



PEACE RIVER REGIONAL DISTRICT
RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING
MINUTES

DATE: Monday, May 27, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Staff
Shawn Dahlen, Chief Administrative Officer
Paulo Eichelberger, General Manager of Environmental Services
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant
Jill Rickert, Community Services Coordinator
Jennifer Baddeley, Corporate Services Intern

Others

Call to Order The Chair called the meeting to order at 1:02 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Staff	Handout 1 - Report from the General Manager of Community Services, dated May 22, 2019, re: Grant Request – Cecil Lake Recreation Commission.
Staff	Handout 2- Report from the General Manager of Community Services, dated May 23, 2019, re: Grant to Assist with Regional Hose Lay Competition Banquet Hosted by CLFD.
Director Hiebert	Tomslake transfer station.
Director Hiebert	Pouce Coupe BC Ambulance agreement.
Director Goodings	Wonowon feasibility study.

ADOPTION OF AGENDA:

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee agenda for the May 27, 2019 meeting be adopted as amended to include Directors' new business:

1. **CALL TO ORDER** - Director Sperling 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 April 18, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**

6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
 - R-1 May 15, 2019 – Report from Lyle Smith Chief Financial Officer, – April 2019 Financial Report
 - R-2 April 2, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Flatrock Community Cemetery Society
 - R-3 April 2, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Peace View Cemetery Committee
 - R-4 April 9, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Community Arts Council of Fort St. John
 - R-5 April 9, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Dawson Creek Golf and Country Club
 - R-6 April 15, 2019 – Application from John Kearns, – Electrical Extension Grant
 - R-7 April 16, 2109 – Application from Riley James Nikirk, – Electrical Extension Grant
 - R-8 January 30, 2019 - Funding Amendment Request from North Peace Historical Society
 - R-9 February 6, 2019 - Funding Amendment Request from Kiskatinaw Fall Fair Association
 - R-10 March 27, 2019 – Report from Trish Morgan, General Manager of Community Services, – Grant Request - Northern Brain Injury Association
 - R-11 May 14, 2019 - Paulo Eichelberger, General Manager of Environmental Services - Rolla Sewer Funding Request for Necessary Repairs
9. **DISCUSSION ITEMS:**
10. **NEW BUSINESS:**
 - NB-1 May 22/19 – Grant Request – Cecil Lake Recreation Commission
 - NB-2 May 23/19 – Grant to Assist with Regional Hose Lay Competition Banquet Hosted by CLFD
 - NB-3 Tomslake Transfer Station
 - NB-4 Pouce Coupe BC Ambulance Agreement
 - NB-5 Wonowon Feasibility Study
11. **COMMUNICATIONS:**
12. **DIARY:**
 - DIA-1 Diary Items
13. **ADJOURNMENT:**

CARRIED

ADOPTION OF MINUTES:

M-1
April 18, 2019 RBAC
Minutes

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee Meeting Minutes of April 18, 2019
be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

BA-1
Farmers' Advocacy
Office

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee not entertain additional funding
for the Farmers' Advocacy Office until new Terms of Reference are complete and a
public procurement process has taken place.

CARRIED

DELEGATIONS: None.

CORRESPONDENCE: None.

REPORTS:

R-1
May 15/19 – April
2019 Financial Report

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the April 2019 Financial
Report for discussion.

CARRIED

Director Goodings requested a meeting with Chair Sperling and the Chief Financial Officer to discuss funding options regarding the North Peace Pool.

R-2
Apr. 2/19 – Grant
Request – Flatrock
Community Cemetery
Society

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$684.00, payable from Electoral Area B, Cemetery funds, to be issued to the Flatrock Community Cemetery Society to assist with the cost of their liability insurance for the Flatrock Cemetery grounds.

CARRIED

R-3
Apr. 2/19 – Grant
Request – Peace View
Cemetery Society

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$500, payable from Electoral Area D, Cemetery Grants, to be issued to the Peace View Cemetery Committee to assist with the expenses to repair the sunken graves within the cemetery.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,500, payable from Electoral Area D BCR/PRA to be issued to the Peace View Cemetery Committee to assist with the expenses to repair the sunken graves within the cemetery.

CARRIED

R-4
Apr. 9/19 – Grant
Request – Community
Arts Council of Fort St.
John

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve a grant of \$12,000 to the Community Arts Council of Fort St. John, to support the Community/North Peace Region Engagement Study, payable as follows:

- i) \$6,000 from Electoral Area B, Peace River Agreement, Spending Item #7 (Libraries, Museums & Art Galleries); and
- ii) \$6,000 from Electoral Area C, Peace River Agreements, Spending Item #7 (Libraries, Museums & Art Galleries).

CARRIED

R-5
Apr. 9/19 – Grant
Request – Dawson
Creek Golf and
Country Club

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve a grant in the amount of \$5,355 to the Dawson Creek Golf and Country Club, payable from Community Works Gas Tax, to assist with the purchase and installation of a new high efficiency furnace at the golf course.

