



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, December 20, 2018
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 Rural Budgets Administration Committee Meeting Minutes of November 13, 2018 (*Pg. 2*)
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
 - R-1 November 7, 2018 – Report from Trish Morgan, GM of Community Services – Grant-in-Aid – 2014 Unspent Funds (*Pg. 6*)
 - R-2 December 6, 2018 – Report from Trish Morgan, GM of Community Services – Grant Request – Peace View Cemetery Committee (*Pg. 20*)
 - R-3 December 10, 2018 – Report from Trish Morgan, GM of Community Services – Grant Request – South Peace District Crime Prevention Association (*Pg. 27*)
 - R-4 December 10, 2018 – Report from Trish Morgan, GM of Community Services - Youth Travel Request – Chetwynd Secondary Senior Boys Volleyball Team (*Pg. 34*)
 - R-5 December 10, 2018 – Report from Trish Morgan, GM of Community Services - Youth Travel Request – Dawson Creek Secondary Grade 9 Girls Volleyball Team (*Pg. 39*)
 - R-6 December 10, 2018 – Report from Paulo Eichelberger, GM of Environmental Services – Area B Bulk Loading and Potable Water Construction Update (*Pg. 45*)
 - R-7 December 3, 2018 – Report from Trish Morgan, GM of Community Services – Grant Request – Northern Co-Hort, Northern Environmental Action Team (*Pg. 47*)
 - R-8 December 6, 2018 – Report from Jennifer Rudyk, Finance Coordinator – November 2018 Financial Report (*Pg. 53*)
9. **DISCUSSION ITEMS:**
 - DI-1 Unspent Grant Funds
 - DI-2 Peace River Agreement Allocation Review
 - DI-3 Economic Development
10. **NEW BUSINESS:**
11. **COMMUNICATIONS:**
12. **DIARY:**
DIA-1 Diary Items (*Pg. 63*)
13. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT
RURAL BUDGETS ADMINISTRATION COMMITTEE
MEETING MINUTES

DATE: Tuesday, November 13, 2018

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Goodings, Meeting Chair
 Director Sperling
 Director Hiebert
 Director Rose

Staff

Shawn Dahlen, Acting Chief Administrative Officer
 Crystal Brown, Electoral Area Manager
 Barb Coburn, Recording Secretary

Call to Order The Chair called the meeting to order at 12:25 p.m.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Hiebert Donation to Pouce Coupe food bank

ADOPTION OF AGENDA:

November 13, 2018 MOVED by Director Rose, SECONDED by Director Hiebert,
 Agenda That the Rural Budgets Administration Committee Agenda for the November 13, 2018 meeting, including Director's New Business, be adopted as amended:

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
 Director Hiebert - Donation to Pouce Coupe food bank
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 M-1 Rural Budgets Administration Committee Meeting of October 16, 2018
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
 C-1 October 15, 2018 - Herman Newfeld - Natural Gas Extension Grant Application
 C-2 November 13, 2018 - Tamara Moore - Natural Gas Extension Grant Application
8. **REPORTS:**
 R-1 October 26, 2018 – Report from Kelsey Bates, Executive Secretary - 2019
 Elected Official Seminars - Authorization to Attend
 R-2 November 6, 2018 – Report from Trish Morgan, General Manager of
 Community Services, - Grant Request - Rolla Community Cemetery Board
 R-3 September 24, 2018 – Report from Trish Morgan, General Manager of
 Community Services - Grant Request - Tower Lake Community Club
 R-4 November 6, 2018 – Report from Jennifer Rudyk, Finance Clerk, - October 2018
 Financial Report

ADOPTION OF AGENDA (continued):

November 13, 2018
Agenda (continued)

- 9. DISCUSSION ITEMS:**
DI-1 Recognition Policy
DI-2 Unspent Grant Funds
- 10. NEW BUSINESS:**
NB-1 Donation to the Pouce Coupe Food Bank
- 11. COMMUNICATIONS:**
- 12. DIARY:**
DIA-1 Diary Items
- 13. ADJOURNMENT:**

CARRIED**ADOPTION OF MINUTES:**

M-1
RBAC Minutes

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee Meeting Minutes of October 16,
2018 be adopted.

CARRIED**CORRESPONDENCE:**

C-1
Herman Newfeld
Natural Gas Extension
Grant Application

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve a Natural Gas Extension
Grant for Herman Newfeld in the amount of \$1,795.88 from the Electoral Area D, Fair
Share Budget.

CARRIED

C-2
Tamara Moore
Natural Gas Extension
Grant Application

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve a Natural Gas Extension
Grant for Tamara Moore in the amount of \$1,795.88 from the Electoral Area D, Fair
Share Budget.

CARRIED**REPORTS:**

R-1
2019 Elected Officials
Seminar –
Authorization to
Attend

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the October 26, 2018
report regarding the 2019 Elected Officials Seminar – Electoral Area Representatives
in Richmond, BC from January 16-18, 2019 for information.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee the October 26, 2018 report
regarding the 2019 NCLGA Elected Officials Seminar in Prince George, BC from
January 30 - February 1, 2019 for information.

CARRIED

REPORTS (continued):

R-2
Grant Request – Rolla
Community Cemetery
Board

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$500 for the Rolla Community Cemetery Board, payable from the Electoral Area D Cemetery fund to go towards the purchase and installation of a commemorative bench for Veterans.

CARRIED

R-3
Grant Request –
Tower Lake
Community Club

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve a grant to Tower Lake Community Club in the amount of \$2,300, payable from Electoral Area D, Recreational and Cultural Grants in Aid, to assist with insurance costs.

CARRIED

R-4
October 2018
Financial Report

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

CARRIED**DISCUSSION ITEMS:**

DI-1
Recognition Policy

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee direct staff to use the following text as acknowledgement text when acknowledging support grant funding from the Electoral Areas:

- "We acknowledge the [financial] support of Electoral Area "B" in the Peace River Regional District";
- "We acknowledge the [financial] support of Electoral Area "C" in the Peace River Regional District"
- "We acknowledge the [financial] support of Electoral Area "D" in the Peace River Regional District"
- "We acknowledge the [financial] support of Electoral Area "E" in the Peace River Regional District"
- or a combination of electoral areas when more than one area donates to a project, using the above text as a guideline for the wording.

CARRIED

DI-2
Unspent Grant Funds

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee refer the Discussion Item re: Unspent Grant Funds to the December 2018 meeting.

CARRIED**NEW BUSINESS:**

NB-1

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve a donation of \$100 to the Pouce Coupe food bank from Electoral Area D BC Rail funds.

CARRIED

DIARY:

DIA-1

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board invite Camp Sagitawa executives to a future Board meeting as a delegation to give an update on their activities and needs, and provide a breakdown of regional participation from each locality throughout the Regional District.

CARRIED.**ADJOURNMENT**

The Chair adjourned the meeting at 2:00 p.m.

Director Goodings, Meeting Chair

Barb Coburn, Recording Secretary



REPORT

To: Chair and Directors

Date: November 7, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Grants-in-Aid – 2014 Unspent Funds

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize the remaining unspent funds, in the amount of \$53.55, allocated to North Peace Historical Society as part of their 2014 Grants-in-Aid allocation, be returned to the funding area and used to reduce the tax requisition in 2019.

BACKGROUND/RATIONALE:

The Grants-in-Aid (GIA) policy states that organizations who receive a GIA allocation have up to three years to claim all funding. In addition, the GIA Procedure Statement outlines a process to notify organizations that they have unspent funds to be utilized. In some cases, unspent funds can result from organizations who complete their projects under budget; or due to a changeover in volunteers and new members may not be aware of the unspent funding. As indicated in the GIA Procedure Statement, staff are required to contact all organizations and notify them of any funds remaining.

The following section GIA Policy outlines the process regarding unspent funds:

10) Unspent Funds

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

The following section of the GIA Procedure Statement outlines staff process:

1) Unspent Funds

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

North Peace Historical Society is aware of the unspent funding and requested that that the amount be returned to the funding area in an email written on April 17, 2018.

Staff Initials: *JM*

Dept. Head: *T Morgan*

CAO: *AM*

Page 1 of 2

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

This recommendation will result in a total of \$53.55 being returned to the funding area for the 2019 tax requisition for Electoral Area C Grants-in-Aid.

COMMUNICATIONS CONSIDERATION(S):

Formal written correspondence will be sent to the organization advising them of the Committee's decision.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grants-in-Aid Summary of Payables November 7, 2018
2. April 17, 2018 Email – North Peace Historical Society
3. Grants-in-Aid Policy

Attachment 1

 Peace River Regional District Grants-In-Aid Summary of Payables		7-Nov-2018					
Current Year Allocation		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		103,000.00	200,000.00	103,000.00	103,000.00	103,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
AREA B		94,608.17	189,845.00	103,000.00	103,000.00	103,000.00	
	Big Bam Ski Hill	-				-	-
	Buick Creek Community Club	-	-		-	-	-
	Cache Creek Community Club	-				-	-
28,000.00	Cecil Lake Rec. Commission	-				-	-
1,000.00	Fort St. John Gradfest	-	-		-	1,000.00	1,000.00
-	Golata Creek Recreation Society	-		1,894.09		--	1,894.09
-	Goodlow Community Club	-		19,800.00		--	19,800.00
	Halfway Graham Community Club	-	874.96			-	874.96
24,857.00	King's Valley Christian Camp	-	-		-	24,857.00	24,857.00
19,142.00	Montney Rec. Commission	-	-	-	7,688.22	6,884.25	14,572.47
3,700.00	North Peace 4-H District Council	-	-	-	-	-	-
2,000.00	North Peace Fall Fair Society	-	-	-	-	2,000.00	2,000.00
7,750.00	North Peace Historical Society	-	-	-	-	-	-
	North Peace Light Horse Assn.	-	-			-	-
	North Peace Ride for Disabled		-				-
2,575.00	Osborn Community Club	-	2,830.05	1,656.42	0.00	1,678.00	6,164.47
11,476.00	Rose Prairie Curling Society	-	-	1,499.54	260.02	-	1,759.56
	Wonowon Horse Club		35.00		-		35.00
1,000.00	Area B Rural Bursary	-	-	-	-	1,000.00	1,000.00
1,500.00	Youth Travel		-	-	-	1,300.00	1,300.00
103,000.00	Total Area B	-	3,740.01	24,850.05	7,948.24	38,719.25	75,257.55
		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		112,025.88	100,000.00	80,000.00	80,000.00	50,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
AREA C		93,297.04	81,250.00	72,900.86	53,319.11	42,150.00	
	Big Bam Ski Hill	-					-
11,500.00	Charlie Lake Community Club	-	9,510.41	7,720.28		11,500.00	28,730.69
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
	Lake Point Golf Club	-			-		-
	North Peace 4H District Council	-					-
3,400.00	North Peace Fall Fair Society	-	-	-	-	3,400.00	3,400.00
9,250.00	North Peace Historical Society	53.55	-	-	-	9,182.75	9,236.30
15,000.00	North Peace Light Horse Assn.	-	-			15,000.00	15,000.00
1,000.00	*Area C Scholarship		-	-	-	-	-
1,000.00	Youth Travel	-	-	-	-	900.00	900.00
42,150.00	Total Area C	53.55	9,510.41	7,720.28	-	40,982.75	58,266.99

