



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Tuesday, October 16, 2018
at the Regional District Office, 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 August 16, 2018
 - M-2 Rural Budgets Administration Committee Special Meeting Minutes of August 23, 2018
- 5. BUSINESS ARISING FROM THE MINUTES:**
- 6. DELEGATIONS:**
- 7. CORRESPONDENCE:**
 - C-1 August 15, 2018 – Letter from Ryan Challen, Community Coordinator NBIA, Northern Brain Injury Association – Sponsorship Thank you
 - C-2 August 27, 2018 – Letter from Judy Clavier, Sec-Treasurer, Willow Valley Cemetery Committee – Thank you and Invoice
 - C-3 September 5, 2018 – Email from Kathy – Rural Youth Travel Grants Thank You
 - C-4 August 28, 2018 – Letter from Prestin Sorken – South Peace Sub Regional Rural Academic Scholarship Thank you
 - C-5 September 11, 2018 – Letter from Allison Ostle – Electoral Area C Scholarship
- 8. REPORTS:**
 - R-1 September 10, 2018 – Report from Jill Rickert, Community Services Coordinator & Trish Morgan, GM of Community Services - Recreational & Cultural Grants-in-Aid Policy & Procedures – Options to Streamline Process
 - R-2 October 9, 2018 – Report from Tyra Henderson, Corporate Officer – Providing Support to Old Fort
 - R-3 October 9, 2018 – Report from Kelsey Bates, Executive Assistant – 2019 FCM Convention – Authorization to Attend
 - R-4 August 17, 2018 – Report from Jill Rickert – Little Prairie Heritage Society Funding Amendment
 - R-5 September 11, 2018 – Report from Jennifer Rudyk, Finance Coordinator – August 2018 Financial Report
- 9. DISCUSSION ITEMS:**
- 10. NEW BUSINESS:**
 - NB -1 Director Rose – South Peace Health Services Society Grant Application
 - NB-2 Director Hiebert – South Peace Health Services Society Grant Application
- 11. COMMUNICATIONS:**
- 12. DIARY:**
 - DIA-1 Diary Items
- 13. ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: August 16, 2018

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Brad Sperling, Electoral Area C, Meeting Chair
Director Karen Goodings, Electoral Area B
Director Dan Rose, Electoral Area E
Director Leonard Hiebert, Electoral Area D

Staff

Shawn Dahlen, Chief Administrative Officer
Lyle Smith Chief Financial Officer
Tyra Henderson, Corporate Officer
Fran Haughian, Communications Manager
Crystal Brown, Electoral Area Manager
Trish Morgan, General Manager of Community Services
Barb Coburn, Recording Secretary

Call to Order The Chair called the meeting to order at 1:03 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Goodings Clearview Arena Phase II Structural Review

ADOPTION OF AGENDA:

August 16, 2018 MOVED by Director Sperling, SECONDED by Director Hiebert,
Agenda That the Rural Budgets Administration Committee Meeting agenda for the August 16, 2018 meeting, be adopted:

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting of June 21, 2018
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
C-1 Thank You Card – Jordan Regino – NLA HCA Student
C-2 August 1, 2018 – John Marion Natural Gas Extension Grant Application
8. **REPORTS:**
R-1 July 23, 2018 – Report from Jill Rickert, Community Services Coordinator – Grant Request – Chetwynd Communications Society
R-2 July 23, 2018 – Report from Jill Rickert, Community Services Coordinator – Grant Request – Chetwynd Communications Society
R-3 July 26, 2018 – Report from Jill Rickert, Community Services Coordinator – Grant Request – City of Dawson Creek, Summer Swim Program
R-4 August 13, 2018 – Report from Jennifer Rudyk, Finance Clerk – July 2018 Financial Report (Late item, to be handed out)
R-5 July 18, 2018 - Jill Rickert, Community Services Coordinator - Grant Request - North Peace Family SuperPark Society (Handout)

ADOPTION OF AGENDA (continued):

- 9. **DISCUSSION ITEMS:**
- 10. **NEW BUSINESS:**
NB-1 July 31, 2018 - Force Engineering Group Inc. - Clearview Arena Phase II Structure Review (Handout)
- 11. **COMMUNICATIONS:**
- 12. **DIARY:**
DIA-1 Diary Items
- 13. **ADJOURNMENT:**

CARRIED**ADOPTION OF MINUTES:**

M-1
July 19, 2018 RBAC
Minutes

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee Meeting Minutes of July 19, 2018 be adopted.

CARRIED**CORRESPONDENCE:**

C-1
Thank You Card –
Jordan Regino

MOVED Director Goodings, SECONDED Director Hiebert,
That Rural Budgets Administration Committee receive the thank you card from Jordan Regino for information.

CARRIED

C-2
John Marion Natural
Gas Extension Grant
Application

MOVED Director Hiebert, SECONDED Director Goodings,
That the Rural Budgets Administration Committee approve a Natural Gas Extension Grant for John Marion in the amount of \$5,000 from the Electoral Area D, Fair Share Budget.

CARRIED**REPORTS:**

R-1
July 23/18 – Grant
Request – Chetwynd
Communications
Society

MOVED Director Rose, SECONDED Director Hiebert
That the Rural Budgets Administration Committee approve a grant to Chetwynd Communications Society in the amount of \$40,000, payable from Electoral Area E Peace River Agreement Funds, Spending Item 4 – Assistance to Other Organizations, to assist with the cost of a new roof for the 4-Peaks Building.

CARRIED

R-2
July 26/18 – Grant
Request - Tomslake
and District Volunteer
Fire Department

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$25,000, payable from Electoral Area D, Peace River Agreements Spending Item 6 (Fire Protection), to be issued to the Tomslake and District Volunteer Fire Department for the purchase of a Fire Pack Bush Unit.

CARRIED

R-3
July 23, 2018 - Grant
Request – Chetwynd
Communications
Society

MOVED Director Hiebert, SECONDED Director Rose,
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.

CARRIED

REPORTS (continued):

R-4
August 13/18 - July
2018 Financial Report

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the July 2018 Financial
Report for information.

CARRIED.

R-5
July 18/18 - Grant
Request - North Peace
Family SuperPark
Society

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee authorize a grant in the amount of
\$15,240, payable from Electoral Area C, BC Rail/Peace River Agreements, to be issued
to the North Peace Family SuperPark Society for the purchase of safety mats and turf
flooring.

CARRIED.**NEW BUSINESS:**

NB-1
Clearview Arena

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a commitment of up to
\$300,000, payable from Electoral Area B Peace River Agreement funds, Spending
Item 2, toward the Clearview Arena Society project.

CARRIED.

ADJOURNMENT:

The Chair adjourned the meeting at 1:35 p.m.

Director Brad Sperling, Chair

Barb Coburn, Recording Secretary



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE SPECIAL MEETING
MINUTES

DATE: August 23, 2018

PLACE: North Peace Cultural Centre Carpet Room, Fort St. John, BC

PRESENT: **Directors**

Director Brad Sperling, Electoral Area C, Meeting Chair
 Director Karen Goodings, Electoral Area B
 Director Dan Rose, Electoral Area E
 Director Leonard Hiebert, Electoral Area D

Staff

Shawn Dahlen, Chief Administrative Officer
 Lyle Smith Chief Financial Officer
 Tyra Henderson, Corporate Officer
 Crystal Brown, Electoral Area Manager
 Brenda Deliman, Recording Secretary

Call to Order The Chair called the meeting to order at 1:21 p.m.

ADOPTION OF AGENDA:

August 23, 2018
 Agenda

MOVED by Director Goodings, SECONDED by Director Hiebert,
 That the Rural Budgets Administration Committee Special Meeting agenda for the
 August 23, 2018 Special meeting, be adopted:

1. CALL TO ORDER

2. ADOPTION OF AGENDA:

3. REPORTS:

R-1 August 20, 2018 – Report from Jill Rickert, Community Services
 Coordinator – Grant Request – Cecil Lake Recreation Commission

4. ADJOURNMENT:

CARRIED

REPORTS:

R-1

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

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

CARRIED

ADJOURNMENT:

The Chair adjourned the meeting at 1:24 p.m.

Director Brad Sperling, Chair

Brenda Deliman, Recording Secretary



1070 Fourth Avenue
Prince George, BC, V2L 3J1
Phone: 866. 979.HOPE (4673)
Fax: 250.562.4673
www.nbia.ca



August 15, 2018

Peace River Regional District
PO BOX 810
1981 Alaska Ave
Dawson Creek, BC V1J 4N4

To whom it may concern,

I would like to express our appreciation for your recent decision to support Brain Injury Education and Prevention in Northern BC. Your generous sponsorship of \$500.00 was well received and was used to support our annual Road Safety Campaign.

Our 2018 Road Safety Campaign was a success. We are currently working to compile our report, once completed, we will forward you a copy for your review.

Northern Brain Injury Association (NBIA) looks forward to providing this service in your area again next year.

Yours Truly,

Ryan Challen
Community Coordinator NBIA

Willow Valley Cemetery
Committee
c/o Judy Clavier – Sec-Treasurer
1629 Loran Dr
Dawson Creek, BC V1G 4X9

August 27, 2018



Mr. Dan Rose, Director
Peace River Regional District
Box 810
Dawson Creek, BC V1G 4H8

Mr. Rose:

Re: Willow Valley Cemetery

On behalf of the Cemetery Committee I extend our sincere appreciation for your support of our cemetery. Without the funds committed by yourself as our Director, and the Regional District, it would be impossible for us to retain the services of a maintenance person. We thank you.

