



PEACE RIVER REGIONAL DISTRICT

Committee of the Whole Meeting Agenda

January 28, 2021, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

	Pages
1. Call to Order	
2. Adoption of Agenda	
3. Gallery Comments or Questions	
4. Delegations	
4.1. Dave Mitchell and Associates Ltd - Moberly Lake Volunteer Fire Department Needs Assessment (10:00 am)	2
4.2. Ministry of Transportation and Infrastructure - Highway Maintenance Contracts (10:30 am) <i>(by invitation of the Board)</i>	8
5. Reports	
5.1. Function 275 – Grants to Community Organizations, FN-COW-005	10
6. Media Questions	
7. Adjournment	



Moberly Lake Volunteer Fire Department Needs Assessment

Peace River Regional District

Needs Assessment

- In response to a request from Moberly Lake, the PRRD issued an RFP for the Moberly Lake VFD:
 - The purpose of the “Moberly Lake Volunteer Fire Department Needs Assessment & Review” is to conduct a needs assessment and review of the Department and identify options for operational models to support the continuation of the service and address workload requirements
- The project required several site visits with the Moberly Lake VFD as well as with:
 - The Saulteau and West Moberly First Nations
 - Chetwynd and Hudson’s Hope
 - PRRD Senior Staff and Director Rose

Our Background

- Dave Mitchell & Associates Ltd. a BC company formed in 2000
- Independent fire service consultants:
 - BC, Alberta, Manitoba, Ontario, Yukon, NWT
 - Local and Regional Government
 - Improvement Districts
 - Societies
 - Province of British Columbia
 - Union of BC Municipalities

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Fire Service Context

- You are not alone; a lot has changed, and more is changing
- The regulatory process is increasingly complex
 - OFC Playbook
 - WorkSafe BC, including Part 31
 - Fire Underwriters
 - Fire Safety Act, replacing the Fire Services Act
- Firefighting is more dangerous and more complex
- Increased risk to firefighter health and safety
- Communications & dispatch systems are also complex and evolving

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Fire Service Context 2021 and Beyond

- Playbook, 2021 revisions
 - Revised training standards, will increase scope to include additional functions
- Fire Safety Act
 - Changes to inspections and investigations – may impact RD departments
- Emergency Program Act
 - Consultation underway, new Act expected in Q3 2020
 - Provincial adoption of the Sendai Model
- WorkSafe 2020 Review
 - Including Part 31
- Mutual and Automatic Aid

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The Issues Arising

- Members of the Society have expressed their reluctance to continue directly operating the Department
- They have expressed an interest in becoming a Regional District Department with the Society remaining in a supporting role
- Service Agreements to be re-negotiated
- Service establishment and operational bylaws to be revised
- Opportunity to ensure full compliance with the training requirements
- Ensure a continuous, safe and effective fire suppression service.

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Options

- Option 1 –Moberly Lake VFD becomes a Regional Department
 - Transition of employees to become employees
 - Management of OH&S and HR issues
 - Feedback opportunity from a fire management committee with view and voice
 - Communications policy
 - Renewal of service contracts with First Nations
- Option 2 -Society continues to operate Moberly Lake VFD
 - Transition to a new Service Agreement with PRRD to address roles and responsibilities, oversight, reporting, financial reporting, training and accountability.
 - Confirmation of the service level
 - Reporting model & Communications policy
 - Long-term Society sustainability strategic planning
 - Renewal of service contracts with First Nations

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Long-term Fire Service Strategy

- To consider:
 - Better planning for long term costs – sustainable funding model
 - Achieve statutory and regulatory compliance
 - Ensure consistency of policies and performance
 - Undertake long term planning for:
 - Training
 - Interoperability
 - Effective oversight
 - Apparatus renewal and replacement
 - Small Equipment renewal and replacement
 - Enhanced regional or sub-regional response model

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PRRD Support and Assistance

- Protective Services Team – Manager, Coordinator & Clerk with support from Charlie Lake Fire Chief & Deputy
 - Coordination of service and operations
 - Records Management
 - Training and Certification
 - Automatic and Mutual Aid agreements
- Finance
 - Operating and Capital Budget development and accounts management
 - Procurement, Payroll
- Human Resources
 - HR Policies and procedures, Personnel records
 - Recruitment
- IT & Communications support

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Recommendations in Six Areas

1. Bylaws and Agreements
2. Fire Services Act
3. New Fire Safety Act
4. Occupational Health and Safety
5. Training
6. Pre-Plans

Summary

- Every portion of the review was respectful and positive and the communities support continuation of fire services
- Society has expressed a desire to transition to Regional District
- The Regional District has the requisite staff support for this
- A full transparent transition plan for this will be required
- If the Society does not transition, a revised agreement to be developed
- Renewal of the agreements with the two First Nations is required
- Ongoing review of training and other regulatory issues to ensure compliance
- Recommendations for a sustainable funding model

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Questions

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From: "Styba, Katherine TRAN:EX" <Katherine.Styba@gov.bc.ca>
Date: November 9, 2020 at 1:57:48 PM MST
To: Lori Ackerman <lackerman@fortstjohn.ca>
Subject: RE: Pine Pass Road Conditions

Hi Lori,

No worries about being busy. I can only imagine how hard it would be to run a city and a busy schedule during the COVID 19 Pandemic!

I am glad you and Kassidi were able to connect. She is correct, the contract (current and previous) does allow for compact snow within limits and I know that the travelling public doesn't always like it because it can make for a tougher drive.

I will attach a link to our contract documents the current contract (2019-2029) as well as our previous contract (2004-2019) but unfortunately I don't have the contracts before 2004 online. However, I am happy to ask the archives to bring them up if you'd still like them, it just may take some time.

Current Contract (2019-2029) and our previous contract (2004-2019)

<https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/contracting-to-transportation/highway-bridge-maintenance/highway-maintenance/agreement>

For the purposes of reading the contract, the pine pass, as is all of Hwy 97, is a class A highway maintenance class which is our highest standard of winter maintenance province-wide. The maintenance standard was increased from a class B highway to a class A highway in 2014.

The part about compact is here for your ease:

PM3.01.2-4

Respond to allowable Compact conditions on Travelled Lanes at all times as follows:

	Response by Highway Classification				
	A	B	C	D	E
a) Maintain thickness of the Compact surface no greater than 40 mm	48 h	48 h	48 h	3 d	n/a
b) Remove pot-hole in Compact exceeding 25 mm depth and averaging more than 1 per 25 metres of Highway	24 h	24 h	48 h	7 d	n/a
c) Remove rutting in Compact exceeding 25 mm in depth	72 h	72 h	4 d	7 d	n/a

Notes:

1) Compact conditions are allowed on gravel or Surface Treatment on gravel Highways or when the pavement temperature is colder than -9°C on Class A, B or C Highways.

If you click on the above link, then on Schedule 1 Maintenance Specifications and go to section 3, you will find all of our general winter maintenance standards.

The previous maintenance contract is located at the bottom of the initial page, and if you click on section 21 (Section 3) you will see the winter specifications.

I will leave this with you to read and I'm happy to discuss further at your convenience.

Sincerely,
Katherine Styba



REPORT

To: Committee of the Whole

Report Number: FN-COW-005

From: Teri Vetter, Chief Financial Officer

Date: January 28, 2021

Subject: 2020 Surplus and 2021 Grant Applications for Function 275 – Grants to Community Organizations

RECOMMENDATION #1: *[Corporate Unweighted]*

That the Committee of the Whole recommend that the Regional Board approve the multi-year grant commitments totalling \$391,400 be included in Function 275 – Grants to Community Organizations 2021 budget, funded from the 2020 surplus, for the following organizations:

- STARS \$170,000
- Canadian Cancer Society \$50,000
- Peace Liard Arts Council \$10,000
- South Peace Health Services Society \$150,000 (for 2020 and 2021)
- School District 60 – Rural Learn to Swim \$10,000
- South Peace District Crime Prevention \$1,400

RECOMMENDATION #2: *[Corporate Unweighted]*

That the Committee of the Whole recommend that the Regional Board approve \$102,389 for Health Care Scholarships be included in Function 275 – Grants to Community Organizations 2021 budget, with funding of \$44,095 from Medical Scholarship Reserve and \$58,294 from 2020 surplus.

RECOMMENDATION #3: *[Corporate Unweighted]*

That the Committee of the Whole recommend that the Regional Board approve \$100,000 for North Peace Division of Family Practice be included in Function 275 – Grants to Community Organizations 2021 budget, funded from 2020 surplus.

