



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Committee Meeting Revised Agenda

January 21, 2021, Immediately Following EADC
1981 Alaska Avenue, Dawson Creek, BC

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RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

FRIDAY, DECEMBER 11, 2020

LOCATION	Peace River Regional District Office, Dawson Creek, BC	
ATTENDANCE	Directors	Staff
	Director Goodings, Meeting Chair Director Hiebert Director Rose Director Sperling	Teri Vetter, Chief Financial Officer Crystal Brown, Electora Area Manager Hunter Rainwater, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 9:31 am.

2. ADOPTION OF AGENDA

Adoption of Agenda

MOVED Director Sperling, SECONDED Director Rose,
That Rural Budgets Administration Committee adopt the December 11, 2020 Meeting
Agenda.

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

3.2. Grant Request – Clearview Arena Society, Applicator Fogger Machine, FN-RBAC-041

3.3. Grant Request – District of Chetwynd, Economic Development, FN-RBAC-040

4. Adjournment

CARRIED

3. REPORTS

3.1

Grant Request – Buick Creek
Community Club – Fogger
Application, FN-RBAC-042

MOVED Director Goodings, SECONDED Director Sperling,

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.

CARRIED

3.2

Grant Request – Clearview
Arena Society – Applicator
Fogger Machine, FN-RBAC-041

MOVED Director Rose, SECONDED Director Sperling,

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.

CARRIED



3.3
Grant Request – District of
Chetwynd – Economic
Development, FN-RBAC-040

MOVED Director Rose, SECONDED Director Hiebert,
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.

CARRIED

4. ADJOURNMENT

The Chair adjourned the Meeting at 9:38 am.

Director Goodings, Meeting Chair

Hunter Rainwater, Recorder



RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, DECEMBER 17, 2020

LOCATION

Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

Director Goodings, Electoral Area 'B' (Zoom)
Director Sperling, Electoral Area 'C' (Zoom)
Director Hiebert, Electoral Area 'D' – Meeting Chair
Director Rose, Electoral Area 'E'

Staff

Shawn Dahlen, Chief Administrative Officer
Teri Vetter, Chief Financial Officer
Tyra Henderson, Corporate Officer
Tabatha Young, Deputy Corporate Officer
Paulo Eichelberger, General Manager of Environmental Services
Kari Bondaroff, Environmental Services Manager
Crystal Brown, Electoral Area Manger
Jeff McDonald, Communications Manager (Zoom)
Brenda Deliman, Recorder

Others

Katrin Saxty, Urban Systems Ltd. (Zoom)

1. CALL TO ORDER

The Chair called the meeting to order at 1:03 p.m.

2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Hiebert COVID-19 Safe Restart Funds

Director Hiebert Synergy Group

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda

MOVED Director Rose, SECONDED Director Sperling,
That the Rural Budgets Administration Committee adopt the December 17, 2020 Meeting
Agenda, as amended to include Director's new business (COVID-19 Funds, Synergy
Group):

1. Call to Order

1.1. Meeting Chair - Director Hiebert

2. Directors' Notice of New Business

3. Adoption of Agenda

4. Gallery Comments or Questions

5. Adoption of Minutes

5.1. Rural Budgets Administration Committee Draft Meeting Minutes of November 19, 2020

6. Business Arising from the Minutes

7. Delegations

8. Correspondence

8.1. Sunrise Valley Mountain View Cemetery - Thank You Letter

*8.2. Federation of Canadian Municipalities - Membership Renewal

(continued on next page)



Adoption of Agenda
(continued)

9. Reports

- 9.1. Grant Request – Chetwynd Public Library, FN-RBAC-043
- 9.2. Grant Request – Sunset Prairie Cemetery, FN-RBAC-045
- 9.3. Release of Funds - Jackfish Community Association unclaimed 2020 Recreational and Cultural Grants-in-Aid, FN-RBAC-046
- 9.4. Tate Creek Peace River Agreement Commitment, CS-RBAC-004
- 9.5. Charlie Lake Sewer 2021 Budgetary Considerations, ENV-RBAC-008
- 9.6. Chilton, Harper, and Friesen Subdivision Wastewater Condition Assessments, ENV-RBAC-007
- 9.7. North Pine Tower Condition Assessment, ENV-RBAC-009
- 9.8. North Peace Airport Subdivision Sewer 2020 and 2021 Budget, ENV-RBAC-011
- 9.9. North Peace Airport Subdivision Water 2020 and 2021 Budget, ENV-RBAC-010
- 9.10. November 2020 Financial Report, FN-RBAC-047

10. Discussion Items

- 10.1. Permissive Tax
- 10.2. FSJ Library

11. New Business

- 11.1 Director Hiebert - COVID-19 Safe Restart Funds
- 11.2 Director Hiebert - Synergy Group

12. Diary

- 12.1. Diary Items

13. Item for Information

- 13.1. RBAC Establishing Bylaw

14. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

- 5.1
Nov. 19/20 RBAC Minutes
- MOVED Director Rose, SECONDED Director Sperling,
That the Rural Budgets Administration Committee adopt the November 19, 2020 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

8. CORRESPONDENCE

- 8.1
Sunrise Valley Mountain View Cemetery – Thank You Letter
- MOVED Director Rose, SECONDED Director Goodings,
That the Rural Budgets Administration Committee receive the Thank You Letter dated November 17, 2020 from the Sunrise Valley Mountain View Cemetery for information.

CARRIED

- 8.2
Federation of Canadian Municipalities – Membership Renewal

MOVED Director Rose, SECONDED Director Goodings,
That the Rural Budgets Administration Committee receive the 2021-2022 membership invoice from the Federation of Canadian Municipalities for discussion.

CARRIED

The Committee commented that the responsibility for payment of Federation of Canadian Municipalities membership fees had transferred between the Regional Board and the Committee in past years, and that the membership invoice was calculated based on rural population.



8.2
Federation of Canadian
Municipalities – Membership
Renewal
(continued)

MOVED Director Goodings, SECONDED Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional Board
authorize the Rural Budgets Administration Committee to determine the PRRD's
membership with the Federation of Canadian Municipalities each year, and pay
membership fees accordingly.

CARRIED

MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee recommend that the Regional Board
authorize the Rural Budgets Administration Committee to determine the PRRD's
membership with the North Central Local Government Association and the Union of BC
Municipalities each year, and pay membership fees accordingly.

CARRIED

9. REPORTS

9.1
Grant Request – Chetwynd
Public Library, FN-RBAC-043

MOVED Director Rose, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of
\$3,000, payable from Electoral Area E Fair Share, to be issued to the Chetwynd Public
Library in support of the Elders/Seniors Christmas Pen Pals project.

CARRIED

9.2
Grant Request – Sunset Prairie
Cemetery, FN-RBAC-045

MOVED Director Rose, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize an increase of \$1,260 to the
grant contributions for 2020 and 2021 of the multi-year grant approved in the amount of
\$1,240 per year on January 17, 2019, for a total amount of \$2,500 payable from Cemetery
Grants-in-Aid, Area E to be issued to Sunset Prairie Cemetery Association to support the
increase in their cost for lawn maintenance.

CARRIED

9.3
Release of Funds – Jackfish
Community Association
Unclaimed 2020 Recreational
and Cultural Grants-in-Aid, FN-
RBAC-046

MOVED Director Rose, SECONDED Director Goodings,
That the Rural Budgets Administration Committee authorize the release of the remaining
\$15,631.22 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of
\$17,580.56 approved in 2020 to Jackfish Community Association, in accordance with the
policy change approved May 28, 2020 authorizing immediate release of funds upon grant
approval without submission of reimbursement claim, and issue a grant payment in the
amount of \$15,631.22 to assist with operational costs.

CARRIED

9.4
Tate Creek Peace River
Agreement Commitment, CS-
RBAC-004

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve that the remaining funding
commitment of \$13,828.45 from Area D Peace River Agreement Funds – Spending Item #
8 Year Round Recreation Facilities, from the original commitment in 2018 of \$25,000, for
a facility condition assessment and preventative maintenance plan be returned to Area D
PRA Reserve, as the project is now complete.

CARRIED

9.5
Charlie Lake Sewer 2021
Budgetary Considerations,
ENV-RBAC-008

Director Sperling requested that Recommendations 1 and 2 of the report titled 'Charlie
Lake Sewer 2021 Budgetary Considerations, ENV-RBAC-008' be deferred to a future Rural
Budgets Administration Committee meeting.



- 9.5
Charlie Lake Sewer 2021
Budgetary Considerations,
ENV-RBAC-008
(continued)
- MOVED Director Sperling, SECONDED Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional Board authorize an amendment to “Charlie Lake Sewage User Fee By-law No. 2011, 2012” to include an updated Schedule “A”, user fee structure, to reflect the annual inflation increases within the last 10 years for a total increase of 15% for each of the payment structures.
- CARRIED**
- 9.6
Chilton, Harper, and Friesen
Subdivision Wastewater
Condition Assessments, ENV-
RBAC-007
- MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$50,000, payable from Electoral Area D Community Works Gas Tax, to be issued to the Chilton Subdivision sewer function – 602, for a 2021 condition assessment for the Chilton Sewer, including but not limited to the collection works and the lift station and further; that any remaining funds be permitted to be used for capital upgrade requirements.
- CARRIED**
- MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$50,000, payable from Electoral Area D Community Works Gas Tax, to be issued to the Harper Subdivision sewer function – 605, for a 2021 condition assessment for the Harper Sewer including but not limited to the collection works and the lift station and further; that any remaining funds be permitted to be used for capital upgrade requirements.
- CARRIED**
- MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$50,000, payable from Electoral Area D Community Works Gas Tax, to be issued to the Friesen Subdivision sewer function – 604, for a 2021 condition assessment for the Friesen Sewer, including but not limited to the collection works and the lift station and further; that any remaining funds be permitted to be used for capital upgrade requirements.
- CARRIED**
- 9.7
North Pine Tower Condition
Assessment, ENV-RBAC-009
- MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve a funding commitment of \$50,000, payable from Electoral Area B Peace River Agreement Funds, Spending Item #11 – Connectivity, for a 2021 condition assessment of the North Pine Tower, including but not limited to the tower, all attached infrastructure, supports, power building and fenced compound.
- CARRIED**
- 9.8
North Peace Airport
Subdivision Sewer 2020 and
2021 Budget, ENV-RBAC-011
- MOVED Director Sperling, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$800,000, payable from Electoral Area C Peace River Agreement Funds, Spending Item #9 – PRRD Sewer Services Assistance, to be issued to the North Peace Airport Sewer Function – Function 603, for capital repairs to be conducted in 2021.
- CARRIED**



9.9
North Peace Airport
Subdivision Water 2020 and
2021 Budget, ENV-RBAC-010

MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee authorize a funding commitment in the amount of \$35,000, to be paid from the Electoral Area C Fair Share Funds, for emergency 2020 infrastructure repairs and maintenance within the North Peace Airport Subdivision Water function – 701; further, that the remaining funds be carried forward for the 2021 repairs and maintenance requirements.

CARRIED

MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee authorize a funding commitment in the amount of \$125,000 to be paid from the Electoral Area C Fair Share Funds, for the necessary water infrastructure repairs and upgrades within the North Peace Airport Subdivision water function – 701, as recommended within the PRRD YXJ Water-Sewer Network Assessment Report dated November 27, 2020.

CARRIED

9.10
November 2020 Financial
Report, FN-RBAC-047

MOVED Director Rose, SECONDED Director Sperling,
That the Rural Budgets Administration Committee receive the report titled “November 2020 Financial Report – FN-RBAC-047”, for discussion.

CARRIED

The Committee requested further information on the criteria for use of the Rural Loan Fund Reserve, which was provided by the Chief Financial Officer.

10. DISCUSSION ITEM(s)

10.1
Permissive Tax

Director Goodings requested options to provide permissive tax exemptions, such as support through Grants-in-Aid or through policy amendment. Following a brief discussion with the Chief Administrative Officer, Director Goodings advised that the topic would require further deliberation.

10.2
FSJ Library

The Rural Budgets Administration Committee was advised that a report on the Fort St. John Public Library would come forward in January 2021.

11. NEW BUSINESS

11.1
Director Hiebert - COVID-19
Safe Restart Funds

The Committee discussed its administration of the COVID-19 Safe Restart Grant in the amount of \$700,000 received by the PRRD from the Province of BC, including IT and Administration costs related to the pandemic.

11.2
Director Hiebert – Synergy
Group

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$12,000, payable in the amount of \$6,000 each from Electoral Area D and Electoral Area E Peace River Agreement Funds, to be used in the establishment of a Synergy Group.

CARRIED

10. DISCUSSION ITEM(s)

10.2
FSJ Library

MOVED Director Goodings, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve an increase in commitment of funding to the FSJ Library for 2021 in the amount of \$15,000, from Electoral Area B Fair Share, pending the review and approval of the grant application for 2021 funding.

CARRIED



12. DIARY

12.1

Diary Items

MOVED Director Goodings, SECONDED Director Rose,
That the Rural Budgets Administration Committee remove Item 3 “Clean Farms” from the
Diary.

CARRIED

13. ITEMS FOR INFORMATION

13.1

RBAC Establishing Bylaw

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

14. ADJOURNMENT

The Chair adjourned the Meeting at 2:24 p.m.

Director Hiebert, Meeting Chair

Brenda Deliman, Recording Secretary



Peace River Regional District

PO Box 810
Dawson Creek, BC, V1G 4H8

RE: Funding for Fogger Machine

Dear Mr. Sperling and Mrs. Goodings,

On behalf of our Association, it's members and parents, I would like to formally extend my thanks to you for approving funding in the amount of \$2400.00 for us to purchase a "fogger" machine on behalf of the Peace River Regional District - Electoral Districts B and C. The funding you have provided will benefit our Association tremendously this year, as it allows us to purchase equipment that is necessary and mandated by the City of Fort St. John in order for our players to use dressing rooms.

This "fogger" machine allows for sterilization of surfaces in shorter amounts of time. This will allow our members to clean each dressing room to the required City standards quickly, so the next user group can access them on schedule. Previously, players were asked to come to the arena partially dressed and then finish dressing in the interior lobbies. Our Association prides itself on maintaining a high level of player safety and the purchase of this machine provides us with the necessary resources to continue doing so.

The use of dressing rooms will not only provide a safe environment for the players, but will also allow them to obtain some level of comradery with their teammates, and maintain some sense of normalcy in our changing times. This funding has provided a bright spot in what can only be described as a challenging year for youth sports and for that, we are sincerely appreciative.

Thank you again for the opportunity to apply for this funding, and for providing it on behalf of your Regional District; it will have such a positive impact on our players and members.

Thanks,

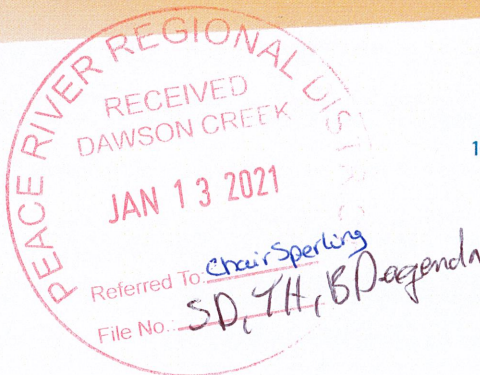
David Batten

FSJMHA President

FSJ Minor Hockey Office: Box 6356 Fort St. John, BC V1J 4H8 (250) 787-7133 Fax (250) 787-7134

Pomeroy Sports Centre, 9324-96th Street

Email: fsjmha@outlook.com



January 4, 2021

Brad Sperling
Electoral Area Director, Peace River Regional District Area C
PO Box 810
Dawson Creek, BC V1G 4H8

Dear Director Sperling,

The City of Fort St John would like to thank you for your contribution of \$140,000.00 towards the project known as the Festival Plaza. From the beginning, Council saw this project as a gathering place for our communities, our First Nations and our rural neighbours.

This site will encompass a plaza where our constituents can celebrate life in the north with a building that provides space for displays, celebrations of culture, arts, food, and much, much more.

We want to acknowledge that your contribution holds you harmless for any liability and indemnifies you and your successors for any suits or damages done to the plaza. We also want to acknowledge that unless you choose differently, we hold no further obligations for costs of this project.

Our local welders worked with the art created by our local artists and built four fire obelisks that will be used to warm attendees at community events. The plaza design has strong influences from local ecology, landforms, culture and events developed through conversations with local First Nations and community members, and additionally features:

- Eight leaning wood poles mimicking the placement of natural wood poles as the skeleton structure of a teepee, artistic paving patterns
- Artistic paving patterns throughout the site with a variety of coloured concrete surfaces, including a coloured river that mimics the alignment of the Peace River through the Fort St. John region
- Bronze paw prints impressed directly into the concrete surfaces placed to exactly replicate true gaits and spacing of each animal
- First Nation beading designs showcasing the work of the ancestors of the Dene-zaa people.

As we work to build quality of life and quality of experience for our community, this kind of contribution contributes to our respective residents and visitors.

Thank you for thinking of the future of our communities.

Warmest regards,



Mayor Lori Ackerman



Renew your FCM membership. We're all in this together.

Dear Shawn Dahlen,

Local leaders are working hard on the front lines of COVID-19. The Federation of Canadian Municipalities has been there for its members every step of the way—from coordinating frontline efforts to securing up to \$8.6 billion in emergency funding for municipalities facing financial crisis.

FCM gets results because we bring thousands of municipalities together as one strong and united national voice. Now we need to grow our voice—to keep cities and communities supported today, and to position them at the heart of tomorrow's nationwide recovery.

The Regional District of Peace River will have a critical role to play.

Renew your FCM membership today to ensure your priorities continue to be heard at the federal level. We've gone digital this year, so attached you will find your member invoice for 2021-2022.

There's strength in numbers, and every FCM member is key to forming the strong and united voice that drives our federal influence. Ottawa is where this country's pandemic plan is being shaped, and so Ottawa is where we need to ramp up our advocacy.

I'm excited to represent our province as FCM President this year, and I'm looking to all my fellow B.C. municipal leaders to join me. We need a full slate of B.C. members at FCM to bring our province's perspectives to the federal table—and I'm asking the Regional District of Peace River to be part of it.

I know times are tough, but I also know how important it is to stick together. As local leaders, we've shown we can rise to any challenge. Together we can keep our cities and communities supported through this pandemic, and we can build a better Canada.

So let's continue working together—because we're all in this together.

To learn how FCM is helping communities through COVID-19, visit <http://together2021.fcm.ca>

Sincerely,

Garth Frizzell
FCM President
Councillor, City of Prince George, B.C.

Membership / Adhésion

The Member Relations Team | Policy and Public Affairs
L'équipe de relations avec les membres | Politiques et affaires publiques
T. 613-241-5221



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Membership Invoice
2021-2022
Facture d'adhésion

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

Shawn Dahlen

Regional District of Peace River

PO Box 810 1981 Alaska Avenue

Dawson Creek, BC, V1G 4H8

Attn: Chief Administrative Officer

INVOICE / FACTURE: INV-25890-H7M6B9

DATE: 10/27/2020

ACCOUNT / COMPTE: 17798

DUE DATE / DATE LIMITE: 04/01/2021

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population/ Taux de base selon votre population	1	\$520.00	\$520.00	\$26.00	\$546.00
Per capita dues calculated per your population/Frais de cotisation calculés selon votre population	21,269	\$0.1972	\$4,194.25	\$209.71	\$4,403.96
TOTAL			\$4,714.25	\$235.71	\$4,949.96

PAID AMOUNT / MONTANT PAYÉ: \$0.00

BALANCE DUE / MONTANT DÛ: \$4,949.96

PAYMENT / PAIEMENT

By cheque payable to / Par chèque à l'ordre de
Federation of Canadian Municipalities
Fédération canadienne des municipalités

By Electronic Funds Transfer /
Par transfert électronique de fonds

Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7
Transit Number/Numéro de transit: 00006

(New) Acct Number/(Nouveau) No. de compte: 1113307

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

Ref No. / No. de référence : 17798

To learn more about how FCM is helping communities
through COVID-19, visit <http://together2021.fcm.ca>.



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-044

From: Teri Vetter, Chief Financial Officer

Date: January 21, 2021

Subject: Grant Request – Fort St. John Public Library Association

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a grant commitment, in the amount of \$60,500, payable from Electoral Area B Fair Share for 2021 only, to be issued to the Fort St. John Public Library Association to assist operational costs.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize a two year grant commitment beginning in 2021, in the amount of \$65,000 per year, with \$60,000 provided Function 295 – Library Services and \$5,000 provided from Electoral Area B Fair Share, to be issued to the Fort St. John Public Library Association to assist with operational costs; and further,

That the grant in the amount of \$60,000 for 2021 be payable upon the approval of the 2021 Annual Budget.

BACKGROUND/RATIONALE:

Fort St. John Public Library Association (FSJPL) is requesting financial assistance in the amount of \$130,000 per year for a period of three years from 2021 to 2023, for a total financial contribution of \$390,000. FSJPL is requesting financial assistance from both Electoral Area B and Area C in equal amounts of \$65,000 per year for a total request of \$195,000 from each Electoral Area over three years (2021-2023). Financial assistance, if provided, will be used to support the general operating costs of the Fort St. John public library. The Fort St. John Public Library Association was established to oversee the operations of the Fort St. John public library and is governed by the obligations and regulations as set out in the *Library Act of BC*.

Both Electoral Area B and Electoral Area C have been a longtime financial contributors to the FSJPL and have provided a total of \$1,360,000 since 2005. Electoral Area B has contributed a total of \$541,000 in grant funding while Electoral Area C has contributed a total of \$229,000 in grant funding and \$590,000 from Function 295 – Library Services.

A full description, proposed budget and financials can be found in the attached grant application.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from the Fort St. John Public Library Association and provide no grant funding.

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- As of December 31, 2020, the balance available after remaining commitments for Electoral Area B Fair Share is \$961,160.2.
- As of December 31, 2020, the balance available after remaining commitments for Electoral Area C Fair Share is \$929,308.13.

COMMUNICATIONS CONSIDERATION(S):

The grant applicant will be advised in writing of the Committee's decision and if funded is approved, will be asked to recognize the Regional District for its contribution.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Grant Application Request – FSJPL



Society #: 107395964-RR0001

Name: Fort St. John Public Library Association

Civic Address: 10015 100th Ave

Mailing Address: 10015 100th Ave

City: Fort St. John

Postal Code: V1J 1Y7

Contact Person: Karlene Duncan

Alternate Person: Andy Ackerman

Tel: 2507853731

Tel:

Email: director@fsjpl.ca

Email:

SOCIETY EXECUTIVES

PROJECT COSTS

President: Andy Ackerman

Total Cost of Project: 390,000.00

Vice President: Lenita Choi

Amount Requested per 130,000.00

Treasurer: Nick Zhang

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? 425,000.00Was your application successful? Yes ☐ No ☒ If so, how much did you receive? ~~397,000.00~~****Note - \$397,000 was received in 2021 from City of FSJ; 2021 funding is not yet confirmed.****Describe the project for which your organization is requesting a grant and the reason for your request.***If more space is needed, please add it as an attachment to your application.*

Please see attached document for reason for request. The breakdown is as follows:

\$65,000 per year from Area C x 3 years is a total of \$195,000.00

\$65,000 per year from Area B x 3 years is a total of \$195,000.00

Total ask is \$390,000.00 for 3 years.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: Karlene Duncan

Date: November 19, 2020

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

Page 18 of 218

November 17th, 2020

Dear Peace River Regional District:

Public libraries are the cornerstones of our democratic societies. Their very existence means that the people that they serve have access to information, services and programs that will enrich their lives. Libraries make life more affordable to citizens as they provide free individualized assistance with locating resources and utilizing a wide variety of technology. Every day at the Fort St. John Public Library Association, I hear patrons telling our library staff how grateful they are for their help. Patrons come to the library looking for help with all kinds of things - from scanning documents, filling out forms, using a USB key and even understanding the bus schedule. They come to the library for a warm, safe place to be, where no one is asking you to spend money. Public libraries have to consistently allocate their very tight budgets to train staff in order to keep up with the ever-changing technological demands of our world. The staff at the Fort St. John Public Library is well-known for being there to help patrons when no one else will. For Free! Public libraries improve the quality of life for our community members and strive to provide a strong, but flexible backbone for the economy. As we look toward the future of our libraries and our citizens, we recognize that libraries continue to be the social spine of the community (with programs for new-comers, families, adults, seniors and addressing the Calls to Action from the TRC Report).

We encourage you to visit our website at www.fsjpl.ca and our Facebook page at www.facebook.com/fsjlibrary to learn more about our quality programs, information services and upcoming events.

We are planning to launch a virtual literacy series with the United Way. There is a high demand now for technology support to access the new virtual world. We've already had a patron come in and use our technology support staff to access his online video conferencing medical appointment.

Like so many organizations, we were negatively affected by the COVID-19 pandemic and were unable to host a major fundraising event planned for the library to make up the deficit. Our gala was expected to bring in 40,000-50,000\$ to add to our operating budget for 2020. While we continue to apply for other grants, it is difficult to find grants that go towards operating expenses.

We really appreciate the support that the Peace River Regional District provides the library and rely heavily on the money for our operating expense.

Thank you for your consideration in our grant request.

Sincerely,

Karlene Duncan

my community | my connection | my fsjpl

2020 Actual***2018 Actual**

REVENUE

Municipal Funding City of FSJ	\$ 397,000.00	\$ 397,000.00	\$ 397,000.00	\$ 397,000.00
Regional District B	\$ 45,500.00	\$ 45,500.00	\$ 45,500.00	\$ 45,500.00
Regional District C	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00
Province of BC	\$ 90,110.00	\$ 90,110.00	\$ 90,110.00	\$ 90,110.00
BC OneCard	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
BC Equity Literacy	\$ 15,266.00	\$ 15,266.00	\$ 15,266.00	\$ 15,266.00
BC Resource Sharing	\$ 5,000.00	\$ 5,000.00	\$ 7,840.00	\$ 5,260.00
Self-Generated Income	\$ 6,000.00	\$ 6,000.00	\$ 16,000.00	\$ 16,415.00
Estimated SRC Donations	\$ 15,000.00	\$ 24,400.00	\$ 18,500.00	\$ 21,022.00
SRC Summer Student Wage Grant	\$ 16,000.00	\$ 11,908.00	\$ -	\$ 14,596.00
Law Matters Grant	\$ 3,500.00	deferred to 2021	\$ 3,500.00	\$ 1,500.00
Fundraising & Donations (inc. Gala)	\$ 15,000.00	\$ 27,850.00	\$ 27,458.00	\$ 12,171.00
Grants: Other (includes tech grant)	\$ 15,000.00	\$ 43,000.00		
Total Revenue	\$ 699,376.00	\$ 742,034.00	\$ 697,174.00	\$ 694,840.00

Administrative (*)	\$ 75,000.00	\$ 82,755.00	\$51,247.00	\$60,119.00
Staff T & T Expense	\$ 1,500.00	\$ 1,253.00	\$5,039.00	\$3,361.00
Facility	\$ 80,000.00	\$ 92,190.00	\$80,966.00	\$83,338.00
Collection & Programming Expense	\$ 86,000.00	\$ 75,121.00	\$86,958.00	\$81,595.00
Trustee Expenses	\$ 1,500.00	\$ 763.00	\$763.00	\$3,392.00
Wages & Benefits	\$ 570,000.00	\$ 568,000.00	\$557,574.00	\$504,823.00
Total Expenses	\$ 814,000.00	\$ 820,082.00	\$785,318.00	\$736,628.00

FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION

Comparative Income Statement

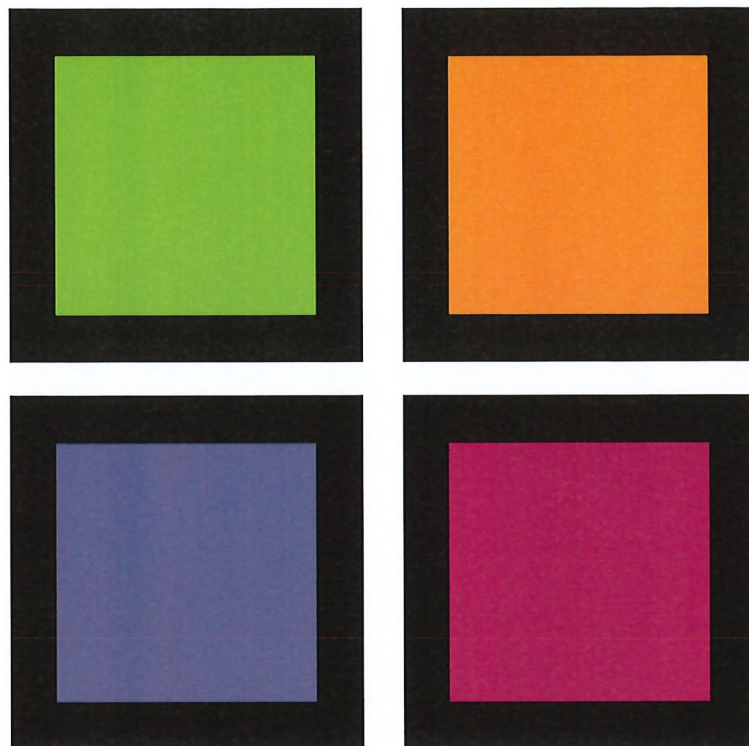
	Budget 01/01/2020 to 12/31/2020	Actual 01/01/2020 to 11/16/2020	Difference
REVENUE			
REVENUE			
Grants - City FSJ	397,000.00	397,000.00	0.00
*Grants - PRRD B	45,500.00	45,500.00	0.00
*Grants - PRRD C	65,000.00	65,000.00	0.00
*Grants - BC Operating Grant	90,110.00	90,110.00	0.00
*Grants - Prov. Equity Literacy	15,266.00	15,266.00	0.00
*Grants - BC Resource Sharing	5,000.00	7,840.00	-2,840.00
*Grants - Other	5,000.00	43,053.36	-38,053.36
*Grants - SRC Wages	16,000.00	10,408.00	5,592.00
*Grants - BC One Card	11,000.00	11,000.00	0.00
Grants - IMAGINE (Recreation)	0.00	0.00	0.00
Grant - Law Matters	3,500.00	0.00	3,500.00
Technology Lending Library	0.00	5,000.00	-5,000.00
Copier	4,000.00	0.00	4,000.00
Fax	1,000.00	0.00	1,000.00
Fines	6,000.00	0.00	6,000.00
Interest Revenue	0.00	2.87	-2.87
Laminator	50.00	0.00	50.00
Merchandise	400.00	0.00	400.00
Lost Books	500.00	0.00	500.00
Miscellaneous Income	50.00	0.00	50.00
Donations	12,000.00	13,107.75	-1,107.75
Donations - Summer Reading Club	25,000.00	24,408.00	592.00
Donations - Friends of the Library	0.00	0.00	0.00
Fundraising	0.00	0.00	0.00
Fundraising - Gala 2020	40,000.00	0.00	40,000.00
TOTAL REVENUE	742,376.00	727,695.98	14,680.02
TOTAL REVENUE	742,376.00	727,695.98	14,680.02
EXPENSE			
ADMINISTRATIVE EXPENSES			
Advertising	800.00	2,766.64	-1,966.64
Office Related Supplies	8,000.00	5,310.29	2,689.71
Computer Tech. Maint.	12,000.00	9,826.34	2,173.66
Audit & Accounting	5,300.00	6,300.00	-1,000.00
Electronic Pmt & Bank Chrg	200.00	208.08	-8.08
Furniture Purchases	1,000.00	4,484.40	-3,484.40
Equipment Purchases	1,000.00	3,325.89	-2,325.89
Equipment Repairs	1,000.00	1,013.83	-13.83
Computer Purchases	1,000.00	6,518.11	-5,518.11
Internet and Hosting	1,500.00	1,084.49	415.51
Interest Expense	0.00	195.33	-195.33
Insurance	7,000.00	6,092.31	907.69
Membership, Fees & Licences	2,000.00	607.75	1,392.25
Photocopier	3,000.00	4,105.43	-1,105.43
Staff Criminal Record Checks	200.00	50.00	150.00
Telephone	5,000.00	833.12	4,166.88
Staff Appreciation	2,000.00	2,373.71	-373.71
Admin Budget	0.00	0.00	0.00
TOTAL ADMINISTRATIVE EXPENS...	51,000.00	55,095.72	-4,095.72
STAFF T&T EXPENSE			
Staff Training	0.00	1,253.41	-1,253.41
TOTAL STAFF T&T	0.00	1,253.41	-1,253.41
FACILITY EXPENSE			
Supplies	0.00	115.40	-115.40
Cleaning	0.00	48.50	-48.50

Printed On: 11/17/2020

FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION **Comparative Income Statement**

	Budget 01/01/2020 to 12/31/2020	Actual 01/01/2020 to 11/16/2020	Difference
COVID-19 Expenses	0.00	227.74	-227.74
Rent	80,266.00	67,443.67	12,822.33
Rental - Rooms for Events	0.00	2,033.19	-2,033.19
Rent - Summer Reading Club	0.00	0.00	0.00
Facility Repairs & Maintenance	0.00	4,083.24	-4,083.24
TOTAL FACILITY EXPENSE	80,266.00	73,951.74	6,314.26
COLLECTION & PROG EXPENSES			
Books	10,000.00	14,315.62	-4,315.62
Music and Audio CD's	0.00	136.10	-136.10
DVD's	1,000.00	488.00	512.00
Technology Lending Library	0.00	2,790.82	-2,790.82
Material Processing	3,800.00	2,180.56	1,619.44
Database Subs & Service Agreements	8,500.00	15,779.70	-7,279.70
Lost Books Expense & ILL Fees	0.00	0.00	0.00
Games	0.00	0.00	0.00
Office (USE COLLECTIONS ACCOU...	0.00	496.12	-496.12
Magazine & Newspaper Subscriptions	2,500.00	3,257.82	-757.82
Postage & Shipping	4,000.00	2,397.86	1,602.14
Sundry	1,200.00	1,937.59	-737.59
Service Agreements	10,000.00	2,473.40	7,526.60
Sitka/Evergreen Contract	10,000.00	10,072.98	-72.98
Programs	2,500.00	3,578.80	-1,078.80
Summer Reading Club Expenses	0.00	3,514.39	-3,514.39
Libraries & Beyond Programming	1,500.00	0.00	1,500.00
Law Matter Expenses	0.00	977.23	-977.23
TOTAL LIBRARY EXPENSES	55,000.00	64,396.99	-9,396.99
TRUSTEES EXPENSES			
Membership - Trustee	0.00	375.00	-375.00
Travel - Trustee	0.00	222.20	-222.20
Trustee Expense Budget	0.00	0.00	0.00
TOTAL TRUSTEES EXPENSES	0.00	597.20	-597.20
WAGES EXPENSES			
Payroll Charges	0.00	4,138.93	-4,138.93
Wages	0.00	413,160.07	-413,160.07
Wages - INDEM	0.00	0.00	0.00
Wages - Benefits - MSP & Group Plan	0.00	20,373.22	-20,373.22
Wages - Benefits - RRSP	0.00	2,344.90	-2,344.90
CPP Expense	0.00	17,463.58	-17,463.58
CPP Expense - SRC	0.00	0.00	0.00
EI Expense	0.00	7,871.30	-7,871.30
WCB Expense	0.00	1,282.71	-1,282.71
Wages & Benefits Budget	560,000.00	0.00	560,000.00
TOTAL WAGES EXPENSES	560,000.00	466,634.71	93,365.29
TOTAL EXPENSE	746,266.00	661,929.77	84,336.23
NET INCOME	-3,890.00	65,766.21	-69,656.21

2019 Annual Report



FORT ST JOHN PUBLIC LIBRARY

Board of Trustees

Andy Ackerman — Chair

Lenita Choi — Vice Chair

Nick Zhang—Treasurer

Gord Klassen— Municipal Rep

Lenita Choi — PRRD Area B Rep

Debbie Hoza

Jessica Kalman

Stacey Nimmo

Matt Preprost

A WORD FROM OUR

LIBRARY DIRECTOR

The Fort St. John Public Library's strategic plan (2019-2021) helped guide us with direction for our outcomes and initiatives throughout 2019. We are particularly proud of our continued partnerships with School District #60, the City of Fort St. John and the Fort St. John Literacy Society to bring quality programs and events to our community.

Other outcomes from the Strategic Plan include updating staff computers, adding a workstation to the circulation desk, exploring long term space opportunities and recognizing our Indigenous connections in our community.

This report highlights the library's 2019 statistics, our donors and our community connections. The library is an essential part of our social infrastructure that makes life more affordable through shared resources and free access to information. We are proud to showcase our well-

attended programs, high number of in-person visits, in-person computer sessions and increased online usage of our digital resources. *Please note that our days of operation in 2019 only amounted to 252 days. This is below average for previous years.

We acknowledge that none of our accomplishments would be possible without the exceptional staff, Board of Trustees, volunteers, donors and support from the BC Government and the City of Fort St. John.

I am looking forward to another successful year at the FSJPL and would like to take this opportunity to thank the dedicated staff for all of their hard work serving our community.

Karlene Duncan

Director of Library Services

FSJPL's

ALL-STAR TEAM

Director of Library Services

Children's Services & Program Coordinator

Library Technician

Access Services Coordinator

Lead Library Assistant

Accounting & Office Administrator

Karlene Duncan

Morgan Churchill

Lorraine Brooks

Jill Baccante

Tanya Boyd

Elisha-Rae Reed

Circulation Services Coordinators

Mary Murphy Carlos Yu Amy von Stackelberg Marilyn Lovejoy
Kalyon Johnston Christy Jordan-Fenton Christian Pearson Amrita Bal

Library Assistants

Chris Aylward Ellie Temple Heather Stark

FSJPL THANKS OUR

SUPPORTERS

BC Courthouse Library Society

BC Hydro

Burgers & Brew

Casey's Pub

City of Fort St John

ConocoPhillips Canada

Enbridge Inc.

Esteem Cleaning

Friends of the Library Society

Law Matters

Northern Health

Northern Metallic

Northeast Library Federation

Peace Country Rentals & Sales Inc.

Peace River Regional District, Areas B & C

Pembina Pipeline Corporation

Province of BC - Libraries Branch

School District 60

Settlement Workers in Schools

Shell Canada

W.L. Construction

United Way of Northern BC

Thank you to our individual donors:

Robert Bachelor

Maurice Fines

Karlene & Cam Duncan

Nancy & Kevin Maxfield

Lorna & Glenn Pomeroy

Naomi Pomeroy

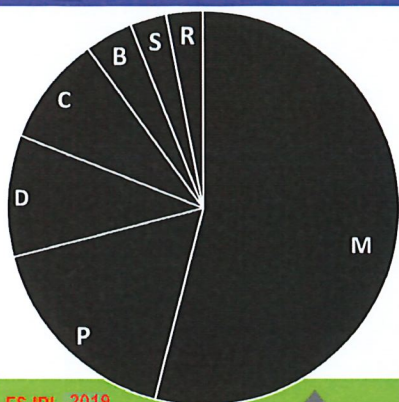
Elisha Reed

Jill Sutton

Mary & Terry Tylosky

HEY LOOK AT THESE

FACTS & FIGURES



M unicipal	54%
P rovincial	18%
D onations & Grants	10%
C Regional	9%
B Regional	4%
S elf Generated	3%
R eserves	2%

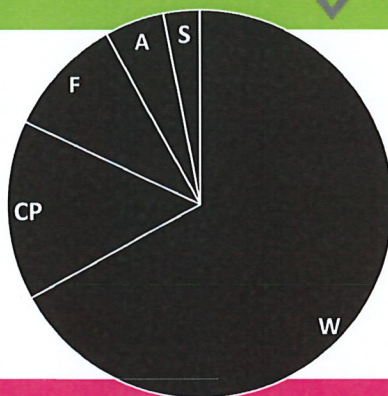
FSJPL 2019

REVENUE

FSJPL 2019

EXPENSE

W ages & Benefits	75%
C ollection & P rogramming	10%
F acility	12%
A ministration	2%
S pecial Projects	1%



Population Served
34,159 (2016 Census)

New Cardholders
915

In-Person Library Visits
76,842

Physical Items Borrowed
103,019

Days Open in 2019
252

Children's Books Borrowed
29,396

Homebound Visits
48

FRIENDS OF FSJPL



President: Donna Stolk

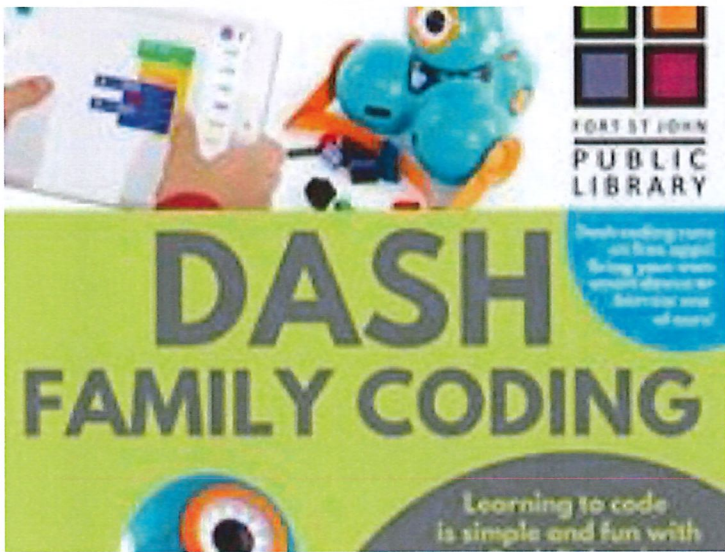
Treasurer: Nick Fauset

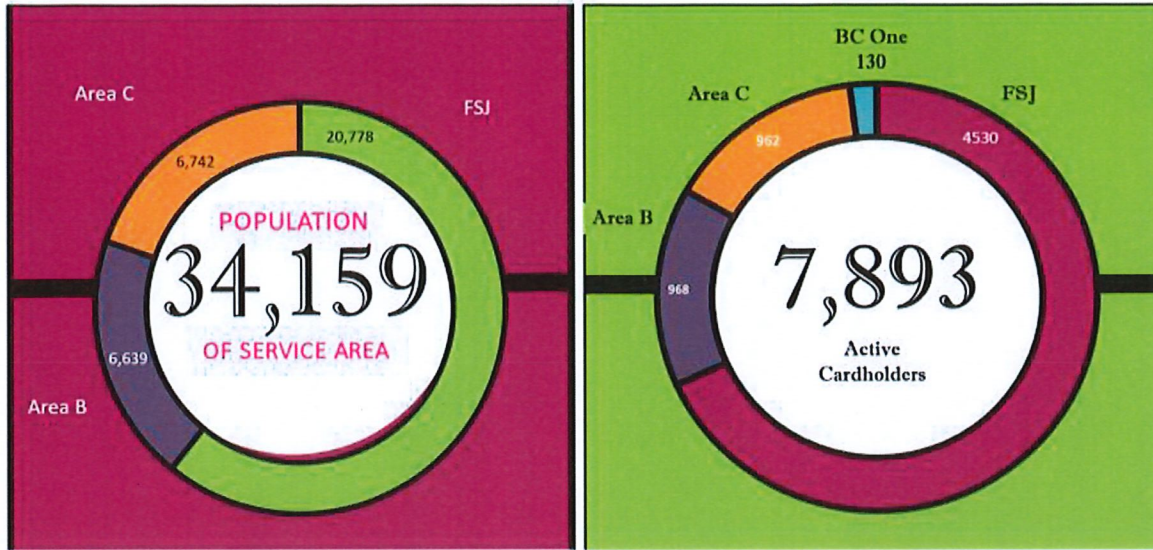
Board of Trustees:

Andy Ackerman, Chair	Lenita Choi, Vice Chair
Nick Zhang, Treasurer	Gord Klassen, Municipal Rep
Stacey Nimmo, Trustee	Matt Preprost, Trustee
Debbie Hoza, Trustee	Jessica Kalman, Trustee

FSJPL works to create an inspired, connected and empowered community. As always, we remain passionate about providing the citizens of Fort St. John and its surrounding area with innovative and inclusive services. FSJPL will continue to uphold our promise to our community to connect, create, inspire, empower and collaborate.