Enclosed is an invoice for services for 2018. Please make the cheque payable to the Willow Valley Cemetery Committee and mail to the above address.

Should you require more information or if you have any questions you may contact myself at 250-719-6394 or by email – jclavier53@gmail.com.

Once again, thank you for your ongoing support.

Yours truly,

A handwritten signature in blue ink, appearing to be 'Judy Clavier', written over a horizontal line.

Judy Clavier
Sec-Treasurer
Willow Valley Cemetery Committee

COPY

Date <u>Aug 15, 2018</u>				
Mr. <u>William Vartan</u>				
<u>Country 1</u>				
SOLD BY VENDU PAR	COD C.R.	CHARGE DÉBITER	ON ACCT. ACOMPTÉ	ACCT. FWD REPORTE
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5		<u>in kindance</u>		
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02

1700 CR

1700 CR

From: [REDACTED]
Sent: Wednesday, September 5, 2018 2:03 PM
To: Jill Rickert
Subject: Re: Rural Youth Travel Grants
Attachments: Provincial Pic.JPG

Hi Jill,

I did receive the letter, thank you!

Any monies received is greatly appreciated – every little bit helps.

Please find attached a photo of the athletes (June 2018) while they were at the Langley facility, for Regional District use.

(Left to Right: Sarah Shoemaker: grade 11, Jenna Meszaros: grade 10, Bailey Shoemaker: grade 9)

The \$150 was put towards travel for the athletes to get to Langley. The girls had a fantastic experience while competing at these provincial championships.

Certainly an eye opening experience to the talent that our province has.

Sarah Shoemaker competed in 100m sprint, 100m hurdles and long jump.

Bailey Shoemaker competed in 80m hurdles, javelin and long jump.

Jenna Meszaros competed in 1500m racewalk.

Note-worthy: Sarah and Bailey both placed 21st in the province for their hurdle event and Bailey took 11th spot for her javelin throw of 30.91m

The girls did great and represented northern BC proudly!

Thank you again,

Kathy

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



August 28, 2018

Peace River Regional District
1981 Alaska Highway
Dawson Creek, BC V1G 4H4



Re: South Peace Sub Regional Rural Academic Scholarship

Dear Members of the Peace River Regional District Board,

I am writing to thank you for your generous \$1500 South Peace Sub Regional Rural Academic Scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship.

I am a Psychology major attending Grande Prairie Regional College. Once I have completed my Bachelors Degree, I will apply to the Juris Doctor program offered at the University of Alberta. I plan to pursue a career in Family Law upon completion of post-secondary. Thanks to your generous investment, I am one step closer to that goal.

By awarding me the South Peace Sub Regional Rural Academic Scholarship, you have lightened my financial burden which allows me to focus more on the most important aspect of school, learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Please find enclosed my proof of registration and attendance as well as a copy of my official transcript.

Sincerely,

A handwritten signature in black ink that reads 'Prestin Sorken'.

Prestin Sorken

P.O. Box 21059

Dawson Creek, British Columbia V1G 4X8

Allison Ostle

13185 lakeshore Dr
Box 308
Charlie Lake BC, V0C 1H0
(250) 261 3900
allisonostle14@learn60.ca



11th September 2018

Mr. Brad Sperling

Peace River Regional District Electoral Area "C"
9505 100 street
Fort St. John, BC V1J 4N4

Dear Mr. Brad Sperling,

I wanted to take the time to thank you for your generosity in funding the Peace River Regional District Electoral Area "C" Scholarship. I am so beyond grateful that you have chosen me to be this year's recipient.

Receiving this year's scholarship has given me the opportunity to take classes at Northern Lights College part time. I am currently not taking any specific program or degree, although I plan to in the future. This year for me is really about figuring out what I want in life, and who I am as a person.

Next year I am planning on moving to Vancouver Island University to further my education. With this scholarship, I am more motivated to attend school across the province, without having to worry about things such as finances.

Once again, thank you for your support.

Sincerely,

A handwritten signature in black ink that reads "Allison Ostle". The signature is written in a cursive, flowing style.

Allison Ostle



REPORT

To: Rural Budgets Administration Committee

Date: September 10, 2018

From: Jill Rickert, Community Services Coordinator & Trish Morgan, General Manager of Community Services

Subject: Recreational & Cultural Grants-in-Aid Policy & Procedures – Options to Streamline Process

RECOMMENDATION #1:

That the Rural Budgets Administration Committee receive the “Recreational and Cultural Grants-in-Aid Policy and Procedures – Options to Streamline” report, dated September 10, 2018, for discussion.

BACKGROUND/RATIONALE:

At the Board meeting held on February 8, 2018, staff were asked to review the Rural Recreational and Cultural Grants-in-Aid (GIA) policy and procedure document to identify areas where the document could be improved and streamline the application process, as per the resolution below:

“That staff be directed to provide a report to the Rural Budgets Administration Committee that identifies options to streamline the Rural Recreational and Cultural Grants-in-Aid application process, by September 2018.”

Policy Improvements:

Many applicants have provided feedback to staff indicating that the GIA Application Form is too onerous, too long and societies feel they have to provide information that is no longer relevant. The current application form was created by updating the application that existed in 2008 and had been in use for a number of years.

In order to address these concerns, and simplify and streamline the form, staff suggest the following questions be considered for removal, to reduce the application to two pages from three. It is important that the Directors consider what information is important for an elected official (new and experienced) to receive in order to make funding allocation decisions, and how to simplify the application process for applicants and administration.

1. Application Form:

- a) Question 4: the civic address of the facility could be included under the contact information.
- b) Question 6: the description of programs and activities could be provided in paragraph or point form by the applicant vs the current structure.
- c) Questions 11 and 12: the area population served and nearest available similar project/facility can be researched by staff at the request of the electoral area director, and does not need to be provided by the applicant.
- d) Question 13: the number of people using the program/facility. The Directors should consider whether it is relevant to their decision making regarding the amount of funding that could be allocated.

Staff Initials: *JR*

Dept. Head: *T Morgan*

CAO: *[Signature]*

Page 1 of 5

- e) Question 14: degree of community support may be useful for the society for planning. The Directors should consider whether it is relevant to their decision making regarding the amount of funding that could be allocated.
- f) Questions 15: in-kind contributions are listed in the budget provided for the project. The Directors should consider whether it is relevant to their decision making regarding the amount of funding that could be allocated.
- g) Question 16: volunteer hours contributed each year to the society may only demonstrates that the society has volunteers or that it is active. It is assumed, that generally when a group submits an application, that they are currently active. The Directors should consider whether it is relevant to their decision making regarding the amount of funding that could be allocated.

2. Section 4 – Application Process:

- a) Staff are suggesting a new intake date deadline of January 15th so that staff have sufficient time to process and assess the applications. This would support the spring allocation meetings that are proposed to being moved to March of each year.
- b) Staff are suggesting that applicants now only need to provide one quote for any costs valued at over \$3,000.

Section 7 – Approval Process, Spring Allocation Meetings:

- a) Option 1 – Continue Spring Allocation Meetings but in March: Hold the spring allocation meetings in March instead of April. This would decrease the approval process by 30 days, grant allocation amounts would now be ratified in April with grant approval packages being sent out in May. This option would result in the full review of applications, assessments and recommendations being reviewed by the Electoral Area Directors at the **February** RBAC meeting.
- b) Option 2 – Eliminate Spring Allocation Meetings: No longer hold Spring Allocation meetings as part of the approval process. This would greatly reduce the amount of time required to approve the GIA allocations. Applicants would know their allocation/approved amounts by the end of March, and administrative time spent to prepare for the meetings would be eliminated. This option would streamline the process; however, it may not be well accepted by the applicants. The purpose of the spring allocation meeting is to invite the applicants together to collaboratively determine grant allocations through discussion. Many of the applicants are happy to participate in this process, as it provides an opportunity to discuss priorities for groups and networking. Staff recommend a gradual implementation process for this option to promote a successful transition.

Procedure Improvements:

The current GIA application and approval process takes about six months to complete. A summary of the GIA timeline for staff procedures is attached for your convenience. Improvements to this process are outlined below.

1. Mail-out application packages in November - Delete from procedures

Approximately 65 application packages are mailed out annually to prior year applicants. GIA is the only funding program where staff send out grant applications to potential recipients, and therefore this procedure is not consistent with the any of the other grant programs administered by the

Regional District. This task not only utilizes staff time in Community Services but also in Corporate Services in order to prepare the correspondence and packages. Removing this procedure would promote and encourage those who wish to apply for GIA be responsible for acquiring their grant application and the appropriate supporting documents. Applicants, like all others, can be directed to the website to download the appropriate documents or may stop in at a PRRD office and request a printed copy. Staff can advertise reminders for deadlines on the Regional District website, Facebook page, and through media channels in consultation with the Communications Manager.

It is recommended that this process change become effective in November of 2019 in order to give groups notice that they will need to be responsible to download or request an application package.

2. Application Deadline January 31st each year – Change to January 15th

With improvements to the application and reduced amount of information required, applicants should be able to complete and submit applications within a reasonable timeframe. By changing the deadline it will give staff 2 more weeks to review applications, draft summary reports and prepare packages for the Directors for the February RBAC meeting.

