



# PEACE RIVER REGIONAL DISTRICT

## Rural Budgets Administration Committee Meeting Revised Agenda

April 22, 2021, Immediately Following EADC  
1981 Alaska Avenue, Dawson Creek, BC

---

	Pages
<b>1. CALL TO ORDER</b>	
1.1. Meeting Chair - Director Rose	
<b>2. DIRECTORS' NOTICE OF NEW BUSINESS</b>	
<b>3. ADOPTION OF AGENDA</b>	
<b>4. GALLERY COMMENTS OR QUESTIONS</b>	
<b>5. ADOPTIONS OF MINUTES</b>	
5.1. Rural Budgets Administration Committee Draft Meeting Minutes of March 18, 2021	3
<b>6. BUSINESS ARISING FROM THE MINUTES</b>	
<b>7. DELEGATIONS</b>	
<b>8. CORRESPONDENCE</b>	
8.1. UBCM Membership	8
8.2. DC Sportsmans Club	11
*8.3. NCLGA Membership	15
<b>9. REPORTS</b>	
9.1. Grant Request – Dawson Creek Public Library, FN-RBAC-067	16
9.2. Grant Request – North Peace Ride for the Disabled Association, FN-RBAC-069	26
9.3. Grant Request – Northern Environmental Action Team – Northern Co-Hort, FN-RBAC-072	34
9.4. Grant Request – Tumbler Ridge Museum Foundation, FN-RBAC-074	45
9.5. Grant Request – Tumbler Ridge Global Geopark Society, FN-RBAC-075	57

9.6.	2021 Area B Recreational and Cultural Grants-in-Aid –Allocations for Ratification, DR-RBAC-005	83
9.7.	2021 Area C Recreational and Cultural Grants-in-Aid – Allocations for Ratification, DR-RBAC-003	87
9.8.	2021 Area E Recreational and Cultural Grants-in-Aid – Allocations for Ratification, DR-RBAC-004	90
9.9.	2021 Sub Regional Recreational and Cultural Grants-in-Aid – Allocations for Ratification, DR-RBAC-006	93
9.10.	Release of Funds - Unclaimed Recreational and Cultural Grants-in-Aid for Chetwynd Horse Club, FN-RBAC-070	96
9.11.	COVID-19 Safe Re-Start Grant Funding, FN-RBAC-076	130
9.12.	COVID-19 Safe Re-Start Grant-in-Aid Policy, FN-RBAC-077	135
9.13.	March 2021 Financial Report, FN-RBAC-068	140
<b>10.</b>	<b>DISCUSSION ITEMS</b>	
10.1.	FCM 2021 Conference	148
<b>11.</b>	<b>NEW BUSINESS</b>	
*11.1.	Grant-in-Aid 2021	
*11.2.	Grant-in-Aid - Community Groups Grant Allocations	
<b>12.</b>	<b>DIARY</b>	
12.1.	Diary Items	159
<b>13.</b>	<b>ITEM(S) FOR INFORMATION</b>	
13.1.	RBAC Establishing Bylaw	160
<b>14.</b>	<b>ADJOURNMENT</b>	



## PEACE RIVER REGIONAL DISTRICT

### RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, MARCH 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  
Jeff McDonald, Communications Manager (*Via Zoom*)  
Hunter Rainwater, Recorder

**1. CALL TO ORDER** The Chair called the meeting to order at 1:44 pm.

#### 2. DIRECTORS' NOTICE OF NEW BUSINESS

#### 3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee adopt the March 18, 2021 Meeting Agenda:

##### 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 February 18, 2021  
5.2. Special Rural Budgets Administration Committee Draft Meeting Minutes of March 4, 2021

##### 6. Business Arising from the Minutes

##### 7. Delegations

##### 8. Correspondence

8.1. South Peace Sub Regional Rural Trades Bursary and Academic Scholarship

##### 9. Reports

9.1. Pouce Coupe RCMP Office Set Up, CS-RBAC-021  
9.2. Rural Fringe Fund, FN-RBAC-061  
9.3. Sub-Regional Recreation Insurance Reserve, FN-RBAC-062  
9.4. Insurance Reserve, FN-RBAC-064

(Continued on next page)



Adoption of Agenda  
(Continued)

- 9.5. Rural Loan Fund Scenarios, FN-RBAC-063
- 9.6. Rural Recreational and Cultural Grants-in-Aid – 2021 Eligibility Review, FN-RBAC-066
- 9.7. February 2021 Financial Report, FN-RBAC-065

**10. Discussion Item(s)**

**11. New Business**

**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

Feb 18/20 RBAC  
Minutes

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee adopt the February 18, 2021 Meeting  
Minutes.

**CARRIED**

**ERRORS / OMISSIONS**

MOVED Director Goodings, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee return the remaining unclaimed grant  
from the original \$2,500, 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, back  
in the Area B, BC Rail Fund upon verification that the Wonowon Horse Club has paid their  
bill for the legal option.

**CARRIED**

5.2

Mar 4/20 Special  
RBAC Minutes

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee adopt the March 4, 2021 Special  
Meeting Minutes.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

6.1

Item #9.3 COVID-19  
Re-Start Grant, FN-  
RBAC-060

The Committee revisited the COVID-19 Re-Start Grant Report from the February 18,  
2021 Rural Budgets Administration Committee Meeting.

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

**CARRIED**





- 6.2  
Item #9.5 January  
2021 Financial  
Report, FN-RBAC-  
059
- The Committee revisited the January 2021 Financial Report from the February 18, 2021 Rural Budgets Administration Committee Meeting.
- MOVED Director Goodings, SECONDED Director Sperling,  
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 inquiries.

**CARRIED**

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

**CARRIED**

## **7. DELEGATIONS**

## **8. CORRESPONDENCE**

- 8.1  
South Peace Sub  
Regional Rural  
Trades Bursary and  
Academic  
Scholarship
- MOVED Director Goodings, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee receive the letter titled "South Peace Sub Regional Rural Trades Bursary and Academic Scholarship" for discussion.

**CARRIED**

MOVED Director Rose, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee approve the South Peace Sub Regional Rural Trades Bursary and the South Peace Sub Regional Academic Scholarship, valued at \$1500 each, to 2021 graduates of Dawson Creek Secondary School.

**CARRIED**

## **9. REPORTS**

- 9.1  
Pouce Coupe RCMP  
Office Set Up, CS-  
RBAC-021
- MOVED Director Hiebert, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee approve a grant, 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.

**CARRIED**

- 9.2  
Rural Fringe Fund,  
FN-RBAC-061
- MOVED Director Hiebert, SECONDED Director Sperling,  
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.

**CARRIED**

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee authorize that the \$400,000 expenditure for Dawson Creek and the \$500,000 expenditure for the District of Chetwynd be verified; and further, once verified, the funds from the Rural Fringe Fund be transferred over to the Rural Loan Fund.

**CARRIED**



9.3  
Sub-Regional  
Recreation  
Insurance Reserve,  
FN-RBAC-062

MOVED Director Goodings, SECONDED Director Sperling,  
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.

**CARRIED**

9.4  
Insurance Reserve,  
FN-RBAC-064

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee receive the report titled “Insurance Reserve – FN-RBAC-064”, which provides background on the Insurance reserve, for discussion.

**CARRIED**

9.5  
Rural Loan Fund  
Scenarios, FN-RBAC-063

MOVED Director Sperling, SECONDED Director Hiebert,  
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.

**CARRIED**

MOVED Director Sperling, SECONDED Director Hiebert  
That the Rural Budgets Administration Committee add the report titled “Rural Loan Fund Scenarios, FN-RBAC-063” to the Diary.

**CARRIED**

9.6  
Rural Recreational  
and Cultural Grants-  
in-Aid – 2021  
Eligibility Review,  
FN-RBAC-066

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee authorize that the following 2021 Recreational and Cultural Grants-in-Aid applications are eligible to be considered for funding under the Recreational and Cultural GIA policy:

Cecil Lake Recreation Commission	Goodlow Community Club
Halfway Graham Community Club	High School Rodeos of BC
Montney Recreation Commission	King’s Valley Christian Camp
North Peace 4 H District Council	North Peace Fall Fair
North Peace Historical Society	Osborn Community Hall
Prespatou Planning Committee Society	Rock of Ages Bible Camp
Rose Prairie Community Curling Centre	Wonowon Horse Club
Chetwynd & District Rod & Gun Club	Lake Point Golf & Country Club
Foothills Team Roping	Little Giant Figure Skating
Moberly Lake Community Association	Little Prairie Heritage Society
Pine Valley Exhibition Park	Pine Valley Seniors
Sagitawa Christian Camping Society	Bessborough Community Club
Cutbank Community Club	DC Sportsman’s Club
DC Youth Centre / The ARK	Doe River Recreation Commission
Groundbirch Recreation Commission	Farmington Community Association
McLeod Recreation & Social Services Society	Hats N Chaps Gymkhana Society
Sunset Prairie Recreation Commission	Rolla Ratepayers Association
Tomslake Community Cultural Association	Swan Lake Enhancement Society
Tomslake & District Recreation Commission	Tupper Community Club

**CARRIED**



9.6  
Rural Recreational  
and Cultural Grants-  
in-Aid – 2021  
Eligibility Review,  
FN-RBAC-066  
(Continued)

MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize each Electoral Area Director to determine which Grants-in-Aid applications, if any, will be provided a grant through alternative funding options, further, that the information be provided to staff in the form of a Directors Report by April 1, 2021 for inclusion on the April 22<sup>nd</sup> Rural Budgets Administration Committee meeting for ratification.

**CARRIED**

MOVED Director , SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize that in an effort to protect the health and safety of those who attend the meetings, and comply with the restrictions in place, the Rural Recreational & Cultural Grants-in-Aids allocation meetings not be held in 2021 due to COVID-19.

**CARRIED**

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee recommend that the Regional Board adopt the amended Rural Loan Fund Policy, which authorizes the Rural Budgets Administration Committee to give grants from the interest earned on the fund.

**CARRIED**

9.7  
February 2021  
Financial Report,  
FN-RBAC-065

MOVED Director Hiebert, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee receive the report titled “February 2021 Financial Report – FN-RBAC-065”, which provides reserve balances, for discussion.

**CARRIED**

## **10. DISCUSSION ITEM(s)**

## **11. NEW BUSINESS**

## **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 3:10 pm.

---

Director Rose, Meeting Chair

---

Hunter Rainwater, Recorder



March 24, 2021

Chair Brad Sperling and Board Members  
Peace River Regional District  
Box 810  
Dawson Creek, BC V1G 4H8

Dear Chair and Board Members:

**Re: UBCM Membership**

I am writing to invite your community to consider renewing your annual membership in the Union of B.C. Municipalities (UBCM).

Over the past year UBCM has championed the challenges facing local governments in B.C. resulting from or exacerbated by the pandemic: homelessness; the impact of opioid and mental health crisis on protective services; dedicated public transit funding; and infrastructure stimulus funding. As programs have developed, UBCM has worked closely with the province to provide advice on program design to maximize their value for our members. The pandemic has also led to innovation as UBCM developed a platform to host over a thousand delegates in a virtual environment at our 2020 Convention.

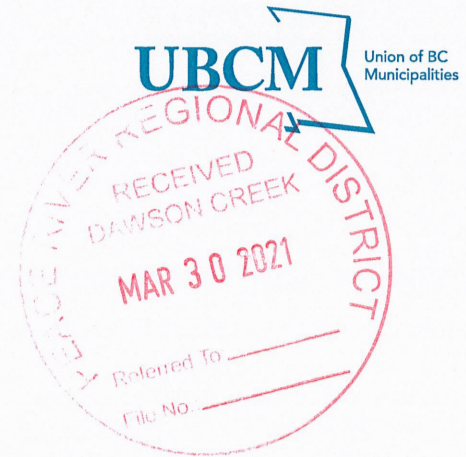
UBCM continues to build on its track record as a program administrator of choice for the provincial and federal governments. Currently UBCM administers 14 different programs that transfer funds from other orders of government to support local government priorities, including the federal Gas Tax Fund. Our approach to program delivery, which focuses on simplified application processes, responsive staff support, and quick turnaround on funding decisions coupled with low overhead, ensures that these programs provide the greatest benefit possible for our members.

In the coming year, we will focus our energies on steps to strengthen the state of local government finance. We will also continue to raise awareness among provincial elected officials of the need to ensure that the principles of mutual respect, consultation and cooperation as outlined in the Community Charter are adhered in provincial initiatives that relate to the land base.

Our strength as an organization is grounded in the support provided by our membership. Over the coming year, I am dedicated to working with my fellow Executive members and our secretariat to maintain the support of communities across the province.

As always, if you have questions or feedback about our work, please contact us directly.

Sincerely,





**UNION OF B.C. MUNICIPALITIES**

Suite 60 – 10551 Shellbridge Way  
Richmond, British Columbia  
Canada, V6X 2W9

Phone: (604) 270-8226 E-mail: [ubcm@ubcm.ca](mailto:ubcm@ubcm.ca)

# INVOICE

**TO:** Peace River Regional District  
Box 810  
Dawson Creek, BC V1G 4H8

**ATTN:** Teri Vetter

**Invoice Date:** Mar 24, 2021

**Invoice No:** D-5230

**Due:** upon receipt

**Reference:** 2021 UBCM Annual Dues

DESCRIPTION	AMOUNT
<b>Population:</b> <span style="border: 1px solid black; padding: 2px;">21,988</span> <i>Your UBCM dues have been calculated using population estimates (Dec 2020 release) provided by BC STATS, the central statistical agency of the Province of British Columbia.</i>	
<b>Annual Dues:</b>	
First 5,000 population at 0.6955	\$3,477.50
Next 10,000 at 0.5051	\$5,051.00
Next 15,000 at 0.3178	\$2,220.79
Balance at 0.0650	\$0.00
<b>Subtotal:</b>	\$10,749.29
5% GST: (10815 0541)	\$537.46
<b>Total:</b>	<b>\$11,286.75</b>



**UNION OF B.C. MUNICIPALITIES**  
Suite 60 – 10551 Shellbridge Way, Richmond, B.C. V6X 2W9

## REMITTANCE PORTION

**Peace River Regional District**

2021 Annual UBCM Dues

Date: Mar 24, 2021

Invoice # D-5230

TOTAL DUE:

**\$11,286.75**

AMOUNT  
ENCLOSED:

Please return this portion of invoice with payment. Please do not combine payment of this invoice with any other billing you may receive from UBCM. Thank you.

TO: Local Government Chief Financial Officers

FROM: Kathleen Spalek, Chief Financial Officer,

RE: UBCM 2021 UBCM MEMBERSHIP DUES

---

UBCM President Brian Frenkel has written to all local councils and regional boards requesting them to consider renewing their membership for 2021 (enclosed).

UBCM membership dues are based on Executive Policies 2.1–2.3. Rates for 2021 are:

<u>Population</u>	<u>Rate</u>
First 5,000	0.6955
Next 10,000	0.5051
Next 15,000	0.3178
Balance	0.0650

Membership dues are calculated on your population, and the population estimates used are those prepared by BC STATS, Ministry of Jobs, Trade & Technology, Province of BC (December 2020).

We also enclose for your attention our 2021 dues invoice. Should you wish to make electronic payment, please contact our office for direct deposit information ([hbains@ubcm.ca](mailto:hbains@ubcm.ca)).

Please feel free to call me if you have any questions.

Encls.





PO Box 4  
Dawson Creek, B.C.  
V1G 4

Phone: (250) 784-3  
Email: dcsportsmanclub@gmail.com

March 30, 2021

**Mr. Dan Rose, Area E Director, PRRD**  
**Mr. Leonard Hiebert, Area D Director, PRRD**  
**C/O PRRD**  
**Dawson Creek, B.C.**

Dear Sirs;

**Re: Revenue Losses for Dawson Creek Sportsman Club**

The Dawson Creek Sportsman's Club would like to thank you both for allowing us to present the Aspirations List of our organization for the next ten years. At that time, we also highlighted our planned 2021 project being the multi use building which will accommodate our indoor shooting range. Currently, we await confirmation from two of our grant funding sources on behalf of this project. We again thank you both for making a financial commitment from your areas funding budgets for this project.

At our meeting, we understood that the PRRD will be in receipt of provincial funding that can assist any organization that may have suffered financially as a result of the pandemic. We did follow up with staff to inquire if there may be a special form etc. to complete but at that time, there seemed to be some uncertainty so we felt that this letter may serve in that capacity.

As we discussed, the Dawson Creek Sportsman's Club lost two years of major revenue as a result of covid and the cancellation of our 2020 and 2021 Gun shows held in Dawson Creek. We had counted heavily on that revenue to further the organizations goals for the coming years. To make you aware of the losses incurred, we have put together a short excel spread sheet, indicating the gate receipts and expenses from the 2018 and 2019 events. In addition to the average profit generated by those events, we have taken the amount of the table rentals "actually booked" for the 2020 event, added them together to give a projected loss for 2020. We did the same for 2021. These calculations will indicate the loss that our organization suffered.

The table revenue for 2020, can be confirmed by Brenda Mathias, Gun Show Director, for the Sportsman's Club. The gate receipt and expenses for the venue can be confirmed by receipts from the Encana Centre office and will be available if required.

We appreciate any assistance you as Directors or your Committee as a Whole can provide.

Andy Waddell, President



Dawson Creek Sportsman's Club

**Dawson Creek Sportsmans Club**

Annual Gun Shows

**Gate Receipts****Total Expenses****Net Profit****Table rentals**

Actual

2018

\$32,617.00

\$10,801.52

\$21,815.48

+Additional Revenue

Actual

2019

\$26,092.00

\$11,531.98

\$14,560.03

+Additional Revenue

**2 Year avearge Profit****\$18,187.75**Actual Table Rental **BOOKED** for 2020\$23,150.00**Projected Loss of Revenue 2020****\$41,337.75****Projected Table Rental 2021**

\$23,150.00

2 Year Average Profit

\$18,187.75**Projected Loss of Revenue 2021****\$41,337.75****Total 2 Year Projected Losses****\$82,675.50**



## Dawson Creek Sportsman's Club

### Operating Costs for Year 1

	Costs
Building Insurance	\$4,000.00
Lights/ Heat	\$3,800.00
Repair and Maintenance fund	\$1,500.00
Miscellaneous	<u>\$500.00</u>
<b>Total</b>	<b>\$9800.00</b>

### Operating Hours

Monday to Friday Oct 1 to April 30	7 pm to 10 pm	60 hours per month
Saturday, Sunday	10 am to 4 pm	48 hours per month

7 Months at 108 hrs per month                      756 hours per season

### Estimated Seasonal Cost per hour of operation

	\$9800/756 hours	\$13.00 / hour
Realistic Use 500 hrs	\$9800./500 hours	<b>\$20.00 /hour</b>

### Breakdown of use by members

Pistol shooters x 20 visits /wk x \$7.5 drop in fee	\$4,200.00
Rim Fire shooters x 30 visits/wk x \$7.50 drop in fee	\$6,300.00
Archers 15 visits/wk x \$5.50 drop in fee	<u>\$2,310.00</u>

<b>Income for 7 months</b>	<b>Total</b>	<b>\$12,810.00</b>
----------------------------	--------------	--------------------

**Operating Costs for Year 2**

Costs	
Building Insurance ( increase 7%)	\$4,280.00
Lights and heat ( increase 5%)	\$3,990.00
Repair and Maintenace Fund ( add \$500)	\$2,000.00
Miscellaneous	\$500.00
Increase In lights and heat for extra hours	<u>\$750.00</u>
<b>Total</b>	<b>\$11,520.00</b>

**Estimated Seasonal Costs per Hour**

\$ 11,520.00/ 756 hours

**\$15.25 per hour**

\$11,520.00 / 600 hours

**\$19.20 per hour****Breakdown of Use by Members**

Pistol shooter X 30 visits / week x \$7.50 drop in fee	\$6,300.00
Rim Fire shooter x 45 visits per week x \$7.50 drop i	\$9,450.00
Archers 20 visits/wk x 5.50 drop in	<u>\$3,080.00</u>

**Income for 7 nonths****Total \$18,830.00**



NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

# Invoice

Date	Invoice #
4/1/2021	1972

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

Description	Qty	Rate	Amount
2021/2022 NCLGA Annual Membership Dues		21,641.03	21,641.03

**Please make cheque payable to:**  
**North Central Local Government Association**  
**#206-155 George Street**  
**Prince George, BC V2L 1P8**

**Total** \$21,641.03

**Payments/Credits** \$0.00

**Balance Due** \$21,641.03

206-155 George Street, Prince George, BC V2L 1P8  
Phone: 250-564-6585 [www.NCLGA.ca](http://www.NCLGA.ca)



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-067

From: Teri Vetter, Chief Financial Officer

Date: April 22, 2021

**Subject: Grant Request – Dawson Creek Public Library**

---

## RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a multi-year grant in the amount of \$3,600 per year beginning in 2021, payable in equal contributions of \$1,800 from Electoral Area D and Electoral Area E Fair Share, to be issued to the Dawson Creek Public Library in support of the Dolly Parton Imagination Library Program.

## BACKGROUND/RATIONALE:

The Dawson Creek Public Library (DCPL) is requesting multi-year grant funding, in the amount of \$3,600 per year in 2021, 2022, and 2023 for a total contribution of \$10,800. The funding will be used to assist with the costs to offer the Dolly Parton Imagination Library (DPIL) book gifting program. DPIL is a literacy based early learning program open to children ranging in age from newborn to five years. The library currently has 545 children in this program of which 78 are residents in the rural communities of Progress, Rolla, Groundbirch, Arras and Tomslake and accounts for fifteen percent (15%) of the registered participants. The annual cost to offer the DPIL program is \$23,631 and DCPL is asking for \$3,600 per year which is reflective of the 15% rural participation. For more detailed information on DPIL, please see the attached grant application.

DCPL is a municipal library and is a registered not-for-profit charity. The library is managed by the Dawson Creek Public Library Board of Trustees and follows the guidelines as outlined by the province in the *Library Act*. The library receives its funding through provincial operating grants, contributions from the City of Dawson Creek, which include ownership and maintenance of the library building and payment of staff wages, as well as local fundraising and community donations.

## ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant application from the Dawson Creek Public Library and provide no grant funding to support of the Dolly Parton Imagination Library Program.
2. That the Rural Budgets Administration Committee provide further direction.

## STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

- As of March 31, 2021 the balance remaining after commitments for Electoral Area D Fair Share was \$2,075,140.22
- As of March 31, 2021 the balance remaining after commitments for Electoral Area E Fair Share was \$1,722,067.21

**COMMUNICATIONS CONSIDERATION(S):**

The applicant will be notified in writing of the Rural Budgets Administration Committee's decision and, if grant funding is approved, will be asked to recognize the Regional District for its contribution.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Grant Application – Dawson Creek Public Library



Society #: 130534258

Name: Dawson Creek Municipal Public Library

Civic Address:

Mailing Address: 1001 McKellar Avenue

City: Dawson Creek

Postal Code: V1G 4W7

Contact Person: Pamela Morris

Alternate Person: Hanna Gilliatt

Tel: 250-782-4661

Tel:

Email: dclib@pris.ca

Email:

## SOCIETY EXECUTIVES

President: Hanna Gilliatt

Vice President: Miguel Godau

Treasurer: Terri Foster

## PROJECT COSTS

Total Cost of Project: \$23,631.00 per year (\$70,896)  
Amount Requested per \$3,600.00 per year (\$10,800 Total Commitment)For how many years? 1 yr ☐ 2 yrs ☐ 3 yrs ☒Have you applied to a municipality for funding? Yes ☐ No ☒ If so, how much did you apply for?Was your application successful? Yes ☐ No ☐ If so, how much did you receive?

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

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

The Dolly Parton Imagination Library is a book-gifting program founded by Dolly Parton in the United States. The program has grown to include libraries in communities in Canada, Australia and the United Kingdom. Parents register their children newborn to age five, and each month a free book is delivered by Canada Post to that child's home until they reach the age of five. A panel of early childhood professionals select books that are age appropriate, high quality and often written by Canadian authors and illustrators. The program provides the gift of early literacy, contributes to kindergarten readiness, inspires children to love books and reading, and supports parents in fostering a love of learning. It also encourages quality time spent between parents and their children. This program is free for all families no matter their socio-economic status. The Dawson Creek Public Library markets the program in the community (which includes the surrounding rural area), administers registrations, and fundraises for the cost of the program. Currently there are 545 children registered in our community receiving free books each month until the age of five.

All funds raised for the Dolly Parton Imagination Library are used to pay for monthly shipping costs and book purchases. The cost per child is approximately \$3.55 per child per month. Monthly costs are dependent on the number of children registered. New children are registered each month and children who reach the age of five 'graduate' out of the program each month. Currently costs per month are approximately \$1,800.

At present there are 78 children registered with addresses in Pouce Coupe, Progress, Rolla, Groundbirch, Arras, Toms Lake and Peace River Regional District. This accounts for about 15% of registered children. This number fluctuates as new children are registered and children who reach the age of five, graduate from the program. Ideally, we are hoping to secure yearly commitments from donors to ensure ongoing funding for this program. The request of a \$3,600 annual grant is 15% of the annual cost of the program.

## ATTACHMENTS REQUIRED:

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

Signature of Applicant: Pamela Morris

Date: April 7 2021

## For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐Gas Tax: ☐PRA: B ☐ C ☐ D ☐ E ☐Other: ☐BCR/PRA: B ☐ C ☐ D ☐ E ☐





January 7, 2021

Hello,

My name is Pamela Morris and I am the manager of the Dawson Creek Public Library. On the suggestion of the former grant writer at the regional district, I am contacting you as PRRD area directors to tell you about the Dolly Parton Imagination Library.

The DPIL was established in Dawson Creek and the surrounding area by the Sunrise Rotary Club. The Rotary club became an affiliate and administered and raised funds for the program in the community. The program is a book gifting program started by Dolly Parton in the United States which has now grown to include Canada, Australia and the United Kingdom. Parents register their children newborn to age five and each month a free book is delivered in the mail to that child's home until they reach the age of five. A panel of early childhood professionals select books that are age-appropriate, high quality and often written by Canadian authors. The program provides the gift of early literacy, contributes to kindergarten readiness, inspires children to love books and reading, and supports parents in fostering a love of learning. It also encourages quality time spent with parents and their children. Again, this program is free for all families no matter what their socio-economic status.

