



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, September 14 , 2017
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC **following the EDAC Meeting**

1. CALL TO ORDER - Director Goodings to Chair the Meeting
2. DIRECTORS NOTICE OF NEW BUSINESS:
3. ADOPTION OF AGENDA:
4. ADOPTION OF THE MINUTES:
M-1 Rural Budgets Administration Committee Meeting of August 17, 2017
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATIONS:
D-1 None
7. CORRESPONDENCE:
C-1 August 29, 2017 – Mallory Roy, Fair Share Electrical Grant Application
C-2 September 12, 2017 – Email to Director Rose regarding Kiskatinaw Fall Fair Association and Sunset Prairie.
8. REPORTS:
R-1 September 5, 2017 – Report from Jill Rickert, Community Services Coordinator – Youth Travel Policy – Amendments and Options
R-2 September 8, 2017 – Report from Jennifer Rudyk, Finance Clerk – Financial Report
9. DIARY:
D1 – September, 14, 2017 – RBAC Diary
10. NEW BUSINESS:
11. COMMUNICATIONS:
12. ADJOURNMENT:



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING
MINUTES

DATE: August 17, 2017

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Staff
Chris Cvik, Chief Administrative Officer
Shawn Dahlen, Deputy Chief Administrative Officer (part of meeting)
Kim Frech, Chief Financial Officer
Trish Morgan, General Manager of Community Services
Fran Haughian, Communications Manager
Ronda Wilkins, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 1:20 p.m.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Economic Development

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

RBAC 17/08/01

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee Meeting agenda for the
August 17, 2017 meeting, including Director's new business and additional
items for the agenda, be adopted as amended:

1. CALL TO ORDER - Director Rose to Chair the Meeting
2. DIRECTORS NOTICE OF NEW BUSINESS:
3. ADOPTION OF AGENDA:
4. ADOPTION OF THE MINUTES:
M-1 Rural Budgets Administration Committee Meeting of July 20, 2017

September 14, 2017

ADOPTION OF AGENDA: continued

5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATIONS:
D-1 None
7. CORRESPONDENCE:
C-1 July 27, 2017 – Thank you letter – Rolla Community Cemetery Board
C-2 August, 2017 – Northern Development Initiative Trust – Grant Writer Newsletter
8. REPORTS:
R-1 July 27, 2017 – Wonowon Horse Club Society – Funding Amendment
R-2 August 10, 2017 – Report from Jill Rickert, CSC - Cecil Lake Recreation Commission – Grant Application
R-3 August 10, 2017 – Report from Jill Rickert, CSC - South Peace Arts Society – Dawson Creek Art Gallery – Grant Application
R-4 August 8, 2017 – Report from Jill Rickert, CSC - Awards and Recognition Program Survey – Results and Recommendations10_
R-5 August 11, 2017 – Report from Shawn Dahlen, DCAO –Charlie Lake Trucked Waste Receiving Facility – Projects
R-6 August 11, 2017 – Report from Jennifer Rudyk, Finance Clerk - Financial Report – July 2017
9. DIARY:
DI-1 August 17, 2017 – RBAC Diary
10. NEW BUSINESS:
NB-1 Economic Development
11. COMMUNICATIONS:
12. ADJOURNMENT:

ADOPTION OF MINUTES:

M-1
July 20, 2017 RBAC
Minutes

ADOPTION OF MINUTES
RBAC 17/08/02
MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee Meeting Minutes of July 20,
2017, be adopted.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

Staff explained to the Committee how Economic Development would work in the future and that all three existing functions 1190 – Legislative; 1950 – Grants to Community Organizations; and 6500 – Economic Development would continue to be used and that the North Peace and South Peace Commissions would remain in place but go dormant (i.e., no budget).

DELEGATIONS: None

CORRESPONDENCE:

C-1 July 27, 2017 – RBAC 17/08/03
Thank you letter – MOVED by Director Hiebert, SECONDED by Director Sperling,
Rolla Community “That the Rural Budgets Administration Committee receive the thank you
Cemetery Board letter from the Rolla Community Cemetery Board.”
CARRIED.

C-2 Aug. 2017 – RBAC 17/08/04
NDIT – Grant Writer MOVED by Director Goodings, SECONDED by Director Sperling,
Newsletter “That the Rural Budgets Administration Committee receive for information
the Grant Writer Newsletter from Northern Development Initiative Trust.”
CARRIED.

REPORTS:

R-1 July 27, 2017 – RBAC 17/08/05
Wonowon Horse MOVED by Director Goodings, SECONDED by Director Sperling,
Club Society – F.A. “That the Rural Budgets Administration Committee approve the Funding
Amendment from the Wonowon Horse Club Society to use \$1,500 towards
the Wonowon 2017 Insurance costs that was previously allocated for assisting
with the ventilation issue at the community hall.”
CARRIED.

R-2 RBAC 17/08/06
Aug. 10, 2017 – Jill MOVED by Director Goodings, SECONDED by Director Sperling,
Rickert, CSC Cecil “That the Rural Budgets Administration Committee approve the grant
Lake Recreation applications from Cecil Lake Recreation Commission and authorize a grant of
Commission – G.A. up to \$5,297.23 from Electoral Area B Peace River Agreement Funds –
Spending Item #3, for the purpose of assisting the organization to replace a
window and door system at the Cecil Lake Hall.”
CARRIED.

R-3 Aug. 10, 2017 – RBAC 17/08/07
Jill Rickert, CSC
South Peace Arts
Society – DC Art
Gallery Grant
Application
MOVED by Director Hiebert, SECONDED by Director Goodings,
“That the Rural Budgets Administration Committee approve the grant
application from the South Peace Arts Society and authorize a grant in the
amount of \$1, 500 payable from Electoral Area D Peace River Agreement
Funds – Spending Item #7, to provide support for the Exhibition and Outreach
Art Program offered through the Dawson Creek Art Gallery.”
CARRIED.

