



PEACE RIVER REGIONAL DISTRICT

REVISED

Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, August 17, 2017

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

-
1. CALL TO ORDER - Director Rose to Chair the Meeting
 2. DIRECTORS NOTICE OF NEW BUSINESS:
 3. ADOPTION OF AGENDA:
 4. ADOPTION OF THE MINUTES:
M-1 Rural Budgets Administration Committee Meeting of July 20, 2017
 5. BUSINESS ARISING FROM THE MINUTES:
 6. DELEGATIONS:
D-1 None
 7. CORRESPONDENCE:
C-1 July 27, 2017 – Thank you letter – Rolla Community Cemetery Board
C-2 August, 2017 – Northern Development Initiative Trust – Grant Writer Newsletter
 8. REPORTS:
R-1 July 27, 2017 – Wonowon Horse Club Society – Funding Amendment
R-2 August 10, 2017 – Report from Jill Rickert, CSC - Cecil Lake Recreation Commission – Grant Application
R-3 August 10, 2017 – Report from Jill Rickert, CSC - South Peace Arts Society – Dawson Creek Art Gallery – Grant Application
R-4 August 8, 2017 – Report from Jill Rickert, CSC - Awards and Recognition Program Survey – Results and Recommendations10_
~~R-5 August 9, 2017 – Report from Jill Rickert, CSC – Youth Travel Policy – Amendments and Options~~
R-65 August 11, 2017 – Report from Shawn Dahlen, DCAO – **REVISED** Charlie Lake Trucked Waste Receiving Facility – Projects
R-76 August 11, 2017 – Report from Jennifer Rudyk, Finance Clerk - Financial Report – July 2017
 9. DIARY:
DI-1 August 17, 2017 – RBAC Diary
 10. NEW BUSINESS:
 11. COMMUNICATIONS:
 12. ADJOURNMENT:



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: July 20, 2017

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Staff
 Chris Cvik, Chief Administrative Officer
 Shawn Dahlen, Deputy Chief Administrative Officer
 Tyra Henderson, Corporate Officer
 Christina Wards, Assistant Treasurer
 Jill Rickert, Community Services Coordinator
 Barb Coburn, Recording Secretary

Call to Order The Chair called the meeting to order at 1:13 p.m.

DIRECTORS NOTICE OF NEW BUSINESS:

Director None

ADOPTION OF AGENDA:

MOVED by Director Hiebert, SECONDED by Director Rose,
 That the Rural Budgets Administration Committee Meeting agenda for the July 20, 2017 meeting be adopted:

CALL TO ORDER - Director Goodings to Chair the Meeting

DIRECTORS NOTICE OF NEW BUSINESS:

ADOPTION OF AGENDA:

ADOPTION OF THE MINUTES:

M-1 Rural Budgets Administration Committee Meeting of June 15, 2017

BUSINESS ARISING FROM THE MINUTES:

DELEGATIONS:

CORRESPONDENCE:

C-1 June 26, 2017 – Thank you from Alicia Sorken – BC Girls Highschool Rugby

C-2 June 27, 2017 – Thank you from South Peace Community Arts Council

C-3 June 25, 2017 – Thank you from Goetz – Scholarship

C-4 July 5, 2017 – Thank you from Trevor Andres – Scholarship

C-5 July 5, 2017 – Thank you from Katie Dufresne - Bursary

C-6 July 7, 2017 – Thank you from Alexis Friesen – Scholarship

ADOPTION OF AGENDA (continued):

REPORTS:

- R-1 June 5, 2017 – Report from Fran Haughian, Communications Mgr. – Electoral Area Communications
R-2 June 27, 2017 – Report from Kim Frech, CFO – Rural Economic Development Models
R-3 June 27, 2017 – Report from Kim Frech, CFO – Fair Share Commitments and Gas Tax Commitments
R-4 July 11, 2017 – Report from Jennifer Rudyk, FC – Financial Report – June 2017
R-5 July 12, 2017 – Report from Jill Rickert, CSC – Funding Amendment Request – Tupper Community Club 2017 GIA Allocation
R-6 July 13, 2017 – Report from Jill Rickert, CSC – Funding Amendment Request – Little Prairie Heritage Society

DIARY:

DI-1 July RBAC Diary

NEW BUSINESS:

NB-1 June 30, 2017 – Mr. Fraser, Natural Gas Extension Grant Application – Electoral Area D

NB-2 July 4, 2017 – Scott & Jessica Greenlees, Electrical Extension Grant Application – Electoral Area D

COMMUNICATIONS:

ADJOURNMENT:

CARRIED.

ADOPTION OF MINUTES:

M-1
RBAC Minutes

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee Meeting Minutes of June 15, 2017 be adopted with the following amendment:

that the R-4 report reflect that it is from Trish Morgan, General Manager of Community Services.

CARRIED.

REPORTS:

R-1
Electoral Area
Communications

MOVED by Director Rose, SECONDED by Director Sperling,

1. That the Electoral Area Directors provide direction to the Manager of Communications regarding future electoral area communications; and
- 2., That the Electoral Area Manager work with the Directors to update information on the Electoral Areas' Peace River Regional District web pages.

CARRIED.

R-5
Tupper Community Club
2017 GIA Allocations

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the funding amendment request from the Tupper Community Club and authorize the reallocation of \$5,500 from their 2017 Grants-in-Aid (GIA) to assist with the costs to seal their parking lot.

CARRIED.

R-6
Little Prairie Heritage
Society 2014 GIA

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee:

1. deny the funding amendment request from Little Prairie Heritage Society to reallocate \$4,355.16 of their remaining 2014 Grants-in-Aid (GIA) allocation to be used to pay off the outstanding amount payable from their 2015 GIA project to complete an outdoor all access washroom; and
2. authorize staff to meet with Little Prairie Heritage Society to assess the status of their GIA funding and their projects in order to support the Society to better manage their GIA and to recommend alternate methods and opportunities to acquire additional funding.

CARRIED.

REPORTS (continued):

R-6 (continued)
Little Prairie Heritage
Society 2014 GIA

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee amend the unused portion of the 2013 FairShare grant allocation, in the amount of \$18,910, to be used toward capital costs and projects associated with the operation of the Little Prairie Heritage Society museum with the condition that only \$4,355.16 be authorized to reimburse the final claim from their 2015 project to complete an outdoor all-accessible washroom and that no further reimbursement of claims be paid out until staff have assessed the Status of their GIA funding and the remaining projects to be completed.

CARRIED.

NEW BUSINESS:

NB-1
Fraser Natural Gas
Extension Grant

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Natural Gas Extension Grant application from Mr. Fraser for PID 026-116-928 be approved from Area D budget for \$872.25.

CARRIED.

NB-2
Greenlees Electrical
Extension Grant

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Electrical Extension Grant application from Scott and Jessica Greenlees for Northeast ¼, Section 10, Township 77, Range 14, Peace River be approved from Area D budget for \$4,000.

CARRIED.

ADJOURNMENT

The meeting adjourned at 2:30 p.m.

Director Goodings, Meeting Chair

Barb Coburn, Recording Secretary

Rolla Community Cemetery Board
c/o 1624 – 95 Avenue
Dawson Creek, BC
V1G 1K1



July 27, 2017

Peace River Regional District
Box 810
Dawson Creek, BC
V1G 4H8

Dear Mrs. Rickert,

We, the Rolla Community Cemetery Board, wish to thank you for the grant of \$1,000.00 for a bench for our cemetery. It was placed under a tree in the center of the cemetery and will be used be all for years to come.

Sincerely,

Kathy Heaton
Secretary
Rolla Community Cemetery Board





August 2017 Grant Writer Newsletter

Some tips and highlights for this month are:

Gaming Grants- A reminder that the following intake dates and deadlines are in place for these grants:

- Arts and Culture- Feb. 1- May 31
- Sports for Youth and People with a Disability- Feb. 1- May 31
- Public Safety - July 1- August 31
- Environment- July 1-Aug. 31
- Human and Social Services- August 1-Nov. 30
- Please remember that in order to apply for a gaming grant, you will need proof via a scanned copy of a void cheque that your organization has a gaming account. You will also have to produce annual audited statements (or a review) for the fiscal year just ending and budgets for the last year, this year and next year.
- A reminder that before you can apply for a gaming grant and if you have received a previous gaming grant, you need to complete the form found on the BC Gaming Grant website reporting on how you spent the previous grant funds.
- You are also entitled to having 7% of your previous grant in your bank account when applying for a new grant.
- And be tenacious. If you are declined for an application, take a good look at the letter you receive and you can appeal the decision within 30 days. Often the folks at Gaming do not have a clear understanding of how your finances are organized (e.g. dedicated funds) so it is up to you to answer those questions. This often works in getting to a successful conclusion for you. This also includes refusal based on information they claim you did not send when in fact you did. You should read that letter of decline very closely.
- Designated funds. Once of thing things that the Gaming Branch looks at are designated funds. These have to be for a specific project and cannot be used for operations. Designated funds are different from contingency funds that are put in place in case of a major emergency and these can be used for operations if needed. These have to be differentiated in you financial reporting or Gaming may refuse your application based on what you have in your financial reports.

Grant Status

- A reminder to please let me know if you have been successful or not with grants. It helps myself and everyone else to know how funders are responding to grant applications. There are lots of grants coming in right now so please let me know.

ConocoPhillips

- They have activated their grant giving program again so I have written a number of grants to them. They do not provide funding to those organizations that are not a society or have CRA charitable status.

NDI's Fabulous Festivals and Events Grant

- A reminder about this grant . There is no deadline for this grant. If you need help with it, please contact me.
- The maximum for this grant is \$2500

BC Hydro Go Fund

This fund provides up to \$10,000 and focuses on

- Providing support to **vulnerable** populations specifically children, families and seniors
- Healthy food options (food bank support, nutrition, education)
- Child development programming (daytime: infant, toddler, pre-school and after-school, tweens and teens)
- Family care (support and education around violence, addiction and healthy relationships)
- Affordable transportation to improve access to services and programs
- Affordable access to technology

The applicants only require one letter outlining support for the Funding requests from either: a municipality, a regional district, or a community organization.

If the applicant is providing a letter of support from a community organization, then they must notify the local or regional government by sharing a notification letter of their intent to apply.

More information can be found at:

<http://www.northerndevelopment.bc.ca/funding-programs/capacity-building/bc-hydro-go-fund/>

- If you were not successful the first time, please ask why and re-send the application after you get clarification on how to get to "yes".

NDIT Programs

- Please don't forget about these programs. There are a couple of significance is you need to upgrade your current community and recreation facilities. One is for \$30,000 and another for \$250,000. The maximum depends on your needs and if you can meet the funding and employment thresholds set by NDIT.
- Some great news on the NDIT Community Halls and Recreation Facilities Grant- the maximum limit has now been raised to \$50,000 as a trial for the next year. This grant can be used for improvements to your halls including new roofs, etc.
- If you need help, please ask, as NDIT has been a continuing supporter of our region for many years. We have left funds on the table almost every year so let's challenge ourselves in 2017 to not let that happen.
- Congratulations to the Tse'Kw'a Society for receiving a grant to help with their improvements to their site a Charlie Lake.

SUCCESS!

- Some of the companies that had put grants on hold are now opening up again.
- The really great news is that we are now at \$7.835 million in successful grants since the program started. That is just over \$1 million per year. This is a great milestone for this program.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "D" – Funding Amendment

APPLICANT INFORMATION

Name of Organization:	WONOWON HORSE CLUB SOCIETY	Date:	July 27, 2017
Contact:	FRANCES PALFY	Phone:	250 261 0238
Mailing Address:	Box 8 WONOWON BC V0C 2N0	Fax:	
Email:	frances.baker.101@gmail.com		

PROJECT TO PROVIDE FUNDS

Year Funds Granted:	2015	Have you completed this project?	YES
Current Project Description: (project for which funds were originally applied for)			
REPAIRS TO THE VENTILATION SYSTEM ON ROOF OF COMMUNITY HALL			
Amount Granted:	\$1500.00	Amount to Reallocate:	\$1500.00

PROJECT TO RECEIVE REALLOCATED FUNDS

TOTAL Cost of New Project:	\$1465.00
Proposed New Project/Operational Expense: (reason for request and description of project, project budget)	
THE 2015 GIA ALLOCATION OF \$1500.00 WAS FOR ASSISTING WITH A VENTILATION ISSUE AT THE COMMUNITY HALL. THE WONOWON HORSE CLUB HAS ADDRESSED THIS VENTILATION ISSUE AS PART OF THE 2017 GIA PROJECT, RESULTING IN THE UNUSED 2015 GIA ALLOCATION. WONOWON HORSE CLUB WOULD LIKE TO AMEND THE 2015 GIA AND REALLOCATE IT TOWARDS THE 2017 INSURANCE COSTS.	

