



PEACE RIVER REGIONAL DISTRICT
Special Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, July 25, 2019
at the Regional District Office Breakroom, 1981 Alaska Avenue,
Dawson Creek, BC **9:00 am**

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **ADOPTION OF AGENDA:**
3. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting Minutes of June 18, 2019
4. **BUSINESS ARISING FROM THE MINUTES:**
5. **REPORTS:**
 - R-1 May 13, 2019 – Report from Lyle Smith, CFO – Grant Request – Peace Region Internet Society
 - R-2 July 17, 2019 – Report from Lyle Smith, CFO – Grant Request – North Peace Cultural Society
 - R-3 July 19, 2019 – Report from Lyle Smith, CFO – Grant Request – Dawson Creek Society for Community Living
 - R-4 July 19, 2019 – Report from Lyle Smith, CFO – Grant Request – North Peace Fall Fair
 - R-5 July 19, 2019 – Report from Lyle Smith, CFO – Grant Request – South Peace Historical Society
 - R-6 July 22, 2019 – Report from Lyle Smith, CFO – Grant Request – Sagitawa Christian Camping Society
6. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT
RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING
MINUTES

DATE: Tuesday, June 18, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Rose, Meeting Chair
 Director Goodings
 Director Sperling
 Director Hiebert

Staff

Shawn Dahlen, Chief Administrative Officer
 Lyle Smith, Chief Financial Officer
 Jill Rickert, Community Services Coordinator
 Crystal Brown, Electoral Area Manager
 Kelsey Bates, Executive Assistant
 Jennifer Baddeley, Corporate Services Intern

Others

Call to Order The Chair called the meeting to order at 2:16 pm.

DIRECTORS NOTICE OF NEW BUSINESS: None.

ADOPTION OF AGENDA:

MOVED by Director Sperling, SECONDED by Director Hiebert,
 That the Rural Budgets Administration Committee agenda for the June 18, 2019
 meeting be adopted:

1. **CALL TO ORDER** - Director Rose to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - M-1 Rural Budgets Administration Committee Meeting Minutes of May 27, 2019
 - M-2 Rural Budgets Administration Committee Special Meeting Minutes of June 6, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
 - R-1 April 8, 2019 – Report from Lyle Smith, CFO – Grant Request – Rolla Community Cemetery Committee
 - R-2 May 9, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd
 - R-3 May 10, 2019 – Report from Lyle Smith, CFO – Grant Request – Boreal Centre for Sustainability

- R-4 May 10, 2019 – Report from Lyle Smith, CFO – Grant Request – Buick Community Club
- R-5 April 11, 2019 – Report from Lyle Smith, CFO – Charlie Lake Community Club Funding Amendment
- R-6 May 9, 2019 – Report from Lyle Smith, CFO – Grant Request – Mile 22 Community Park Association
- R-7 May 13, 2019 – Report from Lyle Smith, CFO – Grant Request – Groundbirch Cemetery Committee
- R-8 June 6, 2019 – Report from Lyle Smith, CFO – 2019 Electoral Areas B and C Grants-in-Aid Allocations for Ratification
- R-9 June 7, 2019 – Report from Lyle Smith, CFO – 2019 Electoral Area E Grants-in-Aid Allocations for Ratification
- R-10 June 7, 2019 – Report from Lyle Smith, CFO – 2019 South Peace Sub-Regional Grants-in-Aid Allocations for Ratification
- R-11 June 10, 2019 – Report from Lyle Smith, CFO – Grant Request – City of Dawson Creek, Summer Swim Program
- R-12 June 10, 2019 – Report from Lyle Smith, CFO – Grant Request – Tomslake Cultural Community Association
- R-13 June 11, 2019 – Report from Lyle Smith, CFO – Operational Update – Grants and Scholarships
- R-14 June 5, 2019 – Report from Lyle Smith, CFO – May 2019 Financial Report
- 9. **DISCUSSION ITEMS:**
 - DI-1 Arras Fire Department Information Sharing Gift
- 10. **NEW BUSINESS:**
- 11. **COMMUNICATIONS:**
- 12. **DIARY:**
 - 1. Diary Items
- 13. **ADJOURNMENT:**

CARRIED**ADOPTION OF MINUTES:**

M-1 May 27, 2019 RBAC Minutes
MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee Meeting Minutes of May 27, 2019 be adopted.

CARRIED

M-2 June 6, 2019 Special RBAC Minutes
MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Special Meeting Minutes of June 6, 2019 be adopted.

CARRIED**BUSINESS ARISING FROM THE MINUTES:** None.**DELEGATIONS:** None.**CORRESPONDENCE:** None.**REPORTS:**

R-1 Apr. 8/19 - Grant Request - Rolla Community Cemetery Committee
MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,000, payable from Electoral Area D, Cemetery funds, to be issued to the Rolla Community Cemetery Committee to assist with the operational costs for lawn maintenance.

CARRIED**VARY AGENDA:**

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee vary the Agenda to deal with item
R-13 (Operational Update – Grants and Scholarships) at this time.

CARRIED

R-13
June 11/19 -
Operational Update –
Grants and
Scholarships

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

CARRIED

R-2
May 9/19 - Grant
Request – District of
Chetwynd

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount of
~~\$5,393.31~~ **\$5,939.31**, payable from Community Works Gas Tax, to be issued to the
District of Chetwynd for the purchase and installation of a commercial dishwasher for
use at the Chetwynd and District Recreation Centre.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget to:

1. Increase Transfer from Reserves – Community Works Gas Tax Reserve by
~~\$5,393.31~~ **\$5,939.31**; and
2. Increase Rural Grants-in-aid – Area E – General Grants by ~~\$5,393.31~~
\$5,939.31

CARRIED

R-3
May 10/19 – Grant
Request – Boreal
Centre for
Sustainability

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant to the Boreal
Centre for Sustainability in the amount of \$5,150 (\$2,750 for picnic tables and \$2,400
for bear proof garbage cans), payable from Electoral Area E Peace River Agreement,
Spending Item #4 (Assistance to Other Organizations) to help increase rural
community awareness regarding northern food security.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget to:

1. Increase Transfer from Reserves – Peace River Agreement Reserve by \$5,150;
and
2. Increase Rural Grants-in-aid – Area E – General Grants by \$5,150.

CARRIED

R-4
May 10/19 – Grant
Request – Buick
Community Club

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of
\$7,832, payable from Community Works Gas Tax, to be issued to the Buick Creek
Community Club for the purchase and installation of a new energy efficient furnace

at the community hall.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget to:

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

CARRIED

R-5
Apr. 11/19 – Charlie
Lake Community Club
Funding Amendment

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

CARRIED

R-6
May 9/19 - Grant
Request – Mile 22
Community Park
Association

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

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget to:

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

CARRIED

OPPOSED: DIRECTOR GOODINGS

R-7
May 13/19 - Grant
Request –
Groundbirch Cemetery
Committee

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

CARRIED

R-8
June 6/19 - 2019
Electoral Areas B and
C Grants-in-Aid
Allocations for
Ratification

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

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

CARRIED

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

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

CARRIED

R-9 June 7/19 - 2019 Electoral Area E Grants-in-Aid Allocations for Ratification	MOVED by Director Sperling, SECONDED by Director Hiebert, That the Rural Budgets Administration Committee ratify the recommended 2019 Electoral Area E Recreational and Cultural Grants-in-Aid Allocation amounts below, as determined by the community groups listed, at the meeting held on April 16, 2019:	
	Camp Emile	\$ 8,307.24
	Chetwynd & District Rod and Gun Club	\$ 23,300.00
	Chetwynd Electric Eels	\$ 10,000.00
	Chetwynd Gymkhana Club	\$ 3,773.76
	Chetwynd Horse Club	\$ 5,040.00
	Chetwynd Social Planning Society	\$ 8,000.00
	Foothills Team Roping	\$ 10,325.00
	Little Giant Figure Skating	\$ 15,000.00
	Little Prairie Heritage Society	\$ 8,675.00
	Moberly Lake Community Association	\$ 5,000.00
	Pine Valley Seniors Society	\$ 2,579.00
	Electoral Area E Bursaries	\$ 1,000.00
	Youth Travel	\$ 3,000.00 \$2,000
	Total	\$ 103,000.00

CARRIED

R-10	MOVED by Director Hiebert, SECONDED by Director Sperling,	
June 7/19 - 2019	That the Rural Budgets Administration Committee ratify the recommended 2019	
South Peace Sub-	South Peace Sub-Regional Recreational and Cultural Grants-in-Aid Allocation	
Regional Grants-in-Aid	amounts below, as determined by the community groups listed, at the meeting held	
Allocations for	on April 17, 2019:	
Ratification	Bessborough Community Club	\$ 6,000.00
	Cutbank Community Club	\$ 10,607.66
	Dawson Creek Sportsman's Club	\$ 23,673.19
	Dawson Creek Youth Centre/The ARK	\$ 11,173.19
	Doe River Recreation Commission	\$ 7,699.91
	Farmington Community Association	\$ 11,173.19
	Groundbirch Recreation Commission	\$ 2,200.00
	Kilkerran Recreation Commission	\$ 2,000.00
	McLeod Recreation & Social Services Society	\$ 13,980.07
	Rolla Ratepayers Association	\$ 10,673.19
	Sunset Prairie Recreation Commission	\$ 15,673.19
	Swan Lake Enhancement Society	\$ 800.00
	Tomslake Community Cultural Association	\$ 6,000.00
	Tomslake & District Recreation Commission	\$ 11,673.19
	Tupper Community Club	\$ 12,173.19
	Sub-Regional Scholarship	\$ 1,500.00
	Sub-Regional Trades Bursary	\$ 1,500.00
	Youth Travel	\$ 1,500.00
	Total	\$ 150,000.00

CARRIED

R-11	MOVED by Director Hiebert, SECONDED by Director Sperling,	
June 10/19 - Grant	That the Rural Budgets Administration Committee authorize a grant for the City of	
Request – City of	Dawson Creek in the amount of \$5,000, payable from Electoral Area D BC Rail/Peace	
Dawson Creek,	River Agreement funds in the amount of \$3,750 and from Electoral Area E BC	
Summer Swim	Rail/Peace River Agreement funds in the amount of \$1,250 to assist with the Summer	
Program	Swim program at the Kenn Borek Aquatic Centre.	

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget to:

1. Increase Transfer from Reserves – BC/PRA by \$5,000;
2. Increase Rural Grants-in-aid – Area D – General Grants by \$3,750; and
3. Increase Rural Grants-in-aid – Area E – General Grants by \$1,250.

CARRIED

R-12
June 10/19 - Grant
Request – Tomslake
Cultural Community
Association

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,315, payable from Electoral Area D, Peace River Agreement funds, Spending Item #4 (Assistance to Other Organizations), to be issued to the Tomslake Cultural Community Association for the Tomslake Sudeten Community's 80th Anniversary celebrations.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget to:

1. Increase Transfer from Reserves – Peace River Agreement Reserve by \$2,315; and
2. Increase Rural Grants-in-aid – Area D – General Grants by \$2,315.

CARRIED

R-14
June 5/19 - May 2019
Financial Report

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the May 2019 Financial Report for discussion.

CARRIED

DISCUSSION ITEMS:

DI-1
Arras Fire Department
Information Sharing
Gift

MOVED by Director Goodings, SECONDED by Sperling,
That the Rural Budgets Administration Committee authorize a gift in the amount of \$500 to the Arras Fire Brigade, payable from Area B BC/Rail Funds, in appreciation of their meeting with community of Prespatou.

CARRIED

STAFF ACTION: Staff will follow up with the Municipal Insurance Association to see if they perceive any liability issues that the PRRD may face by providing funding to the Arras Fire Department and other fire departments; further, that the report be brought back to a future Electoral Area Directors Committee meeting.

NEW BUSINESS:

None.

COMMUNICATIONS:

None.

DIARY:

DIA-1

No changes were made to the Diary.

MOVED by Director Hiebert, SECONDED by Sperling,
That the Rural Budgets Administration Committee include information on grant
writer services on all grant letters sent to applicants.

CARRIED**ADJOURNMENT**

The Chair adjourned the meeting at 3:08 p.m.

Director Rose, Meeting Chair

Kelsey Bates, Executive Assistant



REPORT

To: Rural Budgets Administration Committee

Date: May 13, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Peace Region Internet Society

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$15,000, payable from Community Works Gas Tax, to be issued to be issued to Peace River Internet Society, to support the Rolla Fiber project; and further,

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

1. Increase Transfer from Reserves – Gas Tax Reserve revenue by \$15,000; and
2. Increase General Grants, Rural Grants-in-Aid - Electoral Area D expense by \$15,000.

BACKGROUND/RATIONALE:

The Peace Region Internet Society (PRIS) is embarking on a project to provide the residents of Rolla BC (approximately 100 residents) with better and more reliable internet. Residents in the area currently have access to LTE (Long Term Evolution), fixed wireless and satellite options for internet, which often provides a slower, less reliable service at higher prices than urban residents in urban communities receive. Beginning in June of 2019, this project will use existing infrastructure (telephone poles) to install a better service model known as Fiber-to-the-home. This project aligns with the Regional Districts strategic plan to advocate for increased internet access in rural communities.

The total cost of the project is \$96,476.54 and has an anticipated completion date of September of 2019. One of the eligible investment categories under Community Works Gas Tax is Broadband Connectivity, which supports costs incurred for projects that support infrastructure for internet access to residents, business and/or institutions in British Columbia.

PRIS has applied to Northern Development Initiative Trust for a grant of up to \$41,473 from the Connecting British Columbia Program, Phase Two Last Mile Infrastructure fund to support this program. The result of their application is pending.

The Peace Region Internet Society is a registered not-for-profit society in good standing with the *Societies Act*.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant in the amount of \$15,000, payable from Electoral Area D, Peace River Agreement Funds (Spending Item #4 – Assistance to Other

Staff Initials:

Dept. Head:

CAO:

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Organizations) to be issued to Peace River Internet Society, to support the Rolla Fiber project; and further,

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

- a) Increase Transfer from Reserves – Peace River Agreements Reserve revenue by \$15,000; and
- b) Increase General Grants, Rural Grants-in-Aid- Electoral Area D expense by \$15,000.

2. That the Rural Budgets Administration Committee respectfully deny the grant application from the Peace Region Internet Society and provide no grant funding for the Rolla Fiber Internet Connectivity Project.

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

As of June 30, 2019, the balance available in the Community Works Gas Tax grant funding was \$3,689,761.31.

As of June 30, 2019, the balance available after remaining commitments for Electoral Area D, Peace River Agreements was \$1,355,328.96.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

- 1. Grant Application



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: S-32212

Community Club or Group Name: Peace Region Internet Society

Mailing Address: 1-929 106th Ave

City: Dawson Creek

Postal Code: V1G2N8

Civic Address: 1-929 106th Ave Dawson Creek BC, V1G2N8

Contact Person: Aaron Lamacchia

Alternate Person: Chris Lavoie

Tel: 2507825128

Tel:

Fax:

Fax:

Email:

Email:

CLUB EXECUTIVES

President: Judy Madden

Vice President: Brian Thornton

Treasurer: Debra Kellestine

PROJECT COSTS

Total Cost of Project: \$96,476.54

Amount Requested per year: 15,000

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

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

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

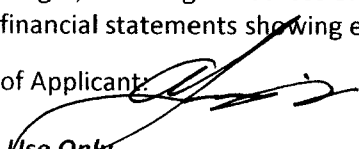
This project's goal and purpose is to provide the residents of Rolla BC with fiber internet connectivity. Rolla is a small community in northern BC with a population of around 100 people. Rolla is a central location and popular community where members of the surrounding farming community congregate. As a small community, residents often have few options when it comes to affordable Internet. They only have access to LTE, fixed wireless and satellite options. This often means that residents in Rolla pay more than residents in urban communities for slower, less reliable services.

This project will use a Fiber-to-the-home deployment model. This model will utilize existing infrastructure (telephone poles) to bring the fiber close to each residents home, and then when they call in for services we will connect them to the network. Traffic will then be backhauled to our location office in Dawson Creek and then back out to the Internet.

This project will provide 100 people with fiber Internet and a minimum download speed of at least 50mbps and upload speed of 10mbps. This project is scalable in the offering of further services on the back of the fiber network, for example

ATTACHMENTS REQUIRED:

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

Signature of Applicant: 

Date: 2/05/2019

For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐

PRA: B ☐ C ☐ D ☐ E ☐

BCR/PRA: B ☐ C ☐ D ☐ E ☐

Gas Tax: ☒

Other: ☐ _____

PLEASE REPLY TO:

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

This project's goal and purpose is to provide the residents of Rolla BC with fiber internet connectivity. Rolla is a small community in northern BC with a population of around 100 people. Rolla is a central location and popular community where members of the surrounding farming community congregate. As a small community, residents often have few options when it comes to affordable Internet. They only have access to LTE, fixed wireless and satellite options. This often means that residents in Rolla pay more than residents in urban communities for slower, less reliable services.

