



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, November 16, 2017
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC **following the EDAC 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 of October 19, 2017
5. **BUSINESS ARISING FROM THE MINUTES:**
BA-1 Director Goodings – North Peace Cultural Centre
BA-2 Director Goodings – Fort St. John Public Library Association
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
R-1 October 16, 2017 – GIA Funding Amendment – Osbourn Community Hall
R-2 October 23, 2017 – Report from Jill Rickert, Community Services Coordinator – Cemetery Policy
R-3 November 1, 2017 – Report from Trish Morgan, General Manager of Community Services – Blanket Grant Application Policy
R-4 November 3, 2017 – Report from Jill Rickert, Community Services Coordinator – 2016 Electoral Area E West Bursary – Unclaimed Funds
R-5 November 7, 2017 – Report from Jill Rickert, Community Services Coordinator & Trish Morgan, General Manager of Community Services – Grants-in-Aid Allocation Meetings & Volunteer Appreciation Banquet Options
R-6 November 9, 2017 – Report from Jill Rickert, Community Services Coordinator – Grant-in-Aid – Unspent Funds
R-7 November 7, 2017 – Report from Jennifer Rudyk, Finance Clerk – Financial Report – November Meeting
9. **DISCUSSION ITEMS:**
DI-1 Chair Sperling – Economic Development Funding
DI-2 Peace River Agreement – Water Function in Area B
DI-3 2018 Budget Discussion
DI-4 April Grant-in-Aid
10. **NEW BUSINESS:**
11. **COMMUNICATIONS:**
12. **DIARY:**
DIA-1 Diary Items
13. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: October 19, 2017

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Sperling, Meeting Chair
Director Hiebert
Director Rose
Director Goodings

Staff

Chris Cvik, Chief Administrative Officer
Shawn Dahlen, Deputy Chief Administrative Officer
Kim Frech, Chief Financial Officer
Trish Morgan, General Manager of Community Services
Fran Haughian, Communications Manager
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 10:40 p.m.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Hiebert Tate Creek Community Centre.

Director Hiebert Kelly Lake Update.

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

RBAC 17/10/01

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Meeting agenda for the
October 19, 2017 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:**
Director Hiebert – Tate Creek Community Centre Renovation.
Director Hiebert – Kelly Lake Update
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF THE MINUTES:**

M-1 Rural Budgets Administration Committee Meeting of September
14, 2017

ADOPTION OF AGENDA: continued

5. **BUSINESS ARISING FROM THE MINUTES:**

6. **DELEGATIONS:**

- D-1 Kerry France, Director, Debbie Hoza, Vice Chair and Lenita Randolph, Area B Representative from the Fort St. John Public Library Association – Update of the Library’s Programs and Activities / Discuss Current and Future Funding (10:45 am)
- D-2 Margaret May, Board Secretary, North Peace Cultural Centre – Update of the Centre’s Programs and Activities / Discuss Current and Future Funding (11:30 am)

7. **CORRESPONDENCE:**

- C-1 September 14, 2017 – Reg Whiten, Tree Canada 150 Recognition Event
- C-2 September 15, 2017 – Mallory & Mario Roy, Natural Gas Extension Application
- C-3 October 4, 2017 – Jordan Joseph Simmons, Electrical Extension Grant Application

8. **REPORTS:**

- R-1 September 17, 2017 – North Peace Fall Fair Society – Funding Amendment
- R-2 October 6, 2017 – North Peace Historical Society – Funding Amendment
- R-3 October 11, 2017 – Grant Application – Kelly Lake Community Centre Society (KLCC), Furnace System
- R-4 October 6, 2017 – Report from Jill Rickert, Community Services Coordinator – Recreation and Cultural Grants-in-Aid – Schedule E, Youth Travel
- R-5 October 10, 2017 – Report from Jill Rickert, Community Services Coordinator – Funding Amendment Request – Dawson Creek Sportsman’s Club
- R-6 October 3, 2017 – Report from Jennifer Rudyk, Finance Clerk – Financial Reporting – October Meeting
- R-7 October 10, 2017 – Report from Trish Morgan, General Manager of Community Services - Notice of Closed Session – October 19, 2017 Rural Budgets Administration Committee

9. **DIARY:**

- DI-1 – October 19, 2017 – RBAC Diary

10. **NEW BUSINESS:**

- Tate Creek Community Centre Renovation
- Kelly Lake Update

11. **COMMUNICATIONS:**

12. **ADJOURNMENT:**

CARRIED

ADOPTION OF MINUTES:

M-1

ADOPTION OF MINUTES

September 14, 2017

RBAC 17/10/02

RBAC Minutes

MOVED by Director Hiebert, SECONDED by Director Goodings,
“That the Rural Budgets Administration Committee Meeting Minutes of
September 14, 2017 be adopted.”

CARRIED

DELEGATIONS:

D-1

Kerry France, Director, Debbie Hoza, Vice Chair and Lenita Randolph, Area B Representative from the Fort St. John Public Library Association attended to provide the Committee with an update of the Library’s programs and activities and to discuss current and future funding.

The following topics were discussed:

- Past funding and support from the RBAC.
- Current activities and statistical data regarding the use of the Library and its equipment.
- Current programs and resources available to the public.
- Partnerships with local businesses’ for library programs.
- Local government funding.
- Fundraising.
- Budget.

D-2

Margaret May, Board Secretary and Connie Surerus from the North Peace Cultural Centre attended to provide the board with an update of the Centre’s programs and activities and to discuss current and future funding.

The following topics were discussed

- The Centre’s funding agreement with the Committee, which expires this year.
- A review of the challenges and opportunities.
- Activities, functions and processes.
- The Cultural Services Agreement with the City of Fort St. John.
- Improvement of administration processes at the Centre.
- New revenue sources.
- Fundraising for special initiatives, such as electrical equipment.
- The current staffing and board model.
- Grants that the Centre has applied for and is planning on applying for.
- Financials.
- Long-term goals and plans.

Director Goodings suggested that Ms. Surerus send a list of projects and prices with direct asks for funding to the Committee.

CORRESPONDENCE:

C-1 Sept 14/17 – Reg
Whiten, Tree
Canada 150
Recognition Event

RBAC 17/10/03

MOVED by Director Rose, SECONDED by Director Hiebert,
“That the Rural Budgets Administration Committee approve a donation of
\$75.00 to the Tree Canada 150 Recognition Event from the Area B BC Rail
Account.”

CARRIED

C-2 Sept. 15/17 –
Mallory & Mario
Roy, Natural Gas
Extension
Application

RBAC 17/10/04

MOVED by Director Rose, SECONDED by Director Hiebert,
“That the Rural Budgets Administration Committee approve \$2,417.25 from
Electoral Area E, Fair Share Funds, for the Fair Share Natural Gas Extension
Grant for Mallory and Mario Roy.”

CARRIED

C-3 Oct. 4/17–
Jordan Joseph
Simmons, Electrical
Extension Grant
Application

RBAC 17/10/05

MOVED by Director Hiebert, SECONDED by Director Rose,
“That the Rural Budgets Administration Committee approve \$4,000.00 from
Electoral Area D, Fair Share Funds, for the Fair Share Electrical Extension Grant
for Jordan Joseph Simmons.”

CARRIED

REPORTS:

R-1 Sept. 17/17 –
North Peace Fall Fair
Society – Funding
Amendment

RBAC 17/10/06

MOVED by Director Goodings, SECONDED by Director Rose,
“That the Rural Budgets Administration Committee approve the funding
amendment from North Peace Fall Fair and authorizes the reallocation of
\$3,322.13 from their 2015 GIA to go towards the cost of the office roof.”

CARRIED

R-2 Oct 6/ 17 –
North Peace
Historical Society –
Funding
Amendment

RBAC 17/10/07

MOVED by Director Goodings, SECONDED by Director Rose,
“That the Rural Budgets Administration Committee authorize the amendment
request from North Peace Historical Society and authorize the reallocation of
\$2,151.43 remaining in their 2016 GIA allocation to assist with the increased
cost of their 2017 GIA Allen Homestead Roof Project.”

CARRIED

R-3 Oct. 11/17–
Grant Application –
Kelly Lake
Community Centre
Society (KLCC),
Furnace System

RBAC 17/10/08

MOVED by Director Hiebert, SECONDED by Director Rose,
“That the Rural Budgets Administration Committee approves the grant
application from Kelly Lake Community Centre Society and authorizes a Gas
Tax Grant in the amount of \$ 10,801.00 to be used to install two new energy
efficient furnaces in the gymnasium.”

CARRIED

R-4 Oct. 6/2017 –Jill Rickert, CSC – Recreation and Cultural Grants-in-Aid – Schedule E, Youth Travel	RBAC 17/10/09 MOVED by Director Rose, Seconded by Director Hiebert, “That the Rural Budgets Administration Committee approve the amended Recreation and Cultural Grants in- Aid Schedule E, Youth Travel which outlines the guidelines for the approval and disbursement of Youth Travel grants as presented.”	CARRIED
R-5 Oct 10/17 Jill Rickert, CSC Funding Amendment Request – Dawson Creek Sportsman’s Club	RBAC 17/10/10 MOVED by Director Hiebert, SECONDED by Director Rose, That the Rural Budgets Administration Committee deny the funding amendment request from Dawson Creek Sportsman’s Club to reallocate \$12,000 of their 2017 Grants-in-Aid allocation to the building of a new driveway as it does not meet the criteria in the Grants-in-Aid Policy.”	CARRIED
R-6 Oct 3/17 – Jennifer Rudyk, FC – Financial Reporting – October Meeting	RBAC 17/10/11 “That the Rural Budgets Administration Committee receive the report from Jennifer Rudyk, Finance Clerk – Financial Reporting – October Meeting for information.”	CARRIED
R-7 Oct 10/17 Trish Morgan, GMCS - Notice of Closed Session	RBAC 17/10/12 “That the Rural Budgets Administration Committee vary the agenda to review the October 10, 2017 – Report from Trish Morgan, General Manager of Community Services - Notice of Closed Session – October 19, 2017 Rural Budgets Administration Committee at the end of the open meeting.”	CARRIED
Recess	The Chair recessed the meeting at 11:58 am	
Reconvene	The Chair reconvened the meeting at 1:01 pm	
<u>DIARY</u>		
DI-1 – Oct 19/17 – RBAC Diary	RBAC 17/10/13 Moved by Director Rose, SECONDED by Director Hiebert, “That the Rural Budgets Administration Committee remove tightening policy for youth travel grants from the Diary.”	CARRIED
	RBAC 17/10/14 Moved by Director Goodings, SECONDED by Director Hiebert, “That the Rural Budgets Administration Committee add to the Diary to have Director Hiebert contact the South Peace Historical Society in the Spring of 2018.”	CARRIED

NEW BUSINESS:

NB-1 Tate Creek
Community Centre

RBAC 17/10/15

Moved by Director Hiebert, SECONDED by Director Rose,
“That the Rural Budgets Administration Committee approve a start-up grant
from Electoral Area D Peace River Agreement fund #3 for the Tate Creek
Community Centre in the amount of \$50,000.”

CARRIED

NB-2 Kelly Lake
Update

The Electoral Area Manager, the General Manager of Community Services, the
Chief Administrative Officer and the Parks & Rural Recreation Coordinator
met with the Ministry of Indigenous Relations and Reconciliation and the
Ministry of Municipal Affairs and Housing regarding the Kelly Lake Community
Hall.

COMMUNICATIONS: None

R-7 Oct 10/17 –Trish
Morgan, GMCS -
Notice of Closed
Session

RBAC 17/10/16

MOVED by Director Hiebert, SECONDED by Director Rose,
“That permission be granted to resolve to a closed meeting, pursuant to
Section 90(1) of the Community Charter which states that a part of a meeting
may be closed to the public if the subject matter being considered relates to
the following: Subject matter: Funding Partnership Proposals from the City of
Dawson Creek (k) negotiations and related discussions respecting the
proposed provision of a municipal service that are at their preliminary stages
and that, in the view of the council, could reasonably be expected to harm the
interests of the municipality if they were held in public.”

CARRIED

Recess to Closed

The Chair recessed the meeting to go into closed at 1:10 pm.

Reconvene to Open

The Chair reconvened the open meeting at 1:40 pm.

Adjourn

The Chair adjourned the meeting at 1:41 pm.

Chair Sperling, Meeting Chair

Kelsey Bates, Executive Assistant

----- Original message -----

From: Kim Frech <Kim.Frech@prrd.bc.ca>

Date: 11-09-2017 4:40 PM (GMT-07:00)

To: Director Karen Goodings <karen.goodings@prrd.bc.ca>

Cc: Crystal Brown <Crystal.Brown@prrd.bc.ca>, Kelsey Bates <Kelsey.Bates@prrd.bc.ca>, Trish Morgan <Trish.Morgan@prrd.bc.ca>

Subject: Library and Cultural Centre financial info for RBAC

Karen,

Below is the info for the Library contributions that I sent you previously and below that is information regarding the NP Cultural Centre contributions you have made.

Here is some info you are looking for.

1. The last time the bylaw was defeated to provided funding from Area B to the Library was 1404, 2002 (15 years ago – I know time goes by quickly);
2. Since 1998 Area B has provided \$593,200 (presently \$31,300 per year – increased in 2013 by \$500 to enable the Library Society to pay for the mileage of the Area B rep.
3. Area C has provided \$246,000 (presently \$15,000) from Fair Share.
Included in the B & C totals are funds provided for projects i.e. \$20,000 in 2010 for carpets & shelves & self-checkout (also Fair Share).
4. Also, Electoral Area C contributes from the Service Area (taxation) \$50,000 per year (since 2014), \$40,000 (for 2011 to 2013), and \$20,000 per year prior to that (looks like since 1996).

NP Cultural Centre

1. Area B has contributed \$629,776. Included in this amount is the first Fair Share payment of \$107,500 in 1998 and a \$50,000 grant in 2012. Presently \$28,125 per year from Fair Share (commitment was up until this year).
2. Area C has contributed \$286,923. Included in this amount is the first Fair Share payment of \$10,000 in 1998 and a \$50,000 grant in 2012. Presently \$14,062 per year from Fair Share (commitment was up until this year).
3. NP Cultural Centre was also a function to pay the loan of \$905,370. The function ended when the debenture was paid in 2013.

Is this email good enough to use as a handout for the RBAC meeting on Thursday – should probably be Business Arising since the presentations were at the last meeting and I believe that was their presentation for continued funding – or do you want a report?

Kim Frech

Chief Financial Officer
Direct: 250-784-3221
Finance Fax: 250-784-3229
Cell: 250-219-2207
Kim.Frech@prrd.bc.ca

Peace River Regional District

PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Toll-free (24 hour): 1-800-670-7773
Office: 250-784-3200
Fax: 250-784-3201
www.prrd.bc.ca

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November 1, 2017

PRRD Head Office
PO Box 810
Dawson Creek, BC V1G 4H8
ATT: Electoral Area B Director, Karen Goodings

Via email

Dear Director Goodings:

FSJPL would like to thank you for receiving us as delegates at your October RBAC meeting, as well as for your support over the years. The Peace River Regional District's support allows us to continue to provide a diverse range of library services to the rural residents of both Areas B and C.

