



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-033

From: Teri Vetter, Chief Financial Officer

Date: October 2, 2020

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

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize the release of the remaining \$12,336.76 unclaimed grant from the original allocation of \$16,746.76, approved in 2019 from Area C Recreational and Cultural Grants-in-Aid, to Charlie Lake Community Club, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of a reimbursement claim, and issue a grant payment in the amount of \$12,336.76 for the completion of their renovation project.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize the remaining \$ 82.56 unclaimed grant from the original allocation of \$11,500, approved in 2018 from Area C Recreational and Cultural Grants-in-Aid allocated to Charlie Lake Community Club, be returned to the funding area and used to reduce the tax requisition for 2021 as their renovation project is now complete.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee authorize the remaining unclaimed 2019 Area C 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 are and used to reduce the tax requisition for 2021 since no funding has been claimed and the event occurred in June 2019.

RECOMMENDATION #4:

That the Rural Budgets Administration Committee authorize the release of the remaining \$1,599.25 unclaimed grant from the original allocation of \$3,500, approved in 2019 from Area C Recreational and Cultural Grants-in-Aid, to North Peace Fall Fair Society , in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of a reimbursement claim, and issue a grant payment in the amount of \$1,599.25 for the completion of their accessibility improvements project.

RECOMMENDATION #5:

That the Rural Budgets Administration Committee authorize the release of the remaining \$1,307.14 unclaimed grant from the original allocation of \$9,250.00, approved in 2019 from Area C Recreational and Cultural Grants-in-Aid, to North Peace Historical Society, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without

submission of a reimbursement claim, and issue a grant payment in the amount of \$1,307.14 for completion of their renovation project.

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 C 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, Charlie Lake Community Club was allocated \$16,746.76 in grant funding to assist with yard lighting, remote electrical service installation and insurance. Only the insurance costs were claimed (\$4,410) and the remaining projects were not completed due to poor weather; however the annual report indicates that work will be completed by mid-summer 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 #2:

In 2018, Charlie Lake Community Club was allocated \$11,500 to assist with improvements to the parking lot and insurance costs. Projects for 2018 were completed, as per the annual report, which the purchase of gravel for the parking lot upgrades were completed. All projects were completed and a balance of \$82.56 remains in the allocation, which could be returned to the funding area.

Recommendation #3:

In 2019, North Peace Regional Grad Fest Society was allocated \$1,000 from Area C 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 and the event took place in June of 2019.

Recommendation #4:

In 2019, North Peace Fall Fair Society was allocated a total of \$4,450, with \$3,500 being provided from Area C Recreational and Cultural Grants-in-Aid and the remaining from Area B. Funding was allocated to support accessibility improvements for the buildings and improvements to pet exhibitions. The accessibility improvements could not be completed due to the poor weather conditions and only the pet exhibition improvements were finished. A claim was reimbursed resulting in a remaining balance of \$1,599.25. 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 2018, North Peace Historical Society was allocated a total of \$17,000 to rekindle the Allen Homestead House and to reroof the Holy Cross Chapel. A total of \$9,250 was provided from Area C Recreational and Cultural Grants-in-Aid with the remaining amount provided from Area B. The project was completed under budget resulting in a balance of \$2,088.58 remaining. This remaining amount was reallocated to purchase new exhibits and signage for the museum in June of 2019 and has not been completed. 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, \$5,000 was allocated to provide five \$1,000 scholarships to students graduating from high school and going on to post-secondary education and \$1,000 was allocated to provide assistance for youth travel. All five scholarships were awarded in 2020 and recipients have up to one year to claim their awards. Two recipients have claimed their award so far in 2020. The youth travel allocation is to be used in the current year and any unspent allocation is 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 C was \$20,325.71. Based on the recommendations, the disbursement of allocations is as follows:

- A total of \$15,243.15 will be paid out from the Area C Grants-in-Aid Liabilities account if recommendations 1, 4, and 5 are supported.
- A total of \$1,082.56 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 C if recommendations 2 and 3 are supported.
- A total \$4,000 will remain as a 2020 commitment in Function 280, Recreation and Cultural Facilities Grants, Rural Grants-in-Aid, Area C for:

Area C Scholarship	\$3,000	Area Youth Travel	\$1,000
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COMMUNICATIONS CONSIDERATION(S):

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

OTHER CONSIDERATION(S):

None at this time.

Attachments:

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