



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Committee Meeting Revised Agenda

May 20, 2021, Immediately Following EADC
1981 Alaska Avenue, Dawson Creek, BC

	Pages
1. CALL TO ORDER	
1.1. Meeting Chair - Director Rose	
2. DIRECTORS' NOTICE OF NEW BUSINESS	
3. ADOPTION OF AGENDA	
4. GALLERY COMMENTS OR QUESTIONS	
5. ADOPTIONS OF MINUTES	
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PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, APRIL 22, 2021

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

Director Goodings, Electoral Area 'B' (*Via Zoom*)
Director Sperling, Electoral Area 'C'
Director Hiebert, Electoral Area 'D'
Director Rose, Electoral Area 'E' – Committee Chair

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Teri Vetter, Chief Financial Officer
Crystal Brown, Electoral Area Manager (*Via Zoom*)
Trish Morgan, GM of Community Services
Jeff McDonald, Communications Manager (*Via Zoom*)
Hunter Rainwater, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 1:04 pm.

2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Goodings Grant-in-Aid 2021
Director Rose Grant-in-Aid – Community Groups Grant Allocations

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee adopt the April 22, 2021
Meeting Agenda as amended, to include Directors new business:

1. Call to Order

1.1. Meeting Chair – Director Rose

2. Directors' Notice of New Business

3. Adoption of Agenda

4. Gallery Comments or Questions

5. Adoption of Minutes

5.1. Rural Budgets Administration Committee Draft Meeting Minutes of March 18, 2021

6. Business Arising from the Minutes

7. Delegations

8. Correspondence

8.1. UBCM Membership

8.2. DC Sportsmans Club

8.3. NCLGA Membership

9. Reports

9.1. Grant Request – Dawson Creek Public Library, FN-RBAC-067

(Continued on next page)



Adoption of Agenda
(Continued)

- 9.2. Grant Request – North Peace Ride for the Disabled Association, FN-RBAC-069
- 9.3. Grant Request – Northern Environmental Action Team – Northern Co-Hort, FN-RBAC-072
- 9.4. Grant Request – Tumbler Ridge Museum Foundation, FN-RBAC-074
- 9.5. Grant Request – Tumbler Ridge Global Geopark Society, FN-RBAC-075
- 9.6. 2021 Area B Recreational and Cultural Grants-in-Aid – Allocations for Ratification, DR-RBAC-005
- 9.7. 2021 Area C Recreational and Cultural Grants-in-Aid – Allocations for Ratification, DR-RBAC-003
- 9.8. 2021 Area E Recreational and Cultural Grants-in-Aid – Allocations for Ratification, DR-RBAC-004
- 9.9. 2021 Sub Regional Recreational and Cultural Grants-in-Aid – Allocations for Ratification, DR-RBAC-006
- 9.10. Release of Funds – Unclaimed Recreational and Cultural Grants-in-Aid for Chetwynd Horse Club, FN-RBAC-070
- 9.11. COVID-19 Safe Re-Start Grant Funding, FN-RBAC-076
- 9.12. COVID-19 Safe Re-Start Grant-in-Aid Policy, FN-RBAC-077
- 9.13. March 2021 Financial Report, FN-RBAC-068

10. Discussion Item(s)

- 10.1. FCM 2021 Conference

11. New Business

- 11.1. Grant-in-Aid 2021
- 11.2. Agenda Resolutions – Community Groups Grant Allocations

12. Diary

- 13.1. Diary Items

13. Item(s) for Information

- 14.1. RBAC Establishing Bylaw

14. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

- 5.1
Mar 18/21 RBAC Minutes
- MOVED Director Hiebert, SECONDED Director Goodings,
That the Rural Budgets Administration Committee adopt the March 18, 2021 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

8. CORRESPONDENCE

- 8.1
UBCM Membership
- MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a payment in the amount of \$11,286.75 payable from Function 120 – Legislative Electoral Area, for the 2021 -2022 Union of BC Municipalities annual membership dues.

CARRIED



8.2
DC Sportsmans Club
MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee receive the letter from the DC Sportsmans Club for discussion.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee table item 8.2 (DC Sportsmans Club) to the end of the meeting.

CARRIED

8.3
NCLGA Membership
MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the NCLGA Membership Invoice for discussion.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee table item 8.3 (NCLGA Membership) to the end of the meeting.

CARRIED

9. REPORTS

9.1
Grant Request – Dawson
Creek Public Library, FN-
RBAC-067
MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee receive the report titled “Grant Request – Dawson Creek Public Library, FN-RBAC-067”, for discussion.

CARRIED

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee defer the report titled “Grant Request – Dawson Creek Public Library, FN-RBAC-067”, to the May 20, 2021 Rural Budgets Administration Committee Meeting.

CARRIED

9.2
Grant Request – North
Peace Ride for the
Disabled Association, FN-
RBAC-069
MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$10,000, payable in equal amounts of \$5,000 from Electoral Area B and Electoral Area C BC Rail Fund, to be issued to North Peace Ride for the Disabled Association to assist with their operational costs in 2021.

CARRIED

9.3
Grant Request – Northern
Environmental Action
Team – Northern Co-Hort,
FN-RBAC-072
MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee defer the report titled “Grant Request – Northern Environmental Action Team – Northern Co-Hot, FN-RBAC-072”, to a future RBAC meeting, further that the Northern Environmental Action Team be invited to present their grant application to the Committee.

CARRIED



9.4
Grant Request – Tumbler Ridge Museum Foundation, FN-RBAC-074

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee receive the report titled “Grant Request – Tumbler Ridge Museum Foundation, FN-RBAC-074”, for discussion.

CARRIED

MOVED Director Sperling , SECONDED Director Goodings,
That the Rural Budgets Administration Committee send a letter to the Tumbler Ridge Museum respectfully denying their grant application for funding to assist with operational costs in 2021, and further, that the Committee looks forward to the possible amalgamation and the results of the future referendum.

CARRIED

9.5
Grant Request – Tumbler Ridge Global Geopark Society, FN-RBAC-075

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee respectfully deny the grant application from Tumbler Ridge Global Geopark Society and provide no grant funding to assist with operational costs in 2021, and further, that the Committee looks forward to the possible amalgamation and the results of the future referendum.

CARRIED

9.6
2021 Area B Recreational and Cultural Grants-in-Aid – Allocations for Ratification, DR-RBAC-005

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee ratify the recommended 2021 Electoral Area B Recreational and Cultural Grants-in-Aid Allocation amounts as listed the table below:

Cecil Lake Recreation Commission	\$ 12,300
Goodlow Community Club	\$ 2,054
Halfway Graham Community Club	\$ 2,500
King’s Valley Christian Camp	\$ 12,122
Montney Recreation Commission	\$ 19,312
North Peace 4H District Council	\$ 800
North Peace Fall Fair	\$ 23,910
North Peace Historical Society	\$ 8,000
Osborn Community Hall	\$ 958
Rock of Ages Bible Camp	\$ 21,960
Rose Prairie Community Curling Centre	\$ 18,015
Wonowon Horse Club	\$ 51,925
North Peace 4H District Council (Annual Travel)	\$ 1,000
Area B Rural Bursary	\$ 1,000
Area B Rural Scholarship	\$ 1,000
Youth Travel	\$ 1,500
Total	\$178,356

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$39,746, payable from Electoral Area B Community Works Gas Tax – Recreation Infrastructure, to be issued to Cecil Lake Recreation Commission to assist with the building improvements and the addition of a storage area for the stage.

CARRIED



9.6
2021 Area B Recreational
and Cultural Grants-in-Aid
– Allocations for
Ratification, DR-RBAC-005
(Continued)

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$23,456, payable from Electoral Area B Community Works Gas Tax – Recreation Infrastructure, to be issued to Goodlow Community Club to assist with the improvements to the dug-out, campsite grounds and gazebo; and further, that no funding be issued until all 2020 Recreational and Cultural Grants-in-Aid projects are completed.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$4,500, payable from Electoral Area B BCR/PRA funds, to be issued to High School Rodeos of BC for the purpose of hosting 2021 Rodeo Events.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$25,112, payable from Electoral Area B Peace River Agreement, Spending Item #4 – Assistance to Other Organizations, to be issued to King's Valley Christian Camp to assist with improvements to the facility and the purchase of a generator, rototiller and In-Ear monitor.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$31,435, payable from Electoral Area B Community Works Gas Tax – Sport Infrastructure, to be issued to North Peace Fall Fair Society for the expansion of the Adeline Kelly building and improvements to road ways at the grounds; and further, that no funding be payable until building permits have been issued and permission to proceed has been authorized by the Regional District.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$100,000, payable from Electoral Area B Community Works Gas Tax – Local Roads, Bridges, and Active Transportation, to be issued to Prespatou Planning Committee Society to assist with the Community Walking Trail project; and further, that no funding be issued until the Society meets all requirements that will enable them to build a trail in a manner that will provide long-lasting service and reduce any liability to both the Regional District and the Society itself.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$10,000, payable from Electoral Area B Fair Share, to be issued to Sagitawa Christian Camping Society to assist with construction of an Archery Pole Shed.