Attachment 1

		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	
AREA E		Allocated	Allocated	Allocated	Allocated	Allocated	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	
	Camp Emile	0.00					0.00
2,500.00	Chetwynd & Dist Rec. Centre	-	-	-	-	2,500.00	2,500.00
10,000.00	Chetwynd Electric Eels Swim Assn.	(0.00)	-	-	5,684.53	10,000.00	15,684.53
3,108.00	Chetwynd Gymkhana	-	-	1,821.16	-	3,108.00	4,929.16
13,515.40	Chetwynd Rod & Gun Club	-	-	-	-	13,515.40	13,515.40
8,000.00	Chetwynd Social Planning Society		-	-	-	-	-
2,231.25	Chetwynd Horse Club Society				761.25	2,231.25	2,992.50
10,500.00	Foothills Team Roping Club	-	-	-	-	210.00	210.00
	Jackfish Community Association	-	-	2,080.56	15,500.00	-	17,580.56
10,001.10	Little Giants Figure Skating Club	-	-	-	-	10,001.10	10,001.10
6,506.25	Little Prairie Heritage Society	(0.00)	-	0.00	1,571.98	3,764.41	5,336.39
9,000.00	Moberly Lake Community Assn.	-	-	0.00	973.89	-	973.89
20,838.00	Pine Valley Exhibition Park Soc.	-	-	-	2,235.49	20,838.00	23,073.49
	Pine Valley Motor Sports	-	-			-	-
2,800.00	Pine Valley Seniors Assn.	-	-	-	-	2,800.00	2,800.00
	Sagittawa Christian Camping Society	-	0.00			-	0.00
1,000.00	Area E West Bursary	-	-	-	500.00	1,000.00	1,500.00
2,000.00	Youth Travel		-	-	-	2,000.00	2,000.00
102,000.00	Total Area E	(0.00)	0.00	3,901.72	27,227.14	71,968.16	103,097.02
		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		150,084.00	150,000.00	150,000.00	150,000.00	150,000.00	
SUB-REGIONAL		Allocated	Allocated	Allocated	Allocated	Allocated	
		150,084.00	150,000.00	150,049.93	150,000.00	150,000.00	
7,500.00	ARK - Dawson Creek Youth Centre Society	-	-	-	-	7,500.00	7,500.00
4,500.00	Bessborough Community Club	-	-	-	-	1,858.56	1,858.56
9,000.00	Cutbank Community Club	-		-	-	-	-
16,000.00	Dawson Creek Sportsman's Club	-	-	-	15,315.15	16,000.00	31,315.15
	Doe River Gymkhana Club			4,047.05			4,047.05
20,000.00	Doe River Recreation Commission	-	-	-	-	20,000.00	20,000.00
13,965.46	Farmington Community Association	-	-	-	-	-	-
2,100.00	Groundbirch Rec. Commission	-	-	-	-	2,100.00	2,100.00
10,109.54	Hats n' Chaps Gymkhana	-		6,558.72		10,109.54	16,668.26
1,125.00	Kilkerran Recreation Commission	-	-		2,000.00	1,125.00	3,125.00
9,950.00	Kiskatinaw Fall Fair	-	-	-	2,433.11	9,950.00	12,383.11
10,000.00	McLeod Rec. & Social Services Society	-	-	-	-	10,000.00	10,000.00
7,000.00	Rolla Ratepayers	-	-	-	-	7,000.00	7,000.00
6,350.00	Sunset Prairie Recreation Commission		-	2,123.70	3,782.53	1,096.33	7,002.56
900.00	Swan Lake Enhancement Society	-	-	-	-	-	-
	Sweetwater 905 Society				225.00		225.00
6,000.00	Tomslake Community Cultural Assn.	-	-	-	-	6,000.00	6,000.00
9,500.00	Tomslake & District Rec Commission	-	-		-	9,500.00	9,500.00
11,500.00	Tupper Community Club	-	-	-	-	11,500.00	11,500.00
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	1,500.00	1,500.00
1,500.00	Youth Travel	-	-	-	-	1,050.00	1,050.00
150,000.00	Total Sub-Regional	-	-	12,729.47	23,755.79	116,289.43	152,774.69
		2014	2015	2016	2017	2018	TOTAL
397,150.00	COMBINED GRAND TOTALS	53.55	13,250.42	49,201.52	58,931.17	267,959.59	389,396.25

Attachment 2

From: Trish Morgan
Sent: Tuesday, April 17, 2018 12:02 PM
To: fsjnpmuseum@fsjmail.com
Cc: Jill Rickert; Bryna Casey
Subject: \$53 slippage FW: NPHS food safety/water form
Attachments: PRRD form007.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Thank Heather

Jill will touch base with you if needed ☺

Trish Morgan | General Manager of Community Services
 PEACE RIVER REGIONAL DISTRICT | Direct: 250-784-3218 | Cell: 250-219-3000
trish.morgan@prrd.bc.ca | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



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From: Fort St. John North Peace Museum [<mailto:fsjnpmuseum@fsjmail.com>]
Sent: Tuesday, April 17, 2018 11:54 AM
To: Trish Morgan <Trish.Morgan@prrd.bc.ca>
Subject: NPHS food safety/water form

Hi Trish,
 Our form that you gave Evelyn last night is attached. I tried to explain our answers so you knew where we were coming from for food safety.
 Ev said you asked about the \$53 or so dollars left from 2014. I wrote on the form I submitted with the last 2014 invoice (fall of 2017) that that amount could be returned to PRRD. At that point in 2017, it was too late to use it up and we'd come in under budget on our Finch's store sign. So unless we can reallocate a reallocation from more than three years ago now, it's best that the money just go back to PRRD.

Thanks,
 Heather Sjoblom
 Manager/Curator
 Fort St. John North Peace Museum
 250-787-0430

[Report as Spam](#)

POLICY STATEMENT

Rural Recreational & Cultural Grants-in-Aid

1) Introduction

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

2) Definitions

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

3) Recreational & Cultural Grants-in-Aid Eligibility

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

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

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

4) Application Process

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

5) Eligible Expenses

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

6) Annual Grant Allocations

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

7) Approval Process

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

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

8) Recreational and Cultural Grants-in-Aid Budgets

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

9) Unallocated Funds

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

10) Unspent Funds

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

11) Claim Reimbursement

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

12) Sources of Revenue

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

13) Annual Reports

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

14) Funding Amendments

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

15) General

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

16) Limitations

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

17) Recognition

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

ADMINISTRATIVE PROCEDURES

Rural Recreational & Cultural Grants-in-Aid

1) Application Packages:

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

2) Receipt of Application Packages

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

3) Review of Application Packages

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

4) Incomplete or Late Applications

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

5) Allocation Meetings

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

6) Approval of Grant Allocations

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

7) Claim Reimbursement

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

8) Funding Amendments

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

9) Unspent Funds

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



REPORT

To: Rural Budgets Administration Committee

Date: December 6, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Grant Request – Peace View Cemetery Committee

RECOMMENDATION#1:

That the Rural Budgets Administration Committee deny the grant request from the Peace View Cemetery Committee, as all cemetery funding budgeted for Electoral Area D in 2018 has been committed and is no longer available.

BACKGROUND/RATIONALE:

Peace View Cemetery is a rural cemetery located about twenty minutes north of Rolla, BC in Electoral Area D. The cemetery is maintained by a committee comprised of local area volunteers, who are requesting a grant of \$3,000 to assist with repairs to sunken gravestones and grave covers. The sunken areas have created very uneven ground, which has become unsafe in some places due to tripping hazards. In addition, the sunken gravestones and grave covers make the overall appearance of the cemetery look very run down and unkempt. The Committee plans to move forward with these improvements in the summer of 2019.

An annual commitment of \$5,000 is typically budgeted each year for Electoral Area D under Cemetery Grants. This funding is allocated at \$1,500 for the Pouce Coupe Cemetery, \$1,200 for the Tomslake Cemetery, \$1,300 for the Sunrise Valley Mountain View Cemetery, and \$1,000 for remaining for miscellaneous cemetery grants.

The number of cemetery grant requests doubled in capacity in 2018, inclusive of all the electoral areas. This year, staff processed 12 requests for funding, and of those only six had a budget commitment as part of the Annual Financial Plan. It is likely that this increase is reflective of the information shared during the community round table meetings held in 2018, and other discussions throughout the rural communities. The Electoral Area Directors may wish to consider this when determining 2019 budget commitments.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☐ Ensure that the Solid Waste Management Plan is operating on a fiscally defensible basis.
- ☐ Ensure effective execution of Public Safety and Emergency Services initiatives.
- ☐ Foster Collaboration on services with municipalities and electoral areas.
- ☐ Establish a strategy for coordinated advocacy on identified issues.
- ☐ Manage parks and trails in the region.

Staff Initials:

Dept. Head: *T. Morgan*

CAO: *[Signature]*

Page 1 of 2

- ☐ Support the agricultural industry within the regional district.
- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- At the time of this report, a balance of \$2,500 remains budgeted under Electoral Area D Cemetery funds, which includes a \$1,200 commitment for Tomslake Cemetery and a commitment of \$1,300 for Sunrise Valley Mountain View Cemetery, which have not been paid out.
- Although budgeted annually, the commitment for Sunrise Valley Mountain View Cemetery in the amount of \$1,300 was last claimed in 2015 and has not been utilized since.
- No financial information was provided with the grant application but was requested by email on November 6, 2018. To date nothing has been submitted. As the policy indicates, that grant may be authorized to non-registered volunteer groups (no society status), staff suggest, if funding is approved, no grant should be payable until the Peace View Cemetery Committee has provided its financial status.

COMMUNICATIONS CONSIDERATION(S):

Peace View Cemetery will be notified in writing of the Committee's decision.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Cemetery Grant Request
2. Grant Policy



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM



Society #:

Community Club or Group Name: Peaceview CemeteryMailing Address: RR #2 SITE 7 Comp 9City: Dawson Creek BC

Civic Address:

Contact Person: Bill HollingsheadTel: 250 759 4388

Fax:

Email: carol.holli@gmail.comPostal Code: V1G4S8Alternate Person: Wayne HarbertTel: 250-759-7403Fax: 250-759-7403Email: wharbert@xplornet.com

CLUB EXECUTIVES

President: Bill Hollingshead

Vice President:

Treasurer: Carol Hollingshead

PROJECT COSTS

Total Cost of Project: quote attached.

Amount Requested per year:

For how many years?

1 yr ☒2 yrs ☐3 yrs ☐Describe the project for which your organization is requesting a grant and the reason for your request.
If more space is needed, please add it as an attachment to your application.

Level all sunken headstones and grave covers for safety reasons and appearance and reduce man power hours for maintenance.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: [Signature]Date: Oct 28/2018

For Office Use Only

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

Cemetery Grant

PLEASE REPLY TO:

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

Tiger PRINTING & STATIONERS

SOCIETY #
FINANCIAL STATEMENT
TO FOLLOW

Subject **Quote**
From <admin@pcmemorials.com>
To <wvhiebert@xplornet.com>
Date 2018-10-10 15:54

Hi Wayne,

Here is a quote to have monument and grave cover leveling done at the Peace View Cemetery.