Last fall, the Rotary Club made the decision to step away from being the DPIL affiliate in our area and approached the Dawson Creek Public Library Board to take over. The board recognized the value of the program for families in our community and agreed to take over as affiliate. At present, there are 532 children in Dawson Creek and the surrounding area receiving monthly books in the mail. This includes 78 children with addresses in Pouce Coupe, Progress, Rolla, Groundbirch, Arras, Toms Lake and Peace River Regional District. This accounts for about 15% of registered children. This number fluctuates as new children are registered and children who reach the age of five graduate from the program.

The Dawson Creek Municipal Library board has committed to fundraise to continue offering this program. The cost of purchasing books and shipping the books to the children's homes is approximately \$3.55 per child per month. This works out to nearly \$2,000 per month (\$24,000 per year) to deliver the books to the children in our area. The DCPL board and staff have been successful in applying for funding from several sources including donations from individuals and businesses as well as grant opportunities. We will also be looking at creating annual fundraising events and opportunities when Covid-19 restrictions allow. We have approached both the City of Dawson Creek and PRRD grant writers for assistance. Unfortunately, the PRRD grant writer position is currently vacant.

Ideally, we are hoping to secure yearly commitments from donors to ensure ongoing funding for this program. As regional area directors, we would like to discuss with you the possibility of future funding

for the Dolly Parton Imagination Library from the PRRD electoral areas C, D and E. We ask that you consider an annual grant of \$3,600 (15% of the annual cost of the program).

I would be happy to discuss any questions you might have regarding the Dolly Parton Imagination Library and the benefits it offers to children in your electoral areas. Please do not hesitate to contact me at 250-782-4661 or by email at [dclib@pris.ca](mailto:dclib@pris.ca).

Sincerely,

Pamela Morris  
Manager, Dawson Creek Public Library



## Yearly budget for Dolly Parton Imagination Library

### Expenses

Books and shipping	\$ 23,436.00
Marketing/promo items	\$ 45.00
Photocopying	\$ 150.00
Staff wages	\$ -

Total expenses \$ 23,631.00

### Revenue

Donations	\$ 18,000.00
Fundraisers	\$ 5,631.00

Total revenue \$ 23,631.00

\* Books and shipping includes the wholesale purchase of books and shipping by Canada Post. The cost is \$3.55/per child/month and is calculated on the current enrollment of 550 children.

\* Time spent by library staff administering the registrations, administration and promotion of the Dolly Parton Imagination Library is not included in the budget as staff is compensated by the Dawson Creek Public Library and work has become part of their regular duties.

Current sources of funding	2020/2021
Dawson Creek Rotary Club Sunrise	\$ 5,000.00
Ovintiv	\$ 4,000.00
Shell Canada	\$ 5,000.00
Pembina	\$ 5,000.00
Friends of the Library	\$ 2,000.00
Donations by individuals	\$ 3,500.00
Fundraisers (various)	\$ 600.00

Total \$ 25,100.00



# Program Overview

Inspire a Love of Reading



**Dolly Parton believes that if you can read, you can do anything, dream anything, and be anything. Through her Imagination Library program, she wants to ensure all children have books at home, regardless of the environment in which they live.**

## Welcome to the Imagination Library

Dolly Parton's Imagination Library puts books into the hands and hearts of children across the world. We partner with local communities to provide a specially-selected, high-quality book each month to participating children from birth to age five. These books are personalized with each child's name and mailed directly to their home to create a gifting experience that makes books exciting and encourages families to spend time enjoying books together.

Best of all, Dolly Parton's Imagination Library is available to all children at no cost to the family.



"Before he passed away, my Daddy told me the Imagination Library was probably the most important thing I had ever done. I can't tell you how much that meant to me because I created the Imagination Library as a tribute to my Daddy. He was the smartest man I have ever known, but I know in my heart his inability to read probably kept him from fulfilling all of his dreams.

"Inspiring kids to love to read became my mission. In the beginning, my hope was simply to inspire the children in my home county, but here we are today with a worldwide program that gives a book a month to more than 1 million children.

"Of course, I have not done this alone. The real heroes of our story are the thousands of local organizations who have embraced my dream and made it their own. They raise millions of dollars each year and wake up every day with a passion to make sure their kids have every opportunity to succeed.

"It's been quite a journey, but we have so much more left to do. I would love for your community to join our family so please take the time to explore our website. Let's share this dream that all children should grow up in a home full of books.

"The first step is always the hardest, but you'll never know unless you try."

*Dolly*

**Dream More, Learn More, Care More, Be More**



# Dolly Parton's Imagination Library

Dolly Parton's Imagination Library is a book gifting program that mails free books to children from birth to age five in participating communities within the United States, United Kingdom, Canada, and Australia.



**Provide the gift of literacy for all children, birth to age five**



**Inspire children to love books and reading**



**Support parents and communities in fostering a child's success**

## Together, making a difference.

Since 1995, Dolly Parton's Imagination Library has delivered more than 90 million books to children in more than 2,000 local communities worldwide.

With the support of local funders, coordination by partners and encouragement from community leaders and organizations, parents and educators spread the love of reading and engage children in the most fundamental skill necessary to succeed in life.

### Invest In Early Literacy

1. Ninety percent of physical brain development occurs in the first three years of life, when a baby forms more than 1 million new neural connections per second.
2. When a young child enters kindergarten ready for school, there is an 82% chance that the child will master basic skills by age 11, compared with a 45% chance for children who are not school-ready.
3. Later in life, at-risk children who do not receive high-quality early childhood experiences are 25% more likely to drop out of school, 40% more likely to become teen parents and 60% less likely to attend college.
4. Investment in high-quality early childhood programs for at-risk children from birth to age five delivers a 7–10% annual return on investment through improved education, health, social and economic outcomes, increased productivity and the reduced need for social spending.

The presence of books in the home supports the child's academic, social, and emotional development. Children develop a special bond with their parents and caregivers by reading together. The Imagination Library puts books into the hands and hearts of children across the world at no cost to the family.

**Challenge:** Children who are read to early in life are better prepared for school. Dolly Parton's Imagination Library has been shown to significantly increase the time parents and caregivers spend reading to their children each week.

### Key Stakeholders



**Policymakers and Funders** have significant influence in directing resources and catalyzing partnerships to adopt, scale, and take full advantage of opportunities with the Imagination Library.

**Parents and Caregivers** are a child's first teacher and set the course for developing their child's love of books and reading. Reading to their child from birth to age five improves their future reading ability and academic success.

**Educators and Community Leaders** validate the impact and continued progress as young students develop reading skills. Reducing the literacy gap in the early years allows teachers a better start in developing lifelong learners.

**Affiliates and Community Partners** offer the connection point, driving local awareness, enrolling local children, and paying the wholesale cost of the books and mailing each month.





# Funders & Policymakers

Inspire a Love  
of Reading



Dolly launched the Imagination Library to honor her father who was smart and hardworking, but never learned to read or write. The program is meant to give children from all walks of life, in Canada and around the world, a chance that Dolly's father never had.

**Children ages birth-five who are registered with the program receive a free, age-appropriate book mailed to their home each month.**

Dolly Parton believes that if you can read, you can do anything, dream anything, and be anything. Through her Imagination Library program, she wants to ensure all children have books at home, regardless of the environment in which they live.

Dolly Parton's Imagination Library puts books into the hands and hearts of children around the world. We partner with local communities to provide a free, high-quality book each month to registered children from birth to age five. The books are hand selected by a committee of early childhood experts to be age-appropriate and align with the child's developmental needs.



*Books are personalized with the child's name and mailed directly to their home to create a gifting experience that makes books exciting and special.*

A love of books and reading offers the foundation for literacy skills that set children up for future success. Dolly Parton's Imagination Library levels the playing field for all children by helping them build a home library of their very own and encouraging increased interaction with caregivers around books and reading.

**"You can never get enough books into the hands of enough children."**

*Dolly*



**Dream More, Learn More, Care More, Be More**



# Helping Children Succeed & Communities Prosper

Improving early childhood literacy with Dolly Parton's Imagination Library creates opportunities for children to thrive so they succeed in school and help their communities grow and prosper.



**Invest in books for children and families**



**Support local partners offering the program**



**Improve early literacy in your community**

## Dolly is investing in young children and hopes you will too.

The Dollywood Foundation covers program overhead by providing the custom-built Book Order System and coordinating the book selection, procurement, and fulfillment processes. In addition, the Dollywood Foundation purchases high-quality, customized books at scale, significantly reducing cost. With these contributions, our local partners are only required to cover the at-cost book and mailing expenses for children registered in their coverage area.

Funders and local partners facilitate the cost of providing books so there is no cost to children and families. This approach, along with the model that the program is available to all children and families in a covered area, helped Dolly Parton's Imagination Library receive a coveted **Best Practice Award** from the **U.S. Library of Congress** for addressing social barriers to literacy.

With funding and local community partnerships, the Imagination Library is able to provide an age-appropriate book each month to every child registered in the program, absolutely *free* to the family.

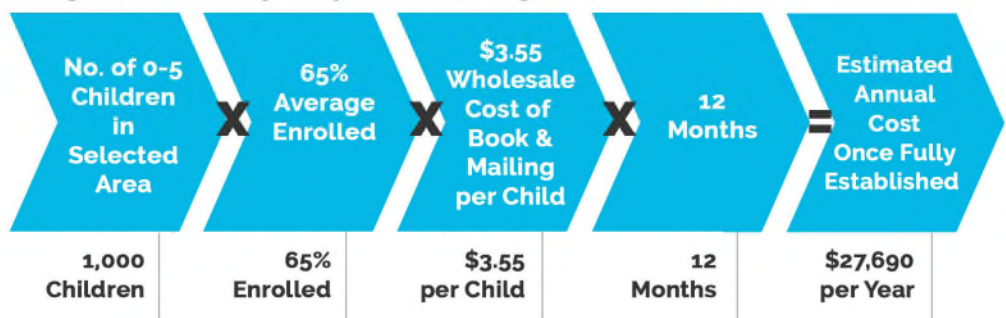
**The average retail cost of Imagination Library titles is about \$16 per book. However, by purchasing in volume, the Imagination Library is able to acquire and mail customized titles for about \$3.55 per child per month.**

### How can you get involved?

- ✓ Help fund Dolly Parton's Imagination Library to promote literacy and a love of reading in your community.
- ✓ Utilize your position as a community leader to communicate Dolly Parton's Imagination Library value for children and families in your community.
- ✓ Connect with potential community partners to let them know you are interested in financially supporting Dolly Parton's Imagination Library locally.
- ✓ Organize other friends and colleagues to join in financially supporting Dolly Parton's Imagination Library for local children.
- ✓ Foster local Imagination Library research on books and literacy practices in the home.

The *Journal of the American Academy of Pediatrics* states that reading aloud to children at a young age can positively impact a child's brain development: When preschool children listen to stories, it activates the areas of their brains that are associated with processing images and narrative comprehension. It also exposes children to a larger, more diverse vocabulary and greater variety of sentence structures than just talking to them.

### Imagination Library Simplified Funding Formula



*\*Example for community with 1,000 eligible children*





# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-069

From: Teri Vetter, Chief Financial Officer

Date: April 22, 2021

**Subject: Grant Request – North Peace Ride for the Disabled Association**

---

## RECOMMENDATION:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$5,000, payable for Electoral Area B Fair Share, to be issued to North Peace Ride for the Disabled Association to assist with their operational costs in 2021.

## BACKGROUND/RATIONALE:

North Peace Ride for the Disabled Association (NPRDA) is requesting financial support in the amount of \$5,000 to assist with their operating costs in 2021. NPRDA indicates they are facing financial hardship due to the cancellation of two of their main fundraisers as a direct result of the imposed public restrictions from the COVID-19 health pandemic. The first being their annual dinner, dance and silent auction that raises approximately \$5,000 each year and the second being the parking fundraiser for the North Peace Fall Fair that generates approximately \$10,000 to \$13,000 annually. The society currently has an operating budget of \$30,500 for 2021.

NPRDA was established in 1984 with the goal of promoting horseback riding to individuals of all ages who face a wide range of challenges due to physical or mental limitations. Horseback riding is an activity that provides an opportunity for participants to build and develop coordination, muscle strength, joint mobility, and perceptual skills. It also provides a sense of independence, freedom and self-confidence. The society currently offers the program to participants out of Sunset Stables which is located in the Baldonnel area.

The North Peace Ride for the Disabled is a registered not-for-profit society in good standing with the *Societies Act*. In 2015, the organization was approved for a grant in the amount of \$3,000 with funding from Electoral Area B Recreational and Cultural Grants-in-Aid.

## ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee deny the grant application from North Peace Ride for the Disabled and provide no grant funding. That the Rural Budgets Administration Committee provide further direction.
2. That the Rural Budgets Administration Committee provide further direction.

## STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

- As of March 31, 2021 the balance after the remaining commitments in Electoral Area B Fair Share was \$721,567.04

**COMMUNICATIONS CONSIDERATION(S):**

The applicant will be notified in writing of the Rural Budgets Administration Committee's decision and, if grant funding is approved, will be asked to recognize the Regional District for its contribution.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Grant Application – North Peace Ride for the Disabled Association

Society #: ~~133424655PR0001~~ S0020431

Name: North Peace Ride for the Disabled

Civic Address:

Mailing Address: PO Box 6834

City: Fort St. John, BC

Postal Code: V1J 4J3

Contact Person: Lana Neitz

Alternate Person: Justina Harder

Tel:

Tel:

Email:

Email:

## SOCIETY EXECUTIVES

President: Justina Harder

Vice President: Jodi Kramer

Treasurer: Bev Richards

## PROJECT COSTS

Total Cost of Project: \$5,000 (\$30,500)

Amount Requested per \$5,000

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.*

DUE TO COVID-19 pandemic, our 2 MAIN Fundraising events we rely on have been cancelled. In order to cover our operating costs for this year, we are seeking funding/grants..This organization was formed in 1984 by the cooperation of The North Peace Light Horse Association and a group of interested people associated with the Child Development Center. The North Peace Ride for the Disabled is a not-for-profit organization that promotes/provides horseback riding for people with a wide range of disabilities. We combine traditional instruction in horsemanship skills with concepts of physical therapy to improve the strength, balance and self-esteem of physically and developmentally delayed children and adults. To an individual with a disability, horseback riding takes them into a new, exciting unexplored world, which provides a sense of independence and freedom that defies their disability. Horseback riding challenges our riders in a way that they have seldom been challenged before: improved coordination, muscle strength, joint mobility, perceptual skills, and self-confidence. Each step a horse takes requires our riders to use their muscles to maintain balance and their minds to work to guide the horse. We have seen benefits to our riders with cerebral palsy, developmental delay, autism, brain injury, learning disabilities, and emotional problems. We are seeking funds to cover our yearly operations: ride coordinator fees, transporting horses, pasture/hay/feed, association insurance, vet/farrier expenses, horse rentals, etc

## ATTACHMENTS REQUIRED:

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

Signature of Applicant: Lana Neitz

Date: 16-Feb-2021

## For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐Gas Tax: ☐PRA: B ☐ C ☐ D ☐ E ☐Other: ☐BCR/PRA: B ☐ C ☐ D ☐ E ☐





**North Peace Ride for the Disabled**  
PO Box 6834 Fort St. John, BC V1J 4J3



**PROPOSED BUDGET**

Hay/Feed	\$ 3000.00
Transport	\$ 1000.00
Insurance	\$ 1500.00
Light Horse Assn Membership Fee	\$ 250.00
Workers Compensation	\$ 300.00
Ride Coordinator Sept - May	\$12000.00
Vet Expenses/Feed supplements	\$ 2000.00
Farrier/horse Chiropractic	\$ 1000.00
Horse rental	\$ 8400.00
Arena Fee	\$ 250.00
Volunteer soup/chili (weekly)	\$ 500.00
Office supplies/posters	\$ 300.00
<b>TOTAL EXPENSES</b>	<b>\$30500.00</b>

**NORTH PEACE RIDE FOR THE DISABLED**

**Financial Statement**

**year ended December 31, 2019**

**BALANCE SHEET**

**Current**

Cash on hand		\$37,833.80
Chequing account	\$ 7,235.85	
Savings account	\$28,664.14	
Share account	\$ 43.42	
Gaming account	<u>\$ 1,890.39</u>	
<b>TOTAL</b>	<b>\$37,833.80</b>	

**Equipment**

Tack/saddles/etc

Wheelchair mounting Ramps/stairs

Electric Lift

**GST Input Tax Credits**            \$383.89

## INCOME

### Revenue

Donations	\$3,608.50
Memberships	\$1,010.00
Fund raising	<u>\$15,809.89</u>
Total	\$20,428.39

### Interest and other

Interest earned on chequing account	\$3.25
Interest earned on savings account	\$145.41
Interest earned on share account	\$ 1.26
Interest earned on Gaming account	<u>\$9.42</u>
	\$159.34

### TOTAL INCOME

**\$20,587.73**

## EXPENSES

Bank charges	\$24.00
Wages	\$10,500.00
Pasture/arena to NPLHA	\$7,590.00
Horse expenses (vet, farrier, chiro, hay)	\$2,735.15
Dinner Expenses and fall fair	\$1,923.25
Promo year end party	\$270.60
Virginia Smith (soup/food)	\$580.00
Insurance (Capri, HCBC)	\$1,045.00
WCB	\$ 129.60
Society Filing fees	\$ 40.00
Postage	\$ 189.42

### TOTAL EXPENSES

**\$25,027.02**

**NORTH PEACE RIDE FOR THE DISABLED**

**TREASURER'S REPORT**

**AS AT APRIL 30, 2020**

Chequing account

Balance carried forward from March, 2020	\$7,840.27
Deposits	0
Cheques	\$4,698.32
Less Service charge	\$ 2.00 -
Interest credit	<u>\$ 0.16</u>
Book Balance	<b>\$4,696.48</b>
EQUAL TO BANK BALANCE	\$4,696.48

Share Account - no change \$ 43.42

Gaming Account

Balance carried forward from March 2020	\$1,892.60
Interest credit	<u>\$ 0.27</u>
	<b><u>\$1,892.87</u></b>

Savings Account – Platinum Plan

Balance Carried forward from March, 2020	\$18,687.67
Interest credit	<u>\$ 2.68</u>
	<b><u>\$18,690.55</u></b>

**TOTAL CASH IN NORTH PEACE SAVINGS AND CREDIT UNION** **\$25,323.32**



**North Peace Ride for the Disabled**  
PO Box 6834 Fort St. John, BC V1J 4J3



**2020-2021 EXECUTIVE & DIRECTOR – CONTACT LIST**

NAME	POSITION	PHONE	EMAIL
Justina Harder	President		
Jodi Kramer	Vice-President		
Liz Calder	Past-President		
Bev Richards	Treasurer		
Lana Neitz	Secretary/ Fundraising Director		
Mary Marcellus	Director at Large		
Jessica Wiebe	Self-Advocate		
Danika Payou	Director at Large		
Helen Gilbert	Director at Large		
Breanna Harder	Director at Large		
Winter Warde	Ride Coordinator		



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-072

From: Teri Vetter, Chief Financial Officer

Date: April 22, 2021

**Subject: Grant Request – Northern Environmental Action Team – Northern Co-Hort**

---

## OPTIONS:

1. That the Rural Budgets Administration Committee authorize a multi-year grant contribution of \$85,000 per year in 2021, 2022, and 2023, payable from Electoral Area B, C, D, and E Fair Share in equal amounts of \$21,250, to be issued to Northern Environmental Action Team in support of the Northern Co-Hort program.
2. That the Rural Budgets Administration Committee authorize a multi-year grant contribution of \$85,000 per year in 2021, 2022, and 2023, payable from Electoral Area B, C, D, and E Peace River Agreements, Spending Item #4 (Assistance to Other Organizations) in equal amounts of \$21,250, to be issued to Northern Environmental Action Team in support of the Northern Co-Hort program.
3. That the Rural Budgets Administration Committee respectfully deny the grant application from Northern Environmental Action Team and provide no grant funding for the Northern Co-Hort program.

## BACKGROUND/RATIONALE:

The grant request from Northern Environment Action Team (NEAT) is being brought forward to the Rural Budgets Administration Committee to provide an opportunity to jointly consider the request, determine its merit and whether or not the grant application will be supported. The objective of this report is to present information to RBAC to assist with determining the following:

1. Approval of a grant contribution, the amount and funding source; or
2. Rejection of the grant application for reasons identified by the Committee.

Northern Environment Action Team (NEAT) is requesting a multi-year grant contribution, in the amount of \$85,000 per year for 2021, 2022 and 2023, for a total grant contribution of \$255,000 to support the Northern Co-Hort program. The program was launched in 2018 as a way to lend support to regional horticultural producers, research sector trends, build collaborative partnerships and provide educational and capacity building opportunities. The goal of the program is to collectively develop and grow a strong regenerative horticultural sector and support the next generation of family farms in the region. The funding requested will be used to support operational expenses specific to staff wages and administrative costs. The total cost of the program is \$661,715 in 2021, \$380,931 in 2022 and \$422,167 in 2023. Full details of the program and all related costs can be found in the attached grant application.

NEAT is a registered not-for-profit organization in good standing with the *Societies Act* and has received a total of \$131,151 in grant contributions from the Regional District as outlined below:

2019	\$47,251	Economic Development – Northern Co-Hort
2018	\$1,000	Electoral Area B BC Rail – Northern Co-Hort (Farm Business Management and Co-op Development workshop)
2018	\$1,000	Electoral Area C BC Rail – Northern Co-Hort (Farm Business Management and Co-op Development workshop)
2016	\$6,900	Electoral Area B Fair Share – Food Secure Kids Program
2014	\$7,500	Electoral Areas B, C, D and E Fair Share in equal amounts of \$1,875 - Food Secure Kids Program

**ALTERNATIVE OPTIONS:**

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

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

Rural grant contributions may be provided from Fair Share or Peace River Agreements, Spending Item #4 – Assistance to Organizations. The table below outlines the balance after remaining commitments for each reserve per each Electoral Area as of March 31, 2021.

Electoral Area	Fair Share	Peace River Agreement
Area B	\$ 721,567.04	(\$ 2,864.50)
Area C	\$ 911,887.50	\$1,519,261.59
Area D	\$2,075,140.22	(\$ 130,360.91)
Area E	\$2,088,395.01	\$1,722,067.21

Area B and Area D are currently in a deficit balance for PRA, however, the PRA payment for 2021 will be received by April 30<sup>th</sup>, 2021 and will no longer be in a deficit balance.

**COMMUNICATIONS CONSIDERATION(S):**

The applicant will be notified in writing of the Committee's decision and, if funding is supported, will be asked to recognize the Regional District for its financial contribution.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Grant Application – Northern Environmental Action Team, Northern Co-Hort



Society #: # S-28793

Name: Northern Environmental Action Team

Civic Address: 10421-100 St.

Mailing Address: Same

City: Fort St John Postal Code: V1J 3Z3

Contact Person: Karen Mason-Bennett Alternate Person: Bess Legault

Tel: [REDACTED] Tel: [REDACTED]

Email: [REDACTED] Email: [REDACTED]

SOCIETY EXECUTIVES	PROJECT COSTS
President: Jeff Aitken	Total Cost of Project: \$1.5 million
Vice President: Ernie Freeman	Amount Requested per 85000 **
Treasurer: Randi Loewen	For how many years? 1 yr <input type="radio"/> 2 yrs <input type="radio"/> 3 yrs <input checked="" type="radio"/>

**\*\* Requesting \$85,000/year for 3 years for total of \$255,000**

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.*

Please see attached

#### ATTACHMENTS REQUIRED:

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

Signature of Applicant: Karen Mason-Bennett

Date: Feb 17/2021

#### For Office Use Only

Fair Share: B ☐ C ☐ D ☐ E ☐

PRA: B ☐ C ☐ D ☐ E ☐

BCR/PRA: B ☐ C ☐ D ☐ E ☐

Gas Tax: ☐

Other: ☐





February 4, 2021

Director Goodings, Area B  
Director Sperling, Area C  
Director Hiebert, Area D  
Director Rose, Area E

**Re: Northern Co-Hort Financial Support Request**

Dear Directors,

Since its inception in 2018, the Northern Co-Hort has been working to support regional horticultural producers, researching sector trends, building collaborative partnerships, and providing educational and capacity building opportunities based on the 2017 EcoTactix report: *Horticulture Business Case and Marketing Strategy*.

Our research has identified support gaps for small scale producers including marketing and distribution, community engagement and education, and strengthening the business case for production. As such, the Co-Hort's goals are to collectively engage with our members in order to develop and grow a strong regenerative horticultural sector and support the next generation of family farms in the region. Our success will be demonstrated through:

1. an increase in local dollars spent on locally produced food items,
2. an increase in the amount of diversified land that is being cultivated to develop and maintain soil health,
3. further development of an efficient and collaborative marketing and distribution system throughout the region and beyond, and
4. an increase in the number of financially sustainable small to medium scale producers that are able to focus fully on their farming activities

Together we are focused on climate resilience, local food security, and the support of a strong, diverse, and robust community of producers that are sharing, mentoring, and educating themselves and those around them.

For more than two years, the Northern Co-Hort has surveyed participants on their farming practices; provided education opportunities around regenerative farming practices, grant

Northern Environmental  
Action Team

250-785-6328  
[www.neat.ca](http://www.neat.ca)

10421 – 100 St.  
Fort St John, V1J 3Z3



writing training; and offer annual farm support through the Eco-Farm Skills program. Through the collaborative approach with provincial experts, the Co-Hort has demonstrated our commitment to exploring multiple avenues of diversified production driven by our member farms, innovative research through partially funded through Investment Agriculture Fund, oil and gas reclamation experts (Fixed Earth Innovations), and utilized the Regional Grant Writer to connect producers to funding opportunities.

One of the themes of the Co-Hort work has been collaborative partnerships regionally and across the country. Coordinator, Bess Legault has been instrumental in connecting local work to organizations such as, National Farmers Union, Kwantlen Polytechnic University, Young Agrarians, the Small Scale Meat Producers Association, Farm Folk, City Folk, and the BC Association of Farmer's Markets. Her participation and leadership has been instrumental in ensuring a northern voice is heard across the province and country.

