



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: January 24, 2018

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**
Director Rose, Meeting Chair
Director Hiebert
Director Goodings

Absent
Director Sperling

Staff
Chris Cvik, Chief Administrative Officer
Shawn Dahlen, Deputy Chief Administrative Officer
Kim Frech, Chief Financial Officer
Trish Morgan, General Manager of Community Services
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 1:00 pm

DIRECTORS NOTICE OF NEW BUSINESS: None.

ADOPTION OF AGENDA:

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Meeting agenda for the January 24, 2018 meeting, including Director's new business and additional items for the agenda, be adopted as amended:

1. **CALL TO ORDER** - Director Rose to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting of December 14, 2017
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
D-1 Kayla Boyd, Watershed Technician, City of Dawson Creek re: Watershed Stewardship Program
7. **CORRESPONDENCE:**
C-1 November 3, 2017 Letter from the Village of Pouce Coupe – NCLGA Bus
C-2 Letter from Kari Walker, Aaron Powell & the Grade 10 Jr. Girls Volleyball Team
C-3 Letter from Justin Fehr – Scholarship Thank You
C-4 Scott Adam Stevens and Jennifer Lynn Stevens Electrical Extension Grant

Application

- C-5 January 10, 2018 – Moberly Lake Community Association Recreation and Cultural Grants-in-Aid – Funding Amendment

8. REPORTS:

- R-1 December 20, 2017 – Report from Jill Rickert, Community Services Coordinator – Gas Tax Application – Osborn Community Hall
- R-2 December 21, 2017 – Report from Bryna Casey, Parks and Rural Recreation Coordinator – Silver Willow – Peace Lookout Cleanup
- R-3 December 23, 2017 – Report from Kim Frech, Chief Financial Officer – Removal of Fair Share Commitments
- R-4 December 29, 2017 – Report from Trish Morgan, General Manager of Community Services and Bryna Casey, Parks and Rural Recreation Coordinator – Chetwynd Library Feasibility Study Recommendation
- R-5 January 18, 2018 – Report from Trish Morgan, General Manager of Community Services – Blanket Grant Application Policy
- R-6 January 10, 2018 – Report from Kelsey Bates, Executive Assistant – Electoral Area Manager Attendance at Annual Conferences
- R-7 January 10, 2018 – Report from Jill Rickert, Community Services - Gas Tax Grant – Sweetwater Parkland Farmers Institute
- R-8 January 11, 2018 – Report from Jill Rickert, Community Services Coordinator – Grant Application – Moberly Lake Fire Department – New Roof for Hall
- R-9 January 18, 2018 – Report from Jill Rickert, Community Services Coordinator – Funding Amendment – 2016 Grants-in-Aid – Rose Prairie Community Curling Centre
- R-10 January 8, 2018 – Report from Jennifer Rudyk, Finance Clerk – Financial Report – January Meeting

9. DISCUSSION ITEMS:

10. NEW BUSINESS:

11. COMMUNICATIONS:

12. DIARY:

DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1
Dec. 14, 2017 RBAC
Minutes

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Meeting Minutes of December 14, 2017 be adopted as amended by updating Item C-2 (Brad Klassen - Fair Share Electrical Extension Grant) to utilize funds from Area B Fair Share, as opposed to Area C Fair Share.

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

DELEGATIONS:

D-1
Watershed
Stewardship Program

Kayla Boyd, Watershed Technician and Michelle Greenwood, Watershed Technician from the City of Dawson Creek attended to provide a presentation on the City of Dawson Creek's Watershed Stewardship Program.

D-1
Watershed
Stewardship Program
(continued)

The presentation reviewed:

- Dawson Creek and Pouce Coupe's water source - the Kiskatinaw River
- The City's watershed and the components thereof
- The watershed program and its goals, including water quality
- Water quality parameters
- Local contaminants of the water supply - physical, chemical and biological
- The effects of turbidity on pump houses in the watershed, such as shut downs, bacteria and an overall lesser quality of water
- Sampling results from 2017:
 - o TOC levels are higher than water quality guidelines in various samples
 - o E.coli sampling - 7 exceedances were identified over the entire year
 - o South and North Brassey exceedances were off the charts
 - Water treatment processes will eliminate these bacteria's, but as the quality of the water decreases the treatment costs will increase
 - o 79% of the flow is from ground water
 - o Most metal exceedances in the sampling were also in the Brassey
 - Particles are small and more difficult to treat, but measures are in place for treatment.
 - o The Brassey is an area of interest for the watershed program due to the exceedances on the samples. They are looking to identify sources of contamination and mitigate them
- Water quantities - raw and treated water storage
- Flow and water levels of the river are monitored automatically
 - o This flow dictates the City's withdraw maximums
- With reservoirs and weirs combined, the City has 385 days of water stored
- New South Dawson reservoir will bring the City's water storage up to 540 days
 - o Construction set to finish in July of 2018
- Bearhole Lake - water balance study and hydrometric measuring
 - o A depth profile study was completed in addition to water quality probes looking for ground water intakes
- Community extension measures
 - o Educational events take place around to community to raise knowledge and awareness of the local watershed
- Partnerships and stakeholder contributions were identified

The Meeting was Recessed at 1:23 pm to continue with the EADC Meeting.

The Meeting Reconvened at 3:00 pm.

CORRESPONDENCE:

C-1
Nov. 3/17 – NCLGA
Bus

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee send a letter to the Village of Pouce Coupe thanking them for the offer, but declining the use of a shared chartered bus for transportation to the 2018 NCLGA Conference.

CARRIED

C-2
Jr. Girls Volleyball
Team Thank you

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the thank-you letter from
the Grade 10 Jr. Girls Volleyball Team for information.

