer sa dénomination advenant le cas où des représentations soient faites auprès de Corporations Canada établissant qu'il existe une probabilité de confusion. Il faut aussi noter que toute dénomination octroyée est assujettie aux lois de la province ou du territoire où l'organisation mène ses activités. Pour obtenir des renseignements supplémentaires concernant la protection d'une dénomination, consulter notre site Web.

**Certificate of Incorporation***Canada Not-for-profit Corporations Act***Certificat de constitution***Loi canadienne sur les organisations à but non
lucratif*

The Boreal Centre for Sustainability
Le Centre Boreale pour la Durabilite

Corporate name / Dénomination de l'organisation

977080-1

Corporation number / Numéro de
l'organisation

I HEREBY CERTIFY that the above-named
corporation, the articles of incorporation of which
are attached, is incorporated under the *Canada
Not-for-profit Corporations Act*.

JE CERTIFIE que l'organisation susmentionnée,
dont les statuts constitutifs sont joints, est
constituée en vertu de la *Loi canadienne sur les
organisations à but non lucratif*.

Virginie Ethier

Director / Directeur

2016-05-27

Date of Incorporation (YYYY-MM-DD)
Date de constitution (AAAA-MM-JJ)



1	Corporate name Dénomination de l'organisation The Boreal Centre for Sustainability Le Centre Boreale pour la Durabilite
2	The province or territory in Canada where the registered office is situated La province ou le territoire au Canada où est maintenu le siège BC
3	Minimum and maximum number of directors Nombres minimal et maximal d'administrateurs Min. 3 Max. 7
4	Statement of the purpose of the corporation Déclaration d'intention de l'organisation See attached schedule / Voir l'annexe ci-jointe
5	Restrictions on the activities that the corporation may carry on, if any Limites imposées aux activités de l'organisation, le cas échéant None
6	The classes, or regional or other groups, of members that the corporation is authorized to establish Les catégories, groupes régionaux ou autres groupes de membres que l'organisation est autorisée à établir See attached schedule / Voir l'annexe ci-jointe
7	Statement regarding the distribution of property remaining on liquidation Déclaration relative à la répartition du reliquat des biens lors de la liquidation See attached schedule / Voir l'annexe ci-jointe
8	Additional provisions, if any Dispositions supplémentaires, le cas échéant See attached schedule / Voir l'annexe ci-jointe
9	Declaration: I hereby certify that I am an incorporator of the corporation. Déclaration : J'atteste que je suis un fondateur de l'organisation.

Name(s) - Nom(s)

Original Signed by - Original signé par

Reginald Whiten

Reginald Whiten

Reginald Whiten

Vanessa Adams

Vanessa Adams

Vanessa Adams

A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(2) of the NFP Act).

La personne qui fait une déclaration fautive ou trompeuse, ou qui aide une personne à faire une telle déclaration, commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de 5 000 \$ et un emprisonnement maximal de six mois ou l'une de ces peines (paragraphe 262(2) de la Loi BNL).

You are providing information required by the NFP Act. Note that both the NFP Act and the *Privacy Act* allow this information to be disclosed to the public. It will be stored in personal information bank number IC/PPU-049.

Vous fournissez des renseignements exigés par la Loi BNL. Il est à noter que la Loi BNL et la *Loi sur les renseignements personnels* permettent que de tels renseignements soient divulgués au public. Ils seront stockés dans la banque de renseignements personnels numéro IC/PPU-049.

Schedule / Annexe**Purpose Of Corporation / Déclaration d'intention de l'organisation**

The Boreal Centre for Sustainability is an organization that promotes ecologically-sustainable rural community development. Its principal focus is in facilitating various forms of eco-enterprise and environmental stewardship initiatives within the context of community watersheds.

Schedule / Annexe
Classes of Members / Catégories de membres

The corporation is authorized to establish Class A members and Class B members as follows:

- (1) The Class A members shall be entitled to receive notice of and to attend all meetings of the members of the Corporation and each Class A member shall have one (1) vote at each such meeting, except for meetings at which only members of another class are entitled to vote separately as a class.
- (2) Except as otherwise provided by the Canada Not-for-Profit Corporations Act, S.C. 2009, c.23 the Class B members shall not be entitled to receive notice of, attend or vote at meetings of the members of the Corporation.

Schedule / Annexe**Distribution of Property on Liquidation / Répartition du reliquat des biens lors de la liquidation**

Any property remaining on liquidation of the Corporation, after discharge of liabilities, shall be distributed to one or more qualified donees within the meaning of subsection 248(1) of the Income Tax Act.

Schedule / Annexe
Additional Provisions / Dispositions supplémentaires

1. The members of the Corporation are not entitled to vote separately as a class upon a proposal to amend the articles to:
 - a. effect an exchange, reclassification or cancellation of all or part of the memberships of the class; or
 - b. create a new class of members having rights equal or superior to those of the class.
2. The directors may appoint one or more additional directors who shall hold office for a term expiring not later than the close of the next annual meeting of members, but the total number of directors so appointed shall not exceed onethird (1/3) of the number of directors elected at the previous annual meeting of members.



**Initial Registered Office Address
and First Board of Directors**

**Adresse initiale du siège et
premier conseil d'administration**

*Canada Not-for-profit Corporations Act
(NFP Act)*

*Loi canadienne sur les organisations à
but non lucratif (Loi BNL)*

1 Corporate name
Dénomination de l'organisation

The Boreal Centre for Sustainability
Le Centre Boreale pour la Durabilite

2 Complete address of the registered office
Adresse complète du siège

6055A Centennial Rd. West
Moberly Lake BC V0C 1X0

3 Additional address
Autre adresse

4 Directors of the corporation
Administrateurs de l'organisation

See attached schedule / Voir l'annexe ci-jointe

5 Declaration: I hereby certify that I am an incorporator of the new corporation or that I am a director or an authorized officer of the corporation continuing into or amalgamating under the NFP Act.

Déclaration : J'atteste que je suis un fondateur de la nouvelle organisation ou que je suis un administrateur ou un dirigeant autorisé de l'organisation se prorogeant ou se fusionnant en vertu de la Loi BNL.

Original signed by / Original signé par
Reginald Whiten

Reginald Whiten
2507889635

A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(2) of the NFP Act).

La personne qui fait une déclaration fausse ou trompeuse, ou qui aide une personne à faire une telle déclaration, commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de 5 000 \$ et un emprisonnement maximal de six mois ou l'une de ces peines (paragraphe 262(2) de la Loi BNL).

You are providing information required by the NFP Act. Note that both the NFP Act and the *Privacy Act* allow this information to be disclosed to the public. It will be stored in personal information bank number IC/PPU-049.

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Schedule / Annexe**Directors of the corporation / Administrateurs de l'organisation**

Peter Westaway	3632 Oakridge Drive,, Nanaimo BC V9T 1M4, Canada
Vanessa Adams	2118 Hwy 29 North, Moberly Lake, Moberly Lake BC V0C 1X0, Canada
Tom Hale	5291 Riverside Subdivision, Moberly Lake BC V0C 1X0, Canada
Alex Canning	8600 Hwy 29 South, Chetwynd BC V0C 1X0, Canada
Marilyn Belak	1413-116 Ave., Dawson Creek BC V0C 1X0, Canada



PEACE RIVER REGIONAL DISTRICT

March 25, 2019

Reg Whitten, Executive Director
Boreal Centre for Sustainability
PO Box 285
Moberly Lake, BC V0X 1X0

RE: 2019 Grants-In-Aid Application

Dear Mr. Whitten;

Thank you for submitting an application to the Recreational and Cultural Grants-in-Aid program. All applications were reviewed by the Rural Budgets Administration Committee at the meeting held on March 21, 2019.

On behalf of Director Rose, this letter is to advise you that your application for funding cannot be supported this year as it did not meet the eligibility criteria as outlined in the following sections of the Grants-in-Aid Policy Statement:

- **Section 3 - Recreational & Cultural Grants-in-Aid Eligibility**

To be eligible for funding, recreation and community associations must meet the following criteria:

- a) Applicant organizations must be rural non-profit registered societies which provide recreation, arts, sports, and/or social activities for the community at large; and
- c) At least 75% of the applicants' membership must come from the rural areas which they serve.

If you have any questions regarding this, please contact Trish Morgan, General Manager of Community Services at 250-784-3218 or Trish.Morgan@prrd.bc.ca.

Yours truly,

Jill Rickert,
Community Services Coordinator

diverse. vast. abundant.

PLEASE REPLY TO:

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

June 18, 2019

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REPORT

To: Rural Budgets Administration Committee

Date: May 10, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Buick Community Club

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$7,832, payable from Community Works Gas Tax, to be issued to the Buick Creek Community Club for the purchase and installation of a new energy efficient furnace at the community hall.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget to:

1. Increase Transfer from Reserves – Community Works Gas Tax Reserve by \$7,832 and;
2. Increase Rural Grants-in-aid – Area B – General Grants by \$7,832

BACKGROUND/RATIONALE:

The Buick Creek Community Club, an organization in Electoral Area B, submitted a grant application to Recreational and Cultural Grants-in-Aid (GIA) in the amount of \$21,994.73 to support new flooring, insurance, and a new propane furnace. During the negotiations at the spring allocation meeting, held on April 15, 2019, Buick Creek was asked to remove the furnace project from their application and consider applying for that funding through Community Works Gas Tax as a way to distribute the 2019 GIA budget commitment equitably among the applicants. As a result of this process, the attached GIA application is being brought forward to the Rural Budgets Administration Committee for consideration of a grant through gas tax.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from the Buick Community Club and provide no grant funding towards the purchase and installation of a new energy efficient furnace at the community hall.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

FINANCIAL CONSIDERATION(S):

- As of April 2019 at month's end, the balance available after commitments for Community Works Gas Tax was \$3,717,941.62.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

- The recommended 2019 GIA allocation for Buick Creek Community Club is \$12,000, pending ratification by the Rural Budgets Administration Committee.
- If approved, grant funding would be payable through claim reimbursement.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised of the Committee's decision in writing and will be asked to ensure the Regional District is recognized for their contribution.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "A" - Application

Date: January 26 / 2019Society Number: 0013359

APPLICANT INFORMATION

1) Name of Organization: Buick Creek Community club2) Contact Person: Joe BergenPosition: PresidentMailing Address: Box 3058 Buick B.C. V0C 2R0Phone: Joe Bergen 250-262-7733 Email: j.bergen@pris.caClub Email: buickcreek@yahoo.ca

Website:

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No3) Purpose of Your Organization: Having a place for funtion and meetings4) If applicable, does your organization own any facilities or properties? ☒ Yes ☐ No

Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.

15288 Beaton River Road

5) Executives of Your Organization:

President/Chair

Name: Joe Bergen Phone: 250-262-7733 Email: j.bergen@pris.ca

Vice President/Vice Chair

Name: Ed Giesbrecht Phone: 250-263-1484 Email: _____

Treasurer

Name: Chris Sowers Phone: 250-263-7487 Email: _____

Secretary

Name: Diane Faye Phone: 250-264-2182 Email: _____



Peace River Regional District

Schedule "A" Application

6) Please describe the programs and activities that your organization sponsored in the last year:

Qty Per Year	Activity/Program	Dates
7	Community club meetings	2018
1	Farmers info meeting	Jan. 22/18
1	Memorial Luncheon	Feb 8/18
1	Valentine's supper	Feb 14/18
1	Election	Feb 27/18
1	Fosters Seed Luncheon	April 11/18
1	Hockey awards night	May 4/18
1	Bergan Gathering	May 20/18
2	Baby showers	May 18 and Aug 20/18
1	Thissen's 50th Anni.	Aug 19/18
1	PRRD meeting	May 24/18
1	Putluck supper and Auction	Dec 1/18

7) Please provide a 5 year action plan for your organization.

- Year 1: Flooring for hall kitchen + bathrooms and install propane heater
- Year 2: Repair water shed, tank lid and the cistern
- Year 3: Gravel part of hall grounds + put up stair case railing, roof over the porch entrance
- Year 4: Do upgrades to stoves + microwave and kitchen supplies
- Year 5: Insulate the Hall attic

PROPOSED PROJECT INFORMATION

8) Describe the Year 1 project or general operations for which your organization is requesting funding.

We are requesting fund for installing Flooring in hall kitchen + bathrooms, and also propane heater, Hall insurance.

9) How essential is the project to the community? The Flooring in Kitchen + bathrooms was written up by the Health Inspector, and the propane heater is to get our heating cost down.

10) What is the availability of the nearest similar project or facility?

Approx. 35 miles.



