



# PEACE RIVER REGIONAL DISTRICT

## Rural Budgets Administration Committee Meeting Agenda

November 19, 2020, Immediately Following EADC  
1981 Alaska Avenue, Dawson Creek, BC

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





## RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, OCTOBER 15, 2020

**LOCATION** Peace River Regional District Office, Dawson Creek, BC

**ATTENDANCE Directors**

Chair Sperling, Electoral Area 'C'  
Vice-Chair Rose, Electoral Area 'E', Meeting Chair  
Director Goodings, Electoral Area 'B'  
Director Hiebert, Electoral Area 'D'

**Staff**

Tyra Henderson, Corporate Officer  
Shawn Dahlen, Chief Administrative Officer  
Teri Vetter, Chief Financial Officer  
Crystal Brown, Electoral Area Manager  
Paulo Eichelberger, GM of Environmental Services  
Kari Bondaroff, Environmental Services Manager  
Jeff McDonald, Communications Manager  
Hunter Rainwater, Recorder

**Others**

Katrin Saxty, Urban Systems Ltd.

**1. CALL TO ORDER** The Chair called the meeting to order at 1:07 pm.

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

**3. ADOPTION OF AGENDA**

MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee adopt the October 15, 2020 Meeting Agenda.

**1. Call to Order**

1.1. Meeting Chair - Director Rose

**2. Directors' Notice of New Business**

**3. Adoption of Agenda**

**4. Gallery Comments or Questions**

**5. Adoption of Minutes**

5.1. Rural Budgets Administration Committee Draft Meeting Minutes of September 17, 2020

**6. Business Arising from the Minutes**

**7. Delegations**

**8. Correspondence**

8.1. Rory Todd - Thank You Letter

8.2. Cindy Willson - Electrical Extension Grant Application

**9. Reports**

9.1. Gas Tax Allocation Analysis, FN-RBAC-027

9.2. Cemetery Grant in Aid, FN-RBAC-030

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

9.4. Grant Request – Dawson Creek for Community Living, FN-RBAC-031

9.5. Area B Recreational and Cultural Grants-in-Aid – Unspent Prior Year Allocations, FN-RBAC-032

*(Continued on next page)*



Adoption of Agenda  
(continued)

- 9.6. Area C Recreational and Cultural Grants-in-Aid – Unspent Prior Year Allocations, FN-RBAC-033
- 9.7. Area E Recreational and Cultural Grants-in-Aid – Unspent Prior Year Allocations, FN-RBAC-034
- 9.8. Charlie Lake Reclaim Water Facility – Funds Securement, ENV-RBAC-002
- 9.9. Potable Water Stations Capital Update and Loan Repayment, ENV-RBAC-001
- 9.10. Sub-Regional Rec and Cultural Grants-in-Aid – Unspent Prior Year Allocations, FN-RBAC-035
- 9.11. September 2020 Financial Report, FN-RBAC-028

**10. Discussion Items**

**11. New Business**

**12. Diary**

- 12.1. Diary Items

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

- 13.1. RBAC Establishing Bylaw

**14. Adjournment**

**CARRIED**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

- 5.1  
Setp. 17/20 RBAC Minutes
- MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee adopt the September 17, 2020 Meeting Minutes.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

**8. CORRESPONDENCE**

- 8.1  
Rory Todd – Thank You Letter
- MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee receive the Thank You Letter from Rory Todd for information.

**CARRIED**

- 8.2  
Cindy Willson – Electrical Extension Grant Application
- MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize an Electrical Extension Grant to Cindy Willson in the amount of \$4,000, payable from Electoral Area B Fair Share.

**CARRIED**

**9. REPORTS**

- 9.1  
Gas Tax Allocation Analysis, FN-RBAC-027
- MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee receive the report titled “Gas Tax Allocation Analysis – FN-RBAC-027”, which examines options on splitting Gas Tax, for discussion.

**CARRIED**



9.1  
Gas Tax Allocation Analysis, FN-RBAC-027  
(continued)

MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee approve that the Community Works Gas Tax Fund gets split evenly between Area B, Area C, Area D and Area E, based on individual electoral area usage retroactive to 2018.

**CARRIED**

9.2  
Cemetery Grant in Aid, FN-RBAC-030

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee recommend that the Regional Board amend Bylaw No. 839, 1993, Cemetery Grants-In-Aid for Electoral Areas B,C D and E, to include the distribution of grants to member municipalities that provide cemetery Services to Electoral Areas B, C, D or E.

**CARRIED**

Vary Agenda

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee vary the agenda to deal with report numbers 9.8 (Charlie Lake Reclaim Water Facility –Funds Securement, ENV-RBAC-002) and 9.9 (Potable Water Stations Capital Update and Loan Repayment, ENV-RBAC-001) at this time.

**CARRIED**

9.8  
Charlie Lake Reclaim Water Facility – Funds Securement, ENV-RBAC-002

MOVED Director Sperling, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee release \$533,400 from Peace River Agreement funds previously committed by the following resolution at the July 19, 2018 RBAC meeting:

*MOVED, SECONDED and CARRIED*

That the Rural Budgets Administration Committee commit funding for the portion of the Charlie Lake Reclaimed Water Facility project that is not eligible under the Canada-British Columbia Investing in Canada Infrastructure Program-Green Infrastructure: Environmental Quality Sub-system Program, estimated at 26.67% of the total project cost, which is up to a maximum of \$2 million

**CARRIED**

MOVED Director Sperling, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee approve a commitment of \$1,000,000, payable from Electoral Area C Peace River Agreement Funds - Spending Item #9 PRRD Sewer Services Assistance, to the Charlie Lake Sewer for the construction of a reclaim water system at the Charlie Lake Wastewater Treatment Facility.

**CARRIED**

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee recommend that the Regional Board endorse the “Water Conservation in the Peace River Regional District” plan, dated August 2018, in support of the grant application to “Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure” for the construction of a reclaim water system at the Charlie Lake Wastewater Treatment Facility.

**CARRIED**



- 9.8  
Charlie Lake Reclaim Water  
Facility – Funds  
Securement, ENV-RBAC-  
002  
(continued)
- MOVED Director Sperling, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee recommend that the Regional Board authorize a grant application for \$2,000,000 for the Charlie Lake Wastewater Treatment Facility be submitted to the “Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure”; further
- That the Regional Board commit funding in the amount of \$1,000,000 to be paid from Electoral Area C Peace River Agreement Funds to the Charlie Lake Wastewater Treatment Facility.
- CARRIED**
- 9.9  
Potable Water Stations  
Capital Update and Loan  
Repayment, ENV-RBAC-001
- MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize that the \$2.9 million loan from the Municipal Finance Authority for the Area B Potable Water Capital Project be paid out using \$1.9 million dollars from Area B Peace River Agreement - Spending Item #1 - Potable Water and Water Security/Studies, and \$1 million from the Area B Community Works Gas Tax fund.
- CARRIED**
- 9.3  
Grant Request – Cutbank  
Community Club, FN-RBAC-  
023
- MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee approve a grant in the amount of \$40,806.87, payable from Electoral Area D Community Works Gas Tax, to be issued to Cutbank Community Club to assist with the Exterior Façade Improvement project for the Cutbank Community Hall.
- CARRIED**
- 9.4  
Grant Request – Dawson  
Creek Society for  
Community Living, FN-  
RBAC-031
- MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee release the funding approved for the rural seniors initiative project on April 16, 2020 in the following amounts: \$50,000 from Area E PRA, Spending Item #4 – Assistance to Other Organizations, and \$50,000 from Area D PRA, Spending Item #4 – Assistance to Other Organizations.
- CARRIED**
- MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee approve an additional grant in the amount of \$100,000 payable from Electoral Area D Peace River Agreements, Spending Item #4 – Assistance to Other Organizations, to the Dawson Creek Society for Community Living for the Rural Seniors Initiative.
- CARRIED**
- 9.5  
Area B Recreational and  
Cultural Grants-in-Aid –  
Unspent Prior Year  
Allocations, FN-RBAC-032
- MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the remaining unclaimed 2019 Area B Recreational and Cultural Grants-in-Aid allocated to the North Peace Regional Grad Fest Society in the amount of \$1,000, be returned to the funding area and used to reduce the tax requisition for 2021 since no funding has been claimed and the event occurred in June 2019.
- CARRIED**



9.5  
Area B Recreational and  
Cultural Grants-in-Aid –  
Unspent Prior Year  
Allocations, FN-RBAC-032  
(continued)

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

**CARRIED**

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

**CARRIED**

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

**CARRIED**

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

**CARRIED**

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

**CARRIED**



9.5  
Area B Recreational and  
Cultural Grants-in-Aid –  
Unspent Prior Year  
Allocations, FN-RBAC-032  
(continued)

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

**CARRIED**

The CFO will note that, the 2021 Area B Recreational and Cultural Grants-in-Aid Budget, will include an allocation will \$1,656.42 for the Osborn Community Hall. It was noted, that as per policy, Osborn Community Hall will need to submit a new grant application for 2021.

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

**CARRIED**

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

**CARRIED**

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

**CARRIED**

9.6  
Area C Recreational and  
Cultural Grants-in-Aid –  
Unspent Prior Year  
Allocations, FN-RBAC-033

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

**CARRIED**





9.6  
Area C Recreational and  
Cultural Grants-in-Aid –  
Unspent Prior Year  
Allocations, FN-RBAC-033  
(continued)

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

**CARRIED**

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

**CARRIED**

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

**CARRIED**

MOVED Director Sperling, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee authorize the release of the remaining \$1,307.14 unclaimed grant from the original allocation of \$9,250.00, approved in 2019 from Area C Recreational and Cultural Grants-in-Aid, to North Peace Historical Society, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of a reimbursement claim, and issue a grant payment in the amount of \$1,307.14 for completion of their renovation project.

**CARRIED**

9.7  
Area E Recreational and  
Cultural Grants-in-Aid –  
Unspent Prior Year  
Allocations, FN-RBAC- 034

MOVED Director Rose, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee authorize the release of the remaining \$8,307.24 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$8,307.24 approved in 2019 to Camp Emile Society, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$8,307.24 to fund the completion of their renovation project.

**CARRIED**



9.7  
Area E Recreational and  
Cultural Grants-in-Aid –  
Unspent Prior Year  
Allocations, FN-RBAC- 034  
(continued)

MOVED Director Rose, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee authorize the remaining \$10,000.00 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$10,000 approved in 2019 to Chetwynd Electric Eels, , to remain in the allocation.

**CARRIED**

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the remaining \$63.08 unclaimed grant from the original allocation of \$5,387.50, approved in 2016 from Area E Recreational and Cultural Grants-in-Aid funds allocated to Chetwynd Gymkhana Club, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

**CARRIED**

MOVED Director Rose, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee authorize all unspent Area E Recreational and Cultural Grants-in-Aid allocated to Chetwynd Horse Club in the amount of \$5,713.75 remain in the allocation until the society is in compliance with the Societies Act of BC.

**CARRIED**

MOVED Director Rose, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee authorize the remaining \$35.00 unclaimed grant from the original allocation of \$10,325.00, approved in 2019 from Area E Recreational and Cultural Grants-in-Aid allocated to Foothills Team Roping, be returned to the funding area and used to reduce the tax requisition in 2021 as the project is complete.

**CARRIED**

MOVED Director Rose, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee authorize all unspent Area E Recreational and Cultural Grants-in-Aid allocated Jackfish Community Association in the amount of \$17,580.56 remain in the allocations until the society is in compliance with the Societies Act of BC.

**CARRIED**

MOVED Director Rose, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee authorize the release of the remaining \$9,316.65 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$4,337.50 in 2017, \$6,506.25 in 2018, and \$8,675.00 in 2019 to Little Prairie Heritage Society, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$9,316.65 to fund the completion of their various renovation projects.

**CARRIED**





9.7  
Area E Recreational and  
Cultural Grants-in-Aid –  
Unspent Prior Year  
Allocations, FN-RBAC- 034  
(continued)

MOVED Director Rose, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee authorize the release of the remaining \$3,762.84 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$5,000.00 in 2017 and 2019 to Moberly Lake Community Association, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$3,762.84 to fund the completion of their various renovation projects.

**CARRIED**

MOVED Director Rose, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee authorize the release of the remaining \$6,021.29 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$21,000 in 2018 and \$20,838.00 in 2019 to Pine Valley Exhibition Park, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$6,021.29 to fund the completion of their Pen Revitalization.

**CARRIED**

MOVED Director Rose, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee authorize the remaining \$120.00 unclaimed grant from the original allocation of \$2,579.00, approved in 2019 from Area E Recreational and Cultural Grants-in-Aid allocated to Pine Valley Seniors Association, be returned to the funding area and used to reduce the tax requisition in 2021 as the project is now complete.

**CARRIED**

9.10  
Sub-Regional Rec and  
Cultural Grants-in-Aid –  
Unspent Prior Year  
Allocations, FN-RBAC-035

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the release of the remaining \$23,673.19 unclaimed grant from the original allocation of \$23,673.19 approved in 2019 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds to the Dawson Creek Sportsman's Club, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$23,673.19 for the maintenance of their property and buildings, expansion of youth programs, archery and shot gun improvements project.

**CARRIED**

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the remaining \$6,558.72 unclaimed grant from the 2016 Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Hats 'N' Chaps Gymkhana Society, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years

**CARRIED**



9.10  
Sub-Regional Rec and  
Cultural Grants-in-Aid –  
Unspent Prior Year  
Allocations, FN-RBAC-035  
(continued)

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the release of the remaining \$90.00 unclaimed grant from the original allocation of \$2,200 approved in 2019 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds to the Groundbirch Recreation Commission, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$90.00 to assist with painting costs.

**CARRIED**

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the remaining \$4,047.05 unclaimed grant from the 2016 Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Doe River Gymkhana Club, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

**CARRIED**

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee defer the following recommendation to the next Rural Budgets Administration Committee meeting;

That the Rural Budgets Administration Committee authorize the unclaimed 2019 Sub-Regional Recreational and Cultural Grants-in-Aid South Peace Trades Bursary, in the amount of \$1,500, be returned to the funding area and used to reduce the tax requisition for 2021 since the recipient did not claim within one year as required for bursaries.

**CARRIED**

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the remaining \$5,125 unclaimed grant approved in 2017, 2018 and 2019 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Kilkerran Recreation Commission, remain in the allocation until the society is in compliance with the Societies Act of BC.

**CARRIED**

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the remaining \$32.36 unclaimed grant approved in 2017 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Kiskatinaw Fall Fair Association, be returned to the funding area and used to reduce the tax requisition for 2021 as the society no longer exists.

**CARRIED**



9.10  
Sub-Regional Rec and  
Cultural Grants-in-Aid –  
Unspent Prior Year  
Allocations, FN-RBAC-035  
(continued)

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the release of the remaining \$7,471.89 unclaimed grant from the original Sub-Regional Grants-in-Aid allocations approved \$9,315.15 in 2017 and \$15,673.19 in 2019 to Sunset Prairie Recreation Commission, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$7,471.89 to assist with improvements animal pens and purchase of folding picnic tables.

**CARRIED**

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the remaining \$42.83 unclaimed grant approved in 2018 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Sunset Prairie Recreation Commission, be returned to the funding area and used to reduce the tax requisition in 2021 as the project was completed.

**CARRIED**

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the remaining \$225.00 unclaimed grant approved in 2017 from Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Sweetwater 905 Society, be returned to the funding area and used to reduce the tax requisition in 2021 since the society no longer exists.

**CARRIED**

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the release of the remaining \$2,207.84 unclaimed grant from the original allocation of \$11,500 approved in 2018 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, to the Tupper Community Club, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment of \$2,207.84 to assist with improvements floor joist at the hall.

**CARRIED**

9.11  
September 2020 Financial  
Report, FN-RBAC-028

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee receive the report titled "September 2020 Financial Report – FN-RBAC-028", for discussion.

**CARRIED**

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize the removal of the Youth Travel report from the monthly Financial Reports.

**CARRIED**



9.11  
September 2020 Financial  
Report, FN-RBAC-028  
(continued)

MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize that the Scholarship Bursey  
report include receiptents who have received a bursay within the last four years, on the  
monthly Financial Reports.

**CARRIED**

MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize that the the interest earned  
on investments and reserves be included on the m monthly Financial Reports.

**CARRIED**

Chair Sperling requested that a report be prepared for the Novemeber RBAC meeting  
regarding the rural loan fund, including, how the fund was created and what the fund can  
be used for.

## **10. NEW BUSINESS**

### **11. DIARY**

11.1  
Diary Items

No changes were made to the Diary.

### **12. ITEMS FOR INFORMATION**

12.1  
RBAC Establishing Bylaw

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

### **13. ADJOURNMENT**

The Chair adjourned the Meeting at 2:34 pm.

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Director Rose, Meeting Chair

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Hunter Rainwater, Recorder



For the 18th Annual event, the Organizing Committee is proud to announce that we are hosting our first-ever virtual BC Natural Resource Forum this coming January 26-28, 2021. This change in format for the 2021 event has been made to ensure the health and safety of all participants and in light of concerns and restrictions regarding COVID-19.

The conference has become an important platform for leaders across the resource sectors to build relationships, share ideas and discuss solutions common to their industries, and this it year will take place online.

### **Building and Maintaining a Resilient Natural Resource Sector**

Join us for a unique experience and discover innovative ways to network, collaborate and exchange ideas on building and maintaining a resilient natural resource sector in BC and Canada. The Forum provides the best platform to learn how to prosper in this new reality in order to ensure a strong, sustainable resource economy.

**Sign up before December 1 to take advantage of the super early bird discount!**

<b>Registration Options</b>	<b>Super Early Bird (Now – Dec. 1)</b>	<b>Early Bird (Dec. 2- Jan. 15)</b>	<b>Regular (Jan. 16-28)</b>
Delegate Registration	\$129	\$149	\$169





# 2021 FORUM

**“Leading In Unprecedented Times:  
Drafting a Blueprint for the New Normal”**

**lgla.ca**

**February 3-4, 2021  
Via Virtual Platform  
\$200+GST**

**Payment Methods:** ONLY Visa and MasterCard payments will be accepted with your online registration.

**Registration Deadline:** January 25, 2021

**Refund Policy:** Full refund up to January 5th, 2021, and only name changes after that date, right up to when registration closes on January 25th at 5pm.

## Instructions

1. Complete the entire on-line form. Fields marked with \* are required. Once the form is complete, click the "Register" button at the bottom of this page.
2. After clicking "Register", your registration will be confirmed.
3. After you have registered, refer to the on-screen instructions for your payment options. Payment is accepted by credit card only.

If you experience any difficulties with this form, please contact CivicInfo BC at 250-383-4898.

## Participant Information

**\* First Name**

## Participant Information

---

\* Last Name

\* Representing

\* Job Title

\* Mailing Address

\* City

\* Province

\* Postal Code

\* Phone

\* Participants Email

\* Confirm Email

Alternate Email (optional)

If you are not the participant, please provide your email contact to receive a copy of the registration confirmation

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## Questions

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## Participant Information

---

What Topic or Topics You Would Like To See Covered?

What concerns you most in your current position?

Complimentary Code:

Submit Code

---

## Payment Information

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Registration Fee:

**\$200.00**

GST 5% # 894834000:

**\$10.00**

**Total Payment Due:**

**\$210.00**

Register

## Need Assistance?

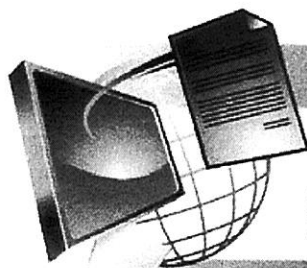
Please contact the Event Administrator.

**Gabi Vindisch**

Phone: 250-514-9237 (tel: #)

Email: [gvindisch@ubcm.ca](mailto:gvindisch@ubcm.ca) (mailto:gvindisch@ubcm.ca)





**A&D**  
OFFICE SERVICES LTD.

## E-mail Cover Sheet

• TYPING • BOOKKEEPING • INCOME TAXES AND MORE

**To:** PRRD **From:** A & D Office Services Ltd.

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Telephone #	250-784-3200	Telephone #	(250) 782-1502
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E-mail:	prrd.dc@prrd.bc.ca	E-mail:	adoffice@shaw.ca
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# of Pages Sent:	3 (including cover)	Date :	October 27, 2020
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Attention:	Shawn Dahlan & Leonard Hiebert
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RE:	DC Charity Society
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Please find attached two letters from DC Charity Society. If you require further information, please contact Sandra Biddulph at 250-219-0472.

Thank you.

(250) 782-1502



[adoffice@shaw.ca](mailto:adoffice@shaw.ca)



<http://adofficeservices.ca>



Unit 116-10200-8th Street Dawson Creek, BC V1G3P8



**DC Charity Society**

Unit #116 – 10200 8th Street  
Dawson Creek, BC  
V1G 3P8  
(250)219-0472

Dear Sir or Madam,

DC Charity Society has been working with the community since 2012 non-registered and by donation only. We have currently become registered and are asking for donations for startup costs. These startup costs are to cover our incorporation fees, bills, rental of a Dawson Creek space and items needed to house our supplies.

My goal was to go big or stay home. We have a huge population of people who fall between the cracks and that is who we have helped the most. We do help our homeless population, seniors, single people and other organizations in our area and to help more, we needed to register.

We are looking into funding for many other programs, such as giving seniors free meals a couple of times a month. We would very much like to find a space with a kitchen. We also are looking into programs that would help children and adults with mental health/addiction problems. We are needing a space to rent in DC to provide these programs to the people who are in need of it.

We give out food hampers to those in situations that cannot receive the help needed. This is what I call the working poor class. People who work, but have situations fall upon them that are not in their control. We have helped with food, rent, bills. We also give food hampers to our seniors who struggle with the high cost of living and lower pension cheque's.  
For family hampers, we focus on school aged children to ensure they have good wholesome lunch items to eat.

If you are interested in donating to help us, better help our community and its surrounding areas, please make a donation. Every donation helps.

Please make Cheque payable to  
DC Charity Society  
RE: **start up**  
E-transfer: **sandawbid@gmail.com**  
Message/Password: **start up**

Sandra Biddulph  
President and director  
250-219-0472

DC Charity Society  
*"We are a hand up, not a handout"*

DC Charity Society  
Unit #116 – 10200 8th Street  
Dawson Creek, BC  
V1G 3P8  
(250)219-0472

Dear Sir or Madam,

DC Charity Society has been working with the community since 2012 non-registered and by donation only. We have currently become registered and are asking for donations for our *Adopt a family program for Xmas* event and our food hampers that we give out to those in need.

Our Adopt a family for Xmas has been running since 2012. With the pandemic hitting hard, these donations have fallen short this year. *Adopt a family for Xmas* provides the adoptee with the full Christmas dinner, all the fixings, candy or chocolates, stockings and gifts. We focus on the working class who just cannot make ends meet and who would go without Christmas if not for our help.

It is one of our most favored events.  
To be able to gift a full Christmas to those in need is an amazing blessing.

Any donations would be greatly appreciated, monetary or food/gift donations. We do have companies that fully adopt families, do the shopping and then we pick up the hamper and deliver it. It is whatever works best for you.

If wanting to make a monetary donation, please make Cheque payable to  
DC Charity Society  
RE: **Xmas hamper**  
E-transfer: **sandawbid@gmail.com**  
Message/Password: **Xmas hamper**

Sandra Biddulph  
President and director  
250-219-0472

DC Charity Society  
*"We are a hand up, not a handout"*

## North Peace Secondary School

9304 – 86 Street  
Fort St. John, BC  
V1J 6L9  
Phone: 250-785-4429  
Fax: 250-785-4687



October 26, 2020

Dear Electoral Area B Bursary - Director Goodings:

I would like to introduce myself and thank you for your generous contributions over the years to our Scholarship and Bursary Program at North Peace Secondary School in Fort St. John, BC. My name is Colette Roy and I will be working with the Scholarship team this year. Last year your organization made the following awards available to our students at NPSS. I am reaching out to see if you are able to make the award(s) available again to our graduating class of 2021.

**Award: Peace River Regional District Electoral Area "B" Bursary**

**Value: \$2000**

**Number of Awards: 1**

**Eligibility:** Resident of electoral area "B" for a minimum of 12 consecutive months prior to bursary application. A copy of the application to post secondary or proof of acceptance must be included in the bursary application. Awarded on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

**Selection of Award to be done by: NPSS**

**We will email Recipient Name to: Electoral Area B Bursary - Director Goodings; c/o jill.rickert@prrd.bc.ca**

Please kindly confirm your intention once again to either provide an identical award as per the conditions noted above or an award with changes. If you provide written information to be given to student applicants, please check for accuracy and include an updated version with your returned information. Please send your reply by December 7, 2020 so that we can publish the list of awards for our graduating students by the beginning of February, 2021. Also note that we have converted to a digital format. We will send applications to sponsors via email. If your committee would prefer a paper copy instead, please let me know and I will mail those out. We intend to make applications available to your selection committee by May 3, 2021 and ask that recipient names be returned to us by May 25, 2021. If your logo has changed, please send us an updated version before May 3, 2021.

Graduation will be June 18, 2021. At this time, due to the current COVID pandemic we are uncertain as to how the ceremony will look. We will provide more information once decisions have been made. If an "in person" ceremony is possible, please consider this a formal invitation to attend.

Thank you for the valuable assistance you provide to our students each year.

Sincerely,

Colette Roy  
Secretary Student Services

## North Peace Secondary School

9304 – 86 Street  
Fort St. John, BC  
V1J 6L9  
Phone: 250-785-4429  
Fax: 250-785-4687



October 26, 2020

Dear Electoral Area C Scholarships - Director Sperling:

I would like to introduce myself and thank you for your generous contributions over the years to our Scholarship and Bursary Program at North Peace Secondary School in Fort St. John, BC. My name is Colette Roy and I will be working with the Scholarship team this year. Last year your organization made the following awards available to our students at NPSS. I am reaching out to see if you are able to make the award(s) available again to our graduating class of 2021.

**Award: Peace River Regional District Electoral Area "C" Scholarship**

**Value: \$1000**

**Number of Awards: 5**

**Eligibility:** Resident of electoral area "C" for a minimum of 12 consecutive months prior to scholarship application. A copy of the application to post secondary or proof of acceptance must be included in the scholarship application. Awarded on the basis of residency, academic standing, community involvement and acceptance at a post-secondary institution.

**Selection of Award to be done by: NPSS**

**We will email Recipient Name to: Electoral Area C Scholarships - Director Sperling;**

**c/o jill.rickert@prrd.bc.ca**

Please kindly confirm your intention once again to either provide an identical award as per the conditions noted above or an award with changes. If you provide written information to be given to student applicants, please check for accuracy and include an updated version with your returned information. Please send your reply by December 7, 2020 so that we can publish the list of awards for our graduating students by the beginning of February, 2021. Also note that we have converted to a digital format. We will send applications to sponsors via email. If your committee would prefer a paper copy instead, please let me know and I will mail those out. We intend to make applications available to your selection committee by May 3, 2021 and ask that recipient names be returned to us by May 25, 2021. If your logo has changed, please send us an updated version before May 3, 2021.

Graduation will be June 18, 2021. At this time, due to the current COVID pandemic we are uncertain as to how the ceremony will look. We will provide more information once decisions have been made. If an "in person" ceremony is possible, please consider this a formal invitation to attend.

Thank you for the valuable assistance you provide to our students each year.

Sincerely,

Colette Roy  
Secretary Student Services



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-037

From: Teri Vetter, Chief Financial Officer

Date: November 5, 2020

**Subject: Grant Request – Montney Cemetery Committee**

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## **RECOMMENDATION:**

That the Rural Budgets Administration Committee authorize a grant in the amount of \$30,000, payable from Electoral Area B Fair Share, to be issued to the Montney Cemetery Committee for the purchase and installation of a columbarium at the Montney Cemetery.

## **BACKGROUND/RATIONALE:**

The Montney Cemetery Committee is requesting a grant in the amount of \$30,000 to purchase and install a columbarium at the Montney Cemetery located in Electoral Area B of the Peace River Regional District. The Cemetery Committee reached this decision based on the number of enquiries received regarding the availability of a columbarium and the limited number of burial plots available. If approved for grant funding, the Cemetery Committee will install a forty-eight niche columbarium at the Montney Cemetery for a total cost of \$30,000.

Montney Cemetery Committee is a group of volunteers that operates and maintains the Montney Cemetery. The Committee functions as a not-for-profit organization; however they are not registered with the *Societies Act of BC*. The group holds monthly meetings and an Annual General meeting each year. They have an established treasurer to maintain their financial records and banking and meet the definition for funding as per Section 4 of the attached Cemetery Grants Policy.

The Rural Budgets Administration Committee (RBAC) has approved grants in prior years as outlined in the following information:

- In 2019, District of Chetwynd, a grant contribution of \$9,747.50 payable from Electoral Area E Peace River Agreements, Spending Item #4 - Assistance to other organizations.
- In 2015, Groundbirch Historical Society, a grant contribution of up to \$30,000 payable from Electoral Area E, Cemetery Grants-in-Aid.
- In 2013, Rolla Community Cemetery Committee, a grant contribution of \$30,000 payable from Electoral Area D, Cemetery Grants-in-Aid.
- In 2013, Sunrise Valley Mountain Cemetery, a grant contribution of \$5,000 payable from Electoral Area D Fair Share.

Written correspondence dated January 21, 2020 from Bruce Baxter was received at the RBAC held on February 20, 2020 and is included as an attachment as it supports the Cemetery Committee's request for a columbarium at the Montney Cemetery.

For further information and supporting documentation can be found in the attached grant application.

**ALTERNATIVE OPTIONS:**

1. That the Rural Budgets Administration Committee respectfully deny the grant application from Montney Cemetery Committee and provide no grant contribution towards the purchase and installation of a columbarium at the Montney Cemetery.
2. That the Rural Budgets Administration Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

As of October 31, 2020 the balance available after the remaining commitments in Electoral Area B Fair Share was \$995,290.02.

**COMMUNICATIONS CONSIDERATION(S):**

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

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Grant Application – Montney Cemetery Committee
2. January 21, 2020 Letter Correspondence – Columbarium for Montney Cemetery
3. Cemetery Grants Policy





PEACE RIVER REGIONAL DISTRICT



## GRANT APPLICATION FORM

Society #:

Name: MONTNEY CEMETARY COMMITTEE (211 NORTH ROAD)

Civic Address: RD. PARCEL A of NE 1/4, SECTION 16, TOWNSHIP 86, RANGE 19, W6M  
PID 010 498 494

Mailing Address: Box 55

City: MONTNEY B.C.

Postal Code: V0C 1Y0

## SOCIETY EXECUTIVES

President: GEDAGE KANTZ

Vice President: OWEN MYHRE

Treasurer: DOREEN KANTZ

## PROJECT COSTS

Total Cost of Project: \$30,000.00

Amount Requested per

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

Have you applied to a municipality for funding? Yes

☐ No

If so, how much did you apply for?

Was your application successful?

Yes

No

If so, how much did you receive?

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

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

We are looking to put a 48 niche columbarium in the Montney Cemetery. Over the years we have had enquiries regarding a columbarium. After researching this project we visited some Country Cemeteries and discovered all we visited had columbariums.

Due to Covid 19 we were unable to have our AGM so had an executive meeting & all were in favour.

We have never asked or received any funding from the Regional District. So we are looking for full funding on this project. At this time we are also developing the other half of our cemetery with limited money in our account. Thank you for your consideration.

## ATTACHMENTS REQUIRED:

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

Signature of Applicant:

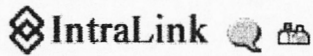
Date: Sept. 21, 2020

## For Office Use Only

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

Gas Tax:  
Other:





Quick Tools

Rates

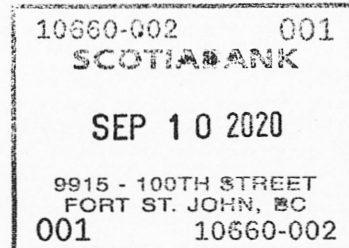
Scotiabank

Search

## MONTNEY CEMETARY COMMITTEE

Date: 2020/09/11

Customer Name: **MONTNEY CEMETARY COMMITTEE**  
 Customer Name:  
 Address Line 1: **PO BOX 55**  
 Address Line 2:  
 City: **MONTNEY, British Columbia**  
 Country: **Canada**  
 Postal Code: **V0C 1Y0**



Contact Name: [REDACTED] Language:  
 Contact Title: **SEC & CHAIRMAN** [REDACTED] Business Number: **000000000**  
 Contact Phone: [REDACTED] Number of Employees:  
 Annual Sales from Fin Stmt: **\$0** Date of Latest Annual Fin Stmt: **2000/12/01**  
 Advertising: **No Restrictive Preference** Date Business Established: **1984/07/01**

### Account Details:

PRODUCT AND SERVICES	ACCOUNT NUMBER	BALANCE	DATE OPEN/CLOSED	STATUS	BLT	REL
[REDACTED]	[REDACTED]	\$5,410.18	1984/07/17	Open	[REDACTED]	[REDACTED]



Building smarter is our niche.™

Sep 9, 2020

George Kantz  
Montney BC

KMI To: supply, deliver and install:

- R48 Columbarium containing 48 niches,
- All niches to be 12"x12"x12".
- Cap, base and sides – Stanstead Grey granite
- Doors to be Black granite
- 4 extra doors included
- Price includes shipping and installation
- Price does not include any applicable taxes or fees

Total Price:

- One unit – 48 niches – 4" cap / 4" base - \$19,000.00 (USD)

Terms

- 30% Deposit (USD)
- Balance due upon completion
- Price and payment due in US Dollars
- Excludes any/all applicable taxes, duties or fees.

Prices in effect for 45 days

Any changes in design or number of niches will change the original pricing

KMI Columbaria



On Wed, Sep 9, 2020 at 2:51 PM [REDACTED] wrote:

Thank You for the quote. Could we get the quote including all applicable taxes, duties and fees in Canadian dollars please.

Thank you.

**From:** Mike Smurthwaite [REDACTED]  
**Sent:** September-09-20 2:27 PM  
**To:** [REDACTED]  
**Subject:** Quote

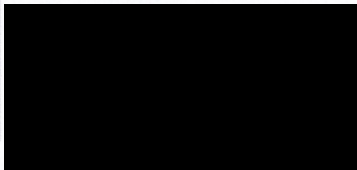
Here is the Quote for the Columbaria we discussed. It works out to just under \$25,000 Canadian dollars, that works out to \$520.78 per niche. That will include installation. I hope this works for you and I look forward to working with you on this project.

Thanks

--

Mike Smurthwaite

KMI Columbaria Inc.



--

Mike Smurthwaite

KMI Columbaria Inc.



--

# Peace Country Memorials Ltd.

Box 280,  
Rycroft, AB  
T0H 3A0

August 24, 2020

## Montney Cemetery

We are pleased to provide you with a quote on a columbarium project for your cemetery.

### **32 Niche Columbarium** (Grey walls, roof, and base. Black shutters)

Size 5-0 x 3-4 x 4-10

\$25,000

Approx. \$1800 - \$2000 for the concrete foundation. This would be for the minimum size which would be 6 inches around all sides.

### **48 Niche Columbarium** (Grey walls, roof, and base. Black shutters)

Size 7-0 x 3-4 x 4-10

\$32,000

The foundation shown was \$10,000. This was designed for the possibility of future columbarium's and to allow for people to gather around and view the columbarium. The foundation is 8" thick with pilings going into the ground.

This size of foundation is not necessary. You could use a much smaller foundation that would be approx. \$2000 - \$2400.

GST is not included in these prices. The foundation can be handled by your Cemetery association, or I can handle it. These quotes include the columbarium, deliver, and installation.

If you have any questions, please do not hesitate to contact me. Thank you for the opportunity to provide this quote!

Thank You!

**Dayne Waldner**

**Peace Country Memorials Ltd.**

780-765-3663

[www.pcmemorials.com](http://www.pcmemorials.com)



# BAXTER FARMS

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



January 14, 2020

Karen Goodings  
Director Area B  
Peace River Regional District

Dear Karen:

Re: Columbarium for Montney Cemetery

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

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

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

Yours truly

Bruce Baxter





### Cemetery Grants

Department	Finance	Policy No.	0340-59
Section	RBAC	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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#### 1. Purpose

- 1.1 This policy provides the guidelines and administrative procedures for the approval and disbursement of grant funds, from the Cemetery Function, to not-for-profit societies or community organizations who maintain rural cemeteries located in Electoral Areas B, C, D and E of the Peace River Regional District.
- 1.2 Grant funding may assist local groups with improvements to rural cemeteries and may be issued to support capital projects and/or expenses related to the operation, development and maintenance of the cemetery as set forth in Bylaw No. 839, 1993.

#### 2. Definitions

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



- 2.6 *Capital Improvements*: refers to larger projects in excess of \$5,000 such as the addition of a permanent structure such as a columbarium or cemetery gates that are longer duration to complete.

### 3. Policy

#### 3.1 Applicant Eligibility

- a. The Rural Budgets Administration Committee recognizes that community groups who care for cemeteries are often very small and operate with a very limited number of volunteers; therefore the Committee is willing to wave the eligibility criteria that all applicants must be a registered Not-for-Profit society in good standing with the *Societies Act of BC*. In order to apply for grant funding under this policy, the applicant must meet one of the following criteria:
- i. registered Not-for-Profit society in good standing with the *Society Act of BC*; or
  - ii. a volunteer organization consisting of community members who is financially and administratively sound which can be demonstrated by providing meeting minutes, financial statements and/or proof of bank account; and
  - iii. must operate in the Peace River Regional District.
- b. Applicants must submit a completed grant application that outlines the details for the intended use of the funds, the amount requested and all necessary supporting documentation as indicated on the application form.

#### 3.2 Eligible Expenses

- a. The information below provides examples of eligible expenses or projects costs that may be considered for funding:
- i. Operational Costs
  - ii. Minor cemetery improvement project costs
  - iii. Capital improvement project costs

#### 3.3 Grant Authorization

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

#### 3.4 Disbursement of Funds

- a. Upon approval of the grant, funds will be paid directly to the applicant for all grants in the amount of \$1,500 or less.
- b. Grant funding in excess of \$1,500 will be paid to the applicant through claim reimbursement.





3.5 Allocation of Funds

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

3.6 Acknowledgement of Grant Funding

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

Bylaw Reference	Peace River Regional District Cemetery Services Establishment Bylaw No. 839, 1993
Bylaw Reference	Peace River Regional District Rural Budgets Administration Bylaw No. 116, 1998



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-038

From: Teri Vetter, Chief Financial Officer

Date: November 10, 2020

**Subject: Grant Request – Fort St. John Minor Hockey Association**

---

## **RECOMMENDATION:**

That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,500, payable from Electoral Area B Fair Share, to be issued to Fort St. John Minor Hockey Association for the purchase of a “fogger” applicator.

