



REPORT

To: Chair and Directors

Report Number: FN-BRD-043

From: Teri Vetter, Chief Financial Officer

Date: February 11, 2021

Subject: Establishment of Service Functions

The Regional Board deferred consideration of the following recommendations from its August 18, 2020 special meeting:

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board consider Tumbler Ridge Museum Foundation for the establishment of a Museum service function in the region.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board consider Tumbler Ridge Global Geopark Society for the establishment of a Geopark service function in the region.

RECOMMENDATION #3: [Corporate Unweighted]

That the Regional Board decline the establishment of a service function to support PRRD funded hockey events in the region.

BACKGROUND/RATIONALE:

At its June 11, 2020 meeting, the Regional Board resolved to evaluate and determine whether service functions should be established for the Tumbler Ridge Museum Foundation (TRMF), Tumbler Ridge Global Geopark Society (TRGGS), Shock Trauma Airlift Rescue Society (STARS), and regional hockey events. The purpose for the evaluation was to remain aligned with the Regional Grant-in-Aid Policy which states that an evaluation is to be undertaken for all grant contributions issued to support operation funding for more than three consecutive years in excess of more than \$50,000, to determine whether a service function should be established to provide ongoing operational funding beyond five years. Multi-year contributions to these organizations fall within the Regional Grant-in-Aid Policy parameters and are detailed in the attached report titled 'Establishing a Service Function – Regional Grant-in-Aid Contributions', which was considered by the Board at its August 18, 2020 special meeting.

Following consideration of the attached report at its August 18, 2020 special meeting, the Board made the following motion:

MOVED, SECONDED and CARRIED

'That the Regional Board consider STARS - Shock Trauma Airlift Rescue Society for the establishment of an Air Ambulance service function in the region' and the report titled "Establishing a Service Function – Regional Grant-in-Aid Contributions – FN-BRD-013" until the Board had been provided with a report on the anticipated 2020 surplus balance of Function 275 – Grants to Community Organizations, and the potential to use the

surplus to fund Regional Grants-in-Aid and Economic Development projects in the 2021 budget year, as the Board determines a path forward for economic development and grants to community organizations.

The report referenced in the above resolution, titled '[2020 Surplus from F275 - Grants to Community Organizations](#)' was received by the Board for discussion at its September 10, 2020 meeting.

As the Board had been presented with the report on anticipated surplus funds as requested, it could now consider the resolution on the floor and corresponding report which had been deferred from its August 18, 2020 special meeting. The deferred items were presented to the Board for consideration at its October 8, 2020 meeting in the report titled '[Establishing a Service Function - Regional Grant-in-Aid Contributions](#)'. The Board voted on the deferred resolution on the floor and resolved to establish an air ambulance service function in the region.

The corresponding report and its three remaining recommendations were not considered at that time and are being presented to the Board today for its consideration.

ALTERNATIVE OPTIONS:

1. That the Regional Board consider the inclusion of Tumbler Ridge Museum, Tumbler Ridge Global Geopark Society and Hockey Canada in Function 140 – Economic Development in 2022 once an Economic Development Strategy is complete.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Tumbler Ridge Global Geopark Society (TRGGS)

Since 2014, the total PRRD grant contribution paid to TRGGS is \$660,000. A total of \$630,000 was paid from Function 275, Grants to Community Organizations and \$30,000 was paid from Function 140, Economic Development. TRGGS submitted a breakdown of grant expenditures which indicates for each annual operational period (April 1 to March 31) how grant funding was used. TRGGS clearly demonstrates the majority of the grant funds were used to support core operational costs such as wages and administration. In 2014/15, a surplus of \$9,694 is shown as carried forward to 2015/16, a surplus of \$121,256 carried forward to 2016/17, and a surplus of \$18,453 carried forward to 2017/18. All grant funding provided was issued to support operational expenses. See the list of grants paid by the PRRD below.

