



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, August 15, 2019
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC **following the EADC Meeting**

- 1. CALL TO ORDER** - Director Sperling to Chair the Meeting
- 2. DIRECTORS NOTICE OF NEW BUSINESS:**
- 3. ADOPTION OF AGENDA:**
- 4. ADOPTION OF MINUTES:**
 - M-1 Special Rural Budgets Administration Committee Meeting Minutes of July 25, 2019
- 5. BUSINESS ARISING FROM THE MINUTES:**
- 6. CORRESPONDENCE:**
 - C-1 June 27, 2019 – Thank You Card from Ethan Cameron
 - C-2 June 27, 2019 – Thank You Card from Blaine Dikie
 - C-3 June 13, 2019 – Letter from FSJ Midget A Flyers – Thank You
 - C-4 July 18, 2019 – Letter from Celine Quigley – Scholarship Thank You
 - C-5 June 5, 2019 – Thank You Card from Chetwynd Electric Eels
 - C-6 June 28, 2019 – Email from Naomi Gallant, Community Development Coordinator, City of Fort St. John – Request for Electoral Area Support for “Pitch-In” Program
- 7. REPORTS:**
 - R-1 July 22, 2019 – Report from Lyle Smith, CFO – Grant Request – South Peace Arts Society
 - R-2 July 2, 2019 – Report from Lyle Smith, CFO – Sciog Natural Gas Extension Grant Application
 - R-3 July 30, 2019 – Report from Lyle Smith, CFO - Grant Request – Dawson Creek Golf and Country Club
 - R-4 August 1, 2019 – Report from Lyle Smith, CFO – Dawson Creek Golf and Country Club – Youth Travel Request – Alicia Sorken
 - R-5 August 6, 2019 – Report from Lyle Smith, CFO - Grant Request – South Peace Health Services Society
- 8. DISCUSSION ITEMS:**
 - DI-1 North Peace Fall Fair
- 9. NEW BUSINESS:**
- 10. COMMUNICATIONS:**
- 11. DIARY:**
 - DIA-1 Diary Items
- 12. ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT
SPECIAL RURAL BUDGETS ADMINISTRATION COMMITTEE
MEETING MINUTES

DATE: Thursday, July 25, 2019

PLACE: Regional District Office Breakroom, Dawson Creek, BC

PRESENT: **Directors**

Director Goodings, Meeting Chair
 Director Sperling
 Director Hiebert
 Director Rose

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

Others

Call to Order The Chair called the meeting to order at 9:01 am.

ADOPTION OF AGENDA:

MOVED by Director Rose, SECONDED by Director Hiebert,
 That the Special Rural Budgets Administration Committee agenda for the July 25, 2019 meeting be adopted:

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:

CARRIED

ADOPTION OF MINUTES:

- M-1
 June 18/19 RBAC
 Minutes
- MOVED by Director Hiebert, SECONDED by Director Rose,
 That the Rural Budgets Administration Committee Meeting Minutes of June 18, 2019
 be adopted as amended by the following:
- Item R-2: Change the District of Chetwynd's grant request from \$5,393.31 to \$5,939.31 in both resolutions to reflect the actual grant application.
 - Item R-9: Change the Electoral Area E Grant-in-Aid allocation for Your Travel from \$3,000 to \$2,000 to reflect the correct allocation amount.

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

- R-1
 May 13/19 – Grant
 Request – Peace
 Region Internet
 Society
- MOVED by Director Hiebert, SECONDED by Director Rose,
 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.

CARRIED

- R-2
 July 17/19 - Grant
 Request – North Peace
 Cultural Society
- MOVED by Director Rose, SECONDED by Director Hiebert,
 That the Rural Budgets Administration Committee authorize a grant in the amount of \$20,000, payable from Area B PRA, 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 the Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget commitment to:
1. Increase Transfer from Reserves – Electoral Area B PRA revenue by \$20,000; and
 2. Increase General Grants - Rural Grants-in-Aid - Electoral Area B PRA expense by \$20,000.

CARRIED

- R-3
- MOVED by Director Rose, SECONDED by Director Hiebert,

July 25/19 - Grant
 Request – Dawson
 Creek Society for
 Community Living

That the Rural Budgets Administration Committee authorize a grant in the amount of \$100,000, payable from Area D PRA in the amount of \$50,000 and from Area E PRA in the amount of \$50,000, to the Dawson Creek Society for Community Living to complete a feasibility study and pilot project to examine providing services to seniors residing in the rural areas of Electoral Area D and Electoral Area E; further,

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

1. Increase Transfer from Reserves – Electoral Area D PRA revenue by \$50,000;
2. Increase Transfer from Reserves – Area E PRA revenue by \$50,000;
3. Increase General Grants - Rural Grants-in-Aid - Electoral Area D PRA expense by \$50,000; and
4. Increase General Grants - Rural Grants-in-Aid - Electoral Area E PRA expense by \$50,000.

CARRIED

R-4
 July 19/19 - Grant
 Request – North Peace
 Fall Fair

MOVED by Director Rose, SECONDED by Director Hiebert,
 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.

CARRIED

R-5
 July 19/19 - Grant
 Request – South Peace
 Historical Society

MOVED by Director Hiebert, SECONDED by Director Rose,
 That the Rural Budgets Administration Committee authorize a grant in the amount of \$15,000, payable from Area D PRA, 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 – Electoral Area D PRA revenue by \$15,000; and
2. Increase General Grants, Rural Grants-in-Aid - Electoral Area D PRA expense by \$15,000.

CARRIED

R-6

MOVED by Director Rose, SECONDED by Director Hiebert,

July 22/19 - Grant
 Request – Sagitawa
 Christian Camping
 Society

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.

CARRIED

ADJOURNMENT

The Chair adjourned the meeting at 9:09 a.m.

Director Goodings, Meeting Chair

Kelsey Bates, Executive Assistant

Dear, Peace River Regional
District. I want to
personally thank you for
investing in my future and
allowing me to pursue my studies.
I intend on studying Law
to become a Lawyer.
Once again, Thank You.

Sincerely,

Ethan Cameron

...for being so nice!





Dear Peace River Regional District,

Thank you so very much for
your support in my future schooling.
I greatly appreciate your help
as I move forward to UNBC and
my Civil Engineering degree.

Sincerely,

Blaine Dixie.

FSJ Midget A Flyers
c/o Cheryl Vander Linden
Box 228
Cecil Lake BC V0C 1G0

June 13, 2019

Rural Budgets Administration Committee
Peace River Regional District
PO Box 810
Dawson Creek BC V1G 4H8
Via email: prrd.dc@prrd.bc.ca

Dear Electoral Area Directors,

Re: Recreation and Cultural Grants-in-Aid, Youth Travel

Thank you for your \$250 support of the FSJ Midget A Flyers Provincial Championships in Vernon the week of March 16-20, 2019. The Recreation and Cultural Grants-in-Aid, for Youth Travel grant was spent on a team meal and was appreciated by the players and coaching staff. The team did very well at the Championships earning a Silver Medal! We as parents and team officials couldn't be more proud of their accomplishment.

The PRRD is well represented on the FSJ Midget A Flyers competitive hockey team with seven players and all three coaches residing in either Area B or C of the PRRD.

Thanks again for your support!

Sincerely,



Cheryl Vander Linden
Team Treasurer



July 18, 2019



Peace River Regional District

9505 – 100th Street

Fort St. John, BC V1J 44

Attention: Mr. Brad Sperling

Dear Mr. Sperling:

RE: Peace River Regional District Electoral Area "C" Scholarship

I am very honoured and grateful to have been awarded the Peace River Regional District Electoral "C" Scholarship. It is my intention to attend Red Deer College in Red Deer, Alberta in September 2019 for the Kinesiology Diploma Program that will transfer to the University of Calgary Degree Program. As well, I will be playing on Red Deer Queens Women's Basketball Team for the 2019-2020 Season.

Confirmation of my enrollment will follow in the near future and I look forward to speaking with you to provide any additional information you may require. I may be reached at 250-793-5664 or my email at celinequigley4@gmail.com.

Thank you again for this Scholarship, it is very much appreciated as I know this next year away from home will be costly.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Celine Quigley".

PRRD

The Chetwynd Electric Eels would like to thank the Peace River Regional District for your continued support of our club through your grant. We truly would not be able to provide a competitive swim program for the youth of Chetwynd without your support.

Thank you from all of the Chetwynd Electric Eels.



*There's no mistaking
the happiness
that comes from knowing
people with such kind
and giving hearts.*



From: Naomi Gallant <NGallant@fortstjohn.ca>
Sent: Friday, June 28, 2019 3:02 PM
To: Jill Rickert <Jill.Rickert@prrd.bc.ca>
Cc: Crystal Brown <Crystal.Brown@prrd.bc.ca>; PRRD_Internal <prrd.internal@prrd.bc.ca>
Subject: RE: Electoral Area support for "Pitch-In" Program

Hello Jill and Crystal,

Annually, the City of Fort St. John hosts a Pitch-In Week, piggy backing off of Pitch-In Canada. Pitch-In Canada has a Pitch-In Week in April and we choose a week in May and sign up with Pitch-in Canada.

We sign up for the community and receive the free Tim Hortons Bags and we re-distribute them. We have a budget allocated for our Pitch-In Week Program and we offer honorariums to schools and other non-profit organizations.

The groups register and on a first come, first serve basis pick which area they want to clean up and receive an honorarium.

We have had schools participate in the past and some of those teachers have transferred to another school within the district, but outside of city limits so knew about the program.

I am paying the schools; Baldonnel Elementary and Clearview Elementary/Jr Secondary and will be sending a letter that in 2020 honorariums will be for garbage picked up within city limits. Also, we are still encouraging them to participate in Pitch-In as we can re-distribute the Pitch-In bags to them. Currently schools max out at receiving a \$300 honorarium. Companies and individuals that participate in Pitch-In donate their honorarium to a non-profit organization of their choice.

I have attached the registration form and our honorarium amount, please let me know if you require more information.

I'm looking for the possibility of there being a budget somewhere for the rural schools to receive an honorarium in the future.

Thank you and Happy Canada Day!

Naomi Gallant

Community Development Coordinator

Direct line 250 787 5791

10631 100 Street | Fort St. John, BC | V1J 3Z5

Pitch In Criteria 2016:

1-5 Participants

Less than 1 hour	\$ 40.00
More than 1 hour	\$ 75.00

6-10 Participants

Less than 1 hour	\$ 50.00
More than 1 hour	\$ 100.00

11+ Participants

Less than 1 hour	\$ 75.00
More than 1 hour	\$ 150.00

MAX Amount for School	\$ 300.00
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MAX Amount for Non-profit	\$ 150.00
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MAX Amount for Business	\$ 150.00
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REPORT

To: Rural Budgets Administration Committee

Date: July 22, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – South Peace Arts Society

RECOMMENDATION:

That the Rural Budgets Administration Committee provide direction on how to proceed with a grant request in the amount of \$15,000 from the South Peace Art Society to assist with Exhibition and Outreach Art Programs offered through the Dawson Creek Art Gallery.

BACKGROUND/RATIONALE:

The South Peace Art Society's goal is to support and encourage the growth, awareness and appreciation of the visual arts in Dawson Creek and surrounding area. The Society is responsible for the operation of the Dawson Creek Art Gallery, an inclusive and creative cultural centre open to all members of the Peace Region that offers arts programs and workshops. In addition to this, the Art Gallery is also host to a number of live music series concerts and local, regional and touring exhibitions year round. Funding to operate the Art Gallery is provided in part through an agreement with the City of Dawson Creek, BC gaming grants, fundraising and revenue from the gift shop and art sales.

The Regional District has provided funding to the South Peace Art Society in the amount of \$1,500 in 2013, 2015, 2016 and 2017. In 2018, a grant in the amount of \$12,000 was provided as per the resolution below:

"That the Rural Budgets Administration Committee approve a grant in the amount of \$12,000 to the South Peace Arts Society, with 25% to be issued from Electoral Area E Peace River Agreement Funds (Spending Item #7 Libraries, Museums and Art Galleries) and 75% to be issued from Area D Peace River Agreement Funds, upon the request and receipt of bank statements from the Society outlining assets and liabilities. These fund are to be used to support Exhibition and Outreach Art Programs offered through the Dawson Creek Art Gallery."

