



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: November 16, 2017

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Rose, Meeting Chair

Director Goodings

Director Sperling

Absent

Director Hiebert

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 2:07 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Goodings	Rural Roads in the North Peace.
Chief Admin. Officer	Purchasing Policy.

ADOPTION OF AGENDA:

RBAC 17/11/01

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee Meeting agenda for the November 16, 2017 meeting, including Director's new business and additional items for the agenda, be adopted as amended:

1. **CALL TO ORDER** - Director Hiebert to Chair the Meeting

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

NB-1 Director Goodings- Rural Roads in the North Peace

NB-2 Chief Administrative Officer - Purchasing Policy

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

M-1 Rural Budgets Administration Committee Meeting of October 19, 2017

ADOPTION OF AGENDA: continued

5. BUSINESS ARISING FROM THE MINUTES:

- BA-1 Director Goodings – North Peace Cultural Centre
- BA-2 Director Goodings – Fort St. John Public Library Association

6. DELEGATIONS:

7. CORRESPONDENCE:

8. REPORTS:

- R-1 October 16, 2017 – GIA Funding Amendment – Osborn Community Hall
- R-2 October 23, 2017 – Report from Jill Rickert, Community Services Coordinator – Cemetery Policy
- R-3 November 1, 2017 – Report from Trish Morgan, General Manager of Community Services – Blanket Grant Application Policy
- R-4 November 3, 2017 – Report from Jill Rickert, Community Services Coordinator – 2016 Electoral Area E West Bursary – Unclaimed Funds
- R-5 November 7, 2017 – Report from Jill Rickert, Community Services Coordinator & Trish Morgan, General Manager of Community Services – Grants-in-Aid Allocation Meetings & Volunteer Appreciation Banquet Options
- R-6 November 9, 2017 – Report from Jill Rickert, Community Services Coordinator – Grant-in-Aid – Unspent Funds
- R-7 November 7, 2017 – Report from Jennifer Rudyk, Finance Clerk – Financial Report – November Meeting

9. DISCUSSION ITEMS:

- DI-1 Chair Sperling – Economic Development Funding
- DI-2 Peace River Agreement – Water Function in Area B
- DI-3 2018 Budget Discussion
- DI-4 April Grant-in-Aid

10. NEW BUSINESS:

11. COMMUNICATIONS:

12. DIARY:

- DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1	RBAC 17/11/02
October 19, 2017	MOVED by Director Sperling , SECONDED by Director Goodings,
RBAC Minutes	That the Rural Budgets Administration Committee Meeting Minutes of October 19, 2017 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

BA-1	RBAC 17/11/03
North Peace Cultural Centre	MOVED by Director Sperling, SECONDED by Director Goodings,
	That the Rural Budgets Administration Committee make no increase to Area C's annual financial contribution from Fair Share to the North Peace Cultural Centre of \$14,062 for 2018, 2019 and 2020; further, that staff advise the North Peace Cultural Centre to submit grant applications for all future capital projects.

CARRIED

RBAC 17/11/04

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee increase Area B's annual financial contribution to the North Peace Cultural Centre from \$28,125 to \$30,000 for 2018, 2019 and 2020; further, that the funds come from Electoral Area B Fair Share; further, that staff be notified that the maximum amount to be granted to the Centre is \$30,000 per year.

CARRIED

BA-2

Fort St. John Public
Library Association

RBAC 17/11/05

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee increase Area B's annual financial contribution to the Fort St. John Public Library Association from \$31,300 to \$45,500, including the additional \$500 for travel subsidy, for 2018, 2019 and 2020; further, that the funds come from Electoral Area B Fair Share.

CARRIED

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee make no increase to Area C's financial contribution to the Fort St. John Public Library Association of \$50,000 from budgeting and \$15,000 from Area C Fair Share Funds for 2018, 2019 and 2020; further, that staff be directed to advise the Fort St. John Public Library Association to submit grant applications for all future capital projects.

CARRIED

DELEGATIONS:

None.

CORRESPONDENCE:

None.

