



PEACE RIVER REGIONAL DISTRICT
RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING
MINUTES

DATE: Thursday, February 21, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Goodings, Meeting Chair
Director Sperling
Director Hiebert
Alternate Director Houley

Staff

Shawn Dahlen, Acting Chief Administrative Officer
Lyle Smith, Chief Financial Officer
Trish Morgan, General Manager of Community Services
Fran Haughian, Communications Manager
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant

Others

Rob Brown, Reporter, The Mirror

Call to Order The Chair called the meeting to order at 10:00 am.

DIRECTORS NOTICE OF NEW BUSINESS: None.

ADOPTION OF AGENDA:

MOVED by Director Sperling, SECONDED by Director Hiebert,

That the Rural Budgets Administration Committee agenda for the February 21, 2019 meeting be adopted:

1. **CALL TO ORDER** - Director Goodings 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 Minutes of January 17, 2019
 - M-2 Rural Budgets Administration Committee Special Meeting Minutes of January 31, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
 - C-1 January 19, 2019 - Letter from the Flatrock Community Cemetery Society – Flatrock Community Cemetery Grants
 - C-2 February 5, 2019 – Letter from the One Island Lake Cabin Owners Association – One Island Lake Provincial Park
 - C-3 December 21, 2018 – Letter from Toni Ethier, Coach, Chetwynd Secondary School Sr. Boys Volleyball Team

ADOPTION OF AGENDA (continued)

8. REPORTS:

- R-1 February 7, 2019 – Report from Paulo Eichelberger, GM of Environmental Services – Kelly Lake Sewer Pre-Budget Funding Request for Necessary Repairs
- R-2 January 30, 2019 – Report from Paulo Eichelberger, GM of Environmental Services – Roll Dyke Pre-Budget Funding Request for Necessary Repairs
- R-3 December 13, 2018 – Report from Trish Morgan, GM of Community Services – Osborn Community Hall Funding Amendment
- R-4 December 17, 2019 – Report from Trish Morgan, GM of Community Services – Rural Recreational and Cultural Grants-in-Aid – Volunteer Appreciation Banquet
- R-5 December 28, 2018 – Report from Trish Morgan, GM of Community Services – Montney Rec Association Funding Amendment
- R-6 January 8, 2019 – Report from Trish Morgan, GM of Community Services – 2017 Electoral Area E West Bursary – Unclaimed Funds
- R-7 January 16, 2019 – Report from Deborah Jones-Middleton, Protective Services Manager – Purchase of Charlie Lake Fire Department Apparatus
- R-8 January 31, 2019 – Report from Trish Morgan, GM of Community Services – Grant Request – School District No. 60, Rural Learn to Swim Program
- R-9 February 4, 2019 – Report from Trish Morgan, GM of Community Services – Grant Request – Deveraux Elementary School
- R-10 February 5, 2019 – Report from Trish Morgan, GM of Community Services – Facility Studies – Tate Creek, Kelly Lake, and Osborn Community Centres
February 8, 2019 – Report from Trish Morgan, GM of Community Services – Iver Johnson Community Park
- R-11 February 8, 2019 – Report from Trish Morgan, GM of Community Services – Prior Year Grant-in-Aid Allocations to Expire December 31, 2019
- R-12 February 8, 2019 – Report from Trish Morgan, GM of Community Services – 2019 Grant-in-Aid – Approval for Annual Grant Allocations
- R-13 February 8, 2019 – Report from Trish Morgan, GM of Community Services – Fair Share, Peace River Agreement and Gas Tax Commitments for Completed Projects
- R-14 February 11, 2019 – Report from Trish Morgan, GM of Community Services – Youth Travel Request – Fort St. John Midget A Flyers Hockey Team
- R-15 February 11, 2019 – Report from Trish Morgan, GM of Community Services – Youth Travel Request – Fort St. John Peewee A Flyers Hockey Team
- R-16 February 12, 2019 – Report from Trish Morgan, GM of Community Services – Hasler Flats – Society Assistance
- R-17 February 13, 2019 – Report from Trish Morgan, GM of Community Services – 2019 Grants-in-Aid Summary of Funding Requests – Budget Consideration
February 1, 2019 – Report from Lyle Smith, Chief Financial Officer – December 2018 Financial Report

9. DISCUSSION ITEMS:

10. NEW BUSINESS:

11. COMMUNICATIONS:

12. DIARY:

DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1

Jan. 17/19 - RBAC
Minutes

MOVED by Director Hiebert, SECONDED by Director Sperling,

That the Rural Budgets Administration Committee Meeting Minutes of January 17, 2019 be adopted.