Peace River Regional District

Schedule "A" Application

- 11) How many people will use your facility/program in the next year?
The Buick residence and Bussiness From the local and outside our area, also For election.
- 12) What is the degree of support from the community at large?
- 13) Describe your anticipated voluntary support and donations of labour, materials and/or funds you hope to receive or have received for your project:
We are hoping For donations of labour and for submitting plans.
- 14) Approximately how many volunteer hours does your membership contribute each year?
Countless hours
- 15) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?
*By Fundraisers + Donations
 also Grants + Aid.*
- 16) TOTAL funds requested from the Regional District: *21,994.73*
- 17) What is the total cost of insurance(s) your organization pays each year? *The insurance is \$2977.00*

INCLUDED THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

- a) Year-end financial statements - income statement and balance sheet.
- b) Detailed project and/or operations budget.
- c) 3 quotes for labour, equipment or material costs valued at over \$3,000
- d) Annual Report(s)

Joe L. Berger
 Signature of Applicant

250-262-7733
 Phone

Buick Creek Community Club

Income Statement for the year of 2018

	<u>Opening</u>	<u>Closing</u>
Organization Chequing 101 account	\$26628.86	\$ 20629.09
Emergency Chequing 102 account	\$8075.72	\$ 4251.95
Float	\$ 650.00	\$ 450.00
Opening balance for January 1/18	<u>\$35354.08</u>	Closing balance for Dec 31/18
		<u>\$25331.04</u>

Income

Membership	\$ 60.00	Hall Activities	\$ 3088.82
Arena Concession	\$ 10089.35	History Book sale	\$ 200.00
Donations	\$ 5978.00		
Rentals & activities	\$ 1175.00		
Post office rent	\$ 1800.00		
Bank interest	\$ 15.22		
Grants & Aid	\$ 3000.00	Total	<u>\$ 25406.39</u>

Expenses

B.C. Hydro	\$ 4896.93	Hall concession supply	\$ 00.00
Insurance	\$ 3072.00	Donations paid out	\$ 13780.00
Supplies for Arena Concession	\$ 4380.51	Equipment purchased	\$ 00.00
Water hauling	\$ 484.00		
Hall repairs	\$ 4783.74		
Misc. supplies for Hall	\$ 3100.65		
Bank charges & Society fee	\$ 102.00		
snow plowing	\$ 630.00	Total	<u>\$ 35229.43</u>

BRAUN'S FLOORING & HOME DECOR
10020 - 96 AVENUE
FORT ST JOHN, BC V1J 1L3
(250) 787-1842 / FAX: (250) 787-1843

Page 1

ES900928

ESTIMATE

Sold To			Ship To		
BUICK CREEK COMMUNITY CLUB BOX 3058 BUICK, BC V0C 2R0					
Quote Date		Primary #	PO Number	Quote Number	
01/17/19				ES900928	
Inventory	Style/Item	Color/Description	Quantity Units	Price	Extension
WELDING ROD	GRANITE IQ	SANDLOT	780.00 SF	4.85	3,783.00
AQUAFIX 10 L	WELDING ROD	TO MATCH	80.00 FT	1.20	96.00
8700 GRIP-RITE	AQUAFIX 10 L	AQUAFIX	2.00 EA	144.00	288.00
4" BASE	GRIP-RITE BASE 4"	COLOUR TO BE CHOSEN	300.00 FT	1.25	375.00
H440-3 HENRY	ADHESIVE HENRY 440 COVE 30 OZ.	HENRY 440 COVE BASE ADHESIVE	5.00 EA	8.15	40.75
30 OZ.	BASE ADHESIVE 30 OZ				
	LABOUR		1.00 EA	5,070.90	5,070.90
remove existing, float floor install new floor and base.					
No moving of furniture/ appliances					
Plywood not included if it becomes necessary. (does not seem likely)					
TRAVEL	TRAVEL		800.00 KM	1.25	1,000.00
160km per trip					

73 to the four way (18 mile) just past on left hand side.

— 01/24/19 —

Sales Representative(s):
JAMIE HUCKER

8:49AM —

Material: 4,582.75
Service: 6,070.90
Misc. Charges: 0.00
GST: 532.68
Sales Tax: 0.00

ESTIMATE TOTAL: \$11,186.33

Less Payment(s): 0.00

BALANCE DUE: \$11,186.33

Received By:

Natasha Artyomenko
HUB International Insurance Brokers
9324-100 Street
Fort St. John, BC V1J 3X4



Received From:

Buick Creek Community Club
Box 3058
15288 Rodeo Road
Buick, BC V0G 2R0

Receipt For Payment # 275133

Account Number		Date
BUICKRE-01		12/10/2018
Commercial Insurance		
Policy Number		
17855254		
Effective Date	Expiration Date	
11/29/2018	11/29/2019	
Company		
Lloyd's Underwriters		
Amount Received:	\$2,977.00	

Payment Method: Cheque

Payment Id:

This is to certify that we received payment from the above listed insured in the amount **\$2,977.00**

Thank you for your payment!

*Pd # 460
Dec 10, 18*

Printed on: 12/10/2018

Printed by: Natasha Artyomenko

Page

Marsh & Sons Ventures Inc

10411-95 th Ave.
Fort St. John, BC V1J 5Z4**Estimate**

Date	Estimate #
28-Jan-2019	#349 Attach

Name / Address
Buick Creek Hall Box 294, Buick Creek, BC VOC 2R0

Project
Install Unit Heaters

Phone #	Fax #	E-mail
250-787-9733	250-787-9713	marshandson@awink.com

Item	Description	Rate	Qty	Total
Material	145,000 Unit Heater	1,810.75		1,810.75
Material	Propane Change Over Kit	150.00		150.00
Material	Thermostat Wire & Wiring for Unit	100.00		100.00
Material	Material used for Hanging Unit	50.00		50.00
Material	Material for Venting	250.00		250.00
Material	Reg's and Piping for Gas (Low and Hi Pressure Reg's , Copper, Pig Tails	520.15		520.15
Material	Thermostat and Hanging Material	75.00		75.00
Material	60' - 1" Pipe	93.50		93.50
Material	Fittings	75.00		75.00
Material	Combustion Air Vent	7.00		7.00
labour	2-Men @ 10 Hrs Each for 2 Days	4,400.00		4,400.00
Travel Time	Truck Charge	200.00		200.00
Rental	Equipment Rental: Vice	50.00		50.00
Shop Supplies	Shop supplies	50.00		50.00
GST/HST No. 139700579		Total		

Marsh & Sons Ventures Inc

10411-95 th Ave.
Fort St. John, BC V1J 5Z4**Estimate**

Date	Estimate #
28-Jan-2019	#349 Attach

Name / Address
Buick Creek Hall Box 294, Buick Creek, BC VOC 2R0

Project
Install Unit Heaters

Phone #	Fax #	E-mail
250-787-9733	250-787-9713	marshandson@awink.com

Item	Description	Rate	Qty	Total
	PLEASE NOTE: GST and Permit Cost will be Added to Final Invoice			
GST/HST No. 139700579		Total \$7,831.40		



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization: Charlie Lake Community Club		Date: April 11, 2019
Contact: Sheryl Shallow		Phone: 250-793-3500
Mailing Address: Box 249 Charlie Lake BC V0C1H0		
Email: shallow@pris.ca		Fax: n/a
PROJECT TO PROVIDE FUNDS		
Year Funds Granted: 2015	Have you completed this project? yes	
Current Project Description: <i>(project for which funds were originally applied for)</i> Insurance, replacing doors, painting, toilets, fencing around furnace/Air conditioner – the fencing and toilet replacements were all done with donations and volunteers so now we would like to reallocate to the current hall upgrades we are currently working on.		
Amount Granted: <i>18,000.00</i>	Amount to Reallocate: 9510.41	
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project: .		
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i> We would like to reallocate the 2015 remaining funds to hall upgrades - new ceiling tiles (removal of old and install new is all volunteer work), lighting upgrades, install of newer modern industrial stove donated by Progress Energy, kitchen upgrades including electrical to get it to meet building code requirements. Inspection was done last fall identifying the areas that needed to be updated.		
FOR OFFICE USE ONLY		
Funds Remaining: <i>(showing last 3 years)</i>	Current Project Name: 2018 Insurance, Improvements to parking lot	Amount Available = \$7,407
	2015 Project Name: Insurance, replace doors & toilets, painting	Amount Available = \$9,510.41
	_____ Project Name:	Amount Available =
Total Unused Funds = \$16,917.41		

RECOMMENDATION:

That the Rural Budgets Administration Committee approve the funding amendment request from Charlie Lake Community Club and authorize the reallocation of \$9,510.41 from their remaining 2015 GIA allocation to assist with hall improvements such as new ceiling tiles, lighting, installation of an industrial stove, and electrical improvements in the kitchen.

RATIONALE:

Charlie Lake Community Club has been working diligently to improve the condition of the Charlie Lake Community Hall. They have now completed all 2015 projects under budget due to donated time, materials and labour, resulted unused GIA. This reallocation will support continued improvements to the hall and their proposed 2019 projects. Approval of this funding amendment will utilize all remaining 2015 GIA funding. This request meets the criteria as outlined in the GIA policy, Section 12, Funding Amendments.



REPORT

To: Rural Budgets Administration Committee

Date: May 9, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Mile 22 Community Park Association

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$3,000, payable from Peace River Agreement, Spending Item 4 (Assistance to Other Organizations), to be issued to the Mile 22 Community Park Association for the purchase of a mower/tractor unit for lawn maintenance.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget to:

1. Increase Transfer from Reserves – Peace River Agreement Reserve by \$3,000; and
2. Increase Rural Grants-in-aid – Area D – General Grants by \$3,000.

BACKGROUND/RATIONALE:

The Mile 22 Community Park Association is a group of local community members who maintain and care for Mille 22 Park, which is located in Electoral Area D in the Lebell Subdivision. The park contains a ball diamond, playground area, heated outdoor skating rink, horseshoe pits and picnic grounds. Park maintenance is done by community members and funding for this comes from local events held in the park. In 2017, the association's mower/tractor unit broke down and could not be repaired, so community members have since resorted to using their own personal equipment for lawn maintenance at the park. The association would like the Regional District to assist with the purchase of a new mower/tractor and has provided a quote that identifies the cost to be \$2,820. The association is requesting \$3,000 in total, slightly higher than the quoted amount to allow for any increase to the price or unforeseen costs. The Mile 22 Community Park Association is a registered not-for-profit organization in good standing with the *Societies Act*. This request meets the eligibility criteria as outlined in the principles and guidelines of the Rural Budgets Administration Fair Share Funding Policies.

The Rural Budgets Administration Committee has supported the use of grant funding for the purchase of mower/tractor units for the maintenance of local community parks in prior years, see below:

- 2015 - Osborn Community Club was granted \$1,836.77 as part of their Recreational and Cultural Grants-in-Aid to purchase a ride-on lawn mower;
- 2014 – Sunset Prairie Recreation Commission was granted \$3,248 as part of their Recreational and Cultural Grants-in-Aid to purchase a ride-on lawn mower; and
- 2013 – Goodlow Community Club was granted \$7,165.76 Recreational and Cultural Grants-in-Aid to purchase a ride-on lawn mower.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from the Mile 22 Community Park Association and provide no grant funding for the purchase of a mower/tractor unit for lawn maintenance.
2. That the Rural Budgets Administration Committee provide further direction.

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

- The balance remaining after commitments for Electoral Area D, Peace River Agreements was \$1,076,108.45 as of April 2019 month end.
- Other suitable funding options that could be used to support this grant request are BCA/PRA, Electoral Area D (balance available is \$25,243.40); Community Works Gas Tax (Recreational Infrastructure) (balance available is \$3,717,941.62); Fair Share, Electoral Area D (balance available is \$2,146,952.37). Balances available are as of April month end.
- If approved, grant funding would be payable through claim reimbursement.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised of the Committee's decision in writing and will be asked to ensure the Regional District is recognized for their contribution.

OTHER CONSIDERATION(S):

Attachments:

1. Grant Application



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: 50027880

Community Club or Group Name: Mile 22 Community Park Association

Mailing Address: 4152 LeBell Crescent

City: Peace River Regional District

Postal Code: V1G 0J4

Civic Address:

Contact Person: Richard Kabzems

Alternate Person:

Tel: 250 789 3450

Tel:

Fax:

Fax:

Email: barton_kabzems@hotmail.com

Email:

CLUB EXECUTIVES

President: Richard Kabzems

Total Cost of Project:

3,000

Vice President: Brenda Friesen

Amount Requested per

3,000

Treasurer: Susan Finke

For how many years?

1 yr ☒2 yrs ☐3 yrs ☐

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

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

We are applying for funds to purchase a replacement riding lawn mower for maintenance of a baseball diamond and community park grounds. In 2017 our riding lawn mower was beyond repair. Park members have used their own equipment over the past two seasons. The mowing can be a 2-4 hour weekly task during June and July.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Richard Kabzems

Date: April 11, 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 ☐

PLEASE REPLY TO:

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

April 11, 2019

Ms. Jill Rickert

Community Services Co-ordinator

Peace River Regional District

Dear Ms. Rickert. Attached please find our grant application for the purchase of a replacement riding lawn mower for the Mile 22 Community Park Association.

As described in our Constitution the purpose of our non-profit society is:

- (a) To develop the quality of life of LEBEL SUBDIVISION through community development;
- (b) To identify recreation needs and interests;
- (c) To provide or assist the community to provide recreation opportunities for all ages on a year round basis that meet identified needs;
- (d) To encourage all citizens to assume their share of responsibility and to participate in the life of the community;
- (e) To promote community interaction and mutual understanding;
- (f) To operate, maintain and make effective use of all community recreation facilities;
- (g) To stimulate involvement in activities that lead to personal growth.

I have attached images of our park area which includes the baseball diamond, picnic area and outdoor skating rink. In January of 2019 we hosted our family New Years' event which was attended by approximately 60 people. During the summer months we maintain the baseball diamond which is used for a variety of outdoor recreation pursuits by residents and neighbours. The safe use of this community recreational area is open to all people living in the local area, whether they are members of the association or future members.

Please let me know if I can provide any additional information.

Richard Kabzems

Riding Mower Project Budget – Mile 22 Community Park Association

Purchase 42 inch riding lawnmower. Approximate cost, \$2500 plus taxes. Request from Peace River Regional District, \$2,800.00, for this purchase.



\$2,699.99

#060-0571-6

Husqvarna 19 HP Hydrostatic
Lawn Tractor, 42-in



\$2,499.99

+ \$20.00 ENV. FEE

#060-1877-4

Troy-Bilt 547cc Lawn Tractor, 42-
in

Quote provided online from Canadian Tire.

\$ 2,500
\$175 PST
\$125 GST
\$ 2,800
\$ 20 Env. fee
\$ 2,820 Total Cost



GREAT BUY

\$1,999.99 ~~\$2,199.99~~

+ \$20.00 ENV. FEE

LIMITED TIME OFFER

#060-1805-6

Yardworks 420cc Lawn Tractor,
42-in

Mile 22 Park Financial Statement November 1 2017 to October 31, 2018

This is an unaudited statement

ASSETS

CURRENT

Cash	72.50
Chequing account Lakeview Credit Union	1,151.00
Plan 24 account Lakeview Credit Union	1,636.51
Equity shares Lakeview Credit Union	125.69
Total	2,985.70
Assessed value land	61,600.00
Assessed value building (skate shack)	5,700.00

REVENUES

Shell Employee Community Service Grant	500.00
Bank Interest	4.08
Memberships	10.00

(note, did not receive Community Recreation Grant of \$1200 in this period)

EXPENDITURES

Insurance	1,116.00
BC Hydro	161.25
Pacific Natural Gas	84.56
Hockey Net materials	184.28
Signs (recognize funding support)	91.74
New Year party fireworks	150.00
New Year Party food	61.42
Bank service charges	60.00
Society Act fee	40.00
Accounts ledger book purchase	17.12
Total	1,966.37

YOU'RE INVITED

Mile 22 Park

Association

is a group of your local neighbours who maintain the Mile 22 Park located in the Lebell Subdivision.

