



PEACE RIVER REGIONAL DISTRICT

RURAL RECREATION & CULTURAL  
GRANT-IN-AID APPLICATION

SCHEDULE A

Date: January 24, 2024

Society Number: 5-0052578

Applicant Information

1. Name of Organization: The Kings Valley Christian Camp Society  
Contact Person: Kelli Eklund  
Mailing Address: Po Box 141, Rose Prairie BC, V0C-2H0  
Phone: [REDACTED] Fax: [REDACTED]  
Email: thekvcc@gmail.com  
Website: www.kingsvalleycamp.com

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.  
16983 Milligan Creek Road, Rose Prairie BC

3. Organization Executives:

President

Name: Dean Eklund Phone: [REDACTED] Email: [REDACTED]

Vice President

Name: Dale Wood Phone: [REDACTED] Email: [REDACTED]

Treasurer

Name: Kelli Eklund Phone: [REDACTED] Email: [REDACTED]

Secretary

Name: Kelli Eklund Phone: [REDACTED] Email: [REDACTED]

4. Purpose of Organization:

- Train and equip people - provide a place of rest
- Provide (summer) camps for children, youth, + families
- Outreach to our community + surrounding area

5. Please describe the programs and activities that your organization sponsored in the last year:

Qty per year	Activity/Program	Dates
1	Conference	July 20-23
1	Teen Camp	Aug 16-20
1	Kids Camp	Aug 23-25
1	Ladies Retreat	Sep 22-24
1	Young Adults Camp	Sep 29 - Oct 1
multiple	Gatherings / Youth meetings	Sep 21 - Nov 25
1	Workshop	Dec 16
	Facility /camping rentals /community garden	May-Sept



## PEACE RIVER REGIONAL DISTRICT

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

Year 1: Washhouse with new family cabin attached, lawn mower, Cabin 415 renovations  
Upper Room Project  
Year 2: boys bunkhouse renovation, mattresses, garden cottage + office exterior  
Year 3: equipment (tractor or backhoe) canteen, volleyball court  
Year 4: campground expansion  
Year 5: more family cabins + kitchen renovation

### Project Information

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

- 1) Washhouse with attached family cabin \* see attached explanation - 42,600.00
- 2) Insurance - 15,034.00
- 3) Lawn Mower - 6,853.28
- 4) Cabin 415 renovations - 3000.00
- 5) Upper Room Project - 3000.00

8. How essential is the project to the community?

We provide a facility to rent for events; camping: cabins, campground  
swimming beach with sand; a community garden; camps for children,  
teens and adults of all ages.

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

- Rentals of our facility (hall, cabins, etc.) + campground.
- DONATIONS (money, equipment, time) from a variety of businesses + organizations.
- Registration (people sending their kids to camp)

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

Approximately 16000 volunteer hours.

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

Income from campground + facility rentals, fundraiser events,  
community garden, and DONATIONS.

12. What is the total cost of insurance(s) your organization pays each year? 15,034.00 (It increases each year).

13. What is the total amount requested from the Regional District? 70,487.28

### 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) or staff of the Regional District.

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



Regarding the Washhouse Project:

The funds we are applying for this project will only cover the beginning of this project.

We are also applying for a NDIT grant to fund the finishing of this project.

If for some reason we do not get the NDIT funding, we will still use the funds allotted for this project to begin the construction of the washhouse.

We will continue the project to completion as funds are made available to us, as the need for a new washhouse has become a priority.

Thank-you for your support.



ILLED TO:

SOLD/SHIPPED TO:

**KINGS VALLEY CHRISTIAN CAMP**  
 PO BOX 141  
 ROSE PRAIRIE, BC  
 V0C 2H0

Email:

[250] 827-6818

f: [ ] -

[ ] -

c: [ ] -

[ ] -

CUSTOMER NO.	ORDER NO.	TAX NO.	TERMS	SHIP VIA	REFERENCE	REPRESENTATIVE	TIME	DATE
1542						204 PHIL	16:03	Jan 24, 2024
Y BIN	QTY	PRODUCT NO.	DESCRIPTION	B/O	CORE	RETAIL	SALE	AMOUNT
CRATE TRACTOR	1	Stock:24516 2023	CUBCADET ZT2 54 FAB DECK	YE	LOW	s/n: 1C06PH50151		6,119.00

TAXABLE	G.S.T.	PROV. TAXABLE	NON-TAXABLE	TAX	TOTAL	CREDIT	CURRENT DEPOSIT	TOTAL DEPOSIT	BALANCE OWING
6,119.00	305.95	6,119.00	0.00	428.33	6,853.28	0.00	0.00	0.00	6,853.28

THANK YOU FOR THE PURCHASE OF YOUR NEW UNIT

**INVOICE TOTAL ► 6,853.28**

UNIT SALE

**U025450**

RECEIVED BY.

Special orders must be picked up within 14 days. No returns on electrical parts, special orders or after 14 days.  
 Customers must have all receipts and parts must be in original condition and original packaging. Restocking charges of 30% apply.

**THE KING'S VALLEY CHRISTIAN CAMP SOCIETY**

**Statement of Revenues and Expenditures**

**Year Ended September 30, 2023**

*(Unaudited - See Compilation Engagement Report)*

	2023	2022
<b>INCOME</b>		
Grants		
Donations	\$ 150,446	\$ 78,158
Registration fees	- 31,784	61,928
Camping & facility rentals	13,304	37,290
Canteen	2,250	29,834
	<b>2,278</b>	<b>3,358</b>
	<b>200,062</b>	<b>210,568</b>
<b>EXPENSES</b>		
Accounting		
Amortization	4,725	3,082
Canteen supplies	24,257	23,549
Cleaning supplies	2,876	2,611
Craft supplies	758	1,151
Decor & linens	312	1,986
First aid expense	823	521
Freight	351	460
Garden Supplies	34	-
Groceries	112	94
Honorarium	9,450	12,845
Insurance	9,150	8,228
Interest and bank charges	14,375	13,385
Kitchen supplies	91	356
Office	756	1,076
Office and sundry	171	857
Property taxes	2,055	9,588
Repairs and maintenance	289	389
Small tools & supplies	10,096	6,328
Sport supplies	118	1,595
Telephone	338	449
Travel	2,017	1,996
Utilities	2,044	820
Vehicle	9,499	12,436
Wages and benefits	680	1,860
	<b>84,792</b>	<b>109,647</b>
	<b>180,169</b>	<b>215,309</b>
<b>EXCESS (DEFICIENCY) OF INCOME OVER EXPENSES</b>	<b>\$ 19,893</b>	<b>\$ (4,741)</b>

See accompanying notes to financial statements

## The King's Valley Christian Camp Budget - 2024

<b>INCOME:</b>	
Donations	30000.00
Registration	30000.00
Rentals	15000.00
Campground	2000.00
Canteen	3000.00
Garden	500.00
<b>TOTAL INCOME</b>	<b>80500.00</b>
<b>EXPENSES:</b>	
<b>ADMINISTRATIVE:</b>	
Advertising + Promotions	300.00
Insurance + Licenses	15600.00
Legal + Accounting	4500.00
Office Expense + Sundry	2000.00
Property Taxes	300.00
Salaries (GROSS + employer deductions)	6000.00
Telephone + Utilities	12000.00
Website Fees	500.00
<b>CAMP, RENTAL, MINISTRY:</b>	
Canteen supplies	3000.00
Cleaning Supplies	1500.00
Craft Supplies	1000.00
First Aid Supplies	500.00
Groceries	15000.00
Honorariums	5000.00
Merchandise	400.00
Sports Supplies	800.00
Travel	3000.00
<b>BUILDING, GROUNDS, EQUIPMENT:</b>	
Fuel + Oil	1000.00
Repairs + Maintenance	8000.00
<b>TOTAL EXPENSES</b>	<b>80400.00</b>





## PEACE RIVER REGIONAL DISTRICT

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

In accordance with Section 4.10 of the Recreational and Cultural Grants-in-Aid policy, all grant recipients are required to submit an Annual Report by January 31st of each year. This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid (GIA) 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. The report should include the following details:

- Progress made on all funded projects, activities, initiatives or events;
- Information on how grant funding was spent;
- Summary of capital costs and/or operational costs (Include a copy of invoice to support the expense paid for insurance, if applicable); and
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funds.

Grant recipients should note that failure to provide this information could result in the following:

- Organizations being required to repay grant funds; and
- Not being considered for future grant funding.

Organization Name: The King's Valley Christian Camp Society

Mailing Address: Po Box 141, Rose Prairie, BC V0C-2H0

Year GIA funds received: 2023: 56,089.00

#### Project Summary

1. Please list below the reason(s) your organization received GIA funds (this may include capital projects, activities, events or general operating costs).

— Upper room project (meeting room, storage rooms, drum <sup>room</sup> cage).  
(Located in our main hall).  
— Insurance

2. Describe what was accomplished or completed on your capital projects, activities, and events for which you received GIA funds.

Drum room 100% completed.  
Stairs, meeting room and upper balcony 90% complete.  
Two storage rooms 80% complete.

3. Please provide in detail what was not completed and why?

Still need to finish flooring, trim, balcony rail, and some painting.  
The cost to finish this project will be more than the unused GIA funds (\$7250). This project ended up costing more than we budgeted and applied for, and we ran out of funds to finish.

4. When do you expect to complete all outstanding projects, activities or events?

With the unused GIA funds we will purchase (and install) the wood t-stain for the balcony rails.  
We hope to have this project completed by end of summer, provided we can secure the needed funding.



PEACE RIVER REGIONAL DISTRICT  
Recreation and Cultural Grants-in-Aid  
Schedule "C" – Annual Report

5. If your organization used GIA funds to support operational costs, please list the expenses below.

Only Insurance

6. If GIA funds were used to support insurance expenses, please indicate below what type of insurance (liability, directors insurance, property, building, etc.). Please attach insurance statement/policy that outlines the type of insurance and a breakdown of the cost.

liability, director's insurance, property, building, equipment  
See attachments

Summary of Financial Information

Please complete the following table.

Total GIA Contribution	2023	56,89.00
Less Total Operational costs paid for by GIA		11,621.50
Less Total Capital costs paid for by GIA		43,595.00
Total GIA funds unused	2023	872.50

If there is unused GIA funds please explain why and how your organization intends utilize them.

To finish the project, we needed more than 872.50, and were deciding where to prioritize the spending of those funds.  
These funds will be used for wood + stain for balcony rails (for this project).

Signatories

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct.

Board Member (Treasurer)

Name (print): Kelli Eklund  
Position: Administrator / Treasurer  
Phone Number: [REDACTED]  
E-mail: [REDACTED]  
Date: January 29, 2024  
Signature: [REDACTED]

THIS REPORT WAS PREPARED BY:

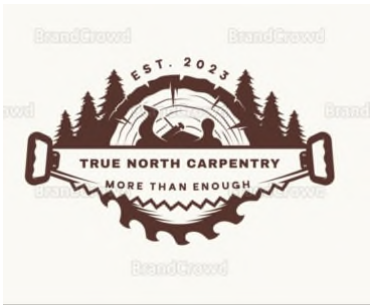
Name (print): Lisa Wood  
Phone Number: [REDACTED]  
Signature: [REDACTED]

Board Member

Name (print): Dean Eklund  
Position: President  
Phone Number: [REDACTED]  
E-mail: [REDACTED]  
Date: January 29, 2024  
Signature: [REDACTED]

E-mail: [REDACTED]  
Date: January 29, 2024

Retain a copy of this report for your records.



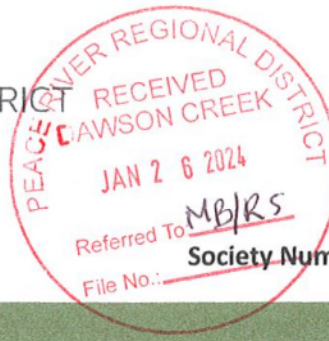
True North Carpentry

Jonah Eklund  
Highway 97 2683  
Fort st John  
V0C2K0  
[REDACTED]  
[REDACTED]

INVOICE  
INV0017  
  
DATE  
Feb 1, 2024  
  
DUE  
On Receipt  
  
BALANCE DUE  
CAD \$149,100.00

BILL TO  
  
The Kings Valley Christian Camp  
  
thekvcc@gmail.com

DESCRIPTION	RATE	QTY	AMOUNT
Camp ground wash house and upper suite This build will include tearing down existing structure and building new wash house with an upper level suit	\$142,000.00	1	\$142,000.00
Scope of work will be -demolish old structure and move all electrical components -pour concrete footing and slab -frame lower and upper unit - complete all rough in electrical and plumbing - insulate and vapour barrier - roofing and exterior finish - interior finish for both upper and lower unit			
SUBTOTAL			\$142,000.00
TAX (5%)			\$7,100.00
TOTAL			\$149,100.00
BALANCE DUE			CAD \$149,100.00

Date: Jan 15<sup>th</sup> 2023

## Applicant Information

1. Name of Organization: Montney Recreation Commission  
Contact Person: Noreen Kramer  
Mailing Address: Box 95 Montney B.C. V0C 1Y0  
Phone: [REDACTED] Fax: [REDACTED]  
Email: [REDACTED]  
Website: [REDACTED]

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.

Hall - 12401256 Road

## 3. Organization Executives:

## President

Name: Jim Collins Phone: [REDACTED] Email: [REDACTED]

## Vice President

Name: Ray Allen Phone: [REDACTED] Email: [REDACTED]

## Treasurer

Name: Audra Kramer Phone: [REDACTED] Email: [REDACTED]

## Secretary

Name: Noreen Kramer Phone: [REDACTED] Email: [REDACTED]

4. Purpose of Organization:  
To keep the hall operational for the community and get the ball diamond up and running for camping for the summer months
5. Please describe the programs and activities that your organization sponsored in the last year:

Qty per year	Activity/Program	Dates
	<u>attached sheet</u>	





## PEACE RIVER REGIONAL DISTRICT

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

- Year 1: insurance, inside of church, sound board, signs, gates  
Year 2: insurance finish church, sound system ball diamond  
Year 3: insurance up grade kitchen, ball diamond  
Year 4: insurance pioneer wall, signs for hall and diamond at road  
Year 5: insurance fencing of hall property and diamonds

### Project Information

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

insurance  
inside of church  
sound board  
gates, signs

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

need insurance yearly  
church is a Heritage building  
sound board for our open mics and dances for better sound  
gates at the diamond for security, signs for advertising

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

We draw from a large area, Montney, Rose Prairie  
North Pine, Charlie Lake, Buick, E. F. S. J.

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

543 last year

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

We have fund raisers in the hall and renting  
the hall for various events.

### 12. What is the total cost of insurance(s) your organization pays each year? \$7467.00

### 13. What is the total amount requested from the Regional District? ~~\$6951.00~~ 29,407.72

### 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: \_\_\_\_\_



# 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](mailto: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: Jan 15<sup>th</sup> 2024

Name of Organization: Montney Recreation Commission

Mailing Address: Box 95, Montney B.C. V0C 1Y0

### Project Summary

- 1) For what Grant-in-Aid funding year does this report refer to? (i.e., when were funds approved)

2023

- 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)

Insurance and wall repairs

- 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?

Insurance purchased  
Wall repairs as needed due to water damage  
due to rain storm.

- 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.

Inside of Church, ball diamond gates and  
signs were not completed as water damage  
repairs were unexpected and necessary to repair.

- c. What is your plan to complete your projects and/or events or utilize your operational cost funding?

The plan is to complete these two projects  
this summer (2024.)

- d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?

Hopefully by fall we can have these projects  
completed.

## 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	\$ 16,365.00
Less TOTAL Operational Costs paid for by GIA	6,951
Less TOTAL Capital Costs paid for by GIA	12,026.96
Total GIA Funds Remaining for	- 2612.96

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?)

*there was no funds remaining*

## 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) Audra Kramer

Position: Treasurer

Business phone: [REDACTED]

Residence phone: [REDACTED]

Fax: [REDACTED]

E-mail: [REDACTED]

Signature: [REDACTED]

## Board Member

Name (print) NOREEN KRAMER

Position: Sec

Business phone: [REDACTED]

Residence phone: same as above

Fax: [REDACTED]

E-mail: [REDACTED]

Signature: [REDACTED]

## THIS REPORT WAS PREPARED BY:

Name (print): NOREEN KRAMER

Business phone: [REDACTED]

Fax: [REDACTED]

E-mail: [REDACTED]

Residence phone: [REDACTED]

Signature: [REDACTED]

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



MONTNEY RECREATION----- GRANTS IN AIDS QUOTE FOR GATES FOR BALL DIAMOND PROPERTY

PRICING RECEIVED FROM PEACE RIVER BUILDING PRODUCTS-----MARTIN

12 FOOT GATE-----\$315.00 PLUS \$38.00 EACH---- $\$353.00 \times 2 = \$706.00$

9 FOOT POSTS-----4 1/2 INCH, GALVINISED POSTS----- $\$210.00$  PLUS  $\$26.00$ --- $\$236.00 \times 2 = \$472.00$

TOTAL-----\$1,178.00

MONTNEY RECREATION----- GRANTS IN AIDS QUOTE FOR SIGNS ADVERTISING THE HALL ACTIVITES

PRICING RECEIVED FROM AUTO GRAFICS-----DELIAH

4 X 4 SIGNS \$310.00 PLUS \$38.00----- $\$348.00 \times 3 = \$1044.00$

LETTERS MAGNETIC-----300 LETERS,  $\$1050.00 \times 2$  \$2100.00 PLUS \$128.00 = \$2228.00

BOARD---\$1000.00

TOTAL-----\$4,272.00

SOLID ROCK ENTERPRISES QUOTE FOR THE 2024

JOHNATHAN FEHR

MONTNEY BC VOC IYO

QUOTE FOR THE MONTNEY CHURCH

FLOOR—2,500.00

WINDOW—500.00

WAGES—961.00

STAIN—500.00

TOTAL-- 4,461.00

ACOUSTIC PANELS

24 X48 ACOUSTIC PANELS 4 PER SIDE WALL-8 X \$89.00 + 8.54 = 720.54

TWO BASS TRAPS IN EACH CORNER 2 X \$299.00 + 3.59 = 605.18

TOTAL-\$1325.72



SOUND SYSTEM

16 CHANNEL MIXER, FLOOR MOMITORS, PA MAINS, SUBWOOFERS, CONNECTOR POLES, ASSORTED CABLES. \$11720.00

TOTAL-\$11720.00.

SUMMARY FOR GRANTS IN AID 2024

INSURANCE-6,951

CHURCH-4,461.00

SINGS AUTO GRAPHICS-4272.00

GATES PEACE RIVER BUILDING-1,178.00

ACOUSTIC IMPROVEMENTS -1325.72

SOUND SYSTEM-COMplete DIGITAL-\$11,720.00

TOTAL-29,907.72

From: Audra [REDACTED]  
Subject: Re: Montney Hall wall panels  
Date: Dec 13, 2023 at 8:13:02 AM  
To: Brian Collins  
[REDACTED]

---

Thank you Brian

Thanks,  
Audra

On Dec 12, 2023, at 4:46 PM, Brian Collins  
<[REDACTED]> wrote:

I had a look at a Canadian company that  
supplies decent acoustic panels  
[https://www.acousticpanelscanada.com/  
collections/wall-panels](https://www.acousticpanelscanada.com/collections/wall-panels)

The 24 x 48 basic \$89 should do, about 4 per

hall side and two bass traps in the corner to either side of the stage. (\$299 each) This should give you a ballpark of hall sound improvement over a graded time period. Not necessary to purchase all at once as the Bass traps are pricey. Please forward this email to Jim Collins and Adley, as I don't have their email address. Best regards always,  
Brian T Collins



From: Brian Collins

[REDACTED]

Subject: Suggested Gear for Montney Hall

Date: Jan 11, 2024 at 12:18:57 PM

To: [REDACTED]

Here is a list of affordable gear that suits the hall.

Unfortunately the old gear suggested by Adley and Roy are fully obsolete. A with.

I was able to come up with a solution that saves money by omitting using p  
I will add pictures with price sources attached.

1 Digital 16 Channel Mixer ~Allan & Heath QU16 \$2900 (PREFERRED) \*Fu  
<https://www.long-mcquade.com/49028/Pro-Audio---Recording/Mixers/Al>

OR

1 Analog Digital 16 Channel Mixer ~Mackie Onyx16 \$1010  
<https://www.long-mcquade.com/220122/Pro-Audio-Recording/Mixers/Ma>

2 Floor Monitors ~EV PXM-12MP \$1200 x2  
<https://www.long-mcquade.com/348196/Pro-Audio-Recording/PA-Speak>

2 PA Mains ~Mackie SRM V-Class \$1075 x2  
<https://www.amazon.ca/dp/B083NDRDGH?tag=canadadeals001-20&link>

2 Subwoofers ~Mackie DRM18S \$1620 x2  
<https://www.long-mcquade.com/124342/Pro-Audio---Recording/PA-Spea>

2 Connector poles ~Mackie SPM 400 \$65 x2

Assorted cables up to \$900

Totals not including taxes or shipping:

With the QU16 Digital Board (Preferred) \$11720


With the Analog Mackie Board (Budget) \$9830

Approximate costs.

Regards, Brian T Collins



long-mcquade.com/167288/Pro-Audio---Recordir

 Your Store : Grande

Search Long & McQu

Shop By Category ▼

Deal Centre ▼

Departments > Pro Audio & Recording > Subwoofers > Powered Subwoof

# Mackie



# Income & Expenses 2023 Summary

Income				Expenses							
G&A	Rentals	BAR	MISC	Utilities	R&M	Supplies	FOOD	BAR	INS	Office	MISC
	1350.00	185.00		947.46		95.11					4.75
				466.42							4.75
	200.00		7040.00	1091.75	126.51	330.98			6951.00		4.75
	40.00			67.00					217.58		598.32
	770.00	1393.25	187.60	1045.06		227.71	311.42	817.81	115.00		4.75
	2010.00	150.00		71.00	495.28						4.75
	950.00			135.97							35.06
	550.00			71.00							4.75
	650.00			158.03	462.00	37.12					144.75
	-500.00	85.00		71.00							4.75
	1800.00	2514.85		388.27	12231.71	63.81	171.16	194.37	401.00		4.75
	850.00		721.00	82.14			11.97				358.08
16365.00	8670.00	4328.10	7948.60	4595.10	13315.50	754.73	494.55	1012.18	7684.58		1174.21
37311.70				29030.85							

profit/loss

8280.85

Date: January 28, 2024Society Number: S-0035237

## Applicant Information

1. Name of Organization: North Peace 4-H District CouncilContact Person: Pam FellMailing Address: PO Box 6046 Fort St John BC V1J 4H6Phone: [REDACTED]

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

Email: [REDACTED]

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: Melanie HarmonPhone: [REDACTED]Email: [REDACTED]

## Vice President

Name: Jaclyn GieniPhone: [REDACTED]Email: [REDACTED]

## Treasurer

Name: Pam FellPhone: [REDACTED]Email: [REDACTED]

## Secretary

Name: Jenn SniderPhone: [REDACTED]Email: [REDACTED]

## 4. Purpose of Organization:

Our organization is for children 9-21 and our moto is "Learn to do by doing"

## 5. Please describe the programs and activities that your organization sponsored in the last year:

Qty per year	Activity/Program	Dates
11	District Council Meetings	Third Thursday/month - no July
2	District & Regional Communication Competitions	March 2023
1	District Judging Rally/Seminar	September 2023
1	District Achievement Days & Auction	July 2023
1	District AGM	November 2023
1	Ditric Awards Night Social	November 2023





## PEACE RIVER REGIONAL DISTRICT

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

Year 1: Youth Development

Year 2: Youth Development

Year 3: Youth Development

Year 4: Youth Development

Year 5: Youth Development

### Project Information

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

The district wishes to buy an Executive Liability Insurance Policy to insure the district board members. We would also like to be able to help 4-H members travel to various 4-H program opportunities.

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

4-H District Council is an important community organization that hosts events which bring other members of the community out. Achievement days in July is a very popular event.

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

We have great community support at Achievement days where the community comes out to view finished projects and bid on animals in the auction. Within the community we have many volunteers.

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

An estimate of 4-H members, parents, and volunteer hours would be 900-1000

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

The District Council fundraises the majority of its operation expenses from within the community; each member also supports the District's efforts.

### 12. What is the total cost of insurance(s) your organization pays each year? 963

### 13. What is the total amount requested from the Regional District? 2000

### 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 \$10,000
- 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: \_\_\_\_\_

Amended by the Regional Board

May 28, 2020

PRRD/20/05/24/2020



In accordance with Section 4.10 of the Recreational and Cultural Grants-in-Aid policy, all grant recipients are required to submit an Annual Report by January 31st of each year. This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid (GIA) 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. The report should include the following details:

- Progress made on all funded projects, activities, initiatives or events;
- Information on how grant funding was spent;
- Summary of capital costs and/or operational costs (include a copy of invoice to support the expense paid for insurance, if applicable); and
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funds.

**Grant recipients should note that failure to provide this information could result in the following:**

- Organizations being required to repay grant funds; and
- Not being considered for future grant funding.

**Organization Name:** North Peace 4-H District Council

**Mailing Address:** PO Box 6046 Fort St John BC V1J 4H6

**Year GIA funds received:** 2023

#### **Project Summary**

1. Please list below the reason(s) your organization received GIA funds (this may include capital projects, activities, events or general operating costs).

The North Peace 4-H District Council recieved GIA funds to help with the cost of insurance.

2. Describe what was accomplished or completed on your capital projects, activities, and events for which you received GIA funds.

The ExecutiveLiability Insurance Policy was purchased May 2023

3. Please provide in detail what was not completed and why?

4. When do you expect to complete all outstanding projects, activities or events?



5. If your organization used GIA funds to support operational costs, please list the expenses below.

Executive Liability Insurance

6. If GIA funds were used to support insurance expenses, please indicate below what type of insurance (liability, directors insurance, property, building, etc.). **Please attach insurance statement/policy that outlines the type of insurance and a breakdown of the cost.**

**Summary of Financial Information**

Please complete the following table.

Total GIA Contribution	900
Less Total Operational costs paid for by GIA	963
Less Total Capital costs paid for by GIA	
Total GIA funds unused	0

If there is unused GIA funds please explain why and how your organization intends utilize them.

**Signatories**

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct.

