



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Committee Meeting Revised Agenda

February 18, 2021, Immediately Following EADC
1981 Alaska Avenue, Dawson Creek, BC

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1. Call to Order	
1.1. Meeting Chair - Director Rose	
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PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, JANUARY 21, 2021

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

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

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Teri Vetter, Chief Financial Officer
Crystal Brown, Electoral Area Manager
Paulo Eichelberger, GM of Environmental Services
Trish Morgan, GM of Community Services
Jeff McDonald, Communications Manager (Zoom)
Kari Bondaroff, Environmental Services Manager
David Sturgeon, Protective Services Manager
Hunter Rainwater, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 12:51 a.m.

2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Hiebert COVID 19 Funds Emails

3. ADOPTION OF AGENDA

3.1 MOVED Director Sperling, SECONDED Director Hiebert,
Adoption of Agenda That the Rural Budgets Administration Committee adopt the January 21, 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. Special Rural Budgets Administration Committee Draft Meeting Minutes of December 11, 2020

5.2. Rural Budgets Administration Committee Draft Meeting Minutes of December 17, 2020

6. Business Arising from the Minutes

7. Delegations

8. Correspondence

8.1. Fort St. John Minor Hockey Association – Thank you Letter

(Continued on next page)



Adoption of Agenda
(Continued)

8.2. Fort St. John Festival Plaza – Thank you Letter

8.3. Federation of Canadian Municipalities – Membership Renewal

9. Reports

9.1. Grant Request – Fort St. John Public Library Association, FN-RBAC-044

9.2. Grant Request – Fort St. John Public Library Association, FN-RBAC-049

9.3. Grant Request – Step Up 'N' Ride Society, FN-RBAC-048

9.4. 2021 Gas Tax Funding, Fair Share & Peace River Agreement Funding Commitments, CS-RBAC-005

9.5. Function 120 Legislative Electoral Area Draft 2021 Budget, ADM-RBAC-010

9.6. Function 210 Community Park Draft 2021 Budget, CS-RBAC-007

9.7. Function 221 Sub Regional Recreation Draft 2021 Budget, FN-RBAC-055

9.8. Function 225 Kelly Lake Community Centre Draft 2021 Budget, CS-RBAC-014

9.9. Function 230 Tate Creek Community Centre Draft 2021 Budget, CS-RBAC-019

9.10. Function 260 Clearview Arena Draft 2021 Budget, CS-RBAC-008

9.11. Function 265 Buick Creek Arena Draft 2021 Budget, CS-RBAC-006

9.12. Function 280 Recreation & Culture Draft 2021 Budget, FN-RBAC-054

9.13. Function 285 Cemeteries Draft 2021 Budget, FN-RBAC-056

9.14. Function 290 Chetwynd Library Draft 2021 Budget, CS-RBAC-009

9.15. Function 295 Library Services Draft 2021 Budget, FN-RBAC-053

9.16. Function 310 Emergency Vehicle Draft 2021 Budget, CS-RBAC-010

9.17. Function 315 Charlie Lake Fire Draft 2021 Budget, CS-RBAC-011

9.18. Function 320 Chetwynd Rural Fire Draft 2021 Budget, CS-RBAC-012

9.19. Function 325 Dawson Creek/Pouce Coupe Fire Draft 2021 Budget, CS-RBAC-013

9.20. Function 330 Fort St. John Rural Fire Draft 2021 Budget, CS-RBAC-015

9.21. Function 335 Moberly Lake Rural Fire Draft 2021 Budget, CS-RBAC-016

9.22. Function 340 Taylor Rural Fire Draft 2021 Budget, CS-RBAC-017

9.23. Function 345 Tomslake Fire Draft 2021 Budget, CS-RBAC-018

9.24. Function 430 Rolla Creek Dyke Draft 2021 Budget, ENV-RBAC-012

9.25. Function 505 Area E Scramblevision Draft 2021 Budget, FN-RBAC-051

9.26. Function 510 Chetwynd TV Draft 2021 Budget, FN-RBAC-052

9.27. Function 525 North Pine TV Tower Draft 2021 Budget, ENV-RBAC-014

9.28. Function 601 Charlie Lake Sewer Draft 2021 Budget, ENV-RBAC-015

9.29. Function 602 Chilton Subdivision Sewer Draft 2021 Budget, ENV-RBAC-016

9.30. Function 603 North Peace Airport Subdivision Sewer Draft 2021 Budget, ENV-RBAC-017

9.31. Function 604 Friesen Subdivision Sewer Draft 2021 Budget, ENV-RBAC-018

9.32. Function 605 Harper Imperial Subdivision Sewer Draft 2021 Budget, ENV-RBAC-019

9.33. Function 606 Kelly Lake Sewer Draft 2021 Budget, ENV-RBAC-021

9.34. Function 607 Rolla Sewer Draft 2021 Budget, ENV-RBAC-022

9.35. Function 701 North Peace Airport Subdivision Water Draft 2021 Budget, ENV-RBAC-024

9.36. Function 702 Area B Potable Water Draft 2021 Budget, ENV-RBAC-023

9.37. December 2020 Interim Financial Report, FN-RBAC-050

10. Discussion Item(s)

10.1. Rural Loan Fund

11. New Business

11.1. COVID 19 Fund Emails

12. Diary

12.1. Diary Items

13. Item(s) for Information

(Continued on next page)



Adoption of Agenda
(Continued)

13.1. RBAC Establishing Bylaw
14. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

5.1
Dec. 11/20 Special RBAC Minutes
MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee adopt the December 11, 2020 Special Meeting Minutes.

CARRIED

5.2
Dec. 17/20 RBAC Minutes
MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee adopt the December 17, 2020 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

6.1
Item #11.2 Synergy Group, December 17, 2020
MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee cancel the funding commitment of \$12,000, payable in the amount of \$6,000 each from Electoral Area D and Electoral Area E Peace River Agreement Funds, and in its place approve a funding commitment in the amount of \$15,300, payable in the amount of \$7,650 each from Electoral Area D Fair Share and Electoral Area E Fair Share, to be used in the establishment of a Synergy Group.

CARRIED

7. DELEGATIONS

8. CORRESPONDENCE

8.1
Fort St. John Minor Hockey Association – Thank you Letter
MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the Thank You Letter from the Fort St. John Minor Hockey Association for information.

CARRIED

8.2
Fort St. John Festival Plaza – Thank you Letter
MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the Thank You Letter dated January 4, 2021 from the City of Fort St. John regarding the Festival Plaza project for information.

CARRIED

8.3
Federation of Canadian Municipalities – Membership Renewal
MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve payment of \$4,949.96 from Function 120, Legislative Electoral Area, for the 2021-2022 membership invoice from the Federation of Canadian Municipalities.

CARRIED



9. REPORTS

9.1

Grant Request – Fort St.
John Public Library
Association, FN-RBAC-044

MOVED Director Goodings, SECONDED Director Hiebert,

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

CARRIED

MOVED Director Sperling, SECONDED Director Goodings,

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

CARRIED

9.2

Grant Request – Fort St.
John Public Library
Association, FN-RBAC-049

MOVED Director Sperling, SECONDED Director Hiebert,

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

CARRIED

9.3

Grant Request – Step Up
'N' Ride Society, FN-RBAC-
048

MOVED Director Hiebert, SECONDED Director Sperling,

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

CARRIED

9.4

2021 Gas Tax Funding,
Fair Share & Peace River
Agreement Funding
Commitments, FN-RBAC-
005

MOVED Director Goodings, SECONDED Director Sperling,

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

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$10,000, payable from Area B Fair Share, to be issued to the Electoral Area Function-120, to conduct public engagement in Electoral Area B between the border of the Charlie Lake Fire Protection Area and Red Creek



9.4

2021 Gas Tax Funding,
Fair Share & Peace River
Agreement Funding
Commitments, FN-RBAC-
005
(Continued)

Subdivision to examine if residents are interested in receiving fire protection from the Charlie Lake Fire Department.

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$29,538, payable from Electoral Area E Peace River Agreement Funds – Spending Item 6 Fire Protection, to be issued to the Moberly Lake Fire function – 335, with \$15,000 being allocated to conduct public engagement and an elector approval process to amend the bylaws in anticipation of transitioning the Report – 2021 Gas Tax Funding, Fair Share & Peace River Agreement Funding Commitments January 21, 2021 Page 2 of 5 fire department to be operated directly by the Peace River Regional District and \$14,538 being allocated to reduce the tax requisition required to operate the service in 2021.

CARRIED

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

CARRIED

MOVED Director Goodings, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$5,000, payable from Electoral Area B Community Works Gas Tax Funds, and \$6,000, payable from Electoral Area E Community Works Gas Tax Funds, to be issued to the Electoral Area Function-120, for legal fees associated with transferring community properties to the community group operators.

CARRIED



9.5
Function 120 Legislative
Electoral Area Draft 2021
Budget, ADM-RBAC-010

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

9.6
Function 210 Community
Parks Draft 2021 Budget,
CS-RBAC-007

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

CARRIED

9.7
Function 221 Sub Regional
Recreation Draft 2021
Budget, FN-RBAC-055

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

CARRIED

9.8
Function 225 Kelly Lake
Community Centre Draft
2021 Budget, CS-RBAC-
014

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

CARRIED



- 9.9
Function 230 Tate Creek
Community Centre Draft
2021 Budget, CS-RBAC-
019
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for function 230 – Tate Creek Community
Centre in the 2021 Financial Plan.
- CARRIED**
- 9.10
Function 260 Clearview
Arena Draft 2021 Budget,
CS-RBAC-008
- MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for function 260 – Clearview Arena in the
2021 Financial Plan.
- CARRIED**
- 9.11
Function 265 Buick Arena
Draft 2021 Budget, CS-
RBAC-006
- MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for function 265 – Buick Arena in the 2021
Financial Plan.
- CARRIED**
- 9.12
Function 280 Recreation
& Culture Draft 2021
Budget, FN-RBAC-054
- MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for Function 280 – Recreation & Culture in
the 2021 Financial Plan.
- CARRIED**
- 9.13
Function 285 Cemeteries
Draft 2021 Budget, FN-
RBAC-056
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for Function 285 – Cemeteries in the 2021
Financial Plan.
- CARRIED**
- 9.14
Function 290 Chetwynd
Library Draft 2021 Budget,
CS-RBAC-009
- MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for function 290 – Chetwynd Library in the
2021 Financial Plan.
- CARRIED**
- 9.15
Function 295 Library
Services Draft 2021
Budget, FN-RBAC-053
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for Function 295 – Library Services in the 2021
Financial Plan.
- CARRIED**



- 9.16
Function 310 Emergency
Vehicle Draft 2021
Budget, CS-RBAC-010
- MOVED Director Hiebert, SECONDED Director Rose,
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 Area 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.
- CARRIED**
- 9.17
Function 315 Charlie Lake
Fire Draft 2021 Budget,
CS-RBAC-011
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 315 – Charlie Lake Fire in the 2021 Financial Plan.
- CARRIED**
- 9.18
Function 320 Chetwynd
Rural Fire Draft 2021
Budget, CS-RBAC-012
- MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 320 – Chetwynd Rural Fire in the 2021 Financial Plan.
- CARRIED**
- 9.19
Function 325 Dawson
Creek/Pouce Coupe Fire
Draft 2021 Budget, CS-
RBAC-013
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 325 – Dawson Creek / Pouce Coupe Fire in the 2021 Financial Plan.
- CARRIED**
- 9.20
Function 330 Fort St. John
Rural Fire Draft 2021
Budget, CS-RBAC-015
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 330 – Fort St. John Rural Fire in the 2021 Financial Plan.
- CARRIED**
- 9.21
Function 335 Moberly
Lake Rural Fire Draft 2021
Budget, CS-RBAC-016
- MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 335 – Moberly Lake Rural Fire in the 2021 Financial Plan.
- CARRIED**
- 9.22
Function 340 Taylor Rural
Fire Draft 2021 Budget,
CS-RBAC-017
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 340 – Taylor Rural Fire in the 2021 Financial Plan.
- CARRIED**