We have a ball diamond, playground area, skating rink with heated shack, horseshoe pits, and a picnic area.

Friday, May 31st at 6pm

we are hosting a potluck dinner.

Beverages and s'mores will be provided.

Dinner 6pm

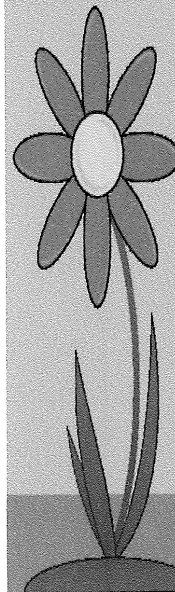
WorkBee 7-9pm

Fireworks to follow

Questions? Call Cathy 250-789-2278

Please join us for dinner.

There is no obligation to stay for the WorkBee.



SUMMER MOWING SCHEDULE

June - Finke Family

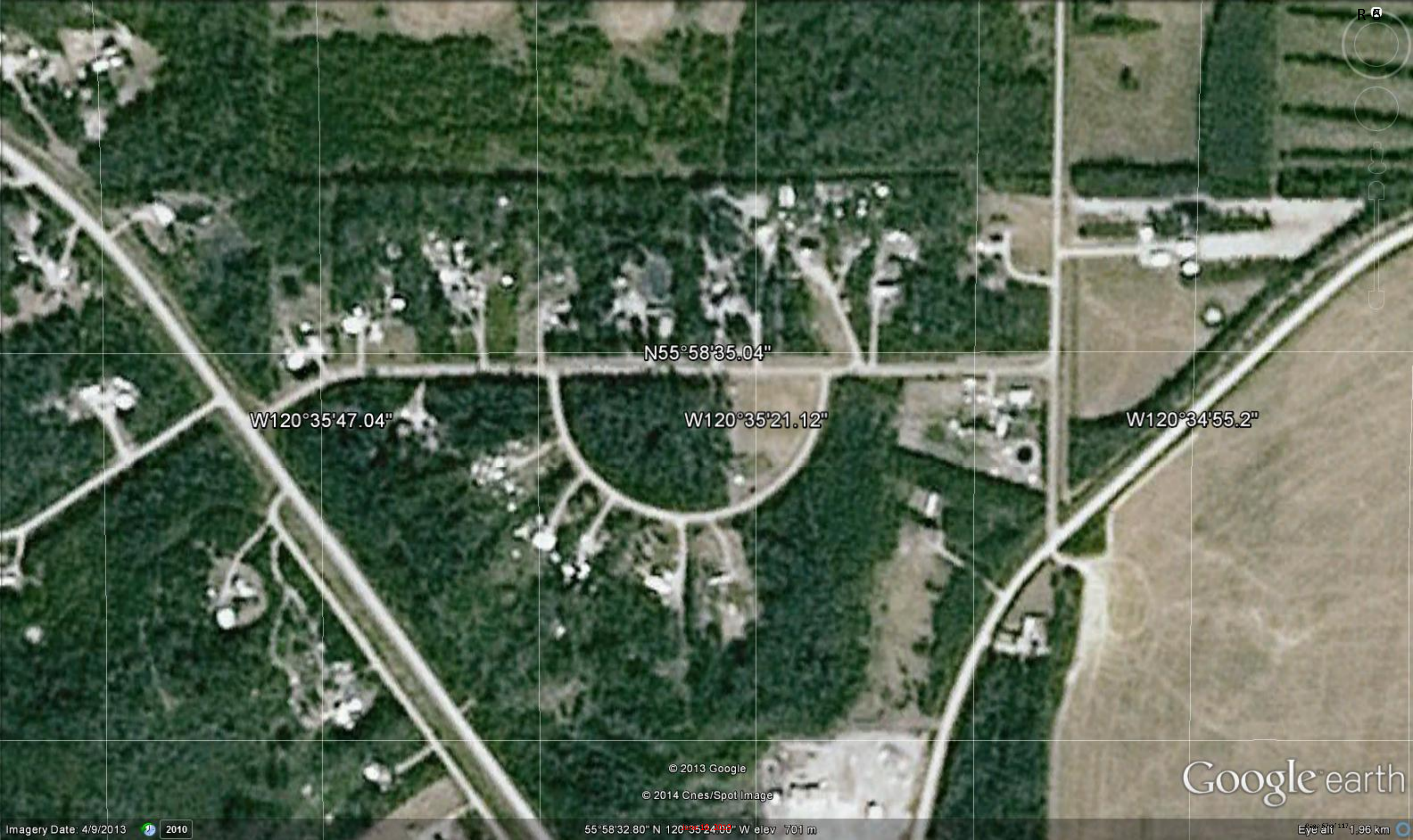
July 1-15th - Pratt Family

July 16-31st - Tubb Family

August 1-15th - Friesen Family

August 16-31st - Kabzem Family

September - Torsti Family



N55°58'35.04"

W120°35'47.04"

W120°35'21.12"

W120°34'55.2"

© 2013 Google

© 2014 Cnes/Spot Image

Google earth



REPORT

To: Rural Budgets Administration Committee

Date: May 13, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Groundbirch Cemetery Committee

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,000, payable from Electoral Area E, Cemetery Grants, to be issued to the Groundbirch Cemetery Committee to assist with lawn care and maintenance as the Groundbirch Cemetery.

BACKGROUND/RATIONALE:

The Groundbirch Cemetery Committee is comprised of community volunteers who donate their time to ensure the cemetery remains in good condition and is well looked after. They are not a registered with the *Societies Act* as they have a limited number of volunteers; however, they do operate as a not-for-profit group. The Regional District has provided funds to the applicant since 2013, with an annual grant of \$1,000 to support the maintenance done at the Groundbirch Cemetery. This request meets the criteria as outlined in the attached Cemetery Funding Policy. Please see the attached grant application and grant policy.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from Groundbirch Cemetery Committee and provide no grant funding to assist with lawn care and maintenance at the Groundbirch Cemetery.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

FINANCIAL CONSIDERATION(S):

- The 2019 budget for Electoral Area E Cemetery grants is \$36,740, of which \$30,000 is allocated to Chetwynd Cemetery. Historically \$1,240 has been provided to Sunset Prairie Cemetery; the remaining \$5,500 could be used for miscellaneous.
- If approved, funding will be made through cheque requisition payable to Groundbirch Cemetery Committee as per the Disbursement of Funds, Section 6.2 of the Cemetery Funding Policy.

COMMUNICATIONS CONSIDERATION(S):

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

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Cemetery Funding Policy #26-2017



PEACE RIVER REGIONAL DISTRICT



GRANT APPLICATION FORM

Society #: 15286

Community Club or Group Name:

Mailing Address: Box 224

City: Groundbirch B.C.

Civic Address: RD 271

Contact Person: Sheila Bentenud

Tel: 250-719-5979

Fax:

Email: blackglasstwist@hotmail.com

Postal Code: V0C 1T0

Alternate Person: Pat warn

Tel: 250-782-0462

Fax:

Email:

CLUB EXECUTIVES

President: Pat warn

Vice President: Wayne Harris

Treasurer: Sheila Bentenud

PROJECT COSTS

Total Cost of Project: 1000.⁰⁰Amount Requested per year: 1000.⁰⁰For how many years? 1 yr ☒ 2 yrs ☐ 3 yrs ☐

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

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

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

-thankyou

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Sheila Bentenud

Date: April 30 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: ☒ Area E Cemetery

PLEASE REPLY TO:

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



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

STATEMENT OF ACCOUNTS

STATEMENT DATE	MEMBER NO.	PAGE
31 Jan 2019	643355	1 OF 2

006927

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

DATE	DESCRIPTION	NUMBER	WITHDRAWALS	DEPOSITS OR LOAN PAYMENT	LOAN PRINCIPAL	INTEREST	BALANCE
CHEQUING							
Chequing Non Profit Orgs Clubs: 100000495176							
105880901-Chequing-Business							
01 Jan 19	Opening Balance						3,569.53
16 Jan 19	Deposit			557.71			4,127.24
31 Jan 19	Service Charges		10.00				4,117.24
	Total Cheques	0					
SAVINGS							
Equity Shares: 100000874560							
105880901-Equity Shares-Business							
01 Jan 19	Opening Balance						35.74
END OF STATEMENT							

**Lake View
Credit Union**

Save the date! Lake View Credit Union is inviting you to attend our 75th Annual General Meeting on April 3rd, 2019. It will take place in the Theatre at the Calvin Kruk Centre for the Arts and begin at 7:00 PM.

Please take the time to review your statement carefully. You have 30 days to report any problems or concerns. Contact us at lvcu@lvcu.ca or by telephone.



Dawson Creek: (250) 782-4871

Chetwynd: (250) 788-9227

Tumbler Ridge: (250) 242-4871

June 18, 2019

OD = Overdraft
DR = Debit Balance
Page 1 of 117
XX = Limit Exceeded

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

1. POLICY

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

1.1 Applicant Eligibility

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

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

1.2 Eligible Expenses

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

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

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

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

1.4 Allocation of Funds

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

1.5 Acknowledgement of Grant Funding

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

2. PURPOSE

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

3. RESPONSIBILITY

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

4. DEFINITIONS

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

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

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

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

6. PROCEDURE

6.1 Approval Procedure

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

6.2 Disbursement of Funds

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

6.3 Recipient Acknowledgement

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



REPORT

To: Rural Budgets Administration Committee

Date: June 6, 2019

From: Lyle Smith, Chief Financial Officer

Subject: 2019 Electoral Areas B and C Grants-in-Aid Allocations for Ratification

RECOMMENDATION #1:

That the Rural Budgets Administration Committee ratify the recommended 2019 Electoral Area B Recreational and Cultural Grants-in-Aid Allocation amounts below, as determined by the community groups listed, at the meeting held on April 15, 2019:

Buick Community Club	\$ 12,000
Cecil Lake Recreation Commission	\$ 19,000
Goodlow Community Club	\$ 15,103
King's Valley Christian Camp	\$ 18,347
Montney Recreation Commission	\$ 17,500
North Peace 4H District Council	\$ 2,380
North Peace Fall Fair	\$ 1,050
North Peace Historical Society	\$ 4,000
Osborn Community Hall	\$ 17,000
Rock of Ages Bible Camp	\$ 12,120
Rose Prairie Community Curling Centre	\$ 7,000
North Peace Regional Grad Fest Society	\$ 1,000
North Peace 4H District Council (Annual Travel)	\$ 1,000
Area B Rural Bursary	\$ 1,000
Youth Travel	\$ 1,500
Total	\$130,000

RECOMMENDATION #2:

That the Rural Budgets Administration Committee ratify the recommended 2019 Electoral Area C Recreational and Cultural Grants-in-Aid Allocations amounts below, as determined by the community groups listed at the meeting held on April 15, 2019:

Charlie Lake Community Club	\$ 16,746.76
Lake Point Golf and Country Club	\$ 26,753.24
North Peace Fall Fair	\$ 3,500.00
North Peace Historical Society	\$ 10,000.00
North Peace Regional Grad Fest Society	\$ 1,000.00
Area C Rural Scholarship	\$ 1,000.00
Youth Travel	\$ 1,000.00
Total	\$ 60,000.00

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

BACKGROUND/RATIONALE:

The purpose of this report is to present the final recommended 2019 Rural Recreational and Cultural Grants-in-Aid (GIA) allocations to the Rural Budgets Administration Committee for final ratification. This process is in accordance with Section 7 of the Rural Recreational and Cultural Grants-in-Aid (GIA) policy statement, which states:

- g) All recommendations of Grant-in-Aid funding allocations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

All organizations listed in the above recommendations are registered non-profit societies in good standing with the *Societies Act* and meet the criteria outlined in the policy statement.

ALTERNATIVE OPTIONS:

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

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

- The recommended Area B Grants-in-Aid funding allocations are equal to the total Area B budget commitment of \$130,000.
- The recommended Area C Grants-in-Aid funding allocations are equal to the total Area C budget commitment of \$60,000.

COMMUNICATIONS CONSIDERATION(S):

Each Society will receive a letter outlining their 2019 GIA Allocation for their approved project, claim reimbursement timelines and procedures, and appropriate schedules.

OTHER CONSIDERATION(S):

Attachments:

1. 2019 Area B and C GIA Allocation Meeting Minutes
2. 2019 Area B GIA Allocations Spreadsheet
3. 2019 Area C GIA Allocations Spreadsheet



PEACE RIVER REGIONAL DISTRICT
Electoral Area 'B' and 'C' Recreational and Cultural Grants-in-Aid
Meeting Minutes

DATE: Monday, April 15, 2019

TIME: 7:00 p.m.

PLACE: Fort St. John Museum, Fort St. John, BC

PRESENT: Community Organizations
Buick Creek Community Club
Cecil Lake Recreation Commission
Charlie Lake Community Club
Goodlow Community Club
Kings Valley Christian Camp
Lake Point Golf and Country Club
Montney Recreation Commission
North Peace 4H District Council
North Peace Fall Fair
North Peace Historical Society
Osborn Community Hall
Rock of Ages Bible Camp Society
Rose Prairie Community Curling Centre Society
Wonowon Horse Club

Adlard Environmental Ltd. (Grant Writers) – Chris Hawkins

Peace River Regional District
 Director Karen Goodings, Electoral Area 'B', Meeting (Chair)
 Director Brad Sperling, Electoral Area 'C'
 Trish Morgan, General Manager of Community Services
 Jill Rickert, Community Services Coordinator, (Recorder)

CALL TO ORDER The meeting was called to order at 7:00 p.m.

OPENING REMARKS: Larry Evans of the North Peace Historical Society welcomed everyone to the Museum.
 Director Goodings thanked everyone for attending an introduced staff.