**Board Member (Treasurer)**

Name (print): Pam Fell  
Position: Treasurer  
Phone: [REDACTED]  
E-mail: [REDACTED]  
Date: 9/5/2023

Signature: [REDACTED]

**THIS REPORT WAS PREPARED BY:**

Name (print): Pam Fell  
Phone Number: [REDACTED]  
Signature: [REDACTED]

**Board Member**

Name (print): Melanie Harmon  
Position: President  
Phone: [REDACTED]  
E-mail: [REDACTED]  
Date: 9/5/2023

Signature: [REDACTED]

E-mail: [REDACTED]

Date: 9/5/2023

**Retain a copy of this report for your records.**

# North Peace 4-H District Council

## Draft Budget Oct 1, 2023 - Sept 30, 2024

	New Budget 10/01/2023 to 09/30/2024	Actual 10/01/2022 to 09/30/2023
<b>Revenue</b>		
<b>Sales Revenue</b>		
PRRD Grants-In-Aid Funding	2000.00	900.00
<b>PRRD Area B Fair Share Grant</b>	0.00	2500.00
BC Youth In Agriculture Foundation	0.00	0.00
General Donations	200.00	1000.00
Achievement Days - General Sponsorship	600.00	650.00
Achievement Days - Beef Sponsorship	3500.00	4079.56
Achievement Days - Sheep Sponsorship	2325.00	2325.00
Achievement Days - Swine Sponsorship	500.00	540.00
Achievement Days - Dog Sponsorship	300.00	0.00
Achievement Days - Horse Sponsorship	1000.00	0.00
Achievement Days - Small Engine	500.00	0.00
Achievement Days - Friends of 4-H	4750.00	800.00
Achievement Days - Insurance/Brand Inspection	1000.00	860.00
Judging Rally Sponsorship	600.00	0.00
District Communications Sponsorship	900.00	200.00
Club Funding - % of Auction Sales	2200.00	2268.88
Club Funding (in lieu of 50/50)	2800.00	0.00
NPSCU - grant funding Quickbooks (or FCC)	300.00	300.00
Awards Night Sponsorship	1600.00	1075.00
Interest Revenue	10.00	0.00
<b>Total Income</b>	<b>\$ 25,085.00</b>	<b>\$ 17,498.44</b>

<b>Cost of Goods Sold</b>		
Achievement Days - General	600.00	2684.77
Achievement Days - Beef Sponsorship	3500.00	7259.88
Achievement Days - Sheep	2325.00	1116.19
Achievement Days - Swine	500.00	111.00
Achievement Days - Dog	300.00	0.00
Achievement Days - Horse	1000.00	0.00
Achievement Days-Small Engine	0.00	0.00
Achievement Days - Friends of 4-H	4750.00	4000.00
Achievement Days - Insurance/Brand Inspection	1000.00	860.00
Judging Rally Expenses	600.00	597.66
District Communications Expenses	900.00	932.28
Awards Night Expenses	1600.00	2191.87

<b>Total Cost of Goods Sold</b>	<b>\$ 17,075.00</b>	<b>\$ 19,753.65</b>
---------------------------------	---------------------	---------------------

<b>Gross Profit</b>	<b>\$ 8,010.00</b>	<b>\$ (2,255.21)</b>
---------------------	--------------------	----------------------

#### **Expenses**

Advertising and Promotion	250.00	100.00
Bursaries Awarded	2000.00	0.00
Accounting & Legal (Quickbooks)	300.00	293.86
Bad Debts	0.00	0.00
Business Fees and Licenses	40.00	40.00
Regional Expenses	300.00	300.00
Donations (Light a Moose/Family in Need	100.00	2364.22
Insurance - Director's	1000.00	963.00
Interest & Bank Charges	60.00	57.00
Office Supplies/Zoom/PO Box Rental	600.00	543.91
Rent	0.00	0.00
Repair & Maintenance	50.00	0.00
Travel & Entertainment	1000.00	0.00
<b>Total General &amp; Admin. Expenses</b>	<b>\$ 5,700.00</b>	<b>\$ 4,661.99</b>

<b>Total Expenses</b>	<b>\$ 22,775.00</b>	<b>\$ 24,415.64</b>
-----------------------	---------------------	---------------------

<b>Net Income</b>	<b>\$ 2,310.00</b>	<b>\$ (6,917.20)</b>
-------------------	--------------------	----------------------

# North Peace 4-H District Council

## Balance Sheet

As of September 30, 2023

### Assets

#### Current Assets

##### Cash and Cash Equivalent

1060 Chequing Account 35,943.88

1070 Undeposited Funds 935.00

Total Cash and Cash Equivalent \$ 36,878.88

1200 Accounts Receivable 3,628.58

Total Current Assets \$ 40,507.46

#### Non-current Assets

1820 Livestock Equipment 74,292.62

1825 Accum. Amort. -Livestock Equip. -28,924.20

Total 1820 Livestock Equipment \$ 45,368.42

1860 Building 7,197.74

1865 Accum. Amort. -Building -1,809.60

Total 1860 Building \$ 5,388.14

Total Non Current Assets \$ 50,756.56

Total Assets \$ 91,264.02

### Liabilities and Equity

#### Liabilities

##### Current Liabilities

##### Accounts Payable (A/P)

2100 Accounts Payable 0.00

Total Current Liabilities \$ 0.00

##### Non-current Liabilities

2500 Deferred Income 5,302.60

2510 Beef Deferred Income 0.00

2512 Average Daily Gain Deferred Income 100.00

Total 2510 Beef Deferred Income \$ 100.00

Total Non-current Liabilities \$ 5,402.60

Total Liabilities \$ 5,402.60

#### Equity

Retained Earnings 96,655.40

Profit for the year -10,793.98

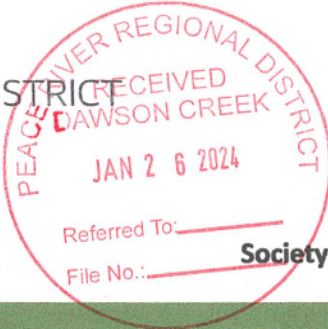
Total Equity \$ 85,861.42

Total Liabilities and Equity \$ 91,264.02

Charlotte Rempel-Third Party Reviewer

Pam Fell-Treasurer





Date: Jan 19 /2024

Society Number: 0013359

## Applicant Information

1. Name of Organization: Buick Creek Community Club

Contact Person: Joe Bergen or Tony Bergen

Mailing Address: Box 3058 Buick B.C. VOC 2R0

Phone: [REDACTED] Fax: [REDACTED]

Email: [REDACTED]

Website: community Club e-mail - buickcreek@yahoo.com

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.

15288 Beaton River Road

3. Organization Executives:

## President

Name: joe Bergen

Phone: [REDACTED]

Email: [REDACTED]

## Vice President

Name: Ed Giesbrecht

Phone: [REDACTED]

Email: [REDACTED]

## Treasurer

Name: Chris Sowers

Phone: [REDACTED]

Email: buickcreek@yahoo.com

## Secretary

Name: Connie Bueckert

Phone: [REDACTED]

Email: [REDACTED]

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
2	for saftey courses	Feb-2023
1	fund raiser house fire victim	
	Valentines supper and thanks giving supper	
4	hall rentals	
	Hall meeting	
	PRRD meetings	



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

**Year 1:** Change out tables and Chairs also put up a event sign and our insurance for hall.

**Year 2:** Do some up grades to kitchen and put up ice guards on roof

**Year 3:** insulate hall attic with blow in insulation

**Year 4:** Do up grades to post office building

**Year 5:** gravel The Hall grounds

**Project Information**

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

Help with our insurance.  
Up grade tables and chairs also a event signs to let people know of community events

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

Better seating and tables also to help with our insurance.  
Sign to let pepole know of events

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

pretty good

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

Aprox. 100 hours

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

fundraisers

**12. What is the total cost of insurance(s) your organization pays each year?** \$4029.00

**13. What is the total amount requested from the Regional District?** \$ 23280.21

**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: \_\_\_\_\_

Amended by the Regional Board  
May 28, 2020





In accordance with Section 4.10 of the Recreational and Cultural Grants-in-Aid policy, all grant recipients are required to submit an Annual Report by January 31st of each year. This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid (GIA) 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. The report should include the following details:

- Progress made on all funded projects, activities, initiatives or events;
- Information on how grant funding was spent;
- Summary of capital costs and/or operational costs (include a copy of invoice to support the expense paid for insurance, if applicable); and
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funds.

**Grant recipients should note that failure to provide this information could result in the following:**

- Organizations being required to repay grant funds; and
- Not being considered for future grant funding.

**Organization Name:** Buick Creek Community Club

**Mailing Address:** Box 3058 Buick B.C. V0C 2R0

**Year GIA funds received:** 2022 & 2023

### Project Summary

1. Please list below the reason(s) your organization received GIA funds (this may include capital projects, activities, events or general operating costs).  
we recieved GIA funds for insurance
2. Describe what was accomplished or completed on your capital projects, activities, and events for which you received GIA funds.  
The insurance funds were to help with Hall finances
3. Please provide in detail what was not completed and why?  
all completed
4. When do you expect to complete all outstanding projects, activities or events?  
All done



5. If your organization used GIA funds to support operational costs, please list the expenses below.
6. If GIA funds were used to support insurance expenses, please indicate below what type of insurance (liability, directors insurance, property, building, etc.). **Please attach insurance statement/policy that outlines the type of insurance and a breakdown of the cost.**

**Summary of Financial Information**

Please complete the following table.

Total GIA Contribution	3831.00
Less Total Operational costs paid for by GIA	0.0
Less Total Capital costs paid for by GIA	3831.00
Total GIA funds unused	0.0

If there is unused GIA funds please explain why and how your organization intends utilize them.

**Signatories****We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct.****Board Member (Treasurer)**

Name (print): Chris Sowets

Position: Treasurer

Phone Number: [REDACTED]

E-mail: [REDACTED]

Date: Jan-19-2024

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

**Board Member**

Name (print): Joe Bergen

Position: president

Phone Number: [REDACTED]

E-mail: [REDACTED]

Date: Jan-19-2024

Signature: [REDACTED]

**THIS REPORT WAS PREPARED BY:**

Name (print): Joe Bergen

Phone Number: [REDACTED]

Signature: [REDACTED]

E-mail: [REDACTED]

Date: Jan-19-2024

**Retain a copy of this report for your records.**

# **Buick Creek Community Club**

## **Request for Grants and Aid for 2024**



Tables price-8 pack of 4= \$5039.92 Pst-\$ 352.80 Gst-\$ 251.00

Trolleys price-2 at \$ 474.79 = \$949.58 Pst-\$66.47 Gst- \$47.48

Chairs price-4 pack of 32 = \$8799.96 Pst-\$615.00 Gst- \$440.00

4 X 8 magnetic sign at \$2400.00 Pst- \$168.00 Gst- \$120.00

Insurance for Hall at \$4029.00

Total price \$21218.46 total -Pst \$1202.27 total – Gst \$859.48

= \$ 23280.21

# Buick Creek Community Club

## Income Statement for the year of 2023

	<u>Opening</u>	<u>closing</u>
Organization Chequing account	\$ 17095.85	\$ 11452.21
Emergency Chequing account	\$ 3861.22	\$ 15034.22
Float	\$ 410.00	\$ 410.00
Opening balance	<u>\$21367.07</u>	<u>\$ 27196.43</u>

### Income

Arena concession	\$ 800.00
Donations	\$ 19335.00
History Books	\$ 40.00
Post office rent	\$ 1900.00
Hall rental	\$ 1500.00
Grants and Aid	\$ 3831.00

**Total \$27406.00**

### Expenses

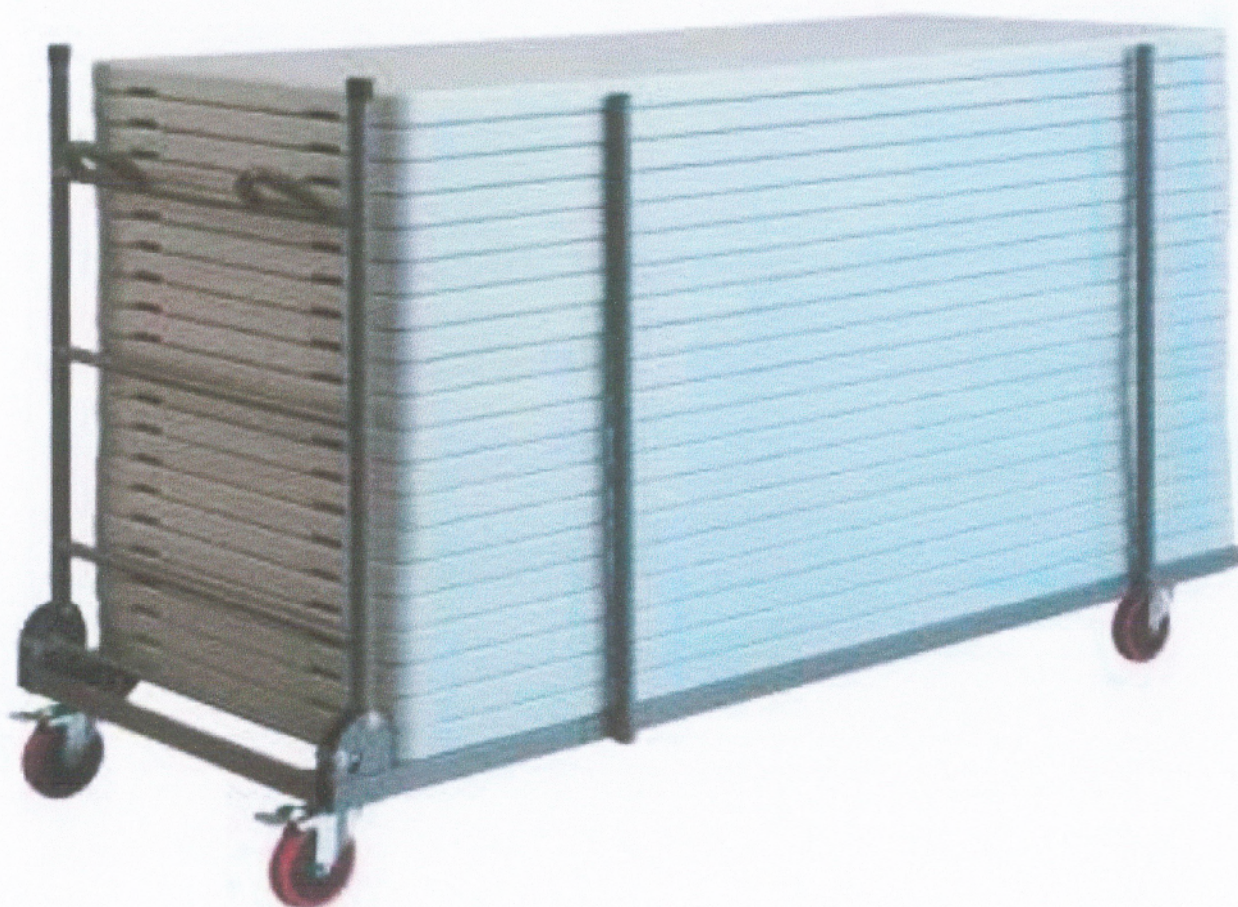
B.C. Hydro	\$ 2628.31
Arena concession supplies	\$ 0.0
Hall supplies/Maint.	\$ 1932.00
Property tax	\$ 399.68
Propane	\$ 2112.33
Hall insurance	\$ 4029.00
Bank statements	\$ 114.00
<u>Water hauling</u>	\$ 316.00
Donation paid out	\$ 9605.00
Snow plowing	\$ 840.00

**Total \$ 21576.64**





Q folding table trolley cart



## ZOWN Commercial Heavy Duty Rectangular Folding Table Trolley Cart, Gray

Steel

5.0 ★★★★★ (2)

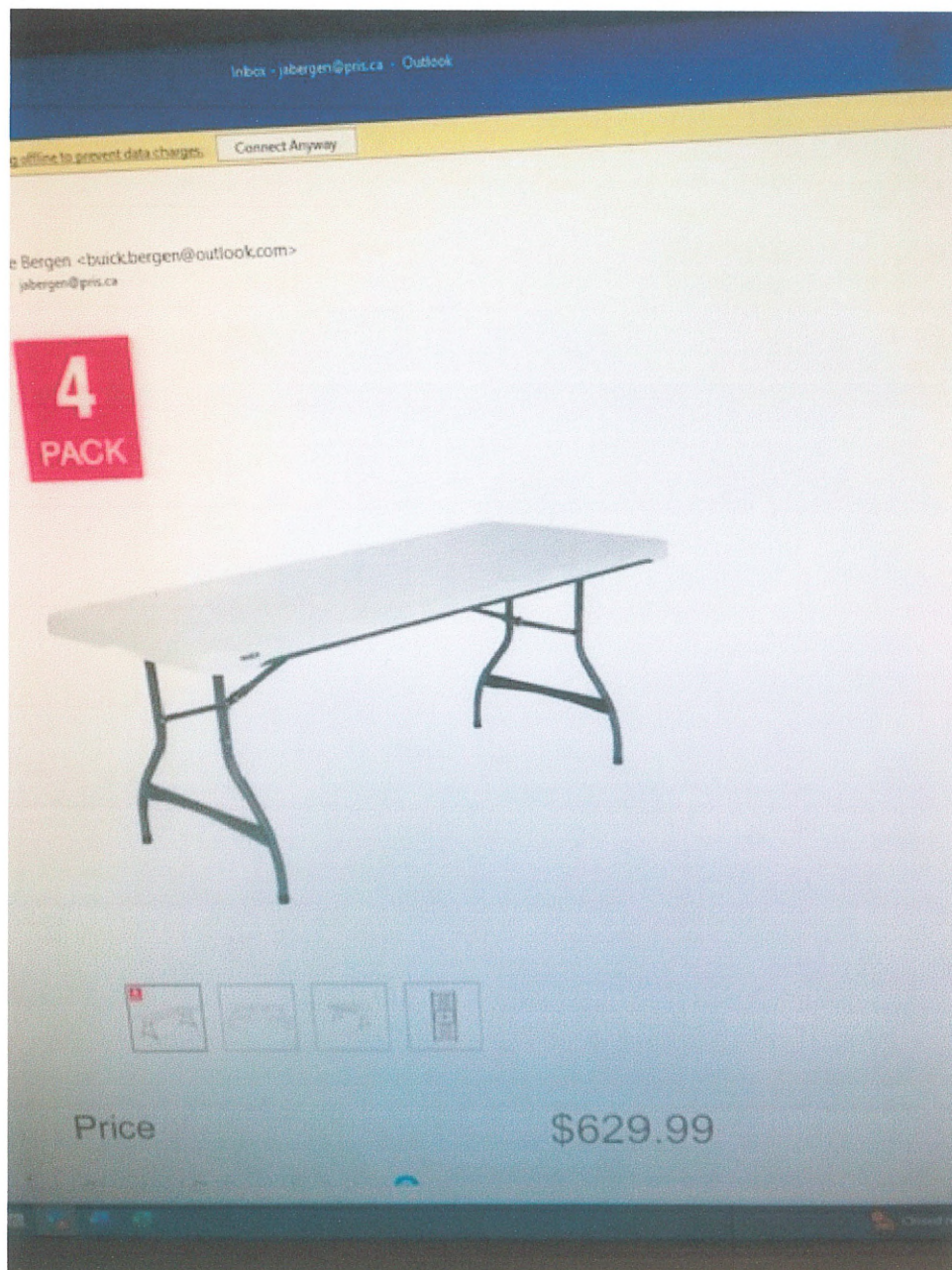
\$474<sup>79</sup>



## Joe Bergen

---

**From:** Tony Bergen [REDACTED]  
**Sent:** January 17, 2024 12:51 PM  
**To:** Joe Bergen

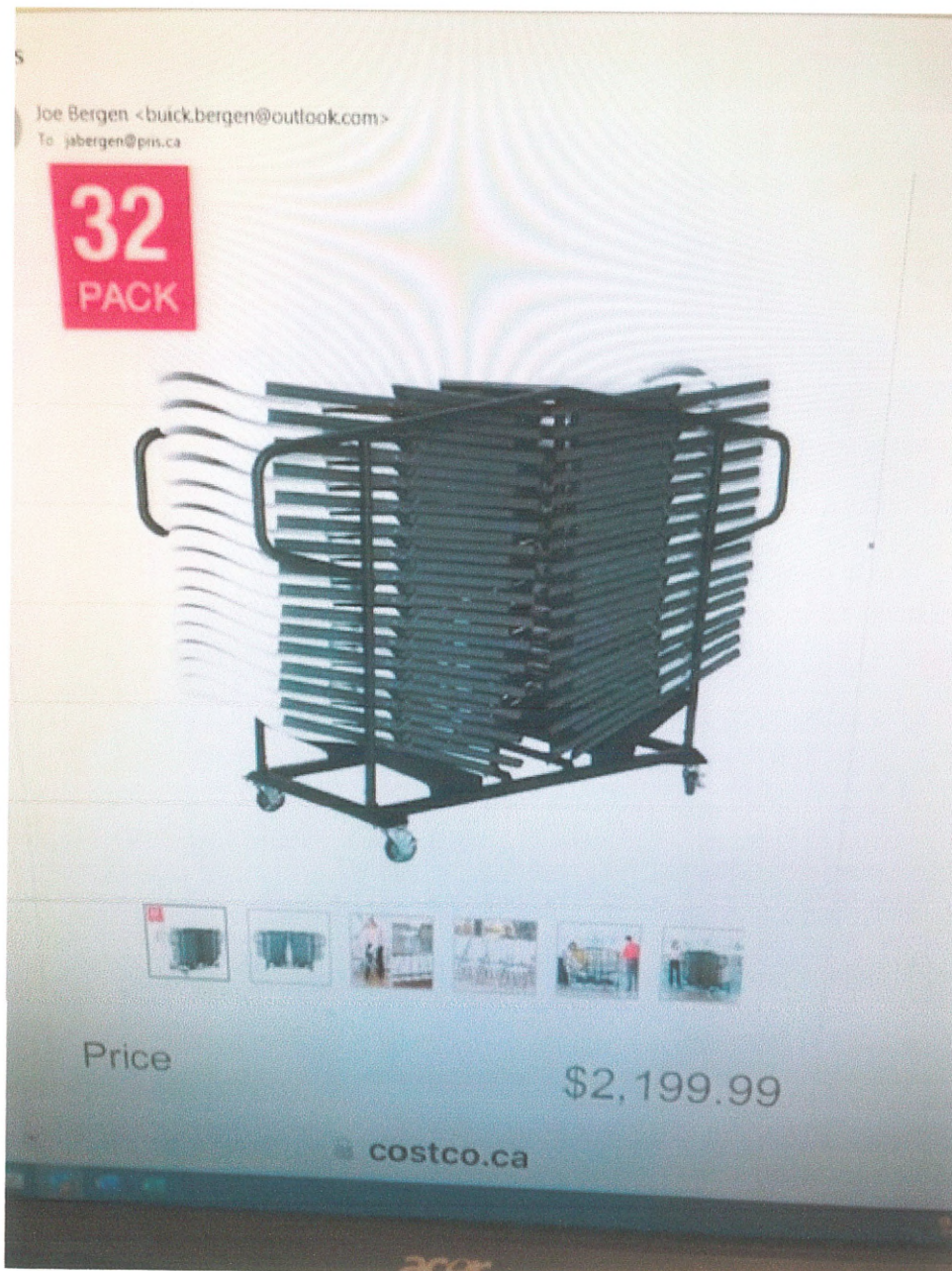


Sent from my iPhone

## Joe Bergen

---

**From:** Tony Bergen [REDACTED]  
**Sent:** January 17, 2024 12:48 PM  
**To:** Joe Bergen



Sent from my iPhone



Date: January 25, 2024Society Number: S-0004574

## Applicant Information

1. **Name of Organization:** Rose Prairie Community Curling Centre
- Contact Person:** Kelly Ballard
- Mailing Address:** Box 129, Rose Prairie, B.C., V0C 2H0
- Phone:** [REDACTED] **Fax:**
- Email:** [REDACTED]
- 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.

#7077 260 Road, Rose Prairie, B.C.

3. **Organization Executives:****President**Name: Stacey PetersPhone: [REDACTED]Email: [REDACTED]**Vice President**Name: Alana CopelandPhone: [REDACTED]Email: [REDACTED]**Treasurer**Name: Kelly BallardPhone: [REDACTED]Email: [REDACTED]**Secretary**Name: Bailie CopelandPhone: [REDACTED]Email: [REDACTED]4. **Purpose of Organization:**

To promote, encourage, and support a diverse suite of events for all community members of the immediate and supporting communities

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

Qty per year	Activity/Program	Dates
1	Open Mic Night	March 2023
1	Communnity Xmas Craft Sale	December 2023
various	Seniors events (music, film, chair yoga)	Nov2023-March 2024
various	**We have the Upper Pine Gospel Chapel renting the hall at a fixed month rate while we wait for their new church to be built; it burned in a fire last January and the congregation approached us for the use of the hall	Jan2023-May2024





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

<b>Year 1:</b>	<u>Promote more private rentals in fully renovated building</u>
<b>Year 2:</b>	<u>Create a new main entrance on west side of the building (with other fundraised dollars)</u>
<b>Year 3:</b>	<u>Promote more private rentals in fully renovated building</u>
<b>Year 4:</b>	<u>Promote more private rentals in fully renovated building</u>
<b>Year 5:</b>	<u>Promote more private rentals in fully renovated building</u>

**Project Information**

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

The demand has increased for rentals; we do our best to accomodate while having the Upper Pine Gospel Chapel having the use of the hall 2-3 times a week; once the new church is built we will have more space to expand community rental dates available.

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

The community continues to support the hall; we've gradually seen the demand for rentals increase more and more so our rental income is gradually growing as well.

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

The community at large supports our fundraisers and has shown more interest since the building has been renovated in holding their private functions at the hall versus having to hold them at facilities in town.

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

Approximately 250 hours per year are donated as volunteer time to keep the operation at the hall going.

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

As the demand for private rentals increases so do the rental revenues that help ensure we can keep the operations of the hall going (i.e. utilities, maintenance, etc.)

**12. What is the total cost of insurance(s) your organization pays each year?** \$5,108.00

**13. What is the total amount requested from the Regional District?** \$21,488.00

**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 \$10,000*
- *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: Kelly Ballard

Amended by the Regional Board

May 28, 2020

RD/20/05/24 (28)



In accordance with Section 4.10 of the Recreational and Cultural Grants-in-Aid policy, all grant recipients are required to submit an Annual Report by January 31st of each year. This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid (GIA) 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. The report should include the following details:

- Progress made on all funded projects, activities, initiatives or events;
- Information on how grant funding was spent;
- Summary of capital costs and/or operational costs (include a copy of invoice to support the expense paid for insurance, if applicable); and
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funds.

**Grant recipients should note that failure to provide this information could result in the following:**

- Organizations being required to repay grant funds; and
- Not being considered for future grant funding.

