



REPORT

To: Rural Budgets Administration Committee

Report Number: FN-RBAC-348

From: Finance

Date: February 13, 2025

Subject: COVID-19 Grant Funding

RECOMMENDATION #1:

That the Rural Budgets Administration Committee authorize that the remaining \$41,308.95 of the original \$251,956.05 COVID-19 grant funding initially allocated for IT equipment, IT Security, Office 365 and other Emergency Management Software be reallocated to the implementation and licensing fees for the PRRD corporate software solution for Asset Management and Development Services Process Management.

RECOMMENDATION #2:

That the Rural Budgets Administration Committee authorize that the unused COVID-19 grant funding of \$50,000 initially allocated for investigating the use and operational costs of portable signage be reallocated to the implementation and licensing fees for the PRRD corporate software solution for Asset Management and Development Services Process Management.

RECOMMENDATION #3:

That the Rural Budgets Administration Committee authorize that the remaining \$7,440 of the original \$22,700 COVID-19 grant funding initially allocated for a Project Manager to assist with all capital projects delayed due to COVID-19, be reallocated to the implementation and licensing fees for the PRRD corporate software solution for Asset Management and Development Services Process Management.

BACKGROUND/RATIONALE:

On December 8, 2023, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board award RFP 34-2023 'PRRD Software Solution' to Esri Canada Limited for the provision and implementation of a corporate software solution, at a cost of \$176,000 (excluding taxes) for the 2024 implementation including licensing fees, with a total contract value of up to \$600,000 over the 5-year term, including contingency and operations licensing costs; and further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

The original funding source for the PRRD corporate software solution for Asset Management and Development Services Process Management project is through requisition. Using COVID-19 funding will reduce the amount of requisition required for this approved project.

Implementation of the PRRD corporate software solution project is comprised of two key components: Asset Management and Development Services. Project management, planning, configuration and GIS integration started with a kick off meeting in March 2024. Since then, staff have collaborated with Esri Canada Limited to identify, configure and administer the Asset Management component. Currently, the PRRD is conducting test deployment with a full organizational roll out planned for April 2025. Development Services is in the configuration phase, focusing on electronically establishing various permits and planning applications. The project timeline anticipates implementation of the Development Services component by July 2025.

The Province of BC provided COVID-19 funding to local governments based on an allocation formula set by the Ministry of Municipal Affairs (the Ministry) to address increased operational costs and loss of revenue due to the pandemic. The Ministry would like all COVID-19 grant funds to be used as soon as possible. The funds must be used to respond to the impact of the pandemic or to prepare for the next pandemic or emergency. Eligible costs include:

- addressing revenue shortfalls,
- facility reopening and operating costs,
- emergency planning and response costs,
- bylaw enforcement and protective services such as fire protection and police,
- computer and other electronic technology costs (to improve interconnectivity and virtual communications), and
- other related costs.

Recommendation #1

On November 23, 2023, the Rural Budgets Committee passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Rural Budgets Committee authorize that the remaining \$111,470 unused funding commitment from the original \$216,800, approved in 2021 from the COVID-19 Reserve Fund for grants to non-profit organizations within rural areas that have incurred revenue shortfalls or other related costs due to the COVID-19, be issued to Function 100 – Administration.

The items which this funding will be used to purchase are listed below with their costs included:

Item	Description	Estimated Cost
Office 365 Software and related services	Adds advanced productivity tools that facilitate better collaboration amongst staff.	\$ 70,000
DUO Multi-Factor Authentication	Adds a necessary level of security which allows staff to connect to the PRRD network remotely.	\$ 5,400
IT Equipment (webcams, headphones)	Helps staff to be able to effectively perform tasks remotely.	\$ 9,070
Everbridge (Emergency Management)	Provides the PRRD with the ability to inform the public of emergency alerts via text messages.	\$ 27,000

Recommendation #2

On December 14, 2023, the Rural Budgets Committee passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Rural Budgets Committee authorize a funding commitment of up to a maximum of \$50,000 from Public Engagement funds to be used on investigating the use and operations costs of potable signage.

On December 6, 2024, the Regional Board received the following under the Consent Calendar:

MOVED, SECONDED and CARRIED,

That the Regional Board receive 'Portable Signage - Report ADM-BRD-557' which examines the usage of portable signs to advertise Regional District meetings and events, for information.

As a financial consideration, the Rural Budgets Administration Committee will be asked to re-allocate the \$50,000 approved to investigate the use and operational costs of portable signage, to be used for sign rentals in 2025.

Allocating funding to the PRRD corporate software solution rather than sign rentals allows for the COVID-19 Reserve funds to be spent in a timely manner.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- Asset and Infrastructure Management
- Implement Asset Management Software Program

FINANCIAL CONSIDERATION(S):

The PRRD received a total of \$1,084,000 in COVID-19 Grant Funding from the Ministry in 2020 and 2021.

There is a total of \$169,408.33 in unspent COVID-19 Grant Funding:

Item	Remaining Commitment	Proposed Changes	Proposed Commitment
Public Engagement	48,954.85		48,954.85
Communications Support Coordinator	5,468.00		5,468.00
IT Equipment - Function 100 (Recommendation #1)	3,130.86	(3,130.86)	0.00
Project Manager (Recommendation #3)	7,440.00	(7,440.00)	
Office 365 Software & Related Services (Recommendation #1)	27,240.14	(27,240.14)	0.00
Duo Multi-Factor Authentication Expense (Recommendation #1)	2,554.82	(2,554.82)	0.00
Emergency Mgmt Platform (Recommendation #1)	8,383.13	(8,383.13)	0.00
Asset & Dev Services Software plus interest	16,236.53	98,748.95	114,985.48
Portable Signage (Recommendation #2)	50,000.00	(50,000.00)	0.00
BALANCE IN COVID-19 RESERVE	169,408.33	0.00	169,408.33

COVID-19 Grant Funding Spent:

Item	Total
PRRD Supplies/Retrofits	4,364.77
EADC & RBAC Video Recording	5,100.00
Public Engagement	24,545.15
IT Equip, Upgrades, Licences	146,425.19
Public Referendums	58,831.30
Project Manager	15,260.00
2020 COVID Expenses	75,755.00
Health & Safety Coord Wages/Exp.	228,863.61
Communications Support Coordinator	44,532.00
Grants for Rural Area non-profits	105,330.00
Mobile Device Mgmt	74,500.00
Office 365 Software & Related Services	42,759.86
Duo Multi-Factor Authentication Expense	2,845.18
Emergency Mgmt Platform	18,616.87
Asset & Dev Services Software plus interest	126,124.89
COVID-19 RESERVE SPENT	973,853.82

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

External Links:

1. [RFP Award – 34-2023 – PRRD Software Solution](#) – December 8, 2023 Regional Board Meeting, Agenda Item 8.18
2. [COVID-19 Safe Re-Start Grant Funding, FN-RBAC-274](#) – November 23, 2023 Rural Budgets Committee Meeting, Agenda Item 8.8
3. [Portable Signage](#) – December 6, 2024 Regional Board Meeting, Agenda Item 12.1