



PEACE RIVER REGIONAL DISTRICT

Rural Budgets Administration Committee Meeting Revised Agenda

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

	Pages
1. Call to Order	
1.1. Meeting Chair - Director Rose	
2. Directors' Notice of New Business	
3. Adoption of Agenda	
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5. Adoption of Minutes	
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PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, FEBRUARY 18, 2021

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

Director Goodings, Electoral Area 'B' (*Via 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
Tab Young, Deputy Corporate Officer
Crystal Brown, Electoral Area Manager
Trish Morgan, GM of Community Services
Jeff McDonald, Communications Manager (*Via Zoom*)
Hunter Rainwater, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 1:04 p.m.

2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Hiebert	Sport Court
Director Hiebert	Pouce Coupe Fire Hall
Director Hiebert	NCLGA Membership Fee Structure
Director Goodings	Clearview Arena Dehumidification Project

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee adopt the February 18, 2021
Meeting Agenda, as amended to include Director's new business:

1. Call to Order

1.1. Meeting Chair – Director Rose

2. Directors' Notice of New Business

3. Adoption of Agenda

4. Gallery Comments or Questions

5. Adoption of Minutes

5.1. Rural Budgets Administration Committee Draft Meeting Minutes of January 21,
2021

6. Business Arising from the Minutes

7. Delegations

8. Correspondence

8.1. COFI 2021 Virtual Convention

(Continued on next page)



Adoption of Agenda
(Continued)

8.2. 2021 Civic Governance Forum “High Ground”

8.3. District of Taylor – North Peace Rural Roads Coalition – Draft Memorandum of Understanding

9. Reports

9.1. Grant Request – Flatrock Community Cemetery Society, FN-RBAC-057

9.2. Grant Request – Village of Pouce Coupe Cemetery, FN-RBAC-015

9.3. COVID-19 Safe Re-Start Grant, FN-RBAC-060

9.4. 2021 Recreational and Cultural Grants-in-Aid – Annual Grant Allocations, FN-RBAC-058

9.5. January 2021 Financial Report, FN-RBAC-059

10. Discussion Item(s)

10.1. Draft Cemetery Grants Policy 0340-59

11. New Business

11.1. Sport Court

11.2. Pouce Coupe Fire Hall

11.3. NCLGA Membership Fee Structure

11.4. Clearview Arena Dehumidification Project

12. Diary

12.1. Diary Items

13. Item(s) for Information

13.1. RBAC Establishing Bylaw

14. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

5.1

Jan 21/21 RBAC Minutes

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee adopt the January 21, 2021 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

8. CORRESPONDENCE

8.1

COFI 2021 Virtual
Convention

Director Sperling will attend the COFI 2021 Conference as PRRD Chair.

8.2

2021 Civic Governance
Forum “High Ground”

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee authorize the 4 Electoral Area Directors to attend the 2021 Civic Governance Forum.

CARRIED

Director Hiebert would like to attend.



8.3

District of Taylor – North
Peace Rural Roads
Coalition – Draft
Memorandum of
Understanding

MOVED Director Goodings, SECONDED Director Sperling,

That the Rural Budgets Administration Committee receive the District of Taylor – North Peace Rural Roads Coalition Draft Memorandum of Understanding for information.

CARRIED

MOVED Director Goodings , SECONDED Director Sperling,

That the Rural Budgets Administration Committee recommend that the Regional Board propose to the District of Taylor and the District of Hudson's Hope that the estimated contract value listed in the draft North Peace Rural Roads Coalition Memorandum of Understanding be changed from "\$50,000 - \$150,000" to "\$0 to a maximum of \$150,000 a year"; and further, that the funding commitment for the North Peace Rural Roads be resolved by the Rural Budgets Administration Committee.

CARRIED

9. REPORTS

9.1

Grant Request – Flatrock
Community Cemetery
Society, FN-RBAC-057

MOVED Director Goodings, SECONDED Director Sperling,

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.

CARRIED

9.2

Grant Request – Village of
Pouce, Cemetery, FN-
RBAC-015

MOVED Director Hiebert, SECONDED Director Sperling,

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 Cemetery Grants policy has been amended to include municipalities.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,

That the Rural Budgets Administration Committee recommend that the Regional Board authorize that a Memorandum of Understanding be drafted between the PRRD and the Village of Pouce Coupe, to assist with the operation and maintenance of the Pouce Coupe 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 Rural Budgets Administration Committee for review prior to final approval of the Regional Board.

CARRIED



9.3
COVID-19 Safe Re-Start
Grant, FN-RBAC-060

MOVED Director Sperling, SECONDED Director Hiebert,
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.

CARRIED

MOVED Director Rose,
That the Rural Budgets Administration Committee authorize that a policy and application be developed specific to the COVID-19 Safe Re-Start Grant; and further, that it be brought back to a future RBAC meeting for consideration.

MOTION FALLS AS THERE WAS NO SECONDER AND NO VOTE

Direction to staff to prepare an informational report regarding what the Regional District can do with the COVID-19 Re-start funding for the next RBAC meeting.

9.4
2021 Recreational and
Cultural Grants-in-Aid –
Annual Grant Allocations,
FN-RBAC-058

MOVED Director Goodings, SECONDED Director Sperling,
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 \$1,000 bursary award and \$1,000 a scholarship, to two graduating students who reside in Electoral Area B.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
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.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,
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.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
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 resides in Electoral Area C.

CARRIED



9.4
2021 Recreational and
Cultural Grants-in-Aid –
Annual Grant Allocations,
FN-RBAC-058
(Continued)

MOVED Director Sperling, SECONDED Director Hiebert,
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.

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
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.

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
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 E, for the purpose of providing assistance for youth travel associated with provincial, national, or international sporting competitions.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
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.

CARRIED

MOVED Director Hiebert, SECONDED Director Rose,
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.

CARRIED

9.5
January 2021 Financial
Report, FN-RBAC-059

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the report titled “January 2021 Financial Report – FN-RBAC-059”, for discussion.

CARRIED

MOVED Director Goodings,
That the Rural Budgets Administration Committee authorize a Grant-in-Aid cheat sheet be created so Directors know how to respond to the public with grant inquires.

MOTION FALLS AS THERE WAS NO SECONDER AND NO VOTE



9.5
January 2021 Financial
Report, FN-RBAC-059
(Continued)

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the remaining unclaimed grant from the original \$2500, approved in 2020 from Area B, BC Rail Funds, allocated to the Wonowon Horse Club to fund a legal opinion on ownership of their community hall, be released upon verification that the Wonowon Horse Club has paid the bill for the legal opinion.

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the remaining \$1,000 unclaimed grant from Area E, BC Rail Funds, allocated to the Hasler Flats Communications Consulting Group, be reallocated back into general funds for Area E, BC Rail Funds.

CARRIED

MOVED Director Sperling,
That the Rural Budgets Administration Committee authorize staff to bring forward a report on the Rural Loan Fund that includes options on if the Electoral Area Directors spend 80% of the interest that is earned annually.

MOTION FALLS AS THERE WAS NO SECONDER AND NO VOTE

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize that a report be prepared on options for combining the Rural Fringe Reserve and the Rural Loan Fund Reserve into one Reserve; and further, that the report be provided to a future Rural Budgets Administration Committee meeting.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize that a report on the history and uses of the Sub-Regional Recreation Insurance Reserve fund be provided to a future Rural Budgets Administration Committee meeting.

CARRIED

10. DISCUSSION ITEM(s)

10.1
Draft Cemetery Grants
Policy

~~MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize that Area B be removed from Section 1.1(c) and Section 4.1(b) of the Draft Amended Cemetery Grants Policy, and further,~~

~~That the Rural Budgets Administration Committee recommend that the Regional Board adopt the amended Cemetery Grants Policy, which allows member municipalities who provide Cemetery Services in Electoral Area C,D and E, to apply for a grant, and authorizes grant funds to be paid directly to recipients upon ratification by the Rural Budgets Administrative Committee.~~

CARRIED

**RESOLUTION WAS RECONSIDERED AND DEFEATED AT THE
MARCH 4, 2021 SPECIAL RBAC MEETING**



11. NEW BUSINESS

- 11.1
Sport Court
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$100,000, payable from Electoral Area D Peace River Agreement Funds, Spending Item #8 – Year-Round Recreation Facility Upgrades, to be issued to the Encana Events Centre for the Sport Court.

CARRIED

- 11.2
Pouce Coupe Fire Hall
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$25,000, payable from Electoral Area D Fair Share, to the Village of Pouce Coupe, for the engineered design of a new Fire Hall.

CARRIED

- 11.3
NCLGA
- The Committee discussed the history behind how NCLGA membership rates were determined.

- 11.4
Clearview Arena
- MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve a funding commitment increase of \$15,000, payable from Electoral Area B Gas Tax, for the Clearview Arena Dehumidification Project.

CARRIED

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 included for the committee's information.

14. ADJOURNMENT
- The Chair adjourned the Meeting at 2:45 pm.

Director Rose, Meeting Chair

Hunter Rainwater, Recorder



PEACE RIVER REGIONAL DISTRICT

SPECIAL RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, MARCH 4, 2021

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

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

Absent Directors

Director Hiebert, Electoral Area 'D'

Staff

Shawn Dahlen, Chief Administrative Officer
Teri Vetter, Chief Financial Officer
Tab Young, Deputy Corporate Officer
Crystal Brown, Electoral Area Manager
Paulo Eichelberger, GM of Environmental Services
Jeff McDonald, Communications Manager (Via Zoom)
Kari Bondaroff, Environmental Services Manager
Hunter Rainwater, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 8:48 a.m.

2. ADOPTION OF AGENDA

2.1 Adoption of Agenda MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee adopt the March 4, 2021
Meeting Agenda:

1. Call to Order

1.1. Meeting Chair – Director Rose

2. Adoption of Agenda

3. Correspondence

3.1. BC Tourism & Hospitality Conference 2021

4. Reports

4.1. North Peace Rural Roads Coalition Memorandum of Understanding, DR-RBAC-002

4.2. Cemetery Grants Policy, DR-RBAC-001

5. Adjournment

CARRIED

3. CORRESPONDENCE

3.1 MOVED Director Goodings, SECONDED Director Sperling,
BC Tourism & Hospitality That the Rural Budgets Administration Committee to authorize the 4 Electoral
Conference 2021 Area Directors to attend the 2021 BC Tourism & Hospitality Conference.

CARRIED



4. REPORTS

4.1

North Peace Rural Roads
Coalition Memorandum of
Understanding, DR-RBAC-
002

MOVED Director Goodings, SECONDED Director Sperling,

That the Rural Budgets Administration Committee authorize a funding commitment up to a maximum of \$112,500, payable from Electoral Area B Fair Share, to be issued to the District of Taylor, for the North Peace Rural Roads Coalition.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,

That the Rural Budgets Administration Committee recommend that the Regional Board enter into a Memorandum of Understanding with the District of Taylor and the District of Hudson's Hope for the North Peace Rural Roads Coalition.

CARRIED

4.2

Cemetery Grants Policy,
DR-RBAC-001

As authorized by Section 56 (b) of the PRRD Board Procedure Bylaw No. 2200, 2015, Director Goodings required the Rural Budgets Administration Committee to reconsider the following motion, which was voted on, and passed at the February 18, 2021 Rural Budgets Administration Committee Meeting (Item 10.1 on the February 18, 2021 agenda):

The Chair called the Question to the Motion on the Floor:

MOVED Director Goodings, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee authorize that Area B be removed from Section 1.1(c) and Section 4.1(b) of the Draft Amended Cemetery Grants Policy.