CARRIED



9.7

2021 Area C Recreational
and Cultural Grants-in-Aid
– Allocations for
Ratification, DR-RBAC-003

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee ratify the recommended 2021 Electoral Area C Recreational and Cultural Grants-in-Aid Allocation amounts as outlined in the table below:

Charlie Lake Conservation Society	\$ 9,900
Charlie Lake School Parent Advisory Council	\$15,000
Lake Point Gold and Country Club	\$10,000
North Peace Historical Society	\$ 8,000
Area C Rural Scholarship (2 at \$1,000 each)	\$ 2,000
Youth Travel	\$ 1,000
Total Recommended Amount	\$45,900
Total GIA Budget Commitment	\$51,716
Amount Remaining in Commitment	\$ 5,816

CARRIED

9.8

2021 Area E Recreational
and Cultural Grants-in-Aid
– Allocations for
Ratification, DR-RBAC-004

MOVED Director Rose, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee ratify the recommended 2021 Electoral Area E Recreational and Cultural Grants-in-Aid Allocation amounts as outlined in the table below:

Boreal Centre for Sustainability	\$ 3,300
Chetwynd and District Rod and Gun Club	\$15,000
Foothills Team Roping Club	\$15,000
High School Rodeos of BC	\$ 4,500
Little Giant Figure Skating Club	\$ 15,000
Little Prairie Heritage Society	\$ 10,000
Moberly Lake Community Association	\$ 4,200
Pine Valley Exhibition Park	\$14,000
Pine Valley Seniors Association	\$13,000
Sagitawa Christian Camping Society	\$10,963
Area E Bursary (2 at \$500 each)	\$ 1,000
Youth Travel	\$ 1,500
Total Allocations Amount	\$107,463

CARRIED

9.9

2021 Sub Regional
Recreational and Cultural
Grants-in-Aid –
Allocations for
Ratification, DR-RBAC-006

MOVED Director Hiebert, SECONDED Director Sperling,

That the Rural Budgets Administration Committee ratify the recommended 2021 Sub Regional Recreational and Cultural Grants-in-Aid Allocation amounts as outlined in the table below:

Bessborough Community Club	\$8,000
Cutbank Community Club	\$20,000
Dawson Creek Sportsman's Club	\$39,000
Dawson Creek Centre/The Ark	\$15,000
Doe River Recreation Commission	\$15,000
Farmington Community Association	\$15,000
Groundbirch Recreation Commission	\$2,300
High School Rodeo of BC	\$4,500
McLeod Recreation and Social Services Society	\$2,000
Rolla Ratepayers Association	\$19,300
Sagitawa Christian Camp	\$10,100



9.9
2021 Sub Regional
Recreational and Cultural
Grants-in-Aid –
Allocations for
Ratification, DR-RBAC-006
(Continued)

Sunset Prairie Recreation Commission	\$11,500
Swan Lake Enhancement Society	\$800
Tomslake Cultural Community Association	\$5,000
Tomslake and District Recreation Commission	\$16,000
Tupper Community Club	\$12,000
Sub Regional Scholarship/Trade Bursary (\$1,500 each)	\$3,000
Sub Regional Youth Travel	\$1,500
Total Recommended Allocations	\$200,000

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,

That the Rural Budgets Administration Committee authorize a grant contribution of \$36,000, payable in the amount of \$27,000 from Electoral Area D Community Works Gas Tax – Sports Infrastructure and \$9,000 from Electoral Area E Community Works Gas Tax – Sports Infrastructure, to be issued to Hats N Chaps Gymkhana Society to assist with construction of livestock handling pens and improvements to facility alley ways and arena grounds.

CARRIED

MOVED Director Hiebert, SECONDED Director Rose,

That the Rural Budgets Administration Committee authorize a grant contribution \$13,614, payable in the amount of \$10,210.50 from Electoral Area E Community Works Gas Tax – Recreation Infrastructure and \$3,403.50 Electoral Area D Community Works Gas Tax – Recreation Infrastructure, to be issued to McLeod Recreation and Social Services Society to assist with construction of the Zamboni Building.

CARRIED

9.10
Release of Funds –
Unclaimed Recreational
and Cultural Grants-in-Aid
for Chetwynd Horse Club,
FN-RBAC-070

MOVED Director Hiebert, SECONDED Director Sperling,

That the Rural Budgets Administration Committee authorize the release of the remaining \$5,713.75 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$2,231.25 approved in 2018 and \$5,040 approved in 2019 to Chetwynd Horse Club, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$5,713.75 to assist with operational costs.

CARRIED

9.11
COVID-19 Safe Re-Start
Grant Funding, FN-RBAC-
076

MOVED Director , SECONDED Director,

That the Rural Budgets Administration Committee receive the report titled “COVID-19 Safe Re-Start Grant Funding, FN-RBAC-076”, for discussion.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee allocate 20% of the COVID Reserve Fund (\$216,800) for grants to non-profit organizations within the rural areas that have incurred revenue shortfalls or other related costs due to the COVID-19 pandemic.

CARRIED



9.11
COVID-19 Safe Re-Start
Grant Funding, FN-RBAC-
076
(Continued)

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee allocate 20% of the COVID Reserve Fund (\$216,800) for unknown expenses in 2022 related to the COVID-19 pandemic.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee commit to the reimbursement of the estimated 2021 PRRD costs associated with COVID Supplies and Retrofits implemented due to COVID-19 in the amount of \$16,901 from the COVID Reserve Fund, further that it be payable upon production of receipts.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with Public Engagement processes implemented due to COVID-19 in the amount of \$123,500 from the COVID Reserve Fund, further that it be payable upon production of receipts.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with Information Technology equipment, licenses and upgrades due to COVID-19 in the amount of \$126,317 from the COVID Reserve Fund, further that it be payable upon production of receipts.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with public referendums in the amount of \$82,500 from the COVID Reserve Fund, further that it be payable upon production of receipts.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with additional staffing for a Project Manager to assist with all capital projects that are behind due to COVID-19, in the amount of \$65,000 from the COVID Reserve Fund.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with additional staffing for a term Health and Safety Coordinator to ensure that the PRRD has up-to-date safety protocols and all health and safety measures are up to Provincial and WCB standards, in the amount of \$64,085 from the COVID Reserve Fund.

CARRIED



9.11
COVID-19 Safe Re-Start
Grant Funding, FN-RBAC-
076
(Continued)

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with a Contract Communications Support Coordinator to assist with public engagement for referendums and service expansions, in the amount of \$50,000 from the COVID Reserve Fund, further that it be payable upon production of receipts.

CARRIED

9.12
COVID-19 Safe Re-Start
Grant-in-Aid Policy, FN-
RBAC-077

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional Board adopt the COVID-19 Safe Re-Start Grant-in-Aid Policy, which sets out principles and guidelines for giving grants to external organizations that provide core community services from the COVID Reserve fund.

CARRIED

9.13
March 2021 Financial
Report, FN-RBAC-068

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the report titled “March 2021 Financial Report – FN-RBAC-069”, for information.

CARRIED

10. DISCUSSION ITEM(s)

10.1
FCM 2021 Conference

Director Hiebert will be attending.

Item Tabled

8. CORRESPONDENCE

8.3
NCLGA Membership

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee lift item 8.3 (NCLGA Membership) from the table.

LIFTED

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize a payment of \$21,641.03 from Function 120 – Legislative Electoral Area, for the 2021 – 2022 North Central Local Government Association annual membership dues.

TIE VOTE

REFERRED TO THE REGIONAL BOARD FOR RESOLUTION

11. NEW BUSINESS

11.1
Director Goodings –
Grants-in-Aid 2021

The Committee discussed concerns Director Goodings has regarding Grants-in-Aids in 2021.

11.2
Director Rose –
Agenda Resolutions –
Community Groups

Director Rose expressed his concern with having the grant-in-aid allocations for each of the community groups listed on the public agendas. As per the RBAC establishing Bylaw, the committee must keep minutes of its activities. This includes grant allocations.



12. DIARY

12.1 No changes were made to the Diary.
Diary Items

Item Tabled

8. CORRESPONDENCE

8.2 MOVED Director Hiebert, SECONDED Director Sperling,
DC Sportsmans Club That the Rural Budgets Administration Committee lift item 8.2 (DC Sportsmans Club) from the table.

LIFTED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee defer the DC Sportsmans Club letter until a grant application has been created, and there has been promotion of the fund to other community groups.

