



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, September 12, 2019
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC **following the EADC Meeting**

1. **CALL TO ORDER** - Director Hiebert 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 August 15, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
 - R-1 August 29, 2019 – Report from Paulo Eichelberger, GM Environmental Services – Project/Budget Update, Area B Tankloader Capital Construction Project
 - R-2 August 29, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Decontamination Unit for Fire Hall
 - R-3 August 29, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Wage Contribution for Fire Chief
 - R-4 August 30, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Cemetery Columbarium
 - R-5 August 30, 2019 – Report from Lyle Smith, CFO – Village of Pouce Coupe, Cemetery
 - R-6 August 20, 2019 – Natural Gas Extension Grant Application - Kearns
 - R-7 August 20, 2019 – Natural Gas Extension Grant Application - Dufresne
9. **DISCUSSION ITEMS:**
10. **NEW BUSINESS:**
11. **COMMUNICATIONS:**
12. **DIARY:**
DIA-1 Diary Items
13. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: August 15, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Sperling, Meeting Chair
Director Hiebert
Director Rose
Director Goodings

Staff

Shawn Dahlen, Chief Administrative Officer
Lyle Smith, Chief Financial Officer
Jill Rickert, Community Services Coordinator
Crystal Brown, Electoral Area Manager
Suzanne Garrett, Corporate Services Coordinator

Call to Order The Chair called the meeting to order at 2:20 pm

DIRECTORS NOTICE OF NEW BUSINESS:

Director Hiebert South Peace Business to Business Expo

ADOPTION OF AGENDA:

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee agenda for the August 15, 2019 meeting, including Director's new business and additional items for the agenda, be adopted as amended:

1. **CALL TO ORDER** - Director Sperling to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
M-1 Special Rural Budgets Administration Committee Meeting Minutes of July 25, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **CORRESPONDENCE:**
 - R-1 June 27, 2019 – Thank You Card from Ethan Cameron
 - R-2 June 27, 2019 – Thank You Card from Blaine Dixie
 - R-3 June 13, 2019 – Letter from FSJ Midget A Flyers – Thank You
 - R-4 July 18, 2019 – Celine Quigley from Celine Quigley – Scholarship Thank You
 - R-5 June 5, 2019 – Thank You Card from Chetwynd Electric Eels
 - R-6 June 28, 2019 – Email from Naomi Gallant, Community Development Coordinator, City of Fort St. John – Request for Electoral Area Support for "Pitch-In" Program

7. REPORTS:

- R-1 July 22, 2019 – Report from Lyle Smith, CFO – Grant Request – South Peace Arts Society
- R-2 July 2, 2019 – Report from Lyle Smith, CFO – Sciog Natural Gas Extension Grant Application
- R-3 July 30, 2019 – Report from Lyle Smith, CFO - Grant Request – Dawson Creek Golf and Country Club
- R-4 August 1, 2019 – Report from Lyle Smith, CFO – Youth Travel Request – Alicia Sorken
- R-5 August 6, 2019 – Report from Lyle Smith, CFO - Grant Request – South Peace Health Services Society

8. DISCUSSION ITEMS:

- DI-1 North Peace Fall Fair

9. NEW BUSINESS:

- NB-1 Business to Business Expo

10. COMMUNICATIONS:**11. DIARY:**

- DIA-1 Diary Items

12. ADJOURNMENT:**CARRIED****ADOPTION OF MINUTES:**

M-1
July 25, 2019 Special
RBAC Minutes

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee Special Meeting Minutes of July 25, 2019 be adopted.

CARRIED**BUSINESS ARISING FROM THE MINUTES:**

None

CORRESPONDENCE:

C-1
June 27/19 – Ethan
Cameron Thank You

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee receive the June 27, 2019 thank you card from Ethan Cameron for information.

CARRIED

C-2
June 27/19 – Blaine
Dixie Thank You

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the June 27, 2019 thank you card from Blaine Dixie for information.

CARRIED

C-3
June 13/19 – FSJ
Midget A Flyers Thank
You

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee receive the June 13, 2019 thank you letter from the FSJ Midget A Flyers for information.

CARRIED

C-4
July 18/19 – Celine
Quigley Thank You

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the July 18, 2019 thank you letter from Celine Quigley for information.

CARRIED

C-5
June 5/19 – Chetwynd Electric Eels Thank You

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the June 5, 2019 thank you letter card from the Chetwynd Electric Eels for information.

CARRIED

C-6
June 28/19 – Naomi Gallant, City of Fort St. John – “Pitch In” Program Request

MOVED by Director Goodings, SECONDED by Director Hiebert,
That a report be brought back to a future Rural Budgets Administration Committee on options for the Peace River Regional District to take part in the ‘Pitch-In Canada’ program, offering honorariums to rural schools, further, that the report to identify process, budget implications, work load and department responsibility.

CARRIED**REPORTS:**

R-1
July 22/19 - Grant Request – South Peace Arts Society

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,000, payable from Electoral Area E, Peace River Agreement funds (Spending Item #7 – Library, Museums and Art Galleries) to be issued to the South Peace Art Society to support Exhibition and Outreach Art Programs offered at the Dawson Creek Art Gallery; and further that,

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

- a. Increase Transfer from Reserves – Peace River Agreements revenue by \$1,000; and
- b. Increase General Grants – Rural Grants-in-Aid – Electoral Area E expense by \$1,000.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the South Peace Art Society be requested to provide a breakdown identifying the exact programs to be funded under “Art Classes” noted in its application.

CARRIED

MOVED by Director Hiebert, SECONDED by Rose,
That the Rural Budgets Administration Committee, pending receipt and approval of additional information from the South Peace Art Society; authorize a grant in the amount of \$11,000, payable from Electoral Area D, Peace River Agreement funds (Spending Item #7 – Library, Museums and Art Galleries) to be issued to the South Peace Art Society to support Exhibition and Outreach Art Programs offered at the Dawson Creek Art Gallery; and further that,

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

- a. Increase Transfer from Reserves – Peace River Agreements revenue by \$11,000; and
- b. Increase General Grants – Rural Grants-in-Aid – Electoral Area D expense by \$11,000.