**Organization Name:** Rose Prairie Community Curling Centre

**Mailing Address:** Box 129, Rose Prairie, B.C., V0C 2H0

**Year GIA funds received:** 2023

### **Project Summary**

1. Please list below the reason(s) your organization received GIA funds (this may include capital projects, activities, events or general operating costs).  
Purchase of new tables and chairs, ambience lighting, insurance (grant#1 for \$14,082.55); 2 new exterior doors (grant#2 for \$8,451.15)
2. Describe what was accomplished or completed on your capital projects, activities, and events for which you received GIA funds.  
Tables and chairs were purchased along with lighting upgrades and insurance for the year.
3. Please provide in detail what was not completed and why?  
Our 2 new exterior doors were not accomplished, we discovered after-the-fact (one the door installers came for better measurements) that only one door had been included in our quote. They updated our quote to 2 doors and a re-submitted to PRRD but it was too late. We decided not to proceed with the doors and will try again (with a new quote) in January 2024 so we can hopefully replace these 2 doors in 2024.
4. When do you expect to complete all outstanding projects, activities or events?  
All activities completed in 2023 except doors - that grant (#2 for \$8,451.15) was not received yet from PRRD so we've forfeited the \$'s for 2023.



5. If your organization used GIA funds to support operational costs, please list the expenses below.  
Insurance
6. If GIA funds were used to support insurance expenses, please indicate below what type of insurance (liability, directors insurance, property, building, etc.). **Please attach insurance statement/policy that outlines the type of insurance and a breakdown of the cost.**

**Summary of Financial Information**

Please complete the following table.

Total GIA Contribution	14,082.55
Less Total Operational costs paid for by GIA	4358.00
Less Total Capital costs paid for by GIA	9,724.55
Total GIA funds unused	0

If there is unused GIA funds please explain why and how your organization intends utilize them.  
Not applicable

**Signatories**

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct.

**Board Member (Treasurer)**

Name (print): Kelly Ballard  
Position: Treasurer  
Phone Number: [REDACTED]  
E-mail: [REDACTED]  
Date: January 10, 2024  
Signature: [REDACTED]

**Board Member**

Name (print): Stacey Peters  
Position: President  
Phone Number: [REDACTED]  
E-mail: [REDACTED]  
Date: January 10, 2024  
Signature: [REDACTED]

**THIS REPORT WAS PREPARED BY:**

Name (print): Kelly Ballard  
Phone Number: [REDACTED]  
Signature: [REDACTED]

E-mail: [REDACTED]  
Date: January 10, 2024

**Retain a copy of this report for your records.**

**Rose Prairie Community Centre**  
**Proposed Budget for Apr1 2024 - Mar31 2025**

**REVENUE**

**Revenue**

Silver Willow 4-H Club Rental	500.00
Bottle Depot Refunds	20.00
Christmas Craft Sale Revenue	700.00
General Donations	500.00
Rental Revenue	13,500.00
Open Mike Night Revenue	1,000.00
Interest Revenue	10.00
<b>PRRD Grant Funding</b>	<b><u>21,488.00</u></b>
<b>TOTAL REVENUE</b>	<b><u>37,718.00</u></b>

**General & Administrative Expenses**

Advertising & Promotions	150.00
Business Fees & Licenses	40.00
Christmas Craft Sale Expenses	500.00
<b>Insurance</b>	<b>5,108.00 *</b>
Interest & Bank Charges	250.00
Supplies	3,500.00
Open Mike Night Expenses	650.00
Repair & Maintenance	2,500.00
<b>2 new doors (last of 4 to replace)</b>	<b>16,380.00 *4 (quote for last 2 door replacements including labour and taxes)</b>
Utilities	<u>8,000.00</u>
<b>TOTAL EXPENSE</b>	<b><u>37,078.00</u></b>
<b>NET INCOME</b>	<b><u><u>640.00</u></u></b>

# Rose Prairie Community Curling Club

## Balance Sheet As at 31/03/2023

### ASSET

#### Current Assets

Petty Cash	291.69	
North Peace Savings & Credit Union	<u>12,349.01</u>	
Total Cash		12,640.70
Accounts Receivable	<u>2,000.00</u>	
Total Receivable		2,000.00
Prepaid Expenses		<u>0.00</u>
<b>Total Current Assets</b>		<u><u>14,640.70</u></u>

#### Capital Assets

Equipment and Furniture	70,636.63	
Accum. Amort. -Furn. & Equip.	<u>0.00</u>	
Net - Furniture & Equipment		70,636.63
Buildings - Hall	187,973.79	
Accum. Amort. -Building	<u>0.00</u>	
Net - Building		187,973.79
Cemetery		<u>18,586.00</u>
<b>Total Capital Assets</b>		<u><u>277,196.42</u></u>

<b>TOTAL ASSET</b>	<u><u>291,837.12</u></u>
--------------------	--------------------------

### LIABILITY

#### Long Term Liabilities

Debentures Payable	<u>15,400.00</u>
<b>Total Long Term Liabilities</b>	<u><u>15,400.00</u></u>

<b>TOTAL LIABILITY</b>	<u><u>15,400.00</u></u>
------------------------	-------------------------

### EQUITY

#### Owners Equity

Retained Earnings - Previous Year	272,445.91
Current Earnings	<u>3,991.21</u>
<b>Total Owners Equity</b>	<u><u>276,437.12</u></u>

<b>TOTAL EQUITY</b>	<u><u>276,437.12</u></u>
---------------------	--------------------------

LIABILITIES AND EQUITY

291,837.12

Generated On: 25/01/2024



# Rose Prairie Community Curling Club

## Income Statement 01/04/2022 to 31/03/2023

### REVENUE

#### Revenue

Silver Willow 4-H Club Rental	500.00
Christmas Craft Sale Revenue	400.00
Cemetery Donations	500.00
General Donations	1,500.00
Rental Revenue	7,825.00
Interest Revenue	0.00
Steak Dinner/Dance Revenue	10,589.75
PRRD Grant Funding	15,671.00
<b>Total Other Revenue</b>	<b>36,985.75</b>

<b>TOTAL REVENUE</b>	<b>36,985.75</b>
----------------------	------------------

### EXPENSE

#### General & Administrative Expenses

Business Fees & Licenses	40.00
Courier & Postage	2.00
Insurance	3,983.00
Interest & Bank Charges	147.00
Supplies	910.64
Repair & Maintenance	13,848.22
Steak Dinner/Dance Expenses	7,424.88
Travel & Ent:Non-Reimbursable	231.00
Utilities	6,407.80
<b>Total General &amp; Admin. Expenses</b>	<b>32,994.54</b>

<b>TOTAL EXPENSE</b>	<b>32,994.54</b>
----------------------	------------------

<b>NET INCOME</b>	<b>3,991.21</b>
-------------------	-----------------

Generated On: 25/01/2024

**P** **EACE**  
**G** **LASS** LTD

## 012624-0101

Rose Prairie Community Hall

**JOB: DOORS**

**Quote valid for 30 days**

**Thank you for your business!**

- This is a quotation on the goods named, subject to the conditions noted herein and valid for the duration noted above.
- The contractor and the customer agree that the customer is responsible for paying the PST on the materials to be installed under this agreement, as provided for under section 80 of the Provincial Sales Tax Act.

To accept this quotation, please sign here and return: \_\_\_\_\_

**PHYSICAL ADDRESS:** 10267 West Bypass Road, Fort St. John, BC  
**MAILING ADDRESS:** Site 2 Comp 12 SS 2, Station Main, Fort St. John, BC V1J 4M7  
 P 250-787-8888 | F 250-787-8887 | [peaceglass.ca](http://peaceglass.ca)



Date: January 24, 2024Society Number: S-7099

## Applicant Information

1. Name of Organization: North Peace Historical Society
- Contact Person: Heather Sjoblom
- Mailing Address: 9323 100 Street, Fort St. John, BC V1J4N4
- Phone: [REDACTED] Fax: n/a
- Email: fsjnpmuseum@fsjmail.com
- Website: www.fsjmuseum.com

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.
- Fort St. John North Peace Museum, 9323 100th Street, Lot 1, Plan 29390, Section 31, Township 83, Range 18, Meridian W6, Peace River Land District, FORMERLY PART OF LOT C PL 5505  
PID: 005-660-661

## 3. Organization Executives:

## President

Name: Bruce Christensen Phone: [REDACTED] Email: [REDACTED]

## Vice President

Name: Arlene Boon Phone: [REDACTED] Email: [REDACTED]

## Treasurer

Name: Lynne Holland Phone: [REDACTED] Email: [REDACTED]

## Secretary

Name: Connie Doucette Phone: [REDACTED] Email: [REDACTED]

## 4. Purpose of Organization:

The NPHS is dedicated to the collection, preservation, storage, and display of items relating to the history of the North Peace area for the education and enjoyment of present and future generations.

## 5. Please describe the programs and activities that your organization sponsored in the last year:

Qty per year	Activity/Program	Dates
6	Cemetery Tours	May 26-Aug. 11
12	Presentations/Documentary Nights	Feb. 10, Mar.1, Apr.28...
6	Kids Events (Kids' Nights, Bats, Fish Pond, Halloween)	Mar. 10 – Dec. 8
2	Educational Kits – wild animal tracks/marine dinosaurs	April & November
3	Scavenger Hunts (Family Day, April Fools, Canada Day)	Feb. 18-21 – July 1
5	Free Exhibits at airport, hospital, AYR School	Year-Round



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

**Year 1:** Continue cataloguing and newspaper scanning. Work on exhibits celebrating ethnic minorities and Indigenous people. Install solar panels. Do extensive outdoor maintenance. Host travelling exhibit BC's Marvelous Mushrooms.

**Year 2:** Continue database entry for incoming items. Scan newspapers and Schubert negatives. Improve dinosaur exhibit. Work to hire a second full-time staff member. Host travelling exhibit on avalanches.

**Year 3:** Continue cataloguing and scanning newspapers and negatives. Answer archival inquiries. Work with the Charlie Lake Conservation Society on a special exhibit for the spring/summer.

**Year 4:** Work to make newspapers searchable online. Increase social media. Develop new school programs and educational events.

**Year 5:** Continue database entry. Develop new fundraisers. Respond to archival inquiries. Design and implement new school programs.

**Project Information**

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

The North Peace Historical Society (NPHS), who operates the Fort St. John North Peace Museum, is requesting funding for external maintenance projects including installing a slide gate operator, electrical work, irrigation, gutters, and repairs to some of our historic buildings. We are also requesting funds to cover our PRRD property taxes amounting to approximately \$1865.

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

This project will benefit the community of Fort St. John and all the smaller communities of the North Peace by keeping our valuable historic buildings and main museum building (gutters) in good repair. Running power to the museum's cantilever gate and installing a slide gate operator will enable volunteers to continue to easily open and close the gate and keep the museum open on Saturdays and when our manager/curator is away providing residents with more access to history through our exhibits and archives. Adding irrigation to the gardens helps our local plants to thrive and frees up summer staff and volunteers to work on historical projects inside the museum.

Covering our PRRD property taxes allow us to maintain the same level of services to the North Peace Region. \$1865 is equivalent to paying our manager/curator (and only full-time year-round staff member) for almost 75 hours of work (excluding benefits) – about 10.5 days of work.

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

The community at large is supportive of the museum's efforts to preserve the history of the North Peace Region. They want good access to the museum and archives. The community at large entrusts the NPHS with the long-term preservation of the artefacts and historic buildings they donate so that they and future generations can enjoy and learn more about the history of the North Peace Region. The restoration work on our historic buildings will create a sense of pride in our rural heritage and foster a spirit of learning, community, and belonging. Electrical work will improve security at the museum at night, resolve some external electrical issues, and enable our aging volunteers to open the heavy parking lot gate to keep the museum open on Saturdays. This would continue to make the museum and archives more accessible to our community. Eavestrough repair will help with better water dispersal, carrying water away from our

foundation and better preserving the artefacts inside long-term from moisture collecting under the building (which could lead to mould). Irrigation would help us maintain our gardens which would attract visitors and free up staff and volunteers from watering to work on other archives and collections projects inside the museum. The community does not want to see a reduction in services (educational initiatives, exhibits, collections management, archival services, etc.) provided by the museum, which may arise due to our inability to pay a significant increase in property taxes.

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

Our members contributed 4956.5 hours in 2023 – a new record (and almost 2.75 full-time staff positions)!

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

The North Peace Historical Society's maintenance committee will fix any future issues associated with this project and use money in our repairs and maintenance budget as needed.

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

\$6653.00 plus \$291 for directors

**13. What is the total amount requested from the Regional District? \$21,750**

**Application Submission & Authorization:**

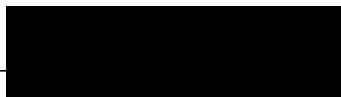
Please submit applications to [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca) on or before **January 31** and include the following:

- *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: \_\_\_\_\_



**Proposed Project Budget: External Maintenance Projects at the Fort St. John North  
Peace Museum**

<b>External Electrical Work (Klassen)</b>	
Lights/Power Line to Derrick and Allen House (Estimate #214)	\$1,610.77
Line to Pole Shed and Parking Lot Gate with Junction Box (Estimate #214)	\$1,645.52
<b>Total</b>	<b>\$3,256.29</b>

<b>Cantilever Gate (Main Parking Lot)</b>	
Cantilever Gate installation (North Peace Historical Society paid for this)	\$6,273.75
Electric Slid Gate Opener with accessories (Rite-Way quote MM8609)	\$8,998.00
<b>Total</b>	<b>\$15,271.75</b>

<b>Building/Yard Maintenance</b>	
Historic building maintenance (chinking, painting, etc.)	\$4,815.00
Irrigation Project (labour to be done by volunteers)	\$1,019.32
Gutter Project	\$1,501.50
Contingency for maintenance projects	\$294.89
<b>Total</b>	<b>\$7,630.71</b>

<b>In-Kind Contributions</b>	
Irrigation Project - 3 volunteers at eight hours each	24 hours

<b>PRRD Property Tax</b>	
Property Tax (PRRD and PRRD Improv) (estimated for 2023)	\$1,865
<b>Total</b>	<b>\$1,865</b>

<b>Total Costs</b>	<b>\$ 28,023.75</b>
<b>Minus North Peace Historical Society Contribution (cantilever gate installation)</b>	<b>\$ 6,273.75</b>
<b>PRRD Grant in Aid Request 2024</b>	<b>\$ 21,750.00</b>



Klassen Electric Enterprises Ltd.

Box 82  
Altona, BC V0C 2T0

Estimate

Date	Estimate #
2023-12-12	214

Name / Address
FSJ Museum

Project

Description	Qty	Rate	Total
(093806) 3CCT 3K/4K/5K 0.15 EHC included in price	2	83.67	167.34
Material Subtotal			167.34
Labour		16.73	16.73
GST on sales		1,350.00	1,350.00
		5.00%	76.70
PST included in price		Total	\$1,610.77

Klassen Electric Enterprises Ltd.

Box 82  
Altona, BC V0C 2T0

Estimate

Date	Estimate #
2024-01-16	217

Name / Address
FSJ Museum

Project

Description	Qty	Rate	Total
12/4 Teck Wire	25	18.31	457.75
2 Conductor #12 Copper 600V	12	7.64	91.68
(277004) PVC Junction Box 6x6x4	1	40.49	40.49
1/2" WP Teck Connector	5	31.27	156.35
1" PVC Conduit	10	2.53	25.30
QO 115 Plug In Breaker 15A	2	18.75	37.50
Material Subtotal			809.07
		8.09	8.09
Labour		750.00	750.00
GST on sales		5.00%	78.36
PST included in price			
		Total	\$1,645.52



## Quotation

---

**Customer:****North Peace Historical Society****FSJ, BC****Attn: Ken Boon****Re:****Quotation Number: MM8609****Quotation Date: 01-12-2024****Phone # 250 262-9014****Fax #**

---

We are pleased to offer our quotation for fencing based on the following conditions:

**Materials:**

**Supply and install one Lift Master Industrial Slide Gate operator including accessories.**

**Accessories include:**

- Heater Kit
- Reflective Photo Eye
- Sensing Edge
- (1) Wireless Keypad
- (6) Remote Controls

**Power & electrical hook ups provided by others.**

---

**Site Information:**

<b>Overall Height</b>	<b>0</b>	<b>Ft.</b>
<b>Fence Length</b>	<b>0.0</b>	<b>Ft.</b>
<b>Gate Length</b>	<b>0.0</b>	<b>Ft.</b>
<b>Overall Length</b>	<b>0.0</b>	<b>Ft.</b>

<b>Post Spacing</b>	<b>0</b>	<b>Ft.</b>
---------------------	----------	------------

All fencing quoted will meet or exceed the specified standards.

---

**Components:**

---

**Estimated Project Start:****3 weeks from date of confirmation****Installed Amount \$8,560.00****GST \$428.00****Installed Total \$8,988.00****Rite-Way Sales Agent**  
Michael Morton**Terms:**  
50% Deposit and balance on  
Completion

**This quotation is firm for 30 days**

Ken Boon

14818 Hwy 29 N

Bear Flat, BC.

V1J-8J2

January 7, 2024

**Estimate price for the North Peace Historical Society.**

Re: maintenance work on historic out buildings at the North Peace Museum to include:

**Police Barracks:**

- Repair chinking on exterior where it has pulled away with Weatherall Triple Stretch Chinking (Stone colour).
- Use Big Stretch clear caulking to seal any gaps not suitable for chinking.
- Inject clear preservative in upward facing checks on exterior.
- Fix leaking seals on west door, and other miscellaneous repairs as may be determined at the time.

**Paddy Carol cabin:**

- Repair chinking on exterior as above.
- Clear caulking as above.
- Inject clear preservative as above.
- Repaint any exterior trim if required.

**Allan House:**

- Check over and do any of the above where required.
- Replace missing roof shingles.
- Dig topsoil from exterior roof covered enclave area, lay down geotech cloth, and utilize gravel from pile in yard to fill in.

**Chapel:**

- Check exterior skirting and repair/reseal any damage or holes.
- Scrap off loose paint on ceiling, and primer and paint.

The price includes all labour and materials.

\$2000 - materials.

\$2500 - labour.

\$4500.00 - subtotal

\$315.00 GST (81377 5673 RT0001)

**\$4815.00 - Total**

compiled by C Paull

[Rain Bird ET63918-100 Drip Irrigation Emitter Tubing, 1/2-in x 100-ft | Canadian Tire](#)



\$49.99 In stock

Emitter Tubing works like a soaker hose — only better! It waters evenly from beginning to end. It won't clog and connects easily to your faucet, garden hose ...

400 feet: \$200.00 plus 12% tax: **\$224.00**

[IPEX HomeRite Products POLY PIPE 1 inches X 100 ft. 100PSI Green Stripe - Home Depot](#)



\$107.00

CSA certified. Suitable for pressure applications up to 100 psi. Use for well water distribution up to 150'. Ideal for pool and ...

300 feet: \$321.00 plus 12% tax: **\$359.32**

Misc. fittings, clamps and valves: **\$100.00 incl. Tax.**

Ditch Witch (for trenching) Peace Country Rentals: \$300./day plus 12% tax : **\$336.00**

Note: Includes servicing smaller 'Mackenzie' Street plot.

\$224.00

\$359.32

\$100.00

\$336.00

**\$1,019.32 Total (volunteers do labour)**

# PETERSON GUTTERS

**PO Box 183**

**ROSE PRAIRIE, BC V0C 2H0**

**(250) 262-7301**

**petersongutters@pris.ca**

*QUOTE FOR: North Peace Historical Society*

**DATE:** January 17<sup>th</sup> 2024

**JOB #** N/A

**COLOR:** Charcoal Grey

**ADDRESS:** Fort St John, BC

Manufacture & Installation		Amount	Price	Total
3"X 4" STEEL DOWNPIPE	20	LIN. FT	\$ 14.00	\$ 280.00
3"x 4" STEEL ELBOWS	3	NO.	\$ 20.00	\$ 60.00
SMALL DOWNPIPE	10	LIN. FT	\$ 6.25	\$ 62.50
SMALL ELBOWS	2	NO.	\$ 6.25	\$ 12.50
RESEAL CORNERS	4	NO.	\$ 35.00	\$ 140.00
RESEAL JOINTS	1	NO.	\$ 35.00	\$ 35.00
RESEAL ENDCAPS	4	NO.	\$ 10.00	\$ 40.00
FLASHING	320	LIN. FT	\$ 2.50	\$ 800.00
				\$ -
				\$ -
				\$ -
			SUBTOTAL	\$ 1,430.00
			GST @ 5%	\$ 71.50
			<u>TOTAL</u>	<u>\$ 1,501.50</u>

TERMS: NET 30 DAYS. PAST DUE INVOICES  
SUBJECT TO A SERVICE CHARGE OF 1.5% PER  
MONTH. (19.56% PER ANNUM)

*Thank you*  
**GST# 87039 4699 RT0001**  
*Registered under:*  
**Lawson Peterson, Romy Peterson**





In accordance with Section 4.10 of the Recreational and Cultural Grants-in-Aid policy, all grant recipients are required to submit an Annual Report by January 31st of each year. This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid (GIA) 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. The report should include the following details:

- Progress made on all funded projects, activities, initiatives or events;
- Information on how grant funding was spent;
- Summary of capital costs and/or operational costs (include a copy of invoice to support the expense paid for insurance, if applicable); and
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funds.

**Grant recipients should note that failure to provide this information could result in the following:**

- Organizations being required to repay grant funds; and
- Not being considered for future grant funding.

**Organization Name:** North Peace Historical Society

**Mailing Address:** 9323 100 Street

**Year GIA funds received:** 2023

### **Project Summary**

1. Please list below the reason(s) your organization received GIA funds (this may include capital projects, activities, events or general operating costs).

The North Peace Historical Society received \$14,250 from Area B and \$12,000 from Area C to assist with the replacement of our aging front facade.

2. Describe what was accomplished or completed on your capital projects, activities, and events for which you received GIA funds.

This project commenced in the fall of 2023. The windows were replaced. The front wall of the museum was insulated and new hardie board and hardie plank siding were installed. New soffits and hardie board were installed on the entrance overhang. New lights were installed.

3. Please provide in detail what was not completed and why?

Another coat of paint is needed this spring and we await the invoice from Eternity Timbers.

4. When do you expect to complete all outstanding projects, activities or events?

We expect this project to be complete this spring.



5. If your organization used GIA funds to support operational costs, please list the expenses below.  
Not applicable.

6. If GIA funds were used to support insurance expenses, please indicate below what type of insurance (liability, directors insurance, property, building, etc.). **Please attach insurance statement/policy that outlines the type of insurance and a breakdown of the cost.**

**Summary of Financial Information**

Please complete the following table.

Total GIA Contribution	\$26,250.00
Less Total Operational costs paid for by GIA	
Less Total Capital costs paid for by GIA	\$0.00
Total GIA funds unused	26,250.00

If there is unused GIA funds please explain why and how your organization intends utilize them.

**Signatories**

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct.

**Board Member (Treasurer)**

Name (print): Lynne Holland  
Position: Treasurer  
Phone Num [REDACTED]  
E-mail: [REDACTED]  
Date: January 11, 2024  
Signature: [REDACTED]

**Board Member**

Name (print): Bruce Christensen  
Position: President  
Phone Number [REDACTED]  
E-mail: [REDACTED]  
Date: January 11, 2024  
Signature: [REDACTED]

**THIS REPORT WAS PREPARED BY:**

Name (print): Heather Sjoblom  
Phone Number [REDACTED]  
Signature: [REDACTED]

E-mail: fsjnpmuseum@fsjmail.com  
Date: January 10, 2024

**Retain a copy of this report for your records.**

PRRD Grant In Aid Photos 2023: Front Façade



Date: December 23, 2023Society Number: S-0065025

## Applicant Information

1. Name of Organization: Rock of Ages Bible CampContact Person: Lorna Davies -250-263-8923Mailing Address: 13066 Old Hope Rd, Charlie Lake, BC V0C 1H0Phone: 250-224-5316 (not manned in winter)

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

Email: roabcoffice@gmail.comWebsite: rockofagesbiblecamp.orgPlease 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.19316 Carter Road, Bulk BC  
Sec 29 Twp 113 NE1/2 PRD Lot 2

3. Organization Executives:

## President

Name: Dick Wiebe

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Vice President

Name: John Fehr

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Treasurer

Name: Lorna Davies

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Secretary

Name: Lorna Davies

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

4. Purpose of Organization:

a. to advance religion by operating a Christian religious camp; and b. to do all such things as are incidental or ancillary to the attainment of the above purpose- (to have a safe environment for all ages to learn and play and fellowship)

5. Please describe the programs and activities that your organization sponsored in the last year:

Qty per year	Activity/Program	Dates
1	Kids Camp	July 9-11
1	Preteen Camp	July 14-19
1	Teen Camp	July 21-27
1	Horse Camp	July 1-6
1	Family Camp	July 12-14





## PEACE RIVER REGIONAL DISTRICT

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

Year 1:	2023- finish washroom, craftroom, put in waterslide and obstacle course
Year 2:	2024 finish upstairs of washroom, finish obstacle course, develop playing field, do kitchen renos, put in hydro
Year 3:	2025 landscaping and fencing and poles shed
Year 4:	2026 Work on plans for replacing kitchen and dining room
Year 5:	2027 Work on plans and fundraising for chapel/lodge

### Project Information

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

See year 2 which is for 2024 projects. Due to CNRL removing hydro lines we now run off of a generator. We own the generator. The cost of running the generator is between \$6 to 8 thousand each year. Camps must be scheduled back to back to utilize our fuel to keep the fridges etc running. When looking at the long picture it seems to be better use of our funds to put in hydro. Generator will be kept for back up. When events are held someone must be there to run the generator and the fuel cost is about \$250 per day. Hydro would not have that cost.

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

As the name of Rock of Ages Bible Camp has become known in the Peace River Area camps are becoming full. We are going to need to start looking at splitting some ages and making two camps for that age group. People are now seeing it as a facility to hold events in.

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

The support from the community and surrounding area is terrific. As we become known the interest for volunteer help from the area has grown.

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

Well over 2500 hours- cooks, cabin leaders, speakers that volunteer 24/7. There are those that attend meeting, work on building, bookkeeping, etc. Very hard to track.

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

Donation, Fundraisers, Camper fees, rentals

### 12. What is the total cost of insurance(s) your organization pays each year? \$5940.00

### 13. What is the total amount requested from the Regional District? \$104,000.00

### 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 \_\_\_\_\_

Amended by the Regional Board

May 28, 2020

RD/20/05/24 (28)



# Rock Of Ages Bible Camp

13066 Old Hope Rd, Charlie Lake, BC V0C 1H0

250-224-5316

WEB: [rockofagesbiblecamp.org](http://rockofagesbiblecamp.org)

EMAIL: [roabcoffice@gmail.com](mailto:roabcoffice@gmail.com)

*January 10, 2024*

Re: Grant for Hydro Installation

We are unable to present a quote at this time due to the time line between quote and installation. We will need hydro to do a survey to see the cost of installing poles, road access, how many poles, brushing of road side, etc. The cost of this quote is \$5000.00 of which there is no refund but when proceeding with the project this amount will go toward the total cost.

