



ELECTORAL AREA DIRECTORS COMMITTEE MEETING A G E N D A

Tuesday, June 18, 2019
in the Regional District Office Boardroom, 1981 Alaska Avenue, Dawson Creek, BC
Commencing at 10 a.m.

- 1. CALL TO ORDER: Director Goodings to Chair meeting**
- 2. DIRECTORS' NOTICE OF NEW BUSINESS**
- 3. ADOPTION OF AGENDA**
- 4. ADOPTION OF MINUTES**
M-1 Electoral Area Directors' Committee Minutes of May 27, 2019 **(Page 2)**
- 5. BUSINESS ARISING FROM THE MINUTES**
- 6. DELEGATIONS**
D-1 (10:30) Chris Hawkins - PRRD Grant Writer
D-2 (11:00) Mike McConnell – Cattlemen's Association – Water Licensing Requirements
- 7. CORRESPONDENCE**
- 8. REPORTS**
R-1 June 10, 2019 – Trish Morgan, General Manager of Community Services - Proposed Expansion of Charlie Lake Fire Protection Service Area – Information Package **(Page 6)**
- 9. DISCUSSION ITEMS:**
DI-1 GIA Criteria **(Page 18)**
DI-2 Meeting Invites
DI-3 EADC/RBAC Meeting Dates
- 10. NEW BUSINESS**
- 11. COMMUNICATIONS**
- 12. DIARY: (Page 27)**
- 13. ADJOURNMENT**



PEACE RIVER REGIONAL DISTRICT

ELECTORAL AREA DIRECTORS' COMMITTEE MEETING MINUTES

DATE: May 27, 2019
PLACE: Regional District Office Staffroom, Dawson Creek, BC
PRESENT:

DIRECTORS: Karen Goodings, Electoral Area 'B' (Chair)
 Brad Sperling, Electoral Area 'C'
 Leonard Hiebert, Electoral Area 'D'
 Dan Rose, Electoral Area 'E';

STAFF: Shawn Dahlen, CAO
 Crystal Brown, Electoral Area Manager
 Tyra Henderson, Corporate Officer
 Jill Rickert, Community Services Coordinator
 Katrin Saxty, Community Planner, Urban Systems
 Barb Coburn, Recording Secretary

CALL TO ORDER Chair Goodings called the meeting to order at 9:58 a.m.

DIRECTOR'S NOTICE OF NEW BUSINESS:

Director Rose Natural Gas
 Director Goodings Horticulture; Cypress Creek Cattlemen's Association, and the Grand Opening at Area B Water Stations

ADOPTION OF AGENDA:

May 27, 2019 Agenda MOVED by Director Rose, SECONDED by Director Hiebert,
 That the Electoral Area Directors' Committee agenda for the May 27, 2019 meeting be
 adopted, including items of New Business:
CALL TO ORDER: Director Goodings to Chair the meeting
DIRECTOR'S NOTICE OF NEW BUSINESS:
ADOPTION OF AGENDA:
ADOPTION OF MINUTES:
 M-1 Electoral Area Directors Committee Minutes of April 18, 2019
BUSINESS ARISING FROM THE MINUTES:
DELEGATIONS
CORRESPONDENCE:
REPORTS:
 R-1 May 7, 2019 - Development Services Department - Agriculture Land Commission
 Application Trial Year - Summary of Decisions
DISCUSSION ITEMS:
 DI-1 Prespatou Volunteer Ambulance and Fire Department
 DI-2 Wonowon Lighting, Pavement and Possible Sidewalks (through taxation)
 DI-3 Greenhouse Growers See Rebound in Acreage - Country Life in BC Article
 DI-4 ALC Tour
 DI-5 GIA Criteria
 DI-6 Groundwater License Requirements for Non-domestic Use (referred by the Regional
 Board)

ADOPTION OF AGENDA (CONTINUED):**NEW BUSINESS:**

- NB-1 Supply of Natural Gas to Rural residents
- NB-2 Cypress Creek Cattlemen Association
- NB-3 Horticulture
- NB 4 Grand Opening at Area B Water Stations

DIARY:**ADJOURNMENT:****CARRIED.****ADOPTION OF MINUTES:**

M-1
April 18, 2019 EADC
meeting minutes

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee Minutes of April 18, 2019 be adopted.

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

BA-1
Cell Phone Towers/
Coverage

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee recommend that the Regional Board send a letter to the Canadian Radio-television and Telecommunications Commission (CRTC) expressing concerns regarding the lack of cell phone coverage to the rural areas of the Peace River Regional District, with a copy of the letter sent to Telus.

CARRIED.

REPORTS:

R-1
ALC Application Trial

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Report from Development Services Department regarding the Agriculture Land Commission Application Trial Year - Summary of Decisions be received for discussion.

CARRIED.

DISCUSSION ITEMS:

DI-1
Prespatou Community

A discussion regarding establishing a health care center, fire hall and an ambulance services for the Prespatou community ensued. Director Goodings advised that, at this time, she is working on setting up a meeting in either Fort St. John or Prespatou with BC Ambulance representatives, Michael Blatz, North Peace Land Use Planner and herself to discuss the ambulance issue with the Prespatou residents.

It was also suggested that Director Goodings invite the Charlie Lake Fire Chief to the meeting as he would be available to discuss the issues and understands the process.

DI-2
Wonowon Community

Due to safety concerns, community residents from Wonowon are interested in having improvements done to their subdivision, such as lighting, pavement and sidewalks, and are looking to complete a feasibility study and have the work paid for through taxation.

This will require funding. Item was referred to RBAC.

DISCUSSION ITEMS (CONTINUED):

DI-3
Greenhouse Growers A discussion ensued regarding an article in the May issue of the Country Life in BC that talked about the importance of pipeline-supplied natural gas to the greenhouse industry in the lower mainland.