CARRIED

REPORTS:

- R-1 continued MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee waive the Grants to Community Organizations Policy requirement under section 1 “funding requests to be received no later than January 15” in order to approve the funding request.
CARRIED
- R-2
July 2/19 – Sciog
Natural Gas Extension
Grant MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a Natural Gas Extension Grant to Stephen Sciog in the amount of \$5,000, payable from Electoral Area C, Fair Share.
CARRIED
- R-3
July 30/19 - Grant
Request – Dawson
Creek Golf and
Country Club MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the July 30, 2019 Grant Request report – Dawson Creek Golf and Country Club for discussion.
CARRIED
- MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$5,000, payable from Electoral Area D, Peace River Agreement (Spending Item #4 – Assistance to other Organizations), to support the addition of campground sites at the Dawson Creek Golf Course; and further,
That the Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget commitment to:
a. Increase Transfer from Reserves – Peace River Agreement revenue by \$5,000; and
b. Increase General Grants, Rural Grant-in-Aid – Electoral Area D expense by \$5,000.
CARRIED
- MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee waive the Grants to Community Organizations Policy requirement under section 1 “funding requests to be received no later than January 15” in order to approve the funding request.
CARRIED
- R-4
Aug 1/19 - Youth
Travel Request – Alicia
Sorken MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$50.00 for Alicia Sorken, payable from Rural Recreational and Cultural Grants-in-Aid, Sub-Regional, to assist with travel expenses to attend the U18 Western Canadian Rugby Championships that were held on August 1 – 4, 2019 in Regina, Saskatchewan.
CARRIED
- R-5
Aug 6/19 Grant
Request – SP Health
Services Society MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the August 6, 2019 Grant Request report – South Peace Health Services Society for discussion.
CARRIED

REPORTS:

R-5 continued

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve a grant in the amount of \$100,000 to the South Peace Health Services Society, payable from Community Works Gas Tax, if eligible; and further

if the grant request cannot be funded under the Community Works Gas Tax, that the Rural Budgets Administration Committee authorize a grant in an amount of \$100,000, payable in equal amounts of \$25,000 from Area B, C, D, and E Peace River Agreements, (Spending Item #4 – Assistance to Other Organizations) to be issued to South Peace Health Services Society to assist with the renovation project costs of the Bulterys Community House located in Dawson Creek.

CARRIED

MOVED by Director Rose, SECONDED by Director Goodings,
The Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget commitment to:

- a. Increase Transfer from Reserves – Peace River Agreement revenue by \$100,000; and
- b. Increase General Grants – Rural Grants-in-Aid – Area B, C, D, and E expense by \$25,000 each.

CARRIED

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee waive the Grants to Community Organizations Policy requirement under section 1 “funding requests to be received no later than January 15” in order to approve the funding request.

CARRIED**DISCUSSION ITEMS:**

DI-1
North Peace Fall Fair

Director Goodings noted that the Society would be submitting a grant application in the spring for a “zero turn” lawnmower.

NEW BUSINESS:

NB-1
Business to Business

Director Hiebert inquired if there has been a date set for the 2019 Business to Business Expo. No date or information package has been received to date.

COMMUNICATIONS:

None.

DIARY:

DIA-1

No changes were made to the Diary.

ADJOURNMENT

The Chair adjourned the meeting at 3:20 pm



REPORT

To: Rural Budget Advisory Committee

Date: August 28, 2019

From: Paulo Eichelberger, General Manager of Environmental Services

Subject: **Project/Budget Update, Area B Tankloader Capital Construction Project**

RECOMMENDATION #1:

That the Rural Budget Advisory Committee (RBAC) receive the August 28, 2019 report titled "Project/Budget Update, Area B Tankloader Capital Construction Project" for discussion.

BACKGROUND/RATIONALE:

This report is intended to provide an update on the budget and progress of the Area B Bulk Loading and Potable Water Station Project. As the Committee will recall, construction of the potable water stations began in 2018 and is slated to be fully completed this fall.

Project Status

- 1) Prespatou – Complete
- 2) Boundary Lake – Construction complete, amending agreement to reflect water source company ownership (Imperial to Whitecap) as well as sub-user (CCS to Tervita).
- 3) Feye Spring – Construction complete.
- 4) Rose Prairie – Construction complete. Outstanding items are:
 - a) Fine-tuning treatment to deal with sulfides and achieve Northern Health aesthetic objectives.
 - b) Lease agreement/MoTI¹ subdivision is being finalized.
- 5) Buick – Construction complete, raw water connection being finalized, land purchase completed.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery

¹ Ministry of Transportation & Infrastructure.

Staff Initials:

Dept. Head: 

CAO:



Page 1 of 3

FINANCIAL CONSIDERATION(S):**Project Budget Status (2018-2019)**

Below is a summary table listing capital and legal costs to date vs budget (referring to Attachment 1 for more detail):

2018-2019	Spend		Budget
Capital Construction Cost (Bear Mtn/Flowpoint)	\$3,060,853.33 ²	\$3,175,645.83	\$3,600,000
Permits/Surveys/Utility Installation	\$111,792.50		
Engineering	\$477,868.54	\$538 580.63	\$600,000
Land purchase/Lease work (not incl. legal)	\$60,712.09		
Legal ³	\$73,539.52		\$70,000 (2019)

The overall project, including legal, is within budget (2018-2019) by \$482,000.