2018 - 2020 (\$125,000/year)	\$375,000
2017	\$ 55,000
2015	\$200,000
2014	<u>\$ 30,000</u>
Total	\$660,000

Tumbler Ridge Museum Foundation (TRMF)

Since 2013, the total amount of PRRD grant contributions paid to TRMF is \$1,378,992. A total of \$1,128,992 was paid from Function 140, Economic Development and issued to support operational costs. The remaining \$250,000 includes a grant in the amount of \$5,000 and one in the amount of \$75,000 paid from Function 275, Grants to Community Organizations for special events that were held in 2013, and one in the amount of \$170,000 paid from Function 140, Economic Development to assist with improvements for the Dinosaur Discovery Gallery done in 2013. TRMF has provided a breakdown of how the grant funds are used to support operational expenses, not including the event and project specific funds from 2013. The annual grant contributions are itemized by year and applied as a percentage to certain operational expense categories. Based on the breakdown, the majority of the grant funding from the PRRD is used for wages and benefits. Below is a list of grants paid by the PRRD.

2020	\$ 110,000
2019	\$ 93,992
2015 – 2018 (\$200,000/year)	\$ 800,000
2014	\$ 125,000
2013	\$ 5,000
2013	\$ 75,000
2013	<u>\$ 170,000</u>
Total	\$1,378,992

Hockey Canada Events

The PRRD has provided a total of \$389,500 in grant contributions to support the Hockey Canada events held in the region. A total of \$209,500 was paid from Function 140, Economic Development, \$135,000 from Function 275, Grants to Community Organizations and \$45,000 was paid from Function 130, Administrative Fiscal and Other. All funds were issued to City of Dawson Creek for the purposes of hosting Hockey Canada events as outlined below.

2012	\$ 5,000	U18 National Women's Championships
2015	\$ 75,000	U17 Men's World Hockey Challenge
2017	\$100,000	U17 World Men's Hockey Challenge
2019	\$109,500	World Junior Hockey Challenge
2020	<u>\$100,000</u>	U18 National Women's Championship (November 2020)
Total	\$389,500	

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time

Attachments:

1. Establishing a Service Function – Regional Grant-in-Aid Contributions report (August 18, 2020 Special Board meeting)
2. TRMF Breakdown of PRRD Funds
3. TRGG breakdown of PRRD Funds.



REPORT

To: Chair and Directors

Report Number: FN-BRD-008

From: Teri Vetter, Chief Financial Officer

Date: June 5, 2020

Subject: Establishing a Service Function - Regional Grant-in-Aid Contributions

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board evaluate STARS - Shock Trauma Airlift Rescue Society to inform consideration of the establishment of an Air Ambulance service function in the region.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board evaluate Tumbler Ridge Museum Foundation to inform consideration of the establishment of a Museum service function in the region.

RECOMMENDATION #3: [Corporate Unweighted]

That the Regional Board evaluate the Tumbler Ridge Global Geopark Society to inform the consideration of the establishment of a Geopark service function in the region.

BACKGROUND/RATIONALE:

The information in this report is being brought forward to the Regional Board as a result of the Regional Grant-in-Aid policy, Item 4.6 which states:

- 4.6 Grant contributions to support operational funding for more than three consecutive years and in excess of \$50,000 per year will be evaluated by the Board of Directors to determine whether a service function should be established.

This report identifies the organizations who receive grant contributions that fall into this category, as well as how much grant funding has been provided, in order to assist the Regional Board in their evaluation and determination of whether a service function should be established. Below is a list of organizations that fall under this criteria.

Shock Trauma Airlift Rescue Society (STARS)

STARS has received annual grant contributions from the PRRD over the past eleven years, since 2009, totaling **\$1,836,528**. All grant funding has been issued to support operational expenses, and has been paid from Function 275, Grants to Community Organizations.

2013 – 2020 (8 years at \$170,000/year)	\$1,360,000
2010 – 2012 (3 years at \$120,000/year)	\$ 360,000
2009	\$ 116,528

Tumbler Ridge Museum Foundation (TRMF)

TRMF has received annual grant contributions from the PRRD dating back eight years to 2013, totaling **\$1,128,992**. Grant contributions have been paid from Function 140, Economic Development Grants, and issued to support operational expenses at the museum.

