



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: December 14, 2017

PLACE: Regional District Office Boardroom, Dawson Creek, BC

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

Absent
Director Sperling

Staff
Shawn Dahlen, Deputy Chief Administrative Officer
Kim Frech, Chief Financial Officer
Trish Morgan, General Manager of Community Services
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 1:22 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Hiebert Doe River roll-off bins.

ADOPTION OF AGENDA:

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Meeting agenda for the December 14, 2017 meeting, including Director's new business and additional items for the agenda, be adopted as amended:

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
Director Hiebert – Doe River Roll-off Bins.
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting of November 16, 2017
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
 - R-1 November 9, 2017 - Letter from the Village of Pouce Coupe re: Food Bank Donation
 - R-2 November 17, 2017 – Brad Klassen, Electrical Extension Grant Application
 - R-3 December 5, 2017 – Email from Talon Gauthier - Funding Request for Regional Agricultural Weather Network
 - R-4 December 5, 2017 Email from Kerry France, Fort St. John Public Library – Stakeholder Survey –FSJPL

ADOPTION OF AGENDA (continued):

8. REPORTS:

- R-1 November 7, 2017 – Report from Jill Rickert, Community Services Coordinator & Trish Morgan, GM of Community Services – Grants-in-Aid Allocation Meeting and Volunteer Appreciation Banquet Options
- R-2 November 22, 2017 – Report from Trish Morgan, GM of Community Services – Old Fort Hudson's Bay Cemetery Options
- R-3 November 23, 2017 – Report from Trish Morgan, GM of Community Services – Updated – Blanket Grant Application Policy
- R-4 November 24, 2017 – Report from Trish Morgan, GM of Community Services – Funding Agreements with Organizations Where a Service Area has been Established
- R-5 December 4, 2017 – Report from Bryna Casey, Parks and Rural Recreation Coordinator – Clearview Arena Assessment Grant Application
- R-6 December 5, 2017 – Report from Jill Rickert, Community Services Coordinator - Youth Travel Request – Chetwynd Secondary School, Senior Girls Volleyball Team
- R-7 December 5, 2017 – Report from Jill Rickert, Community Services Coordinator - Youth Travel Request – Dawson Creek Secondary School, Junior Boys Volleyball Team
- R-8 December 5, 2017 – Report from Jill Rickert, Community Services Coordinator - Youth Travel Request – Dawson Creek Secondary School, Junior Girls Volleyball Team
- R-9 December 5, 2017 – Report from Jennifer Rudyk, Finance Clerk – Financial Report – December Meeting

9. DISCUSSION ITEMS:

- DI-1 Electoral Area Manager Attendance at the BC Natural Resource Forum – January 2018
- DI-2 Upcoming Budget Expenditures

10. NEW BUSINESS:

11. COMMUNICATIONS:

12. DIARY:

- DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

- | | |
|-------------------|---|
| M-1 | MOVED by Director Rose, SECONDED by Director Hiebert, |
| November 16, 2017 | That the Rural Budgets Administration Committee Meeting Minutes of November 16, |
| RBAC Minutes | 2017 be adopted. |

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

DELEGATIONS:

None.

CORRESPONDENCE:

- | | |
|-------------------|---|
| C-1 | MOVED by Director Hiebert, SECONDED by Director Rose, |
| Nov. 9/17 - Pouce | That the Rural Budgets Administration Committee ratify a donation of \$100 to the |
| Coupe Food bank | Pouce Coupe food bank from Electoral Area D Grants to Community Organizations |
| Donation | (1950-418). |

CARRIED

- | | |
|--------------------------|--|
| C-2 | MOVED by Director Rose, SECONDED by Director Hiebert, |
| Nov. 17/17 - Brad | That the Rural Budgets Administration Committee approve \$4,000 from Electoral Area |
| Klassen, Electrical Ext. | B, Fair Share Funds, for the Fair Share Electrical Extension Grant for Brad Klassen. |
| Grant Application | |

CARRIED

C-3
Dec. 5/17 - Funding
Request for Regional
Agricultural Weather

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee direct staff to invite Talon Gauthier, General Manager, Peace Region Forage Seed to attend the April RBAC meeting as a delegation to present on the Regional Agriculture Weather Network initiative; further, that Ms. Gauthier be directed to complete a grant application for the Peace Region Forage Seed funding request and submit it in advance of the April 12, 2017 RBAC Meeting for inclusion on the Agenda.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee direct staff to invite Talon Gauthier, General Manager, Peace Region Forage Seed to attend the January Agriculture Advisory Committee meeting to give a presentation on the Regional Agriculture Weather Network initiative; further, that the committee's comments be forwarded to the RBAC Committee for consideration.

CARRIED

C-4
Dec. 5/17 -
Stakeholder Survey -
FSJPL

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee direct staff to forward the Fort St. John Public Library survey to Director Goodings and Chair Sperling for submission of comments prior to the December 31, 2017 deadline.

