



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Committee

Meeting Agenda

February 13, 2025, Immediately following the Electoral Area Directors Committee

1981 Alaska Avenue, Dawson Creek, BC

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1. CALL TO ORDER	
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PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE

MINUTES

January 24, 2025, 1:00 p.m.
1981 Alaska Avenue, Dawson Creek, BC

Directors Present: Chair Rose, Electoral Area E (via Zoom)
Vice-Chair Sperling, Electoral Area C (Chaired the meeting)
Director Hiebert, Electoral Area D
Alternate Director Graham, Electoral Area B (via Zoom)

Staff Present: Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Roxanne Shepherd, Chief Financial Officer
Joanne Caldecott, Deputy Corporate Officer
Kari Bondaroff, General Manager of Environmental Services
Ashley Murphey, General Manager of Development Services
Kevin Clarkson, General Manager of Community Services
Daris Gillis, Environmental Services Manager
Gerritt Lacey, Solid Waste Services Manager
Trevor Ouellette, IT Manager
Ashley Dimapilis, Grants Coordinator
Katherine Lovino, Administrative Clerk/Recorder

1. **CALL TO ORDER**
Vice-Chair Sperling called the meeting to order at 1:27 p.m.
2. **ADOPTION OF AGENDA**
MOVED Director Hiebert
SECONDED Alternate Director Graham
That the Rural Budgets Administration Committee agenda for January 24, 2025, be adopted:
 1. **CALL TO ORDER**
 2. **ADOPTION OF AGENDA**
 3. **GALLERY COMMENTS OR QUESTIONS**
 4. **ADOPTION OF MINUTES**
 - 4.1 Rural Budgets Administration Committee Draft Meeting Minutes of December 12, 2024.
 5. **BUSINESS ARISING FROM THE MINUTES**
 6. **DELEGATIONS**
 7. **CORRESPONDENCE**
 8. **REPORTS**
 - 8.1 2025 Council of Forest Industries (COFI) and Keeping It Rural Conference Authorizations, ADM-RBAC-042
 - 8.2 Grant Request – BC Society for the Prevention of Cruelty to Animals, North Peace Branch, FN-RBAC-341

(Cont'd on next page)



- 8.3 2025 Finance Department Draft Rural Budgets, FN-RBAC-342
- 8.4 Grant Request – Pouce Coupe Park, FN-RBAC-344
- 8.5 Grant Request – Young Life Dawson Creek, FN-RBAC-345
- 8.6 2025 Bursary, Scholarship, 4H and Youth Travel Grants Allocation, FN-RBAC-346
- 8.7 2025 Community Services Draft Rural Budgets, CS-RBAC-097
- 8.8 2025 Protective Services Draft Rural Budgets, CS-RBAC-099
- 8.9 2025 Environmental Services Department Rural Budgets, ENV-RBAC-095

9. NEW BUSINESS

10. DIARY

10.1 RBAC Diary

11. CONSENT CALENDAR

11.1 December 2024 Interim Financial Reserves, FN-RBAC-343

11.2 Rural Budgets Administration Bylaw No. 1166,1998

12. NOTICE OF MOTION

13. ADJOURNMENT

CARRIED

3. GALLERY COMMENTS OR QUESTIONS

4. ADOPTION OF MINUTES

4.1 Rural Budgets Administration Committee Draft Meeting Minutes of December 12, 2024

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee Meeting Minutes of December 12, 2024 be adopted.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

7. CORRESPONDENCE

8. REPORTS

8.1 2025 Council of Forest Industries (COFI) and Keeping It Rural Conference Authorizations, ADM-RBAC-042

MOVED Director Hiebert

SECONDED Alternate Director Graham

That the Rural Budgets Administration Committee authorize that conference registration, travel arrangements, and hotel rooms be booked for those Electoral Area Directors wishing to attend the Council of Forest Industries (COFI) 2025 Conference to be held in Prince George on April 2-4, 2025.

Staff confirmed that COFI was funded under Function 120 which Electoral Area Directors paid into. Chair Rose noted he was opposed to the recommendation citing previous experience at the lackluster conference.

The Chair called the Question to the Motion.

CARRIED

Opposed: Chair Rose



8.1 2025 Council of Forest Industries (COFI) and Keeping It Rural Conference Authorizations, ADM-RBAC-042 (Cont'd)

MOVED Director Hiebert
SECONDED Alternate Director Graham

That the Rural Budgets Administration Committee authorize that conference registration, travel arrangements, and hotel rooms be booked for those Electoral Area Directors wishing to attend the Keeping It Rural Conference to be held in Kelowna on June 10-12, 2025.

CARRIED

Opposed: Chair Rose

Director Rose noted that two years ago the Keeping it Rural event organizers promised to move their event and hold it in a different venue yet to date had not done so therefore he was not in favor of attending it.

8.2 Grant Request – BC Society for the Prevention of Cruelty to Animals, North Peace Branch, FN-RBAC-341

MOVED Director Sperling
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize a grant in the amount of \$20,000 payable from Function 410 – Animal Control Shelter, to be issued to the North Peace Branch of the BC Society for the Prevention of Cruelty to Animals, to assist with 2025 general operating costs, payable upon adoption of the 2025 Financial Plan.

CARRIED

8.3 Grant Request – Pouce Coupe Park, FN-RBAC-344

MOVED Director Hiebert
SECONDED Chair Rose

That the Rural Budgets Administration Committee authorize a grant commitment in the amount of \$20,000 payable from Function 120 – Electoral Area D Fair Share to the Village of Pouce Coupe to assist with construction of a new accessible park in the core of the community.

CARRIED

8.4 Grant Request – Young Life Dawson Creek, FN-RBAC-345

MOVED Director Hiebert
SECONDED Chair Rose

That the Rural Budgets Administration Committee authorize a grant commitment in the amount of \$50,000 for 2025 and \$15,000 for 2026 and 2027 totaling \$80,000 payable from Function 120 - Area D Fair Share to be issued to Young Life Dawson Creek to help fund the organization.

CARRIED

8.5 2025 Bursary, Scholarship, 4H and Youth Travel Grants Allocation, FN-RBAC-346

MOVED Alternate Director Graham
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$2,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-



8.5 2025 Bursary, Scholarship, 4H and Youth Travel Grants Allocation, FN-RBAC-346 (Cont'd)
Aid Area B, for the purpose of providing two bursary awards, each with a value of \$1,000, to graduating students who reside in Electoral Area B.

CARRIED

MOVED Alternate Director Graham
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$1,500, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area B, for the purpose of providing assistance for youth travel associated with provincial, national, or international sporting competitions.

CARRIED

MOVED Alternate Director Graham
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$1,000, payable from Function 280- Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area B, for the purpose of providing the assistance for youth associated with 4-H activities.

CARRIED

MOVED Alternate Director Graham
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$1,500, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area B, for the purpose of providing a bursary for a graduating student at Prespatou Elementary School for award in 2025.

CARRIED

MOVED Director Sperling
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$2,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area C, for the purpose of providing two scholarship awards each with a value of \$1,000 to graduating students who reside in Electoral Area C.

CARRIED

MOVED Director Sperling
SECONDED Alternate Director Graham

That the Rural Budgets Administration Committee authorize an allocation of \$1,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area C, for the purpose of providing the assistance for travel associated with youth provincial, national, or international sporting competitions.

CARRIED



8.5 2025 Bursary, Scholarship, 4H and Youth Travel Grants Allocation, FN-RBAC-346 (Cont'd)

MOVED Chair Rose

SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$2,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area E, for the purpose of providing two bursary awards each with a value of \$1,000 to graduating students who reside in Electoral Area E West.

CARRIED

MOVED Chair Rose

SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$1,500, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area E, for the purpose of providing assistance for travel associated with youth provincial, national, or international sporting competitions.

CARRIED

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee authorize an allocation of \$3,000, payable from Function 221 – Sub-Regional Recreation, Sub-Regional Grants-in-Aid, for the purpose of providing one scholarship award and one trades bursary award each with a value of \$1,500 to graduating students who reside in the South Peace Sub-Regional area.

CARRIED

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee authorize an allocation of \$1,500, payable from Function 221 Sub-Regional Recreation, Sub-Regional Grants-in-Aid, for the purpose of providing assistance for travel associated with youth provincial, national, or international sporting competitions.

CARRIED

8.6 2025 Finance Department Draft Rural Budgets, FN-RBAC-342

MOVED Alternate Director Graham

SECONDED Chair Rose

That the Rural Budgets Administration Committee recommend that the Regional Board approve the draft 2025 Finance Department Rural Budgets as listed:

Name	Function	Total Budget	Total Requisition	Estimated Tax Rate
Legislative - Electoral Areas	120	\$29,277,254	\$544,977	0.0183
Seniors Aging in Place	190	\$1,722,517	\$1,070,517	0.1123
Sub-Regional Rec & Culture	221	\$1,258,591	\$1,257,244	0.1421



Rec & Cultural Facilities Grants-In-Aid	280	\$451,084	\$384,281	0.0202
Cemeteries	285	\$67,904	\$51,986	0.0020
Animal Control Shelter	410	\$20,668	\$20,668	0.0075
Chetwynd and Area Scramblevision	505	\$117,628	\$100,000	0.0775
Chetwynd & Area TV Rebroadcasting	510	\$19,302	\$0	0.0000

Amendment:

MOVED Director Hiebert

SECONDED Chair Rose

That the motion be amended to remove the Line Item for Seniors Aging in Place – Function 190 from the 2025 Finance Department Rural Budget to be discussed and approved separately.

CARRIED

Motion as amended:

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee recommend that the Regional Board approve the draft 2025 Finance Department Rural Budgets as listed:

Name	Function	Total Budget	Total Requisition	Estimated Tax Rate
Legislative - Electoral Areas	120	\$29,277,254	\$544,977	0.0183
Sub-Regional Rec & Culture	221	\$1,258,591	\$1,257,244	0.1421
Rec & Cultural Facilities Grants-In-Aid	280	\$451,084	\$384,281	0.0202
Cemeteries	285	\$67,904	\$51,986	0.0020
Animal Control Shelter	410	\$20,668	\$20,668	0.0075
Chetwynd and Area Scramblevision	505	\$117,628	\$100,000	0.0775
Chetwynd & Area TV Rebroadcasting	510	\$19,302	\$0	0.0000

CARRIED



8.6 2025 Finance Department Draft Rural Budgets, FN-RBAC-342 (Cont'd)

The Committee discussed the possibility of a requisition change for the Seniors Aging in Place line item in the budget. Staff explained that the current requisition had increased by 24%, however there was some desire among Directors to move to a 0% with the option to fund this potential change from either Operating Reserves or Fair Share. In the absence of reaching agreement on this change, the Committee chose to remove Seniors Aging in Place from the Finance Department budget until the Directors reach agreement and the Seniors Aging in Place budget will be approved at the Special Board (Budget) Meeting in February 2025.

8.7 2025 Environmental Services Department Rural Budgets, ENV-RBAC-095

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee recommend that the Regional Board authorize that the 2024 operating expenditure overage of \$315 incurred in 2024 in Function 603 – Friesen Sewer be carried forward to the 2025 Financial Plan as a deficit.

CARRIED

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$15,000 payable from Fair Share Reserve Fund, to be issued to Function 606 – Kelly Lake Sewer to cover operating expenses.

CARRIED

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee amend the previous capital pre-budget approval for the 2025 supplemental requests/business cases provided on December 6, 2024 to cancel the authorization to complete the redundancy piping for Jackfish Lake Road for \$359,000 and include an authorization for a 10-year Capital Improvement Plan to be developed for the east side of the Charlie Lake Collection System for \$150,000 using previously allocated Peace River Agreement Funds, spending item #9, and authorize the inclusion of the expense in Function 601 – Charlie Lake Sewer draft 2025-2029 PRRD Financial Plan.

CARRIED

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee recommend that the Regional Board approve the draft 2025 Environmental Services Department Rural Budgets as listed:

Name	Function	Total Budget	Total Requisition	Tax Rate or Amount per Parcel
North Pine TV	525	\$46,813.00	\$0.00	\$0.00
Charlie Lake Sewer	601	\$4,327,765.00	\$230,910.00	\$482.07



Chilton Sewer	602	\$124,509.00	\$35,000.00	\$1,000.00
North Peace Airport Sub Sewer	603	\$781,734.00	\$37,500.00	\$635.39
Friesen Sewer	604	\$43,189.00	\$17,004.00	\$1,308.00
Harper Imperial Sewer	605	\$174,582.00	\$64,960.00	\$1,120.00
Kelly Lake Sewer	606	\$280,873.00	\$23,437.00	\$1,065.32
Rolla Sewer	607	\$245,073.00	\$71,444.00	\$1,020.63
North Peace Airport Sub Water	701	\$277,791.00	\$38,843.00	\$658.36
Potable Water - Area B	702	\$3,674,461.00	\$1,025,000.00	\$0.092/\$1000

which includes an amendment to the Function 601 – Charlie Lake Sewer Draft 2025 Budget to reduce parcel tax revenue by \$50,000 and utilize an additional \$50,000 in Operating Maintenance Reserve funds.

CARRIED

8.8 2025 Community Services Draft Rural Budgets, CS-RBAC-097

MOVED Chair Rose
SECONDED Director Hiebert

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$25,444, payable from Area E Fair Share to be issued to Function 210 – Community Parks for the purpose of reducing requisition in 2025.

CARRIED

MOVED Director Hiebert
SECONDED Alternate Director Graham

That the Rural Budgets Administration Committee recommend that the Regional Board approve the draft 2025 Community Services Department Rural Budgets as listed:

Name	Function	Total Budget	Total Requisition	Tax Rate
Community Parks	210	\$78,854	\$47,335	0.0079
Kelly Lake Community Centre	225	\$886,741	\$124,950	0.7433
Tate Creek Community Centre	230	\$103,739	\$100,030	0.2493
Clearview Arena	260	\$187,466	\$186,196	0.3568
Buick Creek Arena	265	\$421,797	\$310,000	1.0035



Fort St. John Public Library (Area B)	291	\$80,814	\$79,235	0.0071
Library Services (Area C)	295	\$85,704	\$75,495	0.0387

CARRIED

8.9 2025 Protective Services Draft Rural Budgets, CS-RBAC-099

MOVED Director Sperling

SECONDED Chair Rose

That the Rural Budgets Administration Committee approve that \$25,000 from the original \$250,000 allocation approved at the May 9, 2024 Rural Budgets Administration Committee meeting payable from Function 315 Charlie Lake Fire for a coverall building and fire hall office renovations, be allocated to the Charlie Lake Fire Hall Building Feasibility Study.

CARRIED

MOVED Director Sperling

SECONDED Alternate Director Graham

That the Rural Budgets Administration Committee recommend that the Regional Board approve the draft 2025 Protective Services Department Rural Budgets as listed:

Name	Function	Total Budget	Total Requisition	Estimate Tax Rate
Emergency Rescue Vehicle	310	\$18,522	\$17,450	0.0013
Charlie Lake Fire Protection	315	\$1,342,971	\$959,438	0.6792
Chetwynd Rural Fire Protection	320	\$713,462	\$236,438	0.8887
Dawson Creek/Pouce Coupe Rural Fire	325	\$2,226,688	\$708,210	1.0173
Fort St. John Rural Fire Protection	330	\$673,300	\$671,471	1.2160
Moberly Lake Fire Protection	335	\$631,173	\$151,097	1.3075
Taylor Rural Fire Protection	340	\$267,787	\$267,102	1.1221
Tomslake Rural Fire Protection	345	\$152,855	\$146,248	0.3222

CARRIED

9. NEW BUSINESS

10. DIARY



11. CONSENT CALENDAR

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee receive the January 24, 2025 Consent Calendar.

CARRIED

12. NOTICE OF MOTION

13. ADJOURNMENT

The Chair adjourned the meeting at 2:05 p.m.

CERTIFIED a true and correct copy of the Minutes of the Peace River Regional District's Rural Budgets Administration Committee meeting held on January 24, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Brad Sperling, Chair

Katherine Lovino, Administrative
Clerk/Recorder

DRAFT

PRRD Grant Writer Services.

2025 Program Update

February 2025



In Summary.

**Mar 2021–
Feb 2025**

- \$3,110,695 secured
- 130 proposals submitted
- 47 grants awarded!
- 101 community groups assisted
- Breakdown of services:
 - 25% proposal writing
 - 50% building capacity/collaborating with groups
 - 20% project services (grant tools, webinars)
 - 5% project management/admin

Program Results (2021–2024).

Grant proposals **written**: Grant proposals **supported**:

105 grant proposals **25 grant proposals**

34 community groups **19 community groups**

\$2,187,981 awarded **\$922,714 awarded**

PRRD Grant Newsletter.

- 46 grant newsletters
- upcoming grant intakes
- grant writing tips & tricks



PEACE RIVER REGIONAL DISTRICT



Grant Opportunities Newsletter

January 2025

UPCOMING GRANTS

Northern Development Initiative Trust - Community Places

Deadline: **January 31**

Eligible Amount: Up to \$30,000

This program supports creating, restoring, or enhancing community spaces that will improve amenities and enhance the overall quality of life. Eligible projects must be accessible to all members of the community.

[View](#)

Northern Development Initiative Trust - Cultural Infrastructure

Deadline: **January 31**

Eligible Amount: Up to \$300,000

This program supports creating or improving arts, heritage, culture, and creative innovation spaces that are used by residents and tourists.

[View](#)

Northern Development Initiative Trust - Recreation Infrastructure

Deadline: **January 31**

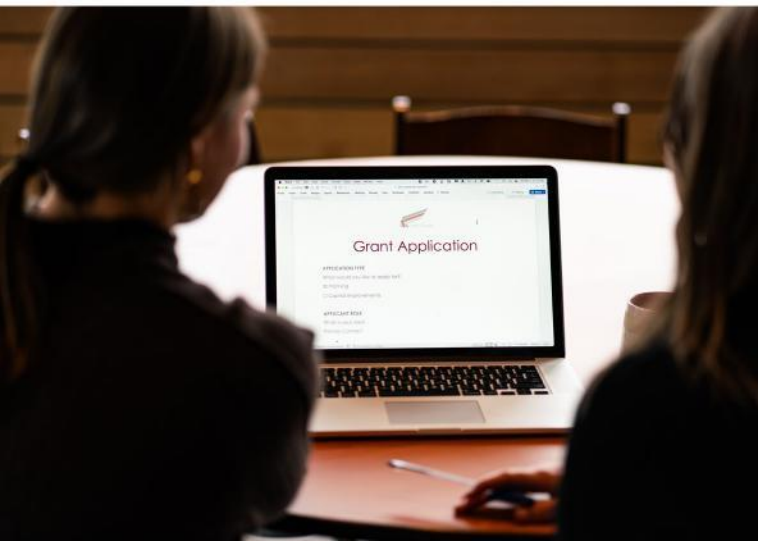
Eligible Amount: Up to \$300,000

This program focuses on building, rehabilitating, or enhancing of infrastructure that increases opportunities for recreation and sports tourism. Eligible projects include gymnasiums, pools, sports fields, trail networks, and campgrounds.

[View](#)

Program Tools.

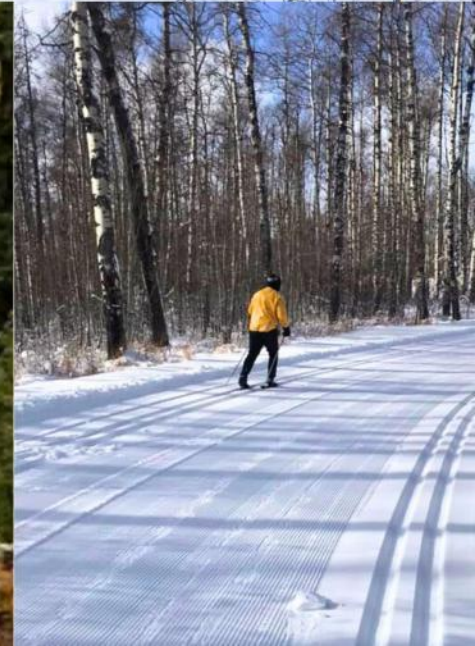
- Grant Writer Services tools (guidelines, intake form, tips, grant resource list, project tracker)
- Hosted 10 information sessions (1.5 hr)
- Hosted 8 workshops (3 hrs)
- Produced a grant writing information session video; hosted on PRRD's website



Recent Highlights.

— Bear Mountain Nordic Ski Association

2024 Trail Finishing project



Recent Highlights.

— Dawson Creek Alliance Church

Meals for You Program



Recent Highlights.

- North Wind Wellness Centre Society

ARCH Program
(Addiction Recovery Community Housing)



Program Strengths.

- Grant writers play a broader support role
- Clear Course's grant database
- Building strong relationships with funders
- Dedicated team of grant writers
- Positive feedback and results to date
- Building grant writing capacity across the region

2025 Funding Trends.

- Housing
- Economic development
- Emergency preparedness
- Climate change mitigation & adaptation
- Natural infrastructure
- Reconciliation
- Innovation
- Indigenous community support

Questions?

Thank you.



**Membership Invoice
2025-2026
Facture d'adhésion**

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221

Shawn Dahlen
Peace River Regional District
PO Box 810 1981 Alaska Avenue
Dawson Creek, BC, V1G 4H8
Attn: Chief Administrative Officer

INVOICE / FACTURE: [REDACTED]
DATE: 11/18/2024
ACCOUNT / COMPTE: 17798
DUE DATE / DATE LIMITE: 03/31/2025

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population / Taux de base selon votre population	1	\$550.00	\$550.00	\$27.50	\$577.50
Per capita dues calculated per your population / Frais de cotisation calculés selon votre population	20,123	\$0.2263	\$4,553.83	\$227.69	\$4,781.52
TOTAL			\$5,103.83	\$255.19	\$5,359.02

PAID AMOUNT / MONTANT PAYÉ: \$0.00
BALANCE DUE / MONTANT DÛ: \$5,359.02

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accountsreceivable@fcm.ca

PAYMENT / PAIEMENT

Electronic Funds Transfer / Transfert électronique de fonds

Royal Bank of Canada (RBC)/Banque Royale du Canada
Institution Number/Numéro de l'institution: [REDACTED]
Transit Number/Numéro de transit: [REDACTED]
Account Number / Numéro de compte: [REDACTED]

Cheque payable to / Chèque à l'ordre de

Federation of Canadian Municipalities
Fédération canadienne des municipalités



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-350

From: Financial Administration

Date: February 13, 2025

Subject: Grant Request – Spark Women’s Leadership Conference Society

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a funding commitment in the amount of \$5,000 payable in equal amounts of

- \$2,500 from Function 120 – Electoral Area C Fair Share, and
- \$2,500 from Function 120 – Electoral Area D Fair Share,

to be issued to Spark Women’s Leadership Conference Society to assist with the costs of their annual Conference.

BACKGROUND/RATIONALE:

The Spark Women’s Leadership Conference Society (SWLCS) is requesting a grant in the amount of \$5,000 to assist with the costs of hosting their annual conference. The SWLCS is celebrating their 12th anniversary by hosting their annual Conference with a two-day event to be held in Fort St. John. The Conference is designed by women of the Peace Region for women of the Peace Region. The goal of the event is to provide professional development opportunities to the female workforce to empower female leaders to grow and build professionally. The total cost of the event will be \$203,000. The various sponsorship options to choose from align with the proposed \$5,000 PRRD’s sponsorship commitment and sponsorship package options provided by the Society are attached.

Previously, the PRRD has provided the Sparks Women’s Leadership Conference Society with the following grants:

Year	Total Amount	Funding Source
2024	\$5,000	Split equally from Function 120 Area D and C Fair share
2023	\$5,000	Split equally from Function 120 Area D and C Fair share
2022	\$2,500	Split between Area C BC Rail and Area D Fair Share
2021	\$5,000	2020 surplus in Function 275 – Grants to Community Organizations, Regional Grant-in-Aid
2019	\$2,500	Function 140 - Economic Development
2018	\$2,500	Function 140 - Economic Development
2017	\$2,500	Grants to Community Organizations – Special Events Grant
Total	\$25,000	

All grants prior to 2022 were funded through Grant-in-Aid programs that no longer exist. In 2022, the grant funding was paid in equal amounts from Function 120 – Electoral Area C BC Rail and Function 120 – Electoral Area D Fair Share. In 2023 and 2024, the grant funding was paid in equal amounts from Function 120 – Electoral Area C and D Fair Share.

This funding request meets the eligibility criteria outlined in the Electoral Area Grant-in-Aid policy. Spark Women’s Leadership is a registered not-for-profit Society in good standing with the *Societies Act* of BC and the SWLCS annual report has been submitted and is available on the Consent Calendar and their application is attached to this report.

