



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

PRINCIPLES AND GUIDELINES

1. Decisions are to be information based using adequate, un-biased research analysis with recommended options.
2. Where appropriate, the Rural Budgets Administration Committee may require a decision impact analysis for intended and unintended consequences.
3. Any consideration to provide assistance for new or existing services must have a feasibility study to identify the category of service, the need, the financial viability and its integration into other services.

Rural Area Fair Share may provide financial assistance to various projects within the rural area.

Eligibility/Criteria

If not a function of the Regional District, the applicant must be a Not-for-Profit Society, in good standing with the BC Registrar of Societies.

The applicant must complete the Grant Application form in full, including financial statements, where necessary.

In the case of capital projects, applicants must include a comprehensive Capital Project budget indicating all sources of income and expenditures; and information on how it will be paid for and maintained in the future.

Applicants will be required to adhere to building, plumbing, electrical, health, fire, zoning, gas and other codes and regulations that may exist, prior to the start of construction. A building permit may also be required.



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

FAIR SHARE FUNDS

The annual indexed Rural Fair Share Funds, pursuant to the Memorandum of Understanding dated March 22, 2005, will be divided equally between the four electoral areas.



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

FEASIBILITY STUDY FUNDS

1. A BC registered not-for-profit society may request funds to a maximum of \$10,000 to prepare a report on the feasibility and viability of a project in the rural areas of the Peace River Regional District that will be the subject of a Fair Share funding request.
2. A grant will not be available for a feasibility study that has begun prior to the request for funding assistance.
3. A grant will not be available for a feasibility study for a project that is likely to result in a tax levy to pay for the proposal, either in capital or operations.
4. Examples of proposed requests would be for a community hall, recreation facility, seniors housing, fire department (not vehicle acquisition) or some other facility deemed appropriate by the Committee.
5. Each Electoral Area may provide the maximum grant for the same specific proposal.
6. Grant recipients must recognize the Regional District for its contribution in the Executive Summary of the Feasibility Study.



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

FIRE EQUIPMENT – MINOR CAPITAL PROJECTS

Grants for fire equipment purchases under \$20,000 are subject to the following conditions:

- a) the grants must be for new or replacement equipment for use on fire trucks, in a fire hall, or by firefighters;
- b) the request must be supported by a report from the fire department which should include, where possible, recommendations from another authority;
- c) grants may be made during the life of the Fair Share program to replace equipment originally purchased with Fair Share funds, provided the justification includes reference to legally required upgrades, damage or loss due to the activities of the fire department, or industry acknowledged shelf life of the equipment;
- d) multiple items valued under \$20,000 each may be consolidated into one request that is greater than \$20,000;
- e) requests must be made by the fire department's Board or Council; and
- f) grant recipients must recognize the Regional District for its contribution through a joint press release.



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

FIRE HALL (RURAL) CONSTRUCTION OR RENOVATION

Grants to Fire Department for fire hall construction or renovation are subject to the following conditions:

- a) that the fire hall construction or renovation be supported by a report from a fire underwriter's survey, fire department master plan, fire department review or audit prepared by an independent consultant or authority;
- b) that the project be defined and justified by a feasibility study prepared by or on behalf of the Fire Department which includes an engineer's report and cost estimate;
- c) that the maximum grant be 50% of the construction or renovation estimate provided by an engineer or quantity surveyor, to a maximum grant of \$150,000;
- d) that there be no more than one fire hall construction or renovation grant for a fire department during the life of the Fair Share program; and
- e) grant recipients must recognize the Regional District for its contribution through:
 - display of a plaque of appreciation; and
 - a joint press release.



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

FIRE TRUCKS

Grants to Fire Departments for trucks are subject to the following conditions:

- a) that the truck must be new to the department for reasons supported by a fire underwriter's survey, fire department master plan, or a fire department review or audit prepared by an independent consultant or authority;
- b) that a maximum grant of 50% of the purchase price of the truck to a maximum grant of \$150,000 be provided;
- c) that there be no more than one truck grant every five years to any one Fire Department;
- d) this grant does not apply to a Fire Department within an established specified area shared with a municipality; and
- e) grant recipients must recognize the Regional District for its contribution through:
 - prominent display of a Regional District logo on the truck;
 - a joint press release; and
 - a photo opportunity.



