



PEACE RIVER REGIONAL DISTRICT
RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING
MINUTES

DATE: Tuesday, June 18, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Rose, Meeting Chair
Director Goodings
Director Sperling
Director Hiebert

Staff

Shawn Dahlen, Chief Administrative Officer
Lyle Smith, Chief Financial Officer
Jill Rickert, Community Services Coordinator
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant
Jennifer Baddeley, Corporate Services Intern

Others

Call to Order The Chair called the meeting to order at 2:16 pm.

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 June 18, 2019 meeting be adopted:

1. **CALL TO ORDER** - Director Rose 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 May 27, 2019
 - M-2 Rural Budgets Administration Committee Special Meeting Minutes of June 6, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
 - R-1 April 8, 2019 – Report from Lyle Smith, CFO – Grant Request – Rolla Community Cemetery Committee
 - R-2 May 9, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd
 - R-3 May 10, 2019 – Report from Lyle Smith, CFO – Grant Request – Boreal Centre for Sustainability
 - R-4 May 10, 2019 – Report from Lyle Smith, CFO – Grant Request – Buick Community Club
 - R-5 April 11, 2019 – Report from Lyle Smith, CFO – Charlie Lake Community Club Funding Amendment
 - R-6 May 9, 2019 – Report from Lyle Smith, CFO – Grant Request – Mile 22 Community Park

- Association
- R-7 May 13, 2019 – Report from Lyle Smith, CFO – Grant Request – Groundbirch Cemetery Committee
- R-8 June 6, 2019 – Report from Lyle Smith, CFO – 2019 Electoral Areas B and C Grants-in-Aid Allocations for Ratification
- R-9 June 7, 2019 – Report from Lyle Smith, CFO – 2019 Electoral Area E Grants-in-Aid Allocations for Ratification
- R-10 June 7, 2019 – Report from Lyle Smith, CFO – 2019 South Peace Sub-Regional Grants-in-Aid Allocations for Ratification
- R-11 June 10, 2019 – Report from Lyle Smith, CFO – Grant Request – City of Dawson Creek, Summer Swim Program
- R-12 June 10, 2019 – Report from Lyle Smith, CFO – Grant Request – Tomslake Cultural Community Association
- R-13 June 11, 2019 – Report from Lyle Smith, CFO – Operational Update – Grants and Scholarships
- R-14 June 5, 2019 – Report from Lyle Smith, CFO – May 2019 Financial Report
9. **DISCUSSION ITEMS:**
- DI-1 Arras Fire Department Information Sharing Gift
10. **NEW BUSINESS:**
11. **COMMUNICATIONS:**
12. **DIARY:**
1. Diary Items
13. **ADJOURNMENT:**

CARRIED

ADOPTION OF MINUTES:

M-1 May 27, 2019 RBAC Minutes

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee Meeting Minutes of May 27, 2019 be adopted.

CARRIED

M-2 June 6, 2019 Special RBAC Minutes

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Special Meeting Minutes of June 6, 2019 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

DELEGATIONS: None.

CORRESPONDENCE: None.

REPORTS:

R-1 Apr. 8/19 - Grant Request - Rolla Community Cemetery Committee

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,000, payable from Electoral Area D, Cemetery funds, to be issued to the Rolla Community Cemetery Committee to assist with the operational costs for lawn maintenance.

CARRIED

VARY AGENDA:

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee vary the Agenda to deal with item R-13 (Operational Update – Grants and Scholarships) at this time.

CARRIED

- R-13
June 11/19 -
Operational Update –
Grants and
Scholarships
- MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the June 11, 2019 report
titled “Operational Update – Grants and Scholarships” for discussion.
- CARRIED**
- R-2
May 9/19 - Grant
Request – District of
Chetwynd
- MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount of
\$5,939.31, payable from Community Works Gas Tax, to be issued to the District of
Chetwynd for the purchase and installation of a commercial dishwasher for use at
the Chetwynd and District Recreation Centre.
- CARRIED**
- MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget to:
1. Increase Transfer from Reserves – Community Works Gas Tax Reserve by
\$5,939.31; and
 2. Increase Rural Grants-in-aid – Area E – General Grants by \$5,939.31.
- CARRIED**
- R-3
May 10/19 – Grant
Request – Boreal
Centre for
Sustainability
- MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant to the Boreal
Centre for Sustainability in the amount of \$5,150 (\$2,750 for picnic tables and \$2,400
for bear proof garbage cans), payable from Electoral Area E Peace River Agreement,
Spending Item #4 (Assistance to Other Organizations) to help increase rural
community awareness regarding northern food security.
- CARRIED**
- MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget to:
1. Increase Transfer from Reserves – Peace River Agreement Reserve by \$5,150;
and
 2. Increase Rural Grants-in-aid – Area E – General Grants by \$5,150.
- CARRIED**
- R-4
May 10/19 – Grant
Request – Buick
Community Club
- MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of
\$7,832, payable from Community Works Gas Tax, to be issued to the Buick Creek
Community Club for the purchase and installation of a new energy efficient furnace
at the community hall.
- CARRIED**

