



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, December 14, 2017
at the Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC **following the EDAC Meeting**

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting of November 16, 2017
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
C-1 November 9, 2017 - Letter from the Village of Pouce Coupe re: Food Bank Donation
C-2 November 17, 2017 – Brad Klassen, Electrical Extension Grant Application
C-3 December 5, 2017 – Email from Talon Gauthier - Funding Request for Regional Agricultural Weather Network
C-4 December 5, 2017 Email from Kerry France, Fort St. John Public Library – Stakeholder Survey -FSJPL
8. **REPORTS:**
R-1 November 7, 2017 – Report from Jill Rickert, Community Services Coordinator & Trish Morgan, GM of Community Services – Grants-in-Aid Allocation Meeting and Volunteer Appreciation Banquet Options
R-2 November 22, 2017 – Report from Trish Morgan, GM of Community Services – Old Fort Hudson’s Bay Cemetery Options
R-3 November 23, 2017 – Report from Trish Morgan, GM of Community Services – Updated – Blanket Grant Application Policy
R-4 November 24, 2017 – Report from Trish Morgan, GM of Community Services – Funding Agreements with Organizations Where a Service Area has been Established
R-5 December 4, 2017 – Report from Bryna Casey, Parks and Rural Recreation Coordinator – Clearview Arena Assessment Grant Application
R-6 December 5, 2017 – Report from Jill Rickert, Community Services Coordinator - Youth Travel Request – Chetwynd Secondary School, Senior Girls Volleyball Team
R-7 December 5, 2017 – Report from Jill Rickert, Community Services Coordinator - Youth Travel Request – Dawson Creek Secondary School, Junior Boys Volleyball Team
R-8 December 5, 2017 – Report from Jill Rickert, Community Services Coordinator - Youth Travel Request – Dawson Creek Secondary School, Junior Girls Volleyball Team
R-9 December 5, 2017 – Report from Jennifer Rudyk, Finance Clerk – Financial Report – December Meeting
9. **DISCUSSION ITEMS:**
DI-1 Electoral Area Manager Attendance at the BC Natural Resource Forum – January 2018
DI-2 Upcoming Budget Expenditures
10. **NEW BUSINESS:**
11. **COMMUNICATIONS:**
12. **DIARY:**
DIA-1 Diary Items
13. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: November 16, 2017

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Rose, Meeting Chair
Director Goodings
Director Sperling

Absent

Director Hiebert

Staff

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

Others

Call to Order The Chair called the meeting to order at 2:07 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Goodings Rural Roads in the North Peace.
Chief Admin. Officer Purchasing Policy.

ADOPTION OF AGENDA:

RBAC 17/11/01

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee Meeting agenda for the November 16, 2017 meeting, including Director's new business and additional items for the agenda, be adopted as amended:

1. **CALL TO ORDER** - Director Hiebert to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
 - NB-1 Director Goodings- Rural Roads in the North Peace
 - NB-2 Chief Administrative Officer - Purchasing Policy
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - M-1 Rural Budgets Administration Committee Meeting of October 19, 2017

ADOPTION OF AGENDA: continued

5. BUSINESS ARISING FROM THE MINUTES:

BA-1 Director Goodings – North Peace Cultural Centre

BA-2 Director Goodings – Fort St. John Public Library Association

6. DELEGATIONS:

7. CORRESPONDENCE:

8. REPORTS:

R-1 October 16, 2017 – GIA Funding Amendment – Osborn Community Hall

R-2 October 23, 2017 – Report from Jill Rickert, Community Services
Coordinator – Cemetery Policy

R-3 November 1, 2017 – Report from Trish Morgan, General Manager of
Community Services – Blanket Grant Application Policy

R-4 November 3, 2017 – Report from Jill Rickert, Community Services
Coordinator – 2016 Electoral Area E West Bursary – Unclaimed Funds

R-5 November 7, 2017 – Report from Jill Rickert, Community Services
Coordinator & Trish Morgan, General Manager of Community Services –
Grants-in-Aid Allocation Meetings & Volunteer Appreciation Banquet
Options

R-6 November 9, 2017 – Report from Jill Rickert, Community Services
Coordinator – Grant-in-Aid – Unspent Funds

R-7 November 7, 2017 – Report from Jennifer Rudyk, Finance Clerk –
Financial Report – November Meeting

9. DISCUSSION ITEMS:

DI-1 Chair Sperling – Economic Development Funding

DI-2 Peace River Agreement – Water Function in Area B

DI-3 2018 Budget Discussion

DI-4 April Grant-in-Aid

10. NEW BUSINESS:

11. COMMUNICATIONS:

12. DIARY:

DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1

October 19, 2017

RBAC Minutes

RBAC 17/11/02

MOVED by Director Sperling, SECONDED by Director Goodings,

That the Rural Budgets Administration Committee Meeting Minutes of October 19,
2017 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

BA-1

North Peace Cultural
Centre

RBAC 17/11/03

MOVED by Director Sperling, SECONDED by Director Goodings,

That the Rural Budgets Administration Committee make no increase to Area C's annual
financial contribution from Fair Share to the North Peace Cultural Centre of \$14,062
for 2018, 2019 and 2020; further, that staff advise the North Peace Cultural Centre to
submit grant applications for all future capital projects.

CARRIED

RBAC 17/11/04

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee increase Area B's annual financial contribution to the North Peace Cultural Centre from \$28,125 to \$30,000 for 2018, 2019 and 2020; further, that the funds come from Electoral Area B Fair Share; further, that staff be notified that the maximum amount to be granted to the Centre is \$30,000 per year.

CARRIED

BA-2
Fort St. John Public
Library Association

RBAC 17/11/05

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee increase Area B's annual financial contribution to the Fort St. John Public Library Association from \$31,300 to \$45,500, including the additional \$500 for travel subsidy, for 2018, 2019 and 2020; further, that the funds come from Electoral Area B Fair Share.

CARRIED

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee make no increase to Area C's financial contribution to the Fort St. John Public Library Association of \$50,000 from budgeting and \$15,000 from Area C Fair Share Funds for 2018, 2019 and 2020; further, that staff be directed to advise the Fort St. John Public Library Association to submit grant applications for all future capital projects.

CARRIED

DELEGATIONS:

None.

CORRESPONDENCE:

None.

REPORTS:

R-1
Oct. 19/17 – GIA
Funding Amendment–
Osborn Community
Hall

RBAC 17/11/06

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets deny the funding amendment request from Osborn Community Association to reallocate \$5,617.50 of their remaining 2015 GIA allocation to pay costs to install a second furnace as it does not meet the eligible criteria as stated as stated in the Grants in Aid Policy; further, that staff be directed to provide the Association with a grant application to apply for Gas Tax Funds to install a second furnace.

CARRIED

R-2 Oct 23/ 17 –
Cemetery Policy

RBAC 17/11/07

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend section 6.2 – Disbursement of Funds - of the proposed Cemetery Funding Policy to change the "grant funding in excess of \$1,000 will be paid to the applicant through claim reimbursement" amount from \$1,000 to \$1,500; further, that the amount of \$1,000 for approved grants to be distributed directly to the applicant be changed to \$1,500; further, that the Rural Budgets Administration Committee adopt the proposed Cemetery Funding Policy as amended; further, that staff be directed to include the Cemetery Funding Policy as part of the Rural Budgets Administration Committee Funding Principles.

CARRIED

R-3 Nov 1/17 – Blanket Grant Application Policy

RBAC 17/11/08
MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee table the “Blanket Grant Application Policy” until the December 15, 2017 Rural Budgets Administration Committee meeting.

CARRIED

R-4 Nov. 3/17 – 2016 Electoral Area E West Bursary – Unclaimed Funds

RBAC 17/11/09
MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the unclaimed funding for the 2016 Electoral Area E Bursary, in the amount of \$500, be returned to the funding area and utilized to reduce the tax requisition in 2018.

CARRIED

R-5 Nov. 7/17 - Grants-in-Aid Allocation Meetings & Volunteer Appreciation Banquet Options

RBAC 17/11/10
MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee table the “Grants-in-Aid Allocation Meetings & Volunteer Appreciation Banquet Options” until the December 15, 2017 Rural Budgets Administration Committee meeting.

CARRIED

R-6 Nov 9/17 – Grants-in-Aid – Unspent Funds

RBAC 17/11/11
MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve the following recommendations:
1. That the remaining unspent funds, in the amount of \$74.96, allocated to Bessborough Community Club as part of their 2011 Grants-in-Aid be returned to the funding area and used to reduce the tax requisition for the next calendar year; and
2. That the remaining unspent funds, in the amount of \$2,155.99, allocated to Hats ‘N’ Chaps Gymkhana Society as part of their 2012 Grants-in-Aid be returned to the funding area and used to reduce the tax requisition for the next calendar year.

CARRIED

R-7 Nov 7/17 – Financial Report – November Meeting

RBAC 17/11/12
MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee receive the Financial Report – November Meeting for information.

CARRIED**DISCUSSION ITEMS**

DI-1
Economic Development Funding

The Committee discussed future options for Economic Development initiatives as the South Peace and North Peace Economic Development Commissions will disband at the end of 2017.

DI-2
PRA – Water Function in Area B

RBAC 17/11/13
MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee reserve \$350,000 from the Area B PRA funds for the Area B potable water function.

CARRIED

DI-3
2018 Budget Discussion

That the Rural Budgets Administration Committee discussed the 2018 budget process.

DI-4 April Grant-in-Aid That the Rural Budgets Administration Committee discussed April Grant-in-Aid.

NEW BUSINESS:

NB-1 The Chief Administrative Officer discussed the current Board Purchasing Policy and the
Purchasing Policy importance of adhering to it.

NB-2 Rural road conditions in the North Peace were discussed. Director Goodings advised
Rural Roads in the she will be passing the proposal from the North Peace Farmers Institute onto the North
North Peace Peace Economic Development Commission before the end of 2017.

COMMUNICATIONS: The Committee discussed 2018 communication projects and welcome signs for the
region.

DIARY

DI-1 – Oct 19/17 – **RBAC 17/11/14**
RBAC Diary MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee direct staff to remove “contact
Kiskatinaw Fall Fair and Sunset Prairie Community Hall reps to discuss future GIA
funding” from the Diary.

CARRIED

ADJOURNMENT: The Chair adjourned the meeting at 3:55 p.m.

Director Dan Rose, Chair

Kelsey Bates, Executive Assistant



THE CORPORATION OF THE VILLAGE OF POUCE COUPE

C-1

PO Box 190
Pouce Coupe, BC
V0C 2C0

Phone: (250) 786-5794 Fax: (250) 786-5257



RE: 6th ANNUAL TRUCK LIGHT PARADE & FOOD DRIVE

The Village of Pouce Coupe is excited to announce that we will host our 6th Annual Truck Light Parade & Food Drive on November 24th, 2017. Since the spirit of the holiday season is giving, the Village of Pouce Coupe has partnered with the Pouce Coupe Food Bank to ensure all members of our community have a Christmas without hunger.

The Village wants to use this event as an opportunity to raise donations for the Pouce Coupe Food Bank. The cost of admission and food is non-perishable food items or monetary gifts made to the Pouce Coupe Food Bank. In the spirit of giving, the Village wants everyone to come for an evening of fun, even if they cannot donate. Those who can donate may do so as food bins for non-perishable items and donation boxes for monetary donations will be on hand at the event.

Our Truck Light Parade & Food Drive is a wonderful evening full of fun for the whole family. This year's event begins at 4:30 p.m. and features sleigh/wagon rides, children's crafts, campfires, hot food and drinks and a visit from Santa! Decorated vehicles will line up along 51 Street just off 49 Avenue, with the parade set to begin at 6:30 p.m. The evening will conclude with fireworks at 7:30 p.m.

The Village is in need of participants in our Truck Light Parade. Any help you can offer would be greatly appreciated. If you're interested in participating, please see the included forms. We hope to see you at the Truck Light Parade!

Sincerely,

Christopher Leggett
Chief Administrative Officer

December 14, 2017



THE VILLAGE OF POUCE COUPE
INVITES YOU TO THE 6TH ANNUAL

TRUCK LIGHT PARADE AND FOOD DRIVE



FRIDAY, NOVEMBER 24, 2017

In the spirit of giving, the Village of Pouce Coupe welcomes you to the 6th Annual Truck Light Parade and Food Drive. Partnering with the Pouce Coupe Food Bank, the goal of this wonderful event is to gather as many non-perishable food items and monetary donations as possible to ensure every member of our community has a happy holiday season.

- | | |
|---------|---|
| 4:30 pm | Hot Food and drinks, sleigh/wagon rides, campfire, marshmallows and hotdogs |
| 5:00 pm | Santa Arrives |
| 5:30 pm | Trucks Line Up |
| 6:00 pm | Judging Decorated Trucks |
| 6:30 pm | Truck Light Parade Starts |
| 7:30 pm | Fireworks - Elevator Road |

The cost of admission and food is non-perishable food items or monetary donations to the Pouce Coupe Food Bank.

Food Bank contacts: Debbie @ 250-219-1535
Sukrit @ 250-786-0005

Interested in participating? Parade entry forms are available at the Village of Pouce Coupe office or online at www.poucecoupe.ca. Call the office at (250) 786-5794 for more information.

DROP OFF LOCATIONS

- | | |
|---------------------------------|------------------------------|
| • Village of Pouce Coupe Office | • Pouce Coupe Post Office |
| • Pouce Coupe Fire Hall | • Redwood Esso - Pouce Coupe |



TRUCK LIGHT PARADE & FOOD DRIVE ENTRY FORM

November 24, 2017

Company Name: _____

Mailing Address: _____

_____ Postal Code: _____

Contact Name: _____ Phone: _____

Email: _____ Cell: _____

Driver's Name: _____

Driver's contact number during event: _____

MAKE & MODEL OF ENTRY(S):

1. _____
2. _____

Inclement Weather – In the event of inclement weather and a decision is made to cancel the event, please ensure that we have a phone number where you can be reached.

INDEMNITY AGREEMENT:

The undersigned agrees to indemnify, hold harmless and defend any action against the Village of Pouce Coupe, the event committee and any volunteers in any way associated with the event from and against all liabilities arising out of their participation in the Truck Light Parade and Food Drive. The entrant further agrees to abide by the rules and regulations governing the Truck Light Parade and Food Drive.

Signature: _____

Title: _____

Company/Organization: _____

Date: _____



TRUCK LIGHT PARADE & FOOD DRIVE OFFICIAL RULES AND REGULATIONS

1. Please return entry forms to the Village Office:

5011 – 49th Ave., Pouce Coupe, BC, V0C 2C0
 Phone: (250) 786-5794, Fax: (250) 786-5257
 Email: amcinnis@poucecoupe.ca

2. **ALL ENTRIES MUST BE DECORATED WITH COLORED LIGHTS.**

Non-decorated box trailers will not be permitted in the parade.

The Parade Committee's decision regarding all entrants is final.
 Please be cognizant of the length of your truck or trailer as the parade route will be going through residential blocks.

3. Throwing articles, of any form or substance, from the convoy units is **STRICTLY PROHIBITED**. Throwing articles from entries is ample cause for immediate ejection from the event and denial to future events.

4. Alcoholic beverages, and other incapacitating substances, are forbidden on any vehicle or on the person of any participant.

Consuming substances during the event is ample cause for immediate ejection.

5. Fireproof insulation must separate a generator and any other heat source from combustible decorative material. No wood burning fixtures will be permitted.

6. The participant, and all persons taking part in the participant's entry in the event and associated activities, shall be responsible for ensuring that the rules are complied with and that participation in the parade is carried out in a safe and responsible manner.



PEACE RIVER REGIONAL DISTRICT FAIR SHARE Electrical Extension Grant Application

C-2

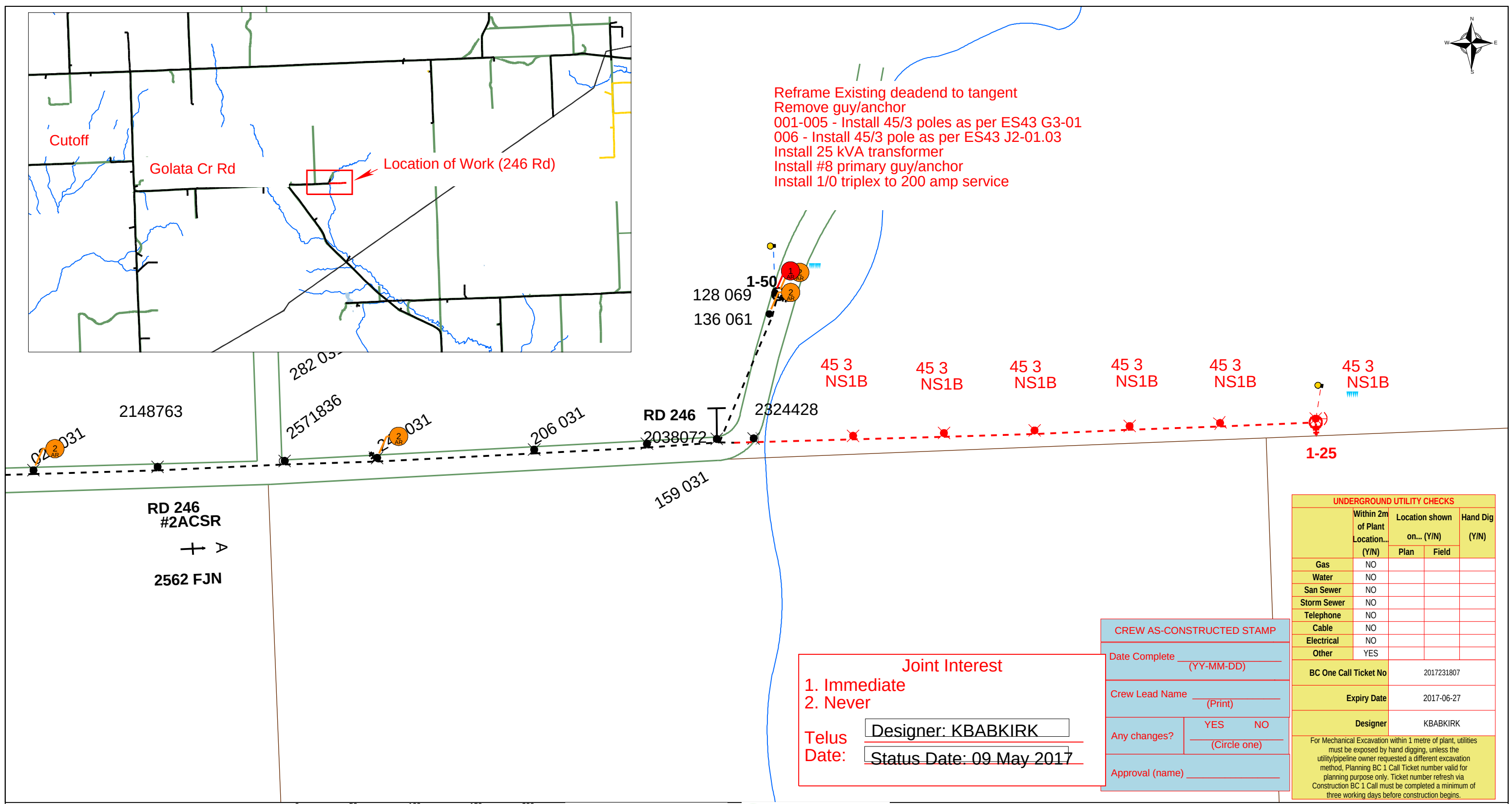
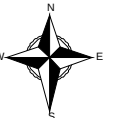
Applicant (Customer) Information	
Property Owner Name	Brad Klassen
Mailing Address	PO Box 277
	Cecil Lake B.C. V0C 2G0
Telephone Number	250-793-2934
Legal Description	Lot C Sec 29 TP 84 R 15 W6M
Electoral Area served	C
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to BC Hydro.	
Signature of Applicant (Customer)	
Date	November 17 / 2017

Funding assistance will be limited to hydro main line extension costs (including HST) on public maintained roads to serve residential customers (excluding subdivisions).	\$ 23,757.30
Minus	\$ 1,000
Difference	22,757.30 A
Line A _____ x 50% =	11,378.65 B
Maximum Grant	\$ 4,000 C
Lesser of B and C (Grant requested)	\$ <u>4,000.00</u> D

For BC Hydro Use Only Application completed by	
BC Hydro Representative name: Kathy Babkirk	Phone Number: 250 263-6816
BC Hydro Reference No. 4070954	
Date: November 17, 2017	
For Regional District Use Only	
Reviewed by: Jill Rickert	Initials:
Referred to RBAC for Dec. 14, 2017 Meeting	Date: November 21, 2017

(June 15, 2001)
Policy revised December 15, 2005 Rural Budgets
Form revised August 16, 2007 Rural Budgets

December 14, 2017



UNDERGROUND UTILITY CHECKS				
	Within 2m of Plant Location... (Y/N)	Location shown on... (Y/N)		Hand Dig (Y/N)
		Plan	Field	
Gas	NO			
Water	NO			
San Sewer	NO			
Storm Sewer	NO			
Telephone	NO			
Cable	NO			
Electrical	NO			
Other	YES			
BC One Call Ticket No		2017231807		
Expiry Date		2017-06-27		
Designer		KBABKIRK		
For Mechanical Excavation within 1 metre of plant, utilities must be exposed by hand digging, unless the utility/pipeline owner requested a different excavation method, Planning BC 1 Call Ticket number valid for planning purpose only. Ticket number refresh via Construction BC 1 Call must be completed a minimum of three working days before construction begins.				

Lat/Long 56.30503552 , -120.3402676										0m50m100m150m200m										SCALE 1:3000										BC Hydro										APPROVALS										
BC Hydro Map: JRI0D2 PA #: FJN 71248																				DES.	KBABKIRK					2017-11-21										Date:					Title: Brad Klassen									
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REFERENCE DRAWINGS										Date	No	REMARKS				BY	CH	APPR	DATE	DR.											CIRCUIT 2562 FJN					Page 1					DWG. No.					REV.				
										Revisions										CH.																														

From: Talon Gauthier [<mailto:coordinator@peaceforageseed.ca>]
Sent: December-05-17 1:36 PM
To: karen.goodings@prrd.bc.ca; brad.sperling@prrd.bc.ca; leonard.hiebert@prrd.bc.ca; dan.rose@prrd.bc.ca
Cc: Trish Morgan; Deborah Jones-Middleton
Subject: Funding Request for Regional Agricultural Weather Network

Hello PRRD rural area directors

My name is Talon Gauthier and I am the General Manager for the Peace Region Forage Seed Association based out of Dawson Creek, BC. Our association (along with other agriculture associations and the regional district) has been part of an initiative to increase the weather monitoring and data collection capacity of the Peace Region. We are now trying to secure long term funding to ensure the continuity of the project. Please see the attached letter for more information that was given to PRRD staff at the end of August regarding this project.

We are aware that the regional district is setting their budgets for the coming year and want to ensure our request makes it to you for this. We are happy to attend a board meeting to provide more information as well.

Thank you and I look forward to hearing back from you.

Sincerely,

Talon Gauthier
PRFSA General Manager
904-102 Ave
Dawson Creek, BC
V1G 2B7
1 877 630 2198

From: Talon Gauthier [<mailto:coordinator@peaceforageseed.ca>]

Sent: Tuesday, November 21, 2017 12:46 PM

To: Renee Ardill <ardillsranch@xplornet.com>; Irmi & Barry Critcher <icritcher@xplornet.com>; Sharla Pearce <srpearce@telus.net>; Garnet Berge <igberge@pris.bc.ca>; Lori Vickers <Lori.Vickers@gov.bc.ca>; Rick Kantz <rkantz@pris.ca>; Bruce Simard <Bruce.Simard@prrd.bc.ca>; Robert Vanderlinden <nvlent@xplornet.com>; mwilson Wilson <billwilson@pris.ca>; Blair Hill <blair_g_hill@hotmail.com>; kiskgelb@pris.ca; BCGPA - Sharla Pearce <sharla@bcgrain.com>; Samantha Charlton <samantha@bcagclimateaction.ca>

Subject: Factsheets from Knowledge Transfer Project

Hello everyone

Please find attached the factsheets that were developed as part of the final knowledge transfer project with the Climate Action Initiative. There is one that is an overview of the initiative and what it accomplished in the Peace Region and then three that are specific to the Irrigation report. You can also find them on our website at <http://www.peaceforageseed.ca/research.html> (side bar under funding partners) and on the BC Cattleman's website at: <http://www.cattlemen.bc.ca/agclimateaction.htm>. Please feel free to post them to your websites as well. I also have 50 hard copies of each factsheet in my office and am happy to try to get you each a few hard copies if you want.

Thanks,

Talon Gauthier

PRFSA General Manager

904-102 Ave

Dawson Creek, BC

V1G 2B7

1 877 630 2198

Climate Adaptation Strategies

Date:
January, 2017

Peace - Climate Adaptation Strategies

Peace Agricultural Adaptation Strategies Working Group Members

The working group consists of representatives from Peace Agriculture Organizations, provincial and local government:

- ⇒ BC Agriculture & Food Climate Action Initiative
- ⇒ BC Branch Canadian Seed Growers Association
- ⇒ BC Grain Producers Association
- ⇒ BC Ministry of Agriculture
- ⇒ Peace Region Forage Seed Association
- ⇒ Peace River Forage Association of BC
- ⇒ Peace River Regional Cattlemen's Association
- ⇒ Peace River Regional District

For more information:

Emily MacNair, Manager,
Adaptation Programming
Emily@BCAgClimateAction.ca

Samantha Charlton,
Project Coordinator,
Regional Adaptation
Program
Samantha@BCAgClimateAction.ca

Website:
www.bcagclimateaction.ca

Overview

In the spring of 2012, the BC Agriculture Climate Change Adaptation Risk & Opportunity Assessment was completed to evaluate how changes to the climate may impact agricultural production for key commodities in various regions of BC.

The assessment generated five regional and commodity specific reports including a "Snapshot Report" for grain and oilseed production in the Peace Region.

Building on the findings of the assessment, the Peace Region Adaptation Strategies plan was completed in the spring of 2013. A summary of the plan is also available. The plan identifies regionally specific collaborative strategies and actions that will enhance agriculture's ability to adapt to projected changes.



\$300,000 in funding from *Growing Forward 2*, a federal-provincial-territorial initiative, was available for eligible collaborative projects identified in the plan. Between Fall of 2013 and Spring of 2017 a number of adaptation projects were implemented in partnership with funders and local organizations. Implementation was overseen by a local working group.