ADOPTION OF THE AGENDA: MOVED by Bruce Christenson, SECONDED by Larry Evans,
 That the agenda for the Electoral Area 'B' and 'C' Recreational and Cultural Grants-in-Aid
 Agenda for the April 15, 2019 meeting be adopted as presented.

1. CALLED TO ORDER:
2. OPENING REMARKS:
3. ADOPTION OF THE AGENDA:
4. MINUTES:
 M-1 Electoral Area 'B' and 'C' Recreation & Cultural Grants-in-Aid Meeting Minutes of April 16, 2018
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATION:
 D-1 PRRD Grant Writer, Chris Hawkins – Adlard Environmental Ltd.
7. CORRESPONDENCE:
8. BUSINESS ITEMS:

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'B' & 'C' Recreation and Cultural Grants-in-Aid
Meeting Minutes of April 15, 2019

-
- B-1 Recreational and Cultural Grants-in-Aid - Summary of Payables April 10, 2019
 - B-2 Electoral Area B Recreational and Cultural Grants-in-Aid Requests and Allocations Spreadsheet
 - B-3 Electoral Area C Recreational and Cultural Grants-in-Aid Request and Allocations Spreadsheet
 - 9. ITEMS FOR DISCUSSION:
 - I-1 GIA Policy Amendments – For Information
 - I-2 GIA Policy Amendments – For Discussion
 - I-3 Northeast BC Emergency and Public Alerts
 - 10. NEXT MEETING: April 20, 2020 – location to be determined
 - 11. ADJOURNED:

CARRIED

MINUTES:

M-1 Area 'B' and Area 'C' Recreational & Cultural Grants-in-Aid Meeting Minutes of April 16, 2018

MOVED by Bruce Christensen, SECONDED by Kevin Penner,
That the Electoral Area 'B' and 'C' Recreational and Cultural Grants-in-Aid Meeting Minutes of April 16, 2018 be adopted as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

None

ITEMS OF NEW BUSINESS:

Delegation from PRRD Grant Writer, Chris Hawkins of Adlard Environmental Ltd.

DELEGATION

D-1 Regional District Grant Writer – Adlard Environmental Ltd.

Adlard Environmental Ltd presented information on grant writer services available to community groups, summary of grants assisted with in 2018, and review of what will be coming forward in 2019.

CORRESPONDENCE

None

BUSINESS ITEMS

B-1 Recreational and Cultural Grants-in-Aid Summary of Payables for April 10, 2019

Trish Morgan, General Manager of Community Services reviewed the amounts listed on the document and reminded all groups funding must be utilized within three years of the year it was allocated, by December 31st.

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'B' & 'C' Recreation and Cultural Grants-in-Aid
Meeting Minutes of April 15, 2019

BUSINESS ITEMS**CONTINUED**

B-2 Electoral Area 'B' Recreational and Cultural Grants-in-Aid Allocations MOVED by Evelyn Sim, SECONDED by Joe Bergen,
That the following 2019 Recreational and Cultural Grants-in-Aid Allocations for Electoral Area 'B' be recommended to the Rural Budgets Administration Committee for ratification as determined at the April 15, 2019 Grants-in-Aid Allocation meeting:

Buick Community Club	\$ 12,000
Cecil Lake Recreation Commission	\$ 19,000
Goodlow Community Club	\$ 15,103
King's Valley Christian Camp	\$ 18,347
Montney Recreation Commission	\$ 17,500
North Peace 4H District Council	\$ 2,380
North Peace Fall Fair	\$ 1,050
North Peace Historical Society	\$ 4,000
Osborn Community Hall	\$ 17,000
Rock of Ages Bible Camp	\$ 12,120
Rose Prairie Community Curling Centre	\$ 7,000
North Peace Regional Grad Fest Society	\$ 1,000
North Peace 4H District Council (Annual Travel)	\$ 1,000
Area B Rural Bursary	\$ 1,000
Youth Travel	<u>\$ 1,500</u>
Total	\$130,000

CARRIED

B-3 Electoral Area 'C' Recreational and Cultural Grants-in-Aid Allocations MOVED by Dave Smith, SECONDED by Lynne Holland,
That the following 2019 Recreational and Cultural Grants-in-Aid Allocations for Electoral Area 'C' be recommended to the Rural Budgets Administration Committee for ratification as determined at the April 15, 2019 Grants-in-Aid Allocation meeting:

Charlie Lake Community Club	\$ 16,746.76
Lake Point Golf and Country Club	\$ 26,753.24
North Peace Fall Fair	\$ 3,500.00
North Peace Historical Society	\$ 10,000.00
North Peace Regional Grad Fest Society	\$ 1,000.00
Area C Rural Scholarship	\$ 1,000.00
Youth Travel	<u>\$ 1,000.00</u>
Total	\$ 60,000.00

CARRIED

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'B' & 'C' Recreation and Cultural Grants-in-Aid
Meeting Minutes of April 15, 2019

**ITEMS FOR
DISCUSSION**

- | | |
|--|---|
| I-1 GIA Policy Amendments – For Information | <p>Staff reviewed the amendments to the GIA Policy and their impacts on the process. Topics covered were:</p> <ul style="list-style-type: none"> • Effective 2020 GIA Intake – Application packages no longer mailed out, will need to download from the website; • GIA Application, Schedule A – reduced to two pages; • Supporting Documentation – now require only 1 quote to support capital or expenses over \$3,000; • Funding Amendments – Effective January 1, 2019 grant recipients can no longer apply to reallocate unclaimed GIA allocations in 2019 and thereafter. Prior year (2018 or before) GIA allocations are exempt from process. • Awards and Recognition Program – Cancellation of Volunteer Banquet, Continuation of Volunteer Recognition Awards, nominations due by June 30th. |
| I-2 GIA Policy Amendments – For Discussion | <p>Staff reviewed with community groups the potential changes to the GIA policy and process for discussion, in an effort to further identify improvements. Topics of discussion were:</p> <ol style="list-style-type: none"> 1. Change the GIA allocation meeting to March. 2. Allow participants to participate at the meeting by telephone or by virtual participation. 3. Centralize location of GIA Allocation annually. 4. Unspent funds – timeframe to utilize all funding amend to two years. |
| I-3 Northeast BC Emergency and Public Alerts | <p>Staff provided a review of the purpose of the system, its uses and how to sign up.</p> |
| NEXT MEETING: | <p>April 20, 2020 to be held at the Cecil Lake Recreation Commission</p> |
| ADJOURNED: | <p>MOVED by Dave Smith, SECONDED by Larry Evans,
That the meeting be adjourned.</p> <p>The meeting adjourned at 8:30 p.m.</p> |

Director, Karen Goodings (Chair)
Electoral Area 'B'

Director, Brad Sperling,
Electoral Area 'C'

Trish Morgan,
General Manager of Community Services

2019 Area B GIA

Organization name	Projects	Capital Costs Requested	Insurance Requested	Total Request	Total Project Cost	% Proposed for PRRD to fund	Recommendation from the GIA Meeting
Buick Creek Community Club	installation of flooring in kitchen and washrooms, new propane heater, insurance	\$ 19,017.73	\$ 2,977.00	\$ 21,994.73	\$ 21,994.73	100%	\$ 12,000.00
Cecil Lake Recreation Commission	Improvements to kitchen, bathrooms, hand railings, siding of hall, new acoustic system, new bleachers for ball diamond	\$ 102,250.00	\$	\$ 103,075.00	\$ 103,075.00	100%	\$ 19,000.00
Goodlow Community Club	Gazebo and bleachers	\$ 20,103.00	\$ 700.00	\$ 20,803.00	\$ 20,803.00	100%	\$ 15,103.00
King's Valley Christian Camp	Insurance; kitchen cabinets, dining tables; siding small cabins, coverall building, computer & printer, truck plow, heater, bbq	\$ 18,600.00	\$ 8,000.00	\$ 26,600.00	\$ 26,600.00	100%	\$ 18,347.00
Montney Recreation Commission	new kitchen range; insurance; signage, gravel for parking lot	\$ 3,400.00	\$ 3,275.00	\$ 24,275.00	\$ 30,180.00	100%	\$ 17,500.00
North Peace 4 H District Council	insurance; purchase upright freezer and fridge	\$	\$ 630.00	\$ 2,680.00	\$ 2,680.00	100%	\$ 2,380.00
North Peace Fall Fair	improvements to rabbit & pet exhibition; accessibility improvements (ramps); grounds and event insurance	\$	\$ 1,350.00	\$ 3,500.00	\$ 3,500.00	50%	\$ 1,050.00
North Peace Historical Society	New exhibit walls in museum.	\$ 10,000.00	\$	\$ 10,000.00	\$ 20,000.00	50%	\$ 4,000.00
Osborn Community Hall	Roof and floor improvements	\$ 22,278.68	\$ 897.00	\$ 22,278.68	\$ 22,278.68	100%	\$ 17,000.00
NEW Rock of Ages Bible Camp	purchase cookware & dinnerware for kitchen; purchase lumber for gazebo; purchase tables chairs dining room; establish water well; electrical work; seed lawn; land survey for donated land	\$ 11,900.00	\$ 3,720.00	\$ 15,620.00	\$ 68,870.00	23%	\$ 12,120.00
Rose Prairie Community Curling Centre	removal of shed; purchase tables; drainage to lines for ice rink	\$3,000	\$ 3,600.00	\$ 12,450.00	\$ 23,615.00	53%	\$ 7,000.00
Subtotal		\$ 210,549.41	\$ 25,149.00	\$ 263,276.41	\$ 343,596.41		\$ 125,500.00

Note: North Peace Fall Fair, North Peace Historical & North Peace Light Horse Assoc. share with Area B & C

Director's Annual Commitments		Requested Amount	Meeting Recommendation
NP Regional Gradfest	\$ 1,000.00		\$ 1,000.00
North Peace 4-H District Council	\$ 1,000.00		\$ 1,000.00
Area B Rural Bursary	\$ 1,000.00		\$ 1,000.00
Youth Travel	\$ 1,500.00		\$ 1,500.00
Totals	\$ 4,500.00	\$ 263,276.41	\$ 130,000.00

\$ -

REQUESTED Amounts April 15, 2019	
Total Fund	\$ 130,000.00
Total COMMITTED	\$ 4,500.00
Total Available	\$ 125,500.00
Minus Meeting Recommendations	\$ 125,500.00
Balance Remaining	\$ -

June 18, 2019

2019 Area C GIA

Organization Name	Projects	Capital Costs Requested	Insurance Requested	Total Request	Total Project Cost	% Proposed for PRRD to fund	Recommendation from the GIA Meeting
Charlie Lake Community Club	install yard lighting and establish remote electrical service; hall improvements - kitchen	\$ 17,600.00	\$ 4,100.00	\$ 21,700.00	\$ 21,700.00	100%	\$ 16,746.76
Lakepoint Golf & Country Club	New Flooring and Light fixtures for the clubhouse	\$ 34,253.24		\$ 34,253.24	\$ 34,253.24	100%	\$ 26,753.24
	improvements to rabbit & pet exhibition; accessibility improvements (ramps); grounds and event insurance						\$ 3,500.00
North Peace Fall Fair			\$ 1,350.00	\$ 3,500.00	\$ 3,500.00	50%	\$ 10,000.00
North Peace Historical Society	New exhibit walls in museum.	\$ 10,000.00		\$ 10,000.00	\$ 20,000.00	50%	
Subtotal		\$ 61,853.24	\$ 5,450.00	\$ 69,453.24	\$ 79,453.24		\$ 57,000.00

Note: North Peace Fall Fair, North Peace Historical & North Peace Light Horse Assoc. share with Area B & C

Director's Annual Commitments		Requested Amount	Meeting Recommendation
NP Regional Gradfest	\$ 1,000.00		\$ 1,000.00
Area C Rural Scholarship	\$ 1,000.00		\$ 1,000.00
Youth Travel	\$ 1,000.00		\$ 1,000.00
Totals	\$ 3,000.00	\$ 69,453.24	\$ 60,000.00
			\$ -

REQUESTED Amounts April 15, 2019	
Total Fund	\$ 60,000.00
Total COMMITTED	\$ 3,000.00
Total Available	\$ 57,000.00
Minus Meeting Recommendations	\$ 57,000.00
Balance Remaining	\$ -



REPORT

To: Rural Budgets Administration Committee

Date: June 7, 2019

From: Lyle Smith, Chief Financial Officer

Subject: 2019 Electoral Area E Grants-in-Aid Allocations for Ratification

RECOMMENDATION:

That the Rural Budgets Administration Committee ratify the recommended 2019 Electoral Area E Recreational and Cultural Grants-in-Aid Allocation amounts below, as determined by the community groups listed, at the meeting held on April 16, 2019;

Camp Emile	\$ 8,307.24
Chetwynd & District Rod and Gun Club	\$ 23,300.00
Chetwynd Electric Eels	\$ 10,000.00
Chetwynd Gymkhana Club	\$ 3,773.76
Chetwynd Horse Club	\$ 5,040.00
Chetwynd Social Planning Society	\$ 8,000.00
Foothills Team Roping	\$ 10,325.00
Little Giant Figure Skating	\$ 15,000.00
Little Prairie Heritage Society	\$ 8,675.00
Moberly Lake Community Association	\$ 5,000.00
Pine Valley Seniors Society	\$ 2,579.00
Electoral Area E Bursaries	\$ 1,000.00
Youth Travel	\$ <u>3,000.00</u>
Total	\$ 103,000.00

BACKGROUND/RATIONALE:

The purpose of this report is to present the final recommended 2019 Rural Recreational and Cultural Grants-in-Aid (GIA) allocations to the Rural Budgets Administration Committee for final ratification. This process is in accordance with Section 7 of the Rural Recreational and Cultural Grants-in-Aid (GIA) policy statement, which states:

- g) All recommendations of Grant-in-Aid funding allocations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

All organizations listed in the above recommendations are registered non-profit societies in good standing with the *Societies Act* and meet the criteria outlined in the policy statement.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

ALTERNATIVE OPTIONS:

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

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

The recommended Electoral Area E Grants-in-Aid funding allocations are equal to the total Area E budget commitment of \$103,000.