2019 Budget Status

Attachment 2 provides the overall budget vs actual for the Potable Water Function for 2019; however, here are some key takeaways:

- 1) Operations is well under budget (\$352,990 spend vs \$1,036,479 budgeted).
- 2) Contractor costs are varied due to sites being brought online after January 2019. That said, costs for the contractor to operate the sites are \$250,624 to date compared to \$478,946 budgeted for the year⁴ costs are well within budget.
- 3) Revenue from user fees is extremely low (\$10,684.77 to date) compared to budget. It is difficult to project estimated total revenue to the end of the year, but it is likely that revenue from User Fees alone will be quite low.
- 4) Volume usage at the 3 pre-existing sites (Feye, Boundary, and Prespatou) are varied. Compared to “pre-upgrades,” water consumption is as follows:
 - a. Boundary - 715m3/month (50% less than expected, based on 3 months use since commissioning)
 - b. Feye - 140 m3/month (60% less than expected, based on 3 months use since commissioning)
 - c. Prespatou – 700 m3/month (500% more than expected, based on 8 months usage since commissioning).

Note that these consumption numbers do not reflect an entire year’s usage nor seasonal changes.

Overall expenditure for operations is well within budget. Capital expenditures for 2019 is \$1,349,920 compared to budget of \$1,719,078.

Excluding legal and land purchases, base capital costs per site = \$731,000 [\$635,000 (construction) + \$96,000 (design-QA/QC)]. Future water stations are expected to cost approximately \$750,000 (incl. contingency).

² Less Builder's Lien Holdback (\$306,385.33), Less Deficiencies Holdback (\$61,200). These will both be paid out on September 3rd, pending the results of the final inspection.

³ Legal spend was \$52,965.14 (2019) and \$20,574.38 (2018).

⁴ Sum of contractor line item 03-2-2180-6020 for all 5 sites.

COMMUNICATIONS CONSIDERATION(S):

Continued promotion of the water stations via social media and hardcopy posts in the area will be required to keep the public apprised of site operations. It's noted that consumers are keenly interested in seeing the remaining station, Rose Prairie, opened to the public as soon as possible.

OTHER CONSIDERATION(S):

- 1) Capital construction was completed July 10, 2019. Final inspections are being conducted at the time of publishing to ensure remaining construction deficiencies are completed (final seeding, record drawings, etc.).
- 2) Boundary Lake
 - a. There has been concern that there is insufficient capacity at the Boundary Lake Site, though the site has 20,000L capacity. Given that the entire system is enclosed, staff is addressing this issue via:
 - i. Addition of a gauge system to allow users to visually see how much treated water is available (in progress).
 - ii. Adjustment of tank level to optimize treatment efficiency and filling (completed).
 - b. Should the storage capacity still be insufficient in the long term for large users, it will be possible to add storage, at an estimated capital cost of \$46,750 for every 10,000L of storage added⁵.
 - c. Staff and contractor note that complaints around capacity are no longer occurring but some smaller users have expressed concern that perhaps larger haulers should allow smaller users to load first (due to smaller users having to wait in line behind larger haulers). As Boundary and all other sites are "first come, first serve," it may not be possible to address this issue.
- 3) Rose Prairie
 - a. As mentioned earlier, staff is working with contractors to address sulfide content in the well water via additional filtration being installed to achieve Northern Health water quality objectives. Work is expected to be completed in September 2019.
 - b. Completion of lease agreement and final MoTI subdivision approval is also slated for September 2019.

Attachments:

1. Attachment 1 –Project Budget Status (Capital and Legal Costs)
2. Attachment 2 – 2018-19 Budget Report (Potable Water)

⁵ Based on costs provided during previous tender for treatment buildings, not including engineering.

Project Budget Capital and Legal Costs

CONSTRUCTION SPEND

Site	Actual Spend 2018 (Bear Mtn/ Flpnt)	Actual Spend 2019 (Bear Mtn/Flpnt)	Total Spend Surveys/ Permits/ Utilities	Total Construction Spend to Date	Original Construction Budget
Prespatou	\$539,579.00	\$71,252.60	\$5,894.04	\$616,725.64	\$700,000.00
Boundary Lake	\$334,466.49	\$272,987.41	\$5,844.04	\$613,297.94	\$625,000.00
Feye Spring	\$470,271.25	\$8,238.01	\$28,246.54	\$506,755.80	\$650,000.00
Rose Prairie	\$546,118.27	\$80,314.42	\$41,581.04	\$668,013.73	\$800,000.00
Buick	\$715,472.91	\$25,152.97	\$30,226.84	\$770,852.72	\$825,000.00
Total	\$2,605,907.92	\$457,945.41	\$111,792.50	\$3,175,645.83	\$3,600,000.00

ENGINEERING/LAND PURCHASE/LEASE SPEND

Site	Engineering Spend (Aug 29, 2019)	Land Purchase/Lease	Total Spend Engineering/Lands	Original Budget Engineering/ Lands
Prespatou	\$73,605.89		\$73,605.89	\$80,000.00
Boundary Lake	\$86,849.50		\$86,849.50	\$80,000.00
Feye Spring	\$84,657.45		\$84,657.45	\$80,000.00
Rose Prairie	\$124,463.94	\$8,712.09	\$133,176.03	\$180,000.00
Buick	\$108,291.76	\$52,000.00	\$160,291.76	\$180,000.00
Total	\$477,868.54	\$60,712.09	\$538,580.63	\$600,000.00

LEGAL SPEND

Site	Legal**
Prespatou	\$542.56
Boundary Lake	\$2,631.84
Feye Spring	\$542.56
Rose Prairie	\$27,342.82
Buick	\$21,905.36
Total Spend	\$52,965.14
Total Legal Budget (2019)	\$70,000.00

** Includes agreement review with Flowpoint, leasework (Rose Prairie), land purchase (Buick), update of agreement (Boundary/ Whitecap)

Special note: Legal spend for 2018 was \$20,574.38

PEACE RIVER REGIONAL DISTRICT
Budget Report by Cost Center



GL5260 Page : 3
Date : Aug 30, 2019 Time : 8:42 am

Account Code : ??-?-????-???? To : ??-?-????-????

