



# PEACE RIVER REGIONAL DISTRICT

## Rural Budgets Administration Committee Meeting Revised Agenda

October 15, 2020, Immediately following EADC  
1981 Alaska Avenue, Dawson Creek, BC

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### Pages

<b>1. Call to Order</b>	
1.1. Meeting Chair - Director Rose	
<b>2. Directors' Notice of New Business</b>	
<b>3. Adoption of Agenda</b>	
<b>4. Gallery Comments or Questions</b>	
<b>5. Adoption of Minutes</b>	
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<b>14.</b>	<b>Adjournment</b>	





## RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, SEPTEMBER 17, 2020

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**LOCATION**

Peace River Regional District Office, Dawson Creek, BC

**ATTENDANCE**

**Directors**

Director Hiebert, Meeting Chair  
Director Rose  
Director Sperling  
Director Goodings

**Staff**

Tyra Henderson, Corporate Officer  
Shawn Dahlen, Chief Administrative Officer  
Trish Morgan, GM of Community Services  
Teri Vetter, Chief Financial Officer  
Crystal Brown, Electoral Area Manager  
Hunter Rainwater, Recorder

**Others**

Katrin Saxty, Urban Systems Ltd.

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**1. CALL TO ORDER**

The Chair called the meeting to order at 10:02 am.

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

**3. ADOPTION OF AGENDA**

MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee adopt the September 17, 2020 Meeting Agenda.

**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

**6. Business Arising from the Minutes**

**7. Delegations**

**8. Correspondence**

8.1 Nicole Eddy - Thank You Letter

8.2 Emily Reuhl - Thank You Letter

**9. Reports**

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

9.2 Kelly Lake Community Centre Renovation Project Funding

9.3 Grant Request – Cutbank Community Club, FN-RBAC-023

9.4 Grant Request – Rotary Club of Dawson Creek Sunrise, FN-RBAC-025

9.5 Grant Request -Tomslake and District Recreation Commission, Tomslake Cemetery, FN-RBAC-022

9.6 Grant Request – Willow Valley Cemetery Committee, FN-RBAC-024



Adoption of Agenda  
(continued)

9.7 Peace River Agreement – Theoretical Allocation Amount for Electoral Area C, ADMN-RBAC-006

9.8 August 2020 Financial Report, FN-RBAC-026

**10. Discussion Items**

10.1 District of Chetwynd Cemetery Grant

**11. New Business**

**12. Diary**

12.1 Diary Items

**13. Item(s) for Information**

13.1 RBAC Establishing Bylaw

**14. Adjournment**

**CARRIED**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

5.1

Aug. 20/20 RBAC Minutes

MOVED Director Sperling, SECONDED Director Rose,

That the Rural Budgets Administration Committee adopt the August 20, 2020 Meeting Minutes.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

6.1 Bulterys Community House

MOVED Director Rose, SECONDED Director Sperling,

That the Rural Budgets Administration Committee add “Bulterys Community House” to the Diary.

**CARRIED**

**7. DELEGATIONS**

**8. CORRESPONDENCE**

8.1

Nicole Eddy – Thank You Letter

MOVED Director Goodings, SECONDED Director Sperling,

That the Rural Budgets Administration Committee receive the Thank You Letter from Nicole Eddy for information.

**CARRIED**

8.2

Emily Reuhl – Thank You Letter

MOVED Director Sperling, SECONDED Director Rose,

That the Rural Budgets Administration Committee receive the Thank You Letter from Emily Reuhl for information.

**CARRIED**

**9. REPORTS**

9.1

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

MOVED Director Sperling, SECONDED Director Rose,

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.

**CARRIED**

9.1

Grant Request – City of Fort St. John, Centennial

MOVED Director Sperling, SECONDED Director Rose,

That the Rural Budgets Administration Committee recommend that the Regional Board authorize staff to develop a service agreement between the PRRD and the City of Fort St.



Park Festival Plaza  
(Continued)

John for equal access to Centennial Park Festival Plaza for rural residents, and further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

**CARRIED**

9.2  
Kelly Lake Community  
Centre Renovation Project  
Funding

MOVED Director Hiebert, SECONDED Director Rose,  
That the Rural Budgets Administration Committee approve a commitment of \$765,000, payable from Electoral Area D Peace River Agreement Funds, Spending Item #8 Year-Round Recreation Facility Upgrades, to the Kelly Lake Community Centre Renovation Project; further,

That the Rural Budgets Administration Committee reallocate \$260,000 of the Area D Fair Share commitment of \$927,609.74 for rural gasification to the Kelly Lake Community Centre Renovation Project.

**CARRIED**

9.3  
Grant Request – Cutbank  
Community Club, FN-RBAC-  
023

MOVED Director Hiebert, SECONDED Director Sperling,  
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.

**DEALT WITH BY THE FOLLOWING**

MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee defer the report titled “Grant Request – Cutbank Community Club, FN-RBAC-023” until the next Rural Budgets Administration Committee meeting.

**CARRIED**

9.4  
Grant Request – Rotary  
Club of Dawson Creek  
Sunrise, FN-RBAC-025

MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee respectfully 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.

**CARRIED**

9.5  
Grant Request – Tomslake  
and District Recreation  
Commission, Tomslake  
Cemetery, FN-RBAC-022

MOVED Director Hiebert, SECONDED Director Sperling,  
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 the Tomslake and District Recreation Commission to assist with the lawn maintenance at the Tomslake Cemetery.

**CARRIED**

9.6  
Grant Request – Willow  
Valley Cemetery  
Committee, FN-RBAC-024

MOVED Director Rose, SECONDED Director Sperling,  
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.

**CARRIED**

9.7  
Peace River Agreement –  
Theoretical Allocation  
Amount for Electoral Area

MOVED Director Sperling, SECONDED Director Goodings,  
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



C, ADMN-RBAC-006

Electoral Area C were treated as a municipality, for discussion.

**CARRIED**

Director Sperling advised that he will work with staff to bring forward an additional report, with options on how the Peace River Agreement funds could be reallocated, to a future Rural Budgets Administration Committee Meeting.

9.8  
August 2020 Financial  
Report, FN-RBAC-026

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee receive the report titled “August 2020 Financial Report –FN-RBAC-026” for discussion.

**CARRIED**

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize that report be prepared for a future Committee meeting, identifying unclaimed Grant-In-Aid commitments that can be either paid out to the applicant or returned to the funding area and utilized to reduce the tax requisition for the 2021 calendar year.

**CARRIED**

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee add “Creating a BC Hydro Legacy Fund” to the Diary.

**CARRIED**

MOVED Director Hiebert, SECONDED Director Rose,  
That the Rural Budgets Administration Committee authorize that a report be prepared for a future Committee meeting, examining options on splitting Gas Tax between the four Electoral Area Directors, beginning in the 2021 fiscal year.

**CARRIED**

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize that a report be prepared with information on the BC Hydro Legacy Fund, and options on how to split the funds.

**CARRIED**

Direction was given to staff to work with the Electoral Area Directors to review their Fair Share Commitments individually, and to provide a report to a future Committee Meeting identifying commitments that can be removed or reallocated.

## **10. DISCUSSION ITEMS**

10.1  
District of Chetwynd  
Cemetery Grant

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize that a report be prepared on options to fund the Chetwynd Cemetery; further, that the report be provided to a future Rural Budgets Administration Committee Meeting

**CARRIED**

## **11. NEW BUSINESS**

## **12. DIARY**

12.1  
Diary Items

MOVED Director Goodings, SECONDED Director Rose,  
That the Rural Budgets Administration Committee remove #3, “Skate Shack at Upper Pine



School” and #4, “Railway Crossing” from the Rural Budgets Administration Committee Diary.

**CARRIED**

**13. ITEMS FOR INFORMATION**

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

**14. ADJOURNMENT** The Chair adjourned the Meeting at 11:36 am.

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Director Hiebert, Meeting Chair

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Hunter Rainwater, Recorder

Dear Peace River Regional District,

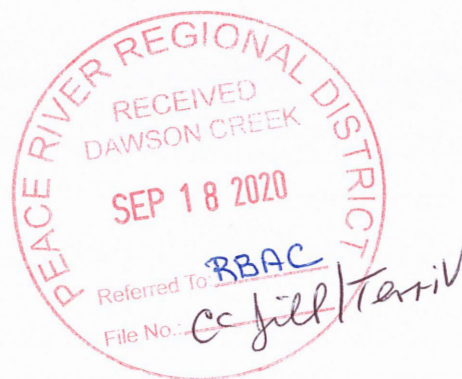
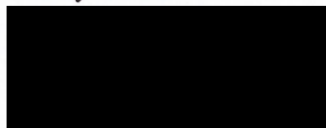
I would like to formally thank you again for the scholarship that you awarded me with. I received it in the mail and am immensely grateful to all of you. My apologies for this letter taking so long to get to you, things have been difficult with the pandemic. I am deeply sorry, and so very grateful.

This scholarship will greatly help me with my academic endeavors at the University of Victoria as I go forward towards my English degree, allowing me to focus on my studies more, and I am thankful for that privilege.

Thank you again for your support, I will use the scholarship to the best of my ability.

Sincerely,

Rory Todd







# PEACE RIVER REGIONAL DISTRICT FAIR SHARE Electrical Extension Grant Application

Applicant (Customer) Information	
Property Owner Name	Cindy Wilson
Mailing Address	[REDACTED]
Telephone Number	[REDACTED]
Legal Description	[REDACTED]
Electoral Area served	Peace River District Electoral Area B
By signing below, the applicant is confirming that his/her portion of the mainline extension costs is available for payment to BC Hydro.	
Signature of Applicant (Customer)	Cindy Wilson
Date	Sept 22/2020

Funding assistance will be limited to hydro main line extension costs (including GST) on public maintained roads to serve residential customers (excluding subdivisions).	\$ 16,026.15
Minus	\$ 1,000
Difference	\$ 15,026.15 A
Line A 15,026.15 x 50% =	\$ 7,513.08 B
Maximum Grant	\$ 4,000 C
Lesser of B and C (Grant requested)	\$ 4,000.00 D

For BC Hydro Use Only	
Application completed by	
BC Hydro Representative name: Raena Shuster	Phone Number: 250-263-6812
BC Hydro Reference No. 428 7638	
Date: September 21, 2020	
For Regional District Use Only	
Approved by Electoral Area Director	Date Initials
Date cheque released to applicant (customer)	Date Approved by RBAC

September 23, 2020 - The applicant meets the eligibility criteria outlined in the Electrical Extension Policy and Application Guide as per the RBAC Funding Polices. Staff have verified the applicant has not received an Electrical Extension Grant prior to this application and has verified the rural address is located within Electoral Area B.



## **RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES**

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### **ELECTRICAL EXTENSION GRANT POLICY AND APPLICANT GUIDE**

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1. Fair Share Grants may be paid for development of Hydro Electrification on the following conditions:
  - a) Funding assistance will be limited to hydro main line extension costs on public maintained roads to serve residential customers (excluding subdivisions).
  - b) Costs related to the service line from the main line to the residence are the responsibility of the property owner.
  - c) Regardless if a property owner is the registered owner of one or more properties, the property owner will be limited to receiving the electrical extension funding grant one time only.
  - d) The property owner will pay the first \$1,000 of main line service costs. The balance will be eligible for assistance at a rate of 50% to a maximum grant of \$4,000.

This means that where the main line costs per property are:

- up to \$1,000 - no assistance will be given;
  - from \$1,001 to \$8,999 - assistance will be at the rate of 50% on the balance over \$1,000; and
  - from \$9,000 and up - the maximum of \$4,000 will be given.
2. BC Hydro is responsible for completing the Electrical Extension Grant Application form, if it qualifies for the grant program.
  3. The applicant (customer) is responsible for submitting the application to the Regional District.
  4. The application will be reviewed at the next scheduled RBAC meeting.
  5. The Regional District will mail the cheque, made payable to BC Hydro, to the applicant.
  6. The applicant (customer) is responsible for getting the cheque to BC Hydro, along with their payment.
  7. All documents shall indicate the applicant's (customer) name and reference number.





# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-027

From: Teri Vetter, Chief Financial Officer

Date: October 5, 2020

Subject: Gas Tax Allocation Analysis

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## RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled "Gas Tax Allocation Analysis – FN-RBAC-027", which examines options on splitting Gas Tax, for discussion.

## BACKGROUND/RATIONALE:

On September 17, 2020, the Rural Budgets Administration Committee passed the following resolution:

MOVED, SECONDED, and CARRIED

That the Rural Budgets Administration Committee authorize a report to be prepared examining options on splitting Gas Tax between the four Electoral Area Directors beginning in the 2021 fiscal year, and further, that the report be brought back to a future Rural Budgets Administration Committee meeting.

## ALTERNATIVE OPTIONS:

1. That the Rural Budgets Committee split Gas Tax equally four ways as it sits right now
2. That the Rural Budgets Committee split gas tax four ways, based on electoral area usage since 2018.
3. That the Rural Budgets Administration Committee provide further direction.

## STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

## FINANCIAL CONSIDERATION(S):

This analysis has gone back to the beginning of the term (2018) and has accounted for the monies received from UBCM, the interest earned, and the amounts spent by each Electoral Area Director. Additionally, the analysis considers the amounts committed to specific projects by each Electoral Area Director over the years. Four scenarios on splitting Gas Tax among the Electoral Area Directors, are presented to you for review and discussion.

- Split evenly 4 ways
- Based on assessment (Land & Improvements and Improvements)
- Based on population from 2017 Statistics Canada data
- Based on 50% assessment and 50% population

A detailed description of monies spent and committed amounts since 2018, can be seen in the attachments. A summary of the scenarios are listed below:

<i>Note that this summary includes all money given since 2018 and all committed values.</i>						
	Even Split	Assessment (L&I)	Assessment (I Only)	Population	50-50 (L&I)	50-50 (I Only)
<b>Area B</b>	\$1,229,960.80	\$2,621,317.90	\$2,585,862.46	\$1,406,819.99	\$2,014,068.70	\$1,996,340.98
<b>Area C</b>	\$1,709,963.64	\$701,242.95	\$558,217.79	\$2,184,309.07	\$1,442,775.64	\$1,371,263.07
<b>Area D</b>	\$1,662,737.70	\$1,717,419.19	\$1,798,892.25	\$1,814,201.73	\$1,765,810.80	\$1,806,547.33
<b>Area E</b>	\$1,652,437.20	\$1,215,119.30	\$1,312,126.84	\$849,768.55	\$1,032,443.60	\$1,080,947.37

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Allocation Analysis – Even Split
2. Allocation Analysis – Assessment
3. Allocation Analysis – Population
4. Allocation Analysis – Assessment Population Split

Community Works (Gas Tax) Projects	K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2018 opening balance	714,024.21	714,024.21	714,024.21	714,024.21	2,856,096.84
2018 Grant Received	249,004.74	249,004.74	249,004.74	249,004.74	996,018.96
2019 Grant Received	503,168.93	503,168.93	503,168.93	503,168.93	2,012,675.72
2020 Grant Received	254,272.30	254,272.30	254,272.30	254,272.30	1,017,089.20
Interest Earned Jan 2018- Aug 2020	53,481.12	53,481.12	53,481.12	53,481.12	213,924.48
Split evenly 4 ways	1,773,951.30	1,773,951.30	1,773,951.30	1,773,951.30	7,095,805.20
COMMITMENTS	Payments made from Jan 1 2018 - Sep 30, 2020				Remaining Commitment
Area B					
Osborn Comm Hall; Furnace	5,617.50				-
Cecil Lake Recreation Commission; Efficient Windows & Doors	11,178.51				-
Cecil Lake Rec Comm; Hot Water Tank	1,600.00				-
Cecil Lake Rec Comm; Landscaping, Concrete & Ramp Upgrade	8,000.00				-
Buick Creek Community Club; Hall Furnace					7,832.00
NP Fall Fair Soc; New Well Pump	3,762.49				-
Clearview Arena Society; Arena Dehumidification System					160,000.00
Cecil Lake Rec; Fencing, Ball Diamonds, Dugout, Bleachers					86,000.00
Rose Prairie Water Station Pilot Project	24,855.97				75,144.03
Clearview Arena Society; Arena Ventilation System					160,000.00
	55,014.47	-	-	-	488,976.03
Total less spent	1,718,936.83				1,229,960.80
Area C					
					-
Charlie Lake Waste Water Truck Facility					63,987.66
					-
	-	-	-	-	63,987.66
Total less spent		1,773,951.30			1,709,963.64
Area D					
Kelly Lake Community Centre; Gymnasium Furnaces			10,800.30		-
Sweetwater Parkland Farmers Institute; Furnace			19,488.00		-
Tupper Community Club; Tupper Hall Furnace			7,329.00		-
Cutbank Community Club; Interior Wall Covering			11,467.87		-
Doe River Rec Comm; Dishwasher			5,000.00		-
Rolla Rate Payers Assoc; Bathroom Renovations & Flooring			2,500.00		-
Dawson Creek Golf & Country Club; Furnace			5,355.00		-
Peace Region Internet Soc; Rolla Fiber Project					15,000.00
Cutbank Comm Club; Dishwasher & Water Sys Improvements			19,273.43		-
Kelly Lake Community Centre; Hazardous Materials Study					15,000.00
					-
	-	-	81,213.60	-	30,000.00
Total less spent			1,692,737.70		1,662,737.70
Area E					
					-
Sagitawa Christian Camps; Girls Cabin				35,000.00	-
Pine Valley Seniors; Infrastructure (air conditioning unit)				15,129.38	-
Chetwynd, Dist of; Rec Center Commercial Dishwasher				5,939.31	-
Pine Valley Exhibition Park; Washroom Renovations				50,647.81	4,352.19
Chetwynd & Dist. Rod and Gun Club; Interior Lighting					10,445.41
					-
	-	-	-	106,716.50	14,797.60
Total less spent				1,667,234.80	1,652,437.20

Community Works (Gas Tax) Projects	K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
Total					7,095,805.20
Based on Assessment - L & I	1,007,601,528.00	243,593,177.00	582,102,267.00	425,485,827.00	2,258,782,799.00
Percentage	44.61%	10.78%	25.77%	18.84%	100.00%
	3,165,308.40	765,230.61	1,828,632.79	1,336,633.40	7,095,805.20
Based on Assessment - Improvements only	843,700,275.00	167,725,103.00	514,898,576.00	386,460,089.00	1,912,784,043.00
Percentage	44.11%	8.77%	26.92%	20.20%	100.00%
	3,129,852.96	622,205.45	1,910,105.85	1,433,640.94	7,095,805.20
COMMITMENTS	Payments made from Jan 1 2018 - Sep 30, 2020				Remaining Commitment
Area B					
Osborn Comm Hall; Furnace	5,617.50				-
Cecil Lake Recreation Commission; Efficient Windows & Doors	11,178.51				-
Cecil Lake Rec Comm; Hot Water Tank	1,600.00				-
Cecil Lake Rec Comm; Landscaping, Concrete & Ramp Upgrade	8,000.00				-
Buick Creek Community Club; Hall Furnace					7,832.00
NP Fall Fair Soc; New Well Pump	3,762.49				-
Clearview Arena Society; Arena Dehumidification System					160,000.00
Cecil Lake Rec; Fencing, Ball Diamonds, Dugout, Bleachers					86,000.00
Rose Prairie Water Station Pilot Project	24,855.97				75,144.03
Clearview Arena Society; Arena Ventilation System					160,000.00
	55,014.47	-	-	-	488,976.03
Based on Assessment - L & I	3,110,293.93				2,621,317.90
Based on Assessment - Improvements only	3,074,838.49				2,585,862.46
Area C					
					-
Charlie Lake Waste Water Truck Facility					63,987.66
					-
	-	-	-	-	63,987.66
Based on Assessment - L & I		765,230.61			701,242.95
Based on Assessment - Improvements only		622,205.45			558,217.79
Area D					
Kelly Lake Community Centre; Gymnasium Furnaces			10,800.30		-
Sweetwater Parkland Farmers Institute; Furnace			19,488.00		-
Tupper Community Club; Tupper Hall Furnace			7,329.00		-
Cutbank Community Club; Interior Wall Covering			11,467.87		-
Doe River Rec Comm; Dishwasher			5,000.00		-
Rolla Rate Payers Assoc; Bathroom Renovations & Flooring			2,500.00		-
Dawson Creek Golf & Country Club; Furnace			5,355.00		-
Peace Region Internet Soc; Rolla Fiber Project					15,000.00
Cutbank Comm Club; Dishwasher & Water Sys Improvements			19,273.43		-
Kelly Lake Community Centre; Hazardous Materials Study					15,000.00
					-
	-	-	81,213.60	-	30,000.00
Based on Assessment - L & I			1,747,419.19		1,717,419.19
Based on Assessment - Improvements only			1,828,892.25		1,798,892.25
Area E					
					-
Sagitawa Christian Camps; Girls Cabin				35,000.00	-
Pine Valley Seniors; Infrastructure (air conditioning unit)				15,129.38	-
Chetwynd, Dist of; Rec Center Commercial Dishwasher				5,939.31	-
Pine Valley Exhibition Park; Washroom Renovations				50,647.81	4,352.19
Chetwynd & Dist. Rod and Gun Club; Interior Lighting					10,445.41
					-
	-	-	-	106,716.50	14,797.60
Based on Assessment - L & I				1,229,916.90	1,215,119.30
Based on Assessment - Improvements only				1,326,924.44	1,312,126.84

Community Works (Gas Tax) Projects	K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
Total					7,095,805.20
Population	5,915	6,817	5,838	2,945	21,515
Percentage	27.49%	31.68%	27.13%	13.69%	100.00%
Allocated based on Population	\$1,950,810	\$2,248,297	\$1,925,415	\$971,283	\$7,095,805
COMMITMENTS	Payments made from Jan 1 2018 - Sep 30, 2020				Remaining Commitment
Area B					
Osborn Comm Hall; Furnace	5,617.50				-
Cecil Lake Recreation Commission; Efficient Windows & Doors	11,178.51				-
Cecil Lake Rec Comm; Hot Water Tank	1,600.00				-
Cecil Lake Rec Comm; Landscaping, Concrete & Ramp Upgrade	8,000.00				-
Buick Creek Community Club; Hall Furnace					7,832.00
NP Fall Fair Soc; New Well Pump	3,762.49				-
Clearview Arena Society; Arena Dehumidification System					160,000.00
Cecil Lake Rec; Fencing, Ball Diamonds, Dugout, Bleachers					86,000.00
Rose Prairie Water Station Pilot Project	24,855.97				75,144.03
Clearview Arena Society; Arena Ventilation System					160,000.00
	55,014.47	-	-	-	488,976.03
Total less spent	1,895,796.02	Total less spent and committed			1,406,819.99
Area C					
					-
Charlie Lake Waste Water Truck Facility					63,987.66
					-
	-	-	-	-	63,987.66
Total less spent		\$2,248,297	Total less spent and committed		2,184,309.07
Area D					
Kelly Lake Community Centre; Gymnasium Furnaces			10,800.30		-
Sweetwater Parkland Farmers Institute; Furnace			19,488.00		-
Tupper Community Club; Tupper Hall Furnace			7,329.00		-
Cutbank Community Club; Interior Wall Covering			11,467.87		-
Doe River Rec Comm; Dishwasher			5,000.00		-
Rolla Rate Payers Assoc; Bathroom Renovations & Flooring			2,500.00		-
Dawson Creek Golf & Country Club; Furnace			5,355.00		-
Peace Region Internet Soc; Rolla Fiber Project					15,000.00
Cutbank Comm Club; Dishwasher & Water Sys Improvements			19,273.43		-
Kelly Lake Community Centre; Hazardous Materials Study					15,000.00
					-
	-	-	81,213.60	-	30,000.00
Total less spent			1,844,201.73		1,814,201.73
Area E					
					-
Sagitawa Christian Camps; Girls Cabin				35,000.00	-
Pine Valley Seniors; Infrastructure (air conditioning unit)				15,129.38	-
Chetwynd, Dist of; Rec Center Commercial Dishwasher				5,939.31	-
Pine Valley Exhibition Park; Washroom Renovations				50,647.81	4,352.19
Chetwynd & Dist. Rod and Gun Club; Interior Lighting					10,445.41
					-
	-	-	-	106,716.50	14,797.60
Total less spent				864,566.15	849,768.55

Community Works (Gas Tax) Projects	K. Goodings Area B	Population	B. Sperling Area C	Population	L. Hiebert Area D	Population	D. Rose Area E	Population	Total
Total									7,095,805.20
Based on Assessment - L & I 50%	1,007,601,528.00	-	243,593,177.00		582,102,267.00		425,485,827.00		2,258,782,799.00
Population 50%	22.30%	5915	5.39%	6817	12.89%	5838	9.42%	2945	21515
	1,582,654.20	975,405.00	382,615.30	1,124,148.00	914,316.40	962,708.00	668,316.70	485,641.00	7,095,804.60
Based on Assessment - Improvements only 50%	843,700,275.00		167,725,103.00		514,898,576.00		386,460,089.00		1,912,784,043.00
Population 50%	22.05%	5915	4.38%	6817	13.46%	5838	10.10%	2945	21515
	1,564,926.48	975,405.00	311,102.73	1,124,148.00	955,052.93	962,708.00	716,820.47	485,641.00	7,095,804.60
COMMITMENTS	Payments made from Jan 1 2018 - Sep 30, 2020								Remaining Commitment
Area B									
Osborn Comm Hall; Furnace	5,617.50								-
Cecil Lake Recreation Commission; Efficient Windows & Doors	11,178.51								-
Cecil Lake Rec Comm; Hot Water Tank	1,600.00								-
Cecil Lake Rec Comm; Landscaping, Concrete & Ramp Upgrade	8,000.00								-
Buick Creek Community Club; Hall Furnace									7,832.00
NP Fall Fair Soc; New Well Pump	3,762.49								-
Clearview Arena Society; Arena Dehumidification System									160,000.00
Cecil Lake Rec; Fencing, Ball Diamonds, Dugout, Bleachers									86,000.00
Rose Prairie Water Station Pilot Project	24,855.97								75,144.03
Clearview Arena Society; Arena Ventilation System									160,000.00
	55,014.47		-		-		-		488,976.03
Based on Assessment - L & I	2,503,044.73	Total less spent since 2018			Total less spent & committed				2,014,068.70
Based on Assessment - Improvements only	2,485,317.01	Total less spent since 2018			Total less spent & committed				1,996,340.98
Area C									
									-
Charlie Lake Waste Water Truck Facility									63,987.66
									-
									63,987.66
Based on Assessment - L & I	Total less spent since 2018		1,506,763.30	Total less spent & committed					1,442,775.64
Based on Assessment - Improvements only	Total less spent since 2018		1,435,250.73	Total less spent & committed					1,371,263.07
Area D									
Kelly Lake Community Centre; Gymnasium Furnaces					10,800.30				-
Sweetwater Parkland Farmers Institute; Furnace					19,488.00				-
Tupper Community Club; Tupper Hall Furnace					7,329.00				-
Cutbank Community Club; Interior Wall Covering					11,467.87				-
Doe River Rec Comm; Dishwasher					5,000.00				-
Rolla Rate Payers Assoc; Bathroom Renovations & Flooring					2,500.00				-
Dawson Creek Golf & Country Club; Furnace					5,355.00				-
Peace Region Internet Soc; Rolla Fiber Project									15,000.00
Cutbank Comm Club; Dishwasher & Water Sys Improvements					19,273.43				-
Kelly Lake Community Centre; Hazardous Materials Study									15,000.00
					81,213.60		-		30,000.00
Based on Assessment - L & I	Total less spent since 2018			1,795,810.80	Total less spent & committed				1,765,810.80
Based on Assessment - Improvements only	Total less spent since 2018			1,836,547.33	Total less spent & committed				1,806,547.33
Area E									
									-
Sagitawa Christian Camps; Girls Cabin							35,000.00		-
Pine Valley Seniors; Infrastructure (air conditioning unit)							15,129.38		-
Chetwynd, Dist of; Rec Center Commercial Dishwasher							5,939.31		-
Pine Valley Exhibition Park; Washroom Renovations							50,647.81		4,352.19
Chetwynd & Dist. Rod and Gun Club; Interior Lighting									10,445.41
							106,716.50		14,797.60
Based on Assessment - L & I	Total less spent since 2018			1,047,241.20	Total less spent & committed				1,032,443.60
Based on Assessment - Improvements only	Total less spent since 2018			1,095,744.97	Total less spent & committed				1,080,947.37



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-030

From: Teri Vetter, Chief Financial Officer

Date: October 1, 2020

Subject: Cemetery Grant in Aid

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## RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board amend Bylaw No.839, 1993 – Cemetery Grants-In-Aid for Electoral Areas, to include the distribution of grants to member municipalities that provide a benefit to Electoral Area's B, C, D or E.

## BACKGROUND/RATIONALE:

On September 17, 2020, the Rural Budgets Administration Committee passed the following resolution:

*MOVED, SECONDED, and CARRIED*

The Rural Budgets Administration Committee authorize that a report be prepared on options to fund the Chetwynd Cemetery, and further, that the report be brought back to a future Rural Budgets Administration Committee meeting.

It was discovered that the current Bylaw in place does not allow for Cemetery grants to member municipalities – "The participants in the extended service, established under section 1, are Electoral Areas B, C, D and E".

## ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee pay the Chetwynd Cemetery grant from PRA and create a service agreement with the District of Chetwynd.
2. That the Rural Budgets Administration Committee provide further direction.

## STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

## FINANCIAL CONSIDERATION(S):

\$30,000 was requisitioned in Function 285 – Cemeteries – B, C, D & E and could be paid in 2020 from this however, moving forward, this will not be permitted until a Bylaw amendment is complete and approved by the Ministry.

**COMMUNICATIONS CONSIDERATION(S):**

The District of Chetwynd will be notified on how the PRRD is going to proceed with the current 2020 invoice.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Bylaw No. 839, 1993 – Cemetery Grant-In-Aid for Electoral Area's
2. Cemetery Grant Policy



PEACE RIVER REGIONAL DISTRICT

BY-LAW NO. 839, 1993

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

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

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

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

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

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

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

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

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

Service Being Established

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

Participating Areas

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

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

Cost Recovery

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

Apportionment of costs

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

Citation

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

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

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

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

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

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

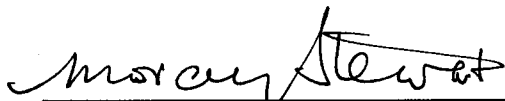
APPROVED by the Inspector of Municipalities this 18th day of February, 1993.

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

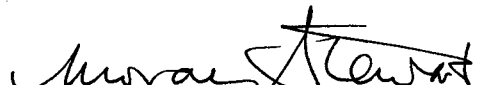
FILED with the Inspector of Municipalities this 4th day of March, 1993.

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

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


  
Moray Stewart, Administrator

  
Ben Knutson, Chairperson

  
Moray Stewart, Administrator

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

DATED at <sup>Chetwynd</sup>~~Dawson Creek~~, British Columbia, this 28th day of January, 1993.

  
Moray Stewart, Administrator

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

<b>Peace River Regional District Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>#26-2017</b>
Section:	Grants	Issued:	October 23, 2017
Subject:	<b>Cemetery Funding</b>	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-023

From: Teri Vetter, Chief Financial Officer

Date: September 3, 2020

**Subject: Grant Request – Cutbank Community Club**

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The following motion was deferred from the September 17 Rural Budgets Administration Committee meeting and is being presented to RBAC for its consideration:

## **RESOLUTION ON THE FLOOR:**

MOVED Director Hiebert, SECONDED Director Sperling,

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
4. NDIT Grant Correspondence



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: [REDACTED]

Tel:

Email: cutbankhall@gmail.com

Email:

## SOCIETY EXECUTIVES

## PROJECT COSTS

President: Tracey Reynen

Total Cost of Project: \$63,806.87

Vice President: Tracey Dannish

Amount Requested per \$40,806.87

Treasurer: Tanya Jones

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: [REDACTED]

Date: July 23/2020

## For Office Use Only

Fair Share: B C D E

Gas Tax:

PRA: B C D E

Other: \_\_\_\_\_

BCR/PRA: B C D E



## **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

	<b>Budget Item</b>	<b>Amount</b>	<b>Sub-Total</b>
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	
	<b>Total expenses</b>		\$63,806.87
	<b>Grant rec'd..Farm Credit Canada</b>		- \$23,000.00
	<b>Total Request</b>		<b>\$40,806.87</b>



**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	
<b>Total Revenue</b>		<b>\$60,306.78</b>

**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>	
<b>Total Expenses</b>		<b><u>\$47,975.53</u></b>

**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](mailto: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
<del>Installation of Corners</del> 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](mailto:northerndedgeconstruction@hotmail.com)

Contractors Signature:

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





## RURAL BUDGETS ADMINISTRATION COMMITTEE FUNDING POLICIES

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### GAS TAX GRANT FUNDING

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

<b>Short-line Rail</b>	Railway related infrastructure for carriage of passengers or freight	<ul style="list-style-type: none"> <li>• Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal</li> <li>• Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel</li> <li>• Construction, development or improvement of facilities to improve interchange of goods between modes</li> <li>• Procurement of technology and equipment used to improve the interchange of goods between modes</li> <li>• Short-line operators must offer year-round service</li> </ul>
<b>Short-sea Shipping</b>	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"> <li>• Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities</li> <li>• Capitalized equipment for loading/unloading required for expansion of short-sea shipping</li> <li>• 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)</li> </ul> <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>
<b>Community Energy Systems</b>	Infrastructure that generates or increases efficient use of energy	<ul style="list-style-type: none"> <li>• Renewable electricity generators</li> <li>• Electric vehicle infrastructure/fleet vehicle conversion</li> <li>• Hydrogen infrastructure (generation, distribution, storage)</li> <li>• Wind/solar/thermal/geothermal energy systems</li> <li>• Alternative energy systems that serve local government infrastructure</li> <li>• Retrofit of local government buildings and infrastructure not captured in any other eligible category.</li> </ul>

<b>Drinking Water</b>	Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	<ul style="list-style-type: none"> <li>• Drinking water treatment infrastructure</li> <li>• Drinking water distribution system (including metering)</li> </ul>
<b>Wastewater</b>	Infrastructure that supports wastewater and storm water collection, treatment and management systems	<ul style="list-style-type: none"> <li>• Wastewater collection systems and or wastewater treatment facilities or systems</li> <li>• Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization</li> <li>• Separate storm water collection systems and or storm water treatment facilities or systems</li> <li>• Wastewater sludge treatment and management systems</li> </ul>
<b>Solid Waste</b>	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"> <li>• Solid waste diversion projects including recycling, composting and anaerobic digestion that are clearly linked to a solid waste management plan or sustainability plan.</li> <li>• Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery</li> <li>• Solid waste disposal strategies that reduce resource use that are clearly linked to a solid waste management plan or sustainability plan</li> </ul>
<b>Sport Infrastructure</b>	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"> <li>• Sport infrastructure for community public use</li> <li>• Sport infrastructure in support of major amateur athletic events</li> </ul>

<b>Recreation Infrastructure</b>	Recreational facilities or networks	<ul style="list-style-type: none"> <li>• 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;</li> <li>• Community centers that offer programming to the community at large, including all segments of the population;</li> <li>• Networks of parks, fitness trails and bike paths</li> </ul>
<b>Cultural Infrastructure</b>	Infrastructure that supports arts, humanities, and heritage	<ul style="list-style-type: none"> <li>• Museums</li> <li>• The preservation of designated heritage sites</li> <li>• Local government owned libraries and archives</li> <li>• Facilities for the creation, production, and presentation of the arts</li> <li>• Infrastructure in support of the creation of a cultural precinct within an urban core</li> </ul>
<b>Tourism Infrastructure</b>	Infrastructure that attract travelers for recreation, leisure, business or other purposes	<ul style="list-style-type: none"> <li>• Convention centers</li> <li>• Exhibition hall-type facilities</li> <li>• Visitor centres</li> </ul>
<b>Disaster Mitigation</b>	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul> <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>

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



## Crystal Brown

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**Subject:** FW: Cutbank Community Club Grant Request for the Exterior Facade Project

**Importance:** High

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**From:** Cutbank Hall Community <[cutbankhall@gmail.com](mailto:cutbankhall@gmail.com)>

**Sent:** Friday, October 9, 2020 11:21 AM

**To:** Jill Rickert <[Jill.Rickert@prrd.bc.ca](mailto:Jill.Rickert@prrd.bc.ca)>

**Subject:** Re: Grant Request for the Exterior Facade Project

**CAUTION:** This email originated from outside of the organization.

Hi Jill,

The \$50,000 grant that we are eligible to receive from NDIIT was specifically for the "Storage Addition" to the main building, and not for the "Siding Project". We cannot designate the funds to a different project.

