



PEACE RIVER REGIONAL DISTRICT
Rural Budgets Administration Committee Meeting

A G E N D A

Thursday, February 20, 2020

at the **Fort St. John Office Meeting Room, 9505 100th Street, Fort St. John, BC**
following the EADC Meeting

1. **CALL TO ORDER** - Director Hiebert to Chair the Meeting
2. **DIRECTORS' NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting Minutes of January 16, 2020
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:** None
7. **CORRESPONDENCE:**
C-1 January 18, 2020 – Benjamin and Joanna Haab – Natural Gas Extension Grant Application
C-2 January 21, 2020 – Letter from Bruce Baxter – Columbarium for Montney Cemetery
C-3 February 3, 2020 – Thank you from Buick Creek Community Club
8. **REPORTS:**
R-1 February 5, 2020 – Report from Lyle Smith, Chief Financial Officer – Youth Travel Request – Fort St. John Midget A Flyers Hockey Team
R-2 February 6, 2020 – Report from Lyle Smith, Chief Financial Officer – Grant Request – Flatrock Community Cemetery Society
R-3 February 7, 2020 – Report from Lyle Smith, Chief Financial Officer – Recreational & Cultural Grants-in-Aid Policy – Options to Streamline
R-4 February 6, 2020 – Report from Lyle Smith, Chief Financial Officer – 2020 Rural Recreational and Cultural Grants-in-Aid – Annual Grant Allocations
R-5 February 10, 2020 – Report from Trish Morgan, General Manager of Community Services – 2020 Budget Commitments
R-6 February 6, 2020 – Report from Lyle Smith, Chief Financial Officer – December 2019 Financial Report
9. **DISCUSSION ITEMS:** None
10. **NEW BUSINESS:**
11. **COMMUNICATIONS:**
12. **DIARY:**
DIA-1 Diary Items
13. **ADJOURNMENT:**



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING

MINUTES

DATE: Thursday, January 16, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Goodings, Meeting Chair
 Director Hiebert
 Director Rose
 Director Sperling

Staff

Shawn Dahlen, Chief Administrative Officer
 Paulo Eichelberger, General Manager of Development Services
 Kari Bondaroff, Environmental Services Manager
 Tyra Henderson, Corporate Officer
 Lyle Smith, Chief Financial Officer
 Crystal Brown, Electoral Area Manager
 Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 1:27 pm.

DIRECTORS' NOTICE OF NEW BUSINESS:

Electoral Area Manager Notice of Closed Session

ADOPTION OF AGENDA:

MOVED by Director Hiebert, SECONDED by Director Rose,
 That the Rural Budgets Administration Committee agenda for the January 16, 2020 meeting be adopted as amended to include Directors' new business:

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 Minutes of December 19, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
 R-1 January 3, 2020 – Report from Lyle Smith, Chief Financial Officer – Grant Request - Whiskey Jack Nordic Ski Club
 R-2 December 31, 2019 – Report from Lyle Smith, Chief Financial Officer – Grant

**Adoption of Agenda
(continued)**

- Request – Cutbank Community Club
- R-3 December 6, 2019 – Report from Paulo Eichelberger, General Manager of Environmental Services – Environmental Services Budgets and Supplemental Budget Requests 2020 (Late Item)
- R-4 January 7, 2020 – Report from Crystal Brown, Electoral Area Manager – 2020 Budget Review – Function 120 Legislative Electoral Area (Late Item)
- R-5 January 7, 2020 – Report from Lyle Smith, Chief Financial Officer – December 2019 Interim Financial Report

9. DISCUSSION ITEMS:**10. NEW BUSINESS:**

- NB-1 Electoral Area Manager – Notice of Closed Session

11. COMMUNICATIONS:**12. DIARY:**

- DIA-1 Diary Items

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

- M-1
Dec. 19/19 RBAC
Minutes
- MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Meeting Minutes of December 19, 2019 be adopted as amended to update item DI-3 to include road upgrades in the feasibility study.

CARRIED**BUSINESS ARISING FROM THE MINUTES:**

- BA-1
Peace River Livestock
Protection Program
- MOVED Director by Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve a grant for the Peace River Regional Cattleman's Association in the amount of \$200,000 to support the Peace River Livestock Protection Program, with: \$58,333.33 payable from Area D PRA; \$58,333.33 payable from Area E PRA; \$58,333.33 payable from Area B PRA; and \$25,000 payable from Area C PRA.

CARRIED

- BA-2
RBAC Diary

- MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee diarize the following three Discussion Items from the December 19, 2019 RBAC meeting:
1. Skate Shack at Upper Pine School
 2. Buick School Closure
 3. Railway Crossings

CARRIED**DELEGATIONS:**

None.

CORRESPONDENCE:

None.

REPORTS:

- R-1
Jan. 3/2020 - Grant
Request - Whiskey Jack
Nordic Ski Club
- MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a grant in the amount requested of \$20,000 for the Whiskey Jack Nordic Ski Club to assist with the construction of a day lodge at the site of the cross country ski trails located in Beaton Provincial Park; further,

R-1
Jan. 3/2020 - Grant
Request - Whiskey Jack
Nordic Ski Club
(continued)

That the grant be included in the 2020 Draft Grant to Community Organizations Budget as an increase to the Electoral Area C, Rural Grant-in-Aid expense and an increase to Transfer from Reserve – Fair Share revenue; and further,

That the grant funding be payable from Electoral Area C Fair Share.

CARRIED

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount requested of \$20,000 for the Whiskey Jack Nordic Ski Club to assist with the construction of a day lodge at the site of the cross country ski trails located in Beaton Provincial Park; further,

That the grant be included in the 2020 Draft Grant to Community Organizations Budget as an increase to the Electoral Area B, Rural Grant-in-Aid expense and an increase to Transfer from Reserve – Fair Share revenue; and further,

That the grant funding be payable from Electoral Area B Fair Share.

CARRIED

R-2
Dec. 31/19 - Grant
Request – Cutbank
Community Club

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a grant in the amount requested of \$30,631.78 to be issued to the Cutbank Community Club to assist with improvements to the Cutbank Community Hall, payable in the amounts of:

- 1) \$19,273.43 from Community Works Gas Tax to support the improvements the water system sump pump system, and the purchase and installation of a new commercial dishwasher; and
- 2) \$11,358.35 payable from Electoral Area D Peace River Agreements, Spending Item #3 – Hall, Trails and Walking paths to fund the electrical work required to support new heaters and lighting at the hall; further,

That the Committee authorize the inclusion of the following transactions in the 2020 Grants to Community Organizations budget:

- 1) Increase Transfer from Reserves – Community Works Gas Tax revenue by \$19,273.43;
- 2) Increase Transfer from Reserves – Peace River Agreements revenue by \$11,358.35; and
- 3) Increase General Grants, Rural Grant-in-Aid – Electoral Area D expense by \$30,631.78

CARRIED

R-3
Dec. 6/19 -
Environmental
Services Budgets and
Supplemental Budget
Requests 2020

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the supplementary request to conduct an evaluation and assessment of the Rolla Creek Dike.

CARRIED

R-3
Dec. 6/19 -
Environmental
Services Budgets and
Supplemental Budget
Requests 2020
(continued)

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Rolla Creek Dike in the 2020 Annual Financial
Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the North Pine Tower in the 2020 Annual Financial
Plan.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Charlie Lake Sewer in the 2020 Annual
Financial Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve the supplementary
request for the Chilton Sewer Subdivision to:

- a) purchase a spare sewer pump;
- b) purchase a portion of a single portable generator which will be used between
four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
- c) fund upgrades to the electrical notification system.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2020 budget for the Chilton Sewer in the 2020 Annual
Financial Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that Regional Board
include the draft budget for Friesen Sewer in the 2020 Annual Financial Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the supplementary
request for the Harper Subdivision Sewer to:

- a) flush the entire system;
- b) purchase a spare sewer pump;
- c) purchase a portion of a single portable generator which will be used between
four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
- d) fund upgrades to the electrical notification system.

CARRIED

R-3
Dec. 6/19 -
Environmental
Services Budgets and
Supplemental Budget
Requests 2020
(continued)

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Harper Subdivision Sewer in the 2020 Annual
Financial Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve the supplementary
request for the Kelly Lake Sewer Subdivision to:

- a) purchase a spare sewer pump;
- b) purchase a portion of a single portable generator which will be used between
four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
- c) fund maintenance upgrades.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Kelly Lake Sewer in the 2020 Annual Financial
Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve the supplementary
request for the Rolla Sewer to:

- a) purchase a portion of a single portable generator which will be used between
four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
- b) fund a study and an associated development plan to upgrade the current
treatment ponds.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Rolla Sewer in the 2020 Annual Financial Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve the supplementary
request to conduct a physical assessment of the current North Peace Airport
Subdivision Sewer function.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the North Peace Airport Subdivision Sewer in the
2020 Annual Financial Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve the supplementary
request to conduct a physical assessment of the current North Peace Airport
Subdivision Water function.

CARRIED

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the North Peace Airport Subdivision Water in the
2020 Annual Financial Plan.

CARRIED

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for Area B Potable Water in the 2020 Annual Financial
Plan.

CARRIED

R-4
Jan. 7/2020 - 2020
Budget Review –
Function 120
Legislative Electoral
Area

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the 2020 Legislative
Electoral Area operational budget as presented and forward it to the Regional Board
for consideration in the 2020 Annual Financial Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve the 2020 supplemental
request for the addition of a new full time Administrative Clerk to be cost shared
between Legislative Regional and Legislative Electoral at a cost of approximately
\$37,500 each, and forward it as presented to the Regional Board for consideration in
the 2020 Financial Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee decrease interest on the reserve
revenue line by \$250,000 and increase the transfer from reserves by the same
amount.

CARRIED

R-5
Jan. 7/2020 -
December 2019
Interim Financial
Report

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the December 2019
Interim Financial Report for discussion.

CARRIED

DISCUSSION ITEMS:

None.

NEW BUSINESS:

NB-1 MOVED by Director Rose, SECONDED by Director Sperling,
Notice of Closed That the Rural Budgets Administration Committee recess to a Closed Meeting for the
Session purpose of discussing the following item:
Agenda Item R-1 – Land Acquisition (CC Section 90(1)(e))

CARRIED

Recess The Chair recessed the meeting to the closed session at 2:40 pm.

Reconvene The Chair reconvened the open meeting at 2:53 pm.

COMMUNICATIONS:

None.

DIARY:

DIA-1 No changes were made to the Diary.

ADJOURNMENT

The Chair adjourned the meeting at 2:54 p.m.

Director Goodings, Meeting Chair

Kelsey Bates, Executive Assistant



**PEACE RIVER REGIONAL DISTRICT
FAIR SHARE**

NATURAL GAS EXTENSION GRANT APPLICATION

Applicant (Customer) Information	
Property Owner Name	Benjamin + Johanna Haub
Mailing Address	RR1 Site 5 Comp 38 Fort St. John BC V1J 4M6
Telephone Number	250-271-0828 or 250-271-4898
Legal Description	NE & SE 1-84-18-W6, Except Plan 9743 PID:009627600, 5764 242 RD
Electoral Area served	Region C
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to the appropriate Natural Gas Distribution Company.	
Signature of Applicant (Customer)	
Date	January 18, 2020

Actual Cost of Mainline Extension

A	Actual Cost of Mainline Extension	\$ 15,707.00
B	Less: Gas Company's Contribution	\$ 5,966.00
C	Total Cost to Property	\$ 9,741.00

Electoral Area Contribution:

D	75% of Total Cost to Property	\$ 7,305.75
E	Less: Other Contributions	\$ —
F	Remaining Balance	\$ 7,305.75
G	Maximum Electoral Area Grant	\$ 5,000.00

H	TOTAL GRANT PAYABLE (Lesser of F or G)	\$ 5,000.00
I	Cost to Property Owner	\$ 4,741.00 %
J	(minimum 25%)	

48.6%

For Natural Gas Company Use Only	
Application completed by	
Gas Company Representative Name: Fred Straub	Phone Number: 250-224-4314
For Regional District Use Only	
Date approved by Regional District	By:

February 5, 2020 - The applicant meets the criteria as outlined in the Natural Gas Extension Policy and Application Guide as per the RBAC Funding policies. Property is located in Electoral Area C.



BAXTER FARMS

Bruce & Louise Baxter
Box 114, Montney, BC V0C 1Y0
Phone 250-827-3372 Cell 250-261-1721
E-mail: bbaxter@pris.ca



January 14, 2020

Karen Goodings
Director Area B
Peace River Regional District

Dear Karen:

Re: Columbarium for Montney Cemetery

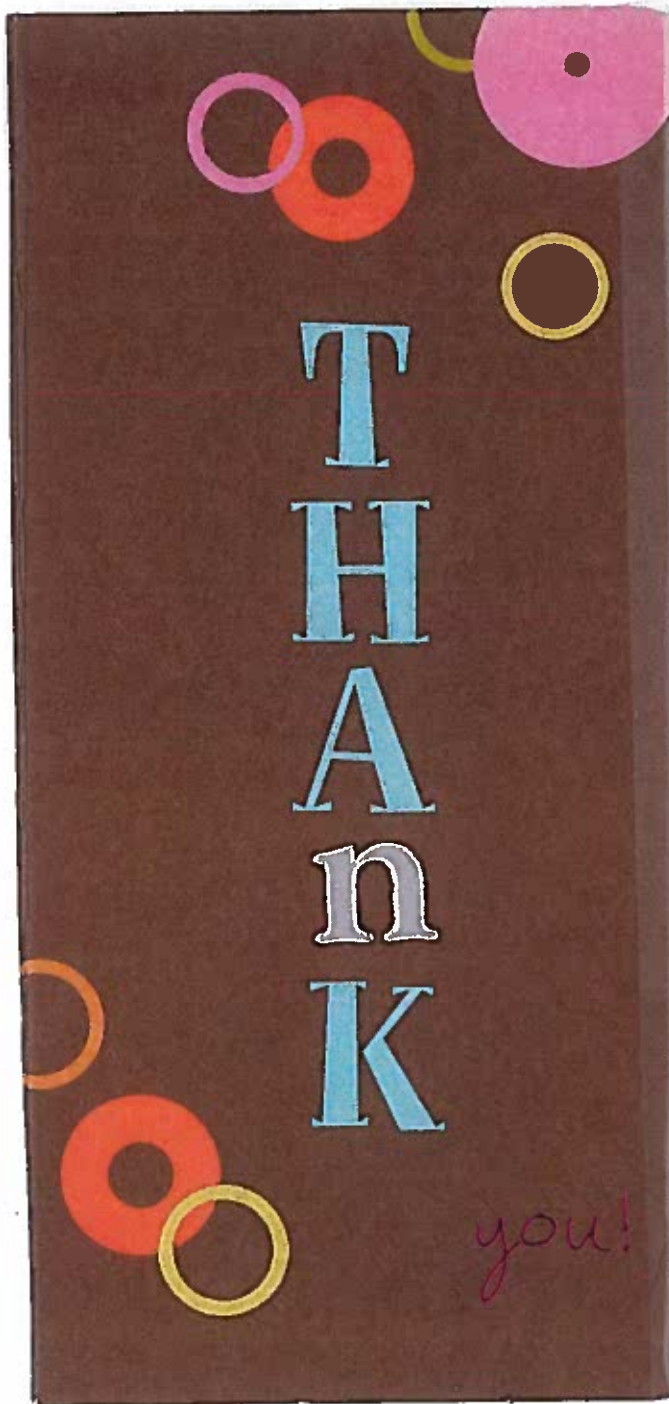
As our population grows, the spaces for cemeterial burial plots are being used up. I have noted that the columbarium vaults for ashes as being a repository for ashes are now being acceptable. The columbariums at Rolla, Pouce Coupe and Taylor cemeteries have established a high-end benchmark for the saving of human remains.

I am requesting that you initiate a process, with input from my Montney community members, to build a suitable columbarium for Montney.

Your attention to this matter as soon as possible in early 2020 would be appreciated

Yours truly

Bruce Baxter



To: PRRD

Thank-you-Recreation +
Cultural Grants-in-Aids
for all the fundings we
receive!

From-

The BUICK CREEK
COMMUNITY CLUB



REPORT

To: Rural Budgets Administration Committee

Date: February 5, 2020

From: Lyle Smith, Chief Financial Officer

Subject: Youth Travel Request – Fort St. John Midget A Flyers Hockey Team

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$375 for the Fort St. John Midget 'A' Flyers Hockey Team, payable from Rural Recreational and Cultural Grants-in-Aid, with \$250 from Electoral Area B and \$125 from Electoral Area C, to assist with travel expenses to attend the BC Hockey Tier 2 Provincial Championships from March 15-19, 2020, in North Saanich, BC.

BACKGROUND/RATIONALE:

The Fort St. John Midget 'A' Flyers hockey team has nine players who are rural residents, with six living in Electoral Area B and three living Electoral Area C. The names and addresses of the team members have been verified by staff; however, they have been redacted from this report for privacy. This information can be made available for review at the request of the Committee.

This request meets the criteria to receive the maximum grant amount for youth travel as outlined in the attached Schedule E, Youth Travel from the Rural Recreational and Cultural Grants-in-Aid Policy. If supported grant funds will be made payable to the Fort St. John Minor Hockey Association.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant request from the Fort St. John Midget 'A' Flyers hockey team and provide no funding.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Youth travel is part of the annual Recreation and Cultural Grants-in-Aid policy, which allocates \$1,500 for Electoral Area B and \$1,000 for Electoral Area C from the Function 280 – Recreation and Culture Facilities budget.

COMMUNICATIONS CONSIDERATION(S):

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

Staff Initials:

Dept. Head:

CAO:

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OTHER CONSIDERATION(S):

None.

