



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, October 17, 2019
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC **following the EADC Meeting**

- 1. CALL TO ORDER** - Director Hiebert to Chair the Meeting
- 2. DIRECTORS NOTICE OF NEW BUSINESS:**
- 3. ADOPTION OF AGENDA:**
- 4. ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting Minutes of September 12, 2019
- 5. BUSINESS ARISING FROM THE MINUTES:**
- 6. DELEGATIONS:**
- 7. CORRESPONDENCE:**
C-1 September 4, 2019 – Letter from Mona McNalley, Step UP N Ride Society – Thank You
C-2 September 5, 2019 – Letter from Judy Clavier, Willow Valley Cemetery Committee – Thank You
- 8. REPORTS:**
R-1 October 7, 2019 – Report from Paulo Eichelberger, GM of Environmental Services – Area B Water – Boundary Capacity Expansion
R-2 September 30, 2019 – Report from Lyle Smith, CFO – Grant Application – South Peace Art Society, Request for Additional Information
R-3 September 30, 2019 – Report from Lyle Smith, CFO – Recreational and Cultural Grants-in-Aid – 2015 Unclaimed Allocations
R-4 October 7, 2019 – Report from Lyle Smith, CFO – Grant Request – Tomslake and District Recreation Commission, Tomslake Cemetery
R-5 October 8, 2019 – Report from Lyle Smith, CFO – Grant Request – Willow Valley Cemetery
R-6 August 29, 2019 – Deferred Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Decontamination Unit for Fire Hall
R-7 August 30, 2019 – Deferred Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Cemetery Columbarium
R-8 August 30, 2019 – Deferred Report from Lyle Smith, CFO – Grant Request – Village of Pouce Coupe, Cemetery
R-9 October 9, 2019 – Report from Lyle Smith, Chief Financial Officer – September 2019 Financial Report
R-10 October 10, 2019 – Report from Trish Morgan, GM of Community Services – Funding for Moberly Lake Volunteer Fire Department Needs Assessment & Review.
- 9. DISCUSSION ITEMS:**
- 10. NEW BUSINESS:**
- 11. COMMUNICATIONS:**
- 12. DIARY:**
DIA-1 Diary Items
- 13. ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING

MINUTES

DATE: Thursday, September 12, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Absent Directors
 Director Hiebert

Staff
 Tyra Henderson, Acting Chief Administrative Officer
 Lyle Smith, Chief Financial Officer
 Paulo Eichelberger, General Manager of Environmental Services
 Kari Bondaroff, Environmental Services Manager
 Jill Rickert, Community Services Coordinator
 Crystal Brown, Electoral Area Manager
 Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 1:04 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Sperling Conference attendance authorizations.

ADOPTION OF AGENDA:

- MOVED by Director Goodings, SECONDED by Director Sperling,
 That the Rural Budgets Administration Committee agenda for the September 12, 2019 meeting be adopted as amended to include Directors' new business:
1. **CALL TO ORDER** - Director Rose to Chair the Meeting
 2. **DIRECTORS NOTICE OF NEW BUSINESS:**
 3. **ADOPTION OF AGENDA:**
 4. **ADOPTION OF MINUTES:**
 M-1 Rural Budgets Administration Committee Meeting Minutes of August 15, 2019
 5. **BUSINESS ARISING FROM THE MINUTES:**
 6. **DELEGATIONS:**
 7. **CORRESPONDENCE:**
 8. **REPORTS:**

- R-1 August 29, 2019 – Report from Paulo Eichelberger, GM Environmental Services – Project/Budget Update, Area B Tankloader Capital Construction Project
- R-2 August 29, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Decontamination Unit for Fire Hall
- R-3 August 29, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Wage Contribution for Fire Chief
- R-4 August 30, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Cemetery Columbarium
- R-5 August 30, 2019 – Report from Lyle Smith, CFO – Village of Pouce Coupe, Cemetery
- R-6 August 20, 2019 – Natural Gas Extension Grant Application - Kearns
- R-7 August 20, 2019 – Natural Gas Extension Grant Application - Dufresne

9. DISCUSSION ITEMS:**10. NEW BUSINESS:****11. COMMUNICATIONS:****12. DIARY:**

DIA-1 Diary Items

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

M-1
Aug. 15/19 RBAC
Minutes

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee Meeting Minutes of August 15,
2019 be adopted.

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

R-1
Aug. 28/19 -
Project/Budget Update,
Area B Tankloader
Capital Construction
Project

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

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee increase the water storage
capacity at the Boundary tankloader station by 20,000 litres resulting in a total
storage capacity of 40,000 litres; further, that the Committee be provided with a
report outlining the cost and timeframe for the project.

CARRIED

The General Manager of Environmental Services, the Manager of Environmental
Services and the Corporate Officer left the meeting at 1:40 pm.

R-2
Aug. 29/19 - Grant
Request - District of
Chetwynd,
Decontamination Unit
for Fire Hall

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee defer the Aug. 29/19 report titled
“Grant Request - District of Chetwynd, Decontamination Unit for Fire Hall” to the
October 2019 RBAC Meeting.

CARRIED

R-3
Aug. 29/19 - Grant
Request - District of
Chetwynd, Wage
Contribution for Fire
Chief

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

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

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

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee write a letter to Carol Newsom,
CAO, District of Chetwynd, to request that the District of Chetwynd track the Fire
Chief’s time to identify the amount of time spent on emergency management vs fire
protection tasks; further that the data and a chart of the time for a full year be
provided to the PRRD in advance of the 2021 budget cycle.

CARRIED

R-4
Aug. 29/19 - Grant
Request - District of
Chetwynd, Cemetery
Columbarium

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee defer the August 29, 2019 report
titled “Grant Request - District of Chetwynd, Cemetery Columbarium” to the October
2019 RBAC meeting; further, that staff contact the District of Chetwynd to confirm
how they arrived at the requested amount of \$9,747.50 to assist with the cost of a
columbarium at the Chetwynd Cemetery.

CARRIED

R-5
Aug. 30/19 - Grant
Request - Village of
Pouce Coupe,
Cemetery

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee defer the Aug. 30/19 report titled
“Grant Request - Village of Pouce Coupe, Cemetery” to the October 2019 RBAC
Meeting.

CARRIED

R-6
Aug. 20/19 - Natural
Gas Extension Grant
Application - Kearns

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a Natural Gas Extension
Grant to John & Linda Kearns in the amount of \$1,384.95, payable from Electoral
Area E, Fair Share.

CARRIED

R-7
Aug. 20/19 - Natural Gas Extension Grant Application - Dufresne

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a Natural Gas Extension Grant to Doug Dufresne in the amount of \$1,384.95, payable from Electoral Area E, Fair Share.

CARRIED

DISCUSSION ITEMS: None.

NEW BUSINESS:

NB-1
Conference Attendance Authorizations

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee recommend that the Regional Board authorize the Electoral Area Directors to attend the Rural Municipal Conference in Edmonton, AB from November 12-15, 2019.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional Board authorize the Electoral Area Directors to attend the 2019 Synergy Alberta Conference in Olds, Alberta from November 4-5, 2019.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional Board authorize the Electoral Area Directors to attend the Keeping it Rural 2019 Conference in Kelowna, BC from October 7-8, 2019.

CARRIED

COMMUNICATIONS: None.

DIARY:

DIA-1

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee remove Item #1 "Grant-in-Aid" from the Diary.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee remove Item #2 "Gas Tax / Broadband" from the Diary.

CARRIED

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee remove Item #4 "Bulterys House" from the Diary.

CARRIED**ADJOURNMENT**

The Chair adjourned the meeting at 2:42 p.m.

Director Rose, Meeting Chair

Kelsey Bates, Executive Assistant

Step Up N Ride Society
732-115 ave
Dawson Creek BC
V1G 3T8
250-782-7433

Email – sunrs@telus.net



September 4 2019

Peace River Regional District
Attention – Lyle Smith
Box 810
Dawson Creek BC
V1G 4H8

Dear Mr. Smith

Please find enclosed the receipt for Peace River Regional District's 2019 grant of \$25 000.00. This money will assist us in covering our loss in 2018 as well as 2019 expenses. We have been very fortunate to have the support of our Regional District and I am confident the country clients we serve are equally grateful. This money will continue to offer residents living in the rural areas access to services in Dawson Creek and surrounding area leaving them the ability to stay in their own homes as long as possible.

Again thank you for your generous contribution.

Yours Truly

A handwritten signature in black ink, appearing to read "Mona McNalley".

Mona McNalley
Supervisor

Willow Valley Cemetery
Committee
c/o Judy Clavier – Sec-Treasurer
1629 Loran Dr
Dawson Creek, BC V1G 4X9

Sept 5, 2019



Mr. Dan Rose, Director
Peace River Regional District
Box 810
Dawson Creek, BC V1G 4H8

Mr. Rose:

Re: Willow Valley Cemetery

On behalf of the Cemetery Committee I extend our sincere appreciation for your support of our cemetery. Without the funds committed by yourself as our Director, and the Regional District, it would be impossible for us to retain the services of a maintenance person. We thank you.

Enclosed are invoices for services for 2019. Please make the cheque payable to the Willow Valley Cemetery Committee and mail to the above address.

Should you require more information or if you have any questions you may contact myself at 250-719-6394 or by email – jclavier53@gmail.com.

Once again, thank you for your ongoing support.

Yours truly,

Judy Clavier
Sec-Treasurer
Willow Valley Cemetery Committee



REPORT

To: Rural Budgets Advisory Committee

Date: October 7, 2019

From: Paulo Eichelberger, General Manager of Environmental Services

Subject: **Area B Water – Boundary Capacity Expansion**

RECOMMENDATION:

That the Rural Budgets Advisory Committee receive the October 7, 2019 report titled “Area B Water Boundary Capacity Expansion” for discussion.

BACKGROUND/RATIONALE:

There have been a few complaints regarding insufficient recharge at the Boundary Lake Tankloader station for larger users. In reviewing the design, which was originally specified to accommodate residential users and commercial businesses providing water to residential users, it was felt that the simplest way to address the complaints was through added capacity. Per the September 17, 2019 RBAC resolution, staff moved forward to obtain costs for construction and timeline to increase the capacity from 20,000L to 40,000L.

Staff tasked Urban Systems (USL) to provide a cost estimate and timeline for the work.

1. Costs for completing the work are \$24,500 (Engineering + Construction Supervision) plus \$138,100 for construction (class C with a 40% contingency, detailed under financial considerations)¹.
2. Assuming approval to proceed with the project, the draft timeline is noted below:
 - a. October 17, 2019 – approval to proceed.
 - b. November 15, 2019 – finalize design.
 - c. November 18, 2019 – issue tender for construction.
 - d. December 2, 2019 – close tender submissions and evaluate.
 - e. January 2020 – contract award.
 - f. Spring 2020 – construction (assume 4-6 weeks maximum).

Overall timeline from design to commission is 7-8 months.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Responsive Service Delivery

¹ Class C estimate is attached for reference.

Staff Initials:

Dept. Head: 

CAO: 

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FINANCIAL CONSIDERATION(S):

Estimated engineering costs are:

- Detailed design \$11,500
- QA/QC² and project supervision \$13,000
- TOTAL **\$24,500**

Estimated Class C construction costs are:

- Total Construction \$98,600
- Contingency \$39,500
- TOTAL **\$138,100**

Total cost of the project estimated at **\$162,600**. Added revenue from larger users will offset the capital cost going into the project but it should be noted that this will not provide a short term return on investment. One individual company claimed to be moving 48 m³ over 3 loads in one day and was using the much larger facility in Fort St John (greater capacity and shorter loading time) to supply their clients. Should this client use the site moving forward with the added capacity, the return on investment into the expansion is:

$$48 \text{ m}^3 \times \$3.00 / \text{m}^3 \times (2 \text{ loads per week}) \times (52 \text{ weeks}) = \$14,976.$$

$$\text{ROI} = \$162,600 / \$14,976 = \mathbf{11 \text{ years}}$$

Capital expenditures for 2019 is \$1,349,920 compared to budget of \$1,719,078 – a surplus of \$369,158. Should the direction still be to move forward with the capacity expansion, there is sufficient capital budget to complete design works and tendering in 2019. Construction will have to be budgeted for in 2020.

COMMUNICATIONS CONSIDERATION(S):

If the Boundary capacity is upgraded, notification to the public will be done via various media such as signage on site, our webpage and social media.

OTHER CONSIDERATION(S):

The potable water facility at Boundary was designed for residential use as well as small commercial users providing potable water to residential customers. The increase in storage to 40,000L is beyond what was originally specified through design and construction.

Expansion of the Boundary Tankloader capacity may invite larger industrial users to utilize the facility, adding to wait times for small users accessing the site and could spark complaints among the public.

Attachments:

1. Attachment 1 –Boundary Additional Treated Water Storage Memo Sept. 30, 2019

² Quality assurance and quality control

MEMORANDUM

Date: September 30, 2019
 To: Paulo Eichelberger, General Manager of Environmental Services
 cc: Kari Bondaroff, Environmental Services Manager
 From: Kimberly Zackodnik, P.Eng.
 File: 0601.0074.03 - 03
 Subject: Boundary - Additional Treated Water Storage

1. Background

The Boundary Potable Water Treatment and Bulk Loading Station (the Station) was one of five (5) stations designed and constructed in 2017-2019 in Area 'B' of the Peace River Regional District (PRRD). It is located off of the Cecil Lake Road, between the Tervita plant and Whitecap Booster Station. The Station was existing prior to the 2017-2019 work; it supplied raw water only and had been under a boil water advisory issued by Northern Health. The station required upgrading or it was to be shut down.

The water source is a series of water wells located on the edge of the Peace River and pumped approximately 20 km to the Station location. The wells and pumping station are owned and operated by Whitecap Resources.