RECOMMENDATION #4: *[Corporate Unweighted]*

That the Committee of the Whole recommend that the Regional Board approve an allocation of \$50,000 for Search and Rescue groups to be included in Function 275 – Grants to Community Organizations 2021 budget, funded from 2020 surplus.

RECOMMENDATION #5: *[Corporate Unweighted]*

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$36,000, payable from the 2020 surplus in Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to Dawson Creek Charity Society to support operational costs; and further,

That \$36,000 be included as a grant commitment as part of Function 275 – Grants to Community Organizations, Regional Grant-in-Aid in the 2021 Annual Budget.

RECOMMENDATION #6: *[Corporate Unweighted]*

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$2,000, payable from the 2020 surplus in Function 275 - Grants to Community Organizations, Regional Grant-in-Aid, to be issued to Dawson Creek Triathlon Association to assist with their event being held on July 18, 2021; and further,

That \$2,000 be included as a grant commitment as part of Function 275 – Grants to Community Organizations, Regional Grant-in-Aid in the 2021 Annual Budget.

RECOMMENDATION #7: *[Corporate Unweighted]*

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$15,000, payable from the 2020 surplus in Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the Northern Environmental Action Team to assist with the Northern Youth Climate Summit; and further,

That \$15,000 be included as a grant commitment as part of Function 275 – Grants to Community Organizations, Regional Grant-in-Aid in the 2021 Annual Budget.

RECOMMENDATION #8: *[Corporate Unweighted]*

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$5,000, payable from the 2020 surplus in Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to Peace Country Barrel Racing Association to assist with hosting barrel racing events in 2021; and further,

That \$5,000 be included as a grant commitment as part of Function 275 – Grants to Community Organizations, Regional Grant-in-Aid in the 2021 Annual Budget.

RECOMMENDATION #9: *[Corporate Unweighted]*

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$5,000, payable from the 2020 surplus in Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the SPARK Women's Leadership Conference Society to assist with the 2021 conferences; and further,

That \$5,000 be included as a grant commitment as part of Function 275 – Grants to Community Organizations, Regional Grant-in-Aid in the 2021 Annual Budget.

BACKGROUND/RATIONALE for RECOMMENDATION #1-4:

At the August 18, 2020 Special Board meeting, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That the Regional Board be provided with a report on the anticipated 2020 surplus balance of Function 275 – Grants to Community Organizations, and the potential to use the surplus to fund Regional Grants-in-Aid and Economic Development projects in the 2021 budget year, as the Board determines a path forward for economic development and grants to community organizations.

The requested report for Function 275 that was brought to the September 10, 2020 Board meeting is attached for reference. In September, the surplus for this function was an estimate.

BACKGROUND/RATIONALE for RECOMMENDATIONS #5-9:

The purpose of this report is to provide the Committee of the Whole (COW) with information to assist their review of the 2021 Regional Grant-in-Aid Applications. The Regional Grant-in-Aid policy establishes the guidelines for how grant funding may be used to assist eligible organizations to carry out projects, services or events that are regional in scope and benefit residents. The policy also outlines in Section 4.12, a criteria to determine the merit for each proposed project as follows:

- The Committee of the Whole may wish to use the following criteria to determine the merit of each request:
 - a. New, Incremental Initiatives;
 - b. Community Need;
 - c. Geographic Scope;
 - d. Community Development; and
 - e. Cost Effectiveness.

The 2021 Regional Grant-in-Aid applications include requests for both one-time and multi-year grant contributions. A total of five grant applications were received equating to a combined total of \$63,000 in support being requested for 2021. Recommendations are being made to support one-time grant contributions only with the option to fund the grants from the current 2020 surplus identified in Function 275 - Grants to Community Organizations. No recommendations to support multi-year grants are being made at this time due to the existing authority that prohibits any requisition of funds under Function 275 – Grants to Community Organizations be authorized for the issuance of grants.

Each grant application has been reviewed by staff to ensure all supporting documentation is included and the applicant is in compliance with the Regional Grant-in-Aid policy (attached). A summary of the applications that outlines key criteria and information and a copy of each grant application has been included with this report.

ALTERNATIVE OPTIONS:

1. That the Committee of the Whole recommend that the Regional Board respectfully deny all 2021 Regional Grant-in-Aid applications and provide no grant funding in 2021.
2. That the Committee of the Whole provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Now that all expenses have been paid out, the 2020 surplus for Function 275 – Grants to Community Organizations is \$688,353. This is mainly due to 2020 items being budgeted for and not paid out or under budget such as:

- North Peace Division of Family Practice for \$100,000
- Health Care Scholarships being \$31,445 under budget
- General Grants being \$231,644 under budget
- Rural Grants-in-Aid \$353,783 under budget

With the 2020 surplus of \$688,353 the Regional Board has the opportunity to include Medical Recruitment grants, Health Care Scholarships, multi-year grant commitments and Grants to Community Organization grant applications in the 2021 budget through 2020 surplus and use of \$44,095 from Medical Scholarship Reserve, which has a balance of \$105,815.53 as of December 31, 2020

If the Committee of the Whole chooses to recommend that the Regional Board fund all of the above multi-year grants, scholarships, and grant applications, the surplus will be depleted to zero and Function 275 will have a balanced budget.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Function 275 – Grant to Community Organizations 2021 Draft Budget
2. 2021 Regional GIA Summary and Application Package
3. Regional Grant-Aid-Policy
4. 2020 Surplus Balance for 275 – Grants to Community Organizations – FN-BRD-015

Peace River Regional District
Budget Report by Cost Centre



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General Operating Fund

275 Grants to Community Organizations

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(710,476)	(710,476)	
Total 1-0010 Requisition	(710,476)	(710,476)	
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(280,178)	(280,824)	(688,353.00)
Total 1-0020 Surplus/Deficit	(280,178)	(280,824)	(688,353.00)
1-0030 Grants			
01-1-0030-0031 Provincial Grants-in-lieu	(79,352)	(50,000)	
01-1-0030-0034 Municipal Grants-in-lieu	(858)		
Total 1-0030 Grants	(80,210)	(50,000)	
1-0080 Miscellaneous			
01-1-0080-0081 FSJ Boundary Expansion Compensation	(902)	(902)	(902.00)
Total 1-0080 Miscellaneous	(902)	(902)	(902.00)
1-0140 Transfer from Reserves			
01-1-0140-0140 Operating Reserve			(44,095.00)
01-1-0140-0142 Fair Share Reserve	(74,062)	(181,725)	(107,663.00)
01-1-0140-0144 Gas Tax Reserve		(35,000)	(35,000.00)
01-1-0140-0145 Peace River Agreement Reserve	(1,400)	(95,466)	(94,066.00)
01-1-0140-0147 BCR/PRA Reserve		(7,000)	(7,000.00)
Total 1-0140 Transfer from Reserves	(75,462)	(319,191)	(287,824.00)
TOTAL REVENUES	(1,147,228)	(1,361,393)	(977,079.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	(507)		
01-2-1000-1030 Benefits	(133)		
01-2-1000-1040 WCB	(6)		
Total 2-1000 General Expenditures	(646)		
2-1150 Allocations			
01-2-1150-1160 Administration	9,806	9,806	26,561.00
Total 2-1150 Allocations	9,806	9,806	26,561.00
2-3100 Rural Grants-in-aid - Area B			
01-2-3100-5800 General Grants - Rural GIA AREA B	40,000	96,500	50,075.00
Total 2-3100 Rural Grants-in-aid - Area B	40,000	96,500	50,075.00
2-3101 Rural Grants-in-aid - Area C			
01-2-3101-5800 General Grants - Rural GIA AREA C	19,508	24,062	12,486.00
Total 2-3101 Rural Grants-in-aid - Area C	19,508	24,062	12,486.00
2-3102 Rural Grants-in-aid - Area D			
01-2-3102-5800 General Grants - Rural GIA AREA D	20,150	164,216	85,214.00
Total 2-3102 Rural Grants-in-aid - Area D	20,150	164,216	85,214.00
2-3103 Rural Grants-in-aid - Area E			

