



# PEACE RIVER REGIONAL DISTRICT

## Special Regional Board Meeting Agenda

February 17, 2021, 10:00 a.m.  
1981 Alaska Avenue, Dawson Creek, BC

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# REPORT

To: Chair and Directors

Report Number: FN-BRD-043

From: Teri Vetter, Chief Financial Officer

Date: February 11, 2021

**Subject: Establishment of Service Functions**

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The Regional Board deferred consideration of the following recommendations from its August 18, 2020 special meeting:

**RECOMMENDATION #1: [Corporate Unweighted]**

That the Regional Board consider Tumbler Ridge Museum Foundation for the establishment of a Museum service function in the region.

**RECOMMENDATION #2: [Corporate Unweighted]**

That the Regional Board consider Tumbler Ridge Global Geopark Society for the establishment of a Geopark service function in the region.

**RECOMMENDATION #3: [Corporate Unweighted]**

That the Regional Board decline the establishment of a service function to support PRRD funded hockey events in the region.

**BACKGROUND/RATIONALE:**

At its June 11, 2020 meeting, the Regional Board resolved to evaluate and determine whether service functions should be established for the Tumbler Ridge Museum Foundation (TRMF), Tumbler Ridge Global Geopark Society (TRGGS), Shock Trauma Airlift Rescue Society (STARS), and regional hockey events. The purpose for the evaluation was to remain aligned with the Regional Grant-in-Aid Policy which states that an evaluation is to be undertaken for all grant contributions issued to support operation funding for more than three consecutive years in excess of more than \$50,000, to determine whether a service function should be established to provide ongoing operational funding beyond five years. Multi-year contributions to these organizations fall within the Regional Grant-in-Aid Policy parameters and are detailed in the attached report titled 'Establishing a Service Function – Regional Grant-in-Aid Contributions', which was considered by the Board at its August 18, 2020 special meeting.

Following consideration of the attached report at its August 18, 2020 special meeting, the Board made the following motion:

*MOVED, SECONDED and CARRIED*

'That the Regional Board consider STARS - Shock Trauma Airlift Rescue Society for the establishment of an Air Ambulance service function in the region' and the report titled "Establishing a Service Function – Regional Grant-in-Aid Contributions – FN-BRD-013" until the Board had been provided with a report on the anticipated 2020 surplus balance of Function 275 – Grants to Community Organizations, and the potential to use the

surplus to fund Regional Grants-in-Aid and Economic Development projects in the 2021 budget year, as the Board determines a path forward for economic development and grants to community organizations.

The report referenced in the above resolution, titled '[2020 Surplus from F275 - Grants to Community Organizations](#)' was received by the Board for discussion at its September 10, 2020 meeting.

As the Board had been presented with the report on anticipated surplus funds as requested, it could now consider the resolution on the floor and corresponding report which had been deferred from its August 18, 2020 special meeting. The deferred items were presented to the Board for consideration at its October 8, 2020 meeting in the report titled '[Establishing a Service Function - Regional Grant-in-Aid Contributions](#)'. The Board voted on the deferred resolution on the floor and resolved to establish an air ambulance service function in the region.

The corresponding report and its three remaining recommendations were not considered at that time and are being presented to the Board today for its consideration.

#### **ALTERNATIVE OPTIONS:**

1. That the Regional Board consider the inclusion of Tumbler Ridge Museum, Tumbler Ridge Global Geopark Society and Hockey Canada in Function 140 – Economic Development in 2022 once an Economic Development Strategy is complete.
2. That the Regional Board provide further direction.

#### **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

##### **Tumbler Ridge Global Geopark Society (TRGGS)**

Since 2014, the total PRRD grant contribution paid to TRGGS is \$660,000. A total of \$630,000 was paid from Function 275, Grants to Community Organizations and \$30,000 was paid from Function 140, Economic Development. TRGGS submitted a breakdown of grant expenditures which indicates for each annual operational period (April 1 to March 31) how grant funding was used. TRGGS clearly demonstrates the majority of the grant funds were used to support core operational costs such as wages and administration. In 2014/15, a surplus of \$9,694 is shown as carried forward to 2015/16, a surplus of \$121,256 carried forward to 2016/17, and a surplus of \$18,453 carried forward to 2017/18. All grant funding provided was issued to support operational expenses. See the list of grants paid by the PRRD below.

2018 - 2020 (\$125,000/year)	\$375,000
2017	\$ 55,000
2015	\$200,000
2014	<u>\$ 30,000</u>
<b>Total</b>	<b>\$660,000</b>

**Tumbler Ridge Museum Foundation (TRMF)**

Since 2013, the total amount of PRRD grant contributions paid to TRMF is \$1,378,992. A total of \$1,128,992 was paid from Function 140, Economic Development and issued to support operational costs. The remaining \$250,000 includes a grant in the amount of \$5,000 and one in the amount of \$75,000 paid from Function 275, Grants to Community Organizations for special events that were held in 2013, and one in the amount of \$170,000 paid from Function 140, Economic Development to assist with improvements for the Dinosaur Discovery Gallery done in 2013. TRMF has provided a breakdown of how the grant funds are used to support operational expenses, not including the event and project specific funds from 2013. The annual grant contributions are itemized by year and applied as a percentage to certain operational expense categories. Based on the breakdown, the majority of the grant funding from the PRRD is used for wages and benefits. Below is a list of grants paid by the PRRD.

2020	\$ 110,000
2019	\$ 93,992
2015 – 2018 (\$200,000/year)	\$ 800,000
2014	\$ 125,000
2013	\$ 5,000
2013	\$ 75,000
2013	<u>\$ 170,000</u>
<b>Total</b>	<b>\$1,378,992</b>

**Hockey Canada Events**

The PRRD has provided a total of \$389,500 in grant contributions to support the Hockey Canada events held in the region. A total of \$209,500 was paid from Function 140, Economic Development, \$135,000 from Function 275, Grants to Community Organizations and \$45,000 was paid from Function 130, Administrative Fiscal and Other. All funds were issued to City of Dawson Creek for the purposes of hosting Hockey Canada events as outlined below.

2012	\$ 5,000	U18 National Women's Championships
2015	\$ 75,000	U17 Men's World Hockey Challenge
2017	\$100,000	U17 World Men's Hockey Challenge
2019	\$109,500	World Junior Hockey Challenge
2020	<u>\$100,000</u>	U18 National Women's Championship (November 2020)
<b>Total</b>	<b>\$389,500</b>	

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time

**Attachments:**

1. Establishing a Service Function – Regional Grant-in-Aid Contributions report (August 18, 2020 Special Board meeting)
2. TRMF Breakdown of PRRD Funds
3. TRGG breakdown of PRRD Funds.



# REPORT

To: Chair and Directors

Report Number: FN-BRD-008

From: Teri Vetter, Chief Financial Officer

Date: June 5, 2020

**Subject: Establishing a Service Function - Regional Grant-in-Aid Contributions**

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## **RECOMMENDATION #1: [Corporate Unweighted]**

That the Regional Board evaluate STARS - Shock Trauma Airlift Rescue Society to inform consideration of the establishment of an Air Ambulance service function in the region.

## **RECOMMENDATION #2: [Corporate Unweighted]**

That the Regional Board evaluate Tumbler Ridge Museum Foundation to inform consideration of the establishment of a Museum service function in the region.

## **RECOMMENDATION #3: [Corporate Unweighted]**

That the Regional Board evaluate the Tumbler Ridge Global Geopark Society to inform the consideration of the establishment of a Geopark service function in the region.

## **BACKGROUND/RATIONALE:**

The information in this report is being brought forward to the Regional Board as a result of the Regional Grant-in-Aid policy, Item 4.6 which states:

- 4.6 Grant contributions to support operational funding for more than three consecutive years and in excess of \$50,000 per year will be evaluated by the Board of Directors to determine whether a service function should be established.

This report identifies the organizations who receive grant contributions that fall into this category, as well as how much grant funding has been provided, in order to assist the Regional Board in their evaluation and determination of whether a service function should be established. Below is a list of organizations that fall under this criteria.

### **Shock Trauma Airlift Rescue Society (STARS)**

STARS has received annual grant contributions from the PRRD over the past eleven years, since 2009, totaling **\$1,836,528**. All grant funding has been issued to support operational expenses, and has been paid from Function 275, Grants to Community Organizations.

2013 – 2020 (8 years at \$170,000/year)	\$1,360,000
2010 – 2012 (3 years at \$120,000/year)	\$ 360,000
2009	\$ 116,528

**Tumbler Ridge Museum Foundation (TRMF)**

TRMF has received annual grant contributions from the PRRD dating back eight years to 2013, totaling **\$1,128,992**. Grant contributions have been paid from Function 140, Economic Development Grants, and issued to support operational expenses at the museum.

2020	\$110,000
2019	\$ 93,992
2015 – 2018 (4 years at \$200,000/year)	\$800,000
2014	\$125,000

Other grants provided to TRMF have included a Special Events grant of \$5,000 for attendance at the Global Geopark International event in 2013; a Special Events grant of \$75,000 to host the Aspiring Geopark Symposium in 2013; and an Economic Development grant of \$170,000 for the Dinosaur Discovery Gallery Renovation Project in 2013.

**Tumbler Ridge Global Geopark Society (TRGGS)**

TRGGS has been receiving grant contributions from the PRRD reaching back six years to 2014, totaling **\$575,000**. Grant contributions have been paid from Function 140, Economic Development grants, and issued to support operational expenses for the Society.

2018 to 2020 (3 years at \$125,000/year)	\$375,000
2015	\$200,000

Other grants provided to TRGGS include a \$55,000 grant to assist with the Geopark Project in 2014, and a \$30,000 Tourism Grant to assist with the Society's UNESCO designation expenses.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board receive the June 5, 2020 report titled "Establishing a Service Function – Regional Grant-in-Aid Contributions" for information.
2. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. Regional Grant-in-Aid Policy

## **Funding Breakdown Methodology and Assumptions**

Prepared by Zena Conlin, TRMF General Manager

Data was gathered from the TRMF annual financial statements, input from a long-term board member, TRMF board meeting minutes, and information available through reviewing the PRRD agenda items and supporting material from 2014 – 2018.

Information based on other funding and grant based work led to a process of extrapolating data to generate a “best guess” breakdown of remaining expenses and how PRRD funds were distributed. This is also based on the assumption that PRRD funding was for operational expenses as no information was available to indicate that the funds were to be directed to specific projects. It appears the operational funding was leveraged to secure project specific monies, for example 500,000 building renovation through NDI & Cultural Spaces grants and programmes funding through an annual sponsorship from Meikle Wind.

Also of note – only the broadest of categories were used as some of the more detailed categories accounted for less than half a percentage point. Where it made sense these detailed categories were combined, for example Office Supplies/General Office also includes janitorial and basic facility maintenance like the purchase of lightbulbs and snow clearing. Accounting and Legal also includes bookkeeping for the two years it has been outsourced. I’m happy to provide some further explanation if required. Only related expenditures were grouped together.

2018 – 2020: As the PRRD is well aware, the TRMF has experienced shift in operations over the last two years with staff turnover and capacities, and this is reflected in the sudden drop in the research and fieldwork categories resulting in a higher skew in other places. Fieldwork, et al, will begin to increase again in coming years as we redevelop our research program.

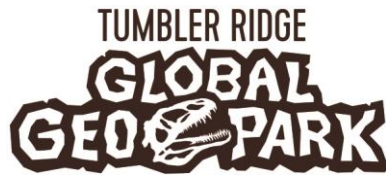
COVID-19 and the unknowns of 2020. The best estimate of the current year has been provided. Training has been considerably reduced as most opportunities have been cancelled for the remainder of the year. Office supplies have gone up with the increased cleaning protocols, and with an expected shortfall in earned revenue, we won’t understand the full impact until later in the year.

In estimation and despite the known anomalies, there’s a fairly consistent pattern to how funds were used.

TRMF - PRRD Funding Breakdown 2014-2020

Year	Amount	Wages & Benefits	Utilities	Telephone / Internet	Consulting Fees / Training	Insurance	Accounting / Legal	Office Supplies /General Office	Advertising / Promotion	Collections/Research/F ieldwork	
2014	\$ 125,000	56%	11%	2%	6%	5%	6%	2%		12%	100%
2015	\$ 200,000	53%	7%	1%	6%	5%	5%	1%	4%	18%	100%
2016	\$ 200,000	59%	6%	1%	8%	7%	3%	1%	2%	13%	100%
2017	\$ 200,000	56%	11%	2%	7%	5%	3%	1%		15%	100%
2018	\$ 200,000	61%	10%	1%	14%	2%	5%	2%	1%	4%	100%
2019	\$ 93,992	60%	20%	2%	2%	12%	2%	1%		1%	100%
2020	\$ 110,000	68%	8%	1%	2%	6%	6%	3%	1%	5%	100%
Total	\$ 1,128,992 Avg	59%	10%	1%	6%	6%	4%	2%	2%	10%	





## Report to PRRD Directors on Geopark Grant Expenditures by Fiscal Year July 3, 2020

### Background

This report has been generated by the Tumbler Ridge Global Geopark Society (TRGGS) staff at the request of the PRRD to better understand how grant monies from the PRRD have been used by the TRGGS.

### Fiscal Investment

The table below shows a breakdown by fiscal year, which runs April 1 to March 31 annually. The impact of the PRRD funds can be clearly seen by the Geopark's ability to initially develop the Geopark Program, and then to hire and maintain staff. This core funding is critical to Geopark operations.

Over time, the Geopark has developed relationships with external funders, which support programming, marketing, and individual projects such as the Geo Interpretive Centre, new interpretive signage, development of education program, or the Annual Fishing Derby. The Geopark will continue to reach out for external funding, using the base of support from the PRRD from which to grow.

In 2018, the TRGGS entered into a contract to manage the Tumbler Ridge Visitor Centre. This was a three-year contract valued at \$150,000 annually. The contract expires in February, 2021, and the TRGGS Board of Directors have indicated to their District of Tumbler Ridge liaison that the Geopark wishes to continue management of the facility. Without this contract and the support from the PRRD, the Geopark program would diminish significantly, to the point which would not be sustainable for the UNESCO designation.

Table 1: Overview of PRRD Financial Contributions by Year and Spending Category

Fiscal Year	PRRD Contribution	TRGGS Breakdown of Expenditures By Fiscal Year
2014/15	\$55,000	Advertising: \$1761 Signage and Brochures: \$14,141 Evaluation: \$18,216 Meetings and Conferences: \$11,188 (includes a delegation to GGN conference, where the designation was announced) <b>Total: \$45,306</b> <b>Carried forward: \$9694</b>

2015/16	\$200,000	Admin: \$10,050 (including audit, bank fees, insurance, office supplies, etc, for every year henceforth) Education: \$25,372 Events and Special Projects: \$4,778 Gift Shop Purchases: \$2,300 Meetings and Conferences: \$8,641 (includes GGN mandatory conference) Wages: \$31,862 Website: \$5,435 <b>Total: \$88,438</b> <b>Carried Forward: \$121,256</b>
2016/17	\$0	Admin: \$9568 (includes annual GGN fee) Education: \$77 Events and special projects: \$1011 Geosite and Highway Signs: \$1218 Gift Shop Purchases: \$3629 Meetings and conferences: \$14,065 (includes delegation to GGN mandatory conference) Wages: \$73,235 <b>Total: \$102,803</b> <b>Carried Forward: \$18,453</b>
2017/18	\$30,000	Admin: \$3,453 (includes annual GGN fee) Wages: \$45,000 <b>Total: \$48,453</b>  (\$30,000 received from PRRD, and \$18,453 from previous fiscal year carried forward)
2018/19	\$125,000	Admin: \$17,229 (includes 4-year Revalidation and annual GGN fee) Meetings and Conferences: \$5344 (includes GGN mandatory conference) Wages: \$102,427 <b>Total: \$125,000</b>
2019/20	\$125,000	Admin: \$3,730 (includes annual GGN fee) Board Development and Strategic Planning: \$6,103 Meetings and Conferences: \$3,381 (includes GGN mandatory conference) Wages: \$ 111,786 <b>Total: \$125,000</b>
2020/21	\$125,000	We are only three months into this Fiscal Year. The expenditures will show similar wages to 2018/19, a line for amalgamation legal fees, admin and wages.

The TRGGS are happy to break down any of the spending categories further or to answer any questions the PRRD may have as to how the investment is managed by the TRGGS.



# REPORT

To: Chair and Directors

Report Number: FN-BRD-044

From: Teri Vetter, Chief Financial Officer

Date: February 11, 2021

**Subject: 2021 Grant Applications for Function 275 – Grants to Community Organizations**

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## **RECOMMENDATION #1: *[Corporate Unweighted]***

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

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

## **RECOMMENDATION #2: *[Corporate Unweighted]***

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

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

## **RECOMMENDATION #3: *[Corporate Unweighted]***

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

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

## **RECOMMENDATION #4: *[Corporate Unweighted]***

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

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

**RECOMMENDATION #5: [Corporate Unweighted]**

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

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

**BACKGROUND/RATIONALE:**

The purpose of this report is to provide the Regional Board an opportunity to consider the Grant in Aid applications for those five applicants who were delegation invitees to present at the February 11, 2021 Committee of the Whole Meeting.

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

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

The above grants totaling \$63,000 have been budgeted under General Grants along with the multi-year commitments of \$231,400 and Search and Rescue allocation of \$50,000. If the Regional Board funds all of the above grant applications, the surplus will be depleted to zero and Function 275 will have a balanced budget.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 275 – Grant to Community Organizations 2021 Draft Budget
2. 2021 Regional GIA Summary and Application Package
3. Regional Grant-Aid-Policy

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



**Run Date: 1/20/21 11:55 AM**

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**General Operating Fund**

**275 Grants to Community Organizations**

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

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



**Run Date: 1/20/21 11:55 AM**

**Page No: 1**

**General Operating Fund**

**275 Grants to Community Organizations**

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

**2021 Regional Grant-in-Aid Summary of Applications**

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

- CATEGORY
- Arts/Culture** - Projects that enhance the provision and availability of arts and culture services and materials

**Economic Development** - Projects related to creating or enhancing economic opportunities

**Environmental** - Projects that enhance, protect or restore environmental values

**Heritage** - Projects that protect and interpret the region's heritage values

**Social** - Projects that support the health, well-being and diversity of individuals and communities

**Sport/Recreation** - Projects related to the provision of sports or recreation activities, tournaments or events

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

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

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

**Mailing Address:** \_\_\_\_\_  
(if different)

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Project / Initiative Information**

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

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

- |                                     |                      |  |
|-------------------------------------|----------------------|--|
| <input type="checkbox"/>            | Arts/Culture         | Projects that enhance the provision and availability of arts and culture services and amenities      |
| <input type="checkbox"/>            | Economic Development | Projects related to creating or enhancing economic opportunities                                     |
| <input type="checkbox"/>            | Environmental        | Projects that enhance, protect, or restore environmental values                                      |
| <input type="checkbox"/>            | Heritage             | Projects that protect and interpret the region's heritage values                                     |
| <input checked="" type="checkbox"/> | Social               | Projects that support the health, well-being and diversity of individuals and communities            |
| <input type="checkbox"/>            | Sport/Recreation     | Projects related to the provision of sports or recreation activities, tournaments or events          |
| <input checked="" type="checkbox"/> | Other (Describe)     | <u>We are running a Charity for under privileged residence with Food, clothing &amp; Medication.</u> |

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

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

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

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

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





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

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

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

If yes, provide details:

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

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

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

9. What will those benefits be?

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

#### Budget Information

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

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

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

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

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

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

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



### Application Authorization

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

### Application Submission

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

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

Applicant Signature

A large black rectangular box redacting the signature of the applicant.

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

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

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

<b>Total Current Assets</b>		<b>12,950.00</b>
-----------------------------	--	------------------

<b>TOTAL ASSET</b>		<b>12,950.00</b>
--------------------	--	------------------

**LIABILITY****Current Liabilities**

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

<b>Total Current Liabilities</b>		<b>4,654.10</b>
----------------------------------	--	-----------------

<b>TOTAL LIABILITY</b>		<b>4,654.10</b>
------------------------	--	-----------------

**EQUITY**

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

<b>TOTAL EQUITY</b>		<b>8,295.90</b>
---------------------	--	-----------------

<b>LIABILITIES AND EQUITY</b>		<b>12,950.00</b>
-------------------------------	--	------------------

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

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

**EXPENSE**

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

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

1. **Organization Name:** Dawson Creek Triathlon Association

**Civic Address:** 1524 108 Ave

**Mailing Address:** \_\_\_\_\_  
(if different)

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

**Contact Person:** James Maxwell **Phone Number:** [REDACTED]

**Email:** [REDACTED]

**Project / Initiative Information**

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

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

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

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

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

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

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



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

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

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

If yes, provide details:

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

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

### 9. What will those benefits be?

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

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

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

## Budget Information

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

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

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

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

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

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

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

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

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

Amount: \$500 Source: Dawson Creek Vet Clinic



### Application Authorization

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

### Application Submission

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

**Applicant Signature**     James A Maxwell

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



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

## Balance Sheet

## Dawson Creek Triathlon

As at May 19, 2020

### Current Assets

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

### Prepaid Expenses

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

### Capital Assets

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

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

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

## In Kind Contributions Summary 2019

## Dawson Creek Triathlon

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

Dawson Creek Triathlon 2019  
Home Community

Home Community and Participation Stats

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

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

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

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

**Civic Address:** 10421-100 St. (new)

**Mailing Address:** \_\_\_\_\_  
(if different)

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

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

**Email:** karen@neat.ca

**Project / Initiative Information**

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

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

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

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

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

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

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

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

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

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



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

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

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

If yes, provide details:

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

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

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

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

### Budget Information

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

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

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

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

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

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

Amount: 300000 Source: Climate Action & Awareness Fund

Amount: 50000 Source: Pacific Northern Gas - anticipated

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

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



### Application Authorization

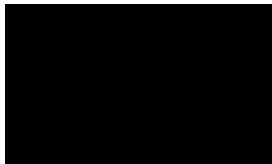
- ☒ I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I understand that if my application is successful, I will be required to provide a summary report that includes annual financial statements,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

### Application Submission

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

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

Applicant Signature



\_\_\_\_\_

#### **Additional Info Question #4 & #9**

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

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

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

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

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

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



**PROGRAM BUDGET**

2021 - Year 1

**STAFFING:**

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

**SUPPLIES & MATERIALS:**

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

**MARKETING:**

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

**SPEAKER FEES:**

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

<b>TOTAL EXPENDITURES</b>	<b>\$130,950.00</b>
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**Anticipated Revenue**

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

<b>Net Income</b>	<b>\$50.00</b>
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## PROGRAM BUDGET

## STAFFING:

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

## SUPPLIES &amp; MATERIALS:

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

## MARKETING:

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

## SPEAKER FEES:

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

<b>TOTAL EXPENDITURES</b>	<b>\$143,337.50</b>
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## Anticipated Revenue

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

<b>Net Income</b>	<b>\$1,662.50</b>
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**PROGRAM BUDGET**

2023 - Year 3

**STAFFING:**

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

**SUPPLIES & MATERIALS:**

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

**MARKETING:**

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

**SPEAKER FEES:**

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

<b>TOTAL EXPENDITURES</b>	<b>\$158,700.00</b>
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**Anticipated Revenue**

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

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

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

**Civic Address:** 14110 250 RD

**Mailing Address:** PO BOX 793  
(if different)

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

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

**Email:** pcbra@outlook.com

**Project / Initiative Information**

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

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

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

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

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

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

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



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

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

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

If yes, provide details:

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

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

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

9. What will those benefits be?

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

## Budget Information

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

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

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

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

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

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

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

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

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

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



### Application Authorization

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

### Application Submission

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

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

**Applicant Signature**     Kyla Conlon-Fettes, PCBRA Sponsorship Director





# **PCBRA SPONSORSHIP PACKAGE 2020/2021**

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

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

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



## Sponsorship Package

### Dear Valued Supporter

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

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

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

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

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

Warm regards,

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



**Please provide the following information and return via  
mail, or email to [pcbra@outlook.ca](mailto:pcbra@outlook.ca)**

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

Sponsor Name (business name) \_\_\_\_\_

Sponsor Phone Number \_\_\_\_\_

Sponsor Email address \_\_\_\_\_

Sponsor Mailing Address \_\_\_\_\_

Specific sponsorship category requested (please check off one)

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

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

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

# STATEMENT OF ACCOUNTS

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

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

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



**LAKE VIEW**  
CREDIT UNION

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

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

Dawson Creek: (250) 782-4871

Chetwynd: (250) 788-9227

Tumbler Ridge: (250) 242-4871



Date: December 13, 2020

Society #: S-0066193

**Organization Information****1. Organization Name:** Spark Women's Leadership Conference Society**Civic Address:** 206 - 11203 105 Ave**Mailing Address:**  
(if different)**City:** Fort St John, BC**Postal Code:** V1J 0L3**Contact Person:** Jennifer Moore**Phone Number:** [REDACTED]**Email:****Project / Initiative Information**

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

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

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

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

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

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

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



5. **Project Start Date:** May 11, 2021

**Project End Date:** May 13, 2021

6. **Is this project, event or service part of your core operations?**

☒ Yes

☐ No

7. **Is the project, event, or service already provided in the community by another organization?**

☐ Yes

☒ No

**If yes, provide details:**

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

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

9. **What will those benefits be?**

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

### Budget Information

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

\$ 162,500

11. **Grant-in-Aid Amount Requested:**

\$ 5,000

12. **For how many years are you requesting funding?**

☐ 1 ☐ 2 ☒ 3

13. **Will you receive other sources of funding?**

☒ Yes

☐ No

14. **Have you applied to other sources, including municipalities for funding?**

☒ Yes

☐ No

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

Amount: \$10,000

Source: Peace River Hydro Partners

Amount: \$5,000

Source: Pembina

Amount: \$3,500

Source: Northern Lights College

Amount: \$2,000

Source: BDC



### Application Authorization

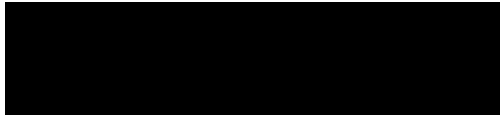
- ☒ I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I understand that if my application is successful, I will be required to provide a summary report that includes annual financial statements,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

### Application Submission

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

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

Applicant Signature



## Spark Women's Leadership Conference Budget

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

## Spark Women's Leadership Conference Budget

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





# Balance Sheet

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

31 JUL 2020

### Assets

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

### Liabilities

<b>Current Liabilities</b>	
Sales Tax	(380.39)
<b>Total Current Liabilities</b>	<b>(380.39)</b>
<b>Total Liabilities</b>	<b>(380.39)</b>

<b>Net Assets</b>	<b>81,858.99</b>
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### Equity

Current Year Earnings	(16,243.90)
Retained Earnings	98,102.89
<b>Total Equity</b>	<b>81,858.99</b>

**REGIONAL GRANT-IN-AID POLICY**

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

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

Repealed		Board Resolution #	
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**1. Purpose**

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

**2. Scope**

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

**3. Definitions**

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



#### 4. Policy

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



## 5. Responsibilities

Boards of Directors shall:

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

Finance shall:

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

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



# REPORT

To: Chair and Directors

Report Number: FN-BRD-063

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: PRRD Overall Draft 2021 Budget Package**

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## **RECOMMENDATION: *[Corporate Unweighted]***

That the Regional Board receive the report titled "PRRD Overall Draft 2021 Budget Package-FN-BRD-063", to present the overall 2021 budget, for discussion.

## **BACKGROUND/RATIONALE:**

The overall draft budget for all functions within the Peace River Regional District is \$88,912,550, a decrease of \$5,835,674 or 6.16% from 2020. The overall requisition is \$27,748,288, a decrease of \$1,667,385 or 5.67% from 2020.

The budget presentation for 2021 has changed from prior years. This year, each service function within the Regional District is presented individually in its own report, which includes recommendations and background information specific to that function attached, including the Draft 2021 budget and supplemental requests, and an illustration of tax rates broken down for the funding participants. This presentation approach was chosen to make navigating to a specific budget much easier, in an attempt to improve the budget deliberation experience for the Directors. Additionally, by each function budget having its own report, the Regional Board can easily see the variations (increases and decreases) within each budget. Function reports are attached to the agenda as per the PRRD Procedure Bylaw; Committee Recommendations are first, followed up by staff reports for those functions that have not been previously vetted by a Committee or Commission.

If there are changes that the Regional Board wishes to make, it is requested that the change be in the form of a resolution identifying both sides of the transaction (revenue and expense).

Due to time constraints and the new budget software being implemented, the years 2022-2025 will be updated after the February 17<sup>th</sup> Special Board meeting before being included in the Draft Five Year Financial Plan bylaw. This bylaw will be brought to the Regional Board on March 11<sup>th</sup> for three readings, with adoption anticipated on March 25<sup>th</sup>, 2021.

The attachment to this report consists of the following details and graphs:

- Year over year change to Total Budget and Total Requisition (including Parcel Tax) as a % of Total Budget
- Year over year change to Total Budget by Function
- Year over year change to Total Requisition and Total Regional Assessment
- Year over year change to Total Requisition by Regional District Area
- Breakdown of Water and Sewer budgets
- Requisition by type of Assessment and Service Area

- Requisition and Tax Rate by Regional District Area
- Debt by Member Municipalities and Regional District functions
- Year over year change to Assessment by Regional District Areas

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness

**FINANCIAL CONSIDERATION(S):**

The Draft Five Year Financial Plan will be prepared based on the draft budgets, or amended draft budgets, that are approved at the February 17<sup>th</sup> Special Board meeting.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Year over Year Breakdowns and Graphs



### Year over year change to Budget

		<u>Budget</u>	% Change		<u>Requisition</u>	% Change	Requisition Is <u>% of Budget</u>
2021	\$	88,912,550	-6.16%	\$	27,748,663	-100.00%	31.21%
2020	\$	94,748,224	44.91%	\$	29,415,674	-2.04%	31.05%
2019	\$	65,383,659	-4.07%	\$	28,326,780	5.08%	43.32%
2018	\$	68,161,045	-0.04%	\$	26,956,376	-0.03%	39.55%
2017	\$	68,184,988	6.03%	\$	26,964,387	1.35%	39.55%
2016	\$	64,304,494	-40.55%	\$	26,604,098	11.08%	41.37%
2015	\$	108,160,508	12.04%	\$	23,949,654	3.35%	22.14%

\* 2021 Includes \$27.9M in grant revenue not previously budgeted to allow for unanticipated rural projects.

	Service Function	2020 Actuals	2020 Budget	2021 Budget	\$ Change	% Change
100	- Administrative	\$5,013,144	\$5,140,488	\$5,151,773	\$11,285	0.22%
110	- Legislative - Regional	\$613,032	\$789,299	\$858,120	\$68,821	8.72%
120	- Legislative - Electoral Areas	\$5,968,749	\$32,813,965	\$28,876,906	-\$3,937,059	-12.00%
130	- Administrative - Fiscal & Othe	30,000	\$30,000	\$0	-\$30,000	-100.00%
140	- Economic Development	\$634,456	\$927,338	\$377,538	-\$549,800	-59.29%
150	- Fiscal Services - MFA	\$6,827,944	\$6,839,958	\$6,816,213	-\$23,745	-0.35%
160	- Fleet Administration	\$492,197	\$522,160	\$505,315	-\$16,845	-3.23%
200	- Regional Parks	\$443,575	\$847,817	\$962,560	\$114,743	13.53%
210	- Community Parks	\$44,449	\$83,174	\$55,915	-\$27,259	-32.77%
220	- Regional Recreation	\$77,170	\$307,983	\$313,519	\$5,536	1.80%
221	- Sub-Regional Recreation	\$1,181,449	\$958,000	\$995,184	\$37,184	3.88%
225	- Kelly Lake Community Centre	\$122,659	\$137,524	\$436,176	\$298,652	217.16%
230	- Tate Creek Community Centre	\$100,233	\$114,498	\$108,111	-\$6,387	-5.58%
235	- South Peace Multiplex	\$1,825,430	\$1,457,949	\$1,525,727	\$67,778	4.65%
240	- Chetwynd Leisure Centre	\$1,349,437	\$1,983,616	\$1,927,391	-\$56,225	-2.83%
245	- North Peace Leisure Pool	\$3,270,778	\$3,859,496	\$4,271,578	\$412,082	10.68%
250	- Chetwynd Recreation Complex	\$547,465	\$560,917	\$353,771	-\$207,146	-36.93%
255	- Chetwynd Arena	\$2,270,823	\$3,018,364	\$2,235,777	-\$782,587	-25.93%
260	- Clearview Arena - Artificial I	\$166,327	\$308,368	\$323,715	\$15,347	4.98%
265	- Buick Creek Arena	\$300,502	\$309,629	\$341,149	\$31,520	10.18%
275	- Grants to Community Organizati	\$458,875	\$1,361,393	\$977,079	-\$384,314	-28.23%
280	- Rec & Cultural Facilities Gran	\$240,602	\$296,435	\$354,635	\$58,200	19.63%
285	- Cemeteries - B,C,D, & E	\$39,446	\$66,250	\$65,155	-\$1,095	-1.65%
290	- Chetwynd Library	\$488,298	\$1,416,193	\$504,138	-\$912,055	-64.40%
295	- Library Services	\$111,125	\$111,125	\$127,765	\$16,640	14.97%
300	- Emergency Planning	\$721,110	\$590,127	\$684,847	\$94,720	16.05%
305	- 911 Emergency Telephone System	\$527,794	\$832,126	\$1,255,132	\$423,006	50.83%
310	- Emergency Rescue Vehicle	\$8,231	\$9,739	\$13,365	\$3,626	37.23%
315	- Charlie Lake Fire	\$1,832,052	\$1,928,708	\$947,531	-\$981,177	-50.87%
320	- Chetwynd Rural Fire	\$120,076	\$126,130	\$145,388	\$19,258	15.27%
325	- Dawson Creek/Pouce Coupe Fire	\$500,516	\$642,322	\$1,058,202	\$415,880	64.75%
330	- Fort St. John Rural Fire	\$715,425	\$721,479	\$739,787	\$18,308	2.54%
335	- Moberly Lake Rural Fire	\$156,110	\$168,059	\$164,774	-\$3,285	-1.95%
340	- Taylor Rural Fire	\$242,793	\$248,928	\$252,529	\$3,601	1.45%
345	- Tomslake Fire	\$103,502	\$120,813	\$128,313	\$7,500	6.21%
400	- Management of Development	\$922,569	\$1,479,809	\$1,450,428	-\$29,381	-1.99%
405	- Building Inspection	\$275,495	\$402,680	\$372,745	-\$29,935	-7.43%
410	- Animal Control Shelter	\$20,250	\$20,250	\$20,017	-\$233	-1.15%
415	- Regional District Development	\$0	\$257,238	\$83,187	-\$174,051	-67.66%
420	- 12-Mile Electrification	\$856	\$857	\$863	\$6	0.70%
425	- Charlie Lake Local Community		\$0	\$0	\$0	0.00%
430	- Rolla Creek Diking	\$33,228	\$62,475	\$30,424	-\$32,051	-51.30%
500	- Regional Solid Waste Managemen	\$15,511,706	\$18,662,172	\$17,596,402	-\$1,065,770	-5.71%
505	- Area E Scramblevision	\$155,583	\$155,768	\$46,270	-\$109,498	-70.30%
510	- Chetwynd TV	\$48,220	\$48,440	\$15,355	-\$33,085	-68.30%
520	- Invasive Plants	\$249,505	\$342,856	\$326,235	-\$16,621	-4.85%
525	- North Pine TV	\$12,579	\$29,997	\$56,000	\$26,003	86.69%
601	- Charlie Lake Sewer	\$1,267,295	\$1,514,665	\$1,106,258	-\$408,407	-26.96%
602	- Chilton Sewer	\$53,080	\$83,447	\$115,649	\$32,202	38.59%
603	- FSJ Airport Sub Sewer	\$135,353	\$119,229	\$895,878	\$776,649	651.39%
604	- Friesen Sewer	\$11,990	\$17,563	\$65,773	\$48,210	274.50%
605	- Harper Imperial Sewer	\$129,892	\$144,497	\$161,240	\$16,743	11.59%
606	- Kelly Lake Sewer	\$98,736	\$117,152	\$163,250	\$46,098	39.35%
607	- Rolla Sewer	\$131,713	\$120,285	\$707,490	\$587,205	488.18%
701	- FSJ Airport Sub Water	\$164,128	\$124,366	\$189,008	\$64,642	51.98%
702	- Potable Water - Area B	\$4,131,420	\$2,365,048	\$1,655,000	-\$710,048	-30.02%
		<b>\$60,899,382</b>	<b>\$71,163</b>	<b>\$88,912,550</b>	<b>-\$6,806,613</b>	<b>-7.11%</b>





**Requisition Change\***

2021	Tax Requisition	\$ 27,748,663
2020	Tax Requisition	\$ 29,415,674
	Increase*	<u>\$ (1,667,010)</u>
		-5.67%

**Assessment Change**

2021	Converted Assessment	\$ 3,238,974,159
2020	Converted Assessment	\$ 3,288,759,280
	Increase	<u>\$ (49,785,121)</u>
		-1.51%

\*Requisition includes Parcel/Frontage Tax

\*Changes in Requisition by Function are identified in the Requisition by Function slide

**Requisition and Parcel/Frontage Tax**

	<u>2021</u>	<u>2020</u>	Increase (Decrease)	
Chetwynd	\$ 965,790	\$ 1,148,043	\$ (182,252)	-15.88%
Dawson Creek	\$ 1,731,088	\$ 1,860,642	\$ (129,555)	-6.96%
Fort St. John	\$ 2,530,734	\$ 2,686,699	\$ (155,964)	-5.81%
Hudson's Hope	\$ 174,730	\$ 195,470	\$ (20,740)	-10.61%
Pouce Coupe	\$ 80,459	\$ 85,698	\$ (5,239)	-6.11%
Taylor	\$ 177,295	\$ 222,387	\$ (45,092)	-20.28%
Tumbler Ridge	\$ 283,401	\$ 385,918	\$ (102,517)	-26.56%
Area B	\$ 2,226,029	\$ 2,641,220	\$ (415,191)	-15.72%
Area C	\$ 565,435	\$ 633,629	\$ (68,194)	-10.76%
Area D	\$ 1,259,351	\$ 1,416,169	\$ (156,818)	-11.07%
Area E	\$ 1,057,573	\$ 1,105,945	\$ (48,372)	-4.37%
Local Services	\$ 16,696,777	\$ 17,033,852	\$ (337,075)	-1.98%
<b>TOTAL</b>	<b>\$ 27,748,663</b>	<b>\$ 29,415,674</b>	<b>\$ (1,667,010)</b>	<b>-5.67%</b>



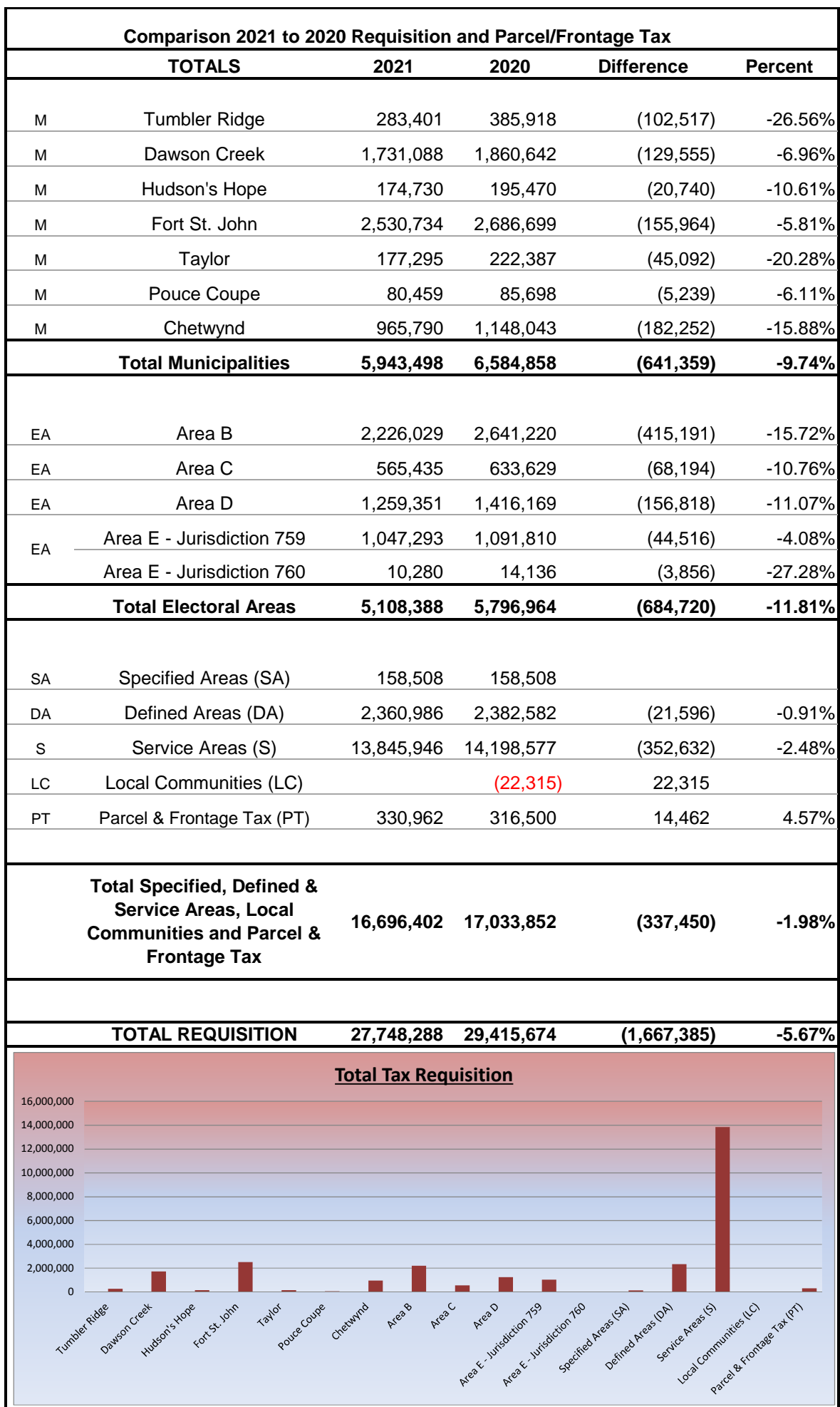
## Water & Sewer Systems

	<u>2021 Budget</u>	<u>Parcel Tax</u>	<u>Number</u>	
Fort St. John Airport Subdivision Water	\$ 189,008	\$ 24,111	58	Parcel tax & user fees
Fort St. John Airport Subdivision Sewer	\$ 895,878	\$ 30,753	58	Parcel tax & user fees
Charlie Lake Sewer *	\$ 1,106,258	\$ 71,258	654	Parcel Tax & 380 user fees
Chilton Sewer	\$ 115,649	\$ 35,000	35	Parcel tax only - no user fees
Friesen Sewer	\$ 65,773	\$ 7,650	13	Parcel tax & user fees
Harper Imperial Sewer	\$ 161,240	\$ 61,404	60	Parcel tax & user fees
Kelly Lake Sewer	\$ 163,250	\$ 23,437	21	Parcel tax only - no user fees
Rolla Sewer	\$ 707,490	\$ 75,010	67	Frontage tax
Potable Water - Area B **	\$ 1,655,000	\$ 1,025,000		Assessment - Improvements Only

\* Charlie Lake Sewer is funded via user fees for operations. The parcel tax was previously for debenture payments which are now complete. Since 2017 there has been a parcel tax of \$150 per parcel placed in reserve for use for improvements to the existing

**PEACE RIVER REGIONAL DISTRICT  
2021  
REQUISITION AND PARCEL/FRONTAGE TAX**

	Area	Recovery Basis	TOTAL	Land & Improvements	Improvements Only	Parcel / Front. Tax	TOTAL
M	Tumbler Ridge	L & I	85,178	85,178			85,178
M	Dawson Creek	L & I	1,097,733	1,097,733			1,097,733
M	Hudson's Hope	L & I	51,138	51,138			51,138
M	Fort St. John	L & I	657,477	657,477			657,477
M	Taylor	L & I	54,770	54,770			54,770
M	Pouce Coupe	L & I	50,969	50,969			50,969
M	Chetwynd	L & I	477,858	477,858			477,858
M	Tumbler Ridge	IMP	198,223		198,223		198,223
M	Dawson Creek	IMP	633,355		633,355		633,355
M	Hudson's Hope	IMP	123,593		123,593		123,593
M	Fort St. John	IMP	1,873,258		1,873,258		1,873,258
M	Taylor	IMP	122,525		122,525		122,525
M	Pouce Coupe	IMP	29,490		29,490		29,490
M	Chetwynd	IMP	487,932		487,932		487,932
<b>TOTAL MUNICIPAL (L &amp; I + IMP)</b>							
	Tumbler Ridge						<b>283,401</b>
	Dawson Creek						<b>1,731,088</b>
	Hudson's Hope						<b>174,730</b>
	Fort St. John						<b>2,530,734</b>
	Taylor						<b>177,295</b>
	Pouce Coupe						<b>80,459</b>
	Chetwynd						<b>965,790</b>
<b>MUNICIPAL TOTALS</b>							<b>5,943,498</b>
EA	Area B	L & I	1,655,711	1,655,711			1,655,711
EA	Area C	L & I	409,514	409,514			409,514
EA	Area D	L & I	994,622	994,622			994,622
EA	Area E - Jurisdiction 759	L & I	705,612	705,612			705,612
EA	Area E - Jurisdiction 760	L & I	6,929	6,929			6,929
EA	Area B	IMP	570,318		570,318		570,318
EA	Area C	IMP	155,921		155,921		155,921
EA	Area D	IMP	264,729		264,729		264,729
EA	Area E - Jurisdiction 759	IMP	341,681		341,681		341,681
EA	Area E - Jurisdiction 760	IMP	3,351		3,351		3,351
DA	Rec & Cult. Ser.	IMP	636,708		636,708		636,708
DA	Chet Arena	L & I	1,314,793	1,314,793			1,314,793
DA	Chet Library	L & I	402,503	402,503			402,503
DA	Chetwynd T.V.	IMP	6,983		6,983		6,983
LC	Char Lk Local Comm	L & I					
PT	12-Mile Electrification	P Tax	839			839	839
PT	Harper Imperial Sewer	P Tax	61,404			61,404	61,404
PT	Rolla Creek Dyking	P Tax	1,500			1,500	1,500
PT	FSJ Airport Water	P Tax	24,111			24,111	24,111
PT	FSJ Airport Sewer	P Tax	30,753			30,753	30,753
PT	Rolla Sewer	F Tax	75,010			75,010	75,010
PT	Charlie Lake Sewer	P Tax	71,258			71,258	71,258
PT	Kelly Lake Sewer	P Tax	23,437			23,437	23,437
PT	Chilton Sub Sewer	P Tax	35,000			35,000	35,000
PT	Friesen Sewer	P Tax	7,650			7,650	7,650
S	Area B - Solid Waste	IMP	2,421,637		2,421,637		2,421,637
S	Area C - Solid Waste	IMP	473,632		473,632		473,632
S	Area D - Solid Waste	IMP	1,526,681		1,526,681		1,526,681
S	Area E - Solid Waste	IMP	1,071,645		1,071,645		1,071,645
S	Area E - Solid Waste	IMP	10,836		10,836		10,836
S	South Peace Multiplex	IMP	1,019,531		1,019,531		1,019,531
S	DC/PC Rural Fire	L & I	521,602	521,602			521,602
S	Chet Leisure Centre	IMP	865,437		865,437		865,437
S	Chet Rec Complex	IMP	189,250		189,250		189,250
S	Chet Rural Fire	IMP	123,877		123,877		123,877
S	Chet Scramble T.V.	IMP	22,013		22,013		22,013
S	Moberly Lake Fire N	L & I	73,474	73,474			73,474
S	Moberly Lake Fire S	L & I	39,526	39,526			39,526
S	N Taylor Rural Fire	IMP	176,694		176,694		176,694
S	S Taylor Rural Fire	IMP	72,234		72,234		72,234
S	F S J Fire Prot.	IMP	638,934		638,934		638,934
S	North Pine T.V.	IMP					
S	North Peace Pool B	IMP	1,771,373		1,771,373		1,771,373
S	North Peace Pool C	IMP	401,264		401,264		401,264
S	Buick Creek Arena	IMP	298,000		298,000		298,000
S	Charlie Lk. Fire	L & I	771,531	771,531			771,531
S	Kelly Lake Comm Ctr	IMP	117,471		117,471		117,471
S	Tate Creek Comm Ctr	IMP	103,061				103,061
S	Tomslake Fire	L & I	111,243	111,243			111,243
S	Clearview Gym	L & I					
S	Potable Water (Area B)	IMP	1,025,000				1,025,000
SA	Clearview Art.Ice	IMP	158,508		158,508		158,508
<b>TOTAL</b>			<b>27,748,288</b>	<b>9,482,182</b>	<b>17,935,145</b>	<b>330,962</b>	<b>27,748,288</b>

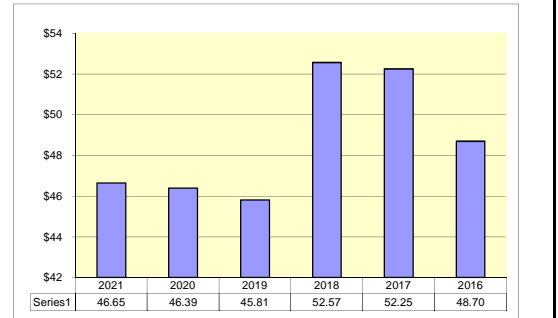


# Summary of Property Taxes on a Residential (Class 1) Property

2021

Approximate Taxes on a Residential (Class 1) property valued at \$100,000

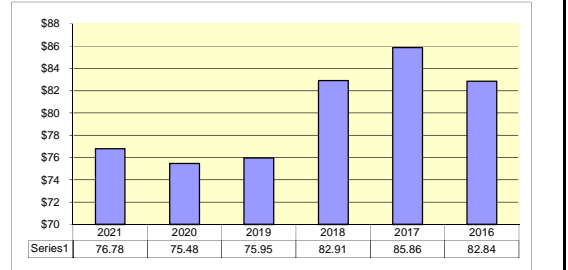
Function		Exh.	2021		2020	
			Requisition	Rate	Requisition	Rate
	<b>Tumbler Ridge</b>					
-100	Administration	1-B	54,518	0.0808	58,011	0.0191
-110	Legislative - Regional	1-A	9,805	0.0145	13,995	0.0796
-130	Administrative - Fiscal and Other	1-C	-	-	2	-
-140	Economic Development	12	-	-	64,062	0.0897
-200	Regional Parks	9	10,570	0.0181	13,375	0.0211
-220	Regional Recreation	10	1,718	0.0029	1,541	0.0024
-275	Grants - To Community Organizations	4	-	-	14,125	0.0193
-305	911 Emergency Telephone Services	6	16,257	0.0279	11,047	0.0172
-400	Management of Development	3	16,443	0.0247	22,208	0.0308
-415	Regional District Development	1-D				
-500	Regional Solid Waste Management	7	169,679	0.2909	183,361	0.2883
-520	Invasive Plants	8	4,412	0.0065	4,079	0.0056
	<b>Total Tumbler Ridge</b>		<b>283,401</b>	<b>0.4665</b>	<b>385,806</b>	<b>0.5731</b>



46.65	46.39	45.81	52.57	52.25	48.70
0.4665	0.4639	0.4581	0.5257	0.5225	0.4870
<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>

Approximate Taxes on Class 1 (Residential) Property valued at \$100,000

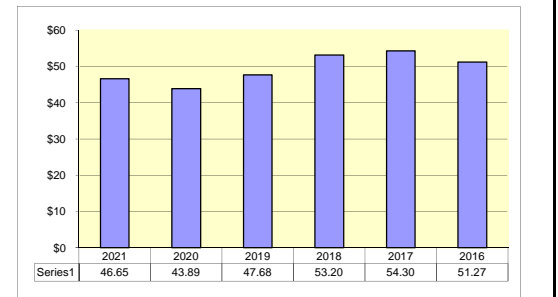
Function		Exh.	2021		2020	
			Requisition	Rate	Requisition	Rate
	<b>Dawson Creek</b>					
-100	Administration	1-B	207,941	0.0808	205,581	0.0796
-110	Legislative - Regional	1-A	37,399	0.0145	49,390	0.0191
-130	Administrative - Fiscal and Other	1-C	-	-	(0)	-
-140	Economic Development	12	-	-	92,188	0.0360
-200	Regional Parks	9	33,774	0.0181	39,258	0.0211
-220	Regional Recreation	10	5,489	0.0029	4,497	0.0024
-221	Sub-Regional Recreation & Cultural Services	14	296,334	0.1162	300,127	0.1167
-235	South Peace Multiplex	49	476,244	0.1851	457,212	0.1781
-275	Grants - To Community Organizations	4	-	-	49,765	0.0193
-305	911 Emergency Telephone Services	6	51,943	0.0279	31,991	0.0172
-400	Management of Development	3	62,987	0.0247	78,881	0.0308
-415	Regional District Development					
-500	Regional Solid Waste Management	7	542,150	0.2909	537,372	0.2883
-520	Invasive Plants	8	16,827	0.0065	14,412	0.0056
	<b>Total Dawson Creek</b>		<b>1,731,088</b>	<b>0.7678</b>	<b>1,860,673</b>	<b>0.8143</b>



1.72%	-0.62%	-8.40%	-3.44%	3.65%	
<b>76.78</b>	<b>75.48</b>	<b>75.95</b>	<b>82.91</b>	<b>85.86</b>	<b>82.84</b>
0.7678	0.7548	0.7595	0.8291	0.8586	0.8284
<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>

Approximate Taxes on Class 1 (Residential) Property valued at \$100,000

Function		Exh.	2021		2020	
			Requisition	Rate	Requisition	Rate
	<b>Hudson's Hope</b>					
-100	Administration	1-B	32,615	0.0808	7,743	0.0191
-110	Legislative - Regional	1-A	5,866	0.0145	32,208	0.0796
-130	Administrative - Fiscal and Other	1-C	-	-	7	-
-140	Economic Development	12	-	-	14,491	0.0357
-200	Regional Parks	9	6,591	0.0181	7,584	0.0211
-220	Regional Recreation	10	1,071	0.0029	869	0.0024
-275	Grants - To Community Organizations	4	-	-	7,804	0.0193
-305	911 Emergency Telephone Services	6	10,136	0.0279	6,178	0.0172
-400	Management of Development	3	10,017	0.0247	12,518	0.0308
	Regional District Development					
-500	Regional Solid Waste Management	7	105,795	0.2909	103,811	0.2883
-520	Invasive Plants	8	2,639	0.0065	2,259	0.0056
	<b>Total Hudson's Hope</b>		<b>174,730</b>	<b>0.4665</b>	<b>195,472</b>	<b>0.5192</b>



6.27%	-7.93%	-10.38%	-2.03%	5.91%	
<b>46.65</b>	<b>43.89</b>	<b>47.68</b>	<b>53.20</b>	<b>54.30</b>	<b>51.27</b>
0.4665	0.4389	0.4768	0.5320	0.5430	0.5127
<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>

Approximate Taxes on Class 1 (Residential) Property valued at \$100,000

# Summary of Property Taxes on a Residential (Class 1) Property

2021

Approximate Taxes on a Residential (Class 1) property valued at \$100,000

Function	Fort. St. John	Exh.	2021		2020	
			Requisition	Rate	Requisition	Rate
-100	Administration	1-B	420,274	0.0808	101,526	0.0191
-110	Legislative - Regional	1-A	75,587	0.0145	425,624	0.0796
-130	Administrative - Fiscal and Other	1-C	-	-	(1,373)	-
-140	Economic Development	12	-	-	5,606	0.0010
-200	Regional Parks	9	57,901	0.0181	67,481	0.0211
-220	Regional Recreation	10	9,409	0.0029	7,581	0.0024
-245	North Peace Leisure Pool	30	787,441	0.2465	813,498	0.2564
-275	Grants - To Community Organizations	4	-	-	102,016	0.0193
-305	911 Emergency Telephone Services	6	89,050	0.0279	52,633	0.0172
-400	Management of Development	3	127,605	0.0247	163,573	0.0308
-415	Regional District Development					
-500	Regional Solid Waste Management	7	929,456	0.2909	919,080	0.2883
-520	Invasive Plants	8	34,010	0.0065	29,678	0.0056
<b>Total Fort St. John</b>			<b>2,530,734</b>	<b>0.7129</b>	<b>2,686,924</b>	<b>0.7409</b>

Year	2021	2020	2019	2018	2017	2016
Rate	0.7129	0.8168	0.7483	0.8055	0.8415	0.7960
% Change	-12.72%	9.15%	-7.10%	-4.28%	5.72%	

Function	Taylor	Exh.	2021		2020	
			Requisition	Rate	Requisition	Rate
-100	Administration	1-B	35,007	0.0808	8,468	0.0191
-110	Legislative - Regional	1-A	6,296	0.0145	35,138	0.0796
-130	Administrative - Fiscal and Other	1-C	-	-	45	-
-140	Economic Development	12	-	-	33,458	0.0767
-200	Regional Parks	9	6,534	0.0181	7,721	0.0211
-220	Regional Recreation	10	1,062	0.0029	887	0.0024
-275	Grants - To Community Organizations	4	-	-	8,543	0.0193
-305	911 Emergency Telephone Services	6	10,049	0.0279	6,338	0.0172
-400	Management of Development	3	10,634	0.0247	13,531	0.0308
	Regional District Development					
-500	Regional Solid Waste Management	7	104,881	0.2909	105,783	0.2883
-520	Invasive Plants	8	2,833	0.0065	2,469	0.0056
<b>Total Taylor</b>			<b>177,295</b>	<b>0.4665</b>	<b>222,382</b>	<b>0.5601</b>

Year	2021	2020	2019	2018	2017	2016
Rate	0.4665	0.5344	0.4765	0.5320	0.5430	0.5127
% Change	-12.72%	12.16%	-10.44%	-2.03%	5.91%	

Function	Pouce Coupe	Exh.	2021		2020	
			Requisition	Rate	Requisition	Rate
-100	Administration	1-B	9,635	0.0808	2,325	0.0191
-110	Legislative - Regional	1-A	1,733	0.0145	9,637	0.0796
-130	Administrative - Fiscal and Other	1-C	-	-	18	-
-140	Economic Development	12	-	-	2,214	0.0187
-200	Regional Parks	9	1,573	0.0181	1,866	0.0211
-220	Regional Recreation	10	256	0.0029	215	0.0024
-221	Sub-Regional Recreation & Cultural Services	14	13,858	0.1162	14,071	0.1167
-235	South Peace Multiplex	49	22,068	0.1851	21,522	0.1781
-275	Grants - To Community Organizations	4	-	-	2,347	0.0193
-305	911 Emergency Telephone Services	6	2,419	0.0279	1,545	0.0172
-400	Management of Development	3	2,895	0.0247	3,672	0.0308
	Regional District Development					
-500	Regional Solid Waste Management	7	25,244	0.2909	25,587	0.2883
-520	Invasive Plants	8	780	0.0065	678	0.0056
<b>Total Pouce Coupe</b>			<b>80,459</b>	<b>0.7678</b>	<b>85,696</b>	<b>0.7970</b>

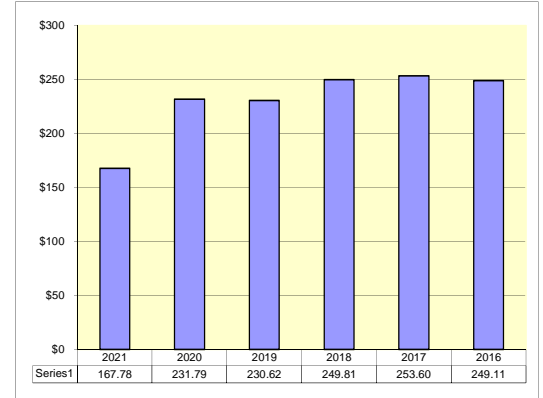
Year	2021	2020	2019	2018	2017	2016
Rate	0.7678	0.7450	0.7594	0.8292	0.8586	0.8244
% Change	3.06%	-1.90%	-8.42%	-3.42%	4.15%	

# Summary of Property Taxes on a Residential (Class 1) Property

2021

Approximate Taxes on a Residential (Class 1) property valued at \$100,000

Function	Chetwynd	Exh.	2021		2020	
			Requisition	Rate	Requisition	Rate
-100	Administration	1-B	50,910	0.0808	11,975	0.0191
-110	Legislative - Regional	1-A	9,156	0.0145	49,708	0.0796
-130	Administrative - Fiscal and Other	1-C	-	-	56	-
-140	Economic Development	12	-	-	44,978	0.0729
-200	Regional Parks	9	9,621	0.0181	11,148	0.0211
-220	Regional Recreation	10	1,564	0.0029	1,280	0.0024
-240	Chetwynd Leisure Centre	18	225,678	0.4251	222,246	0.4206
-250	Chetwynd Recreation Complex	13	49,599	0.0934	113,976	0.2157
-255	Chetwynd Arena	17	304,507	0.4834	296,523	0.4787
-275	Grants - To Community Organizations	4	-	-	12,079	0.0193
-290	Chetwynd Library	19	93,715	0.1488	91,091	0.1470
-305	911 Emergency Telephone Services	6	14,798	0.0279	9,133	0.0172
-400	Management of Development	3	15,448	0.0247	19,117	0.0308
	Regional District Development					
-500	Regional Solid Waste Management	7	154,449	0.2909	152,694	0.2883
-505	Chetwynd and Area Scramblevision	22	24,072	0.0453	82,235	0.1553
-510	Chetwynd & Area TV Rebroadcasting	20	8,152	0.0154	26,305	0.0497
-520	Invasive Plants	8	4,120	0.0065	3,492	0.0056
<b>Total Chetwynd</b>			<b>965,790</b>	<b>1.6778</b>	<b>1,148,037</b>	<b>2.0235</b>



-27.61% 0.50% -7.68% -1.49% 1.80%

1.6778	2.3179	2.3062	2.4981	2.5360	2.4911
<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>

Approximate Taxes on Class 1 (Residential) Property valued at \$100,000



# Summary of Property Taxes on a Residential (Class 1) Property

2021

Approximate Taxes on a Residential (Class 1) property valued at \$100,000

Function	Electoral Area 'B'	Exh.	2021 Requisition	2021 Rate	2020 Requisition	2020 Rate
-100	Administration	1-B	799,480	0.0808	193,742	0.0796
-110	Legislative - Regional	1-A	143,788	0.0145	804,859	0.0191
-120	Legislative - Electoral Areas	2	225,024	0.0227	183,489	0.0182
-130	Administrative - Fiscal and Other	1-C	-	-	624	-
-140	Economic Development	12	-	-	236,651	0.0280
-200	Regional Parks	9	150,884	0.0181	177,772	0.0211
-210	Community Parks	36	-	-	371	0.0000
-220	Regional Recreation	10	24,520	0.0029	20,407	0.0024
-275	Grants - To Community Organizations	4	-	-	240,861	0.0238
-280	Recreation & Cultural Facilities Grants-In-Aid	11	162,328	0.0195	129,090	0.0153
-285	Cemeteries		480	0.0001	714	0.0001
-300	Emergency Planning	24	110,865	0.0112	111,855	0.0111
-305	911 Emergency Telephone Services	6	232,055	0.0279	145,590	0.0172
-400	Management of Development	3	244,405	0.0247	311,803	0.0308
-405	Building Inspection	5	67,452	0.0068	26,669	0.0026
-415	Regional District Development	1-D	-	-	624	-
-500	Regional Solid Waste Management	7	2,421,637	0.2909	2,434,704	0.2883
-520	Invasive Plants	8	64,697	0.0065	56,505	0.0056
-702	Potable Water - Area B	48	1,025,000	0.1231	1,025,000	0.1215
<b>Total Electoral Area 'B'</b>			<b>5,672,615</b>	<b>0.6499</b>	<b>6,101,328</b>	<b>0.6849</b>

Year	2021	2020	2019	2018	2017	2016
Series1	64.99	66.19	52.09	56.72	60.18	56.86

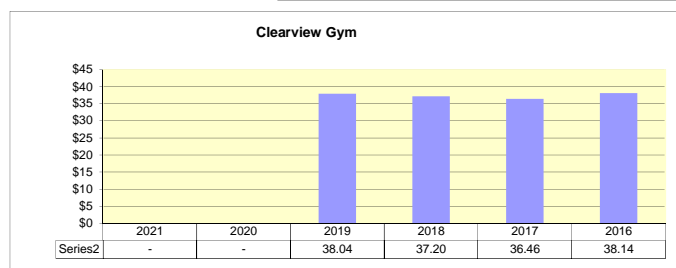
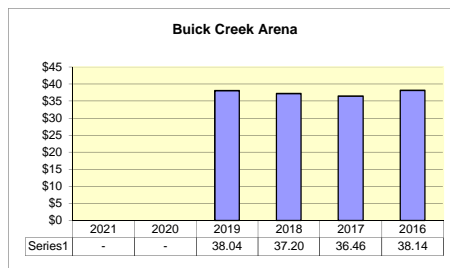
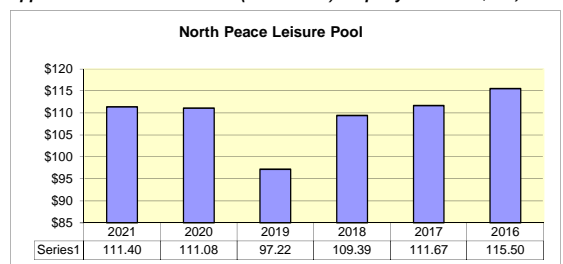
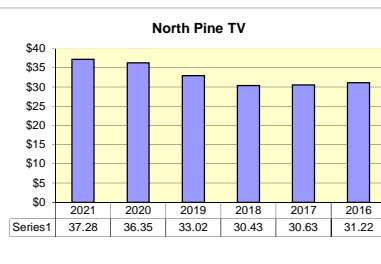
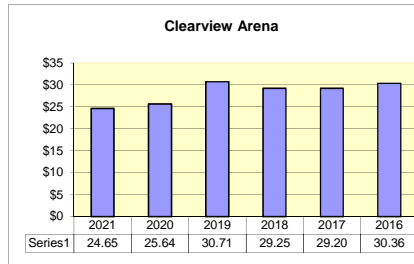
-1.81%	27.06%	-8.16%	-5.75%	5.84%	
0.6499	0.6619	0.5209	0.5672	0.6018	0.5686
<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>

Approximate Taxes on Class 1 (Residential) Property valued at \$100,000

Add to Electoral Area 'B' Tax if applicable

Function	Specific Tax Areas within Area 'B'	Exh.	2021 Requisition	2021 Rate	2020 Requisition	2020 Rate	2021	2020	2019	2018	2017	2016
-245	North Peace Leisure Pool	30	1,771,373	0.2465	1,883,120	0.2564	24.65	25.64	30.71	29.25	29.20	30.36
-260	Clearview Arena - Artificial Ice	25	158,508	0.3728	158,508	0.3635	37.28	36.35	33.02	30.43	30.63	31.22
265	Buick Creek Arena	51	298,000	1.1140	309,629	1.1108	111.40	111.08	97.22	109.39	111.67	115.50
270	Clearview Gym	53	-	-	-	-	-	-	38.04	37.20	36.46	38.14
420	12 Mile Electrification	52	839	Parcel Tax	839	Parcel Tax	-	-	-	-	-	-
-525	North Pine TV	28	-	-	-	-	-	-	0.96	0.75	0.25	
<b>Total Specific Tax Areas - Area 'B'</b>			<b>2,228,720</b>	<b>1.7333</b>	<b>2,352,096</b>	<b>1.7307</b>	<b>173.33</b>	<b>173.07</b>	<b>198.99</b>	<b>207.23</b>	<b>208.71</b>	<b>215.47</b>

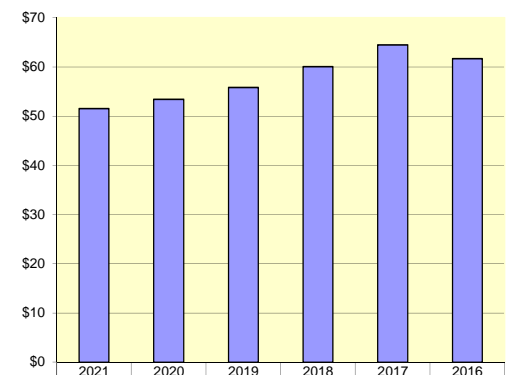
Approximate Taxes on Class 1 (Residential) Property valued at \$100,000



# Summary of Property Taxes on a Residential (Class 1) Property

2021

Approximate Taxes on a Residential (Class 1) property valued at \$100,000

			2021		2020							
Function	Electoral Area 'C'	Exh.	Requisition	Rate	Requisition	Rate	<u>Electoral Area 'C'</u>					
-100	Administration	1-B	189,304	0.0808	194,008	0.0796						
-110	Legislative - Regional	1-A	34,047	0.0145	46,619	0.0191						
-120	Legislative - Electoral Areas	2	53,282	0.0227	44,359	0.0182						
-130	Administrative - Fiscal and Other	1-C	-	-	-	-						
-140	Economic Development	12	-	-	(5,163)	(0.0031)						
-200	Regional Parks	9	29,505	0.0181	35,315	0.0211						
-210	Community Parks	36	-	-	74	0.0000						
-220	Regional Recreation	10	4,795	0.0029	4,049	0.0024						
-275	Grants - To Community Organizations	4	-	-	52,720	0.0216						
-280	Recreation & Cultural Facilities Grants-In-Aid	11	13,979	0.0086	47,559	0.0284						
-285	Cemeteries		(50)	0.0000	6	0.0000						
-300	Emergency Planning	24	25,720	0.0110	26,487	0.0109						
-305	911 Emergency Telephone Services	6	45,378	0.0279	28,847	0.0172						
-400	Management of Development	3	57,871	0.0247	52,710	0.0216						
-405	Building Inspection	5	14,645	0.0063	5,117	0.0021						
-415	Regional District Development	1-D	-	-	-	-						
-500	Regional Solid Waste Management	7	473,632	0.2909	483,552	0.2883						
-520	Invasive Plants	8	15,319	0.0065	13,602	0.0056						
Total Electoral Area 'C'			957,426	0.5150	1,029,859	0.5331	51.50	53.44	55.85	60.02	64.48	61.64
							0.5150	0.5344	0.5585	0.6002	0.6448	0.6164
							2021	2020	2019	2018	2017	2016
Approximate Taxes on Class 1 (Residential) Property valued at \$100,000												

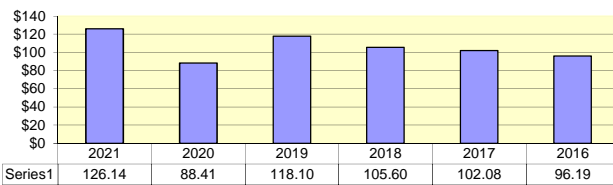
Approximate Taxes on Class 1 (Residential) Property valued at \$100,000

Add to Electoral Area 'C' Tax if applicable

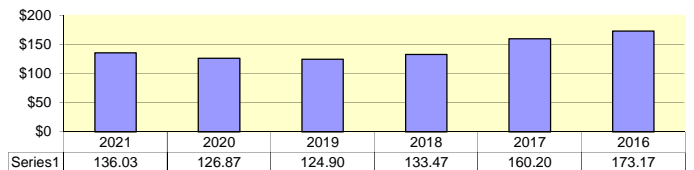
Function	Specific Tax Areas within Area 'C'	Exh.	Requisition	Rate	Requisition	Rate	2021	2020	2019	2018	2017	2016
245	North Peace Leisure Pool		401,264	0.2465	429,969	0.2564	24.65	25.64	30.71	29.25	29.20	30.36
-295	Library Services		62,265	0.0382	50,131	0.0299	3.82	2.99	2.98	2.99	2.87	3.23
-315	Charlie Lake Fire Protection		771,531	0.6664	772,097	0.6454	66.64	64.54	61.84	64.05	64.12	80.90
-330	Fort St. John Rural Fire Protection		638,934	1.3603	634,248	1.2687	136.03	126.87	124.90	133.47	160.20	173.17
-340	Taylor Rural Fire Protection	31	176,694	1.2614	122,547	0.8841	126.14	88.41	118.10	105.60	102.08	96.19
-410	Animal Control Shelter		19,327	0.0083	19,560	0.0080	0.83	0.80	0.82	0.83	0.80	0.91
525	North Pine TV	44	-	-	(22,315)	(0.051)	-	5.12				
601	Charlie Lake Sewer		71,258	Parcel Tax	71,258	Parcel Tax						
603	Fort St. John Airport Sub Sewer		30,753	Parcel Tax	25,753	Parcel Tax						
701	Fort St. John Airport Sub Water		24,111	Parcel Tax	19,111	Parcel Tax						
<b>Total Specific Tax Areas - Area 'C'</b>			<b>2,196,137</b>	<b>3.5810</b>	<b>2,122,359</b>	<b>3.0413</b>	<b>358.10</b>	<b>304.13</b>	<b>339.35</b>	<b>336.19</b>	<b>359.27</b>	<b>384.76</b>