This project will use a Fiber-to-the-home deployment model. This model will utilize existing infrastructure (telephone poles) to bring the fiber close to each residents home, and then when they call in for services we will connect them to the network. Traffic will then be backhauled to our location office in Dawson Creek and then back out to the Internet.

This project will provide 100 people with fiber Internet and a minimum download speed of at least 50mbps and upload speed of 10mbps. This project is scalable in the offering of further services on the back of the fiber network, for example IPTV, VoIP and managed WiFi. As PRiS is a nonprofit, we will ensure that prices remain as low as possible.

This project will utilize Ubiquiti Fiber technology as the primary backbone for the network. Ubiquiti gear offers a great balance between performance and cost.

Northern Development Initiative Trust			
Connecting British Columbia Program - Phase Two			
Intake 2 - Last-Mile			
TEMPLATE 2 - PROJECT BUDGET			
Project Name: PRIS Rolla Fiber			
Prepared By: Aaron Lamacchia			
Expense Item:	Equipment/ Parts Costs	Labour Costs	Total
Engineering and Project Management			
Site survey		\$ 1,500.00	
Project management	\$ -	\$ 3,000.00	
Subtotal	\$ -	\$ 4,500.00	\$ 4,500.00
Site Preparation			
Preparation and Document Submission for Infrastructure Access	\$ -	\$ 2,625.00	
Infrastructure Access Audit		\$ 3,500.00	
Subtotal	\$ -	\$ 6,125.00	\$ 6,125.00
Point of Presence and Tower Locations			
Construction of Headend and Backhaul	\$ 2,816.00	\$ 10,500.00	
Fiber Installed on Poles with Drop Enclosures	\$ 28,529.54	\$ 21,000.00	
Subtotal	\$ 31,345.54	\$ 31,500.00	\$ 62,845.54
Set Up, Configuration and System Testing			
Set up, configuration and system testing		\$ 3,500.00	
Subtotal	\$ -	\$ 3,500.00	\$ 3,500.00
Customer Premise			
Subscriber units (CPE)+Installs	\$ 4,256.00	\$ 5,250.00	
Subtotal	\$ 4,256.00	\$ 5,250.00	\$ 9,506.00
Other Equipment			
Insert description (if applicable)	\$ -	\$ -	
Subtotal	\$ -	\$ -	\$ -
One-time Network Set Up Fees			
ISP charge	\$ -		
Subtotal	\$ -	\$ -	\$ -
Miscellaneous			
Shipping costs			
Travel			
Consultation costs			
Subtotal	\$ -	\$ -	\$ -
Ineligible Expenses			
<i>Permit and licensing costs (ineligible)</i>			
<i>Contingency reserve based on risk management plans (ineligible)</i>			
Subtotal	\$ -	\$ 10,000.00	\$ 10,000.00
Total Expenses, with GST	\$ 35,601.54	\$ 60,875.00	\$ 96,476.54
Eligible Expenses, Less GST where applicable	\$ 33,821.46	\$ 49,125.00	\$ 82,946.46
Total Budgeted Expenses	\$ 35,601.54	\$ 60,875.00	\$ 96,476.54
Funding Sources			
Connecting British Columbia - Phase Two (Intake 2 - Last-Mile) Grant		\$ 41,473.23	
Peace River Regional District		\$ 15,000.00	
Applicant organization		\$ 40,003.31	
Other funding sources (bank loans, corporate donations, community support, other grants)			
Total one-time funding	\$	96,476.54	
Funding shortfall/overage	-\$	0.00	<i>Must equal \$0</i>
Funding Percentage Requested (Requested Grant ÷ Total Eligible Expenses)		50.00%	<i>Maximum 50%</i>

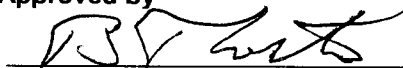
PEACE REGION INTERNET SOCIETY

Statement of Financial Position

March 31, 2018

	2018	2017
ASSETS		
CURRENT		
Cash	\$ 573,324	\$ 592,555
Trade receivables	295,373	274,779
Inventory (Note 3)	3,960	4,747
Prepaid expenses	7,219	6,310
	879,876	878,391
TANGIBLE CAPITAL ASSETS (Note 4)	839,134	1,010,383
	\$ 1,719,010	\$ 1,888,774
LIABILITIES AND NET ASSETS		
CURRENT		
Trade payables and accrued liabilities	\$ 14,333	\$ 11,200
Wages and vacation payable	25,920	34,670
Source deductions payable	14,270	13,553
Goods and services tax payable	4,300	5,862
Provincial sales tax payable	3,151	6,687
Deposits payable	300	14,850
Deferred revenues (Note 5)	98,715	106,619
	160,989	193,441
NET ASSETS		
General fund	670,761	648,825
Tangible capital asset fund	839,135	1,010,383
Repair contingency fund	48,125	36,125
	1,558,021	1,695,333
	\$ 1,719,010	\$ 1,888,774

Approved by



Director



Director

See notes to financial statements

PEACE REGION INTERNET SOCIETY
Statement of Revenues and Expenditures
Year Ended March 31, 2018

	2018	2017
INCOME		
Equipment sales	\$ 16,454	\$ 19,570
Federal government grants	1,984	164,384
Membership revenues	835,313	1,094,517
Municipal grants	3,650	37,500
Provincial government grant	197,292	-
	1,054,693	1,315,971
EXPENSES		
Accounting and legal	8,580	10,522
Advertising and promotion	2,104	10,602
Amortization	267,712	283,555
Bad debts	5,884	4,577
Building repairs and maintenance	2,056	3,048
Cost of equipment sales	8,090	12,486
Dues and subscriptions	5,731	3,192
Insurance	15,663	15,551
Interest and bank charges	13,408	16,584
Internet access fees	257,415	269,890
Office and sundry	22,602	36,724
Rental	35,404	22,619
Sub-contracts	11,860	11,803
Supplies	15,600	21,054
Telephone	12,717	13,858
Training	2,756	3,857
Travel and entertainment	22,087	22,118
Utilities	12,058	11,738
Vehicle	17,270	19,585
Wages and benefits	492,193	518,527
	1,231,190	1,311,890
(DEFICIENCY) EXCESS OF INCOME OVER EXPENSES FROM OPERATIONS	(176,497)	4,081
OTHER INCOME (EXPENSES)		
Interest	8,566	16,098
Loss on disposal of tangible capital assets	-	(2,624)
Rental	30,619	30,219
	39,185	43,693
(DEFICIENCY) EXCESS OF INCOME OVER EXPENSES	\$ (137,312)	\$ 47,774

See notes to financial statements

PEACE REGION INTERNET SOCIETY
Statement of Changes in Net Assets
Year Ended March 31, 2018

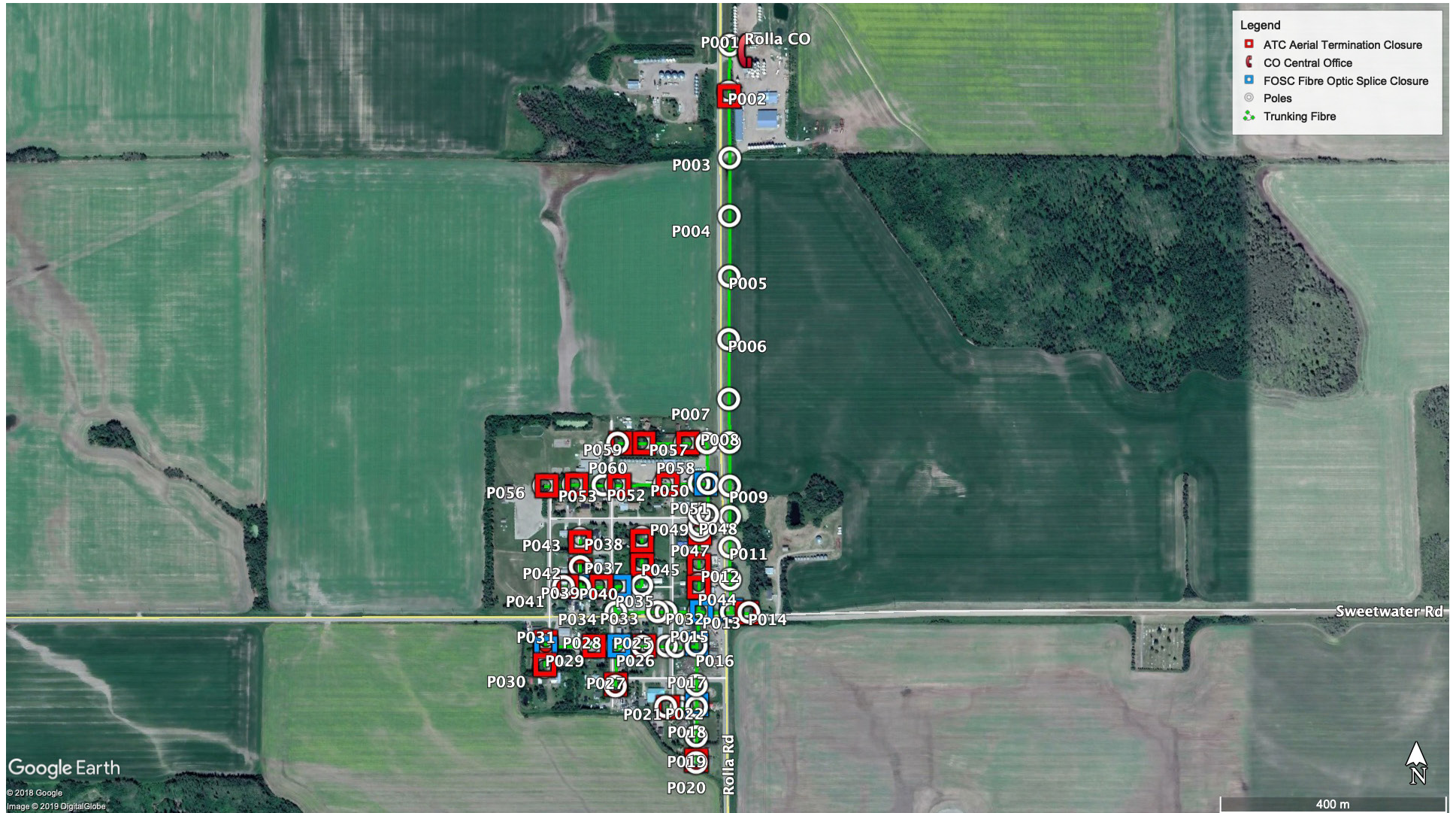
	General fund	Tangible capital asset fund	Repair contingency fund	2018	2017
NET ASSETS - BEGINNING OF YEAR	\$ 648,825	\$ 1,010,383	\$ 36,125	\$ 1,695,333	\$ 1,647,559
(DEFICIENCY) EXCESS OF INCOME OVER EXPENSES	(137,312)	-	-	(137,312)	47,774
Transfers:					
To the repair contingency fund	(12,000)	-	12,000	-	-
Purchase of tangible capital assets	(96,464)	96,464	-	-	-
Amortization	267,712	(267,712)	-	-	-
NET ASSETS - END OF YEAR	\$ 670,761	\$ 839,135	\$ 48,125	\$ 1,558,021	\$ 1,695,333

See notes to financial statements

PEACE REGION INTERNET SOCIETY
Statement of Cash Flows
Year Ended March 31, 2018

	2018	2017
OPERATING ACTIVITIES		
(Deficiency) excess of income over expenses	\$ (137,312)	\$ 47,774
Items not affecting cash:		
Amortization of tangible capital assets	267,712	283,555
Loss on disposal of tangible capital assets	-	2,624
	130,400	333,953
Changes in non-cash working capital:		
Trade receivables - (increase)	(20,594)	(97,415)
Inventory - decrease	787	1,318
Prepaid expenses - (increase) decrease	(909)	2,504
Trade payables and accrued liabilities - increase	3,134	29
Wages and vacation payable - (decrease)	(8,750)	(3,519)
Goods and services tax payable - (decrease) increase	(1,562)	1,955
PST payable - (decrease) increase	(3,536)	976
Deferred revenues - (decrease)	(7,904)	(18,201)
Deposits payable - (decrease)	(14,550)	(3,200)
Source deductions payable - increase	717	13,553
	(53,167)	(102,000)
Cash flow from operating activities	77,233	231,953
INVESTING ACTIVITIES		
Purchase of tangible capital assets	(96,464)	(326,720)
Proceeds on disposal of tangible capital assets	-	25,560
Cash flow used by investing activities	(96,464)	(301,160)
DECREASE IN CASH FLOW	(19,231)	(69,207)
Cash - beginning of year	592,555	661,762
CASH - END OF YEAR	\$ 573,324	\$ 592,555

See notes to financial statements



NOTES:
Overview of Fibre to the Home in Rolla BC

	CONTACT: Robert Richards - 250-256-8710 robert@comcomservices.com - Box 277, Lytton BC, V0K1Z0, Canada	Proposed PRIS Rolla BC FTTH	PLAN NO. 001	REVISION A
---	--	-----------------------------	-----------------	---------------



NOTES:

Peace Region Internet Society (PRIS) is planning on installing Fibre to the Home in Rolla BC.

The green lines represent fibre cables with an OD of ~13mm and a weight of ~0.12KG per 1 meter.

The FOSC splice closures are represented as blue boxes and will weigh ~4KG, the aerial termination closures are represented as red boxes and weigh ~3KG similar to the PLP ATC



CONTACT: Robert Richards - 250-256-8710
 robert@comcomservices.com - Box 277, Lytton
 BC, V0K1Z0, Canada

Proposed PRIS Rolla BC FTTH

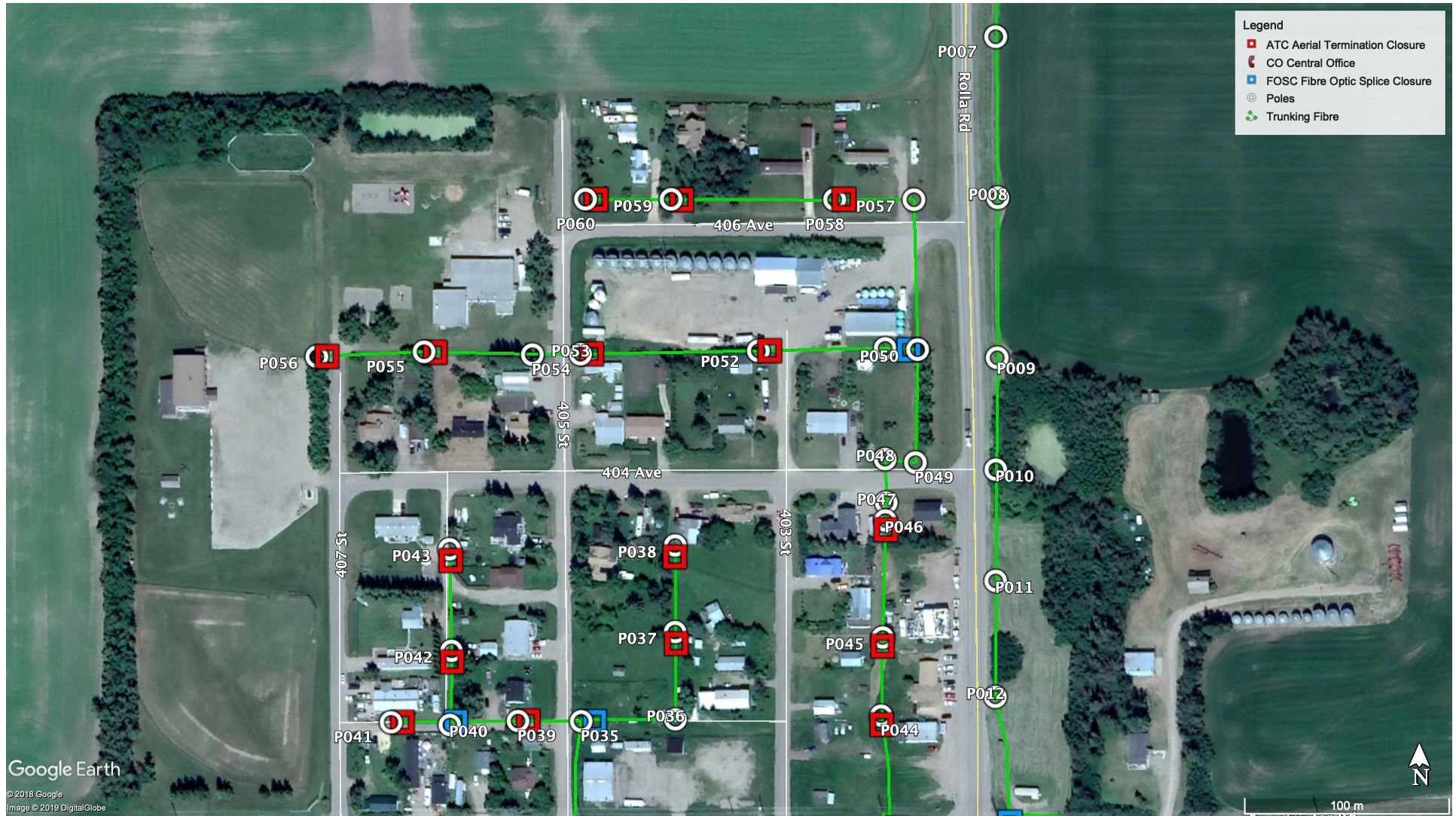
PLAN NO.
002

REVISION
A



NOTES:

	CONTACT: Robert Richards - 250-256-8710 robert@comcomservices.com - Box 277, Lytton BC, V0K1Z0, Canada	Proposed PRIS Rolla BC FTTH	PLAN NO. 003	REVISION A
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NOTES:

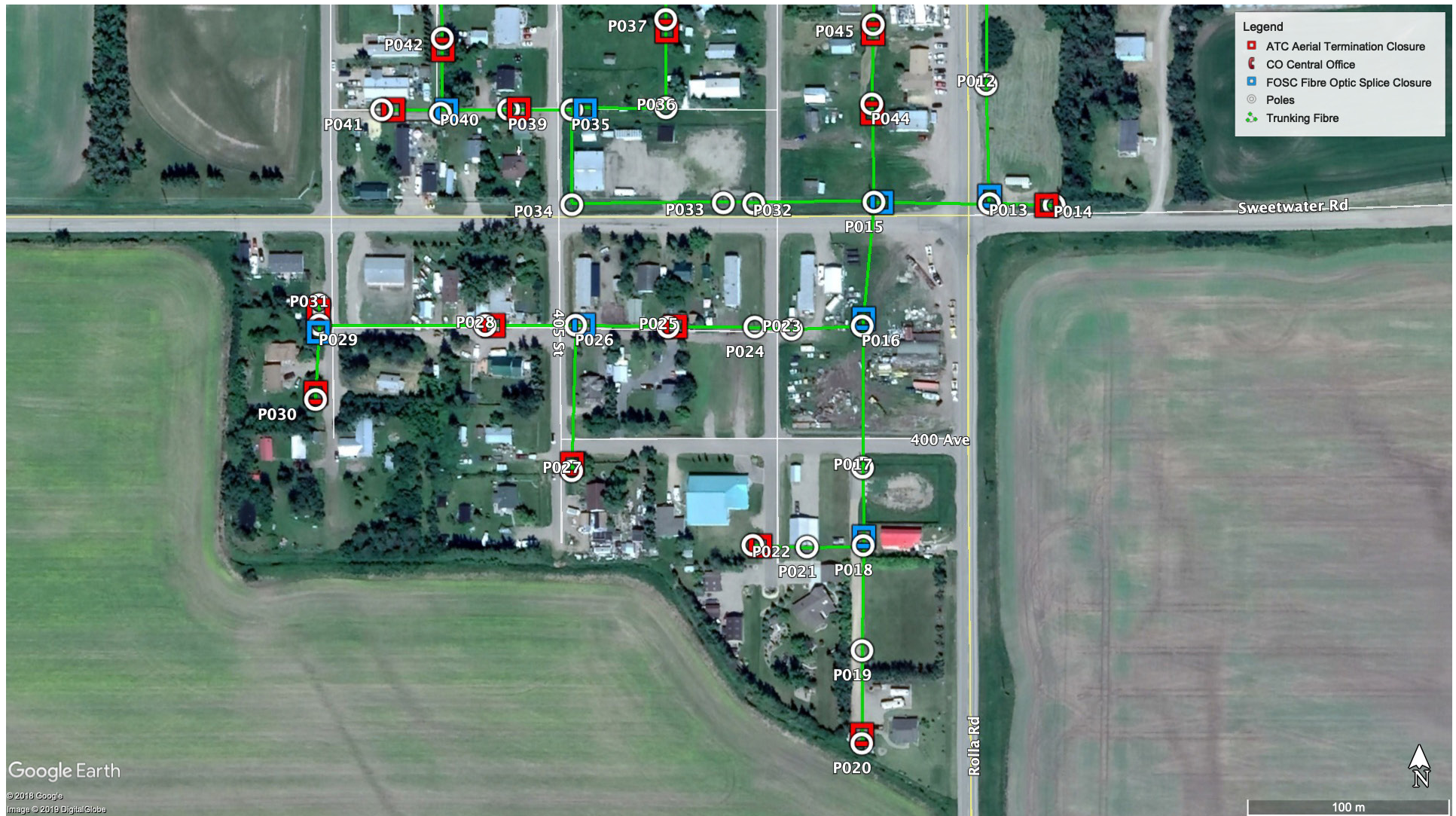


CONTACT: Robert Richards - 250-256-8710
 robert@comcomservices.com - Box 277, Lytton
 BC, V0K1Z0, Canada

Proposed PRIS Rolla BC FTTH

PLAN NO.
004

REVISION
A



NOTES:



CONTACT: Robert Richards - 250-256-8710
 robert@comcomservices.com - Box 277, Lytton
 BC, V0K1Z0, Canada

Proposed PRIS Rolla BC FTTH

PLAN NO.
005

REVISION
A

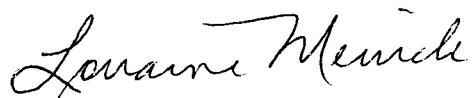
Rolla Store
5195 Rolla Rd,
Rolla, BC
V0C 2G0

2019-03-21

Dear Northern Development Initiative Trust,

I am writing this letter to express my support for the Peace Region Internet Society to bring fiber connectivity to our community of Rolla BC. PRiS has provided services in Rolla for over a decade and I am excited the next step in their services. As a small community we often don't have the same level of services that larger communities do, this would go a long way in closing this gap.

Sincerely,

A handwritten signature in black ink that reads "Lorraine Merrick". The script is cursive and fluid, with the first name "Lorraine" and last name "Merrick" clearly distinguishable.

Lorraine Merrick

Rolla Bible Baptist Church
617 400 Ave,
Rolla, BC
V0C 2G0



2019-03-21

Dear Northern Development Initiative Trust,

I am writing this letter to express my support for the Peace Region Internet Society to bring fiber connectivity to our community of Rolla BC. PRIS has provided services in Rolla for over a decade and I am excited the next step in their services. As a small community we often don't have the same level of services that larger communities do, this would go a long way in closing this gap.

Sincerely,

A handwritten signature in blue ink, appearing to read "R Rempel", is written over a light blue horizontal line.

Robert Rempel
Pastor, Rolla Bible Baptist Church

ISP Profile – Peace Region Internet Society

Name:	Peace Region Internet Society
Years in Operations:	25 years
Contact Information:	Address 929 106th Ave Dawson Creek BC V1G2N8 Phone: 250-782-5128 Email: pris@pris.ca
Number of Customers:	1600
Technical and Project Management Experience:	The Peace Region Internet Society has a wide range of technical and project management experience. From a technological perspective our organization and staff have provided services using dial-up, DSL, fiber optic, and wireless networking. Currently we primarily provide services through wireless point of presence technologies and DSL reselling. Additionally, our technological expertise extends to operating multiple servers for email, web hosting and virtualization. From a project management perspective, we are well practiced at managing multi-year, multi-stakeholder projects. Our board of directors consists of local volunteers who all bring expertise to the organization. This includes a board member with a Project Management Professional designation. We also employ a dedicated COO whose daily duties includes managing projects of various scales.
Past Projects:	There are two past projects that show PRiS' capability for completing this project. In 2018 we successfully completed and reported on a multi-year, multi-stakeholder project to upgrade and expand our network. We upgraded our equipment to provide 5mbps download and 1mbps upload speeds throughout most of our network. We also expanded our network to provide services to other under-served communities. This project also expanded the reach of our network into Saddle Hills county, Blueberry River First Nations, Rose Prairie, and other smaller communities in the Peace Region. This project

Peace Region Internet Society 1 - 929 106th Avenue, Dawson Creek, BC, V1G 2N8

☎: 800-768-3311

✉: pris@pris.ca

💻: www.pris.ca

📞: 250-782-2459

	had multiple stakeholders and funding partners and we managed a budget of \$700,000 with funding from federal, provincial, non-governmental organizations and municipalities. Each of these stakeholders had a unique reporting mechanism which we had to complete to receive funding. Through this project and reporting process we gained experience and now have firm project management and financial practices to manage projects of this scale. The other project that shows our relevant experience is our fiber deployment in Hudson's Hope British Columbia. A small community, PRiS brought the first fiber internet to the small community. This project was completed using buried conduit and connected much of the small community. The lessons we learned during this deployment showed us how to build, operate and maintain fiber networks in a cost effective and efficient manner.
Additional Information:	PRiS' organizational structure allows the organization to focus on the needs of the communities it serves over the desire to maximize profit. As a non-profit ISP our primary mission is to provide reliable, fast and affordable connectivity. As our primary concern is providing services, we provide services in areas where other, profit oriented ISP's, will refuse to go because the profit margins are poor. Additionally, this community minded focus carries over into the governance structure of PRiS. Everyone who gets services with PRiS becomes a member of our non-profit. Members vote in our AGM, can propose bylaws, and can volunteer to sit on our board of directors to help guide the society. Our governance and organizational structure focuses our organization on the end-user and ensures that we remain present in the communities we serve.

Note: For a network map please view the *PRiS Network.kmz* as part of this application.

ISP Profile Appendix A: Customer Testimonials and Reviews



Tammy Lynne reviewed Peace Region Internet Society — 5★
May 26 · 🌐

We are so thankful to life for all his help & time spent with us today getting our router back up & running and also working with me to get my email back online. He really knows his stuff. Thanks again life 😊 ...And thanks Pris for having such great support available after hours and on the weekend. Much appreciated.

👍❤️ Peace Region Internet Society and Aaron Loset

Love Comment Share

Write a comment...



Dawit Feyissa reviewed Peace Region Internet Society — 5★
July 14 · 🌐

I would like to thank IFE one of your service person who graciously helped me with my internet problems. IFE is very cooperative and supportive person. He is so helpful. Having this kind of person in ur company is an asset. I am so happy that I am part of this society. May again say thank u to IFE who went out of his way help us as a family. Rev. Dr Kebede

👍 Peace Region Internet Society and Kaitlin Marie Fritz

Like Comment Share

Write a comment...



Arvo Koppel reviewed Peace Region Internet Society — 5★
May 27 · 🌐

The PRiS folks came out to update our wireless equipment the other day. Good of PRiS to ensure that all members have the latest gear. They did the installation professionally, with great care and respect for the home they were working in. Thanks to y'all.

👍 Peace Region Internet Society

Like Comment Share

Add an Account

Creative

Editing this advert's creative will reset its likes and comments

☒ Advert with an image or video
 ☐ Advert with multiple images or videos in a carousel (recommended)
Show multiple images or videos for the same price. [Learn more.](#)

Text

Denise and Dwight love their log home nestled in the heart of Saddle Hills County, but it was becoming increasingly difficult to run their home-based business because of unreliable internet service. Then they reached out to PRiS.

Denise couldn't believe the difference in speed and reliability with PRiS! "Dwight used to have to stay up at night to try to send invoices to customers, and sometimes he had to keep trying until morning. It was so frustrating."

Since being connected to PRiS, Denise enthusiastically describes how she has finally been able to take her six year old tablet out of the box for the very first time ever and use it anywhere in the house! As for invoicing, Denise says, "that's a problem of the past now."

Denise and Dwight are owners of Degul Oil Services, and have been residents of Saddle Hills County for just over 6 years.

Destination

☒ Page
 ☐ Website URL

News Feed link description

With towers online as of December 2016, reliable wireless

Advert preview
1 of 1 advert

Desktop News Feed
1 of 4


Peace Region Internet Society
Sponsored

Denise and Dwight love their log home nestled in the heart of Saddle Hills County, but it was becoming increasingly difficult to run their home-based business because of unreliable internet service. Then they reached out to PRiS.

Denise couldn't believe the difference in speed and reliability with PRiS! "Dwight used to have to stay up at night to try to send invoices to customers, and sometimes he had to keep trying until morning. It was so frustrating."

Since being connected... [See more](#)



Denise couldn't believe the difference in speed and reliability after signing up with PRiS!

Cancel
Save and Close

◀ Back | **Edit Advert:** Peace Region Internet Society - Local awareness

Sheri and her family have been part of the Saddle Hills community all their lives and couldn't imagine life any other way. "We love it here," says Sheri. "It's home and PRiS has been part of our lives every step of the way."

Raising kids on a rural farm meant lots of homework research online and when Sheri herself decided to get her Bachelors of Science in Nursing Degree from the University of Victoria, PRiS made it possible for her to achieve her goal online.

Now, with a busy cattle farm to manage and retirement nowhere in sight, the couple stream auctions daily to keep an eye on the cattle market.

"The service from PRiS just keeps getting better and better," says Sheri. "It's nice to know we can count on PRiS to keep us connected to the world."

Next steps for this ambitious lady? "Maybe I will try to Skype," laughs Sheri.

Sheri and her husband are proud owners of Gemvale Stock Farm where the sign proudly states, "Visitors Always Welcome".

Destination ⓘ

- ☒ Page
☐ Website URL

News Feed link description ⓘ

With towers online as of December 2016, reliable wireless internet service is now available to all residents of the Saddle Hills County.

Headline ⓘ

"The Service Just Keeps Getting Better"

- ☒ Image ☐ Video/Slideshow

Image

Change Image Crop Image

Advert preview

1 of 1 advert

Desktop News Feed ▾

1 of 4



Peace Region Internet Society

Sponsored · ⓘ

Sheri and her family have been part of the Saddle Hills community all their lives and couldn't imagine life any other way. "We love it here," says Sheri. "It's home and PRiS has been part of our lives every step of the way."

Raising kids on a rural farm meant lots of homework research online and when Sheri herself decided to get her Bachelors of Science in Nursing Degree from the University of Victoria, PRiS made it possible for her to achieve her goal online.

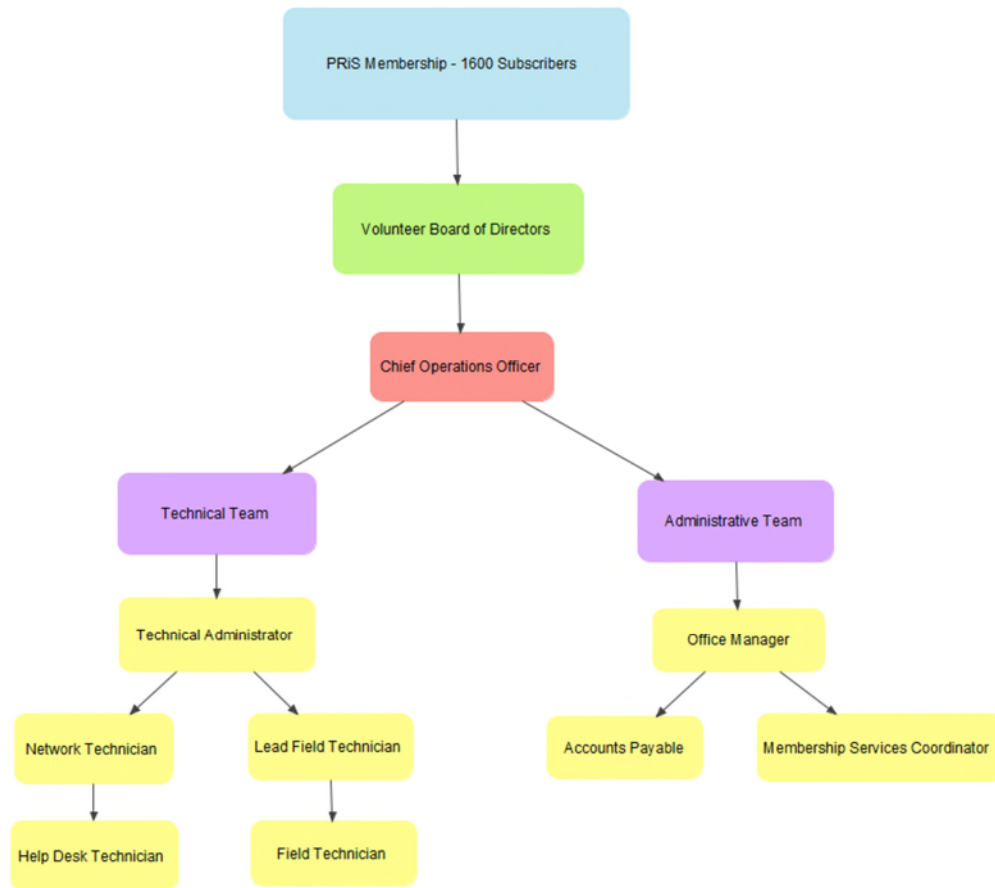
Now, with a b... See more



"The Service Just Keeps Getting Better"

With towers online as of December 2016, reliable wireless internet service is now available to all residents of the Saddle Hills County.