Peace River Regional District
Budget Report by Cost Centre



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General Operating Fund

275 Grants to Community Organizations

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-3103-5800 General Grants - Rural GIA AREA E	36,250	184,913	95,954.00
Total 2-3103 Rural Grants-in-aid - Area E	36,250	184,913	95,954.00
2-3120 Medical Recruitment Grants			
01-2-3120-5820 North Peace		100,000	100,000.00
01-2-3120-5821 South Peace		75,000	150,000.00
01-2-3120-5822 North Health Recruiter		100,000	
Total 2-3120 Medical Recruitment Grants		275,000	250,000.00
2-3130 Health Care Scholarships			
01-2-3130-5830 High School Health Care Scholarships		6,000	15,000.00
01-2-3130-5831 Health Care Assistan Scholarships (NLC)		20,000	14,000.00
01-2-3130-5832 Technical Health Care Scholarships (NH)	15,000	15,000	15,000.00
01-2-3130-5833 RN/RPN RET.OF SERV,PART 1	12,500	15,000	15,000.00
01-2-3130-5834 RN/RPN Rtrn of Service Scholarship (NH)	15,000	15,000	15,000.00
01-2-3130-5835 RN/RPN Professional Development (NH)	15,000	15,000	15,000.00
01-2-3130-5836 Licencensed Practical Nurse Scholaship			10,000.00
01-2-3130-5837 Health Care Recruitment/Marketing	444	3,389	3,389.00
Total 2-3130 Health Care Scholarships	57,944	89,389	102,389.00
2-3140 Regional Recreation Grants-in-Aid			
01-2-3140-2050 Miscellaneous		10,000	
01-2-3140-5803 Peace Liard Regional Arts Council	10,000	10,000	10,000.00
01-2-3140-5804 SD 59 Rural Learn to Swim	10,000	10,000	
Total 2-3140 Regional Recreation Grants-in-Aid	20,000	30,000	10,000.00
2-3200 Regional Grants-in-Aid			
01-2-3200-5800 General Grants	255,863	487,507	344,400.00
Total 2-3200 Regional Grants-in-Aid	255,863	487,507	344,400.00
TOTAL EXPENDITURES	458,875	1,361,393	977,079.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(688,353)		



REPORT

To: Chair and Directors

Report Number: FN-BRD-015

From: Teri Vetter, Chief Financial Officer

Date: September 2, 2020

Subject: 2020 Surplus from F275 – Grants to Community Organizations

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board receive the report “2020 Surplus from F275 – Grants to Community Organizations, FN-BRD-015” for discussion.

BACKGROUND/RATIONALE:

At the August 18, 2020 Special Board Meeting, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That the Regional Board be provided with a report on the anticipated 2020 surplus balance of Function 275 – Grants to Community Organizations, and the potential to use the surplus to fund Regional Grants-in-Aid and Economic Development projects in the 2021 budget year as the Board determines a path forward for economic development and grants to community organizations.

On May 7, 2020, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That the Regional Board allocate the \$100,000 currently budgeted for the Northeast Physician Recruitment position to another use within the Grant to Community Organizations budget

Further, on May 28, 2020, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That the Regional Board authorize a grant in the amount of \$100,000, payable from Grants to Community Organizations, Medical Recruitment, to the North Peace Division of Family Practice in support of their UBC Rural Fort St. John Residency Program, as needed.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The following multi-year commitments were approved by the Regional Board for funding:

• Canadian Cancer Society	\$50,000	Ending in 2021
• Peace Liard Regional Arts Council	\$10,000	Ending in 2021
• SPHSS – Health Prof. Retention & Accommodations	\$75,000	Ending in 2021
• Shock Trauma Air Rescue Service (STARS)	\$170,000	Ending in 2022
• School District 60 – Rural Learn to Swim	\$10,000	Ending in 2021
• SP District Crime Prevention – One Call Subscription	<u>\$1,400</u>	Ending in 2021

Total of commitments made for 2021 **\$316,400**

Total of commitments made for 2022 **\$170,000**

The anticipated surplus is estimated at approximately \$330,933, given that a number of general grants within the function were denied in May 2020 due to COVID-19, and the prior year surplus was not fully utilized. This is assuming that the following will be paid out in 2020:

• SPHSS – Health Prof. Retention & Accommodations	\$75,000
• NP Division of Family Practice Grant	\$100,000
• Health Care Scholarships	\$89,389
• Search and Rescue GIA	\$50,000
• Rural GIA – Area , B, C, D, E	\$469,691

Note that of the \$469,691 for Rural GIA expense, there is revenue (Fair Share, PRA, Gas Tax) of \$319,191.

If it is decided that none of these will be paid out in 2020, the surplus would be estimated at \$786,822. This is deducting the revenue (\$319,191) that would have been brought in from Reserves for Rural GIA.

COMMUNICATIONS CONSIDERATION(S):

If grants are not going to be offered in 2021, the Regional Board may want to consider some form of public messaging informing societies that there will be no grants awarded in 2021.

OTHER CONSIDERATION(S):

As discussed on August 18, 2020, there is no authority under Function 275 in 2021 to budget or requisition for South Peace Health Services Society (SPHSS), NP Division of Family Practice, Health Care Scholarships, STARS, and Search and Rescue grants. Consideration under the current estimated 2020 surplus could cover the remaining 2021 commitments, if the Regional Board chooses, with \$14,533 remaining. Note that the 2021 commitments do not include Search & Rescue grants or Health Care Scholarships.

In addition to the above noted grants, the Health Care Scholarship Committee would like to add \$30,000 towards the Northern Baccalaureate Nursing Program that is tentatively beginning in September 2021. This would create another scholarship stream to Health Care Scholarships, which currently does not have a function to budget for due to inadequacy of the SLP that has been historically relied upon for grants. It is intended that the July 2, 2020 recommendation from the Committee will come forward to the Regional Board for consideration after the SLP's have been updated.

2021 Regional Grant-in-Aid Summary of Applications

Date Received	Organization	Project Description	2021 Project Costs	PRRD Contribution Request - 2021	PRRD Contribution Request - 2022	PRRD Contribution Request - 2023	Total Amount Requested (All years)	PRRD - Previous Grants	Societies Act of BC Compliance	Project Category	Community Merit	Regional Focus/Benefit	Assessment Notes
31-Dec-20	Dawson Creek Charity Society - Not for Profit	Operational Costs - Rent and supplies	\$36,000.00	\$36,000.00			\$36,000.00	N/A	✓	Social - Project supports health and well being of individuals in communities	Incremental Need, Community Need, Cost Effective	Electoral Area D, E, Dawson Creek, Pouce Coupe	Meets Eligibility; Society provides food hampers, assists homeless and less fortunate with food, shelter and resources. Funds will be used to help secure a new location and used towards rent, furnishing for new location and general goods and supplies. Applicant states receives other funds through donations but no contributors or amounts listed. Full details and financial information included in the attached grant application.
31-Dec-20	Dawson Creek Triathlon Association - Not for Profit	Event - Annual Dawson Creek Triathlon (Swim, Bike, Run)	\$30,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$6,000.00	N/A	✓	Sports/Recreation - Project relates to the provision of sports or recreation activities, tournaments or event	Community Development, Geographic Scope, Cost Effectiveness	PRRD - all areas	Meets Eligibility; Annual Event July 18, 2021; promotes health, well-being through activity and fun competition open to individuals/families; over 100 participants in 2019 ranging from 4 yrs. to adult; benefits to local hospitality and tourism businesses, hotels, exposure of Peace Region, use of local facilities, suppliers and vendors. Multiyear funding request total \$6,000; Other funders include City of Dawson Creek, Lakeview Credit Union, Dawson Creek Physiotherapy and Vet Clinic. Full details and financial information included in the attached grant application.
31-Dec-20	NEAT - Northern Environmental Action Team - Not for Profit	Event - Annual Northern Youth Climate Summit	\$130,950.00	\$15,000.00	\$15,000.00	\$20,000.00	\$50,000.00	2019 Ec Dev grant \$47,251 Northern Co-Host; 2018 Area B grant \$2,000 Northern Co-Host; 2016 Rural grant \$6,900 (\$1,725 each Area B,C,D,E) Food Security Kids Program; 2014 Rural Grant \$7,500 (\$1,875 each Area B,C,D,E) Food Security Kids Program	✓	Environmental - Project enhances, protects and restores environmental values	New Initiative, Geographic Scope, Community Development and Need	PRRD - all areas	Meets Eligibility; New initiative - Virtual conference May 20 & 21, 2021 aimed at high school students in Northern BC, Alberta, Northwest Territories, Yukon and Nunavut, goal to include up to 500 students and 50 Climate Action Teams who will work to develop a living Climate Action Plan for their communities; participants will learn about causes, consequences and strategies for reducing climate impacts and the science behind climate change; promotes leaderships in youth. Multiyear funding request \$50,000 total multiyear cost \$432,987.50; Financial budget provided for each year funding is requested; Other funders include Climate Action and Awareness fund and Pacific Norther Gas. Full details and financials included the attached grant application.
27-Oct-20	Peace Country Barrel Racing Association - Not for Profit	Events - Hosting of Barrel Racing events in the North Peace	\$35,000.00	\$5,000.00			\$5,000.00	N/A	✓	Sports/Recreation - Project relates to the provision of sports or recreation activities, tournaments or event	Geographic Scope, Incremental, Community Need, Cost Effective	Electoral Area B & E, Dawson Creek, Fort St. John, Chetwynd, Hudson's Hope, Taylor, Tumbler Ridge, Pouce Coupe	Meets Eligibility; year round events to host barrel racing aimed at youth and adults from all areas of the region; season finished in September; funds will be used for general costs and awards at events; Other funding from sponsors estimated to be \$15,000; No financial year end available Dec 31, 2020 bank statement submitted and indicates \$30,636.03 in bank account. Full details included in the attached grant application.
13-Dec-20	Spark Women's Leadership Conference Society - Not for Profit	Event - Annual Leadership Conference that promotes professional development in women increasing the capacity of the Peace Region's female workforce.	\$162,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$15,000.00	2019 Ec Dev grant \$2,500; 2018 Ec. Dev grant \$2,500; 2017 Spec. Events grant \$2,500; 2016 \$37,910.04 was paid from SPARKS surplus reserve thru Ec. Dev	✓	Economic Development - Project relates to creating & enhancing economic opportunities; Social - project supports the health, well-being and diversity of individuals and communities	Community Development, Geographic Scope, Incremental Community Need	Electoral Area B & E, Dawson Creek, Fort St. John, Chetwynd, Hudson's Hope, Taylor, Tumbler Ridge, Pouce Coupe	Meets Eligibility; 7th Annual Conference for women on May 11-13, 2021; promotes professional development and leadership; 2021 will be hybrid event increasing capacity of participants beyond 300 (standard capacity); open to business and not-for-profit professionals, benefits new business launch, expansion and growth of existing business; increased career development and opportunities, not-for-profit capacity development; Multiyear funding requested total of \$15,000 seeking \$5,000/year; Other funders include Peace River Hydro Partners, Pembina, Northern Lights College and Business Development Centre. Full details and financial information included in the attached grant application.
				\$63,000.00	\$22,000.00	\$22,000.00	\$112,000.00						