Currently, FSJPL's active library user base is comprised of 15% Area B residents, 15% Area C residents, and 68% Fort St John residents. This distribution has held a consistent 70/30 ratio average for the past seven (7) years. We are pleased to report that library use is a popular activity among your Area B constituents. The most recent referendum which included proposed library support was in 2002, however, our statistics show usage growth beginning in 2011 and moving into the present. Area B resident's active library users show an overall increase of 43% since 2011, with Area C's active users increasing by 40%.

To more accurately reflect the share of active library users in each community, FSJPL would like to request an increase of \$15,000 in funding from Area B, bringing total annual support to \$46,300 (which includes the Travel Subsidy of \$500 for your Area B Representative on the FSJPLA Board). This increase will slightly raise your current per-capita contribution to our association, which is shown in the graph below.

Region	Percentage of Total Active Library Users	Percentage of Active Library Users Current Support	Percentage of Shared Local Gov't Funding	Current Support per Capita
Area B	15%	\$30,800	6.25%	\$4.64
Area C	15%	\$65,000	13.2%	\$9.64
Municipality of FSJ	68%	\$397,000	80.6%	\$19.11

Region	Proposed Support	Percentage of Shared Local Gov't Funding	Proposed Support per Capita (6,742 pop.)
Area B	\$45,800 + \$500 travel subsidy	9%	\$6.90

FSJPL is committed to serving its surrounding communities based on what those communities require from their local library. We continue our efforts to provide comprehensive accessible library services suited to the needs of the rural residents of Area B and look to expand on those services – within both an in-library and outreach capacity.

We thank you for your consideration,



Kerry France
Director of Library Services

November 16, 2017

November 1, 2017

PRRD Head Office
PO Box 810
Dawson Creek, BC V1G 4H8
ATT: Electoral Area C Director, Bradley Sperling

Via email

Dear Director Sperling:

FSJPL would like to thank you for receiving us as delegates at your October RBAC meeting, as well as for your support over the years. The Peace River Regional District's support allows us to continue to provide a diverse range of library services to the rural residents of both Areas B and C.

Currently, FSJPL's active library user base is comprised of 15% Area B residents, 15% Area C residents, and 68% Fort St John residents. This distribution has held a consistent 70/30 ratio average for the past seven (7) years. We are pleased to report that library use is a popular activity among your Area B constituents. The most recent PRRD referendum which included proposed library support which Director Goodings mentioned at the meeting, was in 2002, however, our statistics show usage growth beginning in 2011 and moving into the present. Area C resident's active library users show an overall increase of 40% since 2011.

To more accurately reflect the share of active library users in each community, FSJPL would like to request an increase of \$10,000 in funding from Area C, bringing total annual support to \$75,000. This increase will elevate your current per-capita contribution to our association, which is shown in the graph below.

Region	Percentage of Total Active Library Users	Percentage of Active Library Users Current Support	Percentage of Shared Local Gov't Funding	Current Support per Capita
Area B	15%	\$30,800	6.25%	\$4.64
Area C	15%	\$65,000	13.2%	\$9.64
Municipality of FSJ	68%	\$397,000	80.6%	\$19.11

Region	Proposed Support	Percentage of Shared Regional Funding	Proposed Support per Capita (6,742 pop.)
Area C	\$75,000	15%	\$11.12

FSJPL is committed to serving its surrounding communities based on what those communities require from their local library. We continue our efforts to provide comprehensive accessible library services suited to the needs of the rural residents of Area C and look to expand on those services – within both an in-library and outreach capacity.

We thank you for your consideration,



Kerry France
Director of Library Services

November 16, 2017



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization:	Osborn Community Hall	Date: Oct 16/17
Contact:	Tena Thiessen	Phone: 250-827-3529
Mailing Address:	Box 70 Cecil Lake BC V0C1G0	
Email:		Fax:
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:	2015 2013	Have you completed this project? Yes
Current Project Description: (project for which funds were originally applied for) gravel for driveway, playfort, kitchen renos, playground supplies, mower, picnic tables, etc.		
Amount Granted:	\$750.00 + 10,000	Amount to Reallocate: 5617.50
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project: 561750		
Proposed New Project/Operational Expense: (reason for request and description of project, project budget) To pay for the second furnace that we put in. Applied for it, but used up funds for those years due to the 3 yr spending limit brought in.		
FOR OFFICE USE ONLY		
Funds Remaining: (showing last 3 years)	Current Project Name: Lighting, skirting, insurance and gates	Amount Available = \$ 0
	2016 Project Name: Cistern system, Storage shed, kitchen	Amount Available = \$1,656.42
	2015 Project Name: Kitchen project, playground improvements	Amount Available = \$ 6189.57
Total Unused Funds =		\$7,845.99

RECOMMENDATION:

That the Rural Budgets deny the funding amendment request from Osborn Community Association to reallocate \$5,617.50 of their remaining 2015 GIA allocation to pay costs to install a second furnace as it does not meet the eligible criteria as stated in the Grants in Aid Policy.

RATIONALE:

Osborne Community Association installed a second furnace 2016. The projects approved for the 2015 or 2016 GIA funds did not include the installation of a furnace for buildings; however, a second furnace is part of the 5yr plans on both those years GIA applications, but no funds were applied for, nor were any quote provided. Unfortunately, this request does not meet the criteria as per Section 14 of the GIA Policy Statement, which states organizations may apply for funding amendments:

- if they have completed their projects and have outstanding funds remaining; or
- if an emergency has arisen and failure to remediate the problem will result in the inability to operate; and
- Funds cannot be amended to pay off debt.

D. Bauer Mechanical Ltd.

9320 - 102 Street

Fort St. John, British Columbia V1J 4A6

INVOICE

Invoice No.: 49577

Date: 12/13/2016

Ship Date:

Page: 1

Re: Order No.

Sold to:

Osborn Community Hall

Box 70

Cecil Lake, British Columbia V0C 1G0

Ship to:

Osborn Community Hall

17526 Siphon Creek Road

Cecil Lake, British Columbia V0C 1G0

Job3 44716

Business No.: 895413656 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
lab	Each		Furnace replacement. Tempstar 96% efficient single stage N/G furnace. Model# N9MSB - 80,000 BTU.			
mf	Each		As per quote# 4180.			
mat	Each		Labour	G		1,600.00
			Mileage Fee	G		150.00
			Material	G		3,600.00
			Subtotal:			5,350.00
			G - GST 5%			
			GST			267.50
D. Bauer Mechanical Ltd. GST: #895413656 RT						
Shipped By: Tracking Number:					Total Amount	5,617.50
Comment: T: (250) 785 - 7887 F: (250) 785 - 9973 BC WCB # 472577 AB WCB # 6622755 Canadian Dollars					Amount Paid	5,617.50
Sold By:					Amount Owng	0.00



REPORT

To: Rural Budgets Administration Committee

Date: October 23, 2017

From: Jill Rickert, Community Services Coordinator

Subject: **Grant Funding - Cemetery Policy**

RECOMMENDATION(S):

That the Rural Budgets Administration Committee adopt the Cemetery Funding Policy as presented and authorize that it be included to form part of the Rural Budgets Administration Committee Funding Principles.

BACKGROUND/RATIONALE:

The policy is intended to outline the process for the approval disbursement of grant funds that may be issued to local community groups who help to maintain, improve and operate rural cemeteries; and provide the necessary administrative procedures for staff.

Each Electoral Area Director annually contributes a small amount of funding to assist with the operations of rural cemeteries. Past practice has been to provide some annual grants to community organizations who care for cemeteries on written request to the Chief Financial Officer. This process, although simple, is very different in comparison to grant requests where applicants are required to complete a grant application, which is assessed by staff then forwarded to the Committee for review and approval.

Staff are recommending this policy be adopted, in order to ensure that all grant requests for funding are processed consistently and equitably using a transparent and accountable approach.

OPTIONS:

1. The Rural Budgets Administration Committee may choose to amend this policy as presented and direct staff to bring forward a final version of the policy for adoption to the December RBAC meeting.
2. The Committee could decide not to adopt this policy and choose to continue to follow the current process for the approval of cemetery grants.
3. The Committee may decide not to approve the policy in its entirety 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.

Staff Initials: *J. Rickert*

Dept. Head:

J. Morgan
November 16, 2017

CAO:

Ch. Birk

Page 1 of 2

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- ☐ 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: PRRD Statement of POLICY and PROCEDURE – Cemetery Funding
Cemetery Services Establishment Bylaw No. 839, 1993

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	0340-??-??
Section:	Grants	Issued:	
Subject:	Cemetery Funding	Effective:	November 16, 2017
Board Resolution # and Date:		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 wave 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 \$1,000 or less;
- b) Grant funding in excess of \$1,000 will be paid to the applicant through claim reimbursement;
- c) Speed of Service processing time on cheque distribution is 30 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

BY-LAW NO. 839, 1993

A by-law to convert the function of Cemetery Grants-In-Aid for Electoral Areas B and C to an extended service and include Electoral Areas D and E as participants

WHEREAS pursuant to Section 767(4) of the Municipal Act, a regional district exercising a power to provide a service other than a general service, may adopt a by-law respecting that service which:

- a) meets the requirements of section 794 for a by-law establishing a service, and
- b) is adopted in accordance with the section 802 as if it were a by-law amending a by-law establishing a service;

AND WHEREAS the Board of the Peace River Regional District was granted the function of Cemetery Grants-In-Aid by supplementary letters patent dated October 29, 1987 with Electoral Areas B and C as participating members;

AND WHEREAS the Board of the Peace River Regional District wishes to convert its Cemetery Grants-In-Aid function to an extended service;

AND WHEREAS pursuant to section 790 of the Municipal Act, R.S.B.C 1979, c. 290, as amended, the Lieutenant Governor in Council has, by B.C. regulation #10/93, granted to the Peace River Regional District the additional powers of:

- a) Section 885 of the Municipal Act to operate, develop, and maintain cemeteries, as an extended service with electoral areas B, C, D, and E as participating members, and
- b) Contributing financial aid toward the cost of operating, developing and maintaining cemeteries, as an extended service with Electoral Areas B, C, D, and E as participating members;

AND WHEREAS pursuant to section 800 of the Municipal Act the Board of the Peace River Regional District has waived the electoral assent requirement for Electoral Areas B, C, D, and E and the Directors of Electoral Areas B, C, D, and E have consented in writing to the adoption of this by-law;

NOW THEREFORE the Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

Service Being Established

1. The function of Cemetery Grants-In-Aid, granted by supplementary letters patent dated October 29, 1987 is hereby established as the extended service of Cemetery Services.

Participating Areas

2. The participants in the extended service, established under section 1, are Electoral Areas B, C, D, and E.

Peace River Regional District
By-Law No. 839, 1993

Cost Recovery

3. The annual costs of the service shall be recovered by requisition under Section 809.1 of the Municipal Act to be collected by a property value tax to be levied and collected under Section 810.1(1) on improvements only.

Apportionment of costs

4. The annual net cost attributable to this service shall be borne directly by that electoral area for which the cemetery services are provided.

Citation

5. This by-law may be cited as "Cemetery Services Establishment By-Law No. 839, 1993".

READ A FIRST TIME this 28th day of January, 1993.

READ A SECOND TIME this 28th day of January, 1993.

READ A THIRD TIME this 28th day of January, 1993.

ELECTORAL ASSENT requirement for Electoral Areas B, C, D, and E waived by the Regional Board this 28th day of January, 1993.

CONSENT in writing to the adoption of this by-law by the Directors of Electoral Areas B, C, D, and E obtained this 28th day of January, 1993.

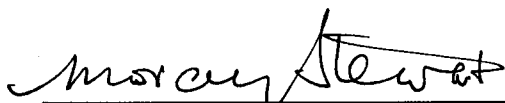
APPROVED by the Inspector of Municipalities this 18th day of February, 1993.

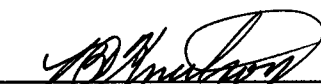
RECONSIDERED, FINALLY PASSED AND ADOPTED this 25th day of February, 1993.

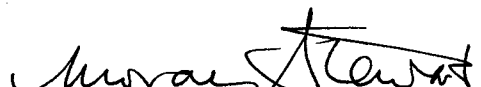
FILED with the Inspector of Municipalities this 4th day of March, 1993.

CERTIFIED a true and correct copy of
"Cemetery Services Establishment By-Law
No. 839, 1993".

THE CORPORATE SEAL of the Peace
River Regional District was hereto affixed
in the presence of:


Moray Stewart, Administrator


Ben Knutson, Chairperson


Moray Stewart, Administrator

I HEREBY CERTIFY the foregoing to be a true and correct copy of By-Law No. 839, 1993, cited as "Cemetery Services Establishment By-Law No. 839, 1993", as read a third time by the Regional Board of the Peace River Regional District on the 28th day of January, 1993.

DATED at ^{Chetwynd}~~Dawson Creek~~, British Columbia, this 28th day of January, 1993.


Moray Stewart, Administrator

[BY-LAW.REG\BL-839.CEM]



REPORT

To: Rural Budgets Administration Committee

Date: November 1, 2017

From: Trish Morgan, General Manager of Community Services

Subject: **Blanket Grant Application Policy**

RECOMMENDATION(S):

That the Rural Budgets Administration Committee provide staff with feedback on the "Blanket Grant Application Policy" prior to it being forwarded to the Board for consideration at the January 11, 2018 meeting.

BACKGROUND/RATIONALE:

The purpose of the "Blanket Grant Application Policy" is to ensure:

- That minimum requirements are established for all grant application processes;
- That all organizations will be treated fairly and consistently throughout the grant application process regardless of what grant they receive or apply for;
- That the approving authority (RBAC or the Board) receive enough information to objectively determine whether a grant will be provided;
- That adequate records of grant applications are collected from organizations and maintained by the Regional District;
- That organizations receiving funds from the Regional District have a clear understanding of how and why they receive them;
- That the Regional District receives follow-up information on how funds are spent for every grant provided that will assist in determining whether future funding should be considered and the impact of taxpayers dollars spent supporting community initiatives.

Both the Rural Budgets Administration Committee and the Board provide 150-200 grants on an annual basis. Most apply through an existing grant program (which already meets the requirements of the proposed policy), however, there are a significant number of "historical" grant recipients where the funds are simply budgeted for each year and annually dispersed (e.g., Fort St John Library, North Peace Cultural Centre, HandiDart, Step Up n Ride, Rural Learn to Swim). In other cases, organizations make a presentation to the Board or RBAC (e.g., STARS, Ducks Unlimited, Peace River Cattlemen) and grant approval has been provided but they have not completed an application form and associated information.

One recent example was at a RBAC meeting in where a delegation clearly did not understand where there funds come from, why they receive the funds and that their funding could be amended or changed on a year to year basis. By requiring them to apply for the funds, stipulating conditions of the grant and requiring some form of follow-up, the Regional District will be more accountable for taxpayers dollars and organizations will have a better understanding of how and why they have received funds.

Staff Initials:

Dept. Head:

T. Morgan
November 16, 2017

CAO:

Ch. Birk

Page 1 of 2

The policy allows for organizations to apply for multi-year funding up to a maximum of three years. It is hoped that over time that it will reduce the annual volume of grant applications being received, while still being able to effectively support the organizations in our communities.

OPTIONS:

- 1) That the Rural Budgets Administration Committee provide 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):

none

COMMUNICATIONS CONSIDERATION(S):

If approved by the Board, staff will contact groups who have been receiving annual grants that have not required any application in the past, will make them aware of the new process and application requirements and answer any questions they may have.

OTHER CONSIDERATION(S):

If approved by the Board, staff recommend that funds be budgeted as usual in 2018 and prior to release of any funds, that organizations make application and receive the necessary approvals.