The Board felt it was better to wait to do the quote till September or October as the survey lasts for three years. At this time we do not have the funds to proceed so that will give us more time to raise funds.

Hydro feels that we are looking at approximately \$190,000.00 to complete the project. We will require 19 poles to reach our camp after it is attached to an existing line. Initially we were able to use CNRL's hydro but due to them removing their oil and gas leases, they have removed their poles from the area.

At this time we are running a generator which costs between 6-10 thousand dollars for fuel depending on the weeks the camp is in use. It is a challenge to continue building and using small generators to run the tools as using the big generator is too costly. This camp is run on volunteers and donations. The Board is trying to spend all funds wisely. The cost is about \$250.00 per day for fuel and with needing to add more camps the yearly cost will go higher.

We have made contact with PRRD Grant Writers (very helpful) but their searches have found very few companies willing to help with Hydro installation.

We are asking for \$100,000.00 to start the process of hydro installation.

Thank you for your considering this matter.

*The LORD is my ROCK my FORTRESS AND my DELIVERER...Psalm 18:2*



*This project has been made possible (in part) by the Peace River Regional District*





# Rock Of Ages Bible Camp

13066 Old Hope Rd, Charlie Lake, BC V0C 1H0

250-224-5316

WEB: [rockofagesbiblecamp.org](http://rockofagesbiblecamp.org)

EMAIL: [roabcoffice@gmail.com](mailto:roabcoffice@gmail.com)

*January 15, 2024*

## **Projects for 2024**

***Liability Insurance: \$4000.00***

***Hydro installation: \$100,000.00 (see attached sheet)***

<b><i>Insurance</i></b>	<b><i>\$4,000.00</i></b>
<b><i>Hydro Installation</i></b>	<b><i>\$100,000.00</i></b>
<b><i>Total Dollars applied for</i></b>	<b><i>\$104,000.00</i></b>

***The LORD is my ROCK my FORTRESS AND my DELIVERER...Psalm 18:2***



*This project has been made possible (in part) by the Peace River Regional District*

# Proposed Budget 2024

## Rock of Ages Bible Camp

### Income

#### Savings Account (designated)

<i>\$Balance for projects from 2023</i>	\$3,000.00
Washroom fund	\$50,000.00
Chequing & Savings Account	\$27,000.00
Fundraisers Pitchfork Fondue	\$10,000.00
Church Donations	\$4,000.00
Donations	\$25,000.00
Concession	\$8,000.00
Memberships	\$1,000.00
PRRD	\$104,000.00
GST Return	\$2,100.00
Camper Fees	\$20,000.00
 <i>Total Expected funds for 2024</i>	 \$174,100.00

#### Total Income

**\$254,100.00**

### Expenses

#### Operation Costs

Camp Sponsorship	\$1,000.00
Staff Training	\$1,000.00
Fundraising Costs	\$2,000.00
Groceries	\$10,000.00
Food Equipment	\$1,000.00
Advertising	\$1,000.00
Admin/Office Expenses	\$300.00
Horse Camp	\$3,000.00
Sports Equipment	\$2,000.00
Tuck	\$400.00
Maintenance Wear & Tear	\$1,500.00
Camp Speakers	\$1,000.00
Bank Costs	\$100.00
Utilities (propane & diesel, etc)	\$10,000.00
Web	\$400.00
Promotion travel	\$200.00
Crafts	\$1,200.00
Government Fees	\$50.00
<i>Total Operating Cost</i>	<b>\$36,150.00</b>

#### Development of Property

Washroom	\$15,000.00
Upgrade Kitchen	\$3,000.00
Gravel	\$4,000.00
Obstacle Course	\$5,000.00
Hydro Installation	\$190,000.00
<i>Total Cost of Development of Property</i>	<b>\$217,000.00</b>
<b>Total Expenses</b>	<b>\$253,150.00</b>



In accordance with Section 4.10 of the Recreational and Cultural Grants-in-Aid policy, all grant recipients are required to submit an Annual Report by January 31st of each year. This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid (GIA) 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. The report should include the following details:

- Progress made on all funded projects, activities, initiatives or events;
- Information on how grant funding was spent;
- Summary of capital costs and/or operational costs (include a copy of invoice to support the expense paid for insurance, if applicable); and
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funds.

**Grant recipients should note that failure to provide this information could result in the following:**

- Organizations being required to repay grant funds; and
- Not being considered for future grant funding.

Organization Name: Rock of Ages Bible Camp  
Mailing Address: 13066 Old Hope Rd Charlie Lake, BC V0C1H0  
Year GIA funds received: 2023

#### Project Summary

1. Please list below the reason(s) your organization received GIA funds (this may include capital projects, activities, events or general operating costs).  
Insurance  
Washroom - to build  
Kitchen Renos
2. Describe what was accomplished or completed on your capital projects, activities, and events for which you received GIA funds.  
Insurance & Washroom
3. Please provide in detail what was not completed and why?  
Kitchen Renos - ran out of volunteers' time.
4. When do you expect to complete all outstanding projects, activities or events?  
2024 - by end of year.



5. If your organization used GIA funds to support operational costs, please list the expenses below.

Insurance

6. If GIA funds were used to support insurance expenses, please indicate below what type of insurance (liability, directors insurance, property, building, etc.). **Please attach insurance statement/policy that outlines the type of insurance and a breakdown of the cost.** liability and directors.

### Summary of Financial Information

Please complete the following table.

Total GIA Contribution	\$66900.00
Less Total Operational costs paid for by GIA	3900.00
Less Total Capital costs paid for by GIA	60000.00
Total GIA funds unused	3000.00

If there is unused GIA funds please explain why and how your organization intends utilize them.

Will use in kitchen. Need cupboard, counter top additions.

### Signatories

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct.

#### Board Member (Treasurer)

Name (print): Dick Wiebe  
 Position: Chairperson  
 Phone: [REDACTED]  
 E-mail: [REDACTED]  
 Date: Dec 22/23  
 Signature: [REDACTED]

#### Board Member

Name (print): Lorna Davies  
 Position: Secretary/Treasurer  
 Phone: [REDACTED]  
 E-mail: [REDACTED]  
 Date: Dec 22, 2023  
 Signature: [REDACTED]

#### THIS REPORT WAS PREPARED BY:

Name (print): Lorna Davies  
 Phone Number: [REDACTED]  
 Signature: [REDACTED]

E-mail: [REDACTED]  
 Date: Dec 22, 2023

**Retain a copy of this report for your records.**

# RoABC

## Balance Sheet As at 2023-12-30

### ASSET

#### Current Assets

Chequing Bank Account	10,383.72	
Savings Account	19,113.30	
GIC - RBC-Matures April 29, 2023	80,000.00	
Total Cash		109,497.02

Total Current Assets 109,497.02

#### Assets In Build

Asset In Build (Washroom) 50,359.38

Total Asset In Build 50,359.38

+ 59,280.67

#### Capital Assets

Office Furniture & Equipment	5,194.40	
Net - Furniture & Equipment		5,194.40
Building	17,117.70	
Net - Building		17,117.70
Equipment	6,022.50	
Net - Equipment		6,022.50
Land		67,400.00

Total Capital Assets 95,734.60

TOTAL ASSET 255,591.00

### LIABILITY

TOTAL LIABILITY 0.00

### EQUITY

#### Retained earnings

Retained Earnings - Previous Y... 189,765.99

Subtotal Earnings 189,765.99

Current Earnings 65,825.01

Total 255,591.00

TOTAL EQUITY 255,591.00

LIABILITIES AND EQUITY 255,591.00

**RoABC****Income Statement 2023-01-01 to 2023-12-30****REVENUE****Income**

Generator		0.00
Interest Income		239.50
Total	0.00	
Cat Work	3,000.00	
Gift in Kind receiptable	0.00	
Church Donations	5,425.00	
Reciepted donations	34,852.25	
Misc Donations	20,595.25	
Other Mission Donations	0.00	
PitchFork Fondue	12,841.50	
Music Nite	0.00	
Sleigh Ride	0.00	
Concession	10,835.00	
Shirts	296.20	
Riflery	0.00	
Harvest Supper	0.00	
Total Fundraiser		87,845.20
Preteen Camp	6,835.00	
Horse Camp	2,430.00	
TeenCamp	9,600.00	
Kids Camp	2,955.00	
Family Camp	0.00	
Total Camps		21,820.00
Rental Income		0.00
Memberships		800.00
GST Return		2,174.37
washroom	60,000.00	
insurance	3,900.00	
Cement	0.00	
Kitchen Reno	3,000.00	
Washroom	0.00	
PRRD GRANT total		66,900.00
Bottle Depot		0.00
<b>Net Income</b>		<b>179,779.07</b>
<b>Other Revenue</b>		
Freight Revenue		0.00
No account		0.00
Miscellaneous Revenue		0.00
<b>Total Other Revenue</b>		<b>0.00</b>
<b>TOTAL REVENUE</b>		<b>179,779.07</b>

**EXPENSE****General & Administrative Expe...**

General & Administrative Expen...	556.88
Accounting & Legal	0.00
Advertising & Promotions	805.97
Government fees & Licences	90.00
Paperwork Expenses total	0.00
Office Supplies & Postage	48.45
Web Pages	0.00
Bank Charges	52.25
Devotion Supplies	0.00
Tshirts for sale	311.27
Staff Training	305.91
Kitchen Equipment	818.07
Horse Camp Expenses	960.24
Groceries	8,399.91
entertainment expenses	2,871.73

## RoABC

## Income Statement 2023-01-01 to 2023-12-30

Teen crafts	0.00	
Crafts	145.10	
Family Camp Expenses	0.00	
Pitchfork Fondue Costs	1,792.52	
Harvest Supper Costs	0.00	
Sleigh Ride Expenses	0.00	
Staff Windup	0.00	
Speakers for Camps	950.00	
Tuck	347.46	
Dedication	564.93	
Insurance	5,940.00	
Hydro	0.00	
Telephone	0.00	
Heating & Cooking Fuel	283.00	
Potable Water	250.00	
Generator	0.00	
Diesel for Generator	4,985.73	
Utilities Expenses	0.00	
Sports Equipment	362.91	
Maintenance	543.88	
Beds for cabins	0.00	
Subtotal expenses		31,386.21
Total General and Admin Expe...		31,386.21
Building Expenses		
Fencing	0.00	
Sewer & Water	0.00	
Paint and supplies	0.00	
Wood	0.00	
Cabins	695.07	
Gravel & Sandstone	11,121.07	
Gazebo	647.76	
Electrical	759.80	
Roof - kit - dining	0.00	
Trucking	0.00	
Cat and Loader work	3,437.25	
Equipment fuel	486.79	
Swings	0.00	
Poles for Horse Shelter	0.00	
Benches	0.00	
Dining Room Roof	0.00	
Washroom	59,290.07	* asset
Concesssion	6,130.04	
Total Building Expenses		82,567.85
TOTAL EXPENSE		113,954.06
NET INCOME		65,825.01



## Waiver:

As legal guardian of (campers name),

I hereby authorize Rock of Ages Bible Camp to: obtain medical care for my child if required.

- Give medical treatment (Tylenol, Benadryl, etc) and inform me ASAP

-Give my child's contact information to their cabin leader

-Provide my child with transportation within camp activities

-Gather and use information I provide for administration use, follow-up and program development, while keeping it all confidential

-Use photo and video of my child for future promotional material including but not limited to: Social Media, printed material, website, etc.

I acknowledge that my child is participating in this program at his/her own risk, and that in the event of an accident or sickness, I hereby release ROABC, and any of its staff or representatives from any claims, damages, expenses, or actions of any kind resulting from my child's participation. I understand that ROABC reserves the right to terminate my child's stay if his/her conduct is unacceptable in the opinion of ROABC or deemed potentially harmful to themselves, other campers or staff members. I understand it is my responsibility to pick up my child if this was to happen.

Guardian's printed name:

Signature:

Date:

## Directions to Rock of Ages Bible Camp

North (to Charlie Lake) on the Alaska Highway, right on to 271 Rd. Drive 20.7 km then turn left onto Montney Hwy and drive 3.2 km. Turn right on Prespatou Rd and drive 36.9 km and turn left onto Buick Rd. Go 6.6 km and turn left onto Carter Rd. Follow the signs.

Civic Address 19316 Carter Rd

Rock of Ages Bible Camp is ministry established by followers of the Lord Jesus Christ; called together for God's primary purpose: to draw people to a fellowship and relationship with Him. Jesus is the Rock, the "cornerstone" which, in the plan of God, through His sacrifice, that makes possible reconciliation with our Creator God. It is our goal to reach for Jesus those who are not yet in a relationship with Him, and to disciple those that are, to a greater and deeper knowledge of Him.

## Need more registration forms?

Please visit our website at  
[www.rockofagesbiblecamp.org](http://www.rockofagesbiblecamp.org)  
to fill out and submit  
registration forms

or

Scan completed documents and email  
to [roabcoffice@gmail.com](mailto:roabcoffice@gmail.com)

or

mail form & signed waiver to  
13066 Old Hope Road, Charlie Lake,  
BC V0C 1H0

*(if registration and payment received before  
April 30<sup>th</sup> you will receive a \$20.00 discount)*

# LET THE RIDE BEGIN 2024



The Lord is My Rock, My Fortress  
and  
My Saviour.  
Psalm 18:2

## Who Are We?

We are a wilderness Bible Camp  
located 1 hr north of Fort St John, BC  
19316 Carter Road

## Mailing Address

13066 Old Hope Rd  
CHARLIE LAKE, BC V0C 1H0  
250-224-5316

[roabcoffice@gmail.com](mailto:roabcoffice@gmail.com)



## Camp Dates

### Kids Camp (ages 7-10)

Sunday, July 7th - 4:00 pm  
till noon Thursday, July 11th  
(lunch is served)  
Cost \$175.00

### Family Camp

Friday, July 12<sup>th</sup> evening  
till noon Sunday, July 14<sup>th</sup>  
Cost \$75.00 per person to a max of \$300.00  
per family (see website for information and  
registration)

### Preteen (ages 10-12)

Sunday, July 14<sup>th</sup> - 4:00 pm  
till noon Friday, July 19<sup>th</sup>.  
(lunch is served)  
Cost \$210.00

### Teen Camp (ages 13-18)

Sunday, July 21<sup>st</sup> - 4:00 pm  
till noon Saturday, July 27.  
(lunch is served)  
Cost \$275.00



**Items to bring:** (please try to label)  
Bible, hat, bug spray, clothes, shoes, rain  
boots, two towels, personal items, bedding  
(mattress supplied), water bottle, modest  
bathing suit, warm jacket

**Do not bring:** food or electronics



## Horse Camp Dates

(ages 13 and up) (adults included )

Monday, July 1 4:00 pm  
till after lunch on  
Saturday, July 6  
Cost \$350.00

\*please note \$350.00 must be paid in full  
at time of registration\*

Maximum of 10 persons  
(minimum of 5 or camp will be cancelled)

Riding helmet required

Rider will need to bring boots, hat, rain gear  
and water bottle along with Bible, modest  
bathing suit, two towels, personal items, bug  
spray, warm jacket and bedding (mattress  
supplied).

**Do not bring:** food or electronics

### Watch for more information:

Fundraiser for Bible Camp

**PITCHFORK FONDUE**

September 14, 2024

Location: Mile 56

## Camp Attending:

please circle one

Kids Camp

Teen Camp

Preteen

Horse Camp

Family Camp

Name:

Address:

Email:

Birthdate:

Medical Number:

Allergies:

Medication:

Re-occurring health issues:  
(eg: bedwetting, nose bleeds, etc.)

Parent name & number:

Emergency Contact name and number:

Cabin request with friend (if applicable):

**\*Registration cut off is one week  
prior to camp**

Minimum \$50.00 non refundable deposit to hold  
spot for camps with remainder due on arrival.  
Horse Camp needs to be paid in full. Payment can  
be made by: cash, cheque or  
Etransfer to [roabcoffice@gmail.com](mailto:roabcoffice@gmail.com)

Peace River Regional District  
P.O. Box 810  
Dawson Creek, BC. V1G 4H8



October 28, 2023

Dear Sirs:

Re: Rural Recreational and Cultural Grant-in-Aid  
BC Peace Chapter - Working Equitation Canada

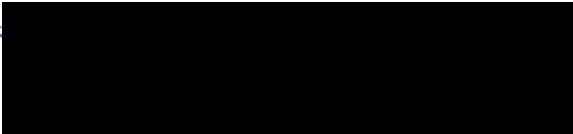
Please find enclosed an application under the Rural Recreational and Cultural GIA program for your consideration.

The equine sport of Working Equitation is rapidly developing throughout Canada as it works to develop a versatile and well trained horse. It is an "all-inclusive" sport that caters to all style of riding, all horse breeds and all ages. Enthusiasts in the BC Peace have been actively participating in developing this sport and in late 2022, we formed our own local chapter.

We are requesting financial support to purchase a commercial grade dressage arena kit that will ensure that we are able to offer clinics and hosts shows in a safe environment. Currently clinicians and show hosts use makeshift arenas which can be unsafe for horse and rider.

Please contact myself, Dianne Hunter, Vice-President at 250-793-5022 or directly at [dhunteraz@hotmail.com](mailto:dhunteraz@hotmail.com) or through our chapter's email at [wecanbcpeace@gmail.com](mailto:wecanbcpeace@gmail.com).

Thank you for your favourable consideration of our request.



Dianne Hunter  
Vice-President



Date: Oct. 25, 2023

Referred To: \_\_\_\_\_

File No.: \_\_\_\_\_

Society # 1013164-4Society Number: X50070134 - Federal  
726151293 - BC

## Applicant Information

1. Name of Organization: BC Peace Working Equitation Canada Chapter  
 Contact Person: Karma Wolsey, President  
 Mailing Address: P.O. Box 257 Cecil Lake BC VOC 1G0  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: wecanbcp@peace@gmail.com  
 Website: Facebook: BC Peace Region Working Equitation Canada

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: Karma Wolsey Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Vice President

Name: Dianne Hunter Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Treasurer

Name: Tracey Wolsey Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Secretary

Name: Tracey Wolsey Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 4. Purpose of Organization:

See attachment

## 5. Please describe the programs and activities that your organization sponsored in the last year:

Qty per year	Activity/Program	Dates
	<u>See attachment</u>	



## PEACE RIVER REGIONAL DISTRICT

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

Year 1: See attachment

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.

See attachment

8. How essential is the project to the community?

See attachment

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

The following individuals/organizations have expressed interest in using the dressage arena: Valley Vista Stables; Julia Fellers, Dream Horse Camp; Renée Kalkman, Dressage Coach; North Peace Fall Fair Light Horse Show

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

Our organization is 100% volunteer based. Estimated volunteer hours in 2023 would be around 750 hours to date.

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

We are funded by membership fee through Working Equitation Canada; clinic fees and drop-in fees.

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

Insurance is paid by our parent organization - Working Equitation

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

\$9000.00

Canada

### 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: \_\_\_\_\_

Amended by the Regional Board

May 28, 2020

Karma Wolsey, President

Vice-President

#### 4. Purpose of Organization

We are a local chapter affiliate of a national non-profit organization of horse enthusiasts promoting and participating in the sport of Working Equitation. Working Equitation focuses on classical horsemanship and the development of the horse for use in ranch work. Working Equitation lays the foundation for the horse and rider to develop a strong relationship and supports participation in other equine sports.

One of the aspects that sets this equine event apart from others is it is an all-inclusive sport and caters to all horse breeds, styles of riding whether English or western, and encourages all ages. We have participants ranging from 10 to 68 years of age. Horse breeds include: Haflinger, Connemara ponies, Quarter Horses, Morgans, Arabs, Warmbloods, Thoroughbreds, Drafts and draft crosses.

Working Equitation horse/rider pairs also compete in: jumping, eventing, barrel racing, dressage, team roping, breakaway roping, cowboy challenge and trail.

In addition, the sport discourages the need for expensive tack or attire. Clean attire and a well groomed horse in appropriate tack is all that is required.

The chapter works hard to keep the costs to participate affordable and is 100% supported through volunteer efforts.

#### 5. Please describe the programs and activities that your organization sponsored in the last year.

Qty per year	Activity/Program	Dates
3	Working Equitation and Horsemanship - Winter Series Darcy Henkel, Kelowna	Oct. 7-8-9, 2022
		March 24-25-26, 2023
		May 5-6-7, 2023
1	Demystifying Dressage - Renee Kalkman, Fort St. John	March 4- 5, 2023
1	Managing Your Ease of Handling - Approaches & Transitions Julia Fellers, Cecil Lake	April 22-23, 2023
2	Darrell Roberds Working Equitation and horsemanship clinics, Abbotsford, BC	July 15, 16; Sept 30, Oct 1
1	Working Equitation Clinic Jill Barron, Calgary Alberta	Oct. 7-8-9, 2023
10	Bi-weekly practice nights	June to October



Qty per year	Activity/Program	Dates
2	Playdays and Working Equitation Orientations	Dec 30, 2022 and Feb. 12, 2023
1	Outreach - Dawson Creek Horse Club	Feb. 16, 2023
1	North Peace Fall Fair Light Horse Show - Working Equitation classes	Aug. 18, 2023

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

- Year 1:
- a) Host a minimum of two clinics provided by professional clinicians
  - b) Host a minimum of two clinics provided by local clinicians
  - c) Bi-weekly practice days during summer months
  - d) Host Regional Schooling Show
  - e) 1 outreach event to community/organization in the BC Peace
  - f) Capital Investment - Portable arena kit
- Year 2:
- a) Host a minimum of two clinics provided by professional clinicians
  - b) Host a minimum of two clinics provided by local clinicians
  - c) Bi-weekly practice days during summer months
  - d) Host Regional Rated Show
  - e) Develop a Youth Outreach Program
  - f) Capital Investment - Enclosed Utility Trailer
- Year 3:
- a) Host a minimum of two clinics provided by professional clinicians
  - b) Host a minimum of two clinics provided by local clinicians
  - c) Bi-weekly practice days during summer months
  - d) Host Provincial Rated Show
  - e) Develop a Youth Outreach Program
  - f) Capital Investment - Portable Sound system
- Year 4:
- a) Host a minimum of two clinics provided by professional clinicians
  - b) Host a minimum of two clinics provided by local clinicians
  - c) Bi-weekly practice days during summer months
  - d) Host Provincial Rated Show
  - e) 1 outreach event to community/organization in the Fort Nelson
  - f) Capital Investment - Upgrades to 4 Obstacles
- Year 5
- a) Host a minimum of two clinics provided by professional clinicians
  - b) Host a minimum of two clinics provided by local clinicians
  - c) Bi-weekly practice days during summer months
  - d) Host Provincial Rated Show
  - e) 1 outreach event to community/organization in the BC Peace
  - f) Capital Investment - Upgrades to 4 Obstacles



# Budget

Table 1

Expenditure		US \$	CAN\$			
	20 x 60 meter dressage arena kit	\$4000.00	\$5680.00			
	Dressage Letter cones (12)	\$720.00	\$1022.40			
	Dressage letter cones (4blank)	\$340.00	\$482.80			
	Shipping	\$1000.00	\$1420.00			
	Taxes		\$860.00			
	Storage (\$50 x 12)		\$600.00			
	Transportation per event \$150 x4		\$600.00			
	Labour per event 3 hrs @ \$50/hr x 4		\$600.00			
			\$11265.20			
Say			\$11500.00			
Revenue	PRRD grant		\$9000.00			
	In-kind Donation		\$1800.00			
	Cash contribution		\$700.00			
			\$11500.00			

Quote

From: Dianne Hunter [REDACTED]  
Subject: Fwd: Quote  
Date: Oct 24, 2023 at 3:28:16 PM  
To: Dianne Hunter [REDACTED]

---

Sent from my iPad

Begin forwarded message:

**From:** Carl Gardner <[carl@fourstarbrand.com](mailto:carl@fourstarbrand.com)>  
**Date:** October 23, 2023 at 2:37:35 PM MST  
**To:** Dianne Hunter <[REDACTED]>  
**Subject:** Re: Quote

Thank you. I will work on a shipping quote. If you have a trailer, would you be willing to make the very long drive down to Sumas, Washington? Looks like about 13 hours but if you can pick up there, the cost would be greatly reduced.

Without shipping across the border, here is the cost in USD: \$5056

20 x 60 m complete court, \$4,000 (<https://www.fourstarbrand.com/product/portable-dressage-arenas/>)

Set of letters \$720 (<https://www.fourstarbrand.com/product/dressage-arena-letters-burlingham-elite-letters/>)

4 blanks \$336 (<https://www.fourstarbrand.com/product/dressage-arena-letters-burlingham-elite-letters/>)

On Mon, Oct 23, 2023 at 12:28 PM Dianne Hunter <[REDACTED]> wrote:

13059 Rose Prairie Road  
Fort St. John, BC, Canada V1J 8C4

Sent from my iPhone.

On Oct 23, 2023, at 9:44 AM, Carl Gardner <[carl@fourstarbrand.com](mailto:carl@fourstarbrand.com)> wrote:

Hi Dianne,

I received your other email as well. Please provide a specific address.

On Mon, Oct 23, 2023, 09:36 Dianne Hunter <> wrote:

I am requesting a quote on the following:

20 x 60 m complete court

12 letter cones

4 blank comes

Shipping to Fort St. John, BC Canada

V1J 8C4

Dianne Hunter  


Sent from my iPad

--

- Carl Gardner

e. [Carl@FourStarBrand.com](mailto:Carl@FourStarBrand.com)

c. [+1 760-906-1678](tel:+17609061678)

[www.FourStarBrand.com](http://www.FourStarBrand.com)

## Balance Sheet as of December 31<sup>st</sup>, 2022

### Assets

Cash on Hand	\$	0.00
Bank Balance	\$	34,932.16
GIC	\$	5,007.50
Hard Assets		
Equipment		
Other		

---

### TOTAL ASSETS

\$ 39,939.66

\*\*\*\*\*

### LIABILITY

Accounts Payable	\$	0.00
Creditors/Loans	\$	0.00
Other	\$	0.00

### TOTAL LIABILITY

\$ 0.00

---

### NET ASSETS / (LIABILITIES)

\$ 39,939.66

January 30, 2023



## Statement of Income & Expenditure as of December 31<sup>st</sup>, 2022

### INCOME

Membership fees	\$ 12,140.05
Western Regional Championships	\$ 21,674.00
Shows/Events – licenses and remittances	\$ 594.00
Licensed Officials Program	\$ 200.00
Donation	\$ 200.00
Other	
Investment Interest	\$ 7.50

### TOTAL INCOME

\$ 34,815.55

\*\*\*\*\*

### EXPENSES

Bank Fees	\$ 97.63
PayPal and Stripe fees	\$ 467.95
Website	\$ 1,092.52
Chapter % membership	\$ 5,110.00
Insurance	\$ 975.20
Annual Societies and PTSOs	\$ 441.00
Admin – postage, Zoom, supplies	\$ 518.48
Western Regional Championships	\$ 19,549.18
Other	
membership fee refund	\$ 40.00
LOP	\$ 32.45

### TOTAL EXPENSES

\$ 28,324.41

\*\*\*\*\*

### NET SURPLUS / (LOSS)

\$6,491.14



Date: Jan 26/24Society Number: 50041467

## Applicant Information

1. Name of Organization: Osborn Community Hall  
 Contact Person: Tena Thiessen  
 Mailing Address: Box 70 Cecil Lake BC V0C1G0  
 Phone: [REDACTED] Fax: [REDACTED]  
 Email: [REDACTED]  
 Website: [REDACTED]

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.