FOR OFFICE USE ONLY

Funds Remaining: (showing last 3 years)	Current Project Name:	New Roof	Amount Available =	\$13,220
	2015 Project Name:	Ventilation for roof	Amount Available =	\$1,500
	Project Name:		Amount Available =	
			Total Unused Funds =	\$14,720

Recommendation: That the Rural Budgets Administration Committee approve the funding amendment received from Wonowon Horse Club and authorize the reallocation of the 2015 GIA funding in the amount of \$1,500 to be used towards the Societies 2017 Insurance Costs.

Rationale: The 2015 GIA allocation was originally provided to support the society to improve the ventilation in the roof; however, now that the roof has been replaced entirely, this project is no longer necessary. Insurance costs are an eligible expense for Electoral Area B under the current GIA policy, so this request meets the eligibility criteria for approval. Note: that the total unused funds indicates a balance of \$14,720 as the 2017 GIA expenses for the new roof have not yet been reimbursed. The claim has been received in the full amount for the allocation.

Ch. Birk

J. Morgan

As always, if you ever need assistance, please call or contact me.

Andy Ackerman
Grant Writer
North Peace Economic Development Commission
11720-89A Street
Fort St John BC V1J 6R6
(250) 787-8457
250) 793-7797 (cell)
(250) 787-8450 (fax)
Skype: andrewa21
www.myriadconsulting.ca



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: August 10, 2017

From: Jill Rickert, Community Services Coordinator

Subject: Grant Application – Cecil Lake Recreation Commission

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the grant application from Cecil Lake Recreation Commission and authorize a grant of up to \$5,297.23 from Electoral Area B Peace River Agreement Funds - Spending Item #3, for the purpose of assisting the organization to replace a window and door system at the Cecil Lake Hall.

BACKGROUND/RATIONALE:

In June of this year, the PRRD hosted a public information meeting for the Area B Water Referendum Information sessions at the Cecil Lake Hall where it was noted the hall was in some need of repairs. Grant funding was discussed and a grant application was received requesting funding support for the replacement and installation of the main double doors and a window of the building. Attached you will find a quote outlining the cost of the repairs

Cecil Lake Recreation Commission is a not-for-profit organization operating in Electoral Area B and is good standing with the Societies Act.

OPTIONS:

1. The Committee could determine not to support this request and provide further direction to staff.

STRATEGIC PLAN RELEVANCE:

- 1.3 Regional Recreation – The PRRD is committed to working with Peace River Region residents to have continued access to facilities for recreational and cultural purposes.

FINANCIAL CONSIDERATION(S):

Funding for this grant would be provided from Electoral Area B through the use of Peace River Agreement (Spending Item 3).

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachments: Grant Application

Staff Initials:

Dept. Head:

CAO:

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PEACE RIVER REGIONAL DISTRICT

GRANT REQUEST APPLICATION FORM

Society: Cecil Lake Recreation Commission ^{#19875} Date: _____
 Community Club or Group Name: Cecil Lake Recreation Commission
 Mailing Address: Box 220
 City: Cecil Lake B6 Postal Code: V0C1G0
 Civic Address: 4864 Cecil Lake Rd.
 Contact Person: Vicki Hess Alternate Person: Barbara Scobie
 Tel: 250-793-6496 Tel: 250-785-3608
 Fax: _____ Fax: _____
 Email: Vickihess7@icloud.com Email: _____

CLUB EXECUTIVES

President: Vicki Hess
 Vice President: Barbara Scobie
 Treasurer: Trudy Côté - 250-781-3605

PROJECT COSTS

Total Cost of Project: \$7,262.¹⁰/₁₀₀
 Amount Requested: \$5,297.²³/₁₀₀

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

We have a broken window and door needing replaced in the electrical room. The west double door in main hall needs replaced due to damage. The recreation members will prep, paint & install two interior doors on electrical room. The hardware and GST is not included in quote.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: *Vicki Hess*

Date: July 26/2017

For Office Use Only

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

Gas Tax: ☐

Other: ☒ Peace River Agreement #3

diverse. vast. abundant.

PLEASE REPLY TO:

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

Authorized Dealer of
**ALL WEATHER
WINDOWS**

QUOTE



10267 West Bypass, Fort St. John, BC

Ph (250) 787-8888

Fax (250) 787-8887

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

Cecil Lake Hall Revised

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

INVOICE # [100]
DATE: AUGUST 1, 2017

Quote good for 30 days

CONTACT	JOB	PHONE
Vicki	Cecil Lake Hall	250-793-6496

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Supply and install the Electrical room door (Door Knob and Dead bolt not included)	1126.88	1126.88
1	Supply and install steel Double door on the west side of the hall (with exit only hardware) Not including the Exterior trimming to the siding	2605.28	2605.28
1	Supply and install vinyl NON opening window in the electrical room (window comes with vinyl brick mold on the exterior) trimmed on the interior	841.51	841.51
NOTE	The vinyl trim and labor to finish the exterior of the steel frames is not included in this price		
	Travel time	156.00	156.00
NOTE	Taxes are not included		
		Sub Total	\$4,729.67
		G.S.T.	\$236.48
		P.S.T.	\$331.08
		TOTAL	\$5,97.23

Any questions please call Peter

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

To accept this quotation, sign here and return: _____

10/3/17

accrual Basis

South Lake Recreation Commission (S.L.R.C.)
Profit & Loss Prev Year Comparison
 February 2016 through January 2017

R-2

	Feb '16 - Jan 17	Feb '15 - Jan 16	\$ Change	% Change
Income				
43400 · Direct Public Support				
43450 · Individ, Business Contributions	300.00	0.00	300.00	100.0%
Total 43400 · Direct Public Support	300.00	0.00	300.00	100.0%
45000 · Investments	22.54	18.69	3.85	20.6%
46400 · Other Types of Income	0.00	50.00	-50.00	-100.0%
47200 · Program Income				
47220 · Ball Tournament	10,441.05	10,746.86	-305.81	-2.9%
47225 · Fundraisers	0.00	3,965.00	-3,965.00	-100.0%
47230 · Membership Dues	24.00	22.00	2.00	9.1%
47235 · Rent Revenue				
47236 · Bar Revenue	5,571.00	664.00	4,907.00	739.0%
47235 · Rent Revenue - Other	5,830.00	3,450.00	2,380.00	69.0%
Total 47235 · Rent Revenue	11,401.00	4,114.00	7,287.00	177.1%
Total 47200 · Program Income	21,866.05	18,847.86	3,018.19	16.0%
Total Income	22,188.59	18,916.55	3,272.04	17.3%
Expense				
62800 · Facilities and Equipment				
62850 · Janitorial Services	1,967.00	441.00	1,526.00	346.0%
62851 · Janitorial Supplies	478.06	490.88	-12.82	-2.6%
62860 · Waste	214.84	506.76	-291.92	-57.6%
62865 · Maintenance Yard & Build	2,327.56	167.85	2,159.71	1,286.7%
Total 62800 · Facilities and Equipment	4,987.46	1,606.49	3,380.97	210.5%
65000 · Operations				
65030 · Ball Tournament	4,224.06	6,029.92	-1,805.86	-30.0%
65040 · Bar Liquor	2,499.32	916.28	1,583.04	172.8%
65042 · Mix/Supplies/Decor	423.21	682.85	-259.64	-38.0%
65050 · Utilities Telephone	393.02	352.76	40.26	11.4%
65052 · Utilities Heat (PNG)	2,145.24	1,197.61	947.63	79.1%
65054 · Utilities Hydro	1,139.90	999.53	140.37	14.0%
65056 · Utilities Water	650.00	650.00	0.00	0.0%
Total 65000 · Operations	11,474.75	10,828.95	645.80	6.0%
65100 · Other Types of Expenses				
65115 · Bank Service Fees	330.47	175.98	154.49	87.8%
65120 · Insurance - Liability, D and O	750.00	735.00	15.00	2.0%
65121 · Insurance - Binder Replacement	3,039.00	2,903.00	136.00	4.7%
65125 · Operating Permit	250.00	250.00	0.00	0.0%
65127 · Scholarships	285.00	35.00	250.00	714.3%
65130 · Society Annual Fee	25.00	25.00	0.00	0.0%
Total 65100 · Other Types of Expenses	4,679.47	4,123.98	555.49	13.5%
Total Expense	21,141.68	16,559.42	4,582.26	27.7%
Net Income	1,046.91	2,357.13	-1,310.22	-55.6%

3/17

ual Basis

Trial Balance

As of 31 January 2017

	31 Jan 17	
	Debit	Credit
CIBC Chequing	26,365.03	
CIBC Flexible GIC	3,778.99	
Float Cash	204.00	
11000 · Accounts Receivable	150.00	
12000 · Undeposited Funds	0.00	
20000 · Accounts Payable	0.00	
25560 · Damage Deposit	0.00	
25565 · Kitchen Fund		5,822.65
30000 · Opening Balance Equity		30,262.23
32000 · Retained Earnings	6,633.77	
43400 · Direct Public Support:43450 · Indiv, Business Contributions		300.00
45000 · Investments		22.54
47200 · Program Income:47220 · Ball Tournament		10,441.05
47200 · Program Income:47230 · Membership Dues		24.00
47200 · Program Income:47235 · Rent Revenue		5,830.00
47200 · Program Income:47235 · Rent Revenue:47236 · Bar Revenue		5,571.00
62800 · Facilities and Equipment:62850 · Janitorial Services	1,967.00	
62800 · Facilities and Equipment:62851 · Janitorial Supplies	478.06	
62800 · Facilities and Equipment:62860 · Waste	214.84	
62800 · Facilities and Equipment:62865 · Maintenance Yard & Build	2,327.56	
65000 · Operations:65030 · Ball Tournament	4,224.06	
65000 · Operations:65040 · Bar Liquor	2,499.32	
65000 · Operations:65042 · Mix/Supplies/Decor	423.21	
65000 · Operations:65050 · Utilities Telephone	393.02	
65000 · Operations:65052 · Utilities Heat (PNG)	2,145.24	
65000 · Operations:65054 · Utilities Hydro	1,139.90	
65000 · Operations:65056 · Utilities Water	650.00	
65100 · Other Types of Expenses:65115 · Bank Service Fees	330.47	
65100 · Other Types of Expenses:65120 · Insurance - Liability, D and O	750.00	
65100 · Other Types of Expenses:65121 · Insurance - Binder Replacement	3,039.00	
65100 · Other Types of Expenses:65125 · Operating Permit	250.00	
65100 · Other Types of Expenses:65127 · Scholarships	285.00	
65100 · Other Types of Expenses:65130 · Society Annual Fee	25.00	
TOTAL	58,273.47	58,273.47



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: August 10, 2017

From: Jill Rickert, Community Services Coordinator

Subject: Grant Application – South Peace Arts Society - Dawson Creek Art Gallery

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the grant application from the South Peace Arts Society and authorize a grant in the amount of \$1,500 payable from Electoral Area D Peace River Agreement Funds – Spending Item #7, to provide support for the Exhibition and Outreach Art Programs offered through the Dawson Creek Art Gallery.

BACKGROUND/RATIONALE:

The Dawson Creek Art Gallery is operated by the South Peace Art Society and provides an inclusive, creative, cultural centre for all members of the community and the BC Peace Region. It is a public gallery dedicated to the presentation, interpretation and advancement of the Visual Arts. It features both local artists and touring shows on a year round basis. Many of the displays are directly related to the heritage and culture that is unique to the Peace Region.

The South Peace Arts Society has been a long time promoter of arts education through programs that encourage exploration of the arts through education. For more than 34 years, students of all ages, backgrounds and abilities have engaged many of the programs offered year round at the gallery. The South Peace Art Society is a not-for-profit organization in good standing with the Societies Act. The funding amount recommended is based on past grant approvals.

OPTIONS:

1. The Committee could determine not to fund this request and provide further direction to staff.

STRATEGIC PLAN RELEVANCE:

1.3 Region Recreation – The PRRD is committed to working with Peace River Region residents to have continued access to facilities for recreational and cultural purposes.

FINANCIAL CONSIDERATION(S):

Funds for this grant could be supported under Peace River Agreement Funds Spending Item #7 which is intended for Libraries, Museums and Art Galleries.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachments: Grant Application

Staff Initials:

JR

Dept. Head:

J. Morgan

CAO:

Ch. Birk

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DAWSON CREEK ART GALLERY

101 - 816 ALASKA AVENUE, DAWSON CREEK, BC V1G 4T6 • PHONE: 250-782-2601 • FAX: 250-782-8801

Trish Morgan

General Manager of Community and Electoral Area Services

Peace River Regional District

PO Box 810, Dawson Creek, BC V1G 4H8

July 24, 2017

RE: Grants to community organizations

Dear Ms. Morgan,

The South Peace Art Society would like to request that the Peace River Regional District consider supporting the education and exhibition programs operated by the Dawson Creek Art Gallery.