The intent of these five stations was to provide residential access to potable water and was not intended for large scale users. As identified in the conceptual design memo (dated October 11, 2017), the service levels provided for the maximum truck size to be a double axle commercial truck, approximately 10 m³.

The Station has been in operation since the end of May 2019, and since that time, the PRRD has received several complaints related to inadequate on-site storage and lengthy fill times at the Boundary station. The intent of this review is to provide options for increased storage capacity at this site. Specifically, this review is with respect to fill times for commercial truck users and does not review bottle fill times.

2. Station Design Parameters

2.1 Original Design

The design for the Station was an average daily demand of 53,000 L/day with a peak day demand of 100,000 L/day¹.

The truckfill capacity of the Station was 320 L/min until on-site storage is depleted, and 150 L/min thereafter. This was similar to the pre-upgrade flow rates (greater than 320 L/min when industrial users were not utilizing water, 105 L/min when they were) the haulers were accustomed to and therefore there was not a decrease in overall services levels. Depending on the timing of the hauls and the size, this may or may not have been noticed by the haulers. The treatment capacity was chosen based on the available supply, and utilizing storage (which is less expensive than treatment capacity) to off-set treatment capacity. Additional storage capacity was added to this site (when compared to the remainder of the stations) for a total of 20,000 L of storage.

¹ Boundary Lake Bulk Tank Loader Facility Feasibility Study, WSP Canada, May 2017

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2.2 Actual and Design Parameter Comparison

The water usage at the site is tracked by the operators during daily site visits, as well as through the WaterExchange software which is utilized for the customer interface to purchase water. Using the transaction data² from WaterExchange, several design parameters can be summarized. The following data represents the period from June 1 to September 18, 2019³. These parameters should be reassessed throughout the year to determine if there are any seasonal patterns with regards to water usage at the Station, as the current data is limited.

Based on the available data, the following parameters have been estimated.

Parameter	Actual (June – September, 2019)	Design
Average Daily Flow	24 m ³ /d	53 m ³ /d
Maximum Daily Flow	62 m ³ /d	100 m ³ /d
Minimum Daily Flow	2.5 m ³ /d	
Maximum Load Size	18 m ³	10 m ³
Average Truckfill Load Size	3 m ³	
Maximum Number of Transactions/Day ⁴	25	
Average Number of Transactions/Day ⁴	10	30

It should be noted that the PRRD did not charge for water between May 21 and June 15, 2019. Prior to fees being implemented, the average daily flow was 32 m³/d, and after the fees were implemented the average daily flow was 22 m³/d. It is also probable that some of the initial higher average daily flows were as a result of the station being offline during construction, and reflective of an initial increase for those who had been waiting for the station to reopen.

Based on the number of transactions, approximately 20% of the users are utilizing the bottle fill and 80% are utilizing the truckfill at this Station. The number of transactions at the bottle fill may be slightly inflated as some users complete multiple transactions for multiple bottles.

The daily flow at the Station, as well as a seven day (weekly) moving average is shown in the figure below.

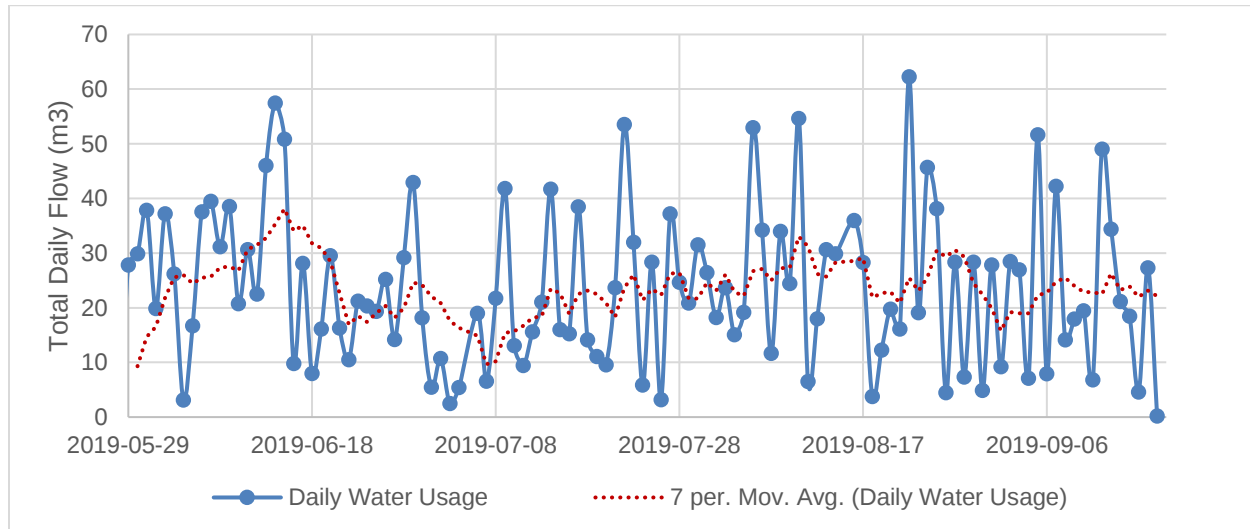
² Obtained from PRRD September 18, 2019.

³ Data was provided for May 16 – 31, however the station was only fully open for two days in May, and therefore this data has been excluded from the analysis.

⁴ Truckfill and bottlefill combined.

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As shown in the table and figure above, the current use of the station with regards to capacity is within the design parameters. However, the current concerns with the station are related to fill times (and associated wait times).

3. Option Assessment

3.1 Operational Flexibility

The demand on the station is intermittent and users' experience will depend on many factors that the PRRD does not have control over such as when users haul, how often they are hauling and the size of water tank filled. These factors will have the highest impact on the users' experience with regards to wait times. If a hauler arrives and there is a large commercial truck ahead of them, they will experience a longer wait time – both during the filling of the other truck, and during recharge of the potable water tank (if applicable). To address this, operational changes would be required that are unlikely to be easy to implement or gain public approval. These changes could include dedicated times for larger haulers, limiting volume per user during peak hauling hours, or priority for smaller users.

3.2 Increase Treatment Capacity

The treatment capacity of the plant is 150 L/min. Increasing the treatment capacity would be expensive and may not address distribution capacity issues when the Whitecap facility is drawing water. However, optimizing when the production cycle is initiated will assist with reducing the wait time for residents.

Subsequent to the commissioning and opening of the station, an additional measure will be included to provide increased operational flexibility. Flowpoint will be installing an ultrasonic transducer for water level measuring. This will allow for the current volume of the tanks to be displayed on the hauler HMI interface. Further, it will allow for flexibility when a hauler requests more than a set volume of water, then the treatment system can be triggered to start a production cycle, rather than waiting for the float switch to trigger production. This will optimize the existing storage and treatment capacity, however will not provide additional on-site storage.

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3.3 *Increase Distribution Capacity*

The current truckfill pump is a 1.5 hp Gould NPE series end suction centrifugal pump. The design parameter for the pump is 320 L/min, however, it has been noted on-site that this pump discharges at approximately 350 L/min, depending on the volume of water in the storage tanks. This is due to the fact that a larger volume in the tank, results in less head on the pumps, and thus the flowrate is higher.

Increasing the distribution rate was noted as a potential solution to the capacity concerns by Aquatech Staff. This could be modified by either replacing discharge piping (currently 50 mm) with a larger size (75 mm) or increasing the pump size.

Increasing the pipe size to 75 mm from 50 mm will reduce the head losses in the pipe; however it is likely that this will extend the pump beyond its curve. Operating a pump beyond its pump curve ("runout") can cause deterioration in the pump (by increased vibration, cavitation of the wetted parts and reduced efficiency) and is not recommended.

Increasing the pump size and piping size would increase the distribution rate, however this is not recommended as a standalone solution, for two reasons:

- *Increased Access for Larger Trucks*
 The flowrate was chosen specifically to encourage smaller users while discouraging large, commercial users from utilizing the site. Increasing the flow rate may result in an increase in the number of larger users accessing the site, and further exasperating the issue of residential users waiting for long period (either while the truck fills or during the recharge cycles).
- *Does Not Address Treatment/Storage Capacity*
 Increasing the flowrate will allow for trucks to fill faster, however the recharge of the storage tanks will remain the same. Therefore, the overall time from the first hauler to the last in line will remain the same – there will be a decrease in waiting during filling, but an increase in waiting between fills.

3.4 *Storage Options*

3.4.1 *Raw Water*

During initial design stages, it was identified that several users in the area are utilizing the water for non-potable source (agricultural spraying, etc.). The PRRD has indicated that there remains no desire to provide raw water for non-potable uses. As such, an option to provide raw water storage was not evaluated further.

3.4.2 *Potable Water*

There are several options to increase storage at the Station. Options for potable water storage include below ground (buried), above ground free-standing (insulated) tanks, or a tank inside of a building. The PRRD has requested that options for adding an additional 20 m³ of storage capacity to the station be reviewed. The following options review was completed based on constructing an additional 20 m³ of storage.

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Option	Constructability	Cost	Other Comments
Buried	- Will need to be buried at depth to prevent freezing or have insulation - Space required for excavation is limited, with multiple underground utilities needed	Expensive as a result of excavation and freezing protection	- Will need to ensure protection to prevent infiltration - Confined space constraints for long-term maintenance and operation
Above-Ground (Stand-Alone)	- Can be located easily on-site - Materials are easily available with short lead times	Would require additional chamber for electrical and controls	- Will require insulation and measures to protect from freezing - May require additional concrete pad or foundation works beyond screw piles - Will need to be protected from UV - Unlikely to match to existing infrastructure on-site
In-Building	- Can be constructed with minimal need to disrupt current operations - Could be completed during winter conditions	Least expensive option	- Can match exterior of existing infrastructure - Ease of operation and maintenance

Based on the relatively small volume of storage required, the least expensive, easily constructible and easy to maintain solution, is a potable water storage tank located inside of a small building addition. This was the basis for the below storage recommendations.

4. Proposed Design

4.1 Design Components

4.1.1 Storage Tank

To accommodate an additional 20,000 L of storage, a plastic storage tank, similar to the existing treated water storage tanks is proposed in a building addition on the end of the facility. This would not impact current vehicle traffic and allow for the station to remain in operation during construction. One larger tank is proposed to reduce the piping and pumping which would be required, if two 10,000 L tanks were installed. Both Canwest Tanks & Ecological Systems (Delta, BC) and Polywest Liquid Handling Products (Edmonton, AB) supply NSF-61 certified poly tanks, which are similar in size and price. The tanks are 22,680 – 25,000 L (the next smallest are approximately 13,000 L), and 3.1 m in diameter and 3.6 m tall. This tank size was used as the basis for the details contained below.

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4.1.2 Building Size

Based on a 3.1 m diameter tank, and 1 m of clearance on all sides of the tank, this results in an interior building dimension of 5 m x 5m, or approximately 5.5 m x 5.5 m exterior building dimensions. During detailed design, the spacing requirements for pump, controls and maintenance should be reviewed to determine if this sizing is adequate. A double door is proposed for access to the pump and tank from the exterior. An insulated and heat traced pipe chase would be used to connect to the existing building's piping for supply and draining of the tank.

4.1.3 Piping and Pumping

Piping will be required to connect to the existing discharge piping into the second tank and reroute to the new tank ("Tank 1" for the purposes of this memo). A tee with isolation valves would be installed to allow isolation of Tank 1 from the existing for both ease during installation, as well as future maintenance.

Additional piping required includes:

- Drain piping, connecting to existing drains in building⁵;
- Overflow piping, connecting to the drain piping; and
- A pump and piping from the Tank 1 to Tank 2.

The tanks could be connected by a bottom pipe, and convey the water by gravity, however, it is likely there will become a portion of the tank that does not turnover effectively, increasing the risk of aged water with associated lower chlorine levels. Therefore, a pump, which would pull from the bottom of Tank #1, and discharge into the top of Tank #2 (similar to the existing configuration) is proposed.

⁵ A dedicated drain/overflow line could be installed to the existing reject water cistern for increased operational flexibility, however connecting to the existing lines is less expensive. This has been assumed for the purposes of this cost estimate.

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4.2 Cost Estimate

Based on the design parameters outlined in Section 4.1 above, the following Class C cost estimate is provided for budgeting purposes.

Item	Description	Unit	Amount	Unit Price	Estimated Cost
1	Potable Water Storage Tank	ea	1	\$ 10,000	\$ 10,000
2	Building	ea	1	\$ 35,000	\$ 35,000
3	Subgrade Preparation	m ²	80	\$ 5	\$ 400
4	Subbase Gravel Structure (300mm)	m ²	80	\$ 35	\$ 2,800
5	Base Gravel Structure (150mm)	m ²	80	\$ 20	\$ 1,600
6	Screw Piles Under Building	ls	1	\$ 10,000	\$ 10,000
7	Tie to WTP Including SS Piping and Valves	LS	1	\$ 20,000	\$ 20,000
8	Pump	LS	1	\$ 5,000	\$ 5,000
9	Fencing	lm	50	\$ 40	\$ 2,000
10	Bollards	ea	1	\$ 1,800	\$ 1,800
11	Electrical and Controls Including Programming	LS	1	\$ 10,000	\$ 10,000
Subtotal					\$ 98,600
Contingency and Engineering (40%)					\$ 39,500
Total					\$ 138,100

Fencing has been proposed to increase security and limit access to electrical panels and the reject water cistern, however is not mandatory for these works.

5. Project Timeline and Next Steps

Based on the estimated construction costs, it is expected that the PRRD will go to a public tender call for the above works. Based on this procurement method, the following is an estimated timeline to have the works completed.