## **BACKGROUND/RATIONALE:**

Fort St. John Minor Hockey Association is requesting a grant in the amount of \$2,500 to purchase a “fogger” applicator that will allow them to clean their dressing rooms to the provincially recognized standard that Northern Health and the City of Fort St. John require due to COVID-19.

Currently, there is limited access to dressing rooms and showers because of the enhanced cleaning protocols in place to prevent the spread of the virus. Showers are an essential part of the facility and players are not able to shower after their ice times and must sit through the remainder of their school day without having had a shower. Showers are necessary to ensure basic hygiene for players and with a fogger, they could properly sanitize dressing rooms, allowing players to shower after their ice times.

## **ALTERNATIVE OPTIONS:**

1. That the Rural Budgets Administration Committee respectfully deny the grant application from Fort St. John Minor Hockey and provide no grant funding.
2. That the Rural Budgets Administration Committee provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

## **FINANCIAL CONSIDERATION(S):**

As of October 31<sup>st</sup>, 2020 the balance after the remaining commitments in Electoral Area B Fair Share was \$995,290.02.

## **COMMUNICATIONS CONSIDERATION(S):**

The applicant will be notified in writing of the Rural Budgets Administration Committee 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. FSJMHA Grant Application
2. FSJMHA Funding Letter
3. FSJMHA Balance Sheet 2020-2021
4. FSJMHA Income Statement 2020-2021

Fort St. John Minor Hockey Association  
9324-96th Street  
Box 6356  
Fort St. John, BC V1J 4H8

November 5, 2020

Peace River Regional District  
P.O. Box 810  
Dawson Creek, BC V1G 4H8

RE: Grant Application Request

Dear Regional District Board Members:

Thank you for the opportunity to apply for funding through your grant application program. We are writing to request any assistance you are able to provide with funding for a “fogger” applicator that will allow us to clean our dressing rooms to the provincially recognized standard that Northern Health and the City of Fort St. John require due to the Covid 19 pandemic. The approximate cost of one “fogger” unit is \$2500.00.

Many of our participants are from the surrounding regional district electoral areas and travel into Fort St. John to access our facilities and play on our teams. Since the Covid-19 pandemic, the City of Fort St. John has limited access to their facilities (i.e. dressing rooms and showers) for our participants because enhanced cleaning protocols need to be established in order to access these areas to prevent the spread of the virus. We currently have parent volunteers present at each practice and game who are cleaning diligently to assist the City staff so that these protocols can be met, but without the use of a “fogger”, the City is reluctant to allow access to the dressing rooms and showers. The showers are an essential part of our facility, especially for our older players who attend the morning Hockey Academy program with Phil Hiscock. Players are not able to shower after their ice times, and are asked to sit through the remainder of their school day without having had one. A shower is necessary to ensure basic hygiene measures are being met for the players; with a fogger, we could properly sanitize dressing rooms and allow players to shower after ice times.

We are doing our best to accommodate our players while operating within the guidelines given to us by BC Hockey, ViaSport; and the City of Fort St. John, the use of a fogger would greatly assist our players by allowing them to shower after their ice times while ensuring the safety of the next group arriving. Any assistance you could provide would be greatly appreciated as we try to navigate this “new normal” we are experiencing. We believe that access to sport and

physical activity are key to maintaining positive mental health of youth in our city, and surrounding communities.

Thank you for taking the time to consider our request, we look forward to hearing from you.

With regards on behalf of Fort St. John Minor Hockey,

David Batten, President

**Fort St John Minor Hockey Association**  
**Balance Sheet As at 11/06/2020**

**ASSET**

**Current Assets**

Cash Clearing	0.00	
Royal Bank Chequing	203,001.15	
Petty Cash Float for Office	0.00	
FSJMHA Rep Ticket Sales (xtra acct)	0.00	
Competitive Team Accounts	16,000.00	
Gaming Account	69,508.05	
Float FSJ Tournament	0.00	
Competitive Team Accts Excess Funds	0.00	
Ref Payout Float	2,045.00	
Coach Clinic Payout Float	0.00	
HCSP Payout Float	1,124.00	
RIS Payout Float	1,576.00	
Referee Funds	-589.49	
Total Cash		292,664.71
GIC Restricted Funds -Expires July	0.00	
GIC Restricted Fund-Expires January	101,663.14	
GIC-Gaming July 16 expiry	25,287.50	
Bond APHL	1,000.00	
Bond ARMMHL	1,000.00	
Bond Challenge Cup	500.00	
Total Investments		129,450.64
Accounts Receivable	11,558.16	
Outstanding Registration	-4,610.76	
Total Receivable		6,947.40
Purchase Prepayments		6,160.42
Prepaid Expenses		0.00
<b>Total Current Assets</b>		<b>435,223.17</b>

**Capital Assets**

Equipment and Uniforms	22,735.33	
Equipment and Uniforms Accum. Amort	-5,000.00	
Net - Equipment and Uniforms		17,735.33
Office Equipment	18,380.72	
Accum. Amort. -Furn. & Equip.	-17,535.97	
Net - Furniture & Equipment		844.75
<b>Total Capital Assets</b>		<b>18,580.08</b>

**Other Assets**

Secure City Lease	76,077.75	
Secure City Lease-Ref Rooms	30,000.00	
<b>Total Other Assets</b>		<b>106,077.75</b>

**TOTAL ASSET**

**559,881.00**

**LIABILITY**

**Current Liabilities**

Accounts Payable	445.71	
Vacation payable	4,739.52	
EI Payable	370.10	
CPP Payable	832.36	
Federal Income Tax Payable	363.98	
Total Receiver General		1,566.44
WCB Payable		279.38
PST Payable		0.00
<b>Total Current Liabilities</b>		<b>7,031.05</b>

**TOTAL LIABILITY**

**7,031.05**

**EQUITY**

**Owners Equity**

Opening Balance Equity	94,673.31	
Retained Earnings - Previous Year	480,853.52	
Current Earnings	75,194.07	
<b>Total Owners Equity</b>		<b>650,720.90</b>

**TOTAL EQUITY**

**650,720.90**

**LIABILITIES AND EQUITY**

**657,751.95**

Generated On: 11/06/2020

# Fort St John Minor Hockey Association

## Income Statement 04/01/2020 to 11/30/2020

### REVENUE

#### Revenue

Gym Rental		0.00
Donations		1,021.00
Equipment and Uniforms		0.00
Previous Season	0.00	
Previous Season - Registration	0.00	
Previous Season - Sponsorship	0.00	
Previous Season Total		0.00
PWT2 Championships - Revenue		0.00
Reimbursements	0.00	
Reimbursements - Clinics	0.00	
Reimbursements Total		0.00
Registration Fees	176,096.10	
Competitive Try Out Fees	0.00	
Evaluation Fees	0.00	
Registration Total		176,096.10
Memberships		0.00
Puck Sponsorship		500.00
Team Sponsors		0.00
Bantam Skills Program		450.00
Interest Revenue		125.00
<b>Total Other Revenue</b>		<b>178,192.10</b>
<b>TOTAL REVENUE</b>		<b>178,192.10</b>

### EXPENSE

#### General & Administrative Expenses

Accounting and Legal	0.00
Advertising	0.00
All Peace Fines	-315.80
Bantam Skills Program	-8,063.71
Coach Clinic Payouts	215.25
Coach & Officiating ViaSport Fund	0.00
Computer Repairs	0.00
Computer - RAMP/website expenses	1,388.10
Covid 19 Start Up	20,655.00
Conditioning Sessions	0.00
Gym Rental (Phil Hiscock)	28.35
Equipment and Uniforms	7,271.29



First Aid Kits/Yellow cards		227.12
Dream Lottery Expenses		833.40
Ice Rental	17,351.83	
Ice Rental - Coach Clinics	0.00	
Ice Rental - Player Clinics	0.00	
Ice Rental - Ref Clinics	0.00	
Ice Rental Total		17,351.83
HCSP Payouts		294.00
Interest and Bank Charges		5,369.17
Insurance - Equipment		0.00
Learn to Play		0.00
Membership Insurance - BC Hockey		33,062.70
Memberships		25.00
Meeting Expense		0.00
Meeting Rooms		229.95
Officials Clinic Payouts		334.00
Office Supplies		0.00
One Stop Registration		0.00
Office Expense		120.96
Prov. and Dist. League Fees		7,050.00
RIS Payouts		86.05
SAGE 50		902.72
Telephone		2,674.26
Trophies/Banners - League Playoffs		0.00
Trophies		0.00
Wages & Salaries	12,484.68	
EI Expense	222.88	
CPP Expense	511.23	
WCB Expense	39.60	
Total Payroll Expense		13,258.39
JR. Wind Up Party		0.00
Referee Wind Up		0.00
Trackers		0.00
<b>Total General &amp; Admin. Expenses</b>		<b>102,998.03</b>
<b>TOTAL EXPENSE</b>		<b>102,998.03</b>
<b>NET INCOME</b>		<b>75,194.07</b>

Generated On: 11/06/2020



Society #: S-0033453  
Name: FORT ST. JOHN MINOR HOCKEY ASSOCIATION  
Civic Address: 9324-96th St.  
Mailing Address: Box 6356  
City: FORT ST. JOHN Postal Code: V1J 4H8  
Contact Person: TRUDY ALEXANDER Alternate Person: SHANNON GARBE  
Tel: [REDACTED] Tel:  
Email: [REDACTED] Email: treasurer@fsjminorhockey.ca

## SOCIETY EXECUTIVES

President: David Batten  
Vice President: Rod Backmeyer  
Treasurer: Shannon Garbe

## PROJECT COSTS

Total Cost of Project: \$2500.00  
Amount Requested per: \$2500.00  
For how many years? 1 yr ☒ 2 yrs ☐ 3 yrs ☐

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

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

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

See letter attached.

## ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Shannon Garbe

Date: November 5, 2020

## For Office Use Only

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

Gas Tax:  
Other:



# REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-005

From: Kari Bondaroff, Environmental Services Manager

Date: November 2, 2020

**Subject: Rolla Sewer Request for Funding**

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## RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$50,000, payable from Electoral Area D Peace River Agreement Funds, Spending Item #9 – PRRD Sewer Services Assistance, to be issued to the Rolla sewer function – 607, to complete a condition assessment of the sewer collection system within the Hamlet of Rolla.

## RECOMMENDATION #2:

That the Rural Budgets Administration Committee approve a funding commitment of \$587,200, payable from the Area D Community Works Gas Tax fund, to be issued to the Rolla sewer function – 607, for the Rolla Sewer Treatment Facility capital work which include safety upgrades, road improvements, aeration system replacement, piping repairs, and upgrades to the outflow system.

## BACKGROUND/RATIONALE:

The Rolla Sewer system was built originally in 1977. In 2002, a second lagoon was added to the treatment facility and an aeration system was added to the original lagoon. As a result of a multitude of operational challenges there has been very little preventative maintenance performed on the existing treatment facility.

Aligning with the current Regional Board Strategic Plan, a condition assessment of the Rolla wastewater treatment facility was conducted in 2020. The assessment revealed deficiencies within multiple areas of the facility with recommendations for repairs and/or replacement within the next 1-3 years. Table 1 highlights the areas within the system that require capital upgrades and replacement in order to extend the years of life of the treatment system.

**Table 1. Capital Priorities for Repairs and/or Replacements within 1-3 years.**

Area of Concern	Estimate Cost for Repairs/Replacement
Site Conditions	\$152,200.00
Lift Station	\$16,000.00
Lagoons	\$10,000.00
Aeration System	\$202,000.00
Piping	\$27,000.00
Outfall	\$180,000.00
<b>Total:</b>	<b>\$587,200.00</b>

**ALTERNATIVE OPTIONS:**

1. That the Rural Budgets Administration Committee approve a funding commitment of \$50,000, payable from the Electoral Area D Community Works Gas Tax fund, to be issued to the Rolla sewer function – 607, to complete a condition assessment of the sewer collection system within the Hamlet of Rolla.
2. That the Rural Budgets Administration Committee approve a funding commitment of \$587,200, payable from the Electoral Area D Fair Share Reserve fund to be issued to the Rolla sewer function – 607, for the Rolla Sewer Treatment Facility capital work which include safety upgrades, road improvements, aeration system replacement, piping repairs, and upgrades to the outflow system.
3. That the Rural Budgets Administration Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
  - ☒ Develop a Corporate Asset Management Program

**FINANCIAL CONSIDERATION(S):**

As of October 31, 2020 the balance available after the remaining commitments in Electoral Area D PRA is \$187,445, Electoral Area D Gas Tax Reserve fund is \$1,623,381 and Electoral Area D Fair Share Reserve fund is \$2,225,578.

**OTHER CONSIDERATION(S):**

Once capital upgrades and/or replacements have been conducted, operational plans will be updated to reflect the changes. These plans will include newly revised inspection schedules and operational procedures for ensuring that deficiencies are identified and repaired on an on-going basis. In addition, capital reserves will be maintained through planned budgeting and requisition to ensure that this function becomes self-sufficient.

**Attachments:**

1. 2020\_Rolla WWTP Assessment Report -FINAL

# ROLLA WASTEWATER TREATMENT PLANT CONDITION ASSESSMENT

FINAL - 2020-10-26

ASSESSMENT REPORT

CONFIDENTIAL



WSP  
420-301 VICTORIA STREET  
KAMLOOPS, BC  
CANADA V2C 2A3

T: +1 250 374-5252  
wsp.com



ASSESSMENT REPORT

# ROLLA WASTEWATER TREATMENT PLANT CONDITION ASSESSMENT

PEACE RIVER REGIONAL DISTRICT  
CONFIDENTIAL  
PROJECT NO. 201-07251-00  
AUGUST 2020

## SIGNATURES

### PREPARED BY



2020/10/26  
Kevin Wiens, P.Eng, PMP  
Project Manager



2020/10/26

### APPROVED<sup>1</sup> BY



Doug Randell, Eng.L, PMP  
Branch Manager

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October 26, 2020

Confidential

Peace River Regional District  
1981 Alaska Avenue  
Dawson Creek BC V1G 4H8

**Attention: Kari Bondaroff**

**Subject: Rolla Wastewater Treatment Plant - Condition Assessment**

We are pleased to present the following condition assessment for the Rolla Wastewater Treatment Plant. The assessment is based on the walk-through in July 2020 and subsequent analysis reports.

We trust the document provides what you need for long-term planning at this site.

If you have any questions, please give me a call.

Sincerely,



2020/10/26

Kevin Wiens, P.Eng.

Project Manager

250 314 2979

WSP Canada Inc

#420, 301 Victoria St

Kamloops, BC

# 1 INTRODUCTION

WSP Canada Inc. (WSP) was engaged by Peace River Regional District in June of 2020 to perform a condition assessment on the existing Hamlet of Rolla wastewater treatment plant and to determine any deficiencies, remaining life, and a cost estimate for repair or replacement.

Our field observer was Kevin Wiens, P.Eng. and he was on site July 28, 2020 to perform a visual inspection. He met with operations Kari Bondaroff, Paulo Eichelberger, and Travis Nelson to walk through the site and answer questions.

The original treatment and collection systems were constructed in 1977 and consisted of a gravity collection and conveyance system, a lift station, forcemain, aerobic stabilization pond, and an effluent outfall. In 2002, a second lagoon was added including a fine bubble diffuser aeration system in the original lagoon.

This report outlines the results from our site review of the wastewater treatment plant in Rolla, BC. Assets reviewed include the lift station, overflow & drain structure, lagoon berms, aeration system, blower building, piping, outfall, and overall site conditions.

---

## 1.1 REPORT LIMITATIONS

The purpose of this report is to provide a general indication of the present physical condition of the infrastructure with respect to easily visible portions of the wastewater treatment infrastructure. We were to record deficiencies or conditions noted during a single visual walk-through review that in our opinion, will likely require Capital expenditures by the Owner over the next 10 years. Capital expenditures are defined as expenditures that are expected to exceed an annual threshold of \$5,000 and are not normally associated with routine maintenance.

Our opinion of costs assumes a prudent level of ongoing maintenance. It is not within our mandate to check the adequacy of existing maintenance practices or confirm that all mandatory system tests and inspections have been completed. In the course of our review, we may identify some maintenance-type issues, but this should not be seen to indicate that a maintenance audit has been completed.

Timeframes given for undertaking work represent our opinion of when to budget for the work. Failure of the item, or the optimum repair / replacement process, may vary from our estimate.

The budget figures are our opinion of a probable current dollar value of the works and are provided for approximate budget purposes only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors.

## 2 SYSTEM OVERVIEW

The Hamlet of Rolla is located 20km north of Dawson Creek, BC. It has a reported population of 103 as per the 2016 census.

The Rolla wastewater system consists of a gravity collection system within the Hamlet of Rolla community, a lift station immediately upstream of the lagoons, a 1.0 hectare aerated lagoon and blower system, a 1.0 hectare storage lagoon, and an outfall to Rolla Creek. The system operates automatically except for the annual discharge to Rolla Creek which must be manually operated by staff over the course of a day or two, typically in the early spring.

The original collection system, lift station, lagoon and discharge were constructed in 1977. In 2002, aeration was added to the lagoon, and a second lagoon constructed as a storage lagoon. In 2016, the blower building and equipment for the aeration system was replaced.

As per the Operating Permit from March 1995, the maximum authorized discharge rate is 5000 m<sup>3</sup>/year. Dilution of effluent in Rolla Creek is authorized at 50:1 or greater (Paragraph 1.1.1). The operating / discharge permit for the system is attached in Appendix C.



Figure 1 - System Overview



**Figure 2 - Wastewater Treatment Plant - Layout**

## 3 ASSESSMENT RESULTS

The scope of this assessment includes the whole treatment and disposal system but not including the collection system and trunk main to the lift station. Results of the assessment are summarized in the following section. Detailed assessment observations are included in Appendix A.

### 3.1 SITE CONDITIONS

#### 3.1.1 ACCESS ROAD

The treatment plant site is accessed off Sweetwater Road, 0.5km east of Rolla Road. The narrow gravel road is 1600m long and is maintained by the local farmer and gas company. It is passable during dry conditions for high clearance vehicles. The access road for the treatment plant is 400m long and is maintained by PRRD.

The portion maintained by PRRD should be improved for better access for lower clearance vehicles and all-weather travel. An estimated volume of gravel to supplement the access road and parking area was determined to be 200m long by 4m wide, by 100mm thick, or 80 m<sup>3</sup>.





**Figure 3: Access Road Photo from Assessment Site Visit (2020-07-28)**

---

### **3.1.2 SITE SECURITY**

The treatment plant site is surrounded by a barbed wire fence and locked steel gate. As per the Operating Permit section 2.5, the purpose of security is to prevent “accidental trespass”. These appear to be in acceptable condition given the remoteness of the site. (Refer to Operating Permit Section 2.5)

One portion of the property not surrounded by fence is the outfall piping. Access to the valves and discharge piping during annual discharge is through cultivated fields. This area should be surrounded by fence with a road access to the discharge piping manholes. Encompassing the entire property would require 1200m of barbed wire fence.





**Figure 4 - Proposed New Fence**

### 3.1.3 SAFETY SIGNAGE

Safety signage was noted to be deficient in some areas as there is a lack of signage near several safety hazards. For example, “No Unauthorized Access”, “Confined Space Entry”, and “Dangerous Open Water” signs should be installed at the entrance to the site. The lift station should also have safety signage indicating the danger of opening the hatches. We would suggest up to five new metal signs may be appropriate. (Refer to Operating Permit Section 2.6)

	Site Conditions	Repairs	Priority	Probable Cost
SC 1	Access Road	4m wide Gravel topping - 400m x 4m x 100mm deep (access road) + access to discharge manhole (150m x 4m x 300mm) = 360 m3	1-3 years	\$ 68,200
SC 2	Fencing	New Perimeter Barbed Wire Fence - 1200m * \$70 / m	1-3 years	\$ 84,000
SC 5	Safety Signage	Safety signs x 5	<1 year	\$ 2,000
				\$ 154,200

---

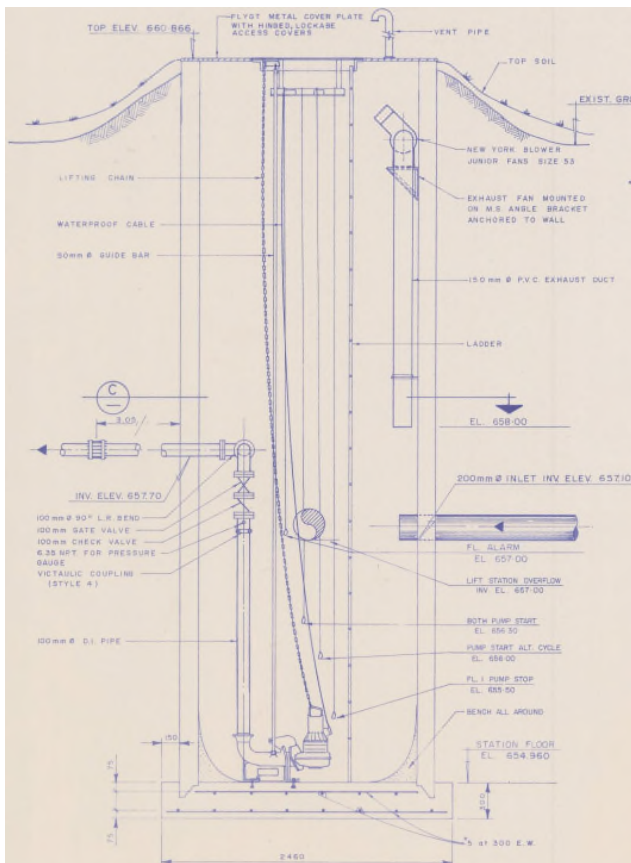
## 3.2 LIFT STATION

The lift station is a duplex pump system with alternating submersible pumps controlled by an ultrasonic level transmitter. Recent upgrades have included a power plug installed to facilitate a portable backup generator in case of power loss. Another recent upgrade is a strainer to collect garbage before entering the lift station. The strainer is operating effectively, however it needs to be emptied manually on a regular basis.

The lift station was found to be generally in good condition with several urgent repairs to be made.



Figure 5: Lift Station Manhole Photo from Assessment Site Visit (2020-07-28)



**Figure 6: Lift Station Drawing (from Underwood McLellan Drawing Set)**

### 3.2.1 PUMPS

Pumps are approximately 10 years old and are in good condition and pump sufficiently. There are 2 duty pumps and 1 spare on site. Based on their age, these are expected to need replacement in the next 3-10 years, however, pumps operating in severe conditions such as this can fail prematurely or unexpectedly.

Annual maintenance consists of taking one pump offline at a time, sending it to a subcontractor for inspection and maintenance. Recent repairs have involved resolving a plugging issue in one of the pumps and replacing the other one.

### 3.2.2 ACCESS LADDER

It is currently not possible to enter the lift station without a portable man-rescue tripod system. In addition, several rungs are missing from the ladder which should be replaced, to facilitate entry, even with a man-rescue tripod system. The existing ladder rungs should be removed so that personnel are not tempted to use them. Portable ladders should be used.

### 3.2.3 HANDRAILS

There are no handrails or safety netting to protect an operator from falling when the lift station hatch is open. Hatch safety netting or handrails should be installed.

### 3.2.4 HATCH LOCK

There are no locks or property latches on the lift station hatches. Install latches and locks for security and safety.

### 3.2.5 VALVES

The check valves downstream of the pumps were recently replaced with swing check valves. During the recent removal of pumps for maintenance, the two isolation valves were exercised. All check valves and isolation valves are in good working order, operate smoothly, and have with no leaks.

### 3.2.6 PUMP CHAMBER

The pump chamber appears to be structurally sound. This structure can be expected to serve the system for many more years.

### 3.2.7 DRAINAGE AROUND LIFT STATION

Site grading in the vicinity of the lift station allows some snowmelt and rainfall to drain toward the lift station and enter through the lid. Site grading away from the lift station would be difficult since the lid is so low. We recommend the top of the lift station be raised by 0.6m with another concrete ring. Soil can then be brought in to be placed around the lift station and shaped to ensure positive drainage away from the lid and toward the site drainage ditches.

Raising the lift station would involve removing the lid, lengthening the pump rails, placing a new concrete ring. The joint should be sealed either with a rubber ring, or with grout to keep out any groundwater.

Based on some water seepage marks on the inside of the lift station, it appears there is some groundwater infiltration. If groundwater becomes a concern, the joints between the concrete barrels could be grouted from the inside.

	<b>Lift Station</b>	<b>Repairs</b>	<b>Priority</b>	<b>Probable Cost</b>
LS 1	Pump Operation	Replace pumps as required	3-10 years	\$ 40,000
LS 4	Ladder	Remove ladder rungs. Only use portable man-rescue system for entry with portable ladder.	<1 year	\$ 1,000
LS 5	Handrails & Safety Netting	Install hatch safety netting, handrails	<1 year	\$ 10,000
LS 6	Hatch Lock	Install latches and locks on hatches	<1 year	\$ 1,000
LS 8	Pressure gauge works	Install Pump Pressure Gauges	<1 year	\$ 1,000
LS 16	Lights & electrical	Install lights in lift station	1-3 years	\$ 1,000
LS 17	Drainage around Lift Station	Add concrete ring to raise lift station lid by 0.6m. Seal concrete ring joints with grout to 3m below grade.	1-3 years	\$ 15,000
				\$ 69,000

A budget estimate for replacement of the entire lift station is in the order of \$300,000 for a duplex station built out of fibreglass.

---

### 3.3 AERATED LAGOON

The original treatment plant lagoon was outfitted with an aeration system in 2002 in an effort to add additional treatment to the system. The aeration system consists of rows of piping with fine bubble diffusers at the bottom of the lagoon. The air bubbles float to the surface, treating the water as they rise. The lagoon aeration piping is fed from distribution headers at each side of the lagoon. A building at the head of the lagoon includes two blowers (air pumps) that feed the distribution heads.

The treated effluent from the aerated lagoon flows to the storage lagoon, from which it is discharged annually.

All the original aeration piping is still in place. Some spot repairs to holes in the exposed pipes have been made over the years. No repairs have been done to underwater piping.

The blower building and equipment burned down several years ago and was quickly replaced. This building and equipment are fairly new and therefore no upgrades are required.

Below are the identified opportunities for upgrades. All other inspection items were deemed to be satisfactory, as shown in Appendix A.





**Figure 7: Aeration Lagoon Aerial Photo from Assessment Site Visit (2020-07-28)**

---

### **3.3.1 BERMS**

The size of the lagoons and height of the berms were originally designed based on expected annual flows. The population of Rolla is not growing, however, wet weather can cause increased infiltration into the system. Anecdotally from the operators, consecutive wet years can cause water levels to be very high. However, to the operators' knowledge, no overflows have occurred. Weekly inspections by operators include monitoring the lagoon levels.

Operating Permit section 2.7 indicates a minimum freeboard of 0.5m is required at all times. This is automatically maintained with emergency overflow piping.

Otherwise, the berms for both lagoons appear to be in satisfactory condition. There are no shrubs or trees growing in the berms. No evidence of burrowing animals. No evidence the lagoons have ever topped, or any erosion on the banks.

We would recommend that the Cell #2 lagoon level gauge is calibrated with the lagoon overflow level. This could be done with a survey of the overflow level from Cell #1 and transposing that level to the Cell #2 level gauge.

---

### **3.3.2 SPREAD OF AIR DIFFUSION**

As seen on the aerial photo, the bubbles from the air diffusers identify where the aeration piping is. Along these aeration lines, there are many locations where the holes in the piping is blocked as indicated by the lack of air bubbles. Other locations show more bubbles than normal indicating a possible break in the pipe.

We have made initial contact with the supplier of the original aeration system to determine possible repair or replacement methods. Further discussions and proposals from various suppliers are recommended.

The methodology of repair as recommended by Nexom (see attached proposal) might involve:

- Remove underwater piping and diffusers using boats and divers

- De-sludge lagoon
- Replace piping and diffusers
- Leave header piping and blowers in place

Further details will have to be worked out with suppliers.

	<b>Aeration System</b>	<b>Repairs</b>	<b>Priority</b>	<b>Probable Cost</b>
AS 1	Spread of air diffusion	Repair or replace underwater aeration piping, incl desludging. Refer to proposal from Nexom (2020-10)	1-3 years	\$ 200,000
AS 2	Aeration Piping (exposed along berms)	Check annually and repair pipes as necessary	1-3 years	\$ 2,000
				\$ 202,000

### 3.3.3 AERATION HEADER PIPING

We identified two locations of air leaking out of pinholes in the ¾" HDPE distribution lines along the west header. Careful inspection may find more locations. This loss of air and pressure reduces the effectiveness of the aeration system. This should be checked annually, and pipes should be repaired as leaks are found.

We did not do a physical inspection of any piping below the water level.

### 3.3.4 SLUDGE BUILDUP

Sludge has reportedly never been removed from the lagoons. We recommend the PRRD use a "sludge judge" from a boat to gauge how much build up there is in the aerated lagoon and to implement a pumping and removal program. This can be done without removing the diffusers and aeration piping.

	<b>Lagoons</b>	<b>Repairs</b>	<b>Priority</b>	<b>Probable Cost</b>
LA 6	Sludge Build Up	Conduct sludge depth test with "sludge judge" and boat	1-3 years	\$ 10,000
				\$ 10,000

## 3.4 STORAGE LAGOON

The storage lagoon was constructed in 2002. This asset is generally in good condition with the opportunity for future upgrades if necessary.

There are no shrubs or trees growing in the berms. No evidence of burrowing animals. No evidence the lagoon has ever topped, or any erosion on the banks.



Figure 8: Storage Lagoon Aerial Photo from Assessment Site Visit (2020-07-28)

## 3.5 PIPING, VALVES & MANHOLES

The pipe, valve and manhole system throughout the site was visually inspection in August 2020. All pipe was inspected using CCTV with submersible pipe cameras by CL Video Inspections. Detailed results of this analysis are shown in Appendix B.

The majority of the site piping is 200mm diameter PVC. The outfall down the hill to the creek is 300mm diameter corrugated steel (CSP). The piping from the lift station to the aerated lagoon is 100mm diameter steel.

### 3.5.1 CCTV PIPE INSPECTION

Following is a summary of the deficiencies as outlined in the detailed CCTV report in Appendix B.

- Aerated Lagoon to Overflow
  - Compacted deposits settled in first 65m of overflow pipe. Flushing did not remove the deposits.
  - Structural spiral fracture – one pipe length affected – 30m south of SMH 7SE toward SMH 7SE B
  - Structural longitudinal fracture - one pipe length affected – 51m south of SMH 7SE toward SMH 7SE B
  - Evidence of joint infiltration – one joint - at 76m south of SMH 7 SE toward SMH 7SE B
  - 8.5m long sag in pipe starting at SMH 7SE B toward SMH 9S
  - Pipe Deformed (minor denting) 2 locations – 44m and 65m from SMH 7 SE B toward SMH 9S
- Aerated Lagoon to Storage Lagoon
  - Corroded valve – at SMH Rolla 4
- Outfall Pipe
  - Severe Metal Pipe Surface corrosion – entire length – SMH 9 to outlet



- Corrosion hole on side of pipe – 14m from SMH 9S toward outfall
- Stick stuck in pipe - 15m from SMH 9S toward Outlet
- Roots protruding at joint – 17.7m from SMH 9S toward outfall
- Hole in pipe at 26m from SMH 9S toward outfall
- Deformed (dented) pipe at 40m from SMH 9S toward outlet
- Protrusions through pipe wall at 70m from SMH 9S
- Gravel debris just inside outfall end

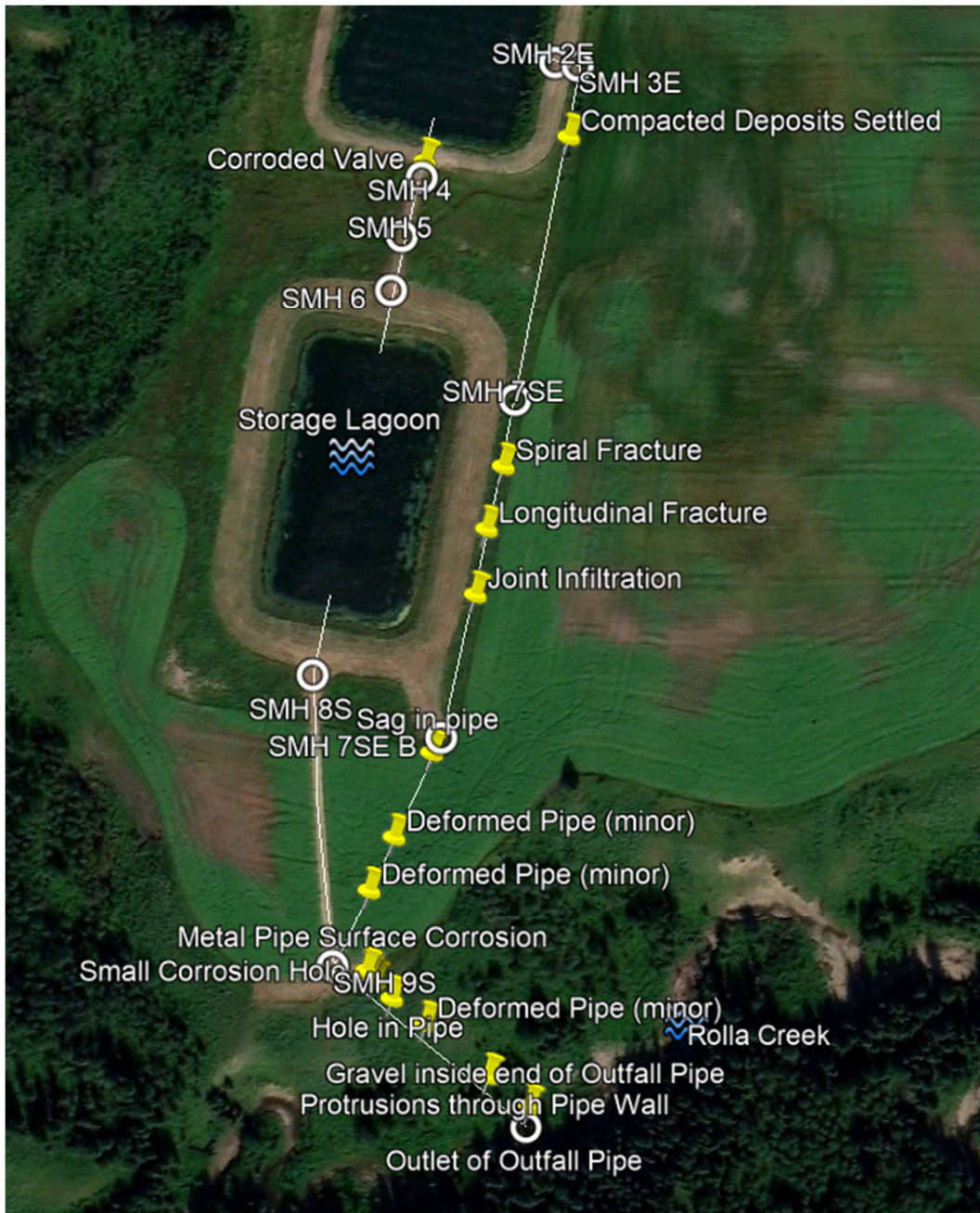






Figure 9 - Longitudinal Fracture in Overflow Pipe



Figure 10 - Spiral Fracture in Overflow Pipe



Figure 11 - Protrusion in Steel Outfall Pipe



**Figure 12 - Severe Corrosion in Valve Between Lagoons**

### 3.5.2 MANHOLES

The manhole bases and barrels appear to be in satisfactory condition. However, the lids were rusted and not secure. Recommendation to replace six manhole lids with more common cast iron frame and cover.



### 3.5.3 OVERFLOW PIPING

As can be seen from the CCTV reports, there are several deficiencies in the overflow piping. One section has a sag, there are several sections of “bent” pipe, and a couple structural failures in the PVC pipe.

This overflow pipe from the aerated lagoon to the manhole on the outfall pipe is for emergency purposes only if the lagoons happen to overflow in a given year. It is not critical that the pipe be kept in perfect condition due to the unlikelihood that it would ever be used. The deficiencies that have been noted will not affect the flow capacity. However, over time, the structural deficiencies will get worse and eventually the pipe may collapse.

The pipe will likely serve its purpose for many years however, it may suddenly collapse without anyone knowing it. It is important to repair the structural failures. We would recommend spot repairs instead of full pipe replacement.

### 3.5.4 OUTFALL PIPE

The outfall pipe from the top of the hill by the storage lagoon to the creek is a corrugated steel pipe that is significantly deteriorated. The inside is severely corroded, there are leaks in a few locations, and there is a piece of metal protruding into the pipe in one location. There is a risk of the pipe joints separating, causing environmental damage during discharges.

This pipe should be replaced, however the constructability challenges with installing a new pipe down the steep bank make this a complex replacement.

One option for replacement would be to use a flexible hose from the top that is rolled out each time the discharge is initiated. The 8" or 10" diameter hose would extend down to the existing splashpad at the bottom. It would be tied at the top to existing discharge pipe near the last manhole at the edge of the slope. An operator would still need to go down to the creek to extend the hose and monitor the discharge. However, this hose would be a much less expensive than replacing the outfall pipe with a buried pipe.

A similar solution would be to install the HDPE pipe above ground with anchors.

A more permanent solution would be to feed fused HDPE pipe through the culvert from the top. This smooth walled pipe would provide sufficient flows through the smaller diameter, and would hold together much more solidly on the potentially unsteady slope. Infiltration / exfiltration would not be an issue with this solution.

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### 3.5.5 OUTFALL SPLASHPAD

The outfall was constructed with the original construction in 1977. It consists of a corrugated steel pipe that discharges directly onto a concrete pad immediately adjacent the stream. No known repairs have been made to it since its installation.

The splashpad has evidently settled and moved somewhat over the years. The splashpad should be replaced or shored up, and protect with riprap to prevent it moving again.



Figure 13: Outfall Structure Photo from Assessment Site Visit (2020-07-28)

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### 3.5.6 WATER QUALITY TESTING

The operating permit requires that the effluent be tested prior to discharge. This is typically done in the early spring while there is still ice on the storage lagoon. The ice needs to be broken and the sample taken from a location away from the edge. This dangerous procedure with thin ice could be improved.

One method would be to install a new isolation valve in the downstream discharge piping near SMH 9S. Effluent can be run to manhole SMH 9S and stopped with a new valve. Sampling can then occur in SMH 8S. If the effluent passes, then the new valve can be opened to facilitate discharge.

Water quality prior to discharge must meet the following requirements (Operating Permit 1.1.2)

- 5 day Biochemical Oxygen Demand – 30 mg/L
- Total Suspended Solids – 40 mg/L



Historic records indicate that water quality in the storage lagoon has met these requirements prior to discharge.