DI-4
ALC Tour Crystal Brown, Electoral Area Manager will work with Director Rose and Director Hiebert to determine locations for the tour with the Agricultural Land Commission on June 18, 2019.

DI-5
GIA Criteria Referred to the June Electoral Area Directors Committee meeting.

DI-6
Groundwater Licensing
Requirements MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee recommend that the Regional Board send a letter to the Minister of Environment and Climate Change Strategy to request clarification on what stage the *Water Sustainability Regulation* is at; and further, that the Ministry host meetings throughout the Region to explain the purpose of the regulation, what it involves, and the process required for residents to obtain a water license.

CARRIED.

MOVED by Director Rose, SECONDED by Director Hiebert,
That staff invite Mike McConnell from the Cattlemen's Association to a future Electoral Area Directors Committee Meeting to update the Committee on the cattlemen's involvement with the *Water Sustainability Regulations* as it pertains to livestock.

CARRIED.**NEW BUSINESS:**

NB-1
Natural Gas MOVED by Director Rose, SECONDED by Director Hiebert,
That the Electoral Area Manager invite the BC Utilities Commission to a Committee meeting to discuss the supply of natural gas to various unincorporated areas in the Region.

CARRIED.

NB-2
Cypress Creek Cattlemen
Association The Electoral Area Manager will work with Director Goodings to assist the Cypress Creek Cattlemen Association to change the society name and members to the Cypress Community Society.

NB-3
Horticulture Staff will send out a Doodle Poll to determine an appropriate date to meet with Directors Sperling, Goodings, and Hiebert to discuss horticulture in the Region.

NB-4
Grand Opening at Area B
Water Stations Staff will arrange a ribbon cutting and grand opening ceremony at all five of the Area B water stations.

DIARY

MOVED by Director Rose, SECONDED by Director Hiebert,
That Caribou Brochure be removed from the Diary.

CARRIED.

MOVED by Director Rose, SECONDED by Director Hiebert,
That staff invite representatives from cell service providers in the region to attend an
Electoral Area Directors Committee meetings to discuss possible partnerships on cell
towers.

CARRIED.

MOVED by Director Hiebert, SECONDED by Director Rose,
That November 4 and 5, 2019 be added to Item 7. Synergy Alberta Conference.

CARRIED.

Staff will investigate who can attend the conference, whether registration is required
and how to go about registering.

MOVED by Director Rose, SECONDED by Director Hiebert,
That 'Natural Gas' be added to the Diary.

CARRIED.**ADJOURNMENT:**

The Chair adjourned the meeting at 11:53 a.m.

Karen Goodings, Chair

Barb Coburn, Recording Secretary



REPORT

To: Electoral Area Directors' Committee

Date: June 10, 2019

From: Trish Morgan, General Manager of Community Services

Subject: Proposed Expansion of Charlie Lake Fire Protection Service Area – Information Package

RECOMMENDATION #1:

That the Electoral Area Directors' Committee receive the report "Proposed Expansion of Charlie Lake Fire Protection Service Area – Information Package" for discussion.

BACKGROUND/RATIONALE:

At the April 25, 2019 meeting of the Regional Board, the following resolutions were passed:

No. 2: Proposed Expansion of Charlie Lake Fire Protection Service Area – Property Owner Meeting

That a meeting be held with the owners of properties located in the Highway 29 North – under 13 Km, Sawyer Road, Wolsey Subdivision, and Old Hope Road areas to determine their interest in being included into the Charlie Lake Fire Protection Service Area, and further, that Old Fort area property owners be invited to the meeting.

No. 3: Proposed Expansion of Charlie Lake Fire Protection Service Area – Information Package


That an information package be developed and presented to the Electoral Area Directors' Committee at its May 23, 2019 meeting; further, that the package include information for residents outside the current fire protection area about the option to expand the Charlie Lake Fire Protection area to the north and west, taxation cost estimates for the service, and requesting feedback from residents about their level of interest in receiving fire protection, road rescue and medical first response services.

Attached for feedback is the draft information package. Note that once the written content of the package has been finalized, graphic design features will be added. Staff are seeking feedback on this information.

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors' Committee receive the report "Proposed Expansion of Charlie Lake Fire Protection Service Area – Information Package" for information.
2. That the Electoral Area Directors' Committee provide further direction.

Staff Initials:

Dept. Head: 

CAO: 

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STRATEGIC PLAN RELEVANCE:**Goal 3. Responsive Service Delivery**

To ensure services provided to our residents and communities are responsive to the significant issues and demands facing our region now and into the future.

FINANCIAL CONSIDERATION(S):**Fire Protection**

At the April 9, 2019 Special EADC meeting, the Committee suggested that staff examine the following tiered tax rates for fire protection service:

- Properties <13km will pay the same tax rate as the current service area
- Properties >13km will pay 50% of the tax rate of the current service area

Although the data needs to be examined more, using 2018 assessment values and incorporating a 3.9% reduction in assessment values from 2018-2019, it is estimated that if areas 1-9 are all incorporated into the current fire protection area this would generate approximately \$49,000. The following tables illustrate the approximate cost to taxpayers for fire protection.

It is important to note that if the fire protection area is expanded to include the nine proposed areas, that water supply will be extremely important. NFPA rated water storage facilities (below or above ground cisterns) will cost approximately \$35,000 for the tank plus the cost of land acquisition/permitting (if needed) and site prep – cost could be as high as \$150,000 per site.