- R-4
May 10/19 – Grant
Request – Buick
Community Club
(continued)
- MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget to:
1. Increase Transfer from Reserves – Community Works Gas Tax Reserve by
\$7,832 and;
 2. Increase Rural Grants-in-aid – Area B – General Grants by \$7,832

CARRIED

- R-5
Apr. 11/19 – Charlie
Lake Community Club
Funding Amendment
- MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve the funding amendment
request from Charlie Lake Community Club and authorize the reallocation of
\$9,510.41 from their remaining 2015 GIA allocation to assist with hall improvements
such as new ceiling tiles, lighting, installation of an industrial stove, and electrical
improvements in the kitchen.

CARRIED

- R-6
May 9/19 - Grant
Request – Mile 22
Community Park
Association
- MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of
\$3,000, payable from Area D Peace River Agreement, Spending Item 4 (Assistance to
Other Organizations), to be issued to the Mile 22 Community Park Association for the
purchase of a mower/tractor unit for lawn maintenance.

CARRIED

- MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget to:
1. Increase Transfer from Reserves – Peace River Agreement Reserve by \$3,000;
and
 2. Increase Rural Grants-in-aid – Area D – General Grants by \$3,000.

CARRIED

OPPOSED: DIRECTOR GOODINGS

- R-7
May 13/19 - Grant
Request –
Groundbirch Cemetery
Committee
- MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant in the amount of
\$1,000, payable from Electoral Area E, Cemetery Grants, to be issued to the
Groundbirch Cemetery Committee to assist with lawn care and maintenance at the
Groundbirch Cemetery.

CARRIED

R-8
June 6/19 - 2019
Electoral Areas B and
C Grants-in-Aid
Allocations for
Ratification

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee ratify the recommended 2019
Electoral Area B Recreational and Cultural Grants-in-Aid Allocation amounts below,
as determined by the community groups listed, at the meeting held on April 15,
2019:

Buick Community Club	\$ 12,000
Cecil Lake Recreation Commission	\$ 19,000
Goodlow Community Club	\$ 15,103
King's Valley Christian Camp	\$ 18,347
Montney Recreation Commission	\$ 17,500
North Peace 4H District Council	\$ 2,380
North Peace Fall Fair	\$ 1,050
North Peace Historical Society	\$ 4,000
Osborn Community Hall	\$ 17,000
Rock of Ages Bible Camp	\$ 12,120
Rose Prairie Community Curling Centre	\$ 7,000
North Peace Regional Grad Fest Society	\$ 1,000
North Peace 4H District Council (Annual Travel)	\$ 1,000
Area B Rural Bursary	\$ 1,000
Youth Travel	\$ 1,500
Total	\$130,000

CARRIED

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee ratify the recommended 2019
Electoral Area C Recreational and Cultural Grants-in-Aid Allocations amounts below,
as determined by the community groups listed at the meeting held on April 15, 2019:

Charlie Lake Community Club	\$ 16,746.76
Lake Point Golf and Country Club	\$ 26,753.24
North Peace Fall Fair	\$ 3,500.00
North Peace Historical Society	\$ 10,000.00
North Peace Regional Grad Fest Society	\$ 1,000.00
Area C Rural Scholarship	\$ 1,000.00
Youth Travel	\$ 1,000.00
Total	\$ 60,000.00

CARRIED

R-9	MOVED by Director Sperling, SECONDED by Director Hiebert,	
June 7/19 - 2019	That the Rural Budgets Administration Committee ratify the recommended 2019	
Electoral Area E	Electoral Area E Recreational and Cultural Grants-in-Aid Allocation amounts below, as	
Grants-in-Aid	determined by the community groups listed, at the meeting held on April 16, 2019:	
Allocations for	Camp Emile	\$ 8,307.24
Ratification	Chetwynd & District Rod and Gun Club	\$ 23,300.00
	Chetwynd Electric Eels	\$ 10,000.00
	Chetwynd Gymkhana Club	\$ 3,773.76
	Chetwynd Horse Club	\$ 5,040.00
	Chetwynd Social Planning Society	\$ 8,000.00
	Foothills Team Roping	\$ 10,325.00
	Little Giant Figure Skating	\$ 15,000.00
	Little Prairie Heritage Society	\$ 8,675.00
	Moberly Lake Community Association	\$ 5,000.00
	Pine Valley Seniors Society	\$ 2,579.00
	Electoral Area E Bursaries	\$ 1,000.00
	Youth Travel	<u>\$2,000.00</u>
	Total	\$ 103,000.00