	2014	2015	2016	2017	2018	2019
Total Active Cardholders	6,482	6,569	6,631	6,601	7,893	7,344
Program Attendance	5,810	7,748	8,215	13,399	13,068	13,107
Digital Materials Circulation	14,491	13,585	17,636	18,886	20,156	26,214
Physical Materials Circulation	108,328	124,085	119,633	111,405	106,294	103,019
Website Visits	20,264	21,576	20,224	19,507	22,412	23,733
Public Computer Use	13,906	13,812	14,123	13,001	10,959	10,182
In-Person Library Visits	85,578	88,277	89,349	82,812	79,769	72,249





Profile of our patrons - 2019

November 17, 2020

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REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-049

From: Teri Vetter, Chief Financial Officer

Date: January 21, 2021

Subject: Grant Request – Fort St. John Public Library Association

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant, in the amount of \$10,000, payable from Electoral Area C, Fair Share, to be issued to the Fort St. John Public Library Association in support of CLICK - Creating Literacy in Computer Knowledge program.

BACKGROUND/RATIONALE:

Fort St. John Public Library Association (FSJPLA) is applying for grant funding to assist with the CLICK program offered by the library. CLICK provides much needed computer literacy training to community members with little to no knowledge of computers or access to technology or the internet. The service is offered free of charge to users, of which 60% are seniors who do not know how to navigate in the ever increasing digital world. However, the library may not be able to offer this program in 2021 due to insufficient funds and is requesting \$10,000 from the PRRD to allow the program to go ahead. The total cost to operate CLICK is \$38,310.

Electoral Area C has provided \$819,000 in grant contributions to support the operation of the library since 2005. An additional grant in the amount of \$5,000 was issued in 2016 to support the library with the installation of a self-serve check out station.

The Fort St. John Public Library Association was established to oversee the operations of the Fort St. John public library and is governed by the obligations and regulations as set out in the Library Act of BC.

Full details of the program, proposed budget and financials can be found in the attached grant application.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from the Fort St. John Public Library Association and provide no grant funding to support CLICK - Creating Literacy in Computer Knowledge program.
2. That the Rural Budgets Administration Committee provide further direction.

Staff Initials: *JR*

Dept. Head: *Teri Vetter*

CAO: *Shawn Dahlen*

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- As of December 31, 2020, the balance available after remaining commitments for Electoral Area C Fair Share is \$929,308.13.

COMMUNICATIONS CONSIDERATION(S):

The grant applicant will be advised in writing of the Committee's decision and if funded is approved, will be asked to recognize the Regional District for its contribution.

OTHER CONSIDERATION(S):

None at time.

Attachments:

1. Grant Application Request – FSJPL



Society #: 107395964RR0001

Name: Fort St. John Public Library Association

Civic Address: 10015 100th Ave

Mailing Address: 10015 100th Ave

City: Fort St. John

Postal Code: V1J 1Y7

Contact Person: Karlene Duncan

Alternate Person: Andy Ackerman

Tel:

Tel:

Email:

Email:

SOCIETY EXECUTIVES

President: Andy Ackerman

Vice President: Lenita Choi

Treasurer: Nick Zhang

PROJECT COSTS

Total Cost of Project: 38,310.00

Amount Requested per 10,000.00

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

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

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

The Project we are applying for is called CLICK (Creating Literacy in Computer Knowledge). This program is offered in the library for free. It helps all patrons who drop in or make an appointment with one-on-one service. We have 60% of our users in this program who are seniors.

Navigating important websites (accessing government forms and information, city water bills & legal information)

Setting up and accessing email accounts

Performing online banking set-up and transactions; arranging travel for medical appointments

Performing employment searches and creating profiles; completing online forms and orientations

Creating or editing spreadsheets and documents

Virus protection and installation on personal laptops

Connecting with friends and family over social media

Using video chat programs with family, or for remote interviews

Understanding personal devices and smart phones

Accessing online continuing education courses.

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date: January 11, 2021

For Office Use Only

Fair Share: B C D E

Gas Tax:

PRA: B C D E

Other:

BCR/PRA: B C D E

For Alaska Highway News online/print

November 2020

Fort St. John Public Library

A popular program that provides free computer literacy training is in danger of shutting down.

The Fort St. John Public Library's free CLICK computer literacy program helps community members with basic computer skills like accessing government forms, searching for employment, connecting with friends and family online, and navigating our increasingly digital world. But more funding is needed for the program to continue into 2021.

The CLICK program expanded in September with a full-time instructor. In addition to CLICK, the library's new Connectivity Library is nearly ready to begin lending devices like iPads, e-readers and robotics to seniors and families who may not be able to afford them.

Karlene Duncan, FSJPL's Director of Library Services emphasizes that the CLICK program fills an essential, mandated need for free computer training.

"Many of our community members do not have basic computer literacy skills or access to technology and the internet. The new Connectivity Library helps to bridge the gap for them. Together the CLICK program and Lending Library are housed in our new Connectivity Centre which provides a safe and private space for individualized learning," Duncan says.

CLICK's computer literacy instructor Amy von Stackelberg notes, "Many of the people using the CLICK program have no where else to go for this kind of support. I've helped people who've barely used a mouse before, who need to get online to connect with family or pay their city water bills. I've had people come back and say thank because they got a job we helped them apply for."

"There is no replacement for having a patient, knowledgeable instructor to help you on the computer. Connectivity is more important than ever right now," says von Stackelberg.

The library thanks the supporters of CLICK and the Connectivity Library, like Shell Canada, Enbridge, the BC Hydro Go Fund, RBC Foundation, Prince George United Way, and Community Foundations of Canada.

Duncan's goal is to keep up to pace with other libraries and their services in the province. She hopes to garner long-term support for the Connectivity Centre as an integral part of technology services for the community.

For free computer training, call the library at 250-785-3731, email click@fsjpl.ca, or visit www.fsjpl.ca. To help support the CLICK program, contact Karlene Duncan at director@fsjpl.ca.

CLICK Program
Proposed Budget



2021 Proposed

REVENUE

PRRD (proposed)		\$ 10,000.00
NDIT (proposed)		\$ 5,000.00
Total Revenue		\$ 15,000.00

Wages (30 hours a week for one year)		\$37,310.00
Advertising & Marketing		\$500.00
Cleaning Supplies		\$500.00
Total Expenses		\$38,310.00

FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION

Comparative Income Statement

	Budget 01/01/2020 to 12/31/2020	Actual 01/01/2020 to 11/16/2020	Difference
REVENUE			
REVENUE			
Grants - City FSJ	397,000.00	397,000.00	0.00
*Grants - PRRD B	45,500.00	45,500.00	0.00
*Grants - PRRD C	65,000.00	65,000.00	0.00
*Grants - BC Operating Grant	90,110.00	90,110.00	0.00
*Grants - Prov. Equity Literacy	15,266.00	15,266.00	0.00
*Grants - BC Resource Sharing	5,000.00	7,840.00	-2,840.00
*Grants - Other	5,000.00	43,053.36	-38,053.36
*Grants - SRC Wages	16,000.00	10,408.00	5,592.00
*Grants - BC One Card	11,000.00	11,000.00	0.00
Grants - IMAGINE (Recreation)	0.00	0.00	0.00
Grant - Law Matters	3,500.00	0.00	3,500.00
Technology Lending Library	0.00	5,000.00	-5,000.00
Copier	4,000.00	0.00	4,000.00
Fax	1,000.00	0.00	1,000.00
Fines	6,000.00	0.00	6,000.00
Interest Revenue	0.00	2.87	-2.87
Laminator	50.00	0.00	50.00
Merchandise	400.00	0.00	400.00
Lost Books	500.00	0.00	500.00
Miscellaneous Income	50.00	0.00	50.00
Donations	12,000.00	13,107.75	-1,107.75
Donations - Summer Reading Club	25,000.00	24,408.00	592.00
Donations - Friends of the Library	0.00	0.00	0.00
Fundraising	0.00	0.00	0.00
Fundraising - Gala 2020	40,000.00	0.00	40,000.00
TOTAL REVENUE	742,376.00	727,695.98	14,680.02
TOTAL REVENUE	742,376.00	727,695.98	14,680.02
EXPENSE			
ADMINISTRATIVE EXPENSES			
Advertising	800.00	2,766.64	-1,966.64
Office Related Supplies	8,000.00	5,310.29	2,689.71
Computer Tech. Maint.	12,000.00	9,826.34	2,173.66
Audit & Accounting	5,300.00	6,300.00	-1,000.00
Electronic Pmt & Bank Chrg	200.00	208.08	-8.08
Furniture Purchases	1,000.00	4,484.40	-3,484.40
Equipment Purchases	1,000.00	3,325.89	-2,325.89
Equipment Repairs	1,000.00	1,013.83	-13.83
Computer Purchases	1,000.00	6,518.11	-5,518.11
Internet and Hosting	1,500.00	1,084.49	415.51
Interest Expense	0.00	195.33	-195.33
Insurance	7,000.00	6,092.31	907.69
Membership, Fees & Licences	2,000.00	607.75	1,392.25
Photocopier	3,000.00	4,105.43	-1,105.43
Staff Criminal Record Checks	200.00	50.00	150.00
Telephone	5,000.00	833.12	4,166.88
Staff Appreciation	2,000.00	2,373.71	-373.71
Admin Budget	0.00	0.00	0.00
TOTAL ADMINISTRATIVE EXPENS...	51,000.00	55,095.72	-4,095.72
STAFF T&T EXPENSE			
Staff Training	0.00	1,253.41	-1,253.41
TOTAL STAFF T&T	0.00	1,253.41	-1,253.41
FACILITY EXPENSE			
Supplies	0.00	115.40	-115.40
Cleaning	0.00	48.50	-48.50

Printed On: 11/17/2020

FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION **Comparative Income Statement**

	Budget 01/01/2020 to 12/31/2020	Actual 01/01/2020 to 11/16/2020	Difference
COVID-19 Expenses	0.00	227.74	-227.74
Rent	80,266.00	67,443.67	12,822.33
Rental - Rooms for Events	0.00	2,033.19	-2,033.19
Rent - Summer Reading Club	0.00	0.00	0.00
Facility Repairs & Maintenance	0.00	4,083.24	-4,083.24
TOTAL FACILITY EXPENSE	80,266.00	73,951.74	6,314.26
COLLECTION & PROG EXPENSES			
Books	10,000.00	14,315.62	-4,315.62
Musicand Audio CD's	0.00	136.10	-136.10
DVD's	1,000.00	488.00	512.00
Technology Lending Library	0.00	2,790.82	-2,790.82
Material Processing	3,800.00	2,180.56	1,619.44
Database Subs & Service Agreements	8,500.00	15,779.70	-7,279.70
Lost Books Expense & ILL Fees	0.00	0.00	0.00
Games	0.00	0.00	0.00
Office (USE COLLECTIONS ACCOU...	0.00	496.12	-496.12
Magazine & Newspaper Subscriptions	2,500.00	3,257.82	-757.82
Postage & Shipping	4,000.00	2,397.86	1,602.14
Sundry	1,200.00	1,937.59	-737.59
Service Agreements	10,000.00	2,473.40	7,526.60
Sitka/Evergreen Contract	10,000.00	10,072.98	-72.98
Programs	2,500.00	3,578.80	-1,078.80
Summer Reading Club Expenses	0.00	3,514.39	-3,514.39
Libraries & Beyond Programming	1,500.00	0.00	1,500.00
Law Matter Expenses	0.00	977.23	-977.23
TOTAL LIBRARY EXPENSES	55,000.00	64,396.99	-9,396.99
TRUSTEES EXPENSES			
Membership - Trustee	0.00	375.00	-375.00
Travel - Trustee	0.00	222.20	-222.20
Trustee Expense Budget	0.00	0.00	0.00
TOTAL TRUSTEES EXPENSES	0.00	597.20	-597.20
WAGES EXPENSES			
Payroll Charges	0.00	4,138.93	-4,138.93
Wages	0.00	413,160.07	-413,160.07
Wages - INDEM	0.00	0.00	0.00
Wages - Benefits - MSP & Group Plan	0.00	20,373.22	-20,373.22
Wages - Benefits - RRSP	0.00	2,344.90	-2,344.90
CPP Expense	0.00	17,463.58	-17,463.58
CPP Expense - SRC	0.00	0.00	0.00
EI Expense	0.00	7,871.30	-7,871.30
WCB Expense	0.00	1,282.71	-1,282.71
Wages & Benefits Budget	560,000.00	0.00	560,000.00
TOTAL WAGES EXPENSES	560,000.00	466,634.71	93,365.29
TOTAL EXPENSE	746,266.00	661,929.77	84,336.23
NET INCOME	-3,890.00	65,766.21	-69,656.21



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Jim Collins 250-785-5505 beef300_828@hotmail.com
SS #2 Site 13, Comp. 23
Fort St. John, BC V1J 4M7
FB page: **SONS or Save Our Northern Seniors**

January 6, 2021

To Whom It May Concern:

Re: BC Recovery Benefit Plan and Fort St. John Public Library Canceled CLICK (Creating Literacy in Computer Knowledge) Programme

On behalf of SONS – Save Our Northern Seniors, I am writing this letter in support of the CLICK programme so that those in our community who do not have computer skills will be able to benefit from this programme. Since the BC Recovery Benefit Plan is mainly done on-line, I am requesting that money be provided immediately for our community so that our Library can continue providing these services.

After spending almost an hour applying for the BC Recovery Benefit Plan, I fully understand the necessity of having the CLICK programme at our Fort St. John Public Library. **I can only imagine those people who do not have my computer skills, access to a computer, and nobody to help them through the maze of directions must feel!** Internet access in many parts of the province is not the high-speed system as one would enjoy in the larger centres. In fact, many areas of the Peace do not have adequate internet access.

Many CLICK users are members of marginalized groups, including those experiencing homelessness, low-income folks, and people with cognitive, mental health and physical challenges. This program, which is unique to the community, helps to bridge that gap by providing personalized support, and devices and internet access.

In 2020, 60% of CLICK users were Seniors!

Before Christmas 2020, the CLICK programme had to be cancelled due to lack of funding. Staff has been very diligent about applying for grants, but to date have not been successful. The Library provided the following information. "We currently have a "very well designed, safe and modern Connectivity Centre that is ready for serving patrons. We just need the operational funds to staff it!" The following information from the Library tells us what the CLICK programme does for our community.

CLICK ensures that everyone has access to essential computer literacy and meets the ongoing needs of the community by providing the computer skills required to interact fluently and safely online and perform essential tasks. Our popular one-on-one sessions help people in many ways such as:

- Navigating important websites (accessing government forms and information, city water bills & legal information)
- Setting up and accessing email accounts

- Performing online banking set-up and transactions; arranging travel for medical appointments
- Performing employment searches and creating profiles; completing online forms and orientations
- Creating or editing spreadsheets and documents
- Virus protection and installation on personal laptops
- Connecting with friends and family over social media
- Using video chat programs with family, or for remote interviews
- Understanding personal devices and smart phones
- Accessing online continuing education courses.

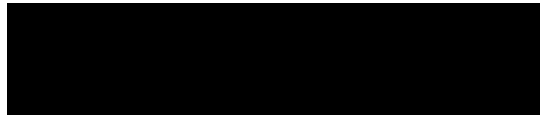
Inquiries about financial support can be directed to the Director of Library Services at director@fsjpl.ca or 250-785-3731

The Fort St. John Public Library Association
10015-100 Avenue, Fort St. John, BC, V1J 1Y7

I have attached a letter from one of the patrons who uses the CLICK program and she has given permission to share it publicly.

Again, funding must be made available immediately now and for the future.

Thank you for your support and I look forward to hearing that there will be funding made available to continue this important project which benefits so many.



Signed by Margaret A. Little, signature removed for privacy.

President, SONS – Save Our Northern Seniors



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-048

From: Teri Vetter, Chief Financial Officer

Date: January 21, 2021

Subject: Grant Request – Step Up ‘N’ Ride Society

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant commitment in the amount of \$25,000 per year for three years beginning in 2021, payable from Electoral Area D Fair Share in the amount of \$18,750 and Electoral Area E Fair Share in the amount of \$6,250, to be issued to Step Up ‘N’ Ride Society for the purpose of operating the service in both areas; and further,

That the 2021 grant funds be payable upon the approval of the 2021 Annual Budget.

BACKGROUND/RATIONALE:

Step Up ‘N’ Ride Society (SUNRS) is requesting financial assistance in the amount of \$25,000 per year for a period of three years (2021 to 2023), for a total grant contribution of \$75,000. The funding requested will be used to assist with the operational costs for providing the service to Electoral Area D and Electoral Area E.

SUNRS was established in 1981 and is a registered not-for-profit organization in good standing with the *Societies Act of BC*. The organization provides much needed transportation services to individuals in the South Peace who are not able to access public transit or have special needs. Ridership consists of children pre-school age to high school, adults and senior citizens. The main objective is to provide users with a means to get to and from appointments, school, and daycare or to pick up groceries. The service is also available to book for transportation to events, recreational and social activities. SUNRS operates on annual budget that ranges from \$280,000 to \$300,000. Details on the organization, ridership and a forecasted three year operating budget can be found in the attached grant application. SUNRS would like to note that the year-end financials for 2020 have not yet been finalized but will be forwarded to the PRRD upon completion in February.

Since 2010, a total of \$268,027.19 in grant contributions has been provided to SUNRS through a combination of funds from Electoral Area D (\$205,931.26) and Electoral Area E (\$62,095.93). Historically, funding has been split between Electoral Area D and E, using a 75% to 25% ratio.

The organization is in good standing with the *Societies Act of BC*.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize a grant commitment in the amount \$25,000 for 2021 only, payable from Electoral Area D Fair Share in the amount of \$18,750 and

Electoral Area E Fair Share in the amount of \$6,250, to be issued to Step Up ‘N’ Ride Society for the purpose of operating the service in both areas.

2. That the Rural Budgets Administration Committee respectfully deny the grant application from Step Up ‘N’ Ride Society and provide no grant funding.
3. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- As of December 31, 2020 the balance available after remaining commitments for Electoral Area D Fair Share was \$2,179,243.46
- As of December 31, 2020 the balance available after remaining commitments for Electoral Area E was 2,108,764.46

COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application – Step Up ‘N’ Ride Society



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-005

From: Trish Morgan, General Manager of Community Services

Date: January 21, 2021

Subject: 2021 Gas Tax Funding, Fair Share & Peace River Agreement Funding Commitments

RECOMMENDATION #1:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$60,000, payable from Electoral Area B Fair Share, to be issued to the Legislated Electoral Area Function-120, to conduct facility condition assessments on the Cache Creek, Halfway Graham and Golata Creek Community Halls and the North Peace Fall Fair Grounds in 2021.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$10,000, payable from Area B Fair Share, to be issued to the Electoral Area Function-120, to conduct public engagement in Electoral Area B between the border of the Charlie Lake Fire Protection Area and Red Creek Subdivision to examine if residents are interested in receiving fire protection from the Charlie Lake Fire Department.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$15,000, payable from Electoral Area C Community Works Gas Tax Funds, to be issued to the Charlie Lake Fire Function-315, to conduct a facility condition assessment on the Charlie Lake Fire Hall in 2021.

RECOMMENDATION #4:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$30,000, payable from Electoral Area E Community Works Gas Tax Funds, to be issued to the Electoral Area Function-120, to conduct facility condition assessments on the Moberly Lake and Jackfish Community Halls.

RECOMMENDATION #5:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$15,000, payable from Electoral Area E Community Works Gas Tax Funds, to be issued to the Moberly Lake Fire Function-335, to conduct facility condition assessments on Moberly Lake Fire Hall in 2021.

RECOMMENDATION #6:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$29,538, payable from Electoral Area E Peace River Agreement Funds – Spending Item 6 Fire Protection, to be issued to the Moberly Lake Fire function – 335, with \$15,000 being allocated to conduct public engagement and an elector approval process to amend the bylaws in anticipation of transitioning the

fire department to be operated directly by the Peace River Regional District and \$14,538 being allocated to reduce the tax requisition required to operate the service in 2021.

RECOMMENDATION #7:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$15,000, payable from Electoral Area E Peace River Agreement Funds – Spending Item 6 Fire Protection, to be issued to the Chetwynd Rural Fire function–320, to conduct public engagement and an elector approval process to expand the boundaries of the Chetwynd Rural Fire Protection Area.

RECOMMENDATION #8:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$26,000, payable from Electoral Area B Community Works Gas Tax Funds, \$3,000, payable from Electoral Area D Community Works Gas Tax Funds, and \$6,000, payable from Electoral Area E Community Works Gas Tax Funds, to be issued to the Electoral Area Function-120, for legal fees associated with transferring community halls to the community group operators.

BACKGROUND/RATIONALE:**Facility Condition Assessments**

As a requirement of the asset management planning process (one of the Board’s Strategic Initiatives), facility condition assessments must be completed for the following facilities in 2021:

Area B	Area C	Area E
Cache Creek Community Hall	Charlie Lake Fire Hall	Moberly Lake Fire Hall
Halfway Graham Community Hall		Moberly Lake Community Hall
Golata Creek Community Hall		Jackfish Community Hall
North Peace Fall Fair Grounds		

None of the recreation grounds, which are under a license of occupation, have been included for condition assessments as they can be completed by staff once training has been provided.

These assessments will:

- document any major deficiencies of the facility and provide a correction plan and cost
- develop an understanding of the remaining useful life of the facility components (e.g., building envelope, mechanical system, electrical system, etc.)
- estimate the capital expenditures required to maximize the lifecycle expectations of a building
- provide a current estimated value of the facility and estimate a replacement value
- provide a preventative maintenance schedule and program for use by both the PRRD and the facility operator

The condition assessments will be completed by a qualified professional following a public procurement process.

Note that although the PRRD does not own the land that Charlie Lake Fire Hall sits on, the building is maintained by the PRRD and the province does not provide any support with respect to the operation and maintenance of the building. The condition assessment will help the PRRD to understand if there

are any capital interventions needed to maintain or extend the useful life of the building and whether the PRRD should be planning for a new fire hall in the future. In discussion with the Electoral Director staff will recommence discussions with the Province to determine if there is an opportunity to purchase the land where the fire hall sits.

Public Engagement & Elector Approval Processes

In 2021 it is anticipated that the following public engagement and/or elector approval processes will take place to examine the expansion of fire protection services or make amendments to current services:

1) Moberly Lake Fire

- Purpose: to amend the current service establishment bylaws to allow for the PRRD to operate the Moberly Lake Fire service directly, possibly amend the requisition limits, merge the two service areas and amend the service area boundaries
- Public Engagement: to inform residents and businesses of the change of service provider and their role in the transition of the department
- Proposed Elector Approval Process: referendum which must take place by July 17, 2021 in order to make changes to the 2022 tax roll
- Amount: \$15,000 to be allocated in 2021 from Area E Peace River Agreement Funds

2) Charlie Lake Fire (Area C)

- Purpose: Examine expanding the boundaries to provide service to more rural residents and businesses in the north end of Electoral Area C
- Public Engagement: to determine if residents and businesses are interested in obtaining service and providing information on the costs and benefits of the service
- Proposed Elector Approval Process: Board initiated petition for Area C
- Amount: \$15,000 to be carried forward as a surplus Area C Peace River Agreement commitment from the 2020 Electoral Area Administration budget (no resolution required)

3) Charlie Lake Fire (Area B)

- Purpose: Examine expanding the boundaries to provide service to more rural residents and businesses between the current boundary of the Charlie Lake Fire Protection area and Red Creek Subdivision
- Public Engagement: to determine if residents and businesses are interested in obtaining service and providing information on the costs and benefits of the service
- Proposed Elector Approval Process: none for 2021
- Amount: \$10,000 from Area B Fair Share to be committed to the 2021 Electoral Area Administration budget

4) Chetwynd Rural Fire

- Purpose: Examine expanding the boundaries to provide service to more rural residents and businesses
- Public Engagement: to determine if residents and businesses are interested in obtaining service and providing information on the costs and benefits of the service
- Proposed Elector Approval Process: Board initiated petition
- Amount: \$15,000 to be allocated in 2021 from Area E Peace River Agreement Funds

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

Please see the current Financial Report on the January 21, 2021 Rural Budgets Administration Agenda for the most up-to-date balances of the Gas Tax, PRA and Fair Share reserve funds.

Facility Condition Assessments**Area C**

- Charlie Lake Fire Hall \$15,000
- TOTAL \$15,000

Area B

- Cache Creek Community Hall \$15,000
 - Halfway Graham Community Hall \$15,000
 - Golata Creek Community Hall \$15,000
 - North Peace Fall Fair Grounds \$15,000
- TOTAL \$60,000

Area E

- Moberly Lake Fire Hall \$15,000
 - Moberly Lake Community Hall \$15,000
 - Jackfish Community Hall \$15,000
- TOTAL \$45,000

Requisition Supplement

The cost of Moberly Lake Fire Protection service is currently budgeted at \$169,538 for 2021. The Society is requesting \$104,200 and additional costs are associated with the transition of the Department (e.g., training gap analysis) to the PRRD. Upon review of the budget with the Electoral Area Director he recommended to add \$14,538 to supplement the tax requisition of \$113,000 (up from \$92,557 in 2020) and to carry forward the remainder of a previous PRA commitment of \$12,000 to 2021.

Item	PRA Amount
Carry forward 2020 PRA remaining commitment	\$12,000
Public engagement and elector approval process	\$15,000
Requisition offset	\$14,538
TOTAL	\$41,538

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.



REPORT

To: Rural Budgets Administration Committee

Report Number: ADM-RBAC-010

From: Crystal Brown, Electoral Area Manager

Date: January 21, 2021

Subject: Function 120 Legislative Electoral Area Draft 2021 Budget

RECOMMENDATION #1:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 Budget for Function 120 - Legislative Electoral in the 2021 Financial Plan.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$15,000, payable from Electoral Area D Fair Share, to be issued to the Legislative Electoral Area Function – 120, to conduct public engagement and an elector approval process to create a service function for the rural seniors meals project.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$15,000, payable from Electoral Area E Peace River Agreement Funds, Spending Item #4 – Assistance to Other Organizations, to be issued to the Legislative Electoral Area Function – 120, to conduct public engagement and an elector approval process to create a service function for the rural seniors meals project.

RECOMMENDATION #4:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$18,000, payable from Electoral Area B Peace River Agreement Funds, Spending Item #3 – Halls, Trails, and Walking Paths, to be issued to the Legislative Electoral Area Function – 120, to conduct public engagement and an elector approval process to create a service function for the Wonowon Subdivision Improvement Project.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12th Board meeting. The draft 2021 Budget for Function 120 - Legislative Electoral is based on core operating expenses, and community projects as identified by each Electoral Area Director.

Overall, the proposed 2021 budget requisition for the Legislative Electoral Area budget has decreased by \$162,618 with a \$97,172 increase to requisition when compared to the 2020 budget and requisition. This increase in requisition is due to an error made in the 2020 budget with respect to the PRA, Fair Share and Gas Tax reserves (\$250,000 extra was put in revenue and not the expense). The proposed 2021 tax requisition is being supplemented by a carry forward surplus from 2020 of \$455,016.

Director Hiebert Community Projects	
Fire Smart	\$37,500
Fire Expansion - South Dawson - Potential Referendum and Public Engagement	\$20,000
Fire Expansion - Briar Ridge - Potential Referendum and Public Engagement	
Connectivity - FWG	\$7,500
Community Projects - Other	\$25,000
	\$90,000
Director Goodings Community Projects	
Fire Smart	\$37,500
Fire Expansion - Charlie Lake Phased Fire Expansion - Public Engagement	\$10,000
Connectivity - FWG	\$7,500
Community Projects - Other - weeds	\$25,000
	\$80,000
Director Sperling Community Projects	
Fire smart -	\$37,500
Fire Expansion - Charlie Lake Phased Fire Expansion - Potential Referendum and Public Engagement	\$20,000
Connectivity - FWG	\$7,500
Community Projects - Other	\$25,000
	\$90,000
Director Rose Community Projects	
Fire Smart -	\$37,500
Community Meetings	\$3,000
Connectivity - FWG	\$7,500
Community Projects - Other	\$25,000
	\$73,000

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☐ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Highlights of increases and decreases in the draft 2021 Legislative Electoral Area budget include:

Funding Sources:

- \$97,172 increase to requisition
- \$16,147 decrease in Surplus revenue
- \$8,000 NDIT Grant

Operations:

- \$6,640 increase to Wages and Benefits
- \$458 decrease in Insurance
- \$8500 increase in General Operations
- \$18,000 decrease in Travel.
- \$37,500 increase in Memberships (FCM, NCLGA, and UBCM)
- \$69,500 increase in Grant Writing Services. This service was previously budgeted in Economic Development.
- \$62,800 decrease in Admin Allocations
- \$2,500 increase Roundtables
- \$206,000 decrease to Community Projects

The net sum of the above operational expenditures is a decrease of \$162,618.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 120 Legislative Electoral Area Draft 2021 Budget
2. Function 120 Legislative Electoral Area Tax Rate

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

120 Legislative - Electoral Areas

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(411,335)	(411,335)	(508,507.00)
Total 1-0010 Requisition	(411,335)	(411,335)	(508,507.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(471,163)	(471,163)	(455,016.00)
Total 1-0020 Surplus/Deficit	(471,163)	(471,163)	(455,016.00)
1-0030 Grants			
01-1-0030-0035 Gas Tax	(1,017,089)	(1,000,000)	(1,063,245.00)
01-1-0030-0037 Provincial Conditional			(8,000.00)
01-1-0030-0039 Peace River Agreement	(3,060,000)	(3,000,000)	(3,121,200.00)
Total 1-0030 Grants	(4,077,089)	(4,000,000)	(4,192,445.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(660)		
Total 1-0040 Recovery of Costs	(660)		
1-0080 Miscellaneous			
01-1-0080-0084 Rural Loan Fund Payments	(62,113)		
Total 1-0080 Miscellaneous	(62,113)		
1-0140 Transfer from Reserves			
01-1-0140-0142 Fair Share Reserve	(177,232)	(9,324,955)	(8,423,688.00)
01-1-0140-0143 Rural Loan Fund Reserve		(3,989,199)	(4,170,308.00)
01-1-0140-0144 Gas Tax Reserve	(71,000)	(5,719,301)	(4,774,116.00)
01-1-0140-0145 Peace River Agreement Reserve	(747,192)	(8,742,370)	(6,209,300.00)
01-1-0140-0147 BCR/PRA Reserve	(10,531)	(155,642)	(144,548.00)
Total 1-0140 Transfer from Reserves	(1,005,955)	(27,931,467)	(23,721,960.00)
TOTAL REVENUES	(6,028,315)	(32,813,965)	(28,877,928.00)
EXPENDITURES			
2-1000 General Expenditures			
01-1-0140-0140 Operating Reserve			1,022.00
01-2-1000-1010 Wages - Full Time	114,143	123,000	130,000.00
01-2-1000-1015 Wages - Directors	65,037	134,000	115,000.00
01-2-1000-1030 Benefits	42,674	51,360	70,000.00
01-2-1000-1040 WCB	1,267	979	1,300.00
01-2-1000-2030 Phone/Internet	684	1,500	1,500.00
01-2-1000-2050 Miscellaneous	217	5,000	2,500.00
01-2-1000-2055 Contingency		27,681,467	2,800.00
01-2-1000-2070 Insurance - Liability	1,476	1,472	891.00
01-2-1000-2080 Insurance - AD&D	226	127	250.00
01-2-1000-3010 Travel	7,475	60,000	42,000.00
01-2-1000-3016 Mileage	1,659	30,000	30,000.00
01-2-1000-3020 Meals	2,813	25,000	25,000.00
01-2-1000-3030 Training & Development	1,303	9,000	9,000.00
01-2-1000-3040 Conferences & Seminars	700		
01-2-1000-3050 Memberships		2,500	40,000.00

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

120 Legislative - Electoral Areas

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-1000-3060 Meetings	1,871	4,000	5,000.00
01-2-1000-5010 Advertising Services	150		5,000.00
01-2-1000-5020 Consulting Services	22,407	25,000	25,000.00
01-2-1000-5030 Legal Services		20,000	25,000.00
01-2-1000-5050 Writing Services			69,500.00
01-2-1000-5060 Studies, Plans and Assessments	40,000		
01-2-1000-5120 Supplies - Office	382	5,000	2,500.00
Total 2-1000 General Expenditures	304,484	28,179,405	603,263.00
2-1150 Allocations			
01-2-1150-1160 Administration	70,560	70,560	7,760.00
Total 2-1150 Allocations	70,560	70,560	7,760.00
2-1900 Roundtables Area B			
01-2-1900-0000 General-Roundtables Area B	100	5,000	7,500.00
01-2-1900-2050 Miscellaneous-Roundtables Area B	247		
01-2-1900-3016 Mileage in Reg - Roundtables Area B	119		
01-2-1900-3020 Meals-Roundtables Area B	24		
01-2-1900-3060 Meetings-Roundtables Area B	127		
01-2-1900-5010 Advertising Services-Roundtables Area B	1,833		
Total 2-1900 Roundtables Area B	2,450	5,000	7,500.00
2-1901 Roundtables Area C			
01-2-1901-0000 General-Roundtables Area C		5,000	5,000.00
Total 2-1901 Roundtables Area C		5,000	5,000.00
2-1902 Roundtables Area D			
01-2-1902-0000 General-Roundtables Area D		10,000	7,500.00
01-2-1902-2050 Miscellaneous-Roundtables Area D	160		
01-2-1902-3016 Mileage in region-Roundtables Area D	52		
01-2-1902-3020 Meals-Roundtables Area D	67		
01-2-1902-3060 Meetings-Roundtables Area D	10		
01-2-1902-5010 Advertising Services-Roundtables Area D	1,294		
Total 2-1902 Roundtables Area D	1,583	10,000	7,500.00
2-1903 Roundtables Area E			
01-2-1903-0000 General-Roundtables Area E		5,000	7,500.00
01-2-1903-5010 Advertising Services-Roundtables Area E	396		
Total 2-1903 Roundtables Area E	396	5,000	7,500.00
2-3050 Community Projects - Area B			
01-2-3050-0000 General - Community Projects Area B	21,231	120,000	80,000.00
Total 2-3050 Community Projects - Area B	21,231	120,000	80,000.00
2-3051 Community Projects - Area C			
01-2-3051-0000 General - Community Projects Area C	21,323	125,000	90,000.00
01-2-3051-0213 Service Expansion	7,239		
Total 2-3051 Community Projects - Area C	28,562	125,000	90,000.00
2-3052 Community Projects - Area D			
01-2-3052-0000 General - Community Projects Area D	21,323	171,000	90,000.00
Total 2-3052 Community Projects - Area D	21,323	171,000	90,000.00
2-3053 Community Projects - Area E			
01-2-3053-0000 General - Community Projects Area E	21,727	123,000	73,000.00

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

120 Legislative - Electoral Areas

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-4-0950-0082 Appr. surplus - Election Reserve			
Total 2-3053 Community Projects - Area E	21,727	123,000	73,000.00
2-3105 Rural Grants-in-aid			
01-2-3105-8160 Grants from PRA Reserve	697,015		6,209,300.00
01-2-3105-8165 Grants from BCR/PRA	10,531		144,548.00
01-2-3105-8170 Payments from Rural Loan Fund			4,170,308.00
01-2-3105-8220 Grants from Gas Tax Reserve	71,000		4,774,116.00
01-2-3105-8230 Grants from Fair Share Reserve	177,232		8,423,688.00
Total 2-3105 Rural Grants-in-aid	955,778		23,721,960.00
2-8100 Transfers to Reserve			
01-2-8100-8160 PRA Reserve	3,060,000	3,000,000	3,121,200.00
01-2-8100-8170 Rural Loan Fund	62,113		
01-2-8100-8220 Gas Tax Reserve	1,017,089	1,000,000	1,063,245.00
Total 2-8100 Transfers to Reserve	4,139,202	4,000,000	4,184,445.00
TOTAL EXPENDITURES	5,567,296	32,813,965	28,877,928.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(461,019)		

EXHIBIT 2

Legislative - Electoral Areas

Category

[1-1190](#)

Basis of Apportionment: Converted Hospital Assessment - Land & Improvements

Tax Rate or Other Limitations: None

LGA s. 800 (2) (b)

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
0						
Area B	225,024.34	0.0227	989,279,946	44.25%	199	225,224
Area C	53,282.06	0.0227	234,245,222	10.48%	(1,082)	52,200
Area D	134,230.86	0.0227	590,122,366	26.40%	408	134,639
Area E	95,969.75	0.0227	421,914,121	18.87%	475	96,444
<i>See Area E Jurisdiction Split Below</i>						
Total	508,507	0.0227	2,235,561,655	100.00%	-	508,507

Area E - Jurisdiction 759	95,037	417,811,485	99.03%	470	95506.64344
Area E - Jurisdiction 760	933	4,102,636	0.97%	5	937.8128838
	95,970	421,914,121	100%	475	96,444

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	411,335	23.62%	97,172
Assessment	2,068,457,782	8.08%	167,103,873
Tax Rate	0.0199	14.38%	0.0029





REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-007

From: Trish Morgan, General Manager of Community Services

Date: January 21, 2021

Subject: **Function 210 Community Parks Draft 2021 Budget**

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 210 – Community Parks in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The function of Community Parks allows taxation for operational or capital expenditures on community park properties owned by the Peace River Regional District. Community parks are funded through requisition from the whole electoral area where the park is located – in this case Electoral Area E.

The capital budget for this function is \$7,033 and is being carried forward from 2020 to complete the installation of the playground at Iver Johnson Community Park in the Hasler Flats community of Area 'E'.

The Area 'E' Director reviewed the Community Parks budget on Tuesday, January 5.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget Highlights:

Requisition: \$23,882 which is an increase of \$23,042 from 2020

General Expenditures: \$48,882 from \$48,174 in 2020.

- increased slightly due in part to an increase in wage allocations (and associated benefits), which are based on actuals from 2019.
- Total allocations overall remain very consistent with 2020 budget, with a decrease in dollars to PRRD vehicles, and an increase to Administration, but the expense balances with the decrease.
- Funding budgeted for Iver Johnson Community Park (Area 'E') and not used in 2020 is being carried forward, and has been increased by \$500 from 2020 levels.
- \$25,000 is being carried forward for the Old Fort Cemetery Community Park project – which is on hold pending geotechnical study of the area.