R-4 Aug. 8, 2017 - RBAC 17/08/08
Jill Rickert, CSC
Awards and
Recognition Program
survey
MOVED by Director Goodings, SECONDED by Director Sperling,
“That the Rural Budgets Administration Committee authorize that no
Volunteer Recognition Banquet be held in 2017.”
CARRIED

RBAC 17/08/09
MOVED by Director Goodings, SECONDED by Director Sperling,
“That the Rural Budgets Administration Committee have staff investigate and
bring back a report on how we could do a combined Volunteer Recognition
Banquet and Grants-in-Aid allocation meeting event in April 2018.”
CARRIED

R-5
Aug. 11, 2017 – RBAC 17/08/10
Shawn Dahlen,
DCAO – Charlie Lake
Trucked Waste
Receiving Facility -
Projects
MOVED by Director Sperling, SECONDED by Director Hiebert,
“That the Rural Budgets Administration Committee move the following
recommendations:
1) That the Rural Budgets Administration Committee approve from the
Peace River Agreements Funds, Area C Rural Utilities for \$35,000 to
determine the feasibility of a “purple pipe”, or treated effluent re-use
system to be utilized to operate the solid separation process within the
Charlie Lake Trucked Waste Receiving Facility.
2) That the Rural Budgets Administration Committee approve from the
Peace River Agreements Funds, Area C Rural Utilities for \$50,000 to
determine the feasibility of a solids compost facility (Biosolids
Management) on the Charlie Lake Trucked Waste Receiving Facility
property.
3) That the Rural Budgets Administration Committee approve from the
Peace River Agreements Funds, Area C Rural Utilities for \$40,000 to
determine the feasibility of a reclaimed water function including level of
treatment, permit specification and tank loader station for the Charlie
Lake Trucked Waste Receiving Facility.
4) That the Rural Budgets Administration Committee waive policy and award
the feasibility study/studies to Urban Systems Ltd., based on their intimate
knowledge of the Charlie Lake Trucked Waste Receiving Facility and the
Charlie Lake Waste Water System Operations.”
CARRIED

R-6, 2017 – Jennifer
Rudyk, FC – Financial
Report – July 2017

RBAC 17/08/11

MOVED by Director Hiebert, SECONDED by Director Sperling,
“That the Rural Budgets Administration Committee have staff send a letter to
Hats n Chaps Gymkhana and ask what they are doing with the GIA in the
amount of \$2,155.99 from 2012 and to include in the letter that the funds
need to be used by December 31, 2017 or they will be returned to the service
area.”

CARRIED

RBAC 17/08/12

MOVED by Director Sperling, SECONDED by Director Hiebert,
“That the Rural Budgets Administration Committee have staff send a letter to
Lake Point Golf Club and the North Peace 4H District Council and ask what
they are doing with their 2013 Area C GIA funding allocations and to include in
the letter, that the funds need to be used by December 31, 2017 or they will
be returned to the service area.”

CARRIED

RBAC 17/08/13

MOVED by Director Goodings, SECONDED by Director Hiebert,
“That the Rural Budgets Administration Committee only support applications
for capital improvements to the North Peace Fall Fairgrounds from the North
Peace Fall Fair Society and applications for capital improvements from user
groups of the grounds will not be considered.”

CARRIED

DIARY:

No new items.

NEW BUSINESS:

Shawn Dahlen, Deputy CAO provided the committee an update on the Water
contracts.

COMMUNICATIONS:

None

ADJOURNMENT

That the meeting adjourn at 2:10 p.m.

Director Rose, Meeting Chair

Ronda Wilkins, Executive Assistant

September 14, 2017

Received DC Office - August 29, 2017

From: Mallory Brewster [<mailto:mallorybrewster4@gmail.com>]
Sent: August-28-17 7:23 PM
To: prrd dc <prrd.dc@prrd.bc.ca>
Subject: Fair Share Grant

Oops please see attached actually filled out copy

Thank-You

Mallory Roy

-----Original Message-----

From: Mallory Brewster [<mailto:mallorybrewster4@gmail.com>]
Sent: August-28-17 7:20 PM
To: prrd dc <prrd.dc@prrd.bc.ca>
Subject: Fair Share Electrical Grant

Hello,

I am resubmitting our fair share electrical grant application, previously I asked that it be pulled as we worked on alternatives with BC Hydro however we are going to go with you original plan BC Hydro has been sent payment and I am re-submitting our grant application

Thank-You

Mallory Roy

September 14, 2017



PEACE RIVER REGIONAL DISTRICT
FAIR SHARE
Electrical Extension Grant Application

Applicant (Customer) Information	
Property Owner Name	Mario Ray + Mallory Ray
Mailing Address	Box 1745 Chetwynd BC V0C 1J0
CIVIC Address	5793 Fernando Sub Chetwynd BC
Telephone Number	250-556-4456
Legal Description	Lot 2 DL 1969 PRRDP EPP 56980
Electoral Area served	E
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to BC Hydro.	
Signature of Applicant (Customer) 	
Date Aug 4/17	

Funding assistance will be limited to hydro main line extension costs (including HST) on public maintained roads to serve residential customers (excluding subdivisions).	\$22843.00
Minus	\$ 1,000
Difference	21843.00 A
Line A 21843 x 50% =	10921.50 B
Maximum Grant	\$ 4,000 C
Lesser of B and C (Grant requested)	\$ 4000 D

For BC Hydro Use Only Application completed by	
BC Hydro Representative name: KEIR LONDON	Phone Number: 250-795-3073
BC Hydro Reference No. 4063305	
Date: Aug. 02.17	
For Regional District Use Only	
Approved by Electoral Area Director	Date Initials
Date cheque released to applicant (customer)	
Approved by RBAC	

(June 15, 2001)
Policy revised December 15, 2005 Rural Budgets
Form revised August 16, 2007 Rural Budgets

September 14, 2017

Cc: Trish Morgan
Subject: Kiskatinaw Fall Fair Association

Good Afternoon Director Rose;

Two members from the Kiskatinaw Fall Fair Association, Merna Hauber and Trish Homis, met with me last Tuesday to discuss some issues they are facing hosting their annual fall fair at the Sunset Prairie grounds which are operated by Sunset Prairie Recreation Commission. Merna said she had seen you at the KFF this year and mentioned a little bit about this to you. Below are just some of the difficulties they described to me:

1. Understanding of roles of the Societies operating the fair and grounds.
2. Who is responsible for what? Repairs to permanent bldgs., insurance etc...
3. Directors that hold a seat on each society.