Note that for organizations that receive funding as a result of a service establishment function, such as the Tate Creek Community Centre and Chetwynd Library, a five year funding agreement has been drafted that will outline budget requirements, reporting, use of funds per the service establishment bylaws, etc.

Attachments:

- Draft "Blanket Grant Application Policy"

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	0340-??-??
Section:	Grant Administration	Issued:	
Subject:	Blanket Grant Application Process	Effective:	
Board Resolution # and Date:		Page:	1 of 4
		Replaces	
Issued by:		Dated:	
Approved by:			

1. POLICY

- 1.1 That all external organizations receiving grants from the Peace River Regional District, must complete a Peace River Regional District grant application consisting of:
- Organization name
 - Organization address
 - Primary contact information for the organization
 - Society incorporation number
 - Amount requested
 - Reason for grant request
 - Project or event budget
 - Current financial statements
- 1.2 That the Regional Board or the Rural Budgets Administration Committee may develop and approve individual grant funding programs with guidelines specific to those programs, so long as the guidelines do not contravene this policy. Additional information may be requested under individual grant program guidelines.
- 1.3 That grant payments to organizations will not be processed unless a grant application has been received and approved by the appropriate approving authority being either the Regional Board or the Rural Budgets Administration Committee.
- 1.4 That the Regional Board or the Rural Budgets Administration Committee may approve multi-year grant funding commitments up to a maximum of 3 consecutive years.
- 1.5 That all organizations approved for a grant, will receive a letter outlining the conditions of the grant and reporting requirements within 30 days of approval.
- 1.6 That all organizations that are not approved for a grant will receive a letter within 30 days of being declined.

Subject:	Policy #:	Page:	2 of 4
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1.7 Organizations approved for multi-year grants must submit on an annual basis a report which includes the following:

- a. if the project was completed (where applicable)
- b. if all funds were spent and if not, their plans to spend remaining funds
- c. participation numbers (if applicable)
- d. a photo

1.8 That failure to abide by the conditions of the grant and/or reporting requirements may result in the one or more of the following:

- a. grant claims being denied
- b. organizations being required to repay grants
- c. cancellation of future funding commitments

2. PURPOSE

2.1 To ensure that all organizations applying for grants from the Regional District will be treated fairly and consistently throughout the application process and regardless of the type of grant they are applying for.

2.2 To ensure that the Regional Board or the Rural Budgets Administration receive information needed to objectively determine whether a grant will be provided.

2.3 To ensure collection of adequate and consistent records of grants applied for and approved by the Regional Board or the Rural Budgets Administration.

3. SCOPE

3.1 The “Blanket Grant Application Process” policy applies to all grant applications.

4. RESPONSIBILITY

4.1 The Chief Financial Officer and General Manager of Community Services are responsible to ensure that all grants provided follow the minimum standards set by the “Blanket Grant Application Process.”

5. DEFINITIONS

5.1 GRANT: Is any sum of money provided by the Regional District to an organization for the purpose of assisting the organization with hosting an event or conducting a project that benefits the organization and/or community at large.

5.2 SPONSORSHIP: Is considered a request for a grant.

5.3 APPLICATION: Is a formal written request for grant funding.

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6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.1 This policy applies to existing and future grant programs including, but not limited to:

- a. Rural Recreational and Cultural Grants-in-Aid
- b. Search and Rescue Grants-in-Aid
- c. Recreational Trails Grants-in-Aid
- d. Regional Grants to Community Organizations
- e. Rural Gas Tax Grants
- f. Fair Share Grants
- g. Peace River Agreement Grants
- h. Economic Development Grants
- i. Cemeteries Grants
- j. Regional Recreation Grants

7. PROCEDURE

7.1 All grant application forms, policies and guidelines will be made available to organizations on the Regional District website or by request by email, in-person or by phone.

7.2 Upon receipt of a grant application by the Regional District, staff will forward applications to the Community Services Department for review.

7.3 Community Services staff will:

- a. review and assess all applications to ensure they meet program guidelines and policies
- b. determine which grant program the application is best suited
- c. endeavour to work with organizations to request that they submit missing information prior to submission to the Regional Board or the Rural Budgets Administration Committee for consideration
- d. submit a report to the Regional Board or Rural Budgets Administration Committee (or the applicable committee to make recommendation to the Board) with the grant application

7.4 Upon approval of grants by the Regional Board or Rural Budgets Administration Committee, successful applicants will be provided a letter outlining:

- a. conditions of the grant
- b. reporting requirements
- c. claim procedures (where applicable)
- d. deadline for claiming the grant (where applicable)
- e. recognition requirements

7.5 Unsuccessful applicants will be provided a letter in writing with the resolution from the Regional Board or Rural Budgets Administration Committee.

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7.6 The Community Services and Financial Services departments will keep accurate records of all grant applications, approvals, claims and payments.



REPORT

To: Rural Budgets Administration Committee

Date: November 3, 2017

From: Jill Rickert, Community Services Coordinator

Subject: 2016 Electoral Area E West Bursary – Unclaimed funds

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the unclaimed funding for the 2016 Electoral Area E Bursary, in the amount of \$500, be returned to the funding area and utilized to reduce the tax requisition in 2018.

BACKGROUND/RATIONALE:

Funding for this bursary was allocated in 2016 in accordance with the Rural Recreational & Cultural Grants-in-Aid Policy, as per the Schedule M – Electoral Area E West Bursary. Under the policy, recipients must claim their award in writing to the Peace River Regional District along with proof of paid enrollment at a post-secondary institute. Recipients may defer their award for up to one year with written permission from the General Manager of Community Services. This information is provided to all bursary recipients by the school at the time they are notified of their award.

The recipient for the 2016 Area E Bursary award has made no attempt to contact the Peace River Regional District to claim the funds, since being notified about the award. A letter to remind the recipient about the award and how to claim it was sent by staff in January of 2017. This letter is attached, please note name and personal info has been blacked out for privacy of minor.

OPTIONS:

1. The Committee could deny this 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.

Staff Initials: *J. Rickert*

Dept. Head: *N. Morgan*

November 16, 2017

CAO:

Ch. Birk

Page 1 of 2

FINANCIAL CONSIDERATION(S):

The funding will be used to reduce the overall tax requisition for the 2018 budget allocation amount for Electoral Area E Grants-in-Aid.

COMMUNICATIONS CONSIDERATION(S):

The recipient will be sent written correspondence confirming the Bursary funds are no longer available and the award offer rescinded, as per the policy.

OTHER CONSIDERATION(S):

Attachments: Recreational and Cultural Grants-in-Aid, Schedule M – Electoral Area E West Bursary
January 2017 Letter to Recipient



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "M" – Electoral Area E West Bursary

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area E West bursary are as follows.

1) Bursary Amount

- a) There are two bursaries of \$ 500.00 annually. The bursaries will be awarded to two graduating students residing in Electoral Area E West (west of the Pine River in Area E) of the Peace River Regional District.

2) Bursary Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full. Applications should be accompanied with a cover letter explaining the applicant's qualifications and ambitions.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area E West a minimum of 12 consecutive months prior to bursary application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 59 Peace River South.

4) Registration

- a) Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the bursary.

5) Adjudication Process

- a) Bursary applications will be adjudicated by a selection committee appointed by School District No. 59.
- b) Bursary applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

6) Notification of Award Recipients

- a) Prior to July 1st of each year, Chetwynd Secondary School must advise the Peace River Regional District of award recipient and must provide their name, address and telephone number.

7) Bursary Award

- a) The Bursary will be awarded at the annual Chetwynd Secondary School Graduation Ceremonies.
- b) Bursary winners will submit a copy of their post-secondary registration to the:

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

- c) Once registration and eligible expenses (tuition, text books and course materials) are confirmed by the Regional District, a cheque will be mailed to the students. Expenses will only be awarded to a maximum of the amount awarded.
- d) Bursary winners may defer or carry over their awards for up to one year only with the prior written approval of the Manager of Community Services.

Please mail completed applications to:
Bursaries – Chetwynd Secondary School
Box 447, Chetwynd, BC V0C 1J0



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "M" – Electoral Area E West Bursary

Electoral Area E West Post-Secondary - Bursary Application

Name: _____ Phone: _____

Street Address: _____

Mailing Address: _____

What career do you intend to pursue and why? _____

What post-secondary school(s) do you hope to attend? _____

Do you plan to attend full-time or part-time studies? _____

How will this bursary assist you? _____

Please describe your community involvement. _____

Please describe what volunteer work you do and why? _____

Signature: _____ Date: _____

* This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades. Applicants may attach additional information for review by the selection committee.



PEACE RIVER REGIONAL DISTRICT

January 3, 2017

**RE: 2016 Peace River Regional District Electoral Area E Bursary**

Dear [REDACTED];

It is our understanding from the Chetwynd Secondary School Scholarship Committee that you were chosen to receive the above award in the amount of \$500. This letter is to advise you that this award has not yet been claimed.

In order to claim your award, please submit a letter stating where you are attending post-secondary school and include proof of your registration and payment for tuition, textbooks and/or course materials, to the address below. Once the information is received and the expenses are verified, a cheque will be mailed out to you. Please ensure you enclose the correct mailing address.

As per the policy, recipients have the option to defer or carry over their awards for up to a maximum of one year with prior written approval from the Manager of Community and Electoral Area Services. If this is an option that is applicable to you, please submit your request in writing to the address below.

If you have any questions regarding this, please contact me by phone at 250-784-3209 or by email at Jill.Rickert@prrd.bc.ca.

Yours truly,

Jill Rickert

diverse. vast. abundant.

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

November 16, 2017



REPORT

To: Rural Budgets Administration Committee

Date: November 7, 2017

From: Jill Rickert, Community Services Coordinator & Trish Morgan, General Manager of Community Services

Subject: Grants-in-Aid Allocation Meetings & Volunteer Appreciation Banquet Options

FOR DIRECTORS INFORMATION:

At the RBAC meeting held on August 17, 2017, staff were directed to investigate the feasibility of hosting the 2018 Grants-in-Aid (GIA) Allocation meetings and the 2018 Volunteer Appreciation Banquet together as a combined events over three evenings. The intention of this report is to provide the Committee with information on options and challenges.

The GIA policy statement provides clear guidelines to staff regarding the requirements and timelines pertaining to the GIA Allocation meetings and the Volunteer Appreciation Banquet. The policy has been attached for your convenience with the pertaining sections highlighted.

GIA Allocation Meetings:

The following is a summary that outlines the key components/processes:

1. November:
 - a. GIA applications are mailed to 55 groups in November advising them of the application deadline and anticipated GIA allocation meeting dates.
2. January:
 - a. GIA applications are received by the Regional District starting mid-January and ending by January 31st.
 - b. Typically 50 to 55 applications are received, all which need to be assessed and reviewed by staff. Often many applications are received as "incomplete" and staff work with groups to obtain any missing information. Applications are then reviewed for completeness, whether they adhere to policy, how the projects proposed fit with previous projects applied for (ensuring no duplication for previously completed projects), funding still remaining for each group, etc.
3. February:
 - a. A report is drafted for the February RBAC meeting (due by the 2nd Thursday in February to meet the agenda deadline) that generally outlines the amounts requested, groups that have not made use of their funds in the past, high or unusual requests, etc.
 - b. The report is reviewed at RBAC and directors are requested to identify any organizations that they have concerns about, wish to fund from another source or not fund in that year and make a resolution identifying the decision so there is a formal record of the decision.

4. March:
 - a. Due to the volume of applications, often the report presented in February to RBAC requires further review is brought back to the March RBAC.
 - b. Once the final decision is made by RBAC on who will/will not be invited to attend the April meetings, letters are sent out to each group inviting them to attend or letting them know that they are being funded through another grant or will not be funded in that year.
5. April:
 - a. Three evening meetings are held consecutively during the third week in April, one in the North Peace for the Area B and C eligible applicants, one in the West Peace for eligible Area E applicants and one in the South Peace for eligible Sub Regional applicants. Attendance is by invitation only and ranges from approximately 16 participants in the West Peace, 22 participants in the North Peace and upwards of 32 participants in the South Peace. The length of the meetings generally last from one hour to two hours. Cost to host the meeting consists of rental of the facility/meeting place, cost for refreshments and regular staff wages.
 - b. Agendas, previous years' minutes, a listing of the requests, and other items that the directors wish to communicate to the organizations (e.g., NDIT grants, etc.) are prepared.
6. May:
 - a. Minutes are drafted from the three meetings.
 - b. A report is drafted for RBAC that brings forward the recommended amounts for each group as result of the three meetings.
7. June:
 - a. Letters are sent out to each organization advising them of the grants they have been approved for, the claim process and claim forms.
8. August:
 - a. Organizations submit claims for the current year. Claims for previous year's commitments are accepted throughout the year, however, there is generally a great increase in volume of claims received.
 - b. Staff cross check the invoices presented as part of the claim to ensure that they match the project approved by RBAC (i.e., approved to build a shed and therefore should see supplies for such vs purchase of lawnmower which was not approved)

Volunteer Appreciation Banquet:

The current budget for the event is \$6,500 and planning for the banquet begins in August, wrapping up in November with a final report to RBAC.

The following is a summary outlining the key components/processes:

1. August:
 - a. Date is selected for the banquet.
 - b. Venues are contacted to determine costs, dinner options and availability. Contract is entered into for the facility.

- c. Guest speakers or entertainment options are contacted to identify availability and costs.
2. September:
 - a. Invites are sent out by mail to all GIA applicants, with some invitations going to other societies who operate certain facilities and/or arenas – 50 to 60+ invitations. Invitations include nomination forms for community groups to honor chosen volunteer under the Awards and Recognition Program.
 - b. Nominations are received by Regional District and staff send them to directors for approval of awards.
3. October:
 - a. Organizations RSVP with the number that will attend the banquet. Often very few RSVP and staff have to call 30 to 40 groups to find out if they plan to attend.
 - b. Staff prepare award certificates, prepare speaking notes for the master of ceremonies, purchases prizes, prepare games or activities, and confirm logistics.
 - c. The Volunteer Banquet is hosted on the second or third Saturday of October alternating locations in the North Peace and South Peace, every other year. The event runs approximately two to three hours and consist of dinner, guest speakers and/or entertainment, door prize draws and award presentations. In the past a workshop has been provided earlier in the day.
4. November/December:
 - a. Final report is presented to RBAC.

2017 was the first year that the banquet was not held in 30+ years. Letters were sent out to all organizations in September to make them aware that the banquet would not be held in the fall and that the Regional District would be looking at alternatives. Staff have not received any feedback from any organizations on this decision. Further the number of attendees have been dropping over the last 4 to 5 years and the cost to rent a facility and provide a dinner has risen significantly from \$20 per plate to approximately \$30-\$35 per plate.

Other Considerations:

It is important to note, that this entire process is the responsibility of one staff person. If RBAC chooses to host volunteer appreciation banquets at the same time as the annual GIA allocation meetings, additional staff will need to be allocated to do this work. The current staff member spends the bulk of their time between the end of January and mid-April on the Grant-in-Aid process.

OPTIONS:

1. The Committee could decide to amend the GIA policy to include Volunteer Appreciation Awards and Celebrations as an eligible expense such that individual groups could host their own volunteer appreciation events.

Discussion: A number of organizations suggested verbally and through the survey that this could be an option. Additionally staff could prepare packages for each organization to be

handed out at the GIA meetings with goodies or tokens of appreciation (e.g., mugs, pins, etc.)