Appendix B: Organizational Diagram





REPORT

To: Rural Budgets Administration Committee

Date: July 17, 2019

From: Lyle Smith, Chief Financial Officer

Subject: **Grant Request – North Peace Cultural Society**

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in an amount to be determined by the Committee, payable from Community Works Gas Tax Fund, to be issued to the North Peace Cultural Society to assist with the renovations project for the Lobby and Café in the North Peace Cultural Centre; and further,

That if the Rural Budgets Administration Committee authorizes a grant then it also amends the 2019 Grants to Community Organizations budget to:

1. Increase Transfer from Reserves – Community Works Gas Tax Reserve revenue by the amount determined by the Committee; and
2. Increase General Grants - Rural Grants-in-Aid - Area B expense by that same amount.

BACKGROUND/RATIONALE:

The North Peace Cultural Society is embarking on two major capital improvement projects at the North Peace Cultural Centre. The Society is requesting that the Regional District consider providing financial assistance to one of the following projects.

1. Lobby and Café Improvements \$170,000

This project will see renovations completed in the café and lobby areas, conference room and equipment, as well as the dance room. A proposed budget of \$166,643 has been provided; however, the Society has a fundraising goal of \$170,000 for this project. The applicant is asking for \$30,000 from the Regional District towards this project. At this time, no funding has been secured from other organizations towards the cost of this project.

2. Theatre Renovation Project - \$750,000

This project will see major renovations completed in the theatre, which include upgrades to the sound and lighting systems, new flooring and carpet, complete interior painting of the theatre, new stage curtains and brand new seating. No budget has been submitted for this project; however, the overall funding goal has been stated at \$750,000. Funding secured to date includes, \$170,000 from BC Capital Gaming, \$170,000 from the City of Fort St. John, and a grant of \$250,000 from Northern Development Initiative Trust. The North Peace Cultural Centre is also selling theatre seats for \$400 each. The applicant did not request an amount for this project; however, the Committee has the option to purchase one or more seats if they wish to.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 3

The North Peace Cultural Society is a registered not-for-profit society, in good standing with the *Societies Act*. The society operates within the municipal boundaries for the City of Fort St. John but services the entire North Peace area of the Peace River Regional District. Please see the attached grant application for full details on these projects.

Suitable funding options for these projects could be Community Works Gas Tax as this project links to Cultural Infrastructure, which supports arts, humanities and heritage projects; or Peace River Agreements, Spending Item 7, which can be used to assist with library, museum and art gallery related projects. For the balance of these funds, please see the financial section of this report.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant in an amount to be determined by the Committee, payable from Electoral Area B, Peace River Agreements (Spending Item 7 – Libraries, Museums and Art Galleries) to the North Peace Cultural Society to assist with the renovations project for the Lobby and Café in the North Peace Cultural Centre; and further,

That if the Rural Budgets Administration Committee authorizes a grant then it also amends the 2019 Grants to Community Organizations budgets to:

- a) Increase Transfer from Reserves – Peace River Agreement Reserve revenue by the amount determined by the Committee; and
 - b) Increase Rural Grants-in-Aid - Area B – General Grants by that same amount.
2. That the Rural Budgets Administrative Committee respectfully deny the grant application from the North Peace Cultural Society and provide no grant funding to support the renovations project for the Lobby and Café in the North Peace Cultural Centre.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

As of June 30, 2019, the balance available after remaining commitments for the Community Works Gas Tax fund was \$3,689,761.31.

As of June 30, 2019, the balance available after remaining commitments for Electoral Area B, Peace River Agreements was \$1,734,342.57.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Request



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #:

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 per year:

For how many years? 1 yr 2 yrs 3 yrs

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

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

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date:

For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐

PRA: B ☐ C ☐ D ☐ E ☐

BCR/PRA: B ☐ C ☐ D ☐ E ☐

Gas Tax: ☐

Other: ☐

PLEASE REPLY TO:

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



To: Peace River Regional District

From: North Peace Cultural Centre

Dear Chairman Brad Sperling and Regional Members,

The North Peace Cultural Centre is renovating the theatre and improving the lobby, café and conference capabilities in order to serve clients more efficiently and increase the revenue for operations of the Centre.

We are asking the Peace River Regional District to help provide some funding toward either 1. the Lobby/Café improvements or 2. the Theatre Renovations. Funding for each of these projects is being pursued separately, though, the overall improvements at the North Peace Cultural Centre will boost the economic impact and increasing revenue for the Centre.

1. Lobby/Café Improvements: Attached is an application requesting \$30,000 toward the \$170,000 required to increase revenue in these areas. A list of equipment and furniture with pricing provided for each item is also attached.
2. The PRRD may choose to assist in the Theatre renovations by purchasing a number of seats X \$400 each to help replace the theatre seats. We have received significant support for the Theatre renovations from BC Capital Gaming (\$170,000) matched by the City of Fort St. John (\$170,000) and a grant from NDIT (\$250,000). Selling all of the seats will complete the goal for the Theatre renovations at \$750,000. A letter of information on the Seat Sale is attached.

The North Peace Cultural Centre would like to thank you for your continued support of the Cultural Centre. We are pleased to be able to meet the \$1 million annual operation with the support of the PRRD, City of Fort St. John and Taylor. However, this does not allow for improvements and development which have been neglected in the first 25 years of operation.

Sincerely,

On Behalf of the Board of Directors

Sue Popesku Vice President NPCC 250-785-6214 spopesku@shaw.ca

NORTH PEACE CULTURAL CENTRE 10015 100 Avenue, Fort St. John, BC V1J 1Y4 250-785-1992 npcc.bc.ca

Economic Boost to North Peace Cultural Centre

May 2019

Purpose: To equip and/or replacing aging equipment for better efficiency in order to attract more clients for conferences, meetings, and daily luncheons with the aim to raising the revenue for the increasing costs of operations of the North Peace Cultural Centre.

Sources of Funds Goal of \$170,000: Separate from the grants already secured for the renovations of the Theatre, additional grants and donations will be pursued to cover the following needs:

Café for Conference Catering, daily luncheons and

Ice Machine (Wal Mart Pricing)	\$350
Sneeze Guard 7 feet plexiglass (Restaurant Supply pricing)	400
Conference Serving for 150: plates, bowls, flatware, dessert plates	1000
Conference Serving for 150: cups, glasses	500
Industrial vent (\$6000), 6 burner stove (\$2500), double deep fryer(\$3500)	
(I-FoodEquip.ca Pricing)	12000
New Counter Top – stainless steel (Lowes Pricing)	2000
Coolers (2)- double doors- industrial \$2353 each (Kool-It Frid pricing)	4706
Freezer (2) stand up large \$3000 each	6000
Bread Mixer – Industrial small	1200
	Sub Total \$28156

Conference Room:

Carpet (potential for City help) (Braun's pricing)	\$12000
Portable Wall replacement \$75 sq ft X 52 X 8 feet	32000
Chairs (70) (ComforTek Pricing)	4573
Cabinets including Wet Room/Kitchen (Wiebe's Cabinets pricing)	16524
Portable video screen	130
	Sub Total \$65227

Conference Equipment for Theatre:

Projector (full stage image) (Epson.com Pricing) with switcher/cables	\$18000
	Sub Total \$18000

Dance Room:

New sprung wood floor 27' X 48' (Dance Teacher .com pricing)	\$22000
Curtains for mirrors and installation rods	2500
Storage box (wood) on wheels from curtains- custom made	300
	Sub Total \$24800

Lobby:

Tables (10) \$120 each (Restaurant Furniture Canada Pricing)	\$1200
Chairs (42) \$127 each (Top-Line Marketing Inc.)	6800
Stools (12) \$80 each (Rest Furn Canada Pricing)	960
Floor replaced in alcove 13 X 20 feet	1500
	Sub Total \$10460
Shipping and Handling: Estimate	\$ 5000
Taxes: Estimate	15000
	Sub Total \$20000

TOTAL: \$166643

North Peace Cultural Centre 10015 100 Avenue, Fort St. John, BC V1J 1Y7 250-787-1992 npcc.bc.ca



April 10, 2019

Dear Arts Supporter,

YOUR HELP IN RENOVATING THE THEATRE IS IMPORTANT

The North Peace Cultural Centre (NPCC) is replacing all the seats in the theatre this summer. The theatre seats are in various states of disrepair after 25 years of constant use by performance groups, local talent, touring concerts and school shows.

The NPCC received a BC Gaming Capital Grant to double the amount the City of Fort St. John will contribute. But more funds are required to replace the torn and worn out carpet, paint the entire inside of the theatre, replace the aging curtains and upgrade the sound and lighting systems to meet energy efficient standards.

You can have a hand in renovating the theatre by Buying a Seat. Donors can pick a seat and have their name on a plaque on that seat. A tax-deductible receipt for \$400 will be issued for each seat chosen. There are 400 seats to choose from. Businesses, community groups and individuals are welcome to support the Theatre and Pick a Seat. Your name will go on the exact seat (s) that you choose. Pick a Seat, Any Seat online or at the NPCC box office before June 1.

The Theatre will be closed down from June 15 to September 15 to accommodate the major make-over of the Theatre.

Thank you for considering being part of making the theatre in the North Peace Cultural Centre more comfortable and prepared for the next 20 years.

Sincerely,

Sue Popesku
Sue Popesku 250-785-6214 (hm)

NPCC Board Member

Sponsor a seat today! For all the details or to purchase visit
npcc.bc.ca/seats



July 25, 2019

Page 39 of 82



SEAT DONATION AGREEMENT WITH NPCC

I/We _____ would like to purchase number _____ seat (s) to help support the renovations of the theatre in the North Peace Cultural Centre.

Each seat is \$400 X number of Seats _____ Enclosed is \$ _____

A CHARITABLE TAX RECEIPT WILL BE ISSUED FOR ALL CONTRIBUTIONS

Please make cheques payable to:

North Peace Cultural Society, 10015 100 Avenue, Fort St. John, BC, V1J 1Y7

Or

Online at npcc.bc.ca/seats

Phone 250-785-1992

Name (s) to be included on the Seat (s): *In Memory of a Loved one is also an option*

Name to appear on Charitable Tax Receipt (if different):

Address _____ Postal Code _____

E-Mail _____ Phone _____

Your Signature

Date



Sponsor a seat today! For all the details or to purchase visit
npcc.bc.ca/seats



REPORT

To: Rural Budgets Administration Committee

Date: July 19, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Dawson Creek Society for Community Living

RECOMMENDATION:

That the Rural Budgets Administration Committee provide direction on how to proceed with the grant request in the amount of \$100,000 from Dawson Creek Society for Community Living to complete a feasibility study to examine providing services to seniors residing in the rural areas of Electoral Area D and Electoral Area E.

BACKGROUND/RATIONALE:

The Dawson Creek Society for Community Living would like to complete a feasibility study to identify what the needs are of the senior population living in rural communities in Area D and Area E. The Society hopes that the study will identify what type of assistance could be provided to these residents in order to support and enable them to remain living in the homes longer. Currently, in order for seniors to access services, they are required to go to where the services are provided. When living in a rural community, that is not always possible due to the length of travel, weather and road conditions; therefore, the Society anticipates this study will provide options on how needed services can be taken out to the rural areas where the seniors reside. The feasibility study will explore the following potential services:

1. Meal Delivery Services;
2. Home Care Services;
3. Residential Snow Removal Services; and
4. Use of Technology.

The total cost of the feasibility study as indicated in the attached budget is \$65,000. The Society has also included \$35,000 in their budget to cover anticipated costs to implement some of these services. Until the feasibility study is complete, it is not known whether or not the Society will require the additional funds for implementation. The study could prove that the implementation of these services may cost more or less than the funds requested. Full details for the project and the costs can be found in the attached grant application and budget.

The Dawson Creek Society for Community Living is a registered not-for-profit society with the *Societies Act*. This society operates within the municipal boundaries of the City of Dawson Creek and is not a rural organization.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant of \$65,000, payable from Electoral Area D Fair Share in the amount \$32,500 and from Electoral Area E Fair Share in the amount of \$32,500, to be issued to the Dawson Creek Society for Community Living for the purpose of conducting

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

a feasibility study to examine providing services to seniors residing in the rural areas of Electoral Area D and Electoral Area E; and further,

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

- a) Increase Transfer from Reserves – Fair Share Reserve revenue by \$65,000; and
- b) Increase General Grants, Rural Grants-in-Aid, Electoral Area D and Electoral Area E expenses each by \$32,500.

2. That the Rural Budgets Administration Committee respectfully deny the grant request Dawson Creek Society for Community Living and provide no funding towards a feasibility study to examine providing services to seniors residing in the rural areas of Electoral Area D and Electoral Area E.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

As of June 30, 2019, the balance available after remaining commitments for Electoral Area D Fair Share was \$2,146,952.31.

As of June 30, 2019, the balance available after remaining commitments for Electoral Area E Fair Share was \$2,061,967.98.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application.



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM



Society #: S0005618

Name: Dawson Creek Society for Community Living

Civic Address: 1334 102nd Avenue

Mailing Address:

City: Dawson Creek, BC

Postal Code: V1G 2C6

Contact Person: Sam Barber

Alternate Person: Marla Reed

Tel: 250-843-7590

Tel: 250-219-4819

Email: sbarber@pris.ca

Email: mreed@dcscl.org

SOCIETY EXECUTIVES

President: Sam Barber

Vice President: Brad Booker

Treasurer: Ken Watson

PROJECT COSTS

Total Cost of Project: 100,000.00

Amount Requested per

For how many years? 1 yr ☒ 2 yrs ☐ 3 yrs ☐Have you applied to a municipality for funding? Yes ☐ No ☒ If so, how much did you apply for?Was your application successful? Yes ☐ No ☒ If so, how much did you receive?

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

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

See attached.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: 

Date: June 12 2019

For Office Use Only

Fair Share: B C D E

PRA: B C D E

BCR/PRA: B C D E

Gas Tax:

Other: _____

July 25, 2019

JUNE 9,2019

(R3)

TO: DIRECTORS HIEBERT AND ROSE; PEACE RIVER REGIONAL DISTRICT

THIS DOCUMENT FORMS PART OF THE ATTACHED PEACE RIVER GRANT APPLICATION AND FOLLOWS OUR CONVERSATIONS FROM LAST WEEK

RURAL SENIORS INITIATIVE

AT THE MOMENT, SENIORS SERVICES IN THE SOUTH PEACE ARE SUPPLIED MOSTLY IN URBAN AREAS. THIS PROPOSAL WOULD EXPLORE STRATEGIES THAT COULD RESULT IN RURAL SENIORS RECEIVING SERVICES ALLOWING THEM TO STAY IN THEIR OWN HOMES LONGER.

WHERE POSSIBLE, TAKE THE SERVICES TO THE SENIOR RATHER THAN TAKING THE SENIOR TO THE SERVICES

THE GRANT BEING APPLIED FOR IS BEING DONE BY THE DAWSON CREEK SOCIETY FOR COMMUNITY LIVING. INVOLVEMENT BY THE SOCIETY IS LIMITED TO POSSIBLE OFFICE SPACE AND AS GATE KEEPERS OF ANY MONIES RECEIVED. TIMELY FINANCIAL REPORTS WOULD FLOW BACK TO THE REGIONAL DISTRICT USING FINANCIAL STAFF FROM THE SOCIETY. THE PLAN WOULD SEE INVOLVEMENT BY DISTRICT DIRECTORS FOR AREAS D AND E, AREA RESIDENTS FROM BOTH INVOLVED AREAS AND CONSULTING SERVICES AS NEEDED.

PURPOSE OF THE GRANT IS

- EXPLORE THE FEASIBILITY OF SUPPLYING MEAL DELIVERY SERVICES TO RURAL SENIORS
- EXPLORE THE FEASIBILITY OF HOME CARE SERVICES TO RURAL SENIORS
- EXPLORE THE FEASIBILITY OF DRIVEWAY SNOW REMOVAL SERVICES TO RURAL SENIORS
- EXPLORE THE POSSIBLE USE OF TECHNOLOGY TO ASSIST RURAL SENIORS IN THEIR HOMES

THE GRANT BEING APPLIED FOR IS FOR \$100,000
MONIES WILL BE SPENT IN TWO AREAS:

1)

-HIRING OF CONSULTANTS TO ASSIST IN DEVELOPING ABOVE MENTIONED STRATEGIES. IN REALITY THE RURAL AREAS INVOLVED ALREADY HAS SIGNIFICANT RESOURCES IN THIS AREA SO ALTHOUGH THERE IS A

POTENTIAL EXPENDITURE FOR CONSULTANTS THIS NEED MAY BE PARTIALLY FILLED BY VERY QUALIFIED EXISTING RESIDENTS

2)

- PILOT PROJECT IN JAN AND FEB OF 2020 . AT THIS TIME A TRIAL RUN WOULD OCCUR IN AREAS D AND E TO GET FIRM NUMBERS ON WHAT ACTUAL COSTS WOULD BE TO SUPPLY THE ABOVE SERVICES.