The South Peace Arts Society is a not-for-profit organization in good standing with the *Societies Act*. The Society's grant application and budget is attached for more information.

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 D, Peace River Agreement funds (Spending Item #7 – Libraries, Museums and Art Galleries) to be issued to South Peace Art Society to support Exhibition and Outreach Art Programs offered at the Dawson Creek Art Gallery; and further that,

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

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

- a. Increase Transfer from Reserves – Peace River Agreements Reserve revenue by the amount determined by the Committee; and
 - b. Increase General Grants – Rural Grants-in-Aid – Area D expense by the amount determined by the Committee.
2. That the Rural Budgets Administration Committee respectfully deny the grant application from the South Peace Art Society and provide no grant funding to support the Exhibition and Outreach Art Programs offered at the Dawson Creek Art Gallery.
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 Electoral Area D, Peace River Agreement 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 #:

Society # S0019210

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

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 o C o D o E o

PRA: B o C o D o E o

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

Gas Tax: o

Other: o _____

PLEASE REPLY TO:



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

Gaming Account Summary Report:

The financial contribution the Peace River Regional District made to the Gallery in 2018 allowed the Gallery to continue being a key element of the art and social fabric of the South Peace region. These funds have enabled the Gallery to serve the community (and region) with programs, personal and professional development opportunities, professional and part-time employment opportunities. We are an equal opportunity employer and are proud of the fact that in 2018 were able to expand our staffing model and hire adults with disabilities.

This funding also allowed the Gallery to be available as an accessible venue for the region for local and touring live music series and concerts, to host special events that took place during a regional literature event called “Words North” literature festival and be rented at a subsidised rate for private events such as weddings and small book launches.

Services the Gallery provided in 2019 with PRRD funds included hosting local, regional and national-level art shows in two venues (Gallery and Calvin Kruk Center for Performing Arts). We also provided art classes and experiences that encourage, educate and foster the children, youth and adult artists who live in the Peace Region.

- Tourists and visitors in 2018: 17,000 plus
- SPAS Members: 425 (with members in every electoral district)
- Exhibiting artists: 100+ (with artists from every electoral district)
- Classes delivered during 2018 Summer Session: 910 sessions to over 190 children
- After school classes delivered Sep to Dec 2018: 738 participants
- Adult classes and workshops delivered in 2018: 52 to 350+ people
- Gallery Exhibitions in 2018: 11
- Exhibitions on the “Blue Wall” (in the Calvin Kruk Center for Performing Arts): 6
- Outside Events hosted in the Gallery: 26

A new phone system was purchased and installed, our Bin Top Studio is now a safer space for gallery patrons and staff.

Our receipt of PRRD funding in 2018 permitted the Gallery to apply for several new provincial grants and secure new funding (from different sources) that was used to implement an innovative program called “open minds”. This program introduced a new and dynamic approach to supporting positive mental health; our community told us they were feeling the effects of long dark winters and the isolation of the north. Last year (Winter 2018), we learned that one in five Canadians were expected to experience a mental health problem or illness. We went on to partner with local non-profit organizations such as Better at Home, Child Development Center, Youth Reconnect and Nawican Friendship Center. We reached out artists and members that lived in neighbouring rural communities and invited them to join these free sessions.

The seed money we received now allows us to offer free “pop up studios” in locations that are accessible to: seniors struggling with isolation, parents suffering from postpartum depression, newcomers to our community, persons struggling with addiction issues, abused and battered women (and children) and people with disabilities.

“Open Minds” informally raises awareness about mental health and in turn encourages people to break down the stigmas associated with mental health issues. Workshops continue to be free for participants and although we receive ongoing support from our community sponsors we are requesting BC gaming funds to ensure this programming can continue to be offered at no cost to our community.

It is proven that when people engage in art (not just creating but also viewing) they help build resiliency, experience improved mental and emotional health, increase connections and create a meaningful change in attitudes and trust levels between groups.

We have hired a summer student who will be travelling to our neighbouring communities and nations to facilitate free “Open Studios” to ensure art is accessible throughout the region. Funds that we receive will help offset the wages of this summer student as well as fund year round education and exhibition costs.

As outlined in the attachments, you will see that the Gallery/ South Peace Art Society also receives annual funding from the City of Dawson Creek and BC Gaming. We have been fortunate to receive project grants from Music BC, United Way of Northern BC, Northern Health and British Columbia Arts Council.



After school Art



Toddler Time



Free Art class- Open Minds



Hosting "Words North" poetry reading



Explanation of RDF Funds and 2018 Year End

In 2018 the challenges that our rural art gallery faces we were recognized and we were awarded a Provincial grant through the Rural Dividend Program (RDF). While reviewing our financial records you will see that a majority of this funding was received in 2018. When 2018 ended we had a significant amount of unspent RDF funds that transferred over to our 2019 budget. These funds have since been used to complete a feasibility study and allowed us to implement practices that contribute to the economic strength, sustainability and resilience of our small community.

Through this process we were able to identify areas of operations and programming that have languished as well as flourished over the last few years. We evaluated our programming and determined the impact programs had on the community. The RDF grant allowed us to update and expand Gallery programming based on the needs of our community. These tremendous achievements were made possible by combining the RDF grant with the PRRD funds we received.

	Program Actuals		Program Budget	
Revenue		2018		2019
Memberships SPAS	\$	1,595.00	\$	1,600.00
Bintop Rentals/Facility Rent	\$	1,000.00	\$	1,500.00
Art Classes	\$	27,698.17	\$	29,000.00
Donations	\$	3,698.04	\$	3,700.00
Donations in Kind	\$	-		
Interest	\$	274.99	\$	275.00
Fundraising Revenue	\$	11,908.68	\$	12,000.00
Licensed Gaming Revenue	\$	833.33	\$	900.00
Gaming Grant Revenue	\$	17,000.00	\$	24,000.00
Grants	\$	7,000.00	\$	9,000.00
City of DC - Fee for Service	\$	5,298.09	\$	6,000.00
Grants Employment	\$	7,318.00	\$	7,400.00
Misc. Revenue	\$	78.93	\$	150.00
SUB TOTAL REVENUE	\$	83,703.23	\$	95,525.00
In Kind Income:				
Labour	\$	3,150.00	\$	3,500.00
Materials	\$	1,125.00	\$	1,200.00
Total	\$	87,978.23	\$	100,225.00
Expenses				
Salary/wages & MERC	\$	55,275.36	\$	60,000.00
Art Classes	\$	12,358.02	\$	15,000.00
Banking/ Payment Processing Fee	\$	798.96	\$	850.00
Misc. Expense	\$	32.97	\$	100.00
Janitorial	\$	2,391.25	\$	2,600.00
Telephone	\$	2,500.00	\$	1,000.00
Capital Improvements	\$	1,500.00	\$	2,500.00
Office Equipment & Supplies	\$	1,200.00	\$	1,500.00
Advertising	\$	1,500.00	\$	2,500.00
Staff/Volunteer Appreciation	\$	300.00	\$	375.00
Staff Travel	\$	369.73	\$	400.00
Professional Development	\$	500.00	\$	1,500.00
Accounting (Year End)	\$	525.00	\$	4,000.00
Cost of Fundraising	\$	3,158.10	\$	3,200.00
SUB Total Education Program	\$	82,409.39	\$	95,525.00
In-Kind Expenses:				
Labour	\$	3,150.00	\$	3,500.00
Materials	\$	1,125.00	\$	1,200.00
Total	\$	86,684.39	\$	100,225.00
Surplus/ Defecit	-\$	1,293.84	\$	-

In 2018 we received grant funds from United way of Northern BC, Northern Health and Lake View Credit Union to support the development of Open Minds. BC Gaming funded the upgrade of our telephone system-this is why the cost is higher in 2018 and lower in 2019.

Exhibition	Program Actual		Program Budget	
Revenue	2018		2019	
Memberships SPAS	\$	1,595.00	\$	1,600.00
Exhibition Art Sales	\$	27,354.71	\$	28,000.00
Donations	\$	3,698.04	\$	4,000.00
Donations in Kind	\$	-		
Interest	\$	274.99	\$	275.00
Fundraising Revenue	\$	11,908.68	\$	13,000.00
Licensed Gaming Revenue	\$	833.33	\$	900.00
Gaming Grant Revenue	\$	5,000.00	\$	15,000.00
Grants	\$	13,900.00	\$	10,000.00
City of DC - Fee for Service	\$	5,298.09	\$	5,300.00
Grants Employment	\$	7,318.00	\$	7,500.00
Misc. Revenue	\$	315.73	\$	350.00
SUB TOTAL	\$	77,496.57	\$	85,925.00
In Kind Income				
Labour	\$	4,080.00	\$	4,500.00
Materials	\$	500.00	\$	750.00
Total	\$	82,076.57	\$	91,175.00
Expenses				
Wages & MERC	\$	35,475.24	\$	36,500.00
Exhibition Costs	\$	1,983.00	\$	4,500.00
Exhibition Artist Fees	\$	9,000.00	\$	5,000.00
Art Insurance	\$	219.00	\$	250.00
Conservation Permanent Collection	\$	1,160.71	\$	4,500.00
Art Exhibits - Artist Payments	\$	19,808.00	\$	21,000.00
Bank Charges/ Payment Processing Fee	\$	798.96	\$	825.00
Janitorial	\$	2,391.25	\$	2,600.00
Telephone	\$	880.30	\$	900.00
Staff Travel	\$	396.73	\$	400.00
Capital Improvements	\$	494.69	\$	1,000.00
Office Equipment & Supplies	\$	840.50	\$	1,000.00
Advertising	\$	1,054.99	\$	1,500.00
Staff/Volunteer Appreciation	\$	188.21	\$	300.00
Professional Development	\$	105.87	\$	1,000.00
Cost of Fundraising	\$	3,158.10	\$	4,000.00
Accounting (year end)	\$	525.00	\$	650.00
SUB Total Exhibition Program	\$	78,480.55	\$	85,925.00
In-Kind Expenses:				
Labour	\$	4,080.00	\$	4,500.00
Materials	\$	500.00	\$	750.00

Total	\$	83,060.55	\$	91,175.00
Excess of Revenues over Expenses	-\$	983.98	\$	-

In 2018 we received numerous exhibition grants from: Peace River Regional District grant \$3000, Resiliency Grant (provincial) \$9000 paid to an artist for a commissioned show ((POW WOW) that will show in 2019, \$ 1900 local grant for permanent collection conservation and staff wages for installation. These grants were for special exhibitions and

South Peace Art Society

Balance Sheet As at 12/31/2018

ASSET

5607

Cash Clearing	87.26	
Cash Float	400.00	
Bingo Float	0.00	
LVCU 119198 Chequing	56,021.64	
PLAN 24 119198 Savings	0.00	
HISA Account (High Interest)	31,700.84	
LVCU Short Term Deposit	0.00	
Jet Savings	0.00	
Mastercard Account	0.00	
New TD Visa	0.00	
LVCU Bingo 39272 Chequing	795.32	
Bingo Plan 24	0.00	
TOTAL CASH		89,005.06
Receivables		3,592.70
GST Receivable		0.00
Grants receivable		1,333.32
Receivables - yearend		0.00
Advances		1,500.00
Inventory	14,746.23	
Change in Inventory	4,768.32	
Receivable Adjustments	0.00	
Accrued Interest Receivable	1,014.17	
Consignment Inventory	89,709.00	
Change in Consignment Inventory	-7,893.54	
Owned Inventory Dummy Account	308.00	
TOTAL INVENTORY		102,652.18
Shares	0.00	
Equity Shares	144.83	
Shares Bingo 39272	0.00	
Short Term LVCU endowment	24,012.07	
LVCU GICs (Long Term Deposit)	50,539.66	
TOTAL LONG TERM INVESTM...		74,696.56
Equipment	84,533.38	
Art Books	407.50	
Permanent Collection	46,555.00	
Leasehold Improvements	2,698.00	
TOTAL CAPITAL ASSETS		134,193.88
TOTAL ASSETS		406,973.70