3. February RBAC Meeting

All GIA applications and assessments to be reviewed at this meeting, and based on staff assessment, recommendations and discussion, Electoral Area Directors will:

Option 1 with the continuation of Spring Allocation meetings in March:

- Determine which applicants are eligible to be considered for GIA funding;
- Identify those applicants and projects that may be better suited to another grant funding program and refer them to that process for consideration;
- Directors review of GIA applications, make recommendations for minimum funding levels (generally only Sub-Regional and Area E) and provide authorization of eligible applicants to be invited to the allocation meeting;
- Deny any applications that do not meet the GIA eligibility criteria for consideration of funding; and
- Approve and authorize the annual GIA contributions for Scholarships & Bursaries, Youth Travel, North Peace Regional Gradfest.
- Directors will be encouraged to reach out to staff before the RBAC meeting with any questions that may have regarding the applications, so that decisions regarding applicant eligibility and minimum funding commitments can be made at the meeting. If the Spring Allocation meetings are moved to March, there will not be time for changes or follow-up questions that may affect applicant eligibility.

Option 2 with the elimination of Spring Allocation meetings:

- Approve applications and allocate funding to applicants.
- Deny any applications that do not meet the GIA eligibility criteria for consideration of funding; and
- Approve and authorize the annual GIA contributions for Scholarships & Bursaries, Youth Travel, North Peace Regional Gradfest.

If RBAC decides to continue to hold Spring Allocation meetings then:**4. GIA Spring Allocation Meetings – Hold in March instead of April**

This option would shorten the entire process for approval by 30 days which would assist the applicants in moving forward with their projects sooner. In order to avoid a conflict with School District 59 and 60's spring break calendars, staff recommend holding the meetings the week prior to the first week of spring break – generally the second week in March.

5. April RBAC – Ratification of GIA recommendation from Spring Allocation meetings

This option would decrease the processing time by 30 days, resulting in confirmation of GIA allocation letters being sent out with the entire process being completed in May.

If RBAC decides to discontinue to hold Spring Allocation meetings then:**4. Grant Award Letters**

Upon approval by RBAC in February and adoption of the Annual Financial Plan by the Regional Board, staff will send all groups letters of confirmation or denial of their funding.

Funding Allocation Improvements:

The following options below were outcomes of discussion at the March 15, 2018 RBAC meeting that staff were asked to bring forward. These suggestions pertain to ways in which to improve the amount of funding allocated.

1. Applicants applying for GIA must utilize all funding from the previous year before they can be considered for future year GIA allocations.

Suggested by Director Goodings as a way to ensure recipients of grant funding were completing their projects in a timely manner. Currently groups are allowed to carry over their funds for up to three years.

2. Applicants applying for GIA who have completed all prior year projects but have a balance remaining in their prior year's GIA allocation should have the current request reduced by that amount.

Suggested by Director Goodings as a way to improve recipient's use of funding allowing them to "roll-over" prior year funding to their current year request, which may then increase the opportunity for more groups to receive funding. If this was implemented it would reduce the number of Funding Amendments to reallocate unused funds to new projects; however, recipients would still be required to follow the Funding Amendment process in the event of an emergency request.

3. All applicants that apply to GIA requesting funds equal to or less than 50% of the project costs should be considered for a funding allocation of 100% of the request.

Suggested by Director Hiebert and Director Rose as a way to provide reward those applicants who are asking for a smaller amount by providing the full request. This option may promote applicants request smaller grants if they were to receive 100% funding; and may increase the opportunity for

more groups to be funded. Before moving forward with this option, staff suggest further research be done to find an appropriate formula to provide fair distribution of funds.

ALTERNATIVE OPTIONS:

- 1) That the Rural Budgets Administration Committee provide further direction to staff.

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

The total allocated amount of GIA funds allocated in 2018 was \$397,150. In the past, Directors often waited until the February RBAC meeting to finalize the budget amounts for GIA for each area. Moving forward, new budget timelines are going to be implemented, and staff will need to have their first draft of their budgets completed by November. In turn, budgets where the Directors provide direct feedback to Senior Managers and the Chief Financial Officer will need to be confirmed by January/ beginning of February, which will be in advance of the February RBAC each year.

COMMUNICATIONS CONSIDERATION(S):

Any changes made to improve the GIA Policy and Procedures that will impact applicants will be communicated in writing by letter, and be included with the applications packages sent out in November 2018.

OTHER CONSIDERATION(S):

It should be noted that even with streamlining of the grant application and length of the allocation process, the Community Services Department is in need of administrative assistance that does not exist within the organization's current capacity. The number of grants from all grants programs has increased dramatically, along with the number of large projects in the Department, and there is currently not enough staff resources to manage these processes and projects effectively.

Attachments:

1. Recreational & Cultural Grants-in-Aid Policy & Procedures
2. Schedule A – Application
3. GIA Timeline Procedures for staff

POLICY STATEMENT

Rural Recreational & Cultural Grants-in-Aid

1) Introduction

This policy is intended to supplement the operating and/or capital funds of the rural recreation and community associations in the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

2) Definitions

- a) Debt is defined as an amount owed to a person or organization for services, products or loans funds not yet paid for.
- b) Recreation and community organization is defined as any recreational, sporting, arts, cultural or community association.
- c) Rural organization is defined as any organization located within the boundaries of Electoral Areas B, C, D, and E.
- d) Wages is defined as any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.
- e) Capital improvement is defined as the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- f) Capital equipment is defined as equipment valued at over \$5,000 and has an extended lifetime over more than one year.
- g) New applicant organizations are organizations that have not received Peace River Regional District Recreational and Cultural Grants-in-Aid prior to 2012.
- h) Operation funding is defined as funding provided for costs to ensure the day to day operation of a facility such as insurance, utilities, and supplies.

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
- b) Applications must be submitted directly by the recreation organization or community association/club; and
- c) At least 75% of the applicants' membership must come from the rural areas which they serve.
- d) New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the Regional District.

- e) Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

4) Application Process

- a) Applicants must submit a formal application to the Regional District once per year on or before **the 15th calendar day in January**; said application to be substantially completed in the form attached hereto as Schedule 'A'.
- b) Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets **and quotes (minimum 1) for** any individual items valued at over \$3,000.
- c) New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- d) At the pleasure of the Electoral Area Directors for the areas, organizations may apply to more than one area for funding if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- e) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.
- f) Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- g) Applications from new organizations will be accepted by the Regional District for consideration providing they meet the eligibility requirements as set forth in this policy.

5) Eligible Expenses

- a) In Electoral Areas B and C expenses for capital improvements and insurance (for the protection of the public) is permitted.
- b) In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c) Payment of debt and employee wages is not an eligible expense.
- d) **A minimum of one quote** must be provided for all eligible expenses valued at over \$3,000.

6) Annual Grant Allocations

- a) At the Directors' discretion, grant allocations for each area may be budgeted and provided for youth travel to which the guidelines are attached hereto as Schedule "E".
- b) At the Electoral Area B and C Directors' discretion, grant allocations from Area B and C may be budgeted and provided for the North Peace Regional Gradfest Society for the purpose of hosting safe graduation related events, to which the guidelines are attached hereto as Schedule "F".
- c) At the Electoral Area B Director's discretion grant allocations from Area B may be budgeted and provided for the North Peace 4-H District Council for the purpose of conducting 4-H activities to which the guidelines are attached hereto as Schedule "G".
- d) At the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries to which the guidelines are attached hereto as Schedules "H", "I", "J" and "M".
- e) At the Directors' discretion, grant allocations for each area may be budgeted and provided for the rural recreation volunteer banquet to which the guidelines are attached hereto as Schedule "K".

7) Approval Process

- a) The Electoral Area Directors have the sole discretion to accept or reject any application. Applications may be rejected for the following reasons:
 - i. Incomplete or late applications;
 - ii. Failure to maintain society status;
 - iii. Failure to rationalize the need for funding;
 - iv. Failure to prove that the project is in the best interest of the community at large.
- b) Upon approved application by the Electoral Area Director, eligible recreation and community organizations, along with their Electoral Area Directors will meet in the **spring (March)** of each year to allocate funding to the eligible organizations from the budgeted amount as per the current Financial Plan.
- c) At least one representative from each applicant organization must be in attendance at the adjudication meetings to be eligible to receive a grant-in-aid.
- d) If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
- e) All organizations that have made an application and have been approved to receive funding by the Regional District will be notified of the meeting date, time and location prior to the meeting.
- f) All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.
- 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.

8) Recreational and Cultural Grants-in-Aid Budgets

- a) On an annual basis the Directors for each area shall determine the annual budget amount for their area(s) to be included in the Peace River Regional District Financial Plan. This budget amount is subject to Board approval and must be in accordance with tax limitations set forth by bylaw or supplementary letters patent.
- b) A recreational and cultural grants-in-aid budget amount will be provided separately for each area as follows:
 - i. Electoral Area B
 - ii. Electoral Area C
 - iii. Electoral Area E West
 - iv. A defined portion of Electoral Area E and D known as South Peace Sub-Regional as shown on Schedule “L” to this policy and is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe

9) Unallocated Funds

- a) Any funds that are not allocated from the annual requisition for a funding area shall be utilized to reduce the tax requisition in the next calendar year.

10) Unspent Funds

- a) Organizations must utilize allocated funds within three years of ratification by the Rural Budgets Administration Committee and will not be permitted to carry over funds past three years.
- b) Any funds not claimed by an organization after three years will be returned to the funding area by resolution of the Rural Budgets Administration Committee and utilized to reduce the tax requisition in the next calendar year.