Project Approval October 17, 2019
 Detailed Design November 15, 2019
 Tender Period..... November 18 – December 2, 2019
 Contract Award..... January 2020
 Construction Spring 2020

If the work is approved at the next Rural Budgets Administration Committee meeting (October 17), the detailed design work could proceed based on the timeline identified above. Urban Systems has provided a work program to complete the remaining scope of work, as discussed with PRRD staff. The proposal is based on completing all works by a single contractor through a public procurement call. Alternatively, the PRRD may wish to split the scope between several contractors (piling, prefabricated building, storage tank and process works or pre-ordering of materials). If this was preferred, three quotes could be obtained from specialized contractors to complete each portion of the work, rather than requiring a public procurement process. However, the PRRD would then be responsible for coordinating the installation of all components.

MEMORANDUM

Date: September 30, 2019
File: 0601.0074.03 - 03
Subject: Boundary - Additional Treated Water Storage
Page: 8 of 8

We hope this memo provides helpful information regarding the addition of water storage at the Boundary Potable Water Treatment and Bulk Loading Station. If you have any questions or concerns, please contact the undersigned.

Sincerely,

URBAN SYSTEMS LTD.



Kimberly Zackodnik, P.Eng.
Project Engineer

/knz

U:\Projects_FSJ\0601\0074\03\03 - Boundary\C-Correspondence\C1-Client\2019-09-16 Additional Storage Memo.docx



REPORT

To: Rural Budgets Administration Committee

Date: September 30, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Application – South Peace Art Society, Request for Additional Information

RECOMMENDATION:

That the Rural Budgets Administration Committee receive for discussion the information provided by the South Peace Art Society; and further,

That the Rural Budgets Administration Committee authorize the release of the grant in the amount of \$11,000, payable from Electoral Area D, Peace River Agreement funding (Spending Item #7 – Library, Museums and Art Galleries) to be issued to the South Peace Art Society to support Exhibition and Outreach Art programs offered at the Dawson Creek Art Gallery.

BACKGROUND/RATIONALE:

This information is being brought forward at the request of the Committee, as a result of the resolution passed at the Rural Budgets Administration Committee meeting held on August 15th:

“That the South Peace Art Society be requested to provide a breakdown identifying the exact programs to be funded under “Art Classes” noted in its application;” and

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

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully denies the release of grant funding to the South Peace Art Society and provides no financial support for the Exhibition and Outreach Art programs offered at the Dawson Creek Art Gallery.
2. That the Rural Budgets Administration Committee provides further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

FINANCIAL CONSIDERATION(S):

As of August 30, 2019, the balance available after remaining commitments for the Electoral Area D, Peace River Agreement was \$949,673.45.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. South Peace Art Society - Additional Budget Information Update
2. R-1 July 22, 2019 – Report from Lyle Smith, CFO – Grant Request – South Peace Art Society



Attention: Rural Budgets Administration Committee

The Dawson Creek Art Gallery endures to deliver programming throughout the PRRD. Together with the help of the Peace Liard Regional Arts Council, Northern Lights College Foundation, and provincial funders the Gallery has been able to create the Northern Arts - Community Development Program. Through this program, the Gallery has reached out to surrounding communities and groups to provide accessible educational and professional opportunities to artists of all ages. For example, the Gallery organized and promoted beadwork and printmaking workshops led by Indigenous artists. This helped to establish relationships, create professional opportunities, and contribute to the revitalization and appreciation of Indigenous culture. The Gallery wishes to expand on the relationships built by this program so that local Indigenous artists and organizations throughout the PRRD continue to be actively involved in the future of the Gallery.

Support from the Peace River Regional District allows the Gallery to continue being a key element of the art and social fabric of the South Peace region. Funds enabled the Gallery to serve the community (and region) with programs, personal and professional development opportunities, professional and part-time employment opportunities.

Program	Expense	\$	Details
Bin Top (in house) programming :			
	Material and Supplies	\$ 7,000.00	Beginner and student grade supplies for 12 months.
	Small Equipment	\$ 1,500.00	Small acquisitions such as easels and photography/sketching backdrop.
	Admin/ Office Expenses	\$ 500.00	Printing/ copying, phone, class advertising and promotion.
Community Programming, delivered throughout the PRRD:			
	Material and Supplies	\$ 2,000.00	Beginner and student grade materials.
	Promotion	\$ 500.00	Advertising scheduled programming in PRRD communities,
	Honorariums	\$ 500.00	Tobacco and food/gifts for elders who do artwork/ technique demonstrations
Total		\$ 12,000.00	



REPORT

To: Rural Budgets Administration Committee

Date: July 22, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – South Peace Arts Society

RECOMMENDATION:

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

BACKGROUND/RATIONALE:

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

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

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

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

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant in an amount to be determined by the Committee, payable from Electoral Area D, Peace River Agreement funds (Spending Item #7 – Libraries, Museums and Art Galleries) to be issued to South Peace Art Society to support Exhibition and Outreach Art Programs offered at the Dawson Creek Art Gallery; and further that,

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

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

As of June 30, 2019, the balance available after remaining commitments for the Electoral Area D, Peace River Agreement was \$1,055,673.45.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application

Previously received on August 15, 2019



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #:

Society # S0019210

Community Club or Group Name:

Mailing Address:

City:

Postal Code:

Civic Address:

Contact Person:

Alternate Person:

Tel:

Tel:

Fax:

Fax:

Email:

Email:

CLUB EXECUTIVES

President:

Vice President:

Treasurer:

PROJECT COSTS

Total Cost of Project:

Amount Requested per

For how many years?

1 yr

2 yrs

3 yrs

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

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

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date:

For Office Use Only

Fair Share: B o C o D o E o

PRA: B o C o D o E o

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

Gas Tax: o

Other: o _____

PLEASE REPLY TO:



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

Gaming Account Summary Report:

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

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

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

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

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

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

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

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

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

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

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



After school Art



Toddler Time



Free Art class- Open Minds



Hosting "Words North" poetry reading

Previously received on August 15, 2019



Explanation of RDF Funds and 2018 Year End

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

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

Previously received on August 15, 2019

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

Previously received on August 15, 2019

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

Previously received on August 15, 2019

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

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

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

Previously received on August 15, 2019

South Peace Art Society

Balance Sheet As at 12/31/2018

ASSET

5607

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

LIABILITY

CURRENT LIABILITIES

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

South Peace Art Society

Balance Sheet As at 12/31/2018

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

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

TOTAL EARNINGS	<u>296,800.21</u>
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TOTAL EQUITY	<u>296,800.21</u>
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LIABILITIES AND EQUITY	<u><u>406,973.70</u></u>
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Previously received on August 15, 2019

South Peace Art Society Statement of Revenues & Expenses for the year ended December 31, 2018

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

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

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



REPORT

To: Rural Budgets Administration Committee

Date: September 30, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Recreational and Cultural Grants-in-Aid - 2015 Unclaimed Allocations

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize the unclaimed portion of Halfway Graham Community Club's 2015 Grants-in-Aid allocation, in the amount \$874.96, to be returned to Function 280 – Recreation and Culture, Rural Grants-in-aid – Area B.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize the unclaimed portion of Wonowon Horse Club's 2015 Grants-in-Aid allocation, in the amount of \$35.00, to be returned to Function 280 – Recreation and Culture, Rural Grants-in-aid – Area B.

BACKGROUND/RATIONALE:

The purpose of this report is to bring to the attention of the Committee, those grant recipients who have unclaimed 2015 grant allocations remaining and are now beyond three years. This process is per the Rural Recreational and Cultural Grants-in-Aid (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.

A total of \$3,740.01 remains unclaimed for the 2015 GIA allocations in Electoral Area B. The following grant recipients have:

1. Halfway Graham Community Club - \$874.96

A total of \$7,000 was allocated to support the purchase of bleachers and lighting improvements, of which \$1,354.72 was claimed for bleachers and \$2,686.09 was claimed for lighting improvements. The resulting balance of \$2,959.19 was reallocated to support the purchase of a new public address system, of which \$2,084.23 was claimed resulting in a balance of \$874.96.

2. Wonowon Horse Club - \$35.00

A total of \$1,500 was allocated to assist with the cost of insurance, of which only \$1,465 was claimed resulting in a balance remaining of \$35.00.

Staff Initials:

Dept. Head:

CAO:

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3. Osborn Community Club - \$2,830.05

A total of \$10,000 was allocated to support kitchen renovations, playground items, and insurance costs, of which \$7,169.95 was claimed resulting in a balance of \$2,830.05. A funding amendment to reallocate this balance toward a new roofing project in 2019 was approved at the Rural Budgets Administration Committee meeting held February 21, 2019, and will remain in the balance until claimed.

Grant recipients are advised of all unclaimed GIA allocations through written correspondence included with their application package and upon confirmation of grant funding. Staff also review a GIA Summary of Payables report at the annual spring allocation meetings.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

A total of \$909.96 will be returned to the General Grants, Rural Recreational and Cultural Facilities Grants-in-Aid, Electoral Area B.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. GIA Summary of Payables – October 1, 2019
2. Rural Recreational and Cultural Grants-in-Aid Policy

 Peace River Regional District Grants-In-Aid Summary of Payables		1-Oct-2019					
Current Year Allocation		2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		200,000.00	103,000.00	103,000.00	103,000.00	130,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	
AREA B		189,845.00	103,000.00	103,000.00	103,000.00	130,000.00	
	Big Bam Ski Hill				-		-
12,000.00	Buick Creek Community Club	-		-	-	12,000.00	12,000.00
	Cache Creek Community Club				-		-
19,000.00	Cecil Lake Rec. Commission				-	19,000.00	19,000.00
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
-	Golata Creek Recreation Society		1,894.09		--		1,894.09
15,103.00	Goodlow Community Club		8,023.16		--	15,103.00	23,126.16
	Halfway Graham Community Club	874.96			-		874.96
18,347.00	King's Valley Christian Camp	-		-		18,347.00	18,347.00
17,500.00	Montney Rec. Commission	-	-	686.42	4,623.28	17,500.00	22,809.70
3,380.00	North Peace 4-H District Council	-	-	-	-	-	-
1,050.00	North Peace Fall Fair Society	-	-	-	-	-	-
4,000.00	North Peace Historical Society	-	-	-	588.59	-	588.59
	North Peace Light Horse Assn.	-			-		-
	North Peace Ride for Disabled	-					-
17,000.00	Osborn Community Club	** 2,830.05	1,656.42		1,678.00	17,000.00	23,164.47
12,120.00	Rock of Ages Bible Camp					3,386.23	3,386.23
7,000.00	Rose Prairie Curling Society	-	(0.00)	0.00	-	1,729.75	1,729.75
	Wonowon Horse Club	35.00		-			35.00
1,000.00	Area B Rural Bursary	-	-	-	-	-	-
1,500.00	Youth Travel	-	-	-	-	1,300.00	1,300.00
130,000.00	Total Area B	3,740.01	11,573.67	686.42	6,889.87	106,365.98	129,255.95
		2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		100,000.00	80,000.00	80,000.00	50,000.00	60,000.00	
AREA C		Allocated	Allocated	Allocated	Allocated	Allocated	
		81,250.00	72,900.86	53,319.11	42,150.00	60,000.00	
	Big Bam Ski Hill						-
16,746.76	Charlie Lake Community Club	-	0.00		7,407.00	16,746.76	24,153.76
1,000.00	Fort St. John Gradfest	-	-	-	-	1,000.00	1,000.00
26,753.24	Lake Point Golf Club			-		26,753.24	26,753.24
	North Peace 4H District Council						-
3,500.00	North Peace Fall Fair Society	-	-	-	-	1,599.25	1,599.25
10,000.00	North Peace Historical Society	-	-	-	2,088.58	-	2,088.58
	North Peace Light Horse Assn.	-			-		-
1,000.00	*Area C Scholarship	-	-	-	-	-	-
1,000.00	Youth Travel	-	-	-	-	800.00	800.00
60,000.00	Total Area C	-	0.00	-	9,495.58	46,899.25	56,394.83