DEFEATED

MOVED Director Sperling, SECONDED Director Goodings,

That the Rural Budgets Administration Committee recommend that the Regional Board adopt the amended Cemetery Grants Policy, which allows member municipalities who provide Cemetery Services in Electoral Areas B, C, D and E, to apply for a grant, and authorizes grant funds to be paid directly to recipients upon ratification by the Rural Budgets Administrative Committee.

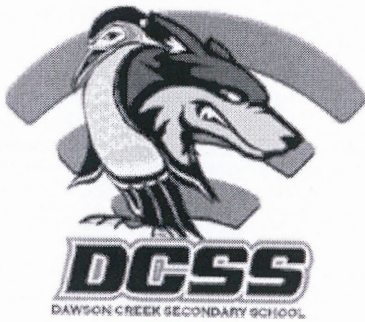
CARRIED

5. ADJOURNMENT

The Chair adjourned the Meeting at 8:56 a.m.

Director Rose, Meeting Chair

Hunter Rainwater, Recorder



Dawson Creek Secondary School

South Peace Campus: 10808 - 15th St. — Dawson Creek, BC — V1G 3Z3

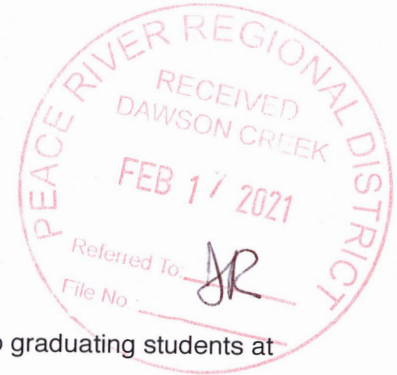
Phone: (250) 782 5585

February 8, 2021

Peace River Regional District
1981 Alaska Highway
Dawson Creek, BC V1G 4H4

Dear Trish Morgan,

Last year, your organization generously made the following award(s) available to graduating students at Dawson Creek Secondary School, South Peace Campus.



Award: **South Peace Sub Regional Rural Trades Bursary**

1 award(s) for \$1500. A total value of \$1500.

Eligibility: Planning to pursue post-secondary education in the trades and has been resident for one year, in Area "D" or "E" within the South Peace Sub Region.

MUST provide SIN

*Students are required to present proof of registration and attendance for disbursement of funds.

Last year the selection of a recipient for this award was made by the school committee.
If you wish to change that for this year please indicate here. _____

Presenter's Name: _____

Presenter's Telephone Number: _____

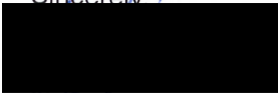
Would you kindly confirm your intention once again either to provide an identical award under the conditions noted above or an award with changes.

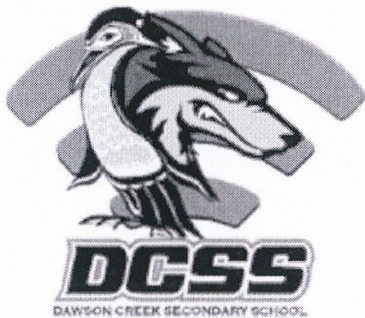
Please send your reply by **April 1, 2021** so that I can update the list of available awards for our graduating students. Address is noted above or if you prefer you can e-mail to ksmith@sd59.bc.ca.

The date and time of this year's **Awards Ceremony is Tuesday June 15, 2021 at 7:00 PM**. The format will be determined later in compliance with the Provincial Covid 19 protocols.

Thank you again for the valuable assistance you provide to our students each year. If you have any questions please call me at 250.782.5585.

Sincerely,


Mrs. Karen Smith
DCSS Counsellor - South Peace Campus
ksmith@sd59.bc.ca



Dawson Creek Secondary School

South Peace Campus: 10808 - 15th St. — Dawson Creek, BC — V1G 3Z3

Phone: (250) 782 5585

February 8, 2021

Peace River Regional District
1981 Alaska Highway
Dawson Creek, BC V1G 4H4

Dear Trish Morgan,

Last year, your organization generously made the following award(s) available to graduating students at Dawson Creek Secondary School, South Peace Campus.

Award: South Peace Sub Regional Rural Academic Scholarship

1 award(s) for \$1500. A total value of \$1500.

Eligibility: Planning to pursue academic post-secondary education and has been a resident for one year, in Area "D" or "E" within the South Peace Sub Region.

MUST provide SIN

*Students are required to present proof of registration and attendance for disbursement of funds.

Last year the selection of a recipient for this award was made by the school committee.

If you wish to change that for this year please indicate here. _____

Presenter's Name: _____


Presenter's Telephone Number: _____


Would you kindly confirm your intention once again either to provide an identical award under the conditions noted above or an award with changes.

Please send your reply by **April 1, 2021** so that I can update the list of available awards for our graduating students. Address is noted above or if you prefer you can e-mail to ksmith@sd59.bc.ca.

The date and time of this year's **Awards Ceremony is Tuesday June 15, 2021 at 7:00 PM**. The format will be determined later in compliance with the Provincial Covid 19 protocols.

Thank you again for the valuable assistance you provide to our students each year. If you have any questions please call me at 250.782.5585.

Sincerely, 


Mrs. Karen Smith
DCSS Counsellor - South Peace Campus
ksmith@sd59.bc.ca



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-021

From: Trish Morgan, General Manager of Community Services

Date: March 18, 2021

Subject: Pouce Coupe RCMP Office Set Up

RECOMMENDATION:

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$7,037.09, payable from Electoral Area D Fair Share, to be issued to the Village of Pouce Coupe for the Pouce Coupe RCMP Office setup at the Pouce Coupe Fire Hall.

BACKGROUND/RATIONALE:

The Pouce Coupe Community Policing Office officially opened August 27, 2020. It is located in the Pouce Coupe Fire Hall at 5012 49th Street. There will be officers in the building, and on patrol in the village as they are available.

The Electoral Area D Director would like to contribute funding to the office in order to provide support to Area D residents.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

As at February 28, 2021, the balance of the Area D Fair Share Reserve is \$2,105,840.98.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.



Society #:

Name: Village of Pouce Coupe

Civic Address: 5011 49th Avenue

Mailing Address: PO Box 190

City: Pouce Coupe

Postal Code:

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:

Vice President:

Treasurer:

PROJECT COSTS

Total Cost of Project: 7037.09

Amount Requested per 7037.09

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.

RCMP Office Setup-

ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date: March 15, 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:



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-061

From: Teri Vetter, Chief Financial Officer

Date: March 18, 2021

Subject: Rural Fringe Fund

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled "Rural Fringe Fund – FN-RBAC-061", which provides background on the intended purpose of the fund, for discussion.

BACKGROUND/RATIONALE:

Research into the background of this fund revealed that these monies came from Fair Share and were originally intended to support water and sewer services provided to an Electoral Area by any host municipality to assist with the impacts on the infrastructure due to increased capacity of the rural service, in exchange for long-term access to a municipal service in the Electoral Areas. Original rationale was based on \$2,500 per lot for each lot that received the service.

On January 11, 2007, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That the following recommendation be approved, with the following amendment:

Second sentence, between water and sewer – change "and" to "or" to read as follows:

That the \$1,750,000 (plus interest) one time Fair Share Fringe Area funding be allocated to any host municipality providing water or sewer servicing outside of its jurisdiction at a rate of \$2,500 per lot serviced until such time as the fund is depleted. These funds are intended to support additional capacity to municipal infrastructure for rural lots serviced after January 1, 2007."

One June 25, 2015, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That the \$1,750,000 (plus interest) one time Fair Share Fringe Area funding be allocated to any host municipality providing water or sewer servicing outside of its jurisdiction at a rate of \$2,500 per lot serviced until such time as the fund is depleted. These funds are intended to support additional capacity to municipal infrastructure for rural lots serviced after January 1, 2007."

be repealed; and that the following Rural Budgets Administration Committee's recommended policy change that reads:

That the \$1,750,000 (plus interest) one-time Fair Share Fringe Area funding be allocated to any host municipality providing water or sewer services to the electoral areas, until such time as the fund is depleted. These funds are intended to support additional capacity to municipal infrastructure for rural service impacts in exchange for long-term guaranteed access to the municipal service for the Electoral Areas.

In 2015, Dawson Creek requested \$400,000 in funding from the PRRD to fund the detailed design of the proposed Truck Waste Receiving Facility.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee provide further direction.
2. That the Rural Budgets Administration Committee provide direction on amendments to the policy that better suit the requirements of the Rural Director's.

STRATEGIC PLAN RELEVANCE:

☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

Previous funding was given to City of Dawson Creek in the amount of \$400,000 and District of Chetwynd for \$500,000.

The balance of the Rural Fringe Fund as at January 31, 2021 was \$1,199,841.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

If the Rural Budgets Administration Committee wishes to change how these funds are utilized, staff will work on amending the current policy per Committee's direction. Once amended, the policy would be brought back to RBAC for approval and forwarded to the Regional Board for ratification.

Attachments:

1. Rural Fringe Policy
2. June 12, 2015 RBAC Report



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

FRINGE AREA FUNDING

That the \$1,750,000 (plus interest) one-time Fair Share Fringe Area funding be allocated to any host municipality providing water or sewer services to the electoral area, until such time as the fund is depleted. These funds are intended to support additional capacity to municipal infrastructure for rural service impacts in exchange for long-term guaranteed access to the municipal service for the Electoral Areas.

Updated at the June 18, 2015 RBAC Meeting



Peace River Regional District REPORT

To: Rural Budgets Administration Committee

Date: June 12, 2015

From: Shannon Anderson; Deputy CAO
Kim Frech, Chief Financial Officer

Subject: City of Dawson Creek Sewer Funding Request

RECOMMENDATION(S):

1. THAT the Rural Budgets Administration Committee "Fringe Area Funding" policy be amended to read:

That the \$1,750,000 (plus interest) one-time Fair Share Fringe Area funding be allocated to any host municipality providing water or sewer services to the electoral areas, until such time as the fund is depleted. These funds are intended to support additional capacity to municipal infrastructure for rural service impacts in exchange for long-term guaranteed access to the municipal service for the Electoral Areas.

2. That the amended policy #1 above be forwarded to the Peace River Regional District Board for their approval due to this pertaining to the municipalities directly and there is a Board resolution dated 11 January 2007 adopting the original policy.
3. That upon Board adoption of the amended policy, the Rural Budgets Administration Committee approves a Rural Fringe Fair Share grant of up to \$400,000 be paid to the City of Dawson Creek to complete the detailed design of a new City owned and operated sewer receiving facility, and that this payment be conditional upon reaching an agreement with the City that secures long-term access to the facility for the electoral areas.

BACKGROUND/RATIONALE:

As part of the May 28th Board meeting, a letter was received, (attached), from the City of Dawson Creek, (CDC) requesting funding support of \$400,000 to complete the detailed design of a new rural sewage truck waste facility that will be tied to the City of Dawson Creek's sewage treatment plant. The purpose of the facility is to provide sewer disposal services for those rural residents and businesses that require sewer pump out services to operate their private sewer infrastructure. This receiving facility is similar to what is currently being constructed at the Charlie Lake sewer treatment plant in Charlie Lake. A feasibility study for the CDC project is attached for your reference.

The City has applied for a grant under the Federal Gas Tax Strategic priorities Fund, and if successful, will see 100% of the project's \$3.6 million cost, being covered by the grant. The City would like to complete the detailed design now, so as to be shovel ready early in 2016 should they be successful in acquiring the grant. Should the CDC not be successful, it is

Staff Initials:

Dept. Head:



CAO:

Page 1 of 2

anticipated that the project would go to their 2016 budget discussions and be prioritized accordingly.

The CDC has indicated that they would entertain a long term agreement to provide rural sewage receiving services in exchange of the funding requested.