- CATEGORY
- Arts/Culture - Projects that enhance the provision and availability of arts and culture services and materials
- Economic Development - Projects related to creating or enhancing economic opportunities
- Environmental - Projects that enhance, protect or restore environmental values
- Heritage - Projects that protect and interpret the region's heritage values
- Social - Projects that support the health, well-being and diversity of individuals and communities
- Sport/Recreation - Projects related to the provision of sports or recreation activities, tournaments or events

Date: Dec 15, 2020Society #: S0073593**Organization Information**

1. **Organization Name:** DC Charity Society

Civic Address: #116, 10200 - 8th Street Dawson Creek BC V1G 3P8

Mailing Address: _____
(if different)

City: _____ **Postal Code:** _____

Contact Person: Sandra Biddulph **Phone Number:** [REDACTED]

Email: _____

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 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 checked="" 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 checked="" type="checkbox"/> | Other (Describe) | <u>We are running a Charity for under privileged residence with Food, clothing & Medication.</u> |

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

- | | | |
|------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Electoral Area B | <input checked="" 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 checked="" type="checkbox"/> Electoral Area D | <input type="checkbox"/> District of Chetwynd | <input checked="" 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:

As the need for nutritional food and other necessities are growing we have outgrown our current venue for storing and sorting the food hampers; with the funding we will begin looking for a more spacious and central building that we can utilize, the grant will also assist the society in providing nutritional food and necessities to the residence within the Dawson Creek and Pouce Coupe area.

As part of our constitution we will be providing food hampers, assisting the homeless & Under provided with food, Shelter and resources; Assisting senior citizens through a variety of means; and assisting other organizations through fund raising and donation drives.



5. Project Start Date: Jan 1, 2021 Project End Date: Dec 31, 2021

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:

Networks Ministries and St. Marks church provide this service however they do not deliver the hampers and a majority of the people requiring hampers have no means of transportation.

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

Low income or the Homeless population of Dawson Creek and Pouce Coupe BC

9. What will those benefits be?

Food hampers or other necessities. We have previously provided assistance with the occasional Hydro bill or Heating bill if funds were available.

Budget Information

10. Total Cost of the Project, Event or Service: \$ 36,000.00

11. Grant-in-Aid Amount Requested: \$ 36,000.00

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: <u>Undetermined</u>	Source: <u>Misc. donations</u>
Amount: _____	Source: _____
Amount: _____	Source: _____
Amount: _____	Source: _____



Application Authorization

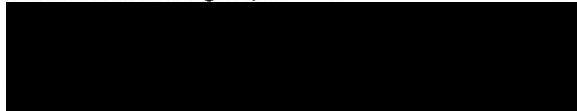
- ☒ I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I understand that if my application is successful, I will be required to provide a summary report that includes annual financial statements, 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 **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



DC Charity**Balance Sheet As at 31/12/2020****ASSET****Current Assets**

Chequing Bank Account	12,950.00	
-----------------------	-----------	--

Total Cash		12,950.00
------------	--	-----------

Total Current Assets		12,950.00
-----------------------------	--	------------------

TOTAL ASSET		12,950.00
--------------------	--	------------------

LIABILITY**Current Liabilities**

Accounts Payable		4,654.10
------------------	--	----------

Total Current Liabilities		4,654.10
----------------------------------	--	-----------------

TOTAL LIABILITY		4,654.10
------------------------	--	-----------------

EQUITY

Current Earnings		8,295.90
------------------	--	----------

TOTAL EQUITY		8,295.90
---------------------	--	-----------------

LIABILITIES AND EQUITY		12,950.00
-------------------------------	--	------------------

DC Charity**Income Statement 01/01/2020 to 31/12/2020****REVENUE**

Sales Revenue	
Donations	11,850.00
Fundraising	1,100.00
Net Sales	<u>12,950.00</u>
TOTAL REVENUE	<u>12,950.00</u>

EXPENSE

General & Administrative Exp...	
Accounting & Legal	1,500.00
Courier & Postage	9.20
Office Supplies	3.75
Fuel & Oil	147.63
Groceries for Emergency Hamp...	338.60
Items for x-mas Hampers	2,266.34
Medication for emergency needs	388.58
Total General & Admin. Expe...	<u>4,654.10</u>
TOTAL EXPENSE	<u>4,654.10</u>
NET INCOME	<u><u>8,295.90</u></u>

Date: December 29, 2020Society #: S0072216**Organization Information**

1. Organization Name: Dawson Creek Triathlon Association

Civic Address: 1524 108 Ave

Mailing Address: _____
(if different)

City: Dawson Creek **Postal Code:** V1G2T4

Contact Person: James Maxwell **Phone Number:** _____

Email: _____

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

4. Description of project, event or service:

The Dawson Creek Triathlon is an annual, one-day event offered to athletes of all abilities. This growing event highlights some of the area's facilities and attractions including the Ken Borek Aquatic Centre and Dawson Trail. The 2019 event had a total of 100 registered participants from across the Northeast region including Cecil Lake, Dawson Creek, Fort St. John, as well as areas as in Southern B.C. and Alberta. The event features several categories to participate in, from the Kids of Steel event starting at age 4-15 to adult individual and team events of various lengths and levels of intensity. The 2020 event was cancelled due to Covid 19 restrictions.



5. Project Start Date: July 18, 2021 Project End Date: July 18, 2021

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?

This event offers a healthy, fun, family-friendly opportunity for participants. Children as young as four years old can participate, and there are a variety of options for participants to choose their activity type and level of intensity. Participants benefit from training for and participating in a community event that promotes an active lifestyle. Area businesses benefit from increased tourism revenues from out-of-town participants; as well, local vendors are used for event supplies. This includes but is not limited to an increase in revenues for the Dawson Creek and District Regional Airport, local shops, hotels and restaurants, traffic control companies, and grocery stores.

9. What will those benefits be?

Businesses that serve the tourism / hospitality industry: Increased revenues related to hotel stays, food and beverage purchases, increased exposure from promotion of the event.

Ken Borek Aquatic Centre: Revenues from increased use, rental of facility and lockers, increased usership from participants training for the event, increased community interest resulting from the promotion of this event.