11) Claim Reimbursement

- a) Approved applications will receive funds by claim reimbursement after August 1st of each year once funding allocations are ratified by the Rural Budgets Administration Committee.
- b) Approved applications must provide proof of costs by submitting invoices and a completed claim form attached hereto as Schedule ‘B’.
- c) All invoices submitted for expense claim reimbursement must be from the same year or later that funds were approved. Claims may not be made for goods or services incurred in the years previous to the grant’s approval.
- d) In exceptional circumstances, organizations may request in advance the total or partial payment of the approved grant from the Regional District. If the funds are approved for release prior to August 1st in any year, Regional District interim financing costs will be charged. Organizations must make this request in writing to the Chief Financial Officer.

12) Sources of Revenue

- a) Organizations shall be responsible to raise supplementary funds for major capital projects and operations by seeking other funding sources including but not limited to donations, corporate sponsorships, applications to other government agencies or general fundraising.
- b) The Peace River Regional District shall not be a sole source of revenue for any recreation or community association.
- c) Organizations must show in their application all sources of revenue.

13) Annual Reports

- a) All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report as attached hereto as Schedule “C” by the last calendar day in January to be submitted with their Grants-in-Aid application.
- b) Funds for the current year will not be reimbursed to an organization until any outstanding Annual Reports for that organization have been received by the Regional District.
- c) Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.

14) Funding Amendments

- a) Organizations may apply for funding amendments by completing the Funding Amendment Form attached hereto as Schedule ‘D’, and only in such circumstances that:
 - i. they have completed their project with the funds allocated and they have outstanding funds remaining; or,
 - ii. an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- b) The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments.
- c) Funds cannot be amended to pay off debt.

15) General

- a) Recreational and Cultural Grants-in-Aid policies can only be made by the Rural Budgets Administration Committee and are subject to Board approval as set forth in Bylaw no. 1166, 1998.
- b) Organizations hosting annual recreational and Cultural Grants-in-Aid meetings will be paid a hosting stipend.

16) Limitations

- a) Tower Lake Community Association is not eligible to receive Recreational and Cultural Grants-in-Aid as they are outside of the existing service area.

17) Recognition

- a) Grant recipients will recognize the financial contributions of the Regional District by prominently displaying a certificate or plaque.
- b) Associations that maintain websites, social media sites and/or membership newsletters will provide Regional District with recognition in the form of prominently displaying a note of thanks next to the Regional District's logo.
- c) Grant recipients may be requested to issue a joint press release and photo with the Regional District from time to time.

ADMINISTRATIVE PROCEDURES

Rural Recreational & Cultural Grants-in-Aid

1) Application Packages: **Delete part a)**

- a) In December of each year all organizations that have received Recreational and Cultural Grants-in-Aid in the past three years will be mailed the following:
- i. cover letter with the application deadline and the spring date allocation meeting dates and locations;
 - ii. a “Grants-in-Aid Application Form” and “Application Checklist”;
 - iii. a “Claim Form”;
 - iv. an “Annual Report Form”; and
 - v. any additional information that may assist with the application process.

b) Application information is to be provided on the Regional District’s website at www.prrd.bc.ca.

2) Receipt of Application Packages

- a) All applications will be provided electronically to the Community Services Department when they are received by the Regional District.

3) Review of Application Packages

- a) Applications will be reviewed by the Community Services Department staff to ensure:
- i. that all documentation has been received;
 - ii. that organizations are current registered non-profit societies;
 - iii. that organizations meet the eligibility requirements set forth in the Grants-in-Aid policy;
 - iv. that organizations have submitted all required annual reports with pictures.
- b) Each director will receive a complete set of applications for their area prior to the spring allocation meetings. It is the directors’ responsibility to advise staff of which applications are approved to attend the spring allocation meetings.
- c) A copy of all applications will be saved electronically on the Regional District server.

4) Incomplete or Late Applications

- a) In the event that an application is incomplete, staff will review the initial application and contact the applicant once to request any missing or incomplete information.
- b) If the outstanding missing information has not been received within 30 days after the application deadline, staff will note what is missing on the front page of the application that is provided to the Electoral Area Directors.

5) Allocation Meetings

- a) Allocation meetings will take place once each year.
- b) At least 15 days prior to the allocation meeting, a letter will be sent to all eligible applicant organizations notifying them of allocation meeting dates and times.
- c) At the allocation meeting all organizations will be provided a document detailing the funding requests of all applicants in their area.
- d) Staff will record meeting minutes, those in attendance and recommended grant allocations.
- e) Staff will liaise with the meeting hosts to ensure that facilities are available and that expectations are clear on what is required for the meetings such as:
 - i. light snacks and beverages;
 - ii. seating requirements; and
 - iii. time and date.

6) Approval of Grant Allocations

- a) Upon ratification of funding recommendations from the spring allocation meetings by the Rural Budgets Administration Committee, all applicant organizations will receive a letter within 30 days confirming their grant amounts and any outstanding funds.

7) Claim Reimbursement

- a) All claims for reimbursement will be provided directly to the Finance Department where they will be coded and provided to the Manager of Community Services for review.
- b) Upon review of the claim and submitted invoices, the Manager of Community Services will approve or deny the claim for payment.
- c) If claim is denied or only partial payment is provided, staff will provide a letter back to the organization explaining the reason for denying their claim or providing a partial payment.

8) Funding Amendments

- a) All funding amendments received will be forwarded to the Rural Budgets Administration Committee for decision.
- b) Staff will provide the Committee with information on the amount of funds remaining, the details of previous projects and any other pertinent information needed for decision making.
- c) Community Services staff will provide organizations that have applied for funding amendments with a letter within 30 days of decision of the Rural Budgets Administration Committee.

9) Unspent Funds

- a) On an annual basis organizations with unspent funds will be notified in writing of any funds remaining.
- b) If funds are remaining after two and a half years a letter will be sent to the subject organization notifying them of three year time limit to utilize their funds.
- c) If the Rural Budgets Administration Committee resolves to reallocate an organization's unspent funds, staff will notify the organization of this decision in writing.



PEACE RIVER REGIONAL DISTRICT

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

Date: _____

Society Number: _____

APPLICANT INFORMATION

- 1) **Name of Organization:** _____
- Contact Person:** _____
- Position:** _____
- Mailing Address:** _____
- Phone:** _____ **Fax:** _____
- Email:** _____

Please list our organization on the PRRD website as a "Local Community Group" ☐ Yes ☐ No

Website Address: _____

- 2) **Purpose of Your Organization:** _____

- 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.

- 5) **Executives of Your Organization:**
President/Chair

Name: _____ Phone: _____ Email: _____

Vice President/Vice Chair

Name: _____ Phone: _____ Email: _____

Treasurer

Name: _____ Phone: _____ Email: _____

Secretary

Name: _____ Phone: _____ Email: _____

Schedule "A" Application



Peace River Regional District

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

Qty Per Year	Activity/Program	Dates

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

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

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

9) How essential is the project to the community?

10) How do you plan to maintain any continuing or maintenance costs for the project in the future?

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

12) TOTAL funds requested from the Regional District:

INCLUDED THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

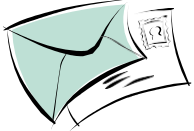
- a) Year-end financials - Income Statement and Balance Sheet
- b) Detailed project and/or operations budget
- c) Quotes -project costs valued over \$3,000 (Minimum 1)

Signature of Applicant

Date

Timeline for Staff

November



Applications Mailed Out

All Grant-in-Aid recipient organizations are mailed the following:

1. Create Cover letter include deadline to apply; dates of spring allocation meeting; reminder of unused funds.
2. Mail out packages to all applicants who applied in previous years including:
Update PRRD website grants page

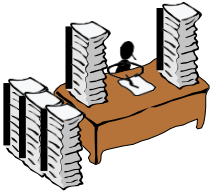
January



Application Deadline – January 31st

1. Application packages are received by Admin Dept. and scanned to CS Coordinator.
2. All applications are reviewed by the Community Services Coordinator to ensure the submissions are complete. The ones that are not complete will be contacted to ask for the missing information.
3. Once complete the staff assess the application using the application checklist to review eligibility, program and project criteria and makes notes, and check BC Online to ensure that all organizations who have applied for funds have filed their annual reports and are in good standing with the Societies Act of BC.

February



Directors Review – February RBAC

1. Staff create spreadsheet summarizing applicants, project outline, funding request, outlining capital vs. operational costs, identifies if application meets program eligibility, outlining any contentious issues.
2. Staff compile a report for RBAC that includes the spreadsheet providing financial information to the Committee to provide each Electoral Area Directors an opportunity to increase or decrease their budget amount for that specific year based on the total funding requests.

March



Directors Review – March RBAC

1. Staff compile report for RBAC recommending that the standing annual allocations for Scholarships, Youth Travel and North Peace Regional Grad Fest be ratified.
2. Once ratified, schools and groups are notified of the allocations and sent application packages
3. Staff write a report to RBAC requesting authorization to send invite letters to all eligible applicants to attend GIA allocation meetings. As part of this report Staff also:
 - Outline applications for funding and projects that may be better suited under a different grant funding program;
 - Bring forward any contentious issues that may need to be addressed by the Directors;
 - Provide copies of all applications and assessments to each Electoral Area Director.
4. All written follow up is completed by staff based on the Electoral Area Directors resolutions from the March RBAC meeting.
5. Community Services Coordinator will contact the hosts of the GIA meetings to ensure that the space is booked.

April



Grant-in-Aid Allocation Meetings

1. Funds are allocated among the groups present
2. Staff record meeting notes and motions
3. Staff Allocations and Recommendations Spreadsheet
4. Report to May RBAC with recommendation to approve allocations moved forward from the allocation meetings.