COMMUNICATIONS CONSIDERATION(S):

Each Society will receive a letter outlining their 2019 GIA Allocation for their approved project, claim reimbursement timelines and procedures, and appropriate schedules.

OTHER CONSIDERATION(S):

None.

Attachments:

1. 2019 Area E GIA Allocation Meeting Minutes
2. 2019 Area E GIA Allocations Spreadsheet



PEACE RIVER REGIONAL DISTRICT
Electoral Area 'E' Recreational and Cultural Grants-in-Aid
Meeting Minutes

DATE: Tuesday, April 16, 2019

TIME: 7:00 p.m.

PLACE: Chetwynd & District Recreation Centre, Chetwynd, BC

PRESENT: Community Organizations
Chetwynd & District Rod & Gun Club
Chetwynd Electric Eels
Chetwynd Gymkhana Club
Chetwynd Social Planning Society
Foothills Team Roping
Little Giant Figure Skating
Moberly Lake Community Association
Pine Valley Seniors

Adlard Environmental Ltd. (Grant Writers) – Chris Hawkins

Peace River Regional District
 Director Dan Rose (Chair)
 Trish Morgan, General Manager of Community Services
 Jill Rickert, Community Services Coordinator, (Recorder)

ABSENT: Camp Emile Society, Chetwynd Gymkhana, Little Prairie Heritage Society

CALL TO ORDER The meeting was called to order at 7:05 p.m.

OPENING REMARKS: Director Rose opened the meeting, welcomed and thanked everyone for attending.

ADOPTION OF THE AGENDA: MOVED by George Mallia, SECONDED by Ian Stacey,
 That the agenda for the Electoral Area 'E' Recreational and Cultural Grants-in-Aid Agenda for the April 16, 2019 meeting be adopted as presented.

1. CALLED TO ORDER:
2. OPENING REMARKS:
3. ADOPTION OF THE AGENDA:
4. MINUTES:
 M-1 Electoral Area 'E' Recreation & Cultural Grants-in-Aid Meeting Minutes of April 17, 2018
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATION:
 D-1 PRRD Grant Writer, Chris Hawkins – Adlard Environmental Ltd.
7. CORRESPONDENCE:
8. BUSINESS ITEMS:
 B-1 Recreational and Cultural Grants-in-Aid - Summary of Payables April 10, 2019
 B-2 Electoral Area E Recreational and Cultural Grants-in-Aid Requests and Allocations Spreadsheet
9. ITEMS FOR DISCUSSION:
 I-1 GIA Policy Amendments – For Information
 I-2 GIA Policy Amendments – For Discussion
 I-3 Northeast BC Emergency and Public Alerts
10. NEXT MEETING: April 21, 2020 – location to be determined
11. ADJOURNED:

CARRIED

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'E' Recreational and Cultural Grants-in-Aid
Meeting Minutes of April 16, 2019

MINUTES:

M-1 Area 'E' Recreational & Cultural Grants-in-Aid Meeting Minutes of April 17, 2018

MOVED by Ian Stacey, SECONDED by Steve Dowling,
That the Electoral Area 'E' Recreational and Cultural Grants-in-Aid Meeting Minutes of April 17, 2018 be adopted as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

None

DELEGATION

D-1 Regional District Grant Writer – Adlard Environmental Ltd.

Adlard Environmental Ltd presented information on grant writer services available to community groups, summary of grants assisted with in 2018, and review of what will be coming forward in 2019.

BUSINESS ITEMS

B-1 Recreational and Cultural Grants-in-Aid Summary of Payables for April 10, 2019

Trish Morgan, General Manager of Community Services reviewed the amounts listed on the document and reminded all groups funding must be utilized within three years of the year it was allocated, by December 31st.

MOVED by Ian Stacey, SECONDED by Steve Dowling,
That the Recreational and Cultural Grants-in-Aid Summary of Payables for April 10, 2019 be adopted as presented.

CARRIED

B-2 Electoral Area 'E' Recreational and Cultural Grants-in-Aid Allocations

MOVED by Justin Harmacek, SECONDED by Trisha MacTavish,
That the following 2019 Recreational and Cultural Grants-in-Aid Allocations for Electoral Area 'E' be recommended to the Rural Budgets Administration Committee for ratification as determined at the April 16, 2019 Grants-in-Aid Allocation meeting:

Camp Emile	\$	8,307.24
Chetwynd & District Rod and Gun Club	\$	23,300.00
Chetwynd Electric Eels	\$	10,000.00
Chetwynd Gymkhana Club	\$	3,773.76
Chetwynd Horse Club	\$	5,040.00
Chetwynd Social Planning Society	\$	8,000.00
Foothills Team Roping	\$	10,325.00
Little Giant Figure Skating	\$	15,000.00
Little Prairie Heritage Society	\$	8,675.00
Moberly Lake Community Association	\$	5,000.00
Pine Valley Seniors Society	\$	2,579.00
Electoral Area E Bursaries	\$	1,000.00
Youth Travel	\$	<u>3,000.00</u>
Total	\$	103,000.00

CARRIED

PEACE RIVER REGIONAL DISTRICT
Electoral Area 'E' Recreational and Cultural Grants-in-Aid
Meeting Minutes of April 16, 2019

MOVED by Justin Harmacek, SECONDED by Trisha MacTavish,
That the attendance requirement of the policy which states "that at least one representative from each applicant organization must be in attendance to receive Grants-in-Aid", be waived; and further that those groups absent, Camp Emile Society, Chetwynd Gymkhana and Little Prairie Heritage Society, be authorized to receive a grant allocation as determined at the April 16, 2019 Area E Grants-in-Aid Allocation meeting.

**ITEMS FOR
DISCUSSION**

**I-1 GIA Policy
Amendments – For
Information**

Staff reviewed the amendments to the GIA Policy and their impacts on the process. Topics covered were:

- Effective 2020 GIA Intake – Application packages no longer mailed out, will need to download from the website;
- GIA Application, Schedule A – reduced to two pages;
- Supporting Documentation – now require only 1 quote to support capital or expenses over \$3,000;
- Funding Amendments – Effective January 1, 2019 grant recipients can no longer apply to reallocate unclaimed GIA allocations in 2019 and thereafter. Prior year (2018 or before) GIA allocations are exempt from process.
- Awards and Recognition Program – Cancellation of Volunteer Banquet, Continuation of Volunteer Recognition Awards, nominations due by June 30th.

**I-2 GIA Policy
Amendments – For
Discussion**

Staff reviewed with community groups the potential changes to the GIA policy and process for discussion, in an effort to further identify improvements. Topics of discussion were:

1. Change the GIA allocation meeting to March.
2. Allow participants to participate at the meeting by telephone or by virtual participation.
3. Determined that Chetwynd & District Recreation Centre will be permanent location for all future GIA Allocation meetings.
4. Unspent funds – timeframe to utilize all funding amend to two years.

**I-3 Northeast BC
Emergency and
Public Alerts**

Staff provided a review of the purpose of the system, its uses and how to sign up.

NEXT MEETING:

April 21, 2020 to be held at the Chetwynd & District Recreation Centre

ADJOURNED:

MOVED by Steve Dowling, SECONDED by Ian Stacey,
That the meeting be adjourned.

The meeting adjourned at 8:13 p.m.

Director, Dan Rose (Chair)
Electoral Area 'E'

Trish Morgan, General Manager of
Community Services

2019 Area E GIA

Organization name	Projects	Capital Costs Requested	Insurance Requested	Total Request	Total Project Cost	Director's Recommendation
Camp Emile	Replace front entrance to hall/kitchen; roofing hall and kitchen	\$ 55,000.00	\$	55,000.00	\$ 55,000.00	\$ 8,307.24
Chetwynd & District Rod & Gun Club						
	landscaping, outdoor archery, kitchen upgrades, bridge installation, hydro, TELUS, insurance, equip maintenance	\$ 12,000.00	\$ 2,500.00	\$ 23,300.00	\$ 23,300.00	\$ 23,300.00
Chetwynd Electric Eels	Operations costs, pool rent, purchase of swim equip-fins, snorkels, swim blocks.		\$ 156.00	\$ 10,000.00	\$ 83,230.00	\$ 10,000.00
Chetwynd Gymkhana Club	arena rental, insurance advertising and clinics, poker ride and gymkhana events		\$ 500.00	\$ 3,773.76	\$ 12,520.00	\$ 3,773.76
Chetwynd Horse Club	rental fees for facility use; riding lessons and clinics	\$ 185.00	\$	5,040.00	\$ 5,607.13	\$ 5,040.00
Chetwynd Social Planning Society	Circus North Camp	\$ 250.00	\$	8,000.00	\$ 18,350.00	\$ 8,000.00
Foothills Team Roping	35 New panels for Fencing at \$295/panel	\$ 10,325.00	\$ 500.00	10,325.00	\$ 15,267.75	\$ 10,325.00
Little Giant Figure Skating	Ice rental fees; skate program and carnival year end expenses; carnival year end show; coaching certification	\$ 2,245.00	\$	15,000.00	\$ 47,885.38	\$ 15,000.00
Little Prairie Heritage Society	General Operations & maintenance of museum	\$ 3,000.00	\$	8,675.00	\$ 8,675.00	\$ 8,675.00
Moberly Lake Community Association	Operational Costs; bldg. repairs, new tables	\$ 1,500.00	\$	5,000.00	\$ 31,951.85	\$ 5,000.00
Pine Valley Seniors	Insurance; Installation of air conditioning unit at hall.	\$ 2,579.00	\$	2,579.00		\$ 2,579.00
Subtotals		\$ 77,325.00	\$ 16,175.00	\$ 146,692.76	\$ 356,787.11	\$ 100,000.00

Director's Annual Commitments			Directors Recommendation
Electoral Area E Bursaries	\$	1,000.00	\$ 1,000.00
Youth Travel	\$	2,000.00	\$ 2,000.00
Totals	\$	3,000.00	\$ 103,000.00

REQUESTED Amounts April 16, 2019	
Total Fund	\$ 103,000.00
Total COMMITTED	\$ 3,000.00
Total Available	\$ 100,000.00
Minus Directors Recommendations	\$ 100,000.00
Balance Remaining	\$ -



REPORT

To: Rural Budgets Administration Committee

Date: June 7, 2019

From: Lyle Smith, Chief Financial Officer

Subject: 2019 South Peace Sub-Regional Grants-in-Aid Allocations for Ratification

RECOMMENDATION:

That the Rural Budgets Administration Committee ratify the recommended 2019 South Peace Sub-Regional Recreational and Cultural Grants-in-Aid Allocation amounts below, as determined by the community groups listed, at the meeting held on April 17, 2019:

Bessborough Community Club	\$ 6,000.00
Cutbank Community Club	\$ 10,607.66
Dawson Creek Sportsman's Club	\$ 23,673.19
Dawson Creek Youth Centre/The ARK	\$ 11,173.19
Doe River Recreation Commission	\$ 7,699.91
Farmington Community Association	\$ 11,173.19
Groundbirch Recreation Commission	\$ 2,200.00
Kilkerran Recreation Commission	\$ 2,000.00
McLeod Recreation & Social Services Society	\$ 13,980.07
Rolla Ratepayers Association	\$ 10,673.19
Sunset Prairie Recreation Commission	\$ 15,673.19
Swan Lake Enhancement Society	\$ 800.00
Tomslake Community Cultural Association	\$ 6,000.00
Tomslake & District Recreation Commission	\$ 11,673.19
Tupper Community Club	\$ 12,173.19
Sub-Regional Scholarship	\$ 1,500.00
Sub-Regional Trades Bursary	\$ 1,500.00
Youth Travel	\$ 1,500.00
Total	\$ 150,000.00

BACKGROUND/RATIONALE:

The purpose of this report is to present the final recommended 2019 Rural Recreational and Cultural Grants-in-Aid (GIA) allocations to the Rural Budgets Administration Committee for final ratification. This process is in accordance with Section 7 of the Rural Recreational and Cultural Grants-in-Aid (GIA) policy statement, which states:

- g) All recommendations of Grant-in-Aid funding allocations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

All organizations listed in the above recommendations are registered non-profit societies in good standing with the *Societies Act* and meet the criteria outlined in the policy statement.

ALTERNATIVE OPTIONS:

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

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

The recommended South Peace Sub-Regional Area Grants-in-Aid funding allocations are equal to the total South Peace Sub-Regional Area budget commitment of \$150,000.

COMMUNICATIONS CONSIDERATION(S):

Each Society will receive a letter outlining their 2019 GIA Allocation for their approved project, claim reimbursement timelines and procedures, and appropriate schedules.

OTHER CONSIDERATION(S):

None.

Attachments:

1. 2019 South Peace Sub-Regional Area GIA Allocation Meeting Minutes
2. 2019 South Peace Sub-Regional Area GIA Allocations Spreadsheet



PEACE RIVER REGIONAL DISTRICT
South Peace Sub-Regional Recreational and Cultural Grants-in-Aid
Meeting Minutes

DATE: Tuesday, April 17, 2019

TIME: 7:00 p.m.

PLACE: Tupper Community Hall, Tomslake, BC

PRESENT: Community Organizations
Bessborough Community Club
Cutbank Community Club
DC Sportsman's Club
DC Youth Centre/The ARK
Doe River Recreation Commission
Farmington Community Association
Groundbirch Recreation Commission
Kilkerran Recreation Commission
McLeod Recreation & Social Services Society
Rolla Ratepayers Association
Sunset Prairie Recreation Commission
Swan Lake Enhancement Society
Tomslake Community Cultural Association
Tomslake & District Recreation Commission
Tupper Community Club

Adlard Environmental Ltd. (Grant Writers) – Chris Hawkins

Peace River Regional District
 Director, Leonard Hiebert (Chair)
 Director, Dan Rose
 Trish Morgan, General Manager of Community Services
 Jill Rickert, Community Services Coordinator, (Recorder)

CALL TO ORDER The meeting was called to order at 7:01 p.m.

OPENING REMARKS: Director Hiebert opened the meeting and thanked everyone for attending.