Participants: Networking and social capital generated from participating in a community event; health benefits incurred while training for the event

Budget Information

10. Total Cost of the Project, Event or Service: \$ 10,000

11. Grant-in-Aid Amount Requested: \$ 2000.00

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: \$3000 (in kind) Equipment etc Source: City of Dawson Creek

Amount: \$1000 Kids of Steel Sponsor Source: Lake View Credit Union

Amount: \$1000(yearly sponsor)) Source: Dawson Creek Physiotherapy

Amount: \$500 Source: Dawson Creek Vet Clinic



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.
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- ☒ 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 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 James A Maxwell

	A	B	C	D	E	F	G	H
1			DC Triathlon 2021 forecasting					
2								
3		Item		Expense		Item	Revenue	
4		Energetic Traffic Control		\$2,000.00		Athlete Registrations	\$5,000.00	
5		Pool Rental Invoice		\$1,500.00		Dawson Creek Physiotherapy	\$1,000.00	
6		Zone 4 Timing system fees		\$1,302.00				
7		Adult t-shirts \$13.50 x 80		\$1,080.00		Total Revenue	\$6,000.00	
8		TriBC Post Event Form		\$900.00				
9		Directors Insurance		\$500.00		Bank Balance Nov 30, 2020	\$3,003.99	
10		Photographer		\$500.00				
11		Youth t-shirts \$12.50 x 30		\$375.00		Total Cash on Hand	\$9,003.99	
12		Zone 4 processing fees		\$350.00				
13						Excess of Expenses over Revenues	-\$448.03	
14		Printing		\$250.00				
15								
16		Free entry two previous winners		\$200.00				
17		Engraving		\$168.00				
18								
19								
20		Northern Spring Water		\$106.00				
21		Facebook ads		\$100.00				
22		\$5/month bank charges		\$60.00				
23								
24		flagging tape marking paint		\$42.97				
25								
26		Wrights cups		\$18.05				
27								
28								
29								
30								
31		Total Expenses		\$9,452.02				
32								
33								

	A	B	C	D	E
1	2020 Expense and Revenue Statement		Dawson Creek Triathlon		
2					
3	Revenues				
4	May-20	Registrations for July 2020	\$504.50		
5	15-Sep-20	Sponsorship LVCU	\$1,000.00		
6	30-Sep-20	Sponsorship DCVet Clinic	\$500.00		
7		Total Revenues	\$2,004.50		
8					
9	Expenses				
10	17-Dec-19	BC Registry Fees	\$163.00		
11	17-Dec-19	Domain Name/2 years	\$37.97		
12	4-Feb-20	TriBC Sanction Fee	\$200.00		
13	18-Feb-20	Weebly Website Fee/2 years	\$133.28		
14	14-Mar-20	Race Belts	\$293.10		
15	6-Apr-20	Refunds due to Covid19 Cancellation	\$504.50		
16					
17		Total Expenses	\$1,331.85		
18					
19	Surplus of revenues over expenses		\$672.65		
20					
21	Starting Balance Sept 1, 2020		\$2,361.95		
22					
23					
24	Actual Account Balance Nov 30, 2020		\$3,003.99		
25					

Balance Sheet

Dawson Creek Triathlon

As at May 19, 2020

Current Assets

TD Bank, Cash on Deposit	\$1,435.57
--------------------------	------------

Prepaid Expenses

TriBC Sanction Fee/2021	\$200.00
Race Belts for athletes/2021	\$293.10
Domain Name/2 years	\$37.97
Weebly Website/2 years	\$133.28
Medals	\$690.20
Swim caps	\$180.89

Capital Assets

Finish Line Arch, Collapsible	\$500.00
Bike Racks	\$1,000.00
Safety vests	\$300.00
Stop/Slow hand signs	\$150.00
Course direction signs	\$200.00
Clipboards/office supplies	\$200.00

Current Liabilities	\$0.00
---------------------	--------

Total Liabilities and Fund Balances	\$5,321.01
-------------------------------------	------------

In Kind Contributions Summary 2019

Dawson Creek Triathlon

	Value
City of Dawson Creek	
Creation and ongoing editing of maps	\$200.00
Traffic Barriers delivered and picked up	\$300.00
Reduced pool rental rate	\$1,216.00
Inclusion in Calendar of Events	\$100.00
Mountain View Safety Services	
5 Hours Medical Attendant @\$100 /hr	\$500.00
Tiger Stationers	
Posters, rack cards, photos	\$500.00
Dawson Creek Seals	
Use of Competition Lane Dividers	\$300.00
Tourism Dawson Creek	
Event Promotion	\$200.00
Encana Event Center	
Use of 40 Traffic Barriers	\$400.00
Rotary Clubs of Dawson Creek	
BBQ equipment	\$200.00
Five Volunteers x three hours @ \$20/hour	\$300.00
Lawrence Meats	
Hamburger patties and hotdogs	\$400.00
Canada Safeways	
BBQ buns, vegetables, condiments	\$400.00
Prestige Gifts and Trophies	
90% Discount on Engraving Medals	\$1,350.00
Energetic Traffic Control	
25% discount on labour, four staff x 6 hours	\$535.75
Event Organization and Planning Committee	
Race Director-50 hours @\$20/hour	\$1,000.00
Five Directors x 20 hours @\$20/hour	\$2,000.00
Event Volunteers	
54 volunteers x 5 hours @\$20/hr	\$5,400.00
Total InKind contributions 2019	\$15,301.75

Dawson Creek Triathlon 2019
Home Community

Home Community and Participation Stats

Cecil Lake, BC	1
Cleardale, Alta	1
Dawson Creek, BC	30
Fairview, Alta	1
Fort St John, BC	12
Grande Prairie, Alta	11
Hythe, Alta	1
MD of Greenview, Alta	1
Prince George, BC	1
PRRD, BC	1
Red Deer, Alta	1
Spirit River, Alta	2
Sylvan Lake, Alta	2
Vanderhoof, BC	2
Wanham, Alta	2

Event	Participation
Individual Sprint Triathlon	31
Individual Try A Triathlon	12
Individual Duathlon	0
Individual Kids of Steel	29
Relay Team Event	25
Total	97

Date: December 18, 2020Society #: S-28793**Organization Information**

1. **Organization Name:** Northern Environmental Action Team

Civic Address: 10421-100 St. (new)

Mailing Address: _____
(if different)

City: Fort St John **Postal Code:** V1J 3Z3

Contact Person: Karen Mason-Bennett **Phone Number:** 250-785-6328

Email: karen@neat.ca

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 type="checkbox"/> | Economic Development | Projects related to creating or enhancing economic opportunities |
| <input checked="" 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 checked="" type="checkbox"/> Electoral Area B | <input checked="" type="checkbox"/> City of Dawson Creek | <input checked="" type="checkbox"/> District of Taylor |
| <input checked="" type="checkbox"/> Electoral Area C | <input checked="" type="checkbox"/> City of Fort St. John | <input checked="" type="checkbox"/> District of Tumbler Ridge |
| <input checked="" type="checkbox"/> Electoral Area D | <input checked="" type="checkbox"/> District of Chetwynd | <input checked="" type="checkbox"/> Village of Pouce Coupe |
| <input checked="" type="checkbox"/> Electoral Area E | <input checked="" type="checkbox"/> District of Hudson's Hope | |

4. Description of project, event or service: See Additional Info for full description

The Northern Youth Climate Summit is a learning experience that facilitates exploration by youth in regards to the local and regional impacts of climate change.

The Northern Youth Climate Summit (NYCS) is a new virtual conference that will take place on May 20 & 21, 2021. NYCS is open to high schools from all over northern British Columbia, northern Alberta, the Northwest Territories, the Yukon and Nunavut. Each school is invited to gather a group of 5 – 10 students to form a Climate Action Team that will attend NYCS with the goal of creating a Climate Action Plan for their school/community.

Our goal is to have 50 Climate Action Teams, up to 500 students, in attendance from across northern Canada. We have 2 Keynote speakers and several breakout sessions scheduled to help guide students through the causes, consequences, and strategies for reducing climate impacts.

NYCS is designed to both educate and empower participating students so they leave the summit with a better



5. Project Start Date: November 1 2020 Project End Date: May 31 2024

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?

Participating communities across northern British Columbia, Alberta, Northwest Territories, Yukon, and Nunavut.