**** The amount of unclaimed 2015 GIA for Osborn Community Club was reallocated to the 2019 roofing project.**

		2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		102,000.00	102,000.00	102,000.00	102,000.00	103,000.00	
AREA E		Allocated	Allocated	Allocated	Allocated	Allocated	GIA Remaining
		102,000.00	102,000.00	102,000.00	102,000.00	103,000.00	
8,307.24	Camp Emile					8,307.24	8,307.24
	Chetwynd & Dist Rec. Centre	-	-	-	-		-
10,000.00	Chetwynd Electric Eels Swim Assn.	-	-	-	-	10,000.00	10,000.00
3,773.76	Chetwynd Gymkhana	-	63.08	-	-	3,773.76	3,836.84
23,300.00	Chetwynd Rod & Gun Club	-	-	-	-	-	-
8,000.00	Chetwynd Social Planning Society	-	-	-	-	8,000.00	8,000.00
5,040.00	Chetwynd Horse Club Society			761.25	2,231.25	5,040.00	8,032.50
10,325.00	Foothills Team Roping Club	-	-	-	-	35.00	35.00
	Jackfish Community Association	-	2,080.56	15,500.00	-		17,580.56
15,000.00	Little Giants Figure Skating Club	-	-	-	-	15,000.00	15,000.00
8,675.00	Little Prairie Heritage Society	-		311.98	3,452.91	6,267.52	10,032.41
5,000.00	Moberly Lake Community Assn.	-		973.89	-	2,788.95	3,762.84
	Pine Valley Exhibition Park Soc.	-	-	2,235.49	3,785.80		6,021.29
	Pine Valley Motor Sports	-			-		-
2,579.00	Pine Valley Seniors Assn.	-	-	-	221.00	2,579.00	2,800.00
	Sagitawa Christian Camping Society				-		-
1,000.00	Area E West Bursary	-	-	-	-	1,000.00	1,000.00
2,000.00	Youth Travel	-	-	-		2,000.00	2,000.00
103,000.00	Total Area E	-	2,143.64	19,782.61	9,690.96	64,791.47	96,408.68
		2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	
		150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	
SUB-REGIONAL		Allocated	Allocated	Allocated	Allocated	Allocated	GIA Remaining
		150,000.00	150,049.93	150,000.00	150,000.00	150,000.00	
11,173.19	ARK - Dawson Creek Youth Centre Society	-	-	-	-	11,173.19	11,173.19
6,000.00	Bessborough Community Club	-	-	-	-	6,000.00	6,000.00
10,607.66	Cutbank Community Club		-	-	-	-	-
23,673.19	Dawson Creek Sportsman's Club	-	-	-	16,000.00	23,673.19	39,673.19
	Doe River Gymkhana Club		4,047.05				4,047.05
7,699.91	Doe River Recreation Commission	-	-	-	-	7,699.91	7,699.91
11,173.19	Farmington Community Association	-	-	-	-	11,173.19	11,173.19
2,200.00	Groundbirch Rec. Commission	-	-	-	-	2,200.00	2,200.00
	Hats n' Chaps Gymkhana		6,558.72		-		6,558.72
2,000.00	Kilkerran Recreation Commission	-		2,000.00	1,125.00	2,000.00	5,125.00
	Kiskatinaw Fall Fair	-	-	2,433.11	47.79		2,480.90
13,980.10	McLeod Rec. & Social Services Society	-	-	-	-	13,980.10	13,980.10
10,673.19	Rolla Ratepayers	-	-	-	-	10,673.19	10,673.19
15,673.19	Sunset Prairie Recreation Commission	-	(0.00)	2,126.23	42.83	6,484.69	8,653.75
800.00	Swan Lake Enhancement Society	-	-	-	-	-	-
	Sweetwater 905 Society			225.00			225.00
6,000.00	Tomslake Community Cultural Assn.	-	-	-	-	6,000.00	6,000.00
11,673.19	Tomslake & District Rec Commission	-		-	-	11,673.19	11,673.19
12,173.19	Tupper Community Club	-	-	-	2,207.84	1,330.10	3,537.94
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	3,000.00	3,000.00
1,500.00	Youth Travel	-	-	-	-	1,450.00	1,450.00
150,000.00	Total Sub-Regional	-	10,605.77	6,784.34	19,423.46	118,510.75	155,324.32
		2015	2016	2017	2018	2019	TOTAL
443,000.00	COMBINED GRAND TOTALS	3,740.01	24,323.08	27,253.37	45,499.87	336,567.45	437,383.78

Youth Travel Recipient Information ***

Date	Recipient	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Approved	Area B											
	Midget A flyers - FSJ											150
	Peewee A Flyers - FSJ											50
	Midget Predators Provincials Hockey										150	
	NPSS Provincial Curling										50	
	High School Rodeo of BC Northern Region	1,000	500			500				500		
	High School Rodeo of BC Northern Region - Megan Smith	500					500					
	U18 Team Tremblay									250		
	U18 Team Boorse									500		
	Mixed Doubles Team Lawrence/Smith									250		
	Team Tremblay Juvenile boys curling (PRA league)	500							500			
	TOTAL granted for year		500	1,500	0	1,500	1,500	1,500	1,500	1,500	1,500	1,500
	TOTAL used		500	0	0	500	500	0	500	1,500	200	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	1,300 *
Approved	Area C											
	Midget A flyers - FSJ											100
	Peewee A Flyers - FSJ											100
	Midget Predators Provincials Hockey										50	
	NPSS Provincial Curling										50	
	Inconnu Swim Club	300		300								
	High School Rodeo of BC Northern Region	2,000	500		500	500		500		500		
	U18 Predators Girls Hockey Team - Provincials									500		
	TOTAL granted for year		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	TOTAL used		500	300	500	500	0	500	0	1,000	100	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	800 *
Approved	Area E											
	3 Nations Midget Hockey	650		350		300						
	Auroras Speed Skating Club	250		250								
	Chetwynd District Minor Hockey - Lonestar Tier 3 PeeWee Provincials									500		
	Chet Girls Club Volleyball	1,050	250		500		300					
	Chet Scotiabank Bantam Giants Hockey	850	350		500							
	Chet Secondary Boys Wrestling	350	350									
	Chet Secondary Girls Volleyball	3,250	250		200	800		1,000	1,000			
	Chet Talisman Energy Pee Wee Giants Hockey	500			500							
	Electric Eels Swim Club	600		300	300							
	Chetwynd Secondary Highschool Golf Team	300				300						
	Dawson Creek Juvenile Girls Curling	500					500					
	Taylor Dutka - DC Curling U18 PRA Curling									250		
	Chetwynd Midget Giants	500										
	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		
20-Dec-18	Chet Sr. Boys Volley Provincials										150	
	TOTAL granted for year		2,000	2,000	2,000	2,000	3,005.26	2,000	2,000	2,000	2,000	2,000
	TOTAL used for year		1,200	900	2,000	1,400	800	2,000	1,500	2,000	150	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	2,000 *
Approved	Sub-Regional											
	A. Sorken - Rugby Western Canadians											50
	DCSS - South Peace Campus Peace Rugby Girls										250	
	DCSS - South Peace Campus Track & Fld Provincials										150	
	Midget Predators Provincials Hockey										50	
	Northern BC High School Rodeo	2,000			1,000	1,000						
	DC U14 Volleyball Team Dynamite	500							500			
	DCVC U17_18 Girls Volleyball	500							500			
	Juvenile Boys Curling Team (alberta league)	500							500			
	Ron Pettigrew Sr. Boy Basketball									500		
	DC Volleyball Club u15, u16, u17_18									1,000		
20-Dec-18	DCSS Grade 9 Girls Volleyball										250	
	TOTAL granted for year		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
	TOTAL used for year		0	0	1,000	1,000	0	0	1,500	1,500	700	50
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	1,450 *

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2019	Iris Wenger	1,000	0	13-Sep-19
2018	Grace Giesbrecht	1,000	0	31-Dec-18
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		Date Claimed
		Amount	Remaining	
2019	Celine Quigley	1,000	0	27-Sep-19
2018	Allison Ostle	1,000	0	21-Sep-18
2017	Justin Fehr	1,000	0	27-Jul-18
2016	Rachel Kalkman	1,000	0	25-Aug-16
2015	Kevala Van Voilkenburg	1,000	0	6-Aug-15
2014	Dylan Kassian	1,000	0	23-Aug-14
2013	Daisy Petrucci	1,000	0	15-Aug-13
2012	Stephanie Sutherland	1,000	0	2012
2011	Hannah Leber	500	0	2011
2010	Tawny Hosker	500	0	2010
TOTAL		5,000	0	

Area E Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2019	Ethan Cameron	500	500	
2019	Blaine Dixie	500	500	
2018	Sierra Neuls	500	0	5-Dec-18
2018	Treydon Nichols	500	0	2-Jan-19
2017	Kaitlyn Dufresne	500	0	Nov-17
2017	Trevor Andres - declined rtn to funding area RBAC Feb 21, 2019	500	0	22-Feb-19
				not claimed rtn to
2016	Courtney Auger	500	0	funding area
2016	Regan Neuls	500	0	5-Dec-16
2015	Kayla Sanford	500	0	13-Nov-15
2015	Dayton Waldie	500	0	7-Nov-15
2014	Sara Norris	500	0	27-Nov-14
2014	Brittany Andres	500	0	15-Jan-15
TOTAL		1,500	1,000	

Sub-Regional Bursary & Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2019	Ashton Jobson	1,500	1500	
2019	Rory Todd	1,500	1500	
2018	Prestin Sorken	1,500	0	28-Sep-18
2018	Connor Riley	1,500	0	5-Dec-18
2017	Taylor Schweitzer	1,500	0	13-Jul-18
2017	Nadia Richer	1,500	0	16-Aug-18
2016	Ashley Schweitzer	1,500	0	Jan-17
2016	Kalen Dorer	1,500	0	Sep-16
2015	Paula Chudley	1,500	0	31-Aug-15
2015	Ben Van Spronsen	1,500	0	14-Sep-15
2014	Theran Basset	1,500	0	15-Jan-15
2014	Landon Farrow Trades	1,500	0	16-Sep-14
2013	Brenna McCullough - Academic	1,500	0	25-Sep-13
2013	Brad Skytte - Trades	1,500	0	2-Jul-13
2012	Kole Pierce	1,500	0	2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0	2013
2011	Anders Carlstad	1,500	0	2011
2011	Gary Gordon	1,500	0	2011
2010	Erica Woolf	1,500	0	2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0	2010
TOTAL		16,500	3,000	



POLICY STATEMENT**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

- 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 a minimum of one quote 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.

**Rural Recreational & Cultural Grants-in-Aid
Policy and Procedure Statement**

- 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) A minimum of one quote 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 Grad Fest Society for the purpose of hosting safe graduation related events, to which the guidelines are attached hereto as Schedule "F".
- c) At the Electoral Area B Director's discretion grant allocations from Area B may be budgeted and provided for the North Peace 4-H District Council for the purpose of conducting 4-H activities to which the guidelines are attached hereto as Schedule "G".
- d) At the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries to which the guidelines are attached hereto as Schedules H, I, J and M.
- e) At the Directors' discretion, grant allocations for each area may be budgeted to provide for the Awards Recognition 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:
 - Incomplete or late applications;
 - Failure to maintain society status;
 - Failure to rationalize the need for funding;
 - Failure to prove the project supports 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.



Rural Recreational & Cultural Grants-in-Aid Policy and Procedure Statement

- 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:
 - Electoral Area B
 - Electoral Area C
 - Electoral Area E West
 - South Peace Sub-Regional - a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.

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) Effective January 1, 2019 - Organizations will no longer be authorized to reallocate unclaimed grant funds allocated in 2019 or any years thereafter. Those grant allocations that remain unclaimed upon the completion of projects will be identified as surplus to the function and used to reduce the following year's tax requisition.
- b) In the event of an emergency situation where failure to remediate the problem will result in the organizations ability to operate, recipients may apply to the Regional District for support through other grant funding options.
- c) All unclaimed grant allocations from years prior to 2019, will be grandfathered and organizations may apply for a Funding Amendment to reallocate those funds under the following circumstances:
 - If a balance remains in the grant allocation and all projects have been completed; or,
 - If an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- d) The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments. 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.



PROCEDURE STATEMENT**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:
 - cover letter with the application deadline and the spring date allocation meeting dates and locations;
 - a “Grants-in-Aid Application Form” and “Application Checklist”;
 - a “Claim Form”;
 - an “Annual Report Form; and
 - 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 Finance Department when they are received by the Regional District.

3) Review of Application Packages

- a) Staff will review all applications to ensure:
 - that all documentation has been received;
 - that organizations are current registered non-profit societies;
 - that organizations meet the eligibility requirements set forth in the Grants-in-Aid policy;
 - that organizations have submitted all required annual reports with pictures.
- b) The Electoral Area Directors will receive a complete set of applications pertaining to their area prior to the spring allocation meetings. It is the Directors’ responsibility to notify staff which applicants 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 to confirm the date, time and location and discuss the meetings needs for seating, electronics and refreshments.



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 Chief Financial Officer for review.
- b) Upon review of the claim and submitted invoices, the Chief Financial Officer 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

**Effective January 1, 2019 this procedure only applies to grant funding allocated prior to 2019.*

- a) All funding amendments will be reviewed by 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) Staff will provide organizations that have applied for funding amendments with a letter within 30 days of decision of the Rural Budgets Administration Committee.
- d) If the Rural Budgets Administration Committee resolves to reallocate an organization's unspent funds, staff will notify the organization of this decision in writing.

9) Unspent Funds

- a) On an annual basis organizations with unspent funds will be notified in writing of any funds remaining.
- b) Staff will provide the Rural Budgets Administration Committee with a report outlining all unspent GIA allocations that are beyond the three year limit.



REPORT

To: Rural Budgets Administration Committee

Date: October 7, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Tomslake and District Recreation Commission, Tomslake Cemetery

OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant to the Tomslake and District Recreation Commission in the amount requested of \$1,200, payable from Function 285 – Cemeteries – B, C, D, & E from the Cemetery Grants-in-Aid, Area D expense line to assist with the cost of the annual maintenance and upkeep done at the Tomslake Cemetery.
2. That the Rural Budgets Administration Committee determine an alternative grant amount and/or funding source to authorize the grant, further that the budget be amended if/as required.
3. That the Rural Budgets Administration Committee respectfully deny the grant application from Tomslake and District Recreation Commission and provide no grant funding towards the maintenance of the Tomslake Cemetery.

BACKGROUND/RATIONALE:

Tomslake and District Recreation Commission (TLDR) is requesting grant support to assist with the expenses associated with the annual care and maintenance of the Tomslake Cemetery. The applicant is requesting \$1,200 in support to assist with the costs of their contractor and fuel costs. This year, TLDR had to hire a new contractor and rely on volunteer support in order to maintain the cemetery to proper standards. The applicant has provided copies of invoices to support their grant application.

Since 2007, the Regional District has provided grant support to TLDR for the maintenance work done at the Tomslake Cemetery. In more recent years, 2015 through 2018, an annual grant contribution of \$1,200 was supported. TLDR is a registered not-for-profit society in good standing with the *BC Societies Act*. This request meets the criteria as outlined in the attached Cemetery Grant Policy.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- As of October 7, 2019, the remaining budget in Function 285 – Cemeteries – B, C, D, & E from the Cemetery Grants-in-Aid - Area D expense line was \$3,500.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of Rural Budgets Administration Committee decision and made aware of the Regional Districts Funding Recognition Guidelines.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Cemetery Grant Policy



GRANT APPLICATION FORM



Society #: S-0012259

Name: TOMSLAKE & DISTRICT RECREATION COMMISSION

Civic Address: 15403 OLD EDM HWY

Mailing Address: Box 47

City: TOMSLAKE B.C.