BUDGET

COSULTING SERVICES	\$65,000
-MEALS	
\$14.00 PER MEAL FOR TWO PEOPLE FOR 7 DAYS FOR 8 WKS FOR 12 LOCATIONS	
(SIX IN AREA D AND SIX IN AREA E AND INCLUDES DELIVERY AND TAXES)	\$18,816.00
-HOME CARE	
\$40.00/HR FOR 2 HOURS EVERY TWO WEEKS FOR 8 WEEKS INCLUDES SUPPLIES AND TRAVEL (SIX IN AREA D AND SIX IN AREA E)	\$3,840.00
-SNOW REMOVAL (SIX IN D AND SIX IN E FOR 8 WKS)	
?????????	\$2,000.00
-TECHNOLOGY	\$1,000.00
- OFFICE	\$2,000.00
- CONTINGENCY	\$7,000.00
-	
	\$99,656.00

notes: because of potential distance travelled; need to look at kitchens in TateCreek, McLeod, Rolla, Upper Cutbank, Farmington, RoadHouse??
for trial use only Tate and McLeod
-for the trial; services should not be supplied in same location

TIMING

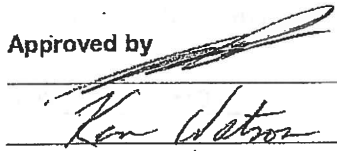
PRIOR TO CONNECTING WITH RURAL SENIORS ONE MUST BE AWARE THAT TIMING IS EVERYTHING. RURAL FOLKS ARE NOT KEEN ON MEETING DURING CALVING, HAYING AND HARVEST.
DISCUSSIONS CAN'T PROGRESS UNTIL CONFIRMATION OF THE GRANT

IN CLOSING, IF THIS IDEA GAINS TRACTION FROM THE REGIONAL DISTRICT AND RESIDENTS THE ONLY WAY IT CAN RECEIVE THE STABLE LONG TERM FUNDING REQUIRED IS THROUGH A DEFINED AREA FUNCTION.

DAWSON CREEK SOCIETY FOR COMMUNITY LIVING
Statement of Financial Position
March 31, 2018

	2018				2017
	Operating Fund	Capital Asset Fund	Replacement Fund	Total	Total
ASSETS					
CURRENT					
Cash	\$ 202,048	\$ -	\$ -	\$ 202,048	\$ 289,447
Receivables (Note 3)	160,018	-	-	160,018	62,517
Prepaid expenses	26,783	-	-	26,783	27,292
	388,849	-	-	388,849	379,256
RESTRICTED CASH (Note 4)	457,999	101	916,521	1,374,621	1,357,795
DUE FROM REPLACEMENT FUND	59,918	-	-	59,918	6,465
TANGIBLE CAPITAL ASSETS (Note 5)	-	10,044,522	-	10,044,522	10,954,543
	\$ 906,766	\$ 10,044,623	\$ 916,521	\$ 11,867,910	\$ 12,698,059
LIABILITIES AND NET ASSETS					
CURRENT					
Line of credit (Note 6)	\$ 490,774	\$ -	\$ -	\$ 490,774	\$ 540,996
Payables (Note 7)	498,215	-	-	498,215	395,960
Deferred revenue	55,546	-	-	55,546	55,676
Long term debt due within one year (Note 8)	-	319,735	-	319,735	304,178
	1,044,535	319,735	-	1,364,270	1,296,810
DAMAGE DEPOSITS	32,559	-	-	32,559	29,644
DUE TO OPERATING FUND	-	-	59,918	59,918	6,465
LONG TERM DEBT (Note 8)	-	11,082,800	-	11,082,800	11,308,850
	1,077,094	11,402,535	59,918	12,539,547	12,641,769
NET ASSETS					
Invested in tangible capital assets (Page 5)	-	(1,358,013)	-	(1,358,013)	(658,485)
Externally restricted (Page 7)	-	101	856,603	856,704	844,259
Internally restricted (Page 8)	443,502	-	-	443,502	491,792
Unrestricted funds (Page 5)	(613,830)	-	-	(613,830)	(621,276)
	(170,328)	(1,357,912)	856,603	(671,637)	56,290
	\$ 906,766	\$ 10,044,623	\$ 916,521	\$ 11,867,910	\$ 12,698,059

Approved by



Director

Director

See accompanying notes to financial statements

DAWSON CREEK SOCIETY FOR COMMUNITY LIVING
Statement of Operations
Year Ended March 31, 2018

	Operating Funds		2018 Restricted Funds			2017
	Society	Housing	Capital Asset Fund	Replacement Reserve Fund	Total	Total
REVENUE						
BCHMC - rent subsidies	\$ -	\$ 747,341	\$ -	\$ -	\$ 747,341	\$ 731,316
Donations	27,942	-	-	-	27,942	10,645
Fundraising	32,630	-	-	-	32,630	15,706
Interest and miscellaneous	16,692	13,023	-	2,541	32,256	61,006
Memberships	120	-	-	-	120	4
Operating grants	5,428,459	-	-	-	5,428,459	4,971,390
Sales	84,592	-	-	-	84,592	95,715
Tenant rent contributions	260,256	753,732	-	-	1,013,988	973,452
	5,850,691	1,514,096	-	2,541	7,367,328	6,859,234
EXPENSES						
Advertising	2,441	-	-	-	2,441	858
Amortization	-	-	1,032,591	-	1,032,591	1,036,793
Audit and legal	20,894	10,547	-	-	31,441	40,881
Client training and support	32,655	-	-	-	32,655	24,979
Food	148,656	-	-	-	148,656	130,469
Insurance	43,046	46,207	-	-	89,253	84,070
Janitorial	10,216	16,349	-	-	26,565	27,329
Mortgage interest	31,302	446,550	-	-	477,852	470,578
Office	149,143	4,128	-	-	153,271	105,756
Property taxes	1,874	52,033	-	-	53,907	68,029
Rent	2,400	-	-	-	2,400	2,400
Repairs and maintenance	25,830	182,110	-	-	207,940	271,510
Service and respite contracts	575,395	16,036	-	-	591,431	491,977
Staff training and recruitment	36,112	-	-	-	36,112	18,655
Supplies and miscellaneous	60,747	20,032	-	-	80,779	77,015
Telephone and utilities	56,408	268,166	-	-	324,574	290,893
Transportation and travel	51,955	-	-	-	51,955	48,369
Wages and benefits	4,560,445	34,514	-	-	4,594,959	4,147,962
	5,809,519	1,096,672	1,032,591	-	7,938,782	7,338,523
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	41,172	417,424	(1,032,591)	2,541	(571,454)	(479,289)
LOSS ON DISPOSITION OF TANGIBLE CAPITAL ASSETS	-	-	(160,419)	-	(160,419)	(3,771)
RENT SUBSIDY ADJUSTMENT (Note 9)	3,946	-	-	-	3,946	6,264
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS	\$ 45,118	\$ 417,424	\$ (1,193,010)	\$ 2,541	\$ (727,927)	\$ (476,796)

See accompanying notes to financial statements

DAWSON CREEK SOCIETY FOR COMMUNITY LIVING

Statement of Changes in Fund Balances

Year Ended March 31, 2018

	2018				2017	
	Unrestricted	Restricted Funds		Total	Total	Total
		Internally Restricted	Capital Asset Fund	Replacement Reserve Fund		
FUND BALANCES, beginning of the year	\$ (621,276)	\$ 491,792	\$ (658,485)	\$ 844,158	\$ 56,189	\$ 532,985
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	462,542	-	(1,193,010)	2,541	(727,927)	(476,796)
	(158,734)	491,792	(1,851,495)	846,699	(671,738)	56,189
INTERFUND TRANSFERS						
Mortgage principal repayments	(307,385)	-	307,385	-	-	-
Mortgage proceeds	96,891	-	(96,891)	-	-	-
Replacement Reserve provision	(62,569)	-	-	62,569	-	-
Transfer from Backfill Liability	56,308	(56,308)	-	-	-	-
Transfer to operating	137,740	(85,075)	-	(52,665)	-	-
Transfer to internally restricted	(93,093)	93,093	-	-	-	-
Capital transfers	(282,988)	-	282,988	-	-	-
	(455,096)	(48,290)	493,482	9,904	-	-
FUND BALANCES, end of year	\$ (613,830)	\$ 443,502	\$ (1,358,013)	\$ 856,603	\$ (671,738)	\$ 56,189

See accompanying notes to financial statements

DAWSON CREEK SOCIETY FOR COMMUNITY LIVING
Statement of Cash Flow
Year Ended March 31, 2018

	2018	2017
OPERATING ACTIVITIES		
Deficiency of revenue over expenses	\$ (727,927)	\$ (476,796)
Non-cash items		
Amortization of capital assets	1,032,591	1,036,793
Loss on disposition of capital assets	160,419	3,771
Changes in non-cash working capital (Note 11)	8,048	(48,881)
Cash flow from operating activities	473,131	514,887
FINANCING ACTIVITIES		
Proceeds from long term debt	96,891	145,368
Proceeds from restricted investment	-	50,000
Repayment of long term debt	(307,385)	(368,400)
Cash flow from financing activities	(210,494)	(173,032)
INVESTMENT ACTIVITIES		
Proceeds on disposal of capital assets	-	4,881
Purchase of tangible capital assets	(282,988)	(830,116)
Cash flow from investment activities	(282,988)	(825,235)
DECREASE IN CASH AND EQUIVALENTS	(20,351)	(483,380)
CASH AND EQUIVALENTS - BEGINNING OF YEAR	1,106,246	1,589,626
CASH AND EQUIVALENTS - END OF YEAR	1,085,895	1,106,246
CASH AND EQUIVALENTS CONSIST OF:		
Cash	202,048	289,447
Restricted cash	1,374,621	1,357,795
Line of credit	(490,774)	(540,996)
	\$ 1,085,895	\$ 1,106,246

See accompanying notes to financial statements

DAWSON CREEK SOCIETY FOR COMMUNITY LIVING
Statement of Changes in Internally Restricted Fund Balance
Year Ended March 31, 2018

INTERNALLY RESTRICTED NET ASSETS

	2018					2017	
	Building	Future Expenditures	Sick and Severance	Backfill Liability	Vehicle	Canalta Reserve	Total
BALANCE - BEGINNING OF YEAR	\$ 6,000	\$ 186,074	\$ 159,562	\$ 38,910	\$ 47,473	\$ 53,773	\$ 491,792
ADD							
Net asset transfers to reserve	-	12,000	11,000	51,080	10,140	4,500	88,720
Interest income	-	2,958	701	261	214	239	4,373
Transfer from internally restricted funds	(6,000)	6,000	-	-	-	-	-
LESS							
Transfers to building reserve	-	-	-	-	-	-	(51,623)
Expenditures	-	(85,075)	-	(56,308)	-	-	(141,383)
BALANCE - END OF YEAR	\$ -	\$ 121,957	\$ 171,263	\$ 33,943	\$ 57,827	\$ 58,512	\$ 443,502
							\$ 491,792

See accompanying notes to the financial statements

8



REPORT

To: Rural Budgets Administration Committee

Date: July 19, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – North Peace Fall Fair

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$3,762.49, payable from Community Works Gas Tax, to be issued to the North Peace Fall Fair Society for the installation of a new pump for the facilities well; and further,

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

1. Increase Transfer from Reserves – Gas Tax Reserve revenue by \$3,762.49; and
2. Increase General Grants, Rural Grants-in-Aid, Electoral Area B expense by \$3,762.49.

BACKGROUND/RATIONALE:

The North Peace Fall Fair Society is requesting a grant to cover the expenses incurred to replace the pump for their well located at the North Peace Fall Fair grounds. It was discovered in early July, just prior to a major 4-H event being held at the facility that the pump was no longer working and the well would not be able to provide enough water required for a successful event. Volunteers tried to correct the issue; however, due to the urgency of the issue, the Society hired a contractor to complete the work.

The North Peace Fall Fair Society is a registered not-for-profit organization with the *Societies Act*. The Regional District has supported this organization dating as far back as 2005, and has provided grant funds upwards of \$273,384.54 over those years. The most recently approved grant allocation was in the amount of \$4,550, provided through Electoral Area B and C Recreational and Cultural Grants-in-Aid. This request was received post completion of the project; however, it does meet the eligibility criteria as outlined in the current policy. Suitable funding options to support this request are Community Works Gas Tax or BCR/PRA funds. For the balance of these funds, please see the financial section of this report.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant in the amount of \$3,762.49, payable from Electoral Area B, BCR/PRA funds, to be issued to the North Peace Fall Fair Society for the purchase and installation of a new pump for the facilities well; and further,

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

- a) Increase Transfer from Reserves – BCR/PRA Reserve revenue by \$3,762.49; and
- b) Increase General Grants, Rural Grants-in-Aid, Electoral Area B expense by \$3,762.49.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

2. That the Rural Budgets Administration Committee respectfully deny the grant request from North Peace Fall Fair and provide no grant funding for the purchase and installation of a new pump for the facilities well.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

As of June 30, 2019, the balance available after remaining commitments for the Community Works Gas Tax fund was \$3,689,761.31.

As of June 30, 2019, the balance available after remaining commitments for the BCR/PRA fund was \$164,576.83.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Request



To: JILL & LYLE
FROM: KAREN G.

6 pages including this cover page

RE: Application for pump & pipe replacement at the
N.P. fall fair grounds.

I support this & would appreciate a confirmation from
The other EA DIRECTORS ASAP.

K.

NB. enter from GARTAX OR Area B - BCRAIL



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM



Postal Code: V1J 4M6

Society #: S14739

Name: North Peace Fall Fair

Civic Address: 15177 Rose Prairie Road

Mailing Address: S-16 C-56 RR#1

City: Fort St. John

Contact Person: Kevin Penner

Tel: 250-827-6003 263-4263

Email: kpenner@pris.ca

Alternate Person:

Tel:

Email:

SOCIETY EXECUTIVES

President: Bruce Christenson

Vice President: Ron Blanchette

Treasurer: Kevin Penner

PROJECT COSTS

Total Cost of Project: \$3762.49

Amount Requested per \$3762.49

For how many years? 1 yr ☒ 2 yrs ☐ 3 yrs ☐Have you applied to a municipality for funding? Yes ☐ No ☒ If so, how much did you apply for?Was your application successful? Yes ☐ No ☐ If so, how much did you receive?