Attachments:

1. Applicant Request – names and addresses redacted for privacy
2. Recreational and Cultural GIA, Schedule E – Youth Travel

FSJ Midget A Flyers
c/o Cheryl Vander Linden
Box 228
Cecil Lake BC V0C 1G0

January 12, 2020

Peace River Regional District
PO Box 810
Dawson Creek BC V1G 4H8
Via email: prrd.dc@prrd.bc.ca

Dear Electoral Area Directors,

Re: Recreation and Cultural Grants-in-Aid, Youth Travel

Please accept this letter as a formal request to apply for the Recreation and Cultural Grants-in-Aid for Youth Travel. The FSJ Midget A Flyers will be attending the BC Hockey Tier 2 Provincial Championships, held in North Saanich on Vancouver Island from March 15-19, 2020. Our families will each be travelling individually and providing our own meals and accommodations for our players. We have 18 midget age players (15-17 year olds) and two coaches attending the Championships.

Because each player's family is responsible for their own travel and accommodations, the funds will be used for a team meal if we are successful.

The FSJ Midget A Flyers is a competitive hockey team with players from smaller associations within our district as well as players from Fort St. John Minor Hockey Association. We have nine players and two coaches on the team that live within Areas B and C of the PRRD.

[REDACTED]	Baldonnel (Area C)
[REDACTED]	Cecil Lake (Area B)
[REDACTED]	Prespatou (Area B)
[REDACTED]	Montney (Area B)
[REDACTED]	Prespatou (Area B)
[REDACTED]	Prespatou (Area B)
[REDACTED]	Rose Prairie Road (Area C)
[REDACTED]	Charlie Lake (Area C)
[REDACTED]	Rose Prairie (Area B)

9 / 6 Area B players = 66.66%
9 / 3 Area C players = 33.33%

The minimum estimated cost for each player to attend is \$2120:

Accommodation (5 nights)	\$820
Travel (fuel, ferry or airfare)	\$600
Meals (player + 1 adult for 7 days)	\$700

Thank you for your consideration.

Sincerely,



Cheryl Vander Linden
Team Treasurer



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 \$375, 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 \$75/rural player to a maximum grant of \$375.



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: February 6, 2020

From: Lyle Smith, Chief Financial Officer

Subject: Grant Request - Flatrock Community Cemetery Society

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$736.00 for Flatrock Community Cemetery Society to assist with the cost of their liability insurance for the Flatrock Cemetery grounds; and further,

That the grant be included as part of Function 285, Cemeteries – B, C, D, E, and payment to be issued from Cemetery Grants-in-Aid, Area B expense, upon approval of the 2020 Annual Budget.

BACKGROUND/RATIONALE:

Flatrock Community Cemetery Society is applying for funding to assist with the cost of their liability insurance for the cemetery grounds and the adjoining lot designated as a community day use area. This area is used often by families who visit the cemetery and is maintained by the Society. All supporting financial information has been included to support the grant application. The Rural Budget Administration Committee authorized cemetery grant funds be provided to the Society in the amount of \$656 in 2018 and \$684 in 2019 to assist with their insurance expenses.

Flatrock Community Cemetery Society is a registered not-for-profit society in good standing with the *Societies Act* of BC, and their request meets the eligibility criteria outlined in the Cemetery Policy.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from Flatrock Community Cemetery Society and provide no grant funding.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- The 2020 Budget commitment for Electoral Area B Cemetery funds is \$4,000.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the Rural Budgets Administration Committee's decision and, if supported, asked to recognize the Regional District for its contribution.

Staff Initials:

Dept. Head:

CAO:

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OTHER CONSIDERATION(S):

None.

Attachments

1. Grant Application
2. Cemetery Grant Policy



POLICY STATEMENT**1) Introduction**

This policy is intended to supplement the operating and/or capital funds of not-for-profit rural organizations that provide recreation, arts, sports, and/or social activities to the communities within 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 not yet paid for.
- b) **Rural Organization** is defined as any not-for-profit group located within the boundaries of Electoral Areas B, C, E, and Sub-Regional that provides recreation, arts, sports and/or social activities to communities at large.
- c) **Sub-Regional** a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.
- d) **Wages** are 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) **Operational expenses** are defined as the day to day costs to operate a facility such as insurance, utilities, maintenance and upkeep and general supplies.

3) Eligibility Criteria

- a) Applicants must be a rural not-for-profit registered society which provide recreation, arts, sports, and/or social activities for the community at large; and
- b) At least 75% of the applicants' membership must come from the rural areas which they serve.
- c) 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.
- d) 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 January 31st each year; said application to be substantially completed in the form attached hereto as Schedule A.
- b) Applications must be submitted directly by the recreation organization or community association/club.
- c) Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and a minimum of one quote for any individual items valued at over \$3,000.



- d) 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.
- e) At the discretion of the Electoral Area Directors, organizations may apply to more than one funding area 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.
- f) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.
- g) 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.
- h) 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*) are 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 are not an eligible expense.
- d) A minimum of one (1) quote must be provided for all eligible expenses valued at over \$3,000.

6) Annual Grant Allocations

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

7) Approval Process

- a) The Electoral Area Directors have the sole discretion to accept or reject any application. Applications may be rejected for the following reasons:
 - Incomplete or late applications; or
 - Failure to maintain society status; or
 - Failure to rationalize the need for funding; or
 - Failure to prove the project supports the community at large.
- b) Upon approval of the Rural Budgets Administration Committee, eligible applicants along with their Electoral Area Director will meet in the spring of each year to allocate the budgeted amount as set in the current Financial Plan.
- c) At least one representative from each applicant organization must be in attendance at the allocation meetings to receive a grant allocation.



- 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 funding allocation recommendations 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 Electoral Area Directors shall determine the annual budget amount for their area(s) to be included in the Peace River Regional District Financial Plan. This budget amount will be subject to Board approval and must be in accordance with tax limitations set forth by bylaw or supplementary letters patent. These areas are indicated below:
 - Electoral Area B
 - Electoral Area C
 - Electoral Area E West
 - South Peace Sub-Regional - a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.

9) Unallocated Funds

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

10) Unspent Funds

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

11) Claim Reimbursement

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



12) Sources of Revenue

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

13) Annual Reports

- a) All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report as attached hereto as Schedule C by the last calendar day in January 31.
- b) Funds for the current year will not be reimbursed to an organization until any outstanding Annual Reports for that organization have been received by the Regional District.
- c) Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.

14) Funding Amendments

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



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 \$375, 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 \$75/rural player to a maximum grant of \$375.



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

Recreation and Cultural Grants-in-Aid

Schedule “F” – North Peace Gradfest Society

Schedule F – North Peace Gradfest Society

Rural Recreational & Cultural Grants-in-Aid

In accordance with Section 6(b) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Electoral Area B and C Directors’ recommendation, 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.

1) Release of Funds

- a) After May 31st of each year the Society may make a request in writing to the Manager of Community Services that any grant funds allocated through the Recreational and Cultural Grants-in-Aid program be released to them for the purpose of hosting North Peace high school graduation events.
- b) The Society must provide the Regional District with their current contact information and mailing address prior to any release of funds.

2) Reporting

- a) The Society must:
 - a. provide a report of the event;
 - b. provide a photo for use by the Regional District; and
 - c. describe how the funds were spent within 30 days of the event(s).



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "G" – 4-H North Peace District Council

In accordance with Section 6(c) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Electoral Area B Director's recommendation 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.

1) Release of Funds

- a) After May 31st of each year the organization may make a request in writing to the Manager of Community Services that any grant funds allocated through the Recreational and Cultural Grants-in-Aid program be released to them for the purpose of North Peace 4-H activities.
- b) The organization must provide the Regional District with their current contact information and mailing address prior to any release of funds.

2) Reporting

- a) The organization must provide within 90 days of receiving the grant a letter describing the how the funds were spent.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "H" – Electoral Area B Bursary

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

1) Bursary Amount

There is one bursary of \$1,000 annually. The bursary will be awarded to a graduating student residing in Electoral Area 'B' of the Peace River Regional District.

2) Bursary Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area 'B' a minimum of 12 consecutive months prior to bursary application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 60 Peace River North.

4) Registration

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

5) Adjudication Process

- a) Bursary applications will be adjudicated by a selection committee appointed by School District No. 60.
- b) Bursary applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

6) Notification of Award Recipients

Prior to June 30th of each year, North Peace Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

7) Bursary Award

- a) The Bursary will be awarded at either the annual North Peace Secondary or Prespatou Secondary School Graduation Ceremonies.
- b) Recipients may claim their scholarship in writing from the Peace River Regional District at:

Box 810

Dawson Creek, BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the scholarship.
- e) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- f) Scholarship winners may apply to defer or carry over their awards for a period of up to one year in writing to the Chief Financial Officer.



PEACE RIVER REGIONAL DISTRICT
Recreation and Cultural Grants-in-Aid
Schedule "H" – Electoral Area B Bursary

Electoral Area B - Bursary Application

Name: _____ Social Insurance Number: _____

Street Address: _____ Phone: _____

Mailing Address (if different than above): _____

What career do you intend to pursue? _____

Why? _____

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies?

How will this bursary assist you? _____

Please describe your community involvement: _____

Signature: _____ Date: _____

**** This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades.***

**** A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "I" – Electoral Area C Scholarship

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

1) Scholarship Amount

There is one scholarship of \$1,000 annually. The scholarship will be awarded to a graduating student residing in Electoral Area 'C' of the Peace River Regional District.

2) Scholarship Application

- a) All applicants must complete the Peace River Regional District Scholarship Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area 'C' a minimum of 12 consecutive months prior to scholarship application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 60 Peace River North.

4) Registration

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

5) Adjudication Process

- a) Scholarship applications will be adjudicated by a selection committee appointed by School District No. 60.
- b) Scholarship applications will be adjudicated on the basis of residency, academic standing, community involvement and acceptance at a post-secondary institution.

6) Notification of Award Recipients

Prior to June 30th of each year, North Peace Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

7) Scholarship Award

- a) The Scholarship will be awarded at the annual North Peace Secondary School graduation ceremonies.
- b) Recipients may claim their scholarship in writing from the Peace River Regional District at:

Box 810

Dawson Creek, BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the scholarship.
- e) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- f) Scholarship winners may apply to defer or carry over their awards for a period of up to one year in writing to the Chief Financial Officer .



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PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "I" – Electoral Area C Scholarship

Electoral Area C – Scholarship Application

Name: _____ Social Insurance Number: _____

Street Address: _____ Phone: _____

Mailing Address (if different than above): _____

What career do you intend to pursue? _____

Why? _____

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies?

How will this scholarship assist you? _____

Please describe your community involvement: _____

Signature: _____ Date: _____

**** This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades.***

**** A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “J” – South Peace Sub-Regional Bursary & Scholarship

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

1) Award Amount

There are two scholastic awards, one a \$1,500 Trades Bursary and one a \$1,500 Academic Scholarship, presented annually to graduating students who reside in a defined portion of Electoral Areas 'D' and 'E', referred to as South Peace Sub-Regional.

2) Award Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in the South Peace Sub-Regional Area a minimum of 12 consecutive months prior to submitting an application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student at Dawson Creek Secondary School.

4) Registration

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

5) Adjudication Process

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

6) Notification of Award Recipients

- a) Prior to June 30th of each year, Dawson Creek Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

7) Bursary/Scholarship Award

- a) The bursary/scholarship will be awarded at the annual Dawson Creek Secondary School graduation ceremonies.
- b) Recipients may claim their award in writing from the Peace River Regional District at:
PO Box 810
Dawson Creek, BC V1G 4H8
Email: prrd.dc@prrd.bc.ca
- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the award.
- e) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- f) Recipients may apply to defer or carry over their award for a period of up to one year in writing to the Chief Financial Officer.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "J" – South Peace Sub-Regional Bursary & Scholarship

South Peace Sub-Regional – Bursary/Scholarship Application

Name: _____ Social Insurance Number: _____

Street Address: _____ Phone: _____

Mailing Address (if different than above): _____

What career do you intend to pursue? _____

Why? _____

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies?

How will this award assist you? _____

Please describe your community involvement: _____

Signature: _____ Date: _____

**** This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades.***

**** A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "M" – Electoral Area E West Bursary

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

1) Bursary Amount

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

2) Bursary Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

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

4) Registration

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

5) Adjudication Process

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

6) Notification of Award Recipients

Prior to June 30th of each year, Chetwynd Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

7) Bursary Award

- a) The Bursary will be awarded at the annual Chetwynd Secondary School Graduation Ceremonies.
- b) Recipients may claim their bursary in writing from the Peace River Regional District at:

PO Box 810

Dawson Creek, BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the bursary.
- e) Bursary winners may apply to defer or carry over their award for a period up to one year in writing to the Chief Financial Officer.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "M" – Electoral Area E West Bursary

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Electoral Area E West - Bursary Application

Name: _____ Social Insurance Number: _____

Street Address: _____ Phone: _____

Mailing Address (if different than above): _____

What career do you intend to pursue and why? _____

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

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

How will this bursary assist you? _____

Please describe your community involvement. _____

Please describe what volunteer work you do and why? _____

Signature: _____ Date: _____

**** This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades.***

**** A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***



REPORT

To: Rural Budgets Administration Committee

Date: February 7, 2020

From: Lyle Smith, Chief Financial Officer

Subject: Recreational & Cultural Grants-in-Aid Policy - Options to Streamline

RECOMMENDATION #1:

That the Rural Budgets Administration Committee amend Section 11 of the Rural Recreational and Cultural Grants-in-Aid policy, titled "Claim Reimbursement" to read:

11) Payment of Funds

- a) Grant funds will be payable to the recipients upon ratification by the Rural Budgets Administration Committee.

RECOMMENDATION #2

That the Rural Budgets Administration Committee amend Section 13 of the Rural Recreational and Cultural Grants-in-Aid policy, titled "Annual Reports" to read:

13) Reporting Requirements

- 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 31.
- b) Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.
- c) That failure to abide by the conditions of the grant and/or reporting requirements may result in one or more of the following:
 - grants not being paid out;
 - organizations being required to repay grant funds;
 - not being considered for future grant funding.

RECOMMENDATION #3

That the Rural Budgets Administration Committee delete Section 10 of the Rural Recreational and Cultural Grants-in-Aid policy, titled "Unspent Funds" as it would no longer be required or relevant.

BACKGROUND/RATIONALE:

The purpose of this report is to provide the Rural Budgets Administration Committee (RBAC) with information on ways to further streamline the Rural Recreational and Cultural Grants-in-Aid (GIA) policy.

At the Regional Board meeting held on February 8, 2018, staff were given direction to provide RBAC with options to streamline the Rural Recreational and Cultural GIA policy.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 3

“That staff be directed to provide a report to the Rural Budgets Administration Committee that identifies options to streamline the Rural Recreational and Cultural Grants-in-Aid application process, by September 2018.”

On October 16, 2018, a report was brought forward to RBAC, which outlined several ways the policy could be streamlined and improved and the following resolution was passed:

“That the Rural Budgets Administration Committee receive the “Recreational and Cultural Grants-in-Aid Policy and Procedures – Options to Streamline” report, dated September 10, 2018, for discussion.

The Committee provided staff with consensus direction for a reduced application form, streamlined application procedures and deadlines, internal timelines, and funding amendment procedure improvements for the 2020 Grants-in-aid (GIA) intake cycle. Changes for the 2020 intake will be discussed with GIA recipients at the April 2019 GIA Meeting. A letter noting the proposed changes will be included with all the applications packages being mailed out in November, and will provide opportunity for comment for those not attending the Spring GIA Meeting.

Staff will provide options for processing unused funds for completed projects (funding amendments VS returning the funds) at the next RBAC meeting.”

In April 2019, the GIA spring allocation meetings were held and discussion took place between the organizations present and the Electoral Area Directors in attendance. The results of those discussion were captured and are presented in the summary sheet attached to this report. As an outcome of the discussion feedback, further improve the GIA policy and align the payment process with the RBAC Funding policies, the Committee could consider changing the policy to authorize grant funds to be paid out upon ratification as stated in the first recommendation of this report.

An advantage to this change is that is grant recipients will receive their grant allocation closer to the start of their projects rather than the end, reducing any financial hardships organizations may have due to carrying costs; especially for the smaller rural organizations. Another benefit is the reduction of paperwork organizations are required to complete in order to access their grant funds. Lastly, this change will free up staff time spent auditing claim reimbursement forms and invoices, tracking funds beyond one year, sending letters reminding recipients about unclaimed funding, and writing reports.

In addition, the Committee could consider an option to improve the reporting requirements for grant recipients as outlined in Section 13 of the current policy, which could now include financial reporting to ensure recipients are held accountable for using their grant funds appropriately and in a timely manner as stated in the second recommendation of this report.

If the Committee approves the change, it would further improve the policy by eliminating the need to provide three years for organizations to utilize their allocation of grant funding. Organizations would be issued their total allocation in the year in which they apply and funds would no longer need to be carried over from year to year for the purposes of claim reimbursement. As a result, Section 10 – Unspent Funds would no long be relevant and could be deleted from the policy, as outlined in the third recommendation of this report.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

If the recommendations is supported, the information and copy of the amended Rural Recreational and Cultural GIA policy would be brought forward at the 2020 Spring Allocation meetings to inform all organizations in attendance. These meeting are scheduled for: April 20, 2020 in Electoral Area B and C; April 21, 2020 in Electoral Area E; and April 22, 2020 in the South Peace Sub-Regional area.