2. The Committee could decide to continue to host the Volunteer Appreciation Banquet in October as defined in the GIA policy, amending it to take place every other year and alternating between the North and South Peace on a pilot basis to be assessed in 2020 after a banquet is held in the South Peace in 2018 and another in the North Peace in 2020.

Discussion: A number of organizations suggested through the survey that this could be an option. If the Committee chooses, staff suggest running this as a pilot and then conducting an assessment soon after. If the number of attendees has continued to drop, the Committee may wish to consider discontinuing the banquet.

3. The Committee could decide to allocate the funding budgeted for the Volunteer Appreciation Banquet, evenly into each Electoral Area increasing their annual allocation budgets as follows ($\$6,500 / 4 \text{ Electoral Areas} = \$1,625$):
 - i. Area B $\$103,000 + \$1,625 = \$104,625$
 - ii. Area C $\$80,000 + \$1,625 = \$81,625$
 - iii. Area E $\$102,000 + \$1,625 = \$103,625$
 - iv. Sub Regional $\$150,000 + \$1,625 = \$151,625$

4. The Committee could decide to host three volunteer appreciation banquets (to the same standard as currently provided) in conjunction with the GIA allocation meetings.

Discussion: The 2017 Budget to host the Volunteer Appreciation Banquet was set at \$6,500. Staff have put together an anticipated budget predicting what it may cost to host three combined GIA Allocation Meeting and Volunteer Appreciation Banquets in the Electoral Areas.

North Peace (Area B & C)	\$4,334.95 (based on 22 attendees plus 1 guest each = 44)
South Peace (Sub Regional)	\$5,092.00 (based on 32 attendees plus 1 guest each = 64)
West Peace (Area E)	\$3,435.00 (based on 16 attendees plus 1 guest each = 32)
Total	\$13,049.75

These are only predicted figures and will change with actuals; however, this information outlines to the Committee that there may be an increase in costs to host combined event in three areas. In addition, costs could be reduced significantly if there were no additional expenses for centerpieces, door prizes, giveaways, awards or entertainment.

The challenge is that staff cannot at this time manage the additional workload. The Community Services Coordinator spends most of their time between mid-January to mid-April working on GIA. The General Manager and the Parks and Recreation Coordinator are working on budgets and preparing projects for tender or RFP so that they may be actioned once the budget is adopted. An event coordinator could be contracted to coordinate the event, but would increase the cost of the banquet significantly.

If the Committee determines that they would like to move in the direction of a combined event for both the GIA Allocation meetings and the Volunteer Banquet, they may want to consider the following:

- How many combined events will occur?
 - How many attendees would be invited?
 - Does a combined event limit participation to only the GIA groups?
 - Will the budget for the Volunteer Appreciation Banquet need to increase?
 - Does the current workload required to orchestrate the GIA allocation meetings allow for the additional workload of adding the planning of the Volunteer Appreciation Banquet?
 - Can this be done successfully by a single staff person or will additional staff need to be assigned to this task?
5. The Committee could decide to provide only a meal to those attending the GIA Allocation Meetings and limit the numbers of attendees.

Discussion: The allocation meetings would need to be hosted at facilities (such as hotels) that can provide a catered meal. Attendees would need to RSVP early or space would be limited to two or three people only from each organization.

6. The Committee could decide to adjust timeline for GIA applications to be received so that the review and assessment process could start earlier.

Discussion: For instance if GIA applications were received in October, review could take place in November and December. The directors could review the applications in January and February and a combined GIA allocation meeting(s)/banquet(s) could still take place in April. This could be piloted for 2019 with applications for that year being received in October 2018.

7. The Committee could decide to discontinue providing the Volunteer Appreciation Banquet.

Discussion: Given the number of individuals attending the banquet has decreased and when the organizations were given notice that the banquet would not be held in 2017, there was no negative feedback on this decision, therefore Committee may choose to discontinue hosting the banquet. It takes a significant amount of time and funds to host the banquet that could be spent on other duties and projects. Additionally there never seems to be an ideal time of year to host the banquet. October is harvest, winter is challenging because of driving conditions, spring is seeding and people go on vacation in the summer.

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):

1. The annual budget amount for Volunteer Appreciation Banquet is \$6,500 as per the Annual Financial Plan.
2. If the Committee was to determine to host a combined GIA Allocation and Volunteer Banquet event in the North Peace, South Peace and West Peace, it will be necessary to increase the budget amount for Volunteer Appreciation.

COMMUNICATIONS CONSIDERATION(S):

Organizations will be informed at the GIA allocation meetings of the Committee's decision.

OTHER CONSIDERATION(S): none

Attachments:

- August 8, 2017 Report to RBAC from Jill Rickert RE: Awards & Recognition Program Survey – Results and Recommendations
- GIA Policy Statement, Schedule K – Rural Recreation Volunteer Banquet
- Timeline for Staff – GIA
- Timeline for Staff – Volunteer Banquet
- Sample Budgets



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: August 8, 2017

From: Jill Rickert, Community Services Coordinator

Subject: Awards and Recognition Program Survey – Results and Recommendations

RECOMMENDATION(S):

That the Rural Budget Administration Committee approve the following recommendations:

1. Authorize that no Volunteer Recognition Banquet be held in 2017; and
2. Authorize a change to the Grants-in-Aid (GIA) policy that reflects the Volunteer Recognition Banquet will be held every other year beginning in 2018; and
3. That staff be authorized to make the necessary amendments to the GIA Policy to reflect the appropriate changes.

BACKGROUND/RATIONALE:

At the meeting held on January 19, 2017, the Committee directed staff to create a survey for groups attending the Grants-in-Aid (GIA) allocation meetings to gain feedback on the value of the current Rewards and Recognition Program and specifically, what the volunteer's preferences were for the Annual Volunteer Banquet held each year in October. A survey was created by staff which canvassed community groups and societies in attempt to gather important feedback on whether or not to continue the Awards and Recognition Program. Surveys were distributed at each of the spring GIA Allocation meetings held in April for Areas B and C, Area E and Sub-Regional. The breakdown of the surveys distributed (based on the number of attendees) versus those returned for each area are as follows:

	Distributed	Returned
Area B & C	27	10
Area E	16	15
Sub-Regional	37	17
Total	80	42

The survey outcomes identified some of the largest obstacles for individuals to attend as, weather and road conditions, travel time and distance and other work commitments. Results of the survey were compiled by staff and are attached, some key outcomes are listed below:

- 34/42 Indicate the award categories are appropriate and well suited
- 31/42 Believe the Award and Recognition program has value
- 25/42 Feel the banquet would be better attended if held every other year or in the spring.

Staff Initials:

J. Rickert

Dept. Head:

J. Morgan

CAO:

Ch. Birk

Page 1 of 3

OPTIONS:

1. That the funding allocated as per the GIA policy be distributed to each group providing support for each organization to create their own Awards and Recognition process.

Discussion: This option was a suggestion from one of the respondents and has enough merit for consideration by the Committee. If supported, it creates an opportunity for each organization to decide how they would like to recognize the value of their volunteer members. In order to support this, the current GIA policy would require an amendment to the eligible expense section to include expenses related to Volunteer Recognition and Appreciation. For example, "Expenses related to Volunteer Recognition awards or celebrations that are not in the form of wages or perceived as payment for volunteers time are permitted."

Financial consideration should be given to the annual budget of \$6,500 and what the Committee would like to see done with it. One option could be to have it returned to the funding areas by resolution and utilized to reduce the tax requisition for the next calendar year. Or, another option could be to redistribute the funds evenly back to each Electoral Area. Below is an example of how this could apply if \$6,500 was shared among 4 Electoral Areas:

Area B	$\$103,000 + \$1,625 = \$104,625$
Area C	$\$80,000 + \$1,625 = \$81,625$
Area E	$\$102,000 + \$1,625 = \$103,625$
Sub Regional	$\$150,000 + \$1,625 = \$151,625$

2. That the Rural Budgets Administration Committee no longer allocate funds annually to support providing a Volunteer Recognition Banquet and remove it from the GIA Policy Statement.

Discussion: The annual budget for the Volunteer Recognition banquet is \$6,500; however that amount does not include the operational costs attached to staff time spend dedicated to planning, hosting and carrying out this event. Staff begin planning mid-August by securing a facility and catering. Next comes the administrative work to create, compile and mail out the invitation and nomination packages to each organization. Tracking of RSVPs for the event is required to confirm numbers, which may include follow up calls to those groups who have not RSVP'd. Staff are responsible to collect all nominations and ensure they are forwarded to the Committee for approval and notify those nominators and award will be presented. It is difficult to estimate the amount of time hourly and weekly that is spent on this process from start to finish, but it is suggested that the Committee to consider if the time and money spent on recognition of only a portion of volunteers justifies the outcome.

3. That the Rural Budgets Administration Committee continue to support the Awards and Recognition process as it is currently in Schedule K of the GIA policy statement, resulting in the next banquet being scheduled for October 21, 2017.

STRATEGIC PLAN RELEVANCE:

None

FINANCIAL CONSIDERATION(S):

The annual budget amount for Volunteer Recognition Banquet is \$6,500 as per the Annual Financial Plan.

COMMUNICATIONS CONSIDERATION(S):

- Once ratified the amended GIA policy would be posted on the website.
- 2018 GIA application packages would include a copy of amended policy highlighting the changes
- The amendments would be discussed at the 2018 GIA Allocation Meetings in the spring

OTHER CONSIDERATION(S):

Attachments: ~~GIA Policy Statement~~
~~Schedule K – Rural Recreation Volunteer Banquet~~
Survey Results
Awards and Recognition Survey – blank

Previously Received - August 17, 2017

	North	South	West	Total	
Total Responses		10	17	15	42
Q. 2 Does your organization nominate a volunteer for an award each year					
Yes		0	3	0	3
No		10	14	15	39
No Answer		0	0	0	0
Q.3 When was the last time?					
Unknown		0	1	0	1
Never		0	1	0	1
No Answer		3	4	15	22
2007		1	0	0	1
2014			3	0	3
2015		3	4	0	7
2016		2	2	0	4
2017		1	0	0	1
Q. 4 Award Categories					
Individual					
Yes		8	17	9	34
No		1	0	2	3
No Answer		1	0	4	5
Rural Facility					
Yes		9	16	9	34
No		1	0	2	3
No Answer		0	1	4	5
Rural Organization					
Yes		9	15	9	33
No		1	0	2	3
No Answer		0	2	4	6
Q. 5 Does the award program have value					
Yes		8	16	7	31
No		1	0	2	3
No Answer		0	1	5	6
Unsure		1		1	2
Q. 6 More awards					
Yes		2	5	0	7
No		8	8	7	23
No Answer		0	4	7	11
Unsure		0	0	1	1
Suggestions					
					Individual award for outstanding community
					Wider scope for community groups
					have a group award
					provide funding to groups to have their own banquet with all of their volunteers
Q. 7 How many attend the banquet on average					
1 to 2			1		
2 to 3			2		
2 to 4			1	1	
3 to 4		2	1		
4 to 6			2		
5 to 10		1			
2		2			
3		1			
4		1	2		
5			2		
8			1		

	none	2	3	3	
	no answer	1	2	9	
	North	South	West	Total	
Q. 8 Obstacles					
Too far		4	6	9	19
road conditions		3	9	6	18
weather conditions		3	9	4	16
cost of gas		0	3	4	7
work commitments		1	5	5	11
family commitments		0	2	2	4
banquet ends too late		1	1	2	4
requires overnigh accomodation		0		2	2
not interested		3	2	3	8
other		1	3		4
same night as other event			3		3
don't travel at night		1			1
too many other comitments				1	1
not enough time				1	1
Q. 9 Entice members to attend					
banquet in Oct		2	4	0	6
workshop prior to banquet		1	3	3	7
banquet in April		1	9	4	14
banquet every other year		4	4	3	11
other		1	1	3	5
2 separate banquets for NP and SP			1		1
consider another option		1			1
piggy back on another awards night				2	2
have it in Chetwynd				1	1
change locations each year				1	1



PEACE RIVER REGIONAL DISTRICT

Awards and Recognition Program Survey

The Electoral Area Directors have initiated a review of the Awards and Recognition program of the Recreational and Cultural Grants-in-Aid policy. Each year an annual amount of \$6,500 is budgeted by the Rural Directors to support this program; however, unfortunately in 2016, the awards nominations were very low and the Volunteer Banquet was poorly attended. The Directors would like to canvass community groups and societies through completion of the survey below in an attempt to gather important feedback as to whether or not to continue this program.

- 1) Where is your organization located? North Peace ☐ South Peace ☐ West Peace ☐
- 2) Does your organization nominate a volunteer for an award each year? Yes ☐ No ☐
- 3) When was the last time your organization nominated a volunteer for an award? _____
- 4) Do you feel the award categories are appropriate? See below:

INDIVIDUAL VOLUNTEER ACHIEVEMENT AWARD Yes ☐ No ☐

Presented for outstanding contributions to rural recreation and/or culture within the Peace River Regional District.

RURAL FACILITY EXCELLENCE AWARD Yes ☐ No ☐

Presented for excellence in facility concept, design, development, maintenance or operation. The facility shall have demonstrated outstanding and/or innovative aspects which have made or could make significant impact in the recreation or cultural field.

RURAL ORGANIZATION AWARD Yes ☐ No ☐

Presented for outstanding achievement to rural recreation and/or culture. The achievement shall involve a significant contribution to the enhancement of some aspects of local recreation, culture or to a specific interest area.

- 5) Do you feel the Award program has value and is important enough to continue? Yes ☐ No ☐
- Comments:

- 6) Would you like to see more awards presented? Yes ☐ No ☐
- If so, what award category would you like considered? _____

diverse. vast. abundant.

7) Each year on average how many people from your organization attend the Volunteer Banquet? _____

8) What obstacles exist that make it difficult for your members to attend the Volunteer Recognition Banquet?
Check all that apply.

Too far to travel ☐

Cost of gas ☐

Banquet ends too late ☐

Other ☐

Road conditions ☐

Work Commitments ☐

Requires overnight accommodation ☐

Weather conditions ☐

Family Commitments ☐

Not interested in attending ☐

9) What would entice your members or make it easier for your members to attend future Volunteer Recognition Banquet?

Continue with the banquet in October ☐

Have the banquet in April ☐

Other ☐

Provide a workshop for volunteers before the banquet ☐

Hold the banquet every other year ☐

12) Do you have any other recommendations or ideas on ways to increase attendance at banquet?

Previously Received - August 17, 2017

POLICY STATEMENT

Rural Recreational & Cultural Grants-in-Aid

1) Introduction

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

2) Definitions

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

3) Recreational & Cultural Grants-in-Aid Eligibility

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

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

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

4) Application Process

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

5) Eligible Expenses

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

6) Annual Grant Allocations

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

7) Approval Process

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

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

8) Recreational and Cultural Grants-in-Aid Budgets

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

9) Unallocated Funds

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

10) Unspent Funds

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

11) Claim Reimbursement

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

12) Sources of Revenue

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

13) Annual Reports

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

14) Funding Amendments

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

15) General

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

16) Limitations

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

17) Recognition

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

ADMINISTRATIVE PROCEDURES

Rural Recreational & Cultural Grants-in-Aid

1) Application Packages:

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

2) Receipt of Application Packages

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

3) Review of Application Packages

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

4) Incomplete or Late Applications

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

5) Allocation Meetings

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

6) Approval of Grant Allocations

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

7) Claim Reimbursement

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

8) Funding Amendments

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

9) Unspent Funds

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



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “K” – Rural Recreation Volunteer Banquet

In accordance with section 6(e) of the Rural Recreation and Cultural Grants-in-Aid policy, at the Directors’ discretion, grant allocations for each electoral or funding area may be budgeted and provided for the rural recreation volunteer banquet. The guidelines for the banquet are as follows:

1) Purpose

- a) The purpose of the Rural Recreation Volunteer Banquet is to celebrate rural volunteers who support and/or provide recreational, cultural or social activities and services throughout Electoral Areas B, C, D and E of the Peace River Regional District.

