



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Committee Meeting Agenda

September 17, 2020, Immediately following EADC
1981 Alaska Avenue, Dawson Creek, BC

	Pages
1. Call to Order	
1.1 Meeting Chair - Director Hiebert	
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 August 20, 2020	3
6. Business Arising from the Minutes	
7. Delegations	
8. Correspondence	
8.1 Nicole Eddy - Thank You Letter	9
8.2 Emily Reuhl - Thank You Letter	10
9. Reports	
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9.2 Kelly Lake Community Centre Renovation Project Funding	17
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9.4 Grant Request – Rotary Club of Dawson Creek Sunrise, FN-RBAC-025	96
9.5 Grant Request -Tomslake and District Recreation Commission, Tomslake Cemetery, FN-RBAC-022	119
9.6 Grant Request – Willow Valley Cemetery Committee, FN-RBAC-024	128

9.7	Peace River Agreement – Theoretical Allocation Amount for Electoral Area C, ADMN-RBAC-006	135
9.8	August 2020 Financial Report, FN-RBAC-026	139
10.	Discussion Items	
10.1	District of Chetwynd Cemetery Grant	
11.	New Business	
12.	Diary	
12.1	Diary Items	150
13.	Item(s) for Information	
13.1	RBAC Establishing Bylaw	151
14.	Adjournment	



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING **MINUTES**

DATE: August 20, 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
Trish Morgan, General Manager of Community Services
Paulo Eichelberger, General Manager of Environmental Services
Kari Bondaroff, Environmental Services Manager
Teri Vetter, Chief Financial Officer
Trevor Ouellette, IT Manager
Crystal Brown, Electoral Area Manager
Kelsey Bates, Deputy Corporate Officer
Kori Elden, Executive Assistant/HR Generalist
Hunter Rainwater, Administrative Clerk

Others

1. **CALL TO ORDER** The Chair called the meeting to order at 10:00 am.

2. **DIRECTORS' NOTICE OF NEW BUSINESS:** None.

3. **ADOPTION OF AGENDA:**

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee agenda for the August 20, 2020 meeting be adopted as amended to include Directors' new business:

1. **CALL TO ORDER:**

1.1 Meeting Chair - Director Goodings

2. **DIRECTORS' NOTICE OF NEW BUSINESS:**

2.1 Bultery's Community House

2.2 Wonowon Horse Club

3. **ADOPTION OF AGENDA:**

4. **GALLERY COMMENTS OR QUESTIONS:**

5. **ADOPTION OF MINUTES:**

5.1 Rural Budgets Administration Committee Draft Meeting Minutes of June 18, 2020

(Continued on next page)

Adoption of Agenda
(continued)

- 5.2 Rural Budgets Administration Committee Draft Special Meeting Minutes of July 2, 2020
- 5.3 Rural Budgets Administration Committee Draft Special Meeting Minutes of July 9, 2020
- 6. BUSINESS ARISING FROM THE MINUTES:**
- 7. DELEGATIONS:**
- 8. CORRESPONDENCE:**
 - 8.1 Fort St. John Seniors' Association Branch #58 – Thank You Letter
 - 8.2 Tristin Gerry – Thank You Letter
 - 8.3 Mandy Wilms – Thank You Letter
 - 8.4 Adam Rogers – Thank You Letter
 - 8.5 Austin Lewis – Thank You Letter
 - 8.6 Sydnee Stewart – Thank You Letter
 - 8.7 7th Annual Resource Breakfast Series
 - 8.8 Chris and Rachel Fry – Natural Gas Extension Grant Application
 - 8.9 David and Dailyn Huggins – Natural Gas Extension Grant Application
- 9. REPORTS:**
 - 9.1 Grant Request – City of Fort St. John, Centennial Park Festival Plaza
 - 9.2 Grant Request – Groundbirch Cemetery Committee
 - 9.3 Grant Request – Peace Region Forage Seed Association, Pest Monitoring Project
 - 9.4 Kelly Lake Community Centre Renovation Project Funding
 - 9.5 Notice of Closed RBAC Session – August 20, 2020
 - 9.6 UBCM 2020 Convention Attendance
 - 9.7 Whiskey Jack Nordic Ski Club – Day Lodge Project Update
 - 9.8 RBAC Utilization of Funds – Rural Allocations
 - 9.9 June 2020 Financial Report
- 10. DISCUSSION ITEMS:**
- 11. NEW BUSINESS:**
 - 11.1 Bulterys Community House
 - 11.2 Wonowon Horse Club
- 12. DIARY:**
 - 12.1 Diary Items
- 13. ITEM(S) FOR INFORMATION:**
- 14. ADJOURNMENT:**

CARRIED

4. GALLERY COMMENTS OR QUESTIONS: None.

5. ADOPTION OF MINUTES:

- | | | |
|--------------------------------------|--|----------------|
| 5.1
June 18, 2020 RBAC
Minutes | MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Meeting Minutes of June 18, 2020
be adopted. | CARRIED |
| 5.2
July 2, 2020 RBAC
Minutes | MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Meeting Minutes of July 2, 2020
be adopted. | CARRIED |
| 5.3
July 9, 2020 RBAC
Minutes | MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee Meeting Minutes of July 9, 2020
be adopted. | CARRIED |

6. BUSINESS ARISING FROM THE MINUTES: None.

7. DELEGATIONS: None.

8. CORRESPONDENCE:

- 8.1
June 11/20 – Fort St. John Seniors’ Association Branch #58 – Thank You Letter
MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the June 11, 2020 thank you letter from Fort St. John Seniors’ Association Branch #58 for information.
CARRIED
- 8.2
July 16/20 – Tristin Gerry – Thank You Letter
MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the July 16, 2020 thank you letter from Tristin Gerry for information.
CARRIED
- 8.3
June 29/20 – Mandy Wilms – Thank You Letter
MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the June 29, 2020 thank you email from Mandy Wilms for information.
CARRIED
- 8.4
June 24/20 – Adam Rogers – Thank You Letter
MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the June 24, 2020 thank you letter from Adam Rogers for information.
CARRIED
- 8.5
July 15/20 – Austin Lewis – Thank You Letter
MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the July 15, 2020 thank you letter from Austin Lewis for information.
CARRIED
- 8.6
June 26/20 – Sydnee Stewart – Thank You Letter
MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the June 26, 2020 thank you letter from Sydnee Stewart for information.
CARRIED
- 8.7
July 28/2020 – Resource Breakfast Series – Program Update
Director Hiebert will attend the Resource Breakfast - Energy Sector Morning.
Director Sperling and Director Goodings will join the entire resource breakfast series.
Director Rose will not be joining the virtual programs.
- 8.8
June 24/20 – Chris and Rachel Fry – Natural Gas Extension Grant Application
MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a Natural Gas Extension Grant to Chris and Rachel Fry in the amount of \$5000, payable from Electoral Area C Fair Share.
CARRIED
- 8.9
July 2/20 – David and Dailyn Huggins –
MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a Natural Gas Extension Grant to David and Dailyn Huggins in the amount of \$5000, payable from Electoral

Natural Gas Extension Area C Fair Share.
Grant Application

CARRIED

9. REPORTS:

Vary the Agenda The Chair varied the agenda to deal with item 9.8 at this time.

9.8 MOVED by Director Sperling, SECONDED by Director Rose,
Aug. 17/20 RBAC That the Rural Budgets Administration Committee receive the report titled "RBAC
Utilization of Funds – Rural Allocations Utilization of Funds - Rural Allocations – FN-RBAC-021", which outlines possible uses
Rural Allocations for BC Rail, Community Works Gas Tax funds, Peace River Agreement funds, Fair
Share funds, Rural Loan Funds and Fringe Area Funds, for discussion.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee include in the RBAC policy review
a requirement that the Committee reviews all RBAC funding policies during the first
year of every new term.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize staff to inquire with the
province if the PRRD can use Peace River Agreement funding in collaboration with
member municipalities on infrastructure for shared services, or on member
municipalities capital infrastructure when it benefits the entire region.

CARRIED

9.1 MOVED by Director Sperling, SECONDED by Director Rose,
July 23/20 – Grant That the Rural Budgets Administration Committee defer the report titled "Grant
Request – City of Fort Request – City of Fort St. John, Centennial Park Festival Plaza" to the September 17,
St. John, Centennial 2020 RBAC meeting.
Park Festival Plaza

CARRIED

9.2 MOVED by Director Rose, SECONDED by Director Hiebert,
Aug. 7/20 – Grant That the Rural Budgets Administration Committee authorize a grant in the amount of
Request – \$1,000 payable from Electoral Area E, Cemeteries Grant-in-Aid, to be issued to
Groundbirch Cemetery Groundbirch Cemetery Committee to assist with the care and maintenance of the
Committee lawn at the Groundbirch Cemetery.

CARRIED

9.3 MOVED by Director Sperling, SECONDED by Director Hiebert,
Aug. 7/20 – Grant That the Rural Budgets Administration Committee authorize a grant in the amount of
Request – Peace \$5,000, payable from BC Rail/Peace River Agreements in the amount of \$1,667 from
Region Forage Seed Electoral Area B, \$1,666 from Electoral Area C and \$1,667 from Electoral Area D, to
Association, Pest be issued to Peace Region Forage Seed Association to support their Pest Monitoring
Monitoring Project project.

CARRIED

9.4 MOVED by Director Hiebert, SECONDED by Director Sperling,

- Aug. 10/20 – Kelly Lake Community Centre Renovation Project Funding
- That the Rural Budgets Administration Committee receive the report titled “Kelly Lake Community Centre Renovation Project Funding – CS-RBAC-003,” which outlines grant and funding options for a facility renovation, for discussion.
- CARRIED**
- MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee defer the report titled “Kelly Lake Community Centre Renovation Project Funding – CS-RBAC-003,” to the September 17, 2020 meeting.
- CARRIED**
- Vary the Agenda
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee defer item 9.5 until the end of the meeting.
- CARRIED**
- 9.6
Aug. 11/20 – UBCM 2020 Convention Attendance
- Director Sperling and Goodings will attend from the Fort St. John PRRD office.
Director Hiebert will attend from the Dawson Creek PRRD office.
Director Rose will not attend.
- 9.7
Aug. 6/20 – Whiskey Jack Nordic Ski Club Day Lodge Project Update
- MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the report titled “Whiskey Jack Nordic Ski Club - Day Lodge Project Update – FN-RBAC-017,” which provides a progress update on the Beaton Park Day Lodge project, for discussion.
- CARRIED**
- 9.5
Aug. 11/20 – Notice of Closed RBAC Session – August 20, 2020
- MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recess to a Closed Meeting for the purpose of discussing the following items:
Agenda Item 3.1 and 3.2 – Closed Meeting Minutes (CC Section 97(1)(b))
Agenda Item 5.1 – Negotiations (CC Section 90 (1)(k))
- CARRIED**
- 9.9
Aug. 12/20 – June 2020 Financial Report
- MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the “June 2020 Financial Report FN-RBAC-020” for discussion.
- CARRIED**
- 10. DISCUSSION ITEMS:** None.
- 11. NEW BUSINESS:**
- Director Sperling – Bulterys Community House
- Chair Sperling met with the Bulterys Community House Board in July 2020. The Chair requested that they share their audited books with the Board and attend a Regional Board meeting as a delegation.
- 11.1
Director Goodings – Wonowon Horse Club
- MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a \$2500 fund be set up for the Wonowon Horse Club in the amount of \$2500, payable from BC Rail Funds, to fund a legal opinion on ownership of their community hall.
- CARRIED**
- 12. DIARY:**

12.1 Diary Items MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee remove the Charlie Lake sewer
system item from the diary.

CARRIED

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee remove the Buick School Closure
item from the diary.

CARRIED

9.5 MOVED by Director Sperling, SECONDED by Director Rose,
Aug. 11/20 – Notice of That the Rural Budgets Administration Committee recess to a Closed Meeting for the
Closed RBAC Session – purpose of discussing the following items:
August 20, 2020 Agenda Item 3.1 and 3.2 – Closed Meeting Minutes (CC Section 97(1)(b))
 Agenda Item 5.1 – Negotiations (CC Section 90 (1)(k))

CARRIED

13.ADJOURNMENT: The Chair adjourned the meeting at 12:59 pm.

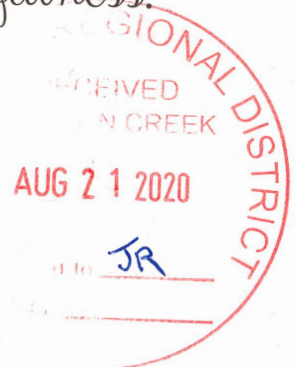
Director Goodings, Meeting Chair

Kori Elden, Recording Secretary

Thank you for selecting me
for your bursary. I truly
appreciate your support!

Nicole Eddy

*You just brightened the day
with your thoughtfulness.*



To: Jill Rickert

I was awarded a Peace River Regional District Healthcare Scholarship and a Peace River Regional District Electoral Area "C" Scholarship. I was very honoured to be chosen to receive these awards, and I would like to thank you for these Scholarships. I appreciate it very much. I will be attending the College of New Caledonia, I will be taking the Access Pre Medical Radiography Technology program.



It was such
a thoughtful gesture.

Once again thank you so much

Sincerely,

Emily Fude





REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-014

From: Teri Vetter, Chief Financial Officer

Date: July 23, 2020

Subject: Grant Request – City of Fort St. John, Centennial Park Festival Plaza

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$140,000, payable from Electoral Area C Peace River Agreements, Spending Item #4 – Assistance to Other Organizations, to be issued to the City of Fort St. John to assist with the construction of the Centennial Park Festival Plaza.

BACKGROUND/RATIONALE:

The City of Fort St. John is requesting a grant to assist with the building of the Centennial Park Festival Plaza. The concept of the plaza was formed through a number of community engagement sessions and became part of the city's Downtown Action Plan to create an operational year round space for local business, not-for-profit organizations and clubs to host events. The plaza will be located at the northwest corner of Centennial Park at the intersection of 96th Avenue and 100th Street and will be designed to reflect the uniqueness of the area with influences from local ecology, landforms and culture.

For full details of the project and a breakdown of funding sources, please refer to the attached grant application.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the \$140,000 grant request from the City of Fort St. John and provide no grant funding to assist with the construction of the Centennial Park Festival Plaza.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The grant request for the Festival Plaza is \$140,000. The total cost of the project is \$3,272,330.36. As of June 30, 2020 the balance available for Electoral Area C, Peace River Agreements was \$2,906,097.07.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None

Attachments:

1. Attach – FSJ Festival Plaza Application



Society #:

Name: City of Fort St. John

Civic Address: 10631 100 Street

Mailing Address: 10631 100 Street

City: Fort St. John

Postal Code: V1J 3Z5

Contact Person: Jennifer Decker

Alternate Person: Stephanie Peters

Tel: 250 794 3328

Tel: 250 794 3329

Email: jdecker@fortstjohn.ca

Email: speters@fortstjohn.ca

SOCIETY EXECUTIVES

President:

Vice President:

Treasurer:

PROJECT COSTS

Total Cost of Project: \$3,272,330.36

Amount Requested per \$140,000

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 City of Fort St. John is constructing a festival plaza on the North West corner of Centennial Park. This project will include a covered structure with adjustable walls to provide a sheltered space for events during all seasons. The space will also include an oval performance area, tiered seating, fire oblesiks, food trucks stalls, and washrooms.

This space will offer local businesses, not for profit organizations and clubs a venue for entrepreneurial opportunities.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

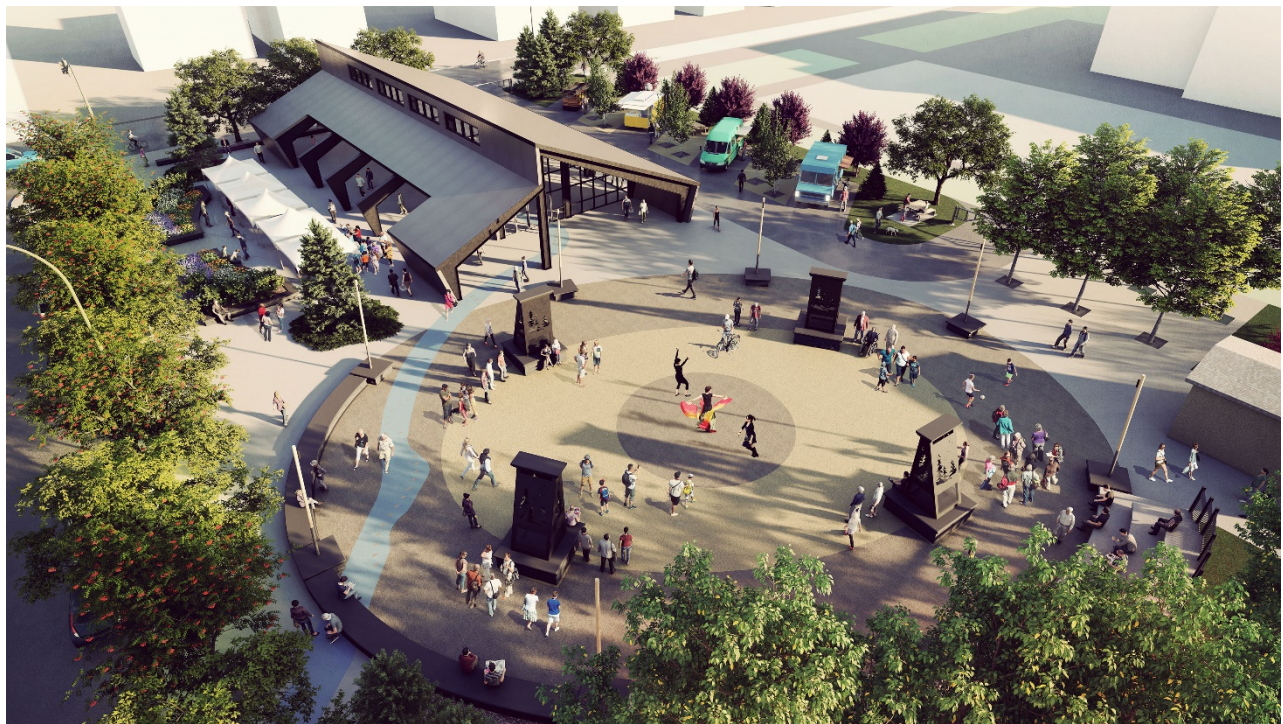
Date: July 15, 2020

For Office Use OnlyFair Share: B ☐ C ☐ D ☐ E ☐Gas Tax: ☐PRA: B ☐ C ☐ D ☐ E ☐Other: ☐BCR/PRA: B ☐ C ☐ D ☐ E ☐

Centennial Park Festival Plaza

Background

In 2018, as part of the Downtown Action Plan, the City of Fort St. John initiated the process to design and create a “Festival Plaza”, envisioned to be a year-round accessible public open space for hosting a wide variety of programmed events, arts, private functions, entertainment and celebration. The site is located on the northwest corner of Centennial Park, at the intersection of 96 Avenue and 100 Street.



Through a series of community engagement sessions, the vision for Festival Plaza was conceived. Over the past two years, the design of Festival Plaza has been refined to meet the needs of many different user groups and to align with available capital and grant funding sources. In Spring 2020, a public tender was released and in June 2020 a general contractor entered into a formal contract with the City of Fort St. John to complete construction of Festival Plaza by the end of 2020.

This project is funded in part by the Government of Canada and the Province of British Columbia through the Investing in Canada Infrastructure Program.

Design Elements

The design of the plaza has strong influences from local ecology, landforms, culture and events. The following describes the primary design features planned for Festival Plaza:

1. Eight leaning wood poles around the main performance oval mimicking the placement of natural wood poles as the skeleton structure of a teepee. Four of the poles will include upward facing lights that intersect approximately 75m off the ground, providing a lit impression of teepee poles converging high in the sky that can be seen from afar;
2. An open-air building with a capacity of 300 people that can accommodate a variety of functions such as markets, performances, social events and exercise classes. The building is very transparent with primarily clear glazing around all four walls, with roll-up doors on two facades allowing for free movement of people in and out of the building;
3. Artistic paving patterns throughout the site with a variety of coloured concrete surfaces. One feature includes a blue coloured “river” passing through the entire site that, in plan-view, mimics the exact alignment of the Peace River as it passes through the Fort St. John region;
4. Bronze paw prints impressed directly into the concrete surfaces, with life-like representations of black bear, moose and wolf prints randomly placed along the concrete river feature. Prints will be placed in precise configurations to exactly replicate true gaits and spacing of each animal; and
5. Fire obelisks that include a large gas-fueled fire cauldron within an enclosed steel structure. Bases are constructed of pre-cast concrete and masonry material. Each of the four structures will include black painted steel above the bases, featuring imagery that is inspired by one of four themes.



Festival Plaza Development

Project Budget

Tender awarded in the amount of \$3,272,330.36

Funding Sources:

Investing in Canada Infrastructure Program Grant \$1,925,462.00

City of Fort St. John \$1,156,868.36

Area C Funding (under application) \$140,000.00

Northern Development Initiative Trust Grant \$50,000.00

Total Funding \$3,372,330.36

This information is current and dated July 15, 2020.



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-003

From: Trish Morgan, General Manager of Community Services

Date: August 10, 2020

Subject: Kelly Lake Community Centre Renovation Project Funding

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled “Kelly Lake Community Centre Renovation Project Funding – CS-RBAC-003,” which outlines grant and funding options for a facility renovation, for discussion.

BACKGROUND/RATIONALE:

A second intake for the Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities (RNC) was announced in June 2020. The RNC fund is focused on improving the quality of life in rural communities by responding to the specific needs of these communities, including projects that enhance environmental quality, or that benefit community, cultural and recreation outcomes. The application intake deadline is October 22, 2020.

Funding for this program is expected to be competitive, and it is anticipated that there will be more projects that qualify for funding than there are program funds available. Projects that are most likely to receive funds provide value for money and are proportionate to the size of the community that will benefit. The applications that were most successful for funding in the 2018 intake requested a grant of approximately \$2.07 million.

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. In anticipation of applying to federal and provincial grant programs, a facility condition assessment and design project were completed in 2019.

Two options for renovation of the facility have been provided by Thinkspace Architecture. The first design (Option A) makes use of the existing footprint of the facility, which is noted as being too small for the anticipated needs of the community. The cost of Option A was estimated (Class D) at \$2.5 million. The second option (Option B) sees an expansion of the centre, specifically the gym and kitchen spaces. The estimated cost (Class D) of Option B is \$3.289 million. Staff engaged the Kelly Lake community on the preferred design option, with results coming back that overwhelmingly support the expansion.

To fund the renovations, the Regional District can apply to the ICIP RNC program in partnership with the Kelly Lake Community Centre Society and if successful may receive between 75-100% to the total project costs. Staff have reached out to the program administrators to determine whether the PRRD as

the applicant and owner, would be eligible for 100% funding given that the Centre supports an indigenous off-reserve community. If not, the PRRD may only be eligible for up to 75% of funding.

In either case, given that the average project funding in 2018 through ICIP RNC was \$2 million, it is recommended that additional funding be provided to ‘top up’ the project budget, which could come from capital reserves for the facility (\$27,721), from the requisition area, or from other sources of funding (NDIT), or internal rural reserves such as Gas Tax.

The Gas Tax Community Works Fund can be used towards eligible costs for recreation and cultural infrastructure, and may be an appropriate source of funding to ‘top up’ the commitment to the project.

Another potential source of funding that could be used for the Kelly Lake Community Centre renovation project is from the Northern Development Initiative Trust (NDIT) under the Economic Diversification Infrastructure. This grant funding can be used to support major infrastructure projects to strengthen the local economy. Eligible projects include the development or improvement of major recreation facilities with a project budget of \$2,000,000 or over that include revenue generating assets or activities. This fund may provide up to \$250,000 to a maximum of 70% of the eligible project budget.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administrative Committee approve a grant of \$1,200,000 from Gas Tax towards the Kelly Lake Community Centre renovation project.
2. That the Rural Budgets Administration Committee recommend that the Regional Board authorize an application be submitted to the Northern Development Initiative Trust- Economic Diversification Infrastructure program for the Kelly Lake Community Centre renovation project.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Partnerships
- ☒ Collaboration with Local and First Nations governments

FINANCIAL CONSIDERATION(S):

The Kelly Lake Community Centre Design Study, completed in 2019 (attached) provided a class ‘D’ estimate for the renovation of the facility (including soft costs and professional fees). The provided estimate did not include any contingency funds or allocations for the location factor. The Hazardous Materials Assessment will be completed in August 2020. There may be significant cost increases to the project if hazardous materials are found, which is likely given the age of the facility and the construction materials used at that time. The Facility Condition Assessment provided recommendations for future repair, and it is estimated that up to 85% of those repairs would be completed as part of the renovation of the facility.

DRAFT Budget

Construction	\$3,289,000	* includes some professional fees and reserves, Class D est.
Less PRRD Gas Tax	-\$1,200,000	
Total ICIP RNC Grant	\$2,089,000	

Note that the PRRD may also apply to NDIT for up to \$250,000 from the Economic Diversification Infrastructure fund which may also be able to offset costs. Additional costs may be associated with the abatement of hazardous materials. If successful in the NDIT grant, the funds could be used to address this potential issue if found or may reduce the amount of Gas Tax required for the project.

Since 2014, Area D has accessed approximately \$140,000 in Gas Tax for various community projects. There is currently \$5.87 million of uncommitted Gas Tax funds available for allocation.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

At the June 25, 2020 Committee of the Whole meeting staff brought forward a report to the Board on the considerations related to transferring community recreation facilities to the societies that operate them. The report was referred to the Electoral Area Directors Committee for further discussion.

MOVED, SECONDED, CARRIED

That the Regional Board refer the June 15, 2020 report titled 'Transferring Community Recreation Facilities' to the Electoral Area Directors Committee for further investigation into the initiative; further, that the Committee provide the Regional Board with progressive update reports on the initiative.

In discussing the project with the Director, the short-term goal is to first renovate the facility and then examine whether it could be transferred to the society that operates it. Note that the Regional District obtained this property in 2010 because the Province was unwilling to transfer it to any community organization in Kelly Lake at the time.

Attachments:

1. Attach - Kelly Lake Design Report – February 2, 2020
2. Attach - Transferring Community Recreation Facilities CS-COW-001 Report
3. Attach - Full Community Recreation Facilities Profiles
4. Attach - PRRD Owned Community Halls Presentation



FCAPX was commissioned by the Peace River Regional District to provide building condition assessments for three community centres in their region. One of these centres was the Kelly Lake Community Centre located in Kelly Lake just west of the Alberta British Columbia border. The community centre itself is built on the northern edge of the lake. The views from this location to the lake are excellent and provides a unique and high quality context for the building itself.