17526 Siphon Creek Rd

## 3. Organization Executives:

## President

Name: Mary Peters Phone: [REDACTED] Email: [REDACTED]

## Vice President

Name: Tara Holmes Phone: [REDACTED] Email: [REDACTED]

## Treasurer

Name: Tena Thiessen Phone: [REDACTED] Email: [REDACTED]

## Secretary

Name: [REDACTED] Phone: [REDACTED] Email: [REDACTED]

4. Purpose of Organization: Keep the community together, meetings, etc....

## 5. Please describe the programs and activities that your organization sponsored in the last year:

Qty per year	Activity/Program	Dates
	<u>We had lots of fun evenings just sitting outside around a pretend fire.</u>	
	<u>Hall is still closed or condemned.</u>	
	<u>waiting for demolition &amp; than a new one.</u>	



## PEACE RIVER REGIONAL DISTRICT

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

Year 1: Waiting on PRRD  
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?

It is quite important

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

100% to have get together,

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

100 hrs - just to keep the yard or lawns mowed due to it being shut down.

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

Plan on all kinds of different functions

12. What is the total cost of insurance(s) your organization pays each year? \$1,300

13. What is the total amount requested from the Regional District? \$4,800

### 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: \_\_\_\_\_

Amended by the Regional Board

May 28, 2020



In accordance with Section 4.10 of the Recreational and Cultural Grants-in-Aid policy, all grant recipients are required to submit an Annual Report by January 31st of each year. This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid (GIA) 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. The report should include the following details:

- Progress made on all funded projects, activities, initiatives or events;
- Information on how grant funding was spent;
- Summary of capital costs and/or operational costs (include a copy of invoice to support the expense paid for insurance, if applicable); and
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funds.

**Grant recipients should note that failure to provide this information could result in the following:**

- Organizations being required to repay grant funds; and
- Not being considered for future grant funding.

**Organization Name:** Osborn Community Hall  
**Mailing Address:** Box 70 Cecil Lake BC V0C 1G0  
**Year GIA funds received:** 2023

#### **Project Summary**

1. Please list below the reason(s) your organization received GIA funds (this may include capital projects, activities, events or general operating costs).

These reason were to improve the hall but as you know its being demolished so we're just

2. Describe what was accomplished or completed on your capital projects, activities, and events for which you received GIA funds.

asking for insurance again and a outside self contained toilet.

3. Please provide in detail what was not completed and why?

4. When do you expect to complete all outstanding projects, activities or events?



5. If your organization used GIA funds to support operational costs, please list the expenses below.

didn't use any, except for the insurance money \$1275.00.

6. If GIA funds were used to support insurance expenses, please indicate below what type of insurance (liability, directors insurance, property, building, etc.). Please attach insurance statement/policy that outlines the type of insurance and a breakdown of the cost.

**Summary of Financial Information**

Please complete the following table.

Total GIA Contribution	1300.00
Less Total Operational costs paid for by GIA	1275.00
Less Total Capital costs paid for by GIA	
Total GIA funds unused	?

If there is unused GIA funds please explain why and how your organization intends utilize them.

The funds that are left over were planning on putting it towards the new hall.

**Signatories**

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct.

**Board Member (Treasurer)**

Name (print): Tena Thiessen  
Position: Secretary  
Phone Number: [REDACTED]  
E-mail: [REDACTED]  
Date: Feb 5/24  
Signature: [REDACTED]

**Board Member**

Name (print): Mary Peters  
Position: President  
Phone Number: [REDACTED]  
E-mail: [REDACTED]  
Date: Feb 5/24  
Signature: [REDACTED]

**THIS REPORT WAS PREPARED BY:**

Name (print): Tena Thiessen  
Phone Number: [REDACTED]  
Signature: [REDACTED]

E-mail: [REDACTED]  
Date: Feb 5/24

Retain a copy of this report for your records.

2023

Opening Balance 1062.51

Withdraw Deposit Balance

Feb 3/23	Hall Sales	—	—	—	—	—	2000.00	3062.51
Feb 24/23	Hall Sales	—	—	—	—	—	580.00	3642.51
June 6/23	Hall Sales	—	—	—	—	—	1155.00	4797.51
July 10/23	Hall Sales	—	—	—	—	—	240.00	5037.51
July 25/23	Hall Sales	—	—	—	—	—	1300.00	6337.51
Sept 15/23	Hub + Barton	—	—	—	—	1275.00		5062.51
Oct 10/23	Membership Fees	—	—	—	—	—	325.00	5387.51
Nov 23/23	Society Act	—	—	—	—	40.00		5347.51
01/23-12/23	Service Fees	—	—	—	—	135.00		5212.51

Balance Sheet  
 Osborn Community Hall.  
 Feb 21/2023

2:15

LTE B59



## Portable washroom - porta potty

\$1,100 · In stock

 Send seller a message

Hello, is this still available?

Send



Alert



Save



Share



Send Offer

### Seller information

[Seller details](#)



Mark Lacroix

★★★★★ 9

Follow



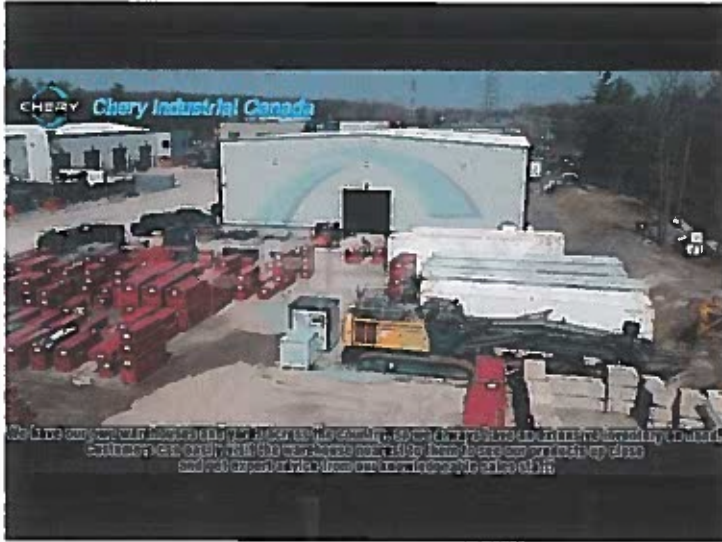
## Mobile toilet, portable toilet, shower, restroom, washroom

**\$3,500**



Posted 9 days ago

84 Ave NE, Calgary, AB, T3J 4C3



+6



Google

Map data

### Chery Industrial-Calgary



Business



On Kijiji since Feb 2022



View 5 listings



Visit website



800765 XXXX

Reveal

### Description

Mobile toilet, construction site, potty, portable toilet, mobile washroom, toilet, temporary toilet, camping toilet, outdoor toilet, TOILETTE DE CHANTIER TEMPORAIRE, TOILETTE TEMPORAIRE, TOILETTE DE CONSTRUCTION

#### Models and Prix:

1. Single mobile toilet: 3500 plus tax

Dimensions: L4.3ft \* W3.6ft \* H8ft

2. Double mobile toilet: 5000 plus tax

Dimensions (ft): L4.3\*W7\*H7.7

3. Portable shower toilet: 6500 plus tax

Dimensions: L75xW85xH93

4. Portable shower room: 4800 plus tax

Dimensions: L6.3ft x W7ft x H7.7ft

#### Features:

Material: High-Temperature Resistant Paint

Ceramic Vanity Sink w/Faucet

Shower Fixtures, Shower Curtain

Power Outlet w/Dual USB, 110V Electric Vent Fan, Internal Light

1/2" female inlet ports for hot & cold water  
1" PVC water outlet exhaust port (for sink & shower water)  
Power Breaker, Locking Door w/ set of keys, Hinged Window  
Lifting Eyes, Forklift Pockets

#### LARGE LOCAL INVENTORY AND PARTS SERVICE:

Our warehouses are in the Montreal area, Quebec, and the Niagara Falls area, Ontario.

Check our available models on our website: [www.cheryindustrial.ca](http://www.cheryindustrial.ca)

Toll-free: 1 800-765-0877

Cellphone: 1 514-465-7988

### Additional Options

The following services are also made available by this seller. Please reach out to them for more info as there may be additional costs.

 Willing to drop-off / deliver

 Willing to ship the item

 Offers curbside pick up

 Offers cashless payment

### Explore new items



Medline Venom  
Steel Chemical...

\$11.99

Sponsored



Female Mannequin  
33.9"x35.4"x66.1"...

\$79.99

Sponsored



Square POS Stand  
for iPad (2nd...

\$174.99

Sponsored



Female Mannequin  
15"x15"x66.25" Black

\$74.99

Sponsored



## NEW MOBILE TOILET PORTABLE SHOWER RESTROOM

**\$2,295**



+7

### Description

#### NEW MOBILE TOILETS PORTABLE RESTROOM

#### Portable Restroom with the Comforts of Home

When you call for something that resembles permanent facilities,

We can offer a variety of portable restroom solutions.

These luxury bathroom toilets range in size and functionality that can fit the needs of any job or special event.

#### SINGLE TOILET

SKU# 123ST

PRICE \$2295.00

#### INCLUDES:

Ventilation fan

Close tools

Light

Sink/wash basin

#### DIMENSIONS:

Visit us

13535 156 St NW, Edmonton, AB  
T5V 1R9, Canada



159 St NW



Uncle Wiener's Wholesale

TURKISH SHOPPING  
CENTER Cappadocia...

135 Ave

#### Uncle Wiener's Wholesale

Retail

On Kijiji since Oct 2016

View other listings

Visit website

855494 XXXX

Reveal

132 CM X 110 CM X 235 CM

WEIGHT 700 LBS

DOUBLE TOILET

SKU# 123DT

PRICE \$3595.00

INCLUDES:

Ventilation fan X 2

Close tools X 2

Light X 2

Sink/wash basin X 2

DIMENSIONS:

130 CM X 216 CM X 230 CM

WEIGHT 1400 LBS

SINGLE TOILET & SHOWER

SKU# 123STS

PRICE \$3995.00

INCLUDES:

Ventilation fan

Shower

Close tools

Light

Sink/wash basin

DIMENSIONS:

218 CM X 164 CM X 235 CM

WEIGHT 1150 LBS

CHECK OUT OUR WEBSITE: <http://unclewiener.com/>

Let's make a deal! We love saving you money !

We WILL beat anyone's price in Canada !

Wholesale pricing on bulk purchases !

EDMONTON, LLOYDMINSTER, BATTLEFORD, BRANDON, CALGARY, WINNIPEG,  
REGINA AND SASKATOON LOCATIONS !

Date: January 30, 2024Society Number: 50019875

## Applicant Information

1. Name of Organization: Cecil Lake Recreation Commission  
 Contact Person: Trudy Cote  
 Mailing Address: Box 220 Cecil Lake, BC V0C 1G0  
 Phone: [REDACTED] Fax:         
 Email: [REDACTED]  
 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.

4864 Cecil Lake Road

## 3. Organization Executives:

## President

Name: Angela Kimmie Phone: [REDACTED] Email: [REDACTED]

## Vice President

Name: Nikki Newsham Phone: [REDACTED] Email: [REDACTED]

## Treasurer

Name: Trudy Cote Phone: [REDACTED] Email: [REDACTED]

## Secretary

Name: Trina Thompson Phone: [REDACTED] Email: [REDACTED]

## 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
undetermined	weddings, funerals, anniversary's, reunions, birthdays, private events, dances, fundraisers, we host ball tournaments, Cecil Lake minor ball games, farmer's markets, craft sales, community garage sales, 4-H events, maintain a playground for family outings	scattered throughout the year as booked.





## PEACE RIVER REGIONAL DISTRICT

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

- Year 1: Ball diamond infield upgrades, Bear safe garbage cans  
new dishwasher, 8'x8' cement ramp at end of wheelchair ramp.  
Year 2: Universal paved ball court (basket, volleyball, floor hockey, lacrosse + more)  
Year 3: Two new sliding barn doors between hall + meeting room, and any unfinished items from year one. fencing for ball court  
Year 4: Upgrade outdoor area for camping, horseshoe pits, etc.  
Year 5: Fencing perimeter of property  
Year 6: Washroom upgrades

### Project Information

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

Ball diamond infield in need of upgrade. Replacing existing plastic outside garbage bins with Bear Safe garbage bins. Dishwasher malfunctioning. Cement access pad at end of wheelchair ramp. Universal ball court to add additional youth activities for our growing community.

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

Very essential for safety and health reasons. The cement ramp pad to give easy access for wheelchairs to get onto ramp. Bear safe garbage bins to keep trash contained and wildlife won't be attracted to it. Dishwasher is vital to hall functions. The infield needs to be brought up to standards. Universal ball court for youth promotes healthy activity and the opportunity for them to learn more sports.

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

Our community support is very good, with many volunteers putting in countless hours: mowing, weeding, trimming, grounds clean-up, snowplowing and hand shovelling. The event sign updated. Prepare area, if needed for contract worker. Full in-hall cleaning + general maintenance.

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

3750

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

Fundraising - ball tournaments, dances, etc. as well as rentals.

### 12. What is the total cost of insurance(s) your organization pays each year? \$12,518.00

### 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: [REDACTED]

Amended by the Regional Board

May 28, 2020

DD/20/05/24/2020





In accordance with Section 4.10 of the Recreational and Cultural Grants-in-Aid policy, all grant recipients are required to submit an Annual Report by January 31st of each year. This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid (GIA) 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. The report should include the following details:

- Progress made on all funded projects, activities, initiatives or events;
- Information on how grant funding was spent;
- Summary of capital costs and/or operational costs (include a copy of invoice to support the expense paid for insurance, if applicable); and
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funds.

**Grant recipients should note that failure to provide this information could result in the following:**

- Organizations being required to repay grant funds; and
- Not being considered for future grant funding.

**Organization Name:** Cecil Lake Recreation Commission

**Mailing Address:** Box 220, Cecil Lake, B.C. V0C 1G0

**Year GIA funds received:** \$56,783.77

### Project Summary

1. Please list below the reason(s) your organization received GIA funds (this may include capital projects, activities, events or general operating costs). To keep our hall and grounds upgraded to safely support our community and renters use. We replaced outhouses, upgraded the stage, purchased new sound and video system. Replaced upright freezer.
2. Describe what was accomplished or completed on your capital projects, activities, and events for which you received GIA funds. Our stage and electrical box upgrade completed. Outhouses were replaced. Installed new sound and video system. Upright freezer installed.
3. Please provide in detail what was not completed and why? Infield upgrade not completed as the contractor quoted way to low and was never available to do it. The bear resistant garbage bins not available from supplier at that time. Dishwasher coming from Ontario - freight too expensive. We have one coming from Prince George with a price increase. A community member traveling to Prince George will transport it back.
4. When do you expect to complete all outstanding projects, activities or events? We expect to have them all completed by end of June.





5. If your organization used GIA funds to support operational costs, please list the expenses below.

*Directors, sports and liability insurance*

6. If GIA funds were used to support insurance expenses, please indicate below what type of insurance (liability, directors insurance, property, building, etc.). **Please attach insurance statement/policy that outlines the type of insurance and a breakdown of the cost.** *attached.*

### Summary of Financial Information

Please complete the following table.

Total GIA Contribution	<i>\$ 56,783.77</i>
Less Total Operational costs paid for by GIA	<i>7,892.00</i>
Less Total Capital costs paid for by GIA	<i>36,431.90</i>
Total GIA funds unused	<i>\$ 12,459.87</i>

If there is unused GIA funds please explain why and how your organization intends utilize them.

### Signatories

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct.

#### Board Member (Treasurer)

Name (print): *Trudy Cote*  
 Position: *Treasurer*  
 Phone Number: [REDACTED]  
 E-mail: [REDACTED]  
 Date: *Jan 30, 2024*  
 Signature: [REDACTED]

#### Board Member

Name (print): *Nikki Newsham*  
 Position: *Vice President*  
 Phone Number: [REDACTED]  
 E-mail: [REDACTED]  
 Date: *Jan 30/24*  
 Signature: [REDACTED]

#### THIS REPORT WAS PREPARED BY:

Name (print): *Trudy Cote*  
 Phone Number: [REDACTED]  
 Signature: [REDACTED]

E-mail: [REDACTED]  
 Date: *Jan 30, 2024*

*Retain a copy of this report for your records.*

2024

Upgrade infield on  
two (2) ball diamonds  
unused funds

(see attached quote)  
we need to have a meeting on  
these upgrades as price is too high.  
will put off till next year

\$ 3292.80 we owe  
back I will  
take off this  
years grant  
total.

Bear safe garbage bin's  
Unused funds

\$ 4480.80

4480.80

TOTAL

High temp dishwasher  
Unused funds

\$ 6430.23 inc: taxes

4687.07

TOTAL \$ 1743.16

Cement wheelchair  
Ramp pad

\$ 2,513.12

Universal ball court

\$ 22,238.72

TOTAL  
GST/PST  
included

Insurances


\$ 12518.00

GIA TOTAL amount requested

\$ 35,720.00





01/24/2024

**Customer:**  
**CECIL LAKE REC CENTER**  
  
**FT ST JOHN, bc**

**Seller:**  
**Northern Food Equipment**  
**Ben English**  
**814 - 5th Avenue**  
**Prince George, British Columbia**  
**V2L 3K6**  
**250-562-8316**

Project Code: 13094

Job Reference Number: 13094

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>DISHWASHER, UNDERCOUNTER</b>  Champion Moyer Diebel Canada Model No. 501HT(70) Dishwasher, undercounter, 24"W x 25"D x 33-3/4"H, high temperature sanitizing with built-in 9.0 kW Hydro Flow booster heater for 70° rise, fill & drain operation, approximately (25) racks/hour capacity, 15-3/4"H door opening, top mounted controls, Rinse Sentry feature, VariCycle, soft start, delime & auto-clean cycle, drain pump, rinse aid & liquid detergent pumps, insulated booster, insulated top & side panels, includes (1) flat & (1) peg rack, stainless steel construction, 2.0 kW tank heater, 1 HP wash pump, NSF, cETLus Dimensions 33.75(h) x 24(w) x 25(d) 1 ea 1 year parts & labor warranty, standard 1 ea 120/240v/60/1-ph, 3 wire plus ground, standard	\$9,182.68	\$9,182.68
<b>ITEM TOTAL:</b>				<b>\$9,182.68</b>
2	1 ea	<b>DISHWASHER, UNDERCOUNTER</b>  Champion Moyer Diebel Canada Model No. NEXUS N900 Dishwasher, undercounter, high temperature sanitizing with built-in 5.0 kW booster heater, fill & drain operation, double skin counterbalanced door, intuitive LCD control display, top mounted controls, automatic fill at start up, pumped wash, drain pump, rinse aid & liquid detergent pumps, Nexus Safeguard system, AutoClean feature, visual diagnostics, includes (1) peg rack, stainless steel construction 1 ea 1 year parts & labor warranty, standard 1 ea 208-230v/60/1-ph, standard	\$5,741.28	\$5,741.28
<b>ITEM TOTAL:</b>				<b>\$5,741.28</b>
3		<b>TAX EXTRA</b>	+ Taxes	688.95
4		<b>CONFIRM OLTAGE TO BE 120/240 - 1PH</b>	<b>TOTAL</b>	<b>\$14,300.23</b>
5		<b>FOB NFE WAREHOUSE PG</b>		
<b>Total</b>				<b>\$14,923.96</b>



All equipment and special orders require a **50% deposit** on date of order. We offer multiple payment options including most major credit cards, EFT, E-Transfers, cheques and cash. **Credit Card payments over \$5000 will be subject to a 1.5% processing fee.**

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

Printed Name: \_\_\_\_\_

# Rafter AL Construction

## ESTIMATE

Rafter AL Construction

FOR:

Trudy Cote

Number:

EST0001

Date:

Jan 26, 2024

DESCRIPTION	QUANTITY	UNIT PRICE	HST	AMOUNT
<b>Materials</b>				
Rebar and form materials	1	\$100.00	13.0 %	\$100.00
<b>Concrete</b>				
	1	\$600.00	13.0 %	\$600.00
<b>Concrete tool rental.</b>				
	1	\$250.00	13.0 %	\$250.00
<b>Skidsteer</b>				
Skidsteer to prep site for concrete.	1 hour	\$140.00	13.0 %	\$140.00
<b>Travel to pick up materials</b>				
\$1.2 per km	95	\$1.20	13.0 %	\$114.00
<b>Labour</b>				
	12	\$85.00	13.0 %	\$1,020.00
SUBTOTAL				\$2,224.00
TAX (HST)				\$289.12
TOTAL				\$2,513.12



**DGS ASTRO**  
**Paving**  
Division of Interoute Construction Ltd.

P.O. Box 6820  
Fort St John, BC V1J 4J3  
Tel: (250) 787-7283  
Fax: (250) 787-7281

May 21/2019

Attention: Mandie Cote  
[REDACTED]

4864 Cecil Lake Rd,  
Cecil Lake, B.C.

We are pleased to give you a quote for the above noted project. Our quote includes the following items:

**Base and Pave of Basketball Court (200m<sup>2</sup>)**

- Excavate to a depth of 250mm
- Supply and place Filter Cloth and Geo Grid
- Supply, place and compact Base Gravels to a depth of 200mm
- Supply, place and compact Hot Mix Asphalt to a depth of 50mm

Quote pricing is on a **Square Meter Basis.**

Cost of Base and Paving is \$99.28/m<sup>2</sup> estimated total of \$19,856.00 + Taxes 2382.72 = \$22238.72

**CONDITIONS**

- Full and uninterrupted access will be available during construction.
- All flagging required to be done by the DGS
- DGS Astro Paving will not be responsible for any settlements do to underground utilities.
- Quality Controls by DGS on Asphalt
- Upon written acceptance of this budget, a credit check will be completed. The work will not be started until terms of payment are made.
- Acceptance and signing of this budget will be considered a Letter of Intent.
- A Standard Road Builders Contract may be required after acceptance of the project.
- Payment will be due within 30 days after date of Invoice.
- A premium will be added to invoices paid by credit card.