Kiskatinaw does seem to have a good understanding of their role as per their GIA funding and the Societies Act. Kiskatinaw is hoping you will be open to speak with them at one of their upcoming society meetings. Please advise me if you would like me to forward them your contact info? Or if you would like me to send you the info?

Thank you,

Jill Rickert | Community Services Coordinator
Direct: 250-784-3209 | jill.rickert@prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8
Toll Free: (24 hrs): 1-800-670-7773 | Office: 250-784-3200 | Fax: 250-784-3201 | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT

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Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: September 5, 2017

From: Jill Rickert, Community Services Coordinator

Subject: Youth Travel Policy – Amendments and Options

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the recommended changes to the Schedule E, Youth Travel Policy which outlines the guidelines for approval and disbursement of grants; and authorize staff to make the appropriate amendments for both the Schedule E and the Recreational and Cultural Grants-in-Aid Policy, where appropriate.

BACKGROUND/RATIONALE:

The Rural Budgets Administration Committee (RBAC) directed staff to bring forward a report for discussion to provide options on a better way to process and determine who receives youth travel grants to ensure that the funding is being utilized effectively to best support the requests.

The intention of the Youth Travel policy is to financially supplement the cost for youth sports organizations and/or individual players who have won the right to compete at a provincial, national or international competition. The current policy outlines the eligibility criteria, application process, funding guidelines and reporting requirements on a Schedule E, which forms part of the Recreational and Cultural Grants-in-Aid (GIA) policy. Intake for applications is year round and all applications are assessed by staff, a report with recommendation is compiled and then sent forward to RBAC for review. Funding for youth travel is allocated at the discretion of the Rural Directors on an annual basis from each Electoral Area's annual GIA budget as per the Annual Financial Plan.

The purpose of this report is to suggest some improvements to the current policy and initiate some discussion regarding the intent of the funding, its use and its value. On the attached "Draft" Schedule E, suggestions are highlighted in yellow.

OPTIONS:

OPTION 1: Implement a maximum grant of up to \$250 for all Youth Travel Grants.

Discussion: Typically youth travel grants are authorized in the amount of \$500, based on historical figures and similar amounts have been authorized in the past. If Youth Travel was capped at a maximum grant of \$250, it would ensure fair and equal distribution of funds. Successful applicants would be approved for the same amount no matter what Electoral Area they were applying to, creating a balance among recipients. It may also help to "stretch" the funding throughout the year. Often the youth travel allocation is expended by August of each year, leaving no funds available for requests coming from September to December. To provide an example, Area B total allocation is \$1,500 divided by \$250 yields a potential to approve six Youth Travel Grants over the course of a year; whereas a grant in the amount of \$500 only yields three.

Staff Initials:

Handwritten signature of Jill Rickert in black ink.

Dept. Head. ^S

Handwritten signature of Y. Morgan in black ink.

CAO:

Handwritten signature of Ch. Birk in black ink.

Page 1 of 4

OPTION 2: Electoral Area Directors could consider the option to increase their annual Grants-in-Aid budgets by a certain amount and apply that increase in their annual travel allocation. For example, the current GIA budget for Area B is \$103,000 of which \$1,500 is allocated to Youth Travel. If the total GIA budget was increased to \$104,000 then that additional \$1,000 could be applied to Youth Travel, increasing the allocation to \$2,500.

Discussion: The Electoral Directors may wish to discuss this option further with the Chief Financial Officer.

OPTION 3: The Rural Budgets could consider some form of a “funding model” or formula to distribute funds.

Discussion: There are numerous ways to do this, and a couple of examples are listed below; however, it is important that the Committee keep in mind the amount of funding in the youth travel allocation for each Electoral Area is relatively small.

Ratio to Percentage Model:

A ratio equation of number of rural participants to team members, converted to a percentage, and authorize funding equal to the percentage. This formula would allow Directors the ability to authorize grants taking into consideration the number of rural player on a team; however, it is not necessarily equitable. In the example above, the remaining allocation in youth travel would be \$1,400 so if the next request has a team ratio of 30%, it would be 30% of \$1,400 not \$2,000. Because the amount remaining in the allocation continues to decrease, only the first request benefits from the team ratio formula.

Example - A basketball team with 10 players, 3 of which reside in the rural community of Electoral Area E have qualified to attend Provincials and are seeking a youth travel grant

- Ratio of rural players to non-rural players = 3:10 or 30%
Total funding for Area E is \$2,000 X 30% = \$600
Youth Travel Grant is authorized at \$600.

Quarterly Funding Model:

This approach could be used to ensure the funding last throughout the 12 months of the calendar year; however, the Committee needs to consider what to do with the funding that still remains unused after each quarter (Q1 January to March, Q2 April to June, Q3 July to September, Q4 October to December). Using the Area C Youth Travel allocation would mean each quarter would reflect \$250/quarter. However, if this same process is applied to Sub Regional whose allocation is \$1500 that would yield \$375/quarter. RBAC may want to consider whether this creates a balanced approach to all applicants. It is pertinent to discuss what happens to the unused funds allotted to each quarter. For example, does the Committee want to follow the process where any unused funds will be returned to reduce the tax requisition for next year? The Committee may want to discuss this with the Chief Financial Officer.

OPTION 4: The Committee could determine to withdraw their support for youth travel policy as part of the Recreational and Cultural GIA policy, delete the Schedule E and no longer provide grant funding in this area.

Discussion: Below is an outline of the number of requests received in 2017 and the grants provided. To provide a comparison between rural players and non-rural players versus grant contribution, staff have broken the down the numbers. This may assist the Committee to determine if the expectation for the grant funding is being met and whether or not this is a worthwhile to continue funding. If the Committee should decide to withdraw from funding youth travel under the GIA policy, there would be no financial change to the budgeted GIA amounts for each area; however the amount would then increase the funds available for disbursement at the allocation meetings in each area. The current GIA Policy states this annual allocation for youth travel is at the discretion of the Directors:

6) Annual Grant Allocations

- a) *At the Directors' discretion, grant allocations for each area may be budgeted and provided for youth travel to which the guidelines are attached hereto as Schedule "E".*

Area B

The annual allocation for this area is \$1,500. In 2017, three curling teams requested assistance to travel to Provincials, two of the six team members were rural residents and the grant total for all three teams was \$1,000. Rodeo participants received support for youth travel in the amount of \$500 from Area B. Generally, most of the youth travel requests in this are received from curling teams and rodeo participants.