TOTAL ASSET 406,973.70

LIABILITY

CURRENT LIABILITIES

Accounts Payable		109,942.89
Payables - yearend		2,000.00
Consignment Artists Payable		0.00
Gift Certificates Redeemable		1,766.75
UIC Payable	0.00	
Mastercard Payable	-5,242.41	
CPP Payable	0.00	
Income Tax Payable	0.00	
REVENUE CANADA PAYABLE		-5,242.41
Vacation Payable		1,838.21
WCB Payable		969.01
Extended Health Care		0.00
PST Payable		0.00
GST Charged On Sales (Payable)	-1,056.84	
HST ITC	-37.33	
GST Rebate for Charities	-6.79	
RECEIVER GENERAL PAYABLE		-1,100.96
TOTAL CURRENT LIABILITIES		110,173.49

South Peace Art Society

Balance Sheet As at 12/31/2018

TOTAL LIABILITY	<u>110,173.49</u>
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EQUITY**EARNINGS**

Reserve-Capital Expansion	48,049.08
Reserve-Program Development	25,000.00
Transfer to/from Reserve	0.00
Prior Period Adjustment	0.00
Retained Earnings	66,885.02
Current Earnings	22,672.23
Equity In Capital	<u>134,193.88</u>

TOTAL EARNINGS	<u>296,800.21</u>
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TOTAL EQUITY	<u>296,800.21</u>
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LIABILITIES AND EQUITY	<u><u>406,973.70</u></u>
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South Peace Art Society Statement of Revenues & Expenses for the year ended December 31, 2018

	General Fund	Gaming Fund	Total
Memberships SPAS	\$ 6,380.00		\$ 6,380.00
Giftshop & Consignment Sales	\$ 130,321.63		\$ 130,321.63
Exhibition Art Sales	\$ 27,354.71		\$ 27,354.71
Art Rental Income	\$ 670.00		\$ 670.00
Bintop Rentals/Facility Rent	\$ 2,336.50		\$ 2,336.50
Art Classes	\$ 27,698.17		\$ 27,698.17
Box Office	\$ 1,515.00		\$ 1,515.00
Donations	\$ 14,792.17		\$ 14,792.17
Donations in Kind	\$ -		\$ -
Interest	\$ 1,099.98		\$ 1,099.98
PST Commission	\$ 523.51		\$ 523.51
GST Rebates/Remittances	\$ 4,608.12		\$ 4,608.12
Fundraising/Special Events	\$ 35,726.03		\$ 35,726.03
Licensed Gaming Revenue		\$ 2,500.00	\$ 2,500.00
Gaming Grant Revenue		\$ 24,500.00	\$ 24,500.00
Grants	\$ 40,659.24		\$ 40,659.24
City of DC - Fee for Service	\$ 21,192.37		\$ 21,192.37
Grants Employment	\$ 14,636.00		\$ 14,636.00
Rural Dividened Fund	\$ 66,666.66		\$ 66,666.66
Misc. Revenue	\$ 315.73		\$ 315.73
TOTAL REVENUE	\$ 396,495.82	\$ 27,000.00	\$ 423,495.82
Exhibition Costs	\$ 1,703.00	280	\$ 1,983.00
Exhibition Artist Fees	\$ 9,000.00		\$ 9,000.00
Insurance	\$ 219.00		\$ 219.00
Conservation Permanent Collection	\$ 1,160.71		\$ 1,160.71
Art Exhibits - Artist Payments	\$ 19,808.00		\$ 19,808.00
Art Rental Artist Fees & Maint.	\$ 400.00		\$ 400.00
Art Classes	\$ 9,658.00	2700	\$ 12,358.00
Misc Expencc	\$ 32.97		\$ 32.97
Wages	\$ 116,249.32	15000	\$ 131,249.32
Contract Labour	\$ 3,810.70	200	\$ 4,010.70
EI Expense	\$ 3,596.80		\$ 3,596.80
CPP Expense	\$ 6,814.53		\$ 6,814.53
WCB Expense	\$ 986.80		\$ 986.80
Office Equipment & Supplies	\$ 2,133.71	500	\$ 2,633.71
Telephone	\$ 3,521.21	3300	\$ 6,821.21
PST Expense	\$ 2,336.93		\$ 2,336.93
GST Expense	\$ 2,583.57		\$ 2,583.57
Office Postage	\$ 38.80		\$ 38.80
Bank Charges	\$ 5,280.00	20	\$ 5,300.00
Accounting and Legal	\$ 2,100.00		\$ 2,100.00
Staff Travel	\$ -		\$ -

Promotion & Advertising	\$	1,709.74		\$	1,709.74
Website & Tech. Maintenance	\$	150.00		\$	150.00
Owned Inventory Adjustments	\$	4,256.00		\$	4,256.00
Giftshop Consignment Fees	\$	44,499.66		\$	44,499.66
Cost Of Giftshop Sales	\$	36,020.48		\$	36,020.48
Cash Over/Short	\$	440.27		\$	440.27
Giftshop Supplies	\$	144.89		\$	144.89
Freight-In (Inventory only)	\$	1,814.53		\$	1,814.53
Fundraising/Special Events	\$	11,551.85		\$	11,551.85
Janitorial	\$	2,173.76	5000	\$	7,173.76
Membership Fees	\$	551.60		\$	551.60
Meeting/Strategic Planning	\$	3,105.20		\$	3,105.20
Professional Development	\$	423.50		\$	423.50
Capital Improvements	\$	-		\$	-
Staff/Volunteer Appreciation	\$	752.83		\$	752.83
RURAL DIVIDEND FUND GRANT	\$	78,201.82		\$	78,201.82
Total	\$	377,230.18	27000	\$	404,230.18
Excess of Revenues over Expenses	\$	19,265.64	\$ -	\$	19,265.64

In 2018 we received numerous exhibition grants from: Peace River Regional District grant \$3000, Resiliency Grant (provincial) \$9000 paid to an artist for a commissioned show ((POW WOW) that will show in 2019, \$ 1900 local grant for permanent collection conservation and staff wages for installation. These grants were for special exhibitions and we do not anticipate to receive as many exhibition grants in 2019. **Please note that the fiscal year ended with a surplus due to advanced funds from the RDF grant.



PEACE RIVER REGIONAL DISTRICT
FAIR SHARE

NATURAL GAS EXTENSION GRANT APPLICATION

Applicant (Customer) Information	
Property Owner Name	Stephen Sciog
Mailing Address	P.O. Box 775, CHARLIE LAKE, B.C. V0C 1H0
Telephone Number	250-262-6870
Legal Description	SE 21-84-20 BCP 27118
Electoral Area served	REGION C Confirmed by staff to be Electoral Area C
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to the appropriate Natural Gas Distribution Company.	
Signature of Applicant (Customer)	
Date	July 2 2019

Actual Cost of Mainline Extension

A	Actual Cost of Mainline Extension	\$ 14,704
B	Less: Gas Company's Contribution	\$ 5,932
C	Total Cost to Property	\$ 8,772

Electoral Area Contribution:

D	75% of Total Cost to Property	\$ 6579
E	Less: Other Contributions	\$ -
F	Remaining Balance	\$ 6579
G	Maximum Electoral Area Grant	\$ 5,000.00

H	TOTAL GRANT PAYABLE (Lesser of F or G)	\$ 5000.00
I	Cost to Property Owner	\$ 3772.00
J	(minimum 25%)	43 %

For Natural Gas Company Use Only	
Application completed by	
PNG - Fred Straub	
Gas Company Representative Name: Fred Straub	Phone Number: 250-224-4314
For Regional District Use Only	
Date approved by Regional District	By:

Moved forward to RBAC Aug 15, 2019



REPORT

To: Rural Budgets Administration Committee

Date: July 30, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Dawson Creek Golf and Country Club

RECOMMENDATION:

That the Rural Budgets Administration Committee provide direction on how to proceed with a grant request in the amount of \$54,180.24, from the Dawson Creek Golf and Country Club, for the addition of eight camp sites at the Dawson Creek Golf Course.

BACKGROUND/RATIONALE:

The Dawson Creek Golf and Country Club is embarking on a major capital project to add a seasonal campground at the Dawson Creek Golf Course. The campground will consist of eight full service sites that will provide overnight accommodation to patrons. The applicant anticipates that the addition of the sites will encourage more tourists to spend time in the community, which will in turn benefit local merchants. The groundwork and site preparation for the sites began in July, which was followed by the installation of the water and sewer services. The remaining project work is scheduled to be completed in time to have the camp sites operational by the fall of 2019. The applicant stated the City of Dawson Creek is not contributing any funding towards this project. In-kind donations included recycled asphalt and concrete pads for the sites.

The Dawson Creek Golf and Country Club is a non-profit society registered and in good standing with the *Societies Act*. The Society operates within the municipality of Dawson Creek, but indicated that they serve a large population of rural residents and have a rural membership of approximately 50%. In May of this year, the Committee authorized a grant in the amount of \$5,355 for the Dawson Creek Golf and Country Club to purchase and install a new furnace in the club house.

The grant application is attached for full details on the project..

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 D, Peace River Agreement (Spending Item #4 – Assistance to other Organizations), to support the addition of campground sites at the Dawson Creek Golf Course; 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 Agreement revenue by the amount determined by the Committee; and
- b. Increase General Grants, Rural Grant-in-Aid – Electoral Area D by that same amount.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

2. That the Rural Budgets Administration Committee respectfully deny the grant application from the Dawson Creek Golf and Country Club and provide no grant funding to support the addition of campground sites at the Dawson Creek Golf Course.
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 remaining after commitments for the Electoral Area D, Peace River Agreement 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 #: 12638

Community Club or Group Name: DAWSON CREEK GOLF COURSE

Mailing Address: BOX 325

City: DAWSON CREEK B.C.

Postal Code: V1G 4G7

Civic Address: 2121 ALASKA HIGHWAY

Contact Person: WAYNE MIDDLETON

Alternate Person: JIM WICKSTROM

Tel: 250-719-6014

Tel: 250-219-4261

Fax: 250-782-8014

Fax: SAME

Email: GOLF.DAWSONCREEK@HOTMAIL.COM

CLUB EXECUTIVES

PROJECT COSTS

President: WAYNE MIDDLETON

Total Cost of Project: 54,180.24

Vice President: BRUCE BALLANTYNE

Amount Requested per year: 54,180.24

Treasurer: DR. LAWRENCE HUMAN

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.

PROJECT IS FOR A 8 TO 10 SITE CAMPGROUND.

The applicant confirmed by phone on August 1, 2019 that the number of sites is 8.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: 

Date: APRIL 11 2019

For Office Use Only

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

PLEASE REPLY TO:

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

Peace River Regional District Grant Application Summary of Campground Project

The Dawson Creek Golf Club would like to add an 8 to 10 site campground to the existing premises. The campground will be open 24/7, and provide full hookup sites for the summer months.

All authorizations have been obtained, please see attached.

The addition of the campground to the existing premises will encourage tourists to spend more time in our community by providing a convenient, scenic spot to stop over on the trip to and from Alaska. It will encourage more out-of-towners to participate in our tournaments, which in turn will benefit local merchants. We are also anticipating it will encourage out-of-town golfers to spend more weekends golfing here, as there is a trend for RV golfing.



Wayne Middleton
President
Dawson Creek Golf Club

PROJECT COST SHEET

Bc Hydro Design Project Cost Quote		8,473.00
	G S T	423.65

Bill Jacobsen

Supply and install waterlines and sewer lines manhole		25,000.00
	G S T	1,250.00

Vault and shutoff, strip site and remove trees (Donation)

Mile 0 Electric

Supply labour and materials for electrical work to each site As per BC Hydro drawings		16,400.00
	G S T	820.00

Co-Op

Supply shed 8ft x 8ft		1399.00
	G S /P S T	167.88
Supply 8 treated 6ft x 6ft posts		230.57
	G S T/P S T	16.14

TOTAL		54,180.24
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PETER BROS. CONSTRUCTION LTD.