ALTERNATIVE OPTIONS:

1. That the Rural Budget Administration Committee authorize a funding commitment in the amount of \$5,000; \$2,500 payable from Area C - BC Rail and \$2,500 from Function 120 – Electoral Area D Fair Share fund, to be issued to the Sparks Women’s Leadership Conference Society to assist with the costs of their annual conference.
2. That the Rural Budgets Administration Committee respectfully deny the grant application from Sparks Women’s Leadership Conference Society.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

As of December 31,2024, the balance after remaining commitments Electoral Area C Fair Share was \$998,164.13

As of December 31,2024, the balance after remaining commitments Electoral Area D Fair Share was \$551,377.26.

As of December 31,2024, the balance after remaining commitments Electoral Area C BC Rail/PRA was \$32,310.04.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the Committee’s decision and, if funding is approved, will be asked to recognize the Peace River Regional District contribution.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Grant Application – Spark Women’s Leadership Conference Society
2. Spark Women’s Leadership Conference Society Sponsorship Package

External Links:

1. [Electoral Area Grant-in-Aid Policy #0340-69](#)



Society #: S0066193
Name: Spark Women's Leadership Conference Society
Civic Address: P.O. Box 169 RPO Downtown
Mailing Address: P.O. Box 169 RPO Downtown
City: Fort St. John Postal Code: V1J 0K9
Contact Person: Suzanne Young Alternate Person:Carolynn Oliver
Tel: [Redacted] Email: [Redacted]

SOCIETY EXECUTIVES: President: Suzanne Young, Vice President: Carolynn Oliver, Treasurer: Megan Troyer
PROJECT COSTS: Total Cost of Project: \$203,000, Amount Requested per year: \$5000.00, For how many years? 1 yr (checked), 2 yrs, 3 yrs

Have you applied to a municipality for funding? Yes (checked) No If so, how much did you apply for? 5000.00
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.
**note above we have just started reaching out to sponsors and do not have approved funding from a municipality yet.
See attachment below for project description.

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

Signature of Applicant: [Redacted] Date: January 27, 2025

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

The Spark Women’s Leadership Conference is an annual event dedicated to empowering, inspiring, and equipping women in the Peace Region with tools and strategies for personal and professional success. Designed by women of the region for women in the region, Spark provides an accessible, high-value opportunity for professional development without the need for extensive travel.

This year’s theme, “Rise: Next Level Strategies for Success,” focuses on helping women embrace challenges, take courageous steps forward, and elevate their impact in their careers and communities. Through thought-provoking keynote presentations, engaging workshops, and networking opportunities, the conference will provide actionable insights to help attendees achieve their next level of success—whatever that looks like for them.

The event is tailored to women at all stages of their journey, whether they are early in their careers, seasoned professionals, entrepreneurs, or individuals re-entering the workforce. With nearly a decade of history, Spark has grown to become a cornerstone for leadership and career development in the Peace Region, fostering connections, sparking inspiration, and creating a lasting positive impact on the community.

With its commitment to inclusivity and affordability, Spark continues to be a space where women come together to learn, grow, and lead, all while strengthening the fabric of their local communities.

Budget Variance

Spark Women's Leadership Conference Society For the 12 months ended 31 October 2025

	NOV 2024-OCT 2025	NOV 2024-OCT 2025 OVERALL BUDGET	VARIANCE	VARIANCE %
Trading Income				
Bookstore revenue	-	2,202.00	(2,202.00) ↓	-100.00% ↓
Memberships	-	75.00	(75.00) ↓	-100.00% ↓
Misc Revenue	300.00	-	300.00 ↑	-
Registrations	-	88,801.00	(88,801.00) ↓	-100.00% ↓
Sponsorships	-	132,075.00	(132,075.00) ↓	-100.00% ↓
Sponsorships - in kind	1,100.00	64,438.00	(63,338.00) ↓	-98.29% ↓
Total Trading Income	1,400.00	287,591.00	(286,191.00)	-99.51%
Cost of Sales				
Conference Books	-	4,570.00	(4,570.00) ↓	-100.00% ↓
Speaker Fees - Workshops	-	5,500.00	(5,500.00) ↓	-100.00% ↓
Speakers Fees	-	57,217.00	(57,217.00) ↓	-100.00% ↓
Total Cost of Sales	-	67,287.00	(67,287.00)	-100.00%
Gross Profit	1,400.00	220,304.00	(218,904.00)	-99.36%
Operating Expenses				
Admin Support	2,500.00	11,873.00	(9,373.00) ↓	-78.94% ↓
Advertising and promotion	1,100.00	22,217.00	(21,117.00) ↓	-95.05% ↓
Audio Visual	-	32,278.00	(32,278.00) ↓	-100.00% ↓
Bank charges and fees	-	304.00	(304.00) ↓	-100.00% ↓
Business fees and licenses	-	40.00	(40.00) ↓	-100.00% ↓
Charitable donations	-	5,000.00	(5,000.00) ↓	-100.00% ↓
Conference Bags	-	1,834.00	(1,834.00) ↓	-100.00% ↓
Conference Printing	-	3,939.00	(3,939.00) ↓	-100.00% ↓
Courier and postageExpense	-	762.00	(762.00) ↓	-100.00% ↓
Decor	-	3,190.00	(3,190.00) ↓	-100.00% ↓
Entertainment	-	499.00	(499.00) ↓	-100.00% ↓
Facility rent	-	5,504.00	(5,504.00) ↓	-100.00% ↓
Food and catering	-	49,254.00	(49,254.00) ↓	-100.00% ↓
Graphic Design Services	5,000.00	25,000.00	(20,000.00) ↓	-80.00% ↓

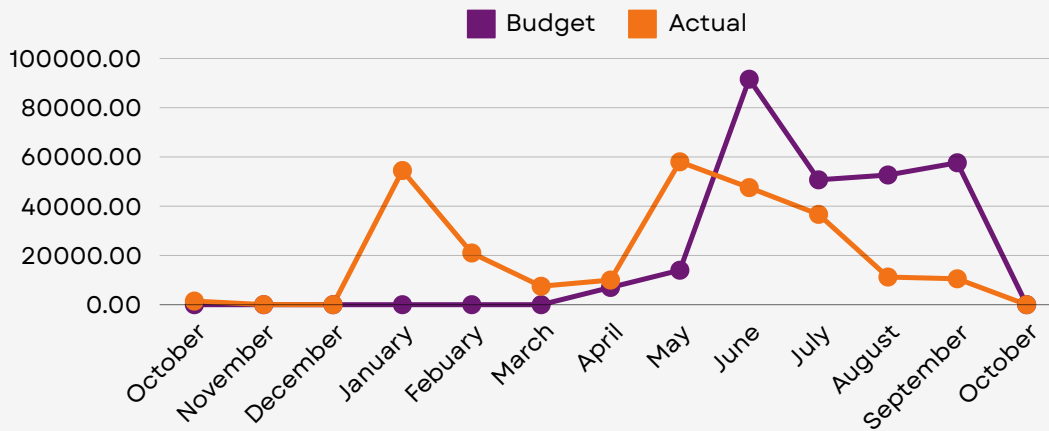
	NOV 2024-OCT 2025	NOV 2024-OCT 2025 OVERALL BUDGET	VARIANCE	VARIANCE %
Insurance (overhead)	-	3,551.00	(3,551.00) ↓	-100.00% ↓
Journals	-	4,163.00	(4,163.00) ↓	-100.00% ↓
Lanyard & badge holders	-	1,500.00	(1,500.00) ↓	-100.00% ↓
Office Rent	400.00	400.00	- ■	- ■
Office supplies	-	25.00	(25.00) ↓	-100.00% ↓
Online registration charges	-	5,656.00	(5,656.00) ↓	-100.00% ↓
Pens	-	959.00	(959.00) ↓	-100.00% ↓
Professional Headshots	-	3,720.00	(3,720.00) ↓	-100.00% ↓
Registration Refunds	-	1,251.00	(1,251.00) ↓	-100.00% ↓
Roaming Photographer	-	3,720.00	(3,720.00) ↓	-100.00% ↓
Speaker gifts	-	566.00	(566.00) ↓	-100.00% ↓
Steering Committee	123.80	791.00	(667.20) ↓	-84.35% ↓
Subscriptions	1.01	373.00	(371.99) ↓	-99.73% ↓
Travel expense - Speakers	465.34	15,782.00	(15,316.66) ↓	-97.05% ↓
Virtual Event Platform	-	8,224.00	(8,224.00) ↓	-100.00% ↓
Water Bottles	-	3,994.00	(3,994.00) ↓	-100.00% ↓
Website	-	240.00	(240.00) ↓	-100.00% ↓
WOW Item	-	2,280.00	(2,280.00) ↓	-100.00% ↓
Total Operating Expenses	9,590.15	218,889.00	(209,298.85)	-95.62%
Net Profit	(8,190.15)	1,415.00	(9,605.15)	-678.81%

Annual Report

Financial Performance Dashboard



Revenue Trend By Month

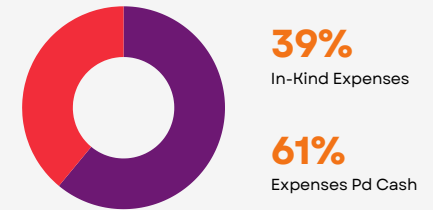


Monthly revenue figures for the past year

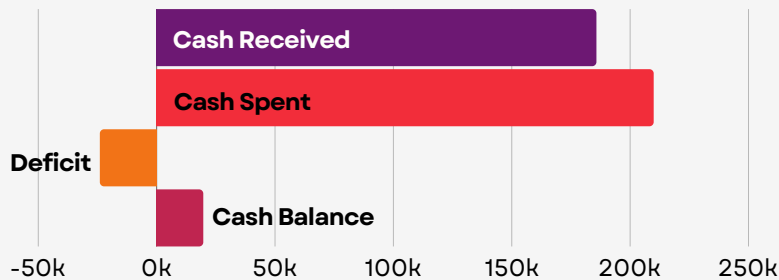
Revenue-Pd
\$186,552
Revenue-In-Kind
\$79,174

Expense Analysis

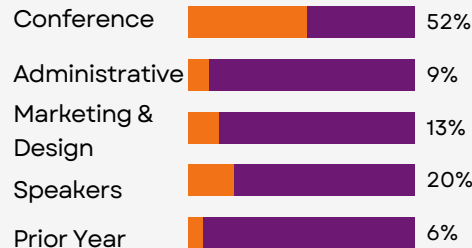
In-kind Expenses were offset my in-kind sponsorship.



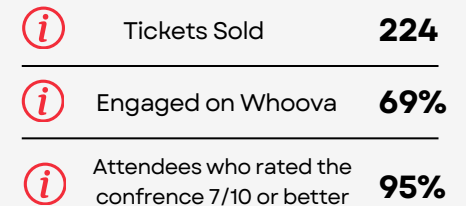
Cash Flow Analysis



Expenses Breakdown by Category



Conference Engagement



Executive Summary

Spark Women's Leadership Conference Society

Key indicator	2024
Cash	
Cash received	185,762.17
Cash spent	209,949.13
Cash surplus (deficit)	(24,186.96)
Closing bank balance	19,786.72
Profitability	
Income	265,727.27
Direct costs	61,586.22
Gross profit (loss)	204,141.05
Expenses	219,952.33
Profit (loss)	(15,811.28)
Balance Sheet	
Debtors	11,945.00
Creditors	2,137.28
Net assets	89,373.64
Sales	
Number of invoices issued	66.00
Average value of invoices	2,734.40
Performance	
Gross profit margin (%)	78.17
Net profit margin (%)	(6.01)

Profit and Loss

Spark Women's Leadership Conference Society

Account	2024	2023
Trading Income		
Bookstore revenue	2,229.42	1,742.24
Memberships	75.00	60.00
Registrations	72,485.85	90,297.35
Sponsorships	111,762.50	134,500.00
Sponsorships - in kind	79,174.50	65,963.50
Total Trading Income	265,727.27	292,563.09
Cost of Sales		
Conference Books	4,570.18	4,784.00
Speakers Fees	57,016.04	42,625.00
Total Cost of Sales	61,586.22	47,409.00
Gross Profit	204,141.05	245,154.09
Other Income		
Interest from bank accounts	0.00	0.00
Total Other Income	0.00	0.00
Operating Expenses		
Accounting	396.90	0.00
Admin Support	15,130.00	5,610.00
Advertising and promotion	22,162.92	16,912.19
Audio Visual	32,277.96	30,399.00
Bank charges and fees	301.87	172.65
Business fees and licenses	40.00	0.00
Charitable donations	2,500.00	2,500.00
Conference Bags	1,833.98	1,072.46
Conference Printing	3,905.50	3,378.65
Courier and postageExpense	763.06	160.74
Decor	4,797.08	4,044.60
Entertainment	499.02	775.70
Facility rent	5,504.20	4,071.00
Food and catering	42,960.39	41,495.63
Graphic Design Services	15,000.00	10,000.00
Insurance (overhead)	3,391.00	2,704.00
Journals	4,162.75	4,485.97
Lanyard & badge holdiers	1,500.00	1,500.00
Wow Factor	2,279.10	8,897.31
Miscellaneous expenses	0.00	847.81
Office Rent	2,400.00	1,800.00
Office supplies	24.60	1,793.57
Online registration charges	4,524.56	5,040.76
Other professionals	0.00	45,000.00
Panel	0.00	3,500.00
Pens	958.72	775.48
Professional Headshots	3,720.00	2,500.00
Registration Refunds	1,251.00	5,700.00
Roaming Photographer	3,720.00	2,500.00
Speaker gifts	565.86	575.51
Steering Committee	1,895.56	2,292.86
Strategic Planning	15,000.00	0.00
Subscriptions	324.22	0.00
Travel expense - Speakers	13,723.43	14,673.59
Virtual Event Platform	7,964.17	4,943.59
Water Bottles	3,994.48	5,163.59
Website	480.00	968.43
Total Operating Expenses	219,952.33	236,255.09
Net Profit	(15,811.28)	8,899.00

Profit and Loss by Category

Spark Women's Leadership Conference Society

Account	Cash	In-kind	Total
Trading Income			
Bookstore revenue	2,229.42		2,229.42
Memberships	75.00		75.00
Registrations	72,485.85		72,485.85
Sponsorships	111,762.50		111,762.50
Sponsorships - in kind		79,174.50	79,174.50
Total Trading Income	186,552.77	79,174.50	265,727.27
Cost of Sales			
Conference Books	4,570.18		4,570.18
Speaker Fees - Workshops	0.00	0.00	0.00
Speakers Fees	48,516.04	8,500.00	57,016.04
Total Cost of Sales	53,086.22	8,500.00	61,586.22
Gross Profit	133,466.55	70,674.50	204,141.05
Operating Expenses			
Accounting	396.90		396.90
Admin Support	15,130.00		15,130.00
Advertising and promotion	2,162.92	20,000.00	22,162.92
Audio Visual	14,563.46	17,714.50	32,277.96
Bank charges and fees	301.87		301.87
Business fees and licenses	40.00		40.00
Charitable donations	2,500.00		2,500.00
Conference Bags	1,833.98		1,833.98
Conference Printing	355.50	3,550.00	3,905.50
Courier and postageExpense	763.06		763.06
Decor	4,797.08		4,797.08
Entertainment	499.02		499.02
Facility rent	5,504.20		5,504.20
Food and catering	41,960.39	1,000.00	42,960.39
Graphic Design Services	10,000.00	5,000.00	15,000.00
Insurance (overhead)	3,391.00		3,391.00
Journals	4,162.75		4,162.75
Lanyard & badge holders		1,500.00	1,500.00
Wow Factor	2,279.10		2,279.10
Miscellaneous expenses	0.00		0.00
Office Rent	2,400.00		2,400.00
Office supplies	24.60		24.60
Online registration charges	4,524.56		4,524.56
Other professionals	0.00		0.00
Panel	0.00		0.00
Pens	958.72		958.72
Professional Headshots		3,720.00	3,720.00
Registration Refunds	1,251.00		1,251.00
Roaming Photographer	1,530.00	2,190.00	3,720.00
Speaker gifts	565.86		565.86
Steering Committee	1,895.56		1,895.56
Strategic Planning		15,000.00	15,000.00
Subscriptions	324.22		324.22
Travel expense - Speakers	12,723.43	1,000.00	13,723.43
Virtual Event Platform	7,964.17		7,964.17
Water Bottles	3,994.48		3,994.48
Website	480.00		480.00
Total Operating Expenses	149,277.83	70,674.50	219,952.33
Net Profit	(15,811.28)	0.00	(15,811.28)

Budget Variance

Spark Women's Leadership Conference Society

	Actual 2024	Budget 2024	Variance \$	Variance %
Trading Income				
Bookstore revenue	2,229.38	1,742.00	487.38 ▲	27.98%
Memberships	75.00	60.00	15.00 ▲	25.00%
Registrations	72,485.85	90,297.00	(17,811.15) ▼	-19.73%
Sponsorships	111,762.54	140,000.00	(28,237.46) ▼	-20.17%
Sponsorships - in kind	79,174.50	41,500.00	37,674.50 ▲	90.78%
Total Trading Income	265,727.27	273,599.00	(7,871.73) ▼	-2.88%
Cost of Sales				
Conference Books	4,570.18	4,748.00	(177.82) ▲	-3.75%
Speakers Fees	57,016.04	46,712.00	10,304.04 ▼	22.06%
Total Cost of Sales	61,586.22	51,460.00	10,126.22 ▼	19.68%
Gross Profit	204,141.05	222,139.00	(17,997.95) ▲	-8.10%
Operating Expenses				
Accounting	396.90	378.00	18.90 ▼	5.00%
Admin Support	15,130.00	13,750.00	1,380.00 ▼	10.04%
Advertising and promotion	22,162.92	16,564.00	5,598.92 ▼	33.80%
Audio Visual	32,277.96	17,436.00	14,841.96 ▼	85.12%
Bank charges and fees	301.87	170.00	131.87 ▼	77.57%
Business fees and licenses	40.00	40.00	0.00	0.00%
Charitable donations	2,500.00	0.00	2,500.00 ▼	2.50E+07
Conference Bags	1,833.98	1,072.00	761.98 ▼	71.08%
Conference Printing	3,905.50	3,378.00	527.50 ▼	15.62%
Courier and postageExpense	763.06	161.00	602.06 ▼	373.95%
Decor	4,797.08	3,000.00	1,797.08 ▼	59.90%
Entertainment	499.02	300.00	199.02 ▼	66.34%
Facility rent	5,504.20	4,071.00	1,433.20 ▼	35.21%
Food and catering	42,960.39	47,570.00	(4,609.61) ▲	-9.69%
Graphic Design Services	15,000.00	15,000.00	0.00	0.00%
Insurance (overhead)	3,391.00	2,704.00	687.00 ▼	25.41%
Journals	4,162.75	4,486.00	(323.25) ▲	-7.21%
Lanyard & badge holders	1,500.00	1,500.00	0.00	0.00%
Luggage Tags	2,279.10	4,000.00	(1,720.90) ▲	-43.02%
Miscellaneous expenses	-	792.00	(792.00) ▲	-100.00%
Office Rent	2,400.00	2,400.00	0.00	0.00%
Office supplies	24.60	1,771.00	(1,746.40) ▲	-98.61%
Online registration charges	4,524.56	5,042.00	(517.44) ▲	-10.26%
Other professionals	-	7,500.00	(7,500.00) ▲	-100.00%
Panel	-	3,500.00	(3,500.00) ▲	-100.00%
Pens	958.72	775.00	183.72 ▼	23.71%
Professional Headshots	3,720.00	2,500.00	1,220.00 ▼	48.80%
Registration Refunds	1,251.00	0.00	1,251.00	0.00%
Roaming Photographer	3,720.00	2,500.00	1,220.00 ▼	48.80%
Speaker gifts	565.86	576.00	(10.14) ▲	-1.76%
Steering Committee	1,895.56	2,254.00	(358.44) ▲	-15.90%
Strategic Planning	15,000.00	0.00	15,000.00 ▼	1.50E+09
Subscriptions	324.22	0.00	324.22 ▼	3.24E+07
Travel expense - Speakers	13,723.43	14,674.00	(950.57) ▲	-6.48%
Virtual Event Platform	7,964.17	4,944.00	3,020.17 ▼	61.09%
Water Bottles	3,994.48	5,164.00	(1,169.52) ▲	-22.65%
Website	480.00	913.00	(433.00) ▲	-47.43%
Total Operating Expenses	219,952.33	190,885.00	29,067.33 ▼	15.23%
Net Profit	- 15,811.28	31,254.00	(47,065.28) ▲	-150.59%

Balance Sheet

Spark Women's Leadership Conference Society

Account	31 Oct 2024	31 Oct 2023
Assets		
Bank		
NPSCU Chequing	21,896.77	43,968.22
NPSCU Savings	5.50	5.46
Total Bank	21,902.27	43,973.68
Current Assets		
Inventory - Books	4,592.59	2,338.00
Inventory - Promotional items	1,336.41	1,336.41
Trade accounts receivable	11,945.00	7,589.60
Total Current Assets	17,874.00	11,264.01
Fixed Assets		
Accum. Amort. -Furn.and equip.	(340.35)	(340.35)
Office Furniture and equipment	538.56	538.56
Total Fixed Assets	198.21	198.21
Non-current Assets		
Endowment Fund- NEBC Community Fund	50,000.00	50,000.00
Total Non-current Assets	50,000.00	50,000.00
Total Assets	89,974.48	105,435.90
Liabilities		
Current Liabilities		
Credit Card - Megan - 2155	2,115.55	0.00
GST/HST Payable	10,561.83	2,520.36
Rounding	0.01	(0.01)
Sales Tax	(14,213.83)	(8,312.58)
Trade accounts payable	2,137.28	6,265.06
Total Current Liabilities	600.84	472.83
Total Liabilities	600.84	472.83
Net Assets	89,373.64	104,963.07
Equity		
Total Equity	89,373.64	104,963.07

Cash Summary

Spark Women's Leadership Conference Society

Account	Oct 2023-Oct 2024
Income	
Bookstore revenue	2,202.38
Interest from bank accounts	0.04
Memberships	75.00
Registrations	70,140.05
Sponsorships	108,262.50
Sponsorships - in kind	74,174.50
Total Income	254,854.47
Less Expenses	
Admin Support	13,880.00
Advertising and promotion	22,510.89
Audio Visual	32,277.96
Bank charges and fees	297.12
Business fees and licenses	40.00
Charitable donations	5,000.00
Conference Bags	1,833.98
Conference Books	4,570.18
Conference Printing	3,905.50
Courier and postageExpense	763.06
Decor	4,797.08
Entertainment	974.72
Facility rent	5,504.20
Food and catering	42,960.39
Graphic Design Services	15,000.00
GST/HST Payable	(8,040.45)
Insurance (overhead)	3,391.00
Inventory - Books	2,186.58
Journals	4,162.75
Lanyard & badge holders	1,500.00
Luggage Tags	2,193.50
Office Rent	2,200.00
Office supplies	48.12
Online registration charges	4,524.56
Pens	958.72
Professional Headshots	3,720.00
Registration Refunds	3,051.00
Roaming Photographer	3,720.00
Rounding	(0.02)
Speaker Fees - Workshops	5,000.00
Speaker gifts	565.86
Speakers Fees	47,016.04
Steering Committee	1,934.53
Strategic Planning	15,000.00
Subscriptions	239.17
Travel expense - Speakers	13,060.08
Virtual Event Platform	7,964.17
Water Bottles	3,994.48
Website	295.59
Total Expenses	273,000.76
Surplus (Deficit)	(18,146.29)
Plus Tax Movements	
Tax Collected	1,099.57
Tax Paid	(7,140.24)
Net Tax Movements	(6,040.67)
Net Cash Movement	(24,186.96)
Summary	
Opening Balance	43,973.68
Plus Net Cash Movement	(24,186.96)
Cash Balance	19,786.72

Aged Receivables Summary

Spark Women's Leadership Conference Society
As at 13 November 2024

Contact	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AltaGas	-	-	-	-	3,500.00	3,500.00
Enbridge Inc.	-	-	-	-	7,500.00	7,500.00
NorthRiver Midstream Inc.	-	-	945.00	-	-	945.00
Total	-	-	945.00	-	11,000.00	11,945.00
Percentage of total	0.00%	0.00%	7.91%	0.00%	92.09%	100.00%

Aged Payables Summary

Spark Women's Leadership Conference Society
As at 13 November 2024

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Aged Payables							
DeeAnn Pruys	1,312.50	-	-	-	-	-	1,312.50
Dr. Miriam Kirmayer	202.67	-	-	-	-	-	202.67
Indigo	-	-	-	71.41	-	-	71.41
Jessica Doyle-Mekkes	-	465.65	-	-	-	-	465.65
Suzanne Young	-	85.05	-	-	-	-	85.05
Total Aged Payables	1,515.17	550.70	-	71.41	-	-	2,137.28
Total	1,515.17	550.70	-	71.41	-	-	2,137.28
Percentage of total	70.89%	25.77%	0.00%	3.34%	0.00%	0.00%	100.00%



OCT 8-9
2025

RISE

Next Level Strategies for Success

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Rising Together: Spark 2025 Sponsorship Invitation

The **Spark Women's Leadership Conference** was born out of a shared determination among local business leaders, executives, entrepreneurs, and aspiring professionals in Northeastern British Columbia. Together, we sought to create meaningful professional development opportunities close to home, eliminating the need for costly and time-consuming travel to distant urban centers like Calgary or Vancouver.

