



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-032

From: Teri Vetter, Chief Financial Officer

Date: October 2, 2020

Subject: Area B Recreational and Cultural Grants-in-Aid – Unspent Prior Year Allocations

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize the remaining unclaimed 2019 Area B Recreational and Cultural Grants-in-Aid allocated to the North Peace Regional Grad Fest Society in the amount of \$1,000, be returned to the funding area and used to reduce the tax requisition for 2021 since no funding has been claimed and the event occurred in June 2019.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize the remaining \$1,894.09 unclaimed grant from the original allocation of \$17,995.84, approved in 2016 from Area B Recreational and Cultural Grants-in-Aid funds allocated to Golata Creek Recreation Society, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee authorize the remaining \$8,023.16 unclaimed grant from the original allocation of \$38,700, approved in 2016 from Area B Recreational and Cultural Grants-in-Aid funds allocated to Goodlow Community Club, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

RECOMMENDATION #4:

That the Rural Budgets Administration Committee authorize the release of the remaining \$7,621.50 unclaimed grant from the original allocation of \$7,621.50, approved in 2019 from Area B Recreational and Cultural Grants-in-Aid, to King's Valley Christian Camp, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount issue a grant payment in the amount of \$7,621.50 to assist with improvements for the kitchen, the cabins and purchase of dining room tables.

RECOMMENDATION #5:

That the Rural Budgets Administration Committee authorize the remaining \$686.42 unclaimed grant from the original allocation of \$18,582, approved in 2017 from Area B Recreational and Cultural Grants-in-Aid allocated to Montney Recreation Commission, be returned to the funding area and used to reduce the tax requisition for 2021 as the project is completed.

RECOMMENDATION #6:

That the Rural Budgets Administration Committee authorize the release of the remaining \$22,123.28 unclaimed from the original allocations of \$19,142 in 2018 and \$17,500 in 2019, approved from Area B Recreational and Cultural Grants-in-Aid, to Montney Recreation Commission, in accordance with policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$22,123.28 to assist with the completion of the Pioneer Wall and improvement to the kitchen and parking lot.

RECOMMENDATION #7:

That the Rural Budgets Administration Committee authorize the remaining \$1,656.42 unclaimed grant from the original allocation \$11,062.05, approved in 2016 from Area B Recreational and Cultural Grants-in-Aid allocated to Osborn Community Hall, be returned to the funding area and used to reduce the tax requisition for 2021 since the funding has not been claimed in over three years.

RECOMMENDATION #8:

That the Rural Budgets Administration Committee authorize the remaining \$20,578.05 unclaimed grant from Area B Recreational and Cultural Grants-in-Aid, approved between 2015-2019 to Osborn Community Hall, remain as an allocation until such time the outcomes for the future of the community hall have been finalized.

RECOMMENDATION #9:

That the Rural Budgets Administration Committee authorize the remaining \$2,386.23 unclaimed grant from the original allocation \$12,120, approved in 2019 from Area B Recreational and Cultural Grants-in-Aid to the Rock of Ages Bible Camp, in accordance with policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$2,386.23 to assist with the lawn seeding project.

RECOMMENDATION #10:

That the Rural Budgets Administration Committee authorize the release of the remaining \$1,729.75 unclaimed grant from the original allocation of \$7,000, approved in 2019 from Area B Recreational and Cultural Grants-in-Aid to Rose Prairie Community Curling Centre Society, in accordance with policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$1,729.75 to assist with the draining of the ice rink lines.

BACKGROUND/RATIONALE:

On September 17, 2020, the Rural Budgets Administration Committee (RBAC) passed the following resolution:

MOVED, SECONDED and CARRIED

That the Rural Budgets Administration Committee authorize a report to be prepared identifying unclaimed Grant-In-Aid commitments that can be either paid out to the society or returned to the funding area and utilized to reduce the tax requisition for the 2021 calendar year.