Tracey Reynen

250-719-7233

On Thu, Oct 8, 2020 at 5:25 PM Jill Rickert <[Jill.Rickert@prrd.bc.ca](mailto:Jill.Rickert@prrd.bc.ca)> wrote:

Hi Tracey;

The Rural Budgets Administration Committee reviewed the grant application at their meeting on September 17<sup>th</sup>. The Committee would like to know what the plans are for the \$50,000 grant from NDIIT and why it's not being put towards this project?

The grant request was deferred to the October 15<sup>th</sup> RBAC meeting, so if you could respond with the information by October 14<sup>th</sup> that would be great.

Thank you,

**Jill Rickert** | Grant Coordinator

Direct: 250-784-3209 | [jill.rickert@prrd.bc.ca](mailto:jill.rickert@prrd.bc.ca)

PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8

Toll Free: (24 hrs): 1-800-670-7773 | Office: 250-784-3200 | Fax: 250-784-3201 | [www.prrd.bc.ca](http://www.prrd.bc.ca)





# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-031

From: Teri Vetter, Chief Financial Officer

Date: October 6, 2020

**Subject: Grant Request – Dawson Creek Society for Community Living**

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## **RECOMMENDATION#1:**

That the Rural Budgets Administration Committee release the funding approved for the rural seniors initiative project on April 16, 2020 in the following amounts:

\$50,000 from Area E PRA, Spending Item #4 – Assistance to Other Organizations, and \$50,000 from Area D PRA, Spending Item #4 – Assistance to Other Organizations.

## **RECOMMENDATION #2:**

That the Rural Budgets Administration Committee approve an additional grant in the amount of \$100,000 payable from Electoral Area D Peace River Agreements, Spending Item #4 – Assistance to Other Organizations, to the Dawson Creek Society for Community Living for the Rural Seniors Initiative.

## **BACKGROUND/RATIONALE:**

Dawson Creek Society for Community Living is embarking on a second project initiative to support rural seniors to remain living independently in their homes for longer. This initiative will run for twelve weeks beginning on January 4, 2021 until April 2, 2021. The intention is to provide services to 50 locations in the combined rural communities of Rolla, Doe River, Farmington, Upper Cutbank, Tate Creek and McLeod located within the Electoral Areas of D and E. The services will provide a choice of three options, which include weekly homemade meals, bi-weekly housekeeping and snow removal. A small service fee will be charged to each participant based on the service chosen in the amount of \$3.00 per meal, \$25.00 per month for housekeeping and \$25.00 per month for snow removal. The total cost of the initiative is \$250,000 and the society is asking for \$200,000 in grant funding.

This initiative is a direct result of the rural senior's pilot project that took place in 2020 which was supported with a grant in the amount of \$50,000 each from Electoral Area D and E for a total contribution of \$100,000. The society presented their final report to the Rural Budget Administration Committee and at the meeting held on April 16, 2020 where a contribution of \$100,000 was committed but not released pending the submission of a grant application as outlined in the PRRD Blanket Grant Application Policy.

For further details on the request, please refer to the attached grant application. The Committee should note that the request was submitted in the amount of \$200,000

## **ALTERNATIVE OPTIONS:**

1. That the Rural Budgets Administration Committee deny the grant request from Dawson Creek Society for Community Living and provide no grant funding for the Rural Senior's Initiative beginning on January 4, 2021.
2. That the Rural Budgets Administration Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

As of September 30, 2020, the balance remaining after commitments in Area D, Peace River Agreements was \$285,715.30 and in Area E was \$1,833,395.95. Note the balance for each Electoral Area is reflective of the \$50,000 commitment authorized on April 16, 2020.

**COMMUNICATIONS CONSIDERATION(S):**

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

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Grant Application – Dawson Creek Society for Community Living
2. May 19, 2020 Rural Seniors Initiative Trial Program Final Report

May 19, 2020

Peace River Regional District  
Attention: Director Rose and Director Hiebert

**RE: Rural Seniors Initiative (RSI) Trial Program Final Report**

In June of 2019 Dawson Creek Society for Community Living (DCSCL) received a grant from the above directors for a trial program focusing on keeping rural seniors in their own homes longer.

The primary objectives of the program were:

- to a select number of rural seniors in electoral areas D and E (appendix 1) that could lead to seniors in the rural areas staying in their own homes longer.
- to determine viability and costs associated with the selected initiatives.
- to attempt to determine the total numbers of seniors in the two areas that could benefit from receiving services.

To determine the above, a committee of local active volunteers were selected to formulate details and assist in operating a trial program.

The trial operated from January 1, 2020 until February 29, 2020. Ten locations within area D and ten locations within area E were selected by a committee. Locations were selected by need, location and willingness to participate.

The primary initiatives chosen were:

- Supply one meal per day for each of the persons residing at the chosen locations
- Supply home cleaning services to each of the locations two hours every two weeks
- Supply snow removal as needed during the trial period

For the trial there was no cost to the seniors receiving the services.

From the beginning residents involved, recognized the chosen initiatives were not the only ones that may be needed but we felt those were key and could benefit the rural seniors the most.

We needed to see if services could actually be delivered during the winter months, hence the trial months of January and February.

When dealing with rural seniors we knew we needed to be flexible and some of the questions we explored were:

- Could local community kitchens using local expertise supply the meals?
- Could small businesses be established to supply home cleaning to the locations in both areas?
- What types of snow removal equipment would be most efficient when dealing with the distances involved?
- Could the trial deal with seniors moving in and out of the trial?

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**...a Non-Profit Society incorporated April 1958**

1334-102 Avenue | Dawson Creek, BC, V1G 4C6 | Tel: 250-782-2611 | Fax: 250-782-2662

[www.dcscl.org](http://www.dcscl.org)  
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The idea of using rural contractors to supply the services during the trial was deemed critical for success. They not only knew most participants; they also knew where the locations were and what was the most efficient way of delivering the services.

### **Meals in Area D**

A qualified food contractor supplied those living in the ten locations with one meal a day for the duration of the trial. The meals were prepared using the Tate Creek community kitchen every Monday. The meals were placed in disposal containers and delivered using local people every Tuesday and Wednesday. Approximately 980 meals were prepared and delivered during the trial.

### **Meals in Areas E**

Meals were supplied by a local catering company to the ten locations using the community kitchen at McLeod School. Meals were prepared for delivery every Wednesday and each participant received one hot meal, one cool meal and five frozen meals. The meals were delivered using local residents in area E. There were approximately 980 meals made and delivered during the trial.

All involved with meal preparation had to have appropriate background checks and food safe training. The cost paid to the meal contractors included container cost and delivery. All meals had heating instructions on the individual containers, special diets were considered and those delivering the meals checked to make sure the service was going well and people were eating the meals.

### **Home Cleaning**

As mentioned, a total of 20 locations were used in the trial. A local contractor from Area D provided service to the ten locations and another local contractor supplied service to the ten locations in Area E. For WorkSafeBC reasons two people attended all locations to house clean.

During the trial each location received two hours of service every two weeks. There was no limits on what the contractors were allowed to do as long as the task would allow a senior to stay in their own home longer. A total of 76 home visits were provided.

The contractor was responsible for all travel, insurance, cleaning supplies and tools. All cleaning staff were required to take an enhanced criminal record check. The contractors were also required to have an approved substitute worker if needed.

### **Snow Removal**

This initiative was the hardest to plan. We knew going into the trial snow removal would be essential; not only for the seniors receiving the service but also to provide safe access to the contractors delivering food and home cleaning services.

In the end a maximum figure to supply snow removal to all locations was established. The rate paid to the contractors was based on BC Ministry of Transportation guidelines. Some issues like insurance needed more study but because the trial was so short we ran out of time trying to figure out the many issues around insurance as it relates to snow removal.

## Technology

We also had a technology initiative. The idea was to see how technology could be used to assist seniors staying in their homes longer. There were a number of ways technology can help but the trial was too short to implement any ideas. However, a number of strategies did come forward to consider for future use.

## Need for Service for Seniors Living in the Rural Area

Significant documentation exists showing the percentage of residents over the age of 65 years living in the Peace River Regional District and how that relates to the province as a whole. As is with most statistics sources some are better than others for the purpose of this report we will use verifiable information.

Statistics Canada

The total population of electoral D in the Peace River Regional District is 5,920 (Census Profile, 2016 Census, Electoral D appendix 2)

There are a total of 2,450 private dwellings

Total population over 65 years of age is 835

Percentage in the area of those over 65 years is 14.1%

Provincial over 65 years is 18.3%

Total population of electoral E in the Peace River Regional District is 2,949 (Census Profile, 2016 Census, Electoral E appendix 3)

There are a total of 1,430 private dwellings

Total population over 65 years of age is 395

Percentage in the area of those over 65 years is 13.4%

Provincial over 65 years is 18.3%

The above numbers are for 2016. BC Senior advocate Isobel Mackenzie in January 2020 stated the percentage of Seniors over 65 living in the province has increased from 14% to 18% (Baby Boomer Bulge appendix 4).

One of the objectives of the Rural Seniors Initiative was to determine need for services for seniors in the rural areas. At the moment; there are no dedicated services generally available to rural seniors.

So, is there a need? There are numerous ways of determining need. Statistics show 13 – 14% of the local rural population is over 65 but that does not mean they need services that would allow them to stay in their own homes longer. It is an indicator that services may be needed in the future and that is all it says.

Members of the RSI organizing committee were asked to list all seniors that might be able to use the suggested trial services in the McLeod – Groundbirch area. The number arrived at was 60+. There again is that number relevant and can it relate to those who actually need services that would allow them to stay in their homes longer? All that number does is provide a little focus to those seniors who might need services either sooner or later.

A needs committee was established to gain additional focus on who may need services and developed a list of potential trial participants. The committee was made up of folks well

connected to the local population. The general committee then had input into the suggested list of participants and the final choice was made on who would participate. Need was obviously key but also location. To determine true costs we needed the trial participants to be spread out from the two hubs. There was no issues filling the allotted spaces in the trial which is another indication of needs for service. While the trial was proceeding numerous people asked about participating showing another level of need. Without going into major detail there appears to be a need for services that would allow seniors living in areas D and E to stay in their own homes longer.

### **Service Cost Delivery Analysis**

Another goal of the trial was to determine cost of delivering the suggested initiatives.

One major decision from the very start was to use local contractors to supply services. The rate paid for services was all inclusive. We wanted contractors to be paid a fair rate for services provided. We also realized the community kitchens needed to be rented during the trial period and in the case of McLeod we had to work around a school that was in session, material needed to be purchased locally and any staff needed had to be from the rural areas.

### **Meals**

Prior to the trial, the food contractor had to visit each location and determine cooking ability, dietary needs, freezer space and a host of other variables.

The contractor was, then required to supply one meal per day for each senior living in the locations chosen in each area. The contractor was responsible to place the meals in appropriate containers. The containers had to be labeled with cooking instructions. Dietary concerns, portion size, Canada Food Guide recommendations, insurance and menu issues were all factors that needed to be considered. All taxes were included in the meal price when first determining a budget amount for the meal initiative. The committee reviewed costs from others supplying similar services. The one closest to our model was the food preparation at DCSCL's Northview senior's facility in Dawson Creek. We determined our cost per meal at Northview is in the range of \$15.00 per meal. That cost did not include delivery or containers. It is difficult to compare the service models, but we took that amount into consideration. In the end an all-inclusive figure of \$23.00 per meal was arrived at and that became the budget figure.

One of the requirements contractors had during the trial was to give actual cost breakdowns for the services they provided after the trial was complete.

This report will not contain all details, but the high lights are:

Food Cost \$ 5.71  
Labour Cost \$7.84  
Delivery Cost \$ 1.60  
Container Cost \$1.00  
Total \$ 16.15

The above were taken from both cost detail sheets and are averages more than actual costs. Area D placed their average cost at \$19.10 per meal and area E placed their average at \$15.89.

Average cost went down over the trail as efficiencies were realized.

Both contractors offered very good ideas on problems faced during the trial and how things could be done more efficiently and how to reduce costs if the initiative moves forward. The above will greatly assist in determining what an actual meal budget cost should be.

## **Home Cleaning**

Prior to the trial the home cleaning contractors had to visit each location and talk to the residents. They kept a log of those conversations and all subsequent visits.

The contractor was responsible for all travel, insurance, tools and cleaning supplies. The contractor had to supply two cleaning staff for each visit and had to have a standby preapproved individual in case one cleaner was unavailable.

There were no limits on what the home cleaners could do as long as the task would keep the senior in their own home longer.

Ten locations were chosen in each area and all contractors had to complete enhanced criminal record checks.

Each location received a home cleaning visit for two hours every two weeks.

Two cleaners were sent together for WorkSafeBC reasons but more important seniors love to talk. Two cleaners ensured that the required cleaning got done while meeting the social aspect of the senior. Seniors are often isolated and need to talk to someone.

A total of 76 visits were completed during the trial.

The cost for each visit was set by the organizing committee and like the meal initiative, people were paid a fair wage.

Each visit cost the trial \$175.00.

The following data is for the area D contractor, but the area E data is similar.

Total expenses for area D home cleaning was \$6,300.00

Total wages was \$5,300.00

Total benefits was \$526.36

Total insurance was \$375.00

Each home cleaner was paid \$30.00 per hour plus benefits as per labour standards. They were responsible for all cleaning material, tools, insurance, employee benefits and travel. If the project proceeds the above will be used in determining budget costs for home cleaning.

## **Snow Removal**

Snow removal was the most challenging for the organizing committee. At what point do you provide the service, what type of machinery, what about the required insurance? In the end we placed a maximum figure of \$6,000 per area per month for the initiative. If we had small amounts of snow during the trial, we were fine. If we had lots of snow, we would suspend service when we got to the allocated budget amount. Because the trial was for two months, we



did plow enough snow to get actual costs; however we were lucky as it did not snow too much. Area E received less snow than area D which was interesting.

The contractor was responsible for snow removal and shovel work at the front steps. Non slip grit was also the contractor's responsibility. The machinery used was paid according to Ministry of Transportation rent guidelines. We were not able to resolve the insurance issue as the trial was completed before we got any answers. We arrived at a figure of \$100.00 per visit including all travel. We learned the most efficient equipment for normal snow amounts was a 4x4 plow truck with a blade or large skid steer on a trailer. The service was coordinated with the home cleaning and meal delivery people.

## **Technology**

The technology initiative did not develop fully but we realize rural seniors and their families can use technology to allow them to stay in their own homes longer. Numerous technological devices are now available and others are being released. The technology group established a website and continue to keep that site up to date.

## **Conclusions**

Is there a need for services that would allow seniors in the rural area to stay in their home longer?

- Yes. The trial has indicated the need and it is substantial.

Can initiatives be supplied during all months of the year?

- Yes. We know the offered initiatives are possible. Participants have given very good ideas on what other initiatives should be considered.

Does the model of using existing facilities and local expertise work?

- Yes. We have the infrastructure in the rural area. We have local expertise and knowledge. Local people are willing to engage with the idea.

Do we have data relating to cost to providing service?

- Yes. We have good data on the initiatives offered and know how to determine costs of other initiatives that might be offered.

Other services needed such as the social aspect and medical needs became evident during the trial (How one Hospital Tackles Hallway Medicine appendix 5). These need further exploration. That was not the mandate of the project but suggestions on how to meet the needs were given as feedback from all involved in the project.

## **May 2020**

The final report for the Rural Seniors Initiative was started in early March of 2020. In mid March the Covid-19 pandemic came into focus. Because the RSI had just finished, and we still had our infrastructure in place we asked and received permission from the two rural directors to use the remaining funds from the original grant to continue offering services to seniors. Significant services were offered to all seniors in the Peace River South area until late May.

The pandemic reinforced several outcomes from the original RSI trial.



The most obvious was the need for any senior, rural or urban, to receive services that allow them to stay in their own homes as long as possible.

We gained experience in home delivery of groceries to both urban and rural seniors. How to meet regulations governing delivery of dairy products.

How to deliver meals in a timely fashion to groups very far removed from our established hubs.

How to reach out to seniors who have limited internet access when social gatherings are not possible.

How to interact with other social agencies to provide the best service possible to those needing assistance.

Involve local resources to assist. A prime example of that was getting the McLeod Country Quilters to manufacture face masks. Those masks were available at local business locations free of charge to seniors wishing them.

The Covid-19 pandemic has brought to light significant cracks in how our society deals with seniors. The RSI trial was an attempt to provide services that would allow rural seniors to stay in their own homes longer. This strategy needs to be pursued.

The largest take away we have observed through both the RSI trial and pandemic is to use the local resources you have. Do not assume someone else will come to your aid.

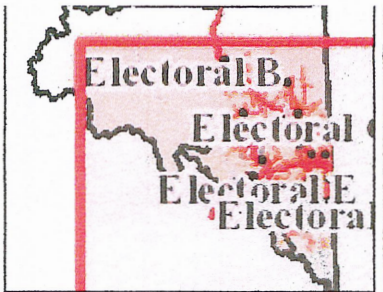
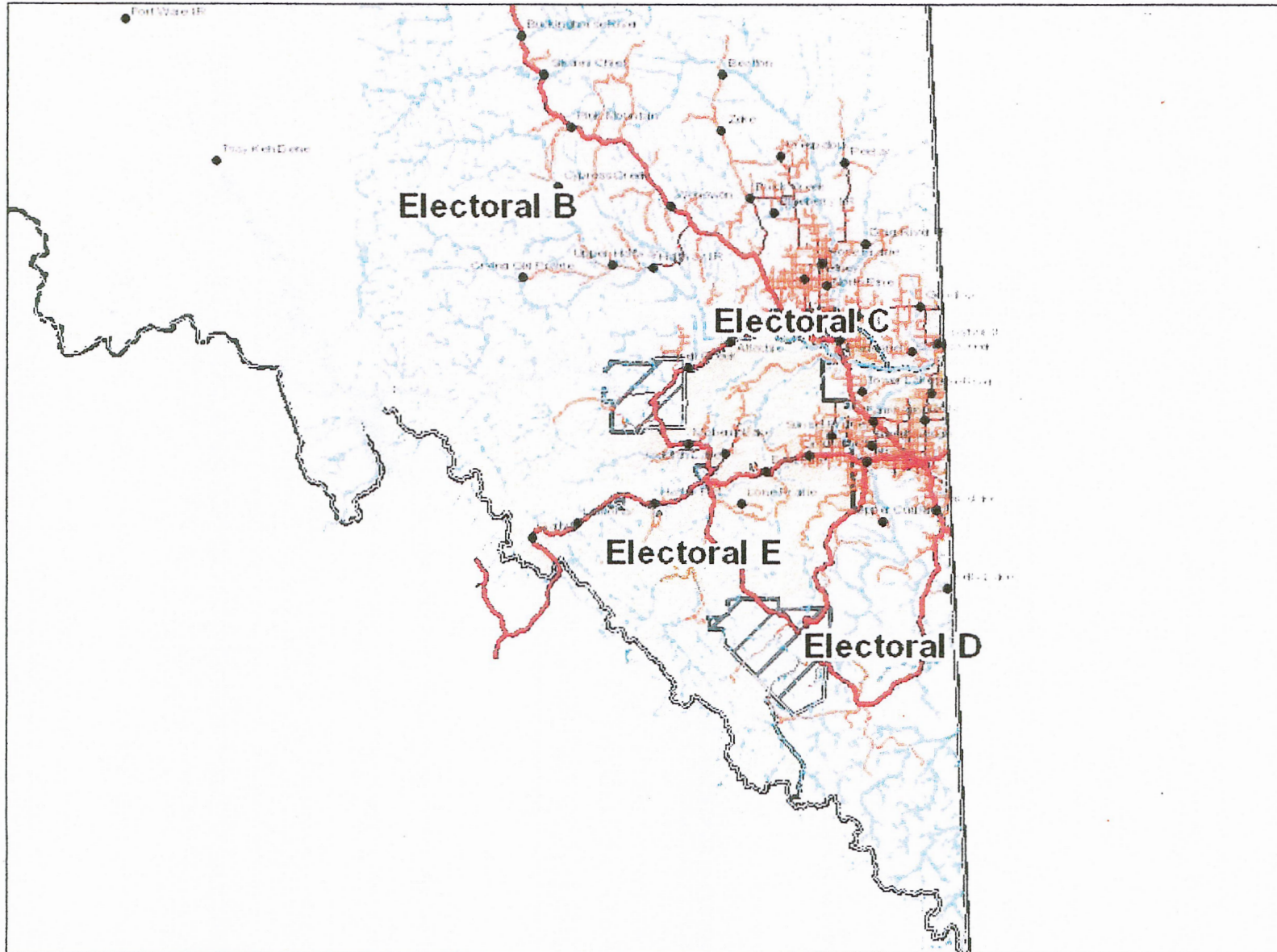
Respectfully submitted

Sam Barbar  
Board Chairperson



# Peace River Regional District

APPENDIX 1



## Legend

- Rural Community
- Highway
- Rural Road <1:250k
  - Hard Surface
  - Gravel
  - Seasonal
- Streams/Rivers
- Lakes
- Locality
- ☒ Municipal Boundary
- Electoral Area Boundary
  - ☐ Electoral B
  - ☐ Electoral C
  - ☐ Electoral D
  - ☐ Electoral E
- ☐ Regional District Boundary

1:2,560,000



130,048.0 0 65,024.00 130,048.0 Meters

NAD\_1983\_UTM\_Zone\_10N  
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes



Statistics  
Canada Statistique  
Canada

## APPENDIX 2

Home → Census Program → Data products, 2016 Census → Census Profile, 2016 Census → Search results for "Peace River D"  
→ Peace River D, RDA (Regional district electoral area) [Census subdivision], British Columbia and British Columbia [Province]

## Census Profile, 2016 Census

Peace River D, Regional district electoral area [Census subdivision], British Columbia and British Columbia [Province]

Topic: [All data]

☒ Counts ☐ Rates 


Related data ▼

Characteristic	Peace River D, RDA (Regional district electoral area)			British Columbia		
	British Columbia			[Province]		
	[Census subdivision]					
	Total	Male	Female	Total	Male	Female
Counts (unless otherwise specified)						
Population and dwellings						
Population, 2016 <sup>1</sup>	5,920	... (not applicable)	... (not applicable)	4,648,055	... (not applicable)	... (not applicable)
Population, 2011 <sup>1</sup>	5,479	... (not applicable)	... (not applicable)	4,400,057	... (not applicable)	... (not applicable)
Population percentage change, 2011 to 2016	8.0	... (not applicable)	... (not applicable)	5.6	... (not applicable)	... (not applicable)
Total private dwellings <sup>2</sup>	2,450	... (not applicable)	... (not applicable)	2,063,417	... (not applicable)	... (not applicable)
Private dwellings occupied by usual residents <sup>3</sup>	2,241	... (not applicable)	... (not applicable)	1,881,969	... (not applicable)	... (not applicable)
Population density per square kilometre	0.5	... (not applicable)	... (not applicable)	5.0	... (not applicable)	... (not applicable)
Land area in square kilometres	11,706.80	... (not applicable)	... (not applicable)	922,503.01	... (not applicable)	... (not applicable)
Age characteristics						
Total - Age groups and average age of the population - 100% data <sup>4</sup>	5,920	3,095	2,825	4,648,055	2,278,245	2,369,815
0 to 14 years	1,080	565	515	691,390	355,400	335,985
0 to 4 years	335	180	155	220,625	113,355	107,275
5 to 9 years	370	195	180	236,900	122,070	114,830
10 to 14 years	375	185	185	233,860	119,975	113,885
15 to 64 years	4,005	2,080	1,925	3,107,680	1,527,280	1,580,400
15 to 19 years	375	190	185	258,980	133,000	125,985
20 to 24 years	300	155	145	287,560	147,615	139,945
25 to 29 years	295	145	150	303,000	151,585	151,415
30 to 34 years	350	190	160	313,750	155,035	158,715

35 to 39 years	335	165	170	293,590	143,070	150,520
40 to 44 years	390	205	185	295,045	141,930	153,115
45 to 49 years	400	195	205	322,365	155,325	167,040
50 to 54 years	540	290	245	354,375	172,065	182,310
55 to 59 years	565	295	265	354,925	171,210	183,715
60 to 64 years	450	240	205	324,095	156,450	167,645
65 years and over	835	450	385	848,985	395,560	453,425
65 to 69 years	325	165	160	287,520	139,490	148,035
70 to 74 years	215	120	90	201,785	97,675	104,110
75 to 79 years	170	90	80	145,225	68,715	76,510
80 to 84 years	95	55	45	105,255	48,645	56,610
85 years and over	30	20	10	109,190	41,035	68,155
85 to 89 years	25	20	5	67,510	27,930	39,575
90 to 94 years	5	0	0	31,815	10,615	21,205
95 to 99 years	0	0	0	8,545	2,215	6,330
100 years and over	0	0	0	1,325	275	1,050
Total - Distribution (%) of the population by broad age groups - 100% data	100.0	100.0	100.0	100.0	100.0	100.0
0 to 14 years	18.2	18.3	18.2	14.9	15.6	14.2
15 to 64 years	67.7	67.2	68.1	66.9	67.0	66.7
65 years and over	14.1	14.5	13.6	18.3	17.4	19.1
85 years and over	0.5	0.6	0.4	2.3	1.8	2.9
Average age of the population	40.4	40.7	40.1	42.3	41.5	43.1
Median age of the population	42.9	43.2	42.5	43.0	41.9	44.0

**Household and dwelling characteristics**

Total - Occupied private dwellings by structural type of dwelling - 100% data <sup>a</sup>	2,240	... (not applicable)	... (not applicable)	1,881,970	... (not applicable)	... (not applicable)
Single-detached house	1,915	... (not applicable)	... (not applicable)	830,660	... (not applicable)	... (not applicable)
Apartment in a building that has five or more storeys	0	... (not applicable)	... (not applicable)	177,830	... (not applicable)	... (not applicable)
Other attached dwelling <sup>b</sup>	20	... (not applicable)	... (not applicable)	824,190	... (not applicable)	... (not applicable)
Semi-detached house	5	... (not applicable)	... (not applicable)	57,395	... (not applicable)	... (not applicable)
Row house	0	... (not applicable)	... (not applicable)	147,830	... (not applicable)	... (not applicable)
Apartment or flat in a duplex	5	... (not applicable)	... (not applicable)	230,075	... (not applicable)	... (not applicable)
Apartment in a building that has fewer than five storeys	0	... (not applicable)	... (not applicable)	385,140	... (not applicable)	... (not applicable)

Other single-attached house	5	... (not applicable)	... (not applicable)	3,755	... (not applicable)	... (not applicable)
Movable dwelling <sup>7</sup>	305	... (not applicable)	... (not applicable)	49,290	... (not applicable)	... (not applicable)
Total - Private households by household size - 100% data <sup>8</sup>	2,240	... (not applicable)	... (not applicable)	1,881,970	... (not applicable)	... (not applicable)
1 person	440	... (not applicable)	... (not applicable)	541,910	... (not applicable)	... (not applicable)
2 persons	940	... (not applicable)	... (not applicable)	663,770	... (not applicable)	... (not applicable)
3 persons	345	... (not applicable)	... (not applicable)	277,690	... (not applicable)	... (not applicable)
4 persons	330	... (not applicable)	... (not applicable)	243,125	... (not applicable)	... (not applicable)
5 or more persons	185	... (not applicable)	... (not applicable)	155,470	... (not applicable)	... (not applicable)
Number of persons in private households	5,720	... (not applicable)	... (not applicable)	4,560,240	... (not applicable)	... (not applicable)
Average household size	2.6	... (not applicable)	... (not applicable)	2.4	... (not applicable)	... (not applicable)

**Marital status**

Total - Marital status for the population aged 15 years and over - 100% data <sup>9</sup>	4,835	2,525	2,310	3,956,665	1,922,840	2,033,825
Married or living common law	3,400	1,705	1,690	2,297,325	1,146,175	1,151,150
Married	2,800	1,410	1,395	1,925,345	959,690	965,645
Living common law	595	295	295	371,985	186,485	185,505
Not married and not living common law	1,440	820	620	1,659,335	776,660	882,675
Never married	950	575	380	1,076,085	582,975	493,110
Separated	105	70	40	105,700	45,225	60,475
Divorced	200	135	70	263,870	103,475	160,395
Widowed	180	50	130	213,685	44,990	168,700

**Family characteristics**

Total - Census families in private households by family size - 100% data <sup>10</sup>	1,800	... (not applicable)	... (not applicable)	1,311,340	... (not applicable)	... (not applicable)
2 persons	1,000	... (not applicable)	... (not applicable)	703,685	... (not applicable)	... (not applicable)
3 persons	350	... (not applicable)	... (not applicable)	275,965	... (not applicable)	... (not applicable)
4 persons	305	... (not applicable)	... (not applicable)	243,960	... (not applicable)	... (not applicable)
5 or more persons	150	... (not applicable)	... (not applicable)	87,730	... (not applicable)	... (not applicable)

Average size of census families	2.8	... (not applicable)	... (not applicable)	2.8	... (not applicable)	... (not applicable)
Total number of census families in private households - 100% data <sup>11</sup>	1,800	... (not applicable)	... (not applicable)	1,311,345	... (not applicable)	... (not applicable)
Total couple families	1,640	... (not applicable)	... (not applicable)	1,113,405	... (not applicable)	... (not applicable)
Married couples	1,340	... (not applicable)	... (not applicable)	927,440	... (not applicable)	... (not applicable)
Common-law couples	300	... (not applicable)	... (not applicable)	185,960	... (not applicable)	... (not applicable)
Total lone-parent families by sex of parent	155	... (not applicable)	... (not applicable)	197,940	... (not applicable)	... (not applicable)
Female parent	90	... (not applicable)	... (not applicable)	155,670	... (not applicable)	... (not applicable)
Male parent	65	... (not applicable)	... (not applicable)	42,265	... (not applicable)	... (not applicable)
Total - Couple census families in private households - 100% data	1,640	... (not applicable)	... (not applicable)	1,113,405	... (not applicable)	... (not applicable)
Couples without children	900	... (not applicable)	... (not applicable)	577,790	... (not applicable)	... (not applicable)
Couples with children	745	... (not applicable)	... (not applicable)	535,610	... (not applicable)	... (not applicable)
1 child	310	... (not applicable)	... (not applicable)	221,065	... (not applicable)	... (not applicable)
2 children	290	... (not applicable)	... (not applicable)	230,705	... (not applicable)	... (not applicable)
3 or more children	140	... (not applicable)	... (not applicable)	83,840	... (not applicable)	... (not applicable)
Total - Lone-parent census families in private households - 100% data	155	... (not applicable)	... (not applicable)	197,940	... (not applicable)	... (not applicable)
1 child	100	... (not applicable)	... (not applicable)	125,890	... (not applicable)	... (not applicable)
2 children	40	... (not applicable)	... (not applicable)	54,900	... (not applicable)	... (not applicable)
3 or more children	20	... (not applicable)	... (not applicable)	17,145	... (not applicable)	... (not applicable)
Total - Persons not in census families in private households - 100% data	650	400	245	882,895	418,495	464,405
<b>Household type</b>						
Total - Private households by household type - 100% data <sup>12</sup>	2,240	... (not applicable)	... (not applicable)	1,881,970	... (not applicable)	... (not applicable)
One-census-family households	1,735	... (not applicable)	... (not applicable)	1,195,735	... (not applicable)	... (not applicable)



