



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, APRIL 22, 2021

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

Director Goodings, Electoral Area 'B' (*Via Zoom*)
Director Sperling, Electoral Area 'C'
Director Hiebert, Electoral Area 'D'
Director Rose, Electoral Area 'E' – Committee Chair

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Teri Vetter, Chief Financial Officer
Crystal Brown, Electoral Area Manager (*Via Zoom*)
Trish Morgan, GM of Community Services
Jeff McDonald, Communications Manager (*Via Zoom*)
Hunter Rainwater, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 1:04 pm.

2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Goodings Grant-in-Aid 2021
Director Rose Grant-in-Aid – Community Groups Grant Allocations

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee adopt the April 22, 2021
Meeting Agenda as amended, to include Directors new business:

1. Call to Order

1.1. Meeting Chair – Director Rose

2. Directors' Notice of New Business

3. Adoption of Agenda

4. Gallery Comments or Questions

5. Adoption of Minutes

5.1. Rural Budgets Administration Committee Draft Meeting Minutes of March 18, 2021

6. Business Arising from the Minutes

7. Delegations

8. Correspondence

8.1. UBCM Membership

8.2. DC Sportsmans Club

8.3. NCLGA Membership

9. Reports

9.1. Grant Request – Dawson Creek Public Library, FN-RBAC-067

(Continued on next page)



Adoption of Agenda
(Continued)

- 9.2. Grant Request – North Peace Ride for the Disabled Association, FN-RBAC-069
- 9.3. Grant Request – Northern Environmental Action Team – Northern Co-Hort, FN-RBAC-072
- 9.4. Grant Request – Tumbler Ridge Museum Foundation, FN-RBAC-074
- 9.5. Grant Request – Tumbler Ridge Global Geopark Society, FN-RBAC-075
- 9.6. 2021 Area B Recreational and Cultural Grants-in-Aid – Allocations for Ratification, DR-RBAC-005
- 9.7. 2021 Area C Recreational and Cultural Grants-in-Aid – Allocations for Ratification, DR-RBAC-003
- 9.8. 2021 Area E Recreational and Cultural Grants-in-Aid – Allocations for Ratification, DR-RBAC-004
- 9.9. 2021 Sub Regional Recreational and Cultural Grants-in-Aid – Allocations for Ratification, DR-RBAC-006
- 9.10. Release of Funds – Unclaimed Recreational and Cultural Grants-in-Aid for Chetwynd Horse Club, FN-RBAC-070
- 9.11. COVID-19 Safe Re-Start Grant Funding, FN-RBAC-076
- 9.12. COVID-19 Safe Re-Start Grant-in-Aid Policy, FN-RBAC-077
- 9.13. March 2021 Financial Report, FN-RBAC-068

10. Discussion Item(s)

- 10.1. FCM 2021 Conference

11. New Business

- 11.1. Grant-in-Aid 2021
- 11.2. Agenda Resolutions – Community Groups Grant Allocations

12. Diary

- 13.1. Diary Items

13. Item(s) for Information

- 14.1. RBAC Establishing Bylaw

14. Adjournment

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

- 5.1
Mar 18/21 RBAC Minutes
- MOVED Director Hiebert, SECONDED Director Goodings,
That the Rural Budgets Administration Committee adopt the March 18, 2021 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

8. CORRESPONDENCE

- 8.1
UBCM Membership
- MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a payment in the amount of \$11,286.75 payable from Function 120 – Legislative Electoral Area, for the 2021 -2022 Union of BC Municipalities annual membership dues.

CARRIED



8.2
DC Sportsmans Club

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee receive the letter from the DC Sportsmans Club for discussion.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee table item 8.2 (DC Sportsmans Club) to the end of the meeting.

CARRIED

8.3
NCLGA Membership

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the NCLGA Membership Invoice for discussion.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee table item 8.3 (NCLGA Membership) to the end of the meeting.

CARRIED

9. REPORTS

9.1
Grant Request – Dawson
Creek Public Library, FN-
RBAC-067

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee receive the report titled “Grant Request – Dawson Creek Public Library, FN-RBAC-067”, for discussion.

CARRIED

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee defer the report titled “Grant Request – Dawson Creek Public Library, FN-RBAC-067”, to the May 20, 2021 Rural Budgets Administration Committee Meeting.

CARRIED

9.2
Grant Request – North
Peace Ride for the
Disabled Association, FN-
RBAC-069

MOVED Director Sperling, SECONDED Director Goodings,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$10,000, payable in equal amounts of \$5,000 from Electoral Area B and Electoral Area C BC Rail Fund, to be issued to North Peace Ride for the Disabled Association to assist with their operational costs in 2021.

CARRIED

9.3
Grant Request – Northern
Environmental Action
Team – Northern Co-Hort,
FN-RBAC-072

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee defer the report titled “Grant Request – Northern Environmental Action Team – Northern Co-Hot, FN-RBAC-072”, to a future RBAC meeting, further that the Northern Environmental Action Team be invited to present their grant application to the Committee.

