



# PEACE RIVER REGIONAL DISTRICT

## Special Rural Budgets Administration Committee Meeting Agenda

December 11, 2020, 9:30 a.m.

1981 Alaska Avenue, Dawson Creek, BC

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### Pages

1. **Call to Order**
  - 1.1. Meeting Chair - Director Goodings
2. **Adoption of Agenda**
3. **Reports**
  - 3.1. Grant Request – Buick Creek Community Club – Fogger Applicator, FN-RBAC-042 2
  - 3.2. Grant Request – Clearview Arena Society - Applicator Fogger Machine, FN-RBAC-041 11
  - 3.3. Grant Request – District of Chetwynd - Economic Development, FN-RBAC-040 17
4. **Adjournment**



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-042

From: Teri Vetter, Chief Financial Officer

Date: December 11, 2020

**Subject: Grant Request – Buick Creek Community Club – Fogger Applicator**

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## **RECOMMENDATION:**

That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,400, payable from Electoral Area B Fair Share, to be issued to Buick Creek Community Club for the purchase of an applicator fogger machine.

## **BACKGROUND/RATIONALE:**

Buick Creek Community Club (BCCC) is requesting a grant in the amount to 2,400 to assist with the purchase of an applicator fogger machine for use at the Buick Creek Arena. The machine will assist BCCC in its ability to clean and sanitize the facility. The machine will be utilized in high traffic areas of the facility and dressing rooms in order to reduce the risk and spread of the virus.

BCCC is a registered not-for-profit society in good standing with the *Societies Act of BC* and has an established relationship with the PRRD through a Shared Use Operating Agreement for the operation and maintenance of the Buick Creek Arena. The BCCC has received a total of \$144,477 in grant funds from Rural Recreational and Cultural Grants-in-Aid dating back to 1998.

## **ALTERNATIVE OPTIONS:**

1. That the Rural Budgets Administration Committee respectfully deny the grant application from Buick Community Club and provide no grant funding to assist with the purchase a applicator fogger machine.
2. That the Rural Budgets Administration Committee provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

As of October 31, 2020 the balance available after remaining commitments in Electoral Area B, Fair Share is \$996,229.46.

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

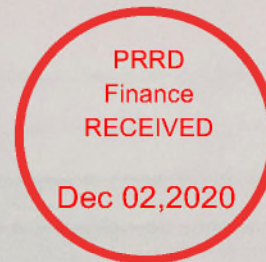
Buick Creek Community Club will be notified in writing of the Committee's decision and if approved, will be asked to recognize the Regional District for its contribution.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Grant Application – Buick Creek Community Club - Fogger



Society #: 0013359

Name: Buick Creek Community Club

Civic Address: 15288 Beatton River Road

Mailing Address: P.O. Box 3058

City: Buick B.C.

Postal Code: V0C 2R0

Contact Person: John Bueckert

Alternate Person: Joe Bergen

Tel: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

Email: [REDACTED]

**SOCIETY EXECUTIVES**

President: Joe Bergen

Vice President: Ed Giesbrecht

Treasurer: Chris Sowers

**PROJECT COSTS**

Total Cost of Project:

Amount Requested per

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

We are looking at purchasing a fogger to sanitize the high traffic areas in the Buick Arena. This would minimize time the staff has to spend cleaning and sanitizing. It would make the arena a lot cleaner and safer.

**ATTACHMENTS REQUIRED:**

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

Signature of Applicant: [REDACTED]

Date: Nov 30/2020

**For Office Use Only**

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

Gas Tax:

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

# Buick Arena

## Financial Statements

**December 31, 2019**

*(Unaudited - see Notice to Reader)*

# Buick Arena

December 31, 2019

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## **Compilation Report**

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On the basis of information provided by management I have compiled the statement of financial position of the Buick Arena as at December 31, 2019 and the statement of operations and changes in fund balances for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

The practitioner of this accounting firm does the bookkeeping, has signed cheques on the bank account of the Buick Arena and has made management decisions pertaining to the Buick Arena during the year.

