



# REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-035

From: Teri Vetter, Chief Financial Officer

Date: September 4, 2020

**Subject: Sub-Regional Rec and Cultural Grants-in-Aid – Unspent Prior Year Allocations**

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## **RECOMMENDATION #1:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$23,673.19 unclaimed grant from the original allocation of \$23,673.19 approved in 2019 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds to the Dawson Creek Sportsman's Club, 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 \$23,673.19 for the maintenance of their property and buildings, expansion of youth programs, archery and shot gun improvements project.

## **RECOMMENDATION #2:**

That the Rural Budgets Administration Committee authorize the remaining \$6,558.72 unclaimed grant from the 2016 Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Hats 'N' Chaps Gymkhana 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 release of the remaining \$90.00 unclaimed grant from the original allocation of \$2,200 approved in 2019 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds to the Groundbirch Recreation Commission, 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 \$90.00 to assist with painting costs.

## **RECOMMENDATION #4:**

That the Rural Budgets Administration Committee authorize the remaining \$4,047.05 unclaimed grant from the 2016 Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Doe River 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 #5:**

That the Rural Budgets Administration Committee authorize the unclaimed 2019 Sub-Regional Recreational and Cultural Grants-in-Aid South Peace Trades Bursary, in the amount of \$1,500, be returned to the funding area and used to reduce the tax requisition for 2021 since the recipient did not claim within one year as required for bursaries.

**RECOMMENDATION #6:**

That the Rural Budgets Administration Committee authorize the remaining \$5,125 unclaimed grant approved in 2017, 2018 and 2019 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Kilkerran Recreation Commission, remain in the allocation until the society is in compliance with the *Societies Act of BC*.

**RECOMMENDATION #7:**

That the Rural Budgets Administration Committee authorize the remaining \$32.36 unclaimed grant approved in 2017 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Kiskatinaw Fall Fair Association, be returned to the funding area and used to reduce the tax requisition for 2021 as the society no longer exists.

**RECOMMENDATION #8:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$7,471.89 unclaimed grant from the original Sub-Regional Grants-in-Aid allocations approved \$9,315.15 in 2017 and \$15,673.19 in 2019 to Sunset Prairie Recreation Commission, 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 \$7,471.89 to assist with improvements animal pens and purchase of folding picnic tables.

**RECOMMENDATION #9:**

That the Rural Budgets Administration Committee authorize the remaining \$42.83 unclaimed grant approved in 2018 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Sunset Prairie Recreation Commission, be returned to the funding area and used to reduce the tax requisition in 2021 as the project was completed.

**RECOMMENDATION #10:**

That the Rural Budgets Administration Committee authorize the remaining \$225.00 unclaimed grant approved in 2017 from Sub-Regional Recreational and Cultural Grants-in-Aid funds, allocated to Sweetwater 905 Society, be returned to the funding area and used to reduce the tax requisition in 2021 since the society no longer exists.

**RECOMMENDATION #11:**

That the Rural Budgets Administration Committee authorize the release of the remaining \$2,207.84 unclaimed grant from the original allocation of \$11,500 approved in 2018 from the Sub-Regional Recreational and Cultural Grants-in-Aid funds, to the Tupper Community Club, 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 of \$2,207.84 to assist with improvements floor joist at the hall.

**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 Sub-Regional 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.

Recommendation #1:

Dawson Creek Sportsman's Club was awarded \$23,673.19 to assist with improvements to the archery and shot gun areas, expansion of the youth programs and general operational costs for maintenance and upkeep. DCSC was reminded about the unclaimed funding in April of 2020 and they indicated that some targets were purchased, some improvements were made and they had sufficient receipts for operational costs to submit a claim for reimbursement. The society has yet to submit a claim for their 2019 funds. Payment of the allocation would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #2:

The recommendation for Hats 'N' Chaps was brought forward at the request of the Electoral Area Director. 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 this timeframe.