# Cecil Lake Recreation Commission (s-19875)

## Balance Sheet As at Jan 29, 24

### ASSET

#### Current Assets

Cash	1,200.00	
Clearing Account	0.00	
Funds Not Deposited	-1,200.00	
Petty Cash Float	345.00	
Savings Bank Account Flexible ...	3,930.72	
Chequing Bank Account CIBC	49,809.31	
Grants & Aids	-20,956.82	
Kitchen Fund	0.00	
Total Cash		33,128.21
Visa Receivable	0.00	
MasterCard Receivable	0.00	
American Express Receivable	0.00	
Other Credit Card Receivable	0.00	
Total Credit Card Receivables		0.00
Investments		0.00
Accounts Receivable	0.00	
Allowance for Doubtful Accounts	0.00	
Advances & Loans	0.00	
Total Receivable		0.00
Purchase Prepayments		0.00
Prepaid Expenses		0.00
Total Current Assets		33,128.21

#### Inventory Assets

Inventory A	0.00
Inventory B	0.00
Inventory C	0.00
Total Inventory Assets	0.00

#### Capital Assets

Leasehold Improvements	0.00
Office Furniture & Equipment	0.00
Accum. Amort. -Furn. & Equip.	0.00
Net - Furniture & Equipment	0.00
Vehicle	0.00
Accum. Amort. -Vehicle	0.00
Net - Vehicle	0.00
Building	0.00
Accum. Amort. -Building	0.00
Net - Building	0.00
Land	0.00
Total Capital Assets	0.00

#### Other Non-Current Assets

Computer Software	0.00
Goodwill	0.00
Incorporation Cost	0.00
Total Other Non-Current Assets	0.00

**TOTAL ASSET** 33,128.21

### LIABILITY

#### Current Liabilities

Accounts Payable	-136.68
Damage Deposit	0.00
Bank Loan - Current Portion	0.00
Bank Advances	0.00
Visa Payable	0.00
MasterCard Payable	0.00

Printed On: Jan 29, 24



**Cecil Lake Recreation Commission (s-19875)****Balance Sheet As at Jan 29, 24**

American Express Payable	0.00	
Other Credit Card Payable	0.00	
Total Credit Card Payables		0.00
Corporate Taxes payable		0.00
Vacation payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		0.00
User-Defined Expense 1 Payable		0.00
User-Defined Expense 2 Payable		0.00
User-Defined Expense 3 Payable		0.00
User-Defined Expense 4 Payable		0.00
User-Defined Expense 5 Payable		0.00
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00
Deduction 4 Payable		0.00
Deduction 5 Payable		0.00
PST Payable		0.00
GST/HST Charged on Sales	0.00	
GST/HST Charged on Sales - R...	0.00	
GST/HST Paid on Purchases	0.00	
GST/HST Payroll Deductions	0.00	
GST/HST Adjustments	0.00	
ITC Adjustments	0.00	
GST/HST Owing (Refund)		0.00
Prepaid Sales/Deposits		0.00
<b>Total Current Liabilities</b>		<b>-136.68</b>
<b>Long Term Liabilities</b>		
Bank Loans		0.00
Mortgage Payable		0.00
Loans from Owners		0.00
<b>Total Long Term Liabilities</b>		<b>0.00</b>
<b>TOTAL LIABILITY</b>		<b>-136.68</b>
<b>EQUITY</b>		
<b>Owners Equity</b>		
Opening Balance Equity	30,262.23	
Owners Withdrawals	0.00	
Retained Earnings - Previous Year	582.17	
Current Earnings	2,420.49	
<b>Total Owners Equity</b>	<b>33,264.89</b>	
<b>TOTAL EQUITY</b>	<b>33,264.89</b>	
<b>LIABILITIES AND EQUITY</b>	<b>33,128.21</b>	



# Cecil Lake Recreation Commission (s-19875)

## Income Statement Feb 01, 23 to Jan 29, 24

### REVENUE

#### Sales Revenue

Grants	7,237.00
Direct Public Support: Bus Contrib	0.00
Program Income Family Dance	50.00
Investments	0.00
Halloween Dance	8,395.00
Program Income: Diamond Dinner	5,372.00
Program Income: Ball Tournament	8,550.47
Ball Tournament Auction	0.00
Donations Ball Tournament	4,000.00
General Donations	250.00
Program Income: Membership D...	52.00
Program Income: Rent Revenue	2,775.00
Program Income: Bar Revenue	0.00
Hall Damage Deposits	500.00
Sales Returns	0.00
Early Payment Sales Discounts	0.00

<b>Net Sales</b>	<u>37,181.47</u>
------------------	------------------

#### Other Revenue

Freight Revenue	0.00
Interest Revenue	0.00
Miscellaneous Revenue	0.00

<b>Total Other Revenue</b>	<u>0.00</u>
----------------------------	-------------

<b>TOTAL REVENUE</b>	<u>37,181.47</u>
----------------------	------------------

### EXPENSE

#### Cost of Goods Sold

Inventory 1	0.00
Inventory 2	0.00
Inventory 3	0.00
Inventory 4	0.00
Inventory 5	0.00
Adjustment Write-off	0.00
Transfer Costs	0.00
Subcontracts	0.00

Purchases	0.00
Purchase Returns	0.00
Early Payment Purchase Discou...	0.00

Net Purchases	0.00
Freight Expense	0.00

<b>Total Cost of Goods Sold</b>	<u>0.00</u>
---------------------------------	-------------

#### Payroll Expenses

Wages & Salaries	0.00
EI Expense	0.00
CPP Expense	0.00
WCB Expense	0.00
User-Defined Expense 1 Expense	0.00
User-Defined Expense 2 Expense	0.00
User-Defined Expense 3 Expense	0.00
User-Defined Expense 4 Expense	0.00
User-Defined Expense 5 Expense	0.00
Employee Benefits	0.00

<b>Total Payroll Expense</b>	<u>0.00</u>
------------------------------	-------------

#### General & Administrative Expe...

Accounting & Legal	170.00
Facilities Computer	0.00
Faciliteis& Equip: Janitorial	997.50

Printed On: Jan 29, 24

**Cecil Lake Recreation Commission (s-19875)**  
**Income Statement Feb 01, 23 to Jan 29, 24**

Facilities & Equip Janitorial Suppl		619.82
Facilities & Equip: Waiste		562.26
Facility Repairs & Maintenance ...		0.00
Facilities & Equip: Maintenance ...		792.80
Operations: Ball Tournament		4,949.85
Halloween Dance		4,679.61
Operations: Diamond Dinner		4,163.09
Operations Dance		0.00
Operations: Bar Liquor		0.00
Operations: Mix/Supplies/Decor		0.00
Operations; Utilities Phone		253.45
Operations: Utilities Heat(PNG)		3,414.09
Operations: Utilities Hydro		663.48
Operations: Utilities Water		495.00
Interest & Bank Charges		47.03
Facilities Land Transfer Gees		3,750.00
Insurance: Liability, D&O		8,418.00
Insurance Claim Deductable		0.00
Insurance Binder Replacement		0.00
Operating Permit		250.00
Scholarships		535.00
Society Annual Fee		0.00
Rent		0.00
Repair & Maintenance		0.00
Telephone		0.00
Travel & Entertainment		0.00
Travel & Ent:Non-Reimbursable		0.00
Utilities		0.00
Visa Commissions	0.00	
MasterCard Commissions	0.00	
American Express Commissions	0.00	
Other Credit Card Commissions	0.00	
Total Credit Card Commissions		0.00
<b>Total General &amp; Admin. Expen...</b>		<b>34,760.98</b>
<b>TOTAL EXPENSE</b>		<b>34,760.98</b>
<b>NET INCOME</b>		<b>2,420.49</b>



Date: January 28, 2024

Society Number: S0014739

## Applicant Information

1. Name of Organization: North Peace Fall Fair

Contact Person: Connie West

Mailing Address: PO Box 6634, Fort St John, PO Main, BC, V1J 4J1

Phone: [REDACTED] Fax: [REDACTED]

Email: secretary@northpeacefallfair.com

Website: http://www.northpeacefallfair.ca

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.

15177 Rose Prairie Road

3. Organization Executives:

## President

Name: N/A Phone: [REDACTED] Email: [REDACTED]

## Vice President

Name: Bonnie Carlson Phone: [REDACTED] Email: vicepresident@northpeacefallfair.com

## Treasurer

Name: Linda Thornton Phone: [REDACTED] Email: treasurer@northpeacefallfair.com

## Secretary

Name: Connie West Phone: [REDACTED] Email: secretary@northpeacefallfair.com

4. Purpose of Organization:

To stage an annual agricultural fair, to educate the public in all aspects of the agricultural industry, to support and encourage 4H, and to bring together rural and urban people for wholesome entertainment.

5. Please describe the programs and activities that your organization sponsored in the last year:

Qty per year	Activity/Program	Dates
1	North Peace Fall Fair	August 18th-20th 2023





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

**Year 1:** Repairs and maintenance to surrounding facilities as per PRRD feasibility study

**Year 2:** Repairs and maintenance to surrounding facilities as per PRRD feasibility study

**Year 3:** Repairs and maintenance to surrounding facilities as per PRRD feasibility study

**Year 4:** Repairs and maintenance to surrounding facilities as per PRRD feasibility study

**Year 5:** Repairs and maintenance to surrounding facilities as per PRRD feasibility study

**Project Information**

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

Funding to enable us to hold the fair. Tent rental in lieu of buildings not meeting present code. Stage rental to replace condemned stage. Water delivery as well supply has been deemed not potable.

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

Could not operate the fair without.

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

We have over 5000 people who enjoy the fair each August.

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

approx 3000 hours

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

Donations of time and equipment from volunteers and sponsors. And ongoing support from grants like this one.

**12. What is the total cost of insurance(s) your organization pays each year?** \$3692

**13. What is the total amount requested from the Regional District?** \$13620.08

**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 \$10,000
- 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: Connie West

Amended by the Regional Board

May 28, 2020

05/28/2020 17:01

# North Peace Fall Fair Society

## Comparative Income Statement

1

	Actual 10/01/2021 to 09/30/2022	Actual 10/01/2022 to 09/30/2023	Percent
<b>REVENUE</b>			
<b>Fair Income Revenue</b>			
Income - Booth Rentals	3,000.00	2,980.00	0.67
Income - Sponsorships	35,213.32	40,097.00	-12.18
Income - In Kind	0.00	6,173.31	-100.00
Income - Entry Fees	7,326.00	9,381.00	-21.91
Income - Gate Receipts Camping	6,400.00	7,040.00	-9.09
Income - Gate Receipts Weekend Pass	12,010.00	13,440.00	-10.64
Income - Gate Receipts Day Pass	33,160.00	35,455.00	-6.47
Income - Auctions	74.00	0.00	0.00
Income - Returned Prize Money	2,758.00	-133.00	-2,173.68
<b>Net Direct Fair Income</b>	<u>99,941.32</u>	<u>114,433.31</u>	-12.66
<b>Other Income Revenue</b>			
Income - Memberships	101.00	98.10	2.96
Income - Advertising	2,940.00	-75.00	-4,020.00
Income - Donations	21,771.52	17,684.00	23.11
Income - Interest	158.23	842.19	-81.21
Income - Grants and Aids	73,326.00	30,320.00	141.84
Ground Rentals (Not Fair Related)	700.00	-239.00	-392.89
Income - Miscellaneous	2,004.00	300.00	568.00
<b>Total Other Revenue</b>	<u>101,000.75</u>	<u>48,930.29</u>	106.42
<b>TOTAL REVENUE</b>	<u>200,942.07</u>	<u>163,363.60</u>	23.00
<b>EXPENSE</b>			
<b>Costs of Fair Operations</b>			
Awards	44,572.27	32,577.17	36.82
In Kind, Awards/Expenses	0.00	5,780.21	-100.00
Judges Expenses	910.00	1,880.00	-51.60
Ribbons	3,021.26	5,405.46	-44.11
Fair Book Expenses	6,703.65	0.00	0.00
Entertainment Expenses	5,500.00	5,525.21	-0.46
Wristbands and Entry Tags	0.00	757.89	-100.00
Miscellaneous Fair Weekend Expenses	14,203.75	13,689.76	3.75
<b>Total Cost of Fair Operations</b>	<u>74,910.93</u>	<u>65,615.70</u>	14.17
<b>General &amp; Administrative Exp...</b>			
Accounting & Legal	1,890.00	5,985.00	-68.42
Advertising & Promotions	12,715.39	-3,493.60	-463.96
Bursaries	0.00	500.00	-100.00
Grants and Aids Projects	12,845.05	20,597.06	-37.64
Insurance - Liability	3,072.00	3,592.00	-14.48
Interest & Bank Charges	178.54	119.65	49.22
Office Supplies	30.45	631.32	-95.18
Fair Memberships	280.00	440.00	-36.36
Miscellaneous Expenses	1,409.07	6,446.79	-78.14
Repair & Maintenance - Buildings	2,331.30	279.78	733.26
Repairs & Maintenance - Grounds	5,990.79	14,510.82	-58.72
Travel & Entertainment	3,182.09	78.30	3,963.97
Utilities	415.87	982.18	-57.66
<b>Total General &amp; Admin. Expe...</b>	<u>44,340.55</u>	<u>50,669.30</u>	-12.49
<b>TOTAL EXPENSE</b>	<u>119,251.48</u>	<u>116,285.00</u>	2.55
<b>NET INCOME</b>	<u>81,690.59</u>	<u>47,078.60</u>	73.52

Printed On: 11/23/2023

1



**North Peace Fall Fair Society**  
**Trial Balance As at 09/30/2023**

2

Account Nu...	Account Description	Debits	Credits
1020	Cash/Cheques to be deposited	4,987.10	-
1050	Cash for divions distrubtion	264.00	-
1055	NP Savings & Credit Union Checking	129,163.97	-
1060	NP Savings & Credit Union Savings	75,552.56	-
1067	NP Savings & Credit Union Shares	42.64	-
1201	Year End Receivables	-	1,328.00
1820	Office Furniture & Equipment	84,452.19	-
1825	Accum. Amort. -Furn. & Equip.	-	55,933.73
1840	Equipment	8,426.70	-
2100	Accounts Payable	-	26,039.10
2315	GST/HST Paid on Purchases	2,233.16	-
3010	Members Equity - Capital Fund	-	24,511.52
3011	Tranfers-Captial Fund	3,568.06	-
3015	Members Equity - General Fund	-	86,899.79
3016	Tranfers-General Fund	-	3,568.06
3560	Retained Earnings - Previous Year	-	63,331.58
4020	Income - Booth Rentals	-	2,980.00
4030	Income - Sponsorships	-	40,097.00
4035	Income- In Kind	-	6,173.31
4040	Income - Entry Fees	-	9,381.00
4100	Income - Gate Receipts Camping	-	7,040.00
4110	Income - Gate Receipts Weekend Pass	-	13,440.00
4120	Income - Gate Receipts Day Pass	-	35,455.00
4240	Income - Returned Prize Money	133.00	-
4410	Income - Memberships	-	98.10
4420	Income - Advertising	75.00	-
4430	Income - Donations	-	17,684.00
4440	Income - Interest	-	842.19
4450	Income - Grants and Aids	-	30,320.00
4455	Ground Rentals (Not Fair Related)	239.00	-
4460	Income - Miscellaneous	-	300.00
5020	Awards	32,577.17	-
5025	In Kind. Awards/Expesnes	5,780.21	-
5030	Judges Expenses	1,880.00	-
5100	Ribbons	5,405.46	-
5130	Entertainment Expenses	5,525.21	-
5150	Wristbands and Entry Tags	757.89	-
5200	Miscellaneous Fair Weekend Expenses	13,689.76	-
5610	Accounting & Legal	5,985.00	-
5615	Advertising & Promotions	-	3,493.60
5625	Bursaries	500.00	-
5660	Grants and Aids Projects	20,597.06	-
5685	Insurance - Liability	3,592.00	-
5690	Interest & Bank Charges	119.65	-
5700	Office Supplies	631.32	-
5730	Fair Memberships	440.00	-
5740	Miscellaneous Expenses	6,446.79	-
5765	Repair & Maintenance - Buildings	279.78	-
5770	Repairs & Maintenance - Grounds	14,510.82	-
5784	Travel & Entertainment	78.30	-
5790	Utilities	982.18	-
		428,915.98	428,915.98

2

3

**North Peace Fall Fair Society**  
**Income Statement 10/01/2022 to 09/30/2023**

**REVENUE****Fair Income Revenue**

Income - Booth Rentals	2,980.00
Income - Sponsorships	40,097.00
Income- In Kind	6,173.31
Income - Entry Fees	9,381.00
Income - Gate Receipts Camping	7,040.00
Income - Gate Receipts Weekend Pass	13,440.00
Income - Gate Receipts Day Pass	35,455.00
Income - Returned Prize Money	-133.00

**Net Direct Fair Income** 114,433.31

**Other Income Revenue**

Income - Memberships	98.10
Income - Advertising	-75.00
Income - Donations	17,684.00
Income - Interest	842.19
Income - Grants and Aids	30,320.00
Ground Rentals (Not Fair Related)	-239.00
Income - Miscellaneous	300.00

**Total Other Revenue** 48,930.29

**TOTAL REVENUE** 163,363.60

**EXPENSE****Costs of Fair Operations**

Awards	32,577.17
In Kind. Awards/Expenses	5,780.21
Judges Expenses	1,880.00
Ribbons	5,405.46
Entertainment Expenses	5,525.21
Wristbands and Entry Tags	757.89
Miscellaneous Fair Weekend Expenses	13,689.76

**Total Cost of Fair Operations** 65,615.70

**General & Administrative Exp...**

Accounting & Legal	5,985.00
Advertising & Promotions	-3,493.60
Bursaries	500.00
Grants and Aids Projects	20,597.06
Insurance - Liability	3,592.00
Interest & Bank Charges	119.65
Office Supplies	631.32
Fair Memberships	440.00
Miscellaneous Expenses	6,446.79
Repair & Maintenance - Buildings	279.78
Repairs & Maintenance - Grounds	14,510.82
Travel & Entertainment	78.30
Utilities	982.18

**Total General & Admin. Expe...** 50,669.30

**TOTAL EXPENSE** 116,285.00

**NET INCOME** 47,078.60

Printed On: 11/23/2023

3

**North Peace Fall Fair Society**  
**Income Statement 10/01/2022 to 09/30/2023**

4**REVENUE****Fair Income Revenue**

Income - Booth Rentals	2,980.00
Income - Sponsorships	
Not Assigned to Departments	-1,000.00
Beef Cattle	1,700.00
Dairy & Poultry Produce	0.00
Dairy Cattle	300.00
Entertainment	700.00
Flowers & Foliage	1,450.00
Fruits & Vegetables	45.00
Grain & Forage	1,500.00
Gymkhana	0.00
Handicrafts & Artwork	2,500.00
Heavy Horse	5,800.00
Home Baking	2,270.00
Home Canning	130.00
Horseshoes	0.00
Junior Exhibits	2,765.00
Light Horse	13,195.00
Log Sawing	0.00
Pets & Rabbits	0.00
Photography	500.00
Poultry	132.00
Sheep, Goats, Hogs	500.00
Stock Dogs	2,350.00
Tractor Pull	5,260.00
	<hr/>
	40,097.00

Income- In Kind	
Not Assigned to Departments	2,338.31
Adult Day Passes	0.00
Adult Weekend Passes	0.00
Beef Cattle	0.00
Camping	0.00
Dairy & Poultry Produce	0.00
Dairy Cattle	0.00
Entertainment	0.00
Flowers & Foliage	105.00
Fruits & Vegetables	0.00
Grain & Forage	0.00
Gymkhana	0.00
Handicrafts & Artwork	1,200.00
Heavy Horse	1,700.00
Home Baking	200.00
Home Canning	500.00
Horseshoes	0.00
Junior Exhibits	60.00
Light Horse	0.00
Log Sawing	0.00
Pets & Rabbits	0.00
Photography	0.00
Poultry	70.00
Seniors/Kids Day Passes	0.00
Seniors/Kids Weekend	0.00
Sheep, Goats, Hogs	0.00
Stock Dogs	0.00
Tractor Pull	0.00
	<hr/>
	6,173.31

Income - Entry Fees	
Not Assigned to Departments	0.00
Beef Cattle	440.00

Printed On: 11/23/2023

4

**North Peace Fall Fair Society**  
**Income Statement 10/01/2022 to 09/30/2023**

5

Dairy &Poultry Produce	0.00
Dairy Cattle	0.00
Entertainment	0.00
Flowers & Foliage	0.00
Fruits & Vegetables	0.00
Grain & Forage	0.00
Gymkhana	0.00
Handicrafts & Artwork	0.00
Heavy Horse	0.00
Home Baking	100.00
Home Canning	0.00
Horseshoes	-190.00
Junior Exhibits	0.00
Light Horse	8,940.00
Log Sawing	0.00
Pets & Rabbits	8.00
Photography	0.00
Poultry	0.00
Sheep, Goats, Hogs	83.00
Stock Dogs	0.00
Tractor Pull	0.00
	<hr/>
	9,381.00
Income - Gate Receipts Camping	
Not Assigned to Departments	7,040.00
Adult Day Passes	0.00
Adult Weekend Passes	0.00
Camping	0.00
Seniors/Kids Day Passes	0.00
Seniors/Kids Weekend	0.00
	<hr/>
	7,040.00
Income - Gate Receipts Weekend Pass	
Not Assigned to Departments	0.00
Adult Day Passes	0.00
Adult Weekend Passes	9,640.00
Camping	0.00
Seniors/Kids Day Passes	0.00
Seniors/Kids Weekend	3,800.00
	<hr/>
	13,440.00
Income - Gate Receipts Day Pass	
Not Assigned to Departments	0.00
Adult Day Passes	27,180.00
Adult Weekend Passes	0.00
Camping	0.00
Seniors/Kids Day Passes	8,275.00
Seniors/Kids Weekend	0.00
	<hr/>
	35,455.00
Income - Returned Prize Money	
Not Assigned to Departments	0.00
Beef Cattle	0.00
Dairy &Poultry Produce	0.00
Dairy Cattle	0.00
Entertainment	0.00
Flowers & Foliage	0.00
Fruits & Vegetables	103.00
Grain & Forage	0.00
Gymkhana	0.00
Handicrafts & Artwork	0.00
Heavy Horse	0.00
Home Baking	0.00
Home Canning	0.00

Printed On: 11/23/2023

5



**North Peace Fall Fair Society**  
**Income Statement 10/01/2022 to 09/30/2023**

6

Horseshoes	0.00
Junior Exhibits	0.00
Light Horse	-220.00
Log Sawing	-16.00
Pets & Rabbits	0.00
Photography	0.00
Poultry	0.00
Sheep, Goats, Hogs	0.00
Stock Dogs	0.00
Tractor Pull	0.00
	<hr/>
	-133.00

**Net Direct Fair Income** 114,433.31

**Other Income Revenue**

Income - Memberships	98.10
Income - Advertising	-75.00
Income - Donations	17,684.00
Income - Interest	842.19
Income - Grants and Aids	30,320.00
Ground Rentals (Not Fair Related)	-239.00
Income - Miscellaneous	300.00
	<hr/>

**Total Other Revenue** 48,930.29

**TOTAL REVENUE** 163,363.60

**EXPENSE**

**Costs of Fair Operations**

Awards	
Not Assigned to Departments	111.89
Beef Cattle	1,298.35
Dairy & Poultry Produce	0.00
Dairy Cattle	555.00
Entertainment	320.00
Flowers & Foliage	1,395.52
Fruits & Vegetables	881.00
Grain & Forage	112.50
Gymkhana	0.00
Handicrafts & Artwork	1,473.00
Heavy Horse	4,750.00
Home Baking	627.00
Home Canning	933.10
Horseshoes	170.00
Junior Exhibits	2,128.65
Light Horse	13,145.94
Log Sawing	128.00
Pets & Rabbits	95.00
Photography	0.00
Poultry	66.00
Sheep, Goats, Hogs	542.44
Stock Dogs	900.00
Tractor Pull	2,943.78
	<hr/>
	32,577.17

In Kind. Awards/Expenses	
Not Assigned to Departments	2,408.31
Adult Day Passes	0.00
Adult Weekend Passes	0.00
Beef Cattle	0.00
Camping	0.00
Dairy & Poultry Produce	0.00
Dairy Cattle	0.00

**Printed On: 11/23/2023**

6



**North Peace Fall Fair Society**  
**Income Statement 10/01/2022 to 09/30/2023**

7

Entertainment	0.00
Flowers & Foliage	0.00
Fruits & Vegetables	0.00
Grain & Forage	0.00
Gymkhana	0.00
Handicrafts & Artwork	1,200.00
Heavy Horse	1,700.00
Home Baking	200.00
Home Canning	211.90
Horseshoes	0.00
Junior Exhibits	60.00
Light Horse	0.00
Log Sawing	0.00
Pets & Rabbits	0.00
Photography	0.00
Poultry	0.00
Seniors/Kids Day Passes	0.00
Seniors/Kids Weekend	0.00
Sheep, Goats, Hogs	0.00
Stock Dogs	0.00
Tractor Pull	0.00
	<hr/>
	5,780.21
Judges Expenses	
Not Assigned to Departments	110.00
Beef Cattle	600.00
Dairy & Poultry Produce	0.00
Dairy Cattle	0.00
Entertainment	0.00
Flowers & Foliage	0.00
Fruits & Vegetables	100.00
Grain & Forage	0.00
Gymkhana	0.00
Handicrafts & Artwork	0.00
Heavy Horse	0.00
Home Baking	0.00
Home Canning	0.00
Horseshoes	0.00
Junior Exhibits	0.00
Light Horse	1,000.00
Log Sawing	0.00
Pets & Rabbits	50.00
Photography	0.00
Poultry	20.00
Sheep, Goats, Hogs	0.00
Stock Dogs	0.00
Tractor Pull	0.00
	<hr/>
	1,880.00
Ribbons	5,405.46
Entertainment Expenses	5,525.21
Wristbands and Entry Tags	757.89
Miscellaneous Fair Weekend Expenses	13,689.76
	<hr/>
<b>Total Cost of Fair Operations</b>	<b>65,615.70</b>
<b>General &amp; Administrative Exp...</b>	
Accounting & Legal	5,985.00
Advertising & Promotions	-3,493.60
Bursaries	500.00
Grants and Aids Projects	20,597.06
Insurance - Liability	3,592.00
Interest & Bank Charges	119.65
Office Supplies	631.32
Fair Memberships	440.00

Printed On: 11/23/2023

7

**North Peace Fall Fair Society**  
**Income Statement 10/01/2022 to 09/30/2023**

8

Miscellaneous Expenses	6,446.79
Repair & Maintenance - Buildings	279.78
Repairs & Maintenance - Grounds	14,510.82
Travel & Entertainment	78.30
Utilities	982.18
<b>Total General &amp; Admin. Expe...</b>	<u>50,669.30</u>
<b>TOTAL EXPENSE</b>	<u>116,285.00</u>
<b>NET INCOME</b>	<u><u>47,078.60</u></u>

Printed On: 11/23/2023

8

Date: January 31 2024Society Number: 506099**Applicant Information**1. **Name of Organization:** The Fort St John Association for Community Living**Contact Person:** Jordan Soggle**Mailing Address:** 10251-100 Avenue, Fort St John, BC, V1J 1Y8**Phone:** [REDACTED] **Fax:** **Email:** ceo@fsjacl.com**Website:** FSJACL.com*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.10251-100 Ave. Fort St. John BC V1J 1Y83. **Organization Executives:****President****Name:** Sarah Conkin **Phone:** [REDACTED] **Email:** president@fsjacl.com**Vice President****Name:** currently vacant **Phone:**  **Email:** **Treasurer****Name:** Tara Waddy **Phone:** [REDACTED] **Email:** [REDACTED]**Secretary****Name:** Shannon Luscombe **Phone:**  **Email:** 4. **Purpose of Organization:**

we support individuals with developmental disabilities/ complex needs achieve full and meaningful lives in our community.  
we provide services focused on, supported living, career development, arts, community engagement and harm reduction.

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

Qty per year	Activity/Program	Dates



## PEACE RIVER REGIONAL DISTRICT

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

**Year 1:** expand youth focused services in the Fort St John Area

**Year 2:** expand youth focused services into housing and supported independent living

**Year 3:** expand youth services to evening drop in centre

**Year 4:** develop a multi-disciplinary team of supports and partners to offer wrap around service access to youth, offering case management.

**Year 5:** develop peer support training modules to raise up youth leaders and offer support worker training to support youth in human services.

### Project Information

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

year one will prioritize the hiring and training of staff, the fundraising campaign, and renovations to a space purchased in the centre of Fort St. John. Following this we plan to expand our existing youth carving program and have a youth centre to allow the youth of our region access to community, safety, recreation, and support.

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

individuals between the ages of 12-18 is one of the largest demographics in our region. There currently is no youth centre in the region and minimal public youth focused programming that does not have a financial barrier.

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

The desire for this service in our community is overwhelming. As we see a rise in crime, suicides, and youth mental health crisis our community needs a place to provide positive engagement to our youth.

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

200 hours each year. We are expanding our volunteer services through the year of 2024-2025 with a coordinator position.

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

we have a healthy fundraising department that brings in \$200,000.00 per year that goes towards our other programs. we plan to establish a annual gala that we estimate will bring in \$130,000.00 per year towards the youth centre. We also are applying for funding from the municipality of Fort St. John, Department of Justice, social and economic development, and many other grant programs focused on crime reduction, and mental health.

### 12. What is the total cost of insurance(s) your organization pays each year? \$34000.00

### 13. What is the total amount requested from the Regional District? \$300,000.00

### 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 \$10,000
- 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: \_\_\_\_\_

Amended by the Regional Board

May 28, 2020

RD/20/05/24 (28)



2024-01-31

**Subject: Letter of Support for a Situation Table**

The *Fort St John Association for Community Living (FSJACL)* is pleased to provide a letter outlining our intention to develop a youth Program Centre in Fort St. John.

Many existing and emerging public safety challenges require ongoing, multi-sector collaboration by the education, police, social service providers, and health agencies to preserve and promote community safety. Culture and access to recreation are key elements to support the positive development of youth. We firmly believe a youth drop-in centre will enable ourselves and other service providers to proactively offer community to vulnerable youth and their families, who may be at imminent risk of harm or victimization and rapidly connect them to services before they experience a negative or traumatic event (e.g. overdose, eviction, etc.). The benefits of a youth centre include:

- Improved collaboration among service providers.
- Reduced demand for emergency and police services.
- Reduced risk of criminal offending and victimization; and
- A safe space for youth to engage in community and culture away from school.
- Increase ease of access for youth to engage in accessing resources of support and growth.