The estimated tax rate for this service will provided at the Rural Budgets Administration meeting on January 21, 2021.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 210 Community Parks Draft 2021 Budget

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

210 Community Parks

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(840)	(840)	(23,882.00)
Total 1-0010 Requisition	(840)	(840)	(23,882.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(47,334)	(47,334)	(25,000.00)
Total 1-0020 Surplus/Deficit	(47,334)	(47,334)	(25,000.00)
TOTAL REVENUES	(48,174)	(48,174)	(48,882.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	8,875	11,076	11,971.00
01-2-1000-1030 Benefits	2,017	2,828	2,208.00
01-2-1000-2055 Contingency		285	136.00
01-2-1000-2070 Insurance - Liability	738	734	800.00
Total 2-1000 General Expenditures	11,630	14,923	15,115.00
2-1150 Allocations			
01-2-1150-1160 Administration	315	315	830.00
01-2-1150-1190 PRRD Vehicles	3,926	3,926	3,427.00
Total 2-1150 Allocations	4,241	4,241	4,257.00
2-4200 Iver Johnson Community Park			
01-2-4200-2050 Misc (IVER J PRK)		500	500.00
01-2-4200-2065 Insurance - Property (IVER J PRK)		510	510.00
01-2-4200-2115 R&M - Land Improvements (IVER J PRK)		500	500.00
01-2-4200-3010 Travel		500	500.00
01-2-4200-3020 Meals - in region (IVER J PRK)	143		500.00
01-2-4200-5140 Minor Capital (IVER J PRK)		2,000	2,000.00
Total 2-4200 Iver Johnson Community Park	143	4,010	4,510.00
2-4210 Community Park - Old Fort Cemetery			
01-2-4210-3010 Travel		500	500.00
01-2-4210-4250 Charges/Permit Fees (OLD FT CEME)		275	275.00
01-2-4210-5140 Minor Capital (OLD FT CEMETERY)		24,225	24,225.00
Total 2-4210 Community Park - Old Fort Cemetery		25,000	25,000.00
TOTAL EXPENDITURES	16,014	48,174	48,882.00
CAPITAL REVENUES			
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit	(12,112)	-12,112	
Total 7-0020 Surplus/Deficit	(12,112)	-12,112	
7-0030 Grants			



General Operating Fund

210 Community Parks

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-7-0030-0000 General	(10,000)	-10,000	
Total 7-0030 Grants	(10,000)	-10,000	
7-0140 Transfer from Reserves			
01-7-0140-0145 PRA Reserve		-12,888	-7,033
		-12,888	
TOTAL CAPITAL REVENUES	(22,112)	-35,000	
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8501 Furniture, Fixtures, Equipment	27,967	35,000	7,033
Total 8-8500 Transfer to General Capital Fund	27,967	35,000	7,033
TOTAL CAPITAL EXPENDITURES	27,967	35,000	7,033
Surplus / Deficit	(26,305)	0	7,033



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-055

From: Teri Vetter, Chief Financial Officer

Date: January 21, 2021

Subject: Function 221 Sub Regional Recreation Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 221 – Sub Regional Recreation in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$995,184 for operational activities. This is a 3.81% increase from 2020.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☐ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Draft 2021 Budget

Highlights of funding source increases and decreases in the draft 2021 Sub Regional Recreation budget include:

- Requisition – \$946,900 no change
- Surplus – increase of \$36,184
- Grant in Lieu – increase of \$1,000

Net sum of the above increase in revenue is \$37,814.

- Misc. Expense – decrease of \$2,000
- Liability Insurance – increase of \$79
- Allocations – increase of \$4,947
- Grant to Dawson Creek - \$646,650 no change
- Grant to Pouce Coupe - \$71,850 no change
- Sub Regional GIA (Area D & E) - \$200,000 no change

- Transfer to Reserves – increase of \$34,086

Net sum of the above increase in expense is \$37,814.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 221 Sub Regional Recreation Draft 2021 Budget

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

221 Sub-Regional Recreation

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0015 Requisition	(946,900)	(946,900)	(946,900.00)
Total 1-0010 Requisition	(946,900)	(946,900)	(946,900.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(7,600)	(7,600)	(43,784.00)
Total 1-0020 Surplus/Deficit	(7,600)	(7,600)	(43,784.00)
1-0030 Grants			
01-1-0030-0034 Municipal Grants-in-lieu	(5,176)	(3,500)	(4,500.00)
Total 1-0030 Grants	(5,176)	(3,500)	(4,500.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(13,606)		
Total 1-0040 Recovery of Costs	(13,606)		
1-0120 Administration			
01-1-0120-8160 PRA Reserve	(250,000)		
Total 1-0120 Administration	(250,000)		
TOTAL REVENUES	(1,223,282)	(958,000)	(995,184.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-2050 Miscellaneous		2,000	
01-2-1000-2070 Insurance - Liability	738	740	891.00
Total 2-1000 General Expenditures	738	2,740	891.00
2-1150 Allocations			
01-2-1150-1160 Administration	11,760	11,760	16,707.00
Total 2-1150 Allocations	11,760	11,760	16,707.00
2-3150 Sub-regional Grants-aid - Dawson Creek			
01-2-3150-5800 General Grants	896,650	646,650	646,650.00
Total 2-3150 Sub-regional Grants-aid - Dawson Creek	896,650	646,650	646,650.00
2-3160 Sub-regional Grants-aid - Pouce Coupe			
01-2-3160-5800 General Grants	71,850	71,850	71,850.00
Total 2-3160 Sub-regional Grants-aid - Pouce Coupe	71,850	71,850	71,850.00
2-3170 Sub-regional Grants-aid Electoral Areas			
01-2-3170-5800 General Grants - Sub Reg GIA	198,500	200,000	200,000.00
Total 2-3170 Sub-regional Grants-aid Electoral Areas	198,500	200,000	200,000.00
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve		25,000	59,086.00
Total 2-8100 Transfers to Reserve		25,000	59,086.00
TOTAL EXPENDITURES	1,179,498	958,000	995,184.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(43,784)		

EXHIBIT 14

City of Dawson Creek and Village of Pouce Coupe
and Defined portions of Electoral Areas D & E
Sub-Regional Recreation & Cultural Services

Category
1-7119

Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Improvements ONLY

Municipalities: Converted General Municipal Assessments -
Land & Improvements

Tax Rate or Other Limitations: \$ 0.749 per \$1,000 taxable value

SLP 45

Max. Product \$ 3,168,472

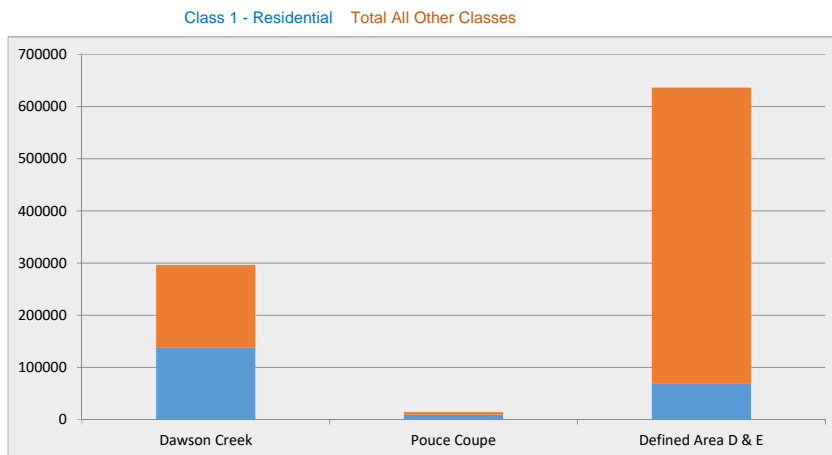
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Dawson Creek	296,334.48	0.1162	254,953,698	31.30%	(1,144)	295,190
Pouce Coupe	13,858	0.1162	11,922,842	1.46%	51	13,910
Area D & E - Defined Areas	636,708	0.1162	547,796,311	67.24%	1,093	637,800
Total	946,900	0.1162	814,672,851	100.00%	(0)	946,900

Municipal Requisition:	309,100
Electoral Area Requisition:	637,800
Total Requisition:	946,900

After Prior Year Adj

Last Year		Change %	Change \$
Requisition	946,900	0.00%	-
Assessment	811,570,286	0.38%	3,102,565
Tax Rate	0.1167	-0.38%	(0.0004)

Tax Limitations	
Taxable value	1,739,445,388
Taxable value	92,432,614
Taxable value	2,398,391,794
Total	4,230,269,796
Max. Product	\$ 3,168,472.08





REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-014

From: Trish Morgan, General Manager of Community Services

Date: January 21, 2021

Subject: Function 225 Kelly Lake Community Centre Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 225 – Kelly Lake Community Centre in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The Kelly Lake Community Centre is operated by the Kelly Lake Community Centre Society on behalf of the Peace River Regional District (PRRD). A Use and Occupancy Agreement is in place that outlines the responsibilities of both parties for the operation of the Centre. A local service area has been established to fund the operations and maintenance of the Centre.

The Society has requested \$80,000 for the operation and maintenance of the facility in 2021.

The Electoral Area D Director reviewed the budget on Friday, January 8, 2021.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

- Requisition = \$117,471 an increase of \$15,571 from 2020
- Surplus = \$10,740 a decrease of \$9,884 from 2020
- General Expenditures = \$128,211 from \$137,521 in 2020
 - Proposed contracts for service have decreased by \$15,000 to \$2,500.
 - The cost of Regional District liability for this function has increased from \$183 to \$1,000.
 - The grant to the operating organization has increased from \$80,000 to \$86,697 proposed in 2021. \$6,697 is for December 2020 expenses that have not been paid out to the Society.
 - \$10,000 has been budgeted as a transfer to capital reserve.

In October 2020 the PRRD applied for \$2.8 million for an Investing in Infrastructure Grant to conduct a \$4 million renovation of the Community Centre. The funds that are currently budgeted under the

capital plan are in anticipation of receiving the grant. Funds will only be spent under capital if the grant is received.

The estimated tax rate for 2021 is \$0.8196 from \$0.7160 in 2020, which is an increase from \$0.10 from 2020.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 225 Kelly Lake Community Centre Draft 2021 Operations Budget
2. Kelly Lake Community Centre 2021 Budget Submission

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Budget Report by Cost Centre**



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General Operating Fund

225 Kelly Lake Community Centre

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(101,900)	(101,900)	(117,471.00)
Total 1-0010 Requisition	(101,900)	(101,900)	(117,471.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(20,624)	(20,624)	(10,740.00)
Total 1-0020 Surplus/Deficit	(20,624)	(20,624)	(10,740.00)
1-0140 Transfer from Reserves			
01-1-0140-0144 Gas Tax Reserve	(3,234)	(15,000)	
Total 1-0140 Transfer from Reserves	(3,234)	(15,000)	
TOTAL REVENUES	(125,758)	(137,524)	(128,211.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	8,231	8,841	8,913.00
01-2-1000-1030 Benefits	2,043	2,595	2,585.00
01-2-1000-2050 Miscellaneous	504	3,500	
01-2-1000-2055 Contingency		240	283.00
01-2-1000-2065 Insurance - Property	2,504	2,741	2,600.00
01-2-1000-2070 Insurance - Liability	185	183	1,000.00
01-2-1000-3100 Contract for Services	3,234	17,500	2,500.00
01-2-1000-3150 Grant to organization	87,062	80,000	86,697.00
01-2-1000-5030 Legal Services		1,500	1,500.00
01-2-1000-5140 Minor Capital		9,000	9,000.00
Total 2-1000 General Expenditures	103,763	126,100	115,078.00
2-1150 Allocations			
01-2-1150-1160 Administration	1,039	1,039	2,996.00
01-2-1150-1190 PRRD Vehicles	385	385	137.00
Total 2-1150 Allocations	1,424	1,424	3,133.00
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	10,000	10,000	10,000.00
01-2-8100-8120 Operating Reserve			
Total 2-8100 Transfers to Reserve	10,000	10,000	10,000.00
TOTAL EXPENDITURES	115,187	137,524	128,211.00
CAPITAL REVENUES			
7-0030 Grants			
01-7-0030-0037 Provincial Conditional			
Total 7-0030 Grants			
7-0110 M.F.A Funding			



General Operating Fund

225 Kelly Lake Community Centre

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
02-7-0110-0111 Short-term Debt Proceeds			
Total 7-0110 M.F.A Funding			
7-0140 Transfers from Reserve			
01-7-0140-0142 Fair Share Reserve			(194,774.00)
01-7-0140-0145 PRA Reserve			(120,467.00)
Total 7-0140 Transfers from Reserve			(315,241.00)
TOTAL CAPITAL REVENUES			(315,241.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
02-8-8500-8505 Buildings			315,241.00
Total 8-8500 Transfer to General Capital Fund			315,241.00
TOTAL CAPITAL EXPENDITURES			315,241.00
Surplus / Deficit	(10,571)		

EXHIBIT 43

Kelly Lake Community Centre
Defined Area of Electoral Area D

Category
[1-6242](#)

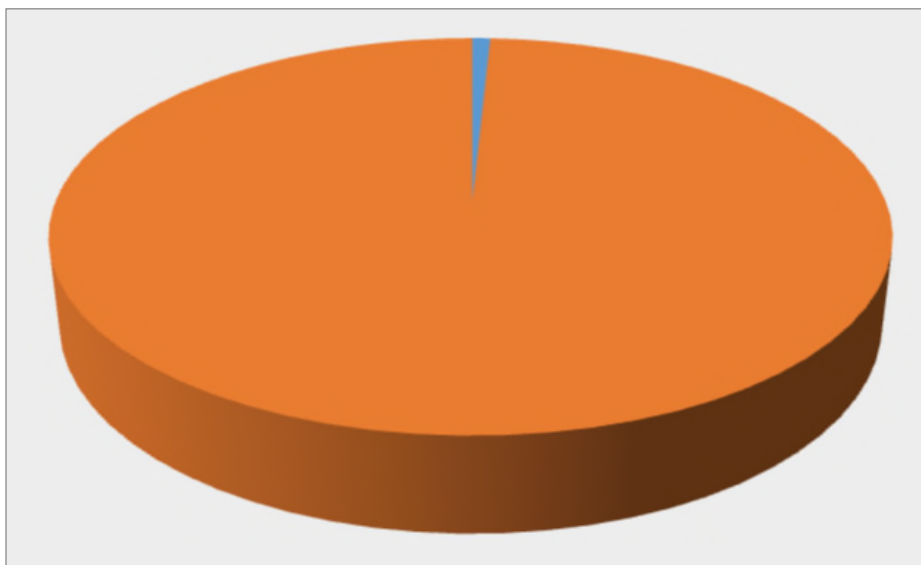
Basis of Apportionment: Converted Hospital Assessment - Improvements ONLY

Tax Rate or Other Limitations: Greater of \$ 90,000
Bylaw No. 1673, 2006 Or, the product of \$ 2.80 per \$1,000 taxable value
(Improvements Only per bylaw)
Max. Product \$ 152,872

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Defined Area of Electoral Area D	117,471.00	0.8196	14,332,719	100.00%
Total	117,471		14,332,719	100.00%

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	101,900	15.28%	15,571
Assessment	14,232,741	0.70%	99,978
Tax Rate	0.7160	14.48%	0.1036

Class 1 - Residential Total All Other Classes



KELLY LAKE COMMUNITY CENTRE SOCIETY BUDGET 2020

REVENUE	
Donations/Grants	\$ 5,000.00
Stay in School Program	\$ 2,500.00
Rentals	\$ 2,000.00
NENAN	\$ -
Jamboree	\$ 5,000.00
PRRD Requisition	\$ 80,000.00
Total Revenue	\$ 94,500.00
EXPENSES	
BC Hydro	\$ 8,000.00
Water	\$ 3,000.00
Insurance	\$ 7,500.00
Phone	\$ 1,000.00
Propane	\$ 15,000.00
Maintenance & Repairs	\$ 6,000.00
Janitorial supplies	\$ 1,000.00
Board Travel & Meeting	\$ 5,500.00
Advertising & Office Supplies	\$ 1,000.00
Internet	\$ 2,400.00
Legal & Accounting	\$ 1,300.00
Gatherings, etc.	\$ 8,000.00
Coordinator/Janitor/Maintenance	\$ 20,000.00
WCB	\$ 200.00
Stay in School Program	\$ 2,500.00
Kitchen Supplies	\$ 3,000.00
Program Supplies	\$ 2,600.00
Music festival-Jamboree	\$ 6,500.00
Total Expenses	\$ 94,500.00



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-019

From: Trish Morgan, General Manager of Community Services

Date: January 21, 2021

Subject: Function 230 Tate Creek Community Centre Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 230 – Tate Creek Community Centre in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The Tate Creek Community Centre is owned and operated by the Tomslake & District Recreation Commission. A service area was established in 2017 to provide funding to the Society for the operation and maintenance of the facility.

The Society has requested an operating grant of \$97,400 in 2021 up from \$90,000 in 2020. This increase is as a result of a 110% increase in insurance costs.

The Area 'D' Director reviewed the Tate Creek Community Centre budget on Friday, January 8, 2021.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

- Requisition = \$102,909 and increase of \$2,449 from 2020
- Surplus to be carried forward = \$5,202
- Contract for services has been reduced from \$13,828 in 2020 to \$0 in 2021 due to having completed the facility condition assessment.
- There are no supplemental requests proposed for this budget.

The estimated tax rate for 2021 is \$0.2991, down from \$0.2996 in 2020.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 230 Tate Creek Community Centre Draft 2021 Operation Budget
2. Tate Creek Community Club Draft 2021 Budget Submission

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

230 Tate Creek Community Centre

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(100,670)	(100,670)	(102,909.00)
Total 1-0010 Requisition	(100,670)	(100,670)	(102,909.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(4,613)		(5,202.00)
Total 1-0020 Surplus/Deficit	(4,613)		(5,202.00)
1-0140 Transfer from Reserves			
01-1-0140-0145 Peace River Agreement Reserve		(13,828)	
Total 1-0140 Transfer from Reserves		(13,828)	
TOTAL REVENUES	(105,283)	(114,498)	(108,111.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	3,039	3,252	3,281.00
01-2-1000-1030 Benefits	747	956	951.00
01-2-1000-2055 Contingency		90	99.00
01-2-1000-2070 Insurance - Liability	738	815	300.00
01-2-1000-3100 Contract for Services		13,828	
01-2-1000-3150 Grant to organization	90,000	90,000	97,400.00
Total 2-1000 General Expenditures	94,524	108,941	102,031.00
2-1100 Administration			
01-2-1100-1150 Repay Feasibility Reserve	3,988	3,988	3,988.00
Total 2-1100 Administration	3,988	3,988	3,988.00
2-1150 Allocations			
01-2-1150-1160 Administration	1,184	1,184	2,092.00
01-2-1150-1190 PRRD Vehicles	385	385	
Total 2-1150 Allocations	1,569	1,569	2,092.00
TOTAL EXPENDITURES	100,081	114,498	108,111.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(5,202)		

EXHIBIT 50

Tate Creek Community Centre
Defined Area of Electoral Area D

Category
[1-6245](#)

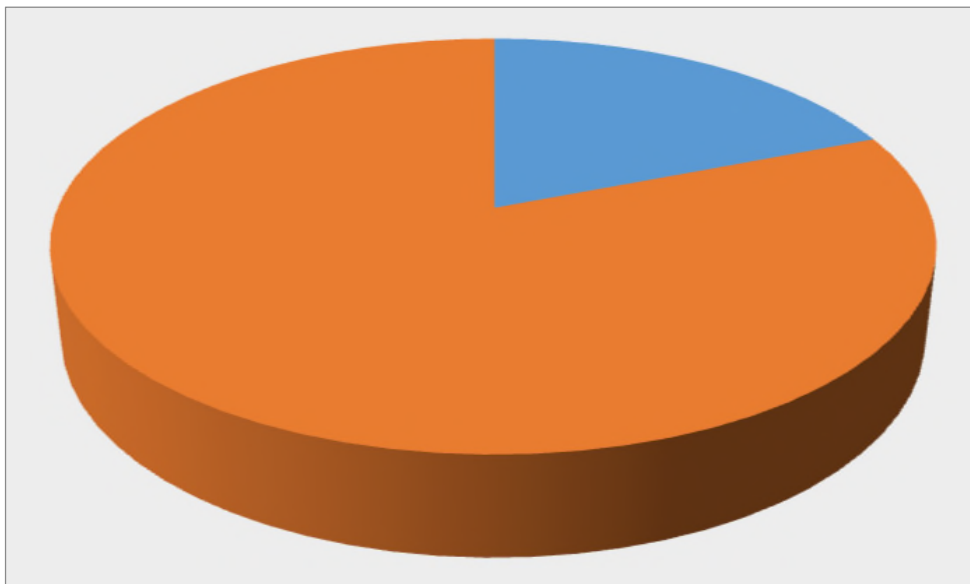
Basis of Apportionment: Converted Hospital Assessment - Improvements ONLY

Tax Rate or Other Limitations: Greater of \$ 90,000
Bylaw No. 2291, 2017 Or, the product of \$ 0.61 per \$1,000 taxable value
 (Improvements ONLY)
 Max. Product \$ 113,559

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Defined Area of Electoral Area D	102,909	0.2991	34,410,648	100.00%
Total	102,909		34,410,648	100.00%

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	100,670	2.22%	2,239
Assessment	33,601,884	2.41%	808,764
Tax Rate	0.2996	-0.18%	(0.0005)

Class 1 - Residential Total All Other Classes



2021 Budget Tate Creek Community Centre

Revenue

Tax Requisition	\$97,400.00	PRRD
Hall Rental	\$10,000.00	
Rink Rental	\$0.00	
Gym Rental	\$0.00	
Bar Income	\$0.00	
Dance Income	\$0.00	
Dinner Income	\$0.00	
Donations/Grants	\$0.00	
Total Revenue	\$107,400.00	

Expenses

Advertising & Promotions	\$1,000.00	Advertising for Dances/Dinners
BC Hydro	\$8,000.00	Utility Bills
Building Repairs	\$20,000.00	
Capital Reserve	\$10,000.00	Floor & roof, windows, doors and fitness room
Cistern Cleaning	\$1,500.00	Clean cisterns yearly
Cleaning Supplies - Janitorial	\$3,000.00	Toilet paper, cleaning supplies, health permits
Fuel	\$1,000.00	Fuel for Tractor and gas mowers and snowblowers
Insurance	\$20,000.00	Huge increase for 2020 year 110%
Interest & Bank Charges	\$150.00	Service Charges
Office Supplies	\$750.00	Stamps, paper,
Pacific Northern Gas	\$8,500.00	Utility Bill
Repairs & Maintenance (Tractor/Zambo)	\$7,500.00	Filters, belts, mechanical repairs
Supplies	\$6,000.00	Supplies for Dinners and Dances
Telephone/Internet	\$4,200.00	Telephone and Internet
Tools & Small Equipment		Equipment to be purchased from 2018 Budget (Incentive Program)
Training	\$800.00	Food Safe & Serving it Right, water course
Waste	\$2,000.00	Bin Rental & dump fee
Water	\$3,000.00	\$200 per load @ 15 loads
Security Cameras	\$10,000.00	
Total	\$107,400.00	

Net Income \$0.00



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-008

From: Trish Morgan, General Manager of Community Services

Date: January 13, 2021

Subject: Function 260 Clearview Arena Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 260 – Clearview Area in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The Clearview Arena was constructed in 1977. The Arena is owned by School District No 60 and the Clearview Arena Society operates the facility with the majority of their operational funding coming from a service area established by the PRRD.

The Clearview Arena has requested \$135,000 for operations in 2021, which is consistent with previous years' requests.

The Electoral Area 'B' Director reviewed the Buick Arena budget on Friday, January 8, 2021.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

- Requisition = \$158,508 is the same as 2020
- Transfer from operating reserve = \$5,207 in order to limit the increase in the tax rate
- Grant to organization
 - \$135,000 for operations
 - \$160,000 for dehumidification unit upgrade from Gas Tax committed in 2020
- Allocations = \$7,274 an increase of \$4,842 due to an increased in the Administration Allocation

Operating Reserve Balance - \$91,517

Tax Rate History

2015	0.3120
2016	0.3060
2017	0.3040
2018	0.3300
2019	0.3415
2020	0.3635
2021 estimate	0.3728

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 260 Clearview Arena Draft 2021 Operations Budget & Tax Rate Sheet
2. Clearview Arena Society Draft 2021 Budget Submission

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

260 Clearview Arena - Artificial Ice

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(158,508)	(158,508)	(158,508.00)
Total 1-0010 Requisition	(158,508)	(158,508)	(158,508.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	140	140	
Total 1-0020 Surplus/Deficit	140	140	
1-0140 Transfer from Reserves			
01-1-0140-0140 Operating Reserve			(5,207.00)
01-1-0140-0144 Gas Tax Reserve		(150,000)	(160,000.00)
01-1-0140-0145 Peace River Agreement Reserve	(7,628)		
Total 1-0140 Transfer from Reserves	(7,628)	(150,000)	(165,207.00)
TOTAL REVENUES	(165,996)	(308,368)	(323,715.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	8,231	8,841	8,913.00
01-2-1000-1030 Benefits	2,043	2,595	2,585.00
01-2-1000-2055 Contingency		240	243.00
01-2-1000-2065 Insurance - Property	8,629	8,525	8,700.00
01-2-1000-2070 Insurance - Liability	738	735	1,000.00
01-2-1000-3150 Grant to organization	142,628	285,000	295,000.00
Total 2-1000 General Expenditures	162,269	305,936	316,441.00
2-1150 Allocations			
01-2-1150-1160 Administration	2,047	2,047	7,137.00
01-2-1150-1190 PRRD Vehicles	385	385	137.00
Total 2-1150 Allocations	2,432	2,432	7,274.00
TOTAL EXPENDITURES	164,701	308,368	323,715.00
CAPITAL REVENUES			
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit			
Total 7-0020 Surplus/Deficit			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8504 Building - Foundations			
Total 8-8500 Transfer to General Capital Fund			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(1,295)		

EXHIBIT 25

Category

Clearview Arena - Artificial Ice Specified Area Electoral Area B

[1-7151](#)

Basis of Apportionment: Converted Hospital Assessment - Improvements ONLY

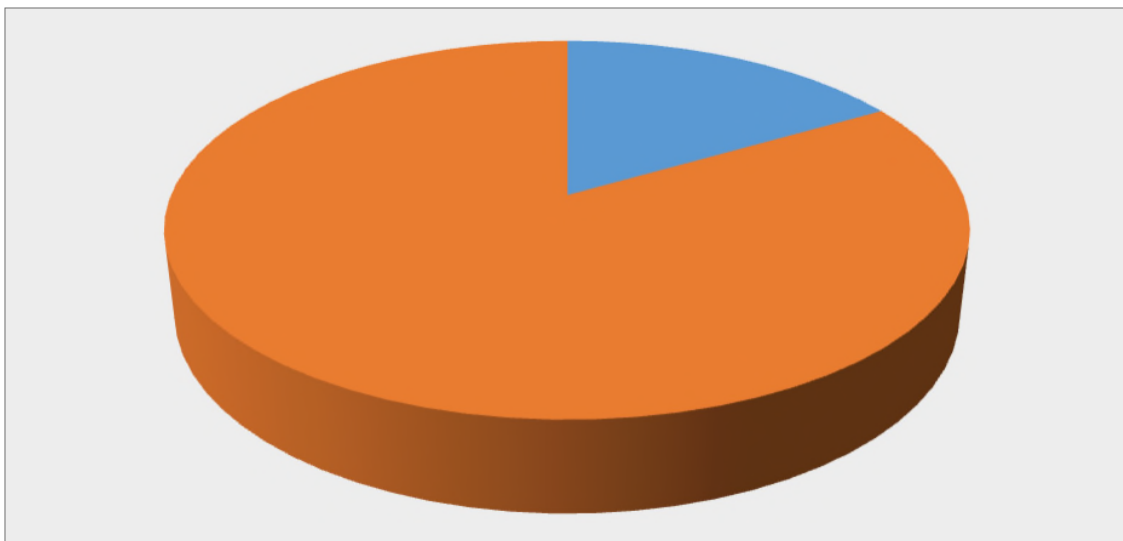
Tax Rate or Other Limitations: \$ 151,250 Exclusive of Debt

Bylaw No. 1881, 2010

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area B - Specified Area	158,508	0.3728	42,522,086	100.00%
Total	158,508		42,522,086	100.00%

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	158,508	0.00%	-
Assessment	43,604,396	-2.48%	(1,082,310)
Tax Rate	0.3635	2.55%	0.0093

Class 1 - Residential Total All Other Classes



Clearview Arena Society Committee
Proposed Budget
For the Year Ending 2021

Revenue

Yearly Rentals	\$12000.00	
Other Ice Rentals	\$8000.00	
Room Rentals	\$150.00	
Total Rentals	\$20,150.00	

Other Revenue

Concession Revenue	\$24700.00	
Skate Sharpening	\$1650.00	
Interest	\$1600.00	
Donation	\$0	
Tax Requisition	\$135000.00	
Total Other Revenue	\$162,950.00	

TOTAL REVENUE \$183,100.00

Operating Expenses

Allowance for Capital Expenditures	\$5000.00
Administration	\$4800.00
Staff Training	\$50.00
Custodial	\$2200.00
Building Repairs & Maintenance	\$20000.00
Equipment Repairs & Maintenance	\$15000.00
Small Tools and Equipment Rentals	\$120.00
Yard Maintenance	\$200.00
Fuel and Oil	\$600.00
Telephone and Internet Fees	\$1600.00
Travel Expense	\$150.00
Utilities	\$26000.00
Wages	\$85000.00
EI Expense	\$2100.00
CPP Expense	\$3000.00
WCB Expense	\$500.00
Insurance	\$5110.00
License and Permit	\$650.00
Office Supplies	\$500.00
Interest and Bank Charges	\$20.00
Concession Expense	\$10000.00
Freight Expense	\$500.00

TOTAL EXPENSES \$183,100.00



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-006

From: Trish Morgan, General Manager of Community Services

Date: January 21, 2021

Subject: **Function 265 Buick Arena Draft 2021 Budget**

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 265 – Buick Area in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The Buick Arena was constructed in 2010 by the Peace River Regional District, who holds the debt for the construction. The Arena is owned by School District No 60 and the Buick Creek Community Club operates the facility with majority of their operational funding coming from a service area established by the PRRD.

The Buick Arena is in its 11th year of operation. The Buick Creek Community Club, continues to operate the facility in a fiscally responsible manner and has requested \$85,000 for operations in 2021, which is consistent with previous years' requests.

Municipal Finance Authority long-term debt payments have been adjusted starting in 2021 and due to a much lower interest rate of 1.28% (from approximately 4%), the debt payments have decreased substantially since 2010. As such \$71,699 will be able to be transferred to reserves for the Arena and the requisition will be decreased by approximately \$3,300 maintaining a relatively consistent tax rate. These funds may be used in the future to assist with capital improvements or maintenance, such as the possible addition of two more dressing rooms.

The Electoral Area 'B' Director reviewed the Buick Arena budget on Friday, January 8, 2021. Following a review of the current assessment data the transfer to reserves was reduced from \$80,000 to \$71,699 in order to maintain a similar tax rate as 2020.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

- Requisition = \$298,000 a decrease of \$11,629 from 2020
- Long term debt = \$114,735 a decrease of \$67,182 from 2020
- Transfer to reserves = \$71,699 an increase of \$56,669 from 2020

Operating Reserve

- 2020 Balance \$89,829
- 2021 Draft Budget – increase \$0, bringing the total to \$89,829

Capital Reserve

- 2020 Balance \$224,132
- 2021 Draft Budget – increase by \$56,669, bring the total to \$280,801

Tax Rate History

2015	1.1550
2016	1.1170
2017	1.0940
2018	0.9720
2019	1.0605
2020	1.1108
2021 estimate	1.1140

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 265 - Buick Arena Draft 2021 Operating Budget
2. Buick Creek Community Club Draft 2021 Budget Submission

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

265 Buick Creek Arena

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(127,712)	(127,712)	
01-1-0010-0015 Requisition	(181,917)	(181,917)	(298,000.00)
Total 1-0010 Requisition	(309,629)	(309,629)	(298,000.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit			
Total 1-0020 Surplus/Deficit			
1-0110 M.F.A Funding			
01-1-0110-0113 Actuarial Contributions	(33,541)		
Total 1-0110 M.F.A Funding	(33,541)		
TOTAL REVENUES	(343,170)	(309,629)	(298,000.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	8,231	8,841	8,913.00
01-2-1000-1030 Benefits	2,043	2,595	2,585.00
01-2-1000-2050 Miscellaneous		5,000	2,500.00
01-2-1000-2055 Contingency		240	243.00
01-2-1000-2065 Insurance - Property	8,850	8,740	8,900.00
01-2-1000-2070 Insurance - Liability	738	735	1,000.00
01-2-1000-3150 Grant to organization	85,000	85,000	85,000.00
Total 2-1000 General Expenditures	104,862	111,151	109,141.00
2-1150 Allocations			
01-2-1150-1160 Administration	1,176	1,176	2,083.00
01-2-1150-1190 PRRD Vehicles	385	385	342.00
Total 2-1150 Allocations	1,561	1,561	2,425.00
2-8000 M.F.A			
01-2-8000-8030 Long-term principal	77,742	77,742	85,103.00
01-2-8000-8040 Long-term interest - MFA	66,904	104,175	29,632.00
01-2-8000-8050 Actuarial Recognized	32,909		
Total 2-8000 M.F.A	177,555	181,917	114,735.00
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	15,000	15,000	71,699.00
01-2-8100-8120 Operating Reserve			
Total 2-8100 Transfers to Reserve	15,000	15,000	71,699.00
TOTAL EXPENDITURES	298,978	309,629	298,000.00

EXHIBIT 51

Buick Arena
Area B - Defined Area

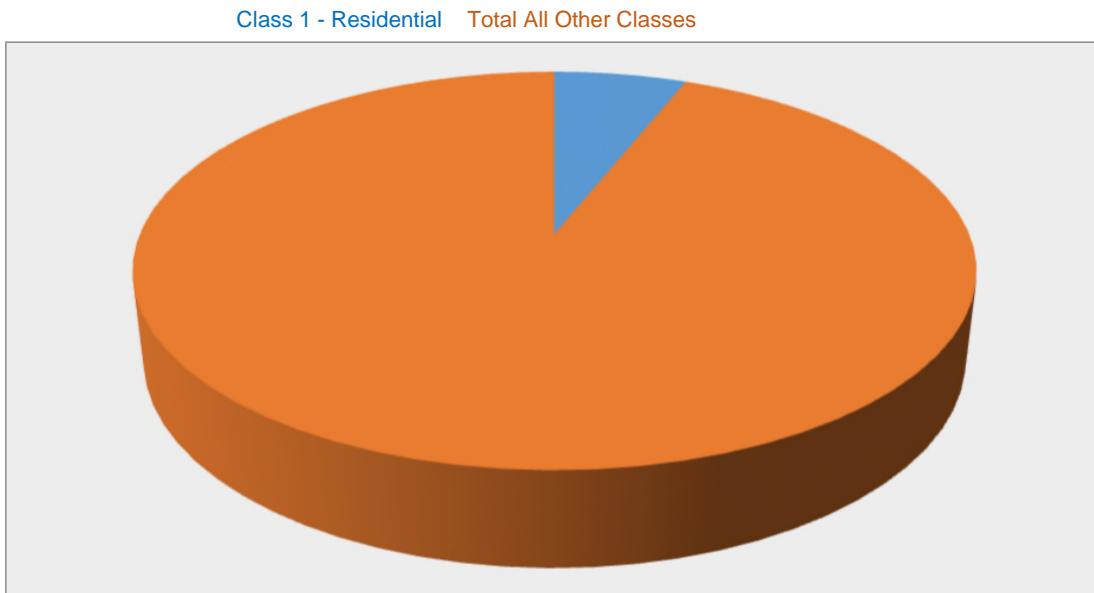
Category
[1-7152](#)

Basis of Apportionment: Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations: Greater of \$ 317,000 *per bylaw max on L & I*
Bylaw No. 1671, 2006 Or, the product of \$ 3.35 per \$1,000 taxable value (\$1.41 CL1)
Max. Product \$ 438,665

#REF!	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area B - Defined Area	298,000	1.1140	26,749,988	100.00%
Total	298,000		26,749,988	100.00%

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	309,629	-3.76%	(11,629)
Assessment	27,874,083	-4.03%	(1,124,095)
Tax Rate	1.1108	0.29%	0.0032



**Buick Arena
2021 Draft Budget**

	2021 Budget	2020 Budget	2020 Year to date (10 months)	2019 Actual	2018 Actual
Revenue					
Drop-in/Rentals	14,500	20,000	1,480	27,959	19,218
Advertising	2,500	2,250	0	2,500	2,250
Operating Grant	85,000	85,000	85,000	85,000	85,000
Donations	2,000	2,000	0	4,000	2,000
Other revenue					
Total Revenue	\$ 104,000.00	\$ 109,250.00	\$ 86,480.00	\$ 119,459.00	\$ 108,468.00
Operating Expenses					
Accounting & Legal	1,800	1,800	1,800	1,800	1,800
Advertising & promotion					
Freight					111
Fuel					
Insurance & Licences	8,200	8,500	63	9,095	9,161
Interest & Bank charges	100	100	107	115	120
Office & Miscellaneous	250	400	249		810
Repairs & Maintenance	10,000	14,475	2,337	18,995	17,668
Subcontracts	14,300	14,000	13,685	18,335	18,088
Janitorial supplies	750	1,000	655	1,245	774
Supplies	1,500	750		1,892	1,462
Snow & Ice removal	300	400			325
Telephone	1,200	1,200	867	1,153	1,674
Hydro	18,000	20,000	12,946	22,015	20,695
Propane	9,000	9,000	8,556	8,212	10,706
Waste disposal	1,000	925	801	940	925
Water					250
Salaries & Wages	37,000	36,000	21,468	44,546	38,389
Workers compensation	600	700	562	648	826
Cash short/over					
Capitla expenditures/Amortization					
Total Operating expenses	104,000	109,250	64,096	128,991	123,784
Excess of revenues over expense	\$ -	\$ -	\$ 22,384.00	\$ (9,532.00)	\$ (15,316.00)



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-054

From: Teri Vetter, Chief Financial Officer

Date: January 21, 2021

Subject: Function 280 Recreation & Culture Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 280 – Recreation & Culture in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$354,635 for operational activities. This is a 19.63% increase from 2020.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Draft 2021 Budget

Highlights of funding source increases and decreases in the draft 2021 Recreation & Culture budget include:

- Requisition – no change from 2020
- Surplus – increase of \$58,200

Net sum of the above increase in revenue is \$58,200.

- Misc. Expense – decrease of \$301
- Administration-increase of \$3,683
- Area B Rural GIA – increase of \$48,536
- Area C Rural GIA – increase of \$1,716
- Area D Rural GIA – increase of \$103
- Area E Rural GIA – increase of \$4,463

Net sum of the above increase in expense is \$58,200.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 280 Recreation & Culture Draft 2021 Budget



General Operating Fund

280 Rec & Cultural Facilities Grants-in-Aid

	2020 Actuals	2020 App. Budget	2021 1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(279,650)	(279,650)	(279,650.00)
Total 1-0010 Requisition	(279,650)	(279,650)	(279,650.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(14,344)	(14,344)	(72,544.00)
Total 1-0020 Surplus/Deficit	(14,344)	(14,344)	(72,544.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(18,661)		
Total 1-0040 Recovery of Costs	(18,661)		
1-0080 Miscellaneous			
01-1-0080-0081 FSJ Boundary Expansion Compensation	(2,441)	(2,441)	(2,441.00)
Total 1-0080 Miscellaneous	(2,441)	(2,441)	(2,441.00)
TOTAL REVENUES	(315,096)	(296,435)	(354,635.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-2050 Miscellaneous		4,301	4,000.00
Total 2-1000 General Expenditures		4,301	4,000.00
2-1150 Allocations			
01-2-1150-1160 Administration	6,134	6,134	9,817.00
Total 2-1150 Allocations	6,134	6,134	9,817.00
2-3100 Rural Grants-in-aid - Area B			
01-2-3100-5800 General Grants - Rural GIA AREA B	124,168	130,000	178,536.00
Total 2-3100 Rural Grants-in-aid - Area B	124,168	130,000	178,536.00
2-3101 Rural Grants-in-aid - Area C			
01-2-3101-5800 General Grants - Rural GIA AREA C	14,800	50,000	51,716.00
Total 2-3101 Rural Grants-in-aid - Area C	14,800	50,000	51,716.00
2-3102 Rural Grants-in-aid - Area D			
01-2-3102-5800 General Grants - Rural GIA AREA D		3,000	3,103.00
Total 2-3102 Rural Grants-in-aid - Area D		3,000	3,103.00
2-3103 Rural Grants-in-aid - Area E			
01-2-3103-5800 General Grants - Rural GIA AREA E	97,449	103,000	107,463.00
Total 2-3103 Rural Grants-in-aid - Area E	97,449	103,000	107,463.00



General Operating Fund

280 Rec & Cultural Facilities Grants-in-Aid

	2020 Actuals	2020 App. Budget	2021 1. Provisional Budget
TOTAL EXPENDITURES	242,551	296,435	354,635.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(72,545)		

EXHIBIT 11

Recreation & Cultural Facilities Grants-In-Aid

Category

[1-1951](#)

Basis of Apportionment:

Area by area basis.

Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations: <i>Bylaw No. 669, 1990</i>	Area B - Greater of \$	107,625	Max. Product	819,697	B
	Or, the product of \$	0.297 per \$1,000 taxable value (imprv)			
	Area C - Greater of \$	26,790	Max. Product	290,793	C
	Or, the product of \$	0.281 per \$1,000 taxable value (imprv)			
	Area D - Greater of \$	20,205	Max. Product	402,224	D
	Or, the product of \$	0.207 per \$1,000 taxable value (imprv)			
	Area E - Greater of \$	86,095	Max. Product	453,505	E
	Or, the product of \$	0.347 per \$1,000 taxable value (imprv)			

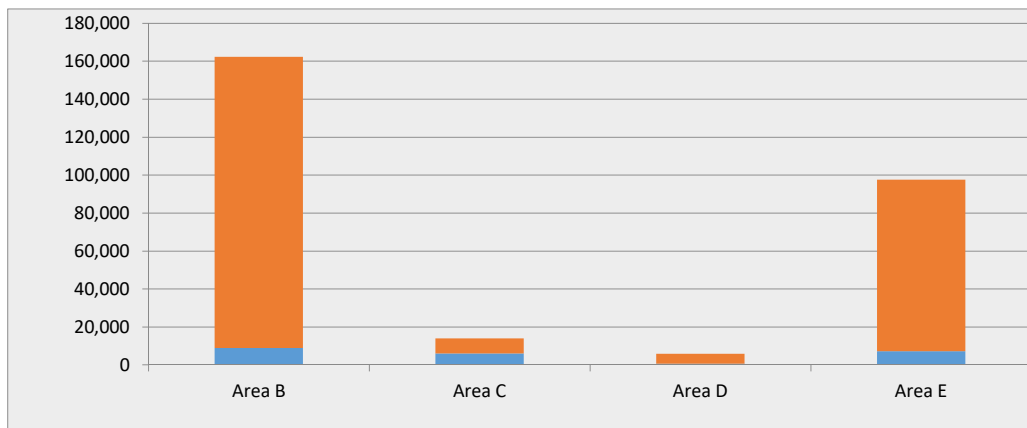
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area B	162,328	0.0195	832,560,146	43.73%
Area C	13,979	0.0086	162,806,557	8.55%
Area D	5,798	0.0011	524,807,479	27.57%
Area E	97,545	0.0254	383,482,355	20.14%
<i>See Area E Jurisdiction Split Below</i>				
Total	279,650	0.015 average	1,903,656,537	100.00%

Area E - Jurisdiction 759	96,598	379,757,627	99.03%
Area E - Jurisdiction 760	947	3,724,728	0.97%
	97,545	383,482,355	100%

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	279,650	0.00%	-
Assessment	1,912,784,043	-0.48%	(9,127,506)
Tax Rate	0.0146	0.48%	0.0001

Average Rate

Class 1 - Residential Total All Other Classes





REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-056

From: Teri Vetter, Chief Financial Officer

Date: January 21, 2021

Subject: Function 285 Cemeteries Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 285 – Cemeteries in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$65,155. This is a 1.65% decrease from 2020.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Draft 2021 Budget

Highlights of funding source increases and decreases in the draft 2021 budget include:

- Requisition – no change from 2020
- Surplus – decrease of \$1,095

Net sum of the above decrease in revenue is \$1,095.

- Administration- increase of \$501
- Area B Cemetery Grants – \$4,000 no change
- Area C Cemetery Grants – \$10,000 no change
- Area D Cemetery Grants – \$5,000 no change
- Area E Cemetery Grants – decrease of \$740
- Misc. Expense – decrease of \$856

Net sum of the above decrease in expense is \$1,095.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 285 Cemeteries Draft 2021 Budget

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

285 Cemeteries - B,C,D, & E

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(38,351)	(38,351)	(38,351.00)
Total 1-0010 Requisition	(38,351)	(38,351)	(38,351.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(27,899)	(27,899)	(26,804.00)
Total 1-0020 Surplus/Deficit	(27,899)	(27,899)	(26,804.00)
TOTAL REVENUES	(66,250)	(66,250)	(65,155.00)
EXPENDITURES			
2-1150 Allocations			
01-2-1150-1160 Administration	510	510	1,011.00
Total 2-1150 Allocations	510	510	1,011.00
2-3180 Cemetery Grants-in-Aid - Area B			
01-2-3180-5800 General Grants	736	4,000	4,000.00
Total 2-3180 Cemetery Grants-in-Aid - Area B	736	4,000	4,000.00
2-3181 Cemetery Grants-in-Aid - Area C			
01-2-3181-5800 General Grants		10,000	10,000.00
Total 2-3181 Cemetery Grants-in-Aid - Area C		10,000	10,000.00
2-3182 Cemetery Grants-in-Aid - Area D			
01-2-3182-5800 General Grants	2,200	5,000	5,000.00
Total 2-3182 Cemetery Grants-in-Aid - Area D	2,200	5,000	5,000.00
2-3183 Cemetery Grants-in-Aid - Area E			
01-2-3183-5800 General Grants	36,000	36,740	36,000.00
Total 2-3183 Cemetery Grants-in-Aid - Area E	36,000	36,740	36,000.00
2-4010 Cemeteries			
01-2-4010-2050 Miscellaneous		10,000	9,144.00
Total 2-4010 Cemeteries		10,000	9,144.00
TOTAL EXPENDITURES	39,446	66,250	65,155.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(26,804)		



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-009

From: Trish Morgan, General Manager of Community Services

Date: January 21, 2021

Subject: **Function 290 Chetwynd Library Draft 2021 Budget**

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 290 – Chetwynd Library in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The Chetwynd Library provides services to the community of Chetwynd and a portion of Area E. The majority of the operational and capital costs associated with operating and maintaining the library are paid for through the service area as outlines in Bylaw No. 266, 1980.

The Chetwynd Library Board submitted a budget request for \$460,150. As they anticipate having a surplus from 2020 as a result of reduced expenditures due to shutting down in response to COVID-19 and a substantial financial reserve, the Electoral Area Director has decided to provide them with \$435,000 in 2021. This will allow for funds to be allocated to the Peace River Regional District budget for additional design work and costs estimates for a new library and costs associated with holding a referendum to obtain approval for borrowing.

The Electoral Area 'E' Director initially reviewed the Chetwynd Library budget on Tuesday, January 5, 2021.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

- Requisition = \$496,218 which is the same as 2020
- Surplus to be carried forward = \$18,344
- Grant to organization = \$435,000
- Studies/Assessments = \$25,000 to conduct further design work and cost estimates for a new library
- Election/referendum costs = \$15,000 to conduct public engagement and a referendum for borrowing for a new library

The estimated tax rate for 2021 is \$0.1488 up from \$0.1470 in 2020.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 290 Chetwynd Library Draft 2021 Operations Budget
2. Chetwynd Library Board Draft 2021 Budget Submission

Peace River Regional District
Budget Report by Cost Centre



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General Operating Fund

290 Chetwynd Library

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(496,218)	(496,218)	(496,218.00)
Total 1-0010 Requisition	(496,218)	(496,218)	(496,218.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(9,599)		(18,344.00)
Total 1-0020 Surplus/Deficit	(9,599)		(18,344.00)
TOTAL REVENUES	(505,817)	(496,218)	(514,562.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	16,425	17,369	17,573.00
01-2-1000-1030 Benefits	3,897	5,126	5,096.00
01-2-1000-2055 Contingency		525	587.00
01-2-1000-2065 Insurance - Property		415	
01-2-1000-2070 Insurance - Liability	369		446.00
01-2-1000-3010 Travel		500	500.00
01-2-1000-3060 Meetings		2,000	1,927.00
01-2-1000-3150 Grant to organization	460,150	460,150	435,000.00
01-2-1000-5010 Advertising Services		3,500	3,500.00
01-2-1000-5060 Studies, Plans and Assessments			25,000.00
01-2-1210-0219 Election/referendum cost (ADM FISC)			15,000.00
Total 2-1000 General Expenditures	480,841	489,585	504,629.00
2-1150 Allocations			
01-2-1150-1160 Administration	6,248	6,248	9,933.00
01-2-1150-1190 PRRD Vehicles	385	385	
Total 2-1150 Allocations	6,633	6,633	9,933.00
TOTAL EXPENDITURES	487,474	496,218	514,562.00
CAPITAL REVENUES			
7-0030 Grants			
01-7-0030-0000 General		(125,000)	
01-7-0030-0029 Municipal		(100,000)	
01-7-0030-0037 Provincial Conditional		(694,975)	
Total 7-0030 Grants		(919,975)	
TOTAL CAPITAL REVENUES		(919,975)	
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8504 Building - Foundations		919,975	
Total 8-8500 Transfer to General Capital Fund		919,975	
TOTAL CAPITAL EXPENDITURES		919,975	
Surplus / Deficit	(18,343)		

EXHIBIT 19

Category

[1-7250](#)

Chetwynd Library
Defined Portion of Electoral Area E & District of Chetwynd

Basis of Apportionment: Converted Hospital Assessments - Land & Improvements

Tax Rate or Other Limitations: None

Bylaw No. 2331,2018

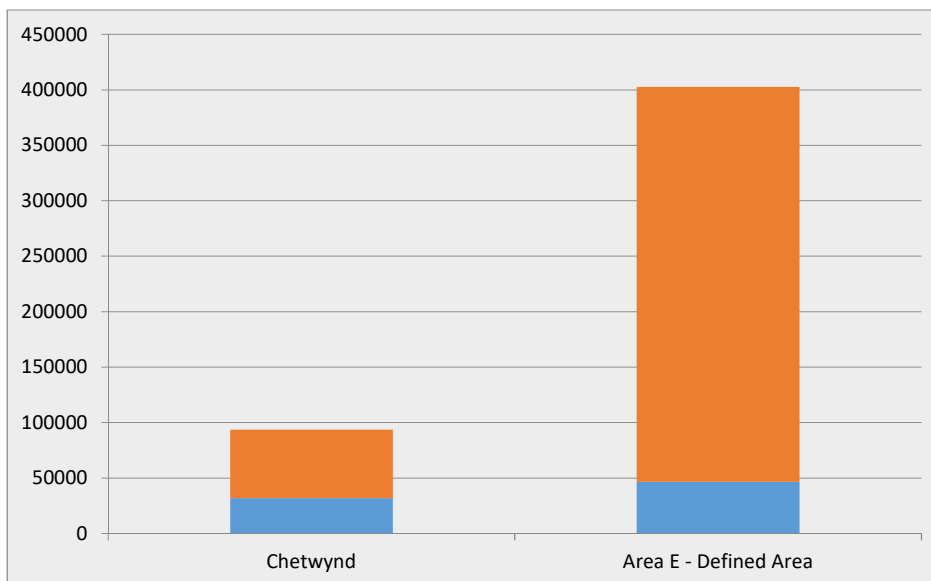
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Chetwynd	93,715	0.1488	62,996,847	18.89%	(281)	93,434
Area E - Defined Area	402,503	0.1488	270,568,348	81.11%	281	402,784
Total	496,218	0.1488	333,565,195	100.00%	-	496,218

Municipal Requisition:	93,434
Electoral Area Requisition:	402,784
Total Requisition:	496,218

After Prior Year Adj

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	496,218	0.0%	-
Assessment	337,494,273	-1.2%	(3,929,078)
Tax Rate	0.1470	1.2%	0.0017

Class 1 - Residential Total All Other Classes



Chetwynd Public Library 2021 Proposed Budget

Revenue Accounts	2021 Budget
PRRD	\$ 460,150
Provincial Grants	\$ 30,000
Other Grants	\$ 55,000
Book Sales	\$ 200
Lost/Damaged Books	\$ 150
Photocopies	\$ 4,000
Bistro Rent	\$ 11,000
Reserved Funds	\$ 23,800
Community Room Rental	\$ 1,000
TOTAL REVENUE	\$ 585,300

Operational Expense Accounts	Budget
Imagination Library	\$ 9,300
Books	\$ 40,000
Wages - Grant	\$ 28,500
WAGES	\$ 321,700
Travel/Training/Development	\$ 10,000
Bistro Equipment	\$ 2,000
Accounting & Legal	\$ 11,000
Advertising & Promotions	\$ 6,000
Memberships	\$ 1,000
Postage & Freight	\$ 2,000
Insurance	\$ 5,000
Office Administration	\$ 2,000
Internet Access	\$ 1,500
Office Supplies	\$ 4,800
IT Support	\$ 28,000
Security	\$ 2,000
Meals & Gifts	\$ 2,000
Photocopier	\$ 9,500
R&M - Building	\$ 3,000
R&M - Equipment	\$ 1,000
R&M - Computers	\$ 1,000
Telephone & Fax	\$ 5,000
sitka fees	\$ 3,000
Utilities	\$ 19,000
Janitorial	\$ 20,000
Program Supplies	\$ 30,000
Contractors	\$ 5,000
Total Operational Expenses	\$ 573,300

Capital Projcets	Budget
Capital purchases	\$ 12,000
Total Capital Expenses	\$ 12,000

TOTAL EXPENSES	\$ 585,300
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REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-053

From: Teri Vetter, Chief Financial Officer

Date: January 21, 2021

Subject: Function 295 Library Services 2021 Draft Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 295 – Library Services in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$127,765 for operational activities. This is a 14.97% increase from 2020. This increase is mainly attributed to the \$25,000 grant increase to the library.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Highlights of increases and decreases in the draft 2021 Library Services budget include:

Funding Sources:

- Requisition – increase of \$12,134
- Surplus – decrease of \$494
- Transfer from Area B & C Fair Share – increase of \$5,000

Net sum of the above increase in revenue is \$16,640.

Operations:

- Grants to Organization – increase of \$15,000
- Allocations – increase of \$1,640

Net sum of the above increase in expense is \$16,640.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 295 Library Services Draft 2021 Budget

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

295 Library Services

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(50,131)	(50,131)	(62,265.00)
Total 1-0010 Requisition	(50,131)	(50,131)	(62,265.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(494)	(494)	
Total 1-0020 Surplus/Deficit	(494)	(494)	
1-0140 Transfer from Reserves			
01-1-0140-0142 Fair Share Reserve	(60,500)	(60,500)	(65,500.00)
Total 1-0140 Transfer from Reserves	(60,500)	(60,500)	(65,500.00)
TOTAL REVENUES	(111,125)	(111,125)	(127,765.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-3150 Grant to organization	110,500	110,500	125,500.00
Total 2-1000 General Expenditures	110,500	110,500	125,500.00
2-1150 Allocations			
01-2-1150-1160 Administration	625	625	2,265.00
Total 2-1150 Allocations	625	625	2,265.00
2-3100 Rural Grants-in-aid - Area B			
01-2-3100-5800 General Grants - Rural GIA AREA B			
Total 2-3100 Rural Grants-in-aid - Area B			
2-3101 Rural Grants-in-aid - Area C			
01-2-3101-5800 General Grants - Rural GIA AREA C			
Total 2-3101 Rural Grants-in-aid - Area C			
TOTAL EXPENDITURES	111,125	111,125	127,765.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit			

EXHIBIT 32

Library Services
Electoral Area C

Category
[1-7251](#)

Basis of Apportionment: Converted Hospital Assessment - Improvements ONLY

NO Prior Year Adjustments

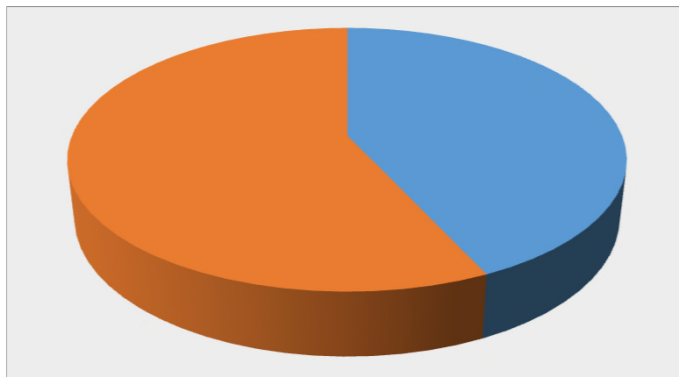
Tax Rate or Other Limitations: Greater of \$ 20,000
Bylaw No. 1019, 1995 Or, the product of \$ 0.50 per \$1,000 taxable value (L&I)
Max. Product \$ 757,657

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area C - Specified Area (All Area C)	62,265	0.0382	162,806,557	100.00%
Total	62,265		162,806,557	100.00%

Taxable Value "L&I" per bylaw Tax Limitations	
Taxable Value	1,515,314,381
Max Product	\$ 757,657

	Last Year	Change %	Change \$
Requisition	50,131	24.20%	12,134
Assessment	167,725,103	-2.93%	(4,918,546)
Tax Rate	0.0299	27.96%	0.0084

Class 1 - Residential Total All Other Classes





REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-010

From: David Sturgeon, Protective Services Manager

Date: January 21, 2021

Subject: Function 310 Emergency Vehicle Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 310 – Emergency Rescue Vehicle in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The Emergency Vehicle Budget provides a grant-in-aid to the City of Dawson Creek and District of Chetwynd per bylaw No. 662, 1990 to offset the costs associated to providing rescue services in their respective Electoral Area D and E. On an annual basis, Electoral Areas D and E provides Dawson Creek with \$3,500 and Chetwynd with \$3,000.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

Requisition

- \$8,346 a decrease of \$75 from 2020

Tax rate

- Area D .0008 a decrease of .0001 from 2020
- Area E .0009 a decrease of .0001 from 2020

Transfer to reserves

- no reserve for this function

The maximum amount that may be extended for either service is the greater of \$3,000 or the product of a property value tax of \$0.022 in Area D or \$0.012 in Area E, for each \$1,000 of net taxable value of land and improvements included in the service area.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 310 Emergency Rescue Vehicle Draft 2021 Budget



General Operating Fund

310 Emergency Rescue Vehicle

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(8,421)	(8,421)	(8,346.00)
Total 1-0010 Requisition	(8,421)	(8,421)	(8,346.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(1,318)	(1,318)	(1,519.00)
Total 1-0020 Surplus/Deficit	(1,318)	(1,318)	(1,519.00)
TOTAL REVENUES	(9,739)	(9,739)	(9,865.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	1,214	2,392	2,384.00
01-2-1000-1030 Benefits	320	694	691.00
01-2-1000-2055 Contingency		70	70.00
Total 2-1000 General Expenditures	1,534	3,156	3,145.00
2-1150 Allocations			
01-2-1150-1160 Administration	83	83	220.00
Total 2-1150 Allocations	83	83	220.00
2-3110 Emergency Vehicle Grants-in-Aid - Area D			
01-2-3110-5800 General Grants	3,500	3,500	3,500.00
Total 2-3110 Emergency Vehicle Grants-in-Aid - Area D	3,500	3,500	3,500.00
2-3111 Emergency Vehicle Grants-in-Aid - Area E			
01-2-3111-5800 General Grants	3,000	3,000	3,000.00
Total 2-3111 Emergency Vehicle Grants-in-Aid - Area E	3,000	3,000	3,000.00
TOTAL EXPENDITURES	8,117	9,739	9,865.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(1,622)		

EXHIBIT 16

Category

[1-2540](#)

Electoral Areas D & E
Emergency Rescue Vehicle

Basis of Apportionment: Converted Hospital Assessment - Land & Improvements

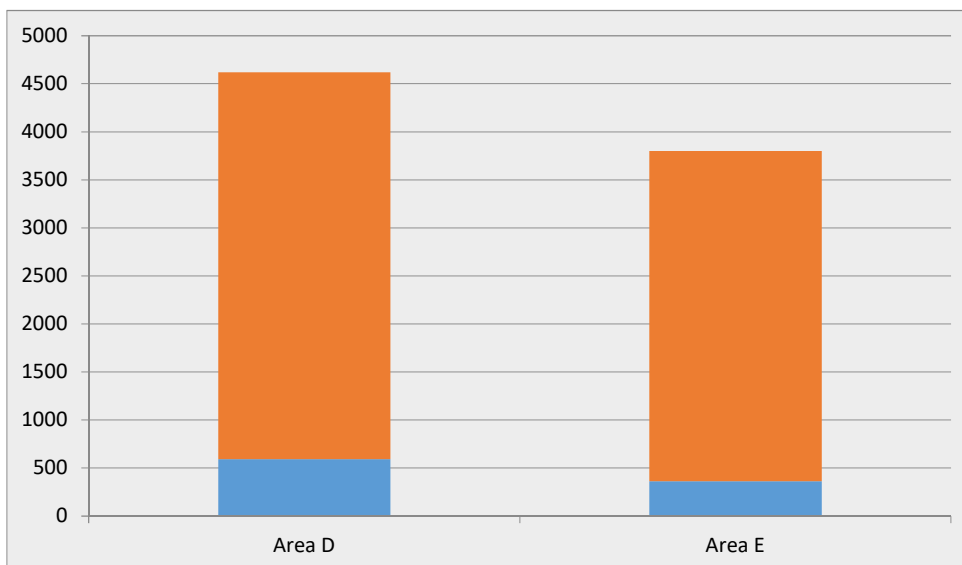
Tax Rate or Other Limitation	Area D - Greater of \$	3,000	<i>Max. Product \$ 50,370</i>
<i>Bylaw No. 662, 1990</i>	Or, the product of \$	0.022 per \$1,000 taxable value	
	Area E - Greater of \$	3,000	<i>Max. Product \$ 18,213</i>
	Or, the product of \$	0.012 per \$1,000 taxable value	

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area D	4,620.14	0.0008	590,122,366	58.31%
Area E	3,800.86	0.0009	421,914,121	41.69%
<i>See Area E Jurisdiction Split Below</i>				
Total	8,346.00	0.0008	1,012,036,487	100.00%

Area E - Jurisdiction 759	3,764	417,811,485	99.03%
Area E - Jurisdiction 760	37	4,102,636	0.97%
	3,801	421,914,121	100%

	Last Year	Change %	Change \$
Requisition	8,421	-0.89%	(75)
Assessment	926,342,287	9.25%	85,694,200
Tax Rate	0.0009	-0.90%	(0.000)

Class 1 - Residential Total All Other Classes





REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-011

From: David Sturgeon, Protective Services Manager

Date: January 21, 2021

Subject: Function 315 Charlie Lake Fire Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 315 – Charlie Lake Fire in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The Charlie Lake Fire Budget provides for fire protection services in the Charlie Lake Fire Protection Area per Bylaw No. 1360, 2001.

Operating expenses include maintenance, insurance, and utilities for the hall, as well as; wages, training insurance, and development of the staff. General expenditures for 2021 focus on the operations and maintenance of the existing fleet of fire apparatus, fire operations and small equipment. Capital expenses for 2021 focus on minor building/land upgrades and increased IT infrastructure following the acquisition of two new apparatus in 2020.

The Area 'C' Director reviewed the Charlie Lake fire budget 2021 on Wednesday, January 6.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

Requisition = \$751,531 a decrease of \$20,566 from 2020.

- General Expenditures have increased due to wage increases, the condition assessment of the Charlie Lake Fire Hall and the purchase of new fire hose to replace the aging assets.
- Allocations have increased slightly.
- Fleet Maintenance has decreased due to the two new apparatus received in 2020.
- Fire Operations has decreased due to forecasting of the previous 3 years actual financials.
- Volunteers' cost have increased slightly due to the increase in insurance and the turnout to calls.
- Surplus / Deficit = \$161,000 surplus carry over from the 2020 budget to 2021.

Two capital projects are budgeted for 2021 which include \$61,000 for site prep and a coverall building to house the two tenders that are parked outside of the fire hall. This will allow them to be kept full of water in the winter as the structure will be heated. The second project is to replace all the handheld radios as the current fleet is aging and the technology is becoming outdated. The replacement will include a radio that can work on all current communications systems that are available in the market to be better prepared for rapidly changing technology.

Transfer from the Area C Gas Tax Reserve = \$15,000 to fund a condition assessment of the Charlie Lake Fire hall for the PRRD asset management program.

Reserves Balance: Operating Reserve balance is \$78,242.40, remaining the same for 2021. The Capital Reserve balance is \$662,966.95 with \$60,000 being budgeted in 2021 bringing the total to \$722,966.95 in 2021.

Maximum requisition for this service as per bylaw No. 1587, 2005 Charlie Lake Fire Protection Service Establishment Amendment is the greater of \$450,00 or the product of a property tax of \$1.57/\$1000 net taxable value on land and improvements.

The estimated tax rate for this service in 2021 is \$0.6491 which is a slight increase from \$0.6454 in 2020.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 315 Charlie Lake Fire REV Draft 2021 Budget
2. Charlie Lake Fire Draft 2021 Supplemental Form

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

315 Charlie Lake Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(668,413)	(668,413)	(645,531.00)
01-1-0140-0140 Operating Reserve			
Total 1-0010 Requisition	(668,413)	(668,413)	(645,531.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(100,000)	(100,000)	(100,000.00)
Total 1-0020 Surplus/Deficit	(100,000)	(100,000)	(100,000.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(3,348)		
01-1-0140-0144 Gas Tax Reserve			(15,000.00)
Total 1-0040 Recovery of Costs	(3,348)		(15,000.00)
TOTAL REVENUES	(771,761)	(768,413)	(760,531.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	204,361	207,455	215,849.00
01-2-1000-1030 Benefits	56,124	60,225	62,596.00
01-2-1000-1040 WCB	2,188		639.00
01-2-1000-2030 Phone/Internet	12,082	9,878	6,000.00
01-2-1000-2050 Miscellaneous	2,063	3,298	18,800.00
01-2-1000-2055 Contingency		4,149	4,149.00
01-2-1000-2065 Insurance - Property	3,347	3,422	3,600.00
01-2-1000-2070 Insurance - Liability	3,691	3,674	4,700.00
01-2-1000-2080 Insurance - AD&D	9,411		5,475.00
01-2-1000-2110 R&M - Buildings	22,287	7,200	10,600.00
01-2-1000-2150 Electricity	4,444	5,100	4,500.00
01-2-1000-2160 Natural Gas	4,691	4,080	4,000.00
01-2-1000-2170 Water	12,969	14,280	13,000.00
01-2-1000-3010 Travel		5,500	2,000.00
01-2-1000-3016 Mileage	253		1,000.00
01-2-1000-3020 Meals	516		1,000.00
01-2-1000-3030 Training & Development	38,141	74,400	51,929.00
01-2-1000-3040 Conferences & Seminars	1,246	6,000	8,000.00
01-2-1000-3050 Memberships	1,172	2,250	1,500.00
01-2-1000-3060 Meetings		1,000	
01-2-1000-4010 Rent/Lease		2,295	
01-2-1000-5010 Advertising Services	3,606	9,500	9,500.00
01-2-1000-5060 Studies, Plans and Assessments			15,000.00
01-2-1000-5070 Inspections	408		
01-2-1000-5115 Supplies - General	1,447		
01-2-1000-5120 Supplies - Office	1,963	5,500	2,500.00
01-2-1000-5130 Miscellaneous Equipment	64		
Total 2-1000 General Expenditures	386,474	429,206	446,337.00
2-1150 Allocations			
01-2-1150-1160 Administration	15,533	15,105	18,635.00
01-2-1150-1190 PRRD Vehicles	1,216	1,216	1,334.00

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

315 Charlie Lake Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
Total 2-1150 Allocations	16,749	16,321	19,969.00
2-2305 CL#1 - 2006 Sterling (Yellow)			
01-2-2305-6210 Fuel - CL#1	830	2,856	1,500.00
01-2-2305-6220 Tires - CL#1	5,534	1,750	
01-2-2305-6230 Insurance - Vehicles & Equipment - CL#1	1,924	2,275	2,000.00
01-2-2305-6240 Repairs - CL#1	934	21,000	2,000.00
01-2-2305-6250 Maintenance - CL#1	4,989	1,000	2,500.00
Total 2-2305 CL#1 - 2006 Sterling (Yellow)	14,211	28,881	8,000.00
2-2310 CL#10 - SQUAD 1			
01-2-2310-6210 Fuel-CL#10	2,093	2,652	2,500.00
01-2-2310-6220 Tires-CL#10	1,343	1,800	1,800.00
01-2-2310-6230 Insurance - Vehicles & Equipment-CL#10	1,041	1,026	1,100.00
01-2-2310-6240 Repairs-CL#10	2,102	3,570	1,000.00
01-2-2310-6250 Maintenance-CL#10	749	1,020	500.00
Total 2-2310 CL#10 - SQUAD 1	7,328	10,068	6,900.00
2-2320 CL#11 - ATV Trailer (for Side-by-side)			
01-2-2320-6230 Insurance - Vehicles & Equipment-CL#11	305	254	350.00
01-2-2320-6240 Repairs-CL#11	455	500	250.00
01-2-2320-6250 Maintenance-CL#11		500	250.00
Total 2-2320 CL#11 - ATV Trailer (for Side-by-side)	760	1,254	850.00
2-2330 CL#12 - ATV			
01-2-2330-6210 Fuel-CL#12		306	300.00
01-2-2330-6230 Insurance - Vehicles & Equipment-CL#12	47	63	50.00
01-2-2330-6240 Repairs-CL#12	306	204	250.00
01-2-2330-6250 Maintenance-CL#12		204	250.00
Total 2-2330 CL#12 - ATV	353	777	850.00
2-2350 CL#14 - TENDER 3 (used from DC)			
01-2-2350-6210 Fuel-CL#14	236	1,530	1,000.00
01-2-2350-6220 Tires-CL#14	2,936		
01-2-2350-6230 Insurance - Vehicles & Equipment-CL#14	2,025	2,512	2,100.00
01-2-2350-6240 Repairs-CL#14	422	204	500.00
01-2-2350-6250 Maintenance-CL#14	29	204	1,500.00
Total 2-2350 CL#14 - TENDER 3 (used from DC)	5,648	4,450	5,100.00
2-2360 CL#2 - 2014 GMC Sierra SQUAD 2			
01-2-2360-6210 Fuel-CL#2	3,010	2,652	2,500.00
01-2-2360-6220 Tires-CL#2	1,434	1,836	
01-2-2360-6230 Insurance - Vehicles & Equipment-CL#2	1,310	1,290	1,400.00
01-2-2360-6240 Repairs-CL#2	656	3,570	1,000.00
01-2-2360-6250 Maintenance-CL#2	1,038	1,020	500.00
Total 2-2360 CL#2 - 2014 GMC Sierra SQUAD 2	7,448	10,368	5,400.00
2-2370 CL#3 - TENDER 1			
01-2-2370-6210 Fuel-CL#3	686	1,734	1,500.00
01-2-2370-6230 Insurance - Vehicles & Equipment-CL#3	2,048	2,999	2,100.00
01-2-2370-6240 Repairs-CL#3	683	2,000	2,000.00
01-2-2370-6250 Maintenance-CL#3	2,672	1,530	2,500.00
Total 2-2370 CL#3 - TENDER 1	6,089	8,263	8,100.00
2-2375 CL#17 Chevy PU BRUSH 1			
01-2-2375-6210 Fuel & Lubricants		1,000	2,500.00

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

315 Charlie Lake Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-2375-6230 Insurance - Vehicles & Equipment		908	1,400.00
01-2-2375-6240 Repairs	76	500	500.00
01-2-2375-6250 Maintenance		500	500.00
Total 2-2375 CL#17 Chevy PU BRUSH 1	76	2,908	4,900.00
2-2385 CL#5 - Reserve Engine			
01-2-2385-6210 Fuel-CL#5	608	1,700	
01-2-2385-6230 Insurance - Vehicles & Equipment-CL#5	1,871	2,236	
01-2-2385-6240 Repairs-CL#5	5,471	3,000	
01-2-2385-6250 Maintenance-CL#5	3,188	1,500	
Total 2-2385 CL#5 - Reserve Engine	11,138	8,436	
2-2390 CL#7 - 2005 Ford Diesel RESCUE 1			
01-2-2390-6210 Fuel-CL#7	106	1,530	1,000.00
01-2-2390-6230 Insurance - Vehicles & Equipment-CL#7	1,050	1,405	1,100.00
01-2-2390-6240 Repairs-CL#7		1,020	1,000.00
01-2-2390-6250 Maintenance-CL#7	1,026	1,020	1,000.00
Total 2-2390 CL#7 - 2005 Ford Diesel RESCUE 1	2,182	4,975	4,100.00
2-2395 CL#9 - RESERVE 1987 Fort Pumper			
01-2-2395-6210 Fuel-CL#9	1,245	1,734	
01-2-2395-6230 Insurance - Vehicles & Equipment-CL#9	1,602	2,108	
01-2-2395-6240 Repairs-CL#9		1,020	
01-2-2395-6250 Maintenance-CL#9	953	1,020	
Total 2-2395 CL#9 - RESERVE 1987 Fort Pumper	3,800	5,882	
2-2397 CL #15 - Freightliner Pumper TENDER 2			
01-2-2397-6210 Fuel & Lubricants-CL#15			1,500.00
01-2-2397-6230 Insurance-CL#15	1,685		1,500.00
01-2-2397-6240 Repairs - CL#15	52		1,500.00
01-2-2397-6250 Maintenance-CL#15	618		2,500.00
Total 2-2397 CL #15 - Freightliner Pumper TENDER 2	2,355		7,000.00
2-2398 CL#16 - ENGINE 1			
01-2-2398-6210 Fuel - CL#16	122		1,500.00
01-2-2398-6230 Insurance-Unit#16			2,200.00
01-2-2398-6240 Repairs-Unit#16	352		1,500.00
01-2-2398-6250 Maintenance-CL#16	4		2,500.00
Total 2-2398 CL#16 - ENGINE 1	478		7,700.00
2-2900 Fire Operations			
01-2-2900-2050 Miscellaneous	3,516		3,500.00
01-2-2900-2120 R&M Equip	3,096	5,000	4,000.00
01-2-2900-4010 Rent/Lease		15,000	
01-2-2900-4403 Licensing	8,547	10,210	9,150.00
01-2-2900-5070 Inspections	12,664	12,630	12,450.00
01-2-2900-5115 Supplies - General	24,586	26,000	16,500.00
01-2-2900-5125 Clothing/Bunker Gear - CLFD	22,618	40,900	38,000.00
01-2-2900-5127 S.C.B.A - CLFD	1,112	4,080	2,000.00
01-2-2900-5140 Minor Capital	13,792	18,670	12,000.00
Total 2-2900 Fire Operations	89,931	132,490	97,600.00
2-4000 Volunteers			
01-2-4000-1030 Benefits - CLFD Volunteers	1,587		1,000.00
01-2-4000-1040 WCB	242	255	250.00

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

315 Charlie Lake Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-4000-2080 Insurance AD&D - Volunteers		1,479	5,475.00
01-2-4000-7010 Appreciation (CLFD)	7,462	10,000	10,000.00
01-2-4000-7020 Fire Pay (CLFD)	25,170	30,000	30,000.00
01-2-4000-7040 On Call (CLFD)	13,898	22,000	15,000.00
01-2-4000-7050 Practice Pay (CLFD)	10,830	10,400	16,000.00
Total 2-4000 Volunteers	59,189	74,134	77,725.00
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve			60,000.00
01-2-8100-8120 Operating Reserve	30,000	30,000	
Total 2-8100 Transfers to Reserve	30,000	30,000	60,000.00
TOTAL EXPENDITURES	644,209	768,413	760,531.00
CAPITAL REVENUES			
7-0010 Requisition			
01-7-0010-0010 Electoral	(103,684)		
01-7-0010-0015 Requisition			(106,000.00)
Total 7-0010 Requisition	(103,684)		(106,000.00)
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit	(216,854)		(61,000.00)
Total 7-0020 Surplus/Deficit	(216,854)		(61,000.00)
7-0030 Grants			
01-7-0030-0121 Grant - Misc	(7,500)		
Total 7-0030 Grants	(7,500)		
7-0140 Transfers from Reserve			
01-7-0140-0141 Capital Reserve	(241,962)		
01-7-0140-0142 Fair Share Reserve	(183,471)		
Total 7-0140 Transfers from Reserve	(425,433)		
TOTAL CAPITAL REVENUES	(753,471)		(167,000.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8501 Furniture, Fixtures, Equipment	6,438		10,000.00
01-8-8500-8502 Vehicles and Machinery	1,159,852		
01-8-8500-8504 Building - Foundations			35,000.00
01-8-8500-8507 Land Improvements			16,000.00
01-8-8500-8508 IT Infrastructure			106,000.00
Total 8-8500 Transfer to General Capital Fund	1,166,290		167,000.00
TOTAL CAPITAL EXPENDITURES	1,166,290		167,000.00
Surplus / Deficit	285,267		

EXHIBIT 33

Charlie Lake Fire Protection
Specified Area of Electoral Area C & B

Category
[1-2410](#)

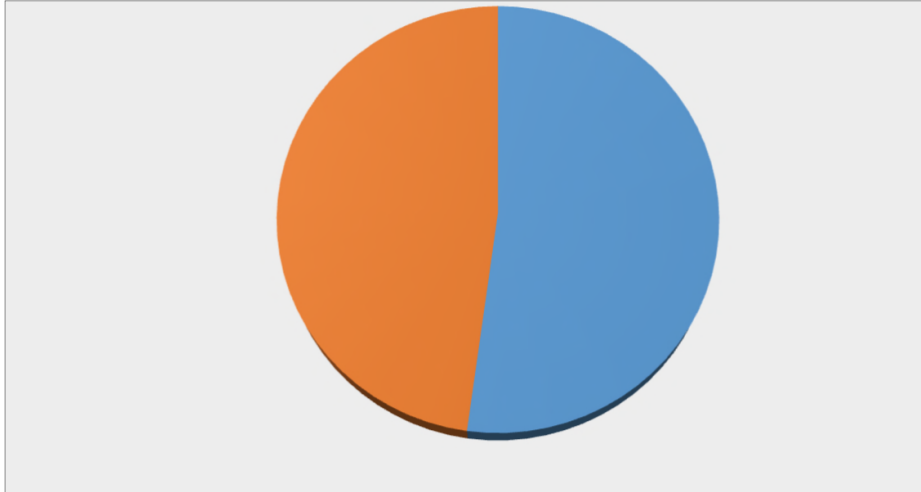
Basis of Apportionment: Converted Hospital Assessment - Land & Improvements

Tax Rate or Other Limitations: Greater of \$ 450,000
Bylaw No. 1587, 2005 Or, the product of \$ 1.57 per \$1,000 taxable value (L&I)
Max. Product \$ 1,286,404

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area C & B - Specified Area	751,531.00	0.6491	115,781,509	100.00%
Total	751,531.00		115,781,509	100.00%

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	772,097	-2.66%	(20,566)
Assessment	119,627,535	-3.22%	(3,846,026)
Tax Rate	0.6454	0.57%	0.0037

Class 1 - Residential Total All Other Classes



2021 Budget - Supplemental Item						
Title:						Fire Services
Purchase Equipment						
Division:						Charlie Lake Fire - 315
Community Services						
Type:	Capital - Replacement					High
Description						
Portable Radio replacement, purchase 27 radios for the CLFD. These radios will replace the existing aging equipment and are able to work on an analog or digital system.						
Benefits						
All the radios in the CLFD will be the same type, they are also the same as FSJ FD and taylor which will make communications easier between departments. The purchase of the radios will last 10-15 years until new one have to be purchased for replacement.						
Risks						
The current radios are old and the technology is outdated, with various types it is hard to keep up on the maintenance or find parts for replacement.						
Financial Information						
Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
Requisition Capital	106,000					106,000
						0
						0
	106,000	0	0	0	0	106,000
Expenses	2021	2022	2023	2024	2025	5 Year Total
						0
IT Infrastructure	106,000					106,000
						0
						0
						0
						0
						0
						0
	106,000	0	0	0	0	106,000
Administration						
Author: David Sturgeon					Date Prepared 1-04-2021	
Approval Date						

2021 Budget - Supplemental Item						
Title:						Fire Services
Coverall Building for Tender 2 & 3						
Division:						Charlie Lake Fire - 315
Community Services						
Type:	Capital - New					High
Description						
The CLFD has two tenders that are used for response to fires in the fire protection area. Currently one is stored outside all year round prone to the elements and has to be emptied of water so it does not freeze and wreck the truck. If a fire call comes in it has to be filled up before responding delaying response. The other tender is sandwiched in one of the bays where the rescue has to be pulled out of the bay before the tender can respond.						
Benefits						
The Temporary coverall building would get the trucks out of the elements, prolonging the life of the units. Also by housing them in a dry storage with heat the unit will be able to keep water in it to speed up the response time of the unit. This will also create space in the bay for safety.						
Risks						
Equipment Stored outside reduces the life span and is susceptible to theft and vandalism.						
Financial Information						
Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
Surplus	61,000					61,000
						0
						0
	61,000	0	0	0	0	61,000
Expenses	2021	2022	2023	2024	2025	5 Year Total
						0
Heating & Electrical	10,000					10,000
Coverall Building (Prefab)	35,000					35,000
Asphalt & Site Prep	16,000					16,000
						0
						0
						0
						0
	61,000	0	0	0	0	61,000
Administration						
Author: David Sturgeon					Date Prepared 1-04-2021	
Approval Date						



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-012

From: David Sturgeon, Protective Services Manager

Date: January 21, 2021

Subject: **Function 320 Chetwynd Rural Fire Draft 2021 Budget**

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 320 – Chetwynd Rural Fire in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The District of Chetwynd provides for fire protection services rural fringe area around its municipal boundaries. Service is provided under contract between the Peace River Regional District (PRRD) and the District of Chetwynd dated from August 1st, 2017 until December 31st, 2021. The contracted rate, \$112,853, includes fire protection, inspection and prevention, capital purchase funding is upon request.