CARRIED

13. ITEMS FOR INFORMATION

13.1 The RBAC Establishing Bylaw was included for the Committee's information.
RBAC Establishing Bylaw

14. ADJOURNMENT The Chair adjourned the Meeting at 3:15 pm.

Director Rose, Meeting Chair

Hunter Rainwater, Recorder



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-022

From: David Sturgeon, Protective Services Manager

Date: May 20, 2021

Subject: Charlie Lake Fire Department Coverall Building Request for Funds**RECOMMENDATION #1:**

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$150,000, payable from the Electoral Area C Peace River Agreement Funds – Spending Item #6 – Fire Protection, to be issued to Function 315 - Charlie Lake Fire Department, for funding the building of a temporary coverall building beside the fire hall for the storage of two fire trucks.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee recommend that the Regional Board amend the 2021 budget for Function 315 – Charlie Lake Fire to:

- Increase Transfer from Peace River Agreement Reserve - \$150,000
- Increase Buildings - \$150,000

BACKGROUND/RATIONALE:

In the 2021 financial plan a coverall building was approved at a cost of \$61,000.00 that would be able to accommodate one apparatus, the original plan was to store the additional apparatus at the Dawson Creek Fire Hall for no cost. Since then the new engine in the Charlie Lake Fire Department (CLFD) broke down due to a manufacturer defect and was out of service for 6-8 weeks. The old engine was brought back up to CLFD for use as the first line engine. Because of this, it was recommended that we increase the size of the proposed building to accommodate both apparatus, keeping them available in the CLFD for use at anytime.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:☒ Not applicable**FINANCIAL CONSIDERATION(S):****Pricing Quotes**

Supply and Delivery of Coverall including engineered drawings	\$68,550.00 plus GST
Installation of Coverall including Lock Blocks.	\$23,660.00 plus GST

Paving for Grade Preparation and Supply and Install of Geotextiles, Grid, Gravel and Asphalt Pavement.	\$43,000.00 plus GST
Electrical Install (Lighting / Outlets)	\$10,000.00 plus GST
Forced air gas heater	\$20,000.00 plus GST
Total	\$165,210.00 plus GST

\$61,000 is budgeted in the 2021 financial plan in function 315 for the use of building a temporary coverall building for storage.

As at April 30, 2020 the balance, after remaining commitments, in Area C Peace River Agreement Reserve is \$2,310,430.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-067

From: Teri Vetter, Chief Financial Officer

Date: April 22, 2021

Subject: Grant Request – Dawson Creek Public Library

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a multi-year grant in the amount of \$3,600 per year beginning in 2021, payable in equal contributions of \$1,800 from Electoral Area D and Electoral Area E Fair Share, to be issued to the Dawson Creek Public Library in support of the Dolly Parton Imagination Library Program.

BACKGROUND/RATIONALE:

The Dawson Creek Public Library (DCPL) is requesting multi-year grant funding, in the amount of \$3,600 per year in 2021, 2022, and 2023 for a total contribution of \$10,800. The funding will be used to assist with the costs to offer the Dolly Parton Imagination Library (DPIL) book gifting program. DPIL is a literacy based early learning program open to children ranging in age from newborn to five years. The library currently has 545 children in this program of which 78 are residents in the rural communities of Progress, Rolla, Groundbirch, Arras and Tomslake and accounts for fifteen percent (15%) of the registered participants. The annual cost to offer the DPIL program is \$23,631 and DCPL is asking for \$3,600 per year which is reflective of the 15% rural participation. For more detailed information on DPIL, please see the attached grant application.

DCPL is a municipal library and is a registered not-for-profit charity. The library is managed by the Dawson Creek Public Library Board of Trustees and follows the guidelines as outlined by the province in the *Library Act*. The library receives its funding through provincial operating grants, contributions from the City of Dawson Creek, which include ownership and maintenance of the library building and payment of staff wages, as well as local fundraising and community donations.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant application from the Dawson Creek Public Library and provide no grant funding to support of the Dolly Parton Imagination Library Program.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- As of March 31, 2021 the balance remaining after commitments for Electoral Area D Fair Share was \$2,075,140.22
- As of March 31, 2021 the balance remaining after commitments for Electoral Area E Fair Share was \$1,722,067.21

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Grant Application – Dawson Creek Public Library



Society #: 130534258

Name: Dawson Creek Municipal Public Library

Civic Address:

Mailing Address: 1001 McKellar Avenue

City: Dawson Creek

Postal Code: V1G 4W7

Contact Person: Pamela Morris

Alternate Person: Hanna Gilliatt

Tel: 250-782-4661

Tel:

Email: dclib@pris.ca

Email:

SOCIETY EXECUTIVES

President: Hanna Gilliatt

Vice President: Miguel Godau

Treasurer: Terri Foster

PROJECT COSTS

Total Cost of Project: \$23,631.00 per year (\$70,896)
Amount Requested per \$3,600.00 per year (\$10,800 Total Commitment)For how many years? 1 yr ☐ 2 yrs ☐ 3 yrs ☒Have you applied to a municipality for funding? Yes ☐ No ☒ If so, how much did you apply for?Was your application successful? Yes ☐ No ☐ If so, how much did you receive?

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

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

The Dolly Parton Imagination Library is a book-gifting program founded by Dolly Parton in the United States. The program has grown to include libraries in communities in Canada, Australia and the United Kingdom. Parents register their children newborn to age five, and each month a free book is delivered by Canada Post to that child's home until they reach the age of five. A panel of early childhood professionals select books that are age appropriate, high quality and often written by Canadian authors and illustrators. The program provides the gift of early literacy, contributes to kindergarten readiness, inspires children to love books and reading, and supports parents in fostering a love of learning. It also encourages quality time spent between parents and their children. This program is free for all families no matter their socio-economic status. The Dawson Creek Public Library markets the program in the community (which includes the surrounding rural area), administers registrations, and fundraises for the cost of the program. Currently there are 545 children registered in our community receiving free books each month until the age of five.

All funds raised for the Dolly Parton Imagination Library are used to pay for monthly shipping costs and book purchases. The cost per child is approximately \$3.55 per child per month. Monthly costs are dependent on the number of children registered. New children are registered each month and children who reach the age of five 'graduate' out of the program each month. Currently costs per month are approximately \$1,800.

At present there are 78 children registered with addresses in Pouce Coupe, Progress, Rolla, Groundbirch, Arras, Toms Lake and Peace River Regional District. This accounts for about 15% of registered children. This number fluctuates as new children are registered and children who reach the age of five, graduate from the program. Ideally, we are hoping to secure yearly commitments from donors to ensure ongoing funding for this program. The request of a \$3,600 annual grant is 15% of the annual cost of the program.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Pamela Morris

Date: April 7 2021

For Office Use Only

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



January 7, 2021

Hello,

My name is Pamela Morris and I am the manager of the Dawson Creek Public Library. On the suggestion of the former grant writer at the regional district, I am contacting you as PRRD area directors to tell you about the Dolly Parton Imagination Library.

The DPIL was established in Dawson Creek and the surrounding area by the Sunrise Rotary Club. The Rotary club became an affiliate and administered and raised funds for the program in the community. The program is a book gifting program started by Dolly Parton in the United States which has now grown to include Canada, Australia and the United Kingdom. Parents register their children newborn to age five and each month a free book is delivered in the mail to that child's home until they reach the age of five. A panel of early childhood professionals select books that are age-appropriate, high quality and often written by Canadian authors. The program provides the gift of early literacy, contributes to kindergarten readiness, inspires children to love books and reading, and supports parents in fostering a love of learning. It also encourages quality time spent with parents and their children. Again, this program is free for all families no matter what their socio-economic status.

Last fall, the Rotary Club made the decision to step away from being the DPIL affiliate in our area and approached the Dawson Creek Public Library Board to take over. The board recognized the value of the program for families in our community and agreed to take over as affiliate. At present, there are 532 children in Dawson Creek and the surrounding area receiving monthly books in the mail. This includes 78 children with addresses in Pouce Coupe, Progress, Rolla, Groundbirch, Arras, Toms Lake and Peace River Regional District. This accounts for about 15% of registered children. This number fluctuates as new children are registered and children who reach the age of five graduate from the program.

The Dawson Creek Municipal Library board has committed to fundraise to continue offering this program. The cost of purchasing books and shipping the books to the children's homes is approximately \$3.55 per child per month. This works out to nearly \$2,000 per month (\$24,000 per year) to deliver the books to the children in our area. The DCPL board and staff have been successful in applying for funding from several sources including donations from individuals and businesses as well as grant opportunities. We will also be looking at creating annual fundraising events and opportunities when Covid-19 restrictions allow. We have approached both the City of Dawson Creek and PRRD grant writers for assistance. Unfortunately, the PRRD grant writer position is currently vacant.

Ideally, we are hoping to secure yearly commitments from donors to ensure ongoing funding for this program. As regional area directors, we would like to discuss with you the possibility of future funding

for the Dolly Parton Imagination Library from the PRRD electoral areas C, D and E. We ask that you consider an annual grant of \$3,600 (15% of the annual cost of the program).

I would be happy to discuss any questions you might have regarding the Dolly Parton Imagination Library and the benefits it offers to children in your electoral areas. Please do not hesitate to contact me at 250-782-4661 or by email at dclib@pris.ca.

Sincerely,

Pamela Morris
Manager, Dawson Creek Public Library

Yearly budget for Dolly Parton Imagination Library

Expenses

Books and shipping	\$ 23,436.00
Marketing/promo items	\$ 45.00
Photocopying	\$ 150.00
Staff wages	\$ -

Total expenses \$ 23,631.00

Revenue

Donations	\$ 18,000.00
Fundraisers	\$ 5,631.00

Total revenue \$ 23,631.00

* Books and shipping includes the wholesale purchase of books and shipping by Canada Post. The cost is \$3.55/per child/month and is calculated on the current enrollment of 550 children.

* Time spent by library staff administering the registrations, administration and promotion of the Dolly Parton Imagination Library is not included in the budget as staff is compensated by the Dawson Creek Public Library and work has become part of their regular duties.

Current sources of funding 2020/2021

Dawson Creek Rotary Club Sunrise	\$ 5,000.00
Ovintiv	\$ 4,000.00
Shell Canada	\$ 5,000.00
Pembina	\$ 5,000.00
Friends of the Library	\$ 2,000.00
Donations by individuals	\$ 3,500.00
Fundraisers (various)	\$ 600.00

Total \$ 25,100.00



Program Overview

Inspire a Love of Reading



Dolly Parton believes that if you can read, you can do anything, dream anything, and be anything. Through her Imagination Library program, she wants to ensure all children have books at home, regardless of the environment in which they live.