OTHER CONSIDERATION(S):

1. If grant recipients receive their grant allocation closer to the start of projects it will reduce any financial hardships organizations may have due to carrying costs; especially for the smaller rural organizations.
2. The reduction in paperwork organizations are required to complete in order to access their grant funds will reduce the administrative burden on organizations.
3. Reduced paperwork for organizations, as well as the removal of claim reimbursements, free up staff time spent auditing claim reimbursement forms and invoices, tracking funds beyond one year, sending letters reminding recipients about unclaimed funding, and writing reports.

Attachments:

1. 2019 Spring Allocation Meetings - Summary of Discussion Items
2. I-2 GIA Items for Discussion Sheet
3. Rural Recreational and Cultural GIA Policy and Procedures.



2019 Grants-in-Aid Spring Allocation Meetings Summary of Discussion Items

At the request of the Rural Budgets Administration Committee, the following Items 1-4 were discussed at each of the Grants-in-Aid Spring Allocation Meetings. Organizations in attendance provided the feedback compiled in the chart below.

Discussion Items	Spring Allocation Meetings - Organization Feedback		
1. Change the Spring Allocation meetings from April to March	Area B and C – April 15, 2019	Area E - April 16, 2019	Sub-Regional - April 18, 2019
Advantages: - Decrease the process by 30 days. - Grant allocations would be ratified in April. - Recipients would be able to begin work on their projects sooner. - Potentially provide an opportunity for applicants to submit payment claims before August 1st. Disadvantages: - Application would have to be submitted by January 15th, rather than January 31st. - March meeting may conflict with School District 59 and 60's spring break calendars	Consensus – Not in favour It was felt that streamlining the process was good and the groups present like the idea of starting projects earlier; however, since this change would result in an application deadline of January 15th it was stated that it may be too difficult to get all the information in on time, i.e.: application and supporting documentation, specifically financials and quotes.	Consensus – In favour Organizations felt they could adjust if this change was implemented even if it meant a new application deadline of January 15 th .	Consensus – Not in favour The groups present indicated this change would make it too difficult to find someone to attend, moving the application deadline to January 15 th would make it too short of window to get all their paperwork submitted on time, felt that moving the meeting to earlier in April would be a better change.



2019 Grants-in-Aid Spring Allocation Meetings Summary of Discussion Items

2. Virtual or telephone participation at allocation meetings.	Area B and C – April 15, 2019	Area E - April 16, 2019	Sub-Regional - April 18, 2019
Advantages - Provides more flexibility to volunteers - Provides options who can't attend in person to meet obligation to have representative there and still be eligible to receive funds. Disadvantages - Technology may not be available at the location of the meeting. - Can be very difficult to hear all the conversation when dialing in virtually or by phone. - May lose connection and have stop meeting to dial in repeatedly.	Consensus – Not in favour The groups were quick to identify issues with technology may result in longer duration for meetings, this may result in applicants not even attempting to attend the meeting in-person; onus is on the applicant to be in attendance if wants funds; only have to send one person; meetings are an opportunity to network.	Consensus – Not in favour Prefer in-person meetings; not difficult to find one person from your organization to attend the meeting; question whether or not an organization has the ability to successfully complete their projects if they cannot even find someone to volunteer to attend the grant allocation meeting.	Consensus – Not in favour It was felt that too many halls do not have adequate technology in place to support a telephone meeting and that an in-person meeting is better so applicants can make their case for grant funding.
3. One permanent location for allocation meetings.	Area B and C – April 15, 2019	Area E - April 16, 2019	Sub-Regional - April 18, 2019
Advantages - Central location for each meeting, for example, the PRRD office. - Saves participants travelling time - Technology is now available and reliable to offer virtual/phone participation at meetings. Disadvantages: - Travel time could increase for participants from Electoral Areas B, C and E.	Consensus - Not in favour Prefer current format where the location of the meeting changes annually in each area.	Consensus – In favour Area E is already doing this, the Chetwynd and District Recreation Centre has been the location of the meetings for the past several years.	Consensus – Not in favour Enjoy the opportunity to get out to other facilities in the area to host meetings; an opportunity to see what others are doing.



2019 Grants-in-Aid Spring Allocation Meetings Summary of Discussion Items

4. Decrease the number of years all funds must be utilized from three (3) to two (2)	Area B and C – April 15, 2019	Area E - April 16, 2019	Sub-Regional - April 18, 2019
Advantages: - Encourage recipients to complete projects in a timely manner. - Less unclaimed funding to track for organizations. Disadvantages: - Can be difficult to secure contractors - Weather can impact the completion of projects.	Consensus – In favour The groups present felt that this was manageable and would not create any issues as most complete their projects in a timely manner already and this change would not create any issues.	Consensus – Not in favour It is already difficult to find contractors who can complete the necessary work in a timely manner, at times organizations can wait a year to get work done, larger projects would make this hard to attain, would not work well for Area E groups.	Consensus – Not in favour It is already too difficult given the timing of the projects the weather and the availability of contractors to complete projects in three years, two years would make window of opportunity even short, would not work.

**Grants-in-Aid Policy – Items for Discussion**

The following items are being brought forward at the request of the Rural Budgets Administration Committee, in an effort to further identify improvements to the Grants-in-Aid Policy. In collaboration with the groups present, the Committee would like to discuss the following options:

PROPOSAL 1 - SPRING ALLOCATION MEETINGS

1. Change the meetings to be held in March rather than April

Benefits:

- Decrease the process by 30 days.
- Grant allocations would be ratified in April.
- Recipients would be able to begin work on their projects sooner.
- Potentially provide an opportunity for applicants to submit claim reimbursement before August 1st.

Disadvantages:

- Applications would have to be submitted by January 15th, rather than January 31st.
- May conflict with School District 59 and 60's spring break calendars, which usually begins the third week of March; in order to avoid a conflict staff recommend holding the meetings the second week in March.

PROPOSAL 2 – GIA Allocation Meeting Attendance

1. Allow participants to participate at the meeting by telephone or by virtual participation

Benefits:

- Provides more flexibility to volunteers time commitment
- Provides option for those applicants who find themselves not able to send a representative to the meeting.

Disadvantages:

- Technology may not be available at the location of the meeting.
- Can be very difficult to hear all the conversation when dialing in virtually or by phone.
- May lose connection and have stop meeting to dial in repeatedly.

PROPOSAL 3 – Set Permanent location for all GIA Allocation Meetings

1. Host all GIA allocations at one standard location.

Benefits:

- Central location for each meeting, each year. For example, the PRRD office could be used.
- Saves participants travelling to multiple areas each year.
- Technology is available and reliable to offer virtual participation or phone participation.

**Grants-in-Aid Policy – Items for Discussion****Disadvantage:**

- Travel time could increase for participants from Electoral Areas B, C and E.

PROPOSALS 4 - Unspent Funds

1. Reduce the timeframe organizations have to utilize all their GIA allocation from three years to two years.

Benefits:

- Encourage recipients to complete projects in a timely manner.
- Less unclaimed funding to track for organizations.

Disadvantages:

- Can be difficult to secure contractors
- Weather can impact the completion of projects.



POLICY STATEMENT**1) Introduction**

This policy is intended to supplement the operating and/or capital funds of not-for-profit rural organizations that provide recreation, arts, sports, and/or social activities to the communities within 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 not yet paid for.
- b) **Rural Organization** is defined as any not-for-profit group located within the boundaries of Electoral Areas B, C, E, and Sub-Regional that provides recreation, arts, sports and/or social activities to communities at large.
- c) **Sub-Regional** a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.
- d) **Wages** are 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) **Operational expenses** are defined as the day to day costs to operate a facility such as insurance, utilities, maintenance and upkeep and general supplies.

3) Eligibility Criteria

- a) Applicants must be a rural not-for-profit registered society which provide recreation, arts, sports, and/or social activities for the community at large; and
- b) At least 75% of the applicants' membership must come from the rural areas which they serve.
- c) 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.
- d) 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 January 31st each year; said application to be substantially completed in the form attached hereto as Schedule A.
- b) Applications must be submitted directly by the recreation organization or community association/club.
- c) Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and a minimum of one quote for any individual items valued at over \$3,000.



- d) 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.
- e) At the discretion of the Electoral Area Directors, organizations may apply to more than one funding area 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.
- f) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.
- g) 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.
- h) 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*) are 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 are not an eligible expense.
- d) A minimum of one (1) quote must be provided for all eligible expenses valued at over \$3,000.

6) Annual Grant Allocations

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

7) Approval Process

- a) The Electoral Area Directors have the sole discretion to accept or reject any application. Applications may be rejected for the following reasons:
 - Incomplete or late applications; or
 - Failure to maintain society status; or
 - Failure to rationalize the need for funding; or
 - Failure to prove the project supports the community at large.
- b) Upon approval of the Rural Budgets Administration Committee, eligible applicants along with their Electoral Area Director will meet in the spring of each year to allocate the budgeted amount as set in the current Financial Plan.
- c) At least one representative from each applicant organization must be in attendance at the allocation meetings to receive a grant allocation.



- 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 funding allocation recommendations 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 Electoral Area Directors shall determine the annual budget amount for their area(s) to be included in the Peace River Regional District Financial Plan. This budget amount will be subject to Board approval and must be in accordance with tax limitations set forth by bylaw or supplementary letters patent. These areas are indicated below:
 - Electoral Area B
 - Electoral Area C
 - Electoral Area E West
 - South Peace Sub-Regional - a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.

9) Unallocated Funds

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

10) Unspent Funds

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

11) Claim Reimbursement

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



12) Sources of Revenue

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

13) Annual Reports

- a) All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report as attached hereto as Schedule C by the last calendar day in January 31.
- b) Funds for the current year will not be reimbursed to an organization until any outstanding Annual Reports for that organization have been received by the Regional District.
- c) Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.

14) Funding Amendments

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



REPORT

To: Rural Budgets Administration Committee

Date: February 6, 2020

From: Lyle Smith, Chief Financial Officer

Subject: 2020 Rural Recreational and Cultural Grants-in-Aid - Annual Grant Allocations

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize the following 2020 grant allocations in the amounts as listed below, payable from Function 280, Recreational and Cultural Facilities Grant, Rural Grants-in-Aid - Area B, C, E and Function 221, Sub-Regional Recreation, General Grants, Sub-Regional Grants-in-Aid for the purposes of providing funding to support post-secondary education, youth travel, and safe grad events in the North Peace:

a) Electoral Area B Bursary	\$1,000
Electoral Area B Youth Travel	\$1,500
b) Electoral Area C Scholarship	\$1,000
Electoral Area C Youth Travel	\$1,000
c) Electoral Area E Bursary (2 at \$500 each)	\$1,000
Electoral Area E Youth Travel	\$2,000
d) South Peace Sub Regional Scholarship	\$1,500
South Peace Sub Regional Trades Bursary	\$1,500
Sub-Regional Youth Travel	\$1,500

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize a grant allocation in the amount of \$1,000, payable from Function 280, Recreational and Cultural Facilities Grant, Rural Grants-in-Aid – Area B, for the North Peace 4H District Council to conduct 4H activities.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee authorize a grant allocation in the amount of \$2,000, payable in equal amounts of \$1,000 from Function 280, Recreational and Cultural Facilities Grant, Rural Grants-in-Aid – Area B and C, for the North Peace Regional Grad Fest Society to host a safe grad event in the North Peace.

BACKGROUND/RATIONALE:

This report is being brought forward to the Rural Budgets Administration Committee to give consideration to the annual grant allocations budgeted as part of the Recreational and Cultural GIA process. The amounts presented are based on past practice and have been supported at the discretion of the Electoral Area

Staff Initials:

Dept. Head:

CAO:

Page 1 of 2

Directors, and reflects the process as outlined in Section 6, Annual Grant Allocations of the Rural and Recreational Grant in Aid policy. Electoral Areas B and C have allocated grant funding to support a safe grad event in the North Peace since 1996, which is used to support the costs of the facility rental and/or activities. Funding allocated from Electoral Area B for the North Peace 4H District Council is used to support travel expenses for youth to attend the Pacific National Exhibition in Vancouver, BC to conduct 4H activities.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully decline to authorize any 2020 grant allocations from the Rural Recreational and Cultural GIA grant program for the purposes of supporting post-secondary education, youth travel, 4H activities and Safe Grad activities.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- The 2020 Recreational and Cultural GIA proposed budget amounts are Electoral Area B \$130,000, Electoral Area E \$103,000, Electoral Area C \$ 50,000 and Sub Regional \$150,000.

COMMUNICATIONS CONSIDERATION(S):

If approved, staff will send out the following written correspondences:

1. A confirmation of funding letter, along with a scholarship and bursary application package, to Chetwynd Secondary, North Peace Secondary, and Dawson Creek Secondary School.
2. A confirmation of funding letter to the North Peace 4H District Council.
3. A confirmation of funding letter along with a grant application to the North Peace Regional Grad Fest Society.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grants-in-Aid Policy, Schedules E-J and M.



PEACE RIVER REGIONAL DISTRICT



GRANT APPLICATION FORM

Society #: S-53148

Community Club or Group Name: Flatrock Community Cemetery Society

Mailing Address: Box 48

City: Cecil Lake, BC

Postal Code: V0C 1G0

Civic Address: 13048-225 Road

Contact Person: Susan Giesbrecht

Alternate Person: Wendy Giesbrecht

Tel: 250-781-3565 or 250-262-5700

Tel: 250-261-1837

Fax: 250-781-3565

Fax:

Email: rsranch4@gmail.com

Email: wendyg21.1@gmail.com

CLUB EXECUTIVES

President: Aaron Dirks

Vice President: Wendy Giesbrecht

Treasurer: Roy Giesbrecht

PROJECT COSTS

Total Cost of Project: 736.00

Amount Requested per year: --

For how many years? 1 yr ☒ 2 yrs ☐ 3 yrs ☐

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

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

We are requesting \$736.00 to cover the liability insurance which pertains to the cemetery and the adjoining lot, which is designated as a community Day-Use area.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date: Jan. 16, 2020

For Office Use Only

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

PLEASE REPLY TO:

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



Western
FINANCIAL GROUP

2019

Received By: Western Financial Group (FJ1)
5 - 10230 - 100 St.
Fort St. John, BC V1J 3Y9

Receipt For Payment # 846489

Account Number
FLATCOMM0

Date
11/29/2019

Commercial General Liability

Policy Number
501198106

Effective Date
11/27/2019

Expiration Date
11/27/2020

Company

Intact Insurance Company

Amount Received: \$736.00

Received From: Flatrock Community Cemetery Society
Box 48
Cecil Lake, BC V0C 1G0

This is to certify that we received payment on behalf of the above listed insured in the amount of \$736.00 Payment Method - Cheque

Thank you for your payment!

Flatrock Community Cemetery Society
Income and Expense Statement January 1 to December 31, 2019

INCOME

\$0.95	Interest (Chequing Account)
\$22.01	Interest-Platinum Plan High Interest Savings Acct
\$684.00	Peace River Regional District- Grant to cover 2018 insurance
<u>\$400.00</u>	Grave Plots-Ken Stregger; George & Carol Born-1 plot prepaid; Pam Giesbrecht 2 plots- (H3&H4 prepaid)
\$1,106.96	TOTAL INCOME

EXPENSES

\$143.58	BC Hydro-electricity-church
\$89.58	PNG-natural gas-church
\$24.00	Banking Fees - Maintenance Fee of \$2/month
\$40.00	Office Expenses-Society Annual Report filing fee
<u>\$736.00</u>	Insurance- Liability Only -Pd Nov.29/19
\$1,033.16	TOTAL EXPENSES
\$73.80	<u>TOTAL INCOME OVER EXPENSES</u>

FLATROCK COMMUNITY CEMETERY SOCIETY

Business Number 81950 6353 BC0001

STATEMENT OF ASSETS & LIABILITIES - December 31, 2019**ASSETS:****Current Assets**

North Peace Savings & Credit Union

Chequing Account

\$1,613.84

Platinum High Interest Savings Account

\$4,551.12**Total Current Assets**

\$6,164.96

Fixed Assets

CEMETERY-Lot B, Section 17, Twp 84, Rge 15, W6M,

Peace River District, Plan 17742

2020 Assessment

\$15,200

*Land that is designated "cemetery" has a restriction/freeze on it and cannot be sold

Taxable Value

\$0

CEMETERY LOT-Lot A, Section 17, Twp 84, Rge 15, W6M, Peace

River District, Plan 17742

2020 Assessment

\$14,200

*Land that is designated "cemetery" has a restriction/freeze on it and cannot be sold

Taxable Value

\$0

Deemed "cemetery" - March 2014

CHURCH LOT-Lot 1, Section 17, Twp 84, Rge 15, W6M, Peace River District, Plan 12629

2020 Assessment

\$72,900

Taxable Value

\$0

(As per our CONSTITUTION SECTION 2, C, 1 AND 2, we will continue to maintain the property so that it can be available for community use)

Total Fixed Assets\$72,900.00**TOTAL ASSETS**

\$79,064.96

LIABILITIES

None

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

1. POLICY

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

1.1 Applicant Eligibility

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

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

1.2 Eligible Expenses

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

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

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

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

1.4 Allocation of Funds

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

1.5 Acknowledgement of Grant Funding

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

2. PURPOSE

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

3. RESPONSIBILITY

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

4. DEFINITIONS

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

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

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

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

6. PROCEDURE

6.1 Approval Procedure

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

6.2 Disbursement of Funds

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

6.3 Recipient Acknowledgement

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



REPORT

To: Rural Budgets Administration Committee

Date: February 10, 2020

From: Trish Morgan, General Manager of Community Services

Subject: 2020 Budget Commitments

RECOMMENDATION #1:

That the Rural Budgets Administration Committee allocate \$150,000 from Gas Tax to the Clearview Arena draft 2020 budget (Function 260), for the Clearview Arena Society to purchase and install a dehumidification system and amend the 2020 Draft Budget for Function 260 – Clearview Arena to:

1. Increase Transfer from Gas Tax Reserve - \$150,000
2. Increase Grant to Organization - \$150,000

RECOMMENDATION #2:

That the Rural Budgets Administration Committee reallocate the remaining \$13,828, from the original commitment of \$25,000, from Electoral Area B Peace River Agreement Funds for the Osborn Community Hall Facility Assessment, to be used to conduct a feasibility study to identify options and costs to construct a new hall.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee allocate \$60,000 from Electoral Area C Peace River Agreement Funds (spending item #6 Fire Protection) to the Charlie Lake Fire Department capital budget (function 315), for the purpose of purchasing a brush truck and amend the 2020 Draft Budget for Function 315 – Charlie Lake Fire to:

3. Increase Transfer from Peace River Agreement Reserve - \$60,000
4. Increase Vehicles and Machinery - \$60,000.

RECOMMENDATION #4:

That the Rural Budgets Administration Committee allocate \$25,502, in addition to the existing commitment of \$50,000 for the Fire Department Needs Assessment and Review, from Electoral Area E Peace River Agreement Funds (spending item #6 Fire Protection) to the Moberly Lake Fire operating budget (function 335) to assist with general operations in 2020 and amend the 2020 Draft Budget for Function 335 – Moberly Lake Fire to:

5. Increase Transfer from Peace River Agreement Reserve - \$60,000
6. Increase Contract for Services - \$60,000.

Staff Initials:

Dept. Head: *T. Morgan*

CAO: *[Signature]*

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RECOMMENDATION #5:

That the Rural Budgets Administration Committee allocate \$15,000 from Electoral Area E Peace River Agreement Funds (spending item #6 Fire Protection) to the Chetwynd Fire operating budget (function 320) to assist with general operations in 2020 and amend the 2020 Draft Budget for Function 320 – Chetwynd Fire to:

7. Increase Transfer from Peace River Agreement Reserve - \$15,000
8. Increase Contract for Services - \$15,000.

RECOMMENDATION #6:

That the Rural Budgets Administration Committee allocate \$250,000 from Electoral Area D Peace River Agreement Funds (spending item #6 Fire Protection) for the purchase of a new tender - for use by the Pouce Coupe Fire Department between 2020 and 2021 and amend the 2020 Draft Budget for Function 325 – Pouce Coupe/Dawson Creek Fire to:

9. Increase Transfer from Peace River Agreement Reserve - \$66,075
10. Increase Vehicles and Machinery - \$66,075; and further

That the remaining \$183,925 be included in the 2021 capital budget.

