



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: Tuesday, October 16, 2018

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Staff
Shawn Dahlen, Acting Chief Administrative Officer
Lyle Smith, Chief Financial Officer
Jill Rickert, Community Services Coordinator
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 10:00 am.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Rose South Peace Health Services Society Grant Application.

Director Hiebert South Peace Health Services Society Grant Application.

Director Hiebert One Call – South Peace Rural Crime Watch.

ADOPTION OF AGENDA:

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee agenda for the October 16, 2018 meeting, including Director's new business, be adopted as amended:

1. CALL TO ORDER - Director Rose to Chair the Meeting
2. DIRECTORS NOTICE OF NEW BUSINESS:
Director Hiebert - One Call – South Peace Rural Crime Watch
3. ADOPTION OF AGENDA:
4. ADOPTION OF MINUTES:
M-1 Rural Budgets Administration Committee Meeting Minutes of August 16, 2018
M-2 Rural Budgets Administration Committee Special Meeting Minutes of August 23, 2018
5. BUSINESS ARISING FROM THE MINUTES:
6. DELEGATIONS:

ADOPTION OF AGENDA (CONTINUED)

7. CORRESPONDENCE:

- C-1 August 15, 2018 – Letter from Ryan Challen, Community Coordinator NBIA, Northern Brain Injury Association – Sponsorship Thank you
- C-2 August 27, 2018 – Letter from Judy Clavier, Sec-Treasurer, Willow Valley Cemetery Committee – Thank you and Invoice
- C-3 September 5, 2018 – Email from Kathy – Rural Youth Travel Grants Thank You
- C-4 August 28, 2018 – Letter from Prestin Sorken – South Peace Sub Regional Rural Academic Scholarship Thank you
- C-5 September 11, 2018 – Letter from Allison Ostle – Electoral Area C Scholarship

8. REPORTS:

- R-1 September 10, 2018 – Report from Jill Rickert, Community Services Coordinator & Trish Morgan, GM of Community Services - Recreational & Cultural Grants-in-Aid Policy & Procedures – Options to Streamline Process
- R-2 October 9, 2018 – Report from Tyra Henderson, Corporate Officer – Providing Support to Old Fort
- R-3 October 9, 2018 – Report from Kelsey Bates, Executive Assistant – 2019 FCM Convention – Authorization to Attend
- R-4 August 17, 2018 – Report from Jill Rickert – Little Prairie Heritage Society Funding Amendment
- R-5 September 11, 2018 – Report from Jennifer Rudyk, Finance Coordinator – August 2018 Financial Report

9. DISCUSSION ITEMS:

10. NEW BUSINESS:

- NB -1 Director Rose – South Peace Health Services Society Grant Application
- NB-2 Director Hiebert – South Peace Health Services Society Grant Application

11. COMMUNICATIONS:

12. DIARY:

- DIA-1 Diary Items

ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1
RBAC Minutes MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee Meeting Minutes of August 16,
2018 be adopted.

CARRIED

M-2
RBAC Minutes MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee Special Meeting Minutes of August
23, 2018 be adopted.

CARRIED

BUSINESS ARISING: None.

DELEGATIONS: None.

CORRESPONDENCE:

- C-1
Northern Brain Injury
Association Thank You
- MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the letter from Ryan
Challen, Community Coordinator, Northern Brain Injury Association, re: Sponsorship
Thank You (August 15, 2018) for information.
- CARRIED
- C-2
Willow Valley
Cemetery Thank You
and Invoice
- MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the letter from Judy
Clavier, Sec-Treasurer, Willow Valley Cemetery Committee re: Thank You and Invoice
(August 27, 2018) for information.
- CARRIED
- C-3
Kathy -Rural Youth
Travel Grants Thank
you
- MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the email from Kathy re:
Rural Youth Travel Grants Thank You (September 5, 2018) for information.
- CARRIED
- C-4
Prestin Sorken - South
Peace Sub Regional
Rural Academic
Scholarship Thank you
- MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee receive the letter from Prestin
Sorken re: South Peace Sub Regional Rural Academic Scholarship Thank you (August
28, 2018) for information.
- CARRIED
- C-5
Allison Ostle –
Electoral Area C
Scholarship
- MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the letter from Allison
Ostle re: Electoral Area C Scholarship (August 28, 2018) for information.
- CARRIED