Welcome to the Imagination Library

Dolly Parton's Imagination Library puts books into the hands and hearts of children across the world. We partner with local communities to provide a specially-selected, high-quality book each month to participating children from birth to age five. These books are personalized with each child's name and mailed directly to their home to create a gifting experience that makes books exciting and encourages families to spend time enjoying books together.

Best of all, Dolly Parton's Imagination Library is available to all children at no cost to the family.



"Before he passed away, my Daddy told me the Imagination Library was probably the most important thing I had ever done. I can't tell you how much that meant to me because I created the Imagination Library as a tribute to my Daddy. He was the smartest man I have ever known, but I know in my heart his inability to read probably kept him from fulfilling all of his dreams.

"Inspiring kids to love to read became my mission. In the beginning, my hope was simply to inspire the children in my home county, but here we are today with a worldwide program that gives a book a month to more than 1 million children.

"Of course, I have not done this alone. The real heroes of our story are the thousands of local organizations who have embraced my dream and made it their own. They raise millions of dollars each year and wake up every day with a passion to make sure their kids have every opportunity to succeed.

"It's been quite a journey, but we have so much more left to do. I would love for your community to join our family so please take the time to explore our website. Let's share this dream that all children should grow up in a home full of books.

"The first step is always the hardest, but you'll never know unless you try."

Dolly

Dream More, Learn More, Care More, Be More

Dolly Parton's Imagination Library

Dolly Parton's Imagination Library is a book gifting program that mails free books to children from birth to age five in participating communities within the United States, United Kingdom, Canada, and Australia.



Provide the gift of literacy for all children, birth to age five



Inspire children to love books and reading



Support parents and communities in fostering a child's success

Together, making a difference.

Since 1995, Dolly Parton's Imagination Library has delivered more than 90 million books to children in more than 2,000 local communities worldwide.

With the support of local funders, coordination by partners and encouragement from community leaders and organizations, parents and educators spread the love of reading and engage children in the most fundamental skill necessary to succeed in life.

Invest In Early Literacy

1. Ninety percent of physical brain development occurs in the first three years of life, when a baby forms more than 1 million new neural connections per second.
2. When a young child enters kindergarten ready for school, there is an 82% chance that the child will master basic skills by age 11, compared with a 45% chance for children who are not school-ready.
3. Later in life, at-risk children who do not receive high-quality early childhood experiences are 25% more likely to drop out of school, 40% more likely to become teen parents and 60% less likely to attend college.
4. Investment in high-quality early childhood programs for at-risk children from birth to age five delivers a 7–10% annual return on investment through improved education, health, social and economic outcomes, increased productivity and the reduced need for social spending.

The presence of books in the home supports the child's academic, social, and emotional development. Children develop a special bond with their parents and caregivers by reading together. The Imagination Library puts books into the hands and hearts of children across the world at no cost to the family.

Challenge: Children who are read to early in life are better prepared for school. Dolly Parton's Imagination Library has been shown to significantly increase the time parents and caregivers spend reading to their children each week.

Key Stakeholders



Policymakers and Funders have significant influence in directing resources and catalyzing partnerships to adopt, scale, and take full advantage of opportunities with the Imagination Library.

Parents and Caregivers are a child's first teacher and set the course for developing their child's love of books and reading. Reading to their child from birth to age five improves their future reading ability and academic success.

Educators and Community Leaders validate the impact and continued progress as young students develop reading skills. Reducing the literacy gap in the early years allows teachers a better start in developing lifelong learners.

Affiliates and Community Partners offer the connection point, driving local awareness, enrolling local children, and paying the wholesale cost of the books and mailing each month.



Funders & Policymakers

Inspire a Love
of Reading



Dolly launched the Imagination Library to honor her father who was smart and hardworking, but never learned to read or write. The program is meant to give children from all walks of life, in Canada and around the world, a chance that Dolly's father never had.

Children ages birth-five who are registered with the program receive a free, age-appropriate book mailed to their home each month.

Dolly Parton believes that if you can read, you can do anything, dream anything, and be anything. Through her Imagination Library program, she wants to ensure all children have books at home, regardless of the environment in which they live.

Dolly Parton's Imagination Library puts books into the hands and hearts of children around the world. We partner with local communities to provide a free, high-quality book each month to registered children from birth to age five. The books are hand selected by a committee of early childhood experts to be age-appropriate and align with the child's developmental needs.



Books are personalized with the child's name and mailed directly to their home to create a gifting experience that makes books exciting and special.

A love of books and reading offers the foundation for literacy skills that set children up for future success. Dolly Parton's Imagination Library levels the playing field for all children by helping them build a home library of their very own and encouraging increased interaction with caregivers around books and reading.

"You can never get enough books into the hands of enough children."

Dolly



Dream More, Learn More, Care More, Be More

Helping Children Succeed & Communities Prosper

Improving early childhood literacy with Dolly Parton's Imagination Library creates opportunities for children to thrive so they succeed in school and help their communities grow and prosper.



Invest in books for children and families



Support local partners offering the program



Improve early literacy in your community

Dolly is investing in young children and hopes you will too.

The Dollywood Foundation covers program overhead by providing the custom-built Book Order System and coordinating the book selection, procurement, and fulfillment processes. In addition, the Dollywood Foundation purchases high-quality, customized books at scale, significantly reducing cost. With these contributions, our local partners are only required to cover the at-cost book and mailing expenses for children registered in their coverage area.

Funders and local partners facilitate the cost of providing books so there is no cost to children and families. This approach, along with the model that the program is available to all children and families in a covered area, helped Dolly Parton's Imagination Library receive a coveted **Best Practice Award** from the **U.S. Library of Congress** for addressing social barriers to literacy.

With funding and local community partnerships, the Imagination Library is able to provide an age-appropriate book each month to every child registered in the program, absolutely *free* to the family.

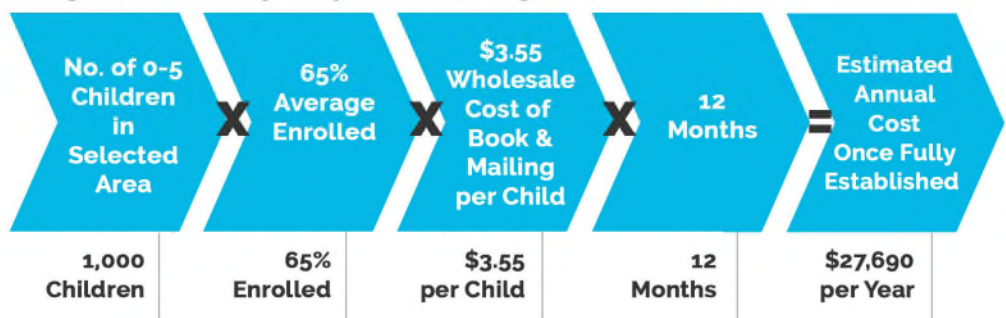
The average retail cost of Imagination Library titles is about \$16 per book. However, by purchasing in volume, the Imagination Library is able to acquire and mail customized titles for about \$3.55 per child per month.

How can you get involved?

- ✓ Help fund Dolly Parton's Imagination Library to promote literacy and a love of reading in your community.
- ✓ Utilize your position as a community leader to communicate Dolly Parton's Imagination Library value for children and families in your community.
- ✓ Connect with potential community partners to let them know you are interested in financially supporting Dolly Parton's Imagination Library locally.
- ✓ Organize other friends and colleagues to join in financially supporting Dolly Parton's Imagination Library for local children.
- ✓ Foster local Imagination Library research on books and literacy practices in the home.

The *Journal of the American Academy of Pediatrics* states that reading aloud to children at a young age can positively impact a child's brain development: When preschool children listen to stories, it activates the areas of their brains that are associated with processing images and narrative comprehension. It also exposes children to a larger, more diverse vocabulary and greater variety of sentence structures than just talking to them.

Imagination Library Simplified Funding Formula



**Example for community with 1,000 eligible children*





REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-024

From: Trish Morgan, General Manager of Community Services

Date: May 20, 2021

Subject: Chetwynd Library Design Build Funding Phase 1

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$21,695, payable from the Electoral Area E Peace River Agreement Funds – Spending Item # 7– Libraries, Museums and Art Galleries, to be issued to Function 290 – Chetwynd Library, for the development of concept designs and cost estimates for a new public library.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee recommend that the Regional Board amend the 2021 budget for Function 290 – Chetwynd Library to:

- Increase Transfer from Peace River Agreement Reserve - \$21,695
- Increase Studies, Plans & Assessments - \$21,695

BACKGROUND/RATIONALE:

On April 2, 2021 the Peace River Regional District issued a request for proposals to identify qualified firms for design-build services for the construction of a new 8,000 square foot library facility in Chetwynd. The scope of work has been broken down into two phases:

Phase 1:

- 1) Geotechnical investigation
- 2) 2 concept plans and Class D cost estimates
- 3) 4 meetings with the Advisory Committee to develop and make amendments to the concept plans
- 4) Assist with community engagement

Phase 2:

- 1) Completion of detailed design, project approvals and permits
- 2) Construction services, and
- 3) Post construction services (Record Drawings, O&M Manuals, permit submittals)

Upon review of the proposals Field Lievers Architecture was the lead proponent with a sufficient bid to conduct the work and as such a contract will be awarded to Field Lievers. They are partnering with Tryon Professional Group and Field Engineering & Associates for engineering services and Celtic Construction as the general contractor.