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|--|---|
| 9.23
Function 345 Tomslake
Fire Draft 2021 Budget,
CS-RBAC-018 | MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for function 345 – Tomslake Fire in the 2021 Financial Plan. |
| CARRIED | |
| 9.24
Function 430 Rolla Creek
Dyke Draft 2021 Budget,
ENV-RBAC-012 | MOVED Director Hiebert, SECONDED Director Goodings,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 430 – Rolla Creek Dyking in the 2021 Financial Plan. |
| CARRIED | |
| 9.25
Function 505 Area E
Scramblevision Draft 2021
Budget, FN-RBAC-051 | MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 505 – Area E Scramblevision in the 2021 Financial Plan. |
| CARRIED | |
| 9.26
Function 510 Chetwynd
TV Draft 2021 Budget, FN-
RBAC-052 | MOVED Director Rose, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 510 – Chetwynd TV in the 2021 Financial Plan. |
| CARRIED | |
| 9.27
Function 525 North Pine
TV Tower Draft 2021
Budget, ENV-RBAC-014 | MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 525 – North Pine TV Tower in the 2021 Financial Plan. |
| CARRIED | |
| 9.28
Function 601 Charlie Lake
Sewer Draft 2021 Budget,
ENV-RBAC-015 | MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 601 – Charlie Lake Sewer in the 2021 Financial Plan. |
| CARRIED | |
| 9.29
Function 602 Chilton
Subdivision Sewer Draft
2021 Budget, ENV-RBAC-
016 | MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional Board include the draft 2021 budget for Function 602 – Chilton Subdivision Sewer in the 2021 Financial Plan. |
| CARRIED | |



- 9.30
Function 603 North Peace
Airport Subdivision Sewer
Draft 2021 Budget, ENV-
RBAC-017
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for Function 603 – North Peace Airport
Subdivision Sewer in the 2021 Financial Plan.
- CARRIED**
- 9.31
Function 604 Friesen
Subdivision Sewer Draft
2021 Budget, ENV-RBAC-
018
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for Function 604 – Friesen Subdivision Sewer
in the 2021 Financial Plan.
- CARRIED**
- 9.32
Function 605 Harper
Imperial Subdivision
Sewer Draft 2021 Budget,
ENV-RBAC-019
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for Function 605 – Harper Imperial
Subdivision Sewer in the 2021 Financial Plan.
- CARRIED**
- 9.33
Function 606 Kelly Lake
Sewer Draft 2021 Budget,
ENV-RBAC-021
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for Function 606 – Kelly Lake Sewer in the
2021 Financial Plan.
- CARRIED**
- 9.34
Function 607 Rolla Sewer
Draft 2021 Budget, ENV-
RBAC-022
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for Function 607 – Rolla Sewer in the 2021
Financial Plan.
- CARRIED**
- 9.35
Function 701 North Peace
Airport Subdivision Water
Draft 2021 Budget, ENV-
RBAC-024
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for Function 701 – North Peace Airport
Subdivision Water in the 2021 Financial Plan.
- CARRIED**
- 9.36
Function 702 Area B
Potable Water Draft 2021
Budget, ENV-RBAC-023
- MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2021 budget for Function 702 – Area B Potable Water in
the 2021 Financial Plan.
- CARRIED**



9.36
Function 702 Area B
Potable Water Draft 2021
Budget, ENV-RBAC-023
(continued)

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

CARRIED

9.37
December 2020 Interim
Financial Report, FN-
RBAC-050

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the report titled “December 2020 Interim Financial Report – FN-RBAC-050” for discussion.

CARRIED

Director Goodings noted that she would like to give out one bursary and one scholarship, both of \$1,000 from Electoral Area B. the CFO said that she would look into it and get back to her.

10. DISCUSSION ITEM(s)

10.1
Rural Loan Fund

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the draft Rural Loan Fund Policy for discussion.

CARRIED

11. NEW BUSINESS

11.1
UBCM - COVID 19 Start up
Emails

The committee discussed the emails that they have been receiving from the UBCM EA rep regarding the COVID start up funds. The Regional Board has authorized RBAC to deal with the COVID start up funds and is happy with how it has been dealt with so far.

12. DIARY

12.1
Diary Items

No changes were made to the Diary

13. ITEMS FOR INFORMATION

13.1
RBAC Establishing Bylaw

The RBAC Establishing Bylaw was provided for the committee’s information.

14. ADJOURNMENT

14.1

The Chair adjourned the Meeting at 2:30 pm.

CARRIED

Hunter Rainwater

Subject: FW: An Invitation to our 2021 Civic Governance Forum ("High Ground")

From: The Columbia Institute <info@columbiainstitute.eco>

Sent: February 1, 2021 10:14 AM

To: prrd dc <prrd.dc@prrd.bc.ca>

Subject: An Invitation to our 2021 Civic Governance Forum ("High Ground")

CAUTION: This email originated from outside of the organization.

[View this email in your browser](#)

Dear Brad,

You are invited to participate in [our annual Civic Governance Forum](#) on Wednesday, March 24 (morning), Friday, March 26 (afternoon and early evening), and Saturday, March 27 (morning).

Now in its sixteenth edition, our forum -- also known as High Ground -- **inspires, informs, and connects local electeds** who seek to build inclusive, equitable, and sustainable communities in British Columbia and across Canada.

Register now and get your early-bird rate!

This year's theme is all about **Being Bold**. With our communities continuing to change in both unexpected and expected ways, there is a need and desire for bold leadership, ideas, and responses.

To help make this happen, this year's forum will offer examples of inspirational

Now in its sixteenth edition, our forum -- also known as High Ground -- **inspires, informs, and connects local electeds** who seek to build inclusive, equitable, and sustainable communities in British Columbia and across Canada.

Register now and get your early-bird rate!

This year's theme is all about **Being Bold**. With our communities continuing to change in both unexpected and expected ways, there is a need and desire for bold leadership, ideas, and responses.

To help make this happen, this year's forum will offer examples of inspirational leadership and peer learning around the most pressing and emerging issues facing our communities. We'll also spark and deepen connections among new and old allies based on our shared progressive values. All this will happen in a program filled with conversations with thought leaders and topic experts, provincial ministers, plenaries, and interactive breakout workshops.

We're adding some new elements to this year's program: first, this will be our first-ever online forum; and, next, we'll offer three half-days of digital programming to provide flexibility for your scheduling.

As always, we've done our best to keep the registration costs low. If cost is an issue, please contact us at info@columbiainstitute.eco. You can get the best deal by registering early!

On a final note, please feel free to share this invitation with other elected officials!

Thanks for all you do!



DISTRICT OF TAYLOR

www.DistrictofTaylor.com

Box 300, Taylor, BC V0C 2K0

DISTRICT OFFICE
10007 - 100A Street

Phone: (250) 789-3392
Fax: (250) 789-3543

January 25, 2021

Peace River Regional District – Area B
Attn: Karen Goodings, Director
1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Dear Director Goodings:

Re: Draft North Peace Rural Road Coalition Memorandum of Understanding (MOU)

At the December 7, 2020 Regular Council Meeting, Mayor Fraser advised that the Peace River Regional District can no longer manage contract and procurement administration for the North Peace Rural Roads Coalition as an economic development function does not currently exist within the regional district to support the administration of this contract.

A further discussion took place at the Special Council Meeting held on December 15, 2020, where Council resolved that a MOU be drafted for the District of Taylor to take over contract and procurement administration for the North Peace Rural Roads Coalition.

The enclosed draft MOU was brought forward at the January 18, 2021 Regular Council Meeting for Council's review and feedback. During this meeting, Mayor and Council resolved to endorse the draft MOU and requested that it be distributed to participating local government partners for further review and feedback.

We kindly request that the enclosed draft MOU be included for discussion at your upcoming Board Meeting.

Should you have any questions, please contact our office at (250) 789-3392.

Sincerely,

Tyla Pennell
Acting Chief Administrative Officer/Corporate Officer

cc: Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer

**NORTH PEACE RURAL ROADS COALITION
MEMORANDUM OF UNDERSTANDING**

BETWEEN:

THE DISTRICT OF TAYLOR

located at 10007 – 100th A Street, Taylor, BC V0C 2K0
and having as its mailing address PO Box 300, Taylor, BC V0C 2K0
(the “District”)

AND:

THE PEACE RIVER REGIONAL DISTRICT – AREA B

located at 1981 Alaska Avenue, Dawson Creek, BC V1G 4H8
and having as its mailing address PO Box 810, Dawson Creek, BC V1G 4H8
(the “PRRD”)

AND:

THE DISTRICT OF HUDSON’S HOPE

located at 9904 Dudley Drive, Hudson’s Hope, BC V0C 1V0
and having as its mailing address PO Box 330, Hudson’s Hope, BC V0C 1V0
(“Hudson’s Hope”)

(collectively, the “Parties” or the “Coalition”)

PURPOSE:

The purpose of this memorandum of understanding is to outline the parameters of the contract and procurement administration for the North Peace Rural Roads Coalition, (the Coalition) commencing in 2021.

The **DISTRICT OF TAYLOR** agrees to provide contract and procurement administration for the coalition as follows:

- **Coalition Management:**
 - Initiate and manage the Request for Quotation (RFQ) procurement process for the Coalition’s review and consideration by the Coalition.
 - Provide a contact to the Coalition to finalize details and support the administration of this Memorandum of Understanding.
 - Collect resolutions of support from participating local governments for the financial commitment to the Coalition for the duration of the contract term.
 - Issue quarterly invoices to each participating local government, which includes a year-to-date summary of financial transactions.
- **Contract Management:**
 - Award the contract based on direction from the Coalition.
 - Manage the fully executed contract for the Coalition and issue contract payments as outlined within the contract, as amended from time to time.
 - Pay any invoices provided and approved for the contractor.
 - Maintain a general ledger of all financial transactions related to the contract, in accordance with the Public Sector Accounting Board standards.

All Parties, agree to:

- **Coalition Management:**
 - Follow the Project Charter and Task Force Terms of Reference for the North Peace Rural Roads initiative effective May 22, 2018, as amended from time to time.
 - Agree upon each participating local government's financial commitment to the Coalition contract. (Estimated contract value between \$50,000-\$150,000 per year.)
 - Provide a resolution of support to the District of Taylor for each local government's commitment of funds, as agreed upon by the Coalition, for the term of the contract.
 - Review and amend (when required) the terms and financial contributions of this Memorandum of Understanding annually or sooner if required.
 - Reach consensus on all decisions and amendments related to this Memorandum of Understanding.
 - Review the contract and procurement administration for the Coalition at any time. (This administration may be re-designated to another participating local government at the discretion of the Coalition.)
 - Indemnify and hold harmless the District of Taylor for all North Peace Rural Roads Coalition & Task Force activities provided by or take place in the District of Taylor.
- **Contract Management:**
 - Review and evaluate responses to the Coalition RFQ and agree upon a desired proponent.
 - All decisions and amendments to the issuance, extension or termination of any contracts be determined by simple majority with all Coalition representatives present.
 - All contract delivery and day-to-day business decisions may be made by simple majority.
 - Provide a contact to the District of Taylor in order for staff to distribute invoices and any other necessary information to Coalition representatives.
 - Review the contract at least three months prior to its expiration to determine next steps which could include contract extension/renewal, contract termination, or tender of a new contract.
 - Review quarterly invoices and year-to-date financial transactions relating to the contract.
 - Discuss any questions or concerns regarding the financial transactions with the Contractor.

