



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-034

From: Teri Vetter, Chief Financial Officer

Date: October 2, 2020

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

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize the release of the remaining \$8,307.24 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$8,307.24 approved in 2019 to Camp Emile Society, 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 of \$8,307.24 to fund the completion of their renovation project.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize the release of the remaining \$10,000.00 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$10,000 approved in 2019 to Chetwynd Electric Eels, 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 of \$10,000.00 to fund purchasing of swim blocks and equipment.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee authorize the remaining \$63.08 unclaimed grant from the original allocation of \$5,387.50, approved in 2016 from Area E Recreational and Cultural Grants-in-Aid funds allocated to Chetwynd Gymkhana 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 all unspent Area E Recreational and Cultural Grants-in-Aid allocated to Chetwynd Horse Club in the amount of \$5,713.75 remain in the allocation until the society is in compliance with the *Societies Act of BC*.

RECOMMENDATION #5:

That the Rural Budgets Administration Committee authorize the remaining \$35.00 unclaimed grant from the original allocation of \$10,325.00, approved in 2019 from Area E Recreational and Cultural Grants-in-Aid allocated to Foothills Team Roping, be returned to the funding area and used to reduce the tax requisition in 2021 as the project is complete.

RECOMMENDATION #6:

That the Rural Budgets Administration Committee authorize all unspent Area E Recreational and Cultural Grants-in-Aid allocated Jackfish Community Association in the amount of \$17,580.56 remain in the allocations until the society is in compliance with the *Societies Act of BC*.

RECOMMENDATION #7:

That the Rural Budgets Administration Committee authorize the release of the remaining \$9,316.65 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$4,337.50 in 2017, \$6,506.25 in 2018, and \$8,675.00 in 2019 to Little Prairie Heritage Society, 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 of \$9,316.65 to fund the completion of their various renovation projects.

RECOMMENDATION #8:

That the Rural Budgets Administration Committee authorize the release of the remaining \$3,762.84 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$5,000.00 in 2017 and 2019 to Moberly Lake Community Association, 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 of \$3,762.84 to fund the completion of their various renovation projects.

RECOMMENDATION #9:

That the Rural Budgets Administration Committee authorize the release of the remaining \$6,021.29 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$21,000 in 2018 and \$20,838.00 in 2019 to Pine Valley Exhibition Park, 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 of \$6,021.29 to fund the completion of their Pen Revitalization.

RECOMMENDATION #10

That the Rural Budgets Administration Committee authorize the remaining \$120.00 unclaimed grant from the original allocation of \$2,579.00, approved in 2019 from Area E Recreational and Cultural Grants-in-Aid allocated to Pine Valley Seniors Association, be returned to the funding area and used to reduce the tax requisition in 2021 as the project is now complete.

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 E 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 2020, the policy was amended to change the way in which grant funds are issued, removing the timeframe of three years for recipients to submit claims for reimbursement of expenses incurred, and instead, authorizing immediate payment of grants upon approval. Annual reporting requirements were also streamlined. It will be up to RBAC to determine if the unspent grant funds that were allocated in years prior to 2020, will be paid out as per the current policy; or, if they will be utilized as per the policy that was in place for the year in which the grant funds were allocated.

Grant recipients are made aware of unspent grant allocations, each year in April at the annual spring allocation meeting and those 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 Camp Emile Society was allocated a total of \$8,307.24 to assist with improvements with the front entrance of the kitchen and hall and roofing expenses. This project was not started due to lack of funding; however, in 2020, the society received a grant in the amount of \$31,445 from Northern Development Initiative Trust to assist with the project, which is now nearly completed. Payment of the remaining 2019 grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #2:

The 2019 grant allocation for Chetwynd Electric Eels was \$10,000. Funding was to be used to support operational expenses and the purchase of swim blocks and equipment. To date, no 2019 funds have been claimed; however invoices and a claim form was requested by staff. Payment of the remaining 2019 grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #3:

The recommendation for Chetwynd Gymkhana Club is being brought forward since the remaining funds of \$63.08 were allocated over three years ago. The Rural Recreational and Cultural Grants-in-Aid policy no longer states that grant recipients must use their grant allocations within three 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 this timeframe.