CARRIED

M-2
Jan. 31/19 – Special
RBAC Minutes

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee Special Meeting Minutes of January 31, 2019 be adopted as amended to update the resolution under R-1 as follows:

That the Rural Budgets Administration Committee authorize a funding commitment of an additional \$45,000 from Electoral Area E, Peace River Agreement funds (spending item 7 – Libraries, Museums & Art Galleries) for the purpose of contributing to the construction of a new library in Chetwynd.

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

DELEGATIONS:

None.

CORRESPONDENCE:

C-1
Jan. 19/19 – Flatrock
Community Cemetery
Grants

MOVED by Director Hiebert, SECONDED by Alternate Director Houley,
That the Rural Budgets Administration Committee receive the January 19, 2019 letter from Susan Giesbrecht, Flatrock Cemetery Society for information.

CARRIED

C-2
Feb. 5/19 – One Island
Provincial Park

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee respond to the One Island Lake Cabin Owners Association stating that the Province should submit a grant application to the PPRD to request funding for the playground at One Island Lake Provincial Park.

CARRIED

C-3
Dec. 21/18 –
Chetwynd Secondary
Sr. Boys Volleyball
Team

MOVED by Director Hiebert, SECONDED by Alternate Director Houley,
That the Rural Budgets Administration Committee receive the December 21, 2018 letter from Toni Ethier, Coach, Chetwynd Secondary School Sr. Boys Volleyball Team for information.

CARRIED

REPORTS:

R-1
Feb. 7/19 - Kelly Lake
Sewer Pre-Budget
Funding Request for
Necessary Repairs

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administrations Committee (RBAC) approve a funding commitment of \$60,000 from the Peace River Agreement (PRA) Fund for Electoral Area D, for necessary repairs and upgrades to the Kelly Lake Sewer Lagoon facility in 2019.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That Local Service Area Establishing Bylaw 1885, 2010 (Kelly Lake Sewer function) be reviewed and undergo an amendment process to increase the maximum parcel tax by 25% in order to build reserves to help provide for inflation of maintaining the system.

CARRIED

R-2
Jan. 30/19 – Rolla
Dyke Pre-Budget
Funding Request for
Necessary Repairs

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administrations Committee (RBAC) approve a funding commitment of \$30,000 from the Peace River Agreement (PRA) Fund for Electoral Area D, for necessary repairs and upgrades to the Rolla diking system in 2019.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That Local Service Area Establishing Bylaw 647, 1989 (Rolla Dyke function) be reviewed and undergo an amendment process to increase parcel tax by 25% in order to build reserves and help provide for inflation of maintaining the system.

CARRIED

Moved by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administrations Committee approve the supplementary request to include \$30,000 for the Rolla dike capital project in the 2019 budget, from the Peace River Agreement (PRA) Fund for Electoral Area D, for necessary repairs and upgrades to the Rolla diking system in 2019.

CARRIED

R-3
Dec. 13/18 – Osborn
Community Hall
Funding Amendment

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve the funding amendment application from Osborn Community Hall and authorize the reallocation of \$2,830.05 from the unused portion of their 2015 Grants-in-Aid allocation to be used for Roof and Floor Improvements in 2019.

CARRIED

R-4
Dec. 17/18 - Rural
Recreational and
Cultural Grants-in-Aid
– Volunteer
Appreciation Banquet

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve the discontinuation of the annual Volunteer Appreciation Banquet as part of the Recreational and Cultural Grants-in-Aid process; further that an amendment be made to the Recreational and Cultural Grants-in-Aid policy to reflect this change.

CARRIED

MOVED by Director Sperling, SECONDED by Alternate Director Houley,
That the Rural Budgets Administration Committee reduce the annual budget commitment of \$6,500 for the Volunteer Recognition Banquet to \$1,000 in 2019, to assist with the continuation of the Awards Recognition component of the Volunteer Recognition Banquet.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend Section 5 - Eligible Expenses of the Recreational and Cultural Grants-in-Aid policy to include "Volunteer Recognition" as an eligible expense for Electoral Area B, C, E and Sub-Regional.