EXECUTION AND DELIVERY OF MEMORANDUM OF UNDERSTANDING

- This memorandum of understanding may be entered into by a separate copy of this memorandum of understanding being executed by, or on behalf of, each party and that executed copy being delivered to the other party by a method agreed to by the parties.
- The parties have executed this memorandum of understanding as follows:

<p>SIGNED on the _____ day of _____ 2021 by the District of Taylor (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Print Title</p>	<p>SIGNED on the _____ day of _____ 2021 on behalf of the Peace River Regional District – Area B by its duly authorized representative:</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Print Title</p>
--	---

<p>SIGNED on the _____ day of _____ 2021 by the District of Hudson's Hope (or, if not an individual, on its behalf by its authorized signatory or signatories):</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Print Title</p>



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-057

From: Teri Vetter, Chief Financial Officer

Date: February 18, 2021

Subject: Grant Request – Flatrock Community Cemetery Society

RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$630, payable from Cemetery Grant-in-Aid, Electoral Area B, to be issued to Flatrock Community Cemetery Society to assist with the cost of insurance; and further,

That the grant payment be issued upon the approval of the 2021 Financial Plan.

BACKGROUND/RATIONALE:

Flatrock Community Cemetery Society is requesting a total of \$630 in grant funding to support the liability insurance at Flatrock Cemetery, which is necessary for the safe operating of the cemetery. The amount being requested is only a portion of the total insurance premium of \$777 since the organization received an insurance premium rebate in the amount of \$147 for COVID-19 relief, which has been deducted.

Flatrock Community Cemetery Society has previously received grant contributions in the amount of \$3,076 to support insurance costs and \$4,273.10 to support various cemetery projects, for a total of \$7,349.10 since 2018. Flatrock Community Cemetery Society is a registered non-for-profit organizations in good standing with the *Societies Act of BC*.

For further details please see the attached grant application.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant application from Flatrock Community Cemetery Society and provide no grant funding.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- A budget commitment of \$4,000 in Cemetery Grant-in-Aid, Electoral Area B is being recommended for inclusion in Function 285 – Cemeteries B, C, D, and E as part of the 2021 Annual Budget.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the Rural Budgets Administration Committee's decision and, if approved, made aware of the Regional District's Funding Recognition Guidelines.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Grant Application – Flatrock Community Cemetery Society
2. Cemetery Grant Policy



Society #: 5-53148
 Name: Flatrock Community Cemetery Society
 Civic Address: 13048 - 225 Road
 Mailing Address: Box 48
 City: Cecil Lake BC Postal Code: V0C 1G0
 Contact Person: Susan Giesbrecht Alternate Person: Wendy Giesbrecht
 Tel: 250-781-3565 or 250-262-5700 Tel: 250-261-1837
 Email: rsranch4@gmail.com Email: wendyg21.1@gmail.com

SOCIETY EXECUTIVES

President: Aaron Dirks
 Vice President: Wendy Giesbrecht
 Treasurer: Roy Giesbrecht

PROJECT COSTS

Total Cost of Project: \$630.00
 Amount Requested per —
 For how many years? 1 yr ☒ 2 yrs ☐ 3 yrs ☐

Have you applied to a municipality for funding? Yes ☐ No ☒ If so, how much did you apply for?

Was your application successful? Yes ☐ No ☐ If so, how much did you receive?

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

We are requesting \$630.00 to cover the liability insurance which pertains to the cemetery and the adjoining lot, which is designated as a community Day-Use area.

\$777.00 Paid to Intact Insurance - Nov. 27, 2020 - LIABILITY INSURANCE
— \$147.00 20% Covid 19 Premium Relief cheque from Intact Insurance (Received Dec. 2020)
\$630.00 towards our 2019 Premium.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: 

Date: Jan. 20, 2021

For Office Use Only

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

Gas Tax:
 Other: _____



Received By: Western Financial Group (FJ1)
5 - 10230 - 100 St.
Fort St John, BC V1J 3Y9

Received From: Flatrock Community Cemetery Society
Box 48
Cecil Lake, BC V0C 1G0

Receipt For Payment # 1019238

Account Number
FLATCOMM0

Date
12/02/2020

Commercial General Liability

Policy Number

501198106

Effective Date

11/27/2020

Expiration Date

11/27/2021

Company

Intact Insurance Company


Amount Received: \$777.00

This is to certify that we received payment on behalf of the above listed insured in the amount of \$777.00 Payment Method - Cheque

Thank you for your business!

Flatrock Community Cemetery Society
Income and Expense Statement January 1 to December 31, 2020

INCOME

\$0.15	Interest (Chequing Account)
\$8.57	Interest-Platinum Plan High Interest Savings Acct
\$736.00	Peace River Regional District- Grant to cover 2019 insurance
\$147.00	Refund from Intact Insurance-Received Dec.8,2020 20% Covid 19 Premium Relief
<u>\$200.00</u>	Grave Plots-  1 plot prepaid
\$1,091.72	TOTAL INCOME

EXPENSES

\$138.40	BC Hydro-electricity-church
\$101.41	PNG-natural gas-church
\$29.50	Bank Fees-Maintenance Fee-\$2/month(to Oct 31) Maintenance Fee increased to \$4.75/mo. as of November 1, 2020
\$40.00	Office Expenses-Society Annual Report filing fee
<u>\$777.00</u>	Insurance-Liability Only-Pd Nov.27, 2020
\$1,086.31	TOTAL EXPENSES
\$5.41	<u>TOTAL INCOME OVER EXPENSES</u>

JATROCK COMMUNITY CEMETERY SOCIETY
Business Number [REDACTED]
STATEMENT OF ASSETS & LIABILITIES - December 31, 2020

ASSETS:

Current Assets

[REDACTED]	
Chequing Account	\$1,610.68
Platinum High Interest Savings Account	<u>\$4,559.69</u>
Total Current Assets	\$6,170.37

Fixed Assets

CEMETERY-Lot B, Section 17, Twp 84, Rge 15, W6M, Peace River District, Plan 17742	
2021 Assessment	\$15,200
Land that is designated "cemetery" has a restriction/freeze on it and cannot be sold	
Taxable Value	\$0

CEMETERY LOT-Lot A, Section 17, Twp 84, Rge 15, W6M, Peace River District, Plan 17742(originally the parsonage lot)	
2021 Assessment	\$14,200
Land that is designated "cemetery" has a restriction/freeze on it and cannot be sold	
Taxable Value	\$0
Deemed "cemetery" - March 2014	

CHURCH LOT-Lot 1, Section 17, Twp 84, Rge 15, W6M, Peace River District, Plan 12629	
2021 Assessment	\$74,500
Taxable Value	<u>\$0</u>
(As per our CONSTITUTION SECTION 2, C, 1 AND 2, we will continue to maintain the property so that it can be available for community use)	
Total Fixed Assets	<u>\$74,500.00</u>

TOTAL ASSETS **\$80,670.37**

LIABILITIES **None**





REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-015

From: Teri Vetter, Chief Financial Officer

Date: February 18, 2021

Subject: Grant Request – Village of Pouce Coupe, Cemetery

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,500, payable from Cemetery Grants-in-Aid, Area D, to be issued to the Village of Pouce Coupe to assist with operation and maintenance of the Pouce Coupe Cemetery once the policy and/or bylaw have been amended to include municipalities.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee request a Memorandum of Understanding (MOU) be drafted between the PRRD and the Village of Pouce Coupe to assist with the operation and maintenance of the cemetery, for the provision of an annual contribution in the amount of \$1,500 funded through Cemetery Grants-in-Aid, Area D to begin in 2021; and further,

That the draft Memorandum of Understanding be brought back to the Committee for review prior to final approval of the Regional Board.

BACKGROUND/RATIONALE:

On November 12, 2020 the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That the Regional Board amend Cemetery Services Establishment Bylaw No. 839, 1993, to expressly authorize provision of grants to member municipalities that provide Cemetery Services to Electoral Areas.

The Cemetery Services Establishment Bylaw No. 839, 1993 is in the process of being amended to include authorization of the provision of grants to member municipalities that serve Electoral Areas. Electoral Area D has been providing grant funding to the Village of Pouce Coupe for the purposes of assisting with the Pouce Coupe Cemetery since 2007. Initially, a grant in the amount of \$5,000 was given to help with the cost of upgrades at the cemetery; thereafter, beginning in 2008, a grant in the amount of \$1,500 has been provided to support the operation and maintenance of the cemetery. A total grant contribution in the amount of \$19,500 has been supported over the past twelve years.

An alternate method for the provision of this grant could be through the development of a Memorandum of Understanding (MOU), given that the amount of \$1,500 is consistent and is provided consecutively year after year. An MOU would outline the purpose for providing the funding, establish the amount and duration it's to be provided, as well as the roles and responsibilities of each party. In addition, the establishment of an

MOU would create a process for the administration of funds resulting in less administrative time spent on the grant application and approval process by the Village, the Committee and staff.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee respectfully deny the grant request in the amount of \$1,500 from the Village of Pouce Coupe and provide no funding for the cemetery.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- Approval of this grant will increase the budget commitment by \$1,500 from \$5,000 to \$6,500 in Function 285 – Cemeteries B, C, D and E, Cemetery Grants-in-Aid, Area D for the 2021 Annual Budget.
- Payment of this grant will be made from the 2021 budget but will be for what should have been a 2020 grant payment due to the Regional District's administrative error in the processing of the Village of Pouce Coupe's cemetery grant request.

COMMUNICATIONS CONSIDERATION(S):

The applicant will be advised of the Committee's decision in writing and will be asked to ensure the Regional District is recognized for their contribution as per the PRRD Recognition Guidelines.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Grant Application
2. Cemetery Grant Policy
3. Cemetery Services Establishment Bylaw No. 839, 1993



Society #:

Name: The Village of Pouce Coupe

Civic Address: 5011 49th Ave

Mailing Address: PO Box 190

City: Pouce Coupe, BC

Postal Code: V0C 2C0

Contact Person: Chris Leggett

Alternate Person: Sandy Stokes

Tel: 250-786-5794

Tel: 250-786-5794

Email: cleggett@poucecoupe.ca

Email: sstokes@poucecoupe.ca

SOCIETY EXECUTIVES

President: N/A

Vice President: N/A

Treasurer: N/A

PROJECT COSTS

Total Cost of Project:

Amount Requested per 1,500.00

For how many years?

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

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

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date:

July 23, 2020

For Office Use Only

Fair Share: B C D E

Gas Tax:

PRA: B C D E

Other:

BCR/PRA: B C D E

Skylar Green

From: Jill Rickert <Jill.Rickert@prrd.bc.ca>
Sent: Wednesday, July 22, 2020 3:51 PM
To: Info @ Village of Pouce Coupe; Chris Leggett
Cc: Teri Vetter; PRRD_Internal
Subject: Electoral Area D - Cemetery Grant Contribution
Attachments: Grant-Application-Form-web-May 2019 (003).pdf

CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

This is a friendly reminder to organizations who receive annual grant contributions, that the Regional District now requires a grant application to be completed. This applies to the cemetery grant funding (\$1,500) provide to the Village of Pouce Coupe by Electoral Area D.

If you are interested in receiving the cemetery funding for 2020, please complete the attached grant application and return it to our office on or before August 1st. This will ensure there is sufficient time to process the request and move it forward to the August 20th Rural Budgets Administration Committee meeting for review.