	WL Construction Ltd.	Kalmar Construction Ltd.	S Young Enterprises Ltd.	Hegge Construction	Holaco Construction Ltd.	JIM Architecture	Field Lievers Architecture Ltd.
Mandatory Requirements							
Submission Form (Appendix B)	✓	✓	✓	✓	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓	✓	✓	✓	✓
Scoring Matrix Results							
Total Score	59.25	50.50	32.00	55.50	67.75	59.13	65.25
PROPOSAL COST (Excluding GST)	\$130,888.00	\$42,329.00	\$59,100.00	\$38,313.00	\$5.00	\$108,797.00	\$37,000.00

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

\$25,000 was budgeted in the Chetwynd Library budget function 290 to complete Phase 1 of this project in 2021. After professional fees paid to develop the RFP document, \$15,305 currently remains in this line item. The contract with Field Lievers is \$37,000 plus GST and as such an additional \$21,695 is required from Area E Peace River Agreement Funds for Phase 1.

As of April 30, 2021 there is \$2,511,099 in unallocated Area E Peace River Agreement funds.

COMMUNICATIONS CONSIDERATION(S):

None

OTHER CONSIDERATION(S):

The total project is budgeted at \$5,000,000.

Electoral Area E**	\$1,000,000
District of Chetwynd	\$300,000
Chetwynd Library Board	<u>\$500,000</u>
TOTAL	\$1,800,000

The remainder of funds will come from sponsorships, partnerships and short-term borrowing.



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-023

From: Trish Morgan, General Manager of Community Services

Date: May 20, 2021

Subject: Kelly Lake Community Centre – Funding for Grant Opportunities

RECOMMENDATION:

That the Rural Budgets Administration Committee approve a commitment of \$7,000, payable from Electoral Area D Peace River Agreement Funds, Spending Item #8 Year-Round Recreation Facility Upgrades, for costs associated with submitting grant applications to the Green and Inclusive Community Buildings Program, and the Northern Development Initiative Trust for the Kelly Lake Community Centre Renovation Project.

BACKGROUND/RATIONALE:

The Kelly Lake Community Centre Renovation and Expansion was estimated to cost approximately \$4,000,000 using 2019 costs. Grants are being sought to partially fund the project and to offset the cost to taxpayers who will contribute to the cost of the renovation through short-term borrowing through the service area.

In October 2020, two applications were submitted to the Investing in Canada Infrastructure Program for this project – one to the Northern and Rural Communities stream, and one for the Community, Culture, and Recreation stream. These applications are still being reviewed with announcements of final decision being anticipated for the summer of 2021.

Two additional grant funding opportunities have been identified for this project, but in order to apply, additional funding is required to:

- contract a professional grant writing service to assist with the submission of the applications;
- hire a firm to complete a RETScreen assessment, as required by the GIBC application that identifies energy savings; and
- prepare a new Class 'D' cost estimate, using current costs. Construction costs have risen exponentially in the two years since the original estimate was supplied.

Estimates from Thinkspace Architecture and Clearcourse Consulting have been received.

Grant Opportunity #1: Green and Inclusive Community Buildings Grant Program (GICB)

The program supports retrofits, repairs and upgrades of existing publically accessible buildings, and projects that reduce greenhouse gas emissions. In order to be eligible, all projects are encouraged to achieve at least 25% in energy efficiency improvements compared to the baseline energy consumption of that building.

This \$860M fund is available for retrofit projects that range in eligible costs from \$100,000-249,000 (small), \$250,000-\$2,999,999 (medium), and \$3M-\$25M (large). Small and medium project applications are accepted on a continuous basis. For small/medium projects, up to 80% of funding could be covered by the program.

Once a new cost estimate is complete, staff will bring forward a report to the Board seeking approval to submit an application to this grant program.

Grant Opportunity #2: Northern Development Initiative Trust: Cultural Infrastructure

On September 17, 2020 Northern Development Initiative Trust announced new funding programs, one for cultural spaces infrastructure and one for recreational infrastructure, both of which could provide up to \$300,000 towards this project if successful. The next application deadline for this grant is August 13, 2021. If successful in receiving the \$300,000, other funding commitments could be reduced accordingly. The Regional Board has provided approval to submit this application in October 2020, however, NDIT advised staff that it would make more sense to wait until the Spring or Summer 2021 to submit the application.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The total cost of the Kelly Lake Community Centre Renovation and Expansion project was estimated in 2020 at \$4,007,826.77 (Class D estimate), which includes the cost of construction, hazardous materials abatement, professional fees, and contract management. The cost of construction includes contingencies for inflation and location factors. However, it is important to note that since the onset of COVID-19 the cost of construction has risen exponentially and if successful in one of the grant applications, adjustments may have to be made to the design to account for increasing construction costs.

At the Rural Budgets Administration Committee meeting on September 17, 2020 the following funds were allocated to the project:

- Area D Fair Share \$260,000
- Area D PRA \$765,000

In October the PRRD applied to the Investing Infrastructure Program for \$2,800,000 with the remaining \$183,000 coming from short-term borrowing or the NDIT grant.

As of April 30, 2021 the balance remaining in Area D Peace River Agreement is \$656,436.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

The Kelly Lake Community Centre (KLCC) is operated by the Kelly Lake Community Centre Society and is the only public facility in the Kelly Lake community. The Community Centre was transferred to the Regional District from the Provincial government in November 2010. Funds are requisitioned annually for the operation of the Centre, but the facility (built in 1977) is deteriorating and is in need of upgrades and renovations for continued public occupancy.

A facility condition assessment and design study were completed in 2019 for the facility in anticipation of applying for a grant to offset the costs of a complete renovation and expansion. While two options for facility renovation were provided through the design process it was revealed through the public engagement process that the community prefers the project that not only renovates the facility, but also increases the size of the kitchen, dining room, entry way, and gymnasium (Option 2). Other features of the facility design include an Elders room overlooking the lake, and a small health room that could be used to access virtual health supports online.



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-078

From: Teri Vetter, Chief Financial Officer

Date: May 20, 2021

Subject: April 2021 Financial Report

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled "April 2021 Financial Report – FN-RBAC-078," for information.

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. Fair Share Commitments
2. Peace River Agreement Commitments
3. Community Works (Gas Tax) Commitments
4. BCR/PRA Commitments
5. Loans Fund Commitments
6. Reserve Balances
7. Grants in Aid Scholarship and Bursary Awards

Fair Share Commitments				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share	
April 2021									
January 1, 2021 opening balance				1,620,628.23	1,228,962.31	3,250,869.19	2,868,738.97	8,969,198.70	
Total interest earned				5,882.20	4,457.11	11,832.72	10,474.23	32,646.26	
								-	
Date Committed				Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year			Remaining Commitment
COMMITMENTS									
Area B								-	
Clearview Arena; Service Operational Costs	Feb 20, 2019	5,985.00						5,985.00	
CL Fire Boundary Expansion Public Engagement (toward Red Cr Sub)	Jan 21, 2021	10,000.00						10,000.00	
Electrical Extension Grants	Ongoing							-	
Facility Asmts; Cache Cr, Halfway Graham, Golata Cr Halls, NP Fall Fair Grounds	Jan 21, 2021	60,000.00						60,000.00	
FSJ Public Library Assn	Jan 21, 2021	60,500.00		15,125.00				45,375.00	
NP Light Horse Assoc; Indoor Arena Improvements	Mar 15, 2018	15,000.00	12,332.33					2,667.67	
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	
Sagitawa Christian Camp; Archery Pole Shed Funding	April 22/21	10,000.00						10,000.00	
Taylor; NP Rural Roads Coalition Funding	Mar 4, 2021	112,500.00						112,500.00	
Waste Water Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-	
								-	
		963,985.00	53,494.12	15,125.00	-	-	-	895,365.88	
Area C								-	
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	38,350.00	38,300.00					50.00	
Electrical Extension Grants	Ongoing							-	
FSJ Airport Sub Water Metering Initiative	Feb 18, 2016	25,000.00	10,177.93					14,822.07	
FSJ Airport Sub Water; Emerg Repair & Infrastructure Upgrade	Dec 17, 2020	160,000.00						160,000.00	
FSJ Public Library Assn (5,000 in 2021, 2022)	Jan 21, 2021	10,000.00			1,250.00			8,750.00	
FSJ Public Library Assn; CLICK Program	Jan 21, 2021	10,000.00			10,000.00			-	
NPAS; Airport Swr Pumps & Maintenance	Dec 7, 2015	26,289.38	4,157.98					22,131.40	
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	-						-	
								-	
		529,639.38	211,484.51	-	11,250.00	-	-	306,904.87	
Area D								-	
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	6,750.00	6,700.00					50.00	
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	80,000.00						80,000.00	
Electrical Extension Grants	Ongoing							-	
Kelly Lake Community Centre Reno Project	Sep 17, 2020	260,000.00						260,000.00	
Pouce Coupe; Fire Hall Engineered Design Funding	Feb 18, 2021	25,000.00						25,000.00	
Pouce Coupe; RCMP Office Setup Funding	Mar 18, 2021	7,037.09				7,037.09		-	
Rural Fire Protection Expansion Feasibility (DC)	Feb 16, 2017	35,000.00	25,000.00					10,000.00	
Rural Gasification	Oct 20, 2011; Sep 17, 2020	740,000.00	72,390.26					667,609.74	
Seniors Meal Project; Public Engagement & Approval Process	Jan 21, 2021	15,000.00						15,000.00	
Step Up & Ride (18,750 in 2021, 2022, 2023)	Jan 21, 2021	56,250.00				18,750.00		37,500.00	
Swan Lake Weir; PRRD Parks Budget Funding	Nov 19,2020	50,000.00						50,000.00	
Synergy Group Establishment	Jan 21, 2021	7,650.00						7,650.00	
								-	
		1,282,687.09	104,090.26	-	-	25,787.09	-	1,152,809.74	
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	4,000.00						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	5,187.15					694,812.85	
Step Up & Ride (6,250 in 2021, 2022, 2023)	Jan 21, 2021	18,750.00					6,250.00	12,500.00	
Sunset Prairie Rec Comm; Fair Kitchen	May 16, 2013	58,000.00	49,336.14					8,663.86	
Synergy Group Establishment	Jan 21, 2021	7,650.00						7,650.00	
								-	
		853,400.00	70,525.29	-	-	-	6,250.00	776,624.71	
Total Fair Share Bank Balance at Month End				1,611,385.43	1,222,169.42	3,236,914.82	2,872,963.20	8,943,432.87	
Total Remaining Commitment				895,365.88	306,904.87	1,152,809.74	776,624.71	3,131,705.20	
Balance After Remaining Commitments				716,019.55	915,264.55	2,084,105.08	2,096,338.49	5,811,727.67	
				Area B	Area C	Area D	Area E		

