



PEACE RIVER REGIONAL DISTRICT
RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING
MINUTES

DATE: Thursday, March 21, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

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

Others

Call to Order The Chair called the meeting to order at 1:55 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Rose Bulterys House – South Peace Health Services Society.

Director Rose PRRD Remuneration Bylaw.

ADOPTION OF AGENDA:

- MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee agenda for the March 21, 2019 meeting be adopted as amended to include Director's new business:
1. **CALL TO ORDER** - Director Hiebert to Chair the Meeting
 2. **DIRECTORS NOTICE OF NEW BUSINESS:**
Director Rose - PRRD Remuneration Bylaw
Director Rose - Bulterys House – South Peace Health Services Society
 3. **ADOPTION OF AGENDA:**
 4. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting Minutes of February 21, 2019
M-2 Rural Budgets Administration Committee Special Meeting Minutes of February 27, 2019
M-3 Rural Budgets Administration Committee Special Meeting Minutes of March 14, 2019
 5. **BUSINESS ARISING FROM THE MINUTES:**

ADOPTION OF AGENDA (continued)

6. DELEGATIONS:

7. CORRESPONDENCE:

- C-1 February 19, 2019 Letter from Karen Smith, DCSS – South Peace Sub Regional Rural Academic Scholarship Presentation
- C-2 February 19, 2019 Letter from Karen Smith, DCSS – South Peace Sub Regional Rural Trades Bursary Presentation
- C-3 February 22, 2019 Letter and Report from Angie Dokken, Northern Brain Injury Association – Thank you and Safety Report

8. REPORTS:

- R-1 February 1, 2019 – Report from Kelsey Bates, Executive Assistant and Crystal Brown, Electoral Area Manager – Electoral Area Manager Conference Attendance
- R-2 March 8, 2019 – Report from Trish Morgan, GM of Community Services – 2019 Recreational and Cultural Grants-in-Aid Applications – Eligibility Review

9. DISCUSSION ITEMS:

- DI-1 RBAC Commitments in the Board's Budget
- DI-2 South Peace Historical Society
- DI-3 2019 Spring Clean-up: Jackfish and Moberly Lake

10. NEW BUSINESS:

11. COMMUNICATIONS:

12. DIARY:

- DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1
Feb. 21/19 RBAC
Minutes

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee Meeting Minutes of February 21, 2019 be adopted.

CARRIED

M-2
Feb. 27/19 Special
RBAC Minutes

MOVED by Director Rose, SECONDED by Director Goodings,
That the Special Rural Budgets Administration Committee Meeting Minutes of February 27, 2019 be adopted.

CARRIED

M-3
Mar. 14/19 Special
RBAC Minutes

MOVED by Director Rose, SECONDED by Director Goodings,
That the Special Rural Budgets Administration Committee Meeting Minutes of March 14, 2019 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

DELEGATIONS:

None.

CORRESPONDENCE:

C-1
Feb. 19/19 – DCSS
Rural Academic
Scholarship

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize Director Hiebert to attend the Dawson Creek Secondary School Awards Ceremony and Tea on Tuesday June 18, 2019 to present the South Peace Sub Regional Rural Academic Scholarship.

CARRIED

C-2
Feb. 19/19 – DCSS
Rural Trades Bursary

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize Director Hiebert to attend the Dawson Creek Secondary School Awards Ceremony and Tea on Tuesday June 18, 2019 to present the South Peace Sub Regional Rural Trades Bursary.

CARRIED

C-3
Feb. 22/19 – Northern
Brain Injury
Association

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the February 22, 2019 letter and attached report from Angie Dokken, Case Manager/Facilitator, Northern Brain Injury Association for information.

CARRIED

REPORTS:

R-1
Feb. 1/19 – Electoral
Area Manager
Conference
Attendance

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize the Electoral Area Manager (EAM) to attend the following events with the Electoral Area Directors every year, beginning in 2019:

- Natural Resources Forum
- Electoral Area Directors' Forum
- Local Government Leadership Academy – Winter Training Seminar(s)
- North Central Local Government Association AGM
- Union of BC Municipalities Convention

CARRIED

R-2
Mar. 8/19 - 2019
Recreational and
Cultural Grants-in-Aid
Applications –
Eligibility Review

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve all the 2019 Area B Recreational and Cultural GIA applications to move forward to the Spring GIA allocation meeting; further, that applicants be notified that any operational funding requests will not be considered under Recreational and Cultural GIA.