Vanessa Bergen  
Chartered Professional Accountant

Buick, BC  
January 30, 2020

# Buick Arena

## Statement of Financial Position

As At December 31, 2019

(Unaudited - see Notice to Reader)

	Note	2019	2018
<b>Assets</b>			
<b>Current Assets</b>			
Cash		\$ 132,411	\$ 153,512
Accounts receivable		23,410	22,825
Due from Government Agencies		1,217	2,168
Prepaid expenses		(1)	347
<b>Total Current Assets</b>		157,037	178,852
<b>Long Term Assets</b>			
Property, Plant and Equipment net of amortization	2.a.	38,897	38,897
<b>Total Assets</b>		<u>\$ 195,934</u>	<u>\$ 217,749</u>
<b>Liabilities and Fund Balances</b>			
Accounts payable		\$ 6,417	\$ 17,370
Rural hockey account		13,478	10,107
Buick hockey account		8,436	10,096
Due to Government Agencies		4,403	5,073
Wages payable		9,804	12,177
<b>Total Current Liabilities</b>		42,538	54,823
<b>Fund Balances</b>			
Unrestricted fund balance		153,396	162,926
<b>Total Liabilities and Funds Balances</b>		<u>\$ 195,934</u>	<u>\$ 217,749</u>
<b>Approved on Behalf of the Board:</b>			
_____, President			
_____, Secretary/Treasurer			

The accompanying notes are an integral part of these financial statements.



# Buick Arena

## Statement of Operations and Changes in Fund Balances

For the Year Ended December 31, 2019

(Unaudited - see Notice to Reader)

	Note	2019	2018
<b>Revenue</b>			
Drop-in/Rentals	\$	27,959	\$ 19,218
Advertising		2,500	2,250
Donations		4,000	2,000
Operating grant		85,000	85,000
<b>Total revenue</b>		119,459	108,468
<b>Operating expenses</b>			
Accounting and legal		1,800	1,800
Freight		-	111
Insurance and licenses		9,095	9,161
Interest - current		115	120
Office and miscellaneous		-	810
Repairs and maintenance		18,995	17,668
Subcontracts		18,335	18,088
Janitorial		1,245	774
Supplies		1,892	1,462
Snow/ice removal		-	325
Telephone		1,153	1,674
Hydro		22,015	20,695
Propane		8,212	10,706
Waste disposal		940	925
Water		-	250
Salaries and wages		44,546	38,389
Workers compensation		648	826
<b>Total operating expenses</b>		128,991	123,784
<b>Excess of revenues over expenses</b>		(9,532)	(15,316)
Fund balances, beginning of year		162,928	178,242
<b>Fund balances, end of year</b>	\$	153,396	\$ 162,926

The accompanying notes are an integral part of these financial statements.

# Buick Arena

## Notes to the Financial Statements

December 31, 2019

(Unaudited - see Notice to Reader)

### 1. Accounting policies

#### a. Property, plant and equipment

##### i. Method and rates

Property, plant, and equipment are stated at cost. Amortization is provided using the following methods and annual rates:

	Method	Rate
Equipment	%	20.00
Automotive equipment	%	30.00
Computer equipment	%	55.00
Leasehold improvements	straight line	20.00

### 2. Property, plant and equipment

#### a. Cost less accumulated amortization - net book value by year

Property, plant and equipment consist of the following:

	2019		2018	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Equipment	\$ 31,990	\$ (21,301)	\$ 10,689	\$ 10,689
Automotive equipment	28,194	(25,044)	3,150	3,150
Computer equipment	1,358	(915)	443	2,273
Leasehold improvements	30,902	(6,287)	24,615	24,615
<b>Total</b>	<b>\$ 92,444</b>	<b>\$ (53,547)</b>	<b>\$ 38,897</b>	<b>\$ 40,727</b>



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-041

From: Teri Vetter, Chief Financial Officer

Date: December 11, 2020

**Subject: Grant Request – Clearview Arena Society, Applicator Fogger Machine**

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## **RECOMMENDATION:**

That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,400, payable from Electoral Area B Fair Share, to be issued to Clearview Arena Society for the purchase of an applicator fogger machine.

## **BACKGROUND/RATIONALE:**

Clearview Arena Society is requesting a grant in the amount to 2,400 to assist with the purchase of an applicator fogger machine for use at the Clearview Arena. The Society indicates that this machine will help with the sanitization of the facility.

The Clearview Arena Society is a registered not-for-profit society in good standing with the *Societies Act of BC* and has an established relationship with the PRRD through a Shared Use Operating Agreement for the operation and maintenance of the Clearview Arena.

## **ALTERNATIVE OPTIONS:**

1. That the Rural Budgets Administration Committee respectfully deny the grant application from Clearview Arena Society and provide no grant funding to assist with the purchase a applicator fogger machine.
2. That the Rural Budgets Administration Committee provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

As of November 30, 2020 the balance available after remaining commitments in Electoral Area B, Fair Share is \$996,229.46.