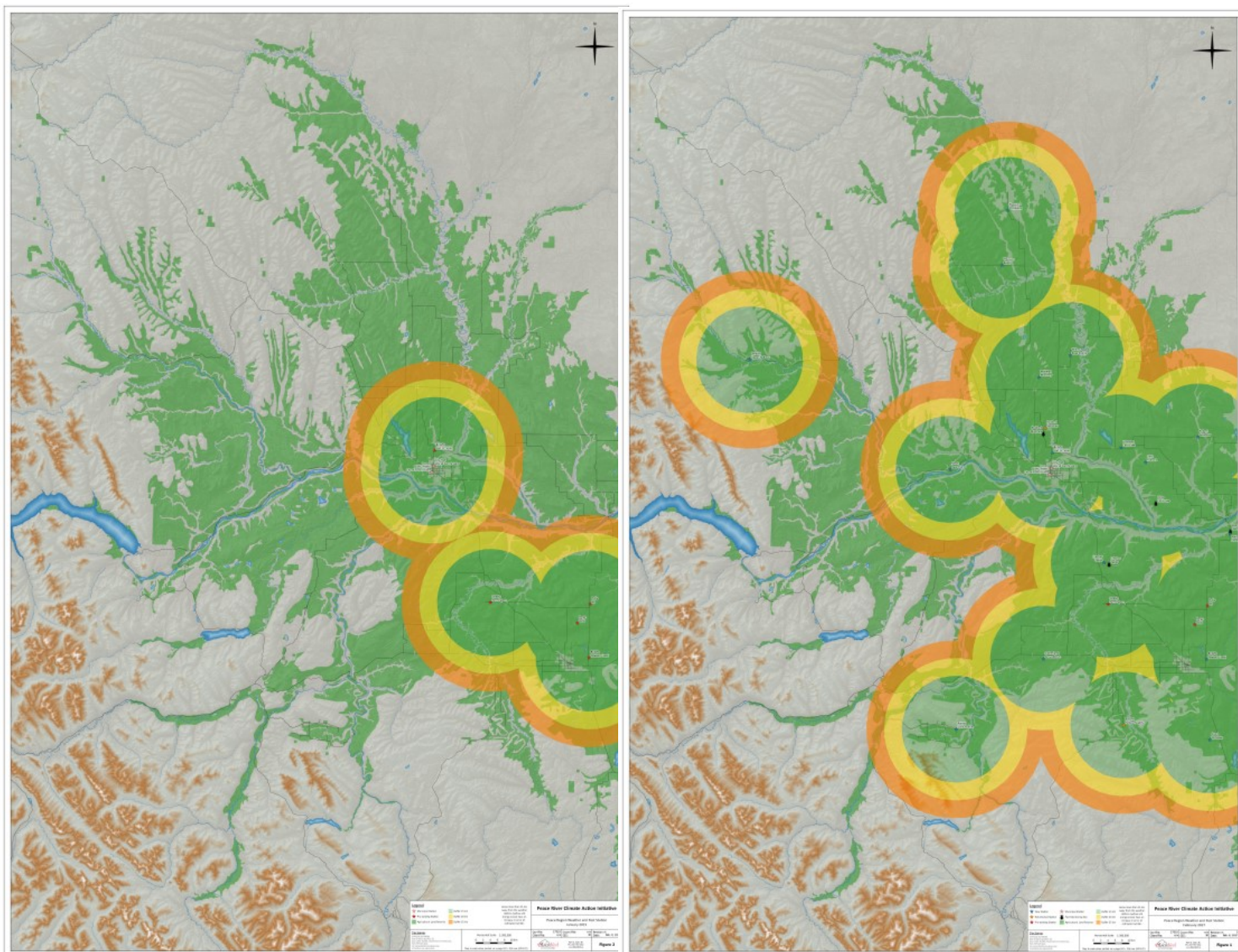
The Adaptation Strategies were a launching point for many projects that are going on even today in the Peace Region. Current projects to address climate change adaptation in the region include:

- * Improving Productivity and Profitability of Forage Land (Peace River Forage Association)
- * Pest Monitoring and Innovative Management (Peace Region Forage Seed Association)
- * Enhancing Peace Weather Monitoring and Utilization of Weather Data (Peace Region Forage Seed Association)

Published in Cooperation with
**Peace Agricultural Adaptation Strategies
Working Group**

This and more fact sheets can be found at
www.bcgrain.com; www.peaceforageseed.ca; peaceforage.bc.ca

Peace – Increasing Availability of Agriculturally Relevant Weather Data



Station coverage January 2015

Station coverage March 2017

In the spring of 2015, a project was initiated to improve the quantity and accuracy of weather data available for local agriculture. The images above show the resulting increase in coverage of available weather data. The green indicates the agricultural land base and circles on the image to the left show the extent of weather station coverage in January of 2015. The yellow circles show the 15 km range that weather stations can accurately represent precipitation. The outer orange circles shows the 25 km radius from weather stations where there is some coverage but decreased accuracy in representing precipitation.

The image on the right shows the extent of accurate weather station coverage today, resulting from the installation of 16 strategically located new weather stations. In addition to the new stations, a region-specific weather and decision-support tool website has been developed to share weather data – and related information and tools – with Peace region producers.

CHECK IT OUT: <http://weatherfarmprd.com/>

The Peace Agricultural Adaptations Strategies Working Group is ...

Collaborative Pest Monitoring

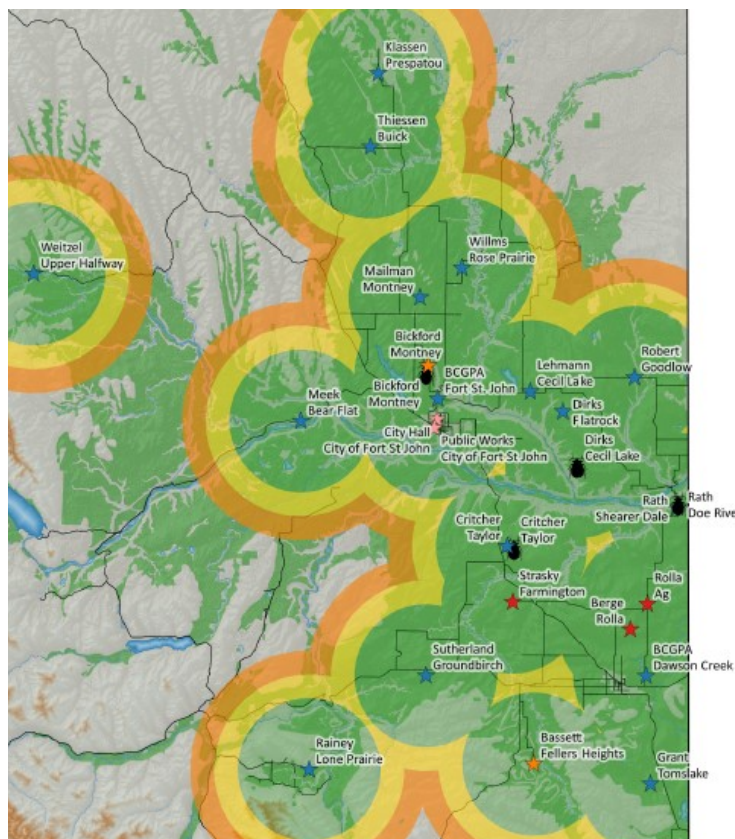
Projects initiated through the Peace Adaptation Strategies also enabled pest monitoring (insect, disease & weed) to expand in the BC Peace. The beetles on the map to the right show the locations of long-term annual crop pest monitoring stations that have been set up through this project. There are also many perennial pests being monitored in both forage and forage seed crops.

The introduction of this monitoring into the BC Peace gives producers relevant information throughout the growing season and as well as to prepare for the upcoming season. Data collected will be used to develop insect and disease models specific to the region.

For more information about this project contact pest@bcgrain.com.

[Peace – Collaborative Pest Monitoring \(2014 summary\)](#)

[Peace – Collaborative Pest Monitoring \(2016 report\)](#)



Evaluation of Irrigation Potential

Completed in 2016, the irrigation study assessed the potential for future feasibility of various irrigation scenarios in the BC Peace region. The study uses a set of six irrigation case studies, including single farm systems, small community systems, and large irrigation systems with different water sources and water storage capacity.

Based on water demand models for three reference crops, projected water supply, and detailed economic analysis, the study results indicate that, under current market conditions, irrigated agriculture in the Peace is only feasible under very specific conditions. While climate change will increase the feasibility of irrigation in the region, changing economics and/or cropping systems will be important factors influencing broader future feasibility.

[Peace – Evaluation of Irrigation Potential in the BC Peace Region \(2016 report\)](#)

[Peace – Evaluation of Irrigation Potential in the BC Peace Region \(2016 summary\)](#)

Innovative Management Practices for Resiliency – Farm Adaptation Innovator Program

Led by the Peace River Forage Association, this project worked with Peace producers using a farm systems approach to identify and to adopt nutrient management practices and forage production systems that are more resilient to weather extremes and climate change.

Three strategies were evaluated including: 1) revitalization of forage stand options 2) establishment, production and stand longevity of legume alternatives to alfalfa; and 3) identification of ways to reduce nutrient loss. The three production strategies were evaluated based on economic indicators, soil quality, soil and crop response and producer perspectives on the adoption of the practice.

Find detailed information and results at:
http://www.peaceforage.bc.ca/rd_resiliency_innovation.html

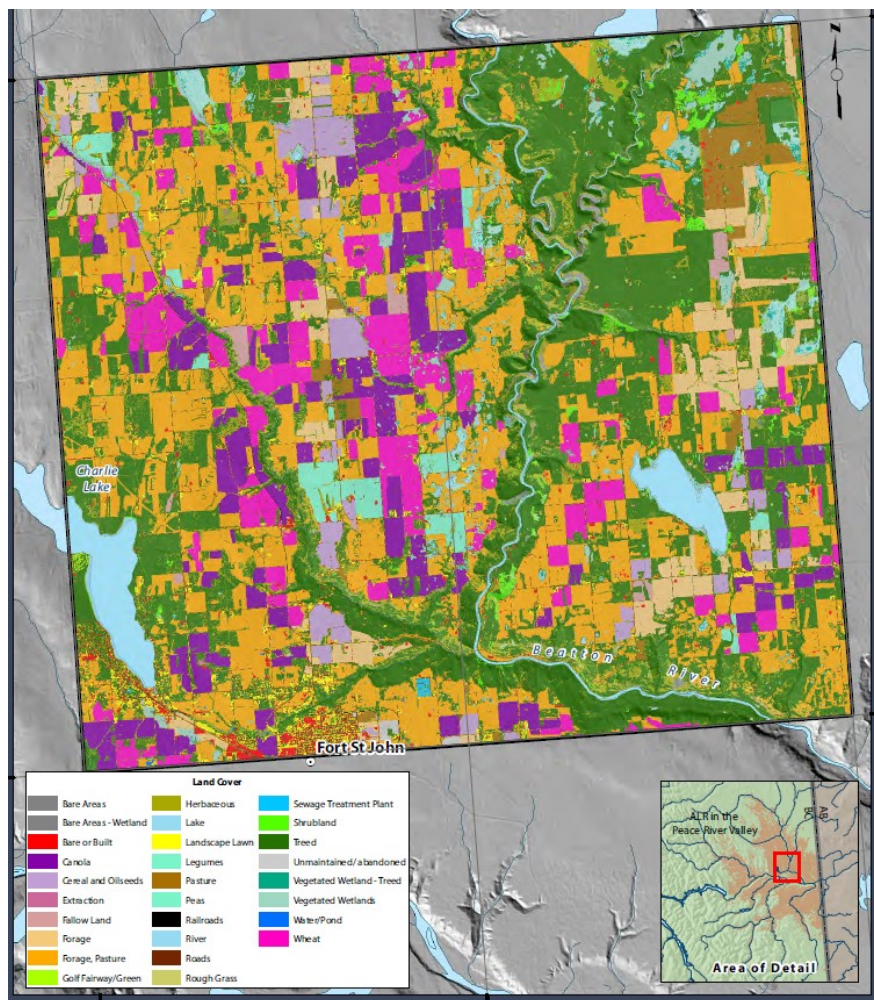
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Defining a New Approach to Agricultural Land Use Inventory (ALUI) in the BC Peace

The *Peace Adaptation Strategies* identifies the need to inventory the agricultural land in the BC Peace region in order to plan effectively for agricultural activities and needs such as current and future water demand. This background land use information is not only needed for agricultural water management, but also for regional level decision-making that involves all water users. By improving understanding of demand, as well as potential for water storage and supply sources, priorities for agricultural water development may be identified.

A feasibility study completed as a result of the Adaptation Strategies has determined that the utilization of an image classification technology allows the ALUI work to be completed at a significant cost savings. The costs associated with the manual approach are approximately 20 times more than the classification-based approach, which is especially important in a region as large as the Peace.

The image to the left shows canola acres in purple, wheat in pink, peas in light green. There are still some information gaps, but there is a lot of data to build upon for agricultural and water use planning.



The feasibility study is available at: <http://www.bcagclimateaction.ca/regional-project/pc04/>

Compiled & Circulated by: Julie Robinson, information credit to the BC Climate Action Initiative

This publication was supported by a program delivered by the BC Agriculture & Food Climate Action Initiative, with funding provided in part by the Governments of Canada and British Columbia through *Growing Forward 2*, a federal-provincial-territorial initiative.

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Funding contributions
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Climate Adaptation Strategies

Date:
January, 2017

Factsheet #1

When Needed Irrigation = Supplemental

Peace Agricultural Adaptation Strategies Working Group Members

The working group consists of representatives from Peace Agriculture Organizations, provincial and local government:

- ⇒ BC Agriculture & Food Climate Action Initiative
- ⇒ BC Branch Canadian Seed Growers Association
- ⇒ BC Grain Producers Association
- ⇒ BC Ministry of Agriculture
- ⇒ Peace Region Forage Seed Association
- ⇒ Peace River Forage Association of BC
- ⇒ Peace River Regional Cattlemen's Association
- ⇒ Peace River Regional District

For more information:

Any questions or concerns in regards to the Irrigation report contact: the BC Grain Producers
Toll free: 866-716-7179

Email:
sharla@bcgrain.com

Introduction:

A number of actions are identified in the *Peace Adaptation Strategies* to support agriculture to adapt to increasingly dry and drought conditions in summer, including the need to assess the potential for irrigation in the BC Peace Region. An irrigation feasibility study was completed in the autumn of 2015. The study - entitled, *Evaluation of Irrigation Potential in the BC Peace* - concluded that a small number of irrigation opportunities currently exist, and additional opportunities may exist in the future.

Supplemental Irrigation:

In the Peace Region, irrigation for field crops is likely to be planned on an as needed basis, since historically, most of the moisture necessary for growing a crop is provided through snow melt and summer rainfall. Based on long-term averages, there is a moisture deficit for Peace Region soils of approximately 40 mm to 140 mm (2 – 6 inches) varying by crop and by soil type. Although the major rainy season is in June/July, rainfall can be variable and it can come at inopportune times (and with climate change variability is expected to increase).

Supplemental irrigation is put in place anticipating that in some years irrigation will not be necessary, while in other years it will provide substantial benefits. An average moisture deficit of 87mm could be the result of a range of deficits from 29mm to 174mm.



Gun irrigation, photo courtesy of Nelson Irrigation.

Supplemental irrigation provides moisture at essential times, such as during crop germination (for even germination), tillering, seed set, or bolting stages. If a spring rain does not come until June 10 or later, crop germination could be seriously delayed in higher and drier parts of the field. A crop that germinates evenly will be better able to use the rainfall that comes later, compared to an uneven crop. About 120mm of rain or soil moisture is needed just to get the crop through the vegetative stage. Ungerminated seeds will not be able to use the later rain, except possibly to germinate late and lead to an uneven crop, which will be downgraded in quality, or may suffer from fall frosts.

Forage crops that are seeded in summer or early fall can also be affected by inadequate moisture, leading to thin stands, or non-winter ready crops which are very susceptible to winter-kill. Poor stands also lead to loss of fertilizer which is not absorbed by crops and can be lost to leaching or volatilization.

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This and more fact sheets can be found at
www.bcgrain.com; www.peaceforageseed.ca; peaceforage.bc.ca

Precipitation 1981-2010 (Figure 1)

Place	Precip Annual (mm)	As Rain (mm)	May to Aug precip (mm)
Fort St John	445	292	220
Dawson Creek	453	307	240
Baldonnel	-	322 (1971-2000)	-
Taylor Flats	-	320 (1971-2000)	-



Wheel move , photo credit of flickr user Brad Smith

Timing of moisture

Variability of rainfall means that moisture may not always be there when it is needed. Even when a sufficient amount of precipitation has fallen, a certain amount will run-off into surface water bodies, especially after heavy rainfall events, and if the soil is already saturated. In some cases only half of the moisture that falls during a heavy rainfall event may be retained in the soil, especially in the higher parts of a field. In addition, a proportion of moisture, especially from fall rains and snow melt, may deposit in the soil at a depth beyond the rooting depth of the crop, making it unavailable to the germinating or growing crop. The extent of this problem will vary with the soil type, with sandy soils losing more moisture to depth, and clay soils having more surface runoff.

Climate Change:

Average annual rainfall and rainfall between May - August has decreased by about 5% in the last twenty years (Comparing 1981-2010 normal with 1961-1990). Over the same time period, Growing Degree Days for Dawson Creek and Fort St. John have increased by about 4%. These changes mean that the gap between moisture and sunlight is increasing and while increased sunlight and temperatures can enhance crop growth and yields, decreased moisture can have the opposite effect.

Although the changes to date are not very large, if they translate to a ten percent change in yield, then this is worth noting. Irrigation can have an impact on reducing the solar-moisture imbalance which

exists regardless of change and this imbalance is likely to increase in the future.

In the Peace Region, the La Crete – Fort Vermilion area in Alberta has shown some dramatic changes for Growing Degree Days in the last ten years. Changes in moisture and Growing Degree Days have been smaller in the rest of the Peace Region. The variability in the region is worth noting as it will affect the moisture deficits at different locations as noted in *Figure 1*. However, the differences between most locations are not large, and the moisture deficits can be adjusted accordingly.

Moisture at La Crete (Figure 2)

Growing season precip	264 mm
Long term normal	
Growing Season precip	156 mm
2005-2015	

Moisture Deficits at La Crete 2008-2014 (Fig 3) (from Alberta Agriculture Irrigation Section)

Wheat	avg 142 mm
Barley	avg 87 mm
Canola	avg 170 mm
Alfalfa	avg 213 mm

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Crop Moisture Deficits:

From 2005-2015 the La Crete area is shown to have significantly less precipitation during its growing season when compared to the long term (30 year) average (*Figure 2*).

Figure 3 illustrates the average moisture deficits with different crops at La Crete, as well as the variability of average moisture deficits for different crops over a seven year period from 2008-2014, and include the stored winter moisture. These moisture deficits are higher than those that would be calculated for Dawson Creek and Fort St. John; they would be adjusted downwards by approximately 60-80 mm for Dawson Creek. They illustrate average deficits due to the variability from one year to the next.

The highest moisture deficit for alfalfa was 381mm, and adjusted downward for Dawson Creek to a possible moisture deficit of approximately 250mm, or 10 inches of moisture, in an extremely dry year. This is because alfalfa is a high water use crop when grown for forage such as hay or silage. The deficit will depend on soil type, rooting depth and age of the alfalfa stand, as well as the amount of spring run-off from particular fields, and the length and heat units of the growing season.

It is worth noting that even when the average moisture deficit is zero, there will still be moisture deficits about half of the time and there will be a moisture surplus or sufficiency the other half of the time.



Centre Pivot, photo courtesy of Dave Reede

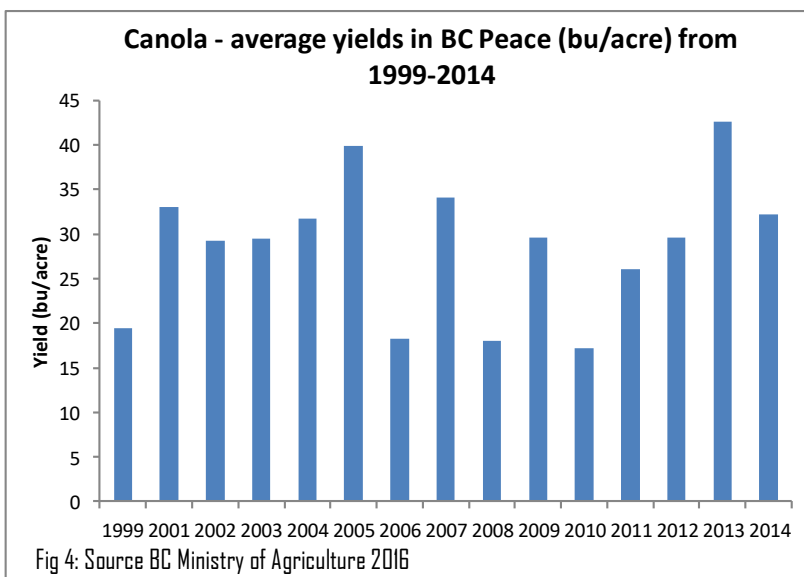
“Alberta research has shown that under good environmental conditions, for each 25 mm (1 inch) of water used, wheat produces 5 to 7 bushels/acre, barley produces 7 to 9 bushels/acre and canola produces 3.5 to 4 bushels/acre.” (Alberta Agdex 100/561-1 - Crop Water Use and Requirements) It is important to note that once a crop has reached full potential, additional water will not increase the yield.

The recently completed study - *Evaluation of Irrigation Potential in the BC Peace* (2016) - assumes an irrigation demand of 75 mm for wheat, 200 mm for Canola, and 300mm for forage.

A moisture deficit of 100mm in Canola could result in a yield loss of about 16 bushels/acre, which could translate to \$174 of gross revenue per acre. A

deficit of 100mm for wheat could result in a yield loss of 24 bushels/acre, valued at approximately \$165/tonne (CPSR) or \$245/tonne (CWRS), or from \$108 to \$160/acre. In an extremely dry year, irrigation could remove a 200mm deficit and provide a benefit for canola of \$350/acre.

On the other hand, the costs of irrigation must be considered, and costs are dealt with in more detail in Fact Sheet #3 (*Economics of Supplemental Irrigation*). It is important to note that average numbers will rarely apply to a particular parcel of land, and that every parcel of land, type of crop, and type of irrigation system will differ in its impact on the costs and benefits of supplemental irrigation.



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The amount of supplemental irrigation required can vary depending on a number of factors, including crop type, seeding dates, crop varieties, soil type, slope direction, tillage practices (direct seeding), timing of rainfall, and irrigation efficiency. *Figure 4* illustrates how variable B.C. Peace canola yields have been over the last 14 years. This data helps to illustrate that the years in which irrigation could see a return on the farm would also be variable.

The benefits and costs of irrigation can vary depending on crop type, price of the crop, extra fertility required, distance to source of the water, cost of irrigation system, efficiency of water application, pumping elevation required, type of energy used for pumping and cost of energy.

Supplemental irrigation is most useful when it can be applied to an entire field within a relatively short period of time. This is because it is used to provide moisture at essential times to prevent the crop from reaching the wilting point, when it will suffer irreparable damage. It can also provide moisture for uniform crop germination, but the greatest benefit will be if all of the field receives moisture within two or three days, so that the crop is uniform.

With supplemental irrigation, fertilizer rates can be optimized and the risk of fertilizing for high yields

and having unused wasted fertilizer sitting in the field can be reduced, resulting in economic as well as environmental benefits. Environmental benefits include the reduction of leaching and runoff of nitrogen, as well as reduction in the volatilization of nitrogen in the form of ammonia and nitrous oxides.

In order to estimate the value of supplemental irrigation on a particular field, the best yield achieved under dryland conditions on that field in the last twenty years can be used as a guide for potential yield benefits of irrigation. A starting point for evaluation for a parcel of land may be to compare average field yields to the best ever crop on that field. It may be possible to exceed that “best crop ever” through irrigation, since in a dry year it is often the case that there will be more Growing Degree Days or heat units available for crop growth.

However, a risk associated with maximizing irrigation based on soil field capacity in the Peace Region is a possibility of excessive soil moisture saturation. If the soil moisture is at field capacity just before a major rainfall event, then some damage to a growing crop may result if there is prolonged field flooding or water-logging due to heavy rains. It is important to pay attention to weather forecasts, and evaluate the relative risks of too much soil moisture in some years and at some times of the year.

Resources:

BC Ministry of Agriculture, Food and Fisheries. 2005 *BC Irrigation Management Guide*. [online] Available at: http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/water/irrigation/irrigation-management-guide/577300-0_irrigmgmtguide_chapter_00_how_to_use_with_titlepage.pdf

BC Ministry of Agriculture. 2014. *BC Sprinkler Irrigation Manual*. [online] Available at: <http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/agricultural-land-and-environment/water/irrigation/sprinkler-irrigation-manual>

Alberta Ministry of Agriculture & Forestry. 2017. *Crop Water Use and Requirements*. [online] Available at: <https://open.alberta.ca/dataset/9a017865-5692-464d-92ac-93b5d50558db/resource/c0d20e0c-9f14-4f6d-8144-b8a6bc3452ba/download/5485851-2011-Agri-Facts-Crop-Water-Use-Requirements-Revised-100-561-1-2011-11.pdf>

Alberta Ministry of Agriculture & Forestry. 2017. *Irrigation Management in Alberta*. [online] Available at: [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex13628](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex13628)

Compiled & Circulated by: John Zylstra, Julie Robinson, Talon Gauthier

“Evaluation of Irrigation Potential in the BC Peace Region” was Administered by **BCGPA**, Fact Sheets compiled with the administration of **PRFSA**

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Date:
March, 2017

Factsheet #2

Irrigation Site Specifics

Peace Agricultural Adaptation Strategies Working Group Members

The working group consists of representatives from Peace Agriculture Organizations, provincial and local government:

- ⇒ BC Agriculture & Food Climate Action Initiative
- ⇒ BC Branch Canadian Seed Growers Association
- ⇒ BC Grain Producers Association
- ⇒ BC Ministry of Agriculture
- ⇒ Peace Region Forage Seed Association
- ⇒ Peace River Forage Association of BC
- ⇒ Peace River Regional Cattlemen's Association
- ⇒ Peace River Regional District

Introduction:

In the Peace Region, opportunities for supplemental irrigation of field crops and the associated capital costs are closely linked to local conditions. After evaluating the potential crop water use deficits, yield benefits, capital costs and operating costs, a site specific feasibility study needs to be done in order to determine site suitability.



Before setting up an irrigation system it is recommended that a soil and landscape analysis be performed by a professional agrologist, or otherwise qualified individual, which includes all of the following factors.

- local climate (see fact sheet #1)
- soil type
- topography (land slope and aspect)
- location of water source (distance)
- elevation of water source (lift)
- water availability and quality

Soil Type:

While a wide variety of soils can handle irrigation, some soils will be limited in responding to irrigation and other soils will require more volume or frequency of water application to produce a crop due to holding capacity differences. Examples of soils with limiting conditions are described below:

- **Soils with low productive capacity** due to acidity, excessive salinity or high sodium content will not be able to respond fully to increased moisture from irrigation as crop type will be limited as well as crop yield response.
- **Soils with high sand content** will not retain moisture very well and will therefore require more moisture or more frequent moisture; there is also a higher risk of nutrient leaching which causes both environmental and production problems (note: sandy loams are good candidates for irrigation)
- **Soils with high clay content** will have a lower infiltration rate which limits the amount of water that can be added at a time; therefore, irrigation pipes must be moved frequently and/or a lower pumping rate must be used to avoid flooding, ponding and runoff of surface water.
- **Shallow soils** that have bedrock too near the surface have the potential for water logging below the surface and, as well, the shallow topsoil becomes a limiting factor for maximum crop growth potential.

While these limiting conditions do exist in some locations the Peace River area and should therefore be considered, they do not apply to the majority of

For more information:

Any questions or concerns in regards to the Irrigation report contact: the BC Grain Producers
Toll free: 866-716-7179

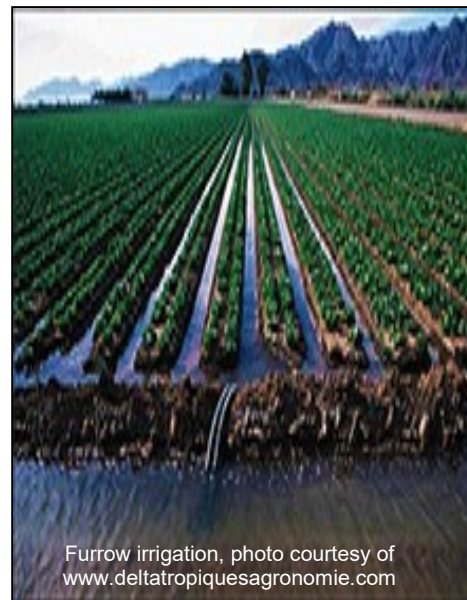
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sharla@bcgrain.com

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www.bcgrain.com; www.peaceforageseed.ca; peaceforage.bc.ca

Figure 1. Plant-available water and infiltration rate based on soil texture

Soil Texture	Plant Available Moisture in 1-M Root Zone		Basic Infiltration Rate When Soil is Saturated
	(mm)	(in)	
Loamy Sand	112	4.4	26-60
Sandy Loam	140	5.5	25.6
Loam	180	7	6.8
Sandy Clay Loam	152	6	4.3
Silt Loam	200	8	13.2
Clay Loam	200	8	2.3
Silty Clay Loam	220	8.7	1.5
Sandy Clay	172	6.8	1.2
Silty Clay	212	8.3	1
Clay	192	7.6	0.6



Soil Type cont'd

agricultural soils in the region. In contrast to these soil limitations, any soil that has produced bumper crops under non-irrigated dryland conditions in the past may be a good candidate for supplemental irrigation. In some cases, different soil quality will simply require an adjustment of irrigation rates and methods (see Figure 1). Fewer limitations exist for sprinkler irrigation than for furrow or flood irrigation.