Area C

The annual allocation for this area is \$1,000. In 2017, one grant in the amount of \$500 was issued to the Peace River Hockey time to attend Provincials and of the nineteen team members, four were rural residents. Area C also supported rodeo participants with a grant in the amount of \$500. Historically, request for youth travel in Area C are received from rodeo participants.

Area E

The annual allocation for this area is \$2,000. In 2017, a grant in the amount of \$250 went to a curler who resided in the rural area, a hockey team was supported who had fifteen team members of which seven were rural, and a \$1,000 grant was provided to two volleyball teams of which eight of the fifteen players were rural. Area E also supported rodeo youth travel this year in the amount of \$250. The request for youth travel in Area E typically come from volleyball, hockey and curling teams.

Sub-Regional

The annual allocation for Sub-Regional is \$1,500. In 2017, a grant in the amount of \$500 went to a basketball team of seven players of which one resided in the rural area. A grant in the amount of \$1,000 was issued to club volleyball to support three teams (U15, U16 and U17/18) who had a total of thirteen rural players. Historically, requests for youth travel in Sub-Regional come from volleyball, basketball and rodeo teams.

STRATEGIC PLAN RELEVANCE: None

FINANCIAL CONSIDERATION(S):

The following amounts are currently allocated each year to youth travel from the annual GIA budget amounts from each Electoral Area:

September 14, 2017

Area B	\$1,500	Area E	\$2,000
Area C	\$1,000	Sub-Regional	\$1,500

Funding for youth travel does not carry over year to year, any unused portion that remains at the end of the calendar year (December 31st) is returned to reduce the tax requisition for the next year.

COMMUNICATIONS CONSIDERATION(S):

- Once ratified the amended policy would be posted on the website.
- The amendments would be reviewed at the upcoming 2018 GIA Allocation Meetings in the spring.

OTHER CONSIDERATION(S): Attached are the GIA Policy, Schedule E (current), Draft Schedule E (recommended), and Youth Travel Recipient Allocations Year-to-date.

POLICY STATEMENT

Rural Recreational & Cultural Grants-in-Aid

1) Introduction

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

2) Definitions

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

3) Recreational & Cultural Grants-in-Aid Eligibility

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

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

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

4) Application Process

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

5) Eligible Expenses

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

6) Annual Grant Allocations

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

7) Approval Process

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

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

8) Recreational and Cultural Grants-in-Aid Budgets

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

9) Unallocated Funds

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

10) Unspent Funds

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

11) Claim Reimbursement

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

12) Sources of Revenue

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

13) Annual Reports

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

14) Funding Amendments

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

15) General

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

16) Limitations

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

17) Recognition

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

ADMINISTRATIVE PROCEDURES

Rural Recreational & Cultural Grants-in-Aid

1) Application Packages:

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

2) Receipt of Application Packages

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

3) Review of Application Packages

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

4) Incomplete or Late Applications

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

5) Allocation Meetings

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

6) Approval of Grant Allocations

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

7) Claim Reimbursement

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

8) Funding Amendments

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

9) Unspent Funds

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



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “E” – Youth Travel

1) Eligibility

- a) Youth travel grants may be provided to youth sports organizations or individual players who have won the right to compete at a provincial, national or international competition.

2) Application

- a) Organizations and/or players wishing to apply for youth travel grants must apply in writing to the Rural Budgets Administration Committee and must provide:
 - i. a description of the event;
 - ii. the number of players and coaches that will attend;
 - iii. the 9-1-1 addresses of the players and coaches that will attend;
 - iv. how the funds are to be spent;
 - v. the names of players that will be competing that reside in the electoral areas.

3) Funding Requirements

- a) Funding contributions may be provided for tournament/event fees, fuel, air/ferry travel and/or accommodations only.
- b) The Rural Budgets Administration Committee will make funds payable to the organization only.

4) Reporting

- a) Successful applicants must:
 - i. report back on the results of their competition;
 - ii. provide a photo for use by the Regional District; and
 - iii. describe how the funds were spent within 30 days of competition.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “E” – Youth Travel Policy

The purpose of this policy is to provide the guidelines for the approval and disbursement of Youth Travel Grants. Youth travel grants of up to \$250 may be provided to financially supplement the cost at the discretion of the Electoral Area as part of the Recreational and Cultural Grants-in-Aid Policy.

1) Applicant Eligibility

- a. Youth sports organizations or individual players who have *qualified*** to compete at a provincial, national or international competition and must be representing the Peace River Regional District while participating.
- b. Must have a **minimum of 1 player** who resides in one of the four Electoral Areas of the Peace River Regional District.
- c. Funds may be applied for by both school teams and community club organizations.
- d. Community club teams must operate under a not-for-profit society to be eligible for funding.

*** Played successfully at a competition and has been placed/earned the opportunity to be eligible to move on to the next stage of play.*

2) Application Process

- a. Requests may be submitted to the Rural Budgets Administration Committee on a year round basis.
- b. Requests must be submitted in advance of the competition.
- c. Organizations and/or players wishing to apply for youth travel grants must apply in writing to the Rural Budgets Administration Committee and must include the following information:
 - a description of the event;
 - the number of players and coaches that will attend and how many reside in the electoral areas (include 911 addresses for verification of residency);
 - anticipated budget for the competition that provides:
 - i. Estimated travel costs and type of transportation
 - ii. Accommodations expenses
 - iii. Registrations and/or Entrance fees
 - iv. Intended use of funds
 - v. Other grants or fundraising to date, if applicable
 - vi. Expenses being supported by the club/association and costs incurred directly by individual players and coaches.
- c. Funding may be requested to assist with the following:
 - registration/entry fees;
 - transportation costs – fuel, airfare, bus or ferry transport;
 - Accommodation costs.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “E” – Youth Travel Policy

3) Approval Process

- a. The Rural Budgets Administration Committee has the sole authority to approve Youth Travel Grants.
- b. Staff are responsible for the processing of the request by completion of a report and recommendation, inclusive of all necessary background information for presentation to the Committee.
- c. The Rural Budgets Administration Committee will make funds payable to the organization or school only.
- d. Applicants will be notified in writing as to whether or not their request has been successful and, if successful, a cheque will be enclosed.
- e. Any requests received after the competition taken place will not be considered for funding.
- f. The Committee may provide a grant in an amount that is appropriate to the ratio of players/individuals who reside in the Electoral Areas.

