



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Committee

Meeting Agenda

July 24, 2025, Immediately following the Electoral Area Directors Committee

1981 Alaska Avenue, Dawson Creek, BC

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1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
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12. NOTICE OF MOTION

13. ADJOURNMENT



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE

MINUTES

June 26, 2025, 10:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

Directors Present: Chair Rose, Electoral Area E
Vice-Chair Sperling, Electoral Area C
Director Hiebert, Electoral Area D

Directors Absent: Director Graham, Electoral Area B

Staff Present: Shawn Dahlen, Chief Administrative Officer
Roxanne Shepherd, Chief Financial Officer
Tyra Henderson, Corporate Officer
Joanne Caldecott, Deputy Corporate Officer
Kari Bondaroff, General Manager of Environmental Services
Ashley Murphey, General Manager of Development Services
Trevor Ouellette, IT Manager
Katherine Lovino, Administrative Clerk
Ryan Kirkham, Protective Services Manager
Jody Schmidt, Financial Procurement Officer
Bryna Casey, Community Services Manager

Delegations: Clear Course Ltd
Monica Sander Burns, Grant & Client Services Lead (via Zoom)

1. CALL TO ORDER

The Chair called the meeting to order at 10:05 a.m.

2. ADOPTION OF AGENDA

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee Meeting Agenda of June 26, 2025, be adopted:

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. GALLERY COMMENTS OR QUESTIONS

4. ADOPTION OF MINUTES

4.1 Rural Budgets Administration Committee Draft Meeting Minutes of May 8, 2025

4.2 Special Rural Budgets Administration Committee Draft Meeting Minutes of May 9, 2025

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

6.1 Clear Course Ltd. Re: PRRD Grant Writer Services - 2025 Program Update

(Cont'd on next page)

7. CORRESPONDENCE

8. REPORTS

- 8.1 Grant Request – Village of Pouce Coupe, FN-RBAC-377
- 8.2 Grant Request – Nor’ Pioneer Community Society, FN-RBAC-378
- 8.3 Grant Request – Sunset Prairie Cemetery Association, FN-RBAC-379
- 8.4 Community Works Fund Update, FN-RBAC-381

9. NEW BUSINESS

- 9.1 Clear Course Ltd Grant Writers Reporting

10. DIARY

- 10.1 RBAC Diary

11. CONSENT CALENDAR

- 11.1 May 2025 Financial Reserves, FN-RBAC-380
- 11.2 Rural Budgets Administration Bylaw No. 1166, 1998

12. NOTICE OF MOTION

13. ADJOURNMENT

CARRIED

3. GALLERY COMMENTS OR QUESTIONS

4. ADOPTION OF MINUTES

4.1 Rural Budgets Administration Committee Draft Meeting Minutes of May 8, 2025

MOVED Director Hiebert

SECONDED Director Sperling

That the Rural Budgets Administration Committee Meeting minutes of May 8, 2025 be adopted.

CARRIED

4.2 Special Rural Budgets Administration Committee Draft Meeting Minutes of May 9, 2025

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee adopt the May 9, 2025 Special Rural Budgets Administration Committee Meeting minutes.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

6.1 Clear Course Ltd. Re: PRRD Grant Writer Services - 2025 Program Update

Monica Sander Burns, Grants & Client Services Lead of Clear Course Ltd. delivered a presentation titled " Clear Course Ltd. Re: PRRD Grant Writer Services - 2025 Program Update" which included the following highlights:

- Summary figures from March 2021 to June 2025. Clear Course has secured \$8,814,475 in funding; submitted 145 proposals; awarded 48 grants and assisted 108 community groups in the region.
- Program Results (2021- 2024) showing the number of grant proposals written and supported.
- Recent highlights included grant applications completed for the Nawican Friendship Centre in Dawson Creek and the South Peace Crime Prevention Association in Chetwynd.

6.1 Clear Course Ltd. Re: PRRD Grant Writer Services - 2025 Program Update (Cont'd)

- Hosted annual Grant Writer Services Information Sessions and workshops. These workshops were offered yearly to help build knowledge and grant writing capacity in the Peace Region.
- Grant Writer Services Workshops were provided for beginners to grant writing. These are 3-hour in-depth workshops and participants were given case studies to work on.
- Survey results were given to participants after the workshops.

A question-and-answer period ensued, and discussion included:

- Directors noted the positive impact that Clear Course was making and the benefit of having their staff available to provide support to the communities when needed. The presenter explained that since she started working on programs in 2021 she had noticed an increased capacity in the community which was evidenced through the caliber of workshops and the quality and competence of attendees; each year was seeing strengthened capacity in the region.
- The presenter stated that the success of grant writing was influenced by two factors: the number of applicants and the competitive nature of the industry. The presenter added that grant writing was a competitive field with most programs being highly competitive and oversubscribed. They focused on targeting northern BC-specific programs, particularly for Peace River Regional District community groups. Clear Course collaborates with the Ministry of Jobs, Economic Development and Innovation (JEDI) and ensures a good cohort of applications for higher-ticket grant programs, which contributes to the economic development of the region.

The Chair thanked Monica Sander Burns for her presentation, and she left the meeting.

7. CORRESPONDENCE

8. REPORTS

8.1 Grant Request – Village of Pouce Coupe, FN-RBAC-377

MOVED Director Hiebert

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize a grant in the amount of \$5,000, payable from Function 120 – Electoral Area D Fair Share, to be issued to the Village of Pouce Coupe to assist with offsetting costs related to equipment rentals, performer honorariums, insurance, safety services, event promotion, and accessibility improvements for the 2025 Pouce Coupe Canada Day Celebrations.

CARRIED

8.2 Grant Request – Nor' Pioneer Community Society, FN-RBAC-378

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,770, payable from Function 120 - Electoral Area B Fair Share, to be issued to the Nor' Pioneer Community Society to cover the cost of servicing and recharging the overhead fire suppression system at Cecil Lake Centennial Hall.

CARRIED

8.2 Grant Request – Nor’ Pioneer Community Society, FN-RBAC-378 (Cont’d)

Although staff confirmed that the application was not time sensitive, Directors were concerned that the work on the overhead fire suppression system was not done, the overhead fire system at the Cecil Lake Centennial Hall could shut down. Directors added that they were comfortable processing the request since it was not a huge cost.

8.3 Grant Request – Sunset Prairie Cemetery Association, FN-RBAC-379

MOVED Director Hiebert

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize a multi-year grant commitment in the amount of \$2,540 per year for three years beginning in 2025, for a total grant contribution of \$7,620 payable from Function 285 – Cemeteries Grants-in-Aid, Electoral Area E, to be issued to the Sunset Prairie Cemetery Association to assist with the cost of grounds maintenance at the Sunset Prairie Cemetery and annual society filing fee required under the *Societies Act* of BC.

CARRIED

8.4 Community Works Fund Update, FN-RBAC-381

MOVED Director Hiebert

SECONDED Director Sperling

That the Rural Budgets Administration Committee recommend that the Regional Board temporarily suspend the intake for the Community Works Gas Tax Grant funding stream until staff can determine the requirements to implement the changes in the 2024-2034 Community Works Fund Agreement and the Community Works Fund Program Guide.

CARRIED

Directors inquired whether staff had a timeframe for the many changes proposed to the Union of British Columbia Municipalities (UBCM) application and budget process. Directors noted that the Community Works funding stream had grown over the years and expressed concern about how the funding had become difficult to use for small communities, and the lack of consultation with UBCM. Staff confirmed that PRRD staff was in regular contact with UBCM; they are aware there were several changes to be made to the PRRD’s application form, and it was hoped to have information back by October to plan for the 2026 budget process. Staff explained they believe the proposed changes were to ensure that regional decisions continue to be made and that the funds continue to be used for regional projects.

Directors sought clarity regarding whether the UBCM was introducing the proposed changes. The Chair advised that the funding stream came from the Federation of Canadian Municipalities (FCM) to whom the UBCM reports. While it was unlikely the UBCM would agree to attend a meeting to present, the Chair had raised similar concerns requesting how this funding could be made more accessible to the FCM President and BC Caucus at the recent FCM Annual Conference held in Ottawa. Staff reminded the Committee that the Community Works funding changes initially came forward last fall when the PRRD had signed the Community Works Fund Agreement in October 2024, therefore any additional advocacy in this regard would need to happen through the Regional Board.



8.4 Community Works Fund Update, FN-RBAC-381 (Cont'd)

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee diarize the “Community Works Fund Update, FN-RBAC-281” and add the report to the Rural Budgets Administration Committee Diary.

Directors agreed that it would be beneficial to allow staff adequate time to first establish the full scope of the required changes to inform the Committee on how best to move forwards.

The Chair called the Question to the Motion.

CARRIED

9. NEW BUSINESS

9.1 Clear Course Ltd Grant Writers Reporting

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee accept a new business item regarding the Clear Course Ltd. Grant Writers Reporting for discussion.

CARRIED

MOVED Director Sperling

SECONDED Director Hiebert

That staff provide the Rural Budgets Administration Committee with a report regarding the reporting requirements included in the grant writer contract with Clear Course Ltd.

CARRIED

10. DIARY

11. CONSENT CALENDAR

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee Consent Calendar of June 26, 2025 be received.

CARRIED

12. NOTICE OF MOTION

13. ADJOURNMENT

The Chair adjourned the meeting at 10:37 a.m.

CERTIFIED a true and correct copy of the Minutes of the Peace River Regional District's Rural Budgets Administration Committee meeting held on June 26, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Dan Rose, Chair

Katherine Lovino, Administrative
Clerk/Recorder



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-383

From: Financial Administration

Date: July 24, 2025

Subject: Grant Request – Chetwynd Communications Society

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board authorize a grant in the amount of \$100,000 payable from Function 505 - Chetwynd and Area Scramblevision, to be issued to Chetwynd Communications Society to assist with general operating costs.

BACKGROUND/RATIONALE:

The Chetwynd Communications Society (CCS) is requesting \$100,000 in financial assistance for their general operating costs. CCS provides community broadcasting services to the District of Chetwynd and surrounding areas, including Electoral Area E. It operates two local media outlets; Peace FM, a community radio station and Chet TV, a community television station. Both operate under a Community Radio License and a Community Television License issued by the Canadian Radio-Television and Telecommunications Commission (CRTC), which mandates that the content provided must be focused specifically on local events and topics that are of interest to its residents.

The following requested grant funds will be used to cover operational expenses for the remainder of the year:

Category	Amount
Office Supplies and Related expenses	\$3,000.00
Overhead costs	\$14,200.00
Shaw Satellite Services	\$963.00
Telephone and Internet	\$9,000.00
Wages – TV	\$68,686.00
Staff Travel Expenses – TV	\$1,200.00
Group Insurance	\$3,000.00
Total	\$100,049.00

Community media remains an important source of local news and event coverage in the region. During emergencies such as wildfires, floods, or evacuations, CCS plays a vital role in delivering real-time emergency updates by ensuring timely communication with residents. CCS rebroadcasts 13 television

channels via analog signal and 3 radio stations, reaching audiences across Electoral Area E. Without Community Media, a lot of pivotal information would not be shared with residents and many wonderful local events would go unrecognized.

CCS is currently operating with a deficit of \$137,578.48. They maintain a High Interest Savings Account with a balance of \$140,848.85, which is currently being drawn upon to support ongoing operational needs. Core revenue sources include bingo fundraising and radio advertising; however, these streams are insufficient to cover all expenses. To address financial challenges, CCS is actively working with a Strategic Planning Advisor to assess and improve operations, explore alternative revenue sources, and strengthen community engagement. While these efforts are underway, financial support is necessary to maintain operations and avoid service disruptions.

CCS is a registered not-for-profit society in good standing with the *Societies Act* of BC. This request meets the eligibility criteria outlined in the Electoral Area Grant-in-Aid Policy.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from the Chetwynd Communications Society and provide no grant funding to assist with their general operating costs.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

\$100,000 was budgeted in Function 505 – Chetwynd and Area Scramblevision for 2025 to the Chetwynd Communications Society, pending a grant application submission from the Society.

Function 505 – Chetwynd and Area Scramblevision is a sub-regional service established in 1991 to provide scrambled television rebroadcasting services on behalf of the District of Chetwynd and a defined portion of Electoral Area E. In 1994, the Peace River Regional District (PRRD) entered into an agreement with the Chetwynd Communications Society to operate and maintain the service on behalf of the PRRD. In 1997, the bylaw boundaries were amended to include the District of Chetwynd.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of RBAC's decision and, if funding is approved, will be asked to recognize the PRRD for its contribution.

OTHER CONSIDERATION(S):

None at this time.

Attachment:

1. Grant Application – Chetwynd Communications Society

External Link:

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



Society #: S0015320

Name: Chetwynd Communications Society

Civic Address: 102 4612 North Access Rd.

Mailing Address: Box 973

City: Chetwynd

Postal Code: V0C 1J0

Contact Person: Angela Balkwill

Alternate Person: Rea Bernabe

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Email: [REDACTED]

SOCIETY EXECUTIVES

President: Wayne Christensen

Vice President: Larry Houley

Treasurer: Mary lynch

PROJECT COSTS

Total Cost of Project: 100,000

Amount Requested per year 100,000

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

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

Please see the attached letter and supporting documentation.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: [REDACTED]

Date: June 17.2025

For Office Use Only

Fair Share: B C D E

PRA: B C D E

BCR/PRA: B C D E

Gas Tax: B C D E

Other: _____



Chetwynd Communications Society
102 – 4612 N. Access Road
Chetwynd, BC
V0C 1J0
250-788-9452

June 17, 2025

Dear Peace River Regional District Directors,

On behalf of the Chetwynd Communications Society Board of Directors and Staff, I would like to say thank you to the PRRD for all of the support you have provided throughout the years to our organization.

At this time, we are re-broadcasting 13 television channels via Analog signal and 3 Radio stations to Electoral Area E. You can find the full list of channels & stations in the attached document. We have 6 full-time staff members working throughout our Radio and TV stations.

We have one Community Radio License and one Community TV License from the CRTC (Canadian Radio-Television and Telecommunications Commission). These Community Licences require us to focus specifically on local events and topics that are of interest to our residents. Without Community Media, a lot of pivotal information would not be shared with residents and many wonderful local events would go unnoticed. Chetwynd Communications Society plays a crucial role during emergencies like floods and fires when people are being asked to evacuate immediately. We are proud to be one of the most reliable and trusted sources when it comes to delivering important and necessary information to the public.