Timeline for Staff

May



Directors Approval – May RBAC

1. Staff forward report to RBAC May meeting for final ratification of recommended allocation amounts decided on at April Allocation Meetings.
 - Allocation Meeting minutes
 - Allocation and Recommendations Spreadsheets
2. Staff update GIA Summary of Payables Spreading to include approved allocations for each Society
3. Update PRRD website grants page

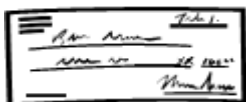
June



Start Packages out to Recipients

1. Staff send out packages to recipients that include:
 - Cover letter
 - Claim Form
 - Funding Amendment

August



Claim Reimbursement

1. Societies may submit claims for reimbursement of expenses beginning August 1st.
2. Staff review claim and supporting documents, verify expenses are eligible as per approved projects.
3. Claim amount is recorded in the GIA Summary Report spreadsheet for tracking of funds.
4. Claim is approved by General Manager of Community Services and forwarded to Finance Department for cheque issue.



REPORT

To: Rural Budgets Administration Committee

Date: October 9, 2018

From: Tyra Henderson, Corporate Officer

Subject: **Providing Support to Old Fort**

RECOMMENDATION #1:

That the Rural Budgets Administration Committee confirm the October 4, 2018 email poll of the four Electoral Area Directors and authorize up to \$250,000 for emergency support to the Old Fort Community in response to the landslide event that started September 30, from Area C Fair Share Funds.

BACKGROUND/RATIONALE:

On behalf of Chair Sperling, an email poll was sent to the four Electoral Area Directors on Thursday, October 4, 2018. This poll requested permission from RBAC to spend Fair Share Funds to assist with the provision of support to the residents of Old Fort. These interim provisions of may include water, fuel and other necessities as the PRRD continues to work on longer term assistance with other agencies. Electoral Area E recommended a maximum amount of \$250,000.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

The August 2018 Area C Fair Share balance was \$1,613,631.14.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Staff Initials:

Dept. Head:

CAO:

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REPORT

To: Rural Budgets Administration Committee

Date: October 9, 2018

From: Kelsey Bates, Executive Assistant

Subject: **2019 FCM Convention - Authorization to Attend**

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize two Directors to attend the 2019 FCM Conference in Quebec City from May 30-June 2, 2019; further, that those Directors be identified prior to December 14, 2018.

BACKGROUND/RATIONALE:

Registration for the 2019 Federation of Canadian Municipalities (FCM) Convention opens in January of 2019. The hotel blocks will also be available at this time. Staff are requesting that attendees be identified and authorized in advance, so that room bookings and registration can be completed as early in January as possible. This will ensure the best rates for rooms and the first selection of convenient hotel locations. As seen with UBCM, the hotel rooms for FCM fill up extremely quickly, often the same day they are made available. As for registration, desirable tours fill up at a very quick pace and should be submitted as close to the opening date as possible.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny authorization for Electoral Area Directors to attend the 2019 FCM Convention.
2. That the Rural Budgets Administration Committee authorize one, three or all four Electoral Area Directors to attend the 2019 FCM Convention.

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

The cost of Electoral Area Directors attending FCM are paid from "Legislative – Electoral Area". In 2018 \$63,100 was budgeted for Electoral Area Director travel through this account. The remaining balance on

Staff Initials: 

Dept. Head:

CAO: 

Page 1 of 2

October 9, 2018 was \$24, 567.89. No Directors attended FCM in 2018. The estimated cost per Director to attend the convention is up to \$7,000.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. 2019 FCM Convention Preliminary Program

FCM's Annual Conference and Trade Show

Quebec City, QC • May 30 – June 2, 2019

Program-at-a-glance

Program subject to change without notice.

Thursday, May 30

8:00 – 15:00 Exhibitor Registration and Move in
 8:00 – 19:00 Delegate Registration
 8:30 – 17:30 Big City Mayor's Caucus Meeting (BCMC)
 10:00 – 13:00 Study Tours
 13:00 – 15:30 Blanket Exercise: Reconciliation through learning
 13:00 – 15:00 Study Tours
 15:00 – 15:45 Orientation Session for First-Timers (S/I)
 16:00 – 17:00 Regional Networking
 17:00 – 19:00 Official Trade Show Opening and Reception

Friday, May 31

7:00 – 15:30 Exhibitor Registration
 7:00 – 18:00 Delegate Registration
 7:00 – 8:00 Breakfast on the trade show floor
 7:00 – 15:30 Trade Show
 8:00 – 9:00 Opening Ceremony (S/I)
 9:00 – 9:30 Political Keynote (S/I)
 9:30 – 10:15 President's Forum (S/I)
 10:15 – 11:00 Coffee Break
 11:00 – 14:30 Study Tours
 11:00 – 12:30 Workshops
 12:30 – 14:30 Lunch on trade show floor
 14:30 – 15:00 3rd VP Candidate Presentations (S/I)
 15:00 – 15:30 Political Keynote (S/I)
 15:30 – 17:30 Study Tours
 15:45 – 17:15 Coffee Break in workshop rooms
 15:45 – 17:15 Workshops
 18:30 – 20:30 Mayor's Welcome Reception

Saturday, June 1

7:30 – 15:00 Exhibitor Registration
 7:30 – 14:15 Trade Show
 7:30 – 18:00 Delegate Registration
 7:30 – 8:30 Breakfast

8:00 – 9:00 Resolutions Plenary (S/I)
 9:00 – 10:00 Rural Plenary (S/I)
 10:00 – 10:30 Political Keynote (S/I)
 10:30 – 11:00 Coffee Break
 10:45 – 13:15 Study Tours
 11:00 – 12:30 Workshops
 12:30 – 14:00 Lunch on the trade show floor
 13:45 – 14:15 Trade Show Prize Draw
 14:30 – 16:00 Workshops
 14:30 – 16:30 Study Tours

Sunday, June 2

7:00 – 16:00 Delegate Registration
 7:00 – 8:15 Breakfast Fundraiser – FCM Women in Municipal Government Scholarship, sponsored by *Canadian Labour Congress*
 7:30 – 8:30 Breakfast
 8:30 – 10:45 AGM & Elections (S/I)
 10:45 – 11:15 Political Keynote (S/I)
 11:15 – 11:45 Coffee Break served with boxed lunches
 11:45 – 14:15 Selection of candidates for Board of Directors, Regional Chairs and PTA Executive Representative
 12:00 – 14:30 Study Tours (For non-elected officials)
 14:00 – 14:30 FCM/Tree Canada Legacy Project
 14:00 – 14:45 Coffee Break
 14:45 – 15:15 FCM 2019-2020 Board Member – Election results (S/I)
 15:15 – 16:30 Closing Plenary and Final Remarks (S/I)
 18:00 – 23:30 Host City Reception & Closing Dinner



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

APPLICANT INFORMATION

Name of Organization: Little Prairie Heritage Society	Date: August 17, 2018
Contact: Julie Shaw	Phone: 250-835-8089
Mailing Address: PO Box 1777 Chetwynd, BC V0C 1J0	
Email: littleprairieheritagemuseum@gmail.com	Fax: Click here to enter text.

PROJECT TO PROVIDE FUNDS

Year Funds Granted: 2017	Have you completed this project? No
Current Project Description: <i>(project for which funds were originally applied for)</i> We need the Grants-In-Aid funds for the general operating and the upkeep of the Little Prairie Heritage Museum. Some painting was finished – the outside of the caboose and part of the caboose's interior. Also the outside of the Trapper's Cabin was painted. But there is much more painting to be completed and will need to be repainted in the coming years. The upkeep of the Museum building is an on-going project and expense.	
Amount Granted: \$4,337.50	Amount to Reallocate: \$1,260.00

PROJECT TO RECEIVE REALLOCATED FUNDS

TOTAL Cost of New Project: 1260.00
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i> In 2013, the Little Prairie Heritage Society put some ventilation in the "Long Building" thinking that we fixed the issue but unfortunately we have since discovered that we need more ventilation. Without more ventilation, both the building and artifacts will be eventually destroyed due to mold and water damage. The extent of the ventilation issues were unforeseen and if we do not complete the ventilation upgrade, our building and artifacts will be negatively affected long-term. Despite some ventilation but into the "Long Building" in 2013 it was inadequate resulting in the need for additional ventilation with a fan on a timer. We thought that the original ventilation issue was fixed but apparently not. The cost of the ventilation fan is \$1,260.00. By improving the ventilation system in the "Long Building" we would be able to preserve both the building and artifacts for years to come.

FOR OFFICE USE ONLY

Funds Remaining: <i>(showing last 3 years)</i>	Current Project Name: Operational Costs & General Upkeep	Amount Available = \$3,842.34
	2017 Project Name: Operational Costs & Upkeep	Amount Available = \$1,571.98
	Project Name: _____	Amount Available = _____
Total Unused Funds = \$5,414.32		

RECOMMENDATION: That the Rural Budgets Administration Committee approves the funding amendment application from Little Prairie Heritage Society to reallocate \$1,260 of the 2017 GIA allocation to be used to assist with the upgrades to the ventilation in the long house.

RATIONALE: The Society applied for general operations, maintenance and upkeep of the museum as their project for 2017. The Society has submitted all of their operational expenses for 2017 but does have some continued annual upkeep such as painting of which a great deal was completed this year. This request meets the criteria as per the policy statement to utilize unused GIA funds.



PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee

Date: September 11, 2018

From: Jennifer Rudyk, Finance Clerk

Subject: August 2018 Financial Report

RECOMMENDATION(S):

That the Rural Budgets Administration Committee receive the June 2018 Financial Report for information.