DEFEATED

- R-5
Dec. 28/18 – Montney
Rec Commission
Funding Amendment
- MOVED by Director Sperling, SECONDED by Alternate Director Houley,*
That the Rural Budgets Administration Committee respectfully deny the request from Montney Recreation Commission to reallocate \$686.42 of their 2017 Grants-in-Aid allocation to be used for gravel costs purchased in 2017, as it does not meet the criteria for approval outlined in the Recreational and Cultural Grants-in-Aid policy.
- CARRIED**
- R-6
Jan. 8/19 – 2017
Electoral Area E West
Bursary – Unclaimed
Funds
- MOVED by Alternate Director Houley, SECONDED by Director Hiebert,*
That the Rural Budgets Administration Committee approve that the unclaimed funding for the 2017 Electoral Area E Bursary, in the amount of \$500, be returned to the funding area and utilized to reduce the tax requisition in 2019.
- CARRIED**
- R-7
Jan. 16/19 – Purchase
of Charlie Lake Fire
Department
Apparatus
- MOVED by Director Sperling, SECONDED by Director Hiebert,*
That the Rural Budgets Administration Committee approve \$300,000 from Electoral Area C Fair Share to fund the purchase of two apparatus for the Charlie Lake Fire Department.
- CARRIED**
- R-8
Feb. 14/19 – Grant
Request – School
District No. 60, Rural
Learn to Swim
Program
- MOVED by Director Sperling, SECONDED by Director Hiebert,*
That the Rural Budgets Administration Committee authorize a multi-year grant commitment in the amount of \$10,000 per year, for three years, starting in 2019 to School District No. 60 to assist with the transportation costs of the Rural Learn to Swim program; further that funding be provided from Grants to Community Organizations, from Electoral Area B.
- CARRIED**
- R-9
Feb. 4/16 – Grant
Request – Devereaux
Elementary School
- MOVED by Alternate Director Houley, SECONDED by Director Sperling,*
That the Rural Budgets Administration Committee deny the request for travel assistance from Devereaux Elementary School as it does not meet the eligibility criteria as specified in the Schedule E – Youth Travel of the Recreation and Cultural Grants-in-Aid funding program.
- CARRIED**
- MOVED by Director Hiebert, SECONDED by Alternate Director Houley,*
That the Rural Budgets Administration Committee authorize a grant of \$500 to Devereaux Elementary, for the purpose of supporting the travel expenses for the Grade 7 Barkerville Trip, payable from Electoral Area D, BCR/PRA funding.
- CARRIED**
- R-10
Feb. 5/19 - Facility
Studies – Tate Creek,
Kelly Lake, and Osborn
Community Centres
- MOVED by Director Hiebert, SECONDED by Director Sperling,*
That the Rural Budgets Administration Committee commit \$25,000 in funding towards completing a Facility Condition Audit and Asset Management Plan for the Tate Creek Community Centre, from Electoral Area 'D' Peace River Agreement Funds, Spending Item 8 – Year Round Recreational Facility Upgrades.
- CARRIED**

MOVED by Director Hiebert, SECONDED by Alternate Director Houley,
That the Rural Budgets Administration Committee commit \$65,000 in funding towards completing a Facility Condition Audit, Asset Management Plan, and Design Feasibility Study to develop a long term plan for the Kelly Lake Community Centre, from Electoral Area 'D' Peace River Agreement Funds, Spending Item 8 – Year Round Recreational Facility Upgrades.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee commit \$25,000 in funding towards completing a Facility Condition Audit and Asset Management Plan for the Osborn Community Hall, from Electoral Area 'B' Peace River Agreement Funds, Spending Item 8 – Year Round Recreational Facility Upgrades.

CARRIED

R-11
Feb. 8/19 – Iver
Johnson Community
Park

MOVED by Alternate Director Houley, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve a commitment for \$12,888 from Area E Peace River Agreement Funds (Spending item 8 Year-Round Recreation Facility Upgrades) for Iver Johnson Community Park upgrades.

CARRIED

R-12
Feb. 8/19 - Prior Year
Grants-in-Aid
Allocations to Expire
December 31, 2019

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the report from the General Manager of Community Services, dated February 8, 2019 and titled 'Prior Year Grants-in-Aid Allocations to Expire December 31, 2019' for information.

CARRIED

R-13
Feb. 13/19 - 2019
Grants-in-Aid –
Approval for Annual
Grant Allocations

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize the following 2019 grant allocations for the purposes of providing funding to support post-secondary education and youth travel, payable from 2019 Recreational and Cultural Grants-in-Aid annual budgets for Electoral Area B, C and E, as well as the defined portion of Electoral Area D and E, referred to as Sub-Regional.