9. What will those benefits be? [See Additional info full description](#)

Educated and empowered youth benefit communities as they see the science of climate change impact their world. We are hypothesizing that science based education combined with locally derived action teams will be met with more trust than organizations from outside the community. Together, knowledge and action create a powerful equation for change that will create a cascading impact including more educated populations and a reduction in polarized, political responses. Over the three years of the program, participating youth will be surveyed along with their communities to measure

Budget Information

10. Total Cost of the Project, Event or Service: \$ 432,987.50

11. Grant-in-Aid Amount Requested: \$ 50,000

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: 300000 Source: Climate Action & Awareness Fund

Amount: 50000 Source: Pacific Northern Gas - anticipated

Amount: _____ Source: _____

Amount: _____ Source: _____



Application Authorization

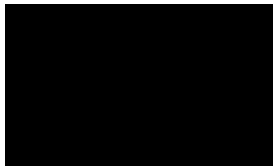
- ☒ I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I understand that if my application is successful, I will be required to provide a summary report that includes annual financial statements, 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.
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- Project budget, including all sources of funding
- Current financial statements, expenses, revenues & savings

Applicant Signature



Additional Info Question #4 & #9

Q#4. The Northern Youth Climate Summit is a learning experience that facilitates exploration by youth in regards to the local and regional impacts of climate change.

The Northern Youth Climate Summit (NYCS) is a new virtual conference that will take place on May 20 & 21, 2021. NYCS is open to high schools from all over northern British Columbia, northern Alberta, the Northwest Territories, the Yukon and Nunavut. Each school is invited to gather a group of 5 – 10 students to form a Climate Action Team that will attend NYCS with the goal of creating a Climate Action Plan for their school/community.

Our goal is to have 50 Climate Action Teams, up to 500 students, in attendance from across northern Canada. We have 2 Keynote speakers and several breakout sessions scheduled to help guide students through the causes, consequences, and strategies for reducing climate impacts.

NYCS is designed to both educate and empower participating students so they leave the summit with a better understanding of the science behind climate change but also leave with a practical plan for acting on their newfound knowledge in their home community. One of the risks we face when educating around global topics like climate change is to tie the issues to something tangible, otherwise, participants can leave feeling overwhelmed and like there's nothing they can do to make a difference. Fortunately, with climate change, the opposite is true, which is why students will spend time developing a tangible action plan with mentorship from session facilitators.

Northern communities across Canada are disproportionately at risk of climate impacts. From melting permafrost to food security, and from ice roads to resource economies, northern communities need to be on the front line of our collective response. NYCS aims to educate and empower individual youth leadership teams in unique communities that can start to formulate a tailored response to the climate impacts they see and bring hope to a generation.

Q #9. Educated and empowered youth benefit communities as they see the science of climate change impact their world. We are hypothesizing that science based education combined with locally derived action teams will be met with more trust than organizations from outside the community. Together, knowledge and action create a powerful equation for change that will create a cascading impact including more educated populations and a reduction in polarized, political responses. Over the three years of the program, participating youth will be surveyed along with their communities to measure changes in understanding regarding climate change and the impacts felt in community. Youth leadership teams identifying community partners, mentors, and making plans to respond to the climate impacts in their community will act as levers for change, sharing knowledge, gathering support, and creating a positive force for change from within.

PROGRAM BUDGET

2021 - Year 1

STAFFING:

Executive Director 25 hours x \$65	\$1,625.00
Education Coordinator 250 hours x \$55	\$13,750.00
Bookkeeper 20 hours x \$45	\$900.00
NEATfx Educators 200 hours x \$45	\$9,000.00
Tech Director 55 hours x \$50	\$2,750.00
For Our Kids 125 hours x \$55	\$6,875.00
TOTAL STAFFING:	\$34,900.00

SUPPLIES & MATERIALS:

Online platform upgrade	\$5,000.00
Development of interactive virtual conference - Online consultant Paula Schmidt	\$1,500.00
T-shirts & Bags	\$9,050.00
Boxes & shipping of supplies	\$10,000.00
TOTAL SUPPLIES & MATERIALS	\$25,550.00

MARKETING:

Promotional Development, cost of ads, etc.	\$4,500.00
Website design	\$1,000.00
	\$5,500.00

SPEAKER FEES:

Keynote Speakers	\$50,000.00
Honoraria to workshop leaders	\$15,000.00
TOTAL SPEAKER FEES:	\$65,000.00

TOTAL EXPENDITURES	\$130,950.00
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Anticipated Revenue

Climate Action Fund - Education & Environment	\$100,000.00
Pacific Northern Gas	\$15,000.00
Peace River Regional District	\$15,000.00
Northern Environmental Action Team	\$1,000.00
	<u>\$131,000.00</u>

Net Income	\$50.00
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PROGRAM BUDGET

STAFFING:

Executive Director 25 hours x \$71.50	\$1,787.50
Education Coordinator 250 hours x \$60.5	\$15,125.00
Bookkeeper 20 hours x \$50	\$1,000.00
NEATfx Educators 200 hours x \$50	\$10,000.00
Tech Director 55 hours x \$55	\$3,025.00
For Our Kids 125 hours x \$60	\$7,500.00
TOTAL STAFFING:	\$38,437.50

SUPPLIES & MATERIALS:

Online platform upgrade	\$5,500.00
Development of interactive virtual conference - Online consultant Paula Schmidt	\$1,500.00
T-shirts & Bags	\$9,900.00
Boxes & shipping of supplies	\$11,000.00
TOTAL SUPPLIES & MATERIALS	\$27,900.00

MARKETING:

Promotional Development, cost of ads, etc.	\$4,500.00
Website design	\$1,000.00
TOTAL MARKETING	\$5,500.00

SPEAKER FEES:

Keynote Speakers	\$55,000.00
Honoraria to workshop leaders	\$16,500.00
TOTAL SPEAKER FEES:	\$71,500.00

TOTAL EXPENDITURES	\$143,337.50
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Anticipated Revenue

Climate Action Fund - Education & Environment	\$110,000.00
Pacific Northern Gas	\$15,000.00
Peace River Regional District	\$15,000.00
Northern Environmental Action Team	\$5,000.00
	<u>\$145,000.00</u>

Net Income	\$1,662.50
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PROGRAM BUDGET

2023 - Year 3

STAFFING:

Executive Director 25 hours x \$75	\$1,875.00
Education Coordinator 250 hours x \$65	\$16,250.00
Bookkeeper 20 hours x \$55	\$1,100.00
NEATfx Educators 200 hours x \$55	\$11,000.00
Tech Director 55 hours x \$60	\$3,300.00
For Our Kids 125 hours x \$65	\$8,125.00
TOTAL STAFFING:	\$41,650.00

SUPPLIES & MATERIALS:

Online platform upgrade	\$6,050.00
Development of interactive virtual conference - Online consultant Paula Schmidt	\$1,500.00
T-shirts & Bags	\$10,900.00
Boxes & shipping of supplies	\$12,100.00
TOTAL SUPPLIES & MATERIALS	\$30,550.00

MARKETING:

Promotional Development, cost of ads, etc.	\$4,500.00
Website design	\$1,000.00
TOTAL MARKETING	\$5,500.00

SPEAKER FEES:

Keynote Speakers	\$60,000.00
Honoraria to workshop leaders	\$21,000.00
TOTAL SPEAKER FEES:	\$81,000.00

TOTAL EXPENDITURES	\$158,700.00
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Anticipated Revenue

Climate Action Fund - Education & Environment	\$115,000.00
Pacific Northern Gas	\$20,000.00
Peace River Regional District	\$20,000.00
Northern Environmental Action Team	\$4,000.00
	<u>\$159,000.00</u>

Net Income	\$300.00
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Date: 10/27/2020Society #: S0047441**Organization Information**

1. **Organization Name:** Peace Country Barrel Racing Association ATTN: Brooke Soyчук Secretary

Civic Address: 14110 250 RD

Mailing Address: PO BOX 793

(if different)

City: Charlie Lake, BC **Postal Code:** V1C 1H0

Contact Person: Kyla Conlon-Fettes **Phone Number:** [REDACTED]

Email: pcbra@outlook.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 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 checked="" type="checkbox"/> | Sport/Recreation | Projects related to the provision of sports or recreation activities, tournaments or events |
| <input type="checkbox"/> | Other (Describe) | <hr/> |

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

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

4. Description of project, event or service:

Our association promotes the sport of Barrel Racing in children, youth and adults alike across the entire north peace regional district. We strive to provide quality education and recreation to children in hopes to teach them the benefits of patience, animal husbandry, competitive play and collaboration. We as association directors and volunteers strive to promote this sport that offers a communities support individuals and competitors of all ages in their time of needs. We put on year round events that involve families from all over the Peace Country that includes husbands, wives, daughters, sons and young children in the sport of barrel racing. Upcoming events include district winter series jackpots which include a minimum of 5 jackpot vents throughout the winter months where people of all ages can attend and compete for what we hope to be prizes from sponsors and grants. We also plan to host a spring and summer jackpot bash this year as well as our annual yearly finals which unfortunately this year was canceled due to COVID-19 restrictions on events.