CARRIED

C-3
Scholarship Thank You
Letter

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Meeting receive the scholarship
thank-you letter from Justin Fehr for information.

CARRIED

C-4
Scott and Jennifer
Stevens Electrical
Extension Grant
Application

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve \$4,000 from Electoral
Area D, Fair Share Funds, for the Fair Share Electrical Extension Grant of Scott Adam
Stevens and Jennifer Lynn Stevens.

CARRIED

C-5
Moberly Lake
Community
Association Recreation
and Cultural Grants-in-
Aid – Funding
Amendment

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve the funding amendment
request from Moberly Lake Community Association and authorize the reallocation of
the remaining portion of their 2016 GIA allocation, in the amount of \$1,847.12, to be
used to assist with the cost of replacing the roof at the Moberly Lake Community Hall
in the summer of 2018.

CARRIED

OPPOSED: Director Goodings

REPORTS:

R-1
Dec, 20/17 - Gas Tax
Application – Osborn
Community Hall

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve the grant application
from the Osborn Community Hall and authorize a Gas Tax Grant in the amount of
\$5,617.50 to be used to pay for the purchase and installment of the second furnace.

CARRIED

R-2
Silver Willow – Peace
Lookout Cleanup

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a retroactive grant in
the amount of \$1,500 from Area C BC Rail/PRA funds to the Silver Willow 4-H Club for
the completed removal of garbage and providing general maintenance of the Peace
Valley Lookout from May to September of 2017.

CARRIED

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee advise the Silver Willow 4-H Club
that for future funding requests, the applicant will be required to follow the PRRD
grant application process and register as a not-for-profit society.

CARRIED

MOVED by Director Goodings, SECONDED by Director Hiebert,
That starting in 2018, and until such time that the Peace Lookout becomes an official
regional park where a contract for services can be entered into for maintenance, the
Rural Budgets Administration Committee no longer fund organizations to clean-up
the Peace Lookout.

CARRIED

R-3
Dec. 23/17 - Removal
of Fair Share
Commitments

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee remove the following Area 'E'
items from the Fair Share List of Commitments as of December 2017.

Area 'E'

Chetwynd: Fire Apparatus	\$ 8,484.59
Chetwynd Senior Housing Society	\$ 150,000.00
Northern Lights Recovery Centre	\$ 100,000.00
SP SPCA: Aspen Estate Feral Cats	<u>\$ 2,500.00</u>
Total	\$ 260,984.59

CARRIED

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee remove the following Area 'D'
items from the Fair Share List of Commitments as of December 2017.

Area 'D'

Northern Lights Recovery Centre	\$ 100,000.00
Swan Lake Environmental Study	\$ 4,445.37
Swan Lake Weir Aluminum Gates	<u>\$ 25,866.25</u>
Total	\$ 130,311.62

CARRIED

R-4
Dec. 29/17 -
Chetwynd Library
Feasibility Study
Recommendation

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee commit \$20,000 to cover the costs
of a direct award RFP for the Chetwynd Library design from Area 'E', PRA funds - Item
#7.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee provide a report to the Regional
Board recommending that the Purchasing Policy be waived in order to direct award
the Chetwynd Library design RFP, to which Area 'E' has committed \$20,000.

CARRIED

R-5
Jan. 18/18 - Blanket
Grant Application
Policy

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee recommend that the Board
approve the Blanket Grant Application Policy as presented, which establishes the
minimum standards of information to be collected through grant applications.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Goodings,
That Rural Budgets Administration Committee recommend to the Board that staff
bring a report back to the Committee by September of 2018 that identifies options to
streamline the Rural Recreational and Cultural Grants-in-Aid application process.

CARRIED

R-6
Jan. 10/18 Electoral
Area Manager
Attendance at Annual
Conferences

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee predetermine which conferences the Electoral Area Manager (EAM) should attend from March of 2018 to February of 2019; further that the Electoral Area Manager be approved to attend the NCLGA AGM and the UBCM Convention in 2018 in addition to the BC Natural Resource Forum and Electoral Area Directors Forum in 2019.

CARRIED

R-7
Jan. 10/18 - Gas Tax
Grant – Sweetwater
Parkland Farmers
Institute

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant to the Sweetwater Parkland Farmers Institute in the amount of \$19,488 from the Community Works Gas Tax Fund for the installation of a new energy efficient boiler for the Farmington Community Hall.

CARRIED

R-8
Jan. 1/18 - Grant
Application – Moberly
Lake Fire Department
– New Roof for Hall

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee deny the grant application from the Moberly Lake Fire Department, for a grant in the amount of \$18,690 to assist with the cost of a new metal roof for the Moberly Lake Fire Hall, as this request is for a reimbursement of expenses already paid on work previously completed.

CARRIED

R-9
Jan. 18/18 - Funding
Amendment – 2016
Grants-in-Aid – Rose
Prairie Community
Curling Centre

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee request that the Rose Prairie Community Curling Centre conduct a community survey regarding the removal of ice equipment at the Centre, prior to the consideration of the funding amendment application to reallocate the remaining 2016 grants-in-aid in the amount of \$3,896.22 to assist with the costs of removing the ice equipment from the Centre.

CARRIED

R-10
Jan. 8, 2018 -
Financial Report –
January Meeting

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee receive the Financial Report – January Meeting for information.

CARRIED

DISCUSSION ITEMS: None.

NEW BUSINESS: None.

COMMUNICATIONS: The Committee agreed to keep the Communications heading on future Agendas.

DIARY

DI-1 –RBAC Diary No changes were made to the Diary.

ADJOURNMENT: The Chair adjourned the meeting at 4:07 pm