We are currently working with a Strategic Planning Advisor to revitalise our business operations and enhance our community engagement to increase revenue with the goal of becoming self-sustainable.

Our Bingo and Radio Advertising Revenue continue to be our main sources of income. We are exploring other revenue sources; however, we are still in the beginning stages with our strategic planning and we are requesting 100,000 to help cover our day-to-day operating expenses.

I have attached our 2025 Income Statement and Balance Sheet (January to May).

We are currently operating with a deficit of \$-137,578.48. We do have a High Interest Savings Acct. with a balance of \$140,848.85 which we are currently using to help cover monthly costs and equipment repairs and replacement.

Please feel free to contact us if you have any questions and we will be happy to speak with you.

Sincerely,
Angela Balkwill
Peace FM & CHET TV - Business Manager

Financial Request Rationale – PRRD’s Electoral Area Grant-in-Aid program

Chetwynd Communications Society

Dear Peace River Region Directors,

Attached is the Operations budget for the remainder of 2025.

Figures on this document were calculated using our YTD Income Statement and project outlines currently in progress.

As you can see on the attached document we are predicting to be in a financial deficit of -125,271.00 at the end of 2025.

Our current acct. balances are listed at the bottom of the document. We do currently have just over \$100,000 in our reserves acct. but we would like to have this to rely on for incidental purposes (ex. Equipment repairs and replacement).

If the PRRD is able to grant 100,000 to Chetwynd Communications Society we would use these funds to cover the following operational costs for the remainder of the year:

Office Supplies and Related Expenses	\$3,000.00
Overhead Costs	\$14,200.00
Shaw Satellite Services	\$963.00
Telephone and Internet	\$9,000.00
Wages - TV	\$64,036.00
EI Expenses TV	\$1,350.00
CPP Expenses - TV	\$3,300.00
Staff Travel Expenses - TV	\$1,200.00
Group Insurance	\$3,000.00

Chetwynd Communications Society will be able to cover the remaining operational costs with our current balance. As mentioned in our funding application letter we are doing some strategic planning that should bring up our profits in the new year.

Angela Balkwill
Business Manager

Operations Budget August - December 2025

Projected Revenue

DC Tower Rental	\$	600.00
Four Peaks Building Rental	\$	13,000.00
Community Ad Revenue	\$	30,000.00
International Ad Revenue	\$	20,000.00
Community TV Sales	\$	21,000.00
Bingo Net Proceeds	\$	56,000.00
CBRA Royalties	\$	8,000.00
DOC		
Total	\$	148,600.00

Projected Expenses

Office Supplies and Related Expenses	\$	3,000.00
Overhead Costs	\$	14,200.00
Bingo Expenses	\$	5,000.00
Employee Utilities	\$	1,200.00
Bank Charges	\$	100.00
The Canadian Press	\$	6,000.00
Radio Production	\$	2,500.00
Shaw Satellite Services	\$	963.00
Radio Licensing Fees	\$	5,000.00
SOCAN Fees	\$	6,500.00
Telephone and Internet	\$	9,000.00
Sales Rep Commissions	\$	6,000.00
Wages - Bingo	\$	20,000.00
EI Expenses - Bingo	\$	450.00
CPP Expenses - Bingo	\$	840.00
Wages - TV	\$	64,036.00
EI Expenses TV	\$	1,350.00
CPP Expenses - TV	\$	3,300.00
Wages - Radio	\$	112,600.00
EI Expenses - Radio	\$	2,652.00
CPP Expenses - Radio	\$	4,980.00
Staff Travel Expenses - TV	\$	1,200.00
Group Insurance	\$	3,000.00
Total	\$	273,871.00

Net Income	-\$	125,271.00
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Current Financial Statements

Main Checking Acct.	\$	29,137.79
Reserve Acct.	\$	100,950.95
Gaming Acct.	\$	40,279.26
Total	\$	170,368.00

Chetwynd Communications Society

Income Statement 01/01/2024 to 12/31/2024

REVENUE

Revenues

Canadian Broadcasters Rights A...	14,706.54
Regional Disrtrict	100,000.00
NCRA/ANREC	1,375.00
DC Tower Rental Revenue	1,635.48
Four Peaks Building Rental	22,445.73
Interest Income	5,690.15
Ad Revenue-Chetwynd	25,418.30
Ad Revenue-Dawson Creek	47,389.90
Ad Revenue CBS/National	110,071.99
Community TV Sales	10,528.26
Other-Income	4,308.76
Bingo Air Time - TV	155,700.00
Bingo Net Proceeds	37,600.00

Total Revenues	<u>536,870.11</u>
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TOTAL REVENUE	<u>536,870.11</u>
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EXPENSE

Expenses

Board of Directors Expenses	236.25
Credit Card Service Charges	812.62
Advertising	135.00
Miscellaneous	3,023.38
Utilities - Employees	2,499.27
Bank Charges	161.91
Bingo Expenses	15,425.24
The Canadian Press	12,499.16
Radio Production	6,310.00
Dawson Creek Operating	3,526.75
Shaw Satalite Services	3,605.59
Insurance	19,004.83
4 Peaks Hydro	7,933.77
4 Peaks Natural Gas	2,664.41
4 Peaks Building - Dist of Chetw...	1,861.60
4 Peaks Building Mantainance	12,006.80
Janitorial Service and Supplies	3,681.07
4 Peaks Building Security	1,078.20
RADIO Licencing Fees	9,809.07
Community TV Operating	2,790.41
Internet and Website	16,946.60
Memberships	4,957.76
Operating Supplies	7,288.73
Postage & Frieght	92.00
Socan Fees	6,950.62
Sales Rep Commissions	19,185.26
Telephone	5,638.54
Conference/Education	1,008.70
Wages - BINGO	44,592.86
Wages - TV	84,544.21
Wages - RADIO	<u>326,858.40</u>
Total Wages	455,995.47
Group Ins Expense	6,707.07
EI Expense - BINGO	725.44
EI Expense - TV	1,565.15
EI Expense - RADIO	<u>7,047.93</u>
Total EI Expenses	9,338.52
CPP Expense - BINGO	1,648.74
CPP Expense - TV	4,243.68
CPP Expense - RADIO	<u>15,713.82</u>
Total CPP Expenses	21,606.24

Printed On: 06/17/2025

Chetwynd Communications Society
Income Statement 01/01/2024 to 12/31/2024

WCB Expense	1,003.19
Hasler -Building Repair&Mainten...	70.56
Wabi - Hydro	4,074.84
Wabi - Road Repair & Maintenan...	17.28
Total Expenses	<u>669,946.71</u>
TOTAL EXPENSE	<u>669,946.71</u>
NET INCOME	<u><u>-133,076.60</u></u>

Chetwynd Communications Society

Income Statement 01/01/2025 to 05/31/2025

REVENUE

Revenues

DC Tower Rental Revenue	681.45
Four Peaks Building Rental	6,965.20
Interest Income	1,619.07
Ad Revenue-Chetwynd	12,737.90
Ad Revenue-Dawson Creek	13,509.40
Ad Revenue CBS/National	42,364.81
Community TV Sales	2,449.00
Other-Income	2,491.66
Bingo Air Time - TV	25,000.00
Total Revenues	107,818.49

TOTAL REVENUE 107,818.49

EXPENSE

Expenses

Board of Directors Expenses	1,962.54
Advertising	1,156.74
Miscellaneous	974.22
Utilities - Employees	847.25
Bank Charges	67.50
Bingo Expenses	5,788.86
The Canadian Press	5,263.22
Radio Production	2,460.00
Dawson Creek Operating	3,787.61
Shaw Satalite Services	802.50
Insurance	8,337.90
4 Peaks Hydro	1,473.04
4 Peaks Natural Gas	1,346.05
4 Peaks Building - Dist of Chetw...	796.23
4 Peaks Building Maintainance	1,126.50
Janitorial Service and Supplies	1,634.17
4 Peaks Building Security	633.25
RADIO Licencing Fees	3,481.45
Internet and Website	7,299.47
Memberships	1,230.19
Operating Supplies	520.03
Postage & Frieght	428.20
Socan Fees	6,455.21
Sales Rep Commissions	7,531.33
Telephone	1,713.64
Wages - BINGO	17,551.63
Wages - TV	49,043.88
Wages - RADIO	96,374.92
Total Wages	162,970.43
Group Ins Expense	2,739.83
EI Expense - BINGO	402.05
EI Expense - TV	1,124.00
EI Expense - RADIO	2,210.55
Total EI Expenses	3,736.60
CPP Expense - BINGO	704.06
CPP Expense - TV	2,765.20
CPP Expense - RADIO	4,157.61
Total CPP Expenses	7,626.87
Wabi - Hydro	1,206.14
Total Expenses	245,396.97

TOTAL EXPENSE 245,396.97

NET INCOME -137,578.48

Printed On: 06/17/2025

Chetwynd Communications Society

Balance Sheet As at 05/30/2025

ASSET

Current Assetts

CCS MAIN/CHEQUING ACCOUNT	28,185.60	
CCS HISA- RESERVE	140,711.67	
CIBC - GIC	2,000.00	
TD-BINGO NET PROCEEDS	147.26	
PETTY CASH	200.00	
SHORT/OVER	-342.62	
Total Cash		170,901.91
ACCOUNTS RECEIVABLE		37,914.42
PRE-PAID EXPENSES		22,927.66
Total Current Assetts		231,743.99

Fixed Assetts

Hasler Transmitter Site	118,350.00	
Accum Depr - Hasler Trans Site	-118,350.00	
Hasler Transmitter Site - Net		0.00
Wabi Transmitter Site	372,920.00	
Accum Depr - Wabi Trans Site	-370,920.00	
Wabi Transmitter Site - Net		2,000.00
Equipment	219,092.07	
Accum Depr - Equipment	-52,033.80	
Equipment - Net		167,058.27
Four Peaks Building		271,422.79
Land Four Peaks Building		75,000.00
Total Fixed Assetts		515,481.06

TOTAL ASSET 747,225.05

LIABILITY

Current Liabilities

Unearned Revenue		1,090.41
Accounts Payable		2,948.76
Vacation Payable		-266.64
Group Ins Payable		-259.98
GST Charged On Sales	4,248.51	
GST Paid On Purchases	-2,724.40	
Total GST Payable		1,524.11
Total Current Liabilities		5,036.66

TOTAL LIABILITY 5,036.66

EQUITY

Equity

Retained Earnings	892,092.79	
Current Earnings	-149,904.40	
Total Equity	742,188.39	

TOTAL EQUITY 742,188.39

LIABILITIES AND EQUITY 747,225.05

Chetwynd Communications Society

Balance Sheet As at 12/31/2024

ASSET

Current Assets

CCS MAIN/CHEQUING ACCOUNT	71,654.35	
CCS HISA- RESERVE	244,979.03	
CIBC - GIC	2,000.00	
TD-BINGO NET PROCEEDS	147.26	
PETTY CASH	200.00	
SHORT/OVER	-342.62	
Total Cash		318,638.02
ACCOUNTS RECEIVABLE		63,886.28
PRE-PAID EXPENSES		8,665.24
Total Current Assets		391,189.54

Fixed Assets

Hasler Transmitter Site	118,350.00	
Accum Depr - Hasler Trans Site	-118,350.00	
Hasler Transmitter Site - Net		0.00
Wabi Transmitter Site	372,920.00	
Accum Depr - Wabi Trans Site	-370,920.00	
Wabi Transmitter Site - Net		2,000.00
Equipment	213,382.07	
Accum Depr - Equipment	-52,033.80	
Equipment - Net		161,348.27
Four Peaks Building		271,422.79
Land Four Peaks Building		75,000.00
Total Fixed Assets		509,771.06

TOTAL ASSET 900,960.60

LIABILITY

Current Liabilities

Unearned Revenue		2,181.90
Accounts Payable		7,050.24
Vacation Payable		-266.64
Group Ins Payable		-54.92
GST Charged On Sales	-0.40	
GST Paid On Purchases	-42.37	
Total GST Payable		-42.77
Total Current Liabilities		8,867.81

TOTAL LIABILITY 8,867.81

EQUITY

Equity

Retained Earnings	1,025,169.39	
Current Earnings	-133,076.60	
Total Equity	892,092.79	

TOTAL EQUITY 892,092.79

LIABILITIES AND EQUITY 900,960.60

CCS - TV and Radio Channels

Television	
TV Channel	Program
12.1	ABC Seattle
12.2	CBS Seattle
12.3	FOX Seattle
12.4	NBC Seattle
24.1	Global Vancouver
24.2	CBC Vancouver
24.3	CTV Vancouver
24.4	City TV Vancouver
28.1	CHET TV
30.1	PBS Detroit
30.2	NTV St. John's
30.3	Treehouse
30.4	Knowledge Network

Radio	
Frequency	Station
94.5	CHET-FM
100.5	CFMI-FM (Rock 101)
103.9	CISN-FM (CISN Country)
Dawson Creek	
Frquency	Station
104.1	CHAD-FM



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-384

From: Financial Administration

Date: July 24, 2025

Subject: Grant Request – Northern Lights College Foundation

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$5,000, with \$3,333.33 payable from Function 120 – Electoral Area D Fair Share and \$1,666.67 payable from Function 120 – Electoral Area E Fair Share, to be issued to Northern Lights College Foundation to assist with offsetting operational costs associated with hosting their 4th Annual Intercollegiate Rodeo, taking place on September 27-28, 2025.

BACKGROUND/RATIONALE:

The Northern Lights College Foundation (NLCF) is requesting financial assistance in the amount of \$5,000 to support the delivery of the 4th Annual Northern Lights College Intercollegiate Rodeo, scheduled for September 27-28, 2025, at the Lakota Agriplex in Dawson Creek. The total budgeted cost of the event is \$64,025. The grant requested, representing approximately 8% of the overall budget, will be allocated towards the event's operational expenses.