- a. Electoral Area B Bursary \$1,000
Electoral Area B Youth Travel \$1,500
- b. Electoral Area C Scholarship \$1,000
Electoral Area C Youth Travel \$1,000
- c. Electoral Area E Bursary (2 at \$500 each) \$1,000
Electoral Area E Youth Travel \$2,000
- d. South Peace Sub Regional Scholarship \$1,500
South Peace Sub Regional Trades Bursary \$1,500
Sub-Regional Youth Travel \$1,500

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant allocation in the amount of \$1,000 for North Peace 4H District Council for the purpose of conducting 4H activities, payable from 2019 Grants-in- Aid Electoral Area B.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,

That the Rural Budgets Administration Committee authorize a grant commitment in the amount of \$2,000 for the North Peace Regional Grad Fest Society for the purpose of hosting a "Safe Grad" event in the North Peace, payable in equal amounts (\$1,000 each) from 2019 Grants-in-Aid Electoral Area B and Area C .

CARRIED

R-14

Feb. 8/19 - Fair Share,
Peace River

Agreement and Gas
Tax Commitments for
Completed Projects

MOVED by Director Sperling, SECONDED by Alternate Director Houley,

That the Rural Budgets Administration Committee cancel the following Electoral Area B Peace River Agreement Fund allocations, as the projects are complete:

- \$166.56 for Cecil Lake Recreation Commission - Hall door and window replacement.
- \$1,400 for Buick Creek Arena – insulation and heating upgrades.

CARRIED

MOVED by Director Hiebert, SECONDED by Alternate Director Houley,

That the Rural Budgets Administration Committee cancel the remaining \$4,427.84 Electoral Area D Peace River Agreement Fund allocation for the Tomslake Fire Department "Fire Pack Bush Unit", as the project is now complete.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,

That the Rural Budgets Administration Committee cancel the remaining \$3,427.74 Electoral Area B Fair Share allocation for the North Peace Fall Fair "Display Buildings", as the project is now complete.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,

That the Rural Budgets Administration Committee cancel the following Gas Tax Fund allocations, as the projects are complete:

- \$5,759.44 for Buick Arena – insulation and heating upgrades.
- \$1,392.40 for Kelly Lake Community Hall – furnace replacement.
- \$3,171.00 for Tupper Community Hall – furnace repairs.

CARRIED

R-15

Feb. 11/19 - Youth
Travel Request – Fort
St. John Midget A
Flyers Hockey Team

MOVED by Director Sperling, SECONDED by Alternate Director Houley,

That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$250 for the Fort St. John Midget A Flyers Hockey Team, to assist with travel expenses to attend the Midget Tier 2 Provincial Hockey Championships being held in Vernon from March 16-20, 2019; further, that funding be payable from Electoral Area B Youth Travel in the amount of \$150 and Electoral Area C Youth Travel in the amount of \$100.

CARRIED

R-16
Feb. 11/19 - Youth
Travel Request – Fort
St. John Peewee A
Flyers Hockey Team

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$150 for the Fort St. John Peewee A Flyers Hockey Team, to assist with travel expenses to attend the Peewee Tier 2 Provincial Hockey Championships being held in North Vancouver from March 15-21, 2019; further, that funding be payable from Electoral Area B Youth Travel in the amount of \$50 and Electoral Area C Youth Travel in the amount of \$100.

CARRIED

R-17
Feb. 12/19 - Hasler
Flats – Society
Assistance

MOVED by Alternate Director Houley, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee commit up to \$1,000 from Area 'E' BC Rail Funding to assist the Hasler Flats Community Group with consulting services to assist them in obtaining society status so that they have the opportunity to maintain the Iver Johnson Community Park once developed.

CARRIED

R-18
Feb. 13/19 - 2019
Grants-in-Aid
Summary of Funding
Requests - Budget
Consideration

MOVED by Director Hiebert, SECONDED by Alternate Director Houley,
That the Rural Budgets Administration Committee receive the report from the General Manager of Community Services, dated February 13, 2019 and titled '2019 Grants-in-Aid Summary of Total Requests - Budget Consideration' for discussion.

Alternate Director Houley left room at 11:15 am and returned at 11:17 am.

CARRIED

R-19
Feb. 1/19 – December
2019 Financial Report

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the December 2018 Financial Report for discussion.

CARRIED

DISCUSSION ITEMS: None.

NEW BUSINESS: None.

COMMUNICATIONS: None.

DIARY:
DIA-1

No changes were made to the Diary.

ADJOURNMENT The Chair adjourned the meeting at 11:29 am.