Function Type : Selective

		Water Operating Fund			
		702 - Potable Water - Area B			
		2018	2018	2019	2019
		APPROVED BUD	actual	APPROVED BUD	actual
REVENUES					
0010 Requisition					
03-1-0010-0010	Electoral	-789,079	-789,079	-742,972	-742,972
	Total Requisition	-789,079	-789,079	-742,972	-742,972
0020 Surplus/Deficit					
03-1-0020-0020	Surplus/Deficit	0	0	56,493	56,493
	Total Surplus/Deficit	0	0	56,493	56,493
0060 User Fees					
03-1-0060-0060	User Fees	-25,000	0	-350,000	-5,965
	Total User Fees	-25,000	0	-350,000	-5,965
0110 M.F.A Funding					
03-1-0110-0110	Long-term Debt Proceeds	-3,996,000	0	0	0
	Total M.F.A Funding	-3,996,000	0	0	0
0140 Transfer from Reserves					
03-1-0140-0145	PRA Reserve	-564,948	-564,948	0	0
	Total Transfer from Reserves	-564,948	-564,948	0	0
	Total REVENUES	-5,375,027	-1,354,027	-1,036,479	-692,444
EXPENDITURES					
1000 General Expenditures					
03-2-1000-1010	Wages - Full Time	0	0	12,456	5,967
03-2-1000-1030	Benefits	0	0	3,737	1,856
03-2-1000-1040	WCB	0	0	0	0
03-2-1000-2050	Miscellaneous	100,000	0	100,000	0
03-2-1000-2070	Insurance - Liability	0	0	32,640	0
03-2-1000-3017	Mileage - in region	500	403	500	123
03-2-1000-3025	Meals - in region	1,500	310	1,500	298
03-2-1000-3060	Meetings	1,500	0	1,500	88
03-2-1000-3100	Contract for Services	0	0	0	998
03-2-1000-5010	Advertising Services	0	0	0	1,111
03-2-1000-5030	Legal Services	0	0	70,000	52,965
03-2-1000-5060	Studies, Plans and Assessments	100,000	0	150,000	0
	Total General Expenditures	203,500	713	372,333	63,405
1100 Administration					
03-2-1100-1110	Banking Fees	0	247	200	750
	Total Administration	0	247	200	750
1150 Allocations					
03-2-1150-1160	Admin fees	10,000	10,000	0	0
	Total Allocations	10,000	10,000	0	0
2007 Boundary					
03-2-2007-4010	Rent/Lease	0	0	0	1,371
03-2-2007-6010	Operations - Boundary	25,000	1,132	25,000	1,982
03-2-2007-6020	Contractor - Boundary	0	7,538	55,895	24,123
	Total Boundary	25,000	8,670	80,895	27,475
2010 Buick Creek					
03-2-2010-2150	Electricity	0	0	0	1,467
03-2-2010-6010	Operations - Buick Creek	25,000	3,246	25,000	4,177
03-2-2010-6020	Contractor - Buick Creek	0	18,846	115,737	62,306
	Total Buick Creek	25,000	22,092	140,737	67,951

PEACE RIVER REGIONAL DISTRICT
Budget Report by Cost Center



GL5260 Page : 4
Date : Aug 30, 2019 Time : 8:42 am

Account Code : ??-?-????-???? To : ??-?-????-????

Function Type : Selective

		Water Operating Fund			
		702 - Potable Water - Area B			
		2018	2018	2019	2019
		APPROVED BUD	actual	APPROVED BUD	actual
2045 Fey Spring					
03-2-2045-2150	Electricity	0	0	0	1,089
03-2-2045-6010	Operations - Fey Spring	25,000	2,005	25,000	8,201
03-2-2045-6020	Contractor - Fey Spring	0	11,307	75,841	36,883
	Total Fey Spring	25,000	13,312	100,841	46,173
2160 Prespatou					
03-2-2160-2150	Electricity	0	0	0	1,906
03-2-2160-6010	Operations - Prespatou	25,000	9,125	25,000	9,371
03-2-2160-6020	Contractor - Prespatou	0	22,615	135,684	79,067
	Total Prespatou	25,000	31,739	160,684	90,344
2180 Rose Prairie					
03-2-2180-2150	Electricity	0	0	0	2,094
03-2-2180-6010	Operations - Rose Prairie	25,000	939	25,000	6,553
03-2-2180-6020	Contractor - Rose Prairie	0	15,076	95,789	48,245
	Total Rose Prairie	25,000	16,015	120,789	56,892
4200 Community Park - Iver Johnson					
03-2-4200-0260	Insurance	32,000	6,975	0	0
03-2-4200-0385	Capital - Buick Potable Water Site	1,005,000	739,967	0	0
03-2-4200-0386	Capital - Rose Prairie Potable Water	980,000	558,155	0	0
03-2-4200-0387	Capital - Fey Spring Potable Water	730,000	484,461	0	0
03-2-4200-0388	Capital - Boundary Potable Water	705,000	337,006	0	0
03-2-4200-0389	Capital - Prespatou Potable Water	780,000	544,469	0	0
	Total Community Park - Iver Johnson	4,232,000	2,671,035	0	0
8000 M.F.A					
03-2-8000-8030	Long-term principal	349,000	0	0	0
03-2-8000-8040	Long-term interest	120,000	0	60,000	0
	Total M.F.A	469,000	0	60,000	0
8100 Transfers to Reserve					
03-2-8100-8110	Capital Reserve	150,000	0	0	0
03-2-8100-8120	Operating Reserve	150,000	0	0	0
03-2-8100-8150	Interest on Reserves	0	0	0	0
03-2-8100-8210	Feasibility	35,527	35,527	0	0
	Total Transfers to Reserve	335,527	35,527	0	0
	Total EXPENDITURES	5,375,027	2,809,350	1,036,479	352,990
CAPITAL REVENUE					
0010 Requisition					
03-7-0010-0010	Electoral	0	0	-41,563	-41,563
	Total Requisition	0	0	-41,563	-41,563
0110 M.F.A Funding					
03-7-0110-0110	Long-term Debt Proceeds	0	0	-1,502,303	0
03-7-0110-0111	Short-term Debt Proceeds	0	-1,400,000	0	0
	Total M.F.A Funding	0	-1,400,000	-1,502,303	0
0140 Transfer from Reserves					
03-7-0140-0145	PRA Reserve	0	0	-175,212	0
	Total Transfer from Reserves	0	0	-175,212	0
	Total CAPITAL REVENUE	0	-1,400,000	-1,719,078	-41,563
CAPITAL EXPENSES					
8000 M.F.A.					
03-8-8000-8020	Short-term Interest	0	1,171	0	20,537



Account Code : ??-?-????-???? To : ??-?-????-????