RECOMMENDATION #7:

That the Rural Budgets Administration Committee allocate \$15,000 from Gas Tax to the Kelly Lake Community Centre 2020 budget (Function 225) for the purpose of conducting a hazardous materials study, in preparation for conducting future renovations of the facility and amend the 2020 Draft Budget for Function 320 – Chetwynd Fire to:

11. Increase Transfer from Gas Tax Reserve - \$15,000
12. Increase Contract for Services - \$15,000.

RECOMMENDATION #8:

That the Rural Budgets Administration Committee allocate \$9,570 from Electoral Area D Peace River Agreement Funds (spending item #6 Fire Protection) to the Tomslake Fire operating budget (Function 345), for the purchase and installation of two mobile computer aided dispatch units for the Department and amend the 2020 Draft Budget for Function 320 – Chetwynd Fire to:

13. Increase Transfer from Peace River Agreement Reserve - \$9,570
14. Increase Minor Capital - \$9,570.

BACKGROUND/RATIONALE:

Per discussion with the respective electoral area directors, the above noted commitments have been included in the draft budgets being presented to the Regional Board on Wednesday, February 26th. The report has been provided to finalize these commitments only per the RBAC bylaw.

Clearview Arena - \$150,000 Gas Tax

Force Engineering has recommended to the Clearview Arena Society that a dehumidifying system be installed in the arena to reduce indoor fog conditions, and maintain the structural integrity of the building by reducing condensation and corrosion. The Society has been collecting quotes for the work, which range from approximately \$150,000 to \$160,000.

Osborn Community Hall Feasibility - \$13,828 Area B PRA (reallocation of existing commitment)

The Osborn Hall is owned by the PRRD and operated by the Osborn Community Hall Society. The facility is an older repurposed school that needs significant structural and interior work that may make it impractical to repair, as determined as part of the completed 2019 Osborn Hall Facility Condition Assessment. The proposed study would entail:

- determining the needs of the community;
- bringing forward options and costs for a replacement (modular unit); and
- costs of demolition and site servicing.

\$25,000 from Area B Peace River Agreement funds was allocated to conduct the facility assessment in 2019, with \$13,828 remaining from this allocation that could be utilized to examine options for a replacement facility.

Charlie Lake Fire Brush Truck Replacement - \$60,000 Area C Fair Share

In the fall of 2019, the CLFD brush truck was involved in an accident and was deemed by ICBC to be a write-off. The 2006 brush truck was purchased from the City of Fort St John two years ago to replace the 1987 brush truck that the Department had been using. This vehicle is used for wildland interface fires and is one of two apparatus' that can go off road to aid in fire suppression where the Department cannot take larger apparatus. It also benefits/aids in moving firefighters to and from scenes, and is used for weekend duty officer duties and for transportation of firefighters to and from courses within the province.

The cost for a new truck has been quoted at \$72,200. \$60,000 will be paid through Area C Fair Share, with the remaining \$12,200 coming from requisition.

Moberly Lake Volunteer Fire Department - \$25,502 Area E PRA

The Moberly Lake Volunteer Fire Department (MLVFD) budget has increased from \$143,540 in 2019 to \$210,840 in 2020 as result of increases to:

- buildings & grounds maintenance;
- the Fire Chief service agreement; and
- fleet insurance.

The Society is requesting \$107,300 from the PRRD, which is a 53% increase from 2019 at \$70,000. In discussions with the Area Director, \$93,650 will be budgeted in 2020, with \$80,000 coming from requisition and \$25,502 from Area E Peace River Agreement Funds.

Chetwynd Rural Fire - \$15,000 Area E PRA

The contract amount for Chetwynd Rural Fire has increased from \$77,168 in 2019 to \$111,090 in 2020, as a result of hiring a full-time Fire Chief. In discussions with the Area Director, \$15,000 will be allocated from Area E Peace River Agreement Funds to offset the increase.

Kelly Lake Community Centre - \$15,000 Gas Tax

As a result of the 2019 facility assessment and design study of the Kelly Lake Community Centre, a hazardous materials study has been recommended. The facility is in need of important renovations and upgrades before conducting any work, a hazardous materials study has been recommended to determine

whether abatement would need to occur in order to conduct any works, and to determine the approximate cost to do so.

Tomslake Fire - \$9,570 Area D PRA

The Tomslake Fire Department has been using the PRRD's web map and paper maps to identify the location of fires when dispatched. Almost all other fire departments in the region have invested in mobile computer aided dispatch units for their apparatus, which work remotely with North Island 911's dispatch technology. It is proposed that the PRRD pay for two units for Tomslake to increase efficiency when being dispatched. The cost of the units and their mounting would be paid for through Peace River Agreement funds, and the cost of the software would be paid for through the 911 Services budget (as it has been done for all other departments through the transition to NI911). The annual license fee for the units will start in 2021 and cost \$512, which will be included in the PRRD's Tomslake Fire budget (Function 345).

Dawson Creek/Pouce Coupe Fire - \$250,000 Area D PRA

As per the fire protection agreement with the Village of Pouce Coupe, the PRRD provides a tender for their use to respond to fires within the fire protection area. The current tender is over 20 years old and requires replacement due to age and maintenance issues. The Village has requested that the PRRD start the replacement process in 2020. The estimated cost of a new tender, similar to the apparatus currently on order for CLFD, is \$490,000+PST (\$524,300).

In 2018 a five year agreement was signed with the City of Dawson Creek to provide \$35,000 a year towards the operation and maintenance of the fire training centre. In exchange any regional district departments or those that have a contract for rural fire protection services have the ability to utilize the centre for training at a reduced cost. In 2019 the contract fee (\$35,000) paid to Dawson Creek was requisitioned in error from the Dawson Creek/Pouce Coupe fire protection area, when it should have been paid for through Peace River Agreement (PRA) funds. As such, in 2020 an extra \$35,000 will be allocated from PRA to pay back the function and will be used to contribute to the purchase of a new tender for the Pouce Coupe Fire Department.

Per the agreement the breakdown of PRA allocations is as follows:

Electoral Area	Amount of PRA per year of the agreement
Area B	\$4,375.00
Area C	\$6,652.50
Area D	\$15,312.50
Area E	\$8,750.00

Revenue:

Requisition	= \$ 90,000
Area D PRA	= \$250,000
PRA in lieu FTC	= \$ 35,000
Short-term Borrowing	= \$ 89,300
Capital Reserve	= \$ 60,000
Total	\$524,300

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

Uncommitted balances (as reported at the January 16, 2020 RBAC):

- Gas Tax = \$5,628,128.53
- Area C Fair Share = \$1,083,995.39
- Area D PRA = \$949,673.45
- Area E PRA = \$1,195,460.56

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

PEACE RIVER REGIONAL DISTRICT
Budget Report by Cost Center



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

Function Type : Selective

General Operating Fund
260 - Clearview Arena - Artificial I

		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
REVENUES					
0010 Requisition					
01-1-0010-0010	Electoral	-151,249.59	-151,249.59	-158,508.00	
	Total Requisition	-151,249.59	-151,249.59	-158,508.00	0.00
0020 Surplus/Deficit					
01-1-0020-0020	Surplus/Deficit	-5,100.41	-5,100.41	140.00	
	Total Surplus/Deficit	-5,100.41	-5,100.41	140.00	0.00
0070 Investment Income					
01-1-0070-0071	Interest on Reserves	0.00	-1,583.71	0.00	
	Total Investment Income	0.00	-1,583.71	0.00	0.00
0140 Transfer from Reserves					
01-1-0140-0142	Fair Share Reserve	0.00	0.00	0.00	
01-1-0140-0144	Gas Tax Reserve	0.00	0.00	-150,000.00	
01-1-0140-0145	Peace River Agreement Reserve	-30,699.00	0.00	0.00	
	Total Transfer from Reserves	-30,699.00	0.00	-150,000.00	0.00
7151 CLEARVIEW ARENA *					
01-1-7151-0120	Grant-in-lieu (CLEARVIEW ARENA)	0.00	0.00	0.00	
	Total REVENUES	-187,049.00	-157,933.71	-308,368.00	
EXPENDITURES					
1000 General Expenditures					
01-2-1000-1010	Wages - Full Time	8,676.00	7,767.46	8,841.00	
01-2-1000-1030	Benefits	2,603.00	2,112.34	2,595.00	
01-2-1000-1040	WCB	0.00	0.00	0.00	
01-2-1000-2050	Miscellaneous	5,000.00	0.00	0.00	
01-2-1000-2055	Contingency	0.00	0.00	240.00	
01-2-1000-2065	Insurance - Property	8,358.00	8,408.00	8,525.00	
01-2-1000-2070	Insurance - Liability	720.00	668.74	735.00	
01-2-1000-3150	Grant to organization	135,000.00	135,000.00	285,000.00	
01-2-1000-5060	Studies, Plans and Assessments	24,714.00	0.00	0.00	
	Total General Expenditures	185,071.00	153,956.54	305,936.00	0.00
1150 Allocations					
01-2-1150-1160	Administration	1,978.00	1,978.00	2,047.00	
01-2-1150-1190	PRRD Vehicles	0.00	0.00	385.00	

February 20, 2020

Budget Report by Cost Center



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

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

Function Type : Selective

General Operating Fund				
260 - Clearview Arena - Artificial I				
	2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
Total Allocations	1,978.00	1,978.00	2,432.00	0.00
7151 CLEARVIEW ARENA				
01-2-7151-0244 Projects - from RD Gas Tax/FS Grants	0.00	0.00	0.00	
01-2-7151-0260 Insurance (CLRV ARENA)	0.00	0.00	0.00	
8100 Transfers to Reserve				
01-2-8100-8120 Operating Reserve	0.00	0.00	0.00	
01-2-8100-8150 Interest on reserves	0.00	1,583.71	0.00	
Total Transfers to Reserve	0.00	1,583.71	0.00	0.00
Total EXPENDITURES	187,049.00	157,518.25	308,368.00	
CAPITAL REVENUE				
0140 Transfer from Reserves				
01-7-0140-0145 PRA Reserve	-300,000.00	-202,360.60	0.00	
Total Transfer from Reserves	-300,000.00	-202,360.60	0.00	0.00
Total CAPITAL REVENUE	-300,000.00	-202,360.60	0.00	
CAPITAL EXPENSE				
8500 Transfer to General Capital Fund				
01-8-8500-8504 Building - Foundations	300,000.00	202,915.64	0.00	
Total Transfer to General Capi	300,000.00	202,915.64	0.00	0.00
Total CAPITAL EXPENSE	300,000.00	202,915.64	0.00	
Surplus/Deficit	0.00	139.58	0.00	



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

Function Type : Selective

	2019 APPROVED BUD	2019 actual	2020 PROVISIONAL
Summary Total Revenues	-187,049.00	-157,933.71	-308,368.00
Summary Total Expenses	187,049.00	157,518.25	308,368.00
Summary Surplus/Deficit	0.0 0	139.5 8	0.00

PEACE RIVER REGIONAL DISTRICT
Budget Report by Cost Center



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

Function Type : Selective

General Operating Fund
315 - Charlie Lake Fire

		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
REVENUES					
0010 Requisition					
01-1-0010-0010	Electoral	-759,307.67	-759,307.67	-668,413.00	
	Total Requisition	-759,307.67	-759,307.67	-668,413.00	0.00
0020 Surplus/Deficit					
01-1-0020-0020	Surplus/Deficit	-136,185.55	-136,186.05	-100,000.00	
	Total Surplus/Deficit	-136,185.55	-136,186.05	-100,000.00	0.00
0030 Grants					
01-1-0030-0034	Municipal Grants-in-lieu	0.00	0.00	0.00	
0040 Recovery of Costs					
01-1-0040-0000	General - Recovery of Costs	0.00	-62,763.16	0.00	
	Total Recovery of Costs	0.00	-62,763.16	0.00	0.00
0070 Investment Income					
01-1-0070-0071	Interest on Reserves	0.00	-554.99	0.00	
	Total Investment Income	0.00	-554.99	0.00	0.00
0080 Miscellaneous					
01-1-0080-0081	FSJ Boundary Expansion Compensation	0.00	0.00	0.00	
0120 Administration					
01-1-0120-0122	Insurance Proceeds	0.00	-7,702.62	0.00	
01-1-0120-0123	Sale of assets	0.00	0.00	0.00	
	Total Administration	0.00	-7,702.62	0.00	0.00
0140 Transfer from Reserves					
01-1-0140-0142	Fair Share Reserve	-13,806.00	-11,250.00	0.00	
01-1-0140-0143	Rural Loan Fund Reserve	0.00	0.00	0.00	
01-1-0140-0145	Peace River Agreement Reserve	0.00	0.00	0.00	
01-1-0140-0147	BCR/PRA Reserve	0.00	-2,934.13	0.00	
	Total Transfer from Reserves	-13,806.00	-14,184.13	0.00	0.00
2410 Unit #11 - Bobcat					
01-1-2410-0120	Grants-in-lieu (CL FD)	0.00	0.00	0.00	
	Total REVENUES	-909,299.22	-980,698.62	-768,413.00	

EXPENDITURES

1000 General Expenditures				
01-2-1000-1010	Wages - Full Time	190,747.64	185,146.94	207,455.00

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Budget Report by Cost Center

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

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



Function Type : Selective

General Operating Fund

315 - Charlie Lake Fire

		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
01-2-1000-1030	Benefits	57,224.29	57,654.49	60,225.00	
01-2-1000-1040	WCB	0.00	2,002.20	0.00	
01-2-1000-2030	Phone/Internet	24,000.00	16,900.57	9,878.00	
01-2-1000-2050	Miscellaneous	0.00	103.00	3,298.00	
01-2-1000-2055	Contingency	0.00	0.00	4,149.00	
01-2-1000-2065	Insurance - Property	3,356.07	3,304.00	3,422.00	
01-2-1000-2070	Insurance - Liability	3,600.75	3,343.70	3,674.00	
01-2-1000-2080	Insurance - AD&D	0.00	4,113.81	0.00	
01-2-1000-2110	R&M - Buildings	20,000.00	8,198.29	7,200.00	
01-2-1000-2120	R&M - Equipment	6,000.00	3,456.96	0.00	
01-2-1000-2150	Electricity	5,000.00	4,252.02	5,100.00	
01-2-1000-2160	Natural Gas	4,000.00	4,308.01	4,080.00	
01-2-1000-2170	Water	14,000.00	12,742.14	14,280.00	
01-2-1000-3010	Travel	0.00	2,539.16	5,500.00	
01-2-1000-3016	Mileage	250.00	740.18	0.00	
01-2-1000-3020	Meals	3,300.00	4,134.55	0.00	
01-2-1000-3030	Training & Development	74,000.00	111,009.81	74,400.00	
01-2-1000-3040	Conferences & Seminars	0.00	0.00	6,000.00	
01-2-1000-3050	Memberships	2,200.00	1,564.11	2,250.00	
01-2-1000-3060	Meetings	1,000.00	245.22	1,000.00	
01-2-1000-3100	Contract for Services	3,000.00	700.00	0.00	
01-2-1000-4010	Rent/Lease	2,250.00	0.00	2,295.00	
01-2-1000-4403	Licensing	5,350.00	1,260.00	0.00	
01-2-1000-5010	Advertising Services	9,500.00	8,159.26	9,500.00	
01-2-1000-5070	Inspections	9,000.00	6,855.65	0.00	
01-2-1000-5115	Supplies - General	6,000.00	3,810.32	0.00	
01-2-1000-5120	Supplies - Office	4,000.00	4,614.23	5,500.00	
01-2-1000-5125	Clothing	0.00	0.00	0.00	
01-2-1000-5127	S.C.B.A & MAINT.	0.00	0.00	0.00	
01-2-1000-5130	Miscellaneous Equipment	17,500.00	5,586.86	0.00	
01-2-1000-5140	Minor Capital	0.00	152.48	0.00	
	Total General Expenditures	465,278.75	456,897.96	429,206.00	0.00
1150 Allocations					
01-2-1150-1160	Administration	14,865.01	14,865.01	15,105.00	
01-2-1150-1190	PRRD Vehicles	500.00	378.50	1,216.00	
	Total Allocations	15,365.01	15,243.51	16,321.00	0.00
2305 CL#1 - 2006 Sterling (Yellow)					
01-2-2305-6210	Fuel - CL#1	2,800.00	1,433.87	2,856.00	