Recycled asphalt for site	In kind
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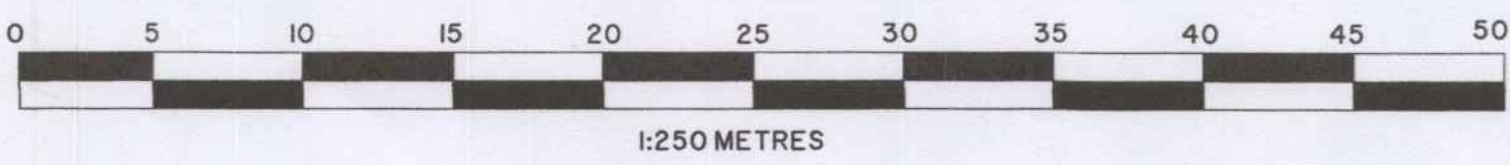
INLAND CONCRETE

Supply concrete for pads	In kind
--------------------------	---------

ALASKA HIGHWAY (97N)



PROPOSED CAMPING FACILITY DCGC
SCALE: 1:500



© 2016 Google

drawing issues / revisions
description
FOR CLIENT REVIEW AND COMMENT

no. 1
mm/dd/yyyy 9/15/12

consultant

keyplan



Dawson Creek, B.C. Ph: 250-782-4275 Fax: 250-782-4224
Fort St. John, B.C. Ph: 250-785-1453 Fax: 250-781-1974

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project
DAWSON CREEK
GOLF COURSE
PROPOSED RV PARK
DAWSON CREEK
BRITISH COLUMBIA

drawing title
GENERAL
PLAN ARRANGEMENT

drawn by: BCS
checked by: B. SHIPTON
sheet scale: 1:1500
electronic file: 00000000.DWG
project number: 00000
drawing number: C1
SHEET 1 OF 77

Jawson Creek Golf Club

Income Statement 01/01/18 to 31/12/18

membership 346

REVENUE

Membership Revenue

Memberships	199,263.89
Green Fees	133,580.00
Driving Range	21,204.44
Cart Shed Rental	25,313.22
Trail Fees	11,154.77
Golf Cart / Club Rentals	59,298.80
Club Storage	0.00

Total Membership Revenue	449,815.12
---------------------------------	-------------------

Other Revenue

Advertising Income	31,738.10
Interest Income	1,092.45
Donations/Grants	81,703.81
Junior Club Revenue	123.94
Other Income	19,456.46

Total Other Revenue	134,114.76
----------------------------	-------------------

Restaurant Revenue

Food Revenue	94,057.98
Liquor/Cooler/Wine Revenue	37,698.32
Beer Revenue	82,393.73
Beverages Revenue	14,119.34
Snack Revenue	3,086.73
Administration/Service Charges	8,019.99

Total Restaurant Revenue	239,376.09
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Pro Shop Revenue

Pro Shop Sales	103,536.30
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Total Pro Shop Revenue	103,536.30
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TOTAL REVENUE	926,842.27
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EXPENSE

Cost of Goods

Merchandise Purchases	66,838.86
Merchandise Early Payment Di...	-2,040.57
Food Purchases	50,941.35
L/C/W Purchases	21,249.42
Beer Purchases	14,673.26
Beverage Purchases	8,233.70
Snack Purchases	1,191.82
Freight	3,471.95

Total Cost of Goods Sold	164,559.79
---------------------------------	-------------------

Operation Expenses

Accounting & Legal	12,530.81
Advertising	-532.55

Dawson Creek Golf Club

Balance Sheet As at 31/12/18

ASSET

Current Assets

LVCU Chequing #420711	41,879.00	
LVCU High Interest Savings	7,392.69	
LVCU Plan 24	0.00	
LVCU Shares	2,911.30	
LVCU Masterplan Chequing	0.00	
LVCU Term Deposit	32,606.41	
Total LVCU #420711		84,789.40
LVCU Chequing #286633 (Jr. ...	0.00	
LVCU Savings #286633 (Jr. Cl...	0.00	
LVCU High Interest #286633 (...	12,016.67	
LVCU Shares #286633 (Jr. Cl...	0.00	
Total LVCU #286633 (Jr Acct)		12,016.67
Accounts Receivable		1,862.09
Pro Shop Float		300.00
Office Float		1,250.00
Restaurant Float		410.00
Co-op Equity		14,586.45
Prepaid Expenses		4,928.27
Prepaid Masterplan Costs		45,636.44
Total Current Assets		165,779.32

Inventory

Inventory - Pro Shop	42,370.79
Inventory - Restaurant	5,814.63
Total Inventory	48,185.42

Capital Assets

Leasehold Improvements	1,269,233.54	
A/A Leasehold Improvements	-501,156.56	
Net Leasehold Improvements		768,076.98
Maintenance Equip - Capital L...	55,052.80	
Maintenance Equipment	882,770.52	
A/A Maintenance Equipment	-918,297.59	
Net Maintenance Equipment		19,525.73
Vehicles	0.00	
A/A Vehicles	0.00	
Net Vehicles		0.00
Restaurant Equipment	67,629.58	
A/A Restaurant Equipment	0.00	
Net Restaurant Equipment		67,629.58
Pro Shop Equipment	218,519.04	
A/A - Pro Shop Equipment	0.00	
Net - Pro Shop Equipment		218,519.04
Total Capital Assets		1,073,751.33

TOTAL ASSET

1,287,716.07

LIABILITY

Dawson Creek Golf Club

Balance Sheet As at 31/12/18

Current Liabilities

Accounts Payable	18,607.23
PST Payable	945.71
GST Collected	2,902.18
GST Paid	-3,131.14
GST (Owed)Refund	-228.96
EI Payable	467.59
CPP Payable	954.92
Payroll Income Tax Payable	4,069.35
Total Receiver General Payable	5,491.86
Employee Benefits Payable	0.00
Unearned Revenue	0.00
Gift Certificates Redeemable	16,626.59

Total Current Liabilities 41,442.43

Long Term Liabilities

DCAA - Golf Carts	50,000.00
LVCU - Toro Greenmaster	0.00
John Deere Lease - Fairway M...	37,581.90

Total Long Term Liabilities 87,581.90

TOTAL LIABILITY 129,024.33

EQUITY

Equities

Members' Equity	42,663.11
Retained Earnings	1,056,482.02
Current Earnings	59,546.61

Total Equities 1,158,691.74

TOTAL EQUITY 1,158,691.74

LIABILITIES AND EQUITY 1,287,716.07

Dawson Creek Golf Club

Income Statement 01/01/18 to 31/12/18

Chem/Seed/Fert	27,810.45	
Club Functions Expense	1,233.86	
DCAA Lease Cost	10,000.00	
Fuel	17,170.14	
Golf Cart Expense	0.00	
Improvements - Course	3,810.00	
Insurance/Lic/Dues/Tax	15,991.75	
Interest & Bank Charges	15,327.89	
Interest on Long Term Debt	1,293.11	
Irrigation Parts	3,192.25	
Meals/Meetings Expenses	211.44	
Membership Affiliation	10,440.83	
Office Expenses	3,889.58	
Professional Development	1,143.50	
Rentals - Equipment	3,350.65	
Repairs & Maintenance - Groun...	16,610.81	
Repairs & Maintenance - Buildi...	14,479.60	
Repairs & Maintenance - Equip...	34,716.34	
Soil/Sand/Gravel	3,847.94	
Supplies	20,580.74	
Telephone	8,024.52	
Travel	15,007.46	
Utilities: Nat Gas	3,729.96	
Utilities: BC Hydro	17,772.82	
Utilities: Water/Sewer/Garbage	4,952.59	
Utilities: Alarm Monitor	600.00	
Utilities: Other	1,579.82	
Utilities: Total	28,635.19	
Total Operation Expenses	268,766.31	
Payroll Expenses		
Wages	301,099.44	
Commissions/Tips/Allowances	17,713.78	
Subcontract	89,153.42	
EI Expense	6,641.61	
CPP Expense	11,740.43	
WCB Expense	2,240.14	
Employee Benefits	5,405.44	
Total Payroll Expenses	433,994.26	
Clearing		
Bookkeeper's Clearing	-24.70	
Total Clearing	-24.70	
TOTAL EXPENSE	867,295.66	*
NET INCOME	59,546.61	



Dawson Creek District Office
BC Hydro
3333 – 22nd Avenue
Prince George, BC V2N 1B4

March 27, 2019
Project No. D#4225224
C#4224900

Wayne Middleton
P.O. Box 325
Dawson Creek B.C. V1G 4E7
Cell: 250 719-6014
E-mail: golfdawsoncreek@hotmail.com

Dear Mr. Middleton:

Your design project cost quote for new service 400A - 120 / 240V

We're pleased to provide below a detailed quote for design and construction service costs for your project. Your service will be two runs of overhead 1 phase, 3 wire, 120/240 Volts to your 400 Amp main switch as indicated on the enclosed Drawing No. D#4225224.

Please review this letter carefully and keep a copy for your records as we've included important information about your project. By sending us the net payment set out below, you will agree to all terms, conditions, and responsibilities set out in this letter.

When do you need power?

Based on our discussions, we will need more information to confirm your in-service date (ISD). It's important to note that for this project, BC Hydro's construction lead time for service energization is 20 business days after you have completed your pre-requisite activities listed below.

Once your project has advanced further and you, the general contractor or project manager know your construction schedule, please contact me to determine your target energization in-service date.

Your Pre-requisite Activities

BC Hydro cannot start our work until you have completed the following pre-requisite activities:

- Payment
- Municipal approval
- Site inspection, electrical room & metering inspection/acceptance & approval by a BC Hydro representative
- Submission and registration of signed Statutory Right of Way documents if applicable
- Submission of Electrical Contractor Authorization Form (Electrical Permit), by your electrician
- Pipeline or other permitting requirement if applicable



Your Project Quote

Below is the cost quote for your project. This quotation is for Dawson Creek Golf and C.C.
Please note that no work commences prior to payment. This quote must be paid in advance by cheque or money order made payable to "BC Hydro" and sent to:

Attention: Design Assistant and Project No. D#4225224

BC Hydro
3333 – 22nd Avenue
Prince George, BC V2N 1B4

Please pay within 90 days from the date of this letter, otherwise we'll need to re-estimate the construction charges and issue a new quotation letter.

Net construction cost	\$8,473.00
GST @ 5% BC Hydro GST Registration No. R121454151	\$ 423.65

Payment required	\$ 8,896.65
-------------------------	--------------------

This letter in conjunction with the General Receipt that will be issued by BC Hydro when payment is made should be treated as an invoice for the purposes of recovering the GST by claiming an input tax credit ("ITC") or rebate where applicable.

We will need to review and revise your quote and/or the estimated in-service date if:

- Your construction work is delayed;
- If site conditions require a revision in design or costs;
- If changes are made to the original design.

Other Charges and Considerations

There may be additional charges from other utilities (telephone, gas, cable, etc.) for their services to complete this work. You'll need to contact those utilities separately to arrange for their designs, costs and construction scheduling.

As some or all of the poles involved with your project are jointly owned by both BC Hydro and TELUS please note the following:

- Your estimate, as noted above, is only for the BC Hydro portion of the total project cost(s).
- Please contact TELUS at engineering.BC@telus.com to arrange payment for the TELUS portion of the total project cost(s), and to coordinate any work to be performed by TELUS.
- Please note that it has been identified that excavation will be required in the vicinity of BC Hydro distribution poles to accommodate the proposed works. Your civil contractor will be responsible for coordinating with a BC Hydro approved contractor to support the pole during construction in accordance with BC Hydro's requirements to ensure public and worker safety. The costs of the pole support work will be included in the invoice from your civil contractor.