The event is sanctioned by the Canadian College Rodeo Association (CCRA) and marks the fourth intercollegiate rodeo to be hosted in British Columbia. The NLC Rodeo Team, established in 2018, has grown from three to twelve student-athletes, with seven team members qualifying for the Canadian College Finals Rodeo in the past year. The team has also produced the top Season Leader All-Around Cowboy and Cowgirl for two consecutive years. Developing the Athletics & Recreation Program at Northern Lights College is a key part of the NLCF's strategic plan to create more opportunities and meaningful experiences for students.

Since 2022, the Peace River Regional District (PRRD) provided grant funding totaling \$17,500 to support the NLCF Intercollegiate Rodeo, based on a consistent 2:1 cost-share basis between Electoral Area D and E Fair share allocations, as outlined below:

Year	Funding Stream	Area D Contribution	Area E Contribution	Total Grant
2024	Fair Share	\$3,333.33	\$1,666.67	\$5,000.00
2023	Fair Share	\$3,333.33	\$1,666.67	\$5,000.00
2022	Fair Share	\$5,000.00	\$2,500.00	\$7,500.00

PRRD supports NLCF through multiple healthcare initiatives. In 2021, the Regional Board approved a five-year extension of the 2017-2021 agreement to the healthcare scholarship fund with an annual contribution of \$20,000. The agreement will expire in 2026. In 2024, the Regional Board approved a

three-year annual grant for \$150,000, totaling \$450,000 to NLCF to support the development of the Allied Health Care Strategy to help support staffing needs in Northeast BC.

The recommendation is consistent with previous year's funding allocations. However, RBAC retains full discretion and authority to approve, amend, or deny the grant request.

NLCF is a registered not-for-profit society in good standing with the *Societies Act* of BC. This request meets the eligibility criteria outlined in the attached Electoral Area Grant-in-Aid policy.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from Northern Lights College Foundation and provide no grant funding to Northern Lights College Foundation to assist with offsetting operational costs associated with hosting their 4th Annual Intercollegiate Rodeo, taking place on September 27-28, 2025.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

As of June 30, 2025, the balance after remaining commitments in Electoral Area D and Electoral Area E Fair Share is as follows:

- Electoral Area D \$250,021.43
- Electoral Area E \$2,894,355.94

Grant funding is payable upon approval of the grant by the Rural Budgets Administration Committee and will be issued directly to Northern Lights College Foundation.

COMMUNICATIONS CONSIDERATION(S):

NLCF will be notified in writing regarding the Rural Budgets Administration Committee's decision and, if grant funding is approved, will be asked to recognize the Regional District for their financial contribution.

OTHER CONSIDERATION(S):

None at this time.

Attachment:

1. Grant Application – Northern Lights College Foundation

External Link:

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



Society #: 119059996RR0001

Name: Northern Lights College Foundation

Civic Address: 11401 8th Street Dawson Creek BC V1G 4G2

Mailing Address: 11401 8th Street

City: Dawson Creek

Postal Code: V1G 4G2

Contact Person: Lindsey Borek

Alternate Person:

Tel:

Tel:

Email: lborek@nlc.bc.ca

Email:

SOCIETY EXECUTIVES

PROJECT COSTS

President: Lisa Ward

Total Cost of Project: \$64,025

Vice President: Tony Zabinsky

Amount Requested per year 5000

Treasurer: Billie-Jo Crandall

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

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

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

see attached.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Lindsey Borek

Date: June 11, 2025

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

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

We are reaching out as we are looking for sponsors for the 4th annual Intercollegiate Rodeo being hosted by Northern Lights College in Dawson Creek September 27-28, 2025 at the Lakota Agriplex in Dawson Creek. We are looking forward to working the Canadian College Rodeo Association (CCRA) to put on our 4th college rodeo.

We are so fortunate to have an amazing Rodeo Team here at the NLC that was established in 2018 and started with just three students and continues to grow and thrive year over year. This past year our team was comprised of 12 athletes of which 7 team members qualified for the Canadian College Finals Rodeo. For two years running the Team has produced the top Season Leader All Around Cowboy and Cowgirl in Canadian College Rodeo. Our Team is continuing to grow this year and we look forward to hosting our fourth College Rodeo this fall. This event will bring together teams from all over as part of the Canadian College Rodeo circuit to Dawson Creek where we can showcase our town and surrounding area, facilities, and Northern Lights College Rodeo Team. We are looking forward to making this event a huge success for our region and our students and athletes. Building the Athletics & Recreation vision for the Northern Lights College is part of our strategic plan and we (Northern Lights College Foundation) are continually working side by side with the College to support this vision and ensure that we continue to build this out for our students to provide more opportunity and experiences for our students attending our Northern Lights College campuses.

As you know events like these aren't possible without the support of sponsors to make it all come together. We are reaching out to you for your support and having you be apart of this amazing event.

Thanks for your time, dedication and consideration we look forward to having you be a part of this event!

DRAFT BUDGET FOR 2025 FALL RODEO

	EXPENSE	REVENUE
Sponsorship Revenue		\$52,525.00
Stock fee from CCRA		\$5,000.00
Ovintiv Ticket sales		\$1,000.00
Grants		\$5,000.00
50/50		\$500.00
Hotels for a judge / sound guy / and 2 arena leads	\$ 1,000.00	
CCRA Rodeo Personnel Insurance	\$ -	
Rodeo Personnel Apparel	\$ 1,000.00	
Rodeo Event Insurance	\$ 4,500.00	
Rodeo Help Lunches	\$ 500.00	
First Aid	\$ 400.00	
Dumpsters	\$ -	
Walkie Talkies	\$ 800.00	
Light Tower	\$ 500.00	
Times Event/Rough stock/Bull Fighters/Pick up Men and Stock help	\$ 15,000.00	
Hay and Grain	\$ 1,000.00	
Bull Contractor	\$ -	
Three Bull Fighters and Extra duties asked	\$ -	
Two Pick up men	\$ -	
Goat Contractor	\$ 600.00	
Rod Keith	\$ 600.00	
Judges	\$ 2,775.00	
Timers	\$ 1,800.00	
Announcer	\$ 1,000.00	
Sound Guy	\$ 1,000.00	
Lakota DC Stables & Arena	\$ 2,600.00	
Donation to BCHSR for a Lakota rental value	\$ 2,600.00	
Ovintiv - Loading Bay	\$ 3,000.00	
Ovintiv - Ticketing Costs	\$ 500.00	
Signage	\$ 5,000.00	
Security	\$ 1,500.00	
VIP Expense	\$ 500.00	
Photography	\$ 1,000.00	
Volunteer Jackets and Swag	\$ 500.00	
Pre Event Meeting	\$ 2,000.00	
Buses	\$ 1,000.00	
Saddles - Prizes	\$ 8,850.00	
Marketing and Programs	\$ 1,500.00	
Miscellaneous	\$ 500.00	
Honorariums	\$ 500.00	
	\$ 64,025.00	\$64,025.00

REVENUE -EXPENSES=	\$0.00
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NLC Foundation & BC Hydro Award Balance Sheet as at March 31, 2025

ASSETS

Current Assets

General : General Chequing Account	\$1,888,820.93
General : BC Hydro Account	\$129,276.78
General: Gaming Account	\$32,816.77
General : Foundation Accounts Receivable	\$0.00
General : Year End Receivables	\$36,836.02
General : Foundation Clearing Account	\$0.00
General : Prepaid Expense	\$1,126.30

Total Current Assets	\$2,088,876.80
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Other Assets

General : Genus Investment Fund	\$1,091,095.90
General : Endowment Investment Fund	\$583,065.12

Total Other Assets	\$1,674,161.02
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TOTAL ASSETS	\$3,763,037.82
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LIABILITY

Current Liabilities

General : Accounts Payable - Foundation	\$24,132.79
General : Accrued Accounts Payable	\$4,000.00
General : Accounts Payable - BC Hydro	\$0.00
General : Deferred Cont - Other	\$204,601.27
General : Due to/from	\$0.00
General : Due to/from Foundation	\$127,836.63
General : Due to/from Foundation	-\$127,836.63
General : Fund Balance	\$0.00

Total Current Liabilities	\$232,734.06
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Long Term Liabilities

Endowments

General : Morris Bahm Memorial Award	-\$95.00
General : Blake & Tyler Peck Memorial	\$113.50
General : BC Hydro Award	-\$267.50
General : BC Lions Advanced Ed Fund	\$1,862.50
General : Gus Keilbart Memorial Award	-\$125.00
General : Howard & Dortehea Calverley Mem	-\$30.00
General : Milton John Best Memorial	\$115.00
General : Beem Credit Union Bus Mgmt Awd	-\$67.50
General : Northern Inst for Resource	\$0.00

General : NLC Found Award of Excellence	\$1,548.75
General : NLC Bus Mgmt Award	-\$37.50
General : Northern Mixedwood Award	-\$55.00
General : Wm & Mary Wanka	\$4,566.00
General : Program Futures	\$7,042.01
General : Library Futures	\$3,828.75
General : Kinsmen Club of DC Award	\$125.00
General : Martha Neilson Award	-\$25.00
General : Rene Tremblay Award	-\$125.00
General : Ruth Woolley (Harris) Memorial	-\$25.00
General : Lois Roberts Memorial	-\$108.75
General : Light of Rockies - Ab Hill Mem	\$176.25
General : Peace Masonic Lodge Award	-\$128.75
General : Chetwynd Masonic Lodge #187	\$1,270.00
General : Teck Resources Award	\$830.00
General : Eileen McKone Memorial	-\$25.00
General : Swanberg Family	\$0.00
General : Dawson Creek Lions Club	-\$45.00
General : Johnny Tashoots Memorial	\$5.00
General : Finning Canada Scholarship	\$3,952.50
General : Nikki MacDonald Memorial	-\$72.50
General : Duane Sunderman Memorial	\$33.50
General : Jack & Clarice Baker Award	-\$25.00
General : David Crowle Memorial	-\$25.00
General : NLC Found Membership Bursary	\$2,283.00
General : Cook Training Bursary	\$403.50
General : Erich W Lehmann Memorial	\$0.00
General : Jamie Lukan Memorial	-\$50.00
General : Mile Zero 'O' Shrine Club	-\$171.25
General : David Bradley Science Award	\$150.00
General : Bryce Allen Memorial	-\$540.00
General : EH-CHO-DENE Enterprises	\$123.75
General : FN Campus Staff & Alumni	-\$80.00
General : Dawson Creek Campus Staff	-\$130.00
General : Ed Clausen Memorial	\$0.00
General : Paul Dampier Student Leadershi	-\$83.75
General : H.W. (Bill) Coe Memorial	\$382.50
General : Westcoast Energy	\$300.00
General : Dave Johnson Memorial	\$0.00
General : BC Tel Discovery Learning	\$7,268.66
General : CJDC Radio & Tele Comm Project	\$10,295.00
General : Petro Canada Scholarship	-\$121.25
General : Kin Club of Dawson Creek	-\$27.50
General : BC Rail Scholarship Award	-\$97.50
General : Fort Nelson Rotary Club	-\$41.25

General : NLC DC Std Council Tech Fund	\$2,982.00
General : R.Krantz & M.Wheat ECEBC	\$842.50
General : Heritage North - J.Fields Mem	\$0.00
General : NLC FSJ Std Council Tech Fund	\$12,566.25
General : M.Keith Lutsiak Bus Mgmt	\$1,740.00
General : Beem Credit Union NLC Bursary	\$8,380.00
General : NLC 25/35 Anniv Achievement	-\$106.25
General : Northern BC Truckers Assoc	-\$286.25
General : Suncor Energy Foundation	\$835.00
General : PNG Trades Development Award	-\$17.50
General : Rotaract Club of Dawson Creek	-\$25.00
General : Dominion Energy Canada Ltd	\$157.50
General : Hudson's Hope Scholarship	-\$25.00
General : Roy Cunningham Memorial	\$340.00
General : Conoco Phillips	-\$375.00
General : Fort St John Campus Staff	-\$72.50
General : Chetwynd Campus Staff	-\$25.00
General : Robbie Stevenson Award	\$815.00
General : Paul Dampier Endowment Fund	\$4,265.00
General : Paul Dampier Comm Commitment	\$0.00
General : CanWest Global Comm	-\$156.25
General : CanWest Global Comm Scholarshi	-\$156.25
General : Laurie Markling Nursing Award	-\$61.25
General : NLC Std Enhancement Fund	\$36,274.05
General : Harley Lindley Memorial	-\$116.25
General : NHA Food Safe Council	\$0.00
General : Jim Kassen Legacy Award	-\$160.00
General : Daryl Becotte Memorial	-\$210.00
General : Billy Fox Memorial	-\$41.25
General : BP Canada Energy Award	\$1,200.00
General : Open Shop Constr Ind Educ Burs	\$350.00
General : Larry Pollard Memorial	-\$67.50
General : NLC Esth & Nail Care Tech Awar	-\$37.50
General : Kora-Lee Morin Memorial	\$2,226.25
General : AltaGas Wind Turb Maint Tech	\$3,210.00
General : Northern BC Truckers Assoc	-\$286.25
General : Strathcona Resources Award	\$0.00
General : Duncan MacRae Endowment	\$180.50
General : Unallocated VF Interest	\$225,770.67
General : Prince George Res Expo Award	\$0.00
General : Lou & Sharon Surerus Fam Endow	\$1,851.25
General : Chad Simon Memorial Endowment	-\$148.75
General : Peace River Hydro Partners Sch	\$7,700.00
General : Building a Better Tomorrow Sch	\$35,000.00
General : Obsidian Energy Endowment	\$37,350.91

General : NLC Fdn Development Endowment	\$182,700.98
General : BCOGC Indigenous Education EF	\$60,000.00
General : Surerus Pipeline Inc Endowment	\$20,000.00
General : August Lehmann Memorial Endwmt	\$19,370.17
General : DC & Distr Chamber Comm Train	\$19,685.00
General : Dr. Bryn Kulmatycki Recog. EF	\$22,600.36
General : Pan African Carib Intl Ed SFE	\$16,005.00
General : Cleo Baker Memorial Endwmt Fd	\$3,412.50
General : City of DC & Hockey Canada WLE	\$9,700.00
General : DC Exhibition Assoc. Endowment	\$49,000.00
General : Douglas R. Foster AMT Bursary	\$49,000.00
General : Grayson Weaver Memorial Fund	\$21,798.76
General : Unallocated Genus Endmt Income	\$62,082.20