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PEACE RIVER REGIONAL DISTRICT
Budget Report by Cost Center



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Function Type : Selective

General Operating Fund 315 - Charlie Lake Fire				
	2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
01-2-2305-6220 Tires - CL#1	9,500.00	1,750.22	1,750.00	
01-2-2305-6230 Insurance - Vehicles & Equipment - CL#1	1,887.00	1,887.00	2,275.00	
01-2-2305-6240 Repairs - CL#1	3,000.00	6,069.23	21,000.00	
01-2-2305-6250 Maintenance - CL#1	500.00	0.00	1,000.00	
01-2-2305-6260 Car Washes - CL#1	0.00	0.00	0.00	
Total CL#1 - 2006 Sterling (Ye	17,687.00	11,140.32	28,881.00	0.00
2310 CL#10 - New Command Vehicle				
01-2-2310-6210 Fuel-CL#10	2,600.00	3,600.64	2,652.00	
01-2-2310-6220 Tires-CL#10	1,800.00	1,464.40	1,800.00	
01-2-2310-6230 Insurance - Vehicles & Equipment-CL#10	1,006.00	1,006.00	1,026.00	
01-2-2310-6240 Repairs-CL#10	3,500.00	615.00	3,570.00	
01-2-2310-6250 Maintenance-CL#10	1,000.00	2,270.58	1,020.00	
01-2-2310-6260 Car Washes-CL#10	0.00	0.00	0.00	
Total CL#10 - New Command Vehi	9,906.00	8,956.62	10,068.00	0.00
2320 CL#11 - Trailer (for Side-by-side)				
01-2-2320-6210 Fuel-CL#11	0.00	0.00	0.00	
01-2-2320-6230 Insurance - Vehicles & Equipment-CL#11	249.00	249.00	254.00	
01-2-2320-6240 Repairs-CL#11	0.00	41.72	500.00	
01-2-2320-6250 Maintenance-CL#11	0.00	0.00	500.00	
Total CL#11 - Trailer (for Sid	249.00	290.72	1,254.00	0.00
2330 CL#12 - Side by Side				
01-2-2330-6210 Fuel-CL#12	300.00	0.00	306.00	
01-2-2330-6230 Insurance - Vehicles & Equipment-CL#12	62.00	62.00	63.00	
01-2-2330-6240 Repairs-CL#12	200.00	0.00	204.00	
01-2-2330-6250 Maintenance-CL#12	200.00	0.00	204.00	
Total CL#12 - Side by Side	762.00	62.00	777.00	0.00
2340 CL#13 - Brush Truck (from FSJ)				
01-2-2340-6210 Fuel-CL#13	1,000.00	986.61	0.00	
01-2-2340-6230 Insurance - Vehicles & Equipment-CL#13	908.00	908.00	0.00	
01-2-2340-6240 Repairs-CL#13	500.00	2,833.12	0.00	
01-2-2340-6250 Maintenance-CL#13	500.00	1,069.62	0.00	
Total CL#13 - Brush Truck (fro	2,908.00	5,797.35	0.00	0.00
2350 CL#14 - Tender (used from DC)				
01-2-2350-6210 Fuel-CL#14	1,500.00	137.83	1,530.00	
01-2-2350-6230 Insurance - Vehicles & Equipment-CL#14	1,973.00	1,973.00	2,512.00	
01-2-2350-6240 Repairs-CL#14	200.00	468.80	204.00	

February 20, 2020

Budget Report by Cost Center



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

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

Function Type : Selective

General Operating Fund
315 - Charlie Lake Fire

		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
01-2-2350-6250	Maintenance-CL#14	200.00	0.00	204.00	
	Total CL#14 - Tender (used fro	3,873.00	2,579.63	4,450.00	0.00
2360 CL#2 - 2014 GMC Sierra Pick-up					
01-2-2360-6210	Fuel-CL#2	2,600.00	3,503.76	2,652.00	
01-2-2360-6220	Tires-CL#2	1,800.00	0.00	1,836.00	
01-2-2360-6230	Insurance - Vehicles & Equipment-CL#2	1,265.00	1,265.00	1,290.00	
01-2-2360-6240	Repairs-CL#2	3,500.00	2,872.64	3,570.00	
01-2-2360-6250	Maintenance-CL#2	1,000.00	2,655.06	1,020.00	
01-2-2360-6260	Car Washes-CL#2	0.00	0.00	0.00	
	Total CL#2 - 2014 GMC Sierra P	10,165.00	10,296.46	10,368.00	0.00
2370 CL#3 - Tanker (2013)					
01-2-2370-6210	Fuel-CL#3	1,700.00	1,829.46	1,734.00	
01-2-2370-6230	Insurance - Vehicles & Equipment-CL#3	2,009.00	2,009.00	2,999.00	
01-2-2370-6240	Repairs-CL#3	1,000.00	4,451.42	2,000.00	
01-2-2370-6250	Maintenance-CL#3	1,500.00	236.45	1,530.00	
01-2-2370-6260	Car Washes-CL#3	0.00	20.15	0.00	
	Total CL#3 - Tanker (2013)	6,209.00	8,546.48	8,263.00	0.00
2375 New Brush Truck					
01-2-2375-6210	Fuel & Lubricants	0.00	0.00	1,000.00	
01-2-2375-6230	Insurance - Vehicles & Equipment	0.00	0.00	908.00	
01-2-2375-6240	Repairs	0.00	0.00	500.00	
01-2-2375-6250	Maintenance	0.00	0.00	500.00	
	Total New Brush Truck	0.00	0.00	2,908.00	0.00
2380 CL#4 - 1986 Chev Grass (Yellow)					
01-2-2380-6210	Fuel-CL #4	1,700.00	0.00	0.00	
01-2-2380-6230	Insurance - Vehicles & Equipment	1,831.00	0.00	0.00	
01-2-2380-6240	Repairs	1,000.00	0.00	0.00	
01-2-2380-6250	Maintenance	1,500.00	0.00	0.00	
	Total CL#4 - 1986 Chev Grass (	6,031.00	0.00	0.00	0.00
2385 CL#5 - Intn_I Pumper (Yellow)					
01-2-2385-6210	Fuel-CL#5	0.00	1,123.94	1,700.00	
01-2-2385-6230	Insurance - Vehicles & Equipment-CL#5	0.00	1,831.00	2,236.00	
01-2-2385-6240	Repairs-CL#5	0.00	5,772.36	3,000.00	
01-2-2385-6250	Maintenance-CL#5	0.00	20.50	1,500.00	
	Total CL#5 - Intn_I Pumper (Ye	0.00	8,747.80	8,436.00	0.00

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Function Type : Selective

General Operating Fund

315 - Charlie Lake Fire

		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
2390 CL#7 - 2005 Ford Diesel (White)					
01-2-2390-6210	Fuel-CL#7	1,500.00	271.13	1,530.00	
01-2-2390-6230	Insurance - Vehicles & Equipment-CL#7	1,034.00	1,034.00	1,405.00	
01-2-2390-6240	Repairs-CL#7	1,000.00	0.00	1,020.00	
01-2-2390-6250	Maintenance-CL#7	1,000.00	0.00	1,020.00	
Total CL#7 - 2005 Ford Diesel		4,534.00	1,305.13	4,975.00	0.00
2395 CL#9 - 1987 Fort Pumper (Yellow)					
01-2-2395-6210	Fuel-CL#9	1,700.00	185.14	1,734.00	
01-2-2395-6230	Insurance - Vehicles & Equipment-CL#9	1,576.00	1,576.00	2,108.00	
01-2-2395-6240	Repairs-CL#9	1,000.00	1,765.06	1,020.00	
01-2-2395-6250	Maintenance-CL#9	1,000.00	0.00	1,020.00	
Total CL#9 - 1987 Fort Pumper		5,276.00	3,526.20	5,882.00	0.00
2410 Unit #11 - Bobcat					
01-2-2410-0210	Travel/Train/Conf/Wrkshp (CLFD)	0.00	0.00	0.00	
01-2-2410-0260	Insurance - Property & Liability (CL FD)	0.00	0.00	0.00	
01-2-2410-0303	Safety Equip. (Breathing/Clothing) (CLFD)	0.00	0.00	0.00	
01-2-2410-0390	Capital (CLFD)	0.00	0.00	0.00	
01-2-2410-0431	CLFD RD RESCUE & MED 1ST RESP FEAS.	0.00	0.00	0.00	
01-2-2410-0432	CL Rural Fire Exp Feas.	0.00	0.00	0.00	
01-2-2410-0501	CL#1 - 2006 Sterling (Yellow)	0.00	0.00	0.00	
01-2-2410-0502	CL#2 - 2014 GMC Sierra Pick-up	0.00	0.00	0.00	
01-2-2410-0503	CL#3 - Tanker (2013)	0.00	0.00	0.00	
01-2-2410-0504	CL#4 - 1986 Chev Grass (Yellow)	0.00	0.00	0.00	
01-2-2410-0505	CL#5 - Intn'l Pumper (Yellow)	0.00	0.00	0.00	
01-2-2410-0507	CL#7 - 2005 Ford Diesel (White)	0.00	0.00	0.00	
01-2-2410-0509	CL#9 - 1987 Fort Pumper (Yellow)	0.00	0.00	0.00	
01-2-2410-0510	CL#10 - New Command Vehicle	0.00	0.00	0.00	
01-2-2410-0511	CL#11 - Trailer (for Side-by-side)	0.00	0.00	0.00	
01-2-2410-0512	CL#12 - Side by Side	0.00	0.00	0.00	
01-2-2410-0513	CL#13 - Brush Truck (from FSJ)	0.00	0.00	0.00	
01-2-2410-0514	CL#14 - INTNL TANKER(fr.DC)	0.00	0.00	0.00	
2450 Unit #17 - Sterling Picker Truck					
01-2-2450-6210	Fuel-Unit#17	0.00	0.00	0.00	
2900 Fire Operations					
01-2-2900-2050	Miscellaneous	0.00	0.00	0.00	
01-2-2900-2120	R&M Equip	0.00	0.00	5,000.00	
01-2-2900-4010	Rent/Lease	0.00	0.00	15,000.00	

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Function Type : Selective

		General Operating Fund 315 - Charlie Lake Fire			
		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
01-2-2900-4403	Licensing	0.00	0.00	10,210.00	
01-2-2900-5060	studies, Plans & Assessments - CLFD	13,805.46	11,250.00	0.00	
01-2-2900-5070	Inspections	0.00	0.00	12,630.00	
01-2-2900-5115	Supplies - General	0.00	0.00	26,000.00	
01-2-2900-5125	Clothing/Bunker Gear - CLFD	34,500.00	32,270.97	40,900.00	
01-2-2900-5127	S.C.B.A - CLFD	4,000.00	8,175.56	4,080.00	
01-2-2900-5140	Minor Capital	31,700.00	0.00	18,670.00	
	Total Fire Operations	84,005.46	51,696.53	132,490.00	0.00
4000 Volunteers					
01-2-4000-1040	WCB	250.00	244.31	255.00	
01-2-4000-2080	Insurance AD&D - Volunteers	1,450.00	0.00	1,479.00	
01-2-4000-7010	Appreciation (CLFD)	10,000.00	7,439.70	10,000.00	
01-2-4000-7020	Fire Pay (CLFD)	20,000.00	28,159.62	30,000.00	
01-2-4000-7030	Life+ Ext Health+Med Exam	0.00	0.00	0.00	
01-2-4000-7040	On Call (CLFD)	17,000.00	13,869.69	22,000.00	
01-2-4000-7050	Practice Pay (CLFD)	8,000.00	0.00	10,400.00	
	Total Volunteers	56,700.00	49,713.32	74,134.00	0.00
8100 Transfers to Reserve					
01-2-8100-8110	Capital Reserve	220,350.00	220,350.00	0.00	
01-2-8100-8120	Operating Reserve	0.00	0.00	30,000.00	
01-2-8100-8130	Carbon "Green" Reserve	0.00	0.00	0.00	
01-2-8100-8150	Interest on reserves	0.00	554.99	0.00	
	Total Transfers to Reserve	220,350.00	220,904.99	30,000.00	0.00
	Total EXPENDITURES	909,299.22	855,705.02	768,413.00	
CAPITAL REVENUE					
0010 Requisition					
01-7-0010-0010	Electoral	0.00	0.00	-103,684.00	
	Total Requisition	0.00	0.00	-103,684.00	0.00
0020 Surplus/Deficit					
01-7-0020-0020	Surplus/Deficit	-206,000.00	-206,000.00	-216,854.00	
	Total Surplus/Deficit	-206,000.00	-206,000.00	-216,854.00	0.00
0040 Recovery of Costs					
01-7-0040-0043	Insurance Proceeds	0.00	-15,892.18	0.00	
	Total Recovery of Costs	0.00	-15,892.18	0.00	0.00

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Function Type : Selective

General Operating Fund
315 - Charlie Lake Fire

	2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
0140 Transfer from Reserves				
01-7-0140-0141 Capital Reserve	0.00	0.00	-593,757.00	
01-7-0140-0142 Fair Share Reserve	-150,000.00	-116,528.53	-246,000.00	
Total Transfer from Reserves	-150,000.00	-116,528.53	-839,757.00	0.00
Total CAPITAL REVENUE	-356,000.00	-338,420.71	-1,160,295.00	
CAPITAL EXPENSE				
8500 Transfer to General Capital Fund				
01-8-8500-8501 Furniture, Fixtures, Equipment	6,000.00	5,038.07	0.00	
01-8-8500-8502 Vehicles and Machinery	340,000.00	116,528.53	1,160,295.00	
01-8-8500-8503 Infrastructure	10,000.00	0.00	0.00	
01-8-8500-8505 Buildings	0.00	0.00	0.00	
Total Transfer to General Capi	356,000.00	121,566.60	1,160,295.00	0.00
Total CAPITAL EXPENSE	356,000.00	121,566.60	1,160,295.00	



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Function Type : Selective

Sewer Operating Fund
315 - Charlie Lake Fire

	2019 APPROVED BUD	2019 actual	2020 PROVISIONAL
REVENUES			
0040 Recovery of Costs			
02-1-0040-0043 Insurance Proceeds	0.00	0.00	0.00
Total REVENUES	0.00	0.00	0.00
EXPENDITURES			
1000 General Expenditures			
02-2-1000-3025 Meals - in region	0.00	0.00	0.00
Total EXPENDITURES	0.00	0.00	0.00
Surplus/Deficit	0.00	-341,847.71	0.00



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Function Type : Selective

	2019 APPROVED BUD	2019 actual	2020 PROVISIONAL
Summary Total Revenues	-909,299.22	-980,698.62	-768,413.00
Summary Total Expenses	909,299.22	855,705.02	768,413.00
Summary Surplus/Deficit	0.00	-341,847.71	0.00

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Function Type : Selective

General Operating Fund
335 - Moberly Lake Rural Fire

		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
REVENUES					
0010 Requisition					
01-1-0010-0010	Electoral	-79,576.43	-79,576.43	-92,557.00	
	Total Requisition	-79,576.43	-79,576.43	-92,557.00	0.00
0020 Surplus/Deficit					
01-1-0020-0020	Surplus/Deficit	423.27	423.27	0.00	
	Total Surplus/Deficit	423.27	423.27	0.00	0.00
0140 Transfer from Reserves					
01-1-0140-0142	Fair Share Reserve	0.00	0.00	0.00	
01-1-0140-0145	Peace River Agreement Reserve	-8,700.00	-1,848.10	-75,502.00	
	Total Transfer from Reserves	-8,700.00	-1,848.10	-75,502.00	0.00
2414 MOBERLY LAKE RURAL FIRE					
01-1-2414-0120	Grant-in-lieu (MOBERLY LAKE FD)	0.00	0.00	0.00	
	Total REVENUES	-87,853.16	-81,001.26	-168,059.00	
EXPENDITURES					
1000 General Expenditures					
01-2-1000-1010	Wages - Full Time	8,229.32	3,931.73	9,413.00	
01-2-1000-1030	Benefits	2,468.79	976.32	2,742.00	
01-2-1000-2055	Contingency	0.00	0.00	326.00	
01-2-1000-2065	Insurance - Property	1,903.32	713.00	1,941.00	
01-2-1000-2070	Insurance - Liability	1,440.30	1,337.48	1,469.00	
01-2-1000-2080	Insurance - AD&D	2,300.00	2,331.30	2,346.00	
01-2-1000-3030	Training & Development	0.00	0.00	1,000.00	
01-2-1000-4250	Charges/Permits	0.00	200.00	200.00	
01-2-1000-4403	Licensing	0.00	0.00	750.00	
01-2-1000-5060	Studies, Plans and Assessments	0.00	0.00	50,000.00	
01-2-1000-5140	Minor Capital	0.00	0.00	0.00	
	Total General Expenditures	16,341.73	9,489.83	70,187.00	0.00
1150 Allocations					
01-2-1150-1160	Administration	961.43	961.43	922.00	
01-2-1150-1190	PRRD Vehicles	0.00	0.00	800.00	
	Total Allocations	961.43	961.43	1,722.00	0.00
2414 MOBERLY LAKE RURAL FIRE					
01-2-2414-0260	Insurance (MOB LK FD)	0.00	0.00	0.00	