Properties within 13km of Charlie Lake Fire Hall

Value of Land & Improvements	2019 Tax rate	Taxes
\$150,000	0.656	\$98.40
\$300,000	0.656	\$196.80
\$450,000	0.656	\$295.20
\$600,000	0.656	\$393.60
\$750,000	0.656	\$492.00

Properties beyond 13km of Charlie Lake Fire Hall

Value of Land & Improvements	Half of 2019 Tax rate	Taxes
\$150,000	0.328	\$49.20
\$300,000	0.328	\$98.40
\$450,000	0.328	\$147.60
\$600,000	0.328	\$196.80
\$750,000	0.328	\$246.00

Road Rescue

The cost to provide road rescue services within the fire protection area is estimated at \$23,500 annually with a start-up cost of approximately \$47,000.

Road Rescue (estimated)

Value of Land & Improvements	Tax rate	Taxes
\$150,000	0.020	\$3.05
\$300,000	0.020	\$6.09
\$450,000	0.020	\$9.14
\$600,000	0.020	\$12.18
\$750,000	0.020	\$15.23

First Medical Responder

The cost to provide first medical responder services within the fire protection area is estimated at \$30,250 annually with start-up costs of approximately \$10,000.

FMR (estimated)

Value of Land & Improvements	Tax rate	Taxes
\$150,000	0.0302	\$4.54
\$300,000	0.0302	\$9.07
\$450,000	0.0302	\$13.61
\$600,000	0.0302	\$18.14
\$750,000	0.0302	\$22.68

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

At the April 25, 2019 Board meeting the following resolution was passed:

That, prior to holding public meetings regarding the proposed expansion of the Charlie Lake Fire Protection area and addition of satellite fire halls, the Electoral Area Directors involved meet with the City of Fort St. John / Peace River Regional District (Charlie Lake Fire Department) Mutual Aid Agreement partners to discuss same.

Attachments:

1. Draft Charlie Lake Fire Proposed Expansion Information Package

**PROPOSED EXPANSION OF CHARLIE LAKE FIRE DEPARTMENT
DRAFT INFORMATION PACKAGE**

In 2016 the Peace River Regional District experienced its most severe wildfire season in many years. 74 wildfires were reported in the Peace Forest District between April and October of that year. The wildfires were particularly active in April and May and caused the evacuation of approximately 75 homes and put another 390 on evacuation alert in Electoral Area C alone. Wildfire activity has continued to increase province wide since 2016.

Thankfully due to the hard work and coordinated effort between the BC Wildfire Service and the Charlie Lake, Fort St John and Taylor fire departments, there were minimal structural losses and no losses of life. Following 2016 a number of inquiries were made to the Peace River Regional District and mutual aid partners to consider expanding fire protection to areas that are not currently served by established fire departments.

In 2017 and 2018 the Regional District examined the extent to which fire protection, and perhaps road rescue and first medical response, could be expanded throughout Electoral Area C and into portions of Electoral Areas B and D. The ability to provide effective rescue and fire suppression services, given the distance from an established fire hall, as well as the human resources (fire fighters) and equipment needs were considered.

The Regional District is seeking the community's opinion on a phased approach to expanding fire protection, and possibly road rescue and first medical response services, in your area. In doing so, we are seeking your feedback on whether you are in favor of:

- 1) receiving fire protection service?
- 2) providing road rescue services in the fire protection area only (current area or expanded area)?
- 3) providing first medical response services in the fire protection area only (current area or expanded area)?

Establishing Fire Protection, Road Rescue and First Medical Response Services

In rural areas of BC structural fire protection is provided by fire departments through contract with neighboring municipalities or non-profit societies or directly delivered by regional districts or improvement districts. Only those communities that have received elector approval for the service (i.e., have gone to a vote or other elector approval process), receive the service and as such not all areas of rural BC receive fire protection.

Road rescue and first medical responder (FMR) services are often delivered by fire departments or non-profits "rescue" organizations. In some instances these services are delivered through contract with municipal fire departments or they may be delivered by rural fire departments if approved by the electors.

In the case of the Charlie Lake Fire Department, in 1980 when the Charlie Lake Fire Protection service was established by a vote of the electors, only the provision of fire protection was approved. Therefore that this time, only those activities related to "fire protection" can be provided by the Department.

If there is sufficient interest from the community to:

- 1) expand the Charlie Lake Fire Protection boundary (i.e., provide the service(s) to a large geographic area) and/or
- 2) provide additional services such as road rescue and/or first medical responder

then the Regional District will undertake a **bylaw amendment process**. This will allow the Regional District to provide the service to a larger geographic area, may increase the types of services provided and tax the “service area” for these services.

About the Charlie Lake Fire Department

If the fire protection area was to expand its boundaries and/or its services, residents and businesses would be served by the Charlie Lake Fire Department from the fire hall at 13065 Firehall Road. Operated directly by the Peace River Regional District since 2012, the Charlie Lake Fire Department currently provides fire protection services to the communities of Charlie Lake and Grandhaven. The Department is staffed by a full time Fire Chief and full time Deputy Chief and boasts an annual membership of approximately 30 highly trained volunteer firefighters.

Training: Firefighters are trained to the National Fire Protection Association Standard of 1001 Level 2 – this is the same level as full time, career firefighters in municipal fire departments. This training takes 12 months to complete and is only the start of their training. Firefighters continue to expand their knowledge and skills throughout their entire career in the fire service by training on forcible entry, pumps and pumping, emerging technology, strategies and tactics, and new safety procedures. Training is conducted every Thursday evening throughout the year with specialty courses often being provided over weekends.

Level of Service: Due to the high level of training that the Department achieves and maintains, the Department is considered a “full service” fire department as defined by the BC Office of the Fire Commissioner. This is the same level of service as most “career” fire departments achieve. This means that they are trained to conduct both exterior and interior fire suppression and fire rescue services.