CARRIED

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve all the 2019 Area C Recreational and Cultural GIA applications to move forward to the Spring GIA allocation meeting.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee deny invitation to the Spring Recreational and Cultural GIA meeting as follows:

- Boreal Centre for Sustainability (not eligible to be considered for funding as it is not a registered society)
- Pine Valley Exhibition Park (to be funded from Area E Gax Tax)
- Camp Email (but that they be directed to apply to Northern Development Initiative Trust)

CARRIED

R-2
Mar. 8/19 - 2019
Recreational and
Cultural Grants-in-Aid
Applications –
Eligibility Review
(continued)

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee fund the Pine Valley Seniors in the amount of \$15,130 from Gas Tax, with the remaining amount in the 2019 Recreational and Cultural GIA application moving forward to the Spring GIA allocation meeting.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve all eligible 2019 Recreational and Cultural Area E GIA applications to move forward for consideration of funding at the Spring GIA allocation meeting.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee deny the 2019 Recreational and Cultural Grants-in-Aid application from Bear Mountain Nordic Ski Association as they do not meet eligibility criteria; further, that all future Grants-in-Aid applications from the Society be made to Regional Trails GIA; and further, that they not be invited to the Spring GIA allocation meeting.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve funding in the amount of \$11,467.87 for Cutbank Community Club, from Gas Tax, with the remaining amount in the 2019 Recreational and Cultural GIA application moving forward to the Spring GIA allocation meeting.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve funding to the Doe River Recreation Commission up to a maximum of \$5,000 for a dishwasher, from Gas Tax, with the remaining amount in the 2019 Recreational and Cultural GIA application moving forward to the Spring GIA allocation meeting.

CARRIED

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve \$2,500 in funding for the Rolla Ratepayers Association for bathrooms renovations and flooring, from Gas Tax, with the remaining amount in the 2019 Recreational and Cultural GIA application moving forward to the Spring GIA allocation meeting.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve funding for Sunset Prairie Recreation Commission in the amount of \$15,000, with contributions of \$7,500 from Area D PRA - spending item 4, and \$7,500 from Area E PRA - spending item 4, for the purpose of hosting the Kiskatinaw Fall Fair; further, that a revised Recreational and Cultural GIA application amount of \$12,000 be recommended to move forward for consideration at the Spring GIA Meeting.

CARRIED

R-2
Mar. 8/19 - 2019
Recreational and
Cultural Grants-in-Aid
Applications –
Eligibility Review
(continued)

Director Sperling left the meeting at 2:59 pm and returned at 3:02 pm.

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee determine which 2019 Grants-in-Aid (GIA) applications are eligible to be considered for funding under the Recreational and Cultural GIA policy; and further, that staff be authorized to send a letter to those applicants inviting them to attend the Spring Allocation meetings as scheduled below:

Electoral Area 'B' and 'C'	April 15, 2019	Fort St. John North Peace Museum
Electoral Area 'E' West	April 16, 2019	Chetwynd & District Recreation Centre
South Peace Sub-Regional	April 17, 2019	Tupper Community Hall

CARRIED

DISCUSSION ITEMS:

DI-1
RBAC Commitments in
the Board's Budget

The Committee and the Chief Financial Officer discussed the process for identifying RBAC commitments in the Peace River Regional District Financial Plan.

DI-2
South Peace Historical
Society

Director Hiebert discussed the possibility of funding the South Peace Archives upon receipt of a grant application.

DI-3
2019 Spring Clean-up:
Jackfish and Moberly
Lake

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee recommend that the Regional Board waive tipping fees for tier 1 transfer stations and place roll off bins on the outside of the tier two transfer station confines in an effort to prevent illegal dumping for a trial period of one year during Spring and Fall clean up times; further, that Jackfish Lake roll off bins be added as a pilot project.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the funding from Area D, BC Rail Funds for two roll out bins for Doe River to be left at the Does River Hall.

CARRIED

NEW BUSINESS:

NB-1
PRRD Remuneration
Bylaw

The Committee discussed the process for claiming meeting fees and milage when conducting electoral area work under Section 4(i) and 4(j) of the Peace River Regional District Remuneration Bylaw No. 2354, 2019

The Committee discussed the requirement to submit a report in order to be reimbursed for meeting fees and travel. It was suggested that if Minutes were taken at the meeting, a report to Board would not be necessary for reimbursement. The Committee also discussed bringing RBAC funded meeting reports back to RBAC, as opposed to the Board.

Staff will bring a report to Board with options on how to update the Bylaw.

NB-2
Bulterys House – South
Peace Health Services
Society

Staff will investigate if the Bulterys House renovations can be funded from Gas Tax, and will work with the South Peace Health Services Society to acquire a breakdown of the \$400,000 renovation.

COMMUNICATIONS: None.

DIARY:

DIA-1

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee add “Allocating/Utilizing Gas Tax funds for broadband/high speed connection initiatives” to the Diary.

CARRIED

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee add “Area C potable water service” to the Diary.

CARRIED

ADJOURNMENT The Chair adjourned the meeting at 4:04 p.m.

Director Hiebert, Meeting Chair

Kelsey Bates, Executive Assistant