Your pre-requisite activities: Electrical connection checklist

- ☒ Supply and install approved cabinets, meter bases or sockets, and other required electrical equipment.

BC Hydro

Power smart

- ☒ Pick up current transformers (CTs) and voltage transformers (VTs) from BC Hydro.
- ☒ Ensure all meter bases and units are labelled with its permanent address.
- ☒ Supply key(s) to BC Hydro for the electrical room(s) and metering closets.
- ☒ Complete BC Hydro's Multi-metering Declaration form.
- ☐ Provide a certified grounding report for BC Hydro pad-mounted transformers (PMT) located in close proximity to a customer-owned building.
- ☒ Electrical Contractor Authorization Form, completed in all aspects, duly signed and authorized for connection.
- ☒ Schedule a site inspection by a BC Hydro representative.
- ☒ Complete the online application for service at bchydro.com/getconnected.

BC Hydro's responsibilities

- ☒ Install all overhead electrical materials up to the Service Connection.
- ☒ Arrange for and install the revenue meters and associated metering equipment.
- ☒ Provide site inspection for BC Hydro approval.

Your environmental responsibility

The design doesn't consider site specific environmental sensitivities and requirements. It's solely your responsibility to:

- Determine site specific environmental sensitivities and requirements.
- Implement and build the designed electrical infrastructure in an environmentally safe and lawful manner.

Electric meters: equipment & installation

Revenue metering equipment

We supply, install, own and maintain our meters and metering equipment. This equipment can't be altered without our consent.

Metering equipment may include current transformers (CTs) and voltage transformers (VTs) for your electrical contractor to install. It's your electrical contractor's responsibility to pick up the equipment from our meter shop or district office.

Have your electrical contractor contact us in advance to ensure the equipment is available.

You're responsible to supply and install the conduits for meter communication and all other required electrical equipment per the latest Secondary Voltage Revenue Metering requirements (for 750 Volts or less).

We'll install the permanent meter(s) when the following conditions are met:

- Electrical equipment has been installed per the latest Secondary Voltage Revenue Metering requirements (for 750 Volts or less).



- The equipment is CSA approved and installed as per the Canadian Electrical Code and meets the Safety Standards Act, Electrical Safety Regulation of BC, and the local safety authority having jurisdiction.
- BC Hydro has inspected and accepted the service entrance, metering equipment, and wiring configuration.

For multiple meters, the following conditions must also be met:

- The meter base is clearly and permanently labelled with the address as determined by Canada Post and the local municipality.
- Each residential unit must be substantially complete and all units are labelled with its permanent address.
- Each commercial unit must be completely self-contained with a separate entrance.
- Each individual self-contained unit shall only receive one revenue meter. Multiple revenue meters for an individual unit will not be accepted.

Information Collected by BC Hydro

BC Hydro collects your personal information for the purpose of fulfilling your electrical connection request and we may need to disclose your information to the developer, your electrical contractors, general contractor, and project managers. We may also require your details to be shared with the local municipal government and Technical Safety BC.

BC Hydro collects this information in furtherance of its mandates under the *Hydro and Power Authority Act*, the *Clean Energy Act*, and the Electric Tariff regulated by the BC Utilities Commission under the *Utilities Commission Act*.

If you have any questions concerning this project, please contact me.

Sincerely,

Arun Jacob
BC Hydro | Design Technologist

P.O. Box 120, 2400 Hart Hwy
Dawson Creek, BC V1G 2B3

M: (250) 719-8975

E: arun.jacob@bchydro.com

Electric Service Information

BC Hydro  R-3

Return to: BC Hydro: Keir London
 Email: Keir.london@bchydro.com
 fax: 250 795-3091
 Submitted by: _____
 Date: _____
 Project Name: 250-219-7566 DAUSSON CREEK GOLF CLUB
 Service Address: _____
 Legal Description: _____

	Name	Address	Phone No.
Owner (Customer)			
HST Number			
Project Contact			
Electrical Contractor			
Consultant			

Proposed Use of Building: R.V. PARK New ☒ Existing ☐
 Number of hours of operation per day: 24 Number of operational days per week: 7
 Address of similar building (size and use): _____

Electrical Details (if more than one electrical room, use separate sheet for each)

Mainswitch Size 400 amps Code Peak Demand 64 kW
 Voltage 240 volts Average Operating Demand 53 kW
 Largest Motor NA hp Time of Day of Peak Demand 7:00 a.m./p.m.
 Building Heated by: Gas ☐ Electric ☐ Other ☐

Anticipated Energize Date _____
 Main Breaker rated at 100% or 80%

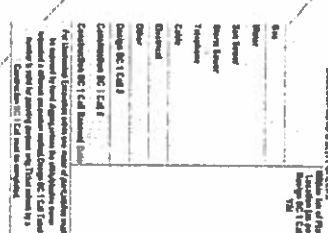
Load Details	Connected
Electric Heating Load	kW
Lighting Load	<u>1</u> kW
Motor Load	kW
Air Conditioning Load	kW
Other Load (Specify)	kW
Total Connected Load	<u>54</u> kW
Proposed Future Load	kW

Metering Information

Metering Voltage 240 Volts 1 Phase 3 Wire Number of Meters Required 1
 CT Type Donut ☐ Bus ☒ CT Lugs Conductor Size: 250 MCMX 2 Cu ☐ Al ☒
 Meter Cabinet Inside ☒ Outside ☐ Temporary Master Metering Required? Yes ☐ No ☒

~~KEIR~~ ~~NATHAN~~
 VANCOUVER CATHERN

GATE WAY #
 4224900



Home: (250) 782-5253
Cell: (250) 782-0300
Truck Cell: (250) 784-6984

Date:

Terms:

Estimated Delivery Date:

We thank you for the opportunity of submitting the following prices and specifications.

PST
GST
TOTAL

This is not an invoice

QUOTATION

Box 366
Dawson Creek, BC V1G 4H3
250-782-4662 Fax 250-782-5266

Mile "0" Electric

QUOTE

To; Dawson Creek Golf & Country Club

Date: April 5 2019

Re: Eight stall RV Park

Supply labor and materials for electrical work as per plans to install

New thirty foot service pole and anchor
New 400 amp single phase dip service to power shed
Eight x 30 amp/125 volt RV receptacles
Permit Included

6x6 treated posts for receptacles Not Included
BC Hydro fee Not Included
Power shed supplied by others
Excavation and compaction by others

Labor to donate approximately \$3200.00 GST

SIXTEEN THOUSAND FOUR HUNDRED DOLLARS + GST \$16,400.00 GST

Regards Mel Frank

PAGE 1 OF 1

DAWSON CO-OPERATIVE UNION
OME & AGRO P# 250 782-33
AWSON CREEK, BC

Mar 28, 2019 10:54:24003042239 KIM

GST NUMBER R101296812

***** Quote *****

P.O. #: 1

QUOTED TO: 013580
CREEK GOLF & COUNTRY CLUB DAWSON
OX 325
LAWSON CREEK, BC V1G 4G7

Qty	UOM	Item	Description	Dis	Price	Amount
1	EA	7770293	GABLE SHED 8X8 PREBUILT	N	1399.00	1399.00
1	EA	7089998	SHED DEL/CUST. TO ARRANGE	P1	0.00	0.00
1	EA	7197520	PROFAST TOWING 719-7520	P1	0.00	0.00

SUB TOTAL
1,399.00

PST GST
97.93 69.95

GRAND TOTAL
1,566.88

August 15, 2019

Page 48 of 84

PAGE 1 OF 1

DAWSON CO-OPERATIVE UNION
HOME & AGRO P# 250 782-33
DAWSON CREEK, BC

Apr 9, 2019 16:02:03003042367 RICCI

GST NUMBER R101296812

*** Quote ***

QUOTED TO: 013580
CREEK GOLF & COUNTRY CLUB DAWSON
BOX 325
DAWSON CREEK, BC V1G 4G7

6x6 treated

Qty	UOM	Item	Description	Dis	Price	Amount
8	EA	2710085	TREATED ACQ 6X6-8	P3	28.82	230.57

SUB TOTAL
230.57

PST
16.14

GST
11.53

GRAND TOTAL
258.24

September 7, 2018

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

ATTENTION: Jill Rickert, Leonard Hiebert, Crystal Brown

We have read the letter from the various doctors to City Council supporting the Dawson Creek Golf & Country Club.

We agree with the points made by the doctors with respect to recruitment and retention of doctors in our area. We point out, however, that this problem is not restricted solely to the medical profession.

The medical profession provides an essential service to the citizens of Dawson Creek and surrounding area. Efforts need to be made to guarantee there are an adequate number of doctors to provide a reasonable level of medical service in our community and surrounding area. The problem of retention and recruitment does not rest solely with the medical profession. It is an issue for professionals, businesses, tradespeople, etc. Even representatives of the City of Dawson Creek have commented on the extended efforts necessary to recruit the best candidates for City positions.

The Dawson Creek Golf & Country Club, the Encana Events Centre, the Kenn Borek Aquatic Centre, the Lakota Agriplex, the Calvin Kruk Centre for the Arts, the Ski Hill, the Dawson Creek Memorial Arena, and the Dawson Creek Curling Club are all examples of amenities in the City of Dawson Creek that attract outsiders to our region and keep them here. These types of amenities make our region a unique and attractive place to live. Failure to support these amenities is a mistake in the long term development of the Peace Region.

We write this letter in support of the Dawson Creek Golf & Country Club's application for a financial grant from the Peace River Regional District.

The applicant provided a list of 6 names and signatures to support this letter which has been removed for privacy reasons; however staff can provide this information to the Rural Budgets Administration Committee upon request.

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

ATTENTION: Board of Directors

We are a group of local doctors who are also avid golfers and members of the Dawson Creek Golf & Country Club.

It is our understanding that you and Mayor Bumstead are a part of a community committee working with the Northern Health Authority on issues of doctor retention and recruitment. This is an enormous issue for our city. The recruitment and retention of doctors is necessary to ensure an acceptable level of medical care can be provided to the citizens of Dawson Creek and surrounding area.

To that end, we would like to express our firm conviction that the existence of an 18 hole championship golf course in this community is a key element in recruiting and retaining doctors, or any professionals, to the City of Dawson Creek and regional area. For ourselves, and many other doctors we know, the amenities a community provides is vital in a decision to locate to or remain in a community. We ask that you and your council, and your recruitment committee, keep that in mind as you make decisions going forward. Without a vibrant and financially viable Dawson Creek Golf & Country Club the task of successfully recruiting doctors, or other professionals, will be more difficult. In our particular circumstances, the existence of the Dawson Creek Golf & Country Club was a prime factor in our choice to move to Dawson Creek and to remain in Dawson Creek and the surrounding area. It is quality of life considerations such as these that are vital to the provision of medical services in Dawson Creek.

Thank you for your attention to our perspectives.

The applicant provided a list of 305 names and signatures to support this letter which has been removed for privacy reasons; however staff can provide this information to the Rural Budgets Administration Committee upon request.



To: Wayne Middleton,
From: Shawn Dahlen, Director of Infrastructure

Date: October 14, 2015

Re: Golf Course Sanitary Service Hook Up

Wayne

The City of Dawson Creek has no issue with the Dawson Creek Golf and Country Club connecting services to a proposed seasonal campsite, specifically to the City's sanitary collection and water distribution systems. Please have the contractor connecting your services obtain a service connection permit at the City's Engineering Department prior to starting construction.

If you need any further information regarding this matter, please feel free to contact me.

Shawn Dahlen ASCT

Director of Infrastructure



REPORT

To: Rural Budgets Administration Committee

Date: August 1, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Youth Travel Request – Alicia Sorken

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$50.00 for Alicia Sorken, payable from Rural Recreational and Cultural Grants-in-Aid, Sub-Regional, to assist with travel expenses to attend the U18 Western Canadian Rugby Championships that were held on August 1 – 4, 2019 in Regina, Saskatchewan.