FSJACL is aware that with the support of the Regional District, the successful implementation and maintenance of a Youth Centre will require participation and collaboration from local government, human services agencies, and crown corporations. With Fort St. John being a northern community, it presents additional challenges with access to supports, group recreation, and specialized resources, the youth centre will help our community work collaboratively and efficiently to meet the needs of our youth. FSJACL has seen a rise in need for such a space within our community with the rise of youth engaging in criminal offences, as well as youth who are victimized within our community. The youth Centre will help us as a community adapt and adjust our services to better serve the needs of our growing population.

FSJACL is committed to these priorities and will make concerted efforts to ensure the success of the youth centre. We already have identified the ideal location and are taking steps to acquire the building and plan the commencement of renovations. FSJACL has also identified who will manage the development of the programs for the youth centre and has engaged in partnerships with other service providers to assist with mental health/ and cultural supports. FSJACL also hold a strong relationship with our cities recreation department and plans to utilize fundraising dollars from the youth centres fundraisers to help youth access community programs. As well as offer drop-in activities on weekends so youth have a positive place of connection that is safe.

We hope to partner with the PRRD in the development of this much needed resource to ensure the positive development of our youth.

Sincerely,

*Jordan Soggie*

CEO

*Fort St. John Association for Community Living*

Thunder Bird Youth Centre

<b>Expense</b>	<b>total</b>
youth program manager	\$80,324.00
Materials + tax	18,432.00
FSJACL Support Staff Salaries	92,451.30
Office Supplies	\$1,500
Quarterly art show/ promotionals	\$2,800
Elder honaria	\$4,000
Fundraising contractor	\$5,000
youth concert fund	\$5,000.00
Total:	<b>209507.3</b>

Potential top up	25000
------------------	-------

# FSIACL new main building

type	# of stations	rent	additional rent (utils)		
unit 1 notary	4		\$1,083	\$473	\$1,556
unit 2 travel	4		\$1,271	\$671.56	\$1,942
unit 3 book keeper	1		\$660	\$0.00	\$660
unit 4	13		\$5,700	\$0.01	\$5,700
total	22				\$9,858

## purchase breakdown

down payment	\$116,000.00
property tax transfer	\$33,660.00
renovation	\$181,500.00
	<u>\$331,160.00</u>

purchase price \$580,000.00

20% down

5.5% interest rate 20 years

## gross income

unit 1 youth centre	\$18,672
unit 2 youth centre	\$23,304
unit 3	7920
unit 4 office	<u>\$68,400.00</u>
	\$118,296

## Renovations

remove modulars/carpet	immediate	\$3,000.00
remove drop ceiling	immediate	\$3,000.00
bathroom renovation	immediate	\$60,000
office kitchen	delay	\$15,000.00
accessible sliding doors	immediate	\$22,000.00
build new interior walls	immediate	\$6,000.00
replace lighting LED	immediate	\$11,000.00
new flooring	immediate	\$21,000.00
paint walls	immediate	\$22,000.00
new interior doors	immediate	\$10,000.00
new signage	immediate	\$6,000.00
exterior mural	immediate	\$2,500.00
		<u>\$181,500.00</u>

## annual expenses

cleaning	\$13,000
management	\$1,000
chattels	\$1,500
yard/snow	\$2,500
Insurance	\$7,000
P.Tax	\$15,000
telephone	\$5,000
M/I reserve funds	\$20,000
Water/Sewer	\$600
Garbage	\$1,400
Plumbing	\$500
electrical	\$500
Hydro	\$900
GAS	\$10,000
mortgage payment	<u>\$38,402</u>
	\$118,202

youth centre breakdown	timeline	est. cost
remove walls/carpet	immediate	\$3,000.00
remove drop ceiling	immediate	\$3,000.00
bathroom addition	immediate	\$110,000
accessible sliding doors	immediate	\$22,000.00
build new interior walls	immediate	\$11,000.00
replace lighting LED	immediate	\$11,000.00
new flooring	immediate	\$21,000.00
paint walls	immediate	\$22,000.00
new interior doors	immediate	\$7,000.00
new signage	immediate	\$6,000.00
exterior mural	immediate	\$2,500.00
security system/cameras	immediate	\$22,000.00
fenced smoke pit	immediate	\$3,300.00
billiard space	immediate	\$7,700.00
Arcade equipment/ VR	immediate	\$30,000.00
		<u>\$281,500.00</u>

**FSJACL PROGRAM BUILDING**

current operating cost

**expenses**

cleaning	\$12,000
management	\$5,000
chattels	\$2,000
yard/snow	\$2,000
insurance	\$15,000
P.Tax	\$15,000
telephone	\$2,000
M/I	\$10,000
Water/Sewer	\$4,000
Garbage	\$2,400
Plumbing	\$4,000
electrical	\$2,000
Hydro	\$8,000
total expenses	\$83,400

renovations

asbestos remediation
remove/rebuild interior walls
remove/replace doors
flooring
bathrooms
kitchen
paint
ceiling
lights LED
window coverings
façade
sensory room

\$60,000.00 fundraising
\$33,000.00
\$60,000.00
\$42,000.00
\$55,000.00 fundraising
\$70,000.00 fundraising
\$30,000.00
40,000.00
\$7,000.00
\$5,400.00
\$156,000.00 fundraising
\$15,000.00 fundraising
<b>\$573,400.00</b>

\$356,000 from fundraising

Financial Statements of

**FORT ST. JOHN ASSOCIATION  
FOR COMMUNITY LIVING**

Year ended March 31, 2022



# **FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING**

## **Table of Contents**

---

	<b>Page</b>
<b>Independent Auditors' Report</b>	
Statement of Financial Position	1
Statement of Operations	2
Statement of Changes in Fund Balances	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 16



KPMG LLP  
177 Victoria Street, Suite 400  
Prince George BC V2L 5R8  
Canada  
Tel (250) 563-7151  
Fax (250) 563-5693

## INDEPENDENT AUDITORS' REPORT

To the Members of Fort St. John Association for Community Living

### ***Opinion***

We have audited the financial statements of Fort St. John Association for Community Living (the Association), which comprise:

- the statement of financial position as at March 31, 2022
- the statement of operations for the year then ended
- the statement of changes in fund balances for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Association 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 these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### ***Responsibilities of Management 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 Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

### ***Auditors' 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 auditors' 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 the 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 Association'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 Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the Association 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.



Page 3

- 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.

*KPMG LLP*

Chartered Professional Accountants

Prince George, Canada

July 26, 2022

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Statement of Financial Position

As at March 31, 2022, with comparative information for 2021

	Unrestricted fund	Tangible capital asset fund	Internally restricted fund	Externally restricted fund	2022 Total	2021 Total
<b>Assets</b>						
Current assets:						
Cash and cash equivalents	695,036	-	-	-	695,036	655,692
Restricted cash	-	-	-	-	1,930,050	1,507,262
Accounts receivable (note 2)	80,356	-	1,879,691	50,359	80,356	117,826
Prepaid expenses	14,947	-	-	-	14,947	10,488
	790,339	-	1,879,691	50,359	2,720,389	2,291,068
Tangible capital assets (note 3)	-	1,494,412	-	-	1,494,412	1,529,569
	790,339	1,494,412	1,879,691	50,359	4,214,801	3,821,037

## Liabilities and Fund Balances

Current liabilities:						
Accounts payable and accrued liabilities (note 4)	569,120	-	-	-	569,120	481,879
Deferred revenue (note 5)	-	-	-	-	-	86,250
Scheduled cash repayments for long-term debt (note 6)	-	5,071	-	-	5,071	4,999
	569,120	5,071	-	-	574,191	575,128
Long-term debt (note 6)	-	10,812	-	-	10,812	15,882
Fund balances, beginning of year						
Unrestricted fund	221,219	-	-	-	221,219	213,677
Tangible capital assets fund	-	1,478,529	-	-	1,478,529	1,509,088
Internally restricted fund (note 7)	-	-	1,879,691	-	1,879,691	1,459,913
Externally restricted fund (note 8)	-	-	-	50,359	50,359	47,349
	221,219	1,478,529	1,879,691	50,359	3,629,788	3,230,027
	790,339	1,494,412	1,879,691	50,359	4,214,801	3,821,037

Commitments (note 10):

See accompanying notes to financial statements.

On behalf of the Board:

Director

Director



# **FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING**

Statement of Operations

Year ended March 31, 2022, with comparative information for 2021

	Unrestricted fund	Tangible capital asset fund	Internally restricted fund	Externally restricted fund	2022 Total	2021 Total
Revenues:						
BC Housing	\$ 21,667	\$ -	\$ -	\$ -	21,667	21,294
Clients - food and other	9,121	-	-	-	9,121	10,974
Clients - rent	173,334	-	-	-	173,334	156,643
Community Living B.C.	5,114,432	-	-	-	5,114,432	4,434,165
Donations	78,459	-	-	-	78,459	13,355
Gaming	-	-	-	400	400	-
Grimestoppers	94,209	-	-	-	94,209	5,957
Interest	213	-	-	3	216	275
Modernization and improvement	10	-	-	-	10	2,500
Recovery of expenses	53,261	-	-	2,953	56,214	282,691
	5,544,706	-	-	3,356	5,548,062	4,927,854
Expenditures, Schedule 1	5,008,331	135,341	-	4,619	5,148,291	4,338,303
Excess (deficiency) of revenues over expenditures	536,375	(135,341)	-	(1,263)	399,771	589,551

See accompanying notes to financial statements.

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

## Statement of Changes in Fund Balances

Year ended March 31, 2022, with comparative information for 2021

	Unrestricted fund	Tangible capital asset fund	Internally restricted fund	Externally restricted fund	2022	2021
Fund balances, beginning of year	\$ 213,677	\$ 1,509,088	\$ 1,459,913	\$ 47,349	\$ 3,230,027	\$ 2,640,476
Excess (deficiency) of revenues over expenditures	536,375	(135,341)	-	(1,263)	399,771	589,551
Interfund transfer - internally restricted (note 6)	(419,778)	-	419,778	-	-	-
Interfund transfer - externally restricted (note 7)	(4,273)	-	-	4,273	-	-
Interfund transfer - tangible capital assets (note 8)	(104,782)	104,782	-	-	-	-
Fund balances, end of year	\$ 221,219	\$ 1,478,529	\$ 1,879,691	\$ 50,359	\$ 3,629,798	\$ 3,230,027

See accompanying notes to financial statements.

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

## Statement of Cash Flows

Year ended March 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Excess of revenues over expenditures	\$ 399,771	\$ 589,551
Item not involving cash:		
Amortization	135,341	126,988
	535,112	716,539
Change in non-cash operating working capital:		
Accounts receivable	37,270	(78,486)
Prepaid expenses	(4,459)	1,117
Accounts payable and accrued liabilities	87,241	(42,824)
Deferred revenue	(88,250)	88,250
	566,914	684,596
Financing:		
Repayment of long-term debt	(4,998)	(4,930)
Investing:		
Acquisition of tangible capital assets	(99,784)	(59,927)
Increase in cash and cash equivalents	462,132	619,739
Cash and cash equivalents, beginning of year	2,162,954	1,543,215
Cash and cash equivalents, end of year	\$ 2,625,086	\$ 2,162,954
Cash and cash equivalents consists of:		
Cash	\$ 449,043	\$ 655,692
Restricted cash	2,176,043	1,507,262
	\$ 2,625,086	\$ 2,162,954

See accompanying notes to financial statements.

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements

Year ended March 31, 2022

---

## **Nature of operations:**

Fort St. John Association for Community Living (the "Association") is a not-for-profit organization incorporated under the Societies Act (British Columbia) and is a registered charity under the Income Tax Act. The purpose of the Association is to support individuals with developmental disabilities or complex needs to achieve full and meaningful lives in the Association's community.

## **1. Significant accounting policies:**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The Association's significant accounting policies are as follows:

### **(a) Fund accounting:**

In order to ensure observance of limitations and restrictions placed on the use of resources available to the Association, the accounts are maintained on a restricted fund accounting basis. Accordingly, resources are classified for accounting and reporting purposes into funds. These funds are held in accordance with the objectives specified by the contributors or in accordance with the directives issued by the Board of Directors. The four major groupings of funds are unrestricted, tangible capital asset, internally restricted and externally restricted funds. Each of these funds is further sub-divided.

The unrestricted fund is used to account for all unrestricted revenue and expenditures of the Association.

The tangible capital asset fund is used to account for all tangible capital assets of the Association and to present the flow of funds related to their acquisition and disposal, unexpended capital resources and debt commitments.

The internally restricted funds have three components: contingency, building development and vehicle contingency. The contingency fund was established to cover the cost of future events. The building development fund was established to allow for replacement and repairs of the buildings owned by the Association. The vehicle contingency fund was established to allow for replacement and repairs of the vehicles owned by the Association.

The externally restricted funds relate to resources that are regulated in their use by outside agencies.

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

---

## 1. Significant accounting policies (continued):

### (a) Fund accounting (continued):

The two components of the externally restricted fund are the BC Housing Replacement Reserve Fund and the BC Gaming Fund. Under the terms of the agreement with BC Housing Management Commission ("BC Housing") the replacement reserve account is to be credited with an annual transfer. These funds, along with the accumulated interest, are held in a separate bank account. Expenditures from the replacement reserve fund must meet requirements set out by BC Housing; otherwise, prior approval for the expenditure must be obtained from BC Housing. BC Gaming funds are to be used for specific programs and are externally restricted.

### (b) Restricted cash:

Restricted cash consists of funds restricted for the BC Housing Replacement Reserve Fund, BC Gaming Fund, and the Internally Restricted Fund.

### (c) Tangible capital assets:

Tangible capital assets are stated at cost, less accumulated amortization. Amortization is provided using the straight-line method with the following annual rates:

---

Asset	Rate
Automotive	6.67 years
Buildings	10-50 years
Furniture and fixtures	10 years

---

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Association's ability to provide services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value.



# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

---

## 1. Significant accounting policies (continued):

### (d) Revenue recognition:

The Association follows the restricted fund method of accounting for contributions which include donations and government grants. Unrestricted contributions are recognized as revenue of the unrestricted fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions are recognized as revenue of the appropriate fund.

### (e) Donations:

Donated materials and services are recorded in the financial statements at fair market value when fair market value can be reasonably estimated and when the Association would otherwise have purchased these items.

Volunteers contribute their time every year to assist the Association in carrying out its service delivery activities. Volunteer hours are not recognized in the financial statements due to the difficulty of determining the fair value.

### (f) Use of estimates:

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Items subject to such estimates and assumptions include the carrying amounts of tangible capital assets, accounts payable and accrued liabilities, accounts receivable, and sick leave replacement pay. Actual results could differ from those estimates.

### (g) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

## 1. Significant accounting policies (continued):

### (g) Financial instruments (continued):

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Association determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Association expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

### (h) Government assistance:

Government assistance related to current expenses is included in the determination of excess revenue over expenses for the period as revenue when the related expenditures are incurred. A liability to repay government assistance, if any, is recorded in the period in which the condition arises that causes the assistance to become payable.

During the year ended March 31, 2022, the Association has included in Community Living BC revenue of nil (2021 - \$19,340) for assistance related to personal protective equipment and additional IT support due to the COVID-19 pandemic.

## 2. Accounts receivable:

	2022	2021
Accounts receivable	\$ 10,472	\$ 3,144
Sales tax	5,769	4,060
Community Living B.C.	29,884	102,025
Municipal Pension Plan	18,775	5,878
Workers compensation	15,456	2,519
	<b>\$ 80,356</b>	<b>\$ 117,626</b>

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

## 3. Tangible capital assets:

			2022	2021
	Cost	Accumulated amortization	Net book value	Net book value
Land	\$ 286,932	\$ -	\$ 286,932	\$ 286,932
Automotive	509,600	296,467	213,133	204,087
Buildings	1,610,159	746,245	863,914	929,685
Furniture and fixtures	675,022	544,589	130,433	109,265
	\$ 3,081,713	\$ 1,587,301	\$ 1,494,412	\$ 1,529,969

## 4. Accounts payable and accrued liabilities:

	2022	2021
Accounts payable	\$ 57,613	\$ 46,179
Accrued liabilities	126,795	103,388
Community Living B.C. payable	116,526	55,409
Government remittances	-	276
Vacation, banked time and time in lieu	268,186	276,627
	\$ 569,120	\$ 481,879

## 5. Deferred revenue:

	2022	2021
COVID-19 Work Experience Opportunities grants	\$ -	\$ 50,000
Supported Employment COVID-19 Recovery Fund Operating grant	-	38,250
	\$ -	\$ 88,250

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

## 6. Long-term debt:

	2022	2021
British Columbia Housing Management Commission mortgage, blended monthly payments of \$458 including interest at 1.43%, secured by land and buildings. Due October 2025.	\$ 15,883	\$ 20,881
Less: current portion of long-term debt	5,071	4,999
	\$ 10,812	\$ 15,882

Principal repayments required on long-term debt for the next four years are as follows:

2023	\$ 5,071
2024	5,144
2025	5,218
2026	450
	\$ 15,883

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

## 7. Internally restricted funds:

	Contingency Fund	Building Development Fund	Vehicle Contingency Fund	2022	2021
Balance, beginning of year	\$ 29,691	\$ 1,200,000	\$ 230,222	\$ 1,459,913	\$ 789,913
Add: Transfer from unrestricted fund	-	400,000	80,940	480,940	730,000
Less: Transfer to unrestricted fund	-	-	(61,162)	(61,162)	(60,000)
	-	400,000	128,838	419,778	670,000
Balance, end of year	\$ 29,691	\$ 1,600,000	\$ 250,000	\$ 1,879,691	\$ 1,459,913

Funds have been internally restricted by the Association's Board of Directors to cover the cost of future events. The use of these funds is to be approved by the Association's Board of Directors.



# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

## 8. Externally restricted:

	2022	2021
<b>BC Housing Replacement Reserve Fund:</b>		
Balance, beginning of year	\$ 36,639	\$ 32,363
Allocation from unrestricted fund	4,273	4,273
Interest earned	3	3
Balance, end of year	40,915	36,639
<b>BC Gaming Fund:</b>		
Balance, beginning of year	10,710	7,102
Add: BC Gaming receipts	3,353	-
Less: expenses	(4,619)	(1,190)
Allocation from unrestricted fund	-	4,798
Balance, end of year	9,444	10,710
	\$ 50,359	\$ 47,349

Under the terms of the agreement with BC Housing, the replacement reserve account is to be credited with an annual transfer. These funds, along with the accumulated interest, are held in a separate bank account. Expenditures from the reserve must meet requirements set out by BC Housing, otherwise prior approval for the expenditures must be obtained from BC Housing.

Funding from BC Gaming, along with the accumulated interest, is held in a separate bank account. Expenditures from this fund must meet requirements set out by BC Gaming.

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

## 9. Interfund transfers:

The following transfers were made to the tangible capital asset fund during the year:

	2022	2021
Acquisition of tangible capital assets - unrestricted fund	\$ 99,784	\$ 59,927
Long-term debt repayment related to tangible capital assets - unrestricted fund	4,998	4,930
	\$ 104,782	\$ 64,857

## 10. Commitments:

- (a) The Association has operating lease commitments for rental of office space in the amount of \$2,000 per month, expiring in September 2022.

The Association has operating lease commitments for rental of office equipment in the amount of \$233 per month, expiring in September 2026.

- (b) The Association has an operating line of credit with the North Peace Savings and Credit Union, authorized to \$250,000. Interest is charged on outstanding balances at prime plus 2.90%. It is secured by a general security agreement. At March 31, 2022 this facility remained unused.

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

---

## **11. Municipal Pension Plan:**

The Association and its employees contribute to the Municipal Pension Plan ("the Plan"), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as of December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Association paid \$203,503 (2021 - \$195,897) for employer contributions to the Plan in the year.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

## **12. Income taxes:**

The Association is incorporated under the Societies Act (British Columbia) and is a non-profit organization pursuant to Section 149 (1)(l) of the Income Tax Act. It is a registered Canadian charity for Canadian Income Tax purposes.

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements (continued)

Year ended March 31, 2022

---

## 13. Economic dependence:

The Association receives a significant portion of its revenue pursuant to funding agreements with Community Living B.C., a Crown agency of the Province of British Columbia. Any disruption in this revenue source would have an impact on the ongoing operations of the Association.

## 14. Contingency:

Under the terms of the agreements with Community Living B.C., any contracted service hours that are undelivered for the year may result in the repayment of funding to Community Living B.C. The amount of the liability, if any, of the Association may not be determinable. As at March 31, 2022, the Association has estimated that an amount of \$116,526 (2021 - \$55,409) (note 4) is payable to CLBC.

## 15. Financial risks:

### (a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The majority of the receivables are from government bodies. Credit risk is considered to be nominal.

### (b) Liquidity risk:

Liquidity risk is the risk that the Association will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Association manages its liquidity risk by monitoring its operating requirements. The Association prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

### (c) Interest rate risk:

The Association is exposed to interest rate risk through its interest rate on their mortgage. The Association manages this risk by negotiating fixed rate mortgages with their lenders.

Overall there has been no change to risk exposure since 2021.

# **FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING**

Notes to Financial Statements (continued)

Year ended March 31, 2022

---

## **16. Employee remuneration:**

For the fiscal year ending March 31, 2022, the Association paid total remuneration including taxable benefits of \$206,497 to two employees (2021 - \$78,351 to one employee) who received total annual remuneration of \$75,000 or greater.



# **FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING**

## Schedule 1 - Expenditures

Year ended March 31, 2022, with comparative information for 2021

	Unrestricted fund	Tangible capital asset fund	Internally restricted fund	Externally restricted fund	2022 Total	2021 Total
Amortization	\$ -	\$ 135,341	\$ -	\$ -	\$ 135,341	\$ 126,988
Community Access	3,962	-	-	-	3,962	1,408
Food	68,311	-	-	-	68,311	60,933
Fundraising	10,329	-	-	4,619	14,948	22,220
Health and comfort	14,737	-	-	-	14,737	31,547
Insurance	24,881	-	-	-	24,881	22,756
Interest on long-term debt	266	-	-	-	266	335
Janitorial	41,330	-	-	-	41,330	25,475
Membership fees	11,281	-	-	-	11,281	8,792
Office supplies	70,708	-	-	-	70,708	55,262
Professional fees	39,657	-	-	-	39,657	52,905
Program materials	45,720	-	-	-	45,720	54,090
Promotion	10,015	-	-	-	10,015	20,793
Property taxes	6,131	-	-	-	6,131	3,101
Rent	12,000	-	-	-	12,000	5
Repairs and maintenance	39,557	-	-	-	39,557	76,101
Salaries and benefits	3,885,319	-	-	-	3,885,319	3,179,473
Subcontractors	511,254	-	-	-	511,254	439,573
Telephone	30,084	-	-	-	30,084	28,937
Training and education	82,457	-	-	-	82,457	48,284
Transportation	47,864	-	-	-	47,864	34,564
Travel	4,724	-	-	-	4,724	2,270
Utilities	47,744	-	-	-	47,744	42,491
	\$ 5,008,331	\$ 135,341	\$ -	\$ 4,619	\$ 5,148,291	\$ 4,338,303

# FORT ST. JOHN ASSOCIATION FOR COMMUNITY LIVING

Schedule 2 - BC Housing (unaudited)

Year ended March 31, 2022, with comparative information for 2021

	2022	2021
	Total	Total
<b>Revenues:</b>		
BC Housing	15,847	15,474
Clients - food and other	2,160	4,305
Clients - rent	27,821	9,220
Community Living B.C.	461,012	60,304
Interest	3	3
Modernization and improvement	-	2,500
Recovery of expenses	14,036	5,228
	520,879	97,034
<b>Expenditures:</b>		
Amortization	8,631	8,494
Community Access	1,560	44
Food	8,404	881
Health and comfort	265	17
Insurance	2,682	2,599
Interest on long-term debt	266	335
Janitorial	3,860	83
Office supplies	2,209	264
Program materials	36,827	2,245
Promotion	362	63
Property taxes	3,260	3,101
Repairs and maintenance	5,639	24,833
Salaries and benefits	258,556	26,708
Telephone	2,635	1,621
Training and education	4,117	4,250
Transportation	1,937	2,135
Utilities	5,504	5,208
	346,714	82,881
<b>Excess of revenues over expenditures</b>	<b>\$ 174,165</b>	<b>\$ 14,153</b>

FORT ST. JOHN ASSOCIATION FOR  
COMMUNITY LIVING



# FSJACL ANNUAL REPORT

NOVEMBER 15, 2023

2022

-

2023



# Table of contents

Intro to FSJACL

President's Message

CEO Message

CARF

Leadership

Demographics & Supports

Person Centered Services

Community Connections

Outreach

Supported Employment

Housing Services

Administration

Finance Report

Donors & Sponsors

FOR ST. JOHN ASSOCIATION FOR  
COMMUNITY LIVING







The Fort St. John Association for Community Living is committed to building and nurturing relationships with Indigenous peoples. We would like to gratefully acknowledge that we live, work and play on Treaty 8 territory on the traditional lands of the Dane-zaa peoples of the Doig River First Nation, Blueberry River First Nation, and Halfway River First Nation, and we thank them for their hospitality.

To uphold the spirit of reconciliation, our Association is removing the language "residential" from our programming and staff titles. We recognize this word may be triggering to survivors, individuals and families impacted by the history of residential schools in Canada. Our houses shall now be referred to as "Housing Programs," and will be overseen by the Program Manager.

### The Mission and Vision of the FSJACL

For over 60 years the Fort St. John Association for Community Living has provided services in the area within and surrounding the community of Fort St. John, BC. Our mission is to support individuals with developmental disabilities and complex needs achieve full and meaningful lives within the community.

By providing resources and services to individuals and families, we hope one day to see the following vision fully realized:

Individuals with diverse abilities are recognized and included as a vital and contributing part of the community. We are all connected. Everyone belongs.





Board Of Director  
President

# Sarah Conkin



Reflecting on this past year highlights once again the commitment of our staff to those we serve, and the continued generosity of our community.

Under the guidance of Trina Sperling as Interim Executive Director, the Association experienced its best ever results from our CARF audit.

We also welcomed Jordan Soggie into a CEO role this September and supported the creation of an internal Director of Services position.

We don't take lightly the confidence that family members and caregivers show as they entrust their loved ones into our programs, services, and homes. The privilege and responsibility of supporting individuals as they navigate the challenges of being contributing members of our community, while reinforcing their self worth and sense of belonging—it's why we're all here!