Function Type : Selective

Water Operating Fund				
702 - Potable Water - Area B				
	2018 APPROVED BUD	2018 actual	2019 APPROVED BUD	2019 actual
Total M.F.A.	0	1,171	0	20,537
8500 Transfer to General Capital Fund				
03-8-8500-8503 Infrastructure - Road, Water, Sev	0	0	1,719,078	811,917
03-8-8500-8510 WIP	0	0	0	538,003
Total Transfer to General Capi	0	0	1,719,078	1,349,920
Total CAPITAL EXPENSE	0	1,171	1,719,078	1,370,457
Surplus/Deficit	0	56,493	0	991,012

PEACE RIVER REGIONAL DISTRICT
Budget Report by Cost Center



GL5260

Page : 6

Date : Aug 30, 2019

Time : 10:42 am

R-1

Account Code : ??-?-????-????

To : ??-?-????-????

Function Type : Selective

	2018 APPROVED BUD	2018 actual	2019 APPROVED BUD	2019 actual
Summary Total Revenues	-5,375,027	-1,354,027	-1,036,479	-692,444
Summary Total Expenses	5,375,027	2,809,350	1,036,479	352,990
Summary Surplus/Deficit	0	56,493	0	991,012



REPORT

To: Rural Budgets Administration Committee

Date: August 29, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – District of Chetwynd, Decontamination Unit for Fire Hall

OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant to the District of Chetwynd in the amount requested of \$83,333.33, payable from Electoral Area E, Peace River Agreement (Spending Item #6 - Fire Protection), to assist with the purchase and installation of a decontamination unit required for the Chetwynd Fire Hall; and further,

That the Committee amend the Grants to Community Organizations budget commitment to:

- a) Increase Transfer from Reserves – Peace River Agreement revenue by \$83,333.33; and
- b) Increase General Grants, Rural Grant-in-Aid – Electoral Area E expense by \$83,333.33.

2. That the Rural Budgets Administration Committee authorize a grant to the District of Chetwynd in an alternative amount determined by the Committee, payable from Electoral Area E, Peace River Agreement (Spending Item #6 - Fire Protection), to assist with the purchase and installation of a decontamination unit required for the Chetwynd Fire Hall; and further,

That the Committee amend the Grants to Community Organizations budget commitment to:

- a) Increase Transfer from Reserves – Peace River Agreement by the alternative amount determined by the Committee; and
- b) Increase General Grants, Rural Grant-in-Aid – Electoral Area E expense by that same amount.

3. That the Rural Budgets Administration Committee respectfully deny the grant application from the District of Chetwynd and provide no grant funding towards the purchase of the decontamination unit for the Chetwynd Fire Hall.

BACKGROUND/RATIONALE:

In order to comply with the standards set by WorkSafe BC, the District of Chetwynd must purchase a decontamination unit for the Chetwynd Fire Hall. A total of \$250,000 has been budgeted by the District for the purchase and installation of this item. The District is requesting that Electoral Area E consider a one-time grant contribution based on one-third of the budgeted amount equal to \$83,333.33 in order to assist with cost.

For further details, please see the attached grant application.

ALTERNATIVE OPTIONS:

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

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery
 - ☒ Enhance Emergency Planning and Response Capacity
- ☒ Advocacy
 - ☒ Emergency Response Capacity for Local Governments

FINANCIAL CONSIDERATION(S):

As of July 31, 2019, the balance available for Electoral Area E, Peace River Agreements was \$1,297,028.96.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application



District of Chetwynd

Box 357
Chetwynd, BC
Canada VOC 1J0

tel: (250) 401-4100 fax:
(250) 401-4101 [email: d-
chet@gochetwynd.com](mailto:d-
chet@gochetwynd.com)

July 8, 2019

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

Attention: Director Dan Rose — Electoral Area "E" Director

Dear Mr. Rose:

Re: Request for Assistance — Fire Chief Position and Decontamination Unit

Further to our recent discussion, please accept this letter as a formal request from the District of Chetwynd toward funding a portion of the full-time Fire Chief position, and the decontamination unit for the Fire Hall.

A budget of \$101,000 has been allocated for the full-time position of Fire Chief, and a total of \$250,000 has been budgeted for the purchase and installation of the decontamination unit. The District of Chetwynd is requesting 2019 support for the full-time Fire Chief position in the amount of \$29,657, and a one-time contribution in the amount of one-third of the decontamination unit to a maximum of \$83,333 from the Peace River Regional District Area

Chetwynd is very grateful to the Peace River Regional District for the many partnerships we enjoy, including a shared service arrangement on fire protection to the rural area adjacent to Chetwynd since 1987. We believe that our partnerships with the PRRD allow us to offer significantly improved services to the residents Chetwynd and of Area "E" and we wish to continue that service provision.

Our intent is to hire the full-time Fire Chief and to have the decontamination unit installed in 2019. Your consideration of our request and your assistance would be greatly appreciated.

Yours Truly,

Carol Newsom, CMC

Chief Administrative Officer

Vision Statement

Chetwynd exists in order that area residents have sustainable opportunities for
Security, Health, Sakti' and Prosperity
in surroundings that display the best of our natural environment.