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

FIXED CAPITAL EQUIPMENT

Where provision has been made in the annual budget and where a registered Not-for-Profit Society makes a request for the purchase of fixed capital equipment that will be of benefit to the community at large, the following conditions apply:

1. The maximum grant for approved community projects is \$30,000 according to the following formula:

<u>Approved Costs</u>	<u>Regional District Grant</u>
First \$15,000 or less	100% of approved costs
Next \$30,000 or less	50% of approved costs

2. Applications must include letters of support from at least two different organizations from within the area to be served.
3. Confirmation that the responsibility for the ongoing maintenance and any future replacement remains the responsibility of the Society that applies.
4. This grant cannot be used in conjunction with any other grant received from the Regional District.
5. That a Not-for-Profit Society may utilize 'in kind' hourly rates for their 50% share of the contribution based on the Provincial 'Blue Book' rate for equipment and operator.
6. That \$20.00 per hour be used as a labour rate.
7. Grant recipients must recognize the Regional District for its contribution through:
 - display of a certificate of appreciation; and
 - a joint press release.



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

FRINGE AREA FUNDING

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

Updated at the June 18, 2015 RBAC Meeting



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

ELECTRICAL EXTENSION GRANT POLICY AND APPLICANT GUIDE

1. Fair Share Grants may be paid for development of Hydro Electrification on the following conditions:
 - a) Funding assistance will be limited to hydro main line extension costs on public maintained roads to serve residential customers (excluding subdivisions).
 - b) Costs related to the service line from the main line to the residence are the responsibility of the property owner.
 - c) Regardless if a property owner is the registered owner of one or more properties, the property owner will be limited to receiving the electrical extension funding grant one time only.
 - d) The property owner will pay the first \$1,000 of main line service costs. The balance will be eligible for assistance at a rate of 50% to a maximum grant of \$4,000.

This means that where the main line costs per property are:

- up to \$1,000 - no assistance will be given;
 - from \$1,001 to \$8,999 - assistance will be at the rate of 50% on the balance over \$1,000; and
 - from \$9,000 and up - the maximum of \$4,000 will be given.
2. BC Hydro is responsible for completing the Electrical Extension Grant Application form, if it qualifies for the grant program.
 3. The applicant (customer) is responsible for submitting the application to the Regional District.
 4. The application will be reviewed at the next scheduled RBAC meeting.
 5. The Regional District will mail the cheque, made payable to BC Hydro, to the applicant.
 6. The applicant (customer) is responsible for getting the cheque to BC Hydro, along with their payment.
 7. All documents shall indicate the applicant's (customer) name and reference number.



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

JOINT VENTURES

Each Electoral Area Director may provide funding from Fair Share Funds for grants to municipal recreation and cultural facilities in recognition of rural use of these facilities.



**RURAL BUDGETS ADMINISTRATION COMMITTEE
FAIR SHARE POLICIES**

**NATURAL GAS EXTENSION
POLICY AND APPLICANT GUIDE**

Fair Share Grants may pay for development of **Natural Gas Extension Services** as follows:

- a) An Electoral Area may contribute up to 75% of the "Total Cost to Property", with any other contributions (Provincial grants, etc.) to be deducted from it, for a maximum Regional District Electoral Area grant of \$5,000. All remaining project costs are to be the responsibility of the property owner or community.
- b) In addition, the property owner shall be responsible for all costs associated with the installation of individual gas line service from the property line.
- c) The Regional District will make its grant contribution payable to the Natural Gas Distribution Company.
- d) Regardless if a property owner is the registered owner of one or more properties, the property owner will be limited to receiving the natural gas extension funding grant one-time only.

EXAMPLE:

A	Actual Cost of Mainline Extension	\$ 20,620.00
B	Less: Gas Company's Contribution	-\$ 12,778.00
C	Total Cost to Property	\$ 7,842.00

Electoral Area Contribution:

D	75% of Total Cost to Property	\$ 5,881.50
E	Less: Other Contributions	\$ -
F	Remaining Balance	\$ 5,881.50
G	Maximum Electoral Area Grant	\$ 5,000.00

H	TOTAL GRANT PAYABLE (Lesser of F or G)	\$ 5,000.00
I	Cost to Property Owner	\$ 2,842.00
J	(minimum 25%)	36%

**** Note:** Individual property service costs are extra.



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

PARENT ADVISORY COUNCIL (PAC)

Applications under this policy may be considered for such things as playground equipment, improvements to community facilities, ball diamonds and tennis courts on school property.