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### **3.5.7 DISCHARGE FLOW MONITORING**

The manual annual discharge operation is a complex operation which should be simplified.

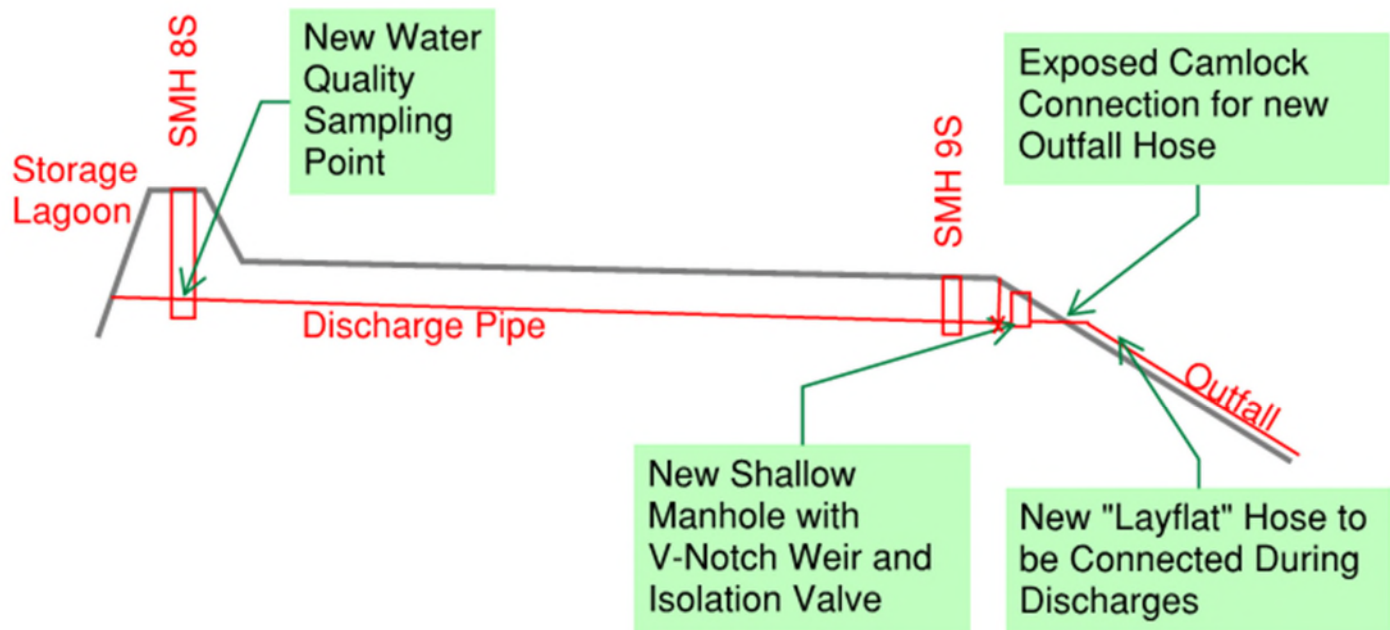
Annual discharge from the storage lagoon is regulated by the operating permit to be a certain dilution ratio compared to the receiving waters of Rolla Creek. The creek flows are monitored several hundred meters upstream where the creek crosses the highway. This is done by monitoring the flow through the culvert.

The flow out of the storage lagoon can only be measured by observing the rate of level drop in the lagoon. Due to the difficulty in getting precise measurements of the lagoon level, this flow can only be estimated, but is sufficient for the batch discharge methodology that is being employed.

A more precise discharge flow measurement device could be installed. This could be a V-notch weir installed in a concrete chamber downstream of the lagoon discharge valve. The operator could watch the level in the weir and accurately turn the discharge valve to regulate the flow out of the lagoon, based on the flow in the creek.



**Figure 14 - Example of V-Notch Weir**



	Piping	Repairs	Priority	Probable Cost
P2	Interlagoon Piping & Valves	Replace valve	<1 year	\$ 8,000
P 4	Overflow Pipe Condition	Spot repairs req'd in 6 locations - 6 x \$3,000	1-3 years	\$ 18,000
P 8	Manhole Lids	Replace manhole frames and covers (x6)	1-3 years	\$ 9,000
				\$ 35,000

The above costs for the overflow pipe repairs include spots repairs only. Since there are a number of them, the PRRD may consider replacing the entire pipe. At 330m long at approximately \$400 / m, replacement cost would be in the order of \$130,000.

	<b>Outfall</b>	<b>Repairs</b>	<b>Priority</b>	<b>Probable Cost</b>
O 1	Pipe integrity	Replace steep portion of pipe with temp hose, HDPE on surface, or HDPE fed through ex. Pipe - 90m	1-3 years	\$ 150,000
O 2	Concrete structure at outfall	Replace Splashpad or Protect with Riprap to Prevent	<1 year	\$ 5,000
O 4	Creek flow monitoring device	Culvert flow remote monitoring device	3-10 years	\$ 15,000
O 5	Discharge Flow Monitoring	Install new conc chamber with V-notch weir to monitor discharge flow rates	1-3 years	\$ 20,000
O 7	Water Quality Testing Point	New isolation valve and sampling point in existing downstream pipe	1-3 years	\$ 10,000
				\$ 200,000

## 3.6 OVERALL TREATMENT EFFECTIVENESS

We did not do a comprehensive review of treatment effectiveness. However, based on visual observations, the reported effluent quality meeting the discharge requirements, the consistency of the aeration system, and integrity of the berms, we believe the system is operating effectively and efficiently. The permitted discharge limits are being met.

## 4 ESTIMATED REMAINING LIFE

The following table shows the estimated remaining life of the components reviewed. This is based on experience of other systems and when replacements are typically anticipated.

**Table 1: Estimated Remaining Life of Components**

Asset	Estimated Remaining Life	Replacement Cost
Lift Station Equipment	5-10 years	\$300,000 (fibreglass duplex – no building or generator)
Lagoons	30-40 years	Unknown
Outfall Piping	0-2 years	\$150,000 (90m)
Inter Lagoon Piping	10-20 years	\$220,000 (550m * \$400 / m)
Aeration Piping	2-5 years	\$200,000
Blowers	5-10 years	Unknown
Blower Building	30 years	\$150,000 (5m x 10m @ \$3000 / m2)



# 5 RECOMMENDATIONS

The following shows the location and probable costs of the recommended repairs. We have also prepared digital file for insertion into the PRRD GIS system.

Details of the recommended repairs and their associated costs can be found in Appendix A.

The probable cost was estimated from similar projects in the area in recent years. It does not include escalation costs for work done in the future. This is considered a Class 'D' estimate. Detailed design should be completed prior to budgeting for any specific item.



Figure 15 - Pipe Repairs



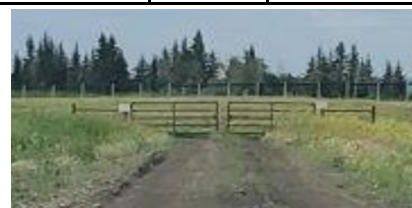
**Figure 16 - Repairs (Non-Pipe)**

**Table 2: Opinion of Probable Costs Summary**

	Priority			Probable Cost
	High (<1 year)	Medium (1-3 years)	Low (3-10 years)	
Site Conditions	\$ 2,000.00	\$ 152,200.00	\$ -	<b>\$ 154,200.00</b>
Lift Station	\$ 13,000.00	\$ 16,000.00	\$ 40,000.00	<b>\$ 69,000.00</b>
Lagoons	\$ -	\$ 10,000.00	\$ -	<b>\$ 10,000.00</b>
Aeration System	\$ -	\$ 202,000.00	\$ -	<b>\$ 202,000.00</b>
Piping	\$ 8,000.00	\$ 27,000.00	\$ -	<b>\$ 35,000.00</b>
Outfall	\$ 5,000.00	\$ 180,000.00	\$ 15,000.00	<b>\$ 200,000.00</b>
<b>Priority Total</b>	<b>\$ 28,000.00</b>	<b>\$ 587,200.00</b>	<b>\$ 55,000.00</b>	<b>\$ 670,200.00</b>

# A ASSESSMENT OBSERVATIONS

	Inspection Item	Condition	Comments	Repairs	Priority	Probable Cost
<b>Site Conditions</b>						
SC 1	Access Road	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Access Road passable. Could use more gravel for all-weather travel. Road access to discharge manhole required	4m wide Gravel topping - 400m x 4m x 100mm deep (access road) + access to discharge manhole (150m x 4m x 300mm) = 360 m <sup>3</sup>	1-3 years	\$ 68,200.00
SC 2	Fencing	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Fencing in good condition. Regular maintenance required. Does not encompass entire property	New Perimeter Barbed Wire Fence - 1200m * \$70 / m	1-3 years	\$ 84,000.00
SC 3	Gate	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Gate in good condition. Secure against vehicles. Not secure against pedestrians.			
SC 4	Grass Cutting	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Grass around lagoons maintained. Grass along perimeter not cut. Regular maintenance required.			
SC 5	Safety Signage	<input checked="" type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input type="checkbox"/> Good	More safety signage needed throughout site. "No unauthorized access", "Dangerous Open Water"	Safety signs x 5	<1 year	\$ 2,000.00
SC 6	Drainage	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Wet area between lagoons, but it still drains. No other drainage issues.			



	Inspection Item	Condition	Comments	Repairs	Priority	Probable Cost
<b>Lift Station</b>						
LS 1	Pump Operation	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	2 Duty pumps. 1 spare pump. Approx 10 years old. Pumps in good condition and pump sufficiently. No flow test done.	Replace pumps as required	3-10 years	\$ 40,000.00
LS 2	Controls	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Ultrasonic level transducer works well. Couple years old.			
LS 3	Alarms	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Flashing light can be seen from road. Remote alarm to operator works well			
LS 4	Ladder	<input checked="" type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input type="checkbox"/> Good	Several ladder rungs missing. Do not enter LS without man rescue system.	Remove ladder rungs. Only use portable man-rescue system for entry with portable ladder.	<1 year	\$ 1,000.00
LS 5	Handrails & Safety Netting	<input checked="" type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input type="checkbox"/> Good	Handrails and safety bars inadequate when hatches open. Need hatch safety netting	Install hatch safety netting, handrails	<1 year	\$ 10,000.00
LS 6	Hatch Lock	<input checked="" type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input type="checkbox"/> Good	No lock on LS hatches. Repair required	Install latches and locks on hatches	<1 year	\$ 1,000.00
LS 7	Exhaust fan & ducting	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Exhaust fan inoperable. Portable fan needed when LS entry required.	No upgrade required if portable fan is available		
LS 8	Pressure gauge works	<input checked="" type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input type="checkbox"/> Good	No pressure gauges observed. Pump efficiencies is not possible to judge without pressure gauges	Install Pump Pressure Gauges	<1 year	\$ 1,000.00
LS 9	Valves	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Check valves recently replaced. Isolation valves have been exercised.			
LS 10	Grit Screen	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Grit screen recently installed. Needs cleaning every couple weeks. Working well			
LS 11	Overflow pipe	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Overflow pipe works - Not obstructed			
LS 12	Pumps lift out and re-seat correctly	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Pumps removed recently. Appear to have sealed.			
LS 13	Evidence of critters	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	No evidence of critters in or near LS			



	Inspection Item	Condition	Comments	Repairs	Priority	Probable Cost
LS 14	Pump Hours	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input type="checkbox"/> Good	Not checked. Verbal assurance that pumps are checked and maintained regularly			
LS 15	Backup Generator	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	No backup generator. New plug for portable backup generator. Has been used recently and works well			
LS 16	Lights & electrical	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	No lights in LS	Install lights in lift station	1-3 years	\$ 1,000.00
LS 17	Drainage around Lift Station	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Snow melt and rainfall can enter lift station. LS lid should be raised by 0.6m with another concrete ring.	Add concrete ring to raise lift station lid by 0.6m. Seal concrete ring joints with grout to 3m below grade.	1-3 years	\$ 15,000.00



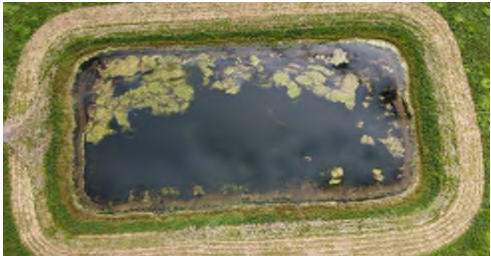
	Inspection Item	Condition	Comments	Repairs	Priority	Probable Cost
<b>Lagoons</b>						
LA 1	Roots in berm	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	No trees or shrubs in berms.			
LA 2	Berm sloughing	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	No berm sloughing noted. Refer to drone photos			
LA 3	Evidence of leakage	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	No evidence of berm leakage. One wet area between lagoons. Unlikely to be leakage			
LA 4	Evidence of burrowing animals	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	No evidence of burrowing animals			
LA 5	Any visible tears in liner	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input type="checkbox"/> Good	No liner. Bottom of lagoons not visible.			
LA 6	Sludge Build Up	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	No sludge accumulation test done.	Conduct sludge depth test with "sludge judge" and boat	1-3 years	\$ 10,000.00
LA 7	Berm Elevations	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Overflow is working well, but if it is used regularly, the berm elevations should be raised.			







Inspection Item	Condition	Comments	Repairs	Priority	Probable Cost
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	Inspection Item	Condition	Comments	Repairs	Priority	Probable Cost
<b>Aeration System</b>						
AS 1	Spread of air diffusion	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Air diffusers appear to be blocked and broken in some areas	Repair or replace underwater aeration piping, incl desludging. Refer to proposal from Nexom (2020-10)	1-3 years	\$ 200,000.00
AS 2	Aeration Piping (exposed along berms)	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Two locations of air leaking in 3/4" distribution lines. Locations noted for repair	Check annually and repair pipes as necessary	1-3 years	\$ 2,000.00
AS 3	Blowers	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Blowers are a couple years old. Working well			
AS 4	Alarms	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Alarms working well. No concerns from maintenance personnel			
AS 5	Blower hours	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Blowers are a couple years old. Working well. Hours not checked			
AS 6	Safety	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	No safety issues noted			

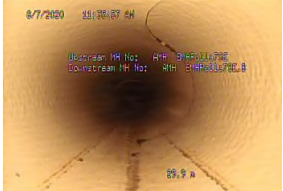




	Inspection Item	Condition	Comments	Repairs	Priority	Probable Cost
<b>Piping</b>						
P 1	Outfall Discharge Valve	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Discharge valve out of Settling Lagoon turned every year. Working well. Seals well			
P2	Interlagoon Piping & Valves	<input checked="" type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input type="checkbox"/> Good	Isolation Valve between lagoons is rusted and doesn't seal well	Replace valve	<1 year	\$ 8,000.00
P 3	Lagoon Downstream Valves	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Valves need to be exercised annually.			
P 4	Overflow Pipe Condition	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Refer to video report. Pipe in fair condition. Spot repairs required	Spot repairs req'd in 6 locations - 6 x \$3,000	1-3 years	\$ 18,000.00
P 5	Accumulation in overflow pipes?	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Refer to video report. 65m of minor accumulation. Doesn't affect flows.			
P 6	Manhole benching	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Manhole benching appears adequate			
P 7	Buildup in manholes	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Refer to video report. No buildup noted			
P 8	Manhole Lids	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Manhole lids rusted and not secure.	Replace manhole frames and covers (x6)	1-3 years	\$ 9,000.00



Inspection Item	Condition	Comments	Repairs	Priority	Probable Cost
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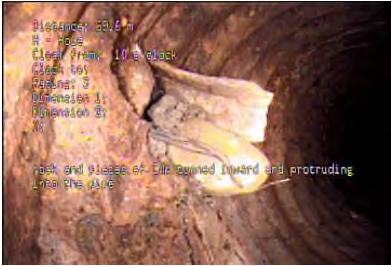


	Inspection Item	Condition	Comments	Repairs	Priority	Probable Cost
<b>Outfall</b>						
O 1	Pipe integrity	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Evidence of infiltration / exfiltration. CSP is severely corroded. Risk of pipe pulling apart. Still functioning well. Refer to video report	Replace steep portion of pipe with temp hose, HDPE on surface, or HDPE fed through ex. Pipe - 90m	1-3 years	\$ 150,000.00
O 2	Concrete structure at outfall	<input checked="" type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input type="checkbox"/> Good	Concrete splashpad broken apart. Needs replacing and reinforcing	Replace Splashpad or Protect with Riprap to Prevent Movement	<1 year	\$ 5,000.00
O 3	Slope stability	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Slope appears stable. Refer to drone photos			
O 4	Creek flow monitoring device	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	Creek level monitoring stake needs to be replaced with creek flow monitoring system at upstream culvert.	Culvert flow remote monitoring device	3-10 years	\$ 15,000.00
O 5	Discharge Flow Monitoring	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Outfall flow measuring device does not exist. Need to install V-notch weir or similar in concrete chamber.	Install new conc chamber with V-notch weir to monitor discharge flow rates	1-3 years	\$ 20,000.00
O 6	Water Quality during discharge	<input type="checkbox"/> Immediate Action Req'd <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good	No challenges achieving water quality / dilution ratios during discharge.			
O 7	Water Quality Testing Point	<input type="checkbox"/> Immediate Action Req'd <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Good	Safety issues collecting samples with ice on Settling Lagoon. Should construct new testing point	New isolation valve and sampling point in existing downstream pipe	1-3 years	\$ 10,000.00





Inspection Item	Condition	Comments	Repairs	Priority	Probable Cost
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Summary			
	High Priority Repairs (< 1 year)		\$ 28,000.00
	Medium Term Repairs (1-3 years)		\$ 587,200.00
	Long Term Repairs (3-10 years)		\$ 55,000.00
	All Repairs		\$ 670,200.00

Probable Cost determined from similar projects in the area in recent years.  
Does not include escalation if work is to be done in the future  
Class 'D' estimate

Check? \$ 670,200.00



The background image shows a man in a white hard hat, safety glasses, a blue plaid shirt, and a high-visibility yellow safety vest. He is standing in the foreground on the left, looking towards the right. Behind him is a large, calm body of water, likely a wastewater treatment pond, with several long, horizontal metal structures (aerators or skimmers) extending across its surface. The sky is blue with scattered white clouds. The overall image has a blue color overlay.

# ROLLA- PEACE RIVER REGIONAL DISTRICT, BC

Preliminary Proposal for Design,  
Supply and Installation of the  
Wastewater Treatment System

Upgraded with  
**öptAER**

October 23, 2020



# Project Overview

Nexom is pleased to propose an optAER lagoon aeration-based wastewater treatment system upgrade for the Rolla, in the Peace River District, BC.

The proposed system is designed as an upgrade and would consist of the following processes and technologies:

- Retain existing primary lagoon cell for BOD and TSS removal (condition and suitability to be determined by others).
- Remove existing aeration
- Implement optAER® fine bubble partial mix aeration with floating laterals in cells 1
- Implement partial settling in cell 1.

# System Design Parameters

Preliminary design loads, flows, and effluent objectives are presented in these tables:

		Influent	Effluent Requirements
Design Flow (ADF)	m3	27.4	
cBOD <sub>5</sub>	mg/l	700	<45
TSS	mg/L		<45

Aeration design parameters are presented in the following table:

	Cell 1 (PM)	Totals
Alpha	0.60	
Beta	0.95	
Theta	1.024	
Site elevation (m)	661	
Water Depth (m)	1.6	
Water Volume (m)	10,676	
Retention time (days)	389.6	389.6
Min. Dissolved Oxygen (mg/l)	2.0	
# HT25 diffusers (Fine Bubble)	8	8
SCFM per diffuser	10.0	
Total SCFM	80	80

# Lagoon Treatment Processes

The primary purpose of the aerated ponds is to provide oxygen and residence and contact time to natural bacteria, which ultimately convert the wastewater contaminants (BOD<sub>5</sub>, ammonia, and TSS) to carbon dioxide, water, and inert ash and nitrates. Aerated ponds effectively control odours and provide internal sludge digestion.

## **PARTIAL MIX (PM) CELL**

With aerated partial mix cells, the diffuser density is based upon oxygen demand. The optAER system does not rely on algae or natural surface aeration for providing oxygen to the wastewater.

The diffusers are suspended near the bottom of the cells. Through the rise of the bubbles and subsequent mixing, convection cells are created between the diffusers. Not only does the water rise with the bubbles, the solids settle out through the downward motion of the water between the diffusers where the circulation loop is completed. This combined with the slow rate of bubble rise contributes to the overall efficiency of the system. Because of low sludge production in the system, retention time is retained for long term BOD<sub>5</sub> removal.

When the solids reach the bottom of the lagoon, additional oxygen for biodegradation is provided through the diffusers near the cell bottom. This process results in minimal organic bottom sludge accumulation. Aerobic digestion takes place within the aerated cells at the sludge water interface.

## HT25 FINE BUBBLE MEMBRANE DIFFUSERS



HT25 fine bubble diffusers are used to provide oxygen to the wastewater. The diffusers consist of an HDPE air distribution body with individual tubular EPDM membranes extending outwards in a horizontal plane. This design prevents bubbles from coalescing, and results in an excellent oxygen transfer rate with minimal head loss.

The diffusers are suspended with a marine grade rope directly under the lateral, at a uniform depth. The rope is attached to the floating header for ease of diffuser retrieval. Each diffuser is attached to a small concrete weight, encased in HDPE pipe. Diffuser assemblies can be retrieved from a boat with no special equipment.

### OPTAER® HEADER SYSTEM (AERATED CELL)

A metal manifold and discharge piping are used to dissipate the heat produced by the blowers. Shallow buried HDPE header piping connects to the galvanized steel manifold, and supplies air to the floating laterals. The header has flanged connections for each lateral as shown on the drawings. Each lateral is individually valved for ease of maintenance.

All header, lateral, and feeder piping is designed to accommodate increased airflow for high pressure and volume cleaning without increasing header friction losses by more than 1 psi. This allows for management of additional organic load, improved diffuser maintenance and additional odor control.

### AIR DISTRIBUTION SYSTEM: FLOATING LATERALS (PM)

Laterals connect to the shallow buried header with flanged connections (by others), and float on the water surface. Each lateral is individually valved for ease of maintenance. With floating laterals, there are no concrete weights required to be in contact with the bottom of the basin. Laterals are secured against wind action with a stainless-steel cable system. The cables are fastened to anchors in the berm using a self-adjusting lateral tensioning assembly.

All header and lateral piping, joints, and fittings are thermally fused HDPE. With floating laterals, the cells do not have to be dewatered or taken out of service for system installation or maintenance. All maintenance can be performed from a boat with a 2-person crew.

## Positive Displacement Blowers

Positive displacement blowers are required to provide air supply for the treatment system. Blowers should be designed to provide the required airflow at normal system operating pressure and have the capability of operating at the maximum required pressure intermittently for diffuser purging.

Blower requirements are summarized in the following table:

		Blowers
Design airflow per blower	SCFM	80
Normal operating pressure	psi	4.0
Maximum Required Pressure	psi	5.2



# Budgetary Capital Cost

**INCLUDED IN THE WASTEWATER TREATMENT SYSTEM CAPITAL COST ARE:**

## **GENERAL**

- Nexom System Process Design
  - CAD Drawings and specifications
- ***Equipment installation /start-up/commissioning/training***
- Operation and maintenance manuals
- Project Record Drawings

## optAER<sup>®</sup> Lagoon Aeration System:

- Shallow-buried HDPE Main air supply header including excavation and backfill.
- Floating lateral aeration piping, feeder piping, fittings and lateral valves as required
- HT25 Diffuser assemblies complete with EPDM Membranes and pre-cast diffuser weights.
- Self-tensioning lateral assemblies and anchor posts.
- Decommissioning of existing in water aeration equipment.

## **BUDGETARY COST FOR THE OPTAER SCOPE:**

**\$107,500 CAD (Shipping allowed to jobsite, plus applicable taxes)**

**All prices are subject to final design review.**



## Items Specifically Not Included:

- Material offloading and secure on-site storage
- Civil works including Lagoon Cells basin design and construction, liner, transport piping, inter-cell piping, discharge piping, manholes, valves, access roads to site, site roads and landscaping, lagoon desludging etc. if required
- Disposal of existing aeration
- Air supply (re-use existing blowers)
- Building or upgrades to building
- Electrical hookup or electrical work
- Site Preparation and Restoration



## Questions or Comments?

The

Any questions or comments can be directed to:

**Greg Roppelt**

Regional Sales Manager

greg.roppelt@wastewater.com

239-565-8873

**Nexom**

Info@nexom.com

888-426-8180

5 Burks Way · Winnipeg MB · R5T 0C9

www.nexom.com

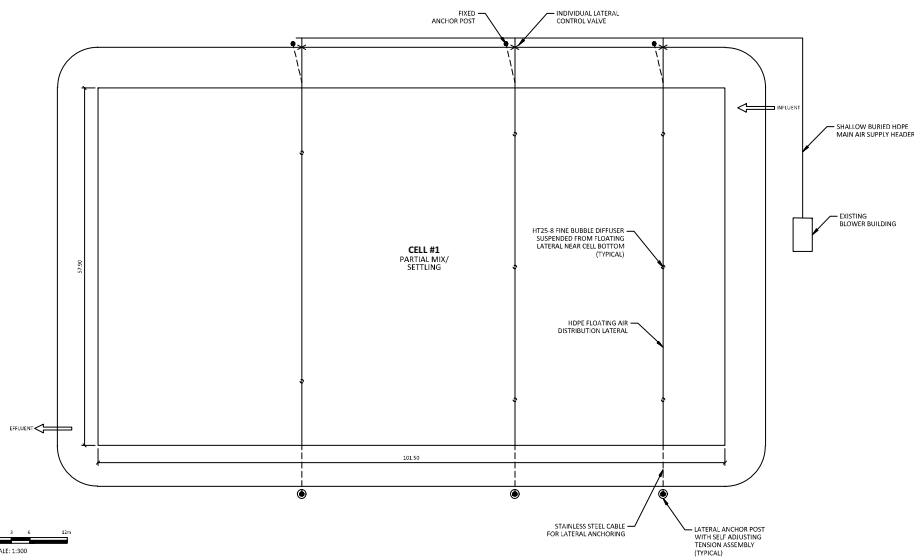


PROPOSAL: CD5208.01

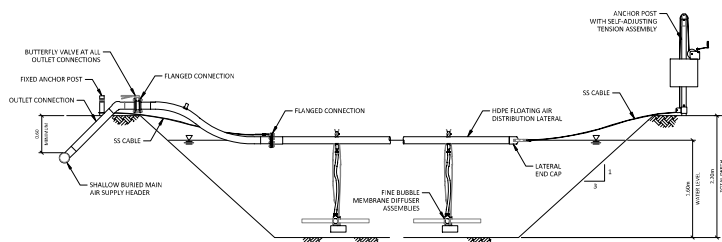
PLOT SIZE: 610mm x 914mm (24" x 36")

REDUCED SIZE PLOT - DO NOT SCALE

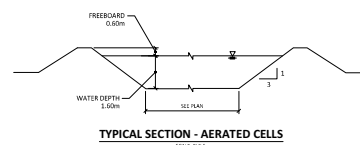
2-22



**AERATION LAYOUT**  
SCALE: 1:300



**AERATED LAGOON SECTION**  
SCALE: 1:10



**TYPICAL SECTION - AERATED CELLS**  
SCALE: 1:10



**LOCATION PLAN**  
SCALE: 1:2500

**Nexom**  
technologies for cleaner water

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Navin, Manitoba  
Canada R5T 0C9  
888-426-8180  
www.nexom.com

PEACE RIVER, BC					
PROPOSED WASTEWATER TREATMENT SYSTEM					
OPTAER SYSTEM					
AERATION LAYOUT, TYPICAL SECTION, LOCATION PLAN					
DESIGN BY	MR	DATE/REV	DK	SCALE	REVISIONS
DATE	2020/10/23	FILE #	CD5028.01	AS NOTED	NE01
					1 1 0

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**B**

# PIPE VIDEO INSPECTION REPORTS

## Main Inspections Summary

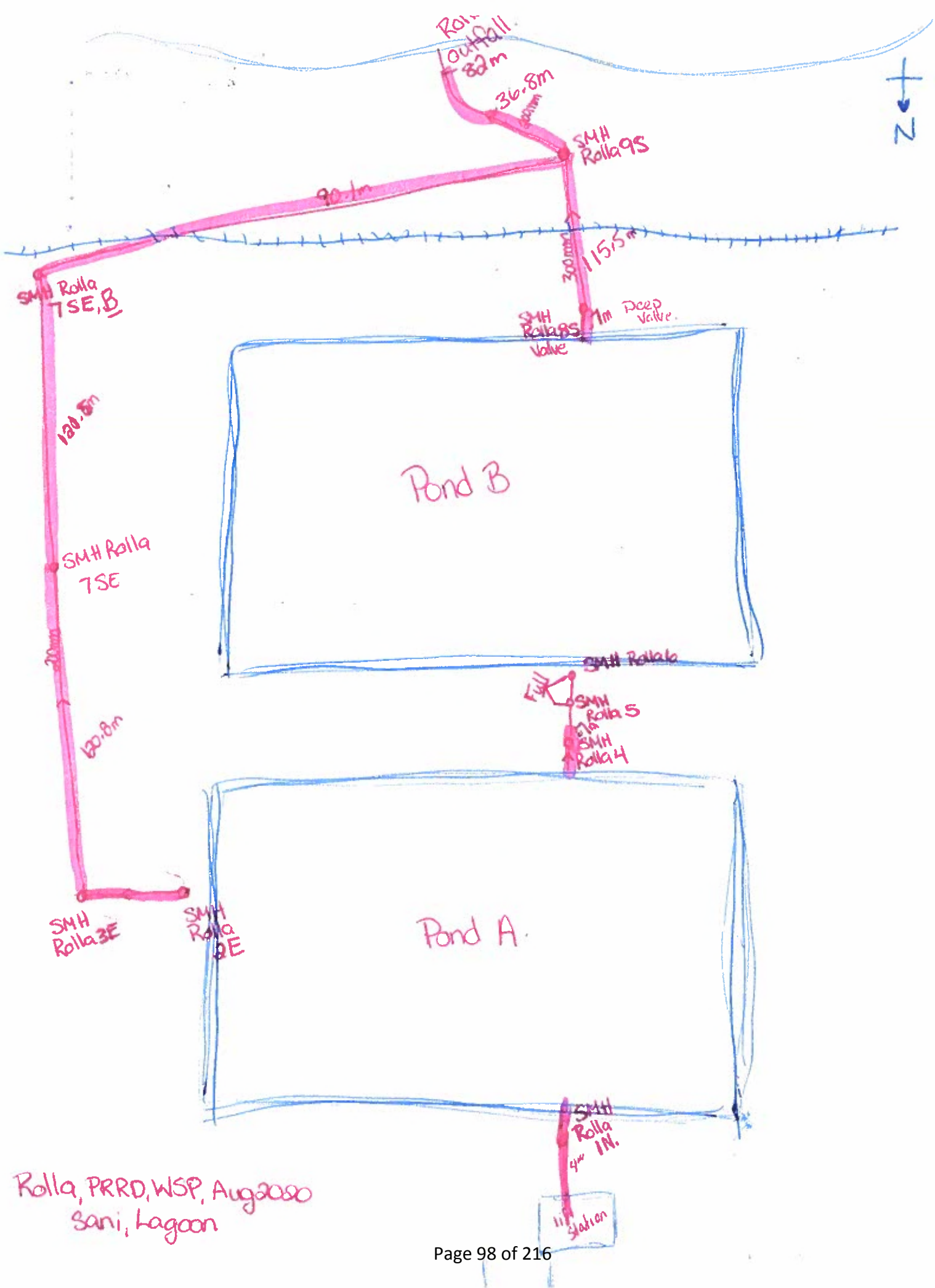
### RollaSaniLagoons,PRRD,WSP,Aug2020

Mainline ID	End date/time	Surveyed by	Start MH	Finish MH	Material	Height	Total length	Length
SegSMHRol la3E- SMHRolla7S E	8/7/2020 11:21 AM	Bryana	SMHRolla3E	SMHRolla7SE	PVC	200 mm	120.9 m	120.9 m
SegSMRolla 7SE- SMRolla7SE B	8/7/2020 11:55 AM	Bryana	SMHRolla7SE	SMHRolla7SE, B	PVC	200 mm	121.6 m	121.6 m
Seg SMHRolla2E PM - SMHRolla3E	8/7/2020 12:16 PM	Bryana	SMHRolla3E	SMHRolla2E	PVC	200 mm	1.7 m	1.7 m
SegPondA to SMHRolla4	8/7/2020 12:44 PM	Bryana	SMHRolla4	PondA	CAS	200 mm	0.5 m	0.5 m

Mainline ID	End date/time	Surveyed by	Start MH	Finish MH	Material	Height	Total length	Length
SMHRolla9S - RollaOutfall	8/13/2020 11:31 AM	Bryana	SMHRolla9S	RollaOutfall	CMP	200 mm	36.9 m	36.9 m
SMHRolla9S - RollaOutfall.	8/13/2020 12:01 PM	Bryana	SMHRolla9S.	RollaOutfall.	CMP	200 mm	82.7 m	82.7 m
SMHRolla8S Valv- SMHRolla9S	8/13/2020 12:36 PM	Bryana	SMHRolla8Valve	SMHRolla9S	PVC	300 mm	115.6 m	115.6 m
SMHRolla7S E, B- SMHRolla9S	8/13/2020 1:18 PM	Bryana	SMHRolla7SE ,B	SMHRolla9S	PVC	200 mm	90.2 m	90.2 m
PondB- SMHRolla8S PM Valve	8/13/2020 1:39 PM	Bryana	SMHRolla8SV alve	Pond B	PVC	300 mm	0.8 m	0.8 m
SMHRolla4- SMHRolla5	8/13/2020 1:58 PM	Bryana	SMHRolla4	SMHRolla5	CAS	200 mm	0.8 m	0.8 m
LiftStation- SMHRolla1N	8/13/2020 3:10 PM	Bryana	SMHRolla1N	LiftStation	CAS	100 mm	5.9 m	5.9 m
SMHRolla2E - SMHRolla3E	8/13/2020 3:34 PM	Bryana	SMHRolla3E	SMHRolla2E.	PVC	200 mm	8.7 m	8.7 m

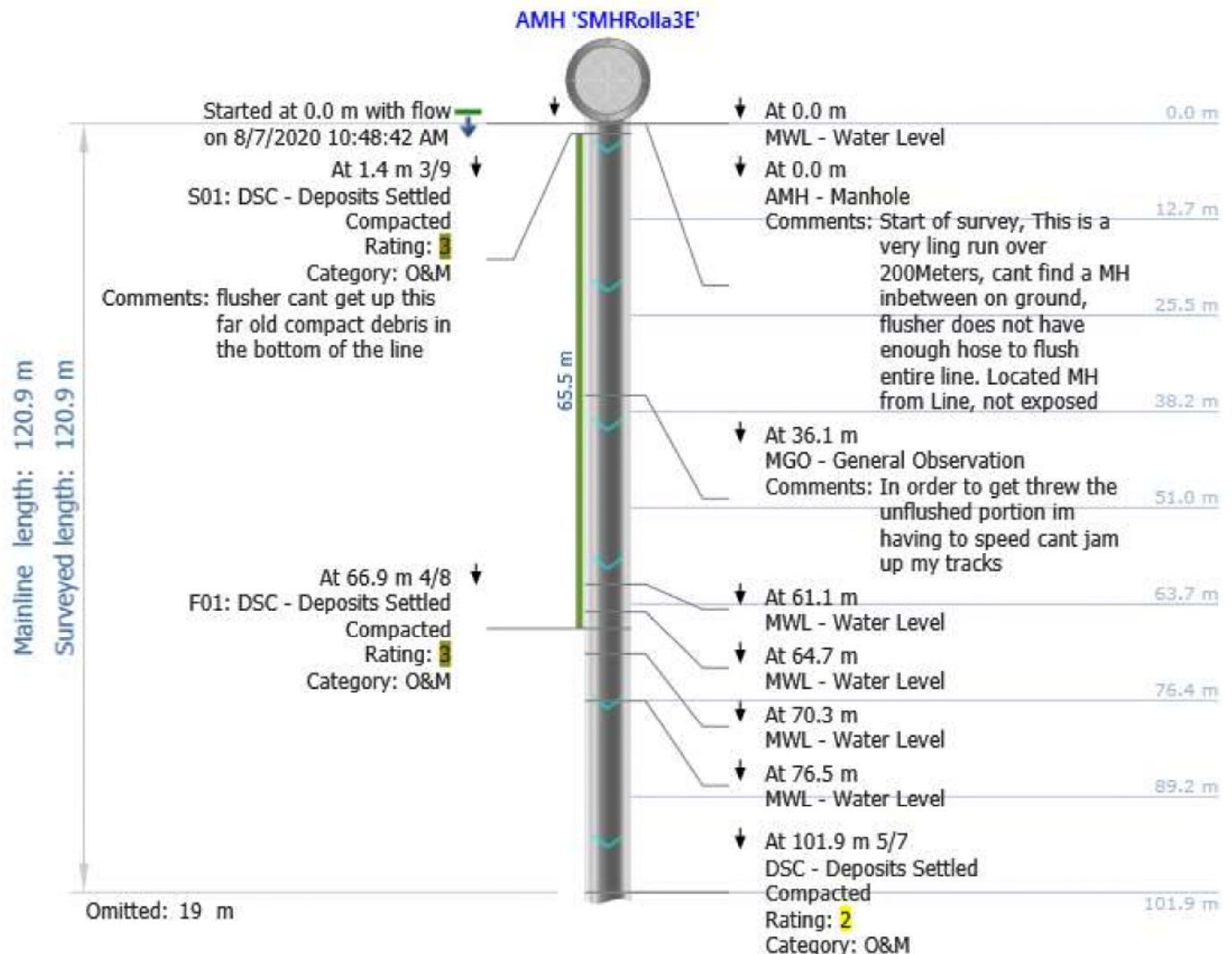


Mainline ID	End date/time	Surveyed by	Start MH	Finish MH	Material	Height	Total length	Length
Lift Station- SMHRolla1 N.	8/13/2020 4:10 PM	Bryana	SMHRolla1N,	Lift Station.	PVC	100 mm	13.1 m	13.1 m
SMHRolla1 N-PondA	8/13/2020 4:18 PM	Bryana	PondA.	SMHRolla1N	PVC	150 mm	2.0 m	2.0 m
Sub-Total							601.4 m	601.4 m
Total							601.4 m	601.4 m



## Main Inspections Pipe Run

Project name:	Mainline ID:	City:	Street:
RollaSaniLagoons,PRRD, WSP,Aug2020	SegSMHRolla3E- SMHRolla7SE	Rolla	Along the fens East side of the Lagoons
Start date/time:	Direction:	Weather:	Location code:
8/7/2020 10:48 AM	D		
Shape:	Material:	Height:	Width:
C	PVC	200 mm	