As quoted before \$180 per hour for 3 men and a picker truck.

If we are to bring our Bobcat that would require another vehicle and trailer. Day quote \$800.

Travel time would be 1.5 hrs each way so if we put in a 10 hr day we would be at the cemetery for 7 hrs. I think that is enough time to complete the job.

So, you would be looking at \$1800 + GST or \$2600 + GST with Bobcat.

Also, we would be looking at July or August of 2019.

Thank You,

Dayne Waldner

Peace Country Memorials Ltd.

Toll Free: 1-800-260-6765

www.pcmemorials.com

Fill material supplied by donation
Weed control chemical donated.

Quotes for years 2 and three to be
submitted as required.

year 2 - sign repaired or replaced
year 3 - fence repair.

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	#26-2017
Section:	Grants	Issued:	October 23, 2017
Subject:	Cemetery Funding	Effective:	November 16, 2017
RBAC Resolution # and Date:	RBAC 17/11/08	Page:	1 of 3
		Replaces:	None
Issued by:	Jill Rickert, Community Services Coordinator	Dated:	N/A
Approved by:	Trish Morgan, General Manager of Community Services		

1. POLICY

This policy provides the guidelines and administrative procedures for the approval and disbursement of grant funds, from the Cemetery Function, to not-for-profit societies or community organizations who maintain rural cemeteries located in Electoral Areas B, C, D, and E of the Peace River Regional District.

1.1 Applicant Eligibility

The Rural Budgets Administration Committee recognizes that community groups who care for cemeteries are often very small and operate with a very limited number of volunteers; therefore the Committee is willing to waive the eligibility criteria that all applicants must be a registered Not-for-Profit society in good standing with the Societies Act of BC. In order to apply for grant funding under this policy, the applicant must meet one of the following criteria:

- a) a registered Not-for-Profit society in good standing with the Society Act of BC; or
- b) a volunteer organization consisting of community members who is financially and administratively sound which can be demonstrated by providing meeting minutes, financial statements and/or proof of bank account; and
- c) must operate in the Peace River Regional District.

1.2 Eligible Expenses

The information below provides examples of eligible expenses or projects costs that may be considered for funding.

- a) Operational Costs;
- b) Minor cemetery improvement project costs;
- c) Capital improvement project costs.

Subject: Cemetery Funding	Policy #:	Page:	2 of 3
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1.3 Grant Authorization

The Rural Budgets Administration Committee has the sole discretion to approve or reject applications.

1.4 Allocation of Funds

Grant funding may be budgeted for annually by each Electoral Area Director as part of the PRRD Annual Financial plan, to be ratified by the Board of Directors.

1.5 Acknowledgement of Grant Funding

The Rural Budgets Administration Committee asks all grant recipients to recognize their contribution by use of the Peace River Regional District logo through written, virtual or verbal acknowledgement.

2. PURPOSE

Grant funding may assist local groups with improvements to rural cemeteries and may be issued to support capital projects and/or expenses related to the operation, development and maintenance of the cemetery as set forth in Bylaw No. 839, 1993.

3. RESPONSIBILITY

The General Manager of Community Services or designate, is responsible for ensuring compliance within the policy.

4. DEFINITIONS

- a) **Rural Budgets Administration Committee** is a Standing Committee of the Regional Board comprised of each Electoral Director from each Electoral Area in the Peace River Regional District who has the authority, by delegation of the Regional Board, to administer the rural budgets as identified in the Annual Financial Plan of the Peace River Regional District and in accordance with the "Rural Budgets Administration Bylaw No. 116, 1998".
- b) **Not-for-Profit Society** is an organization which is not driven by profit, who is registered and in good standing with the Societies Act in BC.
- c) **Volunteer Community Organization** is a group consisting of volunteer community members who is financially and administratively sound which can be demonstrated by providing meeting minutes, financial statements and/or proof of a bank account.
- d) **Operational Costs** are defined as expenses incurred for the day-to-day operating, developing and maintaining of a cemetery and its grounds
- e) **Minor Improvements** are defined as smaller projects costing less than \$5,000 such as the purchase and installation of commemorative monuments, benches, or signage that are shorter in duration to complete.
- f) **Capital Improvements** are defined as larger projects in excess of \$5,000 such as the addition of a permanent structure such as a columbarium or cemetery gates that are longer duration to complete.

Subject: Cemetery Funding	Policy #:	Page:	3 of 3
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5. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

5.1 Peace River Regional District Cemetery Services Establishment Bylaw No. 839, 1993

5.2 Peace River Regional District Rural Budgets Administration Bylaw No. 116, 1998

6. PROCEDURE

6.1 Approval Procedure

- a) Applicants must submit a completed grant application that outlines the details for the intended use of the funds, the amount requested and all necessary supporting documentation as indicated on the application form.
- b) Staff will process the grant application, complete a report which will include a recommendation and all background information and forward it to the Rural Budgets Administration Committee for consideration.
- c) All applicants will be advised in writing of the Rural Budgets Administration Committee's decision.

6.2 Disbursement of Funds

- a) Upon approval of the grant, funds will be paid directly to the applicant for all grants in the amount of \$1,500 or less;
- b) Grant funding in excess of \$1,500 will be paid to the applicant through claim reimbursement;
- c) Speed of Service processing time on cheque distribution is 10 business days from ratification by RBAC.

6.3 Recipient Acknowledgement

A copy of the Funding Recognition Guidelines will be provided to all grant recipients and is also available on our website at <http://prrd.bc.ca/wp-content/uploads/page/grants/Acknowledging-the-Peace-River-Regional-District.pdf>



REPORT

To: Rural Budgets Administration Committee

Date: December 10, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Grant Request – South Peace District Crime Prevention Association

RECOMMENDATION #1:

That the Rural Budget Administration Committee authorize a grant in the amount of \$1,400 payable from Electoral Area D, Peace River Agreements Spending Item #4 – Assistance to Other Organizations, to the South Peace District Crime Prevention Association for their 2018 annual subscription fee for the One Call Now notification system.

RECOMMENDATION #2:

That the Rural Budget Administration Committee determine if a grant in the amount of \$1,400 could be supported as an annual budget commitment, to a maximum of three years beginning in 2019, and if so, where the grant commitment should be included in the 2019 Financial Plan for Electoral Area D.

BACKGROUND/RATIONALE:

The South Peace District Crime Prevention Association (SPDCPA) is requesting a yearly grant of \$1,400 to fund the use of the One Call Now notification system. The cost of this system is an annual subscription amount of \$1,045.42 US dollars; however, based on the current exchange rate of 1.34, it equates to \$1,400.71 Canadian.

One Call Now is an automated notification system that provides emergency and routine phone, text, email, and app group messaging for any size or type of group/organization. The SPDCPA and the Dawson Creek RCMP use this system to alert their members about criminal activity, meetings, upcoming seminars and special events. The system is owned by SPDCPA and has been in place for several years, being paid for with funding from the RCMP Dawson Creek Detachment; however, in September of 2018 the SPDCPA was advised that the Detachment would no longer cover the cost.

Staff have verified that the SPDCPA is a registered not-for-profit society in good standing with the *BC Societies Act*. They are an organization that provides an essential service to the rural communities within Electoral Area D, as they act as the “additional eyes and ears” for the Dawson Creek RCMP Detachment.

Please note that staff have advised the Association that the maximum multi-year grant approval is to a maximum of three years only. For further details, please see the attached grant application.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration deny the grant request from the South Peace District Crime Prevention Association and provide further direction to staff.

Staff Initials:

Dept. Head: 

CAO: 

Page 1 of 2

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

As of November 30, 2018, the Electoral Area D, Peace River Agreements balance available after remaining commitments is \$528,665.58.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the Committee's decision and if approved, advised of the Regional Districts Funding Recognition Guidelines.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application



PEACE RIVER REGIONAL DISTRICT



GRANT APPLICATION FORM

Society #: S-0032584

Community Club or Group Name: SOUTH PEACE DISTRICT CRIME PREVENTION ASSOCIATION

Mailing Address: 1230-102nd Avenue
Dawson Creek BC

Postal Code: V1G 4V3

Civic Address: (same)

Contact Person: GARTH O. MAKEPEACE

Tel: 250-782-7188 / 250-219-2136

Fax:

Email: makepeace141@yahoo.ca

Alternate Person: ART SEIDL

Tel: 250-786-5550 / 250-784-4105

Fax:

Email: jaseidl@hotmail.com

CLUB EXECUTIVES

President: GARTH O. MAKEPEACE

Vice President: /

Treasurer: INGRID L. MAKEPEACE

PROJECT COSTS

Total Cost of Project: (yearly) US\$ 1045.42

Amount Requested per year: Canadian equivalent

For how many years? seeking yearly grant.
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.

Please see typewritten one page attachment.

ATTACHMENTS REQUIRED:

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

US\$ 1045.42 from donations/grant received
ATTACHING INCOME/EXPENSES STATEMENT
FOR YEAR END MARCH 31, 2018

Signature of Applicant:

GARTH O. MAKEPEACE
CHAIR, SPDCA

Date:

October 22, 2018

For Office Use Only

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

PLEASE REPLY TO:

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

Grant application by South Peace District Crime Prevention Association ("SPDCPA")

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

South Peace District Crime Prevention Association ("SPDCPA") seeks a yearly grant of approximately USD 1045.42 to fund use of the ONE CALL NOW phone fanout/notification system. SPDCPA and RCMP members from the Dawson Creek Detachment use this efficient, quick and reliable phone fanout/notification system to

(1) alert over 300 SPDCPA subgroup members (the various Rural Crime Watch groups in the South Peace and Citizens on Patrol in the City) to criminal activity either in real time or in a timely fashion so that our members can be "additional eyes and ears" for the Dawson Creek RCMP Detachment

(2) to advise members of meetings of the various Rural Crime Watch groups (including East Pouce, Tomslake, Kilkerran and Rolla/Doe River) and of Citizens on Patrol (in the City of Dawson Creek), and

(3) to disseminate notice of upcoming crime prevention seminars / special events such as our annual Volunteer Appreciation Dinner, our annual Dawson Creek & District Rural Crime Watch Symposium, our annual Christmas Gift Wrap fund raiser at the Dawson Mall and our participation at Lobsterfest (with the Safe Ride Home program).

SPDCPA and the Dawson Creek RCMP Detachment have made excellent use of the ONE CALL NOW phone fanout/notification system for several years now. However, as of September 2018, the RCMP Detachment can no longer fund the ONE CALL NOW phone fanout/notification system for the 300 plus members of SPDCPA's rural crime watch and citizens on patrol groups. The yearly cost has been steady for several years at USD 1045.42. SPDCPA has just paid approximately \$1,400.00 Canadian to fund this phone fanout/notification system for its members and for use by the local RCMP.

SPDCPA derives all income for its' crime prevention activities from grants, donations and fund raising events. The Board of the SPDPA is of the view that the ONE CALL NOW system is an important tool in crime prevention for the South Peace and we request the Peace River Regional District consider granting to SPDCPA funds to cover this valuable tool in crime prevention in our City and surrounding rural areas.