CARRIED

REPORTS:

R-1
Nov. 7/17 - Grants-in-
Aid Allocation Meeting
and Volunteer
Appreciation Banquet
Options

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee table the volunteer banquet decision until the Spring Grants-in-aid Meeting, further; that the following options be brought forward for consideration at that time:

1. North Peace and South Peace communities bid to host their own volunteer appreciation banquets, with the North and South bidding on alternate years.
2. Discontinue the volunteer appreciation banquet completely.

CARRIED

MOVED by Director Rose, SECONDED by Hiebert,
That the Rural Budgets Administration Committee direct staff to continue with the current volunteer award selection process, whereas community groups submit volunteer names to be recognized; further, that volunteer recognition plaques be created for the Dawson Creek Office and all new volunteer award recipient names be added on a continuing basis for all categories of the awards; further, that staff continue to provide volunteer award certificates to award recipients.

CARRIED

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee direct staff to create separate North Peace volunteer recognition plaques for all categories of the volunteer awards to be displayed at the Fort St. John Peace River Regional District Office, while separate South Peace volunteer recognition plaques be displayed at the Dawson Creek Peace River Regional District Office.

CARRIED

R-2
Nov. 22/17 - Old Fort
Hudson's Bay
Cemetery Options

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee recommend to the Board to authorize staff to hold a public meeting in the spring of 2018 in Fort St John to seek feedback from the public on whether to obtain the property known as the Old Fort/Hudson's Bay Cemetery to be maintained as an Area C community park.

CARRIED

R-3
Nov. 23/17 - Updated
Blanket Grant
Application Policy

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the Blanket Grant Application Process Policy for discussion.

CARRIED

R-4
Nov. 24/17 - Funding
Agreements with Orgs.
where a Service Area
has been Established

The Rural Budgets Administration Committee discussed the proposed agreements and had no altering feedback to provide.

R-5
Dec. 4/17 - Clearview
Arena Assessment
Grant Application

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee recommend to the Regional Board that staff be authorized to apply for the 2018 Local Government Grants Program – Infrastructure Planning Grants for \$10,000 to complete further structural assessment, as recommended in the November 2017 "Clearview Arena Structural Walk-Through" study.

CARRIED

R-6
Dec. 5/17 - Youth
Travel Request –
Chetwynd Secondary
School, Senior Girls
Volleyball Team

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee deny the application for a grant from the Chetwynd Secondary School Senior Girls Volleyball Team as the 2017 Youth Travel allocation for Electoral Area E, has been fully expended.

CARRIED

MOVED by Director Rose, SECONDED Hiebert,
That the Rural Budgets Administration Committee approve a grant in the amount of \$250, from Area E BC Rail funds, for the purpose of assisting the CWSS Senior Girls Volleyball teams with the costs associated with their transportation to the Provincial Volleyball Championships that were held from November 29 – December 2, 2017.

CARRIED

R-7
Dec. 5/17 - Youth
Travel Request –
Dawson Creek
Secondary School,
Junior Boys Volleyball
Team

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee deny the application for a grant from the Dawson Creek Secondary School Junior Boys Volleyball Team as the 2017 Youth Travel allocation for Sub-Regional, has been fully expended.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve a grant in the amount of \$100 from Area D BC Rail funds for the purpose of assisting the DCSS Junior Boys Volleyball team with the costs associated with their travel and accommodation to the Provincial Volleyball Championships that were held on November 23 - 25, 2017.

CARRIED

R-8
Dec. 5/17 - Youth
Travel Request –
Dawson Creek
Secondary School,
Junior Girls Volleyball
Team

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee deny the application for a grant from the Dawson Creek Secondary School Junior Girls Volleyball Team as the 2017 Youth Travel allocation for Sub-Regional, has been fully expended.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Committee approve a grant in the amount of \$250 from Area D BC Rail funds for the purpose of assisting the DCSS Junior Girls Volleyball teams with the costs associated with their entry to the Provincial Volleyball Championships that were held on November 24 and 25, 2017.

CARRIED

R-9
Dec. 5/17 - Financial
Report – December
Meeting

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the Financial Report – December Meeting for information.

CARRIED

DISCUSSION ITEMS

DI-1
Electoral Area
Manager Attendance
at the BC Natural
Resource Forum –
January 2018

The Rural Budgets Administration Committee discussed the Electoral Area Manager's attendance at the BC Natural Resource Forum – January 2018 and asked her to accompany them.

DI-2
Upcoming Budget
Expenditures

The Chief Financial Officer reminder the Committee to setup individual meetings with her to discuss 2018 projects to be included in the 2018 budget process, such as economic development projects, communications projects and group or individual projects. The Committee members will first meet with the Electoral Area Manager to discuss projects prior to meeting with the Chief Financial Officer. The Deputy Chief Administrative Officer will provide clarification on the process for economic development project through the Regional Board.

NEW BUSINESS:

NB-1
Doe River Roll-off Bins

MOVED by Director Hiebert, SECONDED by Director Rose,
The Rural Budgets Administration Committee refer the temporary Doe River Roll-off Bins and Rolla tipping fee issue to the Solid Waste Committee for discussion.

CARRIED

COMMUNICATIONS: None.

DIARY

DI-1 –RBAC Diary

No changes were made to the Diary.

ADJOURNMENT: The Chair adjourned the meeting at 3:32 pm