This request for ~~\$4,000~~ ^{\$3,000} will assist us in continuing our unique programs that promote a dynamic and creative regional community. The District's support of our gallery will champion the talents of our youth, emerging regional artists and established senior artists.

As an artist run gallery, we have a total membership of 355 + local and regional artists and artisans who exhibit and sell their work, assist with the operation of the gallery and provide us with volunteer support.

If you have questions about our programs, please feel free to contact me at 250-782-2601.

Yours truly,

Kit Fast,

Public Relations/Curator

250-782-2601

250-782-8963

beartactive

Dawson Creek Art Gallery

curator@dcartgallery.ca

Thank you to the supporters of our education and exhibition programs.





PEACE RIVER REGIONAL DISTRICT

GRANT REQUEST APPLICATION FORM

Society: Date:

Community Club or Group Name:

Mailing Address:

City: Postal Code:

Civic Address:

Contact Person: Alternate Person:

Tel: Tel:

Fax: Fax:

Email: Email:

CLUB EXECUTIVES

President:

Vice President:

Treasurer:

PROJECT COSTS

Total Cost of Project:

Amount Requested:

Describe the project for which your organization is requesting a grant:

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Date:

For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐

BCR: B ☐ C ☐ D ☐ E ☐

Gas Tax: ☐

Other: ☐

diverse. vast. abundant.

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca

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

THE AUDIENCE AND COMMUNITIES SERVED

The Dawson Creek Art Gallery is the region's largest and best venue for promoting the visual arts and social health. The Gallery provides the venue and events for artists of all ages and backgrounds throughout the region to present the full range of visual arts and crafts that they create. Our programs encourage the exploration of the arts through education, exhibits, sales of artwork and festivals.

In 2017 our 357 members includes:

BC Peace River – Urban 207

BC Peace River – Rural 75

AB Peace River – 41

Outside region – 24

EDUCATION PROGRAMS

For over 34 years, the Society's education programs have engaged students of all ages, backgrounds and abilities in the visual arts. All members of the community are encouraged to participate in our extensive education programs and we are constantly evaluating the needs of our community.

In 2016 we expanded the scope and reach of our education programs by extending our education coordinator's position from a part-time position to a full 35 hours a week position. We had identified a growing need for positive, creative, socially engaging activities for all ages in our community. This commitment and focus on art education and social engagement continues to be a resounding success.

Youth Education – a 68% participation increase with over 750 lessons booked

Our youth education programs are designed to engage our community's children as lifelong learners, volunteers and benefactors. In Dawson Creek, a graduate of Toddler Time will have the opportunity to become a respected elder with a lifetime of participation in the arts.

Our Summer School of the Arts is for children ages 4 to 13+ and is offered in partnership with the Province, the Peace River Regional District, the City of Dawson Creek, along with local businesses and corporations. From September to the end of June, our after school classes meet the needs of families by keeping their children active and creative during the long winter months.

Youth Education programs include:

- Summer School of the Arts has classes for ages: 4-7, 8-12 and 13+;
- After school classes for ages 5 and up run from September to June.

Our 2016/17 expanded programming includes:

- Toddler Time for an adult and their toddlers ages 1-5 once a week;
- Elementary school visits for full class art instruction – School District No.59;
- Private art instruction for the Child Development Centre once a month;
- Teen Open Studio every Friday;
- Spring Break morning classes for ages 5 and up;
- Menchie's's Art Camp for Kids every month in partnership with a local business.

Adult workshops and classes – a 57% participation increase with over 500 lessons booked

Our adult art studio space is leased from the City of Dawson Creek to provide a physically accessible studio space. Classes in the O'Brien Art Studio include the Exploring Art group, with 30+ members ranging in age from young adult to 70 years and up, who use the studio from September to June. Workshops in printmaking, painting and multi-media are scheduled through the year, as well as children's programs that include persons with physical disabilities.

Workshops are scheduled to encourage exhibiting artists to include instruction while they show work in the gallery. This brings artistic influences from beyond the region to the community and expands the community's capacity through professional instruction and the application of critical thinking and new techniques.

Registration fees support education programs at the gallery, along with volunteer commitment from many of our local and regional artists, and donations from corporations, businesses and individual citizens. The programs have grown in scope and profile within the region. The continuation of the practice of fee sustainability is directly affected by our ability to acquire funding through grants.

Adult programs include:

- An accessible classroom leased from the City to allow full community participation;
- The Exploring Art group of 30+ members uses the classroom from September to June. Members range in age from young adult to 70 years and up;
- Adult workshops and classes are scheduled through the year to match the interests of the community. Media explored ranges from drawing to painting to photography.

Our 2016/17 expanded programming includes:

- Boston Pizza Art and Appie Night once a month in partnership with a local business;
- Ladies Wine and Art Night once a month;
- Adult private art instruction/events are now booked every 2 weeks and have a regular attendance of 40-50 people per night. Events like this, held in rural community halls, have become an important social link where families can get together with shorter driving times and lower travel costs.
- A resource library added. Our local community college and artists donated reference and instructional books to be housed and managed by Gallery staff. The books are properly indexed and will be available for use this year.

The Lasting Impact of Art Education

Consistent quality education has fostered an environment of accomplishment resulting in an impressive community of visual artists. The Society is committed to provide a life-long opportunity for members of our community and region to excel. People of all ages have embraced the Dawson Creek Art Gallery.

EXHIBITIONS AND ART OUTREACH

For over 34 years, the Dawson Creek Art Gallery and for almost 60 years the South Peace Art Society has provided a unique venue for the promotion and enhancement of the arts in the South Peace region of Northeastern BC. In conjunction with the professional exhibition program the Gallery also offers special events and workshops for participants of all ages.

The Gallery hosts 11 exhibitions per year. Our exhibition schedule is balanced between local and regional artists and provincial and national touring exhibitions. This ensures that beginner, intermediate and professional artists have the opportunity to exhibit their works in the community, pursue excellence in their work and exhibit their work beyond this region.

Exhibit openings are held for each exhibit with attendance varying from 25 to 150 people. Traditional advertisement and promotion has been reduced by financial constraints, but website, email and social media are used extensively.

The opening of the Calvin Kruk Centre for the Arts (CKCA) inspired the Gallery to expand our connections to the community by establishing The Big Blue Wall – an exhibition space for Permanent Collection and a PopUp Gallery for smaller shows for emerging artists at the Centre. The added venues expanded our presence in the community by connecting with new viewers.

CKCA is a vibrant hub for our community with hundreds of children and youth enrolled in dance, music and choir. It is also a popular choice for meeting room rentals and as a City facility, many of the City's public meetings are held there. The presence of the visual arts in KPAC brings the attention of out of town visitors including municipal and business leaders.

Membership and Mentor Group Exhibits

As an artist run gallery, we have a membership of over 50 local and regional artists who assist with the operation of the gallery and provide us with volunteer support. These artists are given an opportunity to exhibit in our summer and Christmas shows.

Membership Exhibits

Our annual schedule includes two membership exhibits and the Exploring Art program, a collective of artists with a more than 21-year history of seniors and younger participants exploring the world of artistic expression. This is one of our opportunities to inspire local artists to show their work and to inspire participation in the creation of art and community.

Each year, membership artists who have created an articulate, professional body of work and have demonstrated a dedication to excellence are given the opportunity to present a solo exhibit. This is a critical step in our education and mentorship program through which we celebrate the success of our artists in the community. We then promote these artists to galleries outside the region so the artists can capitalize on their experience.

Student Exhibits

In our Make Your Mark exhibit, we showcase students from the visual art programs in the middle and secondary schools in School District No. 59 and private schools. This is an important step for students motivated to continue their education and it is an excellent venue for family members to see their children's work exhibited in a professional manner. Each year, three works from this exhibit are purchased by the School District for their permanent collection.

Professional Exhibits

Touring exhibits bring in artists from all over western Canada in addition to national and international exhibitions. Touring exhibits provide a challenging and enjoyable experience while giving local and regional artists a source of artistic inspiration and motivation for pursuing their own work. Over the years our gallery has hosted internationally recognized artists such as Peter von Tiesenhausen, Aganetha Dyck and Brian Jungen.

Programming includes:

- The gallery hosts 11 exhibitions per year. Our exhibition schedule is balanced between local, regional and provincial touring exhibitions. This ensures that beginner, intermediate and professional artists are able to excel and exhibit their works to the community, the region and beyond;
- Art Walk takes art into the community by promoting local talent during the busy tourist season with 17 businesses and 26 visual artists participating in 2016.

Our expanded programming includes:

- We now exhibit the School District No. 59 and the South Peace Art Society's permanent collections in Big Blue Wall exhibition space at the Calvin Kruk Centre for the Performing Arts. This has enabled us to promote the visual arts to hundreds more young families in the community.
- When funding is secured, the Gallery will pay artist fees for selected exhibitions. The Dawson Creek Art Gallery is our region's best opportunity for artists to build a resume of exhibition in the pursuit of excellence and recognition as a professional artist. This professional status is important for two reasons:
 - Artists applying for grants from the British Columbia Arts Council (BCAC) and the Canada Council for the Arts need a record of payment for the exhibition of their works to support their claim of being a professional artist. A lack of paid exhibitions severely limits career opportunities available to artists in our region.
 - When the DC Art Gallery establishes a record of paying and exhibiting professional artists, we will be eligible to apply for operational funding and additional project funding from BCAC.

Projected Exhibition Budget**Projected Budget 2017****Revenues**

Federal Funding Young Canada Works	5,800.00
Communtiy Gaming Grant	7,000.00
Regional District Grant in Aid	1,000.00
Municipal Fee for Service	2,500.00
South Peace Art Society Fundraising	2,000.00
Corporate Social Investment	2,500.00
Memberships	1,700.00
Art Sales	10,000.00
Art Rental	2,200.00
Donations	1,700.00
Interest	1,400.00
Sub-total	37,800.00

In-kind

Labour	-
	900.00
Total	38,700.00

Expenses

Advertising	2,000.00
Bank charges	400.00
Insurance	100.00
Wages and benefits	16,700.00
Office	1,000.00
Telephone	450.00
Janitorial	2,000.00
Accounting and legal	150.00
Payments to artists (sales)	8,000.00
Payments to artists (fees)	1,500.00
Exhibition openings	2,000.00
Exhibition freight	1,000.00
Exhibition capital costs	2,500.00
Sub-total	37,800.00

In-kind

Labour	-
	900.00
Total	38,700.00

Surplus/Deficit	0.00
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Projected Education Budget**Projected Budget 2017****Revenues**

Federal Funding Young Canada Works	5,500.00
Communtiy Gaming Grant	17,000.00
Regional District Grant in Aid	2,000.00
Municipal Fee for Service	2,000.00
South Peace Art Society Fundraising	1,500.00
Corporate Social Investment	3,000.00
Memberships	1,600.00
Registration fees	34,000.00
Interest	1,400.00

Sub-total 68,000.00

In-kind

Materials	1,000.00
Labour	800.00

Total 69,800.00

Expenses

Advertising	4,000.00
Bank charges	1,300.00
Insurance	100.00
Wages and benefits	44,000.00
Classroom - materials and workshops	12,500.00
Membership	400.00
Office supplies	1,000.00
Telephone	650.00
Janitorial	2,000.00
Accessable Classroom leased from City	1,600.00
Accounting and legal	450.00