STRATEGIC PLAN RELEVANCE:

Rural servicing is identified under Emerging Regional Opportunities in the 2015-2018 draft strategic plan.

FINANCIAL CONSIDERATION(S):

Funding options are as follows:

Option 1 - Rural fringe fair share. This would be a good fit as it was originally intended for municipal capacity building in exchange for allowing rural service provision. The rationale was based on \$2,500 per lot for each lot that received service. This policy is proposed to be changed (above #1) to accommodate other servicing proposals such as this current request. This funding source is a one-time Fair Share payment to the electoral areas.

Option 2 - Electoral Area D Fair Share could also be considered. This would see Electoral Area D Fair Share funds being used in the Electoral area where its residents receive the largest benefit. This project would also comply with the intent of the new Peace Agreement recently endorsed.

Option 3 - Decline funding request. May have negative impacts in the future as municipalities evaluate their desire to provide rural services.

COMMUNICATIONS CONSIDERATION(S): Will have Communication Manager do appropriate notifications as direction of the Committee.

OTHER CONSIDERATION(S):

Approving the request would go a long way in developing partnerships with municipalities in the long term provision of services for rural residents and businesses. While providing a grant to a municipality in exchange of a guarantee for rural service would negate the need for a sewer function, it is staff's belief that a sewer function should be entertained for Electoral Area's C and a portion, or all of Area B. This is due to the fact that the public sewer receiving facility for these areas is owned and operated by the PRRD and therefore should ultimately have a function to raise funds to operate and build capital reserves for future developments.

City of Dawson Creek

Box 150, Dawson Creek, BC V1G 4G4

**Office of the Mayor**Tel: (250) 784-3616
Fax: (250) 782-3203

May 13, 2015

File No.: 4-1-4

Peace River Regional District
PO Box 810
Dawson Creek, BC V1G 4H8

To Whom It May Concern:

Re: Trucked Waste Receiving Facility.

At the May 11, 2015 Regular Meeting, Council passed a resolution to request funding from the Peace River Regional District in the amount of \$400,000 to fund the detailed design of the proposed Trucked Waste Receiving Facility in 2015. Completing this step would position the City with a "shelf ready" project should the Federal Gas Tax Strategic Priorities grant funding request for this project be approved.

Thank you for considering this request and we look forward to hearing from you in the near future.

Yours truly,


Mayor Dale Bumstead

/kb

cc Karin Henderson

N:\Administration\CONFIDENTIAL\Council Correspondence\2015 Council Correspondence\05 May\PRRD Trucked Waste.doc

"Excellence in Service and Leadership"www.dawsoncreek.caJune 18, 2015
Page 21 of 68

September 30, 2014

File: 0714.0118.01

City of Dawson Creek
10105 12A Street
Dawson Creek, BC V1J 4G4

Attention: Kevin Henderson, Director of Infrastructure and Sustainable Development

**RE: CITY OF DAWSON CREEK - TRUCKED WASTE, GRIT & RV WASTE RECEIVING FACILITY –
FEASIBILITY STUDY**

We are pleased to provide this final Feasibility Study for your records. This feasibility study outlines concepts for two facilities: one to receive trucked waste and grit and one to receive RV waste. Construction and Operations and Maintenance cost estimates have been provided for these concepts. Sludge and biosolids management options have also been reviewed.

We look forward to continue to work with the City of Dawson Creek in the development of these waste receiving facilities.

Sincerely,

URBAN SYSTEMS LTD.



Kristin Bayet, P.Eng
Project Engineer

Chris Town, P.Eng., M.A.Sc.
Senior Environmental Engineer

/kb

Encls.

U:\Projects_FSJ\0714\0118\01\R-Reports-Studies-Documents\R1-Reports\Final\2014-09-30-Dawson Trucked Waste - Cover Letter.docx



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-062

From: Teri Vetter, Chief Financial Officer

Date: March 18, 2021

Subject: Sub-Regional Recreation Insurance Reserve

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled "Sub-Regional Insurance Reserve – FN-RBAC-062", which provides background on the Sub-Regional Recreation Insurance Reserve, for discussion.

BACKGROUND/RATIONALE:

On February 18, 2021, the Rural Budgets Administration Committee passed the following resolution:

On May 19, 2005, the Rural Budgets Administration Committee passed the following resolution:

MOVED, SECONDED and CARRIED

That the Rural Budgets Administration Committee authorize that a report on the history and uses of the Sub-Regional Recreation Insurance Reserve fund be provided to a future Rural Budgets Administration Committee meeting.

MOVED, SECONDED and CARRIED

- a) that a not for profit society be formed with seven first directors with the purpose of seeking better property insurance rates for its members;
- b) that there be a \$1,000 allocation from the 2005 South Peace Rural Grants-in-Aid for the proposed society;
(please note: this \$1,000 grant is incorporated into the 2005 South Peace Rural Recreation and Culture Grants-in-Aid)
- c) that the \$100,000 South Peace Sub-Regional Rural Grants-in-Aid budget contingency be placed in a reserve for future use by the proposed society;
- d) that the South Peace Sub-Regional Rural Grants-in-Aid budget be increased from \$120,000 to \$130,000; and
- e) that section #9 of the Recreation and Culture Grants-in-Aid form be referred to the Grant Criteria Committee to determine relevance.

From researching this reserve further, it appears that the \$100,000 was put in a reserve fund for South Peace Rural Community Benefits Society (formerly South Peace Insurance Committee) and the objectives of the society were to:

- Cooperative and collectively secure fair property insurance for members;
- Educate and encourage not-for-profits to raise community halls to BC building code standards;
- Educate and encourage not-for-profits to risk management and liability related issues; and

- To encourage full participation in the society.

The society was incorporated on November 23, 2006 and was dissolved on June 25, 2010 due to failure to file.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee provide further direction on how to move forward with this reserve.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Original amount transferred to reserve was \$100,000. In 2019 and 2020, \$25,000 was budgeted as a transfer to this reserve. The balance as at December 31, 2020 was \$170,585.45.

In 2021, \$25,000 has been budgeted as a transfer to reserve in Function 221 -Sub-Regional Recreation, which will bring the 2021 balance to \$195,585.45 plus any interest earned.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

This reserve fund could be reallocated to offset requisition in future years in Function 221 -Sub-Regional Recreation or could be utilized to grant funding to not-for-profits to pay insurance premiums.

Attachments:

1. April 27, 2007 Information Report
2. BC Society Summary as of January 26, 2021



PEACE RIVER REGIONAL DISTRICT

Information Report

To: GIA Groups
From: Ron Storie, Manager of Community Services
Date: April 27th, 2007
Re: South Peace Benefit Society

Joe Brath
843 7861

BACKGROUND

The new South Peace Rural Benefit Society was the old South Peace Insurance Committee. In 2004 there was a surplus of over \$100,000 and it was assigned to the South Peace Insurance committee. The money is in a reserve fund and was requisitioned from the Sub-regional Recreation group (Dawson Creek, Pouce Coupe and defined areas of D and E). It is a not-for-profit (nfp) registered organization with the BC Ministry of Finance. The objectives of the society are to: cooperative and collectively secure fair property insurance for members; to educate and encourage nfp groups to raise their community halls to BC building code standards; to educate and encourage nfp to risk management and liability related issues (ie fire and liability insurance); to encourage full participation in the society.

Benefiting groups (11) include Farmington Community Association, Dawson Creek Sportsman's Association, Doe River Recreation Commission, McLeod Recreation Commission, Kilkerrin Recreation Commission, Sunset Prairie Recreation Commission, Cecil Lake Recreation Commission, Toms Lake Church and Museum and Toms Lake Recreation Commission. Historically, the South Peace Insurance Committee originally received a pool of capital (\$100,000) from the Regional District (Area D/E or all RD). Currently the society has had a reduced insurance value from \$7.00 to \$6.30 / \$1000. The societies total premiums and total property values are estimated at \$22,420 and \$4,000,000, respectively.

The society had to bring replacement costs of rural halls up by increasing the value of the property. As an example the Farmington Community Hall increased its replacement cost from \$265,000 to \$410,000 (which triggered an insurance cost increase of only \$500). When all communities participate, it drives the overall cost of insurance down. It is hoped that Tupper, Bessborough and many of the Halls in the North Peace will participate in the future to increase insurance value.

The next South Peace Benefiting Society meeting will be June 19 2007 1900 hrs @ Peace River Regional District Boardroom. The Nomination Committee remains as Dave Russell and Sharon Fredrickson.

AMENDMENTS TO THE CONSTITUTION OF THE
SOUTH PEACE RURAL COMMUNITY BENEFITS SOCIETY:

2.1 ANY ORGANIZATION WITHIN RURAL AREA "D" AND PARTICIPATING PORTION OF AREA "E" AS DESCRIBED IN SCHEDULE A (ATTACHED) OF THE BY-LAWS TO WHICH THEIR RESPECTIVE RURAL AREA DIRECTORS OF THE PEACE RIVER REGIONAL DISTRICT HAVE ESTABLISHED A FUND IN THE AMOUNT OF ONE HUNDRED THOUSAND DOLLARS (\$100,000) BEING HELD IN TRUST BY THE PEACE RIVER REGIONAL DISTRICT ON BEHALF OF THE SOUTH PEACE RURAL COMMUNITY BENEFITS SOCIETY; WHO SUBSCRIBE TO THE CONSTITUTION AND THE BY-LAWS SHALL BE ELIGIBLE FOR MEMBERSHIP AND SHALL HAVE ONE VOTE UPON PAYMENT OF ANNUAL MEMBERSHIP FEES AT LEAST THIRTY (30) DAYS PRIOR TO THE ANNUAL MEETING.

2.3 NOTWITHSTANDING THE PROVISIONS OF THE ABOVE, ANY ORGANIZATION FOUND TO BE OUTSIDE OF AREA "D" OR PARTICIPATING PORTION OF AREA "E" AS DESCRIBED IN THE MAP ATTACHED AS SCHEDULE A MAY APPLY TO THE DIRECTORS AND UPON ACCEPTANCE BY THE DIRECTORS MAY BECOME AN ASSOCIATE MEMBER AND FURTHER MAY HAVE VOICE NOTWITHSTANDING: (a) NO VOTE

(b) WILL NOT BE ELIGIBLE TO HOLD OFFICE
AS A BOARD OF DIRECTOR

(c) WILL NOT BE ABLE TO DRAW BENEFITS FROM
THE ABOVE MENTIONED TRUST FUND.



BC Society Summary

For

SOUTH PEACE RURAL COMMUNITY BENEFITS SOCIETY

Date and Time of Search: January 26, 2021 12:35 PM Pacific Time

Currency Date: October 20, 2020

HISTORICAL - Dissolved for Failure to File on June 25, 2010

Incorporation Number:	S0051481	Business Number:	
Name of Society:	SOUTH PEACE RURAL COMMUNITY BENEFITS SOCIETY		
Incorporation Date:	Incorporated on November 23, 2006		
Last Annual Report Filed:	Not Available		
Last Annual General Meeting:	No AGM Held	Number of Directors:	5
In Liquidation:	No		
Member Funded Society:	No		

DISSOLUTION/RESTORATION INFORMATION

Filing/Event	Date of Filing
Dissolved - Failure to File	June 25, 2010

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:	Mailing Address:
4794 PARKLAND RD	4794 PARKLAND RD
FARMINGTON BC	FARMINGTON BC
V0C 1N0	V0C 1N0

DIRECTOR INFORMATION

Last Name, First Name Middle Name:

BRETI, JOE M

Delivery Address:

Last Name, First Name Middle Name:

CHRISTENSEN, WAYNE

Delivery Address:

Last Name, First Name Middle Name:

CLAVIER, JUDY ELLEN

Delivery Address:



Last Name, First Name Middle Name:

HICKEY, ALLAN D

Delivery Address:



Last Name, First Name Middle Name:

ROSENDAHL, ARVIS

Delivery Address:





REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-064

From: Teri Vetter, Chief Financial Officer

Date: March 18, 2021

Subject: Insurance Reserve

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled "Insurance Reserve – FN-RBAC-064", which provides background on the Insurance reserve, for information.