4) Reporting

Successful applicants who receive a grant will be required to:

- report back on the results of their competition;
- provide a photo for use by the Regional District; and
- describe how the funds were spent within 30 days of competition.

Youth Travel Recipient Information

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

* Unused amounts returned to reduce next tax year

September 14, 2017



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: Sep 8, 2017

From: Jennifer Rudyk, Finance Clerk

Subject: Financial Report

Attached for your information is the monthly Rural Budgets Financial Report.
The report includes:

1. Grants-in-Aid (4 pages) - 2010 to 2017 balances remaining
 - Page 1 - Area B, Area C, Area E
 - Page 2 - Sub-Regional
 - Page 3 - Youth Travel Recipient Listing
 - Page 4 - Scholarship/Bursary Recipient Information
2. Fair Share Money Market Fund (1 page). Report Includes:
 - a. Opening Balance
 - b. Revenues (interest, annual payment/subscription, etc.)
 - c. Commitment amount (first column after name of payee)
 - d. Previous Years Payments
 - e. Payments made this year (next 4 columns - column for each Area)
 - f. Balance remaining of the Commitment (last column)
 - g. Actual Balance
 - h. Total Remaining Commitment
3. Peace River Agreement Money Market Fund (1 page).

This report is in a similar format to the Fair Share report.
4. BCR/PRA Money Market Fund (1 page). Includes revenue, expenditures and future commitments.
5. Reserve (Appropriated Surplus) Balances (2 pages). Includes all Regional District reserves.

Staff Initials: JR

Dept. Head:

A handwritten signature in black ink, appearing to read 'Kim Frach'.

CAO:

A handwritten signature in black ink, appearing to read 'Chris Girk'.

September 14, 2017



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

31-Aug-2017

Current Year Allocation		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
			103,000.00	107,000.00	103,000.00	103,000.00	103,000.00	200,000.00	103,000.00	103,000.00	
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			103,000.00	107,000.00	103,000.00	103,000.00	94,608.17	189,845.00	103,000.00	4,500.00	
AREA B											
	Big Bam Ski Hill	-	-	-	-	-	-	-	-	-	-
3,000.00	Big Bam Ski Hill	-	-	-	-	-	-	-	-	3,000.00	3,000.00
	Cache Creek Community Club	-	-	-	-	-	-	-	-	-	-
	Cecil Lake Rec. Commission	-	-	-	-	-	-	-	-	-	-
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-	-	-	-
-	Golata Creek Recreation Society	-	-	-	-	-	-	-	17,995.84	-	17,995.84
-	Goodlow Community Club	-	-	-	-	-	-	-	38,700.00	-	38,700.00
	Halfway Graham Community Club	-	-	-	-	-	-	874.96	-	-	874.96
24,963.00	King's Valley Christian Camp	-	-	-	-	-	-	-	-	8,000.00	\$ 8,000.00
18,582.00	Montney Rec. Commission	-	-	-	-	-	-	-	-	18,582.00	18,582.00
1,600.00	North Peace 4-H District Council	-	-	-	-	-	-	0.00	-	-	0.00
3,300.00	North Peace Fall Fair Society	-	-	-	-	-	-	-	-	3,300.00	3,300.00
11,000.00	North Peace Historical Society	-	-	-	-	-	-	-	-	11,000.00	11,000.00
	North Peace Light Horse Assn.	-	-	-	-	-	-	-	-	-	-
	North Peace Ride for Disabled	-	-	-	-	-	-	259.51	-	-	259.51
5,337.00	Osborn Community Club	-	-	-	-	-	-	6,189.57	1,656.42	1,454.82	9,300.81
18,498.00	Rose Prairie Curling Society	-	-	-	-	-	-	-	3,896.22	15,180.11	19,076.33
13,220.00	Wonowon Horse Club	-	-	-	-	-	-	1,500.00	-	-	1,500.00
1,000.00	Area B Rural Bursary	-	-	-	-	-	-	-	-	1,000.00	1,000.00
1,500.00	Youth Travel	-	-	-	-	-	-	-	-	-	-
103,000.00	Total Area B	-	-	-	-	-	-	8,824.04	62,248.48	61,516.93	132,589.45
		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
			100,000.00	100,000.00	100,000.00	100,000.00	112,025.88	100,000.00	80,000.00	80,000.00	
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			100,000.00	100,000.00	100,000.00	87,924.72	93,297.04	81,250.00	72,900.86	3,000.00	
AREA C											
	Big Bam Ski Hill	-	-	-	-	-	-	-	-	-	-
-	Charlie Lake Community Club	-	-	-	-	-	4,920.40	9,510.41	15,736.11	-	30,166.92
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-	-	-	-
31,019.11	Lake Point Golf Club	-	-	-	-	0.00	-	-	-	31,019.11	31,019.11
	North Peace 4H District Council	-	-	-	-	498.98	-	-	-	-	498.98
6,800.00	North Peace Fall Fair Society	-	-	-	-	-	-	3,322.13	2,634.75	6,800.00	12,756.88
12,000.00	North Peace Historical Society	-	-	-	-	-	470.75	3,426.16	6,122.21	12,000.00	22,019.12
	North Peace Light Horse Assn.	-	-	-	-	-	-	-	-	-	-
1,000.00	*Area C Scholarship	-	-	-	-	-	-	-	-	1,000.00	1,000.00
1,000.00	Youth Travel	-	-	-	-	-	-	-	-	-	-
52,819.11	Total Area C	-	0.00	-	-	498.98	5,391.15	16,258.70	24,493.07	50,819.11	97,461.01
		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
			102,000.00	102,000.00	102,000.00	111,610.00	103,150.00	102,000.00	102,000.00	102,000.00	
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			102,000.00	102,000.00	92,390.00	110,460.00	103,150.00	102,000.00	102,000.00	3,000.00	
AREA E											
	Camp Emile	-	-	-	-	-	13,924.54	-	-	-	13,924.54
2,500.00	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-	-	-	2,500.00	2,500.00
5,684.53	Chetwynd Electric Eels Swim Assn.	-	-	-	-	-	611.40	-	-	5,684.53	6,295.93
3,777.20	Chetwynd Gymkhana	-	-	-	-	-	-	-	1,821.16	3,777.20	5,598.36
13,185.00	Chetwynd Rod & Gun Club	-	-	-	-	-	-	-	-	13,185.00	13,185.00
6,000.00	Chetwynd Social Planning Society	-	-	-	-	-	-	-	-	6,000.00	6,000.00
2,231.25	Chetwynd Horse Club Society	-	-	-	-	-	-	-	-	2,231.25	2,231.25
10,000.00	Foothills Team Roping Club	-	-	-	-	-	-	-	-	10,000.00	10,000.00
15,500.00	Jackfish Community Association	-	-	-	-	-	-	4,875.00	9,423.66	15,500.00	29,798.66
5,684.52	Little Giants Figure Skating Club	-	-	-	-	-	-	-	-	5,684.52	5,684.52
4,337.50	Little Prairie Heritage Society	-	-	-	-	-	1,295.28	(0.00)	3,703.68	2,211.72	7,210.68
5,000.00	Moberly Lake Community Assn.	-	-	-	-	-	-	-	2,177.57	5,000.00	7,177.57
21,000.00	Pine Valley Exhibition Park Soc.	-	-	-	-	-	-	-	-	21,000.00	21,000.00
	Pine Valley Motor Sports	-	-	-	-	-	-	-	-	-	-
4,100.00	Pine Valley Seniors Assn.	-	-	-	-	-	-	-	-	4,100.00	4,100.00
	Sagitawa Christian Camping Society	-	-	-	-	-	-	854.35	-	-	854.35
1,000.00	Area E West Bursary	-	-	-	-	-	-	-	500.00	1,000.00	1,500.00
2,000.00	Youth Travel	-	-	-	-	-	-	-	-	-	-
102,000.00	Total Area E	-	-	-	-	-	15,831.22	5,729.35	17,626.07	97,874.22	137,060.86