Approximate Taxes on Class 1 (Residential) Property valued at \$100,000

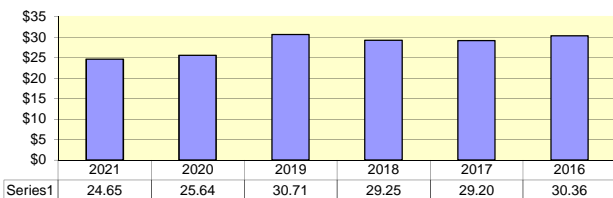
Taylor Rural Fire Protection



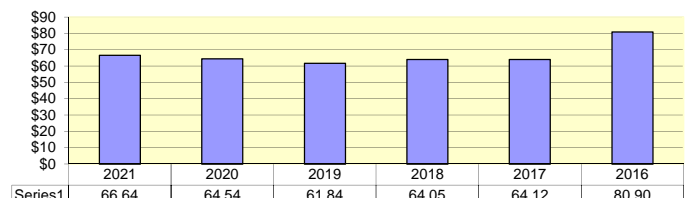
Fort St. John Rural Fire Protection



North Peace Leisure Pool



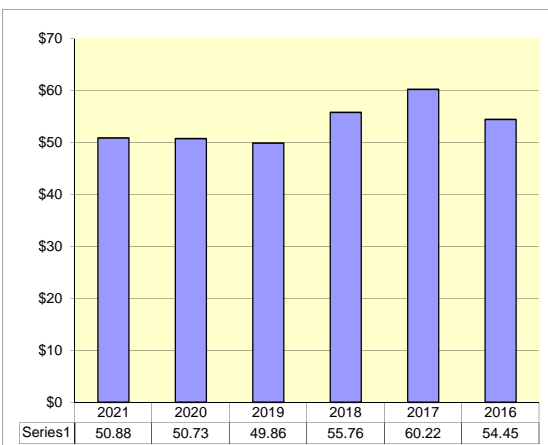
Charlie Lake Fire Protection



# Summary of Property Taxes on a Residential (Class 1) Property

2021

Approximate Taxes on a Residential (Class 1) property valued at \$100,000

			2021		2020																						
Function	Electoral Area 'D'	Exh.	Requisition	Rate	Requisition	Rate	Electoral Area 'D'																				
-100	Administration	1-B	476,903	0.0808	463,610	0.0796	<div><table><tr><th></th><th>2021</th><th>2020</th><th>2019</th><th>2018</th><th>2017</th><th>2016</th></tr><tr><td>Series1</td><td>50.88</td><td>50.73</td><td>49.86</td><td>55.76</td><td>60.22</td><td>54.45</td></tr></table></div>								2021	2020	2019	2018	2017	2016	Series1	50.88	50.73	49.86	55.76	60.22	54.45
	2021	2020	2019	2018	2017	2016																					
Series1	50.88	50.73	49.86	55.76	60.22	54.45																					
-110	Legislative - Regional	1-A	85,772	0.0145	111,402	0.0191																					
-120	Legislative - Electoral Areas	2	134,231	0.0227	106,004	0.0182																					
-130	Administrative - Fiscal and Other	1-C	-	-	-	-																					
-140	Economic Development	12	-	-	86,679	0.0168																					
-200	Regional Parks	9	95,110	0.0181	108,412	0.0211																					
	Community Parks		-	0.0000	226	0.0000																					
-220	Regional Recreation	10	15,456	0.0029	12,431	0.0024																					
-275	Grants - To Community Organizations	4	-	-	131,008	0.0225																					
-280	Recreation & Cultural Facilities Grants-In-Aid	11	5,798	0.0011	(0)	(0.0000)																					
-285	Cemeteries		2,039	0.0004	4,218	0.0008																					
-300	Emergency Planning	24	66,133	0.0112	64,563	0.0111																					
-305	911 Emergency Telephone Services	6	146,277	0.0279	88,558	0.0172																					
-400	Management of Development	3	145,792	0.0247	125,957	0.0216																					
-405	Building Inspection	5	40,236	0.0068	15,399	0.0026																					
-415	Regional District Development	1-D	-	-	-	-																					
-500	Regional Solid Waste Management	7	1,526,681	0.2909	1,484,382	0.2883																					
-520	Invasive Plants	8	38,593	0.0065	32,505	0.0056																					
Total Electoral Area 'D'			2,779,021	0.5088	2,835,353	0.5271	0.28%	1.76%	-10.59%	-7.41%	10.60%																
							50.88	50.73	49.86	55.76	60.22	54.45															
							0.5088	0.5073	0.4986	0.5576	0.6022	0.5445															
							2021	2020	2019	2018	2017	2016															

# Summary of Property Taxes on a Residential (Class 1) Property

2021

Approximate Taxes on a Residential (Class 1) property valued at \$100,000

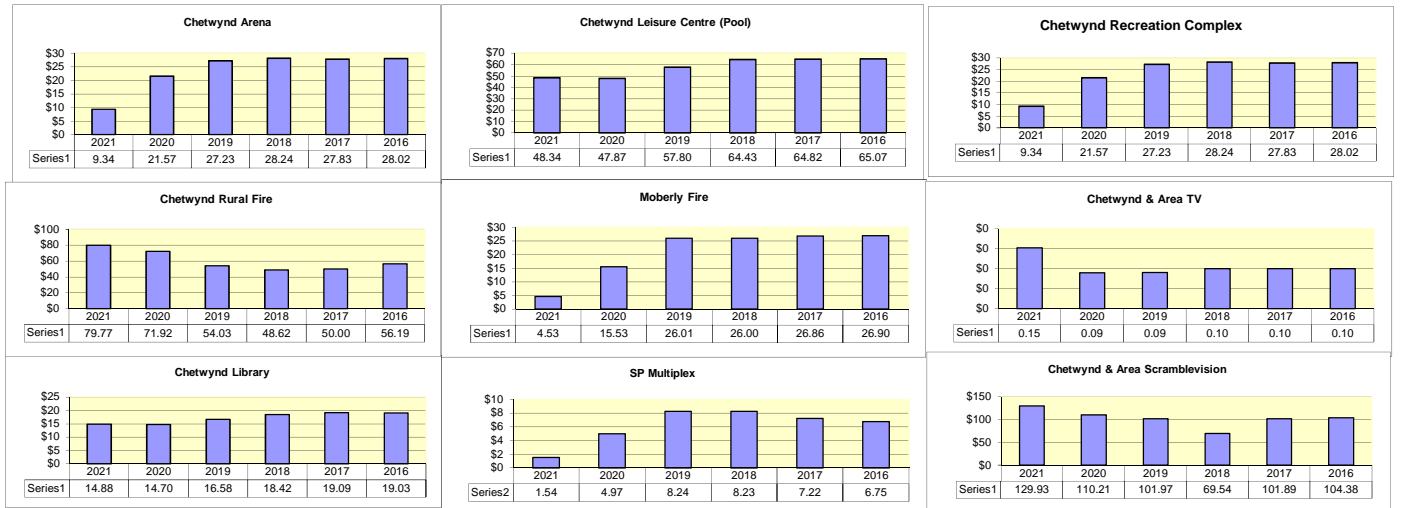
			2021		2020																						
Function	Electoral Area 'E'	Exh.	Requisition	Rate	Requisition	Rate	Electoral Area 'E'																				
-100	Administration	1-B	340,967	0.0808	338,874	0.0796	<div><table><tr><th></th><th>2021</th><th>2020</th><th>2019</th><th>2018</th><th>2017</th><th>2016</th></tr><tr><td>Series1</td><td>54.82</td><td>57.02</td><td>55.26</td><td>62.36</td><td>67.99</td><td>61.02</td></tr></table></div>								2021	2020	2019	2018	2017	2016	Series1	54.82	57.02	55.26	62.36	67.99	61.02
	2021	2020	2019	2018	2017	2016																					
Series1	54.82	57.02	55.26	62.36	67.99	61.02																					
-110	Legislative - Regional	1-A	61,324	0.0145	81,429	0.0191																					
-120	Legislative - Electoral Areas	2	95,970	0.0227	77,483	0.0182																					
-130	Administrative - Fiscal and Other	1-C	-		-																						
-140	Economic Development	12	-		2,332	0.0006																					
-200	Regional Parks	9	69,498	0.0181	81,369	0.0211																					
-210	Community Parks	36	23,882	0.0062	170	0.0000																					
-220	Regional Recreation	10	11,294	0.0029	9,330	0.0024																					
-275	Grants - To Community Organizations	4	-		88,304	0.0208																					
-280	Recreation & Cultural Facilities Grants-In-A	11	97,545	0.0254	103,001	0.0267																					
-285	Cemeteries	37	35,882	0.0094	33,414	0.0086																					
-300	Emergency Planning	24	47,282	0.0112	47,192	0.0111																					
-305	911 Emergency Telephone Services	6	106,886	0.0279	66,468	0.0172																					
-400	Management of Development	3	104,235	0.0247	92,068	0.0216																					
-405	Building Inspection	5	28,767	0.0068	11,256	0.0026																					
-415	Regional District Development	1-D	-		-																						
-500	Regional Solid Waste Management	7	1,082,480	0.2909	1,092,366	0.2883																					
-520	Invasive Plants	8	27,592	0.0065	23,759	0.0056																					
Total Electoral Area 'E'			2,133,606	0.5482	2,148,815	0.5436	54.82	57.02	55.26	62.36	67.99	61.02															
							-3.85%	3.18%	-11.38%	-8.28%	11.42%																
							0.5482	0.5702	0.5526	0.6236	0.6799	0.6102															
							2021	2020	2019	2018	2017	2016															

Approximate Taxes on Class 1 (Residential) Property valued at \$100,000

Add to Electoral Area 'E' Tax if applicable

Function	Specific Tax Areas within Area 'E'	Exh.	2021 Requisition	2021 Rate	2020 Requisition	2020 Rate	2021	2020	2019	2018	2017	2016
-240	Chetwynd Leisure Centre	18	865,437	0.425	871,903	0.4206	42.51	42.06	47.69	50.05	50.84	50.50
-250	Chetwynd Recreation Complex	13	189,250	0.093	445,036	0.2157	9.34	21.57	27.23	28.24	27.83	28.02
-255	Chetwynd Arena	17	1,314,793	0.483	1,321,798	0.4787	48.34	47.87	57.80	64.43	64.82	65.07
-290	Chetwynd Library	19	402,503	0.149	404,846	0.1470	14.88	14.70	16.58	18.42	19.09	19.03
-310	Emergency Rescue Vehicle	16	6,403	0.002	3,811	0.0009	0.15	0.09	0.09	0.10	0.10	0.10
-320	Chetwynd Rural Fire Protection	21	123,877	0.798	105,289	0.7192	79.77	71.92	54.03	48.62	50.00	56.19
-335	Moberly Lake Fire Protection	23	113,000	1.299	92,557	1.1021	129.93	110.21	101.97	69.54	101.89	104.38
-505	Chetwynd and Area Scramblevision	22	22,013	0.045	73,441	0.1553	4.53	15.53	26.01	26.00	26.86	26.90
-510	Chetwynd & Area TV Rebroadcasting	20	6,983	0.015	21,998	0.0497	1.54	4.97	8.24	8.23	7.22	6.75
<b>Total Specific Tax Areas - Area 'E'</b>			<b>3,044,258</b>	<b>3.8581</b>	<b>3,340,680</b>	<b>3.2893</b>	<b>330.99</b>	<b>328.93</b>	<b>339.64</b>	<b>313.63</b>	<b>348.65</b>	<b>356.94</b>

Approximate Taxes on Class 1 (Residential) Property valued at \$100,000



# Peace River Regional District - BC Assessments Comparison 2021 TO 2020

	HOSPITAL Purpose - Net Taxable Values											
	Land	Land	Amount	%	Improvements	Improvements	Amount	%	Total	Total	Amount	%
	2021	2020	Change		2021	2020	Change		2021	2020	Change	
<b>734-MUNICIPALITIES</b>												
1 - Residential	\$ 305,616,900	\$ 312,996,400	\$ (7,379,500)	-2.358%	\$ 893,281,400	\$ 887,963,200	\$ 5,318,200	0.599%	\$ 1,198,898,300	\$ 1,200,959,600	\$ (2,061,300)	-0.172%
2 - Utilities	\$ 454,300	\$ 515,630	\$ (61,330)	-11.894%	\$ 8,150,420	\$ 8,204,865	\$ (54,445)	-0.664%	\$ 8,604,720	\$ 8,720,495	\$ (115,775)	-1.328%
4 - Major Industry	\$ 4,237,000	\$ 4,237,000	\$ -	-	\$ 20,648,000	\$ 21,040,000	\$ (392,000)	-1.863%	\$ 24,885,000	\$ 25,277,000	\$ (392,000)	-1.551%
5 - Light Industry	\$ 5,999,200	\$ 5,671,700	\$ 327,500	5.774%	\$ 13,478,500	\$ 13,373,500	\$ 105,000	0.785%	\$ 19,477,700	\$ 19,045,200	\$ 432,500	2.271%
6 - Business/Other	\$ 149,659,263	\$ 149,797,604	\$ (138,341)	-0.092%	\$ 336,990,841	\$ 339,601,250	\$ (2,610,409)	-0.769%	\$ 486,650,104	\$ 489,398,854	\$ (2,748,750)	-0.562%
8 - Rec/Non-Profit	\$ 645,900	\$ 645,900	\$ -	-	\$ 122,000	\$ 122,000	\$ -	-	\$ 767,900	\$ 767,900	\$ -	-
9 - Farm	\$ 161,664	\$ 167,978	\$ (6,314)	-3.759%	\$ -	\$ -	\$ -	-	\$ 161,664	\$ 167,978	\$ (6,314)	-3.759%
<b>Dawson Creek</b>	<b>\$ 466,774,227</b>	<b>\$ 474,032,212</b>	<b>\$ (7,257,985)</b>	<b>-1.531%</b>	<b>\$ 1,272,671,161</b>	<b>\$ 1,270,304,815</b>	<b>\$ 2,366,346</b>	<b>0.186%</b>	<b>\$ 1,739,445,388</b>	<b>\$ 1,744,337,027</b>	<b>\$ (4,891,639)</b>	<b>-0.280%</b>
1 - Residential	\$ 25,993,584	\$ 28,842,039	\$ (2,848,455)	-9.876%	\$ 62,954,449	\$ 64,936,186	\$ (1,981,737)	-3.052%	\$ 88,948,033	\$ 93,778,225	\$ (4,830,192)	-5.151%
2 - Utilities	\$ 221,000	\$ 202,330	\$ 18,670	9.227%	\$ 68,118,000	\$ 62,459,300	\$ 5,658,700	9.060%	\$ 68,339,000	\$ 62,661,630	\$ 5,677,370	9.060%
4 - Major Industry	\$ 209,400	\$ 217,000	\$ (7,600)	-3.502%	\$ 751,900	\$ 757,200	\$ (5,300)	-0.700%	\$ 961,300	\$ 974,200	\$ (12,900)	-1.324%
5 - Light Industry	\$ 984,600	\$ 1,131,753	\$ (147,153)	-13.002%	\$ 10,244,700	\$ 13,693,600	\$ (3,448,900)	-25.186%	\$ 11,229,300	\$ 14,825,353	\$ (3,596,053)	-24.256%
6 - Business/Other	\$ 3,089,521	\$ 3,245,061	\$ (155,540)	-4.793%	\$ 10,164,879	\$ 11,363,739	\$ (1,198,860)	-10.550%	\$ 13,254,400	\$ 14,608,800	\$ (1,354,400)	-9.271%
8 - Rec/Non-Profit	\$ 267,700	\$ 227,900	\$ 39,800	17.464%	\$ -	\$ -	\$ -	-	\$ 267,700	\$ 227,900	\$ 39,800	17.464%
9 - Farm	\$ 1,260,727	\$ 1,236,857	\$ 23,870	1.930%	\$ -	\$ -	\$ -	-	\$ 1,260,727	\$ 1,236,857	\$ 23,870	1.930%
<b>Hudson's Hope</b>	<b>\$ 32,026,532</b>	<b>\$ 35,102,940</b>	<b>\$ (3,076,408)</b>	<b>-8.764%</b>	<b>\$ 152,233,928</b>	<b>\$ 153,210,025</b>	<b>\$ (976,097)</b>	<b>-0.637%</b>	<b>\$ 184,260,460</b>	<b>\$ 188,312,965</b>	<b>\$ (4,052,505)</b>	<b>-2.152%</b>
1 - Residential	\$ 30,167,304	\$ 31,667,404	\$ (1,500,100)	-4.737%	\$ 136,759,703	\$ 131,702,503	\$ 5,057,200	3.840%	\$ 166,927,007	\$ 163,369,907	\$ 3,557,100	2.177%
2 - Utilities	\$ 4,187,850	\$ 3,935,600	\$ 252,250	6.409%	\$ 54,104,540	\$ 53,950,855	\$ 153,685	0.285%	\$ 58,292,390	\$ 57,886,455	\$ 405,935	0.701%
4 - Major Industry	\$ 5,328,575	\$ 5,335,477	\$ (6,902)	-0.129%	\$ 31,926,300	\$ 33,194,300	\$ (1,268,000)	-3.820%	\$ 37,254,875	\$ 38,529,777	\$ (1,274,902)	-3.309%
5 - Light Industry	\$ 2,699,272	\$ 2,462,676	\$ 236,596	9.607%	\$ 25,541,800	\$ 39,545,100	\$ (14,003,300)	-35.411%	\$ 28,241,072	\$ 42,007,776	\$ (13,766,704)	-32.772%
6 - Business/Other	\$ 7,842,922	\$ 7,475,164	\$ 367,758	4.920%	\$ 25,198,648	\$ 26,680,219	\$ (1,481,571)	-5.553%	\$ 33,041,570	\$ 34,155,383	\$ (1,113,813)	-3.261%
8 - Rec/Non-Profit	\$ 15,900	\$ 15,900	\$ -	-	\$ -	\$ -	\$ -	-	\$ 15,900	\$ 15,900	\$ -	-
9 - Farm	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
<b>Tumbler Ridge</b>	<b>\$ 50,241,823</b>	<b>\$ 50,892,221</b>	<b>\$ (650,398)</b>	<b>-1.278%</b>	<b>\$ 273,530,991</b>	<b>\$ 285,072,977</b>	<b>\$ (11,541,986)</b>	<b>-4.049%</b>	<b>\$ 323,772,814</b>	<b>\$ 335,965,198</b>	<b>\$ (12,192,384)</b>	<b>-3.629%</b>
1 - Residential	\$ 684,656,500	\$ 837,536,300	\$ (152,879,800)	-18.254%	\$ 1,714,058,830	\$ 1,623,493,300	\$ 90,565,530	5.578%	\$ 2,398,715,330	\$ 2,461,029,600	\$ (62,314,270)	-2.532%
2 - Utilities	\$ 1,034,405	\$ 972,925	\$ 61,480	6.319%	\$ 15,013,890	\$ 15,454,675	\$ (440,785)	-2.852%	\$ 16,048,295	\$ 16,427,600	\$ (379,305)	-2.309%
4 - Major Industry	\$ 5,735,000	\$ 5,735,000	\$ -	-	\$ 21,305,000	\$ 23,016,000	\$ (1,711,000)	-7.434%	\$ 27,040,000	\$ 28,751,000	\$ (1,711,000)	-5.951%
5 - Light Industry	\$ 10,202,400	\$ 7,489,500	\$ 2,712,900	36.223%	\$ 15,301,300	\$ 12,787,800	\$ 2,513,500	19.655%	\$ 25,503,700	\$ 20,277,300	\$ 5,226,400	25.775%
6 - Business/Other	\$ 510,840,527	\$ 519,836,515	\$ (8,995,988)	-1.731%	\$ 530,022,795	\$ 590,107,088	\$ (60,084,293)	-10.182%	\$ 1,040,863,322	\$ 1,109,943,603	\$ (69,080,281)	-6.224%
8 - Rec/Non-Profit	\$ 11,439,100	\$ 3,751,600	\$ 7,687,500	204.913%	\$ 5,290,600	\$ 983,800	\$ 4,306,800	437.772%	\$ 16,729,700	\$ 4,735,400	\$ 11,994,300	253.290%
9 - Farm	\$ 111,397	\$ 85,286	\$ 26,111	30.616%	\$ -	\$ -	\$ -	-	\$ 111,397	\$ 85,286	\$ 26,111	30.616%
<b>Fort St. John</b>	<b>\$ 1,224,019,329</b>	<b>\$ 1,375,407,127</b>	<b>\$ (151,387,797)</b>	<b>-11.007%</b>	<b>\$ 2,300,992,415</b>	<b>\$ 2,265,842,664</b>	<b>\$ 35,149,752</b>	<b>1.551%</b>	<b>\$ 3,525,011,744</b>	<b>\$ 3,641,249,791</b>	<b>\$ (116,238,045)</b>	<b>-3.192%</b>
1 - Residential	\$ 41,262,900	\$ 38,605,450	\$ 2,657,450	6.884%	\$ 180,472,300	\$ 172,365,600	\$ 8,106,700	4.703%	\$ 221,735,200	\$ 210,971,000	\$ 10,764,150	5.102%
2 - Utilities	\$ 750,025	\$ 725,865	\$ 24,160	3.328%	\$ 14,941,520	\$ 13,980,240	\$ 961,280	6.876%	\$ 15,691,545	\$ 14,706,105	\$ 985,440	6.701%
4 - Major Industry	\$ 4,641,400	\$ 4,514,800	\$ 126,600	2.804%	\$ 36,169,000	\$ 36,613,000	\$ (444,000)	-1.213%	\$ 40,810,400	\$ 41,127,800	\$ (317,400)	-0.772%
5 - Light Industry	\$ 1,744,300	\$ 584,400	\$ 1,159,900	198.477%	\$ 14,075,600	\$ 11,580,900	\$ 2,494,700	21.542%	\$ 15,819,900	\$ 12,165,300	\$ 3,654,600	30.041%
6 - Business/Other	\$ 13,492,813	\$ 13,698,937	\$ (206,124)	-1.505%	\$ 51,960,387	\$ 58,728,363	\$ (6,767,976)	-11.524%	\$ 65,453,200	\$ 72,427,300	\$ (6,974,100)	-9.629%
8 - Rec/Non-Profit	\$ 406,000	\$ 363,000	\$ 43,000	11.846%	\$ -	\$ -	\$ -	-	\$ 406,000	\$ 363,000	\$ 43,000	11.846%
9 - Farm	\$ 3,526	\$ 3,526	\$ -	-	\$ -	\$ -	\$ -	-	\$ 3,526	\$ 3,526	\$ -	-
<b>Chetwynd</b>	<b>\$ 62,300,964</b>	<b>\$ 58,495,978</b>	<b>\$ 3,804,986</b>	<b>6.505%</b>	<b>\$ 297,618,807</b>	<b>\$ 293,268,103</b>	<b>\$ 4,350,704</b>	<b>1.484%</b>	<b>\$ 359,919,771</b>	<b>\$ 351,764,081</b>	<b>\$ 8,155,690</b>	<b>2.319%</b>
1 - Residential	\$ 19,156,650	\$ 18,566,000	\$ 590,650	3.181%	\$ 57,022,700	\$ 57,920,400	\$ (897,700)	-1.550%	\$ 76,179,350	\$ 76,486,400	\$ (307,050)	-0.401%
2 - Utilities	\$ 103,700	\$ 101,750	\$ 1,950	1.916%	\$ 861,535	\$ 851,860	\$ 9,675	1.136%	\$ 965,235	\$ 953,610	\$ 11,625	1.219%
5 - Light Industry	\$ 143,000	\$ 143,000	\$ -	-	\$ 2,387,000	\$ 2,407,000	\$ (20,000)	-0.831%	\$ 2,530,000	\$ 2,550,000	\$ (20,000)	-0.772%
6 - Business/Other	\$ 5,065,036	\$ 5,075,841	\$ (10,805)	-0.213%	\$ 7,563,064	\$ 7,794,859	\$ (231,795)	-2.974%	\$ 12,628,100	\$ 12,870,700	\$ (242,600)	-1.885%
8 - Rec/Non-Profit	\$ 13,500	\$ 13,000	\$ 500	3.846%	\$ 89,600	\$ 90,000	\$ (400)	-0.444%	\$ 103,100	\$ 103,000	\$ 100	0.097%
9 - Farm	\$ 26,829	\$ 26,876	\$ (47)	-0.175%	\$ -	\$ -	\$ -	-	\$ 26,829	\$ 26,876	\$ (47)	-0.175%
<b>Pouce Coupe</b>	<b>\$ 24,508,715</b>	<b>\$ 23,926,467</b>	<b>\$ 582,248</b>	<b>2.433%</b>	<b>\$ 67,923,899</b>	<b>\$ 69,064,119</b>	<b>\$ (1,140,220)</b>	<b>-1.651%</b>	<b>\$ 92,432,614</b>	<b>\$ 92,990,586</b>	<b>\$ (557,972)</b>	<b>-0.600%</b>
1 - Residential	\$ 38,484,200	\$ 38,509,800	\$ (25,600)	-0.066%	\$ 101,015,800	\$ 106,319,300	\$ (5,303,500)	-4.988%	\$ 139,500,000	\$ 144,829,100	\$ (5,329,100)	-3.680%
2 - Utilities	\$ 598,265	\$ 593,210	\$ 5,055	0.852%	\$ 19,822,900	\$ 20,296,730	\$ (473,825)	-2.334%	\$ 20,421,170	\$ 20,889,940	\$ (468,770)	-2.244%
4 - Major Industry	\$ 3,515,900	\$ 3,565,700	\$ (49,800)	-1.397%	\$ 40,492,100	\$ 40,108,100	\$ 384,000	0.957%	\$ 44,008,000	\$ 43,673,800	\$ 334,200	0.765%
5 - Light Industry	\$ 1,575,100	\$ 1,552,700	\$ 22,400	1.443%	\$ 11,577,400	\$ 11,157,300	\$ 420,100	3.765%	\$ 13,152,500	\$ 12,710,000	\$ 442,500	3.482%
6 - Business/Other	\$ 5,617,907	\$ 5,645,317	\$ (27,410)	-0.486%	\$ 5,305,943	\$ 5,905,933	\$ (599,990)	-10.159%	\$ 10,923,850	\$ 11,551,250	\$ (627,400)	-5.431%
8 - Rec/Non-Profit	\$ 902,000	\$ 902,000	\$ -	-	\$ 87,000	\$ 87,900	\$ (900)	-1.022%	\$ 989,000	\$ 989,000	\$ -	-
9 - Farm	\$ 107,930	\$ 107,932	\$ (2)	-0.002%	\$ -	\$ -	\$ -	-	\$ 107,930	\$ 107,932	\$ (2)	-0.002%
<b>Taylor</b>	<b>\$ 50,801,302</b>	<b>\$ 50,876,659</b>	<b>\$ (75,357)</b>	<b>-0.148%</b>	<b>\$ 178,301,148</b>	<b>\$ 183,875,263</b>	<b>\$ (5,574,115)</b>	<b>-3.031%</b>	<b>\$ 229,102,450</b>	<b>\$ 234,751,922</b>	<b>\$ (5,649,472)</b>	<b>-2.407%</b>
<b>Total Municipalities</b>	<b>\$ 1,910,672,892</b>	<b>\$ 2,068,733,604</b>	<b>\$ (158,060,711)</b>	<b>-7.640%</b>	<b>\$ 4,543,272,349</b>	<b>\$ 4,520,637,966</b>	<b>\$ 22,634,384</b>	<b>0.501%</b>	<b>\$ 6,453,945,241</b>	<b>\$ 6,589,371,570</b>	<b>\$ (135,426,327)</b>	<b>-2.055%</b>

# Peace River Regional District - BC Assessments Comparison 2021 TO 2020

	HOSPITAL Purpose - Net Taxable Values											
	Land	Land	Amount	%	Improvements	Improvements	Amount	%	Total	Total	Amount	%
	2021	2020	Change		2021	2020	Change		2021	2020	Change	
735- ELECTORAL AREAS												
1 - Residential	\$ 189,310,953	\$ 180,889,875	\$ 8,421,078	4.655%	\$ 449,149,998	\$ 441,799,880	\$ 7,350,118	1.664%	\$ 638,460,951	\$ 622,689,755	\$ 15,771,196	2.533%
2 - Utilities	\$ 15,508,081	\$ 15,297,251	\$ 210,830	1.378%	\$ 558,586,560	\$ 509,446,900	\$ 49,139,660	9.646%	\$ 574,094,641	\$ 524,744,151	\$ 49,350,490	9.405%
4 - Major Industry	\$ 256,727,200	\$ 286,288,200	\$ (29,561,000)	-10.326%	\$ 604,460,300	\$ 568,984,900	\$ 35,475,400	6.235%	\$ 861,187,500	\$ 855,273,100	\$ 5,914,400	0.692%
5 -Light Industry	\$ 117,250,149	\$ 111,671,850	\$ 5,578,299	4.995%	\$ 1,109,794,700	\$ 1,229,649,600	\$ (119,854,900)	-9.747%	\$ 1,227,044,849	\$ 1,341,321,450	\$ (114,276,601)	-8.520%
6 -Business/Other	\$ 7,089,076	\$ 6,856,746	\$ 232,330	3.388%	\$ 37,931,229	\$ 39,502,621	\$ (1,571,392)	-3.978%	\$ 45,020,305	\$ 46,359,367	\$ (1,339,062)	-2.888%
7 -Managed Forest	\$ 13,600	\$ 13,600	\$ -	-	\$ -	\$ -	\$ -	-	\$ 13,600	\$ 13,600	\$ -	-
8 -Rec/Non Profit	\$ 396,219	\$ 372,619	\$ 23,600	6.334%	\$ -	\$ -	\$ -	-	\$ 396,219	\$ 372,619	\$ 23,600	6.334%
9 - Farm	\$ 34,280,553	\$ 34,305,691	\$ (25,138)	-0.073%	\$ -	\$ -	\$ -	-	\$ 34,280,553	\$ 34,305,691	\$ (25,138)	-0.073%
Area B	\$ 620,575,831	\$ 635,695,832	\$ (15,120,001)	-2.378%	\$ 2,759,922,787	\$ 2,789,383,901	\$ (29,461,114)	-1.056%	\$ 3,380,498,618	\$ 3,425,079,733	\$ (44,581,115)	-1.302%
1 - Residential	\$ 322,118,121	\$ 336,665,307	\$ (14,547,186)	-4.321%	\$ 701,692,957	\$ 694,881,946	\$ 6,811,011	0.980%	\$ 1,023,811,078	\$ 1,031,547,253	\$ (7,736,175)	-0.750%
2 - Utilities	\$ 2,006,380	\$ 2,006,000	\$ 380	0.019%	\$ 41,906,800	\$ 50,170,560	\$ (8,263,760)	-16.471%	\$ 43,913,180	\$ 52,176,560	\$ (8,263,380)	-15.837%
4 -Major Industry	\$ 7,655,600	\$ 10,398,100	\$ (2,742,500)	-26.375%	\$ 19,627,700	\$ 19,131,000	\$ 496,700	2.596%	\$ 27,283,300	\$ 29,529,100	\$ (2,245,800)	-7.605%
5 -Light Industry	\$ 4,170,847	\$ 4,082,397	\$ 88,450	2.167%	\$ 49,986,900	\$ 44,106,200	\$ 5,880,700	13.333%	\$ 54,157,747	\$ 48,188,597	\$ 5,969,150	12.387%
6 -Business/Other	\$ 138,292,158	\$ 146,759,762	\$ (8,467,604)	-5.770%	\$ 221,636,400	\$ 241,537,000	\$ (19,900,600)	-8.239%	\$ 359,928,558	\$ 388,296,762	\$ (28,368,204)	-7.306%
8 -Rec/Non Profit	\$ 1,064,000	\$ 1,084,000	\$ (20,000)	-1.845%	\$ -	\$ -	\$ -	-	\$ 1,064,000	\$ 1,084,000	\$ (20,000)	-1.845%
9 - Farm	\$ 5,156,518	\$ 5,115,352	\$ 41,166	0.805%	\$ -	\$ -	\$ -	-	\$ 5,156,518	\$ 5,115,352	\$ 41,166	0.805%
Area C	\$ 480,463,624	\$ 506,110,918	\$ (25,647,294)	-5.068%	\$ 1,034,850,757	\$ 1,049,826,706	\$ (14,975,949)	-1.427%	\$ 1,515,314,381	\$ 1,555,937,624	\$ (40,623,243)	-2.611%
1 - Residential	\$ 188,205,102	\$ 205,516,703	\$ (17,311,601)	-8.423%	\$ 569,382,963	\$ 557,503,200	\$ 11,879,763	2.131%	\$ 757,588,065	\$ 763,019,903	\$ (5,431,838)	-0.712%
2 - Utilities	\$ 5,678,573	\$ 5,542,911	\$ 135,662	2.447%	\$ 319,782,684	\$ 322,307,364	\$ (2,524,680)	-0.783%	\$ 325,461,257	\$ 327,850,275	\$ (2,389,018)	-0.729%
4 -Major Industry	\$ 89,498,057	\$ 89,890,060	\$ (392,003)	-0.436%	\$ 490,038,100	\$ 470,083,400	\$ 19,954,700	4.245%	\$ 579,536,157	\$ 559,973,460	\$ 19,562,697	3.494%
5 -Light Industry	\$ 22,982,852	\$ 23,301,403	\$ (318,551)	-1.367%	\$ 538,699,000	\$ 530,917,700	\$ 7,781,300	1.466%	\$ 561,681,852	\$ 554,219,103	\$ 7,462,749	1.347%
6 -Business/Other	\$ 15,544,335	\$ 15,474,635	\$ 69,700	0.450%	\$ 25,199,350	\$ 24,487,900	\$ 711,450	2.905%	\$ 40,743,685	\$ 39,962,535	\$ 781,150	1.955%
7 -Managed Forest	\$ 7,900	\$ 7,900	\$ -	-	\$ -	\$ -	\$ -	-	\$ 7,900	\$ 7,900	\$ -	-
8 -Rec/Non-Profit	\$ 1,335,602	\$ 1,406,602	\$ (71,000)	-5.048%	\$ 7,900	\$ 7,700	\$ 200	2.597%	\$ 1,343,502	\$ 1,414,302	\$ (70,800)	-5.006%
9 - Farm	\$ 23,190,771	\$ 22,925,913	\$ 264,858	1.155%	\$ -	\$ -	\$ -	-	\$ 23,190,771	\$ 22,925,913	\$ 264,858	1.155%
Area D	\$ 346,443,192	\$ 364,066,127	\$ (17,622,935)	-4.841%	\$ 1,943,109,997	\$ 1,905,307,264	\$ 37,802,733	1.984%	\$ 2,289,553,189	\$ 2,269,373,931	\$ 20,179,258	0.889%
1 - Residential	\$ 127,158,785	\$ 132,692,616	\$ (5,533,831)	-4.170%	\$ 278,214,959	\$ 250,000,671	\$ 28,214,288	11.286%	\$ 405,373,744	\$ 382,693,287	\$ 22,680,457	5.927%
2 - Utilities	\$ 19,369,230	\$ 19,013,500	\$ 355,730	1.871%	\$ 642,824,100	\$ 596,135,580	\$ 46,688,520	7.832%	\$ 662,193,330	\$ 615,149,080	\$ 47,044,250	7.648%
4 -Major Industry	\$ 36,838,932	\$ 37,980,233	\$ (1,141,301)	-3.005%	\$ 159,034,700	\$ 161,693,300	\$ (2,558,600)	-1.583%	\$ 195,873,632	\$ 199,573,633	\$ (3,699,901)	-1.854%
5 -Light Industry	\$ 14,021,775	\$ 14,453,699	\$ (431,924)	-2.988%	\$ 210,455,900	\$ 284,164,700	\$ (73,708,800)	-25.939%	\$ 224,477,675	\$ 298,618,399	\$ (74,140,724)	-24.828%
6 -Business/Other	\$ 1,904,574	\$ 1,896,234	\$ 8,340	0.440%	\$ 5,391,400	\$ 5,334,200	\$ 57,200	1.072%	\$ 7,295,974	\$ 7,230,434	\$ 65,540	0.906%
8 -Rec/Non-Profit	\$ 859,000	\$ 458,300	\$ 400,700	87.432%	\$ -	\$ -	\$ -	-	\$ 859,000	\$ 458,300	\$ 400,700	87.432%
9 - Farm	\$ 7,135,918	\$ 7,117,811	\$ 18,107	0.254%	\$ -	\$ -	\$ -	-	\$ 7,135,918	\$ 7,117,811	\$ 18,107	0.254%
Area E	\$ 207,288,214	\$ 213,612,393	\$ (6,324,179)	-2.961%	\$ 1,295,921,059	\$ 1,297,228,451	\$ (1,307,392)	-0.101%	\$ 1,503,209,273	\$ 1,510,840,844	\$ (7,631,571)	-0.505%
Total Electoral Area	\$ 1,654,770,861	\$ 1,706,258,942	\$ (64,714,409)	-3.793%	\$ 7,033,804,600	\$ 6,435,369,924	\$ (7,941,722)	-0.123%	\$ 8,688,575,461	\$ 8,141,628,866	\$ (72,656,131)	-0.892%



# REPORT

To: Chair and Directors

Report Number: CS-BRD-058

From: Chetwynd Civic Properties Commission

Date: February 17, 2021

**Subject: Function 240 Chetwynd Leisure Centre (Pool) Draft 2021 Budget**

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The following recommendations from the [January 26, 2021 Chetwynd Civic Properties Commission meeting](#) are being presented to the Regional Board for its consideration:

**RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board approve the supplemental request for \$37,500, to be paid for through requisition, to conduct a facility condition assessment and include it in the 2021 Chetwynd Leisure Centre Budget.

**RECOMMENDATION #2: [Corporate Weighted]**

That the Regional Board approve the supplemental request for \$25,000, to be paid for through requisition, to retile the showers and include it in the 2021 Chetwynd Leisure Centre Budget.

**RECOMMENDATION #3: [Corporate Weighted]**

That the Regional Board approve the supplemental request for \$15,000, to be paid for through requisition, to install a multi-stack heat recovery system and include it in the 2021 Chetwynd Leisure Centre Budget.

**RECOMMENDATION #4: [Corporate Weighted]**

That the Regional Board approve the supplemental request for \$45,000, to be paid for through surplus, to upgrade the Chlorine room venting and include it in the 2021 Chetwynd Leisure Centre Budget.

**RECOMMENDATION #5: [Corporate Weighted]**

That the Regional Board include the draft 2021 Chetwynd Leisure Centre budget in the 2021 Annual Financial Plan.

**BACKGROUND/RATIONALE:**

Previous to the January 26, 2021 meeting of the Chetwynd Civic Properties Commission, the Commission approved on December 1, 2020 the following:

*That the Civic Properties Commission recommends to the Peace River Regional District that the Chetwynd and District Rec Centre 2021 capital provisional budgets supplemental forms are approved as presented for Peace River Regional District final approval.*



For certainty and to provide more detail to the Regional Board, PRRD staff requested at the January 26, 2021 meeting that the Commission approve each supplemental request on an individual basis. Details of the background information provided to the Commission can be found in the [January 26, 2021 Commission meeting agenda](#).

The Peace River Regional District received final (estimated) 2020 budget numbers on January 20, 2021 from the District of Chetwynd. This information was required in order to calculate the surplus/deficit from 2020. Below are the highlights of the PRRD budget for the Chetwynd Leisure Centre function.

**Supplemental Request – Operational Projects:**

Facility Condition Assessment - \$37,500 paid for through requisition.

As a requirement of the asset management planning process (one of the Board's Strategic Initiatives), facility condition assessments must be completed for all PRRD owned facilities. This assessment 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; and
- provide a preventative maintenance schedule and program for use by both the PRRD and the facility operator.

The condition assessment will be completed by a qualified professional following a public procurement process and PRRD and Chetwynd staff will work together to develop the scope of work, review proposals, and select the successful proponent.

**Supplemental Requests - Capital Projects:**

*(see attached supplemental forms for details)*

- 1) Retile Showers
  - \$25,000 to be paid for through requisition
- 2) Multi-stack heat recovery
  - \$15,000 to be paid for through requisition
- 3) Chlorine Room Venting
  - \$45,000 to be paid for through surplus

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

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

**FINANCIAL CONSIDERATION(S):****Budget Highlights**

Item	Highlights
Requisition	\$1,091,115
Surplus	\$515,176 (\$470,176 allocated to operations, \$45,000 allocation to capital)
Chetwynd Operations Costs	\$1,198,214
PRRD Admin Costs	\$149,177 (incl \$58,212 for Chetwynd Admin Fee)
Transfers to Reserves (capital)	\$330,000
Transfers to Reserves (operations)	\$150,000
Capital	\$85,000
Total Ops & Capital <i>(does NOT equal sum of above – see attached budgets)</i>	\$1,927,391
Estimated Tax Rate	\$0.4251

For comparison, the 2020 budget can be viewed on each budget sheet that shows the proposed 2021 budgets

Capital Reserve	Option 1
Opening Balance	\$2,483,985.76
2021 Transfer to Reserves	\$330,000.00
<b>TOTAL</b>	<b>\$2,813,985.76</b>

Operational Reserve	2021
Opening Balance	\$0
2021 Transfer to Reserves	\$150,000
<b>TOTAL</b>	<b>\$150,000</b>

**Historic Tax Rates**

Year	Rate
2021 proposed	\$0.4251 or \$0.4264
2020	\$0.4206
2019	\$0.4285
2018	\$0.4930
2017	\$0.4770
2016	\$0.5000
2015	\$0.5080

**COMMUNICATIONS CONSIDERATION(S):**

None



**OTHER CONSIDERATION(S):****Combined Tax Rates**

	<b>2020</b>	<b>2021 (Estimated)</b>
Pool	\$0.4206	\$0.4251
Arena	\$0.4787	\$0.4834
<b>TOTAL</b>	<b>\$.8993</b>	<b>\$0.9085</b>

## Attachments:

- 1) Function 240 Chetwynd Leisure Centre Draft 2021 Budget and Tax Rate.
- 2) District of Chetwynd Operating Budget (Dec 1, 2020).
- 3) F240 – Supplemental - Facility Condition Assessment
- 4) F240 – Supplemental - Retile Showers.
- 5) F240 – Supplemental - Multi-stack Heat Recovery.
- 6) F240 – Supplemental - Chlorine Room Venting.

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



**Run Date: 2/7/21 1:59 PM**

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**General Operating Fund**

**240 Chetwynd Leisure Centre**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(1,094,427)	(1,094,427)	
01-1-0010-0015 Requisition			(1,051,115.00)
<b>Total 1-0010 Requisition</b>	(1,094,427)	(1,094,427)	(1,051,115.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(480,966)	(480,966)	(470,176.00)
<b>Total 1-0020 Surplus/Deficit</b>	(480,966)	(480,966)	(470,176.00)
1-0080 Miscellaneous			
01-1-0080-0085 Rec Facility Op Agreement	(202,097)		(321,100.00)
<b>Total 1-0080 Miscellaneous</b>	(202,097)		(321,100.00)
1-0130 Conditional Transfers			
01-1-0130-0130 Chetwynd		(321,100)	
<b>Total 1-0130 Conditional Transfers</b>		(321,100)	
TOTAL REVENUES	(1,777,490)	(1,896,493)	(1,842,391.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	6,597	6,705	6,778.00
01-2-1000-1030 Benefits	1,567	1,976	1,966.00
01-2-1000-2050 Miscellaneous		5,000	
01-2-1000-2055 Contingency		197	307.00
01-2-1000-2065 Insurance - Property	18,952	17,980	18,050.00
01-2-1000-2070 Insurance - Liability	2,953	2,938	3,800.00
01-2-1000-3100 Contract for Services			37,500.00
01-2-1000-4300 Municipal Admin Fees	57,071	57,071	58,212.00
01-2-1000-5140 Minor Capital		60,064	
01-2-1000-6010 Operations	1,015,500	1,540,152	1,198,214.00
<b>Total 2-1000 General Expenditures</b>	1,102,640	1,692,083	1,324,827.00
2-1150 Allocations			
01-2-1150-1160 Administration	14,025	14,025	22,564.00
01-2-1150-1190 PRRD Vehicles	385	385	
<b>Total 2-1150 Allocations</b>	14,410	14,410	22,564.00
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	175,000	175,000	330,000.00
01-2-8100-8120 Operating Reserve			150,000.00
01-2-8100-8130 Carbon "Green" Reserve	15,000	15,000	15,000.00
<b>Total 2-8100 Transfers to Reserve</b>	190,000	190,000	495,000.00
TOTAL EXPENDITURES	1,307,050	1,896,493	1,842,391.00
CAPITAL REVENUES			



General Operating Fund

240 Chetwynd Leisure Centre

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
7-0010 Requisition			
01-7-0010-0015 Requisition			(40,000.00)
<b>Total 7-0010 Requisition</b>			(40,000.00)
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit	(87,123)	-87,123	(45,000.00)
<b>Total 7-0020 Surplus/Deficit</b>	(87,123)	-87,123	(45,000.00)
TOTAL CAPITAL REVENUES	(87,123)	-87,123	(85,000.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8501 Furniture, Fixtures, Equipment		42,123	15,000.00
01-8-8500-8504 Building - Foundations	42,388	45,000	70,000.00
<b>Total 8-8500 Transfer to General Capital Fund</b>	42,388	87,123	85,000.00
TOTAL CAPITAL EXPENDITURES	42,388	87,123	85,000.00
Surplus / Deficit	(515,175)		

**Chetwynd Leisure Centre  
Defined Portion of Electoral Area E & District of Chetwynd**

**Basis of Apportionment:** Converted Hospital Assessments - Improvements ONLY

**Tax Rate or Other Limitations:***Bylaw No. 727, 1991*

Greater of \$ 620,000  
Or, the product of \$ 2.50 per \$1,000 taxable value

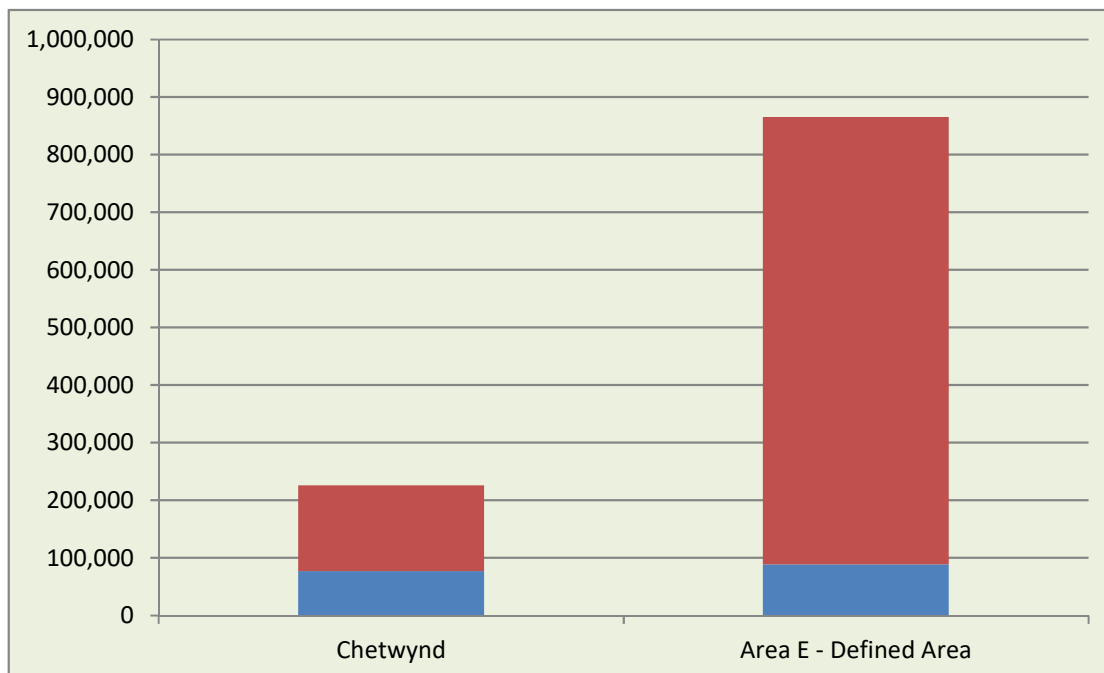
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Chetwynd	225,678	0.4251	53,090,220	20.68%
Area E - Defined Area	865,437	0.4251	203,591,904	79.32%
<b>Total</b>	<b>1,091,115</b>	<b>0.4251</b>	<b>256,682,124</b>	<b>100.00%</b>

Municipal Requisition:	225,678
Electoral Area Requisition:	865,437
Total Requisition:	1,091,115

*After Prior Year Adj*

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	1,094,427	-0.30%	(3,312)
Assessment	260,194,966	-1.35%	(3,512,842)
Tax Rate	0.4206	1.06%	0.0045

Class 1 - Residential    Total All Other Classes



**DISTRICT OF CHETWYND**  
**Provisional Budget Report**



GL5220 Page : 1  
 Date : Nov 27, 2020 Time : 9:34 am

Account Code : 41-?-???-???  
 To 41-?-???-???  
 Fiscal Year : 2020

Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
<b>41</b>	<b>Leisure Pool</b>						
	<b>REVENUES</b>						
	<b>Swim Revenue</b>						
41-1-470-1001	Swim Public	7703	-70,139	-57,422	-26,570	-66,000	-66,000
41-1-470-1002	Swim Lessons Adult/Leade	7701	-2,204	-7,125	-5,531	-10,000	-10,000
41-1-470-1003	Swim Lessons 14 & Under	7103	-17,943	-21,620	-5,955	-25,000	-25,000
	<b>Total Swim Revenue</b>		<b>-90,286</b>	<b>-86,167</b>	<b>-38,056</b>	<b>-101,000</b>	<b>-101,000</b>
	<b>Fitness Revenue</b>						
41-1-471-1001	Fitness Programs	7133	-5,546	-3,672	-1,122	-6,000	-6,000
	<b>Total Fitness Revenue</b>		<b>-5,546</b>	<b>-3,672</b>	<b>-1,122</b>	<b>-6,000</b>	<b>-6,000</b>
	<b>Passes</b>						
41-1-472-1001	Rec Centre Pass		0	-314	0	0	0
41-1-472-1002	Non Revenue Passes & Gr		0	-135	0	0	0
	<b>Total Passes</b>		<b>0</b>	<b>-449</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Rental Revenue</b>						
41-1-473-1001	Rentals Private/Club		-18,678	-16,922	-6,140	-14,500	-14,500
41-1-473-1002	Rentals School		-5,064	-7,626	0	-8,000	-8,000
	<b>Total Rental Revenue</b>		<b>-23,742</b>	<b>-24,548</b>	<b>-6,140</b>	<b>-22,500</b>	<b>-22,500</b>
	<b>Weight Room Revenue</b>						
41-1-474-1001	Drop In Weight Room	7135	-250,138	-273,178	-121,986	-170,000	-170,000
	<b>Total Weight Room Revenue</b>		<b>-250,138</b>	<b>-273,178</b>	<b>-121,986</b>	<b>-170,000</b>	<b>-170,000</b>
	<b>Other Revenue from own Sources</b>						
41-1-475-1001	Rental Lockers		-3,871	-5,073	-1,527	-4,000	-4,000
41-1-475-1002	Rental Revenue - PFD suits	7703	-660	0	0	-600	-600
41-1-475-1003	Vending Machine	7703	-4	0	0	0	0
41-1-475-1004	Birthday Party	7706	-2,340	-2,468	-382	-2,000	-2,000
	<b>Total Other Revenue from own S</b>		<b>-6,875</b>	<b>-7,541</b>	<b>-1,909</b>	<b>-6,600</b>	<b>-6,600</b>
	<b>Sale of Pool Accessories</b>						
41-1-478-1001	Pool Swim Accessories		-4,768	-4,048	-731	-5,000	-5,000
	<b>Total Sale of Pool Accessories</b>		<b>-4,768</b>	<b>-4,048</b>	<b>-731</b>	<b>-5,000</b>	<b>-5,000</b>
	<b>Miscellaneous Revenue</b>						
41-1-479-1001	Miscellaneous		-9,827	-12,791	-9,968	-10,000	-10,000
	<b>Total Miscellaneous Revenue</b>		<b>-9,827</b>	<b>-12,791</b>	<b>-9,968</b>	<b>-10,000</b>	<b>-10,000</b>

DISTRICT OF CHETWYND  
Provisional Budget Report



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Account Code : 41-?-???-???  
To 41-?-???-???  
Fiscal Year : 2020

Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
<b>Pool Revenue</b>							
41-1-811-1026	Grants - PRRD Requisition		-715,678	-760,976	-610,382	-1,362,551	-1,283,214
41-1-811-1027	PRRD Revenue		-14,373	0	0	0	0
<b>Total Pool Revenue</b>			<b>-730,051</b>	<b>-760,976</b>	<b>-610,382</b>	<b>-1,362,551</b>	<b>-1,283,214</b>
<b>Total REVENUES</b>			<b>-1,121,233</b>	<b>-1,173,370</b>	<b>-790,294</b>	<b>-1,683,651</b>	<b>-1,604,314</b>
<b>EXPENSES</b>							
<b>Pool Administration</b>							
41-2-730-2201	Salaries - Pool Administrati		123,827	109,318	27,341	119,412	83,686
41-2-730-2202	Employee Benefits		25,952	25,011	19,997	35,824	25,106
41-2-730-2210	Travel & Training	5519	1,770	1,181	3,313	7,000	7,000
41-2-730-2211	Personnel		75	0	0	0	0
41-2-730-2222	Legal & Contingency		296	0	0	1,000	1,000
41-2-730-2230	Contract Services	5417	10,173	4,161	0	5,500	5,500
41-2-730-2244	Permits		496	506	650	2,000	2,000
41-2-730-2256	Cash Short & Over		-1	-1	1	0	0
41-2-730-2257	VISA & Interac Charges		2,619	3,262	3,738	3,000	3,000
41-2-730-2264	Materials & Supplies		2,049	1,768	1,664	6,000	6,000
<b>Total Pool Administration</b>			<b>167,256</b>	<b>145,206</b>	<b>56,704</b>	<b>179,736</b>	<b>133,292</b>
<b>Pool Office</b>							
41-2-731-2201	Salaries - Pool Office	5999	115,560	144,318	148,251	111,717	111,771
41-2-731-2202	Employee Benefits		32,685	36,476	37,006	32,565	32,582
41-2-731-2210	Travel & Training	5526	564	0	4,974	0	0
41-2-731-2233	Special Events	7706	2,979	3,219	853	6,000	6,000
41-2-731-2234	Teaching Materials and Sup		666	3,301	2,873	4,300	4,300
41-2-731-2235	Admin Fees (District of Che		54,855	55,952	57,071	57,071	57,071
41-2-731-2270	Telephone & Alarm Service	5416	5,774	5,521	4,899	7,000	7,000
41-2-731-2280	Office Supplies		3,269	2,438	1,364	5,500	5,500
41-2-731-2281	Postage		0	0	17	200	200
41-2-731-2282	Memberships & Subscriptio		240	317	816	2,000	2,000
41-2-731-2284	Advertising & Promotion		3,533	2,042	11	5,500	5,500
41-2-731-2285	Candidate/Affiliate Fees		280	0	0	1,500	1,500
41-2-731-2299	Miscellaneous - Pool Office		140	0	12	0	0
<b>Total Pool Office</b>			<b>220,545</b>	<b>253,584</b>	<b>258,147</b>	<b>233,353</b>	<b>233,424</b>
<b>Pool Operations</b>							

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Provisional Budget Report



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Fiscal Year : 2020

Account Code	Account Description	CC1	2018	2019	2020	2020	2021
			Actual Values	Actual Values	Actual Values	Budget Values	Provisional Budget
41-2-732-2201	Salaries - Aquatic Staff	5999	288,447	285,939	249,438	509,863	450,497
41-2-732-2202	Employee Benefits	5999	51,637	51,536	40,928	134,090	133,575
41-2-732-2210	Travel & Training	5526	3,960	7,567	7,570	7,500	7,500
41-2-732-2230	Contract Services		2,604	4,391	0	2,000	2,000
41-2-732-2263	Swim Accessories (for Reta		3,031	2,885	2,572	5,000	5,000
41-2-732-2264	Clothing & First Aid Supplie	7801	1,318	927	3,452	3,500	3,500
41-2-732-2268	Equipment Replacement		1,307	2,607	7,006	15,000	15,000
41-2-732-2271	HYDRO-ELECTRICITY		49,172	61,409	51,189	70,350	70,350
41-2-732-2272	GAS-HEAT		34,953	40,271	32,916	48,550	48,550
41-2-732-2275	Utilities W/S/G		15,487	11,838	9,707	17,000	17,000
41-2-732-2280	Freight	7709	2,841	2,383	758	4,200	4,200
41-2-732-2299	Carbon Offsets		7,500	7,500	7,500	7,500	7,500
<b>Total Pool Operations</b>			<b>462,257</b>	<b>479,253</b>	<b>413,036</b>	<b>824,553</b>	<b>764,672</b>
<b>Pool Maintenance</b>							
41-2-733-2201	Salaries - Pool Maintenance		142,403	140,913	106,163	179,478	203,412
41-2-733-2202	Employee Benefits		33,538	33,811	27,574	52,821	59,789
41-2-733-2230	Contract Services/Projects	7907	11,578	15,082	20,955	28,000	43,000
41-2-733-2264	Chemicals	7804	10,575	5,312	15,204	15,000	15,000
41-2-733-2265	Janitorial Supplies		6,601	14,259	10,348	20,000	20,000
41-2-733-2266	Maintance Supplies		23,299	15,665	17,667	20,000	33,000
41-2-733-2267	Weightroom Equipment		762	45	2,544	3,000	3,000
41-2-733-2272	Equipment Replacement		2,111	18,346	565	5,500	5,500
41-2-733-2283	Freight		0	72	0	0	0
41-2-733-2298	Rent Own Equipment		62	182	45	200	200
<b>Total Pool Maintenance</b>			<b>230,929</b>	<b>243,687</b>	<b>201,065</b>	<b>323,999</b>	<b>382,901</b>
<b>Exterior Grounds</b>							
41-2-734-2201	Salaries - Exterior Grounds		503	117	1,288	510	450
41-2-734-2202	Employee Benefits		40	19	184	0	75
41-2-734-2230	Contract Services		0	0	0	2,400	2,400
41-2-734-2264	Materials & Supplies		989	0	0	2,100	2,100
41-2-734-2298	Rent Own Equipment		16	46	521	0	0
<b>Total Exterior Grounds</b>			<b>1,548</b>	<b>182</b>	<b>1,993</b>	<b>5,010</b>	<b>5,025</b>
<b>Buildings</b>							
41-2-822-2230	Contracted services - Buildi	7914	17,213	17,656	0	0	0

**DISTRICT OF CHETWYND**  
**Provisional Budget Report**



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 Fiscal Year : 2020

Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
41-2-822-2264	Capital Equipment - Buildin	9544	21,482	0	0	0	0
<b>Total Buildings</b>			<b>38,695</b>	<b>17,656</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Buildiing Improvements</b>							
41-2-823-2230	Contracted Services - Build	412101	0	33,805	0	50,000	60,000
<b>Total Buildiing Improvements</b>			<b>0</b>	<b>33,805</b>	<b>0</b>	<b>50,000</b>	<b>60,000</b>
<b>Machinery &amp; Equipment</b>							
41-2-825-2230	Contracted Services - Equip	411905	0	0	0	50,000	25,000
41-2-825-2264	Materials and Supplies - Ec	411908	0	0	0	17,000	0
<b>Total Machinery &amp; Equipment</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>67,000</b>	<b>25,000</b>
<b>Total EXPENSES</b>			<b>1,121,230</b>	<b>1,173,373</b>	<b>930,945</b>	<b>1,683,651</b>	<b>1,604,314</b>
<b>Total Leisure Pool</b>			<b>-3</b>	<b>3</b>	<b>140,651</b>	<b>0</b>	<b>0</b>



## 2021 Budget - Supplemental Item

Title:
Condition Assessment & Inventory
Division:
Parks & Recreation
Type:

Department: Community Services  
Function: Chetwynd Leisure Centre (Pool)  
High

	Description
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Per the Regional Board's Strategic Plan to complete an asset management plan a facility condition assessment and inventory needs to be completed on the North Peace Leisure Pool to inventory the assets (e.g., equipment) and assessment the condition of the building (building envelop, structural, electrical, plumbing, etc.) and grounds to identify short, medium and long term needs, costs associated with repairs and estimated useful life

Costs	Benefits
<p>1. <b>Direct Costs:</b></p> <ul style="list-style-type: none"> <li>• <b>Medical Expenses:</b> Hospitalization, surgery, medications, and specialized care.</li> <li>• <b>Transportation:</b> Costs associated with traveling to and from medical appointments.</li> <li>• <b>Housing:</b> Expenses for temporary accommodation or modifications to the home.</li> <li>• <b>Food:</b> Additional costs for nutritious meals during recovery.</li> </ul> <p>2. <b>Indirect Costs:</b></p> <ul style="list-style-type: none"> <li>• <b>Lost Wages:</b> Income lost due to inability to work during recovery.</li> <li>• <b>Reduced Productivity:</b> Long-term impact on earning potential.</li> <li>• <b>Family Caregiver Expenses:</b> Costs for family members providing care, including lost wages and transportation.</li> </ul>	<p>1. <b>Improved Health and Quality of Life:</b></p> <ul style="list-style-type: none"> <li>• <b>Pain Management:</b> Effective treatment of chronic pain.</li> <li>• <b>Mental Health Support:</b> Access to counseling and therapy.</li> <li>• <b>Physical Therapy:</b> Rehabilitation services to improve mobility and function.</li> </ul> <p>2. <b>Financial Stability:</b></p> <ul style="list-style-type: none"> <li>• <b>Reduced Medical Debt:</b> Lower out-of-pocket expenses.</li> <li>• <b>Insurance Coverage:</b> Comprehensive health and life insurance.</li> <li>• <b>Disability Benefits:</b> Financial support during recovery.</li> </ul> <p>3. <b>Long-term Gains:</b></p> <ul style="list-style-type: none"> <li>• <b>Reduced Risk of Future Hospitalization:</b> Preventive care and management.</li> <li>• <b>Improved Productivity:</b> Return to work and normal life activities.</li> <li>• <b>Family Well-being:</b> Reduced stress and improved family dynamics.</li> </ul>

The assessment and inventory will provide a full picture of the remaining useful life of the building and the probable cost of repairs.

	Risks
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If not completed the asset management plan will also be incomplete.

## Financial Information

Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
Requisition	37,500					37,500
Reserves						0
Grants						0
	37,500	0	0	0	0	37,500
Expenses	2021	2022	2023	2024	2025	5 Year Total
condition assessment	37,500					37,500
						0
						0
						0
						0
						0
						0
						0
	37,500	0	0	0	0	37,500

Administration	
1	1.1
2	2.1
3	3.1
4	4.1
5	5.1
6	6.1
7	7.1
8	8.1
9	9.1
10	10.1
11	11.1
12	12.1
13	13.1
14	14.1
15	15.1
16	16.1
17	17.1
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86	86.1
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89	89.1
90	90.1
91	91.1
92	92.1
93	93.1
94	94.1
95	95.1
96	96.1
97	97.1
98	98.1
99	99.1
100	100.1

Author: \_\_\_\_\_

Approval Date \_\_\_\_\_

**Date Prepared**

# ORGANIZATION

## Capital Projects

<b>Project</b>	0020 Retile Showers (Chetwynd Pool)		
<b>Department</b>	Chetwynd Leisure Centre		
<b>Version</b>	1. Provisional Budget	<b>Year</b>	2021

### Description

## Description

Re-tile pool shower and dressing room floors.

## Benefits

Maintain existing infrastructure, health and safety of staff and patrons.

## Risks

Required to maintain safety and health of patrons and staff. Tile and grout degrade under prolonged use and need replacement to protect the floor.

### Budget

#### Expenditures

##### All Expenditures

	Total	2021	2022	2023	2024	2025
Building - Foundations	75,000	25,000		25,000		25,000
	75,000	25,000		25,000		25,000
<b>Expenditures Total</b>	<b>75,000</b>	<b>25,000</b>		<b>25,000</b>		<b>25,000</b>

#### Funding

##### All Financing

Requisition	75,000	25,000		25,000		25,000
	75,000	25,000		25,000		25,000
<b>Funding Total</b>	<b>75,000</b>	<b>25,000</b>		<b>25,000</b>		<b>25,000</b>

### Attributes

Attribute	Value	Comment
Department	Chetwynd Leisure Centre	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	

# ORGANIZATION

## Capital Projects

<b>Project</b>	0021 Multistack Heat Recovery (Chetwynd Pool)		
<b>Department</b>	Chetwynd Leisure Centre		
<b>Version</b>	1. Provisional Budget	<b>Year</b>	2021

### Description

## Description

Upgrade multi-stack heat recovery system.

## Benefits

Maintain existing infrastructure, pool heating, and energy conservation.

## Risks

Required to maintain heat recovery system at pool. Integral part of pool heating system, and needs upgrade and component replacement. Potential for unit failure.

### Budget

#### Expenditures

##### All Expenditures

Furniture, Fixtures, Equipment

15,000 15,000

15,000 15,000

##### Expenditures Total

15,000 15,000

#### Funding

##### All Financing

Requisition

15,000 15,000

15,000 15,000

##### Funding Total

15,000 15,000

### Attributes

Attribute	Value	Comment
Department	Chetwynd Leisure Centre	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	

# ORGANIZATION

## Capital Projects

<b>Project</b>	0029 Chlorine Room Venting (Chetwynd Pool)		
<b>Department</b>	Chetwynd Leisure Centre		
<b>Version</b>	1. Provisional Budget	<b>Year</b>	2021

### Description

## Description

Replace and upgrade venting for the Chlorine room at the pool

## Benefits

Improved safety for area residents and staff, adherence to new upcoming regulatory requirements.

## Risks

Technical Safety BC and Worksafe BC will require these changes in 2021

### Budget

#### Expenditures

##### All Expenditures

	Total	2021	2022	2023	2024	2025
Building - Foundations	45,000	45,000				
	45,000	45,000				
<b>Expenditures Total</b>	<b>45,000</b>	<b>45,000</b>				

#### Funding

##### All Financing

Surplus/Deficit	45,000	45,000				
	45,000	45,000				
<b>Funding Total</b>	<b>45,000</b>	<b>45,000</b>				

### Attributes

Attribute	Value	Comment
Department	Chetwynd Leisure Centre	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	



# REPORT

To: Chair and Directors

Report Number: CS-BRD-057

From: Chetwynd Civic Properties Commission

Date: February 17, 2021

**Subject: Function 255 Chetwynd Arena (Rec Centre) Draft 2021 Budget**

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The following recommendations from the January 26, 2021, Chetwynd Civic Properties Commission meeting are being presented to the Regional Board for its consideration:

**RECOMMENDATION #1: *[Corporate Weighted]***

That the Regional Board approve the supplemental request for \$37,500, to be paid for through requisition, to conduct a facility condition assessment and include it in the 2021 Chetwynd Arena Budget.

**RECOMMENDATION #2: *[Corporate Weighted]***

That the Regional Board approve the supplemental request for \$20,000, to be paid for through requisition, to replace the boiler for the arena change room and include it in the Chetwynd Arena Budget.

**RECOMMENDATION #3: *[Corporate Weighted]***

That the Regional Board approve the supplemental request for \$15,000, to be paid for through requisition, to purchase an autoscrubber and include it in the 2021 Chetwynd Arena Budget.

**RECOMMENDATION #4: *[Corporate Weighted]***

That the Regional Board approve the supplemental request for \$6,000, to be paid for through requisition, to purchase a carpet cleaner and include it in the 2021 Chetwynd Arena Budget

**RECOMMENDATION #5: *[Corporate Weighted]***

That the Regional Board approve the supplemental request for \$10,000, to be paid for through requisition, to convert to LED lighting in the meeting rooms and include it in the 2021 Chetwynd Arena Budget.

**RECOMMENDATION #6: *[Corporate Weighted]***

That the Regional Board approve the supplemental request for \$26,000, to be paid for through requisition, to purchase booking software and include it in the 2021 Chetwynd Arena Budget.

**RECOMMENDATION #7: *[Corporate Weighted]***

That the Regional Board approve the supplemental request for \$5,000, to be paid for through requisition, to install additional security cameras and include it in the 2021 Chetwynd Arena Budget.

**RECOMMENDATION #8: [Corporate Weighted]**

That the Regional Board approve the supplemental request for \$350,000, to be paid for through grants, to construct a spray park and carry it forward to the 2021 Chetwynd Arena Budget.

**RECOMMENDATION #9: [Corporate Weighted]**

\*That the Regional Board include the draft 2021 Budget for Function 255 Chetwynd Arena (Rec Centre) in the 2021 Financial Plan.

*\*This is not the verbatim recommendation made by the Civic Properties Commission.*

*On December 1, 2020, the Commission resolved:*

*“That the Civic Properties Commission approves the Provisional Operational Budget” (for 2021)*

*On January 26, 2021, the Commission again reviewed the draft budget and budget options, and resolved that the original provisional budget, approved on December 1, was the preferred option, and made the following resolution:*

*“That the Chetwynd Civic Properties Commission recommend to the Regional Board to include Option 1 (as originally presented December 1, 2020 to the Commission) in the draft 2021 Chetwynd Arena budget in the 2021 Financial Plan.” The staff report presenting Option 2 to the Civic Properties Commission was a late addition to the January 26, 2021 Commission Meeting agenda and can be [viewed online](#). This recommendation has been included to capture the Civic Properties recommendation to include the budget in the PRRD Financial Plan, as reviewed and approved by the Commission on December 1, 2020 and reaffirmed on January 26, 2021.*

**BACKGROUND/RATIONALE:**

At the December 1, 2020 meeting of the Chetwynd Civic Properties Commission the following resolution was passed:

*That the Civic Properties Commission recommends to the Peace River Regional District that the Chetwynd and District Rec Centre 2021 capital provisional budgets supplemental forms are approved as presented for Peace River Regional District final approval.*

For certainty and to provide more detail to the Regional Board, PRRD staff requested that the Commission approve each supplemental request on an individual basis (as seen above).

The Peace River Regional District received final (estimated) 2020 budget numbers on January 20, 2021 from the District of Chetwynd. This information was required in order to calculate the surplus/deficit from 2020. Below are the highlights of the PRRD budget for the Chetwynd Arena function.

**Supplemental Request – Operational Projects:**

Facility Condition Assessment - \$37,500 paid for through requisition

As a requirement of the asset management planning process (one of the Board’s Strategic Initiatives), facility condition assessments must be completed for all PRRD owned facilities. This assessment 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 assessment will be completed by a qualified professional following a public procurement process and PRRD and Chetwynd staff will work together to develop the scope of work, review proposals and select the successful proponent.