BACKGROUND/RATIONALE:

At the February 18, 2021 Rural Budgets Administration meeting, the following resolution was made:

MOVED, SECONDED and CARRIED

That staff determine the insurance reserve money and how it is allocated.

From research into the set-up and rationale behind this reserve fund, very little could be uncovered due to it being established over 16 years ago and many staff changes. The reserve was set up in the accounting software in April 2005 with an initial amount of \$395,046.75. This reserve is governed by the *Local Government Act Section 338 (2)(a)*, meaning it is a General Administration Operating reserve that does not require an establishing bylaw and would have been funded Regionally.

This reserve appears to have been set-up initially to offset the insurance deductibles from Municipal Insurance Association (MIA) for Peace River Regional District claims where the deductible was substantial and the function which it pertained to, could not cover it in general operating in the current year. MIA deductibles for Liability claims is \$100,000 and for Property claims is \$5,000.

There have been some payments to MIA in the past for deductibles, however, the majority of them have been quite minor in nature, and are as follows:

- 2005 \$6,377.58 for Pending Suit
- 2006 \$488.20 for North Peace Leisure Pool
- 2009 \$341.48 for North Peace Leisure Pool
- 2015 \$5,000 for Fort St. John Fire
- 2017 \$2,500 for Rolla Sewer

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

As stated above, the reserve initially started in 2005 with a balance of \$395,046.75 and the balance as at February 28th, 2021 is \$501,455.53.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

Moving forward, creating a policy for this reserve fund would be prudent. The reserve could have a maximum balance, \$500,000 for example, that the PRRD would maintain. The policy could suggest that if there is an MIA claim, 50% of the deductible be paid out of the reserve and 50% be paid by the function it pertains to. If there are no claims in the year, then no money would be added to the fund, aside from interest earned.

This policy will be brought forward to the Board for discussion and approval as it does not fall under the RBAC Bylaw.



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-063

From: Teri Vetter, Chief Financial Officer

Date: March 18, 2021

Subject: Rural Loan Fund Scenarios

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled "Rural Loan Fund Scenarios – FN-RBAC-063", which provides scenarios utilizing the interest earned on the fund, for discussion.

BACKGROUND/RATIONALE:

At the January 21st, 2021 RBAC meeting, there was a discussion item regarding the Rural Loan Fund and changing the policy to enable the Rural Director's to give grants from the interest earned on the fund. The consensus was to bring the policy amendment to the Regional Board when all the other RBAC policies were being brought forward for amendment.

At the February 18th, 2021 RBAC meeting, the following resolution was made:

MOVED, SECONDED and CARRIED

That staff bring back a report on the Rural Loan Fund Reserve that includes options if the Area Directors spend 80% of the interest that is earned annually for consideration.

Three scenarios have been prepared for the Director's to consider. I have prepared three scenarios to show the Director's what the balances would be based on different amounts of the interest being spent over 5 years and what the balances remaining would look like in each scenario.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The balance of the Rural Loan Fund as at February 28, 2021 was \$4,177,376.79. \$3,470,000 is principal and \$707,376.79 is interest that has been earned on the fund since 2005.

Three scenarios (for the next 5 years) for consideration on the spending of 80% of the interest earned and retaining the principal balance.

- Scenario 1 – spending \$564,328 (80% of all interest) in 2021 and maintaining spending 80% of the interest annually
- Scenario 2 – spending \$250,000 first year from interest, then lowering \$50,000 each year after
- Scenario 3 – spending \$150,000 every year for 5 years

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

If it is decided that the Director's wish to allocate 80% of the interest earned on the Rural Loan Fund to give grants, the amended policy will have to be brought to the Board for ratification before any grants can be considered and/or disbursed to community organizations.

Attachments:

1. Rural Loan Fund Policy
2. Draft Amended Rural Loan Fund Policy
3. Scenario 1
4. Scenario 2
5. Scenario 3



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

RURAL LOAN FUND

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

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

Application for Loan:

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

Interest Rate:

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

Repayment of Loans:

Loans must be repaid by one of the following methods:

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

**RURAL LOAN FUND**

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

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

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The Rural Loan Fund policy establishes clear guidelines for the Rural Budgets Administration Committee (RBAC) to provide financial assistance to eligible organizations in the form of a repayable loan or non-repayable financial assistance to support projects that benefit the rural areas of the Peace River Regional District (PRRD) and the communities at large.

2. Scope

- 2.1 This policy applies to the RBAC, staff and all organizations eligible to be considered for a financial loan or grant contribution from the Rural Loan Fund.

3. Definitions

- 3.1 *Loan*: Repayable funds that are borrowed from an institution, local government or organization and lent to a recipient for a fee at a set interest rate to be used for a temporary purpose.
- 3.2 *Grant Contribution*: Non-repayable funds disbursed or given by one party, often a government or other organization, to a recipient for a particular purpose.
- 3.1 *Project*: An undertaking that is planned to achieve a particular outcome or result with a specific set of goals, objectives, start and finish date.
- 3.2 *Infrastructure*: The physical asset developed and used by an organization to support its social, cultural and economic services.
- 3.3 *Initiative*: An action that tries out a specific idea or purpose which is intended to provide a benefit or result in a service to rural areas or the community at large.
- 3.4 *Program*: An activity designed for specific purpose which is led by a community organization and leads to the improvement to the quality of life for rural residents.
- 3.5 *Service*: A function led by a community organization which provides the public with an opportunity to benefit or improve the rural areas or community at large.



4. Policy

- 4.1 The RBAC has the sole discretion to determine if an organization applying for financial assistance is eligible to receive funds from the Rural Loan Fund.
- 4.2 Financial assistance from the Rural Loan Fund may be used to support infrastructure projects, initiatives for programs, or services that will benefit rural residents and the community at large.
- 4.3 The Rural Loan Fund may be used by RBAC to provide financial assistance to eligible organizations as follows:
 - a. To loan dollars or grant contributions for assets owned by the Regional District where a service area is currently established; or
 - b. To loan dollars or grant contributions to member municipalities for projects that will benefit rural residents; or
 - c. To loan dollars or grant contributions to a registered not-for-profit society, in good standing with the *Societies Act of BC*.
- 4.4 All loans will be subject to a finance charge equivalent to what the Regional District would earn at that time, if invested.
- 4.5 Funding provided in the form of a non-repayable grant contribution will only be provided from the interest earned on the reserve fund or the interest earned on a repayable loan.
- 4.6 Eligibility Criteria for Applicants:
 - a. Applicants must be either a not-for-profit organization who are register and in good standing with the *Societies Act of BC*; or
 - b. Local government, First Nations Government, Band or Council; or
 - c. School District or a Parent's Advisory Council (PAC) from a rural school and legitimized by the School Act.
- 4.7 Application Criteria:
 - a. Applications are accepted on a continuous intake from January 1st to December 31st.
 - b. A grant application must be completed and include a project budget, copy of the applicants most recent financial statements and a rationale for the request.
 - c. Applications may be submitted to request financial assistance to support capital projects, infrastructure, initiatives for programs or services that will benefit the rural residents and the community at large.
 - d. Registered not-for-profit societies must provide a business case including annual financial statements, a cash flow forecast, and a detailed explanation of how the loan will be repaid.
- 4.8 Loan funds are repayable and recipients must repay the loan by one of the following methods:
 - a. By payment over a set period of time from the service function taxation or service fees; or



- b. By payment as set out in a formal loan agreement with the recipient.
- 4.9 All grant contributions are non-repayable and recipients will not be required to pay back funds.
- 4.10 All recipients who receive financial assistance through the Rural Loan Fund will be required to recognize the Regional District for their financial contribution.

Affiliated Procedure	
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DRAFT

Rural Loan Fund Scenario 1

		Principal	Interest	Interest Remaining
Balance Jan 1, 2021	4,175,409.70	\$3,470,000.00	\$705,409.70	
Less: spent	(564,327.76)			
Interest earned	28,888.66			
Less: spent	-			
Balance Dec 31, 2021	<u>3,639,970.60</u>	\$3,470,000.00		\$169,970.60
Balance Jan 1, 2022	3,639,970.60	\$3,470,000.00	\$169,970.60	
Interest earned	29,119.76			
Less: spent	(135,976.48)			
Balance Dec 31, 2022	<u>3,533,113.88</u>	\$3,470,000.00		\$63,113.88
Balance Jan 1, 2023	3,533,113.88	\$3,470,000.00	\$63,113.88	
Interest earned	28,264.91			
Less: spent	(50,491.11)			
Balance Dec 31, 2023	<u>3,510,887.69</u>	\$3,470,000.00		\$40,887.69
Balance Jan 1, 2024	3,510,887.69	\$3,470,000.00	\$40,887.69	
Interest earned	28,087.10			
Less: spent	(32,710.15)			
Balance Dec 31, 2024	<u>3,506,264.64</u>	\$3,470,000.00		\$36,264.64
Balance Jan 1, 2025	3,506,264.64	\$3,470,000.00	\$36,264.64	
Interest earned	28,050.12			
Less: spent	(29,011.71)			
Balance Dec 31, 2025	<u>3,505,303.04</u>	\$3,470,000.00		\$35,303.04

Rural Loan Fund Scenario 2

		<u>Principal</u>	<u>Interest</u>	<u>Interest Remaining</u>
Balance Jan 1, 2021	4,175,409.70	\$3,470,000.00	\$705,409.70	
Interest earned	31,403.28			
Less: spent	<u>(250,000.00)</u>			
Balance Dec 31, 2021	<u>3,956,812.98</u>	\$3,470,000.00		\$486,812.98
Balance Jan 1, 2022	3,956,812.98	\$3,470,000.00	\$486,812.98	
Interest earned	31,654.50			
Less: spent	<u>(200,000.00)</u>			
Balance Dec 31, 2022	<u>3,788,467.48</u>	\$3,470,000.00		\$318,467.48
Balance Jan 1, 2023	3,788,467.48	\$3,470,000.00	\$318,467.48	
Interest earned	30,307.74			
Less: spent	<u>(150,000.00)</u>			
Balance Dec 31, 2023	<u>3,668,775.22</u>	\$3,470,000.00		\$198,775.22
Balance Jan 1, 2024	3,668,775.22	\$3,470,000.00	\$198,775.22	
Interest earned	29,350.20			
Less: spent	<u>(100,000.00)</u>			
Balance Dec 31, 2024	<u>3,598,125.42</u>	\$3,470,000.00		\$128,125.42
Balance Jan 1, 2025	3,598,125.42	\$3,470,000.00	\$128,125.42	
Interest earned	28,785.00			
Less: spent	<u>(50,000.00)</u>			
Balance Dec 31, 2025	<u>3,576,910.43</u>	\$3,470,000.00		\$106,910.43

Rural Loan Fund Scenario 3

		Principal	Interest	Interest Remaining
Balance Jan 1, 2021	4,175,409.70	\$3,470,000.00	\$705,409.70	
Interest earned	32,203.28			
Less: spent	(150,000.00)			
Balance Dec 31, 2021	<u>4,057,612.98</u>	\$3,470,000.00		\$587,612.98
Balance Jan 1, 2022	4,057,612.98	\$3,470,000.00	\$587,612.98	
Interest earned	32,460.90			
Less: spent	(150,000.00)			
Balance Dec 31, 2022	<u>3,940,073.88</u>	\$3,470,000.00		\$470,073.88
Balance Jan 1, 2023	3,940,073.88	\$3,470,000.00	\$470,073.88	
Interest earned	31,520.59			
Less: spent	(150,000.00)			
Balance Dec 31, 2023	<u>3,821,594.47</u>	\$3,470,000.00		\$351,594.47
Balance Jan 1, 2024	3,821,594.47	\$3,470,000.00	\$351,594.47	
Interest earned	30,572.76			
Less: spent	(150,000.00)			
Balance Dec 31, 2024	<u>3,702,167.23</u>	\$3,470,000.00		\$232,167.23
Balance Jan 1, 2025	3,702,167.23	\$3,470,000.00	\$232,167.23	
Interest earned	29,617.34			
Less: spent	(150,000.00)			
Balance Dec 31, 2025	<u>3,581,784.57</u>	\$3,470,000.00		\$111,784.57



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-066

From: Teri Vetter, Chief Financial Officer

Date: March 18, 2021

Subject: Rural Recreational and Cultural Grants-in-Aid – 2021 Eligibility Review

RECOMMENDATION #1:

That the Rural Budgets Administration Committee determine which 2021 Recreational and Cultural Grants-in-Aid applications are eligible to be considered for funding under the Recreational and Cultural GIA policy.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee determine which grant applications, if any, will be provided a grant through alternative funding options; further,

That the Committee identify the appropriate funding source should any such grant contributions be approved.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee determine if the Rural Recreational and Cultural Grants-in-Aid allocation meetings will be held in 2021.