Another strongly identified theme of our work is farmer led research and development which is ensuring local producers have the ability to make important business decisions based on real research involving soil health and micro-climates, and leading to increased crop diversification and the planned commercialization of horticulture crops such as sour cherries, haskaps, and other soft fruits.

The third strongly identified theme of our work is community and producer interest in the development of a Peace Community Food Hub Network to strengthen northern food security. The Northern Co-hort will be receiving the Feasibility and Business Plan at the end of March for a Food Hub model that is tailored to our communities here in the Peace Region with the goal of increasing the amount of food dollars spent on Peace Region grown and processed food. We look forward to sharing more of the findings from this work conducted in our region.

The Northern Co-Hort has now grown to require a regular full time assistant in addition to the program coordinator. Our 2021 programming is tackling difficult conversations around climate change through soil health discussions between producers of different scales and types of production in Rose Prairie and connecting them with experienced agrologists in our region that will inform climate specific adaptation using regionally specific soil information. This innovative pilot project is funded through an initial systems change grant from Vancouver Foundation.



**The Ask: The Northern Co-Hort requests financial support in the amount of \$85,000 annually for the next three years.**

NEAT and the Co-Hort have been both intentional and creative with funding and partnership development to maximize our impact. We have utilized a combination of grant funding, membership fees, and paid service offerings to grow the Co-Hort to this point. We are requesting financial support from the Rural Directors to support the next step of development: to further the economic development and administration work being done for regional horticultural production. This support will tie together all of the research projects taking place with outreach and engagement opportunities, marketing and distribution efforts, and our Eco-Farm Skills program, ensuring that momentum and opportunities for impact are not lost.

These funds will be used to provide staffing and administrative support for the program. There is a detailed budget attached to this letter that clearly outlines our plans for 2021-2023.

Over the next three years, we will grow the Northern Co-Hort into a robust local advocacy and education organization that builds collaborative successes throughout the Region. This is why we are inviting you to help us achieve this goal.

We are excited about all of the opportunities ahead of us and the ability to positively impact the development of a robust local horticultural sector in The Peace. We appreciate your consideration of this request and are happy to answer any questions you may have about the program and our plans.

Looking forward to hearing from you,

**Karen Mason-Bennett**  
Executive Director  
Northern Environmental Action Team

**Bess Legault**  
Northern Co-Hort Coordinator  
Northern Environmental Action Team

Northern Environmental  
Action Team

250-785-6328  
[www.neat.ca](http://www.neat.ca)

10421 – 100 St.  
Fort St John, V1J 3Z3



### Northern Co-Hort & Rural Official Community Plan By-law No. 1940, 2011 Goals

OCP Goals & Objectives		Northern Co-Hort	Extension Programming	Research & Development	Summer Student/ECO Farm Skills	Food Hub
<b>Goal 1: Land use that is supportive to the agricultural community and its industry</b>						
<b>Objective A:</b> To encourage preservation and enhancement of the agricultural sector		Y	Y	Y	Y	Y
<b>Objective B:</b> To maintain a sufficiently large population in rural communities and the farming and ranching areas to ensure the continuing viability of community facilities and rural commercial establishments		Y	Y	Y	Y	Y
<b>Objective C:</b> To support the longevity of the agricultural industry through encouragement of farm diversification initiatives, allowing for uses compatible with agriculture, and generally supporting family and corporate farms		Y	Y	Y	Y	Y
<b>Objective D:</b> To promote agricultural products from the Peace Region		Y	Y			Y
<b>Goal 2: Protection of the rural lifestyle which provides residents with rural characteristics such as peace, privacy, friendliness, access to community facilities, the enjoyment of open space, and the quiet enjoyment of the land; all of which contribute to a desirable rural way-of-life</b>						
<b>Objective A:</b> To provide for the continuance and enhancement of the lifestyle enjoyed by rural residents and to provide for the availability of this lifestyle to future rural residents		Y				
<b>Goal 3: Effective provision of local and regional government services to the rural area</b>						
<b>Objective A:</b> To plan for population growth in rural communities and neighbourhoods while directing more high density development to the municipalities and Fringe Areas		The Northern Co-Hort is dedicated to ensuring that smaller scale, regenerative farming practices are economically viable in the local context. We believe this commitment will help support the Rural Directors' goals around population growth in rural communities.				
<b>Objective C:</b> To assist community organizations, residents, and applicable agencies, in determining the feasibility of additional public facilities and local government services in the rural area, where such facilities and services are affordable to the residents receiving the facilities and services		The Northern Co-Hort is dedicated to the development of a regional food hub which will be available to the community of agricultural producers.				
<b>Objective D:</b> When helping build public facilities, to include accessibility features and remove barriers to universal accessibility		The regional food hub will be an accessible facility and will make every effort to reduce barriers to universal accessibility.				





Objective E: To implement the PRRD Solid Waste Management Plan and effectively manage domestic solid waste throughout the rural area	In partnership with other NEAT programs, the regional food hub will work towards zero food waste. Additionally, the Northern Co-Horts programming supports the use and reuse of organic waste as part of the regenerative farming philosophy.			
Objective F: To collaborate with provincial agencies, member municipalities, and volunteer organizations to provide emergency management and preparedness for the region.				
<b>Goal 5: Economic opportunities that benefit residents and land-owners</b>				
Objective A: To allow residents with skills to capitalize on their talents through home-based businesses and employment in the rural area	Y	Y		Y
Objective B: To designate a sufficient supply of land whose development could be affordable and flexible to meet prevailing economic opportunities				Y
Objective C: To recognize the important social and economic contributions made by the major resource sectors, such as agriculture, forestry, tourism, petroleum development and others	Y	Y	Y	Y
Objective D: To support an integrated and balanced approach to managing the major resources in a manner that considers the maximum long term benefits of the region's residents and the environment	Y	Y	Y	Y
Objective E: To support the strategies and policies of the South Peace Economic Development Commission and the North Peace Economic Development Commission				
<b>Goal 6: Recognition of surface and ground water sources as critical, life-sustaining resources and use of best practices in preserving, restoring, and protecting watershed areas</b>				
Objective A: To help protect the water quality and quantity of both surface and ground water sources, throughout the rural area, used for domestic water consumption	Y	Y	Y	
Objective C: To encourage water management strategies that increases the availability of water to the agricultural sector, while striving to ensure management operations are consistent with provincial and federal objectives for protecting water quality and supply	Y	Y	Y	
Objective F: To assist in the protection of lakes, river corridors, and waterways in the rural area, including but not limited to the Peace River, the Kiskatinaw River, and the Pine River	Y	Y	Y	
Objective J: To recognize the importance of riparian areas for maintaining aquatic ecosystem function and water quality				
Objective K: To work with and encourage the Federal and Provincial governments to identify and map aquifers				
<b>Goal 9: Living sustainably with the natural environment</b>				
Objective A: To protect farmland from the intrusions of wildlife while working towards enhancing alternative (non-agricultural) areas for wildlife such as wetlands and natural grassland areas		Y		
Objective B: To help prevent and remove invasive plants in accordance with the BC Weed Control Act				Y
Objective D: To protect the region's ecosystems and biodiversity, and support the rehabilitation of damaged areas	Y	Y	Y	
Objective E: To recognize the potential effects of and need to monitor landscape change from large-scale	Y	Y	Y	



ecosystem processes such as interface fire, mountain pine beetle infestation, and climate							
Goal 1.1: Achieving reduction targets for greenhouse gas emissions being generated within the plan area by 5% by 2020 and 15% by 2030, from 2007 levels (or the per capita equivalents of 25% by 2020 and 45% by 2030) as measured by the PRRD Community Energy Plan	Y	Y	Y	Y			Y
Objective A: To implement the strategies and actions as described in the PRRD Community Energy Report (Sept 2010)							
Objective B: To participate with the member municipalities in regional greenhouse gas reduction strategies							
Objective C: As opportunities arise, to participate in projects being implemented by other organizations, that would contribute to the greenhouse gas reduction goal							

REVENUE	Northern Co-Hort	NDIT BC Hydro Compensation Fund - Extension (Approved)	Soil Research (Approved)	Co-Hort: Demo Farm (Pending Approval)	KPU Organic & Regenerative Extension Management (pending)	Co-Hort: Student/ECO Farm Skills (Pending Approval)	Food Hub (Approved - remaining funds from 2020)	Food Hub Business Plan & Follow up	Co-Hort Totals
---------	------------------	--------------------------------------------------------	--------------------------	---------------------------------------	-----------------------------------------------------------	-----------------------------------------------------	-------------------------------------------------	------------------------------------	----------------

Revenue	\$ 5,000								\$ 5,000
Donations	\$ 5,000								\$ 38,130
Donations in Kind	\$ 1,500		\$ 34,130						\$ 2,500
Frewashed Revenue	\$ 2,450								\$ 1,450
Memberships									\$ 10,381
Fundraising - Bingo	\$ 3,000	\$ 5,000	\$ 120,000	\$ 45,000		\$ 1,101			\$ 486,400
Grants		\$ 25,000	\$ 20,000	\$ 10,000	\$ 15,000				\$ 85,000
Grants - PRRD	\$ 20,000								\$ 20,000
Grants - Vancouver Fdn						\$ 7,200			\$ 7,200
General Revenue									\$ 3,000
Registration Fee		\$ 2,000							\$ 2,000
Revenue - Co-Hort Sales	\$ 36,950	\$ 5,000	\$ 190,410	\$ 66,000	\$ 10,000	\$ 63,701	\$ 40,000	\$ 250,000	\$ 662,081
Total Revenue	\$ 36,950	\$ 5,000	\$ 190,410	\$ 66,000	\$ 10,000	\$ 63,701	\$ 40,000	\$ 250,000	\$ 662,081

Extension on the grant received this year

\$ 402,760 \$ 441,674

EXPENSES	Northern Co-Hort	NDIT BC Hydro Compensation Fund - Extension (Approved)	Soil Research (Approved)	Co-Hort: Demo Farm (Pending Approval)	KPU Organic & Regenerative Extension Management (pending)	Co-Hort: Student/ECO Farm Skills (Pending Approval)	Food Hub (Approved - remaining funds from 2020)	Food Hub Business Plan & Follow up	Co-Hort Totals
----------	------------------	--------------------------------------------------------	--------------------------	---------------------------------------	-----------------------------------------------------------	-----------------------------------------------------	-------------------------------------------------	------------------------------------	----------------

WAGES	\$ 1,000								\$ 1,000
Accounting & Legal	\$ 1,200		\$ 300	\$ 500					\$ 1,500
Advertising - Marketing				\$ 9,000	\$ 1,000		\$ 8,000	\$ 10,000	\$ 44,167
Admin/Overhead Charge	\$ 5,000		\$ 106,030				\$ 30,000		\$ 50,000
Consulting Fees				\$ 20,000				\$ 200,000	\$ 1,000
Infrastructure Investment				\$ 1,000				\$ 2,000	\$ 3,000
Insurance									\$ 3,000
Meals/Accommodation	\$ 500		\$ 2,000	\$ 500					\$ 6,000
Office Rent & Utilities	\$ 3,000			\$ 2,000	\$ 1,000				\$ 500
Office Exp-Stationery/Printing/Diar	\$ 200			\$ 125				\$ 2,500	\$ 40,000
Participant Value (In Kind Expense)	\$ 2,000		\$ 20,000					\$ 6,000	\$ 15,000
Professional Dev/Training	\$ 9,000								\$ 2,500
Resource materials				\$ 1,000					\$ 16,000
Event Expenses	\$ 3,000	\$ 5,000	\$ 8,000						\$ 20,000
Supplies-Materials for Programs	\$ 1,500			\$ 5,075					\$ 17,000
Vehicle/travel	\$ 18,000		\$ 7,100	\$ 4,000		\$ 3,000	\$ 2,000	\$ 1,000	\$ 1,500
Website				\$ 1,500					\$ 207,476
Total Expenses	\$ 44,400	\$ 5,000	\$ 143,430	\$ 44,700	\$ 2,000	\$ 3,000	\$ 40,000	\$ 221,500	\$ 222,167

Hoping we can travel for outreach again in 22/23

Eco-Farm skills support travel

\$ 380,931 \$ 422,167

TOTAL EXPENSE

\$ 21,829 \$ 19,507

NET INCOME

## PRRD Rural Directors Request for Support

Northern Co-Hort	NDIT BC Hydro Compensation Fund - Extension (Approved)	Soil Research (Pending Approval)	Co-Hort: Demo Farm (Pending Approval)	KPU Organic & Regenerative Extension Management (pending)	Co-Hort: Summer Student/ECO Farm Skills (Pending Approval)	Food Hub (Approved - remaining funds from 2020)	Food Hub Business Plan & Follow up	Co-Hort Totals
------------------	--------------------------------------------------------	----------------------------------	---------------------------------------	-----------------------------------------------------------	------------------------------------------------------------	-------------------------------------------------	------------------------------------	----------------

### REVENUE

#### Revenue

Grants - PRRD

		\$ 25,000	\$ 20,000	\$ 10,000	\$ 15,000		\$ 15,000	\$ 85,000
--	--	-----------	-----------	-----------	-----------	--	-----------	-----------

Northern Co-Hort	NDIT BC Hydro Compensation Fund - Extension (Approved)	Soil Research (Pending Approval)	Co-Hort: Demo Farm (Pending Approval)	KPU Organic & Regenerative Extension Management (pending)	Co-Hort: Summer Student	Food Hub (Approved - remaining funds from 2020)	Food Hub Business Plan & Follow up	Co-Hort Totals
------------------	--------------------------------------------------------	----------------------------------	---------------------------------------	-----------------------------------------------------------	-------------------------	-------------------------------------------------	------------------------------------	----------------

### EXPENSES

#### WAGES

		\$ 22,500	\$ 15,000	\$ 8,000	\$ 10,000		\$ 10,500	\$ 66,000
--	--	-----------	-----------	----------	-----------	--	-----------	-----------

Accounting & Legal  
Advertising - Marketing  
Admin/Overhead Charge  
Consulting Fees  
Infrastructure Investment  
Insurance  
Meals/Accommodation  
Office Rent & Utilities  
Office Exp-Stationary/Printing/Diar  
Participant Value (In Kind Expense)  
Professional Dev/training  
Resource materials  
Event Expenses  
Supplies-Materials for Programs  
Vehicle/travel  
Website

								\$ -
								\$ -
		\$ 2,500	\$ 2,000	\$ 1,000	\$ 1,500		\$ 1,500	\$ 8,500
								\$ -
								\$ -
			\$ 1,000					\$ 1,000
								\$ -
				\$ 1,000				\$ 1,000
								\$ -
								\$ -
			\$ 2,000				\$ 3,000	\$ 5,000
								\$ -
								\$ -
								\$ -
					\$ 3,500			\$ 3,500
								\$ -

#### Total Expenses

\$ -	\$ -	\$ 2,500	\$ 5,000	\$ 2,000	\$ 5,000	\$ -	\$ 4,500	\$ 19,000
------	------	----------	----------	----------	----------	------	----------	-----------

#### TOTAL EXPENSES

\$ -	\$ -	\$ 25,000	\$ 20,000	\$ 10,000	\$ 15,000	\$ -	\$ 15,000	\$ 85,000
------	------	-----------	-----------	-----------	-----------	------	-----------	-----------

#### NET INCOME

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
------	------	------	------	------	------	------	------	------





# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-074

From: Teri Vetter, Chief Financial Officer

Date: April 22, 2021

**Subject: Grant Request – Tumbler Ridge Museum Foundation**

---

## OPTIONS:

1. That the Rural Budgets Administration Committee authorize grant contribution of \$35,000, payable from Electoral Area B, C, D, and E Fair Share in equal amounts of \$8,750, to be issued to Tumbler Ridge Museum Foundation to assist with operational costs for 2021.
2. That the Rural Budgets Administration Committee authorize grant contribution of \$35,000, payable from Electoral Area B, C, D, and E Peace River Agreements, Spending Item #4 (Assistance to Other Organizations) in equal amounts of \$8,750, to be issued to Tumbler Ridge Museum Foundation to assist with operational costs for 2021.
3. That the Rural Budgets Administration Committee respectfully deny the grant application from Tumbler Ridge Museum Foundation and provide no grant funding to assist with operational costs in 2021.

## BACKGROUND/RATIONALE:

The grant request from Tumbler Ridge Museum Foundation (TRMF) is being brought forward to provide Rural Budgets Administration Committee an opportunity to jointly consider the request, determine its merit and whether or not the grant application will be supported. The objective of this report is to present information to RBAC to assist with determining the following:

1. Approval of a grant contribution, the amount and funding source; or
2. Rejection of the grant application for reasons identified by the Committee.

TRMF is requesting a grant in the amount of \$35,000 to assist with operational costs. Grant funding, if provided, will be used for some wages, administration and program costs. TRMF indicates that they have felt the impacts of the Regional Board's inability to legally provide economic development grant funding in 2021, which has left them with a shortfall in an already streamlined and conservative operating budget. TRMF is working on programs and projects to address the gaps in their services in hopes to develop outreach options to reach more users residing in the Electoral Area of the PRRD, such as outreach kits to enhance the BC curriculum in relation to museum subjects, virtual programs and tours, and a potential partnership with Tumbler Ridge UNESCO Global Geopark to create a mobile exhibit and program trailer.

A total of \$1,128,992 in regional grant funding has been issued to TRMF since 2013. A total of \$1,298,992 was supported from with Economic Development grants and the remaining \$80,000 was from Grants to Community Organizations funds.

At the Regional Board meeting held on January 28, 2021, TRMF attended as a delegation where they provided a review of their activities and spending for the 2020/21 operating year and what they will strive for in the 2021/22 operating year. A link to that presentation has been provided at the end of this report should you wish to review it. The Regional Board is also considering the establishment of a service function to support TRMF. On February 17, 2021 the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED*

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

TRMF is a not-for-profit society in good standing with the Societies Act of BC. Please refer to the attached grant application to see more detailed information on the grant request.

### ALTERNATIVE OPTIONS:

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

### STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

### FINANCIAL CONSIDERATION(S):

Rural grant contributions may be provided from Fair Share or Peace River Agreements, Spending Item #4 – Assistance to Organizations. The table below outlines the balance after remaining commitments for each reserve per each Electoral Area as of March 31, 2021.

Electoral Area	Fair Share	Peace River Agreement
Area B	\$ 721,567.04	(\$ 2,864.50)
Area C	\$ 911,887.50	\$1,519,261.59
Area D	\$2,075,140.22	(\$ 130,360.91)
Area E	\$2,088,395.01	\$1,722,067.21

Area B and Area D are currently in a deficit balance for PRA, however, the PRA payment for 2021 will be received by April 30th, 2021 and will no longer be in a deficit balance.

### COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the Committee's decision and, if funding is supported, will be asked to recognize the Regional District for its financial contribution.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Grant Application - Tumbler Ridge Museum Foundation

**External Links:**

1. Tumbler Ridge Museum Foundation, Update on Activities - [See Item 7.1](#)
2. Establishment of a Service Function – [See Item 5.1](#)



Society #: S0044748

Name: Tumbler Ridge Museum Foundation

Civic Address: 255 Murray Drive

Mailing Address: Box 1348

City: Tumbler Ridge Postal Code: V0C 2W0

Contact Person: Zena Conlin Alternate Person: Rose Snyder

Tel: 250-242-3466 Tel: 250-242-3466

Email: zena.conlin@trmf.ca Email: museumrose2020@yahoo.com

## SOCIETY EXECUTIVES

President: Rose Snyder

Vice President: Birgit Sharman

Treasurer: Steve Tory

## PROJECT COSTS

Total Cost of Project: 430,000

Amount Requested per 35,000

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? 220,000

Was your application successful? Yes ☒ No ☐ If so, how much did you receive? 220,000


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

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

Please see attached document.

## ATTACHMENTS REQUIRED:

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

Signature of Applicant: 

Date: March 24th, 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: ☐



### **Tumbler Ridge Museum Foundation - Project Description**

The Tumbler Ridge Museum Foundation (TRMF) is applying for a single year of funding through the PRRD Rural Grants program for operational support of \$35,000. As we plan for the museum's growth and 20<sup>th</sup> Anniversary next year, we have found ourselves with a budgetary shortfall for 2021 due to our unexpected ineligibility for funding through the PRRD's Economic Development stream. Thankfully, the cancellation of several activities due to COVID-19, both last year and this, has helped mitigate this shortfall.

Despite the closure of the museum for three months in 2020, the closure of international borders, and a significant reduction in capacity to offer onsite programming, our earned revenue for 2020 was down by only 5.5% over 2019. Pragmatism, planning, and careful budgeting have allowed the organization to remain resilient through the pandemic and visitor numbers remain stable. We continue to be a draw to the Peace Region with PRRD residents comprising a consistent 32-36% of our visitor base, with 64-68% of visitors travelling from outside the region and contributing to local economies, based on 2016-2020 museum visitor data.

When we closed last year and then reopened under restricted guidelines, we realized very quickly that our online presence is inadequate to meet the needs of our communities. Unlike some of the larger institutions, like the Royal BC Museum, who had the equipment and budgets to quickly pivot or expand their online program delivery, the TRMF fell short. Over the course of the fall and winter we have thought hard about how we deliver programming, not just during the pandemic, but how we can better service the PRRD under regular operations. We recognize that our programs are underutilized by those residing in the Electoral Areas, as shown by visitor numbers, compared with the larger centres. We are working on three projects to specifically address the gap in our services and develop outreach options.

1. Outreach Kits – Our Programmes Coordinator is working with teachers on the creation of in-class support through loan kits that enhance BC curriculum outcomes in relation to museum subjects. Teacher input provides direction on concepts students are struggling with, gaps in knowledge, and a general indication on how we can best support them through activity design. Kits will be available to classrooms throughout the Peace Region for a nominal weekly rate. As we begin to collect feedback we will enhance and grow the program to include additional kits and grade levels. The initial rollout is scheduled for September.
2. Virtual Programmes and Tours – This is an exciting new program that we are currently developing. The TRMF has made grant applications for video, conferencing, and computer equipment to support live online program delivery. This will be available as an add-on to the outreach kits or as a standalone option for school-aged audiences. It will also allow us to deliver programs beyond schools by addressing community groups, working collaboratively with other Peace Region museums and organizations, and delivering content for life-long learners. The pandemic has highlighted our acute lack of capacity to pivot into online delivery and we have prioritized this as a much larger and ongoing challenge we need to address.

In addition to live options of online program delivery, our Programmes Coordinator is working with the Tumbler Ridge Secondary School to develop short online video segments about fossils in our collection. We have also applied for funding to upgrade to a modern collections database with a public portal. This means researchers, students, and individuals from around the world will have virtual access to objects in our collections.

3. The third program we are hoping to launch in 2021 is in partnership with the Tumbler Ridge UNESCO Global Geopark, a mobile exhibit and programming trailer. This is a Geopark lead endeavour and as such the TRMF is limited by their capacity to launch it this summer. For our part, we have supplied the trailer and have contributed to the development of the programming. We are also aiding in the manufacturing of replica materials from the museum's collections and have applied for funding for a summer student to travel with the trailer and co-deliver programming throughout the PRRD.

Our 2021 operational budget remains streamlined and decidedly conservative for this year and we are accessing additional resources to increase our capacities for staffing, equipment, and program improvement with expansion into online education opportunities. We are waiting for final decisions on several special project and capital-based funding streams, but early indications are positive. The included budget outlines our operational and capital/special project budgets for this year. Secure operational funding will allow the TRMF to focus on projects valued at almost \$200,000 for the remainder of 2021.

The TRMF recognizes we have been fortunate in providing a space for people to visit, enjoy, and learn throughout most of this unusual and uncertain time. The Exploration Place in Prince George for example has been closed since March 13<sup>th</sup>, 2020 with no reopening date announced. The pandemic has affected some of our project timelines and without additional operational support, these projects risk being delayed even further. We hope the Electoral Area Directors' Committee will consider funding our operational shortfall for this year as we work with PRRD staff and Board to develop a longer-term and sustainable solution for TRMF operational funding.