Soil variability within a particular field also becomes an issue with irrigation management. If a portion of a field is dramatically different than the rest with regards to soil texture (e.g. sandy loam and clay loam) then the moisture requirements will be different. Under dryland conditions this texture difference can usually be seen in the response of a crop to a drought. This means that the irrigation settings for the field may not be optimum for both soil textures, but perhaps only for the soil with the least limitations. While some irrigation systems can be adjusted for different water requirements in different parts of the field, these systems will likely be more expensive than a more basic system.

Topography

In addition to soil type, the landscape itself has an impact on irrigation rates, methods and benefits. Most landscapes in the Peace Region are not suitable for flood irrigation or for furrow irrigation, except for small horticulture fields, such as for potatoes or vegetables.

However, most fields could be suitable for wheel-move or center pivot systems, provided slopes are not too steep. Slopes up to 2% are quite suitable for wheel-moves and center-pivot systems. As slopes increase beyond that, a larger pump may be required in order to maintain pressure at the higher points in the field. A difference in pressure between the higher and lower parts of the field might be compensated for with special nozzles that adjust rates as needed, but this will add to the cost of the system.

If topography is too variable, there may be a problem for movement of systems, such as the wheels of a center pivot, through low spots in the field which will remain too wet.

North facing slopes will likely require slightly less water than south facing slopes, since the sun warms up and evaporates moisture more quickly from south facing slopes. Areas shaded by trees may also have differing levels of moisture use and losses.

Topography also affects pumping energy requirements. A 2% slope will add 50 feet, or 15 meters of elevation from one side of the field to the other. If the irrigation water enters at the low end of the field, this 15 meters of elevation must become part of the calculations for determining pump size requirements as well as line size requirements for the system.

Water Source:

Water source is essential to the success of any irrigation project. In the Peace Region, the Peace River carries more water than all other Alberta rivers combined. However, most of the land in the Peace Region is 300 meters above the level of the river, and this makes the cost of pumping river water for irrigation to the highlands very costly, and usually prohibitive. When looking at the water source for supplemental irrigation, there are a number of inter-related factors that must be considered including:

- water source relative location and elevation;
- pumping costs and logistics (pipe/pump sizes);
- water licences and public land access;
- water quality; and
- water quantity requirements.

Pumping cost considerations:

- Horizontal and vertical distances from source to irrigation site
- Size of pipe and pump used as well as pump and water line efficiencies
- Type of power used (diesel, natural gas, electric)
- Pricing contracts for power

Pumping cost example and reference point

(costs will vary with power type, pump and pipe size, energy pricing contracts)

\$5/acre inch or \$44/acre foot for 100 ft of lift
\$25/acre foot for 16km horizontal movement

Licensing and access considerations

Water licenses are required as per the *Water Sustainability Act* and can be obtained through the relevant Ministry (FLNRO & Rural Development), in order to ensure that sufficient water is retained for environmental and wildlife purposes. In addition, prior users of the water source need to be considered. Construction of access and pipelines across public lands will require permission from the relevant government departments.



Pivot Irrigation system, courtesy of www.zimmatic.com

Quantity Example (100 mm moisture deficit)

- 100 mm of water added to 132 acres (the size of an unmodified center pivot on a 1/4 section)
- 132 acres = 53000 m²
- 53000 m² x 1/10 m water = 5300 m³ or 5.3 million liters = 5300 tonnes of water
- 5300 m³ stored on 10 acres would require a depth of 132/10 x 100 mm = 1320 mm; so almost 1.5 m of water on 10 acres would be completely drained under such a situation, not including losses to evaporation and seepage
- note: the quantity needed at one time determines the sizes of pipes and pumps needed to provide a certain flow volume; typical flow rate requirements are 4-7 gallons per minute per acre

Water Quality and Irrigation

In most cases, surface water will be suitable (the Peace River is particularly good quality water with very low levels of salts).

Some surface water bodies may be acidic, or may contain higher levels of salts, depending on where water originates (particularly true if water originates from a spring).

Groundwater generally contains higher levels of salts, and may have slower rates of replacement, factors which may affect long term soil quality and limit withdrawal quantity (i.e. make it less suitable for sustained irrigation).

Water considered safe for irrigation has an electro-conductivity level of less than or equal to 1.0 dS/m and a sodium adsorption ratio (SAR) of less than or equal to 5 (initial soil quality should be considered).

Alberta Agriculture Salinity and Sodicty Guidelines for Irrigation Water

For supplemental irrigation, the quantities of water needed are much less than in parts of the country or the world where 95% of the crop water demands are met by irrigation, such as in southern California, southern Alberta, or in parts of the Okanagan. Nevertheless the potential water sources in the Peace Region should be analyzed for salt and mineral content, and in particular for sodium content. Salts and sodium can accumulate in the soil and eventually cause harmful effects on crop production levels. This is especially true if the soil is already at a marginal level for salinity or sodicity.

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Forage Water Use:

In very dry conditions, and for high water use crops such as alfalfa, considerably more water could be used to irrigate 132 acres of land (than is outlined in the previous Quantity Example on page 3). Forage and grass crops can use more water because they begin to grow earlier, as much as four weeks before annual crops emerge from the ground. They can also utilize water in the fall after annual crops are mature and have stopped using moisture for growth.

Since alfalfa has a very deep rooting system, it can access water from deeper in the soil profile later in the summer. However, if the soil profile at depth is also dry, it could benefit greatly from additional water, which would increase forage volume as well as perhaps allow for an additional cut of hay. Since alfalfa produces its own nitrogen, when well inoculated, it has great potential. However, if alfalfa is grown continually under high production conditions under irrigation, and then removed from the field as hay or silage it will require more additions of other nutrients such as phosphorus, and possibly sulfur and potassium in order to sustain production.

Forages in the BC Peace region could use as much as 350 mm of water added.

Kerr Wood Leidal report *Evaluation of Irrigation Potential in the BC Peace Region*

Resources:

Alberta Ministry of Agriculture & Forestry. 2016. *Beneficial Management Practices for Irrigated Crop Production*. [online] Available at: [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex9384](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex9384)

BC Ministry of Agriculture. 2014. *BC Sprinkler Irrigation Manual*. [online] Available at: <http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/agricultural-land-and-environment/water/irrigation/sprinkler-irrigation-manual>

Kerr Wood Leidal Associates Ltd. 2016. *Evaluation of Irrigation Potential in the Peace Region*. [online] Available at: http://www.peaceforageseed.ca/pdf/research_updates/PC05-Evaluation-Irrigation-Potential-Peace-report.pdf

Alberta Ministry of Agriculture, Food and Rural Development. 2005. *Tall Fescue Seed Production in Western Canada*. Agdex 127/15-3. [online] Available at: [http://www1.agric.gov.ab.ca/\\$Department/deptdocs.nsf/all/agdex9860](http://www1.agric.gov.ab.ca/$Department/deptdocs.nsf/all/agdex9860)

Forage Seed Production:

For forage seed crops, some of the same principles for irrigation will apply as those used for forage production. However, timing of irrigation can be critical as maximizing seed production requires different management than maximizing forage or dry matter production.

Fall Moisture:

- Essential for the tillering that will produce seed heads in the spring
- Critical to good establishment of the forage seed crop before winter prior to the seed production year

Spring/Summer Moisture:

- Essential given that forage grass such as tall fescue can use 55- 65 cm of moisture from spring to the end of July
- Additional moisture applied to crops after seed set can improve seed size, but can no longer improve the basic potential of the crop (and may also delay maturity somewhat)
- Given the nature of pollination for some forage seed crops, ideal pollination conditions should be considered and irrigation minimized or eliminated at the appropriate time in order to maximize pollinator actions (e.g. leaf-cutter bees prefer warm and dry conditions)

In some years, sufficient moisture can double the seed yield (e.g. for fescue or brome grass) but there is no data for an average potential crop response to moisture alone.

Moisture for forage seed crops will provide the biggest benefit when applied prior to seed set, so that the vegetative growth provides the best conditions for maximum amount of viable tillers and seeds produced. This is when the forage crop has the highest water demand.

Compiled & Circulated by: John Zylstra, Julie Robinson, Talon Gauthier

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Economics of Supplemental Irrigation

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For more information:

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Toll free: 866-716-7179

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sharla@bcgrain.com

Introduction:

Prior to beginning almost any project, numbers must be crunched in order to determine whether or not the benefits and opportunities of an activity will outweigh the costs. A supplemental irrigation system has the potential to increase crop yield; however, depending on a number of factors (see Fact Sheet #2, *Irrigation Site Specifics*), capital and operational costs may make the project unfeasible when compared to potential yield increases.



Courtesy of the American Society of Agronomy

A 2016 Kerr Wood Leidal report - *Evaluation of Irrigation Potential in the BC Peace* – evaluated six irrigation scenarios in the Peace Region. The report indicates that there are significant limitations with regards to the feasibility of irrigation in the B.C. Peace Region, but under favourable conditions, irrigating cereals and oilseeds could provide net revenue. However, location, water source, energy costs and crop prices are all contributing factors to the economic feasibility of an irrigation project.

A thorough analysis of gains and costs prior to implementing a supplemental system will provide a better idea of whether or not supplemental irrigation is suitable for a particular parcel of land.

Potential Benefits of Supplemental Irrigation:

When discussing opportunities for supplemental irrigation, it is important to note that the word 'potential' is inextricably linked to the word 'benefit'. So much depends on individual site conditions, crop type and irrigation system type that, without direct local research, crop response may be difficult to quantify. The costs of implementing these systems, however, are much more firmly quantifiable. Figure 1 outlines examples of average yield and moisture data which gives an idea of potential gains to be made through irrigation.

In general, potential gains of supplemental irrigation are as follows:

- Increased yield benefits (site/crop specific), including for forage seed crops
- Uniform germination which may lead to increased yield but also to improved crop quality and grade (i.e. better pricing for crop), as well as easier and earlier harvest conditions and likely reduced costs for drying grain
- For forage crops, there may be potential for an additional cut of high quality hay, as well as potential to extend the productive life of the forage stand through the avoidance of drought stress (forage crops are high moisture users and become drought stressed easily - problems with moisture reserve in an extended growing season can be eased with timely irrigation)

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www.bcgrain.com; www.peaceforageseed.ca; peaceforage.bc.ca

Figure 1. Examples of potential benefits for supplemental irrigation

Examples	Crop Type	Moisture Amount	Gain ***	Monetary Value
1	Canola*	100 mm added	16 bushels/acre increase in yield	\$174 gross revenue/acre
2	Wheat*	100 mm added	24 bushels/acre increase in yield	\$108 (CPSR) to \$160 (CWRS) gross revenue/acre
3	Barley*	100 mm added	32 bushels/acre increase in yield	Not calculated
4	Wheat	Enough to promote uniform germination	Shift in wheat grade from feed to CWRS	Increase of \$85/tonne
5	Tall Fescue Seed**	Under minimal moisture Under optimal moisture	200-900kg/ha 700-1500kg/ha	Not calculated

*estimates based on Alberta Agdex 100/561-1 Crop water use and requirements and actual crop response will vary with individual scenarios

**estimate based on Alberta Agdex 9860 Tall fescue seed production in western Canada

***once crop has reached full potential additional water will not increase the yield

Potential Benefits cont'd

- For forage seed crops, some of the above applies as well, and good moisture in the fall is essential for tillering that will produce seed heads in the spring; furthermore, depletion of spring soil moisture plays a major role in reduced yields for the second year - a problem which could be abated with irrigation (it should be noted that for forage seed crops there is little data on average potential crop response to moisture alone and potential gains cannot be firmly estimated without further data - see Fig. 1)

One way of determining the potential gain from irrigation is to evaluate the crop yields on a parcel of land over the last twenty years. It can be assumed that the highest yield on that parcel could be expected more often under irrigation, provided that weeds, disease, and fertility are well-managed. Excessive soil moisture saturation (water-logged or drowned soils) must also be prevented. An alternative approach is to use the examples in Fig. 1 and adjust the scenario accordingly with the help of a knowledgeable local producer and/or agronomist.

It is worth noting that even when the average moisture deficit is zero, there will still be moisture deficits about half the time, as there will be a moisture surplus, or sufficiency, the other half of the time. Therefore, supplemental irrigation should not be discounted in this case.

Capital Costs

The annualized capital costs for supplemental irrigation can be as much or higher than the annual operational (energy) costs. These costs can be broken down into five general categories: system; pipes; pumps; installation; and (depending on individual situations) financing.

1. Cost of Systems

It is important to keep capital costs down, and for this reason it could be advantageous to purchase a used center pivot system which is still functional. This reduces the investment risk, and since the system will be used at about one third the rate of common use in southern Alberta for field crops, it is likely to last longer. Used systems are available in Canada or in the northern USA. Where aquifers have become depleted, or where older systems have been replaced, some used systems have been sold for about 20% of the new price. Occasionally these systems lack some of the options of newer systems, but some do have low drift nozzles, swing extensions and other options.

Wheel move systems can be very economical to purchase, since many of these have been replaced by center-pivots and have become surplus. However, wheel-move systems are much more labor intensive than center-pivots using ten times as much labor.

Capital Costs cont'd

On the other hand, they can be very beneficial for use in odd-shaped fields and for higher value small-acreage crops.

Center pivots can range in cost from \$60,000 to \$140,000, depending on age and options, although some used systems have been available for as low as \$30,000. The advantage of center-pivots is that they can be operated and monitored remotely; however, of course, they cannot be repaired remotely.

2. Cost of Pipes

Six-inch aluminum pipe (used) has been advertised online (e.g. Kijiji) for \$3.75 per foot, or \$9000 for 2400 feet. Such pipe would be used for a supply pipe to bring water from source to the pivot. Sometimes larger pipe such as eight-inch diameter is required to meet the needs of the system. If buried, the costs of trenching need to be considered, but as long as pipes are drained before frost they can be buried at relatively shallow depths. In some cases the pipe can be on the surface of the ground if the pivot does not need to cross the pipe.

3. Cost of Pumps

Pump costs can vary greatly, depending on the size and whether they are powered by diesel or electricity. Electric power tends to be the least costly, but obtaining sufficient power to the pump can increase capital costs. The pivot itself will require power for around 10hp for the motors to drive the wheels of the pivot.

4. Cost of Installation

Costs of installation vary greatly, depending on the type of supply lines used, whether the water lines are buried or left on the surface, the distance from source to pivot, the type of pump used, installation of three-phase electrical power, etc. Each of these costs will be situation dependent, and must be investigated locally. In some cases, installation costs will be as great as the cost of the purchased system.

The biggest factor in the cost of irrigation is the capital cost of purchase and installation; therefore, the more that can be done to reduce these costs, the more feasible the system becomes.

5. Cost of Financing

In addition, the financial situation of the owner will play a role in determining the economics of supplemental irrigation. If money must be borrowed to purchase a system, then interest rates and cash-flow will be significant. If money is not borrowed, then the implications for taxes and opportunity costs should be considered. In some cases, purchasing more land may be a better option, while in other cases, where land is scarce and high-priced, irrigation may be a viable way of increasing production.

Operational (Energy) Costs

Energy costs vary depending on supplier, location, and amount used. In addition, fixed costs of energy supply can also be affected if larger transformers or three-phase power is introduced to the farm system.

Example

- ⇒ if energy cost is \$4.68 per 25mm/ac for a 100 ft lift; and
- ⇒ if water source is 300 ft below land parcel and 16 km horizontally from land parcel and water required is 100mm per acre; then
- ⇒ energy costs for lift would be \$32.70/acre to \$48.00/acre plus \$24.92 to pipe 16km from source

BC Hydro has an irrigation energy rate of \$0.0537/kwh, with a fixed cost of \$5.37 per KW of connected load (motors/pumps) per month. With a 40kw pump, this fixed cost equates to about \$220/month for 8 months. The size and capacity of the system, and the amount of water added per week will impact the KW requirements and the kwh used. The elevation requirement for pumping will impact the size of the pump required. Various online calculators can help provide a general estimate of the power requirements needed for an scenario you are proposing.



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Pricing

A quarter-section system that irrigates about 132 acres typically costs \$1300 to \$1500 per acre, excluding the cost of groundwater well construction, pumps and power units. Larger systems usually cost less on a per-acre basis, down to \$900 to \$1000 per acre.

Every parcel of land, every water and energy source, as well as the efficiency of every system, will be different; therefore, a detailed individual economic analysis is necessary before any decisions are made to purchase and install a system on a particular parcel of land.

Example: Costs and gains for a BC irrigation system with a 100 foot elevation

Costs

- \$3 to 18 per acre depending on energy source
- For electricity, operating cost of approximately \$3 per acre for 100mm water (Using the calculator at the bottom of the page <https://www.uaex.edu/environment-nature/water/irrigation.aspx>)
- Combined with fixed cost for interest and depreciation of \$75.00/acre and fixed cost to BC Hydro of \$11.00/acre
- Total cost in year where 100mm used would be \$90/acre for 132 acre pivot

Potential issues/costs: crop price changes; fertilizer and fungicide requirements increased

Gains

- Gross return of \$160 per acre for 100mm added; therefore **net return of \$70 per acre**
- **Note:** increased water needs do not add much to costs (e.g. \$93/acre for 200mm) though fixed costs remain the same even if water is not required that year (i.e. \$86/year for 0mm)
- Forages could require up to 350mm or more

Resources:

Alberta Ministry of Agriculture and Rural Development. 2011. *Irrigation system application efficiency values*. Agdex 563-1. Irrigation and Farm Water Division. Lethbridge, Alberta. Alberta Agriculture and Rural Development.

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From: [Kerry France](#)
To: [Kerry France](#)
Subject: Stakeholder Survey - FSJPL
Date: December-05-17 3:16:35 PM
Attachments: [image001.png](#)

Dear Stakeholders and Partners,

The Fort St John Public Library Association is currently developing our 2018 - 2020 strategic plan and your input would be valuable to us in development of this plan! If you haven't already, please consider completing this short online survey to help us plan future library services to address community needs. Feel free to pass this email on to anyone in your organization.

We understand your time is valuable; there are 18 brief questions with an average completion time of 8 minutes. The survey will close **December 31, 2017**.

The survey can be found by following this link: <https://www.surveymonkey.com/r/FSJPL2018>.
Or, it will also popup when you visit <http://www.fsjpl.ca>.

FSJPL thanks you for your participation in our community's future!

Kerry France | Director of Library Services

Fort St John Public Library

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REPORT

To: Rural Budgets Administration Committee

Date: November 7, 2017

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

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

FOR DIRECTORS INFORMATION:

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

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

GIA Allocation Meetings:

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

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

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

Volunteer Appreciation Banquet:

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

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

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

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

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

Other Considerations:

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

OPTIONS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

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

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S): none

Attachments:

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



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: August 8, 2017

From: Jill Rickert, Community Services Coordinator

Subject: Awards and Recognition Program Survey – Results and Recommendations

RECOMMENDATION(S):

That the Rural Budget Administration Committee approve the following recommendations:

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

BACKGROUND/RATIONALE:

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

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

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

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

Staff Initials:

J. Rickert

Dept. Head:

J. Morgan

CAO:

Ch. Birk

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OPTIONS:

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

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

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

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

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

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

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

STRATEGIC PLAN RELEVANCE:

None

FINANCIAL CONSIDERATION(S):

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

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

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

Previously Received - August 17, 2017

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

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



PEACE RIVER REGIONAL DISTRICT

Awards and Recognition Program Survey

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

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

INDIVIDUAL VOLUNTEER ACHIEVEMENT AWARD Yes ☐ No ☐

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

RURAL FACILITY EXCELLENCE AWARD Yes ☐ No ☐

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

RURAL ORGANIZATION AWARD Yes ☐ No ☐

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

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

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

diverse. vast. abundant.

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

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

Too far to travel ☐

Cost of gas ☐

Banquet ends too late ☐

Other ☐

Road conditions ☐

Work Commitments ☐

Requires overnight accommodation ☐

Weather conditions ☐

Family Commitments ☐

Not interested in attending ☐

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

Continue with the banquet in October ☐

Have the banquet in April ☐

Other ☐

Provide a workshop for volunteers before the banquet ☐

Hold the banquet every other year ☐

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

Previously Received - August 17, 2017

POLICY STATEMENT

Rural Recreational & Cultural Grants-in-Aid

1) Introduction

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

2) Definitions

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

3) Recreational & Cultural Grants-in-Aid Eligibility

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

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

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

4) Application Process

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

5) Eligible Expenses

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

6) Annual Grant Allocations

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

7) Approval Process

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

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

8) Recreational and Cultural Grants-in-Aid Budgets

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

9) Unallocated Funds

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

10) Unspent Funds

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

11) Claim Reimbursement

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

12) Sources of Revenue

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

13) Annual Reports

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

14) Funding Amendments

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

15) General

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

16) Limitations

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

17) Recognition

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

ADMINISTRATIVE PROCEDURES

Rural Recreational & Cultural Grants-in-Aid

1) Application Packages:

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

2) Receipt of Application Packages

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

3) Review of Application Packages

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

4) Incomplete or Late Applications

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

5) Allocation Meetings

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

6) Approval of Grant Allocations

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

7) Claim Reimbursement

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

8) Funding Amendments

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

9) Unspent Funds

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



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “K” – Rural Recreation Volunteer Banquet

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

1) Purpose

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

2) Frequency & Location

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

3) Budget

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

4) Invitations

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

5) Awards & Nomination Process

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

6) Nomination Criteria:

a) Individual Volunteer Achievement Award:

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



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “K” – Rural Recreation Volunteer Banquet

b) Rural Facility Excellence Award:

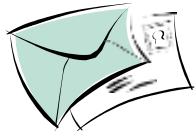
- i. Presented for excellence in facility concept, design, development, maintenance or operation. The facility shall have demonstrated outstanding and/or innovative aspects which have made or could make significant impact in the recreation or cultural field.
- ii. The facility must be accessible to all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

c) Rural Organization Award:

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

Timeline for Staff

November



Applications Mailed Out

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

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

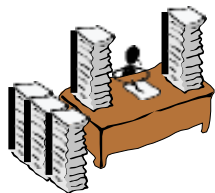
January



Application Deadline – January 31st

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

February



Directors Review – February RBAC

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

March



Directors Review – March RBAC

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

April

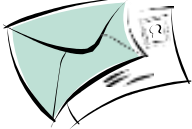


Grant-in-Aid Allocation Meetings

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

Timeline for Staff

May



Directors Approval – May RBAC

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

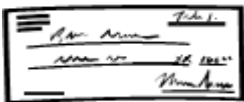
June



Start Packages out to Recipients

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

August



Claim Reimbursement

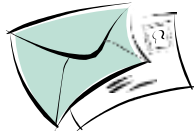
1. Societies may submit claims for reimbursement of expenses beginning August 1st.
2. Staff review claim and supporting documents, verify expenses are eligible as per approved projects.
3. Claim amount is recorded in the GIA Summary Report spreadsheet for tracking of funds.
4. Claim is approved by General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



Volunteer Banquet

Timeline for Staff

August

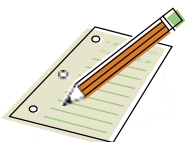


Invitation packages Mailed Out

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

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

September



Banquet Planning

Staff finalize the following details:

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

October



Banquet Planning

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

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

Day of Event

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

November



Directors Review – November RBAC

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

Current Budget for Annual Volunteer Appreciation Banquet

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

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

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

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

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

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

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



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: November 22, 2017

From: Trish Morgan, General Manager of Community Services

Subject: Old Fort Hudson's Bay Cemetery Options

RECOMMENDATION(S):

That the Rural Budgets Administration Committee recommend to the Board to authorize staff to hold a public meeting in the spring of 2018 in Fort St John to seek feedback from the public on whether to obtain the property known as the Old Fort/Hudson's Bay Cemetery to be maintained as an Area C community park.

BACKGROUND/RATIONALE:

At the July 13, 2017 meeting of the Regional Board, the following resolution was passed:

That staff be directed to provide a report on options and costs to obtain and maintain the property known as the Old Fort / Hudson's Bay Cemetery.

The property known as the Old Fort/Hudson's Bay Cemetery is located in the Old Fort area south of Fort St John in Electoral Area C. The property is a grassy .91 acres of Crown land situated between residential properties on the Old Fort Road.

On August 31 staff met with Tamara Secrist, a former member of the North Peace Historical Society's Cemetery Seekers Group, to discuss the property. According to the Cemetery Seekers group, the site was used as a cemetery from 1873-1930 and 54 burials were documented from journals and historic records. Discussion has taken place in the past with the community surrounding how the property could be managed and generally people were in favour of some form of protection or maintenance of the property.

Due to the extensive work completed by the Cemetery Seekers, the Consumer Protection Authority issued a Certificate of Public Interest on the property title in 2008 that formally designates the lands as a place of internment. Due to its designation an operator is generally only allowed to maintain the property as a place of internment (cemetery), unless a director under the *Business Practices and Consumer Protection Act* approves an alternative use and places conditions on such use. As such, if the Regional District was to obtain a license to the property certain restrictions would apply and would need to be approved by the Consumer Protection Authority.

In speaking with the Consumer Protection Authority, they would expect the following in order to consider allowing the site to be maintained as a community park rather than a cemetery:

- Management plan outlining expected uses and park regulations such as day use only, dogs kept on leash, no quads or snowmobiles, etc.
- Proposed improvements (i.e., bench, fence and existing monument)
- An approved lease agreement with the Province

Staff are recommending that prior to making application to obtain the property, that a public meeting be held in Fort St John to seek the public's feedback on the proposal.

Further, if the Regional District obtains the property that it be obtained for the purpose of a community park rather than a cemetery as there are fewer requirements to maintain a park over a cemetery with respect to records, trust funds, etc. Staff propose that if the public is in favour, to obtain a 30 year lease from the Province. A lease would grant exclusive use of the property to the Regional District. In order to apply a legal survey may be required to determine the boundaries of the property. The Province may require additional studies and plans to be complete in order to obtain the lease. The application can be submitted to the Province and pending their assessment of the application they may require the following:

1) Management Plan:

- Proposed uses
- Improvements such as a bench, fence, garbage can, interpretive sign and the existing monument
- Proposed maintenance

2) Archeological Assessment:

The monument at the site notes that members of the aboriginal community were buried at the site and the rural tax notices notes that there is a First Nations cemetery. As such, an archeological assessment may be required upon review of the application by the BC Heritage Branch and based on First Nations consultation. The cost may range from \$10,000 to \$20,000 depending on the level of detail required, however, an assessment may have already been completed as a result of the preparation for Site C.

3) Legal Survey

Should the Board wish to obtain the property by way of lease, the Province will require a legal survey to be completed. The estimated cost for a survey of this property ranges from \$3,000 to \$4,000. A survey is recommended even in the event that the Regional District obtains the property by license of occupation, in order to clearly define the boundaries and ensure any improvements are not encroaching on the adjacent properties.

OPTIONS:

- 1) That the Rural Budgets Administration Committee recommend to the Board to authorize staff to hold a public meeting in the spring of 2018 in Fort St John to seek feedback from the public on whether to obtain the property known as the Old Fort/Hudson's Bay Cemetery to be maintained as an Area C community park.

Discussion: The purpose of the meeting will be to seek the public's feedback on whether to obtain the property and whether they are in favour of it being maintained as a community park with minor improvements rather than a cemetery. The North Peace Historical Society will also be invited to attend the meeting to provide feedback.

- 2) That the Rural Budgets Administration Committee recommend to the Board to authorize staff to apply for a 30 year lease to obtain the Old Fort/Hudson's Bay Cemetery property to be maintained as a community park in Area C.

Discussion: RBAC may wish to move forward with obtaining the property without seeking public feedback.

- 3) That the Rural Budgets Administration Committee recommend to the Board to authorize staff to apply for a 30 year lease to obtain the Old Fort/Hudson's Bay Cemetery property to be maintained as a cemetery.

Discussion: This option is NOT recommended. The requirements to operate and maintain a cemetery are far more onerous than operating a community park. If operated as a cemetery the Regional District may need to map the internments, establish a care fund as required under the *Cremation, Interment and Funeral Services Act* and more.

- 4) That the Rural Budgets Administration Committee recommend to the Board that the Regional District not move forward with obtaining the property known as the Old Fort/Hudson's Bay Cemetery as it is already protected as a place of internment by the Province of BC and through the Peace River Regional District's OCP and Zoning.