In order to be eligible for funding under this Policy, the following criteria must be met:

1. Contribution from community (in kind or labour, material) must cover a minimum of 25% of the cost. The Fair Share Grant would provide 75%, to a maximum of \$10,000.
2. There must be an active Parent Advisory Council (PAC) which is legitimized by the *School Act*.
3. It must be a rural community school where no hall exists, (i.e. the school is the community meeting facility).
4. PAC's are not eligible for funding through Recreational & Cultural Grants-in-Aid.
5. Where application is made by a PAC for the upgrade of facilities inside of a school (i.e. a gymnasium), the School District must be in agreement that the school can be used as a community centre.
6. Confirmation that the School District would be responsible for maintenance.
7. Grant recipients must recognize the Regional District for its contribution through:
 - display of a certificate or plaque of appreciation; and
 - a joint press release.



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

RECREATION AND CULTURE GRANTS

A B.C. registered not-for-profit society or local government located in the Peace River Regional District may request Fair Share Funding for capital requirements for recreation and culture facilities and services.

Fair Share funds will not be provided if the proponent society has received capital funding for the same proposal from the Grant-in-Aid program in the same year.

Fair Share funding may be provided if capital funding from the Grant-in-Aid program is not available.

For major grant funding (over \$50,000) where there are ongoing operational costs, the proponent will have to justify in its application, why a tax levy is not being requested.

Where a major capital project funding (over \$50,000) is requested and where a service area is to be established, the operational costs of the project must be included in the proposal.

Each Electoral Area may provide a grant for the same specific proposal.

Revised: February 5, 2002

EADC: November 23, 2004 policy to remain as is

Board approved: December 10, 2004

RBAC reviewed Dec 15, 2006

Policies as of August 31st, 2000



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

RURAL LOAN FUND

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

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

Application for Loan:

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

Interest Rate:

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

Repayment of Loans:

Loans must be repaid by one of the following methods:

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



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SENIORS HOUSING

1. Any proponent group requesting Fair Share grants must be a BC registered not-for-profit society.
2. An economic viability study must be prepared by the proponent that would be consistent with the requirements of the Ministry Responsible for Housing and the Ministry Responsible for Seniors, which must show the proposed source of all capital costs and operational costs for a five year period.
3. Seniors housing must be made available to any BC senior, regardless of race, religious affiliation or other discriminatory factors. A statement to this effect must be made in writing to the Regional District, signed by the authorized officers of the proponent registered society.
4. Fair Share funds may not be used for the operation of the proponent society for the proposed facility.
5. One grant, within a five year period, to a maximum of \$250,000 may be provided from any one Electoral Area.
6. A grant to a maximum of \$5,000 may be provided toward the preparation on an economic viability study, in addition to the grant referred to above.
7. No other Regional District funding source, including Grant-in-Aid or tax levies, may be requested for the feasibility study or the construction of the proposed facility.
8. Each Electoral Area may provide the maximum grant for the same specific proposal.
9. Grant recipients must recognize the Regional District for its contribution through:
 - displayed of a plaque of appreciation; and
 - a joint press release.



RURAL BUDGETS ADMINISTRATION COMMITTEE FAIR SHARE POLICIES

SEWER & WATER EXTENSION SERVICES

Fair Share funds are available to assist Sewer and Water Expansion projects.



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TELEPHONE SERVICE

An electoral area will contribute from Fair Share funds, up to 75% of the cost, to a maximum of \$5,000 per parcel, for the installation of the public portion of a telephone mainline.



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WATER WELLS/SPRINGS FOR PUBLIC USE

1. Public water sourcing projects to be funded from feasibility funds through the Administration - Fiscal and Other function.
2. Public Rural Spring Development to be funded through the Community Parks Function. Capital needs may be considered from Fair Share as needed.
3. Projects are to be cost shared with other agencies whenever possible.