Peace River Agreement Commitments					April 2021		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2021 Opening Balance							203,429.90	3,366,579.16	1,790,167.72	2,596,144.05	7,956,320.83
Total interest							2,275.83	13,838.52	8,076.04	11,022.24	35,212.63
Subscription PRA \$							780,300.00	780,300.00	780,300.00	780,300.00	3,121,200.00
COMMITMENTS		Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year				Remaining Commitment	
Area B										-	
Cecil Lake Rec Comm; Hall Exterior Steps		May 27, 2019	1,500.00	1,470.00	8					30.00	
CDC; Fire Training Centre (4,375/year 2018-2022)		Apr 16, 2018	21,875.00	8,750.00	5					13,125.00	
Clearview Arena Society; Upgrade Project		Apr 16, 2018	300,000.00	209,989.09	2					90,010.91	
Clearview Rec Facility; Property Assessment		Jan 19, 2017	50,000.00	25,286.48	2					24,713.52	
King's Valley Christian Camp; Facility Upgrades & Equipment		Apr 22, 2021	25,112.00		4					25,112.00	
North Pine Tower Condition Assessment		Dec 17, 2020	50,000.00		11					50,000.00	
Osborn Comm Hall; New Hall Construction Feasibility		Feb 20, 2020	13,828.44	3,234.00	8					10,594.44	
Wonowon Function Feasibility Study		Dec 19, 2019	19,106.90	19,106.90	3					-	
Wonowon Subdivision Improvement Project		Jan 21, 2021	18,000.00		3					18,000.00	
			499,422.34	-							231,585.87
Area C										-	
CDC; Fire Training Centre (6,562.50/year 2018-2022)		Apr 16, 2018	32,812.50	13,125.00	5					19,687.50	
CL Waste H2O Tr Facility; Bio-solids Mgmt Feas Study		Aug 17, 2017	50,000.00	49,300.00	9					700.00	
CL Waste H2O Tr Facility; Reclaimed H20/Purple Pipe Feas Study		Aug 17, 2017	75,000.00	48,100.00	9					26,900.00	
CL Waste H2O Tr Facility; Reclaimed Water Project		Jul 19, 2018; Oct 15, 2020	1,000,000.00		9					1,000,000.00	
NP Airport Sub Sewer; 2021 System Repairs		Dec 17, 2020	800,000.00		9					800,000.00	
NP Airport Sub; Water Distribution Maintenance Initiative		Dec 1, 2016	15,000.00	12,000.00	1					3,000.00	
			1,972,812.50	-							1,850,287.50
Area D										-	
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	30,625.00	5					45,937.50	
Chilton Sewer; Upgrades		Jan 16, 2020	50,000.00	23,350.51	9					26,649.49	
Encana Events Centre; Sport Court		Feb 18, 2021	100,000.00		8					100,000.00	
Harper/Imperial Sub Sewer; Upgrades		Jan 16, 2020	50,000.00	33,073.10	9					16,926.90	
KL Comm Centre; Facility Audit, Asset Mgmt & Design Feasibility		Feb 21, 2019	65,000.00	63,591.89	8					1,408.11	
KL Comm Centre; Renovation Project		Sep 17, 2020	765,000.00		8					765,000.00	
KL Sewer Lagoon; Upgrades and Repairs		Feb 21, 2019; Mar 14, 2019; Jan 6, 2020	145,342.51	124,116.85	9					21,225.66	
PC/DC Fire; Pouce Coupe Fire New Tender		Feb 20, 2020	250,000.00		6					250,000.00	
Rolla Dike; Legal Risk Assessment		Jan 16, 2020	50,000.00	21,075.63	1					28,924.37	
Rolla Sewer; Condition Assessment		Nov 19, 2020	50,000.00		9					50,000.00	
South Peace Dist Crime Prevention Assn; Signs		Dec 17, 2015	4,375.00	4,309.15	4					65.85	
SP Dist Crime Prevention Assn (1400/year 2018-2021 One Call Now)		Dec 20, 2018	5,600.00	4,200.00	4					1,400.00	
Tomslake Cultural Comm Assn; Main H20 Cistern Repair/Replace		Jan 19, 2017	5,000.00		4					5,000.00	
Tomslake FD; Computer Aided Dispatch Units		Feb 20, 2020	9,570.00		6					9,570.00	
			2,226,450.01	-							1,922,107.88
Area E										-	
Boreal Centre for Sustainability; Rural Food Security Awareness		Jun 18, 2019	5,150.00	4,713.08	4					436.92	
Chetwynd Fire; Operations		Feb 20, 2020	15,000.00	8,945.40	6					6,054.60	
Chetwynd Public Library; Design		Jan 24, 2018; May 17, 2018; Jun 21, 2018	248,000.00	45,364.64	7					202,635.36	
Chetwynd Public Library; New Library Construction		Jan 17, 2019; Jan 31, 2019	545,000.00		7					545,000.00	
Chetwynd Rural Fire; Public Engagement/Boundary Expansion		Jan 21, 2021	15,000.00		6					15,000.00	
CDC; Fire Training Centre (8,750/year 2018-2022)		Apr 16, 2018	43,750.00	17,500.00	5					26,250.00	
Iver Johnson Park; Recreation Facility Upgrades		Feb 21, 2019	12,888.00		8					12,888.00	
ML Fire; Operations/Needs Assessment		Oct 17, 2019; Feb 20, 2020	75,502.00	51,937.77	6					23,564.23	
ML Rural Fire; Public Engagement/Operations		Jan 21, 2021	29,538.00		6					29,538.00	
Seniors Meal Project; Public Engagement & Approval Process		Jan 21, 2021	15,000.00		4					15,000.00	
			1,004,828.00	-							876,367.11
Total Peace River Agreement GL Balance at Month End						986,005.73	4,160,717.68	2,578,543.76	3,387,466.29	11,112,733.46	
Total Remaining Commitment						231,585.87	1,850,287.50	1,922,107.88	876,367.11	4,880,348.36	
Balance available after remaining commitments						754,419.86	2,310,430.18	656,435.88	2,511,099.18	6,232,385.10	
						Area B	Area C	Area D	Area E		
Spending Item Numbers:											
1 Potable Water and Water Security/Studies		3 Halls, Trails and Walking Paths		5 Dawson Creek Fire Training Centre		7 Libraries, Museums and Art Galleries		9 PRRD Sewer Services Assistance			
2 Arenas		4 Assistance to Other Organizations		6 Fire Protection		8 Year-Round Recreation Facility Upgrades		10 Natural Gas			
								11 Connectivity			