If you have any questions, please feel free to contact me.

Thank you,

Jill Rickert | Grant Coordinator
Direct: 250-784-3209 | jill.rickert@prrd.bc.ca
PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8
Toll Free: (24 hrs): 1-800-670-7773 | Office: 250-784-3200 | Fax: 250-784-3201 | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



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Cemetery Grants

Department	Finance	Policy No.	0340-59
Section	RBAC	Date Approved by Board	
Repeals		Board Resolution #	

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

Repealed		Board Resolution #	
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1. Purpose

- 1.1 This policy provides the guidelines and administrative procedures for the approval and disbursement of grant funds, from the Cemetery Function, to not-for-profit societies or community organizations who maintain rural cemeteries located in Electoral Areas B, C, D and E of the Peace River Regional District.
- 1.2 Grant funding may assist local groups with improvements to rural cemeteries and may be issued to support capital projects and/or expenses related to the operation, development and maintenance of the cemetery as set forth in Bylaw No. 839, 1993.

2. Definitions

- 2.1 *Rural Budgets Administration Committee*: refers to a Standing Committee of the Regional Board comprised of each Electoral Director from each Electoral Area in the Peace River Regional District who has the authority, by delegation of the Regional Board, to administer the rural budgets as identified in the Annual Financial Plan of the Peace River Regional District and in accordance with the "Rural Budgets Administration Bylaw No. 116, 1998".
- 2.2 *Not-for-Profit Society*: refers to an organization which is not driven by profit, who is registered and in good standing with the *Societies Act of BC*.
- 2.3 *Volunteer Community Organization*: refers to a group consisting of volunteer community members who is financially and administratively sound which can be demonstrated by providing meeting minutes, financial statements and/or proof of a bank account.
- 2.4 *Operational Costs*: refers to expenses incurred for the day-to-day operating, developing and maintaining of a cemetery and its grounds.
- 2.5 *Minor Improvements* refers to smaller projects costing less than \$5,000 such as the purchase and installation of commemorative monuments, benches, or signage that are shorter in duration to complete.



- 2.6 *Capital Improvements*: refers to larger projects in excess of \$5,000 such as the addition of a permanent structure such as a columbarium or cemetery gates that are longer duration to complete.

3. Policy

3.1 Applicant Eligibility

- a. The Rural Budgets Administration Committee recognizes that community groups who care for cemeteries are often very small and operate with a very limited number of volunteers; therefore the Committee is willing to wave the eligibility criteria that all applicants must be a registered Not-for-Profit society in good standing with the *Societies Act of BC*. In order to apply for grant funding under this policy, the applicant must meet one of the following criteria:
- i. registered Not-for-Profit society in good standing with the *Society Act of BC*; or
 - ii. a volunteer organization consisting of community members who is financially and administratively sound which can be demonstrated by providing meeting minutes, financial statements and/or proof of bank account; and
 - iii. must operate in the Peace River Regional District.
- b. Applicants must submit a completed grant application that outlines the details for the intended use of the funds, the amount requested and all necessary supporting documentation as indicated on the application form.

3.2 Eligible Expenses

- a. The information below provides examples of eligible expenses or projects costs that may be considered for funding:
- i. Operational Costs
 - ii. Minor cemetery improvement project costs
 - iii. Capital improvement project costs

3.3 Grant Authorization

- a. The Rural Budgets Administration Committee has the sole discretion to approve or reject applications.

3.4 Disbursement of Funds

- a. Upon approval of the grant, funds will be paid directly to the applicant for all grants in the amount of \$1,500 or less.
- b. Grant funding in excess of \$1,500 will be paid to the applicant through claim reimbursement.



3.5 Allocation of Funds

Grant funding may be budgeted for annually by each Electoral Area Director as part of the PRRD Annual Financial plan, to be ratified by the Board of Directors.

3.6 Acknowledgement of Grant Funding

The Rural Budgets Administration Committee asks all grant recipients to recognize their contribution by use of the Peace River Regional District logo through written, virtual or verbal acknowledgement.

Bylaw Reference	Peace River Regional District Cemetery Services Establishment Bylaw No. 839, 1993
Bylaw Reference	Peace River Regional District Rural Budgets Administration Bylaw No. 116, 1998

PEACE RIVER REGIONAL DISTRICT

BY-LAW NO. 839, 1993

A by-law to convert the function of Cemetery Grants-In-Aid for Electoral Areas B and C to an extended service and include Electoral Areas D and E as participants

WHEREAS pursuant to Section 767(4) of the Municipal Act, a regional district exercising a power to provide a service other than a general service, may adopt a by-law respecting that service which:

- a) meets the requirements of section 794 for a by-law establishing a service, and
- b) is adopted in accordance with the section 802 as if it were a by-law amending a by-law establishing a service;

AND WHEREAS the Board of the Peace River Regional District was granted the function of Cemetery Grants-In-Aid by supplementary letters patent dated October 29, 1987 with Electoral Areas B and C as participating members;

AND WHEREAS the Board of the Peace River Regional District wishes to convert its Cemetery Grants-In-Aid function to an extended service;

AND WHEREAS pursuant to section 790 of the Municipal Act, R.S.B.C 1979, c. 290, as amended, the Lieutenant Governor in Council has, by B.C. regulation #10/93, granted to the Peace River Regional District the additional powers of:

- a) Section 885 of the Municipal Act to operate, develop, and maintain cemeteries, as an extended service with electoral areas B, C, D, and E as participating members, and
- b) Contributing financial aid toward the cost of operating, developing and maintaining cemeteries, as an extended service with Electoral Areas B, C, D, and E as participating members;

AND WHEREAS pursuant to section 800 of the Municipal Act the Board of the Peace River Regional District has waived the electoral assent requirement for Electoral Areas B, C, D, and E and the Directors of Electoral Areas B, C, D, and E have consented in writing to the adoption of this by-law;

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

Service Being Established

1. The function of Cemetery Grants-In-Aid, granted by supplementary letters patent dated October 29, 1987 is hereby established as the extended service of Cemetery Services.

Participating Areas

2. The participants in the extended service, established under section 1, are Electoral Areas B, C, D, and E.

Peace River Regional District
By-Law No. 839, 1993

Cost Recovery

3. The annual costs of the service shall be recovered by requisition under Section 809.1 of the Municipal Act to be collected by a property value tax to be levied and collected under Section 810.1(1) on improvements only.

Apportionment of costs

4. The annual net cost attributable to this service shall be borne directly by that electoral area for which the cemetery services are provided.

Citation

5. This by-law may be cited as "Cemetery Services Establishment By-Law No. 839, 1993".

READ A FIRST TIME this 28th day of January, 1993.

READ A SECOND TIME this 28th day of January, 1993.

READ A THIRD TIME this 28th day of January, 1993.

ELECTORAL ASSENT requirement for Electoral Areas B, C, D, and E waived by the Regional Board this 28th day of January, 1993.

CONSENT in writing to the adoption of this by-law by the Directors of Electoral Areas B, C, D, and E obtained this 28th day of January, 1993.

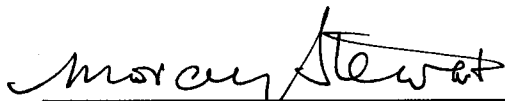
APPROVED by the Inspector of Municipalities this 18th day of February, 1993.

RECONSIDERED, FINALLY PASSED AND ADOPTED this 25th day of February, 1993.

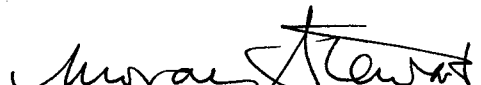
FILED with the Inspector of Municipalities this 4th day of March, 1993.

CERTIFIED a true and correct copy of
"Cemetery Services Establishment By-Law
No. 839, 1993".

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



Moray Stewart, Administrator


Ben Knutson, Chairperson


Moray Stewart, Administrator

I HEREBY CERTIFY the foregoing to be a true and correct copy of By-Law No. 839, 1993, cited as "Cemetery Services Establishment By-Law No. 839, 1993", as read a third time by the Regional Board of the Peace River Regional District on the 28th day of January, 1993.

DATED at ^{Chetwynd}~~Dawson Creek~~, British Columbia, this 28th day of January, 1993.


Moray Stewart, Administrator

[BY-LAW.REG\BL-839.CEM]



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-060

From: Teri Vetter, Chief Financial Officer

Date: February 18, 2021

Subject: COVID-19 Safe Re-Start Grant

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize the reimbursement of 2020 PRRD costs associated with safety protocols implemented due to COVID-19 in the amount of \$75,755 from the COVID Reserve Fund.

BACKGROUND/RATIONALE:

On the December 11, 2020, the Regional Board made the following resolution:

MOVED, SECONDED, and CARRIED

That the Regional Board establish a reserve fund for the COVID 19 Safe Restart Grant in the amount of \$700,000 received by the PRRD from the Province of BC; further, that a report be provided to a future Rural Budgets Administration Committee outlining options and guidelines for spending of the funds from the reserve, for current and future costs related to the pandemic; and finally, that the Board amend Bylaw 1166, 1998 to delegate administration of the COVID reserve fund, once established, to the Rural Budgets Administration Committee.

Usage of the COVID-19 Safe Re-Start grant has the following Provincial Guidelines:

- establishment of a reserve fund to address ongoing pandemic costs (confirmed by staff with the Ministry)
- addressing revenue shortfalls for both services operated by the PRRD, facilities that the PRRD owns and facilities that have PRRD service functions
- facility reopening costs such as Plexiglas, cleaners, sanitizers, COVID Safety Plan development, etc.
- additional staffing or increased staffing or human resources costs as a result of COVID-19
- emergency planning and response costs
- computer and other electronic technology costs

Funds cannot be used for new capital projects that are not directly related to COVID-19 response or restart costs.

The Peace River Regional District has implemented many safety measures including plexiglass dividers in all offices and Board room, sanitizers, additional cleaning products, additional janitorial costs to ensure all surfaces are disinfected, and additional technology to allow staff to work from home as well as virtual meetings due to no public gatherings. This needed to be completed in order for our local government to carry on doing business and the costs associated in 2020 are \$75,755.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☐ Advocacy
- ☒ Emergency Response Capacity for Local Governments

FINANCIAL CONSIDERATION(S):

The Regional District received \$700,000 from the Province of BC for the COVID-19 Safe Re-Start grant. A reserve fund has been created and the balance as of December 31, 2020 was \$700,000.