ADOPTION OF THE AGENDA: MOVED by Jim Strasky, SECONDED by Candice Wadell,
 That the agenda for the South Peace Sub-Regional Recreational and Cultural Grants-in-Aid
 Agenda for the April 17, 2019 meeting be adopted as presented.

1. CALLED TO ORDER:
2. OPENING REMARKS:
3. ADOPTION OF THE AGENDA:
4. MINUTES:
 M-1 South Peace Sub-Regional Recreation and Cultural Grants-in-Aid Meeting Minutes of April 18,
 2018
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATION:
 Adlard Environmental Ltd. - PRRD Grant Writer, Chris Hawkins

PEACE RIVER REGIONAL DISTRICT
South Peace Sub-Regional Recreational and Cultural Grants-in-Aid
Meeting Minutes of April 17, 2019

7. BUSINESS ITEMS:
 - B-1 Recreational and Cultural Grants-in-Aid - Summary of Payables April 10, 2019
 - B-2 South Peace Sub-Regional Recreational and Cultural Grants-in-Aid Requests and Allocations Spreadsheet
8. ITEMS FOR DISCUSSION:
 - I-1 GIA Policy Amendments – For Information
 - I-2 GIA Policy Amendments – For Discussion
 - I-3 Northeast BC Emergency and Public Alerts
9. NEXT MEETING: April 22, 2020– location to be determined
10. ADJOURNED:

CARRIED

MINUTES:

M-1 South Peace Sub-Regional Area Recreational & Cultural Grants-in-Aid Meeting Minutes of April 18, 2018

MOVED by Faye Salisbury, SECONDED by Frank Dyck,
 That the South Peace Sub-Regional Recreational and Cultural Grants-in-Aid Meeting Minutes of April 18, 2018 be adopted as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

None

DELEGATION

D-1 Regional District Grant Writer – Adlard Environmental Ltd.

Adlard Environmental Ltd presented information on grant writer services available to community groups, summary of grants assisted with in 2018, and review of what will be coming forward in 2019.

BUSINESS ITEMS

B-1 Recreational and Cultural Grants-in-Aid Summary of Payables for April 10, 2019

Trish Morgan, General Manager of Community Services reviewed the amounts listed on the document and reminded all groups funding must be utilized within three years of the year it was allocated, by December 31st.

MOVED by Candice Waddell, SECONDED by Linda Ash,
 That the Recreational and Cultural Grants-in-Aid Summary of Payables for April 10, 2019 be received for information.

CARRIED

B-2 South Peace Sub-Regional Area Recreational and Cultural Grants-in-Aid Allocations

MOVED by Iva Tuttle, SECONDED by Ed McCullough,
 That the following 2019 South Peace Sub-Regional Recreational and Cultural Grants-in-Aid Allocations be recommended to the Rural Budgets Administration Committee for ratification as determined at the April 17, 2019 Grants-in-Aid Allocation meeting:

Bessborough Community Club	\$ 6,000.00
Cutbank Community Club	\$ 10,607.66
Dawson Creek Sportsman's Club	\$ 23,673.19
Dawson Creek Youth Centre/The ARK	\$ 11,173.19

PEACE RIVER REGIONAL DISTRICT
South Peace Sub-Regional Recreational and Cultural Grants-in-Aid
Meeting Minutes of April 17, 2019

Doe River Recreation Commission	\$ 7,699.91
Farmington Community Association	\$ 11,173.19
Groundbirch Recreation Commission	\$ 2,200.00
Kilkerran Recreation Commission	\$ 2,000.00
McLeod Recreation & Social Services Society	\$ 13,980.07
Rolla Ratepayers Association	\$ 10,673.19
Sunset Prairie Recreation Commission	\$ 15,673.19
Swan Lake Enhancement Society	\$ 800.00
Tomslake Community Cultural Association	\$ 6,000.00
Tomslake & District Recreation Commission	\$ 11,673.19
Tupper Community Club	\$ 12,173.19
Sub-Regional Scholarship	\$ 1,500.00
Sub-Regional Trades Bursary	\$ 1,500.00
Youth Travel	\$ 1,500.00
Total	\$ 150,000.00

CARRIED

**ITEMS FOR
DISCUSSION**

**I-1 GIA Policy
Amendments – For
Information**

Staff reviewed the amendments to the GIA Policy and their impacts on the process. Topics covered were:

- Effective 2020 GIA Intake – Application packages no longer mailed out, will need to download from the website;
- GIA Application, Schedule A – reduced to two pages;
- Supporting Documentation – now require only 1 quote to support capital or expenses over \$3,000;
- Funding Amendments – Effective January 1, 2019 grant recipients can no longer apply to reallocate unclaimed GIA allocations in 2019 and thereafter. Prior year (2018 or before) GIA allocations are exempt from process.
- Awards and Recognition Program – Cancellation of Volunteer Banquet, Continuation of Volunteer Recognition Awards, nominations due by June 30th.

**I-2 GIA Policy
Amendments – For
Discussion**

Staff reviewed with community groups the potential changes to the GIA policy and process for discussion, in an effort to further identify improvements. Topics of discussion were:

1. Change the GIA allocation meeting to March.

MOVED by Art Seidl, SECONDED by Faye Salisbury,
That the Recreational and Cultural Grants-in-Aid application deadline to apply for grant funding remain the same at January 31st of each year for all future intakes.

Art Seidl clarified that each society present would get 1 vote

Results - 15 societies present at meeting, of which 6 voted in favour, 4 were opposed and 5 abstained; no majority.

DEFEATED

PEACE RIVER REGIONAL DISTRICT
South Peace Sub-Regional Recreational and Cultural Grants-in-Aid
Meeting Minutes of April 17, 2019

2. Allow participants to participate at the meeting by telephone or by virtual participation.
3. Determine a permanent location for all future GIA Allocation meetings.
4. Unspent funds – timeframe to utilize all funding amend to two years.

I-3 Northeast BC
Emergency and
Public Alerts

Staff provided a review of the purpose of the system, its uses and how to sign up.

NEXT MEETING: April 22, 2020 to be held at the Cutbank Community Hall

ADJOURNED: MOVED by Candice Waddell, SECONDED by Art Seidl,
That the meeting be adjourned.

The meeting adjourned at 8:50 p.m.

Director, Leonard Hiebert (Chair)
Electoral Area 'D'

Director, Dan Rose
Electoral Area 'E'

Trish Morgan, General Manager of
Community Services

2019 Sub-Regional GIA

Organization Name	Projects	Insurance Requested	Total Request	Total Project Cost	% Proposed for PRRD to fund	Director's Recommendation	Final Recommendation
Bessborough Community Club	Operating costs	\$ 4,305.00	\$ 6,000.00	\$ 11,438.85	52%	\$ 4,500.00	\$ 6,000.00
Cutbank Community Club	Replace lagoon fence; ops - insurance & propane	\$ 6,773.94	\$ 13,868.94	\$ 34,499.03	40%	\$ 6,934.47	\$ 10,607.66
DC Sportsman's Club	Maintenance of property, buildings; expansion of yth programs; archery & shotgun improvements	\$ 12,500.00	\$ 40,000.00	\$ 137,597.67	29%	\$ 20,000.00	\$ 23,673.19
DC Youth Centre/The ARK	Operational costs - utilities, insurance some general maintenance	\$ 4,120.00	\$ 15,000.00	\$ 166,028.73	9%	\$ 7,500.00	\$ 11,173.19
Doe River Recreation Commission	Operational/Maintenance expenses; wheelchair access at entrance; replace industrial dishwasher; install heater (incl. electrical panel) in playroom; purchase large screen projector and DVD player; improvements to storage container, gate posts and fencing at Rodeo Grounds.	\$ 6,000.00	\$ 7,699.91	\$ 43,450.00	18%	\$ 5,774.93	\$ 7,699.91
Farmington Community Association	General operating costs	\$ 3,000.00	\$ 15,000.00	\$ 26,200.00	57%	\$ 7,500.00	\$ 11,173.19
Groundbirch Recreation Commission	Insurance	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	100%	\$ 1,650.00	\$ 2,200.00
Kilkerran Recreation Commission	Improvements, repairs and maintenance to hall, insurance	\$ 1,458.00	\$ 2,000.00	\$ 2,000.00	100%	\$ 1,500.00	\$ 2,000.00
McLeod Recreation & Social Services Society	maintenance to outdoor skating rink; purchase of puck boards for curling rink; operational costs	\$ 4,007.00	\$ 20,613.76	\$ 20,613.76	100%	\$ 10,306.88	\$ 13,980.07
Rolla Ratepayers Association	Refinish flooring; gas and hydro; yard maintenance	\$ 6,000.00	\$ 14,000.00	\$ 20,511.71	68%	\$ 7,000.00	\$ 10,673.19
Sunset Prairie Recreation Commission	Operational Costs; build ramp for improved accessibility; improve exhibition building; build new chicken coops.	\$ 6,000.00	\$ 22,258.00	\$ 29,714.88	75%	\$ 12,000.00	\$ 15,673.19
Swan Lake Enhancement Society	Operational costs - AGM, Annual tree program, BBQ event	\$ 800.00	\$ 800.00	\$ 800.00	100%	\$ 600.00	\$ 800.00
Tomslake Community Cultural Association	Insurance, install sliding doors between kitchen & hall, steps at front, painting upgrades.	\$ 3,000.00	\$ 6,000.00	\$ 23,658.00	25%	\$ 4,500.00	\$ 6,000.00
Tomslake & District Recreation Commission	Maintenance and upkeep to existing facilities	\$ 1,950.00	\$ 16,000.00	\$ 17,314.00	92%	\$ 8,000.00	\$ 11,673.19
Tupper Community Club	Utilities and insurance	\$ 5,000.00	\$ 17,000.00	\$ 42,538.37	40%	\$ 8,500.00	\$ 12,173.19
Subtotal		\$ 66,313.94	\$ 198,440.61	\$ 578,565.00		\$ 106,266.28	\$ 145,500.00

Director's Annual Commitment	Requested Amount	Directors Recommendation	Final Recommendation
Sub-Reg. Scholarship & Bursary	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Youth Travel	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Totals	\$ 4,500.00	\$ 198,440.61	\$ 110,766.28

REQUESTED Amounts April 17, 2019	
Total Fund	\$ 150,000.00
Total COMMITTED	\$ 4,500.00
Total Available	\$ 145,500.00
Minus Final Recommendation	\$ 145,500.00
Balance Remaining	\$ -



REPORT

To: Rural Budgets Administration Committee

Date: June 10, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – City of Dawson Creek, Summer Swim Program

RECOMMENDATION:

1. That the Rural Budgets Administration Committee authorize a grant for the City of Dawson Creek in the amount of \$5,000, payable from Electoral Area D BC Rail/Peace River Agreement funds in the amount of \$3,750 and from Electoral Area E BC Rail/Peace River Agreement funds in the amount of \$1,250 to assist with the Summer Swim program at the Kenn Borek Aquatic Centre.
2. That the Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget to:
 1. Increase Transfer from Reserves – BC/PRA by \$5,000 and;
 2. Increase Rural Grants-in-aid – Area D – General Grants by \$3,750
 3. Increase Rural Grants-in-aid – Area E – General Grants by \$1,250

BACKGROUND/RATIONALE:

The City of Dawson Creek has once again waived all swim admission fees for youth, families and senior citizens at the Kenn Borek Aquatic Centre. This initiative began in 2018, as a result of the closure of Rotary Lake in order provide an alternative to affordable family recreation in the Peace River Regional District. The decision to waive the fees will result in a loss of revenue for the City of approximately \$20,000; therefore, since many of the users of the facility will be rural, the City is requesting financial support from Electoral Areas D and E to offset the loss.

The Regional District did support this initiative in 2018, with grant funding being provided by both Electoral Area D and E. It is recommended that funding, if supported in 2019, be divided with 75% of the total request coming from Electoral Area D and the remaining 25% being provided through Electoral Area E. This is based on the number of potential users being higher for Electoral Area D due to the number of residents in that area, and it is consistent with the divisions of support provided in 2018. Please see the resolution below.

“That the Rural Budgets Administration Committee approve a grant to the City of Dawson Creek in the amount of \$4,000, payable from Electoral Area D BC Rail/ Peace River Agreement funds in the amount of \$3,000 and from Electoral Area E BC Rail/ Peace River Agreement funds in the amount \$1,000, to assist with the Summer Swim Program.”

ALTERNATIVE OPTIONS:

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

1. That the Rural Budgets Administration Committee respectfully deny the grant application from the City of Dawson Creek and provide no grant funding for the Summer Swim program at the Kenn Borek Aquatic Centre.
2. That the Rural Budgets Administration Committee provide further direction.

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

- The balance available for Electoral Area D BC Rail/Peace River Agreement funds was \$22,618.40 as of May 2019.
- The balance available for Electoral Area E BC Rail/Peace River Agreement funds was \$42,420.05 as of May 2019.

COMMUNICATIONS CONSIDERATION(S):

The City of Dawson Creek will be notified in writing of the Committee's decision. If a grant is supported, the City will be asked to ensure that the Peace River Regional District is recognized for its contribution toward this initiative.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #:

Community Club or Group Name: CITY OF DAWSON CREEK

Mailing Address: BOX 150

City: DAWSON CREEK

Postal Code: V1G 4G4

Civic Address: 10105 12A STREET

Contact Person: TABATHA YOUNG

Alternate Person: DUNCAN REDFEARN

Tel: 250-784-3636

Tel: 250-784-3683

Fax: 250-782-3203

Fax: 250-782-3203

Email: tyoung@dawsoncreek.ca

Email: dredfearn@dawsoncreek.ca

CLUB EXECUTIVES

President: Vice President: Treasurer:

PROJECT COSTS

Total Cost of Project: 20,000 plus maintenance

Amount Requested per 5000.00

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

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

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

See the attached letter from Mayor Bumstead.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Date:

For Office Use Only

Fair Share: B o C o D o E o

PRA: B o C o D o E o

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

Gas Tax: o

Other: o

PLEASE REPLY TO:



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



May 13, 2019

Peace River Regional District
P.O. Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Electoral Area 'D' Director, Leonard Hiebert
Electoral Area 'E' Director, Dan Rose

Dear Director Hiebert & Director Rose:

Re: Summer Swim Program

At the Regular meeting of Council held May 13, 2019, the City of Dawson Creek Council passed a resolution to waive the swim admission fees for Youth, Family and Seniors at the Kenn Borek Aquatic Centre for the months of July and August 2019. The intent of this motion was to provide an affordable family recreation alternative to the Peace River area residents who would normally use Rotary Lake.

