



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: March 15, 2018

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Staff
Chris Cvik, Chief Administrative Officer
Shawn Dahlen, Deputy Chief Administrative Officer
Kim Frech, Chief Financial Officer
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant
Jill Rickert, Community Services Coordinator
Fran Haughian, Communications Manager

Others

Call to Order The Chair called the meeting to order at 2:40 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Rose NB-1 Spencer Tuck Park washroom facilities.

ADOPTION OF AGENDA:

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee Meeting agenda for the March 15, 2018 meeting, be adopted as amended to include Directors Notice of New Business:
CALL TO ORDER - Director Goodings to Chair the Meeting
DIRECTORS NOTICE OF NEW BUSINESS:
Director Rose – Spencer Tuck Park washroom facility assessment
ADOPTION OF AGENDA:
ADOPTION OF MINUTES:
Rural Budgets Administration Committee Meeting of February 15, 2018
BUSINESS ARISING FROM THE MINUTES:
DELEGATIONS:
CORRESPONDENCE:
C-1 Email from Sheila Neuls -Thank you from Chetwynd Secondary School Sr. Girls Volleyball Team

Adoption of Agenda (continued)

REPORTS:

- R-1 February 20, 2018 – Report from Deborah Jones-Middleton, Protective Services Manager – Feasibility Study to Provide Fire Protection Services to all of Electoral Area 'C' and a Portion of Electoral Area 'D'
- R-2 February 21, 2018 – Report from Jill Rickert, Community Services Coordinator – Annual Budget Allocations for Recreational & Culture Grants-in-Aid
- R-3 February 26, 2018 – Report from Trish Morgan, GM of Community Services – Step Up 'N' Ride Grant Application
- R-4 March 5, 2018 – Report from Kim Frech, Chief Financial Officer – Annual Interest and Financial Commitments
- R-5 March 6, 2018 – Report from Jill Rickert, Community Services Coordinator – 2018 Recreational & Cultural Grants-in-Aid – Eligibility and Funding Review
- R-6 March 6, 2018 – Report from Trish Morgan, GM of Community Services – 2018 North Peace Regional Grad Fest Grant
- R-7 March 6, 2018 – Report from Trish Moran, GM of Community Services – North Peace Secondary School Female Curling Youth Travel Request.
- R-8 March 6, 2018 – Report from Trish Morgan, GM of Community Services – BC Peace Predators Youth Travel Request
- R-9 March 5, 2018 – Report from Jennifer Rudyk, Finance Clerk – February 2018 Financial Report

DISCUSSION ITEMS:

- DI-1 Proposed projects with the Village of Pouce Coupe
 - i Water Fill Station
 - ii Skateboard Park
 - ii Cemetery Funding and Unmarked Grave Project

NEW BUSINESS:

COMMUNICATIONS:

DIARY:

ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

- M-1
Feb. 15/18 RBAC
Minutes
- MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee Meeting Minutes of February 15, 2018 be adopted.

CARRIED

CORRESPONDENCE:

- C-1
Chetwynd Secondary
Sr. Girls Volleyball
Thank you
- MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the thank you email from the Chetwynd Secondary School Sr. Girls Volleyball Team for information.

CARRIED

REPORTS:

- R-1
Feb. 20/18 – Feasibility
Study to Provide Fire
Protection Services to
all of Electoral Area 'C'
and a Portion of
Electoral Area 'D'
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve \$45,000 to fund a feasibility study to examine options for the provision of fire protection services in all of Electoral Area 'C' and a portion of Electoral Area 'D', with \$38,350 from Electoral Area 'C' Fair Share and \$6,750 from Electoral Area D' Fair Share.

CARRIED

REPORTS (continued):

R-1 (continued)
Feb. 20/18 – Feasibility Study to Provide Fire Protection Services to all of Electoral Area ‘C’ and a Portion of Electoral Area ‘D’

Moved Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Board waive the Purchasing Policy to complete a feasibility study to examine options for the provision of fire protection services in all of Electoral Area ‘C’ and a portion of Electoral Area ‘D’ and that the contract be awarded to Dave Mitchell and Associates in the amount of \$45,000 - based on their familiarity with the Peace River Regional District fire departments and governance structure.