If approved, the \$75,755 will be reimbursed to the Administration function in 2020 where all the costs have been expensed.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

\$25,000 is anticipated to be incurred for the PRRD in 2021. Other possible allocations for the remainder of the funds could be:

- Online platform for a virtual EOC
- A portion of the remaining funds allocated to rural community groups to pay for retrofits as a result of COVID, the development of a COVID Safety plan or operating costs as a result of the loss of revenue sources (e.g., insurance, hydro, gas, etc.)
- Election costs as a result of COVID
- Allocation of funds to functions that are likely going to see reduced revenue in 2021

Attachments:

1. COVID Safe Start Grant Allocation

COVID Safe Start Grant Allocation Plan

COVID supplies & retrofits

Public Engagement

IT Costs

Referendum Costs

Vehicle Costs

Rural Societies Operations Grant

Increase Staffing

Deficit Recovery

			TOTAL \$	75,775
Item Name	Description	GL	Funds Spent/Lost Revenue 2020	
Fleet Rental	Rental Truck Due to 2-person/vehicle restrictions	01-2-2306-6250-160	\$	4,937
Fleet Rental Fuel	Rental Truck Due to 2-person/vehicle restrictions	01-2-2306-6210-160	\$	1,873
Fleet Rental Washes	Rental Truck Due to 2-person/vehicle restrictions	01-2-2306-6260-160	\$	22
Additional Cleaning Products	Multi-surface cleaner	01-2-1000-2110-100	\$	393
Janitorial Contract Increase	Additional cleaning required at the warehouse \$500/month May-Dec	01-2-1000-2110-100	\$	4,000
Sneeze guards	Boardroom, DC office, FSJ office	01-2-1000-2110-100	\$	6,760
New Office in Warehouse	New office for 6' spacing between workspaces	01-2-1000-2110-100	\$	16,216
New lever door handles	minimize touching of door handles for COVID warehouse/DC office	01-2-1000-2110-100	\$	778
Extra Cleaning Supplies	COVID cleaning products	01-2-1000-2110-100	\$	643
COVID-19 Supplies	Access Masks			
Extra COVID supplies	Warehouse supplies for COVID: masks, hand sanitizer, gloves, sneeze guard	01-2-1000-5110-100	\$	648
Extra COVID supplies	DC Office Supplies for COVID: sanitizer, cleaning products	01-2-1000-5120-100	\$	758
Charlie Lake Fire Department	Cleaning Supplies - Fire Department	1-2-2900-5115-315	\$	592
Charlie Lake Fire Department	Safety Equipment / Supplies - Fire Department	1-2-2900-5115-315	\$	481
Regional Park	Park Entry Barricades	01-2-1000-2050-200	\$	100
Regional Park	Park Entry Barricades	01-2-1000-6400-200	\$	1,892
Regional Park	Park Entry Barricades	01-2-1000-6400-200	\$	1,125
Regional Park	Park Closure Supplies	01-2-4100-2050-200	\$	310
VPN Licensing	Remote Access VPN (WFH)	01-2-1400-2120-100	\$	1,125
Zoom Licensing	Video Conferencing (Board Meetings, WFH)	01-2-1400-4415-100	\$	7,606
Phone System Upgrade	Phone System (VOIP Routing over Internet/WFH)	1-8-8500-8501-100	\$	13,055
PolyStudio Camera Systems (2x)	For Virtual Townhalls/Webinars/Public Engagement	01-2-1400-4405-100	\$	2,738
Webcams, extra monitors, etc.	For Work-from-home Staff	01-2-1400-4425-100	\$	4,772
Fort St. John Office VC Suite	For Remote Meetings / VC Room TV & Webcam	01-2-1400-4405-100	\$	2,589
Board Room Upgrades (Video)	Board Room Live Streaming / HDMI Splitter for Live Feed / Wireless Feed	01-2-1400-4425-100	\$	2,362
Solid Waste Management Plan Public Engagement	Reformed Public Consultation Process for RSWMP Review	01-2-1000-3100-500		
Chetwynd Arena deficit	deficit due to increased expenses and decreased revenue			



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-058

From: Teri Vetter, Chief Financial Officer

Date: February 18, 2021

Subject: 2021 Recreational and Cultural Grants-in-Aid – Annual Grant Allocations

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize an allocation of \$2,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area B, for the purpose of providing a bursary award to a graduating student who resides in Electoral Area B.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize an allocation of \$1,500, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area B, for the purpose of providing assistance for youth travel associated with provincial, national, or international sporting competitions.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee authorize an allocation of \$1,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area B, for the purpose of providing assistance for youth associated with 4-H related activities.

RECOMMENDATION #4:

That the Rural Budgets Administration Committee authorize an allocation of \$2,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area C, for the purpose of providing two scholarship awards each with a value of \$1,000 to graduating students who reside in Electoral Area C.

RECOMMENDATION #5:

That the Rural Budgets Administration Committee authorize an allocation of \$1,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area C, for the purpose of providing assistance for youth travel associated with provincial, national, or international sporting competitions.

RECOMMENDATION #6:

That the Rural Budgets Administration Committee authorize an allocation of \$1,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area E, for the purpose of providing two bursary awards each with a value of \$500 to graduating students who reside in Electoral Area E West.

RECOMMENDATION #7:

That the Rural Budgets Administration Committee authorize an allocation of \$2,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area E, for the purpose of providing assistance for youth travel associated with provincial, national, or international sporting competitions.

RECOMMENDATION #8:

That the Rural Budgets Administration Committee authorize an allocation of \$3,000, payable from Function 221 – Sub-Regional Recreation, General Grants, Sub-Regional Grants-in-Aid, for the purpose of providing one scholarship award and one trades bursary award each with a value of \$1,500 to graduating students who resides in the South Peace Sub-Regional area.

RECOMMENDATION #9:

That the Rural Budgets Administration Committee authorize an allocation of \$1,500, payable from Function 221 – Sub-Regional Recreation, General Grants, Sub-Regional Grants-in-Aid, for the purpose of providing assistance for youth travel associated with provincial, national, or international sporting competitions.

BACKGROUND/RATIONALE:

This purpose of this report is to present the Rural Budgets Administration Committee (RBAC) with information regarding the annual allocations for bursary and scholarship awards, 4-H activities and youth travel as described in Section 6 – Annual Grant Allocations of the Rural Recreational and Cultural Grants-in-Aid policy. The recommendations presented are based on the amounts that have been supported by the Electoral Area Directors in prior years with the exception of recommendation 1 and 4. On November 19, 2020, RBAC passed the following resolutions:

MOVED, SECONDED and CARRIED

That the Rural Budgets Administration Committee authorize the continuance of one Area B Scholarship for the North Peace Secondary School in the amount of \$2,000; and

MOVED, SECONDED and CARRIED

That the Rural Budgets Administration Committee authorize the continuance of the Area C Scholarship for the North Peace Secondary School, with the change of reducing the number of awards from 5 to 2 at the value of \$1,000 each.

Electoral Area B currently provides a bursary award, as described in the attached Schedule H. With respect to the above resolution which refers to a scholarship award, an alternative option has been included should RBAC wish to approve both a bursary and scholarship for Electoral Area B.

In 2020, a total of ten, four bursaries and six scholarships were awarded in the Electoral Areas. The table below breaks down the awards per each area.

Electoral Area B	1 Bursary	\$2,000
Electoral Area C	5 Scholarships	\$5,000 (\$1,000 each)
Electoral Area E	2 Bursaries	\$1,000 (\$500 each)
South Peace Sub-Regional	1 Scholarship, 1 Trades Bursary	\$3,000 (\$1,500 each)
Totals	10 Awards	\$11,000

The process for the application, adjudication and award of bursaries and scholarships is provided below. Each school has its own set timeframe for the process, however, it generally takes place during the school year from March through to June. Schedules H, I, J and M have been developed to outline the criteria for each award and are attached to this report.

- March 1st/April 1st – Students receive bursary and scholarship application packages from their school Academic Advisors and liaise with their advisors on each submission process.
- March 30th/April 30th – Deadline to apply. Students must have all bursary and scholarship applications submitted to their Academic Advisor.
- April/May – Academic Advisors liaise with PRRD staff to clarify any residency requirements or eligibility criteria, if required. School appointed Selection Committee reviews and adjudicates each application on the basis of residency, academic standing, financial need (bursary only), community involvement and proof of acceptance at a post-secondary institute and the recipients are selected. Academic Advisor notifies PRRD of recipient and forwards corresponding paperwork.
- June – Annual award ceremonies are held at each school and recipients are presented with their award. Electoral Area Director may attend to present award. Recipients are provided with information on how to claim their award.
- September/October - Recipients contact the PRRD in writing to claim their award. Recipients are able to defer their award for a period of one year, should they not attend post-secondary immediately following high school graduation.

The process to apply for youth travel assistance is outlined in the attached Schedule E. Applicants must apply in writing to RBAC and the intake open year round. Awards are calculated based on \$75 per each rural participant to a maximum grant of \$375. In 2020, only one youth travel grant was approved, in the amount of \$375; however that funding was returned to the PRRD due to the cancellation of the event as a result of COVID-19 provincial restrictions. These restrictions contributed to the low number of youth travel request as no events were being held.

The annual allocation for 4-H activities that was provided to North Peace 4-H District Council is used for youth participants to travel to attend the Pacific National Exhibition (PNE) in Vancouver, BC. The 2020 allocation was not used as the event did not take place due to COVID-19 provincial restrictions. This allocation is not applied for by the society, but determined, solely at the discretion of the Electoral Area Director, as outlined in the attached Schedule G.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee authorize an allocation of \$2,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area B, for the purpose of providing one bursary award and one scholarship award each with a value of \$1,000 to graduating students who reside in Electoral Area B.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

- \$178,536 has been budgeted as a commitment in Function 280 - Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area B as part of the 2021 Annual Budget.
- \$51,716 has been budgeted as a commitment in Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area C as part of the 2021 Annual Budget.
- \$107,463 has been budgeted as a commitment in Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area E as part of the 2021 Annual Budget.
- \$200,000 has been budgeted as a commitment in Function 221 – Sub-Regional Recreation, General Grants, Sub-Regional Grants-in-Aid as part of the 2021 Annual Budget.

COMMUNICATIONS CONSIDERATION(S):

If the annual allocations are approved, written correspondence will be sent to each high school located in School District 59 and 60 and North Peace 4-H District Council.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Rural Recreational and Cultural Grants-in-Aid Policy 0340-61
2. Schedule E – Youth Travel
3. Schedule G – 4-H North Peace District Council
4. Schedule H – Electoral Area B Bursary
5. Schedule I – Electoral Area C Scholarship
6. Schedule J – South Peace Sub-Regional Bursary and Scholarship
7. Schedule M – Electoral Area E West Bursary

**RURAL RECREATIONAL AND CULTURAL GRANTS-IN-AID**

Department	Finance	Policy No.	0340-61
Section	Rural Budgets Administration Committee	Date Approved by Board	Unknown
Repeals		Board Resolution #	Unknown

Amended	May 28, 2020	Board Resolution #	RD/20/05/24 (28)
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

- 1.1 This policy is intended to supplement the operating and/or capital funds of not-for-profit rural organizations that provide recreation, arts, sports, and/or social activities to the communities within the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

2. Scope**3. Definitions**

- 3.1 *Capital Equipment*: Equipment valued at over \$5,000 and has an extended lifetime over more than one year.
- 3.2 *Capital Improvement*: Refers to the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- 3.3 *Debt*: An amount owed to a person or organization for services, products or loans not yet paid for.
- 3.4 *New Applicant Organizations*: Refers to organizations that have not received PRRD Recreational and Cultural Grants-in-Aid prior to 2012.
- 3.5 *Operational Expenses*: The day-to-day costs to operate a facility such as insurance, utilities, maintenance and upkeep, and general supplies.
- 3.6 *Rural Organization*: Any not-for-profit group located within the boundaries of Electoral Areas B, C, E, and Sub-Regional that provides recreation, arts, sports and/or social activities to communities at large.



- 3.7 *Sub-Regional*: A defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.
- 3.8 *Wages*: Any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.

4. Policy

4.1 Eligibility Criteria

- a. Applicants must be a rural not-for-profit registered society which provide recreation, arts, sports, and/or social activities for the community at large; and
- b. At least 75% of the applicants' membership must come from the rural areas which they serve.
- c. New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the PRRD.
- d. Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

4.2 Application Process

- a. Applicants must submit a formal application to the PRRD once per year on or before January 31st of each year; said application to be substantially completed in the form attached hereto as Schedule A.
- b. Applications must be submitted directly by the recreation organization or community association/club.
- c. Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and a minimum of one quote for any individual items valued at over \$3,000.
- d. New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- e. At the discretion of the Electoral Area Directors, organizations may apply to more than one funding area if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- f. Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.



- g. Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- h. Applications from new organizations will be accepted by the PRRD for consideration providing they meet the eligibility requirements as set forth in this policy.