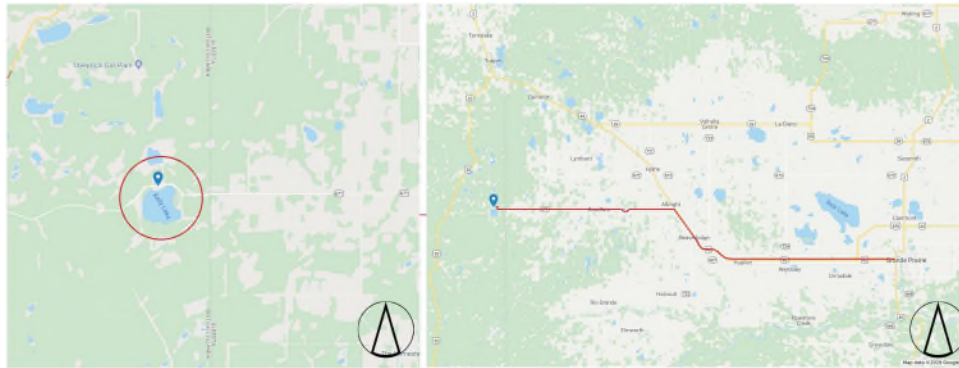
Thinkspace was brought to the project by FCAPX to address the needs requirements of the Kelly Lake Community Centre specifically providing both a program and ideas of how that program might be realized in the location.

Two trips were made to the facility. The first was on July 12, 2019. This workshop was a visioning and programming session to learn about the community and determine the space needs of the group.

The second trip was made on October 11, 2019 to present the outcome of architectural studies done to identify a possible solution to the program developed as a result of the workshop held



PEACE RIVER
REGIONAL DISTRICT

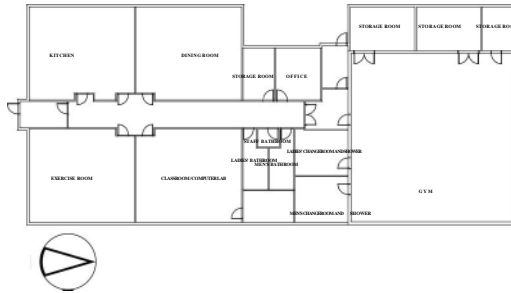


on July 12, 2019.

The Building

Kelly lake Community Centre consists of two connected structures: the gymnasium, and the lower office and classroom area. The gym is constructed of load bearing concrete block with open web steel joists spanning the space. Metal deck spans the joists.

The lower portion of the building was originally part of a school and is a steel frame with open web steel joists spanning from the outside beam to a column and beam located on either side of the central corridor.



Page 3

The exterior finishes are the concrete block painted and a profiled metal cladding well above the exit doors for the gym, and brick with the same profiled metal cladding at upper part of the lower building.

Public Consultation

Before we describe the public consultations a short description of what we do might be useful. The intent of this first all day consultation was to establish two components that are required to assess the kind and extent of changes that might be suggested. These are:

- **The "Vision":** This establishes what the consensus view of the future might look like. The tools we use to get to this are quite straight forward. We facilitate a discussion where everyone is free to speak about about how they see a future version of the Community Centre operating and what programs and services it will offer. Once that discussion is complete, we ask participants to vote on the top 3 goals that were identified. This is done one cards and with small green sticky dots.
- **Programming:** This is the term used by planners for the process of gathering information of the specific functions that must be included and how much floor area each of this will require. The tool we use here is a spreadsheet where record the different types of rooms and capture the specific areas. The areas we use are based on benchmarking to similar spaces



PEACE RIVER
REGIONAL DISTRICT

Page 4

in other locations

Consultations

The consultations were done with face-to-face workshops and questionnaires distributed to the community. The first round consisted of Workshop scheduled for July 12, 2019 with preliminary material sent to the Regional District and the community well ahead of the actual workshop date. The meeting occurred in the area designated as the "Dining Room" in the

community centre.

The group was extremely responsive and engaged as we discussed the community's vision for how the community centre should function. The clear indication emerging from the workshop is that the community centre is a vital location and the centre of community life and enjoys use from across all areas of the community.

The second part of the workshop covered the functional needs of the facility and how they were related to one another.



Existing Gymnasium

Page 5



Existing Kitchen



Weight Room and General Purpose



Classroom
and Child
Care



PEACE RIVER
REGIONAL DISTRICT

Page 6

Results of the Workshop

The discussion revealed the basic vision of the facility as follows:

- Space that is clean and comfortable
- Available to all ages
- Designed with a sense of community
- Make the internal flow logical
- That it be warm in the winter
- That the facility have adequate power for as-sembly events
- That the centre be perceived as the centre of the community and be a landmark.
- Have adequate support for a business centre
- That there be a larger gymnasium

As can be seen in the photo to the right by the clustering of the green dots that mark the individual votes on the most important elements of the goals for the facility, the two most important elements were:

1. A gymnasium that was a more workable size - at least that of a typical elementary school
2. That there be the proper infrastructure for the facility in terms of electrical capacity, proper me-chemical ventilation and heating, and gas service instead of the existing propane.



Page 7

Programming

The information gathered at the meeting of July 12, 2019 also provided what was required to prepare a program of the space needs. Once the functional uses were established, Thinkspace benchmarked the uses to similar facilities and placed calculated the net areas required for each one of the functions. This was also compared to the spaces now available. This information is captured in the area to the left on the spreadsheet.

The area of the spreadsheet that captures the room functions and sizes required is on the left of the spreadsheet - tinted light yellow here. The portion of the spreadsheet to the right captures the actual existing area of those functions - here tinted light red. The summary of the areas needed and existing is shown at the top of the following page.

The existing net program area available in the building is **594.10 SM** with a required net area of **749.0 SM**. That is a shortfall of **154.9 SM**. The approximate gross building area required to meet the program is **1,198.4 SM**. The gross area of the existing building is **816.49**. This suggests an addition of some **381.91 SM** is required.



PEACE RIVER
REGIONAL DISTRICT

PEACE RIVER REGIONAL DISTRICT									
Ref No.	ROOM NAME	Req. of Staff	Allow (sqm)	Area (sqm)	Room Type	AS FOUND LOCATION	Area (sqm)	Ratio	AS FOUND
2.1.0 INDIVIDUAL AND SHARED OFFICE SPACE									
2.1.1 OFFICE									
S.1.1	Office	1	10.0	10.0	Shared office		10.0	1.0	AS FOUND
S.1.2	Event Space	1	10.0	10.0			10.0	1.0	AS FOUND
2.1.2 OTHER									
S.1.3									AS FOUND
S.1.4									AS FOUND
2.2.0 PROGRAM SPACE									
2.2.1 Classroom									
S.2.1	General Purpose 1	11	2.2	24.2	Classroom		24.2	1.0	AS FOUND
S.2.2	General Purpose 2	11	2.2	24.2	Classroom		24.2	1.0	AS FOUND
S.2.3	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.2.4									AS FOUND
2.3.0 Gym									
S.3.1	Elementary School Gym	11	2.2	24.2			24.2	1.0	AS FOUND
S.3.2	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.3.3									AS FOUND
S.3.4									AS FOUND
2.4.0 Classroom									
S.4.1	Classroom Space for Adults in Program	11	2.2	24.2			24.2	1.0	AS FOUND
S.4.2									AS FOUND
2.5.0 SUPPORT SPECIALTY SPACE									
2.5.1 Commercial Kitchen									
S.5.1	Kitchen with Loading Door	11	2.2	24.2	Kitchen/Kitchen		24.2	1.0	AS FOUND
S.5.2	Garaging	11	2.2	24.2			24.2	1.0	AS FOUND
S.5.3									AS FOUND
2.6.0 Gym									
S.6.1	Event Hall	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.2	Event	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.3	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.4	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.5	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.6	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.7	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.8	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.9	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.10	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.11	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.12	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.13	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.14	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.15	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.16	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.17	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.18	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.19	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.20	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.21	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.22	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.23	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.24	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.25	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.26	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.27	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.28	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.29	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.30	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.31	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.32	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.33	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.34	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.35	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.36	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.37	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.38	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.39	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.40	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.41	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.42	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.43	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.44	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.45	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.46	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.47	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.48	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.49	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.50	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.51	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.52	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.53	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.54	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.55	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.56	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.57	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
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S.6.59	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.60	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.61	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.62	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.63	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.64	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.65	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.66	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.67	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.68	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.69	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.70	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.71	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.72	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.73	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.74	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.75	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.76	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.77	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
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S.6.81	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.82	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.83	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
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S.6.85	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.86	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.87	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.88	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.89	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.90	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.91	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.92	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.93	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.94	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.95	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.96	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.97	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.98	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.99	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND
S.6.100	Event Space	11	2.2	24.2			24.2	1.0	AS FOUND

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A-1.0 INDIVIDUAL AND SHARED OFFICE SPACE	13.0	18.6
A-2.0 PROGRAM SPACE	531.0	500.4
A-3.0 SUPPORT SPECIALTY SPACE	279.0	75.2

TOTAL SPACE NEEDED	825.0	594.10	Existing Net Program Area
TOTAL NET SPACE REQUIRED (Less Exterior Needs)	749.0	Total Building Net Area	765.77
APPROXIMATE TOTAL GROSS AREA NEEDED:	1198.4	Existing Gross Area	816.49

Adjacencies

The spreadsheet has an area that captures the adjacencies for the room functions. By adjacency we mean the space that needs to be the closest physically to the one being viewed. For example, if you are looking at room "A" and you indicated that room "B" needs to be the closest, then you would plan the floor to ensure that A was as close to B as possible. The adjacencies for the Program Space portion of the spreadsheet is shown to the right. The adjacency column is tinted light red.

A description of the adjacencies required of the project allows us to begin planning a possible solution. The adjacencies are expressed in a chord diagram that captures the adjacencies identified in the spreadsheet above.

In order to better understand the relationships that emerge from the spreadsheet, we take the information and create what is called a "chord" diagram. The diagram puts all of the functions for which an adjacency has been given on the outermost edge of a circle. It sizes the segments of the circle based on how many times the adjacency has been given to a par-

A-2.0 PROGRAM SPACE				
2.1 Classrooms				
	PER	ALLOW		
2.1.1 General Purpose 1	15	2.2	33.0	GATHERING
2.1.2 General Purpose 2	15	2.2	33.0	GATHERING
2.1.3 Dining Room	30	2.5	75.0	GATHERING
2.1.4			0.0	
			141.0	
2.2 Gym				
	PER	ALLOW		
2.2.1 Elementary Sized Gym	1	250.0	250.0	GATHERING
2.2.2 Weight Room	4	8.0	32.0	GYM
2.2.3 Storage	3	60.0	60.0	FRONT OFFICE
2.2.4			0.0	
			342.0	
2.3 Childcare				
	PER	ALLOW		
2.3.1 Childcare Space for Adults in Program	5	10.0	50.0	GATHERING
2.3.2			0.0	
			50.0	
			594.0	

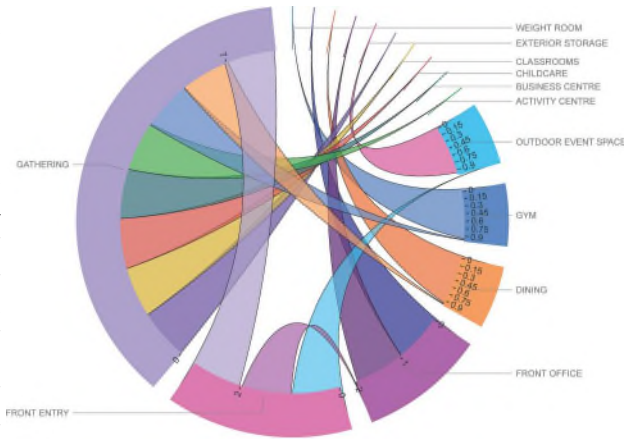
ticular function. The result is a series of coloured connections between the adjacent functions that expresses the frequency and the function to which that adjacency is required.

In the diagram generated for our spreadsheet, the space marked "Gathering" has the most frequent indication of a required adjacency and therefore is the largest. That is followed by the "Front Entry", then "Front Office" and so forth.

Connections

The outer circle then connects functions together. In the diagram, the "Gathering" function has eight connections to other functions with the heaviest of these connections to the "Front Entry" function. You can trace through the adjacencies by following the connections between functions. The relative sizes of the functions and the connections are again based on the number of times the adjacency is indicated.

The chord diagram clearly shows the importance of the gathering space identified in the program. All public functions are marshaled around this key location. Any solution to the program would require a central



area for this gathering function that in turn leads to all of the other principal functions within the facility that is shown in the connections in the chord diagram. This immediately identifies a key problem with the existing building: it does not have a gathering area and the functions are strung out along a corridor.

Developing a Solution

The Thinkspace architectural team worked with the programming document and the chord diagram to develop an approach to the building that could meet the program and yet work with the existing building in a positive and optimal way.

The original scope of this study was to include three alternative approaches. The Peace River Regional District later advised us that two approaches would suffice provided that one alternative considered what could be achieved within the existing envelope and the second looking at the implications of the full program allowing expansion beyond the existing envelope.

Objectives of the Alternative Schemes

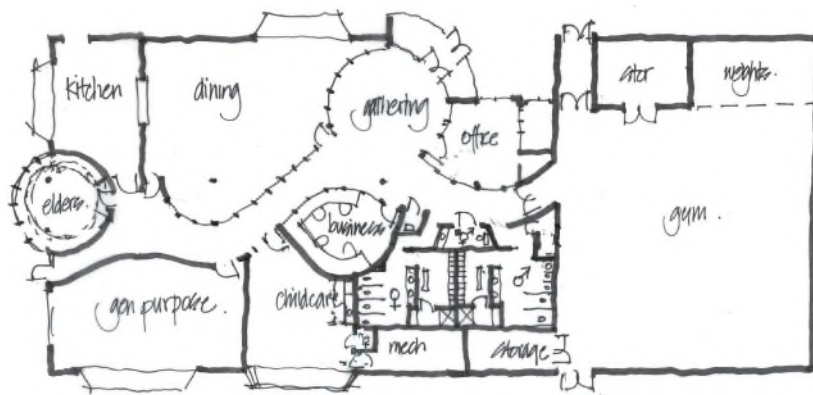
The two alternatives that are presented here have several commonalities based on the siting of the existing building. These include:

- The need for clear visibility from the administrative offices to both the entry and the internal circulation
- Ability of users to see and understand what is occurring within the building. This is intended to make the experience of the Community Centre more inclusive and functioning clear



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- Areas should take advantage of the stunning view to the lake and make that view part of the internal experience of the building
- The building classification under the BC Building Code is A2 - Assembly. This applies to the entire building and all occupancy calculations must adhere to that classification



Kelly Lake Community Centre
Trial Plan

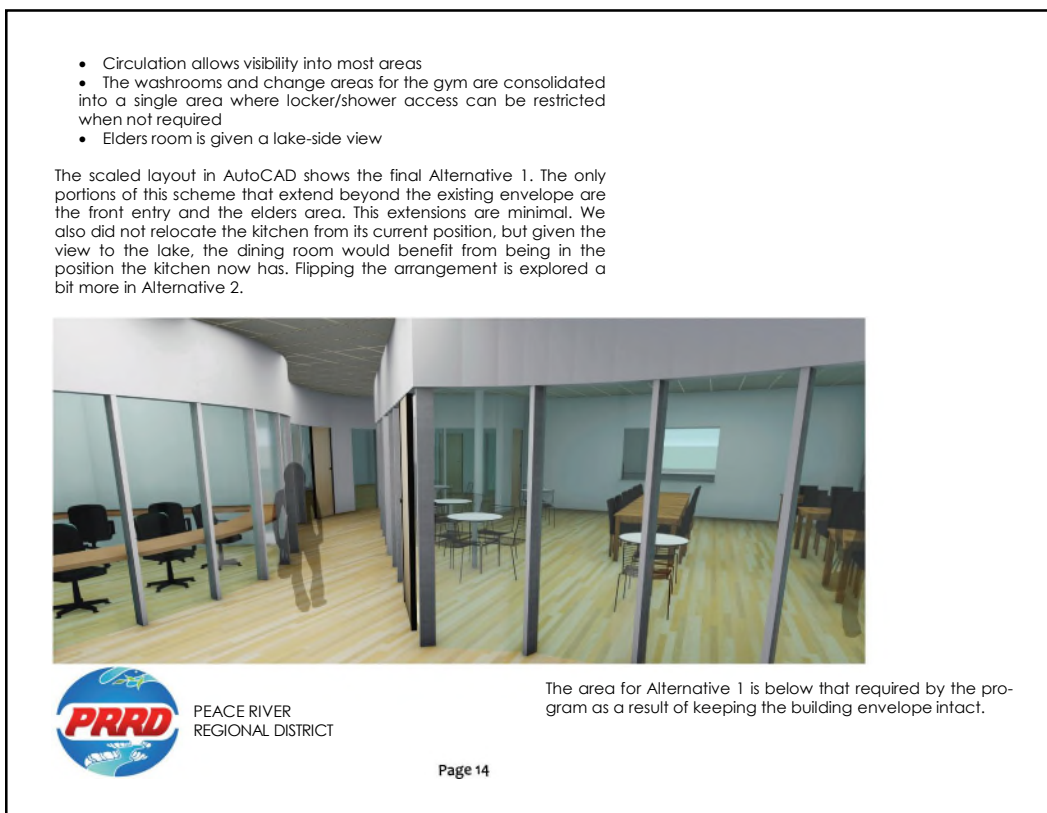
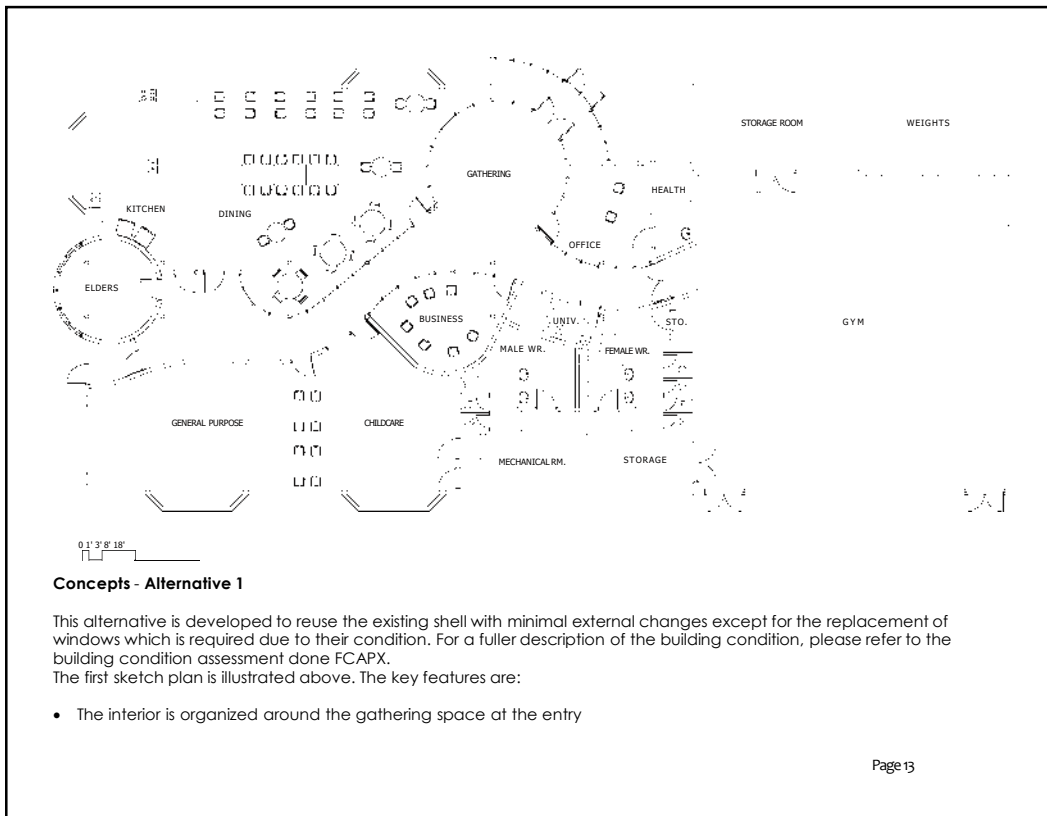
August 20, 2019

thinkspace



PEACE RIVER
REGIONAL DISTRICT

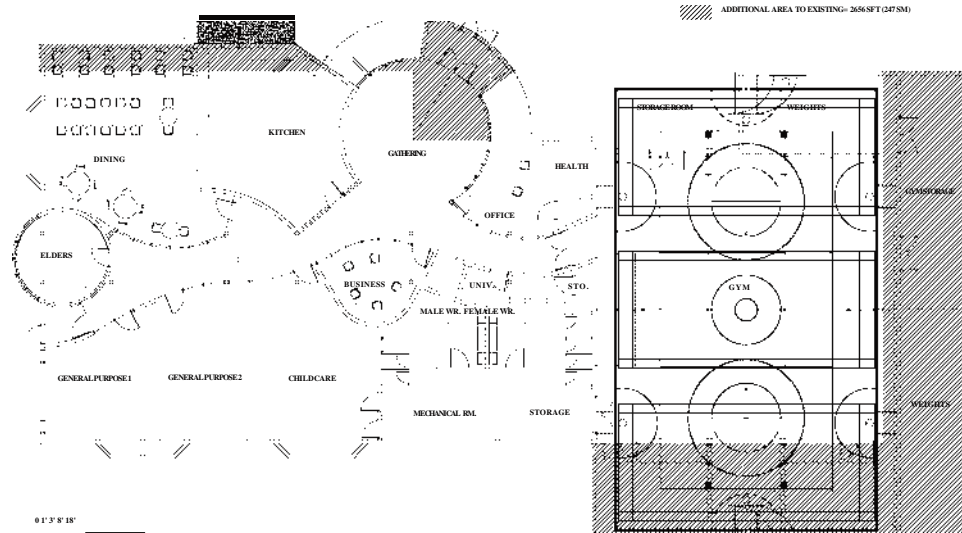
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Concepts - Alternative 2

Alternative 2 pursues the entire scope as described in the program document. This necessitates a major expansion mostly centred on the gymnasium where the size of both the gym itself and its storage are much greater than what is currently there.

There is also an expansion to the kitchen dining area to meet the area requirements. All other uses are essentially the same. The two variants studies here are the flipping of the kitchen/dining room arrangement and having two multi-purpose rooms



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and child care on the east side. The approach to the interior space remains unchanged.

We should note that the structure of the lower portion of the building in both Alternative 1 and 2 are untouched. **Follow-Up**

The two alternatives were reviewed with stakeholders at a workshop held at the Kelly Lake Community Centre on October 11,



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2019. In addition, a questionnaire was sent out with illustrations of the alternatives prior to the event. A short presentation was made taking the participants through the process beginning with the previous workshop and stepping through the process of programming and developing the alternatives. Knowing that most people have difficulty understanding plans, we created a number of three dimensional imagery including renderings of the interior to provide the group with as cogent an idea of what the changes might look like as we could.

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The three dimensional images solicited the most comment. After some further questions and discussion, the was very clearly to us that the group favoured Alternative 2 as the one the community would like to have constructed.



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KELLY LAKE COMMUNITY CENTRE - ELEMENTAL COST SUMMARY					OPTION 1			
Element	Ratio to GFA	Elemental Cost	Quantity	Unit Rate	Sub Total	Total Cost	Sub-Total	%
SUBSTRUCTURE						\$4,412.41		
Normal Foundations	0.02%							
Earthwork for Building	0.00%		21.11	162.12	\$3,422.35		\$4.01	
Ground Conditions	0.00%		28.13	\$465.90	\$990.06		\$0.38	
STRUCTURE						\$15,087.53		
Clad on Grade	0.02%						\$0.00	
Reinforced Floor Construction	0.02%		21.11	\$68.01	\$1,435.69		\$1.68	
Roof Construction	0.02%		21.11	\$90.79	\$1,909.69		\$7.45	
Exterior Walls	0.00%		21.13	\$465.90	\$990.06		\$0.38	
EXTERIOR CLADDING						\$633,269.93		
Roof Finish	0.02%		290.69				\$0.00	
Roof Below Ground Floor	0.04%		21.11	\$211.91	\$4,495.62		\$2.04	
Walls Above Ground Floor	0.04%		33	\$125.00	\$4,125.00		\$0.00	
Windows	0.14%		119	\$7,400.49	\$880,658.31		\$0.38	
Exterior Doors and Screens	0.02%		4	\$17,980.00	\$71,920.00		\$0.37	
Window Shutters	0.02%		0	\$0.00	\$0.00		\$0.00	
Sunshades	0.02%		0	\$0.00	\$0.00		\$0.00	
Security and Projections	0.04%		0	\$0.00	\$0.00		\$0.00	
INTERIOR PARTITIONS						\$188,933.11		
Permanent Partitions	0.45%		0	\$0.00	\$0.00		\$0.00	
Exterior Windows	0.14%		385.6	\$173.79	\$67,013.42		\$0.56	
Operable Walls - Solid Assembly	0.14%		112	\$750.00	\$84,000.00		\$0.54	
Operable Glassed Walls	0.14%		0	\$0.00	\$0.00		\$0.00	
Open Divider Curtains	0.14%		0	\$0.00	\$0.00		\$0.00	
Interior Doors	0.14%		17	\$1,410.74	\$23,982.58		\$0.10	
Staircase	0.14%		17	\$1,410.74	\$23,982.58		\$0.10	
VERTICAL MOVEMENT						\$113,937.11		
Stairs	0.14%		0	\$0.00	\$0.00		\$0.00	
Elevators	0.14%		0	\$0.00	\$0.00		\$0.00	
Escalators and Stairs	0.14%		0	\$0.00	\$0.00		\$0.00	
INTERIOR FINISHES						\$97,239.46		
Floor Finishes	0.14%		522	\$0.32	\$167,024.00		\$0.18	
Ceiling Finishes	0.14%		522	\$99.57	\$51,935.54		\$48.72	
Wall Finishes	0.14%		522	\$1.79	\$16,594.34		\$19.47	
FITTINGS AND EQUIPMENT						\$114.07		
Network	0.14%		250	\$1.43	\$357.50		\$0.38	
Whiteboards/Tackboards	0.14%		522	\$7.43	\$3,878.46		\$0.35	
Recreational/Exercise Equipment	0.14%		522	\$0.32	\$167,024.00		\$0.32	
Miscellaneous Mats	0.14%		522	\$9.66	\$5,042.52		\$0.22	
WC Access and Partitions	0.14%		522	\$1.77	\$9,143.94		\$0.00	
WC Lab	0.14%		0	\$0.00	\$0.00		\$0.00	
Change Gents	0.14%		0	\$0.00	\$0.00		\$0.00	
Walk Off Mats	0.14%		0	\$0.00	\$0.00		\$0.00	
Signage	0.14%		0	\$0.00	\$0.00		\$0.00	
Security	0.14%		0	\$0.00	\$0.00		\$0.00	
Roof Carpentry, Caulking, Fire Proofing	0.14%		0	\$0.00	\$0.00		\$0.00	
Roof Equipment (Commercial)	0.14%		0	\$0.00	\$0.00		\$0.00	
Cyrt. Equipment	0.14%		0	\$0.00	\$0.00		\$0.00	
Paints and Finishing	0.14%		0	\$0.00	\$0.00		\$0.00	
ELECTRICAL						\$131,538.78		
Services and Distribution	0.14%		522	\$0.62	\$323,364.00		\$0.76	
Lighting	0.14%		522	\$98.00	\$51,156.00		\$0.00	
Power	0.14%		522	\$8.00	\$4,176.00		\$0.27	
Fire Alarm	0.14%		522	\$13.00	\$6,786.00		\$0.26	
TV/Data	0.14%		522	\$20.99	\$10,956.78		\$0.25	
Security	0.14%		522	\$12.00	\$6,264.00		\$0.22	
PA and Audio/Visual	0.14%		522	\$7.00	\$3,654.00		\$0.29	
MECHANICAL						\$243,064.08		
Building and Drainage	0.14%		522	\$90.11	\$47,037.42		\$0.58	
Fire Protection	0.14%		522	\$2.53	\$1,316.86		\$0.02	
HVAC	0.14%		522	\$29.00	\$15,156.00		\$0.40	
Systems	0.14%		522	\$45.00	\$23,460.00		\$0.76	
OVERHEAD AND PROFIT/GC FEE						\$224,990.00		
SOFT COSTS						\$463,360.24		
DESIGN CONTINGENCY						\$413,895.43		
NET BUILDING COST						\$2,533,064.42		
Gross Floor Area 852.47 DESIGN CONTINGENCY 13%								

Costs

Alternative 1

The costs of each option were developed to a class D level using current costs for a more remote location. The closest major centre is Grande Prairie which is about a one hour drive from the western edge of the city. The cost of the demolition and rebuilding of the interior is approximately **\$2.53 million**. This includes design contingency, soft costs and contractor overhead, profit, and fees.