September 14, 2017

		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	
SUB-REGIONAL			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	GIA Remaining
			130,000.00	130,000.00	130,000.00	150,000.00	150,084.00	150,000.00	150,000.00	150,000.00	
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
			130,000.00	130,000.00	130,000.00	149,916.11	150,084.00	150,000.00	150,049.93	4,500.00	
9,472.72	Ark - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-	-	9,472.72	9,472.72
6,000.00	Bessborough Community Club	-	-	74.96	-	-	-	-	-	6,000.00	6,074.96
11,447.25	Cutbank Community Club	-	-	-	-	-	-	-	-	-	-
15,315.15	Dawson Creek Sportsman's Club	-	-	-	-	-	-	-	-	15,315.15	15,315.15
-	Doe River Gymkhana Club	-	-	-	-	-	-	-	4,047.05	-	4,047.05
12,333.28	Doe River Recreation Commission	-	-	-	-	-	-	-	-	12,333.28	12,333.28
8,315.15	Farmington Community Association	-	-	-	-	-	-	-	-	8,315.15	8,315.15
2,050.00	Groundbirch Rec. Commission	-	-	-	-	-	-	-	-	2,050.00	2,050.00
-	Hats n' Chaps Gymkhana	-	-	-	2,155.99	-	-	-	6,558.72	-	8,714.71
2,000.00	Kilkerran Recreation Commission	-	-	-	-	-	-	1,925.33	-	2,000.00	3,925.33
9,915.15	Kiskatinaw Fall Fair	-	-	-	-	-	-	-	-	5,294.02	5,294.02
13,667.97	McLeod Rec. & Social Services Society	-	-	-	-	-	-	-	-	13,667.97	13,667.97
8,215.15	Rolla Ratepayers	-	-	-	-	-	-	-	-	8,215.15	8,215.15
9,315.15	Sunset Prairie Recreation Commission	-	-	-	-	-	0.00	-	2,753.70	9,315.15	12,068.85
1,500.00	Swan Lake Enhancement Society	-	-	-	-	-	-	-	-	-	-
1,450.00	Sweetwater 905 Society	-	-	-	-	-	-	-	-	225.00	225.00
8,722.73	Tomslake Community Cultural Assn.	-	-	-	-	-	-	-	6,928.72	8,722.73	15,651.45
12,715.15	Tomslake & District Rec Commission	-	-	-	-	-	-	-	(0.00)	12,715.15	12,715.15
13,065.15	Tupper Community Club	-	-	-	-	-	-	-	-	13,065.15	13,065.15
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	-	-	-	-	3,000.00	3,000.00
1,500.00	Youth Travel	-	-	-	-	-	-	-	-	-	-
150,000.00	Total Sub-Regional	0.00	0.00	74.96	2,155.99	-	0.00	1,925.33	20,288.19	129,706.62	154,151.09
407,819.11	COMBINED GRAND TOTALS	-	-	74.96	2,155.99	498.98	21,222.37	32,737.42	124,655.81	339,916.88	521,262.41
Prior Years Payable total =			23,952.30								
2015 Payable total =				32,737.42							
Total GIA Payable =					521,262.41						

September 14, 2017

Youth Travel Recipient Information

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

* Unused amounts returned to reduce next tax year

September 14, 2017

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

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

Area C Scholarship

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

Area E Bursary

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

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2017	Taylor Schweitzer	1,500	1500	
2017	Nadia Richer	1,500	1500	
2016	Ashley Schweitzer	1,500	0	Jan-17
2016	Kalen Dorer	1,500	0	Sep-16
2015	Paula Chudley	1,500	0	31-Aug-15
2015	Ben Van Spronsen	1,500	0	14-Sep-15
2014	Theran Basset	1,500	0	15-Jan-15
2014	Landon Farrow Trades	1,500	0	16-Sep-14
2013	Brenna McCullough - Academic	1,500	0	25-Sep-13
2013	Brad Skytte - Trades	1,500	0	02-Jul-13
2012	Kole Pierce	1,500	0	2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0	2013
2011	Anders Carlstad	1,500	0	2011
2011	Gary Gordon	1,500	0	2011
2010	Erica Woolf	1,500	0	2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0	2010
	TOTAL	16,500	0	