GRANT APPLICATION FORM

Society #:

Name: District of Chetwynd

Civic Address: 5400 Hospital Road

Mailing Address: PO Box 357

City: Chetwynd, BC

Postal Code: V0C 1J0

Contact Person: Carol Newsom

Alternate Person: Kevin Franson

Tel: (250) 401-4104

Tel: (250) 401-4100

Email: cnewsom@gochetwynd.com

Email: kfranson@gochetwynd.com

SOCIETY EXECUTIVES

President:

Vice President:

Treasurer:

PROJECT COSTS

Total Cost of Project: \$250,000

Amount Requested per \$83,333.33

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

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.

To comply with WorkSafe BC standards, the District of Chetwynd requires a decontamination unit for the Chetwynd Fire Hall. District of Chetwynd Council approved a 2019 budget not to exceed \$250,000 for a decontamination unit. The District of Chetwynd hereby requests a grant from the Peace River Regional District of 1/3 of the allocated budget, not to exceed the amount of \$83,333.33.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

C. Newsom

Date:

*July 30/19***For Office Use Only**

Fair Share: B C D E

Gas Tax:

PRA: B C D E

Other: _____

BCR/PRA: B C D E



REPORT

To: Rural Budgets Administration Committee

Date: August 29, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – District of Chetwynd, Wage Contribution for Fire Chief

OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant to the District of Chetwynd in the requested amount of \$12,820.90, payable from Electoral Area E, Peace River Agreement (Spending Item #6 -Fire Protection), to assist with the remaining 2019 wages for the Chetwynd Fire Chief; and further,

That the Committee amend the Grants to Community Organizations budget commitment to:

- a) Increase Transfer from Reserves – Peace River Agreement revenue by \$12,820.90; and
- b) Increase General Grants, Rural Grant-in-Aid – Electoral Area E expense by \$12,820.90.

2. That the Rural Budgets Administration Committee authorize a grant to the District of Chetwynd in an alternative amount determined by the Committee, payable from Electoral Area E, Peace River Agreement (Spending Item #6 - Fire Protection), to assist with the remaining 2019 wages for the Chetwynd Fire Chief; and further,

That the Committee amend the Grants to Community Organizations budget commitment to:

- a) Increase Transfer from Reserves – Peace River Agreement by the alternative amount determined by the Committee; and
- b) Increase General Grants, Rural Grant-in-Aid – Electoral Area E expense by that same amount.

3. That the Rural Budgets Administration Committee respectfully deny the grant application from the District of Chetwynd and provide no grant funding towards the wages for the Chetwynd Fire Chief.

BACKGROUND/RATIONALE:

The District of Chetwynd is requesting funding to assist with the wages for the new Fire Chief. The District has budgeted \$101,000 for this position, which has an anticipated start date of September 13, 2019. The District is asking Electoral Area E to consider a contribution equal to one-third of the wages, \$12,820.90, for the remainder of 2019. (Wages for 2020 will be negotiated with the Regional District at a later date.) For further detail of the breakdown of wages, please see the calculation provided on the grant application.

ALTERNATIVE OPTIONS:

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

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery
 - ☒ Enhance Emergency Planning and Response Capacity
- ☒ Advocacy
 - ☒ Emergency Response Capacity for Local Governments

FINANCIAL CONSIDERATION(S):

As of July 31, 2019, the balance available for Electoral Area E, Peace River Agreements was \$1,297,028.96.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application



District of Chetwynd

Box 357
Chetwynd, BC
Canada V0C 1J0

tel: (250) 401-4100 fax:
(250) 401-4101 [email: d-
chet@gochetwynd.com](mailto:d-chet@gochetwynd.com)

July 8, 2019

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

Attention: Director Dan Rose — Electoral Area "E" Director

Dear Mr. Rose:

Re: Request for Assistance — Fire Chief Position and Decontamination Unit

Further to our recent discussion, please accept this letter as a formal request from the District of Chetwynd toward funding a portion of the full-time Fire Chief position, and the decontamination unit for the Fire Hall.

A budget of \$101,000 has been allocated for the full-time position of Fire Chief, and a total of \$250,000 has been budgeted for the purchase and installation of the decontamination unit. The District of Chetwynd is requesting 2019 support for the full-time Fire Chief position in the amount of \$29,657, and a one-time contribution in the amount of one-third of the decontamination unit to a maximum of \$83,333 from the Peace River Regional District Area

" E f l .

Chetwynd is very grateful to the Peace River Regional District for the many partnerships we enjoy, including a shared service arrangement on fire protection to the rural area adjacent to Chetwynd since 1987. We believe that our partnerships with the PRRD allow us to offer significantly improved services to the residents Chetwynd and of Area "E" and we wish to continue that service provision.

Our intent is to hire the full-time Fire Chief and to have the decontamination unit installed in 2019. Your consideration of our request and your assistance would be greatly appreciated.

Yours Truly,

Carol Newsom, CMC
Chief Administrative Officer

Vision Statement

Chetwynd exists in order that area residents have sustainable opportunities for
Security, Health, Sakti' and Prosperity
in surroundings that display the best of our natural environment.