### TRMF 2021 Budget - Operations

Revenue	Budget
2020 Carry Over	75,000
District of Tumbler Ridge	220,000
Peace River Regional District - Economic Development	
Peace River Regional District - Rural Grants	35,000
Summer Employment Grants	34,000
Corporate Support (programs)	6,500
Donations / Sponsorships	635
Earned Revenue	57,500
Other (tax rebates, other income)	1,800
<b>Total Revenue</b>	<b>430,435</b>

Expenses	
Staff wages, benefits, source deductions, WCB	290,000
Staff travel/accommodation meetings/programming	5,500
Staff training/professional development	1,800
Office Expenses	9,000
Programming	3,000
Professional Fees	18,200
Insurance	13,600
Legal	7,000
Advertising/Promotion	3,800
Facility Expenses	32,520
Utilities	27,550
Gift Shop	9,700
Collections/Research	4,725
Gallery	3,780
Archives	880
<b>Total Expenses</b>	<b>431,055</b>

**Revenue less Expenses -620**

### TRMF 2021 Budget - Capital/Special Projects

Revenue	Budget
Federal Grants	23,000
Provincial Grants	35,000
Donations / Sponsorships	2,000
Foundations	130,000
Corporate	5,000
<b>Total Revenue</b>	<b>195,000</b>

Expenses	
Facility Renovations	70,880
Storage Upgrades	7,780
RBCM Guest Exhibition	6,000
Gallery Upgrades (year one of four)	94,000
Collections Database	13,200
Virtual Programming	5,000

**Total Expenses 196,860**

**Revenue less Expenses -1,860**

Note: not all above funding for listed projects has been confirmed



## Tumbler Ridge Museum Foundation

## Profit &amp; Loss

December 2019 through November 2020

	Dec '19 - Nov 20
Ordinary Income/Expense	
Income	
Birthday Parties	72.00
Donation	2,190.95
Fee For Service	165,000.00
Gallery	
Admissions	24,678.00
Clothing	2,346.60
Commission Sales	3,510.24
Dino Toys	5,659.07
Museum Sales	
Book Sales	1,748.00
Museum Sales - Other	2,681.00
Total Museum Sales	4,429.00
Tours	2,390.00
Total Gallery	43,012.91
Investments	
Interest-Savings, Short-term CD	17.36
Total Investments	17.36
Other Types of Income	
Grants	114,000.00
Summer Student Program	17,253.14
Wage Subsidy	51,019.67
Total Other Types of Income	182,272.81
PST Commission	152.85
Total Income	392,718.88
Expense	
Advertising & Promotional	200.00
Appreciation	391.12
Bank Service Charges	165.81
Collections & Research	813.55
Commission payout	2,832.20
Conferences & Meetings	571.18
Contract Services	
Accounting Fees	16,867.16
Consulting Fees	9,790.43
Legal Fees	1,000.75
Total Contract Services	27,658.34
Education	363.56
Facilities and Equipment	
Utilities	
Hydro	6,041.34
Natural gas	17,503.23
Total Utilities	23,544.57
Total Facilities and Equipment	23,544.57
Janitorial	860.97
Membership Dues	446.73
Merchandise Expense	4,987.92
Motor Vehicle Maintenance	199.42
Office Supplies	1,880.32
Operations	
Postage, Mailing Service	210.69
Telephone, Telecommunications	1,825.20



**Tumbler Ridge Museum Foundation**  
**Profit & Loss**  
**December 2019 through November 2020**

	Dec '19 - Nov 20
Total Operations	2,035.89
Other Types of Expenses	
Insurance	8,460.00
Total Other Types of Expenses	8,460.00
Payroll Expenses	
Employee Benefits	3,438.69
payroll fees	711.44
WCB	0.00
Payroll Expenses - Other	224,187.90
Total Payroll Expenses	228,338.03
Property Taxes	933.05
Repairs & Maintenance	
Fire Inspection & Expenses	990.59
Repairs & Maintenance Building	1,198.60
Snow Removal	1,041.50
Tracks & Tours	522.09
Repairs & Maintenance - Other	1,307.07
Total Repairs & Maintenance	5,059.85
Security System	481.08
Terminal fees	1,111.75
Travel	954.03
Web Site	1,888.54
Total Expense	314,177.91
Net Ordinary Income	78,540.97
Net Income	78,540.97

**Tumbler Ridge Museum Foundation**  
**Profit & Loss**  
December 2020 through February 2021

	Dec '20 - Feb 21
Ordinary Income/Expense	
Income	
Fee For Service	55,000.00
Gallery	
Admissions	558.00
Clothing	157.40
Commission Sales	1,239.50
Dino Toys	454.70
Museum Sales	
Book Sales	54.00
Museum Sales - Other	175.00
Total Museum Sales	229.00
Total Gallery	2,638.60
Other Types of Income	
Grants	7,750.00
Total Other Types of Income	7,750.00
PST Commission	31.80
Total Income	65,420.40
Expense	
Bank Service Charges	59.60
Commission payout	961.20
Contract Services	
Accounting Fees	681.35
Total Contract Services	681.35
Education	65.20
Facilities and Equipment	
Utilities	
Hydro	1,184.58
Natural gas	5,287.06
Total Utilities	6,471.64
Total Facilities and Equipment	6,471.64
Janitorial	235.50
Membership Dues	315.00
NDIT Cultural Spaces Project	3,588.35
Non Deductable Interest	-3.46
Office Supplies	10.00
Operations	
Postage, Mailing Service	20.85
Telephone, Telecommunications	528.88
Total Operations	549.73
Payroll Expenses	
Employee Benefits	1,501.43
payroll fees	221.26
WCB	877.80
Payroll Expenses - Other	54,536.64
Total Payroll Expenses	57,137.13
Repairs & Maintenance	
Repairs & Maintenance Building	226.66
Total Repairs & Maintenance	226.66
Security System	122.92
Society Fees	40.00
Terminal fees	203.97
Training	261.39
Web Site	591.30
Total Expense	71,517.48
Net Ordinary Income	-6,097.08
Net Income	-6,097.08

**Tumbler Ridge Museum Foundation**  
**Balance Sheet**  
**As of November 30, 2020**

	Nov 30, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
Chequing/Savings	
Equity Shares	64.47
Float	500.00
Hisa	1.00
Lake View Credit Union	286,382.88
Petty Cash - Museum	250.40
<b>Total Chequing/Savings</b>	<b>287,198.75</b>
Other Current Assets	
Prepaid deposits and expenses	7,091.01
Undeposited Funds	120.00
<b>Total Other Current Assets</b>	<b>7,211.01</b>
<b>Total Current Assets</b>	<b>294,409.76</b>
<b>Fixed Assets</b>	
2020 Laptops - 2	3,963.44
Artwork Copyrights	13,325.00
Audio Visual Equipment	
Audio/Visual Equip - Accum Amort	-13,961.96
Audio Visual Equipment - Other	15,273.99
<b>Total Audio Visual Equipment</b>	<b>1,312.03</b>
Automotive	
Automotive - accum amort	-155,983.34
Automotive - Other	49,878.07
<b>Total Automotive</b>	<b>-106,105.27</b>
Computer Equipment	
Computer Hardware - Accum Amort	-136,141.18
Computer Equipment - Other	189,201.62
<b>Total Computer Equipment</b>	<b>53,060.44</b>
Computer Software	
Computer Software - Accum Amort	-33,191.28
Computer Software - Other	33,191.28
<b>Total Computer Software</b>	<b>0.00</b>
Discovery Gallery 1750	
Discover Gallery - Accum Amort	-158,617.34
Discovery Gallery 1750 - Other	237,700.25
<b>Total Discovery Gallery 1750</b>	<b>79,082.91</b>
Equipment	
Field Equipment	74,856.97
General Equipment	72,152.28
Generator	25,500.00
JCP Equipment	21,146.47
Tools & Equip - Accum Amort	-62,609.80
<b>Total Equipment</b>	<b>131,045.92</b>
Fencing	
Fencing - Accum Amort	-3,508.85
Fencing - Other	4,592.30
<b>Total Fencing</b>	<b>1,083.45</b>
Furniture and Fixtures	
Furniture&Fixtures - Accum amor	-90,328.44
Furniture and Fixtures - Other	117,433.79

**Tumbler Ridge Museum Foundation**  
**Balance Sheet**  
As of November 30, 2020

	Nov 30, 20
Total Furniture and Fixtures	27,105.35
Gallery Displays - 1550	
Gallery display - accum amort	-59,433.90
Gallery Displays - 1550 - Other	119,036.57
Total Gallery Displays - 1550	59,602.67
Leasehold Improvements	
Leasehold - Accum Amort	-144,648.37
Leasehold Improvements - Other	576,786.50
Total Leasehold Improvements	432,138.13
Museum Collections	1.00
Passenger Van	48,627.87
sale of assets	-1.00
Toro Steel Building	
Toro Steel - Accum Amort	-46,980.11
Toro Steel Building - Other	489,761.41
Total Toro Steel Building	442,781.30
Total Fixed Assets	1,187,023.24
<b>TOTAL ASSETS</b>	<b>1,481,433.00</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,119.01
Total Accounts Payable	4,119.01
Credit Cards	
Collabria Mastercard	239.14
Cuets Mastercard 91	-2,502.54
Total Credit Cards	-2,263.40
Other Current Liabilities	
Accrued Expenses	10,000.00
Deferred Revenue - 2270	
Deferred Revenue -Contra - 2270	-47,438.45
Deferred Revenue - 2270 - Other	23,719.22
Total Deferred Revenue - 2270	-23,719.23
Deferred Revenue - 2700	715,941.90
GST/HST Payable	-1,869.61
Restricted Reserves - Arcives	950.71
Vacation Payable	5,842.16
Wages Payable	2,715.30
Total Other Current Liabilities	709,861.23
Total Current Liabilities	711,716.84
Total Liabilities	711,716.84
Equity	
Surplus General	672,981.40
Unrestricted Net Assets	18,193.79
Net Income	78,540.97
Total Equity	769,716.16
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,481,433.00</b>





# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-075

From: Teri Vetter, Chief Financial Officer

Date: April 22, 2021

**Subject: Grant Request – Tumbler Ridge Global Geopark Society**

---

## OPTIONS:

1. That the Rural Budgets Administration Committee authorize grant contribution of \$125,000, payable from Electoral Area B, C, D, and E Fair Share in equal amounts of \$31,250, to be issued to Tumbler Ridge Global Geopark Society to assist with operational costs.
2. That the Rural Budgets Administration Committee authorize grant contribution of \$35,000, payable from Electoral Area B, C, D, and E Peace River Agreements, Spending Item #4 (Assistance to Other Organizations) in equal amounts of 31,250, to be issued to Tumbler Ridge Global Geopark Society to assist with operational costs.
3. That the Rural Budgets Administration Committee respectfully deny the grant application from Tumbler Ridge Global Geopark Society and provide no grant funding to assist with operational costs.

## BACKGROUND/RATIONALE:

The grant request from Tumbler Ridge Global Geopark (TRGGS) is being brought forward for discussion to provide Rural Budgets Administration Committee an opportunity to jointly consider the request, determine its merit and whether or not the grant application will be supported. The objective of this report is to present information to RBAC to assist with determining the following:

1. Approval of a grant contribution, the amount and funding source; or
2. Rejection of the grant application for reasons identified by the Committee.

TRGGS is requesting a one-time rural grant contribution of \$125,000 to assist with operational costs of the Tumbler Ridge UNESCO Global Geopark for their fiscal year of April 1, 2021 to March 31, 2022. Grant funding, if provided will be used to support wages and mandatory operational costs. TRGGS indicates in their grant application that due to the Regional Board's inability to legally provide Regional Grants-in-Aid in 2021, they have been impacted and it has created a financial shortfall in their budget.

Since 2014, TRGGS has been in receipt of regional grant funds to support core operational costs such as wages and administration. A total of \$660,000 has been issued as outlined below.

2018 - 2020	\$375,000 (\$125,000/year)
2017	\$ 55,000
2015	\$200,000

2014                      \$ 30,000

At the Regional Board meeting held on January 28, 2021, TRGGS attended as a delegation where they provided a review of their activities and spending for the 2020/21 operating year and what they will strive for in the 2021/22 operating year. A link to that presentation has been provided at the end of this report should you wish to review it. TRGGS also presented the same information as a delegation to the Electoral Area Directors Committee at their meeting held on February 18, 2021. The Regional Board is now considering the establishment of a service function to support TRGGS. On February 17, 2021 the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED*

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

TRGGS is a not-for-profit society in good standing with the *Societies Act of BC*. Please refer to the attached grant application to see more detailed information on the grant request.

### ALTERNATIVE OPTIONS:

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

### STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

### FINANCIAL CONSIDERATION(S):

Rural grant contributions may be provided from Fair Share or Peace River Agreements, Spending Item #4 – Assistance to Organizations. The table below outlines the balance after remaining commitments for each reserve per each Electoral Area as of March 31, 2021.

Electoral Area	Fair Share	Peace River Agreement
Area B	\$ 721,567.04	(\$ 2,864.50)
Area C	\$ 911,887.50	\$1,519,261.59
Area D	\$2,075,140.22	(\$ 130,360.91)
Area E	\$2,088,395.01	\$1,722,067.21

Area B and Area D are currently in a deficit balance for PRA, however, the PRA payment for 2021 will be received by April 30th, 2021 and will no longer be in a deficit balance.

### COMMUNICATIONS CONSIDERATION(S):

The applicant will be notified in writing of the Committee's decision and, if funding is supported, will be asked to recognize the Regional District for its financial contribution.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. 2021 Grant Application – Tumbler Ridge UNESCO Global Geopark

**External Links:**

1. Tumbler Ridge UNESCO Global Geopark, Update on Activities – [See Item 7.2](#)
2. Establishment of Service Functions – [See Item 5.1](#)



Society #: S-0062458

Name: Tumbler Ridge UNESCO Global Geopark

Civic Address: 265 Southgate St.

Mailing Address: PO Box 1600

City: Tumbler Ridge

Postal Code: V0C2W0

Contact Person: Manda Maggs

Alternate Person: Al Kangas

Tel: 250-242-7072

Tel:

Email: manda.maggs@tumbleridgegeopark.ca Email:

## SOCIETY EXECUTIVES

President: Al Kangas

Vice President: Murray Smith

Treasurer: Kristen Holmlund

## PROJECT COSTS

Total Cost of Project: 275,000

Amount Requested per 125,000

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.*

TRUGG is requesting \$125,000 in order to meet the funding shortfall caused by the unexpected policy deficiency of PRRD resulting in the loss of their ability to support TRUGG through their regular regional grant (\$125,000). This funding would be directly spent on the wages and specific mandatory operational costs of TRUGG for the fiscal year of April 1 2021-March 31 2022 and represents 50% of TRUGG's annual staffing needs plus bare minimum operational costs. This is a one-time request, as PRRD representatives have assured that this policy oversight should be corrected before the next grant intake in 2022. This is the minimum funding required for TRUGG to keep this organization at its current service levels and as a society in good standing beyond July of 2021 by current estimates.

TRUGG's other funders for operational costs include the District of Tumbler Ridge through their service contract to operate the Visitor Information Centre (VIC), which covers 50% of the wages of TRUGG staff and costs directly associated with the operations of the VIC. Destination BC provides \$10,000 annually for marketing and promotion. TRUGG is also partnered with various organizations to complete special projects, with restricted funding that cannot be used for wages or other operational costs. Without operational funding support for staff wages, TRUGG will be unable to retain the staff capacity needed to complete these projects, impacting these strategic partnerships.

## ATTACHMENTS REQUIRED:

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

Signature of Applicant:

Date: March 18 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: \_\_\_\_\_



## Proposed Budget - PRRD Rural Area Grant Application

UNESCO & Geoparks Activities	\$ 3,500
General Admin and Office supplies	\$ 5,000
Meetings & Conferences	\$ 3,000
Memberships and Subscriptions	\$ 3,000
Marketing	\$ 2,000
Community and Volunteer Events	\$ 3,000
Hiring and recruitment	\$ 500
Equipment purchase and maintenance	\$ 500
Phone utility and software (Google Suite)	\$ 4,000
Insurance	\$ 3,300
Bookkeeping and Accounting	\$ 10,500
Equipment	\$ 2,000
Geopark Science Initiatives	\$ 2,700
Training & Professional Development	\$ 2,000
Indigenous Advisory Council expenses	\$ 4,000
Executive Director's compensation (50%)*	\$ 35,500
VIC Manager and Program Coordinator compensation (50%)*	\$ 24,000
Other staff wages (GeoEducator, Project Manager)	\$ 13,500
Special Projects	\$ 3,000
TOTAL	\$ 125,000

\*50% of wages are covered under our current funding agreements.

**TUMBLER RIDGE GLOBAL GEOPARK SOCIETY**  
**Financial Statements**  
**Year Ended March 31, 2020**  
*(See Independent Auditor's Report)*

**TUMBLER RIDGE GLOBAL GEOPARK SOCIETY**  
**Index to Financial Statements**  
**Year Ended March 31, 2020**  
**(See Independent Auditor's Report)**

---

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Revenues and Expenditures	4
Statement of Changes in Fund Balances	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 11
Visitor Information Centre ( <i>Schedule 1</i> )	12

*Partners*

- \* Ben Sander, B. Comm., FCPA, FCA
- \* Dale J. Rose, CPA, CA
- \* Alan Bone, B. Comm., CPA, CA
- \* Jason Grindle, B. Comm., CPA, CA
- \* Jaron Neufeld, B. Comm., CPA, CA

813 - 103rd AVENUE, DAWSON CREEK, BC V1G 2G2  
TEL: (250) 782-3374 • FAX: (250) 782-3379 • dc@srbg.ca

10208 - 99th AVENUE, FORT ST. JOHN, BC V1J 1V4  
TEL: (250) 785-5645 • FAX: (250) 785-0064 • fsj@srbg.ca

203 - 9815 - 97th STREET, GRANDE PRAIRIE, AB T8V 8B9  
TEL: (780) 532-8303 • FAX: (780) 532-8374 • gp@srbg.ca

---

## INDEPENDENT AUDITOR'S REPORT

---

To the Members of Tumbler Ridge Global Geopark Society

*Report on the Financial Statements*

*Qualified Opinion*

We have audited the financial statements of Tumbler Ridge Global Geopark Society (the Society), which comprise the statement of financial position as at March 31, 2020, and the statements of revenues and expenditures, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Basis for Qualified Opinion*

The Society has chosen not to record tangible capital assets and instead expense these in the year of acquisition. Our audit opinion on the financial statements for the year ended March 31, 2020 was modified because of the effects of this departure from Canadian accounting standards for not-for-profit organizations.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

*Report on Other Legal and Regulatory Requirements*

As required by the British Columbia Societies Act, we report that, in our opinion, the Society's financial statements have been prepared on a basis consistent with the prior year.



### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**TUMBLER RIDGE GLOBAL GEOPARK SOCIETY**  
**Statement of Financial Position**  
**March 31, 2020**

	2020	2019
<b>ASSETS</b>		
CURRENT		
Cash	\$ 383,514	\$ 401,957
Receivables (Note 4)	58,020	5,145
Prepaid expenses	742	712
Inventory	23,687	20,309
	<b>\$ 465,963</b>	<b>\$ 428,123</b>
<b>LIABILITIES AND FUND BALANCES</b>		
CURRENT		
Payables (Note 5)	\$ 13,796	\$ 14,504
Deferred revenue (Note 7)	103,167	36,500
	<b>116,963</b>	<b>51,004</b>
<b>FUND BALANCES</b>		
Externally Restricted	529,385	447,074
Unrestricted	(180,385)	(69,955)
	<b>349,000</b>	<b>377,119</b>
	<b>\$ 465,963</b>	<b>\$ 428,123</b>

Approved by

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

**TUMBLER RIDGE GLOBAL GEOPARK SOCIETY**  
**Statement of Revenues and Expenditures**  
**Year Ended March 31, 2020**

	General Fund	RESTRICTED FUNDS					2020 Total	2019 Total
		Walking Tour Project Fund	Peace Cycle Tour Fund	BC Rural Dividend Fund - Education	Geo - Interpretive Centre	Peace River Regional District		
REVENUE								
Grants	\$ 185,398	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 310,398	\$ 319,823
Gift shop sales	38,602	-	-	-	-	-	38,602	43,041
Gifts-in-kind (Note 6)	233,500	-	-	-	-	-	233,500	130,000
Other income	39,649	-	-	-	-	-	39,649	7,992
	497,149	-	-	-	-	125,000	622,149	500,856
EXPENSES								
Administration	5,852	-	-	-	-	-	5,852	779
Advertising	254,416	-	-	-	-	-	254,416	158,601
Audit and legal	9,516	-	-	-	-	-	9,516	9,736
BC Rural Dividend	-	-	-	-	26,232	-	26,232	49,243
Bank charges	942	-	-	-	-	-	942	979
Commission expense	12,061	-	-	-	-	-	12,061	16,921
Events and special projects	31,801	-	-	-	-	-	31,801	10,392
Fees	481	-	-	-	-	-	481	763
Gift shop equipment	-	-	-	-	-	-	-	9,189
Gift shop purchases	15,605	-	-	-	-	-	15,605	9,584
Insurance	2,039	-	-	-	-	-	2,039	1,251
Meetings and conferences	3,381	-	-	-	-	-	3,381	5,162
Office and sundry	12,756	-	-	-	-	-	12,756	21,235
Peace Cycle Tour	-	-	-	-	-	-	-	505
Professional development	7,098	-	-	-	-	-	7,098	345
Programming	6,343	-	-	-	-	-	6,343	10,284
Travel	6,891	-	-	-	-	-	6,891	7,817
Utilities	3,420	-	-	-	-	-	3,420	5,801
Wages	234,977	-	-	-	-	16,457	251,434	244,866
	607,579	-	-	-	26,232	16,457	650,268	563,453
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES								
	\$ (110,430)	\$ -	\$ -	\$ -	\$ (26,232)	\$ 108,543	\$ (28,119)	\$ (62,597)

See accompanying notes to financial statements

**TUMBLER RIDGE GLOBAL GEOPARK SOCIETY**  
**Statement of Changes in Fund Balances**  
**Year Ended March 31, 2020**

	RESTRICTED FUNDS							2019 Total
	General Fund	Walking Tour Project Fund	Peace Cycle Tour Fund	BC Rural Dividend Fund - Education	Geo - Interpretive Centre	Peace River Regional District	2020 Total	
<b>FUND BALANCES - BEGINNING OF YEAR</b>	\$ (69,955)	\$ 3,311	\$ 5,114	\$ 220	\$ 348,664	\$ 89,765	<b>\$ 377,119</b>	\$ 439,716
Deficiency of revenue over expenses	(110,430)	-	-	-	(26,232)	108,543	<b>(28,119)</b>	(62,597)
<b>FUND BALANCES - END OF YEAR</b>	<b>\$ (180,385)</b>	<b>\$ 3,311</b>	<b>\$ 5,114</b>	<b>\$ 220</b>	<b>\$ 322,432</b>	<b>\$ 198,308</b>	<b>\$ 349,000</b>	<b>\$ 377,119</b>

See accompanying notes to financial statements



**TUMBLER RIDGE GLOBAL GEOPARK SOCIETY**  
**Statement of Cash Flows**  
**Year Ended March 31, 2020**

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Deficiency of revenue over expenses	\$ (28,119)	\$ (62,597)
Changes in non-cash working capital <i>(Note 8)</i>	9,676	(107,171)
<b>DECREASE IN CASH FLOW</b>	<b>(18,443)</b>	<b>(169,768)</b>
Cash - beginning of year	401,957	571,725
<b>CASH - END OF YEAR</b>	<b>\$ 383,514</b>	<b>\$ 401,957</b>

See accompanying notes to financial statements

# **TUMBLER RIDGE GLOBAL GEOPARK SOCIETY**

## **Notes to Financial Statements**

**Year Ended March 31, 2020**

---

### **1. PURPOSE OF THE ORGANIZATION**

The Tumbler Ridge Global Geopark Society is an organization whose main purpose is the education of the public on the Geosite's rich paleontological history and to increase tourism to the Tumbler Ridge area. The Society is incorporated under the Societies Act of British Columbia as a not-for-profit organization and under the Income Tax Act the Society is exempt from income tax.

### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO) except for the tangible capital asset policy which represents a departure from Canadian generally accepted accounting principles.

#### Cash

Cash is defined as cash on hand, cash on deposit and short term deposits with maturity dates of less than 90 days net of cheques issued and outstanding at the reporting date.

#### Financial instruments

The Society initially measures its financial assets and financial liabilities at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and receivables.

Financial liabilities measured at amortized cost are payables.

#### Fund accounting

Tumbler Ridge Global Geopark Society follows the restricted fund method of accounting for contributions.

The General Fund reports unrestricted assets, liabilities, revenue and expenses related to the Society's operational activities.

The Restricted Fund reports restricted assets, liabilities, revenue and expenses related to the Society's funders restrictions on those funds.

#### Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is calculated on the first in, first out basis.

#### Tangible capital assets

The Society has elected not to record tangible capital assets in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO). Instead, tangible capital assets are expensed in the year of acquisition.

(continues)

**TUMBLER RIDGE GLOBAL GEOPARK SOCIETY**  
**Notes to Financial Statements**  
**Year Ended March 31, 2020**

---

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Revenue recognition

Restricted contributions related to general operations are recognized as revenue of the General Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Use of estimates

The preparation of these financial statements is in conformity with Canadian accounting standards for Not-for-Profit Organizations which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the current period. Significant estimates include those used when accounting for receivables and payables. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

3. COMPARATIVE FIGURES

Some of the comparative figures have been restated and reclassified to conform to the current year's presentation.

4. RECEIVABLES

	2020	2019
Goods and services tax	\$ 7,517	\$ 5,145
Trade	50,503	-
	<b>\$ 58,020</b>	<b>\$ 5,145</b>

5. PAYABLES

	2020	2019
Trade	\$ 7,846	\$ 6,130
Provincial sales tax	148	276
Wages	5,802	8,098
	<b>\$ 13,796</b>	<b>\$ 14,504</b>

**TUMBLER RIDGE GLOBAL GEOPARK SOCIETY**  
**Notes to Financial Statements**  
**Year Ended March 31, 2020**

**6. GIFTS-IN-KIND**

The Society tracks and records all contributed goods and services at their fair value. Gifts in kind for the year are made up of the following items:

	<b>2020</b>	<b>2019</b>
Marketing consulting fees - District of Tumbler Ridge and Dawson Creek Tourism	<b>\$ 233,500</b>	<b>\$ 130,000</b>

**7. DEFERRED REVENUE**

Deferred revenue for the year are made up of grants received in support of the Society operating the Tumbler Ridge Visitor Information Centre.

	<b>2020</b>	<b>2019</b>
District of Tumbler Ridge	<b>\$ 29,000</b>	<b>\$ 29,000</b>
Destination BC	<b>7,500</b>	<b>7,500</b>
Peace River Coal	<b>66,667</b>	<b>-</b>
	<b>\$ 103,167</b>	<b>\$ 36,500</b>

**8. CHANGES IN NON-CASH WORKING CAPITAL**

	<b>2020</b>	<b>2019</b>
Receivables - (increase)	<b>\$ (52,875)</b>	<b>\$ (1,439)</b>
Inventory - (increase)	<b>(3,376)</b>	<b>(8,463)</b>
Prepaid expenses - (increase)	<b>(30)</b>	<b>(6)</b>
Payables - (decrease) increase	<b>(710)</b>	<b>2,737</b>
Deferred revenue - increase (decrease)	<b>66,667</b>	<b>(100,000)</b>
	<b>\$ 9,676</b>	<b>\$ (107,171)</b>

**9. STATUTORY INFORMATION**

The society had one employee (2019 - none) earning more than \$75,000 per year who was compensated \$80,000 in the fiscal year. No remuneration was paid to the directors of the Society (2019 - none).

## TUMBLER RIDGE GLOBAL GEOPARK SOCIETY

### Notes to Financial Statements

Year Ended March 31, 2020

---

#### 10. ECONOMIC DEPENDENCE

The Society is able to fund ongoing administrative operations by way of donated office space, and office equipment provided by the District of Tumbler Ridge. These contributions are not reported in the financial statements as their value cannot be reasonably estimated. It is management's opinion that the loss of the donated rental space and equipment would have an adverse effect on the Society's operations. At the date of this report management has no reason to believe the assistance will not continue.

#### 11. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the Society's risk exposure at the statement of financial position date.