#### **Supplemental Requests - Capital Projects:**

*(see attached supplemental request forms for details)*

- 1) Boiler for arena change room
  - \$20,000 to be paid for through requisition
- 2) Autoscrubber
  - \$15,000 to be paid for through requisition
- 3) Carpet cleaner
  - \$6,000 to be paid for through requisition
- 4) Meeting room LED conversion
  - \$10,000 to be paid for through requisition
- 5) Booking software
  - \$26,000 to be paid for through requisition
- 6) Security Cameras
  - \$5,000 to be paid for through requisition
- 7) Spray Park
  - \$350,000 to be paid for through grants

#### **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

#### **STRATEGIC PLAN RELEVANCE:**

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

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

##### **Budget Highlights**

Item	Highlights
Requisition	\$1,619,300
Deficit	-\$6,576
Chetwynd Operations Costs	\$1,548,789
PRRD Admin Costs	\$152,493 (incl \$58,212 for Chetwynd Admin Fee)
Transfers to Reserves (capital)	\$37,495
Transfers to Reserves (operations)	\$50,000
Capital (excl \$350,000 for spray park)	\$82,000
Total Ops & Capital <i>(does NOT equal sum of above – see attached budgets)</i>	\$2,235,777 (incl \$350,000 for spray park funded through grants)
Estimated Tax Rate	\$0.4834

- For comparison, the 2020 budget can be viewed on each budget sheet that shows the proposed 2021 budgets

<b>Capital Reserve</b>	<b>Option 1</b>
Opening Balance	\$2,483,985.76
2021 Transfer to Reserves	\$37,495.00
<b>TOTAL</b>	<b>\$2,521,480.76</b>

<b>Operational Reserve</b>	<b>2021</b>
Opening Balance	\$0
2021 Transfer to Reserves	\$50,000
<b>TOTAL</b>	<b>\$50,000</b>

**Historic Tax Rates**

<b>Year</b>	<b>Rate</b>
2021 proposed	\$0.4834
2020	\$0.4787
2019	\$0.4878
2018	\$0.5563
2017	\$0.5780
2016	\$0.6444
2015	\$0.6480

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):****Combined Tax Rates**

	<b>2020</b>	<b>2021 Estimated</b>
Pool	\$0.4206	\$0.4251
Arena	\$0.4787	\$0.4834
<b>TOTAL</b>	<b>\$.8993</b>	<b>\$0.9085</b>

**Attachments:**

- 1) Function 255 Chetwynd Arena Budget and Tax Rate
- 2) Chetwynd Arena Operating Budget
- 3) F255 – Supplemental - Facility Condition Assessment
- 4) F255 – Supplemental - Arena Change Room Boiler
- 5) F255 – Supplemental - Autoscrubber
- 6) F255 – Supplemental - Carpet Cleaner
- 7) F255 – Supplemental - Meeting Room LED Conversion
- 8) F255 – Supplemental - Booking Software
- 9) F255 – Supplemental - Security Cameras
- 10) F255 – Supplemental - Spray Park



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



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**General Operating Fund**

**255 Chetwynd Arena**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(1,619,300)	(1,619,300)	
01-1-0010-0015 Requisition			(1,537,300.00)
<b>Total 1-0010 Requisition</b>	(1,619,300)	(1,619,300)	(1,537,300.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(176,024)	(176,024)	6,576.00
<b>Total 1-0020 Surplus/Deficit</b>	(176,024)	(176,024)	6,576.00
1-0030 Grants			
01-1-0030-0037 Provincial Conditional	(10,000)		
<b>Total 1-0030 Grants</b>	(10,000)		
1-0080 Miscellaneous			
01-1-0080-0085 Rec Facility Op Agreement	(164,435)		(273,053.00)
<b>Total 1-0080 Miscellaneous</b>	(164,435)		(273,053.00)
1-0130 Conditional Transfers			
01-1-0130-0130 Chetwynd		(258,553)	
<b>Total 1-0130 Conditional Transfers</b>		(258,553)	
TOTAL REVENUES	(1,969,759)	(2,053,877)	(1,803,777.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	6,597	6,705	6,778.00
01-2-1000-1030 Benefits	1,567	1,976	1,966.00
01-2-1000-2055 Contingency		197	200.00
01-2-1000-2065 Insurance - Property	17,979	17,979	17,900.00
01-2-1000-2070 Insurance - Liability	2,953	2,938	3,800.00
01-2-1000-4300 Municipal Admin Fees	57,071	57,071	58,212.00
01-2-1000-5140 Minor Capital		96,253	
01-2-1000-6010 Operations	1,361,973	1,586,363	1,548,789.00
01-2-1050-3100 Contract for Services			37,500.00
<b>Total 2-1000 General Expenditures</b>	1,448,140	1,769,482	1,675,145.00
2-1150 Allocations			
01-2-1150-1160 Administration	19,010	19,010	26,137.00
01-2-1150-1190 PRRD Vehicles	385	385	
<b>Total 2-1150 Allocations</b>	19,395	19,395	26,137.00
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	250,000	250,000	37,495.00
01-2-8100-8120 Operating Reserve			50,000.00
01-2-8100-8130 Carbon "Green" Reserve	15,000	15,000	15,000.00
<b>Total 2-8100 Transfers to Reserve</b>	265,000	265,000	102,495.00
TOTAL EXPENDITURES	1,732,535	2,053,877	1,803,777.00



General Operating Fund

255 Chetwynd Arena

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
CAPITAL REVENUES			
7-0010 Requisition			
01-7-0010-0015 Requisition			(82,000.00)
<b>Total 7-0010 Requisition</b>			(82,000.00)
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit	(277,743)	-277,743	
<b>Total 7-0020 Surplus/Deficit</b>	(277,743)	-277,743	
7-0030 Grants			
01-7-0030-0029 Municipal		-300,000	(150,000.00)
01-7-0030-0037 Provincial Conditional		-370,000	(200,000.00)
<b>Total 7-0030 Grants</b>		-670,000	(350,000.00)
7-0140 Transfers from Reserve			
01-7-0140-0141 Capital Reserve	(16,744)	-16,744	
<b>Total 7-0140 Transfers from Reserve</b>	(16,744)	-16,744	
<b>TOTAL CAPITAL REVENUES</b>	(294,487)	-964,487	(432,000.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8501 Furniture, Fixtures, Equipment		509,487	51,000.00
01-8-8500-8502 Vehicles and Machinery	330,553		
01-8-8500-8504 Building - Foundations	207,735	455,000	
01-8-8500-8507 Land Improvements			350,000.00
01-8-8500-8508 IT Infrastructure			31,000.00
<b>Total 8-8500 Transfer to General Capital Fund</b>	538,288	964,487	432,000.00
<b>TOTAL CAPITAL EXPENDITURES</b>	538,288	964,487	432,000.00
Surplus / Deficit	6,577		

**Chetwynd Arena**  
**Defined Portion of Electoral Area E and District of Chetwynd**

**Basis of Apportionment:** Converted Hospital Assessments - Land & Improvements

**Tax Rate or Other Limitations:** The product of \$ 6.00 per \$1,000 taxable value  
*Bylaw No. 175, 1978*

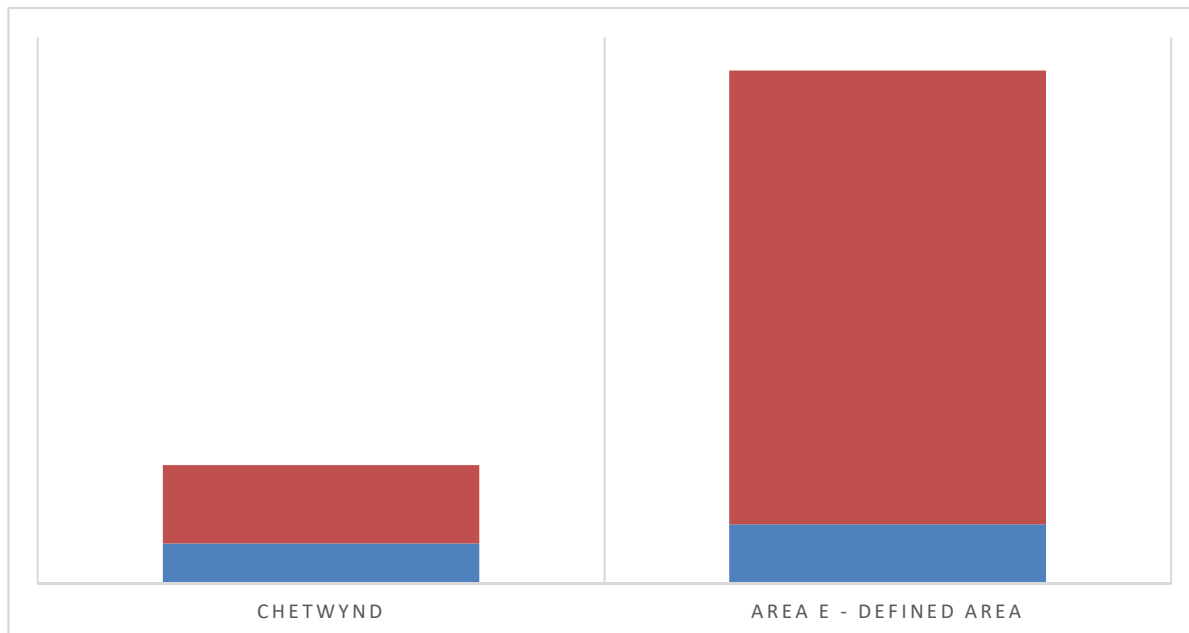
	Requisition Amount	Tax Rate 123.00 124.00	Figures for Apportionment
Chetwynd	304,507	0.4834	62,996,847
Area E - Defined Area	1,314,793	0.4834	272,005,754
<b>Total</b>	<b>1,619,300</b>	0.4834	<b>335,002,601</b>

Municipal Requisition:	304,507
Electoral Area Requisition:	1,314,793
Total Requisition:	1,619,300

*After Prior Year Adj*

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	1,619,300		-
Assessment	338,255,273	-0.96%	(3,252,672)
Tax Rate	0.4787	0.97%	0.0046

Class 1 - Residential    Total All Other Classes



**DISTRICT OF CHETWYND**  
**Provisional Budget Report**



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Account Code : 42-?-???-????  
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 Fiscal Year : 2020

Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
<b>42</b>	<b>Recreation Centre</b>						
	<b>REVENUES</b>						
	<b>Ice Time</b>						
42-1-470-1001	Senior Rec Hockey		-15,208	-14,494	-13,607	-12,500	-12,500
42-1-470-1002	Curling Contract/Recreation		-8,820	-8,820	-6,615	-8,820	-8,820
42-1-470-1003	Minor Hockey		-51,295	-41,356	-31,037	-39,946	-39,946
42-1-470-1005	Figure Skating		-25,424	-23,225	-17,786	-22,000	-22,000
42-1-470-1006	Recreation Skating	7703	-9,646	-5,445	-2,270	-6,000	-6,000
42-1-470-1007	Ice Rentals		-12,392	-14,230	-3,797	-13,000	-13,000
	<b>Total Ice Time</b>		<b>-122,785</b>	<b>-107,570</b>	<b>-75,112</b>	<b>-102,266</b>	<b>-102,266</b>
	<b>Other Operations</b>						
42-1-471-1001	Locker Rentals		-2,366	-1,958	-1,508	-1,500	-1,500
42-1-471-1002	Hall Rentals	7150	-65,006	-59,177	-30,367	-37,000	-37,000
42-1-471-1003	Miscellaneous		-9,328	-9,666	-9,799	-10,000	-10,000
42-1-471-1004	Vending Machine	7701	-15,736	-13,020	-6,361	-13,000	-13,000
42-1-471-1005	Concession Lease		-5,867	-20,000	-4,300	-20,287	-20,287
42-1-471-1007	Advertising Revenue	7124	-5,087	-6,475	-5,250	-10,000	-10,000
42-1-471-1010	Equipment Rental		-237	0	-38	0	0
42-1-471-1050	ATM service fees		-4,707	-4,341	-2,088	-4,000	-4,000
	<b>Total Other Operations</b>		<b>-108,334</b>	<b>-114,637</b>	<b>-59,711</b>	<b>-95,787</b>	<b>-95,787</b>
	<b>Recreation Programmes</b>						
42-1-472-1001	Grants Rec Programs		0	0	0	-22,000	-22,000
42-1-472-1002	Program Reg 14 & Under		-15,615	-24,716	-2,276	-2,000	-2,000
42-1-472-1003	Fitness Programs		-488	0	-62	0	0
42-1-472-1007	Special Events	6719	-955	2,022	-516	-2,000	-2,000
42-1-472-1008	Adult Programs		-1,232	-2,334	-637	-1,000	-1,000
42-1-472-1010	Self Supporting Programs	6719	-14,819	-3,530	-1,953	-25,000	-25,000
42-1-472-1013	Squash / Raquetball Court		-2,682	-2,928	-1,640	-5,500	-5,500
42-1-472-1014	Climbing Wall	7703	-2,051	-3,247	-959	-2,500	-2,500
	<b>Total Recreation Programmes</b>		<b>-37,842</b>	<b>-34,733</b>	<b>-8,043</b>	<b>-60,000</b>	<b>-60,000</b>
	<b>Miscellaneous Revenue</b>						
42-1-599-0050	Recovered Costs		1,273	0	0	0	0
42-1-599-1022	Insurance premium recover		-7,737	-8,913	-2,201	-5,000	-5,000

DISTRICT OF CHETWYND  
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Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
<b>Total Miscellaneous Revenue</b>			<b>-6,464</b>	<b>-8,913</b>	<b>-2,201</b>	<b>-5,000</b>	<b>-5,000</b>
<b>Grants - Regional</b>							
42-1-811-1026	Grants PRRD Requisition		-1,232,364	-1,219,409	-1,237,141	-1,591,311	-1,630,789
42-1-811-1027	PRRD Revenue		-15,800	0	0	0	-10,000
<b>Total Grants - Regional</b>			<b>-1,248,164</b>	<b>-1,219,409</b>	<b>-1,237,141</b>	<b>-1,591,311</b>	<b>-1,640,789</b>
<b>Total REVENUES</b>			<b>-1,523,589</b>	<b>-1,485,262</b>	<b>-1,382,208</b>	<b>-1,854,364</b>	<b>-1,903,842</b>
<b>EXPENSES</b>							
<b>Facilities Administration</b>							
42-2-750-1012	Socan		0	185	209	200	200
42-2-750-2201	Salaries - Rec Centre Office	5999	188,078	135,300	173,808	201,136	225,317
42-2-750-2202	Employee Benefits		44,703	41,000	43,279	59,106	66,645
42-2-750-2210	Travel & Training	5526	8,734	7,308	1,027	11,500	11,500
42-2-750-2211	Personnel		300	0	0	1,000	1,000
42-2-750-2216	Safety	5518	331	310	666	0	0
42-2-750-2222	Legal & Contingency		327	0	343	2,500	2,500
42-2-750-2230	Contract Services	7124	12,699	13,065	7,618	10,000	10,000
42-2-750-2231	Computer		490	0	79	4,500	4,500
42-2-750-2235	Admin Fee (District of Chet		54,855	55,952	57,071	57,071	57,071
42-2-750-2237	Sport BC Insurance - Facili		0	0	2,000	0	0
42-2-750-2240	Insurance		8,279	7,918	4,616	5,000	5,000
42-2-750-2244	Permits		0	0	1,341	0	0
42-2-750-2256	Cash Short & Over		-119	-6	0	0	0
42-2-750-2257	VISA & Interac Charges		2,938	3,193	2,642	2,000	2,000
42-2-750-2264	Materials & Supplies	211392	1,636	1,120	1,885	0	0
42-2-750-2270	Telephone & Alarm Service	5519	12,414	12,862	11,431	15,000	15,000
42-2-750-2280	Office Supplies		7,039	6,844	3,900	11,500	11,500
42-2-750-2281	Postage		242	0	86	700	700
42-2-750-2283	Freight		2,310	1,710	1,423	3,500	3,500
42-2-750-2284	Advertising & Promotion		5,754	4,816	3,567	6,500	6,500
42-2-750-2298	Rent Own Equipment		0	0	18	0	0
42-2-750-2299	Miscellaneous		2,538	2,950	2,091	5,000	5,000
<b>Total Facilities Administratio</b>			<b>353,548</b>	<b>294,527</b>	<b>319,100</b>	<b>396,213</b>	<b>427,933</b>
<b>Facilities Operations</b>							

DISTRICT OF CHETWYND  
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Account Code	Account Description	CC1	2018	2019	2020	2020	2021
			Actual Values	Actual Values	Actual Values	Budget Values	Provisional Budget
42-2-751-2201	Salaries - Rec Centre Main	5999	465,072	518,663	412,959	474,121	545,923
42-2-751-2202	Employee Benefits	5999	119,490	127,687	108,856	139,169	160,072
42-2-751-2210	Travel & Training - Facilities	5518	2,373	539	1,502	5,000	5,000
42-2-751-2230	Contract Services	5800	16,874	20,647	18,346	35,000	50,000
42-2-751-2232	Equipment Rental		0	0	0	2,100	2,100
42-2-751-2241	Vehicle - Facilities Operatio		564	0	12	5,000	5,000
42-2-751-2264	Materials & Supplies	7709	50,742	19,864	55,191	56,000	103,000
42-2-751-2270	Telephone	5527	1,884	2,446	2,542	2,000	2,000
42-2-751-2271	HYDRO-ELECTRICITY		72,978	85,047	72,507	110,000	110,000
42-2-751-2272	GAS-HEAT		63,544	59,897	46,497	74,000	74,000
42-2-751-2275	Utilities W/S/G		23,160	19,782	15,903	16,000	16,000
42-2-751-2298	Rent Own Equipment		1,182	611	417	0	0
42-2-751-2299	Carbon Offsets		7,500	7,500	7,500	7,500	7,500
<b>Total Facilities Operations</b>			<b>825,363</b>	<b>862,683</b>	<b>742,232</b>	<b>925,890</b>	<b>1,080,595</b>
<b>Ice Plant Operations</b>							
42-2-753-2230	Contract Services		13,872	8,891	12,113	21,000	21,000
42-2-753-2264	Materials & Supplies		343	139	1,831	5,000	5,000
42-2-753-2270	Phone/modem		939	939	863	1,000	1,000
<b>Total Ice Plant Operations</b>			<b>15,154</b>	<b>9,969</b>	<b>14,807</b>	<b>27,000</b>	<b>27,000</b>
<b>Exterior Grounds</b>							
42-2-754-2201	Salaries - Exterior Grounds		127	920	3,376	4,000	4,000
42-2-754-2202	Employee Benefits		10	176	224	0	0
42-2-754-2230	Contract Services		11,241	4,139	3,804	25,000	25,000
42-2-754-2232	Equipment Rental		293	0	96	2,100	2,100
42-2-754-2264	Materials & Supplies		2,937	1,898	1,408	2,500	2,500
42-2-754-2298	Rent Own Equipment		144	710	2,861	0	0
<b>Total Exterior Grounds</b>			<b>14,752</b>	<b>7,843</b>	<b>11,769</b>	<b>33,600</b>	<b>33,600</b>
<b>Concession &amp; Lounge</b>							
42-2-755-2264	Materials & Supplies	9603	1,464	1,479	0	2,000	2,000
42-2-755-2294	Equipment Replacement		7,840	529	0	5,000	5,000
42-2-755-2295	Vending Supplies (Resale)		10,508	8,870	4,978	12,500	12,500
<b>Total Concession &amp; Lounge</b>			<b>19,812</b>	<b>10,878</b>	<b>4,978</b>	<b>19,500</b>	<b>19,500</b>
<b>Programmes - Administration</b>							
42-2-756-2201	Salaries - Programs Admini		77,516	88,323	84,311	74,713	83,232

**DISTRICT OF CHETWYND**  
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Account Code	Account Description	CC1	2018 Actual Values	2019 Actual Values	2020 Actual Values	2020 Budget Values	2021 Provisional Budget
42-2-756-2202	Employee Benefits		17,773	20,724	17,391	22,414	24,970
42-2-756-2210	Travel & Training	5519	865	0	-265	0	0
<b>Total Programmes - Administrat</b>			<b>96,154</b>	<b>109,047</b>	<b>101,437</b>	<b>97,127</b>	<b>108,202</b>
<b>Programmes</b>							
42-2-757-2075	Self Supporting Programs		5,024	3,770	1,344	8,000	8,000
42-2-757-2201	Salaries - Programs	6717	57,261	63,458	27,245	62,304	92,284
42-2-757-2202	Employee Benefits	6717	2,892	5,190	1,256	6,230	9,228
42-2-757-2210	Travel & Training	7705	459	0	-232	1,500	1,500
42-2-757-2214	Volunteer Recognition		0	0	0	500	500
42-2-757-2233	Special Events	6717	1,008	59	1,004	5,000	5,000
42-2-757-2236	SOCAN - Programmes		194	0	0	0	0
42-2-757-2264	Materials & Supplies	6717	5,566	6,138	3,286	8,500	8,500
42-2-757-2284	Advertising - Self Supportin		226	0	0	0	0
<b>Total Programmes</b>			<b>72,630</b>	<b>78,615</b>	<b>33,903</b>	<b>92,034</b>	<b>125,012</b>
<b>Land Improvements</b>							
42-2-821-2230	Contracted Services - Land	421905	0	0	0	95,000	0
<b>Total Land Improvements</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>95,000</b>	<b>0</b>
<b>Buildings</b>							
42-2-822-2201	Salaries - Buildings	421904	0	15	0	0	0
42-2-822-2202	Benefits - Buildings	421904	0	3	0	0	0
42-2-822-2230	Contracted Services - Build	9601	73,169	10,869	3,931	0	0
42-2-822-2264	Materials and Supplies - Bu	9944	53,006	207	0	0	0
<b>Total Buildings</b>			<b>126,175</b>	<b>11,094</b>	<b>3,931</b>	<b>0</b>	<b>0</b>
<b>Building Improvements</b>							
42-2-823-2230	Contracted Services - Build	422104	0	88,865	522,448	75,000	30,000
<b>Total Building Improvements</b>			<b>0</b>	<b>88,865</b>	<b>522,448</b>	<b>75,000</b>	<b>30,000</b>
<b>Machinery and Equipment</b>							
42-2-825-2230	Contracted Services - Equip	421909	0	0	0	60,000	0
42-2-825-2264	Materials and Supplies - Eq	422105	0	11,742	15,521	33,000	52,000
<b>Total Machinery and Equipment</b>			<b>0</b>	<b>11,742</b>	<b>15,521</b>	<b>93,000</b>	<b>52,000</b>
<b>Total EXPENSES</b>			<b>1,523,588</b>	<b>1,485,263</b>	<b>1,770,126</b>	<b>1,854,364</b>	<b>1,903,842</b>
<b>Total Recreation Centre</b>			<b>-1</b>	<b>1</b>	<b>387,918</b>	<b>0</b>	<b>0</b>

2021 Budget - Supplemental Item						
Title:				Department:		
Condition Assessment & Inventory				Community Services		
Division:				Function:		
Parks & Recreation				Chetwynd Arena		
Type:				High		
Description						
Per the Regional Board's Strategic Plan to complete an asset management plan a facility condition assessment and inventory needs to be completed on the North Peace Leisure Pool to inventory the assets (e.g., equipment) and assessment the condition of the building (building envelop, structural, electrical, plumbing, etc.) and grounds to identify short, medium and long term needs, costs associated with repairs and estimated useful life						
Benefits						
The assessment and inventory will provide a full picture of the remaining useful life of the buidling and the probable cost of repairs.						
Risks						
If not completed the asset management plan will also be incomplete.						
Financial Information						
Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
Requisition	37,500					37,500
Reserves						0
Grants						0
	37,500	0	0	0	0	37,500
Expenses						
condition assessment	37,500					37,500
						0
						0
						0
						0
						0
						0
						0
	37,500	0	0	0	0	37,500
Administration						
Author:				Date Prepared		
Approval Date						



# ORGANIZATION

## Capital Projects

Project	0023 Boiler for arena change room (Chetwynd Arena)		
Department	Chetwynd Arena		
Version	1. Provisional Budget	Year	2021

### Description

## Description

Replacement of the arena domestic hot water boiler

## Benefits

Continued supply of domestic hot water at the arena. Improved energy efficiency and reduced repair and maintenance costs

## Risks

Unit is at the end of its projected life span. Continued operation will result in ongoing repair costs and potential for unit failure.

### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
Furniture, Fixtures, Equipment	20,000	20,000				
	20,000	20,000				
<b>Expenditures Total</b>	<b>20,000</b>	<b>20,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Requisition	20,000	20,000				
	20,000	20,000				
<b>Funding Total</b>	<b>20,000</b>	<b>20,000</b>				

### Attributes

Attribute	Value	Comment
Department	Chetwynd Arena	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	

# ORGANIZATION

## Capital Projects

Project	0024 Autoscrubber (Chetwynd Arena)		
Department	Chetwynd Arena		
Version	1. Provisional Budget	Year	2021

### Description

## Description

Auto Floor scrubber replacement

## Benefits

Auto Floor scrubber replacement

## Risks

Premature floor replacement if not correctly maintained. Increased staffing costs, liability and health risks if not replaced.

### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
Furniture, Fixtures, Equipment	15,000	15,000				
	15,000	15,000				
<b>Expenditures Total</b>	<b>15,000</b>	<b>15,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Requisition	15,000	15,000				
	15,000	15,000				
<b>Funding Total</b>	<b>15,000</b>	<b>15,000</b>				

### Attributes

Attribute	Value	Comment
Department	Chetwynd Arena	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	

# ORGANIZATION

## Capital Projects

Project	0025 Carpet cleaner (Chetwynd Arena)		
Department	Chetwynd Arena		
Version	1. Provisional Budget	Year	2021

### Description

## Description

IndustrialCarpetSteamer/Cleaner

## Benefits

Enhanced cleaning and disinfection for facility carpets and surface cleaning

## Risks

Premature wear of carpeted surfaces and potential for unnecessary viral and bacterial contamination on surfaces

### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
Furniture, Fixtures, Equipment	6,000	6,000				
	6,000	6,000				
<b>Expenditures Total</b>	<b>6,000</b>	<b>6,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Requisition	6,000	6,000				
	6,000	6,000				
<b>Funding Total</b>	<b>6,000</b>	<b>6,000</b>				

### Attributes

Attribute	Value	Comment
Department	Chetwynd Arena	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	

# ORGANIZATION

## Capital Projects

Project	0026 Meeting room LED conversion (Chetwynd Arena)		
Department	Chetwynd Arena		
Version	1. Provisional Budget	Year	2021

### Description

## Description

Ongoing conversion to LED lighting in the facility

## Benefits

Energy conservation and financial savings

## Risks

Unnecessary Hydro costs. Increased staffing costs for traditional lighting maintenance

### Budget

#### Expenditures

##### All Expenditures

	Total	2021	2022	2023	2024	2025
Building - Foundations	10,000	10,000				
	10,000	10,000				
<b>Expenditures Total</b>	<b>10,000</b>	<b>10,000</b>				

#### Funding

##### All Financing

Requisition	10,000	10,000				
	10,000	10,000				
<b>Funding Total</b>	<b>10,000</b>	<b>10,000</b>				

### Attributes

Attribute	Value	Comment
Department	Chetwynd Arena	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	

# ORGANIZATION

## Capital Projects

Project	0027 Booking software (Chetwynd Arena)		
Department	Chetwynd Arena		
Version	1. Provisional Budget	Year	2021

### Description

## Description

Max Galaxy will no longer support its product in Canada in 2021 as it is being discontinued and so it must be replaced.

## Benefits

Improved customer service, efficiency, and record keeping . Reduced liability

## Risks

Required for customer service, record keeping, and operational efficiency

### Budget

#### Expenditures

##### All Expenditures

IT Infrastructure

26,000 26,000

26,000 26,000

##### Expenditures Total

26,000 26,000

#### Funding

##### All Financing

Requisition

26,000 26,000

26,000 26,000

##### Funding Total

26,000 26,000

### Attributes

Attribute	Value	Comment
Department	Chetwynd Arena	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	

# ORGANIZATION

## Capital Projects

Project	0028 Security cameras (Chetwynd Arena)		
Department	Chetwynd Arena		
Version	1. Provisional Budget	Year	2021

### Description

## Description

Installation of new security video cameras at the North West corner of the facility.

## Benefits

This is a blind spot in the security system. In 2020 there were two incidents that the RCMP requested video footage of and facility staff were unable to assist as there are no cameras at this corner.

## Risks

Required for customer service, record keeping, reduced liability, and operational efficiency

### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
IT Infrastructure	5,000	5,000				
	5,000	5,000				
<b>Expenditures Total</b>	<b>5,000</b>	<b>5,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Requisition	5,000	5,000				
	5,000	5,000				
<b>Funding Total</b>	<b>5,000</b>	<b>5,000</b>				

### Attributes

Attribute	Value	Comment
Department	Chetwynd Arena	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	

# ORGANIZATION

## Capital Projects

Project	0030 Spray Park (Chetwynd Arena)		
Department	Chetwynd Arena		
Version	1. Provisional Budget	Year	2021

### Description

## Description

Carry forward from 2020 - the addition of a spray park on the north east corner of the property. The Board provided conditional approval of the project in 2020 subject to the Commission receiving 100% grant funding. The District of Chetwynd will contribute \$150,000 to the project of total \$350,000.

## Benefits

provides outdoor recreation opportunities and is one of the components for the redesign of the property

## Risks

if grant funds cannot be obtained the project will not move forward.

### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
Land Improvements	350,000	350,000				
	350,000	350,000				
<b>Expenditures Total</b>	<b>350,000</b>	<b>350,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Municipal	150,000	150,000				
Provincial Conditional	200,000	200,000				
	350,000	350,000				
<b>Funding Total</b>	<b>350,000</b>	<b>350,000</b>				

### Attributes

Attribute	Value	Comment
Department	Chetwynd Arena	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	



# REPORT

To: Chair and Directors

Report Number: CS-BRD-039

From: Emergency Executive Committee

Date: February 17, 2021

**Subject: Function 300 Emergency Planning 2021 Budget**

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The following recommendations from the December 17, 2020 Special Emergency Executive Committee meeting are being presented to the Regional Board for its consideration:

## **RECOMMENDATION #1: *[Corporate Unweighted]***

That the Regional Board approve the supplementary request to implement the FireSmart Education and assessment plan in the rural areas of the Regional District subject to obtaining a Community Resiliency Investment Grant from UBCM for up to \$150,000.

## **RECOMMENDATION #2: *[Corporate Weighted]***

That the Regional Board include the draft 2021 budget for Function 300 Emergency Planning in the 2021 Financial Plan.

## **BACKGROUND/RATIONALE:**

### Recommendation #1

Please click [here](#) to access the information provided to the Emergency Executive Committee, December 17<sup>th</sup> Meeting Agenda, Item 3.1.

Additional Information: The Committee raised questions and discussed the budget for Function 300 - Emergency Planning. Some items that were explained further by staff included: radios, weather stations, and General Operating Costs – including training and development.

## **Overall Budget**

The overall draft budget for 2021 is \$684,847. This is an increase of \$94,720 or 16.05% from 2020. This includes items that will be funded by grants which includes \$120,000 for flood plain mapping that was awarded to the PRRD in 2020 from the provincial government and \$150,000 for a FireSmart education and assessment plan to be carried out in 2021 conditional to receiving the Community Resiliency Investment grant from UBCM. This also includes a carry-over from 2020 of \$24,352 for the completion of the Collaborative Emergency Management study to be finished in 2021.



**Core Budget**

This leaves a core budget for 2021 of \$265,154, a decrease from the 2020 budget of \$290,126. This brings the requisition down from \$250,000 in 2020 to \$240,802 for 2021. One of the largest savings is due to a decrease of the Administration Allocation from \$51,522 in 2020 to \$9,772 in 2021. Administration allocations are calculated at 3% of the overall amount charged to the certain function, in this case the fees associated with previous Emergency Operations Centre (EOC) activations and response to emergencies led the function to have an inflated amount leading to such a high amount paid to administration. Costs associated with emergency responses will no longer be captured in function 300 and thus will not affect the Administration Allocation line in future planning.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

- Requisition – decrease of \$9,198
- Surplus - \$173,504
- Provincial Conditional Grants -\$270,000
  - \$120,000 for flood plain mapping which is confirmed
  - \$150,000 for FireSmart Education which is pending approval

Net sum of overall increase in revenue is \$94,720

- General expenditures – increase of \$7,101
- Allocations – decrease of \$40,950
- EOC Operations – Increase of \$6,000
- Emergency Planning – Increase of \$2,000

Operating Reserve contribution for 2021 - \$121,152.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. Function 300 Emergency Planning Draft 2021 Budget and Tax Rate
2. F300 – Supplemental – Fire Smart

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



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**General Operating Fund**

**300 Emergency Planning**

	aft	2020 Actuals	2020 App. Budget	2021
				1. Provisional Budget
REVENUES				
1-0010 Requisition				
01-1-0010-0010 Electoral		(250,000)	(250,000)	(240,802.00)
<b>Total 1-0010 Requisition</b>		(250,000)	(250,000)	(240,802.00)
1-0020 Surplus/Deficit				
01-1-0020-0020 Surplus/Deficit		(39,596)	(39,596)	(173,504.00)
<b>Total 1-0020 Surplus/Deficit</b>		(39,596)	(39,596)	(173,504.00)
1-0030 Grants				
01-1-0030-0037 Provincial Conditional		(77,445)	(300,000)	(270,000.00)
<b>Total 1-0030 Grants</b>		(77,445)	(300,000)	(270,000.00)
1-0040 Recovery of Costs				
01-1-0040-0000 General - Recovery of Costs		(529,319)		
01-1-0040-2821 Task #193467		(2,730)		
<b>Total 1-0040 Recovery of Costs</b>		(532,049)		
1-0070 Investment Income				
01-1-0070-0071 Interest on Reserves		(3,886)		
<b>Total 1-0070 Investment Income</b>		(3,886)		
1-0080 Miscellaneous				
01-1-0080-0081 FSJ Boundary Expansion Compensation		(531)	(531)	(541.00)
<b>Total 1-0080 Miscellaneous</b>		(531)	(531)	(541.00)
TOTAL REVENUES		(903,507)	(590,127)	(684,847.00)
EXPENDITURES				
2-1000 General Expenditures				
01-2-1000-1010 Wages - Full Time		68,608	102,210	102,617.00
01-2-1000-1030 Benefits		16,008	29,964	29,759.00
01-2-1000-1040 WCB		2,240		4,235.00
01-2-1000-2030 Phone/Internet		1,242	1,632	1,500.00
01-2-1000-2055 Contingency			3,564	1,310.00
01-2-1000-2065 Insurance - Property		1,680	46	1,700.00
01-2-1000-2070 Insurance - Liability		2,215	2,204	2,900.00
01-2-1000-3010 Travel			2,000	1,500.00
01-2-1000-3016 Mileage		110		500.00
01-2-1000-3020 Meals		695		500.00
01-2-1000-3030 Training & Development		257	1,000	2,720.00
01-2-1000-3040 Conferences & Seminars		881	6,000	7,280.00
01-2-1000-3050 Memberships		1,004	1,000	1,200.00
01-2-1000-3060 Meetings		123	1,500	1,500.00
01-2-1000-5010 Advertising Services		65	12,000	12,000.00
01-2-1000-5030 Legal Services		23,940	10,000	10,000.00
01-2-1000-5120 Supplies - Office		2,266	3,000	2,000.00
<b>Total 2-1000 General Expenditures</b>		121,334	176,120	183,221.00

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



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**General Operating Fund**

**300 Emergency Planning**

aft	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
2-1150 Allocations			
01-2-1150-1160 Administration	50,722	50,722	7,514.00
01-2-1150-1190 PRRD Vehicles	800	800	2,258.00
01-2-1500-8120 Transfer to Operating Reserve			121,152.00
<b>Total 2-1150 Allocations</b>	<b>51,522</b>	<b>51,522</b>	<b>130,924.00</b>
2-1275 Emergency Operations Centre			
01-2-1275-3030 Training & Development		18,000	23,500.00
01-2-1275-5120 Supplies - Office	128	2,500	3,000.00
<b>Total 2-1275 Emergency Operations Centre</b>	<b>128</b>	<b>20,500</b>	<b>26,500.00</b>
2-2510 Emergency Planning			
01-2-2510-2512 Flood Response Supplies	4,899	5,500	5,500.00
01-2-2510-3100 Contract for Services EMERG PLANNING		150,000	150,000.00
01-2-2510-5060 Studies, Plans and Assessments	2,097	174,352	172,352.00
01-2-2510-5140 Minor Capital	3,393	9,000	13,000.00
<b>Total 2-2510 Emergency Planning</b>	<b>10,389</b>	<b>338,852</b>	<b>340,852.00</b>
2-2515 Weather Stations			
01-2-2515-2030 Phone/Internet		822	900.00
01-2-2515-4435 Website Maintenance		761	800.00
01-2-2515-6240 Repairs		500	550.00
01-2-2515-6250 Maintenance		1,050	1,100.00
<b>Total 2-2515 Weather Stations</b>		<b>3,133</b>	<b>3,350.00</b>
2-2802 EMBC Task #2016455			
01-2-2802-5112 EOC #190832 Supplies - Unrecoverable	802		
<b>Total 2-2802 EMBC Task #2016455</b>	<b>802</b>		
2-2821 EOC Task #193467			
01-2-2821-2050 Miscellaneous	2,734		
<b>Total 2-2821 EOC Task #193467</b>	<b>2,734</b>		
2-2840 EOC Incidents (PEP Task #?) (EMERG PL)			
01-2-2840-2050 EOC Incidents - Miscellaneous	530,198		
<b>Total 2-2840 EOC Incidents (PEP Task #?) (EMERG PL)</b>	<b>530,198</b>		
2-8100 Transfers to Reserve			
01-2-8100-8150 Interest on reserves	3,886		
<b>Total 2-8100 Transfers to Reserve</b>	<b>3,886</b>		
<b>TOTAL EXPENDITURES</b>	<b>720,993</b>	<b>590,127</b>	<b>684,847.00</b>
Surplus / Deficit	(182,514)		

# EXHIBIT 24

## Emergency Planning

Category

[1-2510](#)

### Basis of Apportionment:

Converted Hospital Assessment - Land & Improvements

### Tax Rate or Other Limitations:

*Bylaw No. 1598, 2005*

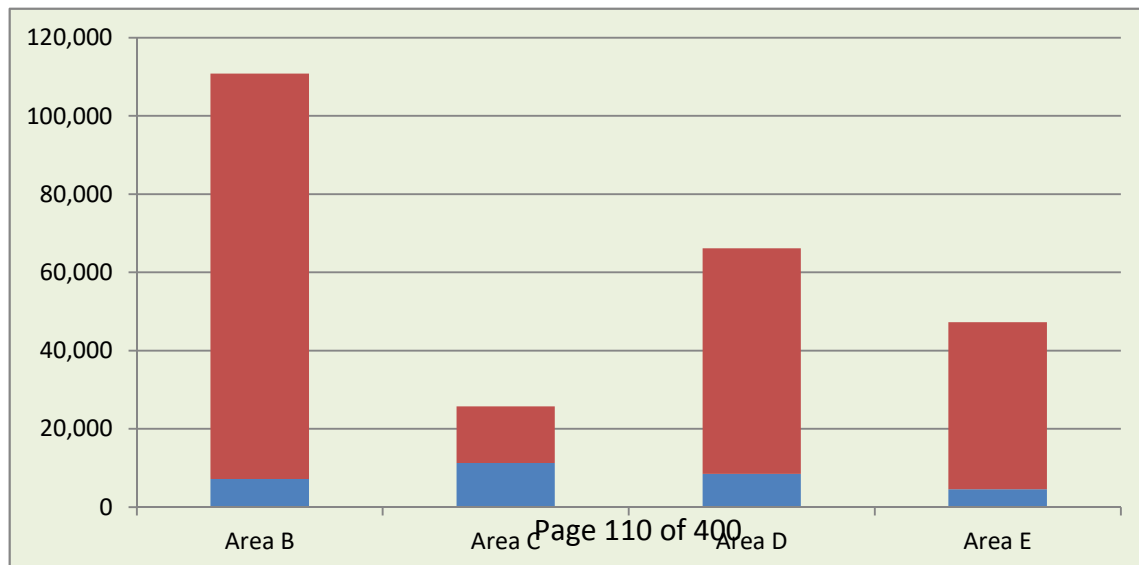
Greater of \$ 250,000  
Or, the product of 0.03 per \$1,000 taxable value (L & I)

Max. Product \$ 261,094

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area B	110,864.89	0.0112	989,279,946	44.25%
Area C	25,719.98	0.0110	234,245,222	10.48%
Area D	66,132.80	0.0112	590,122,366	26.40%
Area E	47,282.33	0.0112	421,914,121	18.87%
<i>See Area E Jurisdiction Split Below</i>				
<b>Total</b>	<b>240,802.00</b>	<b>0.0108</b>	<b>2,235,561,655</b>	<b>100.00%</b>
Area E - Jurisdiction 759	46,823		417,811,485	99.03%
Area E - Jurisdiction 760	460		4,102,636	0.97%
	47,282		421,914,121	100%

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	250,000	-3.68%	(9,198)
Assessment	2,258,782,799	-1.03%	(23,221,144)
Tax Rate	0.0111	1.25%	0.0001

Class 1 - Residential Total All Other Classes



2021 Budget - Supplemental Item						
Title:	Contract For Services					Community Services
Division:	Community & Regional Planning					Emergency Planning - 300
Type:	Operating Supplemental - One-time					High
Description						
<p>The Community Resiliency Investment (CRI) grant program is intended to reduce the risk and impact of wildfire to communities in BC through community grant funding. This program supports and implements priority fuel management activities. One of the first steps to managing fuel loads is to provide FireSmart education to residential land owners, farms and businesses in the rural communities. FireSmart is part of the protective services 5 year education plan.</p>						
Benefits						
<p>If successful in obtaining this grant, a contractor would be hired on a 8-10 month contract to conduct public education throughout the rural areas this will consist of - Public Education Campaigns through social media, radio and print.</p> <p>a. Start a YouTube channel &amp; Twitter (Use current Facebook )</p> <p>b. Radio Campaign</p> <p>c. Newspaper articles (Features)</p> <p>d. Direct mailers to Extreme hazard zones</p> <p>- Site Information visits (Hazard Assessments)</p> <p>a. Attend sites by request</p> <p>b. Provide all information to homeowner about fire smart principles</p> <p>c. Do a walk around the property and talk about mitigation &amp; best practices</p> <p>d. No Formal Hazard assessment to be provided</p> <p>e. Guidance and follow up provided (Risk assessment package left with homeowner)</p> <p>- Attend Home shows. Farmers markets etc. with an information booth</p> <p>a. Gather data on residents for follow up</p> <p>b. Provide Information &amp; take home packages</p> <p>- Yard Waste debris drop off locations throughout the PRRD. Work in conjunction with the spring waste cleanup with solid waste. Provide bins and messaging.</p> <p>- Work with BC Wildfire for consistent messaging</p>						
Risks						
<p>To ensure a program this size will be successful, capacity will have to be built throughout the PRRD, to facilitate this a FireSmart Contractor will be hired on contract to implement the program. Multiple years of this program will have to be implemented to ensure its success.</p>						
Financial Information						
Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
UBCM CRI Grant	150,000					150,000
						0
						0
	#	0	0	0	0	150,000
Expenses						
	2021	2022	2023	2024	2025	5 Year Total
Fire Smart Program Contract	150,000					150,000
						0
						0
						0
						0
						0
						0
	#	0	0	0	0	150,000
Administration						
Author: David Sturgeon					Date Prepared: November 30 2020	
Approval Date						



# REPORT

To: Chair and Directors

Report Number: FN-BRD-045

From: Invasive Plant Committee

Date: February 17, 2021

**Subject: Function 520 Invasive Plants 2021 Draft Budget**

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The following recommendation from the February 2, 2021 Invasive Plant Committee Meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 520 – Invasive Plants 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.

The 2021 draft budget is currently at \$326,235, a decrease of \$16,621 or 4.85% from 2020.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board 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 Invasive Plants budget include:

Funding Sources:

- Requisition – increase of \$52,589.
- Surplus – increase of \$7,202.
- Provincial Grants – decrease of \$52,000.

Net sum of decrease in overall revenue is \$16,621.

**Operations:**

- Wages and benefits – increase of \$9,397.
- Insurance – decrease of \$2,579.
- General operations – decrease of \$22,140.
- Allocations (Admin and Fleet) – decrease of \$1,299.

Net sum of decrease in overall expense is \$16,621.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

The Invasive Plant Program submitted a grant request to the Province for the annual coordination and awareness grant. The PRRD has been informed that the allocation of funds should be communicated by the middle of February, 2021. As such, once funding is awarded, the revenue will be added to the budget as “Provincial Grant” and the requisition will be decreased in the amount of the grant. The proposed expenditures within the budget would remain the same as presented.

**Attachments:**

1. Function 520 Invasive Plant Draft 2021 Budget and Tax Rate.

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



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**General Operating Fund**

**520 Invasive Plants**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0015 Requisition	(183,646)	(183,646)	(211,823.00)
<b>Total 1-0010 Requisition</b>	(183,646)	(183,646)	(211,823.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(107,210)	(107,210)	(114,412.00)
<b>Total 1-0020 Surplus/Deficit</b>	(107,210)	(107,210)	(114,412.00)
1-0030 Grants			
01-1-0030-0031 Provincial Grants-in-lieu	(20,511)		
01-1-0030-0033 Provincial	(52,000)	(52,000)	
01-1-0030-0034 Municipal Grants-in-lieu	(250)		
<b>Total 1-0030 Grants</b>	(72,761)	(52,000)	
1-0050 Fees and Permits			
01-1-0050-0000 Fees - General	(150)		
01-1-0050-0051 Bylaw Fines	(150)		
<b>Total 1-0050 Fees and Permits</b>	(300)		
TOTAL REVENUES	(363,917)	(342,856)	(326,235.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	142,494	168,735	174,443.00
01-2-1000-1030 Benefits	26,278	39,254	41,190.00
01-2-1000-1040 WCB	1,493	1,909	2,529.00
01-2-1000-2030 Phone/Internet	564	1,200	1,000.00
01-2-1000-2050 Miscellaneous	63	500	500.00
01-2-1000-2055 Contingency		4,500	5,633.00
01-2-1000-2070 Insurance - Liability	2,584	3,079	500.00
01-2-1000-3010 Travel		500	500.00
01-2-1000-3020 Meals	571	3,500	1,000.00
01-2-1000-3030 Training & Development		5,000	5,000.00
01-2-1000-3032 Compliance and Enforcement		1,000	1,000.00
01-2-1000-3040 Conferences & Seminars		5,000	1,000.00
01-2-1000-3050 Memberships	475	575	575.00
01-2-1000-3060 Meetings		750	750.00
01-2-1000-3100 Contract for Services	1,095	8,000	8,000.00
01-2-1000-5010 Advertising Services	13,162	20,440	15,000.00
01-2-1000-5030 Legal Services	9,522	1,000	1,000.00
01-2-1000-5040 Audio/Visual Services	4,500	6,000	6,000.00
01-2-1000-5110 Supplies - Warehouse		500	500.00
01-2-1000-5120 Supplies - Office		2,000	2,000.00
<b>Total 2-1000 General Expenditures</b>	202,801	273,442	268,120.00
2-1150 Allocations			





General Operating Fund

520 Invasive Plants

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-1150-1160 Administration	6,038	6,038	7,730.00
01-2-1150-1190 PRRD Vehicles	20,376	20,376	17,385.00
<b>Total 2-1150 Allocations</b>	<b>26,414</b>	<b>26,414</b>	<b>25,115.00</b>
2-2500 Weed Reduction Program			
01-2-2500-6300 Weed Disposal Bins	2,714	3,000	3,000.00
01-2-2500-6305 RD Property Inspections	17,576	40,000	30,000.00
<b>Total 2-2500 Weed Reduction Program</b>	<b>20,290</b>	<b>43,000</b>	<b>33,000.00</b>
TOTAL EXPENDITURES	249,505	342,856	326,235.00
Surplus / Deficit	(114,412)		

EXHIBIT 8

Invasive Plants

Category  
1-6423

**Basis of Apportionment:** Converted Hospital Assessments - Land & Improvements

**Tax Rate or Other Limitations:** \$ 0.0600 per \$1,000 taxable value  
*Bylaws 2120, 2014*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Tumbler Ridge	4,412	0.0065	67,460,430	2.08%
Dawson Creek	16,827	0.0065	257,307,031	7.94%
Hudson's Hope	2,639	0.0065	40,358,425	1.25%
Fort St. John	34,010	0.0065	520,048,915	16.06%
Taylor	2,833	0.0065	43,318,014	1.34%
Pouce Coupe	780	0.0065	11,922,842	0.37%
Chetwynd	4,120	0.0065	62,996,847	1.94%
Area B	64,697	0.0065	989,279,946	30.54%
Area C	15,319	0.0065	234,245,222	7.23%
Area D	38,593	0.0065	590,122,366	18.22%
Area E	27,592	0.0065	421,914,121	13.03%

*See Area E Jurisdiction Split Below*

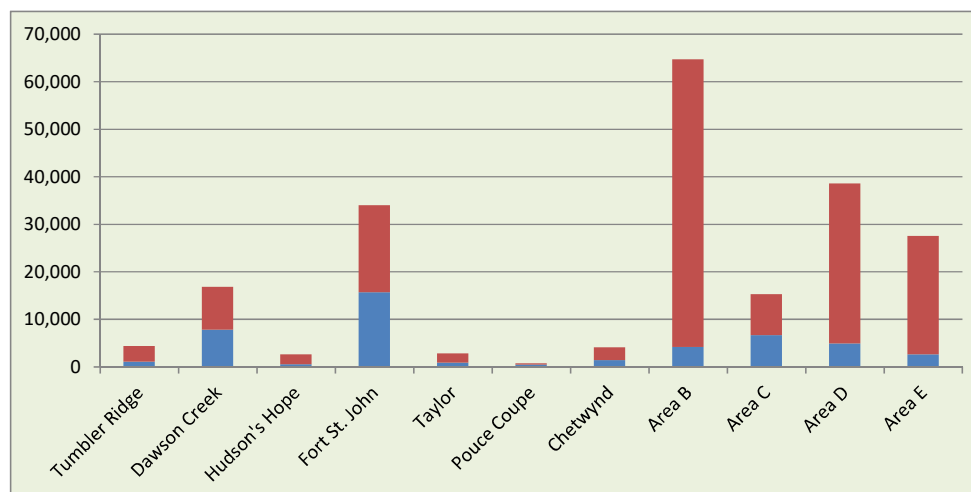
<b>Total</b>	<b>211,823</b>	<b>0.0065</b>	<b>3,238,974,159</b>	<b>100.00%</b>
Area E - Jurisdiction 759	27,324		417,811,485	99.03%
Area E - Jurisdiction 760	268		4,102,636	0.97%
	27,592		421,914,121	100%

Municipal Requisition:	65,621
Electoral Area Requisition:	146,202
Total Requisition:	211,823

*After Prior Year Adj*

	Last Year	Change %	Change \$
Requisition	183,646	15.34%	28,177
Assessment	3,288,759,280	-1.51%	(49,785,121)
Tax Rate	0.0056	17.12%	0.0010

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: CS-BRD-056

From: North Peace Leisure Pool Commission

Date: February 17, 2021

**Subject: Function 245 North Peace Leisure Pool Draft 2021 Budget**

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The following recommendations from the [January 25, 2021 North Peace Leisure Pool Commission meeting](#) are being presented to the Regional Board for its consideration:

**RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board approve the supplemental request for \$75,000, to be paid for through requisition, to conduct a facility condition assessment, and include it in the 2021 North Peace Leisure Pool Budget.

**RECOMMENDATION #2: [Corporate Weighted]**

That the Regional Board approve the supplemental request for \$670,000, with \$125,000 to be paid for through surplus and \$545,000 to be paid for through capital reserve unless the Investing in Infrastructure Grant – COVID Resiliency Stream grant is successful, to replace the air handling unit, and include it in the 2021 North Peace Leisure Pool Budget.

**RECOMMENDATION #3: [Corporate Weighted]**

That the Regional Board approve the supplemental request for \$35,000, to be paid for through surplus, to upgrade the sound system, and include it in the 2021 North Peace Leisure Pool Budget.

**RECOMMENDATION #4: [Corporate Weighted]**

That the Regional Board approve the supplemental request for \$50,000, to be paid for through surplus, to upgrade the staff change rooms, and include it in the 2021 North Peace Leisure Pool Budget.

**RECOMMENDATION #5: [Corporate Weighted]**

That the Regional Board include the draft 2021 North Peace Leisure Pool budget in the 2021 Financial Plan.

**BACKGROUND/RATIONALE:**

At the December 18, 2020 meeting of the North Peace Leisure Pool Commission the following resolutions were passed:

*That the Peace River Regional District budget be included in future North Peace Leisure Pool Commission budget approval meetings.*

*That the 5 Year Financial Plan be adopted as a provisional budget until the final figures for general operations, salaries, wages and employee benefits, are determined.*

*That the 5 year capital plan be approved as presented.*

The Peace River Regional District (PRRD) received final (estimated) 2020 budget numbers on January 19, 2021 from the City of Fort St John. This information was required in order to calculate the surplus/deficit from 2020. Below are the highlights of the PRRD budget for the North Peace Leisure Pool function.

#### **Supplemental Request – Operational Projects:**

##### **1) Facility Condition Assessment**

As a requirement of the asset management planning process (one of the Board's Strategic Initiatives), facility condition assessments must be completed for all PRRD owned facilities. This assessment 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 an estimated replacement value
- provide a preventative maintenance schedule and program for use by both the PRRD and the facility operator.

The condition assessment will be completed by a qualified professional following a public procurement process. PRRD and Fort St John staff will work together to develop the scope of work, review proposals and select the successful proponent.

#### **Supplemental Requests - Capital Projects:**

##### **1) Air Handling Unit Replacement - \$670,000**

In December 2019 a mechanical assessment of the facility was completed. At that time it was identified that the air handling unit was in need of replacement and had reached the end of its useful life. As such, the "air quality in the pool varies from acceptable to unacceptable" which can force the shutdown of the facility and can contribute to the erosion of equipment.

Further, the natatorium heat recovery ventilator is located on the roof of the building which has been identified as a concern by WorkSafe BC in terms of accessing it for repairs and maintenance. If the system is replaced and remains on the roof, additional work may be required to support the unit and ensure that access meets WorkSafe BC requirements.

Finally, the December 2019 report urgently recommends that the slide tower exhaust fan be replaced. The situation is that a combination of increased water agitation due to the addition of a second waterslide, coupled with no additional airflow from the space has led to poor air quality in the slide tower.

In 2020 the City tendered the replacement of the air handling unit, however, the tenders received far exceeded the budgeted amount of \$125,000 and as such the replacement was not conducted in 2020 during the pool shut down. \$670,000 has been budgeted in 2021 in the capital plan to complete this project.

On January 14, 2021 the Regional Board passed the following resolution:

***MOVED, SECONDED, AND CARRIED***

That the Regional Board approve that a grant application be submitted in the amount of up to \$670,000 to the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream for the replacement of the air handling unit at the North Peace Leisure Pool and that the Regional Board commit to any ineligible costs and cost overruns associated with the project (to come from capital reserves), should the application be successful.

If the grant application is successful it may pay up to 100% of the costs. If the grant application is not successful the project will be funded through a combination of capital reserves and surplus. See the supplemental request for additional information.

2) Sound System - \$35,000

The sound system was approved to be upgraded in 2020. The project was not completed in 2020 and will be carried forward for completion in 2021.

3) Staff Change Room Upgrades - \$50,000

The staff change rooms require upgrades in 2021 to make them more functional as they have not been updated since the construction of the pool in 1996.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

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

**FINANCIAL CONSIDERATION(S):**

**Budget Highlights:**

- Requisition:
  - \$2,960,079 which is a decrease of \$5,017 from 2020
- Surplus:
  - \$267,699 to be carried forward to reduce the requisition for operating costs (\$57,699) and eliminate the need to requisition funds for capital projects (\$210,000)
- Transfer to Reserves:
  - \$500,000 for capital, \$50,000 to establish an operational reserve

- Transfer from Capital Reserves:
  - \$545,000 only to be transferred should the PRRD not be successful in the Investing Infrastructure Grant
- PRRD Administration Costs:
  - \$455,790 which includes \$343,149 for Fort St John's Admin Fee
- Pool Operating Costs:
  - \$2,421,620 which is \$484,891 less than in 2020 due to an over budgeting error. \$2,905,511 was budgeted, however, only \$2,287,319 should have been budgeted.
- Capital Costs:
  - \$755,000 which is an increase of \$495,000
- Estimated Tax Rate: \$0.2465 which is down from \$0.2564 in 2020

Capital Reserve	2021
Building Replacement Opening Balance	\$3,724,655.23
General Opening Balance	\$2,282,694.97
2021 Transfer to Reserves	\$500,000
<b>TOTAL</b>	<b>\$6,507,350.20</b>

- Note that if the PRRD is not successful in obtaining the Investing in Infrastructure Grant for \$670,000 then \$545,000 will be transferred from the General Capital Reserve for the Air Handling Unit.
- If the PRRD is successful in obtaining the Investing in Infrastructure Grant, then \$545,000 will remain in the capital reserve.

Operational Reserve	2021
Opening Balance	\$0
2021 Transfer to Reserves	\$50,000
<b>TOTAL</b>	<b>\$50,000</b>

#### Historic Tax Rates

Year	Rate
2021 proposed	\$0.2465
2020	\$0.2564
2019	\$0.3349
2018	\$0.3071
2017	\$0.2920
2016	\$0.2920
2015	\$0.3040

#### COMMUNICATIONS CONSIDERATION(S):

None.

#### OTHER CONSIDERATION(S):

None.

Attachments:

1. Function 245 North Peace Leisure Pool Draft 2021 Budget & Tax Rate Sheet
2. NPLP Operating Budget Approved January 25, 2021 by Commission
3. Function 245 – Supplemental - Facility Condition Assessment
4. Function 245 – Supplemental - Air Handling Unit
5. Function 245 – Supplemental - Sound System
6. Function 245 – Supplemental - Staff Change Room Upgrades

External Links:

[COVID-19 Resilience Grant North Peace Leisure Pool Air Handling Unit– See Item 10.8](#)

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



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**General Operating Fund**

**245 North Peace Leisure Pool**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(2,965,096)	(2,965,096)	
01-1-0010-0015 Requisition			(2,960,079.00)
<b>Total 1-0010 Requisition</b>	(2,965,096)	(2,965,096)	(2,960,079.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(5,056)	(5,056)	(57,699.00)
<b>Total 1-0020 Surplus/Deficit</b>	(5,056)	(5,056)	(57,699.00)
1-0080 Miscellaneous			
01-1-0080-0085 Rec Facility Op Agreement	(308,325)		(498,800.00)
<b>Total 1-0080 Miscellaneous</b>	(308,325)		(498,800.00)
1-0130 Conditional Transfers			
01-1-0130-0132 Fort St. John		(629,344)	
<b>Total 1-0130 Conditional Transfers</b>		(629,344)	
TOTAL REVENUES	(3,278,477)	(3,599,496)	(3,516,578.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	8,571	8,841	8,913.00
01-2-1000-1030 Benefits	2,113	2,595	2,585.00
01-2-1000-2055 Contingency		240	243.00
01-2-1000-2065 Insurance - Property	22,055	21,710	22,100.00
01-2-1000-2070 Insurance - Liability	2,953	2,938	3,800.00
01-2-1000-3100 Contract for Services			75,000.00
01-2-1000-4300 Municipal Admin Fees	303,175	344,336	343,149.00
01-2-1000-5140 Minor Capital		75,000	
01-2-1000-6010 Operations	2,580,215	2,905,511	2,421,620.00
<b>Total 2-1000 General Expenditures</b>	2,919,082	3,361,171	2,877,410.00
2-1150 Allocations			
01-2-1150-1160 Administration	43,940	43,940	69,904.00
01-2-1150-1190 PRRD Vehicles	385	385	264.00
<b>Total 2-1150 Allocations</b>	44,325	44,325	70,168.00
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	175,000	175,000	500,000.00
01-2-8100-8120 Operating Reserve			50,000.00
01-2-8100-8130 Carbon "Green" Reserve	19,000	19,000	19,000.00
<b>Total 2-8100 Transfers to Reserve</b>	194,000	194,000	569,000.00
TOTAL EXPENDITURES	3,157,407	3,599,496	3,516,578.00
CAPITAL REVENUES			





General Operating Fund

245 North Peace Leisure Pool

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
7-0010 Requisition			
01-7-0010-0011 Muni	(170,000)	-170,000	
01-7-0010-0015 Requisition			
<b>Total 7-0010 Requisition</b>	(170,000)	-170,000	
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit	(90,000)	-90,000	(210,000.00)
<b>Total 7-0020 Surplus/Deficit</b>	(90,000)	-90,000	(210,000.00)
7-0120 Transfer from Reserves			
01-7-0120-8110 Capital Reserve			(545,000.00)
<b>Total 7-0120 Transfer from Reserves</b>			(545,000.00)
TOTAL CAPITAL REVENUES	(260,000)	-260,000	(755,000.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8501 Furniture, Fixtures, Equipment	12,929	35,000	35,000.00
01-8-8500-8504 Building - Foundations		225,000	720,000.00
01-8-8500-8505 Buildings	100,441		
<b>Total 8-8500 Transfer to General Capital Fund</b>	113,370	260,000	755,000.00
TOTAL CAPITAL EXPENDITURES	113,370	260,000	755,000.00
Surplus / Deficit	(267,700)		

# EXHIBIT 30

Category  
1-7131

## North Peace Leisure Pool City of Fort St. John, Electoral Area C and a Defined portion of Electoral Area B

Basis of Apportionment: Converted Hospital Assessments - Improvements Only

Tax Rate or Other Limitations: \$ 1.30 per \$1,000 taxable value  
*Bylaw No. 995, 1995*

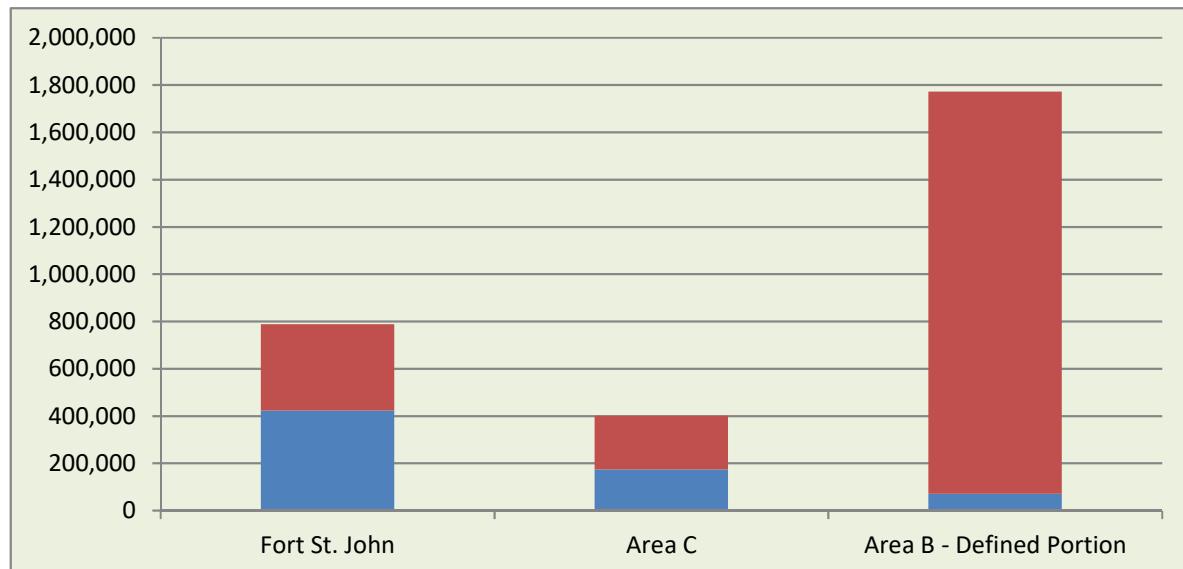
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Fort St. John	787,441	0.2465	319,491,530	26.60%
Area B - Defined Portion	1,771,373	0.2465	718,706,129	59.84%
Area C	401,264	0.2465	162,806,557	13.56%
<b>Total</b>	<b>2,960,079</b>	<b>0.2465</b>	<b>1,201,004,216</b>	<b>100.00%</b>

Municipal Requisition:	787,441
Electoral Area Requisition:	2,172,638
Total Requisition:	2,960,079

After Prior Year Adj

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	3,135,096	-5.58%	(175,017)
Assessment	1,222,958,534	-1.80%	(21,954,318)
Tax Rate	0.2564	-3.86%	(0.0099)

Class 1 - Residential Total All Other Classes



## North Peace Leisure Pool - 5 Year Financial Plan - Final

### 2021-2025 Operating Plan

	2020 Budget	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>Revenues</b>	As of Dec 31st						
<b>5 - Other Revenue from own Sources</b>							
General Admissions	(200,000)	(105,841)	(145,000)	(200,500)	(201,000)	(201,000)	(201,500)
Economy Tickets	(40,000)	(7,463)	(29,000)	(40,500)	(40,500)	(41,000)	(41,500)
Passes	(30,000)	(15,805)	(28,000)	(30,000)	(30,000)	(30,000)	(30,000)
AquaFit	(18,000)	(4,261)	(13,000)	(18,100)	(18,100)	(18,150)	(18,200)
Swimming Lessons	(200,000)	(68,395)	(183,000)	(200,500)	(200,500)	(201,000)	(201,500)
Lap Pool Rentals	(50,000)	(38,903)	(43,800)	(50,550)	(50,550)	(51,100)	(51,150)
Leisure Pool Rentals	(6,000)	(1,790)	(3,300)	(6,000)	(6,000)	(6,000)	(6,000)
NPLP Merchandise Sales	(14,000)	(3,964)	(10,200)	(14,050)	(14,100)	(14,150)	(14,200)
Rentals	(5,200)	(2,963)	(3,100)	(6,200)	(6,200)	(6,200)	(6,200)
Leases	(35,000)	(31,904)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
Miscellaneous	(10,000)	(3,325)	(5,400)	(10,100)	(10,100)	(10,150)	(10,200)
Cash Over/Short	-	288	-	-	-	-	-
Grants/Subsidy	(2,902,655)	(1,772,963)	(3,519,769)	(2,810,939)	(2,847,678)	(2,893,708)	(2,893,686)
Donations/Sponsorships	(24,000)	(24,000)	-	-	-	-	-
<b>Total Revenues</b>	<b>(3,534,855)</b>	<b>(2,081,288)</b>	<b>(4,018,569)</b>	<b>(3,422,439)</b>	<b>(3,459,728)</b>	<b>(3,507,458)</b>	<b>(3,509,136)</b>

<b>Expenses</b>	2020 Actuals						
<b>General Operations</b>	As of Dec 31st						
<b>1 - Salaries, wages and employee benefits</b>							
Administration & Overhead	126,163	101,439	112,658	115,463	118,331	121,281	124,297
Personnel	1,153,528	974,385	1,179,384	1,202,496	1,226,034	1,249,999	1,274,576
Overtime	20,147	20,955	20,550	20,962	21,383	21,812	22,243
Receiver General Contributions	81,319	65,418	85,719	86,719	87,744	88,732	89,756
Pension Contributions	66,024	54,190	65,746	67,116	68,512	69,942	71,402
Extended Health Contributions	12,465	12,363	18,817	18,817	18,817	18,817	18,817
Dental Contributions	14,667	10,381	13,411	13,411	13,411	13,411	13,411
Life & Disability Contributions	33,837	29,056	37,298	37,685	38,084	38,474	38,856
WCB	23,029	20,549	26,246	26,777	27,287	27,776	28,296
Other Payroll Expenses	-	(12,385)	-	-	-	-	-
	1,531,179	1,276,351	1,559,829	1,589,446	1,619,603	1,650,244	1,681,654

## North Peace Leisure Pool - 5 Year Financial Plan

### 2021-2025 Operating Plan

	2020 Budget	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>2 - Contracted and general services</b>							
Freight	5,000	2,683	3,000	3,050	3,050	3,050	3,100
Telephone	2,700	5,046	4,500	4,500	4,550	4,550	4,600
Medical Reports/Chiropractor Fees	2,000	3,072	2,000	2,000	2,000	2,000	2,000
Advertising, Hosting & Promotion	26,500	12,732	25,000	23,500	24,100	24,600	25,100
Professional Services	10,500	32	10,500	-	10,500	-	10,500
Memberships & Professional Development	23,950	16,237	15,000	17,000	19,000	20,000	21,000
	70,650	39,802	60,000	50,050	63,200	54,200	66,300
<b>3 - Material, goods and supplies</b>							
First Aid Supplies & PPE	5,050	7,955	8,000	8,000	8,000	8,000	8,000
Protective Clothing - Other/Uniforms	11,850	5,118	10,000	10,000	10,000	10,000	10,000
Office Supplies	18,200	12,405	15,000	15,200	15,450	15,950	16,450
Replacement Equipment	6,000	9,369	6,000	4,950	5,375	4,950	5,000
Merchandise for resale	12,000	3,108	8,000	8,000	8,300	8,600	8,800
Supplies - Special Event	13,000	5,283	9,000	9,650	10,650	11,650	12,650
Program Supplies	40,000	28,787	35,000	34,300	35,200	34,500	35,300
	106,100	72,025	91,000	90,100	92,975	93,650	96,200
<b>6 - Other Expenses</b>							
Service Charges	15,000	9,231	15,000	15,000	15,000	15,000	15,000
Employer Health Tax	50,000	31,316	45,000	45,500	46,000	46,500	47,000
Fee for Service	344,336	303,175	343,149	346,711	353,260	358,279	363,712
Licences & Permits	2,250	1,541	2,250	2,250	2,250	2,300	2,300
Grants in Aid	2,000	-	2,000	2,000	2,000	2,000	2,000
	413,586	345,264	407,399	411,461	418,510	424,079	430,012
<b>Total for General Operations</b>	<b>2,121,515</b>	<b>1,733,441</b>	<b>2,118,228</b>	<b>2,141,057</b>	<b>2,194,288</b>	<b>2,222,173</b>	<b>2,274,166</b>

## North Peace Leisure Pool - 5 Year Financial Plan

2021-2025 Operating Plan

	2020 Budget	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>Building and Plant Maintenance</b>							
As of Dec 31st							
<b>1 - Salaries, wages and employee benefits</b>							
Administration & Overhead	39,246	40,044	29,258	29,987	30,732	31,498	32,285
Personnel	405,869	398,287	412,990	421,246	428,440	438,303	447,040
Overtime	34,564	18,569	35,314	36,018	36,743	37,478	38,224
Receiver General Contributions	26,259	26,480	27,677	27,702	27,702	27,702	27,702
Pension Contributions	44,358	37,404	44,257	45,156	45,952	47,015	47,969
Extended Health Contributions	8,626	10,248	12,979	12,979	12,979	12,979	12,979
Dental Contributions	10,231	8,424	9,332	9,332	9,332	9,332	9,332
Life & Disability Contributions	20,235	23,211	22,588	22,787	22,928	23,134	23,307
WCB	8,202	8,931	9,196	9,370	9,522	9,729	9,912
	597,590	571,598	603,591	614,577	624,330	637,170	648,750
<b>2 - Contracted and general services</b>							
Freight	5,000	2,512	5,000	5,000	5,000	5,000	3,200
Telephone	350	2,295	450	455	460	465	470
Memberships & Professional Development	5,000	5,984	5,000	5,000	5,000	5,000	5,000
Plumbing	3,000	13,043	3,000	3,000	3,000	3,000	3,000
Contract - Electrical	23,000	41,335	23,100	23,200	23,300	23,000	23,000
Contract - Mechanical	26,000	27,862	14,200	14,400	14,600	14,800	14,800
Contract - Other	40,000	76,366	40,000	40,000	40,000	40,500	40,500
Rentals & Leases	2,000	11,499	2,000	2,000	2,000	2,000	2,000
	104,350	180,896	92,750	93,055	93,360	93,765	91,970

## North Peace Leisure Pool - 5 Year Financial Plan

2021-2025 Operating Plan

	2020 Budget	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>3 - Material, goods and supplies</b>							
First Aid Supplies & PPE	5,000	6,926	5,000	5,050	5,050	5,100	5,200
Protective Clothing - Other/Uniforms	4,000	9,897	6,500	6,000	5,500	5,000	4,000
Building Maintenance Materials	6,900	24,025	7,000	7,100	7,100	7,100	7,100
Chemicals	40,000	25,066	40,500	40,500	41,000	41,000	30,000
Replacement Equipment	75,000	80,478	75,000	75,000	75,000	75,000	80,000
Materials - Maintenance	28,000	46,292	21,000	19,500	18,000	19,500	18,000
Parts	1,500	259	1,500	1,500	1,500	1,500	1,500
Small Tools	2,000	5,587	3,500	3,500	3,500	3,500	3,300
Capital Work	260,000	113,371	755,000	125,000	100,000	100,000	50,000
Janitorial Supplies	22,000	13,549	22,000	22,000	22,500	22,500	22,000
	444,400	325,450	937,000	305,150	279,150	280,200	221,100
<b>5 - Utilities</b>							
Natural Gas	80,000	76,896	80,000	80,500	80,500	81,000	80,000
Electricity	105,000	77,215	105,000	105,500	105,500	110,000	110,000
Water & Sewer	75,000	27,582	75,000	75,500	75,500	76,000	76,000
Waste Disposal	6,000	3,683	6,000	6,050	6,050	6,050	6,050
	266,000	185,376	266,000	267,550	267,550	273,050	272,050
<b>6 - Other Expenses</b>							
Licences & Permits	1,000	-	1,000	1,050	1,050	1,100	1,100
	1,000	-	1,000	1,050	1,050	1,100	1,100
<b>Total for Building &amp; Plant Maintenance</b>	<b>1,413,340</b>	<b>1,263,319.69</b>	<b>1,900,341</b>	<b>1,281,382</b>	<b>1,265,440</b>	<b>1,285,285</b>	<b>1,234,970</b>
<b>Total Expenses</b>	<b>3,534,855</b>	<b>2,996,760.84</b>	<b>4,018,569</b>	<b>3,422,439</b>	<b>3,459,728</b>	<b>3,507,458</b>	<b>3,509,136</b>
<b>Total</b>	<b>-</b>	<b>915,472.82</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 5 Year Capital Financial Plan - Final

Capital Projects	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
AME Recommendations					
Air Handling Unit	570,000				
Air Handling Unit - Contingency	100,000				
Staff Changeroom updgrades	50,000				
Sound System	35,000				
Future capital needs		125,000	100,000	100,000	50,000
<b>Total for Capital Projects</b>	<b>755,000</b>	<b>125,000</b>	<b>100,000</b>	<b>100,000</b>	<b>50,000</b>

2021 Budget - Supplemental Item						
<b>Title:</b>				<b>Department:</b>		
Condition Assessment & Inventory				Community Services		
<b>Division:</b>				<b>Function:</b>		
Parks & Recreation				North Peace Leisure Pool		
<b>Type:</b>				<b>High</b>		
Description						
Per the Regional Board's Strategic Plan to complete an asset management plan a facility condition assessment and inventory needs to be completed on the North Peace Leisure Pool to inventory the assets (e.g., equipment) and assessment the condition of the building (building envelop, structural, electrical, plumbing, etc.) and grounds to identify short, medium and long term needs, costs associated with repairs and estimated useful life						
Benefits						
The assessment and inventory will provide a full picture of the remaining useful life of the buidling and the probable cost of repairs.						
Risks						
If not completed the asset management plan will also be incomplete.						
Financial Information						
Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
Requisition	75,000					75,000
Reserves						0
Grants						0
	75,000	0	0	0	0	75,000
Expenses						
	2021	2022	2023	2024	2025	5 Year Total
condition assessment	75,000					75,000
						0
						0
						0
						0
						0
						0
						0
						0
	75,000	0	0	0	0	75,000
Administration						
<b>Author:</b>					<b>Date Prepared</b>	
<b>Approval Date</b>						

# ORGANIZATION

## Capital Projects

Project	0016 Air Handling Unit Replacement (NPLP)		
Department	North Peace Leisure Pool		
Version	1. Provisional Budget	Year	2021

### Description

## Description

replacement of the air handling unit for the North Peace Leisure Pool

## Benefits

better air quality and decreased risk of shut down due to poor air quality.