Community Works (Gas Tax) Commitments				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
April 2021								
January 1, 2021 opening balance				597,303.38	1,779,198.43	1,694,511.51	1,672,166.28	5,743,179.60
Total Interest Earned				2,127.44	6,503.75	6,114.06	6,112.50	20,857.75
Subscription								-
COMMITMENTS	Date Committed	Commitment Amount	Previous Yrs. Payments	Payments made from October 1, 2020				Remaining Commitment
Area B								-
Buick Creek Community Club; Hall Furnace	Jun 18, 2019	7,832.00						7,832.00
Cecil Lake Rec; Fencing, Ball Diamonds, Dugout, Bleachers	Apr 16, 2020	86,000.00	51,726.51	28,507.50				5,765.99
Cecil Lake Rec; Building Improvements; Additional Storage	Apr 22, 2021	39,746.00						39,746.00
Clearview Arena Soc.; Ventilation/Dehumidification System	Feb 20, Apr 16, Jun 18/20; Feb 18/21	175,000.00						175,000.00
*Goodlow Comm Club; Dugout, Campsite, Gazebo Upgrades	Apr 22, 2021	23,456.00						23,456.00
Legal Fees; Community Group Property Transfer	Jan 21, 2021	5,000.00						5,000.00
*NP Fall Fair Soc; A. Kelly Building & Grounds Improvements	April 22, 2021	31,435.00						31,435.00
*Prespatou Planning Cmte Society; Comm Walking Trail Proj	April 22, 2021	100,000.00						100,000.00
								-
		468,469.00	51,726.51	28,507.50				388,234.99
Area C								-
Charlie Lake Fire Hall Condition Assessment	Jan 21, 2021	15,000.00						15,000.00
Charlie Lake Waste Water Truck Facility	Nov 27, 2014	63,987.66						63,987.66
								-
		78,987.66	-	-				78,987.66
Area D								-
Chilton Sub Sewer; Condition Assessment & Upgrades	Dec 17, 2020	50,000.00						50,000.00
Cutbank Comm Club; Exterior Façade Improvement	Oct 15, 2020	40,806.87				40,806.87		-
Friesen Sub Sewer; Assessment & Upgrades	Dec 17, 2020	50,000.00						50,000.00
Harper Imperial Sub Sewer; Assessment & Upgrades	Dec 17, 2020	50,000.00						50,000.00
Hats & Chaps Gymkhana Soc; Livestock Pens; Grounds	Apr 22, 2021	27,000.00						27,000.00
Kelly Lake Community Centre; Hazardous Materials Study	Feb 20, 2020	15,000.00	3,234.00					11,766.00
Kelly Lake Sewer System Assessment & Upgrades	Nov 19, 2020	100,000.00						100,000.00
McLeod Rec & Soc Serv Soc; Zamboni Building	Apr 22, 2021	3,403.50						3,403.50
Peace Region Internet Soc; Rolla Fiber Project	Jul 25, 2019	15,000.00						15,000.00
Rolla Sewer System Upgrades	Nov 19, 2020	587,200.00						587,200.00
								-
		938,410.37	3,234.00			40,806.87		894,369.50
Area E								-
Pine Valley Exhibition Park; Washroom Renovations	Mar 21, 2019	55,000.00	50,647.81					4,352.19
Chetwynd & Dist. Rod and Gun Club; Interior Lighting	Apr 16, 2020	10,445.41						10,445.41
Hats & Chaps Gymkhana Soc; Livestock Pens; Grounds	Apr 22, 2021	9,000.00						9,000.00
McLeod Rec & Soc Serv Soc; Zamboni Building	Apr 22, 2021	10,210.50						10,210.50
Moberly & Jackfish Lake Comm Halls; Condition Asmt	Jan 21, 2021	30,000.00						30,000.00
Moberly Lake Fire Hall; Condition Asmt	Jan 21, 2021	15,000.00						15,000.00
Legal Fees; Community Group Property Transfer	Jan 21, 2021	6,000.00						6,000.00
								-
		135,655.91	50,647.81					85,008.10
Total Community Works (Gas Tax) Balance at month end				570,923.32	1,785,702.18	1,659,818.70	1,678,278.78	5,694,722.98
Total Remaining Commitment				388,234.99	78,987.66	894,369.50	85,008.10	1,446,600.25
Balance After Remaining Commitments				182,688.33	1,706,714.52	765,449.20	1,593,270.68	4,248,122.73
				Area B	Area C	Area D	Area E	
*Conditions apply								

BCR/PRA Commitments	April 2021	Area B	Area C	Area D	Area E	Total BCR/PRA
2021 Opening Balance		48,436.93	39,975.86	17,781.58	38,530.46	144,724.83
Interest		177.06	146.12	65.00	140.85	529.03
Commitments Remaining						
Arras Fire Brigade; Prespatou Mtg Appreciation		500.00				
CLFD; Hose Lay Competition Banquet			65.87			
NP Ride for the Disabled; 2021 Operations Funding		5,000.00	5,000.00			
High School Rodeos of BC; Host Rodeo Event Funding		4,500.00				
Total Commitments		10,000.00	5,065.87	-	-	15,065.87
2021 Expenditures						
Total Expenditures		-	-	-	-	-
Month End GL Balance		48,613.99	40,121.98	17,846.58	38,671.31	145,253.86
Balance available		38,613.99 Area B	35,056.11 Area C	17,846.58 Area D	38,671.31 Area E	130,187.99

Rural Loan Fund Reserve April 2021		Uncommitted Rural Loan Funds Available:		3,304,000.00
		Unissued Loans Approved:		181,000.00
		Rural Loan Fund Balance:		3,485,000.00
Loans in Rural Loan Fund	Date Committed	Loans Approved	Loans Issued	Outstanding Balance
NP Farmers Institute; Grain Elevator Upgrades (2021)	21-Jul-16	300,000.00	300,000.00	15,000.00
Whiskey Jack Nordic Ski Club; Beaton Park Day Lodge	17-Jan-19	181,000.00		
Total		481,000.00	300,000.00	15,000.00

RLF Interest:	721,243.87
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Rural Loan Fund Reserve Balance:	4,206,243.87
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All Regional District Reserve Balances as of April 30, 2021

RESERVE

Reserve Fund	Balance	2020 Interest	Reserve Fund	Balance	2020 Interest
911 Emergency Capital	\$ 329,951.44	\$ 3,519.40	Harp/Imp Sewer Capital	\$ 27,099.61	221.27
*BCR/PRA	\$ 145,253.86	\$ 1,930.05	Harp/Imp Sewer Operating	\$ 24,592.87	199.38
Buick Creek Arena Capital	\$ 225,353.46	\$ 2,734.76	Human Resources Operating	\$ 308,687.49	577.99
Buick Creek Arena Operating	\$ 90,319.57	\$ 1,076.27	Information System Plan	\$ 289,609.48	3,700.62
Building	\$ 1,274,046.34	\$ 15,295.06	Information Tech Operating	\$ 67,221.22	125.87
Charlie Lake Fire Capital	\$ 313,474.79	\$ 11,170.54	Insurance	\$ 479,077.89	6,427.96
Charlie Lake DCC	\$ 281,792.12	\$ 3,600.72	Kelly Lake Comm Ctr. Operating	\$ 27,621.56	352.96
Charlie Lake Fire Operating	\$ 78,673.17	\$ 498.99	Kelly Lake Comm Ctr. Capital	\$ 48,120.68	448.76
Charlie Lake Sewer Capital	\$ 670,007.92	\$ 6,847.82	Kelly Lake Sewer Capital	\$ 12,135.54	155.07
Charlie Lake Sewer Operating	\$ 104,063.02	\$ 1,329.70	Kelly Lake Sewer Operating	\$ 21,841.71	348.69
CL Sewer Treatment/Disposal	\$ 368,399.39	\$ 4,707.38	Landfill Closure	\$ 1,456,707.28	\$ 16,447.56
CL Waste Water Truck Facility	\$ 596,968.62	\$ 6,187.50	Med. Health Care Scholarship	\$ 106,332.19	\$ 1,358.70
Chetwynd Arena Capital	\$ 2,080,993.88	\$ 24,352.56	Moberly Lake Fire Capital	\$ 24,062.32	\$ 283.32
Chetwynd Leis Ctr Capital	\$ 2,496,131.43	\$ 28,260.16	North Pine TV	\$ 26,823.36	\$ 413.40
Chilton Sewer Capital	\$ 34,974.58	\$ 446.89	NP Leisure Pool Building Repl	\$ 3,742,841.49	\$ 47,825.74
Chilton Sewer Operating	\$ 30,319.71	\$ 387.43	NP Leisure Pool Capital	\$ 2,293,841.01	\$ 27,576.18
Clearview Arena Operating	\$ 92,015.88	\$ 1,175.77	*Peace River Agreement	\$ 11,112,733.46	\$ 128,116.84
*Community Works (Gas Tax)	\$ 5,694,722.98	\$ 79,160.93	Peace River Agreement Cmte	\$ 1,070,647.63	\$ 13,680.65
Covid Operating	\$ 1,011,280.91	\$ -	Regional Parks Capital	\$ 126,771.66	\$ 1,367.58
DC/PC Fire Capital	\$ 236,419.37	\$ 2,200.44	Regional Parks Operating	\$ 48,895.93	\$ 624.79
Election	\$ 99,462.92	\$ 1,098.71	Rolla Creek Dike Operating	\$ 163.08	\$ 2.08
Emergency Plan Operating	\$ 300,164.75	\$ 3,759.03	Rolla Sewer Capital	\$ 10,591.61	\$ 135.32
*Fair Share	\$ 8,943,432.87	\$ 118,607.90	Rolla Sewer Operating	\$ 7,653.26	\$ 97.79
Feasibility	\$ 356,229.55	\$ 4,098.24	*Rural (Loan Fund)	\$ 4,206,243.87	\$ 53,048.81
Financial Services Operating	\$ 115,746.52	\$ 216.72	*Rural Fringe	\$ 1,203,659.94	\$ 15,380.26
Friesen Sewer Capital	\$ 13,928.09	\$ 145.23	Solid Waste Capital	\$ 3,440,514.68	\$ 80,076.68
Friesen Sewer Operating	\$ 21,200.37	\$ 249.59	Solid Waste Operating	\$ 1,105,558.21	\$ 14,044.82
FSJ Airport Sewer Capital	\$ 73,535.92	\$ 803.77	Sub-Regional Recreation	\$ 171,209.02	\$ 1,886.86
FSJ Airport Sewer Operating	\$ 52,404.66	\$ 669.63	Tomslake Fire	\$ 39,199.72	\$ 320.65
FSJ Airport Water Capital	\$ 39,673.63	\$ 321.10	Vehicle (Fleet)	\$ 151,576.27	\$ 3,763.97
FSJ Airport Water Operating	\$ 30,358.42	\$ 387.91			
Green "Carbon" Project	\$ 108,989.85	\$ 919.67			
			TOTAL	\$ 57,962,324.03	\$ 745,170.44

*Colour highlighted items are RBAC delegated and have corresponding worksheets attached if unpaid commitments apply.