BACKGROUND/RATIONALE:

Grant contributions from Rural Recreational and Cultural Grants-in-Aid (GIA) are intended to assist rural not-for-profit organizations who provide recreation, arts, sports, and/or social activities to communities within the Peace River Regional District (PRRD). To be eligible for grant funding all applicants must be rural organizations located within the boundaries of Electoral Area B, C, E or Sub-Regional; however, organizations who are located or operate within a municipality may apply if they maintain a rural membership of at least 75%. Grant funding may be used to support capital improvements and insurance in Electoral Area B and C; whereas in Electoral Area E and Sub-Regional grant funding may also be used to support general operating costs. This year, a total of 41 grant applications were received and the combined total amount requested is \$1,136,590.80. Below is a chart that breaks down the numbers by each Electoral Area.

Electoral Area	Number of Applications	Amount Requested	2021 Budget Commitment
Area B	14	\$409,635.08	\$178,356
Area C	3	\$91,630	\$51,716
Area E	9	\$424,321.08	\$107,463
Sub-Regional	15	\$247,004.64	\$200,000
Totals	41	\$1,136,590.80	\$537,535.00

Recommendations 1 and 2:

Information in this report provides the Rural Budgets Administration Committee (RBAC) with a general idea of what is being requested from all of the 2021 GIA applicants. Staff have reviewed each application to ensure all supporting documents have been included, identified potential alternate funding options and provided assessment notes to assist RBAC with determining the eligibility and merit of the applicants.

A Summary of Applications has been compiled to outline each organization's not-for-profit status, financial request and project details for each funding area. A new column has been added to each of the Summary of Applications sheets to illustrate the number of applicants that have declared they have an amount remaining from their 2020 GIA contribution. In 2020 all GIA was paid out in full rather than through claim reimbursement. The annual reports from those applicants outline why not all of the grant was utilized and how the applicant intends to spend the remaining amount in 2021.

The Summary of Applications for Electoral Area E and Sub-Regional include a column for Director's Allocation. In prior years, it has been the choice of the Electoral Area Directors to pre-allocate a percentage of the total amount requested from each eligible applicant prior to the allocation meetings. The amounts are calculated using the following principles:

- 75% of the total amount requested is pre-allocated when the amount requested is \$10,000 or less; or
- 50% of the total amount requested is pre-allocated when the amount requested is greater than \$10,000.

All Electoral Area Directors have been sent an electronic copy of the all of the grant applications pertaining to their specific Electoral Area prior to the March 18, 2021 RBAC meeting.

Applications of Note:

1. High School Rodeo of BC (HSRBC) has been highlighted and included as a funding request to each area. HSRBC is a new applicant this year and has a rural membership of 80% inclusive of all the Electoral Areas. Funding is being requested in the amount of \$18,000 to support operational costs to host six rodeo events taking place in the Peace Region in 2021. Section 4.2 of the attached GIA policy, provides the Electoral Directors discretion to consider funding one applicant from all areas when the following applies:
 - 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.

In Electoral Area B and C operating costs are not eligible under GIA. This request is to be used to support hosting events and could be considered operating cost. An option for Electoral Area B and C could be to utilize Fair Share if the Directors wish to fund the request. In Area E and Sub-Regional operating costs are eligible and GIA could be used to support this request. In prior years, HSRBC has received grant funding to host rodeo events Grants to Community Organizations.

2. Prespatou Planning Committee Society is a new applicant and is requesting support of \$100,000 for a community trail project. This project has been previously supported using Regional Recreational Trails Grants-in-Aid program and the applicant was allocated \$38,561.25 in 2019. None of the grant funding has been spent to date. The organization has been working in collaboration with Community Services staff to get this project off the ground working toward getting permits in place and right of ways sorted. An alternate funding option for consideration could be Community Works Gas Tax – Local Roads, Bridges and Active Transportation which can be used for cycling lanes, paths, sidewalks and hiking trails. On March 12, 2020 the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

That a permit to construct a trail in the Ministry of Transportation and Infrastructure right-of-way be applied for on behalf of the Prespatou Planning Committee Society (PPCS) for the Prespatou Trail; further, that a Trail Maintenance Agreement between the Peace River Regional District (PRRD) and the PPCS be drafted for signature prior to the Society beginning trail construction and operations to include any conditions required by either the PRRD or Ministry of Transportation and Infrastructure.

3. Charlie Lake Conservation Society is a new applicant and is requesting funding in the amount of \$9,900 to carry out a monthly algae sampling study. Although this project is not of an arts, recreation, sport or social nature, the society itself is eligible. In Electoral Area C funding from GIA cannot be used to support operational expenses and it will need to be determined if this project is capital in nature. An alternate funding option for this project could be Fair Share.
4. Boreal Centre for Sustainability is requesting a grant in the amount of \$18,921 to assist with a retrofit project of their greenhouse. This organization applied for GIA funding in 2019; however was deemed not eligible as it is not registered in BC as a not for profit society. The organization holds the status as a federally incorporated not for profit. The GIA policy indicates a society must be registered as a not-for-profit but it does not stipulate within BC.

Recommendation 3:

The annual allocation meetings are a key part of the approval process for GIA funds. These meetings are unique in that they bring together each of the eligible applicants and the Electoral Area Directors to distribute grant funding by consensus using a collective and interactive process. They create an opportunity for organizations to work alongside one another to collaborate on how their communities will benefit and support a proactive and cooperative approach to the allocation of grant funds. As demonstrated in the table above, this year the total application amount requested far exceeds the amount of the budgeted commitment for each of the funding areas. When this is the case, the approval process as outlined in Section 4.5 of the attached GIA policy, states:

- 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.

If it is determined meetings will be held in 2021, it will require that three meetings be scheduled for the third week of April, one in the north peace for both Electoral Area B and C, one in the west peace for

Electoral Area E and one in the south peace for Sub-Regional. A location and venue will need to be identified and booked. It will need to be determined how to safely host in-person meetings in a manner that protects everyone in attendance, supports the PRRD COVID Recovery Plan and meets the guidelines set out in the provincial Public Health Order. In accordance with the policy, it is required at least one member from each applicant organization be in attendance at the meetings in order to be considered for a grant allocation. Based on the current number of potentially eligible applicants, each area meeting will require the following number of people to be present at the in-person meeting:

- Area B and C – 21 Attendees (17 applicant representatives, 2 Electoral Area Directors, 2 PRRD Staff)
- Area E – 12 Attendees (9 applicant representatives, 1 Electoral Area Director, 2 PRRD Staff)
- Sub-Regional – 19 Attendees (15 Applicant representatives, 2 Electoral Area Directors, 2 PRRD staff)

An alternate to in-person meetings could be to host meetings electronically. This option has been used by the PRRD to successfully host some public meetings in recent months; however, RBAC needs to consider if the format and the way in which the meetings are carried out is conducive hosting virtual GIA allocation meetings. Electronic meetings will need to be conducted in a manner that will allow for interactive conversation by participants to negotiate and allocate funds as well as allow for staff to record and balance the allocations. Each participant will need to be sent a copy of the agenda and all attendees will need to be able to successfully access the technology required to connect to the meeting and participate.

A further option to consider could be to have grant allocations determined at the April 15, 2021 RBAC meeting. Each Electoral Area Director will be responsible for determining what amount of funding to allocate from GIA or grant from other funding options based on their review of each of the grant applications and the information provided in the Summary of Applications. This is the process that was used to allocate the 2020 GIA contributions.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

¶ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Each Electoral Area Director budgets an annual commitment for the allocation of Recreational and Cultural GIA. The 2021 amounts to be included as a commitment in Recreation and Cultural Facilities Grant, Function 280(F280) and Sub-Regional Recreation, Function 221 (F221), as part of the 2021 Annual Budget are:

- \$178,356 Electoral Area B (F280)
- \$ 51,716 Electoral Area C (F280)
- \$107,463 Electoral Area E (F280)
- \$200,000 South Peace Sub-Regional (F221)

COMMUNICATIONS CONSIDERATION(S):

1. Staff will notify each grant applicant of the Committee's decision regarding the hosting of the 2021 GIA allocation meetings by written correspondence, email and/or by phone and provide details of the Committees decision.
2. Staff will send written correspondence to applicants whose applications are not eligible to be considered for GIA funding.

OTHER CONSIDERATION(S):

None.

Attachments:

1. 2021 Summary of Applications – Area B
2. 2021 Summary of Applications – Area C
3. 2021 Summary of Applications – Area E
4. 2021 Summary of Applications – Sub-Regional
5. Rural Recreational and Cultural GIA Policy 0340-61