Discussion: The property is currently designated as "Parks, Open Spaces and Natural Environment" in the North Peace Fringe Area OCP Bylaw No. 1870. The relevant section of the OCP Bylaw is below, which outlines the goals and objectives for land carrying this designation. Policy 1 identifies cultural and heritage sites as a principal uses, and Policy 6 speaks to working with various stakeholders to identify and protect sites of scenic, heritage, cultural, and historical significance. The property is zoned P-1 Parks and Open Space Zone in Zoning Bylaw 1343, 2001. The relevant section of the Zoning bylaw is below, which lists a cemetery as a permitted use in the P-1 zone.

NPFAOCP:

10.3 Policies – Park, Open Space, Natural Environment (P)

Policy 1 : Within the Park designation the principal uses of land will generally include but are not limited to: public parks, outdoor recreational uses such as campgrounds, golf courses, cultural and heritage sites of all residents of the area, and agriculture. Such facilities are delineated on Map No. 8, Schedule B.

Policy 6: To work with the general public, committees, societies, organizations, First Nations and provincial agencies in identifying and protecting features and sites of scenic, heritage, cultural, historical, paleontological, or archaeological significance within the Plan area.

Zoning Bylaw No, 1343, 2001

Permitted Uses:

The following PRINCIPAL USES and no others are permitted in a P-1 zone subject to Part IV of this bylaw and subject to Sub-Section 2 of this Section 51;

- (a) PUBLIC PARK;

- (b) Cemetery;
- (c) Solid waste disposal site;
- (d) Heritage site;
- (e) CAMPGROUND;
- (f) AGRICULTURE;

The following ACCESSORY uses and no others are permitted in a P-1 zone, subject to Part IV of this bylaw and Sub-Section 2 of this Section 51:

(g) ACCESSORY building and ACCESSORY structure.

5) That the Rural Budgets Administration Committee Board provide further direction to staff.

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

As it is proposed that the site be designated as “park” rather than a cemetery, it is recommended that the costs associated with obtaining the property, making improvements and maintaining the property over the long term be paid for through the Area C Community Parks function. It is recommended that \$30,000 be budgeted in 2018 in Area C Community Parks function to hold public meetings and start the application process.

Acquisition Costs

Item	Estimated Minimum	Estimated Maximum
Community engagement	\$2,500.00	\$5,000.00
Application Fee	\$262.50	\$262.50
Survey	\$3,000.00	\$4,000.00
Archeological Assessment	\$10,000.00	\$20,000.00
	\$15,762.50	\$29,262.50



Peace River Regional District REPORT

To: Chair and Directors

Date: May 30, 2017

From: Tyra Henderson, Corporate Officer

Subject: Old Fort/Hudson's Bay Cemetery

RECOMMENDATION(S): *[All Directors - Corporate Unweighted]*

1. That the report from the Corporate Officer regarding cemetery designation status of the Old Fort/Hudson's Bay Cemetery be received for information and referred to the Electoral Area Directors' Committee.

BACKGROUND/RATIONALE:

In November of 2011, then Director Hadland requested that staff apply for cemetery designation for the Old Hudson Bay (Old Fort) Cemetery site. At the April 27, 2017 Board meeting, staff were asked to continue to investigate options for obtaining cemetery status for the Old Fort Site – Hudson's Bay Cemetery.

Staff have reviewed the research done to date regarding the status of the Old Fort/Hudson's Bay Cemetery and can report the following:

- The property is owned by the Crown.
- The property is designated P – Parks, Open Space and Natural Environment in the NP Fringe OCP Bylaw No. 1870. The relevant section of the OCP Bylaw is attached, which outlines the goals and objectives for land carrying this designation. Policy 1 identifies cultural and heritage sites as a principal uses, and Policy 6 speaks to working with various stakeholders to identify and protect sites of scenic, heritage, cultural, and historical significance.
- The property is zoned P-1 Parks and Open Space Zone in Zoning Bylaw 1343, 2001. The relevant section of the Zoning bylaw is attached, which lists a cemetery as a permitted use in the P-1 zone.
- Registered on the title to the property under Charge # BB69638 is a 'Certificate of Public Interest' which means that the property is protected as a cemetery "forever", regardless of ownership, as this certificate is registered against the title and runs with the land, even if sold or otherwise disposed of. (There is an additional application process required to actually operate a cemetery or apply for a place of internment.)

Staff spoke with Heather Hopkins, Senior Portfolio Administrator, FLNRO regarding the property. She was not certain whether or not any internments had actually taken place in the cemetery, or if they had, if there were records. Staff visited the site recently and observed only a large cairn which lists the names of approximately 50 people though there are not any individual headstones.

Ms. Hopkins advised that the PRRD could apply for a licence of occupation for the property through Front Counter BC. Once a licence of occupation was granted, a process that typically takes about 140 days, the cemetery could be fenced, a new larger monument could be installed, and the site could be maintained (mowed). All of these items would require allocation of funding, so it is suggested that this

Staff Initials:

Dept. Head:

December 14, 2017

CAO:

Page 1 of 2

report be referred to the Electoral Area Directors Committee for a determination about whether the PRRD wishes to take on this project and subsequently the Rural Budgets Administration Committee for funding approval.

OPTIONS:

This report is provided for information only, with further decisions regarding whether to pursue the operation of a cemetery at this location the responsibility of the Electoral Area Directors Committee (EADC). Should EADC decide to include the cemetery in the cemetery function, they would need to first determine the desired level of service (fencing, signage, summer mowing and maintenance only or winter as well) and then determine the cost of providing that service. Once service costs were known, the Rural Budgets Administration Committee would need to provide funding approval as the cemetery function funding is delegated to them through Rural Budgets Administration Committee Bylaw No. 1166, 1998, as amended.

STRATEGIC PLAN RELEVANCE:

This project can be characterized as supportive of the Regional Recreation objective to work with Peace River Region residents to have continued access to facilities for recreational and **cultural** purposes.

FINANCIAL CONSIDERATION(S):

The institutional application fee for a licence of occupation is \$200.00 and the process is anticipated to take up to 140 days. Cemetery Services Establishment Bylaw No. 839, 1993 establishes as an extended service, the operation, development, and maintenance of cemeteries in Electoral Areas B, C, D, and E. The bylaw specifies that the costs for the service shall be borne by the electoral area for which the cemetery services are provided, which in this case, is Area C.

Unallocated funding in the amount of \$10,000 exists in the 2017 Cemeteries Budget line item (5160) for Area C, made up of an annual \$5,000 allocation and carry forward funds from the Old Fort Cemetery Sign and Fencing Project. In 2015, funding was approved through a grant in aid to the North Peace Historical Society to install a fence, however, the Society decided not to pursue obtaining the licence to the Crown land and therefore did not complete the fence. They did install road signs marking the cemetery. The cost to fence the property with 5 ft. high chain link fencing, including access gates, is approximately \$25,000. No estimates were sought regarding weekly mowing and garbage removal services. This service could be provided by an interested community group, if any, through a Grant In-Aid, or could be advertised for a contractor to provide the service. Depending on the desired frequency of mowing, PRRD staff may be able to add this task to the Field Services work schedules.

COMMUNICATIONS CONSIDERATION(S):

OTHER CONSIDERATION(S):

Attachments:

PRRD Property Report and Title Search
Cemetery Services Establishment Bylaw No. 839, 1993
North Peace Fringe Area OCP Bylaw 1870, 2009 excerpt (P section)
Zoning Bylaw 1343, 2001 excerpt (P-1 section)



Peace River Regional District

18-May-2017

PID: 010-496-581
 Roll Number: 760-007984.013
 Legal Description: L 9 BK 1 SEC 19 TP 83 R 18 W6M PEACE RIVER PL 14194

Parcel Size

0.37 Hectares 0.91 Acres



This map is a user-generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. Peace River Regional District should be contacted for information regarding other conditions such as easements, rights-of-way or covenants.

TITLE SEARCH PRINT

2017-05-23, 10:53:01

File Reference:

Requestor: Barb Coburn

CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN

Title Issued Under	SECTION 172 LAND TITLE ACT
Land Title District Land Title Office	PRINCE GEORGE PRINCE GEORGE
Title Number From Title Number	E5607 85453M
Application Received	1970-05-19
Application Entered	1970-06-08
Registered Owner in Fee Simple Registered Owner/Mailing Address:	HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA NO ADDRESS ON FILE FOR THIS OWNER
Taxation Authority	Peace River Assessment District
Description of Land Parcel Identifier: Legal Description:	010-496-581 LOT 9 BLOCK 1 SECTION 19 TOWNSHIP 83 RANGE 18 WEST OF THE 6TH MERIDIAN PEACE RIVER DISTRICT PLAN 14194
Legal Notations	FOR RESTRICTIONS ON DEALINGS, SEE CREMATION, INTERMENT AND FUNERAL SERVICES ACT, SEE BB696938
Charges, Liens and Interests	NONE
Duplicate Indefeasible Title	NONE OUTSTANDING
Transfers	NONE
Pending Applications	NONE

11 AUG 2008 11 10

BB0696938

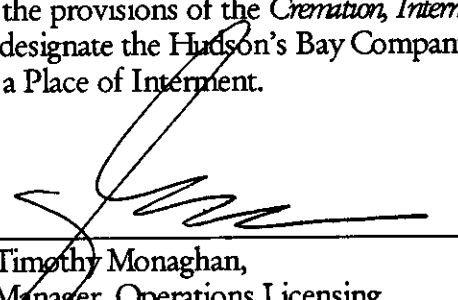
BPCPA**BUSINESS PRACTICES &
CONSUMER PROTECTION AUTHORITY**
OF BRITISH COLUMBIA**IN THE MATTER OF THE
*CREMATION, INTERMENT AND FUNERAL SERVICES ACT*****AND**LN 08/08/11 11:10:19 02 LM
DOC FILE853718
\$21.75**IN THE MATTER OF
THE HUDSON'S BAY COMPANY CEMETERY IN FORT ST JOHN, B.C.****CERTIFICATE OF PUBLIC INTEREST**

WHEREAS the **BUSINESS PRACTICES & CONSUMER PROTECTION AUTHORITY**, in Victoria, British Columbia has applied for a Certificate of Public Interest to designate the Hudson's Bay Company Cemetery in Fort St. John, B.C., as a Place of Interment on the land, namely:

Parcel Identifier - 010-496-581
Lot 9, Block 1 Section 19 Township 83,
Range 18 West of the 6th Meridian
Peace River District Plan 14194

AND WHEREAS THE DIRECTOR has approved the designation as a place of interment and is satisfied from the evidence submitted in accordance with the terms and regulations made pursuant to the *Cremation, Interment and Funeral Services Act* and is in the public interest;

IT IS HEREBY CERTIFIED THAT pursuant to the provisions of the *Cremation, Interment and Funeral Services Act*, it is in the public interest to designate the Hudson's Bay Company Cemetery in Fort St. John, B.C. as a Place of Interment.



Timothy Monaghan,
Manager, Operations Licensing
Business Practices and Consumer
Protection Authority of British Columbia

May 14, 2008

PEACE RIVER REGIONAL DISTRICT

BY-LAW NO. 839, 1993

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

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

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

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

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

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

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

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

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

Service Being Established

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

Participating Areas

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

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

Cost Recovery

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

Apportionment of costs

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

Citation

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

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

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

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

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

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

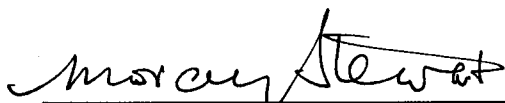
APPROVED by the Inspector of Municipalities this 18th day of February, 1993.

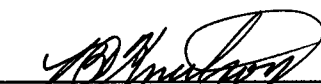
RECONSIDERED, FINALLY PASSED AND ADOPTED this 25th day of February, 1993.

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

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

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


Moray Stewart, Administrator


Ben Knutson, Chairperson


Moray Stewart, Administrator

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

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


Moray Stewart, Administrator

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

SECTION 10 PARK, OPEN SPACE AND NATURAL ENVIRONMENT (P)

10.1 Goal

To support and work collaboratively with all levels of government, First Nations, community organizations, public interest groups, and all members of the community to provide a diverse range of recreational opportunities that may be enjoyed by residents and visitors of the area, while protecting the natural environment which all area residents enjoy.

10.2 Objectives

1. To foster an awareness of the need for environmental protection and the importance of preserving wildlife and habitat connectivity in this Plan area, by directing development away from such areas.
2. To recognize the importance of the existing recreational amenities and ensure that areas are identified to meet future needs of the NPFA in co-ordination with provincial agencies.
3. To discourage development that would adversely affect the quality of surface and groundwater sources for present and future users and to collaborate with the provincial government in water protection.
4. To support the availability of public access to lakes and watercourses within the NPFA for all residents to enjoy.
5. To recognize the importance of protecting air quality throughout the Plan area.
6. To encourage the creation of a Parks Management Plan that will support development of recreation opportunities, such as public parks, open space, non-motorized trail network systems and should also address 'all terrain recreational vehicle use'.
7. To recognize provincial policy to reduce future Green House Gas Emissions.

10.3 Policies – Park, Open Space, Natural Environment (P)

Policy 1 Within the Park designation the principal uses of land will generally include but are not limited to: public parks, outdoor recreational uses such as campgrounds, golf courses, cultural and heritage sites of all residents of the area, and agriculture. Such facilities are delineated on Map No. 8, Schedule B.

Policy 2 Public Parks, ecological reserves, fish and wildlife habitat areas are permitted throughout the Plan area.

Policy 3 Within the Parks designation the minimum parcel size will not be less than:

- a) **0.8 ha (2 acres)** for lands;
 - i) connected to a community sewage system, or;
 - ii) where soil conditions are suitable for on-site sewage disposal and a system authorized by the agency having jurisdiction regarding sewage disposal;
- d) **1.6 ha (4 acres)** for lands not connected to a community sewage system.;
- e) For those park and open space uses that do not require any sewage disposal, the parcel size may be less than 0.8 ha (2 acres) with a covenant restricting development, unless connected to a community sewage system.

Peace River Regional District– Schedule A
North Peace Fringe Area Official Community Plan By-law No. 1870, 2009

10.3 Policies – Park, Open Space, Natural Environment (P) (continued)

- Policy 4** To continue involvement in regional park facilities that contributes to the broader interest of parks and recreational opportunities for the local area residents.
- Policy 5** To work with member municipalities and provincial agencies in identifying issues of air quality and work collaboratively towards managing development in such a manner to minimize impacts.
- Policy 6** To work with the general public, committees, societies, organizations, First Nations and provincial agencies in identifying and protecting features and sites of scenic, heritage, cultural, historical, paleontological, or archaeological significance within the Plan area.
- Policy 7** This Plan encourages the Province to enact and maintain an effective groundwater regulation, which emphasizes protection of aquifers, and private and public water sources.
- Policy 8** Within this Plan area the Ministry of Environment is the agency having jurisdiction regarding any works or alterations to a watercourse or within the Charlie Lake Watershed Reserve No. 0288651 and should be contacted directly for requirement details. See Charlie Lake Watershed Reserve referenced on Map No. 10, Sch. B.
- Policy 9** To work collaboratively with the stakeholders and agencies having jurisdiction to discourage damage caused by all terrain vehicles.
- Policy 10** To support future trail network proposals with safety, public interests and agriculture protection as priorities, in the Plan area, inclusive of trails paralleling tributaries such as, Fish Creek, Wilder or Tea Creek for the use and enjoyment of the general public. Trail systems must be in conjunction with the consent and agreement of the private landowners.
- Policy 11** To support local area interest and work that aims at developing watershed plans, such as the Charlie Lake Integrated Watershed Management Plan, based on the importance of protecting these water sources and ecosystems.
- Policy 12** To support and encourages public or private initiatives and organizations that are committed to conservation and preservation of the region's habitat, wildlife connectivity, environment and water protection , such as Ducks Unlimited, Charlie Lake Conservation Society, First Nations or Peace Habitat and Conservation Endowment Trust (PHACET). Further it is important that these activities are sensitive to impacts that may affect agriculture and other surrounding land uses.
- Policy 13** To consider future Plan amendments that work toward establishing targets, policies and actions to reduce green house gas emissions.



Peace River Regional District– Schedule A
North Peace Fringe Area Official Community Plan By-law No. 1870, 2009

- Policy 14** As areas become known or verified as environmentally sensitive, the necessity to protect such areas may be considered, due to their biological diversity and key importance as habitat and wildlife connectivity, and alternative sites for future land use development should be a priority.
- Policy 15** To recognize that the Peace River is one of 20 rivers in BC proclaimed as a 'BC Heritage River' in order to provide greater emphasis on river related values during land use planning processes, to raise awareness of the importance of a healthy river system, to help protect the special values of the river and to build a stronger public support for and involvement in stewardship of the river*.

***Footnote** Provincial Proclamation - Ministry of Environment (BC Parks), British Columbia Heritage Rivers Program. Retrieved on Nov. 25, 2009
www.env.gov.bc.ca/bcparks/heritage_rivers_program/bc_rivers.html



PEACE RIVER REGIONAL DISTRICT
Zoning Bylaw No. 1343, 2001

SECTION 51 P-1 (Park and Open Space Zone - 1.8 ha)

1. Permitted Uses

The following PRINCIPAL USES and no others are permitted in a P-1 zone subject to Part IV of this bylaw and subject to Sub-Section 2 of this Section 51;

- (a) PUBLIC PARK;
- (b) Cemetery;
- (c) Solid waste disposal site;
- (d) Heritage site;
- (e) CAMPGROUND;
- (f) AGRICULTURE;

The following ACCESSORY uses and no others are permitted in a P-1 zone, subject to Part IV of this bylaw and Sub-Section 2 of this Section 51:

- (g) ACCESSORY building and ACCESSORY structure.

2. Regulations

Minimum Parcel Size

- (a) The minimum parcel size is 1.8 hectares (4.5 acres).

Height

- (b) No building or structure shall exceed 15 metres (50 ft.) in HEIGHT.

Setbacks

- (c) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:
 - (i) 7 metres (23 ft.) of a FRONT PARCEL LINE;
 - (ii) 3 metres (10 ft.) of an INTERIOR SIDE PARCEL LINE;
 - (iii) 5 metres (17 ft.) of an EXTERIOR SIDE PARCEL LINE; or
 - (iv) 7 metres (23 ft.) of a REAR PARCEL LINE.

Additional Uses

- (d) The following additional ACCESSORY uses are permitted on lands legally described as:
Part of Block 1, Plan 3342, Part Southeast 1/4, Section 17, Township 84, Range 19, W6M.
 - (iv) i) Recreation Equipment Rentals; and
 - (v) ii) Mobile Food and Beverage Vendor.

[Bylaw No. 1503, 2004]



REPORT

To: Rural Budgets Administration Committee

Date: November 23, 2017

From: Trish Morgan, General Manager of Community Services

Subject: Updated - Blanket Grant Application Policy

RECOMMENDATION(S):

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

BACKGROUND/RATIONALE:

The following report was brought forward for discussion at the November 16, 2017 RBAC. RBAC referred the report to the December meeting for further discussion.

At the November 23, 2017 Committee of the Whole there was discussion regarding when the Board should consider whether a service function should be established (instead of providing a grant) to support ongoing operations for organizations such as the Tumbler Ridge GeoPark, the Tumbler Ridge Museum, STARS, Peace River Cattlemen, etc.

As such, the proposed policy has been updated to include the following for RBAC's and the Board's consideration:

The Regional Board or the Rural Budgets Administration Committee must evaluate organizations receiving grants for more than three consecutive years and in excess of \$50,000 per year, to determine whether a service function should be established to provide ongoing operational funding beyond five years.

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

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

Staff Initials:

Dept. Head: *T. Morgan*

CAO: *Ch. Birk*

Page 1 of 3

December 14, 2017

- That the Board consider whether a service function should be established for organizations receiving funds as a budgeted line item for five consecutive years.

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

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

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

OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

none

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

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

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

Attachments:

- Draft “Blanket Grant Application Policy”

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	0340-??-??
Section:	Grant Administration	Issued:	
Subject:	Blanket Grant Application Process	Effective:	
Board Resolution # and Date:		Page:	1 of 4
		Replaces	none
Issued by:	Trish Morgan, General Manager of Community Services	Dated:	November 23, 2017
Approved by:	Chris Cvik, CAO		

1. POLICY

- 1.1 All external organizations receiving grants from the Peace River Regional District, must complete a Peace River Regional District grant application consisting of:
- Organization name
 - Organization address
 - Primary contact information for the organization
 - Society incorporation number
 - Amount requested
 - Reason for grant request
 - Project or event budget
 - Current financial statements
- 1.2 The Regional Board or the Rural Budgets Administration Committee may develop and approve individual grant funding programs with guidelines specific to those programs, so long as the guidelines do not contravene this policy. Additional information may be requested under individual grant program guidelines.
- 1.3 Grant payments to organizations will not be processed unless a grant application has been received and approved by the appropriate approving authority being either the Regional Board or the Rural Budgets Administration Committee.
- 1.4 The Regional Board or the Rural Budgets Administration Committee may approve multi-year grant funding commitments up to a maximum of 3 consecutive years.
- 1.5 The Regional Board or the Rural Budgets Administration Committee must evaluate organizations receiving grants for more than three consecutive years and in excess of \$50,000 per year, to determine whether a service function should be established to provide ongoing operational funding beyond five years.

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- 1.6 That all organizations approved for a grant, will receive a letter outlining the conditions of the grant and reporting requirements within 30 days of approval.
- 1.7 That all organizations that are not approved for a grant will receive a letter within 30 days of being declined.
- 1.8 Organizations approved for multi-year grants must submit on an annual basis a report which includes the following:
 - a. if the project was completed (where applicable)
 - b. if all funds were spent and if not, their plans to spend remaining funds
 - c. participation numbers (if applicable)
 - d. a photo
- 1.9 That failure to abide by the conditions of the grant and/or reporting requirements may result in the one or more of the following:
 - a. grant claims being denied
 - b. organizations being required to repay grants
 - c. cancellation of future funding commitments

2. PURPOSE

- 2.1 To ensure that all organizations applying for grants from the Regional District will be treated fairly and consistently throughout the application process and regardless of the type of grant they are applying for.
- 2.2 To ensure that the Regional Board or the Rural Budgets Administration receive information needed to objectively determine whether a grant will be provided.
- 2.3 To ensure collection of adequate and consistent records of grants applied for and approved by the Regional Board or the Rural Budgets Administration.
- 2.4 That organizations receiving funds from the Regional District have a clear understanding of how and why they receive them;
- 2.5 That the Regional District receives follow-up information on how funds are spent for every grant provided that will assist in determining whether future funding should be considered and the impact of taxpayers dollars spent supporting community initiatives;
- 2.6 That the Board consider whether a service function should be established for organizations receiving funds as a budgeted line item for five consecutive years.

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3. SCOPE

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

4. RESPONSIBILITY

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

5. DEFINITIONS

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

5.2 SPONSORSHIP: Is considered a request for a grant.

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

5.4 OPERATIONAL FUNDING: Is funding provided to support general operations such as rent or mortgage payments, wages and overhead, advertising and marketing, etc.

5.5 SERVICE AREA: Is the establishment of a service through an approval process defined under the *Local Government Act*, to provide annual funding to support an organization.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

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

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

7. PROCEDURE

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

7.2 Upon receipt of a grant application by the Regional District, staff will forward applications to

Subject:	Policy #:	Page:	4 of 4
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the Community Services Department for review.

7.3 Community Services staff will:

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

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

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

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

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



REPORT

To: Rural Budgets Administration Committee

Date: November 24, 2017

From: Trish Morgan, General Manager of Community Services

Subject: Funding agreements with organizations where a service area has been established

FOR DIRECTORS' INFORMATION:

Following the successful referendum to establish the Tate Creek Community Centre, staff developed a funding agreement for the Tomslake and District Recreation Commission that outlines the obligations of the organization receiving funding such as deadlines to submit budgets and financial reports, annual reporting, surplus funds requirements, use of funds, etc. The document has been reviewed with the President of Tomslake and District Recreation who seemed generally in agreement with it.

The agreement drafted for the Tate Creek Community Centre will become a template that will be utilized with organizations that are supported through an established service area where the Regional District does not own or service debt for their facility. Staff have found that in the absence of a formal agreement some organizations do not have a good understanding of how and why they receive funds and directors are not necessarily provided with adequate information on annual basis for budget consideration, etc. – having a formal agreement will help to rectify these issues. Additionally with the Chief Financial Officer retiring in 2018, it is important that formal agreements be established so there is some record of corporate memory (i.e., when do group provide their budgets, when and how do we pay them, etc.).

This agreement will apply to the following organizations:

1. Tomslake & District Recreation Commission (Tate Creek Community Centre)
2. Chetwynd Library
3. Chetwynd TV
4. North Peace Library (Area C)
5. North Peace SPCA

OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

Staff Initials:

Dept. Head:

T. Morgan

CAO:

Ch. Birk

Page 1 of 3

FINANCIAL CONSIDERATION(S):

none

COMMUNICATIONS CONSIDERATION(S):

Over the next 12 months staff will reach out to the organizations listed above so that the agreements will be in place for the 2019 budget year.

OTHER CONSIDERATION(S): none

Attachments:

- Tate Creek Community Centre Funding Agreement sample

TATE CREEK COMMUNITY CENTRE FUNDING AGREEMENT**BETWEEN:****PEACE RIVER REGIONAL DISTRICT**

Box 810
 1981 Alaska Avenue
 Dawson Creek, BC V1G 4H8

(hereinafter called the "District")

ON THE FIRST PART**AND:****"Tomslake and District Recreation Commission"**

PO Box 47
Dawson Creek, BC V0C 2L0
 Society Registration No. S-0012259

(hereinafter called the "Commission")

OF THE SECOND PART

WHEREAS the Commission is the registered owner in fee simple of the Tate Creek Community Centre described as:

15439 Old Edmonton Highway

(the lands and premises are hereinafter collectively called the "Facility and Grounds")

AND WHEREAS the District established a service area by Bylaw No 2291, 2017 to permit the Peace River Regional District to establish capital reserve and operating accounts for the purpose of providing financial assistance to operate a community centre in Tate Creek at 15439 Old Edmonton Highway which offers recreational, cultural, and educational programming to residents;

AND WHEREAS the purpose of the agreement between the District and the Commission is to define the conditions under which the District will release funds to the Commission for the operation of the Facility and Grounds;

NOW THIS AGREEMENT WITNESSES that, in consideration of the premises and the covenants hereinafter contained, the parties hereto covenant and agree, each with the other, as follows:

1. Term

- (a) The District hereby agrees to enter into a five (5) year agreement and commencing with the ____ day of _____, 20__ to and including the ____ day of _____, 20__ (the "Term") unless earlier terminated or extended as provided in this Agreement.
- (b) Upon expiry of the Term, the Agreement may be renewed by confirmation in writing by the parties for one additional five (5) year term provided all obligations of the Agreement are met by the Commission.

TATE CREEK COMMUNITY CENTRE FUNDING AGREEMENT**2. Community Use**

It is hereby understood that the Facility and Grounds is provided for community recreation and cultural use and the Commission will make reasonable efforts to make the Facility and Grounds available to other groups and members of the general public for activities consistent with its intended use.

3. Assignment

- (a) The Commission shall not assign **this Agreement** except with the written consent of the District
- (b) The Commission may at their discretion establish a committee to manage the day to day operations of the Facility and Grounds.
- (c) Despite establishing a committee to operate the facility, the Commission will be ultimately responsible for the obligations under the Agreement.

4. Costs, Fees and Revenue

- (a) Where the District's annual budget so provides, the District may, but is not obligated, to provide the Commission with funding requisitioned from the taxation area. Such funds shall not exceed the taxation limit set by bylaw.
- (b) The Commission is required to use such funding for the sole purpose of operating, repairing and maintaining the Facility and Grounds.
- (c) Excess funds shall be retained in a surplus account for application to future capital or operating expenses and must be reported to the District on an annual basis.
- (d) On or before December 1st of each year during the Term, the Commission will provide the District with an annual budget that details the following:
 - i. Previous year's expenses
 - ii. Previous year's revenue
 - iii. Projected expenses
 - iv. Projected revenues
 - v. Funding request from District
- (e) The District acknowledges that the Commission may at its discretion accept donations and charge fees for access to the Facility and Grounds.
- (f) The Commission shall not be eligible to apply to the District for "Sub-Regional Recreational and Cultural Grants-in-Aid" for any programs, capital or operating items associated with the Facility and Grounds.
- (g) If so approved by the Regional District Board, funds will be made payable to the Commission on or about August 1st of each year.
- (h) In exceptional circumstances before August 1st of any year, the Commission may make a request in writing to the District's Chief Financial Officer to receive an advance to be deducted from the operating funds payable on or about August 1st.