2) Frequency & Location

- a) At the Electoral Area Directors’ pleasure, the Rural Recreation Volunteer Banquet shall be held once per year and will rotate between the South and North Peace each year.

3) Budget

- a) An annual budget will be provided from Electoral Areas B, C, and E and the South-Peace Sub-Regional funding areas as per adoption of the Financial Plan.

4) Invitations

- a) Invitations to rural recreational and cultural organizations will be sent out at least 45 days prior to the event.
- b) Organizations will be permitted to send all active members of their organization.

5) Awards & Nomination Process

- a) Organizations will have the opportunity to nominate rural residents, facilities and organizations for achievement awards.
- b) Nominations for awards must be received at least 21 days prior to the date of the banquet.
- c) The Electoral Area Directors will adjudicate applications and determine award recipients.
- d) Nominations must address the nomination criteria as per Section 6 (a), (b) or (c) and must provide a detailed description of the nominee’s background, experience and achievements and any further information to support the application like newspaper articles, etc.
- e) Nominations must include at least two letters of support.

6) Nomination Criteria:

a) Individual Volunteer Achievement Award:

- i. Presented for outstanding contributions to rural recreation and/or culture within the Peace River Regional District;
- ii. Nominees must have a significant history of volunteering for rural programs or organizations.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “K” – Rural Recreation Volunteer Banquet

b) Rural Facility Excellence Award:

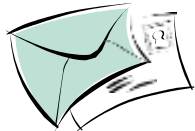
- i. Presented for excellence in facility concept, design, development, maintenance or operation. The facility shall have demonstrated outstanding and/or innovative aspects which have made or could make significant impact in the recreation or cultural field.
- ii. The facility must be accessible to all patron groups, unique to the northern lifestyle, multi-purpose and located in the rural area.

c) Rural Organization Award:

- i. Presented for outstanding achievement to rural recreation and/or culture. The achievement shall involve a significant contribution to the enhancement of some aspects of local recreation, culture or to a specific interest area.
- ii. The organization must demonstrate a significant contribution to a broad range of recreation or cultural services in a community or region.
- iii. The organization must demonstrate uniqueness and innovation in planning, problem solving and recruitment of members.

Timeline for Staff

November



Applications Mailed Out

All Grant-in-Aid recipient organizations are mailed the following:

1. Create Cover letter include deadline to apply; dates of spring allocation meeting; reminder of unused funds.
2. Mail out packages to all applicants who applied in previous years including:
Update PRRD website grants page

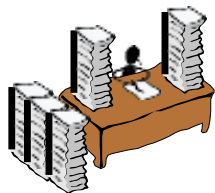
January



Application Deadline – January 31st

1. Application packages are received by Admin Dept. and scanned to CS Coordinator.
2. All applications are reviewed by the Community Services Coordinator to ensure the submissions are complete. The ones that are not complete will be contacted to ask for the missing information.
3. Once complete the staff assess the application using the application checklist to review eligibility, program and project criteria and makes notes, and check BC Online to ensure that all organizations who have applied for funds have filed their annual reports and are in good standing with the Societies Act of BC.

February



Directors Review – February RBAC

1. Staff create spreadsheet summarizing applicants, project outline, funding request, outlining capital vs. operational costs, identifies if application meets program eligibility, outlining any contentious issues.
2. Staff compile a report for RBAC that includes the spreadsheet providing financial information to the Committee to provide each Electoral Area Directors an opportunity to increase or decrease their budget amount for that specific year based on the total funding requests.

March



Directors Review – March RBAC

1. Staff compile report for RBAC recommending that the standing annual allocations for Scholarships, Youth Travel and North Peace Regional Grad Fest be ratified.
2. Once ratified, schools and groups are notified of the allocations and sent application packages
3. Staff write a report to RBAC requesting authorization to send invite letters to all eligible applicants to attend GIA allocation meetings. As part of this report Staff also:
 - Outline applications for funding and projects that may be better suited under a different grant funding program;
 - Bring forward any contentious issues that may need to be addressed by the Directors;
 - Provide copies of all applications and assessments to each Electoral Area Director.
4. All written follow up is completed by staff based on the Electoral Area Directors resolutions from the March RBAC meeting.
5. Community Services Coordinator will contact the hosts of the GIA meetings to ensure that the space is booked.

April

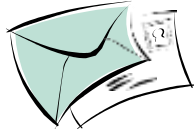


Grant-in-Aid Allocation Meetings

1. Funds are allocated among the groups present
2. Staff record meeting notes and motions
3. Staff Allocations and Recommendations Spreadsheet
4. Report to May RBAC with recommendation to approve allocations moved forward from the allocation meetings.

Timeline for Staff

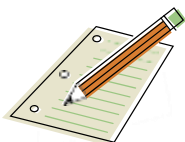
May



Directors Approval – May RBAC

1. Staff forward report to RBAC May meeting for final ratification of recommended allocation amounts decided on at April Allocation Meetings.
 - Allocation Meeting minutes
 - Allocation and Recommendations Spreadsheets
2. Staff update GIA Summary of Payables Spreading to include approved allocations for each Society
3. Update PRRD website grants page

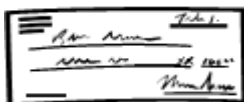
June



Start Packages out to Recipients

1. Staff send out packages to recipients that include:
 - Cover letter
 - Claim Form
 - Funding Amendment

August



Claim Reimbursement

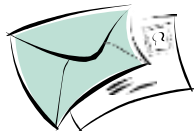
1. Societies may submit claims for reimbursement of expenses beginning August 1st.
2. Staff review claim and supporting documents, verify expenses are eligible as per approved projects.
3. Claim amount is recorded in the GIA Summary Report spreadsheet for tracking of funds.
4. Claim is approved by General Manager of Community Services and forwarded to Finance Department for cheque issue.

Volunteer Banquet

Timeline for Staff



August

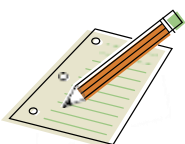


Invitation packages Mailed Out

Over the last week of August, all organizations are mailed the following

1. Staff book venue
2. Staff secure guest speakers (if applicable)
3. Staff create invitation, choose theme of banquet, and send out invitation package to organizations. Packages include: invitation and RSVP information, award nomination info and forms.
4. Staff update PRRD website and calendar of events.

September



Banquet Planning

Staff finalize the following details:

1. RSVPs are tracked, organizations who have not RSVP'd are contacted
2. Nominations are received, reviewed and logged
3. Staff send Rural Directors copies of nominations and arrange with Directors to meet and approve nominations either during in-person meeting or by email.
4. Staff shop for door prizes at local retail stores.
5. Staff contact nominees to advise of award recipient and ensure they attend banquet.
6. Staff arrange and secure entertainment.
7. Staff create and organize table décor, including centerpieces, and takeaways – the rule that everyone leaves with some type of recognition gift is followed.

October



Banquet Planning

Staff finalize all details for banquet scheduled for 3rd Saturday in October.

1. Staff consult with caterer to finalize menu based on RSVP numbers
2. Application packages are received by Admin Dept. and scanned to CS Coordinator.
3. Staff create award certificates, arrange for engraved plaques, and purchase gifts for recipients.

Day of Event

1. Staff pick up centerpieces, gather all prizes, awards, etc... travel to venue and set up
2. Take down of event
3. Post award recipients to website

November



Directors Review – November RBAC

1. Staff report to RBAC a full summary of event, successes, improvements and final budget costs.
2. Staff follow up on any direction from RBAC if required.

Current Budget for Annual Volunteer Appreciation Banquet

	<u>Budget Amounts</u>	
Volunteer Banquet Budget Amount	\$	6,500.00
Catering & Facility		
Budget Amount	\$	4,470.00
Banquet Facility Rental	\$	700.00
Catering for 100 (at \$35.00 each)	\$	3,500.00
Socan Fee	\$	25.00
GST (@ 5%)	\$	175.00
PST (@ 7%)	\$	245.00
Gratuity on food (15%)	\$	525.00
SUB TOTAL	\$	5,170.00
Giveaways/Door Prizes		
Budget Amount	\$	1,030.00
Centerpieces		
Gratitude Treats		
Door Prizes		
Table Giveaways		
Banquet giveaways		
SUBTOTAL	\$	-
Awards		
Budget Amount	\$	500.00
plaques		
Certificates w/frames		
gift certificate		
SUB TOTAL	\$	-
Entertainment		
Budget Amount	\$	500.00

Anticipated Budget to host Volunteer Banquet and GIA allocation Meeting - Area B & C

	<u>Budget Amounts</u>	<u>Notes</u>
Volunteer Banquet Budget Amount	\$ 4,344.95	Based on # Attendees at Area B & C GIA allocation meetings in April
Catering & Facility		
Budget Amount	\$ 4,344.95	
Banquet Facility Rental	\$ 700.00	
Catering for 44 (at \$40.00 each)	\$ 1,760.00	
Socan Fee	\$ 25.00	
GST (@ 5%)	\$ 89.25	
PST (@ 7%)	\$ 126.70	
Gratuity on food (15%)	\$ 264.00	
SUB TOTAL	\$ 2,964.95	
Giveaways/Door Prizes		
Budget Amount	\$ 660.00	
Centerpieces		
Gratitude Treats		
Door Prizes		
Table Giveaways		
Banquet giveaways		
SUBTOTAL	\$ -	
Awards		
Budget Amount	\$ 220.00	
plaques		
Certificates w/frames		
gift certificate		
SUB TOTAL	\$ -	
Entertainment		
Budget Amount	\$ 500.00	

Anticipated Budget to host Volunteer Banquet and GIA allocation Meeting - Sub Regional

	<u>Budget Amounts</u>	<u>Notes</u>
Volunteer Banquet Budget Amount	\$ 5,269.80	Based on # Attendees at Sub Regional GIA allocation meetings in April
Catering & Facility		
Budget Amount		
Banquet Facility Rental	\$ 700.00	
Catering for 64 (at \$35.00 each)	\$ 2,240.00	
Socan Fee	\$ 25.00	
GST (@ 5%)	\$ 112.00	
PST (@ 7%)	\$ 156.80	
Gratuity on food (15%)	\$ 336.00	
SUB TOTAL	\$ 3,569.80	
Giveaways/Door Prizes		
Budget Amount	\$ 900.00	
Centerpieces		
Gratitude Treats		
Door Prizes		
Table Giveaways		
Banquet giveaways		
SUBTOTAL	\$ -	
Awards		
Budget Amount	\$ 300.00	
plaques		
Certificates w/frames		
gift certificate		
SUB TOTAL	\$ -	
Entertainment		
Budget Amount	\$ 500.00	

Anticipated Budget to host Volunteer Banquet and GIA allocation Meeting - Electoral Area E

	Budget Amounts	Notes
Volunteer Banquet Budget Amount	\$ 3,435.00	Based on # Attendees at Area E GIA allocation meetings in April
Catering & Facility		
Budget Amount		
Banquet Facility Rental	\$ 500.00	
Catering for 32 (at \$30.00 each)	\$ 960.00	
Socan Fee	\$ 25.00	
GST (@ 5%)	\$ 150.00	
PST (@ 7%)	\$ 210.00	
Gratuity on food (15%)	\$ 450.00	
SUB TOTAL	\$ 2,295.00	
Giveaways/Door Prizes		
Budget Amount	\$ 480.00	
Centerpieces		
Gratitude Treats		
Door Prizes		
Table Giveaways		
Banquet giveaways		
SUBTOTAL	\$ -	
Awards		
Budget Amount	\$ 160.00	
plaques		
Certificates w/frames		
gift certificate		
SUB TOTAL	\$ -	
Entertainment		
Budget Amount	\$ 500.00	



REPORT

To: Rural Budgets Administration Committee

Date: November 9, 2017

From: Jill Rickert, Community Service Coordinator

Subject: Grants-in-Aid – Unspent Funds

RECOMMENDATION(S):

That the Rural Budgets Administration Committee approve the following recommendations:

1. That the remaining unspent funds, in the amount of \$74.96, allocated to Bessborough Community Club as part of their 2011 Grants-in-Aid be returned to the funding area and used to reduce the tax requisition for the next calendar year; and
2. That the remaining unspent funds, in the amount of \$2,155.99, allocated to Hats 'N' Chaps Gymkhana Society as part of their 2012 Grants-in-Aid be returned to the funding area and used to reduce the tax requisition for the next calendar year.

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.

Staff Initials: *J. Rickert*

Dept. Head:

J. Morgan
November 16, 2017

CAO:

Page 1 of 2

At the 2017 Sub Regional GIA Allocation meeting Bessborough Community Club stated during discussion of the GIA Summary of Payables Report, that their unclaimed funds in the amount of \$74.96 should be given back to the funding area.

In the case of Hats 'N' Chaps Gymkhana Society, their unspent 2012 GIA allocation is the result of a reallocation of their 2015 GIA, in the amount of \$3,958.99, to assist with the completions of the arena relocation project. The Society has only claimed reimbursement for \$1,803 from the reallocated funding, which resulted in the amount of \$2,155.99 still unclaimed. The Society has been verbally advised by staff that these funds are unclaimed and have been notified in writing on the following dates:

June 29, 2016 (Letter)

July 10, 2017 (Email Correspondence)

November 24, 2016 (Letter)

September 5, 2017 (Letter)

This correspondence is attached to this report. These unspent funds have surpassed the three year window for utilization.

OPTIONS:

1. The Committee may choose not to follow the guidelines of the policy and procedure statement and providing 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 \$2,230.95 being returned to the funding area for the 2018 tax requisition for Sub Regional GIA.

COMMUNICATIONS CONSIDERATION(S):

Written correspondence will be sent to the organizations advising them of the Committee's decision.

OTHER CONSIDERATION(S):

Attachments:

Excerpt of GIA Policy and Procedure Statement re: Unallocated Funds
Excerpt of Minutes of Sub Regional GIA Allocation Meeting
Hats 'N' Chaps Correspondence.

- 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.

ADMINISTRATIVE PROCEDURES

9) Unspent Funds

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

PEACE RIVER REGIONAL DISTRICT
South Peace Sub-Regional Recreational and Cultural Grants-in-Aid
Meeting Minutes

DATE: Wednesday, April 19, 2017

TIME: 7:00 p.m.