Garth O. Makepeace
Chair
South Peace District Crime Prevention Association

October 22, 2018

SOUTH PEACE DISTRICT CRIME PREVENTION ASSOCIATION
2018 ANNUAL GENERAL MEETING

Held on June 6, 2018 at Sam's Friends Restaurant, Inn of the Creek, Dawson Creek BC

TREASURER'S REPORT *for the fiscal year April 1, 2017 to March 31, 2018*

(1) *chequing account*

Bank statement balance at March 31, 2017: \$12,931.94

Bank statement balance at March 31, 2018: \$14,318.29

(2) *plan 24 account*

Bank statement balance at March 31, 2017: \$223.85

Bank statement balance at March 31, 2018: \$224.44

(3) *equity shares*

Bank statement balance at March 31, 2017: \$76.90

Bank statement balance at March 31, 2018: \$76.90

(4) *cash box float* \$140.00

Income:

- | | |
|---|------------|
| 1. security Kiwanis Trade Show (Apr. 28 and 29 2017) | \$2,000.00 |
| 2. tips at South Peace Oilmen's Assn Lobsterfest
(May 13, 2017) "Safe Ride Home" | \$ 454.00 |

3. South Peace Oilmen's Assn. donation to SPDCPA For "Safe Ride Home" (2017)	\$2,400.00
4. Vancouver Foundation (Spectra Energy) [for flow through to RCMP Victim Services]	\$2,500.00
5. Donation from Peace River Regional District [for signage for Doe River/North Rolla RCW]	\$ 392.00
6. Donation from Great Canadian Entertainment ["Chances Casino"]	\$1,000.00
7. Xmas gift wrap (2017) (7 days, not including set up on Sunday December 17)	\$2,177.45
8. Donation Wayne Hiebert for gift wrapping	\$ 200.00
9. Donation by Secure Energy Services Ltd. (gift wrap expenses)	\$ 1,000.00
TOTAL INCOME:	\$12,123.45

Expenses:

1. New Harvest Media Inc. for web services (# 0435)	\$ 332.50
2. to S.D. #59 (2 \$500.00 SPDCPA Bursaries)(#0436)	\$ 1,000.00
3. re-imburse Geri Demyen (re gift basket Pat W.)(#0437)	\$ 75.00
4. membership dues Alberta Provincial RCW Assn. (#0438)	\$ 200.00
5. KPAC SPDCPA 2017 AGM room rent (#0439)	\$ 18.90
6. advertisement in MIRROR for AGM (#0440)	\$ 161.70
7. Ingrid Makepeace for snacks at AGM (# 0441)	\$ 195.86
8. Garth Makepeace for fee to file Form 11 at BC Corporate Registry Services (#0442)	\$ 40.00
9. Directors and Officers insurance (BCCPA) (#0443)	\$ 400.00
10. Creative Embroidery (Dawson Creek)(RCW hats)(#0444)	\$ 316.07
11. KPAC deposit auditorium rent for Volunteer Appreciation Dinner (#0445)	\$ 50.00
12. Garth Makepeace for 2-\$50.00 gift cards for door prizes at Volunteer Appreciation Dinner (#0446)	\$ 100.00
13. KPAC balance of rental for V.A.D. (Nov. 25/17) (#0447)	\$ 212.50
14. membership dues BC Crime Prevention Assn. (#0448)	\$ 85.00

15. RCMP Victim Services (flow through of Enbridge donation [#4 income above])(#0449)	\$ 2,500.00
16. Tracey Pearson (gift wrap supplies) (#0450)	\$ 69.24
17. Seven (7) registrations for APRCWA AGM & Symposium at Lacombe Alberta Feb. 2018 (#0451)	\$ 700.00
18. One (1) additional registration for APRCWA AGM (#0452)	\$ 100.00
19. SPDCPA general liability insurance (HUB Int'l)(#0453)	\$ 1,089.00
20. Promo Shoppe for digitizing fee and 5 RCW Jackets (#0454) [will recover \$35.00 per jacket from volunteers buying]	\$ 473.19
21. Alberta Provincial Rural Crime Watch for 3 4x4 aluminum highway Rural Crime Watch signs [will be re-imbursed] (#0455)	\$ 600.00
22. Hotel February 16&17/18 Lacombe (4 rooms (incl. bus driver) APRCWA AGM/Symposium (#0456)	\$ 1,255.60
23. Zone 3 APRCWA (to bus expense trip to Lacombe) (#0457)	\$ 500.00
24. Re-imburse driver for Day's Inn room DCBC (Feb 15/18) (#0458)	\$ 152.54
25. KPAC deposit on room for Zone 3 meeting/Dawson Creek & District RCW Symposium for Apr 14/18 (#0459)	\$ 50.00
26. *LVCU service charges (\$5.00/month x 12)	\$ 60.00

TOTAL EXPENSES:	\$10,737.10
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REPORT

To: Rural Budgets Administration Committee

Date: December 10, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Youth Travel Request – Chetwynd Secondary Senior Boys Volleyball Team

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$150, payable from Electoral Area E Grants-in-Aid, for the Chetwynd Secondary School Senior Boys Volleyball team to assist with the costs to attend provincials that were held in Prince George from November 22 – 24, 2018.

BACKGROUND/RATIONALE:

This request meets the criteria as outlined in the Recreation and Cultural Grants-in-Aid Schedule E Youth Travel. The Chetwynd Senior Boys Volleyball team has three members who were verified to be rural residents. Please note that the names and addresses of the team members have been redacted for privacy; however this information can be provided to the Committee upon request.

This event has already taken place, however, the application was received before the event.

For details of the request, please see the attached letter from the team.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant request from Chetwynd Secondary Senior Boys Volleyball team and provide further direction to staff.

STRATEGIC PLAN RELEVANCE:

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

Staff Initials:

Dept. Head:

T. Morgan

CAO:

A. M.

Page 1 of 2

FINANCIAL CONSIDERATION(S):

- At the time of this report, the balance remaining for youth travel in Electoral Area E was \$2,000.
- At year end, the remaining balance of youth travel is returned to the funding area to reduce the requisition for the following tax year.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Letter of Request
2. Grant Policy



Chetwynd Secondary School

November 5, 2018

Dear Rural Budgets Administration Committee:

The Chetwynd Secondary School Sr. Boys Volleyball Team has just recently qualified for the A Provincial Championships. This is the first time in many, many years that CSS has even had a Sr. Boys Volleyball team and so we are extremely excited to have qualified for Provincials and for the opportunity to represent our school and community.

The Provincial tournament will take place in Prince George on November 22-24, 2018.

Budget:	Bus	\$3000
	Accommodations	\$2200
	Entry Fee	\$ 400
	Total	\$5600

Any assistance the Peace River Regional District could provide to offset the costs of the tournament would be greatly appreciated.

Thank you for considering our request.

Sincerely,

Toni Ethier
Coach, Sr. Boys Volleyball Team

Team Roster:

In town players:



Rural players:





PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “E” – Youth Travel

The purpose of this schedule is to provide the guidelines for the approval and disbursement of Youth Travel funds. Youth travel grants, up to a maximum of \$250, may be provided to financially supplement the expenses associated with team or individual travel to sporting competitions. Funding for Youth Travel Grants is provided at the sole discretion of the Electoral Area Directors and is part of the Recreational and Cultural Grants-in-Aid funding policy.

1. Applicant Eligibility

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

**** Successfully competed and earned the opportunity to be eligible to move on to the next stage of competition.**

2. Application Process

- a. Requests may be made year round and must be received in writing to the Rural Budgets Administration Committee, prior to attending the competition.
- b. Funding may be requested to assist with the following:
 - registration/entry fees;
 - transportation expenses – fuel, airfare, bus or ferry transport;
 - accommodation expenses.
- c. All requests must include the following information:
 - a description of the event and anticipated costs;
 - the number of players and coaches that will attend;
 - the names and 911 addresses of the players and coaches who reside in the rural area (for verification of residency);
 - Estimated costs to attend the competition.

3. Approval Process

- a. Grants are approved at the sole discretion by the authority of the Rural Budgets Administration Committee.
- b. Grant funding will be calculated on the basis of \$50/rural player to a maximum grant of \$250.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "E" – Youth Travel

- c. Staff will assess the request, attach it to a report inclusive of all the necessary background information and forward it for review at the next scheduled Rural Budgets Administration Committee meeting.
- d. All applicants will be notified in writing regarding the results of their request.
- e. All funds will be made payable to the organization or school only.
- f. Requests received after the competition has taken place will not be considered for funding.

4. Reporting

Within 30 days of the competition, grant recipients are required to:

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



REPORT

To: Rural Budgets Administration Committee

Date: December 10, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Youth Travel Request – Dawson Creek Secondary Grade 9 Girls Volleyball Team

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$250, payable from Sub-Regional Grants-in-Aid, for the Dawson Creek Secondary Grade 9 Girls Volleyball team to assist with the costs to attend provincials that were held in Surrey, BC from November 16-17, 2018.

BACKGROUND/RATIONALE:

This request meets the criteria as outlined in the Recreation and Cultural Grants-in-Aid Schedule E Youth Travel. The Dawson Creek Secondary Grade 9 Girls team has seven members who were verified to be rural residents. Please note that the names and addresses of the team members have been redacted for privacy; however this information can be provided to the Committee upon request.

This event has already taken place, however, the application was received prior to the event.

For details of the request, please see the attached letter from the team.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant request from Dawson Creek Secondary Grade 9 Girls Volleyball team and provide further direction to staff.

STRATEGIC PLAN RELEVANCE:

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

Staff Initials:

Dept. Head: *T. Morgan*

CAO: *[Signature]*

Page 1 of 2

FINANCIAL CONSIDERATION(S):

- At the time of this report, the balance remaining for Sub-Regional Youth Travel was \$1,050.
- At year end, the remaining balance of youth travel is returned to the funding area to reduce the requisition for the following tax year.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Letter of Request
2. Grant Policy



Dawson Creek Secondary School Central Campus

Nov 5, 2018

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

RE: Youth Travel Grant

Dear Rural Budgets Administration Committee

On November 16 and 17, 2018, the Dawson Creek Secondary School's Grade 9 Girls volleyball team will be playing in the BC School Sports Grade 9 Provincial Championships at Lord Tweedsmuir Secondary in Surrey, BC. 10 players (7 rural) and three coaches will be attending and representing our school and community.

Players Attending:



The team has earned the only berth for the north in this 12-team tournament by:

- competing in Grande Prairie Regional College's Super Red Tournament and winning 1st place in the 9A division (a tournament that many other northeast BC teams attend) (undefeated)
- competing in the Prince George Youth Volleyball Club's Kodiak Classic tournament in the Jr B (grade 9) division and again winning first place (undefeated)

Communication

Relationships

Collaboration

Learning

dcss.sd59.bc.ca

 [@dcscCentral](https://www.instagram.com/dcscCentral) 

www.facebook.com/dcscnews



Due to the cost of travel, this is the first time ever that a team from the north will attend this tournament. In order to cover the cost of travel to Surrey the team has been fundraising and has secured a sponsorship, however, every penny helps.