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Function Type : Selective

General Operating Fund
335 - Moberly Lake Rural Fire

		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
01-2-2414-0390	Capital, Trsf to (MOB LK FD)	0.00	0.00	0.00	
2940 Moberly Lake Fire					
01-2-2940-3100	Contract for Services	68,050.00	68,050.00	93,650.00	
	Total Moberly Lake Fire	68,050.00	68,050.00	93,650.00	0.00
8100 Transfers to Reserve					
01-2-8100-8110	Capital Reserve	2,500.00	2,500.00	2,500.00	
01-2-8100-8130	Carbon "Green" Reserve	0.00	0.00	0.00	
	Total Transfers to Reserve	2,500.00	2,500.00	2,500.00	0.00
	Total EXPENDITURES	87,853.16	81,001.26	168,059.00	
	Surplus/Deficit	0.00	0.00	0.00	



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Function Type : Selective

	2019 APPROVED BUD	2019 actual	2020 PROVISIONAL
Summary Total Revenues	-87,853.16	-81,001.26	-168,059.00
Summary Total Expenses	87,853.16	81,001.26	168,059.00
Summary Surplus/Deficit	0.0 0	0.0 0	0.00

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Function Type : Selective

General Operating Fund
320 - Chetwynd Rural Fire

		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
REVENUES					
0010 Requisition					
01-1-0010-0010	Electoral	-89,375.85	-89,375.85	-105,289.00	
	Total Requisition	-89,375.85	-89,375.85	-105,289.00	0.00
0020 Surplus/Deficit					
01-1-0020-0020	Surplus/Deficit	-93.41	-93.41	-5,841.00	
	Total Surplus/Deficit	-93.41	-93.41	-5,841.00	0.00
0140 Transfer from Reserves					
01-1-0140-0142	Fair Share Reserve	0.00	0.00	0.00	
01-1-0140-0145	Peace River Agreement Reserve	0.00	0.00	-15,000.00	
	Total Transfer from Reserves	0.00	0.00	-15,000.00	0.00
	Total REVENUES	-89,469.26	-89,469.26	-126,130.00	
EXPENDITURES					
1000 General Expenditures					
01-2-1000-1010	Wages - Full Time	8,229.31	3,931.73	9,413.00	
01-2-1000-1030	Benefits	2,468.79	976.32	2,742.00	
01-2-1000-2055	Contingency	0.00	0.00	326.00	
01-2-1000-2065	Insurance - Property	0.00	0.00	0.00	
01-2-1000-2070	Insurance - Liability	720.16	668.74	735.00	
	Total General Expenditures	11,418.26	5,576.79	13,216.00	0.00
1150 Allocations					
01-2-1150-1160	Administration	882.94	882.94	1,024.00	
01-2-1150-1190	PRRD Vehicles	0.00	0.00	800.00	
	Total Allocations	882.94	882.94	1,824.00	0.00
2411 CHETWYND RURAL FIRE					
01-2-2411-0260	Insurance (CHET FD)	0.00	0.00	0.00	
01-2-2411-0390	Capital, Trsf to (CHET FD)	0.00	0.00	0.00	
2910 Chetwynd Rural Fire					
01-2-2910-3100	Contract for Services	77,168.06	77,168.06	111,090.00	
	Total Chetwynd Rural Fire	77,168.06	77,168.06	111,090.00	0.00
	Total EXPENDITURES	89,469.26	83,627.79	126,130.00	



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Function Type : Selective

General Operating Fund
 320 - Chetwynd Rural Fire

	2019 APPROVED BUD	2019 actual	2020 PROVISIONAL
Surplus/Deficit	0.00	-5,841.47	0.00



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Function Type : Selective

	2019 APPROVED BUD	2019 actual	2020 PROVISIONAL
Summary Total Revenues	-89,469.26	-89,469.26	-126,130.00
Summary Total Expenses	89,469.26	83,627.79	126,130.00
Summary Surplus/Deficit	0.00	-5,841.47	0.00

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Function Type : Selective

General Operating Fund
325 - Dawson Creek/Pouce Coupe Fire

		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
REVENUES					
0010 Requisition					
01-1-0010-0010	Electoral	-482,579.57	-482,579.57	-474,191.00	
	Total Requisition	-482,579.57	-482,579.57	-474,191.00	0.00
0020 Surplus/Deficit					
01-1-0020-0020	Surplus/Deficit	0.00	0.00	-2,056.00	
	Total Surplus/Deficit	0.00	0.00	-2,056.00	0.00
0120 Administration					
01-1-0120-8160	PRA Reserve	0.00	0.00	0.00	
0140 Transfer from Reserves					
01-1-0140-0141	Capital Reserve	0.00	0.00	0.00	
01-1-0140-0142	Fair Share Reserve	0.00	0.00	0.00	
01-1-0140-0145	Peace River Agreement Reserve	0.00	0.00	-35,000.00	
	Total Transfer from Reserves	0.00	0.00	-35,000.00	0.00
2412 DAWSON CREEK/POUCE COUPE FIRE					
01-1-2412-0120	Grants-in-lieu (DC/PC FD)	0.00	0.00	0.00	
	Total REVENUES	-482,579.57	-482,579.57	-511,247.00	
EXPENDITURES					
1000 General Expenditures					
01-2-1000-1010	Wages - Full Time	8,229.31	3,931.73	9,413.00	
01-2-1000-1030	Benefits	2,468.79	976.32	2,742.00	
01-2-1000-2055	Contingency	0.00	0.00	326.00	
01-2-1000-2065	Insurance - Property	0.00	0.00	0.00	
01-2-1000-2070	Insurance - Liability	720.15	668.74	734.00	
01-2-1000-3010	Travel	0.00	0.00	4,000.00	
01-2-1000-4010	Rent/Lease	675.00	0.00	0.00	
	Total General Expenditures	12,093.25	5,576.79	17,215.00	0.00
1150 Allocations					
01-2-1150-1160	Administration	4,289.38	4,289.38	8,709.00	
01-2-1150-1190	PRRD Vehicles	0.00	0.00	200.00	
	Total Allocations	4,289.38	4,289.38	8,909.00	0.00
2412 DAWSON CREEK/POUCE COUPE FIRE					
01-2-2412-0260	Insurance (DC/PC FD)	0.00	0.00	0.00	
01-2-2412-0390	Capital, Trsf to (DC/PC FD)	0.00	0.00	0.00	

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Function Type : Selective

General Operating Fund				
325 - Dawson Creek/Pouce Coupe Fire				
		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL
01-2-2412-0433	DC Rural Fire Expansion Feas.	0.00	0.00	0.00
2920 Dawson Creek Fire				
01-2-2920-3100	Contract for Services	297,700.00	297,700.00	305,500.00
01-2-2920-6230	Insurance-Veh & Equip DC/PC FIRE	0.00	4,461.00	5,000.00
	Total Dawson Creek Fire	297,700.00	302,161.00	310,500.00
				0.00
2925 Pouce Coupe Fire				
01-2-2925-3100	Contract for Services	88,496.94	88,496.94	87,123.00
01-2-2925-6230	Insurance-Veh & Equip Pouce Coupe Fire	0.00	0.00	2,500.00
	Total Pouce Coupe Fire	88,496.94	88,496.94	89,623.00
				0.00
8100 Transfers to Reserve				
01-2-8100-8110	Capital Reserve	80,000.00	80,000.00	85,000.00
	Total Transfers to Reserve	80,000.00	80,000.00	85,000.00
				0.00
	Total EXPENDITURES	482,579.57	480,524.11	511,247.00
CAPITAL REVENUE				
0010 Requisition				
01-7-0010-0010	Electoral	0.00	0.00	-30,000.00
	Total Requisition	0.00	0.00	-30,000.00
				0.00
0140 Transfer from Reserves				
01-7-0140-0141	Capital Reserve	0.00	0.00	0.00
01-7-0140-0145	PRA Reserve	0.00	0.00	-101,075.00
	Total Transfer from Reserves	0.00	0.00	-101,075.00
				0.00
	Total CAPITAL REVENUE	0.00	0.00	-131,075.00
CAPITAL EXPENSE				
8500 Transfer to General Capital Fund				
01-8-8500-8502	Vehicles and Machinery	0.00	0.00	131,075.00
	Total Transfer to General Capi	0.00	0.00	131,075.00
				0.00
	Total CAPITAL EXPENSE	0.00	0.00	131,075.00
	Surplus/Deficit	0.00	-2,055.46	0.00

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Function Type : Selective

	2019 APPROVED BUD	2019 actual	2020 PROVISIONAL
Summary Total Revenues	-482,579.57	-482,579.57	-511,247.00
Summary Total Expenses	482,579.57	480,524.11	511,247.00
Summary Surplus/Deficit	0.00	-2,055.46	0.00

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Budget Report by Cost Center



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Date : Feb 10, 2020 Time : 2:50 pm

R-5

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

Function Type : Selective

General Operating Fund
225 - Kelly Lake Community Centre

		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
REVENUES					
0010 Requisition					
01-1-0010-0010	Electoral	-91,116.00	-91,116.00	-101,900.00	
	Total Requisition	-91,116.00	-91,116.00	-101,900.00	0.00
0020 Surplus/Deficit					
01-1-0020-0020	Surplus/Deficit	-26,702.00	-26,701.61	-20,624.00	
	Total Surplus/Deficit	-26,702.00	-26,701.61	-20,624.00	0.00
0070 Investment Income					
01-1-0070-0071	Interest on Reserves	0.00	-475.40	0.00	
	Total Investment Income	0.00	-475.40	0.00	0.00
0140 Transfer from Reserves					
01-1-0140-0144	Gas Tax Reserve	0.00	0.00	-15,000.00	
01-1-0140-0145	Peace River Agreement Reserve	-65,000.00	-63,591.89	0.00	
	Total Transfer from Reserves	-65,000.00	-63,591.89	-15,000.00	0.00
6242 KELLY LAKE COMMUNITY CENTRE *					
01-1-6242-0120	Grant-in-lieu (KL COMM CTR)	0.00	0.00	0.00	
01-1-6242-0185	Transfer from YE Grants Payable	0.00	0.00	0.00	
	Total REVENUES	-182,818.00	-181,884.90	-137,524.00	
EXPENDITURES					
1000 General Expenditures					
01-2-1000-1010	Wages - Full Time	2,272.00	7,767.46	8,841.00	
01-2-1000-1030	Benefits	682.00	2,112.34	2,595.00	
01-2-1000-1040	WCB	0.00	0.00	0.00	
01-2-1000-2050	Miscellaneous	3,500.00	0.00	3,500.00	
01-2-1000-2055	Contingency	0.00	0.00	240.00	
01-2-1000-2065	Insurance - Property	2,689.00	2,432.00	2,741.00	
01-2-1000-2070	Insurance - Liability	179.00	167.19	183.00	
01-2-1000-3100	Contract for Services	65,000.00	63,636.74	17,500.00	
01-2-1000-3150	Grant to organization	95,994.00	73,667.44	80,000.00	
01-2-1000-5030	Legal Services	1,500.00	0.00	1,500.00	
01-2-1000-5140	Minor Capital	0.00	0.00	9,000.00	
	Total General Expenditures	171,816.00	149,783.17	126,100.00	0.00
1150 Allocations					
01-2-1150-1160	Administration	1,002.00	1,002.00	1,039.00	

February 20, 2020

Budget Report by Cost Center



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

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

Function Type : Selective

General Operating Fund				
225 - Kelly Lake Community Centre				
		2019	2019	2020
		APPROVED BUD	actual	PROVISIONAL
01-2-1150-1190	PRRD Vehicles	0.00	0.00	385.00
	Total Allocations	1,002.00	1,002.00	1,424.00
				0.00
4200 Iver Johnson Community Park				
01-2-4200-5140	Minor Capital (IVER J PRK)	0.00	0.00	0.00
6242 KELLY LAKE COMMUNITY CENTRE				
01-2-6242-0260	Insurance (KL COMM)	0.00	0.00	0.00
01-2-6242-0390	Capital Improvements to Centre (Gas Tax)	0.00	0.00	0.00
8100 Transfers to Reserve				
01-2-8100-8110	Capital Reserve	10,000.00	10,000.00	10,000.00
01-2-8100-8120	Operating Reserve	0.00	0.00	0.00
01-2-8100-8130	Carbon "Green" Reserve	0.00	0.00	0.00
01-2-8100-8150	Interest on reserves	0.00	475.40	0.00
	Total Transfers to Reserve	10,000.00	10,475.40	10,000.00
				0.00
	Total EXPENDITURES	182,818.00	161,260.57	137,524.00
	Surplus/Deficit	0.00	-20,624.33	0.00

PEACE RIVER REGIONAL DISTRICT
Budget Report by Cost Center



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

Function Type : Selective

	2019 APPROVED BUD	2019 actual	2020 PROVISIONAL
Summary Total Revenues	-182,818.00	-181,884.90	-137,524.00
Summary Total Expenses	182,818.00	161,260.57	137,524.00
Summary Surplus/Deficit	0.00	-20,624.33	0.00

PEACE RIVER REGIONAL DISTRICT
Budget Report by Cost Center



GL5260 Page : 1
Date : Feb 11, 2020 Time : 10:32 am

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

Function Type : Selective

General Operating Fund
345 - Tomslake Fire

		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
REVENUES					
0010 Requisition					
01-1-0010-0010	Electoral	-106,174.74	-106,174.74	-111,243.00	
	Total Requisition	-106,174.74	-106,174.74	-111,243.00	0.00
0020 Surplus/Deficit					
01-1-0020-0020	Surplus/Deficit	0.00	-9,885.48	0.00	
	Total Surplus/Deficit	0.00	-9,885.48	0.00	0.00
0030 Grants					
01-1-0030-0034	Municipal Grants-in-lieu	0.00	0.00	0.00	
0040 Recovery of Costs					
01-1-0040-0000	General - Recovery of Costs	0.00	-1,725.33	0.00	
	Total Recovery of Costs	0.00	-1,725.33	0.00	0.00
0070 Investment Income					
01-1-0070-0071	Interest on Reserves	0.00	-390.22	0.00	
	Total Investment Income	0.00	-390.22	0.00	0.00
0140 Transfer from Reserves					
01-1-0140-0140	Operating Reserve	0.00	0.00	0.00	
01-1-0140-0145	Peace River Agreement Reserve	0.00	0.00	-9,570.00	
	Total Transfer from Reserves	0.00	0.00	-9,570.00	0.00
	Total REVENUES	-106,174.74	-118,175.77	-120,813.00	

EXPENDITURES

1000 General Expenditures			
01-2-1000-1010	Wages - Full Time	8,229.32	3,931.73
01-2-1000-1030	Benefits	2,468.79	976.32
01-2-1000-2055	Contingency	0.00	0.00
01-2-1000-2065	Insurance - Property	980.22	0.00
01-2-1000-2070	Insurance - Liability	1,440.30	1,337.48
01-2-1000-2080	Insurance - AD&D	2,350.00	2,604.13
01-2-1000-3016	Mileage	0.00	34.58
01-2-1000-3020	Meals	0.00	33.33
01-2-1000-3030	Training & Development	0.00	1,725.33
01-2-1000-4403	Licensing	0.00	0.00
01-2-1000-5140	Minor Capital	0.00	0.00

February 20, 2020

Budget Report by Cost Center



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

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

Function Type : Selective

General Operating Fund
345 - Tomslake Fire

		2019 APPROVED BUD	2019 actual	2020 PROVISIONAL	
Total General Expenditures		15,468.63	10,642.90	30,392.00	0.00
1150 Allocations					
01-2-1150-1160	Administration	1,206.11	1,206.11	1,751.00	
01-2-1150-1190	PRRD Vehicles	0.00	0.00	800.00	
Total Allocations		1,206.11	1,206.11	2,551.00	0.00
2416 TOMSLAKE FIRE					
01-2-2416-0260	Insurance (TOMSLK FD)	0.00	0.00	0.00	
01-2-2416-0400	Grants (TLFD)	0.00	0.00	0.00	
2960 Tomslake Fire					
01-2-2960-3100	Contract for Services	89,500.00	89,500.00	87,870.00	
01-2-2960-3150	Grant to Organization	0.00	0.00	0.00	
Total Tomslake Fire		89,500.00	89,500.00	87,870.00	0.00
8100 Transfers to Reserve					
01-2-8100-8120	Operating Reserve	0.00	0.00	0.00	
01-2-8100-8130	Carbon "Green" Reserve	0.00	0.00	0.00	
01-2-8100-8150	Interest on reserves	0.00	390.22	0.00	
Total Transfers to Reserve		0.00	390.22	0.00	0.00
Total EXPENDITURES		106,174.74	101,739.23	120,813.00	
Surplus/Deficit		0.00	-16,436.54	0.00	

PEACE RIVER REGIONAL DISTRICT
Budget Report by Cost Center



GL5260 Page : 3
Date : Feb 11, 2020 Time : 10:32 am

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

Function Type : Selective

	2019 APPROVED BUD	2019 actual	2020 PROVISIONAL
Summary Total Revenues	-106,174.74	-118,175.77	-120,813.00
Summary Total Expenses	106,174.74	101,739.23	120,813.00
Summary Surplus/Deficit	0.00	-16,436.54	0.00



REPORT

To: Rural Budgets Administration Committee

Date: February 6, 2020

From: Lyle Smith, Chief Financial Officer

Subject: December 2019 Financial Report

RECOMMENDATION:

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

BACKGROUND/RATIONALE:

Not Applicable.