CARRIED

R-6
Mar. 19/19 – Electrical
Grant Extension –
John Kearns

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve a grant of \$4,000 from Electoral Area E, Fair Share Funds, for the Fair Share Electrical Grant of John Kearns.

CARRIED

R-7
Mar. 19/19 – Electrical
Grant Extension –
Riley James Nikirk

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve a grant of \$4,000 from
Electoral Area E, Fair Share Funds, for the Fair Share Electrical Grant of Riley James
Nikirk.

CARRIED

R-8
Jan. 30/19 – Funding
Amendment - North
Peace Historical
Society

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve the funding amendment
request from North Peace Historical Society and authorize the reallocation of
\$2,677.17 from their remaining 2018 GIA allocation to go towards the purchase of
signs for the museum exhibit walls.

CARRIED

R-9
Feb. 6/19 – Funding
Amendment –
Kiskatinaw Fall Fair
Association

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve the funding amendment
from Kiskatinaw Fall Fair Association and authorize the reallocation of \$2,433.11
from the unused portion of their 2017 Grants-in-Aid allocation to assist with building
horse jumps.

CARRIED

R-10
Mar. 27/19 – Grant
Request – Northern
Brain Injury
Association

MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve the request for
sponsorship, in the amount of \$500, from Northern Brain Injury Association to assist
with their road safety survey campaign in Dawson Creek, Fort St. John and Chetwynd;
further, that it be payable in equal amounts of \$125 from each Electoral Area B, C, D
and E BCR/PRA funds.

CARRIED

R-11
May 14/19 – Rolla
Sewer Funding
Request for Necessary
Repairs

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee (RBAC) approve the transfer of
\$15,120 from the Peace River Agreement (PRA) Fund for Electoral Area, Spending
Item #9, to address necessary emergency repairs to the Rolla Sewer System for 2019,
which have recently arisen by:

- a) Increasing revenue by raising the PRA reserve budget line to \$15,120; and
- b) Increasing expenses by raising the Sewer Operations line by \$15,120; and
- c) Amending the 2019 Rolla Sewer budget accordingly.

CARRIED

DISCUSSION ITEMS: None.

NEW BUSINESS:

NB-1
May 22/19 – Grant
Request – Cecil Lake
Recreation Commission

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve a grant of \$1,600, payable
from rural Gas Tax, to the Cecil Lake Recreation Commission for the purpose of
replacing the community hall's hot water tank.

CARRIED

NB-1
May 22/19 – Grant
Request – Cecil Lake
Recreation Commission
(continued)

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve a grant of \$1,500, payable from Area B Peace River Agreement Funds (Spending Item #8 - Year Round recreation Facility Upgrades) to the Cecil Lake Recreation Commission for the purpose of replacing the exterior steps to the meeting room at the community hall.

CARRIED

Director Goodings requested that the Cecil Lake Recreation Commission be informed of the decisions immediately.

Moved by Director Sperling, Seconded by Director Hiebert
That the Rural Budgets Administration Committee authorize a grant to the Cecil Lake Recreation Commission, for \$8,000, payable from Community Works Gas Tax funds (to fully fund the remainder of the \$11,100 application), broken down as follows:

- Landscaping around stairs: \$3,000
- Reset concrete at stairs prevention of water seepage: \$2,000
- Installation of handrails around front entrance/wheelchair ramp: \$3,000

CARRIED

NB-2
May 23/19 – Grant to
Assist with Regional
Hose Lay Competition
Banquet Hosted by
CLFD

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve a \$3,000 grant to assist the Charlie Lake Fire Department with the cost of hosting a banquet for the 2019 hose lay competition, payable from Area C Economic Development Sponsorship or Area C BC Rail funds if the project does not meet economic development parameters.

CARRIED

The Committee requested that staff draft a report providing a clear explanation of the CLFD Social Committee Policy.

The General Manager of Environmental Services joined the meeting at 1:40 pm.

NB-3
Tomslake Transfer
Station

The Committee discussed the early closure of the Tomslake transfer station bins over the weekend, which was a result of the high volume of waste collected during the spring clean-up free tipping test project.

The General Manager of Environmental Services left the meeting at 1:48 pm.

NB-4
Pouce Coupe BC
Ambulance Agreement

The Committee requested that the Electoral Area D Director, the Chief Administrative Officer and the General Manager of Community Services meet with the Village of Pouce Coupe to discuss their agreement with BC Ambulance as it relates to the Pouce Coupe Fire Department.

NB-5
Wonowon Feasibility
Study

MOVED by Director Goodings, SECONDED by Director Hiebert,
That Director Goodings attend a meeting with Wonowon residents to determine a defined area for potential subdivision improvements, such as lighting, pavement and sidewalks, in Wonowon, and further, the North Peace Land Use Planner and Electoral Area Manger attend the meeting.

CARRIED

COMMUNICATIONS: None.

DIARY:

DIA-1 No changes were made to the Diary.

ADJOURNMENT

The Chair adjourned the meeting at 2:04 p.m.

Director Sperling, Meeting Chair

Kelsey Bates, Executive Assistant