Postal Code: V0C 2L0

Contact Person: ART SEIDL

Alternate Person: ERNIE HELLER

Tel: 786-5558

Tel: 786-5858

Email: jaseidl@hotmail.com

Email: —

SOCIETY EXECUTIVES

President: ART SEIDL

Vice President: ED McCULLOUGH

Treasurer: ERNIE HELLER

PROJECT COSTS

Total Cost of Project: \$1200

Amount Requested per \$1200

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

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

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

ANNUAL SUMMER MAINTENANCE FOR OUR LOCAL CEMETERY AND
~~THIS~~ THIS INCLUDES CUTTING AND BAGGING GRASS AROUND GRAVES PLOTS.
 TENDERS ARE PUT OUT TO THE PUBLIC EVERY SPRING AND BIDS
 ARE AWARDED MAY 1ST. THE CONTRACT IS IN EFFECT UNTIL SEPT.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: AV Seidl

Date: Sept 28 2019

For Office Use Only

Fair Share: B C D E

Gas Tax:

PRA: B C D E

Other: _____

BCR/PRA: B C D E

Big Fish Ventures Ltd.

C/O 10033 9th street
Dawson Creek, British Columbia V1G 5A8
Canada

INVOICE**R-4**

Invoice No.: 3181
Date: Jun 30, 2019
Page: 1

Sold to:

Tomsake & District Recreation Committee
PO Box 47
Tomslake, BC V0C2L0

Business No.: 854023355

Unit	Quantity	Description	Tax	Unit Price	Amount
Each	1	June 19 - grass mowing at cemetery location (per quote)	G	300.00	300.00
		Subtotal:			300.00
		G - GST 5%			15.00
		GST			
Shipped By: Tracking Number: Comment: Sold By:					
				Total Amount	315.00
				Amount Paid	0.00
				Amount Owng	315.00

Big Fish Ventures Ltd.

C/O 10033 9th street
 Dawson Creek, British Columbia V1G 5A8
 Canada

INVOICE

Invoice No.: 3200
 Date: Jul 14, 2019

Page: 1

Sold to:

Tomsake & District Recreation Committee
 PO Box 47
 Tomsake, BC V0C2L0

Business No.: 854023355

Unit	Quantity	Description	Tax	Unit Price	Amount
Ea	1	July 02 - Mowing & Weed Whipping	G	400.00	400.00
		Subtotal:			400.00
		G - GST 5%			
		GST			20.00
		3		435.00	
Shipped By: Tracking Number:				Total Amount	420.00
Comment:				Amount Paid	0.00
Sold By:				Amount Owing	420.00

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

1. POLICY

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

1.1 Applicant Eligibility

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

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

1.2 Eligible Expenses

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

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

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

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

1.4 Allocation of Funds

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

1.5 Acknowledgement of Grant Funding

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

2. PURPOSE

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

3. RESPONSIBILITY

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

4. DEFINITIONS

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

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

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

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

6. PROCEDURE

6.1 Approval Procedure

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

6.2 Disbursement of Funds

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

6.3 Recipient Acknowledgement

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



REPORT

To: Rural Budgets Administration Committee

Date: October 8, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – Willow Valley Cemetery Committee

OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant to the Willow Valley Cemetery Committee in the amount requested of \$1,200, payable from Function 285 – Cemeteries – B, C, D, & E from the Cemetery Grants-in-Aid, Area E expense line to assist with the cost of the annual maintenance and upkeep done at the Willow Valley Cemetery.
2. That the Rural Budgets Administration Committee determine an alternative grant amount and/or funding source to authorize the grant, further that the budget be amended if/as required.
3. That the Rural Budgets Administration Committee respectfully deny the grant application from the Willow Valley Cemetery Committee and provide no grant funding towards the maintenance of the Willow Valley Cemetery.

BACKGROUND/RATIONALE:

Willow Valley Cemetery Committee is requesting financial assistance of \$1,200 to assist with the costs of the annual mowing and maintenance work completed at the Willow Valley Cemetery. The applicant has provided copies of invoices to support their grant application. The applicant is not a registered not-for-profit society with the *BC Societies Act*; however, they have been operating as a committee of volunteers and have been responsible for the Willow Valley Cemetery for many years. As indicated in the policy, a request for financial documentation to support the Committee's status was made but not received.

The Regional District has provided a total of \$14,700 in grant contributions to support the Willow Valley Cemetery Committee since 2005. In the past three years (2016, 2017, 2018), RBAC supported a grant amount of \$1,200. This request meets the criteria as outlined in the attached Cemetery Grant Policy.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- As of October 8, 2019, the remaining budget in Function 285 – Cemeteries – B, C, D, & E from the Cemetery Grants-in-Aid - Area E expense line was \$35,740.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

October 17, 2019

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COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of Rural Budgets Administration Committee decision and made aware of the Regional Districts Funding Recognition Guidelines.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Cemetery Grant Policy



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: Not a society - originally registered as a committee

Name: Willow Valley Cemetery Committee

Civic Address: Parcel A, Part SW1/4, S13, T79, R19 W6M (see H27544) Willow Valley Cemetery

Mailing Address: 1629 Loran Dr

City: Dawson Creek

Postal Code: V1G 4X9

Contact Person: Judy Clavier

Alternate Person: Dennis Felhauer

Tel: 250-719-6394

Tel: 250-780-2335

Email: jclavier53@gmail.com

Email: felhauer@pris.ca

SOCIETY EXECUTIVES

President: Dennis Felhauer

Vice President: Della Neville

Treasurer: Judy Clavier

PROJECT COSTS

Total Cost of Project: 1200.00

Amount Requested per

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

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

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

Annual mowing/maintenance contract for the cemetery.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date: Sept 23, 2019

For Office Use Only

Fair Share: B C D E

PRA: B C D E

BCR/PRA: B C D E

Gas Tax:

Other: _____



PEACE RIVER REGIONAL DISTRICT



September 19, 2019

Willow Valley Cemetery Committee
 c/o Judy Clavier, Secretary/Treasurer
 1629 Loran Drive
 Dawson Creek, BC V1G 4X9

RE: Request for Cemetery Funds – Willow Valley Cemetery

Dear Ms. Clavier;

The Regional District received your letter and invoices requesting payment for the maintenance services at the Willow Valley Cemetery. This letter is to advise that all requests for funding to support cemeteries must now be made through the submission of a grant application. The Regional District is no longer authorized to pay out funds solely based on the submission of an invoice. This process is in accordance with the recently adopted Blanket Grant Application Policy #034-30-10.

Once you have completed the enclosed grant application, please return it to the Regional District and include all required supporting documentation. Please note that a copy of your letter and invoices have been retained in the Finance Department and will be matched up to the grant application upon receipt.

If you have any questions regarding this, please contact our office.

Yours truly,

Jill Rickert,
 Community Services Coordinator

attached

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

October 17, 2019

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COPY
Willow Valley Cemetery
Committee
c/o Judy Clavier – Sec-Treasurer
1629 Loran Dr
Dawson Creek, BC V1G 4X9

Sept 5, 2019



Mr. Dan Rose, Director
Peace River Regional District
Box 810
Dawson Creek, BC V1G 4H8

01-2-3183-5800-285

Mr. Rose:

Re: Willow Valley Cemetery

\$ 1200.00

On behalf of the Cemetery Committee I extend our sincere appreciation for your support of our cemetery. Without the funds committed by yourself as our Director, and the Regional District, it would be impossible for us to retain the services of a maintenance person. We thank you.

2019
CEMETERY
MAINT.

Enclosed are invoices for services for 2019. Please make the cheque payable to the Willow Valley Cemetery Committee and mail to the above address.

Should you require more information or if you have any questions you may contact myself at 250-719-6394 or by email – jclavier53@gmail.com.

Once again, thank you for your ongoing support.

Yours truly,

Judy Clavier
Sec-Treasurer
Willow Valley Cemetery Committee

Selina Teghtmeyer

Date Sept 1, 2019

M Willow Valley Cemetery

SOLD BY VENDOR PART	C.R. C.O.D.	CHARGE DEBITER	ON ACCT. ACOMPTS	ACCT FWD REPORT
1				
2				
3		Mowing		
4		Contract		
5				
6		July - Oct	5000	
7				
8				
9				
10		Pd. Chg #		
11		029		
12				
13				
14				
15				

50

BROWNLIN

1200.00

Kathy Felschauer

Date _____

M Willow Valley Cemetery

SOLD BY VENDOR PART	C.R. C.O.D.	CHARGE DEBITER	ON ACCT. ACOMPTS	ACCT FWD REPORT
1				
2		Mowing		
3		contract 2019		
4				
5		Spring → July	7000	
6				
7				
8				
9				
10		Pd. chg # 028		
11				
12				
13				
14				
15				

19

BROWNLIN

7000



REPORT

To: Rural Budgets Administration Committee

Date: August 29, 2019

From: Lyle Smith, Chief Financial Officer

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

OPTIONS:

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

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

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

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

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

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

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

BACKGROUND/RATIONALE:

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

For further details, please see the attached grant application.

ALTERNATIVE OPTIONS:

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

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

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

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application

Deferred from the
September 12, 2019 RBAC Meeting



District of Chetwynd

Box 357
Chetwynd, BC
Canada VOC 1J0

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

July 8, 2019

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

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

Dear Mr. Rose:

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

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

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

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

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

Yours Truly,

Carol Newsom, CMC

Chief Administrative Officer

Vision Statement

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

October 17, 2019

Page 66 of 96



GRANT APPLICATION FORM

Society #:

Name: District of Chetwynd

Civic Address: 5400 Hospital Road

Mailing Address: PO Box 357

City: Chetwynd, BC

Postal Code: V0C 1J0

Contact Person: Carol Newsom

Alternate Person: Kevin Franson

Tel: (250) 401-4104

Tel: (250) 401-4100

Email: cnewsom@gochetwynd.com

Email: kfranson@gochetwynd.com

SOCIETY EXECUTIVES

President:

Vice President:

Treasurer:

PROJECT COSTS

Total Cost of Project: \$250,000

Amount Requested per \$83,333.33

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

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

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

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

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

C. Newsom

Date:

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

Fair Share: B C D E

Gas Tax:

PRA: B C D E

Other: _____

BCR/PRA: B C D E



REPORT

To: Rural Budgets Administration Committee

Date: August 30, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request – District of Chetwynd, Cemetery Columbarium

OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant to the District of Chetwynd in the amount requested of \$9,747.50, payable from Function 285 – Cemeteries – B,C,D,&E from the Cemetery Grants-in-Aid – Area E expense line to assist with the cost of a columbarium at the Chetwynd Cemetery.
2. That the Rural Budgets Administration Committee authorize a grant to the District of Chetwynd in an alternative amount determined by the Committee, payable from Function 285 – Cemeteries – B,C,D,&E from the Cemetery Grants-in-Aid – Area E expense line to assist with the cost of a columbarium at the Chetwynd Cemetery; and further
 That the Committee amend the Grants to Community Organizations budget commitment to:
 - a) Increase Transfer from Reserves – Cemeteries – B,C,D,&E from the Cemetery Grants-in-Aid – Area E by the alternative amount determined by the Committee; and
 - b) Increase General Grants, Rural Grant-in-Aid – Electoral Area E expense by that same amount.
3. That the Rural Budgets Administration Committee respectfully deny the grant application from the District of Chetwynd to assist with the cost of a columbarium at the Chetwynd Cemetery.

BACKGROUND/RATIONALE:

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

For further, details please see the attached grant application.

ALTERNATIVE OPTIONS:

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

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

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

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Cemetery Policy

Deferred from the
September 12, 2019 RBAC Meeting



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #:

Name: District of Chetwynd

Civic Address: 5400 Hospital Road

Mailing Address: PO Box 357

City: Chetwynd

Postal Code: V0C 1J0

Contact Person: Carol Newsom

Alternate Person: Ellen McAvany

Tel: (250) 401-4104

Tel: (250) 401-4100

Email: cnewsom@gochetwynd.com

Email: emcavany@gochetwynd.com

SOCIETY EXECUTIVES

President:

Vice President:

Treasurer:

PROJECT COSTS

Total Cost of Project: \$29,242.50

Amount Requested per \$9,747.50

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

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

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

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

(purchase order attached)

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

C. Newsom

Date:

Aug 27/19

For Office Use Only

Fair Share: B C D E

Gas Tax:

PRA: B C D E

Other: _____

BCR/PRA: B C D E

DISTRICT OF CHETWYND

5400 HOSPITAL ROAD

PO BOX 357

CHETWYND BC V0C 1J0

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

R-7

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

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

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

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

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

Deferred from the
September 12, 2019 RBAC Meeting

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

GST \$ 1392.50

TOTAL \$ 29242.50

DISTRICT OF CHETWYND

Tax: G - GST Applicable

PER _____

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

1. POLICY

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

1.1 Applicant Eligibility

The Rural Budgets Administration Committee recognizes that community groups who care for cemeteries are often very small and operate with a very limited number of volunteers; therefore the Committee is willing to 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 \$1,500 or less;
- b) Grant funding in excess of \$1,500 will be paid to the applicant through claim reimbursement;
- c) Speed of Service processing time on cheque distribution is 10 business days from ratification by RBAC.