BACKGROUND/RATIONALE:

Alicia Sorken is a local youth rugby player from Dawson Creek who was selected as a team member for the U18 Girls Team BC Rugby, and asked to participate in the U18 Western Championships.. In order to qualify, Alicia attended try-outs taking part in various exercises, drills and challenges over a five-day period against more than 250 other participants. Alicia is a resident of Electoral Area D, and was supported in 2017 through a grant for travel as per the resolution below:

“That the Rural Budgets Administration Committee authorize a grant of \$100 from Area D, BC Rail Funds for Youth Travel, payable to School District No. 59 for Alicia Sorken to compete in the Girls Rugby 15’s Provincial Championships with the Williams Lake High School team in Abbotsford on May 25-27, 2017.”

The applicant indicated that the cost to attend the event was \$1,500. This request was received on July 18, 2019, in advance of the competition, and meets the eligibility outlined in the Recreational and Cultural Grants-in-Aid, Schedule E – Youth Travel (attached).

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the youth travel request from Alicia Sorken and provide no funding.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The 2019 Youth Travel amount for Sub-Regional Recreational and Cultural Grants-in-Aid is allocated at \$1,500. The full allocation remains available.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Letter of Request
2. Recreational and Cultural GIA, Schedule E – Youth Travel



To: Peace River Regional District Rural Budgets Administration Committee

My name is Alicia Sorken, I live in Electoral Area 'D' and I wish to apply for a Youth Travel Grant and/or any other funding available to attend The Western Canadian Rugby Championships being held from August 1-4, 2019 in Regina, SK. The team cost will be \$1500.00.

From June 29-July 1, 2019 I competed in the Provincial Regional Championships at the University of British Columbia. My team won the U18 silver medal. The team that beat us was the Rugby Canada Development Academy which I have been accepted into for the 2019-2020 season.

As a result of my performance at UBC, I was invited to a 5 day tryout for Team BC to compete at the Western Canadian Championships. The team was just announced on July 17, 2019 and I was selected to Team BC. After this competition in Regina, a team will be selected to represent Western Canada against Western USA in Victoria, BC. The final stage will be a team selected of players from Western and Eastern Canada to compete against Team USA in San Diego, CA.

Below is a description of my eligibility as per the PRRD Youth Travel Policy:

1. a) I qualified for Team BC through competition at UBC from June 29-July 1, 2019 and by invitation to tryout from July 9-13, 2019. I have attached a copy of the team announcement from the Rugby BC webpage.
2. a) i) The event is a Western Canadian Championship competition for Rugby 15's (15 players on the pitch vs Rugby 7's where there are only 7 players on the pitch)
 ii) There will be 2 coaches, a manager, medical personnel and 24 players attending. Although I am the only one from the Peace River Regional District.
 iii) & v) My 911 Civic address is 3838 Rd. 206 and I reside in Electoral Area "D"
 iv) The funds will be spent on tournament fees, accommodations, and transportation to Regina, SK. I understand that we are taking a charter bus and I will be picked up by the team in Dawson Creek, then travel back on the bus with them.
3. a) The team fees have been set at \$1500.00 per player.
 b) If approved, a cheque could be made out to BC Rugby.
4. a) i) I will report back on the results of our competition
 ii) I will provide a photo for use by the PRRD
 iii) I will report on how the funds were spent within 30 days of the competition.

Thank you,

Alicia Sorken

Alicia Sorken

Area D Resident and Rugby Player



BC Teams Confirmed for U18 Western Championships

Four teams will represent BC at the tournament in Regina next month

Vancouver, BC – July 17, 2019: BC Rugby is pleased to announce the teams that will be representing the Province at the upcoming U18 Western Championships, taking place in Regina, SK, on August 1-4. A total of four teams will play in BC colours at the tournament, two Girls' XVs (U17 & U18) and two Boys' XVs (U17 & U18) and will face off against teams from Alberta, Manitoba and Saskatchewan over three days of competition.

Team selections have been made at the culmination of two highly successful camps, taking place at Shawnigan Lake School for the boys and UBC's Gerald McGavin Rugby Centre for the girls. Over five days, more than 250 players from across BC took part in an array of drills, skills challenges, team-building exercises and matches to help coaching staff identify the top athletes.

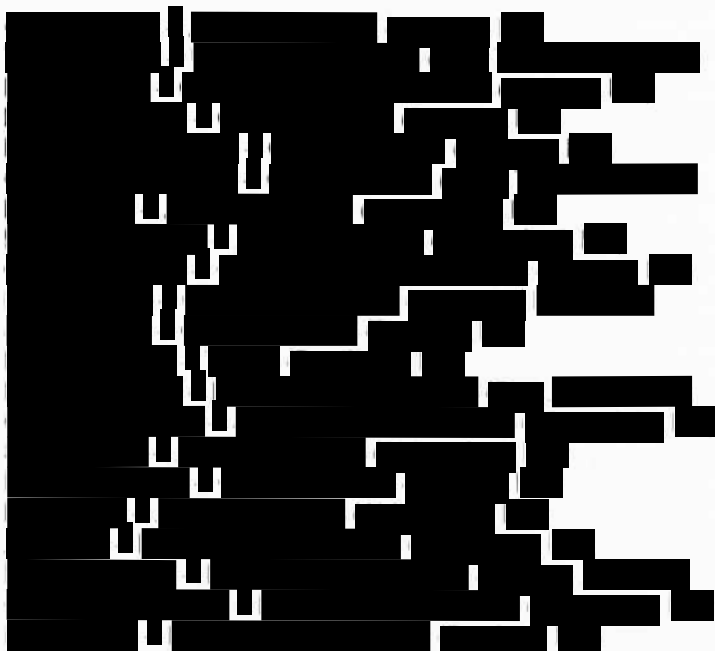
"This year's BC Rugby Rep XV Team Selection Camps have been a real highlight for both players and coaches," said Aaron Takel, Growth and Development Manager (Men & Boys). "We engaged players across a multitude of different challenges and development sessions, working to expand their rugby horizons and forge strong bonds between teammates. It will be exciting to see how this culture, attitude and playing style translates on to the field at upcoming tournaments."

The U18 Western Canadian Championships, taking place for the second year, were conceived as a vehicle for athlete development and meaningful competition for top athletes. Last year, boys' and girls' teams from BC turned in some excellent performances, winning 9 of their 11 games against other Provinces. The Boys' U18 Team were undefeated in the competition, while the U17 Boys' XV lost just a single match against their own Provincial elders. The U17 Girls, playing against older opponents for the most part, gave a strong account of themselves with a 2-1-1 record over the tournament. The BC U18 Girls' XV was absent last year, taking part in a tour of the South of England.

Action will take place at the Regina Rugby Club on between August 1-4, with more information available at the [Rugby Saskatchewan website](#).



U17 Girls' XV



Alicia Soroken – Prince George Jr Vixens (Dawson Creek, BC)

7/18/2019

BC Teams Confirmed for U18 Western Championships – BC Rugby

Staff

Head Coach – Matt Fraser (Vancouver, BC)
Assistant Coach – Olly Winser (Victoria, BC)
Manager – Larissa Nogacz (Richmond, BC)
Medical Staff – Rachel Hargreaves (Surrey, BC)



REPORT

To: Rural Budgets Administration Committee

Date: August 6, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request - South Peace Health Services Society

RECOMMENDATION:

That the Rural Budgets Administration Committee provide direction on how to proceed with the grant application in the amount of \$100,000 from the South Peace Health Services Society to assist with the renovation project costs of the Bulterys Community House located in Dawson Creek.

BACKGROUND/RATIONALE:

The South Peace Health Services Society (SPHSS) purchased the Bulterys house in 2018 and is now beginning renovations to turn it into a community facility, which will offer safe and affordable accommodations for patients and their families who travel to Dawson Creek for health care services. The Bulterys residence is conveniently located one block from the Dawson Creek and District Hospital and will be in service on January 1, 2020. The total cost for the renovation project is \$730,818.88 and the Society is asking for \$25,000 from each Electoral Area (B, C, D and E) for a total request of \$100,000.

The SPHSS has received a total of \$240,000 in grant contributions from the Regional Board as listed below:

2017 \$75,000	Grants to Community Organizations - Recruitment/Retention Health Care Professionals
2018 \$75,000	Grants to Community Organizations - Recruitment/Retention Health Care Professionals
2018 \$7,500	Economic Development – Operational Support
2019 \$7,500	Economic Development – Operational Support
2019 \$75,000	Economic Development - Professional Retention and Patient Accommodation
<i>(Note: Grant approval \$75,000 per year for three years 2019, 2020, 2021 \$75,000)</i>	

The SPHSS was approved for the following grant allocations in 2018:

2018 \$25,000	Peace River Agreements, Area D - Purchase Bulterys House
2018 \$25,000	Peace River Agreements, Area E - Purchase Bulterys House

The South Peace Health Services Society is a not-for-profit organization in good standing with the *Societies Act*. The Society's grant application, budget, and detailed operational business plan are attached and provide further information on the project.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant in an amount of \$100,000, payable in equal amounts of \$25,000 from Area B, C, D, and E Peace River Agreements, (Spending Item #4 – Assistance to Other Organizations) to be issued to South Peace Health Services Society to assist with

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

the renovation project costs of the Bulterys Community House located in Dawson Creek; 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 Agreement Reserve revenue by \$100,000; and
 - b. Increase General Grants – Rural Grants-in-Aid – Area B, C, D, and E expense by \$25,000 each.
2. That the Rural Budgets Administration Committee respectfully deny the grant application from the South Peace Health Services Society and provide no grant funding to support the renovation project costs for the Bulterys Community House located in Dawson Creek.
 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 Peace River Agreements in each Electoral Area is:

Area B	\$1,734,342.57	Area D	\$1,055,673.45
Area C	\$2,273,830.73	Area E	\$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 #: S00067632

Name: South Peace Health Services Society

Civic Address: 1225 113th Ave

Mailing Address: Box 249

City: Dawson Creek

Postal Code: V1G 4G7

Contact Person: Shaely Wilbur

Alternate Person: Dean Freeman

Tel: 250-219-5805

Tel: 250-329-4932

Email: president.sphss@gmail.com

Email: deanjfreeman@outlook.com

SOCIETY EXECUTIVES

President: Shaely Wilbur

Vice President: Pat Sutherland

Treasurer: Dean Freeman

PROJECT COSTS

Total Cost of Project: 730,811.88

Amount Requested per 100,000.00

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

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

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

Requested funds are for the purpose of renovation costs of the Bulterys Community House. Attached to our grant application you will find our Operational Business Plan, Project Budget Costs, Timeline of Renovations, and June bank statements. Our 2018 financials are under going a full audit and will be available once completed by Sander Rose Bone Grindle LLP.

All suppliers are being asked to contribute to the project and have to date been very receptive, and our general contractor has been generous in their own contribution and is working at straight cost.

We continue to present a delegation to municipalities and have commitment form Pouce Coupe and Chetwynd on the aspect of needed equipment and furnishings for Bulterys Community House once Complete. We will be presenting to the City of Dawson Creek and making the request for Permissive Tax Exemption at their August Council Meeting.