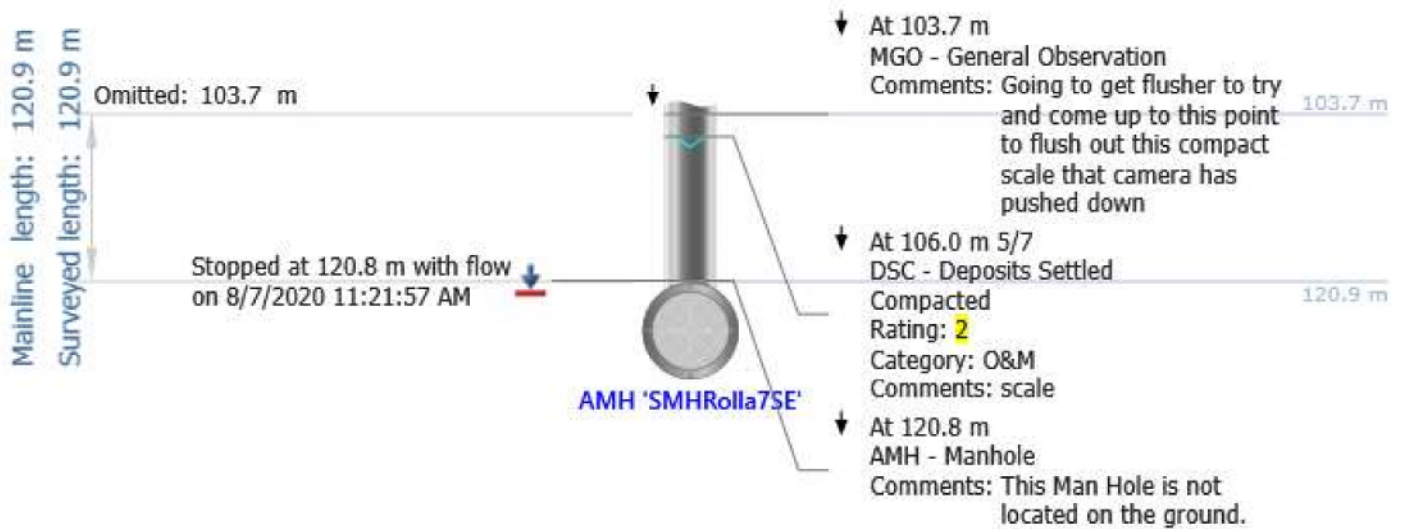
Project name:  
**RollaSaniLagoons,PRRD,  
WSP,Aug2020**

Mainline ID:  
**SegSMHRolla3E-  
SMHRolla7SE**

Start date/time:  
**8/7/2020 10:48 AM**

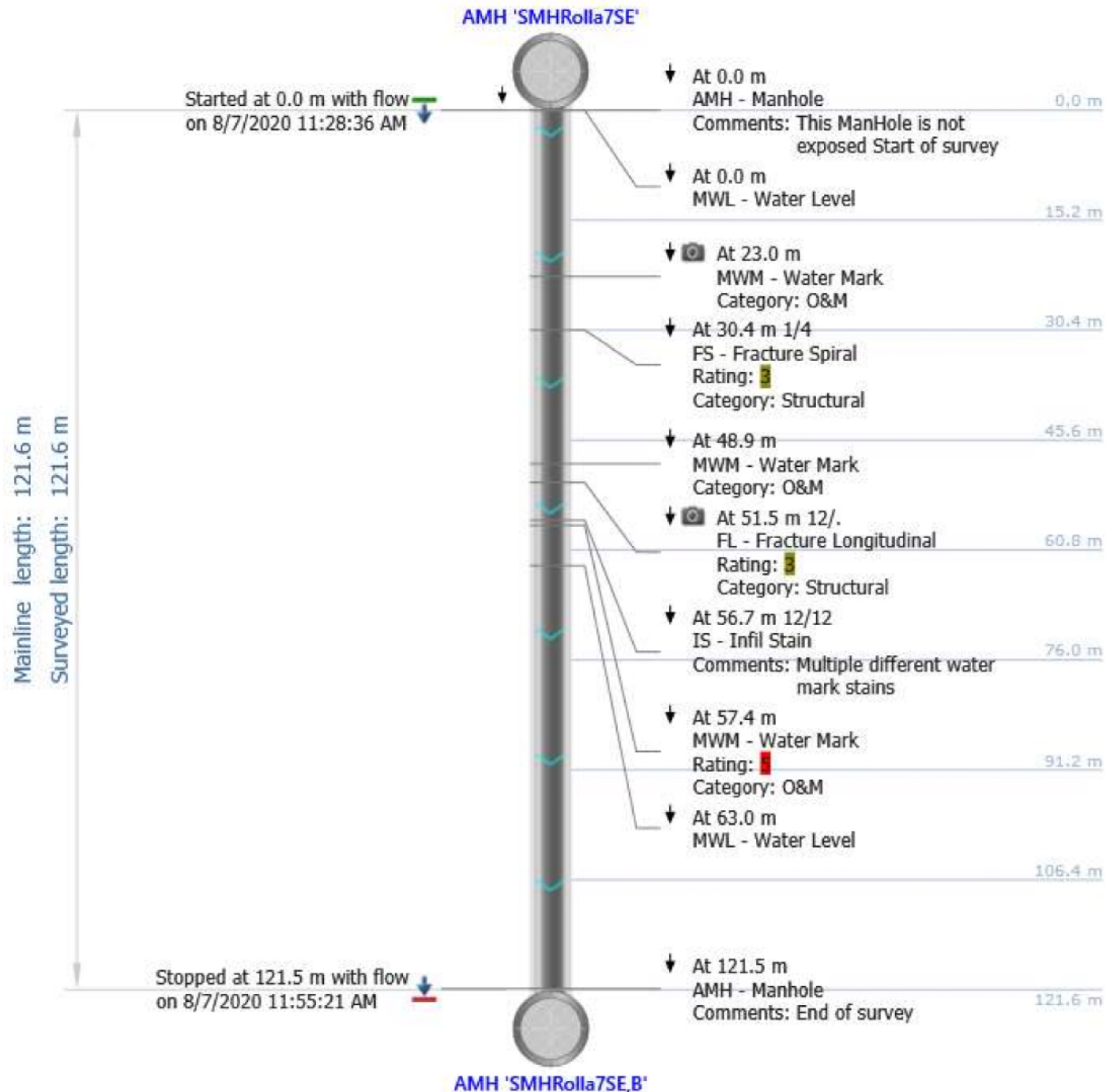
Direction:  
**D**

Weather:



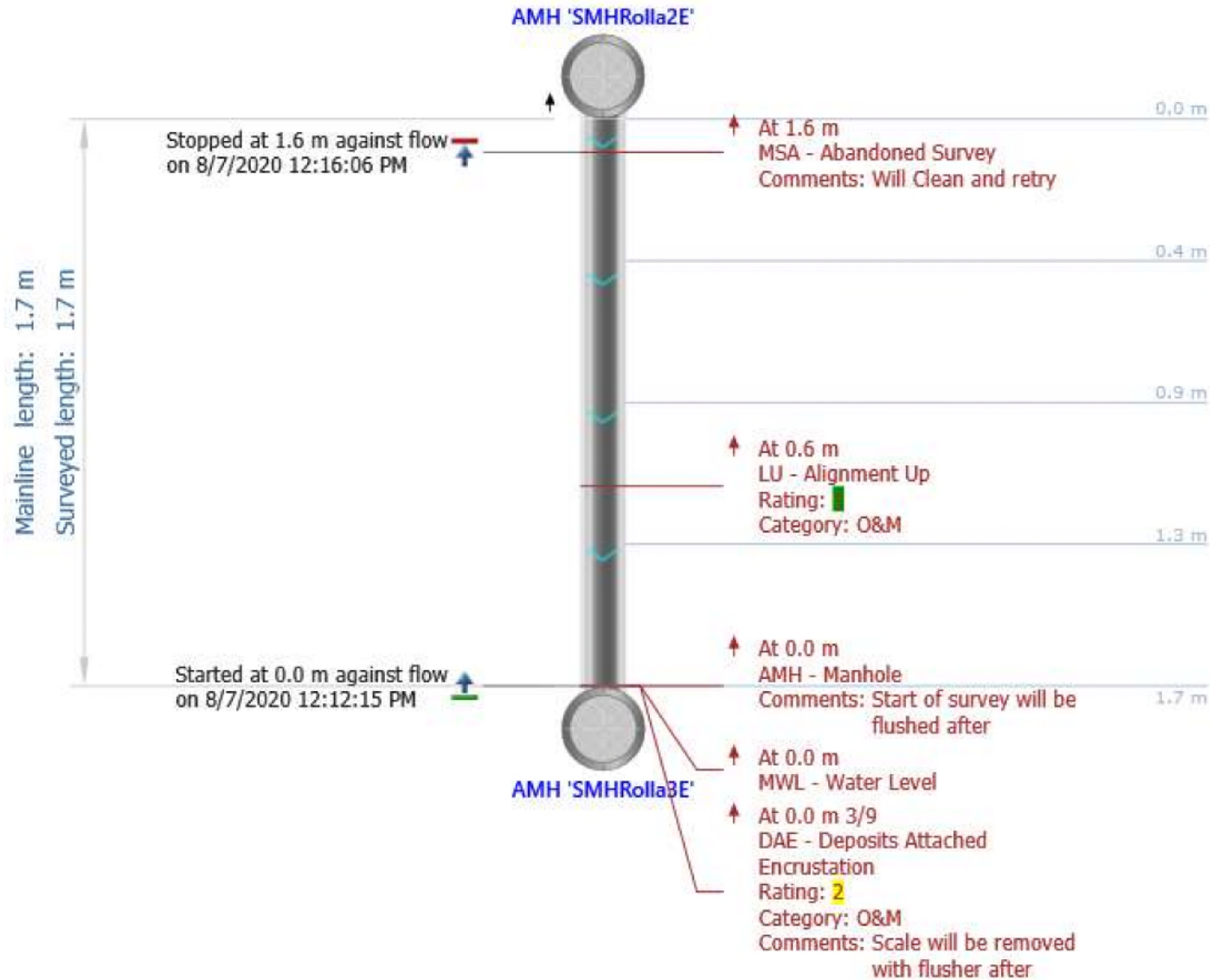
# Main Inspections Pipe Run

Project name:	Mainline ID:	City:	Street:
RollaSaniLagoons,PRRD, WSP,Aug2020	SegSMRolla7SE- SMRolla7SEB	Rolla	Along Fence East side of the lagoon
Start date/time:	Direction:	Weather:	Location code:
8/7/2020 11:28 AM	D		
Shape:	Material:	Height:	Width:
C	PVC	200 mm	



# Main Inspections Pipe Run

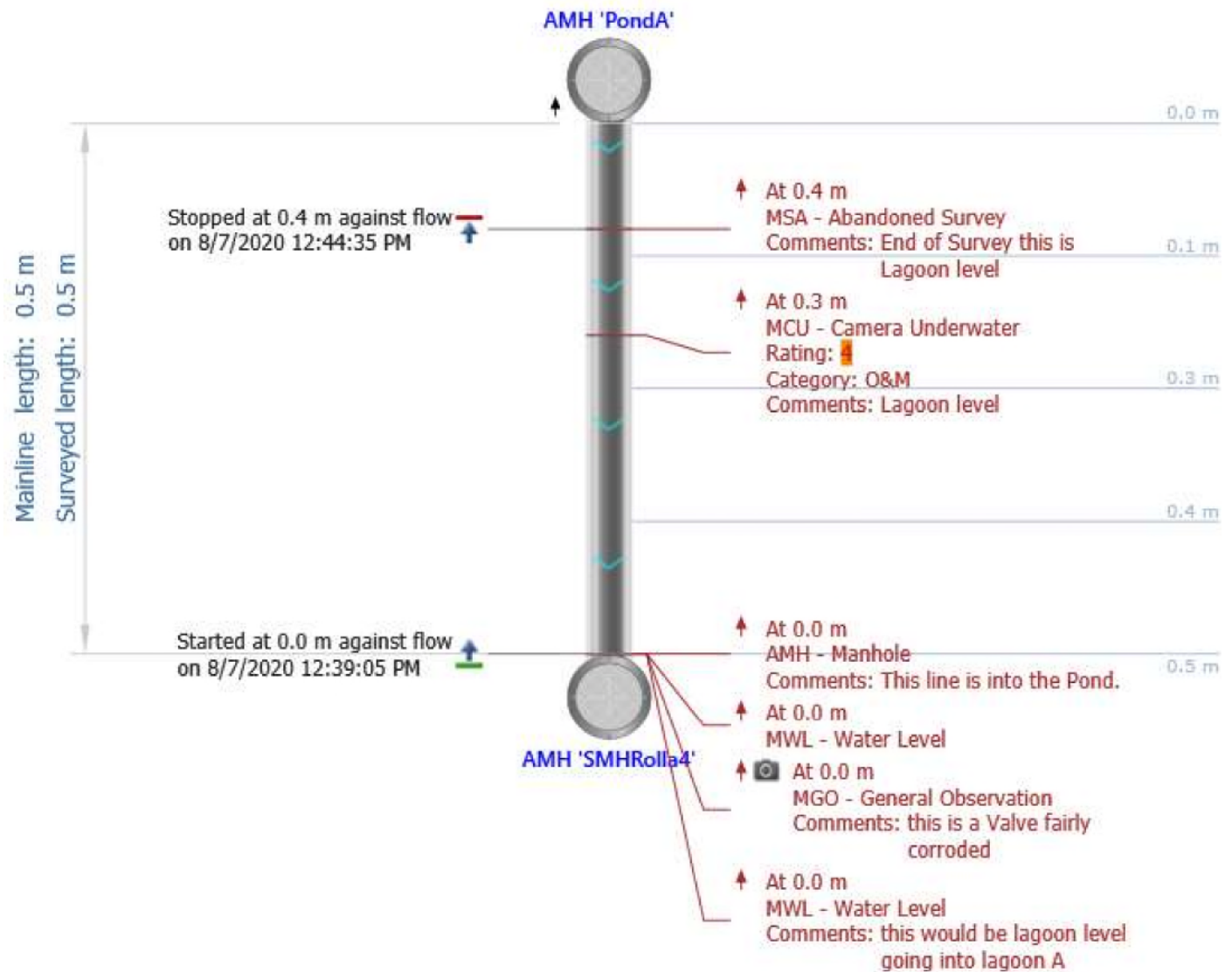
Project name:	Mainline ID:	City:	Street:
RollaSaniLagoons,PRRD, WSP,Aug2020	Seg SMHRolla2E-SMHRolla3E	Rolla	East Side of PondA
Start date/time:	Direction:	Weather:	Location code:
8/7/2020 12:12 PM	U		
Shape:	Material:	Height:	Width:
C	PVC	200 mm	





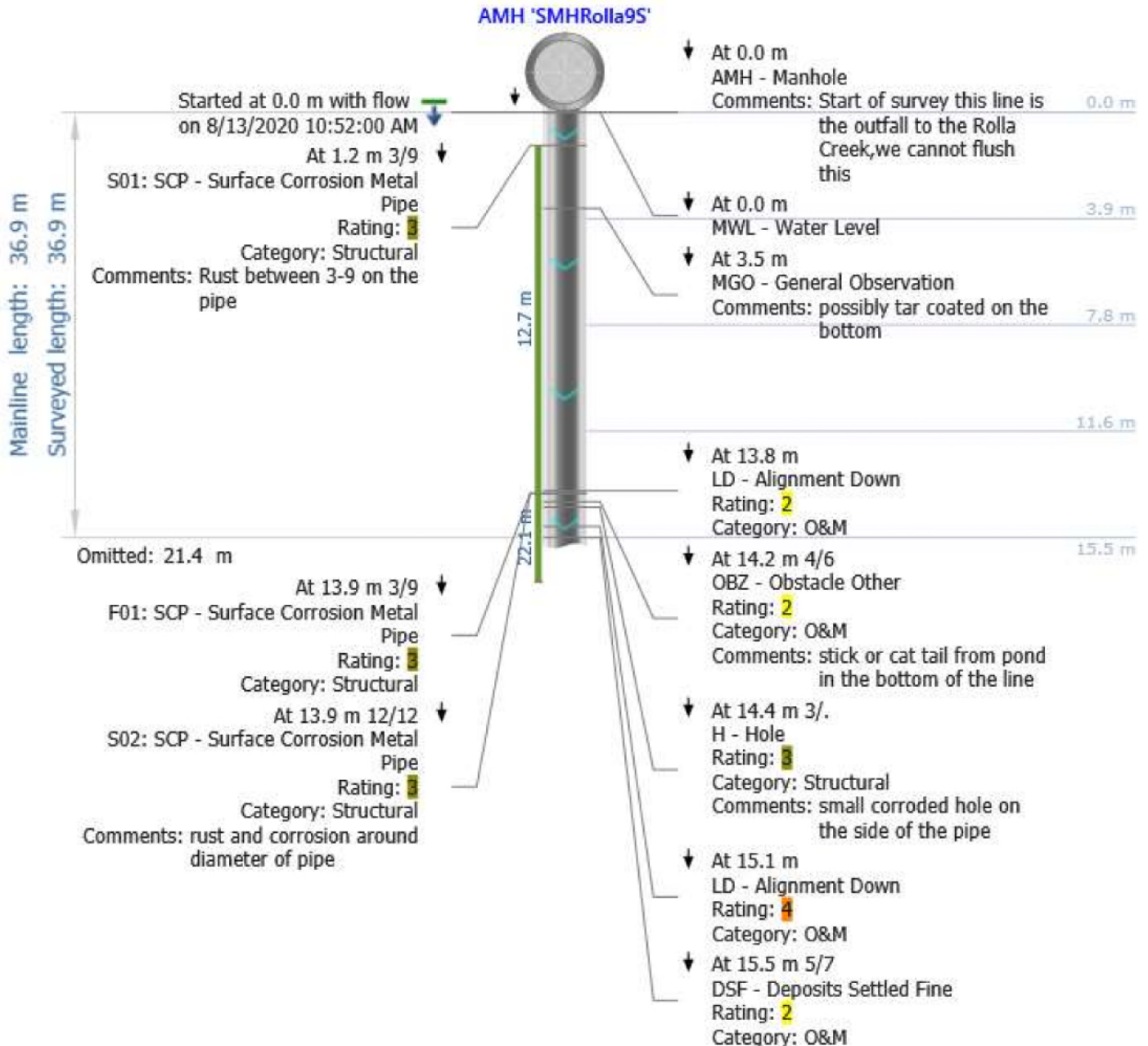
# Main Inspections Pipe Run

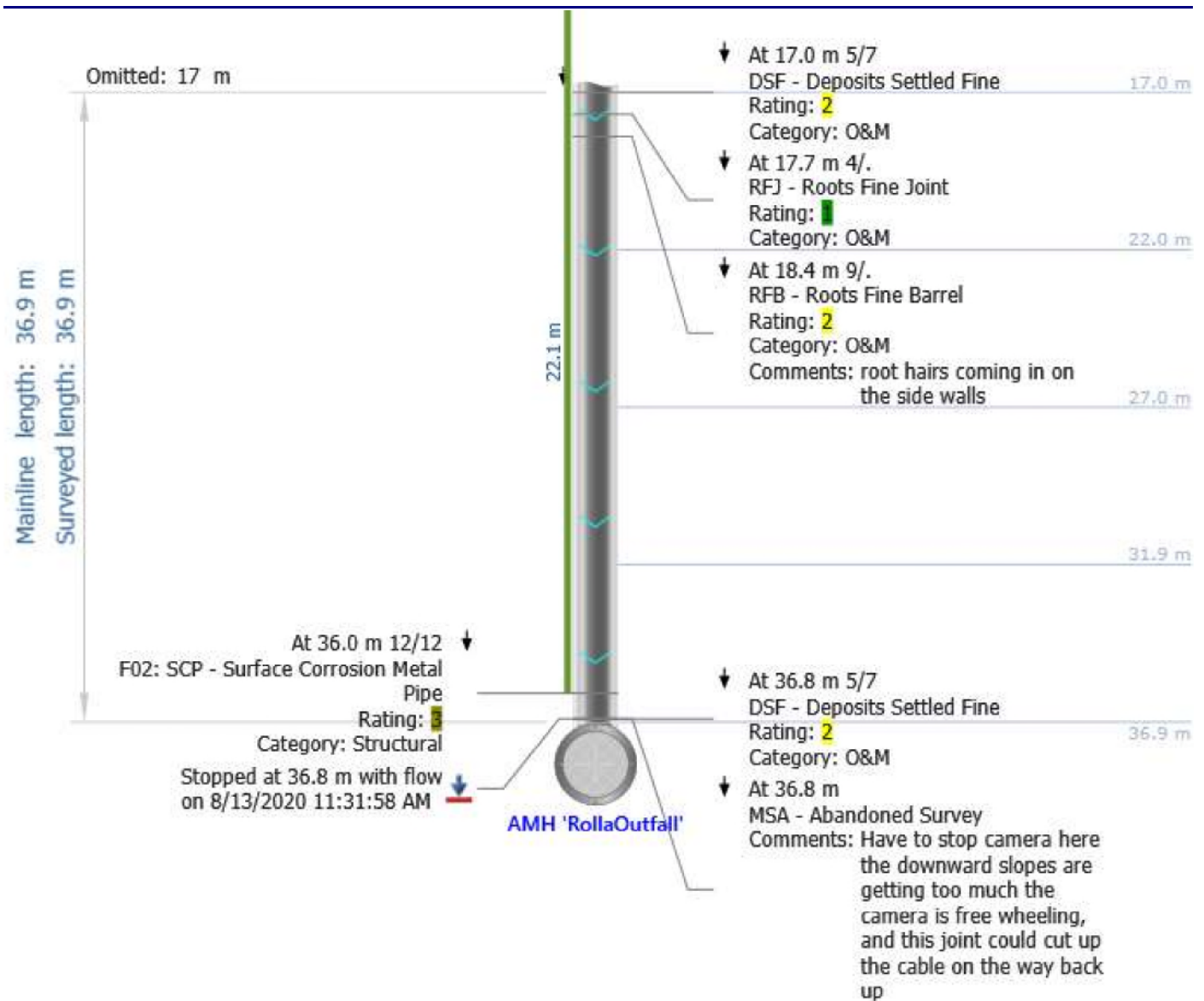
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>	Mainline ID: <b>SegPondA to SMHRolla4</b>	City: <b>Rolla</b>	Street: <b>Between PondA and B in the middle, first MH out of Pond A</b>
Start date/time: <b>8/7/2020 12:39 PM</b>	Direction: <b>U</b>	Weather:	Location code:
Shape: <b>C</b>	Material: <b>CAS</b>	Height: <b>200 mm</b>	Width:



# Main Inspections Pipe Run

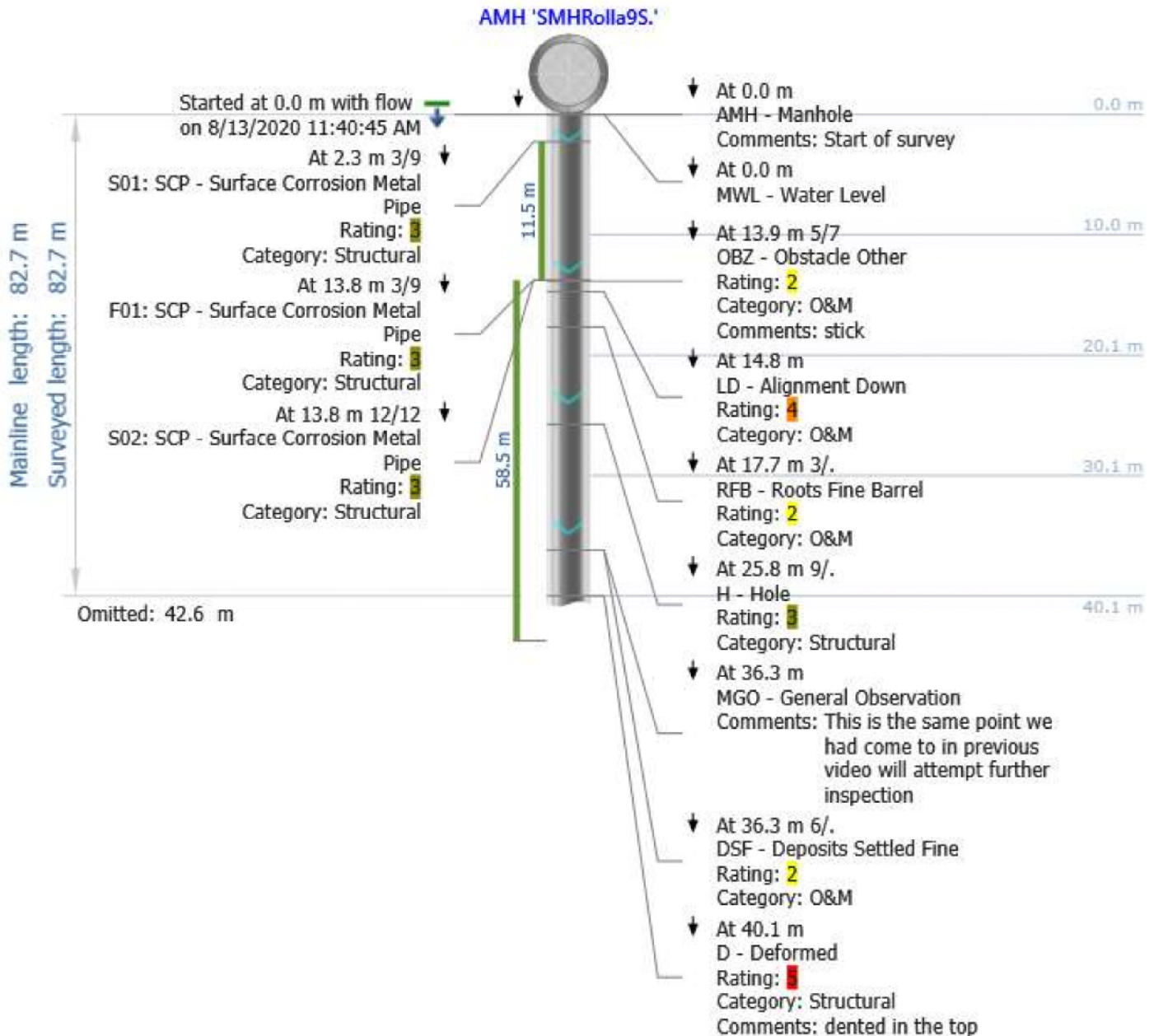
Project name:	Mainline ID:	City:	Street:
RollaSaniLagoons,PRRD, WSP,Aug2020	SMHRolla9S-RollaOutfall	Rolla	Far end of both ponds on bank before outfall
Start date/time:	Direction:	Weather:	Location code:
8/13/2020 10:51 AM	D		
Shape:	Material:	Height:	Width:
C	CMP	200 mm	

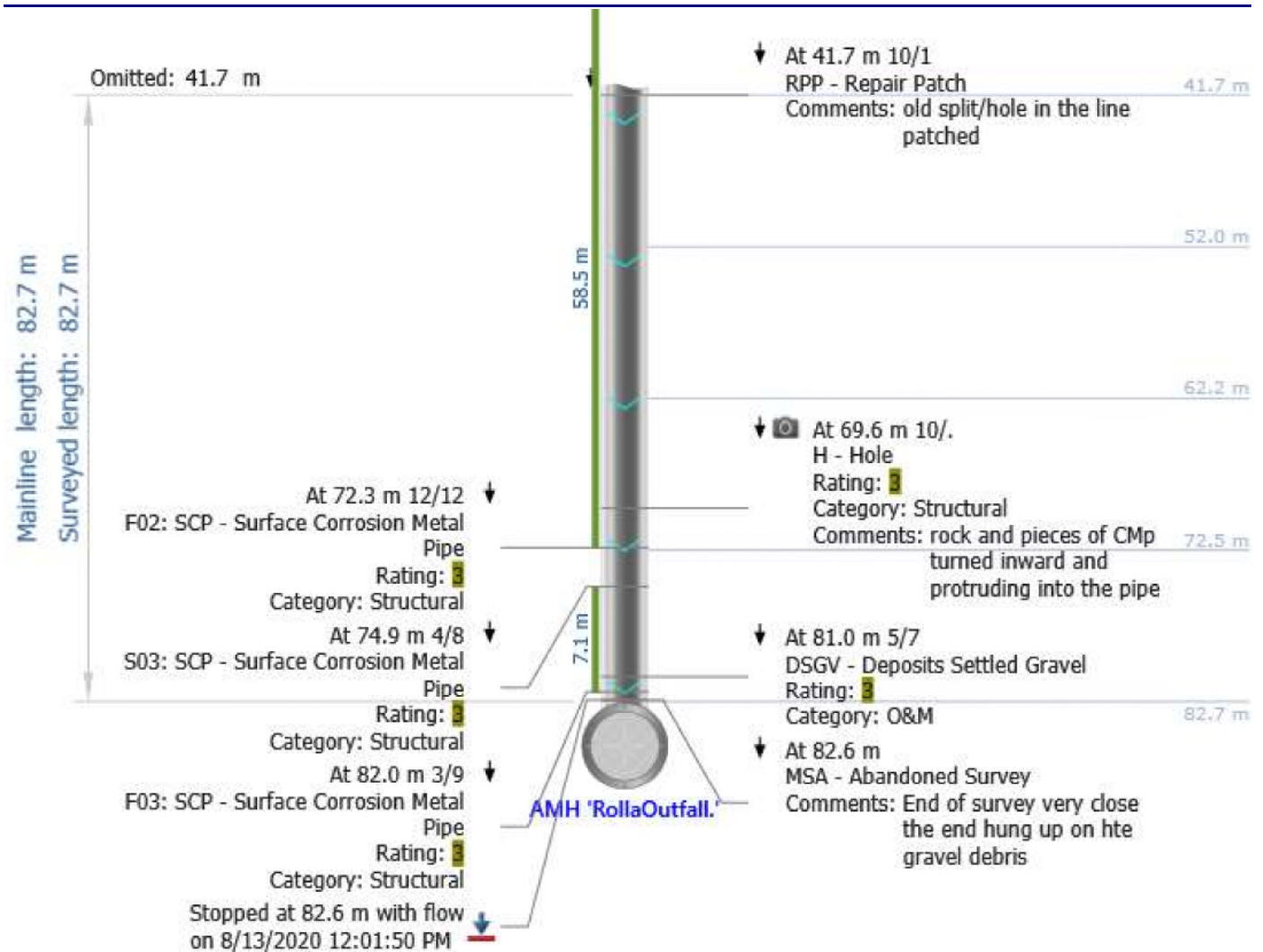




# Main Inspections Pipe Run

Project name:	Mainline ID:	City:	Street:
RollaSaniLagoons,PRRD, WSP,Aug2020	SMHRolla9S-RollaOutfall.	Rolla	Far South end of the Lagoon going towards the Creek
Start date/time:	Direction:	Weather:	Location code:
8/13/2020 11:40 AM	D		
Shape:	Material:	Height:	Width:
C	CMP	200 mm	

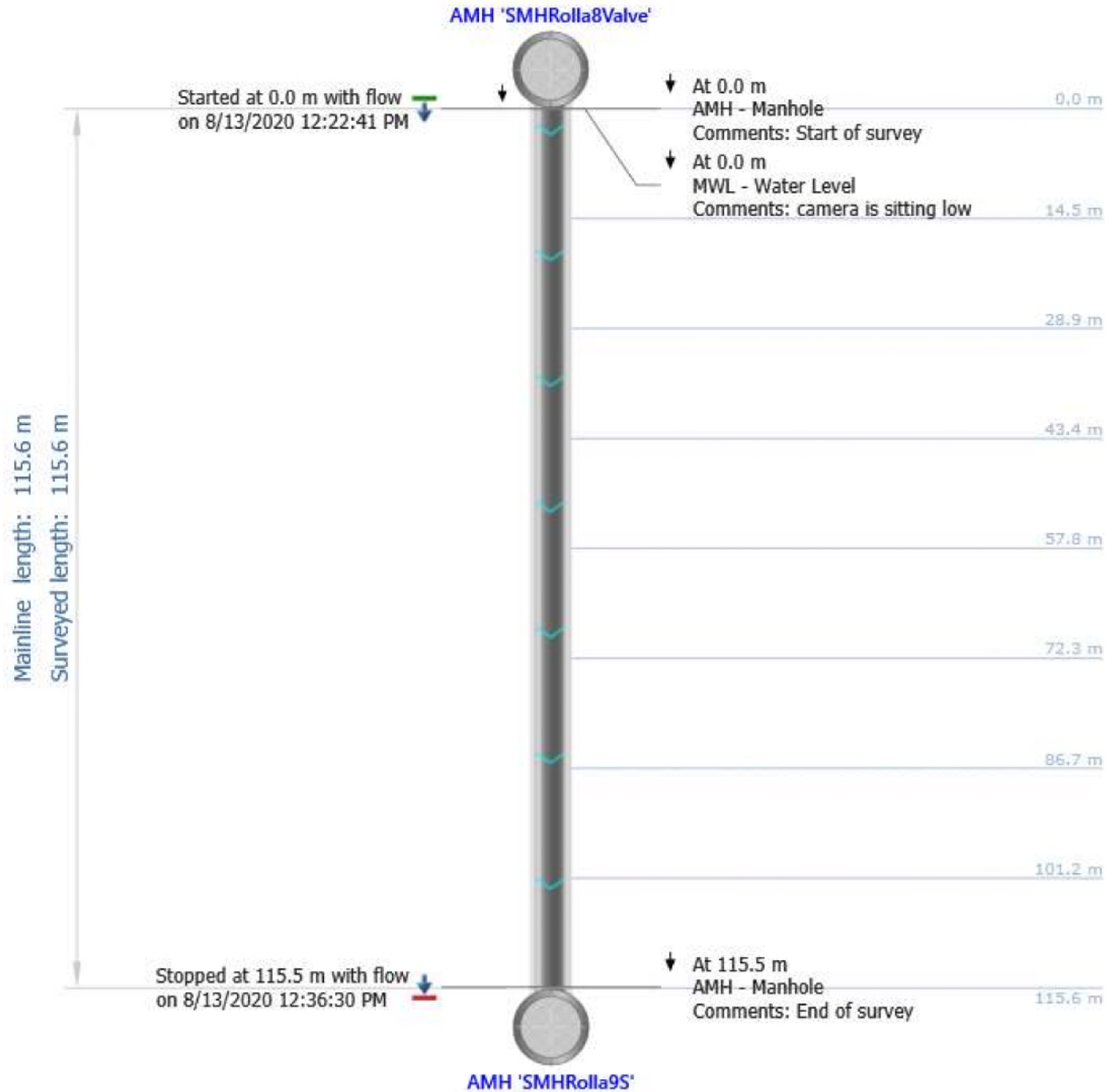






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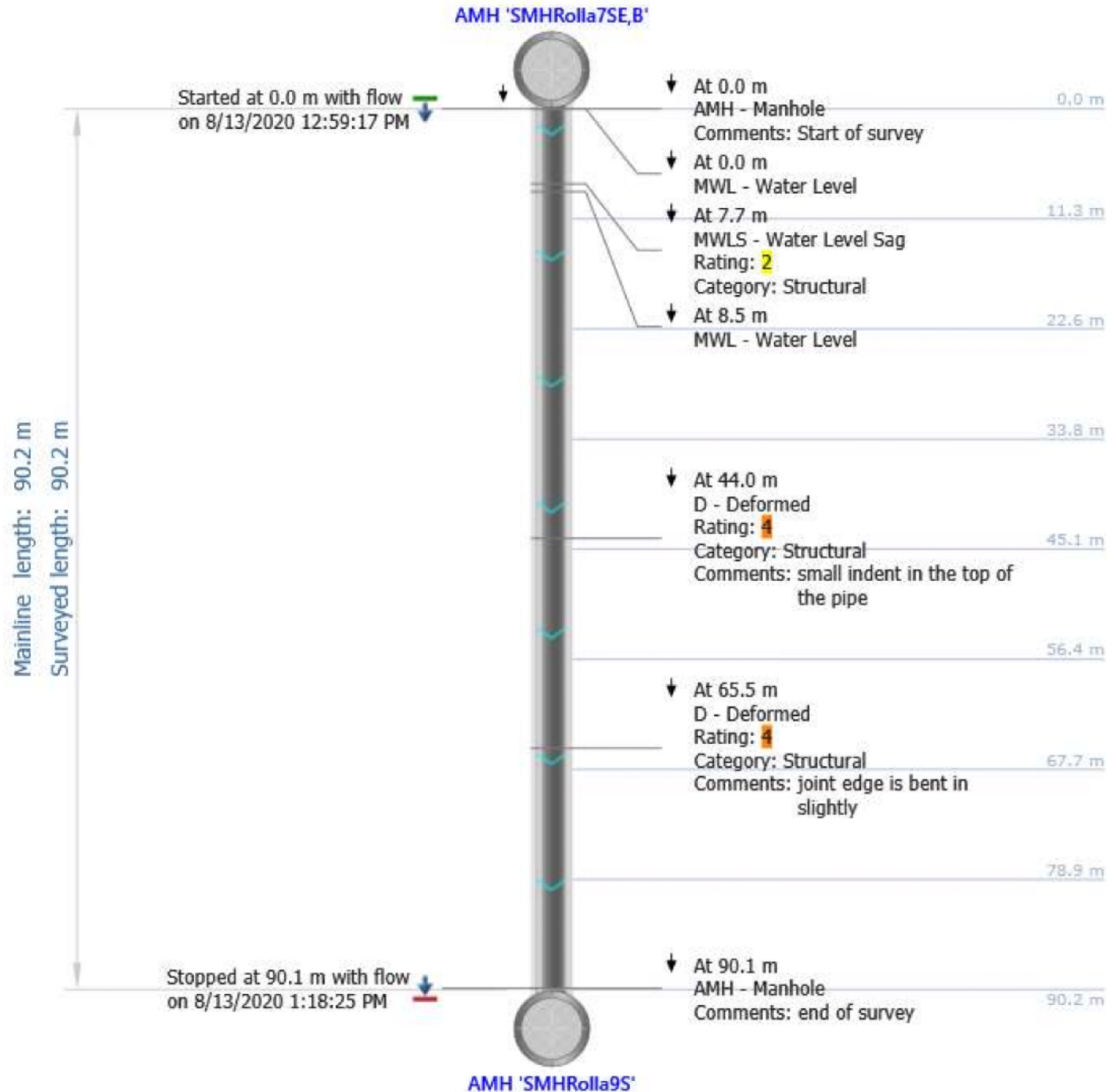
Project name:	Mainline ID:	City:	Street:
RollaSaniLagoons,PRRD, WSP,Aug2020	SMHRolla8SValv- SMHRolla9S	Rolla	Coming out of Pond B South
Start date/time:	Direction:	Weather:	Location code:
8/13/2020 12:22 PM	D		
Shape:	Material:	Height:	Width:
C	PVC	300 mm	