Sub-total 68,000.00

In-kind

Materials	1,000.00
Labour	800.00

Total 69,800.00

Surplus/Deficit **0.00**

PLRAC REVENUES	Projected 2016	Actual 2016 To Date	Projected 2017	Projected 2018	Notes
Earned Revenues					
CADAC 4140 Other Artistic Revenues (CD Sales)	\$ -	\$ -	\$ 3,000.00	\$ 1,000.00	The 75th Anniversary of the Alaska Highway Theme Song CD will be distributed throughout 2017.
CADAC 4155 Membership Dues	\$ 300.00	\$ 295.00	\$ 300.00	\$ 300.00	
TOTAL EARNED REVENUES	\$ 300.00	\$ 295.00	\$ 3,300.00	\$ 1,300.00	
Investment Income					
CADAC 4205 Interest on Bank Account	\$ 50.00	\$ 42.41	\$ 50.00	\$ 50.00	
TOTAL INVESTMENT INCOME	\$ 50.00	\$ 42.41	\$ 50.00	\$ 50.00	
Private Sector Revenues					
CADAC 4310 (Encana Support of RJAE)	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
CADAC 4320 (Nexen Support of AH Road Show)	\$ 7,000.00	\$ 7,000.00	\$ -		Funds were received in 2016, but will be expended in 2017.
CADAC 4325 (McLean Foundation/Vancouver Foundation)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	2016 request was for public art sculpture; 2017/2018 requests will be for initiatives being planned to expand our support to artistic disciplines that are currently underserved by the PLRAC (e.g. artist-in-residence programs, film making, theatre, literary arts).
TOTAL PRIVATE SECTOR REVENUES	\$ 14,000.00	\$ 14,000.00	\$ 7,000.00	\$ 7,000.00	
Federal Public Revenues					
CADAC 4420 (Canada Council for the Arts - New Chapter Grant)	\$ -	\$ -	\$ 50,000.00	\$ -	This application is for materials and artist fees related to the PLRAC's Public Art Sculpture (results will be received in April, 2017)
CADAC 4435 (Canada 150 Grant - Art Sculpture)	\$ 37,650.00	\$ 37,650.00	\$ 3,150.00	\$ -	
TOTAL FEDERAL PUBLIC REVENUES	\$ 37,650.00	\$ 37,650.00	\$ 53,150.00	\$ -	
Provincial or Territorial Grants					
CADAC 4455 (BCAC Operating Assistance Grant)	\$ 9,100.00	\$ 9,100.00	\$ 15,000.00	\$ 15,000.00	The increase from \$9,100 to \$15,000 in 2017/2018 is being requested to address the increased activities and duties of PLRAC's Executive Director
CADAC 4460 (BCAC Arts Based Community Development Grant)	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$15,000 is being requested to implement a regional Artist in Residence program designed to assist our regional artists in acquiring professional status.
CADAC 4485 (Gaming Grant)	\$ 3,750.00	\$ 3,750.00	\$ 7,500.00	\$ 7,500.00	
TOTAL PROVINCIAL OR TERRITORIAL GRANTS	\$ 12,850.00	\$ 12,850.00	\$ 37,500.00	\$ 37,500.00	
Municipal and Regional Revenues					
CADAC 4525 (Peace River Regional District)	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 15,000.00	The PLRAC will be requesting an additional \$5,000 in 2017 to assist with our 75th Anniversary of the Alaska Highway special projects.
CADAC 4525 (Northern Rockies Regional Municipality)	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	
CADAC 4525 (Northern Rockies Regional Municipality)	\$ -	\$ -	\$ 5,000.00	\$ -	Funds requested from the NRRM's AH75Anniversary Grant to support CD Launch in Fort Nelson in May 2017
TOTAL MUNICIPAL AND REGIONAL REVENUES	\$ 18,500.00	\$ 18,500.00	\$ 23,500.00	\$ 18,500.00	
TOTAL ALL REVENUES	\$ 83,350.00	\$ 83,337.41	\$ 124,500.00	\$ 64,350.00	
PEACE LIARD REGIONAL ARTS COUNCIL EXPENSES	Projected 2016	Actual 2016 To Date	Projected 2017	Projected 2018	
CADAC 5140 (Program/Special Projects)					
Regional Juried Art Exhibit	\$ 6,450.00	\$ 7,288.12	\$ 7,300.00	\$ 7,300.00	

Theme Song Contest and CD	\$ 8,567.00	\$ 4,150.58	\$ 4,283.73	\$ 5,000.00	2016: \$600 - Songwriter Performance Fees (Sweetwater905) / \$1,000 - Paid to winning songwriter / \$200 Paid to People's Choice winner / Purchase of CD and Covers: \$683.73 / \$517 Website for People's Choice voting / Recording of Winning Song: \$1149.85 Projected 2017: Remaining Purchase of CD and Covers: \$683.73 / \$1400 in Performance Fees / Expenses related to Fort Nelson Launch: \$1,000 / \$1,200 CD Artist Contract Fees
Public Art Sculpture	\$ 47,650.00	\$ 24,339.26	\$ 87,449.34	\$ -	2016: Admin Fee: \$500 / 3 curators @ \$3,000 each = \$9,000 / \$2,000 Curator Manager Fee, \$5,000 Advisor Fee / Materials: \$206.45 / Contract Fees (Sandblasting, Arm Manufacture, Cleaning, Removal of Parts, Engine Stand, Tanks Prep): \$6,790 / Travel: \$842.81 Projected 2017: 3 curators @ \$3,000 each, \$2,000 Curator Manager Fee, \$5,000 Advisor Fee, Regional Artists Fees (5 @ \$500) / \$4,500 Admin Fee / \$2,000 Contract Fee / \$40,000 Materials / Unveiling Costs and Marketing
Alaska Highway Road Show	\$ -	\$ -	\$ 7,000.00	\$ -	2017: Production Costs
Auto Circle Tour Booklet	\$ -	\$ -	\$ 2,000.00	\$ -	
Artist in Residence Program	-	-	\$ 15,000.00	\$ 15,000.00	
Total CADAC 5140	\$ 62,667.00	\$ 35,777.96	\$ 123,033.07	\$ 27,300.00	
CADAC 5155 (Leadership Grants to Community Arts Councils)	\$ 600.00	\$ 2,400.00	\$ 1,600.00	\$ 1,600.00	
CADAC 5175 (Community Development Grants)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	2016: \$500 to Sweetwater905 Arts Festival and \$500 to Writing Program through Fort Nelson's Literacy Society
CADAC 5185 (Memberships in Other Organizations)	\$ 260.00	\$ 90.00	\$ 90.00	\$ 90.00	
CADAC 5187 (Arts BC Conference)	\$ 1,000.00	\$ 1,570.71	\$ 1,500.00	\$ 1,500.00	
CADAC 5190 (Regular Meetings with Community Arts Councils)					2016: Meetings were held in Dawson Creek, Chetwynd, Fort Nelson, and Tumbler Ridge. AGM will be held in Fort St. John in January 2017
Travel	\$ 1,000.00	\$ 1,104.60	\$ 1,200.00	\$ 1,200.00	
Accommodation	\$ 200.00	\$ 145.77	\$ 500.00	\$ 500.00	
Venue	\$ 300.00	\$ 199.99	\$ 200.00	\$ 200.00	
Meals	\$ 500.00	\$ 792.74	\$ 800.00	\$ 800.00	
Total Regular Meetings with Community Arts Councils	\$ 2,000.00	\$ 2,243.10	\$ 2,700.00	\$ 2,700.00	
Marketing and Communications Expenses					
CADAC 5320 (Advertising)	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	
CADAC 5325 (Website)	\$ 500.00	\$ 523.53	\$ 550.00	\$ 550.00	
TOTAL MARKETING AND COMMUNICATIONS EXPENSES	\$ 1,000.00	\$ 523.53	\$ 1,050.00	\$ 1,050.00	
Administration Expenses					
CADAC 5510 (Administration Professional Fees)	\$ 13,500.00	\$ 12,375.00	\$ 19,400.00	\$ 19,400.00	2017/2018: The PLRAC is requesting an increase from \$9,100 to \$15,000 for the Operating Assistance Grant to reflect the increase in administrative duties and will be applied to the ED fee increasing the fee from \$13,500 to \$19,400.
CADAC 5520 (Insurance for Directors, Legal Fees, Financial, Office Supplies)	\$ 485.00	\$ 494.04	\$ 1,000.00	\$ 1,000.00	
Contingency Fund	\$ -	\$ -	\$ -	\$ 8,710.00	
TOTAL ADMINISTRATION EXPENSES	\$ 13,985.00	\$ 12,869.04	\$ 20,400.00	\$ 29,110.00	
TOTAL ALL EXPENSES	\$ 82,512.00	\$ 56,474.34	\$ 151,373.07	\$ 64,350.00	

NET INCOME (REVENUE MINUS EXPENSES)	\$ 838.00	\$ 26,863.07	\$ (26,873.07)	\$ -	2016: The PLRAC fiscal year end is December 31, so some totals will increase in the 2016 Actual to Date column. The anticipated surplus for 2016 will be a result of funds remaining from revenues received for the Alaska Highway 75th Anniversary Events that will be expended in 2017.
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SOUTH PEACE ART SOCIETY
Financial Statements
Year Ended December 31, 2016
(Unaudited - See Notice to Reader)



CHARTERED PROFESSIONAL ACCOUNTANTS

Partners

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

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

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

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

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of South Peace Art Society as at December 31, 2016 and the statements of operations and changes in net assets for the year then ended.

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

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

Dawson Creek, BC
March 2, 2017

Sander Rose Bone Grindle LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

These financial statements were compiled solely for the use of South Peace Art Society pursuant to a written contract. Sander Rose Bone Grindle LLP, Chartered Professional Accountants make no representation of any kind to any other person with who it has not entered into a written contract.

SOUTH PEACE ART SOCIETY**Statement of Operations****Year Ended December 31, 2016***(Unaudited - See Notice to Reader)*

	2016	2015
REVENUE		
Art rentals	\$ 4,425	\$ 3,160
Donations	7,293	10,132
Fundraising - activities	50,610	48,059
- donated goods	20,037	32,417
Gift shop	137,921	81,101
Grants	34,585	73,739
Interest and sundry	5,941	4,978
Memberships	6,740	4,720
Projects	1,900	2,410
Sale of art	10,403	10,943
Space rentals	1,280	625
Workshop fees	34,020	27,520
	315,155	299,804
EXPENSES		
Accounting and legal	2,280	2,172
Advertising and promotion	8,220	5,004
Artist fees	7,504	8,607
Bank charges	6,673	4,622
Capital expenditures	1,577	-
Conservation	20	20
Curatorial	3,638	16
Education	10,693	9,563
Exhibition	4,747	3,124
Fundraising	29,671	36,474
Gift shop	83,899	54,937
Goods and services tax included in expenses	2,419	1,505
Insurance	388	414
Membership fees	788	841
Office and sundry	8,831	8,818
Picture rental	1,092	1,187
Projects	-	164
Provincial sales tax included in expenses	1,338	1,019
Repairs and maintenance	6,682	4,219
Travel	-	1,021
Wages and benefits	159,312	129,765
	339,772	273,492
EXCESS OF REVENUE OVER EXPENSES	\$ (24,617)	\$ 26,312

SOUTH PEACE ART SOCIETY
Statement of Changes in Net Assets
Year Ended December 31, 2016
(Unaudited - See Notice to Reader)

	2016			2015	
	Invested in Equipment	Internally Restricted	Unrestricted	Total	Total
BALANCE, BEGINNING OF YEAR	\$ 130,167	\$ 73,049	\$ 97,235	\$ 300,451	\$ 274,139
(DEFICIENCY) EXCESS OF REVENUE OVER EXPENSES	-	-	(24,617)	(24,617)	26,312
ADD: EQUIPMENT ADDITIONS	1,577	-	-	1,577	-
BALANCE, END OF YEAR	\$ 131,744	\$ 73,049	\$ 72,618	\$ 277,411	\$ 300,451

SOUTH PEACE ART SOCIETY
COMPARATIVE STATEMENT OF INCOME AND EXPENSE
YEARS ENDED DECEMBER 31
(unaudited - see Notice to Reader)