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

Clearview Arena Society will be notified in writing of the Committee's decision and if approved, will be asked to recognize the Regional District for its contribution.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Grant Application – Clearview Arena Society, Fogger



Society #: s-0059688

Name: Clearviw Arena Society

Civic Address: 13786-223 road

Mailing Address: Box 73

City: Goodlow, BC

Postal Code: V0C 1S0

Contact Person: Debbie Smith

Alternate Person: Matt Bruha

Tel:

Tel:

Email:

Email:

## SOCIETY EXECUTIVES

President: Matt Bruha

Vice President: Donovan Giesbrecht

Treasurer: Debbie Smith

## PROJECT COSTS

Total Cost of Project:

2400.<sup>00</sup>

Amount Requested per

2400.<sup>00</sup>

For how many years?

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

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

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

The Clearview Arena Society is requesting funds to purchase a fogger system. The fogger system would help in the sanitization of the dressing rooms & public areas used by the patrons. This system would enhance the sanitization of all areas of the arena to ensure proper disinfection. This then would allow parents/guardians to be able to enter the arena safely.

## ATTACHMENTS REQUIRED:

- Project budget, including all sources of funding
- Current financial statement

Signature of Applicant:

Date:

Nov 30/20

## For Office Use Only

Fair Share: B C D E

Gas Tax:

PRA: B C D E

Other:

BCR/PRA: B C D E

**Clearview Arena Society**  
**Balance Sheet As at 11/30/2020**

**ASSET**

**Current Assets**

Chequing Bank Account	69,995.72	
PETTY CASH	460.00	
Platinum Plan Savings Account	192,883.81	
Total Cash		263,339.53
5 Yr Redeemable Term Deposit	90,084.80	
Credit Union Shares	76.20	
Total Term Deposits		90,161.00
Accounts Receivable	0.00	
receivable	0.00	
Payroll Advances	0.00	
Total Receivable		0.00
Purchase Prepayments		0.00
<b>Total Current Assets</b>		<b>353,500.53</b>

**TOTAL ASSET** 353,500.53

**LIABILITY**

**Current Liabilities**

Accounts Payable		-31,541.42
Vacation payable		0.00
EI Payable	307.09	
CPP Payable	773.80	
Federal Income Tax Payable	1,038.40	
Total Receiver General		2,119.29
WCB Payable		2,006.80
PST Payable		0.00
GST Charged on Sales	0.00	
GST Paid on Purchases	-3,132.93	
GST Owing (Refund)		-3,132.93
<b>Total Current liabilities</b>		<b>-30,548.26</b>

**TOTAL LIABILITY** -30,548.26

**EQUITY**

**Owners Equity**

Retained Earnings - Previous Year	196,947.35
Current Earnings	187,101.44
<b>Total Owners Equity</b>	<b>384,048.79</b>

**TOTAL EQUITY** 384,048.79

**LIABILITIES AND EQUITY** 353,500.53



**Clearview Arena Society**  
**Income Statement 01/01/2020 to 11/30/2020**

**REVENUE**

**Sales Revenue**

Yerly Ice Rentals	7,060.00
Other Ice Rentals	4,380.00
Skate Sharpening	480.05
Room Rentals	150.00
Concession Revenue	10,381.32
Concession Rentals	0.00
RD Annual Grant	135,000.00
Grants	160,000.00
<b>Net Sales</b>	<b>317,451.37</b>

**Other Revenue**

Interest Revenue	1,588.70
Donations	8.00
Advertising revenue	0.00
Miscellaneous Revenue	0.00
<b>Total Other Revenue</b>	<b>1,596.70</b>

**TOTAL REVENUE** **319,048.07**

**EXPENSE**

**Project Development**

Purchases	0.00
Freight Expense	1,285.91
<b>Project Total</b>	<b>1,285.91</b>

**Payroll Expenses**

Wages & Salaries	48,792.70
Concession Wages	3,608.04
EI Expense	1,164.15
CPP Expense	2,493.90
WCB Expense	351.11
Employee Benefits	0.00
<b>Total Payroll Expense</b>	<b>56,409.90</b>

**General & Administrative Expe...**

Accounting & Legal	3,640.00
Advertising & Promotions	0.00
Bad Debt Account	0.00
Concession Expense	3,443.35
Custodial Expense	2,862.63
Fuel Expense	348.90
Oil and Diesel Conditioner	0.00
GST Expense	0.00
License & Permits	150.00
Insurance	5,115.00
Interest & Bank Charges	17.00
Office Supplies	1,259.21
Safety Expense	682.24
Miscellaneous	0.00
Repair & Maintenance-Building	22,763.23
Repair & Maintenance-Equipment	5,006.87
Repair & Maintenance-yard	0.00
Small Tools & Equipment Rentals	461.03
Staff Training	0.00
Telephone	1,643.87
Travel & Entertainment	0.00
Utilities	26,857.49
<b>Total General &amp; Admin. Expen...</b>	<b>74,250.82</b>