CARRIED

R-2
Feb 21./18 -Annual Budget Allocations for Recreational & Cultural Grants-in-Aid

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve the following budget allocations:

1. The 2018 Recreational & Cultural Grants-in-Aid annual allocation amounts specific to Bursary, Scholarship, and Youth Travel grants for each Electoral Area as follows:
Electoral Area B Bursary \$1,000
Electoral Area B North Peace 4H District Council \$1,000
Electoral Area B Youth Travel \$1,500
Electoral Area C Scholarship \$1,000
Electoral Area C Youth Travel \$1,000
Electoral Area E West Bursary (2 at \$500 each) \$1,000
Electoral Area E West Youth Travel \$2,000
Sub Regional Academic Scholarship \$1,500
Sub Regional Trades Bursary \$1,500
Sub Regional Youth Travel \$1,500
2. The 2018 Recreational & Cultural Grants-in-Aid annual allocation amount specific to the North Peace Regional Gradfest grant as follows:
Electoral Area B North Peace Regional Gradfest \$1,000
Electoral Area C North Peace Regional Gradfest \$1,000

CARRIED

R-3
Feb. 26/18 - Step Up ‘N’ Ride Grant Application

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a “Grants to Community Organizations” Electoral Area D grant of \$18,750 per year to the Step Up ‘N’ Ride Society, for three years starting in 2018, for the purpose of operating the service in Electoral Area D.

CARRIED

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee approve a “Grants to Community Organizations” Electoral Area E grant of \$6,250 per year to the Step Up ‘N’ Ride Society, for three years starting in 2018, for the purpose of operating the service in Electoral Area E.

CARRIED

R-4
Mar. 5/18 – Annual Interest and Financial Commitments

MOVED Director Rose, SECONDED Director Hiebert,
That RBAC approves adding the interest earned on the reserve accounts on an annual basis to the reserve account.

CARRIED

REPORTS (continued):

R-4 (continued)
Mar. 5/18 – Annual
Interest and Financial
Commitments

MOVED Director Rose, SECONDED Director Hiebert,
That RBAC approves the removal of old and/or completed commitments as follows:

A. Gas Tax:

1. Energy & Emissions Climate Action Plan (since 2009) - \$35,124.60;
2. Electric Vehicle Charging Stations: Farmington & Charlie Lake (since 2012) - \$2,000;
3. FSJ Airport Sub Water Meters & Infrastructure: (since 2012) - \$30,000;
4. Little Prairie Heritage Society Museum Lighting: (since 2014) – \$376.15;
5. Doe River Rec Comm; Septic Tank Upgrades: (since 2014) – \$34.50; and
6. Rolla Sewer Lift Station Pumps & Electric: (since 2012) - \$4,059.60.

B. Grants from Loan Fund Interest

1. Temporary Storage to Accept Domestic Sewage - \$151,496.22 (completed).

C. Peace River Agreement (PRA):

1. Area C – CLFD Road Rescue & Medical First Responder Service Feasibility - \$2,500.00 (this phase of project complete);
2. Chetwynd Arena floor, chiller, condenser & ventilation - \$250,000 (project complete)

D. Fair Share:

1. Area B: Municipal Facilities - \$13,200 (since 2010/11 – no specific commitment;
2. Area B: Electrical Extension Grants – \$12,000 (since 2011 and gets replenished as used) – rather it be listed on-going and each application committed as it is approved;
3. Area B: Clearview Arena; crawl space - \$979.58 (since 2014);
4. Area C: FSJ Airport Sub Communal Water/Sewer Fees - \$1,359.97 (since 2014);
5. Area C: Regional Parks Improvements - \$100,000 (since 2011) – too general, remove until specific request to commit to;
6. Area C: Water & Sewer - \$500,000 (since 2007, 2011, 2013) – too general, remove until specific request to commit to;
7. Area D: Bear Mnt. Ski Assn: Ski Trails - \$10,000 (since 2014);
8. Area D: Hats n Chaps Gymkhana; Arena Rebuild - \$440.00 (since 2014);
9. Area D: Regional Parks & Trails - Trails - \$75,000 (since 2011) – wait for specific request;
10. Area D: Regional Parks & Trails – Parks - \$25,000 (since 2011) – wait for specific request;
11. Area D: Rolla Sewer – Upgrades - \$2,570.47 (since 2011) – upgrades done;
12. Area D: Rural Water Development - \$125,032.17 (since 2012) – reallocate when new project;
13. Area E: Bear Mnt. Ski Assn: Ski Trails - \$4,000 (since 2014);
14. Area E: Chetwynd & Dist. Rec Complex - \$55,721.92 (since 2010);
15. Area E: Hasler Tower Project - \$8,163.27 (since 2006 & 2010);
16. Area E: Hats n Chaps Gymkhana: Arena Rebuild - \$1,766 (since 2014);
14. Area E: Senior Assisted Living - \$30,000 (since 2009) – reallocate when new project.