Annuaals

General : Enbridge Trades Support	\$3,017.64
General : Coastal GasLink Trades(NonInd)	\$0.00
General : Coastal GasLink Trades (Ind)	\$5,600.00
General : Coastal GasLink WFTR (Non-Ind)	\$3,552.50
General : Coastal GasLink WFTR (Ind)	\$2,194.37
General : President's Achievement Schol.	\$76,257.76
General : Int Stdt Academic Writing Awar	\$500.00
General : Northern First Nations Health	\$2,000.00
General : Shell Canada Entrance Award	\$0.00
General : NLC CCP Bursary Program	\$68,806.94
General : Devon Canada Corp	\$1,500.00
General : Canadian Forest Products Award	\$0.00
General : BC Assess Land & Resource Mgmt	\$600.00
General : Dave Johnson Memorial	\$1,500.00
General : dahl Outstanding Stdt Award	\$0.00
General : DC Soc Comm Living Award	\$0.00
General : DC Soc Comm Living Practicum	\$0.00
General : Fort Nelson First Nations	\$250.00
General : Northern Rockies Reg District	\$0.00
General : Storm Resources Award	\$10,800.00
General : G&O - Bumper to Bumper	\$0.00
General : Credit Union Lucille Sutherlan	\$1,600.00
General : PR Women's Institute	\$0.00
General : Van Foundation Mini Grant	\$0.00
General : NLC Student Assoc & Council	\$1,500.00
General : Stdt Society Emerg Assist Fund	\$1,900.00
General : RLM Award	\$0.00
General : Dave Johnson Academic Studies	\$0.00
General : Dawson Co-op Career & Prep	\$0.00
General : Fred Den Ouden Memorial	\$0.00
General : BC Energy Regulator Award	\$0.00

General : Enbridge Endowment Fund	\$10.00
General : Chetwynd Aboriginal Fund	\$8.26
General : Ovintiv Indigenous Stdtd Award	\$0.00
General : NLC Trade Show Award	\$8.97
General : Pacific Canbriam Energy Ltd.	\$2,000.00
General : George Bissett Family Bursary	\$10,344.00
General : Pouce Coupe Comm Found. Trades	\$22,500.00
General : Indigenous Stdtd Acad Writing	\$1,500.00
General : PRRD Health Care Scholarship	\$0.00
General : Aaron Good Memorial Award	\$0.00
General : Shell Canada Student Award	\$4,000.00
General : Golder Indig SA Archaeology	\$0.00
General : MNP New Student Award	\$0.00
General : Meikle Wind Stdtd Success Award	\$2,821.82
General : Chances Dawson Creek Bursary	\$1,500.00
General : Sunrise Rotary Club Trades SA	\$0.00
General : Bryce Simpson Memorial Award	\$0.00
General : Nathan Smith Memorial Award	\$1,000.00
General : Coastal Gaslink Indig Stdtd Awd	\$32,520.39
General : FSJ Hosp Aux-M.Millar Mem Awd	\$0.00
General : Rotary Club DC Citizenship Awd	\$0.00
General : Pat Hayunga Memorial Award	\$539.25
General : Resource Connector North Award	\$0.00
General : NLC Technical Writing Award	\$6,005.00
General : NLC EA Scholarship	\$22,200.00
General : NLC North. Bacc. Nursing SCHLR	\$28,340.00
General : Ovintiv Power Engineering Awd	\$0.00
General : Matrix Solutions Educ. Award	\$831.75
General : Leo Sabulsky Memorial Award	\$19,480.00
General : Captain John W. Bailey Award	\$0.00
General : Longhorn O.S. Rodeo Award	\$0.00
General : Indust. Metal Work Indig Award	\$4,000.00
General : BC Transit Indigenous Award	\$1,000.00
General : NLC Athletics & Rec Schsp Fund	\$98,285.05
General : Longhorn O.S. Rodeo Bursary	\$0.00
General : Core Partners Award	\$0.00
General : Callison Holthe Law Bursary	\$0.00
General : Longhorn Oilfld Svs Rodeo Schp	\$1,000.00
General : Liberty Energy Canada Schlrshp	\$0.00
General : Cassie Wigton Memorial Award	\$50.00
General : NLC Academic Writing Award	\$6,000.00
General : Timothy Elias Memorial Award	\$0.00
General : DC Distr Aux Soc Local Health	\$0.00
General : Bannister Automotive Bursary	\$0.00
General : PRN Retired Teachers' Bursary	\$500.00

General : PC Petro Sales Indig GradAward	\$25,000.00
General : NLC Mature Student ECE Bursary	\$6,000.00
General : Indigenous Leadership Award	\$2,500.00
General : Enerflex Ltd Entrance Award	\$0.00
General : Vermilion Energy Scholarship	\$0.00
BC Hydro	
General : BC Hydro Trades - Regular	\$5,485.40
General : BC Hydro Trades - Aboriginal	\$84,646.25
One Time Projects	
General : NLC Student Life Fund	\$67,917.56
General : NLC Cultural Initiatives	\$61,808.61
General : One Time	\$1,000.00
General : Indigenous Emergency Assistanc	\$12,808.16
General : NLC Student Recruitment Fund	\$76,790.24
General : Discover Northern Lights Coll.	\$320.21
General : NLC Athletics and Rec Dev Fund	\$104,146.74
General : Student Refugee Program	\$20,048.32
General : Global Learners Fund	\$39,900.00
General : Int'l Student Emergency Fund	\$47,355.00
General : Emerg Community Support Fund	\$217.32
General : NLC Foundation Emergency Fund	\$30,000.00
General : Student Emergency Assist. Fund	\$131,515.00
General : BCOGC Indigenous Education PF	\$1,158.57
General : NLC Capital Giving Campaign	\$106,000.00
General : NLC Diversity Fund	\$55.00
General : Dawson Creek Kodiaks Fund	\$6,404.32
General : NLC Disability Infrastructure	\$29,400.00
General : 50/50 Campaigns	\$48,347.11
General : Tread for Trades Campaign	\$8,500.00
General : NLC Community Giving Fund	\$48.12
General : Indigenous Student Supp Fund	\$15,193.78
General : ConocoPhillips Project Fund	\$50,000.00
General : NLC Student Food Security Fund	\$5,550.00
General : NLC Giving Day Campaign Fund	\$7,523.49
General : Fusion Faceoff Campaign	\$2,000.00
General : Indig. Cultural Gathering Fund	\$4,960.00
General : Fort St. John Huskies Fund	\$5,850.00
General : Pembina Pipeline Corp. Fund	\$125,000.00
Ministry	
General : MEM Projects Year 3	\$13,826.12
General : MEM Project Year 4	\$73,427.10
NLC Funding	
General : Fund Development Program	\$0.00
Total Long Term Liabilities	<u>\$2,629,794.39</u>

TOTAL LIABILITIES	<u>\$2,862,528.45</u>
EQUITY	
Equities	
General : Foundation Principal	\$400,000.00
General : Board Discretionary	\$700,646.26
General : Transfer from BC Hydro	-\$153,497.30
General : Due to Vancouver Foundation	\$0.00
Current Earnings	<u>-\$46,639.59</u>
Total Equities	<u>\$900,509.37</u>
TOTAL EQUITY	<u>\$900,509.37</u>
LIABILITIES AND EQUITY	<u><u>\$3,763,037.82</u></u>

NLC Foundation & BC Hydro Award **Income Statement April 1, 2024 - March 31, 2025**

REVENUE

Revenue

General : Interest - BC Hydro	\$5,819.44
General : Interest - Foundation	\$78,265.51
General: Management Fee Revenue	\$4,121.28
General : Contributions - Discretionary	\$0.00

Total Income	<u>\$88,206.23</u>
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TOTAL REVENUE	\$88,206.23
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EXPENSE

Expense

General: Banking, Visa, & Interest Expense	\$669.56
General: Bank Charges - BC Hydro	
General : Genus Foundation Awards	\$2,842.00
General : Awards - Discretionary - Board	\$33,382.42
General : Awards - Discretionary - Campu	\$0.00
General : Administration Fee	\$97,951.84

Total Expense	<u>\$134,845.82</u>
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TOTAL EXPENSE	<u>\$134,845.82</u>
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NET INCOME	<u><u>-\$46,639.59</u></u>
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NORTHERN LIGHTS COLLEGE FOUNDATION**Statement of Financial Position****Year Ended March 31, 2024***(Unaudited - See Review Engagement Report)*

	2024	2023
ASSETS		
CURRENT		
Cash - restricted (Note 2)	\$ 1,678,350	\$ 1,546,084
Accounts receivable	36,932	36,749
Prepaid expenses	1,086	1,058
	1,716,368	1,807,431
INVESTMENTS - GENUS (Note 3)	1,611,242	1,318,714
	\$ 3,327,610	\$ 3,126,145
LIABILITIES AND FUND BALANCES		
CURRENT		
Trade payables	\$ 25,362	\$ 19,820
Deferred contributions (Note 4)	204,601	185,201
	229,963	428,561
EXTERNALLY RESTRICTED (Page 3)		
Endowments - distributable income - VF	278,579	214,740
Endowments - Genus	524,644	382,014
Annual awards	493,754	453,884
BC Hydro trades	96,442	104,363
One time projects	669,824	563,415
Ministry projects	87,253	87,253
	2,150,496	1,805,669
INTERNALLY RESTRICTED (Page 3)		
Foundation principal	400,000	400,000
Discretionary	547,151	491,915
	947,151	891,915
	\$ 3,327,610	\$ 3,126,145

Approved by

_____ Director

_____ Director

See accompanying notes to financial statements



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-098

From: Environmental Services

Date: July 24, 2025

Subject: Funding Request – Buick Creek Rodeo Grounds Test Well Decommissioning and Romedo Spring Property Disposal

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve a funding commitment for the ‘Buick Creek Rodeo Grounds Test Well Decommissioning’ project in the amount of \$50,000, payable from Electoral Area B Peace River Agreement Funds, Spending Item #1 – Potable Water & Water Securities/Studies, to be issued to the Potable Water – Area B Function – 702 for the Buick Creek Rodeo Grounds Test Well Decommissioning.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee approve a funding commitment for the ‘Romedo Spring Property Disposal’ project in the amount of \$15,000, payable from Electoral Area B Peace River Agreement Funds, Spending Item #1 – Potable Water & Water Securities/Studies, to be issued to the Potable Water – Area B Function – 702 for legal expenses related to the Romedo Spring Property Disposal.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee recommend that the Regional Board amend the 2025 Financial Plan for Function 702 – Area B Water to:

- increase transfer from Peace River Agreement Reserve - \$50,000, and
 - increase Capital Expenditures - \$50,000
- for Buick Creek Rodeo Grounds Test Well Decommissioning.

RECOMMENDATION #4:

That the Rural Budgets Administration Committee recommend that the Regional Board amend the 2025 Financial Plan for Function 702 – Area B Water to:

- Increase transfer from Peace River Agreement Reserve - \$15,000, and
 - Increase Operational Expenditures (Legal) - \$15,000.
- for legal expenses related to the Romedo Spring Property Disposal.

BACKGROUND/RATIONALE:

Buick Creek Rodeo Grounds Test Well – Decommissioning

On May 1, 2025, the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED,
That the Regional Board proceed with decommissioning of the Buick Creek Rodeo Grounds Well Tag Number 113985, Well Identification Plate Number 51591, in Area B, as this well was never fully developed for use as an Area B Bulk Fill Tank Loader location.*

In 2017, as part of exploratory works to identify a water source for a potential bulk water fill station in the Buick Creek area, a test well was drilled at the Buick Creek Rodeo Grounds. The well was never developed for public use as it did not produce an adequate flow rate.

According to the *BC Groundwater Protection Regulation*, any well that has not been in use for five years must be properly decommissioned. The PRRD is currently the recorded well owner and must comply with regulatory requirements to ensure the well is properly closed to prevent groundwater contamination and eliminate potential safety hazards.

The estimated cost of decommissioning is based on recent well closure projects and will include contractor fees, decommissioning materials, and any required permits or legal notifications. Area B grant funding will be required to cover all associated costs.

Romedo Springs Property Disposal– Land and License Return Investigation

On May 1, 2025, the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED,
That the Regional Board investigate returning the donated land, known as Romedo Springs, back to the landowner, as the water source and water license, C118291 for the purpose of waterworks, has not been utilized since the spring fill station was closed in 2015 due to contamination concerns.*

Romedo Springs, a former public spring fill station closed in 2015 due to E. coli contamination, remains inactive and unmonitored. The site, donated to the PRRD by the Thiessen family in 2012 for park and water supply use, is no longer accessible to the public, and the PRRD holds an unused waterworks license.

In June 2024, adjacent landowners raised concerns about site access, as existing PRRD infrastructure restricts use of a second, active domestic water license. As the PRRD has no current function to support this asset, staff recommend investigating the return of the land and license to the original donors.

Costs would include legal fees for the transfer process. Area B grant funding will be required to cover all associated costs.

ALTERNATIVE OPTIONS:

That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

As of June 30, 2025, the Area B PRA uncommitted fund balance is \$2,186,000.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

External Link:

1. [Area B Water – Buick Creek Rodeo Grounds and Romedo Spring, ENV – EADC - 042](#) – See Item 8.2 on the Electoral Area Directors Committee Agenda dated April 17, 2025.



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-099

From: Environmental Services

Date: July 24, 2025

Subject: Kelly Lake Transfer Station Bin Placement – Area D Fair Share Commitment

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve that the unused grant commitment in the amount of \$902.38 from the original \$6,500 allocation approved at the December 12, 2024, Rural Budgets Administration Committee Meeting, payable from Function 500 – Regional Solid Waste Electoral Area D Fair Share for the rental, trucking and tipping of a bulky waste bin at the Kelly Lake Transfer Station during the temporary closure, be returned to Electoral Area D Fair Share as the project is now complete.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee recommend that the Regional Board amend the 2025 Financial Plan for Function 500 – Regional Solid Waste to:

- increase Transfer from Reserves Fair Share - \$5,597.62; and
 - increase Kelly Lake Contractor/Transport/Haul – Kelly Lake Transfer Station - \$5,597.62
- to provide Area D Fair Share funds to Function 500 to pay for the rental, trucking and tipping of a bulky waste bin at the Kelly Lake Transfer Station during the temporary closure.