The Area 'E' Director reviewed the Chetwynd Rural Fire budget 2021 on Tuesday, January 5th.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

Requisition = \$123,877 an increase of \$18,588 from 2020.

- General expenditures have increased due to insurance, training and development and the costs associated with the proposed expansion of the fire protection boundaries.
- Allocations have decreased slightly
- The contract for services from the Chetwynd Fire Department for the rural fire service has increased from \$111,090 in 2020 to \$112,853.

Transfer from Area E Peace River Agreement Reserves = \$21, 511 for Election/Referendum costs associated with the proposed expansion of the fire protection boundary in 2021 and to offset requisition.

The maximum requisition as per bylaw 1129, 1998 – Chetwynd Rural Fire Protection Local Service Establishment is \$65,000 or the product of \$1.96/\$1,000 net taxable value on improvements only.

The estimated tax rate for this service in 2021 is \$0.7977 up from \$0.7192 in 2020.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 320 Chetwynd Rural Fire Draft 2021 Budget
2. Chetwynd Provisional Draft 2021 Budget

Peace River Regional District
Budget Report by Cost Centre



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General Operating Fund

320 Chetwynd Rural Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(105,289)	(105,289)	(123,877.00)
Total 1-0010 Requisition	(105,289)	(105,289)	(123,877.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(5,841)	(5,841)	
Total 1-0020 Surplus/Deficit	(5,841)	(5,841)	
1-0140 Transfer from Reserves			
01-1-0140-0145 Peace River Agreement Reserve	(4,848)	(15,000)	(21,511.00)
Total 1-0140 Transfer from Reserves	(4,848)	(15,000)	(21,511.00)
TOTAL REVENUES	(115,978)	(126,130)	(145,388.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	4,784	9,413	9,399.00
01-2-1000-1030 Benefits	1,184	2,742	2,726.00
01-2-1000-2055 Contingency		326	326.00
01-2-1000-2070 Insurance - Liability	738	735	1,900.00
01-2-1000-3030 Training & Development			1,529.00
01-2-1210-0219 Election/referendum cost (ADM FISC)			15,000.00
Total 2-1000 General Expenditures	6,706	13,216	30,880.00
2-1150 Allocations			
01-2-1150-1160 Administration	1,024	1,024	1,655.00
01-2-1150-1190 PRRD Vehicles	800	800	
Total 2-1150 Allocations	1,824	1,824	1,655.00
2-2910 Chetwynd Rural Fire			
01-2-2910-3100 Contract for Services	111,090	111,090	112,853.00
Total 2-2910 Chetwynd Rural Fire	111,090	111,090	112,853.00
TOTAL EXPENDITURES	119,620	126,130	145,388.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	3,642		

EXHIBIT 21

Chetwynd Rural Fire Protection
Defined Area Electoral Area E

Category
[1-2411](#)

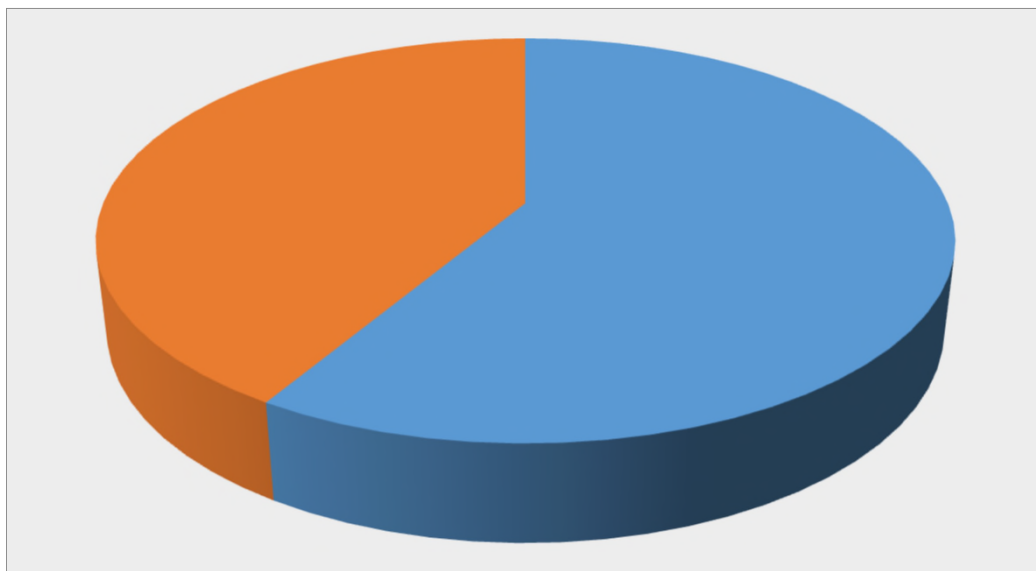
Basis of Apportionment: Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations: \$ 65,000
Bylaw No. 1129, 1998 Or the product of \$ 1.96 per \$1,000 taxable value (L&I)
 (L & I taxable value per Bylaw)
 Max. Product \$ 277,283

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area E - Defined Area	123,877.00	0.7977	15,528,730	100.00%
Total	123,877.00		15,528,730	100.00%

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	105,289	17.65%	18,588
Assessment	14,639,792	6.07%	888,938
Tax Rate	0.7192	10.92%	0.0785

Class 1 - Residential Total All Other Classes



DISTRICT OF CHETWYND
Protective Services
Fire and Rescue

				2020	2021	2022	2023	2024		
	Account	Code	CC	Description	Budget	Budget	Budget	Budget	Budget	BUDGET COMMENTS
				PROTECTIVE SERVICES - FIRE						
	21-2200	0201		Salaries	103,530	105,601	107,713	109,867	112,064	
	21-2200	0202		Employee Benefits	22,777	23,233	23,697	24,171	24,655	
	21-2200	0203		Pay & Remuneration	34,800	35,496	36,206	36,930	37,669	
	21-2200	0210		Travel & Training	45,000	46,000	47,000	48,000	49,000	
	21-2200	0220		Legal Fees						
	21-2200	0230		Contract Services	25,225	25,900	26,575	26,575	27,250	
	21-2200	0240		Insurance	9,200	9,200	9,200	9,200	9,200	
	21-2200	0242		WCB	500	500	500	500	500	
	21-2200	0262		Personal Protective Equipment	14,000	14,000	14,000	14,000	14,000	
	21-2200	0263		Extinguisher Refill	-	-	-	-	-	
	21-2200	0264		Material and supplies	10,000	10,000	10,000	10,000	10,000	
	21-2200	0267		Air Tanks (SCBA)	-	-	3,750	3,750	3,750	
	21-2200	0268		Equipment Replacement (non capita	13,000	13,000	13,000	13,000	13,000	
	21-2200	0270		Telephone	7,000	7,000	7,000	7,000	7,000	
	21-2200	0275		Air Compressor	2,000	2,000	2,000	2,000	2,000	
	21-2200	0282		Memberships	500	500	500	500	500	
	21-2200	0283		Freight	500	500	500	500	500	
	21-2200	2985		Equipment Replacement - SCBA	-	-				
					288,032	292,929	301,641	305,993	311,087	
				RADIO MAINTENANCE						
	21-2201	0230		Contract Services	4,000	4,000	4,000	4,000	4,000	
	21-2201	0264		New Radio Equipment	3,500	3,500	3,500	3,500	3,500	
	21-2201	0269		Radio consumables	-	-	-	-	-	
					7,500	7,500	7,500	7,500	7,500	
				FIRE TRUCK - OPERATION & MAINTENANCE						
	21-2202	0201		Salaries	3,178	3,242	3,306	3,373	3,440	
	21-2202	0202		Employee Benefits	985	1,005	1,025	1,045	1,066	
	21-2202	0230		Contract Services	17,000	17,000	17,000	17,000	17,000	
	21-2202	0233		Ladder Truck Maintenance	-	-	-	-	-	
	21-2202	0241		ICBC INSURANCE	5,000	5,000	5,000	5,000	5,000	
	21-2202	0264		Material and supplies	3,000	3,000	3,000	3,000	3,000	
	21-2202	0265		Fuel & Oil	7,500	7,500	7,500	7,500	7,500	

Fire and Protection

Page 1

DISTRICT OF CHETWYND
Protective Services
Fire and Rescue

				2020	2021	2022	2023	2024		
	Account	Code	CC	Description	Budget	Budget	Budget	Budget	Budget	BUDGET COMMENTS
	21-2202	0283		Freight	100	100	100	100	100	
				TOTAL	36,763	36,846	36,931	37,018	37,106	
				FIRE HALL						
	21-2204	0201		Salaries	1,193	1,217	1,241	1,266	1,291	
	21-2204	0202		Employee Benefits	370	377	385	393	400	
	21-2204	0230		Contract Services	1,500	1,500	1,500	1,500	1,500	Painting \$600/yr
	21-2204	0231		Janitorial	6,000	6,000	6,000	6,000	6,000	
	21-2204	0264		Material and supplies	5,000	5,000	5,000	5,000	5,000	
	21-2204	0271		Electricity	6,000	6,000	6,000	6,000	6,000	
	21-2204	0275		Utilities	1,000	1,000	1,000	1,000	1,000	
	21-2204	0283		FREIGHT						
	21-2204	0298		Rent own Equipment	1,000	1,000	1,000	1,000	1,000	
				TOTAL	22,063	22,094	22,126	22,159	22,192	
				TOTAL FIRE OPERATIONS COSTS	354,358	359,370	368,198	372,670	377,886	
				RESCUE - SERVICES						
	21-2210	0210		Travel & Training	2,000	2,000	2,000	2,000	2,000	
	21-2210	0230		Contract Services	2,000	2,000	2,000	2,000	2,000	
	21-2210	0264		Materials and Supplies	1,500	1,500	1,500	1,500	1,500	
	21-2210	0268		Equipment Replacement	5,500	5,500	5,500	5,500	5,500	
	21-2210	0270		Telephone	1,000	1,000	1,000	1,000	1,000	
				TOTAL	12,000	12,000	12,000	12,000	12,000	
				RESCUE TRUCK - OPERATIONS & MAINTENANCE						
	21-2211	0201		Salaries	447	456	465	474	484	
	21-2211	0202		Employee Benefits	139	142	145	148	150	
	21-2211	0230		Contract services	2,500	2,500	2,500	2,500	2,500	
	21-2211	0241		Insurance	2,000	2,000	2,000	2,000	2,000	
	21-2211	0244		Inspection Fees	-	-	-	-	-	
	21-2211	0264		Material and supplies	2,000	2,000	2,000	2,000	2,000	
	21-2211	0265		Fuel and Oil	500	500	500	500	500	

DISTRICT OF CHETWYND
Protective Services
Fire and Rescue

				2020	2021	2022	2023	2024		
	Account	Code	CC	Description	Budget	Budget	Budget	Budget	Budget	BUDGET COMMENTS
				TOTAL	7,586	7,598	7,610	7,622	7,634	
	21-2215	0230		Search & Rescue Building						
				Contract Services	500	500	500	500	500	
				Toital	500	500	500	500	500	
				TOTAL RESCUE SERVICES	20,086	20,098	20,110	20,122	20,134	
				TOTAL FIRE SERVICES	374,444	379,467	388,308	392,791	398,020	
				TOTAL FIRE COSTS	354,358	359,370	368,198	372,670	377,886	*
				LESS: PRRD AREA E SHARE	(99,840)	(102,967)	(92,050)	(93,167)	(94,471)	includes Capital contribution
				NET FIRE COSTS	254,519	256,402	276,149	279,502	283,414	as per agreement
				TOTAL RESCUE COSTS	20,086	20,098	20,110	20,122	20,134	*
				LESS: PRRD AREA E SHARE	-3,000	-3,000	-3,000	-3,000	-3,000	
				NET RESCUE COSTS	17,086	17,098	17,110	17,122	17,134	*



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-013

From: David Sturgeon, Protective Services Manager

Date: January 21, 2021

Subject: Function 325 Dawson Creek / Pouce Coupe Fire Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 325 – Dawson Creek / Pouce Coupe Fire in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The City of Dawson Creek and the Village of Pouce Coupe provide rural fire protection service under agreement with the Peace River Regional District (PRRD). A portion of the service area is protected by Dawson Creek Fire Department, while the remainder is protected by the Pouce Coupe Fire Department.

The agreement between the City of Dawson Creek and the PRRD is dated from January 1st, 2018 until December 31st, 2022. Per the agreement the total service fee in 2021 is \$276,000 plus \$35,000 for use and maintenance of the fire training center.

The agreement between the Village of Pouce and the PRRD is dated from January 1st, 2018 until December 31st, 2022. Per the agreement the service fee in 2021 is \$87,129.

The Area 'D' Director reviewed the Dawson Creek / Pouce Coupe Fire budget 2021 on Friday, January 8th.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

Requisition = \$521,602 an increase of \$17,411.00 from 2020.

- General expenditures have increased due in part to an increase in insurance and training and development.
- Total allocations decreased slightly
- The contract for service from Dawson Creek Fire increased from \$305,500 to \$311,000 for 2021 due to the negotiated contract.
- The contract for service from Pouce Coupe Fire remained steady at \$87,129

Surplus to carry over to 2021

- \$40,000 which includes \$10,000 in operations and \$30,000 in capital.

Purchase of the Pouce Coupe Tender approved in 2020 = \$551,600

- Short term debt proceeds = \$151,600
- Capital Reserve = \$60,000
- PRA Reserve = \$250,000

Reserves Balance: Capital Reserve balance is \$235,138.30 with \$75,000 being budgeted in 2021 bringing the total to \$310,138.30 in 2021.

The maximum requisition for this service as per bylaw No. 710, 1990 – Dawson Creek – Pouce Coupe Rural Fire Protection Local Fire Protection Service Area is the greater of \$176,000 or the product of \$4.08 per \$1,000 net taxable value on land and improvements.

The estimated tax rate for this service in 2021 is \$1.0214 from 0.9944 in 2020.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 325 REV Dawson Creek/Pouce Coupe Draft 2021 Budget
2. Village Of Pouce Coupe Fire Department Draft 2021-2025 Budget

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

325 Dawson Creek/Pouce Coupe Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(474,191)	(474,191)	(461,602.00)
Total 1-0010 Requisition	(474,191)	(474,191)	(461,602.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(2,055)	(2,056)	(10,000.00)
Total 1-0020 Surplus/Deficit	(2,055)	(2,056)	(10,000.00)
1-0120 Administration			
01-1-0120-8160 PRA Reserve	(35,000)		
Total 1-0120 Administration	(35,000)		
1-0140 Transfer from Reserves			
01-1-0140-0145 Peace River Agreement Reserve		(35,000)	(35,000.00)
Total 1-0140 Transfer from Reserves		(35,000)	(35,000.00)
TOTAL REVENUES	(511,246)	(511,247)	(506,602.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	4,784	9,413	9,339.00
01-2-1000-1030 Benefits	1,184	2,742	2,726.00
01-2-1000-2055 Contingency		326	325.00
01-2-1000-2070 Insurance - Liability	738	734	1,900.00
01-2-1000-3010 Travel		4,000	2,000.00
01-2-1000-3030 Training & Development			3,058.00
Total 2-1000 General Expenditures	6,706	17,215	19,348.00
2-1150 Allocations			
01-2-1150-1160 Administration	8,709	8,709	7,925.00
01-2-1150-1190 PRRD Vehicles	200	200	
Total 2-1150 Allocations	8,909	8,909	7,925.00
2-2920 Dawson Creek Fire			
01-2-2920-3100 Contract for Services	305,500	305,500	311,000.00
01-2-2920-6230 Insurance-Veh & Equip DC/PC FIRE	4,562	5,000	4,600.00
Total 2-2920 Dawson Creek Fire	310,062	310,500	315,600.00
2-2925 Pouce Coupe Fire			
01-2-2925-3100 Contract for Services	87,123	87,123	87,129.00
01-2-2925-6230 Insurance-Veh & Equip Pouce Coupe Fire	1,526	2,500	1,600.00
Total 2-2925 Pouce Coupe Fire	88,649	89,623	88,729.00
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	85,000	85,000	75,000.00
Total 2-8100 Transfers to Reserve	85,000	85,000	75,000.00
TOTAL EXPENDITURES	499,326	511,247	506,602.00
CAPITAL REVENUES			
7-0010 Requisition			
01-7-0010-0010 Electoral	(30,000)		
01-7-0010-0015 Requisition			(60,000.00)
Total 7-0010 Requisition	(30,000)		(60,000.00)

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

325 Dawson Creek/Pouce Coupe Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit			(30,000.00)
Total 7-0020 Surplus/Deficit			(30,000.00)
7-0110 M.F.A Funding			
01-7-0110-0111 Short-term Debt Proceeds			(151,600.00)
Total 7-0110 M.F.A Funding			(151,600.00)
7-0140 Transfers from Reserve			
01-7-0140-0141 Capital Reserve			(60,000.00)
01-7-0140-0145 PRA Reserve			(250,000.00)
Total 7-0140 Transfers from Reserve			(310,000.00)
TOTAL CAPITAL REVENUES	(30,000)		(551,600.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8502 Vehicles and Machinery			551,600.00
Total 8-8500 Transfer to General Capital Fund			551,600.00
TOTAL CAPITAL EXPENDITURES			551,600.00
Surplus / Deficit	(41,920)		

EXHIBIT 15

Category

[1-2412](#)

Participating Area of Electoral Area D Dawson Creek-Pouce Coupe Rural Fire Protection

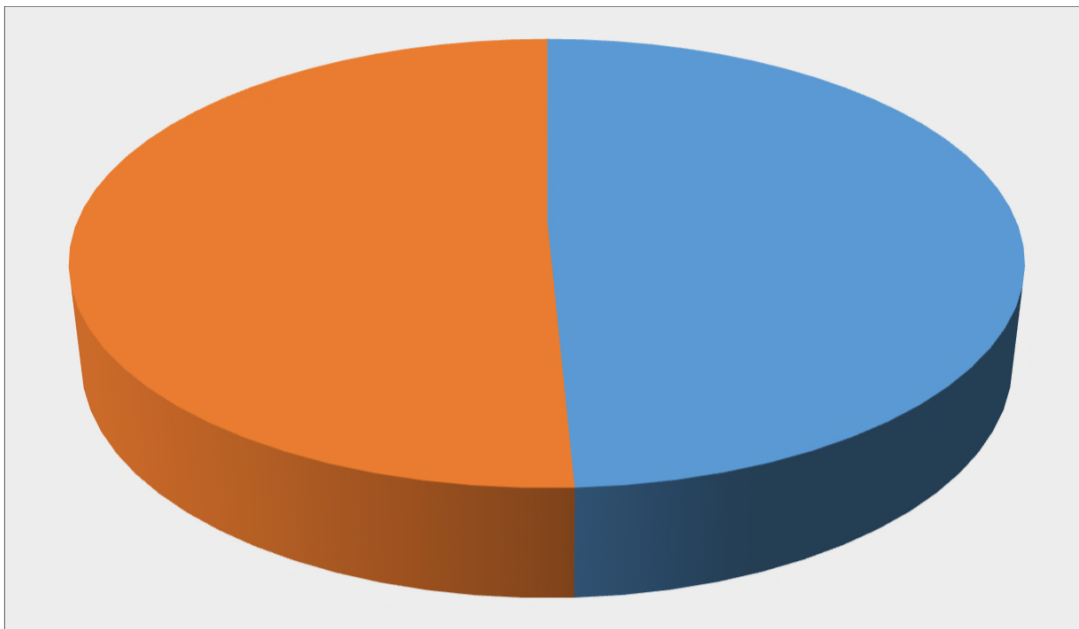
Basis of Apportionment: Converted Hospital Assessments - Land & Improvements

Tax Rate or Other Limitations: Greater of \$ 176,000
Bylaw No. 710, 1990 Or, the product of \$ 4.068 per \$1,000 taxable value (L&I)
Max. Product \$ 1,377,217

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area D - Participating Area	521,602.00	1.0214	51,069,427	100.00%
Total	521,602.00		51,069,427	100.00%

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	504,191	3.45%	17,411
Assessment	50,700,763	0.73%	368,664
Tax Rate	0.9944	2.71%	0.0269

Class 1 - Residential Total All Other Classes





CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

November 10, 2020

Teri Vetter
Chief Financial Officer
Peace River Regional District
Box 810
1981 Alaska Avenue
Dawson Creek BC
V1G 4H8

Dear Mrs. Vetter,

As requested, please find attached the 2021-2025 Village of Pouce Coupe Protective Services (Fire Department) budget.

Council approved the budget on November 9th, 2020 and has confirmed no changes will be made before the final comprehensive village budget is adopted in 2021.

Please do not hesitate to contact me if you have any questions.

Warm Regards,



Chris Leggett, CLGFA, CLGA, CPCA
Chief Administrative Officer/Chief Financial Officer
Village of Pouce Coupe

Village of Pouce Coupe

DATE: November 9, 2020
MEMO TO: Mayor and Council
FROM: Chris Leggett, CAO/CFO
SUBJECT: Fire Department Budget (Protective Services)



PURPOSE

To provide Council with the 2nd preliminary 2021-2025 Fire Department (Protective Services) operational budget as well as fuel usage information requested at the October 21st meeting of Council.

BACKGROUND

As in recent years, the PRRD has reached out to us and requested that the Fire Department Budget be provided to them by November 15th. As regional districts in BC have different legislative timelines for budgets than municipalities, they require the information in order to meet their deadlines.

The Fire Department budget will be renamed "Protective Services" moving forward in 2021 and beyond to align with the new chart of accounts and Municipal 360 budgeting software.

IMPACT ON BUDGET, POLICY, STAFFING

As requested by Council on Oct 7th, the CFO has prepared a Fire Department budget that is approximately the same total cost as in 2019. In order to achieve this, adjustments had to be made to several line items up and down, the results of which can be seen in the comparative annual information attached to this report.

On October 21st, 2020 during the initial 2021-2025 Protective Services presentation, Council requested fuel usage information for the FD Command Truck as well as the allocation of that use between public works and the fire department. The CFO drafted and email to Council on October 22, 2020 advising that during discussions with the Fire Chief about the truck usage it was brought to light that the Fire Chief frequently uses his personal truck to attend FD calls and procure Village material and supplies as well as attend meetings. No billing for these activities is submitted by the Chief. As a result, Council was advised that a log of usage of the Command truck would not paint a complete picture of the actual needs of the departments.

Despite this, Finance can confirm that usage of the Command Truck is allocated 60/40 between public works and the fire department and that total fuel log for 2019 for this vehicle shows total fuel costs of \$3,196.32 before tax and fuel costs for 2020 to October 23rd of \$2,195.10.

LEGAL CONSIDERATIONS

As the Village of Pouce Coupe budget is not legally adopted until the financial plan bylaw is adopted, Council is advised that the Fire Department budget is effectively preliminary or

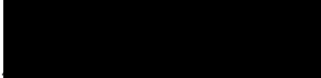
Village of Pouce Coupe, Box 190, Pouce Coupe BC, V0C 2C0
250-786-5794

tentative up to that future date. It is crucial however that Council does not alter the Fire Department budget after the 2nd presentation on November 4th 2020 as this would create discrepancies between the version presented to the PRRD and the one adopted in our financial plan.

RECOMMENDATION/CONCLUSION

THAT Council adopts the 2021-2025 Fire Department/Protective Services budget.

Respectfully Recommended,



Chris Leggett, CAO/CFO

**VILLAGE OF POUCE COUPE
2021 - 2025 FINANCIAL PLAN**

FIRE SERVICES

DESCRIPTION	2020 Final	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
PCVFD HONORARIUMS	9,000	9,000	9,000	9,000	9,000	9,000
FIREFIGHERS BENEFITS	2,500	3,920	3,998	4,078	4,160	4,243
FIRE ADMIN WAGES	16,000	19,600	19,992	20,392	20,800	21,216
FIREFIGHTERS APPRECIATION	3,500	3,500	3,500	3,500	3,500	3,500
FIRE OFFICE TELEPHONE	1,500	1,530	1,561	1,592	1,624	1,656
FIRE DEPARTMENT OFFICE SUPPLIES	4,500	3,500	3,570	3,641	3,714	3,789
FIRE MEDICAL SUPPLIES	500	510	520	531	541	552
INSURANCE ON PROPERTY & VEHICLES	10,500	12,000	12,240	12,485	12,734	12,989
PRRD FIRE TRUCK INSURANCE	1,600	1,632	1,665	1,698	1,732	1,767
VOLUNTEER FIREFIGHTER INSURANCE	2,350	2,397	2,445	2,494	2,544	2,595
FIRE ALARM SYSTEM	306	312	318	325	331	338
COMPUTER COSTS 20%	18,727	19,102	19,484	19,873	20,271	20,676
ADMINISTRATION FEES	6,500	6,630	6,763	6,898	7,036	7,177
BENEFITS FIRE DEPARTMENT	1,150	1,173	1,196	1,220	1,245	1,270
COST OF WATER USED	14,000	14,000	14,000	14,000	14,000	14,000
TRAINING FIREFIGHTERS	35,700	35,700	35,700	35,700	35,700	35,700
FIRE HALL MAINTENANCE & REPAIRS	8,600	8,772	8,947	9,126	9,309	9,495
FIRE DEPARTMENT LAUNDRY	-	-	-	-	-	-
FIRE HALL - NATURAL GAS	4,500	4,590	4,682	4,775	4,871	4,968
FIRE HALL - ELECTRICITY	3,100	3,162	3,225	3,290	3,356	3,423
FIRE EQUIPMENT REPAIR	8,500	8,670	8,843	9,020	9,201	9,385
FIRE TRUCKS - OPERATING EXPENSES	15,600	15,912	16,230	16,555	16,886	17,224
FIRE PREVENTION	2,000	2,040	2,081	2,122	2,165	2,208
FIRE SUPPLIES	20,000	19,000	19,380	19,768	20,163	20,566
MISC. FIRE EXPENSES	3,000	3,000	3,000	3,000	3,000	3,000
MINOR CAPITAL FIRE DEPARTMENT	60,000	54,000	54,000	54,000	54,000	54,000
TOTAL	253,633	253,652	256,341	259,084	261,881	264,735



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-015

From: David Sturgeon, Protective Services Manager

Date: January 21, 2021

Subject: **Function 330 Fort St. John Rural Fire Draft 2021 Budget**

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 330 – Fort St. John Rural Fire in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The City of Fort St. John provides fire protection services in a portion of the rural areas of Electoral Area C. The service is provided under contract between the City of Fort St John and the Peace River Regional District dated from January 1, 2017 until December 31, 2021. The contracted rate, \$711,759, includes operating and capital costs with an average increase of 2% per annum.

The Area 'C' Director reviewed the Fort St. John Rural Fire budget 2021 on Wednesday, January 6.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

- Requisition = \$638,934 up \$4,686 or 0.74% over 2020, this is due to the negotiated contract rates.
- Surplus Carry over to 2021 = \$12,000
- Fort St John Boundary expansion Compensation = \$88,957
- Transfer to reserves = not applicable for this service

The estimated tax rate for this service in 2021 is 1.3603 which is an increase of 7.22% over 2020. The maximum requisition as per Bylaw No. 1236, 1999-Fort St John Rural Fire Protection Local Service Establishment Amendment is \$209,500 or the product of \$2.2820/\$1000 net taxable value on improvements only.

Note that 2021 is the final year of the agreement between the PRRD and City of Fort St John that provides for financial compensation as a result of the expansion of the City of Fort St John's boundaries.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 330 Fort St. John Rural Fire Draft 2021 Budget

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

330 Fort St. John Rural Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(634,248)	(634,248)	(638,934.00)
Total 1-0010 Requisition	(634,248)	(634,248)	(638,934.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(5,841)		(12,000.00)
Total 1-0020 Surplus/Deficit	(5,841)		(12,000.00)
1-0080 Miscellaneous			
01-1-0080-0081 FSJ Boundary Expansion Compensation	(87,231)	(87,231)	(88,957.00)
Total 1-0080 Miscellaneous	(87,231)	(87,231)	(88,957.00)
TOTAL REVENUES	(727,320)	(721,479)	(739,891.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	4,784	9,413	9,339.00
01-2-1000-1030 Benefits	1,184	2,742	2,726.00
01-2-1000-2055 Contingency		326	325.00
01-2-1000-2070 Insurance - Liability	738	735	1,900.00
Total 2-1000 General Expenditures	6,706	13,216	14,290.00
2-1150 Allocations			
01-2-1150-1160 Administration	8,438	8,438	13,842.00
01-2-1150-1190 PRRD Vehicles	800	800	
Total 2-1150 Allocations	9,238	9,238	13,842.00
2-2930 Fort St. John Fire			
01-2-2930-3100 Contract for Services	699,025	699,025	711,759.00
Total 2-2930 Fort St. John Fire	699,025	699,025	711,759.00
TOTAL EXPENDITURES	714,969	721,479	739,891.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(12,351)		

EXHIBIT 27

Fort St. John Rural Fire Protection
Defined Area Electoral Area C

Category
[1-2413](#)

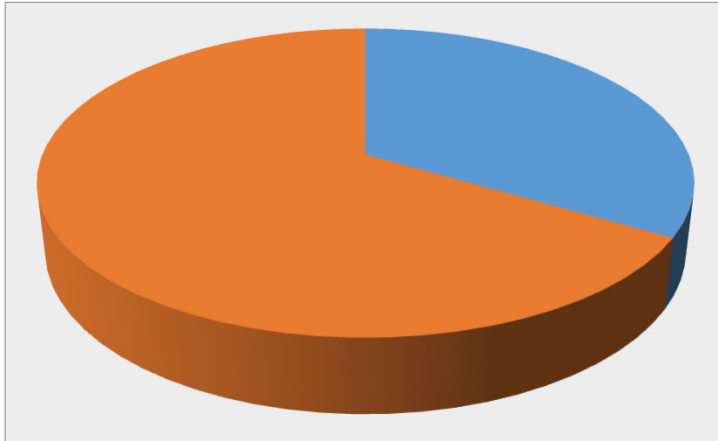
Basis of Apportionment: Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations: Greater of \$ 209,500
Bylaw No. 1236, 1999 Or, the product of \$ 2.282 per \$1,000 of taxable value (L & I)
Max. Product \$ 1,000,938

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area C - Participating Area	638,934.00	1.3603	46,970,114	100.00%
Total	638,934.00		46,970,114	100.00%

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	634,248	0.74%	4,686
Assessment	49,990,821	-6.04%	(3,020,707)
Tax Rate	1.2687	7.22%	0.0916

Class 1 - Residential Total All Other Classes



<u>Rates per 1,000 of Taxable Assessment</u>			Completed Roll - Actual	
	<u>Ratio</u>	<u>Tax Rate</u>	<u>Tax Assessment</u>	<u>Tax Requisition</u>
CL 1 Residential	1.00	1.360	\$ 157,170,424	213,799
CL 2 Utility	3.50	4.761	\$ 7,286,000	34,689
CL 4 Major Industry	3.40	4.625	\$ 90,200	417
CL 5 Light Industry	3.40	4.625	\$ 12,743,900	58,941
CL 6 Business	2.45	3.333	\$ 99,344,400	331,088
CL 8 Rec/Non Profit	1.00	1.360		0
CL 9 Farm	1.00	1.360		0
			\$ 276,634,924	\$ 638,934



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-016

From: David Sturgeon, Protective Services Manager

Date: January 21, 2021

Subject: Function 335 Moberly Lake Rural Fire Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 335 – Moberly Lake Rural Fire in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The Moberly Lake Volunteer Fire Department Society (MLVFDS) provides fire protection in the Moberly Lake Fire Protection Area service areas under contract with the Peace River Regional District (PRRD).

The MLVFDS also holds two contracts for service with the West Moberly First Nation and the Sauteau First Nation for service of their respective boundaries. Sauteau First Nation contributes \$75,000 per year directly to the Society for fire protection and West Moberly First Nation contributes \$45,000 per year directly to the Society for fire protection offsetting the costs to the local residents to operate the service.

The Society has requested \$104,200.00 for operations in 2021. The Area 'E' Director reviewed the Moberly Rural Fire 2021 budget on Tuesday, January 5.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

Requisition = \$113,000 an increase of \$20,443 from 2020.

- General expenditures have decreased.
- Total allocations decreased slightly.
- The contract for services from the MLVFD have increased from \$93,650 in 2020 to \$104,200 for 2021.

Transfer from Area E Gas Tax Reserve = \$15,000 to fund a condition assessment of the Moberly Lake Fire hall for the PRRD asset management program.

Transfer from Area E Peace River Agreement Reserve = \$41,538 to offset the increase in requisition for the service.

Reserves Balance: Capital Reserve balance is \$23,931.93, with \$2,500.00 being budgeted in 2021 bringing the total to \$26,431.93 in 2021.

The estimated tax rate for 2021 is \$1.2993 up from \$1.1021 in 2020.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 335 Moberly Lake Rural Fire Draft 2021 Budget
2. Moberly Lake Volunteer Fire Department Draft 2021 Budget

Peace River Regional District
Budget Report by Cost Centre



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General Operating Fund

335 Moberly Lake Rural Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(92,557)	(92,557)	(113,000.00)
01-1-0020-0020 Surplus/Deficit			
Total 1-0010 Requisition	(92,557)	(92,557)	(113,000.00)
1-0140 Transfer from Reserves			
01-1-0140-0144 Gas Tax Reserve			(15,000.00)
01-1-0140-0145 Peace River Agreement Reserve	(58,790)	(75,502)	(41,538.00)
Total 1-0140 Transfer from Reserves	(58,790)	(75,502)	(56,538.00)
TOTAL REVENUES	(151,347)	(168,059)	(169,538.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	4,784	9,413	9,339.00
01-2-1000-1030 Benefits	1,184	2,742	2,726.00
01-2-1000-2050 Miscellaneous	400		
01-2-1000-2055 Contingency		326	325.00
01-2-1000-2065 Insurance - Property	734	1,941	800.00
01-2-1000-2070 Insurance - Liability	1,476	1,469	1,900.00
01-2-1000-2080 Insurance - AD&D	4,728	2,346	2,531.00
01-2-1000-3030 Training & Development	667	1,000	5,029.00
01-2-1000-4250 Charges/Permits	200	200	200.00
01-2-1000-4403 Licensing		750	1,300.00
01-2-1000-5060 Studies, Plans and Assessments	43,610	50,000	22,000.00
01-2-1210-0219 Election/referendum cost (ADM FISC)			15,000.00
Total 2-1000 General Expenditures	57,783	70,187	61,150.00
2-1150 Allocations			
01-2-1150-1160 Administration	922	922	1,551.00
01-2-1150-1190 PRRD Vehicles	800	800	137.00
Total 2-1150 Allocations	1,722	1,722	1,688.00
2-2940 Moberly Lake Fire			
01-2-2940-3100 Contract for Services	93,650	93,650	104,200.00
Total 2-2940 Moberly Lake Fire	93,650	93,650	104,200.00
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	2,500	2,500	2,500.00
Total 2-8100 Transfers to Reserve	2,500	2,500	2,500.00
TOTAL EXPENDITURES	155,655	168,059	169,538.00

EXHIBIT 23

Moberly Lake Fire Protection
Defined Area Electoral Area E

Category
[1-2414](#)

Basis of Apportionment: Converted Hospital Assessments - Land & Improvements

Tax Rate or Other Limitations: <i>Bylaws 1074 + 1076, 1996</i> <i>Amended by 2036 + 2037, 2012</i>	Moberly Lake			
	Greater of	\$	13,750	<i>Max. Product</i> \$ 105,561
	Or, the product of	\$	1.9053 per \$1,000 taxable value (L & I)	
	<hr/>			
	South Moberly Lake			
	Greater of	\$	5,250	<i>Max. Product</i> \$ 56,312
	Or, the product of	\$	1.875 per \$1,000 taxable value (L & I)	

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Area E - Moberly Lake	73,473.66	1.2993	5,654,849	65.02%	(73)	73,401
Area E - S. Moberly Lake	39,526.34	1.2993	3,042,117	34.98%	73	39,599
Total	113,000.00	1.2993	8,696,966	100.00%	0	113,000

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	92,557	22.09%	20,443
Assessment	8,398,164	3.56%	298,802
Tax Rate	1.1021	17.89%	0.1972





Moberly Lake Volunteer Fire Department
Box 58, Moberly Lake BC V0C1X0
250-788-2611 Fax 250-788-2616 mlvfd@moberlylake.net
Draft Budget 2021, with comparisons to 2020

	Budget 2020	Budget 2021
Operating Revenue	\$ 180,840.00	\$ 221,940.00
Operating Expenses	\$ 209,940.00	\$ 221,940.00
Difference	\$ (29,100.00)	\$ 0.00
Capital Revenue	\$ 100,000.00	\$ 45,000.00
Capital Expenses	\$ 100,000.00	\$ 90,000.00
Difference	\$ 0.00	\$ (45,000.00)

Projected cash in bank on January 1 2021 (for information only. Not counted in budget planning.) \$ 301,805.49 \$ 250,000.00

Operating Revenue Items (Income)

Fire Fighting Income	\$ 1,000.00	\$ 1,000.00
Firefighting Forestry	\$ 400.00	\$ 400.00
Income (Other)	\$ 600.00	\$ 600.00
First Nations Agreement (Fire Protection)	\$ 70,000.00	\$ 115,000.00
Saulteau First Nations (Pending 66% contract increase 2021)	\$ 45,000.00	\$ 75,000.00
West Moberly First Nations (Pending 60% contract increase 2021)	\$ 25,000.00	\$ 40,000.00
Fund Raising	\$ 840.00	\$ 840.00
Memberships	\$ 40.00	\$ 40.00
Miscellaneous (Donations)	\$ 500.00	\$ 500.00
Miscellaneous (Community events, pancake breakfast etc.)	\$ 300.00	\$ 300.00
GST (Operating Funds) - GST Rebate	\$ 800.00	\$ -
Peace River Regional District	\$ 107,300.00	\$ 104,200.00
Tax Assessments-Peace River Regional District	\$ 80,000.00	\$ 90,000.00
Grants in Aid	\$ 27,300.00	\$ 14,200.00

Reimbursements	\$	900.00	\$	900.00
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TOTAL INFLOWS	<u>\$</u>	<u>180,840.00</u>	<u>\$</u>	<u>221,940.00</u>
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OPERATING OUTFLOWS (Expenses)

Air Tanks	\$ 5,900.00	\$ -
Airpack Service and Repairs	\$ 900.00	\$ -
Re-certification and Flow test	\$ 5,000.00	
Building and Grounds Maintenance	\$ 20,550.00	\$ 24,650.00
Breathing Air Compressor Air Test	\$ 800.00	\$ 800.00
Breathing Air Compressor Maintenance	\$ 3,000.00	\$ 3,000.00
Cascade bottles, breathing air compressor, new purchase		\$ 1,000.00
Building Repairs/Maintenance	\$ 5,000.00	\$ 5,000.00
Gravel	\$ 1,000.00	\$ 1,000.00
Lawn care/Landscaping	\$ 350.00	\$ 350.00
Lighting	\$ 1,500.00	\$ 1,500.00
Painting - Bay Floors	\$ 3,000.00	\$ 5,000.00
Security Alarm System Fees/Repairs	\$ 1,000.00	\$ 1,000.00
Snow Removal	\$ 4,000.00	\$ 4,000.00
Supplies for Hall (Detergent/Floor-Dry/Miscellaneous, etc.)	\$ 900.00	\$ 2,000.00
Equipment Expenditures Fire Fighting-Purchased for Fire Fighting	\$ 22,500.00	\$ 28,000.00
FF Safety Supplies (Gloves, Lights, etc)	\$ 2,500.00	\$ 4,000.00
Coveralls (4 pair)	\$ 2,000.00	\$ 2,000.00
Fire Extinguisher Purchase/Refills	\$ 500.00	\$ 500.00
Firefighter Equipment Purchases	\$ 2,000.00	\$ 2,000.00
Foam	\$ 2,000.00	\$ 2,000.00
Helmets & Boots	\$ 4,000.00	\$ 8,000.00
Maintenance on Existing Equipment	\$ 4,500.00	\$ 4,500.00
Turnout Gear (2 Sets)	\$ 5,000.00	\$ 5,000.00
Fire chief Activities	\$ 36,000.00	\$ 36,000.00
Fire Chief Training Conference Costs	\$ 7,500.00	\$ 7,500.00
Meals	\$ 300.00	\$ 300.00
Meeting costs	\$ 900.00	\$ 900.00
Fire Chief Service Agreement	\$ 27,300.00	\$ 27,300.00
Fire Fighter Costs	\$ 26,200.00	\$ 26,200.00
Awards (Trophies/Plaques)	\$ 800.00	\$ 800.00
Awards Banquet	\$ 2,000.00	\$ 2,000.00
Firefighter Call-out Food & Refreshment	\$ 500.00	\$ 500.00
Firefighter Call-out Expense 2018 (\$40 @ 8 persons/12 Callouts)	\$ 5,000.00	\$ 5,000.00
Firefighter Practice expense 2018 (\$20 @ 10 persons/ 50 practices)	\$ 10,000.00	\$ 10,000.00
Gifts, Cards, etc.	\$ 200.00	\$ 200.00
Hoselay Costs (Competition Costs)	\$ 500.00	\$ 500.00
Miscellaneous	\$ 100.00	\$ 100.00
Pratice Night Meeting Refreshment & Food	\$ 1,000.00	\$ 1,000.00
Recognition Items	\$ 1,600.00	\$ 1,600.00
Special Events (BBQ's, Xmas Party, etc)	\$ 1,000.00	\$ 1,000.00
Recruitment	\$ 1,500.00	\$ 1,500.00
Station Wear, Jacket, Shirts, Hats	\$ 1,000.00	\$ 1,000.00

Wage Make-up (5 @ \$200.00/Day)	\$ 1,000.00	\$ 1,000.00
Insurance-Insurance	\$ 19,050.00	\$ 19,250.00
Directors Liability insurance	\$ 800.00	\$ 1,000.00
Trucks Insurance	\$ 18,000.00	\$ 18,000.00
WCB - Annual Premium	\$ 250.00	\$ 250.00
Miscellaneous	\$ 2,900.00	\$ 3,100.00
Bank Charges	\$ 200.00	\$ 200.00
Freight	\$ 300.00	\$ 300.00
L & P Fees	\$ 800.00	\$ 800.00
Membership/Dues/Subscriptions etc	\$ 400.00	\$ 600.00
Swim/Gym Passes	\$ 1,200.00	\$ 1,200.00
Radios	\$ 5,050.00	\$ 12,950.00
Battery Replacement	\$ 600.00	\$ 2,000.00
Licence	\$ 550.00	\$ 550.00
Maintenance	\$ 2,000.00	\$ 2,000.00
Radio Replacement/Purchase	\$ 1,500.00	\$ 8,000.00
Pager Subscription (Active 911)	\$ 400.00	\$ 400.00
Society Costs	\$ 4,290.00	\$ 4,290.00
Advertising Costs	\$ 500.00	\$ 500.00
Meeting Costs (AGM etc)	\$ 250.00	\$ 250.00
Office & Administration (Postage, Photocopy etc)	\$ 1,000.00	\$ 1,000.00
Society Fees	\$ 40.00	\$ 40.00
Henry Family Bursary	\$ 2,500.00	\$ 2,500.00
Training Costs	\$ 27,200.00	\$ 27,200.00
2021 Live Fire Training/Cost Associated with Playbook.	\$ 15,000.00	\$ 15,000.00
Air Brake Course (Based on 2 Students)	\$ 2,000.00	\$ 2,000.00
Miscellaneous	\$ 200.00	\$ 200.00
Training Off-site	\$ 7,000.00	\$ 7,000.00
Training On-site	\$ 3,000.00	\$ 3,000.00
Trucks	\$ 15,000.00	\$ 15,000.00
Pump & Ladder Certification/Instpection	\$ 5,000.00	\$ 5,000.00
Truck Certification/Inspections	\$ 400.00	\$ 400.00
Fuel	\$ 2,000.00	\$ 2,000.00
Miscellaneous	\$ 100.00	\$ 100.00
Repair and Service	\$ 5,000.00	\$ 5,000.00
Truck Tires (Engine 1)	\$ 2,500.00	\$ 2,500.00
Utilities-Water, Gas, Electric	\$ 10,300.00	\$ 10,300.00
Hydro (Fire Hall)	\$ 4,000.00	\$ 4,000.00
Hydro (Water Well)	\$ 200.00	\$ 200.00
Propane	\$ 3,000.00	\$ 3,000.00
Telephone (788-2611)	\$ 2,100.00	\$ 2,100.00
Water Deliveries (Cistern)	\$ 1,000.00	\$ 1,000.00
Waterline Maintenance	\$ 5,000.00	\$ 5,000.00

Parts & Repair	\$ 5,000.00	\$ 5,000.00
Monies to be carried over to 2020	\$ 10,000.00	\$ 10,000.00
TOTAL OUTFLOWS	\$ 209,940.00	\$ 221,940.00

CAPITAL PLAN

CAPITAL EQUIPMENT/PROJECTS REVENUE	\$ 35,000.00	\$ 45,000.00
Capital money available from MLVFD	\$ 10,000.00	\$ 20,000.00
Grants in aid, Training complex grant, PRRD (Fair Share)	\$ -	\$ -
External donations,(INAC, Corporate, BCLC etc.)	\$ 25,000.00	\$ 25,000.00
CAPITAL EQUIPMENT/PROJECTS EXPENDITURES	\$ 85,000.00	\$ 90,000.00
Fire hose testing and certification		\$ 15,000.00
Fire hose purchase, Expected purchase after hose testing	\$ 10,000.00	\$ 15,000.00
Cement apron west doors, Construct concrete pad on west end of fire hall, also includes a system for drainage to the north side of roadway. See project MLVFD-2017-02, Quotes and engineering in 2017 confirms this project will cost substantially more than originally thought. Project is still in planning stage	\$ 40,000.00	\$ 40,000.00
Exhaust extraction system, required as per building regulation, see project MLVFD-2017-03	\$ 25,000.00	\$ 25,000.00
External water system completion, Complete existing water fill system to enable truck fill from outside. See project MLVFD-2017-05	\$ 5,000.00	\$ 5,000.00
Training complex construction, Construct a fenced compound and outfit it with various training aids to simulate car/kitchen/structure fires, Bleivie etc. See project MLVFD-2017-06	\$ 5,000.00	\$ 5,000.00



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-017

From: David Sturgeon, Protective Services Manager

Date: January 21, 2021

Subject: Function 340 Taylor Rural Fire Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 340 – Taylor Rural Fire in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The District of Taylor provides fire protection services in a defined portion of Electoral Areas C and D. Service is provided under contract between the District of Taylor and the Peace River Regional District dated from January 1st 2020 until December 31st, 2021. The contracted rate includes both operational and capital funds to the Taylor Fire Department. The budget includes the costs for service, training and development, and operating expenses.