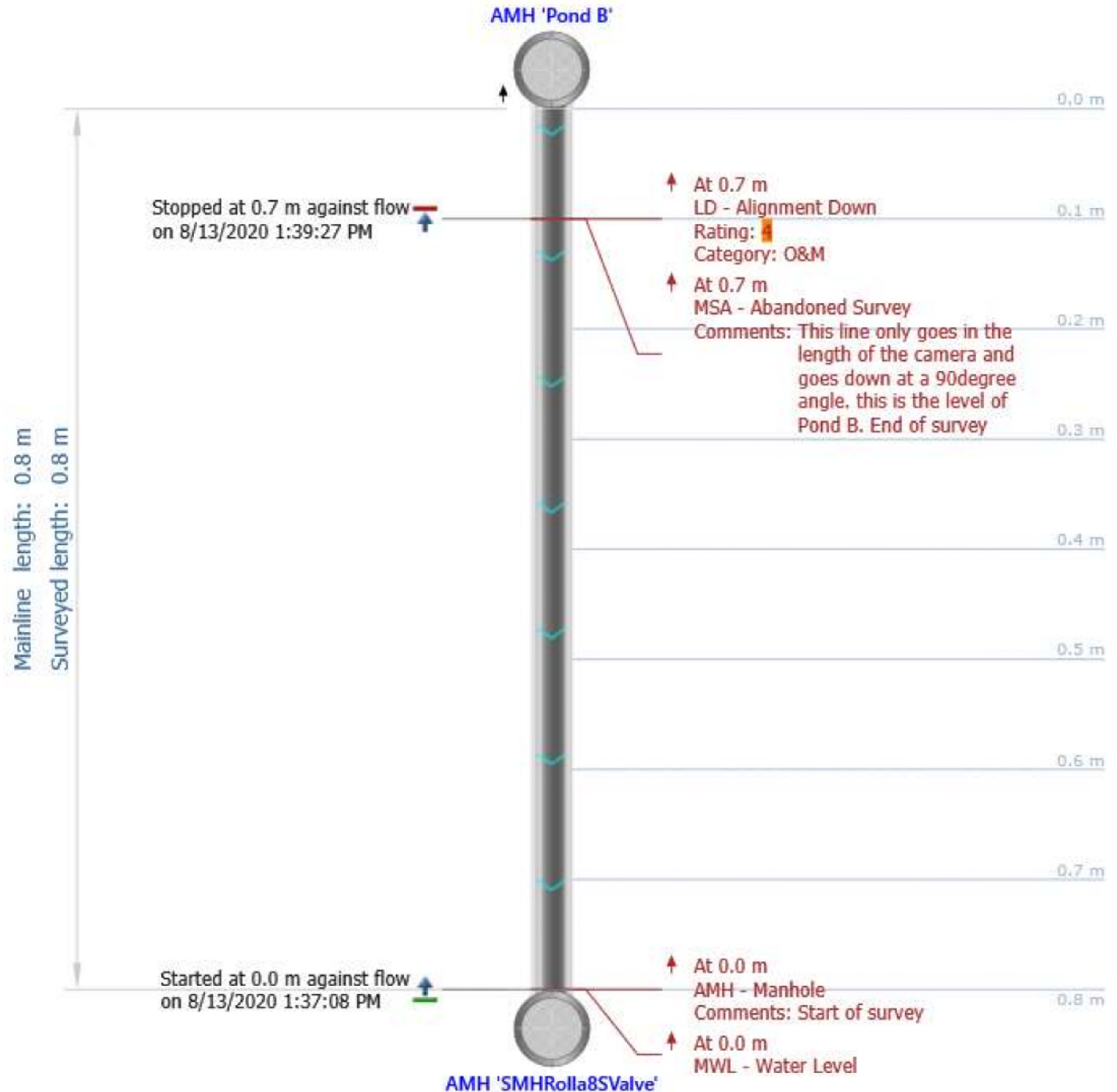
# Main Inspections Pipe Run

Project name:	Mainline ID:	City:	Street:
RollaSaniLagoons,PRRD, WSP,Aug2020	SMHRolla7SE, B-SMHRolla9S	Rolla	Far South East corner along fence
Start date/time:	Direction:	Weather:	Location code:
8/13/2020 12:59 PM	D		
Shape:	Material:	Height:	Width:
C	PVC	200 mm	



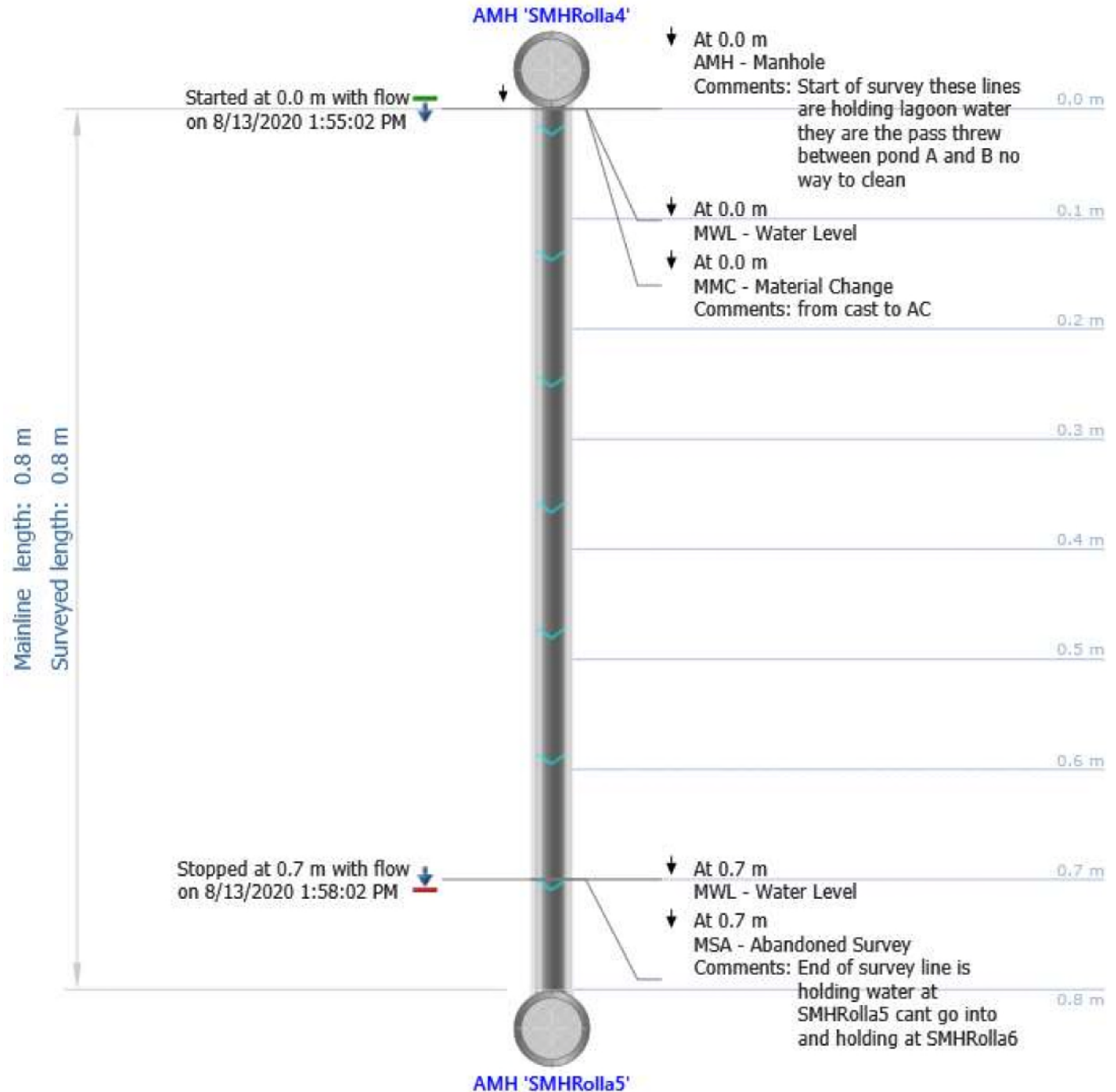
# Main Inspections Pipe Run

Project name:	Mainline ID:	City:	Street:
RollaSaniLagoons,PRRD, WSP,Aug2020	PondB-SMHRolla8SValve	Rolla	Going into PondB
Start date/time:	Direction:	Weather:	Location code:
8/13/2020 1:37 PM	U		
Shape:	Material:	Height:	Width:
C	PVC	300 mm	



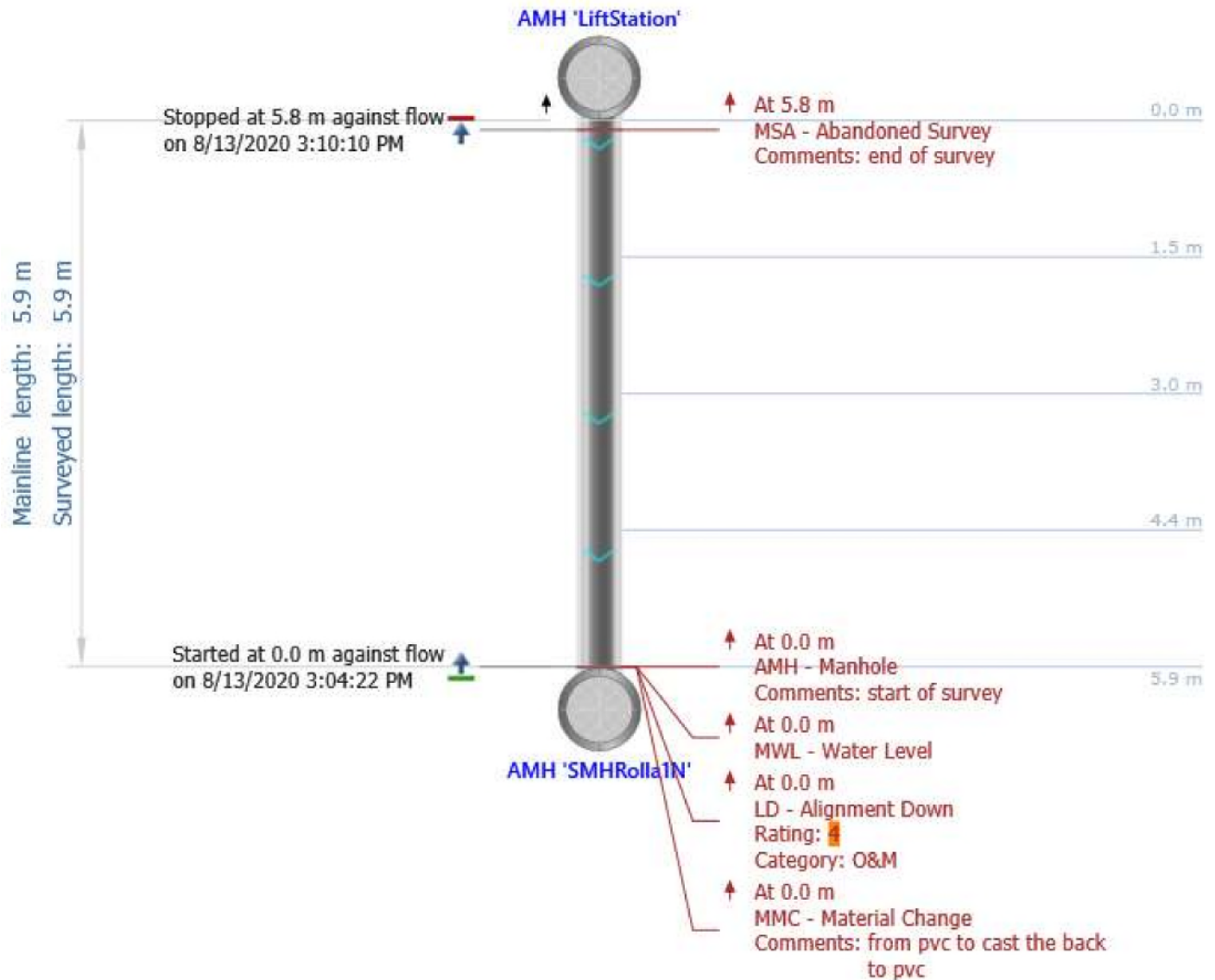
# Main Inspections Pipe Run

Project name:	Mainline ID:	City:	Street:
RollaSaniLagoons,PRRD, WSP,Aug2020	SMHRolla4-SMHRolla5	Rolla	Middle between Pond A and B
Start date/time:	Direction:	Weather:	Location code:
8/13/2020 1:55 PM	D		
Shape:	Material:	Height:	Width:
C	CAS	200 mm	



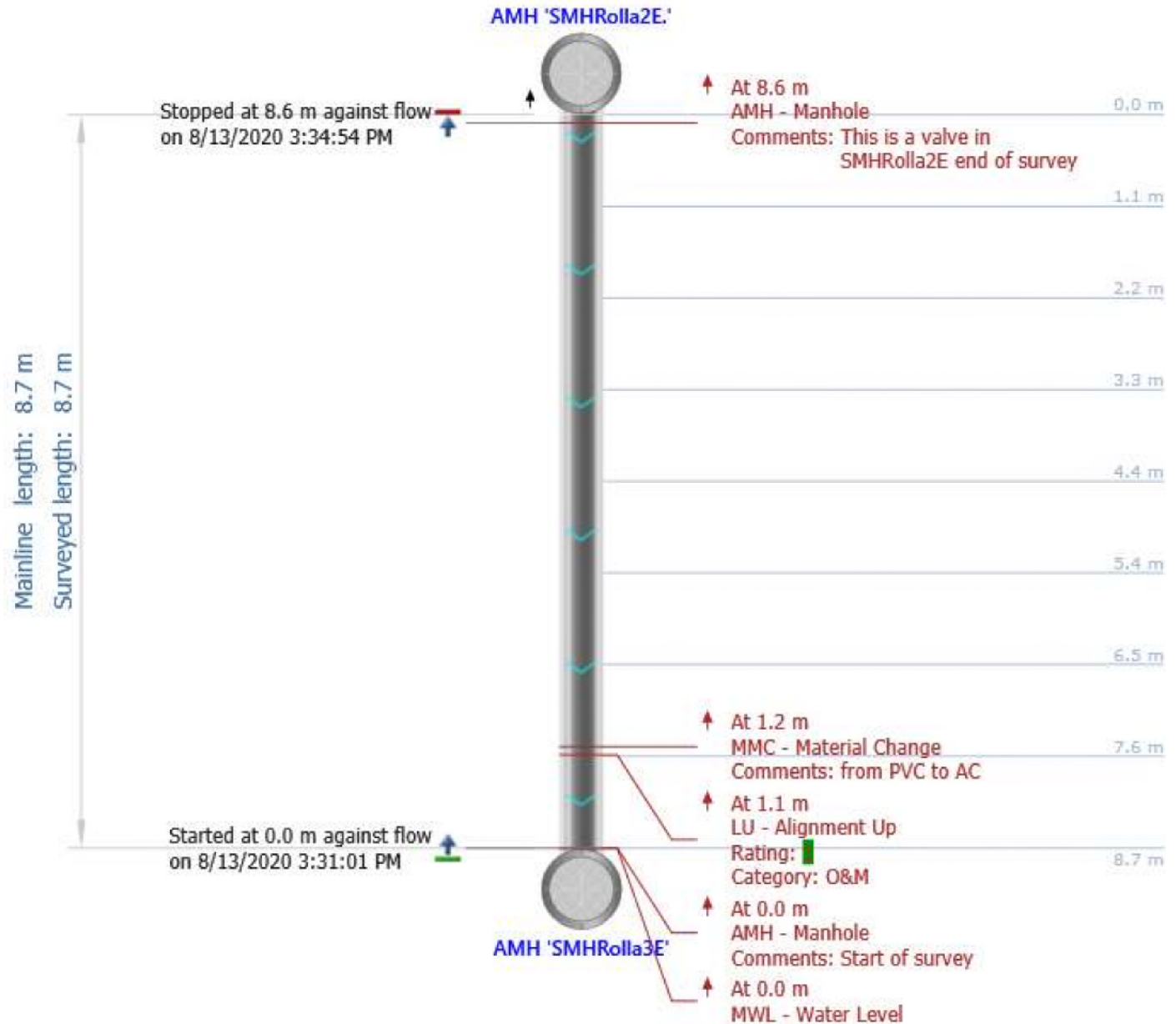
# Main Inspections Pipe Run

Project name:	Mainline ID:	City:	Street:
<b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>	<b>LiftStation-SMHRolla1N</b>	<b>Rolla</b>	<b>Front entrance</b>
Start date/time:	Direction:	Weather:	Location code:
<b>8/13/2020 3:04 PM</b>	<b>U</b>		
Shape:	Material:	Height:	Width:
<b>C</b>	<b>CAS</b>	<b>100 mm</b>	



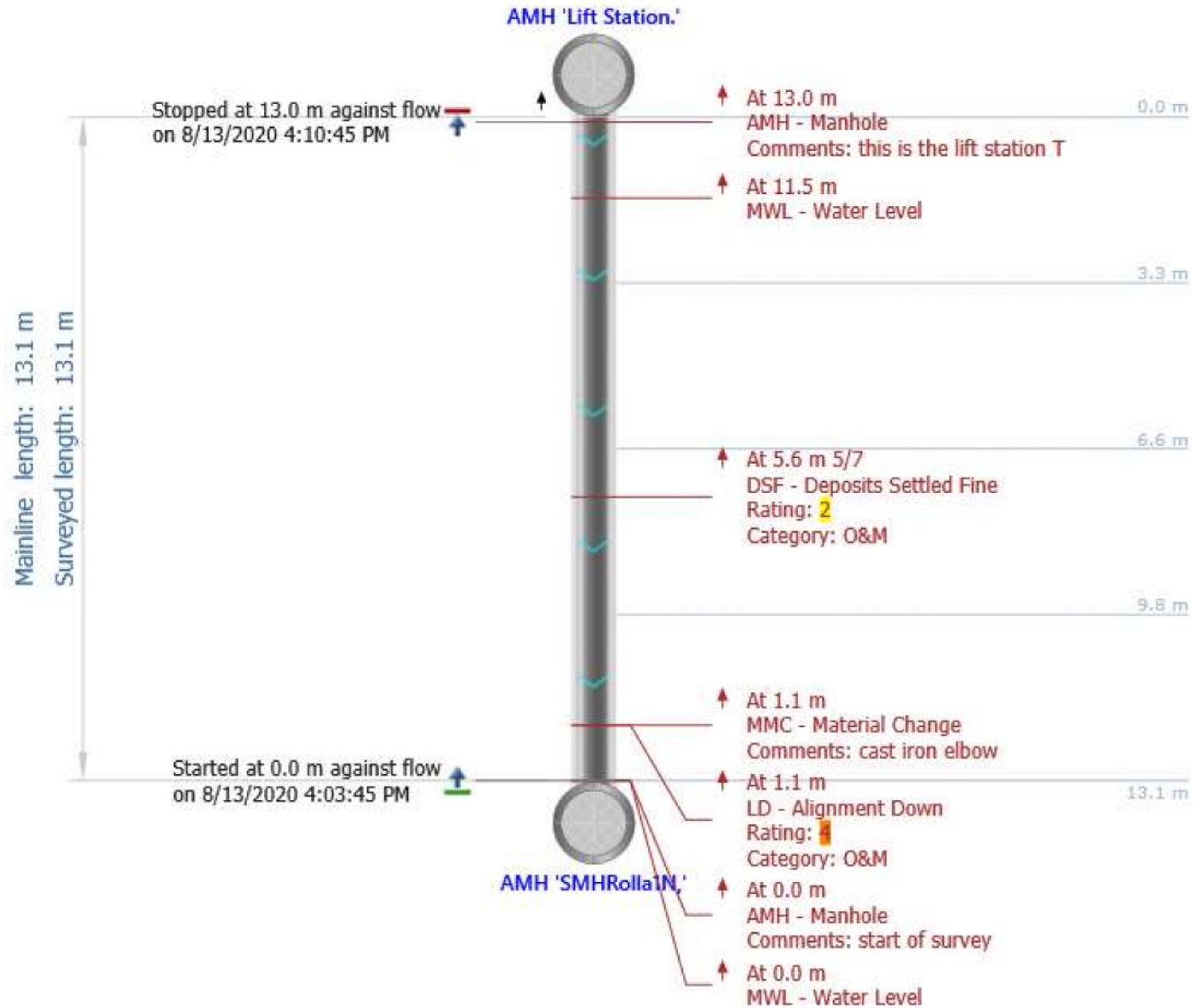
# Main Inspections Pipe Run

Project name:	Mainline ID:	City:	Street:
RollaSaniLagoons,PRRD, WSP,Aug2020	SMHRolla2E-SMHRolla3E	Rolla	East side of Pond A
Start date/time:	Direction:	Weather:	Location code:
8/13/2020 3:31 PM	U		
Shape:	Material:	Height:	Width:
C	PVC	200 mm	



# Main Inspections Pipe Run

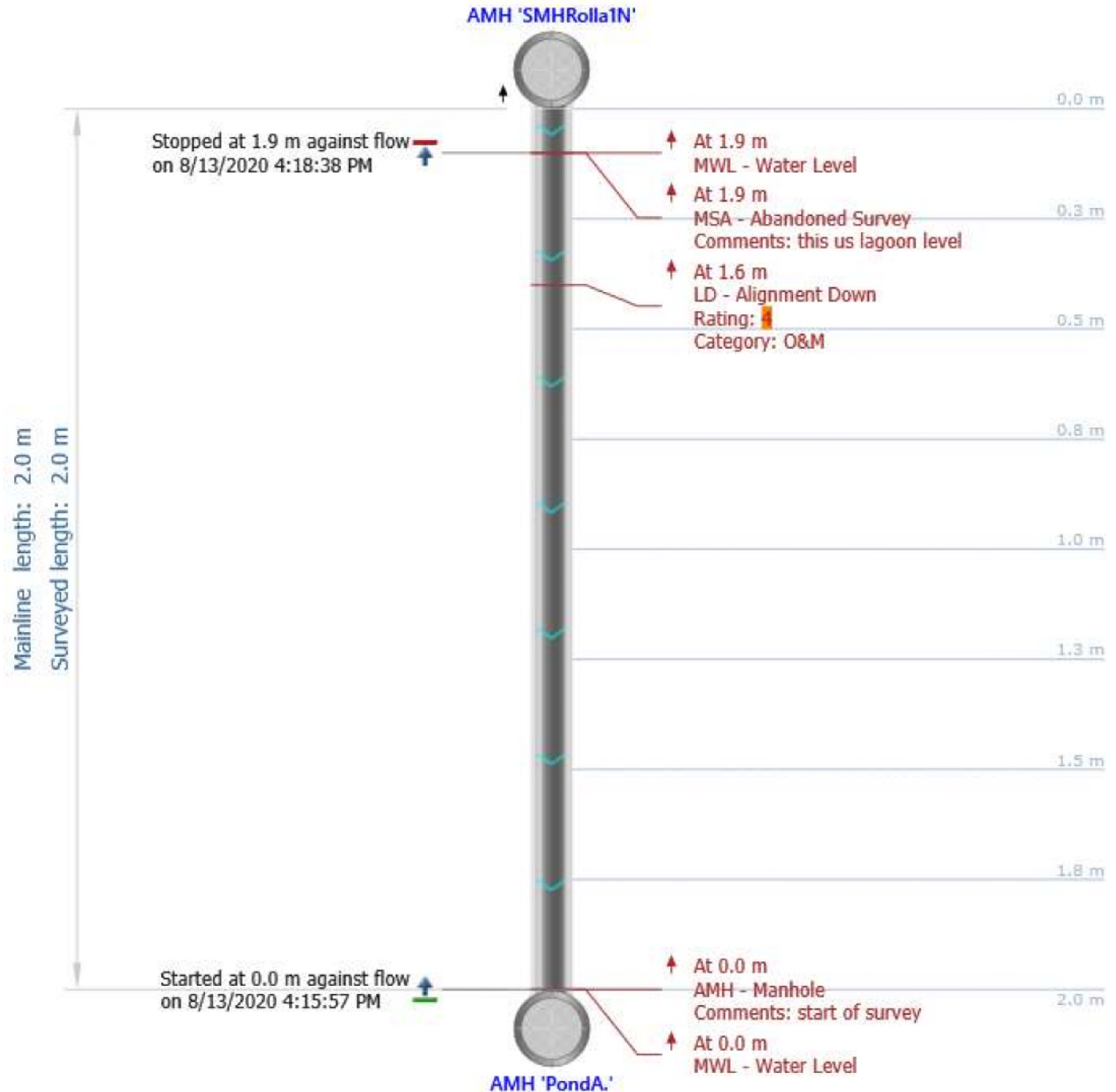
Project name:	Mainline ID:	City:	Street:
RollaSaniLagoons,PRRD, WSP,Aug2020	Lift Station-SMHRolla1N.	Rolla	Front entrance to lagoons
Start date/time:	Direction:	Weather:	Location code:
8/13/2020 4:03 PM	U		
Shape:	Material:	Height:	Width:
C	PVC	100 mm	





# Main Inspections Pipe Run

Project name:	Mainline ID:	City:	Street:
RollaSaniLagoons,PRRD, WSP,Aug2020	SMHRolla1N-PondA	Rolla	Front entrance Pond A
Start date/time:	Direction:	Weather:	Location code:
8/13/2020 4:15 PM	U		
Shape:	Material:	Height:	Width:
C	PVC	150 mm	



## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>	Certificate number: <b>U-0417-07004461</b>	Owner: <b>CL Video Inspection Service Ld</b>	Customer:	Drainage area:	P/O number:	Sheet number:
Pipe segment ref.: <b>SegSMHRolla3E-SMHRolla7SE</b>	Start date/time: <b>20200807 10:48</b>	Street: <b>Along the fens East side of the Lagoons</b>	City: <b>Rolla</b>			
Location details:	Upstream MH No: <b>SMHRolla3E</b>	Rim to invert:	Grade to invert:	Rim to grade:		
Sewer use:	Direction: <b>D</b>	Flow control:	Downstream MH No: <b>SMHRolla7SE</b>	Rim to invert:	Grade to invert:	Rim to grade:
Height: <b>200 mm</b>	Width:	Shape: <b>C</b>	Material: <b>PVC</b>	Lining method:	Pipe joint length:	Total length: <b>120.9 m</b>
Length surveyed: <b>120.9 m</b>	Year laid:	Year renewed:	Media label:	Purpose:	Sewer category:	Pre-cleaning: <b>J</b>
Date cleaned:	Work order no.:	Weather:	Location code:	Pressure value:		
Project name: <b>RollaSanilagoons,PRRD, WSP,Aug2020</b>	Additional info:					

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	0	0000	0.00	0	0	133	3G22	2.96	133	2.96
2	0	0				2	4					
3	0	0				43	129					
4	0	0				0	0					
5	0	0				0	0					

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st 2nd	%	Joint	Circumferential Location At/From To	Rating	Image Ref.	Remarks
0.0 m	00:00:50	MWL				5	<input type="checkbox"/>	/			
0.0 m	00:00:03	AMH					<input type="checkbox"/>	/			Start of survey, This is a very long run over 200Meters, cant find a MH inbetween on ground, flusher does not have enough hose to flush entire line. Located MH from Line, not exposed
1.4 m	00:02:43	DSC	S01			20	<input type="checkbox"/>	3 / 9	3		flusher cant get up this far old compact debris in the bottom of the line
36.1 m	00:06:10	MGO					<input type="checkbox"/>	/			In order to get threw the unflushed portion im having to speed cant jam up my tracks
61.1 m	00:09:18	MWL				40	<input type="checkbox"/>	/			
64.7 m	00:09:46	MWL				5	<input type="checkbox"/>	/			
66.9 m	00:09:57	DSC	F01			20	<input type="checkbox"/>	4 / 8	3		
70.3 m	00:10:14	MWL				40	<input type="checkbox"/>	/			
76.5 m	00:10:48	MWL				5	<input type="checkbox"/>	/			
101.9 m	00:15:36	DSC				10	<input type="checkbox"/>	5 / 7	2		
103.7 m	00:20:59	MGO					<input type="checkbox"/>	/			Going to get flusher to try and come up to this point to flush out this compact scale that camera has pushed down
106.0 m	00:18:16	DSC				10	<input type="checkbox"/>	5 / 7	2		scale
120.8 m	00:25:29	AMH					<input type="checkbox"/>	/			This Man Hole is not located on the ground.

## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>		Certificate number: <b>U-0417-07004461</b>		Owner: <b>CL Video Inspection Service Ld</b>		Customer:		Drainage area:		P/O number:		Sheet number:	
Pipe segment ref.: <b>SegSMRolla7SE-SMRolla7SEB</b>				Start date/time: <b>20200807 11:28</b>		Street: <b>Along Fence East side of the lagoon</b>				City: <b>Rolla</b>			
Location details:				Upstream MH No: <b>SMHRolla7SE</b>		Rim to invert:		Grade to invert:		Rim to grade:			
Sewer use:		Direction: <b>D</b>		Flow control:		Downstream MH No: <b>SMHRolla7SE,B</b>		Rim to invert:		Grade to invert:		Rim to grade:	
Height: <b>200 mm</b>	Width:	Shape: <b>C</b>	Material: <b>PVC</b>	Lining method:	Pipe joint length:	Total length: <b>121.6 m</b>	Length surveyed: <b>121.6 m</b>	Year laid:		Year renewed:			
Media label:	Purpose:	Sewer category:	Pre-cleaning: <b>J</b>	Date cleaned:	Work order no.:	Weather:	Location code:	Pressure value:					
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>				Additional info:									

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	6	3200	3.00	0	0	5	5100	5.00	11	3.67
2	0	0				0	0					
3	2	6				0	0					
4	0	0				0	0					
5	0	0				1	5					

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st 2nd	%	Joint	Circumferential Location At/From To	Rating	Image Ref.	Remarks
0.0 m	00:00:02	AMH					<input type="checkbox"/>	/			This ManHole is not exposed Start of survey
0.0 m	00:26:27	MWL				5	<input type="checkbox"/>	/			
23.0 m	00:06:05	MWM				40	<input type="checkbox"/>	/		RollaSaniLagoons_P RRD_WSP_Aug2020- AMH 'SMHRolla7SE'-AMH 'SMHRolla7SE_B'- MWM at 23.0 m.JPG	
30.4 m	00:07:59	FS					<input type="checkbox"/>	1 / 4	3		
48.9 m	00:11:49	MWM				10	<input type="checkbox"/>	/			
51.5 m	00:12:40	FL					<input type="checkbox"/>	12 /	3	RollaSaniLagoons_P RRD_WSP_Aug2020- AMH 'SMHRolla7SE'-AMH 'SMHRolla7SE_B'-FL at 51.5 m.JPG	
56.7 m	00:14:17	IS					<input type="checkbox"/>	12 / 12			Multiple different water mark stains
57.4 m	00:15:15	MWM				100	<input type="checkbox"/>	/	5		
63.0 m	00:16:20	MWL				5	<input type="checkbox"/>	/			
121.5 m	00:25:21	AMH					<input type="checkbox"/>	/			End of survey

## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>		Certificate number: <b>U-0417-07004461</b>		Owner: <b>CL Video Inspection Service Ld</b>		Customer:		Drainage area:		P/O number:		Sheet number:	
Pipe segment ref.: <b>Seg SMHRolla2E-SMHRolla3E</b>				Start date/time: <b>20200807 12:12</b>		Street: <b>East Side of PondA</b>				City: <b>Rolla</b>			
Location details:				Upstream MH No: <b>SMHRolla2E</b>		Rim to invert:		Grade to invert:		Rim to grade:			
Sewer use:		Direction: <b>U</b>		Flow control:		Downstream MH No: <b>SMHRolla3E</b>		Rim to invert:		Grade to invert:		Rim to grade:	
Height: <b>200 mm</b>	Width:	Shape: <b>C</b>	Material: <b>PVC</b>	Lining method:	Pipe joint length:	Total length: <b>1.7 m</b>	Length surveyed: <b>1.7 m</b>	Year laid:	Year renewed:				
Media label:	Purpose:	Sewer category:	Pre-cleaning: <b>N</b>	Date cleaned:	Work order no.:	Weather:	Location code:	Pressure value:					
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>				Additional info:									

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	0	0000	0.00	1	1	3	2111	1.50	3	1.50
2	0	0				1	2					
3	0	0				0	0					
4	0	0				0	0					
5	0	0				0	0					



## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm)	%	Joint	Circumferential Location At/From	Rating	Image Ref.	Remarks
					1st	2nd		To			
0.0 m	00:00:03	AMH					<input type="checkbox"/>	/			Start of survey will be flushed after
0.0 m	00:00:33	MWL				5	<input type="checkbox"/>	/			
0.0 m	00:00:57	DAE				5	<input type="checkbox"/>	3 / 9	2		Scale will be removed with flusher after
0.6 m	00:02:06	LU				10	<input type="checkbox"/>	/	1		
1.6 m	00:03:26	MSA					<input type="checkbox"/>	/			Will Clean and retry

## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>	Certificate number: <b>U-0417-07004461</b>	Owner: <b>CL Video Inspection Service Ld</b>	Customer:	Drainage area:	P/O number:	Sheet number:
Pipe segment ref.: <b>SegPondA to SMHRolla4</b>		Start date/time: <b>20200807 12:39</b>		Street: <b>Between PondA and B in the middle, first MH out of Pond A</b>		City: <b>Rolla</b>
Location details:		Upstream MH No: <b>PondA</b>		Rim to invert:	Grade to invert:	Rim to grade:
Sewer use:	Direction: <b>U</b>	Flow control:	Downstream MH No: <b>SMHRolla4</b>	Rim to invert:	Grade to invert:	Rim to grade:
Height: <b>200 mm</b>	Width:	Shape: <b>C</b>	Material: <b>CAS</b>	Lining method:	Pipe joint length:	Total length: <b>0.5 m</b>
Media label:	Purpose:	Sewer category:	Pre-cleaning: <b>N</b>	Date cleaned:	Work order no.:	Weather:
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>		Additional info:				

Grade	Structural:				O&M:				Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index
1	0	0	0	0000	0.00	0	0	4	4100	4.00
2	0	0				0				
3	0	0				0				
4	0	0				1				
5	0	0				0				

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm)	%	Joint	Circumferential Location At/From To	Rating	Image Ref.	Remarks
					1st2nd						
0.0 m	00:00:08	AMH					<input type="checkbox"/>	/			This line is into the Pond.
0.0 m	00:00:27	MWL				5	<input type="checkbox"/>	/			
0.0 m	00:02:05	MGO					<input type="checkbox"/>	/		RollaSaniLagoons_P RRD_WSP_Aug2020- AMH 'PondA'-AMH 'SMHRolla4'-MGO at 0.0 m.JPG	this is a Valve fairly corroded
0.0 m	00:04:04	MWL				100	<input type="checkbox"/>	/			this would be lagoon level going into lagoon A
0.3 m	00:04:40	MCU					<input type="checkbox"/>	/	4		Lagoon level
0.4 m	00:04:54	MSA					<input type="checkbox"/>	/			End of Survey this is Lagoon level

## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>		Certificate number: <b>U-0417-07004461</b>		Owner: <b>CL Video Inspection Service Ld</b>		Customer:		Drainage area:		P/O number:		Sheet number:	
Pipe segment ref.: <b>SMHRolla9S-RollaOutfall</b>				Start date/time: <b>20200813 10:51</b>		Street: <b>Far end of both ponds on bank before outfall</b>				City: <b>Rolla</b>			
Location details:				Upstream MH No: <b>SMHRolla9S</b>				Rim to invert:		Grade to invert:		Rim to grade:	
Sewer use:		Direction: <b>D</b>		Flow control:		Downstream MH No: <b>RollaOutfall</b>				Rim to invert:		Grade to invert:	
Height: <b>200 mm</b>		Width:		Shape: <b>C</b>		Material: <b>CMP</b>		Lining method:		Pipe joint length:		Total length: <b>36.9 m</b>	
Length surveyed: <b>36.9 m</b>		Year laid:		Year renewed:		Media label:		Purpose:		Sewer category:		Pre-cleaning: <b>N</b>	
Date cleaned:		Work order no.:		Weather:		Location code:		Pressure value:		Additional info:			
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>													

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	69	3C00	3.00	1	1	17	4126	2.13	86	2.77
2	0	0				6	12					
3	23	69				0	0					
4	0	0				1	4					
5	0	0				0	0					

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm) 1st 2nd	%	Joint	Circumferential Location At/From To	Rating	Image Ref.	Remarks
0.0 m	00:00:09	AMH					<input type="checkbox"/>	/			Start of survey this line is the outfall to the Rolla Creek, we cannot flush this
0.0 m	00:00:48	MWL				5	<input type="checkbox"/>	/			
1.2 m	00:02:02	SCP	S01				<input type="checkbox"/>	3 / 9	3		Rust between 3-9 on the pipe
3.5 m	00:04:37	MGO					<input type="checkbox"/>	/			possibly tar coated on the bottom
13.8 m	00:10:23	LD				15	<input type="checkbox"/>	/	2		
13.9 m	00:13:42	SCP	F01				<input type="checkbox"/>	3 / 9	3		
13.9 m	00:13:50	SCP	S02				<input type="checkbox"/>	12 / 12	3		rust and corrosion around diameter of pipe
14.2 m	00:11:10	OBZ				10	<input type="checkbox"/>	4 / 6	2		stick or cat tail from pond in the bottom of the line
14.4 m	00:15:21	H					<input type="checkbox"/>	3 /	3		small corroded hole on the side of the pipe
15.1 m	00:17:28	LD				30	<input type="checkbox"/>	/	4		
15.5 m	00:20:24	DSF				5	<input type="checkbox"/>	5 / 7	2		
17.0 m	00:23:05	DSF				10	<input type="checkbox"/>	5 / 7	2		
17.7 m	00:24:35	RFJ					<input checked="" type="checkbox"/>	4 /	1		
18.4 m	00:25:06	RFB					<input type="checkbox"/>	9 /	2		root hairs coming in on the side walls
36.0 m	00:33:10	SCP	F02				<input type="checkbox"/>	12 / 12	3		
36.8 m	00:30:11	DSF				5	<input type="checkbox"/>	5 / 7	2		

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm)		%	Joint	Circumferential Location		Rating	Image Ref.	Remarks
					1st	2nd			At/From	To			
36.8 m	00:31:06	MSA						<input type="checkbox"/>	/				Have to stop camera here the downward slopes are getting too much the camera is free wheeling, and this joint could cut up the cable on the way back up



## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>		Certificate number: <b>U-0417-07004461</b>		Owner: <b>CL Video Inspection Service Ld</b>		Customer:		Drainage area:		P/O number:		Sheet number:							
Pipe segment ref.: <b>SMHRolla9S-RollaOutfall.</b>				Start date/time: <b>20200813 11:40</b>		Street: <b>Far South end of the Lagoon going towards the Creek</b>				City: <b>Rolla</b>									
Location details:				Upstream MH No: <b>SMHRolla9S.</b>		Rim to invert:		Grade to invert:		Rim to grade:									
Sewer use:		Direction: <b>D</b>		Flow control:		Downstream MH No: <b>RollaOutfall.</b>		Rim to invert:		Grade to invert:		Rim to grade:							
Height: <b>200 mm</b>		Width:		Shape: <b>C</b>		Material: <b>CMP</b>		Lining method:		Pipe joint length:		Total length: <b>82.7 m</b>		Length surveyed: <b>82.7 m</b>		Year laid:		Year renewed:	
Media label:		Purpose:		Sewer category:		Pre-cleaning: <b>J</b>		Date cleaned:		Work order no.:		Weather:		Location code:		Pressure value:			
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>				Additional info:															

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	164	5131	3.04	0	0	13	4131	2.60	177	3.00
2	0	0				3	6					
3	53	159				1	3					
4	0	0				1	4					
5	1	5				0	0					

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm)	%	Joint	Circumferential Location At/From To	Rating	Image Ref.	Remarks
					1st 2nd						
0.0 m	00:00:02	AMH					<input type="checkbox"/>	/			Start of survey
0.0 m	00:00:11	MWL				5	<input type="checkbox"/>	/			
2.3 m	00:00:51	SCP	S01				<input type="checkbox"/>	3 / 9	3		
13.8 m	00:02:05	SCP	F01				<input type="checkbox"/>	3 / 9	3		
13.8 m	00:02:13	SCP	S02				<input type="checkbox"/>	12 / 12	3		
13.9 m	00:02:28	OBZ				5	<input type="checkbox"/>	5 / 7	2		stick
14.8 m	00:02:59	LD				30	<input type="checkbox"/>	/	4		
17.7 m	00:03:30	RFB					<input type="checkbox"/>	3 /	2		
25.8 m	00:04:39	H					<input type="checkbox"/>	9 /	3		
36.3 m	00:06:04	MGO					<input type="checkbox"/>	/			This is the same point we had come to in previous video will attempt further inspection
36.3 m	00:06:49	DSF				5	<input type="checkbox"/>	6 /	2		
40.1 m	00:08:09	D				15	<input type="checkbox"/>	/	5		dented in the top
41.7 m	00:09:17	RPP					<input type="checkbox"/>	10 / 1			old split/hole in the line patched
69.6 m	00:14:54	H					<input type="checkbox"/>	10 /	3	RollaSanilagoons_P RRD_WSP_Aug2020- AMH 'SMHRolla9S. '-AMH 'RollaOutfall.'-H at 69.6 m.JPG	rock and pieces of CMP turned inward and protruding into the pipe
72.3 m	00:16:23	SCP	F02				<input type="checkbox"/>	12 / 12	3		
74.9 m	00:16:52	SCP	S03				<input type="checkbox"/>	4 / 8	3		
81.0 m	00:18:22	DSGV				15	<input type="checkbox"/>	5 / 7	3		
82.0 m	00:20:47	SCP	F03				<input type="checkbox"/>	3 / 9	3		
82.6 m	00:20:08	MSA					<input type="checkbox"/>	/			End of survey very close the end hung up on hte gravel debris

## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>	Certificate number: <b>U-0417-07004461</b>	Owner: <b>CL Video Inspection Service Ld</b>	Customer:	Drainage area:	P/O number:	Sheet number:
Pipe segment ref.: <b>SMHRolla8SValv-SMHRolla9S</b>		Start date/time: <b>20200813 12:22</b>	Street: <b>Coming out of Pond B South</b>		City: <b>Rolla</b>	
Location details:		Upstream MH No: <b>SMHRolla8Valve</b>	Rim to invert:		Grade to invert:	Rim to grade:
Sewer use:	Direction: <b>D</b>	Flow control:	Downstream MH No: <b>SMHRolla9S</b>		Rim to invert:	Grade to invert:
Height: <b>300 mm</b>	Width:	Shape: <b>C</b>	Material: <b>PVC</b>	Lining method:	Pipe joint length:	Total length: <b>115.6 m</b>
Media label:	Purpose:	Sewer category:	Pre-cleaning: <b>J</b>	Date cleaned:	Work order no.:	Weather:
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>		Additional info:				

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	0	0000	0.00	0	0	0	0000	0.00	0	0.00
2	0	0				0	0					
3	0	0				0	0					
4	0	0				0	0					
5	0	0				0	0					

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm)	%	Joint	Circumferential Location	Rating	Image Ref.	Remarks
					1st	2nd		At/From	To		
0.0 m	00:00:03	AMH					<input type="checkbox"/>	/			Start of survey
0.0 m	00:00:16	MWL				5	<input type="checkbox"/>	/			camera is sitting low
115.5 m	00:13:35	AMH					<input type="checkbox"/>	/			End of survey

## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>		Certificate number: <b>U-0417-07004461</b>		Owner: <b>CL Video Inspection Service Ld</b>		Customer:		Drainage area:		P/O number:		Sheet number:	
Pipe segment ref.: <b>SMHRolla7SE,B-SMHRolla9S</b>				Start date/time: <b>20200813 12:59</b>		Street: <b>Far South East corner along fence</b>				City: <b>Rolla</b>			
Location details:				Upstream MH No: <b>SMHRolla7SE,B</b>		Rim to invert:		Grade to invert:		Rim to grade:			
Sewer use:		Direction: <b>D</b>		Flow control:		Downstream MH No: <b>SMHRolla9S</b>		Rim to invert:		Grade to invert:		Rim to grade:	
Height: <b>200 mm</b>	Width:	Shape: <b>C</b>	Material: <b>PVC</b>	Lining method:	Pipe joint length:	Total length: <b>90.2 m</b>	Length surveyed: <b>90.2 m</b>	Year laid:	Year renewed:				
Media label:	Purpose:	Sewer category:	Pre-cleaning: <b>J</b>	Date cleaned:	Work order no.:	Weather:	Location code:	Pressure value:					
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>				Additional info:									

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	10	4221	3.33	0	0	0	0000	0.00	10	3.33
2	1	2				0	0					
3	0	0				0	0					
4	2	8				0	0					
5	0	0				0	0					

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm)	%	Joint	Circumferential Location	Rating	Image Ref.	Remarks
					1st	2nd		At/From	To		
0.0 m	00:00:02	AMH					<input type="checkbox"/>	/			Start of survey
0.0 m	00:00:15	MWL				5	<input type="checkbox"/>	/			
7.7 m	00:02:13	MWLS				10	<input type="checkbox"/>	/	2		
8.5 m	00:02:28	MWL				5	<input type="checkbox"/>	/			
44.0 m	00:09:55	D				5	<input type="checkbox"/>	/	4		small indent in the top of the pipe
65.5 m	00:13:18	D				5	<input type="checkbox"/>	/	4		joint edge is bent in slightly
90.1 m	00:17:53	AMH					<input type="checkbox"/>	/			end of survey



## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>		Certificate number: <b>U-0417-07004461</b>		Owner: <b>CL Video Inspection Service Ld</b>		Customer:		Drainage area:		P/O number:		Sheet number:	
Pipe segment ref.: <b>PondB-SMHRolla8SValve</b>				Start date/time: <b>20200813 13:37</b>		Street: <b>Going into PondB</b>				City: <b>Rolla</b>			
Location details:				Upstream MH No: <b>Pond B</b>		Rim to invert:		Grade to invert:		Rim to grade:			
Sewer use:		Direction: <b>U</b>		Flow control:		Downstream MH No: <b>SMHRolla8SValve</b>		Rim to invert:		Grade to invert:		Rim to grade:	
Height: <b>300 mm</b>	Width:	Shape: <b>C</b>	Material: <b>PVC</b>	Lining method:	Pipe joint length:	Total length: <b>0.8 m</b>	Length surveyed: <b>0.8 m</b>	Year laid:		Year renewed:			
Media label:		Purpose:		Sewer category:	Pre-cleaning: <b>N</b>	Date cleaned:	Work order no.:	Weather:		Location code:		Pressure value:	
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>				Additional info:									

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	0	0000	0.00	0	0	4	4100	4.00	4	4.00
2	0	0				0	0					
3	0	0				0	0					
4	0	0				1	4					
5	0	0				0	0					

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm)	%	Joint	Circumferential Location At/From To	Rating	Image Ref.	Remarks
					1st	2nd					
0.0 m	00:00:02	AMH					<input type="checkbox"/>	/			Start of survey
0.0 m	00:00:20	MWL				5	<input type="checkbox"/>	/			
0.7 m	00:01:01	LD				90	<input type="checkbox"/>	/	4		
0.7 m	00:01:08	MSA					<input type="checkbox"/>	/			This line only goes in the length of the camera and goes down at a 90degree angle. this is the level of Pond B. End of survey

## PACP Inspection and Scoring

Surveyed by:	Certificate number:	Owner:	Customer:	Drainage area:	P/O number:	Sheet number:
<b>Bryana</b>	<b>U-0417-07004461</b>	<b>CL Video Inspection Service Ld</b>				
Pipe segment ref.:		Start date/time:	Street:	City:		
<b>SMHRolla4-SMHRolla5</b>		<b>20200813 13:55</b>	<b>Middle between Pond A and B</b>	<b>Rolla</b>		
Location details:		Upstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:	
		<b>SMHRolla4</b>				
Sewer use:	Direction:	Flow control:	Downstream MH No:	Rim to invert:	Grade to invert:	Rim to grade:
	<b>D</b>		<b>SMHRolla5</b>			
Height:	Width:	Shape:	Material:	Lining method:	Pipe joint length:	Total length:
<b>200 mm</b>		<b>C</b>	<b>CAS</b>			<b>0.8 m</b>
Media label:	Purpose:	Sewer category:	Pre-cleaning:	Date cleaned:	Work order no.:	Weather:
			<b>N</b>			
Project name:		Additional info:				
<b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>						

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	0	0000	0.00	0	0	0	0000	0.00	0	0.00
2	0	0				0	0					
3	0	0				0	0					
4	0	0				0	0					
5	0	0				0	0					

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm)	%	Joint	Circumferential Location At/From To	Rating	Image Ref.	Remarks
					1st 2nd						
0.0 m	00:00:02	AMH					<input type="checkbox"/>	/			Start of survey these lines are holding lagoon water they are the pass threw between pond A and B no way to clean
0.0 m	00:00:45	MWL				5	<input type="checkbox"/>	/			
0.0 m	00:01:32	MMC					<input type="checkbox"/>	/			from cast to AC
0.7 m	00:01:59	MWL				100	<input type="checkbox"/>	/			
0.7 m	00:02:05	MSA					<input type="checkbox"/>	/			End of survey line is holding water at SMHRolla5 cant go into and holding at SMHRolla6

## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>		Certificate number: <b>U-0417-07004461</b>		Owner: <b>CL Video Inspection Service Ld</b>		Customer:		Drainage area:		P/O number:		Sheet number:	
Pipe segment ref.: <b>LiftStation-SMHRolla1N</b>				Start date/time: <b>20200813 15:04</b>		Street: <b>Front entrance</b>				City: <b>Rolla</b>			
Location details:				Upstream MH No: <b>LiftStation</b>		Rim to invert:		Grade to invert:		Rim to grade:			
Sewer use:		Direction: <b>U</b>		Flow control:		Downstream MH No: <b>SMHRolla1N</b>		Rim to invert:		Grade to invert:		Rim to grade:	
Height: <b>100 mm</b>	Width:	Shape: <b>C</b>	Material: <b>CAS</b>	Lining method:	Pipe joint length:	Total length: <b>5.9 m</b>	Length surveyed: <b>5.9 m</b>	Year laid:	Year renewed:				
Media label:	Purpose:	Sewer category:	Pre-cleaning: <b>J</b>	Date cleaned:	Work order no.:	Weather:	Location code:	Pressure value:					
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>				Additional info:									

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	0	0000	0.00	0	0	4	4100	4.00	4	4.00
2	0	0				0	0					
3	0	0				0	0					
4	0	0				1	4					
5	0	0				0	0					

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm)	%	Joint	Circumferential Location	Rating	Image Ref.	Remarks
					1st	2nd		At/From	To		
0.0 m	00:00:07	AMH					<input type="checkbox"/>	/			start of survey
0.0 m	00:00:24	MWL				5	<input type="checkbox"/>	/			
0.0 m	00:01:29	LD				45	<input type="checkbox"/>	/	4		
0.0 m	00:01:38	MMC					<input type="checkbox"/>	/			from pvc to cast the back to pvc
5.8 m	00:05:30	MSA					<input type="checkbox"/>	/			end of survey



## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>		Certificate number: <b>U-0417-07004461</b>		Owner: <b>CL Video Inspection Service Ld</b>		Customer:		Drainage area:		P/O number:		Sheet number:	
Pipe segment ref.: <b>SMHRolla2E-SMHRolla3E</b>				Start date/time: <b>20200813 15:31</b>		Street: <b>East side of Pond A</b>				City: <b>Rolla</b>			
Location details:				Upstream MH No: <b>SMHRolla2E.</b>		Rim to invert:		Grade to invert:		Rim to grade:			
Sewer use:		Direction: <b>U</b>		Flow control:		Downstream MH No: <b>SMHRolla3E</b>		Rim to invert:		Grade to invert:		Rim to grade:	
Height: <b>200 mm</b>	Width:	Shape: <b>C</b>	Material: <b>PVC</b>	Lining method:	Pipe joint length:	Total length: <b>8.7 m</b>	Length surveyed: <b>8.7 m</b>	Year laid:	Year renewed:				
Media label:	Purpose:	Sewer category:	Pre-cleaning: <b>J</b>	Date cleaned:	Work order no.:	Weather:	Location code:	Pressure value:					
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>				Additional info:									

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	0	0000	0.00	1	1	1	1100	1.00	1	1.00
2	0	0				0	0					
3	0	0				0	0					
4	0	0				0	0					
5	0	0				0	0					

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm)	%	Joint	Circumferential Location At/From To	Rating	Image Ref.	Remarks
					1st 2nd						
0.0 m	00:00:04	AMH					<input type="checkbox"/>	/			Start of survey
0.0 m	00:00:17	MWL				5	<input type="checkbox"/>	/			
1.1 m	00:01:07	LU				10	<input type="checkbox"/>	/	1		
1.2 m	00:01:12	MMC					<input type="checkbox"/>	/			from PVC to AC
8.6 m	00:03:01	AMH					<input type="checkbox"/>	/			This is a valve in SMHRolla2E end of survey

## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>	Certificate number: <b>U-0417-07004461</b>	Owner: <b>CL Video Inspection Service Ld</b>	Customer:	Drainage area:	P/O number:	Sheet number:
Pipe segment ref.: <b>Lift Station-SMHRolla1N.</b>		Start date/time: <b>20200813 16:03</b>		Street: <b>Front entrance to laggons</b>		City: <b>Rolla</b>
Location details:		Upstream MH No: <b>Lift Station.</b>		Rim to invert:	Grade to invert:	Rim to grade:
Sewer use:	Direction: <b>U</b>	Flow control:		Downstream MH No: <b>SMHRolla1N,</b>	Rim to invert:	Grade to invert:
Height: <b>100 mm</b>	Width:	Shape: <b>C</b>	Material: <b>PVC</b>	Lining method:	Pipe joint length:	Total length: <b>13.1 m</b>
Media label:	Purpose:	Sewer category:	Pre-cleaning: <b>J</b>	Date cleaned:	Work order no.:	Weather:
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>		Additional info:				

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	0	0000	0.00	0	0	6	4121	3.00	6	3.00
2	0	0				1	2					
3	0	0				0	0					
4	0	0				1	4					
5	0	0				0	0					

## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm)	%	Joint	Circumferential Location At/From To	Rating	Image Ref.	Remarks
					1st	2nd					
0.0 m	00:00:06	AMH					<input type="checkbox"/>	/			start of survey
0.0 m	00:00:28	MWL				5	<input type="checkbox"/>	/			
1.1 m	00:01:16	MMC					<input type="checkbox"/>	/			cast iron elbow
1.1 m	00:01:07	LD				45	<input type="checkbox"/>	/	4		
5.6 m	00:03:39	DSF				5	<input type="checkbox"/>	5 / 7	2		
11.5 m	00:05:33	MWL				10	<input type="checkbox"/>	/			
13.0 m	00:06:40	AMH					<input type="checkbox"/>	/			this is the lift station T

## PACP Inspection and Scoring

Surveyed by: <b>Bryana</b>	Certificate number: <b>U-0417-07004461</b>	Owner: <b>CL Video Inspection Service Ld</b>	Customer:	Drainage area:	P/O number:	Sheet number:
Pipe segment ref.: <b>SMHRolla1N-PondA</b>		Start date/time: <b>20200813 16:15</b>	Street: <b>Front entrance Pond A</b>		City: <b>Rolla</b>	
Location details:		Upstream MH No: <b>SMHRolla1N</b>	Rim to invert:		Grade to invert:	Rim to grade:
Sewer use:	Direction: <b>U</b>	Flow control:	Downstream MH No: <b>PondA.</b>		Rim to invert:	Grade to invert:
Height: <b>150 mm</b>	Width:	Shape: <b>C</b>	Material: <b>PVC</b>	Lining method:	Pipe joint length:	Total length: <b>2.0 m</b>
Media label:	Purpose:	Sewer category:	Pre-cleaning: <b>N</b>	Date cleaned:	Work order no.:	Weather:
Project name: <b>RollaSaniLagoons,PRRD, WSP,Aug2020</b>		Additional info:				

Grade	Structural:					O&M:					Overall:	
	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Amount of Defects	Segment Grade	Pipe Rating	Quick Rating	Pipe Rating Index	Pipe Rating	Pipe Rating Index
1	0	0	0	0000	0.00	0	0	4	4100	4.00	4	4.00
2	0	0				0	0					
3	0	0				0	0					
4	0	0				1	4					
5	0	0				0	0					

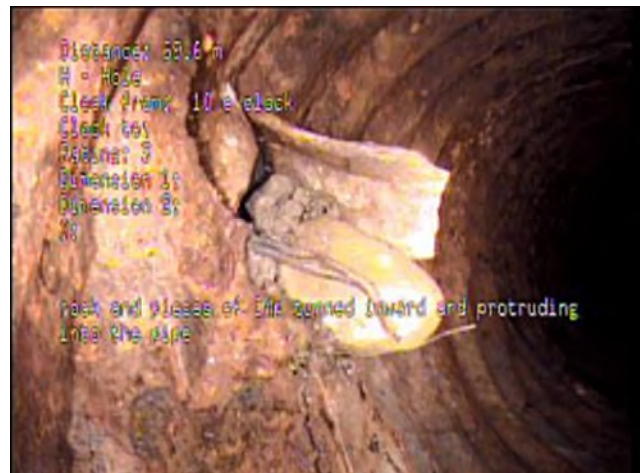
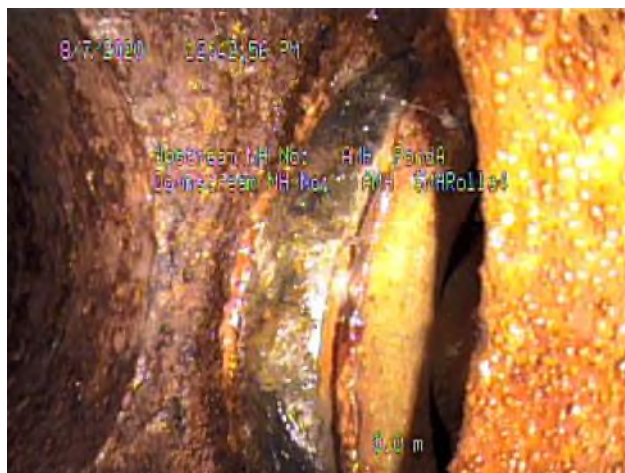
## Observations

Distance	Video Ref.	PACP Code	Continuous	S/M/L	Value Inches (mm)	%	Joint	Circumferential Location At/From To	Rating	Image Ref.	Remarks
					1st2nd						
0.0 m	00:00:16	AMH					<input type="checkbox"/>	/			start of survey
0.0 m	00:00:33	MWL				5	<input type="checkbox"/>	/			
1.6 m	00:01:03	LD				45	<input type="checkbox"/>	/	4		
1.9 m	00:01:39	MWL				100	<input type="checkbox"/>	/			
1.9 m	00:02:04	MSA					<input type="checkbox"/>	/			this us lagoon level

## Pipe Cracking Deficiencies in Inter-lagoon Piping



## Internal Corrosion in Outfall Pipe





A large, bold, red capital letter 'C' is positioned on the left side of the page. It is the first letter of the title 'C OPERATING PERMIT'.

# OPERATING PERMIT



**REGISTERED MAIL**

Date: **MAR 15 1995**

File: PE-05465

Peace River Regional District  
1891 Alaska Highway,  
Box 810,  
Dawson Creek, B.C.  
V1G 4H7



Attention: A. Jorgensen

Dear Permittee:

Enclosed is an amended copy of Permit No. PE-05465 issued under the provisions of the Waste Management Act. Your attention is respectfully directed to the terms and conditions outlined in the Permit.

The Ministry has concerns regarding the ability of Rolla Creek to provide adequate dilution over the long-term. At present, the Ministry is preparing new *Municipal Effluent Discharge Criteria*, which are currently in *draft* form and may become regulations. These *draft* Criteria generally prohibit discharge of secondary treated sewage effluent to streams where dilution is less than 100:1 unless an environmental assessment study is completed and shows that the discharge is acceptable.

Due to low and intermittent flows in the creek and characteristics of the clay soils in the area, it appears that the options for sewage disposal at this site may be limited. At this time, it is recommended that the Permittee begin investigating the opportunity for spray irrigation of effluent at the site, thereby eliminating the need for discharge to the creek. At the present permitted discharge volume of 5,000 m<sup>3</sup>/year, a minimum land area of 1.6 hectares (4 acres) is required for spray irrigation of effluent.

This Permit does not authorize entry upon, crossing over, or use for any purpose of private or Crown lands or works, unless and except as authorized by the owner of such lands or works. The responsibility for obtaining such authority shall rest with the Permittee.

The Permittee shall ensure that any discharge under this Permit meets the requirements of other regulatory agencies including, but not restricted to, Environment Canada and the Department of Fisheries and Oceans (Canada).

An annual permit fee will be determined according to the Waste Management Permit Fees Regulation.

The administration of this Permit will be carried out by staff from our Regional Office located in Prince George (telephone 565-6155). **Plans, data and reports pertinent to the Permit are to be submitted to the Environmental Protection office, 3rd Floor, 1011 Fourth Avenue, Prince George, British Columbia, V2L 3H9 and a copy of all plans, data and reports is to be submitted to the sub-Regional office at Room #200, 10003 - 110th Avenue, Fort St. John, British Columbia, V1J 6M7 (telephone 787-3391).**

This decision may be appealed in accordance with Section 27 of the Waste Management Act by giving written notice to me within 21 days of this notification.

Yours truly,

A solid black rectangular box used to redact the signature of the Assistant Regional Waste Manager.

B.W.Medlar  
Assistant Regional Waste Manager  
Omineca-Peace Region

enclosure



MINISTRY OF ENVIRONMENT,  
LANDS AND PARKS

PERMIT  
PE-05465

*Under the Provisions of the Waste Management Act*

Peace River Regional District

1891 Alaska Avenue

Box 810

Dawson Creek, British Columbia

V1G 4H7

is authorized to discharge treated domestic effluent to Rolla Creek from a wastewater treatment lagoon located at **Rolla**, British Columbia, subject to the conditions listed below. Contravention of any of these conditions is a violation of the Waste Management Act and may result in prosecution.

This permit revokes and replaces all previously issued permits under the number PE-5465 issued under Part 2, Section 8 of the Waste Management Act.

1. AUTHORIZED DISCHARGES

1.1 This subsection applies to the discharge of effluent from a wastewater treatment lagoon. The site reference number for this discharge is E209664.

1.1.1 The maximum authorized rate of discharge is 5,000 m<sup>3</sup>/year. Discharge of effluent is authorized only when a dilution of equal to or greater than 50:1 can be maintained in the creek.

1.1.2 The characteristics of the discharge shall not exceed:

- |    |                                 |         |
|----|---------------------------------|---------|
| a) | 5-Day Biochemical Oxygen Demand | 30 mg/L |
| b) | Total Suspended Solids          | 40 mg/L |

1.1.3 The authorized works are a 1.0 hectare stabilization lagoon with an outfall to Rolla Creek and related appurtenances approximately located as shown on attached Site Plan A.

Date issued: June 7, 1979

Date Amended:  
(most recent)

Page: 1 of 5

**MAR 15 1995**

  
B.W. Medlar  
Assistant Regional Waste Manager

1.1.4 The location of the point of discharge and the facilities from which the discharge originates is the southwest 1/4 of Section 33, Township 79, Range 14, W6M, Peace River District.

## **2. GENERAL REQUIREMENTS**

### **2.1 Maintenance of Works and Emergency Procedures**

The Permittee shall inspect the authorized works regularly and maintain them in good working order. In the event of an emergency or condition beyond the control of the Permittee which prevents continuing operation of the authorized works, the Permittee shall immediately notify the Regional Waste Manager and take appropriate remedial action.

### **2.2 Bypasses**

The discharge of effluent which has bypassed the authorized works is prohibited unless the consent of the Regional Waste Manager is obtained and confirmed in writing.

### **2.3 Modifications to Processes and/or Authorized Works**

The Permittee shall notify the Regional Waste Manager in writing prior to implementing changes to any process and/or authorized works that may negatively affect the quality of the discharge and/or increase the quantity of the discharge.

### **2.4 Upgrading of Authorized Works**

The Regional Waste Manager may require upgrading of the authorized works if, based on data and information received, it becomes apparent that such improvements are necessary to protect the environment.

### **2.5 Fencing**

The lagoons shall be fenced to the satisfaction of the Regional Waste Manager to prevent accidental trespass.

### **2.6 Posting of Cautionary Signs**

The Permittee shall erect signs along the perimeter of the lagoons and along the alignment of the outfall above high water mark. The signs shall identify the nature of the works. The wording and size of the signs requires the consent of the Regional Waste Manager.

Date Issued: June 7, 1979

Date Amended:  
(most recent)

Page: 2 of 5

MAR 15 1995

  
Assistant Regional Waste Manager

PERMIT : PE-05465

## 2.7 Lagoon Freeboard

A minimum level of 0.5 metre(s) of freeboard shall be maintained in lagoons to prevent overflow from the treatment works to the receiving environment. Freeboard is defined as the difference in elevation between the contained liquid level and the top of the berm structure at its lowest point.

## 2.8 Sludge Wasting and Disposal

Sludge wasted from the treatment works shall be disposed of to a site and in a manner authorized by the Regional Waste Manager.

## 2.9 Disinfection

Although disinfection of the effluent is not required at this time, suitable provisions should be made to include disinfection facilities in the future. If disinfection is by chlorination, dechlorination facilities may also be required. The Regional Manager may issue a direction to commence disinfection of the effluent at his/her discretion.

## 2.10 Facility Classification and Operator Certification

Facility classification shall be maintained with the *British Columbia Water and Wastewater Operators Certification Program Society* (BCWWOCPS).

The wastewater treatment system authorized in Section 1.1 has been classified as Level I by the BCWWOCPS. The classification certificate shall be renewed annually and a re-classification review of each facility shall be conducted at least once every five (5) years.

Certification of operators is not required for facilities classified as Level I.

## 2.11 Notification of Intent to Discharge

The Permittee shall notify the Regional Environmental Protection office a minimum of 24 hours prior to commencing the discharge from the lagoon.

Results of pre-discharge sampling and creek flow measurements shall be reported at this time.

### 3. MONITORING AND REPORTING REQUIREMENTS

#### 3.1 Discharge Monitoring

##### 3.1.1 Discharge Flow Measurement

The Permittee shall provide and maintain a suitable flow measuring device and record daily the effluent volume discharged over a 24-hour period.

##### 3.1.2 Grab Sampling

The Permittee shall install a suitable sampling facility and obtain a representative grab sample of the effluent to be discharged once prior to commencing each discharge period and once each month during the discharge period. The first sample shall be collected within two (2) weeks prior to commencing each discharge period.

##### 3.1.3 Analyses

Samples shall be analyzed for the following:

- |    |                                 |                                |
|----|---------------------------------|--------------------------------|
| a) | 5-day Biochemical Oxygen Demand | mg/L                           |
| b) | Total Suspended Solids          | mg/L                           |
| c) | Faecal Coliform Organisms       | FC-CFU/100 mL or<br>MPN/100 mL |

#### 3.2 Receiving Environment Monitoring

##### 3.2.1 Creek Flow Measurement

The Permittee shall provide some means, satisfactory to the Regional Waste Manager, for measuring or estimating the flow in Rolla Creek over a 24-hour period. Creek flow measurements shall be recorded daily during the discharge period.

#### 3.3 Quality Assurance Program

The Permittee shall conduct an ongoing data quality program which is acceptable to the Regional Waste Manager. The Quality Assurance Program will determine the acceptability of data required by the Permit and will replace the split sampling program.



### 3.4 Monitoring Procedures

Copies of the manuals mentioned below are available for viewing at all Environmental Protection offices, or may be obtained from the Environmental Protection Division, Ministry of Environment, Lands and Parks, 777 Broughton Street, Victoria, British Columbia, V8V 1X5.

#### 3.4.1 Sampling

Proper care should be taken in sampling, storing, and transporting the samples to adequately control temperature and avoid contamination, breakage, etc. Sampling of effluent is to be carried out in accordance with procedures described in the most current edition of *"Field Criteria for Sampling Effluent and Receiving Water"* (April 1989, or most recent update), or by suitable alternative procedures as authorized by the Regional Waste Manager.

#### 3.4.2 Analyses

Analyses are to be carried out in accordance with procedures described in the most current edition of *"British Columbia Environmental Laboratory Manual for the Analysis of Water, Wastewater, Sediment and Biological Materials"* (1994 Edition, or most recent update) or by suitable alternative procedures as authorized by the Regional Waste Manager.

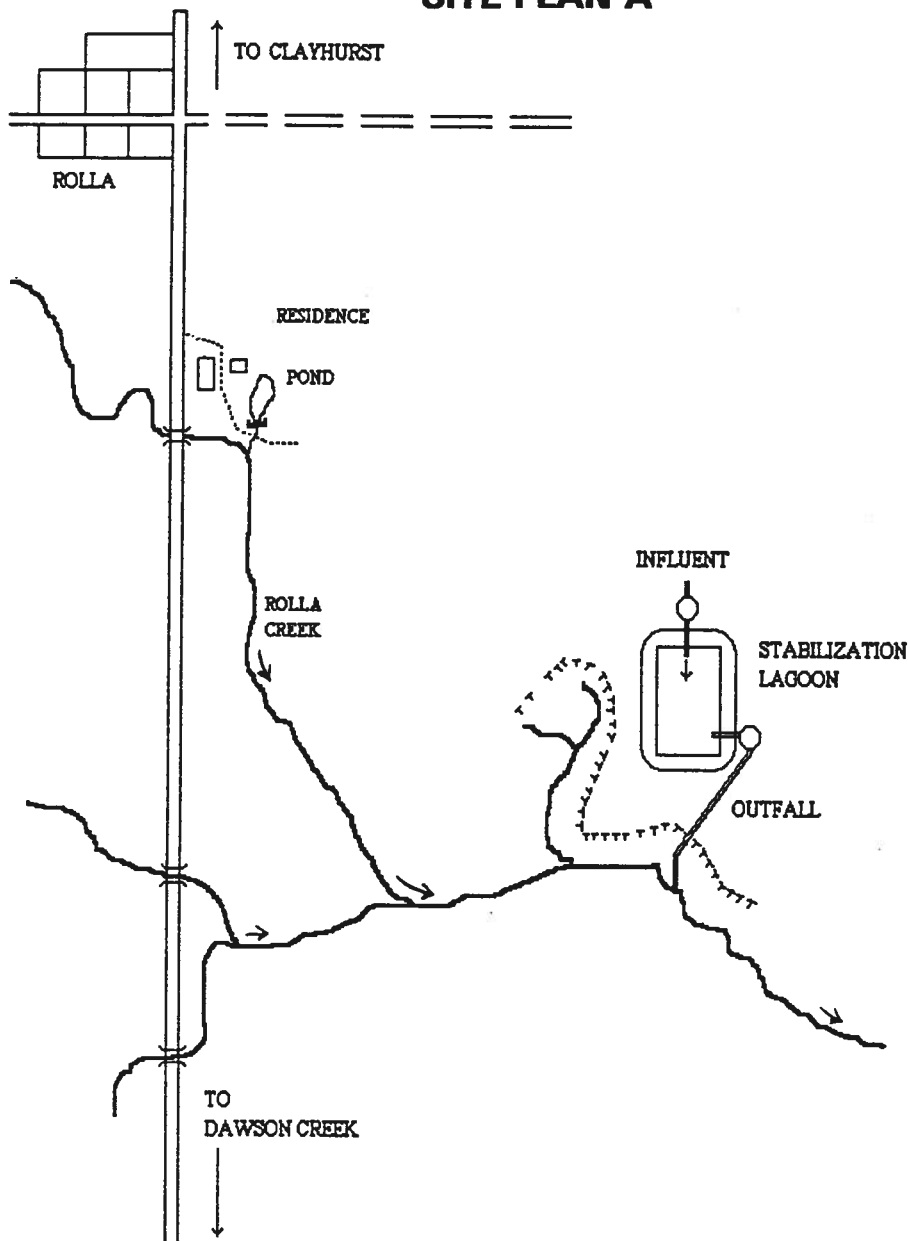
### 3.5 Reporting

Data of analyses and flow measurements shall be maintained for inspection and submitted to the Regional Environmental Protection office. All sample analyses shall be submitted within 30 days of the month end during which the monitoring was carried out. Daily discharge flow and creek flow measurements shall be submitted within 30 days of the end of each discharge period.

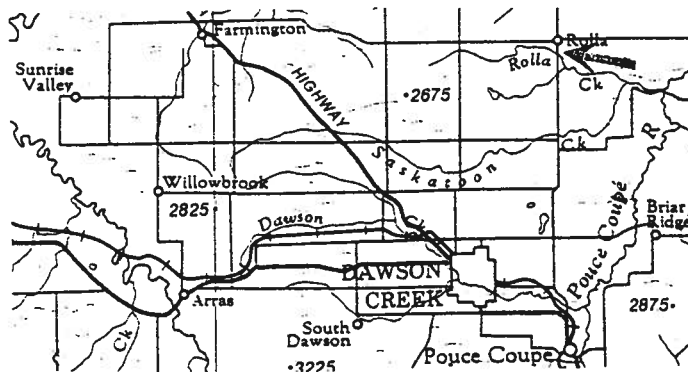
The need for subsequent increased or decreased monitoring will be assessed on the basis of the monitoring data submitted and any other data gathered by Environmental Protection in connection with this discharge.

