



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING **MINUTES**

DATE: Thursday, January 16, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Goodings, Meeting Chair
Director Hiebert
Director Rose
Director Sperling

Staff

Shawn Dahlen, Chief Administrative Officer
Paulo Eichelberger, General Manager of Development Services
Kari Bondaroff, Environmental Services Manager
Tyra Henderson, Corporate Officer
Lyle Smith, Chief Financial Officer
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 1:27 pm.

DIRECTORS' NOTICE OF NEW BUSINESS:

Electoral Area Manager Notice of Closed Session

ADOPTION OF AGENDA:

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee agenda for the January 16, 2020 meeting be adopted as amended to include Directors' new business:

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 December 19, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
 - R-1 January 3, 2020 – Report from Lyle Smith, Chief Financial Officer – Grant Request - Whiskey Jack Nordic Ski Club
 - R-2 December 31, 2019 – Report from Lyle Smith, Chief Financial Officer – Grant

Adoption of Agenda
(continued)

- Request – Cutbank Community Club
- R-3 December 6, 2019 – Report from Paulo Eichelberger, General Manager of Environmental Services – Environmental Services Budgets and Supplemental Budget Requests 2020 (Late Item)
- R-4 January 7, 2020 – Report from Crystal Brown, Electoral Area Manager – 2020 Budget Review – Function 120 Legislative Electoral Area (Late Item)
- R-5 January 7, 2020 – Report from Lyle Smith, Chief Financial Officer – December 2019 Interim Financial Report

9. DISCUSSION ITEMS:

10. NEW BUSINESS:

- NB-1 Electoral Area Manager – Notice of Closed Session

11. COMMUNICATIONS:

12. DIARY:

- DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

- M-1
Dec. 19/19 RBAC
Minutes
- MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Meeting Minutes of December 19, 2019 be adopted as amended to update item DI-3 to include road upgrades in the feasibility study.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

- BA-1
Peace River Livestock
Protection Program
- MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve a grant for the Peace River Regional Cattleman's Association in the amount of \$200,000 to support the Peace River Livestock Protection Program, with: \$58,333.33 payable from Area D PRA; \$58,333.33 payable from Area E PRA; \$58,333.33 payable from Area B PRA; and \$25,000 payable from Area C PRA.

CARRIED

- BA-2
RBAC Diary

- MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee diarize the following three Discussion Items from the December 19, 2019 RBAC meeting:
1. Skate Shack at Upper Pine School
 2. Buick School Closure
 3. Railway Crossings

CARRIED

DELEGATIONS:

None.

CORRESPONDENCE:

None.

REPORTS:

- R-1
Jan. 3/2020 - Grant
Request - Whiskey Jack
Nordic Ski Club
- MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a grant in the amount requested of \$20,000 for the Whiskey Jack Nordic Ski Club to assist with the construction of a day lodge at the site of the cross country ski trails located in Beaton Provincial Park; further,

R-1
Jan. 3/2020 - Grant
Request - Whiskey Jack
Nordic Ski Club
(continued)

That the grant be included in the 2020 Draft Grant to Community Organizations Budget as an increase to the Electoral Area C, Rural Grant-in-Aid expense and an increase to Transfer from Reserve – Fair Share revenue; and further,

That the grant funding be payable from Electoral Area C Fair Share.

CARRIED

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount requested of \$20,000 for the Whiskey Jack Nordic Ski Club to assist with the construction of a day lodge at the site of the cross country ski trails located in Beaton Provincial Park; further,

That the grant be included in the 2020 Draft Grant to Community Organizations Budget as an increase to the Electoral Area B, Rural Grant-in-Aid expense and an increase to Transfer from Reserve – Fair Share revenue; and further,

That the grant funding be payable from Electoral Area B Fair Share.