Expenses:

Flights = \$4900
 Hotel = \$1400
 Car Rentals = \$500
 Entry Fee = \$350
 TOTAL = \$7150

Fundraising:

Sponsorship for Car Rental = \$500
 Bottle Drive = \$750
 Bake Sale = \$250 (anticipated)
 Jr Canucks Games = \$600
 TOTAL = \$2100

Given the cost above, we respectfully request that the Rural Budgets Administration Committee consider providing a Youth Travel Grant to assist with the cost of travel to compete in the tournament.

Should you require any further information please feel free to contact me at 604-798-8769 or tburge@sd59.bc.ca.

Yours truly,

Troy Burge
 DCSS Athletic Director
 Central Campus



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “E” – Youth Travel

The purpose of this schedule is to provide the guidelines for the approval and disbursement of Youth Travel funds. Youth travel grants, up to a maximum of \$250, may be provided to financially supplement the expenses associated with team or individual travel to sporting competitions. Funding for Youth Travel Grants is provided at the sole discretion of the Electoral Area Directors and is part of the Recreational and Cultural Grants-in-Aid funding policy.

1. Applicant Eligibility

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

**** Successfully competed and earned the opportunity to be eligible to move on to the next stage of competition.**

2. Application Process

- a. Requests may be made year round and must be received in writing to the Rural Budgets Administration Committee, prior to attending the competition.
- b. Funding may be requested to assist with the following:
 - registration/entry fees;
 - transportation expenses – fuel, airfare, bus or ferry transport;
 - accommodation expenses.
- c. All requests must include the following information:
 - a description of the event and anticipated costs;
 - the number of players and coaches that will attend;
 - the names and 911 addresses of the players and coaches who reside in the rural area (for verification of residency);
 - Estimated costs to attend the competition.

3. Approval Process

- a. Grants are approved at the sole discretion by the authority of the Rural Budgets Administration Committee.
- b. Grant funding will be calculated on the basis of \$50/rural player to a maximum grant of \$250.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "E" – Youth Travel

- c. Staff will assess the request, attach it to a report inclusive of all the necessary background information and forward it for review at the next scheduled Rural Budgets Administration Committee meeting.
- d. All applicants will be notified in writing regarding the results of their request.
- e. All funds will be made payable to the organization or school only.
- f. Requests received after the competition has taken place will not be considered for funding.

4. Reporting

Within 30 days of the competition, grant recipients are required to:

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



REPORT

To: Rural Budget Advisory Committee

Date: December 10, 2018

From: Paulo Eichelberger, General Manager of Environmental Services

Subject: **Area B Bulk Loading and Potable Water Construction Update (REVISED)**

RECOMMENDATION #1:

That the December 10, 2018 report titled "Area B Bulk Loading and Potable Water Construction Update" be received for information.

BACKGROUND/RATIONALE:

The purpose of this report is to provide an update on the status of the construction and upgrades of the Area B Bulk Loading and Potable Water Station project.

As the Committee is aware, Board award for the construction and upgrade of the stations at Buick, Rose Prairie, Prespatou, Feye Springs and Boundary Lake took place on May 24, 2018. The sites are in various phases of construction, below is a table summarizing the status of budget vs actual:

Site	Actual Spend 2018	Original Construction Budget	Original Budget Engineering/Land Acquisition/Surveys	2018 Financial Plan Budget
Prespatou	\$539,579.00	\$700,000.00	\$80,000.00	\$780,000.00
Boundary Lake	\$334,466.49	\$625,000.00	\$80,000.00	\$705,000.00
Feye Spring	\$470,271.25	\$650,000.00	\$80,000.00	\$730,000.00
Rose Prairie	\$546,118.27	\$800,000.00	\$180,000.00	\$980,000.00
Buick	\$715,472.91	\$825,000.00	\$180,000.00	\$1,005,000.00
Total	\$2,605,907.92	\$3,600,000.00	\$600,000.00	\$4,200,000.00

Committee Members will note that:

- Overall the 5 projects are within budget, as per the 2018 Financial Plan.
- The construction budget ran a bit higher on Feye Spring. This is attributed to additional geo-tech work and soil relocation to modify the reject water pond.
- Boundary works have not started as the option for reject water configuration is being revised. The bulk of the construction will be done in January.

Buick is scheduled for commissioning the week of January 7-11, 2019. It is anticipated that once Buick is complete, the commissioning team will move to Prespatou and commission that system as well. Feye and Rose Prairie are tentatively scheduled for the 3rd week of January, 2019, with Boundary to

Staff Initials:

Dept. Head: 

CAO: 

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follow. It is noted that boil water advisories will remain in effect for all sites until Northern Health gives final approval.

ALTERNATIVE OPTIONS:

N/A

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

The latest update from Urban System places the construction budget for completing the project (minus engineering/land acquisition/surveys) at \$3,121,023 vs the original construction budget of \$3,600,000. As such, the project remains under budget, with contingency. The remaining construction budget will be applied to the 2019 Draft Financial Plan.

COMMUNICATIONS CONSIDERATION(S):

Information regarding the potential temporary closure of the Prespatou site, sometime between January 6th and 12th, is being posted at the Prespatou site and the nearby store to provide ample warning to local area residents to fill up beforehand. Additionally, notices will be posted at the Prespatou Waste Transfer Station, on the PRRD website and social media.

OTHER CONSIDERATION(S):

The draft purchase and sales agreement for the land for the Buick site is being finalized at the December 14, 2018 Board meeting. The draft lease agreement for the land where the Rose Prairie site is located is also being finalized and will be brought to the Board in the near future.



REPORT

To: Rural Budgets Administration Committee

Date: December 3, 2018

From: Trish Morgan, General Manager of Community Services

Subject: Grant Request – Northern Co-Hort, Northern Environmental Action Team

RECOMMENDATION: *[All Directors – Corporate Unweighted]*

That the Regional Board deny the grant request from Northern Environmental Action Team, Northern Co-Hort to host a two day workshop on Farm Business Management and Co-op Development as it does not meet the “Special Events” grant program criteria.

BACKGROUND/RATIONALE:

The Northern Co-Hort is an initiative introduced by Northern Environmental Action Team (NEAT) that developed out of a local desire to support horticultural producers and put into practice some of the recommendations outlined in the North Peace Horticulture Business Case and Marketing Strategy (PRRD, 2017). It is designed to function as an umbrella entity that will research and develop programs to help support agricultural and horticultural producers in the region so they can better focus on farming.

The workshop will focus on Farm Finances and Management and Co-operative Business model planning and is being presented by Chris Bodnar, a full-time farmer who also teaches the Business of Agriculture course at Kwantlen Polytechnic University. The workshop is expected to register 50 to 70 people from the area. As such, the event does not meet the criteria outlined for a Special Event grant as it will not have a “regional impact” or an “economic benefit to the region.” The Regional Board has, in the past, supported other “training conferences” such as the Walk In Balance conference which is much larger and draws approximately 300 people to the region over three days.

Staff also note that NEAT has applied for an Economic Development grant to support their Northern Co-Hort initiative and is requesting \$50,000. This application will be brought forward for review, along with all other Economic Development grant applications, on January 10, 2019.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

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

Staff Initials: *JW* Dept. Head:

T Morgan

CAO:

[Signature]

Page 1 of 2

FINANCIAL CONSIDERATION(S):

Under Grants to Community Organizations, Special Events the 2018 budget amount is \$11,000 of which \$2,000 remains in the balance.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the Regional Board's decision, and if approved will be asked to recognize the Regional District's contribution, as per the Funding Recognition Guidelines.

OTHER CONSIDERATION(S):

Attachments: Special Events Grant Application



PEACE RIVER REGIONAL DISTRICT

Grants to Community Organizations - Special Event Grant Application Form -

Name of Organization: Northern Co-hort Northern Environmental Action Team

Address (include postal code): 10003 95th ave, Fort St John, V1S 1H9

Name of Contact Person: BESSIE LEGAULT

Telephone Number: 778-256-3353

Email address: bess@neat.ca

Society Registration #: 13394 8729 RP0001 / #S-28793

Name of Event: Two days of Workshops of Farm Business Management and co-op development with Chris Bodnar of Glorious Organics

Type of Event: Farmer Education Opportunity

Grant request amount: \$2000

Has your organization applied for funding from another source? Yes ☐ No ☒

Who will it serve: Local Agriculture + Horticulture producers.

How many will attend: 50-75

What is economic benefit to area: Support local producers working toward growing a local food economy as well as horticulture + Agriculture industries in the Peace Region.

This application must include the previous year's financial statements, if available, and an event budget.

The applicant must submit within ninety (90) days of event completion a final financial statement for the event.

OFFICE USE ONLY:

Amount approved: \$ _____

GL Code: _____

Date: _____

Young Agrarians / Northern Co-Hort Chris Bondar Event

The Northern Co-Hort is a new division of the Northern Environmental Action Team. We are dedicated to connecting, catalyzing and coordinating Peace Region producers and with the support of local and provincial government, we plan to grow the horticultural and agricultural industries in the Peace Region.

Our program co-ordinator has ties with an existing not-for-profit organization providing support for entrant farmers in Southern British Columbia and Alberta called the Young Agrarians. Young Agrarians were able to receive funding this year to extend their outreach into the North East of BC and the Northern Co-Hort is working with them to provide low-cost valuable education opportunities for existing and interested producers in the Peace Region.

We are hosting Chris Bondar of Kwantlen Polytechnic University for a two day Farmer Education Opportunity in Fort St John the weekend of January 26-27, 2019.

Day 1 – Chris will offer a course on intensive “Farm Finances and Management.”

Managing your farm as a business is an important but often neglected component of operating a farm. Recent research shows that farmers who create and use business planning are more confident, more profitable and better able to take advantage of new opportunities. This short course will introduce participants to the concept of farm business planning through some practical, hands-on exercises. Teaching content will reference Ministry of Agriculture resources, primarily the New Farm Start-Up guide, and introduce participants to options for further support through the Ministry.

Day 2 – Chris will offer a workshop of “Co-operative business model planning.”

There has been local interest from smaller scale producers to work co-operatively to connect with a larger market. During follow up discussions regarding the research conducted to inform the North Peace Horticulture Business Case and Marketing Strategy (PRRD, 2017), several Peace Region producers were interested in co-operative models and what working together to meet the local demands of Peace Region consumers might look like under one of these models. This workshop will provide an intensive opportunity to delve deeper into creating the framework for starting a co-operative distribution program for the Peace Region.

The Young Agrarians will be covering the cost of the presenter, the venue (Northern Grande Hotel) flight, car rental, accommodations, per diem and marketing materials totalling approximately \$5200. The Northern Co-Hort is responsible for fund raising to cover the cost of catering lunch at the Northern Grande Hotel @ \$22 / person for the 50 Peace Region Producers anticipated to participate each day of the event.

Thank you in advance for your consideration to help the Northern Co-Hort provide this meaningful education opportunity to our regional producers!