Statistics  
CanadaStatistique  
Canada

## APPENDIX 3

Home → Census Program → Data products, 2016 Census → Census Profile, 2016 Census → Search results for "Peace River E"  
 → Peace River E, RDA (Regional district electoral area) [Census subdivision], British Columbia and British Columbia [Province]

## Census Profile, 2016 Census

Peace River E, Regional district electoral area [Census subdivision], British Columbia and British Columbia [Province]

Topic: [All data]

☒ Counts
 ☐ Rates
 


Related data ▼

Peace River E, RDA (Regional district  
electoral area)  
British Columbia  
[Census subdivision]

British Columbia  
[Province]

Total Male Female Total Male Female

Characteristic Counts (unless otherwise specified)

## Population and dwellings

Population, 2016 <sup>1</sup>	2,949	... (not applicable)	... (not applicable)	4,648,055	... (not applicable)	... (not applicable)
Population, 2011 <sup>1</sup>	2,764	... (not applicable)	... (not applicable)	4,400,057	... (not applicable)	... (not applicable)
Population percentage change, 2011 to 2016	6.7	... (not applicable)	... (not applicable)	5.6	... (not applicable)	... (not applicable)
Total private dwellings <sup>2</sup>	1,430	... (not applicable)	... (not applicable)	2,063,417	... (not applicable)	... (not applicable)
Private dwellings occupied by usual residents <sup>3</sup>	1,199	... (not applicable)	... (not applicable)	1,881,969	... (not applicable)	... (not applicable)
Population density per square kilometre	0.2	... (not applicable)	... (not applicable)	5.0	... (not applicable)	... (not applicable)
Land area in square kilometres	16,355.14	... (not applicable)	... (not applicable)	922,503.01	... (not applicable)	... (not applicable)

## Age characteristics

Total - Age groups and average age of the population - 100% data <sup>4</sup>	2,950	1,560	1,385	4,648,055	2,278,245	2,369,815
0 to 14 years	550	290	260	691,390	355,400	335,985
0 to 4 years	185	95	90	220,625	113,355	107,275
5 to 9 years	195	105	90	236,900	122,070	114,830
10 to 14 years	170	90	80	233,860	119,975	113,885
15 to 64 years	2,000	1,035	965	3,107,680	1,527,280	1,580,400
15 to 19 years	170	90	80	258,980	133,000	125,985
20 to 24 years	135	65	70	287,560	147,615	139,945
25 to 29 years	175	90	90	303,000	151,585	151,415
30 to 34 years	165	80	85	313,750	155,035	158,715

35 to 39 years	150	80	70	293,590	143,070	150,520
40 to 44 years	155	85	70	295,045	141,930	153,115
45 to 49 years	220	115	100	322,365	155,325	167,040
50 to 54 years	300	145	155	354,375	172,065	182,310
55 to 59 years	310	170	135	354,925	171,210	183,715
60 to 64 years	225	120	105	324,095	156,450	167,645
65 years and over	395	235	160	848,985	395,560	453,425
65 to 69 years	175	105	70	287,520	139,490	148,035
70 to 74 years	100	65	35	201,785	97,675	104,110
75 to 79 years	60	30	25	145,225	68,715	76,510
80 to 84 years	50	30	20	105,255	48,645	56,610
85 years and over	20	10	5	109,190	41,035	68,155
85 to 89 years	15	5	5	67,510	27,930	39,575
90 to 94 years	5	0	5	31,815	10,615	21,205
95 to 99 years	5	5	0	8,545	2,215	6,330
100 years and over	0	0	0	1,325	275	1,050
Total - Distribution (%) of the population by broad age groups - 100% data	100.0	100.0	100.0	100.0	100.0	100.0
0 to 14 years	18.6	18.6	18.8	14.9	15.6	14.2
15 to 64 years	67.8	66.3	69.7	66.9	67.0	66.7
65 years and over	13.4	15.1	11.6	18.3	17.4	19.1
85 years and over	0.7	0.6	0.4	2.3	1.8	2.9
Average age of the population	40.5	41.3	39.5	42.3	41.5	43.1
Median age of the population	44.2	45.5	42.2	43.0	41.9	44.0

**Household and dwelling characteristics**

Total - Occupied private dwellings by structural type of dwelling - 100% data <sup>5</sup>	1,200	... (not applicable)	... (not applicable)	1,881,970	... (not applicable)	... (not applicable)
Single-detached house	880	... (not applicable)	... (not applicable)	830,660	... (not applicable)	... (not applicable)
Apartment in a building that has five or more storeys	0	... (not applicable)	... (not applicable)	177,830	... (not applicable)	... (not applicable)
Other attached dwelling <sup>6</sup>	0	... (not applicable)	... (not applicable)	824,190	... (not applicable)	... (not applicable)
Semi-detached house	0	... (not applicable)	... (not applicable)	57,395	... (not applicable)	... (not applicable)
Row house	0	... (not applicable)	... (not applicable)	147,830	... (not applicable)	... (not applicable)
Apartment or flat in a duplex	0	... (not applicable)	... (not applicable)	230,075	... (not applicable)	... (not applicable)
Apartment in a building that has fewer than five storeys	0	... (not applicable)	... (not applicable)	385,140	... (not applicable)	... (not applicable)



Other single-attached house	0	... (not applicable)	... (not applicable)	3,755	... (not applicable)	... (not applicable)
Movable dwelling <sup>Z</sup>	320	... (not applicable)	... (not applicable)	49,290	... (not applicable)	... (not applicable)
Total - Private households by household size - 100% data <sup>A</sup>	1,200	... (not applicable)	... (not applicable)	1,881,970	... (not applicable)	... (not applicable)
1 person	275	... (not applicable)	... (not applicable)	541,910	... (not applicable)	... (not applicable)
2 persons	515	... (not applicable)	... (not applicable)	663,770	... (not applicable)	... (not applicable)
3 persons	165	... (not applicable)	... (not applicable)	277,690	... (not applicable)	... (not applicable)
4 persons	145	... (not applicable)	... (not applicable)	243,125	... (not applicable)	... (not applicable)
5 or more persons	95	... (not applicable)	... (not applicable)	155,470	... (not applicable)	... (not applicable)
Number of persons in private households	2,945	... (not applicable)	... (not applicable)	4,560,240	... (not applicable)	... (not applicable)
Average household size	2.4	... (not applicable)	... (not applicable)	2.4	... (not applicable)	... (not applicable)

**Marital status**

Total - Marital status for the population aged 15 years and over - 100% data <sup>A</sup>	2,400	1,270	1,125	3,956,665	1,922,840	2,033,825
Married or living common law	1,635	815	815	2,297,325	1,146,175	1,151,150
Married	1,305	655	650	1,925,345	959,690	965,645
Living common law	330	165	165	371,985	186,485	185,505
Not married and not living common law	765	455	310	1,659,335	776,660	882,675
Never married	475	280	195	1,076,085	582,975	493,110
Separated	55	40	20	105,700	45,225	60,475
Divorced	140	95	45	263,870	103,475	160,395
Widowed	95	40	60	213,685	44,990	168,700

**Family characteristics**

Total - Census families in private households by family size - 100% data <sup>10</sup>	915	... (not applicable)	... (not applicable)	1,311,340	... (not applicable)	... (not applicable)
2 persons	540	... (not applicable)	... (not applicable)	703,685	... (not applicable)	... (not applicable)
3 persons	150	... (not applicable)	... (not applicable)	275,965	... (not applicable)	... (not applicable)
4 persons	140	... (not applicable)	... (not applicable)	243,960	... (not applicable)	... (not applicable)
5 or more persons	85	... (not applicable)	... (not applicable)	87,730	... (not applicable)	... (not applicable)

Average size of census families	2.8	... (not applicable)	... (not applicable)	2.8	... (not applicable)	... (not applicable)
Total number of census families in private households - 100% data <sup>11</sup>	915	... (not applicable)	... (not applicable)	1,311,345	... (not applicable)	... (not applicable)
Total couple families	810	... (not applicable)	... (not applicable)	1,113,405	... (not applicable)	... (not applicable)
Married couples	645	... (not applicable)	... (not applicable)	927,440	... (not applicable)	... (not applicable)
Common-law couples	165	... (not applicable)	... (not applicable)	185,960	... (not applicable)	... (not applicable)
Total lone-parent families by sex of parent	105	... (not applicable)	... (not applicable)	197,940	... (not applicable)	... (not applicable)
Female parent	60	... (not applicable)	... (not applicable)	155,670	... (not applicable)	... (not applicable)
Male parent	40	... (not applicable)	... (not applicable)	42,265	... (not applicable)	... (not applicable)
Total - Couple census families in private households - 100% data	810	... (not applicable)	... (not applicable)	1,113,400	... (not applicable)	... (not applicable)
Couples without children	475	... (not applicable)	... (not applicable)	577,790	... (not applicable)	... (not applicable)
Couples with children	335	... (not applicable)	... (not applicable)	535,610	... (not applicable)	... (not applicable)
1 child	125	... (not applicable)	... (not applicable)	221,065	... (not applicable)	... (not applicable)
2 children	130	... (not applicable)	... (not applicable)	230,705	... (not applicable)	... (not applicable)
3 or more children	80	... (not applicable)	... (not applicable)	83,840	... (not applicable)	... (not applicable)
Total - Lone-parent census families in private households - 100% data	105	... (not applicable)	... (not applicable)	197,940	... (not applicable)	... (not applicable)
1 child	65	... (not applicable)	... (not applicable)	125,890	... (not applicable)	... (not applicable)
2 children	20	... (not applicable)	... (not applicable)	54,900	... (not applicable)	... (not applicable)
3 or more children	15	... (not applicable)	... (not applicable)	17,145	... (not applicable)	... (not applicable)
Total - Persons not in census families in private households - 100% data	390	255	140	882,895	418,495	464,405
<b>Household type</b>						
Total - Private households by household type - 100% data <sup>12</sup>	1,195	... (not applicable)	... (not applicable)	1,881,970	... (not applicable)	... (not applicable)
One-census-family households	885	... (not applicable)	... (not applicable)	1,195,735	... (not applicable)	... (not applicable)





British Columbia

## Baby boomer bulge pushes percentage of seniors in B.C. higher, report says

Between 2018 and 2019, the percentage of seniors living in the province increased from 14% to 18%

CBC News · Posted: Dec 12, 2019 2:20 PM PT | Last Updated: December 12, 2019



B.C. Seniors Advocate Isobel Mackenzie released her office's annual report on services for seniors. (CBC)

comments 

The annual report from the office of the B.C seniors advocate says the percentage of the



population of people age 65 and over continues to expand, up from 14 per cent in 2018 to 18 per cent in 2019.

The growth represents the bulge of the baby boomers moving into the seniors demographic, but B.C. Seniors Advocate Isobel Mackenzie says the proportion of seniors is not evenly distributed throughout the province.

"Vancouver Island does have the highest percentage of people over the age of 65 — 24 per cent ... compared to the north where only 13 per cent of the population is over the age of 65. So, we might want to pay more attention here on the island," Mackenzie told CBC's *On the Island* host Gregor Craigie.

According to Mackenzie, the health-care system won't feel the full impact of the aging baby boomers for another few years.

- [View the report Monitoring Seniors Services 2019.](#)

According to the report, the number of seniors' subsidized housing units continued to shrink for a fifth straight year, with the waiting lists for such units increasing in tandem.

- [Low wages, few job openings driving B.C.'s care worker shortage, not lack of staff: seniors advocate](#)

"That's a troublesome trend," said Mackenzie. "We're certainly going to be having some discussions with B.C. Housing about why we're seeing that."

## Staffing shortages and other problems

Mackenzie said a report coming in January will look at whether care providers are actually providing the care they are being funded for.

"As we review a great amount of the data and reports back from care facilities to the funders, we find that, first of all, not everybody is delivering the hours of care they're funded to deliver," said Mackenzie. "And two, they're not spending all of the money we've provided

to them on delivering those hours of care."

Earlier this year, complaints forced Island Health to take over the administration of senior care facilities in Courtenay and Nanaimo after they were found to be chronically understaffed and non-compliant with the [Community Care and Assisted Living Act](#).

- **Bentall Centre, Vancouver's largest office complex, selling for secret price**

The facilities in question are part of a group of 23 seniors homes that were bought by China's Anbang Insurance Group in 2017 in a federally approved sale.

The Chinese government took control of Anbang in 2018 when the company's [founder was convicted of fraud in China](#).

Seventy per cent of all the long-term care beds in the province are contracted out, receiving \$1.4 billion in public money annually.

Mackenzie said there needs to be better tools to keep care providers in compliance.

"I'd like us to start talking about whether we can levy financial penalties for infractions far earlier in the process," she said. Right now, there's no incentive for a care home provider to be better than the next care home or to be excellent from a financial perspective. They get paid the same."



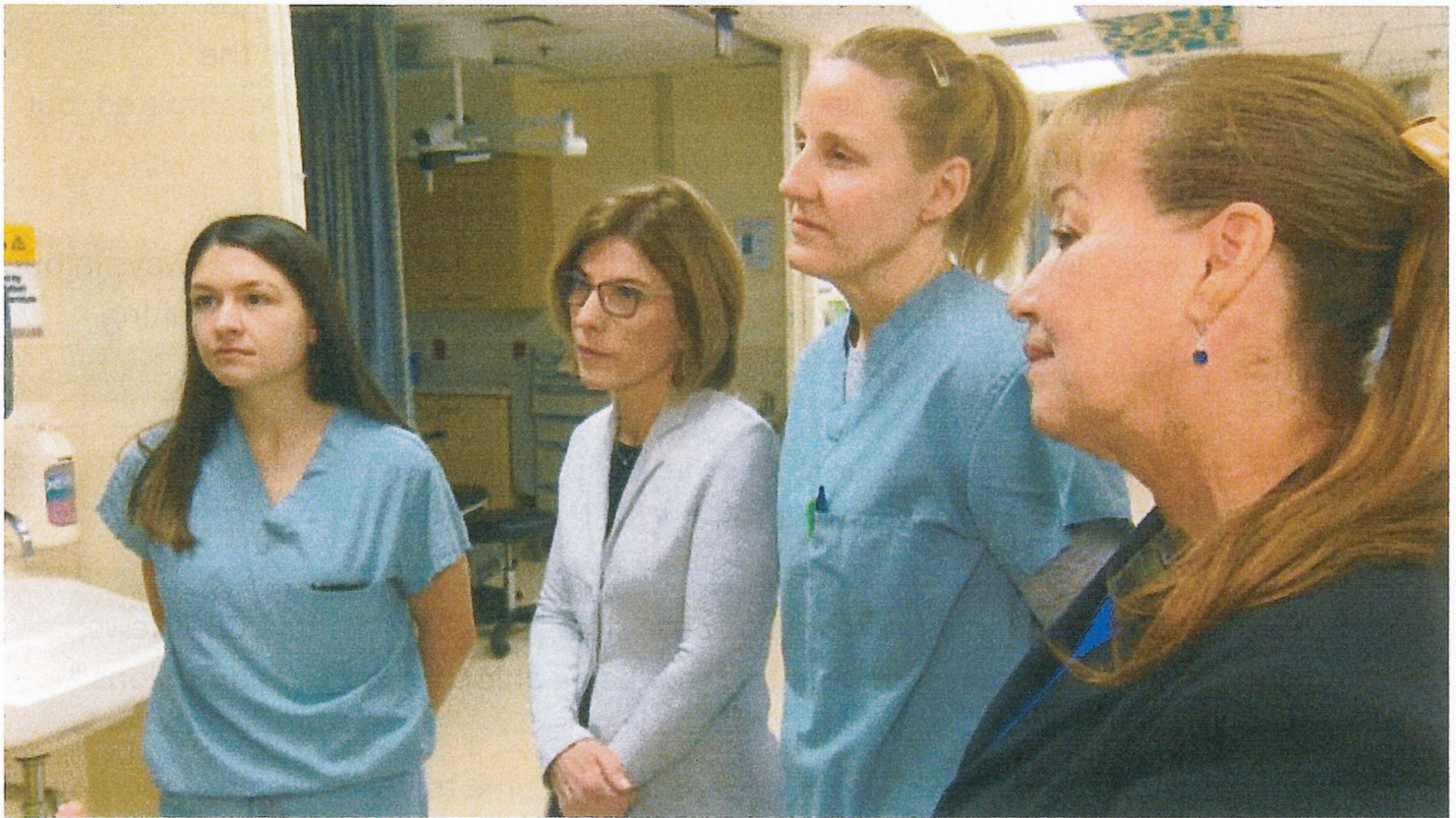


Toronto

## How one hospital tackles hallway medicine, starting in the emergency room

Sunnybrook's 'ED One Team' aims to help seniors avoid hospital by boosting home supports

Mike Crawley · CBC News · Posted: Feb 13, 2020 4:00 AM ET | Last Updated: February 13



Some of the members of the Sunnybrook ED One Team, from left, include occupational therapist Faith Gallant, social worker Valerie Soper, physiotherapist Belinda Wagner, and geriatric nurse clinician Judith Keen-Bingham. (Paul Smith/CBC)

comments 

One Ontario hospital is trying to lessen its "hallway medicine" problem by forming a new team of health-care workers in its emergency room with the aim of reducing admission rates among seniors.

The "ED One Team" at Sunnybrook Health Sciences in Toronto launched in late October and is already showing evidence of success, according to figures provided by hospital officials that suggest a nearly five per cent drop in admissions.

The team brings together a social worker, a geriatric emergency medicine nurse, a physiotherapist, an occupational therapist, a community care co-ordinator, a psycho-geriatric case manager and staff from agencies that provide home-care services.

The team helps patients who come to the emergency room avoid being admitted to the hospital by ensuring adequate supports are available for them at home or in the community. Its target group is those aged 70 and older who don't need to be admitted, but who can't otherwise go home safely straight from the emergency room.

The team has helped Sunnybrook "reduce the number of patients who are in hallways in our emergency department, as well as the number of patients who are stuck in the waiting room," said Dr. Aikta Verma, the hospital's chief of emergency services.

Dr. Aikta Verma, chief of emergency medicine at Sunnybrook Health Sciences Centre, explains how a new team helped prevent a hospital admission for an elderly patient. 0:43

"I'm really proud of the work that the team has been doing here," Verma told CBC News. "This has really made a difference for us in terms of being able to lower our admissions."

Verma pointed to the recent case of an older patient who came to the emergency room with what the doctor described as a "very minor" foot fracture but was unable to walk.

A year ago, said Verma, she would have decided that the patient needed to stay in hospital. Instead, Verma contacted the ED One Team, whose members taught the patient how to walk with support, got her the equipment she needed to be safe at home, and avoided admission.



"This was better for the patient as well as for the system overall," said Verma.

Sunnybrook hopes the team's efforts will help alleviate some of the demand for beds that has led to the "hallway health-care" trend on its wards and in hospitals across the province.

An [investigation by CBC News](#) last month revealed dozens of Ontario hospitals were filled beyond capacity for weeks at a time in 2019. The data showed Sunnybrook with a higher than 100 per cent occupancy rate on 47 days in the six-month period analyzed.



Members of Sunnybrook's team meet every day to discuss the cases of emergency room patients who may need extra supports to make the transition home, rather than be admitted to hospital. (Paul Smith/CBC)

Premier Doug Ford has promised to [end hallway medicine](#). The government's statistics show a five-to-six per cent drop over the past year in the number of hospital patients in "unconventional spaces" such as hallways and storage rooms, but that still means some 950 patients are falling into that category every day.

Sunnybrook's ED One Team operates seven days a week from 8 a.m. until 11 p.m.,



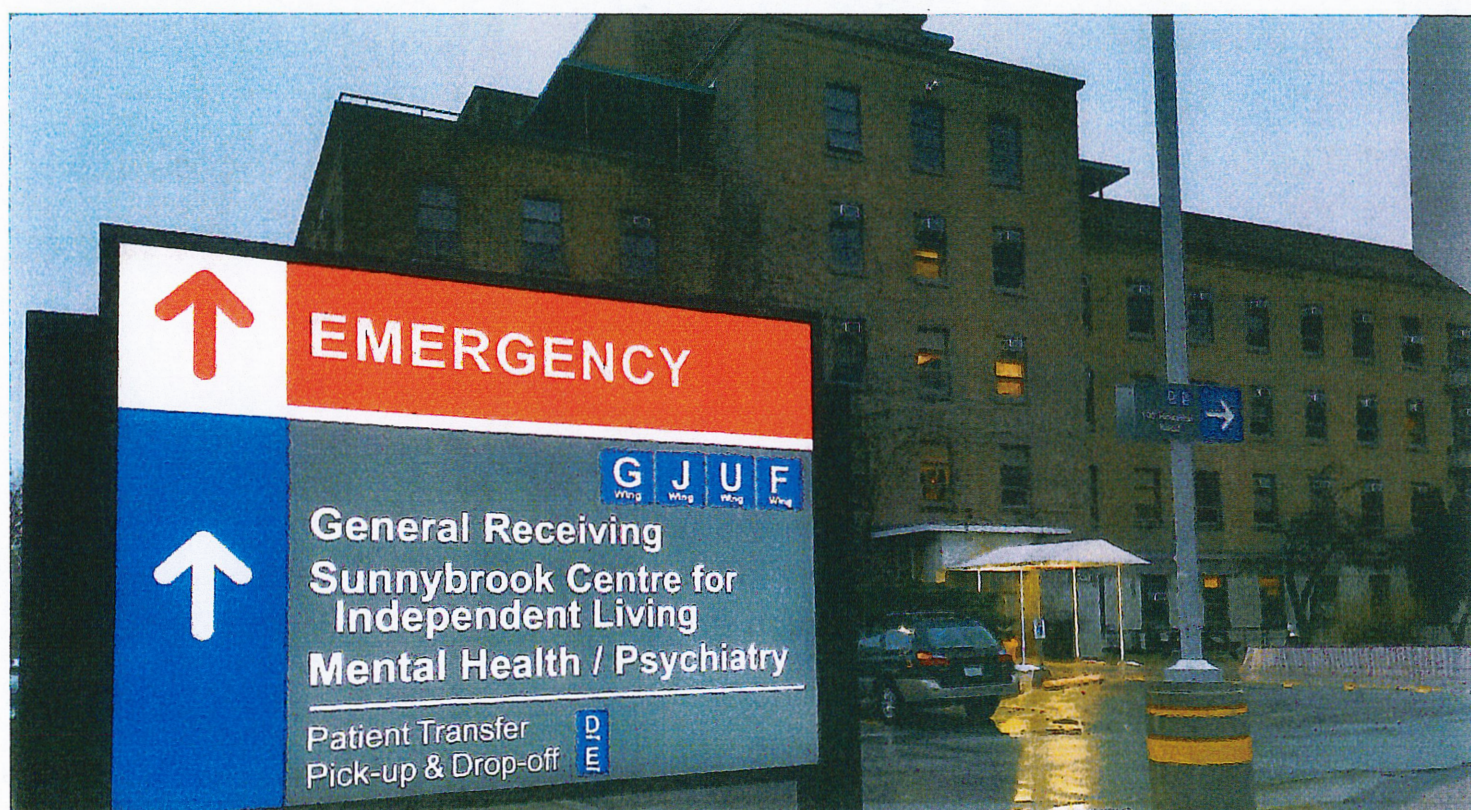
working with the emergency department medical staff to identify patients who don't need hospital admission, but need some form of extra care.

- **Doug Ford boasts of 'tremendous progress' on hallway health care**
- **CBC INVESTIGATES** **How Ontario's 'hallway medicine' problem has become an everyday reality**

That could include physiotherapy right in the emergency room, something that previously was only provided to patients who'd been admitted, unnecessarily taking up a hospital bed sometimes for days.

Physiotherapist Belinda Wagner said the team typically sees patients who come to the ER with an injury or an illness that affects their ability to function safely at home but who don't require a hospital stay.

"If they're medically stable and they're ready to leave this level of care but not necessarily go home safely, we as a team can put our brains together and figure out what is the best next place for them to go," said Wagner.







The ED One Team operates seven days a week from 8 a.m. to 11 p.m. in the emergency department at Sunnybrook. (Doug Ives/Canadian Press)

Team member and social worker Valerie Soper says it's "fantastic because we all come to the table with a different lens and there's so many improvements that have been made in the emergency department."

Soper worked in Sunnybrook's ER long before the formation of the team and said the change has meant each professional's work gets done more efficiently, patients' needs are being met in a more timely fashion, and discharges happen more quickly.

- **One of Ontario's most overcrowded hospitals is in the health minister's riding**
- **ANALYSIS** **How Ontario health care will change with Ford government's reforms**
- **Hallway medicine in Ontario, from the people who've been there**

By working until 11 p.m., the team can set up home-care supports that typically only get arranged during the daytime.

"We're able to see patients in the evening and facilitate a safe discharge home instead of having these patients stay overnight," said occupational therapist Faith Gallant, one of the team members.

In its **health-care reforms**, the Ford government is encouraging hospitals to work more directly with outside agencies such as home-care providers with the aim of improving connections within the health system for patients.





Natalie Coyle is the co-ordinator of Sunnybrook's ED One Team. (Paul Smith/CBC)

Sunnybrook's ED One Team is putting that into practice in a range of ways:

- Doing physiotherapy or occupational therapy assessments in the ER makes it possible to refer patients directly to a physical rehab facility without the patient having to wait in the hospital.
- Home-care agencies involved in the team can arrange for a personal support worker to accompany the patient home.
- A psycho-geriatric case manager keeps tabs on patients at home after discharge to reduce the risk of re-admission.

The emergency department has seen a 4.5 per cent reduction in admission rates among the team's target caseload since the launch in October, according to hospital officials. That has meant 74 fewer patients admitted to the hospital's already crowded wards.

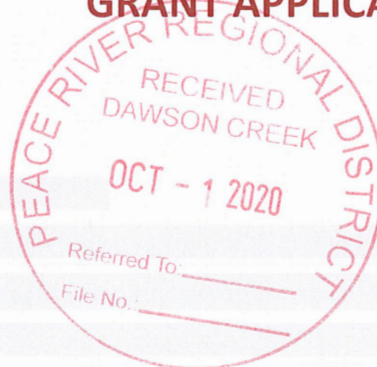
There's also been a noticeable increase in patient satisfaction with the hospital experience, said Natalie Coyle, the team's co-ordinator.

"We've heard from some patients who have written in to say, 'It was really great that someone followed up with me and was able to provide extra service and ensure that I was safe,'" said Coyle.

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Society #: S005618

Name: Dawson Creek Society for Community Living

Civic Address:

Mailing Address: 1334 102nd Avenue

City: Dawson Creek

Postal Code: V1G 2C6

Contact Person: Marla Reed

Alternate Person: Kirsten Homme

Tel:

Tel:

Email: mreed@dcscscl.org

Email: khomme@dcscscl.org

## SOCIETY EXECUTIVES

President: Sam Barber

Vice President: Brad Booker

Treasurer: Charlie Parslow

## PROJECT COSTS

Total Cost of Project: 225 000.00

Amount Requested per 200 000.00

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

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

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

see attached.

## ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date: October 1, 2020

For Office Use Only

Fair Share: B C D E

Gas Tax:

PRA: B C D E

Other:

BCR/PRA: B C D E

## **Rural Senior Initiative**

### **EXECUTIVE SUMMARY**

The purpose of this project is to continue to develop and expand upon the initial pilot project from January 1, 2020 to February 28, 2020 to support seniors to stay in their own homes longer in Peace River Regional District Area D and E for a 12 week period starting on January 4, 2021 and ending on April 2, 2021 in the following service areas: Rolla, Doe River, Farmington, Upper Cut Bank, Tate Creek and McLeod. The intention is to provide services to 50 locations which could impact up to 100 seniors directly.

### **VISION**

To help seniors to stay in their own home longer; this program is intended to provide rural seniors with three service options; five homemade healthy freshly frozen meals to each participant weekly; a by-weekly housekeeping services and snow removal. To offset the costs of the program participants will be charged a small fee of \$3 per meal, \$25 a month for housing keeping and \$25 a month for snow removal.

In addition, to also provide a social opportunity for seniors in each area to have a weekly social gathering to promote social inclusiveness, community connection and reduce loneliness.

### **OBJECTIVES**

1. To enhance personal health and nutrition of participants by providing five meals per week to each person in each area.
2. To supply house cleaning services to each location for three hours every two weeks.
3. To supply snow removal as needed during the project dates.
4. To provide opportunities for social inclusion and reduce loneliness.

### **OUTCOMES**

The goal of this program is to maintain quality of life of rural seniors by providing them with supports that help them stay in their own homes longer, specifically meals, housekeeping and snow removal along with linking them to their neighbours/community by providing opportunities to increase their social inclusion and community connection.

Other outcomes such as wellness checks and assistance in providing information related to other services available to seniors in our area will be provided.



## PROGRAM OVERVIEW

1. To use existing area hubs in rural areas such as community halls as a base for meal preparation and social gatherings (while still working within COVID 19 restrictions).
2. To contract with local and rural contractors to provide the three service options over the program term.

## PROGRAM BUDGET FOR 50 LOCATIONS

<b>Income</b>			
Grant			<b>200 000.00</b>
Participant fees			<b>25 500.00</b>
	<b>TOTAL INCOME</b>		<b>225 500.00</b>
<b>Expenses</b>			
Meals		<b>84 000.00</b>	
Home Care		<b>54 000.00</b>	
Snow removal		<b>45 000.00</b>	
Program Costs		<b>15 500.00</b>	
Administration		<b>18 000.00</b>	
	<b>TOTAL Expenses</b>	<b>225 500.00</b>	

**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**

**Financial Statements**

**Year Ended March 31, 2020**

*(See Independent Auditor's Report)*

***Sander Rose Bone Grindle <sup>LLP</sup>***  
CHARTERED PROFESSIONAL ACCOUNTANTS

**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**

**Index to Financial Statements**

**Year Ended March 31, 2020**

*(See Independent Auditor's Report)*

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***Sander Rose Bone Grindle LLP***  
CHARTERED PROFESSIONAL ACCOUNTANTS



**CHARTERED PROFESSIONAL ACCOUNTANTS**

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## INDEPENDENT AUDITOR'S REPORT

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To the Board of Directors of the Dawson Creek Society for Community Living

### Opinion

We have audited the financial statements of Dawson Creek Society for Community Living, which comprise the statement of financial position as at March 31, 2020 and the statement of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Dawson Creek Society for Community Living as at March 31, 2020 and the result of its operations and its cash flows for the year then ended in accordance with the Canadian accounting standards for Not-for-Profit Organizations.