5. Project Start Date: Present Project End Date: September 2021 (year end)

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:

We are the only association that participates and provides these events in the north peace for the purposes of 3Division barrel racing and promotion of the sport in children and youth and families.

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

The association will accept the grant which then will be allocated into funding and budgeting for sponsorship prizes that are given to children, youth and participants. We also would like to see an increase in our ability to contribute to our communities and host more events that can contribute to family bonding and time spent together in our district and communities such as poker rides, game days and banquets.

9. What will those benefits be?

Equestrian events bring families and individuals together, if you talk to anyone you know who has horses or children who are interested in horses they will attest it provides an opportunities for kids to be kids and have fun and unplug from our hectic society. We promote raising kids to respect animals and learn from our society's mission and goals to promote the sport. Our society over the years has been the corner stone for many Canadian Champions and international Competitors beginnings and we want to see this carried forward.

Budget Information

10. Total Cost of the Project, Event or Service: \$ ~35,000.00 an.

11. Grant-in-Aid Amount Requested: \$ ~5000.00

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: Personal and business sponsors Source: 15,000.00 (estimated hopeful)

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 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 Kyla Conlon-Fettes, PCBRA Sponsorship Director



PCBRA SPONSORSHIP PACKAGE 2020/2021

The Peace Country Barrel Racing Association is an equestrian organization that strives to promote the sport of Barrel Racing for children, youth and adults alike.

We are currently seeking sponsorship for our organization in the form of cheque, cash or prize donation.

Peace Country Barrel Racing Association
C/O Kyla Fettes
PO Box 793
Charlie Lake, BC
V0C 1H0
pcbra@outlook.com



Sponsorship Package

Dear Valued Supporter

I am writing this letter on behalf of the PCBRA, an association which inspires and encourages the growth and continuation of the sport of barrel racing in children, youth and adults alike. Our association strives to create a fun and rewarding atmosphere for all competitors and participants regardless of age, skill or knowledge by using a 3-division placing system in the children, youth and adult categories for competition.

The Peace Country has been the starting group for many Canadian Champions because of our persistence and dedication to children and youth in the sport.

With your sponsorship, our association will advertise your business on our official website www.pcbra.ca and continuously at our year-round jackpots and finals. We also have several promotional opportunities such as program announcement, banners and branding opportunities to advertise your business.

Being an organization in the Peace Country we strongly support local business. We invite you to attend local events and witness the excitement barrel racing has to offer. Prizes are provided to participants that your donations and sponsorships make possible.

For further information or to pledge a sponsorship please contact me at (250)-783-1005 or by email at kyla.fettes@gmail.com I would be happy to answer or clarify any questions you may have.

Warm regards,

Kyla Fettes
PCBRA Sponsorship Director
[Kyla.fettes@gmail.com](mailto:kyla.fettes@gmail.com)

**Please provide the following information and return via
mail, or email to pcbraz@outlook.ca**

We would love to give your business ongoing advertisement via promotional material on prizes we offer throughout the year, if you would like promotional advertising please call me at (250)-783-1005 to discuss options

Sponsor Name (business name) _____

Sponsor Phone Number _____

Sponsor Email address _____

Sponsor Mailing Address _____

Specific sponsorship category requested (please check off one)

Platinum Sponsorship (\$1500.00+) Free 1/2 page business advertisement in our final's pamphlet, 4 banquet tickets to the 2021 finals, logo and text advertisement at main events, sponsorship banner at main events (if supplied by sponsor), opportunities for promotional material (blankets, other prizes), business name attached to one or more sponsorship prizes based on amount.	
Gold Sponsorship (\$1000.00+) Free 1/2 page business advertisement in our final's pamphlet, 3 banquet tickets to the 2021 finals, logo and text advertisement at main events, sponsorship banner at main events (if supplied by sponsor), for promotional material (blankets, other prizes), business name attached to one or more sponsorship prizes based on amount.	
Silver Sponsorship (\$500.00+) Free 1/4 page business advertisement in our final's pamphlet, 2 banquet tickets to the 2021 finals, logo and text advertisement at main events, sponsorship banner at main events (if supplied by sponsor), opportunities for promotional material (blankets, other prizes), business name attached to one or more sponsorship prizes based on amount.	
Bronze Sponsorship (\$250.00+) Text advertisement at main events, 2 banquet tickets to the 2021 finals, opportunities for promotional material (blankets, other prizes), business name attached to one or more sponsorship prizes based on amount.	
Community Sponsorship (\$250.00 or under) Text advertisement at main events, opportunities for promotional material (blankets, other prizes), business name attached to one or more sponsorship prizes based on amount.	
Prize Donation Sponsorship (\$) please declare approximate value of item(s) for receipt, and mail to above address or contact director for pickup.	

- Please invoice me or my business for \$ _____
- I have sent an email money transfer for \$ _____
- I am mailing or providing a prize donation with the approximate value of \$ _____
- Enclosed is a cheque (or cash) made payable to the "Peace Country Barrel Racing Association" for \$ _____

For all money sponsorships a receipt will be returned to you at the address provided above

STATEMENT OF ACCOUNTS

STATEMENT DATE	MEMBER NO.	PAGE
31 Dec 2020		1 OF 2

PEACE COUNTRY BARREL RACING ASSOC
PO BOX 4
CHETWYND BC V0C 1J0

DATE	DESCRIPTION	NUMBER	WITHDRAWALS	DEPOSITS OR LOAN PAYMENT	LOAN PRINCIPAL	INTEREST	BALANCE
CHEQUING							
01 Dec 20	Opening Balance						30,821.24
01 Dec 20	EMT Transfer - Debit Payee		30.79				30,790.45
01 Dec 20	EMT Transfer - Debit TXN Fee Payee:		1.50				30,788.95
01 Dec 20	EMT Transfer - Debit Payee:		95.00				30,693.95
01 Dec 20	EMT Transfer - Debit TXN Fee Payee:		1.50				30,692.45
03 Dec 20	EMT Transfer - Debit Payee		95.00				30,597.45
03 Dec 20	EMT Transfer - Debit TXN Fee Payee:		1.50				30,595.95
31 Dec 20	Service Charges		10.00				30,585.95
	Total Cheques	0					
SAVINGS							
01 Dec 20	Opening Balance						50.53
END OF STATEMENT							



LAKE VIEW
CREDIT UNION

Have you got some resolutions for 2021 that involve improving your financial situation, be it paying down debt or increasing savings? With our suite of new digital tools and our always friendly expert advice, we can help you reach your goals. From all of us at Lake View Credit Union, Happy New Year!

Please take the time to review your statement carefully. You have 30 days to report any problems or concerns. Contact us at lvcu@lvcu.ca or by telephone.

Dawson Creek: (250) 782-4871

Chetwynd: (250) 788-9227

Tumbler Ridge: (250) 242-4871



Date: December 13, 2020

Society #: S-0066193

Organization Information**1. Organization Name:** Spark Women's Leadership Conference Society**Civic Address:** 206 - 11203 105 Ave**Mailing Address:**
(if different)**City:** Fort St John, BC**Postal Code:** V1J 0L3**Contact Person:** Jennifer Moore**Phone Number:** [REDACTED]**Email:****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 checked="" 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 checked="" type="checkbox"/> Electoral Area B | <input checked="" type="checkbox"/> City of Dawson Creek | <input checked="" type="checkbox"/> District of Taylor |
| <input type="checkbox"/> Electoral Area C | <input checked="" type="checkbox"/> City of Fort St. John | <input checked="" type="checkbox"/> District of Tumbler Ridge |
| <input type="checkbox"/> Electoral Area D | <input checked="" type="checkbox"/> District of Chetwynd | <input checked="" type="checkbox"/> Village of Pouce Coupe |
| <input checked="" type="checkbox"/> Electoral Area E | <input checked="" type="checkbox"/> District of Hudson's Hope | |

4. Description of project, event or service:

Spark Women's Leadership Conference is a professional development, leadership conference designed to increase the capacity of the Peace Region's female workforce. 2021 will be the 7th annual conference (2020 was cancelled) of this made in the Peace Country for the Peace Country event. 2021 will be a hybrid event, expanding the opportunities to participate for women well beyond the previous 300 person capacity, providing leadership skills, tactical professional development skills, and mentorship networks to grow their careers and businesses. This is an important event that has inspired business launches, expansions, career growth and sometimes complete career changes. The impact of the conference is not restricted to business but also filters out into the non-profit volunteer world that is building our communities.