BACKGROUND/RATIONALE:

Not applicable.

ALTERNATIVE OPTIONS:

Not applicable.

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

Attachments:

- Grants in Aid: Summary of Payables, Youth Travel and Scholarship Information
- Fair Share Commitments
- Peace River Agreement Commitments
- BCR/PRA Commitments
- Reserve Balances
- 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		4-Sep-2018					
Current Year Allocation		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		103,000.00	200,000.00	103,000.00	103,000.00	103,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
AREA B		94,608.17	189,845.00	103,000.00	103,000.00	103,000.00	
	Big Bam Ski Hill	-				-	-
	Buick Creek Community Club	-	-		-	-	-
	Cache Creek Community Club	-				-	-
28,000.00	Cecil Lake Rec. Commission	-				-	-
1,000.00	Fort St. John Gradfest	-	-		-	1,000.00	1,000.00
-	Golata Creek Recreation Society	-		5,004.15		--	5,004.15
-	Goodlow Community Club	-		38,700.00		--	38,700.00
	Halfway Graham Community Club	-	874.96			-	874.96
24,857.00	King's Valley Christian Camp	-	-		-	24,857.00	24,857.00
19,142.00	Montney Rec. Commission	-	-	-	11,848.14	19,142.00	30,990.14
3,700.00	North Peace 4-H District Council	-	-	-	-	1,000.00	1,000.00
2,000.00	North Peace Fall Fair Society	-	-	-	-	2,000.00	2,000.00
7,750.00	North Peace Historical Society	-	-	-	-	7,750.00	7,750.00
	North Peace Light Horse Assn.	-	-			-	-
	North Peace Ride for Disabled		259.51				259.51
2,575.00	Osborn Community Club	-	6,189.57	1,656.42	0.00	2,575.00	10,420.99
11,476.00	Rose Prairie Curling Society	-	-	1,499.54	1,424.82	11,476.00	14,400.36
	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
103,000.00	Total Area B	-	7,359.04	46,860.11	13,272.96	72,100.00	139,592.11
		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		112,025.88	100,000.00	80,000.00	80,000.00	50,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
AREA C		93,297.04	81,250.00	72,900.86	53,319.11	42,150.00	
	Big Bam Ski Hill	-					-
11,500.00	Charlie Lake Community Club	-	9,510.41	7,720.28		11,500.00	28,730.69
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
	Lake Point Golf Club	-			-		-
	North Peace 4H District Council	-					-
3,400.00	North Peace Fall Fair Society	-	-	-	-	3,400.00	3,400.00
9,250.00	North Peace Historical Society	53.55	-	-	-	9,250.00	9,303.55
15,000.00	North Peace Light Horse Assn.	-	-			15,000.00	15,000.00
1,000.00	*Area C Scholarship		-	-	-	1,000.00	1,000.00
1,000.00	Youth Travel	-	-	-	-	900.00	900.00
42,150.00	Total Area C	53.55	9,510.41	7,720.28	-	42,050.00	59,334.24

		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	
AREA E		Allocated	Allocated	Allocated	Allocated	Allocated	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	
	Camp Emile	0.00					0.00
2,500.00	Chetwynd & Dist Rec. Centre	-	-	-	-	2,500.00	2,500.00
10,000.00	Chetwynd Electric Eels Swim Assn.	(0.00)	-	-	5,684.53	10,000.00	15,684.53
3,108.00	Chetwynd Gymkhana	-	-	1,821.16	-	3,108.00	4,929.16
13,515.40	Chetwynd Rod & Gun Club	-	-	-	-	13,515.40	13,515.40
8,000.00	Chetwynd Social Planning Society		-	-	-	8,000.00	8,000.00
2,231.25	Chetwynd Horse Club Society				761.25	2,231.25	2,992.50
10,500.00	Foothills Team Roping Club	-	-	-	-	10,500.00	10,500.00
	Jackfish Community Association	-	-	2,080.56	15,500.00	-	17,580.56
10,001.10	Little Giants Figure Skating Club	-	-	-	-	10,001.10	10,001.10
6,506.25	Little Prairie Heritage Society	764.33	-	3,703.68	1,913.97	3,872.34	10,254.32
9,000.00	Moberly Lake Community Assn.	-	-	0.00	973.89	-	973.89
20,838.00	Pine Valley Exhibition Park Soc.	-	-	-	2,235.49	20,838.00	23,073.49
	Pine Valley Motor Sports	-	-			-	-
2,800.00	Pine Valley Seniors Assn.	-	-	-	-	2,800.00	2,800.00
	Sagitawa Christian Camping Society	-	854.35			-	854.35
1,000.00	Area E West Bursary	-	-	-	500.00	1,000.00	1,500.00
2,000.00	Youth Travel		-	-	-	2,000.00	2,000.00
102,000.00	Total Area E	764.33	854.35	7,605.40	27,569.13	90,366.09	127,159.30
		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		150,084.00	150,000.00	150,000.00	150,000.00	150,000.00	
SUB-REGIONAL		Allocated	Allocated	Allocated	Allocated	Allocated	
		150,084.00	150,000.00	150,049.93	150,000.00	150,000.00	
7,500.00	ARK - Dawson Creek Youth Centre Society	-	-	-	-	7,500.00	7,500.00
4,500.00	Bessborough Community Club	-	-	-	-	4,500.00	4,500.00
9,000.00	Cutbank Community Club	-		-	-	-	-
16,000.00	Dawson Creek Sportsman's Club	-	-	-	15,315.15	16,000.00	31,315.15
	Doe River Gymkhana Club			4,047.05			4,047.05
20,000.00	Doe River Recreation Commission	-	-	-	-	20,000.00	20,000.00
13,965.46	Farmington Community Association	-	-	-	-	13,965.46	13,965.46
2,100.00	Groundbirch Rec. Commission	-	-	-	-	2,100.00	2,100.00
10,109.54	Hats n' Chaps Gymkhana	-		6,558.72		10,109.54	16,668.26
1,125.00	Kilkerran Recreation Commission	-	-		2,000.00	1,125.00	3,125.00
9,950.00	Kiskatinaw Fall Fair	-	-	-	2,433.11	9,950.00	12,383.11
10,000.00	McLeod Rec. & Social Services Society	-	-	-	-	10,000.00	10,000.00
7,000.00	Rolla Ratepayers	-	-	-	-	7,000.00	7,000.00
6,350.00	Sunset Prairie Recreation Commission		-	2,123.70	3,801.78	6,350.00	12,275.48
900.00	Swan Lake Enhancement Society	-	-	-	-	900.00	900.00
	Sweetwater 905 Society				225.00		225.00
6,000.00	Tomslake Community Cultural Assn.	-	-	-	-	6,000.00	6,000.00
9,500.00	Tomslake & District Rec Commission	-	-		-	9,500.00	9,500.00
11,500.00	Tupper Community Club	-	-	-	-	11,500.00	11,500.00
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	3,000.00	3,000.00
1,500.00	Youth Travel	-	-	-	-	1,050.00	1,050.00
150,000.00	Total Sub-Regional	-	-	12,729.47	23,775.04	140,550.00	177,054.51
		2014	2015	2016	2017	2018	TOTAL
397,150.00	COMBINED GRAND TOTALS	817.88	17,723.80	74,915.26	64,617.13	345,066.09	503,140.16

Youth Travel Recipient Information ***

Area	Recipient	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018
Area B	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	1,500	1,500	1,500	1,500	1,500
	TOTAL used		500	0	0	500	500	0	500	1,500	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	1,300 *
Area C	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	1,000	1,000	1,000	1,000	1,000
	TOTAL used		500	300	500	500	0	500	0	1,000	100
	BALANCE Remaining		0	0	0	0	0	0	0	0	900 *
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		1,000	1,000		
	Chet Talisman Energy Pee Wee Giants Hockey	500			500						
	Electric Eels Swim Club	600		300	300						
	Chetwynd Secondary Highschool Golf Team	300				300					
	Dawson Creek Juvenile Girls Curling	500					500				
	Taylor Dutka - DC Curling U18 PRA Curling									250	
	Chetwynd Midget Giants	500						500			
	High School Rodeo of BC Northern Region									250	
	Chetwynd U16 Club Volleyball - Chargers	500						500			
	U16 Girls Club VB Chetwynd Raiders	500							500		
	U14 CW Raiders Girls VB									500	
	U17 CW Raiders Girl Club VB									500	
	TOTAL granted for year		2,000	2,000	2,000	2,000	3,005.26	2,000	2,000	2,000	2,000
	TOTAL used for year		1,200	900	2,000	1,400	800	2,000	1,500	2,000	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	2,000 *
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									1,000	
	TOTAL granted for year		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
	TOTAL used for year		0	0	1,000	1,000	0	0	1,500	1,500	450
	BALANCE Remaining		0	0	0	0	0	0	0	0	1,050 *

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2018	Grace Giesbrecht	1,000	1,000	
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		Date Claimed
		Amount	Remaining	
2018	Allison Ostle	1,000	1000	
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		Date Claimed
		Amount	Remaining	
2018	Sierra Neuls	500	500	
2018	Treydon Nichols	500	500	
2017	Kaitlyn Dufresne	500	0	Nov-17
2017	Trevor Andres	500	500	Letter mailed June 28, 2018
				not claimed
				rt'n to funding
2016	Courtney Auger	500	0	area
2016	Regan Neuls	500	0	5-Dec-16
2015	Kayla Sanford	500	0	13-Nov-15
2015	Dayton Waldie	500	0	7-Nov-15
2014	Sara Norris	500	0	27-Nov-14
2014	Brittany Andres	500	0	15-Jan-15
TOTAL		1,500	1,500	