### Basis for Opinion

We conduct our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for Not-for-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matter relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

(continues)



Member, Chartered Professional Accountants of British Columbia and Alberta

\* Denotes Professional Corporations



### **Report on Other Legal and Regulatory Requirements**

As required by the Society Act of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, further events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statement represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Dawson Creek, BC  
July 29, 2020

*Sander Rose Bone Grindie CPA*  
Chartered Professional Accountants

*Sander Rose Bone Grindie LLP*  
CHARTERED PROFESSIONAL ACCOUNTANTS

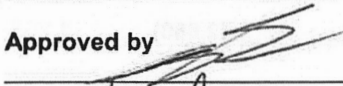
**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**

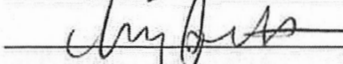
**Statement of Financial Position**

**March 31, 2020**

	<b>2020</b>				<b>2019</b>
	Operating Fund	Capital Asset Fund	Replacement Fund	<b>Total</b>	<b>Total</b>
<b>ASSETS</b>					
<b>CURRENT</b>					
Cash	\$ 666,578	\$ -	\$ -	\$ 666,578	\$ 479,058
Receivables (Note 3)	58,241	-	-	58,241	206,012
Line of Credit (Note 6)	928	-	-	928	1,668
Prepaid expenses	69,101	-	-	69,101	29,746
	794,848	-	-	794,848	716,484
RESTRICTED CASH (Note 4)	886,164	101	908,455	1,794,720	1,519,348
DUE FROM REPLACEMENT FUND	11,061	-	-	11,061	34,147
TANGIBLE CAPITAL ASSETS (Note 5)	-	8,077,222	-	8,077,222	9,065,645
	\$ 1,692,073	\$ 8,077,323	\$ 908,455	\$ 10,677,851	\$ 11,335,624
<b>LIABILITIES AND NET ASSETS</b>					
<b>CURRENT</b>					
Payables (Note 7)	\$ 739,783	\$ -	\$ -	\$ 739,783	\$ 537,485
Deferred revenue	121,139	-	-	121,139	163,171
Long term debt due within one year (Note 8)	-	451,412	-	451,412	352,295
	860,922	451,412	-	1,312,334	1,052,951
DAMAGE DEPOSITS	27,950	-	-	27,950	35,635
DUE TO OPERATING FUND	-	-	11,061	11,061	34,147
LONG TERM DEBT (Note 8)	-	10,745,330	-	10,745,330	11,204,420
	888,872	11,196,742	11,061	12,096,675	12,327,153
<b>NET ASSETS</b>					
Invested in tangible capital assets (Page 5)	-	(3,119,520)	-	(3,119,520)	(2,491,070)
Externally restricted (Page 7)	-	101	897,394	897,495	871,114
Internally restricted (Page 8)	880,542	-	-	880,542	689,770
Unrestricted funds (Page 5)	(77,341)	-	-	(77,341)	(61,343)
	803,201	(3,119,419)	897,394	(1,418,824)	(991,529)
	\$ 1,692,073	\$ 8,077,323	\$ 908,455	\$ 10,677,851	\$ 11,335,624

Approved by

 Director

 Director

See accompanying notes to financial statements



**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**

**Statement of Operations**

**Year Ended March 31, 2020**

	Operating Funds		2020 Restricted Funds			2019
	Society	Housing	Capital Asset Fund	Replacement Reserve Fund	Total	Total
<b>REVENUE</b>						
BCHMC - rent subsidies	\$ -	\$ 755,044	\$ -	\$ -	\$ 755,044	\$ 758,202
Donations	16,977	-	-	-	16,977	8,724
Fundraising	13,424	-	-	-	13,424	13,297
Interest and miscellaneous	45,987	5,362	-	5,513	56,862	90,854
Memberships	150	-	-	-	150	138
Operating grants	6,288,456	-	-	-	6,288,456	5,813,353
Sales	83,517	-	-	-	83,517	80,255
Tenant rent contributions	263,348	784,255	-	-	1,047,603	1,007,893
	6,711,859	1,544,661	-	5,513	8,262,033	7,772,716
<b>EXPENSES</b>						
Advertising	447	-	-	-	447	1,531
Amortization	-	-	1,030,842	-	1,030,842	1,034,402
Audit and legal	23,071	9,155	-	-	32,226	31,568
Client training and support	40,841	-	-	-	40,841	28,545
Food	157,574	-	-	-	157,574	147,309
Insurance	43,328	62,060	-	-	105,388	92,686
Janitorial	11,051	15,342	-	-	26,393	26,192
Mortgage interest	32,929	421,588	-	-	454,517	465,521
Office	176,730	3,199	-	-	179,929	163,396
Property taxes	485	26,655	-	-	27,140	24,696
Rent	600	-	-	-	600	2,400
Repairs and maintenance	-	208,706	-	-	208,706	267,241
Service and respite contracts	860,771	37,460	-	-	898,231	677,195
Staff training and recruitment	43,380	-	-	-	43,380	27,169
Supplies and miscellaneous	51,596	15,852	-	-	67,448	69,214
Telephone and utilities	51,579	300,826	-	-	352,405	352,618
Transportation and travel	60,398	-	-	-	60,398	98,990
Wages and benefits	4,986,515	10,173	-	-	4,996,688	4,583,138
	6,541,295	1,111,016	1,030,842	-	8,683,153	8,093,811
<b>EXCESS (DEFICIENCY) OF</b>						
<b>REVENUE OVER EXPENSES</b>	170,564	433,645	(1,030,842)	5,513	(421,120)	(321,095)
<b>LOSS ON DISPOSITION OF</b>						
<b>TANGIBLE CAPITAL ASSETS</b>	-	-	(3,495)	-	(3,495)	-
<b>RENT SUBSIDY ADJUSTMENT</b>						
(Note 9)	(2,680)	-	-	-	(2,680)	1,203
<b>EXCESS (DEFICIENCY) OF</b>						
<b>REVENUE OVER EXPENSES</b>						
<b>FROM OPERATIONS</b>	\$ 167,884	\$ 433,645	\$ (1,034,337)	\$ 5,513	\$ (427,295)	\$ (319,892)

See accompanying notes to financial statements



**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**  
**Statement of Changes in Fund Balances**  
**Year Ended March 31, 2020**

	<b>2020</b>				<b>2019</b>	
	<b>Restricted Funds</b>					
	<b>Unrestricted</b>	<b>Internally Restricted</b>	<b>Capital Asset Fund</b>	<b>Replacement Reserve Fund</b>	<b>Total</b>	<b>Total</b>
FUND BALANCES, beginning of the year	\$ (61,343)	\$ 689,770	\$ (2,491,070)	\$ 871,013	\$ (991,630)	\$ (671,738)
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	601,529	-	(1,034,337)	5,513	(427,295)	(319,892)
	540,186	689,770	(3,525,407)	876,526	(1,418,925)	(991,630)
INTERFUND TRANSFERS						
Mortgage principal repayments	(359,969)	-	359,969	-	-	-
Replacement Reserve provision	(83,602)	-	-	83,602	-	-
Transfer from Backfill Liability	46,074	(46,074)	-	-	-	-
Transfer to operating	62,907	(173)	-	(62,734)	-	-
Transfer to internally restricted	(237,019)	237,019	-	-	-	-
Capital transfers	(45,918)	-	45,918	-	-	-
	(617,527)	190,772	405,887	20,868	-	-
FUND BALANCES, end of year	\$ (77,341)	\$ 880,542	\$ (3,119,520)	\$ 897,394	\$ (1,418,925)	\$ (991,630)

See accompanying notes to financial statements

**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**  
**Statement of Cash Flow**  
**Year Ended March 31, 2020**

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Deficiency of revenue over expenses	\$ (427,295)	\$ (319,892)
Non-cash items		
Amortization of capital assets	1,030,842	1,034,402
Loss on disposition of capital assets	3,495	-
Changes in non-cash working capital (Note 11)	260,994	101,014
Cash flow from operating activities	868,036	815,524
<b>FINANCING ACTIVITIES</b>		
Proceeds from long term debt	-	476,165
Repayment of long term debt	(359,969)	(321,982)
Cash flow from financing activities	(359,969)	154,183
<b>INVESTMENT ACTIVITIES</b>		
Proceeds on disposal of capital assets	2,300	-
Purchase of tangible capital assets	(48,215)	(55,528)
Cash flow from investment activities	(45,915)	(55,528)
<b>INCREASE (DECREASE) IN CASH AND EQUIVALENTS</b>	<b>462,152</b>	<b>914,179</b>
CASH AND EQUIVALENTS - BEGINNING OF YEAR	2,000,074	1,085,895
<b>CASH AND EQUIVALENTS - END OF YEAR</b>	<b>2,462,226</b>	<b>2,000,074</b>
<b>CASH AND EQUIVALENTS CONSIST OF:</b>		
Cash	666,578	479,058
Restricted cash	1,794,720	1,519,348
Line of credit	928	1,668
	<b>\$ 2,462,226</b>	<b>\$ 2,000,074</b>

See accompanying notes to financial statements

**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**  
**Statement of Changes in Externally Restricted Fund Balance**  
**Year Ended March 31, 2020**

**EXTERNALLY RESTRICTED NET ASSETS**

	2020									2019
	115th	Site 1	Site 2	Site 3	Site 4	Rotary	Southview	Northview	Total	Total
BALANCE -										
BEGINNING OF YEAR	\$ 29,989	\$ 120,204	\$ 52,347	\$ 36,936	\$ 6,031	\$ 173,657	\$ 275,537	\$ 176,312	\$ 871,013	\$ 856,603
INTERFUND TRANSFERS										
Replacement reserve										
provision	4,529	-	535	-	6,000	30,800	23,018	18,720	83,602	68,569
Interest income	234	792	343	249	99	1,282	1,312	1,202	5,513	7,023
Expenditures	(14,869)	(4,375)	(6,140)	(8,687)	-	(9,317)	(13,871)	(5,475)	(62,734)	(61,182)
BALANCE -										
END OF YEAR	\$ 19,883	\$ 116,621	\$ 47,085	\$ 28,498	\$ 12,130	\$ 196,422	\$ 285,996	\$ 190,759	\$ 897,394	\$ 871,013
							2020			2019
							BC Housing			
							BC Cash Held in Trust			
							Canalta	Total		Total
BALANCE -										
BEGINNING OF YEAR							\$ 101	\$ 101	\$	101
BALANCE -										
END OF YEAR							\$ 101	\$ 101	\$	101

See accompanying notes to the financial statements

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*Sander Rose Bone Grindle LLP*  
 CHARTERED PROFESSIONAL ACCOUNTANTS



**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**  
**Statement of Changes in Internally Restricted Fund Balance**  
**Year Ended March 31, 2020**

**INTERNALLY RESTRICTED NET ASSETS**

	2020						2019	
	Future Expenditures	Sick and Severance	Backfill Liability	Vehicle	Technology Reserve	Canalta Reserve	Total	Total
BALANCE -								
BEGINNING OF YEAR	\$ 269,436	\$ 221,260	\$ 16,481	\$ 119,554	\$ -	\$ 63,039	\$ 689,770	\$ 443,502
ADD								
Net asset transfers to reserve	66,000	12,000	47,880	50,600	50,000	4,500	230,980	322,210
Interest income	2,552	1,797	105	1,134	-	451	6,039	4,145
LESS								
Expenditures	-	-	(46,074)	-	-	(173)	(46,247)	(80,087)
BALANCE -								
END OF YEAR	\$ 337,988	\$ 235,057	\$ 18,392	\$ 171,288	\$ 50,000	\$ 67,817	\$ 880,542	\$ 689,770

See accompanying notes to the financial statements

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*Sander Rose Bone Grindle LLP*  
 CHARTERED PROFESSIONAL ACCOUNTANTS

## DAWSON CREEK SOCIETY FOR COMMUNITY LIVING

### Notes to the Financial Statements

Year Ended March 31, 2020

#### 1. PURPOSE OF ORGANIZATION

The Dawson Creek Society for Community Living is a not-for-profit organization. The purpose of the Dawson Creek Society for Community Living is to provide support to self advocates by complimenting their abilities thereby assisting them in achieving normalcy. It is also our purpose to promote the rights, well being and interests of self advocates whether their condition is the result of genetic circumstance, accident, disease or any other cause, through support, assistance, advocacy and education. The organization is governed under the Society Act and is a Registered Charity for income tax purposes.

#### 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for Not-for-Profit Organizations (ASNPO); accordingly these financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

##### Cash and cash equivalents

Cash is defined as cash on hand, cash on deposit and short term deposits with maturity dates of less than 90 days net of cheques issued and outstanding at the reporting date.

##### Financial instruments

The Society initially measures its financial assets and financial liabilities at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost include cash, restricted cash, and receivables.

Financial liabilities measured at amortized cost include line of credit, payables, deferred revenue, damage deposits and long term debt.

##### Fund Accounting

The Society follows the restricted fund method of accounting for contributions.

The Society Fund accounts for the Society's fundraising and membership activities.

The Housing Fund reports restricted operating grants, revenue and expenses related to the Society's housing activities.

The Capital Asset Fund reports the ownership and equity related to the Society's tangible capital assets.

The Replacement Reserve Fund reports the assets, liabilities, revenues and expenses related to capital asset replacement activities.

(continues)



**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**  
**Notes to the Financial Statements**  
**Year Ended March 31, 2020**

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**2. SIGNIFICANT ACCOUNTING POLICIES (continued)**

Revenue Recognition

*Contributions from BC Housing*

Contributions received from BC Housing for the replacement reserve fund have been reported as interfund transfers from the Housing Fund to the Replacement Reserve Fund.

Contributions received from BC Housing for the acquisition of capital assets have been recognized as revenue in the Capital Fund.

*Other contributions*

All other contributions are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred.

*Investment income*

Interest income earned on replacement reserve funds is recognized as revenue in the Replacement Reserve Fund in the period the investment income is earned.

Interest income earned on funds held in trust for repayment of the mortgage principle is recognized as revenue in the Capital Asset Fund in the period in which the income is earned.

Equipment replacement

Purchases funded from the replacement reserve are charged against the replacement reserve account rather than being capitalized on the balance sheet and amortized over their estimated useful lives.

Use of estimates

The preparation of these financial statements is in conformity with Canadian accounting standards for Not-for-Profit Organizations which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the current period. Significant estimates include those used when accounting for receivables, useful life of tangible capital assets, and deferred revenues. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become

Prepaid expenses

Prepaid expenses consist of prepaid operating expenses, which will be amortized over the period the actual expense relates to.

(continues)



**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING****Notes to the Financial Statements****Year Ended March 31, 2020****2. SIGNIFICANT ACCOUNTING POLICIES (continued)**Tangible capital assets

Tangible capital assets are stated at cost, or if donated, at estimated fair market value at the time of donation. They are amortized using the straight-line method over the useful life of the assets. Amortization is taken at the following annual rates:

Buildings	5%
Furniture and equipment	10%
Parking lot	5%

Expenditures for maintenance and repairs are charged to operating expenses as incurred. Significant expenditures for improvements are capitalized.

Gains or losses realized on the disposal of major property and equipment are reflected in the respective fund in the year of disposition.

The carrying amount of an item of tangible capital asset is tested for recoverability whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognized when the assets carrying amount is not recoverable and exceeds its fair value.

Allocation of expenses

The Society allocates administration expenses to the various programs provided by the Society. Administration accounts for general operating and administrative costs that can't be directly allocated to a specific program. It is allocated to the various programs based on the Community Living of British Columbia Funding Guide for each program. The basis of allocation is consistent with the prior year with changes being due to changes in the Community Living of British Columbia Funding templates.

**3. RECEIVABLES**

	2020	2019
Trade	\$ 47,752	\$ 195,277
Goods and services tax	10,489	10,735
	<b>\$ 58,241</b>	<b>\$ 206,012</b>

**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING****Notes to the Financial Statements****Year Ended March 31, 2020****4. RESTRICTED CASH**

At the year end, restricted cash consisted of the following:

	2020	2019
Externally Restricted		
Cash held in trust by B.C. Housing relating to the construction of housing projects. Any cash funds not used for completions costs must be used to reduce the principal amount outstanding upon renewal of the Society's mortgages.	\$ 101	\$ 101
Joint replacement reserve - C.M.H.C. and B.C. Housing	908,455	905,160
	908,556	905,261
Internally Restricted		
Reserve for vehicle replacement	171,288	119,554
Reserve for future expenditures	390,540	194,436
Reserve for sick and severance pay	235,057	221,260
Reserve for Canalta	67,817	63,013
Reserve for backfill	21,462	15,824
	886,164	614,087
	\$ 1,794,720	\$ 1,519,348

**5. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Land	\$ 390,728	\$ -	\$ 390,728	\$ 390,728
Buildings	19,958,088	12,555,498	7,402,590	8,380,137
Furniture and equipment	1,068,428	882,637	185,791	190,896
Parking lot	115,427	17,314	98,113	103,884
	\$ 21,532,671	\$ 13,455,449	\$ 8,077,222	\$ 9,065,645

**6. OPERATING LINE OF CREDIT**

Under the terms of the Society's credit agreement, the Society has an operating line of credit available to a maximum of \$100,000 (2019 - \$100,000), bearing interest at 1% above the Society's prime lending rate. The line of credit is secured by a general security agreement over all present and after acquired personal property, general assignment of rents, general assignment of fire insurance, and continuing collateral representing a first charge on real property located at 1334 -102nd Avenue Dawson Creek, 10108 -14th Street Dawson Creek and 10100 - 10104 14th Street Dawson Creek. As at year end the Society has overpaid \$928 under this facility (2019 - \$1,668 overpaid).

In June 2020, the society replaced the above credit facility with a new line of credit with Lake View Credit Union available to a maximum of \$500,000 at a rate of prime plus 2%.

**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**

**Notes to the Financial Statements**

**Year Ended March 31, 2020**

**7. PAYABLES**

	2020	2019
Interest	\$ 36,256	\$ 37,251
Source deductions	52,453	39,360
Trade	284,491	177,889
Wages	366,583	282,985
	<b>\$ 739,783</b>	<b>\$ 537,485</b>

**8. LONG TERM DEBT**

	2020		2019	
	Total	Current	Long Term	Long Term
First National Financial LP mortgage repayable in monthly instalments of \$10,797 including interest at 2.74%, secured by property and buildings with a carrying value of \$551,339. Due August 2022	\$ 1,795,028	\$ 81,381	\$ 1,713,647	\$ 1,795,325
Toronto Dominion Bank mortgage repayable in monthly instalments of \$6,137 including interest at 5.068%, secured by property and buildings with a carrying value of \$86,739. Due June 2021	817,324	32,937	784,387	819,332
Toronto Dominion Bank mortgage repayable in monthly instalments of \$3,569 including interest at 5.068%, secured by property and buildings with a carrying value of \$47,640. Due June 2021	475,302	19,154	456,148	475,572
Toronto Dominion Bank mortgage repayable in monthly instalments of \$3,530 including interest at 5.068%, secured by property and buildings with a carrying value of \$47,275. Due June 2021	470,057	18,943	451,114	470,323
Carried forward	<b>3,557,711</b>	<b>152,415</b>	<b>3,405,296</b>	<b>3,560,552</b>

(continues)



**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**  
**Notes to the Financial Statements**  
**Year Ended March 31, 2020**

**8. LONG TERM DEBT (continued)**

	<b>2020</b>		<b>2019</b>	
	<b>Total</b>	<b>Current</b>	<b>Long Term</b>	<b>Long Term</b>
Brought forward	<b>3,557,711</b>	152,415	3,405,296	3,560,552
Canada Mortgage and Housing Corporation mortgage repayable in monthly instalments of \$1,040, including interest at 2.93%, secured by property and buildings with a carrying value of \$59,137. Due August 2021	<b>70,377</b>	10,560	59,817	70,386
People's Trust loan repayable in monthly instalments of \$464.52 including interest at 3.12%, secured by land with a carrying value of \$96,891. Due November 2027	<b>90,679</b>	2,783	87,896	90,703
Toronto Dominion Bank mortgage repayable in monthly instalments of \$606 including interest at 4.291% secured by property and buildings with a carrying value of \$133,580. Due February 2021	<b>83,990</b>	83,990	-	84,024
Canada Mortgage and Housing Corporation mortgage repayable in monthly instalments of \$4,110 plus \$1,123 in borrower assistance including interest at 10.375%, secured by building with a carrying value of \$1,243,449. Due August 2028.	<b>354,391</b>	27,110	327,281	357,329
Bank of Montreal mortgage repayable in monthly instalments of \$32,415 including interest at 3.866%, secured by property and buildings with a carrying value of \$4,273,982. Due September 2021	<b>6,475,946</b>	141,113	6,334,833	6,475,945
Toronto Dominion Bank mortgage repayable in monthly instalments of \$817 including interest at prime + 0.75% secured by property and buildings with a carrying value of \$98,113. Due October 2021	<b>111,884</b>	9,800	102,084	111,884
Carried forward	<b>\$ 10,744,978</b>	<b>\$ 427,771</b>	<b>\$ 10,317,207</b>	<b>\$ 10,750,823</b>

**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**  
**Notes to the Financial Statements**  
**Year Ended March 31, 2020**

**8. LONG TERM DEBT** *(continued)*

	<b>2020</b>		<b>2019</b>	
	<b>Total</b>	<b>Current</b>	<b>Long Term</b>	<b>Long Term</b>
Brought forward	<b>10,744,978</b>	427,771	10,317,207	10,750,823
Toronto Dominion Bank mortgage repayable in monthly instalments of \$3,680 including interest at 4.654% secured by property and buildings with a carrying value of \$420,652. Due February 2024	<b>451,764</b>	23,641	428,123	453,597
	<b>11,196,742</b>	451,412	10,745,330	11,204,420

Principal instalments due within the next five years, assuming no change in terms or interest rates, are as follows:

2021	\$ 451,412
2022	383,394
2023	400,225
2024	417,973
2025	430,476

**9. SUBSIDY ADJUSTMENTS**

B.C. Housing conducts an annual review of the Financial Statements and may adjust for any operating surplus or deficit. Prior years funding adjustments are recognized in the fiscal year they are determined. For the fiscal year ending March 31, 2020, the funding adjustment has yet to be determined.

	<b>2020</b>	<b>2019</b>
115th Residence	\$ 6,970	\$ 3,552
Northview	(2,641)	63
1328 - 102 Avenue (Site 1)	(2,028)	-
1408 - 102 Avenue (Site 2)	9,456	640
1420 - 102 Avenue (Site 3)	(212)	(102)
Rotary	(8,394)	(1,683)
Southview Housing	(5,831)	(1,267)
	<b>\$ (2,680)</b>	<b>\$ 1,203</b>

**10. SURPLUS ADJUSTMENTS**

The Society's program funders conduct an annual review of the Financial Statements and may adjust for any operating surplus or deficit. Prior years funding adjustments are recognized in the fiscal year they are determined. For the year ending March 31, 2019 no adjustments were made. For the fiscal year ending March 31, 2020 the funding adjustment has yet to be determined.



**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**  
**Notes to the Financial Statements**  
**Year Ended March 31, 2020**

**11. CHANGES IN NON-CASH WORKING CAPITAL**

	<b>2020</b>	<b>2019</b>
Receivables - decrease (increase)	\$ 147,771	\$ (45,994)
Prepaid expenses - (increase)	(39,358)	(2,963)
Payables - increase	202,298	39,270
Damage deposits - (decrease) increase	(7,685)	3,076
Deferred revenue - (decrease) increase	(42,032)	107,625
	<b>\$ 260,994</b>	<b>\$ 101,014</b>

**12. REPLACEMENT RESERVE**

Canada Mortgage and Housing Corporation and British Columbia Housing have stipulated as a condition of the mortgages that an annual provision plus interest earned, be made to a replacement reserve. These funds, along with accumulated interest, must be held in separate bank accounts and invested only in accounts insured by the Canada Deposit Insurance Corporation or as may be otherwise approved by Canada Mortgage and Housing Corporation, or British Columbia Housing, from time to time. The funds in the accounts may only be used as approved by Canada Mortgage and Housing Corporation or British Columbia Housing.

At the fiscal year end, 2020, the replacement reserve was funded and maintained in accordance with the operating agreement and all interest accruing to the fund has been recorded.

**13. ADMINISTRATION AND SUPERVISORY RECOVERY**

The supervisory and administration expense is being allocated to various funds by means of charges to each fund. The total is reported as administration and supervisory recovery in the capital and operating fund. Both the administration and supervisory recovery and expenditure is netted out in the statement of operations.

**14. STATUTORY INFORMATION**

For the fiscal year ending March 31, 2020, the society paid total remuneration of \$180,347 (2019 - \$283,505) to 2 employees (2019 - 3 employees), each whom received remuneration of \$75,000 or greater.

No remuneration has been paid to elected officers of the Society during the year.

**15. SUBSIDY ASSISTANCE PAYMENTS**

The Society received subsidy assistance from Canada Mortgage and Housing Corporation on behalf of the Federal Government and B.C. Housing on behalf of the Provincial Government to provide housing for families, seniors and people with disabilities. The amount of assistance recorded for the year ended 2020 was \$89,674 (2019 - \$101,508), with respect to the eligible residential component.

These amounts may become repayable to B.C. Housing at some time in the future. The amount repayable, if any, is not determinable at this time.

**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING****Notes to the Financial Statements****Year Ended March 31, 2020****16. TENANT RENT**

The Society has on file, verification of the income and assets of all tenants of the Southview Housing complex as required by the operating agreement with B.C. Housing. The Tenant Rent Contributions, as approved by B.C. Housing, are being charged correctly to the Rent-Geared-to-Income Tenants.

**17. LEASE COMMITMENTS**

The Society has obligations under various operating leases for office equipment and client services. Future minimum lease payments for the next five years are as follows:

	2021	\$	6,722
	2022		5,600
	2023		5,600
	2024		5,600
	2025		5,600

**18. ALLOCATION OF EXPENSES**

The Society has allocated administration expenses as follows:

	<b>Administration</b>	
	<b>2020</b>	<b>2019</b>
115th Avenue Program Fund	\$ 5,520	\$ 5,175
115th Avenue Residence Fund	64,160	54,471
14th Street Residence Fund	64,411	60,507
Assisted Living Fund	81,650	75,303
Canalta Residence Fund	50,851	46,061
Home Share Fund	64,394	64,940
Home Support Fund	7,143	6,581
Host Agency	3,119	3,119
Housing Project Fund (Site 1)	18,483	17,957
Housing Project Fund (Site 2)	8,654	8,046
Housing Project Fund (Site 3)	8,458	8,009
Northern Health - Seniors' Raising the Profile Grant	10,000	-
Rotary Village Fund	21,158	21,195
Self Help Skills Fund	65,671	49,433
Southview Housing Society	104,802	104,383
Supported Living 2 Fund	102,861	96,650
Supported Work Program Fund	17,104	15,907
	<b>\$ 698,439</b>	<b>\$ 637,737</b>

(continues)



**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING****Notes to the Financial Statements****Year Ended March 31, 2020****18. ALLOCATION OF EXPENSES (continued)**

The Society has allocated supervisory expenses as follows:

	<b>Supervisory</b>	
	<b>2020</b>	<b>2019</b>
115th Avenue Program Fund	\$ 7,246	\$ 6,909
115th Avenue Residence Fund	65,466	57,570
14th Street Residence Fund	83,934	80,030
Assisted Living Fund	61,008	68,976
Canalta Residence Fund	55,876	50,661
Home Share Fund	91,825	86,688
Home Support Fund	9,012	8,551
Self Help Skills Fund	87,949	65,172
Supported Living 2 Fund	135,404	123,064
Supported Work Program Fund	18,649	18,437
	<b>\$ 616,369</b>	<b>\$ 566,058</b>

The Society has allocated rental expenses as follows:

	<b>Rental</b>	
	<b>2020</b>	<b>2019</b>
Home Support Fund	\$ 12,025	\$ 10,200
Self Help Skills Fund	10,200	10,200
Supported Living 2 Fund	8,394	7,770
Supported Work Program Fund	13,800	13,800
	<b>\$ 44,419</b>	<b>\$ 41,970</b>

The Society has allocated inside maintenance expenses as follows:

	<b>Inside Maintenance</b>	
	<b>2020</b>	<b>2019</b>
115th Avenue Residence Fund	\$ 5,460	\$ 5,721
14th Street Residence Fund	8,400	6,000
Assisted Living Fund	1,800	23,680
Canalta Residence Fund	7,200	6,000
Housing Project Fund (Site 1)	23,568	20,330
Housing Project Fund (Site 2)	6,000	6,000
Housing Project Fund (Site 3)	5,892	5,888
Rotary Village Fund	18,000	16,000
Self Help Skills Fund	6,900	-
Southview Housing Society	50,448	26,482
Supported Living 2 Fund	2,124	-
Supported Work Program Fund	-	6,000
	<b>\$ 135,792</b>	<b>\$ 122,101</b>

**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING****Notes to the Financial Statements****Year Ended March 31, 2020****19. AMORTIZATION EXPENSE BY FUND**

	Amortization	
	2020	2019
115th Avenue Residence Fund	\$ 10,907	\$ 10,496
Bingo fund	311	311
Canalta Residence Fund	18,194	18,194
Capital and Operating Fund	61,903	64,850
Home Share Fund	285	285
Home Support Fund	62	62
Housing Project Fund (Site 1)	84,804	84,804
Housing Project Fund (Site 2)	47,517	47,517
Housing Project Fund (Site 3)	47,275	47,275
Housing Project Fund (Site 4)	30,448	30,324
Rotary Village Fund	110,481	110,481
Self Help Skills Fund	18,172	18,550
Supported Living 2 Fund	223	223
Southview Housing Society	597,623	598,393
Supported Work Program Fund	2,637	2,637
	<b>\$ 1,030,842</b>	<b>\$ 1,034,402</b>

**20. FINANCIAL INSTRUMENTS**Risks and concentrations

The Society is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the Society's risk exposure at the statement of financial position date.

Liquidity risk

Liquidity risk is the risk that the Society will not be able to meet its obligations associated with financial liabilities. Cash flow from operations provide a substantial portion of the Society's cash requirements. The Society monitors its cash flows from operations by preparing and monitoring cash flows against budget and anticipated future requirements based on their needs. The available operating line of credit provides flexibility in the short term to meet operational needs and bridge long term financing. The Society's borrowing arrangements are concentrated with the Bank of Montreal, First National Financial LP, and MCAP

Credit risk

Credit risk associated with cash and accounts receivables arises from the possibility that a counterparty to a contract fails to perform according to the terms and conditions of that contract. The maximum exposure to credit risk is the carrying value of cash and accounts receivables on the statement of financial position. The Society has limited exposure to this type of risk.

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**DAWSON CREEK SOCIETY FOR COMMUNITY LIVING**

**Notes to the Financial Statements**

**Year Ended March 31, 2020**

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**20. FINANCIAL INSTRUMENTS (continued)**

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises of currency risk and interest rate risk.

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Society has very limited exposure to this type of risk.

Interest rate risk

The Society's interest bearing assets and liabilities include cash and cash equivalents and long term debt.

The Society has variable interest rates on the line of credit. Consequently the Society is exposed to fluctuations in future cash flows with respect to variable rate debt.

The Society has a fixed rate on its long term debt with renewal dates occurring between 2021 and 2028. At that time it is management's intentions to select a fixed rate term again. Consequently the Society's exposure to fluctuations in future cash flows with respect to fixed rates is limited.

The Society's cash and cash equivalents are generally of a demand nature which minimizes the impact of fluctuations in market interest rates. These assets are held with Lake View Credit Union and the Bank of Montreal.

**21. ECONOMIC DEPENDENCE**

The Society is dependent upon the ongoing funding from Community Living BC and BC Housing, in order to ensure the ongoing continuance of its program. At the date of this report management has no reason to believe the funding will not continue.

**22. EXCEPTIONAL ITEM**

On March 11, 2020 the World Health Organization declared a Global Pandemic for the spread of Covid-19. Management continues to assess the actual and potential impact this global event may have on the operations of Dawson Creek Society for Community Living.



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-032

From: Teri Vetter, Chief Financial Officer

Date: October 2, 2020

**Subject: Area B Recreational and Cultural Grants-in-Aid – Unspent Prior Year Allocations**

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## **RECOMMENDATION #1:**

That the Rural Budgets Administration Committee authorize the remaining unclaimed 2019 Area B Recreational and Cultural Grants-in-Aid allocated to the North Peace Regional Grad Fest Society in the amount of \$1,000, be returned to the funding area and used to reduce the tax requisition for 2021 since no funding has been claimed and the event occurred in June 2019.

## **RECOMMENDATION #2:**

That the Rural Budgets Administration Committee authorize the remaining \$1,894.09 unclaimed grant from the original allocation of \$17,995.84, approved in 2016 from Area B Recreational and Cultural Grants-in-Aid funds allocated to Golata Creek Recreation Society, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

## **RECOMMENDATION #3:**

That the Rural Budgets Administration Committee authorize the remaining \$8,023.16 unclaimed grant from the original allocation of \$38,700, approved in 2016 from Area B Recreational and Cultural Grants-in-Aid funds allocated to Goodlow Community Club, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

## **RECOMMENDATION #4:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$7,621.50 unclaimed grant from the original allocation of \$7,621.50, approved in 2019 from Area B Recreational and Cultural Grants-in-Aid, to King's Valley Christian Camp, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount issue a grant payment in the amount of \$7,621.50 to assist with improvements for the kitchen, the cabins and purchase of dining room tables.

## **RECOMMENDATION #5:**

That the Rural Budgets Administration Committee authorize the remaining \$686.42 unclaimed grant from the original allocation of \$18,582, approved in 2017 from Area B Recreational and Cultural Grants-in-Aid allocated to Montney Recreation Commission, be returned to the funding area and used to reduce the tax requisition for 2021 as the project is completed.

## **RECOMMENDATION #6:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$22,123.28 unclaimed from the original allocations of \$19,142 in 2018 and \$17,500 in 2019, approved from Area B Recreational and Cultural Grants-in-Aid, to Montney Recreation Commission, in accordance with policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$22,123.28 to assist with the completion of the Pioneer Wall and improvement to the kitchen and parking lot.

**RECOMMENDATION #7:**

That the Rural Budgets Administration Committee authorize the remaining \$1,656.42 unclaimed grant from the original allocation \$11,062.05, approved in 2016 from Area B Recreational and Cultural Grants-in-Aid allocated to Osborn Community Hall, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

**RECOMMENDATION #8:**

That the Rural Budgets Administration Committee authorize the remaining \$20,578.05 unclaimed grant from Area B Recreational and Cultural Grants-in-Aid, approved between 2015-2019 to Osborn Community Hall, remain as an allocation until such time the outcomes for the future of the community hall have been finalized.

**RECOMMENDATION #9:**

That the Rural Budgets Administration Committee authorize the remaining \$2,386.23 unclaimed grant from the original allocation \$12,120, approved in 2019 from Area B Recreational and Cultural Grants-in-Aid to the Rock of Ages Bible Camp, in accordance with policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$2,386.23 to assist with the lawn seeding project.

**RECOMMENDATION #10:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$1,729.75 unclaimed grant from the original allocation of \$7,000, approved in 2019 from Area B Recreational and Cultural Grants-in-Aid to Rose Prairie Community Curling Centre Society, in accordance with policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$1,729.75 to assist with the draining of the ice rink lines.

**BACKGROUND/RATIONALE:**

On September 17, 2020, the Rural Budgets Administration Committee (RBAC) passed the following resolution:

*MOVED, SECONDED and CARRIED*

That the Rural Budgets Administration Committee authorize a report to be prepared identifying unclaimed Grant-In-Aid commitments that can be either paid out to the society or returned to the funding area and utilized to reduce the tax requisition for the 2021 calendar year.

The information in this report is to assist RBAC to determine how the unspent Area B Recreational and Cultural Grants-in-Aid prior year allocations may be utilized and is based on the Rural Recreational and Cultural Grants-in-Aid policy. In May 2020, the policy was amended to change the way grant funds are issued to authorize immediate payment of the grant upon approval and no longer require submission of a claim for reimbursement of expenses with supporting receipts and documentation and therefore also deleting the three year timeframe for recipients to utilize their allocations and claim their funds. Annual reporting requirements were also improved. RBAC may now choose to administer the unspent funds that were allocated in years prior to 2020, as per the current policy; or, may choose to continue to process prior year grants as per the previous policy that was in place when the grant funds were allocated.

Grant recipients are made aware of unspent grant allocations each year in April, at the annual spring allocation meeting. Groups that were sent application packages (prior to 2020) were provided information in their cover letter advising them of the amount of their unspent allocations. The spring allocation meetings were not held in 2020 due to the restrictions in place for COVID-19.

A rationale for each recommendation is provided below.

Recommendation #1:

In 2019, North Peace Regional Grad Fest Society was allocated \$1,000 from Area B Recreational and Cultural Grants-in-Aid. A letter was sent to the organization on March 5, 2019 to advise them of the grant commitment and remind them that funding could be claimed after May 31st. No funding has been claimed to date and the event took place in June of 2019.

Recommendation #2:

In 2016, Golata Creek Recreation Society was allocated \$17,995.84 from Area B Recreational and Cultural Grants-in-Aid to assist with kitchen improvements and a new parking lot. A total of \$1,894.09 remains in the allocation and has not been claimed in over three years. The Rural Recreational and Cultural Grants-in-Aid policy no longer states that grant recipients must use their grant allocations within three (3) years of ratification by RBAC; however, this grant funding was allocated in 2016 and followed the policy in place at that time which did specify a three year timeframe.