By hosting Spark in **Fort St. John**, we offer an accessible, affordable, and impactful leadership conference tailored to the unique needs of our region. Spark minimizes the barriers of high costs, lengthy travel, and days spent away from work and family, ensuring professional growth remains within reach for our talented and driven workforce.

Spark is more than just a conference—it's a catalyst for unleashing the potential of Northeastern BC. It equips participants with the tools to advance their careers, elevate their confidence, and drive the success of our vibrant and ambitious community.

This year, under the theme "**Rise: Next-Level Strategies for Success**," Spark invites attendees to elevate their confidence, expand their skills, and embrace transformative growth. With inspiring speakers, hands-on workshops, and a community of like-minded women, Spark 2025 will challenge participants to dream big, aim high, and rise to new heights in their professional development.

Why Your Support Matters

To our **returning sponsors**, your steadfast partnership has been the foundation of Spark's success over the past decade. Your support has inspired and empowered countless women to achieve their goals and contribute to the thriving success of our region. Thank you for standing with us, and we invite you to join us once again for this transformative event.

To our **new sponsors**, Spark 2025 offers an incredible opportunity to align your organization with a movement that champions local talent, fosters growth, and drives innovation. Your partnership will directly support professional development in our community, creating lasting impacts for participants and their workplaces.

Let's Make Spark 2025 Unforgettable!

We are always looking for ways to make Spark even better. If you have feedback, questions, or ideas to enhance the conference experience, we would love to hear from you. Together, we can ensure Spark 2025 delivers unparalleled value and impact.

Join us in empowering women to rise, reach new heights, and transform their futures. Your support can ignite the spark that drives change—not just for individuals, but for our entire community.

Thank you for considering this opportunity to sponsor Spark 2025. Let's rise together!

Sincerely,

Carolynn Oliver

Sponsorship Chair

sponsorship@sharingthespark.com | 250-264-8220

+ Conference Partner **\$10,000**

+ Sponsorship Opportunities

We offer six premium opportunities for Conference Partnership at \$10,000 each. However, if these don't align with your goals, you can mix and match from the options below to reach a total of \$10,000 to achieve **Conference Partner** status.

- **Keynote Speaker** (3 sponsorship opportunities)
 - ✓ Signage displaying your name and logo will be prominently displayed during the session
 - ✓ Introduction of session/speaker by sponsor representative
 - ✓ Table-top Promotion opportunity (*creativity is encouraged!*)
Please note: Any leftover items will be returned to the sponsor
- **Lunch Sponsor** (2 sponsorship opportunities)
 - ✓ Naming rights: "(Your Company Name) Spark Luncheon." Showcase your brand with tabletop signage or creative promotional items (unused items will be returned).
 - ✓ Featured on all luncheon-specific digital signage, the conference program, and more.
- **Breakfast Sponsor** (1 sponsorship opportunity)
 - ✓ Naming rights: "(Your Company Name) Spark Breakfast." Promote your brand with unique tabletop items (leftover items will be returned). Tailor your sponsorship to suit your brand while earning the prestigious recognition of a Conference Partner!

+ Conference Partner Promotional Package

- Display Company Signage during social networking (signage must conform to conference guidelines).
- 3 Complimentary In-Person Conference Registrations **OR** 6 Virtual Registrations, allowing your team to connect with attendees and participate in sessions
- Logo Promotion across multiple platforms:
 - Website, Mobile app, On-screen display during conference intermissions, Conference program and social media channels (*Facebook, Instagram, and LinkedIn*)

- 2 Pop-Up Banners in the main banquet room (all meals and plenary sessions are held here; banners must be provided by the sponsor).
- Inclusion in Pre-Event Marketing, including promotion via our social media channels (*Facebook, Instagram, and LinkedIn*).
- We aim to give back by providing a post-conference report, which will include details of how your name and logo were featured. The reach and engagement of our marketing efforts and key attendee feedback gathered from our post-conference survey.

As a **Conference Partner**, you will receive significant visibility and meaningful engagement opportunities to connect with our audience and align your brand with our mission. We understand that \$10,000 is a substantial commitment, and we are dedicated to ensuring you receive excellent value in return.



Gold Sponsor **\$5000 - \$7500**

+ Sponsorship Opportunities

- **Audio Visual** - As the audio-visual sponsor, you will also receive the following: • Logo inclusion "Audio Visual Sponsor" on presentations • Signage on the main stage. **(\$7500 Value)**
- **Attendee Book** – Co-branded label affixed to the inside cover of the book that each attendee receives. **(\$7500 Value)**

- **H2O Bar** - An H2O bar with infused water options will be available to the attendees in place of water on each table. Each attendee will receive a water bottle that is co-branded with Spark and your company. These coveted water bottles will showcase your company long after the event. **(\$7500 Value)**
- **Cold Brew Station** - This has become a must have at the conference, it was extremely popular in 2024. 2 cold brew stations, coffee, milk, cream and syrups. **(\$5000 Value)**
- **Conference Journal** - Each attendee receives a conference journal to make notes during the conference and after. These journals will be co-branded with your company's logo and Spark. **(\$6000 Value)**
- **Platform Sponsor** - Spark uses Whova, an award-winning event management platform, to provide an exceptional experience for our attendees, speakers and sponsors. Whova allows us to seamlessly host an in-person, hybrid and virtual event, ensuring maximum flexibility and engagement. This sponsorship will see the platform co-branded with your organization. The exposure of your organization will not be restricted to the event itself but the 30 days following the event when the sessions will be available to attendees to revisit the sessions. **(\$7500 Value)**
- **Plenary Speaker (3 Sponsorships Available)**
Signage displaying your name and logo will be prominently displayed during the session.
 - ✓ Introduction of session/speaker by sponsor representative
 - ✓ Table-top Promotion opportunity (*creativity is encouraged!*)
Please note: any leftover items will be returned to the sponsor. **(\$5000 Value)**
- **Venue** - Display company zap banner/signage at Registration Desk
(*Note: signage must conform to conference signage guidelines*) **(\$5000 Value)**
- **Registration Site** - Co-branding on the Registration Site and confirmation email. The opportunity to include a customized thank you message for all registering attendees, which will pop up when registration has been completed. **(\$5000 Value)**
- **Wow Sponsor** - To add some fun to the event, a fun promotional item will be given to each attendee co-branded with Spark and your business. **(\$5000 Value)**

- **Red Carpet Backdrop (Step and Repeat)** - You will have prominent inclusion on the Photo Op – a popular photo backdrop for photos at the event which are then shared on social media and other locations. **(\$5000 Value)**
- **Conference Marketing Material** - We are looking for an individual or organization who specializes in graphic design and layout to create the marketing materials. **(\$5000 Value)**

+ Gold Sponsor Promotional Package

- Display company signage during social networking (Note: signage must conform to conference sign guidelines)
- 2 x Complimentary In-Person Conference Registrations
- Logo Promotion across multiple platforms:
 - Website, Mobile app, On-screen display during conference intermissions, Conference program and social media channels (*Facebook, Instagram, and LinkedIn*)
- 2 x Pop Up Banner in Main Banquet room (All meals & plenary sessions take place here)
- Inclusion in pre-event marketing (social media: *Facebook, Instagram, and LinkedIn*)

Silver Sponsor **\$2500 - \$4999**

+ Sponsorship Opportunities

- **Professional Development Workshop Sessions**
Signage displaying your name and logo will be prominently displayed during the session.
 - ✓ Introduction of session/speaker by sponsor representative
 - ✓ Table-top Promotion opportunity (*creativity is encouraged!*)
Please note: any leftover items will be returned to the sponsor. **(\$3500 Value)**
- **Bathroom Pizzaz** - The Spark bathroom will be a place that you do not want to miss visiting! The bathroom will be branded from floor to ceiling with Spark inspiration **(\$3500 Value)**



- **Décor** - Centerpiece branding will incorporate your company name/logo (**\$3500 Value**)
- **Printing Sponsor** - Logo on program as the printing sponsor (**\$3500 Value**)
- **Refresh and Recharge** - (**2 Sponsorships Available**) - Display company zap banner/signage in coffee break area.
 - ✓ Naming rights: "Refresh and Recharge with [insert company name]" (**\$3000 Value**)
- **Conference Photographer** - Promotion through the emcee of the roaming photographer. Branding of the photo download page post event. (**\$2500 Value**)
- **Headshots Photographer** - Promotion through the emcee of the roaming photographer. Branding of the photo download page post event. (**\$2500 Value**)

+ Silver Sponsor Promotional Package

- Display company signage during social networking (Note: signage must conform to conference sign guidelines)
- 1 x Complimentary In-person Conference Registration
- Logo Promotion across multiple platforms:
 - Website, Mobile app, On-screen display during conference intermissions, Conference program and social media channels (*Facebook, Instagram, and LinkedIn*)
- Inclusion in pre-event marketing (*social media: Facebook, Instagram, and LinkedIn*)

Bronze Sponsor **\$1000 - \$2499**

+ Sponsorship Opportunities

- **Bookstore** - Presentation Rights in the bookstore name "Your company name" Bookstore hosted by Spark. Opportunity to have some space for attendee engagement at the bookstore. (**\$2000 Value**)



- **Coffee Sleeves** - Co-branded custom designed coffee sleeves used for conference pre-promotion in local cafes and at local events with a similar target audience **(\$2000 Value)**
- **Conference Pen** - Co-Branded with your organization and Spark **(\$2000 Value)**
- **Conference Bag** - Co-branded with your organization and Spark **(\$2000 Value)**
- **Lanyard** - Co-branded with your organization and Spark **(\$1500 Value)**
- **Bookmark** - Co-branded bookmark that is professionally printed and inserted into the conference book that is part of each attendee's package. One side is dedicated to the promotion of your business **(\$1000 Value)**
- **Transportation** - Window cling signage to be provided for all shuttle vehicles branded with conference logo and "Official Shuttle of the 2024 Spark Conference" **(\$1000 Value)**

+ Bronze Sponsor Promotional Package

- Display company signage during social networking (Note: signage must conform to conference signage guidelines)
- Logo Promotion across multiple platforms:
 - Website, Mobile app, On-screen display during conference intermissions, Conference program and social media channels (Facebook, Instagram, and LinkedIn)
- Inclusion in pre-event marketing (social media: Facebook, Instagram, and LinkedIn)

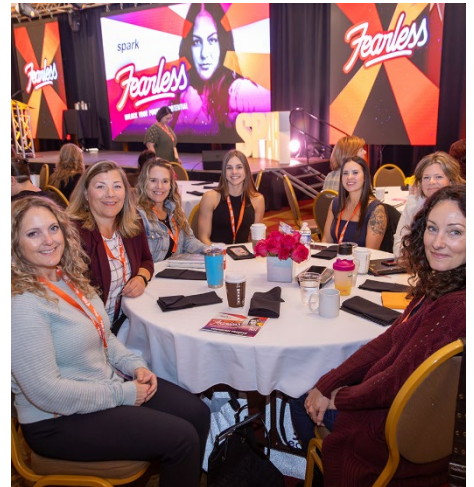
Angel Sponsorship **\$500** *Only 12 Spots Available!*

Welcome to our Angel Sponsorship Program, designed to provide conference registration to individuals who, due to economic circumstances, would otherwise not be able to attend the Spark Conference. Applications for Angel Sponsorships will be accepted for consideration and disbursed accordingly to those selected. Angel Sponsors will receive a breakdown of recipient data, i.e., how many Angel attendees as well as demographic breakdown.



Didn't see anything that sparked your interest?
Have a great idea for an addition to the conference?
We would love to hear from you! Call Carolynn to discuss it! 250.264.8220

Spark 2024 **Highlights**





REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-351

From: Financial Administration

Date: February 13, 2025

Subject: Grant Request – South Peace District Crime Prevention Association

RECOMMENDATION :

That the Rural Budgets Administration Committee authorize a multi-year grant in the amount of \$2,300 per year for three years, beginning in 2025, for a total contribution of \$6,900, payable from Electoral Area D and Electoral Area E Fair Share on a 50/50 cost-share basis, to be issued to South Peace District Crime Prevention Association to support the cost of the annual subscription for the One Call Now notification system.

BACKGROUND/RATIONALE:

The South Peace District Crime Prevention Association (SPDCPA) is requesting a multi-year grant in the amount of \$2,300 each year for three years, beginning in 2025, for a total contribution of \$6,900. The SPDCPA is a registered not-for-profit organization that works closely with the Dawson Creek RCMP Detachment, acting as an “additional set of eyes and ears” to help improve public safety and prevent crime in the region. One of the key tools used by SPDCPA to carry out its mission is the One Call Now (OCN) system, an automated mass notification system and alert program that quickly fans out messages to multiple users and groups. The SPDCPA and the Dawson Creek RCMP use this system to alert their members about criminal activity, meetings, upcoming seminars and special events.

The One Call Now (OCN) notification system has been in place for several years, originally funded by the RCMP Dawson Creek Detachment. However, in September 2018, the South Peace District Crime Prevention Association (SPDCPA) was informed that the Detachment would no longer cover the cost. Since then, the SPDCPA has sought funding from the PRRD, which has consistently provided the necessary support to sustain the system.

SPDCPA has received a total of \$28,309.15 in grant funding from Electoral Area D since 2008. Please refer to the table below for a full outline of prior years’ financial contributions.

Year	Amount	Funding Source	Project
2022-2024	\$5,100	Area D Fair Share (Multi-year grant \$1,700/year)	One Call Now – Annual Subscription
2023	\$ 5,000	COVID-19 Reserve Fund	Revenue Shortfall
2022	\$ 2,000	COVID-19 Reserve Fund	Revenue Shortfall
2019-2021	\$ 4,200	Peace River Agreements, Area D (Multi-year grant 1,400/year)	One Call Now - Annual Subscription

Year	Amount	Funding Source	Project
2018	\$ 1,400	Peace River Agreements, Area D	One Call Now - Annual Subscription
2015	\$ 4,309.15	Peace River Agreements, Area D	Signage
2009	\$ 2,800	General Grants, Rural Grant-in-Aid, Area D	Operating and training costs
2008	\$ 3,500	General Grants, Rural Grant-in-Aid, Area D	Operating and training costs
Total	\$ 28,309.15		

From 2018 to 2024, the OCN system has been solely funded through Electoral Area D Fair Share. However, the SPDCPA has recently expanded its reach to include Chetwynd Rural Crime Watch, Chetwynd Citizens on Patrol, and Moberly Lake Rural Crime Watch. Additionally, the SPDCPA is making continuous efforts to engage all rural areas more actively in its crime prevention initiatives. As a result, this request is suggested to be split between Electoral Area D and Electoral Area E Fair Share to reflect the broader regional benefits.

Staff has confirmed that the increase of \$600 from the previous request (was 1,700, now 2,300) is due to the increase in subscription costs. The attached grant application includes information indicating the total cost of the annual subscription is \$ 1,664.42 in US Dollars, equating to \$2,261.61 in Canadian Dollars.

SPDCPA is a registered not-for-profit society in good standing with the *BC Societies Act*, whose primary function is to provide public safety services such as Rural Crime Watch, Citizens on Patrol, and Crime Stoppers.

This request meets the eligibility criteria as outlined in the attached Electoral Area Grant -in-Aid policy.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a multi-year grant in the amount of \$2,300 per year for three years, beginning in 2025, for a total contribution of \$6,900, payable from Electoral Area D Fair Share, to be issued to South Peace District Crime Prevention Association to support the cost of the annual subscription for the One Call Now notification system.
2. That the Rural Budgets Administration Committee respectfully deny the grant application from the South Peace District Crime Prevention Association and provide no grant funding to support the cost of the annual subscription for the One Call Now notification system.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

As of December 31, 2024, the remaining balance after commitments was \$551,377.26 for Electoral Area D Fair Share and \$2,595,996.62 for Electoral Area E Fair Share.

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Grant Application – South Peace District Crime Prevention Association

External Links:

1. [Electoral Area Grant-in-Aid Policy #0340-69](#)



Society #: S-32584

Name: South Peace Crime Prevention Association

Civic Address: 1230-102 Ave. Dawson Creek B.C.

Mailing Address: 1230-102 Ave.

City: Dawson Creek B.C.

Postal Code: V1G 4V3

Contact Person: Art Seidl

Alternate Person: John Vetter

Tel: [Redacted]

Tel: [Redacted]

Email: [Redacted]

Email: [Redacted]

SOCIETY EXECUTIVES

PROJECT COSTS

President: John Vetter

Total Cost of Project: \$6900.00

Vice President: Art Seidl

Amount Requested per year \$2300.00

Treasurer: Betty Vetter

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.

We request funding to assist us in covering the cost for the SPCPA One-Call-Now: the system that sends out alerts to all our members informing them of vital information when received by the RCMP or organizational information. This system is used by and available to the local RCMP Detachment to alert members by telephone, e-mail, texts or voice mail as well as provide photographs revealing pertinent information. Our organization has expanded to include Chetwynd Rural Crime Watch, Chetwynd Citizens On Patrol and Moberly Lake RCW. Our efforts to engage all the rural areas more actively is ongoing. An alert system has been in existence for many years however this OCN has proven to be the system that serves our needs the best. With new technology advancing so rapidly we feel it is very important to stay abreast of the latest in crime prevention strategies. With this system we can define when most of our alerts are received and by which means. We continue to fundraise throughout the year with functions such as Safe Ride Home for a variety of organizations as well as our annual Christmas Gift Wrap at the Dawson Mall. If more information is required please contact anyone of the above. Thank you.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: [Redacted]

Date: December 13th 2024

For Office Use Only

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

Gas Tax: B C D E

Other: _____

**South Peace District Crime Prevention Assciation
Income Statement 2023-04-01 to 2024-03-31**

REVENUE

Sales Revenue	
Donation - Private	8,621.02
Grant - Government	6,000.00
In-Kind-Income - COP/RCW	12,960.00
In-Kind-Income	5,860.00
Net Sales	33,441.02
Other Revenue	
Interest Revenue	2.57
Miscellaneous Revenue	75.00
Total Other Revenue	77.57
TOTAL REVENUE	33,518.59

EXPENSE

General & Administrative Expe...	
Advertising & Promotions	170.97
Business Fees & Licenses	2,500.28
In-Kind-Expenses - COPS/RCW	12,960.00
In=Kind-Expenses - RCW	5,860.00
Insurance	1,187.00
Interest & Bank Charges	60.00
Office Supplies	55.62
Equipment	4,150.48
Miscellaneous Expenses	600.00
Rent	1,513.55
Travel & Entertainment	60.98
Travel For Training	2,872.03
Volunteer Appreciation	80.00
Food Expenses	2,298.80
Training Registration Expense	1,025.00
Total General & Admin. Expen...	35,394.71
TOTAL EXPENSE	35,394.71
NET INCOME	-1,876.12

**South Peace District Crime Prevention Association
Balance Sheet As at 2024-03-31**

ASSET

Current Assets

Savings Bank Account	7,328.72	
Chequing Bank Account	<u>1,566.41</u>	
Total Cash		8,895.13
Total Current Assets		<u>8,895.13</u>

TOTAL ASSET		<u>8,895.13</u>
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LIABILITY

TOTAL LIABILITY		<u>0.00</u>
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EQUITY

Retained Earnings

Retained Earnings - Previous Year	10,771.25	
Current Earnings	<u>-1,876.12</u>	
Total Retained Earnings		<u>8,895.13</u>

TOTAL EQUITY		<u>8,895.13</u>
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LIABILITIES AND EQUITY		<u>8,895.13</u>
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REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-352

From: Financial Administration

Date: February 13, 2025

Subject: Grant Request – Flatrock Community Cemetery Society

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant commitment in the amount of \$1,046, payable from Function 285 – Cemetery Grant-in-Aid, Electoral Area B, to be issued to the Flatrock Community Cemetery Society to assist with the cost of liability insurance.

BACKGROUND/RATIONALE:

Flatrock Community Cemetery Society is requesting a total of \$1,046 in grant funding to support the liability insurance necessary for the safe operation of the cemetery. The liability coverage under this insurance policy includes the cemetery and the property adjacent to the cemetery designated as community day-use area.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

\$4,000 is budgeted as a commitment for Cemetery Grant-in-Aid, Electoral Area B in Function 285 – Cemeteries.

COMMUNICATIONS CONSIDERATION(S):

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

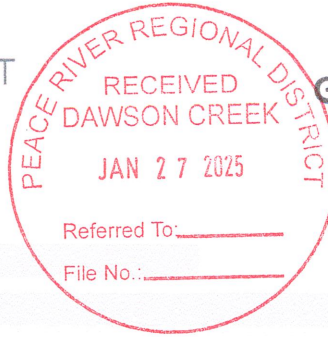
OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Grant Request – Flatrock Community Cemetery Society

External Links to [Cemetery Grant Policy #0340-59](#)



Society #: S-53148

Name: Flatrock Community Cemetery Society

Civic Address: 13048-225 Road

Mailing Address: Box 48

City: Cecil Lake, BC

Postal Code: V0C 1G0

Contact Person: Susan Giesbrecht

Alternate Person: Wendy Giesbrecht

Tel: [Redacted]

Tel: [Redacted]

Email: [Redacted]

Email: [Redacted]

SOCIETY EXECUTIVES

PROJECT COSTS

President: Aaron Dirks
Vice President: Wendy Giesbrecht
Treasurer: Susan Giesbrecht

Total Cost of Project: \$1282.00
Amount Requested per year --
For how many years? 1 yr [checked] 2 yrs [] 3 yrs []

Have you applied to a municipality for funding? Yes [] No [checked] 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.

We are requesting \$1282.00 to cover the liability insurance which pertains to the cemetery and the adjoining lot, which is designated as a Community Day-Use area.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: [Redacted]

Date: January 16, 2025

For Office Use Only

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

Flatrock Community Cemetery Society
 Income and Expense Statement January 1 to December 31, 2024

INCOME

\$38.78	Interest-Platinum Plan High Interest Savings Acct
\$1,046.00	Peace River Regional District- Grant to cover 2023 insurance
\$500.00	DONATION - Chmelyk Families
\$500.00	DONATION - June Neufeld
\$100.00	Plot Fee - Abe Wiebe
\$200.00	Plot Fees (2) - Prepaid - June Neufeld
<u>\$100.00</u>	Plot Fee - Prepaid - Robert Wieler
\$2,484.78	TOTAL INCOME

EXPENSES

\$130.76	BC Hydro-electricity-church
\$57.00	Bank Charges-Maintenance Fee-\$4.75/month
\$40.00	Office Expenses-Society Annual Report filing fee
<u>\$1,282.00</u>	Insurance- Liability Only -Pd Nov 20/2024
\$1,509.76	TOTAL EXPENSES
\$975.02	<u>TOTAL INCOME OVER EXPENSES</u>

FLATROCK COMMUNITY CEMETERY SOCIETY

Business Number 81950 6353 BC0001

STATEMENT OF ASSETS & LIABILITIES - December 31, 2024

ASSETS:

Current Assets

North Peace Savings & Credit Union

Chequing Account \$2,988.46

Platinum High Interest Savings Account \$2,654.35

Total Current Assets \$5,642.81

Fixed Assets

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

Peace River District, Plan 17742

2024 Assessment \$16,800

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

Taxable Value \$0

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

River District, Plan 17742(originally the parsonage lot)

2024 Assessment \$15,800

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

Taxable Value \$0

Deemed "cemetery" - March 2014

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

District, Plan 12629

2024 Assessment \$86,800

Taxable Value \$0

(As per our CONSTITUTION SECTION 2, C, 1 AND 2,

we will continue to maintain the property so

that it can be available for community use)

Total Fixed Assets \$86,800.00

TOTAL ASSETS \$92,442.81

LIABILITIES None



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-353

From: Financial Administration

Date: February 13, 2025

Subject: Grant Request - MacWood Film Arts Development Society

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$10,000 payable from Electoral Area D Fair Share to be issued to MacWood Film Arts Development Society to support the cost of facilitating a 12-week 'Filmmaking Course for Adults' including instructor wages, marketing, equipment, and bursaries for qualifying students to reduce the enrolment fee.