	2016		2015		2014		2013		2012	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
INCOME										
Art rentals	\$ 4,425	1.40%	\$ 3,160	1.05%	\$ 3,687	1.17%	\$ 5,166	1.65%	\$ 5,745	2.14%
Donations	7,293	2.31%	10,132	3.38%	11,316	3.59%	10,587	3.39%	14,098	5.25%
Fundraising	70,647	22.42%	80,476	26.84%	85,765	27.23%	82,102	26.26%	75,490	28.13%
Gift Shop	137,921	43.76%	81,101	27.05%	116,966	37.14%	107,171	34.28%	77,686	28.95%
Grants	34,585	10.97%	73,739	24.60%	41,845	13.29%	46,426	14.85%	44,911	16.73%
Interest and sundry	5,941	1.89%	4,978	1.66%	6,162	1.96%	6,496	2.08%	6,489	2.42%
Memberships	6,740	2.14%	4,720	1.57%	5,635	1.79%	5,915	1.89%	4,750	1.77%
Projects	1,900	0.60%	2,410	0.80%	2,548	0.81%	5,000	1.60%	600	0.22%
Sale of Art	10,403	3.30%	10,943	3.65%	14,955	4.75%	18,565	5.94%	15,038	5.60%
Space rentals	1,280	0.41%	625	0.21%	1,113	0.35%	930	0.30%	2,319	0.86%
Workshop fees	34,020	10.79%	27,520	9.18%	24,972	7.93%	24,254	7.76%	21,240	7.91%
	<u>315,155</u>	<u>100.00%</u>	<u>299,804</u>	<u>100.00%</u>	<u>314,964</u>	<u>100.00%</u>	<u>312,612</u>	<u>100.00%</u>	<u>268,366</u>	<u>100.00%</u>
EXPENSES										
Accounting and legal	2,280	0.72%	2,172	0.72%	1,854	0.59%	1,961	0.63%	1,904	0.71%
Advertising and promotion	8,220	2.61%	5,004	1.67%	9,312	2.96%	7,287	2.33%	7,331	2.73%
Archives	-	0.00%	-	0.00%	77	0.02%	-	0.00%	120	0.04%
Artist fees	7,504	2.38%	8,607	2.87%	11,573	3.67%	9,209	2.95%	16,009	5.97%
Bank charges	6,673	2.12%	4,622	1.54%	5,175	1.64%	4,878	1.56%	3,155	1.18%
Capital expenditures	1,577	0.50%	-	0.00%	3,410	1.08%	939	0.30%	4,122	1.54%
Conservation	20	0.01%	20	0.01%	-	0.00%	368	0.12%	147	0.05%
Curatorial	3,638	1.15%	16	0.01%	2,484	0.79%	700	0.22%	208	0.08%
Education	10,693	3.39%	9,563	3.19%	8,372	2.66%	12,489	4.00%	11,796	4.40%
Exhibition	4,747	1.51%	3,124	1.04%	7,346	2.33%	4,779	1.53%	3,464	1.29%
Fundraising	29,671	9.41%	36,474	12.17%	46,680	14.82%	42,490	13.59%	35,542	13.24%
Gift shop	83,899	26.62%	54,937	18.32%	71,240	22.62%	77,339	24.74%	51,359	19.14%
Goods and services tax	2,419	0.77%	1,505	0.50%	2,163	0.69%	2,938	0.94%	-	0.00%
Insurance	388	0.12%	414	0.14%	330	0.10%	330	0.11%	330	0.12%
Membership fees	788	0.25%	841	0.28%	746	0.24%	741	0.24%	774	0.29%
Office and sundry	8,831	2.80%	8,818	2.94%	11,014	3.50%	8,570	2.74%	6,758	2.52%
Picture rental	1,092	0.35%	1,187	0.40%	846	0.27%	1,818	0.58%	2,187	0.81%
Projects	-	0.00%	164	0.05%	-	0.00%	-	0.00%	-	0.00%
Provincial sales tax	1,338	0.42%	1,019	0.34%	1,491	0.47%	1,511	0.48%	-	0.00%
Repairs and maintenance	6,682	2.12%	4,219	1.41%	6,163	1.96%	5,632	1.80%	6,026	2.25%
Travel	-	0.00%	1,021	0.34%	-	0.00%	799	0.26%	-	0.00%
Wages and benefits	159,311	50.55%	129,765	43.28%	121,506	38.58%	124,434	39.80%	104,198	38.83%
	<u>339,771</u>	<u>107.81%</u>	<u>273,492</u>	<u>91.22%</u>	<u>311,782</u>	<u>98.99%</u>	<u>309,212</u>	<u>98.91%</u>	<u>255,430</u>	<u>95.18%</u>
NET INCOME (LOSS)	\$ (24,616)	-7.81%	\$ 26,312	8.78%	\$ 3,182	1.01%	\$ 3,400	1.09%	\$ 12,936	4.82%

NOTICE TO READER

On the basis of information provided by management we have compiled the comparative statement of income and expenses. We have not performed an audit or a review engagement, in respect of this statement and, accordingly, we express no assurance thereon. Readers are cautioned that this statement may not be appropriate for their purposes.

March 2, 2017
Dawson Creek, BC

SANDER ROSE BONE GRINDLE LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

Motion to apply for PRRD grant pg 2

**South Peace Arts Society
Monthly Meeting
Minutes**

May 11, 2017

Dawson Creek Art Gallery Bin Top Studio

Present:

Barbara Swail – Chair

Donna Kane – Vice Chair

Trevor Reeves – Exec Member at Large

Jennifer LaLonde

Tanya Clary

Rose Reid

Ruth Veiner

Kit Fast

Alana Hall

Shelagh Glibbery

Audree Nelson

Joyce Lee – Recording Secretary

- **Call Meeting to Order**
 - The Chair called the meeting to order at 12:00 pm
- **Agenda**
 - Donna/Jennifer
 - That the agenda is accepted as presented
- **Minutes from Last Meeting**
 - Shelagh/Donna
 - That the Minutes of (April 2017) be adopted as read by Joyce
- **Correspondence - none**
- **Old Business/Business Arising**
 - Bin Top Studio shelving and ceiling tile replacement will be assembled by summer students. City Hall will be contacted to remind about replacing ceiling tiles
 - Art Auction report: included in handouts. Alana detailed the budget. Profit up from last year. New memberships were purchased and others renewed.
 - i. Art Auction committee to preplan for 2018 Tanya & Jennifer
 - Front Sign for entrance: Kit would like everyone to see printout and comment
 - Summer Students: Introductions at June monthly meeting. Two grants were applied for, and approved for funding. The weeks of the grant funding have been decreased so there will be an inquiry by Alana to Canada Summer Jobs to ask if their funding can be split into 2 positions.
 - i. Jenna Harman has been invited by Tourism Dawson Creek to participate in a certified WorldHost workshop "Remarkable YOU!" to take place on Friday, May 12.
- **Financial Report (report included in handouts)**
 - Jennifer/Trevor
 - That the Financial Report be received as read

CARRIED

CARRIED

CARRIED

- **New Business**

- Top Ramp Art Sale Wall: Currently the CFA show has prints for sale at the top of the ramp
- Board Visioning and Strategic Planning: First meeting to take place Monday, June 5. Sue Kenny will facilitate. All board is requested to attend.
- Motion to apply for grant from PRRD Ruth/Shelagh
- Artist Appreciation Reception. Joyce. Committee to plan a reception in fall. Committee to meet Tuesday, May 16 in the afternoon. Committee: Joyce, Barbara, Shelagh & Audree

- **Reports**

- Exploring Art Report : Rose Reid. Still looking for space for group. Committee to look for new space Ruth, Rosemary and Kit. Issues such as insurance need to be considered.

- **Upcoming Events**

- **Next Meeting** Thursday, June 8, 2017 Bin Top Studio

- **Adjournment**

- The Chair adjourned the meeting at 1:15 pm



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: August 8, 2017

From: Jill Rickert, Community Services Coordinator

Subject: Awards and Recognition Program Survey – Results and Recommendations

RECOMMENDATION(S):

That the Rural Budget Administration Committee approve the following recommendations:

1. Authorize that no Volunteer Recognition Banquet be held in 2017; and
2. Authorize a change to the Grants-in-Aid (GIA) policy that reflects the Volunteer Recognition Banquet will be held every other year beginning in 2018; and
3. That staff be authorized to make the necessary amendments to the GIA Policy to reflect the appropriate changes.

BACKGROUND/RATIONALE:

At the meeting held on January 19, 2017, the Committee directed staff to create a survey for groups attending the Grants-in-Aid (GIA) allocation meetings to gain feedback on the value of the current Rewards and Recognition Program and specifically, what the volunteer's preferences were for the Annual Volunteer Banquet held each year in October. A survey was created by staff which canvassed community groups and societies in attempt to gather important feedback on whether or not to continue the Awards and Recognition Program. Surveys were distributed at each of the spring GIA Allocation meetings held in April for Areas B and C, Area E and Sub-Regional. The breakdown of the surveys distributed (based on the number of attendees) versus those returned for each area are as follows:

	Distributed	Returned
Area B & C	27	10
Area E	16	15
Sub-Regional	37	17
Total	80	42

The survey outcomes identified some of the largest obstacles for individuals to attend as, weather and road conditions, travel time and distance and other work commitments. Results of the survey were compiled by staff and are attached, some key outcomes are listed below:

- 34/42 Indicate the award categories are appropriate and well suited
 31/42 Believe the Award and Recognition program has value
 25/42 Feel the banquet would be better attended if held every other year or in the spring.

Staff Initials:

J. Rickert

Dept. Head:

J. Morgan

CAO:

Ch. Birk

Page 1 of 3

OPTIONS:

1. That the funding allocated as per the GIA policy be distributed to each group providing support for each organization to create their own Awards and Recognition process.

Discussion: This option was a suggestion from one of the respondents and has enough merit for consideration by the Committee. If supported, it creates an opportunity for each organization to decide how they would like to recognize the value of their volunteer members. In order to support this, the current GIA policy would require an amendment to the eligible expense section to include expenses related to Volunteer Recognition and Appreciation. For example, "Expenses related to Volunteer Recognition awards or celebrations that are not in the form of wages or perceived as payment for volunteers time are permitted."

Financial consideration should be given to the annual budget of \$6,500 and what the Committee would like to see done with it. One option could be to have it returned to the funding areas by resolution and utilized to reduce the tax requisition for the next calendar year. Or, another option could be to redistribute the funds evenly back to each Electoral Area. Below is an example of how this could apply if \$6,500 was shared among 4 Electoral Areas:

Area B	$\$103,000 + \$1,625 = \$104,625$
Area C	$\$80,000 + \$1,625 = \$81,625$
Area E	$\$102,000 + \$1,625 = \$103,625$
Sub Regional	$\$150,000 + \$1,625 = \$151,625$

2. That the Rural Budgets Administration Committee no longer allocate funds annually to support providing a Volunteer Recognition Banquet and remove it from the GIA Policy Statement.

Discussion: The annual budget for the Volunteer Recognition banquet is \$6,500; however that amount does not include the operational costs attached to staff time spend dedicated to planning, hosting and carrying out this event. Staff begin planning mid-August by securing a facility and catering. Next comes the administrative work to create, compile and mail out the invitation and nomination packages to each organization. Tracking of RSVPs for the event is required to confirm numbers, which may include follow up calls to those groups who have not RSVP'd. Staff are responsible to collect all nominations and ensure they are forwarded to the Committee for approval and notify those nominators and award will be presented. It is difficult to estimate the amount of time hourly and weekly that is spent on this process from start to finish, but it is suggested that the Committee to consider if the time and money spent on recognition of only a portion of volunteers justifies the outcome.

3. That the Rural Budgets Administration Committee continue to support the Awards and Recognition process as it is currently in Schedule K of the GIA policy statement, resulting in the next banquet being scheduled for October 21, 2017.

STRATEGIC PLAN RELEVANCE:

None

Attachments: GIA Policy Statement
Schedule K – Rural Recreation Volunteer Banquet
Survey Results
Awards and Recognition Survey – blank

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 last 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 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) At least three quotes (where available) 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" and "J".
- 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 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:

- 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

Schedule “K” – Rural Recreation Volunteer Banquet

In accordance with section 6(e) of the Rural Recreation and Cultural Grants-in-Aid policy, at the Directors’ discretion, grant allocations for each electoral or funding area may be budgeted and provided for the rural recreation volunteer banquet. The guidelines for the banquet are as follows:

1) Purpose

- a) The purpose of the Rural Recreation Volunteer Banquet is to celebrate rural volunteers who support and/or provide recreational, cultural or social activities and services throughout Electoral Areas B, C, D and E of the Peace River Regional District.

2) Frequency & Location

- a) At the Electoral Area Directors’ pleasure, the Rural Recreation Volunteer Banquet shall be held once per year and will rotate between the South and North Peace each year.

3) Budget

- a) An annual budget will be provided from Electoral Areas B, C, and E and the South-Peace Sub-Regional funding areas as per adoption of the Financial Plan.

4) Invitations

- a) Invitations to rural recreational and cultural organizations will be sent out at least 45 days prior to the event.
- b) Organizations will be permitted to send all active members of their organization.

5) Awards & Nomination Process

- a) Organizations will have the opportunity to nominate rural residents, facilities and organizations for achievement awards.
- b) Nominations for awards must be received at least 21 days prior to the date of the banquet.
- c) The Electoral Area Directors will adjudicate applications and determine award recipients.
- d) Nominations must address the nomination criteria as per Section 6 (a), (b) or (c) and must provide a detailed description of the nominee’s background, experience and achievements and any further information to support the application like newspaper articles, etc.
- e) Nominations must include at least two letters of support.

6) Nomination Criteria:

a) Individual Volunteer Achievement Award:

- i. Presented for outstanding contributions to rural recreation and/or culture within the Peace River Regional District;
- ii. Nominees must have a significant history of volunteering for rural programs or organizations.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “K” – Rural Recreation Volunteer Banquet

b) Rural Facility Excellence Award:

- i. Presented for excellence in facility concept, design, development, maintenance or operation. The facility shall have demonstrated outstanding and/or innovative aspects which have made or could make significant impact in the recreation or cultural field.
- ii. The facility must be accessible to all patron groups, unique to the northern lifestyle, multi-purpose and located in the rural area.

c) Rural Organization Award:

- i. Presented for outstanding achievement to rural recreation and/or culture. The achievement shall involve a significant contribution to the enhancement of some aspects of local recreation, culture or to a specific interest area.
- ii. The organization must demonstrate a significant contribution to a broad range of recreation or cultural services in a community or region.
- iii. The organization must demonstrate uniqueness and innovation in planning, problem solving and recruitment of members.