## Risks

### Budget

#### Expenditures

##### All Expenditures

	Total	2021	2022	2023	2024	2025
Building - Foundations	670,000	670,000				
	670,000	670,000				
<b>Expenditures Total</b>	<b>670,000</b>	<b>670,000</b>				

#### Funding

##### All Financing

Surplus/Deficit	125,000	125,000				
Capital Reserve	545,000	545,000				
	670,000	670,000				
<b>Funding Total</b>	<b>670,000</b>	<b>670,000</b>				

### Attributes

Attribute	Value	Comment
Department	North Peace Leisure Pool	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	

# ORGANIZATION

## Capital Projects

Project	0032 Sound System (NPLP)		
Department	North Peace Leisure Pool		
Version	1. Provisional Budget	Year	2021

### Description

## Description

upgrades to the sound system that was planned for completion in 2020

## Benefits

## Risks

### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
Furniture, Fixtures, Equipment	35,000	35,000				
	35,000	35,000				
<b>Expenditures Total</b>	<b>35,000</b>	<b>35,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Surplus/Deficit	35,000	35,000				
	35,000	35,000				
<b>Funding Total</b>	<b>35,000</b>	<b>35,000</b>				

### Attributes

Attribute	Value	Comment
Department	North Peace Leisure Pool	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	



# ORGANIZATION

## Capital Projects

Project	0017 Staff Changeroom Upgrades (NPLP)		
Department	North Peace Leisure Pool		
Version	1. Provisional Budget	Year	2021

Description
<b>Description</b>
upgrades to the staff change rooms
<b>Benefits</b>
<b>Risks</b>

Budget						
	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
Building - Foundations	50,000	50,000				
	50,000	50,000				
<b>Expenditures Total</b>	<b>50,000</b>	<b>50,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Surplus/Deficit	50,000	50,000				
	50,000	50,000				
<b>Funding Total</b>	<b>50,000</b>	<b>50,000</b>				

Attributes		
Attribute	Value	Comment
Department	North Peace Leisure Pool	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	



# REPORT

To: Chair and Directors

Report Number: CS-BRD-037

From: Regional Parks Committee

Date: February 17, 2021

**Subject: Function 200 Regional Parks Draft 2021 Budget**

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The following recommendations from the December 10, 2020 Regional Parks Committee meeting are being presented to the Regional Board for its consideration:

**RECOMMENDATION #1: [Corporate Unweighted]**

That the Regional Board authorize that park maintenance services remain a service that is conducted by Peace River Regional District in-house staff.

**RECOMMENDATION #2: [Corporate Weighted]**

That the Regional Board authorize that the Peace River Regional District continues with the improvements at Blackfoot Regional Park in 2021 at a cost of \$142,500 (\$52,500 in minor capital and \$90,000 in capital for campsite Area C approved in 2020), and that these expenses be added to the 2021 budget.

**RECOMMENDATION #3: [Corporate Unweighted]**

That the Regional Board authorize that Montney Centennial Park be transitioned from an overnight campground to a day-use only park, for a three year pilot project starting in 2021 and ending December 31, 2023, and that capital improvements be approved on an annual basis.

**RECOMMENDATION #4: [Corporate Unweighted]**

That the Regional Board approve, in principle, the Montney Centennial Park Development Plan, dated July 13, 2020, which provides recommended updates and improvements for the park over the next five years.

**RECOMMENDATION #5: [Corporate Weighted]**

That the Regional Board approve a 2021 Recreational Trails Grant, in the amount of \$50,775, to be issued to Bear Mountain Nordic Ski Association to assist with trail improvements; and further,

That a financial commitment of \$50,775 be included as part of the 2021 annual budget amount for General Grants-in-Aid in Function 200 – Regional Parks.

**RECOMMENDATION #6: [Corporate Weighted]**

That the Regional Board authorize a 2021 Recreational Trails Grant, in the amount of \$22,500, to be issued to Northland Trailblazers Snowmobile Club to assist with Stewart Lake Trail maintenance and bridge repair; and further,

That a financial commitment of \$22,500 be included as part of the 2021 annual budget amount for General Grants-in-Aid in Function 200 – Regional Parks.

**RECOMMENDATION #7: [Corporate Weighted]**

That the Regional Board authorize that \$10,000 for the archaeological desktop assessment for Minaker River Regional Park be carried forward to 2021, but not be completed until the Peace River Regional District fully determines with the Province of BC the future ownership and management of the park.

**RECOMMENDATION #8: [Corporate Weighted]**

That the 2021 draft budget for Function 200 – Regional Parks be amended by decreased by \$35,000 under legal fees, and the amended 2021 draft budget for Function 200 be recommended to the Regional Board for inclusion in the 2021 Financial Plan.

**BACKGROUND/RATIONALE:**Recommendation #1 – In-House Park Maintenance Staff

Please [click here](#) to access the Committee Agenda, please see Item 9.2 to review the report.

Additional Information: 2020 was the second year of the approved 2-year pilot project to provide in-house delivery of PRRD Regional and Community Park maintenance. The Committee discussed how successful in-house delivery was for 2020, and is recommending that the Board approve its continuation. The Committee also recommended to staff to secure a meeting with Prophet River First Nations Leadership to discuss the future of Minaker River Regional Park.

Recommendation #2 – Blackfoot Park Improvements

Please [click here](#) to access the Committee Agenda, please see Item 9.4 to review the report.

Additional Information: In early 2020, the Blackfoot Regional Park Plan was completed and presented to the Regional Board. Since that time, a number of upgrades have been made to the park, particularly since hiring seasonal parks staff to complete capital projects at the park. The Development Plan provides a road map for upgrades to the Park in order to meet the goals of the Blackfoot Regional Park Plan, Regional Parks Committee and Regional Board. The Committee agreed that the park is getting better and better with the work being done each year, and public feedback received in 2020 confirms this.

Recommendation #3 – Montney Centennial Park Transition to Day Use

Please [click here](#) to access the Committee Agenda, please see Item 9.5 to review the report.

Recommendation #4 – Montney Centennial Park Development Plan

Please [click here](#) to access the Committee Agenda, please see Item 9.5 to review the report.

Recommendation #5 – Trails GIA Bear Mountain Nordic Ski

Please [click here](#) to access the Committee Agenda, please see Item 9.6 to review the report.

Recommendation #6 – Trails GIA Northland Trailblazers

Please [click here](#) to access the Committee Agenda, please see Item 9.6 to review the report.

Recommendation #7 – Archeological Assessment Minaker River Park

Please [click here](#) to access the Committee Agenda, please see Item 9.7 to review the budget report.

Additional Information: The Committee discussed meeting with Prophet River First Nation to discuss their interest in the area and if there is an opportunity to partner with them or to transfer the license of occupation to them. Until the future of the park has been determined, the Committee would like to delay completing the archeological desktop assessment.

Please [click here](#) to access the Committee Agenda to review “Prior Year, One-Time Items” from 2020 - see Item 9.7.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

Highlights of increases and decreases in the draft 2021 Regional Parks budget include:

**Funding Sources:**

- Requisition (Operations and Capital) – decrease of \$80,440
- Surplus – increase of \$145,183
- Provincial Grants-in-lieu – increase of \$15,000
- Recovery of Costs – decrease of \$15,000
- Transfer from Fair Share – increase of \$50,000

Net sum of increase in overall revenue is \$114,743.

**Operations:**

- General expenses – increase of \$86,386
- Allocations – increase of \$27,812
- Feasibility Studies – carried over (no change)
- General Trails Grants – no change
- Blackfoot Park – decrease of \$9,440
- Minaker Park – decrease of \$6,200
- Spencer Tuck Park – decrease of \$5,300
- Swan Lake Park – increase of \$64,500
- Sundance Lakes Park – increase of \$2,750
- Various RD Properties – increase of \$6,036
- Transfer to Reserves – increase of \$15,000
- Capital expense – decrease of \$56,500

Net sum of increase in overall expenses is \$114,743.

Development of Campsite Area C with 10-12 powered campsites at Blackfoot Park was approved in 2020 by the Regional Board. This project will be completed in 2021 and \$90,000 has been budgeted for this project.

**Additional Information:**

\$15,000 is allocated as recovered costs from camping fees.

\$50,000 in Area D Fair Share has been included for repairs and maintenance for the Swan Lake Weir.

**COMMUNICATIONS CONSIDERATION(S):**

As detailed in the original reports to the Regional Parks Committee.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 200 Regional Parks Draft 2021 Budget and Tax Rate Sheet

**External Links:**

1. Recommendation #2 – [Blackfoot Regional Park Development Plan 2021 - 2025](#)
2. Recommendation #3 & #4 – [Montney Centennial Regional Park Development Plan 2021 - 2025](#)
3. Recommendation #5 & 6 – [2021 Recreational Trails Grant Summary of Applications](#)  
[Recreational Trails Grants-in-Aid Policy](#)

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



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**General Operating Fund**

**200 Regional Parks**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(495,863)	(495,863)	(427,560.00)
<b>Total 1-0010 Requisition</b>	(495,863)	(495,863)	(427,560.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(134,454)	(135,454)	(325,000.00)
<b>Total 1-0020 Surplus/Deficit</b>	(134,454)	(135,454)	(325,000.00)
1-0030 Grants			
01-1-0030-0031 Provincial Grants-in-lieu	(61,652)	(40,000)	(55,000.00)
01-1-0030-0034 Municipal Grants-in-lieu	(683)		
01-1-0030-0037 Provincial Conditional			
<b>Total 1-0030 Grants</b>	(62,335)	(40,000)	(55,000.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(31,000)	(30,000)	(15,000.00)
<b>Total 1-0040 Recovery of Costs</b>	(31,000)	(30,000)	(15,000.00)
1-0070 Investment Income			
01-1-0070-0071 Interest on Reserves	(646)		
<b>Total 1-0070 Investment Income</b>	(646)		
1-0140 Transfer from Reserves			
01-1-0140-0142 Fair Share Reserve			(50,000.00)
<b>Total 1-0140 Transfer from Reserves</b>			(50,000.00)
<b>TOTAL REVENUES</b>	(724,298)	(701,317)	(872,560.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	82,374	97,476	178,550.00
01-2-1000-1030 Benefits	16,817	22,158	41,635.00
01-2-1000-1040 WCB	1,042		1,032.00
01-2-1000-2030 Phone/Internet		1,500	1,500.00
01-2-1000-2050 Miscellaneous	100		
01-2-1000-2055 Contingency		2,266	1,216.00
01-2-1000-2070 Insurance - Liability	2,215	3,017	
01-2-1000-2110 R&M - Buildings	144		
01-2-1000-2130 R&M - Machinery		1,500	1,500.00
01-2-1000-2150 Electricity	1,670	1,500	1,500.00
01-2-1000-3010 Travel		5,000	1,500.00
01-2-1000-3016 Mileage	516		500.00
01-2-1000-3020 Meals	429		500.00
01-2-1000-3030 Training & Development	615	7,500	7,615.00
01-2-1000-3040 Conferences & Seminars	377	1,700	2,850.00
01-2-1000-3050 Memberships		1,346	
01-2-1000-3060 Meetings	166	3,049	1,000.00

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



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**General Operating Fund**

**200 Regional Parks**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-1000-5010 Advertising Services	504	10,000	10,000.00
01-2-1000-5030 Legal Services	3,854	8,000	
01-2-1000-5110 Supplies - Warehouse	4,948	7,500	7,500.00
01-2-1000-5120 Supplies - Office		500	500.00
01-2-1000-5140 Minor Capital	2,140		1,500.00
01-2-1000-6010 Operations		5,000	5,000.00
01-2-1000-6400 Safety & Tree Removal	69,764	50,000	50,000.00
<b>Total 2-1000 General Expenditures</b>	<b>187,675</b>	<b>229,012</b>	<b>315,398.00</b>
2-1150 Allocations			
01-2-1150-1160 Administration	8,541	8,541	13,116.00
01-2-1150-1190 PRRD Vehicles	27,446	27,446	50,683.00
<b>Total 2-1150 Allocations</b>	<b>35,987</b>	<b>35,987</b>	<b>63,799.00</b>
2-1950 Feasibility Studies			
01-2-1950-4507 Trails Project		23,253	23,253.00
01-2-1950-5060 Studies, Plans and Assessments			
<b>Total 2-1950 Feasibility Studies</b>		<b>23,253</b>	<b>23,253.00</b>
2-2308 Unit#13 - Big Tex Flatdeck Trailer			
01-2-2308-6240 Repairs (Major)-Unit 13	7		
<b>Total 2-2308 Unit#13 - Big Tex Flatdeck Trailer</b>	<b>7</b>		
2-3350 General Grants-in-Aid			
01-2-3350-5800 General Grants		75,000	75,000.00
<b>Total 2-3350 General Grants-in-Aid</b>		<b>75,000</b>	<b>75,000.00</b>
2-4100 Park - Blackfoot			
01-2-4100-2030 Phone/Internet (BLKFT)			2,160.00
01-2-4100-2050 Miscellaneous (BLKFT)	622		
01-2-4100-2065 Insurance - Property Blackfoot	303	1,500	400.00
01-2-4100-2070 Insurance - Liability Blackfoot	923		1,000.00
01-2-4100-2110 R&M - Buildings (BLKFT)	2,960	500	4,500.00
01-2-4100-2115 R&M - Land Improvements (BLKFT)	2,065	4,500	4,500.00
01-2-4100-2120 R&M - Equip (BLKFT)	136	500	500.00
01-2-4100-2150 Utilities - Electricity (BLKFT)	947	15,000	15,000.00
01-2-4100-3016 Mileage (BLKFT)	1,064		500.00
01-2-4100-3020 Meals - in region (BLKFT)	3,810		3,000.00
01-2-4100-3100 Contract for Services (BLKFT)	32,400	55,000	57,000.00
01-2-4100-5140 Minor Capital (BLKFT)	9,825	68,000	47,000.00
01-2-4100-6010 Operations (BLKFT)	1,057	3,500	3,500.00
<b>Total 2-4100 Park - Blackfoot</b>	<b>56,112</b>	<b>148,500</b>	<b>139,060.00</b>
2-4105 Park - Minaker			
01-2-4105-2065 Insurance - Property Minaker		501	
01-2-4105-2070 Insurance - Liability Minaker	185		300.00
01-2-4105-2115 R&M - Land Improvements (MINKR)	13,177	15,000	20,000.00
01-2-4105-2120 R&M - Equipment (MINKR)		4,000	
01-2-4105-3020 Meals - in region (MINKR)	95		200.00



General Operating Fund

200 Regional Parks

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-4105-3100 Contract for Services (MINKR)		10,000	14,500.00
01-2-4105-5140 Minor Capital (MINKR)	316	4,000	4,000.00
01-2-4105-6010 Operations (MINKR_		2,500	1,000.00
<b>Total 2-4105 Park - Minaker</b>	<b>13,773</b>	<b>36,001</b>	<b>40,000.00</b>
2-4110 Park - Montney			
01-2-4110-2050 Miscellaneous (MONTY)	310		
01-2-4110-2065 Insurance - Property Montney	24	100	100.00
01-2-4110-2070 Insurance - Liability Montney	185		800.00
01-2-4110-2110 R&M - Buildings (MONTY)	616	2,000	2,000.00
01-2-4110-2115 R&M - Land Improvements (MONTY)		5,000	10,000.00
01-2-4110-2150 Utilities - Electricity (MONTY)		500	500.00
01-2-4110-3020 Meals - in regions (MONTY)	905		1,000.00
01-2-4110-3100 Contract for Services (MONTY)			1,500.00
01-2-4110-5140 Minor Capital (MONTY)	316	34,000	21,000.00
01-2-4110-6010 Operations (MONTY)		2,500	1,000.00
<b>Total 2-4110 Park - Montney</b>	<b>2,356</b>	<b>44,100</b>	<b>37,900.00</b>
2-4115 Park - Spencer Tuck			
01-2-4115-2065 Insurance - Property Spencer Tuck	279	400	300.00
01-2-4115-2070 Insurance - Liability Spencer Tuck	185		800.00
01-2-4115-2110 R&M - Buildings (SP TUCK)	51	1,000	1,000.00
01-2-4115-2115 R&M - Land Improvements (SP TUCK)	112	25,000	17,000.00
01-2-4115-3020 Meals - in region (SP TUCK)	476		500.00
01-2-4115-3100 Contract for Services (SP TUCK)	1,386		3,000.00
01-2-4115-5140 Minor Capital (SP TUCK)	316	17,000	17,000.00
01-2-4115-6010 Operations (SP TUCK)		2,500	1,000.00
<b>Total 2-4115 Park - Spencer Tuck</b>	<b>2,805</b>	<b>45,900</b>	<b>40,600.00</b>
2-4120 Park - Swan Lake			
01-2-4115-6010 Operations (SP TUCK)			3,000.00
01-2-4120-2050 Miscellaneous (SWAN LK)		3,000	
01-2-4120-2065 Insurance - Property Swan Lake Weir	750	1,000	800.00
01-2-4120-2070 Insurance - Liability Swan Lake Weir	185		300.00
01-2-4120-2115 R&M - Land Improvements (SWAN LK)			
01-2-4120-2120 R&M - Equipment (SWAN LK)			50,000.00
01-2-4120-3020 Meals - in region (SWAN LK)	48		100.00
01-2-4120-3100 Contract for Services (SWAN LK)	8,325	8,500	8,500.00
01-2-4120-4250 Charges/Permit Fee(SWAN LK)	628	1,800	1,800.00
<b>Total 2-4120 Park - Swan Lake</b>	<b>9,936</b>	<b>14,300</b>	<b>64,500.00</b>
2-4125 Park - Sundance Lakes			
01-2-4125-2065 Insurance - Property Sundance Lake	97	150	100.00
01-2-4125-2070 Insurance - Liability Sundance Lake	185		300.00
01-2-4125-2110 R&M - Buildings (SUNDNC)		1,000	1,000.00
01-2-4125-2115 R&M - Land Improvements (SUNDNC)		3,000	3,000.00
01-2-4125-3016 Mileage (SUNDNC)	88		



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**General Operating Fund**

**200 Regional Parks**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-4125-3020 Meals - in region (SUNDNC)	95		250.00
01-2-4125-3100 Contract for Services (SUNDNC)	362	5,000	6,500.00
01-2-4125-5140 Minor Capital (SUNDNC)	316	2,500	4,000.00
01-2-4125-6010 Operations (SD LKS)	43	1,750	1,000.00
<b>Total 2-4125 Park - Sundance Lakes</b>	<b>1,186</b>	<b>13,400</b>	<b>16,150.00</b>
2-4135 Park - Various RD Properties			
01-2-4135-2050 Miscellaneous (Misc Parks)	465	5,000	5,000.00
01-2-4135-2065 Insurance - Property (Misc Parks)	6,186	5,864	11,900.00
01-2-4135-3020 Meals - in region (Misc Parks)	24		
01-2-4135-3100 Contract for Services (Misc Parks)			
<b>Total 2-4135 Park - Various RD Properties</b>	<b>6,675</b>	<b>10,864</b>	<b>16,900.00</b>
2-4200 Iver Johnson Community Park			
01-2-4200-3100 Contract for Services (IVER J PRK)	362		
<b>Total 2-4200 Iver Johnson Community Park</b>	<b>362</b>		
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	25,000	25,000	25,000.00
01-2-8100-8120 Operating Reserve			15,000.00
01-2-8100-8150 Interest on reserves	646		
<b>Total 2-8100 Transfers to Reserve</b>	<b>25,646</b>	<b>25,000</b>	<b>40,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>342,520</b>	<b>701,317</b>	<b>872,560.00</b>
CAPITAL REVENUES			
7-0010 Requisition			
01-7-0010-0010 Electoral	(56,137)	-56,137	
01-7-0010-0015 Requisition			(44,000.00)
<b>Total 7-0010 Requisition</b>	<b>(56,137)</b>	<b>-56,137</b>	<b>(44,000.00)</b>
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit	(90,363)	-90,363	(46,000.00)
<b>Total 7-0020 Surplus/Deficit</b>	<b>(90,363)</b>	<b>-90,363</b>	<b>(46,000.00)</b>
<b>TOTAL CAPITAL REVENUES</b>	<b>(146,500)</b>	<b>-146,500</b>	<b>(90,000.00)</b>
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8503 Infrastructure	101,062	146,500	90,000.00
<b>Total 8-8500 Transfer to General Capital Fund</b>	<b>101,062</b>	<b>146,500</b>	<b>90,000.00</b>
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>101,062</b>	<b>146,500</b>	<b>90,000.00</b>
Surplus / Deficit	(427,216)		

# EXHIBIT 9

## Regional Parks

Category

1-7180

Basis of Apportionment:

Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations:

\$ 0.066 per \$1,000 taxable value

SLP 26, LGA 799.1 (2)(a)

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Dawson Creek	33,774	0.0181	186,358,753	7.16%
Hudson's Hope	6,591	0.0181	36,365,983	1.40%
Tumbler Ridge	10,570	0.0181	58,325,381	2.24%
Fort St. John	57,901	0.0181	319,491,530	12.28%
Chetwynd	9,621	0.0181	53,090,220	2.04%
Pouce Coupe	1,573	0.0181	8,677,297	0.33%
Taylor	6,534	0.0181	36,051,882	1.39%
Area B	150,884	0.0181	832,560,146	32.00%
Area C	29,505	0.0181	162,806,557	6.26%
Area D	95,110	0.0181	524,807,479	20.17%
Area E	69,498	0.0181	383,482,355	14.74%
See Area E Jurisdiction Split Below				
<b>Total</b>	<b>471,560</b>	<b>0.0181</b>	<b>2,602,017,583</b>	<b>100.00%</b>

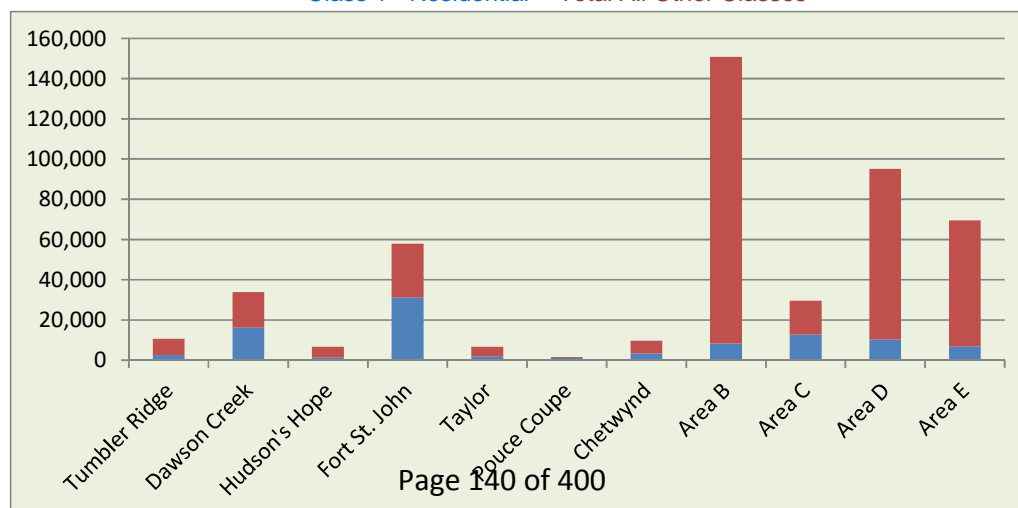
Area E - Jurisdiction 759	68,823	379,757,627	99.03%
Area E - Jurisdiction 760	675	3,724,728	0.97%
	69,498	383,482,355	100%

Municipal Requisition:	120,029
Electoral Area Requisition:	344,997
Total Requisition:	465,026

After Prior Year Adj

	Last Year	Change %	Change \$
Requisition	552,000	-14.57%	(80,440)
Assessment	2,621,699,487	-0.75%	(19,681,904)
Tax Rate	0.0211	-13.93%	(0.0029)

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: ADM-BRD-132

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 120 Legislative Electoral Area Draft 2021 Budget**

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 Budget for Function 120 - Legislative Electoral Area 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 draft 2021 Budget for Function 120 - Legislative Electoral Area is based on core operating expenses and community projects identified by each Electoral Area Director.

Overall, the proposed 2021 budget is \$28,877,928, a decrease of \$3,936,037 or 12% from 2020. This decrease is primarily due to the reduction in revenue brought in from Rural Reserves. The Operational budget, \$963,523, is a decrease of \$162,618 from 2020. The requisition for the Legislative Electoral Area budget has increased by \$97,172 when compared to the 2020 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
	<b>\$90,000</b>

<b>Director Goodings Community Projects</b>	
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
	<b>\$80,000</b>
<b>Director Sperling Community Projects</b>	
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
	<b>\$90,000</b>
<b>Director Rose Community Projects</b>	
Fire Smart -	\$37,500
Community Meetings	\$3,000
Connectivity - FWG	\$7,500
Community Projects - Other	\$25,000
	<b>\$73,000</b>

**ALTERNATIVE OPTIONS:**

1. That the Regional Board 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 operations budget include:

## Funding Sources:

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

**Operations:**

- \$6,640 increase to Wages and Benefits
- \$458 decrease in Insurance
- \$8,500 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):**

The PRA, Fair Share, Gas Tax, Rural Loan Fund, and the BC Rail Reserves are brought into this budget, so amendments will not have to be made whenever Rural Director's fund grant applications are not budgeted for. The total budgeted revenue and expense for these items are \$27,914,405, which nets to zero, leaving the operational budget at \$963,523.

**Attachments:**

1. Function 120 Legislative Electoral Area Draft 2021 Budget and 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)
<b>Total 1-0010 Requisition</b>	(411,335)	(411,335)	(508,507.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(471,163)	(471,163)	(455,016.00)
<b>Total 1-0020 Surplus/Deficit</b>	(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)
<b>Total 1-0030 Grants</b>	(4,077,089)	(4,000,000)	(4,192,445.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(660)		
<b>Total 1-0040 Recovery of Costs</b>	(660)		
1-0070 Investment Income			
01-1-0070-0071 Interest on Reserves	(409,102)		
<b>Total 1-0070 Investment Income</b>	(409,102)		
1-0080 Miscellaneous			
01-1-0080-0084 Rural Loan Fund Payments	(62,113)		
<b>Total 1-0080 Miscellaneous</b>	(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)
<b>Total 1-0140 Transfer from Reserves</b>	(1,005,955)	(27,931,467)	(23,721,960.00)
TOTAL REVENUES	(6,437,417)	(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	783	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

**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
01-2-1000-3010 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	3,001	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
01-2-1000-3060 Meetings	1,871	4,000	5,000.00
01-2-1000-3100 Contract for Services			90,000.00
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
<b>Total 2-1000 General Expenditures</b>	<b>304,771</b>	<b>28,179,405</b>	<b>693,263.00</b>
2-1150 Allocations			
01-2-1150-1160 Administration	70,560	70,560	7,760.00
<b>Total 2-1150 Allocations</b>	<b>70,560</b>	<b>70,560</b>	<b>7,760.00</b>
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		
<b>Total 2-1900 Roundtables Area B</b>	<b>2,450</b>	<b>5,000</b>	<b>7,500.00</b>
2-1901 Roundtables Area C			
01-2-1901-0000 General-Roundtables Area C		5,000	5,000.00
<b>Total 2-1901 Roundtables Area C</b>		<b>5,000</b>	<b>5,000.00</b>
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		
<b>Total 2-1902 Roundtables Area D</b>	<b>1,583</b>	<b>10,000</b>	<b>7,500.00</b>
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		
<b>Total 2-1903 Roundtables Area E</b>	<b>396</b>	<b>5,000</b>	<b>7,500.00</b>
2-3050 Community Projects - Area B			
01-2-1210-0219 Election/referendum cost (ADM FISC)			18,000.00

**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
01-2-3050-0000 General - Community Projects Area B	21,231	120,000	80,000.00
<b>Total 2-3050 Community Projects - Area B</b>	<b>21,231</b>	<b>120,000</b>	<b>98,000.00</b>
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	7,435		10,000.00
<b>Total 2-3051 Community Projects - Area C</b>	<b>28,758</b>	<b>125,000</b>	<b>100,000.00</b>
2-3052 Community Projects - Area D			
01-2-1210-0219 Election/referendum cost (ADM FISC)			15,000.00
01-2-3052-0000 General - Community Projects Area D	21,323	171,000	90,000.00
<b>Total 2-3052 Community Projects - Area D</b>	<b>21,323</b>	<b>171,000</b>	<b>105,000.00</b>
2-3053 Community Projects - Area E			
01-2-1210-0219 Election/referendum cost (ADM FISC)			15,000.00
01-2-3053-0000 General - Community Projects Area E	21,727	123,000	73,000.00
<b>Total 2-3053 Community Projects - Area E</b>	<b>21,727</b>	<b>123,000</b>	<b>88,000.00</b>
2-3105 Rural Grants-in-aid			
01-2-3105-8160 Grants from PRA Reserve	688,085		6,176,300.00
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		4,744,116.00
01-2-3105-8230 Grants from Fair Share Reserve	177,232		8,338,688.00
<b>Total 2-3105 Rural Grants-in-aid</b>	<b>946,848</b>		<b>23,573,960.00</b>
2-8100 Transfers to Reserve			
01-2-8100-8150 Interest on reserves	409,102		
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
<b>Total 2-8100 Transfers to Reserve</b>	<b>4,548,304</b>	<b>4,000,000</b>	<b>4,184,445.00</b>
<b>TOTAL EXPENDITURES</b>	<b>5,967,951</b>	<b>32,813,965</b>	<b>28,877,928.00</b>
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(469,466)		



# EXHIBIT 2

## Legislative - Electoral Areas

Category  
[1-1190](#)

**Basis of Apportionment:** Converted Hospital Assessment - Land & Improvements

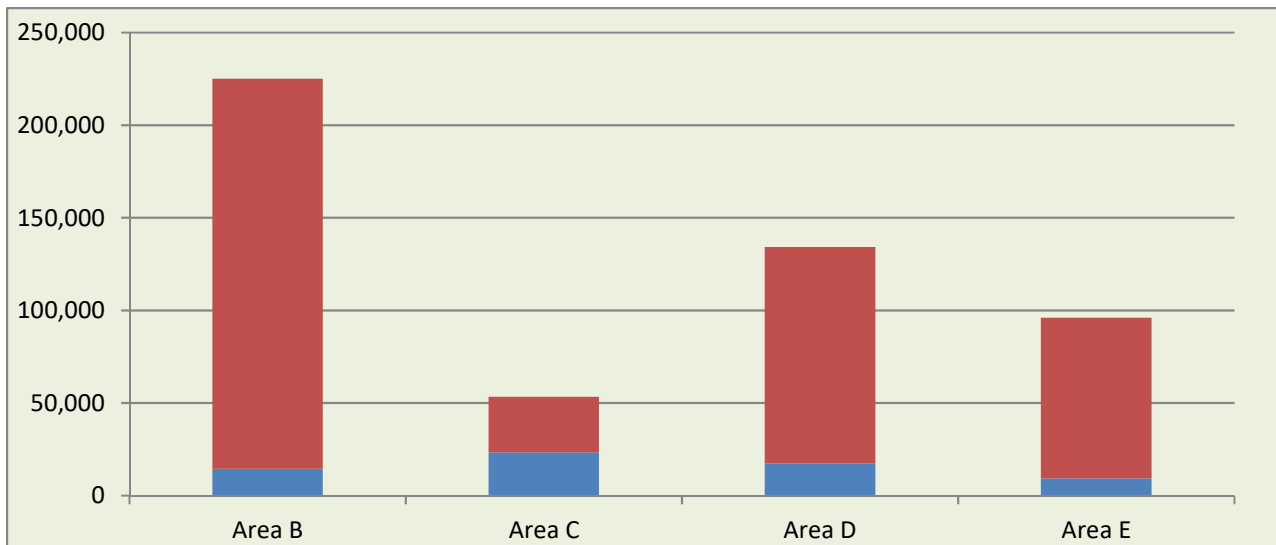
**Tax Rate or Other Limitations:** None  
*LGA s. 800 (2) (b)*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area B	225,024.34	0.0227	989,279,946	44.25%
Area C	53,282.06	0.0227	234,245,222	10.48%
Area D	134,230.86	0.0227	590,122,366	26.40%
Area E	95,969.75	0.0227	421,914,121	18.87%
<i>See Area E Jurisdiction Split Below</i>				
<b>Total</b>	<b>508,507</b>	<b>0.0227</b>	<b>2,235,561,655</b>	<b>100.00%</b>

Area E - Jurisdiction 759	95,037	417,811,485	99.03%
Area E - Jurisdiction 760	933	4,102,636	0.97%
	95,970	421,914,121	100%

Last Year		Change %	Change \$
Requisition	411,335	23.62%	97,172
Assessment	2,258,782,799	-1.03%	(23,221,144)
Tax Rate	0.0182	24.91%	0.0045

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: CS-BRD-040

From: Rural Budgets Administration Committee

Date: February 17, 2021

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

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: *[Corporate Weighted]***

That the Regional Board include the draft 2021 budget for Function 210 – Community Parks in the 2021 Financial Plan.

**BACKGROUND/RATIONALE:**

Community Parks' function 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. It is being carried forward from 2020 to complete the playground's installation at Iver Johnson Community Park in the Hasler Flats community of Electoral Area E.

The draft 2021 budget is \$55,915, an increase of \$7,741 or 16.07%, due to the carry forward capital budget.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board 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 the 2020 budget, with a decrease in dollars to PRRD vehicles, and an increase to Administration, but the expense balances with the decrease.

Staff Initials:

Dept. Head:

CAO: *Shawn Dahlen*

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- 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 a geotechnical study of the area.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 210 Community Parks Draft 2021 Budget and Tax Rate.

**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)
<b>Total 1-0010 Requisition</b>	(840)	(840)	(23,882.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(47,334)	(47,334)	(25,000.00)
<b>Total 1-0020 Surplus/Deficit</b>	(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	9,259	11,076	11,971.00
01-2-1000-1030 Benefits	2,101	2,828	2,208.00
01-2-1000-2055 Contingency		285	136.00
01-2-1000-2070 Insurance - Liability	738	734	800.00
<b>Total 2-1000 General Expenditures</b>	12,098	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
<b>Total 2-1150 Allocations</b>	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
<b>Total 2-4200 Iver Johnson Community Park</b>	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
<b>Total 2-4210 Community Park - Old Fort Cemetery</b>		25,000	25,000.00
TOTAL EXPENDITURES	16,482	48,174	48,882.00
CAPITAL REVENUES			
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit	(12,112)		
<b>Total 7-0020 Surplus/Deficit</b>	(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)		
<b>Total 7-0030 Grants</b>	(10,000)		
7-0140 Transfers from Reserve			
01-7-0140-0145 PRA Reserve			(7,033.00)
<b>Total 7-0140 Transfers from Reserve</b>			(7,033.00)
TOTAL CAPITAL REVENUES	(22,112)		(7,033.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8501 Furniture, Fixtures, Equipment	27,967		7,033.00
<b>Total 8-8500 Transfer to General Capital Fund</b>	27,967		7,033.00
TOTAL CAPITAL EXPENDITURES	27,967		7,033.00
Surplus / Deficit	(25,837)		





# REPORT

To: Chair and Directors

Report Number: FN-BRD-038

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 221 Sub Regional Recreation Draft 2021 Budget**

---

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: *[Corporate Weighted]***

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 \$970,392 for operational activities. This is an increase of \$12,392 or 1.29% increase from 2020.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board 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 – increase of \$208
- Surplus – increase of \$11,184
- Grant in Lieu – increase of \$1,000

Net sum of the above increase in revenue is \$12,392

- Misc. Expense – decrease of \$2,000
- Liability Insurance – increase of \$79
- Allocations – increase of \$4,947

- Grant to Dawson Creek – increase of \$8,365
- Grant to Pouce Coupe – increase of \$929
- Sub Regional GIA (Area D & E) - \$200,000, no change
- Transfer to Reserves – no change

Net sum of the above increase in expense is \$12,392

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 221 Sub-Regional Recreation Draft 2021 Budget and Tax Rate.



**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)	(947,108.00)
<b>Total 1-0010 Requisition</b>	(946,900)	(946,900)	(947,108.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(7,600)	(7,600)	(18,784.00)
<b>Total 1-0020 Surplus/Deficit</b>	(7,600)	(7,600)	(18,784.00)
1-0030 Grants			
01-1-0030-0034 Municipal Grants-in-lieu	(5,176)	(3,500)	(4,500.00)
<b>Total 1-0030 Grants</b>	(5,176)	(3,500)	(4,500.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(13,606)		
<b>Total 1-0040 Recovery of Costs</b>	(13,606)		
1-0070 Investment Income			
01-1-0070-0071 Interest on Reserves	(1,950)		
<b>Total 1-0070 Investment Income</b>	(1,950)		
1-0120 Administration			
01-1-0120-8160 PRA Reserve			
<b>Total 1-0120 Administration</b>			
1-0140 Transfer from Reserves			
01-1-0140-0145 Peace River Agreement Reserve	(250,000)		
<b>Total 1-0140 Transfer from Reserves</b>	(250,000)		
TOTAL REVENUES	(1,225,232)	(958,000)	(970,392.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-2050 Miscellaneous		2,000	
01-2-1000-2070 Insurance - Liability	738	740	891.00
<b>Total 2-1000 General Expenditures</b>	738	2,740	891.00
2-1150 Allocations			
01-2-1150-1160 Administration	11,760	11,760	16,707.00
<b>Total 2-1150 Allocations</b>	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	655,015.00
<b>Total 2-3150 Sub-regional Grants-aid - Dawson Creek</b>	896,650	646,650	655,015.00
2-3160 Sub-regional Grants-aid - Pouce Coupe			
01-2-3160-5800 General Grants	71,850	71,850	72,779.00
<b>Total 2-3160 Sub-regional Grants-aid - Pouce Coupe</b>	71,850	71,850	72,779.00
2-3170 Sub-regional Grants-aid Electoral Areas			
01-2-3170-5800 General Grants - Sub Reg GIA	198,500	200,000	200,000.00
<b>Total 2-3170 Sub-regional Grants-aid Electoral Areas</b>	198,500	200,000	200,000.00
2-8100 Transfers to Reserve			



General Operating Fund

221 Sub-Regional Recreation

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-8100-8110 Capital Reserve	25,000	25,000	25,000.00
01-2-8100-8150 Interest on reserves	1,950		
<b>Total 2-8100 Transfers to Reserve</b>	<b>26,950</b>	<b>25,000</b>	<b>25,000.00</b>
TOTAL EXPENDITURES	1,206,448	958,000	970,392.00
Surplus / Deficit	(18,784)		

# EXHIBIT 14

Category  
[1-7119](#)

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

### 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*

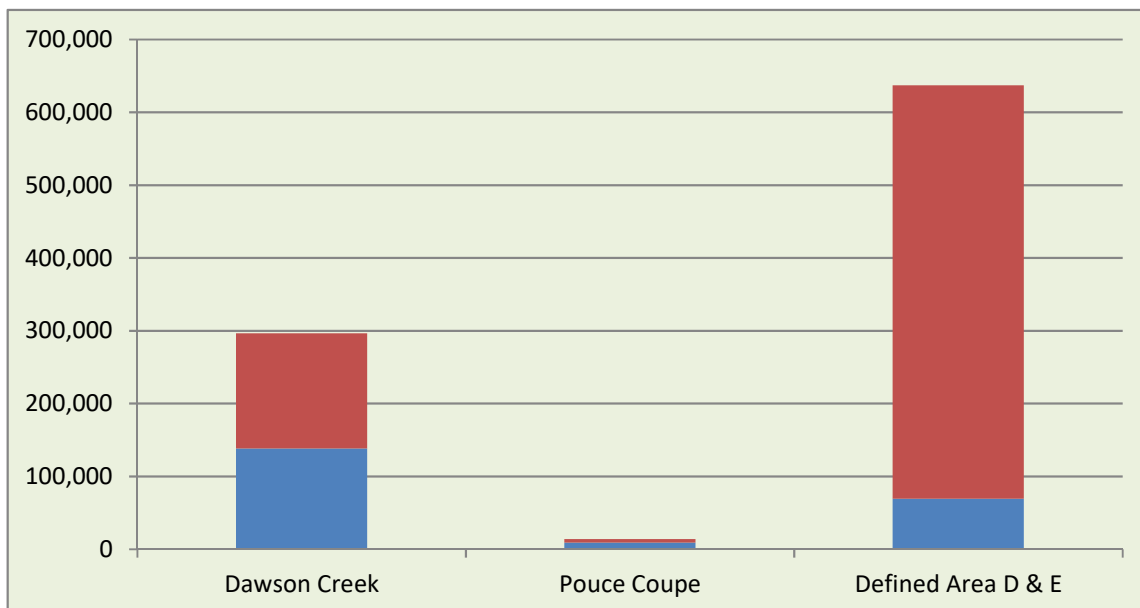
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Dawson Creek	296,399.58	0.1163	254,953,698	31.30%
Pouce Coupe	13,861	0.1163	11,922,842	1.46%
Area D & E - Defined Areas	636,847	0.1163	547,796,311	67.24%
<b>Total</b>	<b>947,108</b>	0.1163	<b>814,672,851</b>	<b>100.00%</b>

Municipal Requisition:	310,261
Electoral Area Requisition:	636,847
Total Requisition:	947,108

*After Prior Year Adj*

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	946,900	0.02%	208
Assessment	811,570,286	0.38%	3,102,565
Tax Rate	0.1167	-0.36%	(0.0004)

Class 1 - Residential    Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: CS-BRD-041

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 225 Kelly Lake Community Centre Draft 2021 Budget**

---

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

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 Society operates the Kelly Lake Community Centre on behalf of the Peace River Regional District (PRRD). A Use and Occupancy Agreement is in place that outlines both parties' responsibilities 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. Kelly Lake Community Centre's overall proposed budget is \$436,176, an increase of \$298,652 or 217%. This increase is primarily due to \$315,241 budgeted towards Capital but does not affect the requisition.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board 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 = \$3,464, a decrease of \$17,160 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 \$891.
  - 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.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Function 225 Kelly Lake Community Centre Draft 2021 Budget

**Peace River Regional District  
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)
<b>Total 1-0010 Requisition</b>	(101,900)	(101,900)	(117,471.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(20,624)	(20,624)	(3,464.00)
<b>Total 1-0020 Surplus/Deficit</b>	(20,624)	(20,624)	(3,464.00)
1-0070 Investment Income			
01-1-0070-0071 Interest on Reserves	(365)		
<b>Total 1-0070 Investment Income</b>	(365)		
1-0140 Transfer from Reserves			
01-1-0140-0144 Gas Tax Reserve	(3,234)	(15,000)	
<b>Total 1-0140 Transfer from Reserves</b>	(3,234)	(15,000)	
<b>TOTAL REVENUES</b>	(126,123)	(137,524)	(120,935.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	8,571	8,841	8,913.00
01-2-1000-1030 Benefits	2,113	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	2,577.00
01-2-1000-2070 Insurance - Liability	185	183	891.00
01-2-1000-3100 Contract for Services	3,234	17,500	2,500.00
01-2-1000-3150 Grant to organization	93,759	80,000	86,697.00
01-2-1000-5030 Legal Services		1,500	1,500.00
01-2-1000-5140 Minor Capital		9,000	1,856.00
<b>Total 2-1000 General Expenditures</b>	110,870	126,100	107,802.00
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
<b>Total 2-1150 Allocations</b>	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			
01-2-8100-8150 Interest on reserves	365		
<b>Total 2-8100 Transfers to Reserve</b>	10,365	10,000	10,000.00
<b>TOTAL EXPENDITURES</b>	122,659	137,524	120,935.00
CAPITAL REVENUES			



General Operating Fund

225 Kelly Lake Community Centre

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
7-0140 Transfers from Reserve			
01-7-0140-0142 Fair Share Reserve			(194,774.00)
01-7-0140-0145 PRA Reserve			(120,467.00)
<b>Total 7-0140 Transfers from Reserve</b>			(315,241.00)
TOTAL CAPITAL REVENUES			(315,241.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8505 Buildings			315,241.00
<b>Total 8-8500 Transfer to General Capital Fund</b>			315,241.00
TOTAL CAPITAL EXPENDITURES			315,241.00
Surplus / Deficit	(3,464)		

# EXHIBIT 43

## Kelly Lake Community Centre Defined Area of Electoral Area D

Category  
[1-6242](#)

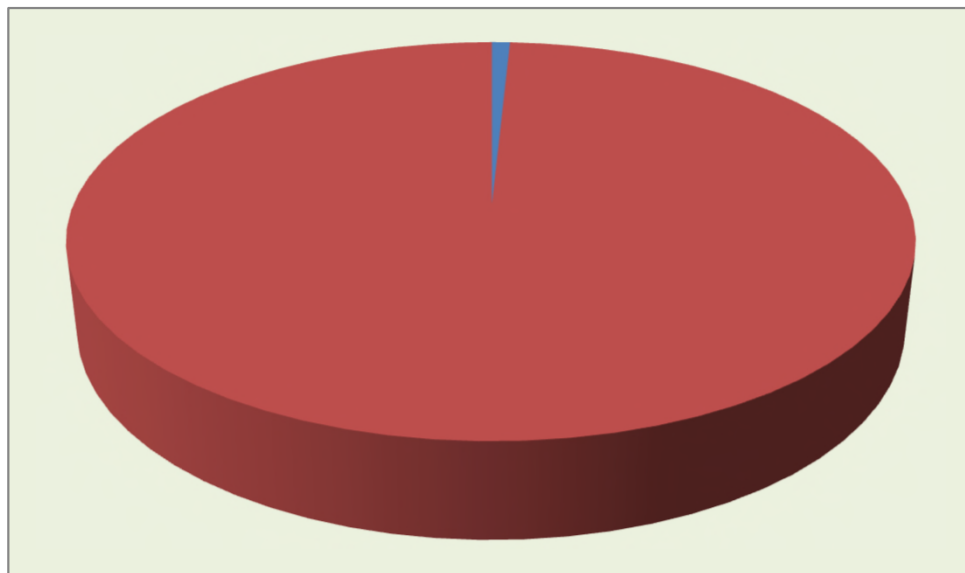
**Basis of Apportionment:** Converted Hospital Assessment - Improvements ONLY

**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%
<b>Total</b>	<b>117,471</b>		<b>14,332,719</b>	<b>100.00%</b>

	<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







# REPORT

To: Chair and Directors

Report Number: CS-BRD-042

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 230 Tate Creek Community Centre Draft 2021 Budget**

---

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include Function 230 – Tate Creek Community Centre Draft 2021 budget 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 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 a result of a 110% increase in insurance costs.

The overall draft budget is \$108,110, a decrease of \$6,387 or 5.58% from 2020, primarily due to a reduction in general expenses.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

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

Budget highlights:

- Requisition = \$103,061, an increase of \$2,391 from 2020
- Surplus to be carried forward = \$5,050
- 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.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 230 Tate Creek Community Centre Draft 2021 Budget and Tax Rate.

**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)	(103,061.00)
<b>Total 1-0010 Requisition</b>	(100,670)	(100,670)	(103,061.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(4,613)		(5,050.00)
<b>Total 1-0020 Surplus/Deficit</b>	(4,613)		(5,050.00)
1-0140 Transfer from Reserves			
01-1-0140-0145 Peace River Agreement Reserve		(13,828)	
<b>Total 1-0140 Transfer from Reserves</b>		(13,828)	
TOTAL REVENUES	(105,283)	(114,498)	(108,111.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	3,165	3,252	3,281.00
01-2-1000-1030 Benefits	773	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
<b>Total 2-1000 General Expenditures</b>	94,676	108,941	102,031.00
2-1100 Administration			
01-2-1100-1150 Repay Feasibility Reserve	3,988	3,988	3,988.00
<b>Total 2-1100 Administration</b>	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	
<b>Total 2-1150 Allocations</b>	1,569	1,569	2,092.00
TOTAL EXPENDITURES	100,233	114,498	108,111.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(5,050)		

# 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:

*Bylaw No. 2291, 2017*

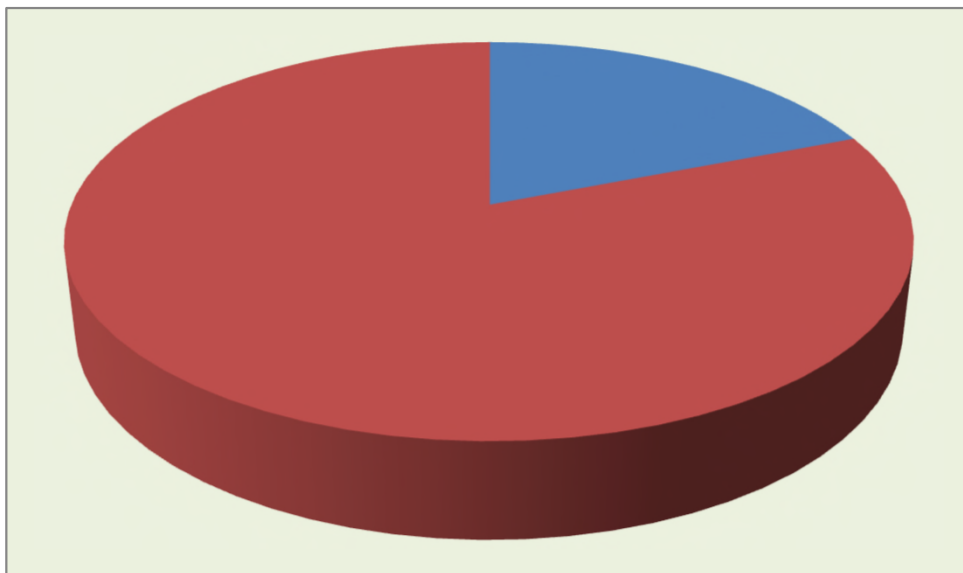
Greater of \$ 90,000  
Or, the product of \$ 0.61 per \$1,000 taxable value  
(Improvements ONLY)

Max. Product \$ 113,559

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Defined Area of Electoral Area D	103,061	0.2995	34,410,648	100.00%
<b>Total</b>	<b>103,061</b>		<b>34,410,648</b>	<b>100.00%</b>

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	100,670	2.38%	2,391
Assessment	33,601,884	2.41%	808,764
Tax Rate	0.2996	-0.03%	(0.0001)

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: CS-BRD-043

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 260 Clearview Arena Draft 2021 Budget**

---

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

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 overall draft budget is \$323,715. This is an increase of \$15,347 or 4.98% from 2020. This is primarily due to an increase in general expenses.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board 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 increase 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.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 260 Clearview Arena – Artificial Ice Draft 2021 Budget and Tax Rate

**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)
<b>Total 1-0010 Requisition</b>	(158,508)	(158,508)	(158,508.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	140	140	
<b>Total 1-0020 Surplus/Deficit</b>	140	140	
1-0070 Investment Income			
01-1-0070-0071 Interest on Reserves	(1,215)		
<b>Total 1-0070 Investment Income</b>	(1,215)		
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)		
<b>Total 1-0140 Transfer from Reserves</b>	(7,628)	(150,000)	(165,207.00)
TOTAL REVENUES	(167,211)	(308,368)	(323,715.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	8,571	8,841	8,913.00
01-2-1000-1030 Benefits	2,113	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
<b>Total 2-1000 General Expenditures</b>	162,679	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
<b>Total 2-1150 Allocations</b>	2,432	2,432	7,274.00
2-8100 Transfers to Reserve			
01-2-8100-8150 Interest on reserves	1,215		
<b>Total 2-8100 Transfers to Reserve</b>	1,215		
TOTAL EXPENDITURES	166,326	308,368	323,715.00
CAPITAL REVENUES			
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit			
<b>Total 7-0020 Surplus/Deficit</b>			



General Operating Fund

260 Clearview Arena - Artificial Ice

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8504 Building - Foundations			
<b>Total 8-8500 Transfer to General Capital Fund</b>			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(885)		



# EXHIBIT 25

## Clearview Arena - Artificial Ice Specified Area Electoral Area B

Category  
[1-7151](#)

**Basis of Apportionment:** Converted Hospital Assessment - Improvments ONLY

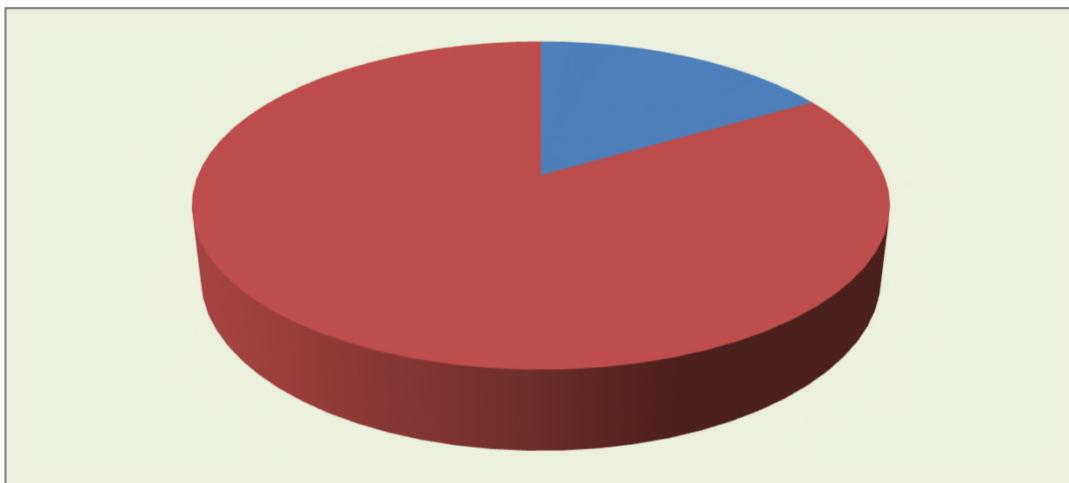
**Tax Rate or Other Limitations:**  
*Bylaw No. 1881, 2010*

\$ 151,250 Exclusive of Debt

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

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

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: CS-BRD-044

From: Rural Budgets Administration Committee

Date: February 17, 2021

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

---

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: *[Corporate Weighted]***

That the Regional Board include the draft 2021 budget for Function 265 – Buick Arena 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 the majority of their operational funding coming from a service area established by the PRRD.

The Buick Arena is in its 11<sup>th</sup> 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.

The overall draft budget is \$341,149. This is an increase of \$31,520 or 10.18% from 2020. This increase is primarily due to transfer to reserves.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

Budget highlights:

- Requisition - decrease of \$11,629
- Long term debt - decrease of \$67,182
- Transfer to reserves - increase of \$56,669

Operating Reserve

- 2020 Balance \$89,829
- 2021 Draft Budget – increase \$43,149 bringing the total to \$132,978

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.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. Function 265 Buick Creek Arena Draft 2021 Budget and Tax Rate

**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)
<b>Total 1-0010 Requisition</b>	<b>(309,629)</b>	<b>(309,629)</b>	<b>(298,000.00)</b>
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit			(43,149.00)
<b>Total 1-0020 Surplus/Deficit</b>			<b>(43,149.00)</b>
1-0070 Investment Income			
01-1-0070-0071 Interest on Reserves	(1,114)		
<b>Total 1-0070 Investment Income</b>	<b>(1,114)</b>		
1-0110 M.F.A Funding			
01-1-0110-0113 Actuarial Contributions	(33,541)		
<b>Total 1-0110 M.F.A Funding</b>	<b>(33,541)</b>		
TOTAL REVENUES	(344,284)	(309,629)	(341,149.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	8,571	8,841	8,913.00
01-2-1000-1030 Benefits	2,113	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
<b>Total 2-1000 General Expenditures</b>	<b>105,272</b>	<b>111,151</b>	<b>109,141.00</b>
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
<b>Total 2-1150 Allocations</b>	<b>1,561</b>	<b>1,561</b>	<b>2,425.00</b>
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		
<b>Total 2-8000 M.F.A</b>	<b>177,555</b>	<b>181,917</b>	<b>114,735.00</b>
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	15,000	15,000	71,699.00
01-2-8100-8120 Operating Reserve			43,149.00
01-2-8100-8150 Interest on reserves	1,114		
<b>Total 2-8100 Transfers to Reserve</b>	<b>16,114</b>	<b>15,000</b>	<b>114,848.00</b>
TOTAL EXPENDITURES	300,502	309,629	341,149.00



General Operating Fund

265 Buick Creek Arena

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(43,782)		

EXHIBIT 51

Buick Arena  
Area B - Defined Area

Category  
[1-7152](#)

Basis of Apportionment: Converted Hospital Assessments - Improvements ONLY

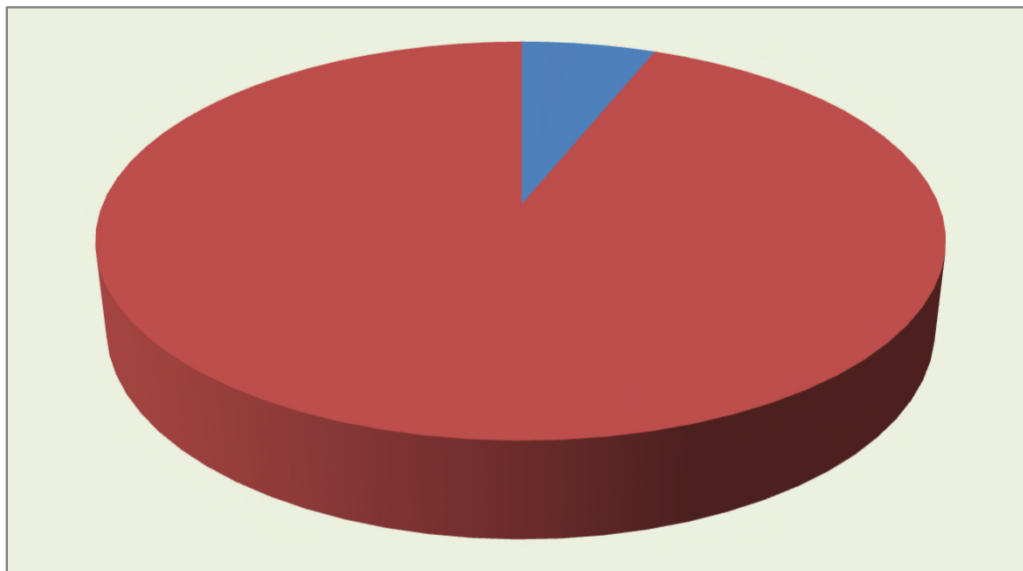
**Tax Rate or Other Limitations:**  
*Bylaw No. 1671, 2006*

Greater of \$ 317,000 *per bylaw max on L & I*  
Or, the product of \$ 3.35 per \$1,000 taxable value (\$1.41 CL1)  
*Max. Product \$ 438,665*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area B - Defined Area	298,000	1.1140	26,749,988	100.00%
<b>Total</b>	<b>298,000</b>		<b>26,749,988</b>	<b>100.00%</b>

	<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

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: FN-BRD-039

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 280 Recreation & Culture Draft 2021 Budget**

---

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

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, a 19.63% increase from 2020. This increase is primarily due to a \$45,000 increase in Area B Rural Grant-In-Aid (GIA).

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board 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 overall 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 overall expense is \$58,200.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 280 Recreation and Culture Draft 2021 Budget and Tax Rate.



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



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**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)
<b>Total 1-0010 Requisition</b>	(279,650)	(279,650)	(279,650.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(14,344)	(14,344)	(72,544.00)
<b>Total 1-0020 Surplus/Deficit</b>	(14,344)	(14,344)	(72,544.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(18,661)		
<b>Total 1-0040 Recovery of Costs</b>	(18,661)		
1-0080 Miscellaneous			
01-1-0080-0081 FSJ Boundary Expansion Compensation	(2,441)	(2,441)	(2,441.00)
<b>Total 1-0080 Miscellaneous</b>	(2,441)	(2,441)	(2,441.00)
<b>TOTAL REVENUES</b>	(315,096)	(296,435)	(354,635.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-2050 Miscellaneous		4,301	4,000.00
<b>Total 2-1000 General Expenditures</b>		4,301	4,000.00
2-1150 Allocations			
01-2-1150-1160 Administration	6,134	6,134	9,817.00
<b>Total 2-1150 Allocations</b>	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
<b>Total 2-3100 Rural Grants-in-aid - Area B</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
<b>Total 2-3101 Rural Grants-in-aid - Area C</b>	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
<b>Total 2-3102 Rural Grants-in-aid - Area D</b>		3,000	3,103.00
2-3103 Rural Grants-in-aid - Area E			
01-2-3103-5800 General Grants - Rural GIA AREA E	95,500	103,000	107,463.00
<b>Total 2-3103 Rural Grants-in-aid - Area E</b>	95,500	103,000	107,463.00
<b>TOTAL EXPENDITURES</b>	240,602	296,435	354,635.00
CAPITAL REVENUES			
<b>TOTAL CAPITAL REVENUES</b>			
CAPITAL EXPENDITURES			



General Operating Fund

280 Rec & Cultural Facilities Grants-in-Aid

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(74,494)		

# EXHIBIT 11

## Recreation & Cultural Facilities Grants-In-Aid

Category  
1-1951

**Basis of Apportionment:** Area by area basis.  
Converted Hospital Assessments - Improvements ONLY

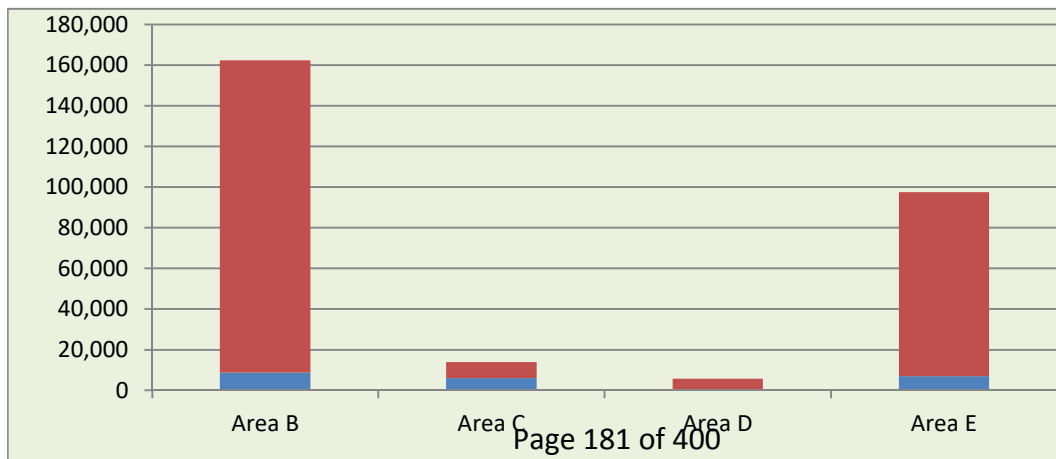
<b>Tax Rate or Other Limitations:</b> <i>Bylaw No. 669, 1990</i>	Area B - Greater of	\$ 107,625	Max. Product	819,697
	Or, the product of	\$ 0.297 per \$1,000 taxable value (imprv)		
	Area C - Greater of	\$ 26,790	Max. Product	290,793
	Or, the product of	\$ 0.281 per \$1,000 taxable value (imprv)		
	Area D - Greater of	\$ 20,205	Max. Product	402,224
	Or, the product of	\$ 0.207 per \$1,000 taxable value (imprv)		
	Area E - Greater of	\$ 86,095	Max. Product	453,505
	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>				
<b>Total</b>	<b>279,650</b>	<b>0.015 average</b>	<b>1,903,656,537</b>	<b>100.00%</b>
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: Chair and Directors

Report Number: FN-BRD-037

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 285 Cemeteries Draft 2021 Budget**

---

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee (RBAC) meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

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 Regional Board 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 – \$6,500 (\$1,500 increase)
- Area E Cemetery Grants – decrease of \$740
- Misc. Expense – decrease of \$2,356

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

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

Area D Cemetery Grants increased due to a grant application from Pouce Coupe being missed in 2020. This application will be paid out in 2021 upon RBAC approval.

**Attachments:**

1. Function 285 Cemeteries Draft 2021 Budget and Tax Rate

**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)
<b>Total 1-0010 Requisition</b>	(38,351)	(38,351)	(38,351.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(27,899)	(27,899)	(26,804.00)
<b>Total 1-0020 Surplus/Deficit</b>	(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
<b>Total 2-1150 Allocations</b>	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
<b>Total 2-3180 Cemetery Grants-in-Aid - Area B</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
<b>Total 2-3181 Cemetery Grants-in-Aid - Area C</b>		10,000	10,000.00
2-3182 Cemetery Grants-in-Aid - Area D			
01-2-3182-5800 General Grants	2,200	5,000	6,500.00
<b>Total 2-3182 Cemetery Grants-in-Aid - Area D</b>	2,200	5,000	6,500.00
2-3183 Cemetery Grants-in-Aid - Area E			
01-2-3183-5800 General Grants	36,000	36,740	36,000.00
<b>Total 2-3183 Cemetery Grants-in-Aid - Area E</b>	36,000	36,740	36,000.00
2-4010 Cemeteries			
01-2-4010-2050 Miscellaneous		10,000	7,644.00
<b>Total 2-4010 Cemeteries</b>		10,000	7,644.00
TOTAL EXPENDITURES	39,446	66,250	65,155.00
Surplus / Deficit	(26,804)		

**Cemeteries**  
**Electoral Areas B, C, D and E**

**Basis of Apportionment:** Converted Hospital Assessment - Improvements ONLY  
Area by Area Basis.

**Tax Rate or Other Limitations:** None  
*SLP 70 & Bylaw 839, 1993*

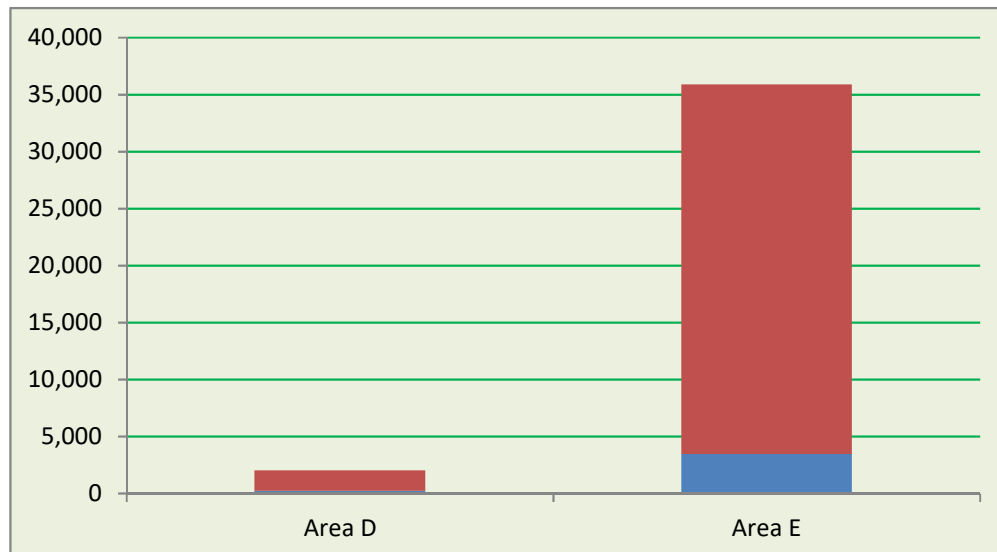
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area B	480	0.0001	832,560,146	43.73%
Area C	(50)	0.0000	162,806,557	8.55%
Area D	2,039	0.0004	524,807,479	27.57%
Area E	35,882	0.0094	383,482,355	20.14%
<i>See Area E Jurisdiction Split Below</i>				
<b>Total</b>	<b>38,351</b>	<i>0.0020 average</i>	<b>1,903,656,537</b>	<b>100.00%</b>

Area E - Jurisdiction 759	35,534	379,757,627	99.03%
Area E - Jurisdiction 760	349	3,724,728	0.97%
	<b>35,883</b>	<b>383,482,355</b>	<b>100%</b>

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	38,351		-
Assessment	1,912,784,043	-0.48%	(9,127,506)
Tax Rate	0.0020	0.48%	0.0000

*Average Rate*

Class 1 - Residential    Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: CS-BRD-045

From: Rural Budgets Administration Committee

Date: February 17, 2021

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

---

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include Function 290 – Chetwynd Library draft 2021 budget 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 outlined 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 allows for funds to be allocated in the 2021 budget for additional design work, cost estimates, and costs associated with holding a referendum to obtain approval for borrowing for a new library.

The overall draft budget is \$504,138. This is an increase of \$7,920 or 1.6% from 2020. This is primarily due to hiring a contractor to develop a new design to go out to tender for a new library.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board 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 = \$7,920
- Grant to organization = \$435,000



- Studies/Assessments = \$25,000 to conduct further design work and cost estimates for a new library
- Election/referendum costs = \$4,576 to conduct public engagement and a referendum for borrowing for a new library

Net sum of overall increase in revenue and expense is \$7,920.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

The original budget presented to the Rural Budgets Administration Committee was anticipating a surplus of \$18,344. However, due to year end entries and invoices, the surplus is only \$7,920. Area E Director Rose and the Chief Financial Officer discussed this on February 9, 2020, and the surplus and Election/Referendum costs were reduced accordingly.

Attachments:

1. Function 290 Chetwynd Library Draft 2021 Budget and Tax Rate.



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)
<b>Total 1-0010 Requisition</b>	(496,218)	(496,218)	(496,218.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit			(7,920.00)
<b>Total 1-0020 Surplus/Deficit</b>			(7,920.00)
TOTAL REVENUES	(496,218)	(496,218)	(504,138.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	17,114	17,369	17,573.00
01-2-1000-1030 Benefits	4,032	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)			4,576.00
<b>Total 2-1000 General Expenditures</b>	481,665	489,585	494,205.00
2-1150 Allocations			
01-2-1150-1160 Administration	6,248	6,248	9,933.00
01-2-1150-1190 PRRD Vehicles	385	385	
<b>Total 2-1150 Allocations</b>	6,633	6,633	9,933.00
TOTAL EXPENDITURES	488,298	496,218	504,138.00
Surplus / Deficit	(7,920)		

**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*

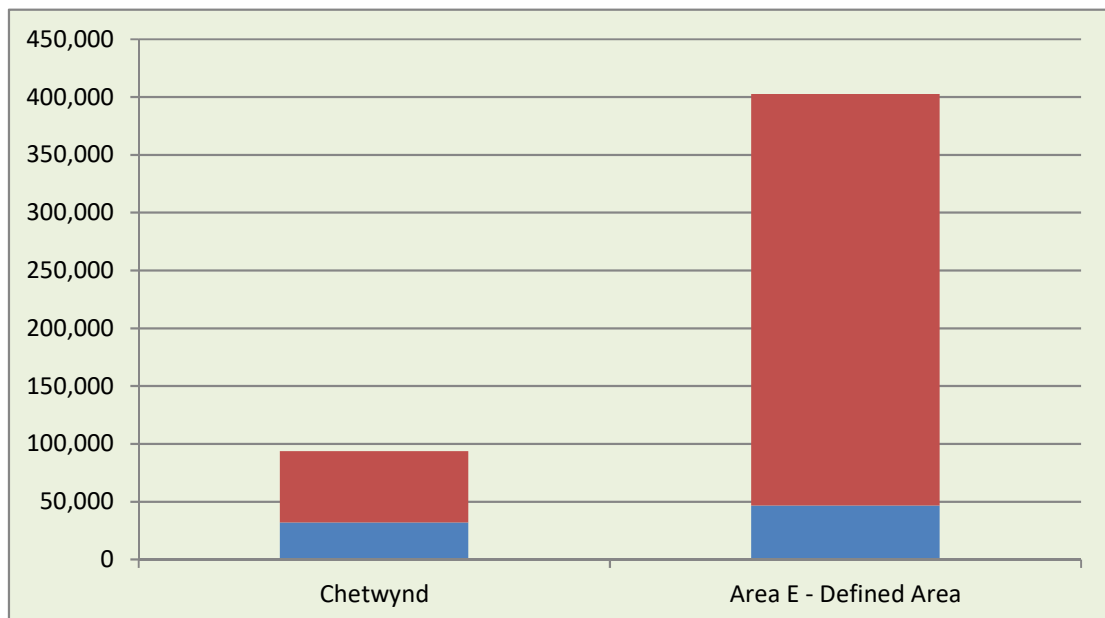
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Chetwynd	93,715	0.1488	62,996,847	18.89%
Area E - Defined Area	402,503	0.1488	270,568,348	81.11%
<b>Total</b>	<b>496,218</b>	<b>0.1488</b>	<b>333,565,195</b>	<b>100.00%</b>

Municipal Requisition:	93,715
Electoral Area Requisition:	402,503
Total Requisition:	496,218

*After Prior Year Adj*

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

**Class 1 - Residential**    **Total All Other Classes**





# REPORT

To: Chair and Directors

Report Number: FN-BRD-040

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 295 Library Services 2021 Draft Budget**

---

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: *[Corporate Weighted]***

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, 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 Regional Board 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.

Staff Initials: *TV*

Dept. Head: *Teri Vetter*

CAO: *Shawn Dahlen*

Page 1 of 2

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 295 Library Services Draft 2021 Budget and Tax Rate.