4.3 Eligible Expenses

- a. In Electoral Areas B and C expenses for capital improvements and insurance (*for the protection of the public*) are permitted.
- b. In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c. Payment of debt and employee wages are not an eligible expense.
- d. A minimum of one (1) quote must be provided for all eligible expenses valued at over \$3,000.

4.4 Annual Grant Allocations

- a. At the discretion of the Electoral Area Directors, grant allocations for each area may be budgeted and provided for youth travel to which the guidelines are attached hereto as Schedule E.
- b. At the Electoral Area B and C Directors' discretion, grant allocations from Area B and C may be budgeted and provided for the North Peace Regional Grad Fest Society for the purpose of hosting safe graduation related events, to which the guidelines are attached hereto as Schedule F.
- c. At the Electoral Area B Director's discretion grant allocations from Area B may be budgeted and provided for the North Peace 4-H District Council for the purpose of conducting 4-H activities to which the guidelines are attached hereto as Schedule G.
- d. At the discretion of the Electoral Area Directors, funding allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries to which the guidelines are attached hereto as Schedules H, I, J and M.
- e. At the Directors' discretion, grant allocations for each area may be budgeted to provide for Awards Recognition to which the guidelines are attached hereto as Schedule K.

4.5 Approval Process

- a. The Electoral Area Directors have the sole discretion to accept or reject any application. Applications may be rejected for the following reasons:
 - i. Incomplete or late applications; or
 - ii. Failure to maintain society status; or



- iii. Failure to rationalize the need for funding; or
 - iv. Failure to prove the project supports the community at large.
- b. Upon approval of the Rural Budgets Administration Committee (RBAC), eligible applicants along with their Electoral Area Director will meet in the spring of each year to allocate the budgeted amount as set in the current Financial Plan.
 - c. At least one representative from each applicant organization must be in attendance at the allocation meetings to receive a grant allocation.
 - d. If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
 - e. All organizations that have made an application and have been approved to receive funding by the PRRD will be notified of the meeting date, time and location prior to the meeting.
 - f. All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.
 - g. All funding allocation recommendations must be ratified by the RBAC. The RBAC reserves the right to accept, reject or amend any application at its sole discretion.
- 4.6 Recreational and Cultural Grants-in-Aid Budgets
- a. On an annual basis the Electoral Area Directors shall determine the annual budget amount for their area(s) to be included in the PRRD Financial Plan. This budget amount will be subject to Board approval and must be in accordance with tax limitations set forth by bylaw or supplementary letters patent. These areas are indicated below:
 - i. Electoral Area B
 - ii. Electoral Area C
 - iii. Electoral Area E West
 - iv. South Peace Sub-Regional – a defined portion of Electoral Area E and D which is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe, shown on Schedule L to this policy.
- 4.7 Unallocated Funds
- a. Any funds that are not allocated from the annual requisition for a funding area shall be utilized to reduce the tax requisition in the next calendar year.
- 4.8 Payment of Funds
- a. Grant funds will be payable to the recipients upon ratification by the RBAC.



4.9 Sources of Revenue

- a. Organizations shall be responsible to raise supplementary funds for major capital projects and operations by seeking other funding sources including but not limited to donations, corporate sponsorships, applications to other government agencies or general fundraising.
- b. The PRRD shall not be a sole source of revenue for any recreation or community association.
- c. Organizations must show in their application all sources of revenue.

4.10 Reporting Requirements

- a. All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report, as attached hereto as Schedule C, by the last calendar day in January.
- b. Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.
- c. That failure to abide by the conditions of the grant and/or reporting requirements may result in one or more of the following:
 - i. Organizations being required to repay grant funds.
 - ii. Not being considered for future grant funding.

4.11 Funding Amendments

- a. *Effective January 1, 2019* – Organizations will no longer be authorized to reallocate unclaimed grant funds allocated in 2019 or any years thereafter. Those grant allocations that remain unclaimed upon the completion of projects will be identified as surplus to the function and used to reduce the following year's tax requisition.
- b. In the event of an emergency situation where failure to remediate the problem will result in the organizations ability to operate, recipients may apply to the PRRD for support through other grant funding options.
- c. All unclaimed grant allocations from years prior to 2019, will be grandfathered and organizations may apply for a Funding Amendment to reallocate those funds under the following circumstances:
 - i. If a balance remains in the grant allocation and all projects have been completed; or,
 - ii. If an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- d. The RBAC will have the sole discretion on whether to approve or deny any funding amendments.



- e. Funds cannot be amended to pay off debt.

4.12 General

- a. Recreational and Cultural Grants-in-Aid policies can only be made by the RBAC and are subject to Board approval as set forth in Bylaw No. 1166, 1998.
- b. Organizations hosting annual spring allocation meetings will be paid a hosting stipend.

4.13 Limitations

- a. Tower Lake Community Association is not eligible to receive Recreational and Cultural Grants-in-Aid as they are outside of the existing service area.

4.14 Recognition

- a. Grant recipients will recognize the financial contributions of the PRRD by prominently displaying a certificate or plaque.
- b. Associations that maintain websites, social media sites and/or membership newsletters will provide the PRRD with recognition in the form of prominently displaying a note of thanks next to the PRRD's logo.
- c. Grant recipients may be requested to issue a joint press release and photo with the PRRD from time to time.

Affiliated Procedure	
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PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "E" – Youth Travel

The Electoral Area Directors may authorize grant allocation up to \$375 for youth travel associated with team or individual travel to sporting competitions.

1. Applicant Eligibility

- a. Youth sports team(s) or individual player(s) must have qualified to compete at a provincial, national, or international competition and will be representing the PRRD during the competition.
- b. The team (minimum of one (1) player) or individual player must reside in one of the four Electoral Areas of the PRRD.
- c. Funds may be applied for by both school teams and community club organizations.
- d. Community club teams must operate under a not-for-profit society to be eligible for funding.

2. Application Process

- a. Requests may be made year round and must be received in writing to the Rural Budgets Administration Committee, prior to attending the competition.
- b. Funding may be requested to assist with the following:
 - registration/entry fees;
 - transportation expenses – fuel, airfare, bus, ferry transport, or other means of transportation; and/or,
 - accommodation expenses.
- c. All requests must include the following information:
 - description of the event and anticipated costs;
 - number of players and coaches that will attend; and,
 - names and 911 addresses of the players and coaches who reside in an Electoral Area (for verification of residency).

3. Approval Process

- a. Grant funding will be calculated on the basis of \$75/Electoral Area player to a maximum grant of \$375.
- b. Once an application is reviewed by the Rural Budgets Administration Committee, the applicant will be notified in writing regarding the results of their request.
- c. All funds will be made payable to the organization or school only.
- d. Requests received after the competition has taken place will not be considered for funding.

4. Reporting

Within thirty (30) days of the competition, grant recipients are required to:

- report back on the results of their competition;
- provide a photo for use by the Regional District; and



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "E" – Youth Travel

- describe how the funds were spent.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "G" – 4-H North Peace District Council

The Electoral Area B Director may authorize grant allocation for the North peace 4-H District Council to host 4-H-related activities.

1) Release of Funds

- a) The Council may make a written request for grant funding to the General Manager of Community Services after May 31st of each year.
- b) The Council must provide the PRRD with their current contact information and mailing address prior to any release of funds.

2) Reporting

- a) The Council must provide a letter describing how the funds were spent within ninety (90) days of receiving the funding.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “H” – Electoral Area B Bursary

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area B bursary are as follows.

1) Bursary Amount

There is one bursary of \$1,000 annually. The bursary will be awarded to a graduating student residing in Electoral Area 'B' of the Peace River Regional District.

2) Bursary Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area 'B' a minimum of 12 consecutive months prior to bursary application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 60 Peace River North.

4) Registration

Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the bursary.

5) Adjudication Process

- a) Bursary applications will be adjudicated by a selection committee appointed by School District No. 60.
- b) Bursary applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

6) Notification of Award Recipients

Prior to June 30th of each year, North Peace Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

7) Bursary Award

- a) The Bursary will be awarded at either the annual North Peace Secondary or Prespatou Secondary School Graduation Ceremonies.
- b) Recipients may claim their scholarship in writing from the Peace River Regional District at:
Box 810
Dawson Creek, BC V1G 4H8
Email: prrd.dc@prrd.bc.ca
- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the scholarship.
- e) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- f) Scholarship winners may apply to defer or carry over their awards for a period of up to one year in writing to the Chief Financial Officer.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "H" – Electoral Area B Bursary

Electoral Area B - Bursary Application

Name: _____ Social Insurance Number: _____

Street Address: _____ Phone: _____

Mailing Address (if different than above): _____

What career do you intend to pursue? _____

Why? _____

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies?

How will this bursary assist you? _____

Please describe your community involvement: _____

Signature: _____ Date: _____

**** This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades.***

**** A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "I" – Electoral Area C Scholarship

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area C Scholarship are as follows:

1) Scholarship Amount

There is one scholarship of \$1,000 annually. The scholarship will be awarded to a graduating student residing in Electoral Area 'C' of the Peace River Regional District.

2) Scholarship Application

- a) All applicants must complete the Peace River Regional District Scholarship Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area 'C' a minimum of 12 consecutive months prior to scholarship application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 60 Peace River North.

4) Registration

Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the scholarship.

5) Adjudication Process

- a) Scholarship applications will be adjudicated by a selection committee appointed by School District No. 60.
- b) Scholarship applications will be adjudicated on the basis of residency, academic standing, community involvement and acceptance at a post-secondary institution.

6) Notification of Award Recipients

Prior to June 30th of each year, North Peace Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

7) Scholarship Award

- a) The Scholarship will be awarded at the annual North Peace Secondary School graduation ceremonies.
- b) Recipients may claim their scholarship in writing from the Peace River Regional District at:

Box 810

Dawson Creek, BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the scholarship.
- e) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- f) Scholarship winners may apply to defer or carry over their awards for a period of up to one year in writing to the Chief Financial Officer .



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "I" – Electoral Area C Scholarship

Electoral Area C – Scholarship Application

Name: _____ Social Insurance Number: _____

Street Address: _____ Phone: _____

Mailing Address (if different than above): _____

What career do you intend to pursue? _____

Why? _____

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies?

How will this scholarship assist you? _____

Please describe your community involvement: _____

Signature: _____ Date: _____

**** This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades.***

**** A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “J” – South Peace Sub-Regional Bursary & Scholarship

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Sub-Regional Bursary and Scholarship are as follows:

1) Award Amount

There are two scholastic awards, one a \$1,500 Trades Bursary and one a \$1,500 Academic Scholarship, presented annually to graduating students who reside in a defined portion of Electoral Areas 'D' and 'E', referred to as South Peace Sub-Regional.

2) Award Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions.
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in the South Peace Sub-Regional Area a minimum of 12 consecutive months prior to submitting an application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student at Dawson Creek Secondary School.

4) Registration

Applicants must show proof of acceptance or application to a post-secondary educational institute to be eligible to apply for the bursary.

5) Adjudication Process

- a) All applications will be adjudicated by a selection committee appointed by School District No. 59.
- b) All applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

6) Notification of Award Recipients

- a) Prior to June 30th of each year, Dawson Creek Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

7) Bursary/Scholarship Award

- a) The bursary/scholarship will be awarded at the annual Dawson Creek Secondary School graduation ceremonies.
- b) Recipients may claim their award in writing from the Peace River Regional District at:
PO Box 810
Dawson Creek, BC V1G 4H8
Email: prrd.dc@prrd.bc.ca
- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the award.
- e) By the end of February, the Peace River Regional District will mail scholarship recipients a T4A Statement (in accordance of the Income Tax Act) required for filing an income tax return.
- f) Recipients may apply to defer or carry over their award for a period of up to one year in writing to the Chief Financial Officer.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule "J" – South Peace Sub-Regional Bursary & Scholarship

South Peace Sub-Regional – Bursary/Scholarship Application

Name: _____ Social Insurance Number: _____

Street Address: _____ Phone: _____

Mailing Address (if different than above): _____

What career do you intend to pursue? _____

Why? _____

What post-secondary school(s) do you hope to attend? Do you plan to attend full-time or part-time studies?

