



REPORT

To: Rural Budgets Administration Committee

Report Number: CS-RBAC-025

From: Trish Morgan, General Manager of Community Services

Date: June 17, 2021

Subject: Grant Writing Support for PRRD Projects

RECOMMENDATION:

That the Rural Budgets Administration Committee allocate \$6,250 each from the following accounts in Function 120 – Legislative Electoral Area, for the purpose of funding as-and-when grant writing services for Peace River Regional District projects in an effort to obtain external grants and reduce the cost of the projects to local tax payers:

- Area B Community Projects 01-2-3050-0000
- Area C Community Projects 01-2-3051-0000
- Area D Community Projects 01-2-3052-0000
- Area E Community Projects 01-2-3053-0000

BACKGROUND/RATIONALE:

In March 2021 the Peace River Regional District (PRRD) entered into contract with Clear Course Consulting for rural grant writing services to assist community groups with submitting and ultimately obtaining grants to support their projects. Clear Course's scope of work does not include providing grant writing assistance for PRRD projects like the Kelly Lake Community Centre, Chetwynd Library, Osborn Community Hall or Charlie Lake Fire. It is anticipated that over the next 18 to 24 months there will be numerous infrastructure grants becoming available that may be applicable to PRRD projects. In order to apply for these grants additional support is required as staff do not have the time to develop the grant applications and in some cases need technical support to submit technical information required regarding reduction of greenhouse gas emissions and energy efficiency savings.

For example, following the last Rural Budgets Administration Committee meeting Clear Course conducted a scan of the projects discussed at the meeting and found the following grant opportunities:

Project	Grant Fund	Amount available	Deadline
Chetwynd Library	Capital Projects Grant	Up to \$250,000	July 31, 2021
Chetwynd Library	Western Financial Group	\$5,000	ongoing
CLFD Coverall Building	TC Energy	Not defined	November 2021
CLFD Coverall Building	Western Financial Group	\$5,000	ongoing
CLFD Coverall Building	Infrastructure Canada Disaster Mitigation Fund	25% to 50% of the value of the project	Anticipated Q3 or Q4 in 2021

Further Northern Development Initiative Trust has also been identified for a potential grant for the Chetwynd Library as well as previously approved for the Kelly Lake Community Centre.

ALTERNATIVE OPTIONS:

1. That the Rural Budgets Administration Committee allocate \$6,250 each from Electoral Area B, C, D and E Fair Share Funds to fund as-and-when grant writing support for Peace River Regional District Projects in an effort to obtain external grants and reduce the cost of the projects to local tax payers.
2. That the Rural Budgets Administration Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Funding for this as-and-when contract grant writing support could come from either:

- 1) Community Projects under the Legislative Electoral Area Function.

GL	2021 Budget
Area B Community Projects 01-2-3050-0000	\$80,000
Area C Community Projects 01-2-3051-0000	\$90,000
Area D Community Projects 01-2-3052-0000	\$90,000
Area E Community Projects 01-2-3053-0000	\$73,000

- 2) Fair Share

As of April 2021 each electoral area had the following uncommitted funds available:

- Area B = \$716,019.55
- Area C = \$915,264.55
- Area D = \$2,084,105.08
- Area E = \$2,096,338.49

COMMUNICATIONS CONSIDERATION(S):

If funds are approved by RBAC, all internal PRRD departments will be notified of the opportunity for assistance when preparing grant applications for PRRD projects.

OTHER CONSIDERATION(S):

At the May 20, 2021 RBAC the Committee approved a commitment of \$7,000 from Area D Peace River Agreement Funds for costs associated with submitting a grant application to the Green and Inclusive Community Buildings Funds (GICBF) and the Northern Development Initiative Trust for the Kelly Lake Community Centre renovation. As part of this commitment an updated Class D cost estimate will be prepared for the project in addition to assistance with the preparation of the grant applications including information on the energy savings components required for the GICBF application.