The information in this report is to assist RBAC to determine how the unspent Area B Recreational and Cultural Grants-in-Aid prior year allocations may be utilized and is based on the Rural Recreational and Cultural Grants-in-Aid policy. In May 2020, the policy was amended to change the way grant funds are issued to authorize immediate payment of the grant upon approval and no longer require submission of a claim for reimbursement of expenses with supporting receipts and documentation and therefore also deleting the three year timeframe for recipients to utilize their allocations and claim their funds. Annual reporting requirements were also improved. RBAC may now choose to administer the unspent funds that were allocated in years prior to 2020, as per the current policy; or, may choose to continue to process prior year grants as per the previous policy that was in place when the grant funds were allocated.

Grant recipients are made aware of unspent grant allocations each year in April, at the annual spring allocation meeting. Groups that were sent application packages (prior to 2020) were provided information in their cover letter advising them of the amount of their unspent allocations. The spring allocation meetings were not held in 2020 due to the restrictions in place for COVID-19.

A rationale for each recommendation is provided below.

Recommendation #1:

In 2019, North Peace Regional Grad Fest Society was allocated \$1,000 from Area B Recreational and Cultural Grants-in-Aid. A letter was sent to the organization on March 5, 2019 to advise them of the grant commitment and remind them that funding could be claimed after May 31st. No funding has been claimed to date and the event took place in June of 2019.

Recommendation #2:

In 2016, Golata Creek Recreation Society was allocated \$17,995.84 from Area B Recreational and Cultural Grants-in-Aid to assist with kitchen improvements and a new parking lot. A total of \$1,894.09 remains in the allocation and has not been claimed in over three years. The Rural Recreational and Cultural Grants-in-Aid policy no longer states that grant recipients must use their grant allocations within three (3) years of ratification by RBAC; however, this grant funding was allocated in 2016 and followed the policy in place at that time which did specify a three year timeframe.

Recommendation #3:

In 2016, Goodlow Community Club was allocated \$38,700 from Area B Recreational and Cultural Grants-in-Aid to assist with the completion of the ball diamonds. A total of 8,023.16 remains unspent in the allocation and has not been claimed in over three years. The Rural Recreational and Cultural Grants-in-Aid policy no longer states that grant recipients must use their grant allocations within three (3) years of ratification by RBAC; however, this grant funding was allocated in 2016 and followed the policy in place at that time and did specify a three year timeframe.

Recommendation #4:

In 2019, King's Valley Christian Camp was allocated \$18,347 from Area B Recreational and Cultural Grants-in-Aid to assist with improvements to cabins, the kitchen hall, and the purchase of dining tables and computers. The society has claimed for insurance and the purchase of computers and indicated on their annual report that the remaining projects will be completed by the end of the summer in 2020.

Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #5:

In 2017, Montney Recreation Commission was allocated a total of \$18,582 from Area B Recreational and Cultural Grants-in-Aid to assist with insurance costs, improvements to the bathrooms and cistern system and the purchase of chairs and signage. All projects were completed that year under the anticipated budget resulting in a balance of \$686.42; and therefore could be returned to the funding area.

Recommendation #6:

In 2018, a total grant allocation of \$19,142 from Area B Recreational and Cultural Grants-in-Aid was approved for Montney Recreation to assist with multiple projects to improve the community hall. The main project was the creation of a Pioneer wall which annual reports indicate is not yet complete. The remaining \$4,623.28 will be used to complete this work. The society's 2019 allocation of \$17,500 was provided to Montney the purchase of a new kitchen range, gravel for the parking lot and signage. The annual report indicates all projects will be completed by December 31, 2020 with claims for reimbursement to follow. Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #7:

In 2016, Osborn Community Hall was allocated \$11,062.05 from Area B Recreational and Cultural Grants-in-Aid to be used to pay insurance, install a new cistern system and shed. A total of \$9,405 has been claimed for the projects and the remaining balance of \$1,656.42 has not been claimed in over three years. The Rural Recreational and Cultural Grants-in-Aid policy no longer states that grant recipients must use their grant allocations within three (3) years of ratification by RBAC; however, this grant funding was allocated in 2016 and followed the policy in place at that time which did specify a three year timeframe.