The Area 'C' Director reviewed the Taylor Rural Fire budget 2021 on Wednesday, January 6. The Area 'D' Director reviewed the Taylor Rural Fire budget 2021 on Friday, January 8.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

Requisition = \$248,928 the same as 2020

- General expenditures have increased due in part to an increase in insurance and training and development.
- Total allocations have increased slightly
- The contract for service stayed the same at \$232,036.00 as per the negotiated contract.

Surplus Carry over to 2021 = \$3,601.

The estimated tax rate for this service in 2021 is 1.2614 which is a decrease of 0.76% over 2020

Maximum requisition as per bylaw No. 709, 1990 is the greater of \$55,000 Or, the product of 2.882 per \$1,000 taxable value on improvements only.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 340 Taylor Rural Fire Draft 2021 Budget
2. District of Taylor Draft 2021 Budget Fire Rescue

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

340 Taylor Rural Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(248,928)	(248,928)	(248,928.00)
Total 1-0010 Requisition	(248,928)	(248,928)	(248,928.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(5,921)		(3,601.00)
Total 1-0020 Surplus/Deficit	(5,921)		(3,601.00)
TOTAL REVENUES	(254,849)	(248,928)	(252,529.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	4,784	9,413	9,339.00
01-2-1000-1030 Benefits	1,184	2,742	2,726.00
01-2-1000-2055 Contingency		326	325.00
01-2-1000-2070 Insurance - Liability	738	816	1,900.00
01-2-1050-3030 Training & Development			1,529.00
Total 2-1000 General Expenditures	6,706	13,297	15,819.00
2-1150 Allocations			
01-2-1150-1160 Administration	2,795	2,795	4,674.00
01-2-1150-1190 PRRD Vehicles	800	800	
Total 2-1150 Allocations	3,595	3,595	4,674.00
2-2950 Taylor Rural Fire			
01-2-2950-3100 Contract for Services	232,036	232,036	232,036.00
Total 2-2950 Taylor Rural Fire	232,036	232,036	232,036.00
TOTAL EXPENDITURES	242,337	248,928	252,529.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(12,512)		

EXHIBIT 26

Taylor Rural Fire Protection
Defined Area Electoral Areas C & D

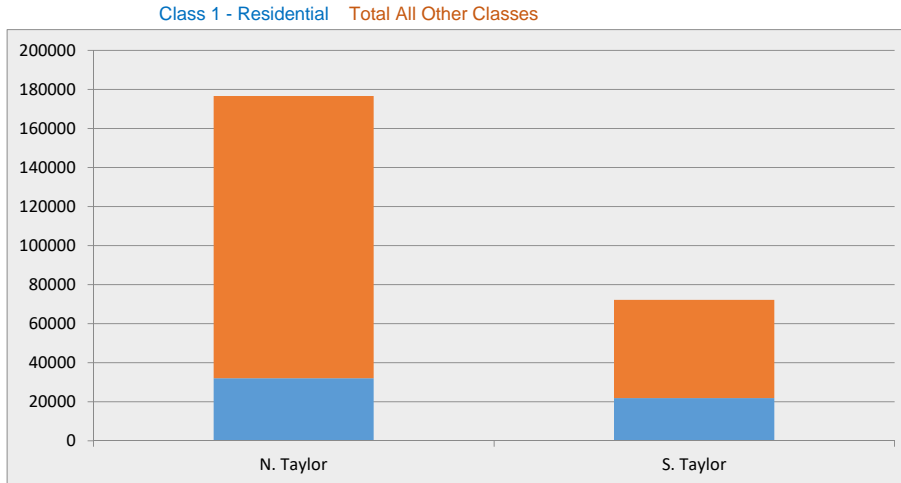
Category
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Basis of Apportionment: Converted Hospital Assessments - Improvements Only

Tax Rate or Other Limitations: Greater of \$ 55,000
Bylaw No. 709, 1990 Or, the product of \$ 2.882 per \$1,000 taxable value (Imprv Only)
Max. Product \$ 273,465

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Area C						
Participating area C - North Taylor	176,693.61	1.2614	14,007,888	70.98%	4,599	181,293
Area D						
Participating area D - South Taylor	72,234.39	1.2614	5,726,587	29.02%	(4,599)	67,635
Total	248,928.00	1.2614	19,734,475	100.00%	0	248,928

Last Year		Change %	Change \$
Requisition	248,928	0.00%	-
Assessment	19,584,648	0.77%	149,827
Tax Rate	1.2710	-0.76%	(0.0096)



Code	Description		Actuals 2019	B U D G E T			Actual	Variance	B U D G E T				
				2020	2020				2021	2022	2023	2024	2025
2210080	Advertising/Public Relations	Protective Services	5,216	2,500	1,516	(984)		4,000	9,000	3,000	3,000	3,000	
2210280	Fire Hall maintenance	Protective Services	22,938	12,500	10,328	(2,172)		17,000	9,500	6,000	6,000	6,000	
2211480	First aid/safety supplies	Protective Services	9,349	12,000	15,366	3,366		16,000	4,000	4,000	4,000	4,000	
2211760	Fire Hall equipment	Protective Services	13,598	24,000	24,360	360		24,000	22,000	22,000	22,000	22,000	
2211770	Firefighters' equipment	Protective Services	20,005	23,000	28,348	5,348		25,000	32,000	25,000	25,000	25,000	
2212080	Grounds maintenance	Protective Services	70	-	-	-		-	-	-	-	-	
2212180	Utilities - gas	Protective Services	2,371	2,850	2,229	(621)		2,850	2,850	2,850	2,850	2,850	
2212380	Utilities - hydro	Protective Services	4,276	3,600	2,603	(997)		3,600	3,600	3,600	3,600	3,600	
2212460	Firefighters' remuneration	Protective Services	53,291	42,500	12,895	(29,605)		47,000	45,000	45,000	45,000	45,000	
2212480	Insurance	Protective Services	14,548		347	347		-	-	-	-	-	
2214180	Memberships & dues	Protective Services	2,591	4,000	3,417	(583)		4,000	4,000	4,000	4,000	4,000	
2214280	On Site Firefighting Expense	Protective Services	678	-	-	-							
2214500	Fire vehicle operating recoveries	Protective Services	-	-	-	-		-	-	-	-	-	
2215480	Radio licences	Protective Services	2,476	4,600	1,599	(3,001)		3,200	4,600	4,600	4,600	4,600	

2215580	Radio repairs	Protective Services	-	2,000	1,755	(245)	2,000	2,000	2,000	2,000	2,000
2215590	Radio tower	Protective Services	-	-	-	-	-	-	-	-	-
2216180	Stationery & supplies	Protective Services	1,756	1,000	1,147	147	1,000	1,000	1,000	1,000	1,000
2216280	Fire truck government inspection	Protective Services	-	500	-	(500)	-	-	-	-	-
				-	-	-	-	-	-	-	-
2216580	Telephone	Protective Services	3,317	4,200	3,109	(1,091)	4,400	4,200	4,200	4,200	4,200
				-	-	-	-	-	-	-	-
2216780	Training & travel	Protective Services	44,280	45,500	36,037	(9,463)	45,500	45,000	45,000	45,000	45,000
2217011	Unit 1 - fuel	Protective Services	-	-	-	-	-	-	-	-	-
2217012	Unit 1 - maintenance	Protective Services	-	-	-	-	-	-	-	-	-
				-	-	-	-	-	-	-	-
2217013	Protection Fleet/Liability Insurance	Protective Services	3,237	22,500	18,265	(4,235)	22,500	22,500	22,500	22,500	22,500
2217151	Bylaw (Old Unit 49) - fuel	Protective Services	2,056	-	-	-	-	-	-	-	-
				-	-	-	-	-	-	-	-
2217152	Bylaw (Old Unit 49) - maintenance	Protective Services	4,788	-	614	614	-	2,500	2,500	2,500	2,500
2217023	Unit 2 - vintage truck expenses	Protective Services	384	-	-	-	-	500	500	500	500
2217031	Brush 3 - fuel	Protective Services	379	450	354	(96)	450	450	450	450	450
2217032	Brush 3 - maintenance	Protective Services	3,677	2,000	170	(1,830)	2,000	2,000	2,000	2,000	2,000
2217111	Unit 11 (old) - fuel	Protective Services	2,966	600	3,750	3,150	600	600	600	600	600
2217112	Unit 11 (old) - maintenance	Protective Services	25,411	3,000	9,353	6,353	3,000	3,000	3,000	3,000	3,000
new E11	Pierce maintenance		-	3,500	-	-	3,500	3,500	3,500	3,500	3,500
new E11	Pierce-fuel		-	4,500	-	-	4,500	2,500	2,500	2,500	2,500
2217131	Unit 12 - pumper tanker, fuel	Protective Services	1,246	1,400	787	(613)	1,400	1,400	1,400	1,400	1,400
				-	-	-	-	-	-	-	-
2217132	Unit 12 - maintenance	Protective Services	4,086	4,000	3,815	(185)	4,000	4,000	4,000	4,000	4,000
2217141	Unit 10 - Rescue fuel	Protective Services	943	1,200	435	(765)	800	1,200	1,200	1,200	1,200
2217142	Unit 10 - maintenance	Protective Services	5,074	1,500	3,322	1,822	1,500	1,500	1,500	1,500	1,500
2217151	C1 command truck f150 fuel	Protective Services	-	3,200	-	(3,200)	3,200	3,200	3,200	3,200	3,200
2217152	C1 command truck f150 maintenance	Protective Services	-	1,500	-	(1,500)	1,500	1,500	1,500	1,500	1,500
2218000	Administration costs allocated	Protective Services	-	-	-	-	-	-	-	-	-
			255,006	234,100	185,912	(48,188)	239,100	222,600	222,600	222,600	222,600

2218001	Operations Admin Assistant	Protective Services	1,727
2218555	Public Works vehicle usage	Protective Services	1,380
2218600	Fire wages & benefits	Protective Services	148,892
2218670	PEP Road Rescue	Protective Services	(18,785)
2218700	Janitorial wages & ben/supplies	Protective Services	13,240
2218800	Public Works - wages	Protective Services	576
			147,031

Notes:

Admin Costs Alloc 4% of budget less debt

-	(6,695)	(6,695)	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
157,786	135,837	(21,949)	166,103	169,425	172,813	172,813	176,269	
(3,000)	(2,868)	132	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
2,000	649	(1,351)	1,000	2,000	2,000	2,000	2,000	2,000
-	790	790	-	-	-	-	-	-
156,786	127,713	(29,073)	164,103	168,425	171,813	171,813	175,269	
390,886	313,632	(69,254)	412,603	407,525	394,413	394,413	397,869	

402,037

16,081

12,545

22,880

22,850

22,461

22,461

22,738

0



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-018

From: David Sturgeon, Protective Services Manager

Date: January 21, 2021

Subject: Function 345 Tomslake Fire Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 345 – Tomslake Fire in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The Tomslake Fire Budget provides operating funds to the Tomslake & District Volunteer Fire Department Society (TDVFS) to provide fire protection in the Tomslake Fire Protection area under Bylaw Number 1080, 1997. The society also provides fire protection through contract and with a standing ministerial order to Gundy in Saddle Hills County Alberta. Each year the TDVFS submits a budget to the Peace River Regional District for consideration to operate the fire department.

The Society has requested \$90,000 for operations in 2021. The Area 'D' Director reviewed the Tomslake Fire 2021 budget on Friday, January 8.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Budget highlights:

Requisition = \$113,809.00 an increase of \$2,566.00 from 2020.

- General expenditures have increased slightly due in part to an increase in insurance and training and development.
- Total allocations decreased slightly.
- The contract for services from TDVFS increased slightly from \$87,870 in 2020 to \$90,000 for 2021.

Transfer from Area D Peace River Agreement Reserve = \$9,570.00 to purchase mobile CAD units for the fire department apparatus.

Reserves Balance: Operating Reserve balance is \$38,985.72, remaining the same for 2021. There is no capital reserve for this function and the PRRD does not own any capital related to the Department.

The estimated tax rate for this service in 2021 is 0.3037 which is an increase of 3.12% over 2020.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 345 Tomslake Fire Draft 2021 Budget
2. Function 345 Tomslake Fire Draft 2021 Tax Rate

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

345 Tomslake Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(111,243)	(111,243)	(113,809.00)
Total 1-0010 Requisition	(111,243)	(111,243)	(113,809.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit			
Total 1-0020 Surplus/Deficit			
1-0140 Transfer from Reserves			
01-1-0140-0145 Peace River Agreement Reserve		(9,570)	(9,570.00)
Total 1-0140 Transfer from Reserves		(9,570)	(9,570.00)
TOTAL REVENUES	(111,243)	(120,813)	(123,379.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	4,784	9,413	9,339.00
01-2-1000-1030 Benefits	1,184	2,742	2,726.00
01-2-1000-2055 Contingency		326	325.00
01-2-1000-2065 Insurance - Property		1,000	
01-2-1000-2070 Insurance - Liability	1,476	1,469	1,781.00
01-2-1000-2080 Insurance - AD&D	2,132	2,397	100.00
01-2-1000-3030 Training & Development	2,512	2,725	6,273.00
01-2-1000-4403 Licensing		750	1,262.00
01-2-1000-5140 Minor Capital		9,570	9,570.00
Total 2-1000 General Expenditures	12,088	30,392	31,376.00
2-1150 Allocations			
01-2-1150-1160 Administration	1,751	1,751	2,003.00
01-2-1150-1190 PRRD Vehicles	800	800	
Total 2-1150 Allocations	2,551	2,551	2,003.00
2-2960 Tomslake Fire			
01-2-2960-3100 Contract for Services	88,070	87,870	90,000.00
Total 2-2960 Tomslake Fire	88,070	87,870	90,000.00
TOTAL EXPENDITURES	102,709	120,813	123,379.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(8,534)		

EXHIBIT 35

Tomslake Rural Fire Protection
Defined Area of Electoral Area D

Category
1-2416

Basis of Apportionment: Converted Hospital Assessment - Land & Improvements

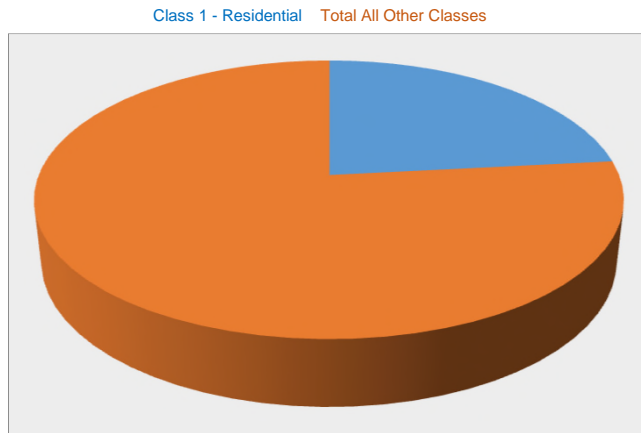
NO Prior Year Adjustments

Tax Rate or Other Limitations: Greater of \$ 24,360 *Max. Product \$ 208,159*
Bylaw No. 1080, 1997 Or, the product of \$ 1.203 per \$1,000 taxable value (L & I)

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area D - Specified Area	113,809.00	0.3037	37,476,219	100.00%
Total	113,809.00		37,476,219	100.00%

Taxable Value "L & I"	
Tax Limitation	
Taxable Value	173,033,660
Max Product	\$ 208,159

	Last Year	Change %	Change \$
Requisition	111,243	2.31%	2,566
Assessment	37,773,988	-0.79%	(297,769)
Tax Rate	0.2945	3.12%	0.009



Tomslake & District Volunteer Fire Department
Proposed budget for 2020

	2021	
<u>Administration</u>		
Office (all)	\$ 1,750.00	
Worksafe BC	\$ 200.00	
Radio License	\$ 1,300.00	
Dues & Subscrip	\$ 1,000.00	
Volunteer Support	\$ 3,900.00	
AD&D		included
Directors E&O Insu	\$ 1,400.00	
Recognition	\$ 1,250.00	
Misc Support	\$ 1,250.00	
Utilities	\$ 5,600.00	
BC Hydro	\$ 1,600.00	
Wter-Sewer-garbage	\$ 1,800.00	
PNG	\$ 1,300.00	
Telephone	\$ 900.00	
Community Serv	<u>\$ 2,000.00</u>	
Total Admin	\$ 15,750.00	
<u>Operational</u>		
Supplies	\$ 2,000.00	
Training	\$ 7,500.00	
Travel&Accomod	\$ 2,500.00	
Course Expense	\$ 5,000.00	
Vehicle Exp	\$ 15,000.00	
Insurance	\$ 8,000.00	
Repairs & Main	\$ 5,000.00	
Fuel	\$ 2,000.00	
Building Expense	\$ 13,750.00	
Building Rep&Main	\$ 10,000.00	
Insurance	\$ 3,750.00	
Equipment	\$ 25,000.00	
Purchases	\$ 20,000.00	
Repairs & Main	\$ 5,000.00	
Operational Insur	\$ 6,000.00	
Testing & Certification	<u>\$ 5,000.00</u>	
Total Operational	<u>\$ 74,250.00</u>	
Budget Request	\$ 90,000.00	
Capital Expenditures contingency to Department (to replace contingency currently held by PRRD)		<u>\$ 20,000.00</u>
Total Budget Request		<u>\$ 110,000.00</u>
Contingency total held by PRRD now to be released to Department		?????



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-012

From: Kari Bondaroff, Environmental Services Manager

Date: January 21, 2021

Subject: Function 430 Rolla Creek Dyke Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 430 – Rolla Creek Dyking in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$30,424. This is a 51.3% decrease from 2020. As this function has an extremely small tax base (6 parcels), with only \$488 in operating reserve and zero capital reserve, it is necessary to utilize the residual Peace River Agreement (PRA) funds of \$28,924 to assist with the funding of the core budget.

Highlights of increases and decreases in the draft 2021 Rolla Creek Dyke budget include:

Funding Sources:

- Parcel Tax – decrease of \$375.
- Surplus – decrease of \$1,360.
- Transfer from PRA – decrease of \$33,036.

The net sum of the above increase/decrease is -\$32,051.

Operations:

- Wages, benefits, WCB, Contingency – increase of \$14,913.
- Liability Insurance – increase of \$223.
- General operations – decrease of \$51,968.
- Allocations (Admin and Fleet) – increase of \$4,781.

The net sum of the above increases/decrease is -\$32,051.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness

FINANCIAL CONSIDERATION(S):

1. The balance of the Rolla Creek Dyke operational reserve, including the 2020 surplus, is \$487.
2. There is no capital reserve.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

Given the small tax base, there will be challenges in maintaining the function in order to build its reserves and ensure that the dyke remains in compliance with provincial legislation. The following are the primary steps that will be conducted in order to attempt to get this function self-sustaining. It needs to be recognized that there may be additional steps required depending on the outcome of these first steps.

1. Board approval to increase operational expenditure to a maximum of \$35,000.
2. Seek Ministry approval to allow for 6 parcels to pay these operational costs through parcel tax.
3. Communication with the service area residents to inform them of the budgetary requirements.

Attachments:

1. Function 430 Rolla Creek Dyke Draft 2021 Budget.

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

430 Rolla Creek Dyking

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0012 Parcel Tax	(1,875)	(1,875)	(1,500.00)
Total 1-0010 Requisition	(1,875)	(1,875)	(1,500.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	1,359	1,360	
Total 1-0020 Surplus/Deficit	1,359	1,360	
1-0140 Transfer from Reserves			
01-1-0140-0145 Peace River Agreement Reserve	(33,036)	(61,960)	(28,924.00)
Total 1-0140 Transfer from Reserves	(33,036)	(61,960)	(28,924.00)
TOTAL REVENUES	(33,552)	(62,475)	(30,424.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time			11,592.00
01-2-1000-1030 Benefits			2,956.00
01-2-1000-1040 WCB		22	168.00
01-2-1000-2055 Contingency			219.00
01-2-1000-2070 Insurance - Liability			223.00
01-2-1000-3016 Mileage	41		50.00
01-2-1000-3020 Meals	95	500	100.00
01-2-1000-5060 Studies, Plans and Assessments	8,201	50,000	
01-2-1000-6010 Operations	24,835	11,899	10,281.00
Total 2-1000 General Expenditures	33,172	62,421	25,589.00
2-1150 Allocations			
01-2-1150-1160 Administration	54	54	719.00
01-2-1150-1190 PRRD Vehicles			4,116.00
Total 2-1150 Allocations	54	54	4,835.00
2-8100 Transfers to Reserve			
01-2-8100-8120 Operating Reserve			
Total 2-8100 Transfers to Reserve			
TOTAL EXPENDITURES	33,226	62,475	30,424.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8503 Infrastructure			
Total 8-8500 Transfer to General Capital Fund			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(326)		



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-051

From: Teri Vetter, Chief Financial Officer

Date: January 21, 2021

Subject: Function 505 Area E Scramblevision Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 505 – Area E Scramblevision in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$46,270 for operational activities. This is a 70.24% decrease from 2020.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Draft 2021 Budget

Highlights of funding source increases and decreases in the draft 2021 Area E Scramblevision budget include:

- Requisition – decrease of \$109,628
- Surplus – increase of \$130

Net sum of the above decrease in revenue is \$109,218.

- Wages and benefits – increase of \$184
- Contingency – increase of \$35
- Liability Insurance – increase of \$89
- Grants to Organization – decrease of \$111,000
- Allocations – increase of \$1,194

Net sum of the above decrease in expense is \$109,218.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Function 505 Area E Scramblevision Draft 2021 Budget

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

505 Area E Scramblevision

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(155,618)	(155,618)	(45,990.00)
Total 1-0010 Requisition	(155,618)	(155,618)	(45,990.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(150)	(150)	(280.00)
Total 1-0020 Surplus/Deficit	(150)	(150)	(280.00)
TOTAL REVENUES	(155,768)	(155,768)	(46,270.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	1,880	1,979	2,200.00
01-2-1000-1030 Benefits	434	587	550.00
01-2-1000-2055 Contingency		65	100.00
01-2-1000-2070 Insurance - Liability	369	356	445.00
01-2-1000-3020 Meals	24		
01-2-1000-3150 Grant to organization	150,000	150,000	39,000.00
Total 2-1000 General Expenditures	152,707	152,987	42,295.00
2-1150 Allocations			
01-2-1150-1160 Administration	2,781	2,781	3,975.00
Total 2-1150 Allocations	2,781	2,781	3,975.00
TOTAL EXPENDITURES	155,488	155,768	46,270.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(280)		

EXHIBIT 22

Chetwynd and Area Scramblevision
District of Chetwynd and Defined Portion of Electoral Area E

Category
[1-7510](#)

Basis of Apportionment: Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations: Greater of \$ 202,000
Bylaw 724, 1991 Or, the product of \$ 2.73 per \$1,000 taxable value (L&I per bylaw)

Max. Product \$ 1,764,133

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Chetwynd	24,022	0.0452	53,090,220	52.23%	58	24,081
Area E - Defined Area	21,968	0.0452	48,549,418	47.77%	(58)	21,909
Total	45,990	0.0452	101,639,638	100.00%	-	45,990

Taxable Value "L & I" per bylaw

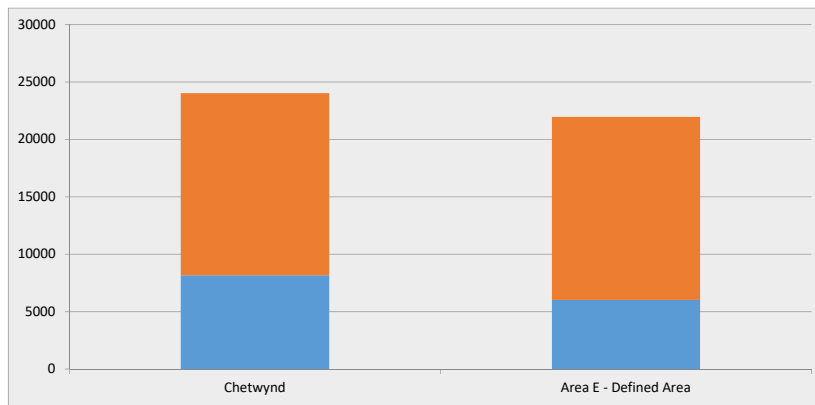
Tax Limitations	
Taxable value	359,919,771
Taxable value	286,282,794
Total	646,202,565
Max. Product	\$ 1,764,133

Municipal Requisition:	24,081
Electoral Area Requisition:	21,909
Total Requisition:	45,990

After Prior Year Adj

Last Year		Change %	Change \$
Requisition	155,618	-70.45%	(109,628)
Assessment	100,184,047	1.45%	1,455,591
Tax Rate	0.1553	-70.87%	(0.1101)

Class 1 - Residential Total All Other Classes





REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-052

From: Teri Vetter, Chief Financial Officer

Date: January 21, 2021

Subject: Function 510 Chetwynd TV Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 510 – Chetwynd TV in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$15,355 for operational activities. This is a 68.30% decrease from 2020.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Draft 2021 Budget

Highlights of funding source increases and decreases in the draft 2021 Chetwynd TV budget include

- Requisition – decrease of \$33,240
- Surplus – increase of \$155

Net sum of the above decrease in revenue is \$33,085.

- Wages and benefits – increase of \$16
- Contingency – increase of \$40
- Liability Insurance – increase of \$76
- Grants to Organization – decrease of \$34,000
- Allocations – increase of \$813

Net sum of the above decrease in expense is \$33,085.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 510 Chetwynd TV Draft 2021 Budget

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

510 Chetwynd TV

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(48,280)	(48,280)	(15,040.00)
Total 1-0010 Requisition	(48,280)	(48,280)	(15,040.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(160)	(160)	(315.00)
Total 1-0020 Surplus/Deficit	(160)	(160)	(315.00)
TOTAL REVENUES	(48,440)	(48,440)	(15,355.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	1,880	1,979	2,000.00
01-2-1000-1030 Benefits	434	587	550.00
01-2-1000-2055 Contingency		65	105.00
01-2-1000-2065 Insurance - Property		367	
01-2-1000-2070 Insurance - Liability	369		445.00
01-2-1000-3150 Grant to organization	45,000	45,000	11,000.00
Total 2-1000 General Expenditures	47,683	47,998	14,100.00
2-1150 Allocations			
01-2-1150-1160 Administration	442	442	1,255.00
Total 2-1150 Allocations	442	442	1,255.00
TOTAL EXPENDITURES	48,125	48,440	15,355.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(315)		

EXHIBIT 20

Category

[1-7511](#)

Chetwynd & Area TV Rebroadcasting
Defined Portion of Electoral Area E & District of Chetwynd

Basis of Apportionment: Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations: None

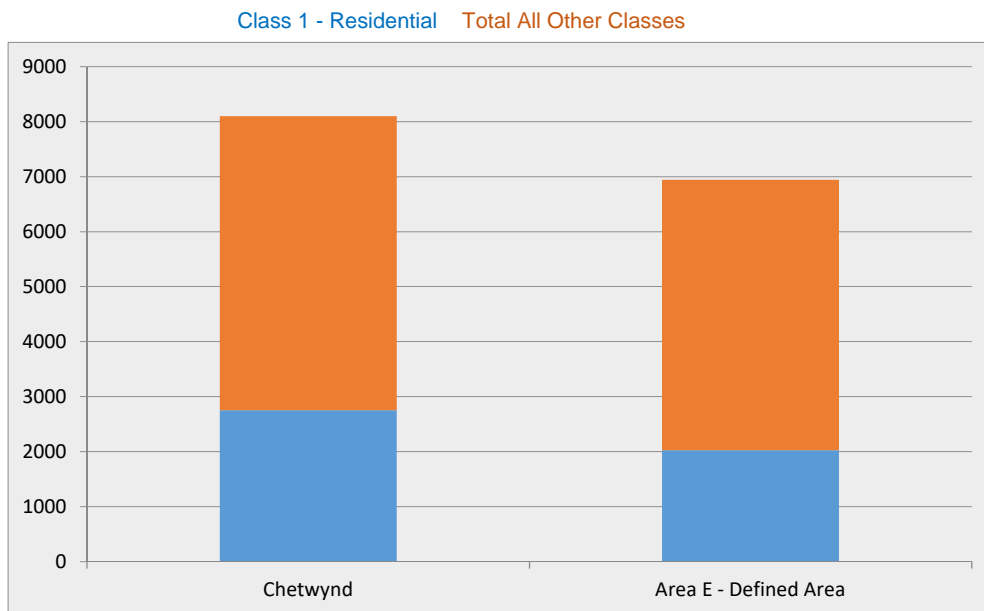
Bylaw No. 353, 1982

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Chetwynd	8,101	0.0153	53,090,220	53.86%	23	8,123
Area E - Defined Area	6,939	0.0153	45,480,716	46.14%	(23)	6,917
Total	15,040	0.0153	98,570,936	100.00%	-	15,040

Municipal Requisition:	8,123
Electoral Area Requisition:	6,917
Total Requisition:	15,040

After Prior Year Adj

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	48,280	-68.85%	(33,240)
Assessment	97,182,812	1.43%	1,388,124
Tax Rate	0.0497	-69.29%	(0.0344)





REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-014

From: Kari Bondaroff, Environmental Services Manager

Date: January 21, 2021

Subject: Function 525 North Pine TV Tower Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 525 – North Pine TV Tower in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$56,000. This is an 86.69% increase from 2020. \$50,000 of the budget is the result of a pre-approved Area B - PRA allocation, as per the December 17, 2020 Rural Budgets Administration Committee. The \$50,000 allocation will be used to conduct a condition assessment of the existing infrastructure, as part of asset management.

This function does not utilize any requisition funds¹. It is currently, operationally sustained by two rental agreements which generate \$6,000 in annual revenue.

Highlights of increases and decreases in the draft 2021 North Pine TV Tower budget include:

Funding Sources:

- Recovered Costs – \$6,000
- Transfer from PRA - \$50,000

Operations:

- Insurance – increase of \$231
- General operations – decrease of \$24,701
- Allocations (Admin and Fleet) – increase of \$1,173.

The net sum of the above increases/decrease is -\$23,297.

ALTERNATIVE OPTIONS:

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

¹ August 10, 2017 Regional Board resolved that the provision of TV services within the North Pine TV function be discontinued and that the function be allowed to go dormant (i.e., no further taxation). See [Meeting Minutes, pg. 8](#)

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

1. The balance of the North Pine TV Tower operational reserve is \$26,118.
2. There is no capital reserve.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 525 North Pine TV Tower Draft 2021 Budget.

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

525 North Pine TV

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit			
Total 1-0020 Surplus/Deficit			
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(6,000)	(6,000)	(6,000.00)
Total 1-0040 Recovery of Costs	(6,000)	(6,000)	(6,000.00)
1-0140 Transfer from Reserves			
01-1-0140-0140 Operating Reserve	(5,966)	(23,997)	
01-1-0140-0145 Peace River Agreement Reserve			(50,000.00)
Total 1-0140 Transfer from Reserves	(5,966)	(23,997)	(50,000.00)
TOTAL REVENUES	(11,966)	(29,997)	(56,000.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-2065 Insurance - Property	113	133	112.00
01-2-1000-2070 Insurance - Liability	185	193	445.00
01-2-1000-2150 Electricity	305	1,500	800.00
01-2-1000-3020 Meals	24		
01-2-1000-5060 Studies, Plans and Assessments			50,000.00
01-2-1000-6010 Operations	11,168	28,000	3,299.00
Total 2-1000 General Expenditures	11,795	29,826	54,656.00
2-1150 Allocations			
01-2-1150-1160 Administration	171	171	91.00
01-2-1150-1190 PRRD Vehicles			1,253.00
01-2-8100-8110 Capital Reserve			
Total 2-1150 Allocations	171	171	1,344.00
TOTAL EXPENDITURES	11,966	29,997	56,000.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit			



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-015

From: Kari Bondaroff, Environmental Services Manager

Date: January 21, 2021

Subject: Function 601 Charlie Lake Sewer Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 601 – Charlie Lake Sewer in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12th Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$1,206,258. This is a 22.67% decrease from 2020. There are no supplemental projects scheduled for 2021 at this time.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness

FINANCIAL CONSIDERATION(S):

Highlights of increases and decreases in the draft 2021 Charlie Lake Sewer budget include:

Funding Sources:

- Parcel Tax – \$71,258 (no change).
- 2020 Surplus – decrease of \$291,907.
- User Fees – increase of \$14,500
- PRA - \$100,000 (no change).
- Trucked Waste Fees Residential and Commercial - \$675,000 (no change).
- Fees (connection and call-out) – decrease of \$31000.

Net sum of the above increase/decrease is -\$308,407 in revenue.

Operations:

- Wages, benefits, WCB, Contingency – decrease of \$18,837.
- Insurance – increase of \$353.
- General operations – increase of \$8,197.
- Legal, consulting, studies/plans – decrease of \$24,808.
- Allocations (Admin and Fleet) – increase of \$3,914.
- Contractual Obligations – increase of \$51,238.
- Transfer to Reserves – decrease of \$298,464.
- Fees – decrease of \$30,000.

The net sum of the above increases/decrease is -\$308,407 expenditures.

Operating Reserve

- The balance of the operational reserve: \$103,557.

Capital Reserves

- The balance of the capital reserves are:
 - a. CL Treatment & Disposal: \$366,609.
 - b. CL Trucked Waste Receiving Facility: \$594,068.
 - c. DCC Reserve: \$280,423.
 - d. General Capital Reserve: \$517,500.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 601 Charlie Lake Sewer Draft 2021 Budget.