6.3 Recipient Acknowledgement

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



REPORT

To: Rural Budgets Administration Committee

Date: August 30, 2019

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request - Village of Pouce Coupe, Cemetery

OPTIONS:

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

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

BACKGROUND/RATIONALE:

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

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

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

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Cemetery Policy

Deferred from the
September 12, 2019 RBAC Meeting



Society #:

Name: The Village of Pouce Coupe

Civic Address: 5011 49th Avenue

Mailing Address: PO Box 190

City: Pouce Coupe, BC

Postal Code: V0C 2C0

Contact Person: Chris Leggett

Alternate Person: Sandy Stokes

Tel: 250-786-5794

Tel: 250-786-5794

Email: cleggett@poucecoupe.ca

Email: sstokes@poucecoupe.ca

SOCIETY EXECUTIVES

President:

Vice President:

Treasurer:

N/A

PROJECT COSTS

Total Cost of Project:

Amount Requested per 1500.00

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

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

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Sandy Stokes, Corporate Officer

Date: Aug 29, 2019.

For Office Use Only

Fair Share: B C D E

PRA: B C D E

BCR/PRA: B C D E

Gas Tax:

Other: _____

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

1. POLICY

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

1.1 Applicant Eligibility

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

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

1.2 Eligible Expenses

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

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

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

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

1.4 Allocation of Funds

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

1.5 Acknowledgement of Grant Funding

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

2. PURPOSE

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

3. RESPONSIBILITY

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

4. DEFINITIONS

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

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

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

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

6. PROCEDURE

6.1 Approval Procedure

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

6.2 Disbursement of Funds

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

6.3 Recipient Acknowledgement

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



PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee

Date: October 9, 2019

From: Lyle Smith, Chief Financial Officer

Subject: **September 2019 Financial Report**

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the September 2019 Financial Report for discussion.

BACKGROUND/RATIONALE:

Not Applicable.

ALTERNATIVE OPTIONS:

Not Applicable.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grants in Aid: Summary of Payables, Youth Travel and Scholarship Information
2. Fair Share Commitments
3. Peace River Agreement Commitments
4. BCR/PRA Commitments
5. Reserve Balances
6. Loans Fund and Gas Tax Commitments

Staff Initials:

Dept. Head:

CAO:

Page 1 of 1

 Peace River Regional District Grants-In-Aid Summary of Payables		9-Oct-2019						
Current Year Allocation		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		103,000.00	200,000.00	103,000.00	103,000.00	103,000.00	130,000.00	
AREA B		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		94,608.17	189,845.00	103,000.00	103,000.00	103,000.00	130,000.00	
	Big Bam Ski Hill	-				-		-
12,000.00	Buick Creek Community Club	-	-		-	-	12,000.00	12,000.00
	Cache Creek Community Club	-				-		-
19,000.00	Cecil Lake Rec. Commission	-				-	19,000.00	19,000.00
1,000.00	Fort St. John Gradfest	-	-	-	-	-	1,000.00	1,000.00
-	Golata Creek Recreation Society	-		1,894.09		--		1,894.09
15,103.00	Goodlow Community Club	-		8,023.16		--	15,103.00	23,126.16
	Halfway Graham Community Club	-	874.96			-		874.96
18,347.00	King's Valley Christian Camp	-	-		-		18,347.00	18,347.00
17,500.00	Montney Rec. Commission	-	-	-	686.42	4,623.28	17,500.00	22,809.70
3,380.00	North Peace 4-H District Council	-	-	-	-	-	-	-
1,050.00	North Peace Fall Fair Society	-	-	-	-	-	-	-
4,000.00	North Peace Historical Society	-	-	-	-	588.59	-	588.59
	North Peace Light Horse Assn.	-	-			-		-
	North Peace Ride for Disabled		-					-
17,000.00	Osborn Community Club	-	2,830.05	1,656.42		1,678.00	17,000.00	23,164.47
12,120.00	Rock of Ages Bible Camp						3,386.23	3,386.23
7,000.00	Rose Prairie Curling Society	-	-	(0.00)	0.00	-	1,729.75	1,729.75
	Wonowon Horse Club		35.00		-			35.00
1,000.00	Area B Rural Bursary	-	-	-	-	-	-	-
1,500.00	Youth Travel		-	-	-		1,300.00	1,300.00
130,000.00	Total Area B	-	3,740.01	11,573.67	686.42	6,889.87	106,365.98	129,255.95
		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		112,025.88	100,000.00	80,000.00	80,000.00	50,000.00	60,000.00	
AREA C		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		93,297.04	81,250.00	72,900.86	53,319.11	42,150.00	60,000.00	
	Big Bam Ski Hill	-						-
16,746.76	Charlie Lake Community Club	-	-	0.00		7,407.00	16,746.76	24,153.76
1,000.00	Fort St. John Gradfest	-	-	-	-	-	1,000.00	1,000.00
26,753.24	Lake Point Golf Club	-			-		26,753.24	26,753.24
	North Peace 4H District Council	-						-
3,500.00	North Peace Fall Fair Society	-	-	-	-	-	1,599.25	1,599.25
10,000.00	North Peace Historical Society	0.00	-	-	-	2,088.58	-	2,088.58
	North Peace Light Horse Assn.	-	-			-		-
1,000.00	*Area C Scholarship		-	-	-	-	-	-
1,000.00	Youth Travel	-	-	-	-	-	800.00	800.00
60,000.00	Total Area C	0.00	-	0.00	-	9,495.58	46,899.25	56,394.83

		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	103,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	103,000.00	
AREA E								
8,307.24	Camp Emile	-	-	-	-	-	8,307.24	8,307.24
	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-	-
10,000.00	Chetwynd Electric Eels Swim Assn.	-	-	-	-	-	10,000.00	10,000.00
3,773.76	Chetwynd Gymkhana	-	-	63.08	-	-	3,773.76	3,836.84
23,300.00	Chetwynd Rod & Gun Club	-	-	-	-	-	-	-
8,000.00	Chetwynd Social Planning Society	-	-	-	-	-	8,000.00	8,000.00
5,040.00	Chetwynd Horse Club Society	-	-	-	761.25	2,231.25	5,040.00	8,032.50
10,325.00	Foothills Team Roping Club	-	-	-	-	-	35.00	35.00
	Jackfish Community Association	-	-	2,080.56	15,500.00	-	-	17,580.56
15,000.00	Little Giants Figure Skating Club	-	-	-	-	-	15,000.00	15,000.00
8,675.00	Little Prairie Heritage Society	-	-	-	311.98	3,452.91	6,267.52	10,032.41
5,000.00	Moberly Lake Community Assn.	-	-	-	973.89	-	2,788.95	3,762.84
	Pine Valley Exhibition Park Soc.	-	-	-	2,235.49	3,785.80	-	6,021.29
	Pine Valley Motor Sports	-	-	-	-	-	-	-
2,579.00	Pine Valley Seniors Assn.	-	-	-	-	221.00	2,579.00	2,800.00
	Sagitawa Christian Camping Society	-	-	-	-	-	-	-
1,000.00	Area E West Bursary	-	-	-	-	-	1,000.00	1,000.00
2,000.00	Youth Travel	-	-	-	-	-	2,000.00	2,000.00
103,000.00	Total Area E	-	-	2,143.64	19,782.61	9,690.96	64,791.47	96,408.68
		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		150,084.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		150,084.00	150,000.00	150,049.93	150,000.00	150,000.00	150,000.00	
SUB-REGIONAL								
11,173.19	ARK - Dawson Creek Youth Centre Society	-	-	-	-	-	11,173.19	11,173.19
6,000.00	Bessborough Community Club	-	-	-	-	-	6,000.00	6,000.00
10,607.66	Cutbank Community Club	-	-	-	-	-	-	-
23,673.19	Dawson Creek Sportsman's Club	-	-	-	-	16,000.00	23,673.19	39,673.19
	Doe River Gymkhana Club	-	-	4,047.05	-	-	-	4,047.05
7,699.91	Doe River Recreation Commission	-	-	-	-	-	7,699.91	7,699.91
11,173.19	Farmington Community Association	-	-	-	-	-	11,173.19	11,173.19
2,200.00	Groundbirch Rec. Commission	-	-	-	-	-	2,200.00	2,200.00
	Hats n' Chaps Gymkhana	-	-	6,558.72	-	-	-	6,558.72
2,000.00	Kilkerran Recreation Commission	-	-	-	2,000.00	1,125.00	2,000.00	5,125.00
	Kiskatinaw Fall Fair	-	-	-	2,433.11	47.79	-	2,480.90
13,980.10	McLeod Rec. & Social Services Society	-	-	-	-	-	13,980.10	13,980.10
10,673.19	Rolla Ratepayers	-	-	-	-	-	10,673.19	10,673.19
15,673.19	Sunset Prairie Recreation Commission	-	-	(0.00)	2,126.23	42.83	6,484.69	8,653.75
800.00	Swan Lake Enhancement Society	-	-	-	-	-	-	-
	Sweetwater 905 Society	-	-	-	225.00	-	-	225.00
6,000.00	Tomslake Community Cultural Assn.	-	-	-	-	-	6,000.00	6,000.00
11,673.19	Tomslake & District Rec Commission	-	-	-	-	-	11,673.19	11,673.19
12,173.19	Tupper Community Club	-	-	-	-	2,207.84	1,330.10	3,537.94
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	-	3,000.00	3,000.00
1,500.00	Youth Travel	-	-	-	-	-	1,450.00	1,450.00
150,000.00	Total Sub-Regional	-	-	10,605.77	6,784.34	19,423.46	118,510.75	155,324.32
		2014	2015	2016	2017	2018	2019	TOTAL
443,000.00	COMBINED GRAND TOTALS	0.00	3,740.01	24,323.08	27,253.37	45,499.87	336,567.45	437,383.78

Youth Travel Recipient Information ***

Date	Recipient	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Approved	Area B											
	Midget A flyers - FSJ											150
	Peewee A Flyers - FSJ											50
	Midget Predators Provincials Hockey										150	
	NPSS Provincial Curling										50	
	High School Rodeo of BC Northern Region	1,000	500			500				500		
	High School Rodeo of BC Northern Region - Megan Smith	500					500					
	U18 Team Tremblay									250		
	U18 Team Boorse									500		
	Mixed Doubles Team Lawrence/Smith									250		
	Team Tremblay Juvenile boys curling (PRA league)	500							500			
	TOTAL granted for year		500	1,500	0	1,500	1500	1500	1500	1500	1500	1500
	TOTAL used		500	0	0	500	500	0	500	1500	200	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	1300 *
Approved	Area C											
	Midget A flyers - FSJ											100
	Peewee A Flyers - FSJ											100
	Midget Predators Provincials Hockey										50	
	NPSS Provincial Curling										50	
	Inconnu Swim Club	300		300								
	High School Rodeo of BC Northern Region	2,000	500		500	500		500		500		
	U18 Predators Girls Hockey Team - Provincials									500		
	TOTAL granted for year		1,000	1,000	1,000	1,000	1000	1000	1000	1000	1000	1000
	TOTAL used		500	300	500	500	0	500	0	1000	100	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	800 *
Approved	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		
20-Dec-18	Chet Sr. Boys Volley Provincials										150	
	TOTAL granted for year		2,000	2,000	2,000	2,000	3005.26	2000	2000	2000	2000	2000
	TOTAL used for year		1,200	900	2,000	1,400	800	2000	1500	2000	150	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	2000 *
Approved	Sub-Regional											
	A. Sorken - Rugby Western Canadians											50
	DCSS - South Peace Campus Peace Rugby Girls										250	
	DCSS - South Peace Campus Track & Fid Provincials										150	
	Midget Predators Provincials Hockey										50	
	Northern BC High School Rodeo	2,000			1,000	1,000						
	DC U14 Volleyball Team Dynamite	500							500			
	DCVC U17_18 Girls Volleyball	500							500			
	Juvenile Boys Curling Team (alberta league)	500							500			
	Ron Pettigrew Sr. Boy Basketball									500		
	DC Volleyball Club u15, u16, u17_18									1000		
20-Dec-18	DCSS Grade 9 Girls Volleyball										250	
	TOTAL granted for year		1,500	1,500	1,500	1,500	1500	1500	1500	1500	1500	1500
	TOTAL used for year		0	0	1,000	1,000	0	0	1500	1500	700	50
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	1450 *

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2019	Iris Wenger	1,000	0	13-Sep-19
2018	Grace Giesbrecht	1,000	0	31-Dec-18
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		Date Claimed
		Amount	Remaining	
2019	Celine Quigley	1,000	0	27-Sep-19
2018	Allison Ostle	1,000	0	21-Sep-18
2017	Justin Fehr	1,000	0	27-Jul-18
2016	Rachel Kalkman	1,000	0	25-Aug-16
2015	Kevala Van Voilkenburg	1,000	0	6-Aug-15
2014	Dylan Kassian	1,000	0	23-Aug-14
2013	Daisy Petrucci	1,000	0	15-Aug-13
2012	Stephanie Sutherland	1,000	0	2012
2011	Hannah Leber	500	0	2011
2010	Tawny Hosker	500	0	2010
TOTAL		5,000	0	

Area E Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2019	Ethan Cameron	500	500	
2019	Blaine Dixie	500	500	
2018	Sierra Neuls	500	0	5-Dec-18
2018	Treydon Nichols	500	0	2-Jan-19
2017	Kaitlyn Dufresne	500	0	Nov-17
2017	Trevor Andres - declined rtn to funding area RBAC Feb 21, 2019	500	0	22-Feb-19
				not claimed rtn to
2016	Courtney Auger	500	0	funding area
2016	Regan Neuls	500	0	5-Dec-16
2015	Kayla Sanford	500	0	13-Nov-15
2015	Dayton Waldie	500	0	7-Nov-15
2014	Sara Norris	500	0	27-Nov-14
2014	Brittany Andres	500	0	15-Jan-15
TOTAL		1,500	1,000	