##### **(a) Credit risk**

Credit risk associated with cash and accounts receivables arises from the possibility that a counterparty to a contract fails to perform according to the terms and conditions of that contract. The maximum exposure to credit risk is the carrying value of cash and accounts receivables on the statement of financial position. The Society's exposure to this risk is low and is primarily related to the collectability of receivables.

##### **(b) Liquidity risk**

Liquidity risk is the risk that the Society will not be able to meet its obligations associated with financial liabilities. Cash flow from operations provide a substantial portion of the Society's cash requirements. The Society monitors its cash flows from operations by preparing and monitoring monthly cash flows against budget and anticipated future requirements based on their needs.

##### **(c) Market risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises of currency risk and interest rate risk.

##### **(d) Currency risk**

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Society has very limited exposure to this type of risk.

##### **(e) Interest rate risk**

Interest rate risk is the risk that the value of financial instruments might be adversely affected by a change in interest rates. The Society has very limited exposure to this type of risk.

Unless otherwise noted, it is management's opinion that the Society is not exposed to significant other price risks arising from these financial instruments.



## TUMBLER RIDGE GLOBAL GEOPARK SOCIETY

### Notes to Financial Statements

Year Ended March 31, 2020

---

#### 12. EXCEPTIONAL ITEM

On March 11, 2020 the World Health Organization declared a Global Pandemic for the spread of Covid-19. Management continues to assess the actual and potential impact this global event may have on the operations of Tumbler Ridge Global Geopark Society.

**TUMBLER RIDGE GLOBAL GEOPARK SOCIETY**  
**Statement of Revenue and Expenses**  
**Year Ended March 31, 2020**

**(Schedule 1)**

**Visitor Information Centre**

	2020	2019
<b>REVENUE</b>		
Grants	\$ 167,065	\$ 169,856
Other income	-	2,300
Gift shop sales	14,892	19,169
	<b>181,957</b>	<b>191,325</b>
<b>EXPENSES</b>		
Advertising	2,060	89
Commission expense	12,061	16,921
Meetings and conferences	4,492	6,183
Postage and freight	2,743	2,063
Professional development	1,905	319
Programs	-	281
Supplies	4,422	11,682
Terminal fees	848	933
Travel	787	662
Uniforms	1,114	247
Wages	141,578	139,929
	<b>172,010</b>	<b>179,309</b>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$ 9,947</b>	<b>\$ 12,016</b>

# TUMBLER RIDGE GLOBAL GEO PARK

## IMPACT SUMMARY



prepared by Manda Maggs  
March 15, 2021

# THE INTRODUCTION

The Tumbler Ridge UNESCO Global Geopark is a nonprofit society that brings significant value to the District of Tumbler Ridge and beyond. Destination BC has identified the Tumbler Ridge Geopark as one of the five “Iconics” of the northern region.

UNESCO Geoparks are internationally designated places that are designed to attract visitors ready to explore the unique geological, cultural and natural wonders they have to offer. The Tumbler Ridge UNESCO Global Geopark is one of only five Geoparks in Canada, and the only one located in western North America. Significant new discoveries are found every year.

Unlike national or provincial parks, UNESCO Global Geoparks do not have additional restrictions outside of established laws on activities such as resource extraction, hunting, or motorized recreation. Within the Geopark you will find everything from renewable energy wind farms, metallurgical coal mines and forestry operations to hiking trails, ATV and snowmobile terrain, river boating, snowshoe and cross country skiing trails, rock and ice climbing, mountain biking, and horseback riding trails.

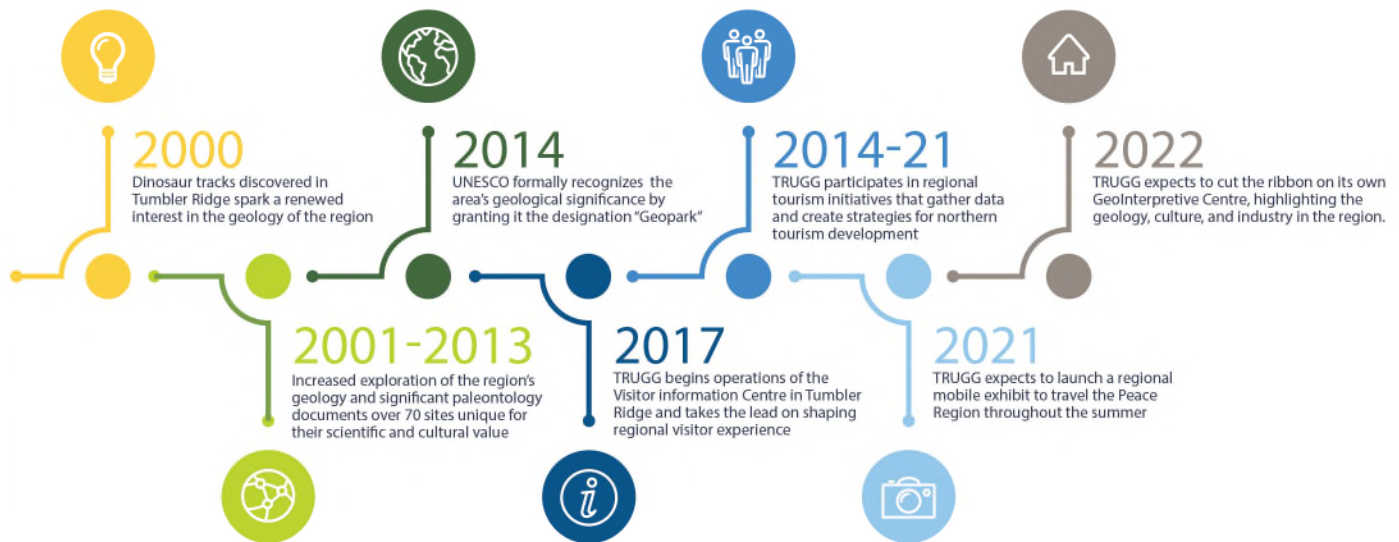
We work with our local and regional industry leaders, governments, businesses, and other partners to explore and develop sustainable partnerships, economic strategies, and capacity-building initiatives that benefit our community and our region.

Geopark staff sit on a number of committees, campaigns, initiatives, and projects to ensure that our region is represented at the provincial, national, and international levels. These include but are not limited to the Northern BC Tourism committee, Northeast BC Destination Development Advisory committee, Tourism Industry Association of BC, Tourism Industry Association of Canada, Canadian Geoparks Network, Global Geoparks Network, and UNESCO. TRUGG is also pleased to serve Tumbler Ridge at the District of Tumbler Ridge’s Tourism Advisory Committee and Infrastructure and Sustainability subcommittee.

Our mission is to enhance the well-being of our community and visitors through the celebration and exploration of this special place.



# THE HISTORY



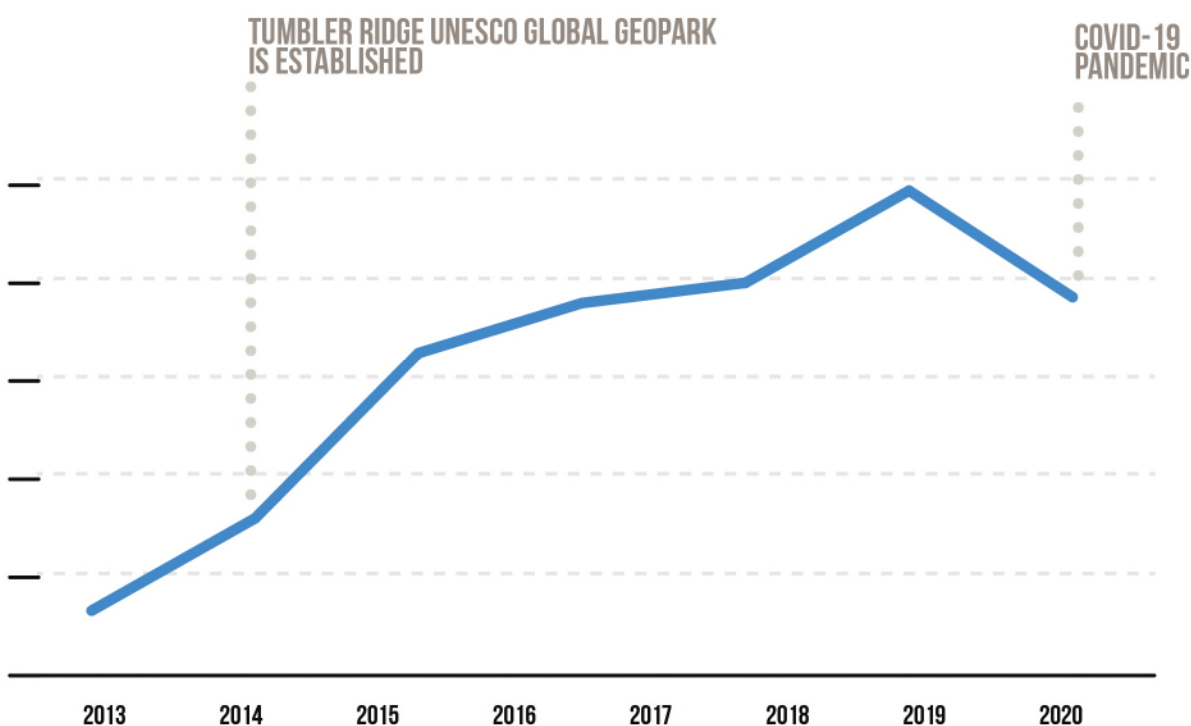
# THE PRIORITIES





# THE STATS

## VISITOR NUMBERS (TUMBLER RIDGE ONLY)



Data reflects statistics from the visitor information centre database only. The Tumbler Ridge Visitor Information Centre was closed for 2.5 months in 2020 and collected no data during that time, however; observational data of congested trailheads and camping sites indicated higher than usual visitor counts.

After the establishment of the Geopark, visitor count has increased by **433%**



# THE STATS

For a relatively small investment covering the cost of operations, the Tumbler Ridge UNESCO Global Geopark brings in significantly more project funding to the region in the form of grants from provincial and federal sources.

The vast majority of these funds are spent within the region on projects such as trail improvements, wayfinding/signage, scientific research, educational programs, feasibility studies and strategic planning, trail infrastructure, marketing campaigns, safety training, and other regional improvements.



**1500**

Kid's educational kits distributed annually in the region around Tumbler Ridge



**336**

average number of tourism-related meetings attended by TRUGG staff annually



**~\$2.2 M**

dollars of grant funds brought to the region over 5 years.



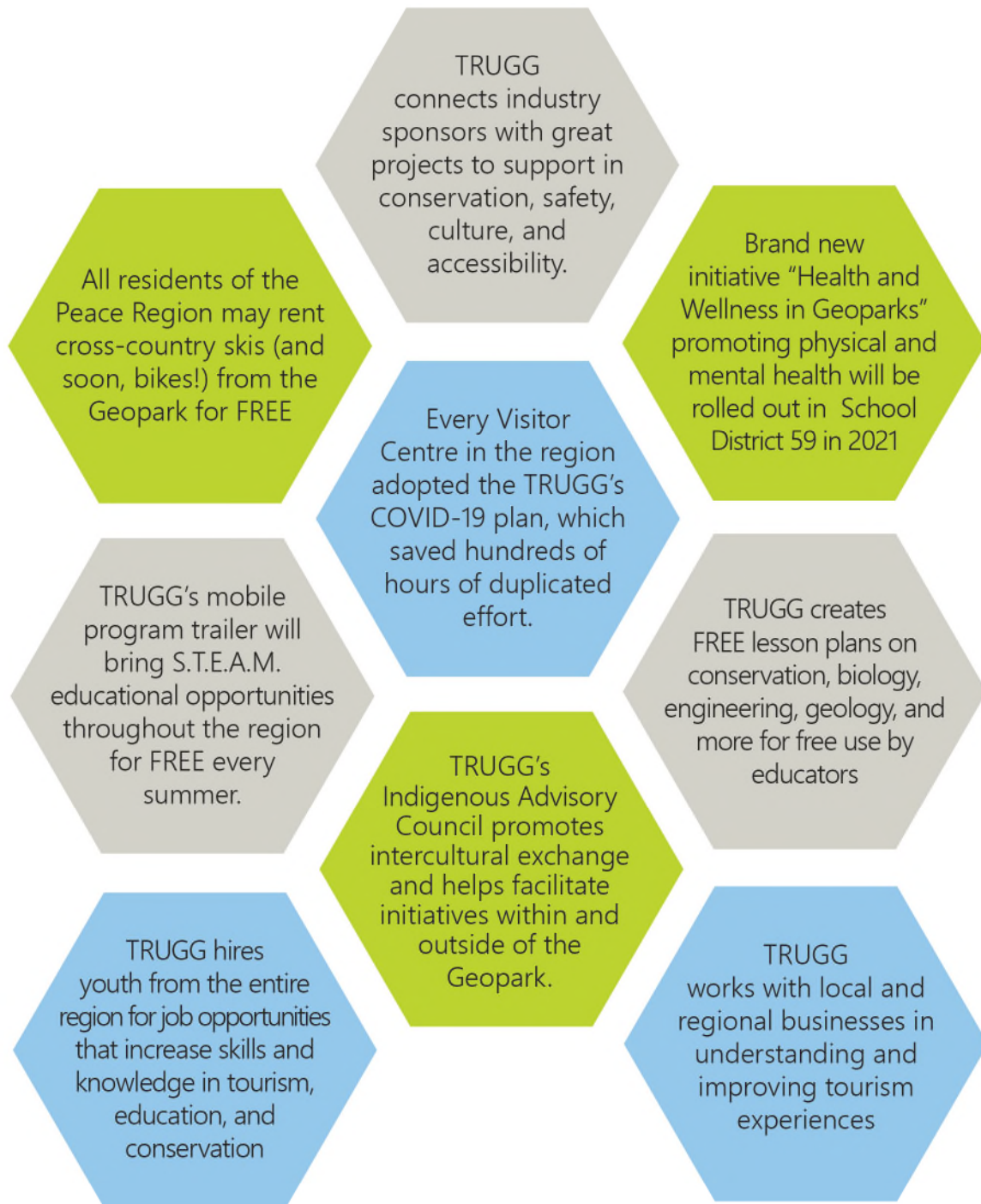
When HBO's Game of Thrones held their worldwide "Iron Throne Scavenger Hunt", hiding 6 replica thrones in 6 countries worldwide, one was placed in the Tumbler Ridge Global Geopark at Babcock seeps. A community impact assessment conducted by Lochaven Consulting estimated that the total economic injection to the District of Tumbler Ridge of this 7-day event was between

**\$871,066 AND  
\$1,054,525**



# THE PERKS

There are many benefits of living in or near a Geopark that are hard to measure, but certainly contribute to the quality of life of the people and communities around them.



# THE NEAR FUTURE

Here's a snapshot of what's coming up at the Geopark that will drive further benefit to our surrounding communities and region:



TRUGG is gearing up to welcome the UNESCO representatives that will be evaluating our Geopark's UNESCO status in 2022. This delegation will include guests from multiple nations and will expect to experience Tumbler Ridge's natural heritage and meet our local dignitaries and leaders.

TRUGG is partnering with the District of Tumbler Ridge and the Northern BC Tourism Association to bring about a better understanding of visitors through a data-capturing initiative using geofencing. Results will help target marketing campaigns to specific audiences.



TRUGG staff are helping to design new training and educational resources for other VIC centres around the province, which will enhance visitor experiences province-wide. Tumbler Ridge VIC has become a role model for other centres because of its innovative approach to visitor experience enhancement.

TRUGG is working on an exciting new Geosite that is currently undergoing research, and has the potential to become one of our top attractions that appeals to a brand new audience - if the site can be made safe and accessible without damaging it's unique features, it will be unveiled soon.



TRUGG's mobile interpretive exhibit and education trailer will be touring the Peace Region starting in June/July 2021 if COVID restrictions allow and if federal funding for summer students comes through.







# DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-RBAC-005

From: Karen Goodings, Director Electoral Area B

Date: April 22, 2021

**Subject: 2021 Area B Recreational and Cultural Grants-in-Aid –Allocations for Ratification**

---

## PURPOSE / ISSUE:

The purpose of this report is to ratify the 2021 Rural Recreational and Cultural Grants-in-Aid (GIA) contributions as determined by the Electoral Area Director in accordance with the Rural Recreational and Cultural Grants-in-Aid policy which states:

- g) All recommendations of Grant-in-Aid funding allocations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

## RECOMMENDATION #1:

That the Rural Budgets Administration Committee ratify the recommended 2021 Electoral Area B Recreational and Cultural Grants-in-Aid Allocation amounts as listed the table below:

Cecil Lake Recreation Commission	\$ 12,300
Goodlow Community Club	\$ 2,054
Halfway Graham Community Club	\$ 2,500
King's Valley Christian Camp	\$ 12,122
Montney Recreation Commission	\$ 19,312
North Peace 4H District Council	\$ 800
North Peace Fall Fair	\$ 23,910
North Peace Historical Society	\$ 8,000
Osborn Community Hall	\$ 958
Rock of Ages Bible Camp	\$ 21,960
Rose Prairie Community Curling Centre	\$ 18,015
Wonowon Horse Club	\$ 51,925
North Peace 4H District Council (Annual Travel)	\$ 1,000
Area B Rural Bursary	\$ 1,000
Area B Rural Scholarship	\$ 1,000
Youth Travel	\$ 1,500
<b>Total</b>	<b>\$178,356</b>

## RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize a grant in the amount of \$39,746, payable from Electoral Area B Community Works Gas Tax – Recreation Infrastructure, to be issued to Cecil Lake Recreation Commission to assist with the building improvements and the addition of a storage area for the stage.



**RECOMMENDATION #3:**

That the Rural Budgets Administration Committee authorize a grant in the amount of \$23,456, payable from Electoral Area B Community Works Gas Tax – Recreation Infrastructure, to be issued to Goodlow Community Club to assist with the improvements to the dug-out, campsite grounds and gazebo; and further,

That no funding be issued until all 2020 Recreational and Cultural Grants-in-Aid projects are completed.

**RECOMMENDATION #4:**

That the Rural Budgets Administration Committee authorize a grant in the amount of \$4,500, payable from Electoral Area B BCR/PRA funds, to be issued to High School Rodeos of BC for the purpose of hosting 2021 Rodeo Events.

**RECOMMENDATION #5:**

That the Rural Budgets Administration Committee authorize a grant in the amount of \$25,112, payable from Electoral Area B Peace River Agreement, Spending Item #4 – Assistance to Other Organizations, to be issued to King's Valley Christian Camp to assist with improvements to the facility and the purchase of a generator, rototiller and In-Ear monitor.

**RECOMMENDATION #6:**

That the Rural Budgets Administration Committee authorize a grant in the amount of \$31,435, payable from Electoral Area B Community Works Gas Tax – Sport Infrastructure, to be issued to North Peace Fall Fair Society for the expansion of the Adeline Kelly building and improvements to road ways at the on the grounds; and further,

That no funding be payable until building permits have been issued and permission to proceed has been authorized by the Regional District.

**RECOMMENDATION #7:**

That the Rural Budgets Administration Committee authorize a grant in the amount of \$100,000, payable from Electoral Area B Community Works Gas Tax – Local Roads, Bridges, and Active Transportation, to be issued to Prespatou Planning Committee Society to assist with the Community Walking Trail project; and further,

That no funding be issued until the Society meets all requirements that will enable them to build a trail in a manner that will provide long-lasting service and reduce any liability to both the Regional District and the Society itself.

**RECOMMENDATION #8:**

That the Rural Budgets Administration Committee authorize a grant in the amount of \$10,000, payable from Electoral Area B Fair Share, to be issued to Sagitawa Christian Camping Society to assist with construction of an Archery Pole Shed.

**BACKGROUND/RATIONALE:**

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

*MOVED, SECONDED and CARRIED*

That the Rural Budgets Administration Committee authorize each Electoral Area Director to determine which Grants-in-Aid applications, if any, will be provided a grant through alternative funding options, further, that the information be provided to staff in the form of a Directors Report by April 1, 2021 for inclusion on the April 22nd Rural Budgets Administration Committee meeting for ratification.

Financial considerations pertaining to the funding options used to support the recommendations are listed below:

1. A total of \$178,356 is budgeted as a 2021 commitment for Electoral Area B, Recreational and Cultural Grants-in-Aid.
2. As of March 31, 2021 the balance remaining after commitments for
  - Electoral Area B, Peace River Agreements was (\$2,864.50)
  - Electoral Area B, Community Works Gas Tax was \$375,724.83
  - Electoral Area B, BCR/PRA was 47,979.66

Area B is currently in a deficit balance for PRA, however, the PRA payment for 2021 will be received by April 30<sup>th</sup>, 2021 and will no longer be in a deficit balance.

**STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

Attachments:

1. 2021 Area B Recreational and Cultural GIA – Summary of Recommendations

2021 Area B Rural Recreational & Cultural GIA - Summary of Applications						ALTERNATE FUNDING OPTIONS				
Organization name	Projects	Total Project Cost	Capital Costs	Insurance	Amount Requested	Directors GIA Recommendation to RBAC	PRA/Fair Share	Gas Tax	BCR/PRA	Grand Total of all funded grants
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	\$ 12,300.00		\$39,746		\$ 52,046.00
Goodlow Community Club	Expansion of dug out, Improvements for campsites, roads, drainage, gazebo.	\$ 25,510.00			\$ 25,510.00	\$ 2,054.00		\$23,456		\$ 25,510.00
High School Rodeos of BC - New Applicant	2021 Rodeo Events	\$ 18,000.00			\$ 4,500.00				\$4,500	\$4,500
Halfway Graham Community Club	Hall Improvements	\$ 2,500.00			\$ 2,500.00	\$ 2,500.00				\$ 2,500.00
King's Valley Christian Camp	Improvement, purchase of capital equipment and insurance	\$ 37,234.07	\$ 37,234.07	\$ 12,122.00	\$ 37,234.07	\$ 12,122.00	\$25,112			\$ 37,234.00
Montney Recreation Commission	Insurance; new picnic tables; improvements at church	\$ 19,312.00	\$ 16,150.00	\$ 3,162.00	\$ 19,312.00	\$ 19,312.00				\$ 19,312.00
North Peace 4 H District Council	Insurance Costs	\$ 800.00		\$ 800.00	\$ 800.00	\$ 800.00				\$ 800.00
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	\$ 23,910.00		\$31,435		\$ 55,345.00
North Peace Historical Society	Restoration of Allen Homestead House Interior	\$ 16,000.00	\$ 8,000.00		\$ 8,000.00	\$ 8,000.00				\$ 8,000.00
Osborn Community Hall	Insurance Costs	\$ 958.00		\$ 958.00	\$ 958.00	\$ 958.00				\$ 958.00
Prespatou Planning Committee Society - New Applicant	Community Walking Trail	\$100,000	\$100,000		\$ 100,000.00			\$100,000		\$100,000
Rock of Ages Bible Camp	Insurance, purchase generator, general improvements	\$ 21,960.00	\$ 18,160.00	\$ 3,800.00	\$ 21,960.00	\$ 21,960.00				\$ 21,960.00
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	\$ 18,015.00				\$ 18,015.00
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	\$ 51,925.00				\$ 51,925.00
		\$ 406,339.53	\$ 377,517.08	\$ 34,942.00	\$ 406,635.08	\$ 173,856.00	\$25,112	\$194,637	\$4,500	\$398,105.00

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		
<b>Totals</b>	<b>\$ 4,500.00</b>	<b>\$ 406,635.08</b>	<b>\$ 173,856.00</b>

<b>Allocation Amounts April 22, 2021</b>	
Total Fund	\$ 178,356.00
Total COMMITTED	\$ 4,500.00
Total Available	\$ 173,856.00
Less Director's Recommendation	\$ 173,856.00
<b>Total Balance Remaining</b>	<b>\$ -</b>



# DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-RBAC-003

From: Brad Sperling, Director Electoral Area C

Date: April 22, 2021

**Subject: 2021 Area C Recreational and Cultural Grants-in-Aid – Allocations for Ratification**

---

**PURPOSE / ISSUE:**

The purpose of this report is to ratify the 2021 Rural Recreational and Cultural Grants-in-Aid (GIA) contributions as determined by the Electoral Area Director in accordance with the Rural Recreational and Cultural Grants-in-Aid policy which states:

All recommendations of Grant-in-Aid funding allocations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

**RECOMMENDATION / ACTION:**

That the Rural Budgets Administration Committee ratify the recommended 2021 Electoral Area C Recreational and Cultural Grants-in-Aid Allocation amounts as outlined in the table below:

Charlie Lake Conservation Society	\$ 9,900
Charlie Lake School Parent Advisory Council	\$15,000
Lake Point Gold and Country Club	\$10,000
North Peace Historical Society	\$ 8,000
Area C Rural Scholarship (2 at \$1,000 each)	\$ 2,000
Youth Travel	\$ 1,000
<b>Total Recommended Amount</b>	<b>\$45,900</b>
<b>Total GIA Budget Commitment</b>	<b>\$51,716</b>
<b>Amount Remaining in Commitment</b>	<b>\$ 5,816</b>

**BACKGROUND/RATIONALE:**

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

*MOVED, SECONDED and CARRIED*

That the Rural Budgets Administration Committee authorize each Electoral Area Director to determine which Grants-in-Aid applications, if any, will be provided a grant through alternative funding options, further, that the information be provided to staff in the form of a Directors Report by April 1, 2021 for inclusion on the April 22nd Rural Budgets Administration Committee meeting for ratification.