BACKGROUND/RATIONALE:

On November 21, 2024, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board approve that a bulky waste bin be placed at the Kelly Lake Transfer Station until a new generator can be installed and the site is reopened. Further, that the cost for the delivery and servicing of the bin be paid for from the Electoral Area D Fair Share fund.

On December 12, 2024, the Rural Budgets Administration Committee passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Rural Budgets Administration Committee authorize a funding commitment to a maximum of \$6,500 payable from Electoral Area D Fair Share, to be issued to Function 500 – Regional Solid Waste Management for the rental, trucking, and tipping of a bulky waste bin at the Kelly Lake Transfer Station during the temporary closure.

On April 19, 2024, the Kelly Lake Transfer Station was closed, and both the diesel generator and fuel tank were removed from the site. During the temporary closure, residents were directed to the Tomslake or Dawson Creek Transfer Stations while others utilized waste collection systems in Beaver

Lodge and Hythe. To ensure continued access to the seasonal cleanup program, two bulky waste bins were placed at the Kelly Lake site during both the Spring (June 3–16, 2024) and Fall (October 7 – 20, 2024) Cleanup campaigns.

Following the May 30, 2024 Regional Board Meeting, staff initiated the procurement process to purchase a propane generator with \$75,000 being allocated to the purchase of the generator in June 2024. The generator was initially expected to arrive within 24 weeks, and the site was anticipated to be opened prior to Christmas.

On November 25, 2024, a bulky bin was placed at the facility. The request to provide a bulky waste bin during the closure originated from community elders, who asked for some form of interim service until the transfer station could resume operations. Due to significant supply chain delays, delivery of the generator was postponed to April 8, 2025. The generator was installed on May 2, 2025. Testing, contractor coordination, and public communication for the reopening of the site took place during the week of May 5 - 9, 2025. The facility officially re-opened to the public on May 13, 2025; 389 days after the site was closed.

Between November 25, 2024 and May 13, 2025 the bulky bin placed at the Kelly Lake Transfer Station was tipped a total of 11 times. The resulting cost for the supply and tips of the bins was \$5,597.62.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):

On December 12, 2024, \$6,500 of Area D Fair Share funds was allocated to the supply of the bulky bin at the Kelly Lake Transfer Station. These funds were not budgeted for through the 2025 Financial Plan and a budget amendment is required to show the addition of the used funds.

With the site resuming operations, the total cost for the supply and tipping of the bulky bin was \$5,597.62 resulting in \$902.38 in Area D Fair Share Funds that can be returned. The operational expenses were budgeted for through the 2025 Financial Plan and therefore, no budget amendment is required to input additional expenses. However, expenses have been increased to offset the additional revenue and will result in an increase in surplus at year end.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

External Links:

1. [Kelly Lake Transfer Station Temporary Waste Collection, ENV-RBAC-093](#) – See Item 8.2 on the Rural Budgets Administration Meeting Agenda dated December 12, 2024.
2. [Kelly Lake Transfer Station – Bin Placement, DR-BRD-090](#) – See Item 8.1 on the Regional Board Meeting Agenda dated November 21, 2024.



Rural Budgets Administration Committee DIARY

Item		Notes	Diarized
1.	Potable Water	Area D potable water	December 19, 2019
2.	Creating a BC Hydro Legacy Fund	<p>Under the terms of the BC Hydro Legacy agreement, BC Hydro will provide an annual payment of \$2.4 million to the PRRD and its member communities for a period of 70 years, once Site C is operational.</p> <p>In anticipation of the dam being operational, RBAC has requested that a report be prepared with options on how to split the funds.</p>	September 17, 2020
3.	Function 120 – Fair Share	Re- examining Fair Share and the grant application procedure.	April 17, 2025
4.	Community Works Fund Usage	<p>Re- examining the changes in 2024- 2034 Community Works Fund Agreement and the Community Works Fund Program Guide.</p> <ul style="list-style-type: none">• 2024-2034 Community Works Fund Agreement under the Canada Community – Building Fund• Community Works Gas Tax Grant Policy Amendment• Letter from the Columbia Shuswap Regional District• Community Works Fund Update	June 26, 2025
			Last Updated July 2, 2025



REPORT

To: Rural Budgets Administration Committee

Report Number: ADM-RBAC-050

From: Corporate Administration

Date: July 24, 2025

Subject: 2025 Clear Course Grant Writing Contract Reporting Requirements

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled “2025 Clear Course Grant Writing Contract Reporting Requirements, ADM-RBAC-050” which reports on the requirements for presentations and written reports from Clear Course Consulting Ltd. regarding their grant writing efforts, for information.

BACKGROUND/RATIONALE:

On June 26, 2025, the Rural Budgets Administration Committee passed the following resolution:

MOVED, SECONDED, AND CARRIED

“That staff provide the Rural Budgets Administration Committee with a report regarding the reporting requirements included in the grant writer contract with Clear Course Ltd.”

The current contract with Clear Course Consulting Ltd. stipulates that quarterly presentations will be made to the Board. The contract also requires that the Peace River Regional District (PRRD) will be provided a written monthly report on the 10th day of each month to include, at minimum, information on the grants applied for, on behalf of whom, the grant amount sought, the total value of the proposed project, the status of the applications, and documenting time spent by the contractor travelling, researching and writing grants and liaising with community groups. In addition, a comprehensive annual report compiling the entire year’s work is due no later than February 1st of each year starting in 2022.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee recommend that the Regional Board amend the reporting and presentation frequency in the contract with Clear Course Consulting Ltd.
2. That the Rural Budgets Administration Committee provide further direction.

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. Excerpt of Grant Writer Services Contract with Clear Course Consulting

- 8) Provide written monthly reports on the 10th day of each month to include at minimum, information on the grants applied for, on behalf of whom, the grant amount sought, the total value of the proposed project, and the status of the applications, and documenting time spent by the contractor travelling, researching and writing grants, and liaising with community groups. In addition a comprehensive annual report compiling the entire years' work is due no later than February 1st of each year starting in 2022.
- 9) Maintain documentation of and ability to verify that a minimum of \$200,000 in grants have been applied for on behalf of the Peace River Regional District. It is expected that once this monetary threshold has been reached, that grant applications will continue to be sought and applied for.

B. MATERIAL DISCLOSURES

Northern Development Initiative Trust (NDIT) minimum requirements:

- Minimum charge of \$10,500.00 (within the approved calendar year);
- Minimum of 400 hours spent on grant writing services (within the approved calendar year);
- Verify a minimum of \$200,000 worth of grants submitted (within the approved calendar year); and
- Must complete NDIT reporting (to be completed by February 1st of the following year).

<https://www.northerndevelopment.bc.ca/funding-programs/capacity-building/grant-writing-support/>

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

2. Pricing (Appendix C)

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

3. Submission Requirements – Format of Proposals

Proponents should structure their proposals to provide, at a minimum, the necessary information as outlined in the RFP. Proposals must be written in size 12 Font.

In addition to the requirements identified in this RFP, the following are considered key content that should be included as part of the proponent's proposal.

Proponents must format their proposal in the following order:

1. **Title Page.** Displaying the RFP number; the RFP closing date and time; the proponent's name, address, telephone number, fax number, and e-mail address; and the name of a contact person for the proponent.
2. Insert **Appendix B Submission Form.** (Page 15-17 from above)

3. **Table of contents**, including page numbers.
4. A one page **summary** of the key features of the proposal, including your understanding of the work to be performed.
5. **Company Overview**. The proponent shall provide a general overview of the company, its structure, size and capability to perform the work required. This section should specifically highlight recent and relevant project experience that demonstrates the company's suitability to undertake the scope of work, and the company's success rate. This section should be no more than two (2) pages in length.
6. **Reference**. Submit three references relating to grant writing as set out in the scope of this RFP, including contact name and phone number, along with a brief explanation of the services that were provided. This section should be no more than 1 page in length.
7. **Project Team & Experience**. This section shall be no more than two (2) pages in length. The proposal shall clearly identify the proposed team member that will be the lead for the contract, and any other team members that will perform the work, indicating the level of involvement of each team member in the proposed work. This section should address team structure and organization, and also demonstrate how the team members identified have the requisite experience to perform the work. Resumes of all team members should be included in an Appendix to the proposal. Resumes for project personnel must include the following information:
 - a. Name, title and assignment for this project
 - b. Experience of each team member including their name, types and sizes of projects involved with
 - c. Education/Degrees earned
 - d. Number of years' experience writing grants
 - e. List your experience in the identification and preparation of grants for local governments, including the types of projects, grants applied for (public safety, infrastructure improvement, parks, recreation, technology, community development, other), and success rate.
8. **Proposed Methodology**. This section shall be no more than 2 pages in length. The proposal shall clearly describe in detail the proposed methodology addressing all requirements of the RFP, including but not limited to, communication process, how the grant writer will identify community groups in the region, how the program will be introduced to community groups, how the proponent will approach researching, finding and writing grant opportunities and proposals, and the involvement and role of PRRD staff. This section should address the work effort and team member participation and role in delivering the work.
9. **Workplan Project Deliverables**. The proponent is to include a one year work plan that outlines specific project milestones, check-in points and deliverables, and the estimated number of hours required to prepare and submit grants, meet deliverables and accomplish the plan. This section shall be no more than 2 pages in length.



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-382

From: Financial Administration

Date: July 24, 2025

Subject: June 2025 Financial Reserves

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled "June 2025 Financial Reserves – FN-RBAC-382", which details balances and commitments in various reserves, for information.

BACKGROUND/RATIONALE:

Not Applicable.

ALTERNATIVE OPTIONS:

Not Applicable.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachment:

1. June 2025 Financial Reserves Report consisting of:
 - Fair Share Commitments
 - Peace River Agreement Commitments
 - Peace River Agreement Multi-Year Spending for Area B, C, D, E by Item Number
 - Community Works (Gas Tax) Commitments
 - BCR/PRA Commitments
 - Rural Loans Fund Commitments
 - Special Purpose Operating and Capital Reserve Balances
 - Operating Maintenance Reserve Balances

Fair Share Commitments					June 2025	Area B	Area C	Area D	Area E	Total Fair Share
January 1, 2025 opening balance						1,304,024.34	1,086,137.09	1,641,443.81	3,031,219.16	7,062,824.40
Total interest earned						18,161.32	15,183.13	22,086.24	42,441.34	97,872.03
										-
COMMITMENTS		Budget Category	Date Committed	Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
Area B										-
Legal Fees; Community Group Property Transfer		120	Jan 21, 2021; May 19, 2022	5,000.00						5,000.00
Nor' Pioneer Community Society; Cecil Lake Hall Sprinklers		120	Jun 26, 2025	1,770.00						1,770.00
North Peace Fall Fair Society; 2025 Fall Fair Funding		120	May 8, 2025	5,344.00		5,344.00				-
NP Tower; Operations		525	Jan 26, 2024	15,000.00	6,685.00					8,315.00
Prespatou TS Scale R&M		500	Jan 12, 2022	25,000.00	17,075.82					7,924.18
Rural Gasification (Includes possible 5k for Blueberry Commune per Apr 16/15)		120	Oct 20, 2001; Apr 16, 2015	680,000.00	42,367.25					637,632.75
School Dist. 60; Rural Learn to Swim Transportation (10k/yr 2024-26)		120	Jan 26, 2024	30,000.00	10,000.00	10,000.00				10,000.00
Taylor; NP Rural Roads Coalition Funding		120	Mar 4, 2021	112,500.00	61,268.25					51,231.75
Waste Water Receiving Facility (Operating Deficit 75%)		601	Nov 27, 2014	-						-
				874,614.00	137,396.32	15,344.00	-	-	-	721,873.68
Area C										-
Charlie Lake Potable Water Feasibility Study		120	July 15, 2021	5,000.00	362.70					4,637.30
FSJ Airport Sub Water; Emerg Repair & Infrastructure Upgrade		701	Dec 17, 2020	160,000.00	106,714.36					53,285.64
FSJ Public Library Assn; CLICK Program Funding (8k/yr 2024-25)		295	Aug 22, 2024	16,000.00	8,000.00					8,000.00
Lake Harvester Environmental Mgmt Plan		120	Oct 28, 2021	50,000.00	31,752.59		125.00			18,122.41
NPAS; Airport Swr Pumps & Maintenance		603	Dec 7, 2015	26,289.38	22,271.40					4,017.98
North Peace Fall Fair Society; 2025 Fall Fair Funding		120	May 8, 2025	5,344.00			5,344.00			-
Spark Women's Leadership Conference Soc.; 2025 Conference		120	Feb 13, 2025	1,250.00	-		1,250.00			-
Waste Water Truck Receiving Facility (Operating Deficit 75%)		601	Nov 27, 2014	-						-
				289,829.82	195,047.49	6,719.00	-	-	-	88,063.33
Area D										-
BC Rural Centre Soc.; Keeping it Rural Conference; (833.34/yr 2024-25)		120	May 9, 2024	1,666.68	833.34					833.34
Chilton Sub Sewer; Capital Projects Reserve (20,000/yr 2023-26)		602	Dec 15, 2022	80,000.00	40,000.00			20,000.00		20,000.00
Friesen Sub Sewer; Capital Projects Reserve (20,000/yr 2023-26)		604	Dec 15, 2022	80,000.00	40,000.00			20,000.00		20,000.00
Harper Imperial Sub Sewer; Capital Projects Res (20,000/yr 2023-26)		605	Dec 15, 2022	80,000.00	40,000.00			20,000.00		20,000.00
Kelly Lake Sewer; Capital Projects Reserve (20,000/yr 2023-26)		606	Dec 15, 2022	80,000.00	40,000.00			20,000.00		20,000.00
Kelly Lake Sewer; Operations		606	Jan 26, 2024	70,184.00	27,120.59					43,063.41
Kelly Lake Sewer; Operations		606	Jan 24, 2025	15,000.00						15,000.00
Kelly Lake Transfer Station; Temp Closure Bulky Waste Bin Costs		500	Dec 12, 2024	6,500.00						6,500.00
Lake Harvester Environmental Mgmt Plan		120	Oct 28, 2021	50,000.00	31,752.58			125.00		18,122.42
MacWood Film Arts Dev Soc.; Filmmaking Course Enrolment		120	Feb 13, 2025	1,000.00			1,000.00			-
Mile 22 Community Park Assn; Operations		120	May 8, 2025	2,910.00						2,910.00
Pouce Coupe; Accessible Park		120	Jan 24, 2025	20,000.00				20,000.00		-
Pouce Coupe; Canada Day Celebrations		120	Jun 26, 2025	5,000.00						5,000.00
Pouce Coupe; Fire Hall Engineered Design Funding		325	Feb 18, 2021	25,000.00						25,000.00
Rolla Creek Diking; Decommissioning Construction/Operations		430	Feb 15, 2024	100,000.00	94,413.02			5,586.98		-
Rolla Creek Diking; Decommissioning Construction/Legal Fees		430	Feb 13, 2025	242,000.00				200.97		241,799.03
Rolla Sewer; Capital Projects Reserve (20,000/yr 2023-2026)		607	Dec 15, 2022	80,000.00	40,000.00					40,000.00
Rural Gasification		120	Oct 20, 2011; Sep 17, 2020	740,000.00	72,390.26					667,609.74
SP Dist Crime Prevention; Guiding Light Initiative		120	Mar 27, 2025	1,000.00				1,000.00		-
SP Dist Crime Prevention; One Call Now Subsc (2300/yr 2025-27)		120	Feb 13, 2025	6,900.00				2,300.00		4,600.00
Spark Women's Leadership Conference Soc.; 2025 Conference		120	Feb 13, 2025	1,250.00				1,250.00		-
Swan Lake Weir; PRRD Parks Budget Funding		200	Nov 19, 2020	50,000.00						50,000.00
Tupper Community Club; Electrical Upgrades		120	May 8, 2025	21,607.73				21,607.73		-
Young Life Dawson Creek; (\$50,000 2025 & \$15,000/yr 2026-27)		120	Jan 24, 2025	80,000.00				50,000.00		30,000.00
				1,840,018.41	426,509.79			183,070.68		1,230,437.94
Area E										-
Camp Sagitawa; Phase 1 Climbing Wall		120	Feb 20, 2014	20,000.00	5,869.50					14,130.50
Chetwynd & Area Scramblevision; Operations		505	Mar 24, 2023	26,437.00	14,577.77				706.68	11,152.55
Chetwynd & Area Scramblevision; Operations		505	Jan 26, 2024	5,769.00						5,769.00
Chetwynd Public Library Assn; Echo Historical Digitation		290	Aug 3, 2023	26,218.56	22,664.50					3,554.06
Chetwynd TV Function; Operations		510	Mar 24, 2023	25,877.00	7,127.65				567.18	18,182.17
Chetwynd TV Function; Operations		510	Jan 26, 2024	553.00						553.00
Community Parks F210; Funding to Reduce 2025 Requisition		210	Jan 24, 2025	25,444.00						25,444.00
Electrical Extension Grants		120	Ongoing	4,000.00						4,000.00
Legal Fees; Community Group Property Transfer		120	Jan 21, 2021; May 19, 2022	6,000.00						6,000.00
Moberly Lake Rural Fire; Operations		335	Feb 15, 2024	93,947.00	4,701.58					89,245.42
				234,245.56	54,941.00				1,273.86	178,030.70
Total Fair Share GL Balance at Month End						1,306,841.66	1,094,601.22	1,480,459.37	3,072,386.64	6,954,288.89
Total Remaining Commitment						721,873.68	88,063.33	1,230,437.94	178,030.70	2,218,405.65
Balance After Remaining Commitments						584,967.98	1,006,537.89	250,021.43	2,894,355.94	4,735,883.24
						Area B	Area C	Area D	Area E	