Apparatus: Currently the Charlie Lake Fire Department utilizes the following apparatus

- two command vehicles (4x4 pickup's) - one is utilized during wildfire season as a brush truck and has small water tank with pump and wild land firefighting tools
- one dedicated brush truck set up for wildfire response
- one side x side wildfire response unit equipped with small water tank with pump and wild fire fighting tools
- one rescue vehicle with rope rescue and fire fighter rehab and decontamination
- two engines
 - Engine 1- 1999 Fort Garry, 1000 gal water tank and 1050GPM Pump to be replaced by HUB custom Engine in 2020
 - Engine 2- 2006 Sterling HUB, 2000 gal. water tank and 1050 GPM pump. Due to be replaced in 2030
- three tenders

- Tender 1- 2012 Rosenbauer with 1500 gal water tank due to be replaced in 2032, Tender 2 - 1987 Superior with 1000 gal water tank, due to be replaced in 2020 with new Fort Garry Tender.
- Tender 3 - 1996 International with 1500 gal water tank, due to be replaced in 2028

Note that front line equipment is generally replaced at 20 years of age in order to maintain requirements set out by the Fire Underwriters of Canada (so that homes and businesses can receive credits on their insurance) and to ensure maximum operability. Equipment greater than 20 years of age may continue be used to support the front line equipment. Given that Charlie Lake Fire Protection area only has 2 low flow hydrants, it is important to maintain and utilize our older equipment to shuttle water during a fire response.

Current level of service:

- Structural fire protection: responding to fires impacting homes, farms and businesses
- Interface fire protection: responding to fires in the “interface” between the community and the forest lands. Often local fire departments will work closely with the BC Wildfire Service.
- Prevention and public education: conducting reviews with businesses in the area to learn about their structures and any hazards that may exist which could impact the strategies employed during a fire response; conducting public education through open houses, classroom visits, etc.

Average response times: Currently the Department’s average response time is 15 minutes. If the fire protection area was to expand, it is important to consider that response times will be longer to homes or businesses located farther from the fire hall.

Costs and Benefits of Expanding Charlie Lake Fire Protection Boundary

If the boundary for the Charlie Lake Fire Protection area was expanded, additional homes and businesses would have the peace of mind knowing that if a fire was to occur on their property that the Charlie Lake Fire Department would respond. However, it is important to note that responses by fire services are time critical and the ability to provide effective rescue and fire suppression declines relative to the time it takes to arrive on scene. Even a response delayed by distance, however, ensures that an incident will be contained, preventing a structure fire from becoming a risk to neighbours, outbuildings or the forest interface, while also improving life safety for residents.

As an additional consideration, the expanded service may enable some residents to obtain reductions in the cost of their residential insurance premiums. Generally properties that are within 13km of a fire hall will receive a reduction on the cost of their insurance premiums, while properties beyond 13km could also see some reductions at the discretion of the insurance provider – residents are encourage to check directly with their providers as every property and insurance policy can be unique.

One of the challenges in delivering fire protection in rural areas is access to water sources. In the Charlie Lake Fire Protection Area there are currently two low flow fire hydrants – one at the fire hall and one at the Charlie Lake Elementary School. When responding to a fire, the Department either shuttles water

with water tankers (tenders) from these hydrants or draws water from the lake or a dugout filling drop tanks with water. If the boundary of the fire protection area expanded, additional water sources will need to be added, which will be an additional cost to taxpayers. These may include dry hydrants (pipes located on the lakeshore that allow easy access to draw water from the lake) or buried in-ground cisterns located at strategic locations around the fire protection area. Properties within 300m of a dry hydrant may also receive a reduction on their insurance premiums.

What is road rescue?

In BC when there is a vehicle accident on a public roadway that requires rescue services, fire departments or non-profit road rescue associations attend the scene to assist BC Ambulance and/or the RCMP to conduct the safe rescue of patients and ensure that they are transferred into the care of BC Ambulance. Road rescue areas have defined boundaries where rescue organizations (fire departments or associations) respond to ensure that there is no duplication or overlap.

These rescue organizations are reimbursed by the Province of BC in accordance with their road rescue reimbursement policies to respond to calls outside of their fire protection areas, however, the amount reimbursed often falls short of the cost to provide the service. As such local taxpayers often must subsidize the service through taxation to provide the service within their fire protection areas, as they do throughout BC today.

In the North Peace the following fire departments provide this service:

- Hudson's Hope – Hudson's Hope to Attachie
- Taylor – portion of Baldonnel and Two Rivers to Kiskatinaw Bridge
- Fort St John - portion of Baldonnel and Two Rivers to the Sikanni Chief Bridge
- Fort Nelson - Sikanni Chief Bridge to the border

Currently the Charlie Lake Fire Department does not provide road rescue services within or outside of their fire protection boundaries. If the Department were to provide road rescue services within their fire protection area (and any expanded areas), it would mean the department would respond to an extra 15-20 calls per year, with calls having an average duration of 60 minutes.

In order to provide the service, members would need to enhance their training with auto extrication at an estimated annual cost of \$2,500. Equipment to perform the service would include auto extrication tools at a cost of approximately \$37,000 which would need to be purchased and replaced generally every 10 years. Members would also need to continue with FMR training in order to treat patients involved in a vehicle accident should the Department arrive on scene prior to BC Ambulance. Small upgrades to medical kits and automated external defibrillators (AEDs) would be needed for all front line vehicles at a cost of approximately \$10,000 with a variety of the supplies replaced each year.

The overall cost of the service on an annual basis is estimated at \$23,500 with start-up costs of \$47,000.

What is first medical response?

First Medical Response (FMR) is performed by a number of fire departments in BC who supplement and support ambulatory services provided by BC Ambulance. Typically fire departments who provide the service often only respond to Delta and Echo calls (see below).