Recommendation #8:

Osborn has a total of unspent grant allocations \$20,578.05 which is comprised of the unspent 2015 grant allocation in the amount of \$2,830.05, unspent 2018 grant allocation in the amount of \$1,678 and unspent 2019 grant allocation in the amount of \$16,070. The allocation from 2015 was reallocated to assist with the 2019 roofing project. In 2018 an allocation of \$2,575 was allocated to Osborn to assist with insurance, parking lot improvement and a new hot water tank, of which only \$897 was claimed for insurance resulting in the remainder of \$1,678. The 2019 allocation of \$17,000 was approved for Osborn to complete a new roof on the hall but the project was never started and only the insurance was claimed resulting in the unspent allocation of \$16,070. Due to the recent facility audit and pending outcomes for the community hall, a recommendation to keep the grant allocation in place is being suggested in the event funding may be needing for the project. Osborn Community Hall is owned by the Regional District and responsibility of facilities management falls under the Community Services Department of the organization.

Recommendation #9:

In 2019, Rock of Ages Bible Camp Society was allocated \$12,120 from Area B Recreational and Cultural Grants-in-Aid. The annual report indicates that the remaining unspent funds in the amount of

\$2,386.23 will be used in the fall of 2020 to complete lawn seeding portion of the 2019 projects. Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #10:

In 2019, a total of \$7,000 was allocated to Rose Prairie Community Curling Center Society for the removal of a shed, purchase of tables and draining of the ice rink lines. The insurance and tables have been purchased and claimed resulting in a remaining \$1,729.75 in the allocation. The society indicates that the cost of draining the lines for the ice rink is going to be more than budgeted and will be carried over for completion in 2021; however, they will be using the funds to purchase some of the supplies required for the project and a claim for reimbursement will be submitted before the end of December 2020. Payment of the remaining grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

In 2020, \$2,000 was allocated to provide a bursary to a student graduating from high school going on to post-secondary education and \$1,500 was allocated to provide assistance for youth travel. The bursary was awarded in 2020 and the recipient has up to one year to claim their award. The allocation for youth travel is to be used in the current year and any unspent allocation is to be returned to the funding area to reduce the requisition for the next calendar year.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

As of October 2, 2020 the total unspent grant allocations remaining in Function 280, Recreation and Cultural Facilities Grants - Rural Grants-in-Aid, Area B was \$71,198.90. Based on the recommendations, the disbursement of allocations is as follows:

- A total of \$33,860.76 will be paid out of the Area B Grants-in-Aid Liabilities account if all recommendations 4, 6, 9 and 10 are supported.
- A total of \$13,260.09 will be returned to the funding area and used to reduce the amount requisitioned in 2021 for Function 280, Recreation and Cultural Facilities Grants - Rural Grants-in-Aid, Area B if recommendations 1, 2, 3, 5, and 7 are supported.
- A total of \$20,578.05 will remain allocated for Osborn Community Hall in Function 280, Recreation and Cultural Facilities Grants – Rural Grants-in-Aid, Area B if recommendation 8 is supported.

- A total \$3,500 will remain as a 2020 commitment in Function 280, Recreation and Cultural Facilities Grants, Rural Grants-in-Aid, Area B for:

Area B Scholarship	\$2,000
Area Youth Travel	\$1,500

COMMUNICATIONS CONSIDERATION(S):

Written correspondence will be provided to each grant recipient regarding their unspent Area B Recreational and Cultural Grants-in-Aid allocations based on the outcomes of this report.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Recreational and Cultural GIA – Summary of Payables for Area B
2. Rural Recreational and Cultural Grants-in-Aid Policy