



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING **MINUTES**

DATE: Thursday, October 17, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Hiebert, Meeting Chair

Director Goodings

Director Sperling

Director Rose

Staff

Lyle Smith, Chief Financial Officer

Jill Rickert, Community Services Coordinator

Crystal Brown, Electoral Area Manager

Paulo Eichelberger, General Manager of Development Services

Kari Bondaroff, Environmental Services Manager

Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 2:50 pm.

DIRECTORS NOTICE OF NEW BUSINESS: None.

ADOPTION OF AGENDA:

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee agenda for the October 17, 2019
meeting be adopted:

1. **CALL TO ORDER** - Director Hiebert 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 September 12, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
 - R-1 September 4, 2019 – Letter from Mona McNalley, Step UP N Ride Society – Thank You
 - R-2 September 5, 2019 – Letter from Judy Clavier, Willow Valley Cemetery Committee – Thank You
8. **REPORTS:**
 - R-1 October 7, 2019 – Report from Paulo Eichelberger, GM of Environmental Services – Area B Water – Boundary Capacity Expansion

- R-2 September 30, 2019 – Report from Lyle Smith, CFO – Grant Application – South Peace Art Society, Request for Additional Information
- R-3 September 30, 2019 – Report from Lyle Smith, CFO – Recreational and Cultural Grants-in-Aid – 2015 Unclaimed Allocations
- R-4 October 7, 2019 – Report from Lyle Smith, CFO – Grant Request – Tomslake and District Recreation Commission, Tomslake Cemetery
- R-5 October 8, 2019 – Report from Lyle Smith, CFO – Grant Request – Willow Valley Cemetery
- R-6 August 29, 2019 – Deferred Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Decontamination Unit for Fire Hall
- R-7 August 30, 2019 – Deferred Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Cemetery Columbarium
- R-8 August 30, 2019 – Deferred Report from Lyle Smith, CFO – Grant Request – Village of Pouce Coupe, Cemetery
- R-9 October 9, 2019 – Report from Lyle Smith, Chief Financial Officer – September 2019 Financial Report
- R-10 October 10, 2019 Report from Trish Morgan, General Manager of Community Services – Funding for Moberly Lake Volunteer Fire Department Needs Assessment & Review

9. DISCUSSION ITEMS:

10. NEW BUSINESS:

11. COMMUNICATIONS:

12. DIARY:

DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1 MOVED by Director Goodings, SECONDED by Director Sperling,
Sept. 12/19 RBAC That the Rural Budgets Administration Committee Meeting Minutes of September
Minutes 12, 2019 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

DELEGATIONS:

None

CORRESPONDENCE:

C-1 MOVED by Director Rose, SECONDED by Director Goodings,
Sept. 4/19 – Step Up N That the Rural Budgets Administration Committee receive the September 4, 2019
Ride Society – Thank thank you letter from Mona McNally, Step Up N Rise Society for information.
you

CARRIED

C-2 MOVED by Director Goodings, SECONDED by Director Sperling,
Sept. 5/19 – Willow That the Rural Budgets Administration Committee receive the September 5, 2019
Valley Cemetery – thank you letter from Judy Clavier, Willow Valley Cemetery Committee for
Thank You information.

CARRIED

REPORTS:

R-1 MOVED by Director Goodings, SECONDED by Director Rose,
Oct. 7/19 - Area B That the Rural Budgets Advisory Committee receive the October 7, 2019 report titled
Water – Boundary “Area B Water Boundary Capacity Expansion” for discussion.
Capacity Expansion

CARRIED

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Advisory Committee commit a total of \$162,600 to increase the water storage capacity at the Boundary tankloader station by 20,000 litres, payable from Area B PRA in 2019 and 2020 as follows:

- \$11,500 in 2019 for the procurement process; and
- \$151,100 in 2020 for construction costs; further,

That the Committee amend the F702 – Potable Water Area 2019 budget commitment to:

- a) Increase Transfer from Reserves – Area B Peace River Agreement revenue by \$11,500; and
- b) Increase Consulting Services by \$11,500.

CARRIED

Director Sperling left the meeting at 3:03 pm

The General Manager of Environmental Services and the Environmental Services Manager left the meeting at 3:04 pm.

R-2
Sept. 30/19 - Grant
Application – South
Peace Art Society,
Request for Additional
Information

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee receive for discussion the information provided by the South Peace Art Society; and further,

That the Rural Budgets Administration Committee authorize the release of the grant in the amount of \$11,000, payable from Electoral Area D, Peace River Agreement funding (Spending Item #7 – Library, Museums and Art Galleries) to be issued to the South Peace Art Society to support Exhibition and Outreach Art programs offered at the Dawson Creek Art Gallery.