ALTERNATIVE OPTIONS:

Not Applicable.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

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

Staff Initials: 

Dept. Head: 

CAO: 

Page 1 of 1

 Peace River Regional District Grants-In-Aid Summary of Payables as of December 31, 2019								GIA Remaining
Current Year Allocation		2014	2015	2016	2017	2018	2019	
		Budget	Budget	Budget	Budget	Budget	Budget	
		103,000.00	200,000.00	103,000.00	103,000.00	103,000.00	130,000.00	
AREA B		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		94,608.17	189,845.00	103,000.00	103,000.00	103,000.00	130,000.00	
	Big Bam Ski Hill	-				-		-
12,000.00	Buick Creek Community Club	-	-		-	-	-	-
	Cache Creek Community Club	-				-		-
19,000.00	Cecil Lake Rec. Commission	-				-	(0.00)	(0.00)
1,000.00	Fort St. John Gradfest	-	-	-	-	-	1,000.00	1,000.00
-	Golata Creek Recreation Society	-		1,894.09		--		1,894.09
15,103.00	Goodlow Community Club	-		8,023.16		--	-	8,023.16
	Halfway Graham Community Club	-	(0.00)			-		(0.00)
18,347.00	King's Valley Christian Camp	-	-		-		18,347.00	18,347.00
17,500.00	Montney Rec. Commission	-	-	-	686.42	4,623.28	17,500.00	22,809.70
3,380.00	North Peace 4-H District Council	-	-	-	-	-	-	-
1,050.00	North Peace Fall Fair Society	-	-	-	-	-	-	-
4,000.00	North Peace Historical Society	-	-	-	-	0.00	-	0.00
	North Peace Light Horse Assn.	-	-			-		-
	North Peace Ride for Disabled	-	-					-
17,000.00	Osborn Community Club	-	2,830.05	1,656.42		1,678.00	16,070.00	22,234.47
12,120.00	Rock of Ages Bible Camp						3,386.23	3,386.23
7,000.00	Rose Prairie Curling Society	-	-	(0.00)	0.00	-	1,729.75	1,729.75
	Wonowon Horse Club		-		-			-
1,000.00	Area B Rural Bursary	-	-	-	-	-	-	-
1,500.00	Youth Travel		-	-	-	-	1,300.00	1,300.00
130,000.00	Total Area B	-	2,830.05	11,573.67	686.42	6,301.28	59,332.98	80,724.40
		2014	2015	2016	2017	2018	2019	
		Budget	Budget	Budget	Budget	Budget	Budget	GIA Remaining
		112,025.88	100,000.00	80,000.00	80,000.00	50,000.00	60,000.00	
AREA C		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		93,297.04	81,250.00	72,900.86	53,319.11	42,150.00	60,000.00	
	Big Bam Ski Hill	-						-
16,746.76	Charlie Lake Community Club	-	-	0.00		7,407.00	16,746.76	24,153.76
1,000.00	Fort St. John Gradfest	-	-	-	-	-	1,000.00	1,000.00
26,753.24	Lake Point Golf Club	-			-		26,753.24	26,753.24
	North Peace 4H District Council	-						-
3,500.00	North Peace Fall Fair Society	-	-	-	-	-	1,599.25	1,599.25
10,000.00	North Peace Historical Society	0.00	-	-	-	1,509.86	-	1,509.86
	North Peace Light Horse Assn.	-	-			-		-
1,000.00	*Area C Scholarship		-	-	-	-	-	-
1,000.00	Youth Travel	-	-	-	-	-	800.00	800.00
60,000.00	Total Area C	0.00	-	0.00	-	8,916.86	46,899.25	55,816.11

		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	103,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
AREA E		103,150.00	102,000.00	102,000.00	102,000.00	102,000.00	103,000.00	
8,307.24	Camp Emile	-	-	-	-	-	8,307.24	8,307.24
	Chetwynd & Dist Rec. Centre	-	-	-	-	-	-	-
10,000.00	Chetwynd Electric Eels Swim Assn.	-	-	-	-	-	10,000.00	10,000.00
3,773.76	Chetwynd Gymkhana	-	-	63.08	-	-	3,773.76	3,836.84
23,300.00	Chetwynd Rod & Gun Club	-	-	-	-	-	-	-
8,000.00	Chetwynd Social Planning Society	-	-	-	-	-	-	-
5,040.00	Chetwynd Horse Club Society	-	-	-	761.25	2,231.25	5,040.00	8,032.50
10,325.00	Foothills Team Roping Club	-	-	-	-	-	35.00	35.00
	Jackfish Community Association	-	-	2,080.56	15,500.00	-	-	17,580.56
15,000.00	Little Giants Figure Skating Club	-	-	-	-	-	15,000.00	15,000.00
8,675.00	Little Prairie Heritage Society	-	-	-	311.98	3,452.91	5,776.63	9,541.52
5,000.00	Moberly Lake Community Assn.	-	-	-	973.89	-	2,788.95	3,762.84
	Pine Valley Exhibition Park Soc.	-	-	-	2,235.49	3,785.80	-	6,021.29
	Pine Valley Motor Sports	-	-	-	-	-	-	-
2,579.00	Pine Valley Seniors Assn.	-	-	-	-	221.00	2,579.00	2,800.00
	Sagitawa Christian Camping Society	-	-	-	-	-	-	-
1,000.00	Area E West Bursary	-	-	-	-	-	-	-
2,000.00	Youth Travel	-	-	-	-	-	2,000.00	2,000.00
103,000.00	Total Area E	-	-	2,143.64	19,782.61	9,690.96	55,300.58	86,917.79
		2014	2015	2016	2017	2018	2019	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		150,084.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
SUB-REGIONAL		150,084.00	150,000.00	150,049.93	150,000.00	150,000.00	150,000.00	
11,173.19	ARK - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-
6,000.00	Bessborough Community Club	-	-	-	-	-	-	-
10,607.66	Cutbank Community Club	-	-	-	-	-	-	-
23,673.19	Dawson Creek Sportsman's Club	-	-	-	-	16,000.00	23,673.19	39,673.19
	Doe River Gymkhana Club	-	-	4,047.05	-	-	-	4,047.05
7,699.91	Doe River Recreation Commission	-	-	-	-	-	(0.00)	(0.00)
11,173.19	Farmington Community Association	-	-	-	-	-	11,173.19	11,173.19
2,200.00	Groundbirch Rec. Commission	-	-	-	-	-	2,200.00	2,200.00
	Hats n' Chaps Gymkhana	-	-	6,558.72	-	-	-	6,558.72
2,000.00	Kilkerran Recreation Commission	-	-	-	2,000.00	1,125.00	2,000.00	5,125.00
	Kiskatinaw Fall Fair	-	-	-	32.36	0.00	-	32.36
13,980.10	McLeod Rec. & Social Services Society	-	-	-	-	-	2,256.23	2,256.23
10,673.19	Rolla Ratepayers	-	-	-	-	-	10,673.19	10,673.19
15,673.19	Sunset Prairie Recreation Commission	-	-	(0.00)	2,126.23	42.83	5,345.66	7,514.72
800.00	Swan Lake Enhancement Society	-	-	-	-	-	-	-
	Sweetwater 905 Society	-	-	-	225.00	-	-	225.00
6,000.00	Tomslake Community Cultural Assn.	-	-	-	-	-	455.76	455.76
11,673.19	Tomslake & District Rec Commission	-	-	-	-	-	11,673.19	11,673.19
12,173.19	Tupper Community Club	-	-	-	-	2,207.84	0.00	2,207.84
3,000.00	Post Secondary Trade Bursary & Scholarship	-	-	-	-	-	3,000.00	3,000.00
1,500.00	Youth Travel	-	-	-	-	-	1,200.00	1,200.00
150,000.00	Total Sub-Regional	-	-	10,605.77	4,383.59	19,375.67	73,650.41	108,015.44
		2014	2015	2016	2017	2018	2019	TOTAL
443,000.00	COMBINED GRAND TOTALS	0.00	2,830.05	24,323.08	24,852.62	44,284.77	235,183.22	331,473.74

Youth Travel Recipient Information ***

Date	Recipient	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Approved	Area B											
	Midget A flyers - FSJ											150
	Peewee A Flyers - FSJ											50
	Midget Predators Provincials Hockey										150	
	NPSS Provincial Curling										50	
	High School Rodeo of BC Northern Region	1,000	500			500				500		
	High School Rodeo of BC Northern Region - Megan Smith	500					500					
	U18 Team Tremblay									250		
	U18 Team Boorse									500		
	Mixed Doubles Team Lawrence/Smith									250		
	Team Tremblay Juvenile boys curling (PRA league)	500							500			
	TOTAL granted for year		500	1,500	0	1,500	1,500	1,500	1,500	1,500	1,500	1,500
	TOTAL used		500	0	0	500	500	0	500	1,500	200	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	1,300 *
Approved	Area C											
	Midget A flyers - FSJ											100
	Peewee A Flyers - FSJ											100
	Midget Predators Provincials Hockey										50	
	NPSS Provincial Curling										50	
	Inconnu Swim Club	300		300								
	High School Rodeo of BC Northern Region	2,000	500		500	500		500		500		
	U18 Predators Girls Hockey Team - Provincials									500		
	TOTAL granted for year		1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	TOTAL used		500	300	500	500	0	500	0	1,000	100	200
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	800 *
Approved	Area E											
	3 Nations Midget Hockey	650		350		300						
	Auroras Speed Skating Club	250		250								
	Chetwynd District Minor Hockey - Lonestar Tier 3 PeeWee Provincials									500		
	Chet Girls Club Volleyball	1,050	250		500		300					
	Chet Scotiabank Bantam Giants Hockey	850	350		500							
	Chet Secondary Boys Wrestling	350	350									
	Chet Secondary Girls Volleyball	3,250	250		200	800		1,000	1,000			
	Chet Talisman Energy Pee Wee Giants Hockey	500			500							
	Electric Eels Swim Club	600		300	300							
	Chetwynd Secondary Highschool Golf Team	300				300						
	Dawson Creek Juvenile Girls Curling	500					500					
	Taylor Dutka - DC Curling U18 PRA Curling									250		
	Chetwynd Midget Giants	500							500			
	High School Rodeo of BC Northern Region									250		
	Chetwynd U16 Club Volleyball - Chargers	500						500				
	U16 Girls Club VB Chetwynd Raiders	500							500			
	U14 CW Raiders Girls VB									500		
	U17 CW Raiders Girl Club VB									500		
20-Dec-18	Chet Sr. Boys Volley Provincials										150	
	TOTAL granted for year		2,000	2,000	2,000	2,000	3,005.26	2,000	2,000	2,000	2,000	2,000
	TOTAL used for year		1,200	900	2,000	1,400	800	2,000	1,500	2,000	150	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	2,000 *
Approved	Sub-Regional											
	A. Sorken - Rugby Western Canadians											50
	DCSS - South Peace Campus Peace Rugby Girls										250	
	DCSS - South Peace Campus Track & Fld Provincials										150	
	Midget Predators Provincials Hockey										50	
	Northern BC High School Rodeo	2,000			1,000	1,000						
	DC U14 Volleyball Team Dynamite	500							500			
	DCVC U17_18 Girls Volleyball	500							500			
	Juvenile Boys Curling Team (alberta league)	500							500			
	Ron Pettigrew Sr. Boy Basketball									500		
	DC Volleyball Club u15, u16, u17_18									1,000		
20-Dec-18	DCSS Grade 9 Girls Volleyball										250	
20-Dec-19	DCSS Grade 10 Girls Volleyball											250
	TOTAL granted for year		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
	TOTAL used for year		0	0	1,000	1,000	0	0	1,500	1,500	700	300
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	1,200 *

* Unused amounts returned to reduce next tax year

Scholarship/Bursary Recipient Information 2010 to Current

Area B Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2019	Iris Wenger	1,000	0	13-Sep-19
2018	Grace Giesbrecht	1,000	0	31-Dec-18
2017	Brittney Hein	1,000	0	14-Aug-17
2016	Kelsey Young	1,000	0	11-Aug-16
2015	Robyn Bickford	1,000	0	25-Aug-15
2014	Rebecca Hedges	1,000	0	3-Sep-14
2013	Makayla MacLeod	1,000	0	13-Aug-13
2012	Eliza Li	1,000	0	2012
2011	Talia Miller	500	0	2011
2010	Kendra Young	500	0	2010
TOTAL		5,000	0	

Area C Scholarship

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

Area E Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2019	Ethan Cameron	500	0	20-Jan-20
2019	Blaine Dixie	500	0	21-Nov-19
2018	Sierra Neuls	500	0	5-Dec-18
2018	Treydon Nichols	500	0	2-Jan-19
2017	Kaitlyn Dufresne	500	0	Nov-17
2017	Trevor Andres - declined rtn to funding area RBAC Feb 21, 2019	500	0	22-Feb-19
				not claimed rtn to funding area
2016	Courtney Auger	500	0	
2016	Regan Neuls	500	0	5-Dec-16
2015	Kayla Sanford	500	0	13-Nov-15
2015	Dayton Waldie	500	0	7-Nov-15
2014	Sara Norris	500	0	27-Nov-14
2014	Brittany Andres	500	0	15-Jan-15
TOTAL		1,500	0	

Sub-Regional Bursary & Scholarship

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

Fair Share Commitments				December 2019		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share		
January 1, 2019 opening balance						1,838,813.69	1,594,886.76	3,171,249.61	2,827,894.59	9,432,844.65		
Total interest earned (Paid annually)						31,607.71	25,618.92	56,451.71	50,126.04	163,804.38		
										-		
COMMITMENTS				Date Committed	Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year			Remaining Commitment		
Area B												
Clearview Arena; Service Operational Costs						Feb 20, 2019	5,985.00			5,985.00		
Electrical Extension Grants						Ongoing				-		
FSJ Library (45,500 in 2018, 2019, 2020)						Nov 16, 2017	167,800.00	76,800.00	45,500.00	45,500.00		
NP Cultural Centre (30,000 in 2018, 2019, 2020)						Nov 16, 2017	118,125.00	58,125.00	30,000.00	30,000.00		
NP Fall Fair; Display Buildings						May 16, 2013	14,172.26	14,172.26		-		
NP Light Horse Assoc; Indoor Arena Improvements						Mar 15, 2018	15,000.00			15,000.00		
Rural Fire Protection Expansion Feasibility (CL)						Feb 16, 2017	10,000.00	8,794.54		1,205.46		
Rural Gasification (Includes possible 5k for Blueberry Commune per Apr 16/15)						Oct 20, 2001; Apr 16, 2015	680,000.00	32,367.25		647,632.75		
Waste Water Receiving Facility (Operating Deficit 75%)						Nov 27, 2014	-			-		
						1,011,082.26	190,259.05	75,500.00	-	-	745,323.21	
Area C												
Dave Mitchell & Assoc; Fire Protection Feas.						Mar 15, 2018	38,350.00	28,687.50	9,612.50		50.00	
CLFD; 2 Apparatus						Feb 21, 2019	300,000.00		116,528.53		183,471.47	
Electrical Extension Grants						Ongoing					-	
FSJ Airport Sub Water Metering Initiative						Feb 18, 2016	25,000.00	10,177.93			14,822.07	
FSJ Library (15,000 in 2018, 2019, 2020)						Nov 16, 2017	60,000.00	30,000.00	15,000.00		15,000.00	
Natural Gas Extension Grant						Aug 15, 2019	5,000.00		5,000.00		-	
NPAS; Airport Swr Pumps & Maintenance						Dec 7, 2015	26,289.38	4,157.98			22,131.40	
NP Cultural Centre (14,062 in 2018,2019,2020)						Nov 16, 2017	56,248.00	28,124.00	14,062.00		14,062.00	
Old Fort Slide Residents; Emergency Support						Oct 16, 2018	250,000.00	150,098.60			99,901.40	
Rural Fire Protection Feasibility (CL)						Feb 16, 2017	10,000.00	8,750.00			1,250.00	
Waste Water Truck Receiving Facility (Operating Deficit 75%)						Nov 27, 2014	-				-	
						770,887.38	101,147.41	-	160,203.03	-	350,688.34	
Area D												
Dave Mitchell & Assoc; Fire Protection Feas.						Mar 15, 2018	6,750.00	5,062.50	1,637.50		50.00	
Dawson Creek Sportsman's Club; Indoor Range Expansion						Jun 18, 2015	80,000.00				80,000.00	
Electrical Extension Grants						Ongoing					-	
Rural Fire Protection Expansion Feasibility (DC)						Feb 16, 2017	35,000.00	25,000.00			10,000.00	
Rural Gasification						Oct 20, 2011	1,000,000.00	67,390.26			932,609.74	
						1,121,750.00	97,452.76	-	-	1,637.50	1,022,659.74	
Area E												
Camp Sagitawa; Phase 1 Climbing Wall						Feb 20, 2014	20,000.00	5,869.50			14,130.50	
Dawson Creek Sportsman's Club; Indoor Range Expansion						Jun 18, 2015	20,000.00				20,000.00	
Electrical Extension Grants						Ongoing	14,682.00			10,682.00	4,000.00	
Little Prairie Heritage Soc; Engineering/Capital Projects						May 16, 2013; Jul 20, 2017	25,000.00	10,132.50			14,867.50	
Rural Gasification						Oct 20, 2011	700,000.00	2,417.25		2,769.90	694,812.85	
Sunset Pr Rec Comm; Fair Kitchen						May 16, 2013	58,000.00	49,336.14			8,663.86	
						837,682.00	67,755.39	-	-	-	13,451.90	756,474.71
Total Fair Share Bank Balance at Month End								1,794,921.40	1,460,302.65	3,226,063.82	2,864,568.73	9,345,856.60
Total Remaining Commitment								745,323.21	350,688.34	1,022,659.74	756,474.71	2,875,146.00
Balance After Remaining Commitments								1,049,598.19	1,109,614.31	2,203,404.08	2,108,094.02	6,470,710.60
								Area B	Area C	Area D	Area E	