REPORT

To: Committee of the Whole

Report Number: CS-COW-001

From: Trish Morgan, General Manager of Community Services

Date: June 15, 2020

Subject: Transferring Community Recreation Facilities

RECOMMENDATION: [Corporate Unweighted]

That the Committee of the Whole receive the June 15, 2020 report titled "Transferring Community Recreation Facilities" for discussion.

BACKGROUND/RATIONALE:

The PRRD has title or license to 13 rural community recreation grounds and facilities (hereinafter called 'properties'). These properties have been acquired over a number of years, for a number of purposes, to fulfill an important role as community hubs and gathering spaces. Many of the properties owned by the PRRD have been acquired through Free Crown Grants, transfers from Provincial Ministries, or through the private sale or donation. Acquisition of these properties has taken place since the late 1970s.

The properties in question are:

- Area B
 - Buick Creek Recreation Grounds
 - Cache Creek Community Hall
 - Golata Creek Community Hall and Recreation Grounds
 - Goodlow Recreation Area (formerly Moose Creek)
 - Halfway Community Hall
 - Halfway Community Gymkhana Grounds
 - Northland Trailblazers Recreation Grounds and Chalet
 - North Peace Fall Fairgrounds
 - Osborn Community Hall
 - Rose Prairie Grounds
- Area D
 - Kelly Lake Community Centre
- Area E
 - Jackfish Community Centre
 - Moberly Lake Community Centre

The Regional Board passed the following resolution on May 7, 2020

MOVED, SECONDED, and CARRIED

That the Regional Board be provided with a report on options for transferring ownership of Society run Peace River Regional District recreational facilities to the Societies that operate/lease them at a future Committee of the Whole meeting.

Considerations for Transfer of PRRD Owned Properties

The following considerations may impact the process of transferring of PRRD owned or leased properties.

Regional Parks Bylaw

Bylaw 860, 1994 provides for the regulation and use of community and regional parks. At the time of its adoption (1994), a number of the properties in question were included within the bylaw. At this time, it is unclear whether the inclusion of these properties in a regulatory bylaw as a Regional or Community Park gives these properties 'park' status; however, identification of these parks in this bylaw is at least an indication of possible formal park status. The following mechanisms may have been used to dedicate the properties as regional or community parks:

- Resolution by the Regional Board
- Landowner dedication as a park by depositing a plan in the land title office
- Dedication by bylaw (affirmative vote by at least 2/3 of all Regional Board members)
- Dedication of a regional park under the *Park (Regional) Act* (repealed)
- Transfer in trust from a private landowner

In order to determine whether a property is a regional park, further information would need to be gathered regarding the particular properties for a legal review. Should a legal review confirm that properties are regional or community parks, there are additional considerations that may affect the transfer process.

If a property was dedicated or reserved as a park as described above, the Regional Board must adopt a bylaw to cancel the dedication or reservation in order to dispose of the property, and the Regional Board may only adopt the bylaw if it first receives the approval of the electors of the entire region (can be obtained by way of an Alternate Approval Process or Assent Voting). The PRRD must also place any money received from the sale in a reserve fund to acquire alternate regional parks, community parks, or trails.

At this time, of the 13 properties in question, only the North Peace Fall Fair has been identified as a regional park by the PRRD's legal counsel, as it was dedicated by resolution of the Regional Board. Further investigation is needed to determine if any of the other 12 properties are considered regional or community parks.

'Regional Parks' without Park Status

If these properties do not have legal status (that would attract the statutory or other restrictions on how parks may be used or sold) the PRRD can use the land as a park, without any legal formality, and may be free to cease using such land as park. The PRRD could also sell the land, without going through any type of public approval process, or having to apply to the court or to the Province. The Regional Board could simply pass a resolution to authorize the sale.

Specified Use

The PRRD has title to nine community recreation facilities, eight of which were obtained from the Crown and one that was purchased in a private sale.

Where the PRRD has obtained title to a piece of land through a Crown Grant, the Crown included restrictions on the title for how the property is to be used. For the eight properties acquired through the Crown, the title extends “for so long as the land is used for community recreation purposes”. Should the land NOT be used for the purpose specified in the Crown Grant document, the Minister may cancel the disposition (title). Therefore, it may be possible for the PRRD to transfer the properties, but the Societies will be required to continue to use the properties as stipulated on the title. In order for the PRRD to sell an affected property to a society free of such a use restriction, the Crown would need to release the ‘specified use’ condition. The Crown may expect to receive fair market value in return for giving up these use restrictions.

It may be possible to change the specified use of the properties but this would require an application to the Province. For instance, if the PRRD wanted to co-locate another community amenity that is not for recreational purposes (such as a cistern to supply water for fire protection), the PRRD could apply to add such a use.

For the title privately obtained, the PRRD is under no restriction for use upon sale, but the transfer still may be affected by other factors, such as a regional park dedication.

Agricultural Land Reserve Restrictions

Many of the properties either owned or tenured to the PRRD are within the Agricultural Land Reserve. In many cases, through the acquisition process for the properties, the Agricultural Land Commission provided approval for non-farm use. Should the Regional Board be in favour of transferring properties that have been approved for non-farm use within the ALR, it will need to be noted as a condition of transfer/sale.

Co-Located Facilities

Two of the properties in question are co-located with other PRRD assets. In the first case of the Northland Trailblazers, the Society subleases part of Montney Centennial Park, which is tenured to the PRRD through a License of Occupation. The second being the Moberly Lake Community Hall, which is located on the same property as the Moberly Lake Volunteer Fire Hall. The PRRD may be able to pursue a subdivision of these properties, though this would require the authorization of both the Ministry of Transportation and Infrastructure and Northern Health.

Notice of Disposition

Prior to the Regional Board selling or leasing (or even entering into an agreement to sell or lease) a property to a non-profit Society, the PRRD must publish notice of the intended disposition in a newspaper. The PRRD is not required to provide a public acquisition opportunity here, as the proposed transfers are to non-profit organizations; however it should be confirmed that each proposed transferee Society is incorporated and in good standing and is not member-funded.

Notice of Assistance

If the Society will be paying a purchase price (or lease rent) that is less than fair market value, the PRRD will be providing ‘assistance’ to a Society. Pursuant to the *Local Government Act*, the PRRD may provide such assistance if it considers the assistance will benefit the community. The PRRD must

publish a newspaper notice of its intention to provide such assistance, before it sells or leases, or even enters an agreement to sell or lease.

“Reverter” Clause

Another consideration that may affect the transfer of properties to the Society operators is the ‘reverter’ clause found in the four properties tenured through a License of Occupation, as well as eight of the nine properties acquired as a free crown grant. Should the PRRD no longer require the tenure, the license documents state that the land is to be ‘reverted’ to the Crown.

A condition subsequent, or the possibility, of reverter does not prevent the PRRD, as the owner, from selling the affected land but it does require that the PRRD obtain consent of the Crown to do so. The Society, as a new owner of the land, would take ownership of the property, subject to the possibility of the reverter clause. The Society would then be restricted from selling the land in the future, and if no longer required, would be returned to the Crown.

In order for the PRRD to sell an affected property to a society free of ‘reverter’ status, the Crown would need to release the condition, and the Crown may expect to receive fair market value in return for giving up these use restrictions.

Other Charges

There may be other charges on the title to a property that could affect a proposed disposition (for example, judgements, certificates of pending litigation, options to purchase, and rights of first refusal). Each property would require a legal review to understand potential implications.

Liability Issues

The PRRD, through the terms of a transfer agreement with a Society, may to some extent be able to transfer risk and liability associated with the property to the Society, provided that the Society is willing to accept such terms. However, it is possible for the PRRD to have continuing risk and liability after it has been transferred. Accordingly, before committing to the transfer, it is recommended that investigation be completed, specifically in relation to the environmental condition of the property.

Transferring Ownership of Properties

The following are options for transferring properties, should the above conditions be met:

Sell Properties for Fair Market Value

The PRRD could initiate the sale of any properties that it has title to. Current property assessment valuation could provide a basis for determining market value. Property transfer tax may apply as a result of the sale.

Sell Properties for \$1

The PRRD could initiate the sale of any properties that it has title to for a less-than-market value, as approved by the Regional Board.

Leasing (long-term) Properties Owned by the PRRD

The PRRD may wish to consider disposing of the property by way of a long-term lease, rather than a sale if the PRRD has a continuing interest in the property. This would give the PRRD better assurances that the expected use of the property would continue for as long as the PRRD requires. The PRRD may, under such a lease, give the Society substantial control over the property for the term of the lease (which may be long-term), while including basic requirements as to use. This would give the PRRD the ability to cancel the lease if the Society ceases to exist or ceases to operate the property as a public park or community recreation facility or amenity.

Leasing (long-term) Properties Leased (through a License of Occupation) to the PRRD

Where the PRRD does not own the land in fee simple and has only a License of Occupation from the Province, the PRRD cannot lease the land and it must continue to sublicense (or transfer the lease, as discussed below).

Transferring Lease of Crown Land Properties Tenured to the PRRD

To transfer the PRRD's interest in a lease of provincially owned land (any properties tenured under a License of Occupation) the PRRD would assign the lease to the receiving Society. Each lease would include provisions addressing the ability of the PRRD to make such an assignment. It is likely that a consent from the Province will be needed for each property in order for the PRRD to assign a lease to a non-profit Society. A newspaper notice of the PRRD's intention to dispose of the land will be required.

Operation of Community Halls as a Regional District Service

Beyond the Recreational and Cultural Grants-in-Aid program, fundraising, and outside grant funding, most of these community halls receive no funding for the upkeep, operation, or capital improvements for the facilities – with the exception of the Kelly Lake Community Centre, where there is a service function to provide for operations, maintenance and capital upgrades. It is generally understood that many of the societies have been struggling with volunteer capacity for fundraising, maintenance, etc. There has also been an increase in requirements governing the use of these facilities (e.g., more recently COVID-19 requirements, liquor control for events, changes to the BC Building Code impacting capital upgrades, WorkSafe BC), which put stress and pressure on the remaining volunteers. Should the PRRD choose to keep these properties, it may be possible to provide funding either through the establishment of a local service area, or one that covers the entire electoral area, to assist with funding. If the Regional Board chooses to operate the properties as a PRRD service, it will need to adopt an establishing bylaw for the service(s) and would be required to conduct an elector approval process.

Pros and Cons of Transferring Ownership

Volunteerism

Although groups of very enthusiastic volunteers, who are committed to the facilities, operate the facilities, volunteerism is on a steady decline in the PRRD and across the country. Long-term volunteers are generally scarce and the ability to comply with Provincial legislation, WorkSafe standards, and best practices, while fundraising and providing community events, can put significant pressures on the volunteers and the societies. Many of the societies have noted challenges in recruiting and retaining volunteers, and as a result some have come close to going defunct (even in

the last year). Many societies have experienced challenges in completing capital projects that are funded via electoral area grants, due to low number of volunteers to complete the work.

If any of the properties are transferred to the operating societies, it will be important to include language in the transfer agreement that if the society goes defunct, that the property will be transferred back to the PRRD.

Capital Replacement Considerations & Asset Management

The PRRD cannot borrow funds for capital infrastructure (replacement, upgrades, etc.) on properties that are not owned by the PRRD. Many of the properties are nearing the end of their useful life and consideration needs to be given to whether they should be replaced and if so, how the replacement costs will be funded. Should the PRRD transfer the properties to the operating Societies, the PRRD will effectively be giving up the opportunity to create a local service area to raise money for capital replacement or upgrades.

In 2014, the PRRD conducted a facility inventory and conducted a high level condition assessment of most of the properties in the North Peace (see facility profile for each assessment).

Name of Facility	Age of Facility	Estimated Remaining Useful Life As of 2015	Asset Condition Rating (scale 1-10)
Golata Community Hall	61 years	5 years (2020)	2.0
Cache Creek Community Hall	30 years	10-15 years (2025-2030)	4.0
Goodlow Recreation Grounds (formerly Moose Creek Gymkhana)	37 years	Indefinite	1.0
Halfway Community Hall	30 years	15-20 years (2030-2035)	4.0
Halfway Rodeo Grounds	40 years	Indefinite	2.5
North Peace Fall Fair Grounds	70 years	Most buildings 15 years (2030)	4.5
Osborn Community Hall	40 years	10 years (2025)	2.5

Osborn Community Hall

In 2019, a more detailed condition assessment of the Osborn Community Hall was conducted to determine whether to replace the facility or to consider building a new facility. As a result of the condition assessment, the following resolution was passed by the Regional Board on November 28, 2019:

MOVED, SECONDED, and CARRIED

That the Electoral Area 'B' Director and PRRD staff be authorized to meet with the Osborn Community Hall Society to further review the "Facility Conditional Assessment Report – Osborn Hall" and discuss options to remediate the facility or investigate a new facility.

In February of 2020, the Rural Budgets Administration Committee reallocated the remaining financial commitment to the Osborn Facility Condition Assessment (\$13,828) to further study the following:

- Determining the needs of the community
- Bringing forward options and costs for a replacement (modular unit)
- Costs of demolition and site servicing

Once the study is complete (as outlined above), the Electoral Area Director and Regional Board, in consultation with the operating society, will need to consider how, or if, to fund the replacement of the Osborn Community Hall.

Kelly Lake Community Centre

The Kelly Lake Community Centre is a well-used community asset, and the only public gathering space in Kelly Lake. The facility is in need of a major renovation to ensure that the Centre is safe and accessible for years to come. A detailed Facility Condition Assessment and Design Study were completed in 2019 in order to gather sufficient information and create design options to apply for grants to offset the cost of the anticipated renovation. Before moving forward any further, a hazardous materials study will be completed during the summer of 2020 to further inform the renovation process.

In February of 2020, the Rural Budgets Administration Committee passed the following resolution;

MOVED, SECONDED, and CARRIED

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 conduction further renovations of the facility and amend the 2020 Draft Budget for Function 225 – Kelly Lake Community Centre to:

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

Prior to transferring ownership, the PRRD may wish to conduct detailed condition assessments on the properties to inform both the societies that may be receiving the property and PRRD of the remaining useful life, necessary capital upgrades, and the costs to fund repairs or whether replacement of the entire facility is needed.

Insurance Considerations

The PRRD pays for the property insurance on all PRRD owned facilities. The cost of insurance for these properties is \$8,600 annually under the Regional District's insurance policy. Should the PRRD relinquish ownership of these properties, the insurance costs would be borne by the operating societies, and it is expected that the costs will be far greater than what is currently paid through the Municipal Insurance Association.

Taxation Considerations

Local governments are not required to pay property taxes on community or institutional facilities. Should the Regional Board sell or transfer properties to the operating societies, they would have to pay the additional expense of property taxes. In 2013, the Regional Board passed a policy stating that the PRRD would not grant permissive tax exemptions.

Future Use & Ongoing Interest

While many of the properties have restrictions on the use of the property for “community recreation only”, the Regional Board may wish to consider if holding the properties for future development of other community uses is important. For instance, depending on the size of the property, could a fire hall, water tankloader facility, recycling drop off, etc. be sited on the property in the future? (subject to approval of the Crown) If so, the Regional Board may wish to consider whether relinquishing a property is in the best interest of the PRRD and the tax payers in the long-term. Further consideration should be given to the follow questions:

- Does the PRRD expect the property to continue to be used as part of a PRRD service? If yes, then operating agreements should be updated or maintained.
- Does the PRRD wish to restrict the use of the property? If yes, then the PRRD may wish to consider requiring the registration of a Section 219 covenant on title to the property, setting out the restricted use.
- Does the PRRD wish to re-acquire the property after a period of time or if the society ceases to operate the property? If yes, the PRRD may wish to register an option to re-purchase the property or by placing a possibility of reverter on the properties in favour of the PRRD.

Next Steps

The initial steps to transfer properties, no matter how they were obtained or what restrictions were placed upon them, are as follows:

1. Legal review of the title to properties and charges.
2. Identify applicable Regional District bylaws and resulting requirements.
3. Review documentation respecting Regional District acquisition and administration of properties as parks, to determine if they have legal park status.
4. Consider whether an environmental investigation is required.
5. Identify and review leases, licenses, contracts and other agreements pertaining to the properties.
6. Consider ongoing operating, maintenance, repair, and replacement costs with respect to the property and potential need for PRRD role/contribution.
7. Consider PRRD interest in the property for both current and future use.
8. Determination of what ongoing interest, if any, the PRRD wishes to have in a property, should it be transferred to a society.

Should the Regional Board be in favour of moving forward with the process to transfer properties to their respective operating societies, additional research will be required:

- What is the desire of the community associations that operate these facilities?
- What is the desire of the public to transfer these properties?
- Review of PRRD bylaws pertaining to the property and park services to determine if any amendments are required or any other steps that need to be taken in relation to the applicable service.

ALTERNATIVE OPTIONS:

1. That the Committee of the Whole identify and prioritize the society run properties that are owned or licensed by the PRRD, and recommend that the Regional Board investigate the identified properties to

determine the requirements of transferring those properties to the operating societies; further that the Committee of the Whole recommend that the Regional Board authorize consultation with the operating societies to determine their interest in obtaining the properties they operate.

2. That the Committee of the Whole provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Should the Regional Board pursue further investigation on transferring properties to operating societies, there will be expenses for legal review. Staff time will be required to research historical records and files to determine whether there are official dedications to community or regional parks.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachment:

1. Property Profiles
2. PRRD Owned Community Halls Presentation

Buick Creek Recreation Grounds Profile

Location: 15349 Rodeo Rd, Buick BC



Operator: Buick Creek Community Club

Facility Description:

- Property 30.54 hectares
- Estimated 2,000 SF
- Built in 1980's, with minor renovation/expansion since
- 1982 listing for the Regional Parks Function shows Buick Creek as a rodeo ground, also included in Bylaw 860, 1994.
- Grounds included grandstands, a catchpen, a holding pen, announcer's booth, riding arena, calf chutes, and a service building.

Assessed Value: N/A as not surveyed

Estimated Remaining Service Life: Less than 5 years (2015 NP Facility Assessment)

Detailed Facility Condition Assessment Completed: No

Title/Lease Obtained:

- Crown Land License of Occupation (License No. 815982) was renewed in April, 2018, to the Peace River Regional District, for 30 years.
 - No current Use and Occupancy Agreement in place
 - No sub-lease consent from the Province for the Buick Community Club to use.
 - License of Occupation can be terminated by the Regional District
 - In 1983, the ALC allowed the PRRD's application to subdivide one ten acre parcel.

PRRD Grants Received since 1996: \$142,977

Regional or Community Park:

- Included in PRRD Regional Park Bylaw No 860, 1994
 - No resolution to designate facility a Regional or Community Park has been found.

Asset:

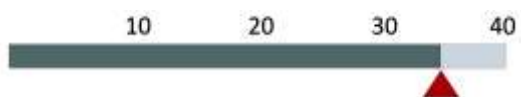
Buick Creek Community Hall (Rural)

Location: Buick Creek, unincorporated

Ownership: Buick Creek Community Club

Rating: 2.0 (scale of 1-10)

Remaining service life: Less than 5 years



Strategic value: Redundant asset.

Description: Stand-alone community hall with kitchen and washrooms. Community focus has shifted to arena and community also has access to school gym (no liquor).



Exterior

Year built: 1980's according to club

Year renovated/expanded: Minor

Square footage: Estimated 2,000 SF

Utilization: Seldom used in recent years.
Poor.

Functionality: Adaptable but small. Fair.
Occupant load: 30-50. Good.

Building type: Wood frame on crawl.



Interior

Foundation: Perimeter concrete. Poor.

Envelope: Wood frame.

Roof: Wood frame, shingles.

Interior: Plywood, paper tile ceiling. Poor.

Mechanical: Gas heat, aging. Poor.

Kitchen: Residential quality. Good.

Washrooms: Adequate for load. Good.

Code compliance: Combustible construction, no fire suppression, alarms or signage. Poor.

Handicapped access: None. Poor.

Appearance: Neglected. Poor.

Site amenities: Post office outbuilding.

Parking: Gravel. Fair.

Site secured: Fenced. Good.

Capital interventions anticipated:
Roof needs replacement. Envelope and interior in very poor condition.

Additional observations:
Facility redundant except for liquor licensed assemblies (few in numbers).

Upper Cache Community Hall aka Cache Creek Community Recreation Area Profile

Location: Upper Cache (unincorporated), 17031 Robinson Road



Operator: Cache Creek Community Club

Facility Description:

- The hall is a doublewide portable classroom-type structure, outbuilding playground, and outdoor rink
- Built in the late 1900's and early 2000's with an addition of a shed in 2010.
- 1,000 SF plus 200 SF Shed and outhouses, 17.43 hectares.

Assessed Value: \$79,600

- **Land** \$79,600
- **Buildings** \$0

Estimated Remaining Service Life: 10 – 15 years (2015 NP Facility Assessment)

Detailed Facility Condition Assessment Completed: No

Title/Lease Obtained:

- Title Certificate issued in 1987
 - 2002 the Land Use Agreement was renewed to a further 5-year term.

PRRD Grants Received since 2000: \$46,551

Regional or Community Park:

- Included in the PRRD Regional Park Bylaw No 860, 1994
- No resolution to designate facility a Regional or Community Park has been found.

Asset:

Upper Cache Community Hall (Rural)

Location: Upper Cache, unincorporated.

Ownership: owned by PRRD, operated by the Cache Creek Community Club

Rating: 4.0 (scale of 1-10)

Remaining service life: 10-15 years



Strategic value: Isolated rural community, remote (>45-minute drive to Charlie Lake).

Description: Double-wide portable classroom-type structure, outbuilding, playground (in disrepair) and outdoor rink (abandoned).



Exterior

Year built: late 1990's, early 2000's.

Year renovated/expanded: Shed added in about 2010.

Square footage: 1,000 SF plus 200 SF shed and outhouses

Utilization: Low, but community is small.



Hall, playground and outdoor rink to left

Functionality: Good for intended use.

Occupant load: 20-30. Good.

Building type: Manufactured portable.
Foundation: Post on pads, crawlspace.
Envelope: metal on steel stud, insulated.
Roof: Metal, steel truss, t-bar ceiling.
Interior: Plywood wall panels.

Mechanical: Gas heater. Fair.
Kitchen: Kitchenette. Poor.
Washrooms: Outhouses.

Code compliance: Non-combustible, marginally-conforming. Fair.
Handicapped access: Ramp but not HC accessible. Poor.

Appearance: Fatigued and damaged. Poor.

Site amenities: Damaged play apparatus.
Parking: Gravel. Adequate area.
Site secured: Fenced.

Capital interventions anticipated: Overall poor condition and eventual replacement may make more sense than repairs.

Additional observations: Evidence of not enough manpower to deal with routine maintenance.

Golata Creek Community Hall Profile

Location: 6161 Golata Creek Road, Golata



Operator: Golata Creek Community Society

Facility Description:

- Property 15.82 ac
- 2,000 sqft
- Occupant local 30-50 people
- The original Community Hall was built in 1959, with an addition added in 1978, kitchen added in 1987, plumbing added in 2009.
- The facility is comprised of the original community hall and the former Golata Creek School building.
- Grounds include horseshoe pits, a ball diamond and campground with outhouses.

Assessed Value: \$160,300

- **Land** \$54,400
- **Buildings** \$106,000

Estimated Remaining Service Life: 5 years (2015 NP Facility Assessment)

Detailed Facility Condition Assessment Completed: No

Title/Lease Obtained:

- PRRD obtained title at request of society in 1986
 - The certificate of title may be affected by the ALC Act.
 - Undersurface rights are registered to the Crown.
 - The possibility of reverter is to the Crown.
 - To be used for Community Purposes only.