2021 Area 4 B Rural Recreational & Cultural GIA - Summary of Applications														FUNDING OPTIONS				
Organization name	Projects	Total Project Cost	Capital Costs	Insurance	Amount Requested	GIA Meeting Recommendation	Directors Recommendation to RBAC	Financial Info	Annual Report	Meets Eligibility	Unused 2020 GIA	Assessment Notes	GIA	PRA/Fair Share	Gas Tax	OTHER	Action Items - Staff	
Cecil Lake Recreation Commission	Building improvements -replace hall siding & soffits upgrade crawl space with radiant heat; new basketball court; chain-link fence, upgrade stage to include storage area	\$ 90,150.26	\$ 82,850.26	\$ 7,300.00	\$ 90,150.26			✓	✓	✓		Meets eligibility; 4 capital projects - Hall improvements \$39,746.28; new basketball court \$24,829.93; chain-link fence \$12,014.10 and storage upgrade \$5,000. Insurance amount includes liability for Board and Directors(\$1615), liability for sports/activities at hall (\$840), and hall insurance(\$4,969); Alternate funding option for capital projects \$81,590 from Gas Tax Recreation Infrastructure and insurance \$7,300 form GIA.	✓		✓			
Goodlow Community Club	Expansion of dug out, Improvements for campsites, roads, drainage, gazebo.	\$ 25,510.00			\$ 25,510.00			✓	✓	✓	\$ 19,710.00	Meets Eligibility; All 2020 GIA remains unused as project was postponed due to restrictions with Covid-19, as well as insufficient funding due to an increase in the building material costs. It is anticipated that this will be used and project completed in fall 2021; Total 2020 GIA allocation \$19,710; Other funding options could be gas tax Recreational infrastructure for improvements to site	✓		✓			
High School Rodeos of BC - New Applicant	2021 Rodeo Events	\$ 18,000.00			\$ 4,500.00			✓	N/A	✓		New Applicant; Meets Eligibility but operational costs are not eligible in Area B per GIA policy; rural membership 80% verified; Combined Membership from ALL Electoral Ares; membership info available upon request; requesting support for operational costs to host 6 rodeos in 2021 at \$3,000 each for total of \$18,000; Total cost per rodeo \$13,000 for a total of \$78,000; Rodeos will be held in Pouce Coupe, Hudson's Hope, Chetwynd and Fort St. John; This organization has not applied to GIA but has been funding from F275 Grants to Community organizations for special events; Option for funding from Fair Share in Area B, all areas could provide funds due to membership and location of events, \$18,000 split 4 ways = \$4,500/area		✓				
Halfway Graham Community Club	Hall Improvements	\$ 2,500.00			\$ 2,500.00			None	✓	✓		Meets Eligibility; all prior grant funds utilized; upgrades include new stairs, weather proof south doors, replace floor vents, electrical covers and part of flooring. Property insurance is paid by PRRD; no financial submitted with application, has been requested, treasurer will work on it.	✓					
King's Valley Christian Camp	Improvement, purchase of capital equipment and insurance	\$ 40,234.07	\$ 40,234.07	\$ 12,122.00	\$ 40,234.07			✓	✓	✓		Meets Eligibility - all prior year grant funds used; capital improvements and insurance requested, very high insurance costs - breakdown of insurance costs listed in budget. Potential funding options - PRA/Fair Share	✓	✓				
Montney Recreation Commission	Insurance; new picnic tables; improvements at church	\$ 19,312.00	\$ 16,150.00	\$ 3,162.00	\$ 19,312.00			✓	✓	✓		Meets Eligibility; major improvements scheduled for Montney church, quotes provided; All prior year grant funds utilized.	✓					
North Peace 4 H District Council	Insurance Costs	\$ 800.00		\$ 800.00	\$ 800.00			✓	✓	✓	\$ 3,172.00	Meets Eligibility; Only requesting support for liability insurance; Was not able to complete panel project due to PRRD guidelines restricted access per Covid-19; Travel grant for participants to attend PNE not used due to non-essential travel no PNE held in 2020; Panel project will be completed in June 2021; Unused portion of 2020 GIA will go to complete projects and travel to PNE if it goes ahead; Total 2020 GIA \$3,900	✓					
North Peace Fair	Expansion of Adeline Kelly Building and begin upgrades to road system at fair grounds.	\$ 55,900.00	\$ 50,932.00	\$ 2,600.00	\$ 27,950.00			✓	✓	✓	\$ 941.50	Funding split 50/50 with Area C; Meets Eligibility, large capital request; Granted 2020 AGM extension by Society Act, Last AGM Nov 2, 2019 must hold 2020 AGM by March 31, 2021 Annual Report must be filed by April 30, 2021 or society will be non-compliant; total budget calculated based on quotes, property insurance paid by PRRD; Unused 2020 GIA will be used to begin accessibility improvement plan and upgrades in kitchen and bathrooms, Total 2020 GIA \$6600; Area B Gas Tax has been allocated to conduct a condition assessment being completed through Community Services Dept. Funding option, Gas Tax - Tourism Infrastructure or Sport Infrastructure	✓		✓			
North Peace Historical Society	Restoration of Allen Homestead House Interior	\$ 16,000.00	\$ 8,000.00		\$ 8,000.00			✓	✓	✓		Funding split 50/50 with Area C; Meets eligibility criteria; quotes included for costs over \$3,000; all prior year funds utilized; Alternate funding option, Gas Tax Cultural Infrastructure	✓		✓			
Osborn Community Hall	Insurance Costs	\$ 958.00		\$ 958.00	\$ 958.00			✓	Blank	Not Compliant		Eligibility in question - Society is not in compliance with Societies Act for failing to file Annual report; No AGM held since Dec 2019; no financials, no Annual Report, Osborn is working with BC Registrar to correct non compliance issue; all prior year GIA used; property insurance paid by PRRD	✓					
Prespatou Planning Committee Society - New Applicant	Community Walking Trail	\$100,000	\$100,000		\$ 100,000.00			None	N/A	✓		New Applicant; Meets eligibility as outlined in policy. Application has no supporting documentation requested not yet received; Same project that has already received a grant of \$38,561.25 in 2019 from Trails GIA, PRRD Community Services Dept. has been working on with the society to get project on track with ROW, bylaws, permits; BRD direction from Mar 12, 2020 - That a permit to construct a trail in the MoTi RoW on behalf of the Prespatou Planning Community Society be applied for; further that a Trail Maintenance Agreement between the PRRD and the PPCS be drafted for signature prior to the PPCS beginning trail construction & operations to incl any conditions required by either the PRRD or the MoTi. Status of this project moving ahead is dependent on bylaws, engineers, and further BRD direction. Applicant has already been fund from Trails GIA and could continue to seek grants to ensure not double dipping; Funding Option - Trails GIA, Gas Tax Local Roads, Bridges, and Active Transportation			✓	Trails GIA		
Rock of Ages Bible Camp	Insurance, purchase generator, general improvements	\$ 21,960.00	\$ 18,160.00	\$ 3,800.00	\$ 21,960.00			✓	✓	✓	\$ 8,800	Meets Eligibility; Improvements include boys washroom upgrade, sidewalks, gazebo floor and bleachers; Unused 2020 GIA \$8,800 due to cost of cooler and range under budget, will be carried forward for use in 2021; Total 2020 GIA was \$21,100	✓					
Rose Prairie Community Curling Centre	Replace two exterior doorways - One main entrance door and fire exit.	\$ 18,015.20	\$13,815	\$ 4,200.00	\$ 17,385.00			✓	✓	✓		Meets eligibility criteria; current exterior doorways do not work properly or safely, need replacing; Applying for project cost and insurance; All 2020 projects completed, all grant funds used; facility continues to be well supported by community; Alternate Funding option, Gas Tax Recreation Infrastructure	✓		✓			
Wonowon Horse Club	New sound system; improvements to race track, bleachers, new outdoor shelter area	\$ 50,375.75	\$50,376	\$ 1,549.00	\$ 50,375.75			✓	N/A	✓		Meets Eligibility; capital purchases and improvements for the facility; Funding options Gas Tax Recreation Infrastructure	✓		✓			
		\$ 409,339.53	\$ 380,517.08	\$ 34,942.00	\$ 409,635.08	\$ -	\$ -											

Director's Annual Commitments	Amount Requested	GIA Meeting Amount	Directors Recommendation
NP 4-H District Council	\$ 1,000.00		
Area B Bursary & Scholarship (\$1,000 each)	\$ 2,000.00		
Youth Travel	\$ 1,500.00		
Totals	\$ 4,500.00	\$ 409,635.08	\$ -

REQUESTED Amounts <DATE>		
Total Fund	\$	178,356.00
Total COMMITTED	\$	4,500.00
Total Available	\$	173,856.00
Less Amount Requested	\$	409,635.08
Total	-\$	235,779.08

Note: North Peace Fall Fair, North Peace Historical funded by both Area B & C (50%)

2021 Area C Rural Recreational & Cultural GIA - Summary of Applications												FUNDING OPTIONS					
Organization Name	Projects	Total Project Cost	Capital Costs	Insurance Cost	Amount Requested	GIA Meeting Recommendation	Director's Recommendation to RBAC	Financial Info	Annual Report	Meets Eligibility	Unused 2020 GIA	Assessment Notes	GIA	PRA/Fair Share	Gas Tax	OTHER	Staff Action Items
Charlie Lake Conservation Society - New Applicant	Study - Monthly Algae Sampling	\$ 9,964.67			\$ 9,900.00			✓	N/A	In part		New Applicant; Eligibility Review- applicant is rural registered not-for-profit but does not provide recreation, arts, sports and/or social activities to community at large; promotes awareness and understanding of environmental management of Charlies and its watershed, very similar to Moberly Lake Community Association and Swan Lake Enhancement Society both receive funding from Rec & Cult GIA; Requesting funding to carry out a study on algae. Funding Option - PRA/Fair Share		✓			
Charlie Lake School Parent Advisory Council	Playground for Charlie Lake Elementary School	\$ 133,601.10			\$ 15,000.00			✓	N/A	No		Does Not Meet Eligibility - RBAC funding policies state PACs are not eligible to receive funding from Recreational & Cultural GIA (page 19), registered charity is not-profit but not a registered society; does not provide recreation, arts, sports or social activities that serve the rural community at large but supports rural school population w/primary benefit to school community; Total budget for project includes 15% contingency of \$17,426.23; Major capital project. Funding could be considered from Fair Share or PRA provided request meets the criteria outlined in the RBAC funding policies (page 19) for PACs		✓			
High School Rodeos of BC - New Applicant	2021 Rodeo Events	\$ 18,000.00			\$ 4,500.00			✓	N/A	✓		New Applicant; Meets eligibility but operational costs are not eligible in Area C per GIA policy; rural membership 80% verified; Combined Membership from ALL Electoral Ares; membership info available upon request; requesting support to assist with operational costs to host 6 rodeos in 2021 at \$3,000 each for total of \$18,000; Total cost per rodeo \$13,000 for a total of \$78,000; Rodeos will be held in Pouce Coupe, Hudson's Hope, Chetwynd and Fort St. John. This organization has not applied to GIA but has been funding from F275 Grants to Community organizations for special events; Option for funding from Fair Share in Area C, all areas could fund due to membership and location of events, \$18,000 split 4 ways = \$4,500/area		✓			
Lake point Golf & Country Club	Rebuild of retaining wall and patio flooring	\$ 26,280.00	\$ 26,280.00		\$ 26,280.00			✓	N/A	✓		Meets Eligibility - projects are capital improvements, quotes provided. Funding options PRA/Fair Share or Gas Tax Sports or Recreation Infrastructure	✓	✓	✓		
North Peace Fall Fair	Expansion of Adeline Kelly Building and begin upgrades to road system at fair grounds.	\$ 55,900.00	\$ 50,932.00	\$ 2,600.00	\$ 27,950.00			✓	✓	✓	\$ 941.50	Funding split 50/50 with Area B; Meets Eligibility, large capital request; Granted 2020 AGM extension by Society Act, Last AGM Nov 2, 2019 must hold 2020 AGM by March 31, 2021 Annual Report must be filed by April 30, 2021 or society will be non-compliant; total budget calculated based on quotes, property insurance paid by PRRD; Unused 2020 GIA will be used to begin accessibility improvement plan and upgrades in kitchen and bathrooms, Total 2020 GIA \$6600; Area B Gas Tax has been allocated to conduct condition assessment being completed through Community Services Dept., Funding option, Gas Tax - Tourism Infrastructure or Sport Infrastructure	✓		✓		
North Peace Historical Society	Restoration of Allen Homestead House Interior	\$ 16,000.00	\$ 8,000.00		\$ 8,000.00			✓	✓	✓		Funding split 50/50 with Area C; Meets eligibility criteria; quotes included for costs over \$3,000; all prior year funds utilized; Funding option, Gas Tax Cultural Infrastructure	✓		✓		
		\$ 259,745.77	\$ 85,212.00	\$ 2,600.00	\$ 91,630.00	\$ -	\$ -										

Director's Annual Commitments		Amount Requested	GIA Meeting Amount	Director Recommendation
Area C Scholarship (2 @ \$1,000 each)	\$	2,000.00		
Youth Travel	\$	1,000.00		
Totals	\$	3,000.00	\$ 91,630.00	\$ -