**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)
<b>Total 1-0010 Requisition</b>	(50,131)	(50,131)	(62,265.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(494)	(494)	
<b>Total 1-0020 Surplus/Deficit</b>	(494)	(494)	
1-0140 Transfer from Reserves			
01-1-0140-0142 Fair Share Reserve	(60,500)	(60,500)	(65,500.00)
<b>Total 1-0140 Transfer from Reserves</b>	(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
<b>Total 2-1000 General Expenditures</b>	110,500	110,500	125,500.00
2-1150 Allocations			
01-2-1150-1160 Administration	625	625	2,265.00
<b>Total 2-1150 Allocations</b>	625	625	2,265.00
2-3100 Rural Grants-in-aid - Area B			
01-2-3100-5800 General Grants - Rural GIA AREA B			
<b>Total 2-3100 Rural Grants-in-aid - Area B</b>			
2-3101 Rural Grants-in-aid - Area C			
01-2-3101-5800 General Grants - Rural GIA AREA C			
<b>Total 2-3101 Rural Grants-in-aid - Area C</b>			
TOTAL EXPENDITURES	111,125	111,125	127,765.00
Surplus / Deficit			

# EXHIBIT 32

## Library Services Electoral Area C

Category  
[1-7251](#)

**Basis of Apportionment:** Converted Hospital Assessment - Improvements ONLY

### **Tax Rate or Other Limitations:**

*Bylaw No. 1019, 1995*

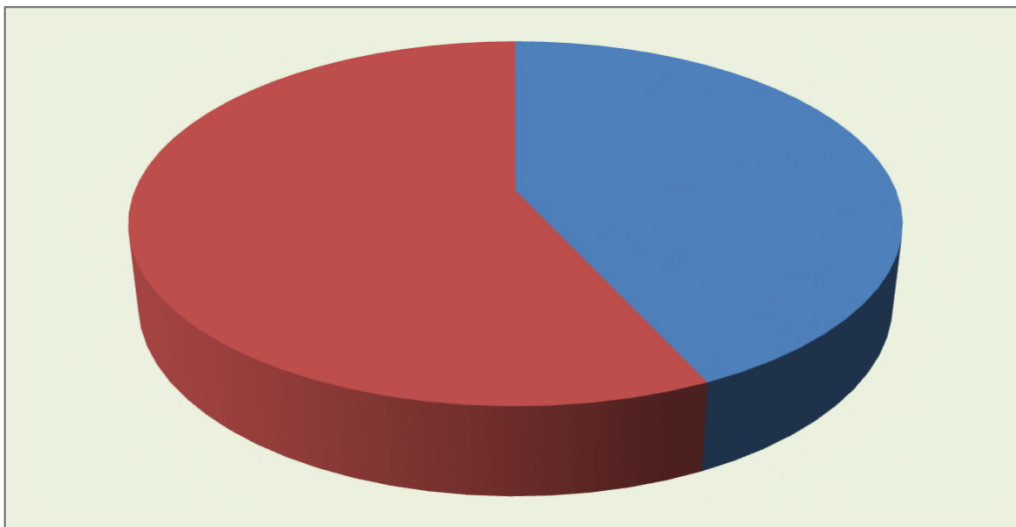
Greater of \$ 20,000  
Or, the product of \$ 0.50 per \$1,000 taxable value (L&I)

*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%
<b>Total</b>	<b>62,265</b>		<b>162,806,557</b>	<b>100.00%</b>

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
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: Chair and Directors

Report Number: CS-BRD-046

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 310 Emergency Rescue Vehicle Draft 2021 Budget**

---

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 310 – Emergency Rescue Vehicle in the 2021 Financial Plan.

## **BACKGROUND/RATIONALE:**

The Emergency Rescue Vehicle Budget provides a grant-in-aid to the City of Dawson Creek and District of Chetwynd to offset the costs associated to providing rescue services in the Electoral Areas immediately surrounding those communities, as per Bylaw No. 662, 1990. In prior years, Dawson Creek has received \$3,500 and Chetwynd has received \$3,000 from Electoral Areas D and E.

At its January 21, 2021 meeting the Rural Budgets Administration Committee passed the following resolution:

*MOVED, SECONDED and CARRIED*

That the Rural Budgets Administration Committee approve an increase to the grant-in-aid that is provided to the City of Dawson Creek and District of Chetwynd to offset costs associated with providing rescue services in their respective Electoral Areas, D and E, to \$5,000 each, and further, that the Committee recommend that the Regional Board include the draft 2021 budget as amended for function 310 – Emergency Rescue Vehicle in the 2021 Financial Plan.

The total budget is \$13,365. This is an increase of \$3,626 or 37.23% from 2020.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

Budget highlights:

- Requisition – increase of \$3,436



- Surplus – increase of \$190
- Allocations – increase of \$137
- Area D GIA – increase of \$1,500
- Area E GIA – increase of \$2,000

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 \$.012 in Area E, for each \$1,000 of net taxable value of land and improvements included in the service area. This year, to raise the \$5,000 for each municipality approved by the Rural Budgets Administration Committee, the tax rate in Area D will be \$.0012 and in Area E will be .0015, both of which fall under the maximum limit allowable under the bylaw.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 310 Emergency Rescue Vehicles Draft 2021 Budget and Tax Rate



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)	(11,857.00)
<b>Total 1-0010 Requisition</b>	(8,421)	(8,421)	(11,857.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(1,318)	(1,318)	(1,508.00)
<b>Total 1-0020 Surplus/Deficit</b>	(1,318)	(1,318)	(1,508.00)
TOTAL REVENUES	(9,739)	(9,739)	(13,365.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	1,304	2,392	2,384.00
01-2-1000-1030 Benefits	344	694	691.00
01-2-1000-2055 Contingency		70	70.00
<b>Total 2-1000 General Expenditures</b>	1,648	3,156	3,145.00
2-1150 Allocations			
01-2-1150-1160 Administration	83	83	220.00
<b>Total 2-1150 Allocations</b>	83	83	220.00
2-3110 Emergency Vehicle Grants-in-Aid - Area D			
01-2-3110-5800 General Grants	3,500	3,500	5,000.00
<b>Total 2-3110 Emergency Vehicle Grants-in-Aid - Area D</b>	3,500	3,500	5,000.00
2-3111 Emergency Vehicle Grants-in-Aid - Area E			
01-2-3111-5800 General Grants	3,000	3,000	5,000.00
<b>Total 2-3111 Emergency Vehicle Grants-in-Aid - Area E</b>	3,000	3,000	5,000.00
TOTAL EXPENDITURES	8,231	9,739	13,365.00
Surplus / Deficit	(1,508)		

EXHIBIT 16

Category  
[1-2540](#)

Electoral Areas D & E  
Emergency Rescue Vehicle

Basis of Apportionment: Converted Hospital Assessment - Land & Improvements

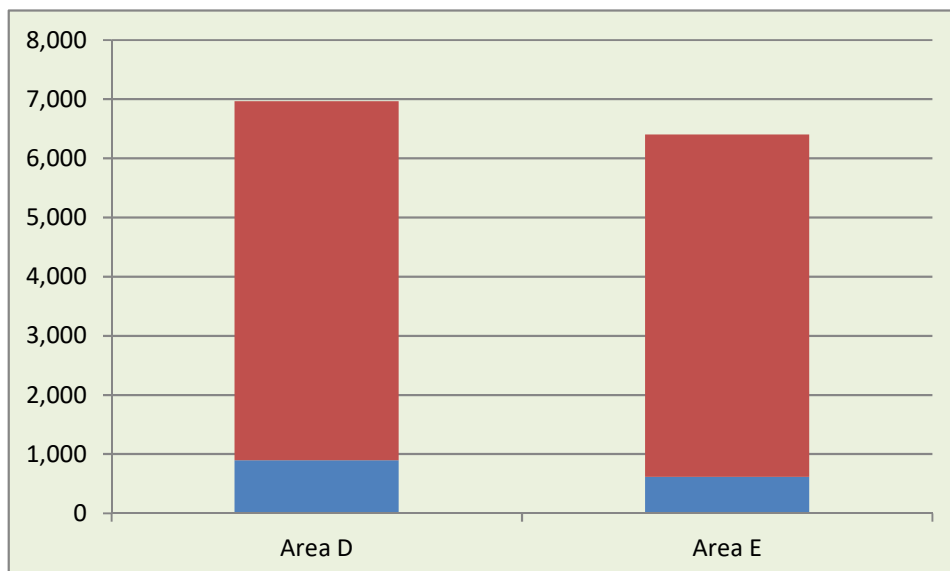
<b>Tax Rate or Other Limitations:</b> <i>Bylaw No. 662, 1990</i>	Area D - Greater of \$	3,000	Max. Product \$ 50,370
	Or, the product of \$	0.022 per \$1,000 taxable value	
	Area E - Greater of \$	3,000	Max. Product \$ 18,213
	Or, the product of \$	0.012 per \$1,000 taxable value	

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area D	6,962.14	0.0012	590,122,366	58.31%
Area E	6,402.86	0.0015	421,914,121	41.69%
<i>See Area E Jurisdiction Split Below</i>				
<b>Total</b>	<b>11,857.00</b>	<b>0.0012</b>	<b>1,012,036,487</b>	<b>100.00%</b>

Area E - Jurisdiction 759	6,341	417,811,485	99.03%
Area E - Jurisdiction 760	62	4,102,636	0.97%
	6,403	421,914,121	100%

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	8,421	40.80%	3,436
Assessment	1,007,588,094	0.44%	4,448,393
Tax Rate	0.0008	81.58%	0.001

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: CS-BRD-047

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 315 Charlie Lake Fire Draft 2021 Budget**

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The following recommendations from the January 21, 2021 Rural Budgets Administration Committee meeting are being presented to the Regional Board for its consideration:

**RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board approve the supplementary request to build a coverall storage building in the compound at the Charlie Lake Fire Hall in the amount of \$61,000.

**RECOMMENDATION #2: [Corporate Weighted]**

That the Regional Board approve the supplementary request to purchase replacement handheld radios for the Charlie Lake Fire Department in the amount of \$106,000.

**RECOMMENDATION #3: [Corporate Weighted]**

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 in accordance with 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 overall draft budget is \$947,531. This is a decrease of \$884,521 or 48.28% from 2020. This is primarily due to the decrease in capital expenses.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

Budget highlights:

Requisition = \$771,531, an increase of \$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 - \$100,000 surplus carry over from the 2020 budget

**Supplemental – Coverall Building – Handheld Radio Replacement**

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 radios are 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 \$312,639.50 with \$20,000 being budgeted in 2021 bringing the total to \$332,639.50 in 2021.

Maximum requisition for this service as per Charlie Lake Fire Protection Service Establishment Amendment Bylaw No. 1587, 2005 is the greater of \$450,000 or the product of \$1.57/\$1000 net taxable value on land and improvements.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. Function 315 Charlie Lake Fire Draft 2021 Budget and Tax Rate

**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			
<b>Total 1-0010 Requisition</b>	(668,413)	(668,413)	(645,531.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(100,000)	(100,000)	(100,000.00)
<b>Total 1-0020 Surplus/Deficit</b>	(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)
<b>Total 1-0040 Recovery of Costs</b>	(3,348)		(15,000.00)
1-0070 Investment Income			
01-1-0070-0071 Interest on Reserves	(528)		
<b>Total 1-0070 Investment Income</b>	(528)		
TOTAL REVENUES	(772,289)	(768,413)	(760,531.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	204,768	207,455	215,849.00
01-2-1000-1030 Benefits	56,467	60,225	62,596.00
01-2-1000-1040 WCB	2,188		639.00
01-2-1000-2030 Phone/Internet	12,457	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	20,849	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	13,023	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	39,348	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

**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
01-2-1000-5070 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		
<b>Total 2-1000 General Expenditures</b>	<b>387,422</b>	<b>429,206</b>	<b>446,337.00</b>
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
<b>Total 2-1150 Allocations</b>	<b>16,749</b>	<b>16,321</b>	<b>19,969.00</b>
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
<b>Total 2-2305 CL#1 - 2006 Sterling (Yellow)</b>	<b>14,211</b>	<b>28,881</b>	<b>8,000.00</b>
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
<b>Total 2-2310 CL#10 - SQUAD 1</b>	<b>7,328</b>	<b>10,068</b>	<b>6,900.00</b>
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
<b>Total 2-2320 CL#11 - ATV Trailer (for Side-by-side)</b>	<b>760</b>	<b>1,254</b>	<b>850.00</b>
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
<b>Total 2-2330 CL#12 - ATV</b>	<b>353</b>	<b>777</b>	<b>850.00</b>
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
<b>Total 2-2350 CL#14 - TENDER 3 (used from DC)</b>	<b>5,648</b>	<b>4,450</b>	<b>5,100.00</b>
2-2360 CL#2 - 2014 GMC Sierra SQUAD 2			
01-2-2360-6210 Fuel-CL#2	3,010	2,652	2,500.00



General Operating Fund

315 Charlie Lake Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
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
<b>Total 2-2360 CL#2 - 2014 GMC Sierra SQUAD 2</b>	<b>7,448</b>	<b>10,368</b>	<b>5,400.00</b>
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
<b>Total 2-2370 CL#3 - TENDER 1</b>	<b>6,089</b>	<b>8,263</b>	<b>8,100.00</b>
2-2375 CL#17 Chevy PU BRUSH 1			
01-2-2375-6210 Fuel & Lubricants		1,000	2,500.00
01-2-2375-6230 Insurance - CL#17	111	908	1,400.00
01-2-2375-6240 Repairs-CL#17	76	500	500.00
01-2-2375-6250 Maintenance-CL#17		500	500.00
<b>Total 2-2375 CL#17 Chevy PU BRUSH 1</b>	<b>187</b>	<b>2,908</b>	<b>4,900.00</b>
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	
<b>Total 2-2385 CL#5 - Reserve Engine</b>	<b>11,138</b>	<b>8,436</b>	
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
<b>Total 2-2390 CL#7 - 2005 Ford Diesel RESCUE 1</b>	<b>2,182</b>	<b>4,975</b>	<b>4,100.00</b>
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	1,650	1,020	
<b>Total 2-2395 CL#9 - RESERVE 1987 Fort Pumper</b>	<b>4,497</b>	<b>5,882</b>	
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
<b>Total 2-2397 CL #15 - Freightliner Pumper TENDER 2</b>	<b>2,355</b>		<b>7,000.00</b>
2-2398 CL#16 - ENGINE 1			
01-2-2398-6210 Fuel - CL#16	227		1,500.00



**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
01-2-2398-6230 Insurance-Unit#16	230		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
<b>Total 2-2398 CL#16 - ENGINE 1</b>	<b>813</b>		<b>7,700.00</b>
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	26,953	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	30,042	18,670	12,000.00
<b>Total 2-2900 Fire Operations</b>	<b>108,548</b>	<b>132,490</b>	<b>97,600.00</b>
2-4000 Volunteers			
01-2-4000-1030 Benefits - CLFD Volunteers	1,587		1,000.00
01-2-4000-1040 WCB	242	255	250.00
01-2-4000-2080 Insurance AD&D - Volunteers		1,479	5,475.00
01-2-4000-7010 Appreciation (CLFD)	8,136	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
<b>Total 2-4000 Volunteers</b>	<b>59,863</b>	<b>74,134</b>	<b>77,725.00</b>
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve			60,000.00
01-2-8100-8120 Operating Reserve	30,000	30,000	
01-2-8100-8150 Interest on reserves	528		
<b>Total 2-8100 Transfers to Reserve</b>	<b>30,528</b>	<b>30,000</b>	<b>60,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>666,119</b>	<b>768,413</b>	<b>760,531.00</b>
CAPITAL REVENUES			
7-0010 Requisition			
01-7-0010-0010 Electoral	(103,684)	-103,684	
01-7-0010-0015 Requisition			(106,000.00)
<b>Total 7-0010 Requisition</b>	<b>(103,684)</b>	<b>-103,684</b>	<b>(106,000.00)</b>
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit	(216,854)	-216,854	0.00
<b>Total 7-0020 Surplus/Deficit</b>	<b>(216,854)</b>	<b>-216,854</b>	<b>0.00</b>
7-0030 Grants			
01-7-0030-0121 Grant - Misc	(7,500)		



General Operating Fund

315 Charlie Lake Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
<b>Total 7-0030 Grants</b>	(7,500)		
7-0140 Transfers from Reserve			
01-7-0140-0141 Capital Reserve	(593,757)	-593,757	-61,000
01-7-0140-0142 Fair Share Reserve	(183,471)	-186,000	
01-7-0140-0145 PRA Reserve	(60,000)	-60,000	
<b>Total 7-0140 Transfers from Reserve</b>	(837,228)	-839,757	-61,000
TOTAL CAPITAL REVENUES	(1,165,266)	-1,160,295	(167,000.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8501 Furniture, Fixtures, Equipment	0		116,000.00
01-8-8500-8502 Vehicles and Machinery	1,165,935	1,160,295	
01-8-8500-8504 Building - Foundations			35,000.00
01-8-8500-8507 Land Improvements			16,000.00
<b>Total 8-8500 Transfer to General Capital Fund</b>	1,165,935	1,160,295	167,000.00
TOTAL CAPITAL EXPENDITURES	1,165,935	1,160,295	167,000.00
Surplus / Deficit	(105,501)		

EXHIBIT 33

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

Category  
[1-2410](#)

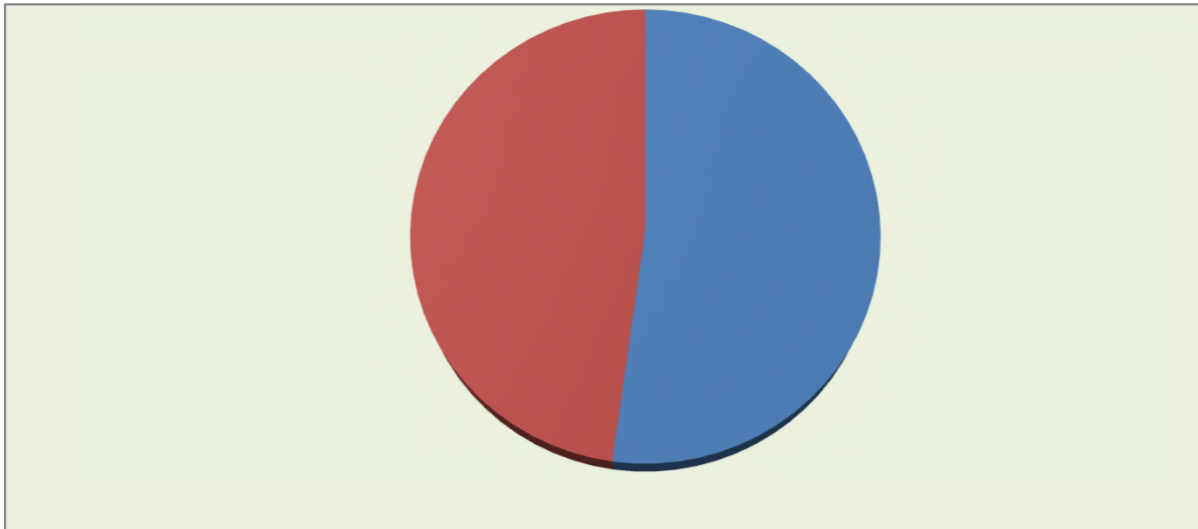
**Basis of Apportionment:** Converted Hospital Assessment - Land & Improvements

**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%
<b>Total</b>	<b>751,531.00</b>		<b>115,781,509</b>	<b>100.00%</b>

<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





# REPORT

To: Chair and Directors

Report Number: CS-BRD-048

From: Rural Budgets Administration Committee

Date: February 17, 2021

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

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: [Corporate Weighted]**

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 fire protection services in the 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 1<sup>st</sup>, 2017 until December 31<sup>st</sup>, 2021. The contracted rate, \$112,853, includes fire protection, inspection and prevention with capital purchase funding upon request.

The total budget for Chetwynd Rural Fire is \$145,388. This is an increase of \$19,258 or 15.27% from 2020.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

Budget highlights:

- Requisition - increase of \$18,588
- Surplus – increase of \$5,841
- PRA Reserve – increase of \$6,511

Net sum of overall increase in revenue is \$19,258.

- General expenditures – increase of \$17,664
- Allocations – decrease of \$169
- Contract for services – increase of \$1,763

Net sum of overall increase in expense is \$17,664.

Staff Initials: *DS*

Dept. Head: *Teri Vetter*

CAO: *Shawn Dahlen*

Page 1 of 2

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

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 320 Chetwynd Rural Fire Draft 2021 Budget and Tax Rate

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



**Run Date: 2/8/21 9:29 AM**

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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)
<b>Total 1-0010 Requisition</b>	(105,289)	(105,289)	(123,877.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(5,841)	(5,841)	
<b>Total 1-0020 Surplus/Deficit</b>	(5,841)	(5,841)	
1-0140 Transfer from Reserves			
01-1-0140-0145 Peace River Agreement Reserve	(8,945)	(15,000)	(21,511.00)
<b>Total 1-0140 Transfer from Reserves</b>	(8,945)	(15,000)	(21,511.00)
TOTAL REVENUES	(120,075)	(126,130)	(145,388.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	5,150	9,413	9,399.00
01-2-1000-1030 Benefits	1,273	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
<b>Total 2-1000 General Expenditures</b>	7,161	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	
<b>Total 2-1150 Allocations</b>	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
<b>Total 2-2910 Chetwynd Rural Fire</b>	111,090	111,090	112,853.00
TOTAL EXPENDITURES	120,075	126,130	145,388.00
Surplus / Deficit			

# EXHIBIT 21

## Chetwynd Rural Fire Protection Defined Area Electoral Area E

Category  
[1-2411](#)

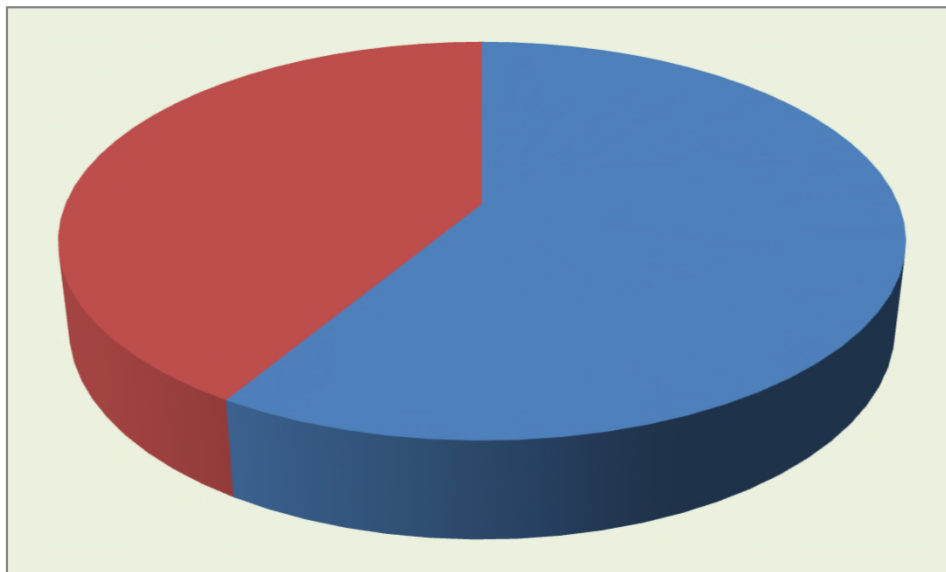
**Basis of Apportionment:** Converted Hospital Assessments - Improvements ONLY

**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%
<b>Total</b>	<b>123,877.00</b>		<b>15,528,730</b>	<b>100.00%</b>

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	105,289	17.65%	18,588
Assessment	13,632,589	13.91%	1,896,141
Tax Rate	0.7723	3.29%	0.0254

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: CS-BRD-049

From: Rural Budgets Administration Committee

Date: February 17, 2021

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

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

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 1<sup>st</sup>, 2018 until December 31<sup>st</sup>, 2022. The service fee specified in the agreement for 2021 is \$276,000 plus \$35,000 for use and maintenance of the fire training center.

The agreement between the Village of Pouce Coupe and the PRRD is dated from January 1<sup>st</sup>, 2018 until December 31<sup>st</sup>, 2022. The service fee specified in the agreement for 2021 is \$87,129.

The overall draft budget is \$1,058,202. This is an increase of \$415,880 or 67.74% from 2020.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

Budget highlights:

- Operating Requisition – decrease of \$12,589
- Surplus – increase of \$7,944
- PRA Reserve – no change

Net sum of overall decrease in Operating revenue is \$4,645.



- General expenditures – increase of \$10,133
- Allocations – decrease of \$984
- The contract for service from Dawson Creek Fire - increase of \$6,000
- The contract for service from Pouce Coupe Fire - same as 2020 at \$87,129

Net sum of overall decrease in expenses is \$4,645.

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

- Short term debt proceeds – increase of \$151,600
- Capital Reserve – increase of \$60,000
- PRA Reserve – increase of \$148,925

Net sum of overall increase to capital is \$420,525

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

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. Function 325 Dawson Creek/Pouce Coupe Fire Draft 2021 Budget and Tax Rate

**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)
<b>Total 1-0010 Requisition</b>	(474,191)	(474,191)	(461,602.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(2,055)	(2,056)	(10,000.00)
<b>Total 1-0020 Surplus/Deficit</b>	(2,055)	(2,056)	(10,000.00)
1-0120 Administration			
01-1-0120-8160 PRA Reserve			
<b>Total 1-0120 Administration</b>			
1-0140 Transfer from Reserves			
01-1-0140-0145 Peace River Agreement Reserve	(35,000)	(35,000)	(35,000.00)
<b>Total 1-0140 Transfer from Reserves</b>	(35,000)	(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	5,150	9,413	9,339.00
01-2-1000-1030 Benefits	1,273	2,742	2,726.00
01-2-1000-2055 Contingency		326	325.00
01-2-1000-2070 Insurance - Liability	738	734	1,900.00
01-2-1000-2120 R&M - Equipment			8,000.00
01-2-1000-3010 Travel		4,000	2,000.00
01-2-1000-3030 Training & Development			3,058.00
<b>Total 2-1000 General Expenditures</b>	7,161	17,215	27,348.00
2-1150 Allocations			
01-2-1150-1160 Administration	8,709	8,709	7,925.00
01-2-1150-1190 PRRD Vehicles	200	200	
<b>Total 2-1150 Allocations</b>	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	5,296	5,000	4,600.00
<b>Total 2-2920 Dawson Creek Fire</b>	310,796	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
<b>Total 2-2925 Pouce Coupe Fire</b>	88,649	89,623	88,729.00
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	85,000	85,000	67,000.00
<b>Total 2-8100 Transfers to Reserve</b>	85,000	85,000	67,000.00
TOTAL EXPENDITURES	500,515	511,247	506,602.00



General Operating Fund

325 Dawson Creek/Pouce Coupe Fire

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
CAPITAL REVENUES			
7-0010 Requisition			
01-7-0010-0010 Electoral	(30,000)	-30,000	
01-7-0010-0015 Requisition			(60,000.00)
<b>Total 7-0010 Requisition</b>	(30,000)	-30,000	(60,000.00)
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit			(30,000.00)
<b>Total 7-0020 Surplus/Deficit</b>			(30,000.00)
7-0110 M.F.A Funding			
01-7-0110-0111 Short-term Debt Proceeds			(151,600.00)
<b>Total 7-0110 M.F.A Funding</b>			(151,600.00)
7-0140 Transfers from Reserve			
01-7-0140-0141 Capital Reserve			(60,000.00)
01-7-0140-0145 PRA Reserve		-101,075	(250,000.00)
<b>Total 7-0140 Transfers from Reserve</b>		-101,075	(310,000.00)
TOTAL CAPITAL REVENUES	(30,000)	-131,075	(551,600.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8502 Vehicles and Machinery		131,075	551,600.00
<b>Total 8-8500 Transfer to General Capital Fund</b>		131,075	551,600.00
TOTAL CAPITAL EXPENDITURES		131,075	551,600.00
Surplus / Deficit	(40,731)		

# 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:**  
*Bylaw No. 710, 1990*

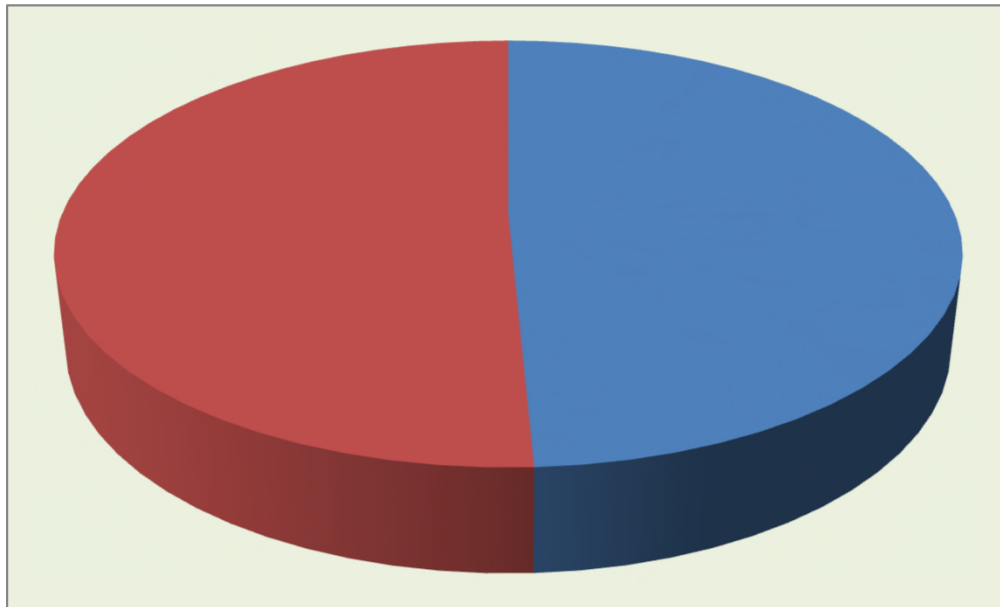
Greater of \$ 176,000  
Or, the product of \$ 4.068 per \$1,000 taxable value (L&I)

*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%
<b>Total</b>	<b>521,602.00</b>		<b>51,069,427</b>	<b>100.00%</b>

	<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





# REPORT

To: Chair and Directors

Report Number: CS-BRD-050

From: Rural Budgets Administration Committee

Date: February 17, 2021

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

---

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

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 to 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 total budget for Fort St. John Rural Fire is \$739,787. This is an increase of \$18,308 or 2.54% from 2020.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

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

Budget highlights:

- Requisition – increase of \$4,686
- Surplus – increase of \$11,896
- Fort St John Boundary expansion\* – increase of \$1,726

Net sum of overall increase in revenue is \$18,308.

- Allocations – increase of \$4,604
- Contract for Services – increase of \$12,734

Net sum of overall increase in expenses is \$18,308.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

\*Note that 2021 is the final year of the agreement between the PRRD and the 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.

**Attachments:**

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

**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)
<b>Total 1-0010 Requisition</b>	(634,248)	(634,248)	(638,934.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(5,841)		(11,896.00)
<b>Total 1-0020 Surplus/Deficit</b>	(5,841)		(11,896.00)
1-0080 Miscellaneous			
01-1-0080-0081 FSJ Boundary Expansion Compensation	(87,231)	(87,231)	(88,957.00)
<b>Total 1-0080 Miscellaneous</b>	(87,231)	(87,231)	(88,957.00)
TOTAL REVENUES	(727,320)	(721,479)	(739,787.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	5,150	9,413	9,339.00
01-2-1000-1030 Benefits	1,273	2,742	2,622.00
01-2-1000-2055 Contingency		326	325.00
01-2-1000-2070 Insurance - Liability	738	735	1,900.00
<b>Total 2-1000 General Expenditures</b>	7,161	13,216	14,186.00
2-1150 Allocations			
01-2-1150-1160 Administration	8,438	8,438	13,842.00
01-2-1150-1190 PRRD Vehicles	800	800	
<b>Total 2-1150 Allocations</b>	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
<b>Total 2-2930 Fort St. John Fire</b>	699,025	699,025	711,759.00
TOTAL EXPENDITURES	715,424	721,479	739,787.00
Surplus / Deficit	(11,896)		

# EXHIBIT 27

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

Category  
[1-2413](#)

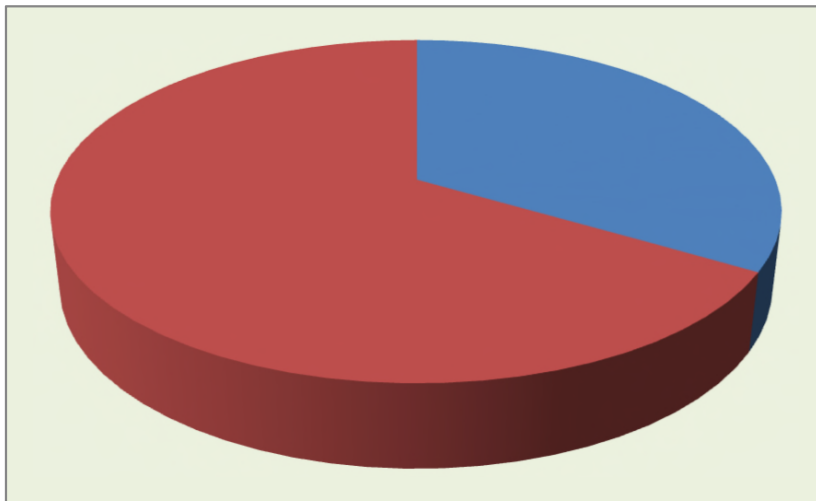
**Basis of Apportionment:** Converted Hospital Assessments - Improvements ONLY

**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%
<b>Total</b>	<b>638,934.00</b>		<b>46,970,114</b>	<b>100.00%</b>

	<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







# REPORT

To: Chair and Directors

Report Number: CS-BRD-051

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 335 Moberly Lake Rural Fire Draft 2021 Budget**

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

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 (MLVFD) provides fire protection in the Moberly Lake Fire Protection service areas under contract with the Peace River Regional District (PRRD).

The MLVFD also holds two contracts for service with the West Moberly First Nation and the Sauteau First Nation for service in 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 total budget for Moberly Lake Rural Fire is \$164,774. This is a decrease of \$3,285 or 1.95% from 2020.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

Budget highlights:

- Requisition – increase of \$20,443
- Surplus – increase in deficit of \$4,764
- Gas Tax Reserve – increase of \$15,000
- PRA Reserve – decrease of \$33,964

Net sum of overall decrease in revenue is \$3,285.

- Studies, Plans and Assessments – decrease of \$30,264
- Allocations – decrease of \$34
- Contract for Services – increase of \$10,550

Net sum of overall decrease in expenses is \$3,285.

Capital Reserves balance is \$23,931.93.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 335 Moberly Lake Rural Fire Draft Budget and Tax Rate

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



**Run Date: 2/8/21 2:16 PM**

**Page No: 1**

**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			4,764.00
<b>Total 1-0010 Requisition</b>	(92,557)	(92,557)	(108,236.00)
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)
<b>Total 1-0140 Transfer from Reserves</b>	(58,790)	(75,502)	(56,538.00)
TOTAL REVENUES	(151,347)	(168,059)	(164,774.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	5,150	9,413	9,339.00
01-2-1000-1030 Benefits	1,273	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	19,736.00
01-2-1210-0219 Election/referendum cost (ADM FISC)			15,000.00
<b>Total 2-1000 General Expenditures</b>	58,238	70,187	58,886.00
2-1150 Allocations			
01-2-1150-1160 Administration	922	922	1,551.00
01-2-1150-1190 PRRD Vehicles	800	800	137.00
<b>Total 2-1150 Allocations</b>	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
<b>Total 2-2940 Moberly Lake Fire</b>	93,650	93,650	104,200.00
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	2,500	2,500	
<b>Total 2-8100 Transfers to Reserve</b>	2,500	2,500	
TOTAL EXPENDITURES	156,110	168,059	164,774.00
Surplus / Deficit	4,763		

EXHIBIT 23

Category  
[1-2414](#)

Moberly Lake Fire Protection  
Defined Area Electoral Area E

Basis of Apportionment: Converted Hospital Assessments - Land & Improvements

Tax Rate or Other Limitations:

*Bylaws 1074 + 1076, 1996  
Amended by 2036 + 2037, 2012*

Moberly Lake

Greater of \$ 13,750

Max. Product \$ 105,561

Or, the product of \$ 1.9053 per \$1,000 taxable value (L & I)

South Moberly Lake

Greater of \$ 5,250

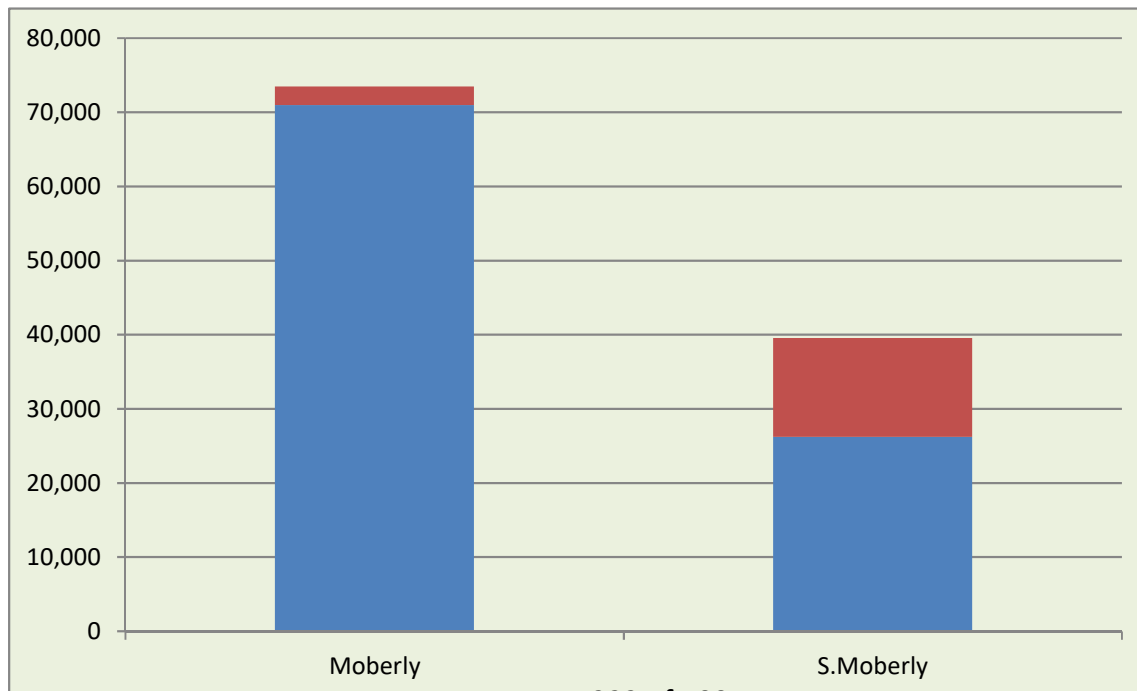
Max. Product \$ 56,312

Or, the product of \$ 1.875 per \$1,000 taxable value (L & I)

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area E - Moberly Lake	73,473.66	1.2993	5,654,849	65.02%
Area E - S. Moberly Lake	39,526.34	1.2993	3,042,117	34.98%
<b>Total</b>	<b>113,000.00</b>	1.2993	<b>8,696,966</b>	100.00%

	<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

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: CS-BRD-052

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 340 Taylor Rural Fire Draft 2021 Budget**

---

The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

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 1<sup>st</sup>, 2020 until December 31<sup>st</sup>, 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 total budget for Taylor Rural Fire is \$252,529. This is an increase of \$3,601 or 1.69% from 2020.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

Budget highlights:

- Requisition - same as 2020 at \$248,928
- Surplus – increase of \$3,601.

Net sum of overall increase in revenue \$3,601.

- General Expenditures – increase of \$2,522
- Allocations – increase of \$1,079
- Contract for service – same as 2020 at \$232,036

Net sum of overall increases in expenses is \$3,601.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 340 Taylor Rural Fire Draft 2021 Budget and Tax Rate



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)
<b>Total 1-0010 Requisition</b>	(248,928)	(248,928)	(248,928.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit			(3,601.00)
<b>Total 1-0020 Surplus/Deficit</b>			(3,601.00)
TOTAL REVENUES	(248,928)	(248,928)	(252,529.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	5,150	9,413	9,339.00
01-2-1000-1030 Benefits	1,273	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
<b>Total 2-1000 General Expenditures</b>	7,161	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	
<b>Total 2-1150 Allocations</b>	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
<b>Total 2-2950 Taylor Rural Fire</b>	232,036	232,036	232,036.00
TOTAL EXPENDITURES	242,792	248,928	252,529.00
Surplus / Deficit	(6,136)		

EXHIBIT 26

Taylor Rural Fire Protection  
Defined Area Electoral Areas C & D

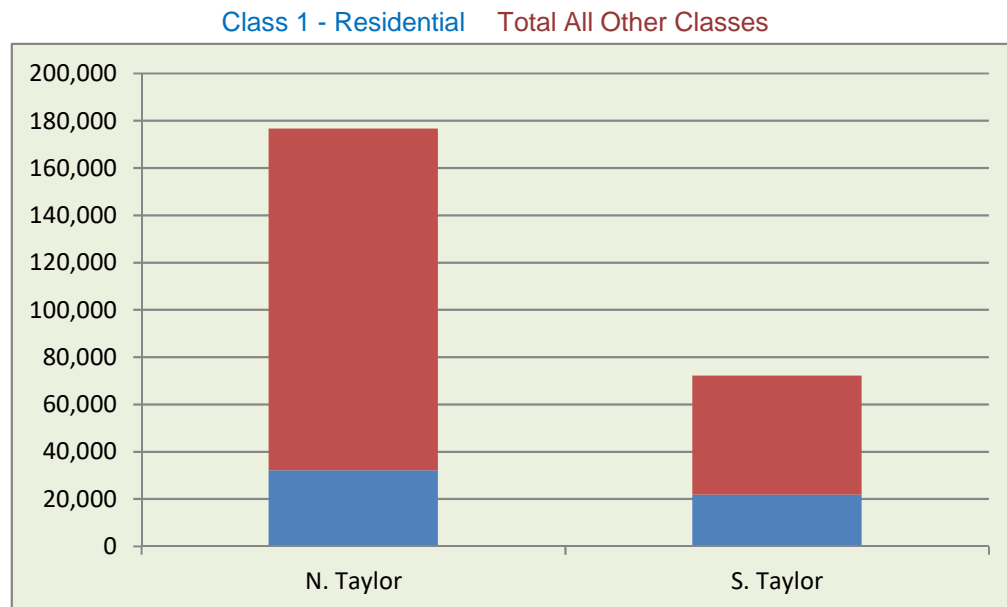
Category  
[1-2415](#)

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 Onl  
Max. Product \$ 273,465

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area C				
Participating area C - North Taylor	176,693.61	1.2614	14,007,888	70.98%
Area D				
Participating area D - South Taylor	72,234.39	1.2614	5,726,587	29.02%
<b>Total</b>	<b>248,928.00</b>	<b>1.2614</b>	<b>19,734,475</b>	<b>100.00%</b>

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







# REPORT

To: Chair and Directors

Report Number: CS-BRD-053

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 345 Tomslake Fire Draft 2021 Budget**

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

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 (TDVFD) to provide fire protection in the Tomslake Fire Protection area as per Bylaw 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 TDVFD submits a budget to the Peace River Regional District for consideration to operate the fire department.

The overall draft budget is \$128,313. This is an increase of \$7,500 or 6.20% from 2020.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

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

Budget highlights:

- Requisition – Same as 2020, \$111,243
- Surplus - \$7,500 to offset requisition
- PRA Reserve - \$9,570 to purchase mobile CAD units for the fire department apparatus.

Net sum of overall increase in revenue is \$7,500.

- General Expenditures – increase of \$5,918
- Allocations – decrease of \$548
- Contract for services – increase of \$2,130

Net sum of overall increase in expenses is \$7,500.

Operating Reserve balance is \$38,985.72.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

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

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



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**General Operating Fund**

**345 Toms Lake Fire**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(111,243)	(111,243)	(111,243.00)
<b>Total 1-0010 Requisition</b>	(111,243)	(111,243)	(111,243.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit			(7,500.00)
<b>Total 1-0020 Surplus/Deficit</b>			(7,500.00)
1-0070 Investment Income			
01-1-0070-0071 Interest on Reserves	(336)		
<b>Total 1-0070 Investment Income</b>	(336)		
1-0140 Transfer from Reserves			
01-1-0140-0145 Peace River Agreement Reserve		(9,570)	(9,570.00)
<b>Total 1-0140 Transfer from Reserves</b>		(9,570)	(9,570.00)
<b>TOTAL REVENUES</b>	(111,579)	(120,813)	(128,313.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	5,150	9,413	9,339.00
01-2-1000-1030 Benefits	1,273	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	10,023.00
01-2-1000-4403 Licensing		750	1,262.00
01-2-1000-5140 Minor Capital		9,570	10,754.00
<b>Total 2-1000 General Expenditures</b>	12,543	30,392	36,310.00
2-1150 Allocations			
01-2-1150-1160 Administration	1,751	1,751	2,003.00
01-2-1150-1190 PRRD Vehicles	800	800	
<b>Total 2-1150 Allocations</b>	2,551	2,551	2,003.00
2-2960 Toms Lake Fire			
01-2-2960-3100 Contract for Services	88,070	87,870	90,000.00
<b>Total 2-2960 Toms Lake Fire</b>	88,070	87,870	90,000.00
2-8100 Transfers to Reserve			
01-2-8100-8150 Interest on reserves	336		
<b>Total 2-8100 Transfers to Reserve</b>	336		
<b>TOTAL EXPENDITURES</b>	103,500	120,813	128,313.00
Surplus / Deficit	(8,079)		

# EXHIBIT 35

## Tomslake Rural Fire Protection Defined Area of Electoral Area D

Category  
[1-2416](#)

**Basis of Apportionment:** Converted Hospital Assessment - Land & Improvements

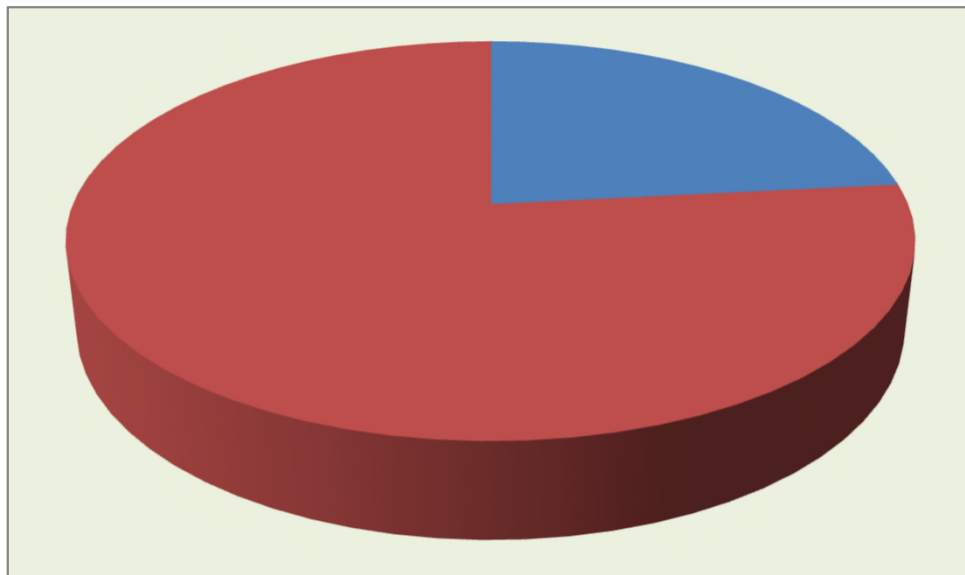
**Tax Rate or Other Limitations:**  
*Bylaw No. 1080, 1997*

Greater of \$ 24,360 *Max. Product \$ 208,159*  
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	111,243.00	0.2968	37,476,219	100.00%
<b>Total</b>	<b>111,243.00</b>		<b>37,476,219</b>	<b>100.00%</b>

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	111,243		-
Assessment	37,773,988	-0.79%	(297,769)
Tax Rate	0.2945	0.79%	0.002

Class 1 - Residential    Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: ENV-BRD-026

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 430 Rolla Creek Dyking 2021 Draft Budget**

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: [Corporate Weighted]**

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 decrease of \$32,051 or 51.3% 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.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness

**FINANCIAL CONSIDERATION(S):**

Highlights of increases and decreases in the 2021 draft budget are provided below:

- 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.

The balance of the Rolla Creek Dyking operational reserve, including the 2020 surplus, is \$487 and there is no capital reserve.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**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 amend bylaw to increase operational expenditure to a maximum of \$35,000.
2. Seek Ministry approval of bylaw amendment, 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 Dyking 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)
<b>Total 1-0010 Requisition</b>	(1,875)	(1,875)	(1,500.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	1,359	1,360	
<b>Total 1-0020 Surplus/Deficit</b>	1,359	1,360	
1-0070 Investment Income			
01-1-0070-0071 Interest on Reserves	(2)		
<b>Total 1-0070 Investment Income</b>	(2)		
1-0140 Transfer from Reserves			
01-1-0140-0145 Peace River Agreement Reserve	(33,036)	(61,960)	(28,924.00)
<b>Total 1-0140 Transfer from Reserves</b>	(33,036)	(61,960)	(28,924.00)
<b>TOTAL REVENUES</b>	(33,554)	(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	6,245.00
01-2-1000-6010 Operations	24,835	11,899	4,036.00
<b>Total 2-1000 General Expenditures</b>	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
<b>Total 2-1150 Allocations</b>	54	54	4,835.00
2-8100 Transfers to Reserve			
01-2-8100-8120 Operating Reserve			
01-2-8100-8150 Interest on reserves	2		
<b>Total 2-8100 Transfers to Reserve</b>	2		
<b>TOTAL EXPENDITURES</b>	33,228	62,475	30,424.00
Surplus / Deficit	(326)		

## EXHIBIT 39

Rolla Creek Dyking  
Participating Area of Electoral Area D

Category  
[1-6240](#)

**Basis of Apportionment:** Parcel Tax

**Tax Rate or Other Limitations:** \$1,875 maximum  
*Bylaw No. 2367, 2019*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Electoral Area D Participating Area	1,500		Parcel Tax	
<b>Total</b>	<b>1,500</b>			

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Parcel Tax	1,875	-20.0%	(375)





# REPORT

To: Chair and Directors

Report Number: FN-BRD-041

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 505 Area E Scramblevision Draft 2021 Budget**

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: [Corporate Weighted]**

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 Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

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

- Requisition – decrease of \$109,533
- Surplus – increase of \$35

Net sum of the above decrease in revenue is \$109,498.

- 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 \$109,498.

**OTHER CONSIDERATION(S):** None.

Attachments:

1. Function 505 Area E Scramblevision Draft 2021 Budget



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)	(46,085.00)
<b>Total 1-0010 Requisition</b>	(155,618)	(155,618)	(46,085.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(150)	(150)	(185.00)
<b>Total 1-0020 Surplus/Deficit</b>	(150)	(150)	(185.00)
TOTAL REVENUES	(155,768)	(155,768)	(46,270.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	1,960	1,979	2,200.00
01-2-1000-1030 Benefits	449	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
<b>Total 2-1000 General Expenditures</b>	152,802	152,987	42,295.00
2-1150 Allocations			
01-2-1150-1160 Administration	2,781	2,781	3,975.00
<b>Total 2-1150 Allocations</b>	2,781	2,781	3,975.00
TOTAL EXPENDITURES	155,583	155,768	46,270.00
Surplus / Deficit	(185)		

# EXHIBIT 22

Category  
1-7510

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

**Basis of Apportionment:** Converted Hospital Assessments - Improvements ONLY

### **Tax Rate or Other Limitations:**

*Bylaw 724, 1991*

Greater of \$ 202,000  
Or, the product of \$ 2.73 per \$1,000 taxable value (L&I per

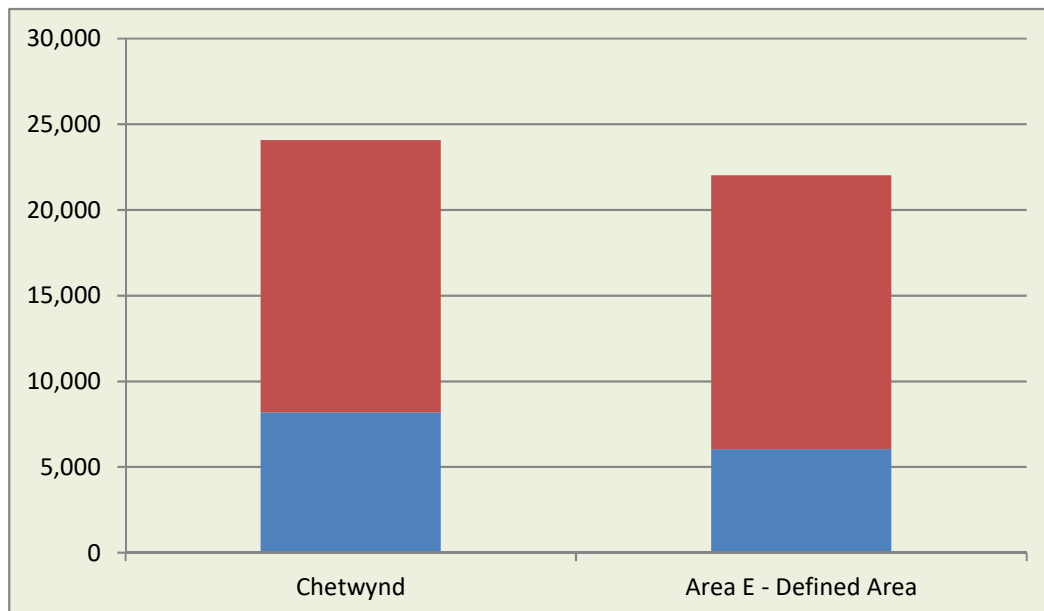
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Chetwynd	24,072	0.0453	53,090,220	52.23%
Area E - Defined Area	22,013	0.0453	48,549,418	47.77%
<b>Total</b>	<b>46,085</b>	0.0453	<b>101,639,638</b>	100.00%

Municipal Requisition:	24,072
Electoral Area Requisition:	22,013
Total Requisition:	46,085

After Prior Year Adj

	<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	155,618		-70.39%	(109,533)
Assessment	100,184,047		1.45%	1,455,591
Tax Rate	0.1553		-70.81%	(0.1100)

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: FN-BRD-042

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 510 Chetwynd TV Draft 2021 Budget**

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

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 Regional Board 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 \$33,145
- Surplus – increase of \$60

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 and Tax Rate

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



**Run Date: 2/8/21 11:11 AM**

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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)	(15,135.00)
<b>Total 1-0010 Requisition</b>	(48,280)	(48,280)	(15,135.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(160)	(160)	(220.00)
<b>Total 1-0020 Surplus/Deficit</b>	(160)	(160)	(220.00)
TOTAL REVENUES	(48,440)	(48,440)	(15,355.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	1,960	1,979	2,000.00
01-2-1000-1030 Benefits	449	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
<b>Total 2-1000 General Expenditures</b>	47,778	47,998	14,100.00
2-1150 Allocations			
01-2-1150-1160 Administration	442	442	1,255.00
<b>Total 2-1150 Allocations</b>	442	442	1,255.00
TOTAL EXPENDITURES	48,220	48,440	15,355.00
Surplus / Deficit	(220)		

# 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*

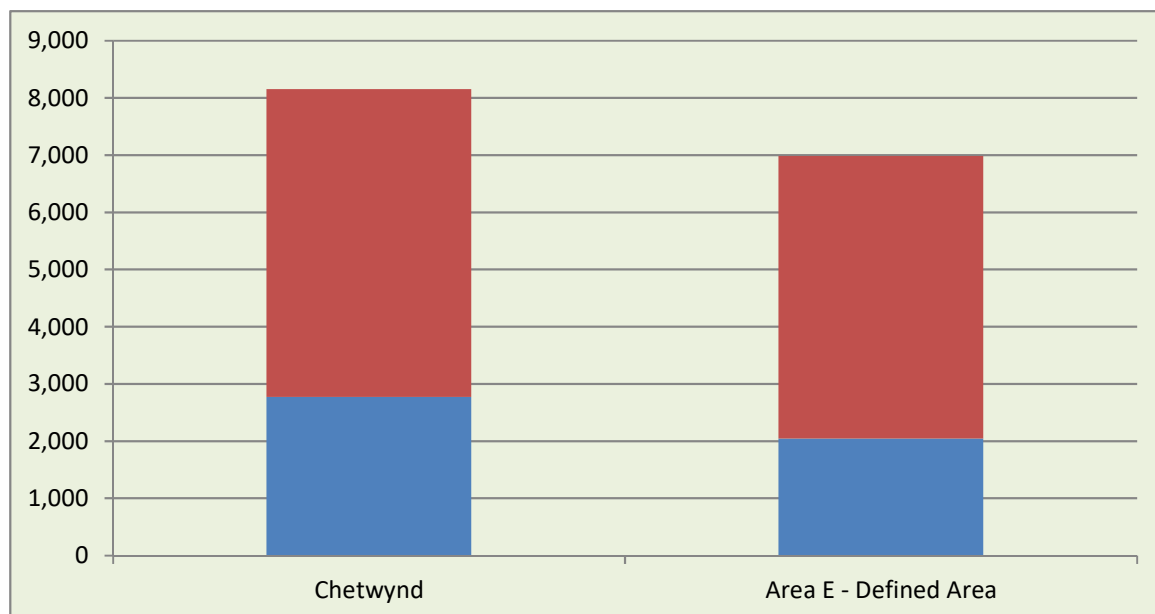
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Chetwynd	8,152	0.0154	53,090,220	53.86%
Area E - Defined Area	6,983	0.0154	45,480,716	46.14%
<b>Total</b>	<b>15,135</b>	0.0154	<b>98,570,936</b>	<b>100.00%</b>

Municipal Requisition:	8,152
Electoral Area Requisition:	6,983
Total Requisition:	15,135

*After Prior Year Adj*

	<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	48,280		-68.65%	(33,145)
Assessment	97,182,812		1.43%	1,388,124
Tax Rate	0.0497		-69.09%	(0.0343)

Class 1 - Residential    Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: ENV-BRD-027

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 525 North Pine TV 2021 Draft Budget**

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: *[Corporate Weighted]***

That the Regional Board include the draft 2021 budget for Function 525 – North Pine 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 \$56,000. This is an increase of \$26,003 or 86.69% from 2020. \$50,000 of the budget is the result of a pre-approved Area B - PRA allocation, as per approval given at the December 17, 2020 Rural Budgets Administration Committee to allocate \$50,000 in PRA funding for a condition assessment. The \$50,000 allocation will be used to conduct a condition assessment of the existing infrastructure, as part of the asset management program in 2021.

This function does not utilize any requisition funds<sup>1</sup>. It is currently operationally sustained by two rental agreements which generate \$6,000 in annual revenue.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

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

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<sup>1</sup> 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](#)



**FINANCIAL CONSIDERATION(S):**

Highlights of increases and decreases in the 2021 draft budget are provided below:

- Funding Sources:
  - Recovered Costs – no change
  - Transfer from PRA – increase of \$50,000
- Operations:
  - Insurance – increase of \$231
  - General operations – decrease of \$24,701
  - Allocations – increase of \$1,173.

Net sum of the overall increases is \$26,003.

The balance of the North Pine TV operational reserve is \$26,118 and there is no capital reserve.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. Function 525 North Pine TV 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			
<b>Total 1-0020 Surplus/Deficit</b>			
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(6,000)	(6,000)	(6,000.00)
<b>Total 1-0040 Recovery of Costs</b>	(6,000)	(6,000)	(6,000.00)
1-0070 Investment Income			
01-1-0070-0071 Interest on Reserves	(426)		
<b>Total 1-0070 Investment Income</b>	(426)		
1-0140 Transfer from Reserves			
01-1-0140-0140 Operating Reserve	(6,153)	(23,997)	
01-1-0140-0145 Peace River Agreement Reserve			(50,000.00)
<b>Total 1-0140 Transfer from Reserves</b>	(6,153)	(23,997)	(50,000.00)
TOTAL REVENUES	(12,579)	(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	493	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
<b>Total 2-1000 General Expenditures</b>	11,983	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			
<b>Total 2-1150 Allocations</b>	171	171	1,344.00
2-8100 Transfers to Reserve			
01-2-8100-8150 Interest on reserves	426		
<b>Total 2-8100 Transfers to Reserve</b>	426		
TOTAL EXPENDITURES	12,580	29,997	56,000.00
Surplus / Deficit	1		



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-028

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 601 Charlie Lake Sewer Draft 2021 Budget**

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: [Corporate Weighted]**

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 12<sup>th</sup> 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, a 22.67% decrease from 2020. This is primarily due to a reduction in overall expenses.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board 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 \$31,000.

Net sum of the decrease in overall revenue is \$308,407.

**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.

Net sum of the decrease in overall expense is \$308,407.

**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.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 601 Charlie Lake Sewer Draft 2021 Budget and Parcel Tax.

**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)
<b>Total 1-0010 Requisition</b>	(71,258)	(71,258)	(71,258.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	(491,907)	(491,907)	(200,000.00)
<b>Total 1-0020 Surplus/Deficit</b>	(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)	
<b>Total 1-0050 Fees and Permits</b>		(30,500)	
1-0060 User Fees			
02-1-0060-0060 User Fees	(147,240)	(145,500)	(160,000.00)
<b>Total 1-0060 User Fees</b>	(147,240)	(145,500)	(160,000.00)
1-0070 Investment Income			
02-1-0070-0071 Interest on Reserves	(5,094)		
<b>Total 1-0070 Investment Income</b>	(5,094)		
1-0140 Transfer from Reserves			
02-1-0140-0145 PRA Reserve			
<b>Total 1-0140 Transfer from Reserves</b>			
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)	
<b>Total 1-7100 Sewage Truck Receiving Facility</b>	(776,630)	(675,500)	(675,000.00)
TOTAL REVENUES	(1,492,129)	(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	1,652	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	77,562	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

**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
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
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	89,080	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
<b>Total 2-1000 General Expenditures</b>	<b>335,060</b>	<b>281,564</b>	<b>254,701.00</b>
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
<b>Total 2-1150 Allocations</b>	<b>27,252</b>	<b>27,252</b>	<b>31,166.00</b>
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	66,019	100,000	139,400.00
<b>Total 2-7000 Sewer Operations</b>	<b>83,145</b>	<b>108,000</b>	<b>158,453.00</b>
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	
<b>Total 2-7100 Sewage Truck Receiving Facility</b>	<b>667,511</b>	<b>818,617</b>	<b>661,938.00</b>
2-8100 Transfers to Reserve			
02-2-8100-8110 Capital Reserve	149,232	149,232	
02-2-8100-8150 Interest on Reserves	5,094		
02-2-8100-8200 DCC Reserve		30,000	
<b>Total 2-8100 Transfers to Reserve</b>	<b>154,326</b>	<b>179,232</b>	
<b>TOTAL EXPENDITURES</b>	<b>1,267,294</b>	<b>1,414,665</b>	<b>1,106,258.00</b>
CAPITAL REVENUES			
02-7-0140-0145 PRA Reserve		-100,000	-100,000
<b>TOTAL CAPITAL REVENUES</b>			
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
02-8-8500-8503 Engineering Structures	0	100,000	-100,000



General Operating Fund

601 Charlie Lake Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
Total 8-8500 Transfer to General Capital Fund	0	100,000	-100,000
TOTAL CAPITAL EXPENDITURES	0	100,000	-100,000
Surplus / Deficit	(224,835)	100,000	-100,000

EXHIBIT 44

Charlie Lake Sewer  
Defined Area of Electoral Area C

Category  
[2-4201](#)

Basis of Apportionment:

Parcel Tax

Tax Rate or Other Limitations:

*Bylaw No. 691, 1990*

Greater of \$ 173,000  
Or, the product of \$ 12.357 per \$1,000 taxable value (L&I)

*Max. Product \$ 3,251,230*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
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Area C - Defined Area

71,258

Parcel Tax

Total

71,258

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Parcel Tax	71,258		-





# REPORT

To: Chair and Directors

Report Number: ENV-BRD-029

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 602 Chilton Subdivision Sewer 2021 Draft Budget**

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: [Corporate Weighted]**

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, an increase of 28,202 or 33.8% 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.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

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

**FINANCIAL CONSIDERATION(S):**

Highlights of increases and decreases in the 2021 draft budget are provided below:

- Funding Sources:
  - Parcel Tax – \$35,000 (no change).
  - PRA – decrease of \$50,000.
  - Deficit – decrease of \$1,553.

Net sum of the increase in overall revenue is \$28,202.

- 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 increase in overall expense is \$28,202.

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

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 602 Chilton Sewer Draft 2021 Budget and Parcel Tax

**Peace River Regional District  
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)
<b>Total 1-0010 Requisition</b>	(35,000)	(35,000)	(35,000.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	1,553	1,553	
<b>Total 1-0020 Surplus/Deficit</b>	1,553	1,553	
1-0070 Investment Income			
02-1-0070-0071 Interest on Reserves	(400)		
<b>Total 1-0070 Investment Income</b>	(400)		
1-0120 Administration			
02-1-0120-8160 PRA Reserve		(50,000)	
02-1-0120-8220 Gas Tax Reserve			(50,000.00)
<b>Total 1-0120 Administration</b>		(50,000)	(50,000.00)
1-0140 Transfer from Reserves			
02-1-0140-0145 PRA Reserve	(23,351)		(26,649.00)
<b>Total 1-0140 Transfer from Reserves</b>	(23,351)		(26,649.00)
TOTAL REVENUES	(57,198)	(83,447)	(111,649.00)
EXPENDITURES			
2-1000 General Expenditures			
02-2-1000-1010 Wages - Full Time	3,594	3,715	1,384.00
02-2-1000-1030 Benefits	786	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	1,032	1,450	1,100.00
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
<b>Total 2-1000 General Expenditures</b>	30,990	60,451	84,057.00
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
<b>Total 2-1150 Allocations</b>	2,517	2,517	6,180.00
2-7000 Sewer Operations			



General Operating Fund

602 Chilton Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
02-2-7000-4250 Charges - Sewer Oper	17,763	16,830	18,000.00
02-2-7000-6010 Operations	1,409	3,649	3,412.00
02-2-7100-8110 Capital Reserve			
<b>Total 2-7000 Sewer Operations</b>	<b>19,172</b>	<b>20,479</b>	<b>21,412.00</b>
2-8100 Transfers to Reserve			
02-2-8100-8150 Interest on Reserves	400		
<b>Total 2-8100 Transfers to Reserve</b>	<b>400</b>		
TOTAL EXPENDITURES	53,079	83,447	111,649.00
Surplus / Deficit	(4,119)		

EXHIBIT 46

Category  
[3-4202](#)

**Chilton Subdivision Sewer  
Defined Area of Electoral Area D**

**Basis of Apportionment:**

Parcel Tax

**Tax Rate or Other Limitations:**

\$ 35,000 Per Bylaw

*Bylaw No. 1328, 2000*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area D - Defined Area	35,000		Parcel Tax	
<b>Total</b>	<b>35,000</b>			

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Parcel Tax	35,000		-



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-030

From: Rural Budgets Administration Committee

Date: February 17, 2021

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

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

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, an increase of \$776,649 or 651.39% 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.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board 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 2021 draft budget are provided below.

- 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.

The balance of the operational reserve is \$52,150 and 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 2021 Draft Budget and Parcel Tax

**Peace River Regional District  
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)
<b>Total 1-0010 Requisition</b>	(25,753)	(25,753)	(30,753.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	(7,477)	(7,476)	6,917.00
<b>Total 1-0020 Surplus/Deficit</b>	(7,477)	(7,476)	6,917.00
1-0060 User Fees			
02-1-0060-0060 User Fees	(44,514)	(36,000)	(39,000.00)
<b>Total 1-0060 User Fees</b>	(44,514)	(36,000)	(39,000.00)
1-0070 Investment Income			
02-1-0070-0071 Interest on Reserves	(692)		
<b>Total 1-0070 Investment Income</b>	(692)		
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)
<b>Total 1-0140 Transfer from Reserves</b>	(50,000)	(50,000)	(33,042.00)
TOTAL REVENUES	(128,436)	(119,229)	(95,878.00)
EXPENDITURES			
2-1000 General Expenditures			
02-2-1000-1010 Wages - Full Time	2,399	2,768	13,510.00
02-2-1000-1030 Benefits	621	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	15,060.00
02-2-1000-3010 Travel		200	200.00
02-2-1000-3020 Meals	60		180.00
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	68,778	50,000	
<b>Total 2-1000 General Expenditures</b>	74,333	67,682	36,783.00
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
<b>Total 2-1150 Allocations</b>	1,471	1,471	4,020.00
2-7000 Sewer Operations			
02-2-7000-4250 Charges - Sewer Oper	44,762	36,000	39,000.00
02-2-7000-6010 Operations	19		16,075.00
<b>Total 2-7000 Sewer Operations</b>	44,781	36,000	55,075.00





General Operating Fund

603 FSJ Airport Sub Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
2-8100 Transfers to Reserve			
02-2-8100-8110 Capital Reserve	14,076	14,076	
02-2-8100-8150 Interest on Reserves	692		
<b>Total 2-8100 Transfers to Reserve</b>	14,768	14,076	
TOTAL EXPENDITURES	135,353	119,229	95,878.00
CAPITAL REVENUES			
7-0120 Transfer from Reserves			
02-7-0120-8110 Capital Reserve			(10,911.00)
02-7-0120-8160 PRA Reserve			(789,089.00)
<b>Total 7-0120 Transfer from Reserves</b>			(800,000.00)
TOTAL CAPITAL REVENUES			(800,000.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
02-8-8500-8503 Engineering Structures			800,000.00
<b>Total 8-8500 Transfer to General Capital Fund</b>			800,000.00
TOTAL CAPITAL EXPENDITURES			800,000.00
Surplus / Deficit	6,917		

EXHIBIT 41

Fort St. John Airport Sub Sewer  
Specified Area of Electoral Area C

Category  
[4-4203](#)

Basis of Apportionment:

Parcel Tax

Tax Rate or Other Limitations:

None

*Bylaw No. 658, 1990*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area C - Specified Area	30,753		Parcel Tax	
<b>Total</b>	<b>30,753</b>			

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Parcel Tax	25,753	19.4%	5,000



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-032

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 604 Friesen Subdivision Sewer 2021 Draft Budget**

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: [Corporate Weighted]**

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 an increase of \$48,210 or 274.49% 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.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

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

**FINANCIAL CONSIDERATION(S):**

Highlights of increases and decreases in the 2021 draft budget are provided below:

- 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 overall increase in revenue is \$48,210.

- 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 overall expenses is \$48,210.

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

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 604 Friesen Subdivision Sewer 2021 Draft Budget and Parcel Tax

**Peace River Regional District  
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)
<b>Total 1-0010 Requisition</b>	(7,500)	(7,500)	(7,650.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	(3,943)	(3,943)	(2,003.00)
<b>Total 1-0020 Surplus/Deficit</b>	(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)
<b>Total 1-0060 User Fees</b>	(5,425)	(6,120)	(56,120.00)
1-0070 Investment Income			
02-1-0070-0071 Interest on Reserves	(258)		
<b>Total 1-0070 Investment Income</b>	(258)		
TOTAL REVENUES	(17,126)	(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
<b>Total 2-1000 General Expenditures</b>	886	4,024	53,668.00
2-1150 Allocations			
02-2-1150-1160 Administration	84	84	129.00
<b>Total 2-1150 Allocations</b>	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
<b>Total 2-7000 Sewer Operations</b>	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	
02-2-8100-8150 Interest on Reserves	258		
<b>Total 2-8100 Transfers to Reserve</b>	5,593	5,335	3,856.00
TOTAL EXPENDITURES	11,990	17,563	65,773.00
Surplus / Deficit	(5,136)		

EXHIBIT 38

Friesen Sewer

Category  
[5-4204](#)

Basis of Apportionment:

Parcel Tax

Tax Rate or Other Limitations:

Maximum \$17,000 annually via parcel tax

*Bylaw No. 1609, 2005*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area D - Participating Area	7,650		Parcel Tax	
<b>Total</b>	<b>7,650</b>	<b>\$</b>	<b>-</b>	

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Parcel Tax	7,500	2.0%	150



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-033

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 605 Harper Imperial Subdivision Sewer 2021 Draft Budget**

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: [Corporate Weighted]**

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 \$161,240, an increase of \$16,743 or 11.59% 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.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

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

**FINANCIAL CONSIDERATION(S):**

Highlights of increases and decreases in the 2021 draft budget are provided below:

- Funding Sources:
  - Parcel Tax – \$61,404 (no change)
  - Surplus – decrease of \$2,975
  - Gas Tax – increase of \$50,000
  - User Fees – increase of \$2,500
  - PRA – decrease of \$26,664

Net sum of overall increase in revenue is \$16,743.

- 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.

Net sum of overall increase in expenses is \$16,743.

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

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 605 Harper Imperial Subdivision Sewer Draft 2021 Budget and Parcel Tax



**Peace River Regional District**  
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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)
<b>Total 1-0010 Requisition</b>	(61,404)	(61,404)	(61,404.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	(10,604)	(10,475)	(7,500.00)
<b>Total 1-0020 Surplus/Deficit</b>	(10,604)	(10,475)	(7,500.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs			
02-1-0040-0000 Recovery of Costs	(4,920)		
<b>Total 1-0040 Recovery of Costs</b>	(4,920)		
1-0060 User Fees			
02-1-0060-0060 User Fees	(20,317)	(16,500)	(19,000.00)
<b>Total 1-0060 User Fees</b>	(20,317)	(16,500)	(19,000.00)
1-0070 Investment Income			
02-1-0070-0071 Interest on Reserves	(209)		
<b>Total 1-0070 Investment Income</b>	(209)		
1-0110 M.F.A Funding			
02-1-0110-0112 Actuarial Contributions	(7,141)		
02-1-0110-0113 Actuarial Contributions	(115)	(6,118)	
<b>Total 1-0110 M.F.A Funding</b>	(7,256)	(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)
<b>Total 1-0140 Transfer from Reserves</b>	(33,073)	(50,000)	(73,336.00)
TOTAL REVENUES	(137,783)	(144,497)	(161,240.00)
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	1,029	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		600.00
02-2-1000-5010 Advertising Services		1,000	1,000.00

**Peace River Regional District**  
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**General Operating Fund**

**605 Harper Imperial Sewer**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
02-2-1000-5060 Studies, Plans and Assessments			50,000.00
02-2-1000-5140 Minor Capital	26,664	32,500	13,336.00
<b>Total 2-1000 General Expenditures</b>	<b>30,600</b>	<b>47,751</b>	<b>76,898.00</b>
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
<b>Total 2-1150 Allocations</b>	<b>2,710</b>	<b>2,710</b>	<b>6,180.00</b>
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
<b>Total 2-7000 Sewer Operations</b>	<b>27,815</b>	<b>26,500</b>	<b>28,391.00</b>
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	7,141	6,118	
<b>Total 2-8000 M.F.A</b>	<b>45,134</b>	<b>44,111</b>	<b>37,993.00</b>
2-8100 Transfers to Reserve			
02-2-8100-8110 Capital Reserve	12,950	12,950	11,778.00
02-2-8100-8120 Operating Reserve	10,475	10,475	
02-2-8100-8150 Interest on Reserves	209		
<b>Total 2-8100 Transfers to Reserve</b>	<b>23,634</b>	<b>23,425</b>	<b>11,778.00</b>
<b>TOTAL EXPENDITURES</b>	<b>129,893</b>	<b>144,497</b>	<b>161,240.00</b>
Surplus / Deficit	(7,890)		

EXHIBIT 47

Harper Imperial Sewer

Category  
[6-4205](#)

Basis of Apportionment:

Parcel Tax

Tax Rate or Other Limitations:

Maximum \$100,800 annually via parcel tax

*Bylaw No. 1878, 2010*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area D - Participating Area	61,404		Parcel Tax	
<b>Total</b>	<b>61,404</b>	<b>\$</b>	<b>-</b>	

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Parcel Tax	61,404		-



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-034

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 606 Kelly Lake Sewer Draft 2021 Budget**

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

## **RECOMMENDATION: [Corporate Weighted]**

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, an increase of \$46,098 or 39.35% 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 Regional Board 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 – increase in deficit of \$2,452.
- Transfer from operating reserve – increase of \$21,039.
- PRA – increase of \$11,495.