Sub-Regional Bursary & Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2019	Ashton Jobson	1,500	1500	
2019	Rory Todd	1,500	1500	
2018	Prestin Sorken	1,500	0	28-Sep-18
2018	Connor Riley	1,500	0	5-Dec-18
2017	Taylor Schweitzer	1,500	0	13-Jul-18
2017	Nadia Richer	1,500	0	16-Aug-18
2016	Ashley Schweitzer	1,500	0	Jan-17
2016	Kalen Dorer	1,500	0	Sep-16
2015	Paula Chudley	1,500	0	31-Aug-15
2015	Ben Van Spronsen	1,500	0	14-Sep-15
2014	Theran Basset	1,500	0	15-Jan-15
2014	Landon Farrow Trades	1,500	0	16-Sep-14
2013	Brenna McCullough - Academic	1,500	0	25-Sep-13
2013	Brad Skytte - Trades	1,500	0	2-Jul-13
2012	Kole Pierce	1,500	0	2012
2012	Michaela Wandling (Deferred to 2013)	1,500	0	2013
2011	Anders Carlstad	1,500	0	2011
2011	Gary Gordon	1,500	0	2011
2010	Erica Woolf	1,500	0	2010
2010	Dusty Bruhs (Deferred to 2011)	1,500	0	2010
TOTAL		16,500	3,000	

Fair Share Commitments				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
September 2019								
January 1, 2019 opening balance				1,838,813.69	1,594,886.76	3,171,249.61	2,827,894.59	9,432,844.65
Total interest earned (Paid annually)								-
								-
COMMITMENTS	Date Committed	Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B								
Clearview Arena; Service Operational Costs	Feb 20, 2019	5,985.00						5,985.00
Electrical Extension Grants	Ongoing							-
FSJ Library (45,500 in 2018, 2019, 2020)	Nov 16, 2017	167,800.00	76,800.00	11,375.00				79,625.00
NP Cultural Centre (30,000 in 2018, 2019, 2020)	Nov 16, 2017	118,125.00	58,125.00	22,500.00				37,500.00
NP Fall Fair; Display Buildings	May 16, 2013	14,172.26	14,172.26					-
NP Light Horse Assoc; Indoor Arena Improvements	Mar 15, 2018	15,000.00						15,000.00
Rural Fire Protection Expansion Feasibility (CL)	Feb 16, 2017	10,000.00	8,794.54					1,205.46
Rural Gasification (Includes possible \$k for Blueberry Commune per Apr 16/15)	Oct 20, 2001; Apr 16, 2015	680,000.00	32,367.25					647,632.75
Waste Water Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
		1,011,082.26	190,259.05	33,875.00	-	-	-	786,948.21
Area C								
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	38,350.00	28,687.50					9,662.50
CLFD; 2 Apparatus	Feb 21, 2019	300,000.00						300,000.00
Electrical Extension Grants	Ongoing							-
FSJ Airport Sub Water Metering Initiative	Feb 18, 2016	25,000.00	10,177.93					14,822.07
FSJ Library (15,000 in 2018, 2019, 2020)	Nov 16, 2017	60,000.00	30,000.00		3,750.00			26,250.00
Natural Gas Extension Grant	Aug 15, 2019	5,000.00			5,000.00			-
NPAS; Airport Swr Pumps & Maintenance	Dec 7, 2015	26,289.38	4,157.98					22,131.40
NP Cultural Centre (14,062 in 2018, 2019, 2020)	Nov 16, 2017	56,248.00	28,124.00		10,546.50			17,577.50
Old Fort Slide Residents; Emergency Support	Oct 16, 2018	250,000.00	150,098.60					99,901.40
Rural Fire Protection Feasibility (CL)	Feb 16, 2017	10,000.00	8,750.00					1,250.00
Waste Water Truck Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
		770,887.38	101,147.41	-	19,296.50	-	-	491,594.87
Area D								
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	6,750.00	5,062.50					1,687.50
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	80,000.00						80,000.00
Electrical Extension Grants	Ongoing							-
Rural Fire Protection Expansion Feasibility (DC)	Feb 16, 2017	35,000.00	25,000.00					10,000.00
Rural Gasification	Oct 20, 2011	1,000,000.00	67,390.26					932,609.74
		1,121,750.00	97,452.76	-	-	-	-	1,024,297.24
Area E								
Camp Sagitawa; Phase 1 Climbing Wall	Feb 20, 2014	20,000.00	5,869.50					14,130.50
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	20,000.00						20,000.00
Electrical Extension Grants	Ongoing	10,682.00					10,682.00	-
Little Prairie Heritage Soc; Engineering/Capital Projects	May 16, 2013; Jul 20, 2017	25,000.00	10,132.50					14,867.50
Rural Gasification	Oct 20, 2011	700,000.00	2,417.25					697,582.75
Sunset Pr Rec Comm; Fair Kitchen	May 16, 2013	58,000.00	49,336.14					8,663.86
		833,682.00	67,755.39	-	-	-	10,682.00	755,244.61
Total Fair Share Bank Balance at Month End				1,804,938.69	1,575,590.26	3,171,249.61	2,817,212.59	9,368,991.15
Total Remaining Commitment				786,948.21	491,594.87	1,024,297.24	755,244.61	3,058,084.93
Balance After Remaining Commitments				1,017,990.48	1,083,995.39	2,146,952.37	2,061,967.98	6,310,906.22
				Area B	Area C	Area D	Area E	

Peace River Agreement Commitments					K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
September 2019									
January 1, 2019 Opening Balance					1,359,056.09	2,120,080.73	1,313,722.79	1,464,623.21	6,257,482.82
Total interest (paid annually)									-
Subscription PRA \$					750,000.00	750,000.00	750,000.00	750,000.00	3,000,000.00
COMMITMENTS	Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year				Remaining Commitment
Area B									
Cecil Lake Rec Comm; Hall Exterior Steps	May 27, 2019	1,500.00		8	1,470.00				30.00
CDC; Fire Training Centre (4,375/year 2018-2022)	Apr 16, 2018	21,875.00	4,375.00	5					17,500.00
Clearview Arena Society; Upgrade Project	Apr 16, 2018	300,000.00		2	129,106.15				170,893.85
Clearview Rec Facility; Property Assessment	Jan 19, 2017	50,000.00	25,286.48	2					24,713.52
Community Arts Council of FSJ; NP Region Engagement Study	May 27, 2019	6,000.00		7	6,000.00				-
North Peace Cultural Centre Society; Lobby & Cafe renos	July 25, 2019	20,000.00		7	20,000.00				-
Osborn Comm Hall; Facility Assessment & Asset Mgmt Plan	Feb 21, 2019	25,000.00		8					25,000.00
South Peace Health Serv Soc; Health Community House; Renos	Aug 15, 2019	25,000.00		4	25,000.00				-
									-
		449,375.00			181,576.15	-	-	-	238,137.37
Area C									
CDC; Fire Training Centre (6,562.50/year 2018-2022)	Apr 16, 2018	32,812.50	6,562.50	5					26,250.00
CL Waste H2O Truck Facility; Bio-solids Mgmt Feas Study	Aug 17, 2017	50,000.00	49,300.00	9					700.00
CL Waste H2O Truck Facility; Reclaimed H2O Feas/"Purple Pipe"	Aug 17, 2017	75,000.00	48,100.00	9					26,900.00
CL Waste H2O Truck Facility; Reclaimed Water Project	Jul 19, 2018	533,400.00		9					533,400.00
Community Arts Council of FSJ; NP Region Engagement Study	May 27, 2019	6,000.00		7	6,000.00				-
FSJ Airport Sub Water Distribution Maintenance Initiative	Dec 1, 2016	15,000.00	12,000.00	1					3,000.00
South Peace Health Serv Soc; Health Community House; Renos	Aug 15, 2019	25,000.00		4	25,000.00				-
									-
		712,212.50			31,000.00				590,250.00
Area D									
CDC; Kiskatinaw Watershed Stewardship (30K/yr 2016-2020)	Dec 17, 2015	150,000.00	90,000.00	4			30,000.00		30,000.00
CDC; New Fire Hall	Apr 16, 2018	600,000.00		6					600,000.00
CDC; Fire Training Centre (15,312.50/year 2018-2022)	Apr 16, 2018	76,562.50	15,312.50	5					61,250.00
DC Golf Course; Camp site addition	Aug 15, 2019	5,000.00		4			5,000.00		-
DC Soc for Comm Living; Rural Seniors Service Feasibility	July 25, 2019	50,000.00		4			50,000.00		-
KL Comm Centre; Facility Audit, Asset Mgmt & Design Feasibility	Feb 21, 2019	65,000.00		8					65,000.00
KL Sewer Lagoon; Upgrades and Repairs	Feb 21, 2019; Mar 14, 2019	74,000.00		9					74,000.00
KL Sewer; Pump & Alarm System Install; Spare Pump	Feb 18, 2016	22,000.00	12,601.51	9					9,398.49
Mill 22 Comm Park Assn; Mower/Tractor	Jun 18, 2019	3,000.00		4					3,000.00
Pouce Coupe; Skatepark Development	Apr 18, 2019	25,000.00		8			25,000.00		-
Rolla Creek Dike Capital Upgrades Project & Repairs	Feb 21, 2019	30,000.00							30,000.00
Rolla Sewer; Repairs	May 27, 2019	15,120.00		9					15,120.00
SP Art Soc; Gallery Exhibition & Outreach *pending info request	Aug 15, 2019	11,000.00		7					11,000.00
South Peace Dist Crime Prevention Assn; Signs	Dec 17, 2015	4,375.00	3,909.15	4			400.00		65.85
South Peace Health Serv Soc; Health Community House; Renos	Oct 16, 2018; Aug 15, 2015	50,000.00		4			25,000.00		25,000.00
South Peace Historical Soc; L&T Locksmith Building Pioneer Village	July 25, 2019	15,000.00		7			15,000.00		-
Sunset Prairie Rec Comm; Kiskatinaw Fall Fair host funding	Mar 21, 2019	7,500.00		4			2,388.64		5,111.36
Tate Creek Comm Centre; Facility Audit & Asset Mgmt Plan	Feb 21, 2019	25,000.00		8					25,000.00
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replace	Jan 19, 2017	5,000.00		4					5,000.00
Tomslake Cultural Comm Assn; Sudeten 80th Anniversary	Jun 18, 2019	2,315.00		4			2,315.00		-
									-
		1,235,872.50					155,103.64		958,945.70
Area E									
Boreal Centre for Sustainability; Rural Food Security Awareness	Jun 18, 2019	5,150.00		4					5,150.00
Chetwynd Public Library; Design	Jan 24, 2018; May 17, 2018; Jun 21, 2018	248,000.00	39,243.75	7				6,120.89	202,635.36
Chetwynd Public Library; New Library Construction	Jan 17, 2019; Jan 31, 2019	545,000.00		7					545,000.00
CDC; Kiskatinaw Watershed Stewardship (10K/yr 2016-2020)	Dec 7, 2015	50,000.00	30,000.00	4				10,000.00	10,000.00
CDC; Fire Training Centre (8,750/year 2018-2022)	Apr 16, 2018	43,750.00	8,750.00	5					35,000.00
DC Soc for Comm Living; Rural Seniors Service Feasibility	July 25, 2019	50,000.00		4				50,000.00	-
DOC; Chetwynd Fire Chief wages assistance	Sep 12, 2019	12,820.90		6					12,820.90
Iver Johnson Park; Recreation Facility Upgrades	Feb 21, 2019	12,888.00		8					12,888.00
Sagittawa Christian Camp; Outdoor Band Shell Construction	July 25, 2019	8,300.00		4				8,300.00	-
SP Art Soc; DC Art Gallery Exhibition & Outreach Program	Aug 15, 2019	1,000.00		7				1,000.00	-
South Peace Health Serv Soc; Health Community House; Renos	Oct 16, 2018; Aug 15, 2015	50,000.00		4				25,000.00	25,000.00
Sunset Prairie Rec Comm; Kiskatinaw Fall Fair Host Funding	Mar 21, 2019	7,500.00		4				2,388.65	5,111.35
									-
		1,034,408.90						102,809.54	853,605.61
Total Peace River Agreement GL Balance at Month End					1,927,479.94	2,839,080.73	1,908,619.15	2,111,813.67	8,786,993.49
Total Remaining Commitment					238,137.37	590,250.00	958,945.70	853,605.61	2,640,938.68
Balance available after remaining commitments					1,689,342.57	2,248,830.73	949,673.45	1,258,208.06	6,146,054.81
					Area B	Area C	Area D	Area E	
Spending Item Numbers:									
1 Potable Water and Water Security/Studies									
2 Arenas									
3 Halls, Trails and Walking Paths									
4 Assistance to Other Organizations									
5 Dawson Creek Fire Training Centre									
6 Fire Protection									
7 Libraries, Museums and Art Galleries									
8 Year-Round Recreation Facility Upgrades									
9 PRRD Sewer Services Assistance									
10 Natural Gas									

BCR/PRA Commitments	September 2019	Area B	Area C	Area D	Area E	Total BCR/PRA
2019 Opening Balance		56,443.59	46,344.79	25,743.40	43,545.05	172,076.83
Interest (Paid Annually)						
<u>Commitments Remaining</u>						
Arras Fire Brigade; Prespatou Mtg Appreciation CLFD; Hose Lay Competition Banquet Hasler Flats Comm Group; Society Status Consulting		500.00	65.87		1,000.00	
Total Commitments		500.00	65.87	-	1,000.00	1,565.87
<u>Expenditures</u>						
CLFD; Hose Lay Competition Banquet Devereaux Elementary Barkerville Grade 7 Trip Northern Brain Injury; Road Safety Campaign Peace View Cemetery Committee; Sunken Grave Repair City of DC; Summer Swim Program		125.00	2,934.13 125.00	500.00 125.00 2,500.00 3,750.00	125.00 1,250.00	
Total Expenditures		125.00	3,059.13	6,875.00	1,375.00	11,434.13
Month End GL Balance		56,318.59	43,285.66	18,868.40	42,170.05	160,642.70
Balance available		55,818.59 Area B	43,219.79 Area C	18,868.40 Area D	41,170.05 Area E	159,076.83

All Regional District Reserve Balances as of September 30, 2019.