5. Project Start Date: May 11, 2021

Project End Date: May 13, 2021

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?

All women across the Peace region will benefit bringing their new skills to their businesses, employers, non-profit organizations, and their volunteer endeavors.

9. What will those benefits be?

new businesses launched, business expansion and growth, increased career advancement opportunities, non-profit capacity development

Budget Information

10. Total Cost of the Project, Event or Service:

\$ 162,500

11. Grant-in-Aid Amount Requested:

\$ 5,000

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: \$10,000

Source: Peace River Hydro Partners

Amount: \$5,000

Source: Pembina

Amount: \$3,500

Source: Northern Lights College

Amount: \$2,000

Source: BDC



Application Authorization

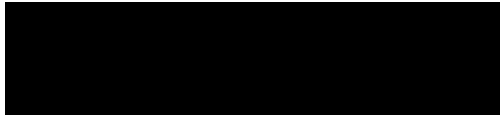
- ☒ I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I understand that if my application is successful, I will be required to provide a summary report that includes annual financial statements, 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 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



Spark Women's Leadership Conference Budget

REVENUES	
	Hybrid
Sponsorship	\$ 100,000
Registration	
In Person	\$ 12,450
Virtual	\$ 37,250
Workshops	\$ 6,000
Bookstore Revenue	
WOW Box Revenue	\$ 18,000
Total Revenues	\$173,700.00
EXPENSES	Hybrid
Venue	2000
Meals	5000
Speakers (Fees, Travel & Accommodation)	15000
Lanyards & Badge Holders	250
Audio Visual	5000
Platform	2500
Speaker Welcome Bags	200
Speaker Gift Donation	2500
Advertising / Promotion	15000
Graphic Design & Branding	11000
Décor	1500
Online Registration Fee	5000
Supplies/Printing	3500
Bathroom Basket	100
Miscellaneous	500
Conference Administration Fee	30000
Steering Committee Meetings	2000
Accounting & Legal	1000
Door Prize	500
Graphic Recorder	
Headshots	
Insurance	2000
Interest and Bank Charges	50
Videographer	1000
Box Items	
Branded Box & packaging	3500
Journals	4000
Pen	1300
Waterbottle	5000

Spark Women's Leadership Conference Budget

EXPENSES	Hybrid
Glass Cleaner	500
Snacks	3000
Chapstick	500
Privacy Stickers	100
Office Items (post it notes, rulers, etc)	1000
Wireless Charging Pads	6000
Conference Book Giveaway	8000
Coffee	1500
Tea	1500
Shipping	6000
Society Development Services	15000
Total Expenses	\$162,500.00
Surplus / Deficit	\$11,200.00

Profit and Loss

Spark Women's Leadership Conference Society For the year ended 31 July 2020

2020

Trading Income

Memberships	60.00
Registrations	700.88
Sponsorships	46,500.00
Total Trading Income	47,260.88

Cost of Sales

Honourium	15,000.00
Speakers Fees	8,250.00
Total Cost of Sales	23,250.00

Gross Profit

24,010.88

Other Income

Interest from bank accounts	126.61
Miscellaneous revenue	13.60
Total Other Income	140.21

Operating Expenses

Accounting	4,572.65
Advertising and promotion	1,536.23
Amortization expense	77.55
Bank charges and fees	251.80
Charitable donations	17,500.00
Courier and postageExpense	36.03
Insurance (overhead)	693.00
Marketing	162.12
Miscellaneous expenses	415.16
Office supplies	146.40
Online registration charges	2,037.51
Steering Committee	1,589.98
Training and education	10,165.47
Travel expense - Speakers	298.58
Website and logo development	912.51
Total Operating Expenses	40,394.99

Net Profit

(16,243.90)

Balance Sheet

Spark Women's Leadership Conference Society As at 31 July 2020

31 JUL 2020

Assets

Bank	
Chequing	70,482.52
Shares	5.46
Total Bank	70,487.98
Current Assets	
Inventory - Books	644.00
Inventory - Promotional items	1,336.41
Trade accounts receivable	8,700.00
Total Current Assets	10,680.41
Fixed Assets	
Accum. Amort. -Furn.and equip.	(228.35)
Office Furniture and equipment	538.56
Total Fixed Assets	310.21
Total Assets	81,478.60

Liabilities

Current Liabilities	
Sales Tax	(380.39)
Total Current Liabilities	(380.39)
Total Liabilities	(380.39)

Net Assets	81,858.99
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Equity

Current Year Earnings	(16,243.90)
Retained Earnings	98,102.89
Total Equity	81,858.99

**REGIONAL GRANT-IN-AID POLICY**

Department	Finance	Policy No.	0340-35
Section	Grants	Date Approved by Board	September 5, 2019
Repeals		Board Resolution #	RD/19/09/22

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

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The Regional Grant-in-aid Policy establishes clear guidelines for the Board of Directors and staff for the evaluation, award and communication of Regional Grant-in-Aid to organizations seeking financial support for community led projects and programs that fall outside the regular service functions that are important for building a diverse, vast and abundant region.

2. Scope

- 2.1 This Statement of Policy applies to the Board of Directors, all staff and all organizations that apply for grant-in-aid from the Peace River Regional District.
- 2.2 This Statement of Policy applies to all regionally funded grant-in-aid (Grants to Community Organizations, Economic Development and Regional Recreation), excluding those grants with stand-alone policies, which are:
- Search and Rescue Grants
 - Recreational Trails Grants
- 2.3 This Statement of Policy does not apply to funding contribution requests received from other local governments (ie: government to government); or Rural Grant-in-Aid under the authority of the Rural Budgets Administration Committee.

3. Definitions

- 3.1 **Program:** An activity designed for a specific purpose which is led by a community organizations and improves the quality of life for residents.
- 3.2 **Service:** An initiative that serves a specific purpose is led by a community organization and provides a benefit to residents in the community.
- 3.3 **Project:** An undertaking that is planned to achieve a particular outcome or result; must have a specific set of goals and objectives; must have a defined start and finish date.
- 3.4 **Event:** An event that is either social, economic or recreational in nature; enhances the region and creates an economic benefit; may occur on a one-time or annual basis; must have a defined start and finish date.



4. Policy

- 4.1 Grants should support projects or initiatives that are regional in scope and serve or benefit residents throughout the regional district or in multiple electoral areas and municipalities.
- 4.2 The issuance of grants should be transparent in terms of awareness of, and access to the program.
- 4.3 Grants should support and encourage innovation in the delivery of services or benefits.
- 4.4 Grants should allow the Board to be flexible and responsive to emerging needs or unique opportunities
- 4.5 Grant funding may be authorized to support multi-year contributions up to a maximum of three consecutive years.
- 4.6 Grant contributions to support operational funding for more than three consecutive years and in excess of \$50,000 per year will be evaluated by the Board of Directors to determine whether a service function should be established.
- 4.7 Applicants should demonstrate their intent to become self-sustainable, in the absence of PRRD grants, in future years.
- 4.8 Recipients of grants must be accountable for the use of funds in accordance with their application.
- 4.10 Eligibility Criteria:
 - All applicants must be a registered, not-for-profit society in good standing as per the *Societies Act*.
 - Project types may include events (one time or recurring), the establishment of new or enhanced programs and services, or capital projects for public-use facilities.
 - Grant funding, if approved, may not be used to support individuals, families or businesses.
 - The organization will not receive taxes or requisition funds from local governments on an annual basis.
- 4.11 Application Criteria:
 - All applications must be submitted on electronic forms.
 - Applications must be received on or before December 31st each year.
 - Late applications will not be considered.
- 4.12 Approval Criteria:
 - The Committee of the Whole (CoW) will review all grant applications for merit using the following criteria:
 - a. New, Incremental Initiatives;
 - b. Community Need;
 - c. Geographic Scope;
 - d. Community Development; and
 - e. Cost Effectiveness.



5. Responsibilities

Boards of Directors shall:

1. At their sole discretion, evaluate and allocate Regional grant in aid funding during the annual budget process.

Finance shall:

1. Review applications to determine eligibility based on the criteria outlined in this policy.
2. Bring eligible applications to the Committee of the Whole for consideration during the annual budget process.
3. Ensure an annual listing of all grant recipients is posted on the PRRD website by August 31 to be available for public review.

Affiliated Procedure	
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Disclaimer: Federal and Provincial Acts, Legislation, and Law supersede this policy