Net sum of overall increase in revenue is \$46,098.

**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.

Net sum of overall increase in expenses is \$46,098.

**Operating Reserve**

- The balance of the operational reserve 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 (which comprises 21 properties), staff will compile a notification letter to send out to residents to inform them of the proposed increase to requisition and the reasons for the increase. Residents within the benefitting area will receive the document in advance of the tax notices, which go out before the end of Q2 2021.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 606 Kelly Lake Sewer Draft 2021 Budget and Parcel Tax.

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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)
<b>Total 1-0010 Requisition</b>	(18,750)	(18,750)	(23,437.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	11,329	11,329	2,452.00
<b>Total 1-0020 Surplus/Deficit</b>	11,329	11,329	2,452.00
1-0070 Investment Income			
02-1-0070-0071 Interest on Reserves	(358)		
<b>Total 1-0070 Investment Income</b>	(358)		
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			
<b>Total 1-0140 Transfer from Reserves</b>	(88,505)	(109,731)	(142,265.00)
TOTAL REVENUES	(96,284)	(117,152)	(163,250.00)
EXPENDITURES			
2-1000 General Expenditures			
02-2-1000-1010 Wages - Full Time	25,761	27,131	31,569.00
02-2-1000-1030 Benefits	5,805	7,057	8,712.00
02-2-1000-1040 WCB			458.00
02-2-1000-2030 Phone/Internet	513	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	
02-2-1000-2150 Electricity	1,854	1,000	1,900.00
02-2-1000-3010 Travel		200	
02-2-1000-3020 Meals	714	1,200	200.00
02-2-1000-3030 Training & Development	696	1,000	476.00
02-2-1000-3040 Conferences & Seminars		1,000	500.00
02-2-1000-3100 Contract for Services	1,060		1,249.00
02-2-1000-5010 Advertising Services		1,000	
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	
<b>Total 2-1000 General Expenditures</b>	82,139	91,473	148,607.00
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
<b>Total 2-1150 Allocations</b>	11,181	11,181	14,643.00



General Operating Fund

606 Kelly Lake Sewer

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
2-7000 Sewer Operations			
02-2-7000-6010 Operations	5,058	14,498	
<b>Total 2-7000 Sewer Operations</b>	<b>5,058</b>	<b>14,498</b>	
2-8100 Transfers to Reserve			
02-2-8100-8150 Interest on Reserves	358		
<b>Total 2-8100 Transfers to Reserve</b>	<b>358</b>		
<b>TOTAL EXPENDITURES</b>	<b>98,736</b>	<b>117,152</b>	<b>163,250.00</b>
Surplus / Deficit	2,452		

Kelly Lake Sewer  
Defined Area of Electoral Area D

Basis of Apportionment: Parcel Tax

Tax Rate or Other Limitations: \$ 18,750 exclusive of debt servicing costs  
*Bylaw No. 1885, 2010*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area D - Defined Area	23,437		Parcel Tax	
Total	23,437			

Last Year		Change %	Change \$
Parcel Tax	18,750	25.0%	4,687





# REPORT

To: Chair and Directors

Report Number: ENV-BRD-035

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 607 Rolla Sewer Draft 2021 Budget**

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: [Corporate Weighted]**

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 \$707,490 inclusive of both capital and operational activities. This is an increase of \$587,205 or 488.18% 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 infrastructure replacement based on the 2020 condition assessment for the treatment facility portion of this function. Additionally, a \$50,000 Area D – PRA allocation was approved to fund the 2021 condition assessment on this function's collection facility portion.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

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

**FINANCIAL CONSIDERATION(S):**

Highlights of increases and decreases in the 2021 draft budget are provided below:

- Operational Funding Sources:
  - Parcel Tax – \$75,010 (no change)
  - Surplus – increase of deficit of \$11,328
  - Transfer from operating reserve – increase of \$6,608
  - Gas Tax – increase of \$26,000
  - PRA – \$50,000 (no change)

Net sum of overall increase in operational revenue is \$26,005.

- 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

Net sum of overall increase in operational expenses is \$26,005.

- Capital Funding Sources:
  - Gas Tax – increase of \$561,200.
- Capital Expenditures:
  - Capital Infrastructure – increase of \$561,200.

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

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. Function 607 Rolla Sewer Draft 2021 Budget and Parcel Tax.

**Peace River Regional District**  
**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)
<b>Total 1-0010 Requisition</b>	(75,010)	(75,010)	(75,010.00)
1-0020 Surplus/Deficit			
02-1-0020-0020 Surplus/Deficit	4,726	4,725	11,328.00
<b>Total 1-0020 Surplus/Deficit</b>	4,726	4,725	11,328.00
1-0070 Investment Income			
02-1-0070-0071 Interest on Reserves	(101)		
<b>Total 1-0070 Investment Income</b>	(101)		
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)
<b>Total 1-0140 Transfer from Reserves</b>	(50,000)	(50,000)	(82,608.00)
TOTAL REVENUES	(120,385)	(120,285)	(146,290.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-3020 Meals			
02-2-1000-1010 Wages - Full Time	20,967	22,033	26,910.00
02-2-1000-1030 Benefits	4,708	5,714	7,668.00
02-2-1000-1040 WCB			390.00
02-2-1000-2030 Phone/Internet	514	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	738	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		2,672.00
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
<b>Total 2-1000 General Expenditures</b>	118,151	103,326	132,968.00
2-1150 Allocations			

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



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**General Operating Fund**

**607 Rolla Sewer**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
02-2-1150-1160 Administration	237	237	1,164.00
02-2-1150-1190 PRRD Vehicles	10,722	10,722	12,158.00
<b>Total 2-1150 Allocations</b>	<b>10,959</b>	<b>10,959</b>	<b>13,322.00</b>
2-2007 Boundary			
03-2-2007-6010 Operations - Boundary			
<b>Total 2-2007 Boundary</b>			
2-7000 Sewer Operations			
02-2-7000-4250 Charges - Sewer Oper	231		
02-2-7000-6010 Operations	2,272	6,000	
02-2-7100-8110 Capital Reserve			
<b>Total 2-7000 Sewer Operations</b>	<b>2,503</b>	<b>6,000</b>	
2-8100 Transfers to Reserve			
02-2-8100-8150 Interest on Reserves	101		
<b>Total 2-8100 Transfers to Reserve</b>	<b>101</b>		
<b>TOTAL EXPENDITURES</b>	<b>131,714</b>	<b>120,285</b>	<b>146,290.00</b>
CAPITAL REVENUES			
7-0030 Grants			
02-7-0030-0033 Gas Tax			(561,200.00)
<b>Total 7-0030 Grants</b>			<b>(561,200.00)</b>
<b>TOTAL CAPITAL REVENUES</b>			<b>(561,200.00)</b>
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
02-8-8500-8503 Engineering Structures			561,200.00
<b>Total 8-8500 Transfer to General Capital Fund</b>			<b>561,200.00</b>
<b>TOTAL CAPITAL EXPENDITURES</b>			<b>561,200.00</b>
Surplus / Deficit	11,329		

Rolla Sewer  
Specified Area of Electoral Area D

Basis of Apportionment: Frontage Tax

Tax Rate or Other Limitations: None  
*Bylaw No. 661, 1990*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area D - Specified Area	75,010		Frontage Tax	
Total	75,010			

<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Parcel Tax 75,010		-



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-036

From: Rural Budgets Administration Committee

Date: February 17, 2021

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

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The following recommendation from the January 21, 2021 Rural Budgets Administration Committee meeting is being presented to the Regional Board for its consideration:

**RECOMMENDATION: [Corporate Weighted]**

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 \$189,088. This is an increase of \$69,642 or 58.34% from 2020. This is primarily due to funding a deficit and capital expenses. As per the Rural Budgets Administration Committee meeting on December 17, 2020, a \$64,908 Area C – Fair Share allocation was approved to help fund the 2020 capital/operational repairs and upgrades required for this function. An additional \$95,092 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 Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

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

**FINANCIAL CONSIDERATION(S):**

Highlights of increases and decreases in the North Peace Airport Subdivision Water 2021 budget include:

Operational Funding Sources:

- Parcel Tax – increase of \$5,000
- Surplus – increase in deficit of \$38,103
- Fees Paid – increase of \$4,000.
- Area C Fair Share – increase of \$64,908
- Area C PRA – decrease of \$47,000.

The net sum of the above increase in revenue is \$25,450.

**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.
- Water Charges – increase of \$4,000.
- Transfer to capital reserve – decrease of \$19,255.

The net sum of the above increase in expenses is \$25,540.

**Capital Funding Sources:**

- Fair Share Reserve – increase \$95,092.

**Capital Expenses:**

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

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

The balance of the operational reserve is \$30,211 and 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 sustain this function and build capital reserves for future capital infrastructure upgrades and repairs.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 701 North Peace Airport Subdivision Water Draft 2021 Budget and Parcel Tax.

**Peace River Regional District  
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
REVENUES			
1-0010 Requisition			
03-1-0010-0012 Parcel Tax	(19,111)	(19,111)	(24,111.00)
<b>Total 1-0010 Requisition</b>	(19,111)	(19,111)	(24,111.00)
1-0020 Surplus/Deficit			
03-1-0020-0020 Surplus/Deficit	(12,005)	(14,255)	38,103.00
<b>Total 1-0020 Surplus/Deficit</b>	(12,005)	(14,255)	38,103.00
1-0060 User Fees			
03-1-0060-0060 User Fees	(44,508)	(36,000)	(40,000.00)
<b>Total 1-0060 User Fees</b>	(44,508)	(36,000)	(40,000.00)
1-0070 Investment Income			
03-1-0070-0071 Interest on Reserves	(401)		
<b>Total 1-0070 Investment Income</b>	(401)		
1-0140 Transfer from Reserves			
03-1-0120-8230 Fair Share Reserve			(64,908.00)
03-1-0140-0145 PRA Reserve	(50,000)	(50,000)	(3,000.00)
<b>Total 1-0140 Transfer from Reserves</b>	(50,000)	(50,000)	(67,908.00)
TOTAL REVENUES	(126,025)	(119,366)	(93,916.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-3020 Meals			
02-2-1000-3030 Training & Development			
03-2-1000-1010 Wages - Full Time	2,399	2,768	13,510.00
03-2-1000-1030 Benefits	621	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	56,540	5,000	11,936.00
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	
<b>Total 2-1000 General Expenditures</b>	99,284	63,692	50,072.00
2-1150 Allocations			
03-2-1150-1160 Admin fees	419	419	1,164.00
03-2-1150-1190 PRRD Vehicles			2,680.00
<b>Total 2-1150 Allocations</b>	419	419	3,844.00



**Peace River Regional District  
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
2-7500 Water Operations			
03-2-7500-4250 Charges - Wtr Oper (NPAS)	44,769	36,000	40,000.00
<b>Total 2-7500 Water Operations</b>	44,769	36,000	40,000.00
2-8100 Transfers to Reserve			
03-2-8100-8110 Capital Reserve	19,255	19,255	
03-2-8100-8150 Interest on Reserves	401		
<b>Total 2-8100 Transfers to Reserve</b>	19,656	19,255	
TOTAL EXPENDITURES	164,128	119,366	93,916.00
CAPITAL REVENUES			
7-0020 Surplus/Deficit			
03-7-0020-0020 Surplus/Deficit			
<b>Total 7-0020 Surplus/Deficit</b>			
7-0120 Transfer from Reserves			
03-7-0120-8230 Fair Share Reserve			(95,092.00)
<b>Total 7-0120 Transfer from Reserves</b>			(95,092.00)
TOTAL CAPITAL REVENUES			(95,092.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
03-8-8500-8503 Infrastructure - Road, Water, Sewer			95,092.00
<b>Total 8-8500 Transfer to General Capital Fund</b>			95,092.00
TOTAL CAPITAL EXPENDITURES			95,092.00
Surplus / Deficit	38,103		

EXHIBIT 40

Fort St. John Airport Sub Water  
Specified Area of Electoral Area C

Category  
[10-4100](#)

Basis of Apportionment:

Parcel Tax

Tax Rate or Other Limitations:

None

*Bylaw No. 659, 1990*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area C - Specified Area	24,111		Parcel Tax	
<b>Total</b>	<b>24,111</b>			

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Parcel Tax	19,111	26.2%	5,000



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-039

From: Rural Budgets Administration Committee

Date: February 17, 2021

**Subject: Function 702 Area B Potable Water Draft 2021 Budget**

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The following recommendations from the January 21, 2021 Rural Budgets Administration Committee meeting are being presented to the Regional Board for its consideration:

## **RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 702 – Area B Potable 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.

At its January 28, 2021 meeting the Regional Board resolved:

*MOVED, SECONDED and CARRIED*

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.

Please click [here](#) to access the information provided to the Rural Budgets Administration Committee at its January 21, 2021 meeting, Item 9.36.

## **Overall Budget**

The 2021 draft budget is currently at \$1,655,000 inclusive of both Capital and Operational activities. This is a decrease of \$710,048 or 30.05% from 2020, primarily due to a reduction in capital expense.

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 treated water's turbidity. A construction permit has been obtained from Northern Health to add GAC into the system permanently. As soon as the well license and operating permit are received, the station will open utilizing the GAC trailer unit that is currently on site. However, there is an opportunity to initiate the construction designs and the construction RFP to get the full-scale system in place. Pre-budget approval is necessary to move forward with these actions before the end of Q1 2021. Please see the Financial Considerations for a detailed breakdown of the draft 2021 budget.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board 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:

Requisition for the entire function remains unchanged at \$1,025,000.

Operational Funding Sources:

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

Net sum of overall decrease in operational revenue is \$155,000.

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.
- Feye 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.

Net sum of overall decrease in operational expenses is \$155,000.

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 above increase 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 five potable water stations (Buick, Prespatou, Feye 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.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 702 Area B Potable Water Draft 2021 Budget and Tax Rate.

**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)
<b>Total 1-0010 Requisition</b>	(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)
<b>Total 1-0020 Surplus/Deficit</b>	(120,909)	(125,000)	(21,839.00)
1-0060 User Fees			
03-1-0060-0060 User Fees	(62,977)	(60,000)	(80,000.00)
<b>Total 1-0060 User Fees</b>	(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)		
<b>Total 1-0140 Transfer from Reserves</b>	(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	14,980	15,375	2,473.00
03-2-1000-1030 Benefits	3,446	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	21,079	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	13,404	50,000	15,000.00
<b>Total 2-1000 General Expenditures</b>	54,145	465,832	102,508.00
2-1100 Administration			
03-2-1100-1110 Banking Fees	1,947	2,000	2,000.00
<b>Total 2-1100 Administration</b>	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
<b>Total 2-1150 Allocations</b>	69,096	69,096	22,822.00

**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
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
03-2-2007-4010 Rent/Lease	15,036	9,000	15,000.00
03-2-2007-6010 Operations - Boundary	4,519	10,000	10,000.00
03-2-2007-6020 Contractor - Boundary	37,782	57,013	58,153.00
<b>Total 2-2007 Boundary</b>	<b>59,110</b>	<b>77,773</b>	<b>85,208.00</b>
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	6,078	10,000	10,000.00
03-2-2010-6020 Contractor - Buick Creek	93,459	118,052	120,413.00
<b>Total 2-2010 Buick Creek</b>	<b>107,055</b>	<b>132,242</b>	<b>138,968.00</b>
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	5,110	2,000	5,000.00
03-2-2045-6010 Operations - Fey Spring	3,287	25,000	10,000.00
03-2-2045-6020 Contractor - Fey Spring	59,799	77,358	78,905.00
<b>Total 2-2045 Fey Spring</b>	<b>70,034</b>	<b>106,115</b>	<b>96,024.00</b>
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	2,119	15,000	10,000.00
03-2-2160-6020 Contractor - Prespatou	112,275	138,398	141,166.00
<b>Total 2-2160 Prespatou</b>	<b>124,955</b>	<b>163,011</b>	<b>162,721.00</b>
2-2180 Rose Prairie			
03-2-2180-2065 Insurance - Property Rose Prairie PW	405	411	412.00
03-2-2180-2070 Insurance - Liability Rose Praire 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	15,686	15,000	20,000.00
03-2-2180-6020 Contractor - Rose Prairie	80,162	97,705	99,659.00
<b>Total 2-2180 Rose Prairie</b>	<b>120,154</b>	<b>133,931</b>	<b>144,749.00</b>
2-8000 M.F.A			
03-2-8000-8040 Long-term interest		60,000	
03-2-8100-8110 Capital Reserve			150,000.00
03-2-8100-8120 Operating Reserve			150,000.00
<b>Total 2-8000 M.F.A</b>		<b>60,000</b>	<b>300,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>606,496</b>	<b>1,210,000</b>	<b>1,055,000.00</b>





General Operating Fund

702 Potable Water - Area B

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
CAPITAL REVENUES			
7-0010 Requisition			
03-7-0010-0010 Electoral			(71,839.00)
<b>Total 7-0010 Requisition</b>			(71,839.00)
7-0020 Surplus/Deficit			
03-7-0020-0020 Surplus/Deficit	(86,696)	-86,696	(528,161.00)
<b>Total 7-0020 Surplus/Deficit</b>	(86,696)	-86,696	(528,161.00)
03-7-0140-0144 Long-Term Debt Proceeds		-650,000	
7-0140 Transfers from Reserve			
03-7-0140-0144 Gas Tax Reserve	(1,086,279)	-1,000,000	
03-7-0140-0145 PRA Reserve	(2,318,352)	-2,318,352	
<b>Total 7-0140 Transfers from Reserve</b>	(3,404,631)	-3,318,352	
TOTAL CAPITAL REVENUES	(3,491,327)	-4,055,048	(600,000.00)
CAPITAL EXPENDITURES			
8-8000 M.F.A.			
03-8-8000-8010 Short-term Principal	2,900,000	2,900,000	
03-8-8000-8020 Short-term Interest	44,865	60,000	
<b>Total 8-8000 M.F.A.</b>	2,944,865	2,960,000	
8-8500 Transfer to General Capital Fund			
03-8-8500-8503 Infrastructure - Road, Water, Sewer	580,061	1,095,048	600,000.00
<b>Total 8-8500 Transfer to General Capital Fund</b>	580,061	1,095,048	600,000.00
TOTAL CAPITAL EXPENDITURES	3,524,926	4,055,048	600,000.00
Surplus / Deficit	(582,512)		

**EXHIBIT 48**

**Potable Water - Area B  
Electoral Area B**

Category  
[10-4100](#)

**Basis of Apportionment:**      Converted Hospital Assessment - Improvements ONLY

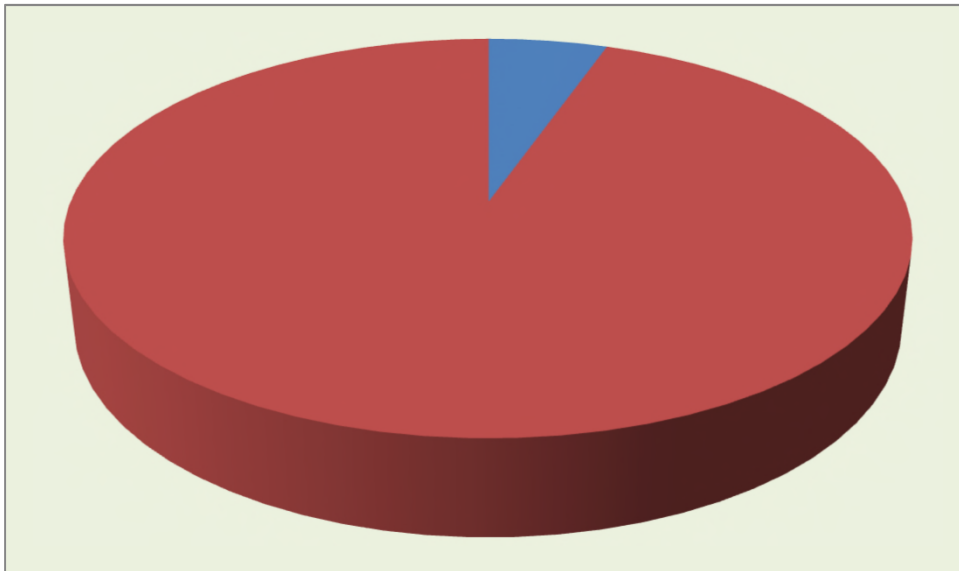


**Tax Rate or Other Limitations:**  
*Bylaw No. 2283, 2017*

Greater of      1,025,000  
Or, the product of      \$      0.3339      per \$1,000 taxable value (Imprv Only)  
*Per Area B Director - Max. \$0.14/1000 Class 1*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area B	1,025,000	0.123	\$      832,560,146	
<b>Total</b>	<b>1,025,000</b>	0.123	\$      832,560,146	

<u>Last Year</u>		<u>Change %</u>		<u>Change \$</u>	
Requisition	1,025,000			-	
Assessment \$	843,700,275	-1.3%	\$	(11,140,129)	
Rate	0.121	1.3%		0.002	





# REPORT

To: Chair and Directors

Report Number: ENV-BRD-041

From: Solid Waste Committee

Date: February 17, 2021

**Subject: Function 500 Regional Solid Waste Draft 2021 Budget**

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The following recommendations from the January 7<sup>th</sup> and January 15<sup>th</sup> 2021 Solid Waste Committee meetings are being presented to the Regional Board for its consideration:

**RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board approve the Supplemental Item – North Peace Regional Landfill Phase 1 Closure, and that \$70,000 is allocated to the project and included in the 2021 Solid Waste Budget.

**RECOMMENDATION #2: [Corporate Weighted]**

That the Regional Board approve the Supplemental Item – Chetwynd Landfill Scale Replacement, and that \$447,556 is allocated to the project and included in the 2021 Solid Waste Budget.

**RECOMMENDATION #3: [Corporate Weighted]**

That the Regional Board approve the Supplementary Item – Prespatou Scale Replacement Design, and that \$60,000 is allocated to the project and included in the 2021 Solid Waste Budget.

**RECOMMENDATION #4: [Corporate Weighted]**

That the Regional Board approve the Supplemental Item – Bulky Pit Closure, and that \$155,000 is allocated to the project and included in the 2021 Solid Waste Budget.

**RECOMMENDATION #5: [Corporate Weighted]**

That the Regional Board approve the Supplemental Item – Bessborough Landfill Diversion Pad Development, and that \$140,000 is allocated to the project and included in the 2021 Solid Waste Budget.

**RECOMMENDATION #6: [Corporate Weighted]**

That the Regional Board approve the operational Supplemental Item – Solid Waste Seasonal, which allocates \$23,000 for a 4-month project engineer position to conduct capital project inspections, for inclusion in the 2021 Solid Waste Budget.

**RECOMMENDATION #7: [Corporate Weighted]**

That the Regional Board partner with Cleanfarms to develop and deliver an agricultural plastics pilot program for bale wrap, grain bags, and twine at an estimated cost of \$43,416 between 2021 and 2023.

**RECOMMENDATION #8: [Corporate Weighted]**

That the Regional Board maintain the 2021 requisition for Function 500 – Solid Waste budget at the 2020 level.

**RECOMMENDATION #9: [Corporate Weighted]**

That the Regional Board include the draft budget for Function 500 - Solid Waste in the 2021 Financial Plan.

**BACKGROUND/RATIONALE:**

The draft minutes of the January 7<sup>th</sup> and January 15<sup>th</sup> Solid Waste Committee Meetings are on the Consent Calendar.

All supplemental requests have been provided in attachments 1-6.

Recommendation #1-5

Please [click here](#) to access the Committee Agenda from January 7<sup>th</sup>, 2021, please see Item 9.5 to review the report.

Recommendation #6-8

Please [click here](#) to access the Committee Agenda from January 15<sup>th</sup>, 2021, please see Item 9.1 & 9.2 to review the reports.

Recommendation #9

Staff has prepared the draft budget based on the recommendations from the Solid Waste Committee meetings held on January 7<sup>th</sup> and January 15<sup>th</sup> 2021.

The 2021 budget was built with the following goals:

- Operation expenses at \$11,600,000.
- Capital Budget for new projects at \$3,000,000.
- Requisition to be held at the same amount as 2020.
- Increase Tipping Fee funds by approximately 6%
- Reduce surplus use
- Begin to rebuild reserves

The total 2021 Solid Waste (SW) Draft Budget is \$16,177,097 which is a decrease of \$2,485,075 or 13.3% from 2020.

The 2021 SW Draft Budget is composed of three key components:

Core Expenses	\$13,111,541
Capital Expenses	\$3,065,556
Funding Sources	-\$16,177,097

**Core Expenses**

The 2021 SW Core Budget is \$13,111,541; which is an increase of \$799,591 or 6.5% from 2020.

The core expenses can be further broken down into two pieces:

Operational Expenses	\$11,235,912
Transfer to Reserves	\$1,875,629

The GL codes that make up the SW Core Budget have been grouped into 25 categories to help provide an overall picture of the 2021 core expenses against that of 2020.

A chart summarizing these categories has been provided below:

### 2021 Core Expenses

Expense	2021 Budget	Change from 2020	
Admin Allocation	\$286,013	Increase of \$53,976	23%
Banking Fees	\$41,200	Increase of \$3,784	10%
Clean-Up	\$287,500	Increase of \$11,500	4.2%
Fleet Allocation	\$151,995	Increase of \$41,295	37%
Insurances	\$16,120	Increase of \$2,598	19.2%
Transfer Station Contractor	\$1,705,700	Increase of \$88,090	5.4%
Wages	\$774,815	Increase of \$127,027	19.6%
Debt Payment	\$1,177,437	No Change	-
Agreements	\$41,950	Decrease of \$1,696	3.8%
Composting	\$65,000	Decrease of \$5,000	7.1%
Consultant	\$100,000	Decrease of \$80,000	44.4%
Landfill Contractor	\$2,803,692	Decrease of \$814,608	22.5%
Landfill Gas Contractor	\$75,000	Decrease of \$25,000	25%
Memberships	\$6,500	Decrease of \$1,683	21%
Misc.	\$127,800	Decrease of \$43,000	25.2%
Mitigation of Closed Landfills	\$60,000	Decrease of \$40,000	40%
Operations	\$476,680	Decrease of \$99,320	17.6%
Recycling	\$2,100,000	Decrease of \$3,147	0.2%
Supplies	\$45,000	Decrease of \$1,000	2.2%
Training	\$25,000	Decrease of \$10,000	28.6%
Waste Haulage	\$783,000	Decrease of \$12,220	1.5%
Water Monitoring	\$85,510	Decrease of \$43,235	33.5%
<b>TOTAL OPERATIONAL EXPENSES:</b>	<b>\$11,235,912</b>	<b>Decrease of \$851,638</b>	<b>7%</b>
Transfer to Operating Reserves	\$139,088	Increase of \$139,088	100%
Transfer to Capital Reserves	\$1,511,541	Increase of \$1,511,541	100%
Transfer to Landfill Liability Reserves	\$225,000	Increase of \$600	0.3%
<b>TOTAL TRANSFER TO RESERVES:</b>	<b>\$1,875,629</b>	<b>Increase of \$1,651,229</b>	<b>735.8%</b>

Notable changes to the 2021 Core Budget include:

- Increased “Transfer to Operating Reserve”
  - To balance the Operational Expenses at \$11,600,000 [\$13,111,541 core budget - \$1,511,541 transfer to capital reserve] a transfer to operating reserve totaling \$139,088 was used.
- Increase to “Transfer to Capital Reserve”
  - 2021 is the first year of building back the Capital Reserve. In 2020 the capital reserve was budgeted to use \$5,241,143, leaving only \$1,100,851 remaining.

- Increase to “Transfer Station Contractor”
  - The 2021 budget accounts for three CPI increases that have not been previously accounted for due to the contractor not applying for them, however the previous increases were rectified in 2020.
- Increased “Wages”
  - The 2021 budget includes 1 FTE position that was not accounted for in the 2020 budget, but was being charged to the budget. The wage increase also includes an additional Seasonal Employee for the solid waste department.
- Decrease to “Consultants”
  - The budget has been lowered to reflect the completion of the Regional Solid Waste Management Plan in mid-2021.
- Decrease to “Landfill Contractor”
  - The Budget has been lowered to reflect the cost of the new contract rates.
- Decrease to “Operations”
  - The budget has been lowered to reflect completion of one-time expenses and to align with historical trends.

### Capital Expenses

For 2021 the total Capital Budget is \$3,065,556; which is a decrease of \$3,284,666 (52%) from 2020.

The capital expenses can be further broken down into two pieces:

New Capital	\$872,556
Carryforward Capital	\$2,193,000

The 2021 projects and associated costs have been provided in the table below:

#### 2021 Capital Expenses

Project	2021 Budget	Change from 2020	
North Peace Regional Landfill Closure	\$70,000		
Chetwynd Landfill Scale Replacement	\$447,556		
Prespatou Scale Replacement	\$60,000		
Bulky Pit Closure	\$155,000		
Bessborough Diversion Pad	\$140,000		
<b>TOTAL NEW CAPITAL:</b>	<b>\$872,556</b>	<b>Decrease of \$3,098,666</b>	<b>78%</b>
2019 BBLF Construction	\$62,000		
2019 CHLF Landfill Phase Closure	\$442,000		
2019 NPRLF Landfill Gas Expansion	\$42,000		
2020 BBLF Construction	\$1,591,000		
2020 Bulky Waste Tipping Rail	\$21,000		
2020 CHLF Scale Relocation	\$35,000		
<b>TOTAL CARRYFORWARD CAPITAL:</b>	<b>\$2,193,000</b>	<b>Decrease of \$186,000</b>	<b>7.8%</b>

**Funding Sources**

A chart summarizing the changes to the funding sources has been provided below:

*2021 Funding*

Source	2021 Budget	Change from 2020	
Compost	\$75,000	Increase of \$75,000	100%
Fees	\$4,391,725	Increase of \$218,279	5.2%
Grants	\$750,000	Increase of \$150,000	25%
Misc.	\$38,000	Increase of \$2,500	7%
Recycling	\$45,000	Increase of \$2,000	4.7%
Core Requisition	\$6,831,816	Increase of \$404,812	6%
Surplus	\$980,000	Decrease of \$53,000	-5.1%
<b>TOTAL CORE FUNDING:</b>	<b>\$13,111,541</b>	<b>Increase of \$799,591</b>	<b>6.5%</b>
Capital Requisition	\$704,267	Decrease of \$404,812	-36%
Capital Reserves – New Projects	\$168,289	Decrease of \$2,693,854	-94%
Capital Reserves – Carryforward Projects	\$2,193,000	Decrease of \$186,000	-7.8%
<b>TOTAL CAPITAL FUNDING:</b>	<b>\$3,065,556</b>	<b>Decrease of \$3,284,666</b>	<b>-52%</b>

The draft 2021 budget as presented accomplished the goals it initially set out to achieve:

- The Core budget was stabilized at \$11,600,000.
  - This is the combination of Operational Expenses + Transfer to Landfill Liability Reserve + Transfer to Operational Reserve [\$11,235,912 + \$225,000 + \$139,088 = \$11,600,000]
- The Capital budget for new projects is \$2,384,097.
  - This is the combination of New Capital Projects + Transfer to Capital Reserve [\$872,556 + \$1,511,541]. The value was reduced from \$3,000,000 to allow staff to match 2020 requisition.
- Requisition was held at the same amount as 2020 at \$7,536,083.
- Funds from Tipping Fees increased by \$218,279 (5%).
- Surplus was decreased by \$53,000.

The complete budget report is provided in Attachment 8, “2021 Draft Solid Waste Budget.”

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):****2021 Solid Waste Requisition**

The requisition amount for 2021 was held the same as 2020 at \$7,536,083 [\$6,831,816 Core Requisition + \$704,267 Capital Requisition].

**2021 Solid Waste Operational Reserve**

For 2021, the SW Operational Reserve Balance is projected to be \$2,658,246 by the end of the year; which is an increase of \$1,558,680 (141%) from 2020.

The balance of the Solid Waste Operational Reserve at the end of 2020 was \$1,099,566.

As of February 5, 2021, there was a total surplus of \$2,399,602 in the operational budget from 2020. [\$1,578,585 from additional revenues + \$821,017 from unspent core expenses].

A chart summarizing the changes to the SW Operating Reserve has been provided below:

SW Operating Reserve Balance end of 2020	\$1,099,556
2020 Operating Surplus	\$2,399,602
2021 Surplus use	-\$980,000
SW Operating Reserve Balance start of 2021	\$2,519,158
2021 Transfer to Operating Reserve	\$139,088
SW Operating Reserve Balance end of 2021	\$2,658,246

**2021 Solid Waste Capital Reserve**

For 2021, the SW Capital Reserve Balance is projected to be \$2,580,721 by the end of the year; which is an increase of \$1,480,140 (134%) from 2020.

If all the funds that were allocated in 2020 from the Capital Reserve were spent, the balance at the end of the year would have been \$1,100,581.

The proposed 2021 draft budget allocates \$2,361,289 [\$168,289 New Capital + \$2,193,000 Carryforward Capital].

A chart summarizing the changes to the SW Capital Reserve has been provided below:

SW Capital Reserve Balance start of 2020	\$6,341,724
2020 SW Capital Reserve Budgeted	-\$5,241,143
SW Capital Reserve Balance end of 2020	\$1,100,581
2020 SW Capital Reserve Unspent	\$2,329,887
SW Capital Reserve Balance start of 2021	\$3,430,469
2021 SW Capital Reserve Use	-\$2,361,289
2021 Transfer to Capital Reserve	\$1,511,541
SW Capital Reserve Balance end of 2021	\$2,580,721

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.



Attachments:

1. Function 500 Solid Waste Draft 2021 Budget and Tax Rate
2. F500 - Supplemental– North Peace Regional Landfill Phase 1 Closure
3. F500 - Supplemental– Chetwynd Landfill Scale Replacement
4. F500 - Supplemental– Prespatou Scale Replacement
5. F500 - Supplemental– Bulky Pit Closure
6. F500 - Supplemental– Bessborough Landfill Diversion Pad Development
7. F500 - Supplemental– Solid Waste Seasonal Tech



General Operating Fund

500 Regional Solid Waste Management

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0015 Requisition	(6,427,002)	(6,427,004)	(6,831,816.00)
<b>Total 1-0010 Requisition</b>	(6,427,002)	(6,427,004)	(6,831,816.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(1,033,000)	(1,033,000)	(980,000.00)
<b>Total 1-0020 Surplus/Deficit</b>	(1,033,000)	(1,033,000)	(980,000.00)
1-0030 Grants			
01-1-0030-0031 Provincial Grants-in-lieu	(841,827)	(600,000)	(750,000.00)
01-1-0030-0034 Municipal Grants-in-lieu	(9,343)		
<b>Total 1-0030 Grants</b>	(851,170)	(600,000)	(750,000.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(26,049)	(25,000)	(25,000.00)
01-1-0040-0044 Extra Equipment Charges	(2,455)		
<b>Total 1-0040 Recovery of Costs</b>	(28,504)	(25,000)	(25,000.00)
1-0050 Fees and Permits			
01-1-0050-0055 Fees - Schedule C Misc	(505)		
01-1-0050-0057 Fees - Weight	(4,020)	(2,639)	(3,000.00)
<b>Total 1-0050 Fees and Permits</b>	(4,525)	(2,639)	(3,000.00)
1-0070 Investment Income			
01-1-0070-0071 Interest on Reserves	(14,514)		
<b>Total 1-0070 Investment Income</b>	(14,514)		
1-0090 Rental Income			
01-1-0090-0091 Pipelines	(3,000)		(3,000.00)
<b>Total 1-0090 Rental Income</b>	(3,000)		(3,000.00)
1-0100 Multi-Material BC			
01-1-0100-0100 Recycle Revenue	(38,201)	(42,000)	(35,000.00)
01-1-0100-0101 Municipal Revenue	(10,277)	(10,500)	(10,000.00)
<b>Total 1-0100 Multi-Material BC</b>	(48,478)	(52,500)	(45,000.00)
1-0110 M.F.A Funding			
01-1-0110-0113 Actuarial Contributions	(170,630)		
<b>Total 1-0110 M.F.A Funding</b>	(170,630)		
1-0120 Administration			
01-1-0120-0123 Sale of assets	(21,733)		
<b>Total 1-0120 Administration</b>	(21,733)		
1-0150 Recycling			
01-1-0150-0000 General	(193,450)		(75,000.00)
01-1-0150-0100 Contract Revenue (Recycle)	(50,941)		(10,000.00)
01-1-0150-0151 Metal		(1,000)	
<b>Total 1-0150 Recycling</b>	(244,391)	(1,000)	(85,000.00)
1-2005 Bessborough Land Fill			
01-1-2005-0000 Fees - Transfer Stations-BBLF	(1,047,730)	(1,092,422)	(1,000,000.00)

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



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**General Operating Fund**

**500 Regional Solid Waste Management**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-1-2005-0120 Cash Short/Over-BBLF	288		
<b>Total 1-2005 Bessborough Land Fill</b>	(1,047,442)	(1,092,422)	(1,000,000.00)
1-2010 Buick Creek			
01-1-2010-0000 Fees - Transfer Stations-BCTS	(812)	(900)	(850.00)
01-1-2010-0120 Cash Short/Over-BCTS	6		
<b>Total 1-2010 Buick Creek</b>	(806)	(900)	(850.00)
1-2020 Cecil Lake			
01-1-2020-0000 Fees - Transfer Stations-CLTS	(3,044)	(2,880)	(3,000.00)
01-1-2020-0120 Cash Short/Over-CLTS	3		
<b>Total 1-2020 Cecil Lake</b>	(3,041)	(2,880)	(3,000.00)
1-2030 Chetwynd LF			
01-1-2030-0000 Fees - Transfer Stations-CHLF	(924,373)	(660,000)	(725,000.00)
01-1-2030-0120 Cash Short/Over-CHLF	(96)		
<b>Total 1-2030 Chetwynd LF</b>	(924,469)	(660,000)	(725,000.00)
1-2040 Dawson Creek			
01-1-2040-0000 Fees - Transfer Stations-DCTS	(74,025)	(69,000)	(71,000.00)
01-1-2040-0120 Cash Short/Over-DCTS	(207)		
<b>Total 1-2040 Dawson Creek</b>	(74,232)	(69,000)	(71,000.00)
1-2050 Goodlow			
01-1-2050-0000 Fees - Transfer Stations-GOTS	(713)	(600)	(600.00)
01-1-2050-0120 Cash Short/Over-GOTS	2		
<b>Total 1-2050 Goodlow</b>	(711)	(600)	(600.00)
1-2070 Kelly Lake			
01-1-2070-0000 General Fees-KLTS	(1,793)	(1,320)	(1,500.00)
01-1-2070-0120 Cash Short/Over-KLTS	4		
<b>Total 1-2070 Kelly Lake</b>	(1,789)	(1,320)	(1,500.00)
1-2090 Mile 62.5			
01-1-2090-0000 Fees - Transfer Stations-MITS	(2,364)	(3,108)	(2,500.00)
01-1-2090-0120 Cash Short/Over-MITS	1		
<b>Total 1-2090 Mile 62.5</b>	(2,363)	(3,108)	(2,500.00)
1-2110 Moberly Lake			
01-1-2110-0000 Fees - General-MLTS	(7,082)	(6,120)	(6,500.00)
01-1-2110-0120 Cash Short/Over-MLTS			
<b>Total 1-2110 Moberly Lake</b>	(7,082)	(6,120)	(6,500.00)
1-2120 North Peace LF			
01-1-2120-0000 Fees - Transfer Stations-NPRLF	(2,957,309)	(2,310,000)	(2,553,425.00)
01-1-2120-0120 Cash Short/Over-NPRLF	1,746		
<b>Total 1-2120 North Peace LF</b>	(2,955,563)	(2,310,000)	(2,553,425.00)
1-2140 Pink Mountain			
01-1-2140-0000 Fees General - PMTS	(645)	(1,200)	(1,000.00)
<b>Total 1-2140 Pink Mountain</b>	(645)	(1,200)	(1,000.00)
1-2160 Prespatou			
01-1-2160-0000 General Fees-PPTS	(3,984)	(3,996)	(3,750.00)

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



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**General Operating Fund**

**500 Regional Solid Waste Management**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-1-2160-0120 Cash Short/Over-PPTS	7		
<b>Total 1-2160 Prespatou</b>	(3,977)	(3,996)	(3,750.00)
1-2170 Rolla			
01-1-2170-0000 Fees - General-ROTS	(4,544)	(4,500)	(4,500.00)
01-1-2170-0120 Cash Short/Over-ROTS	31		
<b>Total 1-2170 Rolla</b>	(4,513)	(4,500)	(4,500.00)
1-2180 Rose Prairie			
01-1-2180-0000 Fees - Transfer Stations-RPTS	(3,686)	(2,640)	(2,800.00)
01-1-2180-0120 Cash Short/Over-RPTS	11		
<b>Total 1-2180 Rose Prairie</b>	(3,675)	(2,640)	(2,800.00)
1-2210 Tomslake			
01-1-2210-0000 General Fees-TLTS	(6,634)	(5,520)	(5,750.00)
01-1-2210-0120 Cash Short/Over-TLTS	12		
<b>Total 1-2210 Tomslake</b>	(6,622)	(5,520)	(5,750.00)
1-2240 Upper Halfway			
01-1-2240-0000 Fees - General-UHTS	(5,047)	(4,800)	(4,800.00)
<b>Total 1-2240 Upper Halfway</b>	(5,047)	(4,800)	(4,800.00)
1-2250 Wonowon			
01-1-2250-0000 General Fees-WWTS	(1,753)	(1,800)	(1,750.00)
01-1-2250-0120 Cash Short/Over-WWTS	2	(1)	
<b>Total 1-2250 Wonowon</b>	(1,751)	(1,801)	(1,750.00)
<b>TOTAL REVENUES</b>	<b>(13,890,675)</b>	<b>(12,311,950)</b>	<b>(13,111,541.00)</b>
<b>EXPENDITURES</b>			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	591,332	504,156	593,500.00
01-2-1000-1030 Benefits	139,423	137,728	172,115.00
01-2-1000-1040 WCB	9,376	5,904	9,200.00
01-2-1000-2030 Phone/Internet	6,760	5,500	6,800.00
01-2-1000-2050 Miscellaneous	198	5,000	5,000.00
01-2-1000-2055 Contingency		20,800	32,500.00
01-2-1000-2065 Insurance - Property	522	738	600.00
01-2-1000-2070 Insurance - Liability	738	870	500.00
01-2-1000-2080 Insurance - AD&D	141		150.00
01-2-1000-2110 R&M - Buildings	54		
01-2-1000-3010 Travel	571	3,500	2,500.00
01-2-1000-3016 Mileage	2,523	1,000	3,000.00
01-2-1000-3020 Meals	6,505	8,000	8,000.00
01-2-1000-3030 Training & Development	11,335	35,000	25,000.00
01-2-1000-3040 Conferences & Seminars	65		
01-2-1000-3050 Memberships	5,613	8,183	6,500.00
01-2-1000-3060 Meetings	667	2,000	1,500.00

**Peace River Regional District**  
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**General Operating Fund**

**500 Regional Solid Waste Management**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-1000-3100 Contract for Services		2,000	
01-2-1000-5010 Advertising Services	48	16,000	7,500.00
01-2-1000-5020 Consulting Services	93,002	150,000	75,000.00
01-2-1000-5030 Legal Services	34,368	30,000	25,000.00
01-2-1000-5060 Studies, Plans and Assessments	47,500	57,000	25,000.00
01-2-1000-5110 Supplies - Warehouse	13,069	16,000	15,000.00
01-2-1000-5120 Supplies - Office	25,046	30,000	30,000.00
01-2-1000-5135 Extra Equipment Charges	2,455		
01-2-1000-6035 Mitigation of Closed Landfills	85,236	100,000	60,000.00
02-2-1000-3020 Meals			
<b>Total 2-1000 General Expenditures</b>	<b>1,076,547</b>	<b>1,139,379</b>	<b>1,104,365.00</b>
2-1100 Administration			
01-2-1100-1110 Banking Fees	10,379	15,000	15,000.00
<b>Total 2-1100 Administration</b>	<b>10,379</b>	<b>15,000</b>	<b>15,000.00</b>
2-1150 Allocations			
01-2-1150-1160 Administration	232,037	232,037	286,013.00
01-2-1150-1190 PRRD Vehicles	110,697	110,700	151,995.00
<b>Total 2-1150 Allocations</b>	<b>342,734</b>	<b>342,737</b>	<b>438,008.00</b>
2-1200 Finance			
01-2-1200-3016 Mileage - in region (FIN)			
<b>Total 2-1200 Finance</b>			
2-2005 Bessborough Land Fill			
01-2-2005-1110 Banking Fees - BBLF	2,484	3,060	3,000.00
01-2-2005-2065 Insurance - Property BBLF	606	622	610.00
01-2-2005-2070 Insurance - Liability BBLF	369	369	500.00
01-2-2005-6010 Operations-BBLF	147,357	94,000	110,000.00
01-2-2005-6020 Contractor-BBLF	1,088,673	1,171,800	1,002,340.00
01-2-2005-6040 Water Monitoring-BBLF	21,037	15,153	13,000.00
<b>Total 2-2005 Bessborough Land Fill</b>	<b>1,260,526</b>	<b>1,285,004</b>	<b>1,129,450.00</b>
2-2010 Buick Creek			
01-2-2010-1110 Banking Fees - BCTS	903	924	900.00
01-2-2010-2065 Insurance - Property BCTS	217	221	225.00
01-2-2010-2070 Insurance - Liability BCTS	369	369	500.00
01-2-2010-6010 Operations-BCTS	5,313	9,000	5,000.00
01-2-2010-6025 Contractor/Transport/Haul-BCTS	77,970	73,440	80,000.00
<b>Total 2-2010 Buick Creek</b>	<b>84,772</b>	<b>83,954</b>	<b>86,625.00</b>
2-2020 Cecil Lake			
01-2-2020-1110 Banking Fees - CLTS	912	936	900.00
01-2-2020-2065 Insurance - Property CLTS	116	117	130.00
01-2-2020-2070 Insurance - Liability CLTS	369	369	500.00
01-2-2020-6010 Operations-CLTS	5,245	25,000	5,000.00
01-2-2020-6025 Contractor/Transport/Haul-CLTS	83,914	73,440	87,500.00
<b>Total 2-2020 Cecil Lake</b>	<b>90,556</b>	<b>99,862</b>	<b>94,030.00</b>

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**500 Regional Solid Waste Management**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
2-2030 Chetwynd LF			
01-2-2030-1110 Banking Fees - CHLF	3,507	2,040	4,000.00
01-2-2030-2065 Insurance - Property CHLF	281	288	290.00
01-2-2030-2070 Insurance - Liability CHLF	369	369	500.00
01-2-2030-6010 Operations-CHLF	100,459	52,000	50,000.00
01-2-2030-6020 Contractor-CHLF	533,172	624,750	471,000.00
01-2-2030-6040 Water Monitoring-CHLF	19,356	16,533	12,535.00
<b>Total 2-2030 Chetwynd LF</b>	<b>657,144</b>	<b>695,980</b>	<b>538,325.00</b>
2-2040 Dawson Creek			
01-2-2040-1110 Banking Fees DCTS	1,468	1,320	1,400.00
01-2-2040-2065 Insurance - Property DCTS	597	555	625.00
01-2-2040-2070 Insurance - Liability DCTS	369	369	500.00
01-2-2040-6010 Operations-DCTS	58,177	55,000	40,000.00
01-2-2040-6025 Contractor/Transport/Haul-DCTS	331,581	292,230	353,200.00
01-2-2040-6030 Transport/Haul-Refuse Serv.Agreement	23,277	23,672	22,000.00
01-2-2040-6040 Water Monitoring-DCTS	18,709	15,105	12,200.00
<b>Total 2-2040 Dawson Creek</b>	<b>434,178</b>	<b>388,251</b>	<b>429,925.00</b>
2-2043 East Pine			
01-2-2043-6040 Water Monitoring-East Pine	3,469	3,036	3,940.00
<b>Total 2-2043 East Pine</b>	<b>3,469</b>	<b>3,036</b>	<b>3,940.00</b>
2-2050 Goodlow			
01-2-2050-1110 Banking Fees - GOTS	903	924	900.00
01-2-2050-2065 Insurance - Property GOTS	218	222	230.00
01-2-2050-2070 Insurance - Liability GOTS	369	369	500.00
01-2-2050-6010 Operations-GOTS	4,408	9,000	5,000.00
01-2-2050-6025 Contractor/Transport/Haul-GOTS	76,531	70,992	85,000.00
<b>Total 2-2050 Goodlow</b>	<b>82,429</b>	<b>81,507</b>	<b>91,630.00</b>
2-2055 Groundbirch			
01-2-2055-6040 Water Monitoring - Groundbirch	3,615	9,425	
<b>Total 2-2055 Groundbirch</b>	<b>3,615</b>	<b>9,425</b>	
2-2060 Hudsons Hope			
01-2-2060-2065 Insurance - Property HHTS	92	45	100.00
01-2-2060-2070 Insurance - Liability HHTS	369	369	500.00
01-2-2060-6010 Operations-HHTS	15,209	35,000	17,000.00
01-2-2060-6020 Contractor-HHTS	55,200	55,800	60,000.00
01-2-2060-6030 Transport/Haul-HHTS	110,401	119,678	120,000.00
01-2-2060-6040 Water Monitoring-HHTS	6,572	7,335	5,070.00
<b>Total 2-2060 Hudsons Hope</b>	<b>187,843</b>	<b>218,227</b>	<b>202,670.00</b>
2-2070 Kelly Lake			
01-2-2070-1110 Banking Fees - KLTS	910	924	900.00
01-2-2070-2065 Insurance - Property KLTS	218	222	220.00
01-2-2070-2070 Insurance - Liability KLTS	369	369	500.00
01-2-2070-6010 Operations-KLTS	8,006	25,000	3,350.00

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**500 Regional Solid Waste Management**

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			1. Provisional Budget
01-2-2070-6025 Contractor/Transport/Haul-KLTS	97,840	94,860	95,000.00
<b>Total 2-2070 Kelly Lake</b>	<b>107,343</b>	<b>121,375</b>	<b>99,970.00</b>
2-2080 Landfill Gas System			
01-2-2080-6010 Operations-LF GAS			
01-2-2080-6020 Contractor-LF Gas	46,113	100,000	75,000.00
<b>Total 2-2080 Landfill Gas System</b>	<b>46,113</b>	<b>100,000</b>	<b>75,000.00</b>
2-2090 Mile 62.5			
01-2-2090-2065 Insurance - Property Mile 62.5 TS	127	222	130.00
01-2-2090-2070 Insurance - Liability Mile 62.5 TS	369	369	500.00
01-2-2090-6010 Operations-MITS	6,214	8,000	5,000.00
01-2-2090-6020 Contractor-MITS	50,400	55,440	65,000.00
01-2-2090-6040 Water Monitoring-MITS	5,468	6,700	4,135.00
<b>Total 2-2090 Mile 62.5</b>	<b>62,578</b>	<b>70,731</b>	<b>74,765.00</b>
2-2095 Mile 98			
01-2-2095-6040 Water Monitoring - Mile 98	6,071	7,981	
<b>Total 2-2095 Mile 98</b>	<b>6,071</b>	<b>7,981</b>	
2-2098 Miligan Creek			
01-2-2098-6040 Water Monitoring - Milligan	3,153	10,350	
<b>Total 2-2098 Miligan Creek</b>	<b>3,153</b>	<b>10,350</b>	
2-2100 Misc Transfer Stations			
01-2-2100-2065 Insurance - Property (Misc TS)	419	37	500.00
01-2-2100-2070 Insurance - Liability Misc TS	369	369	500.00
01-2-2100-6010 Operations - Misc TS	31,882	80,000	45,000.00
01-2-2100-6030 Transport/Haul - Misc TS	7,477	9,000	9,000.00
<b>Total 2-2100 Misc Transfer Stations</b>	<b>40,147</b>	<b>89,406</b>	<b>55,000.00</b>
2-2110 Moberly Lake			
01-2-2110-1110 Banking Fees - MLTS	918	924	900.00
01-2-2110-2065 Insurance - Property MLTS	218	222	225.00
01-2-2110-2070 Insurance - Liability MLTS	369	369	500.00
01-2-2110-6010 Operations-MLTS	13,681	10,000	11,000.00
01-2-2110-6025 Contractor/Transport/Haul-MLTS	81,514	78,336	85,000.00
01-2-2110-6040 Water Monitoring-MLTS	5,235	14,759	
<b>Total 2-2110 Moberly Lake</b>	<b>101,935</b>	<b>104,610</b>	<b>97,625.00</b>
2-2120 North Peace LF			
01-2-2120-1110 Banking Fees - NPRLF	7,360	4,800	7,000.00
01-2-2120-2065 Insurance - Property NPRLF	318	311	325.00
01-2-2120-2070 Insurance - Liability NPRLF	369	369	500.00
01-2-2120-6005 Composting-NPRLF	24,172	70,000	20,000.00
01-2-2120-6010 Operations-NPRLF	50,265	53,000	160,000.00
01-2-2120-6020 Contractor-NPRLF	1,599,512	1,821,750	1,330,353.00
01-2-2120-6040 Water Monitoring-NPRLF	13,548	4,374	11,230.00
<b>Total 2-2120 North Peace LF</b>	<b>1,695,544</b>	<b>1,954,604</b>	<b>1,529,408.00</b>
2-2130 NP Haul All PL6			

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**500 Regional Solid Waste Management**

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			1. Provisional Budget
01-2-2130-6030 Transport/Haul-NP Haul	99,890	100,000	134,000.00
<b>Total 2-2130 NP Haul All PL6</b>	99,890	100,000	134,000.00
2-2140 Pink Mountain			
01-2-2140-1110 Banking Fees - PMTS	904	924	900.00
01-2-2140-2065 Insurance - Property PMTS	218	222	225.00
01-2-2140-2070 Insurance - Liability PMTS	369	369	500.00
01-2-2140-6010 Operations-PMTS	2,843	9,000	3,330.00
01-2-2140-6025 Contractor/Transport/Haul-PMTS	86,307	79,560	80,000.00
<b>Total 2-2140 Pink Mountain</b>	90,641	90,075	84,955.00
2-2150 Pouce Coupe			
01-2-2150-6030 Transport/Haul - Pouce Coupe	1,185	1,224	1,200.00
<b>Total 2-2150 Pouce Coupe</b>	1,185	1,224	1,200.00
2-2160 Prespatou			
01-2-2160-1110 Banking Fees - PPTS	919	936	900.00
01-2-2160-2065 Insurance - Property PPTS	192	194	210.00
01-2-2160-2070 Insurance - Liability PPTS	369	369	500.00
01-2-2160-6010 Operations-PPTS	18,658	19,000	20,000.00
01-2-2160-6025 Contractor/Transport/Haul-PPTS	97,948	85,680	100,000.00
<b>Total 2-2160 Prespatou</b>	118,086	106,179	121,610.00
2-2170 Rolla			
01-2-2170-1110 Banking Fees - ROTS	923	936	900.00
01-2-2170-2065 Insurance - Property ROTS	218	222	225.00
01-2-2170-2070 Insurance - Liability ROTS	369	369	200.00
01-2-2170-6010 Operations-ROTS	6,144	9,000	5,000.00
01-2-2170-6025 Contractor/Transport/Haul-ROTS	73,076	64,872	80,000.00
<b>Total 2-2170 Rolla</b>	80,730	75,399	86,325.00
2-2180 Rose Prairie			
01-2-2180-1110 Banking Fees - RPTS	919	936	900.00
01-2-2180-2065 Insurance - Property RPTS	104	105	125.00
01-2-2180-2070 Insurance - Liability RPTS	369	369	500.00
01-2-2180-6010 Operations-RPTS	6,304	25,000	7,000.00
01-2-2180-6025 Contractor/Transport/Haul-RPTS	87,663	95,472	95,000.00
01-2-2180-6040 Water Monitoring-RPTS	22,618	11,373	17,610.00
<b>Total 2-2180 Rose Prairie</b>	117,977	133,255	121,135.00
2-2190 SP Haul All PL6			
01-2-2190-6030 Transport/Haul - SP Haul	304,887	359,100	315,000.00
<b>Total 2-2190 SP Haul All PL6</b>	304,887	359,100	315,000.00
2-2200 Taylor			
01-2-2200-6030 Transport/Haul-Refuse Serv.Agreement	6,240	12,750	12,750.00
01-2-2200-6040 Water Monitoring - Taylor	7,189	6,621	5,790.00
<b>Total 2-2200 Taylor</b>	13,429	19,371	18,540.00
2-2210 Tomslake			
01-2-2210-1110 Banking Fees - TLTS	922	948	900.00



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			1. Provisional Budget
01-2-2210-2065 Insurance - Property TLTS	148	149	175.00
01-2-2210-2070 Insurance - Liability TLTS	369	369	500.00
01-2-2210-6010 Operations-TLTS	8,849	29,000	10,000.00
01-2-2210-6025 Contractor/Transport/Haul-TLTS	101,778	93,024	100,000.00
<b>Total 2-2210 Tomslake</b>	<b>112,066</b>	<b>123,490</b>	<b>111,575.00</b>
2-2230 Tumbler Ridge			
01-2-2230-2065 Insurance - Property TRTS	128	222	225.00
01-2-2230-2070 Insurance - Liability TRTS	369	369	500.00
01-2-2230-6010 Operations - Tumbler Ridge	5,050	10,000	10,000.00
01-2-2230-6020 Contractor - Tumbler Ridge	172,158	238,000	160,000.00
01-2-2230-6030 Transport/Haul - Tumbler Ridge	168,613	207,442	205,000.00
<b>Total 2-2230 Tumbler Ridge</b>	<b>346,318</b>	<b>456,033</b>	<b>375,725.00</b>
2-2240 Upper Halfway			
01-2-2240-1110 Banking Fees - UHTS	932	948	900.00
01-2-2240-2065 Insurance - Property UHTS	218	222	225.00
01-2-2240-2070 Insurance - Liability UHTS	369	369	500.00
01-2-2240-6010 Operations-UHTS	5,000	9,000	5,000.00
01-2-2240-6025 Contractor/Transport/Haul-UHTS	79,957	74,664	80,000.00
<b>Total 2-2240 Upper Halfway</b>	<b>86,476</b>	<b>85,203</b>	<b>86,625.00</b>
2-2250 Wonowon			
01-2-2250-1110 Banking Fees - WWTS	912	936	900.00
01-2-2250-2065 Insurance - Property WWTS	113	114	150.00
01-2-2250-2070 Insurance - Liability WWTS	369	369	500.00
01-2-2250-6010 Operations-WWTS	5,706	11,000	5,000.00
01-2-2250-6025 Contractor/Transport/Haul-WWTS	96,189	91,800	100,000.00
<b>Total 2-2250 Wonowon</b>	<b>103,289</b>	<b>104,219</b>	<b>106,550.00</b>
2-2300 Waste Reduction			
01-2-2300-6115 Spring/Fall Cleanup	279,021	266,000	280,000.00
01-2-2300-6116 Cleanup coupons	4,634	10,000	7,500.00
01-2-2300-6120 Recycling	1,828,736	2,103,147	2,100,000.00
01-2-2300-6130 Education	5,097	30,000	25,000.00
01-2-2300-6140 Taylor Site Rental	6,000	6,000	6,000.00
01-2-2300-6150 MMBC Municipal Recycle Reimbursement	10,277	20,000	11,000.00
<b>Total 2-2300 Waste Reduction</b>	<b>2,133,765</b>	<b>2,435,147</b>	<b>2,429,500.00</b>
2-8000 M.F.A			
01-2-8000-8030 Long-term principal	850,262	850,262	850,262.00
01-2-8000-8040 Long-term interest - MFA	327,174	327,174	327,174.00
01-2-8000-8050 Actuarial Recognized	168,064		
<b>Total 2-8000 M.F.A</b>	<b>1,345,500</b>	<b>1,177,436</b>	<b>1,177,436.00</b>
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve			1,511,541.00
01-2-8100-8120 Operating Reserve			139,088.00
01-2-8100-8140 Landfill Closure Liability Reserve	224,400	224,400	225,000.00



General Operating Fund

500 Regional Solid Waste Management

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-8100-8150 Interest on reserves	14,514		
<b>Total 2-8100 Transfers to Reserve</b>	238,914	224,400	1,875,629.00
TOTAL EXPENDITURES	11,490,229	12,311,950	13,111,541.00
CAPITAL REVENUES			
7-0010 Requisition			
01-7-0010-0015 Requisition	(1,109,079)	-1,109,079	(704,267.00)
<b>Total 7-0010 Requisition</b>	(1,109,079)	-1,109,079	(704,267.00)
7-0140 Transfers from Reserve			
01-7-0140-0141 Capital Reserve	(2,911,256)	-5,241,143	(2,361,289.00)
<b>Total 7-0140 Transfers from Reserve</b>	(2,911,256)	-5,241,143	(2,361,289.00)
TOTAL CAPITAL REVENUES	(4,020,335)	-6,350,222	(3,065,556.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8503 Infrastructure	4,021,470	6,350,222	3,065,556.00
<b>Total 8-8500 Transfer to General Capital Fund</b>	4,021,470	6,350,222	3,065,556.00
TOTAL CAPITAL EXPENDITURES	4,021,470	6,350,222	3,065,556.00
Surplus / Deficit	(2,399,311)		

**EXHIBIT 7.0000**

**Regional Solid Waste Management**

Category  
[1-4300](#)

**Basis of Apportionment:**                      Converted Hospital Assessment - Improvements ONLY

**Tax Rate or Other Limitations:**  
*Bylaw No. 1044, 1996*

Greater of                      3,817,000  
Or, the product of                      1.4000 per \$1,000 taxable value

	<b>Requisition Amount</b>	<b>Tax Rate Per 1000</b>	<b>Figures for Apportionment</b>	<b>Percent</b>
Dawson Creek	542,150	0.2909	186,358,753	7.19%
Hudson's Hope	105,795	0.2909	36,365,983	1.40%
Tumbler Ridge	169,679	0.2909	58,325,381	2.25%
Fort St. John	929,456	0.2909	319,491,530	12.33%
Chetwynd	154,449	0.2909	53,090,220	2.05%
Pouce Coupe	25,244	0.2909	8,677,297	0.33%
Taylor	104,881	0.2909	36,051,882	1.39%
Area B	2,421,636.97	0.2909	832,414,490	32.13%
Area C	473,632	0.2909	162,806,557	6.28%
Area D	1,526,681	0.2909	524,781,911	20.26%
Area E - Jurisdiction 759	1,071,645	0.2909	368,367,549	14.22%
Area E - Jurisdiction 760	10,836	0.2909	3,724,728	0.14%
<b>Total</b>	<b>7,536,083</b>	0.2909	<b>2,590,456,281</b>	100.00%

Municipal Requisition:	1,926,771
Electoral Area Requisition:	5,504,431
Total Requisition:	7,431,202

*After Prior Year Adj*

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	7,536,083		-
Assessment	2,613,970,345	-0.90%	(23,514,064)
Tax Rate	0.2883	0.91%	0.0026

## ORGANIZATION

### Capital Projects

<b>Project</b>	0042 North Peace Regional Landfill - Phase 1 Closure (Design)		
<b>Department</b>	Regional Solid Waste Management		
<b>Version</b>	1. Provisional Budget	<b>Year</b>	2021

#### Description

### Description

Under the Operating Permit of a landfill, the owner must supply the Province a Design, Operating and Closure Plan (DOCP) for the landfill. The DOCP illustrates how the site will be filled and subsequently closed or capped. Under the DOCP for the North Peace Regional Landfill (NPRLF) the PRRD is required to progressively close completed phases of the landfill within 2 years of a phases completion. Phase 1A of the NPRLF was finished in 2018, the area to close is approximately 22,000m<sup>2</sup>

### Benefits

By progressively closing developed landfill phases, leachate generation is reduced as surface waters can no longer enter the waste mass. Additionally, progressive closures allow for the cost of final cover to be spread over several years instead of a single lump sum.

### Risks

By not completing the closure in a timely fashion the PRRD will be out of compliance with the Operating Permit and the Design Operating and Closure Plan that has been approved by the Province.

#### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
Infrastructure	70,000	70,000				
	70,000	70,000				
<b>Expenditures Total</b>	<b>70,000</b>	<b>70,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Requisition	70,000	70,000				
	70,000	70,000				
<b>Funding Total</b>	<b>70,000</b>	<b>70,000</b>				

#### Attributes

Attribute	Value	Comment
Department	Regional Solid Waste Management	
Approval Status	Approved	
Asset Classification	Landfills	
Project Type		
Year of Initiation	2021	

## ORGANIZATION

### Capital Projects

Project	0043 Chetwynd Landfill - Scale Replacement (Tender, Construction, QA/QC)		
Department	Regional Solid Waste Management		
Version	1. Provisional Budget	Year	2021

#### Description

### Description

In 2019 a 80' scale was moved from the North Peace Regional Landfill to the Chetwynd Landfill (CHLF). The intention was to reuse the 80' scale and replace the current 40' scale at the CHLF. In 2020 budget was allocated of the design and tendering for the project. In 2020 the design and tender package was complete with the intention of the construction and QA/QC taking place in 2021.

### Benefits

The 80' scale will allow for easier access for the larger trucks to weigh in on, additionally by reusing the 80' scale saves the new purchase of a scale which is estimated between \$90,000 - \$100,000. The design for the new scale area has been made with consideration to the site being turned in to a transfer station in the future.

### Risks

The foundation of the current 40' scale at the CHLF is failing. The existing foundation has settled and shifted, which in turn has caused the stress to the scale. Delaying the replacement can result in higher costs of

#### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
Infrastructure	447,556	447,556				
	447,556	447,556				
<b>Expenditures Total</b>	<b>447,556</b>	<b>447,556</b>				
<b>Funding</b>						
<b>All Financing</b>						
Requisition	279,267	279,267				
Capital Reserve	168,289	168,289				
	447,556	447,556				
<b>Funding Total</b>	<b>447,556</b>	<b>447,556</b>				

#### Attributes

Attribute	Value	Comment
Department	Regional Solid Waste Management	
Approval Status	Approved	
Asset Classification	Landfills	
Project Type		
Year of Initiation	2021	

## ORGANIZATION

### Capital Projects

Project	0044 Prespatou Transfer Station - Scale Replacement (Design)		
Department	Regional Solid Waste Management		
Version	1. Provisional Budget	Year	2021

#### Description

### Description

The foundations at the Prespatou Transfer Station (PPTS) have begun to move. Movement in the lock block wall has caused the deck of the attendant building to heave approximately one foot. Additionally it appears that the Piles that support the scale have begun to shift causing the scale to contact some of the pipes. The movement is likely caused by drainage issues and water becoming trapped and saturating the ground. The project will asses the next steps required to repair the scale foundation

### Benefits

The scale at the Prespatou transfer station is used frequently by the area's farming community for weigh bills. By maintaining a scale on site the same level of service can be provided to the community.

### Risks

Should the scale foundation continue to fail, the use of the scale could be limited. If the scale is unusable the site would have to move to volume based tipping fees and the area would not have access to the scale for

#### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
Infrastructure	60,000	60,000				
	60,000	60,000				
<b>Expenditures Total</b>	<b>60,000</b>	<b>60,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Requisition	60,000	60,000				
	60,000	60,000				
<b>Funding Total</b>	<b>60,000</b>	<b>60,000</b>				

#### Attributes

Attribute	Value	Comment
Department	Regional Solid Waste Management	
Approval Status	Approved	
Asset Classification	Transfer Stations	
Project Type		
Year of Initiation	2021	

## ORGANIZATION

### Capital Projects

Project	0045 Bulky Pit Closure - Cecil Lake, Rose Prairie, Kelly Lake Transfer Stations (Design, Tender,		
Department	Regional Solid Waste Management		
Version	1. Provisional Budget	Year	2021

#### Description

### Description

In 2020 the Cecil lake, Rose Prairie, and Kelly Lake transfer stations received tipping ramps for bulky and wood material to be collected in 40 yard bins. Phase 2 of the project is to close the current "Bulky Waste Pits". The closure will be performed in accordance to provincial guidelines and is a necessary step to move the permit for the old landfill site towards abandonment.

### Benefits

By closing the Bulky Waste Pits staff will be able to pursue the abandonment of the previous Landfill operating permit. By abandoning the permit requirements that arise from permit updates are mitigated in the future.

### Risks

If the closure does not take place the pits will remain open, and carry a higher maintenance cost as the will need to be dewatered. Additionally, if the closure does not go through then staff will be unable to move the

#### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
Infrastructure	155,000	155,000				
	155,000	155,000				
<b>Expenditures Total</b>	<b>155,000</b>	<b>155,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Requisition	155,000	155,000				
	155,000	155,000				
<b>Funding Total</b>	<b>155,000</b>	<b>155,000</b>				

#### Attributes

Attribute	Value	Comment
Department	Regional Solid Waste Management	
Approval Status	Approved	
Asset Classification	Transfer Stations	
Project Type		
Year of Initiation	2021	

## ORGANIZATION

### Capital Projects

Project	0046 Bessborough Landfill - Diversion Pad Development (Design, Construction)		
Department	Regional Solid Waste Management		
Version	1. Provisional Budget	Year	2021

#### Description

### Description

To develop a 6,500m<sup>2</sup> gravel pad for divertible materials such as metal, tires, wood, concrete, shingles.

### Benefits

A gravel pad will promote better drainage lowering to cost of maintenance and increasing customer experience versus the current clay pad. A centralized location for divertible materials will provide easier site navigation for customer as the location will be located outside of a fill plan and can stay for the life of the landfill.

### Risks

Nothing at this time

#### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
Infrastructure	140,000	140,000				
	140,000	140,000				
<b>Expenditures Total</b>	<b>140,000</b>	<b>140,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Requisition	140,000	140,000				
	140,000	140,000				
<b>Funding Total</b>	<b>140,000</b>	<b>140,000</b>				

#### Attributes

Attribute	Value	Comment
Department	Regional Solid Waste Management	
Approval Status	Approved	
Asset Classification	Landfills	
Project Type		
Year of Initiation	2021	



2021 Budget - Supplemental Item						
Title: Solid Waste Seasonal Tech			Environmental Services			
Division: Solid Waste			Regional Solid Waste Management - 500			
Type: Operating Supplemental - Ongoing			Medium			
Description						
<p>The Solid Waste Department would like to hire a seasonal employee for 2021. The intention is for the position to have 35 hour week for approximately 17 weeks. The position will be for a summer student with an technical background (Civil or Environmental). The goal for this position is to allow the Solid Waste Department to have eyes on each project that is underway each week, which will help catch any discrepancies early that could lead to change orders within the project.</p>						
Benefits						
<p>The Seasonal tech will be able to be on site for each capital and operational project through the summer months. They will rotate through projects every day and provide the Solid Waste Department with a set of eyes to monitor how the project is progressing. The presents of a PRRD employee on site will also ensure the contractors are working efficiently. With an Environmental or Civil tech background there is opportunity to have the seasonal worker aid QA/QC for projects helping reduce site visits from consultants from out of the region.</p>						
Risks						
<p>In the past projects have been monitored by consultants, most of the consultants that complete the design work for these types of projects are from out of the area and daily inspections become financially restrictive. As such, inspections and site visits are typically held to key milestones in the project, which could leave weeks in-between site visits.</p>						
Financial Information						
Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
Requisition	23,000					23,000
						0
						0
	23,000	0	0	0	0	23,000
Expenses						
	2021	2022	2023	2024	2025	5 Year Total
Wages	23,000					23,000
						0
						0
						0
						0
						0
						0
						0
	23,000	0	0	0	0	23,000
Administration						
Author: Gerritt Lacey					Date Prepared: 11-23-2020	
Approval Date						



# REPORT

To: Chair and Directors

Report Number: FN-BRD-046

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 100 Administration Draft 2021 Budget**

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**RECOMMENDATION #1: *[Corporate Weighted]***

That the Regional Board approve the supplementary request to purchase an Off-site Back-up server for \$70,000.

**RECOMMENDATION #2: *[Corporate Weighted]***

That the Regional Board approve the supplementary request to purchase Asset Management Software for \$100,000.

**RECOMMENDATION #3: *[Corporate Weighted]***

That the Regional Board approve the supplementary request to purchase a new Audio/Visual system for the Board Room for \$100,000.

**RECOMMENDATION #4: *[Corporate Weighted]***

That the Regional Board approve the supplementary request to purchase Procurement Platform Software for \$10,000.

**RECOMMENDATION #5: *[Corporate Weighted]***

That the Regional Board approve the supplementary request to complete Condition Assessments on the Dawson Creek Regional District office and the Field Services warehouse for \$30,000.

