



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING **MINUTES**

DATE: Thursday, September 12, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Absent Directors
Director Hiebert

Staff
Tyra Henderson, Acting Chief Administrative Officer
Lyle Smith, Chief Financial Officer
Paulo Eichelberger, General Manager of Environmental Services
Kari Bondaroff, Environmental Services Manager
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 1:04 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Sperling Conference attendance authorizations.

ADOPTION OF AGENDA:

- MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee agenda for the September 12, 2019 meeting be adopted as amended to include Directors' new business:
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 August 15, 2019
 5. **BUSINESS ARISING FROM THE MINUTES:**
 6. **DELEGATIONS:**
 7. **CORRESPONDENCE:**
 8. **REPORTS:**

- R-1 August 29, 2019 – Report from Paulo Eichelberger, GM Environmental Services – Project/Budget Update, Area B Tankloader Capital Construction Project
- R-2 August 29, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Decontamination Unit for Fire Hall
- R-3 August 29, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Wage Contribution for Fire Chief
- R-4 August 30, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Cemetery Columbarium
- R-5 August 30, 2019 – Report from Lyle Smith, CFO – Village of Pouce Coupe, Cemetery
- R-6 August 20, 2019 – Natural Gas Extension Grant Application - Kearns
- R-7 August 20, 2019 – Natural Gas Extension Grant Application - Dufresne

9. DISCUSSION ITEMS:

10. NEW BUSINESS:

11. COMMUNICATIONS:

12. DIARY:

DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1
Aug. 15/19 RBAC
Minutes

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee Meeting Minutes of August 15,
2019 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

DELEGATIONS: None.

CORRESPONDENCE: None.

REPORTS:

R-1
Aug. 28/19 -
Project/Budget Update,
Area B Tankloader
Capital Construction
Project

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budget Advisory Committee (RBAC) receive the August 28, 2019
report titled "Project/Budget Update, Area B Tankloader Capital Construction
Project" for discussion.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee increase the water storage
capacity at the Boundary tankloader station by 20,000 litres resulting in a total
storage capacity of 40,000 litres; further, that the Committee be provided with a
report outlining the cost and timeframe for the project.

CARRIED

The General Manager of Environmental Services, the Manager of Environmental
Services and the Corporate Officer left the meeting at 1:40 pm.

R-2
Aug. 29/19 - Grant
Request - District of
Chetwynd,
Decontamination Unit
for Fire Hall

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee defer the Aug. 29/19 report titled
“Grant Request - District of Chetwynd, Decontamination Unit for Fire Hall” to the
October 2019 RBAC Meeting.

CARRIED

R-3
Aug. 29/19 - Grant
Request - District of
Chetwynd, Wage
Contribution for Fire
Chief

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant to the District of
Chetwynd in the requested amount of \$12,820.90, payable from Electoral Area E,
Peace River Agreement (Spending Item #6 -Fire Protection), to assist with the
remaining 2019 wages for the Chetwynd Fire Chief; and further,

That the Committee amend the Grants to Community Organizations budget
commitment to:

- a) Increase Transfer from Reserves – Peace River Agreement revenue by
\$12,820.90; and
- b) Increase General Grants, Rural Grant-in-Aid – Electoral Area E expense by
\$12,820.90.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee write a letter to Carol Newsom,
CAO, District of Chetwynd, to request that the District of Chetwynd track the Fire
Chief’s time to identify the amount of time spent on emergency management vs fire
protection tasks; further that the data and a chart of the time for a full year be
provided to the PRRD in advance of the 2021 budget cycle.

CARRIED

R-4
Aug. 29/19 - Grant
Request - District of
Chetwynd, Cemetery
Columbarium

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee defer the August 29, 2019 report
titled “Grant Request - District of Chetwynd, Cemetery Columbarium” to the October
2019 RBAC meeting; further, that staff contact the District of Chetwynd to confirm
how they arrived at the requested amount of \$9,747.50 to assist with the cost of a
columbarium at the Chetwynd Cemetery.

CARRIED

R-5
Aug. 30/19 - Grant
Request - Village of
Pouce Coupe,
Cemetery

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee defer the Aug. 30/19 report titled
“Grant Request - Village of Pouce Coupe, Cemetery” to the October 2019 RBAC
Meeting.

CARRIED

R-6
Aug. 20/19 - Natural
Gas Extension Grant
Application - Kearns

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a Natural Gas Extension
Grant to John & Linda Kearns in the amount of \$1,384.95, payable from Electoral
Area E, Fair Share.

CARRIED

R-7
Aug. 20/19 - Natural
Gas Extension Grant
Application - Dufresne

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a Natural Gas Extension
Grant to Doug Dufresne in the amount of \$1,384.95, payable from Electoral Area E,
Fair Share.

CARRIED

DISCUSSION ITEMS: None.

NEW BUSINESS:

NB-1
Conference
Attendance
Authorizations

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee recommend that the Regional
Board authorize the Electoral Area Directors to attend the Rural Municipal
Conference in Edmonton, AB from November 12-15, 2019.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board authorize the Electoral Area Directors to attend the 2019 Synergy Alberta
Conference in Olds, Alberta from November 4-5, 2019.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board authorize the Electoral Area Directors to attend the Keeping it Rural 2019
Conference in Kelowna, BC from October 7-8, 2019.

CARRIED

COMMUNICATIONS: None.

DIARY:

DIA-1

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee remove Item #1 "Grant-in-Aid"
from the Diary.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee remove Item #2 "Gas Tax /
Broadband" from the Diary.

CARRIED

DIA-1
(continued)

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee remove Item #4 “Bulterys House”
from the Diary.

CARRIED

ADJOURNMENT

The Chair adjourned the meeting at 2:42 p.m.

Director Rose, Meeting Chair

Kelsey Bates, Executive Assistant