TATE CREEK COMMUNITY CENTRE FUNDING AGREEMENT**5. Reporting**

- (a) The Commission shall keep accurate and distinct books of account, receipts, records, vouchers, papers and documents in relation to the Commission's management and operation of the Facility and Grounds according to generally accepted accounting standards and in a manner acceptable to the District. The Commission shall not allow any crossover between financial records respecting the Facility and Grounds and any other financial records kept by the Commission.
- (b) On or before December 1st of each year, commencing December 1, 2018, the Commission shall provide to the District financial statements for the prior 11 months respecting the management and operation of the community centre and setting out the gross revenue and expense in relation to the community centre.
- (c) The Commission shall provide the District with a comprehensive annual report on or before December 1st each year, in a form acceptable to the District, addressing at least the following in respect to the previous calendar year:
 - i. Participation numbers
 - ii. Rentals and events
 - iii. Facility inspections
 - iv. 5 year capital plan
 - v. Audited financial statements
- (d) The Commission agrees that the District and its auditors, upon request, shall have access to the books of account, records, vouchers, cheques, papers and documents of and which may relate to the operation, repair and maintenance of the Facility and Grounds.
- (e) The District retains the right to have all financial statements pertaining to this Agreement audited at their own expense with the Commission's full cooperation.

6. Termination

- (a) Should the Commission default on any of the covenants contained in this Agreement, the District may terminate this Agreement should the Commission fail to rectify such default within ten (10) days of being given notice to do so by the District.
- (b) This Agreement may be terminated by either party upon giving sixty (60) days' written notice of its intention to so terminate. Upon termination, no amount will be owed by the District to the Commission due to the termination.
- (c) The Commission is not entitled to compensation for losses, loss of market value, relocation costs or other costs due to the termination of this Agreement.

7. Cessation of the Commission

Should the Commission, at any time during the Term, cease to exist as a registered society, then the Agreement will terminate.

TATE CREEK COMMUNITY CENTRE FUNDING AGREEMENT**8. No Partnership or Joint Venture**

Nothing contained in this Agreement shall be deemed or construed by the parties nor by any third party, as creating the relationship of principal and agent or partnership or of joint venture between the parties or as giving the Commission any power or authority to bind or act as an agent of the District in any way.

9. Succession

This Agreement will remain in effect after its expiration date to facilitate negotiations for renewal of the Agreement. This succession will be considered a temporary, month-to-month arrangement and continue to be subject to all terms of this Agreement. If a suitable arrangement cannot be reached within a reasonable amount of time, the District has the right to terminate this Agreement.

10. Notices

(a) Any notice, report or other document that either party may be required or may wish to give to the other must be in writing, unless otherwise provided for, and will be deemed to be validly given to and received by the addressee, if served personally, on the date of such personal service or, if delivered by mail, fax or email, when received. Either party may, from time to time, advise the other by notice in writing, of any change of address of the party, giving such notice and from and after the giving of such address specified therein this shall, for the purpose of this paragraph, be conclusively deemed to be the address of the party giving such notice.

(b) The addresses for delivery will be as follows:

Peace River Regional District

PO Box 810
1981 Alaska Avenue, Dawson Creek, BC V1G 4H8
c/o Chief Administrative Officer
Phone: (250)784-3200 Email: prrd.dc@prrd.bc.ca

Tomslake & District Recreation Commission

PO Box 47
Dawson Creek, BC V0C 2L0
Phone: XX Email: XX

11. Entire Agreement

This Agreement shall be deemed to constitute the entire Agreement between the District and the Commission with respect to the matter hereof and shall supersede all previous negotiations, representations, and documents in relation hereto made by either party to this Agreement.

TATE CREEK COMMUNITY CENTRE FUNDING AGREEMENT**12. Waiver**

- (a) A waiver is effective only if it is in writing.
- (b) No waiver by either party of any breach by the other party of any of its covenants, obligations and agreements will be a waiver of any subsequent breach or of any other covenant, obligation or agreement, nor will any forbearance to seek a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.

13. Miscellaneous

- (a) Nothing in this Agreement affects the right of the District to exercise its powers within its jurisdiction.
- (b) Time is of the essence.
- (c) This Agreement shall be governed by the laws of the Province of British Columbia.
- (d) If any portion of this Agreement is held at any time invalid by a court of competent jurisdiction, the invalid portion and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.
- (e) The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit, or enlarge the scope of any provision of the Agreement.
- (f) In this Agreement, wherever the singular or masculine is used, it shall be construed as if the plural or feminine or body corporate as the case may be, had been used where the context of the parties hereto so require.
- (g) This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors and assigns.

IN WITNESS WHEREOF the parties have duly executed this agreement as of the day and year written below.

Chair

PEACE RIVER REGIONAL DISTRICT

Date

Chief Administrative Officer

PEACE RIVER REGIONAL DISTRICT

Date

Signing Officer

Tomslake & District Recreation Commission

Date

PRINT NAME



REPORT

To: Rural Budgets Administration Committee

Date: December 4, 2017

From: Bryna Casey, Parks and Rural Recreation Coordinator

Subject: Clearview Arena Assessment Grant Application

RECOMMENDATION(S):

That RBAC recommend to the Regional Board that staff be authorized to apply for the 2018 Local Government Grants Program – Infrastructure Planning Grants for \$10,000 to complete further structural assessment, as recommended in the November 2017 “Clearview Arena Structural Walk-Through” study.

BACKGROUND/RATIONALE:

The Clearview Arena, owned by School District 60, operated by the Clearview Arena Society and constructed by the Peace River Regional District was built in 1977 and has already out-performed expectations for a pre-engineered structure, where the typical lifespan of a comparable arena is between 30-50 years.

A visual review of the current conditions of the Clearview Arena structure was conducted in September 2017. The document was commissioned with the intention to guide the Regional District in its future decisions regarding the viability of the structure. Outside of the scope of work were the architectural components, fire safety, electrical and mechanical components. Generally, Force Engineering Group Inc. is of the opinion that the arena will surpass the Building Code target of 50 years, though the oldest parts of the facility are 42 years old currently. Further, the assessment found that;

- The building as a whole is in serviceable condition
- The roof structure in the arena is in serviceable condition, with the exception of the dressing room 107, which is in fair condition
- The original pre-engineered building frame steel is in serviceable state
- The 1989 addition is in a serviceable state
- The connection and lateral force resolution between the original building and the 1989 addition is in poor state.

Force Engineering Group Inc. states that the biggest concern with the facility is the stability and interaction between the original building and the 1989 addition and recommend that further study be done to garner the insight required to make effective repairs and ensure the structure can withstand lateral and vertical loads. The report also states that the dressing room 107 is deemed uneconomically viable to repair and that replacement should be considered.

Staff Initials: *Casey*

Dept. Head:

CAO:

Ch. Birk

Page 1 of 3

December 14, 2017

In January 2017, the Rural Budgets Administration Committee passed the following resolution;

NB-1 Clearview Recreational Facility	RBAC 17/01/17 MOVED by Director Goodings, SECONDED by Director Rose, “That Rural Budgets Administration Committee have staff bring back a report on who is qualified to do a professional property assessment on the Clearview Recreational Facility and that Area B approve in principal \$50,000 from the PRA Funds (A) to have the assessment completed.”
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CARRIED.

Further research is recommended in order explore the feasibility of enhancing and updating the Clearview Arena and to identify the current condition and useful life of the facility before replacement. Force Engineering Inc. recommends the following further study to complete the structural assessment of the facility;

- Detailed as built measurements
- Possible limited excavation to expose foundation elements
- Drafting and modelling as found conditions, and input into a structural simulation
- Analysis of results, and identification of deficient components
- Devising most economic repair
- Costing or repair methods

The time on site, drafting, and engineering time has been estimated at a cost of \$15,000-\$20,000. The report also states that significant additional renovation cost may be incurred dependent on the additional study.

The 2018 Local Government Grants Program – Infrastructure Planning Grants offers grants of up to \$10,000 to assist local governments to plan, design, and manage infrastructure. The grant program can assist in the development of long term plans and feasibility studies that will improve public health and safety. The next phase costs for the recommended study for the Clearview Arena could be reduced by approximately half should the application to this program be successful.

In order for staff to complete this grant application the following steps must be taken;

December 14, 2017	RBAC to provide a recommendation to the Regional Board that staff apply for the grant
January 10, 2018	The Clearview Arena Society and School District 60 consider supporting: 1) the continued examination of the structure as recommended by Force Engineering; 2) submission of a Infrastructure Planning Grant application to offset the cost of the assessment
January 11, 2018	The Regional Board to provide authorization for staff to apply for the 2018 Local Government Grants Program – Infrastructure Planning Grants program
January 17, 2018	Grant submission deadline

OPTIONS:

- 1) That RBAC recommend to the Regional Board that staff not be authorized to apply for the 2018 Local Government Grants Program – Infrastructure Planning Grants.
- 2) That RABC provide direction to staff.

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

\$50,000 has been approved in principal from PRA Funds (A) to have the assessment completed. The Force Engineering Structural Assessment report cost approximately \$6,500 leaving \$43,500 remaining in PRA funds approved in principle for the project. If successful in the grant application, the cost of the next step of the structural assessment could be reduced from \$20,000 to \$10,000 approximately.

NB-1

Clearview Recreational
Facility**RBAC 17/01/17**

MOVED by Director Goodings, SECONDED by Director Rose,
“That Rural Budgets Administration Committee have staff bring back a report on who is qualified to do a professional property assessment on the Clearview Recreational Facility and that Area B approve in principal \$50,000 from the PRA Funds (A) to have the assessment completed.”

CARRIED.**COMMUNICATIONS CONSIDERATION(S):**

The Regional Board will be notified if the Regional District is successful in receiving this grant.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

Infrastructure Planning Grant – Program Guide

Clearview Arena Structural Walk-Through Document – November 2017

Local Government Infrastructure Planning Grant Program

PROGRAM GUIDE



November 2016

1 Program Overview

1.1. Purpose

The Infrastructure Planning Grant Program (Program) assists local governments in developing sustainable infrastructure that will improve public health and safety, protect the natural environment and strengthen local and regional economies.

1.2. Amount of Grant

The province will provide a maximum grant amount of \$10,000 for approved projects and each approved grant amount is arrived at through a formula as illustrated below:

Approved Eligible Project Costs		Provincial Grant
First \$5,000 of costs or less	→	100% of approved costs
Next \$10,000 or less	→	50% of approved costs

For approved eligible costs over the first \$5,000, this portion will be calculated at 50% funding for the remaining approved eligible costs up to a maximum total grant amount of \$10,000. The following example shows how the formula works:

Total Incurred Approved Eligible Costs = \$8,000		
Formula:		
Approved Eligible Project Costs		Provincial Grant
100% of the first \$5,000 of costs	→	\$5,000
50% of the remaining \$3,000	→	\$1,500
Total Provincial Funding (Grant Amount) =		\$6,500

1.3. Application Review and Selection Criteria

Project selection criteria are focused on the principles of sustainability. Projects are evaluated using different rating schemes based on project type. Those applications that effectively demonstrate how they are able to meet the selection criteria will have the greatest opportunity in being considered for approval, as well as those projects that will lead to a capital project or assist in the dissolution of an existing water system.

Additionally, applications need to clearly describe how the project will provide economic, social and environmental benefits such as:

- cost savings and lower tax burden for residents and businesses;
- improved public health and safety;
- reduced ecological footprint and enhanced environmental protection;
- more efficient use of infrastructure and natural resources;
- reduced operating costs; and,
- improved community sustainability.

Generally, criteria used to review and rank applications are based on the following objectives:

- Public health and safety
- Environmental protection and enhancement
- Sustainable planning, design and management
- Asset Management
- Energy efficiency and greenhouse gas emission reductions
- Best management practices
- Innovation¹ and new approaches
- Efficient use of infrastructure and other resources
- Conservation and demand-side management approaches
- Leadership in sustainable environmental management

¹ Innovation is an approach, idea or methodology that has rarely been done before, is considered to be new and perhaps untested in context with the size or capacity of the local government.

2 Eligibility

2.1. Eligible Applicants

An eligible applicant is a local government, defined as a municipality or a regional district. Local governments can submit applications on behalf of improvement districts, registered utilities or other small water systems and should include the letter of request from that organization.

2.2. Eligible Projects

The Program supports a range of initiatives related to improving water, sewer, drainage and other environmental infrastructure. Eligible projects are those that promote sustainable infrastructure including, but not limited to:

Plans	Studies
Water Conservation Plans	Infrastructure Condition Assessments
Water Master Plans	Economic Evaluations of Universal Water Demand Management Strategies
Asset Management Plans	Innovative Pilot Projects and Capacity Building Programs
Liquid Waste Management Plans	Wastewater Reclamation and Water Reuse Studies; Integrated Resource Recovery
Integrated Stormwater Management Plans	Water Audits and Development of Water Demand Management Strategies

2.3. Ineligible Projects

Applications will be deemed ineligible if the following exists:

- has already begun prior to the submission of the application;
- for a proposed privately owned development;
- considered routine maintenance or repair;
- modelling or GIS based projects -note: if a project that includes a modelling component has a long term planning goal that surpasses the modelling piece, the project may be considered eligible; and,
- water main/pipe testing.

2.4. Eligible Costs

Eligible costs are all direct costs properly and reasonably incurred in relation to the proposed project.

Eligible costs include:

- consultant fee (e.g. travel costs, engineer assessment of phasing of project etc.);
- local government staff time (for projects using in-house resources); and,
- in-kind contributions.

For projects that involve in-kind contributions or are to be directly carried out by local government staff:

- a detailed cost estimate must be submitted with the Application Form;
- cost estimates must identify the charge out rate for each participant:
 - o fair market value costs;
 - o time commitment for each task; and,
 - o outline each participant's role (e.g. project manager, coordinator, etc.) and their qualifications pertaining to the project.

Eligible costs are net of any contributions from other grant programs. Approved funding will be calculated once all other grant contributions have been deducted from the total cost of the project.

2.5. Ineligible Costs

Ineligible costs are:

- administrative overhead charges (e.g. office salaries, wages and commissions, office supplies, administration travel and entertainment etc.),
- local government staff time for general administration of a project (e.g. reviewing consultant's report, filling claim forms etc.),
- capital project cost (e.g. construction costs, purchase of land or buildings or equipment used in the production of goods or in the rendering of services etc.),
- routine maintenance and repair costs,
- GST (as of February 2004, municipalities receive a 100% federal government rebate on GST paid),
- costs incurred prior to the date of application,
- local government staff time or consultant fees for completing grant applications.

3 Application Process

3.1. Application Guidelines

3.1.1. Required Materials:

- ☐ Completed Application Form (should not exceed four pages in length); and,
- ☐ Signed Certification Form.

See **Section 3.3** of this Guide for access information for these materials.

Full and Accurate Information

Applicants are responsible for ensuring that full and accurate information is submitted to the Ministry and any applicable supporting information has been submitted. If a question is not applicable to the project, provide a brief explanation. If you have already sent information to the Ministry, such as a detailed work plan or consultant's proposal, it is not necessary to re-submit it, however, do make reference in your application that this material has already been submitted including the date of submission.

3.1.2. Supporting Documentation

It is recommended that applications are submitted with supporting documentation in order to provide additional information for assessment. Though not mandatory, applications should be submitted with a work plan. This could be the project's terms of reference or a consultant's proposal. Some examples of other supporting documentation include, but are not limited to, the following:

- ✓ Council or board resolution supporting the project;
- ✓ Letters of support and/or documentation demonstrating support from relevant regulatory agencies such as local Health Authorities, Ministry of Environment, Department of Fisheries and Oceans Canada, etc.;
- ✓ Letters of support from community groups, stakeholders and partner organizations;
- ✓ Copies of pertinent sections of any long term plans (e.g. Regional Growth Strategy, Official Community Plan, Liquid Waste Management Plan);
- ✓ Copies of any applicable bylaws that directly support the project (e.g. Rainwater Management Bylaw, District Energy Bylaw, Water Conservation Bylaw, Low Impact Development Bylaw); and,
- ✓ Reference to any guidebooks or best practices that form the basis of the project (e.g. AMBC Asset Management Roadmap, B.C.'s Stormwater Planning Guidebook, Master Municipal Construction Document Association's Green Design Guidelines).

3.1.3. Freedom of Information and Protection of Privacy Act

Applicants should be aware that information collected is subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of administering the Infrastructure Planning Grant Program and will be used for the purpose of evaluating eligibility under the Program. Any questions about the collection, use or disclosure of this information should be directed to the contacts at the end of this guide.

3.2. Where to Apply

All completed application packages should be emailed to the Ministry of Community, Sport and Cultural Development at: Infra@gov.bc.ca. Though an electronic version of the Application Package (i.e. application and supporting documentation) is preferable, if you are unable to submit via this format, then a hardcopy can be mailed to the Ministry. See **Section 5** for the Ministry address. If it is not possible to complete the Application Form using a computer, please contact the Ministry and an application designed to be filled in by hand will be mailed to you.

3.3. How to Apply

- **Step 1:** Download both the Application Form and the Certification Form from the web at: http://www.cd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm
- **Step 2:** The Application Form is a protected Word® Document which should be completed electronically. Please note that the area below each question will expand as necessary to provide additional space to answer a question. Each question must be answered in less than 200 words.
- **Step 3:** Save the completed Application Form with the following filename format using the applicant's name, then IPGP (acronym of the Program) and date submitted. *For example: Tahsis_IPGP_Jan2017 (month/year: Jan2017)*
- **Step 4:** If applicable, prepare and copy any supporting documentation that will be submitted with the Application Form (e.g. work plan, consultant's proposal, council resolution). Supporting documentation can be submitted in portable document format (PDF).
- **Step 5:** Complete the Certification Form, then print, sign and submit in portable document format (PDF) along with the completed Application Form and any supporting documentation by email to the Ministry of Community, Sport and Cultural Development at: Infra@gov.bc.ca. By signing the Certification Form, the applicant is certifying that the information contained in the application is correct and complete. Mailed hardcopies will also be accepted.

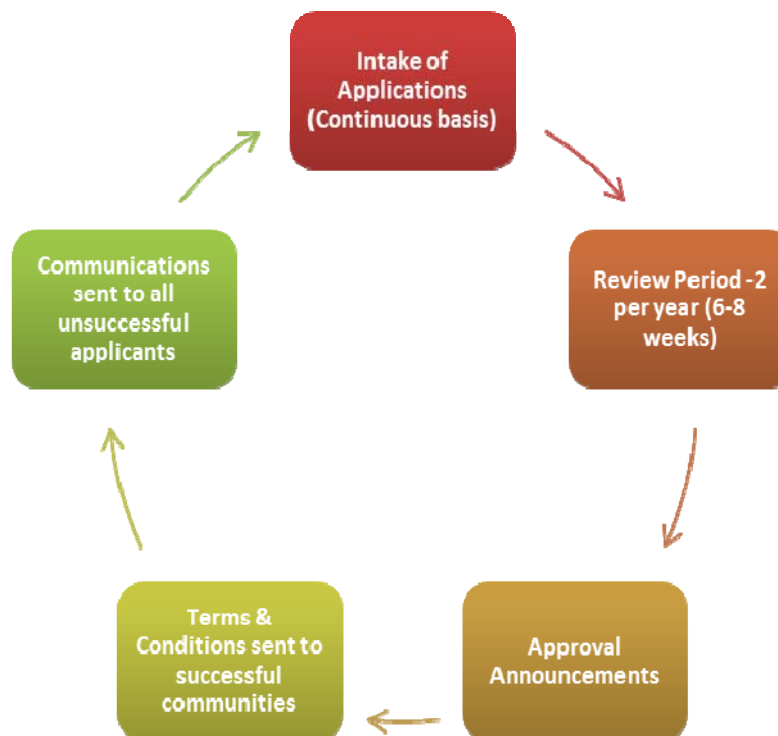
Once all required materials have been received by the Ministry, an email will be sent notifying applicants that their application package is complete and eligible for assessment.

3.4. Application Deadline

Applications are received on a continuous basis throughout the year with usually two review rounds taking place in Spring and Fall; however, grant funding may not be available after a posted deadline. If funding permits, grant applications that are not successful in their first assessment will be considered for a subsequent evaluation in the next round of approvals. Applications that are not successful within one year of submission are withdrawn from further assessment and the applicant is notified. To be considered in future rounds, a new grant application with updated information will need to be submitted.

If you have already submitted an application, your application submission date becomes your eligible cost date, therefore, you can begin your project and if you are successful in a subsequent round of reviews, any eligible costs incurred will be reimbursed through an approved grant.

The following diagram illustrates the general intake and approval process for all applications:



4 Approval and Payment of Grants

4.1. Announcements

Successful applicants will receive written notification of approved funding. Grant announcements are usually made within three months after a posted deadline.

Unsuccessful applicants will receive email notification of their status, as per Section 3.4. of this Guide.

4.2. Terms and Conditions

Successful applicants will receive the Terms and Conditions associated with their approved grant. This acts as a contract that confirms all parties' understanding of the project, the maximum grant amount to which the applicant is entitled and the grant's expiry date. Certain conditions may be attached to successful contracts in order to ensure that sustainability goals are met.

It is the responsibility of the successful applicant to sign this Terms and Conditions (contract) and send it back to the Ministry in two versions (see **Section 5** of this Guide):

- hardcopy mailed in; and,
- electronic copy.

***Note:** The Terms and Conditions are not available on the website as the contract is project-specific.

4.3. Claim Period and Expiry of Grant

The claim period will be for approximately two years. Requests for an extension of this claim period will only be considered where there are unforeseen or extenuating circumstances. Such requests must be received before the expiry date of the grant. Extensions are granted in one year increments. Grants are only eligible for two extensions.

4.4. Transfers between Projects and Scope Changes

Grants are project specific and may not be transferred from an approved application to a new proposal. Any diversion from the project description, as provided by the initial application, a consultant's proposal or a detailed work program, may be considered only with the prior agreement of the Ministry of Community, Sport and Cultural Development. Any substitute project must produce similar results to that for which the grant was approved.

The Ministry must be notified of any changes to the project description prior to completion of the project, which could then be eligible for a formal scope change process for approval of proposed changes.

4.5. Payment of Grant

The total amount of the grant payable will not exceed either the amount noted in the approval letter or the approved percentage of the actual cost, whichever is less.

To request payment, the grant recipient must submit by email to: Infra@gov.bc.ca:

(Please submit the following materials: 1.Claim form; 2. Final Report; 3. Compiled Invoices as three separate documents.)

1. Completed and signed **Claim Form** in PDF format (see **Section 4.5.2.** of this Guide for details on filling in the Claim form);
2. Copy of the **Final Report** (i.e. Study, Plan etc., see **Section 4.5.1.** of this Guide); and,
3. Copies of **invoices** for all work undertaken to complete the report; this should include details of all times and charges, or, a schedule detailing the cost (time and charges) for in-house resources used to prepare the report;

If not previously submitted the following are required as well before payment can be made:

4. **Signed Certificate Form** sent in electronically to the email address above; and,
5. **Signed Terms & Conditions** –two copies to be sent in: hardcopy mailed in and electronic copy.

***Note:** For projects that did not generate invoices (i.e. used in-house resources or in-kind contributions), the claim must be accompanied by a schedule detailing the costs (time and charges) for the project. Should the schedule show unreasonable or ineligible costs, grant claims may be denied or reduced.

4.5.1. Submission of Final Report

The Final Report refers to any study, plan, evaluation, strategy etc. as per **Section 2.2.** of this Guide for eligible projects. The Final Report is the final product that has resulted from the awarded grant. The Ministry may publish, release, or otherwise disseminate information related to the plan or study, including the final report.

Should the final report be different than shown in contract description and deliverables, the proponent shall be held responsible and grant funding may be withdrawn. See **Section 4.4.** of this Guide.

Please submit the Final Report in the following format:

- **Digital copy** – if a digital copy of the report cannot be supplied, than a paper copy of the final report will be accepted. Hard copy reports prepared by a registered engineer and/or geoscientist must be sealed or stamped, with signature and date, clearly showing the report author and responsible professional.
- A covering letter, from the applicant, should indicate that the final report and its contents, have been received, evaluated and accepted by the project proponent.

4.5.2. Submission of Claim Form

A completed and signed claim form is required for payment of grant and is available for download from: http://www.cd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm.

The following is an example of how to fill in the financial section of the claim form, with an estimated total project cost of \$24,242.50, and no financial contributions from others:

Claim Calculation:

Total Amount of Grant Approved:	A	\$10,000
Total Eligible Costs Incurred To Date:		\$24,242.50
Less Contributions or Grants from Others:		\$0
Total Eligible Costs Incurred:		\$24,242.50
100% of first \$5,000: B		\$5,000
50% of next \$10,000: C		\$5,000
Grant calculation (B plus C): D		\$10,000
Claim A or D , whichever is less:		\$10,000

Refer to **Section 1** of this Guide for further explanation on the breakdown of costs and the formula used by the Ministry to determine the grant amount per community.



5 Contact Information

Mailing Address

Ministry of Community, Sport and Cultural Development
Local Government Infrastructure and Finance Branch
PO Box 9838 Stn Prov Govt
Victoria BC V8W 9T1

Location Address

4th Floor - 800 Johnson Street, Victoria, BC

Phone: 250 387-4060

Email: Infra@gov.bc.ca

Website: http://www.cd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm

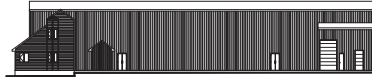


Clearview Arena

Structural Walk-Through



Force Engineering Group Inc.
Project 21043
November 2017



EXECUTIVE SUMMARY

1.1 SCOPE OF STUDY

Force Engineering Group Inc. (Force) was engaged by the Peace River Regional District in September 2017 for the purposes of conducting a visual review of the current conditions of structure known as the Clearview Arena. The intent of this review is to guide the Regional District in its future decisions regarding the viability of the structure. This review is based solely on the sight-exposed condition of structural elements only. The testing, calculation, and measurement of the building have been excluded from the scope of works. This is a “walk-through” only.

A document review of the known conditions was conducted on the structure through the months of September and October, 2017, and a site visit by Force Engineering Group Inc. representative was conducted on September 28th, 2017.

1.2 CONDITION ASSESSMENT OVERVIEW

This reports follows, in general terms the protocols, techniques, and methodology of the IRC/CIRC publication “Protocols for Building Condition Assessment”. Terms used in this report comply with the definitions listed in industry publications with the following description of system performance added:

Satisfactory – The component of system is performing its intended function, no major discernable defect noted. It is expected the component will last for the normal service period.

Serviceable - The system or component is performing its intended function but has some visible defects or noted aging. It will require minor to moderate repairs but may also require replacement. Costs associated with serviceable items are listed under “Medium Term” and generally have a 4-7 year service life

Fair - Barely performing its intended function. Has easily distinguished defects and advanced signs of age. Will require moderate to major repairs in the short





term. Items so described have a 1-3 year likelihood of continued performance

Poor - Not properly performing its intended function. At or beyond its expected service life, or a building / occupant safety risk that must be corrected. The component or system requires major repair or replacement. Costs associated with a poor rating should be completed within the next calendar year as there is imminent danger to life and / or potential for further damage.

After completing our field review, and after detailed study of the documents we were privy to, we have found that each of the aspects of this study may be generally described as follows:

- Structurally, the building as a whole has been found to be in Serviceable Condition.
- The roof structure of the arena is in Serviceable Condition, with the exception Dressing room denoted on plans as Room 107, which is in Fair Condition
- The original pre-engineered building frame steel is in Serviceable state
- The 1989 addition (Grids 11 through 12 on Plan) is in a Serviceable state
- The connection and lateral force resolution between original building and the 1989 addition is in a POOR state.

1.3 GENERAL CODE COMPLIANCE

As part of our mandate under this review engagement, we are restricted to visual review of the general condition of the structure only. Architectural components, fire safety, electrical and mechanical components are outside of our mandate. It is our conclusion after document review that, at time of construction, each facility substantially complied with the British Columbia Building Code edition in effect at time of initial occupancy, as they had professional design involvement.