The Board of Directors has conducted approx. 20 tours of the property with a follow up of a request for support, applications have been submitted for various corporation grants, and financial support from local businesses. Our fundraising campaign is in full swing and we expect to break ground the week of August 5/2019

ATTACHMENTS REQUIRED:

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

Signature of Applicant: *Shaely Wilbur*Date: *Aug 2/19*

For Office Use Only

Fair Share: B C D E

PRA: B C D E

BCR/PRA: B C D E

Gas Tax:

Other: _____

	A	K
1	TASKS	Budget Cost
2	GENERAL REQUIREMENTS	\$ 17,737.50
5	EXCAVATION:	\$ 35,690.00
13	CONCRETE FOUNDATION:	\$ 57,835.00
18	ROUGH CARPENTRY	\$ 101,265.00
23	SIDING:	\$ 57,835.00
29	INSULATION:	\$ 6,933.75
32	DRYWALL:	\$ 10,535.00
33	PAINT:	\$ 14,727.50
36	TRIM, Exterior doors and Closure	\$ 28,568.13
46	CABINETS;	\$ 4,837.50
47	DECKS AND PATIOS, FENCE	\$ 55,126.00
50	DRIVEWAY/GRAVEL/Ashphalt	\$ 32,250.00
51	FLOOR COVERINGS	\$ 32,250.00
52	PLUMBING/MECHANICAL	\$ 164,045.00
54	ELECTRICAL	\$ 66,564.00
55	Fire alarm	\$ 21,500.00
56	Security	\$ 12,900.00
57	Miscellaneous Costs	\$ 10,212.50
60	TOTAL	\$ 730,811.88

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessor
1		GENERAL REQUIREMENTS	28 days	Mon 01/07/19	Fri 16/08/19	
2		Planning, Quotes, Permits	28 days	Mon 01/07/19	Fri 16/08/19	
3		Contracts in place	28 days	Mon 01/07/19	Fri 16/08/19	
4		EXTERIOR REQUIREMENTS	28 days	Mon 19/08/19	Mon 07/10/19	
5		EXCAVATION	7 days	Mon 19/08/19	Fri 30/08/19	
6		CONCRETE FOUNDATION	10 days	Fri 30/08/19	Tue 17/09/19	5
7		ROUGH CARPENTRY	21 days	Fri 30/08/19	Mon 07/10/19	8FS-7 day
8		SIDING/ROOFING	14 days	Mon 19/08/19	Thu 12/09/19	
9		DECKS AND PATIOS, FENCE	8 days	Thu 12/09/19	Thu 26/09/19	8
10		Driveway/GRAVEL/Ashphalt	14 days	Thu 12/09/19	Mon 07/10/19	8
11		INTERIOR FINISHES	27 days	Mon 07/10/19	Fri 22/11/19	
12		INSULATION:	3 days	Mon 07/10/19	Fri 11/10/19	7
13		DRYWALL:	11 days	Fri 11/10/19	Thu 31/10/19	12
14		PAINT:	6 days	Thu 31/10/19	Mon 11/11/19	13
15		TRIM, Exterior doors and Closure	10 days	Thu 31/10/19	Mon 18/11/19	13
16		CABINETS;	3 days	Mon 18/11/19	Fri 22/11/19	15
17		FLOOR COVERINGS	3 days	Mon 18/11/19	Fri 22/11/19	15
18		SERVICES	41 days	Mon 07/10/19	Tue 17/12/19	
19		PLUMBING/MECHANICAL	21 days	Mon 07/10/19	Tue 12/11/19	7
20		PLUMBING/MECHANICAL FINISH	14 days	Fri 22/11/19	Tue 17/12/19	17
21		ELECTRICAL ROUGH-IN	14 days	Mon 07/10/19	Thu 31/10/19	7
22		ELECTRICAL FINISH	9 days	Fri 22/11/19	Mon 09/12/19	17
23		Fire alarm	5 days	Fri 22/11/19	Mon 02/12/19	17
24		Security	5 days	Fri 22/11/19	Mon 02/12/19	17
25		CLOSE-OUTS	14 days	Mon 02/12/19	Thu 26/12/19	
26		Permits and inspections	14 days	Mon 02/12/19	Thu 26/12/19	24

Project: Health Centre
Date: Wed 24/07/19

Task		Project Summary		Manual
Split		Inactive Task		Duration
Milestone		Inactive Milestone		Manual
Summary		Inactive Summary		Manual

SOUTH PEACE HEALTH SERVICES SOCIETY
 PO BOX 294
 DAWSON CREEK BC V1G 4E7

-----Note Balance History Account Number 100001993773-----

01-Jun-2019 to 01-Jul-2019

Post Date	Eff Date	Check Nbr	Description	Amount	Running Bal	Status
30-Jun-2019	30-Jun-2019		Service Charges	(10.00)	251,828.07	Completed
30-Jun-2019	30-Jun-2019		Withdrawal Mortgage Payment 1	(862.34)	251,838.07	Completed
25-Jun-2019	25-Jun-2019	28	Cheque	(5,484.83)	252,700.41	Completed
14-Jun-2019	14-Jun-2019		Descriptive Deposit peace riv	157,500.00	258,185.24	Completed

SOUTH PEACE HEALTH SERVICES SOCIETY
PO BOX 294
DAWSON CREEK BC V1G 4E7

-----Note Balance History Account Number 100001993781-----

01-Jun-2019 to 01-Jul-2019

Post Date	Eff Date	Check Nbr	Description	Amount	Running Bal	Status
30-Jun-2019	30-Jun-2019		Credit Interest	1.16	4,129.18	Completed
25-Jun-2019	25-Jun-2019		Descriptive Deposit Northern	3,625.00	4,128.02	Completed

**SOUTH PEACE HEALTH SERVICES
SOCIETY**

**BULTERYS COMMUNITY HOUSE
OPERATIONAL BUSINESS PLAN**

JULY 2019

“Together we build stronger health”

SPHSS purpose

Operational Business Plan Committee
Pat Sutherland
Helen Ezeard
Kay Moody
Jeanette Lequiere

INTRODUCTION

This report presents the operational business plan for the Bulterys Community House Project in Dawson Creek.

Our accommodations will be culturally sensitive with a holistic approach that will provide a safe and affordable option for individuals and their families who travel here for health care services.

The Bulterys residence is conveniently located one block from the Dawson Creek and District Hospital and was previously a local doctor's office.

The South Peace Health Services Society (SPHSS) is currently working to redevelop the accommodation to meet regulatory and accommodation needs. Bulterys House will be in service on January 1, 2020.

This business plan is for the operation of the residence. It does not cover the capital costs of renovating and equipping the home.

OPERATIONS

The following notes present the vision and practical aspects of providing local accommodation dedicated to health care patients and their families travelling to Dawson Creek.

Size

The residence will be 2,300 square feet with seven guest rooms. There will be five bathrooms, so some are shared. There will be a full kitchen, a living room, a lounge/TV room, laundry facilities and a small administrative office.

Over time, a new facility will be built nearby with two bedrooms and a living/dining/kitchen unit. This facility may be for health care workers who need short term accommodation for, say, delivering specialized care, local health care training and education or relocating to Dawson Creek and needing a place to live while searching for permanent accommodations.

Services

The home will deliver the following services:

- Private accommodation
- Shower and bathing facilities
- Kitchen facilities for residents to prepare breakfast, snacks and refreshments
- Living room/den/lounge facilities
- Laundry facilities
- Wifi and communication services
- Off street parking

Cultural Sensitivity

SPHSS and Bulterys volunteers and staff will strive to deliver services with sensitivity and respect for the cultural needs of residents. Art and decorations will aim to welcome and support residents utilizing SPHSS services.

Clients

The home will serve the following types of clients:

- A patient visiting to undergo out-patient treatment
- An expectant mother from a community where maternity care is not sufficient
- A person needing dental, eye, medical examination or related care that is not provided where he/she lives
- Caregivers accompanying a relative requiring in-patient care

Staffing

The home will be staffed on a 7 x 24 basis with a house administrator and/or volunteers being available continuously. There will be light housekeeping provided for common areas. House staff will come with or receive training over time in the following areas:

- Cultural sensitivity and respect for others
- First aid
- Using a defibrillator unit
- Professional cleaning practices
- Emergency lock down procedures
- Dealing with difficult people

Overflow Coverage

SPHSS will arrange with other local accommodation providers (i.e. motels, hotels, bed and breakfast homes) for clients when the Bulterys residence is fully booked.

Our staff will book this accommodation and collect payments, so arrangements are seamless. SPHSS will look after paying the alternative accommodation. Clients will be responsible for their own meal costs as occurs at the Bulterys residence.

Pricing

Financial terms for the home and alternative accommodation if required will be as follows:

- \$20 per night per person, plus GST and PST
- An additional \$10 per night per person for others staying in the same room
- A one time \$5 deposit for the keys provided to the resident (i.e. room key, front door key, key or combination to a locking cabinet in the room)

- Free parking
- Additional guest parking (limited)

Administrative Practices

The following administrative practices will be delivered at the home:

- There will be an attendant on site on a 7 x 24 basis
- Residence entry doors will be locked and require key entry from 9pm to 7am
- All drugs must be locked in a cabinet/box in the client's room
- Childcare services will not be provided, however guests will be given a list of community child care resources.
- Quiet time will extend from 9pm to 7am
- A house phone will be available but with locks on calls outside BC
- Free wifi/internet service
- Overflow guests will be referred to nearby accommodation at the same rates
- Payment for other accommodation will be to Bulterys Community House who will look after reimbursing the alternative provider
- There will be a binder in each room with the house guidelines clearly written

Emergencies

The attendant has the authority to lock down the home when serious safety and/or health concerns warrant such action. Staff will be trained to deal with the following types of emergencies:

- Fire
- Medical emergency/ambulance attendance
- Physical threat to or by a resident
- Conflict between residents
- Bad behaviour of a resident or guest
- A health care outbreak in the home (e.g. influenza)

Prohibitions

The home will not allow the following items and/or behaviours:

- No firearms, knives or weapons
- No alcohol on site
- No smoking on site
- No possession or taking illicit drugs
- No combative behaviour or bullying
- No racial, sexual, religious, age discrimination or other slurs
- No swearing
- No bad behaviour

The home will not allow motor homes and trailers to be lived in on the site.

SWOT ANALYSIS

The notes below summarize the strengths, weaknesses, opportunities and threats of operating a health care support residence.

Strengths • SPHSS providing a basic and needed service • Expect strong market demand/need • Location near Dawson Creek hospital • Good support from local health care providers • Strong funding support • Cultural awareness, sensitivity and respect	Weaknesses • Costs of operating 7 x 24 accommodation services (e.g. 5 staff needed for 1 position) • Small scale operations with high costs • Lack of accommodation experience • Need to firm up policies in grey areas (e.g. proof of need) • Need to build a strong team worker culture
Opportunities • Enlist local accommodation providers in the health care accommodation service • Opportunity for a second home with good demand • Ability to reduce costs with growth • Find ways to create value from 7 x 24 staffing when they are not busy • Opportunity to market SPHSS and its funding needs on social media • Opportunities to build support and community networking for other SPHSS programs	Threats • May be seen as competition with local hotels, motels and B & Bs • Potential for bad social media ratings • Need to make up pricing gaps with accommodation partners through charitable tax credits

BUDGETS

Exhibit A presents draft budgets for Year 1 and Year 2 operations.

Staffing for 7 x 24 operations is necessary but creates significant costs for the current scale of operations. A 7 x 24 position needs 5 staff to cover for 24-hour shifts, 7 days operations, vacations, statutory holidays and sick leaves unless some coverage is provided by volunteers.

Based on room utilization of 60% in Year 1 and 90% in Year 2, we project operating funding needs of \$214,410 and \$193,800 respectively.

FUNDING GOALS

Within the next 5 years, our plan is to operate three local residences: two for patients and their families and one for health care professionals.

Health care professionals include; but are not restricted to; doctors, nurses, dentists, osteopaths, chiropractors, midwives, therapists, counsellors, and pharmacists. Health care professionals could use their residence here for many purposes including:

- Working in the community for a fixed term/locum
- Living in Dawson Creek while looking for full time accommodation
- Temporary residence while delivering local training

Our fundraising focuses on four categories of support:

General funding of our Society	Operating funding to subsidize our residences	Capital funding for purchasing residences and their equipment	Endowment funding which is aimed at funding a specific service, expense or program
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Our funding goals over the next 5 years will be as follows:

	Year 1	Year 2	Year 3	Year 4	Year 5
General Society operations	\$15,000	\$20,000	\$20,000	\$20,000	\$25,000
Subsidizing Residence Operations	\$150,000	\$200,000	\$200,000	\$200,000	\$200,000
General Capital Funding	\$50,000	\$75,000	\$100,000	\$100,000	\$125,000
Endowment/ Dedicated Funding	\$10,000	\$15,000	\$15,000	\$20,000	\$25,000
Total	\$225,000	\$300,000	\$335,000	\$340,000	\$375,000

RESIDENTIAL POLICIES

This list provides expected behaviours while an individual is staying in the home. Exhibit B outlines other guest/accommodation guidelines.