Sub-Regional Bursary & Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2018	Prestin Sorken	1,500	1500	
2018	Connor Riley	1,500	1500	
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 Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
August 2018								
January 1, 2018 opening balance				1,890,070.14	1,781,370.61	3,140,642.86	2,792,605.75	9,604,689.36
Total interest earned (Paid annually)								-
								-
COMMITMENTS	Date Committed	Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B								
Clearview Arena Society; Crawl Space Remediation	Apr 16, 2018	1,000.00		1,000.00				-
Electrical Extension Grants	Ongoing	4,000.00		4,000.00				-
FSJ Library (45,500 in 2018, 2019, 2020)	Nov 16, 2017	167,800.00	31,300.00	34,125.00				102,375.00
NP Cultural Centre (30,000 in 2018, 2019, 2020)	Nov 16, 2017	118,125.00	28,125.00	22,500.00				67,500.00
NP Fall Fair; Display Buildings	May 16, 2013	17,600.00	14,172.26					3,427.74
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	-						-
		1,013,525.00	114,759.05	61,625.00	-	-	-	837,140.95
Area C								
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	38,350.00						38,350.00
Electrical Extension Grants	Ongoing	4,000.00			4,000.00			-
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	15,000.00		11,250.00			33,750.00
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	14,062.00		10,546.50			31,639.50
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	-						-
		219,887.38	43,397.91	-	25,796.50	-	-	141,942.97
Area D								
Bear Mnt Nordic Ski Assn; Bisette Crk Culvert & Bridge Repair	Mar 16, 2017	30,000.00	27,827.10					2,172.90
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	6,750.00						6,750.00
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	80,000.00						80,000.00
Electrical Extension Grants	Ongoing	4,000.00				4,000.00		-
Rolla Sewer - Annual Oper. Grant (if required)	Feb 17, 2011	17,500.00						17,500.00
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	58,798.50			5,000.00		936,201.50
Swan Lake Weir Aluminum Gates	Oct 20, 2011; Jan 24, 2018	8,133.75	8,133.75					-
		1,181,383.75	119,759.35	-	-	9,000.00	-	1,052,624.40
Area E								
Bear Mnt Nordic Ski Assn; Bisette Crk Culvert & Bridge Repair	Mar 16, 2017	10,000.00	9,275.70					724.30
Camp Sagitawa; Phase 1 Climbing Wall	Feb 20, 2014	20,000.00	1,102.50				1,680.00	17,217.50
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	20,000.00						20,000.00
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	45,142.91					12,857.09
		833,000.00	68,070.86	-	-	-	1,680.00	763,249.14
Total Fair Share Bank Balance at Month End				1,828,445.14	1,755,574.11	3,131,642.86	2,790,925.75	9,506,587.86
Total Remaining Commitment				837,140.95	141,942.97	1,052,624.40	763,249.14	2,794,957.46
Balance After Remaining Commitments				991,304.19	1,613,631.14	2,079,018.46	2,027,676.61	6,711,630.40
				Area B	Area C	Area D	Area E	

Peace River Agreement Commitments					August 2018		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2018 Opening Balance							1,228,988.27	1,437,726.56	1,240,094.87	997,874.35	4,904,684.05
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											
Cecil Lake Rec Comm; Hall Door & Window Replacement	Aug 17, 2017	5,297.23		3	5,130.67					166.56	
Cecil Lake Rec Comm; Hall Flooring & Roof Project	Aug 23, 2018	36,715.39		3						36,715.39	
CDC; Fire Training Centre (4,375/year 2018-2022)	Apr 16, 2018	21,875.00		6	4,375.00					17,500.00	
Clearview Arena Society; Concession Area Improvements	Apr 16, 2018	10,490.00		2	10,490.00					-	
Clearview Arena Society; Upgrade Project	April 16, 2018	300,000.00		2						300,000.00	
Clearview Rec Facility; Property Assessment	Jan 19, 2017	50,000.00	5,400.00	2	19,176.48					25,423.52	
Buick Creek Arena; Insulation/Heating Upgrades	Oct 20, 2016	35,000.00	33,600.00	2						1,400.00	
Water Tank Loaders - Potable H2O Stn Upgrade/Develop	Oct 20, 2016; Mar 16, 2017; Nov 22, 2017	740,160.00	175,211.64	1	537,249.66					27,698.70	
		1,199,537.62			576,421.81	-	-	-	-	408,904.17	
Area C											
										-	
CDC; Fire Training Centre (6,562.50/year 2018-2022)	Apr 16, 2018	32,812.50		6		6,562.50				26,250.00	
CL Waste H2O Truck Facility; Bio-solids Mgmt Feas Study	Aug 17, 2017	50,000.00	2,600.00	9		46,700.00				700.00	
CL Waste H2O Truck Facility; Reclaimed H2O Feas/"Purple Pipe"	Aug 17, 2017	75,000.00	5,000.00	9		43,100.00				26,900.00	
CL Waste H2O Truck Facility; Reclaimed Water Project	Jul 19, 2018	533,400.00		9						533,400.00	
FSJ Airport Sub Water Distribution Maintenance Initiative	Dec 1, 2016	15,000.00	12,000.00	1						3,000.00	
Urban Systems; CL Reclaimed Water Project Grant Writing	Jul 19, 2018	5,000.00		9						5,000.00	
		711,212.50				96,362.50				590,250.00	
Area D											
CDC; Kiskatinaw Watershed Stewardship (30K/yr 2016-2020)	Dec 17, 2015	150,000.00	60,000.00	4			30,000.00			60,000.00	
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		6			15,312.50			61,250.00	
CDC; Water Station Upgrade Project	Apr 16, 2018	375,000.00		1						375,000.00	
CDC; Year-Round Rec Facility Upgrades within Dawson Creek	Apr 16, 2018	187,500.00		8			187,500.00			-	
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion	Mar 16, 2017	54,150.00	1,445.55	3			52,704.45			-	
KL Community Centre Society; Security System Installation	Apr 20, 2017	5,798.00		3			5,798.00			-	
KL Sewer; Pump & Alarm System Install; Spare Pump	Feb 18, 2016	22,000.00	12,601.51	9						9,398.49	
South Peace Arts Society; Exhibition & Outreach Art Program	July 19, 2018	9,000.00		7			9,000.00			-	
South Peace Dist Crime Prevention Assn; Signs	Dec 17, 2015	4,375.00	3,909.15	4						465.85	
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	25,000.00		6						25,000.00	
										-	
		1,514,385.50					300,314.95			1,136,114.34	
Area E											
Chetwynd Comm Soc; 4-Peaks Building Roof	Aug 16, 2018	40,000.00		4						40,000.00	
Chetwynd Public Library; Design	Jan 24, 2018; May 17, 2018; Jun 21, 2018	248,000.00		7					22,354.04	225,645.96	
Chetwynd Public Library; Exterior Renovation	Dec 7, 2015	100,000.00		7						100,000.00	
CDC; Kiskatinaw Watershed Stewardship (10K/yr 2016-2020)	Dec 7, 2015	50,000.00	20,000.00	4				10,000.00		20,000.00	
CDC; Fire Training Centre (8,750/year 2018-2022)	Apr 16, 2018	43,750.00		6				8,750.00		35,000.00	
CDC; Water Station Upgrade Project	Apr 16, 2018	125,000.00		1						125,000.00	
CDC; Year-Round Rec Facility Upgrades within Dawson Creek	Apr 16, 2018	62,500.00		8				62,500.00		-	
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion	Mar 16, 2017	18,050.00		3				18,050.00		-	
South Peace Arts Society; Exhibition & Outreach Art Program	July 19, 2018	3,000.00		7				3,000.00		-	
										-	
		690,300.00						124,654.04		545,645.96	
Total Peace River Agreement GL Balance at Month End							1,402,566.46	2,091,364.06	1,689,779.92	1,623,220.31	6,806,930.75
Total Remaining Commitment							408,904.17	590,250.00	1,136,114.34	545,645.96	2,680,914.47
Balance available after remaining commitments							993,662.29	1,501,114.06	553,665.58	1,077,574.35	4,126,016.28
							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	August 2018	Area B	Area C	Area D	Area E	Total BCR/PRA
2018 Opening Balance		60,803.14	63,831.84	28,433.99	43,852.53	196,921.50
Interest (Paid Annually)						
<u>Commitments</u>						
Flatrock Community Cemetery Soc; Fence NP Family Superpark Society; Safely Matts & Flooring		4,273.10	15,240.00			
Total Commitments		4,273.10	15,240.00	-	-	19,513.10
<u>Expenditures</u>						
Northern Brain Injury Assoc.; Rd. Safety Campaign Silver Willow 4-H; 2017 Peace Lookout Cleanup City of Dawson Creek; Summer Swim Program			500.00 1,500.00	3,000.00	1,000.00	
Total Expenditures		-	2,000.00	3,000.00	1,000.00	6,000.00
Month End GL Balance		60,803.14	61,831.84	25,433.99	42,852.53	190,921.50
Balance available		56,530.04 Area B	46,591.84 Area C	25,433.99 Area D	42,852.53 Area E	171,408.40