While there have been updates to the Building Code over the intervening years since construction, there is no requirement to update any existing structures to the current 2012 building code, the edict



being that any future renovations contemplated merely do not reduce the current life safety levels that currently exist.

Documentation (drawings) were fairly complete for all facilities, and it appears professional design, supervision were undertaken for most elements. Of note; however, is the lack of documentation for the 1975 original steel frames and foundations. It appears from the documentation these elements were substituted for the original masonry wall / steel roof design, likely due to costs. Although the steel building is manufactured by a well known manufacturer (Butler) we were unable to locate plans for this element, due to not knowing the original contractor, job number, or ship date.

1.4 SERVICE LIFE

The Building Code generally mandates the expected service lifespan of buildings to be 50 years, with anticipated partial component replacement due to natural wear or aging, such as roofs, heaters, paint, etc. This 50 year criteria is based on a number of mathematical probabilities such as storm frequency, anticipated seismic events, changes to design loads, etc.

Service life, obviously, cannot account for unforeseen event such as deliberate acts of vandalism, fire, terrorism, or atmospheric/seismic loads in excess of the 1 in 200 year events the Building Code anticipates. Admittedly, the bar is set fairly low by the BC building code, it is not uncommon in Europe to find structures hundreds of years old still in use, and we have many structures locally that have already surpassed the criteria. This structure's oldest components are now approx. 42 years old

Ice Arenas are a unique building type. They are, by design, structures that are actually intended to deal with deliberate frost and ice accumulations, high humidity, low heat, severe traffic, and vandalism. They do this in atmospheric temps that range from -40 to +30, while the ice plants circulate a highly corrosive refrigerant mix through pipes and concrete.



While it is impossible to empirically quantify by math formula the precise date of the viable end of use of these buildings, the review team is of the opinion that we expect the Clearview Arena to surpass the Building code target of 50 years.

1.5 CONCLUSIONS

The Clearview Arena is a 40+ year old structure, that has not received significant structural maintenance or alteration in over 28 years. Portions of the building are exhibiting signs of duress, though no imminent threat or risk of collapse is identified, maintenance and repairs to structural components is now necessary to preserve the asset and protect the occupants.

We find the work of the building operators to be exemplary, though current operating budgets do not allow proactive work, only reactionary response to immediate need.

Movement between the 1989 and original 1975 portions of the building is noted, and lateral force resolution along this line is suspect. We anticipate significant repairs in this area. The former ice resurfacer room, currently used as dressing room 107 is deemed uneconomically viable to repair and replacement should be considered.

The stability and interaction between the original building and the 1989 addition remain our largest concern, and are directed to be further studied to garner the insight required to make effective repairs and ensure the structure can withstand lateral and vertical loads.

Regards,

FORCE ENGINEERING GROUP INC.

Per

M.A. Zygum
Project Manager / Principal
Building Officials of British Columbia Member #1773

FORCE ENGINEERING GROUP INC.

Per



B.C. Shipton, P.Eng. 2017-11-03
Senior Engineer / Principal



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INTRODUCTION

2.1 ARENA OVERVIEW

Force Engineering Group Inc. was retained to perform a walkthrough evaluation / assessment on structure of the Clearview Arena. This building is located NE of Fort St. John, on School District 60 property, at approximately N 56d 19' 53.11" and W 120d 17' 46.87" on the Cecil Lake Road. The intent of this review is to guide the Regional District in its decision to retain, repurpose, or invest in the facility through assessment of the structure and the associated capital costs to repair, replace or improve noted irregularities.

2.2 BUILDING HISTORY

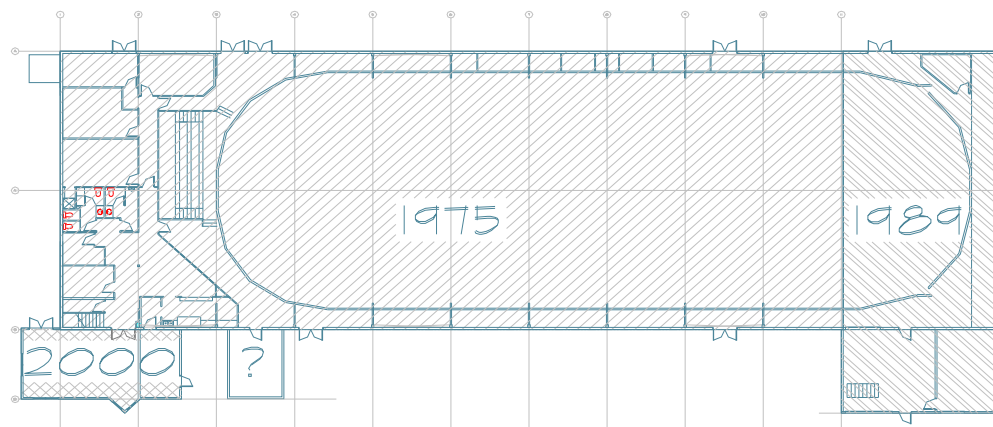
The Clearview Arena is in many respects a typical rural Arena, consisting of a single non-regulation (NHL) size ice sheet with adjacent artificial ice plant, 5 small dressing rooms, concession, and seating areas. The current facility as at the date of review is comprised of three distinct phases of construction.



Clearview Arena September 28th, 2017



The first phase of construction occurred in 1975-76 and was comprised of the original 200'x80' building, designed by local Architect Killick Metz. Plans from the era denote the building structure was to be a concrete block (Masonry) building with a hybrid wood/steel roof, known as T.J.L. type trusses. (Similar to the current Chetwynd Arena) The foundation was to be a concrete pile and grade beam assembly. Evidently, sometime after the plans were prepared, the primary structure was changed (likely due to cost and location) to a pre-engineered steel building, consisting of primary steel frames at 20'-0" centres and steel purlins. Subsequent renovation plans from 1989 also indicate the original foundation remained a grade beam, presumably on an altered pile layout to coincide with the frame spacings. As there was no provision for a plant, the original ice surface must have been a natural ice surface, limiting its use. At some point a wood framed shed along the north elevation was added to house ice resurfacing equipment.



Facility Construction Phasing

The second phase of construction included the renovation to permit an artificial ice surface and added limited grandstand seating to the east end of the rink. The renovation added a new ice resurfacing garage, the ice plant, and 40'-0" to the western end of the building. Plans were prepared by Camrec Facilities (unsealed) and Melcor Building Systems (B.C. P.Eng Sealed). The ice rink location was relocated approx. 20'-0" west to permit a small grandstand to be added to the east end. As the original steel building was not designed for expansion, the initial west end wall had to be removed, a new structure inserted under the existing purlins, and the extension continued. Plans



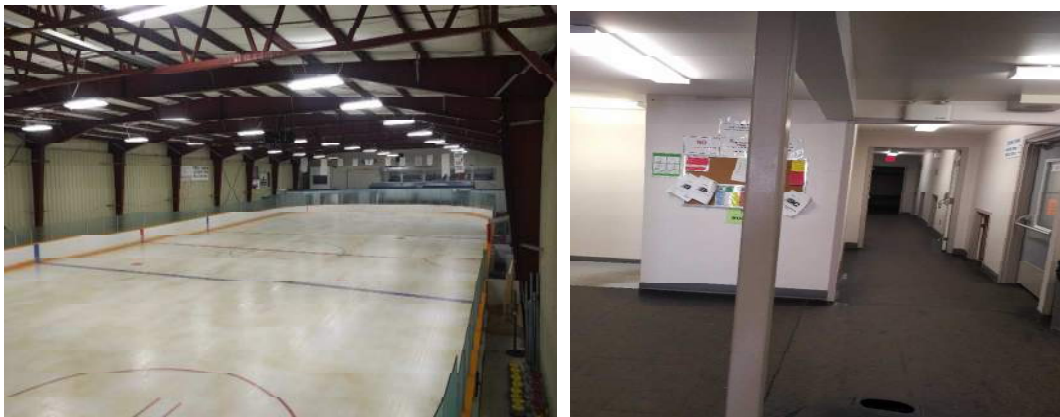
from 1989 show the existing end wall pilings abandoned under the new rink slab, and modification to the lateral ties under the slab had to be made to accommodate the refrigeration piping. Its also likely that at this time the original ice resurfacing equipment room became dressing room 107 (see plan)

The final phase to date included the construction of a new two storey entrance vestibule and concession storage. Plans were prepared by G.H. Cook Associates Inc. a predecessor firm of Force Engineering Group Inc. This work was completed in 2000, and also included the building a small referee room in the SW corner of the ice rink.

Minor renovations have occurred since the primary three phases such as addition of the electrical room, refrigeration plant updates, and renovations of the main floor washrooms. Plans for this aspect were prepared by J. Jarvis Engineering. As garnered from staff on site, a repair was made to the main floor framing under dressing rooms 113 and 114 when decay was found.

2.3 SITE VISIT

On the date of our site review, the facility was found in generally the same configuration as the provided plans. We had the opportunity to discuss with operating staff the facilities shortcomings, past work, future wish list and toured the facility with staff before commencing our own more detailed review. Staff on site feel the facility is under capacity in terms of the number of events it can hold.



Clearview Interiors - General



The overall condition of the facility was at par with what we would expect for a 40+ year old building, operated by minimal staff and a limited operating budget. Wear to common areas was minimal, paint is refreshed yearly, although the rink area showed age though heavy wear and deterioration of painted surfaces, damage from pucks and flying objects.



Entrance Lobby (Left) and Second Floor Viewing (Right)

The interior visibility in the rink was initially limited due to heavy interior fog as a result of the lack of ventilation and dehumidification equipment. Relative humidity at 100% further accelerates wear on painted surfaces, and accelerates corrosion of steel and wood members. We commend staff for their efforts to patch and maintain the exposed vapour barrier which aids in the steel preservation.



Fog and Condensation (Left) and Vapour Barrier Patchwork (Right)



Our investigations included all common areas, mechanical rooms, crawlspace under the main floor dressing rooms (located from grids 1 to 2), and the attic area above the second floor (also from Grids 1 through 2)

2.4 STAFF IDENTIFIED USE AND ISSUES

The building functions primarily as an arena for no more than 8 months of a calendar year. Some use by the school district for dry floor events like tennis can be held during the off season, but are infrequent. There is no use of the building current for trade shows or conventions, nor is the facility designated for post disaster events.

Conversations with the on-site facility operations staff revealed largely cosmetic / architectural concerns and problems. Aspects included:

- Concern about the state of decay of the wood floor under main floor dressing rooms
- Rust scaling and flaking in the main arena area
- Finish wear in concession areas
- Lack of building envelope in dressing room 107
- Door functionality
- Space constraints
- Rink Water Quality / Rust staining of Ice
- Plumbing Back-up
- Maintenance of ceiling vapour barrier

Discussions with persons who are actively involved in a facility we view are essential in providing pointers to potential issues and sometimes insignificant issues can in fact point to larger concerns. Generally, we found all operations staff concerns to be valid, though resolution of some remain out of the retained scope of our report.



3.0 DETAILED OBSERVATIONS

After initial meeting and tour of the facility, we made notes pertaining to the various areas within the facility, and the structural condition of each. Summaries of each major area of the building are made in their respective divisions following. Refer included drawing S1 for reference locations and further illustrations.

3.1 CRAWLSPACE, GRIDS 1-2

The crawlspace area is located from grids 1 to 2, from A to B. Access to the crawlspace is via a hatch in the mechanical room 109. This area is part of the original 1975 building plan and is the only crawlspace in the building. Its primary purpose is for the routing of HVAC ducts and piping servicing for the dressing rooms, as well as a service exit point for the sewer main. The main floor above is framed as conventional wood joists with plywood sheathing over, whilst the crawlspace is essentially clay covered with poly vapour barrier. Evidence of sloughing is found along the east and south walls, potentially allowing exterior ground water to enter, though at the time of our visit the area was dry and the sumps functional. The wood floor above is supporting a wood beam located midway between grids 1 and 2, which appears to be functioning without duress. Dirt is in contact with the beam at the south and north ends, which is a concern for long term decay. Some crushing of shims at beam support points is noted.



Crawlspace General and Perimeter Grade Sloughing



Beam End in Contact with Grade, Plywood Shims Under Beam Deteriorating

3.2 ENTRANCE ADDITION (2000)

The entrance addition was constructed in 2000, and consists of a two storey wood framed addition on grade beam and piles. This area is located to the north of Grid B. It remains essentially in the same state as built, and exhibits no major signs of movement, or damage. Exterior, residential grade, siding originally used to clad the exterior is damaged due to abuse, rocks from parking areas, and general wear. Some areas are damaged to the extent where water ingress to the building envelope, and structure behind, is possible, though not yet detrimental at this time. A distinct seam between the addition and original construction is evident; however is not thought to be the result of structural movement.



Floor Unevenness Between 2000 and 1975 Phases



3.3 MAIN FLOOR FROM GRIDS 1-3 (1975)

The original main floor areas have been modified from original when the rink was relocated in 1989 to permit grandstand installation. Its likely the concession, sound booth and dressing room 115 were added at this time. As noted in section 3.1, the eastern portion of this area is a suspended wood floor over a crawlspace, and the western area is a concrete slab on grade. A load bearing wall supporting the second floor is aligned along Grid 2. The column supporting the second floor is likely founded atop the original crawlspace perimeter grade beam. Some movements in the slab on grade are noted, likely due to a lack of sub-grade perimeter drainage. No adverse movements currently affecting doors or means of egress were noted.

3.4 SECOND FLOOR GRIDS 1-2

The second floor is largely assembly space with its own washrooms. A small two tier seating stand exists for spectator use in a heated area. Exit doors are located in the SE corner, and are known to have functional difficulties, not believed related to structural movements. The washrooms are not code compliant but do provide additional capacity to the building. Plumbing overflows in the past have occurred, but are not believed to induce decay in the supporting wood structure. There are no notes on plans to indicate the actual structural arrangements of the second floor, thus confirmation of capacity for assembly use cannot be confirmed, as there were no exposed areas.



Second Floor Viewing Room



3.5 DRESSING ROOM 107

Dressing Room 107 is an addition placed sometime between 1975 and 1989. It originally contained the ice resurfacer, though now functions as a dressing room. It has no plumbing facilities, and is noted by staff as drafty, and hard to heat. The structure appears to be all wood, hastily conceived and executed. Metal cladding does not match the other portions of the building. Foundation may too be wood, though is concealed by grade at the date of our review. Settlement towards the north is also apparent. We could find no definitive plans or structural arrangements. Its roof elevation is substantially below the eave of the main arena structure and there is no evidence to suggest the wood framing is designed for the substantial drift loads that the building code mandates.



Dressing Room 4 (Room 107) Interior and Exterior



Dressing Room 107 Foundation



3.6 ATTIC ABOVE SECOND FLOOR

Above the second floor an attic space exists which has the endwall framing of the pre-eng building exposed. It is devoid of equipment, though a large, combustible wood duct exists to convey the rink exhaust towards the fan in the endwall. Access to the space is above room 203 (Lockers) through a non-fire rated hatchway. No excessive corrosion or distorted structural members were observed in the space.



Attic Over Second Floor. Steelwork in near Original Condition



3.7 MAIN ARENA GRIDS 1 through 11, A to B

As noted earlier, the main arena original build, is a Butler Building pre-engineered structure. It consists of steel frames at 20'-0" centres with 8" deep steel purlins at ~ 5'-0" spacings. Each steel frame consists of 5 bolted together components, designed to transmit loads to the pile and grade beam foundations. As these types of frames generate large vertical and horizontal reactions at their base, its presumed the piles and details at each frame were changed from the Killick Metz plans to accommodate the added load. In dealing with the horizontal reaction force, either large diameter piles capable of resisting the outward force can be used, or smaller diameter piles can be employed with a tie between opposite walls, similar to how a collar tie in wood rafter framing resolves thrust. Though we were unable to locate original plans, it appears the designer went with the latter solution, as the 1989 plans note altering the steel tie below the rink surface, presumably to allow the heat floor piping to be accommodated.



1975 Frame (Butler) Building

The majority of the steel frames base connections are concealed in concrete, though we located at least one instance along grid "B" where four anchor bolts were exposed. Generally the concrete



floor slabs did not contain appreciable cracks or indications that the frames have displaced significantly either vertically or laterally. Exterior exposed grade beam along the north (Grid “B”) was not significantly distorted to the eye.



Exposed Anchor Bolts (Left) and Relocated, Welded Brace (Right)

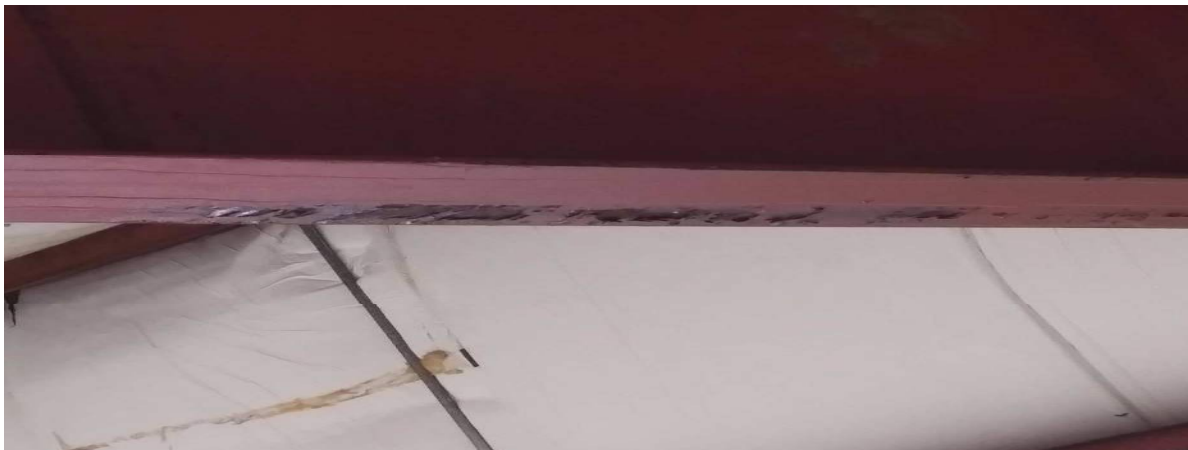
The building frames are inherently laterally stable along their axis. To provide lateral restraint against roll-over along the building’s length, metal rods and turnbuckles are employed to transmit these forces to the foundation. We generally found these pieces to be tight and intact, though it appears the braces along grid “B” from “5” to “6” have been relocated from a previous position, likely due to the dressing room 107 addition or other modification. When relocated, no turnbuckles to provide tension were used, and they were directly welded. In the current configuration they are very loose and will permit movement, and thus forces would be larger than anticipated.

Similarly rod bracing has been employed in the roof diaphragm, to transmit roof forces to the walls, and then to the foundation. While they appear unaltered, its clear the brace between grids “10” and “11” has appreciable sag. It is unclear if this is a result of original construction, or the addition of the 1989 structure which occurred adjacent to the brace rods. The pattern of bracing is somewhat different than we are accustomed to on modern facilities and we are not able to determine if this is erected to manufacturer plan, though it is mimicked in the concealed Attic space.



Sagging Roof Diaphragm Brace B/T Grids 10 and 11

In the original 1975 steel building, it is evident that condensation and moisture occur regularly, and have since inception. The frames, purlins and other exposed steelwork have never been coated or protected, beyond the original primer paint employed at the factory at manufacture. Corrosion is now evident on all steelwork, and is advancing to the point where paint chips and flaking is deposited on the ice surface regularly. Though not an immediate threat, long term corrosion of the steel, welds, or sub members can result in structural failure.



Corrosion Noted on Frames, Multiple Locations



3.8 1989 ARENA ADDITION GRIDS 11 through 12

The 1989 addition is instantly recognizable within the building, as the frames change type and spacing. Rather than employ the same style of frame used in 1979, the addition designers opted to use a truss style peaked roof at 8'-0" spacing with straight column walls matching the spacing of the roof trusses. The change is likely rooted in the era, whereas the material costs were substantially more than labour costs, thus the less weight of steel employed, the lower the building cost. The inverse of that is true today in the modern economy, where labour costs far outstrip materials, thus the truss style of construction used in 1989 would not be cost effective now due to the large labour cost in fabrication of trusses, whereas frame welding is nearly all robotically automated now.



A Change in Structure Type is Evident in 1989 Addition

The straight wall (column technique) has a few additional advantages in that it largely eliminates the outward thrust at the foundation the 1975 frames have. Because of the “slimmer” profile there is also, theoretically, more useable interior volume.



The 1975 structure was not originally designed to be expanded to the west, as no frame (same as used from grids 2 through 10) was present. Accordingly it would have been necessary to temporarily support the portion of roof from 10 to 11, while inserting the first truss in 1989.

Evidence on site suggests the original 1975 end wall was cut away after the 1989 addition was erected, and there is virtually no connection of the wall purlins @ grid 11 between the 1975 and 1989 portions. Movement is evident at this joint, screws on cladding are loose on the exterior too. It is entirely unclear from plans and site observation, how the designer intended to replace the lateral force resolution of the original 1975 building as there seems to be only vertical force considerations.



Seam Between 1975 Building (Left) and 1989 Building (Right)



No Apparent Connection Between the 1975 and 1989 Buildings



All Cladding Screws Loose at Grid A and Grid 11 (Seam b/t Original and Addition)

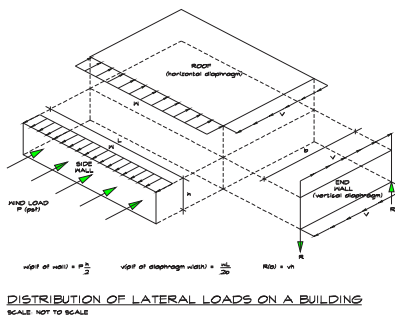


There is only one set of lateral bracing in the north and south walls of the 1989 addition. None exists in the west wall, and only small knee braces of indeterminate capacity exist in the north south axis. There seems to be no mechanism to drag forces between the two distinct construction types.



Typical Arena Truss @ Grids A and 11 (Left), and Roof Truss to Vertical Wall Truss Room 104

The situation is akin to an ordinary cardboard box. A box with all six faces intact and glued is far stronger and able to support more weight, than the same size box with one side missing.





No bracing or resolution of lateral forces is immediately apparent in the ice plant or ice resurfacer rooms either.

3.9 ARENA EXTERIOR

The main arena buildings, both 1975 and 1989 portions are clad with exposed faster metal cladding. Metal cladding is directly screwed to the steel purlins between frames or trusses. The roof is approx. a 1:12 pitch, and uses the same exposed faster application.



Arena North Wall (Looking towards Ice Resurfacing Room)



While this technique is the cheapest available, it has a consequence. The exposed fasteners utilize a flexible neoprene washer for moisture seal. These fasteners are exposed to extreme wear due to sunlight degradation, and thermal expansion and contraction. Metal siding is constantly expanding and contracting due to temperature changes night to day. Eventually the washers become brittle, cladding holes elongate, and the structure begins to leak and decay. Nominal leaks are in fact reported at Clearview Arena , and its 40 year age suggests fastener replacement is overdue.



Typical Fastener Washer Degradation Throughout



Grading along the building is acceptable only along the north elevations which has only minor repair areas. All other elevations require re-shaping to direct water away from the foundation and steel structure. Water, and the repetitive freeze thaw cycles has adverse effects on foundations, heaving floors and steel corrosion. Rainwater leaders and eavestrough are no longer functional, or disconnected in many areas. Cumulatively, drainage factors will contribute to structural failure.



West Wall Grades Slope towards Building. Grade at SE Corner is Over Cladding

4.0 RECOMMENDATIONS

As noted earlier, some precise recommendations for repair cannot be made, as due to the scope of this report calculations and means to resolve some identified shortcomings are not included. With further, more detailed review, it may be possible to better quantify exact repairs and better estimate costs. For the purposes of this report, and our retained scope, future work is generalized and probable costs are based on the experience of the writer, rather than precise quantifiable work.

4.1 CRAWLSPACE

The crawlspace areas require some bank stabilizations, minor repairs to the vapour barrier and excavation and treatment of beam ends to prevent decay. Monitoring of the floor decay is required at



least twice yearly, and long term, during the next major rejuvenation of the dressing rooms those areas should be replaced.

4.2 ENTRANCE ADDITION (2000)

The 2000 addition is functioning as intended. Short Term repairs to siding for prevention of water ingress to the area are required, long term planning should include replacement of residential grade materials with commercial.

4.3 MAIN FLOOR FROM GRIDS 1-3 (1975)

While there are number of functional and aesthetic areas to be addressed, there are no direct structural repairs to be undertaken at this time, other than those identified in 4.1

4.4 SECOND FLOOR GRIDS 1-2

No immediate structural issues were identified, though due to inadequate info on the structures suitability for assembly, any change in use or planned loadings in excess of 45 lbs/sq foot should initiate an invasive review of the structure to calculate true capacity. Corrosion on supporting floor angle in the crawlspace should be treated and monitored.

4.5 DRESSING ROOM 107

Risk management practices deem uncertainty of the foundation, drift load capacity and the poor overall building envelope likely make this room uneconomic to repair and/or upgrade. Accordingly, in the short term demolition and remediation should be considered , and the replacement with new space, to current codes, would be later required to meet space demands.



4.6 ATTIC ABOVE SECOND FLOOR

Fastener replacement costs are attributed under 4.7. Though there are a couple modern building code violations, these cannot be attributed to structural issues.

4.7 MAIN ARENA GRIDS 1 through 11, A to B

The main arena area costs include both identified structural deficiencies and work needed to mitigate structural risks. Issues, such as the identified suspect lateral loads distribution, is further explained under section 4.10.

Matters for short term address include:

- Corrosion protection (Sandblasting and Painting) *

- Lateral Bracing Turnbuckles / Tightening

- Temporary connections along Grid 11 (see 4.10 for more)

- * - may require lead paint abatement

Medium term structural maintenance

- Metal Liner for Ceiling Vapour Barrier Protection

- Complete Ventilation system and dehumidifiers for moisture control

4.8 1989 ARENA ADDITION GRIDS 11 through 12

Due to the number of unknowns with the interaction of the 1989 addition with the 1975 building, further study is recommended. Study costs are summarized under 4.10

4.9 ARENA EXTERIOR



The majority of the work is placed in the medium term costs category, though it is recommended cladding fastener replacement and earth grading be undertaken as soon as practical. Eavestrough and leader repairs are also needed.

4.10 FURTHER STUDY

As noted in section 3.8, the force resolution between the original building and the later addition is unclear, and due to noted movements, and our observations such as the lack of connections between walls, we consider this to be highly suspect.

Further study is recommended which would involve, at a minimum:

- detailed as built measurements
- possible limited excavation to expose foundation elements
- drafting . modelling of as found conditions, and input into a structural simulation
- analysis of results, and identification of deficient components
- devising most economic repair.
- costing of repair methods

Obviously, the goal of this further study would be to quantify the extent of additional repair work that this simple walk through cannot empirically define. We assign this to be an immediate cost as sequencing of other listed repairs may be better if all repair work is known from the onset.

The time on site, drafting, and engineering time should be assigned a probable cost of \$15,000-\$20,000. Significant additional renovation cost may be incurred dependent on the additional study.