BACKGROUND/RATIONALE:

MacWood Film Arts Development Society (MWFADS) is requesting a \$10,000 grant to assist with the costs of their 12-week 'Filmmaking Course for Adults'. This intensive workshop will run from March 6 to May 29, 2025, in partnership with the Kiwanis Performing Arts Centre (KPAC) in Dawson Creek. The course will provide hands-on training in all aspects of filmmaking, from pre-production to post-production, culminating in the creation of a festival-quality short film to be showcased at the red-carpet screening. The total project cost is \$26,000, and MWFADS is requesting funding to cover expenses, including marketing, instructor wages, equipment and, to ensure the course is accessible, a portion of the requested grant will fund bursaries, which will reduce the \$300 enrollment fee to a nominal \$30 for qualifying students.

The bursaries are intended to address financial barriers and allow broader participation. MWFADS has budgeted \$4,050 for bursaries, which will be distributed among qualifying students. With proper marketing, MWFADS anticipates enrolling a minimum of 15 students in the course.

This course is designed to fill a gap in filmmaking education within the region. Currently, there are no post-secondary filmmaking or photography programs available in the Peace Region, making this course a critical opportunity for aspiring filmmakers who would otherwise need to relocate to larger cities like Vancouver or Toronto for training. This course will provide accessible, high-quality education to residents across the region.

In 2023, MWFADS successfully delivered filmmaking courses in Dawson Creek, including a Youth Filmmaking Course, which was met with strong community interest and positive feedback. The success of the event has led the MWFADS to the creation of the Filmmaking Course for Adults. This course will allow participants to produce their own 5–10-minute short films using high-quality, cinema-grade equipment. Participants will develop essential transferable skills such as time management, organization, communication, leadership, and teamwork—skills that will be valuable not just in filmmaking but across various other fields. Upon completion, students will have a festival-quality film and will have gained practical filmmaking experience.

The long-term vision of MacWood Films is to foster a thriving film industry in our region by providing local job opportunities such as lighting technicians, sound engineers, set builders, and other essential film production roles. Additionally, the society aims to attract independent film productions to the Peace Region. While large studios such as Warner Brothers and Disney may not consider the area for filming, smaller independent productions with budgets of \$5-\$10 million are more likely to be drawn to the region due to its diverse filming locations, available tax credits, and a trained local workforce.

As a newly incorporated non-profit society, this will be MWFADS' first time offering the filmmaking course under its new structure. Since it is a new organization, no financial statements have been submitted.

This request meets the eligibility criteria as outlined in the attached Electoral Area Grant -in-Aid policy. For a detailed breakdown of sponsorship opportunities, please see the attachment for the full Sponsorship Proposal.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a funding commitment in the amount of \$5,000, payable from Function 120 – Electoral Area D Fair share fund, to be issued to the MacWood Film Arts Development Society to assist with the cost of facilitating a 12-week intensive film making course for adults.
2. That the Rural Budgets Administration Committee respectfully deny the grant application from the MacWood Film Arts Development Society.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

As of December 31,2024, the balance after remaining commitments Electoral Area D Fair Share was \$551,377.26.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the Committee's decision and, if funding is approved, will be asked to recognize the Peace River Regional District contribution.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Grant Request - MacWood Film Arts Development Society
2. 2025 Sponsor Proposal Package – The MacWood Filmmaking Course for Adults

External Links:

1. [Electoral Area Grant-in-Aid Policy #0340-69](#)



Society #: S0078324
Name: MacWood Film Arts Development Society
Civic Address: 1-1613 100 AVE
Mailing Address: 1-1613 100 AVE
City: DAWSON CREEK Postal Code: V1G 1X3
Contact Person: Grady MacTavish Alternate Person: Ryan Leawood
Tel: [Redacted] Tel: [Redacted]
Email: Macwoodproductions@gmail.com Email: [Redacted]

Table with 2 columns: SOCIETY EXECUTIVES and PROJECT COSTS. Includes President, Vice President, Treasurer, Total Cost of Project, Amount Requested per year, and For how many years?

Have you applied to a municipality for funding? Yes [] No [X] If so, how much did you apply for? []
Was your application successful? Yes [] No [X] 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 the next page for the attachment.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: [Redacted] Date: 22/01/2025

For Office Use Only

Fair Share: B [] C [] D [] E [] Gas Tax: B [] C [] D [] E []
PRA: B [] C [] D [] E []
BCR/PRA: B [] C [] D [] E []

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

The MacWood Filmmaking Course for Adults is a 12-week intensive workshop, offered in partnership with the Kiwanis Performing Arts Centre, designed to teach students the basics in all aspects of filmmaking from pre-production to post-production, ultimately preparing them to make their own festival-quality short film by the end of the course, which will be shown at a red carpet screening. The course will run from March 6th until May 29th and will be held at the KPAC in Dawson Creek.

In 2023, we taught the first ever youth filmmaking course at the KPAC, a three-month course that had students write, direct, act in, and edit their own 5 minute short films, which were then shown at a red carpet screening. We've also done scaled-down workshops with a number of organizations in the Peace Region including School District 59 and the Dawson Creek Library. Since putting on our Youth Filmmaking Course, we've had an overwhelming amount of requests to put on a filmmaking course for adults. There are currently no post-secondary options for photography or filmmaking offered in the Peace Region. We are confident that with proper marketing we can enroll a minimum of 15 students to the MacWood Filmmaking Course for Adults. We are requesting funding to cover operating expenses, including marketing costs, wages for our teachers, and equipment for our students. To make the course as affordable and accessible as possible, bursaries to reduce the price of the course for some students are included in our budget.

MWP Filmmaking Course for Adults

Expenses

Planned	\$26,000	<div style="width: 100%; height: 15px; background-color: #cccccc;"></div>
Actual	\$0	

Income

Planned	\$6,350	<div style="width: 100%; height: 15px; background-color: #cccccc;"></div>
Actual	\$0	

Expenses

	Planned	Actual	Diff.
<i>Totals</i>	\$26,000	\$0	+\$26,175
Textbook Production	\$500	\$0	+\$500
Admin Fee	\$375	\$0	+\$375
Bursaries	\$4,050	\$0	+\$4,050
Food	\$500	\$0	+\$500
Insurance	\$750	\$0	+\$750
Hard Drives	\$3,500	\$0	+\$3,500
Editing Laptops	\$6,000	\$0	+\$6,000
Teaching Wages	\$5,600	\$0	+\$5,600
Guest Speaker Wage	\$1,500	\$0	+\$1,500
Social Media Boosting	\$825	\$0	+\$1,000
Contingency (10% of budget)	\$2,400	\$0	+\$2,400

Income

	Planned	Actual	Diff.
<i>Totals</i>	\$6,350	\$0	-\$6,350
Registration Fee	\$4,050	\$0	-\$4,050
Ticket Sales	\$1,800	\$0	-\$1,800
Textbooks	\$500	\$0	-\$500

How will this project benefit residents from the PRRD's electoral areas (B, C, D, and E)?

The MacWood Short Film Course benefits residents of the PRRD's electoral areas B, C, D, and E by offering an interactive, hands-on art course that is not available in our area. At this current point in time, there are no post-secondary options in the Peace Region to study photography or filmmaking whether someone is studying it as a hobby or wanting to pursue it as a full time career. If a beginner wants to pursue filmmaking as a career, they have to move to a larger city like Vancouver or Toronto which causes the Peace Region to lose another potential artist. If given the opportunity, local filmmakers that have a story they want to share, a story that reflects our way of life here in the PRRD's electoral areas. We want to offer a course that is not only fun but allows the opportunity for residents to try their hand at making a movie and lets them tell stories that they want to share.

Each student will walk out of the MacWood Short Film course with a festival quality 5 to 10 minute short film that they write, direct, and edit themselves. They will use our own high quality, cinema grade equipment that would normally cost thousands of dollars to rent or tens of thousands of dollars to buy to create their movies and make them look like *Hollywood* film. This will culminate in an inclusive community event where the films will be shown in a red carpet premiere at the Kiwanis Performing Arts Center in Dawson Creek . In addition to the experience and the equipment they have access to, the course will also teach skills that are important even if the students don't pursue filmmaking as a career. Skills like time management, organization, scheduling, communication, leadership, and teamwork are skills that they'll learn while making their movies and can all be used in other job fields in the electoral areas.

Will there be bursaries specifically for rural students beyond Dawson Creek?

There will be bursaries available for rural students both in the Dawson Creek area and outside of it. We've currently budgeted \$4,050 for bursaries for our students so it reduces the price to \$30 from the initial \$300 fee. To receive the money, the students would just need to fill out a one-page form, confirming their involvement with the course and other minor pieces of information. Once they've been

approved, we would hand off the money for that student to the KPAC administration office ourselves.

There wouldn't be any other qualifications or criteria to meet the bursary and receive the money for the course.

It's incredibly important for us that not only is the course worth the price but that it's also affordable.

Especially in this day and age, a majority of locals can't afford anything else but the essentials like groceries and rent. We want to make that as easy as we can for students so that they can try something out that's fun, community-minded and lets them flex their creative muscles.

The long-term vision of MacWood Films and its impact on the region?

The long-term vision of the MacWood Film Arts Development Society is to promote and facilitate a film industry here in the PRRD's electoral areas. We want to not only make feature films up here in our area but we also want to train people to be able to work in our industry, providing paid jobs/opportunities. Positions like lighting technicians, sound engineers, carpenters, set builders, art decorators, graphic designers, are needed in our business and we want to hire local *only*. In order to do that though we need to not only create job opportunities but we need to provide education opportunities as well in our area to get people trained and have them understand their roles.

In addition to the opportunities MacWood will create, we also want to bring movie productions that are outside of the PRRD's electoral areas and bring them to the area in order to provide even more job opportunities to our locals. Larger American studios like *Warner Brothers* and *Disney* would be unlikely to come up to our area. However, independent productions that have budgets of around 5 to 10 million dollars would be likely to come up to the Peace Region because of the number of different filming locations we have here, that they get actually get a tax credit the farther they shoot from Vancouver and Toronto into more rural communities, and the fact that we would have trained crew members that can help them complete their films while also providing more jobs opportunities for our local people in the PRRD's electoral areas.

SPONSORSHIP PROPOSAL

MacWood Short Film Course

MACWOOD PRODUCTIONS

Grady MacTavish
1130 102nd Street, Dawson Creek BC
V1G 2C1
(778) 655 3125
macwoodproductions+filmmakingcourse@gmail.com



OVERVIEW

This proposal outlines a sponsorship proposal for the 2025 12-week course *The MacWood Filmmaking Course for Adults*. The workshop will run from March 6th until May 29th and will be held at the Kiwanis Performing Arts Centre in Dawson Creek. In this proposal, you will find information about our teachers, a general outline of what will be taught, the market interest, our budget, and the benefits/sponsorship packages for *The MacWood Filmmaking Course for Adults*.

OUR INSTRUCTORS



Grady MacTavish



Ryan Leawood

MacWood Productions was co-founded in 2016 by Grady MacTavish and Ryan Leawood. Since 2016; we have produced 11 commercials, 50 short films, and 3 feature films in Dawson Creek. Over the years we have received recognition from various film festivals, including multiple awards for the horror short film *Anxiety*, and ‘Best Feature Film’ and ‘Best Canadian Feature’ at the *Yes! Let’s Make a Movie Fest* for our first feature film *Hard Reset*. Links to those and other relevant work can be found in the video link section at the bottom of our proposal.

Our passion for filmmaking exists beyond just making our own movies; we also have a love for teaching. In 2023, we taught the first ever youth filmmaking course at the KPAC. The course ran for three

months and had the students write, direct, act in, and edit their own 5-minute short films that were then screened at a red carpet premiere. We've also held scaled-down workshops with a number of organizations in the Peace Region including School District 59, the Dawson Creek Library, and for Indigenous Elder Art Napoleon of Saulneau First Nation. We're passionate about offering arts education in Dawson Creek, especially considering there are no post-secondary options for photography or filmmaking offered in the Peace Region. Local filmmakers who have important stories to tell are often forced to move to larger cities to pursue education and learn how to apply their craft. We want to change that. We want to foster a film community in Dawson Creek that encourages beginner filmmakers to learn and try their hand at filmmaking. Art is a representation and expression of our culture and we need to work to make arts programming more accessible for local creatives.

COURSE OUTLINE

The MacWood Filmmaking Course for Adults is a 12-week intensive workshop, offered in partnership with the KPAC, designed to teach students the basics in all aspects of filmmaking from pre-production to post-production, ultimately preparing them to make their own festival-quality short film by the end of the course. First, students will learn how to format and write a script, eventually writing their own short films. Students will then hold auditions, casting actors and choosing crew members from the class. The class will learn the different aspects of filmmaking as they pertain to what they're working on in their films. For example, the day they begin to plan out their shots for their movies they'll get a hands-on lesson in cinematography and lighting. To be more environmentally conscious, all of our handouts will be located in our own locally produced textbooks that can be purchased to use outside of class. We will have guest speakers come in to teach different skills including acclaimed actor Aaron Tremblay to give a lesson on acting and experienced sound recorder Taylor Leawood for a lesson on sound. Students will then shoot their short films with each person getting a chance to experience and understand all of the different roles on a film set.

After the students have finished shooting their projects, the class will begin learning about post-production and editing. Students will have a month to edit, colour, sound design, and finish each of their films. While post-production continues, marketing will begin for the red carpet premiere held at the KPAC theatre. The students will provide direction to our dedicated graphic designer to create eye-popping posters to promote the event and also to be kept by the students as a keepsake from the course. After the short films are completed, students will help the KPAC staff put on the event, testing out each of their movies on their screen, helping place furniture and posters, and helping collect tickets. The event itself will be roughly an hour and a half long, with the students holding a Q&A session after the screening where audience members can ask questions about the projects and the filmmaking process.

MARKET INTEREST

Since putting on our Youth Filmmaking Course in 2023, we've had an overwhelming amount of requests to put on a filmmaking course for adults. The demand is so high that the staff at the KPAC kept a waiting list of 15 people who asked to be included in an adult course, even though a course has not been advertised or mentioned publicly. This high demand is likely due to a few reasons; a lack of art courses for adults in the area, the excitement surrounding making a movie, showing it in a public space that gets the community together, and because the COVID-19 pandemic made people want to tackle new and exciting learning opportunities. It's also incredibly important for us to make the course as affordable as possible for any and all students. Included in our budget are bursaries that we can give some students to reduce the price of the \$300 course to around \$30. We are confident, through our research, that with proper marketing we can enroll a minimum of 15 students to the *MacWood Filmmaking Course for Adults*.

BUDGET

Please find the budget link: [+](#) MWP Adult Filmmaking Course Budget (3rd Draft) . A majority of our \$25,000 budget will be put towards wages for our teachers, bursaries, and editing equipment for our students.

SPONSORSHIP PACKAGES

We have four sponsorship packages with different perks depending on the amount given.

Premier Sponsor – \$15,000+

- Prominent logo placement on all marketing materials, textbooks, dedicated sponsorship poster in all classes, and press releases
- Speaking opportunity at the red carpet screening event
- Social media promotion with dedicated brand video
- Option to provide a guest instructor or mentor
- Plaque of recognition as a founding supporter of film education in Dawson Creek

Gold Sponsor – \$10,000

- Logo placement on all promotional materials and website
- Recognition in press releases and media coverage
- Social media mentions and featured post
- Guest speaking opportunity at one session
- Plaque of appreciation for support

Silver Sponsor – \$5,000

- Logo placement on select marketing materials and website

- Recognition in press releases
- Social media acknowledgment
- Sponsor recognition at course sessions

Bronze Sponsor – \$2,500

- Logo on the course website and select materials
- Social media thank-you mention
- Acknowledgment during the course

By sponsoring the *MacWood Filmmaking Course for Adults* you help support arts education, help develop local talent in Dawson Creek, gain brand exposure in a growing creative sector, strengthen community engagement, connect with emerging filmmakers/industry professionals, and help develop Dawson Creek's filmmaking community.

CONTACT INFORMATION

Grady MacTavish | Instructor | (778) 655 3125 | contact@macwoodproductions.com

VIDEO LINKS

▶ Hard Reset | OFFICIAL TRAILER 2 (2023)

▶ SHADOWS (OFFICIAL TRAILER)

▶ The Hunter | DRAMA HORROR SHORT FILM

▶ Anxiety | AWARD WINNING HORROR SHORT FILM

▶ BACK 2 KILLIN' | HORROR COMEDY SHORT FILM



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-348

From: Finance

Date: February 13, 2025

Subject: COVID-19 Grant Funding

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize that the remaining \$41,308.95 of the original \$251,956.05 COVID-19 grant funding initially allocated for IT equipment, IT Security, Office 365 and other Emergency Management Software be reallocated to the implementation and licensing fees for the PRRD corporate software solution for Asset Management and Development Services Process Management.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize that the unused COVID-19 grant funding of \$50,000 initially allocated for investigating the use and operational costs of portable signage be reallocated to the implementation and licensing fees for the PRRD corporate software solution for Asset Management and Development Services Process Management.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee authorize that the remaining \$7,440 of the original \$22,700 COVID-19 grant funding initially allocated for a Project Manager to assist with all capital projects delayed due to COVID-19, be reallocated to the implementation and licensing fees for the PRRD corporate software solution for Asset Management and Development Services Process Management.

BACKGROUND/RATIONALE:

On December 8, 2023, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board award RFP 34-2023 'PRRD Software Solution' to Esri Canada Limited for the provision and implementation of a corporate software solution, at a cost of \$176,000 (excluding taxes) for the 2024 implementation including licensing fees, with a total contract value of up to \$600,000 over the 5-year term, including contingency and operations licensing costs; and further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

The original funding source for the PRRD corporate software solution for Asset Management and Development Services Process Management project is through requisition. Using COVID-19 funding will reduce the amount of requisition required for this approved project.

Implementation of the PRRD corporate software solution project is comprised of two key components: Asset Management and Development Services. Project management, planning, configuration and GIS integration started with a kick off meeting in March 2024. Since then, staff have collaborated with Esri Canada Limited to identify, configure and administer the Asset Management component. Currently, the PRRD is conducting test deployment with a full organizational roll out planned for April 2025. Development Services is in the configuration phase, focusing on electronically establishing various permits and planning applications. The project timeline anticipates implementation of the Development Services component by July 2025.

The Province of BC provided COVID-19 funding to local governments based on an allocation formula set by the Ministry of Municipal Affairs (the Ministry) to address increased operational costs and loss of revenue due to the pandemic. The Ministry would like all COVID-19 grant funds to be used as soon as possible. The funds must be used to respond to the impact of the pandemic or to prepare for the next pandemic or emergency. Eligible costs include:

- addressing revenue shortfalls,
- facility reopening and operating costs,
- emergency planning and response costs,
- bylaw enforcement and protective services such as fire protection and police,
- computer and other electronic technology costs (to improve interconnectivity and virtual communications), and
- other related costs.

Recommendation #1

On November 23, 2023, the Rural Budgets Committee passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Rural Budgets Committee authorize that the remaining \$111,470 unused funding commitment from the original \$216,800, approved in 2021 from the COVID-19 Reserve Fund for grants to non-profit organizations within rural areas that have incurred revenue shortfalls or other related costs due to the COVID-19, be issued to Function 100 – Administration.

The items which this funding will be used to purchase are listed below with their costs included:

Item	Description	Estimated Cost
Office 365 Software and related services	Adds advanced productivity tools that facilitate better collaboration amongst staff.	\$ 70,000
DUO Multi-Factor Authentication	Adds a necessary level of security which allows staff to connect to the PRRD network remotely.	\$ 5,400
IT Equipment (webcams, headphones)	Helps staff to be able to effectively perform tasks remotely.	\$ 9,070
Everbridge (Emergency Management)	Provides the PRRD with the ability to inform the public of emergency alerts via text messages.	\$ 27,000

Recommendation #2

On December 14, 2023, the Rural Budgets Committee passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Rural Budgets Committee authorize a funding commitment of up to a maximum of \$50,000 from Public Engagement funds to be used on investigating the use and operations costs of potable signage.

On December 6, 2024, the Regional Board received the following under the Consent Calendar:

MOVED, SECONDED and CARRIED,

That the Regional Board receive 'Portable Signage - Report ADM-BRD-557' which examines the usage of portable signs to advertise Regional District meetings and events, for information.

As a financial consideration, the Rural Budgets Administration Committee will be asked to re-allocate the \$50,000 approved to investigate the use and operational costs of portable signage, to be used for sign rentals in 2025.

Allocating funding to the PRRD corporate software solution rather than sign rentals allows for the COVID-19 Reserve funds to be spent in a timely manner.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management
- Implement Asset Management Software Program

FINANCIAL CONSIDERATION(S):

The PRRD received a total of \$1,084,000 in COVID-19 Grant Funding from the Ministry in 2020 and 2021.

There is a total of \$169,408.33 in unspent COVID-19 Grant Funding:

Item	Remaining Commitment	Proposed Changes	Proposed Commitment
Public Engagement	48,954.85		48,954.85
Communications Support Coordinator	5,468.00		5,468.00
IT Equipment - Function 100 <i>(Recommendation #1)</i>	3,130.86	(3,130.86)	0.00
Project Manager <i>(Recommendation #3)</i>	7,440.00	(7,440.00)	
Office 365 Software & Related Services <i>(Recommendation #1)</i>	27,240.14	(27,240.14)	0.00
Duo Multi-Factor Authentication Expense <i>(Recommendation #1)</i>	2,554.82	(2,554.82)	0.00
Emergency Mgmt Platform <i>(Recommendation #1)</i>	8,383.13	(8,383.13)	0.00
Asset & Dev Services Software plus interest	16,236.53	98,748.95	114,985.48
Portable Signage <i>(Recommendation #2)</i>	50,000.00	(50,000.00)	0.00
BALANCE IN COVID-19 RESERVE	169,408.33	0.00	169,408.33

COVID-19 Grant Funding Spent:

Item	Total
PRRD Supplies/Retrofits	4,364.77
EADC & RBAC Video Recording	5,100.00
Public Engagement	24,545.15
IT Equip, Upgrades, Licences	146,425.19
Public Referendums	58,831.30
Project Manager	15,260.00
2020 COVID Expenses	75,755.00
Health & Safety Coord Wages/Exp.	228,863.61
Communications Support Coordinator	44,532.00
Grants for Rural Area non-profits	105,330.00
Mobile Device Mgmt	74,500.00
Office 365 Software & Related Services	42,759.86
Duo Multi-Factor Authentication Expense	2,845.18
Emergency Mgmt Platform	18,616.87
Asset & Dev Services Software plus interest	126,124.89
COVID-19 RESERVE SPENT	973,853.82

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

External Links:

1. [RFP Award – 34-2023 – PRRD Software Solution](#) – December 8, 2023 Regional Board Meeting, Agenda Item 8.18
2. [COVID-19 Safe Re-Start Grant Funding, FN-RBAC-274](#) – November 23, 2023 Rural Budgets Committee Meeting, Agenda Item 8.8
3. [Portable Signage](#) – December 6, 2024 Regional Board Meeting, Agenda Item 12.1



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-355

From: Financial Administration

Date: February 13, 2025

Subject: Community Works Gas Tax, Fair Share, and Peace River Agreement Unspent Allocations

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$2,953.46 from the original \$200,000 allocation, approved at the June 30, 2023 Special Rural Budgets Administration Committee meeting and payable from Function 200 – Regional Parks Electoral Area B Peace River Agreement Funds Spending Item #3 Halls, Trails and Walking Paths for funding the necessary health and safety upgrades to the North Peace Fall Fair Grounds to support the 2023 North Peace Fall Fair, be returned as the necessary upgrades are now complete.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$6,206.50 from the original \$85,000 allocation, approved at the May 9, 2024 Rural Budgets Administration Committee meeting, payable from Function 200 – Regional Parks Electoral Area B Peace River Agreement Funds Spending Item #8 Year-Round Recreation Facility Upgrades for repairs to 8 sets of bleachers at the North Peace Regional Park, be returned as the bleacher repairs are now complete.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$6,260 from the original \$281,250 allocation, approved at the December 14, 2023 Rural Budgets Administration Committee meeting, payable from Function 315 – Charlie Lake Fire Protection Electoral Area C Peace River Agreement Funds Spending Item #6 – Fire Protection for the purchase of a dedicated Structure Protection Unit Trailer for Charlie Lake Fire Department, be returned as the purchase is now complete.