2020	\$110,000
2019	\$ 93,992
2015 – 2018 (4 years at \$200,000/year)	\$800,000
2014	\$125,000

Other grants provided to TRMF have included a Special Events grant of \$5,000 for attendance at the Global Geopark International event in 2013; a Special Events grant of \$75,000 to host the Aspiring Geopark Symposium in 2013; and an Economic Development grant of \$170,000 for the Dinosaur Discovery Gallery Renovation Project in 2013.

Tumbler Ridge Global Geopark Society (TRGGS)

TRGGS has been receiving grant contributions from the PRRD reaching back six years to 2014, totaling **\$575,000**. Grant contributions have been paid from Function 140, Economic Development grants, and issued to support operational expenses for the Society.

2018 to 2020 (3 years at \$125,000/year)	\$375,000
2015	\$200,000

Other grants provided to TRGGS include a \$55,000 grant to assist with the Geopark Project in 2014, and a \$30,000 Tourism Grant to assist with the Society's UNESCO designation expenses.

ALTERNATIVE OPTIONS:

1. That the Regional Board receive the June 5, 2020 report titled "Establishing a Service Function – Regional Grant-in-Aid Contributions" for information.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Regional Grant-in-Aid Policy

Funding Breakdown Methodology and Assumptions

Prepared by Zena Conlin, TRMF General Manager

Data was gathered from the TRMF annual financial statements, input from a long-term board member, TRMF board meeting minutes, and information available through reviewing the PRRD agenda items and supporting material from 2014 – 2018.

Information based on other funding and grant based work led to a process of extrapolating data to generate a “best guess” breakdown of remaining expenses and how PRRD funds were distributed. This is also based on the assumption that PRRD funding was for operational expenses as no information was available to indicate that the funds were to be directed to specific projects. It appears the operational funding was leveraged to secure project specific monies, for example 500,000 building renovation through NDIT & Cultural Spaces grants and programmes funding through an annual sponsorship from Meikle Wind.

Also of note – only the broadest of categories were used as some of the more detailed categories accounted for less than half a percentage point. Where it made sense these detailed categories were combined, for example Office Supplies/General Office also includes janitorial and basic facility maintenance like the purchase of lightbulbs and snow clearing. Accounting and Legal also includes bookkeeping for the two years it has been outsourced. I’m happy to provide some further explanation if required. Only related expenditures were grouped together.

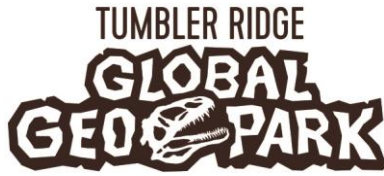
2018 – 2020: As the PRRD is well aware, the TRMF has experienced shift in operations over the last two years with staff turnover and capacities, and this is reflected in the sudden drop in the research and fieldwork categories resulting in a higher skew in other places. Fieldwork, et all, will begin to increase again in coming years as we redevelop our research program.

COVID-19 and the unknowns of 2020. The best estimate of the current year has been provided. Training has been considerably reduced as most opportunities have been cancelled for the remainder of the year. Office supplies have gone up with the increased cleaning protocols, and with an expected shortfall in earned revenue, we won’t understand the full impact until later in the year.

In estimation and despite the known anomalies, there’s a fairly consistent pattern to how funds were used.