- Alpha = Non-Life-Threatening
- Beta = Possibly Life-Threatening
- Charlie = Life-Threatening
- Delta = Serious Life Threat
- Echo = Life Status Questionable

In doing so, these fire departments often are dispatched automatically when there is a Delta or Echo call and if arriving on scene prior to BC Ambulance, they will provide care to the patient until BC Ambulance can arrive to continue to care for the patient and transport them to the nearest hospital. Some fire departments would also respond to other types of calls if requested by BC Ambulance when they anticipate a prolonged delay in their own response.

If Charlie Lake Fire Department were to provide the service in the existing fire protection area and any expanded areas, it is estimated that it would increase the department's total call volume by 35-50% or up to an additional 35-50 calls per year - currently the Department responds to 100-115 calls per year. Typically most FMR calls take place between 10:00 am and mid-night each day and most day-time calls would be responded to by existing Department staff.

In accordance with WCB requirements, a number of Charlie Lake Fire Department members are currently trained to provide medical assistance to their own members in the case of an injury while responding to a call, however, 5-10 members would need to be trained or re-certified each year at a cost of \$50/person in addition to annual supplies.

Note that fire departments who provide this service do not receive any financial reimbursement of costs from the Province of BC or any provincial agency. The cost to provide the service is solely borne by the local tax payer, however, much of the training and equipment costs are already included in the annual budget as per WCB requirements. The overall cost of the service on an annual basis is estimated at \$30,250 with start-up costs of \$10,000.

Costs

Fire Protection:

In 2019 the tax rate for fire protection is \$0.656 per \$1,000 on land and improvements. It is proposed that any additional areas that are added and are within 13km of the fire hall will pay the same level of taxation. Although these properties may pay more for fire protection, savings are found in the reduction of insurance premiums.

Additionally, it is proposed that any additional areas that are added and are beyond 13km of the fire hall will pay 50% less than those who are within 13km. Although these properties may pay less for fire

protection, than those within 13 km of the fire hall, they generally cannot receive reduction in their insurance premiums.

Properties within 13km of Charlie Lake Fire Hall

Value of Land & Improvements	2019 Tax rate	Taxes
\$150,000	0.656	\$98.40
\$300,000	0.656	\$196.80
\$450,000	0.656	\$295.20
\$600,000	0.656	\$393.60
\$750,000	0.656	\$492.00

Properties beyond 13km of Charlie Lake Fire Hall

Value of Land & Improvements	Half of 2019 Tax rate	Taxes
\$150,000	0.328	\$49.20
\$300,000	0.328	\$98.40
\$450,000	0.328	\$147.60
\$600,000	0.328	\$196.80
\$750,000	0.328	\$246.00

Road Rescue (estimated):

Value of Land & Improvements	Tax rate	Taxes
\$150,000	0.0203	\$3.05
\$300,000	0.0203	\$6.09
\$450,000	0.0203	\$9.14
\$600,000	0.0203	\$12.18
\$750,000	0.0203	\$15.23

First Medical Response (estimated):

Value of Land & Improvements	Tax rate	Taxes
\$150,000	0.0302	\$4.54
\$300,000	0.0302	\$9.07
\$450,000	0.0302	\$13.61
\$600,000	0.0302	\$18.14
\$750,000	0.0302	\$22.68

What are my taxes used for?

Taxes collected for the Charlie Lake Fire Department service are used for:

- training new and existing members
- purchasing equipment and supplies
- testing and maintaining equipment to ensure that it is safe and meets NFPA and WCB requirements
- contributing funds to a capital reserve to replace equipment in the future as it ages out
- use of water from hydrants
- overhead: wages, building maintenance, volunteer pay, licenses and utilities



Charlie Lake Rural Fire Protection Potential Area -Recommendations

- CHLK_Potential_Hydrant_Locations**
- Type: Community
 - Type: Claim
 - Type: Brand Tractor Location

- Community
- CHLK_Aid_dies_x
- Resident
- Business

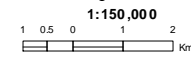
- Existing Fire Protection Areas**
- Charlie Lake Fire Protection
 - Flat 5 Ustick/Leaf Fire Protection
 - Byrd Runk Fire Protection