REPORTS:

- The Chair varied the Agenda to Item R-2.
- R-2
Oct. 9/18 - Providing
Support to Old Fort
- MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee confirm the October 4, 2018 email
poll of the four Electoral Area Directors and authorize up to \$250,000 for emergency
support to the Old Fort Community in response to the landslide event that started
September 30, from Area C Fair Share Funds.
- CARRIED
- R-3
Oct. 9/18 - 2019 FCM
Convention -
Authorization to
Attend
- MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize two Directors to attend
the 2019 FCM Conference in Quebec City from May 30-June 2, 2019; further, that
those Directors be identified prior to December 14, 2018.
- CARRIED

R-4
Aug. 17/18 – Little
Prairie Heritage
Society Funding
Amendment

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the funding amendment
application from Little Prairie Heritage Society to reallocate \$1,260 of the 2017 GIA
allocation to be used to assist with the upgrades to the ventilation in the long house.
CARRIED

R-5
Sept. 11/18 – August
2018 Financial Report

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

The Community Services Coordinator joined the meeting at 10:12 am.

The Chair resumed the Agenda at Item R-1.

R-1
Sept. 10/18 -
Recreational &
Cultural Grants-in-Aid
Policy & Procedures –
Options to Streamline
Process

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the “Recreational and
Cultural Grants-in-Aid Policy and Procedures – Options to Streamline” report, dated
September 10, 2018, for discussion.

The Committee provided staff with consensus direction for a reduced application
form, streamlined application procedures and deadlines, internal timelines, and
funding amendment procedure improvements for the 2020 Grants-in-aid (GIA) intake
cycle. Changes for the 2020 intake will be discussed with GIA recipients at the April
2019 GIA Meeting. A letter noting the proposed changes will be included with all the
applications packages being mailed out in November, and will provide opportunity
for comment for those not attending the Spring GIA Meeting.

Staff will provide options for processing unused funds for completed projects
(funding amendments VS returning the funds) at the next RBAC meeting.

Director Sperling left the meeting at 11:03 am.

Director Sperling returned to the meeting at 11:05 am.

CARRIED

NEW BUSINESS:

NB-1
Oct. 11/18 - South
Peace Health Services
Society Grant
Application

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee support the South Peace Health
Services Society to purchase and renovate a patient and health professional
accommodation with a grant of \$25,000 from Area E PRA Funds – Line Item 4,
Assistance to Other Organizations.
CARRIED

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| NB-2
Oct. 11/18 - South
Peace Health Services
Society Grant
Application | MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee support the South Peace Health
Services Society to purchase and renovate a patient and health professional
accommodation with a grant of \$25,000 from Area D PRA Funds – Line Item 4,
Assistance to Other Organizations. | CARRIED |
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| NB-3
One Call - South Peace
Rural Crime Watch | Director Hiebert advised that the South Peace Rural Crime watch association may be
coming forward with a grant application requesting funds to pay the annual One Call
user fee of \$1,500 that the RCMP is no longer funding. | |
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| <u>DIARY:</u>
DIA-1 | MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee remove “South Peace Historical
Society” from the Diary. | CARRIED |
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| DIA-2 | MOVED by Director Sperling, SECONDED by Director Hiebert
That the Rural Budgets Administration investigate how Camp Sagitawa recognized
the PRRD’s contribution, if the project is complete, and that the item be included
under Discussion Items at the November 2018 RBAC Meeting. | CARRIED |
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| ADJOURNMENT | The Chair adjourned the meeting at 12:16 pm. | |

Director Rose, Meeting Chair

Kelsey Bates, Executive Assistant