Rural Bursary_Scholarship Recipient List

Area B Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2021		1,000	1,000	
2021		1,000	1,000	
2020	Amanda Willms	2,000	0	17-Aug-20
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
TOTAL		5,000	2,000	

Area C Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2021		1,000	1,000	
2021		1,000	1,000	
2020	Austin Lewis	1,000	0	18-Oct-20
2020	Adam Rogers	1,000	0	10-Jul-20
2020	Emily Ruehl	1,000	0	21-Aug-20
2020	Nicolas Guliov	1,000	0	28-Apr-21
2020	Shane Bontron	1,000	0	13-Oct-20
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
TOTAL		8,000	2,000	

Area E Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2021		500	500	
2021		500	500	
2020	Tristan Gerry	500	500	
2020	Nicole Eddy	500	0	6-Nov-20
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	500	0	22-Feb-19
TOTAL		4,000	1,500	

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2021		1,500	1,500.00	
2021		1,500	1,500.00	
2020	Austin Riley - Trades	1,500	0	24-Jul-20
2020	Sydnee Stewart - Scholarship	1,500	0	28-Aug-20
2019	Ashton Jobson - Did not claim, Rtn to funding area November 30, 2020	1,500	0	
2019	Rory Todd	1,500	0	28-May-20
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
TOTAL		12,000	3,000	



Date: _____

Society #: _____

Organization Information

Name: _____

Address: _____

Mailing Address:
(if different) _____

City: _____ Postal Code: _____

Contact Person: _____ Phone Number: _____

Email: _____

Grant Request Information

Grant funding is intended to assist eligible organizations that support and/or provide core community services (projects, programs or services) that benefit and improve the well-being of rural communities, who have been impacted financially by COVID-19.

1. Which Core Community Services does your organization provide and/or support?

- ☐ The provision and availability of arts and culture services and amenities
- ☐ Creating or enhancing economic opportunities
- ☐ Improvement, protection and preservation of the environment
- ☐ Foster and encourage the region's heritage values
- ☐ Support health, wellness and diversity of all individuals and communities
- ☐ Support the provision of sports or recreation activities, tournaments or events

2. Identify which electoral area(s) your organization serves.

- | | |
|---|---|
| <input type="checkbox"/> Electoral Area B | <input type="checkbox"/> Electoral Area D |
| <input type="checkbox"/> Electoral Area C | <input type="checkbox"/> Electoral Area E |

3. What services, programs, or activities are provided by your organization?**4. How has COVID-19 impacted your organization's operations?**



5. How has COVID-19 impacted your organization's financial situation? Please explain any revenue losses or gains your organization has experienced.

6. How much grant funding are you requesting? _____

7. What will this funding be used to assist with?

8. Have you applied to other organizations or agencies for financial support? ☐ Yes ☐ No
If yes, please indicate below:

Amount: _____	Source: _____
Amount: _____	Source: _____
Amount: _____	Source: _____
Amount: _____	Source: _____



Applicant Declaration

- ☐ I confirm that the information in this application is accurate and complete, including plans and financial information, is fairly presented.
- ☐ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☐ I understand that the information provided in this application may be shared with the Board of Directors, Committee(s), Regional District staff and consultants.
- ☐ I understand that the following information must be included with my application:
 - 1 Project budget, including all sources of funding
 - 1 Current financial statements showing expenses, revenues & savings

Applicant Signature: _____



Rural Budgets Administration Committee

Diary Items

Item		Status	Notes	Diarized
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
4.	Bulterys Community House	On-going		September 17, 2020
5.	Creating a BC Hydro Legacy Fund	On-going		September 17, 2020
6.	Rural Loan Fund Scenarios, FN-RBAC-063		https://pub-prrd.escribemeetings.com/Meeting.aspx?Id=ca82aaa9-a8dd-479c-bef8-d84ad2d64241&Agenda=Merged&lang=English&Item=27&Tab=attachments	March 18, 2021



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Bylaw No. 1166, 1998

Effective Date – November 26, 1998

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws listed below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

Original Bylaw

Bylaw No. 1166, 1998

Date of Adoption

November 26, 1998

Amending Bylaw

Bylaw No. 1617

January 26, 2006

Bylaw No. 1853

May 14, 2009 (repealed)

Bylaw No. 2299

August 19, 2017

Bylaw No. 2432

February 11, 2021

**PEACE RIVER REGIONAL DISTRICT
BYLAW No. 1166, 1998**

A bylaw to establish a Standing Committee of the Board and
delegate administrative powers to the committee

WHEREAS the Regional District has signed a Memorandum of Understanding with the Province of British Columbia which contributes a share of oil and gas revenue to the Electoral Areas of the Regional District;

AND WHEREAS there are certain services which are provided in one or more Electoral Areas, OR in a member municipality for the benefit of electoral area residents;

AND WHEREAS pursuant to **the Local Government Act**, the Chair of a regional district may appoint a standing committee;

AND WHEREAS pursuant to **the Local Government Act** a Regional Board may, by bylaw adopted by at least 2/3 of the votes cast, delegate its powers duties and functions not limited by the **Local Government Act**, to its committees;

AND WHEREAS the Chair has appointed the electoral area directors to a standing committee;

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

Citation

1. This Bylaw may be cited for all purposes as "Rural Budgets Administration Bylaw No. 1166, 1998".

Committee

2. The name of the committee appointed by the Chair is "Rural Budgets Administration Committee".

Membership

3. Membership in the committee is limited to the Electoral Director from each Electoral Area in the Peace River Regional District.

Duties

4. Schedule "A" is attached hereto and forms part of this by-law.
5. The Rural Budgets Administration Committee is delegated the authority to authorize spending of Fair Share Memorandum of Understanding, Peace River Agreement, Community Works Gas Tax, BC Rail Grants in Lieu, and COVID Restart funds received by the Peace River Regional District and directed to the electoral areas and considered rural allocations of these funding sources; all such funds that are budgeted as revenues into the rural functions listed in in Schedule A, attached to and forming part of the Bylaw, shall be administered by the Rural Budgets Administration Committee in accordance with Clause 5a below.
- 5a) For clarity, nothing in this bylaw relieves a person or the Rural Budgets Administration Committee from compliance with all applicable legislation, Provincial Grant expenditure parameters, and Peace River Regional District Board Bylaw or Policy in effect, and as may be adopted or amended from time to time by the Regional Board.
6. The persons elected annually as Chair and Vice-Chair of the Electoral Area Directors Committee also become the Chair and Vice-Chair of the Rural Budgets Administration Committee.
7. The committee must keep minutes of its activities which will be provided to the Board for information.

Dispute Resolution

8. Should the committee be deadlocked on an issue it must refer that matter to the Regional Board for resolution.
9. A person may appeal a decision of the committee in writing to the Regional Board.
10. The decision of the Regional Board under section 8 and 9 is binding.

READ A FIRST TIME THIS _____ day of _____, 1998.

READ A SECOND TIME THIS _____ day of _____, 1998.

READ A THIRD TIME THIS _____ day of _____, 1998.

ADOPTED BY A 2/3 VOTE THIS _____ day of _____, 1998.

CERTIFIED A TRUE AND CORRECT COPY of
"Rural Budget Administration Bylaw No.
1166, 1998".

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

Moray Stewart, Administrator

Karen Goodings, Chair

Moray Stewart, Administrator

Schedule "A" – Delegation of Spending Authority

- A. Spending authority for Fair Share and Peace River Agreement Funds, BC Rail Grant in Lieu funds, Community Works Gas Tax funds, and COVID Restart funds that are revenue sources in the following budgets are delegated to the Rural Budgets Administration Committee:

Function 120 – Legislative - Electoral Areas

Function 275 - Grants to Community Organizations:

Function 280 – Recreation and Cultural Services

Function 221 – Sub Regional Recreation and Cultural Services

Function 210 – Community Parks

Function 285 – Cemeteries

Function 295 – Library Services

Function 525 - North Pine Television Rebroadcasting

- B. Spending authority for the following reserve accounts is delegated to the Rural Budgets Administration Committee:

Community Works Gas Tax

Fair Share Memorandum of Understanding Electoral Area Funds

Peace River Agreement Electoral Area Funds

BC Rail Grants in Lieu Electoral Area Funds

COVID-19 Reserve Fund

CERTIFIED A TRUE AND CORRECT COPY
of Schedule "A" to "Rural Budget
Administration Bylaw No. 1166, 1998".

Moray Stewart Administrator