**Staff confirmed
the amount
requested is as
per the
application
\$12,820.90**



Society #:

Name: District of Chetwynd

Civic Address: 5400 Hospital Road

Mailing Address: PO Box 357

City: Chetwynd, BC

Postal Code: V0C 1J0

Contact Person: Carol Newsom

Alternate Person: Kevin Franson

Tel: (250) 401-4104

Tel: (250) 401-4100

Email: cnewsom@gochetwynd.com

Email: kfranson@gochetwynd.com

SOCIETY EXECUTIVES

President:

Vice President:

Treasurer:

PROJECT COSTS

Total Cost of Project: \$38,462.71

Amount Requested per \$12,820.90

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

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

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

The new full-time Fire Chief position wages are \$101,000, or \$3,884.61 per pay period. Approximately 9/10 of the position is comprised of fire chief duties, and 1/10 is comprised of emergency coordinator duties; therefore, the fire chief duties would amount to \$3,496.61 per pay period. For the 11 pay periods from the estimated start date of September 13 to December 31, the total fire chief duties will be \$38,462.71. The District of Chetwynd is requesting that the Peace River Regional District contribute 1/3 of the cost of District of Chetwynd full-time Fire Chief duties, or \$12,820.90, for the remainder of 2019.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date:

For Office Use Only

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

Gas Tax:
 Other: _____



REPORT

To: Rural Budgets Administration Committee

Date: August 30, 2019

From: Lyle Smith, Chief Financial Officer

Subject: **Grant Request – District of Chetwynd, Cemetery Columbarium**

OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant to the District of Chetwynd in the amount requested of \$9,747.50, payable from Function 285 – Cemeteries – B,C,D,&E from the Cemetery Grants-in-Aid – Area E expense line to assist with the cost of a columbarium at the Chetwynd Cemetery.
2. That the Rural Budgets Administration Committee authorize a grant to the District of Chetwynd in an alternative amount determined by the Committee, payable from Function 285 – Cemeteries – B,C,D,&E from the Cemetery Grants-in-Aid – Area E expense line to assist with the cost of a columbarium at the Chetwynd Cemetery; and further

That the Committee amend the Grants to Community Organizations budget commitment to:

- a) Increase Transfer from Reserves – Cemeteries – B,C,D,&E from the Cemetery Grants-in-Aid – Area E by the alternative amount determined by the Committee; and
- b) Increase General Grants, Rural Grant-in-Aid – Electoral Area E expense by that same amount.
3. That the Rural Budgets Administration Committee respectfully deny the grant application from the District of Chetwynd to assist with the cost of a columbarium at the Chetwynd Cemetery.

BACKGROUND/RATIONALE:

The District of Chetwynd is seeking financial assistance to support their recent purchase of a columbarium for the Chetwynd Cemetery. The columbarium was necessary to expand on the number of internment spaces available to provide additional options for burials. The total cost of the columbarium was \$29,242.50 and the District is requesting a contribution from Electoral Area E in the amount of \$9,747.50 equal to one third of the overall cost. A copy of the purchase order has been included to support the grant application. Electoral Area E has contributed grant funding to the District of Chetwynd to support the operation and maintenance of the cemetery since 2005.

For further, details please see the attached grant application.

ALTERNATIVE OPTIONS:

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

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

As of August 30, 2019, the remaining budget in Function 285 – Cemeteries – B, C, D, & E from the Cemetery Grants-in-Aid – Area E expense line was \$35,740.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Cemetery Policy



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #:

Name: **District of Chetwynd**Civic Address: **5400 Hospital Road**Mailing Address: **PO Box 357**City: **Chetwynd**Postal Code: **V0C 1J0**Contact Person: **Carol Newsom**Alternate Person: **Ellen McAvany**Tel: **(250) 401-4104**Tel: **(250) 401-4100**Email: **cnewsom@gochetwynd.com**Email: **emcavany@gochetwynd.com****SOCIETY EXECUTIVES**

President:

Vice President:

Treasurer:

PROJECT COSTSTotal Cost of Project: **\$29,242.50**Amount Requested per **\$9,747.50**For how many years? 1 yr ☒ 2 yrs ☐ 3 yrs ☐Have you applied to a municipality for funding? Yes ☐ No ☐ If so, how much did you apply for?Was your application successful? Yes ☐ No ☐ If so, how much did you receive?

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

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

The 64-niche double-sided columbarium was purchased and installed in the Chetwynd cemetery to expand on internment spaces and to provide more options for burials. As use of the cemetery is provided to residents within the District of Chetwynd and rural residents, the District hereby requests a grant in the amount of \$9,747.50 (1/3 of the cost of the columbarium) to assist with the costs. Thank you.

(purchase order attached)

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

C. Newsom

Date:

Aug 27/19

For Office Use Only

Fair Share: B C D E

PRA: B C D E

BCR/PRA: B C D E

Gas Tax:

Other: _____

DISTRICT OF CHETWYND

5400 HOSPITAL ROAD

PO BOX 357

CHETWYND BC V0C 1J0

Phone : (250) 401-4100 Fax : (250) 401-4101

R-4

PURCHASE ORDER*Vendor Copy**** COPY ***

Purchase Order No.	Date	Service Request	Customer	Page
893	04-Apr-2019		ENG	1

Supplier	Ship To
KMICOL01 - KMI COLUMBARIA INC BOX 238 CRANBROOK BC V1C 5H7	District of Chetwynd Municipal Office 5400 Hospital Road, PO Box 357 CHETWYND BC V0C 1J0

Ship Date	Ship Via	F O B	Freight	Term
04-Apr-2019			Pre-paid	0

Qty.	Part No.	Description	Supp Part No.	Price	Per	Amount	Tax
1		64 NICHE DOUBLE SIDED	R64 COLUMARI	27850.00EACH		27850.00 G	

GST Reg. No.: 107021206 RT 0001	PST Reg. No.:
EXPLANATORY NOTES	

GST \$ 1392.50

TOTAL \$ 29242.50

DISTRICT OF CHETWYND

Tax: G - GST Applicable

PER _____

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>



PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee

Date: August 30, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request - Village of Pouce Coupe, Cemetery

OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant to the Village of Pouce Coupe in the amount requested of \$1,500, payable from Function 285 – Cemeteries – B, C, D, & E on the Cemetery Grants-in-Aid – Area D expense line to assist with operation and maintenance of the Pouce Coupe Cemetery.
2. That the Rural Budgets Administration Committee authorize a grant to the Village of Pouce Coupe in an alternative amount determined by the Committee, payable from Function 285 – Cemeteries – B, C, D, & E on the Cemetery Grants-in-Aid – Area D expense line to assist with operation and maintenance of the Pouce Coupe Cemetery; and further,

That the Committee amend the Grants to Community Organizations budget commitment to:
 - a) Increase Transfer from Reserves – Cemeteries – B, C, D, & E on the Cemetery Grants-in-Aid – Area D by the alternative amount determined by the Committee; and
 - b) Increase General Grants, Rural Grant-in-Aid – Electoral Area D expense by that same amount.
3. That the Rural Budgets Administration Committee respectfully deny the grant application from the Village of Pouce Coupe to support the operation and maintenance of the Pouce Coupe Cemetery.