Recommendation #4:

Chetwynd Horse Club has unclaimed funds for 2018 and 2019 for a combined total of \$5,713.75; however, the society is not compliant with Section 73 (1) of the *Societies Act* for failure to file their annual reports. The society's last Annual General Meeting was held on January 30, 2018; therefore an alternate option for consideration could be that the unspent grant allocation remain in place and staff reach out to the society to determine where they are at with their projects and report back to the Committee the outcomes.

Recommendation #5:

In 2019, Foothills Team Roping was allocated a total of \$10,325 to assist with the purchase of new fencing panels. According to the annual report, this project is not finished and the society plans to use the remaining \$35.00 towards the purchase of additional supplies for the panel fencing. Payment of the remaining 2019 grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #6:

In 2020, Jackfish Community Association applied to reallocate their 2016 grant allocation of \$2,080.56 and their 2017 grant allocation of \$15,500 to 2020 to be used for operational costs. The funding amendment was approved; however, the society has not filed their annual reports and are not in compliance with the *Societies Act of BC* and grant funds cannot be paid out until they are in compliance. The society's last Annual General Meeting was held on October 16, 2018; therefore an alternate option for consideration could be that the unspent grant allocation remain in place and staff reach out to the society to discuss their society status and report back to the Committee the outcomes.

Recommendation #7:

Little Prairie Heritage Society has \$9,316.65 in unclaimed grant funding dating back to 2017. Many of the projects have not been completed due to turnover in volunteers and the lack of accessible funding to pay contractors prior to claim reimbursement. The society is now under new leadership and if funding was paid out, it would provide the means to get the work done. Payment of the remaining 2017, 2018 and 2019 grant allocations would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #8:

In 2017, Moberly Lake Community Association was allocated \$5,000 for the completion upgrades at the hall and general operations, of which \$973.89 remains unclaimed. In 2019, the society was allocated \$5,000 and has a remaining amount of \$2,788.95 to be claimed, for a combined total of \$3,762.84. According to the annual reports, the funding will be used to finish the cistern and flooring project started in 2017 and the remaining 2019 grant funds will be used to pay the insurance costs. Payment of the remaining 2019 grant allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #9

In 2017, Pine Valley Exhibition was allocated \$21,000 to rebuild and improve twenty-four horse pens, which was completed. The remaining \$2,235.49 was to be used for further completion of the pens in 2018; however, the funds have not been claimed to date. In 2018, a further allocation of \$20,383 was given to the society for a part two of their pen revitalization project and again not all funds have been claimed. The annual report indicates the project has been fully completed and all funds were used. Claims for reimbursement are still pending. Payment of the remaining 2019 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, Pine Valley Seniors Association was allocated a total of \$2,579 to assist with insurance costs. The insurance was claimed at \$2,680 of which \$2,459 was claimed against 2019 and the remaining \$221 was paid from 2018, resulting in an unclaimed amount of \$120 for 2019. The society only applied for grant funds to assist with insurance and no other operational costs; therefore the project is considered complete and the funding could be returned to the funding area.

In 2020, \$1,000 was allocated to provide two bursaries in the amount of \$500 for students graduating from high school and going on to post-secondary education and \$2,000 was allocated to provide assistance for youth travel. Both the bursaries were awarded in 2020 and recipients have up to one year to claim their awards. 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

FINANCIAL CONSIDERATION(S):

As of October 2, 2020 the total unspent grant allocations remaining in Function 280, Recreational and Cultural Facilities Grants – Rural Grants-in-Aid, Area E was \$63,920.41. Based on the recommendations, the disbursement of allocations is as follows:

- A total of \$37,408.02 will be paid out from the Area E Grants-in-Aid Liabilities account, if recommendations 1, 2, 5, 7, 8, and 9 are supported.
- A total of \$23,294.31 will remain allocated in Function 280, Recreation and Cultural Facilities Grants - Rural Grants-in Aid – Area E, if recommendations 4 and 6 are supported.
- A total of \$218.08 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 E, if recommendations 3 and 10 are supported.
- A total \$3,000 will remain as a 2020 commitment in Function 280, Recreation and Cultural Facilities Grants - Rural Grants-in Aid – Area E for:

2020 Area E Bursaries (2 at \$500 each)	\$1,000
2020 Area E Youth Travel	\$2,000

COMMUNICATIONS CONSIDERATION(S):

Written correspondence will be provided to each grant recipient regarding their unspent Area E 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 E
2. Rural Recreational and Cultural Grants-in-Aid Policy