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

601 Charlie Lake Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
02-1-0010-0012 Parcel Tax	(71,258)	(71,258)	(71,258.00)
Total 1-0010 Requisition	(71,258)	(71,258)	(71,258.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	(491,907)	(491,907)	(200,000.00)
Total 1-0020 Surplus/Deficit	(491,907)	(491,907)	(200,000.00)
1-0050 Fees and Permits			
02-1-0050-0050 DCC Fees		(30,000)	
02-1-0050-0054 Connection Fees		(500)	
Total 1-0050 Fees and Permits		(30,500)	
1-0060 User Fees			
02-1-0060-0060 User Fees	(147,240)	(145,500)	(160,000.00)
Total 1-0060 User Fees	(147,240)	(145,500)	(160,000.00)
1-0140 Transfer from Reserves			
02-1-0140-0145 PRA Reserve			
Total 1-0140 Transfer from Reserves			
1-7100 Sewage Truck Receiving Facility			
02-1-7100-0061 Sewage Facility - Residential	(136,701)	(120,000)	(120,000.00)
02-1-7100-0062 Sewage Facility - Commercial	(639,929)	(555,000)	(555,000.00)
02-1-7100-0063 Sewage Facility - Call Out		(500)	
Total 1-7100 Sewage Truck Receiving Facility	(776,630)	(675,500)	(675,000.00)
TOTAL REVENUES	(1,487,035)	(1,414,665)	(1,106,258.00)
EXPENDITURES			
2-1000 General Expenditures			
02-2-1000-1010 Wages - Full Time	17,079	19,375	4,549.00
02-2-1000-1030 Benefits	4,348	5,619	1,252.00
02-2-1000-1040 WCB	84		66.00
02-2-1000-2030 Phone/Internet	1,463	1,500	1,500.00
02-2-1000-2050 Miscellaneous	268	1,000	1,000.00
02-2-1000-2055 Contingency		500	790.00
02-2-1000-2065 Insurance - Property	23,000	23,505	22,680.00
02-2-1000-2070 Insurance - Liability	2,215	2,200	2,672.00
02-2-1000-2130 R&M - Machinery	33,656	45,000	40,000.00
02-2-1000-2150 Electricity	70,503	60,000	75,000.00
02-2-1000-3010 Travel	665	500	500.00
02-2-1000-3020 Meals	286	1,000	1,000.00
02-2-1000-3030 Training & Development	25	2,500	2,500.00
02-2-1000-3040 Conferences & Seminars		2,500	2,500.00
02-2-1000-3050 Memberships - Sewer	68		
02-2-1000-3060 Meetings		1,000	
02-2-1000-3100 Contract for Services	375		5,000.00
02-2-1000-4250 Charges/Permits	5,268	2,365	5,500.00
02-2-1000-5010 Advertising Services		1,000	1,000.00

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General Operating Fund

601 Charlie Lake Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
02-2-1000-5020 Consulting Services	73,436	50,000	60,192.00
02-2-1000-5030 Legal Services	4,999	10,000	10,000.00
02-2-1000-5060 Studies, Plans and Assessments	89,212	50,000	15,000.00
02-2-1000-5110 Supplies - Warehouse		500	500.00
02-2-1000-5120 Supplies - Office	994	1,500	1,500.00
Total 2-1000 General Expenditures	327,944	281,564	254,701.00
2-1150 Allocations			
02-2-1150-1160 Administration	25,294	25,294	28,780.00
02-2-1150-1190 PRRD Vehicles	1,958	1,958	2,386.00
Total 2-1150 Allocations	27,252	27,252	31,166.00
2-7000 Sewer Operations			
02-2-7000-6010 Operations	14,815	5,000	16,053.00
02-2-7000-7110 Sewer Monitoring	2,311	3,000	3,000.00
02-2-7000-7120 Collection Systems	66,484	100,000	139,400.00
Total 2-7000 Sewer Operations	83,610	108,000	158,453.00
2-7100 Sewage Truck Receiving Facility			
02-2-7100-1110 Banking Fees - CLWWTF	5,678	6,500	6,500.00
02-2-7100-7101 Treatment & Disposal	93,491	136,000	139,400.00
02-2-7100-7102 Trucked Waste Receiving Facility	419,110	457,600	466,038.00
02-2-7100-7103 Storage Pond - Operating Costs		69,285	50,000.00
02-2-7100-8110 Capital Reserve	149,232	149,232	
Total 2-7100 Sewage Truck Receiving Facility	667,511	818,617	661,938.00
2-8100 Transfers to Reserve			
02-2-8100-8110 Capital Reserve	149,232	149,232	
02-2-8100-8200 DCC Reserve		30,000	
Total 2-8100 Transfers to Reserve	149,232	179,232	
TOTAL EXPENDITURES	1,255,549	1,414,665	1,106,258.00
CAPITAL REVENUES			
7-0140 Transfers from Reserve			
02-7-0140-0145 PRA Reserve		(100,000)	(100,000.00)
Total 7-0140 Transfers from Reserve		(100,000)	(100,000.00)
TOTAL CAPITAL REVENUES		(100,000)	(100,000.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
02-8-8500-8503 Engineering Structures	28,500		
02-8-8500-8506 Land		100,000	100,000.00
Total 8-8500 Transfer to General Capital Fund	28,500	100,000	100,000.00
TOTAL CAPITAL EXPENDITURES	28,500	100,000	100,000.00
Surplus / Deficit	(202,986)		



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-016

From: Kari Bondaroff, Environmental Services Manager

Date: January 21, 2021

Subject: Function 602 Chilton Subdivision Sewer Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 602 – Chilton Subdivision Sewer in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$111,649. This is a 33.8% increase from 2020. As per the Rural Budgets Administration Committee meeting on December 17, 2020, a \$50,000 Area D - Gas Tax allocation was approved to fund the 2021 condition assessment for this function.

Highlights of increases and decreases in the draft 2021 Chilton Subdivision Sewer budget include:

Funding Sources:

- Parcel Tax – \$35,000 (no change).
- PRA – decrease of \$23,351.
- Deficit – decrease of \$1,553.

Net sum of the above increase/decrease is -\$28,202 in revenue.

Operations:

- Wages, benefits, WCB, Contingency – decrease of \$2,670.
- Insurance – decrease of \$183.
- General operations – increase of \$22,515.
- Allocations (Admin and Fleet) – increase of \$3,663.

The net sum of the above increases/decreases is -\$28,202 expenditures.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

1. The balance of the operational reserve, including the estimated 2020 surplus is: \$33,828.
2. The balance of the capital reserve is \$33,798.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 602 Chilton Subdivision Sewer Draft 2021 Budget.

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Budget Report by Cost Centre**



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General Operating Fund

602 Chilton Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
02-1-0010-0012 Parcel Tax	(35,000)	(35,000)	(35,000.00)
02-1-0140-0144 Gas Tax Reserve			(50,000.00)
Total 1-0010 Requisition	(35,000)	(35,000)	(85,000.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	1,553	1,553	
Total 1-0020 Surplus/Deficit	1,553	1,553	
1-0120 Administration			
02-1-0120-8160 PRA Reserve		(50,000)	
Total 1-0120 Administration		(50,000)	
1-0140 Transfer from Reserves			
02-1-0140-0145 PRA Reserve	(23,351)		(26,649.00)
Total 1-0140 Transfer from Reserves	(23,351)		(26,649.00)
TOTAL REVENUES	(56,798)	(83,447)	(111,649.00)
EXPENDITURES			
2-1000 General Expenditures			
02-2-1000-1010 Wages - Full Time	3,439	3,715	1,384.00
02-2-1000-1030 Benefits	747	942	401.00
02-2-1000-1040 WCB			20.00
02-2-1000-2055 Contingency		93	182.00
02-2-1000-2065 Insurance - Property	200		200.00
02-2-1000-2070 Insurance - Liability	738	1,051	668.00
02-2-1000-2130 R&M - Machinery	2,515	17,500	15,237.00
02-2-1000-2150 Electricity	815	1,450	1,000.00
02-2-1000-3010 Travel		200	200.00
02-2-1000-3030 Training & Development	696	1,000	1,000.00
02-2-1000-3040 Conferences & Seminars		1,000	1,000.00
02-2-1000-5010 Advertising Services		1,000	1,000.00
02-2-1000-5020 Consulting Services	594		
02-2-1000-5060 Studies, Plans and Assessments			50,000.00
02-2-1000-5140 Minor Capital	20,835	32,500	11,665.00
Total 2-1000 General Expenditures	30,579	60,451	83,957.00
2-1150 Allocations			
02-2-1150-1160 Administration	264	264	552.00
02-2-1150-1190 PRRD Vehicles	2,253	2,253	5,628.00
Total 2-1150 Allocations	2,517	2,517	6,180.00
2-7000 Sewer Operations			
02-2-7000-4250 Charges - Sewer Oper	17,763	16,830	16,830.00
02-2-7000-6010 Operations	1,409	3,649	4,682.00
Total 2-7000 Sewer Operations	19,172	20,479	21,512.00
TOTAL EXPENDITURES	52,268	83,447	111,649.00
CAPITAL REVENUES			



General Operating Fund

602 Chilton Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(4,530)		



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-017

From: Kari Bondaroff, Environmental Services Manager

Date: January 21, 2021

Subject: Function 603 North Peace Airport Subdivision Sewer Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 603 – North Peace Airport Subdivision Sewer in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$864,795. This is a 625.3% increase from 2020. As per the Rural Budgets Administration Committee meeting on December 17, 2020, an \$800,000 Area C - PRA allocation was approved to fund the 2021 capital repairs and upgrades required for this function.

Highlights of increases and decreases in the operational portion of the draft 2021 North Peace Airport Subdivision Sewer budget include:

Operational Funding Sources:

- Parcel Tax – increase of \$5,000
- Surplus – Decrease of \$35,476
- Fees Paid – increase of \$3,000.
- Area C Fair Share – increase of \$22,131.
- Area C PRA – decrease of \$39,089.

Net sum of the above increase/decrease is -\$44,434 in revenue.

Operations:

- Wages, benefits, WCB, Contingency – increase of \$14,033.
- Insurance – decrease of \$172.
- General operations – decrease of \$49,768.
- Allocations (Admin and Fleet) – increase of \$2,549.
- Sewer Charges – increase of \$3,000.
- Transfer to capital reserve – decrease of \$14,076.

The net sum of the above increases/decreases is -\$44,434 expenditures.

Capital Funding Sources:

- PRA – increase \$789,089.
- Capital Reserve – increase \$10,911.

Net sum of the above increases is \$800,000 in revenue.

Operations:

- Capital Infrastructure – increase of \$800,000.

The net sum of the above increases is \$800,000 in expenditures.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

1. The balance of the operational reserve is \$52,150.
2. The balance of the capital reserve is \$33,798.

COMMUNICATIONS CONSIDERATION(S):

A letter is going to be sent to the service area residents within the North Peace Airport Subdivision sewer system upon adoption of the 2021 Budget. This letter will notify residents of the parcel tax increase for 2021 and the future increases that will be necessary to both sustain this function as well as build capital reserves for future capital infrastructure upgrades and repairs.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 603 North Peace Airport Subdivision Sewer Draft 2021 Operational Budget.
2. Function 603 North Peace Airport Subdivision Sewer Draft 2021 Capital Budget.

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Budget Report by Cost Centre**



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General Operating Fund

603 FSJ Airport Sub Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
02-1-0010-0012 Parcel Tax	(25,753)	(25,753)	(30,753.00)
Total 1-0010 Requisition	(25,753)	(25,753)	(30,753.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	(7,477)	(7,476)	28,000.00
Total 1-0020 Surplus/Deficit	(7,477)	(7,476)	28,000.00
1-0060 User Fees			
02-1-0060-0060 User Fees	(44,514)	(36,000)	(39,000.00)
Total 1-0060 User Fees	(44,514)	(36,000)	(39,000.00)
1-0140 Transfer from Reserves			
01-7-0140-0142 Fair Share Reserve			(22,131.00)
02-1-0140-0145 PRA Reserve	(50,000)	(50,000)	(10,911.00)
Total 1-0140 Transfer from Reserves	(50,000)	(50,000)	(33,042.00)
TOTAL REVENUES	(127,744)	(119,229)	(74,795.00)
EXPENDITURES			
2-1000 General Expenditures			
02-2-1000-1010 Wages - Full Time	2,311	2,768	13,510.00
02-2-1000-1030 Benefits	591	803	3,580.00
02-2-1000-1040 WCB			196.00
02-2-1000-2055 Contingency		71	389.00
02-2-1000-2070 Insurance - Liability	738	840	668.00
02-2-1000-2130 R&M - Machinery	1,550	10,000	5,060.00
02-2-1000-3010 Travel		200	200.00
02-2-1000-3020 Meals	60		100.00
02-2-1000-3030 Training & Development	148	1,000	1,000.00
02-2-1000-3040 Conferences & Seminars		1,000	1,000.00
02-2-1000-5010 Advertising Services	39	1,000	1,000.00
02-2-1000-5060 Studies, Plans and Assessments	92,028	50,000	
Total 2-1000 General Expenditures	97,465	67,682	26,703.00
2-1150 Allocations			
02-2-1150-1160 Administration	448	448	973.00
02-2-1150-1190 PRRD Vehicles	1,023	1,023	3,047.00
Total 2-1150 Allocations	1,471	1,471	4,020.00
2-7000 Sewer Operations			
02-2-7000-4250 Charges - Sewer Oper	41,411	36,000	39,000.00
02-2-7000-6010 Operations	19		5,072.00
Total 2-7000 Sewer Operations	41,430	36,000	44,072.00
2-8100 Transfers to Reserve			
02-2-8100-8110 Capital Reserve	14,076	14,076	
Total 2-8100 Transfers to Reserve	14,076	14,076	
TOTAL EXPENDITURES	154,442	119,229	74,795.00
CAPITAL REVENUES			

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

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General Operating Fund

603 FSJ Airport Sub Sewer

	2020 Actuals	2020 App. Budget	2021	
			1. Provisional Budget	
TOTAL CAPITAL REVENUES				
CAPITAL EXPENDITURES				
TOTAL CAPITAL EXPENDITURES				
Surplus / Deficit	26,698			

1. Provisional Budget

Enter Project Budgets			2021	0034 Sewer System Upgrades, Repairs, and Mainten		
Capital Project Department - Full GL Code			2021 Budget	2022 Budget		
		0034 Sewer System Upgrades, Repairs, and Maintenance				
		603 FSJ Airport Sub Sewer				
		Expenses				
		02-8-8500-8503 Engineering Structures	800,000			
		Total Expenses	800,000			
		Revenues				
		01-7-0140-0145 PRA Reserve	(789,089)			
		02-7-0120-8110 Capital Reserve	(10,911)			
		Total Revenues	(800,000)			
		Net				



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-018

From: Kari Bondaroff, Environmental Services Manager

Date: January 21, 2021

Subject: Function 604 Friesen Subdivision Sewer Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 604 – Friesen Subdivision Sewer in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$65,773. This is a 247.5% increase from 2020. As per the Rural Budgets Administration Committee meeting on December 17, 2020, a \$50,000 Area D - Gas Tax allocation was approved to fund the 2021 condition assessment for this function.

Highlights of increases and decreases in the draft 2021 Friesen Subdivision Sewer budget include:

Funding Sources:

- Parcel Tax – increase by \$150.
- Surplus – decrease by \$1,940.
- Gas Tax – increase by \$50,000.
- User Fees - \$6,120 (no change).

Net sum of the above increase/decrease is \$48,210 in revenue.

Operations:

- Insurance – decrease of \$356.
- General operations – increase \$50,000.
- Allocations (Admin and Fleet) – increase of \$45.
- Transfer to Capital Reserve – increase \$464
- Transfer to Operating Reserve – decrease \$1,943

The net sum of the above increases/decreases is \$48,210 expenditures.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

1. The balance of the operational reserve, including the estimated 2020 surplus is: \$24,230.
2. The balance of the capital reserve is \$13,860.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 604 Friesen Subdivision Sewer Draft 2021 Budget.

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Budget Report by Cost Centre**



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General Operating Fund

604 Friesen Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
02-1-0010-0012 Parcel Tax	(7,500)	(7,500)	(7,650.00)
Total 1-0010 Requisition	(7,500)	(7,500)	(7,650.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	(3,943)	(3,943)	(2,003.00)
Total 1-0020 Surplus/Deficit	(3,943)	(3,943)	(2,003.00)
1-0060 User Fees			
02-1-0060-0060 User Fees	(5,425)	(6,120)	(6,120.00)
02-1-0140-0144 Gas Tax Reserve			(50,000.00)
Total 1-0060 User Fees	(5,425)	(6,120)	(56,120.00)
TOTAL REVENUES	(16,868)	(17,563)	(65,773.00)
EXPENDITURES			
2-1000 General Expenditures			
02-2-1000-2070 Insurance - Liability	738	824	668.00
02-2-1000-3010 Travel		200	
02-2-1000-3030 Training & Development	148	1,000	1,000.00
02-2-1000-3040 Conferences & Seminars		1,000	1,000.00
02-2-1000-5010 Advertising Services		1,000	1,000.00
02-2-1000-5060 Studies, Plans and Assessments			50,000.00
Total 2-1000 General Expenditures	886	4,024	53,668.00
2-1150 Allocations			
02-2-1150-1160 Administration	84	84	129.00
Total 2-1150 Allocations	84	84	129.00
2-7000 Sewer Operations			
02-2-7000-4250 Charges - Sewer Oper	5,427	6,120	6,120.00
02-2-7000-6010 Operations		2,000	2,000.00
Total 2-7000 Sewer Operations	5,427	8,120	8,120.00
2-8100 Transfers to Reserve			
02-2-8100-8110 Capital Reserve	3,392	3,392	3,856.00
02-2-8100-8120 Operating Reserve	1,943	1,943	
Total 2-8100 Transfers to Reserve	5,335	5,335	3,856.00
TOTAL EXPENDITURES	11,732	17,563	65,773.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(5,136)		



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-019

From: Kari Bondaroff, Environmental Services Manager

Date: January 21, 2021

Subject: Function 605 Harper Imperial Subdivision Sewer Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 605 – Harper Imperial Subdivision Sewer in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$161,740. This is an 11.93% increase from 2020. As per the Rural Budgets Administration Committee meeting on December 17, 2020, a \$50,000 Area D - Gas Tax allocation was approved to fund the 2021 condition assessment for this function.

Highlights of increases and decreases in the draft 2021 Harper Imperial Subdivision Sewer budget include:

Funding Sources:

- Parcel Tax – \$61,404 (no change).
- Surplus – decrease of \$2,475.
- Gas Tax – increase of \$50,000.
- User Fees – increase of \$2,500.
- PRA – decrease of \$26,664.
- MFA Actuarial – decrease of \$6,118.

Net sum of the above increase/decrease is \$17,243 in revenue.

Operations:

- Wages and benefits – increase of \$1,894.
- Insurance – decrease of \$183.
- General operations – increase \$25,227.
- Allocations (Admin and Fleet) – increase of \$3,470.
- Actuarial – decrease of \$6,118.
- Sewer Charges – increase of \$3,500
- Transfer to Capital Reserve – decrease \$72.
- Transfer to Operating Reserve – decrease \$10,475.

The net sum of the above increases/decreases is \$17,243 expenditures.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

1. The balance of the operational reserve, including the estimated 2020 surplus is: \$24,472.
2. The balance of the capital reserve is \$26,968.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 605 Harper Imperial Subdivision Sewer Draft 2021 Budget.

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

605 Harper Imperial Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
02-1-0010-0012 Parcel Tax	(61,404)	(61,404)	(61,404.00)
Total 1-0010 Requisition	(61,404)	(61,404)	(61,404.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	(10,604)	(10,475)	(8,000.00)
Total 1-0020 Surplus/Deficit	(10,604)	(10,475)	(8,000.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs			
02-1-0040-0000 Recovery of Costs	(4,920)		
Total 1-0040 Recovery of Costs	(4,920)		
1-0060 User Fees			
02-1-0060-0060 User Fees	(20,317)	(16,500)	(19,000.00)
Total 1-0060 User Fees	(20,317)	(16,500)	(19,000.00)
1-0110 M.F.A Funding			
02-1-0110-0113 Actuarial Contributions		(6,118)	
Total 1-0110 M.F.A Funding		(6,118)	
1-0140 Transfer from Reserves			
02-1-0140-0144 Gas Tax Reserve			(50,000.00)
02-1-0140-0145 PRA Reserve	(33,073)	(50,000)	(23,336.00)
Total 1-0140 Transfer from Reserves	(33,073)	(50,000)	(73,336.00)
TOTAL REVENUES	(130,318)	(144,497)	(161,740.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time			1,384.00
01-2-1000-1030 Benefits			401.00
01-2-1000-1040 WCB			20.00
01-2-1000-2055 Contingency			89.00
02-2-1000-2065 Insurance - Property	200		200.00
02-2-1000-2070 Insurance - Liability	738	1,051	668.00
02-2-1000-2130 R&M - Machinery	673	9,000	5,000.00
02-2-1000-2150 Electricity	754	2,000	2,000.00
02-2-1000-3010 Travel		200	200.00
02-2-1000-3030 Training & Development	696	1,000	1,000.00
02-2-1000-3040 Conferences & Seminars		1,000	1,000.00
02-2-1000-4250 Charges/Permits	600		
02-2-1000-5010 Advertising Services		1,000	1,000.00
02-2-1000-5060 Studies, Plans and Assessments			50,000.00
02-2-1000-5140 Minor Capital	26,664	32,500	13,336.00
Total 2-1000 General Expenditures	30,325	47,751	76,298.00
2-1150 Allocations			
02-2-1150-1160 Administration	305	305	552.00
02-2-1150-1190 PRRD Vehicles	2,405	2,405	5,628.00
Total 2-1150 Allocations	2,710	2,710	6,180.00

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General Operating Fund

605 Harper Imperial Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
2-7000 Sewer Operations			
02-2-7000-4250 Charges - Sewer Oper	22,079	18,000	21,500.00
02-2-7000-6010 Operations	5,736	8,500	6,891.00
Total 2-7000 Sewer Operations	27,815	26,500	28,391.00
2-8000 M.F.A			
02-2-8000-8030 Long-term Principal	22,604	22,604	22,604.00
02-2-8000-8040 Long-term Interest	15,389	15,389	15,389.00
02-2-8000-8050 Actuarial Recognized		6,118	
Total 2-8000 M.F.A	37,993	44,111	37,993.00
2-8100 Transfers to Reserve			
02-2-8100-8110 Capital Reserve	12,950	12,950	12,878.00
02-2-8100-8120 Operating Reserve	10,475	10,475	
Total 2-8100 Transfers to Reserve	23,425	23,425	12,878.00
TOTAL EXPENDITURES	122,268	144,497	161,740.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(8,050)		



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-021

From: Kari Bondaroff, Environmental Services Manager

Date: January 21, 2021

Subject: Function 606 Kelly Lake Sewer Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 606 – Kelly Lake Sewer in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$165,701. This is a 41.4% increase from 2020. As per the Rural Budgets Administration Committee meeting on December 17, 2020, a \$100,000 Area D - PRA allocation was approved to fund the 2021 condition assessment for this function.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

Highlights of increases and decreases in the draft 2021 Kelly Lake Sewer budget include:

Funding Sources:

- Parcel Tax – increase of \$4,687.
- Surplus – decrease of \$11,328.
- Transfer from operating reserve – increase of \$21,039.
- PRA – increase of \$11,495.

Net sum of the above increase/decrease is \$48,549 in revenue.

Operations:

- Wages and benefits – increase of \$7,374.
- Insurance – increase of \$485.
- General operations – increase of \$37,228.
- Allocations (Admin and Fleet) – increase of \$3,463.

The net sum of the above increases/decreases is \$48,549 expenditures.

Operating Reserve

- The balance of the operational reserve, including the estimated 2020 surplus is \$21,736.

Capital Reserve

- The balance of the capital reserve is \$12,077.

COMMUNICATIONS CONSIDERATION(S):

Due to the increase in parcel tax for the benefitting area (comprises 21 properties), staff will compile a power point document to send out to residents of the benefitting area by the end of Q1 2021. This document is intended to inform residents of the proposed increase to requisition and the reasons for the increase. The document will be sent out in advance of the tax notices which will go out before the end of Q2.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 606 Kelly Lake Sewer Draft 2021 Budget.

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Budget Report by Cost Centre**



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General Operating Fund

606 Kelly Lake Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
02-1-0010-0012 Parcel Tax	(18,750)	(18,750)	(23,437.00)
Total 1-0010 Requisition	(18,750)	(18,750)	(23,437.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	11,329	11,329	1.00
Total 1-0020 Surplus/Deficit	11,329	11,329	1.00
1-0140 Transfer from Reserves			
02-1-0120-8120 Operating Reserve			(21,039.00)
02-1-0140-0145 PRA Reserve	(88,505)	(109,731)	(121,226.00)
03-1-0140-0145 PRA Reserve			
Total 1-0140 Transfer from Reserves	(88,505)	(109,731)	(142,265.00)
TOTAL REVENUES	(95,926)	(117,152)	(165,701.00)
EXPENDITURES			
2-1000 General Expenditures			
02-2-1000-1010 Wages - Full Time	24,679	27,131	31,569.00
02-2-1000-1030 Benefits	5,517	7,057	8,712.00
02-2-1000-1040 WCB			458.00
02-2-1000-2030 Phone/Internet	497	150	500.00
02-2-1000-2055 Contingency		684	1,507.00
02-2-1000-2065 Insurance - Property	200		200.00
02-2-1000-2070 Insurance - Liability	738	1,051	1,336.00
02-2-1000-2130 R&M - Machinery	13,743	17,500	2,000.00
02-2-1000-2150 Electricity	813	1,000	876.00
02-2-1000-3010 Travel		200	150.00
02-2-1000-3020 Meals	690	1,200	500.00
02-2-1000-3030 Training & Development	696	1,000	1,000.00
02-2-1000-3040 Conferences & Seminars		1,000	1,000.00
02-2-1000-3100 Contract for Services	1,060		1,000.00
02-2-1000-5010 Advertising Services		1,000	250.00
02-2-1000-5020 Consulting Services	1,211		
02-2-1000-5060 Studies, Plans and Assessments			100,000.00
02-2-1000-5140 Minor Capital	29,844	32,500	
Total 2-1000 General Expenditures	79,688	91,473	151,058.00
2-1150 Allocations			
02-2-1150-1160 Administration	392	392	1,380.00
02-2-1150-1190 PRRD Vehicles	10,789	10,789	13,263.00
Total 2-1150 Allocations	11,181	11,181	14,643.00
2-7000 Sewer Operations			
02-2-7000-6010 Operations	5,058	14,498	
Total 2-7000 Sewer Operations	5,058	14,498	
TOTAL EXPENDITURES	95,927	117,152	165,701.00
CAPITAL REVENUES			

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General Operating Fund

606 Kelly Lake Sewer

	2020 Actuals	2020 App. Budget	2021	
			1. Provisional Budget	
TOTAL CAPITAL REVENUES				
CAPITAL EXPENDITURES				
TOTAL CAPITAL EXPENDITURES				
Surplus / Deficit	1			



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-022

From: Kari Bondaroff, Environmental Services Manager

Date: January 21, 2021

Subject: Function 607 Rolla Sewer Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 607 – Rolla Sewer in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$700,210 inclusive of both capital and operational activities. This is a 482.1% increase from 2020. As per the Rural Budgets Administration Committee meeting on December 17, 2020, a \$587,200 Area D – Gas Tax allocation was approved to fund the 2021 repairs, upgrades, and replacement of infrastructure based on the 2020 condition assessment for the treatment facility portion of this function. In addition, a \$50,000 Area D – PRA allocation was approved to fund the 2021 condition assessment on the collection facility portion of this function.

Highlights of increases and decreases in the draft 2021 Rolla Sewer budget include:

Operational Funding Sources:

- Parcel Tax – \$75,010 (no change).
- Surplus – increase of \$7,275.
- Transfer from operating reserve – increase of \$6,608.
- Gas Tax – increase of \$26,000.
- PRA – \$50,000 (no change).

Net sum of the above increase/decrease is \$25,333 in revenue.

Operations:

- Wages and benefits – increase of \$8,950.
- Insurance – increase of \$408.
- General operations – increase of \$13,612.
- Allocations (Admin and Fleet) – increase of \$2,363.

The net sum of the above increases/decreases is \$25,333 expenditures.

Capital Funding Sources:

- Gas Tax – increase of \$561,200.

Capital Expenditures:

- Capital Infrastructure – increase of \$561,200.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

1. The balance of the operational reserve, excluding the budgeted amount: \$7,616.
2. The balance of the capital reserve is \$10,540.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 607 Rolla Sewer Draft 2021 Budget.

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Budget Report by Cost Centre**



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General Operating Fund

607 Rolla Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
02-1-0010-0014 Frontage Tax	(75,010)	(75,010)	(75,010.00)
Total 1-0010 Requisition	(75,010)	(75,010)	(75,010.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	4,726	4,725	12,000.00
Total 1-0020 Surplus/Deficit	4,726	4,725	12,000.00
1-0140 Transfer from Reserves			
01-1-0140-0140 Operating Reserve			(6,608.00)
02-1-0140-0144 Gas Tax Reserve			(26,000.00)
02-1-0140-0145 PRA Reserve	(50,000)	(50,000)	(50,000.00)
Total 1-0140 Transfer from Reserves	(50,000)	(50,000)	(82,608.00)
TOTAL REVENUES	(120,284)	(120,285)	(145,618.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-3020 Meals			
02-2-1000-1010 Wages - Full Time	20,085	22,033	26,910.00
02-2-1000-1030 Benefits	4,474	5,714	7,668.00
02-2-1000-1040 WCB			390.00
02-2-1000-2030 Phone/Internet	471	1,000	750.00
02-2-1000-2055 Contingency		555	2,284.00
02-2-1000-2065 Insurance - Property	6,771		6,772.00
02-2-1000-2070 Insurance - Liability	738	7,700	1,336.00
02-2-1000-2130 R&M - Machinery	21,789	7,124	4,225.00
02-2-1000-2150 Electricity	5,955	5,200	6,200.00
02-2-1000-3010 Travel	137	200	200.00
02-2-1000-3016 Mileage	181		
02-2-1000-3020 Meals	714	800	800.00
02-2-1000-3030 Training & Development	696	1,000	1,000.00
02-2-1000-3040 Conferences & Seminars		1,000	1,000.00
02-2-1000-3050 Memberships - Sewer	68		70.00
02-2-1000-3100 Contract for Services	1,604		2,000.00
02-2-1000-5010 Advertising Services		1,000	500.00
02-2-1000-5020 Consulting Services	2,630		2,500.00
02-2-1000-5060 Studies, Plans and Assessments	30,000	32,500	50,000.00
02-2-1000-5140 Minor Capital	20,655	17,500	17,691.00
Total 2-1000 General Expenditures	116,968	103,326	132,296.00
2-1150 Allocations			
02-2-1150-1160 Administration	237	237	1,164.00
02-2-1150-1190 PRRD Vehicles	10,722	10,722	12,158.00
Total 2-1150 Allocations	10,959	10,959	13,322.00
2-7000 Sewer Operations			
02-2-7000-4250 Charges - Sewer Oper	231		
02-2-7000-6010 Operations	2,272	6,000	

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General Operating Fund

607 Rolla Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
Total 2-7000 Sewer Operations	2,503	6,000	
TOTAL EXPENDITURES	130,430	120,285	145,618.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	10,146		



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-024

From: Kari Bondaroff, Environmental Services Manager

Date: January 21, 2021

Subject: Function 701 North Peace Airport Subdivision Water Draft 2021 Budget

RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 701 – North Peace Airport Subdivision Water in the 2021 Financial Plan.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$182,921. This is a 52.56% increase from 2020. As per the Rural Budgets Administration Committee meeting on December 17, 2020, a \$35,000 Area C – Fair Share allocation was approved to help fund the 2020 capital/operational repairs and upgrades required for this function. An additional \$125,000 in Area C - Fair Share allocation was made for the remainder of the hydrant repairs required for the function. Both of these allocations have been applied within the 2021 Draft Budget.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):

Highlights of increases and decreases in the operational portion of the draft North Peace Airport Subdivision Water 2021 budget include. It should be noted that the fourth quarter billing has yet to be entered into the 2020 budget.

Operational Funding Sources:

- Parcel Tax – increase of \$5,000
- Surplus – decrease of \$24,347.
- Fees Paid – increase of \$4,000.
- Area C Fair Share – increase of \$35,000.
- Area C PRA – decrease of \$47,000.

Net sum of the above increases/decreases is -\$37,347 in revenue.

Operations:

- Wages, benefits, WCB, Contingency – increase of \$14,033.
- Insurance – decrease of \$111.
- General operations – decrease of \$29,661.
- Allocations (Admin and Fleet) – increase of \$3,425.
- Sewer Charges – increase of \$4,000.
- Transfer to capital reserve – decrease of \$19,255.

The net sum of the above increases/decreases is -\$37,347 in expenditures.

Capital Funding Sources:

- Fair Share Reserve – increase \$125,000.
- Surplus – decrease of \$29,908.

Net sum of the above increase/decrease is \$95,092 in revenue.

Operations:

- Capital Infrastructure – increase of \$95,902.

The net sum of the above increase is \$95,902 in expenditures.

Operating Reserve

- The balance of the operational reserve is \$30,211.

Capital Reserve

- The balance of the capital reserve is \$39,481.

COMMUNICATIONS CONSIDERATION(S):

A letter is going to be sent to the service area residents within the North Peace Airport Subdivision water system upon adoption of the 2021 Budget. This letter will notify residents of the parcel tax increase for 2021 and the future increases that will be necessary to both sustain this function as well as build capital reserves for future capital infrastructure upgrades and repairs.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 701 North Peace Airport Subdivision Water Draft 2021 Operational Budget.
2. Function 701 North Peace Airport Subdivision Water Draft 2021 Capital Budget.

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General Operating Fund

701 FSJ Airport Sub Water

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
03-1-0010-0012 Parcel Tax	(19,111)	(19,111)	(24,111.00)
Total 1-0010 Requisition	(19,111)	(19,111)	(24,111.00)
1-0020 Surplus/Deficit			
03-1-0020-0020 Surplus/Deficit	(12,005)	(14,255)	10,092.00
Total 1-0020 Surplus/Deficit	(12,005)	(14,255)	10,092.00
1-0060 User Fees			
03-1-0060-0060 User Fees	(44,508)	(36,000)	(40,000.00)
Total 1-0060 User Fees	(44,508)	(36,000)	(40,000.00)
1-0140 Transfer from Reserves			
03-1-0120-8230 Fair Share Reserve			(35,000.00)
03-1-0140-0145 PRA Reserve	(50,000)	(50,000)	(3,000.00)
Total 1-0140 Transfer from Reserves	(50,000)	(50,000)	(38,000.00)
TOTAL REVENUES	(125,624)	(119,366)	(92,019.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-3020 Meals			
02-2-1000-3030 Training & Development			
03-2-1000-1010 Wages - Full Time	2,311	2,768	13,510.00
03-2-1000-1030 Benefits	591	803	3,580.00
03-2-1000-1040 WCB			196.00
03-2-1000-2055 Contingency		71	389.00
03-2-1000-2065 Insurance - Property FSJ Airport Water	69		70.00
03-2-1000-2070 Insurance - Liability	738	850	891.00
03-2-1000-2130 R&M - Machinery	54,010	5,000	10,039.00
03-2-1000-3010 Travel		1,200	200.00
03-2-1000-3020 Meals	250		300.00
03-2-1000-3030 Training & Development	148	1,000	1,000.00
03-2-1000-3040 Conferences & Seminars		1,000	1,000.00
03-2-1000-3100 Contract for Services			16,000.00
03-2-1000-5010 Advertising Services	39	1,000	1,000.00
03-2-1000-5060 Studies, Plans and Assessments	38,480	50,000	
Total 2-1000 General Expenditures	96,636	63,692	48,175.00
2-1150 Allocations			
03-2-1150-1160 Admin fees	419	419	1,164.00
03-2-1150-1190 PRRD Vehicles			2,680.00
Total 2-1150 Allocations	419	419	3,844.00
2-7500 Water Operations			
03-2-7500-4250 Charges - Wtr Oper (NPAS)	41,417	36,000	40,000.00
Total 2-7500 Water Operations	41,417	36,000	40,000.00
2-8100 Transfers to Reserve			
03-2-8100-8110 Capital Reserve	19,255	19,255	
Total 2-8100 Transfers to Reserve	19,255	19,255	

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Budget Report by Cost Centre**



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General Operating Fund

701 FSJ Airport Sub Water

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
TOTAL EXPENDITURES	157,727	119,366	92,019.00
CAPITAL REVENUES			
7-0140 Transfers from Reserve			
03-7-0140-0142 Fair Share Reserve		(5,000)	
Total 7-0140 Transfers from Reserve		(5,000)	
TOTAL CAPITAL REVENUES		(5,000)	
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
03-8-8500-8503 Infrastructure - Road, Water, Sewer		5,000	
Total 8-8500 Transfer to General Capital Fund		5,000	
TOTAL CAPITAL EXPENDITURES		5,000	
Surplus / Deficit	32,103		

1. Provisional Budget

Enter Project Budgets



2021



0035 NP Airport Sub Hydrant Repairs

		Capital Project Department - Full GL Code	2021 Budget	
		0035 NP Airport Sub Hydrant Repairs		
		701 FSJ Airport Sub Water		
		Expenses		
		03-8-8500-8503 Infrastructure - Road, Water, Sewer	95,092	
		Total Expenses	95,092	
		Revenues		
		03-7-0020-0020 Surplus/Deficit	29,908	
		03-7-0120-8230 Fair Share Reserve	(125,000)	
		Total Revenues	(95,092)	
		Net		



REPORT

To: Rural Budgets Administration Committee

Report Number: ENV-RBAC-023

From: Kari Bondaroff, Environmental Services Manager

Date: January 21, 2021

Subject: Function 702 Area B Potable Water Draft 2021 Budget

RECOMMENDATION #1:

That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 702 – Area B Potable Water in the 2021 Financial Plan.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee recommend that the Regional Board give pre-budget approval for \$600,000 as shown in the draft 2021 capital budget for Function 702 – Area B Potable water, to move forward with procurement for the Rose Prairie water station capital works and complete full-scale expansion of the site infrastructure.

BACKGROUND/RATIONALE:

The 2021 Budget Process and 2021 Budget Calendar were approved at the November 12, 2020 Board meeting. The 2021 budget is based on core expenses and presents any proposed non-core expenses as supplemental items, as required.

The 2021 draft budget is currently at \$1,655,000 inclusive of both capital and operational activities. This is a 30.05% decrease from 2020.

Rose Prairie water station has been undergoing a pilot study to investigate the feasibility of inserting granular activated carbon (GAC) filters into the treatment train. The pilot has shown excellent results in removing the sulphides from the water thus stabilizing the turbidity of the treated water. A construction permit has been obtained from Northern Health to permanently add GAC into the system. As soon as the well license and operating permit are received, the station will be able to open utilizing the GAC trailer unit that is currently on site. However, there is opportunity to initiate the construction designs and the construction RFP in order to get the full-scale system in place. Pre-budget approval is necessary to move forward with these actions prior to the end of Q1 2020. Please see Financial Considerations for a detailed breakdown of the draft 2021 budget.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

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

FINANCIAL CONSIDERATION(S):*Draft 2021 Budget*

Highlights of increases and decreases in the draft 2021 Area B Potable Water budget include:

Parcel tax for the entire function remains unchanged at \$1,025,000 (See Financial Considerations).

Operational Funding Sources:

- Parcel Tax – decrease of \$71,839.
- Surplus – decrease of \$103,161.
- User fees – increase of \$20,000.

Net sum of the above increase/decrease is -\$155,000 in revenue.

Operations:

- Wages and benefits and contingency– decrease of \$351,214.
- General operations – decrease of \$12,110.
- Allocations (Admin and Fleet) – decrease of \$46,274.
- Boundary Operations – increase of \$7,435.
- Buick Creek Operations – increase of \$6,726.
- Fey Spring Operations – decrease of \$10,091.
- Prespatou Operations – decrease of \$290.
- Rose Prairie Operations – increase of \$10,818.
- MFA Long-term interest – decrease of \$60,000.
- Transfer to Capital Reserve – increase of \$150,000.
- Transfer to Operating Reserve – increase of \$150,000.

The net sum of the above increases/decreases is -\$155,000 in expenditures.

Capital Funding Sources:

- PRA – decrease of \$418,352.
- Surplus – increase of \$441,465.
- Requisition – increase of \$71,839
- Long Term Borrowing – decrease of \$650,000.

The net sum of the above increases/decreases is -\$555,048.

Capital Expenditures:

- Capital Infrastructure – decrease of \$495,048.
- MFA Short-term interest – decrease of \$60,000.

The net sum of the above decreases is -\$555,048.

Rose Prairie GAC

The estimated cost for moving the GAC pilot to full scale requires design; capital construction, expanded storage and infrastructure. The estimated price is \$400,000. Capital has been budgeted at \$600,000 to include transition from pilot to full scale, pilot trailer rental, and contingency for design, inflated construction costs, and any additional capital infrastructure that may be required at any of the 5 potable water stations (Buick, Prespatou, Fey Spring, Boundary, and Rose Prairie).

Summary

1. There are currently no reserves for this function. To that end, transfers to capital and operating reserves of \$150,000 (each) are reflected in the 2021 draft budget to begin building these funds as part of asset management.
2. \$1,025,000 in requisition for Function 702 is broken up as follows:
 - a. 93% for 2021 operations = \$953,161.
 - b. 7% for 2021 capital = \$71,839.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Function 702 Area B Potable Water Draft 2021 Operational Budget.