Peace River Agreement Commitments						June 2025				Total							
January 1, 2025 Opening Balance						3,052,540.76				4,464,750.12		3,587,762.77		2,973,816.32		14,078,869.97	
Total interest						44,340.16				63,906.76		51,357.19		41,697.66		201,301.77	
Subscription PRA \$						844,621.75				844,621.75		844,621.75		844,621.75		3,378,487.00	
COMMITMENTS		Budget Category	Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year								Remaining Commitment		
Area B																	-
Comm. Hall Remediation - Osborn, Halfway Gr, Cache Cr, Golata		120	Aug 18, 2022, Mar 27, 2025	617,027.90	18,917.90	3	8,700.00										589,410.00
Connectivity Partnering		135	Aug 18, 2022	500,000.00		11											500,000.00
*Golata Creek Comm Hall; New Hall/Rec Space Feasibility/Construction		120	Sep 29, 2022	500,000.00		3											500,000.00
Osborn Comm Hall; New Hall Feasibility		120	Feb 20, 2020	13,828.44	8,889.00	8											4,939.44
Rose Prairie Water Stn; Capital Upgrades		702	Dec 14, 2023; May 9, 2024	409,470.00	275,509.25	1	10,289.56										123,671.19
Wonowon Subdivision Improvement Public Engagement		120	Jan 21, 2021	18,000.00		3											18,000.00
				2,334,166.38			18,989.56	-	-	-	-	-	-	-	-	-	1,736,020.63
Area C																	-
CLFD; Two Squad Trucks		315	Nov 23, 2023; Mar 14, 2024	175,000.00	156,257.00	6			18,743.00								-
CL Sewer; Capital Repairs/Infrastructure		601	Aug 18, 2022	1,750,000.00	1,139,458.23	9			11,265.39								599,276.38
Charlie Lake Sewer Capital Upgrades		601	Dec 12, 2024; Jan 24, 2025	1,500,000.00		9											1,500,000.00
Connectivity Partnering		135	Aug 18, 2022	500,000.00		11											500,000.00
Potable H2O Feasibility Study		120	Sep 27, 2021	200,000.00	106,871.96	1											93,128.04
NP Airport Sub Sewer; Phase 1 WW R&M, Phase 2 WW R&M		603	May 19, 2022	700,000.00	10,362.00	9			10,624.91								679,013.09
NP Airport Sub Water; Capital Upgrades		701	May 19, 2022	300,000.00	170,323.92	1											129,676.08
				5,411,990.00					40,633.30								3,501,093.59
Area D																	-
CDC; Water Stewardship (30,000/yr 2023-2025)		120	Dec 15, 2022	90,000.00	60,000.00	1						30,000.00					-
Chilton Sewer; Capital Upgrades		602	Nov 14, 2024	40,000.00		9						744.88					39,255.12
Fire Engine Replacement (Owned by PRRD for DC Rural Fire)		325	Dec 15, 2022; Mar 14, 2024	774,950.00		6											774,950.00
Fire Protection Feasibility; Bessborough/Farmington		325	Jan 31, 2023	45,000.00	27,581.63	6											17,418.37
Harper-Imperial Sewer; Capital Upgrades		605	Nov 14, 2024	40,000.00		9						744.88					39,255.12
Kelly Lake Community Centre; Renovation Project		225	Sep 17, 2020; May 9, 2024	319,000.00	8,380.95	8											310,619.05
Kelly Lake Sewer; Lagoon Desludging Activities		606	Dec 14, 2023	200,000.00	130,045.80	9											69,954.20
Kelly Lake Sewer; Capital Upgrades		606	Nov 14, 2024	140,000.00		9						30,419.54					109,580.46
Kelly Lake Sewer; Valve Replc/Interconnect Repairs		606	May 8, 2025	250,000.00		9											250,000.00
Potable Water Security/Studies		120	Dec 14, 2023	200,000.00		1											200,000.00
Rolla Sewer; Lagoon Desludging Activities		607	Dec 14, 2023	200,000.00	102,973.18	9											97,026.82
Rolla Sewer; Capital Upgrades		607	Nov 14, 2024	40,000.00		9						744.88					39,255.12
Step Up 'N' Ride Society; (18,750/yr 2024-2026)		120	Nov 23, 2023	56,250.00	18,750.00	4						18,750.00					18,750.00
Tomslake FD; Computer Aided Dispatch Units		345	Feb 20, 2020	9,570.00	6,489.44	6											3,080.56
				2,437,279.95								81,404.18					1,969,144.82
Area E																	-
Chetwynd Rural Fire; Hall Replacement Res. (50,000/yr 2022-2026)		320	Jan 12, 2022	250,000.00	150,000.00	6											100,000.00
Chetwynd Rural Fire; Water Tender Down Payment Funding		320	Jan 12, 2022; May 4, 2023 Reg Brd	554,658.00	217,004.89	6										337,653.11	-
Chetwynd Rural Fire; Water Tender Procurement Additional Cost		320	Nov 23, 2023	27,342.00		6										27,342.00	-
CDC; Water Stewardship (10,000/yr 2023-2025)		120	Dec 15, 2022	30,000.00	20,000.00	1										10,000.00	-
MLFD Capital; Fire Hall Concrete Apron (2023)		335	Dec 15, 2022	100,000.00		6											100,000.00
MLFD; Winch System, Cistern, Doors R&M, Turnout Gear, etc		335	Nov 25, 2021; Dec 16, 2021	82,675.00	19,184.83	6											63,490.17
ML Natural Gas Exp Feas. Partnership-Saulteau & West Moberly		120	Aug 18, 2022	500,000.00		10											500,000.00
ML Rural Fire; Public Engagement/Operations		335	Jan 21, 2021	29,538.00	5,617.77	6											23,920.23
Step Up 'N' Ride Society; (6,250/yr 2024-2026)		120	Nov 23, 2023	18,750.00	6,250.00	4										6,250.00	6,250.00
				3,703,043.20												381,245.11	793,660.40
Total Peace River Agreement GL Balance at Month End							3,922,513.11	5,332,645.33	4,402,337.53	3,478,890.62							17,136,386.59
Total Remaining Commitment							1,736,020.63	3,501,093.59	1,969,144.82								7,999,919.44
Balance available after remaining commitments							2,186,492.48	1,831,551.74	2,433,192.71								9,136,467.15
							Area B	Area C	Area D	Area E							
*Conditions Apply																	
Spending Item Numbers:																	
1 Potable Water and Water Security/Studies		3 Halls, Trails and Walking Paths		5 Dawson Creek Fire Training Centre		7 Libraries, Museums and Art Galleries		9 PRRD Sewer Services Assistance									
2 Arenas		4 Assistance to Other Organizations		6 Fire Protection		8 Year-Round Recreation Facility Upgrades		10 Natural Gas									
								11 Connectivity									

Area B June 2025							
	Remaining Planned Spend (2016-2020)	Planned Spend (2021-2025)	Committed	Paid (2016-2024)	Paid YTD (2025)	Remaining Commitment	Remaining Planned Spend
Spending Item #1 - Potable Water & Water Security/Studies	(2,135,710.00)	1,536,401.00					
Rose Prairie Water Station; Capital Upgrades			409,470.00	275,509.25	10,289.56	123,671.19	
TOTAL:			409,470	275,509	10,290	123,671	(1,008,779)
Spending Item #2 - Arenas	920,634.00	-					
Clearview Rec Facility; Property Assessment Commitment			-			-	
TOTAL:			-	-	-	-	920,634
Spending Item #3 - Halls, Trails & Walking Paths	19,047.00	482,490.00					
Wonowon Function Feasibility Study			1,960.00	1,960.00	8,700.00	(8,700.00)	
Comm. Hall Remediation (Osborn, Halfway Gr, Cache Cr, Golata)			617,028.00	18,918		598,110.00	
Golata Creek Comm Hall; New Hall Feasibility/Construction			500,000.00			500,000.00	
Wonowon Subdivision; Improvement & Public Engagement			18,000.00			18,000.00	
North Peace Fall Fair Grounds Critical Repairs & 2023 Fair Support			197,046.54	197,046.54		-	
TOTAL:			1,334,035	217,925	8,700	1,107,410	(832,498)
Spending Item #4 - Assistance to Other Organizations	466,967.00	821,243.00					
Kings Valley Christian Camp			25,112.00	25,112.00		-	
						-	
TOTAL:			25,112	25,112	-	-	1,263,098
Spending Item #5 - Dawson Creek Fire Training Centre	13,125.00	8,750.00					
CDC; Fire Training Centre			13,125.00	13,125.00		-	
						-	
TOTAL:			13,125	13,125	-	-	8,750
Spending Item #6 - Fire Protection	-	-					
			-				
TOTAL:			-	-	-	-	-
Spending Item #7 - Libraries Museums & Art Galleries	134,000.00						
			-				
			-				
TOTAL:			-	-	-	-	134,000
Spending Item #8 - Year Round Rec Facility Upgrades	(15,876.00)	75,000.00					
Osborn Comm Hall; New Hall Feasibility (2020)			10,594.44	5,655.00		4,939.44	
North Peace Regional Park; 8 Sets of Bleachers Capital Repairs			78,793.50	78,793.50		-	
TOTAL:			89,388	84,449	-	4,939	(30,264)
Spending Item #9 - PRRD Sewer Services	-	-					
			-				
TOTAL:			-	-	-	-	-
Spending Item #10 - Natural Gas	713,125.00	644,829.00					
			-				
TOTAL:			-	-	-	-	1,357,954
Spending Item #11 - Connectivity	-	537,500.00					
North Pine Tower Condition Assessment			50,000.00	50,000.00		-	
Connectivity Partnering			500,000.00			500,000.00	
TOTAL:			550,000	50,000	-	500,000	(12,500)
Spending Items A-E (2016)	(21,725.00)						
TOTAL:			-	-	-	-	(21,725)
Total Remaining Commitments						1,736,021	
Interest Received							438,322
PRA Funds Received							(30,501)
TOTAL							2,186,492