Recommendation #3:

In 2016, Goodlow Community Club was allocated \$38,700 from Area B Recreational and Cultural Grants-in-Aid to assist with the completion of the ball diamonds. A total of 8,023.16 remains unspent in the allocation and has not been claimed in over three years. The Rural Recreational and Cultural Grants-in-Aid policy no longer states that grant recipients must use their grant allocations within three (3) years of ratification by RBAC; however, this grant funding was allocated in 2016 and followed the policy in place at that time and did specify a three year timeframe.

Recommendation #4:

In 2019, King's Valley Christian Camp was allocated \$18,347 from Area B Recreational and Cultural Grants-in-Aid to assist with improvements to cabins, the kitchen hall, and the purchase of dining tables and computers. The society has claimed for insurance and the purchase of computers and indicated on their annual report that the remaining projects will be completed by the end of the summer in 2020.



Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #5:

In 2017, Montney Recreation Commission was allocated a total of \$18,582 from Area B Recreational and Cultural Grants-in-Aid to assist with insurance costs, improvements to the bathrooms and cistern system and the purchase of chairs and signage. All projects were completed that year under the anticipated budget resulting in a balance of \$686.42; and therefore could be returned to the funding area.

Recommendation #6:

In 2018, a total grant allocation of \$19,142 from Area B Recreational and Cultural Grants-in-Aid was approved for Montney Recreation to assist with multiple projects to improve the community hall. The main project was the creation of a Pioneer wall which annual reports indicate is not yet complete. The remaining \$4,623.28 will be used to complete this work. The society's 2019 allocation of \$17,500 was provided to Montney the purchase of a new kitchen range, gravel for the parking lot and signage. The annual report indicates all projects will be completed by December 31, 2020 with claims for reimbursement to follow. Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #7:

In 2016, Osborn Community Hall was allocated \$11,062.05 from Area B Recreational and Cultural Grants-in-Aid to be used to pay insurance, install a new cistern system and shed. A total of \$9,405 has been claimed for the projects and the remaining balance of \$1,656.42 has not been claimed in over three years. The Rural Recreational and Cultural Grants-in-Aid policy no longer states that grant recipients must use their grant allocations within three (3) years of ratification by RBAC; however, this grant funding was allocated in 2016 and followed the policy in place at that time which did specify a three year timeframe.

Recommendation #8:

Osborn has a total of unspent grant allocations \$20,578.05 which is comprised of the unspent 2015 grant allocation in the amount of \$2,830.05, unspent 2018 grant allocation in the amount of \$1,678 and unspent 2019 grant allocation in the amount of \$16,070. The allocation from 2015 was reallocated to assist with the 2019 roofing project. In 2018 an allocation of \$2,575 was allocated to Osborn to assist with insurance, parking lot improvement and a new hot water tank, of which only \$897 was claimed for insurance resulting in the remainder of \$1,678. The 2019 allocation of \$17,000 was approved for Osborn to complete a new roof on the hall but the project was never started and only the insurance was claimed resulting in the unspent allocation of \$16,070. Due to the recent facility audit and pending outcomes for the community hall, a recommendation to keep the grant allocation in place is being suggested in the event funding may be needing for the project. Osborn Community Hall is owned by the Regional District and responsibility of facilities management falls under the Community Services Department of the organization.

Recommendation #9:

In 2019, Rock of Ages Bible Camp Society was allocated \$12,120 from Area B Recreational and Cultural Grants-in-Aid. The annual report indicates that the remaining unspent funds in the amount of

\$2,386.23 will be used in the fall of 2020 to complete lawn seeding portion of the 2019 projects. Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

**Recommendation #10:**

In 2019, a total of \$7,000 was allocated to Rose Prairie Community Curling Center Society for the removal of a shed, purchase of tables and draining of the ice rink lines. The insurance and tables have been purchased and claimed resulting in a remaining \$1,729.75 in the allocation. The society indicates that the cost of draining the lines for the ice rink is going to be more than budgeted and will be carried over for completion in 2021; however, they will be using the funds to purchase some of the supplies required for the project and a claim for reimbursement will be submitted before the end of December 2020. Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

In 2020, \$2,000 was allocated to provide a bursary to a student graduating from high school going on to post-secondary education and \$1,500 was allocated to provide assistance for youth travel. The bursary was awarded in 2020 and the recipient has up to one year to claim their award. The allocation for youth travel is to be used in the current year and any unspent allocation is to be returned to the funding area to reduce the requisition for the next calendar year.

**ALTERNATIVE OPTIONS:**

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

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

**FINANCIAL CONSIDERATION(S):**

As of October 2, 2020 the total unspent grant allocations remaining in Function 280, Recreation and Cultural Facilities Grants - Rural Grants-in-Aid, Area B was \$71,198.90. Based on the recommendations, the disbursement of allocations is as follows:

- A total of \$33,860.76 will be paid out of the Area B Grants-in-Aid Liabilities account if all recommendations 4, 6, 9 and 10 are supported.
- A total of \$13,260.09 will be returned to the funding area and used to reduce the amount requisitioned in 2021 for Function 280, Recreation and Cultural Facilities Grants - Rural Grants-in-Aid, Area B if recommendations 1, 2, 3, 5, and 7 are supported.
- A total of \$20,578.05 will remain allocated for Osborn Community Hall in Function 280, Recreation and Cultural Facilities Grants – Rural Grants-in-Aid, Area B if recommendation 8 is supported.

- A total \$3,500 will remain as a 2020 commitment in Function 280, Recreation and Cultural Facilities Grants, Rural Grants-in-Aid, Area B for:

Area B Scholarship	\$2,000
Area Youth Travel	\$1,500

**COMMUNICATIONS CONSIDERATION(S):**

Written correspondence will be provided to each grant recipient regarding their unspent Area B Recreational and Cultural Grants-in-Aid allocations based on the outcomes of this report.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Recreational and Cultural GIA – Summary of Payables for Area B
2. Rural Recreational and Cultural Grants-in-Aid Policy



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

2-Oct-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	
AREA B		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		189,845.00	103,000.00	103,000.00	103,000.00	130,000.00	125,668.00	
	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





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**POLICY STATEMENT****1) Introduction**

This policy is intended to supplement the operating and/or capital funds of not-for-profit rural organizations that provide recreation, arts, sports, and/or social activities to the communities within the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

**2) Definitions**

- a) **Debt** is defined as an amount owed to a person or organization for services, products or loans not yet paid for.
- b) **Rural Organization** is defined as any not-for-profit group located within the boundaries of Electoral Areas B, C, E, and Sub-Regional that provides recreation, arts, sports and/or social activities to communities at large.
- c) **Sub-Regional** a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.
- d) **Wages** are defined as any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.
- e) **Capital Improvement** is defined as the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- f) **Capital Equipment** is defined as equipment valued at over \$5,000 and has an extended lifetime over more than one year.
- g) **New Applicant Organizations** are organizations that have not received Peace River Regional District Recreational and Cultural Grants-in-Aid prior to 2012.
- h) **Operational expenses** are defined as the day to day costs to operate a facility such as insurance, utilities, maintenance and upkeep and general supplies.

**3) Eligibility Criteria**

- a) Applicants must be a rural not-for-profit registered society which provide recreation, arts, sports, and/or social activities for the community at large; and
- b) At least 75% of the applicants' membership must come from the rural areas which they serve.
- c) New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the Regional District.
- d) Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

**4) Application Process**

- a) Applicants must submit a formal application to the Regional District once per year on or before January 31<sup>st</sup> each year; said application to be substantially completed in the form attached hereto as Schedule A.
- b) Applications must be submitted directly by the recreation organization or community association/club.
- c) Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and a minimum of one quote for any individual items valued at over \$3,000.



- d) New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- e) At the discretion of the Electoral Area Directors, organizations may apply to more than one funding area if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- f) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.
- g) Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- h) Applications from new organizations will be accepted by the Regional District for consideration providing they meet the eligibility requirements as set forth in this policy.

### 5) Eligible Expenses

- a) In Electoral Areas B and C expenses for capital improvements and insurance (*for the protection of the public*) are permitted.
- b) In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c) Payment of debt and employee wages are not an eligible expense.
- d) A minimum of one (1) quote must be provided for all eligible expenses valued at over \$3,000.

### 6) Annual Grant Allocations

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

### 7) Approval Process

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



- d) If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
- e) All organizations that have made an application and have been approved to receive funding by the Regional District will be notified of the meeting date, time and location prior to the meeting.
- f) All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.
- g) All funding allocation recommendations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

**8) Recreational and Cultural Grants-in-Aid Budgets**

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

**9) Unallocated Funds**

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

**10) Payment of Funds**

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

**11) Sources of Revenue**

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

**12) Reporting Requirements**

- a) All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report, as attached hereto as Schedule C, by the last calendar day in January.
- b) Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.
- c) That failure to abide by the conditions of the grant and/or reporting requirements may result in one or more of the following:
  - Organizations being required to repay grant funds.



- Not being considered for future grant funding.

### 13) Funding Amendments

- a) *Effective January 1, 2019* - Organizations will no longer be authorized to reallocate unclaimed grant funds allocated in 2019 or any years thereafter. Those grant allocations that remain unclaimed upon the completion of projects will be identified as surplus to the function and used to reduce the following year's tax requisition.
- b) In the event of an emergency situation where failure to remediate the problem will result in the organizations ability to operate, recipients may apply to the Regional District for support through other grant funding options.
- c) All unclaimed grant allocations from years prior to 2019, will be grandfathered and organizations may apply for a Funding Amendment to reallocate those funds under the following circumstances:
  - If a balance remains in the grant allocation and all projects have been completed; or,
  - If an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- d) The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments.
- e) Funds cannot be amended to pay off debt.

### 14) General

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

### 15) Limitations

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

### 16) Recognition

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





Date: \_\_\_\_\_

Society Number: \_\_\_\_\_

**Applicant Information****1. Name of Organization:** \_\_\_\_\_**Contact Person:** \_\_\_\_\_**Mailing Address:** \_\_\_\_\_**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_**Email:** \_\_\_\_\_**Website:** \_\_\_\_\_*Please list our organization on the PRRD website as a "Local Community Group" ☐ Yes ☐ No (please check one)***2. If applicable, does your organization own any facilities or properties?** ☐ Yes ☐ No *(please check one)*Please give the **9-1-1 address** and **legal description** of the property that your organization either leases or owns.**3. Organization Executives:****President**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Vice President**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Secretary**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Purpose of Organization:****5. Please describe the programs and activities that your organization sponsored in the last year:**

Qty per year	Activity/Program	Dates



**6. Please provide a 5 year action plan for your organization.**

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

**Project Information**

**7. Describe the Year 1 project or general operations for which your organization is requesting funding.**

**8. How essential is the project to the community?**

**9. What is the degree of support from the community at large?**

**10. Approximately how many volunteer hours does your membership contribute each year?**

**11. How do you plan to maintain any future ongoing costs associated with this project?**

**12. What is the total cost of insurance(s) your organization pays each year?**

**13. What is the total amount requested from the Regional District?**

**Application Submission & Authorization:**

Please submit applications to [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca) on or before **January 31** and include the following:

- *Year-end financial statements (Income statement and/or balance sheet).*
- *Detailed project and operations budget (list 'In-Kind' contributions).*
- *1 quote for labour, equipment or material costs valued at over \$3,000*
- *Annual Report(s), Schedule C*

☐

I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

Signature of Applicant: \_\_\_\_\_



Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please attach **COPIES ONLY** of invoices you are claiming reimbursement for. **LIST ALL INVOICES BELOW** and include the name of the supplier, the project they are for (i.e., playground, fence, insurance, etc.), year the fund were provided, invoice number and amount. If you have any questions about your claim please call (250) 784-3200.

Please deliver your claim via mail, in person or by fax to:

**Peace River Regional District**  
**PO Box 810, 1981 Alaska Avenue**  
**Dawson Creek, BC V1G 4H8**  
**Fax: (250) 784-3201**

***For Office Use Only***

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
<b>Balance on this Grant</b>	

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
<b>Balance on this Grant</b>	



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "C" – Annual Report

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### Who must complete an Annual Report?

- All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an **Annual Report(s)** effective April 2009.

### What must be included in your Annual Report?

- Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funding.

### When?

- All Annual Reports are **due by the last calendar day in January each year** regardless of whether your organization is submitting a new application for GIA.
- Funds for the upcoming year will not be reimbursed until Annual Reports are received.

### Why?

- This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations.

### We're here to help!

- Contact the Community Services Department at 250 784-3200 or [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)  
***We will do our best to answer any questions you may have!***





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "C" – Annual Report

Date of Report: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Project Summary

- 1) For what Grant-in-Aid funding year does this report refer to? (i.e., when were funds approved)
  
- 2) What activities did your organization complete or start in the last year for which you received Grants-in-Aid funding? (this may include capital projects, events or general operations)
  
- 3) Please describe the progress you made on your capital projects, events or general operations for which you applied for Grants-in-Aid funding.
  - a. What was accomplished or completed with assistance from Grants-in-Aid funding?
  
  - b. What projects or events were not accomplished that you had applied for funding for? OR what operational costs have not been incurred that you had applied for funding for? Please state why any projects or events were not completed or costs were not incurred.
  
  - c. What is your plan to complete your projects and/or events or utilize your operational cost funding?
  
  - d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?

**Expense Summary**

Please provide a summary of **costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2013 or 2012).**

Amount of Approved GIA Funding in year \_\_\_\_\_

Less **TOTAL** Operational Costs paid for by GIA \_\_\_\_\_

Less **TOTAL** Capital Costs paid for by GIA \_\_\_\_\_

Total GIA Funds Remaining for year \_\_\_\_\_

**Please describe your plan for the funds remaining.** (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year's GIA budget?)

**Authorization**

**We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct and that the Board of Directors has approved the submission of this report.**

**Board Member (Treasurer)**

Name (print) \_\_\_\_\_

Position: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**Board Member**

Name (print) \_\_\_\_\_

Position: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**THIS REPORT WAS PREPARED BY:**

Name (print): \_\_\_\_\_

Business phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Signature: \_\_\_\_\_

***Retain a copy of this report for your organization's records.***



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

### ***Instructions for Submitting a Funding Amendment***

Organizations may apply to the Rural Budgets Administration Committee for a funding amendment only in such circumstances that:

- a) they have completed their project with the funds allocated and they have outstanding funds remaining; or
- b) an emergency has arisen and failure to remediate the problem will result in an inability to operate.

The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments. Organizations will be limited to a maximum of one funding amendment per year. Funds cannot be amended to pay off debt incurred, therefore organizations must apply for an amendment before any work is completed to which they may want to apply the funds.

EXAMPLE:

PROJECT TO PROVIDE FUNDS	
Year Funds Granted: 2010	Have you completed this project? Yes
Current Project Description: <i>(project for which funds were originally applied for)</i> In 2010 we applied for funding for hall maintenance and to update our heating and water system. We have completed this project and have \$2,000 remaining.	
Amount Granted: \$15,000	Amount to Reallocate: \$2,000
PROJECT TO RECEIVE REALLOCATED FUNDS	
TOTAL Cost of New Project: \$2,500	
Proposed New Project/Operational Expense: <i>(reason for request and proposed changes to original project, cost of new project)</i> In 2009 we applied for funding to paint our hall, replace the flooring and purchase new tables and chairs. With the funds received in 2009 we were able to replace the flooring and purchase tables and chairs, however, we did not have enough funds to do the painting. We would like to use the remaining funds from 2010 to paint the hall. The quote that we received from Home Hardware was for \$2,500 for all paint and supplies. The remaining \$500 will come from our general revenue.	

Questions? Contact the Community Services Department at 250 784-3200

Please send your completed form and any additional information to:

Peace River Regional District  
Box 810, 1981 Alaska Avenue,  
Dawson Creek, BC V1G 4H8  
fax 250 784-3201  
email [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization:		Date:
Contact:		Phone:
Mailing Address:		
Email:		Fax:
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:		Have you completed this project?
Current Project Description: <i>(project for which funds were originally applied for)</i>		
Amount Granted:		Amount to Reallocate:
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project:		
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i>		
FOR OFFICE USE ONLY		
Funds Remaining: <i>(showing last 3 years)</i>	Current Project Name:	Amount Available =
	____ Project Name:	Amount Available =
	____ Project Name:	Amount Available =
Total Unused Funds =		
Notes:		





## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

#### Schedule "E" – Youth Travel

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The Electoral Area Directors may authorize grant allocation up to \$375 for youth travel associated with team or individual travel to sporting competitions.

#### 1. Applicant Eligibility

- a. Youth sports team(s) or individual player(s) must have qualified to compete at a provincial, national, or international competition and will be representing the PRRD during the competition.
- b. The team (minimum of one (1) player) or individual player must reside in one of the four Electoral Areas of the PRRD.
- c. Funds may be applied for by both school teams and community club organizations.
- d. Community club teams must operate under a not-for-profit society to be eligible for funding.

#### 2. Application Process

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

#### 3. Approval Process

- a. Grant funding will be calculated on the basis of \$75/Electoral Area player to a maximum grant of \$375.
- b. Once an application is reviewed by the Rural Budgets Administration Committee, the applicant will be notified in writing regarding the results of their request.
- c. All funds will be made payable to the organization or school only.
- d. Requests received after the competition has taken place will not be considered for funding.

#### 4. Reporting

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

- report back on the results of their competition;
- provide a photo for use by the Regional District; and



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "E" – Youth Travel

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- describe how the funds were spent.



# PEACE RIVER REGIONAL DISTRICT Recreation and Cultural Grants-in-Aid Schedule “F” – North Peace Grad Fest Society

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## **Schedule F – North Peace Gradfest Society**

### **Rural Recreational & Cultural Grants-in-Aid**

The Electoral Area B and C Directors may authorize grant allocation for the North Peace Regional Grad Fest Society (NPRGFS) to host safe graduation-related events.

#### **1) Release of Funds**

- a) The NPRGFS may make a written request for grant funding to the General Manager of Community Services after May 31<sup>st</sup> of each year.
- b) As part of the application, the NPRGFS must provide current contact information, including mailing address, prior to the release of funds.

#### **2) Recognition & Reporting**

- a) The Society must recognize the Regional District for their contribution through display of the Regional District’s logo and a note of thanks in any promotional materials.
- b) Within 30 days of the event(s), the Society must:
  - a. provide a report of the event;
  - b. provide a photo for use by the Regional District; and
  - c. describe how the funds were spent.



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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The Electoral Area B Director may authorize grant allocation for the North peace 4-H District Council to host 4-H-related activities.

#### **1) Release of Funds**

- a) The Council may make a written request for grant funding to the General Manager of Community Services after May 31<sup>st</sup> of each year.
- b) The Council must provide the PRRD with their current contact information and mailing address prior to any release of funds.

#### **2) Reporting**

- a) The Council must provide a letter describing how the funds were spent within ninety (90) days of receiving the funding.





## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

### Schedule “H” – Electoral Area B Bursary

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

**1) Bursary Amount**

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

**2) Bursary Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary Award**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "H" – Electoral Area B Bursary

#### Electoral Area B - Bursary Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

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

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How will this bursary assist you? \_\_\_\_\_

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Please describe your community involvement: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "I" – Electoral Area C Scholarship

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

**1) Scholarship Amount**

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

**2) Scholarship Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Scholarship Award**

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

**Box 810**

**Dawson Creek, BC V1G 4H8**

**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "I" – Electoral Area C Scholarship

#### Electoral Area C – Scholarship Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How will this scholarship assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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

**1) Award Amount**

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

**2) Award Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary/Scholarship Award**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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#### South Peace Sub-Regional – Bursary/Scholarship Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How will this award assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule “K” – Awards Recognition

In accordance with section 6(e) of the Rural Recreation and Cultural Grants-in-Aid policy, at the Directors’ discretion, grant allocations for each electoral or funding area may be budgeted and provided for Awards Recognition.

#### 1) Introduction

The intent of the Awards Recognition component is to celebrate rural volunteers who support and/or provide recreational, cultural or social activities and services throughout Electoral Areas B, C, D and E of the Peace River Regional District.

#### 2) Frequency

Organizations will have the opportunity, once per calendar year, to submit nominations as part of the Awards Recognition component of Recreational and Cultural Grants-in-Aid.

#### 3) Budget

An annual budget of \$1,000 will be provided from Electoral Areas B, C, and E and the South-Peace Sub-Regional funding areas as per adoption of the Financial Plan. The amount of this budget allocation, may be changed at the sole discretion of the Rural Budgets Administration Committee.

#### 4) Awards Nomination Process

- a. Organizations will have the opportunity to nominate rural residents, facilities and organizations for achievement awards.
- b. Nominations for awards must be received by **June 30<sup>th</sup> each year**.
- c. The Electoral Area Directors will adjudicate applications and determine award recipients.
- d. Nominations must address the nomination criteria as per Section 5 (A), (B) or (C) and must provide a description of the nominee’s background, experience and achievements and any further information to support the application.
- e. Nominations must include at least two letters of support.

#### 5) Award Categories

##### A. Individual Volunteer Achievement:

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

##### B. Rural Facility Excellence:

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

##### C. Rural organization:

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



## **PEACE RIVER REGIONAL DISTRICT**

### **Recreation and Cultural Grants-in-Aid**

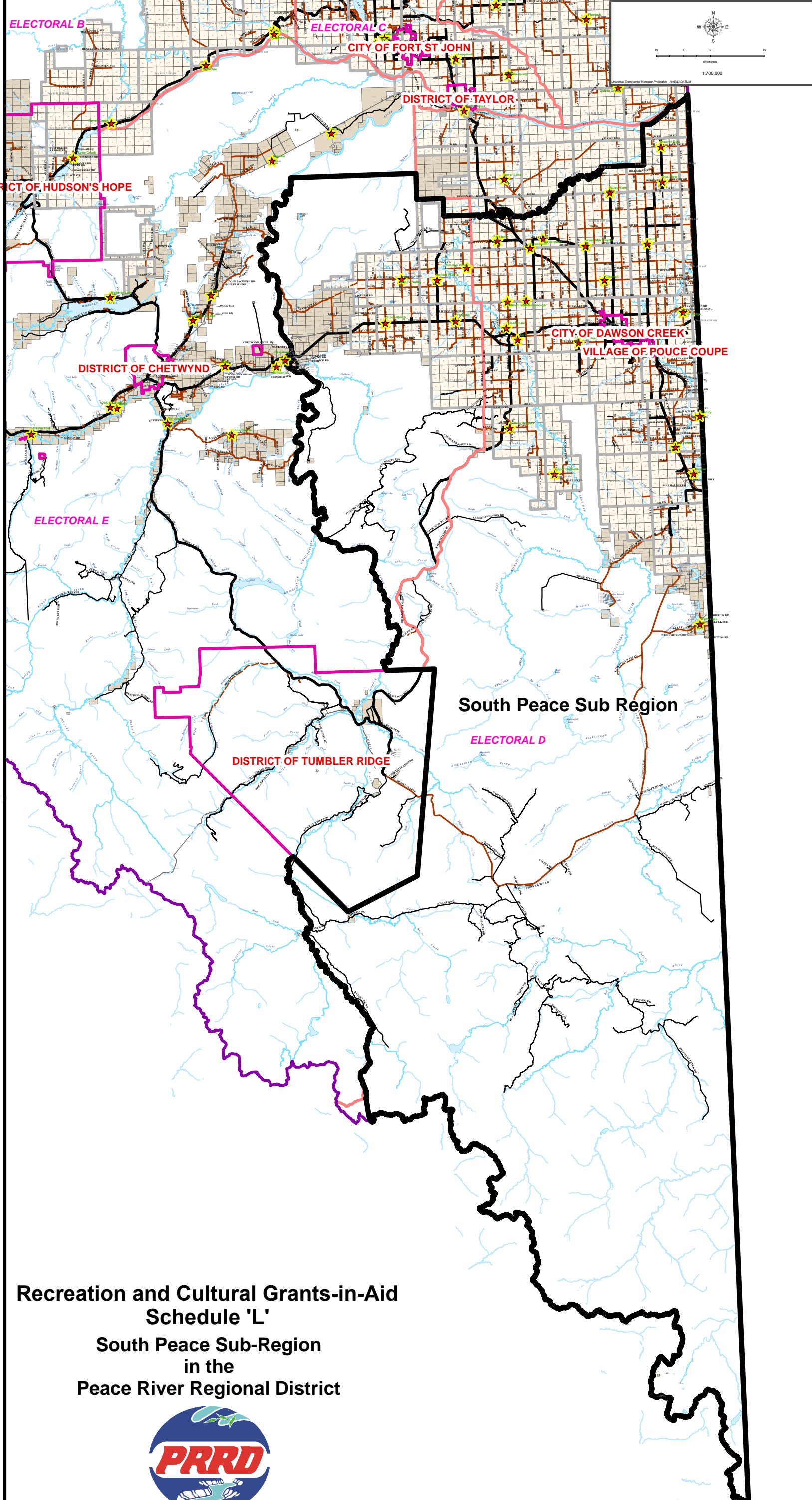
#### **Schedule "K" – Awards Recognition**

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- ii. The organization must demonstrate a significant contribution to a broad range of recreation or cultural services in a community or region.
- iii. The organization must demonstrate uniqueness and innovation in planning, problem solving and recruitment of members.







**Recreation and Cultural Grants-in-Aid  
Schedule 'L'**  
**South Peace Sub-Region  
in the  
Peace River Regional District**



October, 2012

This map is to be used for general reference only. It must not be used for any purposes where legal implications may apply. Please notify the Regional District on omissions and errors. The Peace River Regional District Board keeps its digital data as accurate and up-to-date as possible.



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule “M” – Electoral Area E West Bursary

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

**1) Bursary Amount**

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

**2) Bursary Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary Award**

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

**PO Box 810**

**Dawson Creek, BC V1G 4H8**

**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "M" – Electoral Area E West Bursary

#### Electoral Area E West - Bursary Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

How will this bursary assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe what volunteer work you do and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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





# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-033

From: Teri Vetter, Chief Financial Officer

Date: October 2, 2020

**Subject: Area C Recreational and Cultural Grants-in-Aid – Unspent Prior Year Allocations**

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## **RECOMMENDATION #1:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$12,336.76 unclaimed grant from the original allocation of \$16,746.76, approved in 2019 from Area C Recreational and Cultural Grants-in-Aid, to Charlie Lake Community Club, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of a reimbursement claim, and issue a grant payment in the amount of \$12,336.76 for the completion of their renovation project.

## **RECOMMENDATION #2:**

That the Rural Budgets Administration Committee authorize the remaining \$ 82.56 unclaimed grant from the original allocation of \$11,500, approved in 2018 from Area C Recreational and Cultural Grants-in-Aid allocated to Charlie Lake Community Club, be returned to the funding area and used to reduce the tax requisition for 2021 as their renovation project is now complete.

## **RECOMMENDATION #3:**

That the Rural Budgets Administration Committee authorize the remaining unclaimed 2019 Area C Recreational and Cultural Grants-in-Aid allocated to the North Peace Regional Grad Fest Society in the amount of \$1,000, be returned to the funding are and used to reduce the tax requisition for 2021 since no funding has been claimed and the event occurred in June 2019.

## **RECOMMENDATION #4:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$1,599.25 unclaimed grant from the original allocation of \$3,500, approved in 2019 from Area C Recreational and Cultural Grants-in-Aid, to North Peace Fall Fair Society , in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of a reimbursement claim, and issue a grant payment in the amount of \$1,599.25 for the completion of their accessibility improvements project.

## **RECOMMENDATION #5:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$1,307.14 unclaimed grant from the original allocation of \$9,250.00, approved in 2019 from Area C Recreational and Cultural Grants-in-Aid, to North Peace Historical Society, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without

submission of a reimbursement claim, and issue a grant payment in the amount of \$1,307.14 for completion of their renovation project.

**BACKGROUND/RATIONALE:**

On September 17, 2020, the Rural Budgets Administration Committee (RBAC) passed the following resolution:

*MOVED, SECONDED and CARRIED*

That the Rural Budgets Administration Committee authorize a report to be prepared identifying unclaimed Grant-In-Aid commitments that can be either paid out to the society or returned to the funding area and utilized to reduce the tax requisition for the 2021 calendar year.

The information in this report is to assist RBAC to determine how the unspent Area C Recreational and Cultural Grants-in-Aid prior year allocations may be utilized and is based on the Rural Recreational and Cultural Grants-in-Aid policy. In May 2020, the policy was amended to change the way grant funds are issued to authorize immediate payment of the grant upon approval and no longer require submission of a claim for reimbursement of expenses with supporting receipts and documentation and therefore also deleting the three year timeframe for recipients to utilize their allocations and claim their funds. Annual reporting requirements were also improved. RBAC may now choose to administer the unspent funds that were allocated in years prior to 2020, as per the current policy; or, may choose to continue to process prior year grants as per the previous policy that was in place when the grant funds were allocated.

Grant recipients are made aware of unspent grant allocations each year in April, at the annual spring allocation meeting. Groups that were sent application packages (prior to 2020) were provided information in their cover letter advising them of the amount of their unspent allocations. The spring allocation meetings were not held in 2020 due to the restrictions in place for COVID-19.

A rationale for each recommendation is provided below.

**Recommendation #1:**

In 2019, Charlie Lake Community Club was allocated \$16,746.76 in grant funding to assist with yard lighting, remote electrical service installation and insurance. Only the insurance costs were claimed (\$4,410) and the remaining projects were not completed due to poor weather; however the annual report indicates that work will be completed by mid-summer 2020. Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

**Recommendation #2:**

In 2018, Charlie Lake Community Club was allocated \$11,500 to assist with improvements to the parking lot and insurance costs. Projects for 2018 were completed, as per the annual report, which the purchase of gravel for the parking lot upgrades were completed. All projects were completed and a balance of \$82.56 remains in the allocation, which could be returned to the funding area.

**Recommendation #3:**

In 2019, North Peace Regional Grad Fest Society was allocated \$1,000 from Area C Recreational and Cultural Grants-in-Aid. A letter was sent to the organization on March 5, 2019 to advise them of the grant commitment and remind them that funding could be claimed after May 31st. No funding has been claimed and the event took place in June of 2019.

**Recommendation #4:**

In 2019, North Peace Fall Fair Society was allocated a total of \$4,450, with \$3,500 being provided from Area C Recreational and Cultural Grants-in-Aid and the remaining from Area B. Funding was allocated to support accessibility improvements for the buildings and improvements to pet exhibitions. The accessibility improvements could not be completed due to the poor weather conditions and only the pet exhibition improvements were finished. A claim was reimbursed resulting in a remaining balance of \$1,599.25. Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

**Recommendation #5:**

In 2018, North Peace Historical Society was allocated a total of \$17,000 to rechalk the Allen Homestead House and to reroof the Holy Cross Chapel. A total of \$9,250 was provided from Area C Recreational and Cultural Grants-in-Aid with the remaining amount provided from Area B. The project was completed under budget resulting in a balance of \$2,088.58 remaining. This remaining amount was reallocated to purchase new exhibits and signage for the museum in June of 2019 and has not been completed. Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

In 2020, \$5,000 was allocated to provide five \$1,000 scholarships to students graduating from high school and going on to post-secondary education and \$1,000 was allocated to provide assistance for youth travel. All five scholarships were awarded in 2020 and recipients have up to one year to claim their awards. Two recipients have claimed their award so far in 2020. The youth travel allocation is to be used in the current year and any unspent allocation is returned to the funding area to reduce the requisition for the next calendar year.

**ALTERNATIVE OPTIONS:**

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

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

**FINANCIAL CONSIDERATION(S):**

As of October 2, 2020 the total unspent grant allocations remaining in Function 280, Recreation and Cultural Facilities Grants - Rural Grants-in-Aid, Area C was \$20,325.71. Based on the recommendations, the disbursement of allocations is as follows:

- A total of \$15,243.15 will be paid out from the Area C Grants-in-Aid Liabilities account if recommendations 1, 4, and 5 are supported.
- A total of \$1,082.56 will be returned to the funding area and used to reduce the amount requisitioned in 2021 for Function 280, Recreation and Cultural Facilities Grants - Rural Grants-in-Aid, Area C if recommendations 2 and 3 are supported.
- A total \$4,000 will remain as a 2020 commitment in Function 280, Recreation and Cultural Facilities Grants, Rural Grants-in-Aid, Area C for:

Area C Scholarship	\$3,000	Area Youth Travel	\$1,000
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**COMMUNICATIONS CONSIDERATION(S):**

Written correspondence will be provided to each grant recipient regarding their unspent Area C Recreational and Cultural Grants-in-Aid allocations based on the outcomes of this report.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Recreational and Cultural GIA – Summary of Payables for Area C
2. Rural Recreational and Cultural Grants-in-Aid Policy





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

2-Oct-20

Current Year		2015	2016	2017	2018	2019	2020	GIA Remaining
		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
		100,000.00	80,000.00	80,000.00	50,000.00	60,000.00	50,000.00	
		<b>Allocated</b>	<b>Allocated</b>	<b>Allocated</b>	<b>Allocated</b>	<b>Allocated</b>	<b>Allocated</b>	
		81,250.00	72,900.86	53,319.11	42,150.00	60,000.00	10,800.00	
<b>AREA C</b>								
	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
<b>16,800.00</b>	<b>Total Area C</b>	<b>-</b>	<b>0.00</b>	<b>-</b>	<b>1,389.70</b>	<b>14,936.01</b>	<b>4,000.00</b>	<b>20,325.71</b>



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**POLICY STATEMENT****1) Introduction**

This policy is intended to supplement the operating and/or capital funds of not-for-profit rural organizations that provide recreation, arts, sports, and/or social activities to the communities within the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

**2) Definitions**

- a) **Debt** is defined as an amount owed to a person or organization for services, products or loans not yet paid for.
- b) **Rural Organization** is defined as any not-for-profit group located within the boundaries of Electoral Areas B, C, E, and Sub-Regional that provides recreation, arts, sports and/or social activities to communities at large.
- c) **Sub-Regional** a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.
- d) **Wages** are defined as any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.
- e) **Capital Improvement** is defined as the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- f) **Capital Equipment** is defined as equipment valued at over \$5,000 and has an extended lifetime over more than one year.
- g) **New Applicant Organizations** are organizations that have not received Peace River Regional District Recreational and Cultural Grants-in-Aid prior to 2012.
- h) **Operational expenses** are defined as the day to day costs to operate a facility such as insurance, utilities, maintenance and upkeep and general supplies.