As a result of waiving these fees for the summer, the City is expected to incur a projected revenue loss of \$20,000, not including costs for increased maintenance of the pool, and staffing for additional lifeguards required for the extra patrons using the facility during this time.

We are requesting that each Electoral Areas; 'D' and 'E', assist the City in this initiative with \$2500 each to provide the Peace River area residents an affordable alternative to Rotary Lake.

Thank you for your consideration; please contact me if you have any questions or concerns.

Sincerely,

Dale Bumstead
Mayor
City of Dawson Creek



REPORT

To: Rural Budgets Administration Committee

Date: June 10, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Tomslake Cultural Community Association

RECOMMENDATION:

1. That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,315, payable from Electoral Area D, Peace River Agreement funds, Spending Item #4 (Assistance to Other Organizations), to be issued to the Tomslake Cultural Community Association for the Tomslake Sudeten Community's 80th Anniversary celebrations.
2. That the Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget to:
 1. Increase Transfer from Reserves – Peace River Agreement Reserve by \$2,315 and;
 2. Increase Rural Grants-in-aid – Area D – General Grants by \$2,315

BACKGROUND/RATIONALE:

Tomslake Cultural Community Association will be hosting a series of activities to celebrate the 80th Anniversary for the Sudeten Community in Tomslake. These activities include participation in the July 1st Canada Parade in Pouce Coupe, and afternoon social on July 7th, and a float in the Dawson Creek Exhibition and Stampede Fall Fair Parade on August 9th. The Association anticipates that the social will be attended by 150 to 200 former and current residents of the Community.

Tomslake Cultural Community Association is a registered not-for-profit organization in good standing with the *Societies Act*. The Association has been allocated \$6,000 from Sub-Regional Recreational and Cultural Grants-in-Aid to assist with insurance and improvements to the hall. This request for funding support is for activities that are in addition to their Grants-in-Aid projects.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully decline the grant application from Tomslake Cultural Community Association and provide no funding for the Tomslake Sudeten Community's 80th Anniversary celebrations.
2. That the Rural Budgets Administration Committee provide further direction.

Staff Initials:

Dept. Head:

CAO:

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

- The balance available for Electoral Area D Peace River Agreements as of May 31, 2019, after remaining commitments, is \$1,060,988.45.
- Electoral Area D BC Rail/Peace River Agreements funding could be used to support this grant request.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised in writing of the Committee's decision and, if funding is approved, will be asked to ensure the Regional District is recognized for its contribution.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM



Society #: 50007710
 Name: Tomslake Cultural & Community Assn.
 Civic Address: 15392 Old Edmonton Hwy
 Mailing Address: PO Box 124 Tomslake BC V0C 2L0
 City: Tomslake BC Postal Code: V0C 2L0
 Contact Person: Kerry Klemmer Alternate Person: Linda Bartusek
 Tel: 2507865332 or 2502191445 Tel: 2507865912
 Email: kklemmmer@hotmail.com Email: —

SOCIETY EXECUTIVES

President: Linda Fister
 Vice President:
 Treasurer: Theresa Bartusek

PROJECT COSTS

Total Cost of Project: \$2315.00
 Amount Requested per: \$2315.00
 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.

80th Anniversary celebration of Tomslake Sudeten Community. Parade float for Jul 1st + Aug 9 + Social Afternoon Jul 7
 To serve former + present residents of the Community / approx 150-200 people

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Kerry Klemmer

Date: Apr 16 / 19

For Office Use Only

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

Gas Tax:
 Other: _____

TOMSLAKE CULTURAL COMMUNITY ASSOCIATION
ANNUAL REPORT
APRIL 12 2019

INCOME

Bank Interest/Dividend	\$217.78	Shares	161.76
Rental Income	\$1,705.00	Chequing	3366.91
Outside Function	\$1,600.00	Plan 24	2907.42
Hall Function	\$11,587.90	Hisa	13338.49
Bar	\$1,059.00	Cash	600
Coffee/Hot Dogs	\$4,683.90		
Membership	\$405.00		
Co-op Dividend	\$43.06		
Donation	\$60.00		
Memorial Plaque	\$785.00		
Bottle Return	\$65.45		
TOTAL	\$22,212.09		

EXPENSES

Bank Service Charges	\$39.00
Water	\$292.00
Hall Reno	\$10,472.88
Liquor	\$1,141.65
Permit	\$165.00
Hydro	\$1,668.93
PNG	\$1,601.79
Hall Maintenance	\$5,264.91
Groceries	\$3,920.28
Postage/Office Supplies	\$351.72
Music	\$650.00
Insurance	\$2,790.00
Society Act	\$40.00
Ground Maintenance	\$5,225.00
Donation Br 34 Legion	\$46.00
Gift Certificate	\$200.00
Memorial Plaque	\$392.00
Flowers	\$11.50
TOTAL	\$34,272.66

NET LOSS \$12,060.57

BALANCE FORWARD 2017	\$32,435.21
NET LOSS	\$12,060.57
net income	\$20,374.64

Budget for 80th Anniversary Celebration

For the two parades:

Truck and trailer	\$400.00
Signs	\$450.00
Skirting	\$ 20.00
Misc decorations	\$100.00
Candy	\$200.00

For the social afternoon:

Meat and cheese trays	\$360.00
Fruit trays	\$120.00
Vegetable trays	\$120.00
Buns	\$ 70.00
Cake	\$150.00
Baking	\$100.00
Misc condiments and beverages	\$75.00
Water for the hall	\$150.00
Total	\$2315.00



REPORT

To: Rural Budgets Administration Committee

Date: June 11, 2019

From: Lyle Smith, Chief Financial Officer

Subject: **Operational Update – Grants and Scholarships**

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the June 11, 2019 report titled “Operational Update – Grants and Scholarships” for discussion.

BACKGROUND/RATIONALE:

This report is to advise the Rural Budgets Administration Committee that the Finance department will now oversee all grant and scholarship programs in an effort to streamline and consolidate the delivery of grant and scholarship funding provided through the Regional District. Operationally, as a result of this decision, all grant and scholarship programs, policies, and procedures will be assessed and realigned to improve on the administration process for these funding programs. To begin, a full inventory of the grant and scholarship program will be completed, which will include the following:

- A detailed review of the existing policies and procedures for all grant and scholarship programs.
- An assessment of the operational process for grant and scholarship administration.
- Review and recommendation of a Grant Management System (purchase of software).

Outcomes from the inventory completed will help to identify the following:

- Gaps in the policies and procedures
- Any updates, rewrites and/or repeals needed
- A more efficient process for grant and scholarship administration.

The Finance department will work in collaboration with Community Services and Corporate Administration to complete this inventory.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

FINANCIAL CONSIDERATION(S):

At this time, there are no costs incurred by this operational change.

COMMUNICATIONS CONSIDERATION(S):

- The Board of Directors was notified of this change in an operational update at their meeting held on June 13, 2019.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

- All affected staff have been notified of this change.
- The website will be updated to reflect any changes that necessitate the public be advised.

OTHER CONSIDERATION(S):

None



PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee

Date: June 5, 2019

From: Lyle Smith, Chief Financial Officer

Subject: May 2019 Financial Report

RECOMMENDATION #1:

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

BACKGROUND/RATIONALE:

Not applicable.

ALTERNATIVE OPTIONS:

Not Applicable.

STRATEGIC PLAN RELEVANCE:

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

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

Staff Initials:

Dept. Head:

CAO:

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 Peace River Regional District Grants-In-Aid Summary of Payables		31-May-2019						
Current Year Allocation		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		103,000.00	200,000.00	103,000.00	103,000.00	103,000.00	130,000.00	
AREA B		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		94,608.17	189,845.00	103,000.00	103,000.00	103,000.00	4,500.00	
	Big Bam Ski Hill	-				-		-
	Buick Creek Community Club	-	-		-	-		-
	Cache Creek Community Club	-				-		-
	Cecil Lake Rec. Commission	-				-		-
1,000.00	Fort St. John Gradfest	-	-	-	-	-	1,000.00	1,000.00
-	Golata Creek Recreation Society	-		1,894.09		-		1,894.09
-	Goodlow Community Club	-		10,963.16		-		10,963.16
	Halfway Graham Community Club	-	874.96			-		874.96
	King's Valley Christian Camp	-	-		-	-		-
	Montney Rec. Commission	-	-	-	686.42	4,623.28		5,309.70
1,000.00	North Peace 4-H District Council	-	-	-	-	-	1,000.00	1,000.00
	North Peace Fall Fair Society	-	-	-	-	-		-
	North Peace Historical Society	-	-	-	-	588.59		588.59
	North Peace Light Horse Assn.	-	-			-		-
	North Peace Ride for Disabled	-	-					-
	Osborn Community Club	-	2,830.05	1,656.42		1,678.00		6,164.47
	Rose Prairie Curling Society	-	-	(0.00)	0.00	-		0.00
	Wonowon Horse Club		35.00		-			35.00
1,000.00	Area B Rural Bursary	-	-	-	-	-	1,000.00	1,000.00
1,500.00	Youth Travel		-	-	-	-	1,300.00	1,300.00
4,500.00	Total Area B	-	3,740.01	14,513.67	686.42	6,889.87	4,300.00	30,129.97
		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		112,025.88	100,000.00	80,000.00	80,000.00	50,000.00	60,000.00	
AREA C		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		93,297.04	81,250.00	72,900.86	53,319.11	42,150.00	3,000.00	
	Big Bam Ski Hill	-						-
	Charlie Lake Community Club	-	9,510.41	0.00		7,407.00		16,917.41
1,000.00	Fort St. John Gradfest	-	-	-	-	-	1,000.00	1,000.00
	Lake Point Golf Club	-			-			-
	North Peace 4H District Council	-						-
	North Peace Fall Fair Society	-	-	-	-	-		-
	North Peace Historical Society	0.00	-	-	-	2,088.58		2,088.58
	North Peace Light Horse Assn.	-	-			-		-
1,000.00	*Area C Scholarship		-	-	-	-	1,000.00	1,000.00
1,000.00	Youth Travel	-	-	-	-	-	800.00	800.00
3,000.00	Total Area C	0.00	9,510.41	0.00	-	9,495.58	2,800.00	21,805.99

		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	102,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	GIA Remaining
AREA E		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	3,000.00	
	Camp Emile	-	-	-	-	-	-	-
	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-	-
	Chetwynd Electric Eels Swim Assn.	-	-	-	-	-	-	-
	Chetwynd Gymkhana	-	-	1,821.16	-	-	-	1,821.16
	Chetwynd Rod & Gun Club	-	-	-	-	-	-	-
	Chetwynd Social Planning Society	-	-	-	-	-	-	-
	Chetwynd Horse Club Society	-	-	-	761.25	2,231.25	-	2,992.50
	Foothills Team Roping Club	-	-	-	-	210.00	-	210.00
	Jackfish Community Association	-	-	2,080.56	15,500.00	-	-	17,580.56
	Little Giants Figure Skating Club	-	-	-	-	-	-	-
	Little Prairie Heritage Society	-	-	-	311.98	3,452.91	-	3,764.89
	Moberly Lake Community Assn.	-	-	-	973.89	-	-	973.89
	Pine Valley Exhibition Park Soc.	-	-	-	2,235.49	3,785.80	-	6,021.29
	Pine Valley Motor Sports	-	-	-	-	-	-	-
	Pine Valley Seniors Assn.	-	-	-	-	221.00	-	221.00
	Sagitawa Christian Camping Society	-	-	-	-	-	-	-
1,000.00	Area E West Bursary	-	-	-	-	-	1,000.00	1,000.00
1,000.00	Youth Travel	-	-	-	-	-	2,000.00	2,000.00
2,000.00	Total Area E	-	-	3,901.72	19,782.61	9,900.96	3,000.00	36,585.29
		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		150,084.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	GIA Remaining
SUB-REGIONAL		150,084.00	150,000.00	150,049.93	150,000.00	150,000.00	4,500.00	
	ARK - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-
	Bessborough Community Club	-	-	-	-	-	-	-
	Cutbank Community Club	-	-	-	-	-	-	-
	Dawson Creek Sportsman's Club	-	-	-	-	16,000.00	-	16,000.00
	Doe River Gymkhana Club	-	-	4,047.05	-	-	-	4,047.05
	Doe River Recreation Commission	-	-	-	-	-	-	-
	Farmington Community Association	-	-	-	-	-	-	-
	Groundbirch Rec. Commission	-	-	-	-	-	-	-
	Hats n' Chaps Gymkhana	-	-	6,558.72	-	-	-	6,558.72
	Kilkerran Recreation Commission	-	-	-	2,000.00	1,125.00	-	3,125.00
	Kiskatinaw Fall Fair	-	-	-	2,433.11	47.79	-	2,480.90
	McLeod Rec. & Social Services Society	-	-	-	-	-	-	-
	Rolla Ratepayers	-	-	-	-	-	-	-
	Sunset Prairie Recreation Commission	-	-	(0.00)	2,126.23	42.83	-	2,169.06
	Swan Lake Enhancement Society	-	-	-	-	-	-	-
	Sweetwater 905 Society	-	-	-	225.00	-	-	225.00
	Tomslake Community Cultural Assn.	-	-	-	-	-	-	-
	Tomslake & District Rec Commission	-	-	-	-	-	-	-
	Tupper Community Club	-	-	-	-	2,207.84	-	2,207.84
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	-	3,000.00	3,000.00
1,500.00	Youth Travel	-	-	-	-	-	1,500.00	1,500.00
4,500.00	Total Sub-Regional	-	-	10,605.77	6,784.34	19,423.46	4,500.00	41,313.57
		2014	2015	2016	2017	2018	2019	TOTAL
14,000.00	COMBINED GRAND TOTALS	0.00	13,250.42	29,021.16	27,253.37	45,709.87	14,600.00	129,834.82