CARRIED

R-3
Sept. 30/19 -
Recreational and
Cultural Grants-in-Aid
- 2015 Unclaimed
Allocations

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize the unclaimed portion of Halfway Graham Community Club's 2015 Grants-in-Aid allocation, in the amount \$874.96, to be returned to Function 280 – Recreation and Culture, Rural Grants-in-aid – Area B.

CARRIED

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize the unclaimed portion of Wonowon Horse Club's 2015 Grants-in-Aid allocation, in the amount of \$35.00, to be returned to Function 280 – Recreation and Culture, Rural Grants-in-aid – Area B.

CARRIED

R-4
Oct. 7/19 - Grant
Request – Tomslake
and District Recreation
Commission, Tomslake
Cemetery

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a grant to the Tomslake and District Recreation Commission in the amount requested of \$1,200, payable from Function 285 – Cemeteries – B, C, D, & E from the Cemetery Grants-in-Aid, Area D expense line to assist with the cost of the annual maintenance and upkeep done at the Tomslake Cemetery.

CARRIED

The General Manager of Community Services joined the meeting at 3:08 pm

R-5
Oct. 8/19 - Grant
Request – Willow
Valley Cemetery
Committee

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant to the Willow
Valley Cemetery Committee in the amount requested of \$1,200, payable from
Function 285 – Cemeteries – B, C, D, & E from the Cemetery Grants-in-Aid, Area E
expense line to assist with the cost of the annual maintenance and upkeep done at
the Willow Valley Cemetery.

CARRIED

R-6
Aug. 29/19 - Grant
Request – District of
Chetwynd,
Decontamination Unit
for Fire Hall (Deferred
from Sept. 12/19
RBAC Meeting)

MOVED by Director Rose, SECONDED by Director Goodings,
That the August 29, 2019 report titled “Grant Request – District of Chetwynd,
Decontamination Unit for Fire Hall” be deferred until further information on the cost
estimates be received from the District of Chetwynd.

CARRIED

R-7
Aug. 30/19 - Grant
Request – District of
Chetwynd, Cemetery
Columbarium
(Deferred from the
Sept. 12/19 RBAC
Meeting)

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant to the District of
Chetwynd in the amount requested of \$9,747.50, payable from Function Area E PRA,
spending item #4, to assist with the cost of a columbarium at the Chetwynd
Cemetery; further,

That the Committee amend the F285 – Cemeteries B,C, D, and E 2019 budget to:

- a) Increase Transfer from Peace River Agreement – Area E Peace River
Agreement revenue by \$9,747.50; and
- b) Increase Cemetery GIA – Area E by \$9,747.50.

CARRIED

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee draft an agreement regarding
annual cemetery funding between the Peace River Regional District’s Electoral Area
E, and the District of Chetwynd.

CARRIED

R-8
Aug. 30/19 - Grant
Request - Village of
Pouce Coupe,
Cemetery (Deferred
from the Sept. 12/19
RBAC Meeting)

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant to the Village of
Pouce Coupe in the amount requested of \$1,500, payable from Function 285 –
Cemeteries – B, C, D, & E on the Cemetery Grants-in-Aid – Area D expense line to
assist with operation and maintenance of the Pouce Coupe Cemetery.

CARRIED

R-9
Oct. 9/19 – September
2019 Financial Report

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the September 2019
Financial Report for discussion.

CARRIED

R-10
Oct. 10/19 - Funding
for Moberly Lake
Volunteer Fire
Department Needs
Assessment & Review

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee allocate a maximum of \$50,000
from Area E Peace River Agreement Funds – Spending Item 6 Fire Protection, for the
purpose of conducting a needs assessment and review of the Moberly Lake
Volunteer Fire Department in order to identify options for the operation of the
department; further,

That the Committee amend the F335 – Moberly Lake Rural Fire 2019 budget to:

- a) Increase Transfer from Area E PRA Spending Item 6 Fire Protection revenue
by \$50,000; and
- b) Increase contracted services by \$50,000.

CARRIED

DISCUSSION ITEMS:

None.

NEW BUSINESS:

None.

COMMUNICATIONS:

None.

DIARY:

DIA-1

No changes were made to the Diary.

ADJOURNMENT

The Chair adjourned the meeting at 3:48 p.m.

Director Hiebert, Meeting Chair

Kelsey Bates, Executive Assistant