Revenue

Young Agrarians Funding for NE B.C.	\$ 4,058.00
Ticket Sales/Event Sales	\$ 2,500.00
PRRD Special Events Grant	\$ 2,000.00
Total	\$ 8,558.00

Expenses

Speaker Honouraria	\$ 2,500.00
Travel	\$ 750.00
Per Diem	\$ 200.00
Hotel (\$160/night x 3)	\$ 480.00
Event Venue	\$ 500.00
Lunch for attendees (50 @ \$20 x 2days)	\$ 2,000.00
Poster	\$ 350.00
Coordination & Communications	\$ 1,000.00
Total	\$ 7,780.00
Admin Fee (15%)	\$ 778.00
Total Expenses	\$ 8,558.00

NORTHERN ENVIRONMENTAL ACTION TEAM

Statement of Financial Position

Year Ended December 31, 2017

	Operating Fund	Capital Asset Fund	2017 Total	2016 Total
ASSETS				
CURRENT				
Cash	\$ 98,249	\$ -	\$ 98,249	\$ 53,012
Term deposits (Note 2)	30,254	-	30,254	30,087
Receivables (Note 3)	-	-	-	9,331
Inventory (Note 4)	2,746	-	2,746	3,613
Prepaid expenses (Note 5)	2,000	-	2,000	400
	133,249	-	133,249	96,443
LONG TERM INVESTMENT	1,200	-	1,200	1,200
TANGIBLE CAPITAL ASSETS (Note 6)	-	178,066	178,066	178,667
	\$ 134,449	\$ 178,066	\$ 312,515	\$ 276,310
LIABILITIES AND FUND BALANCES				
CURRENT				
Payables (Note 7)	\$ 35,345	\$ -	\$ 35,345	\$ 30,389
Deferred revenue (Note 8)	87,922	-	87,922	57,689
Long term debt due within one year (Note 9)	-	7,072	7,072	7,020
	123,267	7,072	130,339	95,098
LONG TERM DEBT (Note 9)	-	47,448	47,448	54,421
	123,267	54,520	177,787	149,519
FUND BALANCES				
Invested in tangible capital assets	-	123,545	123,545	117,226
Externally restricted (Note 11)	26,513	-	26,513	12,079
Unrestricted	(15,330)	-	(15,330)	(2,514)
	11,183	123,545	134,728	126,791
	\$ 134,450	\$ 178,065	\$ 312,515	\$ 276,310

Approved by

Director_____
Director

See accompanying notes to the financial statements



PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee

Date: December 6, 2018

From: Jennifer Rudyk, Finance Coordinator

Subject: November 2018 Financial Report

RECOMMENDATION(S):

That the Rural Budgets Administration Committee receive the November 2018 Financial Report for discussion.

BACKGROUND/RATIONALE:

Not applicable

ALTERNATIVE OPTIONS:

Not applicable

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

Attachments:

- Grants in Aid: Summary of Payables, Youth Travel and Scholarship Information
- Fair Share Commitments
- Peace River Agreement Commitments
- BCR/PRA Commitments
- Reserve Balances
- Loans Fund and Gas Tax Commitments

Staff Initials:

Dept. Head:

CAO:

Page 1 of 1

 Peace River Regional District Grants-In-Aid Summary of Payables		30-Nov-2018					
Current Year Allocation		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		103,000.00	200,000.00	103,000.00	103,000.00	103,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
AREA B		94,608.17	189,845.00	103,000.00	103,000.00	103,000.00	
	Big Bam Ski Hill	-				-	-
	Buick Creek Community Club	-	-		-	-	-
	Cache Creek Community Club	-				-	-
28,000.00	Cecil Lake Rec. Commission	-				-	-
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
-	Golata Creek Recreation Society	-		1,894.09		--	1,894.09
-	Goodlow Community Club	-		19,800.00		--	19,800.00
	Halfway Graham Community Club	-	874.96			-	874.96
24,857.00	King's Valley Christian Camp	-	-		-	24,857.00	24,857.00
19,142.00	Montney Rec. Commission	-	-	-	7,688.22	6,884.25	14,572.47
3,700.00	North Peace 4-H District Council	-	-	-	-	-	-
2,000.00	North Peace Fall Fair Society	-	-	-	-	-	-
7,750.00	North Peace Historical Society	-	-	-	-	588.59	588.59
	North Peace Light Horse Assn.	-	-			-	-
	North Peace Ride for Disabled		-				-
2,575.00	Osborn Community Club	-	2,830.05	1,656.42	0.00	1,678.00	6,164.47
11,476.00	Rose Prairie Curling Society	-	-	1,499.54	260.02	-	1,759.56
	Wonowon Horse Club		35.00		-		35.00
1,000.00	Area B Rural Bursary	-	-	-	-	1,000.00	1,000.00
1,500.00	Youth Travel		-	-	-	1,300.00	1,300.00
103,000.00	Total Area B	-	3,740.01	24,850.05	7,948.24	37,307.84	73,846.14
		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		112,025.88	100,000.00	80,000.00	80,000.00	50,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
AREA C		93,297.04	81,250.00	72,900.86	53,319.11	42,150.00	
	Big Bam Ski Hill	-					-
11,500.00	Charlie Lake Community Club	-	9,510.41	7,720.28		11,500.00	28,730.69
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
	Lake Point Golf Club	-			-		-
	North Peace 4H District Council	-					-
3,400.00	North Peace Fall Fair Society	-	-	-	-	-	-
9,250.00	North Peace Historical Society	53.55	-	-	-	2,088.58	2,142.13
15,000.00	North Peace Light Horse Assn.	-	-			15,000.00	15,000.00
1,000.00	*Area C Scholarship		-	-	-	-	-
1,000.00	Youth Travel	-	-	-	-	900.00	900.00
42,150.00	Total Area C	53.55	9,510.41	7,720.28	-	30,488.58	47,772.82

		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	
AREA E		Allocated	Allocated	Allocated	Allocated	Allocated	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	
	Camp Emile	0.00					0.00
2,500.00	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-
10,000.00	Chetwynd Electric Eels Swim Assn.	(0.00)	-	-	5,684.53	10,000.00	15,684.53
3,108.00	Chetwynd Gymkhana	-	-	1,821.16	-	3,108.00	4,929.16
13,515.40	Chetwynd Rod & Gun Club	-	-	-	-	13,515.40	13,515.40
8,000.00	Chetwynd Social Planning Society		-	-	-	-	-
2,231.25	Chetwynd Horse Club Society				761.25	2,231.25	2,992.50
10,500.00	Foothills Team Roping Club	-	-	-	-	210.00	210.00
	Jackfish Community Association	-	-	2,080.56	15,500.00	-	17,580.56
10,001.10	Little Giants Figure Skating Club	-	-	-	-	10,001.10	10,001.10
6,506.25	Little Prairie Heritage Society	(0.00)	-	0.00	1,571.98	3,764.41	5,336.39
9,000.00	Moberly Lake Community Assn.	-	-	0.00	973.89	-	973.89
20,838.00	Pine Valley Exhibition Park Soc.	-	-	-	2,235.49	20,838.00	23,073.49
	Pine Valley Motor Sports	-	-			-	-
2,800.00	Pine Valley Seniors Assn.	-	-	-	-	2,800.00	2,800.00
	Sagitawa Christian Camping Society	-	0.00			-	0.00
1,000.00	Area E West Bursary	-	-	-	500.00	1,000.00	1,500.00
2,000.00	Youth Travel		-	-	-	2,000.00	2,000.00
102,000.00	Total Area E	(0.00)	0.00	3,901.72	27,227.14	69,468.16	100,597.02
		2014	2015	2016	2017	2018	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		150,084.00	150,000.00	150,000.00	150,000.00	150,000.00	
SUB-REGIONAL		Allocated	Allocated	Allocated	Allocated	Allocated	
		150,084.00	150,000.00	150,049.93	150,000.00	150,000.00	
7,500.00	ARK - Dawson Creek Youth Centre Society	-	-	-	-	-	-
4,500.00	Bessborough Community Club	-	-	-	-	1,858.56	1,858.56
9,000.00	Cutbank Community Club	-	-	-	-	-	-
16,000.00	Dawson Creek Sportsman's Club	-	-	-	-	16,000.00	16,000.00
	Doe River Gymkhana Club			4,047.05			4,047.05
20,000.00	Doe River Recreation Commission	-	-	-	-	-	-
13,965.46	Farmington Community Association	-	-	-	-	-	-
2,100.00	Groundbirch Rec. Commission	-	-	-	-	2,100.00	2,100.00
10,109.54	Hats n' Chaps Gymkhana	-		6,558.72		10,109.54	16,668.26
1,125.00	Kilkerran Recreation Commission	-	-		2,000.00	1,125.00	3,125.00
9,950.00	Kiskatinaw Fall Fair	-	-	-	2,433.11	9,950.00	12,383.11
10,000.00	McLeod Rec. & Social Services Society	-	-	-	-	10,000.00	10,000.00
7,000.00	Rolla Ratepayers	-	-	-	-	7,000.00	7,000.00
6,350.00	Sunset Prairie Recreation Commission		-	2,123.70	3,782.53	1,096.33	7,002.56
900.00	Swan Lake Enhancement Society	-	-	-	-	-	-
	Sweetwater 905 Society				225.00		225.00
6,000.00	Tomslake Community Cultural Assn.	-	-	-	-	6,000.00	6,000.00
9,500.00	Tomslake & District Rec Commission	-	-		-	9,500.00	9,500.00
11,500.00	Tupper Community Club	-	-	-	-	2,207.84	2,207.84
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	1,500.00	1,500.00
1,500.00	Youth Travel	-	-	-	-	1,050.00	1,050.00
150,000.00	Total Sub-Regional	-	-	12,729.47	8,440.64	79,497.27	100,667.38
		2014	2015	2016	2017	2018	TOTAL
397,150.00	COMBINED GRAND TOTALS	53.55	13,250.42	49,201.52	43,616.02	216,761.85	322,883.36

Youth Travel Recipient Information ***

Area	Recipient	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018
Area B	Midget Predators Provincials Hockey										150
	NPSS Provincial Curling										50
	High School Rodeo of BC Northern Region	1,000	500			500				500	
	High School Rodeo of BC Northern Region - Megan Smith	500					500				
	U18 Team Tremblay									250	
	U18 Team Boorse									500	
	Mixed Doubles Team Lawrence/Smith									250	
	Team Tremblay Juvenile boys curling (PRA league)	500							500		
	TOTAL granted for year		500	1,500	0	1,500	1,500	1,500	1,500	1,500	1,500
	TOTAL used		500	0	0	500	500	0	500	1,500	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	1,300 *
Area C	Midget Predators Provincials Hockey										50
	NPSS Provincial Curling										50
	Inconnu Swim Club	300		300							
	High School Rodeo of BC Northern Region	2,000	500		500	500		500		500	
	U18 Predators Girls Hockey Team - Provincials									500	
	TOTAL granted for year		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	TOTAL used		500	300	500	500	0	500	0	1,000	100
	BALANCE Remaining		0	0	0	0	0	0	0	0	900 *
Area E	3 Nations Midget Hockey	650		350		300					
	Auroras Speed Skating Club	250		250							
	Chetwynd District Minor Hockey - Lonestar Tier 3 PeeWee Provincials									500	
	Chet Girls Club Volleyball	1,050	250		500		300				
	Chet Scotiabank Bantam Giants Hockey	850	350		500						
	Chet Secondary Boys Wrestling	350	350								
	Chet Secondary Girls Volleyball	3,250	250		200	800		1,000	1,000		
	Chet Talisman Energy Pee Wee Giants Hockey	500			500						
	Electric Eels Swim Club	600		300	300						
	Chetwynd Secondary Highschool Golf Team	300				300					
	Dawson Creek Juvenile Girls Curling	500					500				
	Taylor Dutka - DC Curling U18 PRA Curling									250	
	Chetwynd Midget Giants	500						500			
	High School Rodeo of BC Northern Region									250	
	Chetwynd U16 Club Volleyball - Chargers	500						500			
	U16 Girls Club VB Chetwynd Raiders	500							500		
	U14 CW Raiders Girls VB									500	
	U17 CW Raiders Girl Club VB									500	
	TOTAL granted for year		2,000	2,000	2,000	2,000	3,005.26	2,000	2,000	2,000	2,000
	TOTAL used for year		1,200	900	2,000	1,400	800	2,000	1,500	2,000	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	2,000 *
Sub-Regional	DCSS - South Peace Campus Peace Rugby Girls										250
	DCSS - South Peace Campus Track & Fld Provincials										150
	Midget Predators Provincials Hockey										50
	Northern BC High School Rodeo	2,000			1,000	1,000					
	DC U14 Volleyball Team Dynamite	500							500		
	DCVC U17_18 Girls Volleyball	500							500		
	Juvenile Boys Curling Team (alberta league)	500							500		
	Ron Pettigrew Sr. Boy Basketball									500	
	DC Volleyball Club u15, u16, u17_18									1,000	
	TOTAL granted for year		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
	TOTAL used for year		0	0	1,000	1,000	0	0	1,500	1,500	450
	BALANCE Remaining		0	0	0	0	0	0	0	0	1,050 *