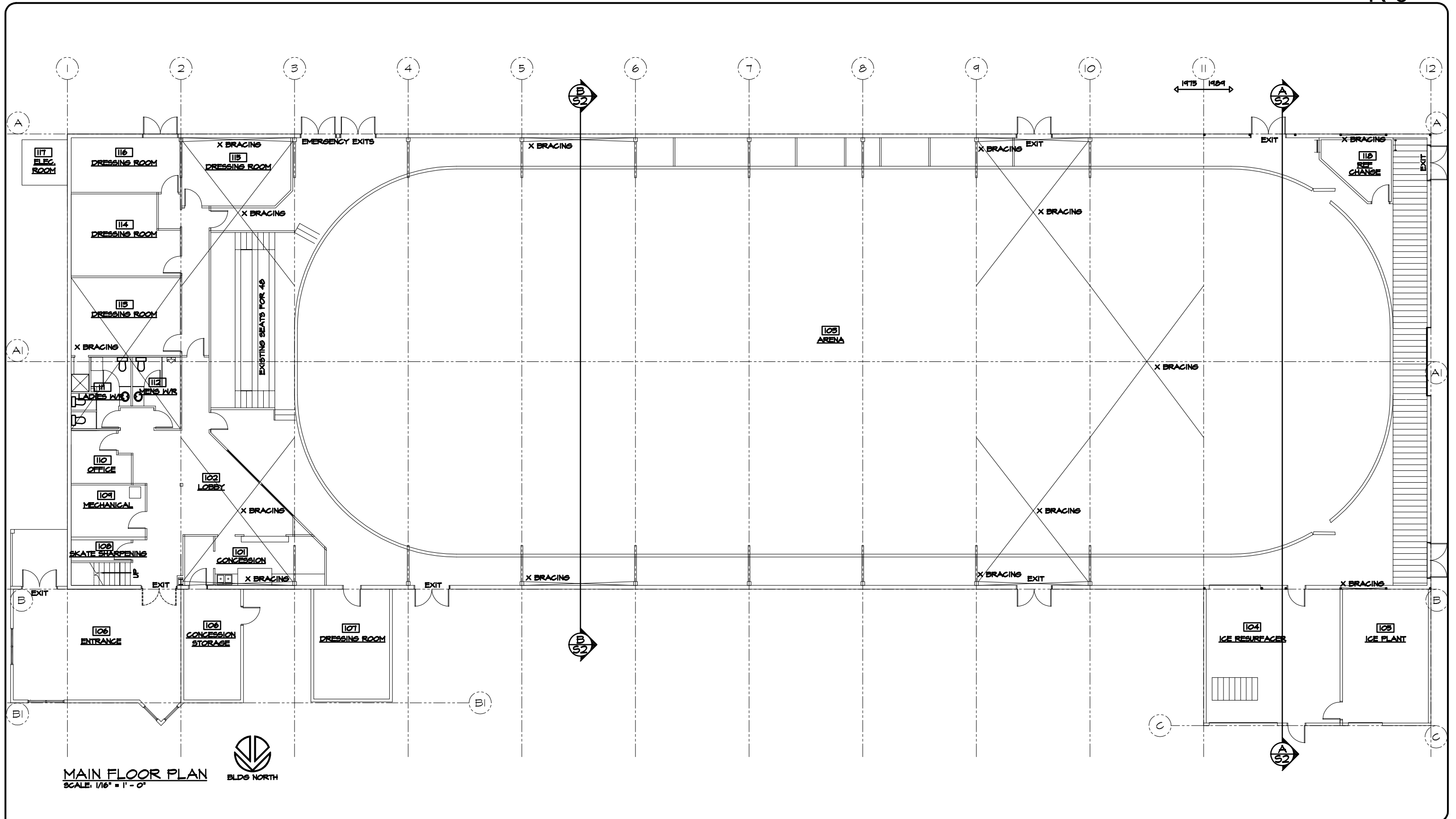
5.0 CONCLUSIONS

The Clearview Arena is a 40+ year old structure, that has not received significant structural maintenance or alteration in over 28 years. Portions of the building are exhibiting signs of duress, though no imminent threat or risk of collapse is identified, maintenance and repairs to structural components is now necessary to preserve the asset and protect the occupants.

We find the work of the building operators to be exemplary, though current operating budgets do not allow proactive work, only reactionary response to immediate need.

Movement between the 1989 and original 1975 portions of the building is noted, and lateral force resolution along this line is suspect. We anticipate significant repairs in this area. The former ice resurfacer room, currently used as dressing room 107 is deemed uneconomically viable to repair and replacement should be considered.

The stability and interaction between the original building and the 1989 addition remain our largest concern, and are directed to be further studied to garner the insight required to make effective repairs and ensure the structure can withstand lateral and vertical loads.



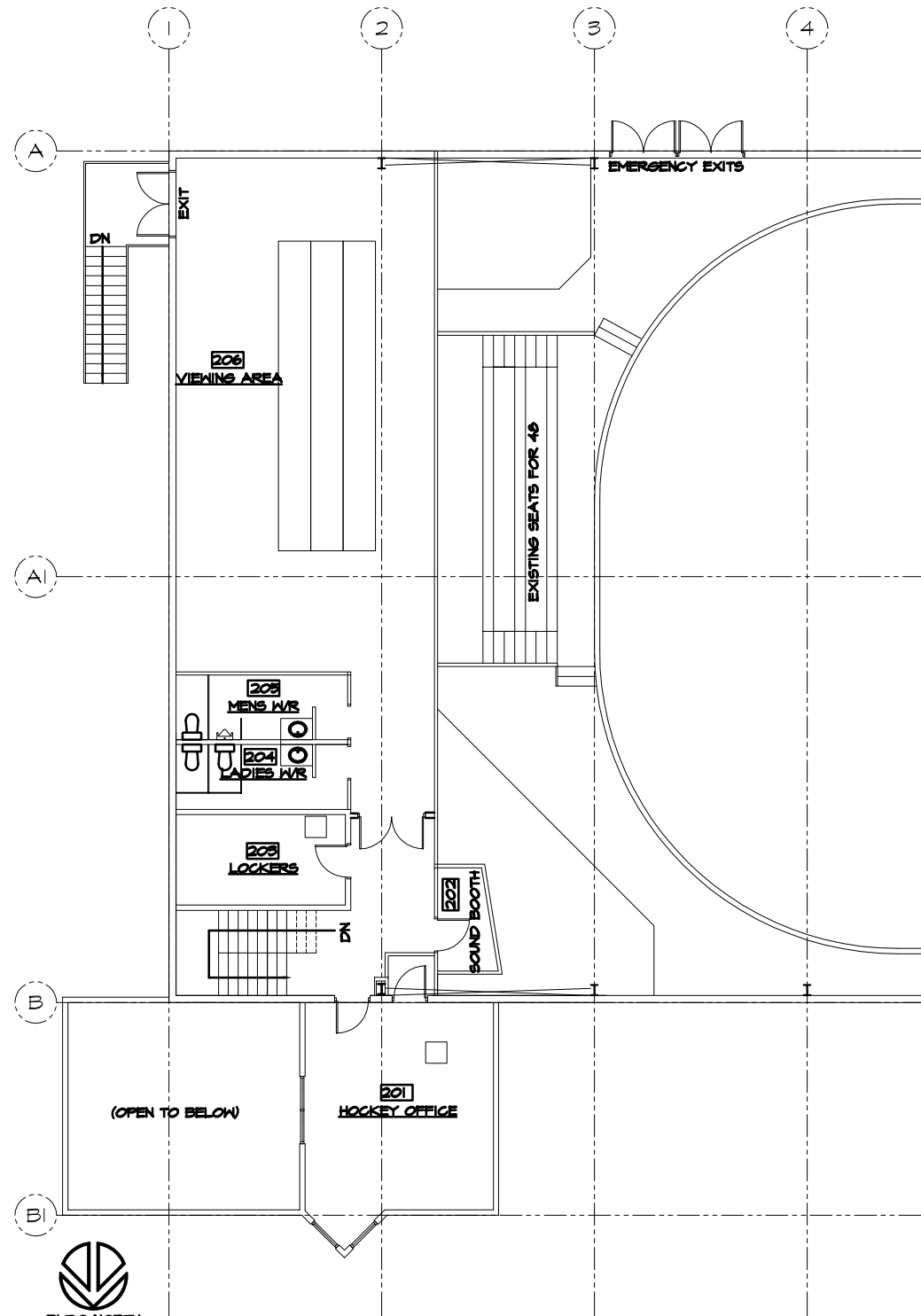
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CHECKED BY: MZ
REVISED @:
ON:
ISSUED AS FOR:
FILE: 21043

CLEARVIEW ARENA

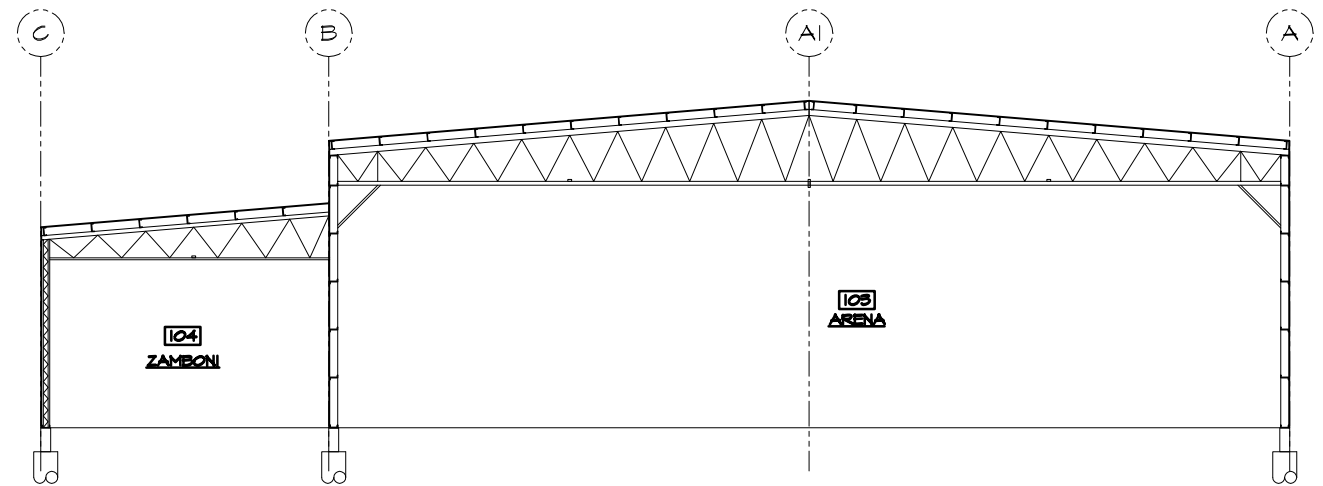
CLEARVIEW, BC

FORCE
ENGINEERING GROUP INC.
www.force-engineering.com
Dawson Creek, B.C. Ph: 250-782-4215 Fax: 250-782-4224
Fort St. John, B.C. Ph: 250-785-1453 Fax: 250-785-1414

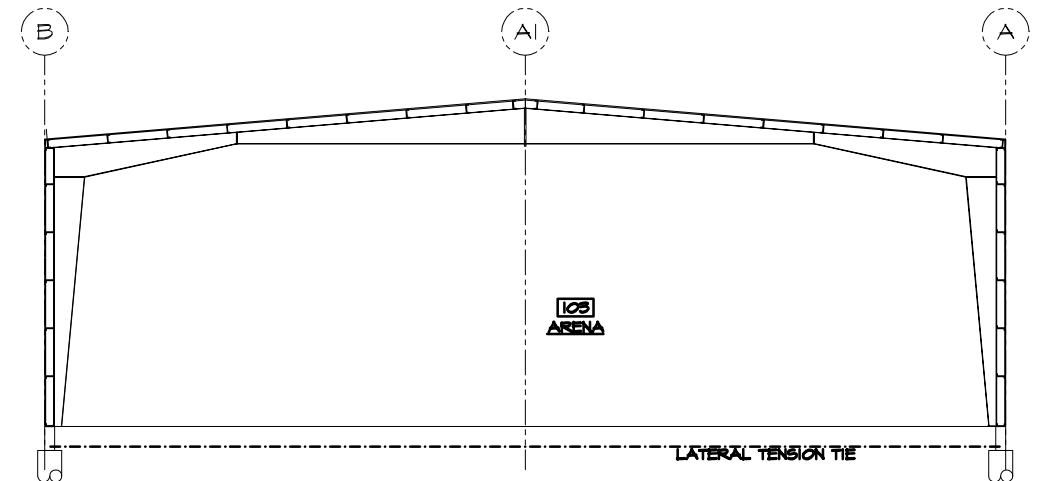
PROJECT No.
21043
DRAWING No.
S1/2



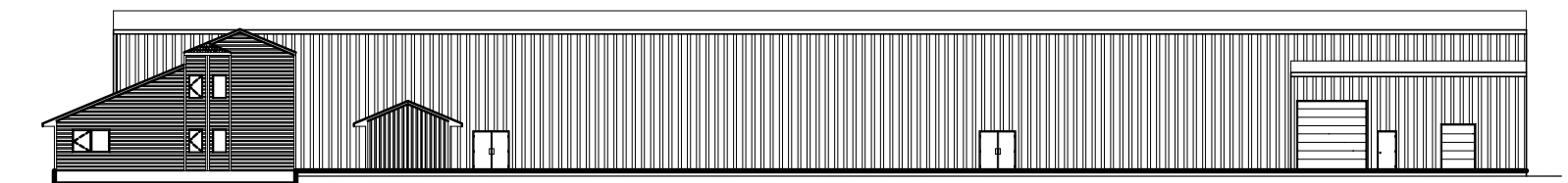
BLDG NORTH
SECOND FLOOR PLAN
SCALE: 1/16" = 1' - 0"



1989 - BUILDING SECTION
SCALE: 1/16" = 1' - 0" (A S1)



1975 - BUILDING SECTION
SCALE: 1/16" = 1' - 0" (B S1)



NORTH ELEVATION
SCALE: 1/32" = 1' - 0"

SCALE: 1/16"=1'-0"
DRAWN BY: MB
CHECKED BY: MZ
REVISED @:
ON:
ISSUED AS FOR:
FILE: 21043

CLEARVIEW ARENA

CLEARVIEW, BC



PROJECT No.
21043
DRAWING No.
S2/2



REPORT

To: Rural Budgets Administration Committee

Date: December 5, 2017

From: Jill Rickert, Community Services Coordinator

Subject: Youth Travel Request – Chetwynd Secondary School, Senior Girls Volleyball Team

RECOMMENDATION(S):

That the Rural Budgets Administration Committee deny the application for a grant from the Chetwynd Secondary School Senior Girls Volleyball Team as the 2017 Youth Travel allocation for Electoral Area E, has been fully expended.

BACKGROUND/RATIONALE:

The Chetwynd Secondary School (CWSS) Senior Girls Volleyball team is requesting support from the Rural Budgets Administration Committee to assist with the cost of transportation to attend the 2017 BC Single A Senior Provincial Volleyball Championships that were held in Fernie, BC from November 29 to December 2, 2017.

The CWSS Senior Girls Volleyball team consists of 9 players of which 6 are rural residents. All rural addresses have been verified and may be provided to the Committee upon request. The request was submitted to the Regional District on November 22, 2017 and meets all of the eligibility criteria as outlined in the Schedule E - Youth Travel Policy. If funding was available, staff would be recommending to the Committee that a grant in the amount of \$250 be supported. The Committee has supported prior youth travel grants for the CWSS Senior Girls Volleyball team in 2013, 2015, and 2016.

OPTIONS:

1. That the Committee approve a grant in the amount of \$250 from Area E BC Rail funds for the purpose of assisting the CWSS Senior Girls Volleyball teams with the costs associated with their transportation to the Provincial Volleyball Championships that were held from November 29 – December 2, 2017.

Background: In June of this year, the Committee approved a grant for \$100 from Area D BC Rail Funds for a rural youth rugby player to travel to attend and compete at the Provincial Rugby Championships in Williams Lake.

2. The Committee may wish to discuss if there is a need to increase the annual allocation amounts set for Youth Travel, to better accommodate requests submitted later in the year.
3. The Committee may wish to consider an amendment to the Schedule E – Youth Travel Section 3, Approval Process to include the following item:
 - g. *Requests received after all funds for Youth Travel have been expended will not be considered and applicants will be encourage to apply the following year.*

Staff Initials:

J. Rickert

Dept. Head:

J. Morgan

CAO:

Ch. Birk

Page 1 of 2

December 14, 2017

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

The annual Electoral Area E Youth Travel allocation is \$2,000. This allocation was completely used by May of this year. If supported, funding will be made payable to the school.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachments: Letter of Request, Schedule E - Youth Travel Policy

Received in Community Services by email on November 22, 2017



Chetwynd Secondary School



Box 447 Chetwynd, BC V0C 1J0 (250) 788-2267, fax (250) 788-9729

Peace River Regional District
P.O. Box 810
1981 Alaska Avenue
Dawson Creek, B.C.
V1G 4H8

Attention: Director Electoral Area "E"

November 22, 2017

To: Peace River Regional District

On November 17/18, 2017, the Chetwynd Secondary School Girls Volleyball team represented Chetwynd at the North Central High School Zone Volleyball Playoffs in Prince George, B.C. The team did exceptionally well against some very talented athletes from the northern area and have won the right to attend the B.C. High School Sports Provincial Volleyball Championships in Fernie, B.C. on November 29 - December 2, 2017.

The Senior Girls Volleyball team, which consists of nine girls from grade 9-12 and coaches: Christi Munch, and Kayla Moore, were successful in winning the berth to the Provincials. They are truly excited for this wonderful opportunity to represent our school and our community at this high level competitive event.

We are writing this letter to request funding from the Peace River Regional District to help cover the travel costs for these young ladies attending this event. If the funding is available, a cheque can be made payable to the Chetwynd Secondary School and mailed to the address above. Should you need any further information, please contact Chris Mason, Principal; Leanne Roberston, Athletic Director; or Sheila Neuls, Teacher Sponsor at (w) 250-788-2267.

Thank you for your consideration,

Chris Mason
Principal

Leanne Robertson
C.S.S. Athletic Department Head

December 14, 2017

Chetwynd Secondary School 2017 Senior Girls Volleyball Team

- | | |
|------|---------------|
| Name | 9-1-1 Address |
|------|---------------|

[REDACTED]

Christi Munch -
Sheila Neuls -

- | | |
|------------------|---------------|
| Bus | \$7850 |
| Accommodations | \$2800 |
| Entry Fee | \$ 400 |
| Performance Bond | <u>\$ 400</u> |
| | \$14250 |

- _____
- _____

Received in Community Services by email on November 22, 2017



Chetwynd Secondary School

Box 447 Chetwynd, BC V0C 1J0 (250) 788-2267, fax (250) 788-9729



Peace River Regional District
P.O. Box 810
1981 Alaska Avenue
Dawson Creek, B.C.
V1G 4H8

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Thank you for your consideration,

Chris Mason
Principal

Leanne Robertson
C.S.S. Athletic Department Head

December 14, 2017

Chetwynd Secondary School 2017 Senior Girls Volleyball Team

- | Name | 9-1-1 Address |
|------|---------------|
|------|---------------|

[REDACTED]

Christi Munch - [REDACTED]
Sheila Neuls - [REDACTED]

- | | |
|------------------|---------------|
| Bus | \$7850 |
| Accommodations | \$2800 |
| Entry Fee | \$ 400 |
| Performance Bond | <u>\$ 400</u> |
| | \$14250 |

- _____
- _____



REPORT

To: Rural Budgets Administration Committee

Date: December 5, 2017

From: Jill Rickert, Community Services Coordinator

Subject: Youth Travel Request – Dawson Creek Secondary School, Junior Boys Volleyball Team

RECOMMENDATION(S):

That the Rural Budgets Administration Committee deny the application for a grant from the Dawson Creek Secondary School Junior Boys Volleyball Team as the 2017 Youth Travel allocation for Sub-Regional, has been fully expended.

BACKGROUND/RATIONALE:

The Dawson Creek Secondary School (DCSS) Junior Boys Volleyball team is requesting support from the Rural Budgets Administration Committee to assist with the travel and accommodation costs for the team to get to the 2017 BC Junior Provincial Volleyball Championships that were held in Kelowna, BC on November 23-25th. The request was submitted to the Regional District on November 17, 2017 and meets all of the eligibility criteria outlined in the Schedule E - Youth Travel Policy. Travel and accommodation expenses are anticipated to be in excess of \$8,000.

The DCSS Junior Boys Volleyball team consists of 7 players of which 2 are rural residents. All rural addresses have been verified and may be provided to the Committee upon request. The request was submitted to the Regional District on November 17, 2017 and meets all of the eligibility criteria as outlined in the Schedule E - Youth Travel Policy. If funding was available, staff would be recommending to the Committee that a grant in the amount of \$100 be supported.

OPTIONS:

1. That the Committee approve a grant in the amount of \$100 from Area D BC Rail funds for the purpose of assisting the DCSS Junior Boys Volleyball team with the costs associated with their travel and accommodation to the Provincial Volleyball Championships that were held on November 23 - 25, 2017.

Background: In June of this year, the Committee approved a grant for \$100 from Area D BC Rail Funds for a rural youth rugby player to travel to attend and compete at the Provincial Rugby Championships in Williams Lake.

2. The Committee may wish to discuss if there is a need to increase the annual allocation amounts set for Youth Travel, to better accommodate requests submitted later in the year.
3. The Committee may wish to consider an amendment to the Schedule E – Youth Travel Section 3, Approval Process to include the following item:

g. *Requests received after all funds for Youth Travel have been expended will not be considered and applicants will be encourage to apply the following year.*

Staff Initials: *JR*

Dept. Head: *J. Morgan*

CAO:

Ch. Birk

Page 1 of 2

December 14, 2017

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

The annual Sub-Regional Youth Travel allocation is \$1,500. This allocation was completely used by May of this year. If supported, funding will be made payable to the school.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachments: Letter of Request, Schedule E - Youth Travel Policy



November 17, 2017

Peace River Regional District

Box 180
1981 Alaska Avenue
Dawson Creek, BC
V1G4H8

Re: Application - Recreation & Cultural Grants – in – Aid, Schedule “E” – Youth Travel

To whom it may concern,

We are extremely proud of the accomplishments of our Jr. Boys Volleyball Team at Dawson Creek Secondary School this last weekend. Through an incredible amount of hard work and dedication, our team recently travelled to the Zone Championships in Prince George and were able to secure a spot in the **2017 Provincial Championships** November 23 – 25th held in Kelowna coming up at the end of November.

The long term benefits of attending such a prestigious tournament not only allows for the team to continue to develop their skills, sportsmanship, and foster their relationships with other teams and competitors in the Province, but to meet a goal that they have strived toward all season. The experience allows for the personal development of the students pride, commitment, and dedication. It also allows for younger players in the School District 59 community to witness the rewards of hard work and perseverance, strengthening attitudes of responsibility towards sport.

Unfortunately, due to the reality of living in the North, there many expenses connected with this trip. Although our team has been able to secure some funds in the form of fundraising, we are seeking assistance in tackling the cost of transporting our athletes to provincials and home. In order to cover travel and accommodation expenses, we are facing an approximate cost of \$1000 per player, and were hoping that this might be something you would consider helping us with through the Youth Travel grant program. The junior boys program will be sending 7 athletes to this year's 2017 Junior Provincial Championships, with 2 of the athletes living outside the city of Dawson Creek within the rural communities of the Peace River Regional District. We have attached the costs we are facing in order to send these 7 athletes, 2 coaches and 1 Teacher Sponsor to the provincial Championships.

Thank you in advance for your consideration of our application for the PRRD Youth Travel Grant for our situation.

Ashley & Trevor Smith
DCSS Junior Boys Volleyball Coaches
Afoxvolleyball13@gmail.com (250)719-4913

Application - Recreation & Cultural Grants – in – Aid, Schedule “E” – Youth Travel*Dawson Creek Secondary School Junior Boys Volleyball Team***2017 Roster – Players & Coaches**

#	Player	911 Address
7	██████████	██████████
9	██████████	██████████
10	██████████	██████████
11	██████████	██████████
13	██████████	██████████
14	██████████	██████████
15	██████████	██████████
C	Trevor Smith	Dawson Creek, BC
C	Ashley Smith	Dawson Creek, BC
TS	Richard Payne	Dawson Creek, BC

Description of Event:

2017 BC High School Jr Boys Volleyball Provincial Championships
Kelowna BC
November 23 – 25, 2017

Number of Players Attending:

7

Number of Coaches Attending:

3

Participants living in rural area:

██
██

Estimated Cost of attending event:

Total Team Budget → \$9,560

Total Team Budget/player → \$1,365/player

ITEM	Budget	
Provincial Entry Fee	-\$400.00	-\$400.00
Hotel - 3 rooms, 3 nights	-\$150.00	-\$1,650.00
Transportation - 2 vans, capacity min 11 ppl	-\$450.00	-\$900.00
Flights - 10 roundtrip	-\$600.00	-\$6,000.00
Banquet - 7 players + 2 coaches	-\$21.00	-\$210.00
Prov Gear Fee	-\$40.00	-\$400.00
	TOTAL	-\$9,560.00

2017 DCSS JR Boys VBALL



December 14, 2017



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “E” – Youth Travel

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

1. Applicant Eligibility

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

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

2. Application Process

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

3. Approval Process

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



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "E" – Youth Travel

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

4. Reporting

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

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



REPORT

To: Rural Budgets Administration Committee

Date: December 5, 2017

From: Jill Rickert, Community Services Coordinator

Subject: Youth Travel Request – Dawson Creek Secondary School, Junior Girls Volleyball Team

RECOMMENDATION(S):

That the Rural Budgets Administration Committee deny the application for a grant from the Dawson Creek Secondary School Junior Girls Volleyball Team as the 2017 Youth Travel allocation for Sub-Regional, has been fully expended.

BACKGROUND/RATIONALE:

The Dawson Creek Secondary School (DCSS) Junior Girls Volleyball team is requesting support from the Rural Budgets Administration Committee to assist with the cost of the entry fee for the 2017 BC Junior Provincial Volleyball Championships that were held in Surrey, BC on November 24 and 25th. The entry fee for the tournament was \$350.

The DCSS Junior Girls Volleyball team consists of 10 players of which 5 are rural residents. All rural addresses have been verified and may be provided to the Committee upon request. The request was submitted to the Regional District on November 14, 2017 and meets all of the eligibility criteria as outlined in the Schedule E - Youth Travel Policy. If funding was available, staff would be recommending to the Committee that a grant in the amount of \$250 be supported. Please note, that since submitting this request, the team travelled to Provincials where they competed and successfully won the Provincial Championship title, returning home to the Peace Region as the number one Junior Girls Volleyball team in BC.

OPTIONS:

1. That the Committee approve a grant in the amount of \$250 from Area D BC Rail funds for the purpose of assisting the DCSS Junior Girls Volleyball teams with the costs associated with their entry to the Provincial Volleyball Championships that were held on November 24 and 25, 2017.

Background: In June of this year, the Committee approved a grant for \$100 from Area D BC Rail Funds for a rural youth rugby player to travel to attend and compete at the Provincial Rugby Championships in Williams Lake.

2. The Committee may wish to discuss if there is a need to increase the annual allocation amounts set for Youth Travel, to better accommodate requests submitted later in the year.
3. The Committee may wish to consider an amendment to the Schedule E – Youth Travel Section 3, Approval Process to include the following item:
 - g. *Requests received after all funds for Youth Travel have been expended will not be considered and applicants will be encourage to apply the following year.*

Staff Initials: *JR*

Dept. Head: *J Morgan*

CAO:

Ch. Birk

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December 14, 2017

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

The annual Sub-Regional Youth Travel allocation is \$1,500. This allocation was completely used by May of this year. If supported, funding will be made payable to the school.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

Attachments: Letter of Request, Schedule E - Youth Travel Policy

Received by email in Community Services on November 14, 2017

Recreation and Cultural Grants-in-Aid Schedule "E" – Youth Travel

Attention: Rural Budgets Administration Committee

Purpose: Youth travel to the B.C. Junior Volleyball Provincials in Surrey, British Columbia on November 24 & 25, 2017.