Peace River Agreement Commitments		December 2019			K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2019 Opening Balance					1,359,056.09	2,120,080.73	1,313,722.79	1,464,623.21	6,257,482.82
Total interest (paid annually)					32,806.61	50,564.85	31,047.33	36,620.34	151,039.13
Subscription PRA \$					750,000.00	750,000.00	750,000.00	750,000.00	3,000,000.00
COMMITMENTS	Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year				Remaining Commitment
Area B									
Boundry Lake WS; Increase Water Storage Construction	Oct 17, 2019	162,600.00		1	2,197.50				160,402.50
Cecil Lake Rec Comm; Hall Exterior Steps	May 27, 2019	1,500.00		8	1,470.00				30.00
CDC; Fire Training Centre (4,375/year 2018-2022)	Apr 16, 2018	21,875.00	4,375.00	5					17,500.00
Clearview Arena Society; Upgrade Project	Apr 16, 2018	300,000.00		2	202,360.60				97,639.40
Clearview Rec Facility; Property Assessment	Jan 19, 2017	50,000.00	25,286.48	2					24,713.52
Community Arts Council of FSJ; NP Region Engagement Study	May 27, 2019	6,000.00		7	6,000.00				-
North Peace Cultural Centre Society; Lobby & Cafe renos	July 25, 2019	20,000.00		7	20,000.00				-
Osborn Comm Hall; Facility Assessment & Asset Mgmt Plan	Feb 21, 2019	25,000.00		8	11,171.56				13,828.44
South Peace Health Serv Soc; Health Community House; Renos	Aug 15, 2019	25,000.00		4	25,000.00				-
Wonowon Function Feasibility Study *amt to be confirmed	Dec 19, 2019								-
		611,975.00			268,199.66	-	-	-	314,113.86
Area C									
CDC; Fire Training Centre (6,562.50/year 2018-2022)	Apr 16, 2018	32,812.50	6,562.50	5					26,250.00
CL Waste H2O Truck Facility; Bio-solids Mgmt Feas Study	Aug 17, 2017	50,000.00	49,300.00	9					700.00
CL Waste H2O Truck Facility; Reclaimed H2O Feas/"Purple Pipe"	Aug 17, 2017	75,000.00	48,100.00	9					26,900.00
CL Waste H2O Truck Facility; Reclaimed Water Project	Jul 19, 2018	533,400.00		9					533,400.00
Community Arts Council of FSJ; NP Region Engagement Study	May 27, 2019	6,000.00		7		6,000.00			-
FSJ Airport Sub Water Distribution Maintenance Initiative	Dec 1, 2016	15,000.00	12,000.00	1					3,000.00
South Peace Health Serv Soc; Health Community House; Renos	Aug 15, 2019	25,000.00		4		25,000.00			-
		712,212.50				31,000.00			590,250.00
Area D									
CDC; Kiskatinaw Watershed Stewardship (30K/yr 2016-2020)	Dec 17, 2015	150,000.00	90,000.00	4			30,000.00		30,000.00
CDC; New Fire Hall	Apr 16, 2018	600,000.00		6					600,000.00
CDC; Fire Training Centre (15,312.50/year 2018-2022)	Apr 16, 2018	76,562.50	15,312.50	5					61,250.00
DC Golf Course; Camp site addition	Aug 15, 2019	5,000.00		4			5,000.00		-
DC Soc for Comm Living; Rural Seniors Service Feasibility	July 25, 2019	50,000.00		4			50,000.00		-
KL Comm Centre; Facility Audit, Asset Mgmt & Design Feasibility	Feb 21, 2019	65,000.00		8			63,591.89		1,408.11
KL Sewer Lagoon; Upgrades and Repairs	Feb 21, 2019; Mar 14, 2019	74,000.00		9			45,010.00		28,990.00
KL Sewer; Pump & Alarm System Install; Spare Pump	Feb 18, 2016	22,000.00	12,601.51	9					9,398.49
Mile 22 Comm Park Assn; Mower/Tractor	Jun 18, 2019	3,000.00		4			3,000.00		-
Pouce Coupe; Skatepark Development	Apr 18, 2019	25,000.00		8			25,000.00		-
Rolla Creek Dike Upgrade Project & Repairs	Feb 21, 2019	30,000.00					30,000.00		-
Rolla Sewer; Repairs	May 27, 2019	15,120.00		9			15,120.00		-
SP Art Soc; Gallery Exhibition & Outreach	Aug 15, 2019; Oct 17, 2019	11,000.00		7			11,000.00		-
South Peace Dist Crime Prevention Assn; Signs	Dec 17, 2015	4,375.00	3,909.15	4			400.00		65.85
SP Dist Crime Prevention Assn; 1400/year 2018-2020 One Call Now	Dec 20, 2018	5,600.00	1,400.00	4			1,400.00		2,800.00
SP Health Serv Soc; Health Community House; Renos	Oct 16, 2018; Aug 15, 2019	50,000.00		4			50,000.00		-
SP Historical Soc; L&T Locksmith Building Pioneer Village	July 25, 2019	15,000.00		7			15,000.00		-
Sunset Prairie Rec Comm; Kiskatinaw Fall Fair host funding	Mar 21, 2019	7,500.00		4			7,500.00		-
Tate Creek Comm Centre; Facility Audit & Asset Mgmt Plan	Feb 21, 2019	25,000.00		8			11,171.55		13,828.45
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replace	Jan 19, 2017	5,000.00		4					5,000.00
Tomslake Cultural Comm Assn; Sudeten 80th Anniversary	Jun 18, 2019	2,315.00		4			2,315.00		-
		1,241,472.50					365,508.44		752,740.90
Area E									
Boreal Centre for Sustainability; Rural Food Security Awareness	Jun 18, 2019	5,150.00		4					5,150.00
Chetwynd Public Library; Design	Jan 24, 2018; May 17, 2018; Jun 21, 2018	248,000.00	39,243.75	7				6,120.89	202,635.36
Chetwynd Public Library; New Library Construction	Jan 17, 2019; Jan 31, 2019	545,000.00		7					545,000.00
Chetwynd Public Library; Seniors Community Christmas Dinner	21-Nov-19	3,000.00		4				3,000.00	-
CDC; Kiskatinaw Watershed Stewardship (10K/yr 2016-2020)	Dec 7, 2015	50,000.00	30,000.00	4				10,000.00	10,000.00
CDC; Fire Training Centre (8,750/year 2018-2022)	Apr 16, 2018	43,750.00	8,750.00	5					35,000.00
DC Soc for Comm Living; Rural Seniors Service Feasibility	July 25, 2019	50,000.00		4				50,000.00	-
DOC; Chetwynd Fire Chief wages assistance	Sep 12, 2019	12,820.90		6				12,820.90	-
DOC; Chetwynd Cemetery Columbarium	Oct 17, 2019	9,747.50		4				9,747.50	-
Iver Johnson Park; Recreation Facility Upgrades	Feb 21, 2019	12,888.00		8					12,888.00
MLFD; Budget Requirements	Mar 5, 2019 Sp. Board Mtg	8,700.00		6				1,848.10	6,851.90
MLFD; Operations/Needs Assessment	Oct 17, 2019	50,000.00		6					50,000.00
Sagitawa Christian Camp; Outdoor Band Shell Construction	July 25, 2019	8,300.00		4				8,300.00	-
SP Art Soc; DC Art Gallery Exhibition & Outreach Program	Aug 15, 2019	1,000.00		7				1,000.00	-
South Peace Health Serv Soc; Health Community House; Renos	Oct 16, 2018; Aug 15, 2019	50,000.00		4				50,000.00	-
Sunset Prairie Rec Comm; Kiskatinaw Fall Fair Host Funding	Mar 21, 2019	7,500.00		4				7,500.00	-
		1,105,856.40						160,337.39	867,525.26
Total Peace River Agreement GL Balance at Month End					1,873,663.04	2,889,645.58	1,729,261.68	2,090,906.16	8,583,476.46
Total Remaining Commitment					314,113.86	590,250.00	752,740.90	867,525.26	2,524,630.02
Balance available after remaining commitments					1,559,549.18	2,299,395.58	976,520.78	1,223,380.90	6,058,846.44
					Area B	Area C	Area D	Area E	
Spending Item Numbers:									
1 Potable Water and Water Security/Studies									
2 Arenas									
3 Halls, Trails and Walking Paths									
4 Assistance to Other Organizations									
5 Dawson Creek Fire Training Centre									
6 Fire Protection									
7 Libraries, Museums and Art Galleries									
8 Year-Round Recreation Facility Upgrades									
9 PRRD Sewer Services Assistance									
10 Natural Gas									

BCR/PRA Commitments	December 2019	Area B	Area C	Area D	Area E	Total BCR/PRA
2019 Opening Balance		56,443.59	46,344.79	25,743.40	43,545.05	172,076.83
Interest (Paid Annually)		869.48	726.4	336.05	751.06	2682.99
Commitments Remaining						
Arras Fire Brigade; Prespatou Mtg Appreciation		500.00				
CLFD; Hose Lay Competition Banquet			65.87			
Hasler Flats Comm Group; Society Status Consulting					1,000.00	
Chetwynd Thrift Shop; Shed Construction Assistance					3,000.00	
Total Commitments		500.00	65.87	-	4,000.00	4,565.87
Expenditures						
CLFD; Hose Lay Competition Banquet			2,934.13			
City of DC; Summer Swim Program				3,750.00	1,250.00	
Devereaux Elementary Barkerville Grade 7 Trip				500.00		
Northern Brain Injury; Road Safety Campaign		125.00	125.00	125.00	125.00	
Peace Region Forage Seed Assoc; Weather Monitoring		5,000.00				
Peace View Cemetery Committee; Sunken Grave Repair				2,500.00		
Tourism DC; World Jr A Hockey @ Baldonnel & Upper Pine		2,500.00	2,500.00			
Total Expenditures		7,625.00	5,559.13	6,875.00	1,375.00	21,434.13
Month End GL Balance		49,688.07	41,512.06	19,204.45	42,921.11	153,325.69
Balance available		49,188.07	41,446.19	19,204.45	38,921.11	148,759.82
		Area B	Area C	Area D	Area E	

All Regional District Reserve Balances as of December 31, 2019.

RESERVES

911 Emergency Capital Reserve	\$ 261,698.59	Harp/Imp Sewer Capital Reserve	\$ 13,829.64
*BCR/PRA	\$ 153,325.69	Harp/Imp Sewer Operating Reserve	\$ 13,828.92
Buick Creek Arena Capital Reserve	\$ 206,797.93	Information System Plan Reserve	\$ 284,854.06
Buick Creek Arena Operating Res	\$ 81,817.97	Insurance Reserve	\$ 494,791.44
Building Reserve	\$ 1,152,111.04	Kelly Lake Comm Ctr. Operating Reserve	\$ 27,168.00
Charlie Lake Fire Capital Reserve	\$ 894,919.54	Kelly Lake Comm Ctr. Capital Reserve	\$ 27,496.66
Charlie Lake Sewer Capital Reserve	\$ 511,487.84	Kelly Lake Sewer Capital Reserve	\$ 11,936.27
Charlie Lake Sewer Operating Reserve	\$ 102,354.30	Kelly Lake Sewer Operating Reserve	\$ 31,413.47
Charlie Lake Sewer Treatment/Disposal	\$ 362,350.24	Landfill Closure Reserve	\$ 1,210,554.20
Charlie Lk Waste Water Truck Facility Res	\$ 439,374.88	Medical Health Care Scholarship Reserve	\$ 104,586.22
Chetwynd Arena Capital Reserve	\$ 1,815,022.45	Moberly Lake Fire Capital Reserve	\$ 21,191.36
Chetwynd Leis Ctr Capital Reserve	\$ 2,106,326.52	North Pine TV Reserve	\$ 32,465.19
Chilton Sewer Capital Reserve	\$ 34,400.31	NP Economic Development Commission	\$ -
Chilton Sewer Operating Reserve	\$ 29,821.85	NPEDC Spark Conference Res	\$ -
Chilton Sewer Debenture Reserve	\$ -	NP Leisure Pool Building Repl Res	\$ 3,681,383.84
Clearview Arena Operating Reserve	\$ 90,504.97	NP Leisure Pool Capital Reserve	\$ 2,078,799.76
CL DCC Reserve	\$ 277,165.08	*Peace River Agreement	\$ 8,583,476.46
CLFD Fundraising	\$ -	Peace River Agreement Committee Reserve	\$ 1,053,067.54
CLFD Operating Reserve	\$ 31,716.32	Regional Parks Capital Reserve	\$ 98,942.25
Comm Parks Water Operating Res	\$ -	Regional Parks Operating Reserve	\$ 48,093.06
*Community Works (Gas Tax)	\$ 5,821,163.40	Rolla Creek Dike Operating Reserve	\$ 160.40
DC/PC Fire Capital Reserve	\$ 148,357.87	Rolla Sewer Capital Reserve	\$ 10,417.71
Election Reserve	\$ 82,296.34	Rolla Sewer Operating Reserve	\$ 7,527.60
Emergency Plan Reserve	\$ 288,342.02	*Rural (Loan Fund)	\$ 4,060,248.17
*Fair Share	\$ 9,345,856.60	Rural Fringe	\$ 1,183,895.80
Feasibility Reserve	\$ 313,183.88	Solid Waste Capital Reserve	\$ 6,259,163.02
Friesen Sewer Capital Reserve	\$ 10,340.13	Solid Waste Operating Reserve	\$ 1,080,016.69
Friesen Sewer Operating Reserve	\$ 18,930.57	Sub-Reg Recreation Insurance Reserve	\$ 143,698.59
FSJ Airport Sewer Capital Reserve	\$ 58,388.32	Tomslake Fire Reserve	\$ 22,299.76
FSJ Airport Sewer Operating Reserve	\$ 51,544.17	Vehicle (Admin) Reserve	\$ 170,725.22
FSJ Airport Water Capital Reserve	\$ 19,953.04	Vehicle (BI) Reserve	\$ 28,011.58
FSJ Airport Water Operating Reserve	\$ 29,859.95	Vehicle (SW) Reserve	\$ 103,027.41
Green "Carbon" Project Reserve	\$ 58,673.23	TOTAL	\$ 55,685,155.33

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

Uncommitted Rural Loan Funds Available:			3,229,000.00
Unissued Loans Approved:			181,000.00
Rural Loan Fund Balance:			3,410,000.00
Loans in Loan Fund	Loans Approved	Loans Issued	Outstanding Balance
NP Farmers Institute; Grain Elevator Upgrades (2021)	300,000.00	300,000.00	90,000.00
Whiskey Jack Nordic Ski Club; Beatton Park Day Lodge	181,000.00		
Total	481,000.00	300,000.00	90,000.00

"Grants" from Loan Fund Interest	Approved	Issued	Outstanding
Total	-	-	-
Grants Available From RLF Interest:			650,248.17

Rural Loan Fund Reserve Balance:	4,060,248.17
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Uncommitted Community Works (Gas Tax) Funds Available :	\$5,729,990.93
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Community Works (Gas Tax) Commitments	Project No. (If applicable)	Committed	Previous Years Paid	Current Year Paid	Remaining Commitment
Buick Creek Community Club; Hall Furnace		7,832.00			7,832.00
Cecil Lake Recreation Commission; Hot Water Tank		1,600.00		1,600.00	-
Cecil Lake Recreation Commission; Entrance Upgrades		8,000.00		8,000.00	-
Cutbank Community Club; Interior Wall Covering		11,467.87		11,467.87	-
DC Golf & Country Club; Furnace		5,355.00		5,355.00	-
Dist of Chet; Rec Center Commercial Dishwasher		5,939.31		5,939.31	-
Doe River Recreation Commission; Dishwasher		5,000.00		5,000.00	-
North Peace Fall Fair Soc; Well Pump		3,762.49		3,762.49	-
Pine Valley Exhibition Park; Washrrom Renos		55,000.00		50,647.81	4,352.19
Pine Valley Seniors; Air Conditioning Infrastructure		15,130.00		15,129.38	0.62
Rolla Rate Payers Assoc; Bathroom Renos & Flooring		2,500.00		2,500.00	-
Peace Region Internet Soc; Rolla Fiber Project		15,000.00			15,000.00
Sagitawa Christian Camps, Girls Cabin		35,000.00		35,000.00	-
Waste Water Receiving Facility at Charlie Lk	14-512	3,500,000.00	3,436,012.34		63,987.66
Total		\$3,671,586.67	\$3,436,012.34	\$144,401.86	\$91,172.47

Gas Tax Reserve Balance:	5,821,163.40
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RURAL BUDGET ADMINISTRATION COMMITTEE

DIARY ITEMS

<u>Item</u>		<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
1.	Potable Water	On-going	Area C potable water service	March 21, 2019
2.	Potable Water	On-going	Area D potable water	December 19, 2019