Recommendation #3:

Groundbirch Recreation Commission applies for grant support to assist with the operational costs, specifically insurance. They were allocated \$2,200 in 2019 and their insurance only cost \$2,110. Their annual report indicated their plans were to use the remaining \$90.00 towards the cost of paint for their mower shed to be completed this summer. 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 #4:

The recommendation for Doe River Gymkhana Club was brought forward at the request of the Electoral Area Director. 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 was allocated in 2016 and under the policy in place at that time, which allowed a three (3) year timeframe for the use of funds.

Recommendation #5:

This bursary was awarded in June of 2019 and has not been claimed. The recipient was advised on June 27, 2019 how to claim or defer the award and a letter was sent on August 17, 2020 with a deadline to claim the award by September 30, 2020 or it would no longer be available. The recipient has made no attempt to contact the PRRD to claim this award to date; therefore it is being recommended that the funds be returned to the funding area and used to reduce the following year's requisition.

Recommendation #6:

Kilkerran Recreation Commission has not claimed any of their allocations for 2017, 2018 or 2019 and are 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 December 5, 2018; therefore an alternate option for consideration could be that the unspent grant allocation remain in place and staff reach out to the society regarding their status and projects and report back to the Committee their outcomes.

Recommendation #7:

The Kiskatinaw Fall Fair Association is no longer active and has voluntarily dissolved; therefore it is being recommended the unclaimed 2017 grant allocation be returned to the funding area and used to reduce the requisition for the following year.

Recommendations #8:

Sunset Prairie Recreation Commission has unspent grant allocations dating back to 2017 for projects not completed. The annual report for the 2017 grant allocation indicates that the remaining funds will be used to purchase folding picnic tables. In 2019, the part of the allocation was to build chicken coops, which did not get done; however, the annual report indicated it was scheduled for completion in the summer of 2020. Payment of the remaining grant allocations would be supported under Section 10, Payment of Funds of the Rural Recreational and Cultural Grants-in-Aid policy.

Recommendation #9

The 2018 grant allocation for Sunset Prairie Recreation Commission was intended to support insurance costs slightly less than the allocation resulting in the difference of \$42.83; therefore as this project would be complete, it is being recommended that the funds be returned to the funding area and used to reduce the tax requisition in 2021.

Recommendation #10:

The Sweetwater 905 Society is no longer active and has dissolved; therefore it is being recommended the unclaimed 2017 grant allocation be returned to the funding area and used to reduce the requisition for the following year.

**Recommendation #11:**

Tupper Community Club indicated in their annual report for 2018 that the remaining \$2,207.84 in their allocation would be used to complete the remainder of the project in 2019, which was to reinforce the support structure under the building and replace a portion of the flooring. Due to weather, the project was not continued in 2019 and carried forward to 2020 for completion. 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, \$3,000 was allocated to provide a trades bursary and scholarship, both in the amount of \$1,500 for students graduating from high school and going on to post-secondary education and \$1,500 was allocated to provide assistance for youth travel. Both the bursary and scholarship were awarded in 2020 and recipients have up to one year to claim their awards. One recipient has 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

**FINANCIAL CONSIDERATION(S):**

As of October 2, 2020 the total unspent grant allocations remaining in Function 221, Sub-Regional Recreation, Sub-Regional Grants-in-Aid Electoral Areas was \$53,973.88. Based on the recommendations, the disbursement of allocations is as follows:

- A total of \$33,485.75 will be paid out from the Sub-Regional Grants-in-Aid Liabilities account, if recommendations 1, 3, 8, and 11 are supported.
- A total of \$5,125 will remain allocated in Function 221, Sub-Regional Recreation, Sub-Regional Grants-in-Aid Electoral Areas, if recommendation 6 is supported.
- A total of \$12,363.13 will be returned to the funding area and used to reduce the amount requisitioned in 2021 for Function 221, Sub-Regional Recreation, Sub-Regional Grants-in-Aid Electoral Areas, if recommendations 2, 4, 5, 7, 9, and 10 are supported.
- A total \$3,000 will remain as a 2020 commitment in Function 221, Sub-Regional Grants-in-Aid Electoral Areas for:

2020 South Peace Sub-Regional Scholarship	\$1,500
2020 Sub-Regional Youth Travel	\$1,500

**COMMUNICATIONS CONSIDERATION(S):**

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