PRRD Grants Received:

- Recorded in Vadim since 2005 = \$106,096.92
- Rural Grants-in-Aid = \$107,591

Regional or Community Park:

- Included in PRRD Regional Park Bylaw No 860, 1994

Asset:

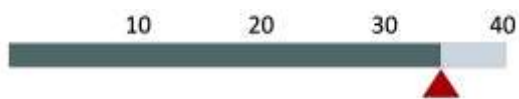
Golata Community Hall (Rural)

Location: Golata, unincorporated

Ownership: owned by PRRD, operated by Golata Creek Recreation Society

Rating: 2.0 (scale of 1-10)

Remaining service life: 5 years



Strategic value: Remote location, decreasing use.

Description: Community hall east of FSJ and about ½ hour drive south of Clearview. Portable (kitchen, indoor washrooms) added to hall in 1980's.



Exterior

Year built: 1959

Year renovated/expanded: Kitchen added 1987, plumbing 2009

Square footage: 2,000 SF

Utilization: Less than 5 times/week. Poor.

Functionality: Single-purpose, not adaptable. Poor.

Occupant load: 30-50.



Entrance

Building type: Wood frame on crawlspace.

Foundation: Posts on concrete spread footings. Poor.

Envelope: Wood frame; portable likely steel stud framing. Poor.

Roof: Metal pitched. Poor.

Interior: Lino, plywood wall panels. Poor.

Mechanical:

Kitchen: Residential. Fair.

Washrooms: Adequate for load. Fair.

Code compliance: Combustible construction, no fire suppression, not to fire code. Poor.

Handicapped access: No.

Appearance: Building and site not maintained. Poor.

Site amenities: None.

Parking: Gravel, overgrown.

Site secured: Fenced.

Capital interventions anticipated:

Roof needs replacement or major repairs (re-occurring). Envelope and interior in very poor condition.

Additional observations: Questionable viability of asset, but community is attached to the facility.

Goodlow Recreation Area Profile

Location: Those parts of the S 1/2 & NE ¼, Section 35 and the SW 1/4 , Section 36, Township 84, Range 15, W6M, Peace River District.



Operator: Goodlow Community Club

Facility Description:

- 2.0 acres
- Formerly Moose Creek Gymkhana Grounds (1983 – 2014)
 - Development of the Gymkhana started in 1986
 - Currently, the community group is undertaking to redevelop into a campground with a playground and to develop a ball diamond.
- Has two small buildings, playground equipment, picnic tables and fire pits

Assessed Value: N/A

- Land
- Buildings

Estimated Remaining Service Life: Indefinite (2015 NP Facility Assessment)

Detailed Facility Condition Assessment Completed: No

Title/Lease Obtained:

- Crown License to the Peace River Regional District
 - License of Occupation (No. 815530) renewed in 2014, for a 30 year term
- Sub-leased to Goodlow Recreation Commission, commencing June 1 2019 and ending June 1, 2024.
 - Possibility of reverter is to the Crown, for community recreation purposes only (on title)

PRRD Grants Received since 2011: \$110,633

Regional or Community Park:

- Listed in Bylaw 860, 1994.

Asset:

Goodlow Campground and Ball Diamond

Location: Former Moose Creek Gymkhana grounds in Goodlow

Ownership: Crown license to PRRD, sub-leased to Goodlow Recreation Commission

Rating: 1.0 (scale of 1-10)

Remaining service life: Indefinite.

Strategic value: Adaptive re-use of a community asset.

Description: Community group undertaking to redevelop the defunct gymkhana into a campground with playground and to develop a ball diamond.



Campground view with outbuildings

Year built/improved: Redevelopment starting in 2014

Site Area: Approximately 2.0 acres

Utilization: n/a.

Inventory: Two small dilapidated outbuildings.

Groundcover: Gravel, grass, bush.

Access to washrooms: Outhouses.



Playground and picnic area

Site furniture: Residential quality playground equipment, picnic tables and fire pits.

Code compliance: Not CSA conforming.
Handicapped access: No.

Appearance: Too early to assess.

Site amenities: None.

Parking: Gravel in campsites.

Site secured: No. Some previous fencing retained.

Capital interventions anticipated:

Money being spent on chain-link backstop for ball diamond. Future additional funds will be spent clearing and developing additional campsites and infrastructure.

Additional observations:

This is a very modest volunteer-driven effort in the small rural community. Aspirations and expectations are low and likely attainable. Additional funding support may be requested.

Halfway-Graham aka Halfway aka Upper Halfway Community Hall Profile

Location: 22380 Highlands Subdivision, Upper Halfway (Lot 2 of District Lot 1323, Plan 26538)



Operator: Halfway Graham Community Club

Facility Description:

- Built in 1983
- Approximately 2,500 SF
- Property is 2.11 hectares
- Used as a gym by the local school
- Hall was re-roofed in 2003

Assessed Value: \$47,900 (Hall and Gymkhana)

- **Land** \$17,200
- **Buildings** \$30,700

Estimated Remaining Service Life: 15 – 20 years (2015 NP Facility Assessment)

Detailed Facility Condition Assessment Completed: No

Title/Lease Obtained:

- Reverter clause on property to the Crown
- May be affected by the ALR (Plan No. 21608, deposited July 2, 1974)
- Peace River Regional District has had title to property since 1983
- Land Use Agreement last signed 2001

PRRD Grants Received since 1997 to Club: \$40,395

Regional or Community Park:

- Included in Bylaw 860, 1994.

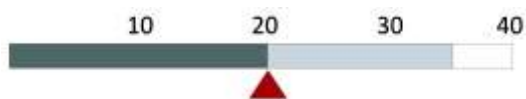
Asset:
Halfway Community Hall (Rural)

Location: Upper Halfway, unincorporated.

Ownership: owned by PRRD, operated by the Halfway Graham Community Club

Rating: 4.0 (scale of 1-10)

Remaining service life: 15-20 years



Strategic value: Valuable asset to a remote community, used as gym by local school.

Description: Small community hall.
Adjacent to schools, playground and field, as well as rodeo grounds across road.



Exterior

Year built: 1990's.

Year renovated/expanded: Unknown.

Square footage: Approx 2,500 SF

Utilization: Day use by school, infrequent evening use. Good.

Functionality: Versatile. Fair.

Occupant load: 30-50. Good.

Building type: Wood frame re-clad in corrugated metal.



Interior

Foundation: Crawl, posts on spread footing. Fair.

Envelope: Raised-seam metal. No windows. Very good.

Roof: Pointed arch. Integrated with walls.

Interior: Plywood floor and walls. Fair.

Mechanical: Propane heat. Fair.

Kitchen: Residential, in disrepair. Poor.

Washrooms: Wood outhouses. Poor.

Code compliance: Combustible, no sprinklers, fire extinguished. Fair.

Handicapped access: Ramp but not HC accessible. Poor.

Appearance: Maintained. Good.

Site amenities: Rodeo grounds across road, school site amenities.

Parking: Gravel, abundant. Good.

Site secured: No.

Capital interventions anticipated:
Interior finishes and flooring, kitchen and lighting in need of upgrade. Outhouses in poor condition.

Additional observations: Worth maintaining. Important asset to a very isolated community.

Halfway-Graham Rodeo Grounds, aka Upper Halfway Gymkhana Grounds Profile

Location: 22380 Highlands Subdivision, Upper Halfway



Operator: Halfway Graham Community Club

Facility Description:

- Used as a rodeo grounds for the Upper Halfway Community
- Developed in the 1980's
- The grounds consist of a fenced arena, bleachers, official's booth, and open space for animal holding and spectator movement.
- Some land improvement was done in 1986
 - 10 – 12 aspen/poplar trees were removed
 - Grounds cleanup (rocks and other debris)
- Property is 2.91 hectares

Assessed Value: \$47,900 (hall and Gymkhana)

- **Land** \$17,200
- **Buildings** \$30,700

Estimated Remaining Service Life: Indefinite (2015 NP Facility Assessment)

Detailed Facility Condition Assessment Completed: No

Title/Lease Obtained:

- Transferred from the Crown in 1988 to the Peace River Regional District
 - PRRD was the registered owner in fee-simple
 - In the ALR
 - Possibility of reverter to the Crown
- Land Use Agreement Bylaw No. 1366, 2001

PRRD Grants Received since 1997, to Club: \$40,395

Regional or Community Park: Not included in Bylaw 860, 1994

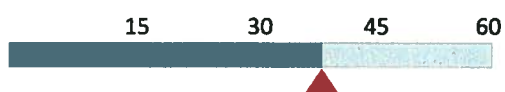
Asset:
Halfway Graham Rodeo Grounds

Location: Upper Halfway

Ownership: PRRD (owner); Halfway
 Graham Community Club (operates)

Rating: 2.5 (scale of 1-10)

Remaining service life: indefinite



Strategic value: Low. Local, infrequent use.

Description: Rodeo grounds consists of
 fenced arena, dilapidated bleachers and
 officials booth and open space for animal
 holding and spectator movement.



Rodeo grounds

Year built: Estimated 1980's

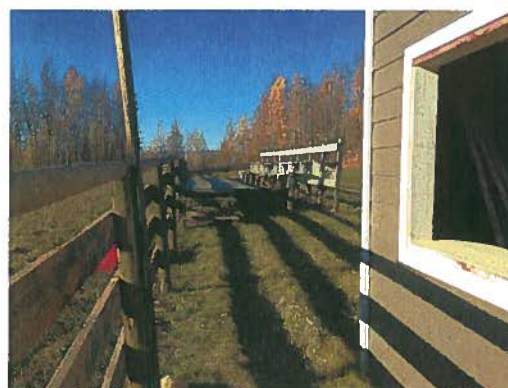
Year renovated/expanded: Unknown

Square footage: Aprox 2.0 acres

Utilization: Once a year, plus sporadic
 individual use.

Functionality: Low.

Occupant load: 50 spectators plus
 participants.



Spectator area

Building type: Wood-frame shed.
Foundation: Wood on concrete pads.
 Poor.

Envelope: Un-insulated plywood. Poor.
Roof: Plywood. Poor.
Mechanical: None
Kitchen: n/a
Washrooms: Outhouses

Code compliance: n/a
Handicapped access: No. Poor.

Appearance: In disrepair. Poor.
Site amenities: Hall across road.

Parking: Gravel and grass.
Site secured: No.

Capital interventions anticipated:
 Replace bleachers.

Additional observations:
 Function can be perpetuated as long as
 community needs, no upgrades necessary.

Northland Trailblazers Grounds Profile

Location: 14460 279 Rd., Charlie Lake



Operator: Northland Trailblazers Snowmobile Club

Facility Description:

- Grounds include a small clubhouse and deck, outbuildings, and dock on Charlie Lake.
- The Northland Trailblazers have subleased a 4 acre piece of Montney Centennial Park. The Regional District has a License of Occupation for this property expiring in 2028.

Assessed Value: Block D assessed at \$227,000

Estimated Remaining Service Life: No assessment completed.

Detailed Facility Condition Assessment Completed: No

Title/Lease Obtained:

- License of Occupation between the PRRD and Province in place until 2028.
- Use and Occupancy Agreement between the PRRD and Northland Trailblazers in effect until 2023.

PRRD Grants Received since 1996: \$142,977

Regional or Community Park:

- Montney Centennial Park is included in PRRD Regional Park Bylaw No 860, 1994.

North Peace Fall Fairgrounds Profile

Location: Rose Prairie (unincorporated)



Operator: North Peace Fall Fair Society

Facility Description:

- Development started around 1951
- Buildings have been added over the years.
 - Some minor outbuildings may be original dating to the 1950's – 1970's
 - Some historic buildings were moved to the site
 - Buildings are a mix of concession booths, animal barns, historic buildings and exhibit halls
 - Outdoor Amphitheatre, rodeo arena bleachers and outdoor holding pens
- Property is 50.0 acres
- The annual North Peace Fall Fair began in 1948, and is held once a year.

Assessed Value: \$601,000

- **Land** \$105,000
- **Buildings** \$496,000

Estimated Remaining Service Life: Most buildings will last at least 15 more years, site indefinitely (2015 Facility Assessment)

Detailed Facility Condition Assessment Completed: No

Title/Lease Obtained:

- Title application from 1988
- Use and Occupancy License Agreement with the North Peace Fall Fair Society, signed March 2020, valid until March 2025
- May be affected by the ALC

PRRD Grants Received since 1996: \$228,573

Regional or Community Park: Included in the Regional Parks Bylaw and designated a Regional Park by resolution.

Asset:

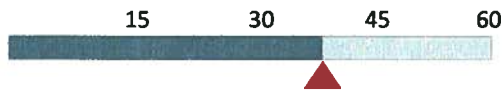
North Peace Fall Fairgrounds

Location: Rose Prairie, unincorporated

Ownership: PRRD (owns land and buildings), North Peace Fair Society (operates and maintains)

Rating: 4.5 (scale of 1-10)

Remaining service life: Most buildings will last at least 15 more years. Site indefinitely.



Strategic value: Nostalgic value to community. Asset under-utilized.

Description: The annual North Peace Fall Fair began in 1948. Some minor outbuildings may be original dating to the 1950's, 60's and 70's. Some historic buildings were moved to the site. Buildings are a mix of concession booths, animal barns, historic buildings and exhibit halls. There is an outdoor amphitheatre, rodeo arena bleachers and outdoor holding pens.



Entry gate



New barn structure

Year built: 1951

Year renovated/expanded: Buildings added incrementally each decade. Newest structure (pictured above) completed in 2014.

Square footage: Site 50.0 acres, building total area unknown.

Utilization: Once a year.

Functionality: Suited for the purpose. Good.

Occupant load: n/a

Building type: Most wood-frame structures on concrete pads and crawlspace.



Outdoor stage and seating bleachers



Typical buildings

Additional observations:

The fair is a regional institution that will continue to exist as long as the volunteer leadership and volunteer labour continues. The scale of the fairgrounds is massive, with buildings numbering in the dozens.

Foundation: Post on pads. Fair.

Envelope: Wood, uninsulated. Fair.

Roof: Wood, uninsulated. Poor.

Interior: Unfinished. Poor.

Mechanical: n/a

Kitchen: Mostly off-site preparation or BBQ on site.

Washrooms: Outhouses dispursed over site. Fair.

Code compliance: n/a

Handicapped access: None. Poor.

Appearance: Maintained. Good.

Site amenities: Spectator seating, spectator circulation space, displays, barns, rodeo arena.

Parking: On site, gravel and grass.

Site secured: Periimeter fencing.

Capital interventions anticipated:

Eventual systematic and incremental replacement of failed barns, booths and sheds. Electrical required, but no plumbing.

Osborn Community Hall Profile

Location: 17528 Siphon Creek Road, Osborn



Operator: Osborn Community Hall Society

Facility Description:

- 8.67 Acres
- Occupant load of 30-40 people
- Two manufactured buildings joined together with a wood frame structure (Double Wide Trailer)
 - Installed in the 1980's
 - Added a ramp in 2010
 - Single story with estimated gross floor area of 260 square meters

Assessed Value: \$281,700

- **Land** \$39,700
- **Buildings** \$242,000

Estimated Remaining Service Life: 10 years (2015 NP Facility Assessment and 2019 FCAPX Assessment)

Detailed Facility Condition Assessment Completed: Yes, 2019 by FCAPX

Title/Lease Obtained:

- Peace River Regional District is registered owner in Fee Simple
 - Transferred from School District #60 in 2005
- Reverter clause back to province
- In the ALR
- Use and Occupancy License Agreement with the Osborn Community Hall Society, last signed May 2018 for a 5 year term

PRRD Grants Received since 2009: \$66,974

Regional or Community Park: No

Asset:

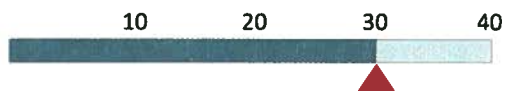
Osborn Community Hall (Rural)

Location: Osborn unincorporated;
35 kms to Cecil Lake Hall, 60 kms to FSJ

Ownership: PRRD land title and
infrastructure

Rating: 2.5 (scale of 1-10)

Remaining service life: 10 years



Strategic value: Overall low; locally high

Description: Community hall located in a
very isolated and remote area serving
local agricultural community.



Exterior



Entrance

Year built: Installed est. 1980's

Year renovated/expanded: Ramp 2010's

Square footage: Est. 2,000 SF

Utilization: Low

Functionality: Multi-purpose, adaptable

Occupant load: 30-40

Building type: Portables (2), combustable

Foundation: Crawlspace, posts on pads.

Envelope: Wood, metal, wood windows

Roof: Metal, insulated

Interior: Lino, plywood, vinyl panel

Mechanical: Gas

Kitchen: Residential quality

Washrooms: Yes

Code compliance: Non-conforming, not
sprinklered, multiple exits

Handicapped access: Limited (ramp)

Appearance: Poor

Site amenities: Playground and sport field
unusable

Parking: Gravel, abundant

Site secured: No; covers for some
windows

Capital interventions anticipated:
Systemic envelope and structural failure
within 10 years

Additional observations:
Deferred maintenance accelerating
deterioration

Rose Prairie Recreation Lot Profile

Location: Parking Lot Only, adjacent to Rose Prairie Community Hall



Operator: Rose Prairie Community Society

Facility Description:

- The PRRD has title to Lot 5, which is used by users of the Rose Prairie Community Society as a parking lot. Rose Prairie Community Hall sits on the adjacent Lots 3&4.
- Currently used as the parking lot
- 0.1011 Hectares

Assessed Value: \$23,700

- **Land** \$23,700
- **Buildings** \$0

Estimated Remaining Service Life: Unknown

Detailed Facility Condition Assessment Completed: No

Title/Lease Obtained:

- Title for Lot 5 in 1984
 - Fee Crown Grant, Transferred from the Province
- Agreement By-law was signed for a 5 year term in 1999
- Reverter back to the Province

Regional or Community Park:

- Included in Bylaw 860, 1994.

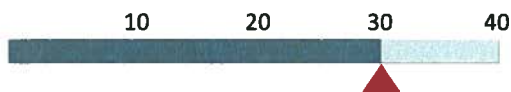
Asset:
Rose Prairie Curling Club

Location: Rose Prairie

Ownership: Rose Prairie Curling Club

Rating: 2.5 (scale of 1-10)

Remaining service life: Less than 5 years



Strategic value: Regionally none, locally as a community place.

Description: An uninsulated Quonset-style structure 2-sheet curling rink with outbuilding storage sheds. Small lounge area at entrance end.



Exterior

Year built: Estimated 1980's

Year renovated/expanded: Unknown.

Square footage: Approx. 5,500 SF.

Utilization: Capacity 16 players plus spectators. Recent use has been one draw, two evenings a week. Rated poor.

Functionality: Long narrow building not adaptable for other uses except skating. Poor.



Ice Plant

Occupant load: 30.

Building type: Quonset-style metal on perimeter beam.

Foundation: Perimeter concrete beam. Rated poor.

Envelope: Corrugated metal, partial-insulated. Poor.

Roof: Integrated roof and walls. Poor.

Interior: Low ceiling, unfinished. Poor.

Mechanical: Aging ice plant. Poor.

Kitchen, washrooms: None.

Code compliance: Non-conforming. Poor.

Handicapped access: No. Poor.

Appearance: Fatigued and under-maintained.

Parking: Gravel shared with recycling drop. Site not secured.

Capital interventions anticipated: None.

Additional observations: Building under-utilized and at end of service life. In recent years, the facility is used more as a de facto hall than a sport building. Volunteer based has dwindled to the point of being unable to operate.

Kelly Lake Community Centre Profile

Location: 107 Kelly Lake Road, Kelly Lake



Operator: Kelly Lake Community Centre Society

Facility Description:

- Retired Kelly Lake School with minor upgrades
- Building constructed in approximately 1977
 - Single story, with crawlspace
 - Estimated of 665 sq.m
 - Split into two sides, North is the gymnasium and the South is the office, program rooms and kitchen
 - Outside has a playground, and overgrown outdoor rink.
- Property is 1.98 hectares

Assessed Value: \$725,400

- **Land** \$36,700
- **Buildings** \$688,700

Estimated Remaining Service Life: 3-5 years for repair or lifecycle replacement (2019 Assessment Report, FCAPX)

Detailed Facility Condition Assessment Completed: Yes, 2019 Facility Audit

Title/Lease Obtained:

- Property transferred to PRRD from Crown in 2010.
- Reverter back to the Province
- Use and Agreement with Kelly Lake Community Centre Society, last signed 2017

Operational funding received annually through local service area taxation.

Regional or Community Park: Not included in Bylaw 860, 1994.

Jackfish Community Hall Profile

Location: 1515 Old Jackfish Road (District Lot 4004)



Operator: Jackfish Community Association

Facility Description:

- Development began in 1987 of a 30x50 wood frame hall.
 - In 1991 a trailer pad with hydro for a caretaker was developed.
 - Improvement to the campground was completed thereafter (tree and underbrush removal, new trees planted)
- In 2004, the Jackfish Community Association was dissolved (failure to file annual reports)
- In 2005, a new Society with the same name was created
- Property is 3.976 hectares

Assessed Value: \$133,100

- **Land** \$41,800
- **Buildings** \$91,300

Estimated Remaining Service Life: Unknown

Detailed Facility Condition Assessment Completed: No

Title/Lease Obtained:

- Title in 1991, transferred from Province.
- Reverter clause on property to the Crown

PRRD Grants Received since 1996: \$134,376

Regional or Community Park:

- Listed in the By-Law No. 860, 1994.

Moberly Lake Community Hall Profile

Location: 6494 Lakeshore Drive, Moberly Lake



Operator: Moberly Lake Community Association

Facility Description:

- On the property adjacent to the Moberly Lake Fire Department
 - The property contains 5.8 acres of land
- The hall is an old Catholic Church that was moved from Hudson's Hope in 1997-1999 – after a successful bid by the Association
 - The original building is 30' x 60', with an addition of 20' x 30' for washrooms and a kitchen
 - Exterior work was completed in 2003
 - Interior work was completed in 2004

Assessed Value: \$286,100

- **Land** \$57,100
- **Buildings** \$229,000

Estimated Remaining Service Life: Unknown



Detailed Facility Condition Assessment Completed: No

Title/Lease Obtained:

- On property with another facility – the Moberly Lake Fire Department
- Title of the property from 1992, transferred from Province
- Land Use Agreement signed in 1998
- Reverter back to the Province

PRRD Grants Received since 1996: \$237,658



Regional or Community Park: In the Regional Parks Bylaw 860, 1994

PEACE RIVER REGIONAL DISTRICT

PRRD Owned Community Halls

diverse. vast. abundant.

Purpose

May 7, 2020 Resolution:

That the Regional Board be provided with a report on options for transferring ownership of society run Peace River Regional District recreational facilities to the societies that operate/lease them at a future Committee of the Whole meeting.

PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Outline

- Background on PRRD owned facilities
- Transfer Considerations
- Transfer Options
- Next steps



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Why does the PRRD Own or Lease These Facilities?

- **Most properties were obtained in the 1980's**
 - Osborn in 2005
 - Kelly Lake in 2010
- **Properties were obtained by the PRRD at the request of the operating societies**
 - Facilities had already been constructed on Crown land and they wanted assurance that the property would not be sold or transferred.
 - Opportunities arose to obtain a building (usually a school) and the community needed land.
 - A school was deemed surplus by the School District and the Ministry was willing to transfer the school and land to the Regional District
 - The Crown was not willing to provide a Free Crown Grant or license of occupation to a non-profit society but rather only to a local government



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



PRRD Owned & Leased Facilities

Owned:

1. Cache Creek Hall & Recreation Grounds (Area B)
2. Golata Creek Hall & Recreation Grounds (Area B)
3. Halfway Graham Hall (Area B)
4. North Peace Fall Fair Grounds (Area B)
5. Osborn Community Hall (Area B)
6. Rose Prairie Curling Rink Parking Lot (Area B)
7. Kelly Lake Community Hall (Area D)
8. Jackfish Community Hall (Area E)
9. Moberly Lake Community Hall (Area E)



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



PRRD Owned & Leased Facilities

Provincial License of Occupation:

1. Buick Creek Recreation Grounds (Area B)
2. Goodlow Recreation Grounds (Area B)
3. Halfway Graham Rodeo Grounds (Area B)
4. Northland Trailblazers Chalet (Area B)



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



How are facilities funded?

- A. Local service areas
- B. Grants
- C. Fundraising



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Buick Creek Recreation Grounds (Area B)

- **Ownership Status:** License of Occupation
- **Property History:** Developed in the 1980s
 - **Property Description:** Grandstands, a catch-pen, a holding pen, announcer's booth, riding arena, calf chutes and a service building.
- **Facility Assessment:** 5 years of useful life remaining
- **Other Considerations:**
 - License of Occupation document restricts use to "rodeo and community grounds purposes"
 - Included Regional Parks Regulatory Bylaw (860, 1994)
 - May be affected by the ALR.



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Cache Creek Hall & Recreation Grounds (Area B)

- **Ownership Status:** Title obtained in 1987
- **Property History:** Facility constructed in the late 1980s, with outbuildings and structures added in the 1990s and 2000s.
- **Property Description:** includes double wide portable classroom type structure, outbuildings, playgrounds, and outdoor rink.
- **Facility Assessment:** estimated 10-15 years of useful life remaining
- **Other Considerations:**
 - Title document restricts use to "community recreation purposes"
 - In Regional Parks Regulatory Bylaw (860, 1994)
 - May be affected by the ALR.
 - Possibility of Reverter to the Crown.



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Golata Creek Community Hall (Area B)

- **Ownership Status:** Title obtained in 1986
- **Property History:** Original Hall built in 1959, addition added in 1978, kitchen added in 1987, plumbing added in 2009.
- **Property Description:** Grounds include a horseshoe pit, ball diamond, and campground with outhouses.
- **Facility Assessment:** 2015 NP Facility Assessment estimated 5 years of useful life remaining.
- **Other Considerations:**
 - Title document restricts use to "community recreation purposes"
 - In Regional Parks Regulatory Bylaw (860, 1994)
 - May be affected by the ALR.
 - Possibility of Reverter to the Crown.



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Goodlow Recreation Area (Moose Creek) (Area B)

- **Ownership Status:** License of Occupation since 1983

- **Property History:** Development of the gymkhana grounds started in 1986. In 2011, property operators began development as a campground.

- **Property Description:** In 2015, property included two small buildings, playground equipment, picnic tables, and fire pits.

- **Facility Assessment:** indefinitely with upkeep.