**3) Eligibility Criteria**

- a) Applicants must be a rural not-for-profit registered society which provide recreation, arts, sports, and/or social activities for the community at large; and
- b) At least 75% of the applicants' membership must come from the rural areas which they serve.
- c) New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the Regional District.
- d) Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

**4) Application Process**

- a) Applicants must submit a formal application to the Regional District once per year on or before January 31<sup>st</sup> each year; said application to be substantially completed in the form attached hereto as Schedule A.
- b) Applications must be submitted directly by the recreation organization or community association/club.
- c) Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and a minimum of one quote for any individual items valued at over \$3,000.



- d) New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- e) At the discretion of the Electoral Area Directors, organizations may apply to more than one funding area if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- f) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.
- g) Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- h) Applications from new organizations will be accepted by the Regional District for consideration providing they meet the eligibility requirements as set forth in this policy.

#### 5) Eligible Expenses

- a) In Electoral Areas B and C expenses for capital improvements and insurance (*for the protection of the public*) are permitted.
- b) In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c) Payment of debt and employee wages are not an eligible expense.
- d) A minimum of one (1) quote must be provided for all eligible expenses valued at over \$3,000.

#### 6) Annual Grant Allocations

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

#### 7) Approval Process

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



- d) If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
- e) All organizations that have made an application and have been approved to receive funding by the Regional District will be notified of the meeting date, time and location prior to the meeting.
- f) All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.
- g) All funding allocation recommendations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

**8) Recreational and Cultural Grants-in-Aid Budgets**

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

**9) Unallocated Funds**

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

**10) Payment of Funds**

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

**11) Sources of Revenue**

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

**12) Reporting Requirements**

- a) All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report, as attached hereto as Schedule C, by the last calendar day in January.
- b) Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.
- c) That failure to abide by the conditions of the grant and/or reporting requirements may result in one or more of the following:
  - Organizations being required to repay grant funds.





- Not being considered for future grant funding.

### 13) Funding Amendments

- a) *Effective January 1, 2019* - Organizations will no longer be authorized to reallocate unclaimed grant funds allocated in 2019 or any years thereafter. Those grant allocations that remain unclaimed upon the completion of projects will be identified as surplus to the function and used to reduce the following year's tax requisition.
- b) In the event of an emergency situation where failure to remediate the problem will result in the organizations ability to operate, recipients may apply to the Regional District for support through other grant funding options.
- c) All unclaimed grant allocations from years prior to 2019, will be grandfathered and organizations may apply for a Funding Amendment to reallocate those funds under the following circumstances:
  - If a balance remains in the grant allocation and all projects have been completed; or,
  - If an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- d) The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments.
- e) Funds cannot be amended to pay off debt.

### 14) General

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

### 15) Limitations

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

### 16) Recognition

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



Date: \_\_\_\_\_

Society Number: \_\_\_\_\_

**Applicant Information****1. Name of Organization:** \_\_\_\_\_**Contact Person:** \_\_\_\_\_**Mailing Address:** \_\_\_\_\_**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_**Email:** \_\_\_\_\_**Website:** \_\_\_\_\_*Please list our organization on the PRRD website as a "Local Community Group" ☐ Yes ☐ No (please check one)***2. If applicable, does your organization own any facilities or properties?** ☐ Yes ☐ No (please check one)Please give the **9-1-1 address** and **legal description** of the property that your organization either leases or owns.**3. Organization Executives:****President**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Vice President**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Secretary**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Purpose of Organization:****5. Please describe the programs and activities that your organization sponsored in the last year:**

Qty per year	Activity/Program	Dates



**6. Please provide a 5 year action plan for your organization.**

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

**Project Information**

**7. Describe the Year 1 project or general operations for which your organization is requesting funding.**

**8. How essential is the project to the community?**

**9. What is the degree of support from the community at large?**

**10. Approximately how many volunteer hours does your membership contribute each year?**

**11. How do you plan to maintain any future ongoing costs associated with this project?**

**12. What is the total cost of insurance(s) your organization pays each year?**

**13. What is the total amount requested from the Regional District?**

**Application Submission & Authorization:**

Please submit applications to [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca) on or before **January 31** and include the following:

- Year-end financial statements (Income statement and/or balance sheet).
- Detailed project and operations budget (list 'In-Kind' contributions).
- 1 quote for labour, equipment or material costs valued at over \$3,000
- Annual Report(s), Schedule C

☐

I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

Signature of Applicant: \_\_\_\_\_



Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supplier	Project	Year Funds Granted for this Project	Invoice No.	\$ Amount
Total Amount of Invoice Amount You Are Claiming				

**Peace River Regional District**  
**PO Box 810, 1981 Alaska Avenue**  
**Dawson Creek, BC V1G 4H8**  
**Fax: (250) 784-3201**

Coding	Year	Amount	
			Approved
Total Claim			

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
<b>Balance on this Grant</b>	





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule “C” – Annual Report

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### Who must complete an Annual Report?

- All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an **Annual Report(s)** effective April 2009.

### What must be included in your Annual Report?

- Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funding.

### When?

- All Annual Reports are **due by the last calendar day in January each year** regardless of whether your organization is submitting a new application for GIA.
- Funds for the upcoming year will not be reimbursed until Annual Reports are received.

### Why?

- This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations.

### We're here to help!

- Contact the Community Services Department at 250 784-3200 or [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)  
***We will do our best to answer any questions you may have!***



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "C" – Annual Report

Date of Report: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Project Summary

- 1) For what Grant-in-Aid funding year does this report refer to? (i.e., when were funds approved)
  
- 2) What activities did your organization complete or start in the last year for which you received Grants-in-Aid funding? (this may include capital projects, events or general operations)
  
- 3) Please describe the progress you made on your capital projects, events or general operations for which you applied for Grants-in-Aid funding.
  - a. What was accomplished or completed with assistance from Grants-in-Aid funding?
  
  - b. What projects or events were not accomplished that you had applied for funding for? OR what operational costs have not been incurred that you had applied for funding for? Please state why any projects or events were not completed or costs were not incurred.
  
  - c. What is your plan to complete your projects and/or events or utilize your operational cost funding?
  
  - d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?

**Expense Summary**

Please provide a summary of **costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2013 or 2012).**

Amount of Approved GIA Funding in year \_\_\_\_\_

Less **TOTAL** Operational Costs paid for by GIA \_\_\_\_\_

Less **TOTAL** Capital Costs paid for by GIA \_\_\_\_\_

Total GIA Funds Remaining for year \_\_\_\_\_

**Please describe your plan for the funds remaining.** (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year's GIA budget?)

**Authorization**

**We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct and that the Board of Directors has approved the submission of this report.**

**Board Member (Treasurer)**

Name (print) \_\_\_\_\_

Position: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**Board Member**

Name (print) \_\_\_\_\_

Position: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**THIS REPORT WAS PREPARED BY:**

Name (print): \_\_\_\_\_

Business phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Signature: \_\_\_\_\_

***Retain a copy of this report for your organization's records.***



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

### ***Instructions for Submitting a Funding Amendment***

Organizations may apply to the Rural Budgets Administration Committee for a funding amendment only in such circumstances that:

- a) they have completed their project with the funds allocated and they have outstanding funds remaining; or
- b) an emergency has arisen and failure to remediate the problem will result in an inability to operate.

The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments. Organizations will be limited to a maximum of one funding amendment per year. Funds cannot be amended to pay off debt incurred, therefore organizations must apply for an amendment before any work is completed to which they may want to apply the funds.

EXAMPLE:

PROJECT TO PROVIDE FUNDS	
Year Funds Granted: 2010	Have you completed this project? Yes
Current Project Description: <i>(project for which funds were originally applied for)</i> In 2010 we applied for funding for hall maintenance and to update our heating and water system. We have completed this project and have \$2,000 remaining.	
Amount Granted: \$15,000	Amount to Reallocate: \$2,000
PROJECT TO RECEIVE REALLOCATED FUNDS	
TOTAL Cost of New Project: \$2,500	
Proposed New Project/Operational Expense: <i>(reason for request and proposed changes to original project, cost of new project)</i> In 2009 we applied for funding to paint our hall, replace the flooring and purchase new tables and chairs. With the funds received in 2009 we were able to replace the flooring and purchase tables and chairs, however, we did not have enough funds to do the painting. We would like to use the remaining funds from 2010 to paint the hall. The quote that we received from Home Hardware was for \$2,500 for all paint and supplies. The remaining \$500 will come from our general revenue.	

Questions? Contact the Community Services Department at 250 784-3200

Please send your completed form and any additional information to:

Peace River Regional District  
Box 810, 1981 Alaska Avenue,  
Dawson Creek, BC V1G 4H8  
fax 250 784-3201  
email [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization:		Date:
Contact:		Phone:
Mailing Address:		
Email:		Fax:
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:		Have you completed this project?
Current Project Description: <i>(project for which funds were originally applied for)</i>		
Amount Granted:		Amount to Reallocate:
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project:		
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i>		
FOR OFFICE USE ONLY		
Funds Remaining: <i>(showing last 3 years)</i>	Current Project Name:	Amount Available =
	____ Project Name:	Amount Available =
	____ Project Name:	Amount Available =
Total Unused Funds =		
Notes:		



## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

#### Schedule "E" – Youth Travel

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The Electoral Area Directors may authorize grant allocation up to \$375 for youth travel associated with team or individual travel to sporting competitions.

#### 1. Applicant Eligibility

- a. Youth sports team(s) or individual player(s) must have qualified to compete at a provincial, national, or international competition and will be representing the PRRD during the competition.
- b. The team (minimum of one (1) player) or individual player must reside in one of the four Electoral Areas of the PRRD.
- c. Funds may be applied for by both school teams and community club organizations.
- d. Community club teams must operate under a not-for-profit society to be eligible for funding.

#### 2. Application Process

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

#### 3. Approval Process

- a. Grant funding will be calculated on the basis of \$75/Electoral Area player to a maximum grant of \$375.
- b. Once an application is reviewed by the Rural Budgets Administration Committee, the applicant will be notified in writing regarding the results of their request.
- c. All funds will be made payable to the organization or school only.
- d. Requests received after the competition has taken place will not be considered for funding.

#### 4. Reporting

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

- report back on the results of their competition;
- provide a photo for use by the Regional District; and



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "E" – Youth Travel

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- describe how the funds were spent.



PEACE RIVER REGIONAL DISTRICT  
Recreation and Cultural Grants-in-Aid  
Schedule “F” – North Peace Grad Fest Society

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**Schedule F – North Peace Gradfest Society**

**Rural Recreational & Cultural Grants-in-Aid**

The Electoral Area B and C Directors may authorize grant allocation for the North Peace Regional Grad Fest Society (NPRGFS) to host safe graduation-related events.

**1) Release of Funds**

- a) The NPRGFS may make a written request for grant funding to the General Manager of Community Services after May 31<sup>st</sup> of each year.
- b) As part of the application, the NPRGFS must provide current contact information, including mailing address, prior to the release of funds.

**2) Recognition & Reporting**

- a) The Society must recognize the Regional District for their contribution through display of the Regional District’s logo and a note of thanks in any promotional materials.
- b) Within 30 days of the event(s), the Society must:
  - a. provide a report of the event;
  - b. provide a photo for use by the Regional District; and
  - c. describe how the funds were spent.



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

---

The Electoral Area B Director may authorize grant allocation for the North peace 4-H District Council to host 4-H-related activities.

#### **1) Release of Funds**

- a) The Council may make a written request for grant funding to the General Manager of Community Services after May 31<sup>st</sup> of each year.
- b) The Council must provide the PRRD with their current contact information and mailing address prior to any release of funds.

#### **2) Reporting**

- a) The Council must provide a letter describing how the funds were spent within ninety (90) days of receiving the funding.





## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

### Schedule “H” – Electoral Area B Bursary

---

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

**1) Bursary Amount**

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

**2) Bursary Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary Award**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "H" – Electoral Area B Bursary

### Electoral Area B - Bursary Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How will this bursary assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "I" – Electoral Area C Scholarship

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

**1) Scholarship Amount**

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

**2) Scholarship Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Scholarship Award**

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

**Box 810**

**Dawson Creek, BC V1G 4H8**

**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "I" – Electoral Area C Scholarship

#### Electoral Area C – Scholarship Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How will this scholarship assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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

**1) Award Amount**

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

**2) Award Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary/Scholarship Award**

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





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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#### South Peace Sub-Regional – Bursary/Scholarship Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How will this award assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid Schedule “K” – Awards Recognition

In accordance with section 6(e) of the Rural Recreation and Cultural Grants-in-Aid policy, at the Directors’ discretion, grant allocations for each electoral or funding area may be budgeted and provided for Awards Recognition.

#### 1) Introduction

The intent of the Awards Recognition component is to celebrate rural volunteers who support and/or provide recreational, cultural or social activities and services throughout Electoral Areas B, C, D and E of the Peace River Regional District.

#### 2) Frequency

Organizations will have the opportunity, once per calendar year, to submit nominations as part of the Awards Recognition component of Recreational and Cultural Grants-in-Aid.

#### 3) Budget

An annual budget of \$1,000 will be provided from Electoral Areas B, C, and E and the South-Peace Sub-Regional funding areas as per adoption of the Financial Plan. The amount of this budget allocation, may be changed at the sole discretion of the Rural Budgets Administration Committee.

#### 4) Awards Nomination Process

- a. Organizations will have the opportunity to nominate rural residents, facilities and organizations for achievement awards.
- b. Nominations for awards must be received by **June 30<sup>th</sup> each year**.
- c. The Electoral Area Directors will adjudicate applications and determine award recipients.
- d. Nominations must address the nomination criteria as per Section 5 (A), (B) or (C) and must provide a description of the nominee’s background, experience and achievements and any further information to support the application.
- e. Nominations must include at least two letters of support.

#### 5) Award Categories

##### A. Individual Volunteer Achievement:

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

##### B. Rural Facility Excellence:

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

##### C. Rural organization:

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



## **PEACE RIVER REGIONAL DISTRICT**

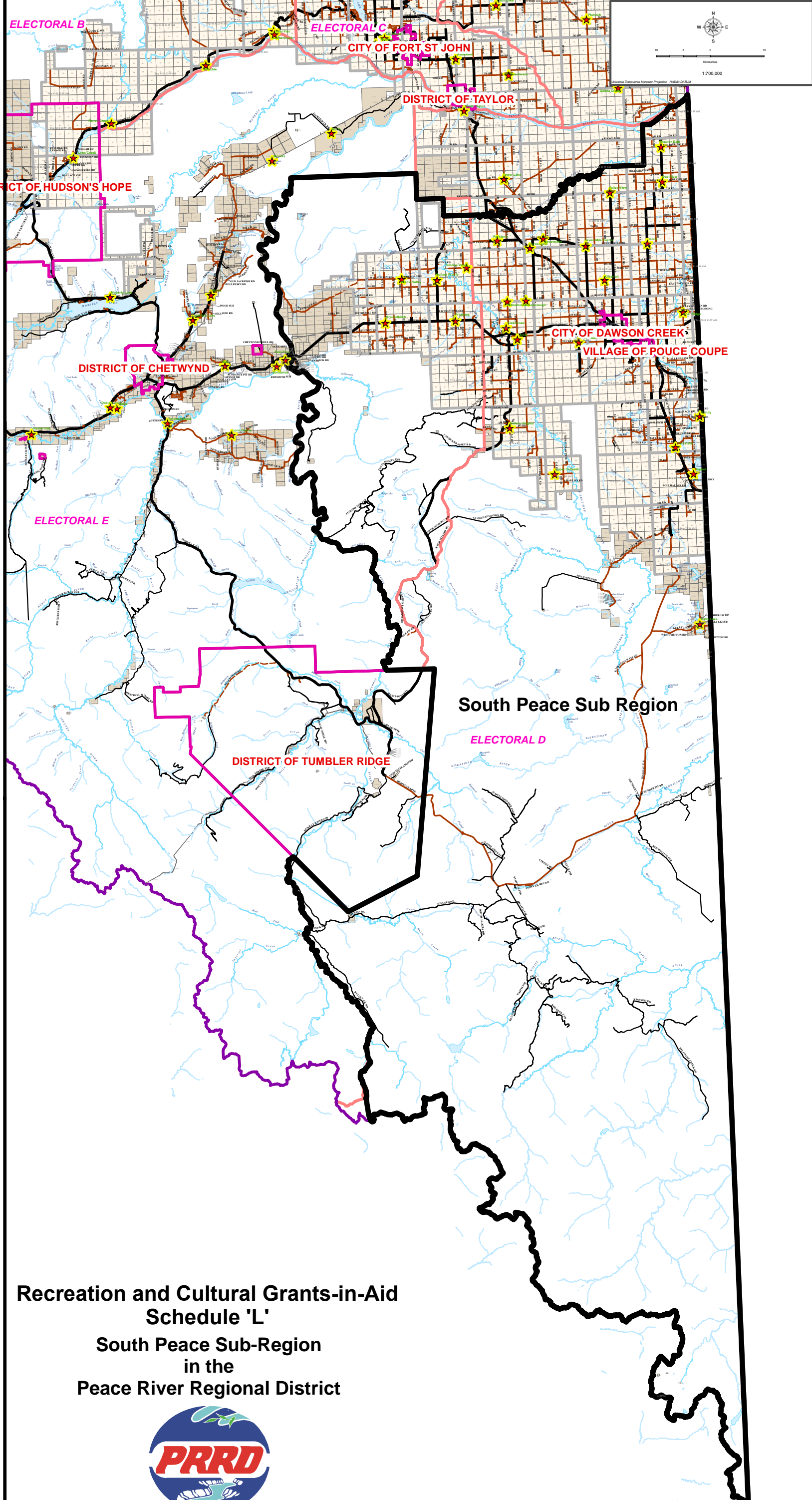
### **Recreation and Cultural Grants-in-Aid**

#### **Schedule "K" – Awards Recognition**

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- ii. The organization must demonstrate a significant contribution to a broad range of recreation or cultural services in a community or region.
- iii. The organization must demonstrate uniqueness and innovation in planning, problem solving and recruitment of members.





★ Rural Community

South Peace Sub-Region

PRRD Boundary

Electoral Boundary

Township

Roads

- Hard Surface
- Gravel
- Not maintained by Min. of Highways \*
- Seasonal \*

Lake

River

District Lot

Section

\* Not Publicly maintained roads

**Recreation and Cultural Grants-in-Aid  
Schedule 'L'**

**South Peace Sub-Region  
in the  
Peace River Regional District**



October, 2012

This map is to be used for general reference only. It must not be used for any purposes where legal implications may apply. Please notify the Regional District on omissions and errors. The Peace River Regional District Board keeps its digital data as accurate and up-to-date as possible.





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule “M” – Electoral Area E West Bursary

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

**1) Bursary Amount**

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

**2) Bursary Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary Award**

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

**PO Box 810**

**Dawson Creek, BC V1G 4H8**

**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "M" – Electoral Area E West Bursary

### Electoral Area E West - Bursary Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

How will this bursary assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe what volunteer work you do and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-034

From: Teri Vetter, Chief Financial Officer

Date: October 2, 2020

**Subject: Area E Recreational and Cultural Grants-in-Aid – Unspent Prior Year Allocations**

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## **RECOMMENDATION #1:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$8,307.24 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$8,307.24 approved in 2019 to Camp Emile Society, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$8,307.24 to fund the completion of their renovation project.

## **RECOMMENDATION #2:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$10,000.00 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$10,000 approved in 2019 to Chetwynd Electric Eels, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$10,000.00 to fund purchasing of swim blocks and equipment.

## **RECOMMENDATION #3:**

That the Rural Budgets Administration Committee authorize the remaining \$63.08 unclaimed grant from the original allocation of \$5,387.50, approved in 2016 from Area E Recreational and Cultural Grants-in-Aid funds allocated to Chetwynd Gymkhana Club, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

## **RECOMMENDATION #4:**

That the Rural Budgets Administration Committee authorize all unspent Area E Recreational and Cultural Grants-in-Aid allocated to Chetwynd Horse Club in the amount of \$5,713.75 remain in the allocation until the society is in compliance with the *Societies Act of BC*.

## **RECOMMENDATION #5:**

That the Rural Budgets Administration Committee authorize the remaining \$35.00 unclaimed grant from the original allocation of \$10,325.00, approved in 2019 from Area E Recreational and Cultural Grants-in-Aid allocated to Foothills Team Roping, be returned to the funding area and used to reduce the tax requisition in 2021 as the project is complete.

**RECOMMENDATION #6:**

That the Rural Budgets Administration Committee authorize all unspent Area E Recreational and Cultural Grants-in-Aid allocated Jackfish Community Association in the amount of \$17,580.56 remain in the allocations until the society is in compliance with the *Societies Act of BC*.

**RECOMMENDATION #7:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$9,316.65 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$4,337.50 in 2017, \$6,506.25 in 2018, and \$8,675.00 in 2019 to Little Prairie Heritage Society, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$9,316.65 to fund the completion of their various renovation projects.

**RECOMMENDATION #8:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$3,762.84 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$5,000.00 in 2017 and 2019 to Moberly Lake Community Association, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$3,762.84 to fund the completion of their various renovation projects.

**RECOMMENDATION #9:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$6,021.29 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$21,000 in 2018 and \$20,838.00 in 2019 to Pine Valley Exhibition Park, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$6,021.29 to fund the completion of their Pen Revitalization.

**RECOMMENDATION #10**

That the Rural Budgets Administration Committee authorize the remaining \$120.00 unclaimed grant from the original allocation of \$2,579.00, approved in 2019 from Area E Recreational and Cultural Grants-in-Aid allocated to Pine Valley Seniors Association, be returned to the funding area and used to reduce the tax requisition in 2021 as the project is now complete.

**BACKGROUND/RATIONALE:**

On September 17, 2020, the Rural Budgets Administration Committee (RBAC) passed the following resolution:

*MOVED, SECONDED and CARRIED*

That the Rural Budgets Administration Committee authorize a report to be prepared identifying unclaimed Grant-In-Aid commitments that can be either paid out to the society or returned to the funding area and utilized to reduce the tax requisition for the 2021 calendar year.

The information in this report is to assist RBAC to determine how the unspent Area E Recreational and Cultural Grants-in-Aid prior year allocations may be utilized and is based on the Rural Recreational and Cultural Grants-in-Aid policy. In 2020, the policy was amended to change the way in which grant funds are issued, removing the timeframe of three years for recipients to submit claims for reimbursement of expenses incurred, and instead, authorizing immediate payment of grants upon approval. Annual reporting requirements were also streamlined. It will be up to RBAC to determine if the unspent grant funds that were allocated in years prior to 2020, will be paid out as per the current policy; or, if they will be utilized as per the policy that was in place for the year in which the grant funds were allocated.

Grant recipients are made aware of unspent grant allocations, each year in April at the annual spring allocation meeting and those sent application packages (prior to 2020) were provided information in their cover letter advising them of the amount of their unspent allocations. The spring allocation meetings were not held in 2020 due to the restrictions in place for COVID-19.

A rationale for each recommendation is provided below.

Recommendation #1:

In 2019 Camp Emile Society was allocated a total of \$8,307.24 to assist with improvements with the front entrance of the kitchen and hall and roofing expenses. This project was not started due to lack of funding; however, in 2020, the society received a grant in the amount of \$31,445 from Northern Development Initiative Trust to assist with the project, which is now nearly completed. Payment of the remaining 2019 grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #2:

The 2019 grant allocation for Chetwynd Electric Eels was \$10,000. Funding was to be used to support operational expenses and the purchase of swim blocks and equipment. To date, no 2019 funds have been claimed; however invoices and a claim form was requested by staff. Payment of the remaining 2019 grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #3:

The recommendation for Chetwynd Gymkhana Club is being brought forward since the remaining funds of \$63.08 were allocated over three years ago. The Rural Recreational and Cultural Grants-in-Aid policy no longer states that grant recipients must use their grant allocations within three years of ratification by RBAC; however, this grant funding was allocated in 2016 and followed the policy in place at that time, which did specify this timeframe.

Recommendation #4:

Chetwynd Horse Club has unclaimed funds for 2018 and 2019 for a combined total of \$5,713.75; however, the society is not compliant with Section 73 (1) of the *Societies Act* for failure to file their annual reports. The society's last Annual General Meeting was held on January 30, 2018; therefore an alternate option for consideration could be that the unspent grant allocation remain in place and staff reach out to the society to determine where they are at with their projects and report back to the Committee the outcomes.



Recommendation #5:

In 2019, Foothills Team Roping was allocated a total of \$10,325 to assist with the purchase of new fencing panels. According to the annual report, this project is not finished and the society plans to use the remaining \$35.00 towards the purchase of additional supplies for the panel fencing. Payment of the remaining 2019 grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #6:

In 2020, Jackfish Community Association applied to reallocate their 2016 grant allocation of \$2,080.56 and their 2017 grant allocation of \$15,500 to 2020 to be used for operational costs. The funding amendment was approved; however, the society has not filed their annual reports and are not in compliance with the *Societies Act of BC* and grant funds cannot be paid out until they are in compliance. The society's last Annual General Meeting was held on October 16, 2018; therefore an alternate option for consideration could be that the unspent grant allocation remain in place and staff reach out to the society to discuss their society status and report back to the Committee the outcomes.

Recommendation #7:

Little Prairie Heritage Society has \$9,316.65 in unclaimed grant funding dating back to 2017. Many of the projects have not been completed due to turnover in volunteers and the lack of accessible funding to pay contractors prior to claim reimbursement. The society is now under new leadership and if funding was paid out, it would provide the means to get the work done. Payment of the remaining 2017, 2018 and 2019 grant allocations would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #8:

In 2017, Moberly Lake Community Association was allocated \$5,000 for the completion upgrades at the hall and general operations, of which \$973.89 remains unclaimed. In 2019, the society was allocated \$5,000 and has a remaining amount of \$2,788.95 to be claimed, for a combined total of \$3,762.84. According to the annual reports, the funding will be used to finish the cistern and flooring project started in 2017 and the remaining 2019 grant funds will be used to pay the insurance costs. Payment of the remaining 2019 grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #9

In 2017, Pine Valley Exhibition was allocated \$21,000 to rebuild and improve twenty-four horse pens, which was completed. The remaining \$2,235.49 was to be used for further completion of the pens in 2018; however, the funds have not been claimed to date. In 2018, a further allocation of \$20,383 was given to the society for a part two of their pen revitalization project and again not all funds have been claimed. The annual report indicates the project has been fully completed and all funds were used. Claims for reimbursement are still pending. Payment of the remaining 2019 grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

**Recommendation #10:**

In 2019, Pine Valley Seniors Association was allocated a total of \$2,579 to assist with insurance costs. The insurance was claimed at \$2,680 of which \$2,459 was claimed against 2019 and the remaining \$221 was paid from 2018, resulting in an unclaimed amount of \$120 for 2019. The society only applied for grant funds to assist with insurance and no other operational costs; therefore the project is considered complete and the funding could be returned to the funding area.

In 2020, \$1,000 was allocated to provide two bursaries in the amount of \$500 for students graduating from high school and going on to post-secondary education and \$2,000 was allocated to provide assistance for youth travel. Both the bursaries were awarded in 2020 and recipients have up to one year to claim their awards. The youth travel allocation is to be used in the current year and any unspent allocation is returned to the funding area to reduce the requisition for the next calendar year.

**ALTERNATIVE OPTIONS:**

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

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness

**FINANCIAL CONSIDERATION(S):**

As of October 2, 2020 the total unspent grant allocations remaining in Function 280, Recreational and Cultural Facilities Grants – Rural Grants-in-Aid, Area E was \$63,920.41. Based on the recommendations, the disbursement of allocations is as follows:

- A total of \$37,408.02 will be paid out from the Area E Grants-in-Aid Liabilities account, if recommendations 1, 2, 5, 7, 8, and 9 are supported.
- A total of \$23,294.31 will remain allocated in Function 280, Recreation and Cultural Facilities Grants - Rural Grants-in Aid – Area E, if recommendations 4 and 6 are supported.
- A total of \$218.08 will be returned to the funding area and used to reduce the amount requisitioned in 2021 for Function 280, Recreation and Cultural Facilities Grants - Rural Grants-in Aid – Area E, if recommendations 3 and 10 are supported.
- A total \$3,000 will remain as a 2020 commitment in Function 280, Recreation and Cultural Facilities Grants - Rural Grants-in Aid – Area E for:

2020 Area E Bursaries (2 at \$500 each)	\$1,000
2020 Area E Youth Travel	\$2,000

**COMMUNICATIONS CONSIDERATION(S):**

Written correspondence will be provided to each grant recipient regarding their unspent Area E Recreational and Cultural Grants-in-Aid allocations based on the outcomes of this report.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Recreational and Cultural GIA – Summary of Payables for Area E
2. Rural Recreational and Cultural Grants-in-Aid Policy



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

2-Oct-20

Current Year Allocation		Summary of Expenses						GIA Remaining
		2015	2016	2017	2018	2019	2020	
		Budget	Budget	Budget	Budget	Budget	Budget	
AREA E		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
	Sagittawa 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



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**POLICY STATEMENT****1) Introduction**

This policy is intended to supplement the operating and/or capital funds of not-for-profit rural organizations that provide recreation, arts, sports, and/or social activities to the communities within the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

**2) Definitions**

- a) **Debt** is defined as an amount owed to a person or organization for services, products or loans not yet paid for.
- b) **Rural Organization** is defined as any not-for-profit group located within the boundaries of Electoral Areas B, C, E, and Sub-Regional that provides recreation, arts, sports and/or social activities to communities at large.
- c) **Sub-Regional** a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.
- d) **Wages** are defined as any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.
- e) **Capital Improvement** is defined as the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- f) **Capital Equipment** is defined as equipment valued at over \$5,000 and has an extended lifetime over more than one year.
- g) **New Applicant Organizations** are organizations that have not received Peace River Regional District Recreational and Cultural Grants-in-Aid prior to 2012.
- h) **Operational expenses** are defined as the day to day costs to operate a facility such as insurance, utilities, maintenance and upkeep and general supplies.

**3) Eligibility Criteria**

- a) Applicants must be a rural not-for-profit registered society which provide recreation, arts, sports, and/or social activities for the community at large; and
- b) At least 75% of the applicants' membership must come from the rural areas which they serve.
- c) New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the Regional District.
- d) Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

**4) Application Process**

- a) Applicants must submit a formal application to the Regional District once per year on or before January 31<sup>st</sup> each year; said application to be substantially completed in the form attached hereto as Schedule A.
- b) Applications must be submitted directly by the recreation organization or community association/club.
- c) Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and a minimum of one quote for any individual items valued at over \$3,000.





- d) New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- e) At the discretion of the Electoral Area Directors, organizations may apply to more than one funding area if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- f) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.
- g) Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- h) Applications from new organizations will be accepted by the Regional District for consideration providing they meet the eligibility requirements as set forth in this policy.

#### 5) Eligible Expenses

- a) In Electoral Areas B and C expenses for capital improvements and insurance (*for the protection of the public*) are permitted.
- b) In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c) Payment of debt and employee wages are not an eligible expense.
- d) A minimum of one (1) quote must be provided for all eligible expenses valued at over \$3,000.

#### 6) Annual Grant Allocations

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

#### 7) Approval Process

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



- d) If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
- e) All organizations that have made an application and have been approved to receive funding by the Regional District will be notified of the meeting date, time and location prior to the meeting.
- f) All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.
- g) All funding allocation recommendations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

**8) Recreational and Cultural Grants-in-Aid Budgets**

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

**9) Unallocated Funds**

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

**10) Payment of Funds**

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

**11) Sources of Revenue**

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

**12) Reporting Requirements**

- a) All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report, as attached hereto as Schedule C, by the last calendar day in January.
- b) Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.
- c) That failure to abide by the conditions of the grant and/or reporting requirements may result in one or more of the following:
  - Organizations being required to repay grant funds.



- Not being considered for future grant funding.

### 13) Funding Amendments

- a) *Effective January 1, 2019* - Organizations will no longer be authorized to reallocate unclaimed grant funds allocated in 2019 or any years thereafter. Those grant allocations that remain unclaimed upon the completion of projects will be identified as surplus to the function and used to reduce the following year's tax requisition.
- b) In the event of an emergency situation where failure to remediate the problem will result in the organizations ability to operate, recipients may apply to the Regional District for support through other grant funding options.
- c) All unclaimed grant allocations from years prior to 2019, will be grandfathered and organizations may apply for a Funding Amendment to reallocate those funds under the following circumstances:
  - If a balance remains in the grant allocation and all projects have been completed; or,
  - If an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- d) The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments.
- e) Funds cannot be amended to pay off debt.

### 14) General

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

### 15) Limitations

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

### 16) Recognition

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



Date: \_\_\_\_\_

Society Number: \_\_\_\_\_

**Applicant Information****1. Name of Organization:** \_\_\_\_\_**Contact Person:** \_\_\_\_\_**Mailing Address:** \_\_\_\_\_**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_**Email:** \_\_\_\_\_**Website:** \_\_\_\_\_*Please list our organization on the PRRD website as a "Local Community Group" ☐ Yes ☐ No (please check one)***2. If applicable, does your organization own any facilities or properties?** ☐ Yes ☐ No *(please check one)*Please give the **9-1-1 address** and **legal description** of the property that your organization either leases or owns.**3. Organization Executives:****President**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Vice President**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Secretary**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Purpose of Organization:****5. Please describe the programs and activities that your organization sponsored in the last year:**

Qty per year	Activity/Program	Dates



**6. Please provide a 5 year action plan for your organization.**

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

**Project Information**

**7. Describe the Year 1 project or general operations for which your organization is requesting funding.**

**8. How essential is the project to the community?**

**9. What is the degree of support from the community at large?**

**10. Approximately how many volunteer hours does your membership contribute each year?**

**11. How do you plan to maintain any future ongoing costs associated with this project?**

**12. What is the total cost of insurance(s) your organization pays each year?**

**13. What is the total amount requested from the Regional District?**

**Application Submission & Authorization:**

Please submit applications to [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca) on or before **January 31** and include the following:

- Year-end financial statements (Income statement and/or balance sheet).
- Detailed project and operations budget (list 'In-Kind' contributions).
- 1 quote for labour, equipment or material costs valued at over \$3,000
- Annual Report(s), Schedule C

☐

I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

Signature of Applicant: \_\_\_\_\_





Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please attach **COPIES ONLY** of invoices you are claiming reimbursement for. **LIST ALL INVOICES BELOW** and include the name of the supplier, the project they are for (i.e., playground, fence, insurance, etc.), year the fund were provided, invoice number and amount. If you have any questions about your claim please call (250) 784-3200.