- Roads**
- Hard Surface
 - Gravel
 - Seasonal
 - Other

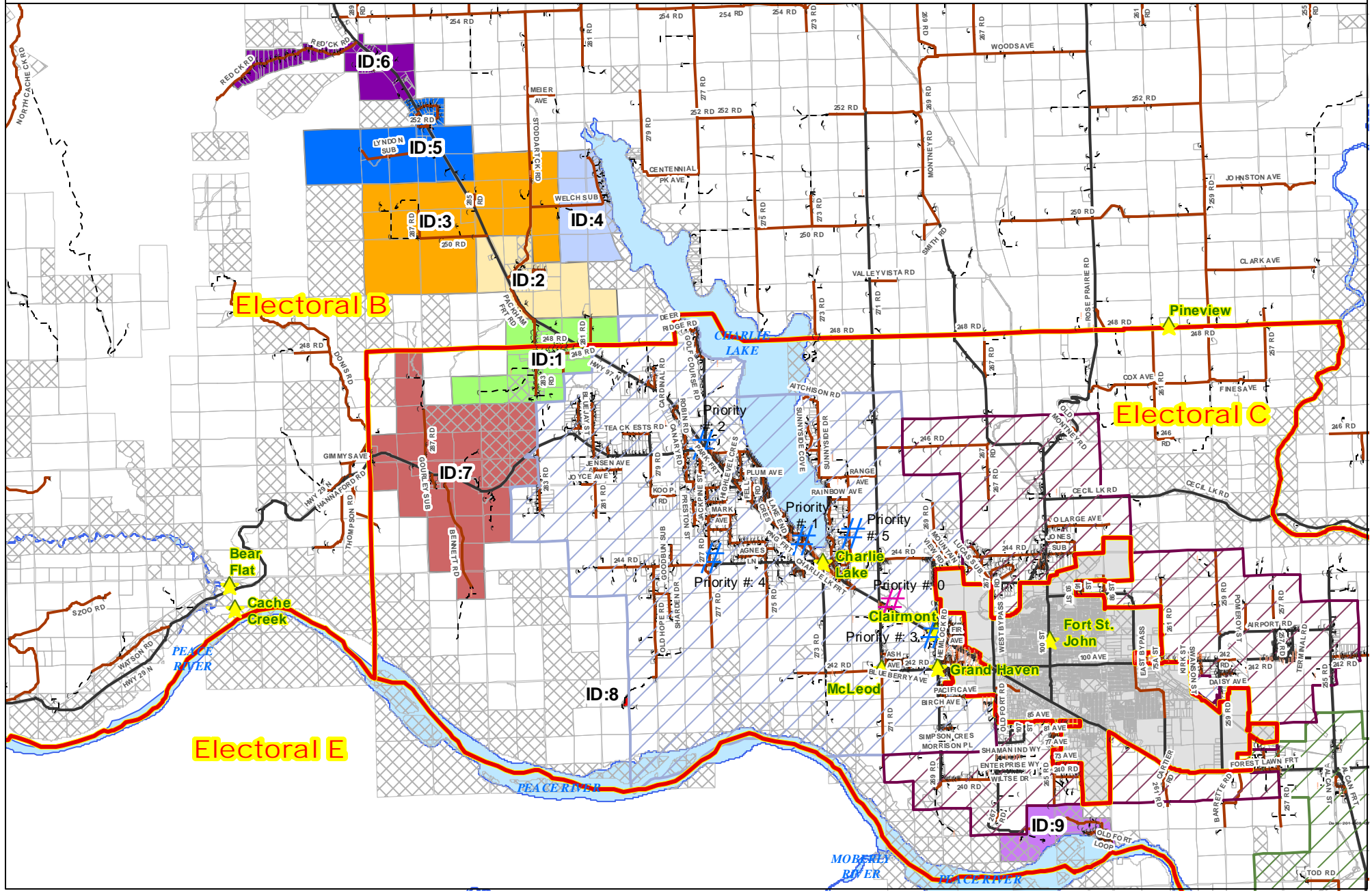
- Permits**
- Crown
 - Private
 - Municipal/County

- PPA - Areas of Interest**
- 1-5 larger R/d
 - 2-Water Sub
 - 3-250 Rd
 - 4-Welch Sub

- Subs**
- 5-Cache Creek Sub
 - 6-Rad Creek Sub
 - 7-Hwy 25N
 - 8-Oldhope Rd
 - 9-Oldfort



Prepared and produced by the Peace River Regional District
(PRRD). Data and Maps: B.C.
Any inquiries may be directed to the PRRD.
Jurisdiction of the maintenance and naming of roads belongs to the B.C. Ministry of
Transportation and Infrastructure (MOTI).
Data map data except roads and buildings are from Terrain Resource Information
Management (TRIM) of the B.C. Ministry of Environment, Lands and Parks (MELP).
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Map Created on August 9, 2017



POLICY STATEMENT

Rural Recreational & Cultural Grants-in-Aid

1) Introduction

This policy is intended to supplement the operating and/or capital funds of the rural recreation and community associations in the Peace River Regional District (PRRD). Groups are expected to fundraise for alternate sources of funds.

2) Definitions

- a) Debt is defined as an amount owed to a person or organization for services, products or loans funds not yet paid for.
- b) Recreation and community organization is defined as any recreational, sporting, arts, cultural or community association.
- c) Rural organization is defined as any organization located within the boundaries of Electoral Areas B, C, D, and E.
- d) Wages is defined as any payment, stipend or honorarium made for labour or services to an employee or volunteer under the direction of an employer or organization.
- e) Capital improvement is defined as the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life.
- f) Capital equipment is defined as equipment valued at over \$5,000 and has an extended lifetime over more than one year.
- g) New applicant organizations are organizations that have not received Peace River Regional District Recreational and Cultural Grants-in-Aid prior to 2012.
- h) Operation funding is defined as funding provided for costs to ensure the day to day operation of a facility such as insurance, utilities, and supplies.

3) Recreational & Cultural Grants-in-Aid Eligibility

To be eligible for funding, recreation and community associations must meet the following criteria:

- a) Applicant organizations must be rural non-profit registered societies which provide recreation, arts, sports, and/or social activities for the community at large; and
- b) Applications must be submitted directly by the recreation organization or community association/club; and
- c) At least 75% of the applicants' membership must come from the rural areas which they serve.
- d) New applicant organizations located or operating within a municipality must provide proof that at least 75% of their membership comes from the electoral areas of the Regional District.

- e) Organizations who have received Recreational and Cultural Grants-in-Aid prior to 2012 will be grandfathered into the policy and will not be required to maintain a 75% rural membership.

4) Application Process

- a) Applicants must submit a formal application to the Regional District once per year on or before the last calendar day in January; said application to be substantially completed in the form attached hereto as Schedule 'A'.
- b) Applicants must provide year-end financial statements including an income statement and a balance sheet, plus project and operational budgets and quotes for any individual items valued at over \$3,000.
- c) New applicants must provide proof in the form of a membership list that at least 75% of their membership resides in the rural areas which they serve.
- d) At the pleasure of the Electoral Area Directors for the areas, organizations may apply to more than one area for funding if their recreation and/or community association services are provided to residents in more than one community and that their membership is reflective of this.
- e) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.
- f) Late applications will not be accepted without the express written permission of the Electoral Area Director for the area in which the organization is making application to.
- g) Applications from new organizations will be accepted by the Regional District for consideration providing they meet the eligibility requirements as set forth in this policy.