REQUESTED Amounts DATE	
Total Fund	\$ 51,716.00
Total COMMITTED	\$ 3,000.00
Total Available	\$ 48,716.00
Less Amount Requested	\$ 91,630.00
Total	=\$ 42,914.00

Note: North Peace Fall Fair, North Peace Historical funded by both Area B & C (50%)

2021 Area E Rural Recreational & Cultural GIA - Summary of Applications													FUNDING OPTIONS					
Organization name	Projects	Total Project Cost	Capital Costs	Insurance Cost	Amount Requested	Director's Allocation*	GIA Meeting Recommendation	Director's Recommendation to RBAC	Financial Info	Annual Report	Meets Eligibility	Unused 2020 GIA	Assessment Notes	GIA	PRA/Fair Share	Gas Tax	OTHER	Staff Action Items
Boreal Centre for Sustainability	Greenhouse Retrofit Project	\$ 18,921.00			\$ 18,921.00	\$ 9,460.50			✓	✓	Federally Incorporated Non Profit		EligibilityReview - not registered with BC Registrar of Societies as non-profit, holds federal incorporation as non profit; Rural Rec & Cultural Policy only indicates society has to be registered does not stipulate in BC; did not apply in 2020, applied in 2019 received funding from PRA as was not BC registered, did not apply in 2020; remaining funds of \$500 are from 2019 PRA Grant (\$5,150);	✓				
Chetwynd & District Rod & Gun Club	New Grounds/trap equipment, security system and safety lighting installation, Operating cost for hydro, insurance and phone.	\$ 38,547.19	\$ 27,407.20	\$ 3,235.00	\$ 38,547.19	\$ 19,273.60			✓	✓	✓		Meets Eligibility, Society status indicates issue with proceeding with filings, system issue and group is working with BC Registrar to correct problem, does not deem society non-compliant, last AGM was Feb 2020; requesting some capital (related to upkeep of grounds) and operational costs, All prior year grant funds used; Annual report indicates \$10,445.41 is gas tax grant funds. Other funding for capital costs Fair Share or Gas Tax Recreation Infrastructure	✓	✓	✓		
Foothills Team Roping	Panels - Corral System, purchase grapple attachment for tractor	\$ 15,000.00	\$ 14,750.00	\$ 500.00	\$ 15,000.00	\$ 7,500.00			✓	✓	✓	\$ 136.25	Meets Eligibility; funding will be used to continue working on fencing and corral project started in 2020; Unused 2020 GIA \$136.25 will be used for put towards 2021 project; Total 2020 GIA \$12,500	✓				
High School Rodeos of BC - New Applicant	2021 Rodeo Events	\$ 18,000.00			\$ 4,500.00	\$ 4,500.00			✓	N/A	✓		New Applicant; Meets Eligibility; rural membership 80% verified; Combined Membership from ALL Electoral Ares; membership info available upon request; requesting support for 6 rodeos in 2021 at \$3,000 each for total of \$18,000; Total cost per rodeo \$13,000 for a total of \$78,000; Rodeos will be held in Pouce Coupe, Hudson's Hope, Chetwynd and Fort St. John. This organization has not applied to GIA but has been funding from F275 Grants to Community organizations for special events; Option for funding GIA or Fair Share, all areas could participate due to location of events and membership, \$18,000 split 4 ways = \$4,500/area.	✓	✓			
Little Giant Figure Skating	Operational Costs - Ice Rental Fees, skate program and carnival supplies	\$ 34,150.79		\$ 2,200.00	\$ 15,000.00	\$ 7,500.00			✓	✓	✓		Meets Eligibility; prior year grant funds utilized; Not requesting support for insurance costs.	✓				
Little Prairie Heritage Society	Repairs/Renovations to multiple museum buildings, purchase computer and events tent	\$ 12,839.38		\$ 2,200.00	\$ 9,982.73	\$ 7,487.05			✓	✓	✓	\$ 1,084.00	Meets Eligibility; Unused 2020 GIA will be used to support repairs and maintenance in 2021; Total 2020 GIA \$3,100; Other funding option for improvements could be Gas Tax Cultural Infrastructure	✓		✓		
Moberly Lake Community Association	General Operating costs	\$ 8,566.02		\$ 1,550.00	\$ 4,200.00	\$ 3,150.00			✓	✓	✓	\$ 1,616.25	Meets Eligibility; Insurance amount includes liability at \$950 and building at \$600; Unused 2020 GIA will go towards lighting project to be completed in 2021 due to delay of contractor in 2020; Total 2020 GIA \$3,900	✓				
Pine Valley Exhibition Park	Skid Steer and Outdoor Arena Rebuild	\$ 265,011.15	\$265,011.15	\$ 2,880.00	\$ 265,011.15	\$ 132,505.58			✓	✓		\$12,694.60	Meets Eligibility; large capital project request; letter of support from Dist. Chetwynd and Saulteau First Nations for project; Unused 2020 GIA not used due to pandemic will be used in 2021; total GIA was \$12,694.60. Other funding option Gas tax Sport or Recreation Infrastructure	✓		✓		
Pine Valley Seniors	Operational Costs	\$ 21,022.15		\$ 2,858.00	\$ 12,834.01	\$ 6,417.01			✓	✓	✓		Meets Eligibility; requesting funding to cover operational costs due to shortfall as a result of COVID-19 restrictions; all prior year grant funds used	✓				
Sagitawa Christian Camping Society	Archery Pole Shed	\$ 40,325.00	\$ 40,325.00		\$ 40,325.00	\$ 20,162.50			✓	✓	✓		Meets Eligibility; all prior year grant funds utilized; Funding Option - Fair Share, PRA	✓	✓			
		\$ 453,461.68	\$307,168.35	\$ 15,423.00	\$ 424,321.08	\$ 208,495.72	\$ -											

Director's Annual Commitments	Amount Requested	Director Recommendation	GIA Meeting Recommendation
Area E Bursaries (2 @ \$500 each)	\$ 1,000.00		
Youth Travel	\$ 1,500.00		
Totals	\$ 2,500.00	\$424,321.08	\$ 208,495.72

REQUESTED Amounts March 19, 2020		
Total Fund	\$ 107,463.00	
Total COMMITTED	\$ 2,500.00	
Total Available	\$ 104,963.00	
Less Director's Recommendation	\$ 424,321.08	Note Director's Allocation
Total	-\$ 319,358.08	

* (75% for \$10k and under, 50% for over \$10k)

2021 Sub-Regional Rural Recreational & Cultural GIA - Summary of Applications													FUNDING OPTIONS					
Organization Name	Projects	Total Project Cost	Capital Costs	Insurance Cost	Amount Requested	Director's Allocation**	GIA Meeting Recommendation	Director's Recommendation to RBAC	Financial Documents	Annual Report	Meets Eligibility	Unused 2020 GIA	Assessment Notes	GIA	PRA/Fair Share	Gas Tax	OTHER	Staff Action Items
Bessborough Community Club	Operating Costs - insurance, hydro, water, gas; Replace doors	\$ 8,000.00		\$ 3,500.00	\$ 8,000.00	\$ 6,000.00			✓	✓	✓		Meets Eligibility; all prior year funding utilized; applying for utilities, insurance and cost to replace doors	✓				
Cutbank Community Club	General Operating Costs and upgrades to cistern/propane site	\$ 20,000.00		\$ 6,561.00	\$ 20,000.00	\$ 10,000.00			✓	✓	✓		Meets Eligibility; all prior year funding utilized; Applying for operational costs; Grant Revenue includes FCC \$23,000 - Exterior/Addition project to be completed spring 2021, 2020 GIA \$19,880 for operations and \$30,632 from Gas Tax grant for Exterior Facade improvements (completed).	✓				
DC Sportsman's Club	Operational costs and youth programs	\$ 51,000.00		\$ 12,500.00	\$ 51,000.00	\$ 25,500.00			✓	✓	✓		Meets Eligibility; all prior year grant funds spent; Insurance cost includes \$2,700 for property, annual upkeep for youth programs - archery to replace targets, gun repair, Shotgun range increase in usage due to COVID-19 as easy to social distance, increase maintenance cost for clay birds, shot shells and machine repairs.	✓				
DC Youth Centre/The ARK	Operational Costs	\$ 78,529.06		\$ 6,200.00	\$ 15,000.00	\$ 7,500.00			✓	✓	✓		Meets Eligibility; all prior year funds utilized	✓				
Doe River Recreation Commission	Insurance, Utilities, general upkeep at hall; Rodeo grounds projects - fencing and clean up.	\$ 28,250.00	\$ 5,400.00	\$ 8,200.00	\$ 15,019.29	\$ 7,509.65			✓	✓	✓		Meets Eligibility; all prior year funding was utilized; rodeo grounds projects, DVD and storage projects were applied for last year but not completed due to lack of grant funds, seeking grant funds to complete this year. Insurance increase (approx. 27%) from \$5975 in 2020 to \$8200 in 2021.	✓				
Farmington Community Association	Operating Costs	\$ 21,650.00		\$ 3,500.00	\$ 15,000.00	\$ 7,500.00			✓	✓	✓		Meets Eligibility; all prior year GIA utilized; applying for operational expenses only.	✓				
Groundbirch Recreation Commission	Insurance	\$ 2,300.00		\$ 2,300.00	\$ 2,300.00	\$ 1,725.00			✓	✓	✓		Request to assist with insurance costs; all prior year grant funds utilized; Applicant indicates insurance increase from \$2,110 to \$2,300 in 2021.	✓				
Hats N Chaps Gymkhana Society	Construction of Livestock handling pens, improvements to alley ways, purchase of sand	\$ 55,896.00	\$ 36,000.00	\$ 2,100.00	\$ 36,000.00	\$ 18,000.00			✓	N/A	✓		Meets Eligibility; no annual report did not apply in 2020; requesting funding for capital improvements of gymkhana facility; Other funding for capital project for pens Gas Tax Sports or Recreational Infrastructure.	✓		✓		
High School Rodeos of BC - New Applicant	2021 Rodeo Events	\$ 18,000.00			\$ 4,500.00	\$ 4,500.00			✓	N/A	✓		New Applicant; Meets Eligibility; rural membership 80% verified; Combined Membership from ALL Electoral Ares; membership info available upon request; requesting support for 6 rodeos in 2021 at \$3,000 each for total of \$18,000; Total cost per rodeo \$13,000 for a total of \$78,000; Rodeos will be held in Pouce Coupe, Hudson's Hope, Chetwynd and Fort St. John. This organization has not applied to GIA but has been funding from F275 Grants to Community organizations for special events; Option for funding GIA or Fair Share, all areas could participate due to location of events and membership, \$18,000 split 4 ways = \$4,500/area.	✓	✓			
McLeod Recreation & Social Services Society	Operational costs, maintenance and upkeep, Zamboni building	\$ 42,629.22	\$ 13,614.22	\$ 1,370.00	\$ 15,585.35	\$ 7,792.68			✓	✓	✓	\$12,369.70	Meets Eligibility, Plans to use 2021 GIA for utilities, insurance, internet, general maintenance remaining will go towards building for Zamboni; Unused 2020 GIA carried over due to projects not completed per Covid-19 & restrictions; Total 2020 GIA \$20,795.70; Other funding for capital costs Gas Tax Recreation infrastructure	✓		✓		
Rolla Ratepayers Association	Insurance - hall, grounds, directors; utilities, grounds maintenance	\$ 19,300.00		\$ 9,551.07	\$ 19,300.00	\$ 9,650.00			✓	✓	✓	\$ 1,127.52	Meets Eligibility, Income reported on 2020 statement is primarily from PRRD; requesting grant funding for grounds insurance; \$1,127.52 not used from 2020 GIA as work not completed on bathrooms; plan to finish in 2021; Total 2020 GIA \$20,500	✓				
Sunset Prairie Recreation Commission	Operational Costs	\$ 11,575.00		\$ 8,000.00	\$ 11,500.00	\$ 5,750.00			✓	✓	✓	\$15,267.11	Meets Eligibility; applying for operational costs, Unused 2020 GIA will be carried forward in hope to use for 2021 Kiskatinaw Fall Fair Aug 6-8, 2021; Total 2020 GIA \$23,410.44	✓				
Swan Lake Enhancement Society	Wildlife signage at park	\$ 800.00		\$ 2,308.00	\$ 800.00	\$ 800.00			✓	✓	✓		Meets Eligibility; all prior year grant funds utilized. Applicant is not requesting funds to assist with insurance.	✓				
Tomslake Community Cultural Association	General Operating costs including insurance	\$ 5,000.00		\$ 3,200.00	\$ 5,000.00	\$ 3,750.00			✓	✓	✓	\$ 1,134.51	Meets eligibility; Activities at hall limited by Covid-19 and provincial restrictions; 2020 grant funds used to support insurance, maintenance and installation of cell phone booster; Unused 2020 GIA will support 2021 operating costs, total 2020 GIA \$6,000.	✓				
Tomslake & District Recreation Commission	General Operating cost and upkeep for existing facilities	\$ 16,000.00		\$ 3,692.00	\$ 16,000.00	\$ 8,000.00			✓	✓	✓		Meets Eligibility; All 2020 GIA utilized; All projects completed; intended to build more picnic tables at Sudeten Park but plans were limited by Covid-19.	✓				
Tupper Community Club	General Operating Costs	\$ 16,000.00		\$ 5,000.00	\$ 12,000.00	\$ 6,000.00			✓	✓	✓	\$ 3,515.00	Meets eligibility; Hall did not require as much upkeep or utilities was not being used due to Covid-19; Unused 2020 grant funds will be carried forward to assist with 2021, total 2020 GIA \$18,000.	✓				
		\$ 394,929.28		\$ 77,982.07	\$ 247,004.64	\$ 129,977.32	\$ -											