CARRIED

R-2
Dec. 31/19 - Grant
Request – Cutbank
Community Club

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a grant in the amount requested of \$30,631.78 to be issued to the Cutbank Community Club to assist with improvements to the Cutbank Community Hall, payable in the amounts of:

- 1) \$19,273.43 from Community Works Gas Tax to support the improvements the water system sump pump system, and the purchase and installation of a new commercial dishwasher; and
- 2) \$11,358.35 payable from Electoral Area D Peace River Agreements, Spending Item #3 – Hall, Trails and Walking paths to fund the electrical work required to support new heaters and lighting at the hall; further,

That the Committee authorize the inclusion of the following transactions in the 2020 Grants to Community Organizations budget:

- 1) Increase Transfer from Reserves – Community Works Gas Tax revenue by \$19,273.43;
- 2) Increase Transfer from Reserves – Peace River Agreements revenue by \$11,358.35; and
- 3) Increase General Grants, Rural Grant-in-Aid – Electoral Area D expense by \$30,631.78

CARRIED

R-3
Dec. 6/19 -
Environmental
Services Budgets and
Supplemental Budget
Requests 2020

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the supplementary request to conduct an evaluation and assessment of the Rolla Creek Dike.

CARRIED

R-3
Dec. 6/19 -
Environmental
Services Budgets and
Supplemental Budget
Requests 2020
(continued)

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Rolla Creek Dike in the 2020 Annual Financial
Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the North Pine Tower in the 2020 Annual Financial
Plan.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Charlie Lake Sewer in the 2020 Annual
Financial Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve the supplementary
request for the Chilton Sewer Subdivision to:

- a) purchase a spare sewer pump;
- b) purchase a portion of a single portable generator which will be used between
four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
- c) fund upgrades to the electrical notification system.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2020 budget for the Chilton Sewer in the 2020 Annual
Financial Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that Regional Board
include the draft budget for Friesen Sewer in the 2020 Annual Financial Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the supplementary
request for the Harper Subdivision Sewer to:

- a) flush the entire system;
- b) purchase a spare sewer pump;
- c) purchase a portion of a single portable generator which will be used between
four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
- d) fund upgrades to the electrical notification system.

CARRIED

R-3
Dec. 6/19 -
Environmental
Services Budgets and
Supplemental Budget
Requests 2020
(continued)

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Harper Subdivision Sewer in the 2020 Annual
Financial Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve the supplementary
request for the Kelly Lake Sewer Subdivision to:

- a) purchase a spare sewer pump;
- b) purchase a portion of a single portable generator which will be used between
four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
- c) fund maintenance upgrades.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Kelly Lake Sewer in the 2020 Annual Financial
Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve the supplementary
request for the Rolla Sewer to:

- a) purchase a portion of a single portable generator which will be used between
four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
- b) fund a study and an associated development plan to upgrade the current
treatment ponds.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Rolla Sewer in the 2020 Annual Financial Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve the supplementary
request to conduct a physical assessment of the current North Peace Airport
Subdivision Sewer function.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the North Peace Airport Subdivision Sewer in the
2020 Annual Financial Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve the supplementary
request to conduct a physical assessment of the current North Peace Airport
Subdivision Water function.

CARRIED

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the North Peace Airport Subdivision Water in the
2020 Annual Financial Plan.

CARRIED

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for Area B Potable Water in the 2020 Annual Financial
Plan.

CARRIED

R-4
Jan. 7/2020 - 2020
Budget Review –
Function 120
Legislative Electoral
Area

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the 2020 Legislative
Electoral Area operational budget as presented and forward it to the Regional Board
for consideration in the 2020 Annual Financial Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve the 2020 supplemental
request for the addition of a new full time Administrative Clerk to be cost shared
between Legislative Regional and Legislative Electoral at a cost of approximately
\$37,500 each, and forward it as presented to the Regional Board for consideration in
the 2020 Financial Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee decrease interest on the reserve
revenue line by \$250,000 and increase the transfer from reserves by the same
amount.

CARRIED

R-5
Jan. 7/2020 -
December 2019
Interim Financial
Report

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the December 2019
Interim Financial Report for discussion.

CARRIED

DISCUSSION ITEMS:

None.

NEW BUSINESS:

NB-1 MOVED by Director Rose, SECONDED by Director Sperling,
Notice of Closed That the Rural Budgets Administration Committee recess to a Closed Meeting for the
Session purpose of discussing the following item:
Agenda Item R-1 – Land Acquisition (CC Section 90(1)(e))

CARRIED

Recess The Chair recessed the meeting to the closed session at 2:40 pm.

Reconvene The Chair reconvened the open meeting at 2:53 pm.

COMMUNICATIONS:

None.

DIARY:

DIA-1 No changes were made to the Diary.

ADJOURNMENT

The Chair adjourned the meeting at 2:54 p.m.

Director Goodings, Meeting Chair

Kelsey Bates, Executive Assistant