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

It was discovered that there was an issue with the pump in the well. 4-H was scheduled to use the grounds for their Achievement Days which meant a large number of cattle, horses, sheep and hogs on the grounds. Water is essential for those days. While the volunteer members were willing to pull the pump and possibly replace it, it was considered to be something that would be better dealt with by those in that business. This was an unexpected expense and we would appreciate assistance with the costs. Due to the immediate need and the lack of time to apply for a grant we are asking that this be considered in retrospect. Carbon Mountain Drilling have donated the use of their trucks and equipment. Thank you.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date: July 9, 2019

For Office Use Only

Fair Share: B C D E

PRA: B C D E

Gas Tax:

July 9, 2019

**INVOICE**

PO Box 6383
Fort St. John, BC V1J 4H8
Tel: (250) 785-3598

www.carbondrilling.ca

Sold To:

North Peace Fall Fairgrounds
RR 1 Site 16 Comp 56
Fort St. John, BC V1J 4M6

Invoice No: 5067
Date: 6-Jul-2019
Page: 1

Location: Fairgrounds on Rose Prairie Rd

As Per: Vern Goodings
PO/AFE#:

GST # 851003277-RT0001

Description	Quantity	Unit	Unit Price	Amount	Tax
Pull 18GS Pump and replace with supplied 10GS 2Hp Pump on July 4, 2019					
2-Man Service Crew	7	hrs	\$ 70.00	\$ 490.00	G
Picker Truck	7	hrs	\$ 100.00	\$ 700.00	G
Customer Courtesy Discount	-7	hrs	\$ 100.00	\$ (700.00)	G
Service Pick Up	7	hrs	\$ 30.00	\$ 210.00	G
Customer Courtesy Discount	-7	hrs	\$ 30.00	\$ (210.00)	G
1" Poly	227	foot	\$ 1.65	\$ 374.55	G
250' of 3/8" Hollow Braid Rope	1	unit	\$ 75.00	\$ 75.00	G
(2x) 1" Brass Hose Barb x 1" thread	1	unit	\$ 25.00	\$ 25.00	G
(2x) 1" x 1 1/4" Brass Reducer Bushing	1	unit	\$ 25.00	\$ 25.00	G
(5x) 1 1/4" Gear Clamps	1	unit	\$ 10.00	\$ 10.00	G
(2x) Splice Kits	1	unit	\$ 20.00	\$ 20.00	G
O-Ring	1	unit	\$ 2.50	\$ 2.50	G
Work Order # D1358					
Unless credit is established before invoicing, all invoices are due and payable upon receipt. Otherwise invoices are considered overdue and interest will be charged. 2.5% Interest per Month (30% per Annum) charged on all overdue accounts.	Subtotal			\$ 1,022.05	
	GST @5%			\$ 51.10	
	PST @7%			\$ -	
	Total Amount:			\$ 1,073.15	



10020 93 AVE
FORT ST. JOHN, BC V1J 1E2
Ph: (250)785-8879
Fax: (250)785-6288

PC: 974 Whse: 974

Requires By: 06/27/19

Contact Name:

Contact#:

GST/HST: R101626026
PST-1000-6881

Invoice: 97462728



Cust PO: well pump



Suf: 00



Date/Time Printed
07/02/19 11:52 PST
Date/Time Ordered
06/27/19 14:07

Bill To: Cust.No. 7410826
Phone No. (250)785-4758

Ship To:

ADDRESS
NORTH PEACE FALL FAIR
RR 1, SITE 16, COMP 56
FORT ST JOHN, BC V1J 4M6

NORTH PEACE FALL FAIR
RR 1, SITE 16, COMP 56
FORT ST JOHN, BC V1J 4M6

PICKER # 1

Shipped

PPD	COL	PPD/ADD
☐	☐	☐

Special Instructions:

Reference:

Line	Sku	Bin Loc	Description	UOM	Ordered	Shipped	B/O	List	%	Net
1	UA974276	Non Stock	10GS20 SUB/WE-4" 2HP 20S	ea	1	1		1253.12	NET	1253.12
2	UA974279	Non Stock	MOTOR SUB 4" 2HP 1PH 230V 3W 900# CP	ea	1	1		858.51	NET	858.51
3	UA974280	Non Stock	CONTROL BOX 2HP 230V CAPACITOR RUN CP	ea	1	1		259.57	NET	259.57

Staging Area _____ Pipe _____ Bags _____

Boxes _____ Skids _____ Crates _____ Other _____

Taken By
pan1 - Peter Anchikoski

Sales Rep.
H974-974 - House Account

Bill of Lading #

Date Picked

Picked By

Freight

Placed By

Weight

0.0

Via

Counter Pick

Date Shipped

Page

1 Last Page

FREIGHT IN 30.00
SUBTOTAL 2401.20
GST/HST 120.06
PST 168.08
TOTAL DUE 2689.34

NO RETURNS ALLOWED ON SPECIAL ORDERS WITHOUT PERMISSION

2% PER MONTH (2% PER MONTH) SERVICE CHARGE ON ALL OVERDUE ACCOUNTS.

Customer's
Signature

Customer's
Signature

**Customer
Copy**

Page 58 of 62
GST REGISTRATION NO.
R101626026

SUBJECT TO ALL TERMS, CONDITIONS AND WARRANTIES INCORPORATED BY REFERENCE AS SHOWN ON EACH ORDER

July 25, 2019

North Peace Fall Fair Society

Income Statement 01/10/2018 to 28/06/2019

REVENUE

Fair Income Revenue	
Income - Booth Rentals	330.00
Income - Sponsorships	8,966.00
Income - Entry Fees	392.00
Income - Gate Receipts Week...	510.95
Net Direct Fair Income	<u>10,198.95</u>

Other Income Revenue	
Income - Memberships	37.00
Income - Advertising	75.00
Income - Donations	5,285.00
Income - Interest	62.01
Income - Grants and Aids	5,400.00
Ground Rentals (Not Fair Relat...	1,900.00
Total Other Revenue	<u>12,759.01</u>

TOTAL REVENUE 22,957.96

EXPENSE

Costs of Fair Operations	
Children's Entertainment	0.00
Wristbands and Entry Tags	251.02
Miscellaneous grounds expense	2,959.87
Total Cost of Fair Operations	<u>3,210.89</u>

General & Administrative Exp...	
Accounting & Legal	2,024.50
Advertising & Promotions	881.93
Bad Debts	0.00
Bursaries	500.00
Cash Short/Over	0.00
Courier & Postage	0.00
Gifts/Donations - Other	77.69
Income Taxes	0.00
Insurance - Liability	2,603.00
Interest & Bank Charges	13.00
Office Supplies	5.55
Property Taxes	0.00
Fair Memberships	536.00
Miscellaneous Expenses	274.55
Rent	0.00
Repair & Maintenance - Buildings	279.10
Repairs & Maintenance - Groun...	1,160.03
Telephone	0.00
Travel & Entertainment	637.62
Travel & Ent:Non-Reimbursable	0.00
Utilities	544.52
Total General & Admin. Expe...	<u>9,537.49</u>

TOTAL EXPENSE 12,748.38

Printed On: 08/07/2019

chg: \$13,017.00
Saw.: \$74,199.65

\$10,209.58
July 25, 2019

NORTH PEACE FALL FAIR SOCIETY
Statement of Revenues and Expenditures
Year Ended September 30, 2018
(Unaudited - See Notice To Reader)

	2018	2017
REVENUES		
Gate admissions	\$ 48,462	\$ 50,306
Advertising, donations and sponsors	38,450	32,038
Grants	13,422	27,480
Meal booth and miscellaneous	3,842	1,209
Rental revenue	3,723	5,743
Entry fees	2,831	3,209
Investment	237	317
	110,967	120,302
EXPENDITURES		
Accounting	1,966	2,010
Advertising and printing	4,867	4,039
Amortization	3,990	4,066
Bursary	-	1,000
Entertainment and meetings	20,322	20,218
Gate security and parking attendants	8,892	9,202
Ground expense	847	9,454
Insurance	5,425	5,472
Interest and bank charges	79	19
Judges	1,669	1,450
Memberships	443	891
Office and sundry	4,656	3,982
Prizes, ribbons and trophies	22,669	23,015
Programs	5,943	14,206
Rental	147	614
Repairs and maintenance	4,135	24,793
Travel	3,416	630
Utilities	830	1,420
	90,296	126,491
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 20,671	\$ (6,189)

Please note the overall costs of taking care of the grounds & assets are in addition to putting on a fall fair.

- Counties volunteer hours are also important

(10/2)



REPORT

To: Rural Budgets Administration Committee

Date: July 19, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – South Peace Historical Society

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$15,000, payable from Community Works Gas Tax, to be issued to South Peace Historical Society for the L & T Locksmith Display Building – Pioneer Village project; and further,

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

1. Increase Transfer from Reserves – Gas Tax Reserve revenue by \$15,000; and
2. Increase General Grants, Rural Grants-in-Aid - Electoral Area D expense by \$15,000.

BACKGROUND/RATIONALE:

The South Peace Historical Society (SPHS) plans to build a replica storefront building of L&T Locksmith, to be located at the Walter Wright Pioneer Village. The locksmith shop originally opened its doors in the City of Dawson Creek back in 1971, and therefore holds some historical items and value well worth preserving. The total cost of the project will be \$40,000 and the SPHS is requesting a total of \$15,000 from the Regional District to complete the project. The Society has applied to Northern Development Initiative Trust for a grant of \$20,000 and Shell Canada for a grant of \$5,000. Full details for the project and the costs can be found in the attached grant application and budget. The South Peace Historical Society is a registered not-for-profit society with the *Societies Act*. This society operates within the municipal boundaries of the City of Dawson Creek and is not a rural organization.

Suitable funding options for this project could be Community Works Gas Tax as the project meets the criteria for Cultural Infrastructure, which supports arts, humanities and heritage projects; or Peace River Agreements, Spending Item 7, which can be used to assist with library, museum and art gallery related projects. For the balance of these funds, please see the financial section of this report.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant in the amount of \$15,000, payable from Electoral Area D, Peace River Agreement Funds (Spending Item #7 - Libraries, Museums and Art Galleries) to be issued to South Peace Historical Society for the L & T Locksmith Display Building – Pioneer Village project; and further,

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

- a) Increase Transfer from Reserves – Peace River Agreements Reserve revenue by \$15,000; and

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

- b) Increase General Grants, Rural Grants-in-Aid - Electoral Area D expense by \$15,000.
2. That the Rural Budgets Administration Committee respectfully deny the grant request from South Peace Historical Society and provide no funding for the L & T Locksmith Display Building – Pioneer Village project.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

As of June 30, 2019, the balance available after remaining commitments for the Community Works Gas Tax fund was \$3,689,761.31.

As of June 30, 2019, the balance available after remaining commitments for Electoral Area D, Peace River Agreements was \$1,055,673.45.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: ~~107988888~~ S0005633

Community Club or Group Name: South Peace Historical Society

Mailing Address: 900 Alaska Ave

City: Dawson Creek

Postal Code: V1G 4T6

Civic Address:

Contact Person: Stewart Flinn

Alternate Person: Melissa Love - Grant Writer

Tel: 250-782-2592

Tel:

Fax:

Fax:

Email: sjflinn@telus.net

Email: grantwriter@dawsoncreek.ca

CLUB EXECUTIVES

PROJECT COSTS

President: Ronalda Lynn Washington

Total Cost of Project: \$40,000

Vice President: Day Roberts

Amount Requested per year: \$15,000

Treasurer: Krista Friesen

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

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

The South Peace Historical Society (SPHS) plans to build a L&T Locksmith replica storefront building at the Walter Wright Pioneer Village this summer. This display building will house artifacts from the locksmith and safe business that recently closed in Dawson Creek, BC - L&T Locksmith. The locksmith shop originally opened in 1971 along Alaska Avenue, before moving to the most recent location at 901 103 Avenue in January of 2011. The artifacts from the shop include an old cash register, old locks, photographs, books, and of course, keys.

This project will preserve the artifacts from this shop and present them in a way that encapsulates a piece of Dawson Creek history for future generations to view and experience. The Walter Wright Pioneer Village, where the faux store building will be built, sees a significant volume of foot traffic each year from both local citizens as well as tourists.

The project will begin once funding is received, and will take a few months to complete.

The SPHS has previously built similar buildings as this project proposal in the same time frame, and a drawing of the fourplex that was recently built by the SPHS has been attached to this application for reference, as well as the drawings for the L&T Locksmith building, the project budget, and the current financial statements of SPHS.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date:

May 13, 2019

For Office Use Only

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

PLEASE REPLY TO:

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

PIONEER VILLAGE - L&T LOCKSMITH FAUX STORE BUILDING			
LINE	FUNDER		REVENUE
1	Shell Canada - tentative		\$5,000.00
2	Northern Development Initiative Trust - tentative		\$20,000.00
3	Peace River Regional District - tentative		\$15,000.00
	TOTAL REVENUE		\$40,000.00
	PROJECT ITEM	VENDOR	EXPENSE
4	Construction Materials	Dawson Co-operative Union	\$6,207.29
5	Site Preparation	Reg Norman Trucking Ltd	\$4,500.00
6	Labour	Contractor - Howard Fyfe	\$16,275.00
7	Display Cases	Kooiman Industries Ltd.	\$1,389.00
9	Electrical	Erickson Electric	\$2,000.00
10	Signage	Signs & Things	\$1,000.00
11	Roof Trusses	Eldor	\$3,304.00
12	Lumber	Peachey Sawmill	\$1,200.00
13	Building Permit	City of Dawson Creek	\$385.00
14	Contingency: freight, final display case number, lumber planing etc.		\$3,739.71
	TOTAL EXPENSES		\$40,000.00
			AMOUNT
	DONATIONS		In-Kind
14	Truck and trailer for hauling materials and artifacts - Stew & Marg Flinn		In-Kind
15	Volunteer Hours - Stew & Marg Flinn		
	Revenue over Expenses		\$0.00

**South Peace Historical Society
2018**

INCOME STATEMENT As at December 31, 2018

Revenue		PROPOSED		Actual
		Annual Budget	Dec-18	Year to Date
Donations -	Museum Boxes	\$ 12,000.00	\$ 45.00	\$ 11,827.19
Donations -	Tax Receipted	\$ 200.00	\$ -	\$ -
Donations -	Tax Receipted - Archives	\$ 1,200.00	\$ -	\$ -
Donations -	Tax Receipted - Pioneer Village	\$ -	\$ -	\$ -
Donations -	Other Sources	\$ 200.00	\$ -	\$ 800.00
Archives -	Donations & Services to Clients	\$ 300.00	\$ 101.50	\$ 279.68
Archives -	External Grants	\$ 5,500.00	\$ -	\$ -
Archives -	City of DC - Fee for Service	\$ 6,000.00	\$ -	\$ 6,000.00
Archives -	City of DC - Funding for Archivist	\$ 60,000.00	\$ -	\$ 60,000.00
Pioneer Village -	External Grants	\$ 10,000.00	\$ -	\$ 9,567.34
Annual Lease Payments -	Tourism BC	\$ 10,200.00	\$ -	\$ 10,200.00
Grant -	Art Council	\$ 750.00	\$ -	\$ 1,000.00
Grant -	Summer Student	\$ 9,960.00	\$ -	\$ 5,226.71
Interest -	Bank	\$ 500.00	\$ 82.29	\$ 930.15
Membership Fees		\$ 150.00	\$ -	\$ 125.00
Other Income		\$ 100.00	\$ -	\$ 32.59
Total Revenue		\$ 117,060.00	\$ 228.79	\$ 105,988.66
Expenses				
Archives -	Development & Projects	\$ 6,800.00	\$ -	\$ 651.26
Archives -	Equipment & Fixtures	\$ 920.00	\$ 1,253.54	\$ 1,283.49
Archives -	Maintenance & Operating	\$ 3,950.00	\$ 891.07	\$ 6,433.21
Archives -	Rent	\$ 6,000.00	\$ 500.00	\$ 6,000.00
Museum -	Development & Projects	\$ 200.00	\$ 65.13	\$ 2,490.45
Museum -	Equipment & Fixtures	\$ 3,385.00	\$ 16.78	\$ 621.85
Museum -	Maintenance & Operating	\$ 675.00	\$ 67.48	\$ 1,749.12
Pioneer Village -	Events & Projects	\$ 2,400.00	\$ -	\$ 2,964.32
Pioneer Village -	Maintenance & Operating	\$ 2,200.00	\$ -	\$ 403.51
Society -	Events & Promotions	\$ 550.00	\$ (258.69)	\$ 1,205.18
Society -	Office Maintenance & Operating	\$ 3,070.00	\$ 21.77	\$ 6,122.32
Accounting & Legal		\$ 1,700.00	\$ 105.00	\$ 1,911.25
Contract Wages -	Museum	\$ 6,000.00	\$ 500.00	\$ 6,000.00
Wages		\$ 45,000.00	\$ 3,360.00	\$ 46,260.00
Wages -	Summer Student	\$ 14,960.00	\$ -	\$ 6,924.84
Benefits -	CPP, EI and WCB Expense	\$ 3,730.00	\$ 272.37	\$ 3,717.70
Donations to	Registered Charities	\$ 100.00	\$ -	\$ -
Donations to	Other	\$ 100.00	\$ -	\$ 50.00
Insurance -	General & Liability / Archives Contents	\$ 1,530.00	\$ 1,520.00	\$ 1,520.00
Insurance -	Directors	\$ 600.00	\$ 600.00	\$ 600.00
Membership in	Other Associations	\$ 500.00	\$ 65.00	\$ 540.00
Total Expenses		\$ 104,370.00	\$ 8,979.45	\$ 97,448.50
NET INCOME AT DECEMBER 31, 2018				\$ 8,540.16

CASH POSITION As at DECEMBER 31, 2018

ASSET		
LVCU Chequing Account		\$ 17,896.76
LVCU Equity Shares		\$ 150.56
LVCU HISA		\$ 77,596.04
TOTAL ASSETS		\$ 95,643.36
LIABILITY		
Vacation Payable		\$ 1,785.00
WCB Payable		\$ 191.21
TOTAL LIABILITIES		\$ 1,976.21



May 27, 2019

File No.: 1-1-4

Melissa Love
City of Dawson Creek Grant Writer

grantwriter@dawsoncreek.ca

To: Ms. Love,

Re: PRRD Grant: L&T Locksmith Display Building – Pioneer Village

At the Regular Meeting of Council held Monday, May 27, 2019, Council passed the following resolution:

"MOVED/SECONDED, AND CARRIED,

That the City of Dawson Creek City Council supports the application for grant funding to the Peace River Regional District from the South Peace Historical Society for a grant of up to \$15,000 for the L&T Locksmith Display Building- Pioneer Village project."

This information should complete the application requirements.

Yours truly,

Brenda Ginter,
Corporate Officer

/ml

CERTIFIED A TRUE AND CORRECT COPY OF THE RESOLUTIONS
OF COUNCIL FROM THE REGULAR MEETING HELD May 27,
2019.

