



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING **MINUTES**

DATE: October 19, 2017

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Sperling, Meeting Chair

Director Hiebert

Director Rose

Director Goodings

Staff

Chris Cvik, Chief Administrative Officer

Shawn Dahlen, Deputy Chief Administrative Officer

Kim Frech, Chief Financial Officer

Trish Morgan, General Manager of Community Services

Fran Haughian, Communications Manager

Crystal Brown, Electoral Area Manager

Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 10:40 p.m.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Hiebert Tate Creek Community Centre.

Director Hiebert Kelly Lake Update.

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

RBAC 17/10/01

MOVED by Director Rose, SECONDED by Director Hiebert,

That the Rural Budgets Administration Committee Meeting agenda for the October 19, 2017 meeting, including Director's new business and additional items for the agenda, be adopted as amended:

1. **CALL TO ORDER:** Director Sperling to Chair the Meeting

2. **DIRECTORS NOTICE OF NEW BUSINESS:**

Director Hiebert – Tate Creek Community Centre Renovation.

Director Hiebert – Kelly Lake Update

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF THE MINUTES:**

M-1 Rural Budgets Administration Committee Meeting of September 14, 2017

ADOPTION OF AGENDA: continued

5. **BUSINESS ARISING FROM THE MINUTES:**

6. **DELEGATIONS:**

- D-1 Kerry France, Director, Debbie Hoza, Vice Chair and Lenita Randolph, Area B Representative from the Fort St. John Public Library Association – Update of the Library’s Programs and Activities / Discuss Current and Future Funding (10:45 am)
- D-2 Margaret May, Board Secretary, North Peace Cultural Centre – Update of the Centre’s Programs and Activities / Discuss Current and Future Funding (11:30 am)

7. **CORRESPONDENCE:**

- C-1 September 14, 2017 – Reg Whiten, Tree Canada 150 Recognition Event
- C-2 September 15, 2017 – Mallory & Mario Roy, Natural Gas Extension Application
- C-3 October 4, 2017 – Jordan Joseph Simmons, Electrical Extension Grant Application

8. **REPORTS:**

- R-1 September 17, 2017 – North Peace Fall Fair Society – Funding Amendment
- R-2 October 6, 2017 – North Peace Historical Society – Funding Amendment
- R-3 October 11, 2017 – Grant Application – Kelly Lake Community Centre Society (KLCC), Furnace System
- R-4 October 6, 2017 – Report from Jill Rickert, Community Services Coordinator – Recreation and Cultural Grants-in-Aid – Schedule E, Youth Travel
- R-5 October 10, 2017 – Report from Jill Rickert, Community Services Coordinator – Funding Amendment Request – Dawson Creek Sportsman’s Club
- R-6 October 3, 2017 – Report from Jennifer Rudyk, Finance Clerk – Financial Reporting – October Meeting
- R-7 October 10, 2017 – Report from Trish Morgan, General Manager of Community Services - Notice of Closed Session – October 19, 2017 Rural Budgets Administration Committee

9. **DIARY:**

- DI-1 – October 19, 2017 – RBAC Diary

10. **NEW BUSINESS:**

- Tate Creek Community Centre Renovation
- Kelly Lake Update

11. **COMMUNICATIONS:**

12. **ADJOURNMENT:**

CARRIED

ADOPTION OF MINUTES:

M-1

ADOPTION OF MINUTES

September 14, 2017

RBAC 17/10/02

RBAC Minutes

MOVED by Director Hiebert, SECONDED by Director Goodings,
“That the Rural Budgets Administration Committee Meeting Minutes of
September 14, 2017 be adopted.”

CARRIED

DELEGATIONS:

D-1

Kerry France, Director, Debbie Hoza, Vice Chair and Lenita Randolph, Area B Representative from the Fort St. John Public Library Association attended to provide the Committee with an update of the Library’s programs and activities and to discuss current and future funding.

The following topics were discussed:

- Past funding and support from the RBAC.
- Current activities and statistical data regarding the use of the Library and its equipment.
- Current programs and resources available to the public.
- Partnerships with local businesses’ for library programs.
- Local government funding.
- Fundraising.
- Budget.

D-2

Margaret May, Board Secretary and Connie Surerus from the North Peace Cultural Centre attended to provide the board with an update of the Centre’s programs and activities and to discuss current and future funding.

The following topics were discussed

- The Centre’s funding agreement with the Committee, which expires this year.
- A review of the challenges and opportunities.
- Activities, functions and processes.
- The Cultural Services Agreement with the City of Fort St. John.
- Improvement of administration processes at the Centre.
- New revenue sources.
- Fundraising for special initiatives, such as electrical equipment.
- The current staffing and board model.
- Grants that the Centre has applied for and is planning on applying for.
- Financials.
- Long-term goals and plans.

Director Goodings suggested that Ms. Surerus send a list of projects and prices with direct asks for funding to the Committee.

CORRESPONDENCE:

C-1 Sept 14/17 – Reg
Whiten, Tree
Canada 150
Recognition Event

RBAC 17/10/03

MOVED by Director Rose, SECONDED by Director Hiebert,
“That the Rural Budgets Administration Committee approve a donation of
\$75.00 to the Tree Canada 150 Recognition Event from the Area B BC Rail
Account.”

CARRIED

C-2 Sept. 15/17 –
Mallory & Mario
Roy, Natural Gas
Extension
Application

RBAC 17/10/04

MOVED by Director Rose, SECONDED by Director Hiebert,
“That the Rural Budgets Administration Committee approve \$2,417.25 from
Electoral Area E, Fair Share Funds, for the Fair Share Natural Gas Extension
Grant for Mallory and Mario Roy.”