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

702 Potable Water - Area B

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
03-1-0010-0010 Electoral	(1,025,000)	(1,025,000)	(953,161.00)
Total 1-0010 Requisition	(1,025,000)	(1,025,000)	(953,161.00)
1-0020 Surplus/Deficit			
03-1-0020-0020 Surplus/Deficit	(120,909)	(125,000)	(21,839.00)
Total 1-0020 Surplus/Deficit	(120,909)	(125,000)	(21,839.00)
1-0060 User Fees			
03-1-0060-0060 User Fees	(62,977)	(60,000)	(80,000.00)
Total 1-0060 User Fees	(62,977)	(60,000)	(80,000.00)
1-0140 Transfer from Reserves			
01-1-0140-0144 Gas Tax Reserve			
03-1-0140-0144 Gas Tax Reserve	(13,721)		
Total 1-0140 Transfer from Reserves	(13,721)		
TOTAL REVENUES	(1,222,607)	(1,210,000)	(1,055,000.00)
EXPENDITURES			
2-1000 General Expenditures			
02-2-1000-3030 Training & Development			
03-2-1000-1010 Wages - Full Time	14,362	15,375	2,473.00
03-2-1000-1030 Benefits	3,276	4,231	650.00
03-2-1000-1040 WCB			359.00
03-2-1000-2050 Miscellaneous		50,000	37,390.00
03-2-1000-2055 Contingency		336,226	1,136.00
03-2-1000-3010 Travel		2,500	500.00
03-2-1000-3016 Mileage	273		
03-2-1000-3020 Meals	500	500	500.00
03-2-1000-3030 Training & Development	148	1,000	1,000.00
03-2-1000-3040 Conferences & Seminars		1,000	1,000.00
03-2-1000-3060 Meetings		500	500.00
03-2-1000-3100 Contract for Services	20,584	2,500	40,000.00
03-2-1000-4250 Charges	315		
03-2-1000-5010 Advertising Services		2,000	2,000.00
03-2-1000-5030 Legal Services	12,359	50,000	15,000.00
Total 2-1000 General Expenditures	51,817	465,832	102,508.00
2-1100 Administration			
03-2-1100-1110 Banking Fees	1,947	2,000	2,000.00
Total 2-1100 Administration	1,947	2,000	2,000.00
2-1150 Allocations			
03-2-1150-1160 Admin fees	69,096	69,096	16,798.00
03-2-1150-1190 PRRD Vehicles			6,024.00
Total 2-1150 Allocations	69,096	69,096	22,822.00
2-2007 Boundary			
03-2-2007-2065 Insurance - Property Boundry PW	444	520	452.00
03-2-2007-2070 Insurance - Liability Boundary PW	1,329	1,240	1,603.00

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

702 Potable Water - Area B

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
03-2-2007-4010 Rent/Lease	11,234	9,000	15,000.00
03-2-2007-6010 Operations - Boundary	4,397	10,000	10,000.00
03-2-2007-6020 Contractor - Boundary	37,782	57,013	58,153.00
Total 2-2007 Boundary	55,186	77,773	85,208.00
2-2010 Buick Creek			
03-2-2010-2065 Insurance - Property Buick Creek PW	444	450	452.00
03-2-2010-2070 Insurance - Liability Buick Creek PW	1,329	1,240	1,603.00
03-2-2010-2150 Electricity	5,745	2,500	6,500.00
03-2-2010-6010 Operations - Buick Creek	6,019	10,000	10,000.00
03-2-2010-6020 Contractor - Buick Creek	93,459	118,052	120,413.00
Total 2-2010 Buick Creek	106,996	132,242	138,968.00
2-2045 Fey Spring			
03-2-2045-2065 Insurance - Property Fey Spring PW	509	517	516.00
03-2-2045-2070 Insurance - Liability Fey Spring PW	1,329	1,240	1,603.00
03-2-2045-2150 Electricity	4,541	2,000	5,000.00
03-2-2045-6010 Operations - Fey Spring	3,221	25,000	10,000.00
03-2-2045-6020 Contractor - Fey Spring	59,799	77,358	78,905.00
Total 2-2045 Fey Spring	69,399	106,115	96,024.00
2-2160 Prespatou			
03-2-2160-2065 Insurance - Property Prespatou PW	444	873	452.00
03-2-2160-2070 Insurance - Liability Prespatou PW	1,329	1,240	1,603.00
03-2-2160-2150 Electricity	8,788	7,500	9,500.00
03-2-2160-6010 Operations - Prespatou	2,103	15,000	10,000.00
03-2-2160-6020 Contractor - Prespatou	112,275	138,398	141,166.00
Total 2-2160 Prespatou	124,939	163,011	162,721.00
2-2180 Rose Prairie			
03-2-2180-2065 Insurance - Property Rose Prairie PW	405	411	412.00
03-2-2180-2070 Insurance - Liability Rose Prairie PW	1,513	1,240	1,603.00
03-2-2180-2150 Electricity	7,813	5,000	8,500.00
03-2-2180-4010 Rent/Lease	14,575	14,575	14,575.00
03-2-2180-6010 Operations - Rose Prairie	19,042	15,000	20,000.00
03-2-2180-6020 Contractor - Rose Prairie	80,162	97,705	99,659.00
Total 2-2180 Rose Prairie	123,510	133,931	144,749.00
2-8000 M.F.A			
03-2-8000-8040 Long-term interest		60,000	
Total 2-8000 M.F.A		60,000	
TOTAL EXPENDITURES	602,890	1,210,000	755,000.00
CAPITAL REVENUES			
7-0020 Surplus/Deficit			
03-7-0020-0020 Surplus/Deficit	(113,570)	(86,696)	
Total 7-0020 Surplus/Deficit	(113,570)	(86,696)	
7-0110 M.F.A Funding			
03-7-0110-0110 Long-term Debt Proceeds		(650,000)	
Total 7-0110 M.F.A Funding		(650,000)	

**Peace River Regional District
Budget Report by Cost Centre**



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General Operating Fund

702 Potable Water - Area B

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
7-0140 Transfers from Reserve			
03-7-0140-0144 Gas Tax Reserve	(1,086,279)		
03-7-0140-0145 PRA Reserve	(2,318,352)	(418,352)	
Total 7-0140 Transfers from Reserve	(3,404,631)	(418,352)	
TOTAL CAPITAL REVENUES	(3,518,201)	(1,155,048)	
CAPITAL EXPENDITURES			
8-8000 M.F.A.			
03-8-8000-8010 Short-term Principal	2,900,000		
03-8-8000-8020 Short-term Interest	44,865	60,000	
Total 8-8000 M.F.A.	2,944,865	60,000	
8-8500 Transfer to General Capital Fund			
03-2-8100-8110 Capital Reserve			150,000.00
03-2-8100-8120 Operating Reserve			150,000.00
03-8-8500-8503 Infrastructure - Road, Water, Sewer	587,096	1,095,048	
Total 8-8500 Transfer to General Capital Fund	587,096	1,095,048	300,000.00
TOTAL CAPITAL EXPENDITURES	3,531,961	1,155,048	300,000.00
Surplus / Deficit	(605,957)		



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-050

From: Teri Vetter, Chief Financial Officer

Date: January 21, 2021

Subject: **December 2020 Interim Financial Report**

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled "December 2020 Interim Financial Report – FN-RBAC-050" for discussion.

BACKGROUND/RATIONALE:

An updated report will be provided once yearend entries have been completed.

ALTERNATIVE OPTIONS:

Not Applicable

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

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

Fair Share Commitments				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share	
December 2020									
January 1, 2020 opening balance				1,794,921.40	1,460,302.65	3,226,063.82	2,864,568.73	9,345,856.60	
Total interest earned				20,262.01	15,893.82	37,839.38	33,670.44	107,665.65	
								-	
Date Committed				Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year			Remaining Commitment
COMMITMENTS									
Area B									
Buick Creek Comm Club; Applicator Fogger Machine				Dec 11, 2020	2,400.00	2,400.00		-	
Clearview Arena; Service Operational Costs				Feb 20, 2019	5,985.00			5,985.00	
Clearview Arena Soc.; Applicator Fogger Machine				Dec 11, 2020	2,400.00	2,400.00		-	
Electrical Extension Grants				Ongoing	12,000.00	12,000.00		-	
FSJ Minor Hockey; Fogger Applicator				Nov 19, 2020	1,200.00	1,200.00		-	
FSJ Library (45,500 in 2018, 2019, 2020) *increase 15k in 2021 pending review				Nov 16, 2017	136,500.00	45,500.00		-	
Goodlow Comm Club; Concession and Gazebo Improvements				Apr 16, 2020	9,500.00	9,500.00		-	
Kings Valley Christian Camp; Facility Improvements				Apr 16, 2020	9,050.00	9,050.00		-	
Montney Cemetery Cmte; Columbarium				Nov 19, 2020	30,000.00	30,000.00		-	
NP Cultural Centre (30,000 in 2018, 2019, 2020)				Nov 16, 2017	90,000.00	30,000.00		-	
NP Light Horse Assoc; Indoor Arena Improvements				Mar 15, 2018	15,000.00	12,332.33		2,667.67	
Rock of Ages Bible Camp; Kitchen Range, Cooler, Siding				Apr 16, 2020	4,650.00	4,650.00		-	
Rural Fire Protection Expansion Feasibility (CL)				Feb 16, 2017	10,000.00	8,794.54		1,205.46	
Rural Gasification (Includes possible 5k for Blueberry Commune per Apr 16/15)				Oct 20, 2001; Apr 16, 2015	680,000.00	32,367.25		647,632.75	
Upper Pine School PAC; Skating Rink Board Replacements				Apr 16, 2020	17,500.00	17,500.00		-	
Waste Water Receiving Facility (Operating Deficit 75%)				Nov 27, 2014	-			-	
Whiskey Jack Nordic Ski Club; Day Lodge & Ski Trails				Jan 16, 2020	20,000.00	20,000.00		-	
				1,046,185.00	192,161.79	196,532.33	-	657,490.88	
Area C									
Dave Mitchell & Assoc; Fire Protection Feas.				Mar 15, 2018	38,350.00	38,300.00		50.00	
CLFD; 2 Apparatus				Feb 21, 2019	300,000.00	116,528.53	183,471.47	-	
Electrical Extension Grants				Ongoing				-	
FSJ Airport Sub Water Metering Initiative				Feb 18, 2016	25,000.00	10,177.93		14,822.07	
FSJ Airport Sub Water; Emerg Repair & Infrastructure Upgrade				Dec 17, 2020	160,000.00			160,000.00	
FSJ Minor Hockey; Fogger Applicator				Nov 19, 2020	1,200.00		1,200.00	-	
FSJ Library (15,000 in 2018, 2019, 2020) *2021 increase pending applicatio				Nov 16, 2017; Dec 17, 2020	45,000.00	30,000.00	15,000.00	-	
Natural Gas Extension Grants				Jan 16, 2020; Aug 20,2020	15,000.00		15,000.00	-	
NPAS; Airport Swr Pumps & Maintenance				Dec 7, 2015	26,289.38	4,157.98		22,131.40	
NP Cultural Centre (14,062 in 2018,2019,2020)				Nov 16, 2017	42,186.00	28,124.00	14,062.00	-	
Old Fort Slide Residents; Emergency Support				Oct 16, 2018	250,000.00	150,098.60		99,901.40	
Rural Fire Protection Feasibility (CL)				Feb 16, 2017	10,000.00	8,750.00		1,250.00	
Waste Water Truck Receiving Facility (Operating Deficit 75%)				Nov 27, 2014	-			-	
Whiskey Jack Nordic Ski Club; Day Lodge & Ski Trails				Jan 16, 2020	20,000.00		20,000.00	-	
				933,025.38	386,137.04	-	248,733.47	298,154.87	
Area D									
Dave Mitchell & Assoc; Fire Protection Feas.				Mar 15, 2018	6,750.00	6,700.00		50.00	
Dawson Creek Sportsman's Club; Indoor Range Expansion				Jun 18, 2015	80,000.00			80,000.00	
Electrical Extension Grants				Ongoing	4,000.00		4,000.00	-	
Kelly Lake Comm Cntr Rural Gasification				Sep 17, 2020	260,000.00			260,000.00	
Rural Fire Protection Expansion Feasibility (DC)				Feb 16, 2017	35,000.00	25,000.00		10,000.00	
Rural Gasification				Oct 20, 2011; Sep 17, 2020	740,000.00	67,390.26	5,000.00	667,609.74	
Sunrise Valley Mtn Cemetery Assn; Shelter Belt, Fencing				Jun 18, 2020	8,000.00		8,000.00	-	
Swan Lake Weir; PRRD Parks Budget Funding				Nov 19,2020	50,000.00			50,000.00	
				1,183,750.00	99,090.26	-	17,000.00	1,067,659.74	
Area E									
Camp Sagitawa; Phase 1 Climbing Wall				Feb 20, 2014	20,000.00	5,869.50		14,130.50	
Chetwynd Public Library; Elders/Seniors Pen Pal Project				Dec 17, 2020	3,000.00		3,000.00		
Dawson Creek Sportsman's Club; Indoor Range Expansion				Jun 18, 2015	20,000.00			20,000.00	
Dist of Chetwynd; Ec Dev Operations Assistance				Dec 11, 2020	30,000.00		30,000.00	-	
Electrical Extension Grants				Ongoing	4,000.00			4,000.00	
Little Prairie Heritage Soc; Engineering/Capital Projects				May 16, 2013; Jul 20, 2017	25,000.00	10,132.50		14,867.50	
Rural Gasification				Oct 20, 2011	700,000.00	5,187.15		694,812.85	
Sunset Pr Rec Comm; Fair Kitchen				May 16, 2013	58,000.00	49,336.14		8,663.86	
				860,000.00	70,525.29	-	-	756,474.71	
Total Fair Share Bank Balance at Month End					1,618,651.08	1,227,463.00	3,246,903.20	2,865,239.17	8,958,256.45
Total Remaining Commitment					657,490.88	298,154.87	1,067,659.74	756,474.71	2,779,780.20
Balance After Remaining Commitments					961,160.20	929,308.13	2,179,243.46	2,108,764.46	6,178,476.25
					Area B	Area C	Area D	Area E	

Peace River Agreement Commitments		December 2020				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2020 Opening Balance						1,873,663.04	2,889,645.58	1,729,261.68	2,090,906.16	8,583,476.46
Total Interest						25,256.66	39,525.47	24,243.44	29,707.43	118,733.00
Subscription PRA \$						765,000.00	765,000.00	765,000.00	765,000.00	3,060,000.00
COMMITMENTS		Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year				Remaining Commitment
Area B										
Area B Potable Water Capital Project Loan		Oct 15, 2020	1,900,000.00		1	1,900,000.00				-
Boundary Lake WS; Increase Water Storage Construction		Oct 17, 2019; Jan 16, 2020	420,549.50	2,197.50	1	418,352.00				-
Cecil Lake Rec Comm; Hall Exterior Steps		May 27, 2019	1,500.00	1,470.00	8					30.00
CDC; Fire Training Centre (4,375/year 2018-2022)		Apr 16, 2018	21,875.00	4,375.00	5	4,375.00				13,125.00
Clearview Arena Society; Upgrade Project		Apr 16, 2018	300,000.00	202,360.60	2	7,628.49				90,010.91
Clearview Rec Facility; Property Assessment		Jan 19, 2017	50,000.00	25,286.48	2					24,713.52
FSJ Seniors Assn Br#58; Seniors Hall Fire Alarm System Install		Apr 16, 2020	9,000.00		4	9,000.00				-
Goodlow Comm Club; Concession & Gazebo Improvements		Apr 16, 2020	9,500.00		4	9,500.00				-
Kings Valley Christian Camp; Facility Improvements		Apr 16, 2020	9,050.00		4	9,050.00				-
North Pine Tower Condition Assessment		Dec 17, 2020	50,000.00		11					50,000.00
Osborn Comm Hall; Facility Assessment & Asset Mgmt Plan		Feb 21, 2019, Feb 20, 2020	11,171.56	11,171.56	8					-
Osborn Comm Hall; New Hall Construction Feasibility		Feb 20, 2020	13,828.44		8	3,234.00				10,594.44
PR Regional Cattleman's Assn; Livestock Protection Program		Jan 16, 2020	58,333.34		4	58,333.34				-
Rock of Ages Bible Camp; Kitchen Range, Cooler, Siding		Apr 16, 2020	4,650.00		4	4,650.00				-
Upper Pine School PAC; Skating Rink Board Replacements		Apr 16, 2020	17,500.00		4	17,500.00				-
Wonowon Function Feasibility Study		Dec 19, 2019	19,106.90		3	19,106.90				-
										-
			2,896,064.74			2,460,729.73	-	-	-	188,473.87
Area C										
CDC; Fire Training Centre (6,562.50/year 2018-2022)		Apr 16, 2018	32,812.50	6,562.50	5		6,562.50			19,687.50
CFSJ; Centennial Park Festival Plaza Construction Assistance		Sep 17, 2020	140,000.00		4					140,000.00
CLFD; New Brush Truck		Feb 20, 2020	60,000.00		6					60,000.00
CL Waste H2O Tr Facility; Bio-solids Mgmt Feas Study		Aug 17, 2017	50,000.00	49,300.00	9					700.00
CL Waste H2O Tr Facility; Reclaimed H2O/Purple Pipe Feas Study		Aug 17, 2017	75,000.00	48,100.00	9					26,900.00
CL Waste H2O Tr Facility; Reclaimed Water Project		Jul 19, 2018; Oct 15, 2020	1,000,000.00		9					1,000,000.00
NP Airport Sub Sewer; Upgrades		Jan 16, 2020	50,000.00		9		50,000.00			-
NP Airport Sub Sewer; 2021 System Repairs		Dec 17, 2020	800,000.00		9					800,000.00
NP Airport Sub Water; Upgrades		Jan 16, 2020	50,000.00		1		50,000.00			-
NP Airport Sub; Water Distribution Maintenance Initiative		Dec 1, 2016	15,000.00	12,000.00	1					3,000.00
PR Regional Cattleman's Assn; Livestock Protection Program		Jan 16, 2020	25,000.00		4		25,000.00			-
										-
			2,297,812.50				131,562.50			2,050,287.50
Area D										
CDC; Kiskatinaw Watershed Stewardship (30K/yr 2016-2020)		Dec 17, 2015	150,000.00	120,000.00	4			30,000.00		-
CDC; New Fire Hall		Apr 16, 2018	600,000.00		6					600,000.00
CDC; Fire Training Centre (15,312.50/year 2018-2022)		Apr 16, 2018	76,562.50	15,312.50	5			15,312.50		45,937.50
Chilton Sewer; Upgrades		Jan 16, 2020	50,000.00		9			23,350.51		26,649.49
Cutbank Comm Club; Hall Improvements		Jan 16, 2020	11,358.35		3			11,358.35		-
DC Soc for Comm Living; Rural Seniors Initiatives		Apr 16, 2020; Oct 15, 2020	150,000.00		4			150,000.00		-
Harper/Imperial Sub Sewer; Upgrades		Jan 16, 2020	50,000.00		9			33,073.10		16,926.90
KL Comm Centre; Facility Audit, Asset Mgmt & Design Feasibility		Feb 21, 2019	65,000.00	63,591.89	8					1,408.11
KL Comm Centre; Renovation Project		Sep 17, 2020	765,000.00		8					765,000.00
KL Sewer Lagoon; Upgrades and Repairs		Feb 21, 2019; Mar 14, 2019; Jan 6, 2020	145,342.51	45,010.00	9			79,106.85		21,225.66
KL Sewer; Pump & Alarm System Install; Spare Pump		Feb 18, 2016	22,000.00	12,601.51	9			9,398.49		-
MI22 Community Park Assn; Operating Assistance		May 21, 2020	2,000.00		4			2,000.00		-
N. Rolla Lutheran Church & Cemetery; Foundation Replacement		Aug 13, 2020 Reg Brd Mtg	24,780.00		4			24,780.00		-
PC/DC Fire; Pouce Coupe Fire New Tender		Feb 20, 2020	250,000.00		6					250,000.00
PR Regional Cattleman's Assn; Livestock Protection Program		Jan 16, 2020	58,333.33		4			58,333.33		-
Rolla Dike; Legal Risk Assessment		Jan 16, 2020	50,000.00		1			21,075.63		28,924.37
Rolla Dike; Operations		Jan 16, 2020	11,960.00		1			11,960.00		-
Rolla Sewer; Upgrades		Jan 16, 2020	50,000.00		9			50,000.00		-
Rolla Sewer; Condition Assessment		Nov 19, 2020	50,000.00		9			-		50,000.00
South Peace Dist Crime Prevention Assn; Signs		Dec 17, 2015	4,375.00	4,309.15	4					65.85
SP Dist Crime Prevention Assn (1400/year 2018-2021 One Call Now)		Dec 20, 2018	5,600.00	2,800.00	4			1,400.00		1,400.00
Tate Creek Comm Centre; Facility Audit & Asset Mgmt Plan		Feb 21, 2019	11,171.55	11,171.55	8					-
Tomslake & Dist Rec Comm; Lawn Mower		Apr 16, 2020	6,800.00		4			6,800.00		-
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replace		Jan 19, 2017	5,000.00		4					5,000.00
Tomslake FD; Computer Aided Dispatch Units		Feb 20, 2020	9,570.00		6					9,570.00
Tomslake FD; Enclosed Trailer Purchase		Apr 16, 2020	15,000.00		6			15,000.00		-
										-
			2,639,853.24					542,948.76		1,822,107.88
Area E										
Boreal Centre for Sustainability; Rural Food Security Awareness		Jun 18, 2019	5,150.00		4				4,713.08	436.92
Chetwynd Fire; Operations		Feb 20, 2020	15,000.00		6				4,848.00	10,152.00
Chetwynd Public Library; Design		Jan 24, 2018; May 17, 2018; Jun 21, 2018	248,000.00	45,364.64	7					202,635.36
Chetwynd Public Library; New Library Construction		Jan 17, 2019; Jan 31, 2019	545,000.00		7					545,000.00
Chetwynd, Dist of; Wild-land Fire Protection Unit		Jun 18, 2020	25,000.00		4			25,000.00		-
CDC; Kiskatinaw Watershed Stewardship (10K/yr 2016-2020)		Dec 7, 2015	50,000.00	40,000.00	4				10,000.00	-
CDC; Fire Training Centre (8,750/year 2018-2022)		Apr 16, 2018	43,750.00	8,750.00	5				8,750.00	26,250.00
DC Soc for Comm Living; Rural Seniors Initiatives		Apr 16, 2020	50,000.00		4				50,000.00	-
Iver Johnson Park; Recreation Facility Upgrades		Feb 21, 2019	12,888.00		8					12,888.00
MLFD; Budget Requirements & Operations		Mar 5, 2019; Sp Board Mtg	8,700.00	1,848.10	6				6,851.90	-
MLFD; Operations/Needs Assessment		Oct 17, 2019; Feb 20, 2020	75,502.00		6				51,937.77	23,564.23
PR Regional Cattleman's Assn; Livestock Protection Program		Jan 16, 2020	58,333.33		4				58,333.33	-
Sunset Pr Rec Comm; Bleacher Project		Apr 16, 2020	5,500.00		4				5,500.00	-
										-
			1,142,823.33						225,934.08	820,926.51
Total Peace River Agreement GL Balance at Month End						203,189.97	3,562,608.55	1,975,556.36	2,659,679.51	8,401,034.39
Total Remaining Commitment						188,473.87	2,050,287.50	1,822,107.88	820,926.51	4,881,795.76
Balance available after remaining commitments						14,716.10	1,512,321.05	153,448.48	1,838,753.00	3,519,238.63
						Area B	Area C	Area D	Area E	
Spending Item Numbers:										
1 Potable Water and Water Security/Studies		3 Halls, Trails and Walking Paths		5 Dawson Creek Fire Training Centre		7 Libraries, Museums and Art Galleries		9 PRRD Sewer Services Assistance		
2 Arenas		4 Assistance to Other Organizations		6 Fire Protection		8 Year-Round Recreation Facility Upgrades		10 Natural Gas		
								11 Connectivity		

Community Works (Gas Tax) Projects				December 2020	K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total		
October 1, 2020 opening balance					1,718,936.82	1,773,951.29	1,692,737.69	1,667,234.79	6,852,860.59		
Interest Earned From Sep 2020 to Oct 2020					3,355.38	3,526.11	3,364.67	3,313.99	13,560.15		
Total					1,722,292.20	1,777,477.40	1,696,102.36	1,670,548.78	6,866,420.74		
COMMITMENTS				Date Committed	Commitment Amount	Prev Payments	Payments made from October 1, 2020		Remaining Commitment		
Area B											
Area B Potable Water Construction Loan Payment					Oct 15, 2020	1,000,000.00		1,000,000.00		-	
Buick Creek Community Club; Hall Furnace					Jun 18, 2019	7,832.00				7,832.00	
Clearview Arena Society; Arena Dehumidification System					Feb 20/Apr 16, 2020	160,000.00				160,000.00	
Cecil Lake Rec; Fencing, Ball Diamonds, Dugout, Bleachers					Apr 16, 2020	86,000.00		51,726.51		34,273.49	
Rose Prairie Water Station Pilot Project					May 21, 2020	100,000.00	24,855.97	75,144.03		-	
Clearview Arena Society; Arena Ventilation System					Jun 18, 2020	160,000.00				160,000.00	
						1,513,832.00	24,855.97	1,126,870.54		362,105.49	
Area C											
Charlie Lake Waste Water Truck Facility					Nov 27, 2014	63,987.66				63,987.66	
										-	
						63,987.66	-	-		63,987.66	
Area D											
Chilton Sub Sewer; Condition Assessment & Upgrades					Dec 17, 2020	50,000.00				50,000.00	
Cutbank Comm Club; Exterior Façade Improvement					Oct 15, 2020	40,806.87				40,806.87	
Friesen Sub Sewer; Assessment & Upgrades					Dec 17, 2020	50,000.00				50,000.00	
Harper Imperial Sub Sewer; Assessment & Upgrades					Dec 17, 2020	50,000.00				50,000.00	
Kelly Lake Community Centre; Hazardous Materials Study					Feb 20, 2020	15,000.00			3,234.00	11,766.00	
Kelly Lake Sewer System Assessment & Upgrades					Nov 19, 2020	100,000.00				100,000.00	
Peace Region Internet Soc; Rolla Fiber Project					Jul 25, 2019	15,000.00				15,000.00	
Rolla Sewer System Upgrades					Nov 19, 2020	587,200.00				587,200.00	
										-	
						908,006.87	-	3,234.00		904,772.87	
Area E											
Pine Valley Exhibition Park; Washroom Renovations					Mar 21, 2019	55,000.00	50,647.81			4,352.19	
Chetwynd & Dist. Rod and Gun Club; Interior Lighting					Apr 16, 2020	10,445.41				10,445.41	
										-	
						65,445.41	50,647.81		-	14,797.60	
Total Community Works (Gas Tax) Balance at month end							595,421.66	1,777,477.40	1,692,868.36	1,670,548.78	5,736,316.20
Total Remaining Commitment							362,105.49	63,987.66	904,772.87	14,797.60	1,345,663.62
Balance After Remaining Commitments							233,316.17	1,713,489.74	788,095.49	1,655,751.18	4,390,652.58
							Area B	Area C	Area D	Area E	

BCR/PRA Commitments	December 2020	Area B	Area C	Area D	Area E	Total BCR/PRA
2020 Opening Balance		49,688.07	41,512.06	19,204.45	42,921.11	153,325.69
Interest		580.71	483.20	222.42	467.00	1,753.33
Commitments Remaining						
Arras Fire Brigade; Prespatou Mtg Appreciation		500.00				
CLFD; Hose Lay Competition Banquet			65.87			
Hasler Flats Comm Group; Society Status Consulting					1,000.00	
Wonowon Horse Club; Legal Opinion - Hall Ownership		2,276.00				
Total Commitments		2,776.00	65.87	-	1,000.00	3,841.87
TLC Thrift Shop; Storage Shed Construction Assistance					3,000.00	
Bateman Contracting; Jackfish Lake Hall Furnace Repair					1,904.70	
Husky Tank Rentals; CL Conserv Soc RS Cleanup; LF Fees			402.21			
Peace Region Forage Seed Assn; Pest Monitoring Project		1,667.00	1,666.00	1,667.00		
Wonowon Horse Club; Legal Opinion - Hall Ownership		224.00				
Total Expenditures		1,891.00	2,068.21	1,667.00	4,904.70	10,530.91
Month End GL Balance		48,377.78	39,927.05	17,759.87	38,483.41	144,548.11
Balance available		45,601.78	39,861.18	17,759.87	37,483.41	140,706.24
		Area B	Area C	Area D	Area E	

Rural Loan Fund Reserve December 2020		Uncommitted Rural Loan Funds Available:		3,289,000.00
		Unissued Loans Approved:		181,000.00
		Rural Loan Fund Balance:		3,470,000.00
Loans in Rural Loan Fund	Date Committed	Loans Approved	Loans Issued	Outstanding Balance
NP Farmers Institute; Grain Elevator Upgrades (2021)	21-Jul-16	300,000.00	300,000.00	30,000.00
Whiskey Jack Nordic Ski Club; Beattoon Park Day Lodge	17-Jan-19	181,000.00		
Total		481,000.00	300,000.00	30,000.00

"Grants" from Loan Fund Interest	Date Committed	Approved	Issued	Outstanding
Total		-	-	-
Grants Available From RLF Interest:				700,308.30

Rural Loan Fund Reserve Balance:	4,170,308.30
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All Regional District Reserve Balances as of December 31, 2020 - Interim Report

RESERVES	911 Emergency Capital Reserve	\$ 328,342.09	Human Resources Operating Reserve	\$ 307,158.00
	*BCR/PRA	\$ 144,548.11	Information System Plan Reserve	\$ 288,202.27
	Buick Creek Arena Capital Reserve	\$ 224,258.48	Information Technology Operating Res	\$ 66,888.14
	Buick Creek Arena Operating Res	\$ 89,880.04	Insurance Reserve	\$ 500,607.28
	Building Reserve	\$ 1,267,855.82	Kelly Lake Comm Ctr. Operating Reserve	\$ 27,487.35
	Charlie Lake Fire Capital Reserve	\$ 663,340.08	Kelly Lake Comm Ctr. Capital Reserve	\$ 47,886.87
	Charlie Lake Sewer Capital Reserve	\$ 666,731.92	Kelly Lake Sewer Capital Reserve	\$ 12,076.57
	Charlie Lake Sewer Operating Reserve	\$ 103,557.37	Kelly Lake Sewer Operating Reserve	\$ 21,735.58
	Charlie Lake Sewer Treatment/Disposal	\$ 366,609.34	Landfill Closure Reserve	\$ 1,449,629.23
	Charlie Lk Waste Water Truck Facility Res	\$ 594,067.98	Medical Health Care Scholarship Reserve	\$ 105,815.53
	Chetwynd Arena Capital Reserve	\$ 2,070,883.99	Moberly Lake Fire Capital Reserve	\$ 23,945.40
	Chetwynd Leis Ctr Capital Reserve	\$ 2,483,985.76	North Pine TV Reserve	\$ 26,881.29
	Chilton Sewer Capital Reserve	\$ 34,804.63	NP Economic Development Commission	\$ -
	Chilton Sewer Operating Reserve	\$ 30,172.38	NP Leisure Pool Building Repl Res	\$ 3,724,655.23
	Clearview Arena Operating Reserve	\$ 91,568.77	NP Leisure Pool Capital Reserve	\$ 2,282,694.97
	CL DCC Reserve	\$ 280,422.91	*Peace River Agreement	\$ 8,401,034.39
	CLFD Operating Reserve	\$ 78,286.44	Peace River Agreement Committee Reserve	\$ 1,065,445.41
	*Community Works (Gas Tax)	\$ 5,736,316.20	Regional Parks Capital Reserve	\$ 126,155.58
	DC/PC Fire Capital Reserve	\$ 235,270.64	Regional Parks Operating Reserve	\$ 48,658.35
	Election Reserve	\$ 98,978.12	Rolla Creek Dike Operating Reserve	\$ 162.28
	Emergency Plan Operating Reserve	\$ 298,705.59	Rolla Sewer Capital Reserve	\$ 10,540.15
	*Fair Share	\$ 8,958,256.45	Rolla Sewer Operating Reserve	\$ 7,616.07
	Feasibility Reserve	\$ 350,503.81	*Rural (Loan Fund)	\$ 4,170,308.30
	Financial Services Operating Reserve	\$ 115,173.03	Rural Fringe	\$ 1,197,811.43
	Friesen Sewer Capital Reserve	\$ 13,860.42	Solid Waste Capital Reserve	\$ 5,675,046.79
	Friesen Sewer Operating Reserve	\$ 21,097.18	Solid Waste Operating Reserve	\$ 1,100,185.65
	FSJ Airport Sewer Capital Reserve	\$ 73,178.61	Sub-Reg Recreation Insurance Reserve	\$ 145,409.08
	FSJ Airport Sewer Operating Reserve	\$ 52,150.02	Tomslake Fire Reserve	\$ 39,007.66
	FSJ Airport Water Capital Reserve	\$ 39,480.86	Vehicle (Fleet) Reserve	\$ 122,523.60
	FSJ Airport Water Operating Reserve	\$ 30,210.92	Vehicle (BI) Reserve	\$ 28,340.82
	Green "Carbon" Project Reserve	\$ 108,460.27		
	Harp/Imp Sewer Capital Reserve	\$ 26,967.93		
	Harp/Imp Sewer Operating Reserve	\$ 24,472.36		
			TOTAL	\$ 56,726,307.79

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

Rural Bursary_Scholarship Recipient List

Area B Bursary

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

Area C Scholarship

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

Area E Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2020	Tristan Gerry	500	500	
2020	Nicole Eddy	500	0	6-Nov-20
2019	Ethan Cameron	500	0	20-Jan-20
2019	Blaine Dixie	500	0	21-Nov-19
2018	Sierra Neuls	500	0	5-Dec-18
2018	Treydon Nichols	500	0	2-Jan-19
2017	Kaitlyn Dufresne	500	0	Nov-17
2017	Trevor Andres	500	0	22-Feb-19
TOTAL		4,000	500	

Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2020	Austin Riley - Trades	1,500	0	24-Jul-20
2020	Sydnee Stewart - Scholarship	1,500	0	28-Aug-20
2019	Ashton Jobson	1,500	0	30-Nov-20
2019	Rory Todd	1,500	0	28-May-20
2018	Prestin Sorken	1,500	0	28-Sep-18
2018	Connor Riley	1,500	0	5-Dec-18
2017	Taylor Schweitzer	1,500	0	13-Jul-18
2017	Nadia Richer	1,500	0	16-Aug-18
TOTAL		12,000	0	



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

RURAL LOAN FUND

The Rural Budgets Administration Committee may utilize the Infrastructure Service grant (\$3.5 million) provided by the Province of BC in March 2005 as a rural loan fund as follows:

- a) to loan dollars to rural infrastructure projects owned by the Regional District where a service area is currently established;
- b) to loan dollars to member municipalities for infrastructure projects that will benefit rural residents where a service area is currently established; or
- c) to loan dollars to registered non-profit societies for rural infrastructure projects.

Application for Loan:

- a) the applicant (including the Regional District, member municipality and non-profit society) must provide a feasibility study that outlines the project and estimated costs; and
- b) non-profit societies must also provide a business case including annual financial statements, a cash flow forecast, and a detailed explanation of how the loan will be repaid.

Interest Rate:

All loans will be charged a rate of one percent (1%) above the interest earned rate at time of the loan (to offset the loss of interest revenue).

Repayment of Loans:

Loans must be repaid by one of the following methods:

- a) through repaying the loan bank over time from the service function taxation or service fees;
or
- b) by payment as set out in a formal loan agreement with the recipient non-profit society.

PEACE RIVER REGIONAL DISTRICT

Report

To: Rural Budgets Administration Committee
From: Kim Frech, Chief Financial Officer
Date: 9 February 2010
Re: Use of Appropriated Surplus - Fair Share Loan Reserve Fund

The Rural Budgets Administration Committee has control of an Appropriated Surplus Fund that was established from a one-time Fair Share grant. After sitting untouched, earning interest for a couple of years it was decided that a good use of these funds would be to provide repayable grants to Regional District functions as well as to non-profit organizations that would qualify for a Fair Share grant. This is proving to be a very good use of these funds to assist with capital projects as well as to ensure funds are available in the future to fund projects.

The second use that has developed for these funds was to provide non-repayable grants from the interest earned on the account and repaid on repayable grants.

What has not been standardized is the fee to charge on the repayable grant and therefore to ensure all are treated the same the following policy is being proposed.

THAT the Rural Budgets Administration Committee may provide repayable grants from the Appropriated Surplus Fair Share Loan Reserve Fund to Regional District Functions for capital and other projects and also to non-profit organizations that would qualify for Fair Share Funding for capital projects; and

THAT the repayable grants may be for a maximum term of 10 years; and

THAT due to not wanting varying annual payments, the annual payment is calculated by: 1) the principal divided by the term, plus 2) the total term interest divided by the term; and

THAT the rate charged will be an amount to compensate for the interest earned on the funds that will no longer be in the Municipal Finance Authority interest bearing accounts and will be calculated by using the one year percent of MFA interest earned on the Intermediate Fund plus 1% rounded up to the nearest ½ percent.

**RURAL LOAN FUND**

Department	Finance	Policy No.	
Section	Grants	Date Approved by Board	
Repeals		Board Resolution #	

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

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The Rural Loan Fund policy establishes clear guidelines for the Rural Budgets Administration Committee (RBAC) to provide financial assistance to eligible organizations in the form of a repayable loan or non-repayable financial assistance to support projects that benefit the rural areas of the Peace River Regional District (PRRD) and the communities at large.

2. Scope

- 2.1 This policy applies to the RBAC, staff and all organizations eligible to be considered for a financial loan or grant contribution from the Rural Loan Fund.

3. Definitions

- 3.1 *Loan* – Repayable funds that are borrowed from an institution, local government or organization and lent to a recipient for a fee at a set interest rate to be used for a temporary purpose.
- 3.2 *Grant Contribution* – Non-repayable funds disbursed or given by one party, often a government or other organization, to a recipient for a particular purpose.
- 3.1 *Project*: An undertaking that is planned to achieve a particular outcome or result with a specific set of goals, objectives, start and finish date.
- 3.2 *Infrastructure*: The physical asset developed and used by an organization to support its social, cultural and economic services.
- 3.3 *Initiative*: An action that tries out a specific idea or purpose which is intended to provide a benefit or result in a service to rural areas or the community at large.
- 3.4 *Program*: An activity designed for specific purpose which is led by a community organization and leads to the improvement to the quality of life for rural residents.
- 3.5 *Service*: A function led by a community organization which provides the public with an opportunity to benefit or improve the rural areas or community at large.

4. Policy

- 4.1 The RBAC has the sole discretion to determine if an organization applying for financial assistance is eligible to receive funds from the Rural Loan Fund.



- 4.2 Financial assistance from the Rural Loan Fund may be used to support infrastructure projects, initiatives for programs or services that will benefit rural residents and the community at large.
- 4.3 The Rural Loan Fund may be used by RBAC to provide financial assistance to eligible organizations as follows:
- To loan dollars or grant contributions for assets owned by the Regional District where a service area is currently established;
 - To loan dollars or grant contributions to member municipalities for projects that will benefit rural residents; or
 - To loan dollars or grant contributions to a registered not-for-profit society, in good standing with the *Societies Act of BC*.
- 4.4 All loans will be subject to a finance charge equivalent to what the Regional District would earn at that time, if invested.
- 4.5 Funding provided in the form of a non-repayable grant contribution may only be provided from the interest earned on the reserve fund or the interest earned on a repayable loan.
- 4.6 Eligibility Criteria for Applicants:
- Applicants must be either a not-for-profit organization who are register and in good standing with the *Societies Act of BC*;
 - Local government, First Nations Government, Band or Council;
 - School District or a Parent's Advisory Council (PAC) from a rural school and legitimized by the School Act.
- 4.7 Application Criteria:
- Applications are accepted on a continuous intake from January 1st to December 31st.
 - A grant application must be completed and include a project budget, copy of the applicants most recent financial statements and a rationale for the request.
 - Applications may be submitted to request financial assistance to support capital projects, infrastructure, initiatives for programs or services that will benefit the rural residents and the community at large.
 - Registered not-for-profit societies must provide a business case including annual financial statements, a cash flow forecast, and a detailed explanation of how the loan will be repaid.
- 4.8 Loan funds are repayable and recipients must repay the loan by one of the following methods:
- By payment over a set period of time from the service function taxation or service fees; or
 - By payment as set out in a formal loan agreement with the recipient.
- 4.9 All grant contributions are non-repayable and recipients will not be required to pay back funds.
- 4.10 All recipients who receive financial assistance through the Rural Loan Fund will be required to recognize the Regional District for their financial contribution.

Affiliated Procedure	
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Rural Budgets Administration Committee

Diary Items

Item		Status	Notes	Diarized
1.	Potable Water	On-going	Area C potable water service	March 21, 2019
2.	Potable Water	On-going	Area D potable water	December 19, 2019
4.	Bulterys Community House	On-going		September 17, 2020
5.	Creating a BC Hydro Legacy Fund	On-going		September 17, 2020



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Bylaw No. 1166, 1998

Effective Date – November 26, 1998

CONSOLIDATED FOR CONVENIENCE ONLY

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

Original Bylaw

Bylaw No. 1166, 1998

Date of Adoption

November 26, 1998

Amending Bylaw

Bylaw No. 1617

Bylaw No. 1853

Bylaw No. 2299

January 26, 2006

May 14, 2009 (repealed)

August 19, 2017

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PEACE RIVER REGIONAL DISTRICT

BY-LAW No. 1166, 1998

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

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

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

AND WHEREAS pursuant to Section 795^{2 as per MS Feb 2001} of the Municipal Act the Chair of a regional district may appoint a standing committee;

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

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

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

Citation

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

Committee

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

Membership

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

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B-1

Duties

4. Schedule "A" is attached hereto and forms part of this by-law.
5. The committee is delegated the authority of the Peace River Regional District Board to administer the rural budgets identified in Schedule "A" in accordance with budgets, programs, plans, policies and guidelines adopted from time to time by the Regional Board.
6. The committee will rotate chairperson from meeting to meeting, starting with Electoral Area "B" and working in alphabetic order.
7. The committee must keep minutes of its activities which will be provided to the Board for information.

Dispute Resolution

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

READ A FIRST TIME THIS 26th day of November, 1998.

READ A SECOND TIME THIS 26th day of November, 1998.

READ A THIRD TIME THIS 26th day of November, 1998.

ADOPTED BY A 2/3 VOTE THIS 26th day of November, 1998.

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

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

Moray Stewart
Moray Stewart, Administrator

Karen Goodings
Karen Goodings, Chair

Moray Stewart
Moray Stewart, Administrator

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Schedule 'A'

Fair Share Memorandum of Understanding – Rural Allocation

Peace River Agreement – Rural Allocation

BC Rail Grants-in-Lieu – Rural Allocation

Electoral Areas – Legislative (Elections, Conventions, Membership and information)

Grants to Community Organizations - Electoral Area Grants
- Custodians of the Peace Country Society

Recreation and Cultural Services – Grants-in-Aid

Sub-Regional Recreation and Cultural Services – Rural Allocations

Community Parks

Cemeteries

North Pine Television Rebroadcasting

“New Deal” Funding Agreement (Gas Tax) – Rural Allocation

Other funding opportunities specific to Electoral Areas