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2018	Grace Giesbrecht	1,000	1,000	
2017	Brittney Hein	1,000	0	14-Aug-17
2016	Kelsey Young	1,000	0	11-Aug-16
2015	Robyn Bickford	1,000	0	25-Aug-15
2014	Rebecca Hedges	1,000	0	3-Sep-14
2013	Makayla MacLeod	1,000	0	13-Aug-13
2012	Eliza Li	1,000	0	2012
2011	Talia Miller	500	0	2011
2010	Kendra Young	500	0	2010
TOTAL		5,000	1,000	

Area C Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2018	Allison Ostle	1,000	0	21-Sep-18
2017	Justin Fehr	1,000	0	27-Jul-18
2016	Rachel Kalkman	1,000	0	25-Aug-16
2015	Kevala Van Voilkenburg	1,000	0	6-Aug-15
2014	Dylan Kassian	1,000	0	23-Aug-14
2013	Daisy Petrucci	1,000	0	15-Aug-13
2012	Stephanie Sutherland	1,000	0	2012
2011	Hannah Leber	500	0	2011
2010	Tawny Hosker	500	0	2010
TOTAL		5,000	0	

Area E Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2018	Sierra Neuls	500	500	
2018	Treydon Nichols	500	500	
2017	Kaitlyn Dufresne	500	0	Nov-17
2017	Trevor Andres	500	500	
				not claimed
				rtin to funding
2016	Courtney Auger	500	0	area
2016	Regan Neuls	500	0	5-Dec-16
2015	Kayla Sanford	500	0	13-Nov-15
2015	Dayton Waldie	500	0	7-Nov-15
2014	Sara Norris	500	0	27-Nov-14
2014	Brittany Andres	500	0	15-Jan-15
TOTAL		1,500	1,500	

Spoke with recipient on phone and sent email Sept 24, 2018

Letter mailed June 28, 2018; called contact number Oct 26, 2018

Sub-Regional Bursary & Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2018	Prestin Sorken	1,500	0	28-Sep-18
2018	Connor Riley	1,500	1500	
2017	Taylor Schweitzer	1,500	0	13-Jul-18
2017	Nadia Richer	1,500	0	16-Aug-18
2016	Ashley Schweitzer	1,500	0	Jan-17
2016	Kalen Dorer	1,500	0	Sep-16
2015	Paula Chudley	1,500	0	31-Aug-15
2015	Ben Van Spronsen	1,500	0	14-Sep-15
2014	Theran Basset	1,500	0	15-Jan-15
2014	Landon Farrow Trades	1,500	0	16-Sep-14
2013	Brenna McCullough - Academic	1,500	0	25-Sep-13
2013	Brad Skytte - Trades	1,500	0	2-Jul-13
2012	Kole Pierce	1,500	0	2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0	2013
2011	Anders Carlstad	1,500	0	2011
2011	Gary Gordon	1,500	0	2011
2010	Erica Woolf	1,500	0	2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0	2010
TOTAL		16,500	1,500	

Documentation rec'd Nov. 29, 2018 will be paid out Dec. 7, 2018

Fair Share Commitments				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
November								
January 1, 2018 opening balance				1,890,070.14	1,781,370.61	3,140,642.86	2,792,605.75	9,604,689.36
Total interest earned (Paid annually)								-
								-
COMMITMENTS	Date Committed	Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B								
Clearview Arena Society; Crawl Space Remediation	Apr 16, 2018	1,000.00		1,000.00				-
Electrical Extension Grants	Ongoing	4,000.00		4,000.00				-
FSJ Library (45,500 in 2018, 2019, 2020)	Nov 16, 2017	167,800.00	31,300.00	45,500.00				91,000.00
NP Cultural Centre (30,000 in 2018, 2019, 2020)	Nov 16, 2017	118,125.00	28,125.00	30,000.00				60,000.00
NP Fall Fair; Display Buildings	May 16, 2013	17,600.00	14,172.26					3,427.74
NP Light Horse Assoc; Indoor Arena Improvements	Mar 15, 2018	15,000.00						15,000.00
Rural Fire Protection Expansion Feasibility (CL)	Feb 16, 2017	10,000.00	8,794.54					1,205.46
Rural Gasification (Includes possible \$k for Blueberry Commune per Apr 16/15)	Oct 20, 2001; Apr 16, 2015	680,000.00	32,367.25					647,632.75
Waste Water Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
		1,013,525.00	114,759.05	80,500.00	-	-	-	818,265.95
Area C								
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	38,350.00			19,125.00			19,225.00
Electrical Extension Grants	Ongoing	4,000.00			4,000.00			-
FSJ Airport Sub Water Metering Initiative	Feb 18, 2016	25,000.00	10,177.93					14,822.07
FSJ Library (15,000 in 2018, 2019, 2020)	Nov 16, 2017	60,000.00	15,000.00		15,000.00			30,000.00
NPAS; Airport Swr Pumps & Maintenance	Dec 7, 2015	26,289.38	4,157.98					22,131.40
NP Cultural Centre (14,062 in 2018, 2019, 2020)	Nov 16, 2017	56,248.00	14,062.00		14,062.00			28,124.00
Old Fort Slide Residents; Emergency Support	Oct 16, 2018	250,000.00			150,098.60			99,901.40
Rural Fire Protection Feasibility (CL)	Feb 16, 2017	10,000.00	8,750.00					1,250.00
Waste Water Truck Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
		469,887.38	43,397.91	-	202,285.60	-	-	215,453.87
Area D								
Bear Mnt Nordic Ski Assn; Bisette Crk Culvert & Bridge Repair	Mar 16, 2017	30,000.00	27,827.10			2,172.90		-
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	6,750.00				3,375.00		3,375.00
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	80,000.00						80,000.00
Electrical Extension Grants	Ongoing	4,000.00				4,000.00		-
Rolla Sewer - Annual Oper. Grant (if required)	Feb 17, 2011	17,500.00						17,500.00
Rural Fire Protection Expansion Feasibility (DC)	Feb 16, 2017	35,000.00	25,000.00					10,000.00
Rural Gasification	Oct 20, 2011	1,000,000.00	58,798.50			5,000.00		936,201.50
Swan Lake Weir Aluminum Gates	Oct 20, 2011; Jan 24, 2018	8,133.75	8,133.75					-
		1,181,383.75	119,759.35	-	-	14,547.90	-	1,047,076.50
Area E								
Bear Mnt Nordic Ski Assn; Bisette Crk Culvert & Bridge Repair	Mar 16, 2017	10,000.00	9,275.70				724.30	-
Camp Sagitawa; Phase 1 Climbing Wall	Feb 20, 2014	20,000.00	1,102.50				4,767.00	14,130.50
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	20,000.00						20,000.00
Little Prairie Heritage Soc; Engineering/Capital Projects	May 16, 2013; Jul 20, 2017	25,000.00	10,132.50					14,867.50
Rural Gasification	Oct 20, 2011	700,000.00	2,417.25					697,582.75
Sunset Pr Rec Comm; Fair Kitchen	May 16, 2013	58,000.00	45,142.91				4,193.23	8,663.86
		833,000.00	68,070.86	-	-	-	9,684.53	755,244.61
Total Fair Share Bank Balance at Month End				1,809,570.14	1,579,085.01	3,126,094.96	2,782,921.22	9,297,671.33
Total Remaining Commitment				818,265.95	215,453.87	1,047,076.50	755,244.61	2,836,040.93
Balance After Remaining Commitments				991,304.19	1,363,631.14	2,079,018.46	2,027,676.61	6,461,630.40
				Area B	Area C	Area D	Area E	