CARRIED

C-3 Oct. 4/17–
Jordan Joseph
Simmons, Electrical
Extension Grant
Application

RBAC 17/10/05

MOVED by Director Hiebert, SECONDED by Director Rose,
“That the Rural Budgets Administration Committee approve \$4,000.00 from
Electoral Area D, Fair Share Funds, for the Fair Share Electrical Extension Grant
for Jordan Joseph Simmons.”

CARRIED

REPORTS:

R-1 Sept. 17/17 –
North Peace Fall Fair
Society – Funding
Amendment

RBAC 17/10/06

MOVED by Director Goodings, SECONDED by Director Rose,
“That the Rural Budgets Administration Committee approve the funding
amendment from North Peace Fall Fair and authorizes the reallocation of
\$3,322.13 from their 2015 GIA to go towards the cost of the office roof.”

CARRIED

R-2 Oct 6/ 17 –
North Peace
Historical Society –
Funding
Amendment

RBAC 17/10/07

MOVED by Director Goodings, SECONDED by Director Rose,
“That the Rural Budgets Administration Committee authorize the amendment
request from North Peace Historical Society and authorize the reallocation of
\$2,151.43 remaining in their 2016 GIA allocation to assist with the increased
cost of their 2017 GIA Allen Homestead Roof Project.”

CARRIED

R-3 Oct. 11/17–
Grant Application –
Kelly Lake
Community Centre
Society (KLCC),
Furnace System

RBAC 17/10/08

MOVED by Director Hiebert, SECONDED by Director Rose,
“That the Rural Budgets Administration Committee approves the grant
application from Kelly Lake Community Centre Society and authorizes a Gas
Tax Grant in the amount of \$ 10,801.00 to be used to install two new energy
efficient furnaces in the gymnasium.”

CARRIED

R-4 Oct. 6/2017 –Jill Rickert, CSC – Recreation and Cultural Grants-in-Aid – Schedule E, Youth Travel

RBAC 17/10/09
MOVED by Director Rose, Seconded by Director Hiebert,
“That the Rural Budgets Administration Committee approve the amended Recreation and Cultural Grants in- Aid Schedule E, Youth Travel which outlines the guidelines for the approval and disbursement of Youth Travel grants as presented.”

CARRIED

R-5 Oct 10/17 Jill Rickert, CSC Funding Amendment Request – Dawson Creek Sportsman’s Club

RBAC 17/10/10
MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee deny the funding amendment request from Dawson Creek Sportsman’s Club to reallocate \$12,000 of their 2017 Grants-in-Aid allocation to the building of a new driveway as it does not meet the criteria in the Grants-in-Aid Policy.”

CARRIED

R-6 Oct 3/17 – Jennifer Rudyk, FC – Financial Reporting – October Meeting

RBAC 17/10/11
“That the Rural Budgets Administration Committee receive the report from Jennifer Rudyk, Finance Clerk – Financial Reporting – October Meeting for information.”

CARRIED

R-7 Oct 10/17 Trish Morgan, GMCS - Notice of Closed Session

RBAC 17/10/12
“That the Rural Budgets Administration Committee vary the agenda to review the October 10, 2017 – Report from Trish Morgan, General Manager of Community Services - Notice of Closed Session – October 19, 2017 Rural Budgets Administration Committee at the end of the open meeting.”

CARRIED

Recess

The Chair recessed the meeting at 11:58 am

Reconvene

The Chair reconvened the meeting at 1:01 pm

DIARY

DI-1 – Oct 19/17 – RBAC Diary

RBAC 17/10/13
Moved by Director Rose, SECONDED by Director Hiebert,
“That the Rural Budgets Administration Committee remove tightening policy for youth travel grants from the Diary.”

CARRIED

RBAC 17/10/14
Moved by Director Goodings, SECONDED by Director Hiebert,
“That the Rural Budgets Administration Committee add to the Diary to have Director Hiebert contact the South Peace Historical Society in the Spring of 2018.”

CARRIED

NEW BUSINESS:

NB-1 Tate Creek
Community Centre

RBAC 17/10/15

Moved by Director Hiebert, SECONDED by Director Rose,
“That the Rural Budgets Administration Committee approve a start-up grant
from Electoral Area D Peace River Agreement fund #3 for the Tate Creek
Community Centre in the amount of \$50,000.”

CARRIED

NB-2 Kelly Lake
Update

The Electoral Area Manager, the General Manager of Community Services, the
Chief Administrative Officer and the Parks & Rural Recreation Coordinator
met with the Ministry of Indigenous Relations and Reconciliation and the
Ministry of Municipal Affairs and Housing regarding the Kelly Lake Community
Hall.

COMMUNICATIONS: None

R-7 Oct 10/17 –Trish
Morgan, GMCS -
Notice of Closed
Session

RBAC 17/10/16

MOVED by Director Hiebert, SECONDED by Director Rose,
“That permission be granted to resolve to a closed meeting, pursuant to
Section 90(1) of the Community Charter which states that a part of a meeting
may be closed to the public if the subject matter being considered relates to
the following: Subject matter: Funding Partnership Proposals from the City of
Dawson Creek (k) negotiations and related discussions respecting the
proposed provision of a municipal service that are at their preliminary stages
and that, in the view of the council, could reasonably be expected to harm the
interests of the municipality if they were held in public.”

CARRIED

Recess to Closed

The Chair recessed the meeting to go into closed at 1:10 pm.

Reconvene to Open

The Chair reconvened the open meeting at 1:40 pm.

Adjourn

The Chair adjourned the meeting at 1:41 pm.

Chair Sperling, Meeting Chair

Kelsey Bates, Executive Assistant