How will this award assist you? _____

Please describe your community involvement: _____

Signature: _____ Date: _____

**** This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades.***

**** A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid

Schedule “M” – Electoral Area E West Bursary

In accordance with Section 6(d) of the Rural Recreational & Cultural Grants-in-Aid Policy, at the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries. The guidelines for the Electoral Area E West bursary are as follows.

1) Bursary Amount

There are two bursaries of \$ 500.00 annually. The bursaries will be awarded to two graduating students residing in Electoral Area E West (west of the Pine River in Area E) of the Peace River Regional District.

2) Bursary Application

- a) All applicants must complete the Peace River Regional District Bursary Application in full and should include a cover letter explaining the applicant's qualifications and ambitions
- b) Completed applications are to be submitted directly to the school's Academic Advisor.

3) Residency Requirement

- a) Applicants must have resided in Electoral Area E West a minimum of 12 consecutive months prior to bursary application to be eligible.
- b) Applicants must be currently enrolled as a grade 12 student with School District No. 59 Peace River South.

4) Registration

Applicants must show proof of acceptance/or application to a post-secondary educational institute to be eligible to apply for the bursary.

5) Adjudication Process

- a) Bursary applications will be adjudicated by a selection committee appointed by School District No. 59.
- b) Bursary applications will be adjudicated on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.

6) Notification of Award Recipients

Prior to June 30th of each year, Chetwynd Secondary School must advise the Peace River Regional District of the award recipient's name, address, Social Insurance Number and telephone number.

7) Bursary Award

- a) The Bursary will be awarded at the annual Chetwynd Secondary School Graduation Ceremonies.
- b) Recipients may claim their bursary in writing from the Peace River Regional District at:

PO Box 810

Dawson Creek, BC V1G 4H8

Email: prrd.dc@prrd.bc.ca

- c) The written request must include the following information:
 - **Full Name, mailing address and Social Insurance Number (to issue T4A Statement)**
 - **Confirmation of registration at a post-secondary institute;**
 - **Proof of payment for eligible expenses (tuition, text books and/or course materials)**
- d) Once registration and eligible expenses are confirmed by the Regional District, a cheque will be mailed to the student for the amount of the bursary.
- e) Bursary winners may apply to defer or carry over their award for a period up to one year in writing to the Chief Financial Officer.



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "M" – Electoral Area E West Bursary

Electoral Area E West - Bursary Application

Name: _____ Social Insurance Number: _____

Street Address: _____ Phone: _____

Mailing Address (if different than above): _____

What career do you intend to pursue and why? _____

What post-secondary school(s) do you hope to attend? _____

Do you plan to attend full-time or part-time studies? _____

How will this bursary assist you? _____

Please describe your community involvement. _____

Please describe what volunteer work you do and why? _____

Signature: _____ Date: _____

**** This application must include a proof of acceptance or application to one or more post-secondary institutions and a copy of your last semester or term grades.***

**** A Social Insurance Number and permanent mailing address are required for the issuance of the T4A Statement.***



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-059

From: Teri Vetter, Chief Financial Officer

Date: February 18, 2021

Subject: **January 2021 Financial Report**

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled "January 2021 Financial Report – FN-RBAC-059", for discussion.

BACKGROUND/RATIONALE:

Not Applicable.

ALTERNATIVE OPTIONS:

Not Applicable.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

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

Fair Share Commitments				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share
January 2021								
January 1, 2021 opening balance				1,621,321.02	1,229,487.69	3,252,258.93	2,869,965.35	8,973,032.99
Total interest earned				-	-	-	-	-
COMMITMENTS				Fair Share Payments This Year				Remaining Commitment
	Date Committed	Commitment Amount	Previous Yrs. Payments					
Area B								
Clearview Arena; Service Operational Costs	Feb 20, 2019	5,985.00						5,985.00
CL Fire Boundary Expansion Public Engagement (toward Red Cr Sub)	Jan 21, 2021	10,000.00						10,000.00
Electrical Extension Grants	Ongoing							-
Facility Asmts; Cache Cr, Halfway Graham, Golata Cr Halls, NP Fall Fair Grounds	Jan 21, 2021	60,000.00						60,000.00
FSJ Public Library Assn	Jan 21, 2021	60,500.00						60,500.00
NP Light Horse Assoc; Indoor Arena Improvements	Mar 15, 2018	15,000.00	12,332.33					2,667.67
Rural Fire Protection Expansion Feasibility (CL)	Feb 16, 2017	10,000.00	8,794.54					1,205.46
Rural Gasification (Includes possible 5k for Blueberry Commune per Apr 16/15)	Oct 20, 2001; Apr 16, 2015	680,000.00	32,367.25					647,632.75
Waste Water Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
								-
		841,485.00	53,494.12	-	-	-	-	787,990.88
Area C								
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	38,350.00	38,300.00					50.00
Electrical Extension Grants	Ongoing							-
FSJ Airport Sub Water Metering Initiative	Feb 18, 2016	25,000.00	10,177.93					14,822.07
FSJ Airport Sub Water; Emerg Repair & Infrastructure Upgrade	Dec 17, 2020	160,000.00						160,000.00
FSJ Minor Hockey; Fogger Applicator	Nov 19, 2020	1,200.00						1,200.00
FSJ Public Library Assn (5,000 in 2021, 2022)	Jan 21, 2021	10,000.00						10,000.00
FSJ Public Library Assn; CLICK Program	Jan 21, 2021	10,000.00						10,000.00
NPAS; Airport Swr Pumps & Maintenance	Dec 7, 2015	26,289.38	4,157.98					22,131.40
Old Fort Slide Residents; Emergency Support	Oct 16, 2018	250,000.00	150,098.60					99,901.40
Rural Fire Protection Feasibility (CL)	Feb 16, 2017	10,000.00	8,750.00					1,250.00
Waste Water Truck Receiving Facility (Operating Deficit 75%)	Nov 27, 2014	-						-
								-
		530,839.38	211,484.51	-	-	-	-	319,354.87
Area D								
Dave Mitchell & Assoc; Fire Protection Feas.	Mar 15, 2018	6,750.00	6,700.00					50.00
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	80,000.00						80,000.00
Electrical Extension Grants	Ongoing							-
Kelly Lake Comm Cntr Rural Gasification	Sep 17, 2020	260,000.00						260,000.00
Rural Fire Protection Expansion Feasibility (DC)	Feb 16, 2017	35,000.00	25,000.00					10,000.00
Rural Gasification	Oct 20, 2011; Sep 17, 2020	740,000.00	72,390.26					667,609.74
Seniors Meal Project; Public Engagement & Approval Process	Jan 21, 2021	15,000.00						15,000.00
Step Up & Ride (18,750 in 2021, 2022, 2023)	Jan 21, 2021	56,250.00						56,250.00
Swan Lake Weir; PRRD Parks Budget Funding	Nov 19, 2020	50,000.00						50,000.00
Synergy Group Establishment	Jan 21, 2021	7,650.00						7,650.00
								-
		1,250,650.00	104,090.26	-	-	-	-	1,146,559.74
Area E								
Camp Sagitawa; Phase 1 Climbing Wall	Feb 20, 2014	20,000.00	5,869.50					14,130.50
Dawson Creek Sportsman's Club; Indoor Range Expansion	Jun 18, 2015	20,000.00						20,000.00
Electrical Extension Grants	Ongoing	4,000.00						4,000.00
Little Prairie Heritage Soc; Engineering/Capital Projects	May 16, 2013; Jul 20, 2017	25,000.00	10,132.50					14,867.50
Rural Gasification	Oct 20, 2011	700,000.00	5,187.15					694,812.85
Step Up & Ride (6,250 in 2021, 2022, 2023)	Jan 21, 2021	18,750.00						18,750.00
Sunset Pr Rec Comm; Fair Kitchen	May 16, 2013	58,000.00	49,336.14					8,663.86
Synergy Group Establishment	Jan 21, 2021	7,650.00						7,650.00
								-
		853,400.00	70,525.29	-	-	-	-	782,874.71
Total Fair Share Bank Balance at Month End				1,621,321.02	1,229,487.69	3,252,258.93	2,869,965.35	8,973,032.99
Total Remaining Commitment				787,990.88	319,354.87	1,146,559.74	782,874.71	3,036,780.20
Balance After Remaining Commitments				833,330.14	910,132.82	2,105,699.19	2,087,090.64	5,936,252.79
				Area B	Area C	Area D	Area E	

Community Works (Gas Tax) Projects				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 2021								
January 1, 2021 opening balance				597,708.90	1,779,956.53	1,695,233.99	1,672,878.77	5,745,778.19
Total Interest Earned				-	-	-	-	-
Subscription								-
COMMITMENTS				Payments made from October 1, 2020				Remaining Commitment
	Date Committed	Commitment Amount	Prev Payments					
Area B								-
Buick Creek Community Club; Hall Furnace	Jun 18, 2019	7,832.00						7,832.00
Cecil Lake Rec; Fencing, Ball Diamonds, Dugout, Bleachers	Apr 16, 2020	86,000.00	51,726.51					34,273.49
Clearview Arena Society; Arena Ventilation System	Feb 20/Apr 16/Jun 18, 2020	160,000.00						160,000.00
Legal Fees; Community Group Property Transfer	Jan 21, 2021	5,000.00						5,000.00
								-
		258,832.00	51,726.51	-				207,105.49
Area C								-
Charlie Lake Fire Hall Condition Assessment	Jan 21, 2021	15,000.00						15,000.00
Charlie Lake Waste Water Truck Facility	Nov 27, 2014	63,987.66						63,987.66
								-
		78,987.66	-	-				78,987.66
Area D								-
Chilton Sub Sewer; Condition Assessment & Upgrades	Dec 17, 2020	50,000.00						50,000.00
Cutbank Comm Club; Exterior Façade Improvement	Oct 15, 2020	40,806.87						40,806.87
Friesen Sub Sewer; Assessment & Upgrades	Dec 17, 2020	50,000.00						50,000.00
Harper Imperial Sub Sewer; Assessment & Upgrades	Dec 17, 2020	50,000.00						50,000.00
Kelly Lake Community Centre; Hazardous Materials Study	Feb 20, 2020	15,000.00	3,234.00					11,766.00
Kelly Lake Sewer System Assessment & Upgrades	Nov 19, 2020	100,000.00						100,000.00
Peace Region Internet Soc; Rolla Fiber Project	Jul 25, 2019	15,000.00						15,000.00
Rolla Sewer System Upgrades	Nov 19, 2020	587,200.00						587,200.00
								-
		908,006.87	3,234.00	-				904,772.87
Area E								-
Pine Valley Exhibition Park; Washroom Renovations	Mar 21, 2019	55,000.00	50,647.81					4,352.19
Chetwynd & Dist. Rod and Gun Club; Interior Lighting	Apr 16, 2020	10,445.41						10,445.41
Moberly & Jackfish Lake Comm Halls; Condition Asmt	Jan 21, 2021	30,000.00						30,000.00
Moberly Lake Fire Hall; Condition Asmt	Jan 21, 2021	15,000.00						15,000.00
Legal Fees; Community Group Property Transfer	Jan 21, 2021	6,000.00						6,000.00
								-
		116,445.41	50,647.81	-				65,797.60
Total Community Works (Gas Tax) Balance at month end				597,708.90	1,779,956.53	1,695,233.99	1,672,878.77	5,745,778.19
Total Remaining Commitment				207,105.49	78,987.66	904,772.87	65,797.60	1,256,663.62
Balance After Remaining Commitments				390,603.41	1,700,968.87	790,461.12	1,607,081.17	4,489,114.57
				Area B	Area C	Area D	Area E	