Approximate Cost of Trip: \$1000 per player (including flight, accommodation, food, and entry fee)

Organization: Dawson Creek Senior Secondary School

Team: Jr. Girls Volleyball Team

Team Members:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Coaches:

Aaron Powell - No rural residential address

Rick Grant – No rural residential address

Tournament Entry Fee: \$350.00

Use of Funds: If awarded, funds will be put toward the \$350.00 entry fee required to play in the B.C. Junior Provincial Volleyball Championship. Any remaining funds will be put toward required accommodations.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “E” – Youth Travel

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

1. Applicant Eligibility

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

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

2. Application Process

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

3. Approval Process

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



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "E" – Youth Travel

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

4. Reporting

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

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



PEACE RIVER REGIONAL DISTRICT

REPORT

To: Rural Budgets Administration Committee

Date: December 5, 2017

From: Jennifer Rudyk, Finance Clerk

Subject: Financial Report – December Meeting

RECOMMENDATION(S):

N/A

BACKGROUND/RATIONALE:

Provided for information

STRATEGIC PLAN RELEVANCE:

Not applicable to strategic plan

Attachments:

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

Staff Initials: J R

Dept. Head:

CAO:

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 Peace River Regional District Grants-In-Aid Summary of Payables												30-Nov-2017
Current Year Allocation		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining	
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget		
			103,000.00	107,000.00	103,000.00	103,000.00	103,000.00	200,000.00	103,000.00	103,000.00		
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated		
AREA B			103,000.00	107,000.00	103,000.00	103,000.00	94,608.17	189,845.00	103,000.00	4,500.00		
	Big Bam Ski Hill	-	-	-	-	-	-	-	-	-	-	
3,000.00	Buick Creek Community Club	-	-	-	-	-	-	-	-	3,000.00	3,000.00	
	Cache Creek Community Club	-	-	-	-	-	-	-	-	-	-	
	Cecil Lake Rec. Commission	-	-	-	-	-	-	-	-	-	-	
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-	-	-	-	
-	Golata Creek Recreation Society	-	-	-	-	-	-	-	17,995.84	-	17,995.84	
-	Goodlow Community Club	-	-	-	-	-	-	-	38,700.00	-	38,700.00	
	Halfway Graham Community Club	-	-	-	-	-	-	874.96	-	-	874.96	
24,963.00	King's Valley Christian Camp	-	-	-	-	-	-	-	-	8,000.00	8,000.00	
18,582.00	Montney Rec. Commission	-	-	-	-	-	-	-	-	18,582.00	18,582.00	
1,600.00	North Peace 4-H District Council	-	-	-	-	-	-	0.00	-	-	0.00	
3,300.00	North Peace Fall Fair Society	-	-	-	-	-	-	-	-	3,300.00	3,300.00	
11,000.00	North Peace Historical Society	-	-	-	-	-	-	-	-	-	-	
	North Peace Light Horse Assn.	-	-	-	-	-	-	-	-	-	-	
	North Peace Ride for Disabled	-	-	-	-	-	-	259.51	-	-	259.51	
5,337.00	Osborn Community Club	-	-	-	-	-	-	6,189.57	1,656.42	0.00	7,845.99	
18,498.00	Rose Prairie Curling Society	-	-	-	-	-	-	-	3,896.22	7,540.41	11,436.63	
13,220.00	Wonowon Horse Club	-	-	-	-	-	-	35.00	-	-	35.00	
1,000.00	Area B Rural Bursary	-	-	-	-	-	-	-	-	-	-	
1,500.00	Youth Travel	-	-	-	-	-	-	-	-	-	-	
103,000.00	Total Area B	-	-	-	-	-	-	7,359.04	62,248.48	40,422.41	110,029.93	
		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining	
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget		
			100,000.00	100,000.00	100,000.00	100,000.00	112,025.88	100,000.00	80,000.00	80,000.00		
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated		
AREA C			100,000.00	100,000.00	100,000.00	87,924.72	93,297.04	81,250.00	72,900.86	3,000.00		
	Big Bam Ski Hill	-	-	-	-	-	-	-	-	-	-	
-	Charlie Lake Community Club	-	-	-	-	-	4,920.40	9,510.41	15,736.11	-	30,166.92	
1,000.00	Fort St. John Gradfest	-	-	-	-	-	-	-	-	-	-	
31,019.11	Lake Point Golf Club	-	-	-	-	0.00	-	-	-	31,019.11	31,019.11	
	North Peace 4H District Council	-	-	-	-	0.00	-	-	-	-	0.00	
6,800.00	North Peace Fall Fair Society	-	-	-	-	-	-	3,322.13	-	6,800.00	10,122.13	
12,000.00	North Peace Historical Society	-	-	-	-	-	470.75	-	(0.00)	-	470.75	
	North Peace Light Horse Assn.	-	-	-	-	-	-	-	-	-	-	
1,000.00	*Area C Scholarship	-	-	-	-	-	-	-	-	1,000.00	1,000.00	
1,000.00	Youth Travel	-	-	-	-	-	-	-	-	-	-	
52,819.11	Total Area C	-	0.00	-	-	0.00	5,391.15	12,832.54	15,736.11	38,819.11	72,778.91	
		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining	
			Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget		
			102,000.00	102,000.00	102,000.00	111,610.00	103,150.00	102,000.00	102,000.00	102,000.00		
			Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated		
AREA E			102,000.00	102,000.00	92,390.00	110,460.00	103,150.00	102,000.00	102,000.00	3,000.00		
	Camp Emile	-	-	-	-	-	1,588.33	-	-	-	1,588.33	
2,500.00	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-	-	-	2,500.00	2,500.00	
5,684.53	Chetwynd Electric Eels Swim Assn.	-	-	-	-	-	611.40	-	-	5,684.53	6,295.93	
3,777.20	Chetwynd Gymkhana	-	-	-	-	-	-	-	1,821.16	3,777.20	5,598.36	
13,185.00	Chetwynd Rod & Gun Club	-	-	-	-	-	-	-	-	13,185.00	13,185.00	
6,000.00	Chewtynd Social Planning Society	-	-	-	-	-	-	-	-	-	-	
2,231.25	Chetwynd Horse Club Society	-	-	-	-	-	-	-	-	2,231.25	2,231.25	
10,000.00	Foothills Team Roping Club	-	-	-	-	-	-	-	-	3,541.60	3,541.60	
15,500.00	Jackfish Community Association	-	-	-	-	-	-	4,875.00	5,801.16	15,500.00	26,176.16	
5,684.52	Little Giants Figure Skating Club	-	-	-	-	-	-	-	-	5,684.52	5,684.52	
4,337.50	Little Prairie Heritage Society	-	-	-	-	-	1,113.83	(0.00)	3,703.68	2,119.91	6,937.42	
5,000.00	Moberly Lake Community Assn.	-	-	-	-	-	-	-	2,177.57	1,384.25	3,561.82	
21,000.00	Pine Valley Exhibition Park Soc.	-	-	-	-	-	-	-	-	21,000.00	21,000.00	
	Pine Valley Motor Sports	-	-	-	-	-	-	-	-	-	-	
4,100.00	Pine Valley Seniors Assn.	-	-	-	-	-	-	-	-	4,100.00	4,100.00	
	Sagitawa Christian Camping Society	-	-	-	-	-	-	854.35	-	-	854.35	
1,000.00	Area E West Bursary	-	-	-	-	-	-	-	-	500.00	500.00	
2,000.00	Youth Travel	-	-	-	-	-	-	-	-	-	-	
102,000.00	Total Area E	-	-	-	-	-	3,313.56	5,729.35	13,503.57	81,208.26	103,754.74	

		2005-2009	2010	2011	2012	2013	2014	2015	2016	2017	GIA Remaining
SUB-REGIONAL											
		Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
		130,000.00	130,000.00	130,000.00	130,000.00	150,000.00	150,084.00	150,000.00	150,000.00	150,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		130,000.00	130,000.00	130,000.00	149,916.11	150,084.00	150,084.00	150,000.00	150,049.93	4,500.00	
9,472.72	Ark - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-	-	9,472.72	9,472.72
6,000.00	Bessborough Community Club	-	-	-	-	-	-	-	-	2,104.49	2,104.49
11,447.25	Cutbank Community Club	-	-	-	-	-	-	-	-	-	-
15,315.15	Dawson Creek Sportsman's Club	-	-	-	-	-	-	-	-	15,315.15	15,315.15
-	Doe River Gymkhana Club	-	-	-	-	-	-	-	4,047.05	-	4,047.05
12,333.28	Doe River Recreation Commission	-	-	-	-	-	-	-	-	12,333.28	12,333.28
8,315.15	Farmington Community Association	-	-	-	-	-	-	-	-	8,315.15	8,315.15
2,050.00	Groundbirch Rec. Commission	-	-	-	-	-	-	-	-	2,050.00	2,050.00
-	Hats n' Chaps Gymkhana	-	-	-	(0.00)	-	-	-	6,558.72	-	6,558.72
2,000.00	Kilkerran Recreation Commission	-	-	-	-	-	-	1,925.33	-	2,000.00	3,925.33
9,915.15	Kiskatinaw Fall Fair	-	-	-	-	-	-	-	-	5,294.02	5,294.02
13,667.97	McLeod Rec. & Social Services Society	-	-	-	-	-	-	-	-	-	-
8,215.15	Rolla Ratepayers	-	-	-	-	-	-	-	-	8,215.15	8,215.15
9,315.15	Sunset Prairie Recreation Commission	-	-	-	-	-	0.00	-	2,753.70	9,315.15	12,068.85
1,500.00	Swan Lake Enhancement Society	-	-	-	-	-	-	-	-	-	-
1,450.00	Sweetwater 905 Society	-	-	-	-	-	-	-	-	225.00	225.00
8,722.73	Tomslake Community Cultural Assn.	-	-	-	-	-	-	-	6,928.72	8,722.73	15,651.45
12,715.15	Tomslake & District Rec Commission	-	-	-	-	-	-	-	(0.00)	12,715.15	12,715.15
13,065.15	Tupper Community Club	-	-	-	-	-	-	-	-	-	-
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	-	-	-	-	3,000.00	3,000.00
1,500.00	Youth Travel	-	-	-	-	-	-	-	-	-	-
150,000.00	Total Sub-Regional	0.00	0.00	0.00	0.00	-	0.00	1,925.33	20,288.19	99,077.99	121,291.51
407,819.11	COMBINED GRAND TOTALS	-	-	-	(0.00)	0.00	8,704.71	27,846.26	111,776.35	259,527.77	407,855.09
Prior Years Payable total =		8,704.71									
2015 Payable total =		27,846.26									
Total GIA Payable =		407,855.09									

Youth Travel Recipient Information

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

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

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

Area C Scholarship

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

Area E Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2017	Kaitlyn Dufresne	500	0	Nov-17
2017	Trevor Andres	500	500	
			0	not claimed rtn to funding area
2016	Courtney Auger	500	0	05-Dec-16
2016	Regan Neuls	500	0	13-Nov-15
2015	Kayla Sanford	500	0	07-Nov-15
2015	Dayton Waldie	500	0	27-Nov-14
2014	Sara Norris	500	0	15-Jan-15
2014	Brittany Andres	500	0	
TOTAL		1,500	500	

Sub-Regional Bursary & Scholarship

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

Fair Share Commitments		October 2017		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Ross Area E	Total Fair Share
January 1, 2017 opening balance				1,947,683.78	1,851,583.55	3,170,638.37	2,793,443.91	9,763,349.61
Total interest earned to date				14,599.77	13,845.37	24,175.77	21,257.16	73,878.07
								-
COMMITMENTS		Commitment	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B								
Area B Municipal Facilities		13,200.00						13,200.00
Clearview Arena; Crawl Space R&M		75,000.00	74,020.42					979.58
Electrical Extension Grants		12,000.00						12,000.00
FSJ Library (annual payment)		31,300.00		31,300.00				-
NP Cultural Centre (pymt to 2017)		28,125.00		28,125.00				-
NP Fall Fair; Display Buildings		17,600.00	10,192.14	3,980.12				3,427.74
Rural Fire Protection Expansion Feasibility (CL)		10,000.00		44.54				9,955.46
Rural Gasification		680,000.00	32,367.25					647,632.75
Waste Water Receiving Facility (Operating Deficit 75%)		-						-
		867,225.00	116,579.81	63,449.66	-	-	-	687,195.53
Area C								
FSJ Airport Sub Communal H2O/Swr Fees		12,559.97	11,200.00					1,359.97
FSJ Airport Sub Water Metering Initiative		25,000.00	10,177.93					14,822.07
FSJ, City of; CL Boat Launch		50,000.00			50,000.00			-
FSJ Library (annual payment)		15,000.00			15,000.00			-
NPAS; Airport Swr Pumps & Maintenance		26,289.38	4,157.98					22,131.40
NP Cultural Centre (pymt to 2017)		14,062.00			14,062.00			-
Regional Parks Improvements		100,000.00						100,000.00
Rural Fire Protection Feasibility (CL)		20,000.00						20,000.00
Waste Water Receiving Facility (Operating Deficit 75%)		-						-
Water & Sewer		500,000.00						500,000.00
		762,911.35	25,535.91	-	79,062.00	-	-	658,313.44
Area D								
Bear Mnt Nordic Ski Assn; Ski Trails		10,000.00						10,000.00
Bear Mnt Nordic Ski Assn; Bisette Crk Culvert & Bridge Repair		30,000.00						30,000.00
Dawson Creek Gradfest Committee; Gradfest 2015		2,500.00	2,000.00					500.00
Dawson Creek Sportsman's Club; Indoor Range Expansion		80,000.00						80,000.00
Electrical Extension Grants		8,000.00				4,000.00		4,000.00
Hats 'n Chaps Gymkhana; Arena Rebuild		15,800.00	15,360.00					440.00
Northern Lights Recovery Centre		100,000.00						100,000.00
Regional Parks & Trails (Parks)		75,000.00						75,000.00
Regional Parks & Trails (Trails)		25,000.00						25,000.00
Rolla Sewer - Annual Oper. Grant		17,500.00						17,500.00
Rolla Sewer - Upgrades		20,000.00	17,429.53					2,570.47
Rural Fire Protection Expansion Feasibility (DC)		35,000.00						35,000.00
Rural Gasification		1,000,000.00	58,798.50			-		941,201.50
Rural Water Development; Tomslake, Farmington		125,032.17						125,032.17
Swan Lake Environmental Study		20,000.00	15,554.63					4,445.37
Swan Lake Weir Aluminum Gates		34,000.00	8,133.75					25,866.25
		1,597,832.17	117,276.41	-	-	4,000.00	-	1,476,555.76
Area E								
Bear Mnt Nordic Ski Assn; Ski Trails		4,000.00						4,000.00
Bear Mnt Nordic Ski Assn; Bisette Crk Culvert & Bridge Repair		10,000.00						10,000.00
Camp Sagitawa; Phase 1 Climbing Wall		20,000.00					1,102.50	18,897.50
Chetwynd & Dist. Rec Complex		1,325,000.00	1,269,278.08					55,721.92
Chetwynd (Dist of); Fire Apparatus		133,000.00	124,515.41					8,484.59
Chetwynd Rec Centre 2M Support; Flooring, Boards & Chiller		-						-
Chetwynd Seniors Housing Society		150,000.00						150,000.00
Dawson Creek Sportsman's Club; Indoor Range Expansion		20,000.00						20,000.00
Electrical Extension Grants		8,000.00	4,000.00				4,000.00	-
Hasler Tower Project		107,000.00	98,836.73					8,163.27
Hats 'n Chaps Gymkhana; Arena Rebuild		3,950.00	2,184.00					1,766.00
Little Prairie Heritage Soc; Engineering/Captial Projects		25,000.00	6,090.00				4,042.50	14,867.50
Northern Lights Recovery Centre		100,000.00						100,000.00
Rural Gasification		700,000.00						700,000.00
Senior Assisted Living		30,000.00						30,000.00
South Peace SPCA; Aspen Estate Feral Cats		5,000.00	2,500.00					2,500.00
Sunset Pr Rec Comm; Fair Kitchen		58,000.00	38,005.49				6,979.75	13,014.76
		2,698,950.00	1,545,409.71	-	-	-	16,124.75	1,137,415.54
Total Fair Share Bank Balance at Month End				1,898,833.89	1,786,366.92	3,190,814.14	2,798,576.32	9,674,591.27
Total Remaining Commitment				687,195.53	658,313.44	1,476,555.76	1,137,415.54	3,959,480.27
Balance After Remaining Commitments				1,211,638.36	1,128,053.48	1,714,258.38	1,661,160.78	5,715,111.00

Peace River Agreement Commitments		October		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total	
January 1, 2017 Opening Balance				696,692.84	740,422.88	708,628.91	727,937.93	2,873,682.56	
Total interest earned to date				8,348.02	9,365.97	8,787.81	8,742.95	35,244.75	
Subscription PRA \$				750,000.00	750,000.00	750,000.00	750,000.00	3,000,000.00	
COMMITMENTS		Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year			Remaining Commitment	
Area B									
Cecil Lake Rec Comm; Hall Door & Window Replacement		5,297.23		3				5,297.23	
Clearview Rec Facility; Property Assessment		50,000.00		2				50,000.00	
Buick Creek Arena; Insulation/Heating Upgrades		35,000.00	33,600.00	2				1,400.00	
PR Regional Cattlemen's Assoc; Livestock Protection Program		50,000.00		4	50,000.00			-	
Water Tank Loader Potable Feasibility; Rose Prairie & Buick Cr		390,160.00	1,962.87	1	159,906.24			228,290.89	
		530,457.23			209,906.24	-	-	284,988.12	
Area C									
CLFD; Road Rescue & Medical First Responder Service Feasibility		10,000.00		6				10,000.00	
CL Waste Water Truck Facility; "Purple Pipe" Effluent Treatment		35,000.00		9				35,000.00	
CL Waste Water Truck Facility; Bio-solids Mgmt Feas Study		50,000.00		9				50,000.00	
CL Waste Water Truck Facility; Reclaimed Water Station Feas Study		40,000.00		9				40,000.00	
FSJ Airport Sub Water Distribution Maintenance Initiative		15,000.00	12,000.00	1				3,000.00	
PR Regional Cattlemen's Assoc; Livestock Protection Program		50,000.00		4		50,000.00		-	
		200,000.00			50,000.00			138,000.00	
Area D									
*Dawson Creek; Kiskatinaw Watershed Stewardship (pymt to 2020)		30,000.00		4		30,000.00		-	
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion		54,150.00		3		1,445.55		52,704.45	
Hats & Chaps Gymkhana Club; Sea Can		18,750.00		3		18,750.00		-	
KL Community Centre Society; Security System Installation		5,798.00		3				5,798.00	
KL Sewer; Complete Pump & Alarm System Installation; Spare Pump		22,000.00	1,613.97	9		10,987.54		9,398.49	
PR Regional Cattlemen's Assoc; Livestock Protection Program		50,000.00		4		50,000.00		-	
South Peace Arts Society; Exhibition & Outreach Art Program		1,500.00		7		1,500.00		-	
South Peace Dist Crime Prevention Assn; Signs		4,375.00	3,517.15	4		392.00		465.85	
South Peace Mile 0 Park; Rotary Splash Park		2,250.00		3		2,250.00		-	
Rolla Sewer; Pump & Control Alarm Installation		40,000.00	8,396.29	9		16.05		31,587.66	
Rolla Sewer; Spare Pump		8,000.00		9				8,000.00	
Rolla Sewer; Treatment Equipment R&M		25,000.00		9				25,000.00	
Tate Creek Community Center; Start-up Grant		50,000.00		3				50,000.00	
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replacement		5,000.00		4				5,000.00	
						115,341.14		187,954.45	
Area E									
Chetwynd Arena; floor, chiller, condenser, ventilation		500,000.00		2			150,000.00	350,000.00	
Chetwynd, District of; Water Treatment & Airport Runway Upgrading		150,000.00		1				150,000.00	
Chetwynd Public Library; Exterior Renovation		100,000.00		7				100,000.00	
*Dawson Creek; Kiskatinaw Watershed Stewardship (pymt to 2020)		10,000.00		4			10,000.00	-	
DC Ski & Rec Assn; Reservoir and Pipeline R&M/Expansion		18,050.00		3				18,050.00	
Hats & Chaps Gymkhana Club; Sea Can		6,250.00		3			6,250.00	-	
Mob Lk Comm Assn; Shoreline Condition Assessment		11,500.00	9,342.50	1			2,157.50	-	
PR Regional Cattlemen's Assoc; Livestock Protection Program		50,000.00		4			50,000.00	-	
Sagitawa Christian Camp; Canoes		22,000.00		3			22,000.00	-	
South Peace Mile 0 Park; Rotary Splash Park		750.00		3			750.00	-	
		845,800.00					241,157.50	618,050.00	
Total Peace River Agreement Bank Balance at Month End					1,245,134.62	1,449,788.85	1,352,075.58	1,245,523.38	5,292,522.43
Total Remaining Commitment					284,988.12	138,000.00	187,954.45	618,050.00	1,228,992.57
Balance available after remaining commitments					960,146.50	1,311,788.85	1,164,121.13	627,473.38	4,063,529.86
					Area B	Area C	Area D	Area E	
*Kiskatinaw Watershed Area D & E Commitments Replenished each year for 5 years to 2020									
Spending Item Numbers:									
1 Potable Water and Water Security/Studies									
2 Arenas									
3 Halls, Trails and Walking Paths									
4 Assistance to Other Organizations									
5 Dawson Creek Fire Training Centre									
6 Fire Protection									
7 Libraries, Museums and Art Galleries									
8 Year-Round Recreation Facility Upgrades									
9 PRRD Sewer Services Assistance									
10 Natural Gas									

Peace River Regional District
BCR/PRA
October 31, 2017

	Area B	Area C	Area D	Area E	Total MMF BCR Grants in lieu
Opening Balance	60,290.54	63,215.40	43,852.39	46,494.52	213,852.85
January	41.02	43.01	29.84	31.64	145.51
February	42.85	44.94	29.40	33.05	150.24
March	45.84	48.06	31.44	35.35	160.69
April	39.69	41.62	26.68	30.07	138.06
May	44.46	46.63	29.90	32.22	153.21
June	42.70	44.77	28.71	30.93	147.11
July	45.61	47.82	26.07	33.04	152.54
August	49.02	51.40	28.02	35.51	163.95
September	48.10	50.50	22.77	34.89	156.26
October	60.49	63.50	28.64	43.87	196.50
November					-
					-
2017 Interest	459.78	482.25	281.47	340.57	1,564.07
Expenditures					
Price, Ken; World Championship Sheepdog Trial; Netherlands			1,500.00		1,500.00
Rotary Club; Interac Youth; Belize			1,000.00		
South Peace Arts Council; Circus Camp			825.00	825.00	1,650.00
PRRD; Ch Library mail out costs				2,000.00	2,000.00
Aim Ventures; Doe River Roll Out Bins			11,985.00		11,985.00
DC Secondary; A. Sorkin Travel; Rugby			100.00		100.00
Boreal Cntr for Sustainability; Eco Wrkshop	75.00				
Total Expenditures	75.00	-	15,410.00	2,825.00	18,310.00
Month End Bank Balance	60,675.32	63,697.65	28,723.86	44,010.09	197,106.92
Commitments					
Balance available	60,675.32	63,697.65	28,723.86	44,010.09	197,106.92

All Regional District Appropriated Surplus Balances as of October 31, 2017

RESERVES	911 Emergency Capital Reserve	\$ 252,498.21	Green "Carbon" Project Reserve	\$ 23,805.81
	*BCR/PRA	\$ 197,106.92	Harp/Imp Sewer Capital Reserve	\$ 16,290.45
	Buick Creek Arena Capital Reserve	\$ 170,324.59	Harp/Imp Sewer Operating Reserve	\$ 16,040.01
	Buick Creek Arena Operating Res	\$ 78,941.55	Information System Plan Reserve	\$ 274,839.61
	Building Reserve	\$ 916,919.82	Insurance Reserve	\$ 479,893.82
	Charlie Lake Fire Capital Reserve	\$ 650,854.10	Kelly Lake Comm Ctr. Operating Reserve	\$ 26,212.87
	Charlie Lake Sewer Capital Reserve	\$ 127,900.90	Kelly Lake Comm Ctr. Capital Reserve	\$ 23,092.89
	Charlie Lake Sewer Operating Reserve	\$ 98,755.89	Kelly Lake Sewer Capital Reserve	\$ 11,516.63
	Charlie Lake Sewer Treatment/Disposal	\$ 275,959.23	Kelly Lake Sewer Operating Reserve	\$ 20,660.64
	Charlie Lk Waste Water Truck Facility Res	\$ 125,690.28	Landfill Closure Reserve	\$ 735,438.47
	Chetwynd Arena Capital Reserve	\$ 1,904,475.19	Medical Scholarship Residency Reserve	\$ 100,909.34
	Chetwynd Leis Cntr Capital Reserve	\$ 1,904,612.04	Moberly Lake Fire Capital Reserve	\$ 18,034.23
	Chilton Sewer Capital Reserve	\$ 33,190.92	North Pine TV Reserve	\$ 42,031.66
	Chilton Sewer Operating Reserve	\$ 28,773.43	NP Economic Development Commission	\$ -
	Chilton Sewer Debenture Reserve	\$ -	NPEDC Spark Conference Res	\$ -
	Clearview Arena Operating Reserve	\$ 87,323.14	NP Leisure Pool Building Repl Res	\$ 3,011,844.36
	CL DCC Reserve	\$ 202,982.68	NP Leisure Pool Capital Reserve	\$ 647,632.34
	CLFD Fundraising	\$ -	*Peace River Agreement	\$ 5,292,522.43
	CLFD Operating Reserve	\$ 30,601.29	Peace River Agreement Committee Reserve	\$ 1,016,045.48
	Comm Parks Water Capital Reserve	\$ -	Regional Parks Capital Reserve	\$ 61,522.42
	Comm Parks Water Operating Res	\$ -	Regional Parks Operating Reserve	\$ 46,402.29
	*Community Works (Gas Tax)	\$ 2,618,695.47	Rolla Creek Dyke Operating Reserve	\$ 4,666.19
	DC/PC Fire Capital Reserve	\$ 332,252.66	Rolla Sewer Capital Reserve	\$ 10,051.46
	Election Reserve	\$ 79,403.10	Rolla Sewer Operating Reserve	\$ 14,255.87
	Emergency Plan Reserve	\$ 278,204.96	*Rural (Loan Fund)	\$ 3,744,640.48
	*Fair Share	\$ 9,674,591.27	Rural Fringe	\$ 1,142,274.28
	Feasibility Reserve	\$ 262,741.52	Solid Waste Capital Reserve	\$ 6,852,706.91
	Friesen Sewer Capital Reserve	\$ 5,954.54	Solid Waste Operating Reserve	\$ 1,042,047.18
	Friesen Sewer Operating Reserve	\$ 18,265.04	Sub-Reg Recreation Insurance Reserve	\$ 114,525.58
	FSJ Airport Sewer Capital Reserve	\$ 40,155.29	Tomslake Fire Reserve	\$ 21,515.77
	FSJ Airport Sewer Operating Reserve	\$ 49,732.06	Vehicle (Admin) Reserve	\$ 164,723.14
	FSJ Airport Water Capital Reserve	\$ 14,427.35	Vehicle (BI) Reserve	\$ 7,558.08
	FSJ Airport Water Operating Reserve	\$ 28,810.18	Vehicle (SW) Reserve	\$ 99,405.34
			TOTAL	\$ 45,573,249.65

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

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

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

Interest Grant Funds Available:	\$345,644.26
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Total RLF Loan & Grant Available:	\$3,593,144.26
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Community Works (Gas Tax) Commitments	Committed	Previous Years Paid	Current Year Paid	Remaining
Buick Creek Arena; Insulation/Heating Upgrades	5,759.44			5,759.44
Chetwynd Arena; Capital Project	250,000.00			250,000.00
Chetwynd, Dist of; Water Treatment Plant & Runway	150,000.00		150,000.00	-
Clearview Arena; Refrigerant Valve and Brine Floor Pump	11,298.00		11,298.00	-
Doe River Rec Comm; Septic Tank Upgrades	2,600.00	2,565.50		34.50
Energy & Emissions Climate Action Plan	128,137.00	93,012.40		35,124.60
Electric Vehicle Charging Stations; Frmgton & CL	4,000.00	2,000.00		2,000.00
FSJ Airport Sub H2O Meters & Infrastructure	30,000.00			30,000.00
Kelly Lake Community Centre - Furnaces	10,801.00			10,801.00
Kelly Lake Community Centre - Upgrades	50,000.00	48,607.60		1,392.40
Little Prairie Heritage Soc.; Museum Lighting	6,160.00	5,783.85		376.15
Rolla Sewer Lift Station Pumps & Electric	30,000.00	25,940.40		4,059.60
Waste Water Receiving Facility at Charlie Lk	3,500,000.00	3,300,874.20	135,138.14	63,987.66
Weather Stations	18,660.00		18,660.00	-
Total	\$4,197,415.44	\$3,478,783.95	\$315,096.14	\$403,535.35

Gas Tax Funds Available:	\$2,215,160.12
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Updated: November 17, 2017

RURAL BUDGET ADMINISTRATION COMMITTEE

DIARY ITEMS

	<u>Item</u>	<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
1.	Grant-in-Aid	on-going	- Camp Sagitawa funding	March 16, 2017
2.	South Peace Historical Society	on-hold	- Director Hiebert to contact the South Peace Historical Society in the Spring of 2018	October 19, 2017