BACKGROUND/RATIONALE:

The Village of Pouce Coupe is requesting \$1,500 from Electoral Area D to assist with the annual expenses to operate and maintain the Pouce Coupe Cemetery. Electoral Area D has been providing annual financial assistance to the Village of Pouce Coupe to assist with the cemetery since 2007.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

As of August 30, 2019, the balance available in Function 285 – Cemeteries – B, C, D, & E on the Cemetery Grants-in-Aid – Area D expense line was \$3,500.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Cemetery Policy



Society #:

Name: The Village of Pouce Coupe

Civic Address: 5011 49th Avenue

Mailing Address: PO Box 190

City: Pouce Coupe, BC

Postal Code: V0C 2C0

Contact Person: Chris Leggett

Alternate Person: Sandy Stokes

Tel: 250-786-5794

Tel: 250-786-5794

Email: cleggett@poucecoupe.ca

Email: sstokes@poucecoupe.ca

SOCIETY EXECUTIVES

President:

Vice President:

Treasurer:

N/A

PROJECT COSTS

Total Cost of Project:

Amount Requested per 1500.00

For how many years? 1 yr ☒ 2 yrs ☐ 3 yrs ☐Have you applied to a municipality for funding? Yes ☐ No ☒ If so, how much did you apply for?Was your application successful? Yes ☐ No ☐ If so, how much did you receive?Describe the project for which your organization is requesting a grant and the reason for your request.
If more space is needed, please add it as an attachment to your application.

This is for the annual funding that the PRRD contributes towards the Pouce Coupe cemetery.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Sandy Stokes, Corporate officer

Date: Aug 29, 2019.

For Office Use Only

Fair Share: B C D E

Gas Tax:

PRA: B C D E

Other:

BCR/PRA: B C D E

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.

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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.

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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>



PEACE RIVER REGIONAL DISTRICT
FAIR SHARE

NATURAL GAS EXTENSION GRANT APPLICATION

Applicant (Customer) Information	
Property Owner Name	John. Linda Kearns
Mailing Address	P.O. Box 3116
	5674 Wabi Estates Road
Telephone Number	(250) 401-1447
Legal Description	P.D. 029-722-179 Lot A D L266 P.D. Plan EPP 54489
Electoral Area served	E
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to the appropriate Natural Gas Distribution Company.	
Signature of Applicant (Customer)	<i>[Signature]</i>
Date	Aug 20/2019

Actual Cost of Mainline Extension

A	Actual Cost of Mainline Extension	\$ 7,955.02 + GST
B	Less: Gas Company's Contribution	\$ 6,196.35
C	Total Cost to Property	\$ 1,758.67 + GST (@5% = \$87.93)
	Electoral Area Contribution:	\$1,846.60 (1,758.67 + 87.93)
D	75% of Total Cost to Property	\$ 1,384.95
E	Less: Other Contributions	\$ nil
F	Remaining Balance	\$ 1,384.95
G	Maximum Electoral Area Grant	\$ 5,000.00
H	TOTAL GRANT PAYABLE (Lesser of F or G)	\$ 1,384.95
I	Cost to Property Owner	\$ 461.65
J	(minimum 25%)	25 %

For Natural Gas Company Use Only Application completed by	
Gas Company Representative Name: <i>PETER HILL</i>	Phone Number: <i>250-668-4583</i>
For Regional District Use Only	
Date approved by Regional District	By: <i>[Signature]</i>

Reviewed on August 30, 2019

This applicant meets the criteria as outlined in the Natural Gas Extension Policy and Application Guide of the RBAC Funding Policies



PEACE RIVER REGIONAL DISTRICT
FAIR SHARE

NATURAL GAS EXTENSION GRANT APPLICATION

Applicant (Customer) Information	
Property Owner Name	Doug Dufresne
Mailing Address	P.O. Box 2124
	5676 Wabi Estates Road
Telephone Number	(250) 788-5156
Legal Description	PID 025-473-981 Lot 1 Plan BCP910 DL 266
Electoral Area served	E
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to the appropriate Natural Gas Distribution Company.	
Signature of Applicant (Customer)	<i>[Signature]</i>
Date	Aug 20, 2019

Actual Cost of Mainline Extension

A	Actual Cost of Mainline Extension	\$ 7,955.02 + GST
B	Less: Gas Company's Contribution	\$ 6,196.35
C	Total Cost to Property	\$ 1,758.67 + GST (@5% = \$87.93)
Electoral Area Contribution:		
D	75% of Total Cost to Property	\$ 1,384.95
E	Less: Other Contributions	\$ nil
F	Remaining Balance	\$ 1,384.95
G	Maximum Electoral Area Grant	\$ 5,000.00
H	TOTAL GRANT PAYABLE (Lesser of F or G)	\$ 1,384.95
I	Cost to Property Owner	\$ 461.65
J	(minimum 25%)	25 %

For Natural Gas Company Use Only Application completed by	
Gas Company Representative Name: <i>PETER HILL</i>	Phone Number: <i>250-868-4583</i>
For Regional District Use Only	
Date approved by Regional District	By

Reviewed on August 30, 2019

This applicant meets the criteria as outlined in Natural Gas Extension Policy and Application Guide of the RBAC Funding Policies

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RURAL BUDGET ADMINISTRATION COMMITTEE

DIARY ITEMS

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