PLACE: Bessborough Community Hall

PRESENT: Community Organizations
Bessborough Community Club – Ilse Walker, Brittani Wager, Vicki Studley, Lana Birmingham, Brenda Lazinchuk
Cutbank Community Club – Cindi Bassett, Tracey Reynen
Dawson Creek Sportsman's Club – Candice Waddell
Dawson Creek Youth Centre/The Ark – Elaine Fitzpatrick
Doe River Gymkhana Club – David Braun
Doe River Recreation Commission - Dave Russell, Judy Russell, Clev Cornthwaite
Farmington Community Association – Joe Breti
Groundbirch Recreation Commission – Bonnie Wilson
Kiskatinaw Fall Fair – Merna Hauber, Trish Homis
McLeod Recreation and Social Services Society - Peter Bonderud, Sigrid Bonderud, Colleen Smalley
Rolla Rate Payers Association – Barb Querin, Brenda Mytron
Sunset Prairie Recreation Commission – Faye Salisbury, Linda Ash
Swan Lake Enhancement Society – Janet Stevens, Dwight Stevens, Wilma Brawner, Cheri Nelson
Sweetwater 905 Society – Joyce Lee
Tomslake Cultural Community Association - Theresa Bartusek
Tomslake & District Recreation Commission - Art Seidl, Ed McCullough, Ernie Heller, Stephanie Waggoner
Tupper Community Club - Pat Buller, Richard Buller, Iva Tuttle

Peace River Regional District

Dan Rose, Director Electoral Area E

Leonard Hiebert, Director Electoral Area D - Chair

Trish Morgan, General Manager of Community and Electoral Area Services

Jill Rickert, Community Services Coordinator, Recorder

1) CALL TO ORDER The meeting was called to order at 7:01 p.m.

2) OPENING REMARKS: Director Hiebert opened the meeting with introductions and roll call of groups present.

3) ADOPTION OF THE AGENDA MOVED by Candace Waddell, SECONDED by Judy Russell,
That the South Peace Sub-Regional Recreational and Cultural Grants-in-Aid (GIA) Agenda for the meeting on April 19, 2017 adopted as presented.

PEACE RIVER REGIONAL DISTRICT
South Peace Sub-Regional Recreational and Cultural Grants-in-Aid
Meeting Minutes of April 19, 2017

4. What is the value and purpose for applicants to provide a 5 year plan?

The benefit of a five-year plan is that it can be flexible and fluid, changing from year to year depending on priorities, which can assist an organization with their planning of projects, upgrades, replacement of features at their facility both in the short and long term goals.

7) CORRESPONDENCE

C-1 Regional District
Grant Writer - Survey

Director Hiebert explained the importance of having a Grant Writer available to assist groups with applying for grants and asked all present to complete the survey as it will provide important feedback for the Regional District.

C-2 Review of the GIA
Awards & Recognition
Program - Survey

Director Rose spoke to the intent of this program, the importance of recognizing volunteers, the budget and attendance, explaining the reason for the survey is due to the cost to host the banquet and its low participation by volunteers.

8) BUSINESS ITEMS:

B-1 Recreational and
Cultural Grants-in-Aid
Summary of Payables
for April 12, 2017

Staff reviewed the amounts remaining on the Summary of Payables Report dated April 12, 2017 and reminded all groups present that GIA funds must be utilized within three years of the date in which it was allocated. Bessborough Community Club stated the 2011 unclaimed funding in the amount of \$74.96 could be returned to the funding area.

B-2 South Peace Sub-
Regional Recreational
& Cultural 2017
Grants-in-Aid
Allocations

Director Hiebert opened the floor to the allocation of fund portion of the meeting, stating the Director's Recommended amount of \$124,653.05 was a starting point for the groups, leaving a remaining \$25,346.95 to be distributed by the groups present.

MOVED by Candace Waddell, SECONDED by Judy Russell,
That the remaining amount of \$25,246.95 be split evenly among the groups present.

DEFEATED

MOVED by Pat Buller, SECONDED by Judy Russell,
That those groups whose request are \$5,000 or less (Swan Lake Enhancement Society, Sweetwater 905, Groundbirch Recreation Commission, Kilkerran Recreation Commission) be topped up to their full request, then the difference be split between the remaining groups.

CARRIED



June 29, 2016

Hats 'N' Chaps Gymkhana Society
RR 1, Site 6, Comp 17
Dawson Creek BC V1G 4E7

Re: 2016 Grants-in-Aid Allocation Package

Dear Applicant;

On behalf of Director Hiebert and Director Rose, I am pleased to advise you that at its June 21, 2016 meeting, the Rural Budgets Administration Committee approved the 2016 South Peace Sub-Regional Recreational and Cultural Grant-in-Aid (GIA) allocations. **Hats N Chaps Gymkhana will receive a 2016 GIA allocation amount of \$16,078.72 to go towards the cost of sand and hauling expenses.**

Claim reimbursement for 2016 project costs can be submitted after August 1st and must be supported by invoices attached to the claim form. All invoices must be from the same year or later, from when the funds were approved; therefore, no claims can be made for goods or services incurred in the years prior to the year the funding is granted. Please remember all funding under the GIA program must be used within 3 years of the ratification or they will be returned to funding area and used to reduce the tax requisition, by resolution of the Rural Budgets Administration Committee.

Our records indicate your organization has **\$2,155.99 of unused funds from 2012 GIA that was reallocated on February 24, 2015 to go towards the completion of the arena relocation project for 2015. Please ensure this funding is claimed by December 31, 2016 as it is our understanding this project should be completed this year.** For your convenience, a copy of the Schedule B - Claim Form, Schedule C - Annual Report, and Schedule D - Funding Amendment have been included.

If further information is required or you have any questions regarding your GIA funding, please feel free to contact me directly at (250) 784-3209 or by email at jill.rickert@prrd.bc.ca.

Yours truly,

Jill Rickert,
Community Services Coordinator

Encl

diverse. vast. abundant.

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

November 16, 2017



November 24, 2016

Heather Moat
Hats N Chaps Gymkhana Society
RR#1, S6, C17
Dawson Creek, BC V1G 4E1

RE: Unclaimed 2012 Grants-in-Aid (GIA) Allocation

Dear Ms. Moat;

This letter is to advise you that Hats N Chaps Gymkhana Society has an unclaimed Grants-in-Aid allocation from 2012 in the amount of \$2,155.99. In February of 2015, this funding was reallocated to assist with the costs associated with the arena relocation project.

If you have any outstanding invoices for the project for which you have not claimed reimbursement, please do so before the end of the calendar year. For your convenience, a claim form is enclosed. In accordance with the Recreational and Cultural Grants-in-Aid policy, the following process will apply should you not contact us by December 31, 2016 to advise of your plans for the funding allocation:

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.

If further information is required or you need to discuss this in detail, please contact me at 250-784-3209 or Jill.Rickert@prrd.bc.ca. I look forward to hearing from you.

Yours truly,

Jill Rickert,
Community Services Coordinator
Encl.

diverse. vast. abundant.

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

November 16, 2017

From: Jill Rickert
Sent: July-10-17 11:45 AM
To: loomis1@telus.net
Cc: PRRD_Internal
Subject: Concession Stand grant claim form & outstanding 2012/2016 GIA funds
Attachments: Grant-Claim-Form.pdf; Sched B GIA Claim Form_Hats n Chaps Gymkana.pdf

Good Morning Lindsay;

I received a copy of the claim you submitted for the grant in the amount of \$25,000 for the purchase of the C-Can Concession. There are a few things I need to go over.

1. The claim form submitted was the one applicable to Grants-in-Aid funds; however, the one required is attached as it is the one applicable to Peace River Agreement funds. I'm sorry, I realize it can get confusing. I hope to move to one standard form next year. The grant amount was for 25,000 which can be paid out as soon as the new form is submitted and processed. Feel free to send it directly to my email. It is printable or type on for your convenience.
2. Unfortunately, I cannot pay out the amount of \$4008 from the 2016 GIA that remains. The funding you received that year was specific sand and hauling for which you received \$16,078.72 and have claimed only \$9,520 leaving a balance of \$6,558.72. The annual report from 2016 states that you would like to use the remaining costs for insurance and other operational costs. There is no mention of using it to support the C-Can concession purchase.
3. There is still unclaimed funds from 2012 that you applied to amend to 2015 to reallocate the arena project. This amount must be claimed this year as it is very old funding. The annual report submitted with the GIA application states that there was still some work to be done to complete the relocation of the arena, so is there any outstanding expenditures that need to be reimbursed? The unclaimed amount is \$2,155.99. The amount reallocated was \$3,958.99 of which \$1,803 has been claimed.

I realize this may initiate some questions from you, so please feel free to contact me if you want to discuss it.

Thanks,

Jill Rickert | Community Services Coordinator

Direct: 250-784-3209 | jill.rickert@prrd.bc.ca

PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8

Toll Free: (24 hrs): 1-800-670-7773 | Office: 250-784-3200 | Fax: 250-784-3201 | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



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November 16, 2017



September 5, 2017

Heather Moat
Hats N Chaps Gymkhana Society
RR#1, S6, C17
Dawson Creek, BC V1G 4E1

RE: Unclaimed 2012 Grants-in-Aid (GIA) Allocation

This letter is to advise you that at the last Rural Budgets Administration Committee (RBAC) meeting held on August 17th, 2017, the Committee passed the following motion:

RBAC 17/08/11

"That the Rural Budgets Administration Committee have staff send a letter to Hats n Chaps Gymkhana and ask what they are doing with the GIA in the amount of \$2,155.99 and to include in the letter that the funds need to be used by December 31, 2017 or be returned."

The above funding, originally from 2012, was reallocated to assist with the costs associated with the arena relocation project, as per a funding amendment approved in February of 2015. A letter was sent on November 24, 2016 to remind Hats N Chaps of the unclaimed funding. Please contact the Regional District and inform us how these funds will be utilized; or, if there are any outstanding claims, please ensure you submit them for reimbursement. **If the funding is not claimed or no update is provided, a report will go forward to RBAC making recommendation that the amount of \$2,155.99 be returned to the funding area and utilized to reduce the tax requisition in 2018, by December 31, 2017.** This process is supported by the GIA policy which states:

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.**

If you have any questions regarding this, please feel free to contact me at 250-784-3209 or Jill.Rickert@prrd.bc.ca.

Yours truly,

Jill Rickert,
Community Services Coordinator

diverse. vast. abundant.

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

November 16, 2017



PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee

Date: November 7, 2017

From: Jennifer Rudyk, Finance Clerk

Subject: Financial Report – November Meeting

RECOMMENDATION(S):

N/A

BACKGROUND/RATIONALE:

Provided for information

STRATEGIC PLAN RELEVANCE:

Not applicable to strategic plan

Attachments:

1. Grants-in-Aid (4 pages) - 2010 to 2017 balances remaining
 - Page 1 - Area B, Area C, Area E
 - Page 2 - Sub-Regional
 - Page 3 - Youth Travel Recipient Listing
 - Page 4 - Scholarship/Bursary Recipient Information
2. Fair Share Money Market Fund (1 page) Report Includes:
 - Revenues: interest, annual payment/subscription
 - Commitment amounts
 - Previous and current year payments
 - Balance of remaining commitments (last column)
 - Actual balance and total remaining commitment
3. Peace River Agreement Money Market Fund (1 page)
 - Same format as the Fair Share report
4. BCR/PRA Money Market Fund (1 page)
 - Includes revenue, expenditure and future commitments
5. Reserve Balances (2 pages)
 - Includes all Regional District reserves

Staff Initials: J R

Dept. Head:

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

CAO:

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

Page 1 of 1

 Peace River Regional District Grants-In-Aid Summary of Payables												31-Oct-2017
Current Year Allocation		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining	
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget		
			103,000.00	107,000.00	103,000.00	103,000.00	103,000.00	200,000.00	103,000.00	103,000.00		
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated		
AREA B			103,000.00	107,000.00	103,000.00	103,000.00	94,608.17	189,845.00	103,000.00	4,500.00		
	Big Bam Ski Hill	-	-	-	-	-	-	-	-	-	-	
3,000.00	Buick Creek Community Club	-	-	-	-	-	-	-	-	3,000.00	3,000.00	
	Cache Creek Community Club	-	-	-	-	-	-	-	-	-	-	
	Cecil Lake Rec. Commission	-	-	-	-	-	-	-	-	-	-	
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-	-	-	-	
-	Golata Creek Recreation Society	-	-	-	-	-	-	-	17,995.84	-	17,995.84	
-	Goodlow Community Club	-	-	-	-	-	-	-	38,700.00	-	38,700.00	
	Halfway Graham Community Club	-	-	-	-	-	-	874.96	-	-	874.96	
24,963.00	King's Valley Christian Camp	-	-	-	-	-	-	-	-	8,000.00	8,000.00	
18,582.00	Montney Rec. Commission	-	-	-	-	-	-	-	-	18,582.00	18,582.00	
1,600.00	North Peace 4-H District Council	-	-	-	-	-	-	0.00	-	-	0.00	
3,300.00	North Peace Fall Fair Society	-	-	-	-	-	-	-	-	3,300.00	3,300.00	
11,000.00	North Peace Historical Society	-	-	-	-	-	-	-	-	11,000.00	11,000.00	
	North Peace Light Horse Assn.	-	-	-	-	-	-	-	-	-	-	
	North Peace Ride for Disabled	-	-	-	-	-	-	259.51	-	-	259.51	
5,337.00	Osborn Community Club	-	-	-	-	-	-	6,189.57	1,656.42	0.00	7,845.99	
18,498.00	Rose Prairie Curling Society	-	-	-	-	-	-	-	3,896.22	7,540.41	11,436.63	
13,220.00	Wonowon Horse Club	-	-	-	-	-	-	35.00	-	-	35.00	
1,000.00	Area B Rural Bursary	-	-	-	-	-	-	-	-	-	-	
1,500.00	Youth Travel	-	-	-	-	-	-	-	-	-	-	
103,000.00	Total Area B	-	-	-	-	-	-	7,359.04	62,248.48	51,422.41	121,029.93	
		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining	
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget		
			100,000.00	100,000.00	100,000.00	100,000.00	112,025.88	100,000.00	80,000.00	80,000.00		
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated		
AREA C			100,000.00	100,000.00	100,000.00	87,924.72	93,297.04	81,250.00	72,900.86	3,000.00		
	Big Bam Ski Hill	-	-	-	-	-	-	-	-	-	-	
-	Charlie Lake Community Club	-	-	-	-	-	4,920.40	9,510.41	15,736.11	-	30,166.92	
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-	-	-	-	
31,019.11	Lake Point Golf Club	-	-	-	-	0.00	-	-	-	31,019.11	31,019.11	
	North Peace 4H District Council	-	-	-	-	498.98	-	-	-	-	498.98	
6,800.00	North Peace Fall Fair Society	-	-	-	-	-	-	3,322.13	-	6,800.00	10,122.13	
12,000.00	North Peace Historical Society	-	-	-	-	-	470.75	-	2,151.43	12,000.00	14,622.18	
	North Peace Light Horse Assn.	-	-	-	-	-	-	-	-	-	-	
1,000.00	*Area C Scholarship	-	-	-	-	-	-	-	-	1,000.00	1,000.00	
1,000.00	Youth Travel	-	-	-	-	-	-	-	-	-	-	
52,819.11	Total Area C	-	0.00	-	-	498.98	5,391.15	12,832.54	17,887.54	50,819.11	87,429.32	
		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining	
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget		
			102,000.00	102,000.00	102,000.00	111,610.00	103,150.00	102,000.00	102,000.00	102,000.00		
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated		
AREA E			102,000.00	102,000.00	102,000.00	110,460.00	103,150.00	102,000.00	102,000.00	3,000.00		
	Camp Emile	-	-	-	-	-	1,588.33	-	-	-	1,588.33	
2,500.00	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-	-	-	2,500.00	2,500.00	
5,684.53	Chetwynd Electric Eels Swim Assn.	-	-	-	-	-	611.40	-	-	5,684.53	6,295.93	
3,777.20	Chetwynd Gymkhana	-	-	-	-	-	-	-	1,821.16	3,777.20	5,598.36	
13,185.00	Chetwynd Rod & Gun Club	-	-	-	-	-	-	-	-	13,185.00	13,185.00	
6,000.00	Chetwynd Social Planning Society	-	-	-	-	-	-	-	-	-	-	
2,231.25	Chetwynd Horse Club Society	-	-	-	-	-	-	-	-	2,231.25	2,231.25	
10,000.00	Foothills Team Roping Club	-	-	-	-	-	-	-	-	3,541.60	3,541.60	
15,500.00	Jackfish Community Association	-	-	-	-	-	-	4,875.00	5,801.16	15,500.00	26,176.16	
5,684.52	Little Giants Figure Skating Club	-	-	-	-	-	-	-	-	5,684.52	5,684.52	
4,337.50	Little Prairie Heritage Society	-	-	-	-	-	1,113.83	(0.00)	3,703.68	2,181.68	6,999.19	
5,000.00	Moberly Lake Community Assn.	-	-	-	-	-	-	-	2,177.57	1,384.25	3,561.82	
21,000.00	Pine Valley Exhibition Park Soc.	-	-	-	-	-	-	-	-	21,000.00	21,000.00	
	Pine Valley Motor Sports	-	-	-	-	-	-	-	-	-	-	
4,100.00	Pine Valley Seniors Assn.	-	-	-	-	-	-	-	-	4,100.00	4,100.00	
	Sagitawa Christian Camping Society	-	-	-	-	-	-	854.35	-	-	854.35	
1,000.00	Area E West Bursary	-	-	-	-	-	-	-	500.00	1,000.00	1,500.00	
2,000.00	Youth Travel	-	-	-	-	-	-	-	-	-	-	
102,000.00	Total Area E	-	-	-	-	-	3,313.56	5,729.35	14,003.57	81,770.03	104,816.51	