Brenda Ginter
CORPORATE OFFICER

ISSUED FOR: CONSTRUCTION
REVISION: 01 (26.03.2019)

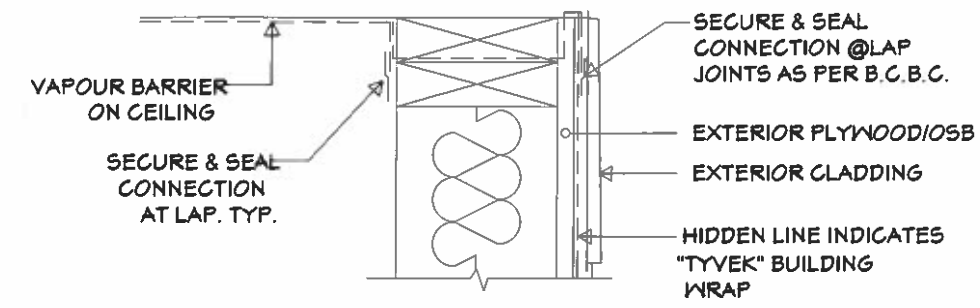
DESIGNED BY: ASHLEY ARVAY
DATE: MARCH 26, 2019

DRAWING NAME: CONSTRUCTION DRAWINGS

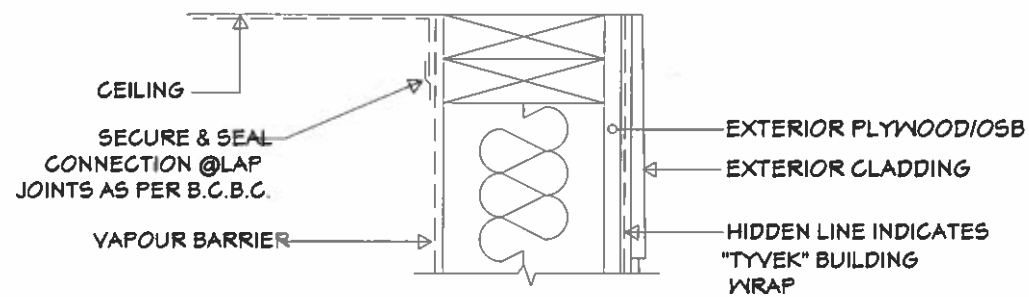
FAUX STORE BUILDING
PIONEER VILLAGE



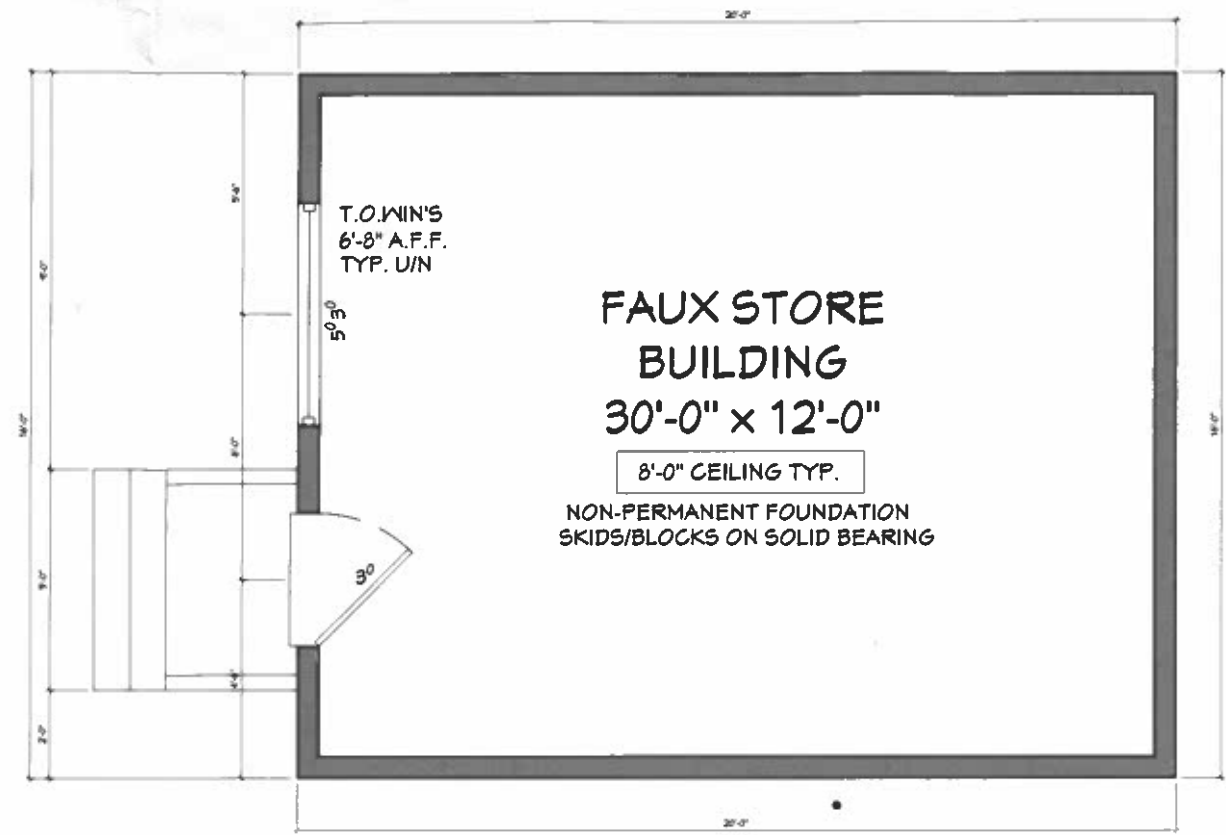
EMAIL: ashleyarvay@gmail.com
PHONE (250) 114-4322



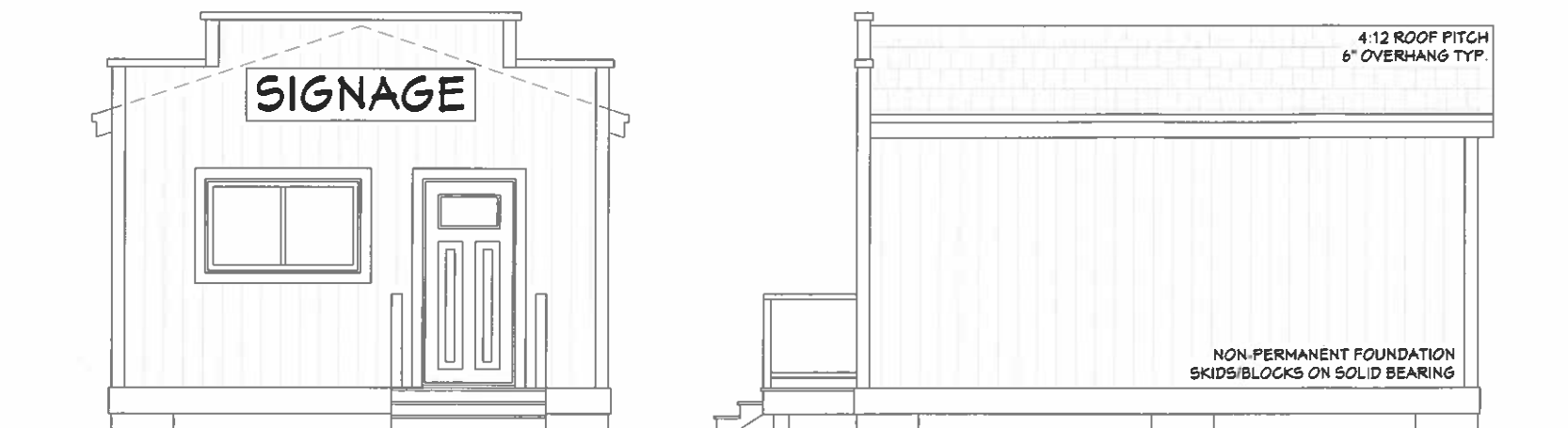
WALL ASSEMBLY
SCALE : 1/2" = 1'-0"



WALL ASSEMBLY
SCALE : 1/2" = 1'-0"



FLOOR PLAN
SCALE : 1/2" = 1'-0"



FRONT & SIDE ELEVATION
SCALE : 3/8" = 1'-0"

GENERAL NOTES:

1. MAIN FLOOR WALL HEIGHTS ARE AS NOTED.
2. CONFIRM ALL WINDOW SIZES, TYPES, HEIGHTS AND LOCATIONS WITH OWNER PRIOR TO CONSTRUCTION.
3. ANY AND ALL DIMENSIONS MUST BE VERIFIED BY THE OWNER/CONTRACTOR PRIOR TO BEGINNING CONSTRUCTION. ANY CHANGES OR DISCREPANCIES MUST BE REPORTED TO A. ARVAY DESIGNS IN WRITING PRIOR TO COMMENCING CONSTRUCTION. A. ARVAY DESIGNS SHALL TAKE ABSOLUTELY NO RESPONSIBILITY FOR ANY INACCURACIES OR HUMAN ERROR NOT REPORTED AS ABOVE.
4. ELECTRICAL AND MECHANICAL BY OTHERS.
5. PROVIDE 2-2x10 #2 LINTELS OVER OPENINGS UNLESS NOTED OTHERWISE.
6. THE TOP OF ALL MAIN FLOOR WINDOW OPENINGS SHALL BE FRAMED TO 6'-11 3/8" FROM THE FLOOR UNLESS NOTED OTHERWISE (ASSUMES A 2x10 LINTEL).
7. THE TOP OF ALL UPPER FLOOR WINDOW OPENINGS SHALL BE FRAMED TO 6'-11 3/8" FROM THE FLOOR UNLESS NOTED OTHERWISE (ASSUMES A 2x10 LINTEL).
8. ALL INTERIOR PASSAGE DOOR R.O.'S TO BE 2 1/4" WIDER THAN INDICATED SIZE AND 82 1/2" HIGH.
9. BYPASS DOORS TO BE 3/4" WIDER THAN INDICATED SIZE AND 83" HIGH.
10. PROVIDE SOLID BACKING TO SUIT IN BATHROOM WALLS FOR INSTALLATION OF TOWEL BARS @ 40" ABOVE FINISHED FLOOR.
11. PROVIDE SOLID BEARING TO FOUNDATION UNDER ALL GIRDER TRUSSES, DROP BEAMS, AND ROOF SUPPORT ELEMENTS.
12. FLASHING, RAINTHRESH & CAULK AS REQ' TO ENSURE A WEATHERTIGHT BUILDING.
13. ALL CONSTRUCTION TO COMPLY TO THE CURRENT APPLICABLE BUILDING CODES.
14. FLOOR JOISTS, LINTELS (2-2x10) & BUILT UP BEAMS TO BE HEM-FIR #2 OR BETTER.
15. REFER TO TRUSS SUPPLIER LAYOUT FOR POINT LOAD LOCATIONS AND GIRDER TRUSSES. ENSURE PROPER BEARING AS REQUIRED.
16. THIS DRAWING IS COPYRIGHTED AND IS THE EXCLUSIVE PROPERTY OF A. ARVAY DESIGNS. THIS DRAWING IS LICENSED TO THE NAMED USER FOR ITS SOLE USE, OR OTHERWISE MODIFIED WITHOUT THE EXPRESS WRITTEN PERMISSION OF A. ARVAY DESIGNS.
17. THIS DRAWING IS NOT TO BE SCALED.
18. POST, BEAM, JOIST & TRUSS DESIGN BY SUPPLIERS' QUALIFIED PROFESSIONAL WHERE DISCREPANCIES EXIST, ENGINEERED DESIGN SUPERSEDES THESE DRAWINGS.

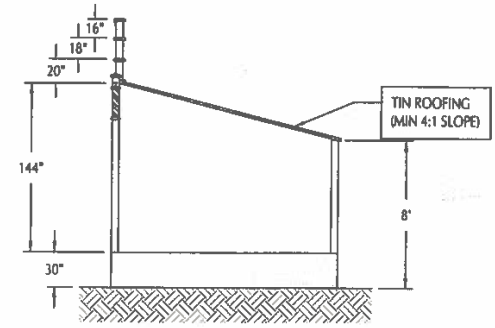
CONSTRUCTION NOTES:

1. INTERIOR ROOM DIMENSIONS MAY VARY SLIGHTLY FROM PLAN. CONFIRM WITH CONTRACTOR.
2. WINDOW GRIDS ON ELEVATIONS MAY DIFFER FROM ACTUAL DEPENDING ON OWNERS SPECIFICATIONS.
3. REFER TO TRUSS SUPPLIER LAYOUT FOR POINT LOAD LOCATIONS AND GIRDER TRUSSES. ENSURE PROPER BEARING AS REQUIRED.

FILE: C:\CITY\BASIC\CAD Drawings\Pioneer Village Building_2014-02-24\Pioneer Village Building_2014-02-24.dwg PLOTTED: March 3, 2014



FRONT ELEVATION

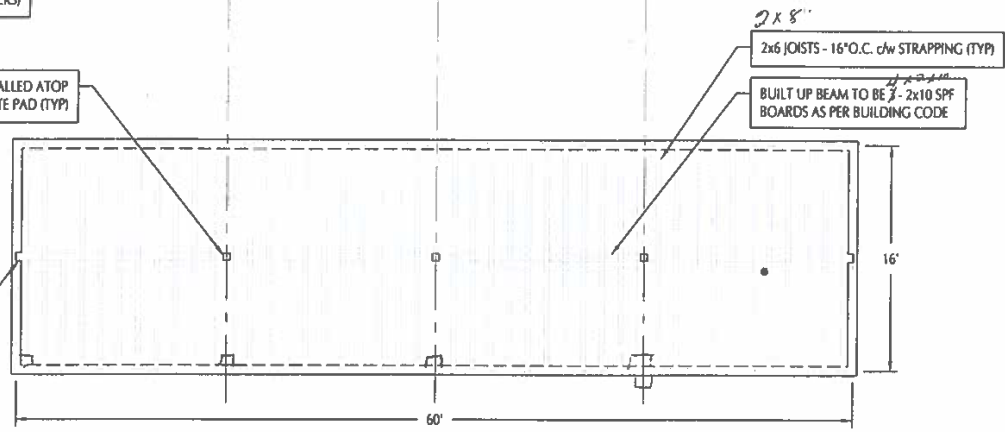


RIGHT SIDE ELEVATION

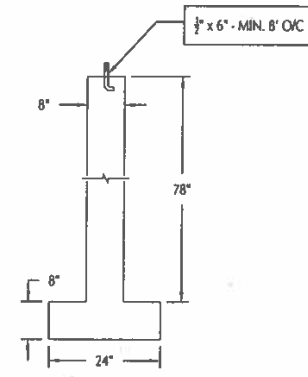
30" HIGH FOUNDATION WALL TO ACCOMMODATE BOARDWALK (TO BE BUILT BY OTHERS)

6"x6" WOODEN POSTS INSTALLED ATOP 36"x36"x10" THK CONCRETE PAD (TYP)

BEAM POCKET TO BE MIN. BEARING OF 3'-0" (TYP)



FLOOR JOIST PLAN
FOOTING NOT SHOWN



FOUNDATION WALL DETAIL

ISSUED FOR INFORMATION ONLY



The City of
Dawson Creek
10105 - 12A Street
Dawson Creek, BC
V1G 3V7

LEGEND

THE CITY OF DAWSON CREEK

DESIGN: D.AAROE
DRAWN: D.AAROE
CHK'D: -
ASBUILT: -

PIONEER VILLAGE
PROPOSED BUILDING DESIGN

DATE: 2014 - 02 - 24
DWG: -
SCALE: NTS
PAGE: 1 OF 1





REPORT

To: Rural Budgets Administration Committee

Date: July 22, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Sagitawa Christian Camping Society

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$8,300, payable from Electoral Area E, Peace River Agreement funds (Spending Item #4 – Assistance to Other Organizations) to be issued to Sagitawa Christian Camping Society to build an Outdoor Band Shell; and further that,

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

1. Increase Transfer from Reserves – Peace River Agreements by \$8,300; and
2. Increase General Grants, Rural Grants-in-Aid - Electoral Area E by \$8,300.

BACKGROUND/RATIONALE:

Sagitawa Christian Camping Society is proposing to build an outdoor stage/band shell, which will serve as a permanent structure to host many of their outdoor activities. The Society currently rents a stage structure each summer at a cost that is slightly more than \$3,000 and believe that by building their own stage/band shell, they will reduce their overall operating costs. The total cost to complete the project is \$27,665 and the Society is asking the Regional District to consider a grant of \$8,300. In addition to the request to the Regional District, the Society has submitted an application to Northern Development Initiative Trust for the remaining funds of \$19,365. The Regional Board supports this project, and on June 13, 2019 provided the following resolution of support:

RD/19/06/27

That the Regional Board support the application to Northern Development Initiative Trust from Sagitawa Christian Camping Society for a grant of up to \$19,365 for the Band Shell Project from the Northeast Regional Development Account.