- Drugs will be placed in a locking cabinet/box in the resident's room (i.e. children may be present in the home).
- The Bulterys Community House will be scent free.

- The home is a residence and not a care facility. Therefore, clients requiring bathing assistance or dispensing of medications will need to advise the administrator of their needs for outside assistance.
- House staff will not be able to give out or handle any prescription or over the counter medications (Aspirin, Tylenol, etc.).
- Wifi and internet service will be provided in the home.
- SPHSS staff will sign a confidentiality agreement each year.
- The home will be:
 - Aesthetically Pleasing
 - Ergonomically Appropriate
 - Code compliant
 - Good engineering practices
- Art and decorations will strive to be welcoming, supportive, culturally sensitive, friendly and respectful.

IMPLEMENTATION/ACTION STEPS

Presented below are implementation and action steps to achieve the vision for health care guest services described in this business plan.

Renovation Details

- Code compliant
- Energy efficient design and construction methods
- Curb appealing, landscaping, low water use and neighborhood aesthetics will be met
- Maintenance free and or low maintenance design practices applied
- Green construction practices (recycling, garbage etc.)
- Local contractors, services and materials

Training Needs

- Develop lists of training needs for each type of employee, staff and volunteer member
- Identify sources, costs and schedules for each type of training
- Have selected SPHSS members undergo appropriate training to ensure it meets Bulterys House needs

Staff Planning and Recruiting

- Develop draft job descriptions for SPHSS staff to be hired
- Identify potential sources of recruits
- Have the local newspaper print an article about SPHSS's plans for health service guest accommodation and staffing plans

Staff and Volunteer Screening

- SPHSS staff and volunteers working with the Bulterys House and its guests will undergo regular screening (every three years). This screening will involve:
 - An RCMP criminal records check
 - A check by the Ministry of Child and Family Development

Staff Utilization

- Think of ways the House Coordinator and volunteers can be utilized when not busy dealing with guests and administrative matters (e.g. tidying the kitchen and lounges, calling area businesses to solicit donations, responding to calls from area residents about guest services, taking reservations, arranging for overflow accommodation with other hosts).

Resident Guidelines

- Research guidelines from other agencies to learn from their experiences
- Prepare a binder of guidelines and policies for guests and visitors
- Identify policies which cover grey areas and have these sensitive issues debated and resolved by SPHSS board members (e.g. cultural sensitivity, alcohol consumption in the house, calling the police in the case of conflict situations, triggers for lock downs)

Financial Matters

- Investigate and prepare to register with financial agencies:
 - GST – CRA
 - PST – Ministry of Finance
 - Payroll taxes – CRA
 - VISA/Mastercard – credit union
 - Payroll services – credit union
- Set up clear rules about handling registrations, payment and administrative practices for clients using outside/partner accommodation (e.g. clients are responsible for their own meal costs/there is no Bulterys related charge account with partner organizations)

- Appoint two SPHSS members to be the joint financial administrators for Bulterys

Marketing, Advertising and Promotion

- Make up/secure a list of all health care practitioners in the South Peace area
- Develop vest-pocket brochures about SPHSS health services
- Create a short information package for area health providers asking for their input on SPHSS health care guest services (i.e. bring them into the “ownership” circle)
- Ask Northern Health Authority staff how they can support SPHSS guest services

CONCLUSION

This business plan is subject to review and revision as the costs of operating the Bulterys House become more defined. As noted in Exhibit 1, the cost of just staffing one position as the House Administrator will exceed guest service revenues.

Accordingly, SPHSS will need to fundraise on a continuing basis to pay operating costs.

This situation should improve as additional guest facilities are secured.

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OPERATIONAL BUSINESS PLAN EXHIBITS

Exhibit A – Draft Budgets

Exhibit B – Residence Guidelines

Exhibit C – Volunteer Roles

BUDGETS

This exhibit presents draft budgets for Year 1 (start up) and Year 2 (regular operations).

Budgeting assumptions follow and are subject to review and revision based on the development of the Residence Program and integration of volunteer work in the residence.

Key Operating Budget Assumptions

- Utilization Year 1 – 60% utilization with 9 rooms = 5.4 paying guests/night
Utilization year 2 – 90% utilization with 9 rooms = 8.1 paying guests/night
- Room pricing is as follows:
 - \$20/day plus taxes
 - \$10/day – second resident in a room
- SPHSS is legally able to issue large charitable receipts for partner accommodation (e.g. in the order of \$8,000 annually to each participating local hotel and motel).
- There is no budget accounting for the charitable tax receipts that will be needed to make up pricing gaps with accommodation partners.
- There is no provision for the added revenue from 2 in a room with \$10 more/night before taxes.
- The residence needs to pay GST (5%) and PST (8%).
- Credit card charges are discounted to 1%.
- There are no free rooms.
- Insurance is high because of running a residence.
- Residence maintenance is low through the partial use of volunteers.
- Guests are responsible for accommodation costs in partner hotels and motels if more than two rooms are needed.

Preliminary Accommodation Operating Budget

Account	Assumptions	Year 1	Year 2
Revenues			
Donations/gifts		\$40,000	\$50,000
Residence fees (plus GST & PST)	Year 1 – 60% occupancy (\$22.60 x 5.4 guests x 365) Year 2 – 90% occupancy (\$22.60 x 8.1 guests x 365)	\$44,550	\$66,820
Total Revenues		\$84,550	\$116,820
Expenses			
Residence Manager (7 x 24)	5 staff x \$50,000/yr. with benefit loading	\$250,000	\$255,000
Water/sewe/garbage/recycling/frontage		3,600	3,600
Staff training	\$400/mo (8 staff)	4,800	2,400
Residence Maintenance	\$200/mo.	2,400	2,400
Cleaning supplies	\$100/mo.	1,200	1,200
Linens	\$100/mo.	1,200	1,200
City taxes	\$5,000	5,000	5,000
Landscaping	\$100/mo. for 6 months	600	600
Snow removal	\$200/mo. for 6 months	1,200	1,200
Advertising/brochures	Year 1 - \$200/mo. Year 2 - \$250/mo.	2,400	3,000
Credit card charges	1% of revenue	1,000	1,500
GST	Year 1 - 5% x \$20.00 x 5.4 rooms/day x 365 days Year 2 – 5% x \$20.00 x 8.1 rooms/day x 365 days	1,971	2,960
PST	Year 1 - 8% on accommodation x \$20.00	3,130	4,730
Consumables	Year 1 – \$50/mo. Year 2 - \$100/mo.	600	1,200
Basic food	Year 1 – \$200/mo. Year 2 – \$300/mo.	2,400	3,600

Telephone	Year 1 - \$28/mo.; Year 2 - \$40/mo.	300	480
Electrical	\$200/mo.	2,400	2,400
Gas/heat	\$200/mo. for 6 months	2,400	2,400
Insurance	\$1,000/mo.	12,000	12,000
Bank charges	\$30/mo.	360	360
Volunteer recognition		-	1,000
Total Expenses		\$298,960	\$310,630
Net Income (loss)		(\$214,410)	(\$193,810)

Residence Capital Budget

	Funding	Capital Costs
Year 1		
Residence renovations		\$550,000
Furniture		30,000
Decorations		10,000
Parking		5,000
Year 2		
Furniture		5,000
Other		5,000

RESIDENCE GUIDELINES – “Together we build stronger health.”

Purpose

The purpose of this residence is to provide home style accommodation for people and their immediate family members who are visiting Dawson Creek for medical and health care.

Rooms are for those who are here for care with up to two adult family members per room.

Sources of Patients

The following are examples of the types of patients we expect to use this residence:

- Maternity/delivery
- Dental surgery and care
- Health and personal care consultation
- Medical operations
- Relatives of patients in care
- Therapy
- Medical clinic attendee
- Medical tests
- Eye care
- Dental care/surgery

Limitations and Exclusions

Until we are fully up and running and have two or more residences in operation, we reserve the right to limit groups of guests to, at most, four people.

Where a family has more than four members and/or children, we may ask them to stay at a local “participating” motel or hotel.

Room Availability

Rooms can be reserved by calling the residence. Room assignments are on a first come first serve basis.

Fees

Our prices are modest and are subsidized by groups, organizations and people throughout the area. Prices are subject to GST (5%) and PST (8%).

	Single	Two family members
Shared bathroom	\$20/day	\$30/day

For short stays, fees will be payable on leaving the residence; otherwise, fees will be payable weekly.

Overflow Arrangements

In the event of overbooking, guests arriving early or late, we will redirect/refer them to a nearby partnering facilities

We have arranged for such referrals with the same rate structure as our residence. Guests still pay the Bulterys Community House and we in turn “reimburse” accommodation partners with the funds we collected and a charitable donation receipt to top up to their regular rates each year.

To use our accommodation or our arrangements with partnering facilities, you may be asked to confirm your medical and health care visitation to Dawson Creek with SPHSS/ Bulterys workers.

Residence Manager

A Residence Attendant or designated SPHSS volunteer will be available to guests on a 7 x 24 basis. Volunteers from our Society may be available after hours and on weekends to provide additional support as needed.

Please contact the Residence Manager on call if you have any concerns about your stay and/or accommodation.

Reception

The Residence Manager will be available during the day on Mondays through Friday. He/she will be able to explain the house guidelines and answer any questions that you have.

After hours and on weekends, a Residence Attendant and/or volunteer will be here to check you in based on your giving advance notice of your arrival time.

In emergencies or if no one is at the desk, please call this number for assistance: 250 782-0156.

Locks

Guests will be issued a residence key and a room key. It is essential that guests keep any medications locked away in their room and are responsible for all medications they have with them.

Keys

Please remember to leave your room and residence keys with us before you leave. There will be a one-time charge of \$5 for lost or non returned keys.

Parking

On site/off street parking will be provided to guests subject to signage. We may need to re-direct parking when snow removal is going on.

Security

For the security of guests, the outside door will be locked at 9pm by staff.

You are responsible for the security of your own valuables, money, papers and gear. Please lock your room if security is of concern to you and your guest.

Visitors

Guests receiving services in Dawson Creek and their care giver are welcome.

Guests should meet friends and visitors at local restaurants or other public places.

Housekeeping

Light housekeeping will be provided daily

Shared Kitchen

Kitchen facilities are on a shared basis for light use

Smoking

Only in Designated Areas

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VOLUNTEER ROLES

Over time, Society volunteers/members may choose to play a number of roles. These are briefly described below. We expect that members will gravitate toward the roles where they feel most comfortable and successful. Individuals and groups may choose to work in several of these roles simultaneously.

1. Residence Management and Administration

Manage and coordinate the operation of residences and securing and scheduling staff and volunteers to deliver needed services may include bookkeeping (e.g. reservations, guest relations and support).

2. Residence Guest Support

Develop and deliver ways to support guests during their stay in Dawson Creek (e.g. directions, referral to services, support services and groups, church groups).

3. Society Administration

Build and maintain records, reporting on issues, planning for future programs and growth.

4. Society Membership Growth and Management

Recruitment of new members and education of members about the Society and its vision, values, policies and programs.

5. Society Program Planning

Thinking about Society plans and programs and how they can be improved and better serve the community.

6. Society Program Management and Delivery

Day to day operation and delivery of Society and residence programs.

7. Fundraising

Delivering continuous and widespread programs to ask for funding and support for the Society and its goals.

8. Society Partnerships

Identify and work with other community businesses and health care groups to provide support and deliver compatible services (e.g. hotels, restaurants).

9. Scavenging

Looking for people, things, programs and ideas that will enrich residence services and guest experiences.

10. Society Program Marketing and Promotion

Outreach to health care workers throughout the region to ask them to promote and advance the Society's purpose, programs and services.

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RURAL BUDGET ADMINISTRATION COMMITTEE

DIARY ITEMS

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