September 14, 2017

Fair Share Commitments			July 2017		K. Goodings	B. Sperling	L. Hiebert	D. Rose	Total
					Area B	Area C	Area D	Area E	Fair Share
January 1, 2017 opening balance					1,947,683.78	1,851,583.55	3,170,638.37	2,793,443.91	9,763,349.61
Total interest earned to date					9,657.99	9,201.24	15,891.88	13,984.35	48,735.46
									-
COMMITMENTS			Commitment	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B									
Area B Municipal Facilities			13,200.00						13,200.00
Clearview Arena; Crawl Space R&M			75,000.00	74,020.42					979.58
Electrical Extension Grants			12,000.00						12,000.00
FSJ Library (annual payment)			31,300.00		31,300.00				-
NP Cultural Centre (pymt to 2017)			28,125.00		21,093.75				7,031.25
NP Fall Fair; Display Buildings			17,600.00	10,192.14	3,980.12				3,427.74
Rural Fire Protection Expansion Feasibility (CL)			10,000.00		44.54				9,955.46
Rural Gasification			680,000.00	32,367.25					647,632.75
Waste Water Receiving Facility (Operating Deficit 75%)			-						-
			867,225.00	116,579.81	56,418.41	-	-	-	694,226.78
Area C									
FSJ Airport Sub Communal H2O/Swr Fees			12,559.97	11,200.00					1,359.97
FSJ Airport Sub Water Metering Initiative			25,000.00	10,177.93					14,822.07
FSJ, City of; CL Boat Launch			50,000.00			50,000.00			-
FSJ Library (annual payment)			15,000.00			15,000.00			-
NPAS; Airport Swr Pumps & Maintenance			26,289.38	4,157.98					22,131.40
NP Cultural Centre (pymt to 2017)			14,062.00			10,546.50			3,515.50
Regional Parks Improvements			100,000.00						100,000.00
Rural Fire Protection Feasibility (CL)			20,000.00						20,000.00
Waste Water Receiving Facility (Operating Deficit 75%)			-						-
Water & Sewer			500,000.00						500,000.00
			762,911.35	25,535.91	-	75,546.50	-	-	661,828.94
Area D									
Bear Mnt Nordic Ski Assn; Ski Trails			10,000.00						10,000.00
Bear Mnt Nordic Ski Assn; Bissette Crk Culvert & Bridge Repair			30,000.00						30,000.00
Dawson Creek Gradfest Committee; Gradfest 2015			2,500.00	2,000.00					500.00
Dawson Creek Sportsman's Club; Indoor Range Expansion			80,000.00						80,000.00
Electrical Extension Grants									-
Hats 'n Chaps Gymkhana; Arena Rebuild			15,800.00	15,360.00					440.00
Northern Lights Recovery Centre			100,000.00						100,000.00
Regional Parks & Trails (Parks)			75,000.00						75,000.00
Regional Parks & Trails (Trails)			25,000.00						25,000.00
Rolla Sewer - Annual Oper. Grant			17,500.00						17,500.00
Rolla Sewer - Upgrades			20,000.00	17,429.53					2,570.47
Rural Fire Protection Expansion Feasibility (DC)			35,000.00						35,000.00
Rural Gasification			1,000,000.00	58,798.50					941,201.50
Rural Water Development; Tomslake, Farmington			125,032.17						125,032.17
Swan Lake Environmental Study			20,000.00	15,554.63					4,445.37
Swan Lake Weir Aluminum Gates			34,000.00	8,133.75					25,866.25
			1,589,832.17	117,276.41	-	-	-	-	1,472,555.76
Area E									
Bear Mnt Nordic Ski Assn; Ski Trails			4,000.00						4,000.00
Bear Mnt Nordic Ski Assn; Bissette Crk Culvert & Bridge Repair			10,000.00						10,000.00
Camp Sagitawa; Phase 1 Climbing Wall			20,000.00				1,102.50		18,897.50
Chetwynd & Dist. Rec Complex			1,325,000.00	1,269,278.08					55,721.92
Chetwynd (Dist of); Fire Apparatus			133,000.00	124,515.41					8,484.59
Chetwynd Rec Centre 2M Support; Flooring, Boards & Chiller			-						-
Chetwynd Seniors Housing Society			150,000.00						150,000.00
Dawson Creek Sportsman's Club; Indoor Range Expansion			20,000.00						20,000.00
Electrical Extension Grants			5,000.00	4,000.00					1,000.00
Hasler Tower Project			107,000.00	98,836.73					8,163.27
Hats 'n Chaps Gymkhana; Arena Rebuild			3,950.00	2,184.00					1,766.00
Little Prairie Heritage Soc; Engineering/Captial Projects			25,000.00	6,090.00					18,910.00
Northern Lights Recovery Centre			100,000.00						100,000.00
Rural Gasification			700,000.00						700,000.00
Senior Assisted Living			30,000.00						30,000.00
South Peace SPCA; Aspen Estate Feral Cats			5,000.00	2,500.00					2,500.00
Sunset Pr Rec Comm; Fair Kitchen			58,000.00	38,005.49				5,245.99	14,748.52
			2,695,950.00	1,545,409.71	-	-	-	6,348.49	1,144,191.80
Total Fair Share Bank Balance at Month End					1,900,923.36	1,785,238.29	3,186,530.25	2,801,079.77	9,673,771.67
Total Remaining Commitment					694,226.78	661,828.94	1,472,555.76	1,144,191.80	3,972,803.28
Balance After Remaining Commitments					1,206,696.58	1,123,409.35	1,713,974.49	1,656,887.97	5,700,968.39