Sagitawa Christian Camping Society is a registered not-for-profit organization in good standing with the *Societies Act*. For further details on this request, please see the attached grant application.

Please see the attached application for full details of this project.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant request from Sagitawa Christian Camping Society and provide no grant funding to assist with the cost to build an Outdoor Band Shell.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

As of June 30, 2019, the balance available after remaining commitments for Electoral Area E, Peace River Agreements was \$1,355,328.96. Grants provided from this fund are payable by cheque requisition or by claim reimbursement.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: S-07829

Community Club or Group Name: Sagitawa Christian Camping Society

Mailing Address: Box 61

City: Moberly Lake

Postal Code: V0C 1X0

Civic Address: 5915 Centennial Road E.

Contact Person: Gary Pryzner

Alternate Person: Gordon Miller

Tel: 250-788-2361

Tel: 250-219-4810

Fax: 250-788-2391

Fax:

Email: sagitawa.director@xplornet.com

Email: gordond@xplornet.com

CLUB EXECUTIVES

President: Gordon Miller

Vice President: Melanie Harmon

Treasurer: Beth Burdge

PROJECT COSTS

Total Cost of Project: 27,665.--

Amount Requested per 8,300.--

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

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

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

Camp activities have an outdoor focus and currently for our Family Festival & Music Weekend, we must rent an outdoor stage to serve as the gathering place and entertainment venue. Stage rental is both costly (>\$ 3,000 annually) and difficult — the demand is high and availability low over the summer period. Our proposal to build a permanent stage/band shell, will solve these issues and provide many other cultural opportunities by which to engage our guests (both campers, families, and rental groups). One of the highlights of each camp for the campers and their families is the closing ceremony. The band shell will be key to bringing cultural life to the stage and making it a memory for all. The band shell will become an important part of the camp and of the community.

We propose to build an outdoor band shell — stage (24 ' at front x 16 ' wide tapering to 16 ' at back) in a central area of the camp. Our plan is to pay for materials and labor through the NDIT grant (70%) and to leverage the remaining funds through a PRRD grant. While it is an ambitious goal, we would like to have the stage built for the current season. and to have the permanent stage built in about three weeks from contract signing. Our goal is to use it for the 2019 season.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date: May 10/2019

For Office Use Only

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

Gary Pryzner
 Gary Pryzner
 Camp Director

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

Band Shell Project Budget

Camp Sagitawa

Revenue:

NDIT Grant @ 70%	19,365.00
PRRD Grant Application @30%	8,300.00
Camp Sagitawa - barring the PRRD grant (* see note below)	

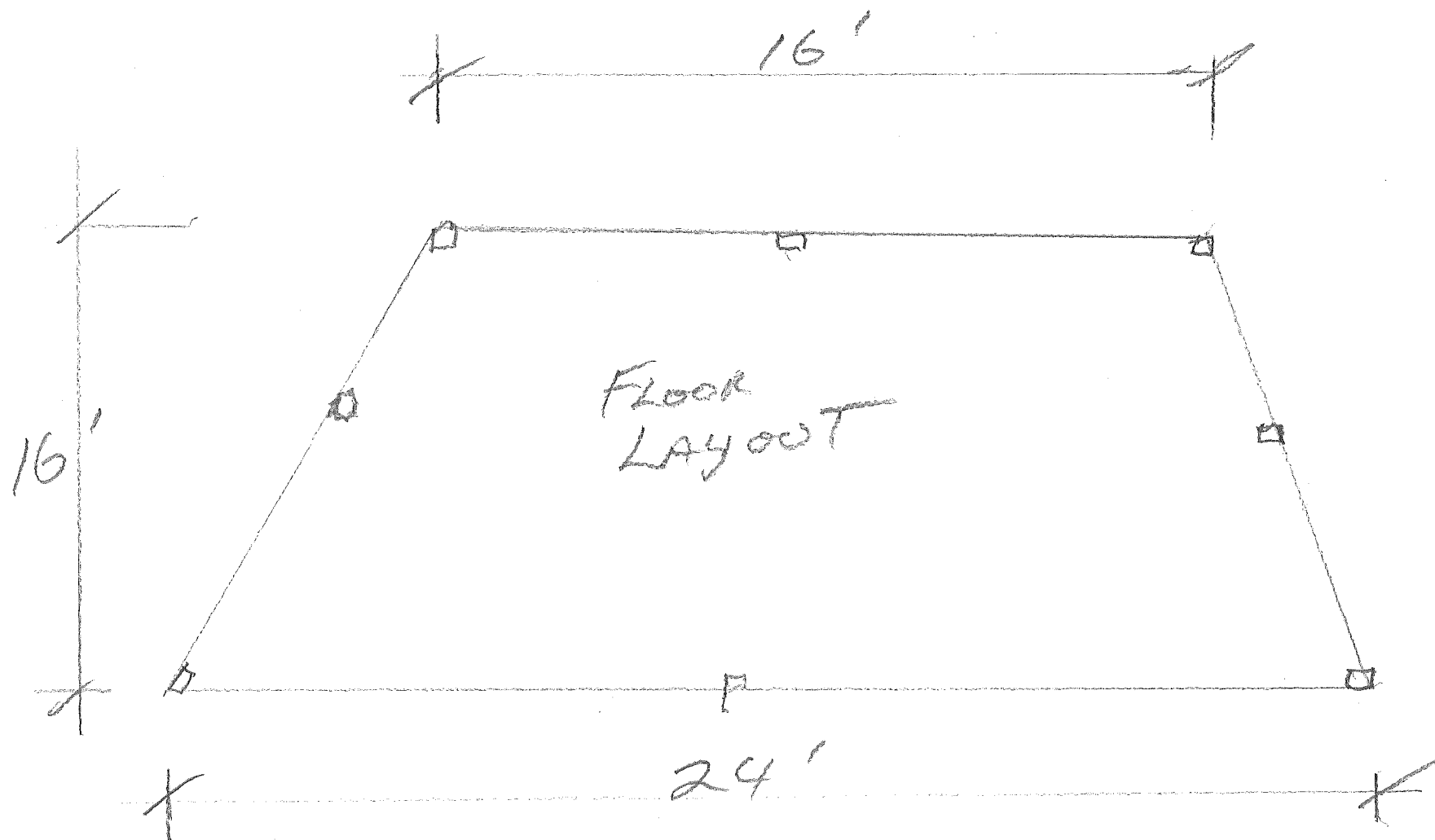
Total Revenues	27,665.00
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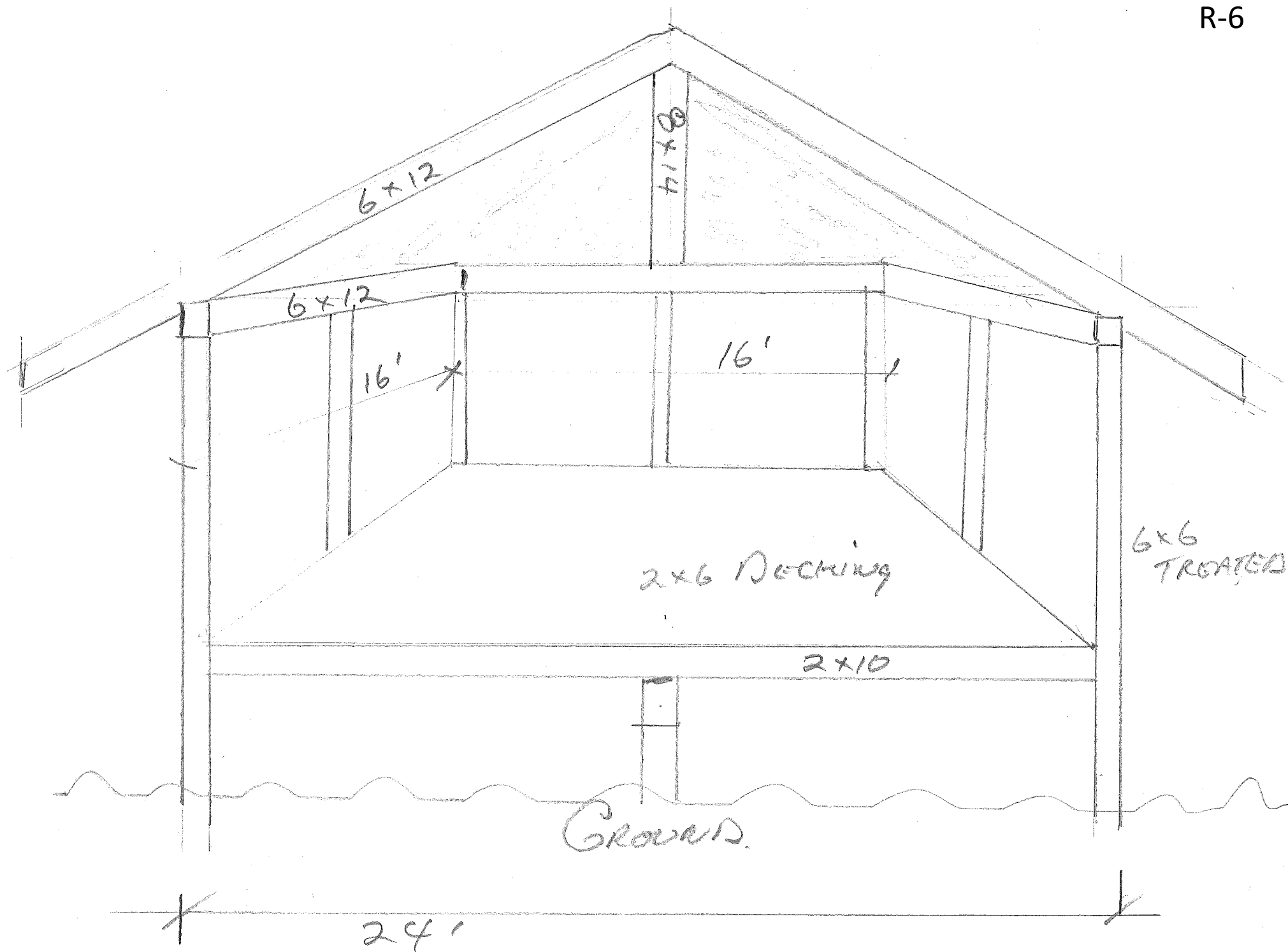
Materials:

beams, rafters, plates, floor deck, fascia	7,975.00
flooring mats	1,000.00
Ground Prep:	1,080.00
Drilling Holes for posts	840.00
Labour & Travel	16,770.00

Total Expenses	27,665.00
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** Note: Bank account could handle it for now, until we raise the funds or seek donated labour. We need to pay the labour at least some of the time, else it becomes increasingly difficult to locate skilled labourers who will donate it.*







SS2 Site 7 Comp 63
 Fort St John, BC V1J 4M7
 Phone: 250-264-7174
 eternitytimbers@gmail.com

Invoice **Quote**

Andrew Keim – Registered Builder,
 -Journeyman Carpenter
 -Timber Framer

Provided To: Camp Sagitawa

Date : May 9, 2019

Address: 5915 Centennial Road East, Moberly Lake, BC

Description of Work		Amount
Construct trapezoid shaped sound shell with timber roof as per provided design diagram		x
Treated 6x6 20' posts x 9		\$810.00
Treated 2x10 16' deck joists x 20		\$770.00
Treated 2x10 12' deck beams x 12		\$345.00
Treated 2x10 16' deck beams x 3		\$115.00
Treated 2x6 16' premium decking boards x 48		\$665.00
6x12 x 20' perimeter beams x 3		\$306.00
8x12 x 30' ridge beam x1		\$204.00
8x12 x 20' front rafters x 2		\$272.00
3x12 x 20' prow rafters x 2		\$102.00
2x12 x 18' rafters x 30		\$918.00
½" plywood x 34		\$1,020.00
36 bundles of shingles		\$1,008.00
Fasteners and rod		\$1,000.00
Timber Stain x 8 gallons		\$440.00
Materials Subtotal		\$7,975.00
Ground Prep	9 hrs @120/hr	\$1,080.00
Drill holes	7 hrs @120/hr	\$840.00
Labour to assemble deck and roof structure	240 hrs @65/hr	\$15,600.00
Travel time	18 hrs @65/hr	\$1,170.00
Labour subtotal		\$18,690.00
10 mats @\$100 / mat		\$1,000.00
WCB#833472-AA		Subtotal
		\$27,665.00
Terms: Net 15 days from invoice date. Past Due accounts subject to interest at 2% per month		GST
		\$1,383.25
GST # 831376090RT0001		Total
		\$29,048.25



Steve Erickson Contracting
P0 Box 2426
Dawson Creek BC V1G 4T9
Phone 250-782-9786 Fax 250-782-9783

Quote

Quote for Band Shell at Camp Sagitawa's Moberly Lake Site

A Post and Beam Structure of 320 sq. ft.

Floor Deck, with covered roof of beams, plywood and shingles

- 3,600 BF rough sawn of Beams & Decking
- Stained
- Labour to Construct
- Hardware to Assemble

MATERIALS	10,496.00	
GROUND PREPARATION	2,560.00	
LABOUR	<u>18,124.00</u>	
TOTAL		<u>31,180.00</u>
 GST (5%)		 <u>1,559.00</u>
TOTAL		<u>\$ 32,739.00</u>

Sagitawa Christian Camping Society
Statement of Financial Position
(unaudited - see notice to reader)

As at October 31	2018	2017
Assets		
Current assets		
Cash	\$ 188,172	\$ 204,830
Accounts receivable	3,941	7,409
Inventory	14,000	9,922
Prepaid expenses	24,419	18,602
	<u>230,532</u>	<u>240,763</u>
Capital assets		
Buildings	1,086,407	1,051,344
Computer equipment	9,661	7,032
Docks	41,792	41,792
Equipment and grounds	335,863	316,633
Horses	47,019	30,733
Land	50,000	50,000
Trailers	68,413	68,413
Vehicles	11,099	11,099
	<u>1,650,254</u>	<u>1,577,046</u>
	<u>\$ 1,880,786</u>	<u>\$ 1,817,809</u>
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	\$ 6,528	\$ 8,804
Deferred revenue (Note 1)	17,231	41,252
	<u>23,759</u>	<u>50,056</u>
Unrestricted net assets	<u>206,772</u>	<u>190,707</u>
Net assets invested in capital assets	<u>1,650,255</u>	<u>1,577,046</u>
	<u>1,857,027</u>	<u>1,767,753</u>
	<u>\$ 1,880,786</u>	<u>\$ 1,817,809</u>

Sagitawa Christian Camping Society
Statement of Operations
(unaudited - see notice to reader)

Year ended October 31	2018	2017
Revenues		
Banquet and fundraising	\$ 36,736	\$ 975
Bursary and sponsorships	43,805	23,830
Camp fees	200,717	189,383
Donations	171,969	194,697
Facility rentals	97,464	99,158
Grants	1,680	62,050
Memberships	37,616	33,989
Off season events	32,573	29,932
Other	1,613	2,443
Tuck sales	25,424	25,163
	649,597	661,620
Expenditures		
Advertising and promotion	11,291	7,959
Automotive	12,731	9,803
Bursaries	55,782	34,427
Capital asset purchases	73,208	97,336
Conventions and education	1,456	1,913
Food services	78,637	77,317
Fundraising expense	11,797	322
Insurance and licenses	25,482	23,486
Interest and bank charges	3,172	4,084
Memberships	1,902	1,794
Office	19,055	12,816
Professional fees	3,793	4,013
Program supplies	21,051	22,132
Repairs and maintenance	29,744	27,488
Telephone and utilities	34,118	30,460
Trail ride expenses	7,877	10,158
Tuck supplies	7,164	14,019
Wages and benefits	235,272	250,863
	633,532	630,390
Excess of revenues over expenditures	\$ 16,065	\$ 31,230

Sagitawa Christian Camping Society
Statement of Changes in Net Assets
(unaudited - see notice to reader)

Year ended October 31, 2018

	Unrestricted net assets	Net assets invested in capital assets	Total 2018	Total 2017
	\$ -	\$ -	\$ -	\$ -
Balance, beginning of year	190,707	1,577,046	1,767,753	1,639,187
Excess of revenues over expenditures	16,065	-	16,065	31,230
Net change in capital assets	-	73,209	73,209	97,336
Balance, end of year	\$ 206,772	\$ 1,650,255	\$ 1,857,027	\$ 1,767,753

Sagitawa Christian Camping Society**Note to the Financial Statements****October 31, 2018****(unaudited - see notice to reader)****1. Deferred revenue**

Deferred revenue represents unspent resources donated for a specific purpose. They are being carried forward to be used in a subsequent period.

	2018	2017
New Pier / Hot Tub Fund	\$ 10,000	\$ 10,000
Dining Hall Building Fund	5,472	5,555
Cabin Replacement Fund	1,759	-
Staff Housing Fund	-	63
Unspecified Special Project Fund	-	1,050
Unspecified Building Fund	-	24,584
	\$ 17,231	\$ 41,252