		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining
SUB-REGIONAL		Budget		Budget	Budget	Budget	Budget	Budget	Budget	Budget	
		130,000.00	130,000.00	130,000.00	130,000.00	150,000.00	150,084.00	150,000.00	150,000.00	150,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		130,000.00	130,000.00	130,000.00	149,916.11	150,084.00	150,084.00	150,000.00	150,049.93	4,500.00	
9,472.72	Ark - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-	-	9,472.72	9,472.72
6,000.00	Bessborough Community Club	-	-	74.96	-	-	-	-	-	2,104.49	2,179.45
11,447.25	Cutbank Community Club	-	-	-	-	-	-	-	-	-	-
15,315.15	Dawson Creek Sportsman's Club	-	-	-	-	-	-	-	-	15,315.15	15,315.15
-	Doe River Gymkhana Club	-	-	-	-	-	-	-	4,047.05	-	4,047.05
12,333.28	Doe River Recreation Commission	-	-	-	-	-	-	-	-	12,333.28	12,333.28
8,315.15	Farmington Community Association	-	-	-	-	-	-	-	-	8,315.15	8,315.15
2,050.00	Groundbirch Rec. Commission	-	-	-	-	-	-	-	-	2,050.00	2,050.00
-	Hats n' Chaps Gymkhana	-	-	-	2,155.99	-	-	-	6,558.72	-	8,714.71
2,000.00	Kilkerran Recreation Commission	-	-	-	-	-	-	1,925.33	-	2,000.00	3,925.33
9,915.15	Kiskatinaw Fall Fair	-	-	-	-	-	-	-	-	5,294.02	5,294.02
13,667.97	McLeod Rec. & Social Services Society	-	-	-	-	-	-	-	-	-	-
8,215.15	Rolla Ratepayers	-	-	-	-	-	-	-	-	8,215.15	8,215.15
9,315.15	Sunset Prairie Recreation Commission	-	-	-	-	-	0.00	-	2,753.70	9,315.15	12,068.85
1,500.00	Swan Lake Enhancement Society	-	-	-	-	-	-	-	-	-	-
1,450.00	Sweetwater 905 Society	-	-	-	-	-	-	-	-	225.00	225.00
8,722.73	Tomslake Community Cultural Assn.	-	-	-	-	-	-	-	6,928.72	8,722.73	15,651.45
12,715.15	Tomslake & District Rec Commission	-	-	-	-	-	-	-	(0.00)	12,715.15	12,715.15
13,065.15	Tupper Community Club	-	-	-	-	-	-	-	-	-	-
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	-	-	-	-	3,000.00	3,000.00
1,500.00	Youth Travel	-	-	-	-	-	-	-	-	-	-
150,000.00	Total Sub-Regional	0.00	0.00	74.96	2,155.99	-	0.00	1,925.33	20,288.19	99,077.99	123,522.46
407,819.11	COMBINED GRAND TOTALS	-	-	74.96	2,155.99	498.98	8,704.71	27,846.26	114,427.78	283,089.54	436,798.22
Prior Years Payable total =		11,434.64									
2015 Payable total =		27,846.26									
Total GIA Payable =		436,798.22									

Youth Travel Recipient Information

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

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
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	0	

Area C Scholarship

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

Area E Bursary

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

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2017	Taylor Schweitzer	1,500	1500	
2017	Nadia Richer	1,500	1500	
2016	Ashley Schweitzer	1,500	0	Jan-17
2016	Kalen Dorer	1,500	0	Sep-16
2015	Paula Chudley	1,500	0	31-Aug-15
2015	Ben Van Spronsen	1,500	0	14-Sep-15
2014	Theran Basset	1,500	0	15-Jan-15
2014	Landon Farrow Trades	1,500	0	16-Sep-14
2013	Brenna McCullough - Academic	1,500	0	25-Sep-13
2013	Brad Skytte - Trades	1,500	0	02-Jul-13
2012	Kole Pierce	1,500	0	2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0	2013
2011	Anders Carlstad	1,500	0	2011
2011	Gary Gordon	1,500	0	2011
2010	Erica Woolf	1,500	0	2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0	2010
TOTAL		16,500	3,000	

Fair Share Commitments		September 2017		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	Rose Area E	Total Fair Share
January 1, 2017 opening balance				1,947,683.78	1,851,583.55	3,170,638.37	2,793,443.91	9,763,349.61
Total interest earned to date				12,706.79	12,064.51	20,994.80	18,467.22	64,233.32
								-
COMMITMENTS			Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B								
Area B Municipal Facilities			13,200.00					13,200.00
Clearview Arena; Crawl Space R&M			75,000.00	74,020.42				979.58
Electrical Extension Grants			12,000.00					12,000.00
FSJ Library (annual payment)			31,300.00		31,300.00			-
NP Cultural Centre (pymt to 2017)			28,125.00		21,093.75			7,031.25
NP Fall Fair; Display Buildings			17,600.00	10,192.14	3,980.12			3,427.74
Rural Fire Protection Expansion Feasibility (CL)			10,000.00		44.54			9,955.46
Rural Gasification			680,000.00	32,367.25				647,632.75
Waste Water Receiving Facility (Operating Deficit 75%)			-					-
			867,225.00	116,579.81	56,418.41	-	-	694,226.78
Area C								
FSJ Airport Sub Communal H20/Swr Fees			12,559.97	11,200.00				1,359.97
FSJ Airport Sub Water Metering Initiative			25,000.00	10,177.93				14,822.07
FSJ, City of; CL Boat Launch			50,000.00		50,000.00			-
FSJ Library (annual payment)			15,000.00		15,000.00			-
NPAS; Airport Swr Pumps & Maintenance			26,289.38	4,157.98				22,131.40
NP Cultural Centre (pymt to 2017)			14,062.00		10,546.50			3,515.50
Regional Parks Improvements			100,000.00					100,000.00
Rural Fire Protection Feasibility (CL)			20,000.00					20,000.00
Waste Water Receiving Facility (Operating Deficit 75%)			-					-
Water & Sewer			500,000.00					500,000.00
			762,911.35	25,535.91	-	75,546.50	-	661,828.94
Area D								
Bear Mnt Nordic Ski Assn; Ski Trails			10,000.00					10,000.00
Bear Mnt Nordic Ski Assn; Bisette Crk Culvert & Bridge Repair			30,000.00					30,000.00
Dawson Creek Gradfest Committee; Gradfest 2015			2,500.00	2,000.00				500.00
Dawson Creek Sportsman's Club; Indoor Range Expansion			80,000.00					80,000.00
Electrical Extension Grants			4,000.00			4,000.00		-
Hats 'n Chaps Gymkhana; Arena Rebuild			15,800.00	15,360.00				440.00
Northern Lights Recovery Centre			100,000.00					100,000.00
Regional Parks & Trails (Parks)			75,000.00					75,000.00
Regional Parks & Trails (Trails)			25,000.00					25,000.00
Rolla Sewer - Annual Oper. Grant			17,500.00					17,500.00
Rolla Sewer - Upgrades			20,000.00	17,429.53				2,570.47
Rural Fire Protection Expansion Feasibility (DC)			35,000.00					35,000.00
Rural Gasification			1,000,000.00	58,798.50		872.25		940,329.25
Rural Water Development; Tomslake, Farmington			125,032.17					125,032.17
Swan Lake Environmental Study			20,000.00	15,554.63				4,445.37
Swan Lake Weir Aluminum Gates			34,000.00	8,133.75				25,866.25
			1,593,832.17	117,276.41	-	-	4,872.25	1,471,683.51
Area E								
Bear Mnt Nordic Ski Assn; Ski Trails			4,000.00					4,000.00
Bear Mnt Nordic Ski Assn; Bisette Crk Culvert & Bridge Repair			10,000.00					10,000.00
Camp Sagitawa; Phase 1 Climbing Wall			20,000.00				1,102.50	18,897.50
Chetwynd & Dist. Rec Complex			1,325,000.00	1,269,278.08				55,721.92
Chetwynd (Dist of); Fire Apparatus			133,000.00	124,515.41				8,484.59
Chetwynd Rec Centre 2M Support; Flooring, Boards & Chiller			-					-
Chetwynd Seniors Housing Society			150,000.00					150,000.00
Dawson Creek Sportsman's Club; Indoor Range Expansion			20,000.00					20,000.00
Electrical Extension Grants			8,000.00	4,000.00			4,000.00	-
Hasler Tower Project			107,000.00	98,836.73				8,163.27
Hats 'n Chaps Gymkhana; Arena Rebuild			3,950.00	2,184.00				1,766.00
Little Prairie Heritage Soc; Engineering/Captial Projects			25,000.00	6,090.00			4,042.50	14,867.50
Northern Lights Recovery Centre			100,000.00					100,000.00
Rural Gasification			700,000.00					700,000.00
Senior Assisted Living			30,000.00					30,000.00
South Peace SPCA; Aspen Estate Feral Cats			5,000.00	2,500.00				2,500.00
Sunset Pr Rec Complex; Fair Kitchen			58,000.00	38,005.49			5,245.99	14,748.52
			2,698,950.00	1,545,409.71	-	-	-	14,390.99
Total Fair Share Bank Balance at Month End					1,903,972.16	1,788,101.56	3,186,760.92	2,797,520.14
Total Remaining Commitment					694,226.78	661,828.94	1,471,683.51	1,139,149.30
Balance After Remaining Commitments					1,209,745.38	1,126,272.62	1,715,077.41	1,658,370.84
					Area B	Area C	Area D	Area E

November 16, 2017

Peace River Agreement Commitments		September		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total	
January 1, 2017 Opening Balance				696,692.84	740,422.88	708,628.91	727,937.93	2,873,682.56	
Total interest earned to date				7,106.73	7,920.65	7,439.90	7,501.27	29,968.55	
Subscription PRA \$				750,000.00	750,000.00	750,000.00	750,000.00	3,000,000.00	
COMMITMENTS		Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year			Remaining Commitment	
Area B									
Cecil Lake Rec Comm; Hall Door & Window Replacement		5,297.23		3				5,297.23	
Clearview Rec Facility; Property Assessment		50,000.00		2				50,000.00	
Buick Creek Arena; Insulation/Heating Upgrades		35,000.00	33,600.00	2				1,400.00	
PR Regional Cattlemen's Assoc; Livestock Protection Program		50,000.00		4	50,000.00			-	
Water Tank Loader Potable Feasibility; Rose Prairie & Buick Cr		390,160.00	1,962.87	1	159,906.24			228,290.89	
		530,457.23			209,906.24	-	-	284,988.12	
Area C									
CLFD; Road Rescue & Medical First Responder Service Feasibility		10,000.00		6				10,000.00	
CL Waste Water Truck Facility; "Purple Pipe" Effluent Treatment		35,000.00		9				35,000.00	
CL Waste Water Truck Facility; Bio-solids Mgmt Feas Study		50,000.00		9				50,000.00	
CL Waste Water Truck Facility; Reclaimed Water Station Feas Study		40,000.00		9				40,000.00	
FSJ Airport Sub Water Distribution Maintenance Initiative		15,000.00	12,000.00	1				3,000.00	
PR Regional Cattlemen's Assoc; Livestock Protection Program		50,000.00		4		50,000.00		-	
		200,000.00			50,000.00			138,000.00	
Area D									
*Dawson Creek; Kiskatinaw Watershed Stewardship (pymt to 2020)		30,000.00		4		30,000.00		-	
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion		54,150.00		3		1,445.55		52,704.45	
Hats & Chaps Gymkhana Club; Sea Can		18,750.00		3		18,750.00		-	
KL Community Centre Society; Security System Installation		5,798.00		3				5,798.00	
KL Sewer; Complete Pump & Alarm System Installation		10,000.00		9		9,592.54		407.46	
KL Sewer; Spare Pump		12,000.00	1,613.97	9				10,386.03	
PR Regional Cattlemen's Assoc; Livestock Protection Program		50,000.00		4		50,000.00		-	
South Peace Arts Society; Exhibition & Outreach Art Program		1,500.00		7		1,500.00		-	
South Peace Dist Crime Prevention Assn; Signs		4,375.00	3,517.15	4		392.00		465.85	
South Peace Mile 0 Park; Rotary Splash Park		2,250.00		3		2,250.00		-	
Rolla Sewer; Pump & Control Alarm Installation		40,000.00	8,396.29	9		16.05		31,587.66	
Rolla Sewer; Spare Pump		8,000.00		9				8,000.00	
Rolla Sewer; Treatment Equipment R&M		25,000.00		9				25,000.00	
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replacement		5,000.00		4				5,000.00	
						113,946.14		139,349.45	
Area E									
Chetwynd Arena; floor, chiller, condenser, ventilation		500,000.00		2			150,000.00	350,000.00	
Chetwynd, District of; Water Treatment & Airport Runway Upgrading		150,000.00		1				150,000.00	
Chetwynd Public Library; Exterior Renovation		100,000.00		7				100,000.00	
*Dawson Creek; Kiskatinaw Watershed Stewardship (pymt to 2020)		10,000.00		4			10,000.00	-	
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion		18,050.00		3				18,050.00	
Hats & Chaps Gymkhana Club; Sea Can		6,250.00		3			6,250.00	-	
Mob Lk Comm Assn; Shoreline Condition Assessment		11,500.00	9,342.50	1			2,157.50	-	
PR Regional Cattlemen's Assoc; Livestock Protection Program		50,000.00		4			50,000.00	-	
Sagitawa Christian Camp; Canoes		22,000.00		3				22,000.00	
South Peace Mile 0 Park; Rotary Splash Park		750.00		3			750.00	-	
		845,800.00					219,157.50	640,050.00	
Total Peace River Agreement Bank Balance at Month End					1,243,893.33	1,448,343.53	1,352,122.67	1,266,281.70	5,310,641.23
Total Remaining Commitment					284,988.12	138,000.00	139,349.45	640,050.00	1,202,387.57
Balance available after remaining commitments					958,905.21	1,310,343.53	1,212,773.22	626,231.70	4,108,253.66
					Area B	Area C	Area D	Area E	
*Kiskatinaw Watershed Area D & E Commitments Replenished each year for 5 years to 2020									
Spending Item Numbers:									
1 Potable Water and Water Security/Studies									
2 Arenas									
3 Halls, Trails and Walking Paths									
4 Assistance to Other Organizations									
5 Dawson Creek Fire Training Centre									
6 Fire Protection									
7 Libraries, Museums and Art Galleries									
8 Year-Round Recreation Facility Upgrades									
9 PRRD Sewer Services Assistance									
10 Natural Gas									