**TOTAL EXPENSE** **131,946.63**

NET INCOME

187,101.44





# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-040

From: Teri Vetter, Chief Financial Officer

Date: December 11, 2020

**Subject: Grant Request – District of Chetwynd, Economic Development**

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## **RECOMMENDATION:**

That the Rural Budgets Administration Committee authorize a grant in the amount of \$30,000, for 2020 only, payable from Electoral Area E Fair Share, to be issued to the District of Chetwynd to assist with operational expenses for Economic Development.

## **BACKGROUND/RATIONALE:**

In December 2019, the District of Chetwynd submitted a grant application to request a multi-year grant, in the amount of \$30,000 per year from 2020 to 2022, to assist with operational costs for Economic Development. The grant application was forwarded to the January 23, 2020 Committee of the Whole meeting to be reviewed as part of the 2020 Economic Development assessment process. Director Rose spoke to the application and requested that it be removed from the process as it related directly to an agreement that Electoral Area E had with the District of Chetwynd to provide financial assistance for the purpose of Economic Development. The application was removed and no further action was taken to fund the application or include a budget commitment in the 2020 Annual Budget.

As a result, the application is now being brought before the Rural Budgets Administration Committee to approve and pay out a grant contribution, for 2020 only, to the District of Chetwynd to honor both the grant request and the past practice of providing grant funding from Electoral Area E. A recommendation could not be made to support a multi-year grant request as there was budget commitment included as part of Function 140 - Economic Development for 2020; and furthermore, authority under the existing Supplementary Letters Patent 28 – Division XX1 Industrial Development Commission dated February 24, 1978, does not allow the PRRD to continue to provide Economic Development Grants as has been done in prior years.

The District of Chetwynd submits this request for funding annually each year. Electoral Area E has provided a total of \$474,000 in grant contributions to the District of Chetwynd to support operational costs for Economic Development since 2007.

## **ALTERNATIVE OPTIONS:**

1. That the Rural Budgets Administration Committee respectfully deny the grant application from the District of Chetwynd and provide no grant contribution to assist with the operational costs for Economic Development.
2. That the Rural Budgets Administration Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

As of November 30, 2020 the balance remaining for Electoral Area E Fair Share is \$2,140,134.19.

**COMMUNICATIONS CONSIDERATION(S):**

If approved, the grant payment will be expedited and paid out to the recipient. If denied, a letter will be sent to the District of Chetwynd as follow up.

**OTHER CONSIDERATION(S):**

Staff will work to create an agreement with the District of Chetwynd and Electoral Area E Director to ensure that future amounts can be budgeted for.

**Attachments:**

1. Grant Application – District of Chetwynd, Economic Development

**External Links:**

1. 2020 Economic Development Grant Request – [See Item 5.3](#)

Date: November 6, 2019

Society #: \_\_\_\_\_

**Organization Information**

1. **Organization Name:** District of Chetwynd  
**Civic Address:** 5400 Hospital Road  
**Mailing Address:** Box 357  
(if different)  
**City:** Chetwynd, BC **Postal Code:** V0C1J0  
**Contact Person:** Ellen McAvany **Phone Number:** 250-401-4113  
**Email:** emcavany@gochetwynd.com

**Project / Initiative Information**

Projects and initiatives submitted for grant-in-aid consideration must have a regional focus and serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities.

**2. Indicate which category is this project, event or service?**

- |                                     |                      |   |
|-------------------------------------|----------------------|---|
| <input type="checkbox"/>            | Arts/Culture         | Projects that enhance the provision and availability of arts and culture services and amenities |
| <input checked="" type="checkbox"/> | Economic Development | Projects related to creating or enhancing economic opportunities                                |
| <input type="checkbox"/>            | Environmental        | Projects that enhance, protect, or restore environmental values                                 |
| <input type="checkbox"/>            | Heritage             | Projects that protect and interpret the region's heritage values                                |
| <input type="checkbox"/>            | Social               | Projects that support the health, well-being and diversity of individuals and communities       |
| <input type="checkbox"/>            | Sport/Recreation     | Projects related to the provision of sports or recreation activities, tournaments or events     |
| <input type="checkbox"/>            | Other (Describe)     | _____   |