- **Other Considerations:**

- License restricts use to "community recreation purposes"
- In Regional Parks Regulatory Bylaw (860, 1994) (under Moose Creek)



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Halfway Community Hall (Area B)

- **Ownership Status:** Title obtained in 1983

- **Property History:** Original Hall built in 1983. Hall was re-roofed in 2003.

- **Property Description:** 2,500sf hall also used by the local school for a gym.

- **Facility Assessment:** estimated 15-20 years of useful life remaining.

- **Other Considerations:**

- Title document restricts use to "recreational purposes"
- In Regional Parks Regulatory Bylaw (860, 1994) (as Upper Halfway)
- May be affected by the ALR.
- Possibility of Reverter to the Crown.



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Halfway Gymkhana Grounds (Area B)

- **Ownership Status:** License of Occupation since 1988

- **Property History:** Development of the gymkhana grounds started in 1980s, land improvements were completed in 1986.

- **Property Description:** Property includes fenced arena, bleachers, announcer's booth, and open space.

- **Facility Assessment:** indefinitely with upkeep.

- **Other Considerations:**

- License restricts use to "local/regional park purposes"
- May be affected by the ALR.



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Northland Trailblazers (NLTB) Property (Area B)

- **Ownership Status:** License of Occupation signed in 1988 for the Montney Park property.

- **Property History:** sublease a portion of the park since 1992

- **Property Description:** Grounds include a small clubhouse and deck, outbuildings, and a dock.

- **Facility Assessment:** No facility assessment completed.

- **Other Considerations:**

- Title document restricts use to "community park purposes"
- Montney Centennial Park is included in Regional Parks Regulatory Bylaw (860, 1994)
- May be affected by the ALR.



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



North Peace Fall Fairgrounds (Area B)

- **Ownership Status:** Property purchased in 1979; In 1984, an additional 40 acres were added.
- **Property History:** Established as a fall fair in the 1940s, buildings have been added over time since the 1950s.
- **Property Description:** Local historic buildings have been moved to this property, mix of concession booths, animal barns/pens, exhibit barns, outdoor Amphitheatre, and bleachers.
- **Facility Assessment:** varied based on building (most 15 years)
- **Other Considerations:**
 - Legal review confirmed that property is designated regional park by the Board
 - May be affected by the ALR.



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Osborn Community Hall (Area B)

- **Ownership Status:** Title transferred in 2005 from School District #60.
- **Property History:** School was built in the 1980s, ramp added in 2010.
- **Property Description:** Two manufactured buildings joined together with a wood framed structure.
- **Facility Assessment:** Detailed Facility Condition Assessment completed in 2019.
- **Other Considerations:**
 - Title document restricts use for "school site and/or public community"
 - May be affected by the ALR.
 - Possibility of Reverter to the Crown.



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Rose Prairie Community Hall Parking Lot (Area B)

- **Ownership Status:** Title for the parking lot obtained in 1984
- **Property History:** Obtained as a parking lot for the Rose Prairie Community Centre
- **Property Description:** Parking lot.
- **Facility Assessment:** No
- **Other Considerations:**
 - Title document restricts use for "community hall and/or curling rink purposes"
 - Possibility of Reverter to the Crown.
 - Included in Bylaw 860, 1994 (Rose Prairie Curling Rink Grounds)



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Kelly Lake Community Centre (Area D)

- **Ownership Status:** Title transferred in 2010 from School District #59.
- **Property History:** School was constructed in "1977.
- **Property Description:** Facility is "665 sqm; comprised of a gym, offices, program rooms & kitchen. Grounds consist of a playground & skating rink.
- **Facility Assessment:** Detailed facility condition assessment completed in 2019; suggested that major capital investment would be needed in 3-5 years.
- **Other Considerations:**
 - Title document restricts use for "community recreation purposes"
 - Possibility of Reverter to the Crown.



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Jackfish Community Centre (Area E)

- **Ownership Status:** Title obtained in 1991
- **Property History:** Development of hall began in 1987, added a caretaker campsite for security in 1991, and minor outdoor improvements since.
- **Property Description:** Facility is approximately 30x50 feet.
- **Facility Assessment:** None
- **Other Considerations:**
 - Title document restricts use for "community recreation purposes"
 - Possibility of Reverter to the Crown.
 - Listed in Bylaw 860, 1994 as a Regional Park.



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Moberly Lake Community Hall (Area E)

- **Ownership Status:** Title obtained in 1992
- **Property History:** Hall moved to its current location in 1991.
- **Property Description:** The original building is 30x60 with a 30x20 addition for washrooms and a kitchen. Exterior work completed in 2003/04.
- **Facility Assessment:** None
- **Other Considerations:**
 - Shares property with the Moberly Lake Fire Hall.
 - Title document restricts use for "community recreation purposes"
 - Possibility of Reverter to the Crown.
 - Listed in Bylaw 860, 1994 as a Regional Park.



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Transfer Considerations

1. Regional Parks Designation
2. Specified Use
3. "Reverter" Clauses
4. Agricultural Land Reserve Restrictions



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Transfer Considerations

5. Co-Located Facilities
 1. Notice of Assistance/Disposition
 2. Liability
 3. Insurance



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Transfer Considerations

- 9. Taxation
- 1. Future Use and Ongoing Interest
- 2. Borrowing
- 3. Local Service Areas



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Transfer Considerations

- 13. Asset Management
- 1. External Grants
- 2. Volunteerism



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Transfer Options

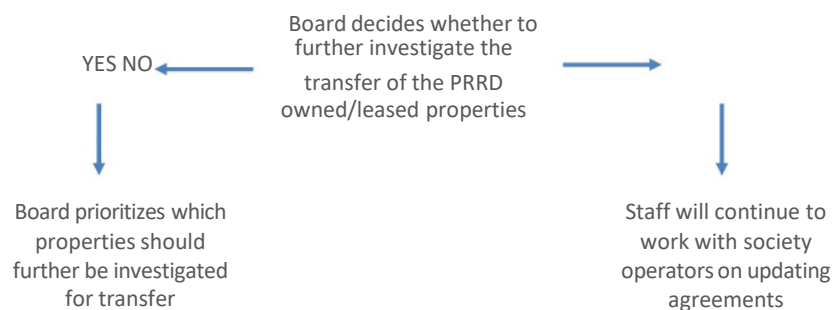
- A. Continue to operate as status quo.
- B. Sell properties for a less than market value.
- A. Sell properties for appraised value.
- A. Enter into long-term lease (for properties owned by the PRRD)
- A. Transfer licenses of occupation to societies that operate the facilities



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Board Next Steps



PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Next Steps if the Board Wishes to Investigate Transferring Properties

Legal & Internal Review

1. Legal review of:

- property titles and licenses of occupation (as applicable to the property) and any charges and liens
- transfer documents
- contracts and agreements
- bylaws and Board resolutions to determine if properties have legal park status
- whether an environmental investigation is required

PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Next Steps if the Board Wishes to Investigate Transferring Properties

Legal & Internal Review

2. Internal Review:

- Consideration of ongoing operating, maintenance, repair, and replacement costs with respect to the property and potential need for PRRD role/contribution.
- Ongoing interest and future use based on identified projects and existing plans
- Consultation with society operators
- Possible condition assessment

PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



Board Next Steps

- Reports will be brought back to the Board that:
 - describes the results of the legal and internal reviews
 - outlines any further legal requirements and actions needed by the Board
- The Regional Board can then decide whether to move forward with disposition of identified properties or not

PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



PEACE RIVER REGIONAL DISTRICT

HEAD OFFICE

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

Tel: 250-784-3200
Toll Free: 250-670-7773
Fax: 250-784-3201
[Email: prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)

BRANCH OFFICE

9505 100 Street
Fort St. John, BC
V1J 4N4

Tel: 250-785-8084
Toll Free: 250-670-7773
Fax: 250-785-1125
[Email: prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)

WEBSITE

www.prrd.bc.ca



Peace River Regional District Official Page | Facebook

PEACE RIVER REGIONAL DISTRICT | PRRD Owned Community Halls



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-023

From: Teri Vetter, Chief Financial Officer

Date: September 3, 2020

Subject: Grant Request – Cutbank Community Club

RECOMMENDATION:

That the Rural Budgets Administration Committee approve a grant in the amount of \$40,806.87, payable from Community Works Gas Tax, to be issued to Cutbank Community Club to assist with the Exterior Façade Improvement project for the Cutbank Community Hall.

BACKGROUND/RATIONALE:

In the spring of 2019, Cutbank Community Club embarked on a major renovation project for the Cutbank Community Hall. The project plan consisted of the addition of a large storage room and vestibule area, accessibility upgrades to all entrances, expansion of a covered patio area, and new energy efficient siding. The project was to be completed in phases carried out over a two year timeframe for a total estimated cost of \$140,000. Funding was secured in the amount of \$50,000 from Northern Development Initiative Trust, Community Halls and Recreation Facilities and \$23,000 from Farm Credit Canada (FCC) AgriSpirit. Unfortunately, little progress has been made on the renovation project to date, largely due to a change in the project lead and the shuffling of roles within the society.

As a result of this scenario, the approaching deadline on the FCC AgriSpirit grant of December 31, 2021, and the short falls created as a result of the current pandemic, the society decided to reassess their priorities and came up with the new Exterior Façade Improvements project. The new project consists of the installation of new siding, the application of stonework, new soffits, fascia and downspouts and upgrades to the hall's main entrance and has a budget of \$63,806.87. The society will use the FCC AgriSpirit grant of \$23,000 for this project and is requesting that the Regional District support the remaining funds of \$40,806.87. The society had planned to contribute \$18,545.98 of their own funds for this project; however, they now feel these funds need to be set aside to use as emergency funds to make up for any shortfall in revenue due to the hardships and financial uncertainty as a result of COVID-19.

The Regional District has been providing grant funding to Cutbank Community Club dating back to 2006. The society has received the following grant funding in 2020:

- January 2020 - \$19,273.43 (Community Works Gas Tax) for upgrades to the existing water/sump pump systems and the installation of a new commercial dishwasher.
- January 2020 - \$11,385.35 (Peace River Agreements) for electrical work required at the hall to support new heaters and lighting.
- April 2020 - \$19,881 (Recreational and Cultural Grants-in-Aid) to assist with operational costs such as insurance, utilities, janitorial services and general maintenance.

Cutbank Community Club is a registered not-for-profit organization in good standing with the *Societies Act*. This project meets the eligibility criteria to be funded using funds from Community Works Gas Tax as it meets the definition of activities under the Recreation Infrastructure project category.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant request from the Cutbank Community Club and provide no grant funding to support the Exterior Façade Improvement project for the Cutbank Community Hall.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- As of July 31, 2020, the balance available after remaining commitments in the Community Works Gas Tax Reserve fund was \$6,241,346.80.
- Grant contributions provided using Community Works Gas Tax funds are payable through claim reimbursement in order to meet the mandatory requirements for the annual expenditure reporting process.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised in writing of the Committee's decision and, if approved, asked to recognize the Regional District for its financial contribution.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application – Cutbank Community Club
2. Gas Tax Grant Funding Policy (RBAC Funding Policies)
3. Community Works Fund – Eligible Project Categories



PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: S0017245

Name: Cutbank Community Club

Civic Address: 13514 Hwy 52N

Mailing Address: Box 157

City: Arras

Postal Code: V0C 1B0

Contact Person: Tracey Reynen

Alternate Person:

Tel: 250-719-7233

Tel:

Email: cutbankhall@gmail.com

Email:

SOCIETY EXECUTIVES

President: Tracey Reynen

Vice President: Tracey Dannish

Treasurer: Tanya Jones

PROJECT COSTS

Total Cost of Project: \$63,806.87

Amount Requested per \$40,806.87

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.

Please see attachment.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date:

For Office Use Only

Fair Share: B C D E

PRA: B C D E

BCR/PRA: B C D E

Gas Tax:

Other: _____

Exterior Façade Improvements

Cutbank Community Club

We are requesting assistance with our Exterior Façade improvements, which include new siding, stonework, new soffit and fascia and downspouts, and improvements at our main public entry which include maintenance to the underside of the covered roof as well as the metal support posts.

We have experienced monetary setbacks in regards to the Covid virus. We will not be going forward with the "Addition Project" of which we were to receive \$50,000 from NDIT. The funds that we needed to generate for our portion of that project are now unattainable due to all hall revenue being eliminated. We are now focusing on the second grant that we were successful at receiving, which was \$23,000 from Farm Credit Canada in support of new siding for the hall. Grant conditions require this project to be completed by December 31, 2021.

While we do have money set aside for exterior renovations, we feel that the uncertainty of the duration of the Covid virus leaves us no choice but to also have this amount set aside as Emergency Funds. The shingles on the hall roof have a warranty period remaining of approximately 1 ½ years. We are also going to require new concrete work around the hall with

improved access points to the building in the near future as well. Our exterior renovation fund has several different avenues as to how it can be spent. But for now, it is only responsible to currently set it aside as Emergency Funds.

We feel that the Exterior Façade Improvements is the most attainable project, and the most beneficial to our hall. The exterior facade needs to be replaced and updated due to its poor condition...east side has siding missing due to high wind, and there are many holes in the siding around the building, it is faded and outdated. We received a grant to have sump pumps installed under the hall, but the raingutters and downspouts are currently failing us and are adding to the problem of water leaking under the hall.

The amount of bookings for this year were the highest amount that we have ever had, and this is because of all of the interior renovations and upgrades that we have completed. We feel that once the Covid restrictions are eliminated and we can proceed as normal, the combination of interior and exterior improvements will greatly increase our bookings and revenues year round, making our community hall the first choice for many venues.

Budget Sheet – Cutbank Community Club

	Budget Item	Amount	Sub-Total
a.	Removal & disposal of existing siding, wall prep & new housewrap. Supply & install LP Smartsiding and trim around doors	\$38,913.00	
b.	Install new post coverings and new soffits at main entry.	\$2,100.00	
c.	Removal & disposal of existing soffit & fascia, and installation of new soffit & fascia	\$5,118.75	
d.	Installation of new eavestrough and downspouts	\$1,163.40	
e.	Supply & install 400sqft of fusion stone \$ 100ft of ledgestone	\$16,511.72	
	Total expenses		\$63,806.87
	Grant rec'd..Farm Credit Canada		- \$23,000.00
	Total Request		\$40,806.87

Cutbank Community Club
Current Income Statement
January 1, 2020 – July 20, 2020

Revenue

Hall Rental	\$ -680.00	
Misc. Revenue	263.00	
Grant money rec'd	60,723.78	
Donations	0	
Dance Revenue	0	
	<u>60,306.78</u>	
+ Accts. Receivable	0	
Total Revenue		\$60,306.78

Expenses

Dance Expenses	0	
Propane	4,878.68	
Hydro	728.91	
Water	195.00	
Supplies	335.33	
Janitorial	364.12	
Repairs & Maintenance	4,709.03	
Insurance	6,561.00	
Accounting & Legal	140.00	
Service Charges	21.00	
Miscellaneous	48.15	
Office Supplies	12.74	
Renovation Expenses	19,280.86	
Capital	<u>10,700.71</u>	
Total Expenses		<u>\$47,975.53</u>

Net Income/Loss

\$12,331.25

Cutbank Community Club
Balance Sheet
January 1, 2020 – July 20, 2020

Current Assets

Cash	\$12,626.01
Exterior Renovations/Emerg. Funds	18,545.98
Farm Credit Canada Grant	23,000.00
Accounts Receivable	<u>0</u>
Total Current Assets	54,171.99

Capital Assets

Equipment	81,750.71
Land & Building (assessed value)	<u>464,800.00</u>
Total Capital Assets	546,550.71

Total Assets **600,722.70**

Current Liabilities

Accounts Payable	<u>0</u>
Total Liabilities	0

Equity **600,722.70**

Total Liabilities & Equity **600,722.70**

Notes:

Assessed value of land: \$80,200.00
Assessed value of building: \$389,000.00



Estimate

1800 84 ave
Dawson Creek
BC V1G 0E2

Date
2020-05-21

Estimate #
1116

Customer

Cutbank Hall
Arras, BC
Exterior Renovation

NOTE; THIS ESTIMATE MAY BE
WITHDRAWN IF NOT ACCEPTED
WITHIN 30 DAYS

Labour/ Material	Qty	Rate	Total
Remove, and dispose of existing vinyl siding. Prep walls, and install new housewrap. Supply, and install LP smartside on the walls, and a shake product on the gable ends. Install trim on exterior doors.		37,060.00	37,060.00
Install new post coverings on covered entry. Install new soffits to cover existing plywood.		2,000.00	2,000.00
Remove, and dispose of existing soffit, and fascia. Supply, and install new aluminum soffit, and fascia.		4,875.00	4,875.00
GST on sales		5.00%	2,196.75
Total			\$46,131.75

Acceptance of proposal... the above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above

Date of acceptance:

Customers Signature:

Email: northernedgeconstruction@hotmail.com

Contractors Signature:

Phone: 250-219-2237 250-219-0993



Quotation

Cellular: 250-219-0287
Business: 250-782-7817

Business Number 08016

Date: JUNE 6, 2020

To: CUTBANK HALL
ARRAS, B.C.

Description	Unit Price
Installation of Eavestroughing	\$ 700
Installation of Downspouts	\$ 328
Installation of Corners TRAVEL	\$ 80
Installation of Soffit	\$
Installation of Fascia	\$

Sub Total: \$ 1108
G.S.T. @ 5%: \$ 55.40

Total Price this Quotation: \$ 1163.40

I/We acknowledge that all invoices not paid within 30 days of invoice date shall be subject due to an interest charge of 2% per month

**THIS QUOTATION IS AN ESTIMATE AND FINAL PRICE MAY CHANGE
UPON COMPLETION OF JOB**

Estimate



1800 84 ave
Dawson Creek
BC V1G 0E2

Date
2020-06-17

Estimate #
1119

NOTE: THIS ESTIMATE MAY BE
WITHDRAWN IF NOT ACCEPTED
WITHIN 30 DAYS

Customer:

Cutbank Hall
Arras, BC
Stone work

Labour/ Material	Qty	Rate	Total
		15,725.45	15,725.45
Supply, and install 400 sqft of fusion stone, and 100 ft of ledge stone on cutbank hall exterior. GST on sales		5.00%	786.27
		Total	\$16,511.72

Acceptance of proposal... the above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above

Date of acceptance:

Customers Signature:

Email: northerndedgeconstruction@hotmail.com

Contractors Signature:

Phone: 250-219-2237 250-219-0993



RURAL BUDGETS ADMINISTRATION COMMITTEE FUNDING POLICIES

GAS TAX GRANT FUNDING

The Rural Budgets Administration Committee may utilize the "Gas Tax" (New Deal - Community Works Fund) annual grant provided from the Federal Government and Provincial Government through UBCM.

These funds may be used to provide grants for projects that meet the official criteria as provided from time to time by the Federal Government, the Provincial Government and UBCM.

Examples of the types of projects that may be considered for funding are:

1. developing or upgrading drinking water systems to improve quality, reduce water use, increase energy efficiency, and secure water supply in the face of a drought;
2. developing or upgrading waste water systems to improve service and increase energy efficiency;
3. community energy systems (wind, solar, thermal, etc.);
4. implement innovative technologies that support environment; and
5. retrofits to reduce energy and GHG emissions.

Application for Grant:

The applicant (including a function of the Regional District) must provide full details of the project, the cost, other sources of revenues and the projected savings and benefits.

The applicant (if not a function of the Regional District) must be a not-for-profit society in good standing and provide a financial statement.

Grant recipients must recognize the Regional District for its contribution through:

- display of a certificate or plaque; and
- a joint press release.

Examples of Eligible Projects

Please take note, the following activities are ineligible under any Gas Tax Fund project category		
<ul style="list-style-type: none"> - Investments in health infrastructure (hospitals, medical clinics, convalescent and seniors centres) - Investments in emergency response related infrastructure (fire halls/equipment and emergency operations centres) - Feasibility Studies - Public Art - Detailed design for projects are not considered eligible expenditures until capital works commence 		
Project Category	Description	Examples
Public Transit	Infrastructure which supports a shared passenger transport system which is available for public use	<ul style="list-style-type: none"> • Transit infrastructure such as rail and bus rapid transit systems, and related facilities • Buses, rail cars, ferries, para-transit vehicles, and other rolling stock and associated infrastructure • Intelligent Transport Systems such as fare collection, fleet management, transit priority signaling, and real time traveler information system at stations and stops • Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals
Local Roads, Bridges, and Active Transportation	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	<ul style="list-style-type: none"> • New and rehabilitation of roads • New and rehabilitation of bridges • Cycling lanes, paths, sidewalks and hiking trails • Intelligent Transportation systems • Additional capacity for high occupancy/transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)	<ul style="list-style-type: none"> • Construction projects that enhance airports and are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.) • Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities

Short-line Rail	Railway related infrastructure for carriage of passengers or freight	<ul style="list-style-type: none"> • Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal • Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel • Construction, development or improvement of facilities to improve interchange of goods between modes • Procurement of technology and equipment used to improve the interchange of goods between modes • Short-line operators must offer year-round service
Short-sea Shipping	Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean	<ul style="list-style-type: none"> • Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities • Capitalized equipment for loading/unloading required for expansion of short-sea shipping • Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS) <p><i>Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding</i></p>
Community Energy Systems	Infrastructure that generates or increases efficient use of energy	<ul style="list-style-type: none"> • Renewable electricity generators • Electric vehicle infrastructure/fleet vehicle conversion • Hydrogen infrastructure (generation, distribution, storage) • Wind/solar/thermal/geothermal energy systems • Alternative energy systems that serve local government infrastructure • Retrofit of local government buildings and infrastructure not captured in any other eligible category.

Drinking Water	Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	<ul style="list-style-type: none"> • Drinking water treatment infrastructure • Drinking water distribution system (including metering)
Wastewater	Infrastructure that supports wastewater and storm water collection, treatment and management systems	<ul style="list-style-type: none"> • Wastewater collection systems and or wastewater treatment facilities or systems • Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization • Separate storm water collection systems and or storm water treatment facilities or systems • Wastewater sludge treatment and management systems
Solid Waste	Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage	<ul style="list-style-type: none"> • Solid waste diversion projects including recycling, composting and anaerobic digestion that are clearly linked to a solid waste management plan or sustainability plan. • Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery • Solid waste disposal strategies that reduce resource use that are clearly linked to a solid waste management plan or sustainability plan
Sport Infrastructure	Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home of professional sports teams or major junior hockey teams)	<ul style="list-style-type: none"> • Sport infrastructure for community public use • Sport infrastructure in support of major amateur athletic events

Recreation Infrastructure	Recreational facilities or networks	<ul style="list-style-type: none"> • Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, or other facilities that have sport and/or physical activity as a primary rationale; • Community centers that offer programming to the community at large, including all segments of the population; • Networks of parks, fitness trails and bike paths
Cultural Infrastructure	Infrastructure that supports arts, humanities, and heritage	<ul style="list-style-type: none"> • Museums • The preservation of designated heritage sites • Local government owned libraries and archives • Facilities for the creation, production, and presentation of the arts • Infrastructure in support of the creation of a cultural precinct within an urban core
Tourism Infrastructure	Infrastructure that attract travelers for recreation, leisure, business or other purposes	<ul style="list-style-type: none"> • Convention centers • Exhibition hall-type facilities • Visitor centres
Disaster Mitigation	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters	<ul style="list-style-type: none"> • Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change • Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme national events and impacts or events related to climate change <p><i>Note: this category is related to disaster prevention (such as dykes, berms, seismic upgrades etc.) and <u>not</u> response (such as fire trucks, fire halls, etc.)</i></p>

Broadband Connectivity	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia	<ul style="list-style-type: none"> • High---speed backbone • Point of presence • Local distribution within communities • Satellite capacity
Brownfield Redevelopment	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly-owned social housing.	<ul style="list-style-type: none"> • New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement • New construction of municipal use public parks and affordable housing
Asset Management	Increase local government capacity to undertake asset management planning practices.	<ul style="list-style-type: none"> • Asset Management Practices Assessment • Current State of Assets Assessment • Asset Management Policy • Asset Management Strategy • Asset Management Plan • Long-Term Financial Plan • Asset Management Practices Implementation Plan • Asset Management Plan Annual Report
Integrated Community Sustainability Plans	Increase local government capacity to undertake integrated community sustainability plans	<ul style="list-style-type: none"> • Integrated community sustainability plans • Regional growth strategies • Community development plans • Community plans
Long-term Infrastructure Plans		<ul style="list-style-type: none"> • Transportation plans • Infrastructure development plans • Liquid waste management plans • Solid waste management plans • Long-term cross-modal transportation plans • Water conservation/demand management plans • Drought management contingency plans • Air quality plans • GHG reduction plans • Energy conservation plans



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-025

From: Teri Vetter, Chief Financial Officer

Date: September 4, 2020

Subject: Grant Request – Rotary Club of Dawson Creek Sunrise

RECOMMENDATION:

That the Rural Budgets Administration Committee review the grant application to determine if a grant in the amount of \$30,000, payable from Community Works Gas Tax, should be authorized and issued to the Rotary Club of Dawson Creek Sunrise for improvements to the Dawson Creek Rotary Trail.

BACKGROUND/RATIONALE:

The Rotary Club of Dawson Creek Sunrise is seeking grant funding from the Regional District in the amount of \$30,000 to be used to complete upgrades to the Dawson Creek Rotary Trail that runs through the centre of the city. Portions of the trail have deteriorated over time due to the erosion, cracking and crumbling of the existing pavement, which has led to safety concerns and accessibility issues for user groups. The trail promotes outdoor recreation and offers community members an opportunity to be physically active. The Dawson Creek Rotary Trail forms part of the Great Trail of Canada (Trans Canada Trail) that stretches from the Atlantic to the Pacific and Arctic oceans.

The total cost to complete the project is \$151,140.73 and is scheduled to be completed by the end of 2020. The Rotary Club of Dawson Creek Sunrise and Noon groups are both contributing \$25,000 each for a total of \$50,000 and funding from the Trans Canada Trail has been secured in the amount of \$52,899.25 for a total of \$102,899.25. The City of Dawson Creek was not able to provide any grant funding however, a loan of up to \$120,000 has been authorized. The Regional District has provided the following grants to the applicant in prior years:

- 2015 - \$5,000 Grants to Community Organizations, Special Event - District Conference; and
- 2017 - \$1,000 BC Rail/PRA Grant - Youth Interact Club, Travel Assistance Belize trip.