REPORTS:

R-1

Oct. 19/17 – GIA
Funding Amendment–
Osborn Community
Hall

RBAC 17/11/06

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets deny the funding amendment request from Osborn Community Association to reallocate \$5,617.50 of their remaining 2015 GIA allocation to pay costs to install a second furnace as it does not meet the eligible criteria as stated as stated in the Grants in Aid Policy; further, that staff be directed to provide the Association with a grant application to apply for Gas Tax Funds to install a second furnace.

CARRIED

R-2 Oct 23/ 17 –
Cemetery Policy

RBAC 17/11/07

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend section 6.2 – Disbursement of Funds - of the proposed Cemetery Funding Policy to change the "grant funding in excess of \$1,000 will be paid to the applicant through claim reimbursement" amount from \$1,000 to \$1,500; further, that the amount of \$1,000 for approved grants to be distributed directly to the applicant be changed to \$1,500; further, that the Rural Budgets Administration Committee adopt the proposed Cemetery Funding Policy as amended; further, that staff be directed to include the Cemetery Funding Policy as part of the Rural Budgets Administration Committee Funding Principles.

CARRIED

R-3 Nov 1/17 – Blanket Grant Application Policy

RBAC 17/11/08
MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee table the “Blanket Grant Application Policy” until the December 15, 2017 Rural Budgets Administration Committee meeting.

CARRIED

R-4 Nov. 3/17 – 2016 Electoral Area E West Bursary – Unclaimed Funds

RBAC 17/11/09
MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the unclaimed funding for the 2016 Electoral Area E Bursary, in the amount of \$500, be returned to the funding area and utilized to reduce the tax requisition in 2018.

CARRIED

R-5 Nov. 7/17 - Grants-in-Aid Allocation Meetings & Volunteer Appreciation Banquet Options

RBAC 17/11/10
MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee table the “Grants-in-Aid Allocation Meetings & Volunteer Appreciation Banquet Options” until the December 15, 2017 Rural Budgets Administration Committee meeting.

CARRIED

R-6 Nov 9/17 – Grants-in-Aid – Unspent Funds

RBAC 17/11/11
MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve the following recommendations:
1. That the remaining unspent funds, in the amount of \$74.96, allocated to Bessborough Community Club as part of their 2011 Grants-in-Aid be returned to the funding area and used to reduce the tax requisition for the next calendar year; and
2. That the remaining unspent funds, in the amount of \$2,155.99, allocated to Hats ‘N’ Chaps Gymkhana Society as part of their 2012 Grants-in-Aid be returned to the funding area and used to reduce the tax requisition for the next calendar year.

CARRIED

R-7 Nov 7/17 – Financial Report – November Meeting

RBAC 17/11/12
MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee receive the Financial Report – November Meeting for information.

CARRIED

DISCUSSION ITEMS

DI-1
Economic Development Funding

The Committee discussed future options for Economic Development initiatives as the South Peace and North Peace Economic Development Commissions will disband at the end of 2017.

DI-2
PRA – Water Function in Area B

RBAC 17/11/13
MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee reserve \$350,000 from the Area B PRA funds for the Area B potable water function.

CARRIED

DI-3
2018 Budget Discussion

That the Rural Budgets Administration Committee discussed the 2018 budget process.

DI-4 April Grant-in-Aid That the Rural Budgets Administration Committee discussed April Grant-in-Aid.

NEW BUSINESS:

NB-1 The Chief Administrative Officer discussed the current Board Purchasing Policy and the
Purchasing Policy importance of adhering to it.

NB-2 Rural road conditions in the North Peace were discussed. Director Goodings advised
Rural Roads in the she will be passing the proposal from the North Peace Farmers Institute onto the North
North Peace Peace Economic Development Commission before the end of 2017.

COMMUNICATIONS: The Committee discussed 2018 communication projects and welcome signs for the
region.

DIARY

DI-1 – Oct 19/17 – **RBAC 17/11/14**
RBAC Diary MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee direct staff to remove “contact
Kiskatinaw Fall Fair and Sunset Prairie Community Hall reps to discuss future GIA
funding” from the Diary.

CARRIED

ADJOURNMENT: The Chair adjourned the meeting at 3:55 p.m.

Director Dan Rose, Chair

Kelsey Bates, Executive Assistant