Peace River Agreement Commitments					November		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2018 Opening Balance							1,228,988.27	1,437,726.56	1,240,094.87	997,874.35	4,904,684.05
Total interest (paid annually)											-
Subscription PRA \$							750,000.00	750,000.00	750,000.00	750,000.00	3,000,000.00
COMMITMENTS		Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year					Remaining Commitment
Area B											
Cecil Lake Rec Comm; Hall Door & Window Replacement		Aug 17, 2017	5,297.23		3	5,130.67					166.56
Cecil Lake Rec Comm; Hall Flooring & Roof Project		Aug 23, 2018	36,715.39		3	36,715.39					-
CDC; Fire Training Centre (4,375/year 2018-2022)		Apr 16, 2018	21,875.00		6	4,375.00					17,500.00
Clearview Arena Society; Concession Area Improvements		Apr 16, 2018	10,490.00		2	10,490.00					-
Clearview Arena Society; Upgrade Project		April 16, 2018	300,000.00		2						300,000.00
Clearview Rec Facility; Property Assessment		Jan 19, 2017	50,000.00	5,400.00	2	19,886.48					24,713.52
Buick Creek Arena; Insulation/Heating Upgrades		Oct 20, 2016	35,000.00	33,600.00	2						1,400.00
Water Tank Loaders - Potable H2O Stn Upgrade/Develop		Oct 20, 2016; Mar 16, 2017; Nov 2	740,160.00	175,211.64	1	564,948.36					-
											-
			1,199,537.62			641,545.90	-	-	-	-	343,780.08
Area C											
											-
CDC; Fire Training Centre (6,562.50/year 2018-2022)		Apr 16, 2018	32,812.50		6		6,562.50				26,250.00
CL Waste H2O Truck Facility; Bio-solids Mgmt Feas Study		Aug 17, 2017	50,000.00	2,600.00	9		46,700.00				700.00
CL Waste H2O Truck Facility; Reclaimed H2O Feas/"Purple Pipe"		Aug 17, 2017	75,000.00	5,000.00	9		43,100.00				26,900.00
CL Waste H2O Truck Facility; Reclaimed Water Project		Jul 19, 2018	533,400.00		9						533,400.00
FSJ Airport Sub Water Distribution Maintenance Initiative		Dec 1, 2016	15,000.00	12,000.00	1						3,000.00
Urban Systems; CL Reclaimed Water Project Grant Writing		Jul 19, 2018	5,000.00		9		5,000.00				-
											-
			711,212.50			101,362.50					590,250.00
Area D											
CDC; Kiskatinaw Watershed Stewardship (30K/yr 2016-2020)		Dec 17, 2015	150,000.00	60,000.00	4			30,000.00			60,000.00
CDC; New Fire Hall		Apr 16, 2018	600,000.00		6						600,000.00
CDC; Fire Training Centre (15,312.50/year 2018-2022)		Apr 16, 2018	76,562.50		6			15,312.50			61,250.00
CDC; Water Station Upgrade Project		Apr 16, 2018	375,000.00		1			375,000.00			-
CDC; Year-Round Rec Facility Upgrades within Dawson Creek		Apr 16, 2018	187,500.00		8			187,500.00			-
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion		Mar 16, 2017	54,150.00	1,445.55	3			52,704.45			-
KL Community Centre Society; Security System Installation		Apr 20, 2017	5,798.00		3			5,798.00			-
KL Sewer; Pump & Alarm System Install; Spare Pump		Feb 18, 2016	22,000.00	12,601.51	9						9,398.49
South Peace Arts Society; Exhibition & Outreach Art Program		July 19, 2018	9,000.00		7			9,000.00			-
South Peace Dist Crime Prevention Assn; Signs		Dec 17, 2015	4,375.00	3,909.15	4						465.85
South Peace Health Serv Soc; Health Community House; Renos		Oct 16, 2018	25,000.00		4						25,000.00
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replace		Jan 19, 2017	5,000.00		4						5,000.00
Tomslake FD; Fire Pack Bush Unit		Aug 16, 2018	25,000.00		6						25,000.00
											-
			1,539,385.50					675,314.95			786,114.34
Area E											
Chetwynd Comm Soc; 4-Peaks Building Roof		Aug 16, 2018	40,000.00		4					40,000.00	-
Chetwynd Public Library; Design		Jan 24, 2018; May 17, 2018; Jun 21, 2018	248,000.00		7					31,777.25	216,222.75
Chetwynd Public Library; Exterior Renovation		Dec 7, 2015	100,000.00		7						100,000.00
CDC; Kiskatinaw Watershed Stewardship (10K/yr 2016-2020)		Dec 7, 2015	50,000.00	20,000.00	4				10,000.00		20,000.00
CDC; Fire Training Centre (8,750/year 2018-2022)		Apr 16, 2018	43,750.00		6				8,750.00		35,000.00
CDC; Water Station Upgrade Project		Apr 16, 2018	125,000.00		1				125,000.00		-
CDC; Year-Round Rec Facility Upgrades within Dawson Creek		Apr 16, 2018	62,500.00		8				62,500.00		-
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion		Mar 16, 2017	18,050.00		3				18,050.00		-
South Peace Arts Society; Exhibition & Outreach Art Program		July 19, 2018	3,000.00		7				3,000.00		-
South Peace Health Serv Soc; Health Community House; Renos		Oct 16, 2018	25,000.00		4						25,000.00
											-
			715,300.00						299,077.25		396,222.75
Total Peace River Agreement GL Balance at Month End							1,337,442.37	2,086,364.06	1,314,779.92	1,448,797.10	6,187,383.45
Total Remaining Commitment							343,780.08	590,250.00	786,114.34	396,222.75	2,116,367.17
Balance available after remaining commitments							993,662.29	1,496,114.06	528,665.58	1,052,574.35	4,071,016.28
							Area B	Area C	Area D	Area E	
Spending Item Numbers:											
1 Potable Water and Water Security/Studies											
2 Arenas											
3 Halls, Trails and Walking Paths											
4 Assistance to Other Organizations											
5 Dawson Creek Fire Training Centre											
6 Fire Protection											
7 Libraries, Museums and Art Galleries											
8 Year-Round Recreation Facility Upgrades											
9 PRRD Sewer Services Assistance											
10 Natural Gas											

BCR/PRA Commitments	November	Area B	Area C	Area D	Area E	Total BCR/PRA
2018 Opening Balance		60,803.14	63,831.84	28,433.99	43,852.53	196,921.50
Interest (Paid Annually)						
<u>Commitments</u>						
Pouce Coupe Food Bank Donation				100.00		
Total Commitments		-	-	100.00	-	100.00
<u>Expenditures</u>						
Northern Brain Injury Assoc.; Rd. Safety Campaign			500.00			
Silver Willow 4-H; 2017 Peace Lookout Cleanup			1,500.00			
City of Dawson Creek; Summer Swim Program				3,000.00	1,000.00	
Flatrock Community Cemetery Soc; Fence	4,273.10					
NP Family Superpark Society; Safety Matts & Flooring		15,240.00				
Total Expenditures	4,273.10	17,240.00	3,000.00	1,000.00		25,513.10
Month End GL Balance	56,530.04	46,591.84	25,433.99	42,852.53		171,408.40
Balance available	56,530.04 Area B	46,591.84 Area C	25,333.99 Area D	42,852.53 Area E		171,308.40

All Regional District Reserve Balances as of November 30, 2018

R E S E R V E S	911 Emergency Capital Reserve	\$ 253,030.13	Green "Carbon" Project Reserve	\$ 23,855.96
	*BCR/PRA	\$ 171,408.40	Harp/Imp Sewer Capital Reserve	\$ 13,371.55
	Buick Creek Arena Capital Reserve	\$ 170,683.40	Harp/Imp Sewer Operating Reserve	\$ 13,370.85
	Buick Creek Arena Operating Res	\$ 79,107.85	Information System Plan Reserve	\$ 275,418.60
	Building Reserve	\$ 918,851.45	Insurance Reserve	\$ 478,402.06
	Charlie Lake Fire Capital Reserve	\$ 652,225.22	Kelly Lake Comm Ctr. Operating Reserve	\$ 26,268.09
	Charlie Lake Sewer Capital Reserve	\$ 128,170.34	Kelly Lake Comm Ctr. Capital Reserve	\$ 23,141.53
	Charlie Lake Sewer Operating Reserve	\$ 98,963.93	Kelly Lake Sewer Capital Reserve	\$ 11,540.89
	Charlie Lake Sewer Treatment/Disposal	\$ 276,540.58	Kelly Lake Sewer Operating Reserve	\$ 20,704.17
	Charlie Lk Waste Water Truck Facility Res	\$ 125,955.06	Landfill Closure Reserve	\$ 736,987.77
	Chetwynd Arena Capital Reserve	\$ 1,658,214.34	Medical Scholarship Residency Reserve	\$ 101,121.92
	Chetwynd Leis Cntr Capital Reserve	\$ 1,908,624.38	Moberly Lake Fire Capital Reserve	\$ 18,072.23
	Chilton Sewer Capital Reserve	\$ 33,260.84	North Pine TV Reserve	\$ 42,120.21
	Chilton Sewer Operating Reserve	\$ 28,834.04	NP Economic Development Commission	\$ -
	Chilton Sewer Debenture Reserve	\$ -	NPEDC Spark Conference Res	\$ -
	Clearview Arena Operating Reserve	\$ 87,507.10	NP Leisure Pool Building Repl Res	\$ 3,018,189.24
	CL DCC Reserve	\$ 267,984.31	NP Leisure Pool Capital Reserve	\$ 648,996.67
	CLFD Fundraising	\$ -	*Peace River Agreement	\$ 6,187,383.45
	CLFD Operating Reserve	\$ 30,665.76	Peace River Agreement Committee Reserve	\$ 1,018,185.92
	Comm Parks Water Capital Reserve	\$ -	Regional Parks Capital Reserve	\$ 61,652.03
	Comm Parks Water Operating Res	\$ -	Regional Parks Operating Reserve	\$ 46,500.04
	*Community Works (Gas Tax)	\$ 3,299,693.01	Rolla Creek Dyke Operating Reserve	\$ 4,676.02
	DC/PC Fire Capital Reserve	\$ 332,952.60	Rolla Sewer Capital Reserve	\$ 10,072.63
	Election Reserve	\$ 79,570.37	Rolla Sewer Operating Reserve	\$ 7,278.26
	Emergency Plan Reserve	\$ 278,791.03	*Rural (Loan Fund)	\$ 3,814,658.78
	*Fair Share	\$ 9,297,671.33	Rural Fringe	\$ 1,144,680.64
	Feasibility Reserve	\$ 302,810.03	Solid Waste Capital Reserve	\$ 6,867,143.13
	Friesen Sewer Capital Reserve	\$ 5,967.09	Solid Waste Operating Reserve	\$ 1,044,242.40
	Friesen Sewer Operating Reserve	\$ 18,303.52	Sub-Reg Recreation Insurance Reserve	\$ 114,766.84
	FSJ Airport Sewer Capital Reserve	\$ 40,239.89	Tomslake Fire Reserve	\$ 21,561.10
	FSJ Airport Sewer Operating Reserve	\$ 49,836.83	Vehicle (Admin) Reserve	\$ 165,070.15
	FSJ Airport Water Capital Reserve	\$ 14,457.74	Vehicle (BI) Reserve	\$ 7,574.00
	FSJ Airport Water Operating Reserve	\$ 28,870.87	Vehicle (SW) Reserve	\$ 99,614.75
			TOTAL	\$ 46,705,813.32

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

Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Balance
Chetwynd Communications Soc (2018)	275,000.00	275,000.00	27,500.00
NP Farmers Institute; Grain Elevator Upgrades (2021)	300,000.00	300,000.00	165,000.00
Total	575,000.00	575,000.00	192,500.00

Loan Funds Available:	3,307,500.00
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"Grants" from Loan Fund Interest	Committed	Previous Years Paid	Current Year Paid	Remaining
				-
				-
Total	-	-	-	-

Interest Grant Funds Available:	\$507,158.78
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Total RLF Loan & Grant Available:	\$3,814,658.78
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Community Works (Gas Tax) Commitments	Project No. (If applicable)	Committed	Previous Years Paid	Current Year Paid	Remaining
Buick Creek Arena; Insulation/Heating Upgrades		5,759.44			5,759.44
Cecil Lake Recreation Commission; Windows & Doors		11,178.51		11,178.51	-
Kelly Lake Community Centre; Furnaces		10,800.30		10,800.30	-
Kelly Lake Community Centre; Upgrades	15-480	50,000.00	48,607.60		1,392.40
Osborn Community Hall; Furnace		5,617.50		5,617.50	-
Sagitawa Christian Camps		35,000.00			35,000.00
Sweetwater Parkland Farmers Institute; Furnace		19,488.00		19,488.00	-
Waste Water Receiving Facility at Charlie Lk	14-512	3,500,000.00	3,300,874.20	135,138.14	63,987.66
Tupper Community Hall; Furnace		10,500.00		7,329.00	3,171.00
					-
Total		\$3,648,343.75	\$3,349,481.80	\$189,551.45	\$109,310.50

Gas Tax Funds Available:	\$3,190,382.51
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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