All Regional District Reserve Balances as of August 31, 2018

R E S E R V E S	911 Emergency Capital Reserve	\$ 253,030.13	Green "Carbon" Project Reserve	\$ 23,855.96
	*BCR/PRA	\$ 190,921.50	Harp/Imp Sewer Capital Reserve	\$ 13,371.55
	Buick Creek Arena Capital Reserve	\$ 170,683.40	Harp/Imp Sewer Operating Reserve	\$ 13,370.85
	Buick Creek Arena Operating Res	\$ 79,107.85	Information System Plan Reserve	\$ 275,418.60
	Building Reserve	\$ 918,851.45	Insurance Reserve	\$ 478,402.06
	Charlie Lake Fire Capital Reserve	\$ 652,225.22	Kelly Lake Comm Ctr. Operating Reserve	\$ 26,268.09
	Charlie Lake Sewer Capital Reserve	\$ 128,170.34	Kelly Lake Comm Ctr. Capital Reserve	\$ 23,141.53
	Charlie Lake Sewer Operating Reserve	\$ 98,963.93	Kelly Lake Sewer Capital Reserve	\$ 11,540.89
	Charlie Lake Sewer Treatment/Disposal	\$ 276,540.58	Kelly Lake Sewer Operating Reserve	\$ 20,704.17
	Charlie Lk Waste Water Truck Facility Res	\$ 125,955.06	Landfill Closure Reserve	\$ 736,987.77
	Chetwynd Arena Capital Reserve	\$ 1,658,214.34	Medical Scholarship Residency Reserve	\$ 101,121.92
	Chetwynd Leis Cntr Capital Reserve	\$ 1,908,624.38	Moberly Lake Fire Capital Reserve	\$ 18,072.23
	Chilton Sewer Capital Reserve	\$ 33,260.84	North Pine TV Reserve	\$ 42,120.21
	Chilton Sewer Operating Reserve	\$ 28,834.04	NP Economic Development Commission	\$ -
	Chilton Sewer Debenture Reserve	\$ -	NPEDC Spark Conference Res	\$ -
	Clearview Arena Operating Reserve	\$ 87,507.10	NP Leisure Pool Building Repl Res	\$ 3,018,189.24
	CL DCC Reserve	\$ 250,888.77	NP Leisure Pool Capital Reserve	\$ 648,996.67
	CLFD Fundraising	\$ -	*Peace River Agreement	\$ 6,806,930.75
	CLFD Operating Reserve	\$ 30,665.76	Peace River Agreement Committee Reserve	\$ 1,018,185.92
	Comm Parks Water Capital Reserve	\$ -	Regional Parks Capital Reserve	\$ 61,652.03
	Comm Parks Water Operating Res	\$ -	Regional Parks Operating Reserve	\$ 46,500.04
	*Community Works (Gas Tax)	\$ 3,310,871.52	Rolla Creek Dyke Operating Reserve	\$ 4,676.02
	DC/PC Fire Capital Reserve	\$ 332,952.60	Rolla Sewer Capital Reserve	\$ 10,072.63
	Election Reserve	\$ 79,570.37	Rolla Sewer Operating Reserve	\$ 7,278.26
	Emergency Plan Reserve	\$ 278,791.03	*Rural (Loan Fund)	\$ 3,799,130.60
	*Fair Share	\$ 9,506,587.86	Rural Fringe	\$ 1,144,680.64
	Feasibility Reserve	\$ 263,295.03	Solid Waste Capital Reserve	\$ 6,867,143.13
	Friesen Sewer Capital Reserve	\$ 5,967.09	Solid Waste Operating Reserve	\$ 1,044,242.40
	Friesen Sewer Operating Reserve	\$ 18,303.52	Sub-Reg Recreation Insurance Reserve	\$ 114,766.84
	FSJ Airport Sewer Capital Reserve	\$ 40,239.89	Tomslake Fire Reserve	\$ 21,561.10
	FSJ Airport Sewer Operating Reserve	\$ 49,836.83	Vehicle (Admin) Reserve	\$ 165,070.15
	FSJ Airport Water Capital Reserve	\$ 14,457.74	Vehicle (BI) Reserve	\$ 7,574.00
	FSJ Airport Water Operating Reserve	\$ 28,870.87	Vehicle (SW) Reserve	\$ 99,614.75
			TOTAL	\$ 47,492,830.04

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

Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Balance
Chetwynd Communications Soc (2018)	275,000.00	275,000.00	27,500.00
NP Farmers Institute; Grain Elevator Upgrades (2021)	300,000.00	300,000.00	180,000.00
Total	575,000.00	575,000.00	207,500.00

Loan Funds Available:	3,292,500.00
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"Grants" from Loan Fund Interest	Committed	Previous Years Paid	Current Year Paid	Remaining
				-
				-
Total	-	-	-	-

Interest Grant Funds Available:	\$506,630.60
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Total RLF Loan & Grant Available:	\$3,799,130.60
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Community Works (Gas Tax) Commitments	Project No. (If applicable)	Committed	Previous Years Paid	Current Year Paid	Remaining
Buick Creek Arena; Insulation/Heating Upgrades		5,759.44			5,759.44
Cecil Lake Recreation Commission; Windows & Doors		36,715.39			36,715.39
Kelly Lake Community Centre; Furnaces		10,800.30		10,800.30	-
Kelly Lake Community Centre; Upgrades	15-480	50,000.00	48,607.60		1,392.40
Osborn Community Hall; Furnace		5,617.50		5,617.50	-
Sagitawa Christian Camps		35,000.00			35,000.00
Sweetwater Parkland Farmers Institute; Furnace		19,488.00		19,488.00	-
Waste Water Receiving Facility at Charlie Lk	14-512	3,500,000.00	3,300,874.20	135,138.14	63,987.66
Tupper Community Hall; Furnace		10,500.00		7,329.00	3,171.00
					-
Total		\$3,673,880.63	\$3,349,481.80	\$178,372.94	\$146,025.89

Gas Tax Funds Available:	\$3,164,845.63
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SPHSS**SOUTH PEACE HEALTH SERVICES SOCIETY**

Director Dan Rose
Box 810 1981 Alaska Ave
Dawson Creek, BC V1G 4H8

Oct 11/2018

Dear Director Dan Rose ,

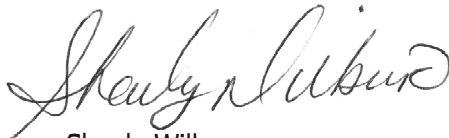
Thank you for meeting with the South Peace Health Services Society Board. We appreciate your interest in the work we are doing and the support you have offered.

As per our conversation and your offer to support the purchase and renovation of the Bulterys House for patient and health professional accommodation; I am sending along with this letter our grant application for \$25,000.00. The board has applied to be a delegation and the next available PRRD meeting and will be providing an update on the work we done so far.

To date the SPHSS has received \$75,000.00 and used \$5,000.00 as a refundable deposit for the Bulterys House that we have put a bid on for purchase. As we are just in the beginning stages I hope this letter will suffice as a report of our financials. I would be happy to provide further information once we have met with some of our potential partners.

Should you have any question please do not hesitate to call or email.

Sincerely,



Shaely Wilbur
Chair- SPHSS
250-219-1927



C/O Box 150
Dawson Creek,
BC
V1G 4G4

PHONE 250-219-1927

EMAIL shaelywilbur@yahoo.ca



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: 80067632

Community Club or Group Name: South Peace Health Services Society

Mailing Address: c/o Box 150

City: Dawson Creek

Postal Code: V1G 4G4

Civic Address: 10105 - 12A Street

Contact Person: Shaely Wilbur

Alternate Person: Dean Freeman

Tel: 250-219-1927

Tel: 778-256-1911

Fax: shaelywilbur@yahoo.ca

Fax:

Email: swilbur@dawsoncreek.ca

Email: randifreeman@live.ca

CLUB EXECUTIVES

PROJECT COSTS

President: Shaely Wilbur (acting)

Total Cost of Project: 25,000.00

Vice President: Shaely Wilbur

Amount Requested per 25,000.00

Treasurer: Dean Freeman

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.

Funds to be used for renovation on the Bulterys Community House.

- Roof Upgrades
- Accessibility Upgrades

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Shaely Wilbur

Date: Oct 11/18

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

SPHSS**SOUTH PEACE HEALTH SERVICES SOCIETY**

Director Leonard Hiebert
Box 810 1981 Alaska Ave
Dawson Creek, BC V1G 4H8

Oct 11/2018

Dear Director Leonard Hiebert ,

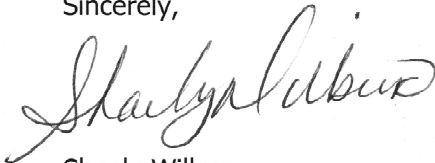
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250-219-1927



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BC
V1G 4G4

PHONE 250-219-1927

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PEACE RIVER REGIONAL DISTRICT

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Community Club or Group Name: South Peace Health Services Society

Mailing Address: c/o Box 150

City: Dawson Creek

Postal Code: V1G 4G4

Civic Address: 10105 - 12A Street

Contact Person: Shaely Wilbur

Alternate Person: Dean Freeman

Tel: 250-219-1927

Tel: 778-256-1911

Fax: shaelywilbur@yahoo.ca

Fax:

Email: swilbur@dawsoncreek.ca

Email: randifreeman@live.ca

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Vice President: Shaely Wilbur

Treasurer: Dean Freeman

PROJECT COSTS

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Amount Requested per 25,000.00

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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:

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- ☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca



Updated: July 19, 2018

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.	South Peace Historical Society	On-going	- Director Hiebert to contact the South Peace Historical Society in the Spring of 2018	October 19, 2017