Financial considerations pertaining to the funding options used to support the recommendations is listed below:

1. A total of \$51,716 is budgeted as a 2021 commitment for Electoral Area C, Recreational and Cultural Grants-in-Aid.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**Attachments:**

1. 2021 Area C Recreational and Cultural GIA - Summary of Recommendations



# 2021 Area C Recreation & Cultural GIA Summary of Recommendations

ALTERNATE FUNDING OPTIONS

Organization Name	Projects	Total Project Cost	Capital Costs	Insurance Cost	Amount Requested	Director's GIA Recommendation to RBAC	PRA/Fair Share	Gas Tax	BCR/PRA
Charlie Lake Conservation Society - New Applicant	Study - Monthly Algae Sampling	\$ 9,964.67			\$ 9,900.00	\$ 9,900.00			
Charlie Lake School Parent Advisory Council	Playground for Charlie Lake Elementary School	\$ 133,601.10			\$ 15,000.00	\$ 15,000.00			
High School Rodeos of BC - New Applicant	2021 Rodeo Events	\$ 18,000.00			\$ 4,500.00	\$ -			
Lake point Golf & Country Club	Rebuild of retaining wall and patio flooring	\$ 26,280.00	\$ 26,280.00		\$ 26,280.00	\$ 10,000.00			
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	\$ -			
North Peace Historical Society	Restoration of Allen Homestead House Interior	\$ 16,000.00	\$ 8,000.00		\$ 8,000.00	\$ 8,000.00			
		\$ 259,745.77	\$ 85,212.00	\$ 2,600.00	\$ 91,630.00	\$ 42,900.00			

Director's Annual Commitments	Amount Requested	Director Recommendation
Area C Scholarship ( 2 @ \$1,000 each)	\$ 2,000.00	
Youth Travel	\$ 1,000.00	
<b>Totals</b>	<b>\$ 3,000.00</b>	<b>\$ 91,630.00</b>
		<b>\$ 42,900.00</b>

<b>Allocation Amounts April 22, 2021</b>	
Total Fund	\$ 51,716.00
<b>Total COMMITTED</b>	<b>\$ 3,000.00</b>
Total Available	\$ 48,716.00
Less Director's Recommendation	\$ 42,900.00
<b>Total Balance Remaining</b>	<b>\$ 5,816.00</b>

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



# DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-RBAC-004

From: Director Rose, Director Electoral Area E

Date: April 22, 2021

**Subject: 2021 Area E Recreational and Cultural Grants-in-Aid – Allocations for Ratification****PURPOSE / ISSUE:**

The purpose of this report is to ratify the 2021 Rural Recreational and Cultural Grants-in-Aid (GIA) contributions as determined by the Electoral Area Director in accordance with the Rural Recreational and Cultural Grants-in-Aid policy which states:

- g) All recommendations of Grant-in-Aid funding allocations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

**RECOMMENDATION / ACTION:**

That the Rural Budgets Administration Committee ratify the recommended 2021 Electoral Area E Recreational and Cultural Grants-in-Aid Allocation amounts as outlined in the table below:

Boreal Centre for Sustainability	\$ 3,300
Chetwynd and District Rod and Gun Club	\$15,000
Foothills Team Roping Club	\$15,000
High School Rodeos of BC	\$ 4,500
Little Giant Figure Skating Club	\$ 15,000
Little Prairie Heritage Society	\$ 10,000
Moberly Lake Community Association	\$ 4,200
Pine Valley Exhibition Park	\$14,000
Pine Valley Seniors Association	\$13,000
Sagitawa Christian Camping Society	\$10,963
Area E Bursary (2 at \$500 each)	\$ 1,000
Youth Travel	\$ 1,500
<b>Total Allocations Amount</b>	<b>\$107,463</b>

**BACKGROUND/RATIONALE:**

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

*MOVED, SECONDED and CARRIED*

That the Rural Budgets Administration Committee authorize each Electoral Area Director to determine which Grants-in-Aid applications, if any, will be provided a grant through alternative funding options, further, that the information be provided to staff in the form of a Directors Report by April 1, 2021 for inclusion on the April 22nd Rural Budgets Administration Committee meeting for ratification.

Financial considerations pertaining to the funding options used to support the recommendations is listed below:

1. A total of \$107,463 is budgeted as a 2021 commitment for Electoral Area E, Recreational and Cultural Grants-in-Aid.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

Attachments:

1. 2021 Area E Recreational and Cultural GIA - Summary of Recommendations

**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 Recommendation to RBAC	PRA/Fair Share	Gas Tax	OTHER
Boreal Centre for Sustainability	Greenhouse Retrofit Project	\$ 18,921.00			\$ 18,921.00	\$ 3,300.00			
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	\$ 15,000.00			
Foothills Team Roping	Panels - Corral System, purchase grapple attachment for tractor	\$ 15,000.00	\$ 14,750.00	\$ 500.00	\$ 15,000.00	\$ 15,000.00			
High School Rodeos of BC - New Applicant	2021 Rodeo Events	\$ 18,000.00			\$ 4,500.00	\$ 4,500.00			
Little Giant Figure Skating	Operational Costs - Ice Rental Fees, skate program and carnival supplies	\$ 34,150.79		\$ 2,200.00	\$ 15,000.00	\$ 15,000.00			
Little Prairie Heritage Society	Repairs/Renovations to multiple museum buildings, purchase computer and events tent	\$ 12,839.38		\$ 2,200.00	\$ 9,982.73	\$ 10,000.00			
Moberly Lake Community Association	General Operating costs	\$ 8,566.02		\$ 1,550.00	\$ 4,200.00	\$ 4,200.00			
Pine Valley Exhibition Park	Skid Steer and Outdoor Arena Rebuild	\$ 265,011.15	\$ 265,011.15	\$ 2,880.00	\$ 265,011.15	\$ 14,000.00			
Pine Valley Seniors	Operational Costs	\$ 21,022.15		\$ 2,858.00	\$ 12,834.01	\$ 13,000.00			
Sagitawa Christian Camping Society	Archery Pole Shed	\$ 40,325.00	\$ 40,325.00		\$ 40,325.00	\$ 10,963.00			
		\$ 453,461.68	\$ 307,168.35	\$ 15,423.00	\$ 424,321.08	\$ 104,963.00			

Director's Annual Commitments	Amount Requested	Director Recommendation
Area E Bursaries (2 @ \$500 each)	\$ 1,000.00	
Youth Travel	\$ 1,500.00	
<b>Totals</b>	<b>\$ 2,500.00</b>	<b>\$ 424,321.08 \$ 104,963.00</b>

<b>Allocation Amounts April 22, 2021</b>	
Total Fund	\$ 107,463.00
Total COMMITTED	\$ 2,500.00
Total Available	\$ 104,963.00
Less Director's Recommendation	\$ 104,963.00
Total Balance Remaining	\$ -

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



# DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-RBAC-006

From: Leonard Hiebert, Director Electoral Area D

Date: April 22, 2021

**Subject: 2021 Sub Regional Recreational and Cultural Grants-in-Aid – Allocations for Ratification****PURPOSE / ISSUE:**

The purpose of this report is to ratify the 2021 Rural Recreational and Cultural Grants-in-Aid (GIA) contributions as determined by the Electoral Area Director in accordance with the Rural Recreational and Cultural Grants-in-Aid policy which states:

- g) All recommendations of Grant-in-Aid funding allocations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

**RECOMMENDATION #1:**

That the Rural Budgets Administration Committee ratify the recommended 2021 Sub Regional Recreational and Cultural Grants-in-Aid Allocation amounts as outlined in the table below:

Bessborough Community Club	\$8,000
Cutbank Community Club	\$20,000
Dawson Creek Sportsman's Club	\$39,000
Dawson Creek Centre/The Ark	\$15,000
Doe River Recreation Commission	\$15,000
Farmington Community Association	\$15,000
Groundbirch Recreation Commission	\$2,300
High School Rodeo of BC	\$4,500
McLeod Recreation and Social Services Society	\$2,000
Rolla Ratepayers Association	\$19,300
Sagitawa Christian Camp	\$10,100
Sunset Prairie Recreation Commission	\$11,500
Swan Lake Enhancement Society	\$800
Tomslake Community Cultural Association	\$5,000
Tomslake and District Recreation Commission	\$16,000
Tupper Community Club	\$12,000
Sub Regional Scholarship/Trade Bursary (\$1,500 each)	\$3,000
Sub Regional Youth Travel	\$1,500
<b>Total Recommended Allocations</b>	<b>\$200,000</b>



## **RECOMMENDATION #2:**

That the Rural Budgets Administration Committee authorize a grant contribution of \$36,000, payable in the amount of \$27,000 from Electoral Area D Community Works Gas Tax – Sports Infrastructure and \$9,000 from Electoral Area E Community Works Gas Tax – Sports Infrastructure, to be issued to Hats N Chaps Gymkhana Society to assist with construction of livestock handling pens and improvements to facility alley ways and arena ground.

## **RECOMMENDATION #3:**

That the Rural Budgets Administration Committee authorize a grant contribution \$13,614, payable in the amount of \$10,210.50 from Electoral Area D Community Works Gas Tax – Recreation Infrastructure and \$3,403.50 Electoral Area E Community Works Gas Tax – Recreation Infrastructure, to be issued to McLeod Recreation and Social Services Society to assist with construction of the Zamboni Building.

## **BACKGROUND/RATIONALE:**

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

*MOVED, SECONDED and CARRIED*

That the Rural Budgets Administration Committee authorize each Electoral Area Director to determine which Grants-in-Aid applications, if any, will be provided a grant through alternative funding options, further, that the information be provided to staff in the form of a Directors Report by April 1, 2021 for inclusion on the April 22nd Rural Budgets Administration Committee meeting for ratification.

Financial considerations pertaining to the funding options used to support the recommendations is listed below:

1. A total of \$200,000 is budgeted as a 2021 commitment for Sub Regional, Recreational and Cultural Grants-in-Aid.
2. As of March 31, 2021 the balance remaining after commitments for Electoral Area D, Community Works Gas Tax was 791,233.51.
3. As of March 31, 2021 the balance remaining after commitments for Electoral Area E, Community Works Gas Tax was 1,607,843.83.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

Attachments:

1. 2021 Sub Regional Recreation & Cultural – Summary of Recommendations

## 2021 Sub-Regional Rural Recreational & Cultural GIA - Summary of Applications

Organization Name	Projects	Total Project Cost	Capital Costs	Insurance Cost	Amount Requested	Director's GIA Recommendation to RBAC	PRA/Fair Share	Gas Tax	BCR/PRA
Bessborough Community Club	Operating Costs - insurance, hydro, water, gas; Replace doors	\$ 8,000.00		\$ 3,500.00	\$ 8,000.00	\$ 8,000.00			
Cutbank Community Club	General Operating Costs and upgrades to cistern/propane site	\$ 20,000.00		\$ 6,561.00	\$ 20,000.00	\$ 20,000.00			
DC Sportsman's Club	Operational costs and youth programs	\$ 51,000.00		\$ 12,500.00	\$ 51,000.00	\$ 39,000.00			
DC Youth Centre/The ARK	Operational Costs	\$ 78,529.06		\$ 6,200.00	\$ 15,000.00	\$ 15,000.00			
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	\$ 15,000.00			
Farmington Community Association	Operating Costs	\$ 21,650.00		\$ 3,500.00	\$ 15,000.00	\$ 15,000.00			
Groundbirch Recreation Commission	Insurance	\$ 2,300.00		\$ 2,300.00	\$ 2,300.00	\$ 2,300.00			
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	\$ -		\$36,000	
High School Rodeos of BC - New Applicant	2021 Rodeo Events	\$ 18,000.00			\$ 4,500.00	\$ 4,500.00			
McLeod Recreation & Social Services Society	Operational costs, maintenance and upkeep, Zamboni building	\$ 42,629.22	\$ 13,614.22	\$ 1,370.00	\$ 15,585.35	\$ 2,000.00		\$13,614	
Rolla Ratepayers Association	Insurance - hall, grounds, directors; utilities, grounds maintenance	\$ 19,300.00		\$ 9,551.07	\$ 19,300.00	\$ 19,300.00			
Sagitawa Christian Camping Society	Archery Pole Shed	\$ 40,325.00	\$ 40,325.00		\$ 40,325.00	\$ 10,100.00			
Sunset Prairie Recreation Commission	Operational Costs	\$ 11,575.00		\$ 8,000.00	\$ 11,500.00	\$ 11,500.00			
Swan Lake Enhancement Society	Wildlife signage at park	\$ 800.00		\$ 2,308.00	\$ 800.00	\$ 800.00			
Tomslake Community Cultural Association	General Operating costs including insurance	\$ 5,000.00		\$ 3,200.00	\$ 5,000.00	\$ 5,000.00			
Tomslake & District Recreation Commission	General Operating cost and upkeep for existing facilities	\$ 16,000.00		\$ 3,692.00	\$ 16,000.00	\$ 16,000.00			
Tupper Community Club	General Operating Costs	\$ 16,000.00		\$ 5,000.00	\$ 12,000.00	\$ 12,000.00			
		\$ 435,254.28		\$ 77,982.07	\$ 287,329.64	\$ 195,500.00		\$ 49,614	

Director's Annual Commitment	Amount Requested	Directors Recommendation
Sub-Reg. Trades Bursary & Scholarship (\$1,500 each)	\$ 3,000.00	
Youth Travel	\$ 1,500.00	
<b>Totals</b>	<b>\$ 4,500.00</b>	<b>\$ 287,329.64</b>

<b>Allocation Amounts April 22, 2021</b>	
Total Fund	\$ 200,000.00
Total COMMITTED	\$ 4,500.00
Total Available	\$ 195,500.00
Less Director's Recommendation	\$ 195,500.00
Total Balance Remaining	\$ -



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-070

From: Teri Vetter, Chief Financial Officer

Date: April 22, 2021

**Subject: Release of Funds - Unclaimed Recreational and Cultural Grants-in-Aid for Chetwynd Horse Club**

---

## **RECOMMENDATION:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$5,713.75 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$2,231.25 approved in 2018 and \$5,040 approved in 2019 to Chetwynd Horse Club, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$5,713.75 to assist with operational costs.

## **BACKGROUND/RATIONALE:**

The intent of this report is to provide Rural Budgets Administration Committee (RBAC) with information regarding Chetwynd Horse Club's not-for-profit status with the Societies Act of BC so that consideration may be given to the payment of the unclaimed prior year allocation for Area E Recreational and Cultural Grants-in-Aid (GIA). On October 15, 2020, the RBAC passed the following resolution:

### ***MOVED, SECONDED and CARRIED***

That the Rural Budgets Administration Committee authorize all unspent Area E Recreational and Cultural Grants-in-Aid allocated to Chetwynd Horse Club in the amount of \$5,713.75 remain in the allocation until the society is in compliance with the Societies Act of BC.

Staff reached out to Chetwynd Horse Club to advise them that information retrieved from BC Registrar for Societies indicated the society was not in compliance with Section 73 (1) of the Societies Act for failure to file the required annual reports. Chetwynd Horse Club has advised that this has now been corrected and the attached 2020 BC Society Annual Report dated January 27, 2021 confirms that the society is now in compliance, has held their Annual General Meeting and met their reporting requirements.

If RBAC opts to keep the funds in allocation for Chetwynd Horse Club, it should be noted that Section 4.11 (a) of the Rural Recreational and Cultural Grants-in-Aid (GIA) policy does not permit organizations to reallocate any unclaimed grant funds allocated in 2019 or any years thereafter and that those funds unclaimed after the completion of the project will be identified as surplus and used to reduce the follow year's tax requisition. In addition, Section 4.11 (c) of the GIA policy indicates that funds allocated prior to 2019 are grandfathered and may be reallocated in certain circumstances. The three year timeframe for grant recipients to utilize their annual GIA allocation is no longer a part of the GIA policy.

**ALTERNATIVE OPTIONS:**

1. That the Rural Budgets Administration Committee deny the release of the remaining \$5,713.75 unclaimed Area E Recreational and Cultural Grants-in-Aid and have the funds remain in the allocation for Chetwynd Horse Club to be payable by claim reimbursement by December 31, 2021.
2. That the Rural Budgets Administration Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness

**FINANCIAL CONSIDERATION(S):**

- In 2019, a total allocation of \$5,040 was provided for provided to Chetwynd Horse Club to assist with operational costs, riding lessons and clinic, of which only \$700 was claimed to reimburse arena fees paid for January, February and March. A total of \$4,340 remains in the balance.
- In 2018, a total allocation of \$2,231.25 was provided to Chetwynd Horse Club to assist with arena rental fees, of which \$857.50 has been claimed to reimburse fees paid for April, May, November and December. A total of \$1,373.75 remain in the balance.

**COMMUNICATIONS CONSIDERATION(S):**

Written correspondence will be sent to Chetwynd Horse Club to inform them of the Committee's decision.

**OTHER CONSIDERATION(S):**

None at this time.

Attachments:

1. 2020 BC Society Annual Report – Chetwynd Horse Club, dated January 27, 2021
2. Rural Recreational and Cultural GIA policy statement

External Links:

1. Area E Recreational and Cultural GIA, Unspent Prior Year Allocations – [See Item# 9.7](#)



## 2020 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **CHETWYND HORSE CLUB**

Incorporation Number: S0065700

Business Number: 76293 4495 BC0001

Filed Date and Time: January 27, 2021 12:43 PM Pacific Time

Annual General Meeting (AGM) Date: November 5, 2020

### REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

2806 CLARY RD  
PO BOX 1721  
CHETWYND BC V0C 1J0

**Mailing Address:**

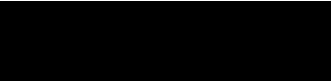
2806 CLARY RD  
PO BOX 1721  
CHETWYND BC V0C 1J0

### DIRECTOR INFORMATION AS OF November 5, 2020

**Last Name, First Name Middle Name:**

BROGAN, COLLEEN

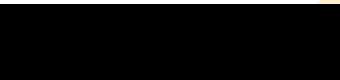
**Delivery Address:**



**Last Name, First Name Middle Name:**

BURKE, MEGHAN

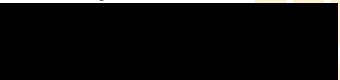
**Delivery Address:**



**Last Name, First Name Middle Name:**

ETHIER, JODI

**Delivery Address:**



**Last Name, First Name Middle Name:**

ETHIER, MAUREEN

**Delivery Address:**





**Last Name, First Name Middle Name:**

HILL, JOE

**Delivery Address:**



**Last Name, First Name Middle Name:**

JOHNSON, LISA

**Delivery Address:**



#### **CERTIFICATION**

I, maureen Ethier, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.



**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 #	
----------	--	--------------------	--

**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 31<sup>st</sup> 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	
----------------------	--



Date: \_\_\_\_\_

Society Number: \_\_\_\_\_

**Applicant Information****1. Name of Organization:** \_\_\_\_\_**Contact Person:** \_\_\_\_\_**Mailing Address:** \_\_\_\_\_**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_**Email:** \_\_\_\_\_**Website:** \_\_\_\_\_*Please list our organization on the PRRD website as a "Local Community Group" ☐ Yes ☐ No (please check one)***2. If applicable, does your organization own any facilities or properties?** ☐ Yes ☐ No (please check one)Please give the **9-1-1 address** and **legal description** of the property that your organization either leases or owns.**3. Organization Executives:****President**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Vice President**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Secretary**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Purpose of Organization:****5. Please describe the programs and activities that your organization sponsored in the last year:**

Qty per year	Activity/Program	Dates



**6. Please provide a 5 year action plan for your organization.**

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

Year 4: \_\_\_\_\_

Year 5: \_\_\_\_\_

**Project Information**

**7. Describe the Year 1 project or general operations for which your organization is requesting funding.**

**8. How essential is the project to the community?**

**9. What is the degree of support from the community at large?**

**10. Approximately how many volunteer hours does your membership contribute each year?**

**11. How do you plan to maintain any future ongoing costs associated with this project?**

**12. What is the total cost of insurance(s) your organization pays each year?**

**13. What is the total amount requested from the Regional District?**

**Application Submission & Authorization:**

Please submit applications to [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca) on or before **January 31** and include the following:

- Year-end financial statements (Income statement and/or balance sheet).
- Detailed project and operations budget (list 'In-Kind' contributions).
- 1 quote for labour, equipment or material costs valued at over \$3,000
- Annual Report(s), Schedule C

☐

I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act and may be shared with the Board of Directors, Committee(s) and staff of the Regional District.

Signature of Applicant: \_\_\_\_\_



Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please attach **COPIES ONLY** of invoices you are claiming reimbursement for. **LIST ALL INVOICES BELOW** and include the name of the supplier, the project they are for (i.e., playground, fence, insurance, etc.), year the fund were provided, invoice number and amount. If you have any questions about your claim please call (250) 784-3200.

Please deliver your claim via mail, in person or by fax to:

**Peace River Regional District**  
**PO Box 810, 1981 Alaska Avenue**  
**Dawson Creek, BC V1G 4H8**  
**Fax: (250) 784-3201**

***For Office Use Only***

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
<b>Balance on this Grant</b>	

	YEAR
Grant Amount	
Previous Claims from this Grant	
Current Claim	
<b>Balance on this Grant</b>	



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule “C” – Annual Report

---

### Who must complete an Annual Report?

- All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an **Annual Report(s)** effective April 2009.

### What must be included in your Annual Report?

- Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funding.

### When?

- All Annual Reports are **due by the last calendar day in January each year** regardless of whether your organization is submitting a new application for GIA.
- Funds for the upcoming year will not be reimbursed until Annual Reports are received.

### Why?

- This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations.

### We're here to help!

- Contact the Community Services Department at 250 784-3200 or prrd.dc@prrd.bc.ca  
***We will do our best to answer any questions you may have!***





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "C" – Annual Report

Date of Report: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Project Summary

- 1) For what Grant-in-Aid funding year does this report refer to? (i.e., when were funds approved)
- 2) What activities did your organization complete or start in the last year for which you received Grants-in-Aid funding? (this may include capital projects, events or general operations)
- 3) Please describe the progress you made on your capital projects, events or general operations for which you applied for Grants-in-Aid funding.
  - a. What was accomplished or completed with assistance from Grants-in-Aid funding?
  - b. What projects or events were not accomplished that you had applied for funding for? OR what operational costs have not been incurred that you had applied for funding for? Please state why any projects or events were not completed or costs were not incurred.
  - c. What is your plan to complete your projects and/or events or utilize your operational cost funding?
  - d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?

**Expense Summary**

Please provide a summary of **costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2013 or 2012).**

Amount of Approved GIA Funding in year \_\_\_\_\_

Less **TOTAL** Operational Costs paid for by GIA \_\_\_\_\_

Less **TOTAL** Capital Costs paid for by GIA \_\_\_\_\_

Total GIA Funds Remaining for year \_\_\_\_\_

**Please describe your plan for the funds remaining.** (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year's GIA budget?)

**Authorization**

**We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct and that the Board of Directors has approved the submission of this report.**

**Board Member (Treasurer)**

Name (print) \_\_\_\_\_

Position: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**Board Member**

Name (print) \_\_\_\_\_

Position: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**THIS REPORT WAS PREPARED BY:**

Name (print): \_\_\_\_\_

E-mail: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

***Retain a copy of this report for your organization's records.***



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

### ***Instructions for Submitting a Funding Amendment***

Organizations may apply to the Rural Budgets Administration Committee for a funding amendment only in such circumstances that:

- a) they have completed their project with the funds allocated and they have outstanding funds remaining; or
- b) an emergency has arisen and failure to remediate the problem will result in an inability to operate.

The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments. Organizations will be limited to a maximum of one funding amendment per year. Funds cannot be amended to pay off debt incurred, therefore organizations must apply for an amendment before any work is completed to which they may want to apply the funds.

EXAMPLE:

PROJECT TO PROVIDE FUNDS	
Year Funds Granted: 2010	Have you completed this project? Yes
Current Project Description: <i>(project for which funds were originally applied for)</i> In 2010 we applied for funding for hall maintenance and to update our heating and water system. We have completed this project and have \$2,000 remaining.	
Amount Granted: \$15,000	Amount to Reallocate: \$2,000
PROJECT TO RECEIVE REALLOCATED FUNDS	
TOTAL Cost of New Project: \$2,500	
Proposed New Project/Operational Expense: <i>(reason for request and proposed changes to original project, cost of new project)</i> In 2009 we applied for funding to paint our hall, replace the flooring and purchase new tables and chairs. With the funds received in 2009 we were able to replace the flooring and purchase tables and chairs, however, we did not have enough funds to do the painting. We would like to use the remaining funds from 2010 to paint the hall. The quote that we received from Home Hardware was for \$2,500 for all paint and supplies. The remaining \$500 will come from our general revenue.	

Questions? Contact the Community Services Department at 250 784-3200

Please send your completed form and any additional information to:

Peace River Regional District  
Box 810, 1981 Alaska Avenue,  
Dawson Creek, BC V1G 4H8  
fax 250 784-3201  
email [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid Schedule "D" – Funding Amendment

APPLICANT INFORMATION		
Name of Organization:		Date:
Contact:		Phone:
Mailing Address:		
Email:		Fax:
PROJECT TO PROVIDE FUNDS		
Year Funds Granted:	Have you completed this project?	
Current Project Description: <i>(project for which funds were originally applied for)</i>		
Amount Granted:		Amount to Reallocate:
PROJECT TO RECEIVE REALLOCATED FUNDS		
TOTAL Cost of New Project:		
Proposed New Project/Operational Expense: <i>(reason for request and description of project, project budget)</i>		
FOR OFFICE USE ONLY		
Funds Remaining: <i>(showing last 3 years)</i>	Current Project Name:	Amount Available =
	____ Project Name:	Amount Available =
	____ Project Name:	Amount Available =
Total Unused Funds =		
Notes:		



## PEACE RIVER REGIONAL DISTRICT

### Recreation and Cultural Grants-in-Aid

#### Schedule "E" – Youth Travel

---

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

#### 1. Applicant Eligibility

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

#### 2. Application Process

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

#### 3. Approval Process

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

#### 4. Reporting

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule "E" – Youth Travel

---

- describe how the funds were spent.





# PEACE RIVER REGIONAL DISTRICT Recreation and Cultural Grants-in-Aid Schedule “F” – North Peace Grad Fest Society

---

## **Schedule F – North Peace Gradfest Society**

### **Rural Recreational & Cultural Grants-in-Aid**

The Electoral Area B and C Directors may authorize grant allocation for the North Peace Regional Grad Fest Society (NPRGFS) to host safe graduation-related events.

#### **1) Release of Funds**

- a) The NPRGFS may make a written request for grant funding to the General Manager of Community Services after May 31<sup>st</sup> of each year.
- b) As part of the application, the NPRGFS must provide current contact information, including mailing address, prior to the release of funds.

#### **2) Recognition & Reporting**

- a) The Society must recognize the Regional District for their contribution through display of the Regional District’s logo and a note of thanks in any promotional materials.
- b) Within 30 days of the event(s), the Society must:
  - a. provide a report of the event;
  - b. provide a photo for use by the Regional District; and
  - c. describe how the funds were spent.