CARRIED

REPORTS (continued):

R-5
Mar. 6/18 - 2018
Recreational & Cultural
Grants-in-Aid –
Eligibility and Funding
Review

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize staff to send a letter to those applicants who are eligible to be considered for funding under the GIA policy, inviting them to attend the Spring Allocation meetings scheduled for the dates below:

Electoral Area 'B' and 'C'	April 16, 2018	Lake Point Golf and Country Club
Electoral Area 'E' West	April 17, 2018	Chetwynd & District Recreation Centre
South Peace Sub-Regional	April 18, 2018	Doe River Community Hall

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve the following changes to the 2018 Area E Grants-in-aid applications:

- Deny the GIA funding for Camp Emile and refer the group to the Grant Writer for help with an application to NDIT for a Community Hall Grant.
- Increase the funding amount for Moberly Lake Community Association from \$6,750 to the total request of \$9,000.

CARRIED

MOVED Director Rose, SECONDED Director Sperling,
That the Rural Budgets Administration Committee remove the funding for Camp Sagitawa from Area E GIA and fund the total request of \$35,000 for the construction of a girl's cabin through the Gas Tax funds instead.

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Administration Budgets Committee authorize the remaining applications for Area E, as presented, be forwarded to the Grant in Aid allocation meeting on April 17, 2018.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve the following changes to the 2018 Area C Grants-in-aid applications:

- Deny funding for the Lakepoint Golf & Country Club.
- Reduce the funding for the North Peace Light Horse Association from \$30,000 to \$15,000 as the request is split with Area B
- Reduce the funding for the North Peace Fall Fair to \$3,000 as the request is split with Area B
- Deny funding for New Totem Archery Club

Further, that the Rural Administration Budgets Committee authorize the remaining applications for Area C, as presented, be forwarded to the Grant in Aid allocation meeting on April 16, 2018.

CARRIED

REPORTS (continued):

- R-5 (continued...)
Mar. 6/18 - 2018
Recreational & Cultural
Grants-in-Aid –
Eligibility and Funding
Review
- MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve the following change to the 2018 Area B Grants-in-aid application:
- Reduce funding for the Cecil Lake Recreation Commission from \$70,000 to \$40,000.
- CARRIED
- MOVED Chair Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize that the North Peace Light Horse Association receive an Area B Fair Share Grant for arena upgrades in the amount of \$15,000; further, that the application for an additional \$15,000 be considered at the Area C Grants-in-aid meeting.
- CARRIED
- MOVED Director Rose, SECONDED Director Goodings,
That the Rural Administration Budgets Committee authorize the remaining applications for Area B, as presented, be forwarded to the Grant in Aid allocation meeting on April 16, 2018.
- CARRIED
- MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee authorize the 2018 Sub-regional Grants-in-aid applications, as presented for a total amount of \$124,602.40, to be forwarded to the Grant In Aid Allocation meeting on April 18, 2018.
- CARRIED
- R-6
Mar. 6/18 - 2018
North Peace Regional
Grad Fest Grant
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve a \$2,000 grant to the North Peace Secondary School Regional Grad Fest Society to assist with the costs to host the 2018 Grad Fest event, funded as follows:
- Area B Rural Recreational & Cultural Grants-in-Aid = \$1,000
 - Area C Rural Recreational & Cultural Grants-in-Aid = \$1,000
- CARRIED
- R-7
Mar. 6/18 - North
Peace Secondary
School Female Curling
Youth Travel Request
- MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve a \$100 Youth Travel grant to the North Peace Secondary School Female Curling team to assist with travel costs to attend the BC High School Provincial Curling Championships in New Westminster from March 1 to 3, 2018 – funded as follows:
- Area B Youth Travel = \$50
 - Area C Youth Travel = \$50
- CARRIED

REPORTS (continued):

R-8
Mar. 6/18 - BC Peace
Predators Youth Travel
Request

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve a \$250 Youth Travel grant to the BC Peace Predators to assist with travel costs to attend the Female Midget 'A' Provincial Championships in Williams Lake from March 20 to March 26, 2018, funded as follows:

- Area B Youth Travel = \$150
- Area C Youth Travel = \$50
- Sub-regional Youth Travel = \$50

CARRIED

R-9
Mar. 5/18 - February
2018 Financial Report

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the February 2018 Financial Report for information.

CARRIED

DISCUSSION ITEMS:

Director Hiebert discussed potential projects he has been discussing with the Village of Pouce Coupe, including; a proposed water fill station, a proposed skateboard park and proposed cemetery funding and unmarked grave projects.

NEW BUSINESS:

NB-1
Director Rose

Director Rose discussed the poor condition of the washrooms at Spencer Tuck Park. The Deputy CAO advised that there is possible opportunity for assessing the condition of the outhouses. Director Rose advised that he will work with staff to arrange a Parks Committee meeting to discuss the Spencer Tuck Washrooms in an attempt to meet the FCC Spirit Grant application deadline.

COMMUNICATIONS:

The Step Up 'N' Ride funding approval will be included on the next Board Highlights.

ADJOURNMENT:

The Chair adjourned the meeting at 4:03 p.m.

Director Karen Goodings, Chair

Kelsey Bates, Executive Assistant