	North	South	West	Total	
Total Responses		10	17	15	42
Q. 2 Does your organization nominate a volunteer for an award each year					
Yes		0	3	0	3
No		10	14	15	39
No Answer		0	0	0	0
Q.3 When was the last time?					
Unknown		0	1	0	1
Never		0	1	0	1
No Answer		3	4	15	22
2007		1	0	0	1
2014			3	0	3
2015		3	4	0	7
2016		2	2	0	4
2017		1	0	0	1
Q. 4 Award Categories					
Individual					
Yes		8	17	9	34
No		1	0	2	3
No Answer		1	0	4	5
Rural Facility					
Yes		9	16	9	34
No		1	0	2	3
No Answer		0	1	4	5
Rural Organization					
Yes		9	15	9	33
No		1	0	2	3
No Answer		0	2	4	6
Q. 5 Does the award program have value					
Yes		8	16	7	31
No		1	0	2	3
No Answer		0	1	5	6
Unsure		1		1	2
Q. 6 More awards					
Yes		2	5	0	7
No		8	8	7	23
No Answer		0	4	7	11
Unsure		0	0	1	1
Suggestions					
Individual award for outstanding community					
Wider scope for community groups					
have a group award					
provide funding to groups to have their own banquet with all of their volunteers					
Q. 7 How many attend the banquet on average					
1 to 2			1		
2 to 3			2		
2 to 4			1	1	
3 to 4		2	1		
4 to 6			2		
5 to 10		1			
2		2			
3		1			
4		1	2		
5			2		
8			1		

	none	2	3	3	
	no answer	1	2	9	
	North	South	West	Total	
Q. 8 Obstacles					
	Too far	4	6	9	19
	road conditions	3	9	6	18
	weather conditions	3	9	4	16
	cost of gas	0	3	4	7
	work commitments	1	5	5	11
	family commitments	0	2	2	4
	banquet ends too late	1	1	2	4
	requires overnigh accomodation	0		2	2
	not interested	3	2	3	8
	other	1	3		4
	same night as other event		3		3
	don't travel at night	1			1
	too many other comitments			1	1
	not enough time			1	1
Q. 9 Entice members to attend					
	banquet in Oct	2	4	0	6
	workshop prior to banquet	1	3	3	7
	banquet in April	1	9	4	14
	banquet every other year	4	4	3	11
	other	1	1	3	5
	2 separate banquets for NP and SP		1		1
	consider another option	1			1
	piggy back on another awards night			2	2
	have it in Chetwynd			1	1
	change locations each year			1	1



PEACE RIVER REGIONAL DISTRICT

Awards and Recognition Program Survey

The Electoral Area Directors have initiated a review of the Awards and Recognition program of the Recreational and Cultural Grants-in-Aid policy. Each year an annual amount of \$6,500 is budgeted by the Rural Directors to support this program; however, unfortunately in 2016, the awards nominations were very low and the Volunteer Banquet was poorly attended. The Directors would like to canvass community groups and societies through completion of the survey below in an attempt to gather important feedback as to whether or not to continue this program.

- 1) Where is your organization located? North Peace ☐ South Peace ☐ West Peace ☐
- 2) Does your organization nominate a volunteer for an award each year? Yes ☐ No ☐
- 3) When was the last time your organization nominated a volunteer for an award? _____
- 4) Do you feel the award categories are appropriate? See below:

INDIVIDUAL VOLUNTEER ACHIEVEMENT AWARD Yes ☐ No ☐

Presented for outstanding contributions to rural recreation and/or culture within the Peace River Regional District.

RURAL FACILITY EXCELLENCE AWARD Yes ☐ No ☐

Presented for excellence in facility concept, design, development, maintenance or operation. The facility shall have demonstrated outstanding and/or innovative aspects which have made or could make significant impact in the recreation or cultural field.

RURAL ORGANIZATION AWARD Yes ☐ No ☐

Presented for outstanding achievement to rural recreation and/or culture. The achievement shall involve a significant contribution to the enhancement of some aspects of local recreation, culture or to a specific interest area.

- 5) Do you feel the Award program has value and is important enough to continue? Yes ☐ No ☐
Comments:

- 6) Would you like to see more awards presented? Yes ☐ No ☐
If so, what award category would you like considered? _____

diverse. vast. abundant.

7) Each year on average how many people from your organization attend the Volunteer Banquet? _____

8) What obstacles exist that make it difficult for your members to attend the Volunteer Recognition Banquet?
Check all that apply.

Too far to travel ☐

Cost of gas ☐

Banquet ends too late ☐

Other ☐

Road conditions ☐

Work Commitments ☐

Requires overnight accommodation ☐

Weather conditions ☐

Family Commitments ☐

Not interested in attending ☐

9) What would entice your members or make it easier for your members to attend future Volunteer Recognition Banquet?

Continue with the banquet in October ☐

Have the banquet in April ☐

Other ☐

Provide a workshop for volunteers before the banquet ☐

Hold the banquet every other year ☐

12) Do you have any other recommendations or ideas on ways to increase attendance at banquet?



Peace River Regional District REPORT

To: Chair and Directors

Date: August 11, 2017

From: Shawn Dahlen, Deputy Chief Administrative Officer

Subject: Charlie Lake Trucked Waste Receiving Facility - Waste Water Systems Operations

RECOMMENDATION(S):

- 1) That the Rural Budgets Administration Committee approve from the Peace River Agreements Funds, Area C PRRD Sewer Services Assistance for \$35,000 to determine the feasibility of a "purple pipe", or treated effluent re-use system to be utilized to operate the solid separation process within the Charlie Lake Trucked Waste Receiving Facility.
- 2) That the Rural Budgets Administration Committee approve from the Peace River Agreements Funds, Area C PRRD Sewer Services Assistance for \$50,000 to determine the feasibility of a solids compost facility (Biosolids Management) on the Charlie Lake Trucked Waste Receiving Facility property.
- 3) That the Rural Budgets Administration Committee approve from the Peace River Agreements Funds, Area C PRRD Sewer Services Assistance for \$40,000 to determine the feasibility of a reclaimed water function including level of treatment, permit specification and tank loader station for the Charlie Lake Trucked Waste Receiving Facility.
- 4) That the Rural Budgets Administration Committee waive policy and award the feasibility study/studies to Urban Systems Ltd., based on their intimate knowledge of the Charlie Lake Trucked Waste Receiving Facility and the Charlie Lake Waste Water System Operations.

BACKGROUND/RATIONALE:

Urban Systems was approached to provide work plans for the investigation and feasibility studies of the Charlie Lake Waste Receiving Facility Projects listed above. The work plans are attached for your reference. Urban Systems Ltd. was the consulting firm approached for the work plans as they have over thirteen years of experience working with the Charlie Lake sewer system. Over the years they have been involved in many studies pertaining to the long term planning of the Charlie Lake sewer system including the design and upgrades to the sewer lagoons system as well as the lift station and collection system. They were awarded the Charlie Lake Trucked Waste Receiving Facility Feasibility Study in 2014 and went on to design, tender and supply engineering services for the construction and commissioning of the Charlie Lake Trucked Waste Receiving Facility. They still remain involved today, as they are utilized to report out the analytical data collected through the Charlie Lake Waste Water Systems Operations required by the Municipal Waste Water Regulation under the Peace River Regional District's permit, keeping them up to date on all aspects of the Charlie Lake sewer facility operations. The implementation of reclaimed water operations will allow for revenue based on industrial uses. Agriculture, dust control, irrigation and hydraulic fracturing are just a few of the possible reclaimed water uses depending on level of treatment.

OPTIONS:

That the Rural Budgets Administration Committee have staff to go out for Requests for Proposals on work plans for the recommended feasibility study/studies and not directly award to Urban Systems Ltd. This option does require additional time of administration to collect and put together the required information and documents including the public process of submission and award of feasibility work plans. A new consultant will need to take the opportunity to become familiar with the Charlie Lake sewer facility operations prior to starting the suggested works.

Staff Initials: *SD* Dept. Head:

CAO: *Ch. Birk*

Page 1 of 2

- 2) That the Rural Budgets Administration Committee consider amalgamating both Options Analysis for Reclaimed Water Off Site Uses and Options Analysis for Use of Effluent On Site around reclaimed water. Urban Systems Ltd., has identified a \$21,400 savings in feasibility study costs from an original price of \$69,500 down to \$48,100 if both studies are done concurrently.
- 3) That the Rural Budgets Administration Committee choose not to move forward with any feasibility studies at the Charlie Lake Trucked Waste Receiving Facility at this time.
- 4) Provide staff with further direction.

STRATEGIC PLAN RELEVANCE:

Strategic Goal 3 – Foster collaboration on services with municipalities and electoral areas.

Strategic Objective 3.4 – Develop municipal partnerships in provision of water and sewer for rural areas where feasible.

Tactics

5. Investigate Charlie Lake Outfall and FSJ Reclaim option.

FINANCIAL CONSIDERATION(S):

Approved feasibility studies can be funded under the Peace River Agreement funds, Area C PRRD Sewer Service Assistance.

All three project recommendations are financially beneficial. Bringing treated effluent back into the building for process purposes will eliminate a potable water cost of approximately \$25,000 per year. Composting of biosolids on site eliminates approximately \$12,000 per year in hauling solids to the landfill. This of course does not factor in the possibility of revenue for taking in additional biosolids or the resale of the composted final product. Reclaimed water will generate revenue based on industrial sales. Cost of reclaimed water for resale would be set based on capital investment and the incentive of use for which ever level of treatment and permit requirements are decided.

COMMUNICATIONS CONSIDERATION(S):

If the feasibility study/studies are approved and completed, at that point if Area C and/or the Board decide to move forward with selected projects, it would be recommended that Director Sperling plan a public outreach meeting to inform residents of the selected projects and the background details in constructing and the funding of the upgrades.

OTHER CONSIDERATION(S):

The completion and readiness of feasibility studies allows the Peace River Regional District to be better positioned for grant opportunities related to the Charlie Lake Trucked Waste Receiving Facility Projects as they become available.

Attachments: (3)

Options Analysis for Bio Solids Management – Work Program and Fee Estimate

Options Analysis for Reclaimed Water Off Site Uses

Options Analysis for Use of Effluent On Site

August 4, 2017

File: 0601.0000.00

Peace River Regional District
Box 810
Dawson Creek, BC V1G 4H8

Attention: Shawn Dahlen, Deputy CAO

RE: OPTIONS ANALYSIS FOR BIOSOLIDS MANAGEMENT – WORK PROGRAM AND FEE ESTIMATE

1. BACKGROUND

The current solids management approach for the Charlie Lake lagoons consists of periodic desludging of the anaerobic lagoon. The solids are dewatered by centrifuge and then trucked to the Regional District's landfill. This approach has always been viewed as a temporary solution to biosolids management, with the intent that alternative options will be assessed in the future. We understand that there is now a desire to assess the alternative options that are available for biosolids management, with the focus being on options that may be available using the land to the west end of the property. These options include the application to land for vegetation growth and processing of the biosolids to produce a compost or soil. This work program and fee estimate outlines our proposed scope of work to evaluate these biosolids management options.

2. SCOPE OF WORK

Below is a brief summary of the proposed work we anticipate completing as part of this project.

Task 1 – Confirm Current Biosolids Quantity and Quality

This task will provide the valuable baseline information needed for the evaluations that will be completed during this study. This task will include the following items:

- Document the current biosolids production rate.
- Confirm the biosolids quality, in terms of solids content and the criteria which will allow an assessment with respect to the feasibility of land application, viability for composting and projections needed to develop a soil.
- Complete quality analysis on the soils in the area to the west of the lagoons, in order to provide information on the feasibility of land application.
- Outline the biosolids quality based on regulatory definitions.
- Outline treatment and use requirements, based on regulatory definitions.

Task 2 – Land Application Assessment

With the biosolids and soils information collected in Task 1, an assessment will be made to provide guidance on the feasibility of applying the biosolids to the land located to the west of the lagoons. In order to complete this assessment, the following will be completed:

- Confirm the vegetation that will be grown on the site and any agricultural conditions (e.g. irrigation, other nutrient additions, harvesting schedules, etc.).
- Complete modelling to determine a land application rate.
- Assess if there are any restrictions with the application rate as a result of nutrient limitations or metal loading. In the event that there are application restrictions, identify the limiting factor and any approaches that can be implemented to address these restrictions.
- Assess the possibility, and if there are any concerns, for continued applications over multiple years.
- Provided guidance as to site-specific application constraints and considerations. This could include monitoring, timing of the application, the need for tilling, etc.

Task 3 – Assessment of Composting Options.