5) Eligible Expenses

- a) In Electoral Areas B and C expenses for capital improvements and insurance (for the protection of the public) is permitted.
- b) In Electoral Area E West and the Sub-Regional funding areas, expenses for operations and capital improvements are permitted.
- c) Payment of debt and employee wages is not an eligible expense.
- d) At least three quotes (where available) must be provided for all eligible expenses valued at over \$3,000.

6) Annual Grant Allocations

- a) At the Directors' discretion, grant allocations for each area may be budgeted and provided for youth travel to which the guidelines are attached hereto as Schedule "E".
- b) At the Electoral Area B and C Directors' discretion, grant allocations from Area B and C may be budgeted and provided for the North Peace Regional Gradfest Society for the purpose of hosting safe graduation related events, to which the guidelines are attached hereto as Schedule "F".
- c) At the Electoral Area B Director's discretion grant allocations from Area B may be budgeted and provided for the North Peace 4-H District Council for the purpose of conducting 4-H activities to which the guidelines are attached hereto as Schedule "G".
- d) At the Directors' discretion, grant allocations for each area may be budgeted and provided for post-secondary scholarships and bursaries to which the guidelines are attached hereto as Schedules "H", "I", "J" and "M".
- e) At the Directors' discretion, grant allocations for each area may be budgeted and provided for the rural recreation volunteer banquet to which the guidelines are attached hereto as Schedule "K".

7) Approval Process

- a) The Electoral Area Directors have the sole discretion to accept or reject any application. Applications may be rejected for the following reasons:
 - i. Incomplete or late applications;
 - ii. Failure to maintain society status;
 - iii. Failure to rationalize the need for funding;
 - iv. Failure to prove that the project is in the best interest of the community at large.
- b) Upon approved application by the Electoral Area Director, eligible recreation and community organizations, along with their Electoral Area Directors will meet in the spring of each year to allocate funding to the eligible organizations from the budgeted amount as per the current Financial Plan.
- c) At least one representative from each applicant organization must be in attendance at the adjudication meetings to be eligible to receive a grant-in-aid.
- d) If the total application amount exceeds the annual budget, then the annual budget will be distributed based on consensus of the eligible recreational and community organizations and the Electoral Area Director(s) in attendance at the adjudication meetings.
- e) All organizations that have made an application and have been approved to receive funding by the Regional District will be notified of the meeting date, time and location prior to the meeting.
- f) All applications will be adjudicated based on need and availability of funds in the fiscal year of the established service.

- g) All recommendations of Grant-in-Aid funding allocations must be ratified by the Rural Budgets Administration Committee. The Rural Budgets Administration Committee reserves the right to accept, reject or amend any application at its sole discretion.

8) Recreational and Cultural Grants-in-Aid Budgets

- a) On an annual basis the Directors for each area shall determine the annual budget amount for their area(s) to be included in the Peace River Regional District Financial Plan. This budget amount is subject to Board approval and must be in accordance with tax limitations set forth by bylaw or supplementary letters patent.
- b) A recreational and cultural grants-in-aid budget amount will be provided separately for each area as follows:
 - i. Electoral Area B
 - ii. Electoral Area C
 - iii. Electoral Area E West
 - iv. A defined portion of Electoral Area E and D known as South Peace Sub-Regional as shown on Schedule “L” to this policy and is combined with a service area including the City of Dawson Creek and the Village of Pouce Coupe

9) Unallocated Funds

- a) Any funds that are not allocated from the annual requisition for a funding area shall be utilized to reduce the tax requisition in the next calendar year.

10) Unspent Funds

- a) Organizations must utilize allocated funds within three years of ratification by the Rural Budgets Administration Committee and will not be permitted to carry over funds past three years.
- b) Any funds not claimed by an organization after three years will be returned to the funding area by resolution of the Rural Budgets Administration Committee and utilized to reduce the tax requisition in the next calendar year.

11) Claim Reimbursement

- a) Approved applications will receive funds by claim reimbursement after August 1st of each year once funding allocations are ratified by the Rural Budgets Administration Committee.
- b) Approved applications must provide proof of costs by submitting invoices and a completed claim form attached hereto as Schedule ‘B’.
- c) All invoices submitted for expense claim reimbursement must be from the same year or later that funds were approved. Claims may not be made for goods or services incurred in the years previous to the grant’s approval.
- d) In exceptional circumstances, organizations may request in advance the total or partial payment of the approved grant from the Regional District. If the funds are approved for release prior to August 1st in any year, Regional District interim financing costs will be charged. Organizations must make this request in writing to the Chief Financial Officer.

12) Sources of Revenue

- a) Organizations shall be responsible to raise supplementary funds for major capital projects and operations by seeking other funding sources including but not limited to donations, corporate sponsorships, applications to other government agencies or general fundraising.
- b) The Peace River Regional District shall not be a sole source of revenue for any recreation or community association.
- c) Organizations must show in their application all sources of revenue.

13) Annual Reports

- a) All organizations that receive Recreational and Cultural Grants-in-Aid must complete an Annual Report as attached hereto as Schedule “C” by the last calendar day in January to be submitted with their Grants-in-Aid application.
- b) Funds for the current year will not be reimbursed to an organization until any outstanding Annual Reports for that organization have been received by the Regional District.
- c) Photos must be provided showing capital projects completed with Recreational and Cultural Grants-in-Aid funds.