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

---

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

#### **1) Release of Funds**

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

#### **2) Reporting**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule H – Electoral Area B Bursary & Scholarship

---

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

**1) Award Amount**

There are two scholastic awards. One bursary and one scholarship each with a value of \$1,000, to be presented annually to a graduating student who resides in Electoral Area B of the Peace River Regional District.

**2) Award Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary/Scholarship Award**

- a) The Bursary and Scholarship will be awarded at the school's annual graduation ceremonies.
- b) Recipients must claim their award in writing from the Peace River Regional District at:

**Box 810**

**Dawson Creek, BC V1G 4H8**

**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**

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



**PEACE RIVER REGIONAL DISTRICT**  
**Recreation and Cultural Grants-in-Aid**  
**Schedule H – Electoral Area B Bursary & Scholarship**

---

**Electoral Area B - Bursary & Scholarship Application**

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How will this award assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule I – Electoral Area C Scholarship

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

**1) Scholarship Amount**

There are two scholarships of \$1,000 each available. These scholarships will be awarded annually to a graduating student residing in Electoral Area C of the Peace River Regional District.

**2) Scholarship Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Scholarship Award**

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

**Box 810**

**Dawson Creek, BC V1G 4H8**

**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule I – Electoral Area C Scholarship

#### Electoral Area C – Scholarship Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How will this scholarship assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

---

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

**1) Award Amount**

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

**2) Award Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary/Scholarship Award**

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

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

---

#### South Peace Sub-Regional – Bursary/Scholarship Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

How will this award assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule “K” – Awards Recognition

In accordance with section 6(e) of the Rural Recreation and Cultural Grants-in-Aid policy, at the Directors’ discretion, grant allocations for each electoral or funding area may be budgeted and provided for Awards Recognition.

#### 1) Introduction

The intent of the Awards Recognition component is to celebrate rural volunteers who support and/or provide recreational, cultural or social activities and services throughout Electoral Areas B, C, D and E of the Peace River Regional District.

#### 2) Frequency

Organizations will have the opportunity, once per calendar year, to submit nominations as part of the Awards Recognition component of Recreational and Cultural Grants-in-Aid.

#### 3) Budget

An annual budget of \$1,000 will be provided from Electoral Areas B, C, and E and the South-Peace Sub-Regional funding areas as per adoption of the Financial Plan. The amount of this budget allocation, may be changed at the sole discretion of the Rural Budgets Administration Committee.

#### 4) Awards Nomination Process

- a. Organizations will have the opportunity to nominate rural residents, facilities and organizations for achievement awards.
- b. Nominations for awards must be received by **June 30<sup>th</sup> each year**.
- c. The Electoral Area Directors will adjudicate applications and determine award recipients.
- d. Nominations must address the nomination criteria as per Section 5 (A), (B) or (C) and must provide a description of the nominee’s background, experience and achievements and any further information to support the application.
- e. Nominations must include at least two letters of support.

#### 5) Award Categories

##### A. Individual Volunteer Achievement:

- i. Awarded for outstanding contributions to rural recreation and/or culture within the Peace River Regional District;
- ii. Nominees must have a significant history of volunteering for rural programs or organizations.

##### B. Rural Facility Excellence:

- i. Awarded for excellence in facility concept, design, development, maintenance or operation. The facility shall have demonstrated outstanding and/or innovative aspects which have made or could make significant impact in the recreation or cultural field.
- ii. The facility must be accessible to all patron groups, unique to the northern lifestyle, multi-purpose and located in the rural area.

##### C. Rural organization:

- i. Awarded for outstanding achievement to rural recreation and/or culture. The achievement shall involve a significant contribution to the enhancement of some aspects of local recreation, culture or to a specific interest area.



## **PEACE RIVER REGIONAL DISTRICT**

### **Recreation and Cultural Grants-in-Aid**

#### **Schedule "K" – Awards Recognition**

---

- ii. The organization must demonstrate a significant contribution to a broad range of recreation or cultural services in a community or region.
- iii. The organization must demonstrate uniqueness and innovation in planning, problem solving and recruitment of members.

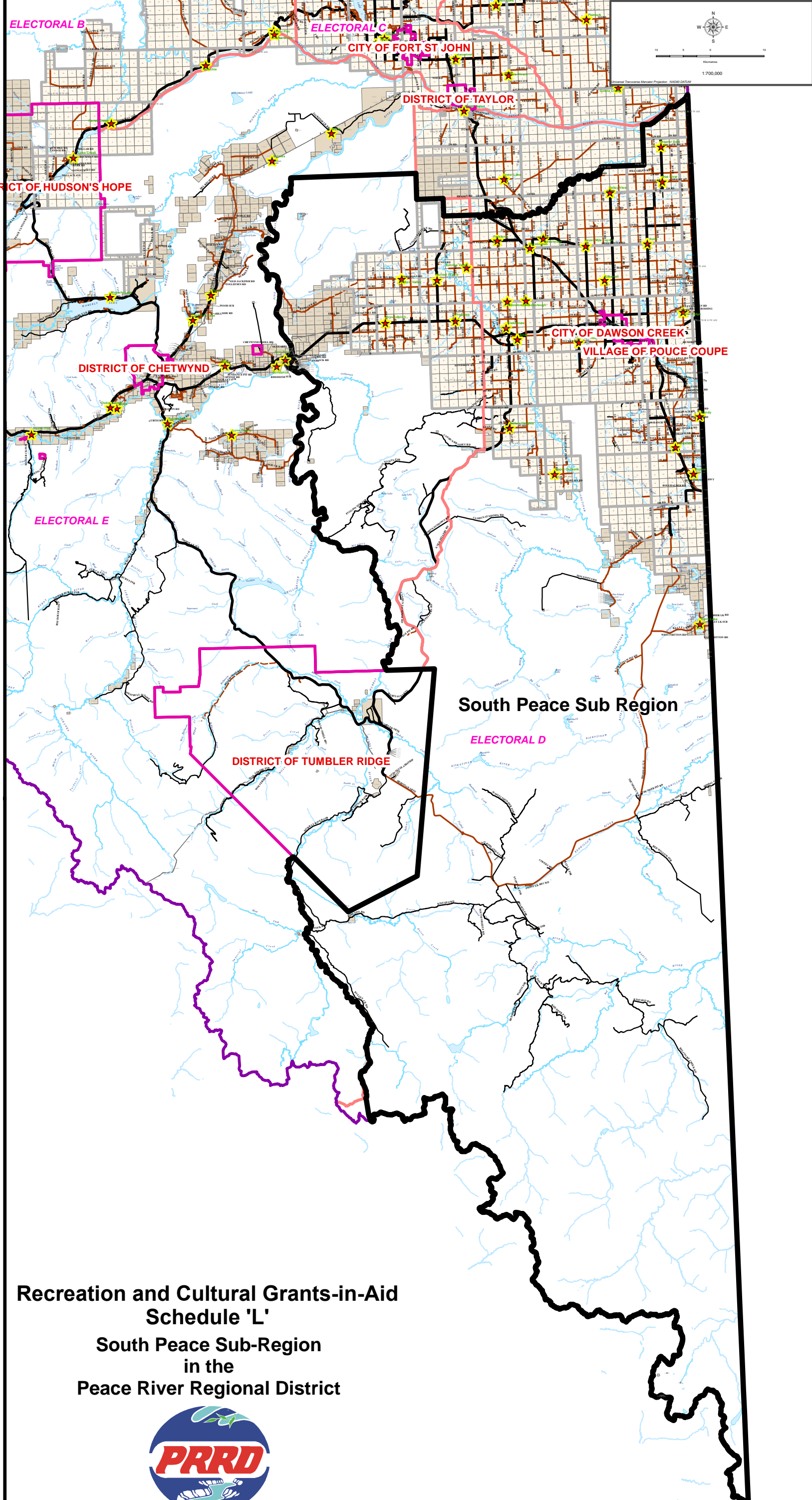


Amended by the Regional Board

May 28, 2020

RD/20/05/24 (28)





**Legend**

- Rural Community
- South Peace Sub-Region
- PRRD Boundary
- Electoral Boundary
- Township

**Roads**

- Hard Surface
- Gravel
- Not maintained by Min. of Highways \*
- Seasonal \*

Lake

River

District Lot

Section

\* Not Publicly maintained roads

**Recreation and Cultural Grants-in-Aid  
Schedule 'L'**

**South Peace Sub-Region  
in the  
Peace River Regional District**



October, 2012

This map is to be used for general reference only. It must not be used for any purposes where legal implications may apply. Please notify the Regional District on omissions and errors. The Peace River Regional District Board keeps its digital data as accurate and up-to-date as possible.

SP\_SubRegion\_PRRD\_11x17.mxd 11x17  
RD/20/05/24 (28)





# PEACE RIVER REGIONAL DISTRICT

## Recreation and Cultural Grants-in-Aid

### Schedule “M” – Electoral Area E West Bursary

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

**1) Bursary Amount**

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

**2) Bursary Application**

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

**3) Residency Requirement**

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

**4) Registration**

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

**5) Adjudication Process**

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

**6) Notification of Award Recipients**

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

**7) Bursary Award**

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

**PO Box 810**

**Dawson Creek, BC V1G 4H8**

**Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)**

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



# PEACE RIVER REGIONAL DISTRICT

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

### Electoral Area E West - Bursary Application

Name: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

What career do you intend to pursue and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

How will this bursary assist you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your community involvement. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe what volunteer work you do and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-076

From: Teri Vetter, Chief Financial Officer

Date: April 22, 2021

**Subject: COVID-19 Safe Re-Start Grant Funding**

---

## **RECOMMENDATION #1:**

That the Rural Budgets Administration Committee allocate 20% of the COVID Reserve Fund (\$216,800) for grants to nonprofit organizations within the rural areas that have incurred revenue shortfalls or other related costs due to the COVID-19 pandemic.

## **RECOMMENDATION #2:**

That the Rural Budgets Administration Committee allocate 20% of the COVID Reserve Fund (\$216,800) for unknown expenses in 2022 related to the COVID-19 pandemic.

## **RECOMMENDATION #3:**

That the Rural Budgets Administration Committee commit to the reimbursement of the estimated 2021 PRRD costs associated with COVID Supplies and Retrofits implemented due to COVID-19 in the amount of \$16,901 from the COVID Reserve Fund, further that it be payable upon production of receipts.

## **RECOMMENDATION #4:**

That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with Public Engagement processes implemented due to COVID-19 in the amount of \$123,500 from the COVID Reserve Fund, further that it be payable upon production of receipts.

## **RECOMMENDATION #5:**

That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with Information Technology equipment, licenses and upgrades due to COVID-19 in the amount of \$126,317 from the COVID Reserve Fund, further that it be payable upon production of receipts.

## **RECOMMENDATION #6:**

That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with public referendums in the amount of \$82,500 from the COVID Reserve Fund, further that it be payable upon production of receipts.

## **RECOMMENDATION #7:**

That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with additional staffing for a Project Manager to assist with all capital projects that are behind due to COVID-19, in the amount of \$65,000 from the COVID Reserve Fund.

**RECOMMENDATION #8:**

That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with additional staffing for a term Health and Safety Coordinator to ensure that the PRRD has up-to-date safety protocols and all health and safety measures are up to Provincial and WCB standards, in the amount of \$64,085 from the COVID Reserve Fund.

**RECOMMENDATION #9:**

That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with a Contract Communications Support Coordinator to assist with public engagement for referendums and service expansions, in the amount of \$50,000 from the COVID Reserve Fund, further that it be payable upon production of receipts.

**BACKGROUND/RATIONALE:**

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

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

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

**Recommendation #2 – 2022 COVID Fund Reserves**

This allocation is ensuring that the PRRD has the funds to adequately cover any additional costs associated with COVID-19 in 2022, thus reducing the possibility of increasing requisitions to cover budgeted costs.

**Recommendation #3 – 2021 COVID Supply & Cleaning Costs**

These estimated costs include cleaning contracts for both Charlie Lake Fire Department and PRRD offices and warehouse and COVID-19 supplies that are required to ensure that the PRRD is following all health and safety protocols implemented from the Province.

<b>COVID Supplies &amp; Retrofits</b>		
<b>Item Name</b>	<b>Description/Purpose</b>	<b>Funds Anticipated 2021</b>
Cleaning contract CLFD	Additional cleaning measures for CLFD	\$ 6,000
COVID-19 Supplies	Access Masks	\$ 1,163.46
Charlie Lake Fire Department	Safety Equipment / Supplies - Fire Department	\$ 2,100
Charlie Lake Fire Department	Covid Supplies - Masks, Safety Glasses	\$ 1,638
Regional Park	Park Closure Supplies	\$ 6,000
Cleaning contract for PRRD	Additional cleaning required at the warehouse and offices \$500/month	
		\$ 16,901

#### Recommendation #4 – Public Engagement

These estimated costs include Public Engagement for Solid Waste, Volunteer Recruitment, additional website upgrades, advertising costs and photography to build an image bank; public reliance on technology during COVID-19 is increasing and we need to stay up-to-date keeping the public engaged and informed.

<b>Public Engagement</b>		
<b>Item Name</b>	<b>Description</b>	<b>Funds Anticipated 2021</b>
Solid Waste Management Plan Public Engagement	Reformed Public Consultation Process for RSWMP Review	\$ 13,500
Volunteer Recruitment Video & Advertising	Produce a volunteer recruitment video as we cannot hold open houses, there is minimal ways to recruit volunteers / Increase advertising for 2021	\$ 20,000
Website upgrades	Upgrades to website to assist with online public engagement	\$ 20,000
Public Engagement	Bang the Table Online Engagement Platform	\$ 15,000
Public Engagement	Advertising via newspaper, radio, TV (reaching out to residents/stakeholders, creating awareness, getting community input, registration campaign for NE BC alerts)	\$ 40,000
Public Engagement	Photography to build image bank (for social media, advertising, website redevelopment)	\$ 15,000
		\$ 123,500

#### Recommendation #5 – IT Equipment & Software

These estimated costs include IT equipment and software that is vital to carrying on day-to-day service delivery in the COVID-19 pandemic such as Remote access VPN, video conferencing, additional webcams, Board room audio and video equipment and D4H Platform for a virtual EOC.

<b>IT Costs</b>		
<b>Item Name</b>	<b>Description</b>	<b>Funds Anticipated 2021</b>
VPN Licensing	Remote Access VPN (WFH)	\$ 1,125
Zoom Licensing	Video Conferencing (Board Meetings, WFH)	\$ 7,606
Digital EOC	D4H Platform for virtual EOC (will also be used in the future when operating EOC on-site)	\$ 8,500
Board Room Audio/Visual	New audio/video system for Board meetings	\$ 100,000
IT upgrades	Additional Webcams/Audio Headsets with Microphones	\$ 4,384
IT upgrades	Mobile Speakerphones for audio/Zoom conferencing	\$ 2,019
IT upgrades	Additional monitors for staff	\$ 2,683
		\$ 126,317

#### Recommendation #6 – Referendum Costs

These estimated costs include all the staffing, meals, additional costs for screening, cleaning and ensuring COVID-19 protocols are being followed, hall rentals if permitted, cleaning expenses for before and after election, barriers between election staff and public, postage, and the like. This is based on costs from Dawson Creek's bi-election which was approximately \$7,500 per day.

Recommendation #7 – Capital Project Manager

This cost is to hire a term Capital Project Manager to assist all departments with capital projects for the remainder of 2021. Due to COVID-19 a number of projects were stalled and are now moving forward or anticipated to move forward. The Capital Project Manager will act as the “owners” representative and coordinate with the qualified contracted firms (or volunteers) for these projects. Although they may not lead each project, they will provide valuable technical support to staff and provide capital project oversight – “in-house quality assurance.” Typically Capital Project Managers have an engineering background, experience project management and capital construction. The potential projects that this position would provide support for include:

- 1) Chetwynd Library
- 2) Osborn Community Hall Replacement
- 3) Kelly Lake Community Hall Renovation (if grant approved)
- 4) Prespatou Trail
- 5) Wonowon Trail
- 6) NPRL Phase 1 Closure
- 7) Capital repairs for sewer systems
- 8) Transfer station construction

Recommendation #8 – Health & Safety Coordinator

This cost is to hire a term Health and Safety Coordinator to oversee PRRD health and safety requirements for the remainder of 2021. Due to COVID-19 staff have spent significant time developing, revising and updating COVID Safety plans, processes and controls for the organization. This has resulted in other work not being completed. This position could also assist in conducting an audit of the PRRD’s Health and Safety Program and develop and plan to develop and update standard operating guidelines, policies and procedures. Further the Coordinator could assist rural community groups to develop and/or update their COVID Safety Plans, thus allowing them to operate once again and start generating revenue to support their facilities.

Recommendation #9 – Contract Communications Support

This cost is to contract additional communications support in 2021. Due to the number of referendums, expansion projects and large projects requiring public engagement, this contract “as and when” position would assist the communications team with graphic design, content development, social media, advertising, etc. in addition to regular annual public education campaigns like Emergency Preparedness week. Some of these projects include:

1. Charlie Lake Fire Expansion
2. Dawson Creek Fire Expansion
3. Chetwynd Fire Expansion
4. Moberly Lake Fire Transition
5. Chetwynd Library Construction
6. Gotta Go
7. Seniors Aging in Place
8. Health Related Services GIA
9. Osborn Community Hall Replacement
10. Connecting Communities Trails Projects
11. Solid Waste Management Plan
12. Wonowon Trail



**ALTERNATIVE OPTIONS:**

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

**STRATEGIC PLAN RELEVANCE:**

- ☒ Review and Amend Solid Waste Management Plan
- ☒ Enhance Emergency Planning and Response Capacity
- ☒ Emergency Response Capacity for Local Governments

**FINANCIAL CONSIDERATION(S):**

In November 2020, the Regional District received \$700,000 for the COVID Safe Re-Start grant. An additional \$384,000 was given in March 2021 for a total of \$1,084,000. \$75,775 has been reimbursed to Function 100 – Administration for costs incurred in 2020. As of March 31, 2021, the COVID Reserve fund balance is \$1,009,299.06. If all recommendations are approved, the balance of the reserve would be \$46,322.00.

Item	Amount
Non-Profit Grants	\$ 216,800.00
2022 COVID costs	\$ 216,800.00
2021 COVID supplies	\$ 16,901.00
Public Engagement	\$ 123,500.00
IT costs	\$ 126,317.00
Staffing (2021 only)	\$ 261,585.00
	<u>\$ 961,903.00</u>
 TOTAL Fund	 \$ 1,084,000.00
Less 2020 costs	\$ (75,775.00)
Less recommended	\$ (961,903.00)
	<u>\$ 46,322.00</u>

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

Anticipated 2022 costs as a result of the pandemic:

- Vehicle costs = \$15,000
- Field Services wages from 2020 = \$100,000



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-077

From: Teri Vetter, Chief Financial Officer

Date: April 22, 2021

**Subject: COVID-19 Safe Re-Start Grant-in-Aid Policy**

---

## RECOMMENDATION:

That the Rural Budgets Administration Committee recommend that the Regional Board adopt the COVID-19 Safe Re-Start Grant-in-Aid Policy, which sets out principles and guidelines for giving grants to external organizations that provide core community services from the COVID Reserve fund.

## BACKGROUND/RATIONALE:

On April 15, 2020, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED

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

The COVID Safe Re-Start Grant was given to support local governments as they deal with increased operating costs and lower revenues due to COVID-19, ensuring local governments can continue to deliver the services people demand on in their communities throughout the pandemic.

Eligible use of funds, as set out by the Province, are as follows:

- addressing revenue shortfalls
- facility reopening and operating costs
- emergency planning and response costs
- bylaw enforcement and protective services
- computer and other electronic technology costs
- services for vulnerable persons

The grant was given to cover the local government expenses throughout the pandemic, however, the Province is allowing contributions to third-parties providing they are charitable, philanthropic and/or not-for-profits organizations that are providing core community services during COVID-19.

## ALTERNATIVE OPTIONS:

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

**STRATEGIC PLAN RELEVANCE:**

☒ Comprehensive Policy Review

**FINANCIAL CONSIDERATION(S):**

In November 2020, the PRRD received \$700,000 and a further top-up of \$384,000 in March 2021 for a total of \$1,084,000.

\$75,775 was allocated from the reserve fund to cover the incurred costs of 2020 for the Regional District. The balance as at March 31, 2021 of the COVID Reserve is \$1,009,299.06.

**COMMUNICATIONS CONSIDERATION(S):**

Once the COVID Safe Re-Start Grant-in-Aid policy is approved, it will be posted to the PRRD website.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Draft COVID Safe Re-Start Grant-in Aid Policy

**COVID-19 Safe Restart Grant-in-aid**

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

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

Repealed		Board Resolution #	
----------	--	--------------------	--

**1. Purpose**

- 1.1 The COVID-19 Safe Restart Grant-in-aid Policy establishes clear guidelines for the Rural Budgets Administration Committee (RBAC) for the distribution of financial assistance to external organizations that provide core community services, from the COVID-19 Reserve Fund.

**2. Scope**

- 2.1 This policy applies to the RBAC and all external organizations eligible to be considered for a grant contribution from the COVID-19 Reserve fund.

**3. Definitions**

- 3.1 *Building Restart*: Costs associated with reopening buildings and facilities such as protective barriers.
- 3.2 *Capital Costs*: Expenses for the purchase or improvement of fixed assets that will increase the overall value or increase its useful life.
- 3.3 *Core Community Services*: projects, programs or initiatives that are inclusive of all populations that are designed to improve, benefit and enhance the economic, social and environmental well-being of rural communities at large, which include but are not limited to:
  - a. The provision and availability of arts and culture services and amenities;
  - b. Creating or enhancing economic opportunities;
  - c. Improvement, protection and preservation of the environment;
  - d. Foster and encourage the region's heritage values;
  - e. Support health, wellness and diversity of all individuals and communities; and
  - f. Support the provision of sports or recreation activities, tournaments or events.
- 3.4 *COVID-19*: The virus caused from the new coronavirus that that has spread worldwide, leading to a global pandemic.



- 3.5 *COVID-19 Safe Restart Grant*: Funding from the Province of BC that will support local governments as they deal with increased operating costs and lower revenue due to COVID-19.
- 3.6 *Grant Contribution*: Non-repayable funds disbursed or given by one party, often a government or other organization, to a recipient for a particular purpose.
- 3.7 *Not-for-Profit Society*: refers to an organization which is not driven by profit, who is registered in good standing with the Societies Act of BC.
- 3.8 *Operational Costs*: General expenses required for the normal day to day operation of an organization.
- 3.9 *Rural Budgets Administration Committee*: refers to a Standing Committee of the Regional Board comprised of each Electoral Director from each Electoral Area in the Peace River Regional District who has the authority, by delegation of the Regional Board, to administer the rural budgets as identified in the Annual Financial Plan of the Peace River Regional District and in accordance with the "Rural Budgets Administration Bylaw No. 1166, 1998".

#### 4. Policy

- 4.1 RBAC has the sole discretion to determine if an external organization applying for financial assistance is eligible to receive funds from the COVID-19 Reserve fund as long as they meet one or more of the criteria set out by the Province of BC.
- 4.2 RBAC has the sole discretion to accept or reject any application based on the following:
  - a. Incomplete applications; or
  - b. Failure to maintain society status; or
  - c. Failure to rationalize the need for funding.
- 4.3 Total funding provided to external organizations, in the form of a non-repayable grant contribution, will not exceed twenty (20%) of the total COVID-19 Safe Restart Grant received from the Province and any interest earned on that 20%.
- 4.4 Eligibility Criteria for Applicants:
  - a. Applicants must be a not-for-profit organization who are registered and in good standing with the *Societies Act of BC*; and operate in one or more of the Electoral Areas; or operate in a Municipality and provide benefits to one or more of the Electoral Areas.
- 4.5 Application Criteria:
  - a. Applicants may submit no more than one application per year.
  - b. Applications will be accepted on a continuous intake from January 1<sup>st</sup> to December 31<sup>st</sup>.
  - c. Applicants must submit a completed grant application form that outlines how the organization has either lost revenue or incurred additional expenses due to COVID-19, the amount requested, and a copy of the applicant's most recent financial statements.



#### 4.6 Eligible Costs:

- a. Guidelines from the Province of BC on the usage of the grant funds are provided below:
  - i. addressing revenue shortfalls;
  - ii. facility reopening and operating costs;
  - iii. emergency planning and response costs;
  - iv. bylaw enforcement and protective services like fire protection and police;
  - v. computer and other electronic technology costs (to improve interconnectivity and virtual communications);
  - vi. services for vulnerable populations such as those that experience physical, economic and social barriers (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
  - vii. capital costs – limited circumstances grant funds can be used for capital costs including: building restart, upgrade and retrofit costs to address COVID-19, and computer, network, and internet system costs to address COVID-19.

#### 4.7 Disbursement of Funds:

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

Affiliated Procedure	
-------------------------	--





# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-068

From: Teri Vetter, Chief Financial Officer

Date: March 9, 2021

Subject: **March 2021 Financial Report**

---

## **RECOMMENDATION:**

That the Rural Budgets Administration Committee receive the report titled "March 2021 Financial Report – FN-RBAC-069", for information.

## **BACKGROUND/RATIONALE:**

Not Applicable.

## **ALTERNATIVE OPTIONS:**

Not Applicable.

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

The Peace River Agreement money will be received by April 30<sup>th</sup>, 2021 from the Province in the amount of \$3,121,200.00. Each Rural Area Director will receive \$780,300.00.

## **COMMUNICATIONS CONSIDERATION(S):**

None.

## **OTHER CONSIDERATION(S):**

None.