A grant application was originally submitted to the regionally funded Recreational Trails Grants-in-Aid; however, upon learning that grant funding was already allocated for 2020, a decision to withdraw that request and submit an application to the Rural Budgets Administration Committee for consideration was made. This project could be funded using Community Works Gas Tax as it meets the eligibility description under the Recreation Infrastructure investment category. The applicant is a registered not-for-profit society in good standing with the Societies Act.

For further information, please see the attached grant application.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant request from the Rotary Club of Dawson Creek Sunrise and provide no grant funding to assist with the improvements to the Dawson Creek Rotary Trail.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- As of July 31, 2020, the balance available after remaining commitments in the Community Works Gas Tax Reserve fund was \$6,241,346.80.
- Grant contributions provided using Community Works Gas Tax funds are payable through claim reimbursement in order to meet the mandatory requirements for the annual expenditure reporting process.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised in writing of the Committee's decision and, if approved, asked to recognize the Regional District for its financial contribution.

OTHER CONSIDERATION(S):

The applicant and project would be a suitable candidate to be considered for funding under the Recreational Trails Grants-in-Aid funding stream, regionally funded through Function 200 Regional Parks. The 2020 budget commitment was \$75,000 of which only \$20,000 was allocated. The grant intake for 2020 closed on November 15, 2019.

If the application was to be referred to the Parks Committee for the consideration of a 2020 grant, the timing of this process may prohibit the applicant from completing the project by the end of 2020.

Attachments:

1. Grant Application – Rotary Club of Dawson Creek Sunrise
2. Gas Tax Grant Funding Policy (RBAC Funding Policies)
3. Community Works Fund – Eligible Project Categories

Society #: **S-0066761**

Name: Rotary Club of Dawson Creek Sunrise

Civic Address:

Mailing Address: Box 959

City: Dawson Creek

Postal Code: V1G 4H9

Contact Person: Joe Judge

Alternate Person: Keith Brown

Tel: (250) 719-5494

Tel: (250) 219-2434

Email: lujojjudge@gmail.com

Email: keithinformed@gmail.com

SOCIETY EXECUTIVES

President: Keith Brown (Acting)

Vice President:

Treasurer: Jaron Neufeld

PROJECT COSTS

Total Cost of Project: \$151,140.73

Amount Requested per \$30,000

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?

Project balance as a loan

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 trail through the center of the City of Dawson Creek is part of the Trans Canada Trail (The Great Trail). The original trail is approximately 30 year old and has been maintained and patched over the years. Over time, the trail has deteriorated. It is now in need of total repaving to bring the 2.35km trail up to a more usable and long lasting benefit to the community.

The repaving of the trail will make it more accessible for the community, as well as those who are traveling along the Trans Canada Trail. This section of the Trans Canada Trail runs from the Alberta Border all the way up to Watson Lake, YK. Given the COVID-19 pandemic, the opportunity to offer outdoor recreation that is safe for all participants is of the utmost priority. The trail provides a 6.5km loop (out and back) for community members to stay physically active through walking, jogging, or running, in the outdoors of Dawson Creek. The trail path is protected from motor vehicle traffic and provides a safe outdoor activity for its users.

As this trail is featured on the Northeast section of the Trans Canada Trail (<https://thegreattrail.ca/>) with highlighted access points and trail information, it enhances the tourism attractiveness for Dawson Creek and surrounding areas.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Joe Judge

Date: September 2, 2020

For Office Use Only

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

User and Site Safety

As mentioned in the application, the current 3.25km trail system through the heart of Dawson Creek has numerous portions that have eroded, degraded, crumbled, and cracked. As such, the trail itself poses many safety concerns for the current users, and limits the ability for other user groups to enjoy the trail all together.

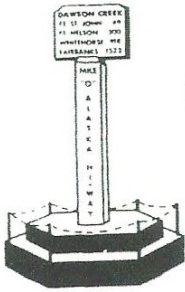
By repaving the trail to an even surface, we are opening the trail up to multiple user groups who would currently be restricted from use. Specifically, any walkers, joggers, or runners who are concerned about the uneven surface and potential injury related to missteps. Furthermore, individuals who have mobility issues, where the uneven footing poses significant balance issues or concerns. And lastly, our community families who use strollers, or who have children on bikes and scooters where the uneven surface causes issues with the wheels of the apparatus.

We want to ensure that our community is able to feel safe and protected when using the recreation facilities located within the Peace River Regional District, and specifically related to the Dawson Creek Rotary Trail.

The trail information on the Trans Canada Trail website specifically mentions the accessibility of the trail, and we feel that the trail is not currently meeting these conditions:

*This section of The Great Trail starts at Rotary Park, Pioneer Village and the Mile Zero Campground, winds through the historical city of Dawson Creek, past parks, a library and behind the Dawson Creek Mall. **Trail users have the options of hiking/walking, and cycling. The trail is wheelchair accessible and family friendly with dogs on leash permitted.** The Trail crosses a creek and is part of the trail that runs through one of Dawson Creek's natural areas, an area that contains many plants, birds, and other small wildlife. Courtesy of Dawson Creek Rotarians.*

We need to bring this trail back up to the standards that our community users deserve.



DAWSON CREEK ROTARY CLUB

MEETS TUESDAY 12:10 P.M.
George Dawson Inn
Box 186, Dawson Creek, B.C. V1G 4G3
Phone: 782-1792


August 11, 2020

Council Meeting on August 17, 2020


Re: Walking Trail

The Rotary Clubs in Dawson Creek, Morning & Noon clubs) have agreed to bring the current walking trail, not including bridges, to a maintainable standard. We have attempted to complete patchwork on the trail using the city equipment, but the trail is currently beyond a simple patch repair due to the extensive cracking and break-up of the current asphalt.

Recommendation:

- Repave the trail to a 2 ½ meter width with a 1 ½" lift of asphalt
- Total length requiring repaving is 3,253 meters
- Asphalt required is 8,132.5m²
- Peters Brothers quote is ~~18.33m²~~ for a total cost of \$149,068.73
- Prior to paving, the current cracks need to be sprayed so weeds are killed to the roots. The cracks then need to be blown out with compressed air
-  Quote from Melbern Vegetation for weed treatment is \$1,850 & tax. They will supply signage if we can use city blockades during spraying
- The process will require two weeks after treatment before cracks are blown out. We estimate a two-week period for the cracks to be cleared prior to paving so the pre-paving timeframe looks like three to
- ☺ → four weeks for spraying & clearing. The Rotary clubs are not in a position to prepare the cracks so the city would need to complete this
- If paving is done next year, the earliest the spraying can start is the last week of May which would allow paving in late June or early July
- Peters Brothers said they would try to complete the work this year before freeze-up

Financing:

- We are approaching service clubs and organization who originally contributed to the trail
- Trans Canada Trails  provide a minimum grant
- DC Rotary Clubs have committed \$50,000, jointly, for this year's contribution and will commit to the balance of the project up to \$150,000. We are asking the City to carry the balance of the contract and we will reimburse the City as soon as funds are available.

Revenue Sources (Where the Funds Will Come From)	Sources			
	Confirmed Y/N	Cash \$	In-Kind \$	Total \$
DC Rotary Club (Sunrise)	Y	25,000.00		25,000.00
DC Rotary Club (Noon)	Y	25,000.00		25,000.00
Trans Canada Trail	Y	52,899.25		52,899.25
Multiple funding sources (as per below)	N	48,241.48		48,241.48
Peace River Regional District**	N	Unknown		-
City of Dawson Creek (Loan)**	Y	Outstanding balance		-
Community Foundation Funding	N	Unknown		-
Total		151,140.73	-	151,140.73
Expenditure Areas (Where Funds Will Be Spent)		Expenditures		
		Cash \$	In-Kind \$	Total \$
Weed treatment		2,072.00		2,072.00
Paving		149,068.73		149,068.73
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Total		151,140.73	-	151,140.73
				-
Net Profit				-

ROTARY CLUB OF DC - Sunrise

Income Statement 07/01/2019 to 06/30/2020

REVENUE

CLUB REVENUE

Fines & Fellowship Draws	-85.00
Membership Dues	14,593.42
Member Meals	2,525.00
Meals - Guest	75.00
Miscellaneous	400.00
Bank Interest	122.48
Total Club Revenue	17,630.90

COMMUNITY/INTERNATIONAL REV

Rotary Auction	43,400.00	
TTL Joint Community		43,400.00
Bubble Run		9,976.41
Foundation Donations		3,640.00
Total Revenue		57,016.41

TOTAL REVENUE 74,647.31

EXPENSE

COMMUNITY/INTERNATIONAL EXP

RAHR - Adventure in Human Rights	2,606.66
Hurricane Recovery Fund	25.00
Community Donation - Joint Project	15,000.00
Nordic Ski Club	3,500.00
Bubble Run	10,864.00
Texas 4000	274.44
Auction expenses	216.44
Total Local Projects	216.44
Christmas Tree Light Up	1,149.87
Total International	1,149.87
Rotary Manor - BBQ, etc	474.44
Local Families Gift Baskets	1,124.80
DPIL	15,700.00
Library	2,300.00
Scholarship	2,000.00
Youth programs, etc	4,900.00
The Arts-Music and Choral	3,000.00
CDC Kids - Art Gallery	1,000.00
Community/International Expense	64,135.65

CLUB EXPENSES

Bank Fees	217.00
Donations - miscellaneous local	200.00
Club Runner	600.07
District Meetings & conference	730.00
District Dues	3,294.50
Rotary International Dues	3,503.82
Member Meals	2,358.93
Fellowship Activities	120.75
Office & Stationary	542.54
Total Club Expenses	11,567.61

TOTAL EXPENSE 75,703.26

NET INCOME -1,055.95

ROTARY CLUB OF DC - Sunrise

Balance Sheet As at 06/30/2020

ASSET

Current Assets

Cash Clearing/on-hand	0.00	
LVCU - High Interest Savings	26,866.44	
LVCU -Chequing Account	49,768.53	
LVCU - Equity Shares	55.06	
Total Cash		76,690.03
Accounts Receivable	3,449.46	
Meals and dues accrual until bill...	0.00	
Due from noon club	0.00	
Due to/from joint account	0.00	
Total Receivable		3,449.46
Total Current Assets		80,139.49

TOTAL ASSET 80,139.49

LIABILITY

Current Liabilities

Accounts Payable	0.85
Foundation Donations	0.00
Total Current liabilities	0.85

TOTAL LIABILITY 0.85

EQUITY

Owners Equity

Prior to 10/11- Club Surplus	29,456.48	
Unknown Surplus	0.00	
Prior Year - Club Surplus	5,056.29	
Prior Year - Club Surplus		34,512.77
Surplus Project Funds - Prior Ye...		46,681.82
Surplus Funds		-1,055.95
Total Owners Equity		80,138.64

TOTAL EQUITY 80,138.64

LIABILITIES AND EQUITY 80,139.49



luella judge <lujojjudge81@gmail.com>

Zoom meeting minutes from August 21 2020 meeting

1 message

John Kurjata <jkurjata.s2kpa.com@clubrunner.email>

Fri, Aug 21, 2020 at 8:36 AM

Reply-To: John Kurjata <jkurjata@s2kpa.com>

To: Joe Judge <lujojjudge81@gmail.com>

Rotary Club of Dawson Creek Sunrise
Regular Zoom Meeting
August 21, 2020

Attending: Keith, Fred, Rick Hall, Joe, Aimee, Dale, Marlana, John, Pat

M/S to record meeting – Marlana/Aimee

O'Canada from the Toronto Raptors first home game – Yikes!!! I would not do that! Gave me the heebie jeebies just looking at it.

Remember we have a social next week.

This month Jason had a birthday, John and Shari married 40 years, Pat and Robin married 53 years and Dennis and Sandy married 47 years. Congrats all. Keith played a funny video with some great ideas for songs for when the bride is walking down the aisle. We all shared some stories about favorite wedding moments.

Mini project last week went really well. Pat let us know that cut wood was moved from the woods to the trail with the help of Dale, Jaron, Jaron's two sons, Aimee and Jim. Thanks for those who helped and lots of wood was moved. More next month!

Don Bourassa and Joe met with City Council and got support for the walking trail project. They approved a loan of \$120,000 to be repaid over the next three years. The weeds will need to be sprayed in the coming week to allow for the weeds to die and then the city will go along and blow out the cracks a couple of days before paving. This project looks like it will go forward this fall. Application has been sent to Trans Canada Trail and a grant from them looks promising. Maximum amount of the grant is 35% of the project cost and they would like signs posted that they've taken part. Another portion of the trail has fallen away between 13th and 15th. That will need some work as well. Joe is exploring other grant options such as NDIT through contacts with the city grant writer. Letters will be sent to SP Oilmens and the Kinsmen for support as well.

Networks Ministries is moving September 12 at 9:00 am. They need some help checking toilets in the new building, removing vinyl walls in some rooms and hang some gyproc, and remove some heavy desks for destroying. They are also starting a fundraiser whereby anyone can purchase 1 square foot of the building for \$40. More to come from that.

Our project budget was moved by Shamir via email on August 8 and seconded by Fred. Only Shamir emailed back and Fred seconded at our meeting. All those in attendance this morning approved the budget.

* The motion for the walking trail funding in the amount of \$25,000 was moved by Jaron via email on August 6 and seconded by Dennis at our last zoom meeting. All those in attendance this morning approved the funding.

Social with the noon club is set for next Friday starting at 5:30 at Pioneer Village. It will be completely open to us and we'll be having hamburgers and hotdogs. Aimee needs to have some numbers for attendance so please replay as soon as you can.

We're down to 3 Mizpah House kits so this is a heads up that some shopping may be needed soon.

August 31, 2020

Rotary Club Of Dawson Creek Sunrise
Box 959
Dawson Creek, British Columbia VG 4H9

Dear Mr. Judge,

I am pleased to inform you that the **Dawson Creek Re-paving** project led by the **Rotary Club of Dawson Creek Sunrise** has been selected to receive a financial contribution from Trans Canada Trail (TCT) through the 2020-2021 Capital Improvement Plan (CIP), subject to the conditions detailed below.

Your Project will be funded to a maximum of **\$52,899.25**, which is based on **35%** of your estimated total project costs and was calculated based on a percentage of eligible expenses, according to your detailed project budget. Please note that invoices detailing eligible project expenses may be required, at the sole discretion of TCT, before payments are made.

Given the uncertainty and challenging circumstances surrounding the impact of Covid-19, we are requesting that all groups continue to keep TCT informed, to the best of their ability, regarding any changes that may affect their capacity to follow through and complete their projects.

The financial contribution outlined in this letter is conditional to your signature of a contribution agreement before **September 4, 2020**. Once you have signed and returned the contribution agreement to TCT, TCT will sign and return a copy to you for your records. Funding by TCT will only be provided to you once the contribution agreement is signed by you and TCT, and you are otherwise in compliance with the agreement.

If you have any questions please contact your TCT regional Trail Development Manager, Trisha Kaplan at tkaplan@tctrail.ca.

On behalf of TCT staff and Board of Directors, I wish you the very best in the successful completion of your project and thank you for your support as we continue to maintain, develop, improve and expand The Great Trail from coast to coast to coast.

Sincerely,

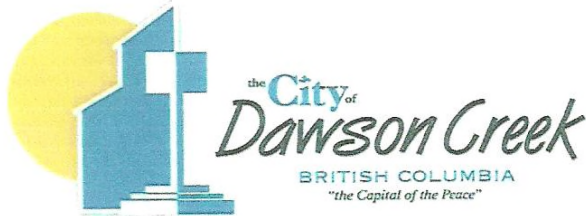


Mathieu Roy, P.Eng
Vice-President, Trail Development and Management

Trans Canada Trail
Sentier Transcanadien
321, de la Commune Ouest
Suite 300
Montréal, QC, H2Y 2E1

TheGreatTrail.ca | LeGrandSentier.ca

T: 514 485-3959
1 800 465-3636
F: 514 485-4541



August 18, 2020

File: 1-1-4

Dawson Creek Rotary Club
Joe Judge & Don Bourassa

Email: don.bourassa@sunlife.com & lujojjudge81@gmail.com

Re: Letter of Proposal for the Dawson Creek Walking Trail

Thank you for your attendance and presentation at the Regular Meeting of Council on Monday, August 17, 2020.

Council supports your project of repaving the Dawson Creek Walking Trail and has approved a loan of up to \$120,000 repayable within a three year period, with an option to request Council for an extension if necessary.

Kevin Henderson, General Manager of Development Services will be reaching out to you to ensure the project is in line with the 8th Street project and City staff will work with your contractor regarding weed control and posting the proper public notification signage after the weeds have been sprayed.

Should you have any questions regarding this matter, please do not hesitate to contact Kevin Henderson by email at khenderson@dawsoncreek.ca or via phone at 250-784-3622.

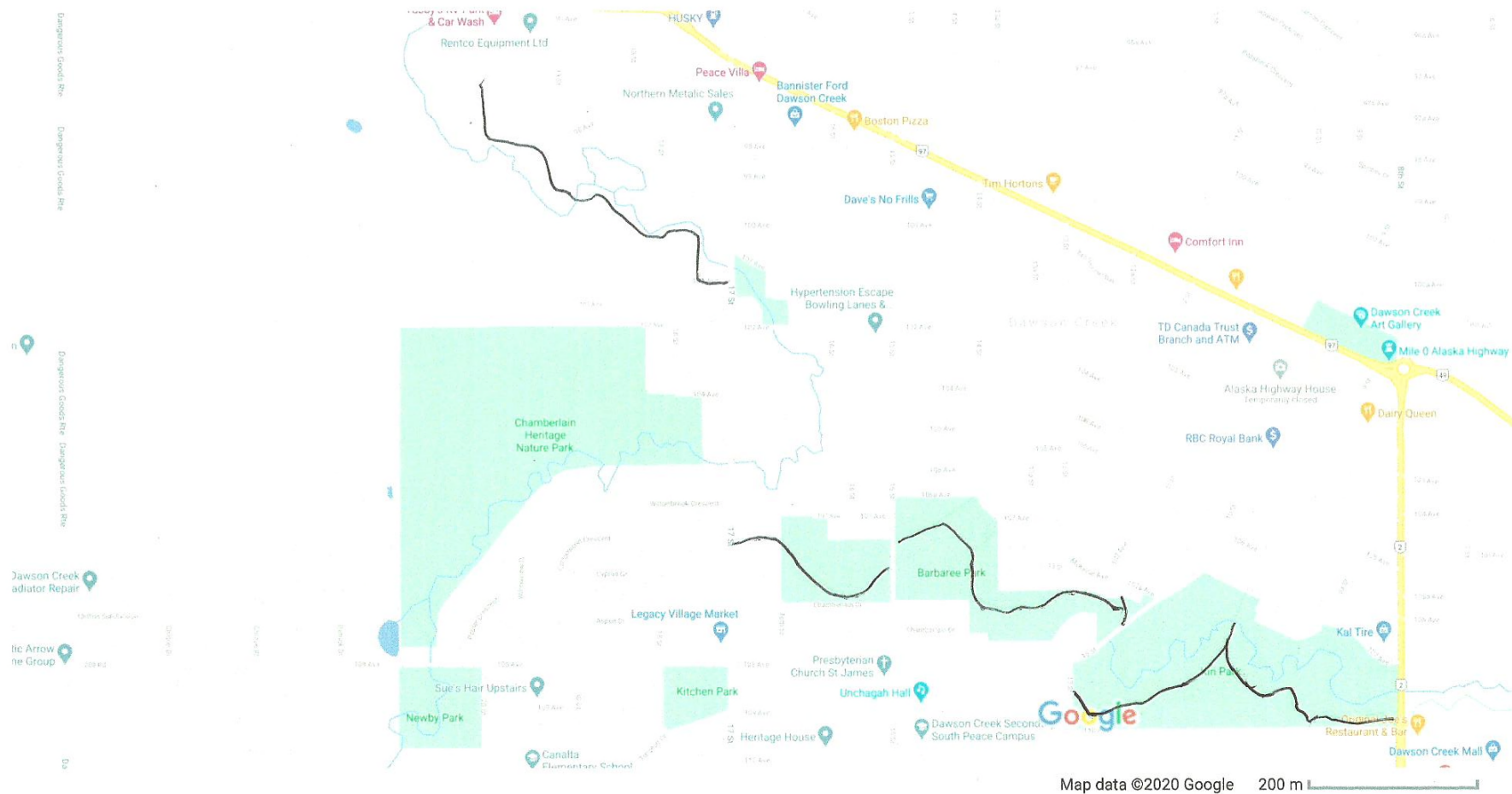
Yours truly,

Brenda Ginter
Corporate Officer

/js

c. K. Henderson, General Manager of Development Services
F. Rossi Donovan, Chief Financial Officer

Google Maps Dawson Creek













RURAL BUDGETS ADMINISTRATION COMMITTEE FUNDING POLICIES

GAS TAX GRANT FUNDING

The Rural Budgets Administration Committee may utilize the "Gas Tax" (New Deal - Community Works Fund) annual grant provided from the Federal Government and Provincial Government through UBCM.

These funds may be used to provide grants for projects that meet the official criteria as provided from time to time by the Federal Government, the Provincial Government and UBCM.

Examples of the types of projects that may be considered for funding are:

1. developing or upgrading drinking water systems to improve quality, reduce water use, increase energy efficiency, and secure water supply in the face of a drought;
2. developing or upgrading waste water systems to improve service and increase energy efficiency;
3. community energy systems (wind, solar, thermal, etc.);
4. implement innovative technologies that support environment; and
5. retrofits to reduce energy and GHG emissions.

Application for Grant:

The applicant (including a function of the Regional District) must provide full details of the project, the cost, other sources of revenues and the projected savings and benefits.

The applicant (if not a function of the Regional District) must be a not-for-profit society in good standing and provide a financial statement.

Grant recipients must recognize the Regional District for its contribution through:

- display of a certificate or plaque; and
- a joint press release.

Examples of Eligible Projects

Please take note, the following activities are ineligible under any Gas Tax Fund project category		
<ul style="list-style-type: none"> - Investments in health infrastructure (hospitals, medical clinics, convalescent and seniors centres) - Investments in emergency response related infrastructure (fire halls/equipment and emergency operations centres) - Feasibility Studies - Public Art - Detailed design for projects are not considered eligible expenditures until capital works commence 		
Project Category	Description	Examples
Public Transit	Infrastructure which supports a shared passenger transport system which is available for public use	<ul style="list-style-type: none"> • Transit infrastructure such as rail and bus rapid transit systems, and related facilities • Buses, rail cars, ferries, para-transit vehicles, and other rolling stock and associated infrastructure • Intelligent Transport Systems such as fare collection, fleet management, transit priority signaling, and real time traveler information system at stations and stops • Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals
Local Roads, Bridges, and Active Transportation	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	<ul style="list-style-type: none"> • New and rehabilitation of roads • New and rehabilitation of bridges • Cycling lanes, paths, sidewalks and hiking trails • Intelligent Transportation systems • Additional capacity for high occupancy/transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)	<ul style="list-style-type: none"> • Construction projects that enhance airports and are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.) • Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities

Short-line Rail	Railway related infrastructure for carriage of passengers or freight	<ul style="list-style-type: none"> • Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal • Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel • Construction, development or improvement of facilities to improve interchange of goods between modes • Procurement of technology and equipment used to improve the interchange of goods between modes • Short-line operators must offer year-round service
Short-sea Shipping	Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean	<ul style="list-style-type: none"> • Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities • Capitalized equipment for loading/unloading required for expansion of short-sea shipping • Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS) <p><i>Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding</i></p>
Community Energy Systems	Infrastructure that generates or increases efficient use of energy	<ul style="list-style-type: none"> • Renewable electricity generators • Electric vehicle infrastructure/fleet vehicle conversion • Hydrogen infrastructure (generation, distribution, storage) • Wind/solar/thermal/geothermal energy systems • Alternative energy systems that serve local government infrastructure • Retrofit of local government buildings and infrastructure not captured in any other eligible category.

Drinking Water	Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	<ul style="list-style-type: none"> • Drinking water treatment infrastructure • Drinking water distribution system (including metering)
Wastewater	Infrastructure that supports wastewater and storm water collection, treatment and management systems	<ul style="list-style-type: none"> • Wastewater collection systems and or wastewater treatment facilities or systems • Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization • Separate storm water collection systems and or storm water treatment facilities or systems • Wastewater sludge treatment and management systems
Solid Waste	Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage	<ul style="list-style-type: none"> • Solid waste diversion projects including recycling, composting and anaerobic digestion that are clearly linked to a solid waste management plan or sustainability plan. • Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery • Solid waste disposal strategies that reduce resource use that are clearly linked to a solid waste management plan or sustainability plan
Sport Infrastructure	Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home of professional sports teams or major junior hockey teams)	<ul style="list-style-type: none"> • Sport infrastructure for community public use • Sport infrastructure in support of major amateur athletic events

Recreation Infrastructure	Recreational facilities or networks	<ul style="list-style-type: none"> • Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, or other facilities that have sport and/or physical activity as a primary rationale; • Community centers that offer programming to the community at large, including all segments of the population; • Networks of parks, fitness trails and bike paths
Cultural Infrastructure	Infrastructure that supports arts, humanities, and heritage	<ul style="list-style-type: none"> • Museums • The preservation of designated heritage sites • Local government owned libraries and archives • Facilities for the creation, production, and presentation of the arts • Infrastructure in support of the creation of a cultural precinct within an urban core
Tourism Infrastructure	Infrastructure that attract travelers for recreation, leisure, business or other purposes	<ul style="list-style-type: none"> • Convention centers • Exhibition hall-type facilities • Visitor centres
Disaster Mitigation	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters	<ul style="list-style-type: none"> • Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change • Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme natural events and impacts or events related to climate change <p><i>Note: this category is related to disaster prevention (such as dykes, berms, seismic upgrades etc.) and <u>not</u> response (such as fire trucks, fire halls, etc.)</i></p>

Broadband Connectivity	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia	<ul style="list-style-type: none"> • High---speed backbone • Point of presence • Local distribution within communities • Satellite capacity
Brownfield Redevelopment	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly-owned social housing.	<ul style="list-style-type: none"> • New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement • New construction of municipal use public parks and affordable housing
Asset Management	Increase local government capacity to undertake asset management planning practices.	<ul style="list-style-type: none"> • Asset Management Practices Assessment • Current State of Assets Assessment • Asset Management Policy • Asset Management Strategy • Asset Management Plan • Long-Term Financial Plan • Asset Management Practices Implementation Plan • Asset Management Plan Annual Report
Integrated Community Sustainability Plans	Increase local government capacity to undertake integrated community sustainability plans	<ul style="list-style-type: none"> • Integrated community sustainability plans • Regional growth strategies • Community development plans • Community plans
Long-term Infrastructure Plans		<ul style="list-style-type: none"> • Transportation plans • Infrastructure development plans • Liquid waste management plans • Solid waste management plans • Long-term cross-modal transportation plans • Water conservation/demand management plans • Drought management contingency plans • Air quality plans • GHG reduction plans • Energy conservation plans



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-022

From: Teri Vetter, Chief Financial Officer

Date: September 1, 2020

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

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,200 payable from Cemetery Grant-in-Aid, Area D, to be issued to Tomslake and District Recreation Commission to assist with the lawn maintenance at the Tomslake Cemetery.