Please deliver your claim via mail, in person or by fax to:

**Peace River Regional District**  
**PO Box 810, 1981 Alaska Avenue**  
**Dawson Creek, BC V1G 4H8**  
**Fax: (250) 784-3201**

***For Office Use Only***

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
<b>Balance on this Grant</b>	

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
<b>Balance on this Grant</b>	



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule “C” – Annual Report

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### Who must complete an Annual Report?

- All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an **Annual Report(s)** effective April 2009.

### What must be included in your Annual Report?

- Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funding.

### When?

- All Annual Reports are **due by the last calendar day in January each year** regardless of whether your organization is submitting a new application for GIA.
- Funds for the upcoming year will not be reimbursed until Annual Reports are received.

### Why?

- This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations.

### We're here to help!

- Contact the Community Services Department at 250 784-3200 or prrd.dc@prrd.bc.ca  
***We will do our best to answer any questions you may have!***



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "C" – Annual Report

Date of Report: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Project Summary

- 1) For what Grant-in-Aid funding year does this report refer to? (i.e., when were funds approved)
  
- 2) What activities did your organization complete or start in the last year for which you received Grants-in-Aid funding? (this may include capital projects, events or general operations)
  
- 3) Please describe the progress you made on your capital projects, events or general operations for which you applied for Grants-in-Aid funding.
  - a. What was accomplished or completed with assistance from Grants-in-Aid funding?
  
  - b. What projects or events were not accomplished that you had applied for funding for? OR what operational costs have not been incurred that you had applied for funding for? Please state why any projects or events were not completed or costs were not incurred.
  
  - c. What is your plan to complete your projects and/or events or utilize your operational cost funding?
  
  - d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?

**Expense Summary**

Please provide a summary of **costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2013 or 2012).**

Amount of Approved GIA Funding in year \_\_\_\_\_

Less **TOTAL** Operational Costs paid for by GIA \_\_\_\_\_

Less **TOTAL** Capital Costs paid for by GIA \_\_\_\_\_

Total GIA Funds Remaining for year \_\_\_\_\_

**Please describe your plan for the funds remaining.** (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year's GIA budget?)

**Authorization**

**We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct and that the Board of Directors has approved the submission of this report.**

**Board Member (Treasurer)**

Name (print) \_\_\_\_\_

Position: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**Board Member**

Name (print) \_\_\_\_\_

Position: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**THIS REPORT WAS PREPARED BY:**

Name (print): \_\_\_\_\_

Business phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Signature: \_\_\_\_\_

***Retain a copy of this report for your organization's records.***



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

### ***Instructions for Submitting a Funding Amendment***

Organizations may apply to the Rural Budgets Administration Committee for a funding amendment only in such circumstances that:

- a) they have completed their project with the funds allocated and they have outstanding funds remaining; or
- b) an emergency has arisen and failure to remediate the problem will result in an inability to operate.

The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments. Organizations will be limited to a maximum of one funding amendment per year. Funds cannot be amended to pay off debt incurred, therefore organizations must apply for an amendment before any work is completed to which they may want to apply the funds.

EXAMPLE:

PROJECT TO PROVIDE FUNDS	
Year Funds Granted: 2010	Have you completed this project? Yes
Current Project Description: <i>(project for which funds were originally applied for)</i> In 2010 we applied for funding for hall maintenance and to update our heating and water system. We have completed this project and have \$2,000 remaining.	
Amount Granted: \$15,000	Amount to Reallocate: \$2,000
PROJECT TO RECEIVE REALLOCATED FUNDS	
TOTAL Cost of New Project: \$2,500	
Proposed New Project/Operational Expense: <i>(reason for request and proposed changes to original project, cost of new project)</i> In 2009 we applied for funding to paint our hall, replace the flooring and purchase new tables and chairs. With the funds received in 2009 we were able to replace the flooring and purchase tables and chairs, however, we did not have enough funds to do the painting. We would like to use the remaining funds from 2010 to paint the hall. The quote that we received from Home Hardware was for \$2,500 for all paint and supplies. The remaining \$500 will come from our general revenue.	

Questions? Contact the Community Services Department at 250 784-3200

Please send your completed form and any additional information to:

Peace River Regional District  
Box 810, 1981 Alaska Avenue,  
Dawson Creek, BC V1G 4H8  
fax 250 784-3201  
email [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization:		Date:
Contact:		Phone:
Mailing Address:		
Email:		Fax:
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:		Have you completed this project?
Current Project Description: <i>(project for which funds were originally applied for)</i>		
Amount Granted:		Amount to Reallocate:
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project:		
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i>		
FOR OFFICE USE ONLY		
Funds Remaining: <i>(showing last 3 years)</i>	Current Project Name:	Amount Available =
	____ Project Name:	Amount Available =
	____ Project Name:	Amount Available =
Total Unused Funds =		
Notes:		



## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

#### Schedule "E" – Youth Travel

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The Electoral Area Directors may authorize grant allocation up to \$375 for youth travel associated with team or individual travel to sporting competitions.

#### 1. Applicant Eligibility

- a. Youth sports team(s) or individual player(s) must have qualified to compete at a provincial, national, or international competition and will be representing the PRRD during the competition.
- b. The team (minimum of one (1) player) or individual player must reside in one of the four Electoral Areas of the PRRD.
- c. Funds may be applied for by both school teams and community club organizations.
- d. Community club teams must operate under a not-for-profit society to be eligible for funding.

#### 2. Application Process

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

#### 3. Approval Process

- a. Grant funding will be calculated on the basis of \$75/Electoral Area player to a maximum grant of \$375.
- b. Once an application is reviewed by the Rural Budgets Administration Committee, the applicant will be notified in writing regarding the results of their request.
- c. All funds will be made payable to the organization or school only.
- d. Requests received after the competition has taken place will not be considered for funding.

#### 4. Reporting

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

- report back on the results of their competition;
- provide a photo for use by the Regional District; and



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "E" – Youth Travel

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- describe how the funds were spent.



# PEACE RIVER REGIONAL DISTRICT Recreation and Cultural Grants-in-Aid Schedule “F” – North Peace Grad Fest Society

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## **Schedule F – North Peace Gradfest Society**

### **Rural Recreational & Cultural Grants-in-Aid**

The Electoral Area B and C Directors may authorize grant allocation for the North Peace Regional Grad Fest Society (NPRGFS) to host safe graduation-related events.

#### **1) Release of Funds**

- a) The NPRGFS may make a written request for grant funding to the General Manager of Community Services after May 31<sup>st</sup> of each year.
- b) As part of the application, the NPRGFS must provide current contact information, including mailing address, prior to the release of funds.

#### **2) Recognition & Reporting**

- a) The Society must recognize the Regional District for their contribution through display of the Regional District’s logo and a note of thanks in any promotional materials.
- b) Within 30 days of the event(s), the Society must:
  - a. provide a report of the event;
  - b. provide a photo for use by the Regional District; and
  - c. describe how the funds were spent.



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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The Electoral Area B Director may authorize grant allocation for the North peace 4-H District Council to host 4-H-related activities.

#### **1) Release of Funds**

- a) The Council may make a written request for grant funding to the General Manager of Community Services after May 31<sup>st</sup> of each year.
- b) The Council must provide the PRRD with their current contact information and mailing address prior to any release of funds.

#### **2) Reporting**

- a) The Council must provide a letter describing how the funds were spent within ninety (90) days of receiving the funding.





## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

### Schedule “H” – Electoral Area B Bursary

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

**1) Bursary Amount**

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

**2) Bursary Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary Award**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "H" – Electoral Area B Bursary

### Electoral Area B - Bursary Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

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

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How will this bursary assist you? \_\_\_\_\_

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Please describe your community involvement: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "I" – Electoral Area C Scholarship

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

**1) Scholarship Amount**

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

**2) Scholarship Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Scholarship Award**

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

**Box 810**

**Dawson Creek, BC V1G 4H8**

**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "I" – Electoral Area C Scholarship

#### Electoral Area C – Scholarship Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How will this scholarship assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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

**1) Award Amount**

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

**2) Award Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary/Scholarship Award**

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





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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#### South Peace Sub-Regional – Bursary/Scholarship Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How will this award assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid Schedule “K” – Awards Recognition

In accordance with section 6(e) of the Rural Recreation and Cultural Grants-in-Aid policy, at the Directors’ discretion, grant allocations for each electoral or funding area may be budgeted and provided for Awards Recognition.

#### 1) Introduction

The intent of the Awards Recognition component is to celebrate rural volunteers who support and/or provide recreational, cultural or social activities and services throughout Electoral Areas B, C, D and E of the Peace River Regional District.

#### 2) Frequency

Organizations will have the opportunity, once per calendar year, to submit nominations as part of the Awards Recognition component of Recreational and Cultural Grants-in-Aid.

#### 3) Budget

An annual budget of \$1,000 will be provided from Electoral Areas B, C, and E and the South-Peace Sub-Regional funding areas as per adoption of the Financial Plan. The amount of this budget allocation, may be changed at the sole discretion of the Rural Budgets Administration Committee.

#### 4) Awards Nomination Process

- a. Organizations will have the opportunity to nominate rural residents, facilities and organizations for achievement awards.
- b. Nominations for awards must be received by **June 30<sup>th</sup> each year**.
- c. The Electoral Area Directors will adjudicate applications and determine award recipients.
- d. Nominations must address the nomination criteria as per Section 5 (A), (B) or (C) and must provide a description of the nominee’s background, experience and achievements and any further information to support the application.
- e. Nominations must include at least two letters of support.

#### 5) Award Categories

##### A. Individual Volunteer Achievement:

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

##### B. Rural Facility Excellence:

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

##### C. Rural organization:

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



## **PEACE RIVER REGIONAL DISTRICT**

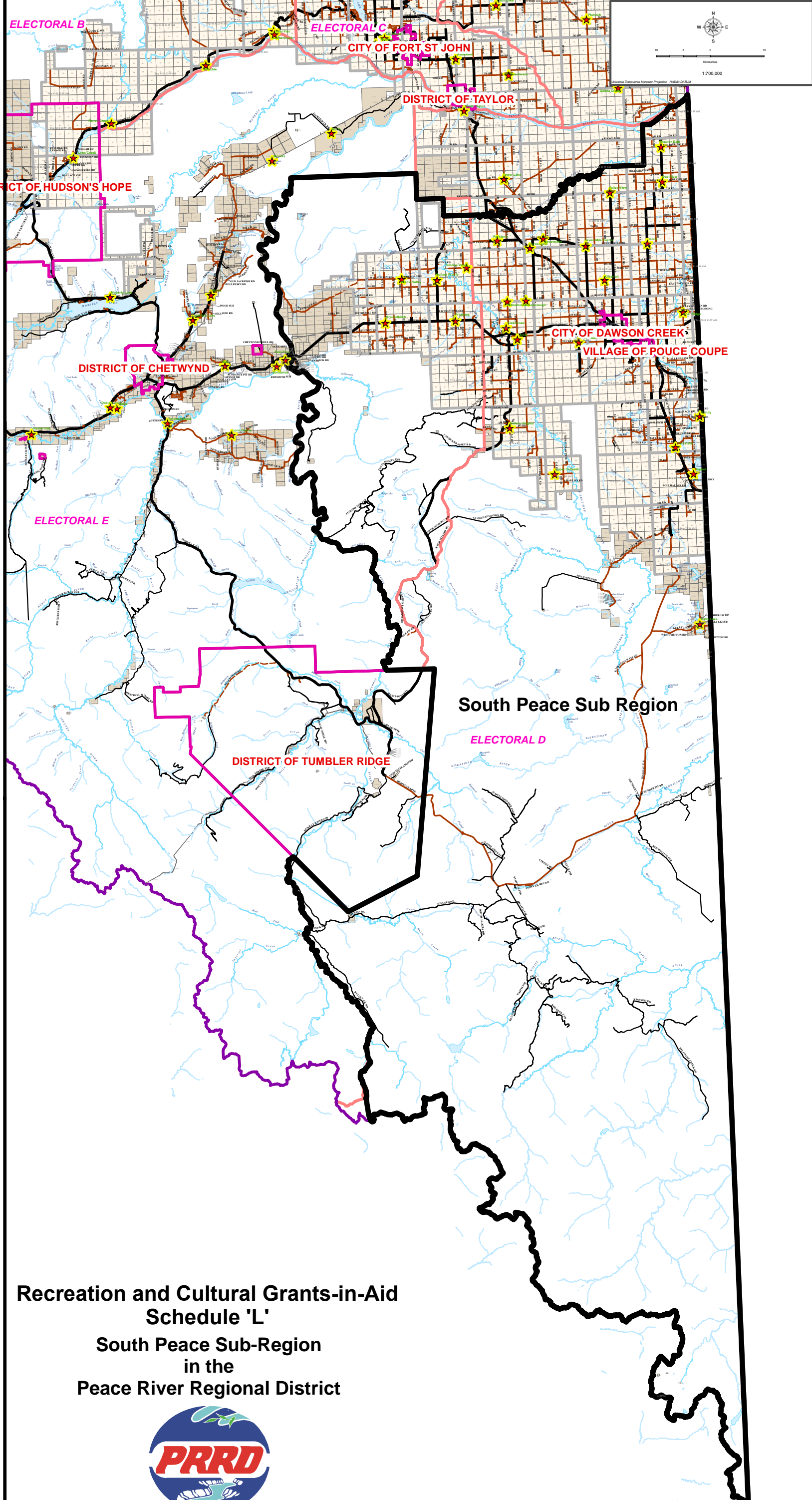
### **Recreation and Cultural Grants-in-Aid**

#### **Schedule "K" – Awards Recognition**

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- ii. The organization must demonstrate a significant contribution to a broad range of recreation or cultural services in a community or region.
- iii. The organization must demonstrate uniqueness and innovation in planning, problem solving and recruitment of members.





**Recreation and Cultural Grants-in-Aid  
Schedule 'L'  
South Peace Sub-Region  
in the  
Peace River Regional District**



October, 2012

This map is to be used for general reference only. It must not be used for any purposes where legal implications may apply. Please notify the Regional District on omissions and errors. The Peace River Regional District Board keeps its digital data as accurate and up-to-date as possible.





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule “M” – Electoral Area E West Bursary

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

**1) Bursary Amount**

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

**2) Bursary Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary Award**

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

**PO Box 810**

**Dawson Creek, BC V1G 4H8**

**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "M" – Electoral Area E West Bursary

### Electoral Area E West - Bursary Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

How will this bursary assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe what volunteer work you do and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-002

From: Paulo Eichelberger, GM of Environmental Services

Date: October 15, 2020

**Subject: Charlie Lake Reclaim Water Facility – Funds Securement**

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## **RECOMMENDATION #1:**

That the Rural Budgets Administration Committee release \$533,400 from Peace River Agreement funds previously committed by the following resolution at the July 19, 2018 RBAC meeting:

*MOVED, SECONDED and CARRIED*

That the Rural Budgets Administration Committee commit funding for the portion of the Charlie Lake Reclaimed Water Facility project that is not eligible under the Canada-British Columbia Investing in Canada Infrastructure Program-Green Infrastructure: Environmental Quality Sub-stem Program, estimated at 26.67% of the total project cost, which is up to a maximum of \$2 million

## **RECOMMENDATION #2:**

That the Rural Budgets Administration Committee approve a commitment of \$1,000,000, payable from Electoral Area C Peace River Agreement Funds - Spending Item #9 PRRD Sewer Services Assistance, to the Charlie Lake Sewer for the construction of a reclaim water system at the Charlie Lake Wastewater Treatment Facility.

## **RECOMMENDATION #3:**

That the Rural Budgets Administration Committee recommend that the Regional Board endorse the "Water Conservation in the Peace River Regional District" plan, dated August 2018, in support of the grant application to "Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure" for the construction of a reclaim water system at the Charlie Lake Wastewater Treatment Facility.

## **RECOMMENDATION #4:**

That the Rural Budgets Administration Committee recommend that the Regional Board authorize a grant application for \$2,000,000 for the construction of a reclaim water system at the Charlie Lake Wastewater Treatment Facility be submitted to the "Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure"; further

That the Regional Board commit funding in the amount of \$1,000,000 to be paid from Electoral Area C Peace River Agreement Funds to the Charlie Lake Wastewater Treatment Facility.

**BACKGROUND/RATIONALE:**

The Regional District previously submitted an application to the Investing in Canada Infrastructure Program in 2018 towards the design and construction of a water reclaim facility at the Charlie Lake Wastewater Treatment Facility (the Facility). 26.67% of the potential project cost (or \$533,400) of Electoral Area C Peace River Agreement (PRA) money was committed towards the Facility in 2018 and is still on the books. As that particular grant application was unsuccessful, these monies need to be reassigned.

The Regional District awarded design of the reclaim water facility to Urban Systems on August 13, 2020. Part of the work includes compiling a pre-design to submit for a new grant application into the Investing in Canada Infrastructure Program – Rural and Northern Communities Infrastructure<sup>1</sup> (ICIP), due October 22, 2020. The project is deemed eligible under this grant as one of the stated outcomes is to “increase capacity to treat and/or manage wastewater.”

The applicant must show that they can commit to at least 50% of the costs of construction. Based on estimates to date, the revised construction estimate of the Facility is expected to be approximately \$2,000,000. To that end, it is recommended that the Rural Budgets Administration Committee (RBAC) authorize \$1,000,000 for construction of the water reclaim facility. This financial amount of \$1,000,000 will be reflected in the grant application.

**ALTERNATIVE OPTIONS:**

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

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Responsive Service Delivery

**FINANCIAL CONSIDERATION(S):**

Reserve Summary:

- PRA Reserve Area C:
  - (Uncommitted) - \$2,771,800
  - (Currently committed) - \$533,400
  - Total - **\$3,305,200**
- Other Available Reserves:
  - Gas Tax (Uncommitted) - \$6,852,861
  - Fair Share Area C (Uncommitted) - \$1,088,065

All stated reserves are applicable for capital infrastructure designed as an improvement to the rural community.

**COMMUNICATIONS CONSIDERATION(S):**

None identified.

<sup>1</sup> Grant application deadline is October 22, 2020 at 11:59pm.

**OTHER CONSIDERATION(S):**

1. The Regional District previously submitted a grant for funding for “Investing in Canada Infrastructure Program - British Columbia – Green Infrastructure Grant” on Feb 26, 2020. The results of this grant have been delayed to spring 2021. If approved, funding of a capital project can only occur if the works have not been tendered out for construction.
2. The Charlie Lake Wastewater Treatment Facility operates under Municipal Wastewater Regulation discharge #108540. In order for the reclaim facility to operate, a separate discharge authorization from the Ministry of Environment and Climate Change Strategy (MoECCS) is required. This will take some time to process and get approval.
3. Deadline for projects to be completed and operating under either program is five years after grant approval.
4. The grant application requires a copy of Board endorsement of a water conservation plan.

Given the above constraints, it is expected that detailed designs and associated tender packages will be completed in 2021 but tendering and construction will not occur until 2022.

**Attachment**

1. Water Conservation in the Peace River Regional District Plan





PEACE RIVER  
REGIONAL DISTRICT

# WATER CONSERVATION

## *IN THE PEACE RIVER REGIONAL DISTRICT*

### CONTACT

**Shawn Dahlen**

Acting Chief Administrative Officer

T: 250-784-3203

E: [Shawn.dahlen@prrd.ca](mailto:Shawn.dahlen@prrd.ca)



# Water Conservation Plan

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The Peace River Regional District encompasses a broad, rural area in northeastern BC. As such, the District does not provide potable water to residents through a piped network, and many residents do not dispose of waste through a piped sanitary collection system. While the District's Official Community Plan identifies the conservation of natural resources, such as freshwater, as a primary goal, it does not have a formal water conservation plan in place.

The District residents, however, are motivated to conserve water due to a number of factors. Namely, many residents receive their potable water through either drilled wells or by hauling water from the City of Fort St. John's Bulk Water Loading Station and storing it in cisterns. The City of Fort St. John employs a full cost recovery rate structure that charges users for water on a per volume basis. Due to this high cost of purchasing and hauling water and the unreliable supply of well water, residents are inclined to adopt water conservation practices such as the use of low-flow fixtures, irrigation with rain water, shorter bathing times, and many other practical household strategies for reducing water consumption. The cost to haul water will continue to increase, thus it is reasonable to expect that residents will be motivated to continue such water conservation practices or further reduce water consumption.

Nearby users who haul their wastewater to the Charlie Lake Wastewater Treatment Plant, as well as those connected directly to the Charlie Lake Wastewater Collection System, pay a fee based on the volume of solid waste disposed of from holding and septic tanks, which encourages conservation as less water and wastewater disposed of indicates less water consumed.

Additionally, users who are directly connected to the Charlie Lake Wastewater Collection System also pay an annual fee for the conveyance and treatment of their effluent (fluid only) to the WWTP. The District is exploring options to move from a flat-rate structure to a volume-based rate structure, to encourage better conservation practices.

The District is also in the midst of constructing five potable water bulk fill stations in Area B. This project involves the upgrade of three existing raw water bulk fill stations to potable water standards and the construction of two new potable water bulk fill stations. Upon construction completion, those who obtain water from these bulk fill stations will be required to pay the District on a per-volume basis. The implementation of these user fees will likely result in lower water consumption as many users who previously obtained raw water at no cost will now pay for their water based on the amount they consume.

Should the District complete the reclaimed water facility at its Charlie Lake Wastewater Treatment Plant, it is likely that the rate of potable water use for non-potable uses in the region would decrease, thereby extending the useful life of potable water infrastructure.

The District is committed to promoting water conservation practices in the region and will continue to explore options for further action.



# REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-001

From: Paulo Eichelberger, GM of Environmental Services

Date: October 15, 2020

**Subject: Potable Water Stations Capital Update and Loan Repayment**

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## **RECOMMENDATION:**

That the Rural Budgets Administration Committee authorize that the \$2.9 million loan from the Municipal Finance Authority for the Area B Potable Water Capital Project be paid out using \$1.9 million dollars from Area B Peace River Agreement - Spending Item #1 - Potable Water and Water Security/Studies, and \$1 million from the Community Works Gas Tax fund.

## **BACKGROUND/RATIONALE:**

The intent of this report is to provide options for paying down debenture that is being utilized for the capital works for the Area B Water capital project.

### Costs to Date

The budget for operation of the Area B Water Function (not including the remaining capital works), is approximately \$1.21 Million per year moving forward. This includes:

- Operations – Maintenance of 5 stations and administration (contractor, transaction systems)
- Annual loan payments – The PRRD has borrowed \$2.9 million for the capital project and at present, only interest payments on temporary borrowing (approximately \$30,000-\$35,000/year). Once the capital project is closed, the loan will convert from temporary borrowing to long-term borrowing. When that happens, principal payments are estimated to increase.<sup>1</sup>

As noted in Financial Considerations, there are several key takeaways with long term operation of the water function:

- Once the capital project is closed out, annual repayment of the loan will be approximately \$340,025 (for \$2.9 million borrowed), including interest.
- Revenue from the stations (excluding Rose Prairie) is forecasted at \$60,000-\$65,000 per year.
- There are currently no monies in capital reserve – this needs to be built up in order to cover future replacement costs and/or expansion of additional stations.

In order to offset these costs and build reserves for the function, paying down the entire amount borrowed to date and avoiding long term loan repayments is the best option. Reserve funds which can be used for this include PRA, Fair Share, Gas Tax. These reserves are applicable for capital projects which improve services to the community and are not yet complete.

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<sup>1</sup> For \$2.9 million, annual payments of \$253,025 (principal) with an additional interest payment of \$87,000 are expected. For the full loan of \$4 million, annual payments of \$349,000 (principal) with an additional interest payment of \$120,000 are expected.

It is recommended that \$2.9 million from the PRA Reserve and the Gas Tax Fund be utilized to pay the loan out and avoid future debenture costs of approximately \$340,025 annually. If this is not done, current forecasting for budgeting with the debenture indicates that requisition will not be enough to cover operational expenditures. This will prevent the ability to build any operational or capital reserves and will also require supplemental grant monies to be allocated annually in order to avoid a deficit budget.

This change will result in an annual operating cost of approximately \$825,000 with the ability to annually budget approximately \$100,000 in operational reserves and \$100,000 in capital reserves for a complete budget of \$1,025,000.

### **ALTERNATIVE OPTIONS:**

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

### **STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Responsive Service Delivery

### **FINANCIAL CONSIDERATION(S):**

As noted above, annual requisition of \$1,025,000 needs to be maintained to operate the function. As well, without paying debenture in full, additional funds will be needed to supplement operations which has been estimated to be \$100,000. This level of requisition will need to remain in place to allow the function to build capital and operational reserves.

Funds available to pay down loan against capital:

#### **Reserve Summary:**

- PRA Reserve Area B:
  - (Uncommitted) - \$1,979,615
  - (Previously spent and/or committed) - \$637,240
  - Total - **\$2,616,855**
- Other Available Reserves:
  - Gas Tax (Uncommitted) - \$6,852,861
  - Fair Share Area C (Uncommitted) - \$997,856

Note: the Rose Prairie GAC system is operating in pilot mode. In 2021, the system is expected to go to fullscale, which will be an estimated \$400,000. It is recommended that costs to bring the system fullscale are also covered off via Gas Tax or Fair Share (assuming the PRA Reserve for Area C is tapped) but more detailed costs will be forthcoming for the 2021 budget.

### **COMMUNICATIONS CONSIDERATION(S):**

Updates on station operations will continue to be posted.

### **OTHER CONSIDERATION(S):**

None identified



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-035

From: Teri Vetter, Chief Financial Officer

Date: September 4, 2020

**Subject: Sub-Regional Rec and Cultural Grants-in-Aid – Unspent Prior Year Allocations**

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## **RECOMMENDATION #1:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$23,673.19 unclaimed grant from the original allocation of \$23,673.19 approved in 2019 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds to the Dawson Creek Sportsman's Club, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$23,673.19 for the maintenance of their property and buildings, expansion of youth programs, archery and shot gun improvements project.

## **RECOMMENDATION #2:**

That the Rural Budgets Administration Committee authorize the remaining \$6,558.72 unclaimed grant from the 2016 Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Hats 'N' Chaps Gymkhana Society, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

## **RECOMMENDATION #3:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$90.00 unclaimed grant from the original allocation of \$2,200 approved in 2019 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds to the Groundbirch Recreation Commission, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$90.00 to assist with painting costs.

## **RECOMMENDATION #4:**

That the Rural Budgets Administration Committee authorize the remaining \$4,047.05 unclaimed grant from the 2016 Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Doe River Gymkhana Club, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

## **RECOMMENDATION #5:**

That the Rural Budgets Administration Committee authorize the unclaimed 2019 Sub-Regional Recreational and Cultural Grants-in-Aid South Peace Trades Bursary, in the amount of \$1,500, be returned to the funding area and used to reduce the tax requisition for 2021 since the recipient did not claim within one year as required for bursaries.



**RECOMMENDATION #6:**

That the Rural Budgets Administration Committee authorize the remaining \$5,125 unclaimed grant approved in 2017, 2018 and 2019 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Kilkerran Recreation Commission, remain in the allocation until the society is in compliance with the *Societies Act of BC*.

**RECOMMENDATION #7:**

That the Rural Budgets Administration Committee authorize the remaining \$32.36 unclaimed grant approved in 2017 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Kiskatinaw Fall Fair Association, be returned to the funding area and used to reduce the tax requisition for 2021 as the society no longer exists.

**RECOMMENDATION #8:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$7,471.89 unclaimed grant from the original Sub-Regional Grants-in-Aid allocations approved \$9,315.15 in 2017 and \$15,673.19 in 2019 to Sunset Prairie Recreation Commission, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$7,471.89 to assist with improvements animal pens and purchase of folding picnic tables.

**RECOMMENDATION #9:**

That the Rural Budgets Administration Committee authorize the remaining \$42.83 unclaimed grant approved in 2018 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Sunset Prairie Recreation Commission, be returned to the funding area and used to reduce the tax requisition in 2021 as the project was completed.

**RECOMMENDATION #10:**

That the Rural Budgets Administration Committee authorize the remaining \$225.00 unclaimed grant approved in 2017 from Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Sweetwater 905 Society, be returned to the funding area and used to reduce the tax requisition in 2021 since the society no longer exists.

**RECOMMENDATION #11:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$2,207.84 unclaimed grant from the original allocation of \$11,500 approved in 2018 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, to the Tupper Community Club, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment of \$2,207.84 to assist with improvements floor joist at the hall.

**BACKGROUND/RATIONALE:**

On September 17, 2020, the Rural Budgets Administration Committee (RBAC) passed the following resolution:

*MOVED, SECONDED and CARRIED*

That the Rural Budgets Administration Committee authorize a report to be prepared identifying unclaimed Grant-In-Aid commitments that can be either paid out to the society or returned to the funding area and utilized to reduce the tax requisition for the 2021 calendar year.

The information in this report is to assist RBAC to determine how the unspent Area C Recreational and Cultural Grants-in-Aid prior year allocations may be utilized and is based on the Rural Recreational and Cultural Grants-in-Aid policy. In May 2020, the policy was amended to change the way grant funds are issued to authorize immediate payment of the grant upon approval and no longer require submission of a claim for reimbursement of expenses with supporting receipts and documentation and therefore also deleting the three year timeframe for recipients to utilize their allocations and claim their funds. Annual reporting requirements were also improved. RBAC may now choose to administer the unspent funds that were allocated in years prior to 2020, as per the current policy; or, may choose to continue to process prior year grants as per the previous policy that was in place when the grant funds were allocated.

Grant recipients are made aware of unspent grant allocations each year in April, at the annual spring allocation meeting. Groups that were sent application packages (prior to 2020) were provided information in their cover letter advising them of the amount of their unspent allocations. The spring allocation meetings were not held in 2020 due to the restrictions in place for COVID-19.

Recommendation #1:

Dawson Creek Sportsman's Club was awarded \$23,673.19 to assist with improvements to the archery and shot gun areas, expansion of the youth programs and general operational costs for maintenance and upkeep. DCSC was reminded about the unclaimed funding in April of 2020 and they indicated that some targets were purchased, some improvements were made and they had sufficient receipts for operational costs to submit a claim for reimbursement. The society has yet to submit a claim for their 2019 funds. Payment of the allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #2:

The recommendation for Hats 'N' Chaps was brought forward at the request of the Electoral Area Director. The Rural Recreational and Cultural Grants-in-Aid policy no longer states that grant recipients must use their grant allocations within three (3) years of ratification by RBAC; however, this grant funding was allocated in 2016 and followed the policy in place at that time and did specify this timeframe.

Recommendation #3:

Groundbirch Recreation Commission applies for grant support to assist with the operational costs, specifically insurance. They were allocated \$2,200 in 2019 and their insurance only cost \$2,110. Their annual report indicated their plans were to use the remaining \$90.00 towards the cost of paint for their mower shed to be completed this summer. Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #4:

The recommendation for Doe River Gymkhana Club was brought forward at the request of the Electoral Area Director. The Rural Recreational and Cultural Grants-in-Aid policy no longer states that grant recipients must use their grant allocations within three (3) years of ratification by RBAC; however, this grant was allocated in 2016 and under the policy in place at that time, which allowed a three (3) year timeframe for the use of funds.

Recommendation #5:

This bursary was awarded in June of 2019 and has not been claimed. The recipient was advised on June 27, 2019 how to claim or defer the award and a letter was sent on August 17, 2020 with a deadline to claim the award by September 30, 2020 or it would no longer be available. The recipient has made no attempt to contact the PRRD to claim this award to date; therefore it is being recommended that the funds be returned to the funding area and used to reduce the following year's requisition.

Recommendation #6:

Kilkerran Recreation Commission has not claimed any of their allocations for 2017, 2018 or 2019 and are not compliant with Section 73 (1) of the *Societies Act* for failure to file their annual reports. The society's last Annual General Meeting was held on December 5, 2018; therefore an alternate option for consideration could be that the unspent grant allocation remain in place and staff reach out to the society regarding their status and projects and report back to the Committee their outcomes.

Recommendation #7:

The Kiskatinaw Fall Fair Association is no longer active and has voluntarily dissolved; therefore it is being recommended the unclaimed 2017 grant allocation be returned to the funding area and used to reduce the requisition for the following year.

Recommendations #8:

Sunset Prairie Recreation Commission has unspent grant allocations dating back to 2017 for projects not completed. The annual report for the 2017 grant allocation indicates that the remaining funds will be used to purchase folding picnic tables. In 2019, the part of the allocation was to build chicken coops, which did not get done; however, the annual report indicated it was scheduled for completion in the summer of 2020. Payment of the remaining grant allocations would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #9

The 2018 grant allocation for Sunset Prairie Recreation Commission was intended to support insurance costs slightly less than the allocation resulting in the difference of \$42.83; therefore as this project would be complete, it is being recommended that the funds be returned to the funding area and used to reduce the tax requisition in 2021.

Recommendation #10:

The Sweetwater 905 Society is no longer active and has dissolved; therefore it is being recommended the unclaimed 2017 grant allocation be returned to the funding area and used to reduce the requisition for the following year.