September 14, 2017

Peace River Agreement Commitments		July		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
January 1, 2017 Opening Balance				696,692.84	740,422.88	708,628.91	727,937.93	2,873,682.56
Total interest earned to date				5,054.87	5,601.44	5,267.60	5,473.59	21,397.50
Subscription PRA \$				750,000.00	750,000.00	750,000.00	750,000.00	3,000,000.00
COMMITMENTS			Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year			Remaining Commitment
Area B								
Clearview Rec Facility; Property Assessment	50,000.00		2					50,000.00
Buick Creek Arena; Insulation/Heating Upgrades	35,000.00	33,600.00	2					1,400.00
PR Regional Cattlemen's Assoc; Livestock Protection Program	50,000.00		4	50,000.00				-
Water Tank Loader Potable Feasibility; Rose Prairie & Buick Cr	390,160.00	1,962.87	1	85,643.31				302,553.82
	525,160.00			135,643.31	-	-	-	353,953.82
Area C								
								-
CLFD; Road Rescue & Medical First Responder Service Feasibility	10,000.00		6					10,000.00
FSJ Airport Sub Water Distribution Maintenance Initiative	15,000.00	12,000.00	1					3,000.00
PR Regional Cattlemen's Assoc; Livestock Protection Program	50,000.00		4		50,000.00			-
	75,000.00				50,000.00			13,000.00
Area D								
*Dawson Creek; Kiskatinaw Watershed Stewardship (pymt to 2020)	30,000.00		4			30,000.00		-
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion	54,150.00		3			1,445.55		52,704.45
Hats & Chaps Gymkhana Club; Sea Can	18,750.00		3			18,750.00		-
KL Community Centre Society; Security System Installation	5,798.00		3					5,798.00
KL Sewer; Complete Pump & Alarm System Installation	10,000.00		9			2,236.54		7,763.46
KL Sewer; Spare Pump	12,000.00	1,613.97	9					10,386.03
PR Regional Cattlemen's Assoc; Livestock Protection Program	50,000.00		4			50,000.00		-
SP Dist Crime Prevention Assn; Signs	4,375.00	3,517.15	4			392.00		465.85
South Peace Mile 0 Park; Rotary Splash Park	2,250.00		3			2,250.00		-
Rolla Sewer; Pump & Control Alarm Installation	40,000.00	8,396.29	9			16.05		31,587.66
Rolla Sewer; Spare Pump	8,000.00		9					8,000.00
Rolla Sewer; Treatment Equipment R&M	25,000.00		9					25,000.00
Tomslake Cultural Comm Assn; Main H20 Cistern Repair/Replacement	5,000.00		4					5,000.00
						105,090.14		146,705.45
Area E								
Chetwynd Arena; floor, chiller, condenser, ventilation	500,000.00		2					500,000.00
Chetwynd, District of; Water Treatment & Airport Runway Upgrading	150,000.00		1					150,000.00
Chetwynd Public Library; Exterior Renovation	100,000.00		7					100,000.00
*Dawson Creek; Kiskatinaw Watershed Stewardship (pymt to 2020)	10,000.00		4				10,000.00	-
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion	18,050.00		3					18,050.00
Hats & Chaps Gymkhana Club; Sea Can	6,250.00		3				6,250.00	-
Mob Lk Comm Assn; Shoreline Condition Assessment	11,500.00	9,342.50	1				2,157.50	-
PR Regional Cattlemen's Assoc; Livestock Protection Program	50,000.00		4				50,000.00	-
Sagitawa Christian Camp; Canoes	22,000.00		3					22,000.00
South Peace Mile 0 Park; Rotary Splash Park	750.00		3				750.00	-
	845,800.00						69,157.50	790,050.00
Total Peace River Agreement Bank Balance at Month End				1,316,104.40	1,446,024.32	1,358,806.37	1,414,254.02	5,535,189.11
Total Remaining Commitment				353,953.82	13,000.00	146,705.45	790,050.00	1,303,709.27
Balance available after remaining commitments				962,150.58	1,433,024.32	1,212,100.92	624,204.02	4,231,479.84
				Area B	Area C	Area D	Area E	
*Kiskatinaw Watershed Area D & E Commitments Replenished each year for 5 years to 2020								
Spending Item Numbers:								
1 Potable Water and Water Security/Studies								
2 Arenas								
3 Halls, Trails and Walking Paths								
4 Assistance to Other Organizations								
5 Dawson Creek Fire Training Centre								
6 Fire Protection								
7 Libraries, Museums and Art Galleries								
8 Year-Round Recreation Facility Upgrades								
9 PRRD Sewer Services Assistance								
10 Natural Gas								

September 14, 2017

Peace River Regional District
BCR/PRA
July 31, 2017

	Area B	Area C	Area D	Area E	Total MMF BCR Grants in lieu
Opening Balance	60,290.54	63,215.40	43,852.39	46,494.52	213,852.85
January	41.02	43.01	29.84	31.64	145.51
February	42.85	44.94	29.40	33.05	150.24
March	45.84	48.06	31.44	35.35	160.69
April	39.69	41.62	26.68	30.07	138.06
May	44.46	46.63	29.90	32.22	153.21
June	42.70	44.77	28.71	30.93	147.11
July	45.61	47.82	26.07	33.04	152.54
August					-
September					-
October					-
November					-
2017 Interest	302.17	316.85	202.04	226.30	1,047.36
Expenditures					
Price, Ken; World Championship Sheepdog Trial; Netherlands			1,500.00		1,500.00
Rotary Club; Interac Youth; Belize			1,000.00		
South Peace Arts Council; Circus Camp			825.00	825.00	1,650.00
PRRD; Ch Library mailout costs				2,000.00	2,000.00
Aim Ventures; Doe River Roll Out Bins *			6,000.00		6,000.00
DC Secondary; A. Sorkin Travel; Rugby			100.00		100.00
Total Expenditures	-	-	9,425.00	2,825.00	12,250.00
Month End Bank Balance	60,592.71	63,532.25	34,629.43	43,895.82	202,650.21
Commitments					
Balance available	60,592.71	63,532.25	34,629.43	43,895.82	202,650.21

* Doe River Roll out bins commitment of \$6000. Total cost was \$11,985.00

Updated: August 17, 2017

RURAL BUDGET ADMINISTRATION COMMITTEE

D I A R Y I T E M S

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

September 14, 2017