BACKGROUND/RATIONALE:

Tomslake and District Recreation Commission (TLDRC) is requesting grant funding in the amount of \$1,200 to assist with expenses associated with annual lawn care and maintenance at the Tomslake Cemetery. The applicant has provided copies of invoices to support their grant application.

Grant funding has been provided to TLDRC, since 2007 and in recent years (2015 – 2019), an annual grant contribution of \$1,200 has been supported to assist with lawn care at the Tomslake Cemetery. TLDRC is a registered not-for-profit society in good standing with the *Societies Act*. This request meets the criteria as outlined in the attached Cemetery Grant Policy.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from the Tomslake and District Recreation Commission and provide no funding to assist with the cost of lawn maintenance at the Tomslake Cemetery.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- The 2020 financial commitment for Cemetery Grant-in-Aid, Electoral Area D is \$5,000 which has a remaining balance of \$4,000 as of September 1, 2020.
- Funding for Cemetery Grant-in-Aid is provided through Function 285, Cemeteries B, C, D, and E.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the Rural Budgets Administration Committee's decision and, if supported, will be made aware of the Regional District's Funding Recognition Guidelines.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application TLDRC, Tomslake Cemetery
2. Cemetery Grant Policy



Society #: S-0012259
 Name: TOMSLAKE & DISTRICT RECREATION COMMISSION
 Civic Address: 15403 OLD EDM HWY
 Mailing Address: Box 47
 City: TOMSLAKE B.C. Postal Code: V0C 1L0
 Contact Person: ART SEIDL Alternate Person: ERNIE HELLER
 Tel: 250) 786-5558 Tel: 250) 786-5858
 Email: ja.seidl@hotmail.com Email: —

SOCIETY EXECUTIVES

President: ART SEIDL
 Vice President: ED McCULLOUGH
 Treasurer: ERNIE HELLER

PROJECT COSTS

Total Cost of Project: \$1200
 Amount Requested per \$1200
 For how many years? 1 yr ☒ 2 yrs ☐ 3 yrs ☐

Have you applied to a municipality for funding? Yes ☐ No ☒ If so, how much did you apply for?

Was your application successful? Yes ☐ No ☒ If so, how much did you receive?

Describe the project for which your organization is requesting a grant and the reason for your request.
 If more space is needed, please add it as an attachment to your application.

ANNUAL SUMMER MAINTENANCE FOR OUR LOCAL CEMETERY.
THIS INCLUDES CUTTING AND BAGGING GRASS AROUND
GRAVE PLOTS, AS WELL AS SURROUNDING AREA.
TENDERS ARE PUT OUT END OF APRIL AND END
IN SEPT.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: av seidl

Date: Sept 1 2020

For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐
 PRA: B ☐ C ☐ D ☐ E ☐
 BCR/PRA: B ☐ C ☐ D ☐ E ☐

Gas Tax: ☐

Other: ☐

Cemetery Grant

Financial Statement

Tomslake & District Recreation Commission

As of December 31, 2019

\$13,043.00

Income

Bank Interest	158.00
Heritage Park	5745.00
Chronicle Sponsors	210.00
Grant-In-Aid	9500.00
Taxation Funding	90000.00
	<u>\$105,613.00</u>

Expenses

LVCU Service Charges	42.00
BC Hydro	989.00
Office Supplies	304.00
Society Fees	40.00
Property Insurance	1079.00
Liability Insurance	900.00
Meeting Room Rental	120.00
Donation	98.00
Chronicle	198.00
Grass Cutting	2000.00
Picnic Table Renovations	1694.00
Equipment Repair	89.00
Community Sign	63.00
Park Contract/Supplies	8195.00
Safety Deposit Box	42.00
Taxation Funding to TCCC	90000.00
	<u>\$105,853.00</u>

Net Income (Loss)

-\$240.00

PEACE RIVER REGIONAL DISTRICT
RECEIVED
DAWSON CREEK
AUG 31 2020

Referred To: Tom

File No. _____ ADDRESS _____

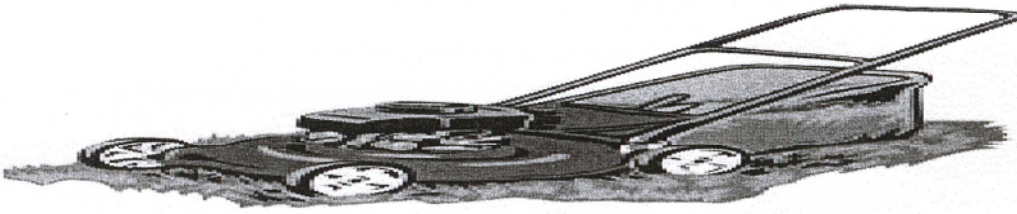
SOLD TO _____		SENT TO _____	
ADDRESS _____		ADDRESS _____	
TAX REG. NO. _____		FOB _____	
SALESPERSON _____		TERMS _____	
		VIA _____	

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	Maintain Grass in church yard, cut grass		\$600.00
	Spring, Summer, Fall <u>2020</u>		
		GST	
		PST	
		TOTAL	\$600.00

For services provided to the Tomslake
Sudeten Cemetery by Edm Harold.

AV Laid / Tombs &
District Recreation Commission

Ricky's Grass Cutting Services



To: Tomslake and District Recreation Committee
Box 47 Tomslake, BC V0C 2L0

INVOICE

Tomslake Cemetery Lawn Maintenance Summer 2020 \$600.00

Total **\$600.00**

Richard Wright
250-467-3728

Re: Cemetery maintenance Grant.

*For service provided to the
Tomslake Sucktion Cemetery by Ricky Wright.*

*Sept 1 2020
AV Seich / Tomslake's
District Recreation Comm.*

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

Report Number: FN-RBAC-024

From: Teri Vetter, Chief Financial Officer

Date: August 31, 2020

Subject: Grant Request – Willow Valley Cemetery Committee

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,500 payable from Cemetery Grant-in-Aid, Electoral Area E, to be issued to the Willow Valley Cemetery Committee to assist with the cost of lawn maintenance at the cemetery.

BACKGROUND/RATIONALE:

Willow Valley Cemetery Committee is requesting financial assistance of \$2,500 to assist with the costs of the annual mowing and maintenance work completed at the Willow Valley Cemetery. The funding request for 2020 is substantially higher due to an increase in the fees the contractor is charging to provide this service. Since 2016, grant funding has been provided in the amount of \$1,200 each year to assist the applicant with the cost of lawn maintenance. The Regional District has provided a total of \$15,900 in grant contributions to support the Willow Valley Cemetery Committee since 2005.

The applicant is not registered with the Societies Act; however they have been operating as a committee of volunteers and have been responsible for the Willow Valley Cemetery for many years. This request meets the criteria as outlined in Section 1.1 Applicant Eligibility of the Cemetery Funding Policy which states:

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

- a) A registered Not-for-Profit society in good standing with the Societies Act; or
- b) A volunteer organization consisting of community members that 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.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from the Willow Valley Cemetery Committee and provide no grant funding to assist with the cost of lawn maintenance at the cemetery.

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- The 2020 financial commitment for Cemetery Grant-in-Aid, Electoral Area E is \$36,740 which has a remaining balance of \$34,500 as of September 1, 2020.
- Funding for Cemetery Grant-in-Aid is provided through Function 285, Cemeteries B, C, D, and E.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the Rural Budgets Administration Committee's decision and, if approved, made aware of the Regional District's Funding Recognition Guidelines.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Willow Valley Cemetery Grant Request
2. Cemetery Grant Policy
3. Willow Valley Cemetery Committee – 2019 Income and Expense



Society #:

Name: Willow Valley Cemetery Committee

Civic Address: Parcel A, Part SW1/4 S 13, T79, R 19 W6M PRLD

Mailing Address: 1629 Loran Dr

City: Dawson Creek

Postal Code: V1G 4X9

Contact Person: Judy Clavier

Alternate Person: Dennis Felhauer

Tel: 250-719-6394

Tel: 250-780-2335

Email: j.clavier@cloud.com

Email: felhauer@pris.ca

SOCIETY EXECUTIVES

President: Dennis Felhauer

Vice President: Della Neville

Treasurer: Judy Clavier

PROJECT COSTS

Total Cost of Project: 2500.00

Amount Requested per

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

Historically we have received funds in the amount of \$1200 to cover the contract for mowing and maintenance. Last year our contractor resigned mid-season and we hired an interim mower. This individual informed us that the amount was sorely inadequate for the work and let us know that they would require \$2500.00 per season per cemetery to continue. We contacted the regional district via our Director on options going forward. The Regional district is undergoing research as to the future of rural cemetery maintenance etc. Until a conclusion is determined we continue to hire a contractor to fulfill the mowing and maintenance obligations. The contractor has determined the minimum to be \$2500.00, therefore we request \$2500.00 for the 2020 season.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date:

For Office Use OnlyFair Share: B ☐ C ☐ D ☐ E ☐PRA: B ☐ C ☐ D ☐ E ☐BCR/PRA: B ☐ C ☐ D ☐ E ☐Gas Tax: ☐Other: ☒ Cemetery

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.

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

- a) Operational Costs;
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- 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.

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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.

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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".
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Subject: Cemetery Funding	Policy #:	Page:	3 of 3
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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.
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- 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>

Willow Valley Cemetery Committee
Income and Expense Statement
January 1, 2019 – December 31, 2019



Chequing

Opening Balance:			603.56
Income:	PRRD	1200.00	
	Peace Country Memorial	30.00	
	Correction – bank error	1352.35	
			3185.91
Expense:	Maintenance Contract	700.00 (Felhauer)	
		500.00 (Teghtmeyer)	
	Judy Clavier		
	(Consumer Protection BC)	58.00	
	Bank Fees	36.00	
			<u>1294.00</u>
Closing Balance:			<u>1891.91</u>

NOTES:

Maintenance is charged at \$1000/year. We receive full compensation from the Regional District upon annual application.

Flowers are not a normal practice – Guenette was maintenance person.

CU began charging a \$10/month service charge Jan of 2015.

As of June 2015 the amount was lowered to \$3/month.

Equity Shares

Opening Balance:		150.56
Income: Dividends (paid annually)	11.20	
Closing Balance:		<u>161.76</u>

Plan 24

Opening Balance:	2.10
Closing Balance:	<u>2.10</u>

Closing Balance:

TOTAL **\$2055.77**



REPORT

To: Rural Budgets Administration Committee

Report Number: ADMN-RBAC-006

From: Katrin Saxty, Urban Systems Ltd.

Date: August 25, 2020

Subject: Peace River Agreement – Theoretical Allocation Amount for Electoral Area C

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled “Peace River Agreement – Theoretical Allocation Amount for Electoral Area C – ADMN-RBAC-006”, which presents a theoretical allocation of electoral area Peace River Agreement funds, if Electoral Area C were treated as a municipality, for discussion.

BACKGROUND:

The Peace River Agreement (PRA) has been in effect in the PRRD since 2015, following the Fair Share agreement, which was in effect through various memorandums of understanding from 1994-2015. The PRA is a funding agreement between the Provincial government, the PRRD and the seven partner municipalities within it, intended to address infrastructure deficits in the region, which exist largely due to the nature of industry in the area.

In the spring of 2019, PRRD staff were asked to investigate developing alternate scenarios for the allocation of the electoral area allotment of the PRA. The municipal allotment of the PRA is allocated based on a dynamic combination of population and assessment - with a particular emphasis on the presence, or lack thereof, of industrial assessment. The electoral area allotment is simply split equally between the four electoral areas, a strategy that has been in place since the inception of Fair Share in 1994.

Through conversations with the Chief Financial Officer, and subsequent staff transitions, as well as the Electoral Area C Director, a theoretical allocation amount was calculated for Electoral Area C, based on treating it as a municipality. The purpose of this exercise was to demonstrate the implications of allocating the Electoral Area C allotment through the municipal mechanism. This report serves to summarize the rationale and theoretical scenario.

RATIONALE:

Electoral Area C is a unique electoral area within the PRRD for a number of reasons:

1. The Charlie Lake area is the most densely populated and unincorporated area within the PRRD, and in many ways, is more similar to a municipality than a rural community;
2. Municipal-style water and sewer services are both present in this area;
3. The Charlie Lake area has a population of 1,897 (2016 Census), and would be the fifth largest municipality in the region, between Tumbler Ridge (1,987) and Taylor (1,469);

4. Electoral Area C has the largest population of the four electoral areas within the PRRD, with a population of 6,772, compared to Electoral Area D's 5,920, Electoral Area B's 5,628, and Electoral Area E's 2,949 (2016 Census).

In terms of total and industrial assessment comparisons, Electoral Area C also mimics the municipalities in the region more similarly than the other electoral areas, as demonstrated in Figure 1 below:

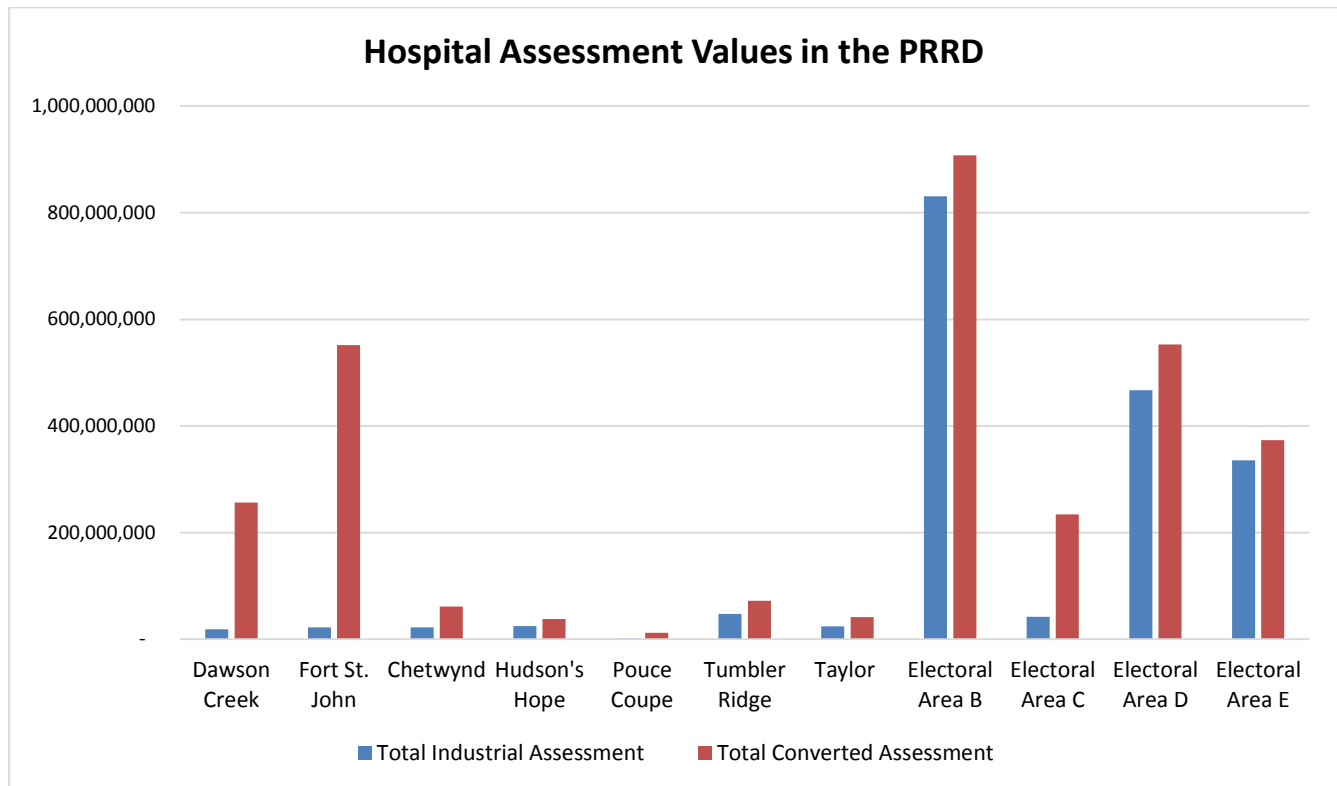


Figure 1: 2019 Assessment Values in the PRRD

Population, total industrial assessment, and total converted assessment are the three variables that the municipal distribution of the PRA allocation is based on. In terms of these criteria, Electoral Area C has stronger commonalities with the municipalities within the PRRD than the other electoral areas.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Any change in the allocation amount to one electoral area would have implications to the allocation amounts received by the remaining electoral areas. The current electoral area allocation is an equitable distribution of 10% of the Pool 1 funds. In 2019, the electoral area total allocation was \$3 M.

The following outlines the assumptions of the theoretical electoral area redistribution scenario:

1. The allocation of funding was only calculated for Pool 1 of the current PRA allocation formula, which distributes a total of \$30 M between the municipalities and electoral areas.
2. Population data for the municipalities comes from 2018 BC Statistics data; population data for the electoral areas, including Electoral Area C in the theoretical scenario, comes from 2016 Census data.
3. Electoral Area C's allocation in the theoretical scenario is based on the total converted assessment value.

The following table outlines the 2019 PRA funding allocation of Pool 1 for reference:

Table 1: Peace River Agreement 2019 Pool 1 Allocation

Municipality/Electoral Area	Total 2019 PRA Pool 1 Amount
Dawson Creek	\$ 8,940,798
Fort St John	\$ 13,161,811
Chetwynd	\$ 1,787,634
Hudson's Hope	\$ 482,616
Pouce Coupe	\$ 662,900
Tumbler Ridge	\$ 1,059,226
Taylor	\$ 905,015
TOTAL MUNICIPAL	\$ 27,000,000
Electoral Area B	\$ 750,000
Electoral Area C	\$ 750,000
Electoral Area D	\$ 750,000
Electoral Area E	\$ 750,000
TOTAL ELECTORAL AREA	\$ 3,000,000
TOTAL PRA ALLOCATION	\$ 30,000,000

The theoretical allocation of 2019 PRA Pool 1 funding, treating Electoral Area C as a municipality would result in Electoral Area C receiving a calculated value of approximately \$2.7 M, based on the combination of its population, total industrial assessment, and total converted assessment.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

In order to increase the allocation amount of \$750,000 to Electoral Area C, the following Peace River Agreement considerations are noted:

- The four electoral areas receive one collective allocation amount that is currently distributed equitably amongst them; any increase in the allocation amount to Electoral Area C would result in a decrease in the allocation amounts for the remaining three electoral areas. This, however, would not result in a change to the overall allocation formula contained within the PRA MOU.
- The current PRA does not stipulate how the electoral area total allocation amount must be distributed amongst the four electoral areas; at this time, this is not considered a change under the MOU but this should be confirmed.

- As per the current PRA:
 - any action under this MOU requires the unanimous consent of the PRRD and its member municipalities;
 - opportunities to revisit the allocation formula are built into the MOU and opportunities to request a review of the allocation formula every 5 years, beginning in 2020 and require a request to be received in writing no later than September 30 of the previous year and containing a proposed allocation formula;
 - in 2023 and 2031, the MOU will be reviewed with respect to the amount of the annual rate of growth; and
 - in 2031, the total annual payment, including the annual rate of growth, will be reviewed in order to determine a new total annual payment which would commence on April 30, 2035.



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-026

From: Teri Vetter, Chief Financial Officer

Date: September 8, 2020

Subject: August 2020 Financial Report

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled "August 2020 Financial Report – FN-RBAC-026" 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. August 2020 Financials



**Peace River Regional District Grants-In-Aid
Summary of Payables**

9-Sep-20

Current Year Allocation		2015	2016	2017	2018	2019	2020	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		200,000.00	103,000.00	103,000.00	103,000.00	130,000.00	130,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		189,845.00	103,000.00	103,000.00	103,000.00	130,000.00	125,668.00	
AREA B								
	Big Bam Ski Hill				-			-
9,800.00	Buick Creek Community Club	-		-	-	-	-	-
7,000.00	Cache Creek Community Club				-		-	-
5,000.00	Cecil Lake Rec. Commission				-	(0.00)	-	(0.00)
	Fort St. John Gradfest	-	-	-	-	1,000.00		1,000.00
2,850.00	Golata Creek Recreation Society		1,894.09		--		-	1,894.09
710.00	Goodlow Community Club		8,023.16		--	-	-	8,023.16
	Halfway Graham Community Club	(0.00)			-			(0.00)
10,930.00	King's Valley Christian Camp	-		-		7,621.50	-	7,621.50
16,662.00	Montney Rec. Commission	-	-	686.42	4,623.28	17,500.00	-	22,809.70
3,900.00	North Peace 4-H District Council	-	-	-	-	-	-	-
6,600.00	North Peace Fall Fair Society	-	-	-		-	-	-
24,000.00	North Peace Historical Society	-	-	-	0.00	-	-	0.00
	North Peace Light Horse Assn.	-			-			-
	North Peace Ride for Disabled	-						-
930.00	Osborn Community Club	2,830.05	1,656.42		1,678.00	16,070.00	-	22,234.47
11,800.00	Rock of Ages Bible Camp					2,386.23		2,386.23
21,986.00	Rose Prairie Curling Society	-	(0.00)	0.00	-	1,729.75	-	1,729.75
	Wonowon Horse Club	-		-				-
2,000.00	Area B Rural Bursary	-	-	-	-	-	2,000.00	2,000.00
1,500.00	Youth Travel	-	-	-	-		1,500.00	1,500.00
125,668.00	Total Area B	2,830.05	11,573.67	686.42	6,301.28	46,307.48	3,500.00	71,198.90
		2015	2016	2017	2018	2019	2020	
		Budget	Budget	Budget	Budget	Budget	Budget	GIA Remaining
		100,000.00	80,000.00	80,000.00	50,000.00	60,000.00	50,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		81,250.00	72,900.86	53,319.11	42,150.00	60,000.00	10,800.00	
AREA C								
	Big Bam Ski Hill							-
10,800.00	Charlie Lake Community Club	-	0.00		82.56	12,336.76	-	12,419.32
	Fort St. John Gradfest	-	-	-	-	1,000.00		1,000.00
	Lake Point Golf Club			-		-		-
	North Peace 4H District Council							-
	North Peace Fall Fair Society	-	-	-	-	1,599.25		1,599.25
	North Peace Historical Society	-	-	-	1,307.14	-		1,307.14
	North Peace Light Horse Assn.	-			-			-
5,000.00	Area C Scholarship (5 @ \$1,000)	-	-	-	-	-	3,000.00	3,000.00
1,000.00	Youth Travel	-	-	-	-		1,000.00	1,000.00
16,800.00	Total Area C	-	0.00	-	1,389.70	14,936.01	4,000.00	20,325.71

		2015	2016	2017	2018	2019	2020	GIA Remaining
AREA E		Budget	Budget	Budget	Budget	Budget	Budget	
		102,000.00	102,000.00	102,000.00	102,000.00	103,000.00	103,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		102,000.00	102,000.00	102,000.00	102,000.00	103,000.00	98,000.00	
8,850.00	Camp Emile					8,307.24	-	8,307.24
	Chetwynd & Dist Rec. Centre	-	-	-	-			-
15,000.00	Chetwynd Electric Eels Swim Assn.	-	-	-	-	10,000.00	-	10,000.00
2,500.00	Chetwynd Gymkhana	-	63.08	-	-	-	-	63.08
10,775.40	Chetwynd Rod & Gun Club	-	-	-	-	-	-	-
8,000.00	Chetwynd Social Planning Society	-	-	-	-	-	-	-
	Chetwynd Horse Club Society			-	1,373.75	4,340.00		5,713.75
12,500.00	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	-	-	-	-	-	-	-
3,100.00	Little Prairie Heritage Society	-		311.98	3,452.91	5,551.76	-	9,316.65
3,900.00	Moberly Lake Community Assn.	-		973.89	-	2,788.95	-	3,762.84
12,694.60	Pine Valley Exhibition Park Soc.	-	-	2,235.49	3,785.80			6,021.29
	Pine Valley Motor Sports	-			-			-
2,680.00	Pine Valley Seniors Assn.	-	-	-	-	120.00	-	120.00
	Sagitawa Christian Camping Society				-			-
1,000.00	Area E West Bursary (2 @ \$500)	-	-	-	-	-	1,000.00	1,000.00
2,000.00	Youth Travel	-	-	-			2,000.00	2,000.00
98,000.00	Total Area E	-	2,143.64	19,021.36	8,612.46	31,142.95	3,000.00	63,920.41
		2015	2016	2017	2018	2019	2020	GIA Remaining
SUB-REGIONAL		Budget	Budget	Budget	Budget	Budget	Budget	
		150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	200,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		150,000.00	150,049.93	150,000.00	150,000.00	150,000.00	200,000.00	
15,000.00	ARK - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-
8,000.00	Bessborough Community Club	-	-	-	-	-	-	-
19,881.00	Cutbank Community Club	-	-	-	-	-	-	-
22,586.59	Dawson Creek Sportsman's Club	-	-	-	-	23,673.19	-	23,673.19
	Doe River Gymkhana Club		4,047.05					4,047.05
9,214.67	Doe River Recreation Commission	-	-	-	-	-	-	-
15,000.00	Farmington Community Association	-	-	-	-	-	-	-
2,110.00	Groundbirch Rec. Commission	-	-	-	-	90.00	-	90.00
	Hats n' Chaps Gymkhana		6,558.72		-			6,558.72
	Kilkerran Recreation Commission	-		2,000.00	1,125.00	2,000.00		5,125.00
	Kiskatinaw Fall Fair	-	-	32.36	0.00			32.36
20,795.70	McLeod Rec. & Social Services Society	-	-	-	-	(0.00)	-	(0.00)
20,500.00	Rolla Ratepayers	-	-	-	-	0.00	-	0.00
23,410.44	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.	-	-	-	-	0.00	-	0.00
14,201.60	Tomslake & District Rec Commission	-		-	-	-	-	-
18,000.00	Tupper Community Club	-	-	-	2,207.84	0.00	-	2,207.84
3,000.00	Sub Reg. Trade Bursary & Scholarship (\$1,500 each)	-	-	-	-	1,500.00	1,500.00	3,000.00
1,500.00	Youth Travel	-	-	-	-		1,500.00	1,500.00
200,000.00	Total Sub-Regional	-	10,605.77	4,383.59	3,375.67	32,608.85	3,000.00	53,973.88
440,468.00	COMBINED GRAND TOTALS	2,830.05	24,323.08	24,091.37	19,679.11	124,995.29	13,500.00	209,418.90