Area C							
June 2025							
	Remaining Planned Spend (2016-2020)	Planned Spend (2021-2025)	Committed	Paid (2016-2024)	Paid YTD (2025)	Remaining Commitment	Remaining Planned Spend
Spending Item #1 - Potable Water & Water Security/Studies	890,188.00	1,250,000.00					
NP Airport Sub Water Distribution Maintenance Initiative			-			-	
NP Airport Sub Water Capital Upgrades			300,000.00	170,323.92		129,676.08	
Potable Water Feasibility Study			200,000.00	106,871.96		93,128.04	
TOTAL:			500,000	277,196	-	222,804	1,640,188
Spending Item #2 - Arenas	-	-				-	
						-	
						-	
TOTAL:			-	-	-	-	-
Spending Item #3 - Halls, Trails & Walking Paths	375,000.00	100,000.00					
						-	
						-	
TOTAL:			-	-	-	-	475,000
Spending Item #4 - Assistance to Other Organizations	410,000.00	821,243.00					
TOTAL:			-	-	-	-	1,231,243
Spending Item #5 - Dawson Creek Fire Training Centre	19,688.00	13,125.00					
CDC; Fire Training Centre			19,688.00	19,688.00			
TOTAL:			19,688	19,688	-	-	13,125
Spending Item #6 - Fire Protection	622,500.00	500,000.00					
CLFD; HVAC & Plumbing R&M			15,000.00	15,000.00			
CLFD Engineering Studies/Renos, Relocate Water Piping			-			-	
CLFD Water Storage			29,099.16	29,099.16		-	
CLFD Squad Trucks			175,000.00	156,257.00	18,743.00	-	
CLFD Structure Protection Unit Trailer			274,990.00	274,990.00		-	
TOTAL:			494,089	475,346	18,743	-	628,411
Spending Item #7 - Libraries Museums & Art Galleries	44,000.00	-					
			-				
TOTAL:			-	-	-	-	44,000
Spending Item #8 - Year Round Rec Facility Upgrades	-	-					
TOTAL:			-	-	-	-	-
Spending Item #9 - PRRD Sewer Services	847,600.00	1,233,276.00					
CL Swr Capital Repairs			1,750,000.00	1,139,458.12	11,265.39	599,276.49	
CL Swr Capital Upgrades			1,500,000.00			1,500,000.00	
NP Airport Sub Swr; Upgrades			800,000.00	800,000.00		-	
NP Airport Sub Swr; Waste Water Phase 1 & 2			700,000.00	10,362.00	10,624.91	679,013.09	
TOTAL:			4,750,000	1,949,820	21,890	2,778,290	(2,669,124)
Spending Item #10 - Natural Gas	-						
TOTAL:			-	-	-	-	-
Spending Item #11 - Connectivity	-	188,569.00					
Connectivity Partnering			500,000.00			500,000.00	
TOTAL:			500,000	-	-	500,000	(311,431)
Spending Items A-E (2016)	(1,725.00)						
TOTAL:			-	-	-	-	(1,725)
Total Remaining Commitments						3,501,094	
Interest Received							812,366
PRA Funds Received							(30,501)
TOTAL							1,831,553

Area D							
June 2025							
	Remaining Planned Spend (2016-2020)	Planned Spend (2021-2025)	Committed	Paid (2016-2024)	Paid YTD (2025)	Remaining Commitment	Remaining Planned Spend
Spending Item #1 - Potable Water & Water Security/Studies	(208,523.00)	1,012,485.00		4,336.05		95,663.95	
CDC; Water Stewardship (30k/yr. 2023-2025)			90,000.00	60,000.00	30,000.00	-	
Potable Water Options Investigation/Works in Area D			200,000.00			200,000.00	
TOTAL:			290,000	64,336	30,000	295,664	413,962
Spending Item #2 - Arenas	-	-					
TOTAL:			-	-	-	-	-
Spending Item #3 - Halls, Trails & Walking Paths	107,694.00	250,000.00		-			
TOTAL:			-	-	-	-	357,694
Spending Item #4 - Assistance to Other Organizations	(105,737.00)	821,243.00		187,500.00			
South Peace District Crime Prevention (2018)			1,400.00	1,400.00		-	
Step Up 'N Ride Society (18,750/yr. 2023-2025)			56,250.00	18,750.00	18,750.00	18,750.00	
TOTAL:			57,650	207,650	18,750	18,750	470,356
Spending Item #5 - Dawson Creek Fire Training Centre	45,938.00	30,625.00					
			-				
			45,937.50	45,937.50			
TOTAL:	1,064,428.00	325,000.00	45,938	45,938	-	-	30,626
Spending Item #6 - Fire Protection							
VOPC; PC Volunteer FD Radios			25,000.00	25,000.00		-	
Fire Engine Replacement; DC Rural Fire			774,950.00			774,950.00	
TLPD; Computer Aided Dispatch Units			9,570.00	6,489.44		3,080.56	
CDC; DC/PC Fire Radios			100,000.00	100,000.00	-	-	
DC/PC Fire; PC Fire New Tender			250,000.00	250,000.00		-	
DC/PC Fire; Expansion Service Contract (2022-2024)			75,000.00	75,000.00		-	
Fire Protection Feasibility; Bessborough/Farmington			45,000.00	27,581.63		17,418.37	
TOTAL:			1,279,520	484,071	-	795,449	109,908
Spending Item #7 - Libraries Museums & Art Galleries	13,500.00	-					
			-				
TOTAL:			-	-	-	-	13,500
Spending Item #8 - Year Round Rec Facility Upgrades	62,737.00	100,000.00					
Encana Events Centre; Sport Court Funding			100,000.00	100,000.00		-	
Kelly Lake Community Centre Renovation Project			319,000.00	8,380.95		310,619.05	
KL Comm. Centre; Grant Application Costs			4,237.50	4,237.50		-	
TOTAL:			423,238	112,618	-	310,619	(260,501)
Spending Item #9 - PRRD Sewer Services	(90,660.00)	1,112,485.00					
Chilton Swr; Upgrades			21,546.56	21,546.56		-	
Chilton Swr; Capital Upgrades			129,214.00	129,214.00		-	
Chilton Swr; Capital Upgrades (2025)			40,000.00		744.88	39,255.12	
Friesen Swr; Upgrades			143,794.56	143,794.56		-	
Harper/Imperial Swr; Upgrades			16,543.20	16,543.20		-	
Harper/Imperial Swr; Capital Upgrades			196,373.71	196,373.71		-	
Harper/Imperial Swr; Capital Upgrades (2025)			40,000.00		744.88	39,255.12	
Kelly Lake Sewer; Upgrades			21,225.66	21,225.66		-	
Kelly Lake Sewer; Desludging Activities			200,000.00	130,045.80		69,954.20	
Kelly Lake Sewer; Capital Upgrades (2025)			140,000.00		30,419.54	109,580.46	
Kelly Lake Valve Replc & Interconnect Repair			250,000.00			250,000.00	
Rolla Swr; Condition Assessment			50,000.00	50,000.00		-	
Rolla Swr; Capital Upgrades			15,000.00	15,000.00		-	
Rolla Swr; Engineering/Consulting Expenses			32,509.95	32,509.95		-	
Rolla Swr; Lagoon Desludging Activities			200,000.00	102,973.18		97,026.82	
Rolla Swr; Capital Upgrades (2025)			40,000.00		744.88	39,255.12	
TOTAL:			1,536,208	859,227	32,654	644,327	(514,383)
Spending Item #10 - Natural Gas	765,000.00	454,375.00					
			-				
TOTAL:			-	-	-	-	1,219,375
Spending Item #11 - Connectivity	-	-					
TOTAL:			-	-	-	-	-
Spending Items A-E (2016)	(1,725.00)						
TOTAL:			-	-	-	-	(1,725)
Total Remaining Commitments						2,064,809	
Interest Received							529,219
PRA Funds Received							(30,501)
TOTAL							2,337,531

Area E							
June 2025							
	Remaining Planned Spend (2016-2020)	Planned Spend (2021-2025)	Committed	Paid (2021-2024)	Paid YTD (2025)	Remaining Commitment	Remaining Planned Spend
Spending Item #1 - Potable Water & Water Security/Studies	679,750.00	500,000.00					
CDC; Water Stewardship (10k/yr. 2023-2025)			30,000.00	20,000.00	10,000.00	-	
						-	
TOTAL:			30,000	20,000	10,000	-	1,149,750
Spending Item #2 - Arenas	500,000.00	460,000.00					
						-	
						-	
TOTAL:			-	-	-	-	960,000
Spending Item #3 - Halls, Trails & Walking Paths	177,950.00	225,000.00		-			
Moberly Lake Community Hall; Upgrades			16,362.68	16,363		-	
						-	
TOTAL:			16,363	16,363	-	-	386,587
Spending Item #4 - Assistance to Other Organizations	224,969.00	821,243.00		62,500.00			
Seniors Meal Project; Public Engagement & Approval Process				15,000.00			
Step Up 'N' Ride Society; (6,250/yr. 2023-2025)			18,750.00	6,250.00	6,250.00	6,250.00	
Chetwynd Communications Soc; Operations and Equipment Reserve			100,000.00	100,000.00		-	
TOTAL:			118,750	183,750	6,250	6,250	849,962
Spending Item #5 - Dawson Creek Fire Training Centre	26,250.00	17,500.00	26,250.00	26,250.00			
TOTAL:			26,250	26,250	-	-	17,500
Spending Item #6 - Fire Protection	51,998.00	200,000.00					
Chetwynd Fire Operations (2020)			-			-	
Chetwynd Rural Fire; Hall Replacement (50k/yr. 2022-2026)			250,000.00	150,000.00		100,000.00	
Chetwynd Rural Fire; Public Engagement/Boundary Expansion			116.05	116.05		(0.00)	
Chetwynd Rural Fire; Water Tender Down Payment			554,658.00	217,004.89	337,653.11	-	
CDC; DC/PC Fire Radios			10,000.00	10,000.00		-	
MLFD Capital Items; Gear Storage, IT Upgrade, Gas Detectors			27,750.00	27,750.00		-	
MLFD; Portable Pumps			9,654.70	9,654.70		-	
MLFD; Fire Hall Concrete Apron			100,000.00			100,000.00	
MLFD; Fire Hall Security Upgrades			17,000.00	17,000.00		-	
MLFD; Winch System, Cistern, Door R&M, Turnout Gear			82,675.00	19,184.83		63,490.17	
ML Rural Fire; Public Engagement/Operations			29,538.00	5,617.77		23,920.23	
Chetwynd Rural Fire; Water Tender Procurement Additional Cost			27,342.00	-	27,342.00	-	
TOTAL:			1,108,734	456,328	364,995	287,410	(856,736)
Spending Item #7 - Libraries Museums & Art Galleries	750,635.00	1,000,000.00					
Chetwynd Public Library; Concept, Designs, Estimates			224,330.16	224,330.16		-	
Chetwynd Public Library; New Library Construction			2,083,946.77	2,083,946.77	-	-	
TOTAL:			2,308,277	2,308,277	-	-	(557,642)
Spending Item #8 - Year Round Rec Facility Upgrades	37,500.00	325,000.00					
Chetwynd Leisure Cntr; Parking Lot Improvements			200,000.00	200,000.00		-	
Iver Johnson Comm Park; Facility Upgrades			3,298.00	3,298.00		-	
Iver Johnson Comm Park; Basketball Court			8,433.57	8,433.57		-	
TOTAL:			211,732	211,732	-	-	150,768
Spending Item #9 - PRRD Sewer Services	-	-		-			
						-	
TOTAL:			-	-	-	-	-
Spending Item #10 - Natural Gas	-	557,470.00					
Moberly Lake Natural Gas Feasibility Partnership			500,000.00			500,000.00	
TOTAL:			500,000	-	-	500,000	57,470
Spending Item #11 - Connectivity	-	-					
Connectivity Partnering							
TOTAL:			-	-	-	-	-
Spending Items A-E (2016)	(1,725.00)						
TOTAL:			-	-	-	-	(1,725)
	2,447,327.00	4,106,213.00	4,320,105				
Total Remaining Commitments						793,660	
Interest Received							554,404
PRA Funds Received							(25,110)
						TOTAL	2,685,229

Community Works (Gas Tax) Commitments						Total			
June 2025						Area B	Area C	Area D	Area E
January 1, 2025 opening balance						1,400,482.25	1,942,545.26	871,182.86	2,212,922.23
Total Interest Earned						19,608.71	24,489.58	12,197.58	30,983.82
Subscription									
COMMITMENTS						Gas Tax Payments This Year			
Area B	Project Number	Budget Category	Date Committed	Commitment Amount	Previous Yrs. Payments	Remaining Commitment			
Cecil Lake Rec; Building Improvements; Additional Storage	21-0333-CWF	120	Apr 22, 2021	39,746.00	39,083.10				662.90
Cecil Lake Rec; Outhouses, Ball Diamond Upgrades	24-0049	120	Jun 23, 2023	32,403.00					32,403.00
Cecil Lake Rec; Universal Basketball Court Construction	24-0258	120	Apr 25, 2024	22,238.72					22,238.72
Clearview Arena Soc.; Condenser Replacement	24-0259	120	May 9, 2024	116,501.68	113,808.38				2,693.30
*Goodlow Comm Club; Dugout, Campsite, Gazebo Upgrades	24-0050	120	Apr 22, 2021	23,456.00	18,877.45				4,578.55
Goodlow Comm Club; Parking Lot Construction	24-0051	120	Jun 23, 2023	27,000.00					27,000.00
*NP Fall Fair Soc; A. Kelly Building & Grounds Improvements	24-0139	120	Apr 22, 2021	31,435.00					31,435.00
NP Fall Fair Soc; Pineview Hall Structural Assessments	24-0260	120	May 9, 2024	12,730.00	9,660.00				3,070.00
*Prespatou Planning Cmte Soc; Comm Walking Trail	24-0053	120	Apr 22, 2021	100,000.00	56,111.11				43,888.89
*Osborn Comm Hall Construction	24-0147	120	Sep 29, 2022	500,000.00					500,000.00
Rose Prairie Water Stn; Capital Upgrades	24-0273	702	May 9, 2024	407,000.00					407,000.00
Upper Halfway Community Hall; Critical R&M	23-0499-CWF	120	Feb 3, 2022; Aug 3, 2023	10,742.00	6,981.00				3,761.00
						-			1,078,731.36
Area C									
Baldonnel Elementary PAC; Intermediate Playground Eq	24-0332	120	Apr 25, 2024	316,317.10	19,786.58		170,083.48		126,447.04
CL Elementary Multi-Sport Court Gas Tax Funding Sign	24-0058	120	Jun 23, 2023	500.00					500.00
CLFD; Coverall Building and Fire Hall Office Renos	24-0333	315	May 9, 2024; Jan 24, 2025	225,000.00					225,000.00
CLFD; Fire Hall Building Feasibility Study	25-0022	315	Jan 24, 2025	25,000.00					25,000.00
Charlie Lake Sewer Capital Repairs	23-0587-CWF	601	Aug 18, 2022	2,000,000.00	1,140,470.06		611,958.73		247,571.21
Charlie Lake Sewer Capital Upgrades	24-0334	601	May 9, 2024	174,000.00					174,000.00
Charlie Lake Sewer Capital Upgrades	24-0334	601	Nov 14, 2024; Dec 12, 2024	207,000.00					207,000.00
						2,947,817.10	1,160,256.64	782,042.21	1,005,518.25
Area D									
Farmington Community Assn; Matthews Park Playground Eq	24-0336	120	Apr 25, 2024	80,000.00	67,830.57				12,169.43
Kelly Lake Sewer System Upgrades	23-0519-CWF	606	Nov 25, 2021	135,000.00	94,334.10				40,665.90
Kelly Lake Community Centre; Renovations	24-0337	225	May 9, 2024	446,000.00			7,500.00		438,500.00
Lions Club of TR; Lions Flatbed Creek Campground Upgrade	24-0338	120	Apr 25, 2024	54,000.00					54,000.00
SP Mile 0 Park Soc; Rotary Recreation Park Redevelopment	24-0339	120	May 9, 2024	100,500.00	100,000.00		51.27		448.73
SP Historical Soc; W. Wright Pioneer Village Roof R&M	24-0060	120	Mar 23, 2023	98,000.00	97,988.00				12.00
						1,832,183.04	1,278,835.71	7,551.27	545,796.06
Area E									
Asset Mgmt - Area E Infrastructure & Comm Hall Upgrades	24-0341	120	May 9, 2024	1,784,000.00					1,784,000.00
Jackfish Lake Community Hall; Critical R&M	23-0444-CWF	120	Jan 12, 2022; Aug 3, 2023	59,209.00	3,762.90				55,446.10
Moberly & Jackfish Lake Comm Halls; Condition Asmt	22-0523-CWF	120	Jan 21, 2021	30,000.00	12,485.79				17,514.21
Moberly Lake Fire Hall; Exhaust Removal; New Furnace	23-0057-CWF	335	Nov 25, 2021; Dec 16, 2021	130,825.00	118,491.00				12,334.00
SP Mile 0 Park Soc; Rotary Recreation Park Redevelopment	24-0339	120	May 9, 2024	50,500.00	50,000.00			51.27	448.73
						2,054,534.00	184,739.69	51.27	1,869,743.04
Total Community Works (Gas Tax) Balance at month end						1,420,090.96	1,184,992.63	875,829.17	2,243,854.78
Total Remaining Commitment						1,078,731.36	1,005,518.25	545,796.06	1,869,743.04
Balance After Remaining Commitments						341,359.60	179,474.38	330,033.11	374,111.74
						Area B	Area C	Area D	Area E
*Conditions apply									