RECOMMENDATION #4:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$3,000 from the original \$15,000 allocation, approved at the December 1, 2016 Rural Budgets Administration Committee meeting, payable from Function 701 – Fort St John Airport Subdivision Water Electoral Area C Peace River Agreement Funds Spending Item #1 – Potable Water and Water Security/Studies for a water distribution and maintenance initiative, be returned as the project is now complete.

RECOMMENDATION #5:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$2,490.05 from the original \$35,000 allocation, approved at the January 31, 2023 Rural Budgets Administration Committee meeting, payable from Function 607 – Rolla Sewer Electoral Area D Peace River Agreement Funds Spending Item #9 – PRRD Sewer Services Assistance for Engineering and Professional consulting costs for capital and regulatory compliance works, be returned as the project is complete.

RECOMMENDATION #6:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$121,814.87 from the original \$1,430,092 allocation, approved at the August 18, 2022 Rural Budgets Administration Committee meeting, payable from Function 290 – Chetwynd Public Library Electoral Area E Peace River Agreement Funds Spending Item #7 – Libraries, Museums and Art Galleries for the construction of the new Chetwynd Public Library, be returned as the remaining construction of the operable walls will be paid for with surplus from 2024.

RECOMMENDATION #7:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$14,883.95 from the original \$15,000 allocation, approved at the January 21, 2021 Rural Budgets Administration Committee meeting, payable from Function 320 – Chetwynd Rural Fire Electoral Area E Peace River Agreement Funds Spending Item #6 – PRRD Fire Protection to conduct public engagement and an elector approval process to expand the boundaries of the Chetwynd Rural Fire Protection Area, be returned as the project did not proceed.

RECOMMENDATION #8:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$6,730.32 from the original \$23,093 allocation, approved at the August 3, 2023 Rural Budgets Administration Committee meeting, payable from Function 120 – Legislative – Electoral Areas Electoral Area E Peace River Agreement Funds Spending Item #3 – Halls, Trails and Walking Paths to complete critical repairs and safety upgrades to the Moberly Lake Community Hall, be returned as the repairs and upgrades are complete.

RECOMMENDATION #9:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$2,345.30 from the original \$12,000 allocation, approved at the December 15, 2022 Rural Budgets Administration Committee meeting, payable from Function 335 – Moberly Lake Fire Department Electoral Area E Peace River Agreement Funds Spending Item #6 – Fire Protection for two new portable pumps, be returned as the purchase is complete.

RECOMMENDATION #10:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$214.20 from the original \$16,380.00 allocation, approved at the June 23, 2023 and April 25, 2024 Rural Budgets Administration Committee meetings, payable from Function 120 – Electoral

Area B Community Works Gas Tax, issued to the Rose Prairie Curling Centre for the replacement of 2 metal doors, be returned as the door replacement is complete.

RECOMMENDATION #11:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$105.08 from the original \$17,000 allocation, approved at the April 25, 2024 Rural Budgets Administration Committee meeting, payable from Function 120 – Legislative Electoral Area Electoral Area D Community Works Gas Tax, issued to the Farmington Community Association to assist with their floor replacement, be returned as the floor replacement is complete.

RECOMMENDATION #12:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$19,879.33 from the original \$604,400 allocation, approved at the November 2, 2020 and September 27, 2021 Rural Budgets Administration Committee meetings, payable from Function 607 – Rolla Sewer Electoral Area D Community Works Gas Tax to complete a condition assessment of the sewer collection system and to fund a scope change requiring qualified professional documentation to be compiled for provincial compliance with the Municipal Wastewater Regulations, be returned as the projects are complete.

RECOMMENDATION #13:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$12,732.55 from the original \$330,000 allocation, approved at the November 25, 2021 Rural Budgets Administration Committee meeting, payable from Function 607 – Rolla Sewer Electoral Area D Community Works Gas Tax to complete repairs and replacement outlined in the 2021 Rolla Sewer Condition Assessment, be returned as the replacement and repairs are complete.

RECOMMENDATION #14:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$1,000 from the original \$1,000 allocation, approved at the January 31, 2023 Rural Budgets Administration Committee meetings, payable from Function 120 – Electoral Area B Fair Share for the purpose of providing a bursary for a graduating student at Prespatou Elementary School for award 2023, be returned as no bursary was provided from the commitment and bursaries are now included in Function 280 – Recreation & Cultural Facilities Grants-In-Aid, Rural Grants-in-Aid Area B budget.

RECOMMENDATION #15:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$1,000 from the original \$1,000 allocation, approved at the January 31, 2023 Rural Budgets Administration Committee meetings, payable from Function 120 – Electoral Area B Fair Share for the purpose of providing assistance for youth associated with 4-H activities in 2023, be returned as no assistance for youth 4-H activities was provided from the commitment and youth 4-H activities are now included in Function 280 – Recreation & Cultural Facilities Grants-In-Aid, rural Grants-in-Aid Area B budget.

RECOMMENDATION #16:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$1,500 from the original \$1,500 allocation, approved at the January 31, 2023 Rural Budgets Administration Committee meetings, payable from Function 120 – Electoral Area B Fair Share for the purpose of providing assistance for youth travel associated with provincial, national, or international sporting competitions in 2023, be returned as no youth travel assistance was provided from the commitment and youth travel is now included in Function 280 – Recreation & Cultural Facilities Grants-In-Aid, Rural Grants-in-Aid Area B budget.

RECOMMENDATION #17:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$4,979.34 from the original \$15,730.78 allocation, approved at the February 15, 2024 Rural Budgets Administration Committee meeting, payable from Function 120 – Electoral Area C Fair Share, issued to the City of Fort St John for the Peace River Regional District Area C's share of the 2023 handyDART service, be returned as the PRRD's actual cost was less than originally invoiced and a refund was issued.

RECOMMENDATION #18:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$1,000 from the original \$1,000 allocation, approved at the January 31, 2023 Rural Budgets Administration Committee meetings, payable from Function 120 – Electoral Area C Fair Share for the purpose of providing assistance for youth travel associated with provincial, national, or international sporting competitions in 2023, be returned as no youth travel assistance was provided from the commitment and youth travel is now included in Function 280 – Recreation & Cultural Facilities Grants-In-Aid, Rural Grants-in-Aid Area C budget.

RECOMMENDATION #19:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$3,000 from the original \$3,000 allocation, approved at the January 31, 2023 Rural Budgets Administration Committee meetings, with \$2,250 payable from Function 120 – Electoral Area D Fair Share and \$750 payable from Function 120 – Electoral Area E Fair Share for the purpose of providing one scholarship award and one trades bursary award each with a value of \$1,500 in 2023 to graduating students who reside in the South Peace Sub-Regional area, be returned as no scholarships or bursaries were provided from the commitment and Electoral Area D and E scholarships and trades bursaries are now included in Function 221 – Sub-Regional Recreation, Sub-Regional Grants-in-Aid.

RECOMMENDATION #20:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$1,500 from the original \$1,500 allocation, approved at the January 31, 2023 Rural Budgets Administration Committee meeting, with \$1,125 payable from Function 120 – Electoral Area D Fair Share and \$375 payable from Function 120 – Electoral Area E Fair Share for the purpose of providing assistance for youth travel associated with provincial, national, or international sporting competitions in 2023, be returned as no youth travel was provided from the commitment and Electoral Area D youth travel is now included in Function 221 – Sub-Regional Recreation, Sub-Regional Grants-in-Aid and

Electoral Area E youth travel is now included in Function 280 – Recreation & Cultural Facilities Grants-in-Aid, Grants-in-Aid Area E budgets.

RECOMMENDATION #21:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$235,759 from the original \$235,759 allocation, approved at the October 20, 2022 Rural Budgets Administration Committee meeting, payable from Function 290 – Chetwynd Public Library Electoral Area E Fair Share for the construction of the new Chetwynd Public Library, be returned as the remaining construction of the operable walls will be paid for with surplus from 2024.

RECOMMENDATION #22:

That the Rural Budgets Administration Committee authorize that the unused funding commitment in the amount of \$1,500 from the original \$1,500 allocation, approved at the January 31, 2023 Rural Budgets Administration Committee meeting, payable from Function 120 – Electoral Area E Fair Share for the purpose of providing assistance for youth travel associated with provincial, national, or international sporting competitions in 2023, be returned as no youth travel was provided from the commitment and youth travel is now included in Function 280 – Recreation & Cultural Facilities Grants-in-Aid, Grants-in-Aid Area E budget.

BACKGROUND/RATIONALE:

As part of the 2025 budget process, staff has reviewed the outstanding Fair Share, Peace River Agreement, and Community Works Gas Tax commitments and identified commitments that are complete but still have available funds from the commitments that will not be used. Returning funds that will not be used to their respective commitments increases the balances that can be committed for future projects.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

If approved, the balance available after remaining commitments will be:

Electoral Area B

Fair Share - \$573,920.66

Peace River Agreement Funds - \$1,279,140.93

Community Works Gas Tax - \$321,750.89

Electoral Area C

Fair Share - \$1,013,143.83

Peace River Agreement Funds - \$897,056.30

Community Works Gas Tax - \$154,984.80

Electoral Area D

Fair Share - \$509,602.92

Peace River Agreement Funds - \$1,766,319.57

Community Works Gas Tax - \$317,835.53

Electoral Area E

Fair Share - \$2,851,914.60

Peace River Agreement Funds - \$1,780,495.55

Community Works Gas Tax - \$343,127.92

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-347

From: Financial Administration

Date: February 13, 2025

Subject: 2024 handyDART Funding Area C – City of Fort St. John

RECOMMENDATION:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$15,195.07 for 2024, payable from Function 120 - Electoral Area C Fair Share, to be issued to the City of Fort St. John for the Peace River Regional District Area C’s share of the 2024 handyDART service.

BACKGROUND/RATIONALE:

HandyDART is a service offered in the City of Fort St. John to provide door-to-door transit for people with disabilities who cannot use fixed-route transit. The handyDART service is a cost-sharing arrangement between the City of Fort St. John, the District of Taylor, and the Peace River Regional District (PRRD). The PRRD’s share of costs is based on the fare per rider and the percentage of service hours provided to rural residents.

The original invoice for 2023 handyDART was \$15,730.78 and was approved for payment at the February 15, 2024 Rural Budgets Administration Committee. In March 2024 a revised invoice for \$10,751.44 was received from the City of Fort St. John, with an adjustment to the total hours in the time based cost share calculation from 400.72 to 301.72. This year’s invoice includes 364.8 hours for the PRRD. handyDART cost sharing details are attached to this report with the invoice.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

The following table summarizes PRRD Area C’s share of the Fort St. John handyDART service:

YEAR	AMOUNT	NOTES
2024	15,195.07	plus GST
2023	15,730.78	
2023	(4,979.34)	Credit issued due to total hours adjustment
2022	2,414.82	
2021	6,869.71	
2005-2020	86,973.00	
	122,204.04	

As of November 30, 2024, Electoral Area C had an uncommitted balance of Fair Share Funds of \$998,164.13.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. PRRD 2024 handyDART Invoice and Cost Sharing details



City of Fort St. John
 10631-100 Street
 Fort St John, BC
 V1J 3Z5
 (250) 787-8150 Ext. None

INVOICE	IVC120941
Type	Invoice
Date	12/31/2024
Page	1

Payment Terms: Net 30
 Finance Charges: 2.00%

Bill to: **Peace River Regional District**
 BOX 810
 Dawson Creek BC V1G 4H8

Ship to: **Peace River Regional District**
 BOX 810
 Dawson Creek BC V1G 4H8

Customer ID	Customer P.O. No.	GST #	Payment Terms	
PEACE002	HANDY DART		Net 30	
Quantity	Description	U Of M	Unit Price	Subtotal
1.00	HANDY DART for 2024 share of Handy Dart	Each	15,195.07	15,195.07

Interest of 2% per month will be charged on all accounts outstanding beyond 30 days.
 Please Note:
 Possible collection action after 45 days.

Subtotal	15,195.07
Tax	0.00
Total	15,195.07

Payment Due within 30 days of Invoice Date

Please return this portion with your payment.

Customer ID PEACE002 Customer Peace River Regional District

Invoice No. IVC120941

City of Fort St. John
 10631-100 Street
 Fort St John, BC

V1J 3Z5

Invoice Total	Amount Paid
15,195.07	

handyDART Cost Sharing
Fort St. John, Taylor and Peace River Regional District

2024

Contract Costs	\$1,179,065.39	01-20-381-316
- Provincial Subsidy	-\$734,385.42	01-10-331-315
= Local Government Share	\$444,679.97	

CALCULATED FARE REVENUE			
	Ridership	Fare per Rider	Calculated Revenue
Fort St. John	14,864	\$2	\$29,728
Taylor	1,016	\$4	\$4,064
PRRD	1,208	\$4	\$4,832
TOTAL	17,088		\$38,624

TIME BASED COST SHARE**			
	Hours	%	Time Based Share
Fort St. John	7,413.59	91.53%	\$406,996.91
Taylor	321.61	3.97%	\$17,655.99
PRRD	364.80	4.50%	\$20,027.07
TOTAL	8,100.00	100.00%	\$444,679.97

**Hours of service provided by Peace Country Transit - Diversified Trans.

REVENUE ADJUSTED TIME BASED COST SHARE			
	Time Based Share	Calculated Revenue	Revenue Adjusted Cost Share
Fort St. John	\$406,996.91	\$29,728	\$377,268.91
Taylor	\$17,655.99	\$4,064	\$13,591.99
PRRD	\$20,027.07	\$4,832	\$15,195.07
TOTAL	\$444,679.97	\$38,624	\$406,055.97

Invoice:
 District of Taylor for handydart share of 2024 costs \$13,591.99
 PRRD for handydart share of 2024 costs \$15,195.07

GL: 01-10-381-350



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-096

From: Environmental Services

Date: February 13, 2025

Subject: 2025 Function 430 – Rolla Creek Dyking Draft Budget

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$242,000 payable from 'Electoral Area D Fair Share Funds' to be issued to 'Function 430 – Rolla Creek Dyking' for Rolla Dyke Decommissioning including, construction, engineering, and legal expenses.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee recommend that the Regional Board approve the draft 2025 budget of \$265,000 for Function 430 – Rolla Creek Dyking, with a total requisition of \$24,000 and an estimated amount per parcel of \$3,833.33.

ALTERNATIVE OPTIONS:

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

Attachments:

1. Function 430 – Rolla Creek Dyking Draft 2025 Budget Package



2025 SERVICE PLAN

Function 430 – Rolla Creek Dyking

PURPOSE:

This function provides funding for the operation and maintenance of the Rolla Creek Dyke. The Rolla Creek Dyking Service function, established by Bylaw 647 in 1989, protects six parcels of farmland from Rolla Creek's spring freshet. Over time, changes in farming, wetland reduction, and industrial activity altered upstream water flow. In 2022, the PRRD removed regulatory obligations under the Dyke Management Act, for the north dyke, known as Dyke 228A, located in a private landowner's barnyard. Annual inspections and reports to the province remain required for the south dyke, Dyke 228B.

In 2023, PRRD staff collaborated with engineers and regulatory bodies to approve decommissioning of Dyke 228B. Decommissioning began in January 2024, with two cuts made before a BC Supreme Court stop-work order prompted further modeling. Inspections, legal proceedings, and decommissioning efforts will continue into 2025.

OVERALL FINANCIAL IMPACT:

Total budget of \$270,587 in 2025 compared to \$335,583 in 2024, which is an overall decrease of \$64,996 or 19.37%. This decrease is a result of a reduction in Operations expenditures.

Total requisition increased to \$23,000 in 2025 compared to \$1,500 in 2024, which is an increase of \$21,500 or 1,433.33 % due to a reduction in grant funding to offset taxation compared to previous years.

The estimated tax rate increased to \$3,833 per parcel in 2025 compared to \$250/parcel in 2024, which is an increase of \$3,583/parcel or 1,433%. Generally, there was an average 19.30% increase in all operational expenses except for Contract for Services and Operations costs which decreased by 9.06% and 31.83% respectively. These expenses were directly related to the decommissioning engineering and construction activities. The remaining expenses such as wages, benefits, insurance, travel, meals, and legal expenses increased because of additional staff time and resources allocated to the decommissioning activities.

SUPPLEMENTAL REQUESTS & CARRY FORWARD PROJECT(S):

Operating Projects

Project Description	Prior Budget	Prior Spent	2025 Budget
Rolla Dyke 228B Decommissioning (Carry Forward)	\$321,197	\$317,438	\$242,000

Rolla Dyke Decommissioning is a carry-forward project from 2023. This project remains incomplete because of the stop-work order imposed in January 2024. The original business case is included in the budget package for reference.

SIGNIFICANT ISSUES & TRENDS:

No issues or trends were identified for 2025.

RESERVE SUMMARY:

Operating Maintenance Reserve: Balance on December 31, 2024, \$1,720.71.

Special Purpose Operating Reserve: \$0

There is no special purpose operating reserve allocation for this function.

Capital Reserve: \$0

There is no capital reserve allocation for this function.



General Operating Fund

430 Rolla Creek Dyking

	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
REVENUES					
1-0010 Requisition					
01-1-0010-0012 Parcel Tax	(1,500.00)	(1,500.00)	(23,000.00)	(21,500)	1,433.33%
01-1-0010-0015 Requisition					
Total 1-0010 Requisition	(1,500.00)	(1,500.00)	(23,000.00)	(21,500)	1,433.33%
1-0020 Surplus/Deficit					
01-1-0020-0020 Surplus/Deficit					
Total 1-0020 Surplus/Deficit					
1-0070 Investment Income					
01-1-0070-0071 Interest on Reserves	(84.23)				
Total 1-0070 Investment Income	(84.23)				
1-0140 Transfer from Reserves					
01-1-0140-0139 Operating Maintenance Reserve					
01-1-0140-0142 Fair Share Reserve	(330,114.46)	(334,083.00)	(247,587.00)	86,496	(25.89%)
Total 1-0140 Transfer from Reserves	(330,114.46)	(334,083.00)	(247,587.00)	86,496	(25.89%)
TOTAL REVENUES	(331,698.69)	(335,583.00)	(270,587.00)	64,996	(19.37%)
EXPENDITURES					
2-1000 General Expenditures					
01-2-1000-1010 Wages - Full Time	9,140.00	9,575.00	15,894.00	6,319	65.99%
01-2-1000-1030 Benefits	2,232.60	2,872.00	4,768.00	1,896	66.02%
01-2-1000-1040 WCB	171.40	183.00	302.00	119	65.03%
01-2-1000-2070 Insurance - Liability	296.32	300.00	400.00	100	33.33%
01-2-1000-3010 Travel	117.14	105.00	160.00	55	52.38%
01-2-1000-3020 Meals		64.00	197.00	133	207.81%
01-2-1000-3030 Training & Development	146.52	146.00	222.00	76	52.05%
01-2-1000-3040 Conferences & Seminars	180.26	124.00	189.00	65	52.42%
01-2-1000-3100 Contract for Services	61,088.00	87,966.00	80,000.00	(7,966)	(9.06%)
01-2-1000-4250 Charges/Permits	875.00		272.00	272	
01-2-1000-5030 Legal Services	10,795.14	5,000.00	12,000.00	7,000	140.00%
01-2-1000-6010 Operations	245,555.08	228,231.00	155,587.00	(72,644)	(31.83%)
Total 2-1000 General Expenditures	330,597.46	334,566.00	269,991.00	(64,575)	(19.30%)
2-1150 Allocations					
01-2-1150-1160 Indirect Cost Allocation	878.00	878.00	596.00	(282)	(32.12%)
01-2-1150-1190 PRRD Vehicles	139.00	139.00		(139)	(100.00%)
Total 2-1150 Allocations	1,017.00	1,017.00	596.00	(421)	(41.40%)
2-8100 Transfers to Reserve					
01-2-8100-8115 Operating Maintenance Reserve					
01-2-8100-8150 Interest on reserves	84.23				
Total 2-8100 Transfers to Reserve	84.23				
TOTAL EXPENDITURES	331,698.69	335,583.00	270,587.00	(64,996)	(19.37%)
OPERATING SURPLUS/DEFICIT					
CAPITAL REVENUES					



General Operating Fund

430 Rolla Creek Dyking

	2024 Actuals	2024 Approved Budget	2025 1. Provisional Budget Budget	2024 to 2025 Budget Change	2024 to 2025 Budget Change %
TOTAL CAPITAL REVENUES					
CAPITAL EXPENDITURES					
TOTAL CAPITAL EXPENDITURES					
CAPITAL SURPLUS/DEFICIT					
SUMMARY					
OPERATING AND CAPITAL REQUISITION					
01-1-0010-0012 Parcel Tax	(1,500.00)	(1,500.00)	(23,000.00)	(21,500)	1,433.33%
01-1-0010-0015 Requisition					
Total OPERATING AND CAPITAL REQUISITION	(1,500.00)	(1,500.00)	(23,000.00)	(21,500)	1,433.33%
TOTAL BUDGET	331,698.69	335,583.00	270,587.00	(64,996)	(19.37%)

Peace River Regional District - 2025 Tax Rate Sheet
EXHIBIT 430
Rolla Creek Dyking

Basis of Apportionment: Parcel Tax
Participating Area of Electoral Area D

Tax Rate or Other Limitations:
Bylaw No. 2428, 2021 \$35,000 maximum requisition

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Electoral Area D Participating Area	23,000		Parcel Tax	
Total	23,000			

	2025	2024	Change \$	Change %
Total Operating Budget \$	270,587	\$ 335,583	\$ (64,996)	-19.37%
Total Capital Budget			\$ -	
Total Budget \$	270,587	\$ 335,583	\$ (64,996)	-19.37%
Tax Per Parcel	3833.33	250.00		
Total # of Parcels	6	6		
Total Parcel Tax \$	\$ 23,000	\$ 1,500	\$ 21,500	1433.33%
Operating Maint Reserve at Nov 30 \$	-	\$ 1,721		
Capital Reserve at Nov 30				



Business Case

Rolla Dyke Decommissioning

Executive Summary

Business Need

To decommission the Rolla Dyke water control infrastructure and dissolve Function 430 – Rolla Creek Dyking Service.

Expected Outcome

The decommissioning of Rolla Dyke will remove the PRRD water control structures from Rolla Creek and negate operational maintenance costs and the need for a cost recovery through a service function. It is expected that within two years of decommissioning being completed, any wage, fleet, and administration allocations will end and Function 430 - Rolla Creek Dyking can be dissolved.

Recommendation

That \$233,177 be allocated from Area D Fair Share Funds in the 2023 Rolla Dyking Operational Budget for the decommissioning of the PRRD owned and operated water control structures on Rolla Creek.

Justification

The Regional Board approved the decommissioning of Rolla Dyke and dissolving Function 430 – Rolla Creek Dyking on October 7, 2021:

MOVED, SECONDED, CARRIED

“That the Regional Board move forward with decommissioning Rolla Dyke and dissolving Function 430 - Rolla Creek Dyking.”

The Team

Team Member	Role
General Manager of Environmental Services	To provide overall program oversight and provide direction and support for implementation, policy and procedure, procurement policies, and budgetary considerations.
Environmental Services Manager	To provide a program outline, work with regulatory bodies to ensure compliance, and oversee the implementation of the project through contract management and operational oversight.
Field Services Foreman	To manage any Field Services support during dyke deconstruction.
Environmental Services Coordinator	To update/create site operation plans to reflect the addition of the equipment.
Procurement Officer	Assist with contracts and purchases.



BBA Engineering	Develop required Design Brief, Hydrological Reporting and Deconstruction Design Drawings, Professional Letter of Commitment and provide general technical support throughout the life of the project.
Provincial Regulatory Bodies	Review decommission plans and regulatory approvals. Decision making for approvals necessary to decommission and dissolve the infrastructure and function.