Peace River Regional District
BCR/PRA
September 30, 2017

	Area B	Area C	Area D	Area E	Total MMF BCR Grants in lieu
Opening Balance	60,290.54	63,215.40	43,852.39	46,494.52	213,852.85
January	41.02	43.01	29.84	31.64	145.51
February	42.85	44.94	29.40	33.05	150.24
March	45.84	48.06	31.44	35.35	160.69
April	39.69	41.62	26.68	30.07	138.06
May	44.46	46.63	29.90	32.22	153.21
June	42.70	44.77	28.71	30.93	147.11
July	45.61	47.82	26.07	33.04	152.54
August	49.02	51.40	28.02	35.51	163.95
September	48.10	50.50	22.77	34.89	156.26
October					-
November					-
2017 Interest	399.29	418.75	252.83	296.70	1,367.57
Expenditures					
Price, Ken; World Championship Sheepdog Trial; Netherlands			1,500.00		1,500.00
Rotary Club; Interac Youth; Belize			1,000.00		
South Peace Arts Council; Circus Camp			825.00	825.00	1,650.00
PRRD; Ch Library mail out costs				2,000.00	2,000.00
Aim Ventures; Doe River Roll Out Bins			11,985.00		11,985.00
DC Secondary; A. Sorkin Travel; Rugby			100.00		100.00
Boreal Cntr for Sustainability; Eco Wrkshop	75.00				
Total Expenditures	75.00	-	15,410.00	2,825.00	18,310.00
Month End Bank Balance	60,614.83	63,634.15	28,695.22	43,966.22	196,910.42
Commitments					
Balance available	60,614.83	63,634.15	28,695.22	43,966.22	196,910.42

All Regional District Appropriated Surplus Balances as of September 30, 2017

RESERVES

911 Emergency Capital Reserve	\$ 252,246.49	Green "Carbon" Project Reserve	\$ 23,782.08
*BCR/PRA	\$ 196,910.42	Harp/Imp Sewer Capital Reserve	\$ 16,274.21
Buick Creek Arena Capital Reserve	\$ 170,154.79	Harp/Imp Sewer Operating Reserve	\$ 16,024.02
Buick Creek Arena Operating Res	\$ 78,862.85	Information System Plan Reserve	\$ 274,565.62
Building Reserve	\$ 916,005.73	Insurance Reserve	\$ 479,415.41
Charlie Lake Fire Capital Reserve	\$ 650,205.25	Kelly Lake Comm Ctr. Operating Reserve	\$ 26,186.74
Charlie Lake Sewer Capital Reserve	\$ 127,773.39	Kelly Lake Comm Ctr. Capital Reserve	\$ 23,069.87
Charlie Lake Sewer Operating Reserve	\$ 98,657.44	Kelly Lake Sewer Capital Reserve	\$ 11,505.15
Charlie Lake Sewer Treatment/Disposal	\$ 275,684.12	Kelly Lake Sewer Operating Reserve	\$ 20,640.04
Charlie Lk Waste Water Truck Facility Res	\$ 125,564.98	Landfill Closure Reserve	\$ 734,705.30
Chetwynd Arena Capital Reserve	\$ 1,902,576.59	Medical Scholarship Residency Reserve	\$ 100,808.74
Chetwynd Leis Cntr Capital Reserve	\$ 1,902,713.30	Moberly Lake Fire Capital Reserve	\$ 18,016.25
Chilton Sewer Capital Reserve	\$ 33,157.83	North Pine TV Reserve	\$ 41,989.76
Chilton Sewer Operating Reserve	\$ 28,744.75	NP Economic Development Commission	\$ -
Chilton Sewer Debenture Reserve	\$ -	NPEDC Spark Conference Res	\$ -
Clearview Arena Operating Reserve	\$ 87,236.09	NP Leisure Pool Building Repl Res	\$ 3,008,841.80
CL DCC Reserve	\$ 202,780.32	NP Leisure Pool Capital Reserve	\$ 646,986.71
CLFD Fundraising	\$ -	*Peace River Agreement	\$ 5,310,641.23
CLFD Operating Reserve	\$ 30,570.78	Peace River Agreement Committee Reserve	\$ 1,015,032.57
Comm Parks Water Capital Reserve	\$ -	Regional Parks Capital Reserve	\$ 61,461.09
Comm Parks Water Operating Res	\$ -	Regional Parks Operating Reserve	\$ 46,356.03
*Community Works (Gas Tax)	\$ 2,616,084.85	Rolla Creek Dyke Operating Reserve	\$ 4,661.54
DC/PC Fire Capital Reserve	\$ 331,921.43	Rolla Sewer Capital Reserve	\$ 10,041.44
Election Reserve	\$ 79,323.94	Rolla Sewer Operating Reserve	\$ 14,241.66
Emergency Plan Reserve	\$ 277,927.61	*Rural (Loan Fund)	\$ 3,740,907.39
*Fair Share	\$ 9,676,354.78	Rural Fringe	\$ 1,141,135.53
Feasibility Reserve	\$ 262,479.59	Solid Waste Capital Reserve	\$ 4,345,875.34
Friesen Sewer Capital Reserve	\$ 5,948.60	Solid Waste Operating Reserve	\$ 1,041,008.35
Friesen Sewer Operating Reserve	\$ 18,246.83	Sub-Reg Recreation Insurance Reserve	\$ 114,411.41
FSJ Airport Sewer Capital Reserve	\$ 40,115.26	Tomslake Fire Reserve	\$ 21,494.32
FSJ Airport Sewer Operating Reserve	\$ 49,682.48	Vehicle (Admin) Reserve	\$ 164,558.92
FSJ Airport Water Capital Reserve	\$ 14,412.97	Vehicle (BI) Reserve	\$ 7,550.55
FSJ Airport Water Operating Reserve	\$ 28,781.46	Vehicle (SW) Reserve	\$ 99,306.24
		TOTAL	\$ 43,062,620.23

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

Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Loan Balance
Chetwynd Communications Soc (2018)	275,000.00	275,000.00	27,500.00
FSJ New Fire Hall (2020)	750,000.00	750,000.00	-
NP Farmers Institute; Grain Elevator Upgrades (2021)	300,000.00	300,000.00	225,000.00
Total	1,325,000.00	1,325,000.00	252,500.00

Loan Funds Available:	3,247,500.00
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"Grants" from Loan Fund Interest	Committed	Previous Years Paid	Current Year Paid	Remaining
Temporary Storage to Accept Domestic Sewage	600,000.00	448,503.78		151,496.22
Total	600,000.00	448,503.78	-	151,496.22

Interest Grant Funds Available:	\$341,911.17
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Total RLF Loan & Grant Available:	\$3,589,411.17
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Community Works (Gas Tax) Commitments	Committed	Previous Years Paid	Current Year Paid	Remaining
Buick Creek Arena; Insulation/Heating Upgrades	5,759.44			5,759.44
Chetwynd Arena; Capital Project	250,000.00			250,000.00
Chetwynd, Dist of; Water Treatment Plant & Runway	150,000.00		150,000.00	-
Clearview Arena; Refrigerant Valve and Brine Floor Pump	11,298.00		11,298.00	-
Doe River Rec Comm; Septic Tank Upgrades	2,600.00	2,565.50		34.50
Energy & Emissions Climate Action Plan	128,137.00	93,012.40		35,124.60
Electric Vehicle Charging Stations; Frmgton & CL	4,000.00	2,000.00		2,000.00
FSJ Airport Sub H2O Meters & Infrastructure	30,000.00			30,000.00
Kelly Lake Community Centre - Upgrades	50,000.00	48,607.60		1,392.40
Little Prairie Heritage Soc.; Museum Lighting	6,160.00	5,783.85		376.15
Rolla Sewer Lift Station Pumps & Electric	30,000.00	25,940.40		4,059.60
Waste Water Receiving Facility at Charlie Lk	3,500,000.00	3,300,874.20	135,138.14	63,987.66
Weather Stations	18,660.00		18,660.00	-
Total	\$4,186,614.44	\$3,478,783.95	\$315,096.14	\$392,734.35

Gas Tax Funds Available:	\$2,223,350.50
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JK Solutions Ltd.
Box 6826
Fort St. John, BC V1J 4J3

November 13, 2017

Karen Goodings
Director, Area B
Peace River Regional District
9505 100 Street
Fort St. John, BC V1J 4N4

Dear Karen;

Further to our conversation last week I am pleased to provide a timeline of the Rural Roads in the North Peace and subsequent transportation initiatives as well as a suggested strategy to review and possibly revitalize the process.

I have spent a bit of time today reviewing past reports and refreshing my memory on the collaborative initiatives developed which resulted in the investment of millions of dollars of infrastructure improvements in the first half of the last decade. From our conversation, it sounds like the road initiatives that the North Peace Economic Development Commission (NPEDC) initiated which were intended to be sustained by the Regional Transportation Advisory Committees (RTAC) at some point have lost their effectiveness and the area is again dealing with serious impacts for residents and industry as a result of the condition of rural roads.

The approach taken in the past of bringing together a multi-industry task force and working collaboratively with the Ministry of Transportation should work again, but I recommend that you not assume that and complete some preliminary work prior to launching into a full repeat of the past process. With a new government in Victoria and the time of year, you will need to move quickly to have any impact on the 2018/19 fiscal budget. I have provided a short-term strategy and budget with the objective to having a plan together by the end of the year.

If provided the opportunity, I will collaborate on this work with two other consultants. Bruce Mackay will be the senior advisor on our team. Bruce was the District Manager for the Ministry of Transportation when we started the Rural Roads Task Force in 1997 and later went on to manage the area's road maintenance for Yellowhead Road and Bridge. His guidance contributed immeasurably to the success of the task force, both through his knowledge of the road network, but as importantly, his knowledge of how to get things done in the provincial government. Steve Nicol will take the lead on the socio-economic analysis which will be very important, as a cursory look at the BC revenue numbers show we would not be in the position of strength we were in between 1997 and 2005. Steve and I have had a long and respectful relationship and have collaborated on many projects in the Northeast.

Any contract(s) will be through JK Solutions Ltd. As I mentioned on the phone, I am currently residing in the Edmonton area, but have remained a Fort St. John company with all corporate filings, WCB, insurance etc. through the head office there. I have administrative support both in the Edmonton area and the Northeast to help with projects.

November 16, 2017

If you are able to secure funding to hire our team, following is my recommended short-term approach (by December 31, 2017)

SHORT TERM STRATEGY

1. Establish a relationship with the current Ministry of Transportation and Infrastructure
 - key success factor –need to work with/get support from MoTI
 - share past accomplishments (RRTF) and get buy-in to collaborate again
 - need to access information that only they can provide
2. Update socio economic update from the 2001 baseline
 - is there still strong business case or is a different approach required?
 - update on the regions economic drivers
 - transportation investments
3. Determine what happened to RTAC or any other Transportation committees that followed.
 - important to avoid conflict/competition
4. Establish (at a high level) what the current status of the road network is
 - current status of all the first-time hard surfacing done in the 2001-2005 era?
 - did the commitments of the RTAC happen?
 - what is new (e.g. Site C, Farrell Creek) and what is old news (e.g. lack of ditching, gravel) compared to a decade ago?
 - what is the current challenge – not enough funding or not being spent the right places (or both?)
5. Provide a gap analysis from where the RRTF/RTAC process was in 2003-2005 to current.
6. Provide a go forward recommendation for the Peace River Regional District.

In order to achieve the above by December 31st, I would require confirmation and by November 20th. That would give our team four weeks before Christmas to pull together this preliminary information which I believe is critical for you to have before deciding to invest in the establishment of another task force. The attached budget of \$22,500 is an estimate only and would not be exceeded without further discussion. If you wish to proceed our team will provide a workplan which will better identify our proposed methodology and timelines.

It would be a pleasure to have the opportunity to work with you again on this initiative Karen. I know how passionate you are about the rural road network and believe I have the best team available to help you. I can provide any further resumes, rate sheets and contract information at your request.

Sincerely,



Jackie Kjos
JK Solutions Ltd.

November 16, 2017

Peace River Regional District
Rural Road Review

NB-1

	Hours	Rate	
Jackie Kjos	120	\$ 100.00	\$12,000.00
Admin/Research	20	\$ 75.00	\$ 1,500.00
Bruce Mackay	24	\$ 205.00	\$ 4,920.00
Steve Nicol	16	\$ 160.00	\$ 2,560.00
Travel			\$ 1,250.00
Expenses			\$ 270.00
Total Estimate:			\$22,500.00

Timeline of Transportation work performed by JK Solutions Ltd.

Summer 1997	55 year precipitation record and collapse of the rural road network in the North Peace
Summer 1997	NPEDC encouraged a letter writing campaign to Ministry of Transportation
Fall 1997	NPEDC invited MOT Regional and District Managers to meeting in Taylor
	NPEDC formed an industry steering committee: Victor Brandl Fred Jarvis Randy Stamp Jim Collins Jackie Kjos Doug Summer Stan Gladysz Jim Schilling Peter Vandergugten Karen Goodings Mike Smith Larry Wade
	RRTF committee developed Terms of Reference
January 1998	Rural Roads in the North Peace (1998) V1)
February 1998	Presentation to Minister of Transportation (Victoria) - Delegation
September 1998	Ministers Tour
February 1999	Rural Roads in the North Peace (1999) V2
March 1999	Presentation to Minister (Jackie)
February 2000	Rural Road in the North Peace 2000 (V3)
April 2000	Oil and Gas Initiative II Road Priorities (Ministry of Energy & Mines)
February 2002	Rural Roads in the North Peace 2002 (V4)
February 2002	Ministers presentation (in Fort St. John)
2003	RTAC Interim Report
2004	RTAC Report (for MoT)
2005	RTAC Report (for MoT)
2005	Road Database (for MoT)
2005	JKS traffic counts (for MoT)

Updated: October 20, 2017

RURAL BUDGET ADMINISTRATION COMMITTEE

DIARY ITEMS

	<u>Item</u>	<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
1.	Grant-in-Aid	on-going	- contact Kiskatinaw Fall Fair and Sunset Prairie Community Hall reps to discuss future GIA funding; - Camp Sagitawa funding	March 16, 2017
2.	South Peace Historical Society	on-hold	- Director Hiebert to contact the South Peace Historical Society in the Spring of 2018	October 19, 2017