The role of the Board is to ensure our organization is fulfilling its mission and vision while remaining fiscally responsible. This is primarily done through governing policy as well as oversight and accountability through monthly, quarterly, and annual reports.

As a board we recognize the importance of continuing to grow our capacity to lead.

To help facilitate this process we have completed a third-party board assessment and are setting in place a development plan to reach our identified goals.

The Board is very much looking forward to working with our new CEO in the coming year!

Sarah Conkin, President FSJACL

PORT ST. JOHN ASSOCIATION FOR  
COMMUNITY LIVING





# 2022-2023 Board of Directors



Sarah Conkin  
President



Byron Stewart  
Vice President



Tara Waddy  
Treasurer



Shannon Luscombe  
Secretary



Shannon Stange  
Director



Darrell Blades  
Director



Kelly Clark  
Director



Tania Bell  
Director



John Lambert  
Honorary Director

Guidance and direction of the fort st john association for community living is set by a volunteer board of directors.





# A message from our CEO

Jordan Soggie

Dear Community Partners,

I am honored and delighted to address you as the Chief Executive Officer of the Fort St. John Association for Community Living (FSJACL). Having recently joined in the last quarter of the year, I am inspired by the work that has been accomplished by this team and this community. This past year has been a testament to the resilience, and unwavering spirit of FSJACL. Through the changes, we are emerging stronger and more united. I have been privileged to witness the passion and commitment of our staff, whose tireless efforts push to expand our programs, enhance our services, to create opportunities.

The essence of FSJACL lies in our shared belief in innovation that breeds inclusivity. Through innovative initiatives, educational programs, and collaborative partnerships, we endeavor to break down barriers and foster understanding within our community.

I must also say it was not only the association that humbled me, but the rallying of this community. I must extend my deepest gratitude to our supporters, partners, Board of Directors and volunteers. Your unwavering belief in our mission empowers us to make the impact that we do, in the lives of those we serve. Your generosity allows us to fill the gaps and impact more lives.

As we look to the future, I am filled with optimism and excitement. Together, we will continue to build upon the foundation of this organization while staying true to its roots.

Thank you for your trust, your dedication, and your partnership. I want to invite you to join us, share your resources, your time, your knowledge, or join our team. Together, we will build opportunities where everyone belongs.

Many Thanks,





## CARF Accreditation

Commission of Accreditation of Rehabilitation Facilities (CARF) Accreditation is a Community Living British Columbia (CLBC) funding requirement to ensure that service providers, like our Association, maintain a quality level of service to supported individuals. Accreditation policy for CLBC funded organizations is set by the provincial government, with the purpose of keeping organizations accountable to the public for the government funding they receive.

In May of 2023, the Fort St. John Association was awarded another three-year CARF accreditation.

CARF accreditation requires a significant effort, strong teamwork, and a commitment at all levels of our organization to providing quality services and enhancing the lives of people. Our organization deserves to be proud of this achievement, and our 2023 CARF survey was the best we have had to date, with only one recommendation for the Agency.







**Jordan**  
CEO

"I am humbled to work with amazing people, with the purpose to serve. We get to build opportunities where everyone belongs."



**Trina**  
Director of Services

"I value the people I work with and truly enjoy being able to assist with person centered supports."



**Tanya**  
Program Manager

"I value empowering the people we support to live good quality lives, by supporting supervisors and staff to always look for opportunities for the people supported."



**Marilyn**  
Finance Manager

"While I have many responsibilities, what I value most about my job are the people I work with. They show how much I'm appreciated."



**Sheri**  
Inclusion & Employment  
Manager

"I value our relationships with inclusive employers, donors, and volunteers, who give individuals meaningful and valued access to be part of the community and workforce."



**Krystal**  
Administration Manager

"I appreciate being able to go to work knowing that my efforts and skills improve the lives of others."





**Evelyn**

**Inclusion Supervisor**

"I value the opportunity to be a part of a team of amazing people who all share the same goal in creating a more inclusive community."



**Mike**

**116th/ DJ's Supervisor**

"I value the FSJACL for our sense of community that we bring forward, wanting to all coincide and belong together to create a caring, healthy, and productive unity."



**Sarah**

**Home Share Coordinator**

"It's encouraging to see Supported Individuals and their support groups face and conquer challenges and build resilient, fulfilling lives for themselves."



**Kenda**

**4 Plex Supervisor**

"I enjoy looking for creative ways to support people in the most unobtrusive way possible, which makes a difference in the community and the lives of individuals in service."



**Cheryl**

**A-Street Supervisor**

"I value my team and the smiles on the individuals' faces as my team supports them in their daily lives."



**Julia**

**Administrative Assistant**

"What I value most in my work is knowing that our team is helping better the quality of life for the worthy people we support."



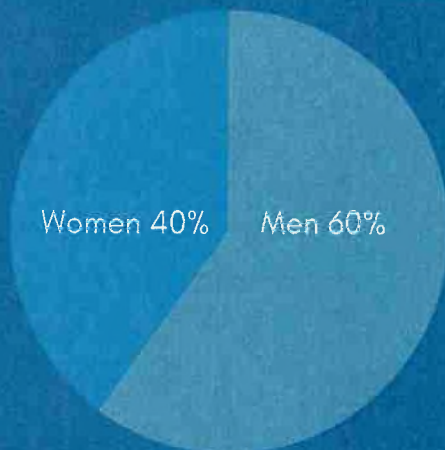




# Demographics and supports

## Who do we support?

GENDER



Other Genders - 0% (No data on other genders was collected during the 2022-2023 fiscal year)

AGE

66-85

4%

41-65

18%

18-40

78%

Epilepsy

10%

Other

14%

Down Syndrome

8%

Autism

23%

Dual Diagnosis

2%

FASD

5%

Individuals with concurrent disabilities were included in each applicable category.

Developmental Disability

28%

Cerebral Palsy

10%



How many Intakes did we have in 22/23?



Community Connections **5**



Careers **4**



Housing **3**

■ How many Individuals and Families do we serve?



The Fort St. John Association offers a range of supports for individuals with developmental disabilities and complex needs. These supports take place in a variety of forms, all aiming to ensure that supported individuals are included in – not secluded from – the community, while having numerous opportunities to live meaningful lives. Our services are outlined in greater detail later in this report, but include housing services, community inclusion activities, life skill development, employment, and outreach supports.





# Person Centered Services

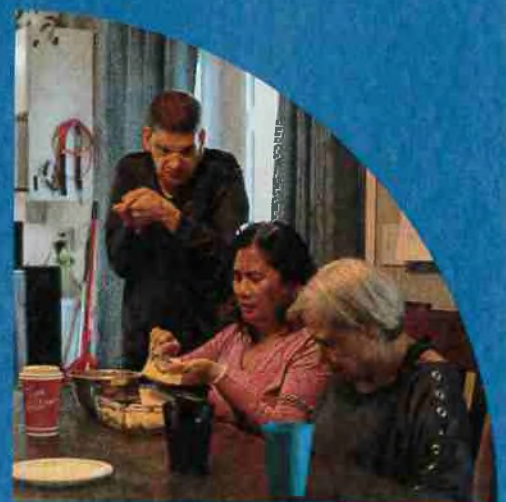
A Person-Centered Plan is a comprehensive and individualized plan that ensures the services provided to an individual reflect their needs, preferences, and aspirations. This plan is created for and by the person supported. It includes dreams, abilities, goals, and struggles, along with a history of their life.

Upon completion of their intake and Counsel of Quality Leadership interview, a Person-Centered Plan will be developed for all individuals receiving services from the FSJACL.

Our Process in creating a Person-Centered Plan follows the framework below:

1. We involve the individual to the best of the individual's ability in the planning process. People involved in the planning process and who have contributed to the plan will be noted in the plan.
2. We recognize that individuals in service will require different levels of support to develop and update their Person-Centered Plans. Their family, support network, professionals, and other service providers may be involved as appropriate and provide support, assistance, and leadership as needed.
3. While creating the plan, we remain sensitive to different needs and possible literacy and language barriers.
4. The Person-Centered Plan is a "working plan" and as such, must be updated as factors in the individual's life change. The individual can request a change to their plan at any time. All changes and new goals will be noted on the Notes section of the plan.
5. The Person-Centered Plan includes the following components:

Personal Profile  
Strengths & Assets  
Current Lifestyle  
Likes & Dislikes  
Dreams for the Future  
Barriers & Opportunities  
Goals







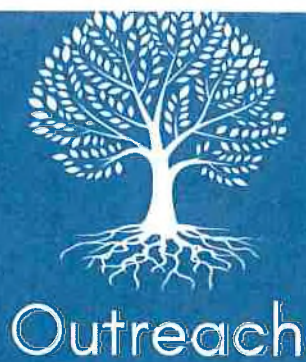
## Community Connections

Community Connections offers a wide range of group of activities such as community access, life skills, therapeutic art, agriculture, relationship building, budgeting, housekeeping, and independent living skills. Monthly planning meetings and suggestion sheets are used to organize classes and activities, based on the preferences of individuals. We use individuals' Person-Centered Plans and risk assessments to offer teaching and supports tailored to individual's personal needs.

What helps us to be equipped to support individuals through Community Connections is endless learning opportunities such as Relias training modules, Open Future Learning, live workshops, Applied Suicide Intervention Skills Training (ASIST), and Crisis Presentation Intervention Training, among others. The program uses staff-centered supervision which supplies learning opportunities for staff and helps them set goals, ensuring that staff have what they need to be successful in the program. The supervisor and manager remain available for questions and assistance where needed.

In 2022/2023, we focused on survival to get through and come out of COVID, staffing crises, and encouraging increased participation in group activities, as this dropped during the pandemic. It was a tremendous success being able to send activity calendars monthly again, instead of weekly, showcasing increased stability in program staffing levels and retention.





Our Community Connections and DJ's Outreach Program supports individuals living independently or with family. This is person-centered and based on their goals and preferences.

This can vary from learning skills to live alone or to attend medical or bank appointments, supports with mental health and addictions and more. Our Outreach Program assists individuals in living as independently as possible, while ensuring opportunities to participate in community activities of their choosing. We promote independence by providing life-skills training through person-centered plans developed by the person served with assistance from the Outreach Worker, by increasing inclusion in the neighborhood and community, enhancing and supporting quality of life of persons being served, helping with personal care and nutrition, and by advocating to community resources and crisis management in partnership with addictions and mental health teams.

We ensure Outreach support staff are available one-on-one to the individual to provide services as per person-centered needs and wants. We offer support in areas where we can do so and help find support through local resources as otherwise needed.

Outreach can be used in individuals' homes, the community, or Association facilities depending on the individuals' wishes and needs.

Outreach workers receive the same training and resources as the Community Connections program. In addition, our Outreach staff have received training in trauma and addictions through the Canadian Mental Health Association, as well as our In-house training plans based on client needs.

In 2022/2023, we focused on offering training to staff on mental health and addictions, to better provide services. We were able to help two individuals get into their own rental units for their first time ever. We have provided individuals with local resources to help deal and cope with difficult situations and we have helped individuals who struggle to maintain connections with mental health services do so.





## Supported Employment

The Fort St. John Association for Community Living's Supported Employment Program assists individuals seeking employment within our community. We network with businesses in the community, provide on the job support, and provide the community with job ready individuals to fill the job market shortage. Individuals must have approval from Community Living British Columbia (CLBC) prior to being accepted into the program.

We create, develop, and implement innovative services to assist individuals with their employability skills to fulfill their desire to live independent and dignified lives. This process involves the assessment of what the individual's strengths are, and what barriers or challenges they face. An employment plan is then created. In some situations, we also assist individuals to create and implement services that would benefit our community, while providing an opportunity for paid employment.

We use Person-centred plans, Employment Plans, and individual risk assessments to offer teaching and supports based on an individual's personal needs at work. We support them in designing employment to match their abilities, setting up interview like meetings, and coach and teach the skills needed for individuals to keep their job.

The role of the job coach is to get the individual started in their employment, review the Careers documentation, create the required documentation such as employment plans and employee screening forms, create job and employee overviews, and ensure that all other required documentation is completed. The job coach will then "fade" once the individual can work independently. If the individual is not able to work alone, a support staff may be assigned to work with the person one-on-one.

In 22/23, the Supported Employment program succeeded in implementing proper training for new job coaches, and fully trained the full-time staff person.





## Housing Services

Housing Services include staffed housing programs and our HomeShare host family program. These services support individuals in all daily living activities such as:

Medical appointments/medication management

Employment

Personal Care

Laundry and cleaning

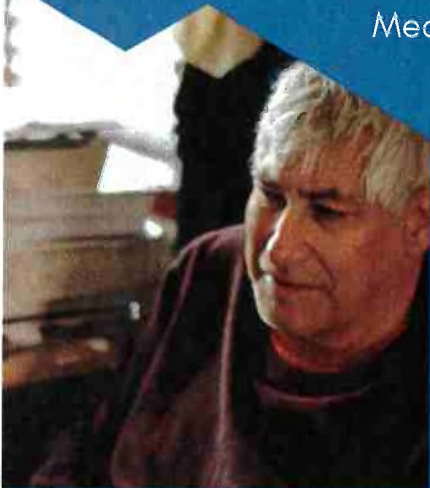
Home maintenance and yard work

Grocery shopping and meal prep

Community inclusion

Finance management

Teaching life skills to supported people



We were able to support 38 individuals through our Housing services this past year.

This past year, nine of our housing service goals have been achieved.

As we look forward at our coming year, our goals are as follows:

- Better utilization of the Counsel of Quality Leadership interview for each person supported, to have more meaningful Person-Centered Plans.
- Train our staff on goal setting, to better assist the people we support and ensure that the goals set are truly what the individual wants or needs.
- Trying different ways to recruit more HomeShare providers and develop more housing opportunities for the people supported.
- Having enough support staff to adequately fulfill service hours so they are being better utilized to support the people we serve.





## Administration

The Fort St. John Association for Community Living's Administration department is responsible for the daily office functions of the Agency, and for ensuring policies and procedures meet CARF standard. This department oversees the Agency's use of technology, record management practices, Human Resource functions, marketing, and special projects.

The Administration department started a restructuring process at the beginning of 2023, to accommodate growth within the Agency. Prior to the restructuring, the department consisted of a Human Resources and Administration Manager and two support staff. The department now includes an Administration Manager, an HR Committee, and a growing team of support staff.

In 22/23 the Administration department began streamlining systems and procedures. This will continue to be the department's focus over the next year.

### Human Resource Statistics

Retention rate: 76%

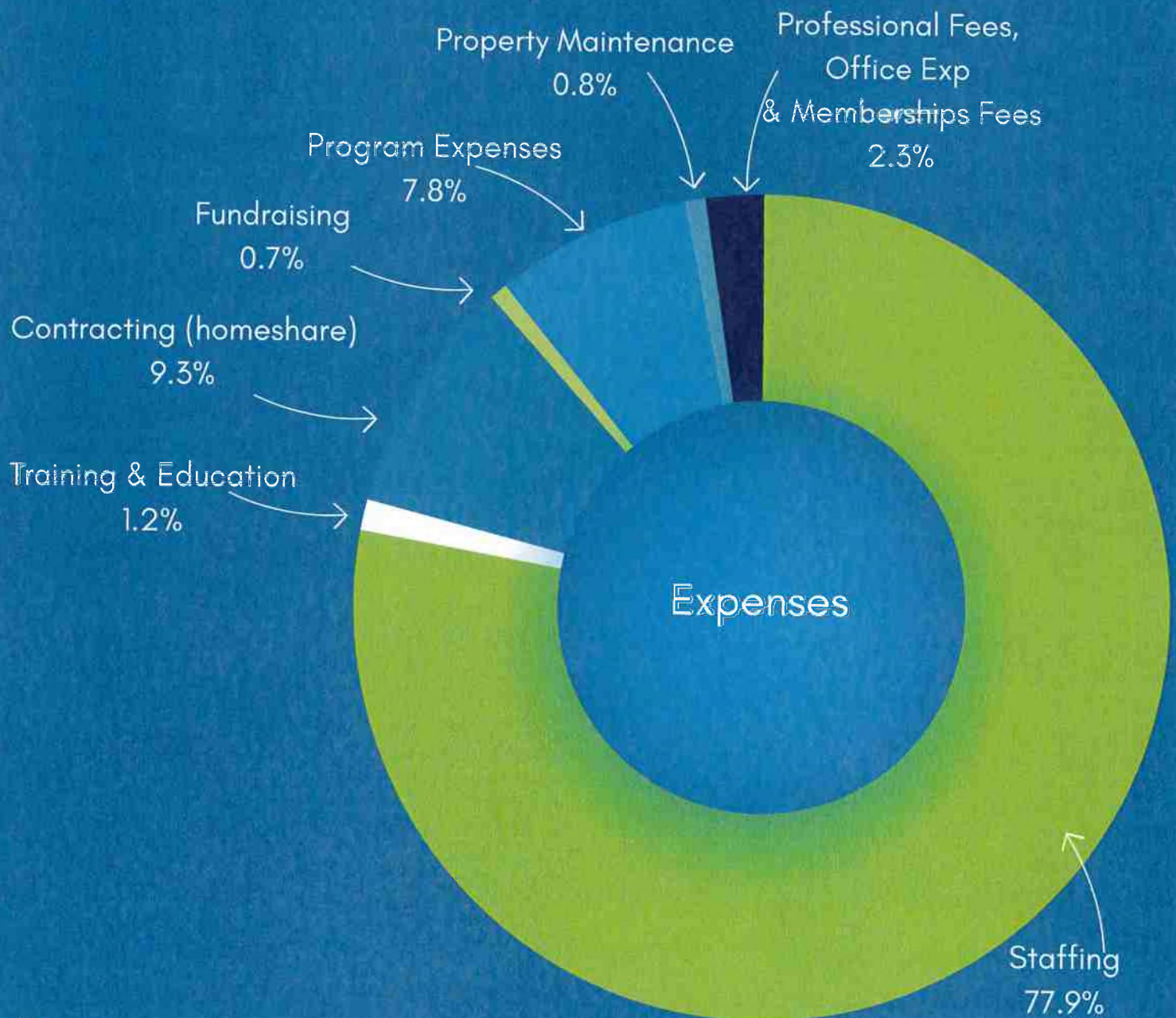
Promotion rate: 5.7%

Average length of service: 1.9 years

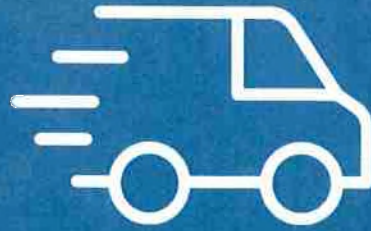


# Finance Report

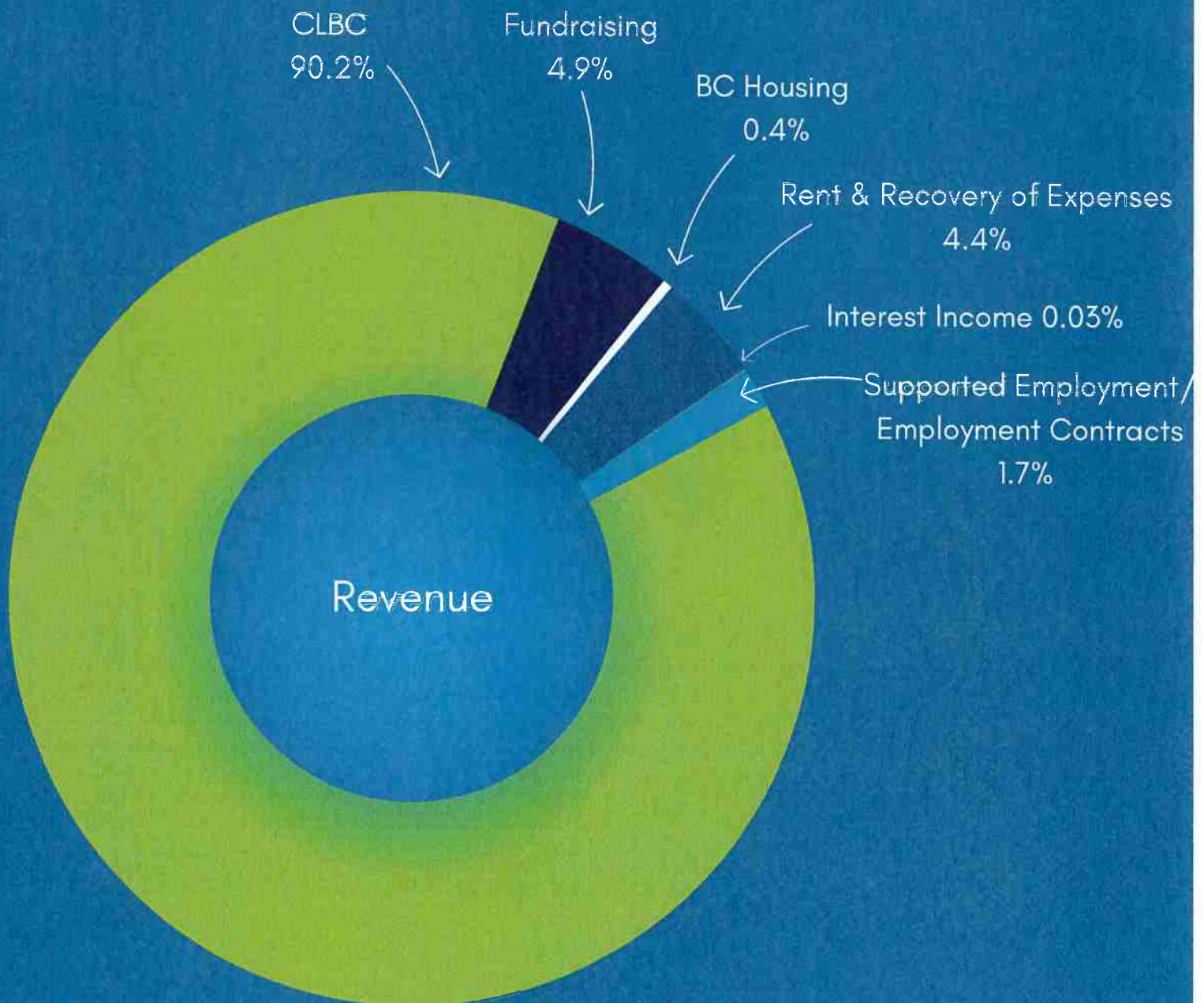
The main purpose of our Finance department is to ensure that all revenue and expenses are handled appropriately and orderly. Our finance department ensures that due diligence is done to protect the finances and uphold our ethical obligations and standards. With the expectations of growth of our association we are adding in capacity to our finance team to ensure our responsibilities are addressed.







Last year the association received a total of \$147 000.00 through fundraising. This was an enormous accomplishment that allowed the Association to purchase an accessible van for our individuals to have greater access to the community.





# Our Dear Sponsors

We cannot thank you enough for all of your generosity.

We truly could not accomplish our work without you.

Thank you from the bottom of our hearts.

## Platinum:

DGS Astro Paving

Carters Jewellery AAA Safety Bold Promotions

Canadian Tire Driving Force FSJ CO-OP

MNP North Peace Savings Credit Union Surerus Pipeline

Ric And Darlene Hamre

## Gold:

Arctech Welding Beccalicious Callison Zuenert

Complete Crawler Coneco Phillips Canada

Edith Lowen Hamres Funeral Chapel Home Hardware

Homesteader Health Lido RimTek It Services

Rogers Trucking Trojan Safety

## Silver:

Brauns Flooring Browns Social House D & D Soft Covers D&D Insulators

Epscon Ernies Sports Experts FSJ Honda G Baumeister LTD

Jiffy Lube Petite Petal Company Pimms Production

Red Barn Eatery Somethyme Catering Walts Automotive

Arctic Spas

## Bronze:

Alpine Glass Atomic Inspection Services Ltd Bonnie Gouldie Gators Gym

The Historic Red Barn Bar & Grill Hub International Insurance Indigo Designs

Peace Vale Meats R.D Bacon Trucking Rosebrook Flooring

Standard Tattoo Dairy Queen The Hair Bin Tenacious Detail

Safeway House of Zen Lakepoint Golf Links Golf Course

Taylor Gold Course Chad Cushway Apollo Avenue

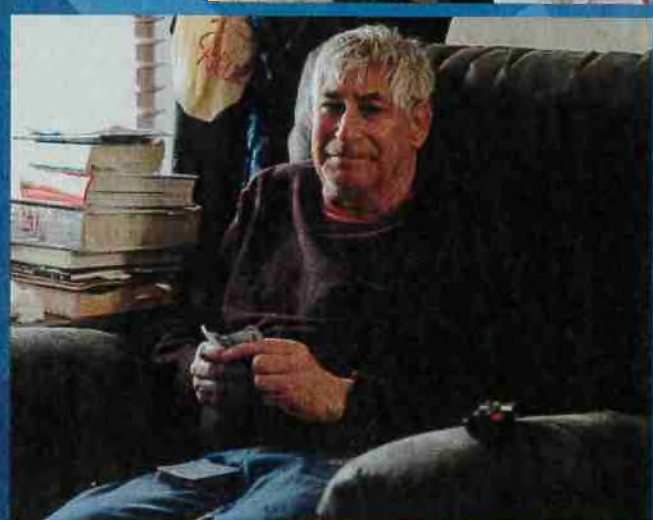
Latitude 56 Butchers Block Dunvegan Gardens

SJA Promo Kosick Aggregates Zoo Foods

Peace of the North Mc Suds Cass's Kitchen

Artisan Farmhouse









FORT ST. JOHN ASSOCIATION FOR  
COMMUNITY LIVING



10251 100 Avenue  
Fort St. John, BC  
V1J1Y8



1-250-787-9262



[info@fsjacl.com](mailto:info@fsjacl.com)

Data for this report was compiled through our annual survey process. In addition to the feedback and data collected through our surveys, the Association welcomes feedback throughout the year. Feedback or concerns from stakeholders and the public can be emailed to our office. If you are an individual or family receiving services, please bring your feedback or concerns to the appropriate supervisor or manager, as per our Conflict Resolution Policy.



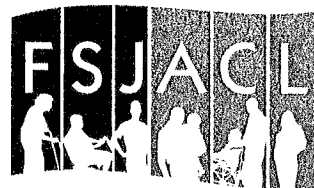


BRITISH COLUMBIA  
ARTS COUNCIL

Supported by the Province of British Columbia



**PROJECT  
THUNDERBIRD**



Fort St. John Association  
For Community Living

# NEW PATH CARVING PROGRAM

**LEARN HOW TO CARVE!**

**Apply now, only 6 seats available**

**Ages 16-24 years old**

**Thursdays 3:30-5:30pm**

**Opening Ceremony Oct 20**

To register, email  
[info@fsjacl.com](mailto:info@fsjacl.com)