Business Need Definition

Problem Statement

The Rolla Dyke infrastructure and service establishment (Function 430- Rolla Creek Dyking) was initiated in 1989 to provide flood control management to six agricultural properties along Rolla Creek southwest of the community of Rolla. There have been substantial changes to the Rolla Creek watershed that have affected the functionality of Rolla Dyke. Additionally, legislated inspection and maintenance requirements have increased and subsequently increased costs to operate and maintain Rolla Dyke and provide the service. As the PRRD does not hold jurisdiction over the Rolla Creek or any changes in and about a watercourse, staff recommended decommissioning and dissolution of the service based on reduced dyke functionality, unanimous support from property owners benefitting from the service, as well as the Electoral Area Director for Area D to pursue decommissioning and dissolution of the service. The previous report with staff recommendations can be found here: [September 27, 2021 RBAC Rolla Dyke Decommissioning Plan Request for Funds Report.](#)

Impacts

Removal of Rolla Dyke will alleviate financial burden to local taxpayers and reduce liability risk presented by legislation and impacts from upstream activities not controlled by the PRRD. It will also allow the landowner, in which the infrastructure resides, to mitigate flood risks as required without having to seek approvals from both the Provincial government and the PRRD.

Project Overview

Project

Rolla Dyke Decommissioning

Project Description

This scope of this project is to decommission Rolla Dyke and to dissolve Function 420 – Rolla Creek Dyking service. The general overview of the project process is as follows:

1. Acquire a Qualified Professional to compile required reports and drawings for a Decommissioning Proposal.
2. Submit a Decommissioning Proposal to the Dyke Management Branch.
3. If approved, conduct any decommissioning conditions set by the Dyke Management Branch.
4. Tender Deconstruction work.
5. Deconstruct Rolla Dyke.
6. Proceed with Dissolution of the service.



Project Budget

Department: Environmental Services

Division: Environmental Services

Function: 430 – Rolla Creek Dyking

Operational Expenses	2023	2024	2025	2026	2027	Summary
Operational	\$10,677					
Engineering/Legal	\$25,000					
Deconstruction	\$200,000					
TOTAL	\$233,177	-	-	-	-	\$233,177

Operational Funding Sources	2023	2024	2025	2026	2027	Summary
Area D Fair Share Funds	\$233,177					
TOTAL	\$233,177	-	-	-	-	\$233,177

Project Goals and Objectives

To provide financial relief to local taxpayers and reduce liability risk to the PRRD.

Project Performance Indicators

1. Costs do not exceed project estimates.
2. Decommissioning and deconstruction is complete before the end of 2023.
3. Dissolution of service is complete prior to 2026.

Assumptions

1. Approval for decommissioning is received from the Dyke Management branch and all other approvals are received.
2. Stakeholders and local taxpayers continue to support the project.
3. Funding commitments are sufficient to cover all project costs.

Constraints

1. Approval(s) timeline and turnaround.
2. Contractor interest and availability.
3. Permitting and consultation.

Project Milestones

March 2023 - 2023 Budget Approval



- March 2023 - Decommissioning proposal approval
- May 2023 - Tender deconstruction scope of work
- October 2023 - Deconstruction takes place

Strategic Fit

Organizational Effectiveness

Cost Benefits Analysis

The cost of these items are to support reduce liability and increase operational efficiency.

Alternatives Reviewed

1. Maintain Business as Usual for Rolla Dyke and Function 430 - Rolla Creek Dyking service.

Approvals

Regional Board Approval Resolution



Rural Budgets Administration Committee DIARY

Item		Notes	Diarized
1.	Potable Water	Area D potable water	December 19, 2019
2.	Creating a BC Hydro Legacy Fund	<p>Under the terms of the BC Hydro Legacy agreement, BC Hydro will provide an annual payment of \$2.4 million to the PRRD and its member communities for a period of 70 years, once Site C is operational.</p> <p>In anticipation of the dam being operational, RBAC has requested that a report be prepared with options on how to split the funds.</p>	September 17, 2020
			Last Updated December 17, 2024



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-349

From: Financial Administration

Date: February 13, 2025

Subject: December 2024 Financial Reserves

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled “December 2024 Financial Reserves Report – FN-RBAC-349”, which details balances and commitments in various reserves, for information.

BACKGROUND/RATIONALE:

Not Applicable.

ALTERNATIVE OPTIONS:

Not Applicable.

STRATEGIC PLAN RELEVANCE:

Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. December 2024 Financial Reserves Report consisting of:
 - Fair Share Commitments
 - Peace River Agreement Commitments
 - Peace River Agreement Multi-Year Spending for Area B, C, D, E by Item Number
 - Community Works (Gas Tax) Commitments
 - BCR/PRA Commitments
 - Rural Loans Fund Commitments
 - Special Purpose Operating and Capital Reserve Balances as of December 31, 2024
 - Operating Maintenance Reserve Balances as of December 31, 2024

Fair Share Commitments					December 2024				J. Kealy Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
January 1, 2024 opening balance									1,283,115.64	1,056,697.04	2,097,469.66	2,911,132.44	7,348,414.78
Total interest earned									64,148.32	53,812.58	90,503.00	140,744.73	349,208.63
COMMITMENTS	Budget Category	Date Committed	Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year							Remaining Commitment	
Area B													
Bursary Award; Prespatou Elementary Graduating Student	120	Jan 31, 2023	1,000.00										1,000.00
Legal Fees; Community Group Property Transfer	120	Jan 21, 2021; May 19, 2022	5,000.00										5,000.00
NP Fall Fair Society; 2024 NP Fall Fair Funding	120	Apr 25, 2024	13,620.08		13,620.08								-
NP Tower; Operations	525	Dec 15, 2022; Jan 26, 2024	3,212.00	2,777.46		434.54							-
NP Tower; Operations	525	Jan 26, 2024	15,000.00		6,685.00								8,315.00
PR North Festival Assn; Performing Arts Festival Funding	120	May 9, 2024	2,500.00		2,500.00								-
Prespatou TS Scale R&M	500	Jan 12, 2022	25,000.00	17,075.82									7,924.18
Rural Gasification (Includes possible \$k for Blueberry Commune per Apr 16/15)	120	Oct 20, 2001; Apr 16, 2015	680,000.00	32,367.25	10,000.00								637,632.75
School Dist. 60; Rural Learn to Swim Transportation (10k/yr 2024-26)	120	Jan 26, 2024	30,000.00		10,000.00								20,000.00
Taylor; NP Rural Roads Coalition Funding	120	Mar 4, 2021	112,500.00	61,268.25									51,231.75
Waste Water Receiving Facility (Operating Deficit 75%)	601	Nov 27, 2014	-										-
Youth Funding; 4H Activities	120	Jan 31, 2023	1,000.00										1,000.00
Youth Travel; Sporting Events (Prov, Natl, Int Natl)	120	Jan 31, 2023	1,500.00										1,500.00
					890,332.08	113,488.78	43,239.62	-	-	-	-	-	733,603.68
Area C													
Charlie Lake Potable Water Feasibility Study	120	July 15, 2021	5,000.00	362.70									4,637.30
FSJ Airport Sub Water; Emerg Repair & Infrastructure Upgrade	701	Dec 17, 2020	160,000.00	106,135.96		578.40							53,285.64
FSJ Public Library Assn; CLICK Program Funding (8k/yr 2024-25)	295	Aug 22, 2024	16,000.00			8,000.00							8,000.00
FSJ Minor Hockey; Hosting BC Tier 1 Provincials	120	Mar 23, 2023	1,500.00	1,500.00									-
CFSJ HandyDART Funding	120	Feb 15, 2024	15,730.78	15,730.78		(4,979.34)							4,979.34
Lake Harvester Environmental Mgmt Plan	120	Oct 28, 2021	50,000.00	31,752.59									18,247.41
NPAS; Airport Swr Pumps & Maintenance	603	Dec 7, 2015	26,289.38	21,693.00		578.40							4,017.98
PR North Festival Assn; Performing Arts Festival Funding	120	May 9, 2024	2,500.00			2,500.00							-
Spark Women's Leadership Conference Soc.; 2024 Conference	120	April 25, 2024	2,500.00			2,500.00							-
Waste Water Truck Receiving Facility (Operating Deficit 75%)	601	Nov 27, 2014	-										-
Youth Travel; Sporting Events (Prov, Natl, Int Natl)	120	Jan 31, 2023	1,000.00										1,000.00
					280,520.16	177,175.03	9,177.46	-	-	-	-	-	94,167.67
Area D													
BC Rural Centre Soc.; Keeping it Rural Conference; (833.34/yr 2024-25)	120	May 9, 2024	1,666.68				833.34						833.34
Bursary Awards; SP Sub. Reg. Grad Students (1 trades, 1 sch @ 75% of 1500)	120	Jan 31, 2023	2,250.00										2,250.00
Chilton Sub Sewer; Capital Projects Reserve (20,000/yr 2023-26)	602	Dec 15, 2022	80,000.00	20,000.00			20,000.00						40,000.00
Doe River Recreation Commission; Gazebo/Hall Floor R&M Funding	120	Sep 26, 2024	21,681.88				21,681.88						-
Friesen Sub Sewer; Capital Projects Reserve (20,000/yr 2023-26)	604	Dec 15, 2022	80,000.00	20,000.00			20,000.00						40,000.00
Grizzly Valley ATV Club; Brush Clearing Machine/Video Funding	120	Jul 11, 2024	14,000.00				14,000.00						-
Harper Imperial Sub Sewer; Capital Projects Res (20,000/yr 2023-26)	605	Dec 15, 2022	80,000.00	20,000.00			20,000.00						40,000.00
Kelly Lake Sewer; Capital Projects Reserve (20,000/yr 2023-26)	606	Dec 15, 2022	80,000.00	20,000.00			20,000.00						40,000.00
Kelly Lake Sewer; Operations	606	Jan 31, 2023	59,645.00	46,199.75			13,445.25						-
Kelly Lake Sewer; Operations	606	Jan 26, 2024	70,184.00				27,120.59						43,063.41
Kelly Lake Transfer Station; Temp Closure Bulky Waste Bin Costs	500	Dec 12, 2024	6,500.00										6,500.00
Lake Harvester Environmental Mgmt Plan	120	Oct 28, 2021	50,000.00	31,752.58									18,247.42
Mile 22 Community Park Assn; Rink Repair & Insurance Funding	120	May 9, 2024	3,600.00				3,600.00						-
NLC Foundation Intercollegiate Rodeo	120	Sep 26, 2024	3,333.33				3,333.33						-
One Island Lake Community Assn; Speed Reader Board Funding	120	June 13, 2024	6,000.00				6,000.00						-
Pouce Coupe; Canada Day Celebration Funding	120	June 13, 2024	10,000.00				10,000.00						-
Pouce Coupe; Fire Hall Engineered Design Funding	325	Feb 15, 2021	25,000.00										25,000.00
Pouce Coupe Food Bank; 2024 Operations	120	June 13, 2024	10,000.00				10,000.00						-
Rolla Creek Diking; Operations (related to engineering & decommissioning)	430	Jan 31, 2023	233,177.00	27,475.56			205,701.44						-
Rolla Creek Diking; Operations & Decommissioning	430	Jan 26, 2024	30,000.00				30,000.00						-
Rolla Creek Diking; Decommissioning Construction/Operations	430	Feb 15, 2024	100,000.00				94,413.02						5,586.98
Rolla Sewer; Capital Projects Reserve (20,000/yr 2023-2026)	607	Dec 15, 2022	80,000.00	20,000.00			20,000.00						40,000.00
Rural Gasification	120	Oct 20, 2011; Sep 17, 2020	740,000.00	72,390.26									667,609.74
SP Dist Crime Prevention; One Call Now Subsc (1700/yr 2022-24)	120	Oct 20, 2022	5,100.00	1,700.00			3,400.00						-
SP Dist Crime Prevention; Rural Patrol Dash Cameras	120	Mar 14, 2024	500.00				500.00						-
Spark Women's Leadership Conference Soc.; 2024 Conference	120	April 25, 2024	2,500.00				2,500.00						-
Swan Lake Weir; PRRD Parks Budget Funding	200	Nov 19, 2020	50,000.00										50,000.00
Youth Travel; Sporting Events (75% Sub Reg) (Prov, Natl, Int Natl)	120	Jan 31, 2023	1,125.00										1,125.00
					1,846,262.89	279,518.15		546,528.85	-	-	-	-	1,020,215.89
Area E													
Bursary Awards; SP Sub. Reg. Grad Students (1 trades, 1 sch @ 25% of 1500)	120	Jan 31, 2023	750.00										750.00
Camp Sagitawa; Phase 1 Climbing Wall	120	Feb 20, 2014	20,000.00	5,869.50									14,130.50
Chetwynd & Area Scramblevision; Operations	505	Mar 24, 2023	26,437.00	6,596.15							7,981.62		11,859.23
Chetwynd & Area Scramblevision; Operations	505	Jan 26, 2024	5,769.00										5,769.00
Chetwynd Library Construction	290	Oct 20, 2022	235,759.00										235,759.00
Chetwynd Public Library Assn; Echo Historical Digitation	290	Aug 3, 2023	26,218.56	22,664.50									3,554.06
Chetwynd TV Function; Operations	510	Mar 24, 2023	25,877.00	819.51						6,308.14			18,749.35
Chetwynd TV Function; Operations	510	Jan 26, 2024	553.00										553.00
Electrical Extension Grants	120	Ongoing	4,000.00										4,000.00
Legal Fees; Community Group Property Transfer	120	Jan 21, 2021; May 19, 2022	6,000.00										6,000.00
Moberly Lake Rural Fire; Operations	335	Feb 15, 2024	93,947.00										93,947.00
NLC Foundation Intercollegiate Rodeo	120	Sep 26, 2024	1,666.67								1,666.67		-
Youth Travel; Sporting Events (Area E) (Prov, Natl, Int Natl)	120	Jan 31, 2023	1,500.00										1,500.00
	120	Jan 31, 2023	375.00										375.00
					448,852.23	35,949.66					15,956.43		396,946.14
Total Fair Share GL Balance at Month End							1,304,024.34	1,101,332.16	1,641,443.81	3,035,920.74			7,082,721.05
Total Remaining Commitment							733,603.68	94,167.67	1,020,215.89	396,946.14			2,244,933.38
Balance After Remaining Commitments							570,420.66	1,007,164.49	621,227.92	2,638,974.60			4,837,787.67
							Area B	Area C	Area D	Area E			

Peace River Agreement Commitments						December 2024				J. Kealy Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2024 Opening Balance						2,430,731.08	4,689,584.57	2,947,927.72	2,412,083.63	12,480,327.00				
Total interest						151,032.93	248,489.44	175,171.45	146,156.29	720,850.11				
Subscription PRA \$						828,060.50	828,060.50	828,060.50	828,060.50	3,312,242.00				
COMMITMENTS		Budget Category	Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year				Remaining Commitment			
Area B														
Comm. Hall Remediation (Osborn, Halfway Gr, Cache Cr, Golata-S11k)	120	Aug 18, 2022		617,027.90	15,936.90	3	2,981.00						598,110.00	
Connectivity Partnering	135	Aug 18, 2022		500,000.00		11							500,000.00	
*Golata Creek Comm Hall; New Hall Feasibility/Construction	120	Sep 29, 2022		500,000.00		3							500,000.00	
NPFF Grounds; Critical Repairs & 2023 Fair Support via F200	200	Jun 30, 2023		200,000.00	197,046.54	3							2,953.46	
NP Regional Park; Bleacher Repairs	200	May 9, 2024		85,000.00		8	78,793.50						6,206.50	
Osborn Comm Hall; New Hall Feasibility	120	Feb 20, 2020		13,828.44	8,889.00	8							4,939.44	
Rose Prairie Water Stn; Capital Upgrades	702	Dec 14, 2023; May 9, 2024		409,470.00		1	166,139.25						243,330.75	
Wonowon Subdivision Improvement Public Engagement	120	Jan 21, 2021		18,000.00		3							18,000.00	
				2,343,326.34			247,913.75						1,873,540.15	
Area C														
CLFD; Two Squad Trucks	315	Nov 23, 2023; Mar 14, 2024		175,000.00		6		156,257.00					18,743.00	
CLFD; Structure Protection Unit Trailer, Storage Trailer	315	Dec 14, 2023		281,250.00		6		274,990.00					6,260.00	
CL Sewer; Capital Repairs/Infrastructure	601	Aug 18, 2022		1,750,000.00	302,729.95	9		836,728.28					610,541.77	
Charlie Lake Sewer Capital Upgrades	601	Dec 12, 2024		1,500,000.00		9							1,500,000.00	
Connectivity Partnering	135	Aug 18, 2022		500,000.00		11							500,000.00	
Potable H2O Feasibility Study	120	Sep 27, 2021		200,000.00	106,871.96	1							93,128.04	
NP Airport Sub Sewer; Phase 1 WW R&M, Phase 2 WW R&M	603	May 19, 2022		700,000.00	10,362.00	9							689,638.00	
NP Airport Sub; Water Distribution Maintenance Initiative	701	Dec 1, 2016		15,000.00	12,000.00	1							3,000.00	
NP Airport Sub Water; Capital Upgrades	701	May 19, 2022		300,000.00	136,914.81	1		33,409.11					129,676.08	
				5,421,250.00				1,301,384.39					3,550,986.89	
Area D														
CDC; Water Stewardship (30,000/yr 2023-2025)	120	Dec 15, 2022		90,000.00	30,000.00	1			30,000.00				30,000.00	
Chilton Sewer; Capital Upgrades	602	Nov 14, 2024		40,000.00		9							40,000.00	
DC/PC Fire; Expansion Service Contract (25,000/yr 2022-2024)	325	Aug 19, 2021		75,000.00	50,000.00	6			25,000.00				-	
Fire Engine Replacement (Owned by PRRD for DC Rural Fire)	325	Dec 15, 2022; Mar 14, 2024		774,950.00		6							774,950.00	
Fire Protection Feasibility; Bessborough/Farmington	325	Jan 31, 2023		45,000.00		6			27,581.63				17,418.37	
Harper-Imperial Sewer; Capital Upgrades	605	Nov 14, 2024		40,000.00		9							40,000.00	
Kelly Lake Community Centre; Renovation Project	225	Sep 17, 2020; May 9, 2024		319,000.00		8			8,380.95				310,619.05	
Kelly Lake Sewer; Lagoon Desludging Activities	606	Dec 14, 2023		200,000.00		9			130,045.80				69,954.20	
Kelly Lake Sewer; Capital Upgrades	606	Nov 14, 2024		140,000.00		9							140,000.00	
Potable Water Security/Studies	120	Dec 14, 2023		200,000.00		1							200,000.00	
Rolla Sewer; Capital Upgrades	607	Reg Brd Mtg Jul 14, 2022		15,000.00		9			15,000.00				-	
Rolla Sewer; Engineering/Consulting Costs	607	Jan 31, 2023		35,000.00	31,627.45	9			882.50				2,490.05	
Rolla Sewer; Lagoon Desludging Activities	607	Dec 14, 2023		200,000.00		9			102,973.18				97,026.82	
Rolla Sewer; Capital Upgrades	607	Nov 14, 2024		40,000.00		9							40,000.00	
Step Up 'N' Ride Society; (18,750/yr 2024-2026)	120	Nov 23, 2023		56,250.00		4			18,750.00				37,500.00	
Tomslake FD; Computer Aided Dispatch Units	345	Feb 20, 2020		9,570.00	1,706.60	6			4,782.84				3,080.56	
				2,279,770.00					363,396.90				1,803,039.05	
Area E														
Chetwynd Leisure Cntr; Parking Lot Improvements	240	Feb 15, 2024		200,000.00		8					200,000.00		-	
Chetwynd Public Library; New Library Construction	290	Jan17/19; Jan31/19, Aug19/21 Aug18/22		2,205,761.64	2,083,946.77	7							121,814.87	
Chetwynd Rural Fire; Hall Replacement Res. (50,000/yr 2022-2026)	320	Jan 12, 2022		250,000.00	100,000.00	6					50,000.00		100,000.00	
Chetwynd Rural Fire; Public Engagement/Boundary Expansion	320	Jan 21, 2021		15,000.00	116.05	6							14,883.95	
Chetwynd Rural Fire; Water Tender Down Payment Funding	320	Jan 12, 2022; May 4, 2023 Reg Brd		554,658.00	76,365.79	6					140,639.10		337,653.11	
Chetwynd Rural Fire; Water Tender Procurement Additional Cost	320	Nov 23, 2023		27,342.00		6							27,342.00	
CDC; Water Stewardship (10,000/yr 2023-2025)	120	Dec 15, 2022		30,000.00	10,000.00	1					10,000.00		10,000.00	
ML Community Hall; Critical R&M (Electric, Signage, Access, Deck)	120	Aug 3, 2023		23,093.00	16,362.68	3							6,730.32	
MLFD Capital; Portable Pumps (2023)	335	Dec 15, 2022		12,000.00	9,654.70	6							2,345.30	
MLFD Capital; Fire Hall Concrete Apron (2023)	335	Dec 15, 2022		100,000.00		6							100,000.00	
MLFD; Winch System, Cistern, Doors R&M, Turnout Gear, etc	335	Nov 25, 2021; Dec 16, 2021		82,675.00	13,589.83	6					5,595.00		63,490.17	
ML Natural Gas Exp Feas. Partnership-Saulteau & West Moberly	120	Aug 18, 2022		500,000.00		10							500,000.00	
ML Rural Fire; Public Engagement/Operations	335	Jan 21, 2021		29,538.00	5,617.77	6							23,920.23	
Step Up 'N' Ride Society; (6,250/yr 2024-2026)	120	Nov 23, 2023		18,750.00		4					6,250.00		12,500.00	
				4,048,817.64							412,484.10		1,320,679.95	
Total Peace River Agreement GL Balance at Month End						3,161,910.76	4,464,750.12	3,587,762.77	2,973,816.32	14,188,239.97				
Total Remaining Commitment						1,873,540.15	3,550,986.89	1,803,039.05	1,320,679.95	8,548,246.04				
Balance available after remaining commitments						1,288,370.61	913,763.23	1,784,723.72	1,653,136.37	5,639,993.93				
						Area B	Area C	Area D	Area E					
*Conditions Apply														
Spending Item Numbers:														
1 Potable Water and Water Security/Studies	3 Halls, Trails and Walking Paths	5 Dawson Creek Fire Training Centre	7 Libraries, Museums and Art Galleries	9 PRRD Sewer Services Assistance										
2 Arenas	4 Assistance to Other Organizations	6 Fire Protection	8 Year-Round Recreation Facility Upgrades	10 Natural Gas										
				11 Connectivity										

Area B Peace River Agreement Multi-Year Spending by Item Number December 2024							
	Remaining Planned Spend (2016-2020)	Planned Spend (2021-2025)	Committed	Paid (2016-2023)	Paid YTD (2024)	Remaining Commitment	Remaining Planned Spend
Spending Item #1 - Potable Water & Water Security/Studies	(2,135,710.00)	1,536,401.00					
Rose Prairie Water Station; Capital Upgrades			409,470.00		166,139.25	243,330.75	
TOTAL:			409,470	-	166,139	243,331	(1,008,779)
Spending Item #2 - Arenas	920,634.00	-					
Clearview Rec Facility; Property Assessment Commitment			-			-	
TOTAL:			-	-	-	-	920,634
Spending Item #3 - Halls, Trails & Walking Paths	19,047.00	482,490.00					
Wonowon Function Feasibility Study			1,960.00	1,960.00		-	
Comm. Hall Remediation (Osborn, Halfway Gr, Cache Cr, Golata)			617,028.00	15,937	2,981.00	598,110.00	
Golata Creek Comm Hall; New Hall Feasibility/Construction			500,000.00			500,000.00	
Wonowon Subdivision; Improvement & Public Engagement			18,000.00			18,000.00	
North Peace Fall Fair Grounds Critical Repairs & 2023 Fair Support			200,000.00	197,046.54		2,953.46	
TOTAL:			1,336,988	214,944	2,981	1,119,063	(835,451)
Spending Item #4 - Assistance to Other Organizations	466,967.00	821,243.00					
Kings Valley Christian Camp			25,112.00	25,112.00		-	
TOTAL:			25,112	25,112	-	-	1,263,098
Spending Item #5 - Dawson Creek Fire Training Centre	13,125.00	8,750.00					
CDC; Fire Training Centre			13,125.00	13,125.00		-	
TOTAL:			13,125	13,125	-	-	8,750
Spending Item #6 - Fire Protection	-	-					
TOTAL:			-	-	-	-	-
Spending Item #7 - Libraries Museums & Art Galleries	134,000.00						
TOTAL:			-	-	-	-	134,000
Spending Item #8 - Year Round Rec Facility Upgrades	(15,876.00)	75,000.00					
Osborn Comm Hall; New Hall Feasibility (2020)			10,594.44	5,655.00		4,939.44	
North Peace Regional Park; 8 Sets of Bleachers Capital Repairs			85,000.00		78,793.50	6,206.50	
TOTAL:			95,594	5,655	78,794	11,146	(36,470)
Spending Item #9 - PRRD Sewer Services	-	-					
TOTAL:			-	-	-	-	-
Spending Item #10 - Natural Gas	713,125.00	644,829.00					
TOTAL:			-	-	-	-	1,357,954
Spending Item #11 - Connectivity	-	537,500.00					
North Pine Tower Condition Assessment			50,000.00	50,000.00		-	
Connectivity Partnering			500,000.00			500,000.00	
TOTAL:			550,000	50,000	-	500,000	(12,500)
Spending Items A-E (2016)	(21,725.00)						
TOTAL:			-	-	-	-	(21,725)
Total Remaining Commitments						1,873,540	
Interest Received							393,982
PRA Funds Received							(875,122)
TOTAL							1,288,370