MAR 15 1995

# SITE PLAN A



## Location Map



not to scale

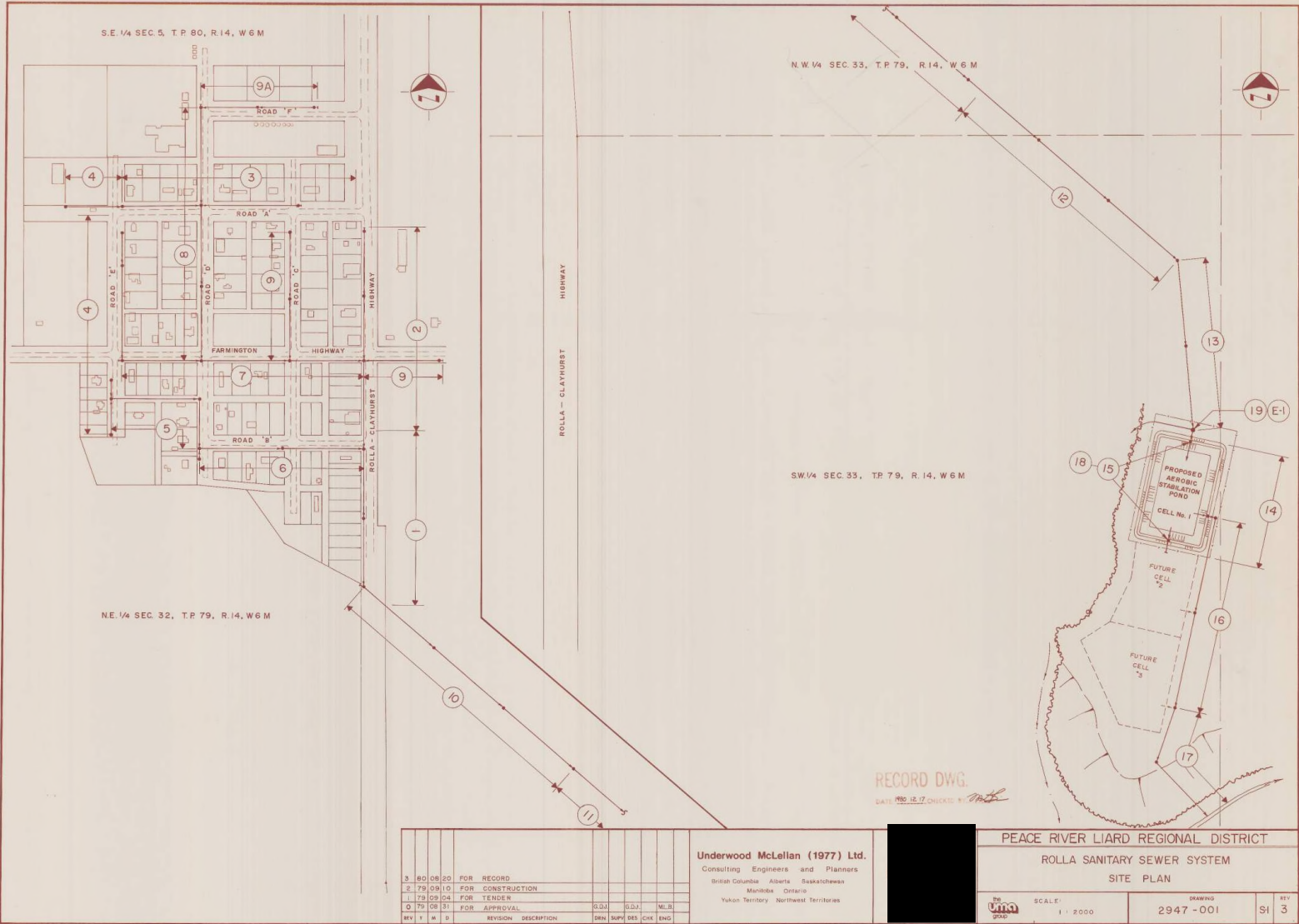
Permit: PE-05465

Date: MAR 15 1995

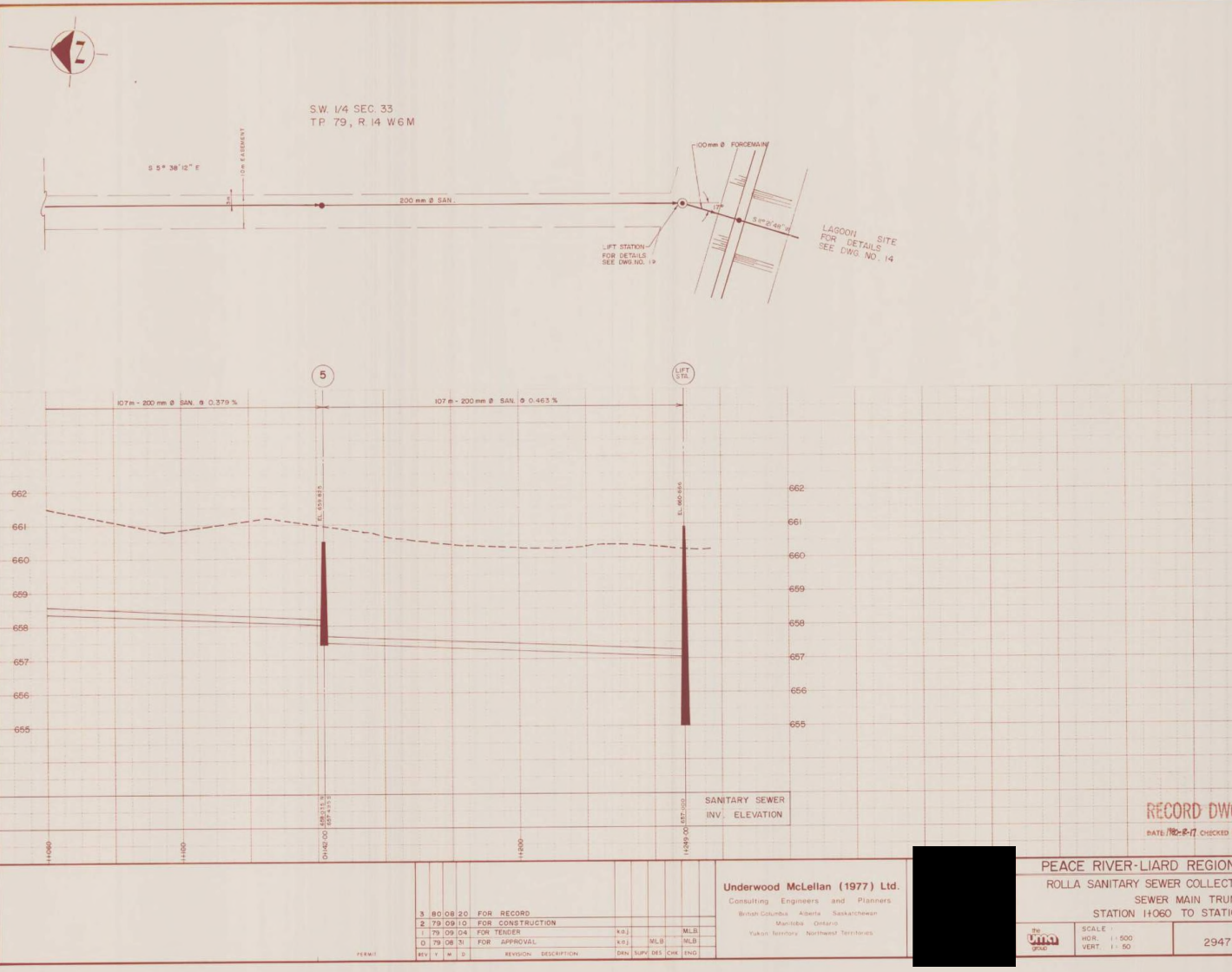


# D

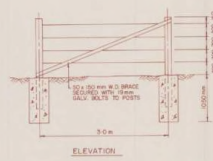
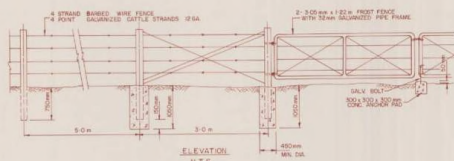
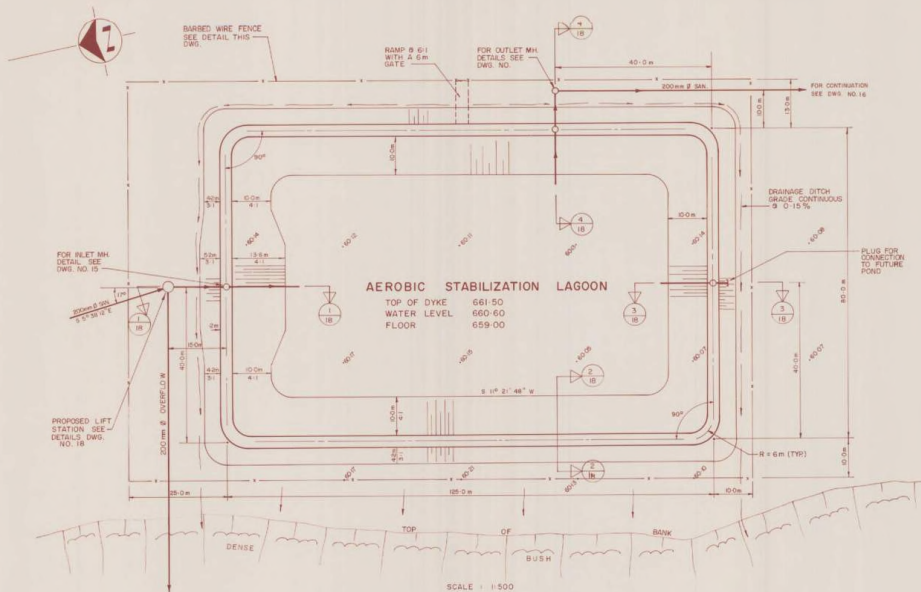
## RECORD DRAWINGS



<div> <div> <div>3</div> <div>80</div> <div>08</div> <div>20</div> <div>FOR RECORD</div> </div> <div> <div>2</div> <div>79</div> <div>08</div> <div>10</div> <div>FOR CONSTRUCTION</div> </div> <div> <div>1</div> <div>79</div> <div>09</div> <div>04</div> <div>FOR TENDER</div> </div> <div> <div>0</div> <div>79</div> <div>08</div> <div>31</div> <div>FOR APPROVAL</div> </div> </div> <div> <div>REV</div> <div>Y</div> <div>N</div> <div>D</div> </div> <div> <div>REVISION</div> <div>DESCRIPTION</div> <div>DRN</div> <div>SUPP</div> <div>DES</div> <div>CHK</div> <div>ENG</div> </div>									
<div> <div>Underwood McLellan (1977) Ltd.</div> <div>Consulting Engineers and Planners</div> <div>British Columbia Alberta Saskatchewan</div> <div>Manitoba Ontario</div> <div>Yukon Territory Northwest Territories</div> </div>									
<div> <div>PEACE RIVER LIARD REGIONAL DISTRICT</div> <div>ROLLA SANITARY SEWER SYSTEM</div> <div>SITE PLAN</div> </div>									
<div> <div> <div>1:1</div> <div>2000</div> </div> <div> <div>2947-001</div> <div>SI</div> <div>3</div> </div> </div>									







FENCE DETAIL  
N.T.S.



RECORD DWG  
1980-12-17

Underwood McLellan (1977) Ltd.  
Consulting Engineers and Planners  
British Columbia Alberta Saskatchewan  
Manitoba Ontario  
Yukon Territory Northwest Territories

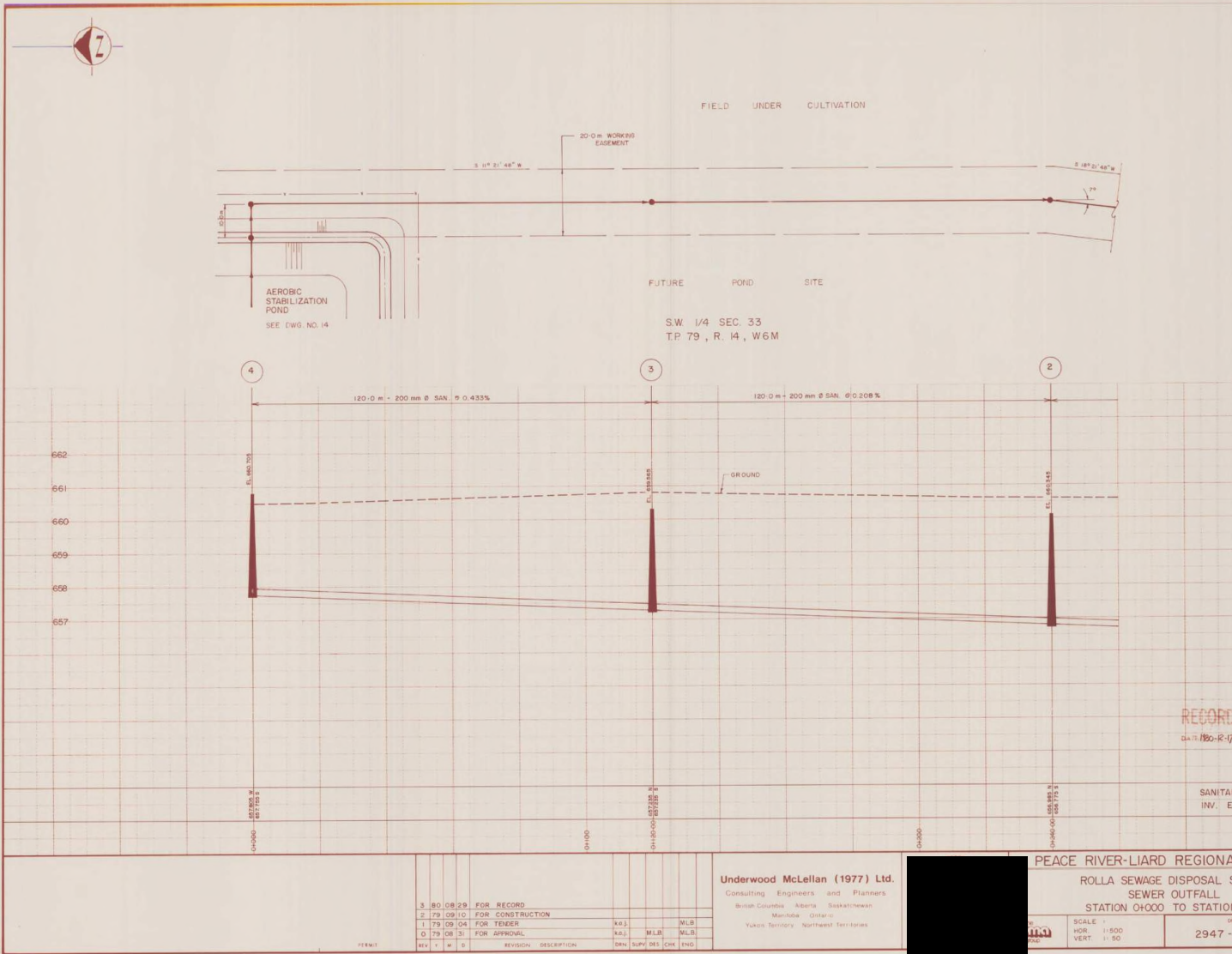
PEACE RIVER LIARD REGIONAL DISTRICT  
ROLLA SEWAGE DISPOSAL SYSTEM  
LAGOON LAYOUT PLAN

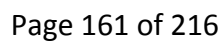
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2	79	09	10	FOR CONSTRUCTION					
1	79	09	04	FOR TENDER					
0	79	08	31	FOR APPROVAL					
REV	DATE	BY	DESCRIPTION	APP	CHK	ENG	DES	CHK	ENG

SCALE	AS SHOWN	DRAWING	2947-001	REV	14	3
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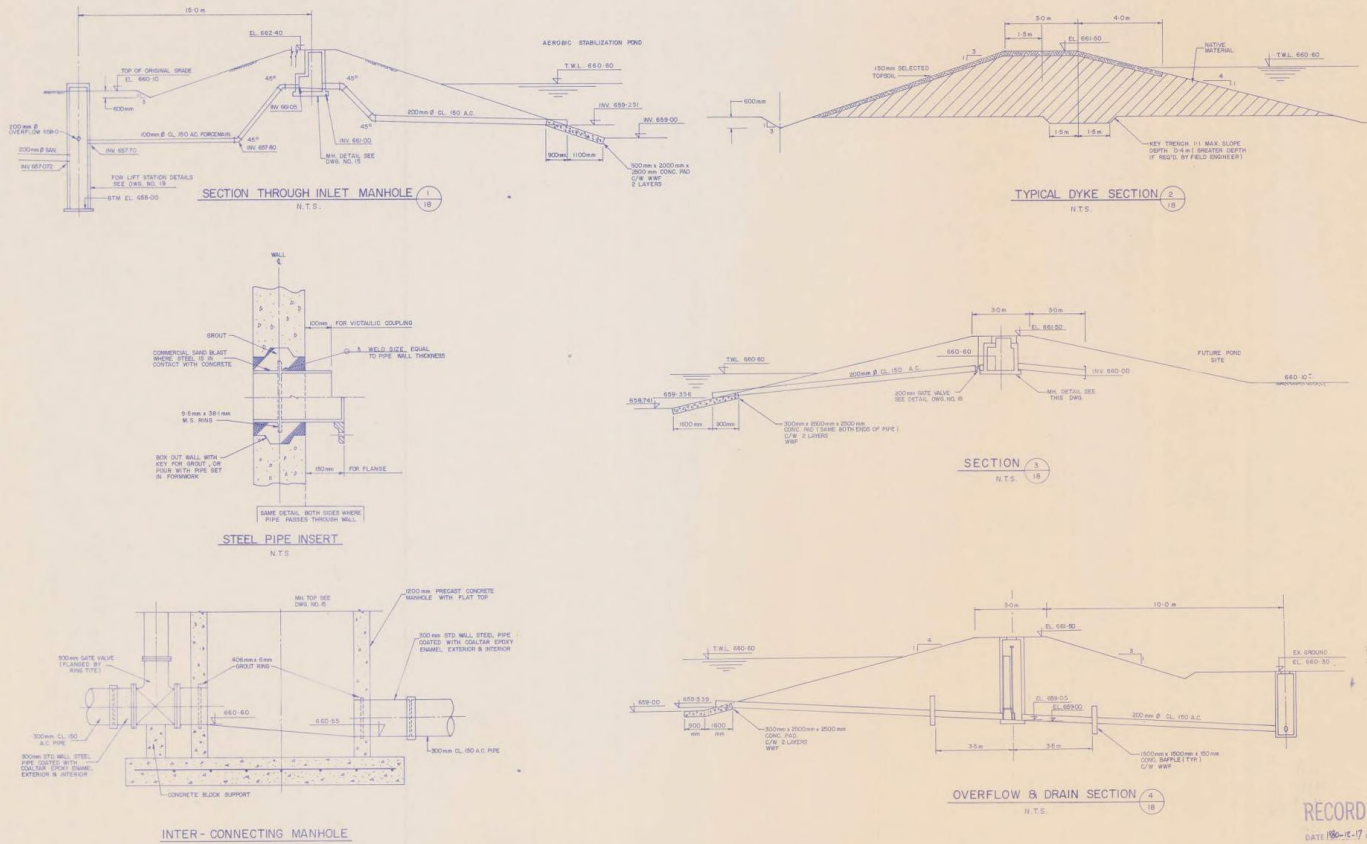










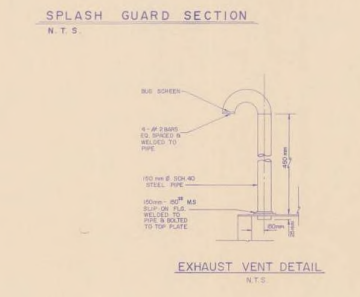
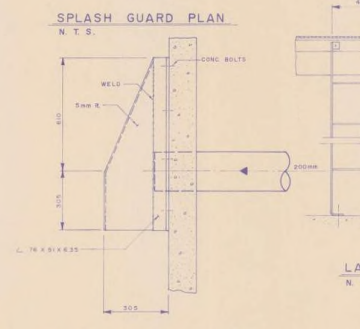
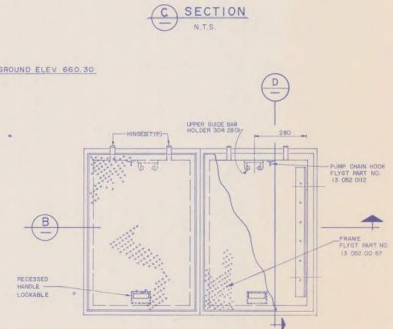
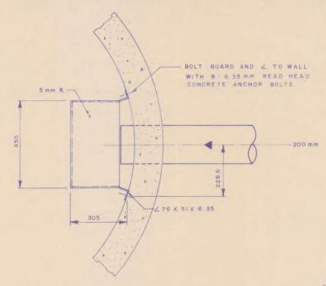
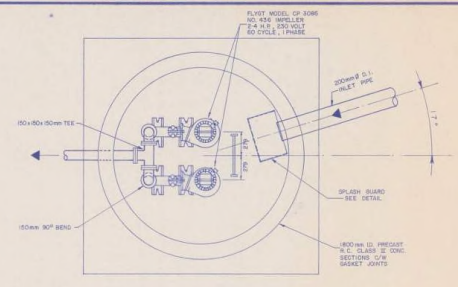
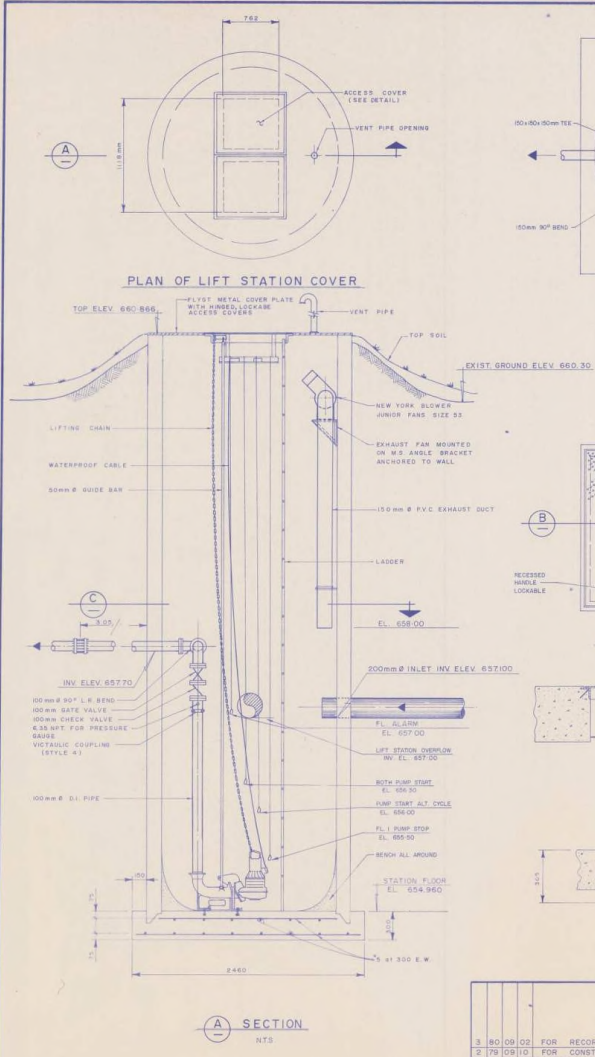


3	80	10	29	FOR RECORD	SDJ	MLB
2	79	10	10	FOR CONSTRUCTION	SDJ	MLB
1	79	09	04	FOR TENDER	SDJ	MLB

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Consulting Engineers and Planners  
Brisban Columbia Alberta Saskatchewan  
Manitoba Ontario  
Yukon Territory Northwest Territories

PEACE RIVER LIARD REGIONAL  
ROLLA SEWAGE DISPOSAL SYSTEM  
DETAILS & LAGOON SECTION

SCALE: 1" = 10'-0"



3	80	09	02	FOR RECORD		
2	78	05	10	FOR CONSTRUCTION		
1	79	09	04	FOR TENDER	(K.S.)	(M.S.)

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Consulting Engineers and Planners  
British Columbia Alberta Saskatchewan  
Manitoba Ontario  
Yukon Territory Northwest Territories



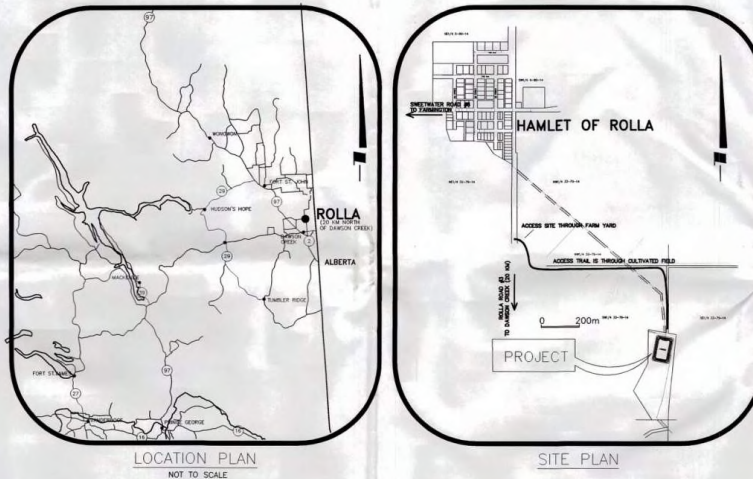
PEACE RIVER LIARD REGIONAL  
ROLLA SEWAGE DISPOSAL SY  
LIFT STATION DETAILS  
DW SCALE DRAWING







# PEACE RIVER REGIONAL DISTRICT ROLLA LAGOON EXPANSION



## ISSUED FOR RECORD

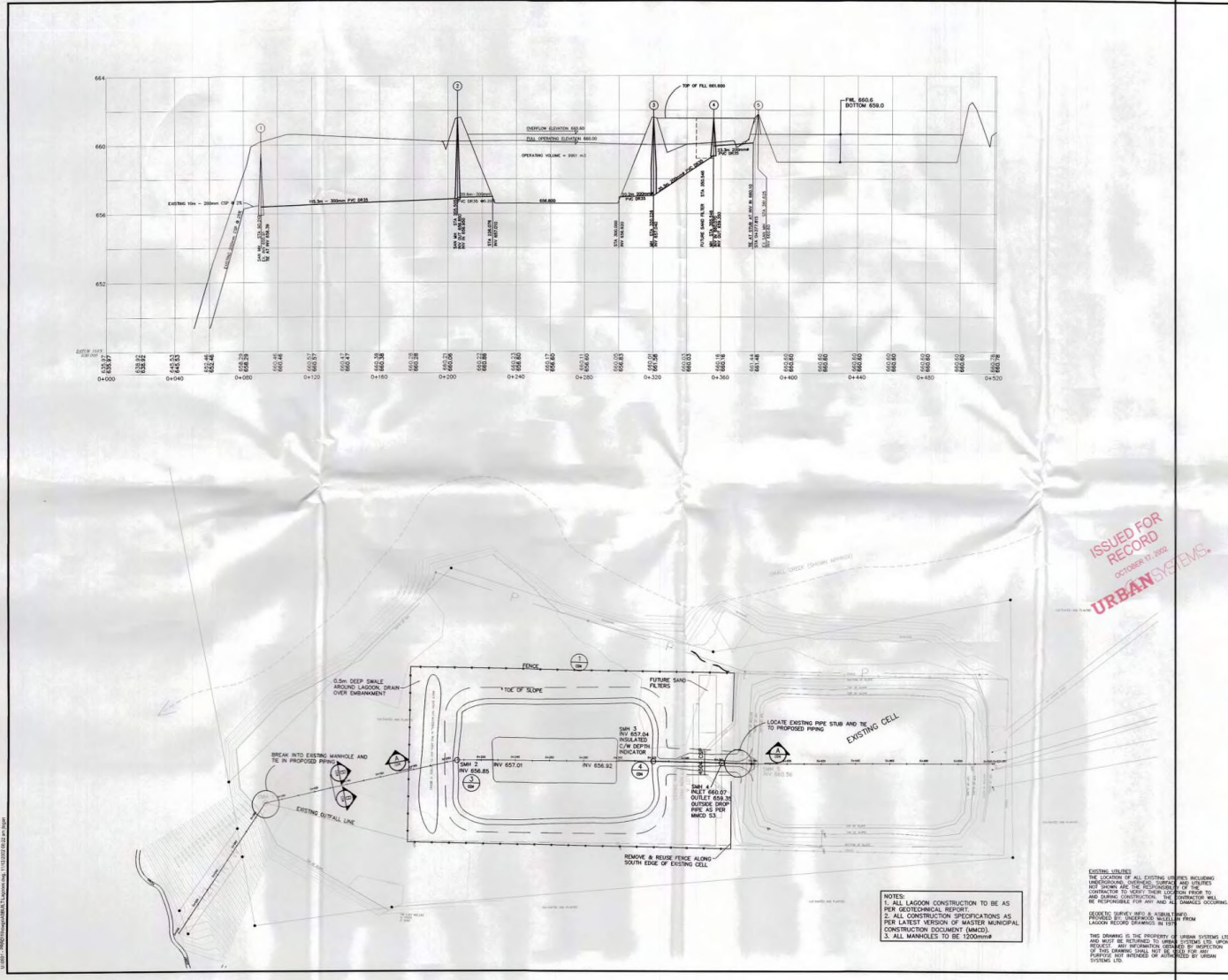
**URBANSYSTEMS**  
9807 - 100th AVENUE  
FORT ST. JOHN, BC V1J 1Y4  
T:250-785-9697 F:250-785-9691

ISSUED FOR  
RECORD  
OCTOBER 17, 2002  
**URBANSYSTEMS**



**JULY 2002**  
JOB No. 8060119.3





ISSUES		
NO	DESCRIPTION	DATE
1	FOR APPROVAL	02/07/13
2	FOR TENDER	02/07/17
3	FOR CONSTRUCTION	02/08/19
4	AS CONSTRUCTED	02/08/17
5	FOR ARCHIVE	02/08/17

LEGEND	
EXISTING	PROPOSED
PAVEMENT EDGE & SHOULDER CURB	PAVEMENT EDGE & SHOULDER CURB
DITCH	DITCH
CULVERT	CULVERT
CURB & SIDEWALK	CURB & SIDEWALK
WATERWAY	WATERWAY
VALVE	VALVE
FIRE HYDRANT	FIRE HYDRANT
STANDPIPE	STANDPIPE
WATER SERVICE	WATER SERVICE
CAP - REDUCER	CAP - REDUCER
SANITARY SEWER	SANITARY SEWER
SANITARY MANHOLE	SANITARY MANHOLE
CLEANOUT	CLEANOUT
LIFT STATION	LIFT STATION
SEWER SERVICE	SEWER SERVICE
STORM SEWER	STORM SEWER
STORM MANHOLE	STORM MANHOLE
CATCH BASIN	CATCH BASIN
STORM SERVICE	STORM SERVICE
U/E POWER, TEL	U/E POWER, TEL
U/E CONDUIT	U/E CONDUIT
U/E GAS LINE	U/E GAS LINE
UTILITY POLE	UTILITY POLE
STREET LIGHT	STREET LIGHT
POWER BASE	POWER BASE

NO	DESCRIPTION	DATE
1	FOR APPROVAL	02/07/13
2	FOR TENDER	02/07/17
3	FOR CONSTRUCTION	02/08/19
4	AS CONSTRUCTED	02/08/17
5	FOR ARCHIVE	02/08/17

ISSUED FOR RECORD  
OCTOBER 17, 2002  
URBANSYSTEMS

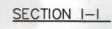
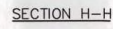
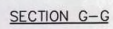
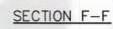
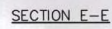
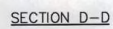
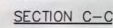
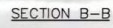
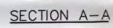
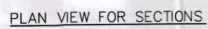
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URBANSYSTEMS  
PEACE RIVER REGIONAL DISTRICT  
ROLLA LAGOON EXPANSION  
SITE PLAN

PROJECT NO: 8060119.3  
SHEET 1 OF 4  
DRAWING NO: 060119-C01 REV B







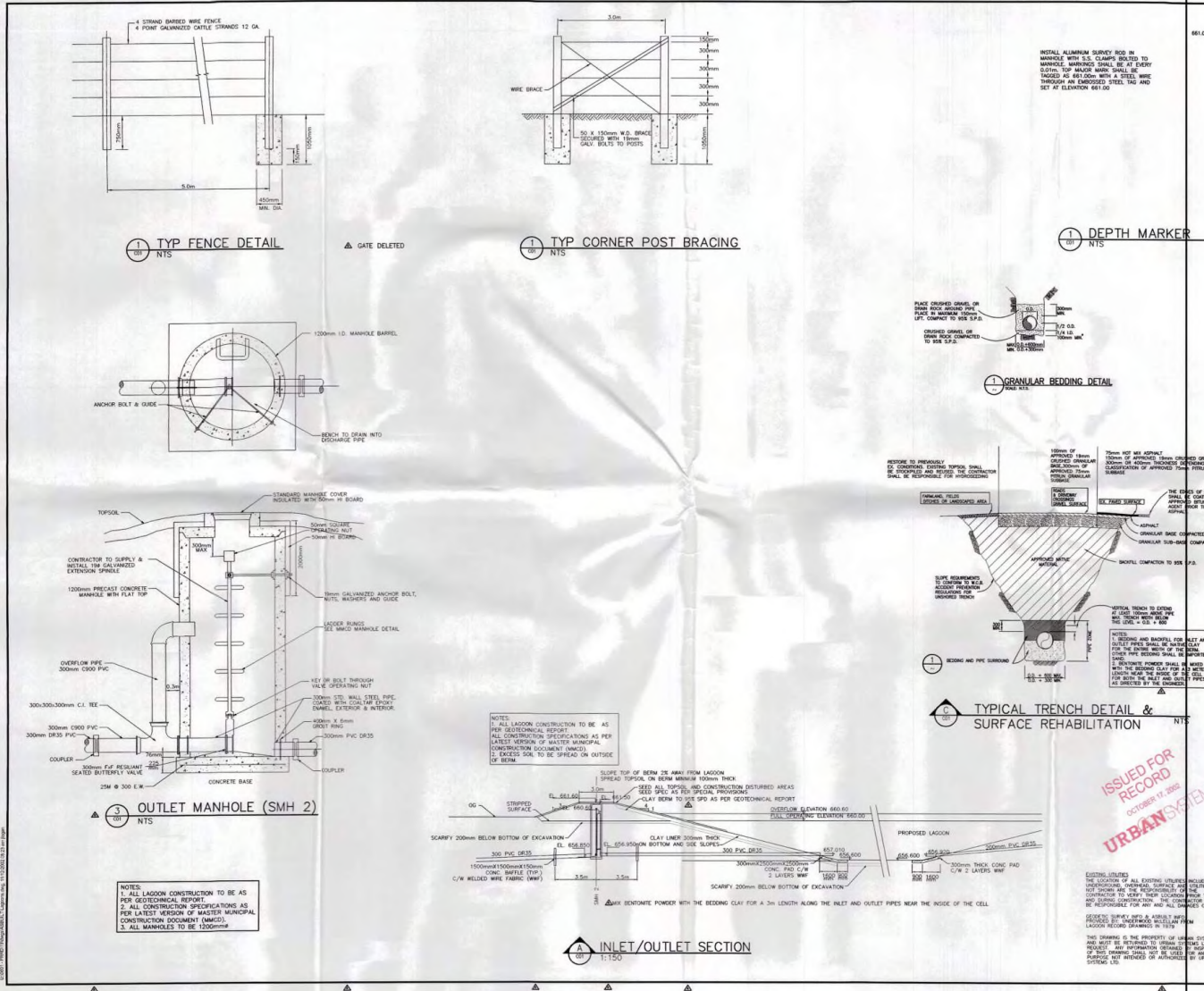
ISSUED FOR  
RECORD  
OCTOBER 17, 2002  
URBANSYSTEMS.

EXISTING UTILITIES  
THE LOCATION OF ALL EXISTING UTILITIES INCLUDING  
UNDERGROUND, OVERHEAD, SURFACE AND UTILITIES  
NOT SHOWN ARE THE RESPONSIBILITY OF THE  
CONTRACTOR TO KNOW THEIR LOCATION PRIOR TO  
AND DURING CONSTRUCTION. THE CONTRACTOR WILL  
BE RESPONSIBLE FOR ANY AND ALL DAMAGES OCCURRING.

GEODETIC SURVEY INFO & ASBLUT INFO  
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ISSUES		DATE
NO.	DESCRIPTION	DATE
1	FOR APPROVAL	02/17/05
2	FOR TENDER	02/17/05
3	FOR CONSTRUCTION	02/18/05
4	AS CONSTRUCTED	02/18/05
5	FOR ARCHIVE	02/18/05



ISSUES		DATE
1	DESCRIPTION	10/10/2002
2	FOR APPROVAL	02/07/05
3	FOR TENDER	02/07/05
4	FOR CONSTRUCTION	02/07/05
5	AS CONSTRUCTED	02/07/05
6	FOR ARCHIVE	02/07/05

REVISIONS	
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DETAILS	
PROJECT No.	8060119.3
SHEET	4 OF 4
DRAWING No.	060119-C04
REV.	B



# REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-006

From: Kari Bondaroff, Environmental Services Manager

Date: November 2, 2020

**Subject: Kelly Lake Sewer Condition Assessment Request for Funds**

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## **RECOMMENDATION:**

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$100,000, payable from Electoral Area D Community Works Gas Tax, to be issued to the Kelly Lake sewer function – 606, for funding a 2021 condition assessment for the Kelly Lake Wastewater System infrastructure, including but not limited to the collection works, the lift station, and the treatment facility.

## **BACKGROUND/RATIONALE:**

Within the 2019-2022 Strategic Plan of the Regional Board, the first priority is to develop a corporate asset management program which includes undertaking condition assessments for all PRRD owned assets. Through the proposed assessment for the Kelly Lake system:

- a. A detailed inspection will be conducted.
- b. The inspection will be used to determine estimated costs to conduct major repairs and parts replacements.
- c. Expected timelines for major repairs and parts replacements will be provided.

The results of the assessment will be used to inform budgeting for works on the Kelly Lake sewer system (see Financial Considerations for further details).

## **ALTERNATIVE OPTIONS:**

1. That the Rural Budgets Administration Committee allocate \$100,000 of Area D Peace River Agreement funds towards a condition assessment for the entire Kelly Lake Wastewater system.
2. That the Rural Budgets Administration Committee recommend the funding of the 2021 condition assessment for the Kelly Lake wastewater system be done through parcel tax charges.
3. That the Rural Budgets Administration Committee provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Develop a Corporate Asset Management Program

## **FINANCIAL CONSIDERATION(S):**

During the condition assessment there may be deficiencies found that require immediate attention. Additional funding will be required to conduct any repair work. The Kelly Lake sewer function has

current operational and capital reserve funds of \$21,711.04 and \$12,062.94, respectively. As such, should any large repairs and or replacements of infrastructure be recommended for the Kelly Lake sewer system, additional funding will be required through either grant funding allocations or parcel tax requisition of the residents within the service area.

As of October 31<sup>st</sup>, 2020, the balance available after remaining commitments in the Area D Community Works Gas Tax Reserve fund was \$1,623,381 and \$187,445 in Electoral Area D PRA Reserve fund.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.





# REPORT

To: Chair and Directors

Report Number: ADM-RBAC-009

From: Crystal Brown, Electoral Area Manager

Date: November 6, 2020

**Subject: Sub-Regional Rec and Cultural Grants-in-Aid – Unspent Prior Year Allocations**

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The following motion was deferred from the October 15, 2020 Rural Budgets Administration Committee Meeting and is being presented to the Committee for its consideration:

## **RECOMMENDATION:**

That the Rural Budgets Administration Committee authorize the unclaimed 2019 Sub-Regional Recreational and Cultural Grants-in-Aid South Peace Trades Bursary, in the amount of \$1,500, be returned to the funding area, F221 – Sub Regional Recreation, and used to reduce tax requisition in 2021, since the recipient did not claim within one year as required for bursaries

## **BACKGROUND/RATIONALE:**

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

*MOVED, SECONDED and CARRIED*

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

This bursary was awarded in June of 2019 and has not been claimed. The recipient was advised on June 27, 2019 how to claim or defer the award and a letter was sent on August 17, 2020 with a deadline to claim the award by September 30, 2020 or it would no longer be available. The recipient has made no attempt to contact the PRRD to claim this award to date; therefore it is being recommended that the funds be returned to the funding area and used to reduce the following year's requisition.

In 2020, \$3,000 was allocated to provide a trades bursary and scholarship, both in the amount of \$1,500 for students graduating from high school and going on to post-secondary education and \$1,500 was allocated to provide assistance for youth travel. Both the bursary and scholarship were awarded in 2020 and recipients have up to one year to claim their awards. The youth travel allocation is to be used in the current year and any unspent allocation is returned to the funding area to reduce the requisition for the next calendar year.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.



**STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

\$1,500 will be returned to Function 221 – Sub Regional Recreation and used to reduce tax requisition in 2021.