This task is intended to provide a high level assessment of potential options for composting, and will include the following:

- Confirm the volume of the biosolids and whether there are any seasonal production rates.
- Confirm if any other organic material will be received on-site for composting.
- Estimate bulking agent volume requirements and summarise the type of bulking agent needed.
- For two compost process options (aerated static pile and in-vessel), outline process requirements, power requirements, footprint and Class D costs. The evaluation will also consider operator requirements, complexity of process and odour risks. For the in-vessel system, a brief analysis of two systems is recommended: an auger-type system and an insulated container system. It is expected that the brief analysis will indicate which type of system should be assessed to a greater depth.

Due to the intent to compost biosolids and in recognition of odour risks associated with biosolids composting, a simple windrow approach to composting will not be considered in this evaluation.

Task 4 – Development of a Soil Product

Biosolids and compost are intended to be used as soil amendments, and are not intended to replace soil. However, it is possible to process biosolids and compost in order to produce a material that can be used as a soil. This task will evaluate the requirements outlined in the BC Organic Matter Recycling Regulation to produce a soil product, and will include source materials to make the soil blend, processing and quality requirements. An outline of potential markets and uses will be presented.

Task 5 – Reporting

This task will involve the completion of a draft report detailing and summarizing the findings of the tasks listed above, including costs. The report in a draft format will be reviewed with PRRD staff. Once reviewed, any required changes will be made, and the report will be finalized and submitted to the PRRD for final acceptance.

3. PROPOSED PROFESSIONAL FEES AND SCHEDULE

Our proposed professional fees and schedule to complete Tasks 1 to 5 are outlined in Table 3.1, below.

Table 3.1: Budget Summary

Task Description	Total for Task (\$)
Task 1: Confirm Biosolids Quantity and Quality	\$ 7,300
Task 2: Land Application Assessment	\$ 8,400
Task 3: Assessment of Composting Options	\$ 11,700
Task 4: Development of a Soil Product	\$ 4,500
Task 5: Reporting	\$ 17,400
Total Professional Fees	\$ 49,300

The proposed professional fees above include laboratory costs, disbursements and travel, but are exclusive of GST.

We anticipate the completion of this project and deliverable within eight to ten weeks from the time written approval to proceed is issued by the PRRD.

4. PROJECT TEAM

We have assembled a team of professionals that are both knowledgeable in wastewater treatment, and reclaimed water use. They also have experience working with the PRRD and the Charlie Lake wastewater system. Our team members are outlined below:

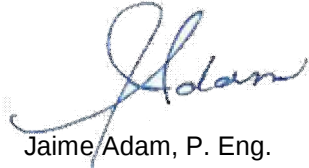
Team Member Responsibility	Proposed Team Member
Client Leader	Jaime Adam, P. Eng.
Project Engineer	Matt Smith, P. Eng.
Engineer in Training	Kimberly Zackodnik, E.I.T.
Environmental Professional	Joanne Quarmby, R.P.Bio.
Environmental Professional in Training	Aaron Coelho, A. Ag.

Date: August 4, 2017
File: 0601.0000.00
Attention: Shawn Dahlen, Deputy CAO
Page: 4 of 4

We trust this work program and fee estimate meets your needs. Should you require additional information, or have any questions, please feel free to contact the undersigned.

Sincerely,

URBAN SYSTEMS LTD.



Jaime Adam, P. Eng.
Project Leader



Dr. Joanne Quarmby, R.P.Bio.
Water and Wastewater Specialist

/jq

\\usl.urban-systems.com\projects\Projects_FSJ\0601\0000\00\solids_evaluation\2017-08-04-wp-charlie lake_biosolids use.docx

August 4, 2017

File: 0601.0000.00

Peace River Regional District
Box 810
Dawson Creek, BC V1G 4H8

Attention: Shawn Dahlen, Deputy CAO

RE: OPTIONS ANALYSIS FOR RECLAIMED WATER OFF-SITE USES – WORK PROGRAM AND FEE ESTIMATE

1. BACKGROUND

The Charlie Lake lagoons produce a standard secondary quality effluent which is discharged through an outfall to the Peace River. Given the water supply constraints for the general area and the increasing demand for water, especially from the oil and gas sector, there are options for developing an effluent management approach. The development of reclaimed water uses has a clear environmental benefit, compared with the more traditional approach which regards the end product of wastewater treatment in a negative context and as a substance that requires disposal. In addition, there is also the possibility of cost recovery as a result of sales of the reclaimed water.

There are many different potential uses for reclaimed water. The most common use throughout BC is irrigation, and includes both privately-owned lands and public lands. The irrigation options can range from landscape maintenance through to crop growth. In the Peace area, there are also a wide range of options for using reclaimed water in the oil and gas sector.

We understand that there is a desire to assess the options that are available for developing reclaimed water and the associated uses. This work program and fee estimate outlines our proposed scope of work to evaluate the options available to the PRRD.

2. SCOPE OF WORK

Below is a brief summary of the proposed work we anticipate completing as part of this project.

Task 1 – Identify Potential Reclaimed Water Uses.

This task will involve outlining a range of potential opportunities for reclaimed water use, including:

- Irrigation of various types of vegetation in privately-owned and publicly-owned settings. This will include the use of reclaimed water for landscaping and crop growth and will also consider the agricultural lands that are adjacent to the Charlie Lake lagoons.
- The use of reclaimed water for industrial purposes, specifically for a range of potential uses within the oil and gas sector.

Task 2 – Identify Reclaimed Water Quality Requirements.

In BC, there are four categories of reclaimed water quality, ranging from the lowest quality category (Lower Exposure Potential) to the highest quality category (Indirect Potable Use). The quality requirements are evaluated through the completion of an environmental impact study which assesses the potential level of

risk to human health and the environment due to the specific use. Although the intent at this stage is not to complete an environmental impact study, this task will involve an assessment of the potential quality requirements for the various uses that were identified in Task 1. The completion of this task will provide guidance on the potential quality requirements, with the intent being that an environmental impact study will be completed at a later date should the PRRD wish to move forward with specific reclaimed water uses.

Task 3 – Assessment of Treatment Needs

The current facility is designed to treat to a standard secondary quality effluent for release to the Peace River. There is no enhanced treatment for organic matter (CBOD₅) and suspended solids. There is also no treatment for nutrients or disinfection. It is expected that additional treatment will be required should the development of reclaimed water be pursued. Therefore, this task will involve the following:

- Determination of short and long term infrastructure needs for the various levels of reclaimed water quality identified;
- Complete a Class 'D' construction cost estimate for the various levels of reclaimed water quality identified.
- Confirm that the use of the existing outfall will continue to suffice as an emergency or alternative approach to effluent management should there be concerns with the reclaimed water quality.

Task 4 – Review Regulatory Requirements.

The current facility is registered under the BC Municipal Wastewater Regulation for the release of secondary effluent to the Peace River. The implementation of reclaimed water use will require additional authorisation from the BC Ministry of Environment. This task will outline the regulatory needs and budget estimates for acquiring the required authorisations.

Task 5 – Reporting

This task will involve the completion of a draft report detailing and summarizing the findings of the tasks listed above, including costs. The report in a draft format will be reviewed with PRRD staff. Once reviewed, any required changes will be made, and the report will be finalized and submitted to the PRRD for final acceptance.

3. PROPOSED PROFESSIONAL FEES AND SCHEDULE

Our proposed professional fees and schedule to complete Tasks 1 to 5 are outlined in Table 3.1, below. These fees focus solely on assessing uses such as irrigation and industrial opportunities. There is no allowance to assess uses within the wastewater treatment plant, e.g. process water, polymer make-down water, etc. If on-site process water was also assessed at the same time, there would be significant cost savings, compared with completion of the two studies independent of each other. Should the two studies be amalgamated, the budget estimate would be \$48,100. The proposed professional fees include disbursements and travel, but are exclusive of GST.

Table 3.1: Budget Summary

Task Description	Total for Task (\$)
Task 1: Identify Potential Reclaimed Water Uses	\$ 3,000
Task 2: Quality Requirements	\$ 3,600
Task 3: Treatment Needs	\$ 18,800
Task 4: Regulatory review	\$ 2,100
Task 5: Reporting	\$ 10,200
Total Professional Fees	\$ 37,700

We anticipate the completion of this project and deliverable within eight to ten weeks from the time written approval to proceed is issued by the PRRD.

4. PROJECT TEAM

We have assembled a team of professionals that are both knowledgeable in wastewater treatment, and reclaimed water use. They also have experience working with the PRRD and the Charlie Lake wastewater system. Our team members are outlined below:

Team Member Responsibility	Proposed Team Member
Client Leader	Jaime Adam, P. Eng.
Project Engineer	Matt Smith, P. Eng.
Engineer in Training	Kimberly Zackodnik, E.I.T.
Environmental Professional	Joanne Quarmby, R.P.Bio.

We trust this work program and fee estimate meets your needs. Should you require additional information, or have any questions, please feel free to contact the undersigned.

Sincerely,

URBAN SYSTEMS LTD.



Jaime Adam, P. Eng.
Project Leader

/jq



Dr. Joanne Quarmby, R.P.Bio.
Water and Wastewater Specialist

August 4, 2017

File: 0601.0000.00

Peace River Regional District
Box 810
Dawson Creek, BC V1G 4H8

Attention: Shawn Dahlen, Deputy CAO

RE: OPTIONS ANALYSIS FOR USE OF EFFLUENT ON-SITE – WORK PROGRAM AND FEE ESTIMATE

1. BACKGROUND

The PRRD currently budgets for approximately \$25,000/year to haul water to the Charlie Lake lagoons for use within the treatment process. There are various situations within a wastewater treatment plant where potable water is used, including wash-down and cleaning, site irrigation and chemical make-down. It is acceptable for the effluent from a wastewater treatment plant to be used in place of potable water. Currently, the Charlie Lake lagoons produce a standard secondary quality effluent which is discharged through an outfall to the Peace River. It is possible that some of the effluent could be diverted to locations around the wastewater treatment plant and used in place of the higher quality water which is currently being trucked to site. This work program and fee estimate outlines our proposed scope of work to evaluate the options for effluent use on site that are available to the PRRD.

2. SCOPE OF WORK

Below is a brief summary of the proposed work we anticipate completing as part of this project.

Task 1 – Identify Potential On-Site Uses.

This task will involve outlining a range of potential opportunities for the effluent including polymer make-down, wash-down/cleaning and irrigation of landscape. Discussions with the site operators will be key to the initiation of this task. There is also a risk that effluent could interfere with chemicals during make-down. This will be assessed as part of this task.

Task 2 – Identify Quality Requirements.

Effluent that is designated as having a beneficial use is called “reclaimed water”. In BC, there are four categories of reclaimed water quality, ranging from the lowest quality category (Lower Exposure Potential) to the highest quality category (Indirect Potable Use). The quality requirements are evaluated through the completion of an environmental impact study which assesses the potential level of risk to human health and the environment due to the specific use. Although the intent at this stage is not to complete an environmental impact study, this task will involve an assessment of the potential quality requirements for the various uses that were identified in Task 1. The completion of this task will provide guidance on the potential quality requirements, with the intent being that an environmental impact study will be completed at a later date should the PRRD wish to move forward with specific on-site uses.

Task 3 – Assessment of Infrastructure Needs

The current facility is designed to treat to a standard secondary quality effluent for release to the Peace River. There is no enhanced treatment for organic matter (CBOD₅) and suspended solids. There is also no treatment for nutrients or disinfection. It is possible that additional treatment will be required, depending on the use and the risk of operator exposure. In addition, the approach to access the effluent at the location of use will also be assessed. This task will involve the following:

- Determination of short and long term infrastructure needs for the various uses of the effluent;
- Complete a Class 'D' construction cost estimate for the infrastructure needs;

Task 4 – Review Regulatory Requirements.

The current facility is registered under the BC Municipal Wastewater Regulation for the release of secondary effluent to the Peace River. There is no allocation for the use of effluent on-site. This task will outline the regulatory needs and budget estimates for acquiring the required authorisations.

Task 5 – Reporting

This task will involve the completion of a draft report detailing and summarizing the findings of the tasks listed above, including costs. The report in a draft format will be reviewed with PRRD staff. Once reviewed, any required changes will be made, and the report will be finalized and submitted to the PRRD for final acceptance.

3. PROPOSED PROFESSIONAL FEES AND SCHEDULE

Our proposed professional fees and schedule to complete Tasks 1 to 5 are outlined in Table 3.1, below. These fees focus solely on assessing uses within the wastewater treatment plant. There is no allowance to assess off-site uses, such as irrigation of crops or industrial uses. If off-site process water was also assessed at the same time, there would be significant cost savings, compared with completion of the two studies independent of each other. Should the two studies be amalgamated, the budget estimate would be \$48,100. The proposed professional fees include disbursements and travel, but are exclusive of GST.