Area C Peace River Agreement Multi-Year Spending by Item Number December 2024							
	Remaining Planned Spend (2016-2020)	Planned Spend (2021-2025)	Committed	Paid (2016-2023)	Paid YTD (2024)	Remaining Commitment	Remaining Planned Spend
Spending Item #1 - Potable Water & Water Security/Studies	890,188.00	1,250,000.00					
NP Airport Sub Water Distribution Maintenance Initiative			3,000.00			3,000.00	
NP Airport Sub Water Capital Upgrades			300,000.00	136,914.81	33,409.11	129,676.08	
Potable Water Feasibility Study			200,000.00	106,871.96		93,128.04	
TOTAL:			503,000	243,787	33,409	225,804	1,637,188
Spending Item #2 - Arenas	-	-					
TOTAL:			-	-	-	-	-
Spending Item #3 - Halls, Trails & Walking Paths	375,000.00	100,000.00					
TOTAL:			-	-	-	-	475,000
Spending Item #4 - Assistance to Other Organizations	410,000.00	821,243.00					
TOTAL:			-	-	-	-	1,231,243
Spending Item #5 - Dawson Creek Fire Training Centre	19,688.00	13,125.00					
CDC; Fire Training Centre			19,688.00	19,688.00			
TOTAL:			19,688	19,688	-	-	13,125
Spending Item #6 - Fire Protection	622,500.00	500,000.00					
CLFD; HVAC & Plumbing R&M			15,000.00	15,000.00			
CLFD Engineering Studies/Renos, Relocate Water Piping			-				
CLFD Water Storage			29,099.16	29,099.16		(0.00)	
CLFD Squad Trucks			175,000.00		156,257.00	18,743.00	
CLFD Structure Protection Unit Trailer			281,250.00		274,990.00	6,260.00	
TOTAL:			500,349	44,099	431,247	25,003	622,151
Spending Item #7 - Libraries Museums & Art Galleries	44,000.00	-					
TOTAL:			-	-	-	-	44,000
Spending Item #8 - Year Round Rec Facility Upgrades	-	-					
TOTAL:			-	-	-	-	-
Spending Item #9 - PRRD Sewer Services	847,600.00	1,233,276.00					
CL Swr Capital Repairs			1,750,000.00	302,729.95	836,728.17	610,541.88	
CL Swr Capital Upgrades			1,500,000.00			1,500,000.00	
NP Airport Sub Swr; Upgrades			800,000.00	800,000.00		-	
NP Airport Sub Swr; Waste Water Phase 1 & 2			700,000.00	10,362.00		689,638.00	
TOTAL:			4,750,000	1,113,092	836,728	2,800,180	(2,669,124)
Spending Item #10 - Natural Gas	-	-					
TOTAL:			-	-	-	-	-
Spending Item #11 - Connectivity	-	188,569.00					
Connectivity Partnering			500,000.00			500,000.00	
TOTAL:			500,000	-	-	500,000	(311,431)
Spending Items A-E (2016)	(1,725.00)						
TOTAL:			-	-	-	-	(1,725)
Total Remaining Commitments						3,550,987	
Interest Received							748,460
PRA Funds Received							(875,122)
TOTAL							913,764

Area D							
Peace River Agreement Multi-Year							
Spending by Item Number							
December 2024							
	Remaining Planned Spend (2016-2020)	Planned Spend (2021-2025)	Committed	Paid (2016-2023)	Paid YTD (2024)	Remaining Commitment	Remaining Planned Spend
Spending Item #1 - Potable Water & Water Security/Studies	(208,523.00)	1,012,485.00		3,999.00	337.05	95,663.95	
CDC; Water Stewardship (30k/yr. 2023-2025)			90,000.00	30,000.00	30,000.00	30,000.00	
Potable Water Options Investigation/Works in Area D			200,000.00			200,000.00	
TOTAL:			290,000	33,999	30,337	325,664	413,962
Spending Item #2 - Arenas	-	-					
TOTAL:			-	-	-	-	-
Spending Item #3 - Halls, Trails & Walking Paths	107,694.00	250,000.00		-			
TOTAL:			-	-	-	-	357,694
Spending Item #4 - Assistance to Other Organizations	(105,737.00)	821,243.00		187,500.00			
South Peace District Crime Prevention (2018)			1,400.00	1,400.00			
Step Up 'N Ride Society (18,750/yr. 2023-2025)			56,250.00		18,750.00	37,500.00	
TOTAL:			57,650	188,900	18,750	37,500	470,356
Spending Item #5 - Dawson Creek Fire Training Centre	45,938.00	30,625.00					
			-				
			45,937.50	45,937.50			
TOTAL:			45,938	45,938	-	-	30,626
Spending Item #6 - Fire Protection	1,064,428.00	325,000.00					
VOPC; PC Volunteer FD Radios			25,000.00	25,000.00			
Fire Engine Replacement; DC Rural Fire			774,950.00			774,950.00	
TlFD; Computer Aided Dispatch Units			9,570.00	1,706.60	4,782.84	3,080.56	
CDC; DC/PC Fire Radios			100,000.00	100,000.00			
DC/PC Fire; PC Fire New Tender			250,000.00	250,000.00			
DC/PC Fire; Expansion Service Contract (2022-2024)			75,000.00	50,000.00	25,000.00		
Fire Protection Feasibility; Bessborough/Farmington			45,000.00		27,581.63	17,418.37	
TOTAL:			1,279,520	426,707	57,364	795,449	109,908
Spending Item #7 - Libraries Museums & Art Galleries	13,500.00	-					
TOTAL:			-	-	-	-	13,500
Spending Item #8 - Year Round Rec Facility Upgrades	62,737.00	100,000.00					
Encana Events Centre; Sport Court Funding			100,000.00	100,000.00			
Kelly Lake Community Center Renovation Project			319,000.00		8,380.95	310,619.05	
KL Comm. Centre; Grant Application Costs			4,237.50	4,237.50			
TOTAL:			423,238	104,238	8,381	310,619	(260,501)
Spending Item #9 - PRRD Sewer Services	(90,660.00)	1,112,485.00					
Chilton Swr; Upgrades			21,546.56	21,546.56			
Chilton Swr; Capital Upgrades			129,214.00	129,214.00			
Chilton Swr; Capital Upgrades (2025)			40,000.00			40,000.00	
Friesen Swr; Upgrades			143,794.56	143,794.56			
Harper/Imperial Swr; Upgrades			16,543.20	16,543.20			
Harper/Imperial Swr; Capital Upgrades			196,373.71	196,373.71			
Harper/Imperial Swr; Capital Upgrades (2025)			40,000.00			40,000.00	
Kelly Lake Sewer; Upgrades			21,225.66	21,225.66			
Kelly Lake Sewer; Desludging Activities			200,000.00		130,045.80	69,954.20	
Kelly Lake Sewer; Capital Upgrades (2025)			140,000.00			140,000.00	
Rolla Swr; Condition Assessment			50,000.00	50,000.00			
Rolla Swr; Capital Upgrades			15,000.00		15,000.00		
Rolla Swr; Engineering/Consulting Expenses			35,000.00	31,627.45	882.50	2,490.05	
Rolla Swr; Lagoon Desludging Activities			200,000.00		102,973.18	97,026.82	
Rolla Swr; Capital Upgrades (2025)			40,000.00			40,000.00	
TOTAL:			1,288,698	610,325	248,901	429,471	(266,873)
Spending Item #10 - Natural Gas	765,000.00	454,375.00					
TOTAL:			-	-	-	-	1,219,375
Spending Item #11 - Connectivity	-	-					
TOTAL:			-	-	-	-	-
Spending Items A-E (2016)	(1,725.00)						
TOTAL:			-	-	-	-	(1,725)
Total Remaining Commitments						1,898,703	
Interest Received							477,862
PRA Funds Received							(875,122)
TOTAL							1,689,062

Area E							
Peace River Agreement Multi-Year							
Spending by Item Number							
December 2024							
	Remaining Planned Spend (2016-2020)	Planned Spend (2021-2025)	Committed	Paid (2021-2023)	Paid YTD (2024)	Remaining Commitment	Remaining Planned Spend
Spending Item #1 - Potable Water & Water Security/Studies	679,750.00	500,000.00					
CDC; Water Stewardship (10k/yr. 2023-2025)			30,000.00	10,000.00	10,000.00	10,000.00	
TOTAL:			30,000	10,000	10,000	10,000	1,149,750
Spending Item #2 - Arenas	500,000.00	460,000.00					
TOTAL:			-	-	-	-	960,000
Spending Item #3 - Halls, Trails & Walking Paths	177,950.00	225,000.00					
Moberly Lake Community Hall; Upgrades			23,093.00	16,363		6,730.32	
TOTAL:			23,093	16,363	-	6,730	379,857
Spending Item #4 - Assistance to Other Organizations	224,969.00	821,243.00		62,500.00			
Seniors Meal Project; Public Engagement & Approval Process				15,000.00			
Step Up 'N' Ride Society; (6,250/yr. 2023-2025)			18,750.00		6,250.00	12,500.00	
Chetwynd Communications Soc; Operations and Equipment Reserve			100,000.00	100,000.00		-	
TOTAL:			118,750	177,500	6,250	12,500	849,962
Spending Item #5 - Dawson Creek Fire Training Centre	26,250.00	17,500.00	26,250.00	26,250.00			
TOTAL:			26,250	26,250	-	-	17,500
Spending Item #6 - Fire Protection	51,998.00	200,000.00					
Chetwynd Fire Operations (2020)			-			-	
Chetwynd Rural Fire; Hall Replacement (50k/yr. 2022-2026)			250,000.00	100,000.00	50,000.00	100,000.00	
Chetwynd Rural Fire; Public Engagement/Boundary Expansion			15,000.00	116.05		14,883.95	
Chetwynd Rural Fire; Water Tender Down Payment			554,658.00	76,365.79	140,639.10	337,653.11	
CDC; DC/PC Fire Radios			10,000.00	10,000.00		-	
MLFD Capital Items; Gear Storage, IT Upgrade, Gas Detectors			27,750.00	27,750.00		-	
MLFD; Portable Pumps			12,000.00	9,654.70		2,345.30	
MLFD; Fire Hall Concrete Apron			100,000.00			100,000.00	
MLFD; Fire Hall Security Upgrades			17,000.00	17,000.00		-	
MLFD; Winch System, Cistern, Door R&M, Turnout Gear			82,675.00	13,589.83	5,595.00	63,490.17	
ML Rural Fire; Public Engagement/Operations			29,538.00	5,617.77		23,920.23	
Chetwynd Rural Fire; Water Tender Procurement Additional Cost			27,342.00	-		27,342.00	
TOTAL:			1,125,963	260,094	196,234	669,635	(873,965)
Spending Item #7 - Libraries Museums & Art Galleries	750,635.00	1,000,000.00					
Chetwynd Public Library; Concept, Designs, Estimates			224,330.16	224,330.16		-	
Chetwynd Public Library; New Library Construction			2,205,761.64	2,083,946.77		121,814.87	
TOTAL:			2,430,092	2,308,277	-	121,815	(679,457)
Spending Item #8 - Year Round Rec Facility Upgrades	37,500.00	325,000.00					
Chetwynd Leisure Cntr; Parking Lot Improvements			200,000.00		200,000.00	-	
Iver Johnson Comm Park; Facility Upgrades			3,298.00	3,298.00		-	
Iver Johnson Comm Park; Basketball Court			8,433.57	8,433.57		-	
TOTAL:			211,732	11,732	200,000	-	150,768
Spending Item #9 - PRRD Sewer Services	-	-					
TOTAL:			-	-	-	-	-
Spending Item #10 - Natural Gas	-	557,470.00					
Moberly Lake Natural Gas Feasibility Partnership			500,000.00			500,000.00	
TOTAL:			500,000	-	-	500,000	57,470
Spending Item #11 - Connectivity	-	-					
Connectivity Partnering							
TOTAL:			-	-	-	-	-
Spending Items A-E (2016)	(1,725.00)						
TOTAL:			-	-	-	-	(1,725)
	2,447,327.00	4,106,213.00	4,465,879				
						Total Remaining Commitments	1,320,680
						Interest Received	518,097
						PRA Funds Received	(875,122)
						TOTAL	1,653,135

Community Works (Gas Tax) Commitments						J. Kealy Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
December 2024										
January 1, 2024 opening balance						1,308,621.30	2,656,167.47	887,276.36	1,931,608.14	6,783,673.27
Total Interest Earned						64,250.27	117,231.20	40,965.46	99,087.88	321,534.81
Subscription						244,922.37	244,922.37	244,922.36	244,922.36	979,689.46
COMMITMENTS	Project Number	Budget Category	Date Committed	Commitment Amount	Previous Yrs. Payments	Gas Tax Payments This Year				Remaining Commitment
Area B										
Cecil Lake Rec; Building Improvements; Additional Storage	21-0333-CWF	120	Apr 22, 2021	39,746.00	39,083.10					662.90
Cecil Lake Rec; Furnace Replacement	24-0256	120	Feb 15, 2024	16,768.50		16,768.50				-
Cecil Lake Rec; Outhouses, Ball Diamond Upgrades	24-0049	120	Jun 23, 2023	32,403.00						32,403.00
Cecil Lake Rec; Universal Basketball Court Construction	24-0258	120	Apr 25, 2024	22,238.72						22,238.72
Clearview Arena Soc.; Ventilation/Dehumidification System	22-0495-CWF	260/120	Feb 20, Apr 16, Jun 18/20; Feb 18/21; Mar 17/22	303,542.62	256,883.61	46,659.01				-
Clearview Arena Soc.; Condenser Replacement	24-0259	120	May 9, 2024	116,501.68		113,808.38				2,693.30
*Goodlow Comm Club; Dugout, Campsite, Gazebo Upgrades	24-0050	120	Apr 22, 2021	23,456.00	18,877.45					4,578.55
Goodlow Comm Club; Parking Lot Construction	24-0051	120	Jun 23, 2023	27,000.00						27,000.00
*NP Fall Fair Soc; A. Kelly Building & Grounds Improvements	24-0139	120	Apr 22, 2021	31,435.00						31,435.00
NP Fall Fair Soc; Pineview Hall Structural Assessments	24-0260	120	May 9, 2024	12,730.00		9,660.00				3,070.00
NP Historical Soc; Aging Façade Replacement Funding	24-0052	120	Jun 23, 2023	14,250.00		14,250.00				-
*Prespatou Planning Cmte Soc; Comm Walking Trail	24-0053	120	Apr 22, 2021	100,000.00	56,111.11					43,888.89
*Osborn Comm Hall Construction	24-0147	120	Sep 29, 2022	500,000.00						500,000.00
Rose Prairie Comm Curling Centre; Metal Doors Funding	24-0054	120	Jun 23, 2023; Apr 25, 2024	16,380.00		16,165.80				214.20
Rose Prairie Water Stn; Capital Upgrades	24-0273	702	May 9, 2024	407,000.00						407,000.00
Upper Halfway Community Hall; Critical R&M	23-0499-CWF	120	Feb 3, 2022; Aug 3, 2023	10,742.00	6,981.00					3,761.00
						1,674,193.52	377,936.27	217,311.69		1,078,945.56
Area C										
Baldonnel Elementary PAC; Intermediate Playground Eq	24-0332	120	Apr 25, 2024	316,317.10			19,786.58			296,530.52
Charlie Lake Community Club; CL Comm Hall Major Repairs	24-0057	120	Oct 19, 2023	139,545.00			139,545.00			-
Charlie Lake PAC/SD#60; CL Elementary Multi-Sport Court	24-0058	120	Jun 23, 2023	121,476.86	23,688.15		97,788.71			-
CL Elementary Multi-Sport Court Gas Tax Funding Sign	24-0058	120	Jun 23, 2023	500.00						500.00
CLFD; Coverall Building and Fire Hall Office Renos	24-0333	315	May 9, 2024	250,000.00						250,000.00
Charlie Lake Sewer Capital Repairs	23-0587-CWF	601	Aug 18, 2022	2,000,000.00	333,814.57		806,655.49			859,529.94
Charlie Lake Sewer Capital Upgrades	24-0334	601	May 9, 2024	174,000.00						174,000.00
Charlie Lake Sewer Capital Upgrades		601	Nov 14, 2024; Dec 12, 2024	207,000.00						207,000.00
NP Historical Society; Front Façade Funding	24-0052	120	May 17, 2023	12,000.00			12,000.00			-
						3,220,838.96	357,502.72	1,075,775.78		1,787,560.46
Area D										
Farmington Community Assn; Hall Floor Replacement	24-0335	120	Apr 25, 2024	17,000.00				16,894.92		105.08
Farmington Community Assn; Matthews Park Playground Eq	24-0336	120	Apr 25, 2024	80,000.00				67,830.57		12,169.43
Hats & Chaps Gymkhana Soc; Livestock Pens; Grounds	24-0059	120	Apr 22, 2021	27,000.00				27,000.00		-
Kelly Lake Sewer System Upgrades	23-0519-CWF	606	Nov 25, 2021	135,000.00	67,089.57		27,244.53			40,665.90
Kelly Lake Community Centre; Renovations	24-0337	225	May 9, 2024	446,000.00						446,000.00
Lions Club of TR; Lions Flatbed Creek Campground Upgrade	24-0338	120	Apr 25, 2024	54,000.00						54,000.00
Rolla Sewer System Upgrade & Mun. WW Compliance Asmt.	22-0463-CWF	607	Nov 19, 2020; Sep 27, 2021	604,400.00	584,520.67					19,879.33
Rolla Sewer Upgrades	23-0272-CWF	607	Nov 25, 2021	330,000.00	254,256.15		63,011.30			12,732.55
SP Mile 0 Park Soc; Rotary Recreation Park Redevelopment	24-0339	120	May 9, 2024	100,500.00			100,000.00			500.00
SP Historical Soc; W. Wright Pioneer Village Roof R&M*	24-0060	120	Mar 23, 2023	98,000.00	97,988.00					12.00
						1,891,900.00	1,003,854.39	301,981.32		586,064.29
Area E										
Asset Mgmt - Area E Infrastructure & Comm Hall Upgrades	24-0341	120	May 9, 2024	1,784,000.00						1,784,000.00
Hats & Chaps Gymkhana Soc; Livestock Pens; Grounds	24-0059	120	Apr 22, 2021	9,000.00				9,000.00		-
Jackfish Lake Community Hall; Critical R&M	23-0444-CWF	120	Jan 12, 2022; Aug 3, 2023	59,209.00	3,762.90					55,446.10
Moberly & Jackfish Lake Comm Halls; Condition Asmt	23-0523-CWF	120	Jan 21, 2021	30,000.00	8,789.64				3,696.15	17,514.21
Moberly Lake Fire Hall; Exhaust Removal; New Furnace	23-0057-CWF	335	Nov 25, 2021; Dec 16, 2021	130,825.00	118,491.00					12,334.00
SP Mile 0 Park Soc; Rotary Recreation Park Redevelopment	24-0339	120	May 9, 2024	50,500.00					50,000.00	500.00
						2,063,534.00	131,043.54	62,696.15		1,869,794.31
Total Community Works (Gas Tax) Balance at month end						1,400,482.25	1,942,545.26	871,182.86	2,212,922.23	6,427,132.60
Total Remaining Commitment						1,078,945.56	1,787,560.46	586,064.29	1,869,794.31	5,322,364.62
Balance After Remaining Commitments						321,536.69	154,984.80	285,118.57	343,127.92	1,104,767.98
						Area B	Area C	Area D	Area E	
*Conditions apply										

BCR/PRA Commitments	December 2024	Area B	Area C	Area D	Area E	Total BCR/PRA
2024 Opening Balance		40,065.83	32,612.14	19,251.35	41,715.30	133,644.62
Interest		2,017.76	1,637.36	982.44	2,128.84	6,766.40
Commitments Remaining						
N/A						
BC Rural Centre Soc.; Keeping it Rural Conference (833.33/yr 2024-25)		833.33	833.33			1,666.66
Total Commitments		833.33	833.33	-	-	1,666.66
BC Rural Centre Soc.; Keeping it Rural Conference (2024 Funding)		833.33	833.33			1,666.66
Total Expenditures		833.33	833.33	-	-	1,666.66
Month End GL Balance		41,250.26	33,416.17	20,233.79	43,844.14	138,744.36
Balance Available After Remaining Commitments		40,416.93	32,582.84	20,233.79	43,844.14	137,077.70
		Area B	Area C	Area D	Area E	

Rural Loans Fund Commitments

December 2024

2024 Opening Balances	Loan Fund	4,500,000.00
	Interest	1,098,045.89
	Total	5,598,045.89

<u>Loans</u>	Date Committed	Commitment Amount	Issued Amount	Payments Received	Balance Owing
N/A					
Total Remaining Commitment		-			
Balance After Remaining Loan Commitment					4,500,000.00

<u>Grants</u>	J. Kealy Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Remaining Commitment
80% of Loan Fund Interest	219,609.00	219,609.00	219,609.00	219,609.00	878,436.00
COMMITMENTS:					
N/A					
Total Remaining Commitment		-			
Balance After Remaining Commitments					878,436.00

Interest Earned 2024	288,713.01
Rural Loan Fund Reserve GL Balance	5,946,168.62

Special Purpose Operating and Capital Reserve Balances as of December 2024

RESERVE

Reserve Fund	Balance	2023 Interest	Reserve Fund	Balance	2023 Interest
911 Emergency Capital	\$ 365,824.56	\$ 18,043.29	Gotta Go	\$ 77,783.92	\$ -
Area B Potable H2O Capital	\$ 501,022.83	\$ 19,690.88	Green "Carbon" Project	\$ 877,192.97	\$ 23,767.98
Area C Comm Measures EA	\$ 693,339.79	\$ -	Growing Communities Fund	\$ 2,262,125.08	\$ 96,054.05
Area C Comm Measures Emerg	\$ 76,792.46	\$ -	Harp/Imp Sewer Capital	\$ 134,792.14	\$ 3,990.46
*BCR/PRA	\$ 138,744.36	\$ 6,133.39	Information System Plan	\$ -	\$ 14,339.04
Buick Creek Arena Capital	\$ 411,472.02	\$ 17,966.91	Insurance	\$ 542,619.48	\$ 23,693.50
Building	\$ 2,060,952.25	\$ 17,781.34	Invasive Plants Operating	\$ 127,006.74	\$ 6,493.55
Charlie Lake Fire Capital	\$ 1,156,041.64	\$ 40,375.97	Kelly Lake Comm Ctr. Capital	\$ 114,640.12	\$ 3,832.00
Charlie Lake DCC	\$ 357,769.56	\$ 15,622.02	Kelly Lake Sewer Capital	\$ 78,500.70	\$ 2,257.71
Charlie Lake Sewer Capital	\$ 828,393.87	\$ 34,413.56	Landfill Closure	\$ 3,271,207.21	\$ 112,124.47
CL Sewer Treatment/Disposal	\$ 417,727.08	\$ 18,240.06	Med. Health Care Scholarship	\$ 120,569.80	\$ 5,264.69
CL Waste Water Truck Facility	\$ 564,300.37	\$ 25,773.45	Moberly Lake Fire Apparatus	\$ 212,578.90	\$ 9,282.24
Chetwynd Arena Capital	\$ 2,861,305.44	\$ 115,093.37	Moberly Lake Fire Capital	\$ 22,226.18	\$ 1,140.85
Chetwynd Leis Ctr Capital	\$ 2,533,231.47	\$ 148,344.16	North Pine TV	\$ 33,240.60	\$ 1,434.36
Chetwynd Library Capital	\$ 92,998.29	\$ 2,920.81	NP Leisure Pool Building Repl	\$ 4,243,997.91	\$ 185,314.28
Chetwynd Rural Fire Capital	\$ 308,295.05	\$ 8,842.88	NP Leisure Pool Capital	\$ 2,711,146.32	\$ 94,042.98
Chilton Sewer Capital	\$ 104,397.84	\$ 3,388.52	*Peace River Agreement	\$ 14,188,239.97	\$ 603,109.43
*Community Works (Gas Tax)	\$ 6,427,132.60	\$ 307,243.15	Peace River Agreement Cmte	\$ 1,214,004.48	\$ 53,009.52
*Covid Operating	\$ 170,399.37	\$ 20,991.68	Regional Parks Capital	\$ 331,871.36	\$ 10,436.70
DC/PC Fire Capital	\$ 781,225.85	\$ 25,346.89	Rolla Sewer Capital	\$ 76,750.02	\$ 2,181.27
Election	\$ 112,780.74	\$ 4,924.58	*Rural Loan Fund	\$ 5,946,168.62	\$ 259,639.57
*Fair Share	\$ 7,082,721.05	\$ 345,342.50	Seniors Aging in Place Operating	\$ 320,845.80	\$ 6,827.34
Feasibility	\$ 330,641.73	\$ 17,833.92	Solid Waste Capital	\$ 9,384,980.83	\$ 341,346.94
Friesen Sewer Capital	\$ 84,897.56	\$ 2,537.04	Sub-Regional Recreation Operating	\$ 250,315.54	\$ 10,930.03
FSJ Airport Sewer Capital	\$ 139,962.07	\$ 5,598.37	Vehicle (Fleet)	\$ 236,862.97	\$ 8,988.96
FSJ Airport Water Capital	\$ 50,159.04	\$ 1,964.32			
			TOTAL	\$ 75,432,196.55	\$ 3,103,914.98

*Colour highlighted items are RBAC delegated.