**RECOMMENDATION #6: *[Corporate Weighted]***

That the Regional Board approve the supplementary request to upgrade the PRRD website for \$20,000.

**RECOMMENDATION #7: *[Corporate Weighted]***

That the Regional Board include the draft 2021 budget for Function 100 Administration 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 \$4,881,773 for Operational expenses and \$270,000 for Capital expenses totaling \$5,151,773, a 1.76% decrease in Operations and a 57.43% increase in Capital for an overall reduction to the Administration budget of 0.22%.

**Supplemental Items****General Administration**

Condition Assessment – As per the Board's Strategic Plan, Asset Management is a crucial initiative. Thus, a condition assessment for both the Dawson Creek office and Warehouse needs to be conducted to gather accurate, up-to-date data on these assets and plan for future expenses if necessary.

**Finance**

Asset Management Software – The PRRD currently keeps a record of all its capital assets in an excel spreadsheet, prone to error. Asset Management software is a dedicated application used to record and track assets throughout their life cycle, taking into account replacement costs and allowing the PRRD to accurately ensure that adequate reserves are in place to replace and maintain the assets when they reach the end of their useful lives. This software assists with the long-term goals of asset management and the financial plan.

Procurement Platform – Streamlines sourcing, contract management, and vendor performance. The software will remove the manual work that the PRRD does and will empower more impactful bid and RFP decision making. Currently, the PRRD uses three spreadsheets in the Procurement process. The software platform will allow the PRRD to centralize this process to become more efficient and effective in the RFP process and contract management.

**Information Technology**

Board Room Audio/Visual Upgrade – The PRRD has been experiencing disruptions and interference with its current audio/visual system and needs updating. This new system would include additional functionality for the Chair to control microphones and manage the speaking order, and a professional audio receiver, speakers, microphones, indicator lights, wireless handheld microphone, and any other necessary equipment.

Offsite Back-up Server – The current PRRD offsite back-up solution is approaching maximum capacity and needs an upgrade as the current one has been in service for ten years. The server provides data and server redundancy for the PRRD. As reliance on electronic data continues to grow, especially with COVID-19, a more robust, higher-capacity server is needed to keep up with growth.

**Communications**

Website Upgrade – The website has grown steadily since the last upgrade in 2015, but growth has not been strategically managed. The requested funds would allow detailed analysis of Google Analytics usage data; conduct task-testing and user-sorting exercises with screen movement recordings to determine the most common user behavior and paths taken on the site. Additionally, removal of out-of-date, infrequently used, and less important information. The goal is that the PRRD website has a new look and feel, more images and videos, and clear and concise information for the taxpayers while holding to the established PRRD brand.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

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

**FINANCIAL CONSIDERATION(S):**

Overall, the tax requisition decreased \$1,747 or 0.07% for a total of \$2,617,555 (\$2,619,302 in 2020). The 2020 approved budget was \$5,140,488 while the draft 2021 budget is \$5,151,773. Highlights of increases and decreases are provided below.

Administration expense increased by \$21,476 or 2.94%, primarily due to \$30,000 budgeted for a condition assessment on the Dawson Creek office and warehouse.

Finance expenses decreased by \$7,624 or 0.70%, primarily due to travel being reduced by \$5,500 due to COVID-19.

Corporate Services expenses decreased by \$31,151 or 2.99%, primarily due to travel being reduced by \$10,975 and a reduction in wages of \$27,226.

Information Technology decreased \$86,047 or 9% primarily due to a decrease in Consulting Services of \$150,000.

Human Resources decreased \$23,770 or 4.07% primarily due to a decrease in Transfer to Reserves of \$57,000.

Communications increased \$25,826 or 6.54% primarily due to the supplementary request of \$20,000 to upgrade the website.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. Function 100 Administration Draft 2021 Budget and Tax Rate
2. F100 – Supplemental – Back-up Server
3. F100 – Supplemental – AM Software
4. F100 – Supplemental – Board Room Audio–Visual Upgrade
5. F100 – Supplemental – Procurement Platform
6. F100 – Supplemental – Condition Assessment
7. F100 – Supplemental – Website Upgrade

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



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**General Operating Fund**

**100 Administrative**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(2,619,302)	(2,619,302)	(2,617,555.00)
<b>Total 1-0010 Requisition</b>	(2,619,302)	(2,619,302)	(2,617,555.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(1,422,047)	(1,422,047)	(1,130,000.00)
<b>Total 1-0020 Surplus/Deficit</b>	(1,422,047)	(1,422,047)	(1,130,000.00)
1-0030 Grants			
01-1-0030-0000 General	(31,233)	(35,000)	
01-1-0030-0031 Provincial Grants-in-lieu	(457,407)	(122,400)	(450,000.00)
01-1-0030-0033 Provincial	(108,641)		
01-1-0030-0034 Municipal Grants-in-lieu	(3,570)	(20,400)	
01-1-0030-0037 Provincial Conditional	(700,000)		
01-1-0030-0038 Federal Conditional		(166,464)	
<b>Total 1-0030 Grants</b>	(1,300,851)	(344,264)	(450,000.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(17,605)	(40,000)	
01-1-0040-0040 Administration Fees	(695,540)	(543,375)	(684,218.00)
<b>Total 1-0040 Recovery of Costs</b>	(713,145)	(583,375)	(684,218.00)
1-0070 Investment Income			
01-1-0070-0000 General - Investment Income	(133,188)		
01-1-0070-0071 Interest on Reserves	(31,681)		
<b>Total 1-0070 Investment Income</b>	(164,869)		
1-0120 Administration			
01-1-0120-0040 Administration Fees	(5,495)		
01-1-0120-0123 Sale of assets	2,540		
<b>Total 1-0120 Administration</b>	(2,955)		
<b>TOTAL REVENUES</b>	(6,223,169)	(4,968,988)	(4,881,773.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	129,371	133,724	114,691.00
01-2-1000-1030 Benefits	32,065	38,916	30,693.00
01-2-1000-1040 WCB	(48)		1,663.00
01-2-1000-2030 Phone/Internet	39,006	43,350	43,350.00
01-2-1000-2050 Miscellaneous	3,348	4,577	4,500.00
01-2-1000-2055 Contingency		28,100	40,776.00
01-2-1000-2065 Insurance - Property	5,100	5,000	5,233.00
01-2-1000-2070 Insurance - Liability	12,927	1,500	12,381.00
01-2-1000-2080 Insurance - AD&D	226	250	227.00
01-2-1000-2110 R&M - Buildings	175,067	177,000	185,000.00
01-2-1000-2120 R&M - Equipment	3,827	5,000	5,200.00

**Peace River Regional District**  
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**General Operating Fund**

**100 Administrative**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-1000-2150 Electricity	22,915	25,000	25,000.00
01-2-1000-2160 Natural Gas	12,558	10,716	13,500.00
01-2-1000-2180 Utilities - Other	3,965	4,266	4,250.00
01-2-1000-3010 Travel	(66)		
01-2-1000-3016 Mileage	330		1,000.00
01-2-1000-3020 Meals	264	2,601	5,000.00
01-2-1000-3030 Training & Development	9,024	10,000	10,000.00
01-2-1000-3035 PRRD internal events	3,034	10,000	10,000.00
01-2-1000-3050 Memberships	8,074	4,590	7,500.00
01-2-1000-3100 Contract for Services	15,559	10,000	45,000.00
01-2-1000-4010 Rent/Lease	31,069	31,000	33,000.00
01-2-1000-5010 Advertising Services	6,991		7,000.00
01-2-1000-5020 Consulting Services	5,900	36,934	10,000.00
01-2-1000-5030 Legal Services	131,318	63,464	72,000.00
01-2-1000-5110 Supplies - Warehouse	4,322		10,000.00
01-2-1000-5114 Covid Supplies	2,305		5,000.00
01-2-1000-5120 Supplies - Office	40,202	75,000	50,500.00
01-2-1000-5140 Minor Capital		10,000	
<b>Total 2-1000 General Expenditures</b>	<b>698,653</b>	<b>730,988</b>	<b>752,464.00</b>
2-1100 Administration			
01-2-1100-1110 Banking Fees	5,463	8,219	6,000.00
01-2-1100-1120 Bad Debts		1,040	1,040.00
01-2-1100-1140 Audit Fees	21,525	29,183	29,183.00
<b>Total 2-1100 Administration</b>	<b>26,988</b>	<b>38,442</b>	<b>36,223.00</b>
2-1150 Allocations			
01-2-1150-1190 PRRD Vehicles	23,920	23,920	40,214.00
<b>Total 2-1150 Allocations</b>	<b>23,920</b>	<b>23,920</b>	<b>40,214.00</b>
2-1200 Finance			
01-2-1200-1010 Wages - Full Time (FIN)	610,000	694,600	688,985.00
01-2-1200-1020 Wages - Part Time (FIN)	52,320		57,758.00
01-2-1200-1030 Benefits (FIN)	157,615	201,434	199,677.00
01-2-1200-1040 WCB (FIN)	7,437		9,990.00
01-2-1200-2050 Miscellaneous (FIN)	871		1,500.00
01-2-1200-3010 Travel (FIN)	2,295	15,500	10,000.00
01-2-1200-3016 Mileage - in region (FIN)	967	2,500	2,500.00
01-2-1200-3020 Meals (FIN)	48	2,500	2,500.00
01-2-1200-3030 Training & Development (FIN)	9,731	10,500	15,000.00
01-2-1200-3040 Conferences & Seminars (FIN)	500	4,000	4,500.00
01-2-1200-3050 Memberships (FIN)	2,007	3,000	4,400.00
01-2-1200-3060 Meetings (FIN)		1,000	500.00
01-2-1200-3100 Contract for Services (FIN)	825		
01-2-1200-4400 Upgrades - Software	976	25,000	1,000.00
01-2-1200-4425 Software & Software Licencing (FIN)	22,237	1,000	46,100.00

**Peace River Regional District**  
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**General Operating Fund**

**100 Administrative**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-1200-5010 Advertising Services (FIN)	1,134	2,000	1,500.00
01-2-1200-5020 Consulting Services (FIN)	140,450	125,000	35,000.00
01-2-1200-5030 Legal Service (FIN)		5,000	5,000.00
01-2-1200-5115 Supplies - General		2,500	
01-2-1200-5120 Supplies - Office (FIN)	2,574	1,000	3,000.00
<b>Total 2-1200 Finance</b>	<b>1,011,987</b>	<b>1,096,534</b>	<b>1,088,910.00</b>
2-1300 Corporate Services			
01-2-1300-1010 Wages - Full Time (CORP)	697,738	764,663	741,263.00
01-2-1300-1020 Wages - Part Time (CORP)	20,438	19,330	22,500.00
01-2-1300-1030 Benefits (CORP)	146,675	214,550	207,554.00
01-2-1300-1040 WCB (CORP)	6,878		7,200.00
01-2-1300-3010 Travel (CORP)	(311)	15,975	5,000.00
01-2-1300-3016 Mileage (CORP)	562	4,000	750.00
01-2-1300-3020 Meals (CORP)		1,500	500.00
01-2-1300-3030 Training & Development (CORP)	1,843	5,150	7,650.00
01-2-1300-3050 Memberships (CORP)	247	1,200	1,100.00
01-2-1300-3060 Meetings (CORP)	230	800	800.00
01-2-1300-3100 Contract for Services (CORP)	12,840	13,000	15,000.00
01-2-1300-5120 Supplies - Office (CORP)	973	1,800	1,500.00
<b>Total 2-1300 Corporate Services</b>	<b>888,113</b>	<b>1,041,968</b>	<b>1,010,817.00</b>
2-1400 IT			
01-2-1400-1010 Wages - Full Time (IT)	384,351	383,742	385,647.00
01-2-1400-1030 Benefits (IT)	92,398	109,835	104,243.00
01-2-1400-1040 WCB (IT)	4,380		5,592.00
01-2-1400-1190 PRRD Vehicles (IT)		1,836	1,872.00
01-2-1400-2030 Internet Fibre Service	31,366	32,000	30,000.00
01-2-1400-2120 IT Managed Service Provider	79,940	105,000	105,000.00
01-2-1400-3010 Travel (IT)	423	8,000	2,000.00
01-2-1400-3016 Mileage - In region (IT)	130	350	357.00
01-2-1400-3020 Meals - In region (IT)	235	1,200	500.00
01-2-1400-3030 Training & Development (IT)	4,682	3,625	9,625.00
01-2-1400-3040 Conferences & Seminars (IT)		3,875	3,875.00
01-2-1400-3050 Memberships (IT)	248	750	750.00
01-2-1400-3060 Meetings (IT)	136	510	520.00
01-2-1400-3100 Contract for Services (IT)		2,550	2,601.00
01-2-1400-4405 Network Infrastructure	19,526	29,100	38,600.00
01-2-1400-4410 Computer Equipment Refresh	29,818	21,800	36,900.00
01-2-1400-4415 EOC Technology	8,600	9,100	4,300.00
01-2-1400-4425 Software and Software Licensing	55,153	41,580	54,730.00
01-2-1400-4430 Technology supplies and maintenance	27,425	14,500	18,650.00
01-2-1400-4435 Website Maintenance and Upgrades	20,983	27,234	27,778.00
01-2-1400-5010 Advertising Services (IT)		2,500	
01-2-1400-5020 Consulting Services (IT)		155,000	5,000.00



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



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**Page No: 1**

**General Operating Fund**

**100 Administrative**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-1400-5120 Supplies - Office (IT)	422	2,500	2,000.00
01-2-1400-8120 Transfer to Operating Reserve (IT)			30,000.00
<b>Total 2-1400 IT</b>	<b>760,216</b>	<b>956,587</b>	<b>870,540.00</b>
2-1500 HR			
01-2-1500-0000 General (HR)	908	1,500	1,530.00
01-2-1500-4600 Labour Relations (HR)		180,000	183,600.00
01-2-1500-4605 Recruitment (HR)	30,855	100,000	104,260.00
01-2-1500-5010 Advertising Services (HR)	21,086	32,000	32,640.00
01-2-1500-5020 Consulting Services (HR)		25,000	49,000.00
01-2-1500-5030 Legal Services (HR)	21,651	35,000	35,700.00
01-2-1500-8120 Transfer to Operating Reserve	210,000	210,000	153,000.00
<b>Total 2-1500 HR</b>	<b>284,500</b>	<b>583,500</b>	<b>559,730.00</b>
2-1800 Communications			
01-2-1800-1010 Wages - Full Time (COM)	84,365	151,950	160,000.00
01-2-1800-1030 Benefits (COM)	23,441	44,100	46,400.00
01-2-1800-1040 WCB (COM)	1,041		1,200.00
01-2-1800-3010 Travel (COM)		2,000	2,000.00
01-2-1800-3016 Mileage (COM)	11	4,200	4,200.00
01-2-1800-3020 Meals - Communications	71	1,550	1,550.00
01-2-1800-3030 Training & Development (COM)	1,294	3,225	3,225.00
01-2-1800-3050 Memberships (COM)	727	800	800.00
01-2-1800-3100 Contract for services (COM)	87,766	91,000	92,000.00
01-2-1800-4425 Software and Software Licensing (COM)	17,462	1,400	1,400.00
01-2-1800-5012 Board specific mailouts, ads, etc. (COM)	204	5,100	5,100.00
01-2-1800-5013 Corporate Displays (COM)	2,281	19,000	19,000.00
01-2-1800-5014 Corporate Promotional Items (COM)		18,300	18,300.00
01-2-1800-5017 Regional Promotion/Marketing (COM)	4,934	15,000	15,000.00
01-2-1800-5018 Tradeshow (COM)		5,100	5,100.00
01-2-1800-5019 Community+Stakeholders Information		5,100	5,100.00
01-2-1800-5020 Consulting Services (COM)	411	20,000	40,000.00
01-2-1800-5055 Mass Communication Notification System	2,592		
01-2-1800-5120 Supplies - Office (COM)	151	500	500.00
01-2-1800-5140 Minor Capital (COM)		5,500	
01-2-1800-6230 Insurance - Vehicles & Equip. (COM)		1,224	
<b>Total 2-1800 Communications</b>	<b>226,751</b>	<b>395,049</b>	<b>420,875.00</b>
2-3300 Regional Initiatives			
01-2-3300-5060 Studies, Plans and Assessments	180		
<b>Total 2-3300 Regional Initiatives</b>	<b>180</b>		
2-3400 Development Services Projects			
01-2-3400-3402 Site C Monitoring	108,641		
01-2-3400-3436 Subdiv and Servicing Bylaw	13,203		
<b>Total 2-3400 Development Services Projects</b>	<b>121,844</b>		
2-4100 Park - Blackfoot			



General Operating Fund

100 Administrative

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-4100-3020 Meals - in region (BLKFT)			
<b>Total 2-4100 Park - Blackfoot</b>			
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	102,000	102,000	102,000.00
01-2-8100-8120 Operating Reserve	700,000		
01-2-8100-8150 Interest on reserves	31,681		
<b>Total 2-8100 Transfers to Reserve</b>	833,681	102,000	102,000.00
TOTAL EXPENDITURES	4,876,833	4,968,988	4,881,773.00
CAPITAL REVENUES			
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit	(171,500)	-171,500	(270,000.00)
<b>Total 7-0020 Surplus/Deficit</b>	(171,500)	-171,500	(270,000.00)
7-0030 Grants			
01-7-0030-0037 Provincial Conditional	(22,555)		
<b>Total 7-0030 Grants</b>	(22,555)		
TOTAL CAPITAL REVENUES	(194,055)	-171,500	(270,000.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8501 Furniture, Fixtures, Equipment	31,684	46,500	
01-8-8500-8508 IT Infrastructure	94,185	125,000	270,000.00
<b>Total 8-8500 Transfer to General Capital Fund</b>	125,869	171,500	270,000.00
TOTAL CAPITAL EXPENDITURES	125,869	171,500	270,000.00
Surplus / Deficit	(1,414,522)		

EXHIBIT 1-B

Administration

Category

[1-1200](#)

**Basis of Apportionment:** Converted Hospital Assessments - Land & Improvements

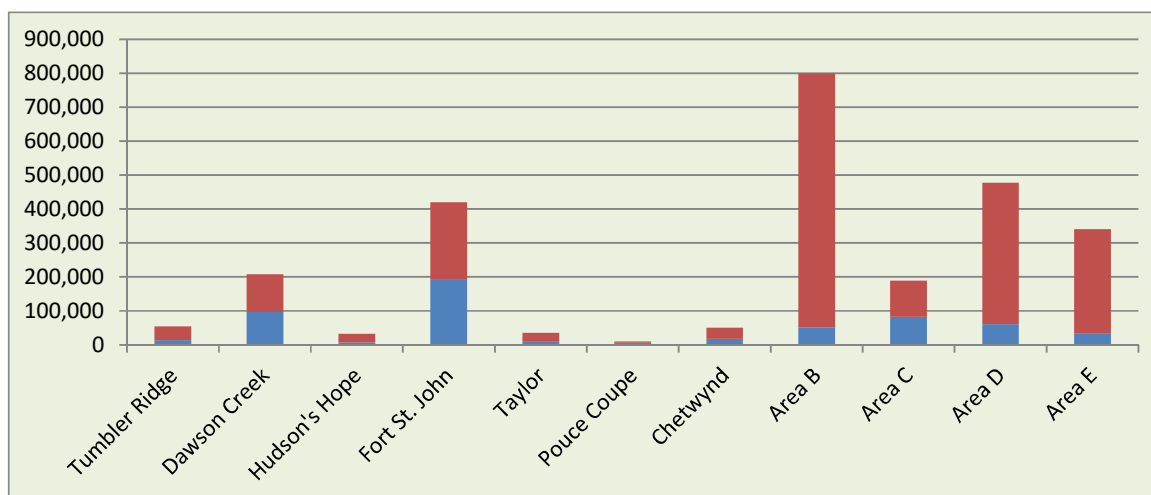
**Tax Rate or Other Limitations:** None

*LGA s. 800 (2) (a)*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Tumbler Ridge	54,518	0.0808	67,460,430	2.08%
Dawson Creek	207,941	0.0808	257,307,031	7.94%
Hudson's Hope	32,615	0.0808	40,358,425	1.25%
Fort St. John	420,274	0.0808	520,048,915	16.06%
Taylor	35,007	0.0808	43,318,014	1.34%
Pouce Coupe	9,635	0.0808	11,922,842	0.37%
Chetwynd	50,910	0.0808	62,996,847	1.94%
Area B	799,480	0.0808	989,279,946	30.54%
Area C	189,304	0.0808	234,245,222	7.23%
Area D	476,903	0.0808	590,122,366	18.22%
Area E	340,967	0.0808	421,914,121	13.03%
<i>See Area E Jurisdiction Split Below</i>				
<b>Total</b>	<b>2,617,555</b>	<b>0.0808</b>	<b>3,238,974,159</b>	<b>100.00%</b>
Area E - Jurisdiction 759	337,652		417,811,485	99.03%
Area E - Jurisdiction 760	3,316		4,102,636	0.97%
	340,967		421,914,121	100%

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	2,619,302	-0.07%	(1,747)
Assessment	3,288,759,280	-1.51%	(49,785,121)
Tax Rate	0.0796	1.47%	0.0012

Class 1 - Residential Total All Other Classes



# ORGANIZATION

## Capital Projects

<b>Project</b>	0010 Offsite Backup Server		
<b>Department</b>	Administrative		
<b>Version</b>	1. Provisional Budget	<b>Year</b>	2021

### Description

## Description

Offsite backup is the replication of the data to a server which is separated geographically from a production systems site. Our current offsite backup solution is approaching maximum capacity and needs to be upgraded. The current solution has been in use for the past 10 years.

## Benefits

Provides data and server redundancy for the PRRD. As reliance on electronic data at PRRD continues to grow, a more robust, higher-capacity server is needed to keep up with our growth. We expect this system to last between 8-10 years. The system provides full availability to restore virtual machines, scalable business protection, and efficient backup storage. Ransomware and malware protection automatically built into the system.

## Risks

While the system is extremely redundant, electrical or Internet outages can delay the backup from taking place on schedule. Backups resume when the system is available again.

### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
IT Infrastructure	70,000	70,000				
	70,000	70,000				
<b>Expenditures Total</b>	<b>70,000</b>	<b>70,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Surplus/Deficit	70,000	70,000				
	70,000	70,000				
<b>Funding Total</b>	<b>70,000</b>	<b>70,000</b>				

### Attributes

Attribute	Value	Comment
Department	Administrative	
Approval Status	Approved	
Asset Classification	IT Infrastructure	
Project Type	Software Upgrades	
Year of Initiation	2021	

# ORGANIZATION

## Capital Projects

Project	0039 Asset Management Software		
Department	Administrative		
Version	1. Provisional Budget	Year	2021

### Description

## Description

Asset Management Software is a dedicated application which is used to record and track assets throughout its life cycle, from procurement to the disposal of the asset.

## Benefits

With up-to-date software, it would eliminate the need for complicated Excel templates that are prone to data error upon entry and we risk formulas being broken within the TCA spreadsheet. It will provide the organization with information like where certain assets are located, who is using them, how they are being used and help with asset management in the sense of maintenance, repairs and replacement. Assists with the long-term goals of asset management and the financial plan in order to have the the required monies set aside for when the asset has reached its useful life.

## Risks

As future technology advances, software will need to accommodate.

### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
IT Infrastructure	100,000	100,000				
	100,000	100,000				
<b>Expenditures Total</b>	<b>100,000</b>	<b>100,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Surplus/Deficit	100,000	100,000				
	100,000	100,000				
<b>Funding Total</b>	<b>100,000</b>	<b>100,000</b>				

### Attributes

Attribute	Value	Comment
Department	Administrative	
Approval Status	Approved	
Asset Classification	IT Infrastructure	
Project Type	New Software Implementation	
Year of Initiation	2021	

## ORGANIZATION

### Capital Projects

Project	0041 Board Room Audio/Visual Upgrade		
Department	Administrative		
Version	1. Provisional Budget	Year	2021

#### Description

### Description

Board Room Audio/Video System Replacement. PRRD will seek qualified audio/video vendors to supply, install for a new upgraded audio/video system and components in the Board Room. The scope of work sought through a Request for Proposals will include design, selection, and implementation of a professional audio receiver, speakers, microphones, indicator lights, wireless handheld microphone, cabling, and any other necessary equipment, as well as integration of the proposed system with the existing projectors.

### Benefits

The new system will include additional functionality for the Chair for controlling microphones and managing speaking order. Additionally, the audio control system will be repositioned to the back of the room to easier access for live streaming of meetings and technical support.

### Risks

As future technology is implemented the audio/video system needs to accommodate.

#### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
IT Infrastructure	100,000	100,000				
	100,000	100,000				
<b>Expenditures Total</b>	<b>100,000</b>	<b>100,000</b>				
<b>Funding</b>						
<b>All Financing</b>						
Surplus/Deficit	100,000	100,000				
	100,000	100,000				
<b>Funding Total</b>	<b>100,000</b>	<b>100,000</b>				

#### Attributes

Attribute	Value	Comment
Department	Administrative	
Approval Status	Approved	
Asset Classification	IT Infrastructure	
Project Type	Software Upgrades	
Year of Initiation	2021	

2021 Budget - Supplemental Item						
Title	Procurement Platform				Corporate Services	
Division: Finance	Finance				Administration - 100	
Type:	Operating Supplemental - One-time				Medium	
Description						
Procurement platform that streamlines sourcing, contract management, and vendor performance on a cloud-based platform, to create a centralized and effective sourcing experience.						
Benefits						
The software removes the manual work to empower more impactful bid and RFP decisions, elevating public procurement teams from administrators to strategic advisors. Centralized procurement allows for the receipt of accurate data that leads to sound procurement decisions. Platform is simplistic for both PRRD staff and vendors.						
Risks						
Currently the PRRD uses 3 different spreadsheets to monitor and maintain the procurement process (approach to market, submission receipt, evaluation, award and contract management). Risk include inefficiencies in time management, focus is on updating spreadsheets and manually monitoring contracts which can lead to overdue insurances, expired contracts and potential lost costs (uncontrolled spending can be a waste of taxpayers dollars).						
Financial Information						
Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
Requisition	10,000					
						0
	10,000	0	0	0	0	0
Expenses						
	2021	2022	2023	2024	2025	5 Year Total
						0
Bonfire Contract	10,000					10,000
						0
						0
						0
						0
						0
						0
	10,000	0	0	0	0	10,000
Administration						
Author: Leanne Milliken					Date Prepared December 31, 2020	
Approval Date						

2021 Budget - Supplemental Item						
<b>Title:</b>	Condition Assessment				Corporate Services	
<b>Division:</b>	Finance				Administration - 100	
<b>Type:</b>	Operating Supplemental - One-time				Medium	
Description						
Carrying out a Condition Assessment is a part of the PRRD Strategic Plan that includes all PRRD owned assets.						
Benefits						
Condition Assessments will help the organization identify areas of risk and make informed financial decisions. It will reduce costs, avoid unnecessary expenses, and provide a tracking system to inspect assets for maintenance and repairs.						
Risks						
Currently, the PRRD does not conduct condition assessments, which reduces staffs' ability to estimate maintenance and replacement costs.						
Financial Information						
Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
Surplus	30,000					30,000
						0
						0
	30,000	0	0	0	0	30,000
Expenses	2021	2022	2023	2024	2025	5 Year Total
Contract for Services	30,000					30,000
						0
						0
						0
						0
						0
						0
						0
	30,000	0	0	0	0	30,000
Administration						
Author: Tab Young					Date Prepared: February 3, 2021	
Approval Date						



## 2021 Budget - Supplemental Item

Title: Jeff McDonald, Communications Manager	Corporate Services
Division: Administration	Administration - 100
Type:	High

### Description

**This supplemental request is for a website upgrade.** As outlined in our 2019-2022 Strategic Plan, a key aspect of our approach is "to communicate and engage with with our constituents to understand their interests as well as foster a better understanding of the Regional District's role and services". The PRRD website has not had a significant upgrade since 2015. It has grown steadily over the past several years in terms of quantity of information and number of pages, but that growth has not been strategically managed. The proposed budget spend would allow us to hire an external firm to: conduct detailed analysis of Google Analytics usage data; conduct task-testing and user-sorting exercises with screen movement recordings to determine most common user behaviour and user paths taken on the site; remove out-of-date, infrequently viewed and less important information; reorganize the website's navigational structure and paths; create a new look and feel with more white space, more use of images and video while holding to the established PRRD brand.

### Benefits

The PRRD website would function as an easily accessible and trusted 'source of truth' (especially important during emergency communications) with all other communications channels (social media, media relations, email marketing, advertising) pointing to and flowing from the website. It would be streamlined and re-designed with the user in mind, with more intuitive navigational paths and less extraneous information. A redesign will also allow us to optimize the navigation and content to more easily be displayed on all kinds of screens and devices; almost 45 per cent of our website visits now take place on mobile devices and that number will only increase.

### Risks

The website will not meet our stated communications approach, will continue to be less user-friendly, will not intuitive in terms of finding useful information quickly, will not optimized for viewing on mobile devices, and may function as a trusted 'source of truth', especially during emergencies.

### Financial Information

Operating						
Funding Sources	2021	2022	2023	2024	2025	5 Year Total
Requisition	20,000					20,000
						0
						0
	20,000	0	0	0	0	20,000
Expenses	2021	2022	2023	2024	2025	5 Year Total
Consulting Services	20,000					20,000
						0
						0
						0
						0
						0
						0
	20,000	0	0	0	0	20,000

### Administration

Author: Jeff McDonald	Date Prepared: January 5, 2021
Approval Date	



# REPORT

To: Chair and Directors

Report Number: FN-BRD-047

From: Teri Vetter, CFO and Tyra Henderson, CO

Date: February 17, 2021

**Subject: Function 110 Legislative Regional Draft 2021 Budget**

---

## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 110 Legislative Regional 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 \$858,120, an increase of \$68,821 or 8.72% from the 2020 budget.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

Overall, the requisition is \$470,773, a decrease of \$158,626 or 25.2% from the approved 2020 budget. This reduction is primarily due to the use of \$267,347 in surplus. There is \$120,000 for Provincial Conditional grants, including \$50,000 from Northern Development Initiative Trust (NDIT) for Economic Development strategy and \$70,000 from NDIT for the Housing Needs Assessment that will be completed at the end of March 2021.

General expenses have decreased by \$26,389 or 4.23%. This is primarily due to a reduction of \$8,054 in phone/internet expenses and \$10,000 in travel due to COVID-19. Additionally, all memberships have been moved to the Regional Board Advisory Committee as per Board resolution, further reducing general expenses.

Health Care Scholarships have decreased \$28,000 or 78.63% as this budget is being depleted and moved to Function 275 – Grants to Community Organizations.

Regional Initiatives have increased \$123,210 or 85.98% primarily due to \$100,000 for Health Care Service function referendum costs and \$50,000 for the Economic Development strategy workshop.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 110 Legislative Regional Draft 2021 Budget and Tax Rate

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



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**General Operating Fund**

**110 Legislative - Regional**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0011 Municipal	(629,399)	(629,399)	(470,773.00)
<b>Total 1-0010 Requisition</b>	(629,399)	(629,399)	(470,773.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(101,946)	(105,900)	(267,347.00)
<b>Total 1-0020 Surplus/Deficit</b>	(101,946)	(105,900)	(267,347.00)
1-0030 Grants			
01-1-0030-0031 Provincial Grants-in-lieu	(70,269)	(40,000)	
01-1-0030-0034 Municipal Grants-in-lieu	(858)		
01-1-0030-0037 Provincial Conditional	(70,000)		(120,000.00)
<b>Total 1-0030 Grants</b>	(141,127)	(40,000)	(120,000.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(6,534)		
<b>Total 1-0040 Recovery of Costs</b>	(6,534)		
1-0070 Investment Income			
01-1-0070-0071 Interest on Reserves	(1,404)		
<b>Total 1-0070 Investment Income</b>	(1,404)		
TOTAL REVENUES	(880,410)	(775,299)	(858,120.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1015 Wages - Directors	310,357	358,000	358,000.00
01-2-1000-1030 Benefits	18,157	20,000	20,000.00
01-2-1000-2030 Phone/Internet	7,116	18,054	10,000.00
01-2-1000-2050 Miscellaneous	632	2,081	2,000.00
01-2-1000-2070 Insurance - Liability	1,476		891.00
01-2-1000-2080 Insurance - AD&D	127		150.00
01-2-1000-3010 Travel	784	20,000	10,000.00
01-2-1000-3016 Mileage	33,360	50,000	50,000.00
01-2-1000-3020 Meals	149	8,500	8,500.00
01-2-1000-3040 Conferences & Seminars	3,295	6,000	6,000.00
01-2-1000-3050 Memberships	37,961	38,495	
01-2-1000-3060 Meetings	11,364	54,750	58,450.00
01-2-1000-3100 Contract for Services		30,000	30,000.00
01-2-1000-5010 Advertising Services	8,150	4,500	30,000.00
<b>Total 2-1000 General Expenditures</b>	432,928	610,380	583,991.00
2-1800 Communications			
01-2-1800-3030 Training & Development (COM)	1,347		
<b>Total 2-1800 Communications</b>	1,347		
2-3130 Health Care Scholarships			
01-2-3130-5830 High School Health Care Scholarships	9,000	9,000	

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



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**General Operating Fund**

**110 Legislative - Regional**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-3130-5831 Health Care Assistan Scholarships (NLC)	9,000	15,000	6,000.00
01-2-3130-5836 Licencensed Practical Nurse Scholaship	10,000	10,000	
01-2-3130-5837 Health Care Recruitment/Marketing		1,611	1,611.00
<b>Total 2-3130 Health Care Scholarships</b>	<b>28,000</b>	<b>35,611</b>	<b>7,611.00</b>
2-3300 Regional Initiatives			
01-2-1210-0219 Election/referendum cost (ADM FISC)			100,000.00
01-2-3300-5060 Studies, Plans and Assessments	143,482	122,500	116,518.00
01-2-3300-5900 Board Hosted Workshops	5,870	20,808	50,000.00
<b>Total 2-3300 Regional Initiatives</b>	<b>149,352</b>	<b>143,308</b>	<b>266,518.00</b>
2-8100 Transfers to Reserve			
01-2-8100-8150 Interest on reserves	1,404		
<b>Total 2-8100 Transfers to Reserve</b>	<b>1,404</b>		
<b>TOTAL EXPENDITURES</b>	<b>613,031</b>	<b>789,299</b>	<b>858,120.00</b>
CAPITAL REVENUES			
7-0020 Surplus/Deficit			
01-7-0020-0020 Surplus/Deficit			
<b>Total 7-0020 Surplus/Deficit</b>			
<b>TOTAL CAPITAL REVENUES</b>			
CAPITAL EXPENDITURES			
<b>TOTAL CAPITAL EXPENDITURES</b>			
Surplus / Deficit	(267,379)	14,000	

# Peace River Regional District - 2021 Budget Working Paper

## EXHIBIT 1-A

Category

### Legislative - Regional

[1-1110](#)

#### Basis of Apportionment:

Converted Hospital Assessment - Land & Improvements

Tax Rate or Other Limitations: None

*LGA s. 800 (2) (a)*

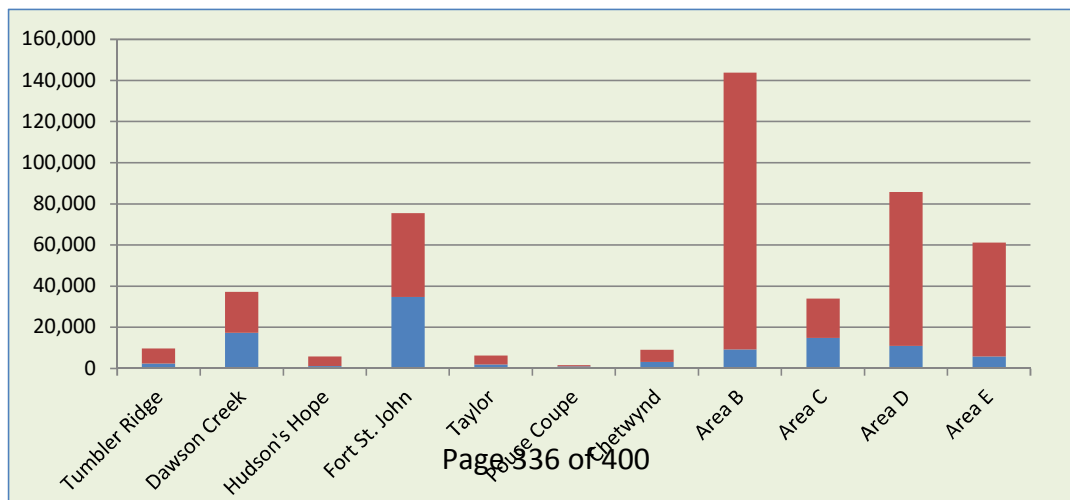
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Tumbler Ridge	9,805.13	0.0145	67,460,430	2.08%
Dawson Creek	37,399	0.0145	257,307,031	7.94%
Hudson's Hope	5,866	0.0145	40,358,425	1.25%
Fort St. John	75,587	0.0145	520,048,915	16.06%
Taylor	6,296.11	0.0145	43,318,014	1.34%
Pouce Coupe	1,733	0.0145	11,922,842	0.37%
Chetwynd	9,156	0.0145	62,996,847	1.94%
Area B	143,788	0.0145	989,279,946	30.54%
Area C	34,047	0.0145	234,245,222	7.23%
Area D	85,772	0.0145	590,122,366	18.22%
Area E	61,324	0.0145	421,914,121	13.03%
<i>See Area E Jurisdiction Split Below</i>				
<b>Total</b>	<b>470,773</b>	<b>0.0145</b>	<b>3,238,974,159</b>	<b>100.00%</b>
Area E - Jurisdiction 759	60,727.37		417,811,485	99.03%
Area E - Jurisdiction 760	596		4,102,636	0.97%
	61,324		421,914,121	100%

Municipal Requisition:	145,842
Electoral Area Requisition:	324,931
Total Requisition:	470,773

*After Prior Year Adj.*

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	629,399	-25.20%	(158,626)
Assessment	3,288,759,280	-1.51%	(49,785,121)
Tax Rate	0.0191	-24.05%	(0.0046)

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: FN-BRD-049

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 140 Economic Development Draft 2021 Budget**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 140 Economic Development 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 total budget for this function is \$375,999, a decrease of \$549,800 or 59.29% from 2020.

On January 28, 2021, the Regional Board passed the following resolution:

### *MOVED, SECONDED and CARRIED*

That the Regional Board approve the reimbursement of Function 140 – Economic Development 2021 unallocated surplus of \$93,409 to the participating members as follows:

- Area B \$26,823.00
- Area C \$5,338.66
- Area D \$16,389.13
- Area E \$12,300.95
- Dawson Creek \$8,143.23
- Pouce Coupe \$375.95
- Tumbler Ridge \$2,274.42
- Chetwynd \$1,963.23
- Hudson's Hope \$1,291.95
- Fort St. John \$17,119.71
- Taylor \$1,388.77

Until a strategy for Economic Development and a new function is established, there is no opportunity to utilize the existing bylaw for economic development as its only purpose was to allow for the PRRD to receive a grant to promote the region; therefore, the PRRD is unable to requisition in 2021 and the budgeted 2020 projects that had surplus have been carried over in 2021.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

The 2020 surplus is \$375,999, and there is additional revenue of \$1,539 for the FSJ Boundary Expansion for a total budget of \$375,999. The following projects have been carried over in the 2021 budget:

Grant Writer	\$21,477
Hockey Canada	\$100,000
Coal Forum	\$5,000
Gotta Go	\$124,992
Rural Roads	\$32,545

Additionally, \$93,409 will be reimbursed to the participating municipalities, \$90 for Property Insurance, and \$25 for AD&D. These expenses will deplete the surplus to zero, and we will have a balanced budget.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 140 Economic Development Draft 2021 Budget



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



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**General Operating Fund**

**140 Economic Development**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0015 Requisition	(577,496)	(577,496)	
<b>Total 1-0010 Requisition</b>	(577,496)	(577,496)	
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(348,303)	(348,303)	(375,999.00)
<b>Total 1-0020 Surplus/Deficit</b>	(348,303)	(348,303)	(375,999.00)
1-0030 Grants			
01-1-0030-0031 Provincial Grants-in-lieu	(64,509)		
01-1-0030-0034 Municipal Grants-in-lieu	(1,613)		
<b>Total 1-0030 Grants</b>	(66,122)		
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(16,995)		
<b>Total 1-0040 Recovery of Costs</b>	(16,995)		
1-0080 Miscellaneous			
01-1-0080-0081 FSJ Boundary Expansion Compensation	(1,539)	(1,539)	(1,539.00)
<b>Total 1-0080 Miscellaneous</b>	(1,539)	(1,539)	(1,539.00)
TOTAL REVENUES	(1,010,455)	(927,338)	(377,538.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-2065 Insurance - Property			90.00
01-2-1000-2070 Insurance - Liability	1,476		
01-2-1000-2080 Insurance - AD&D	14		25.00
01-2-1000-4301 Tsf to Municipalities			93,409.00
01-2-1000-5010 Advertising Services		10,404	
01-2-1000-5050 Writing Services	63,523	85,000	21,477.00
01-2-1000-5060 Studies, Plans and Assessments			
<b>Total 2-1000 General Expenditures</b>	65,013	95,404	115,001.00
2-1150 Allocations			
01-2-1150-1160 Administration	20,186	20,186	
<b>Total 2-1150 Allocations</b>	20,186	20,186	
2-3000 Economic Development Grants			
01-2-3000-5520 Dinosaur Discovery Gallery	110,000	110,000	
01-2-3000-5525 Hockey Canada - World Junior A		100,000	100,000.00
01-2-3000-5527 DC Exib Ground - Infrastructure	50,000	50,000	
01-2-3000-5540 Alaska Highway Community Society	6,000	6,000	
01-2-3000-5545 Peace Regional Beef Promotional Society	5,000	5,000	
01-2-3000-5550 TR UNESCO Global Geopark Society	125,000	125,000	
01-2-3000-5570 Business 2 Business	10,000	10,000	
01-2-3000-5590 SP Health Society	71,616	71,616	
01-2-3000-5610 DC & Dist. Airport Marketing Initiative	5,000	5,000	



General Operating Fund

140 Economic Development

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-3000-5620 Coal Forum		5,000	5,000.00
01-2-3000-5630 Gotta Go	93,185	218,132	124,992.00
01-2-3000-5670 Rural Roads Phase 3	67,456	100,000	32,545.00
01-2-3000-5680 SP - Love Northern BC	6,000	6,000	
<b>Total 2-3000 Economic Development Grants</b>	549,257	811,748	262,537.00
TOTAL EXPENDITURES	634,456	927,338	377,538.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(375,999)		



# REPORT

To: Chair and Directors

Report Number: FN-BRD-050

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 150 Fiscal Services – MFA Draft 2021 Budget**

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## **RECOMMENDATION: *[Corporate Weighted]***

That the Regional Board include the draft 2021 budget for Function 150 Fiscal Services - MFA 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 draft 2021 budget is \$6,816,213, a decrease of \$23,745 or 0.35%.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

The draft 2021 budget is \$6,816,213, a decrease of \$23,745 or 0.35%. There is no requisition for this function as it pertains to long-term debt that the PRRD takes on behalf of the member municipalities.

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

None.

## **OTHER CONSIDERATION(S):**

None.

Attachments:

1. Function 150 Fiscal Services – MFA Draft 2021 Budget

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**General Operating Fund**

**150 Fiscal Services - MFA**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0130 Conditional Transfers			
01-1-0130-0130 Chetwynd	(264,290)	(264,290)	(264,290.00)
01-1-0130-0131 Dawson Creek	(3,638,078)	(3,638,924)	(3,627,730.00)
01-1-0130-0132 Fort St. John	(2,757,357)	(2,768,525)	(2,755,974.00)
01-1-0130-0133 Hudson's Hope	(2,560)	(2,560)	(2,560.00)
01-1-0130-0136 Tumbler Ridge	(165,659)	(165,659)	(165,659.00)
<b>Total 1-0130 Conditional Transfers</b>	<b>(6,827,944)</b>	<b>(6,839,958)</b>	<b>(6,816,213.00)</b>
TOTAL REVENUES	(6,827,944)	(6,839,958)	(6,816,213.00)
EXPENDITURES			
2-8300 M.F.A - Principal - Member Muni			
01-2-8300-0130 Chetwynd - MFA Principal Member Mun	152,852	152,852	152,852.00
01-2-8300-0131 Dawson Creek - MFA Principal Member Mun	2,165,377	2,165,377	2,160,109.00
01-2-8300-0132 Fort St. John - MFA Principal Member Mun	1,440,904	1,440,904	1,442,279.00
01-2-8300-0133 Hudson's Hope - MFA Principal Member Mun	1,765	1,765	1,765.00
01-2-8300-0136 Tumbler Ridge - MFA Principal Member Mun	114,206	114,206	114,206.00
<b>Total 2-8300 M.F.A - Principal - Member Muni</b>	<b>3,875,104</b>	<b>3,875,104</b>	<b>3,871,211.00</b>
2-8400 M.F.A - Interest - Member Muni			
01-2-8400-0130 Chetwynd - MFA Interest Member Mun	111,438	111,438	111,438.00
01-2-8400-0131 Dawson Creek - MFA Interest Member Mun	1,472,702	1,473,547	1,467,621.00
01-2-8400-0132 Fort St. John - MFA Interest Member Mun	1,316,453	1,327,621	1,313,695.00
01-2-8400-0133 Hudson's Hope - MFA Interest Member Mun	795	795	795.00
01-2-8400-0136 Tumbler Ridge - MFA Interest Member Mun	51,453	51,453	51,453.00
<b>Total 2-8400 M.F.A - Interest - Member Muni</b>	<b>2,952,841</b>	<b>2,964,854</b>	<b>2,945,002.00</b>
TOTAL EXPENDITURES	6,827,945	6,839,958	6,816,213.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	1		



# REPORT

To: Chair and Directors

Report Number: FN-BRD-048

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 160 Fleet Administration Draft 2021 Budget**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for function 160 – Fleet Administration 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.

At the November 12, 2020 Regional Board meeting, the following three resolutions were made:

### *MOVED, SECONDED, and CARRIED*

1. That the Regional Board approve the transfer of \$28,308.83 in Capital Vehicle Funds located within the Building Inspection Function 405, to the Capital Fleet Function 160.
2. That the Regional Board approve the supplemental request to replace Unit 18, 2012 Chevrolet Equinox, Unit 20, 2012 Chevrolet Equinox, Unit 26, 2017 Dodge Caravan, Unit 9, Trailtech Trailer and Unit 16, Load Trail Dump Trailer with an all-wheel drive SUV, two small 4x4 trucks, a flatdeck trailer equivalent to Unit 9, and a tridem dump trailer.
3. That the Regional Board approve the supplemental requests to purchase additional fleet in 2021 to consist of one 4x4  $\frac{3}{4}$  tonne truck and one 4x4 service van at a maximum cost of \$125,000 for the two additional vehicles.

The recommendation to include the budget is as a result of the three approvals given on November 19, 2020, and the attached draft budget includes the transfers and purchases approved on that date.

The 2021 Fleet Administration budget is based on actual fleet use in 2019. The total Capital budget is \$309,860, and the Operational budget is \$195,455, an overall decrease of \$3,689 or -0.72% from 2020. Compared to 2020, Operational expenditures have decreased and Capital expenditures have increased as a result of two (2) additional fleet vehicles being added to the existing fleet.

The total budget includes operational and capital surplus funds from 2020. All of the pre-determined vehicle allocations were presented in the “2021 Fleet Capital Budget Pre-Approval – ENV-BRD-018” report, and are again presented in Table 1 of the Financial Considerations.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

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

**FINANCIAL CONSIDERATION(S):**

There is no requisition directly related to this function. Funding for the Fleet Administration Function is provided by allocations to other functions that utilize the fleet. The following table reflects the funding allocations within each of the applicable functions.

**Table 1. 2021 Vehicle Allocations per Function**

Function	2021 Vehicle Allocation	Function	2021 Vehicle Allocation
100- Admin	\$ 40,213.53	405- Building Inspection	\$ 12,029.95
200- Reg. Parks	\$ 50,682.50	430- Rolla Creek Dyke	\$ 3,615.89
210- Comm. Parks	\$ 3,426.58	500- Regional Solid Waste	\$ 151,994.84
220- Reg. Rec.	\$ 554.84	520- Invasive Plants	\$ 17,385.48
221- Sub-Reg. Rec.	\$ 136.96	525- NP TV	\$ 753.42
225- Kelly Lake Comm. Centre	\$ 136.96	601- Charlie Lake Sewer	\$ 2,385.62
245- NP Leisure Pool	\$ 264.42	602- Chilton Sewer	\$ 4,628.22
260- Clearview Arena	\$ 136.96	603- NP Airport Sewer	\$ 2,046.88
265- Buick Creek Arena	\$ 342.41	605- Harper Imperial Sewer	\$ 4,628.22
275- Grants to Comm. Org.	\$ 254.91	606- Kelly Lake Sewer	\$ 12,263.18
300- Emergency Planning	\$ 2,257.51	607- Rolla Sewer	\$ 11,157.83
315- Charlie Lake Fire	\$ 1,333.32	701- NP Airport Water	\$ 1,679.60
335- Mob. Lake Rural	\$ 136.96	702- Area B Pot Water	\$ 5,023.91
400- Management Of Development	\$ 9,011.80	<b>Total:</b>	<b>\$ 338,482.71</b>

**OTHER CONSIDERATION(S):**

None at this time.

## Attachments:

1. Function 160 Fleet Administration Draft 2021 Budget
2. F160 – Supplemental – Fleet Replacement and New Fleet Purchases

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**General Operating Fund**

**160 Fleet Administration**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0040 Recovery of Costs			
01-1-0020-0020 Surplus/Deficit			(16,000.00)
01-1-0040-0000 General - Recovery of Costs	(130)		
01-1-0040-0041 Vehicle Use	(253,198)	(253,198)	(179,455.00)
<b>Total 1-0040 Recovery of Costs</b>	<b>(253,328)</b>	<b>(253,198)</b>	<b>(195,455.00)</b>
TOTAL REVENUES	(253,328)	(253,198)	(195,455.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-2050 Miscellaneous	2,098		18,475.00
01-2-1000-5130 Miscellaneous Equipment	937		7,075.00
<b>Total 2-1000 General Expenditures</b>	<b>3,035</b>		<b>25,550.00</b>
2-2306 Unit #1 - Rental Vehicle			
01-2-2306-6210 Fuel - Unit #1	1,873		
01-2-2306-6250 Rental Fee - Unit #1	4,937		
01-2-2306-6260 Car Washes - Unit #1	22		
<b>Total 2-2306 Unit #1 - Rental Vehicle</b>	<b>6,832</b>		
2-2307 Unit#8 - Colorado (White 2019)			
01-2-2307-6210 Fuel-Unit #8	4,657	3,251	5,760.00
01-2-2307-6220 Tires-Unit 8	105		1,805.00
01-2-2307-6230 Insurance-Unit 8	3,201	1,976	3,001.00
01-2-2307-6240 Repairs (Major)-Unit 8	210	3,938	1,450.00
01-2-2307-6250 Maintenance - Unit 8	1,510	200	335.00
01-2-2307-6260 Car Washes-Unit#8	537	87	135.00
<b>Total 2-2307 Unit#8 - Colorado (White 2019)</b>	<b>10,220</b>	<b>9,452</b>	<b>12,486.00</b>
2-2308 Unit#13 - Big Tex Flatdeck Trailer			
01-2-2308-6220 Tires-Unit 13			400.00
01-2-2308-6230 Insurance-Unit 13	152	150	160.00
01-2-2308-6240 Repairs (Major)-Unit 13		500	500.00
01-2-2308-6250 Maintenance-Unit 13	118	500	500.00
01-2-2308-6260 Washes-Unit#13	18		50.00
<b>Total 2-2308 Unit#13 - Big Tex Flatdeck Trailer</b>	<b>288</b>	<b>1,150</b>	<b>1,610.00</b>
2-2400 Unit #9 - Trailtech Flatdeck Trailer			
01-2-2400-6220 Tires-Unit#9	407		400.00
01-2-2400-6230 Insurance - Vehicles & Equip.-Unit#9	416	365	425.00
01-2-2400-6240 Repairs-Unit#9		500	500.00
01-2-2400-6250 Maintenance-Unit#9	1,166	1,000	1,000.00
01-2-2400-6260 Car Washes-Unit#9			50.00
<b>Total 2-2400 Unit #9 - Trailtech Flatdeck Trailer</b>	<b>1,989</b>	<b>1,865</b>	<b>2,375.00</b>
2-2410 Unit #11 - Bobcat			
01-2-2410-6210 Fuel-Unit#11	1,184	2,000	2,200.00

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**General Operating Fund**

**160 Fleet Administration**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-2410-6230 Insurance - Vehicles & Equip.-Unit#11	2,405	375	2,450.00
01-2-2410-6240 Repairs-Unit#11	112	4,500	4,750.00
01-2-2410-6250 Maintenance-Unit#11	2,081	2,000	3,200.00
01-2-2410-6260 Car Washes-Unit#11	45	150	140.00
<b>Total 2-2410 Unit #11 - Bobcat</b>	<b>5,827</b>	<b>9,025</b>	<b>12,740.00</b>
2-2418 Unit #12 - Lamar Flatdeck Trailer			
01-2-2418-6220 Tires - Unit #12 - Trailer			400.00
01-2-2418-6230 Insurance - Unit #12 -Trailer	279	59	300.00
01-2-2418-6240 Repairs - Unit#12 - Lamar Flatdeck Tra	302	500	500.00
01-2-2418-6250 Maintenance - Unit #12 - Trailer	1,854	1,000	1,000.00
01-2-2418-6260 Washes - Unit#12	20		50.00
<b>Total 2-2418 Unit #12 - Lamar Flatdeck Trailer</b>	<b>2,455</b>	<b>1,559</b>	<b>2,250.00</b>
2-2420 Unit #14 - Flat Deck Hauler			
01-2-2420-6220 Tires-Unit#14			400.00
01-2-2420-6230 Insurance - Vehicles & Equip.-Unit#14	507	475	500.00
01-2-2420-6240 Repairs-Unit#14	2	500	500.00
01-2-2420-6250 Maintenance-Unit#14	865	500	500.00
01-2-2420-6260 Car Washes-Unit#14	12		50.00
<b>Total 2-2420 Unit #14 - Flat Deck Hauler</b>	<b>1,386</b>	<b>1,475</b>	<b>1,950.00</b>
2-2430 Unit #15 - 2005 GMC 3/4 T			
01-2-2430-6210 Fuel-Unit#15	640	5,125	5,200.00
01-2-2430-6220 Tires-Unit#15		1,084	1,100.00
01-2-2430-6230 Insurance - Vehicles & Equip.-Unit#15	1,279	1,305	1,580.00
01-2-2430-6240 Repairs-Unit#15	1,199	5,169	2,100.00
01-2-2430-6250 Maintenance-Unit#15		505	975.00
01-2-2430-6260 Car Washes-Unit#15	114	152	155.00
<b>Total 2-2430 Unit #15 - 2005 GMC 3/4 T</b>	<b>3,232</b>	<b>13,340</b>	<b>11,110.00</b>
2-2440 Unit #16 - Load Trail Black Dump Trl			
01-2-2440-6220 Tires-Unit#16	41		400.00
01-2-2440-6230 Insurance - Vehicles & Equip.-Unit#16	434	425	440.00
01-2-2440-6240 Repairs-Unit#16	363	501	500.00
01-2-2440-6250 Maintenance-Unit#16	744	500	500.00
01-2-2440-6260 Car Washes-Unit#16	21		50.00
<b>Total 2-2440 Unit #16 - Load Trail Black Dump Trl</b>	<b>1,603</b>	<b>1,426</b>	<b>1,890.00</b>
2-2450 Unit #17 - Sterling Picker Truck			
01-2-2450-6210 Fuel-Unit#17	4,064	4,476	4,650.00
01-2-2450-6220 Tires-Unit#17		1,574	1,575.00
01-2-2450-6230 Insurance - Vehicles & Equip.-Unit#17	2,251	1,703	2,565.00
01-2-2450-6240 Repairs-Unit#17	2,698	8,340	4,400.00
01-2-2450-6250 Maintenance-Unit#17	70	1,193	2,310.00
01-2-2450-6260 Car Washes-Unit#17	96	122	125.00
<b>Total 2-2450 Unit #17 - Sterling Picker Truck</b>	<b>9,179</b>	<b>17,408</b>	<b>15,625.00</b>
2-2455 Unit #18 - Equinox (2010)			



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**General Operating Fund**

**160 Fleet Administration**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-2455-6210 Fuel-Unit#18	1,865	2,287	2,355.00
01-2-2455-6220 Tires-Unit#18	1,335	682	690.00
01-2-2455-6230 Insurance - Vehicles & Equip.-Unit#18	1,788	1,768	2,215.00
01-2-2455-6240 Repairs-Unit#18	1,222	4,643	1,625.00
01-2-2455-6250 Maintenance-Unit#18	459	341	450.00
01-2-2455-6260 Car Washes-Unit#18	55	127	130.00
<b>Total 2-2455 Unit #18 - Equinox (2010)</b>	<b>6,724</b>	<b>9,848</b>	<b>7,465.00</b>
2-2457 Unit #19 - Equinox (Black, 2012)			
01-2-2457-6210 Fuel-Unit#19	479	3,001	3,000.00
01-2-2457-6220 Tires-Unit#19	58	827	850.00
01-2-2457-6230 Insurance - Vehicles & Equip.-Unit#19	1,920	1,663	2,200.00
01-2-2457-6240 Repairs-Unit#19	692	4,145	1,250.00
01-2-2457-6250 Maintenance-Unit#19	134	374	450.00
01-2-2457-6260 Car Washes-Unit#19	45	178	160.00
<b>Total 2-2457 Unit #19 - Equinox (Black, 2012)</b>	<b>3,328</b>	<b>10,188</b>	<b>7,910.00</b>
2-2459 Unit #20 - Equinox (Grey, 2012)			
01-2-2459-6210 Fuel-Unit#20	1,169	2,337	2,420.00
01-2-2459-6220 Tires-Unit#20	96	581	600.00
01-2-2459-6230 Insurance - Vehicles & Equip.-Unit#20	1,720	1,663	2,150.00
01-2-2459-6240 Repairs-Unit#20		3,796	700.00
01-2-2459-6250 Maintenance-Unit#20	194	466	560.00
01-2-2459-6260 Car Washes-Unit#20	10	101	100.00
<b>Total 2-2459 Unit #20 - Equinox (Grey, 2012)</b>	<b>3,189</b>	<b>8,944</b>	<b>6,530.00</b>
2-2460 Unit #21 - 1 Ton Chev (White)			
01-2-2460-6210 Fuel-Unit#21	2,481	7,854	7,500.00
01-2-2460-6220 Tires-Unit#21		1,718	1,750.00
01-2-2460-6230 Insurance - Vehicles & Equip.-Unit#21	1,967	1,894	2,100.00
01-2-2460-6240 Repairs-Unit#21	1,580	6,914	3,200.00
01-2-2460-6250 Maintenance-Unit#21	143	664	1,850.00
01-2-2460-6260 Car Washes-Unit#21	167	232	250.00
<b>Total 2-2460 Unit #21 - 1 Ton Chev (White)</b>	<b>6,338</b>	<b>19,276</b>	<b>16,650.00</b>
2-2465 Unit #22 - Equinox (2013)			
01-2-2465-6210 Fuel-Unit#22	2,691	2,544	2,650.00
01-2-2465-6220 Tires-Unit#22	96	359	400.00
01-2-2465-6230 Insurance - Vehicles & Equip.-Unit#22	2,471	1,655	2,270.00
01-2-2465-6240 Repairs-Unit#22	421	8,064	4,900.00
01-2-2465-6250 Maintenance-Unit#22	287	356	600.00
01-2-2465-6260 Car Washes-Unit#22	55	149	135.00
<b>Total 2-2465 Unit #22 - Equinox (2013)</b>	<b>6,021</b>	<b>13,127</b>	<b>10,955.00</b>
2-2467 Unit #23 - Sierra (Black, 2014)			
01-2-2467-6210 Fuel-Unit#23	4,275	3,281	3,460.00
01-2-2467-6220 Tires-Unit#23	1,565	1,353	1,350.00
01-2-2467-6230 Insurance - Vehicles & Equip.-Unit#23	2,169	1,761	2,160.00

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



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**General Operating Fund**

**160 Fleet Administration**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-2467-6240 Repairs-Unit#23	203	5,408	2,100.00
01-2-2467-6250 Maintenance-Unit#23	806	256	1,400.00
01-2-2467-6260 Car Washes-Unit#23	274	202	210.00
<b>Total 2-2467 Unit #23 - Sierra (Black, 2014)</b>	<b>9,292</b>	<b>12,261</b>	<b>10,680.00</b>
2-2470 Unit #24 - Replacement for Unit #15			
01-2-2470-6210 Fuel-Unit#24	5,668	5,674	6,200.00
01-2-2470-6220 Tires-Unit#24	2,170	833	820.00
01-2-2470-6230 Insurance - Vehicles & Equip.-Unit#24	1,861	1,115	1,880.00
01-2-2470-6240 Repairs-Unit#24	5,664	5,329	1,775.00
01-2-2470-6250 Maintenance - Unit #24	1,768	533	2,000.00
01-2-2470-6260 Car Washes-Unit#24	245	112	140.00
<b>Total 2-2470 Unit #24 - Replacement for Unit #15</b>	<b>17,376</b>	<b>13,596</b>	<b>12,815.00</b>
2-2471 Unit #10 2020 International CU515			
01-2-2471-6210 Fuel - Unit #10	1,867		
01-2-2471-6220 Tires - Unit #10	108		
01-2-2471-6230 Insurance-Unit#10	45		
01-2-2471-6240 Repairs - Unit #10	150		
01-2-2471-6250 Maintenance - Unit #10	2,694		12,326.00
01-2-2471-6260 Car Washes - Unit #10	57		
<b>Total 2-2471 Unit #10 2020 International CU515</b>	<b>4,921</b>		<b>12,326.00</b>
2-2472 Unit #27 2020 Sierra 3500			
01-2-2472-6210 Fuel - Unit #27	4,584		
01-2-2472-6220 Tires - Unit #27	168		
01-2-2472-6230 Insurance-Unit#27	2,449		
01-2-2472-6250 Maintenance - Unit #27	1,818		6,008.00
01-2-2472-6260 Car Washes - Unit #27	230		
<b>Total 2-2472 Unit #27 2020 Sierra 3500</b>	<b>9,249</b>		<b>6,008.00</b>
2-2473 Unit #28 2020 Colorado			
01-2-2473-6210 Fuel - Unit #28	2,044		
01-2-2473-6220 Tires - Unit #28	129		
01-2-2473-6230 Insurance-Unit#28	1,636		
01-2-2473-6240 Repairs - Unit #28	108		
01-2-2473-6250 Maintenance - Unit #28	1,249		5,500.00
01-2-2473-6260 Car Washes - Unit #28	246		
<b>Total 2-2473 Unit #28 2020 Colorado</b>	<b>5,412</b>		<b>5,500.00</b>
2-2474 Unit #29 Falcon Picker Deck			
01-2-2474-6230 Insurance-Unit#29	45		
01-2-2474-6240 Repairs - Unit #29			1,000.00
01-2-2474-6250 Maintenance - Unit #29	11		1,000.00
01-2-2474-6260 Washes - Unit #29	22		
<b>Total 2-2474 Unit #29 Falcon Picker Deck</b>	<b>78</b>		<b>2,000.00</b>
2-2475 Generator Trailer			
01-2-2475-6210 Fuel - Unit#30			500.00

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



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**General Operating Fund**

**160 Fleet Administration**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-2475-6230 Insurance - Unit#30	218		300.00
01-2-2475-6240 Repairs - Unit#30			500.00
01-2-2475-6250 Maintenance - Unit#30	5,108		650.00
<b>Total 2-2475 Generator Trailer</b>	<b>5,326</b>		<b>1,950.00</b>
2-2480 Unit #25 - Trailer Flatdeck 20			
01-2-2480-6220 Tires-Unit#25	611		400.00
01-2-2480-6230 Insurance - Vehicles & Equip.-Unit#25	452	420	470.00
01-2-2480-6240 Repairs-Unit#25	5,499	500	500.00
01-2-2480-6250 Maintenance-Unit#25	1,137	500	500.00
01-2-2480-6260 Car Washes-Unit#25	26		50.00
<b>Total 2-2480 Unit #25 - Trailer Flatdeck 20</b>	<b>7,725</b>	<b>1,420</b>	<b>1,920.00</b>
2-2490 Unit #26 - Grande Caravan			
01-2-2490-6210 Fuel-Unit#26	1,994	1,533	1,900.00
01-2-2490-6220 Tires-Unit#26	96	540	550.00
01-2-2490-6230 Insurance - Vehicles & Equip.-Unit#26	1,829	1,407	1,850.00
01-2-2490-6240 Repairs-Unit#26		2,927	500.00
01-2-2490-6250 Maintenance-Unit#26	291	155	300.00
01-2-2490-6260 Car Washes-Unit#26	115	104	60.00
<b>Total 2-2490 Unit #26 - Grande Caravan</b>	<b>4,325</b>	<b>6,666</b>	<b>5,160.00</b>
2-8100 Transfers to Reserve			
01-2-8100-8110 Capital Reserve	101,172	101,172	
<b>Total 2-8100 Transfers to Reserve</b>	<b>101,172</b>	<b>101,172</b>	
<b>TOTAL EXPENDITURES</b>	<b>236,522</b>	<b>253,198</b>	<b>195,455.00</b>
<b>CAPITAL REVENUES</b>			
7-0040 Recovery of Costs			
01-7-0040-0041 Vehicle Use			(159,028.00)
<b>Total 7-0040 Recovery of Costs</b>			<b>(159,028.00)</b>
7-0120 Transfer from Reserves			
01-7-0120-8110 Capital Reserve	(255,676)		(150,832.00)
<b>Total 7-0120 Transfer from Reserves</b>	<b>(255,676)</b>		<b>(150,832.00)</b>
<b>TOTAL CAPITAL REVENUES</b>	<b>(255,676)</b>		<b>(309,860.00)</b>
<b>CAPITAL EXPENDITURES</b>			
8-8500 Transfer to General Capital Fund			
01-8-8500-8502 Vehicles and Machinery	255,676		309,860.00
<b>Total 8-8500 Transfer to General Capital Fund</b>	<b>255,676</b>		<b>309,860.00</b>
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>255,676</b>		<b>309,860.00</b>
<b>Surplus / Deficit</b>	<b>(16,806)</b>		

## 2021 Budget - Supplemental Item

<b>Title</b>	Fleet Replacement and New Fleet Purchases	<b>Department</b>	ENVIRONMENTAL SERVICES
<b>Division</b>	ENVIRONMENTAL SERVICES	<b>Function</b>	160 - Fleet
<b>Type</b>	Capital - New and Replacement	<b>Priority</b>	1

### Description

Replace vehicle units 18 (2012 Equinox), 20 (2012 Equinox), 26 (2017 Grand Caravan), 9 (2001 Traitech flatdeck trailer), and 16 (2006 Load Trail Dump Trailer) with 2 small 4x4 trucks, 1 all-wheel drive highway vehicle, 1 equivalent flatdeck trailer, and 1 triduum dump trailer.

### Benefits

The older fleet that have high operating maintenance costs and low value will be replaced with vehicles with full warranty and service packages. The new fleet will match the needs of staff in terms of off-road demands during inspections of sites such as solid waste, sewer, water, building inspection, and parks.

### Risks

The vehicles will breakdown and be out of services for long periods of time. The vehicles will only increase in operational maintenance costs. The vehicles/trailers will be used for services that are outside of their intended use. Staff will use their own personal vehicles and charge the PRRD for maintenance. The vehicles/trailers will malfunction and rental trailers will have to be used in their place.

### Financial Information

Capital						
Funding Sources	2020	2021	2022	2023	2024	5 Year Total
Capital Surplus	268,962	142,767		73,061	167,717	624,197
Capital Requisition	101,172	184,028	138,663	140,263	141,376	705,502
						-
	<b>370,134</b>	<b>298,485</b>	<b>138,663</b>	<b>213,324</b>	<b>309,093</b>	<b>1,329,699</b>
Expenses						
	2020	2021	2022	2023	2024	5 Year Total
Replacement Purchase Costs	255,676	160,000	65,601	45,607	38,500	565,384
New Purchases		138,485				138,485
						-
						-
						-
						-
	<b>255,676</b>	<b>298,485</b>	<b>65,601</b>	<b>45,607</b>	<b>38,500</b>	<b>703,869</b>

For full 10 year capital replacement plan, please see attachment 1. Some years have more fleet replacements than others. By 3031 all vehicles will have been replaced at least once. Estimated capital reserve following 2031's capital expenditures will be \$184,304.00.

### Administration

<b>Author</b>	Kari Bondaroff	<b>Date Prepared</b>	October 27, 2020
<b>Approval Date</b>			



# REPORT

To: Chair and Directors

Report Number: FN-BRD-058

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 220 Regional Recreation Draft 2021 Budget**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 220 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 \$313,519 for operational activities, an increase of \$5,536 or 1.8% from 2020. This increase is primarily attributed to an increase in general expenses.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

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

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

### **Funding Sources:**

- Requisition – increase of \$13,339
- Surplus – decrease of \$14,803
- Provincial Grant in Lieu – increase of \$7,000

Net sum of increase in overall revenue is \$5,536.

### **Operations:**

- Wages and Benefits – increase of \$12,339
- Insurance Liability – increase of \$183
- Travel, Mileage & Meals – decrease of \$1,100
- Conferences & Seminars – increase of \$1,500
- Allocations – increase of \$936

Net sum of the increase in overall expenses is \$5,536.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 220 Regional Recreation Draft 2021 Budget and Tax Rate.

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



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**General Operating Fund**

**220 Regional Recreation**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(63,294)	(63,294)	
01-1-0010-0015 Requisition			(76,633.00)
<b>Total 1-0010 Requisition</b>	(63,294)	(63,294)	(76,633.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(244,689)	(244,689)	(229,886.00)
<b>Total 1-0020 Surplus/Deficit</b>	(244,689)	(244,689)	(229,886.00)
1-0030 Grants			
01-1-0030-0031 Provincial Grants-in-lieu	(7,070)		(7,000.00)
01-1-0030-0034 Municipal Grants-in-lieu	(78)		
<b>Total 1-0030 Grants</b>	(7,148)		(7,000.00)
TOTAL REVENUES	(315,131)	(307,983)	(313,519.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	58,172	56,548	66,047.00
01-2-1000-1030 Benefits	14,180	16,614	19,454.00
01-2-1000-2030 Phone/Internet		1,020	1,020.00
01-2-1000-2050 Miscellaneous		500	500.00
01-2-1000-2055 Contingency		1,562	1,940.00
01-2-1000-2070 Insurance - Liability	738	817	1,000.00
01-2-1000-3010 Travel		1,750	500.00
01-2-1000-3020 Meals	81		150.00
01-2-1000-3030 Training & Development	65	3,800	1,100.00
01-2-1000-3040 Conferences & Seminars		1,000	2,500.00
01-2-1000-3050 Memberships	1,231	1,350	1,350.00
01-2-1000-3060 Meetings		1,000	1,000.00
01-2-1000-5120 Supplies - Office		3,000	1,500.00
<b>Total 2-1000 General Expenditures</b>	74,467	88,961	98,061.00
2-1150 Allocations			
01-2-1150-1160 Administration	2,318	2,318	3,084.00
01-2-1150-1190 PRRD Vehicles	385	385	555.00
<b>Total 2-1150 Allocations</b>	2,703	2,703	3,639.00
2-1950 Feasibility Studies			
01-2-1950-5060 Studies, Plans and Assessments		207,319	207,319.00
<b>Total 2-1950 Feasibility Studies</b>		207,319	207,319.00
2-3300 Regional Initiatives			
01-2-3300-5910 Regional Recreation Workshop		9,000	4,500.00
<b>Total 2-3300 Regional Initiatives</b>		9,000	4,500.00
TOTAL EXPENDITURES	77,170	307,983	313,519.00



General Operating Fund

220 Regional Recreation

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(237,961)		



EXHIBIT 10

Regional Recreation

Category

[1-7110](#)

Basis of Apportionment:

Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations:

\$ 0.250 per \$1,000 taxable value

SLP 23 / SLP 37

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Dawson Creek	5,489	0.0029	186,358,753	7.16%
Hudson's Hope	1,071	0.0029	36,365,983	1.40%
Tumbler Ridge	1,717.76	0.0029	58,325,381	2.24%
Fort St. John	9,409	0.0029	319,491,530	12.28%
Chetwynd	1,563.58	0.0029	53,090,220	2.04%
Pouce Coupe	256	0.0029	8,677,297	0.33%
Taylor	1,062	0.0029	36,051,882	1.39%
Area B	24,520	0.0029	832,560,146	32.00%
Area C	4,795	0.0029	162,806,557	6.26%
Area D	15,456.30	0.0029	524,807,479	20.17%
Area E	11,294	0.0029	383,482,355	14.74%

See Area E Jurisdiction Split Below

**Sub-Total (no Pool Feasibility)** **76,633** 0.0029 **2,602,017,583** 100.00%

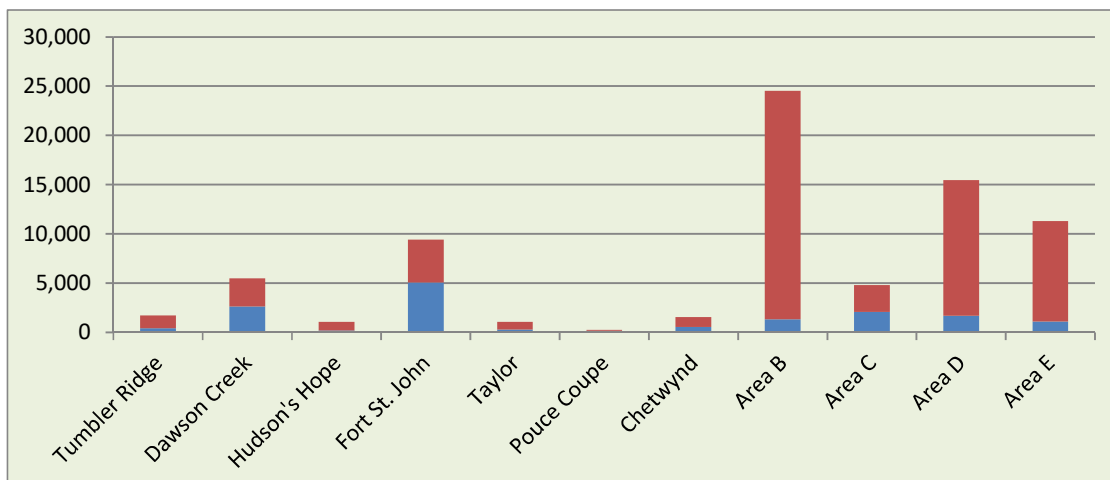
Area E - Jurisdiction 759	11,184	379,757,627	99.03%
Area E - Jurisdiction 760	110	3,724,728	0.97%
	11,294	383,482,355	100%

Municipal Requisition:	19,506
Electoral Area Requisition:	56,065
Total Requisition:	75,571

After Prior Year Adj

Last Year		Change %	Change \$
Requisition	63,294	21.07%	13,339
Assessment	2,621,699,487	-0.75%	(19,681,904)
Tax Rate	0.0024	21.99%	0.0005

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: FN-BRD-055

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 235 South Peace Multiplex Draft 2021 Budget**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 235 South Peace Multiplex 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 \$1,525,727, an increase of \$67,778 or 4.65% from 2020. This increase is attributed to an increase of \$67,778 in MFA principal payment. Issue #95 interest rate was readjusted to 1.8% in October 2020; however, the new rate does not apply to this specific long-term loan as it was locked in at inception at a rate of 4.9% and has a manual loan schedule. The loan is scheduled to be paid off in October 2025, and the principal payments will remain at \$692,727 annually until then.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

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

Highlights of increases and decreases in the draft 2021 South Peace Multiplex budget include:

### **Funding Sources:**

- Requisition – increase of \$67,034
- Surplus – increase of \$744

Net sum of increase in overall revenue is \$67,778.