Table 3.1: Budget Summary

Task Description	Total for Task (\$)
Task 1: Identify Potential Uses	\$ 2,100
Task 2: Quality Requirements	\$ 1,600
Task 3: Infrastructure Needs	\$ 15,800
Task 4: Regulatory review	\$ 2,100
Task 5: Reporting	\$ 10,200
Total Professional Fees	\$ 31,800

Date: August 4, 2017
File: 0601.0000.00
Attention: Shawn Dahlen, Deputy CAO
Page: 3 of 3

We anticipate the completion of this project and deliverable within eight to ten weeks from the time written approval to proceed is issued by the PRRD.

4. PROJECT TEAM

We have assembled a team of professionals that are both knowledgeable in wastewater treatment, and reclaimed water use. They also have experience working with the PRRD and the Charlie Lake wastewater system. Our team members are outlined below:

Team Member Responsibility	Proposed Team Member
Client Leader	Jaime Adam, P. Eng.
Project Engineer	Matt Smith, P. Eng.
Engineer in Training	Kimberly Zackodnik, E.I.T.
Environmental Professional	Joanne Quarmby, R.P.Bio.

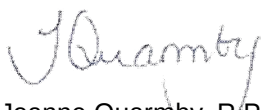
We trust this work program and fee estimate meets your needs. Should you require additional information, or have any questions, please feel free to contact the undersigned.

Sincerely,

URBAN SYSTEMS LTD.



Jaime Adam, P. Eng.
Project Leader



Dr. Joanne Quarmby, R.P.Bio.
Water and Wastewater Specialist

/jq



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: August 11, 2017

From: Jennifer Rudyk, Finance Clerk

Subject: Financial Report – July 2017

Attached for your information is the Grant-in-Aid portion of the monthly Rural Budgets Financial Report.

The report includes:

Grants-in-Aid (4 pages) - 2010 to 2017 balances remaining

- Page 1 - Area B, Area C, Area E
- Page 2 - Sub-Regional
- Page 3 - Youth Travel Recipient Listing
- Page 4 - Scholarship/Bursary Recipient Information

Staff Initials: JR

Dept. Head:

CAO:

 Peace River Regional District Grants-In-Aid Summary of Payables												28-Jul-2017
Current Year Allocation		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining	
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget		
			103,000.00	107,000.00	103,000.00	103,000.00	103,000.00	200,000.00	103,000.00	103,000.00		
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated		
AREA B			103,000.00	107,000.00	103,000.00	103,000.00	94,608.17	189,845.00	103,000.00	4,500.00		
	Big Bam Ski Hill	-	-	-	-	-	-	-	-	-	-	
3,000.00	Buick Creek Community Club	-	-	-	-	-	-	-	-	3,000.00	3,000.00	
	Cache Creek Community Club	-	-	-	-	-	-	-	-	-	-	
	Cecil Lake Rec. Commission	-	-	-	-	-	-	-	-	-	-	
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-	-	-	-	
-	Golata Creek Recreation Society	-	-	-	-	-	-	-	17,995.84	-	17,995.84	
-	Goodlow Community Club	-	-	-	-	-	-	-	38,700.00	-	38,700.00	
	Halfway Graham Community Club	-	-	-	-	-	-	874.96	-	-	874.96	
24,963.00	King's Valley Christian Camp	-	-	-	-	-	-	-	-	24,963.00	\$ 24,963.00	
18,582.00	Montney Rec. Commission	-	-	-	-	-	-	-	-	18,582.00	18,582.00	
1,600.00	North Peace 4-H District Council	-	-	-	-	-	-	-	-	1,600.00	1,600.00	
3,300.00	North Peace Fall Fair Society	-	-	-	-	-	-	-	-	3,300.00	3,300.00	
11,000.00	North Peace Historical Society	-	-	-	-	-	-	-	-	11,000.00	11,000.00	
	North Peace Light Horse Assn.	-	-	-	-	-	-	-	-	-	-	
	North Peace Ride for Disabled	-	-	-	-	-	-	259.51	-	-	259.51	
5,337.00	Osborn Community Club	-	-	-	-	-	-	8,026.34	1,656.42	5,337.00	15,019.76	
18,498.00	Rose Prairie Curling Society	-	-	-	-	-	-	-	4,398.08	18,498.00	22,896.08	
13,220.00	Wonowon Horse Club	-	-	-	-	-	-	1,500.00	-	13,220.00	14,720.00	
1,000.00	Area B Rural Bursary	-	-	-	-	-	-	-	-	1,000.00	1,000.00	
1,500.00	Youth Travel	-	-	-	-	-	-	-	-	-	-	
103,000.00	Total Area B	-	-	-	-	-	-	10,660.81	62,750.34	100,500.00	173,911.15	
		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining	
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget		
			100,000.00	100,000.00	100,000.00	100,000.00	112,025.88	100,000.00	80,000.00	80,000.00		
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated		
AREA C			100,000.00	100,000.00	100,000.00	87,924.72	93,297.04	81,250.00	72,900.86	3,000.00		
	Big Bam Ski Hill	-	-	-	-	-	-	-	-	-	-	
-	Charlie Lake Community Club	-	-	-	-	-	4,920.40	9,510.41	15,736.11	-	30,166.92	
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-	-	-	-	
31,019.11	Lake Point Golf Club	-	-	-	-	4,241.96	-	-	-	31,019.11	35,261.07	
	North Peace 4H District Council	-	-	-	-	498.98	-	-	-	-	498.98	
6,800.00	North Peace Fall Fair Society	-	-	-	-	-	-	3,322.13	2,634.75	6,800.00	12,756.88	
12,000.00	North Peace Historical Society	-	-	-	-	-	470.75	3,426.16	6,122.21	12,000.00	22,019.12	
	North Peace Light Horse Assn.	-	-	-	-	-	-	-	-	-	-	
1,000.00	*Area C Scholarship	-	-	-	-	-	-	-	-	1,000.00	1,000.00	
1,000.00	Youth Travel	-	-	-	-	-	-	-	-	-	-	
52,819.11	Total Area C	-	0.00	-	-	4,740.94	5,391.15	16,258.70	24,493.07	50,819.11	101,702.97	
		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining	
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget		
			102,000.00	102,000.00	102,000.00	111,610.00	103,150.00	102,000.00	102,000.00	102,000.00		
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated		
AREA E			102,000.00	102,000.00	92,390.00	110,460.00	103,150.00	102,000.00	102,000.00	3,000.00		
	Camp Emile	-	-	-	-	-	13,924.54	-	-	-	13,924.54	
2,500.00	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-	-	-	2,500.00	2,500.00	
5,684.53	Chetwynd Electric Eels Swim Assn.	-	-	-	-	-	611.40	-	-	5,684.53	6,295.93	
3,777.20	Chetwynd Gymkhana	-	-	-	-	-	-	-	1,821.16	3,777.20	5,598.36	
13,185.00	Chetwynd Rod & Gun Club	-	-	-	-	-	-	-	-	13,185.00	13,185.00	
6,000.00	Chetwynd Social Planning Society	-	-	-	-	-	-	-	-	6,000.00	6,000.00	
2,231.25	Chetwynd Horse Club Society	-	-	-	-	-	-	-	-	2,231.25	2,231.25	
10,000.00	Foothills Team Roping Club	-	-	-	-	-	-	-	-	10,000.00	10,000.00	
15,500.00	Jackfish Community Association	-	-	-	-	-	-	4,875.00	9,423.66	15,500.00	29,798.66	
5,684.52	Little Giants Figure Skating Club	-	-	-	-	-	-	-	-	5,684.52	5,684.52	
4,337.50	Little Prairie Heritage Society	-	-	-	-	-	4,115.28	(0.00)	3,703.68	4,337.50	12,156.46	
5,000.00	Moberly Lake Community Assn.	-	-	-	-	-	-	-	2,177.57	5,000.00	7,177.57	
21,000.00	Pine Valley Exhibition Park Soc.	-	-	-	-	-	-	-	-	21,000.00	21,000.00	
	Pine Valley Motor Sports	-	-	-	-	-	-	-	-	-	-	
4,100.00	Pine Valley Seniors Assn.	-	-	-	-	-	-	-	-	4,100.00	4,100.00	
	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	-	-	-	-	-	-	-	-	-	-	
102,000.00	Total Area E	-	-	-	-	-	18,651.22	5,729.35	17,626.07	100,000.00	142,006.64	

		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining
SUB-REGIONAL			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
			130,000.00	130,000.00	130,000.00	150,000.00	150,084.00	150,000.00	150,000.00	150,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			130,000.00	130,000.00	130,000.00	149,916.11	150,084.00	150,000.00	150,049.93	4,500.00	
9,472.72	Ark - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-	-	9,472.72	9,472.72
6,000.00	Bessborough Community Club	-	-	74.96	-	-	-	-	-	6,000.00	6,074.96
11,447.25	Cutbank Community Club	-	-	-	-	-	-	-	-	11,447.25	11,447.25
15,315.15	Dawson Creek Sportsman's Club	-	-	-	-	-	-	-	-	15,315.15	15,315.15
-	Doe River Gymkhana Club	-	-	-	-	-	-	-	4,047.05	-	4,047.05
12,333.28	Doe River Recreation Commission	-	-	-	-	-	-	-	-	12,333.28	12,333.28
8,315.15	Farmington Community Association	-	-	-	-	-	-	-	-	8,315.15	8,315.15
2,050.00	Groundbirch Rec. Commission	-	-	-	-	-	-	-	-	2,050.00	2,050.00
-	Hats n' Chaps Gymkhana	-	-	-	2,155.99	-	-	-	6,558.72	-	8,714.71
2,000.00	Kilkerran Recreation Commission	-	-	-	-	-	-	1,925.33	-	2,000.00	3,925.33
9,915.15	Kiskatinaw Fall Fair	-	-	-	-	-	-	-	4,365.49	9,915.15	14,280.64
13,667.97	McLeod Rec. & Social Services Society	-	-	-	-	-	-	-	-	13,667.97	13,667.97
8,215.15	Rolla Ratepayers	-	-	-	-	-	-	-	-	8,215.15	8,215.15
9,315.15	Sunset Prairie Recreation Commission	-	-	-	-	-	0.00	-	2,753.70	9,315.15	12,068.85
1,500.00	Swan Lake Enhancement Society	-	-	-	-	-	-	-	-	1,500.00	1,500.00
1,450.00	Sweetwater 905 Society	-	-	-	-	-	-	-	-	1,450.00	1,450.00
8,722.73	Tomslake Community Cultural Assn.	-	-	-	-	-	-	-	6,928.72	8,722.73	15,651.45
12,715.15	Tomslake & District Rec Commission	-	-	-	-	-	-	-	(0.00)	12,715.15	12,715.15
13,065.15	Tupper Community Club	-	-	-	-	-	-	-	-	13,065.15	13,065.15
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	-	-	-	-	3,000.00	3,000.00
1,500.00	Youth Travel	-	-	-	-	-	-	-	-	-	-
150,000.00	Total Sub-Regional	0.00	0.00	74.96	2,155.99	-	0.00	1,925.33	24,653.68	148,500.00	177,309.96
407,819.11	COMBINED GRAND TOTALS	-	-	74.96	2,155.99	4,740.94	24,042.37	34,574.19	129,523.16	399,819.11	594,930.72
	Prior Years Payable total =		31,014.26								
	2015 Payable total =			34,574.19							
	Total GIA Payable =			594,930.72							

Youth Travel Recipient Information

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

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

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

Area C Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2017	Justin Fehr	1,000	1000	
2016	Rachel Kalkman	1,000	0	25-Aug-16
2015	Kevala Van Voilkenburg	1,000	0	06-Aug-15
2014	Dylan Kassian	1,000	0	23-Aug-14
2013	Daisy Petrucci	1,000	0	15-Aug-13
2012	Stephanie Sutherland	1,000	0	2012
2011	Hannah Leber	500	0	2011
2010	Tawny Hosker	500	0	2010
	TOTAL	5,000	0	

Area E Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2017	Kaitlyn Dufresne	500	500	
2017	Trevor Andres	500	500	
2016	Courtney Auger	500	500	
2016	Regan Neuls	500	0	05-Dec-16
2015	Kayla Sanford	500	0	13-Nov-15
2015	Dayton Waldie	500	0	07-Nov-15
2014	Sara Norris	500	0	27-Nov-14
2014	Brittany Andres	500	0	15-Jan-15
	TOTAL	1,500	0	

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2017	Taylor Schweitzer	1,500	1500	
2017	Nadia Richer	1,500	1500	
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	02-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	0	

Updated: August 17, 2017

RURAL BUDGET ADMINISTRATION COMMITTEE

D I A R Y I T E M S

<u>Item</u>	<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
1. Grant-in-Aid	on-going	- contact Kiskatinaw Fall Fair and Sunset Prairie Community Hall reps to discuss future GIA funding; - Camp Sagitawa funding - tightening policy for youth travel grants	March 16, 2017