Operating Maintenance Reserve Balances as of December 2024

RESERVE FUNDS

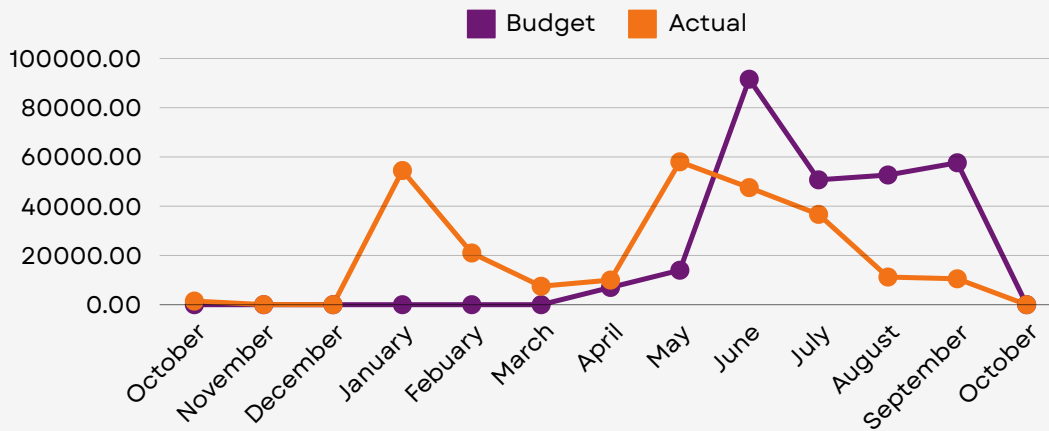
Function	Reserve Fund	Balance	2023 Interest	Function	Reserve Fund	Balance	2023 Interest
100	Communications	\$ -	\$ -	285	Cemeteries	\$ -	\$ -
100	Corporate	\$ -	\$ -	290	Chetwynd Library	\$ 27,172.78	\$ 853.42
100	Finance	\$ 131,244.66	\$ 5,730.79	291	Fort St John Public Library	\$ -	\$ -
100	Human Resources	\$ 523,187.93	\$ 22,845.02	295	Library Services	\$ -	\$ -
100	Information Tech	\$ 454,083.42	\$ 4,810.87	300	Emergency Plan	\$ 422,435.71	\$ 20,834.67
100	Occupational Health & Safety	\$ -	\$ -	305	911 Emergency Telephone	\$ 30,000.00	\$ -
110	Legislative Regional	\$ -	\$ -	310	Emergency Rescue Vehicle	\$ -	\$ -
120	Legislative Electoral	\$ -	\$ -	315	Charlie Lake Fire	\$ 143,221.17	\$ 5,283.58
135	Regional Connectivity	\$ -	\$ -	320	Chetwynd Rural Fire	\$ 1,535.92	\$ 1,348.35
160	Fleet Administration	\$ -	\$ -	325	DC/PC Rural Fire	\$ -	\$ -
170	Gotta Go	\$ -	\$ -	330	Fort St John Rural Fire	\$ -	\$ -
180	Health Related	\$ -	\$ -	335	Moberly Lake Rural Fire	\$ -	\$ -
190	Seniors Aging in Place	\$ -	\$ -	340	Taylor Rural Fire	\$ -	\$ -
200	Regional Parks	\$ 172,629.74	\$ 3,892.84	345	Tomslake Fire	\$ 70,314.38	\$ 1,940.85
210	Community Parks	\$ -	\$ -	400	Mgmt. of Dev.	\$ 218,849.90	\$ 8,223.77
220	Regional Recreation	\$ -	\$ -	405	Building Inspection	\$ -	\$ -
221	Sub-Regional Rec & Culture	\$ -	\$ -	410	Animal Control Shelter	\$ -	\$ -
222	Dinosaur Museum	\$ -	\$ -	430	Rolla Creek Dike	\$ 1,734.87	\$ 75.74
223	Global Geopark	\$ -	\$ -	500	Solid Waste	\$ 4,132,871.21	\$ 180,461.91
224	Sport & Cultural Events	\$ -	\$ -	525	North Pine TV	\$ -	\$ -
225	Kelly Lake Comm Ctr.	\$ 43,413.88	\$ 1,367.61	601	Charlie Lake Sewer	\$ 201,262.09	\$ 7,029.86
230	Tate Creek Community Ctr	\$ -	\$ -	602	Chilton Sewer	\$ 38,895.81	\$ 1,698.39
235	South Peace Multiplex	\$ -	\$ -	603	FSJ Airport Sewer	\$ 82,879.09	\$ 2,866.46
240	Chetwynd Leis Ctr	\$ 169,772.57	\$ 7,413.14	604	Friesen Sewer	\$ 30,698.27	\$ 1,326.32
245	NP Leisure Pool	\$ 168,072.85	\$ 2,471.03	605	Harp/Imp Sewer	\$ 92,404.07	\$ 2,957.47
250	Chetwynd Rec Complex	\$ -	\$ -	606	Kelly Lake Sewer	\$ 974.86	\$ 42.57
255	Chetwynd Arena	\$ 226,552.32	\$ 3,640.85	607	Rolla Sewer	\$ 1,250.59	\$ 148.29
260	Clearview Arena	\$ 98,463.78	\$ 4,299.41	701	FSJ Airport Water	\$ 51,968.87	\$ 1,823.46
265	Buick Creek Arena	\$ 162,404.56	\$ 7,091.41	702	Area B Potable Water	\$ 169,772.57	\$ 7,413.14
280	Recreation & Culture Facilities	\$ -	\$ -				
					TOTAL	\$ 7,868,067.87	\$ 307,891.22

Annual Report

Financial Performance Dashboard



Revenue Trend By Month

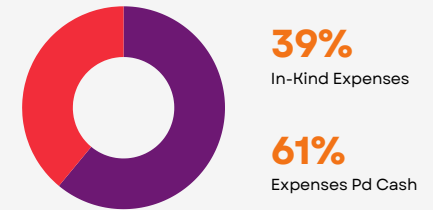


Monthly revenue figures for the past year

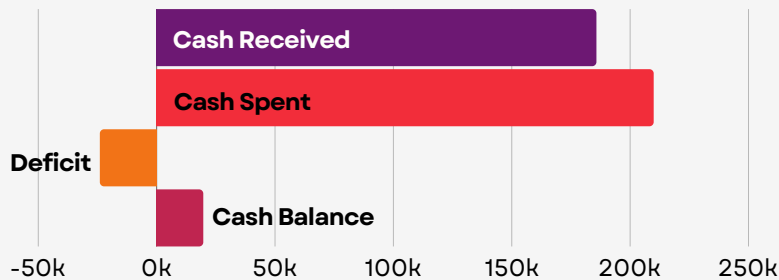
Revenue-Pd
\$186,552
Revenue-In-Kind
\$79,174

Expense Analysis

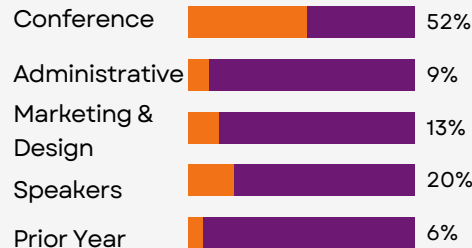
In-kind Expenses were offset my in-kind sponsorship.



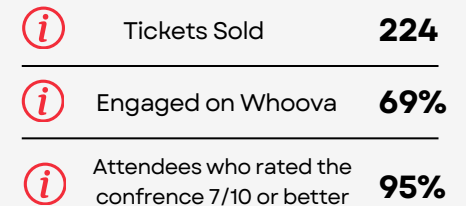
Cash Flow Analysis



Expenses Breakdown by Category



Conference Engagement



Executive Summary

Spark Women's Leadership Conference Society

Key indicator	2024
Cash	
Cash received	185,762.17
Cash spent	209,949.13
Cash surplus (deficit)	(24,186.96)
Closing bank balance	19,786.72
Profitability	
Income	265,727.27
Direct costs	61,586.22
Gross profit (loss)	204,141.05
Expenses	219,952.33
Profit (loss)	(15,811.28)
Balance Sheet	
Debtors	11,945.00
Creditors	2,137.28
Net assets	89,373.64
Sales	
Number of invoices issued	66.00
Average value of invoices	2,734.40
Performance	
Gross profit margin (%)	78.17
Net profit margin (%)	(6.01)

Profit and Loss

Spark Women's Leadership Conference Society

Account	2024	2023
Trading Income		
Bookstore revenue	2,229.42	1,742.24
Memberships	75.00	60.00
Registrations	72,485.85	90,297.35
Sponsorships	111,762.50	134,500.00
Sponsorships - in kind	79,174.50	65,963.50
Total Trading Income	265,727.27	292,563.09
Cost of Sales		
Conference Books	4,570.18	4,784.00
Speakers Fees	57,016.04	42,625.00
Total Cost of Sales	61,586.22	47,409.00
Gross Profit	204,141.05	245,154.09
Other Income		
Interest from bank accounts	0.00	0.00
Total Other Income	0.00	0.00
Operating Expenses		
Accounting	396.90	0.00
Admin Support	15,130.00	5,610.00
Advertising and promotion	22,162.92	16,912.19
Audio Visual	32,277.96	30,399.00
Bank charges and fees	301.87	172.65
Business fees and licenses	40.00	0.00
Charitable donations	2,500.00	2,500.00
Conference Bags	1,833.98	1,072.46
Conference Printing	3,905.50	3,378.65
Courier and postageExpense	763.06	160.74
Decor	4,797.08	4,044.60
Entertainment	499.02	775.70
Facility rent	5,504.20	4,071.00
Food and catering	42,960.39	41,495.63
Graphic Design Services	15,000.00	10,000.00
Insurance (overhead)	3,391.00	2,704.00
Journals	4,162.75	4,485.97
Lanyard & badge holdiers	1,500.00	1,500.00
Wow Factor	2,279.10	8,897.31
Miscellaneous expenses	0.00	847.81
Office Rent	2,400.00	1,800.00
Office supplies	24.60	1,793.57
Online registration charges	4,524.56	5,040.76
Other professionals	0.00	45,000.00
Panel	0.00	3,500.00
Pens	958.72	775.48
Professional Headshots	3,720.00	2,500.00
Registration Refunds	1,251.00	5,700.00
Roaming Photographer	3,720.00	2,500.00
Speaker gifts	565.86	575.51
Steering Committee	1,895.56	2,292.86
Strategic Planning	15,000.00	0.00
Subscriptions	324.22	0.00
Travel expense - Speakers	13,723.43	14,673.59
Virtual Event Platform	7,964.17	4,943.59
Water Bottles	3,994.48	5,163.59
Website	480.00	968.43
Total Operating Expenses	219,952.33	236,255.09
Net Profit	(15,811.28)	8,899.00

Profit and Loss by Category

Spark Women's Leadership Conference Society

Account	Cash	In-kind	Total
Trading Income			
Bookstore revenue	2,229.42		2,229.42
Memberships	75.00		75.00
Registrations	72,485.85		72,485.85
Sponsorships	111,762.50		111,762.50
Sponsorships - in kind		79,174.50	79,174.50
Total Trading Income	186,552.77	79,174.50	265,727.27
Cost of Sales			
Conference Books	4,570.18		4,570.18
Speaker Fees - Workshops	0.00	0.00	0.00
Speakers Fees	48,516.04	8,500.00	57,016.04
Total Cost of Sales	53,086.22	8,500.00	61,586.22
Gross Profit	133,466.55	70,674.50	204,141.05
Operating Expenses			
Accounting	396.90		396.90
Admin Support	15,130.00		15,130.00
Advertising and promotion	2,162.92	20,000.00	22,162.92
Audio Visual	14,563.46	17,714.50	32,277.96
Bank charges and fees	301.87		301.87
Business fees and licenses	40.00		40.00
Charitable donations	2,500.00		2,500.00
Conference Bags	1,833.98		1,833.98
Conference Printing	355.50	3,550.00	3,905.50
Courier and postageExpense	763.06		763.06
Decor	4,797.08		4,797.08
Entertainment	499.02		499.02
Facility rent	5,504.20		5,504.20
Food and catering	41,960.39	1,000.00	42,960.39
Graphic Design Services	10,000.00	5,000.00	15,000.00
Insurance (overhead)	3,391.00		3,391.00
Journals	4,162.75		4,162.75
Lanyard & badge holders		1,500.00	1,500.00
Wow Factor	2,279.10		2,279.10
Miscellaneous expenses	0.00		0.00
Office Rent	2,400.00		2,400.00
Office supplies	24.60		24.60
Online registration charges	4,524.56		4,524.56
Other professionals	0.00		0.00
Panel	0.00		0.00
Pens	958.72		958.72
Professional Headshots		3,720.00	3,720.00
Registration Refunds	1,251.00		1,251.00
Roaming Photographer	1,530.00	2,190.00	3,720.00
Speaker gifts	565.86		565.86
Steering Committee	1,895.56		1,895.56
Strategic Planning		15,000.00	15,000.00
Subscriptions	324.22		324.22
Travel expense - Speakers	12,723.43	1,000.00	13,723.43
Virtual Event Platform	7,964.17		7,964.17
Water Bottles	3,994.48		3,994.48
Website	480.00		480.00
Total Operating Expenses	149,277.83	70,674.50	219,952.33
Net Profit	(15,811.28)	0.00	(15,811.28)

Budget Variance

Spark Women's Leadership Conference Society

	Actual 2024	Budget 2024	Variance \$	Variance %
Trading Income				
Bookstore revenue	2,229.38	1,742.00	487.38 ▲	27.98%
Memberships	75.00	60.00	15.00 ▲	25.00%
Registrations	72,485.85	90,297.00	(17,811.15) ▼	-19.73%
Sponsorships	111,762.54	140,000.00	(28,237.46) ▼	-20.17%
Sponsorships - in kind	79,174.50	41,500.00	37,674.50 ▲	90.78%
Total Trading Income	265,727.27	273,599.00	(7,871.73) ▼	-2.88%
Cost of Sales				
Conference Books	4,570.18	4,748.00	(177.82) ▲	-3.75%
Speakers Fees	57,016.04	46,712.00	10,304.04 ▼	22.06%
Total Cost of Sales	61,586.22	51,460.00	10,126.22 ▼	19.68%
Gross Profit	204,141.05	222,139.00	(17,997.95) ▲	-8.10%
Operating Expenses				
Accounting	396.90	378.00	18.90 ▼	5.00%
Admin Support	15,130.00	13,750.00	1,380.00 ▼	10.04%
Advertising and promotion	22,162.92	16,564.00	5,598.92 ▼	33.80%
Audio Visual	32,277.96	17,436.00	14,841.96 ▼	85.12%
Bank charges and fees	301.87	170.00	131.87 ▼	77.57%
Business fees and licenses	40.00	40.00	0.00	0.00%
Charitable donations	2,500.00	0.00	2,500.00 ▼	2.50E+07
Conference Bags	1,833.98	1,072.00	761.98 ▼	71.08%
Conference Printing	3,905.50	3,378.00	527.50 ▼	15.62%
Courier and postageExpense	763.06	161.00	602.06 ▼	373.95%
Decor	4,797.08	3,000.00	1,797.08 ▼	59.90%
Entertainment	499.02	300.00	199.02 ▼	66.34%
Facility rent	5,504.20	4,071.00	1,433.20 ▼	35.21%
Food and catering	42,960.39	47,570.00	(4,609.61) ▲	-9.69%
Graphic Design Services	15,000.00	15,000.00	0.00	0.00%
Insurance (overhead)	3,391.00	2,704.00	687.00 ▼	25.41%
Journals	4,162.75	4,486.00	(323.25) ▲	-7.21%
Lanyard & badge holders	1,500.00	1,500.00	0.00	0.00%
Luggage Tags	2,279.10	4,000.00	(1,720.90) ▲	-43.02%
Miscellaneous expenses	-	792.00	(792.00) ▲	-100.00%
Office Rent	2,400.00	2,400.00	0.00	0.00%
Office supplies	24.60	1,771.00	(1,746.40) ▲	-98.61%
Online registration charges	4,524.56	5,042.00	(517.44) ▲	-10.26%
Other professionals	-	7,500.00	(7,500.00) ▲	-100.00%
Panel	-	3,500.00	(3,500.00) ▲	-100.00%
Pens	958.72	775.00	183.72 ▼	23.71%
Professional Headshots	3,720.00	2,500.00	1,220.00 ▼	48.80%
Registration Refunds	1,251.00	0.00	1,251.00	0.00%
Roaming Photographer	3,720.00	2,500.00	1,220.00 ▼	48.80%
Speaker gifts	565.86	576.00	(10.14) ▲	-1.76%
Steering Committee	1,895.56	2,254.00	(358.44) ▲	-15.90%
Strategic Planning	15,000.00	0.00	15,000.00 ▼	1.50E+09
Subscriptions	324.22	0.00	324.22 ▼	3.24E+07
Travel expense - Speakers	13,723.43	14,674.00	(950.57) ▲	-6.48%
Virtual Event Platform	7,964.17	4,944.00	3,020.17 ▼	61.09%
Water Bottles	3,994.48	5,164.00	(1,169.52) ▲	-22.65%
Website	480.00	913.00	(433.00) ▲	-47.43%
Total Operating Expenses	219,952.33	190,885.00	29,067.33 ▼	15.23%
Net Profit	- 15,811.28	31,254.00	(47,065.28) ▲	-150.59%

Balance Sheet

Spark Women's Leadership Conference Society

Account	31 Oct 2024	31 Oct 2023
Assets		
Bank		
NPSCU Chequing	21,896.77	43,968.22
NPSCU Savings	5.50	5.46
Total Bank	21,902.27	43,973.68
Current Assets		
Inventory - Books	4,592.59	2,338.00
Inventory - Promotional items	1,336.41	1,336.41
Trade accounts receivable	11,945.00	7,589.60
Total Current Assets	17,874.00	11,264.01
Fixed Assets		
Accum. Amort. -Furn.and equip.	(340.35)	(340.35)
Office Furniture and equipment	538.56	538.56
Total Fixed Assets	198.21	198.21
Non-current Assets		
Endowment Fund- NEBC Community Fund	50,000.00	50,000.00
Total Non-current Assets	50,000.00	50,000.00
Total Assets	89,974.48	105,435.90
Liabilities		
Current Liabilities		
Credit Card - Megan - 2155	2,115.55	0.00
GST/HST Payable	10,561.83	2,520.36
Rounding	0.01	(0.01)
Sales Tax	(14,213.83)	(8,312.58)
Trade accounts payable	2,137.28	6,265.06
Total Current Liabilities	600.84	472.83
Total Liabilities	600.84	472.83
Net Assets	89,373.64	104,963.07
Equity		
Total Equity	89,373.64	104,963.07

Cash Summary

Spark Women's Leadership Conference Society

Account	Oct 2023-Oct 2024
Income	
Bookstore revenue	2,202.38
Interest from bank accounts	0.04
Memberships	75.00
Registrations	70,140.05
Sponsorships	108,262.50
Sponsorships - in kind	74,174.50
Total Income	254,854.47
Less Expenses	
Admin Support	13,880.00
Advertising and promotion	22,510.89
Audio Visual	32,277.96
Bank charges and fees	297.12
Business fees and licenses	40.00
Charitable donations	5,000.00
Conference Bags	1,833.98
Conference Books	4,570.18
Conference Printing	3,905.50
Courier and postageExpense	763.06
Decor	4,797.08
Entertainment	974.72
Facility rent	5,504.20
Food and catering	42,960.39
Graphic Design Services	15,000.00
GST/HST Payable	(8,040.45)
Insurance (overhead)	3,391.00
Inventory - Books	2,186.58
Journals	4,162.75
Lanyard & badge holders	1,500.00
Luggage Tags	2,193.50
Office Rent	2,200.00
Office supplies	48.12
Online registration charges	4,524.56
Pens	958.72
Professional Headshots	3,720.00
Registration Refunds	3,051.00
Roaming Photographer	3,720.00
Rounding	(0.02)
Speaker Fees - Workshops	5,000.00
Speaker gifts	565.86
Speakers Fees	47,016.04
Steering Committee	1,934.53
Strategic Planning	15,000.00
Subscriptions	239.17
Travel expense - Speakers	13,060.08
Virtual Event Platform	7,964.17
Water Bottles	3,994.48
Website	295.59
Total Expenses	273,000.76
Surplus (Deficit)	(18,146.29)
Plus Tax Movements	
Tax Collected	1,099.57
Tax Paid	(7,140.24)
Net Tax Movements	(6,040.67)
Net Cash Movement	(24,186.96)
Summary	
Opening Balance	43,973.68
Plus Net Cash Movement	(24,186.96)
Cash Balance	19,786.72

Aged Receivables Summary

Spark Women's Leadership Conference Society
As at 13 November 2024

Contact	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AltaGas	-	-	-	-	3,500.00	3,500.00
Enbridge Inc.	-	-	-	-	7,500.00	7,500.00
NorthRiver Midstream Inc.	-	-	945.00	-	-	945.00
Total	-	-	945.00	-	11,000.00	11,945.00
Percentage of total	0.00%	0.00%	7.91%	0.00%	92.09%	100.00%

Aged Payables Summary

Spark Women's Leadership Conference Society
As at 13 November 2024

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
Aged Payables							
DeeAnn Pruys	1,312.50	-	-	-	-	-	1,312.50
Dr. Miriam Kirmayer	202.67	-	-	-	-	-	202.67
Indigo	-	-	-	71.41	-	-	71.41
Jessica Doyle-Mekkes	-	465.65	-	-	-	-	465.65
Suzanne Young	-	85.05	-	-	-	-	85.05
Total Aged Payables	1,515.17	550.70	-	71.41	-	-	2,137.28
Total	1,515.17	550.70	-	71.41	-	-	2,137.28
Percentage of total	70.89%	25.77%	0.00%	3.34%	0.00%	0.00%	100.00%



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Bylaw No. 1166, 1998

Effective Date – November 26, 1998

CONSOLIDATED FOR CONVENIENCE ONLY

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

Original Bylaw

Bylaw No. 1166, 1998

Date of Adoption

November 26, 1998

Amending Bylaw

Bylaw No. 1617

January 26, 2006

Bylaw No. 1853

May 14, 2009 (repealed)

Bylaw No. 2299

August 19, 2017

Bylaw No. 2432

February 11, 2021

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

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

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

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

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

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

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

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

Citation

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

Committee

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

Membership

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

Duties

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

Dispute Resolution

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

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

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

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

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

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

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

Moray Stewart, Administrator

Karen Goodings, Chair

Moray Stewart, Administrator

Schedule "A" – Delegation of Spending Authority

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

Function 120 – Legislative - Electoral Areas

Function 275 - Grants to Community Organizations:

Function 280 – Recreation and Cultural Services

Function 221 – Sub Regional Recreation and Cultural Services

Function 210 – Community Parks

Function 285 – Cemeteries

Function 295 – Library Services

Function 525 - North Pine Television Rebroadcasting

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

Community Works Gas Tax

Fair Share Memorandum of Understanding Electoral Area Funds

Peace River Agreement Electoral Area Funds

BC Rail Grants in Lieu Electoral Area Funds

COVID-19 Reserve Fund

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

Moray Stewart Administrator