TRMF - PRRD Funding Breakdown 2014-2020

Year	Amount	Wages & Benefits	Utilities	Telephone / Internet	Consulting Fees / Training	Insurance	Accounting / Legal	Office Supplies / General Office	Advertising / Promotion	Collections/Research/Fieldwork	
2014	\$ 125,000	56%	11%	2%	6%	5%	6%	2%		12%	100%
2015	\$ 200,000	53%	7%	1%	6%	5%	5%	1%	4%	18%	100%
2016	\$ 200,000	59%	6%	1%	8%	7%	3%	1%	2%	13%	100%
2017	\$ 200,000	56%	11%	2%	7%	5%	3%	1%		15%	100%
2018	\$ 200,000	61%	10%	1%	14%	2%	5%	2%	1%	4%	100%
2019	\$ 93,992	60%	20%	2%	2%	12%	2%	1%		1%	100%
2020	\$ 110,000	68%	8%	1%	2%	6%	6%	3%	1%	5%	100%
Total	\$ 1,128,992 Avg	59%	10%	1%	6%	6%	4%	2%	2%	10%	



Report to PRRD Directors on Geopark Grant Expenditures by Fiscal Year July 3, 2020

Background

This report has been generated by the Tumbler Ridge Global Geopark Society (TRGGS) staff at the request of the PRRD to better understand how grant monies from the PRRD have been used by the TRGGS.

Fiscal Investment

The table below shows a breakdown by fiscal year, which runs April 1 to March 31 annually. The impact of the PRRD funds can be clearly seen by the Geopark's ability to initially develop the Geopark Program, and then to hire and maintain staff. This core funding is critical to Geopark operations.

Over time, the Geopark has developed relationships with external funders, which support programming, marketing, and individual projects such as the Geo Interpretive Centre, new interpretive signage, development of education program, or the Annual Fishing Derby. The Geopark will continue to reach out for external funding, using the base of support from the PRRD from which to grow.

In 2018, the TRGGS entered into a contract to manage the Tumbler Ridge Visitor Centre. This was a three-year contract valued at \$150,000 annually. The contract expires in February, 2021, and the TRGGS Board of Directors have indicated to their District of Tumbler Ridge liaison that the Geopark wishes to continue management of the facility. Without this contract and the support from the PRRD, the Geopark program would diminish significantly, to the point which would not be sustainable for the UNESCO designation.

Table 1: Overview of PRRD Financial Contributions by Year and Spending Category

Fiscal Year	PRRD Contribution	TRGGS Breakdown of Expenditures By Fiscal Year
2014/15	\$55,000	Advertising: \$1761 Signage and Brochures: \$14,141 Evaluation: \$18,216 Meetings and Conferences: \$11,188 (includes a delegation to GGN conference, where the designation was announced) Total: \$45,306 Carried forward: \$9694

2015/16	\$200,000	Admin: \$10,050 (including audit, bank fees, insurance, office supplies, etc, for every year henceforth) Education: \$25,372 Events and Special Projects: \$4,778 Gift Shop Purchases: \$2,300 Meetings and Conferences: \$8,641 (includes GGN mandatory conference) Wages: \$31,862 Website: \$5,435 Total: \$88,438 Carried Forward: \$121,256
2016/17	\$0	Admin: \$9568 (includes annual GGN fee) Education: \$77 Events and special projects: \$1011 Geosite and Highway Signs: \$1218 Gift Shop Purchases: \$3629 Meetings and conferences: \$14,065 (includes delegation to GGN mandatory conference) Wages: \$73,235 Total: \$102,803 Carried Forward: \$18,453
2017/18	\$30,000	Admin: \$3,453 (includes annual GGN fee) Wages: \$45,000 Total: \$48,453 (\$30,000 received from PRRD, and \$18,453 from previous fiscal year carried forward)
2018/19	\$125,000	Admin: \$17,229 (includes 4-year Revalidation and annual GGN fee) Meetings and Conferences: \$5344 (includes GGN mandatory conference) Wages: \$102,427 Total: \$125,000
2019/20	\$125,000	Admin: \$3,730 (includes annual GGN fee) Board Development and Strategic Planning: \$6,103 Meetings and Conferences: \$3,381 (includes GGN mandatory conference) Wages: \$ 111,786 Total: \$125,000
2020/21	\$125,000	We are only three months into this Fiscal Year. The expenditures will show similar wages to 2018/19, a line for amalgamation legal fees, admin and wages.

The TRGGS are happy to break down any of the spending categories further or to answer any questions the PRRD may have as to how the investment is managed by the TRGGS.