**Recommendation #11:**

Tupper Community Club indicated in their annual report for 2018 that the remaining \$2,207.84 in their allocation would be used to complete the remainder of the project in 2019, which was to reinforce the support structure under the building and replace a portion of the flooring. Due to weather, the project was not continued in 2019 and carried forward to 2020 for completion. Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

In 2020, \$3,000 was allocated to provide a trades bursary and scholarship, both in the amount of \$1,500 for students graduating from high school and going on to post-secondary education and \$1,500 was allocated to provide assistance for youth travel. Both the bursary and scholarship were awarded in 2020 and recipients have up to one year to claim their awards. One recipient has claimed their award so far in 2020. The youth travel allocation is to be used in the current year and any unspent allocation is returned to the funding area to reduce the requisition for the next calendar year.

**ALTERNATIVE OPTIONS:**

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

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness

**FINANCIAL CONSIDERATION(S):**

As of October 2, 2020 the total unspent grant allocations remaining in Function 221, Sub-Regional Recreation, Sub-Regional Grants-in-Aid Electoral Areas was \$53,973.88. Based on the recommendations, the disbursement of allocations is as follows:

- A total of \$33,485.75 will be paid out from the Sub-Regional Grants-in-Aid Liabilities account, if recommendations 1, 3, 8, and 11 are supported.
- A total of \$5,125 will remain allocated in Function 221, Sub-Regional Recreation, Sub-Regional Grants-in-Aid Electoral Areas, if recommendation 6 is supported.
- A total of \$12,363.13 will be returned to the funding area and used to reduce the amount requisitioned in 2021 for Function 221, Sub-Regional Recreation, Sub-Regional Grants-in-Aid Electoral Areas, if recommendations 2, 4, 5, 7, 9, and 10 are supported.
- A total \$3,000 will remain as a 2020 commitment in Function 221, Sub-Regional Grants-in-Aid Electoral Areas for:
 

2020 South Peace Sub-Regional Scholarship	\$1,500
2020 Sub-Regional Youth Travel	\$1,500

**COMMUNICATIONS CONSIDERATION(S):**

Written correspondence will be provided to each grant recipient regarding their unspent Sub-Regional Recreational and Cultural Grants-in-Aid allocations based on the outcomes of this report.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Recreational and Cultural GIA – Summary of Payables for Sub-Regional
2. Rural Recreational and Cultural Grants-in-Aid Policy





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

2-Oct-20

Current Year Allocation		2015	2016	2017	2018	2019	2020	GIA Remaining
		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	
<b>SUB-REGIONAL</b>								
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
<b>200,000.00</b>	<b>Total Sub-Regional</b>	<b>-</b>	<b>10,605.77</b>	<b>4,383.59</b>	<b>3,375.67</b>	<b>32,608.85</b>	<b>3,000.00</b>	<b>53,973.88</b>



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**POLICY STATEMENT****1) Introduction**

This policy is intended to supplement the operating and/or capital funds of not-for-profit rural organizations that provide recreation, arts, sports, and/or social activities to the communities within the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

**2) Definitions**

- a) **Debt** is defined as an amount owed to a person or organization for services, products or loans not yet paid for.
- b) **Rural Organization** is defined as any not-for-profit group located within the boundaries of Electoral Areas B, C, E, and Sub-Regional that provides recreation, arts, sports and/or social activities to communities at large.
- c) **Sub-Regional** a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.
- d) **Wages** are defined as any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.
- e) **Capital Improvement** is defined as the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- f) **Capital Equipment** is defined as equipment valued at over \$5,000 and has an extended lifetime over more than one year.
- g) **New Applicant Organizations** are organizations that have not received Peace River Regional District Recreational and Cultural Grants-in-Aid prior to 2012.
- h) **Operational expenses** are defined as the day to day costs to operate a facility such as insurance, utilities, maintenance and upkeep and general supplies.

**3) Eligibility Criteria**

- a) Applicants must be a rural not-for-profit registered society which provide recreation, arts, sports, and/or social activities for the community at large; and
- b) At least 75% of the applicants' membership must come from the rural areas which they serve.
- c) New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the Regional District.
- d) Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

**4) Application Process**

- a) Applicants must submit a formal application to the Regional District once per year on or before January 31<sup>st</sup> each year; said application to be substantially completed in the form attached hereto as Schedule A.
- b) Applications must be submitted directly by the recreation organization or community association/club.
- c) Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and a minimum of one quote for any individual items valued at over \$3,000.



- d) New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- e) At the discretion of the Electoral Area Directors, organizations may apply to more than one funding area if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- f) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.
- g) Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- h) Applications from new organizations will be accepted by the Regional District for consideration providing they meet the eligibility requirements as set forth in this policy.

### 5) Eligible Expenses

- a) In Electoral Areas B and C expenses for capital improvements and insurance (*for the protection of the public*) are permitted.
- b) In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c) Payment of debt and employee wages are not an eligible expense.
- d) A minimum of one (1) quote must be provided for all eligible expenses valued at over \$3,000.

### 6) Annual Grant Allocations

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

### 7) Approval Process

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



- d) If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
- e) All organizations that have made an application and have been approved to receive funding by the Regional District will be notified of the meeting date, time and location prior to the meeting.
- f) All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.
- g) All funding allocation recommendations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

**8) Recreational and Cultural Grants-in-Aid Budgets**

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

**9) Unallocated Funds**

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

**10) Payment of Funds**

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

**11) Sources of Revenue**

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

**12) Reporting Requirements**

- a) All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report, as attached hereto as Schedule C, by the last calendar day in January.
- b) Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.
- c) That failure to abide by the conditions of the grant and/or reporting requirements may result in one or more of the following:
  - Organizations being required to repay grant funds.



- Not being considered for future grant funding.

### 13) Funding Amendments

- a) *Effective January 1, 2019* - Organizations will no longer be authorized to reallocate unclaimed grant funds allocated in 2019 or any years thereafter. Those grant allocations that remain unclaimed upon the completion of projects will be identified as surplus to the function and used to reduce the following year's tax requisition.
- b) In the event of an emergency situation where failure to remediate the problem will result in the organizations ability to operate, recipients may apply to the Regional District for support through other grant funding options.
- c) All unclaimed grant allocations from years prior to 2019, will be grandfathered and organizations may apply for a Funding Amendment to reallocate those funds under the following circumstances:
  - If a balance remains in the grant allocation and all projects have been completed; or,
  - If an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- d) The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments.
- e) Funds cannot be amended to pay off debt.

### 14) General

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

### 15) Limitations

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

### 16) Recognition

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





Date: \_\_\_\_\_

Society Number: \_\_\_\_\_

**Applicant Information****1. Name of Organization:** \_\_\_\_\_**Contact Person:** \_\_\_\_\_**Mailing Address:** \_\_\_\_\_**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_**Email:** \_\_\_\_\_**Website:** \_\_\_\_\_*Please list our organization on the PRRD website as a "Local Community Group" ☐ Yes ☐ No (please check one)***2. If applicable, does your organization own any facilities or properties?** ☐ Yes ☐ No (please check one)Please give the **9-1-1 address** and **legal description** of the property that your organization either leases or owns.**3. Organization Executives:****President**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Vice President**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Secretary**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Purpose of Organization:****5. Please describe the programs and activities that your organization sponsored in the last year:**

Qty per year	Activity/Program	Dates



**6. Please provide a 5 year action plan for your organization.**

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

**Project Information**

**7. Describe the Year 1 project or general operations for which your organization is requesting funding.**

**8. How essential is the project to the community?**

**9. What is the degree of support from the community at large?**

**10. Approximately how many volunteer hours does your membership contribute each year?**

**11. How do you plan to maintain any future ongoing costs associated with this project?**

**12. What is the total cost of insurance(s) your organization pays each year?**

**13. What is the total amount requested from the Regional District?**

**Application Submission & Authorization:**

Please submit applications to [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca) on or before **January 31** and include the following:

- *Year-end financial statements (Income statement and/or balance sheet).*
- *Detailed project and operations budget (list 'In-Kind' contributions).*
- *1 quote for labour, equipment or material costs valued at over \$3,000*
- *Annual Report(s), Schedule C*

☐

I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

Signature of Applicant: \_\_\_\_\_



Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supplier	Project	Year Funds Granted for this Project	Invoice No.	\$ Amount
Total Amount of Invoice Amount You Are Claiming				

**Peace River Regional District**  
**PO Box 810, 1981 Alaska Avenue**  
**Dawson Creek, BC V1G 4H8**  
**Fax: (250) 784-3201**

Coding	Year	Amount	
			Approved
Total Claim			

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
<b>Balance on this Grant</b>	



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule “C” – Annual Report

---

### Who must complete an Annual Report?

- All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an **Annual Report(s)** effective April 2009.

### What must be included in your Annual Report?

- Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funding.

### When?

- All Annual Reports are **due by the last calendar day in January each year** regardless of whether your organization is submitting a new application for GIA.
- Funds for the upcoming year will not be reimbursed until Annual Reports are received.

### Why?

- This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations.

### We're here to help!

- Contact the Community Services Department at 250 784-3200 or [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)  
***We will do our best to answer any questions you may have!***



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "C" – Annual Report

Date of Report: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Project Summary

- 1) For what Grant-in-Aid funding year does this report refer to? (i.e., when were funds approved)
  
- 2) What activities did your organization complete or start in the last year for which you received Grants-in-Aid funding? (this may include capital projects, events or general operations)
  
- 3) Please describe the progress you made on your capital projects, events or general operations for which you applied for Grants-in-Aid funding.
  - a. What was accomplished or completed with assistance from Grants-in-Aid funding?
  
  - b. What projects or events were not accomplished that you had applied for funding for? OR what operational costs have not been incurred that you had applied for funding for? Please state why any projects or events were not completed or costs were not incurred.
  
  - c. What is your plan to complete your projects and/or events or utilize your operational cost funding?
  
  - d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?



**Expense Summary**

Please provide a summary of **costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2013 or 2012).**

Amount of Approved GIA Funding in year \_\_\_\_\_

Less **TOTAL** Operational Costs paid for by GIA \_\_\_\_\_

Less **TOTAL** Capital Costs paid for by GIA \_\_\_\_\_

Total GIA Funds Remaining for year \_\_\_\_\_

**Please describe your plan for the funds remaining.** (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year's GIA budget?)

**Authorization**

**We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct and that the Board of Directors has approved the submission of this report.**

**Board Member (Treasurer)**

Name (print) \_\_\_\_\_

Position: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**Board Member**

Name (print) \_\_\_\_\_

Position: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**THIS REPORT WAS PREPARED BY:**

Name (print): \_\_\_\_\_

Business phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Signature: \_\_\_\_\_

***Retain a copy of this report for your organization's records.***



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

### ***Instructions for Submitting a Funding Amendment***

Organizations may apply to the Rural Budgets Administration Committee for a funding amendment only in such circumstances that:

- a) they have completed their project with the funds allocated and they have outstanding funds remaining; or
- b) an emergency has arisen and failure to remediate the problem will result in an inability to operate.

The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments. Organizations will be limited to a maximum of one funding amendment per year. Funds cannot be amended to pay off debt incurred, therefore organizations must apply for an amendment before any work is completed to which they may want to apply the funds.

EXAMPLE:

PROJECT TO PROVIDE FUNDS	
Year Funds Granted: 2010	Have you completed this project? Yes
Current Project Description: <i>(project for which funds were originally applied for)</i> In 2010 we applied for funding for hall maintenance and to update our heating and water system. We have completed this project and have \$2,000 remaining.	
Amount Granted: \$15,000	Amount to Reallocate: \$2,000
PROJECT TO RECEIVE REALLOCATED FUNDS	
TOTAL Cost of New Project: \$2,500	
Proposed New Project/Operational Expense: <i>(reason for request and proposed changes to original project, cost of new project)</i> In 2009 we applied for funding to paint our hall, replace the flooring and purchase new tables and chairs. With the funds received in 2009 we were able to replace the flooring and purchase tables and chairs, however, we did not have enough funds to do the painting. We would like to use the remaining funds from 2010 to paint the hall. The quote that we received from Home Hardware was for \$2,500 for all paint and supplies. The remaining \$500 will come from our general revenue.	

Questions? Contact the Community Services Department at 250 784-3200

Please send your completed form and any additional information to:

Peace River Regional District  
Box 810, 1981 Alaska Avenue,  
Dawson Creek, BC V1G 4H8  
fax 250 784-3201  
email [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization:		Date:
Contact:		Phone:
Mailing Address:		
Email:		Fax:
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:	Have you completed this project?	
Current Project Description: <i>(project for which funds were originally applied for)</i>		
Amount Granted:		Amount to Reallocate:
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project:		
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i>		
FOR OFFICE USE ONLY		
Funds Remaining: <i>(showing last 3 years)</i>	Current Project Name:	Amount Available =
	____ Project Name:	Amount Available =
	____ Project Name:	Amount Available =
Total Unused Funds =		
Notes:		



## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

#### Schedule "E" – Youth Travel

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The Electoral Area Directors may authorize grant allocation up to \$375 for youth travel associated with team or individual travel to sporting competitions.

#### 1. Applicant Eligibility

- a. Youth sports team(s) or individual player(s) must have qualified to compete at a provincial, national, or international competition and will be representing the PRRD during the competition.
- b. The team (minimum of one (1) player) or individual player must reside in one of the four Electoral Areas of the PRRD.
- c. Funds may be applied for by both school teams and community club organizations.
- d. Community club teams must operate under a not-for-profit society to be eligible for funding.

#### 2. Application Process

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

#### 3. Approval Process

- a. Grant funding will be calculated on the basis of \$75/Electoral Area player to a maximum grant of \$375.
- b. Once an application is reviewed by the Rural Budgets Administration Committee, the applicant will be notified in writing regarding the results of their request.
- c. All funds will be made payable to the organization or school only.
- d. Requests received after the competition has taken place will not be considered for funding.

#### 4. Reporting

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

- report back on the results of their competition;
- provide a photo for use by the Regional District; and



## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

#### Schedule "E" – Youth Travel

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- describe how the funds were spent.



PEACE RIVER REGIONAL DISTRICT  
Recreation and Cultural Grants-in-Aid  
Schedule "F" – North Peace Grad Fest Society

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**Schedule F – North Peace Gradfest Society**

**Rural Recreational & Cultural Grants-in-Aid**

The Electoral Area B and C Directors may authorize grant allocation for the North Peace Regional Grad Fest Society (NPRGFS) to host safe graduation-related events.

**1) Release of Funds**

- a) The NPRGFS may make a written request for grant funding to the General Manager of Community Services after May 31<sup>st</sup> of each year.
- b) As part of the application, the NPRGFS must provide current contact information, including mailing address, prior to the release of funds.

**2) Recognition & Reporting**

- a) The Society must recognize the Regional District for their contribution through display of the Regional District's logo and a note of thanks in any promotional materials.
- b) Within 30 days of the event(s), the Society must:
  - a. provide a report of the event;
  - b. provide a photo for use by the Regional District; and
  - c. describe how the funds were spent.





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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The Electoral Area B Director may authorize grant allocation for the North peace 4-H District Council to host 4-H-related activities.

#### **1) Release of Funds**

- a) The Council may make a written request for grant funding to the General Manager of Community Services after May 31<sup>st</sup> of each year.
- b) The Council must provide the PRRD with their current contact information and mailing address prior to any release of funds.

#### **2) Reporting**

- a) The Council must provide a letter describing how the funds were spent within ninety (90) days of receiving the funding.



## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

### Schedule “H” – Electoral Area B Bursary

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

**1) Bursary Amount**

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

**2) Bursary Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary Award**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "H" – Electoral Area B Bursary

### Electoral Area B - Bursary Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

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

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How will this bursary assist you? \_\_\_\_\_

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Please describe your community involvement: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "I" – Electoral Area C Scholarship

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

**1) Scholarship Amount**

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

**2) Scholarship Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Scholarship Award**

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

**Box 810**

**Dawson Creek, BC V1G 4H8**

**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "I" – Electoral Area C Scholarship

#### Electoral Area C – Scholarship Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How will this scholarship assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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

**1) Award Amount**

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

**2) Award Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary/Scholarship Award**

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





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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#### South Peace Sub-Regional – Bursary/Scholarship Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How will this award assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid Schedule “K” – Awards Recognition

In accordance with section 6(e) of the Rural Recreation and Cultural Grants-in-Aid policy, at the Directors’ discretion, grant allocations for each electoral or funding area may be budgeted and provided for Awards Recognition.

#### 1) Introduction

The intent of the Awards Recognition component is to celebrate rural volunteers who support and/or provide recreational, cultural or social activities and services throughout Electoral Areas B, C, D and E of the Peace River Regional District.

#### 2) Frequency

Organizations will have the opportunity, once per calendar year, to submit nominations as part of the Awards Recognition component of Recreational and Cultural Grants-in-Aid.

#### 3) Budget

An annual budget of \$1,000 will be provided from Electoral Areas B, C, and E and the South-Peace Sub-Regional funding areas as per adoption of the Financial Plan. The amount of this budget allocation, may be changed at the sole discretion of the Rural Budgets Administration Committee.

#### 4) Awards Nomination Process

- a. Organizations will have the opportunity to nominate rural residents, facilities and organizations for achievement awards.
- b. Nominations for awards must be received by **June 30<sup>th</sup> each year**.
- c. The Electoral Area Directors will adjudicate applications and determine award recipients.
- d. Nominations must address the nomination criteria as per Section 5 (A), (B) or (C) and must provide a description of the nominee’s background, experience and achievements and any further information to support the application.
- e. Nominations must include at least two letters of support.

#### 5) Award Categories

##### A. Individual Volunteer Achievement:

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

##### B. Rural Facility Excellence:

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

##### C. Rural organization:

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



## **PEACE RIVER REGIONAL DISTRICT**

### **Recreation and Cultural Grants-in-Aid**

#### **Schedule "K" – Awards Recognition**

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- ii. The organization must demonstrate a significant contribution to a broad range of recreation or cultural services in a community or region.
- iii. The organization must demonstrate uniqueness and innovation in planning, problem solving and recruitment of members.



# Recreation and Cultural Grants-in-Aid Schedule 'L'

## Peace River Regional District

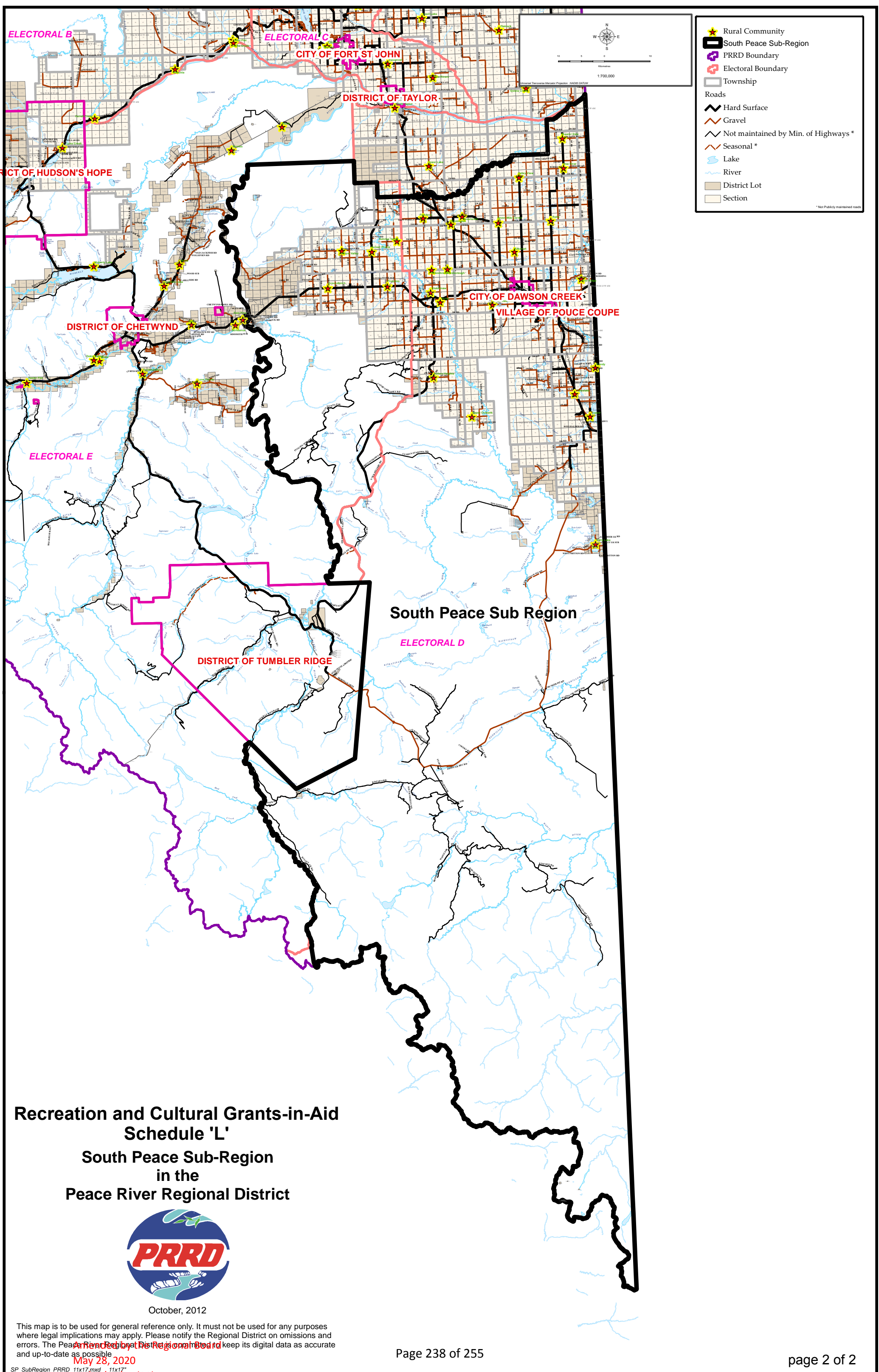
South Peace Sub-Region



Amended by the Regional Board

May 28, 2020

RD/20/05/24 (28)



**Recreation and Cultural Grants-in-Aid  
Schedule 'L'**  
**South Peace Sub-Region  
in the  
Peace River Regional District**



October, 2012

This map is to be used for general reference only. It must not be used for any purposes where legal implications may apply. Please notify the Regional District on omissions and errors. The Peace River Regional District Board keeps its digital data as accurate and up-to-date as possible.





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule “M” – Electoral Area E West Bursary

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

**1) Bursary Amount**

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

**2) Bursary Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary Award**

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

**PO Box 810**

**Dawson Creek, BC V1G 4H8**

**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**

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





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "M" – Electoral Area E West Bursary

### Electoral Area E West - Bursary Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

How will this bursary assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe what volunteer work you do and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-028

From: Teri Vetter, Chief Financial Officer

Date: October 5, 2020

**Subject: September 2020 Financial Report**

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## **RECOMMENDATION:**

That the Rural Budgets Administration Committee receive the report titled "September 2020 Financial Report – FN-RBAC-028", 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. September 2020 RBAC Financials



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

1-Oct-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	
AREA B		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		189,845.00	103,000.00	103,000.00	103,000.00	130,000.00	125,668.00	
	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	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		100,000.00	80,000.00	80,000.00	50,000.00	60,000.00	50,000.00	
AREA C		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		81,250.00	72,900.86	53,319.11	42,150.00	60,000.00	10,800.00	
	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	<b>Total Area E</b>	-	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	<b>Total Sub-Regional</b>	-	10,605.77	4,383.59	3,375.67	32,608.85	3,000.00	53,973.88
440,468.00	<b>COMBINED GRAND TOTALS</b>	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	<b>Area B</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	0	1500
Approved	<b>Area C</b>												
	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	0	1000
Approved	<b>Area E</b>												
	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	0	2000
Approved	<b>Sub-Regional</b>												
	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 Volleybay	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	0	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	0	21-Aug-20
2020	Nicolas Guliov	1,000	1000	
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				September 2020		K. Goodings	B. Sperling	L. Hiebert	D. Rose	Total
						Area B	Area C	Area D	Area E	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						16,957.72	13,450.22	31,398.26	27,921.00	89,727.20
										-
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			15,000.00				-
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	-	240,267.97	-	-	-	145,420.37
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			-
Kelly Lake Comm Cntr Rural Gasification		Sep 17, 2020	260,000.00							260,000.00
Rural Fire Protection Expansion Feasibility (DC)		Feb 16, 2017	35,000.00	25,000.00						10,000.00
Rural Gasification		Oct 20, 2011; Sep 17, 2020	740,000.00	67,390.26			5,000.00			667,609.74
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						1,674,221.79	1,233,484.90	3,240,462.08	2,892,489.73	9,040,658.50
Total Remaining Commitment						676,365.88	145,420.37	1,017,659.74	756,474.71	2,595,920.70
Balance After Remaining Commitments						997,855.91	1,088,064.53	2,222,802.34	2,136,015.02	6,444,737.80
						Area B	Area C	Area D	Area E	

Peace River Agreement Commitments					September 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									21,048.77	32,404.58	20,338.71	24,350.38	98,142.44
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				5,825.90						(5,825.90)	
												-	
			926,957.84			532,747.24	-	-	-	-	-	147,349.46	
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	
CFSJ; Centennial Park Festival Plaza Construction Assistance		Sep 17, 2020	140,000.00									140,000.00	
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		28,470.00					21,530.00	
NP Airport Sub Water; Upgrades		Jan 16, 2020	50,000.00		1		23,088.00					26,912.00	
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					-	
												-	
			1,031,212.50				76,558.00					838,692.00	
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 Comm Centre; Renovation Project		Sep 17, 2020	765,000.00		8							765,000.00	
KL Sewer Lagoon; Upgrades and Repairs		Feb 21, 2019; Mar 14, 2019; Jan 6, 2020	145,342.51	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				-	
N. Rolla Lutheran Church & Cemetery; Foundation Replacement		Aug 13, 2020 Reg Brd Mtg	24,780.00		4			24,780.00				-	
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			36,075.63				13,924.37	
Rolla Dike; Operations		Jan 16, 2020	11,960.00		1			11,960.00				-	
Rolla Sewer; Upgrades		Jan 16, 2020	50,000.00		9			29,654.54				20,345.46	
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			1,400.00				1,400.00	
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				-	
												-	
			2,503,681.69					307,220.32				1,921,664.77	
Area E												-	
Boreal Centre for Sustainability; Rural Food Security Awareness		Jun 18, 2019	5,150.00		4						4,713.08	436.92	
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								103,546.41	943,314.18	
Total Peace River Agreement GL Balance at Month End						2,126,964.57	3,610,492.16	2,207,380.07	2,776,710.13		10,721,546.93		
Total Remaining Commitment						147,349.46	838,692.00	1,921,664.77	943,314.18		3,851,020.41		
Balance available after remaining commitments						1,979,615.11	2,771,800.16	285,715.30	1,833,395.95		6,870,526.52		
						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				
2 Arenas			4 Assistance to Other Organizations			6 Fire Protection			9 PRRD Sewer Services Assistance				
									10 Natural Gas				

BCR/PRA Commitments	September 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		484.30	404.00	187.19	390.65	1466.14
<b>Commitments Remaining</b>						
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	
Wonowon Horse Club; Legal Opinion - Hall Ownership		2,500.00				
<b>Total Commitments</b>		<b>3,000.00</b>	<b>65.87</b>	<b>-</b>	<b>1,000.00</b>	<b>4,065.87</b>
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			
Peace Region Forage Seed Assn; Pest Monitoring Project		1,667.00	1,666.00	1,667.00		
<b>Total Expenditures</b>		<b>1,667.00</b>	<b>2,068.21</b>	<b>1,667.00</b>	<b>4,904.70</b>	<b>10,306.91</b>
<b>Month End GL Balance</b>		<b>48,505.37</b>	<b>39,847.85</b>	<b>17,724.64</b>	<b>38,407.06</b>	<b>144,484.92</b>
<b>Balance available</b>		<b>45,505.37</b>	<b>39,781.98</b>	<b>17,724.64</b>	<b>37,407.06</b>	<b>140,419.05</b>
		Area B	Area C	Area D	Area E	

# All Regional District Reserve Balances as of September 31, 2020

# R E S E R V E S

911 Emergency Capital Reserve	\$ 264,249.37	Harp/Imp Sewer Capital Reserve	\$ 26,914.44
*BCR/PRA	\$ 144,484.92	Harp/Imp Sewer Operating Reserve	\$ 13,963.71
Buick Creek Arena Capital Reserve	\$ 223,813.59	Information System Plan Reserve	\$ 287,630.55
Buick Creek Arena Operating Res	\$ 82,615.45	Insurance Reserve	\$ 499,614.19
Building Reserve	\$ 1,265,340.69	Kelly Lake Comm Ctr. Operating Reserve	\$ 27,432.82
Charlie Lake Fire Capital Reserve	\$ 903,642.33	Kelly Lake Comm Ctr. Capital Reserve	\$ 47,791.87
Charlie Lake Sewer Capital Reserve	\$ 516,473.32	Kelly Lake Sewer Capital Reserve	\$ 12,052.62
Charlie Lake Sewer Operating Reserve	\$ 103,351.94	Kelly Lake Sewer Operating Reserve	\$ 21,692.46
Charlie Lake Sewer Treatment/Disposal	\$ 365,882.07	Landfill Closure Reserve	\$ 1,446,753.49
Charlie Lk Waste Water Truck Facility Res	\$ 592,889.48	Medical Health Care Scholarship Reserve	\$ 105,605.62
Chetwynd Arena Capital Reserve	\$ 2,082,713.51	Moberly Lake Fire Capital Reserve	\$ 23,897.90
Chetwynd Leis Ctr Capital Reserve	\$ 2,301,856.93	North Pine TV Reserve	\$ 32,781.63
Chilton Sewer Capital Reserve	\$ 34,735.59	NP Economic Development Commission	\$ -
Chilton Sewer Operating Reserve	\$ 30,112.53	NPEDC Spark Conference Res	\$ -
Chilton Sewer Debenture Reserve	\$ -	NP Leisure Pool Building Repl Res	\$ 3,717,266.37
Clearview Arena Operating Reserve	\$ 91,387.12	NP Leisure Pool Capital Reserve	\$ 2,274,061.87
CL DCC Reserve	\$ 279,866.61	*Peace River Agreement	\$ 10,721,546.93
CLFD Fundraising	\$ -	Peace River Agreement Committee Reserve	\$ 1,063,331.81
CLFD Operating Reserve	\$ 32,025.48	Regional Parks Capital Reserve	\$ 124,906.63
Comm Parks Water Operating Res	\$ -	Regional Parks Operating Reserve	\$ 48,561.82
*Community Works (Gas Tax)	\$ 6,852,860.59	Rolla Creek Dike Operating Reserve	\$ 161.96
DC/PC Fire Capital Reserve	\$ 234,803.92	Rolla Sewer Capital Reserve	\$ 10,519.24
Election Reserve	\$ 83,098.49	Rolla Sewer Operating Reserve	\$ 7,600.97
Emergency Plan Reserve	\$ 291,152.49	*Rural (Loan Fund)	\$ 4,146,537.98
*Fair Share	\$ 9,040,658.50	Rural Fringe	\$ 1,195,435.25
Feasibility Reserve	\$ 316,236.49	Solid Waste Capital Reserve	\$ 6,320,171.20
Friesen Sewer Capital Reserve	\$ 13,832.92	Solid Waste Operating Reserve	\$ 1,090,543.64
Friesen Sewer Operating Reserve	\$ 19,115.09	Sub-Reg Recreation Insurance Reserve	\$ 170,099.23
FSJ Airport Sewer Capital Reserve	\$ 73,033.44	Tomslake Fire Reserve	\$ 22,517.11
FSJ Airport Sewer Operating Reserve	\$ 52,046.57	Vehicle (Fleet) Reserve	\$ 377,592.92
FSJ Airport Water Capital Reserve	\$ 39,402.54	Vehicle (BI) Reserve	\$ 28,284.60
FSJ Airport Water Operating Reserve	\$ 30,150.99		
Green "Carbon" Project Reserve	\$ 108,245.11		
		<b>TOTAL</b>	<b>\$ 60,335,348.90</b>

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

Uncommitted Rural Loan Funds Available: 3,274,000.00				
Unissued Loans Approved: 181,000.00				
Rural Loan Fund Balance: 3,455,000.00				
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	45,000.00
Whiskey Jack Nordic Ski Club; Beatton Park Day Lodge	17-Jan-19	181,000.00		
<b>Total</b>		<b>481,000.00</b>	<b>300,000.00</b>	<b>45,000.00</b>

"Grants" from Loan Fund Interest	Date Committed	Approved	Issued	Outstanding
<b>Total</b>		-	-	-
Grants Available From RLF Interest:				691,537.98

Rural Loan Fund Reserve Balance:	4,146,537.98
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Uncommitted Community Works (Gas Tax) Funds Available :	\$6,255,099.30
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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		19,273.43	-
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		24,855.97	75,144.03
Waste Water Receiving Facility at Charlie Lk	27-Nov-14	14-512	3,500,000.00	3,436,012.34		63,987.66
<b>Total</b>			<b>\$4,128,550.84</b>	<b>\$3,486,660.15</b>	<b>\$44,129.40</b>	<b>\$597,761.29</b>

Gas Tax Reserve Balance:	6,852,860.59
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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.	Clean Farms	On-going	The Committee had a presentation at the May 21, 2020 EADC meeting.	May 25, 2020
4.	Bulterys Community House	On-going		September 17, 2020
5.	Creating a BC Hydro Legacy Fund	On-going		September 17, 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

Bylaw No. 1853

Bylaw No. 2299

January 26, 2006

May 14, 2009 (repealed)

August 19, 2017

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## 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<sup>2 as per MS Feb 2001</sup> 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.

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### 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 26<sup>th</sup> day of November, 1998.

READ A SECOND TIME THIS 26<sup>th</sup> day of November, 1998.

READ A THIRD TIME THIS 26<sup>th</sup> day of November, 1998.

ADOPTED BY A 2/3 VOTE THIS 26<sup>th</sup> 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