**COMMUNICATIONS CONSIDERATION(S):**

The recipient of the 2019 Sub-Regional Recreational and Cultural Grants-in-Aid South Peace Trades Bursary will be notified in writing of the Committee's decision.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

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



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

2-Oct-20

Current Year Allocation		2015	2016	2017	2018	2019	2020	GIA Remaining
		Budget	Budget	Budget	Budget	Budget	Budget	
		150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	200,000.00	
		Allocated	Allocated	Allocated	Allocated	Allocated	Allocated	
		150,000.00	150,049.93	150,000.00	150,000.00	150,000.00	200,000.00	
<b>SUB-REGIONAL</b>								
15,000.00	ARK - Dawson Creek Youth Centre Society	-	-	-	-	-	-	-
8,000.00	Bessborough Community Club	-	-	-	-	-	-	-
19,881.00	Cutbank Community Club	-	-	-	-	-	-	-
22,586.59	Dawson Creek Sportsman's Club	-	-	-	-	23,673.19	-	23,673.19
	Doe River Gymkhana Club		4,047.05					4,047.05
9,214.67	Doe River Recreation Commission	-	-	-	-	-	-	-
15,000.00	Farmington Community Association	-	-	-	-	-	-	-
2,110.00	Groundbirch Rec. Commission	-	-	-	-	90.00	-	90.00
	Hats n' Chaps Gymkhana		6,558.72		-			6,558.72
	Kilkerran Recreation Commission	-		2,000.00	1,125.00	2,000.00		5,125.00
	Kiskatinaw Fall Fair	-	-	32.36	0.00			32.36
20,795.70	McLeod Rec. & Social Services Society	-	-	-	-	(0.00)	-	(0.00)
20,500.00	Rolla Ratepayers	-	-	-	-	0.00	-	0.00
23,410.44	Sunset Prairie Recreation Commission	-	(0.00)	2,126.23	42.83	5,345.66	-	7,514.72
800.00	Swan Lake Enhancement Society	-	-	-	-	-	-	-
	Sweetwater 905 Society			225.00				225.00
6,000.00	Tomslake Community Cultural Assn.	-	-	-	-	0.00	-	0.00
14,201.60	Tomslake & District Rec Commission	-		-	-	-	-	-
18,000.00	Tupper Community Club	-	-	-	2,207.84	0.00	-	2,207.84
3,000.00	Sub Reg. Trade Bursary & Scholarship (\$1,500 each)	-	-	-	-	1,500.00	1,500.00	3,000.00
1,500.00	Youth Travel	-	-	-	-		1,500.00	1,500.00
<b>200,000.00</b>	<b>Total Sub-Regional</b>	<b>-</b>	<b>10,605.77</b>	<b>4,383.59</b>	<b>3,375.67</b>	<b>32,608.85</b>	<b>3,000.00</b>	<b>53,973.88</b>



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

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

**2) Definitions**

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

**3) Eligibility Criteria**

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

**4) Application Process**

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



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

### 5) Eligible Expenses

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

### 6) Annual Grant Allocations

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

### 7) Approval Process

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



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

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

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

**9) Unallocated Funds**

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

**10) Payment of Funds**

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

**11) Sources of Revenue**

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

**12) Reporting Requirements**

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



- Not being considered for future grant funding.

### 13) Funding Amendments

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

### 14) General

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

### 15) Limitations

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

### 16) Recognition

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





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

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

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

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

**Vice President**

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

**Treasurer**

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

**Secretary**

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

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

Qty per year	Activity/Program	Dates



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

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

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

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

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

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

**Project Information**

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

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

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

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

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

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

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

**Application Submission & Authorization:**

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

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

☐

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

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



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

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

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

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

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

***For Office Use Only***

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

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



# PEACE RIVER REGIONAL DISTRICT

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

---

### Who must complete an Annual Report?

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

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

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

### When?

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

### Why?

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

### We're here to help!

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



# PEACE RIVER REGIONAL DISTRICT

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

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

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

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

### Project Summary

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

**Expense Summary**

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

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

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

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

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

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

**Authorization**

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

**Board Member (Treasurer)**

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

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

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

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

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

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

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

**Board Member**

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

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

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

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

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

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

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

**THIS REPORT WAS PREPARED BY:**

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

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

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

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

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

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

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





# PEACE RIVER REGIONAL DISTRICT

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

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

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

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

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

EXAMPLE:

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

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

Please send your completed form and any additional information to:

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



# PEACE RIVER REGIONAL DISTRICT

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

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



## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

#### Schedule "E" – Youth Travel

---

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

#### 1. Applicant Eligibility

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

#### 2. Application Process

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

#### 3. Approval Process

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

#### 4. Reporting

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

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



## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

#### Schedule "E" – Youth Travel

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- describe how the funds were spent.



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

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

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

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

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

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

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

---

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

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

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

#### **2) Reporting**

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





## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

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

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

**1) Bursary Amount**

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

**2) Bursary Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary Award**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "H" – Electoral Area B Bursary

### Electoral Area B - Bursary Application

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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

**1) Scholarship Amount**

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

**2) Scholarship Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Scholarship Award**

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

**Box 810**

**Dawson Creek, BC V1G 4H8**

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

#### Electoral Area C – Scholarship Application

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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

**1) Award Amount**

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

**2) Award Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary/Scholarship Award**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

---

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule “K” – Awards Recognition

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

#### 1) Introduction

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

#### 2) Frequency

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

#### 3) Budget

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

#### 4) Awards Nomination Process

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

#### 5) Award Categories

##### A. Individual Volunteer Achievement:

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

##### B. Rural Facility Excellence:

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

##### C. Rural organization:

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



## **PEACE RIVER REGIONAL DISTRICT**

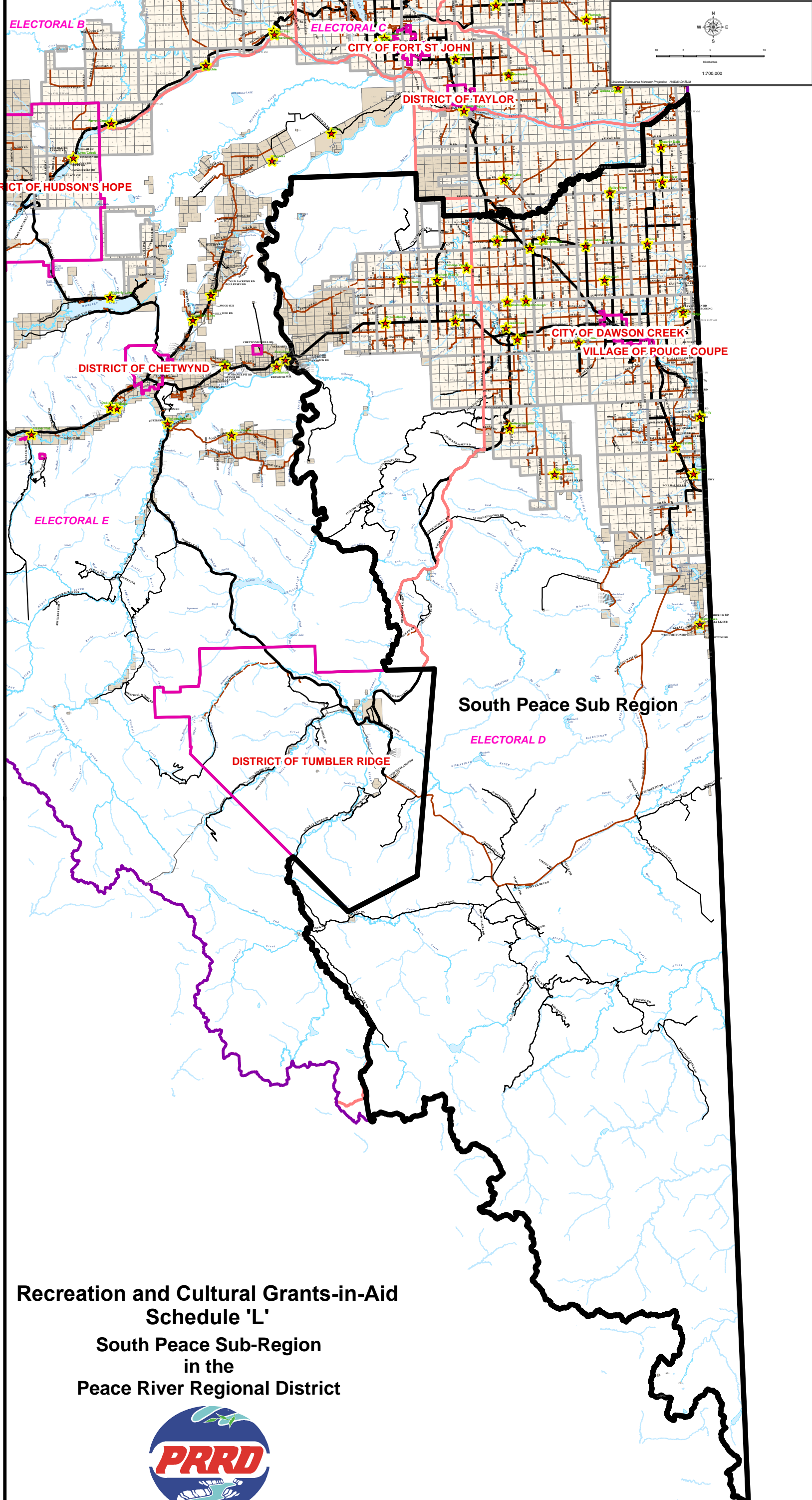
### **Recreation and Cultural Grants-in-Aid**

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

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





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



October, 2012

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

May 28, 2020  
RD/20/05/24 (28)



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

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

**1) Bursary Amount**

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

**2) Bursary Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary Award**

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

**PO Box 810**

**Dawson Creek, BC V1G 4H8**

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

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





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "M" – Electoral Area E West Bursary

### Electoral Area E West - Bursary Application

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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





# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-036

From: Teri Vetter, Chief Financial Officer

Date: November 4, 2020

Subject: **October 2020 Financial Report**

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## **RECOMMENDATION:**

That the Rural Budgets Administration Committee receive the report titled "October 2020 Financial Report – FN-RBAC-036", for discussion.

## **BACKGROUND/RATIONALE:**

None at this time.

## **ALTERNATIVE OPTIONS:**

None at this time.

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

Fair Share Commitments			October 2020	K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share		
January 1, 2020 opening balance				1,794,921.40	1,460,302.65	3,226,063.82	2,864,568.73	9,345,856.60		
Total interest earned				18,391.83	14,506.80	34,173.99	30,398.66	97,471.28		
								-		
COMMITMENTS			Date Committed	Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year			Remaining Commitment	
Area B										
Clearview Arena; Service Operational Costs			Feb 20, 2019	5,985.00					5,985.00	
Electrical Extension Grants			Ongoing	12,000.00	8,000.00				4,000.00	
FSJ Library (45,500 in 2018, 2019, 2020)			Nov 16, 2017	136,500.00	91,000.00	45,500.00			-	
Goodlow Comm Club; Concession and Gazebo Improvements			April 16, 2020	9,500.00		9,500.00			-	
Kings Valley Christian Camp; Facility Improvements			April 16, 2020	9,050.00		9,050.00			-	
NP Cultural Centre (30,000 in 2018, 2019, 2020)			Nov 16, 2017	90,000.00	60,000.00	30,000.00			-	
NP Light Horse Assoc; Indoor Arena Improvements			Mar 15, 2018	15,000.00		12,332.33			2,667.67	
Rock of Ages Bible Camp; Kitchen Range, Cooler, Siding			Apr 16, 2020	4,650.00		4,650.00			-	
Rural Fire Protection Expansion Feasibility (CL)			Feb 16, 2017	10,000.00	8,794.54				1,205.46	
Rural Gasification (Includes possible 5k for Blueberry Commune per Apr 16/15)			Oct 20, 2001; Apr 16, 2015	680,000.00	32,367.25				647,632.75	
Upper Pine School PAC; Skating Rink Board Replacements			Apr 16, 2020	17,500.00		17,500.00			-	
Waste Water Receiving Facility (Operating Deficit 75%)			Nov 27, 2014	-					-	
Whiskey Jack Nordic Ski Club; Day Lodge & Ski Trails			Jan 16, 2020	20,000.00		20,000.00			-	
				1,010,185.00	192,161.79	156,532.33	-	-	661,490.88	
Area C										
Dave Mitchell & Assoc; Fire Protection Feas.			Mar 15, 2018	38,350.00	38,300.00				50.00	
CLFD; 2 Apparatus			Feb 21, 2019	300,000.00	116,528.53	183,471.47			-	
Electrical Extension Grants			Ongoing						-	
FSJ Airport Sub Water Metering Initiative			Feb 18, 2016	25,000.00	10,177.93				14,822.07	
FSJ Library (15,000 in 2018, 2019, 2020)			Nov 16, 2017	45,000.00	30,000.00	15,000.00			-	
Natural Gas Extension Grants			Jan 16, 2020; Aug 20,2020	15,000.00		15,000.00			-	
NPAS; Airport Swr Pumps & Maintenance			Dec 7, 2015	26,289.38	4,157.98				22,131.40	
NP Cultural Centre (14,062 in 2018,2019,2020)			Nov 16, 2017	42,186.00	28,124.00	14,062.00			-	
Old Fort Slide Residents; Emergency Support			Oct 16, 2018	250,000.00	150,098.60				99,901.40	
Rural Fire Protection Feasibility (CL)			Feb 16, 2017	10,000.00	8,750.00				1,250.00	
Waste Water Truck Receiving Facility (Operating Deficit 75%)			Nov 27, 2014	-					-	
Whiskey Jack Nordic Ski Club; Day Lodge & Ski Trails			Jan 16, 2020	20,000.00		20,000.00			-	
				771,825.38	386,137.04	-	247,533.47	-	138,154.87	
Area D										
Dave Mitchell & Assoc; Fire Protection Feas.			Mar 15, 2018	6,750.00	6,700.00				50.00	
Dawson Creek Sportsman's Club; Indoor Range Expansion			Jun 18, 2015	80,000.00					80,000.00	
Electrical Extension Grants			Ongoing	4,000.00			4,000.00		-	
Kelly Lake Comm Cntr Rural Gasification			Sep 17, 2020	260,000.00					260,000.00	
Rural Fire Protection Expansion Feasibility (DC)			Feb 16, 2017	35,000.00	25,000.00				10,000.00	
Rural Gasification			Oct 20, 2011; Sep 17, 2020	740,000.00	67,390.26		5,000.00		667,609.74	
Sunrise Valley Mtn Cemetery Assn; Shelter Belt, Fencing			Jun 18, 2020	8,000.00			8,000.00	-	-	
				1,133,750.00	99,090.26	-	-	17,000.00	1,017,659.74	
Area E										
Camp Sagitawa; Phase 1 Climbing Wall			Feb 20, 2014	20,000.00	5,869.50				14,130.50	
Dawson Creek Sportsman's Club; Indoor Range Expansion			Jun 18, 2015	20,000.00					20,000.00	
Electrical Extension Grants			Ongoing	4,000.00					4,000.00	
Little Prairie Heritage Soc; Engineering/Capital Projects			May 16, 2013; Jul 20, 2017	25,000.00	10,132.50				14,867.50	
Rural Gasification			Oct 20, 2011	700,000.00	5,187.15				694,812.85	
Sunset Pr Rec Comm; Fair Kitchen			May 16, 2013	58,000.00	49,336.14				8,663.86	
				827,000.00	70,525.29	-	-	-	756,474.71	
Total Fair Share Bank Balance at Month End						1,656,780.90	1,227,275.98	3,243,237.81	2,894,967.39	9,022,262.08
Total Remaining Commitment						661,490.88	138,154.87	1,017,659.74	756,474.71	2,573,780.20
Balance After Remaining Commitments						995,290.02	1,089,121.11	2,225,578.07	2,138,492.68	6,448,481.88
						Area B	Area C	Area D	Area E	

Peace River Agreement Commitments				October 2020		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2020 Opening Balance						1,873,663.04	2,889,645.58	1,729,261.68	2,090,906.16	8,583,476.46
Total interest						22,870.69	35,497.27	22,068.91	26,675.33	107,112.20
Subscription PRA \$						765,000.00	765,000.00	765,000.00	765,000.00	3,060,000.00
COMMITMENTS		Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year				Remaining Commitment
Area B										-
Area B Potable Water Capital Project Loan		Oct 15, 2020	1,900,000.00		1					1,900,000.00
Boundary Lake WS; Increase Water Storage Construction		Oct 17, 2019; Jan 16, 2020	420,549.50	2,197.50	1	418,352.00				-
Cecil Lake Rec Comm; Hall Exterior Steps		May 27, 2019	1,500.00	1,470.00	8					30.00
CDC; Fire Training Centre (4,375/year 2018-2022)		Apr 16, 2018	21,875.00	4,375.00	5	4,375.00				13,125.00
Clearview Arena Society; Upgrade Project		Apr 16, 2018	300,000.00	202,360.60	2	536.00				97,103.40
Clearview Rec Facility; Property Assessment		Jan 19, 2017	50,000.00	25,286.48	2					24,713.52
FSJ Seniors Assn Br#58; Seniors Hall Fire Alarm System Install		Apr 16, 2020	9,000.00		4	9,000.00				-
Goodlow Comm Club; Concession & Gazebo Improvements		Apr 16, 2020	9,500.00		4	9,500.00				-
Kings Valley Christian Camp; Facility Improvements		Apr 16, 2020	9,050.00		4	9,050.00				-
Osborn Comm Hall; Facility Assessment & Asset Mgmt Plan		Feb 21, 2019, Feb 20, 2020	11,171.56	11,171.56	8	3,234.00				(3,234.00)
Osborn Comm Hall; New Hall Construction Feasibility		Feb 20, 2020	13,828.44		8					13,828.44
PR Regional Cattleman's Assn; Livestock Protection Program		Jan 16, 2020	58,333.34		4	58,333.34				-
Rock of Ages Bible Camp; Kitchen Range, Cooler, Siding		Apr 16, 2020	4,650.00		4	4,650.00				-
Upper Pine School PAC; Skating Rink Board Replacements		Apr 16, 2020	17,500.00		4	17,500.00				-
Wonowon Function Feasibility Study *amt to be confirmed		Dec 19, 2019				15,825.90				(15,825.90)
										-
			2,826,957.84			550,356.24	-	-	-	2,029,740.46
Area C										-
CDC; Fire Training Centre (6,562.50/year 2018-2022)		Apr 16, 2018	32,812.50	6,562.50	5		6,562.50			19,687.50
CFSJ; Centennial Park Festival Plaza Construction Assistance		Sep 17, 2020	140,000.00		4					140,000.00
CLFD; New Brush Truck		Feb 20, 2020	60,000.00		6					60,000.00
CL Waste H2O Tr Facility; Bio-solids Mgmt Feas Study		Aug 17, 2017	50,000.00	49,300.00	9					700.00
CL Waste H2O Tr Facility; Reclaimed H2O/Purple Pipe Feas Study		Aug 17, 2017	75,000.00	48,100.00	9					26,900.00
CL Waste H2O Tr Facility; Reclaimed Water Project		Jul 19, 2018; Oct 15, 2020	1,000,000.00		9					1,000,000.00
NP Airport Sub Sewer; Upgrades		Jan 16, 2020	50,000.00		9		49,798.35			201.65
NP Airport Sub Water; Upgrades		Jan 16, 2020	50,000.00		1		44,511.60			5,488.40
NP Airport Sub; Water Distribution Maintenance Initiative		Dec 1, 2016	15,000.00	12,000.00	1					3,000.00
PR Regional Cattleman's Assn; Livestock Protection Program		Jan 16, 2020	25,000.00		4		25,000.00			-
										-
			1,497,812.50				125,872.45			1,255,977.55
Area D										-
CDC; Kiskatinaw Watershed Stewardship (30K/yr 2016-2020)		Dec 17, 2015	150,000.00	120,000.00	4			30,000.00		-
CDC; New Fire Hall		Apr 16, 2018	600,000.00		6					600,000.00
CDC; Fire Training Centre (15,312.50/year 2018-2022)		Apr 16, 2018	76,562.50	15,312.50	5			15,312.50		45,937.50
Chilton Sewer; Upgrades		Jan 16, 2020	50,000.00		9			23,350.51		26,649.49
Cutbank Comm Club; Hall Improvements		Jan 16, 2020	11,358.35		3			11,358.35		-
DC Soc for Comm Living; Rural Seniors Initiatives		Apr 16, 2020; Oct 15, 2020	150,000.00		4					150,000.00
Harper/Imperial Sub Sewer; Upgrades		Jan 16, 2020	50,000.00		9			26,664.39		23,335.61
KL Comm Centre; Facility Audit, Asset Mgmt & Design Feasibility		Feb 21, 2019	65,000.00	63,591.89	8					1,408.11
KL Comm Centre; Renovation Project		Sep 17, 2020	765,000.00		8					765,000.00
KL Sewer Lagoon; Upgrades and Repairs		Feb 21, 2019; Mar 14, 2019; Jan 6, 2020	145,342.51	45,010.00	9			29,843.57		70,488.94
KL Sewer; Pump & Alarm System Install; Spare Pump		Feb 18, 2016	22,000.00	12,601.51	9					9,398.49
MI22 Community Park Assn; Operating Assistance		May 21, 2020	2,000.00		4			2,000.00		-
N. Rolla Lutheran Church & Cemetery; Foundation Replacement		Aug 13, 2020 Reg Brd Mtg	24,780.00		4			24,780.00		-
PC/DC Fire; Pouce Coupe Fire New Tender		Feb 20, 2020	250,000.00		6					250,000.00
PR Regional Cattleman's Assn; Livestock Protection Program		Jan 16, 2020	58,333.33		4			58,333.33		-
Rolla Dike; Legal Risk Assessment		Jan 16, 2020	50,000.00		1			36,075.63		13,924.37
Rolla Dike; Operations		Jan 16, 2020	11,960.00		1			11,960.00		-
Rolla Sewer; Upgrades		Jan 16, 2020	50,000.00		9			29,654.54		20,345.46
South Peace Dist Crime Prevention Assn; Signs		Dec 17, 2015	4,375.00	4,309.15	4					65.85
SP Dist Crime Prevention Assn (1400/year 2018-2021 One Call Now)		Dec 20, 2018	5,600.00	2,800.00	4			1,400.00		1,400.00
Tate Creek Comm Centre; Facility Audit & Asset Mgmt Plan		Feb 21, 2019	25,000.00	11,171.55	8					13,828.45
Tomslake & Dist Rec Comm; Lawn Mower		Apr 16, 2020	6,800.00		4			6,800.00		-
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replace		Jan 19, 2017	5,000.00		4					5,000.00
Tomslake FD; Computer Aided Dispatch Units		Feb 20, 2020	9,570.00		6					9,570.00
Tomslake FD; Enclosed Trailer Purchase		Apr 16, 2020	15,000.00		6			15,000.00		-
										-
			2,603,681.69					322,532.82		2,006,352.27
Area E										-
Boreal Centre for Sustainability; Rural Food Security Awareness		Jun 18, 2019	5,150.00		4				4,713.08	436.92
Chetwynd Fire; Operations		Feb 20, 2020	15,000.00		6					15,000.00
Chetwynd Public Library; Design		Jan 24, 2018; May 17, 2018; Jun 21, 2018	248,000.00	45,364.64	7					202,635.36
Chetwynd Public Library; New Library Construction		Jan 17, 2019; Jan 31, 2019	545,000.00		7					545,000.00
Chetwynd, Dist of; Wild-land Fire Protection Unit		Jun 18, 2020	25,000.00		4				25,000.00	-
CDC; Kiskatinaw Watershed Stewardship (10K/yr 2016-2020)		Dec 7, 2015	50,000.00	40,000.00	4				10,000.00	-
CDC; Fire Training Centre (8,750/year 2018-2022)		Apr 16, 2018	43,750.00	8,750.00	5				8,750.00	26,250.00
DC Soc for Comm Living; Rural Seniors Initiatives		Apr 16, 2020	50,000.00		4					50,000.00
Iver Johnson Park; Recreation Facility Upgrades		Feb 21, 2019	12,888.00		8					12,888.00
MLFD; Budget Requirements & Operations		Mar 5, 2019; Feb 20, 2020	8,700.00	1,848.10	6					6,851.90
MLFD; Operations/Needs Assessment		Oct 17, 2019; Feb 20, 2020	75,502.00		6					75,502.00
PR Regional Cattleman's Assn; Livestock Protection Program		Jan 16, 2020	58,333.33		4				58,333.33	-
Sunset Pr Rec Comm; Bleacher Project		Apr 16, 2020	5,500.00		4				5,500.00	-
										-
			1,142,823.33						112,296.41	934,564.18
Total Peace River Agreement GL Balance at Month End						2,111,177.49	3,564,270.40	2,193,797.77	2,770,285.08	10,639,530.74
Total Remaining Commitment						2,029,740.46	1,255,977.55	2,006,352.27	934,564.18	6,226,634.46
Balance available after remaining commitments						81,437.03	2,308,292.85	187,445.50	1,835,720.90	4,412,896.28
						Area B	Area C	Area D	Area E	
Spending Item Numbers:										
1 Potable Water and Water Security/Studies		3 Halls, Trails and Walking Paths		5 Dawson Creek Fire Training Centre		7 Libraries, Museums and Art Galleries		9 PRRD Sewer Services Assistance		
2 Arenas		4 Assistance to Other Organizations		6 Fire Protection		8 Year-Round Recreation Facility Upgrades		10 Natural Gas		

Community Works (Gas Tax) Projects				October 2020	K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
October 1, 2020 opening balance					1,718,936.82	1,773,951.29	1,692,737.69	1,667,234.79	6,852,860.59
Interest Earned September 2020					1,472.41	1,519.54	1,449.97	1,428.13	5,870.05
Total					1,720,409.23	1,775,470.83	1,694,187.66	1,668,662.92	6,858,730.64
COMMITMENTS				Date Committed	Commitment Amount	Prev Payments	Payments made from October 1, 2020		Remaining Commitment
Area B									
Area B Potable Water Construction Loan Payment				Oct 15, 2020	1,000,000.00				1,000,000.00
Buick Creek Community Club; Hall Furnace				Jun 18, 2019	7,832.00				7,832.00
Clearview Arena Society; Arena Dehumidification System				Feb 20/Apr 16, 2020	160,000.00				160,000.00
Cecil Lake Rec; Fencing, Ball Diamonds, Dugout, Bleachers				Apr 16, 2020	86,000.00				86,000.00
Rose Prairie Water Station Pilot Project				May 21, 2020	100,000.00	24,855.97	26,425.30		48,718.73
Clearview Arena Society; Arena Ventilation System				Jun 18, 2020	160,000.00				160,000.00
					1,513,832.00	24,855.97	26,425.30		1,462,550.73
Area C									
Charlie Lake Waste Water Truck Facility				Nov 27, 2014	63,987.66				63,987.66
									-
					63,987.66	-	-		63,987.66
Area D									
Cutbank Comm Club; Exterior Façade Improvement				Oct 15, 2020	40,806.87				40,806.87
Peace Region Internet Soc; Rolla Fiber Project				Jul 25, 2019	15,000.00				15,000.00
Kelly Lake Community Centre; Hazardous Materials Study				Feb 20, 2020	15,000.00				15,000.00
									-
					70,806.87	-	-		70,806.87
Area E									
Pine Valley Exhibition Park; Washroom Renovations				Mar 21, 2019	55,000.00	50,647.81			4,352.19
Chetwynd & Dist. Rod and Gun Club; Interior Lighting				Apr 16, 2020	10,445.41				10,445.41
									-
					65,445.41	50,647.81		-	14,797.60
Total Community Works (Gas Tax) Balance at month end					1,693,983.93	1,775,470.83	1,694,187.66	1,668,662.92	6,832,305.34
Total Remaining Commitment					1,462,550.73	63,987.66	70,806.87	14,797.60	1,612,142.86
Balance After Remaining Commitments					231,433.20	1,711,483.17	1,623,380.79	1,653,865.32	5,220,162.48
					Area B	Area C	Area D	Area E	

BCR/PRA Commitments	October 2020	Area B	Area C	Area D	Area E	Total BCR/PRA
2020 Opening Balance		49,688.07	41,512.06	19,204.45	42,921.11	153,325.69
Interest		525.85	438.13	202.37	423.55	1589.9
<b>Commitments Remaining</b>						
Arras Fire Brigade; Prespatou Mtg Appreciation		500.00				
CLFD; Hose Lay Competition Banquet			65.87			
Hasler Flats Comm Group; Society Status Consulting					1,000.00	
Wonowon Horse Club; Legal Opinion - Hall Ownership		2,500.00				
<b>Total Commitments</b>		<b>3,000.00</b>	<b>65.87</b>	<b>-</b>	<b>1,000.00</b>	<b>4,065.87</b>
TLC Thrift Shop; Storage Shed Construction Assistance					3,000.00	
Bateman Contracting; Jackfish Lake Hall Furnace Repair					1,904.70	
Husky Tank Rentals; CL Conserv Soc RS Cleanup; LF Fees			402.21			
Peace Region Forage Seed Assn; Pest Monitoring Project		1,667.00	1,666.00	1,667.00		
<b>Total Expenditures</b>		<b>1,667.00</b>	<b>2,068.21</b>	<b>1,667.00</b>	<b>4,904.70</b>	<b>10,306.91</b>
<b>Month End GL Balance</b>		<b>48,546.92</b>	<b>39,881.98</b>	<b>17,739.82</b>	<b>38,439.96</b>	<b>144,608.68</b>
<b>Balance available</b>		<b>45,546.92</b>	<b>39,816.11</b>	<b>17,739.82</b>	<b>37,439.96</b>	<b>140,542.81</b>
		Area B	Area C	Area D	Area E	

<b>Rural Loan Fund Reserve</b>		<b>Uncommitted Rural Loan Funds Available:</b>		<b>3,274,000.00</b>
<b>October 31, 2020</b>		<b>Unissued Loans Approved:</b>		<b>181,000.00</b>
		<b>Rural Loan Fund Balance:</b>		<b>3,455,000.00</b>
Loans in Rural Loan Fund	Date Committed	Loans Approved	Loans Issued	Outstanding Balance
NP Farmers Institute; Grain Elevator Upgrades (2021)	21-Jul-16	300,000.00	300,000.00	45,000.00
Whiskey Jack Nordic Ski Club; Beaton Park Day Lodge	17-Jan-19	181,000.00		
<b>Total</b>		<b>481,000.00</b>	<b>300,000.00</b>	<b>45,000.00</b>

"Grants" from Loan Fund Interest	Date Committed	Approved	Issued	Outstanding
<b>Total</b>		-	-	-
<b>Grants Available From RLF Interest:</b>				<b>695,089.84</b>

<b>Rural Loan Fund Reserve Balance:</b>	<b>4,150,089.84</b>
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# All Regional District Reserve Balances as of October 31, 2020

RESERVES	911 Emergency Capital Reserve	\$ 264,475.72	Harp/Imp Sewer Capital Reserve	\$ 26,937.49
	*BCR/PRA	\$ 144,608.68	Harp/Imp Sewer Operating Reserve	\$ 13,975.67
	Buick Creek Arena Capital Reserve	\$ 224,005.31	Information System Plan Reserve	\$ 287,876.93
	Buick Creek Arena Operating Res	\$ 82,686.22	Insurance Reserve	\$ 500,042.15
	Building Reserve	\$ 1,266,424.56	Kelly Lake Comm Ctr. Operating Reserve	\$ 27,456.32
	Charlie Lake Fire Capital Reserve	\$ 904,416.38	Kelly Lake Comm Ctr. Capital Reserve	\$ 47,832.81
	Charlie Lake Sewer Capital Reserve	\$ 516,915.72	Kelly Lake Sewer Capital Reserve	\$ 12,062.94
	Charlie Lake Sewer Operating Reserve	\$ 103,440.47	Kelly Lake Sewer Operating Reserve	\$ 21,711.04
	Charlie Lake Sewer Treatment/Disposal	\$ 366,195.48	Landfill Closure Reserve	\$ 1,447,992.76
	Charlie Lk Waste Water Truck Facility Res	\$ 593,397.34	Medical Health Care Scholarship Reserve	\$ 105,696.08
	Chetwynd Arena Capital Reserve	\$ 2,084,497.53	Moberly Lake Fire Capital Reserve	\$ 23,918.37
	Chetwynd Leis Ctr Capital Reserve	\$ 2,303,828.66	North Pine TV Reserve	\$ 32,809.71
	Chilton Sewer Capital Reserve	\$ 34,765.34	NP Economic Development Commission	\$ -
	Chilton Sewer Operating Reserve	\$ 30,138.32	NP Leisure Pool Building Repl Res	\$ 3,720,450.52
	Clearview Arena Operating Reserve	\$ 91,465.40	NP Leisure Pool Capital Reserve	\$ 2,276,009.79
	CL DCC Reserve	\$ 280,106.34	*Peace River Agreement	\$ 10,639,530.74
	CLFD Operating Reserve	\$ 32,052.91	Peace River Agreement Committee Reserve	\$ 1,064,242.64
	Comm Parks Water Operating Res	\$ -	Regional Parks Capital Reserve	\$ 125,013.62
	*Community Works (Gas Tax)	\$ 6,832,305.34	Regional Parks Operating Reserve	\$ 48,603.42
	DC/PC Fire Capital Reserve	\$ 235,005.05	Rolla Creek Dike Operating Reserve	\$ 162.10
	Election Reserve	\$ 83,169.67	Rolla Sewer Capital Reserve	\$ 10,528.25
	Emergency Plan Reserve	\$ 291,401.89	Rolla Sewer Operating Reserve	\$ 7,607.48
	*Fair Share	\$ 9,022,262.08	*Rural (Loan Fund)	\$ 4,150,089.84
	Feasibility Reserve	\$ 316,507.37	Rural Fringe	\$ 1,196,459.24
	Friesen Sewer Capital Reserve	\$ 13,844.77	Solid Waste Capital Reserve	\$ 6,325,584.96
	Friesen Sewer Operating Reserve	\$ 19,131.46	Solid Waste Operating Reserve	\$ 1,091,477.78
	FSJ Airport Sewer Capital Reserve	\$ 73,096.00	Sub-Reg Recreation Insurance Reserve	\$ 170,244.93
	FSJ Airport Sewer Operating Reserve	\$ 52,091.15	Tomslake Fire Reserve	\$ 22,536.40
	FSJ Airport Water Capital Reserve	\$ 39,436.29	Vehicle (Fleet) Reserve	\$ 377,916.36
	FSJ Airport Water Operating Reserve	\$ 30,176.82	Vehicle (BI) Reserve	\$ 28,308.83
	Green "Carbon" Project Reserve	\$ 108,337.83	<b>TOTAL</b>	<b>\$ 60,243,265.27</b>

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

## Rural Recreation and Cultural Grants-in-Aid Scholarship/Bursary Recipient Information

### Area B Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2020	Amanda Willms	2,000	0	17-Aug-20
2019	Iris Wenger	1,000	0	13-Sep-19
2018	Grace Giesbrecht	1,000	0	31-Dec-18
2017	Brittney Hein	1,000	0	14-Aug-17
<b>TOTAL</b>		5,000	0	

### Area C Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
<b>2020</b>	<b>Austin Lewis</b>	<b>1,000</b>	<b>1000</b>	
2020	Adam Rogers	1,000	0	10-Jul-20
2020	Emily Ruehl	1,000	0	21-Aug-20
<b>2020</b>	<b>Nicolas Guliov</b>	<b>1,000</b>	<b>1000</b>	
2020	Shane Bontron	1,000	0	13-Oct-20
2019	Celine Quigley	1,000	0	27-Sep-19
2018	Allison Ostle	1,000	0	21-Sep-18
2017	Justin Fehr	1,000	0	27-Jul-18
<b>TOTAL</b>		8,000	2,000	

### Area E Bursary

Year	Name	Amount		Date Claimed
		Amount	Remaining	
<b>2020</b>	<b>Tristan Gerry</b>	<b>500</b>	<b>500</b>	
<b>2020</b>	<b>Nicole Eddy</b>	<b>500</b>	<b>500</b>	
2019	Ethan Cameron	500	0	20-Jan-20
2019	Blaine Dixie	500	0	21-Nov-19
2018	Sierra Neuls	500	0	5-Dec-18
2018	Treydon Nichols	500	0	2-Jan-19
2017	Kaitlyn Dufresne	500	0	Nov-17
2017	Trevor Andres - declined	500	0	22-Feb-19
<b>TOTAL</b>		4,000	1,000	

### Sub-Regional Bursary & Scholarship

Year	Name	Amount		Date Claimed
		Amount	Remaining	
2020	Austin Riley - Trades	1,500	0	24-Jul-20
2020	Sydnee Stewart - Scholarship	1,500	0	
<b>2019</b>	<b>Ashton Jobson</b>	<b>1,500</b>	<b>1500</b>	
2019	Rory Todd	1,500	0	28-May-20
2018	Prestin Sorken	1,500	0	28-Sep-18
2018	Connor Riley	1,500	0	5-Dec-18
2017	Taylor Schweitzer	1,500	0	13-Jul-18
2017	Nadia Richer	1,500	0	16-Aug-18
<b>TOTAL</b>		12,000	1,500	



## Rural Budgets Administration Committee

### Diary Items

Item		Status	Notes	Diarized
1.	Potable Water	On-going	Area C potable water service	March 21, 2019
2.	Potable Water	On-going	Area D potable water	December 19, 2019
3.	Clean Farms	On-going	The Committee had a presentation at the May 21, 2020 EADC meeting.	May 25, 2020
4.	Bulterys Community House	On-going		September 17, 2020
5.	Creating a BC Hydro Legacy Fund	On-going		September 17, 2020



## PEACE RIVER REGIONAL DISTRICT

### Rural Budgets Administration Bylaw No. 1166, 1998

Effective Date – November 26, 1998

### **CONSOLIDATED FOR CONVENIENCE ONLY**

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

**Original Bylaw**

Bylaw No. 1166, 1998

**Date of Adoption**

November 26, 1998

**Amending Bylaw**

Bylaw No. 1617

Bylaw No. 1853

Bylaw No. 2299

January 26, 2006

May 14, 2009 (repealed)

August 19, 2017

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## PEACE RIVER REGIONAL DISTRICT

### BY-LAW No. 1166, 1998

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

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

AND WHEREAS there are certain services which are provided in two or more Electoral Areas, and in no member municipalities;

AND WHEREAS pursuant to Section 795<sup>2 as per MS Feb 2001</sup> of the Municipal Act the Chair of a regional district may appoint a standing committee;

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

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

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

#### Citation

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

#### Committee

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

#### Membership

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

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### Duties

4. Schedule "A" is attached hereto and forms part of this by-law.
5. The committee is delegated the authority of the Peace River Regional District Board to administer the rural budgets identified in Schedule "A" in accordance with budgets, programs, plans, policies and guidelines adopted from time to time by the Regional Board.
6. The committee will rotate chairperson from meeting to meeting, starting with Electoral Area "B" and working in alphabetic order.
7. The committee must keep minutes of its activities which will be provided to the Board for information.

### Dispute Resolution

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

READ A FIRST TIME THIS 26<sup>th</sup> day of November, 1998.

READ A SECOND TIME THIS 26<sup>th</sup> day of November, 1998.

READ A THIRD TIME THIS 26<sup>th</sup> day of November, 1998.

ADOPTED BY A 2/3 VOTE THIS 26<sup>th</sup> day of November, 1998.

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

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

Moray Stewart  
Moray Stewart, Administrator

Karen Goodings  
Karen Goodings, Chair

Moray Stewart  
Moray Stewart, Administrator

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**Schedule 'A'**

Fair Share Memorandum of Understanding – Rural Allocation

Peace River Agreement – Rural Allocation

BC Rail Grants-in-Lieu – Rural Allocation

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

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

Recreation and Cultural Services – Grants-in-Aid

Sub-Regional Recreation and Cultural Services – Rural Allocations

Community Parks

Cemeteries

North Pine Television Rebroadcasting

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

Other funding opportunities specific to Electoral Areas