BCR/PRA Commitments	January 2021	Area B	Area C	Area D	Area E	Total BCR/PRA
2021 Opening Balance		48,457.58	39,992.91	17,789.16	38,546.89	153,325.69
Interest						0.00
<u>Commitments Remaining</u>						
Arras Fire Brigade; Prespatou Mtg Appreciation		500.00				
CLFD; Hose Lay Competition Banquet			65.87			
Hasler Flats Comm Group; Society Status Consulting					1,000.00	
Wonowon Horse Club; Legal Opinion - Hall Ownership		2,276.00				
Total Commitments		2,776.00	65.87	-	1,000.00	3,841.87
<u>2021 Expenditures</u>						
Total Expenditures		-	-	-	-	-
Month End GL Balance		48,457.58	39,992.91	17,789.16	38,546.89	144,786.54
Balance available		45,681.58 Area B	39,927.04 Area C	17,789.16 Area D	37,546.89 Area E	140,944.67

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

RLF Interest:	707,187.18
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Rural Loan Fund Reserve Balance:	4,177,187.18
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All Regional District Reserve Balances as of January 31, 2021

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911 Emergency Capital Reserve	\$ 328,883.69
*BCR/PRA	\$ 144,786.54
Buick Creek Arena Capital Reserve	\$ 224,628.39
Buick Creek Arena Operating Res	\$ 90,028.30
Building Reserve	\$ 1,269,947.13
Charlie Lake Fire Capital Reserve	\$ 312,639.50
Charlie Lake Sewer Capital Reserve	\$ 667,831.69
Charlie Lake Sewer Operating Reserve	\$ 103,728.19
Charlie Lake Sewer Treatment/Disposal	\$ 367,214.06
Charlie Lk Waste Water Truck Facility Res	\$ 595,047.89
Chetwynd Arena Capital Reserve	\$ 2,074,299.89
Chetwynd Leis Ctr Capital Reserve	\$ 2,488,083.07
Chilton Sewer Capital Reserve	\$ 34,862.04
Chilton Sewer Operating Reserve	\$ 30,222.15
Clearview Arena Operating Reserve	\$ 91,719.81
CL DCC Reserve	\$ 280,885.46
CLFD Operating Reserve	\$ 78,415.57
*Community Works (Gas Tax)	\$ 5,745,778.19
Covid Operating Reserve	\$ 700,000.00
DC/PC Fire Capital Reserve	\$ 235,658.72
Election Reserve	\$ 99,141.38
Emergency Plan Operating Reserve	\$ 299,198.30
*Fair Share	\$ 8,973,032.99
Feasibility Reserve	\$ 355,076.54
Financial Services Operating Reserve	\$ 115,363.01
Friesen Sewer Capital Reserve	\$ 13,883.28
Friesen Sewer Operating Reserve	\$ 21,131.98
FSJ Airport Sewer Capital Reserve	\$ 73,299.32
FSJ Airport Sewer Operating Reserve	\$ 52,236.04
FSJ Airport Water Capital Reserve	\$ 39,545.98
FSJ Airport Water Operating Reserve	\$ 30,260.75
Green "Carbon" Project Reserve	\$ 108,639.17
Harp/Imp Sewer Capital Reserve	\$ 27,012.41

Harp/Imp Sewer Operating Reserve	\$ 24,512.73
Human Resources Operating Reserve	\$ 307,664.65
Information System Plan Reserve	\$ 288,677.66
Information Technology Operating Res	\$ 66,998.47
Insurance Reserve	\$ 501,433.03
Kelly Lake Comm Ctr. Operating Reserve	\$ 27,532.69
Kelly Lake Comm Ctr. Capital Reserve	\$ 47,965.86
Kelly Lake Sewer Capital Reserve	\$ 12,096.49
Kelly Lake Sewer Operating Reserve	\$ 21,771.43
Landfill Closure Reserve	\$ 1,452,020.38
Medical Health Care Scholarship Reserve	\$ 105,990.07
Moberly Lake Fire Capital Reserve	\$ 23,984.90
North Pine TV Reserve	\$ 26,737.89
NP Economic Development Commission	\$ -
NP Leisure Pool Building Repl Res	\$ 3,730,799.01
NP Leisure Pool Capital Reserve	\$ 2,286,460.25
*Peace River Agreement	\$ 7,960,045.37
Peace River Agreement Committee Reserve	\$ 1,067,202.85
Regional Parks Capital Reserve	\$ 126,363.67
Regional Parks Operating Reserve	\$ 48,738.61
Rolla Creek Dike Operating Reserve	\$ 162.55
Rolla Sewer Capital Reserve	\$ 10,557.54
Rolla Sewer Operating Reserve	\$ 7,628.63
*Rural (Loan Fund)	\$ 4,177,187.18
Rural Fringe	\$ 1,199,787.21
Solid Waste Capital Reserve	\$ 3,430,469.06
Solid Waste Operating Reserve	\$ 1,102,000.39
Sub-Reg Recreation Insurance Reserve	\$ 145,648.93
Tomslake Fire Reserve	\$ 39,072.00
Vehicle (Fleet) Reserve	\$ 151,113.27
TOTAL	\$ 54,463,104.20

Rural Bursary_Scholarship Recipient List

Area B Bursary

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

Area C Scholarship

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

Area E Bursary

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

Sub-Regional Bursary & Scholarship

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

**Draft Amended Cemetery Grants**

Department	Finance	Policy No.	0340-59
Section	RBAC	Date Approved by Board	
Repeals		Board Resolution #	

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

Repealed		Board Resolution #	
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1. Purpose

- 1.1 This policy provides the guidelines and administrative procedures for the approval and disbursement of grant funds, from the Cemetery Function, to the following:
- Not-for-profit societies;
 - Community organizations who maintain rural cemeteries located in Electoral Areas B, C, D and E of the Peace River Regional District; and
 - Member municipalities that provide Cemetery Services to residents of the Electoral Areas C, D and E of the Peace River Regional District.
- 1.2 Grant funding may assist local groups and member municipalities with improvements to rural cemeteries and may be issued to support capital projects and/or expenses related to the operation, development and maintenance of the cemetery as set forth in Bylaw No. 839, 1993.

2. Scope

- 2.1 This policy applies to all organizations eligible to be considered for grant funds from the Cemetery Function.

3. Definitions

- 3.1 *Rural Budgets Administration Committee*: refers to a Standing Committee of the Regional Board comprised of each Electoral Director from each Electoral Area in the Peace River Regional District who has the authority, by delegation of the Regional Board, to administer the rural budgets as identified in the Annual Financial Plan of the Peace River Regional District and in accordance with the "Rural Budgets Administration Bylaw No. 1166, 1998".
- 3.2 *Not-for-Profit Society*: refers to an organization which is not driven by profit, who is registered and in good standing with the *Societies Act of BC*.
- 3.3 *Volunteer Community Organization*: refers to a group consisting of volunteer community members who is financially and administratively sound which can be demonstrated by providing meeting minutes, financial statements and/or proof of a bank account.



- 3.4 *Operational Costs*: refers to expenses incurred for the day-to-day operating, developing and maintaining of a cemetery and its grounds.
- 3.5 *Minor Improvements*: refers to smaller projects costing less than \$5,000 such as the purchase and installation of commemorative monuments, benches, or signage that are shorter in duration to complete.
- 3.6 *Capital Improvements*: refers to larger projects in excess of \$5,000 such as the addition of a permanent structure such as a columbarium or cemetery gates that are longer duration to complete.

4. Policy

4.1 Applicant Criteria

- a) Not-for Profit Organizations and Volunteer Community Organizations:
- i. A Not-for-Profit Society and/or a Volunteer Community Organization may apply for grant funding under this policy. The applicant must operate in the Peace River Regional District, and meet one of the following criteria:
 - Registered Not-for-Profit society in good standing with the *Society Act of BC*; or
 - A volunteer organization consisting of community members who are financially and administratively sound, which can be demonstrated by providing meeting minutes, financial statements, and/or proof of a bank account.
- b) Member Municipalities:
- i. A member municipality that provides Cemetery Services to residents of the Electoral Areas B, C, D, and E of the Peace River Regional District, may apply for a grant under this policy.

4.2 Application Criteria:

- a) Applicants must submit a completed grant application that outlines the details for the intended use of the funds, the amount requested and all necessary supporting documentation as indicated on the application form.

4.3 Eligible Expense Criteria:

- a) The information below provides examples of eligible expenses or projects costs that may be considered for funding:
- i. Operational Costs
 - ii. Minor cemetery improvement project costs
 - iii. Capital improvement project costs

4.4 Disbursement of Funds

- a) Approved Grant funds will be payable to the recipients upon ratification by the Rural Budget Administration Committee.



4.5 Allocation of Funds

- a) Grant funding may be budgeted for annually by each Electoral Area Director as part of the PRRD Annual Financial plan, to be ratified by the Board of Directors.

4.6 Acknowledgement of Grant Funding

- a) The Rural Budgets Administration Committee asks all grant recipients to recognize their contribution by use of the Peace River Regional District logo through written, virtual or verbal acknowledgement.

Bylaw Reference	Peace River Regional District Cemetery Services Establishment Bylaw No. 839, 1993
Bylaw Reference	Peace River Regional District Rural Budgets Administration Bylaw No. 1166, 1998

DRAFT



Rural Budgets Administration Committee

Diary Items

Item		Status	Notes	Diarized
1.	Potable Water	On-going	Area C potable water service	March 21, 2019
2.	Potable Water	On-going	Area D potable water	December 19, 2019
4.	Bulterys Community House	On-going		September 17, 2020
5.	Creating a BC Hydro Legacy Fund	On-going		September 17, 2020



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Bylaw No. 1166, 1998

Effective Date – November 26, 1998

CONSOLIDATED FOR CONVENIENCE ONLY

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

Original Bylaw

Bylaw No. 1166, 1998

Date of Adoption

November 26, 1998

Amending Bylaw

Bylaw No. 1617

January 26, 2006

Bylaw No. 1853

May 14, 2009 (repealed)

Bylaw No. 2299

August 19, 2017

Bylaw No. 2432

February 11, 2021

**PEACE RIVER REGIONAL DISTRICT
BYLAW No. 1166, 1998**

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

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

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

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

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

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

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

Citation

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

Committee

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

Membership

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

Duties

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

Dispute Resolution

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

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

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

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

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

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

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

Moray Stewart, Administrator

Karen Goodings, Chair

Moray Stewart, Administrator

Schedule "A" – Delegation of Spending Authority

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

Function 120 – Legislative - Electoral Areas

Function 275 - Grants to Community Organizations:

Function 280 – Recreation and Cultural Services

Function 221 – Sub Regional Recreation and Cultural Services

Function 210 – Community Parks

Function 285 – Cemeteries

Function 295 – Library Services

Function 525 - North Pine Television Rebroadcasting

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

Community Works Gas Tax

Fair Share Memorandum of Understanding Electoral Area Funds

Peace River Agreement Electoral Area Funds

BC Rail Grants in Lieu Electoral Area Funds

COVID-19 Reserve Fund

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

Moray Stewart Administrator