Director's Annual Commitment	Amount Requested	Directors Recommendation	GIA Meeting Recommendation
Sub-Reg. Trades Bursary & Scholarship (\$1,500 each)	\$ 3,000.00		
Youth Travel	\$ 1,500.00		
Totals	\$ 4,500.00	\$ 247,004.64	\$ 129,977.32

REQUESTED Amounts March 19, 2020		Note Director's Allocation
Total Fund	\$ 200,000.00	
Total COMMITTED	\$ 4,500.00	
Total Available	\$ 195,500.00	
Less Director's Recommendation	\$ 247,004.64	
Total	\$ -51,504.64	

* [75% for \$10k and under, 50% for over \$10k]

**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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REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-065

From: Teri Vetter, Chief Financial Officer

Date: March 18, 2021

Subject: February 2021 Financial Report

RECOMMENDATION:

That the Rural Budgets Administration Committee receive the report titled "February 2021 Financial Report – FN-RBAC-065", which provides reserve balances, 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				February 2021		K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total Fair Share	
January 1, 2021 opening balance						1,620,628.23	1,228,962.31	3,250,869.19	2,868,738.97	8,969,198.70	
Total interest earned						763.50	578.98	1,531.53	1,351.50	4,225.51	
										-	
COMMITMENTS				Date Committed	Commitment Amount	Previous Yrs. Payments	Fair Share Payments This Year				Remaining Commitment
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 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	-					-	
										-	
				529,639.38		211,484.51	-	10,000.00	-	308,154.87	
Area D										-	
Dave Mitchell & Assoc; Fire Protection Feas.				Mar 15, 2018	6,750.00	6,700.00				50.00	
Dawson Creek Sportsman's Club; Indoor Range Expansion				Jun 18, 2015	80,000.00					80,000.00	
Electrical Extension Grants				Ongoing						-	
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	
Village of Pouce Coupe; Fire Hall Engineered Design Funding				Feb 18, 2021	25,000.00					25,000.00	
										-	
				1,275,650.00		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							1,621,391.73	1,219,541.29	3,252,400.72	2,870,090.47	8,963,424.21
Total Remaining Commitment							787,990.88	308,154.87	1,146,559.74	782,874.71	3,025,580.20
Balance After Remaining Commitments							833,400.85	911,386.42	2,105,840.98	2,087,215.76	5,937,844.01
				Area B	Area C	Area D	Area E				

Community Works (Gas Tax) Commitments			February 2021	K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2021 opening balance				597,303.38	1,779,198.43	1,694,511.51	1,672,166.28	5,743,179.60
Total Interest Earned				281.40	838.20	798.31	787.78	2,705.69
Subscription								-
COMMITMENTS		Date Committed	Commitment Amount	Previous Yrs. Payments	Payments made from October 1, 2020			Remaining Commitment
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 Soc.; Ventilation/Dehumidification System		Feb 20, Apr 16, Jun 18/20; Feb 18/21	175,000.00					175,000.00
Legal Fees; Community Group Property Transfer		Jan 21, 2021	5,000.00					5,000.00
								-
			273,832.00	51,726.51	-			222,105.49
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				597,584.78	1,780,036.63	1,695,309.82	1,672,954.06	5,745,885.29
Total Remaining Commitment				222,105.49	78,987.66	904,772.87	65,797.60	1,271,663.62
Balance After Remaining Commitments				375,479.29	1,701,048.97	790,536.95	1,607,156.46	4,474,221.67
				Area B	Area C	Area D	Area E	

BCR/PRA Commitments		February 2021	Area B	Area C	Area D	Area E	Total BCR/PRA
2021 Opening Balance			48,436.93	39,975.86	17,781.58	38,530.46	144,724.83
Interest			22.82	18.83	8.38	18.15	68.18
Commitments Remaining							
Arras Fire Brigade; Prespatou Mtg Appreciation CLFD; Hose Lay Competition Banquet			500.00	65.87			
Total Commitments			500.00	65.87	-	-	565.87
2021 Expenditures							
Total Expenditures			-	-	-	-	-
Month End GL Balance			48,459.75	39,994.69	17,789.96	38,548.61	144,793.01
Balance available			47,959.75 Area B	39,928.82 Area C	17,789.96 Area D	38,548.61 Area E	144,227.14

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; Beaton 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 February 28, 2021

RESERVE

Reserve Fund	Balance	2020 Interest	Reserve Fund	Balance	2020 Interest
911 Emergency Capital	\$ 328,904.59	\$ 3,519.40	Harp/Imp Sewer Capital	\$ 27,013.63	221.27
*BCR/PRA	\$ 144,793.01	\$ 1,930.05	Harp/Imp Sewer Operating	\$ 24,514.84	199.38
Buick Creek Arena Capital	\$ 224,638.47	\$ 2,734.76	Human Resources Operating	\$ 307,708.11	577.99
Buick Creek Arena Operating	\$ 90,033.02	\$ 1,076.27	Information System Plan	\$ 288,690.62	3,700.62
Building	\$ 1,270,004.13	\$ 15,295.06	Information Tech Operating	\$ 67,007.94	125.87
Charlie Lake Fire Capital	\$ 312,480.22	\$ 11,170.54	Insurance	\$ 501,455.53	6,427.96
Charlie Lake DCC	\$ 280,898.07	\$ 3,600.72	Kelly Lake Comm Ctr. Operating	\$ 27,533.93	352.96
Charlie Lake Fire Operating	\$ 78,423.56	\$ 498.99	Kelly Lake Comm Ctr. Capital	\$ 47,968.01	448.76
Charlie Lake Sewer Capital	\$ 667,882.16	\$ 6,847.82	Kelly Lake Sewer Capital	\$ 12,097.04	155.07
Charlie Lake Sewer Operating	\$ 103,732.85	\$ 1,329.70	Kelly Lake Sewer Operating	\$ 21,772.41	348.69
CL Sewer Treatment/Disposal	\$ 367,230.55	\$ 4,707.38	Landfill Closure	\$ 1,452,085.53	\$ 16,447.56
CL Waste Water Truck Facility	\$ 595,074.60	\$ 6,187.50	Med. Health Care Scholarship	\$ 105,994.83	\$ 1,358.70
Chetwynd Arena Capital	\$ 2,074,391.44	\$ 24,352.56	Moberly Lake Fire Capital	\$ 23,985.97	\$ 283.32
Chetwynd Leis Ctr Capital	\$ 2,488,211.89	\$ 28,260.16	North Pine TV	\$ 26,738.25	\$ 413.40
Chilton Sewer Capital	\$ 34,863.62	\$ 446.89	NP Leisure Pool Building Repl	\$ 3,730,966.46	\$ 47,825.74
Chilton Sewer Operating	\$ 30,223.51	\$ 387.43	NP Leisure Pool Capital	\$ 2,286,563.27	\$ 27,576.18
Clearview Arena Operating	\$ 91,723.93	\$ 1,175.77	*Peace River Agreement	\$ 7,960,069.16	\$ 128,116.84
*Community Works (Gas Tax)	\$ 5,745,885.29	\$ 79,160.93	Peace River Agreement Cmte	\$ 1,067,250.75	\$ 13,680.65
Covid Operating	\$ 624,539.09	\$ -	Regional Parks Capital	\$ 126,369.45	\$ 1,367.58
DC/PC Fire Capital	\$ 235,669.28	\$ 2,200.44	Regional Parks Operating	\$ 48,740.80	\$ 624.79
Election	\$ 99,147.35	\$ 1,098.71	Rolla Creek Dike Operating	\$ 162.56	\$ 2.08
Emergency Plan Operating	\$ 299,212.40	\$ 3,759.03	Rolla Sewer Capital	\$ 10,558.00	\$ 135.32
*Fair Share	\$ 8,963,424.21	\$ 118,607.90	Rolla Sewer Operating	\$ 7,628.98	\$ 97.79
Feasibility	\$ 355,099.33	\$ 4,098.24	*Rural (Loan Fund)	\$ 4,177,376.79	\$ 53,048.81
Financial Services Operating	\$ 115,379.29	\$ 216.72	*Rural Fringe	\$ 1,199,841.05	\$ 15,380.26
Friesen Sewer Capital	\$ 13,883.90	\$ 145.23	Solid Waste Capital	\$ 3,429,598.86	\$ 80,076.68
Friesen Sewer Operating	\$ 21,133.11	\$ 249.59	Solid Waste Operating	\$ 1,102,050.58	\$ 14,044.82
FSJ Airport Sewer Capital	\$ 73,302.61	\$ 803.77	Sub-Regional Recreation	\$ 170,665.82	\$ 1,886.86
FSJ Airport Sewer Operating	\$ 52,238.40	\$ 669.63	Tomslake Fire	\$ 39,075.35	\$ 320.65
FSJ Airport Water Capital	\$ 39,547.76	\$ 321.10	Vehicle (Fleet)	\$ 151,095.36	\$ 3,763.97
FSJ Airport Water Operating	\$ 30,262.11	\$ 387.91			
Green "Carbon" Project	\$ 108,644.06	\$ 919.67			
			TOTAL	\$ 54,403,457.69	\$ 745,170.44

*Colour highlighted items are RBAC delegated and have corresponding worksheets attached if unpaid commitments apply.

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 - Did not claim, Rtn to funding area November 30, 2020	1,500	0	
2019	Rory Todd	1,500	0	28-May-20
2018	Prestin Sorken	1,500	0	28-Sep-18
2018	Connor Riley	1,500	0	5-Dec-18
2017	Taylor Schweitzer	1,500	0	13-Jul-18
2017	Nadia Richer	1,500	0	16-Aug-18
TOTAL		12,000	0	



Rural Budgets Administration Committee

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