14) Funding Amendments

- a) Organizations may apply for funding amendments by completing the Funding Amendment Form attached hereto as Schedule ‘D’, and only in such circumstances that:
 - i. they have completed their project with the funds allocated and they have outstanding funds remaining; or,
 - ii. an emergency has arisen and failure to remediate the problem will result in an inability to operate.
- b) The Rural Budgets Administration Committee will have the sole discretion on whether to approve or deny any funding amendments.
- c) Funds cannot be amended to pay off debt.

15) General

- a) Recreational and Cultural Grants-in-Aid policies can only be made by the Rural Budgets Administration Committee and are subject to Board approval as set forth in Bylaw no. 1166, 1998.
- b) Organizations hosting annual recreational and Cultural Grants-in-Aid meetings will be paid a hosting stipend.

16) Limitations

- a) Tower Lake Community Association is not eligible to receive Recreational and Cultural Grants-in-Aid as they are outside of the existing service area.

17) Recognition

- a) Grant recipients will recognize the financial contributions of the Regional District by prominently displaying a certificate or plaque.
- b) Associations that maintain websites, social media sites and/or membership newsletters will provide Regional District with recognition in the form of prominently displaying a note of thanks next to the Regional District's logo.
- c) Grant recipients may be requested to issue a joint press release and photo with the Regional District from time to time.

ADMINISTRATIVE PROCEDURES

Rural Recreational & Cultural Grants-in-Aid

1) Application Packages:

- a) In December of each year all organizations that have received Recreational and Cultural Grants-in-Aid in the past three years will be mailed the following:
 - i. cover letter with the application deadline and the spring date allocation meeting dates and locations;
 - ii. a “Grants-in-Aid Application Form” and “Application Checklist”;
 - iii. a “Claim Form”;
 - iv. an “Annual Report Form; and
 - v. any additional information that may assist with the application process.
- b) Application information is to be provided on the Regional District’s website at www.prrd.bc.ca.

2) Receipt of Application Packages

- a) All applications will be provided electronically to the Community Services Department when they are received by the Regional District.

3) Review of Application Packages

- a) Applications will be reviewed by the Community Services Department staff to ensure:
 - i. that all documentation has been received;
 - ii. that organizations are current registered non-profit societies;
 - iii. that organizations meet the eligibility requirements set forth in the Grants-in-Aid policy;
 - iv. that organizations have submitted all required annual reports with pictures.
- b) Each director will receive a complete set of applications for their area prior to the spring allocation meetings. It is the directors’ responsibility to advise staff of which applications are approved to attend the spring allocation meetings.
- c) A copy of all applications will be saved electronically on the Regional District server.

4) Incomplete or Late Applications

- a) In the event that an application is incomplete, staff will review the initial application and contact the applicant once to request any missing or incomplete information.
- b) If the outstanding missing information has not been received within 30 days after the application deadline, staff will note what is missing on the front page of the application that is provided to the Electoral Area Directors.

5) Allocation Meetings

- a) Allocation meetings will take place once each year.
- b) At least 15 days prior to the allocation meeting, a letter will be sent to all eligible applicant organizations notifying them of allocation meeting dates and times.
- c) At the allocation meeting all organizations will be provided a document detailing the funding requests of all applicants in their area.
- d) Staff will record meeting minutes, those in attendance and recommended grant allocations.
- e) Staff will liaise with the meeting hosts to ensure that facilities are available and that expectations are clear on what is required for the meetings such as:
 - i. light snacks and beverages;
 - ii. seating requirements; and
 - iii. time and date.

6) Approval of Grant Allocations

- a) Upon ratification of funding recommendations from the spring allocation meetings by the Rural Budgets Administration Committee, all applicant organizations will receive a letter within 30 days confirming their grant amounts and any outstanding funds.

7) Claim Reimbursement

- a) All claims for reimbursement will be provided directly to the Finance Department where they will be coded and provided to the Manager of Community Services for review.
- b) Upon review of the claim and submitted invoices, the Manager of Community Services will approve or deny the claim for payment.
- c) If claim is denied or only partial payment is provided, staff will provide a letter back to the organization explaining the reason for denying their claim or providing a partial payment.

8) Funding Amendments

- a) All funding amendments received will be forwarded to the Rural Budgets Administration Committee for decision.
- b) Staff will provide the Committee with information on the amount of funds remaining, the details of previous projects and any other pertinent information needed for decision making.
- c) Community Services staff will provide organizations that have applied for funding amendments with a letter within 30 days of decision of the Rural Budgets Administration Committee.

9) Unspent Funds

- a) On an annual basis organizations with unspent funds will be notified in writing of any funds remaining.
- b) If funds are remaining after two and a half years a letter will be sent to the subject organization notifying them of three year time limit to utilize their funds.
- c) If the Rural Budgets Administration Committee resolves to reallocate an organization's unspent funds, staff will notify the organization of this decision in writing.

ELECTORAL AREA DIRECTORS' COMMITTEE

DIARY ITEMS

<u>Topic</u>	<u>Notes</u>	<u>Added/Updated</u>
1. Water Advisory Committee Members	Arrange a final meeting 3 months after operation begins; to close the loop.	November 16, 2017
	Arrange a tour and ribbon cutting/grand opening event upon completion of the water station	June 21, 2018
2. Cell Towers within the Region	Investigate partnership opportunities	May 27, 2019
3. Electoral Area D Referendum	Water (service areas) in 2020	October 16, 2018
4. Don Nearhood Museum	As the Peace Canyon building is being closed a new location for the display is needed	November 13, 2018
5. Oil and Gas Working Groups	Provide updates from each meeting	January 18, 2019
6. Natural Gas	Expansion of services to rural areas	May 27, 2019
7. Synergy Alberta Conference	Dates for the fall conference - November 4 and 5, 2019	May 27, 2019