### **Operations:**

- Long-term principal – increase of \$67,778
- Long-term interest – no change

Net sum of increase in overall revenue is \$67,778.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 235 South Peace Multiplex Draft 2021 Budget and Tax Rate.

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



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**General Operating Fund**

**235 South Peace Multiplex**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0015 Requisition	(1,450,809)	(1,450,809)	(1,517,843.00)
<b>Total 1-0010 Requisition</b>	(1,450,809)	(1,450,809)	(1,517,843.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit			(744.00)
<b>Total 1-0020 Surplus/Deficit</b>			(744.00)
1-0030 Grants			
01-1-0030-0034 Municipal Grants-in-lieu	(7,885)	(7,140)	(7,140.00)
<b>Total 1-0030 Grants</b>	(7,885)	(7,140)	(7,140.00)
1-0110 M.F.A Funding			
01-1-0110-0113 Actuarial Contributions	(373,008)		
<b>Total 1-0110 M.F.A Funding</b>	(373,008)		
TOTAL REVENUES	(1,831,702)	(1,457,949)	(1,525,727.00)
EXPENDITURES			
2-8000 M.F.A			
01-2-8000-8030 Long-term principal	624,949	624,949	692,727.00
01-2-8000-8040 Long-term interest - MFA	833,000	833,000	833,000.00
01-2-8000-8050 Actuarial Recognized	367,480		
<b>Total 2-8000 M.F.A</b>	1,825,429	1,457,949	1,525,727.00
TOTAL EXPENDITURES	1,825,429	1,457,949	1,525,727.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(6,273)		

# EXHIBIT 49

## South Peace Multiplex

Category

[1-7121](#)

### Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Improvements ONLY

Municipalities: Converted Hospital Assessments - Land & Improvements

### Tax Rate or Other Limitations:

*Bylaw No. 1490, 2004*

Greater of \$ 1,449,124  
Or, the product of \$ 1.67 per \$1,000 taxable value

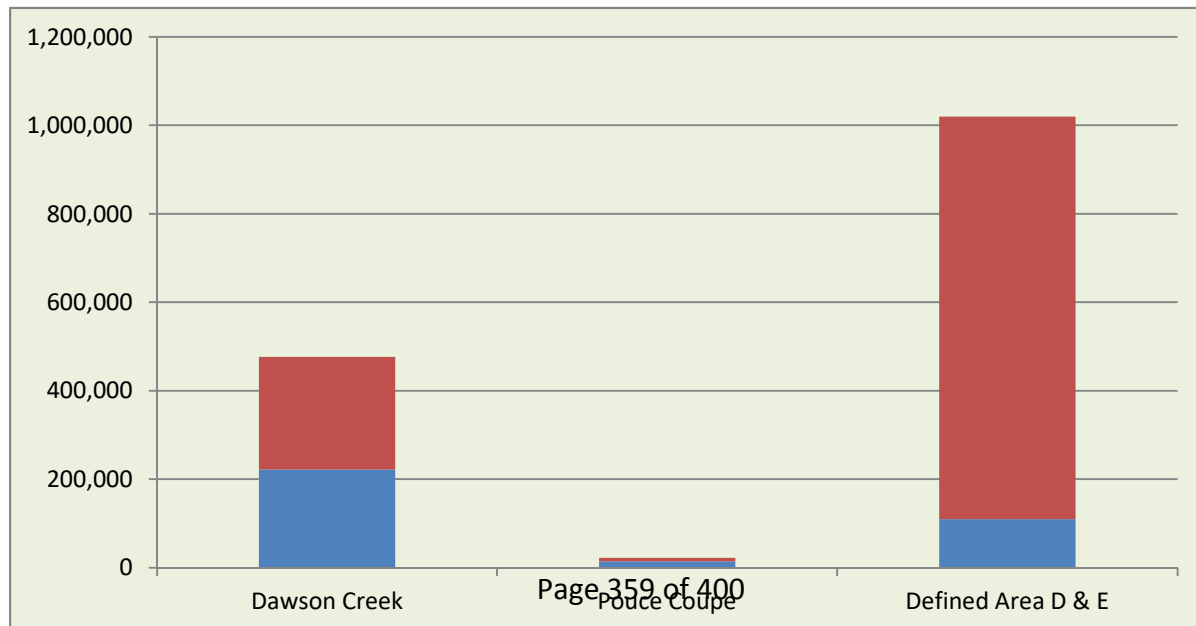
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Dawson Creek	476,244	0.1851	257,307,031	31.38%
Pouce Coupe	22,068	0.1851	11,922,842	1.45%
Area D & E - Defined Area	1,019,531	0.1851	550,835,781	67.17%
<b>Total</b>	<b>1,517,843</b>	<b>0.185</b>	<b>820,065,654</b>	<b>100.00%</b>

Municipal Requisition:	498,312
Electoral Area Requisition:	1,019,531
Total Requisition:	1,517,843

After Prior Year Adj

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	1,450,809	4.6%	67,034
Assessment	814,552,326	0.7%	5,513,328
Tax Rate	0.1781	3.9%	0.0070

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: FN-BRD-056

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 250 Chetwynd Recreation Complex Draft 2021 Budget**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 250 Chetwynd Recreation Complex 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 \$353,771. This is a decrease of \$207,146 or 36.93% from 2020. This decrease is attributed to a reduction of \$229,844 in annual MFA interest payments. Issue #110 interest rate was readjusted from 4.5% to 1.28% in April 2020 making bi-annual interest payments \$45,683.20 and principal payment of \$262,405.17. The loan is scheduled to be paid off in April 2030 and the interest rate will be readjusted again in April 2025.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

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

Highlights of increases and decreases in the draft 2021 Chetwynd Recreation Complex include:

### **Funding Sources:**

- Requisition – decrease of \$320,321
- Surplus – increase of \$114,922

Net sum of decrease in overall revenue is \$207,146.

### **Operations:**

- Long-term principal – increase of \$22,698
- Long-term interest – decrease of \$229,844

Net sum of decrease in overall revenue is \$207,146.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 250 Chetwynd Recreation Complex Draft 2021 Budget and Tax Rate

Peace River Regional District  
Budget Report by Cost Centre



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General Operating Fund

250 Chetwynd Recreation Complex

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0015 Requisition	(559,170)	(559,170)	(238,849.00)
<b>Total 1-0010 Requisition</b>	(559,170)	(559,170)	(238,849.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(1,747)	(1,747)	(114,922.00)
<b>Total 1-0020 Surplus/Deficit</b>	(1,747)	(1,747)	(114,922.00)
1-0110 M.F.A Funding			
01-1-0110-0113 Actuarial Contributions	(103,418)		
<b>Total 1-0110 M.F.A Funding</b>	(103,418)		
TOTAL REVENUES	(664,335)	(560,917)	(353,771.00)
EXPENDITURES			
2-8000 M.F.A			
01-2-8000-8030 Long-term principal	239,707	239,707	262,405.00
01-2-8000-8040 Long-term interest - MFA	206,288	321,210	91,366.00
01-2-8000-8050 Actuarial Recognized	101,471		
<b>Total 2-8000 M.F.A</b>	547,466	560,917	353,771.00
TOTAL EXPENDITURES	547,466	560,917	353,771.00
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(116,869)		



# EXHIBIT 13

Category

[1-7140](#)

## Chetwynd Recreation Complex Defined Portion of Electoral Area E & District of Chetwynd

**Basis of Apportionment:** Converted Hospital Assessments - Improvements ONLY

### **Tax Rate or Other Limitations:**

*Bylaw No. 1677, 2006*

Greater of \$ 668,000  
Or, the product of \$ 1.22 per \$1,000 taxable value (52¢ CL1)

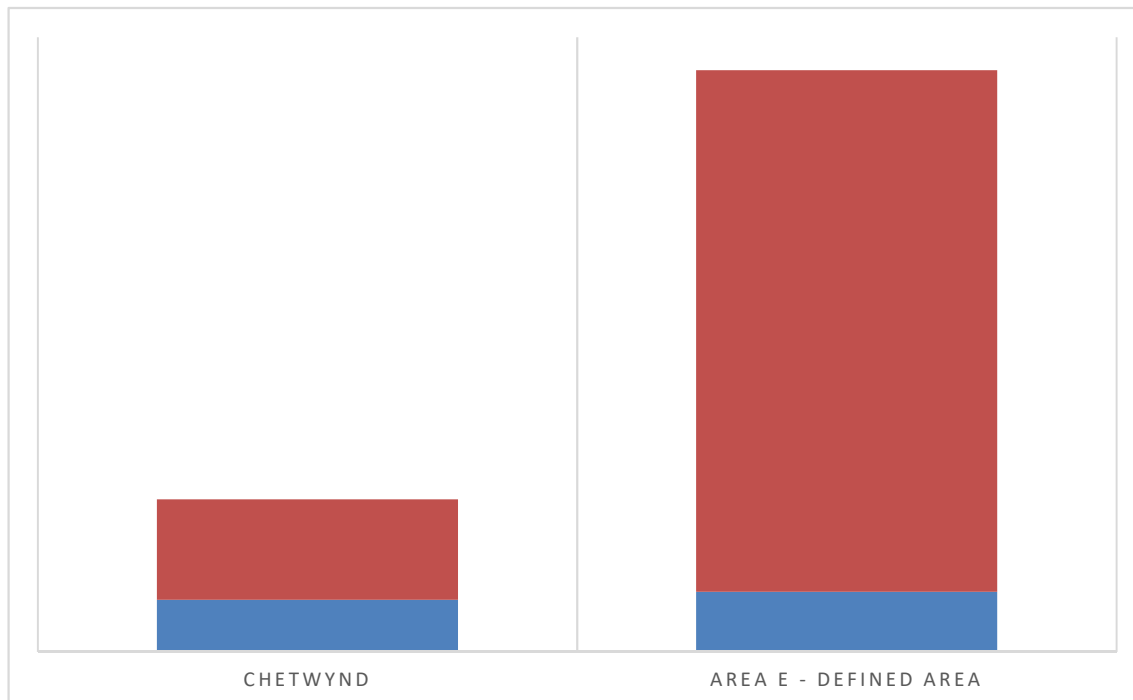
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Chetwynd	49,599	0.0934	53,090,220	20.77%
Area E - Defined Area	189,250	0.0934	202,568,538	79.23%
<b>Total</b>	<b>238,849</b>	<b>0.0934</b>	<b>255,658,758</b>	<b>100.00%</b>

Municipal Requisition:	49,599
Electoral Area Requisition:	189,250
Total Requisition:	238,849

After Prior Year Adj

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	559,170	-57.3%	(320,321)
Assessment	259,189,891	-1.36%	(3,531,133)
Tax Rate	0.2157	-56.70%	(0.1223)

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: FN-BRD-062

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 275 Grants to Community Organizations Draft 2021 Budget**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 275 Grants to Community Organizations 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 overall draft budget is \$977,079. This is a decrease of \$384,314 or 28.22% from 2020. This is primarily due to a reduction in Regional Grant-in-Aid.

On February 11, 2021, the Regional Board passed the following resolutions:

### *MOVED, SECONDED and CARRIED*

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

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

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

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

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

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

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

- Requisition – decrease of \$710,476
- Surplus – increase of \$407,529
- Transfer from Reserves – decrease of \$31,367

Net sum of the above decrease in revenue is \$384,314.

- Administration - increase of \$16,755
- Area B Rural Grants – decrease of \$46,425
- Area C Rural Grants – decrease of \$11,576
- Area D Rural Grants – decrease of \$79,002
- Area E Rural Grants – decrease of \$88,959
- Medical Recruitment Grants – decrease of \$25,000
- Medical Scholarships – increase of \$13,000
- Regional Recreation Grants – decrease of \$20,000
- Regional Grant-in-Aid – decrease of \$143,1074

Net sum of the above decrease in expense is \$384,314.

\$63,000 is budgeted under Regional Grants-in-Aid for the applications that came in on December 31, 2020. If the Regional Board chooses not to fund these applications, then the use of the Medical Scholarship Reserve of \$44,095 will not be used and any surplus will be carried over to 2022.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

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

Attachments:

1. Function 275 Grants to Community Organizations Draft 2021 Budget

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



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**General Operating Fund**

**275 Grants to Community Organizations**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(710,476)	(710,476)	
<b>Total 1-0010 Requisition</b>	(710,476)	(710,476)	
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(280,178)	(280,824)	(688,353.00)
<b>Total 1-0020 Surplus/Deficit</b>	(280,178)	(280,824)	(688,353.00)
1-0030 Grants			
01-1-0030-0031 Provincial Grants-in-lieu	(79,380)	(50,000)	
01-1-0030-0034 Municipal Grants-in-lieu	(864)		
<b>Total 1-0030 Grants</b>	(80,244)	(50,000)	
1-0080 Miscellaneous			
01-1-0080-0081 FSJ Boundary Expansion Compensation	(902)	(902)	(902.00)
<b>Total 1-0080 Miscellaneous</b>	(902)	(902)	(902.00)
1-0140 Transfer from Reserves			
01-1-0140-0140 Operating Reserve			(44,095.00)
01-1-0140-0142 Fair Share Reserve	(74,062)	(181,725)	(107,663.00)
01-1-0140-0144 Gas Tax Reserve		(35,000)	(35,000.00)
01-1-0140-0145 Peace River Agreement Reserve	(1,400)	(95,466)	(94,066.00)
01-1-0140-0147 BCR/PRA Reserve		(7,000)	(7,000.00)
<b>Total 1-0140 Transfer from Reserves</b>	(75,462)	(319,191)	(287,824.00)
TOTAL REVENUES	(1,147,262)	(1,361,393)	(977,079.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	(507)		
01-2-1000-1030 Benefits	(133)		
01-2-1000-1040 WCB	(6)		
<b>Total 2-1000 General Expenditures</b>	(646)		
2-1150 Allocations			
01-2-1150-1160 Administration	9,806	9,806	26,561.00
<b>Total 2-1150 Allocations</b>	9,806	9,806	26,561.00
2-3100 Rural Grants-in-aid - Area B			
01-2-3100-5800 General Grants - Rural GIA AREA B	40,000	96,500	50,075.00
<b>Total 2-3100 Rural Grants-in-aid - Area B</b>	40,000	96,500	50,075.00
2-3101 Rural Grants-in-aid - Area C			
01-2-3101-5800 General Grants - Rural GIA AREA C	19,508	24,062	12,486.00
<b>Total 2-3101 Rural Grants-in-aid - Area C</b>	19,508	24,062	12,486.00
2-3102 Rural Grants-in-aid - Area D			
01-2-3102-5800 General Grants - Rural GIA AREA D	20,150	164,216	85,214.00
<b>Total 2-3102 Rural Grants-in-aid - Area D</b>	20,150	164,216	85,214.00
2-3103 Rural Grants-in-aid - Area E			

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



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**General Operating Fund**

**275 Grants to Community Organizations**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-3103-5800 General Grants - Rural GIA AREA E	36,250	184,913	95,954.00
<b>Total 2-3103 Rural Grants-in-aid - Area E</b>	<b>36,250</b>	<b>184,913</b>	<b>95,954.00</b>
2-3120 Medical Recruitment Grants			
01-2-3120-5820 North Peace		100,000	100,000.00
01-2-3120-5821 South Peace		75,000	150,000.00
01-2-3120-5822 North Health Recruiter		100,000	
<b>Total 2-3120 Medical Recruitment Grants</b>		<b>275,000</b>	<b>250,000.00</b>
2-3130 Health Care Scholarships			
01-2-3130-5830 High School Health Care Scholarships		6,000	15,000.00
01-2-3130-5831 Health Care Assistan Scholarships (NLC)		20,000	14,000.00
01-2-3130-5832 Technical Health Care Scholarships (NH)	15,000	15,000	15,000.00
01-2-3130-5833 RN/RPN RET.OF SERV,PART 1	12,500	15,000	15,000.00
01-2-3130-5834 RN/RPN Rtrn of Service Scholarship (NH)	15,000	15,000	15,000.00
01-2-3130-5835 RN/RPN Professional Development (NH)	15,000	15,000	15,000.00
01-2-3130-5836 Licencensed Practical Nurse Scholaship			10,000.00
01-2-3130-5837 Health Care Recruitment/Marketing	444	3,389	3,389.00
<b>Total 2-3130 Health Care Scholarships</b>	<b>57,944</b>	<b>89,389</b>	<b>102,389.00</b>
2-3140 Regional Recreation Grants-in-Aid			
01-2-3140-2050 Miscellaneous		10,000	
01-2-3140-5803 Peace Liard Regional Arts Council	10,000	10,000	10,000.00
01-2-3140-5804 SD 59 Rural Learn to Swim	10,000	10,000	
<b>Total 2-3140 Regional Recreation Grants-in-Aid</b>	<b>20,000</b>	<b>30,000</b>	<b>10,000.00</b>
2-3200 Regional Grants-in-Aid			
01-2-3200-5800 General Grants	255,863	487,507	344,400.00
<b>Total 2-3200 Regional Grants-in-Aid</b>	<b>255,863</b>	<b>487,507</b>	<b>344,400.00</b>
<b>TOTAL EXPENDITURES</b>	<b>458,875</b>	<b>1,361,393</b>	<b>977,079.00</b>
CAPITAL REVENUES			
TOTAL CAPITAL REVENUES			
CAPITAL EXPENDITURES			
TOTAL CAPITAL EXPENDITURES			
Surplus / Deficit	(688,387)		



# REPORT

To: Chair and Directors

Report Number: CS-BRD-055

From: David Sturgeon, Protective Services Manager

Date: February 17, 2021

**Subject: Function 305 911 Emergency Telephone System 2021 Budget**

---

## **RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board approve the supplementary request to rebuild the first responder communications system throughout the Peace River Regional District to bring it to the National Fire Protection Association 1221 standard for the installation, maintenance, and use of emergency services communication system.

## **RECOMMENDATION #2: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 305 - 911 Emergency Telephone System in the 2021 Financial Plan.

## **BACKGROUND/RATIONALE:**

The 911 Emergency Telephone System Budget provides for the 911 emergency call center/dispatch service for the entire Peace River Regional District and Fire Department Dispatch and communication services for the Fire Departments in the Regional District.

Service is provided through agreement between the Peace River Regional District and;

- Telus Communications (BC) Inc. Agreement and NorthWest Tel to provide Provincial 9-1-1 Service, effective 2001.
- E-Comm Emergency Communications for BC Inc. Call Answer Centre Service Contract, May 17, 2017, until December 31, 2021 to be extended from January 1, 2022, until January 1, 2024 per Board approval.
- North Island 9-1-1 Corporation. 9-1-1 Call Answer Centre Service Agreement, May 19, 2017, until May 8, 2022.

Requisition as per bylaw No. 1263, 1999 – 911 Emergency Telephone Extended Service Establishment is based on improvements only and is a regional function and there is no maximum tax rate.

## **Overall Budget**

The overall proposed budget for 2021 is \$1,255,132, an increase of \$560,195 or 80.61% from 2020. Increases to this budget are due to the following factors:

- The Radio and Repeater Master Plan for \$60,000, which is scheduled for the spring of 2021. This master plan will determine what type of system needs to be implemented and the viability of the current equipment and tower sites. The fire chiefs, who are the end users of the system, will be consulted in this process.

- The repairs and maintenance associated with running the current 911 telephone infrastructure and the Emergency Radio Dispatch Equipment are also contributors to the increase of this budget.
- The Interconnect service went from \$137,800 to \$140,556; due to the costs associated with Northwestel and Telus's 911 interface.
- The E-Comm 911 answering and dispatch agreement and the North Island 911 fire dispatch agreement have increased from \$268,512 to \$275,276 due to predetermined contracts for service.

The radio dispatch system uses analog repeaters, interconnects, and handheld/mobile very high frequency (VHF) radios to dispatch fire departments to emergencies and serve as a primary communications connection between the incident and the dispatch center. With large areas of the Peace Region not having reliable cellular service, the VHF radio system is often the only emergency communications that fire departments have in an injury or accident. PRRD staff and independent industry experts have identified that while the current radio dispatch system is working, it needs upgrades and replacement. For example, Hudson's Hope's radio tower collapsed recently, leaving staff to scramble for alternative options with little success. Further, although a new tower was budgeted in 2020 for replacement, the site cannot support additional towers and thus PRRD staff are looking for other viable options.

#### **Supplemental Item - Repeater Upgrades**

The operating budget includes the funds to contract a communications engineer to complete a full assessment of the current equipment and develop a Radio Repeater Master Plan to be implemented over the next three years, which will address the issues facing the existing radio network.

One of the critical components of the Master Plan is to ensure that as radio equipment is replaced, it will be both compatible with the current VHF analog system as well as the P25 Digital Radio Network that has become the industry standard for its versatility, security, and safety features in the emergency services, meeting or exceeding the requirements of NFPA 1221.

#### **ALTERNATIVE OPTIONS:**

1. That the Regional Board 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 Emergency Telephone System budget include:

- Requisition – increase of \$274,339
- Surplus – decrease of \$14,144
- Capital requisition – increase of \$191,736
- Transfer from Capital Reserve – increase of \$300,000

Net sum of the above increase in overall revenue is \$560,195.

- Wages & Benefits – Increase of \$820
- Insurance – decrease of \$819
- Studies, Plans and Assessments – increase of \$45,000
- Allocations – decrease of \$10,828
- 911 Emergency Telephone system – increase of \$184
- Dispatch – increase of \$6,764
- Capital – increase of \$491,736

Net sum of the above increase in overall expense is \$560,195.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 305 911 Emergency Telephone System Draft 2021 Budget and Tax Rate.
2. F305 – Supplemental – Repeater Upgrades.



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



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**General Operating Fund**

**305 911 Emergency Telephone System**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(450,908)	(450,908)	(533,511.00)
<b>Total 1-0010 Requisition</b>	(450,908)	(450,908)	(533,511.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(180,000)	(180,000)	(165,856.00)
<b>Total 1-0020 Surplus/Deficit</b>	(180,000)	(180,000)	(165,856.00)
1-0030 Grants			
01-1-0030-0031 Provincial Grants-in-lieu	(50,353)	(50,000)	(50,000.00)
01-1-0030-0034 Municipal Grants-in-lieu	(556)		
<b>Total 1-0030 Grants</b>	(50,909)	(50,000)	(50,000.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(11,833)	(14,029)	(14,029.00)
<b>Total 1-0040 Recovery of Costs</b>	(11,833)	(14,029)	(14,029.00)
TOTAL REVENUES	(693,650)	(694,937)	(763,396.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	38,577	70,327	70,344.00
01-2-1000-1030 Benefits	9,723	20,458	20,400.00
01-2-1000-1040 WCB	331		861.00
01-2-1000-2030 Phone/Internet		2,123	3,000.00
01-2-1000-2055 Contingency		1,869	3,285.00
01-2-1000-2065 Insurance - Property		1,605	162.00
01-2-1000-2070 Insurance - Liability		2,938	3,562.00
01-2-1000-3010 Travel		1,250	2,920.00
01-2-1000-3030 Training & Development		4,000	4,620.00
01-2-1000-3040 Conferences & Seminars		3,800	2,470.00
01-2-1000-3050 Memberships	300	300	500.00
01-2-1000-5060 Studies, Plans and Assessments		15,000	60,000.00
01-2-1000-5120 Supplies - Office		2,500	500.00
<b>Total 2-1000 General Expenditures</b>	48,931	126,170	172,624.00
2-1150 Allocations			
01-2-1150-1160 Administration	25,907	25,907	15,079.00
01-2-1150-1190 PRRD Vehicles	800	800	
<b>Total 2-1150 Allocations</b>	26,707	26,707	15,079.00
2-2600 911 Emergency Telephone System			
01-2-2600-1200 Dispatch	10,500		
01-2-2600-1210 Interconnect Service	111,558	137,800	140,556.00
01-2-2600-1220 Satellite Service	5,119	6,000	6,500.00
01-2-2600-2120 R&M Equipment - 911 Emerg Tele	27,049	50,000	50,000.00
01-2-2600-4403 Licensing	7,902	21,408	18,336.00



General Operating Fund

305 911 Emergency Telephone System

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-2600-5140 Minor Capital		35,000	35,000.00
<b>Total 2-2600 911 Emergency Telephone System</b>	162,128	250,208	250,392.00
2-2605 Dispatch			
01-2-2605-1201 E-Comm	139,310	139,310	143,490.00
01-2-2605-1202 NI 911	129,202	129,202	131,786.00
<b>Total 2-2605 Dispatch</b>	268,512	268,512	275,276.00
2-2610 Radio Towers			
01-2-2610-2065 Insurance - Property	161		
01-2-2610-2070 Insurance - Liability	2,953		
01-2-2610-2150 Utilities - Electricity	659	1,260	1,400.00
01-2-2610-4010 Rent/Lease	17,743	12,080	35,800.00
01-2-2610-6250 Maintenance		10,000	12,825.00
<b>Total 2-2610 Radio Towers</b>	21,516	23,340	50,025.00
TOTAL EXPENDITURES	527,794	694,937	763,396.00
CAPITAL REVENUES			
7-0010 Requisition			
01-7-0010-0015 Requisition			(191,736.00)
<b>Total 7-0010 Requisition</b>			(191,736.00)
7-0110 M.F.A Funding			
01-7-0110-0111 Short-term Debt Proceeds			
<b>Total 7-0110 M.F.A Funding</b>			
7-0120 Transfer from Reserves			
01-7-0120-8110 Capital Reserve			(300,000.00)
<b>Total 7-0120 Transfer from Reserves</b>			(300,000.00)
TOTAL CAPITAL REVENUES			(491,736.00)
CAPITAL EXPENDITURES			
8-8500 Transfer to General Capital Fund			
01-8-8500-8501 Furniture, Fixtures, Equipment			491,736.00
<b>Total 8-8500 Transfer to General Capital Fund</b>			491,736.00
TOTAL CAPITAL EXPENDITURES			491,736.00
Surplus / Deficit	(165,856)		

EXHIBIT 6

911 Emergency Telephone Services

Category  
1-2500

Basis of Apportionment: Converted Hospital Assessment - Improvements ONLY

Tax Rate or Other Limitations: None  
*Bylaw 1263, 1999*

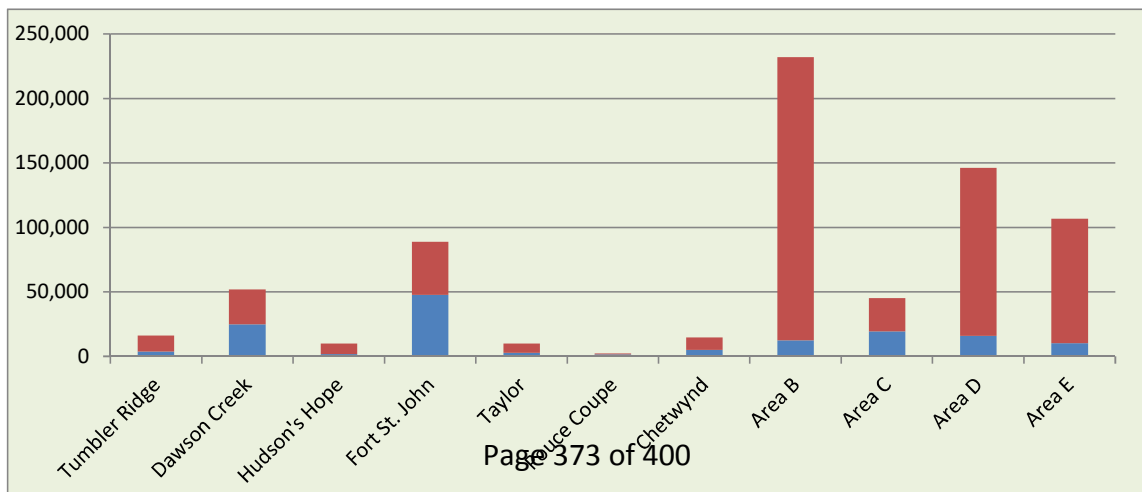
	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Dawson Creek	51,942.82	0.0279	186,358,753	7.16%
Hudson's Hope	10,136.10	0.0279	36,365,983	1.40%
Tumbler Ridge	16,256.73	0.0279	58,325,381	2.24%
Fort St. John	89,050.23	0.0279	319,491,530	12.28%
Chetwynd	14,797.56	0.0279	53,090,220	2.04%
Pouce Coupe	2,418.58	0.0279	8,677,297	0.33%
Taylor	10,048.56	0.0279	36,051,882	1.39%
Area B	232,055.21	0.0279	832,560,146	32.00%
Area C	45,378.24	0.0279	162,806,557	6.26%
Area D	146,276.89	0.0279	524,807,479	20.17%
Area E	106,886.07	0.0279	383,482,355	14.74%
<i>See Area E Jurisdiction Split Below</i>				
<b>Total</b>	<b>725,247.00</b>	<b>0.0279</b>	<b>2,602,017,583</b>	<b>100.00%</b>
Area E - Jurisdiction 759	105,847.89		379,757,627	99.03%
Area E - Jurisdiction 760	1,038.17		3,724,728	0.97%
	106,886.07		383,482,355	100%

Municipal Requisition	184,602.03
Electoral Requisition	530,596.41
Total Requisition	715,198.44

*After Prior Year Adj*

	Last Year	Change %	Change \$
Requisition	450,908	60.84%	274,339
Assessment	2,621,699,487	-0.75%	(19,681,904)
Tax Rate	0.0172	62.06%	0.0107

Class 1 - Residential Total All Other Classes



## ORGANIZATION

### Capital Projects

<b>Project</b>	0008 Repeater Upgrades		
<b>Department</b>	911 Emergency Telephone System		
<b>Version</b>	1. Provisional Budget	<b>Year</b>	2021

#### Description

### Description

The existing radio dispatch system uses analog repeaters, interconnects and handheld/Mobile Very High Frequency (VHF) Commercial band radios. This system serves as the primary dispatch, communications network, and emergency channel for safety and response. The proposal is to contract an industry expert to complete a n of current equipment and develop a Master Plan to be implemented over several years. This allows the PRRD to immediately replace the most critically needed radio infrastructure identified in the plan, identify and prioritize the items needed to be replaced in following years, and ensure that the system can be operated under the current analog network while being upgraded to the P25 Digital Radio Network.

### Benefits

The existing system is dire need of upgrades to ensure the safety of first responders as the VHF system is often the only communications link in the event of an accident. Repairs to critical infrastructure this year will ensure system integrity for responders. Digital/P25 digital communications allow multiple talk paths (channels) to exist on a single radio frequency, use of Bluetooth, and Wi-Fi to eliminate dead spots and allow communications district wide. P25 Digital communications is the gold standard for emergency VHF equipment. Completion of a Repeater Plan allows the PRRD to work towards upgrading to P25 over a period of several years while maintaining the existing analog network and better utilizing tax funds responsibly and still increase network safety and stability.

### Risks

The Master Radio Repeater Plan may identify equipment that will need replaced/repared outside of their normal life cycle, however this has been considered based on reserves.

#### Budget

	Total	2021	2022	2023	2024	2025
<b>Expenditures</b>						
<b>All Expenditures</b>						
Furniture, Fixtures, Equipment	1,288,098	491,736	390,194	406,168		
	1,288,098	491,736	390,194	406,168		
<b>Expenditures Total</b>	<b>1,288,098</b>	<b>491,736</b>	<b>390,194</b>	<b>406,168</b>		
<b>Funding</b>						
<b>All Financing</b>						
Requisition	191,736	191,736				
Short-term Debt Proceeds	796,362		390,194	406,168		
Capital Reserve	300,000	300,000				
	1,288,098	491,736	390,194	406,168		
<b>Funding Total</b>	<b>1,288,098</b>	<b>491,736</b>	<b>390,194</b>	<b>406,168</b>		

#### Attributes

Attribute	Value	Comment
Department	911 Emergency Telephone System	
Approval Status	Approved	
Asset Classification		
Project Type		
Year of Initiation	2021	



# REPORT

To: Chair and Directors

Report Number: FN-BRD-051

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 400 Management of Development Draft 2021 Budget**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 400 Management of Development 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 \$1,450,428 for operational activities, a decrease of \$29,381 or 1.99% from 2020. This decrease is primarily attributed to an increase in surplus revenue of \$257,908 and a reduction in general expenses.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

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

Highlights of increases and decreases in the draft 2021 Management of Development budget include:

### **Funding Sources:**

- Requisition – decrease of \$213,760
- Surplus – increase of \$257,908
- Provincial Grants-in-lieu – decrease of \$74,900

Net sum of decrease in revenue is \$29,381.

### **Operations:**

- Wages and Benefits – increase of \$19,040
- Travel, Mileage & Meals – decrease of \$9,392
- Meetings – decrease of \$2,311
- Contract for Services – decrease of \$55,750

- Rent/Lease – decrease of \$14,566
- Allocations – increase of \$60,267
- Bylaw Enforcement – decrease of 10,897

Net sum of the decrease in expenses is \$29,381.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. Function 400 Management of Development Draft 2021 Budget and Tax Rate



General Operating Fund

400 Management of Development

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0015 Requisition	(1,012,093)	(1,012,093)	(798,333.00)
<b>Total 1-0010 Requisition</b>	(1,012,093)	(1,012,093)	(798,333.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(317,787)	(317,787)	(575,695.00)
<b>Total 1-0020 Surplus/Deficit</b>	(317,787)	(317,787)	(575,695.00)
1-0030 Grants			
01-1-0030-0031 Provincial Grants-in-lieu	(91)	(75,000)	(100.00)
01-1-0030-0034 Municipal Grants-in-lieu	(1,370)		(1,300.00)
01-1-0030-0037 Provincial Conditional			
<b>Total 1-0030 Grants</b>	(1,461)	(75,000)	(1,400.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(138,847)		
<b>Total 1-0040 Recovery of Costs</b>	(138,847)		
1-0050 Fees and Permits			
01-1-0050-0000 Fees - General	(23,155)	(23,929)	(24,000.00)
01-1-0050-0051 Bylaw Fines	(350)		
<b>Total 1-0050 Fees and Permits</b>	(23,505)	(23,929)	(24,000.00)
1-0120 Administration			
01-1-0120-0040 Administration Fees	(51,000)	(51,000)	(51,000.00)
<b>Total 1-0120 Administration</b>	(51,000)	(51,000)	(51,000.00)
TOTAL REVENUES	(1,544,693)	(1,479,809)	(1,450,428.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	212,235	455,336	473,221.00
01-2-1000-1030 Benefits	52,878	132,047	132,535.00
01-2-1000-1040 WCB	2,616	4,651	5,482.00
01-2-1000-2030 Phone/Internet	188	728	750.00
01-2-1000-2050 Miscellaneous	395	1,561	1,000.00
01-2-1000-2055 Contingency		5,000	12,358.00
01-2-1000-2070 Insurance - Liability	1,476	1,500	1,781.00
01-2-1000-2110 R&M - Buildings		1,873	
01-2-1000-3010 Travel	559	8,670	2,000.00
01-2-1000-3016 Mileage	169	3,017	1,000.00
01-2-1000-3020 Meals	895	2,705	1,500.00
01-2-1000-3030 Training & Development	2,442	8,670	10,000.00
01-2-1000-3040 Conferences & Seminars		8,670	7,500.00
01-2-1000-3050 Memberships	564	2,705	2,705.00
01-2-1000-3060 Meetings	171	3,061	750.00
01-2-1000-3100 Contract for Services	471,922	262,250	206,500.00

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



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**General Operating Fund**

**400 Management of Development**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
01-2-1000-3440 Board of Variance		5,000	5,000.00
01-2-1000-4010 Rent/Lease		14,566	
01-2-1000-5010 Advertising Services	27,611	39,100	35,000.00
01-2-1000-5030 Legal Services	18,891	33,293	25,000.00
01-2-1000-5120 Supplies - Office	1,488	10,000	2,500.00
<b>Total 2-1000 General Expenditures</b>	<b>794,500</b>	<b>1,004,403</b>	<b>926,582.00</b>
2-1100 Administration			
01-2-1100-1110 Banking Fees	6,227	9,364	6,500.00
<b>Total 2-1100 Administration</b>	<b>6,227</b>	<b>9,364</b>	<b>6,500.00</b>
2-1150 Allocations			
01-2-1150-1160 Administration	16,916	16,916	28,786.00
01-2-1150-1190 PRRD Vehicles	4,365	4,365	9,012.00
01-2-8100-8120 Operating Reserve			43,750.00
<b>Total 2-1150 Allocations</b>	<b>21,281</b>	<b>21,281</b>	<b>81,548.00</b>
2-1250 Bylaw Enforcement			
01-2-1250-1010 Wages - Full Time	66,484	66,000	68,402.00
01-2-1250-1030 Benefits	18,519	19,140	18,453.00
01-2-1250-1040 WCB (BL ENF)	818		943.00
01-2-1250-2050 Miscellaneous	569	1,020	750.00
01-2-1250-3010 Travel (BL ENF)		2,040	500.00
01-2-1250-3020 Meals (BL ENF)	1,429		1,750.00
01-2-1250-3040 Conf. & Seminars (BL ENF)	134	4,080	2,500.00
01-2-1250-5030 Legal Services (BL ENF)	3,013	36,415	25,000.00
<b>Total 2-1250 Bylaw Enforcement</b>	<b>90,966</b>	<b>128,695</b>	<b>118,298.00</b>
2-3400 Development Services Projects			
01-2-3400-3411 South Peace Fringe OCP		60,000	60,000.00
01-2-3400-3415 North Peace Fringe OCP	851	75,566	75,000.00
01-2-3400-3420 South Peace CDP		35,000	35,000.00
01-2-3400-3430 West Peace CDP		22,500	22,500.00
01-2-3400-3435 Regional Zoning Bylaw	2,476	23,000	25,000.00
01-2-3400-3436 Subdiv and Servicing Bylaw	5,133	100,000	100,000.00
<b>Total 2-3400 Development Services Projects</b>	<b>8,460</b>	<b>316,066</b>	<b>317,500.00</b>
<b>TOTAL EXPENDITURES</b>	<b>921,434</b>	<b>1,479,809</b>	<b>1,450,428.00</b>
Surplus / Deficit	(623,259)		



# EXHIBIT 3

## Management of Development

Category

[1-6100](#)

### Basis of Apportionment:

Electoral Areas: Converted Hospital Assessments - Land & Improvements

Municipalities: Converted General Municipal Assessments -  
Land & Improvements

Tax Rate or Other Limitations: None

*LGA s. 800 (2) (f)*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Tumbler Ridge	16,443	0.0247	66,557,080	2.06%
Dawson Creek	62,987	0.0247	254,953,698	7.89%
Hudson's Hope	10,017	0.0247	40,546,734	1.25%
Fort St. John	127,605	0.0247	516,508,941	15.98%
Taylor	10,634	0.0247	43,042,582	1.33%
Pouce Coupe	2,895	0.0247	11,719,095	0.36%
Chetwynd	15,448	0.0247	62,530,295	1.94%
Area B	244,405	0.0247	989,279,946	30.61%
Area C	57,871	0.0247	234,245,222	7.25%
Area D	145,792	0.0247	590,122,366	18.26%
Area E	104,235	0.0247	421,914,121	13.06%
<i>See Area E Jurisdiction Split Below</i>				
<b>Total</b>	<b>798,333</b>	<b>0.0247</b>	<b>3,231,420,080</b>	<b>100.00%</b>

Area E - Jurisdiction 759	103,222	417,811,485	99.03%
Area E - Jurisdiction 760	1,014	4,102,636	0.97%
	104,235	421,914,121	100%

Municipal Requisition	246,030
Electoral Area Requisition	552,303
Total Requisition	798,333

*After Prior Year Adj*

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	1,012,093	-21.12%	(213,760)
Assessment	3,281,637,230	-1.53%	(50,217,150)
Tax Rate	0.0308	-19.89%	(0.0061)

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: FN-BRD-052

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 405 Building Inspection Draft 2021 Budget**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 405 Building Inspection 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 \$372,745 for operational activities. This is a decrease of \$1,923 or 0.51% from 2020. This decrease is primarily attributed to a reduction in allocations.

At its February 26, 2019 meeting the Board made the following resolution:

*MOVED, SECONDED, and CARRIED*

That three months wages and benefits for the General Manager and Manager of Development Services be removed from Function 400 – Management of Development, line items 01-2-1000-1010 (Wages-Full Time) and 01-2-1000-1030 (Benefits) in the draft 2019 budget, and the requisition reduced accordingly.

An amount equivalent to three months wages for the GM of Development Services has been included in this function in recognition of the oversight provided by the GM to the two Building Inspectors as per the 2019 Board direction.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

Highlights of increases and decreases in the draft 2021 Building Inspection budget include:

**Funding Sources:**

- Requisition – increase of \$95,328
- Surplus – decrease of \$85,196
- Fees & Permits – decrease of \$7,247

Net sum of decrease in overall revenue is \$1,923.

**Operations:**

- Wages and Benefits – increase of \$33,504
- Insurance Liability – increase of \$5,343
- Travel, Mileage & Meals – decrease of \$3,730
- Contract for Services – decrease of \$5,700
- Allocations – decrease of \$12,479
- Bylaw Enforcement – decrease of \$4,727

Net sum of the decrease in overall expenses is \$1,923.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 405 Building Inspection Draft 2021 Budget and Tax Rate

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



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**General Operating Fund**

**405 Building Inspection**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(58,426)	(58,426)	(153,754.00)
<b>Total 1-0010 Requisition</b>	(58,426)	(58,426)	(153,754.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(172,267)	(173,865)	(88,669.00)
<b>Total 1-0020 Surplus/Deficit</b>	(172,267)	(173,865)	(88,669.00)
1-0040 Recovery of Costs			
01-1-0040-0000 General - Recovery of Costs	(735)		
<b>Total 1-0040 Recovery of Costs</b>	(735)		
1-0050 Fees and Permits			
01-1-0050-0058 Fees - Building Permits	(39,424)	(61,200)	(45,000.00)
01-1-0050-0059 Fees - Inspections	(75,384)	(59,042)	(67,995.00)
<b>Total 1-0050 Fees and Permits</b>	(114,808)	(120,242)	(112,995.00)
1-0080 Miscellaneous			
01-1-0080-0081 FSJ Boundary Expansion Compensation	(1,326)	(1,327)	(1,327.00)
<b>Total 1-0080 Miscellaneous</b>	(1,326)	(1,327)	(1,327.00)
1-0130 Conditional Transfers			
01-1-0130-0000 Conditional Transfer	(16,000)	(20,808)	(16,000.00)
<b>Total 1-0130 Conditional Transfers</b>	(16,000)	(20,808)	(16,000.00)
<b>TOTAL REVENUES</b>	(363,562)	(374,668)	(372,745.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-1010 Wages - Full Time	131,425	135,000	166,464.00
01-2-1000-1030 Benefits	36,629	39,150	40,637.00
01-2-1000-1040 WCB	1,625	1,792	2,345.00
01-2-1000-2030 Phone/Internet	1,220	5,202	2,000.00
01-2-1000-2050 Miscellaneous		8,742	1,500.00
01-2-1000-2055 Contingency		2,700	5,272.00
01-2-1000-2070 Insurance - Liability	5,906		5,343.00
01-2-1000-2110 R&M - Buildings		1,040	
01-2-1000-3010 Travel		1,600	500.00
01-2-1000-3016 Mileage	150	2,550	500.00
01-2-1000-3020 Meals	2,891	4,080	3,500.00
01-2-1000-3030 Training & Development	522	3,500	3,500.00
01-2-1000-3040 Conferences & Seminars		1,457	1,905.00
01-2-1000-3050 Memberships	1,283	3,060	2,500.00
01-2-1000-3100 Contract for Services		35,700	30,000.00
01-2-1000-5010 Advertising Services		5,100	1,000.00
01-2-1000-5030 Legal Services		26,010	25,000.00
<b>Total 2-1000 General Expenditures</b>	181,651	276,683	291,966.00



General Operating Fund

405 Building Inspection

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
2-1150 Allocations			
01-2-1150-1160 Administration	5,421	5,421	4,749.00
01-2-1150-1165 Development Services	51,000	51,000	50,000.00
01-2-1150-1190 PRRD Vehicles	22,837	22,837	12,030.00
<b>Total 2-1150 Allocations</b>	<b>79,258</b>	<b>79,258</b>	<b>66,779.00</b>
2-1250 Bylaw Enforcement			
01-2-1250-4200 Fees collected on behalf of others	13,984	18,727	14,000.00
<b>Total 2-1250 Bylaw Enforcement</b>	<b>13,984</b>	<b>18,727</b>	<b>14,000.00</b>
TOTAL EXPENDITURES	274,893	374,668	372,745.00
Surplus / Deficit	(88,669)		

# EXHIBIT 5

## Building Inspection

Category  
[1-2921](#)

**Basis of Apportionment:** Converted Hospital Assessment - Land & Improvements

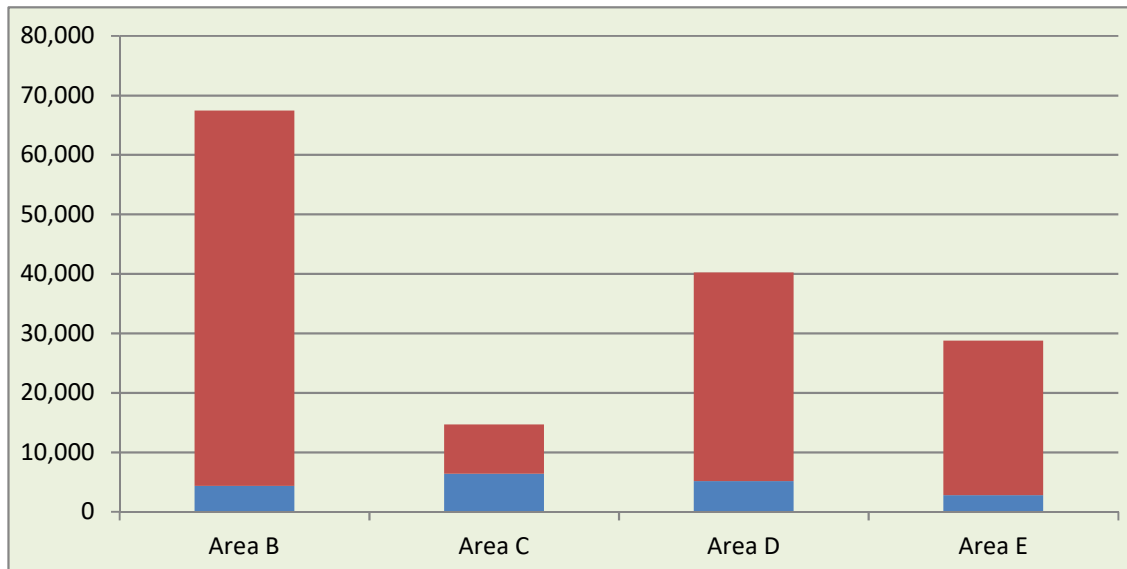
**Tax Rate or Other Limitations:** None  
*LGA s.800.1(2)(a), Bylaw 653, 1989*

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area B	67,452	0.0068	989,279,946	44.25%
Area C	14,645	0.0063	234,245,222	10.48%
Area D	40,236	0.0068	590,122,366	26.40%
Area E	28,767	0.0068	421,914,121	18.87%
<i>See Area E Jurisdiction Split Below</i>				
<b>Total</b>	<b>153,754</b>	<b>0.0069</b>	<b>2,235,561,655</b>	<b>100.00%</b>

Area E - Jurisdiction 759	28,488	417,811,485	99.03%
Area E - Jurisdiction 760	280	4,102,636	0.97%
	28,767	421,914,121	100%

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	58,426	163.16%	95,328
Assessment	2,258,782,799	-1.03%	(23,221,144)
Tax Rate	0.0026	165.89%	0.0043

Class 1 - Residential    Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: FN-BRD-053

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 410 Animal Control Shelter Draft 2021 Budget**

---

## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 410 Animal Control Shelter 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 \$20,017 for operational activities, a decrease of \$233 or 1.15% from 2020.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

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

Highlights of increases and decreases in the draft 2021 Animal Control Shelter budget include:

### **Funding Sources:**

- Requisition – decrease of \$233
- FSJ Boundary Exp. – no change

Net sum of decrease in overall revenue is \$233.

### **Operations:**

- Grants to Organization – no change
- Allocations – decrease of \$233

Net sum of decrease in overall expense is \$233.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.

**Attachments:**

1. Function 410 Animal Control Draft 2021 Budget and Tax Rate





General Operating Fund

410 Animal Control Shelter

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0010 Electoral	(19,560)	(19,560)	(19,327.00)
<b>Total 1-0010 Requisition</b>	(19,560)	(19,560)	(19,327.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit			
<b>Total 1-0020 Surplus/Deficit</b>			
1-0080 Miscellaneous			
01-1-0080-0081 FSJ Boundary Expansion Compensation	(690)	(690)	(690.00)
<b>Total 1-0080 Miscellaneous</b>	(690)	(690)	(690.00)
TOTAL REVENUES	(20,250)	(20,250)	(20,017.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-3150 Grant to organization	20,000	20,000	20,000.00
<b>Total 2-1000 General Expenditures</b>	20,000	20,000	20,000.00
2-1150 Allocations			
01-2-1150-1160 Administration	250	250	17.00
<b>Total 2-1150 Allocations</b>	250	250	17.00
TOTAL EXPENDITURES	20,250	20,250	20,017.00
Surplus / Deficit			

EXHIBIT 31

Animal Control Shelter  
Electoral Area C

Category  
[1-2930](#)

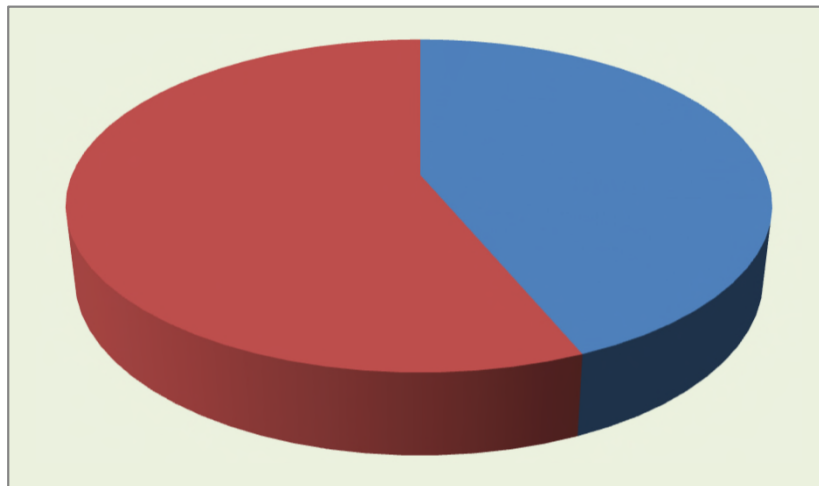
Basis of Apportionment: Converted Hospital Assessment - Land & Improvements

**Tax Rate or Other Limitations:** Greater of \$ 100,000 *Max. Product \$ 164,412*  
*Bylaw No. 1810, 2008* Or, the product of \$ 0.11 per \$1,000 taxable value

	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent
Area C - Specified Area (All Area C)	19,327	0.0083	234,245,222	100.00%
<b>Total</b>	<b>19,327</b>		<b>234,245,222</b>	<b>100.00%</b>

	<u>Last Year</u>	<u>Change %</u>	<u>Change \$</u>
Requisition	19,560	-1.19%	(233)
Assessment	243,593,177	-3.84%	(9,347,955)
Tax Rate	0.0080	2.75%	0.0002

Class 1 - Residential Total All Other Classes





# REPORT

To: Chair and Directors

Report Number: FN-BRD-054

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 415 Regional District Development Draft 2021 Budget**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 415 Regional District Development 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 \$83,187 for operational activities, a decrease of \$174,051 or 67.66% from 2020. This decrease is primarily attributed to a decrease in grant revenue of \$174,052.

At its February 9, 2017 meeting the Board made the following resolution:

*MOVED, SECONDED and CARRIED*

That \$100,000 be added to the 2017 budget under 'Peace Initiatives' for activities stemming from the Strategic Planning session.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Partnerships

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

The 2020 surplus was \$83,187 and is being used in the 2021 draft budget with the expense going solely to Peace Initiatives as per the Board's direction.

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

None.

## **OTHER CONSIDERATION(S):**

None.

## **Attachments**

1. Function 415 Regional District Development Draft 2021 Budget

Staff Initials: TV

Dept. Head: Teri Vetter

CAO: Shawn Dahlen

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General Operating Fund

415 Regional District Development

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(83,187)	(83,186)	(83,187.00)
<b>Total 1-0020 Surplus/Deficit</b>	(83,187)	(83,186)	(83,187.00)
1-0030 Grants			
01-1-0030-0033 Provincial		(174,052)	
<b>Total 1-0030 Grants</b>		(174,052)	
TOTAL REVENUES	(83,187)	(257,238)	(83,187.00)
EXPENDITURES			
2-3400 Development Services Projects			
01-2-3400-3401 RD Awareness		2,584	
01-2-3400-3402 Site C Monitoring		174,052	
01-2-3400-3403 Peace Initiatives		80,602	83,187.00
<b>Total 2-3400 Development Services Projects</b>		257,238	83,187.00
TOTAL EXPENDITURES		257,238	83,187.00
Surplus / Deficit	(83,187)		



# REPORT

To: Chair and Directors

Report Number: FN-BRD-061

From: Teri Vetter, Chief Financial Officer

Date: February 17, 2021

**Subject: Function 420 12-Mile Electrification Draft 2021 Budget**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board include the draft 2021 budget for Function 420 12-Mile Electrification 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 \$863 for operational activities. This is an increase of \$6 or 0.70% from 2020.

## **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

Highlights of increases and decreases in the draft 2021 12 Mile Electrification budget include:

- Parcel tax – increase of \$24
- Surplus – decrease of \$18
- Operations – no change
- Allocations – increase of \$6

Net sum of overall increase \$6.

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

None.

## **OTHER CONSIDERATION(S):**

None.

Attachments:

1. Function 420 12-Mile Electrification Draft 2021 Budget and Tax Rate

Staff Initials: TV

Dept. Head: Teri Vetter

CAO: Shawn Dahlen

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



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**General Operating Fund**

**420 12-Mile Electrification**

	2020 Actuals	2020 App. Budget	2021
			1. Provisional Budget
REVENUES			
1-0010 Requisition			
01-1-0010-0012 Parcel Tax	(839)	(839)	(863.00)
<b>Total 1-0010 Requisition</b>	(839)	(839)	(863.00)
1-0020 Surplus/Deficit			
01-1-0020-0020 Surplus/Deficit	(18)	(18)	
<b>Total 1-0020 Surplus/Deficit</b>	(18)	(18)	
TOTAL REVENUES	(857)	(857)	(863.00)
EXPENDITURES			
2-1000 General Expenditures			
01-2-1000-5010 Advertising Services			
01-2-1000-6010 Operations	845	846	846.00
<b>Total 2-1000 General Expenditures</b>	845	846	846.00
2-1150 Allocations			
01-2-1150-1160 Administration	11	11	17.00
<b>Total 2-1150 Allocations</b>	11	11	17.00
TOTAL EXPENDITURES	856	857	863.00
Surplus / Deficit	(1)		



South Peace Community Resources Society

*Connecting People - Building Community*

February 2, 2021

PRRD Board  
PO Box 810  
1981 Alaska Avenue  
Dawson Creek, BC V1G 4H8

Dear PRRD board,  
South Peace Community Resources Society is working with BC Housing in preparation for opening the new supportive housing in Dawson Creek (named Nee gin naw Place). We are now 4-6 weeks from facility completion and will begin hiring staff, loading in furnishings and supplies.

In order to support the successful operation of the Housing project, we are establishing a Community Advisory Committee of approximately 15 people from a cross section of the community. We invite you to join us at our initial meeting on Monday, Feb 22, 2021 at 2:30 to discuss project updates and the purpose of this committee. When you select a representative, please forward an e-mail contact and a zoom meeting will be forwarded.

Tenant applications for housing are now available at South Peace Community Resources Society main office (10110 10<sup>th</sup> St) and can also be downloaded from BC Housing's website <https://www.bchousing.org/housing-assistance/housing-with-support/supportive-housing>. For the initial start up, all tenant applications must be returned to SPCRS attention: Arden Smith by March 15, 2021 for the first round of tenant selection.

We look forward to working with you as we roll out this housing project.

Warm regards,

Arden Smith  
Department Manager



South Peace Community Resources Society

10110 13th Street, Dawson Creek, BC, V1G 3W2

Ph: (250) 782-9174, Ext. 228 | Fax: (250) 782-4167

Email: [asmith@spcrs.ca](mailto:asmith@spcrs.ca) | Website: [www.spcrs.ca](http://www.spcrs.ca)



SPCRS - A Non-Governmental Organization

10110-13<sup>th</sup> Street, Dawson Creek, BC, V1G 3W2, PO Box 713, Dawson Creek, BC, V1G 4H7

PHONE: 250-782-9174 FAX: 250-782-4167 WEB SITE: [www.spcrs.ca](http://www.spcrs.ca)

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## PEACE RIVER REGIONAL DISTRICT

### SOLID WASTE COMMITTEE MEETING MINUTES

FRIDAY, JANUARY 15, 2021

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

#### ATTENDANCE

##### Committee Directors

Director Rose, Electoral Area 'E' – Committee Chair  
Director Bumstead, City of Dawson Creek (*via teleconference*)  
Director Zabinsky, City of Fort St. John  
Alternate Director Deck, District of Chetwynd  
Director Sperling, Electoral Area 'C' – ex officio  
Director Goodings, Electoral Area 'B' (*via teleconference*)

##### Staff

Shawn Dahlen, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Tab Young, Deputy Corporate Officer  
Teri Vetter, Chief Financial Officer  
Paulo Eichelberger, GM of Environmental Services  
Gerritt Lacey, Solid Waste Manager  
Loryn Day, Solid Waste Coordinator  
Suzanne Garrett, Recorder

**1. CALL TO ORDER** The Chair called the meeting to order at 1:02 p.m.

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

#### 3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Zabinsky, SECONDED Director Goodings,  
That the Solid Waste Committee adopt the January 15, 2021 Meeting Agenda:

1. Call to Order
2. Directors' Notice of New Business
3. Adoption of Agenda
4. Gallery Comments or Questions
5. Adoption of Minutes
6. Business Arising from the Minutes
7. Delegations
8. Correspondence
9. Reports
  - 9.1 2021 Draft Solid Waste Budget , ENV-SWC-33
  - 9.2 Agricultural Plastics Pilot Program Costs, ENV-SWC-32
10. New Business
11. Diary
12. Item(s) for Information
  - 12.1 Solid Waste Terms of Reference
13. Adjournment

**CARRIED**

#### 4. GALLERY COMMENTS OR QUESTIONS

#### 5. ADOPTION OF MINUTES





## 6. BUSINESS ARISING FROM THE MINUTES

## 7. DELEGATIONS

## 8. CORRESPONDENCE

## 9. REPORTS

9.1 2021 Draft Solid Waste Budget  
ENV-SWC-033

MOVED by Director Sperling, SECONDED by Director Zabinsky,  
That the Solid Waste Committee recommend that the Regional Board approve maintaining the 2021 requisition for Function 500 – Solid Waste budget at the 2020 level.

**CARRIED**

Rec#1-operational, solid waste seasonal

MOVED Director Goodings, SECONDED Director Zabinsky,  
That the Solid Waste Committee recommend that the Regional Board approve the operational Supplemental Item – Solid Waste Seasonal, which allocates \$23,000 for a 4-month project engineer position to conduct capital project inspections, for inclusion in the 2021 Solid Waste Budget.

**CARRIED**

Rec#2-Function 500 budget

MOVED Director Zabinsky, SECONDED Alternate Director Deck,  
That the Solid Waste Committee recommend that the Regional Board approve the 2021 Budget for Function 500, as amended, as presented.

**CARRIED**

9.2 Agricultural Plastics Pilot Program Costs  
ENV-SWC-032

MOVED Director Goodings, SECONDED Director Zabinsky,  
That the Solid Waste Committee recommend that the Regional Board partner with Cleanfarms to develop and deliver an agricultural plastics pilot program for bale wrap, grain bags, and twine at an estimated cost of \$43,416 between 2021 and 2023.

**CARRIED**

## 10. NEW BUSINESS

## 11. DIARY

## 12. ITEMS FOR INFORMATION

## 13. ADJOURNMENT

The Chair adjourned the Meeting at 2:00 p.m.

**CARRIED**

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Director Rose, Meeting Chair

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S. Garrett, Recorder



## PEACE RIVER REGIONAL DISTRICT

### SOLID WASTE COMMITTEE MEETING MINUTES

THURSDAY, JANUARY 7, 2021

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

#### ATTENDANCE

##### Committee Directors

Director Rose, Electoral Area 'E' – Committee Chair  
Director Bumstead, City of Dawson Creek  
Director Zabinsky, City of Fort St. John  
Alternate Director Deck, District of Chetwynd  
Director Sperling, Electoral Area 'C' – ex officio  
Director Goodings, Electoral Area 'B' (*via teleconference*)

##### Directors

Director Courtoreille, District of Chetwynd

##### Staff

Shawn Dahlen, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Tab Young, Deputy Corporate Officer  
Teri Vetter, Chief Financial Officer  
Paulo Eichelberger, GM of Environmental Services  
Gerritt Lacey, Solid Waste Manager  
Loryn Day, Solid Waste Coordinator  
Suzanne Garrett, Recorder

**1. CALL TO ORDER** The Chair called the meeting to order at 10:02 a.m.

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

#### 3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Bumstead, SECONDED Alternate Director Deck,  
That the Solid Waste Committee adopt the January 7, 2021 Meeting Agenda:

1. Call to Order
2. Directors' Notice of New Business
3. Adoption of Agenda
4. Gallery Comments or Questions
5. Adoption of Minutes
  - 5.1 Solid Waste Committee Draft Meeting Minutes of December 3, 2020
6. Business Arising from the Minutes
7. Delegations
8. Correspondence
9. Reports
  - 9.1 Fall Cleanup 2020 and Program Year End Review, ENV-SWC-027
  - 9.2 2021 Solid Waste Carry Forward Projects, ENV-SWC-029
  - 9.3 Contract Award NPRLF LFG Monitoring, Reporting and Field Operations, ENV-SWC-028
  - 9.4 CleanBC Organics Infrastructure Grant Applications, ENV-SWC-030
  - 9.5 2021 Solid Waste Supplemental Budget Requests, ENV-SWC-031
10. New Business
11. Diary
12. Item(s) for Information
  - 12.1 Solid Waste Terms of Reference
13. Adjournment

**CARRIED**



#### 4. GALLERY COMMENTS OR QUESTIONS

#### 5. ADOPTION OF MINUTES

- 5.1 MOVED Director Zabinsky, SECONDED Director Bumstead,  
Dec 3, 2020 SWC Minutes That the Solid Waste Committee adopt the December 3, 2020 Meeting Minutes.

**CARRIED**

#### 6. BUSINESS ARISING FROM THE MINUTES

#### 7. DELEGATIONS

#### 8. CORRESPONDENCE

#### 9. REPORTS

- 9.1 Fall Clean-Up 2020  
- Program Year End  
Review ENV-SWC-027 MOVED Director Goodings, SECONDED Director Zabinsky,  
That the Solid Waste Committee receive the report titled "Fall Clean-Up 2020 and  
Program Year End Review – ENV-SWC-027" which outlines tonnage and customer  
use during the Clean Up 2020 Campaign, for discussion.

**CARRIED**

Clean-up program costs increased from \$179,000 to \$275,000. Spring clean-up was utilized considerably more than Fall clean-up. Usage increases may be attributable to COVID and extended hours of operation. It is felt that residents are stockpiling bulky waste materials through the year to take advantage of the program. Concern was expressed that increased clean-up program costs impact the solid waste budget and is unsustainable. Is there an opportunity to revise the program i.e. drop bulky waste tipping fees, define what materials will be landfilled and/or diverted, operate program once per year for a 2-3 week period in the spring.

- 9.2 2021 Solid Waste  
Carry Forward Projects  
ENV-SWC-029 MOVED Director Bumstead, SECONDED Alternate Director Deck,  
That the Solid Waste Committee receive the report titled "2021 Solid Waste Carry  
Forward Projects – ENV-SWC-029" which details outstanding projects from 2020  
whose completion dates will extend to 2021, for discussion.

**CARRIED**

Staff advised that there will be no increase to the 2021 budget as carry over projects were budgeted for in 2020.

- 9.3 Contract Award  
NPRLF LFG Monitoring,  
Reporting and Field  
Operations ENV-SWC-028 MOVED Director Bumstead, SECONDED Alternate Director Deck,  
That the Solid Waste Committee recommend that the Regional Board award RFP  
41-2020 "North Peace Regional Landfill Landfill Gas Monitoring, Reporting, and  
Field Operations" to GHD Limited for a three year contract at a cost of \$182,717  
(excluding taxes); further, that the Chair and Chief Administrative Officer be  
authorized to sign the contract on behalf of the PRRD.

**CARRIED**

In response to a question it was noted that should the Regional District implement an organics waste diversion program at the landfill, the landfill would still be producing 1,000 tonnes of methane from the already buried waste. It will take many years before any reduction of methane gases would be realized.



9.4 CleanBC Organics  
Infrastructure Grant  
Applications  
ENV-SWC-030

MOVED by Director Bumstead, SECONDED by Alternate Director Deck,  
That the report titled "CleanBC Organics Infrastructure Grant Applications,  
ENV-SWC -30" be received for discussion.

**CARRIED**

The PRRD has worked with a consultant to develop two Grant funding applications under the CleanBC Organic Infrastructure and Collection Program (OICP) for the development of organic waste infrastructure and collection to divert organic waste material from the Bessborough Landfill and Charlie Lake Wastewater site.

Concern was expressed that this would create another level of collection, sorting and costs for communities. Additionally, there were concerns who will be responsible for sorting and transportation of organic materials. Municipalities would need to add a third "cart" to their curbside program. Recycling program continues to experience problems, how will sorting organics be any less problematic.

MOVED Director Goodings, SECONDED Director Bumstead,  
That the Regional Board withdraw its grant application to the CleanBC Organic Infrastructure and Collection Program (OICP) for the development of organic waste infrastructure and collection to divert organic waste material from the Bessborough Landfill as responsibilities and costs related to collection, sorting transportation, and increased costs to participating communities are unknown at this time.

**CARRIED**

MOVED Director Goodings, SECONDED Director Bumstead,  
That the Regional Board withdraw its grant application to the CleanBC Organic Infrastructure and Collection Program (OICP) for the development of organic waste infrastructure and collection to divert organic waste material from the Charlie Lake Wastewater site as responsibilities and costs related to collection, sorting, transportation and increased costs to participating communities are unknown at this time.

**CARRIED**

9.5 2021 Solid Waste  
Supplemental Budget  
Requests ENV-SWC-031

The Solid Waste Committee did not consider 2021 Solid Waste Supplemental requests Recommendation #1 and #2 regarding the CleanBC Organic Infrastructure and Collection Program (OICP) for the development of organic waste infrastructure and collection to divert organic waste material from the Bessborough Landfill and Charlie Lake Wastewater site.

Rec#3: NPRLF Phase 1  
Closure

MOVED Director Zabinsky, SECONDED Director Bumstead,  
That the Solid Waste Committee recommend that the Regional Board approve the Supplemental Item – North Peace Regional Landfill Phase 1 Closure, and that \$70,000 is allocated to the project and included in the 2021 Solid Waste Budget.

**CARRIED**



9.5 2021 Solid Waste Supplemental Budget Requests ENV-SWC-031	<p>MOVED Alternate Director Deck, SECONDED Director Zabinsky, That the Solid Waste Committee recommend that the Regional Board approve the Supplemental Item – Chetwynd Landfill Scale Replacement, and that \$279,267 is allocated to the project and included in the 2021 Solid Waste Budget.</p> <p><b>CARRIED</b></p>
Rec#4: Chetwynd LF Scale replacement	<p>Committee members were advised that the correct amount should be \$447,556, in order to include the requisition.</p> <p>MOVED Director Zabinsky, SECONDED Alternate Director Deck, That the motion to approve Supplemental Item – Chetwynd Landfill Scale Replacement be corrected to state the budget amount of \$447,556 in place of the \$279,267.</p> <p><b>CARRIED</b></p>
Rec#5: Prespatou Scale Replacement	<p>MOVED Director Goodings, SECONDED Alternate Director Deck, That the Solid Waste Committee recommend that the Regional Board approve the Supplemental Item – Prespatou Scale Replacement, and that \$60,000 is allocated to the project and included in the 2021 Solid Waste Budget.</p> <p><b>AMENDED BY THE FOLLOWING</b></p>
Motion to Amend	<p>MOVED by Director Goodings, SECONDED by Alternate Director Deck, That the motion be amended by adding the word “design” following replacement.</p> <p><b>CARRIED</b></p>
Motion as Amended	<p>The Chair called the Question to the Motion as Amended: That the Solid Waste Committee recommend that the Regional Board approve the Supplementary Item – Prespatou Scale Replacement Design, and that \$60,000 is allocated to the project and included in the 2021 Solid Waste Budget.</p> <p><b>CARRIED</b></p> <p>The work will investigate the foundation to avoid any further shifting of the scale and abutments.</p>
Rec#6: Bulky Pit	<p>MOVED Director Zabinsky, SECONDED Director Goodings, That the Solid Waste Committee recommend that the Regional Board approve the Supplemental Item – Bulky Pit, and that \$155,000 is allocated to the project and included in the 2021 Solid Waste Budget.</p> <p><b>CARRIED</b></p>
Rec#7: Transfer Station builds	<p>MOVED Director Bumstead, SECONDED Director Zabinsky, That the Solid Waste Committee recommend that the Regional Board approve the Supplemental Item – Manned Transfer Station Buildings – Lebel, Lone Prairie, Hasler, and that \$110,000 is allocated to the project and included in the 2021 Solid Waste Budget.</p> <p><b>DEFEATED</b></p> <p>It was felt that this project should be delayed until the Regional District has determined appropriate services to meet the needs of rural residents.</p>



9.5 2021 Solid Waste Supplemental Budget Requests ENV-SWC-031 Rec#8: BBLF Diversion Pad

MOVED Director Bumstead, SECONDED Director Zabinsky, That the Solid Waste Committee recommend that the Regional Board approve the Supplemental Item – Bessborough Landfill Diversion Pad Development, and that \$140,000 is allocated to the project and included in the 2021 Solid Waste Budget.

**CARRIED**

Rec#9: Reserve Transfer

MOVED Alternate Director Deck, SECONDED Director Zabinsky, That the Solid Waste Committee defer the allocation of \$185,733 to be transferred into the Solid Waste Capital Reserve as part of the 2021 Solid Waste Budget to the January 15, 2021 meeting when correct numbers will be available.

**CARRIED**

## 10. NEW BUSINESS

Committee members were advised that the January 15, 2021 meeting to review the 2021 Solid Waste Budget will take place at 1:00 pm.

## 11. DIARY

## 12. ITEMS FOR INFORMATION

12.1 SWC Terms of Reference

## 13. ADJOURNMENT

13.1 The Chair adjourned the Meeting at 11:30 a.m.

**CARRIED**

*Original signed by*

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Director Rose, Meeting Chair

*Original signed by*

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S. Garrett, Recorder