Youth Travel Recipient Information ***

Date	Recipient	Total To-Date	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Approved	Area B												
	Midget A flyers - FSJ											150	
	Peewee A Flyers - FSJ											50	
	Midget Predators Provincials Hockey										150		
	NPSS Provincial Curling										50		
	High School Rodeo of BC Northern Region	1,000	500			500				500			
	High School Rodeo of BC Northern Region - Megan Smith	500					500						
	U18 Team Tremblay									250			
	U18 Team Boorse									500			
	Mixed Doubles Team Lawrence/Smith									250			
	Team Tremblay Juvenile boys curling (PRA league)	500							500				
	TOTAL granted for year		500	1,500	0	1,500	1500	1500	1500	1500	1500	1500	1500
	TOTAL used		500	0	0	500	500	0	500	1500	200	200	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	1300	1500
Approved	Area C												
	Midget A flyers - FSJ											100	
	Peewee A Flyers - FSJ											100	
	Midget Predators Provincials Hockey										50		
	NPSS Provincial Curling										50		
	Inconnu Swim Club	300		300									
	High School Rodeo of BC Northern Region	2,000	500		500	500		500		500			
	U18 Predators Girls Hockey Team - Provincials									500			
	TOTAL granted for year		1,000	1,000	1,000	1,000	1000	1000	1000	1000	1000	1000	1000
	TOTAL used		500	300	500	500	0	500	0	1000	100	200	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	800	1000
Approved	Area E												
	3 Nations Midget Hockey	650		350			300						
	Auroras Speed Skating Club	250		250									
	Chetwynd District Minor Hockey - Lonestar Tier 3 PeeWee Provincials									500			
	Chet Girls Club Volleyball	1,050	250		500		300						
	Chet Scotiabank Bantam Giants Hockey	850	350		500								
	Chet Secondary Boys Wrestling	350	350										
	Chet Secondary Girls Volleyball	3,250	250		200	800		1000	1000				
	Chet Talisman Energy Pee Wee Giants Hockey	500			500								
	Electric Eels Swim Club	600		300	300								
	Chetwynd Secondary Highschool Golf Team	300				300							
	Dawson Creek Juvenile Girls Curling	500					500						
	Taylor Dutka - DC Curling U18 PRA Curling									250			
	Chetwynd Midget Giants	500						500					
	High School Rodeo of BC Northern Region									250			
	Chetwynd U16 Club Volleyball - Chargers	500						500					
	U16 Girls Club VB Chetwynd Raiders	500							500				
	U14 CW Raiders Girls VB									500			
	U17 CW Raiders Girl Club VB									500			
20-Dec-18	Chet Sr. Boys Volley Provincials										150		
	TOTAL granted for year		2,000	2,000	2,000	2,000	3005.26	2000	2000	2000	2000	2000	2000
	TOTAL used for year		1,200	900	2,000	1,400	800	2000	1500	2000	150	0	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	2000	2000
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									1000			
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	1500	1500	1500	1500	1500	1500	1500
	TOTAL used for year		0	0	1,000	1,000	0	0	1500	1500	700	300	0
	BALANCE Remaining		0	0	0	0	0	0	0	0	0	1200	1500

* 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	
2020	Amanda Willms	2,000	2,000	
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	2,000	

Area C Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2020	Austin Lewis	1,000	1000	
2020	Adam Rogers	1,000	0	10-Jul-20
2020	Emily Ruehl	1,000	1000	
2020	Nicolas Guliov	1,000	0	21-Aug-20
2020	Shane Bontron	1,000	1000	
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	3,000	

Area E Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2020	Tristan Gerry	500	500	
2020	Nicole Eddy	500	500	
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
2016	Courtney Auger	500	0	funding area
2016	Regan Neuls	500	0	5-Dec-16
2015	Kayla Sanford	500	0	13-Nov-15
2015	Dayton Waldie	500	0	7-Nov-15
2014	Sara Norris	500	0	27-Nov-14
2014	Brittany Andres	500	0	15-Jan-15
TOTAL		1,500	1,000	

Sub-Regional Bursary & Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2020	Austin Riley - Trades	1,500	0	24-Jul-20
2020	Sydnee Stewart - Scholarship	1,500	1500	
2019	Ashton Jobson	1,500	1500	letter sent to claim by September 30th.
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
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				August 2020		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share	
January 1, 2020 opening balance						1,794,921.40	1,460,302.65	3,226,063.82	2,864,568.73	9,345,856.60	
Total interest earned						14,354.99	11,517.11	26,360.67	23,424.37	75,657.14	
										-	
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	8,000.00		8,000.00			-	
FSJ Library (45,500 in 2018, 2019, 2020)				Nov 16, 2017	136,500.00	91,000.00	34,125.00			11,375.00	
Goodlow Comm Club; Concession and Gazebo Improvements				April 16, 2020	9,500.00		9,500.00			-	
Kings Valley Christian Camp; Facility Improvements				April 16, 2020	9,050.00		9,050.00			-	
NP Cultural Centre (30,000 in 2018, 2019, 2020)				Nov 16, 2017	90,000.00	60,000.00	22,500.00			7,500.00	
NP Light Horse Assoc; Indoor Arena Improvements				Mar 15, 2018	15,000.00		12,332.33			2,667.67	
Rock of Ages Bible Camp; Kitchen Range, Cooler, Siding				Apr 16, 2020	4,650.00		4,650.00			-	
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	
Upper Pine School PAC; Skating Rink Board Replacements				Apr 16, 2020	17,500.00		17,500.00			-	
Waste Water Receiving Facility (Operating Deficit 75%)				Nov 27, 2014	-					-	
Whiskey Jack Nordic Ski Club; Day Lodge & Ski Trails				Jan 16, 2020	20,000.00		20,000.00			-	
					1,006,185.00	192,161.79	137,657.33	-	-	676,365.88	
Area C											
Dave Mitchell & Assoc; Fire Protection Feas.				Mar 15, 2018	38,350.00	38,300.00				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	45,000.00	30,000.00		11,250.00		3,750.00	
Natural Gas Extension Grants				Jan 16, 2020; Aug 20,2020	15,000.00			5,000.00		10,000.00	
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	42,186.00	28,124.00		10,546.50		3,515.50	
Old Fort Slide Residents; Emergency Support				Oct 16, 2018	250,000.00	150,098.60				99,901.40	
Rural Fire Protection Feasibility (CL)				Feb 16, 2017	10,000.00	8,750.00				1,250.00	
Waste Water Truck Receiving Facility (Operating Deficit 75%)				Nov 27, 2014	-					-	
Whiskey Jack Nordic Ski Club; Day Lodge & Ski Trails				Jan 16, 2020	20,000.00			20,000.00		-	
					771,825.38	386,137.04	-	230,267.97	-	155,420.37	
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	4,000.00			4,000.00		-	
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		5,000.00		927,609.74	
Sunrise Valley Mtn Cemetery Assn; Shelter Belt, Fencing				Jun 18, 2020	8,000.00			8,000.00		-	
					1,133,750.00	99,090.26	-	-	17,000.00	1,017,659.74	
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	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	
Sunset Pr Rec Comm; Fair Kitchen				May 16, 2013	58,000.00	49,336.14				8,663.86	
					827,000.00	70,525.29	-	-	-	756,474.71	
Total Fair Share Bank Balance at Month End							1,671,619.06	1,241,551.79	3,235,424.49	2,887,993.10	9,036,588.44
Total Remaining Commitment							676,365.88	155,420.37	1,017,659.74	756,474.71	2,605,920.70
Balance After Remaining Commitments							995,253.18	1,086,131.42	2,217,764.75	2,131,518.39	6,430,667.74
							Area B	Area C	Area D	Area E	

Peace River Agreement Commitments					August 2020		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total			
January 1, 2020 Opening Balance							1,873,663.04	2,889,645.58	1,729,261.68	2,090,906.16	8,583,476.46			
Total Interest							17,735.80	26,711.59	16,771.79	20,026.41	81,245.59			
Subscription PRA \$							765,000.00	765,000.00	765,000.00	765,000.00	3,060,000.00			
COMMITMENTS	Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year					Remaining Commitment				
Area B														
Boundary Lake WS; Increase Water Storage Construction	Oct 17, 2019; Jan 16, 2020	420,549.50	2,197.50	1	418,352.00					-				
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	4,375.00	5						17,500.00				
Clearview Arena Society; Upgrade Project	Apr 16, 2018	300,000.00	202,360.60	2	536.00					97,103.40				
Clearview Rec Facility; Property Assessment	Jan 19, 2017	50,000.00	25,286.48	2						24,713.52				
FSJ Seniors Assn Br#58; Seniors Hall Fire Alarm System Install	Apr 16, 2020	9,000.00		4	9,000.00					-				
Goodlow Comm Club; Concession & Gazebo Improvements	Apr 16, 2020	9,500.00		4	9,500.00					-				
Kings Valley Christian Camp; Facility Improvements	Apr 16, 2020	9,050.00		4	9,050.00					-				
Osborn Comm Hall; Facility Assessment & Asset Mgmt Plan	Feb 21, 2019, Feb 20, 2020	11,171.56	11,171.56	8						-				
Osborn Comm Hall; New Hall Construction Feasibility	Feb 20, 2020	13,828.44		8						13,828.44				
PR Regional Cattleman's Assn; Livestock Protection Program	Jan 16, 2020	58,333.34		4	58,333.34					-				
Rock of Ages Bible Camp; Kitchen Range, Cooler, Siding	Apr 16, 2020	4,650.00		4	4,650.00					-				
Upper Pine School PAC; Skating Rink Board Replacements	Apr 16, 2020	17,500.00		4	17,500.00					-				
Wonowon Function Feasibility Study *amt to be confirmed	Dec 19, 2019				1,700.00					(1,700.00)				
										-				
		926,957.84			528,621.34	-	-	-	-	151,475.36				
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				
CLFD; New Brush Truck	Feb 20, 2020	60,000.00		6						60,000.00				
CL Waste H2O Truck Facility; Bio-solids Mgmt Fees Study	Aug 17, 2017	50,000.00	49,300.00	9						700.00				
CL Waste H2O Truck Facility; Reclaimed H2O Fees/"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				
NP Airport Sub Sewer; Upgrades	Jan 16, 2020	50,000.00		9						50,000.00				
NP Airport Sub Water; Upgrades	Jan 16, 2020	50,000.00		1						50,000.00				
NP Airport Sub; Water Distribution Maintenance Initiative	Dec 1, 2016	15,000.00	12,000.00	1						3,000.00				
PR Regional Cattleman's Assn; Livestock Protection Program	Jan 16, 2020	25,000.00		4		25,000.00				-				
										-				
		891,212.50				25,000.00				750,250.00				
Area D														
										-				
CDC; Kiskatinaw Watershed Stewardship (30K/yr 2016-2020)	Dec 17, 2015	150,000.00	120,000.00	4			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				
Chilton Sewer; Upgrades	Jan 16, 2020	50,000.00		9			23,350.51			26,649.49				
Cutbank Comm Club; Hall Improvements	Jan 16, 2020	11,358.35		3			11,358.35			-				
DC Soc for Comm Living; Rural Seniors Initiatives	Apr 16, 2020	50,000.00		4						50,000.00				
Harper/Imperial Sub Sewer; Upgrades	Jan 16, 2020	50,000.00		9			26,664.39			23,335.61				
KL Comm Centre; Facility Audit, Asset Mgmt & Design Feasibility	Feb 21, 2019	65,000.00	63,591.89	8						1,408.11				
KL Sewer Lagoon; Upgrades and Repairs	Feb 21, 2019; Mar 14, 2019; Jan 6, 2020	145,342.51	45,010.00	9			29,843.57			70,488.94				
KL Sewer; Pump & Alarm System Install; Spare Pump	Feb 18, 2016	22,000.00	12,601.51	9						9,398.49				
MI22 Community Park Assn; Operating Assistance	May 21, 2020	2,000.00		4			2,000.00			-				
PC/DC Fire; Pouce Coupe Fire New Tender	Feb 20, 2020	250,000.00		6						250,000.00				
PR Regional Cattleman's Assn; Livestock Protection Program	Jan 16, 2020	58,333.33		4			58,333.33			-				
Rolla Dike; Legal Risk Assessment	Jan 16, 2020	50,000.00		1						50,000.00				
Rolla Dike; Operations	Jan 16, 2020	11,960.00		1						11,960.00				
Rolla Sewer; Upgrades	Jan 16, 2020	50,000.00		9			16,804.54			33,195.46				
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	2,800.00	4						2,800.00				
Tate Creek Comm Centre; Facility Audit & Asset Mgmt Plan	Feb 21, 2019	25,000.00	11,171.55	8						13,828.45				
Tomslake & Dist Rec Comm; Lawn Mower	Apr 16, 2020	6,800.00		4			6,800.00			-				
Tomslake Cultural Comm Assn; Main H2O 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				
Tomslake FD; Enclosed Trailer Purchase	Apr 16, 2020	15,000.00		6			15,000.00			-				
										-				
		1,713,901.69					220,154.69			1,218,950.40				
Area E														
										-				
Boreal Centre for Sustainability; Rural Food Security Awareness	Jun 18, 2019	5,150.00		4						5,150.00				
Chetwynd Fire; Operations	Feb 20, 2020	15,000.00		6						15,000.00				
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, Dist of; Wild-land Fire Protection Unit	Jun 18, 2020	25,000.00		4				25,000.00		-				
CDC; Kiskatinaw Watershed Stewardship (10K/yr 2016-2020)	Dec 7, 2015	50,000.00	40,000.00	4				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 Initiatives	Apr 16, 2020	50,000.00		4						50,000.00				
Iver Johnson Park; Recreation Facility Upgrades	Feb 21, 2019	12,888.00		8						12,888.00				
MLFD; Budget Requirements & Operations	Mar 5, 2019; Feb 20, 2020	8,700.00	1,848.10	6						6,851.90				
MLFD; Operations/Needs Assessment	Oct 17, 2019; Feb 20, 2020	75,502.00		6						75,502.00				
PR Regional Cattleman's Assn; Livestock Protection Program	Jan 16, 2020	58,333.33		4				58,333.33		-				
Sunset Pr Rec Comm; Bleacher Project	Apr 16, 2020	5,500.00		4				5,500.00		-				
										-				
		1,142,823.33						98,833.33		948,027.26				
Total Peace River Agreement GL Balance at Month End							2,127,777.50	3,656,357.17	2,290,878.78	2,777,099.24	10,852,112.69			
Total Remaining Commitment							151,475.36	750,250.00	1,218,950.40	948,027.26	3,068,703.02			
Balance available after remaining commitments							1,976,302.14	2,906,107.17	1,071,928.38	1,829,071.98	7,783,409.67			
							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		

BCR/PRA Commitments	August 2020	Area B	Area C	Area D	Area E	Total BCR/PRA
2020 Opening Balance		49,688.07	41,512.06	19,204.45	42,921.11	153,325.69
Interest		406.31	339.46	157.04	330.94	1233.75
<u>Commitments Remaining</u>						
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	
Peace Region Forage Seed Assn; Pest Monitoring Project		1,667.00	1,666.00	1,667.00		
Wonowon Horse Club; Legal Opinion - Hall Ownership		2,500.00				
Total Commitments		4,667.00	1,731.87	1,667.00	1,000.00	9,065.87
TLC Thrift Shop; Storage Shed Construction Assistance					3,000.00	
Bateman Contracting; Jackfish Lake Hall Furnace Repair					1,904.70	
Husky Tank Rentals; CL Conserv Soc RS Cleanup; LF Fees			402.21			
Total Expenditures		-	402.21	-	4,904.70	5,306.91
Month End GL Balance		50,094.38	41,449.31	19,361.49	38,347.35	149,252.53
Balance available		45,427.38	39,717.44	17,694.49	37,347.35	140,186.66
		Area B	Area C	Area D	Area E	

All Regional District Reserve Balances as of August 31, 2020

RESERVES	911 Emergency Capital Reserve	\$ 263,838.57	Harp/Imp Sewer Capital Reserve	\$ 13,942.73
	*BCR/PRA	\$ 149,252.53	Harp/Imp Sewer Operating Reserve	\$ 13,942.00
	Buick Creek Arena Capital Reserve	\$ 208,488.97	Information System Plan Reserve	\$ 287,183.40
	Buick Creek Arena Operating Res	\$ 82,487.02	Insurance Reserve	\$ 498,837.49
	Building Reserve	\$ 1,161,532.17	Kelly Lake Comm Ctr. Operating Reserve	\$ 27,390.17
	Charlie Lake Fire Capital Reserve	\$ 902,237.54	Kelly Lake Comm Ctr. Capital Reserve	\$ 37,733.12
	Charlie Lake Sewer Capital Reserve	\$ 515,670.42	Kelly Lake Sewer Capital Reserve	\$ 12,033.88
	Charlie Lake Sewer Operating Reserve	\$ 103,191.27	Kelly Lake Sewer Operating Reserve	\$ 21,658.74
	Charlie Lake Sewer Treatment/Disposal	\$ 365,313.27	Landfill Closure Reserve	\$ 1,220,453.23
	Charlie Lk Waste Water Truck Facility Res	\$ 442,967.77	Medical Health Care Scholarship Reserve	\$ 105,441.45
	Chetwynd Arena Capital Reserve	\$ 1,829,864.39	Moberly Lake Fire Capital Reserve	\$ 21,364.64
	Chetwynd Leis Ctr Capital Reserve	\$ 2,123,550.54	North Pine TV Reserve	\$ 32,730.67
	Chilton Sewer Capital Reserve	\$ 34,681.59	NP Economic Development Commission	\$ -
	Chilton Sewer Operating Reserve	\$ 30,065.72	NPEDC Spark Conference Res	\$ -
	Chilton Sewer Debenture Reserve	\$ -	NP Leisure Pool Building Repl Res	\$ 3,711,487.54
	Clearview Arena Operating Reserve	\$ 91,245.05	NP Leisure Pool Capital Reserve	\$ 2,095,798.69
	CL DCC Reserve	\$ 279,431.53	*Peace River Agreement	\$ 10,852,112.69
	CLFD Fundraising	\$ -	Peace River Agreement Committee Reserve	\$ 1,061,678.76
	CLFD Operating Reserve	\$ 31,975.69	Regional Parks Capital Reserve	\$ 99,751.32
	Comm Parks Water Operating Res	\$ -	Regional Parks Operating Reserve	\$ 48,486.33
	*Community Works (Gas Tax)	\$ 6,866,542.69	Rolla Creek Dike Operating Reserve	\$ 161.71
	DC/PC Fire Capital Reserve	\$ 149,571.04	Rolla Sewer Capital Reserve	\$ 10,502.89
	Election Reserve	\$ 82,969.31	Rolla Sewer Operating Reserve	\$ 7,589.15
	Emergency Plan Reserve	\$ 290,699.87	*Rural (Loan Fund)	\$ 4,124,587.77
	*Fair Share	\$ 9,036,588.44	Rural Fringe	\$ 1,193,576.84
	Feasibility Reserve	\$ 315,744.87	Solid Waste Capital Reserve	\$ 6,310,345.92
	Friesen Sewer Capital Reserve	\$ 10,424.69	Solid Waste Operating Reserve	\$ 1,088,848.29
	Friesen Sewer Operating Reserve	\$ 19,085.37	Sub-Reg Recreation Insurance Reserve	\$ 144,873.66
	FSJ Airport Sewer Capital Reserve	\$ 58,865.79	Tomslake Fire Reserve	\$ 22,482.11
	FSJ Airport Sewer Operating Reserve	\$ 51,965.66	Vehicle (Admin) Reserve	\$ 172,121.30
	FSJ Airport Water Capital Reserve	\$ 20,116.22	Vehicle (BI) Reserve	\$ 28,240.63
	FSJ Airport Water Operating Reserve	\$ 30,104.12	Vehicle (SW) Reserve	\$ 103,869.90
	Green "Carbon" Project Reserve	\$ 59,153.01	TOTAL	\$ 58,976,852.14

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

Uncommitted Rural Loan Funds Available: 3,259,000.00				
Unissued Loans Approved: 181,000.00				
Rural Loan Fund Balance: 3,440,000.00				
Loans in 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	60,000.00
Whiskey Jack Nordic Ski Club; Beatton Park Day Lodge	17-Jan-19	181,000.00		
Total		481,000.00	300,000.00	60,000.00

"Grants" from Loan Fund Interest	Date Committed	Approved	Issued	Outstanding
Total		-	-	-
Grants Available From RLF Interest:				684,587.77

Rural Loan Fund Reserve Balance:	4,124,587.77
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Uncommitted Community Works (Gas Tax) Funds Available :	\$6,244,408.02
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Community Works (Gas Tax) Commitments	Date Committed	Project No. (If applicable)	Committed	Previous Years Paid	Current Year Paid	Remaining Commitment
Buick Creek Community Club; Hall Furnace	18-Jun-19		7,832.00			7,832.00
Cecil Lake Rec. Comm; Fencing, Ball diamonds, Bleachers	16-Apr-20		86,000.00			86,000.00
Chet & Dist. Rod & Gun Club; Interior Lighting	16-Apr-20		10,445.41			10,445.41
Clearview Arena Soc.; Arena Dehumidification System	20-Feb-20/16-Apr-20		160,000.00			160,000.00
Clearview Arena Soc.; Ventilation System	18-Jun-20		160,000.00			160,000.00
Cutbank Comm. Club; Dishwasher, Water Improvements	16-Jan-20		19,273.43		12,789.00	6,484.43
Kelly Lake Comm. Centre; Hazardous Materials Study	20-Feb-20		15,000.00			15,000.00
Pine Valley Exhibition Park; Washroom Renos	21-Mar-19		55,000.00	50,647.81		4,352.19
Peace Region Internet Soc; Rolla Fiber Project	25-Jul-19		15,000.00			15,000.00
Rose Prairie Water Station Pilot Project	21-May-20		100,000.00		6,967.02	93,032.98
Waste Water Receiving Facility at Charlie Lk	27-Nov-14	14-512	3,500,000.00	3,436,012.34		63,987.66
Total			\$4,128,550.84	\$3,486,660.15	\$19,756.02	\$622,134.67

Gas Tax Reserve Balance:	6,866,542.69
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Unissued Loans Approved: 181,000.00				
Rural Loan Fund Balance: 3,440,000.00				
Loans in Loan Fund	Date Committed	Loans Approved	Loans Issued	Outstanding Balance
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Whiskey Jack Nordic Ski Club; Beatton Park Day Lodge	17-Jan-19	181,000.00		
Total		481,000.00	300,000.00	60,000.00

"Grants" from Loan Fund Interest	Date Committed	Approved	Issued	Outstanding
Total		-	-	-
Grants Available From RLF Interest:				684,587.77

Rural Loan Fund Reserve Balance:	4,124,587.77
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Uncommitted Community Works (Gas Tax) Funds Available :	\$6,244,408.02
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Cutbank Comm. Club; Dishwasher, Water Improvements	16-Jan-20		19,273.43		12,789.00	6,484.43
Kelly Lake Comm. Centre; Hazardous Materials Study	20-Feb-20		15,000.00			15,000.00
Pine Valley Exhibition Park; Washroom Renos	21-Mar-19		55,000.00	50,647.81		4,352.19
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Total			\$4,128,550.84	\$3,486,660.15	\$19,756.02	\$622,134.67

Gas Tax Reserve Balance:	6,866,542.69
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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
3.	Skate Shack at Upper Pine School	On-going	The Committee discussed the Skate Shack at Upper Pine School that burnt down. Director Goodings advised that she would bring replacement costs back to the Committee for consideration of support.	January 16, 2020
4.	Railway Crossings	Ongoing	The Committee discussed four railway crossings between Fort St. John and Prespatou that have very poor lines of sight. Director Goodings advised that she would bring up the issue at a Rural Roads Taskforce meeting.	January 16, 2020
5.	Clean Farms	Ongoing	The Committee had a presentation at the May 21, 2020 EDAC meeting.	May 25, 2020



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

B-1

PEACE RIVER REGIONAL DISTRICT

BY-LAW 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 two or more Electoral Areas, and in no member municipalities;

AND WHEREAS pursuant to Section 795^{2 as per MS Feb 2001}(1) of the Municipal Act the Chair of a regional district may appoint a standing committee;

AND WHEREAS pursuant to Section 176(1)(e) and Section 192(1) of the Municipal Act a Regional Board may, by by-law adopted by at least 2/3 of the votes cast, delegate its powers duties and functions not limited by Section 191(1) of the Municipal Act to, *inter alia*, 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.

B-1

B-1

Duties

4. Schedule "A" is attached hereto and forms part of this by-law.
5. The committee is delegated the authority of the Peace River Regional District Board to administer the rural budgets identified in Schedule "A" in accordance with budgets, programs, plans, policies and guidelines adopted from time to time by the Regional Board.
6. The committee will rotate chairperson from meeting to meeting, starting with Electoral Area "B" and working in alphabetic order.
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 26th day of November, 1998.

READ A SECOND TIME THIS 26th day of November, 1998.

READ A THIRD TIME THIS 26th day of November, 1998.

ADOPTED BY A 2/3 VOTE THIS 26th day of November, 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
Moray Stewart, Administrator

Karen Goodings
Karen Goodings, Chair

Moray Stewart
Moray Stewart, Administrator

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Schedule 'A'

Fair Share Memorandum of Understanding – Rural Allocation

Peace River Agreement – Rural Allocation

BC Rail Grants-in-Lieu – Rural Allocation

Electoral Areas – Legislative (Elections, Conventions, Membership and information)

Grants to Community Organizations - Electoral Area Grants
- Custodians of the Peace Country Society

Recreation and Cultural Services – Grants-in-Aid

Sub-Regional Recreation and Cultural Services – Rural Allocations

Community Parks

Cemeteries

North Pine Television Rebroadcasting

“New Deal” Funding Agreement (Gas Tax) – Rural Allocation

Other funding opportunities specific to Electoral Areas