Youth Travel Recipient Information ***

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

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

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

Area C Scholarship

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

Area E Bursary

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

Sub-Regional Bursary & Scholarship

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

Fair Share Commitments				K. Goodings	B. Sperling	L. Hiebert	D. Rose	Total
May 2019				Area B	Area C	Area D	Area E	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	11,375.00				79,625.00
NP Cultural Centre (30,000 in 2018, 2019, 2020)	Nov 16, 2017	118,125.00	58,125.00	15,000.00				45,000.00
NP Fall Fair; Display Buildings	May 16, 2013	14,172.26	14,172.26					-
NP Light Horse Assoc; Indoor Arena Improvements	Mar 15, 2018	15,000.00						15,000.00
Rural Fire Protection Expansion Feasibility (CL)	Feb 16, 2017	10,000.00	8,794.54					1,205.46
Rural Gasification (includes possible \$k 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	26,375.00	-	-	-	794,448.21
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		3,750.00			26,250.00
NPAS; Airport Swr Pumps & Maintenance	Dec 7, 2015	26,289.38	4,157.98					22,131.40
NP Cultural Centre (14,062 in 2018,2019,2020)	Nov 16, 2017	56,248.00	28,124.00		7,031.00			21,093.00
Old Fort Slide Residents; Emergency Support	Oct 16, 2018	250,000.00	150,098.60					99,901.40
Rural Fire Protection Feasibility (CL)	Feb 16, 2017	10,000.00	8,750.00					1,250.00
Waste Water Truck Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
		765,887.38	101,147.41	-	10,781.00	-	-	495,110.37
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	10,682.00					2,682.00	8,000.00
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					697,582.75
Sunset Pr Rec Comm; Fair Kitchen	May 16, 2013	58,000.00	49,336.14					8,663.86
		833,682.00	67,755.39	-	-	-	2,682.00	763,244.61
Total Fair Share Bank Balance at Month End				1,812,438.69	1,584,105.76	3,171,249.61	2,825,212.59	9,393,006.65
Total Remaining Commitment				794,448.21	495,110.37	1,024,297.24	763,244.61	3,077,100.43
Balance After Remaining Commitments				1,017,990.48	1,088,995.39	2,146,952.37	2,061,967.98	6,315,906.22
				Area B	Area C	Area D	Area E	

Peace River Agreement Commitments					May 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										
Buick Creek Arena; Insulation/Heating Upgrades	Oct 20, 2016	33,600.00	33,600.00	2						-
Cecil Lake Rec Comm; Hall Door & Window Replacement	Aug 17, 2017	5,130.67	5,130.67	3						-
Cecil Lake Rec Comm; Hall Exterior Steps	May 27, 2019	1,500.00		8						1,500.00
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	16,500.00					283,500.00
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
Osborn Comm Hall; Facility Assessment & Asset Mgmt Plan	Feb 21, 2019	25,000.00		8						25,000.00
										-
		443,105.67			16,500.00	-	-	-		358,213.52
Area C										-
CDC; Fire Training Centre (6,562.50/year 2018-2022)	Apr 16, 2018	32,812.50	6,562.50	5						26,250.00
CL Waste H2O Truck Facility; Bio-solids Mgmt Feas Study	Aug 17, 2017	50,000.00	49,300.00	9						700.00
CL Waste H2O Truck Facility; Reclaimed H2O Feas/"Purple Pipe"	Aug 17, 2017	75,000.00	48,100.00	9						26,900.00
CL Waste H2O Truck Facility; Reclaimed Water Project	Jul 19, 2018	533,400.00		9						533,400.00
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
										-
		712,212.50				-				596,250.00
Area D										
CDC; Kiskatinaw Watershed Stewardship (30K/yr 2016-2020)	Dec 17, 2015	150,000.00	90,000.00	4			30,000.00			30,000.00
CDC; New Fire Hall	Apr 16, 2018	600,000.00		6						600,000.00
CDC; Fire Training Centre (15,312.50/year 2018-2022)	Apr 16, 2018	76,562.50	15,312.50	5						61,250.00
KL Comm Centre; Facility Audit, Asset Mngt & Design Feasibility	Feb 21, 2019	65,000.00		8						65,000.00
KL Sewer Lagoon; Upgrades and Repairs	Feb 21, 2019; Mar 14, 2019	74,000.00		9						74,000.00
KL Sewer; Pump & Alarm System Install; Spare Pump	Feb 18, 2016	22,000.00	12,601.51	9						9,398.49
Pouce Coupe; Skatepark development	Apr 18, 2019	25,000.00		8						25,000.00
Rolla Creek Dike Capital Upgrades Project & Repairs	Feb 21, 2019	30,000.00								30,000.00
Rolla Sewer; Repairs	May 27, 2019	15,120.00		9						15,120.00
South Peace Dist Crime Prevention Assn; Signs	Dec 17, 2015	4,375.00	3,909.15	4						465.85
South Peace Health Serv Soc; Health Community House; Renos	Oct 16, 2018	25,000.00		4						25,000.00
Sunset Prairie Rec Comm; Kiskatinaw Fall Fair host funding	Mar 21, 2019	7,500.00		4						7,500.00
Tate Creek Comm Centre; Facility Audit & Asset Mgmt Plan	Feb 21, 2019	25,000.00		8						25,000.00
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replace	Jan 19, 2017	5,000.00		4						5,000.00
Tomslake FD; Fire Pack Bush Unit	Aug 16, 2018	20,572.16	20,572.16	6						-
										-
		1,145,129.66				30,000.00				972,734.34
Area E										
Chetwynd Public Library; Design	Jan 24, 2018; May 17, 2018; Jun 21, 2018	248,000.00	39,243.75	7					6,120.89	202,635.36
Chetwynd Public Library; New Library Construction	Jan 17, 2019; Jan 31, 2019	545,000.00		7						545,000.00
CDC; Kiskatinaw Watershed Stewardship (10K/yr 2016-2020)	Dec 7, 2015	50,000.00	30,000.00	4					10,000.00	10,000.00
CDC; Fire Training Centre (8,750/year 2018-2022)	Apr 16, 2018	43,750.00	8,750.00	5						35,000.00
Iver Johnson Park; Recreation Facility Upgrades	Feb 21, 2019	12,888.00		8						12,888.00
South Peace Health Serv Soc; Health Community House; Renos	Oct 16, 2018	25,000.00		4						25,000.00
Sunset Prairie Rec Comm; Kiskatinaw Fall Fair host funding	Mar 21, 2019	7,500.00		4						7,500.00
										-
		932,138.00						16,120.89		838,023.36
Total Peace River Agreement GL Balance at Month End					2,092,556.09	2,870,080.73	2,033,722.79	2,198,502.32		9,194,861.93
Total Remaining Commitment					358,213.52	596,250.00	972,734.34	838,023.36		2,765,221.22
Balance available after remaining commitments					1,734,342.57	2,273,830.73	1,060,988.45	1,360,478.96		6,429,640.71
					Area B	Area C	Area D	Area E		
Spending Item Numbers:										
1 Potable Water and Water Security/Studies										
2 Arenas										
3 Halls, Trails and Walking Paths										
4 Assistance to Other Organizations										
5 Dawson Creek Fire Training Centre										
6 Fire Protection										
7 Libraries, Museums and Art Galleries										
8 Year-Round Recreation Facility Upgrades										
9 PRRD Sewer Services Assistance										
10 Natural Gas										

BCR/PRA Commitments	May 2019	Area B	Area C	Area D	Area E	Total BCR/PRA
2019 Opening Balance		56,443.59	46,344.79	25,743.40	43,545.05	172,076.83
Interest (Paid Annually)						
<u>Commitments</u>						
CLFD; Hose Lay Competition Banquet			3,000.00			
Hasler Flats Comm Group; Society Status Consulting					1,000.00	
Northern Brain Injury; Road Safety Campaign		125.00	125.00	125.00	125.00	
Peace View Cemetery Committee; Sunken Grave Repair				2,500.00		
Total Commitments		125.00	3,125.00	2,625.00	1,125.00	7,000.00
<u>Expenditures</u>						
Devereaux Elementary Barkerville Grade 7 Trip				500.00		
Total Expenditures		-	-	500.00	-	500.00
Month End GL Balance		56,443.59	46,344.79	25,243.40	43,545.05	171,576.83
Balance available		56,318.59	43,219.79	22,618.40	42,420.05	164,576.83
		Area B	Area C	Area D	Area E	

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

R E S E R V E S	911 Emergency Capital Reserve	\$ 18,364.29	Green "Carbon" Project Reserve	\$ 24,241.48
	*BCR/PRA	\$ 171,576.83	Harp/Imp Sewer Capital Reserve	\$ 13,587.64
	Buick Creek Arena Capital Reserve	\$ 27,015.51	Harp/Imp Sewer Operating Reserve	\$ 13,586.93
	Buick Creek Arena Operating Res	\$ 80,386.27	Information System Plan Reserve	\$ 279,869.50
	Building Reserve	\$ 1,033,700.54	Insurance Reserve	\$ 486,133.27
	Charlie Lake Fire Capital Reserve	\$ 662,765.50	Kelly Lake Comm Ctr. Operating Reserve	\$ 26,692.60
	Charlie Lake Sewer Capital Reserve	\$ 273,841.64	Kelly Lake Comm Ctr. Capital Reserve	\$ 1,685,011.90
	Charlie Lake Sewer Operating Reserve	\$ 100,563.24	Kelly Lake Sewer Capital Reserve	\$ 11,727.40
	Charlie Lake Sewer Treatment/Disposal	\$ 356,009.61	Kelly Lake Sewer Operating Reserve	\$ 21,038.76
	Charlie Lk Waste Water Truck Facility Res	\$ 202,990.56	Landfill Closure Reserve	\$ 101,224.57
	Chetwynd Arena Capital Reserve	\$ 3,616,964.66	Medical Scholarship Residency Reserve	\$ 102,756.10
	Chetwynd Leis Cntr Capital Reserve	\$ 6,978,119.53	Moberly Lake Fire Capital Reserve	\$ -
	Chilton Sewer Capital Reserve	\$ 33,798.35	North Pine TV Reserve	\$ 42,800.89
	Chilton Sewer Operating Reserve	\$ 29,300.01	NP Economic Development Commission	\$ -
	Chilton Sewer Debenture Reserve	\$ -	NPEDC Spark Conference Res	\$ -
	Clearview Arena Operating Reserve	\$ 88,921.26	NP Leisure Pool Building Repl Res	\$ 1,084,484.77
	CL DCC Reserve	\$ 272,315.07	NP Leisure Pool Capital Reserve	\$ 2,069,468.69
	CLFD Fundraising	\$ -	*Peace River Agreement	\$ 9,194,861.93
	CLFD Operating Reserve	\$ 31,161.33	Peace River Agreement Committee Reserve	\$ 1,034,640.30
	Comm Parks Water Capital Reserve	\$ 72,648.36	Regional Parks Capital Reserve	\$ 188,441.73
	Comm Parks Water Operating Res	\$ -	Regional Parks Operating Reserve	\$ 47,251.50
	*Community Works (Gas Tax)	\$ 3,823,187.86	Rolla Creek Dyke Operating Reserve	\$ 4,751.59
	DC/PC Fire Capital Reserve	\$ 67,161.70	Rolla Sewer Capital Reserve	\$ 10,235.41
	Election Reserve	\$ 80,856.27	Rolla Sewer Operating Reserve	\$ 7,395.88
	Emergency Plan Reserve	\$ 283,296.43	*Rural (Loan Fund)	\$ 3,942,614.84
	*Fair Share	\$ 9,393,006.65	Rural Fringe	\$ 1,163,179.24
	Feasibility Reserve	\$ 307,703.59	Solid Waste Capital Reserve	\$ 968,897.85
	Friesen Sewer Capital Reserve	\$ 8,063.52	Solid Waste Operating Reserve	\$ 1,061,117.87
	Friesen Sewer Operating Reserve	\$ 18,599.31	Sub-Reg Recreation Insurance Reserve	\$ 116,621.53
	FSJ Airport Sewer Capital Reserve	\$ 46,890.19	Tomslake Fire Reserve	\$ 21,909.54
	FSJ Airport Sewer Operating Reserve	\$ 50,642.22	Vehicle (Admin) Reserve	\$ 167,737.76
	FSJ Airport Water Capital Reserve	\$ 14,691.38	Vehicle (BI) Reserve	\$ 257,119.22
	FSJ Airport Water Operating Reserve	\$ 29,337.44	Vehicle (SW) Reserve	\$ 17,696.40
			TOTAL	\$ 52,340,976.21

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

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

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

Interest Grant Funds Available:	\$577,614.84
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Total RLF Loan & Grant Available:	\$3,761,614.84
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Community Works (Gas Tax) Commitments	Project No. (If applicable)	Committed	Previous Years Paid	Current Year Paid	Remaining
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
Doe River Recreation Commission; Dishwasher		5,000.00			5,000.00
Pine Valley Seniors; Air Conditioning Infrastructure		15,130.00			15,130.00
Rolla Rate Payers Assoc; Bathroom Renos & Flooring		2,500.00			2,500.00
Sagitawa Christian Camps, Girls Cabin		35,000.00		16,371.42	18,628.58
Waste Water Receiving Facility at Charlie Lk	14-512	3,500,000.00	3,436,012.34		63,987.66
Total		\$3,584,052.87	\$3,436,012.34	\$27,839.29	\$120,201.24

Gas Tax Funds Available:	\$3,702,986.62
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RURAL BUDGET ADMINISTRATION COMMITTEE

DIARY ITEMS

	<u>Item</u>	<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
1.	Grant-in-Aid	On-going	Camp Sagitawa funding	March 16, 2017
2.	Gas Tax / Broadband	On-going	Allocating/Utilizing Gas Tax funds for broadband/high speed connection initiatives	March 21, 2019
3.	Potable Water	On-going	Area C potable water service	March 21, 2019
4.	Bulterys House	On-going	Description of renovations and investigation of funding options	April 18, 2019