CARRIED

R-10	MOVED by Director Hiebert, SECONDED by Director Sperling,	
June 7/19 - 2019	That the Rural Budgets Administration Committee ratify the recommended 2019	
South Peace Sub-	South Peace Sub-Regional Recreational and Cultural Grants-in-Aid Allocation	
Regional Grants-in-Aid	amounts below, as determined by the community groups listed, at the meeting held	
Allocations for	on April 17, 2019:	
Ratification	Bessborough Community Club	\$ 6,000.00
	Cutbank Community Club	\$ 10,607.66
	Dawson Creek Sportsman's Club	\$ 23,673.19
	Dawson Creek Youth Centre/The ARK	\$ 11,173.19
	Doe River Recreation Commission	\$ 7,699.91
	Farmington Community Association	\$ 11,173.19
	Groundbirch Recreation Commission	\$ 2,200.00
	Kilkerran Recreation Commission	\$ 2,000.00
	McLeod Recreation & Social Services Society	\$ 13,980.07
	Rolla Ratepayers Association	\$ 10,673.19
	Sunset Prairie Recreation Commission	\$ 15,673.19
	Swan Lake Enhancement Society	\$ 800.00
	Tomslake Community Cultural Association	\$ 6,000.00
	Tomslake & District Recreation Commission	\$ 11,673.19
	Tupper Community Club	\$ 12,173.19
	Sub-Regional Scholarship	\$ 1,500.00
	Sub-Regional Trades Bursary	\$ 1,500.00
	Youth Travel	<u>\$ 1,500.00</u>
	Total	\$ 150,000.00

CARRIED

R-11
June 10/19 - Grant
Request – City of
Dawson Creek,
Summer Swim
Program

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant for the City of
Dawson Creek in the amount of \$5,000, payable from Electoral Area D BC Rail/Peace
River Agreement funds in the amount of \$3,750 and from Electoral Area E BC
Rail/Peace River Agreement funds in the amount of \$1,250 to assist with the Summer
Swim program at the Kenn Borek Aquatic Centre.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget to:

1. Increase Transfer from Reserves – BC/PRA by \$5,000;
2. Increase Rural Grants-in-aid – Area D – General Grants by \$3,750; and
3. Increase Rural Grants-in-aid – Area E – General Grants by \$1,250.

CARRIED

R-12
June 10/19 - Grant
Request – Tomslake
Cultural Community
Association

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of
\$2,315, payable from Electoral Area D, Peace River Agreement funds, Spending Item
#4 (Assistance to Other Organizations), to be issued to the Tomslake Cultural
Community Association for the Tomslake Sudeten Community's 80th Anniversary
celebrations.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget to:

1. Increase Transfer from Reserves – Peace River Agreement Reserve by
\$2,315; and
2. Increase Rural Grants-in-aid – Area D – General Grants by \$2,315.

CARRIED

R-14
June 5/19 - May 2019
Financial Report

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

CARRIED

DISCUSSION ITEMS:

DI-1
Arras Fire Department
Information Sharing
Gift

MOVED by Director Goodings, SECONDED by Sperling,
That the Rural Budgets Administration Committee authorize a gift in the amount of
\$500 to the Arras Fire Brigade, payable from Area B BC/Rail Funds, in appreciation of
their meeting with community of Prespatou.

CARRIED

STAFF ACTION: Staff will follow up with the Municipal Insurance Association to see if
they perceive any liability issues that the PRRD may face by providing funding to the
Arras Fire Department and other fire departments; further, that the report be
brought back to a future Electoral Area Directors Committee meeting.

NEW BUSINESS: None.

COMMUNICATIONS: None.

DIARY:

DIA-1 No changes were made to the Diary.

MOVED by Director Hiebert, SECONDED by Sperling,
That the Rural Budgets Administration Committee include information on grant
writer services on all grant letters sent to applicants.

CARRIED

ADJOURNMENT The Chair adjourned the meeting at 3:08 p.m.

Director Rose, Meeting Chair

Kelsey Bates, Executive Assistant