**3. Identify which electoral areas and municipalities this project, event or service will provide benefit to?**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Electoral Area B            | <input type="checkbox"/> City of Dawson Creek            | <input type="checkbox"/> District of Taylor        |
| <input type="checkbox"/> Electoral Area C            | <input type="checkbox"/> City of Fort St. John           | <input type="checkbox"/> District of Tumbler Ridge |
| <input type="checkbox"/> Electoral Area D            | <input checked="" type="checkbox"/> District of Chetwynd | <input type="checkbox"/> Village of Pouce Coupe    |
| <input checked="" type="checkbox"/> Electoral Area E | <input type="checkbox"/> District of Hudson's Hope       |  |

**4. Description of project, event or service:**

Economic Development activities for Chetwynd, area E and regional area.



5. Project Start Date: 2020 Project End Date: 2023

6. Is this project, event or service part of your core operations? ☒ Yes ☐ No

7. Is the project, event, or service already provided in the community by another organization? ☐ Yes ☒ No

If yes, provide details:

8. Who will benefit from the project, event or service?

Chetwynd, Regional areas, PRRD Area E and more

9. What will those benefits be?

Collaboration with local, regional & national bodies to attract & retain economic drivers to the area, to be more sustainable, assist in communication, transparency, establish and strengthen partnerships, capacity quality of life and more

### Budget Information

10. Total Cost of the Project, Event or Service: \$ 169,602

11. Grant-in-Aid Amount Requested: \$ 30,000

12. For how many years are you requesting funding? ☐ 1 ☐ 2 ☒ 3

13. Will you receive other sources of funding? ☒ Yes ☐ No

14. Have you applied to other sources, including municipalities for funding? ☒ Yes ☐ No

15. Please describe other sources of funding and amounts as anticipated or received:

Amount: 50000 ☒ Source: NDIT ☒

Amount: \_\_\_\_\_ Source: \_\_\_\_\_

Amount: \_\_\_\_\_ Source: \_\_\_\_\_

Amount: \_\_\_\_\_ Source: \_\_\_\_\_





### Application Authorization

- ☒ I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I understand that if my application is successful, I will be required to provide a summary report that includes annual financial statements, a description of how funds were spent, and the outcomes achieved to the Regional District by **February 28** of the following year the grant funds were received.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I understand that the information provided in this application may be shared with the Board of Directors, Committee(s), Regional District staff and consultants.

### Application Submission

Please submit all grant applications and attachments by email to [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca) on or before **December 31**. The following attachments must be included with your application:

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

Applicant Signature \_\_\_\_\_

# DISTRICT OF CHETWYND Provisional Budget Report

GL5220

Date : Nov 07, 2019

Page : 1

Time : 9:18 am

Account Code : 21-2-605-????

To 21-2-605-????

Fiscal Year : 2019



Account Code	Account Description	CC1	2019 Actual Values	2019 Budget Values	2020 Provisional Budget
<b>21</b>	<b>GENERAL REVENUE FUND</b>				
	<b>EXPENSES</b>				
	<b>Economic Development Commission</b>				
21-2-605-0201	EDC - Salaries	9827	81,484	105,571	110,244
21-2-605-0202	EDC - Employee Benefits	9827	20,877	25,488	25,058
21-2-605-0210	EDC - Travel Training & Ed	8104	12,454	10,000	10,000
21-2-605-0230	EDC Impact Report	9410	15,693	0	0
21-2-605-0234	Special Programs	9811	159,186	229,650	15,000
21-2-605-0264	EDC - Materials & Supplies	9827	15,898	4,500	4,500
21-2-605-0270	EDC - Telephones	5120	567	2,000	2,000
21-2-605-0273	Special Events	8104	2,170	0	0
21-2-605-0280	EDC - Office Supplies		149	300	300
21-2-605-0282	EDC - Sponsorship & Mem	5120	2,457	2,000	2,000
21-2-605-0283	EDC - Freight	192101	138	500	500
21-2-605-0284	ADVERTISING - EDC	9410	8,100	0	0
21-2-605-0298	RENT OWN EQUIPMENT	9827	25	0	0
<b>Total Economic Development Com</b>			<b>319,198</b>	<b>380,009</b>	<b>169,602</b>
<b>Total EXPENSES</b>			<b>319,198</b>	<b>380,009</b>	<b>169,602</b>
<b>Total GENERAL REVENUE FUND</b>			<b>319,198</b>	<b>380,009</b>	<b>169,602</b>