BCR/PRA Commitments	June 2025	Area B	Area C	Area D	Area E	Total BCR/PRA
2025 Opening Balance		41,250.26	33,416.17	20,233.79	43,844.14	138,744.36
Interest		577.57	467.87	283.30	613.88	1,942.62
Commitments Remaining						
N/A						
BC Rural Centre Soc.; Keeping it Rural Conference (833.33/yr 2024-25)		833.33	833.33			1,666.66
Total Commitments		833.33	833.33	-	-	1,666.66
						-
Total Expenditures		-	-	-	-	-
Month End GL Balance		41,827.83	33,884.04	20,517.09	44,458.02	140,686.98
Balance Available After Remaining Commitments		40,994.50	33,050.71	20,517.09	44,458.02	139,020.32
		Area B	Area C	Area D	Area E	

Rural Loans Fund Commitments

June 2025

2025 Opening Balances	Loan Fund	4,500,000.00
	Interest	1,446,168.62
	Total	5,946,168.62

Loans

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

Grants

	Area B	Area C	Area D	Area E	Remaining Commitment
80% of Loan Fund Interest	289,234.00	289,234.00	289,234.00	289,234.00	1,156,936.00
COMMITMENTS:					
N/A					
Total Remaining Commitment					
-					
Balance After Remaining Commitments					
289,234.00 289,234.00 289,234.00 289,234.00 1,156,936.00					

Interest Earned 2025	0.00
Rural Loan Fund Reserve GL Balance	6,029,423.34

Special Purpose Operating and Capital Reserve Balances as of June 2025

RESERVES

Reserve Fund	Balance	2024 Interest	Reserve Fund	Balance	2024 Interest
911 Emergency Capital	\$ 420,946.62	\$ 21,795.16	Gotta Go	\$ 78,873.01	\$ 2,783.92
Area B Potable H2O Capital	\$ 718,053.62	\$ 24,241.99	Green "Carbon" Project	\$ 882,082.45	\$ 42,864.33
Area C Comm Measures EA	\$ 703,047.52	\$ 16,183.79	Growing Communities Fund	\$ 2,162,554.03	\$ 122,038.97
Area C Comm Measures Emerg	\$ 77,867.67	\$ 1,792.46	Harp/Imp Sewer Capital	\$ 184,520.42	\$ 6,074.33
*BCR/PRA	\$ 140,686.98	\$ 6,766.40	Information System Plan	\$ -	\$ 8,279.53
Buick Creek Arena Capital	\$ 395,550.32	\$ 19,978.79	Insurance	\$ 550,216.92	\$ 26,346.61
Building	\$ 5,245,624.46	\$ 74,435.62	Invasive Plants Operating	\$ 132,475.48	\$ 6,166.74
Charlie Lake Fire Capital	\$ 1,186,462.24	\$ 53,556.90	Kelly Lake Comm Ctr. Capital	\$ 124,572.24	\$ 5,245.19
Charlie Lake DCC	\$ 362,778.84	\$ 17,371.30	Kelly Lake Sewer Capital	\$ 99,599.81	\$ 3,499.55
Charlie Lake Sewer Capital	\$ 839,992.55	\$ 39,868.10	Landfill Closure	\$ 3,842,008.70	\$ 150,641.46
CL Sewer Treatment/Disposal	\$ 423,575.85	\$ 20,282.52	Med. Health Care Scholarship	\$ 122,257.95	\$ 5,854.20
CL Waste Water Truck Facility	\$ 572,201.38	\$ 27,399.29	Moberly Lake Fire Apparatus	\$ 215,555.31	\$ 10,321.66
Chetwynd Arena Capital	\$ 3,171,119.74	\$ 136,511.06	Moberly Lake Fire Capital	\$ 44,459.39	\$ 1,079.17
Chetwynd Leis Ctr Capital	\$ 2,658,390.27	\$ 175,807.22	North Pine TV	\$ 33,706.02	\$ 1,613.98
Chetwynd Library Capital	\$ 158,164.41	\$ 4,515.48	NP Leisure Pool Building Repl	\$ 4,511,628.84	\$ 206,065.01
Chetwynd Rural Fire Capital	\$ 303,258.43	\$ 14,189.08	NP Leisure Pool Capital	\$ 2,749,106.18	\$ 123,233.53
Chilton Sewer Capital	\$ 125,859.57	\$ 4,756.97	*Peace River Agreement	\$ 17,136,386.58	\$ 720,850.11
*Community Works (Gas Tax)	\$ 5,724,767.54	\$ 321,534.81	Peace River Agreement Cmte	\$ 1,231,002.25	\$ 58,945.35
*Covid Operating	\$ 152,693.12	\$ 14,444.21	Regional Parks Capital	\$ 470,793.03	\$ 14,943.81
DC/PC Fire Capital	\$ 947,164.12	\$ 35,709.16	Rolla Sewer Capital	\$ 107,994.62	\$ 3,414.54
Election	\$ 114,359.82	\$ 5,476.01	*Rural Loan Fund	\$ 6,029,423.34	\$ 288,713.01
*Fair Share	\$ 6,954,288.89	\$ 349,208.63	Seniors Aging in Place Operating	\$ 325,338.08	\$ 14,018.46
Feasibility	\$ 335,271.18	\$ 17,046.97	Solid Waste Capital	\$ 13,273,654.75	\$ 443,171.92
Friesen Sewer Capital	\$ 106,086.25	\$ 3,810.13	Sub-Regional Recreation Operating	\$ 253,820.30	\$ 12,153.94
FSJ Airport Sewer Capital	\$ 149,872.74	\$ 6,721.89	Vehicle (Fleet)	\$ 240,179.38	\$ 10,996.86
FSJ Airport Water Capital	\$ 50,861.34	\$ 2,357.45			
			TOTAL	\$ 86,841,154.55	\$ 3,705,077.57

*Colour highlighted items are RBAC delegated.

Operating Maintenance Reserve Balances as of June 2025

RESERVE

Function	Reserve Fund	Balance	2024 Interest	Function	Reserve Fund	Balance	2024 Interest
100	Administration (General)	\$ 9,706.86	\$ -	280	Recreation & Culture Facilities	\$ 34,818.51	\$ -
100	Communications	\$ -	\$ -	285	Cemeteries	\$ -	\$ -
100	Corporate	\$ -	\$ -	290	Chetwynd Library	\$ 38,109.33	\$ 1,319.36
100	Finance	\$ 133,082.26	\$ 6,372.51	291	Fort St John Public Library	\$ 430.62	\$ -
100	Human Resources	\$ 530,513.30	\$ 25,403.10	295	Library Services	\$ 573.82	\$ -
100	Information Tech	\$ 480,441.22	\$ 13,534.24	300	Emergency Plan	\$ 181,786.32	\$ 22,667.88
100	Occupational Health & Safety	\$ -	\$ -	305	911 Emergency Telephone	\$ 30,420.77	\$ -
110	Legislative Regional	\$ 8,998.84	\$ -	310	Emergency Rescue Vehicle	\$ -	\$ -
120	Legislative Electoral	\$ 41,512.92	\$ -	315	Charlie Lake Fire	\$ 146,762.41	\$ 6,642.00
135	Regional Connectivity	\$ -	\$ -	320	Chetwynd Rural Fire	\$ 6,950.02	\$ 74.57
160	Fleet Administration	\$ -	\$ -	325	DC/PC Rural Fire	\$ 4,493.40	\$ -
170	Gotta Go	\$ 121,739.08	\$ -	330	Fort St John Rural Fire	\$ 5,999.10	\$ -
180	Health Related	\$ 2,196.92	\$ -	335	Moberly Lake Rural Fire	\$ 310.57	\$ -
190	Seniors Aging in Place	\$ 6,416.10	\$ -	340	Taylor Rural Fire	\$ 4,660.40	\$ -
200	Regional Parks	\$ 196,673.06	\$ 7,123.25	345	Tomslake Fire	\$ 96,690.72	\$ 3,024.09
210	Community Parks	\$ 1,727.81	\$ -	400	Mgmt. of Dev.	\$ 237,243.81	\$ 10,626.13
220	Regional Recreation	\$ 0.15	\$ -	405	Building Inspection	\$ 3,409.27	\$ -
221	Sub-Regional Rec & Culture	\$ -	\$ -	410	Animal Control Shelter	\$ -	\$ -
222	Dinosaur Museum	\$ 4,099.12	\$ -	430	Rolla Creek Dike	\$ 1,759.16	\$ 84.23
223	Global Geopark	\$ 3,610.01	\$ -	500	Solid Waste	\$ 4,245,607.85	\$ 200,669.33
224	Sport & Cultural Events	\$ -	\$ -	525	North Pine TV	\$ -	\$ -
225	Kelly Lake Comm Ctr.	\$ 50,538.88	\$ 1,925.58	601	Charlie Lake Sewer	\$ 152,042.89	\$ 9,418.06
230	Tate Creek Community Ctr	\$ 573.82	\$ -	602	Chilton Sewer	\$ 39,440.41	\$ 1,888.57
235	South Peace Multiplex	\$ -	\$ -	603	FSJ Airport Sewer	\$ 91,418.82	\$ 3,800.94
240	Chetwynd Leis Ctr	\$ 172,149.78	\$ 8,243.21	604	Friesen Sewer	\$ 31,128.08	\$ 1,490.56
245	NP Leisure Pool	\$ 229,841.35	\$ 6,479.73	605	Harp/Imp Sewer	\$ 101,460.50	\$ 4,252.63
250	Chetwynd Rec Complex	\$ -	\$ -	606	Kelly Lake Sewer	\$ 988.51	\$ 47.34
255	Chetwynd Arena	\$ 249,724.80	\$ 8,933.39	607	Rolla Sewer	\$ 11,274.45	\$ 60.71
260	Clearview Arena	\$ 100,502.47	\$ 4,780.86	701	FSJ Airport Water	\$ 52,696.81	\$ 2,412.59
265	Buick Creek Arena	\$ 149,892.12	\$ 7,885.47	702	Area B Potable Water	\$ 484,996.63	\$ 8,243.21
					TOTAL	\$ 8,499,414.05	\$ 367,403.54



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Bylaw No. 1166, 1998

Effective Date – November 26, 1998

CONSOLIDATED FOR CONVENIENCE ONLY

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

Original Bylaw

Bylaw No. 1166, 1998

Date of Adoption

November 26, 1998

Amending Bylaw

Bylaw No. 1617

January 26, 2006

Bylaw No. 1853

May 14, 2009 (repealed)

Bylaw No. 2299

August 19, 2017

Bylaw No. 2432

February 11, 2021

PEACE RIVER REGIONAL DISTRICT
BYLAW No. 1166, 1998

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

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

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

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

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

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

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

Citation

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

Committee

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

Membership

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

Duties

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

Dispute Resolution

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

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

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

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

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

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

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

Moray Stewart, Administrator

Karen Goodings, Chair

Moray Stewart, Administrator

Schedule "A" – Delegation of Spending Authority

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

Function 120 – Legislative - Electoral Areas

Function 275 - Grants to Community Organizations:

Function 280 – Recreation and Cultural Services

Function 221 – Sub Regional Recreation and Cultural Services

Function 210 – Community Parks

Function 285 – Cemeteries

Function 295 – Library Services

Function 525 - North Pine Television Rebroadcasting

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

Community Works Gas Tax

Fair Share Memorandum of Understanding Electoral Area Funds

Peace River Agreement Electoral Area Funds

BC Rail Grants in Lieu Electoral Area Funds

COVID-19 Reserve Fund

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

Moray Stewart Administrator