R E S E R V E S	911 Emergency Capital Reserve	\$ 18,364.29	Green "Carbon" Project Reserve	\$ 24,241.48
	*BCR/PRA	\$ 160,642.70	Harp/Imp Sewer Capital Reserve	\$ 13,587.64
	Buick Creek Arena Capital Reserve	\$ 27,015.51	Harp/Imp Sewer Operating Reserve	\$ 13,586.93
	Buick Creek Arena Operating Res	\$ 80,386.27	Information System Plan Reserve	\$ 279,869.50
	Building Reserve	\$ 1,033,700.54	Insurance Reserve	\$ 486,133.27
	Charlie Lake Fire Capital Reserve	\$ 662,765.50	Kelly Lake Comm Ctr. Operating Reserve	\$ 26,692.60
	Charlie Lake Sewer Capital Reserve	\$ 273,841.64	Kelly Lake Comm Ctr. Capital Reserve	\$ 1,685,011.90
	Charlie Lake Sewer Operating Reserve	\$ 100,563.24	Kelly Lake Sewer Capital Reserve	\$ 11,727.40
	Charlie Lake Sewer Treatment/Disposal	\$ 356,009.61	Kelly Lake Sewer Operating Reserve	\$ 21,038.76
	Charlie Lk Waste Water Truck Facility Res	\$ 202,990.56	Landfill Closure Reserve	\$ 101,224.57
	Chetwynd Arena Capital Reserve	\$ 3,616,964.66	Medical Health Care Scholarship Reserve	\$ 102,756.10
	Chetwynd Leis Ctr Capital Reserve	\$ 6,978,119.53	Moberly Lake Fire Capital Reserve	\$ -
	Chilton Sewer Capital Reserve	\$ 33,798.35	North Pine TV Reserve	\$ 42,800.89
	Chilton Sewer Operating Reserve	\$ 29,300.01	NP Economic Development Commission	\$ -
	Chilton Sewer Debenture Reserve	\$ -	NPEDC Spark Conference Res	\$ -
	Clearview Arena Operating Reserve	\$ 88,921.26	NP Leisure Pool Building Repl Res	\$ 1,084,484.77
	CL DCC Reserve	\$ 272,315.07	NP Leisure Pool Capital Reserve	\$ 2,069,468.69
	CLFD Fundraising	\$ -	*Peace River Agreement	\$ 8,786,993.49
	CLFD Operating Reserve	\$ 31,161.33	Peace River Agreement Committee Reserve	\$ 1,034,640.30
	Comm Parks Water Capital Reserve	\$ 72,648.36	Regional Parks Capital Reserve	\$ 188,441.73
	Comm Parks Water Operating Res	\$ -	Regional Parks Operating Reserve	\$ 47,251.50
	*Community Works (Gas Tax)	\$ 5,307,990.89	Rolla Creek Dyke Operating Reserve	\$ 4,751.59
	DC/PC Fire Capital Reserve	\$ 67,161.70	Rolla Sewer Capital Reserve	\$ 10,235.41
	Election Reserve	\$ 80,856.27	Rolla Sewer Operating Reserve	\$ 7,395.88
	Emergency Plan Reserve	\$ 283,296.43	*Rural (Loan Fund)	\$ 3,973,671.20
	*Fair Share	\$ 9,368,991.15	Rural Fringe	\$ 1,163,179.24
	Feasibility Reserve	\$ 307,703.59	Solid Waste Capital Reserve	\$ 968,897.85
	Friesen Sewer Capital Reserve	\$ 8,063.52	Solid Waste Operating Reserve	\$ 1,061,117.87
	Friesen Sewer Operating Reserve	\$ 18,599.31	Sub-Reg Recreation Insurance Reserve	\$ 116,621.53
	FSJ Airport Sewer Capital Reserve	\$ 46,890.19	Tomslake Fire Reserve	\$ 21,909.54
	FSJ Airport Sewer Operating Reserve	\$ 50,642.22	Vehicle (Admin) Reserve	\$ 167,737.76
	FSJ Airport Water Capital Reserve	\$ 14,691.38	Vehicle (BI) Reserve	\$ 257,119.22
	FSJ Airport Water Operating Reserve	\$ 29,337.44	Vehicle (SW) Reserve	\$ 17,696.40
			TOTAL	\$ 53,414,017.53

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

Uncommitted Rural Loan Funds Available:		3,214,000.00	
Unissued Loans Approved:		181,000.00	
Rural Loan Fund Balance:		3,395,000.00	
Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Balance
NP Farmers Institute; Grain Elevator Upgrades (2021)	300,000.00	300,000.00	105,000.00
Whiskey Jack Nordic Ski Club; Beaton Park Day Lodge	181,000.00		
Total	481,000.00	300,000.00	105,000.00

"Grants" from Loan Fund Interest	Approved	Issued	Outstanding
Total	-	-	-
Grants Available From RLF Interest:			578,671.20

Rural Loan Fund Reserve Balance:	3,973,671.20
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Uncommitted Community Works (Gas Tax) Funds Available :	\$5,174,800.15
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Community Works (Gas Tax) Commitments	Project No. (If applicable)	Committed	Previous Years Paid	Current Year Paid	Remaining Commitment
Buick Creek Community Club; Hall Furnace		7,832.00			7,832.00
Cecil Lake Recreation Commission; Hot Water Tank		1,600.00		1,600.00	-
Cecil Lake Recreation Commission; Entrance Upgrades		8,000.00		2,887.50	5,112.50
Cutbank Community Club; Interior Wall Covering		11,467.87		11,467.87	-
DC Golf & Country Club; Furnace		5,355.00		5,355.00	-
Dist of Chet; Rec Center Commercial Dishwasher		5,939.31		5,939.31	-
Doe River Recreation Commission; Dishwasher		5,000.00			5,000.00
North Peace Fall Fair Soc; Well Pump		3,762.49		3,762.49	-
Pine Valley Seniors; Air Conditioning Infrastructure		15,130.00			15,130.00
Rolla Rate Payers Assoc; Bathroom Renos & Flooring		2,500.00			2,500.00
Peace Region Internet Soc; Rolla Fiber Project		15,000.00			15,000.00
Sagitawa Christian Camps, Girls Cabin		35,000.00		16,371.42	18,628.58
Waste Water Receiving Facility at Charlie Lk	14-512	3,500,000.00	3,436,012.34		63,987.66
Total		\$3,616,586.67	\$3,436,012.34	\$47,383.59	\$133,190.74

Gas Tax Reserve Balance:	5,307,990.89
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REPORT

To: Rural Budgets Administration Committee

Date: October 10, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Funding for Moberly Lake Volunteer Fire Department Needs Assessment & Review

RECOMMENDATION:

That the Rural Budgets Administration Committee allocate a maximum of \$50,000 from Area E Peace River Agreement Funds – Spending Item 6 Fire Protection, for the purpose of conducting a needs assessment and review of the Moberly Lake Volunteer Fire Department in order to identify options for the operation of the department.

BACKGROUND/RATIONALE:

On September 9, 2019 Director Rose and staff met with the Moberly Lake Volunteer Fire Department to discuss the resignation of their fire chief. As a follow-up to that meeting the Board passed the following resolution on September 19, 2019:

“That the Regional Board be provided with a report regarding options for Peace River Regional District operation of the Moberly Lake Volunteer Fire Department.”

In order to fully assess the workload requirements, department needs and options it is recommended that a review be undertaken by a qualified consulting firm.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee allocate a maximum of \$50,000 from Area E Fair Share for the purpose of conducting a needs assessment and review of the department.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Partnerships
 - ☒ Collaboration with Local and First Nations governments
- ☒ Responsive Service Delivery
 - ☒ Enhance Emergency Planning and Response Capacity

FINANCIAL CONSIDERATION(S):

The estimated cost for the review is up to \$50,000. A more detailed estimate may be available prior to the EADC meeting on October 17th. The review could be funded either through Area E Peace River Agreement Funds or Fair Share.

Uncommitted balances as of September 2019:

- Area E Peace River Agreement = \$1,258,208.06
- Area E Fair Share = \$2,061,967.98

Staff Initials:

Dept. Head:

T. Morgan

CAO:

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COMMUNICATIONS CONSIDERATION(S):

A public and stakeholder engagement plan will be developed as part of the scope of work.

OTHER CONSIDERATION(S):

The scope of work may include the following:

- Current Administrative, Legal Structure & Funding
 - Governance structure, bylaws, etc.
 - Budget & tax requisitions
 - Examination of the funding model and formulas with respect to all funding partners (PRRD, West Moberly & Saulteau)
- Fire Department Operational Overview
 - Records
 - Facilities
 - Response analysis (#'s, types, etc.)
 - Mutual Aid
 - Org structure & personnel
 - staffing: opportunities and challenges associated with paid and volunteer positions, recommendations on how to allocate the workload
 - Volunteer Recruitment & Retention
 - Apparatus & Equipment
 - apparatus review: are they properly equipped for what they do, could they enter into mutual aid agreements to address equipment shortfalls or reduce the number of apparatus as it ages out if they had mutual aid/automatic aid
 - Training
 - review of the training with respect level of service with respect to the BC Minimum Training Standards
 - opportunities for joint training
 - WCB requirements
 - Fire Prevention - Inspections and Public Education
 - Consideration of the new *Fire Safety Act* and future requirements
 - Examination of development plans for both first nations and the PRRD that could impact fire protection service response requirements
- Public & Stakeholder Consultation
 - consultation with the Moberly Lake Fire Department Board, members and the community as well as the PRRD, West Moberly First Nation, Saulteau First Nation, District of Chetwynd and District of Hudson's Hope (Chetwynd & Moberly as future mutual aid partners) with respect to services and options for the continuation of the service

Attachments:

1. September 11, 2019 report from Director Rose re: Moberly Lake Volunteer Fire Department



PEACE RIVER REGIONAL DISTRICT

DIRECTORS' NOTICE OF NEW BUSINESS

To: Chair and Directors

Date: September 11, 2019

From: Director Rose, Electoral Area 'E'

Subject: Moberly Lake Volunteer Fire Department

PURPOSE / ISSUE:

To initiate discussion at the Board table regarding the future of the Moberly Lake Volunteer Fire Department.

RECOMMENDATION / ACTION: *[Corporate Unweighted]*

That the Regional Board receive a report regarding the options for Peace River Regional District operation of the Moberly Lake Fire Department.

BACKGROUND/RATIONALE:

As per the attached letter, Moberly Lake Volunteer Fire Department Chief Mike Henry has resigned from the Fire Chief position, effective November 1, 2019.

The General Manager of Community Services and I met with the Moberly Lake Fire Department on Monday, September 9, 2019, at which time the Fire Department requested administrative and operational assistance from the Peace River Regional District. I would like staff to explore the options for assuming control and operation of the Moberly Lake Fire Department and provide the Board with a report regarding the feasibility of the Moberly Lake Fire Department.

Volunteers are simply finding it too difficult to navigate the required regulations; record keeping and reporting requirements are onerous and the fire department volunteers wish to focus on training and responding to incidents to protect their neighbours.

Attachments:

1. Moberly Lake Fire Society request for administrative assistance
2. Moberly Lake Volunteer Fire Chief resignation letter

Director:

Acknowledged for Agenda by Acting CAO:

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From: alan cartwright <arcticalan@yahoo.ca>

Sent: Tuesday, September 10, 2019 10:58 AM

To: Trish Morgan <Trish.Morgan@prrd.bc.ca>

Cc: Shawn Dahlen <Shawn.Dahlen@prrd.bc.ca>; Chair Brad Sperling <brad.sperling@prrd.bc.ca>; Director Dan Rose <Dan.Rose@prrd.bc.ca>; Roland Willson <rwilson@westmo.org>; Ken Cameron <chief@saulteau.com>; nghostkeeper@saulteau.com

Subject: Request for Administrative Assistance for MLVFD

Trish

At our monthly Fire Society meeting of September 9th, 2019, a motion was passed to request administrative assistance from the PRRD for our volunteer fire department. As a volunteer fire department, Moberly Lake is finding it impossible to deal with the current paperwork demands required by the Region and Province. See attached letter of resignation from Mike Henry.

We would appreciate your placing our request on the agenda for your next Board meeting on September 19th and look forward to exploring possible options together with the PRRD in the near future.

Regards

Alan Cartwright

President, Moberly Lake Fire Society

Training Officer, MLVFD

Fire Chiefs Report

July 29, 2019

Moberly Lake Fire Society,

Please accept the following resignation from my position as Fire Chief.

My resignation will take effect November 1, 2019, followed by a leave of absence to give time for new leadership to get comfortable in their positions. I will return to the fire department as a firefighter after that time.

I do not recommend someone take on the position of Fire Chief. However, I strongly recommend that the Society give thought to the Peace River Regional District taking on our fire department. If this were to happen, the PRRD would be responsible for ensuring the success of the fire department which would likely mean a paid administrator at the very least.

With the new bylaws, fire safety act, standard operating procedures, cancer awareness, training requirements, WCB requirements and liabilities, our fire department needs a paid position for the person responsible for the completion of these tasks. The amount of time an individual must spend on these tasks is, in my mind and experience, too much for a volunteer.

If there was an administrator in our fire department who was able to take on the workload and responsibilities of record keeping and other tasks, I would be able to stand as Fire Chief.

Thank you for supporting me as the Fire Chief for the past four years and look forward to continuing to serve our community in the future.

Mike Henry
Fire Chief – Moberly Lake Volunteer Fire Department.



RURAL BUDGET ADMINISTRATION COMMITTEE

DIARY ITEMS

<u>Item</u>		<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
1.	Potable Water	On-going	Area C potable water service	March 21, 2019