## **Attachments:**

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

Fair Share Commitments				K. Goodings Area B		B. Sperling Area C		L. Hiebert Area D		D. Rose Area E		Total Fair Share	
March 2021													
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				1,429.69		1,080.06		2,867.86		2,530.75		7,908.36	
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		15,125.00						45,375.00
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
Taylor; NP Rural Roads Coalition Funding				Mar 4, 2021	112,500.00								112,500.00
Waste Water Receiving Facility (Operating Deficit 75%)				Nov 27, 2014	-								-
													-
					953,985.00	53,494.12	15,125.00	-	-	-	-	-	885,365.88
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			1,250.00					8,750.00
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	-	11,250.00	-	-	-	-	306,904.87
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 Community Centre Reno Project				Sep 17, 2020	260,000.00								260,000.00
Pouce Coupe; Fire Hall Engineered Design Funding				Feb 18, 2021	25,000.00								25,000.00
Pouce Coupe; RCMP Office Setup Funding				Mar 18, 2021	7,037.09								7,037.09
Rural Fire Protection Expansion Feasibility (DC)				Feb 16, 2017	35,000.00	25,000.00							10,000.00
Rural Gasification				Oct 20, 2011; Sep 17, 2020	740,000.00	72,390.26							667,609.74
Seniors Meal Project; Public Engagement & Approval Process				Jan 21, 2021	15,000.00								15,000.00
Step Up & Ride (18,750 in 2021, 2022, 2023)				Jan 21, 2021	56,250.00								56,250.00
Swan Lake Weir; PRRD Parks Budget Funding				Nov 19,2020	50,000.00								50,000.00
Synergy Group Establishment				Jan 21, 2021	7,650.00								7,650.00
													-
					1,282,687.09	104,090.26	-	-	-	-	-	-	1,178,596.83
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 Prairie 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							1,606,932.92	1,218,792.37	3,253,737.05	2,871,269.72			8,950,732.06
Total Remaining Commitment							885,365.88	306,904.87	1,178,596.83	782,874.71			3,153,742.29
Balance After Remaining Commitments							721,567.04	911,887.50	2,075,140.22	2,088,395.01			5,796,989.77
							Area B	Area C	Area D	Area E			

Peace River Agreement Commitments					March 2021	K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
January 1, 2021 Opening Balance						203,429.90	3,366,579.16	1,790,167.72	2,596,144.05	7,956,320.83
Total interest						179.47	2,969.93	1,579.25	2,290.27	7,018.92
Subscription PRA \$										-
COMMITMENTS		Date Committed	Commitment	Previous Yrs. Payments	Category Code	Peace Agreement Payments This Year				Remaining Commitment
Area B										-
Cecil Lake Rec Comm; Hall Exterior Steps		May 27, 2019	1,500.00	1,470.00	8					30.00
CDC; Fire Training Centre (4,375/year 2018-2022)		Apr 16, 2018	21,875.00	8,750.00	5					13,125.00
Clearview Arena Society; Upgrade Project		Apr 16, 2018	300,000.00	209,989.09	2					90,010.91
Clearview Rec Facility; Property Assessment		Jan 19, 2017	50,000.00	25,286.48	2					24,713.52
North Pine Tower Condition Assessment		Dec 17, 2020	50,000.00		11					50,000.00
Osborn Comm Hall; New Hall Construction Feasibility		Feb 20, 2020	13,828.44	3,234.00	8					10,594.44
Wonowon Function Feasibility Study		Dec 19, 2019	19,106.90	19,106.90	3					-
Wonowon Subdivision Improvement Project		Jan 21, 2021	18,000.00		3					18,000.00
			474,310.34			-	-	-	-	206,473.87
Area C										-
CDC; Fire Training Centre (6,562.50/year 2018-2022)		Apr 16, 2018	32,812.50	13,125.00	5					19,687.50
CL Waste H2O Tr Facility; Bio-solids Mgmt Feas Study		Aug 17, 2017	50,000.00	49,300.00	9					700.00
CL Waste H2O Tr Facility; Reclaimed H2O/Purple Pipe Feas Study		Aug 17, 2017	75,000.00	48,100.00	9					26,900.00
CL Waste H2O Tr Facility; Reclaimed Water Project		Jul 19, 2018; Oct 15, 2020	1,000,000.00		9					1,000,000.00
NP Airport Sub Sewer; 2021 System Repairs		Dec 17, 2020	800,000.00		9					800,000.00
NP Airport Sub; Water Distribution Maintenance Initiative		Dec 1, 2016	15,000.00	12,000.00	1					3,000.00
			1,972,812.50			-	-	-	-	1,850,287.50
Area D										-
CDC; New Fire Hall		Apr 16, 2018	600,000.00		6					600,000.00
CDC; Fire Training Centre (15,312.50/year 2018-2022)		Apr 16, 2018	76,562.50	30,625.00	5					45,937.50
Chilton Sewer; Upgrades		Jan 16, 2020	50,000.00	23,350.51	9					26,649.49
Encana Events Centre; Sport Court		Feb 18, 2021	100,000.00		8					100,000.00
Harper/Imperial Sub Sewer; Upgrades		Jan 16, 2020	50,000.00	33,073.10	9					16,926.90
KL Comm Centre; Facility Audit, Asset Mgmt & Design Feasibility		Feb 21, 2019	65,000.00	63,591.89	8					1,408.11
KL Comm Centre; Renovation Project		Sep 17, 2020	765,000.00		8					765,000.00
KL Sewer Lagoon; Upgrades and Repairs		Feb 21, 2019; Mar 14, 2019; Jan 6, 2020	145,342.51	124,116.85	9					21,225.66
PC/DC Fire; Pouce Coupe Fire New Tender		Feb 20, 2020	250,000.00		6					250,000.00
Rolla Dike; Legal Risk Assessment		Jan 16, 2020	50,000.00	21,075.63	1					28,924.37
Rolla Sewer; Condition Assessment		Nov 19, 2020	50,000.00		9					50,000.00
South Peace Dist Crime Prevention Assn; Signs		Dec 17, 2015	4,375.00	4,309.15	4					65.85
SP Dist Crime Prevention Assn (1400/year 2018-2021 One Call Now)		Dec 20, 2018	5,600.00	4,200.00	4					1,400.00
Tomslake Cultural Comm Assn; Main H2O Cistern Repair/Replace		Jan 19, 2017	5,000.00		4					5,000.00
Tomslake FD; Computer Aided Dispatch Units		Feb 20, 2020	9,570.00		6					9,570.00
			2,226,450.01			-	-	-	-	1,922,107.88
Area E										-
Boreal Centre for Sustainability; Rural Food Security Awareness		Jun 18, 2019	5,150.00	4,713.08	4					436.92
Chetwynd Fire; Operations		Feb 20, 2020	15,000.00	8,945.40	6					6,054.60
Chetwynd Public Library; Design		Jan 24, 2018; May 17, 2018; Jun 21, 2018	248,000.00	45,364.64	7					202,635.36
Chetwynd Public Library; New Library Construction		Jan 17, 2019; Jan 31, 2019	545,000.00		7					545,000.00
Chetwynd Rural Fire; Public Engagement/Boundary Expansion		Jan 21, 2021	15,000.00		6					15,000.00
CDC; Fire Training Centre (8,750/year 2018-2022)		Apr 16, 2018	43,750.00	17,500.00	5					26,250.00
Iver Johnson Park; Recreation Facility Upgrades		Feb 21, 2019	12,888.00		8					12,888.00
ML Fire; Operations/Needs Assessment		Oct 17, 2019; Feb 20, 2020	75,502.00	51,937.77	6					23,564.23
ML Rural Fire; Public Engagement/Operations		Jan 21, 2021	29,538.00		6					29,538.00
Seniors Meal Project; Public Engagement & Approval Process		Jan 21, 2021	15,000.00		4					15,000.00
			1,004,828.00			-	-	-	-	876,367.11
Total Peace River Agreement GL Balance at Month End						203,609.37	3,369,549.09	1,791,746.97	2,598,434.32	7,963,339.75
Total Remaining Commitment						206,473.87	1,850,287.50	1,922,107.88	876,367.11	4,855,236.36
Balance available after remaining commitments						(2,864.50)	1,519,261.59	(130,360.91)	1,722,067.21	3,108,103.39
						Area B	Area C	Area D	Area E	
Spending Item Numbers:										
1 Potable Water and Water Security/Studies	3 Halls, Trails and Walking Paths	5 Dawson Creek Fire Training Centre	7 Libraries, Museums and Art Galleries	9 PRRD Sewer Services Assistance						
2 Arenas	4 Assistance to Other Organizations	6 Fire Protection	8 Year-Round Recreation Facility Upgrades	10 Natural Gas						
				11 Connectivity						

Community Works (Gas Tax) Commitments				K. Goodings Area B	B. Sperling Area C	L. Hiebert Area D	D. Rose Area E	Total
March 2021								
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				526.94	1,569.57	1,494.87	1,475.15	5,066.53
Subscription								-
COMMITMENTS	Date Committed	Commitment Amount	Previous Yrs. Payments	Payments made from October 1, 2020				Remaining Commitment
<b>Area B</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
<b>Area C</b>								-
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
<b>Area D</b>								-
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
<b>Area E</b>								-
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				597,830.32	1,780,768.00	1,696,006.38	1,673,641.43	5,748,246.13
Total Remaining Commitment				222,105.49	78,987.66	904,772.87	65,797.60	1,271,663.62
Balance After Remaining Commitments				375,724.83	1,701,780.34	791,233.51	1,607,843.83	4,476,582.51
				Area B	Area C	Area D	Area E	

<b>BCR/PRA Commitments</b>	<b>March 2021</b>	<b>Area B</b>	<b>Area C</b>	<b>Area D</b>	<b>Area E</b>	<b>Total BCR/PRA</b>
<b>2021 Opening Balance</b>		<b>48,436.93</b>	<b>39,975.86</b>	<b>17,781.58</b>	<b>38,530.46</b>	<b>144,724.83</b>
Interest		<b>42.73</b>	<b>35.26</b>	<b>15.69</b>	<b>33.99</b>	<b>127.67</b>
<b><u>Commitments Remaining</u></b>						
Arras Fire Brigade; Prespatou Mtg Appreciation CLFD; Hose Lay Competition Banquet		500.00	65.87			
<b>Total Commitments</b>		<b>500.00</b>	<b>65.87</b>	<b>-</b>	<b>-</b>	<b>565.87</b>
<b><u>2021 Expenditures</u></b>						
<b>Total Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Month End GL Balance</b>		<b>48,479.66</b>	<b>40,011.12</b>	<b>17,797.27</b>	<b>38,564.45</b>	<b>144,852.50</b>
<b>Balance available</b>		<b>47,979.66 Area B</b>	<b>39,945.25 Area C</b>	<b>17,797.27 Area D</b>	<b>38,564.45 Area E</b>	<b>144,286.63</b>

<b>Rural Loan Fund Reserve March 2021</b>		Uncommitted Rural Loan Funds Available:		3,304,000.00
		Unissued Loans Approved:		181,000.00
		Rural Loan Fund Balance:		3,485,000.00
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	15,000.00
Whiskey Jack Nordic Ski Club; Beaton Park Day Lodge	17-Jan-19	181,000.00		
<b>Total</b>		<b>481,000.00</b>	<b>300,000.00</b>	<b>15,000.00</b>

RLF Interest:	709,621.35
---------------	------------

Rural Loan Fund Reserve Balance:	4,194,621.35
----------------------------------	--------------



# All Regional District Reserve Balances as of March 31, 2021

## RESERVE

Reserve Fund	Balance	2020 Interest	Reserve Fund	Balance	2020 Interest
911 Emergency Capital	\$ 329,039.73	\$ 3,519.40	Harp/Imp Sewer Capital	\$ 27,024.73	221.27
*BCR/PRA	\$ 144,852.50	\$ 1,930.05	Harp/Imp Sewer Operating	\$ 24,524.91	199.38
Buick Creek Arena Capital	\$ 224,730.77	\$ 2,734.76	Human Resources Operating	\$ 307,834.54	577.99
Buick Creek Arena Operating	\$ 90,070.01	\$ 1,076.27	Information System Plan	\$ 288,809.24	3,700.62
Building	\$ 1,270,525.94	\$ 15,295.06	Information Tech Operating	\$ 67,035.47	125.87
Charlie Lake Fire Capital	\$ 312,608.61	\$ 11,170.54	Insurance	\$ 501,661.57	6,427.96
Charlie Lake DCC	\$ 281,013.48	\$ 3,600.72	Kelly Lake Comm Ctr. Operating	\$ 27,545.24	352.96
Charlie Lake Fire Operating	\$ 78,455.78	\$ 498.99	Kelly Lake Comm Ctr. Capital	\$ 47,987.72	448.76
Charlie Lake Sewer Capital	\$ 668,156.58	\$ 6,847.82	Kelly Lake Sewer Capital	\$ 12,102.01	155.07
Charlie Lake Sewer Operating	\$ 103,775.47	\$ 1,329.70	Kelly Lake Sewer Operating	\$ 21,781.36	348.69
CL Sewer Treatment/Disposal	\$ 367,381.44	\$ 4,707.38	Landfill Closure	\$ 1,452,682.16	\$ 16,447.56
CL Waste Water Truck Facility	\$ 595,319.10	\$ 6,187.50	Med. Health Care Scholarship	\$ 106,038.38	\$ 1,358.70
Chetwynd Arena Capital	\$ 2,075,243.76	\$ 24,352.56	Moberly Lake Fire Capital	\$ 23,995.83	\$ 283.32
Chetwynd Leis Ctr Capital	\$ 2,489,234.23	\$ 28,260.16	North Pine TV	\$ 26,749.24	\$ 413.40
Chilton Sewer Capital	\$ 34,877.94	\$ 446.89	NP Leisure Pool Building Repl	\$ 3,732,499.42	\$ 47,825.74
Chilton Sewer Operating	\$ 30,235.93	\$ 387.43	NP Leisure Pool Capital	\$ 2,287,502.76	\$ 27,576.18
Clearview Arena Operating	\$ 91,761.62	\$ 1,175.77	*Peace River Agreement	\$ 7,963,339.75	\$ 128,116.84
*Community Works (Gas Tax)	\$ 5,748,246.13	\$ 79,160.93	Peace River Agreement Cmte	\$ 1,067,689.26	\$ 13,680.65
Covid Operating	\$ 624,795.70	\$ -	Regional Parks Capital	\$ 126,421.37	\$ 1,367.58
DC/PC Fire Capital	\$ 235,766.11	\$ 2,200.44	Regional Parks Operating	\$ 48,760.83	\$ 624.79
Election	\$ 99,188.09	\$ 1,098.71	Rolla Creek Dike Operating	\$ 162.63	\$ 2.08
Emergency Plan Operating	\$ 299,335.34	\$ 3,759.03	Rolla Sewer Capital	\$ 10,562.34	\$ 135.32
*Fair Share	\$ 8,950,732.06	\$ 118,607.90	Rolla Sewer Operating	\$ 7,632.11	\$ 97.79
Feasibility	\$ 355,245.23	\$ 4,098.24	*Rural (Loan Fund)	\$ 4,194,621.35	\$ 53,048.81
Financial Services Operating	\$ 115,426.70	\$ 216.72	*Rural Fringe	\$ 1,200,334.03	\$ 15,380.26
Friesen Sewer Capital	\$ 13,889.60	\$ 145.23	Solid Waste Capital	\$ 3,431,008.00	\$ 80,076.68
Friesen Sewer Operating	\$ 21,141.79	\$ 249.59	Solid Waste Operating	\$ 1,102,503.38	\$ 14,044.82
FSJ Airport Sewer Capital	\$ 73,332.73	\$ 803.77	Sub-Regional Recreation	\$ 170,735.94	\$ 1,886.86
FSJ Airport Sewer Operating	\$ 52,259.86	\$ 669.63	Tomslake Fire	\$ 39,091.41	\$ 320.65
FSJ Airport Water Capital	\$ 39,564.01	\$ 321.10	Vehicle (Fleet)	\$ 151,157.44	\$ 3,763.97
FSJ Airport Water Operating	\$ 30,274.54	\$ 387.91			
Green "Carbon" Project	\$ 108,688.70	\$ 919.67			
			<b>TOTAL</b>	<b>\$ 54,424,963.90</b>	<b>\$ 745,170.44</b>

\*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
2021		1,000	1,000	
2021		1,000	1,000	
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	2,000	

### Area C Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2021		1,000	1,000	
2021		1,000	1,000	
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	3,000	

### Area E Bursary

Year	Name	Amount	Amount Remaining	Date Claimed
2021		500	500	
2021		500	500	
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	1,500	

### Sub-Regional Bursary & Scholarship

Year	Name	Amount	Amount Remaining	Date Claimed
2021		1,500	1,500.00	
2021		1,500	1,500.00	
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	3,000	



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

[HOME](#) > [EVENTS & TRAINING](#) > [ANNUAL CONFERENCE AND TRADE SHOW 2021](#) > **PROGRAM**

# Program

[Welcome](#)[Program](#)[Exhibitor's Corner](#)[Registration](#)[Contact us](#)

Join us on our online event platform for a unique program featuring shorter interactive workshops, motivational speakers and other

innovations to make this a rewarding virtual conference experience.

Whatever your local needs, you'll find something here to take your city or community forward. Through workshops, plenaries and networking opportunities, you'll get new tools to tackle today's challenges and gear up for tomorrow's recovery.

**Here's a sneak peek at some of the topics we'll explore.**

- Affordable housing
- Rural economic growth
- Anti-racism and equity
- Connecting remote communities
- Ending homelessness
- Climate resilience
- Women in local government
- Social media training
- FCM's tools for local recovery
- Cybersecurity
- Your workforce in 2021
- Last-mile post delivery
- Municipal public libraries
- Plan your tree planting
- Smart Cities
- Agriculture and rural strength
- ...and many more.

There's something for everyone.

[Register Now](#)

## Schedule

Stay tuned for full details—and for exciting new program announcements to come. All times in the table below are Eastern. (S/I) indicates activities with simultaneous interpretation.

<b>Monday, May 31</b>	
10 a.m.-4 p.m.	Big City Mayors Caucus (BCMC) Meeting (S/I)
2:30-3:30 p.m.	Workshops (4 x 1 hour)
<b>Tuesday, June 1</b>	
10-10:30 a.m.	Opening Ceremony (S/I)
10:30-11:30 a.m.	President's Forum (S/I)
11:30 a.m.-12 p.m.	Political Keynote (S/I)
12:30-2:30 p.m.	Connected Labs (8 x 15 minutes)
12:30-3:30 p.m.	Trade Show
12:30-3:30 p.m.	Workshops (4 x 1 hour)
4-4:30 p.m.	3rd VP Candidates (S/I)
4:30-5 p.m.	Political Keynote (S/I)
5-6 p.m.	Ask the Experts

<b>Monday, May 31</b>	
5:30-6:30 p.m.	Regional Caucus Networking (BC, P&T)
<b>Wednesday, June 2</b>	
8:30-9:30 a.m.	Regional Caucus Networking (QC, ON, Atlantic)
9-10 a.m.	Ask the Experts
9:30-10 a.m.	Welcome Day 2 (S/I)
10 a.m.-12 p.m.	Connected Labs (8 x 15 minutes)
10 a.m.-1 p.m.	Trade Show
10 a.m.-1 p.m.	Workshops (4 x 1 hour)
1-1:30 p.m.	3rd VP announcement and explain the election process for candidates for Board positions (S/I)
1:30-2 p.m.	Political Keynote (S/I)
2:30-4:30 p.m.	Selection of candidates for Board of Directors
4:30-5:30 p.m.	Selection of candidates for Regional Chairs
5:30-6 p.m.	Selection of PTA Executive Representative
<b>Thursday, June 3</b>	
9-10 a.m.	Ask the Experts
9:30-10 a.m.	Welcome Day 3 (S/I)
10-11 a.m.	Resolution Plenary (S/I)
11:30 a.m.-12 p.m.	Political Keynote (S/I)



<b>Monday, May 31</b>	
12-1 p.m.	Rural Plenary (S/I)
1:30-3:30 p.m.	Connected Labs (8 x 15 minutes)
1:30-4:30 p.m.	Trade Show
1:30-4:30 p.m.	Workshops (4 x 1 hour)
5-6:30 p.m.	Gala Networking
<b>Friday, June 4</b>	
9:30-10 a.m.	Welcome Day 4 (S/I)
10 a.m.-2 p.m.	AGM and closing remarks (S/I)

*Program subject to change without notice.*



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

**Contact us**

Follow us

**Focus areas**

**Programs**

Media outlets who want to participate in the conference must contact FCM's [Media Team](#).

## Registration fees

Registration type (Full conference only)	Early Bird (March 29 to April 23)	Regular (April 24 to June 4)
<b>Member</b>		
<b>Municipal / Affiliate</b> <ul style="list-style-type: none"> <li>Elected official</li> <li>Staff</li> </ul>	\$600	\$670
<b>Non-Member</b>		
<b>Municipal</b> <ul style="list-style-type: none"> <li>Elected official</li> <li>Staff</li> </ul>	\$700	\$790
<b>Provincial / Federal / Territorial government</b> <ul style="list-style-type: none"> <li>Elected representative</li> <li>Staff</li> </ul>	\$700	\$790

<b>Registration type (Full conference only)</b>	<b>Early Bird (March 29 to April 23)</b>	<b>Regular (April 24 to June 4)</b>
<b>Exhibitor / Sponsor / Corporate partner</b> (Only current registered exhibitors / sponsors are eligible for these fees)	\$455	\$510
<b>Students</b> <b>Important:</b> all students must be full-time students and show proper proof of current enrollment (student ID) before they register. Contact registration to provide proof and get your access code to register.	\$135	\$149

*Credit card only (VISA, AMEX or MasterCard. 13% HST will be added to your registration fee.*

*<sup>1</sup>To vote in the [FCM Board election](#), you must be an accredited conference delegate (FCM Member – Elected Official). This is different from last year’s virtual Board election—and closer to the simplified “real time” voting of past in-person events. (Accredited delegates must connect with their own conference login to vote.)*

**If you have any questions, please contact FCM’s [registration desk](#) or call 613-907-6317.**

## **Terms and Conditions**

## **Conference Code of Conduct**

The Federation of Canadian Municipalities is committed to the highest standard of respect and dignity at each one of its events, may they be in-person or online. All participants at the 2021 virtual Annual Conference and Trade Show must comply with FCM's Code of Conduct. The code mandates that participants conduct themselves in a safe and welcoming manner and are treated with respect and dignity, free from harassment, violence and discrimination. This core ethical standard applies to all facets of the conference where participants are in attendance.

FCM does not tolerate harassment of any kind. Should you be subject to—or witness any—inappropriate or threatening behaviour or language, please notify registration staff by email at [register@fcm.ca](mailto:register@fcm.ca). Anyone found to be acting in such a manner will have their registration revoked and asked to leave the virtual conference platform immediately.

## **Authorized Soliciting and Marketing**

Except for authorized Sponsors and Exhibitors, delegates may not use the conference as a forum for soliciting and marketing to FCM's municipal delegates. Those delegates wishing to have such privileges are encouraged to register for the virtual conference as a Sponsor or Exhibitor. Otherwise, FCM may revoke the registration of the delegates who, in the opinion of FCM, conduct such soliciting and marketing activities.

## **Contact Information**

A list of all conference participants (name, title, organization and email) will be shared with conference Sponsors and Exhibitors via the lead retrieval system. In addition, whenever you interact with another participant inside the virtual platform, you agree to share your contact information as per your virtual profile.

## Early-bird registration

Early-bird registration ends **Friday, April 23, 2021 (11:59 p.m. ET)**.

## Payments

Registration fees must be paid in full by credit card (VISA, MasterCard or American Express) at the time of registration.

## Taxes

The Canada Revenue Agency (CRA) has determined that the legal status of FCM must change from charitable to not-for-profit. This change in legal status results in taxable registration fees for FCM conferences. In keeping with the GST/HST place of supply rule, registration fees are taxed based on the location where the conference is held. In 2021, the conference is being held virtually in the province of Ontario and the applicable 13% HST is being applied. Each municipality is entitled to claim the applicable input tax credit (ITC).

## Cancellations

If you need to cancel or change your registration for FCM's 2021 Annual Conference and Trade Show, you must do so in writing by [sending us an email](#). Cancellation requests will **NOT** be accepted by any other means.

Cancellation fees will be applied to conference registration.

## Refund schedule and policy

The amount of your refund will depend on when we receive your notice of cancellation. Please consult this schedule for refund amounts:

Notice of cancellation received by:	Refund:
By April 23 (11:59 p.m. ET)	100 per cent
Between April 24 and May 14 (11:59 p.m. ET)	50 per cent

<b>Notice of cancellation received by:</b>	<b>Refund:</b>
On and after May 15	No refund

For cancellations received before April 23, refunds will be credited to you on the original credit card used for payment. The following information will appear on the credit card statement once the refund is completed: FCM-FED CND MUN.

After May 15, refunds will only be considered for medical or personal emergencies. Please [send us an email](#) to request a refund due to an emergency. For medical emergencies, you must attach a letter from your doctor. The deadline to submit these requests is June 9, 2021.

We do not issue a refund or credit for portions of the conference which you did not attend.

### **Substitutions**

Registration for the 2021 Annual Conference and Trade Show cannot be shared between two or more participants. Only one individual can be registered under a single registration, for the duration of the conference. However, delegates may nominate another person from their organization to attend in their place, up to 24 hours before the start of the event. Please [send us an email](#) to request a substitution. If a registered delegate is unable to find a substitute to take his or her place, the cancellation policy applies.

### **Registration Confirmation**

An email confirmation will be sent once registration has been completed and fully paid online. From your account in the FCM portal, you will be able to update your profile, modify your registration, and print a copy of your registration invoice.

## Program

FCM reserves the right to make changes to the 2021 Annual Conference and Trade Show program at any time.

## Photographs

FCM may take screen shots of delegates attending the 2021 Annual Conference and Trade Show. These photos may be used on FCM's social media channels. They will not be distributed to third parties.

For any questions, please contact FCM's [registration desk](#) or call 613-907-6317.



24 Clarence Street

Ottawa, Ontario

K1N 5P3

T. 613-241-5221

F. 613-241-7440

**Contact us**

Follow us

**Focus areas**

**Programs**

**Funding**

**Resources**

**Events & training**

**News & media**





## 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
6.	Rural Loan Fund Scenarios, FN-RBAC-063		<a href="https://pub-prrd.escribemeetings.com/Meeting.aspx?Id=ca82aaa9-a8dd-479c-bef8-d84ad2d64241&amp;Agenda=Merged&amp;lang=English&amp;Item=27&amp;Tab=attachments">https://pub-prrd.escribemeetings.com/Meeting.aspx?Id=ca82aaa9-a8dd-479c-bef8-d84ad2d64241&amp;Agenda=Merged&amp;lang=English&amp;Item=27&amp;Tab=attachments</a>	March 18, 2021



## 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