CARRIED



9.4
Grant Request – Tumbler
Ridge Museum
Foundation, FN-RBAC-074

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee receive the report titled “Grant Request – Tumbler Ridge Museum Foundation, FN-RBAC-074”, for discussion.

CARRIED

MOVED Director Sperling , SECONDED Director Goodings,
That the Rural Budgets Administration Committee send a letter to the Tumbler Ridge Museum respectfully denying their grant application for funding to assist with operational costs in 2021, and further, that the Committee looks forward to the possible amalgamation and the results of the future referendum.

CARRIED

9.5
Grant Request – Tumbler
Ridge Global Geopark
Society, FN-RBAC-075

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee respectfully deny the grant application from Tumbler Ridge Global Geopark Society and provide no grant funding to assist with operational costs in 2021, and further, that the Committee looks forward to the possible amalgamation and the results of the future referendum.

CARRIED

9.6
2021 Area B Recreational
and Cultural Grants-in-Aid
– Allocations for
Ratification, DR-RBAC-005

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee ratify the recommended 2021 Electoral Area B Recreational and Cultural Grants-in-Aid Allocation amounts as listed the table below:

Cecil Lake Recreation Commission	\$ 12,300
Goodlow Community Club	\$ 2,054
Halfway Graham Community Club	\$ 2,500
King’s Valley Christian Camp	\$ 12,122
Montney Recreation Commission	\$ 19,312
North Peace 4H District Council	\$ 800
North Peace Fall Fair	\$ 23,910
North Peace Historical Society	\$ 8,000
Osborn Community Hall	\$ 958
Rock of Ages Bible Camp	\$ 21,960
Rose Prairie Community Curling Centre	\$ 18,015
Wonowon Horse Club	\$ 51,925
North Peace 4H District Council (Annual Travel)	\$ 1,000
Area B Rural Bursary	\$ 1,000
Area B Rural Scholarship	\$ 1,000
Youth Travel	\$ 1,500
Total	\$178,356

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$39,746, payable from Electoral Area B Community Works Gas Tax – Recreation Infrastructure, to be issued to Cecil Lake Recreation Commission to assist with the building improvements and the addition of a storage area for the stage.

CARRIED



9.6
2021 Area B Recreational
and Cultural Grants-in-Aid
– Allocations for
Ratification, DR-RBAC-005
(Continued)

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$23,456, payable from Electoral Area B Community Works Gas Tax – Recreation Infrastructure, to be issued to Goodlow Community Club to assist with the improvements to the dug-out, campsite grounds and gazebo; and further, that no funding be issued until all 2020 Recreational and Cultural Grants-in-Aid projects are completed.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$4,500, payable from Electoral Area B BCR/PRA funds, to be issued to High School Rodeos of BC for the purpose of hosting 2021 Rodeo Events.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$25,112, payable from Electoral Area B Peace River Agreement, Spending Item #4 – Assistance to Other Organizations, to be issued to King's Valley Christian Camp to assist with improvements to the facility and the purchase of a generator, rototiller and In-Ear monitor.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$31,435, payable from Electoral Area B Community Works Gas Tax – Sport Infrastructure, to be issued to North Peace Fall Fair Society for the expansion of the Adeline Kelly building and improvements to road ways at the grounds; and further, that no funding be payable until building permits have been issued and permission to proceed has been authorized by the Regional District.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$100,000, payable from Electoral Area B Community Works Gas Tax – Local Roads, Bridges, and Active Transportation, to be issued to Prespatou Planning Committee Society to assist with the Community Walking Trail project; and further, that no funding be issued until the Society meets all requirements that will enable them to build a trail in a manner that will provide long-lasting service and reduce any liability to both the Regional District and the Society itself.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$10,000, payable from Electoral Area B Fair Share, to be issued to Sagitawa Christian Camping Society to assist with construction of an Archery Pole Shed.

CARRIED



9.7
2021 Area C Recreational
and Cultural Grants-in-Aid
– Allocations for
Ratification, DR-RBAC-003

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee ratify the recommended 2021 Electoral Area C Recreational and Cultural Grants-in-Aid Allocation amounts as outlined in the table below:

Charlie Lake Conservation Society	\$ 9,900
Charlie Lake School Parent Advisory Council	\$15,000
Lake Point Golf and Country Club	\$10,000
North Peace Historical Society	\$ 8,000
Area C Rural Scholarship (2 at \$1,000 each)	\$ 2,000
Youth Travel	\$ 1,000
Total Recommended Amount	\$45,900
Total GIA Budget Commitment	\$51,716
Amount Remaining in Commitment	\$ 5,816

CARRIED

9.8
2021 Area E Recreational
and Cultural Grants-in-Aid
– Allocations for
Ratification, DR-RBAC-004

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee ratify the recommended 2021 Electoral Area E Recreational and Cultural Grants-in-Aid Allocation amounts as outlined in the table below:

Boreal Centre for Sustainability	\$ 3,300
Chetwynd and District Rod and Gun Club	\$15,000
Foothills Team Roping Club	\$15,000
High School Rodeos of BC	\$ 4,500
Little Giant Figure Skating Club	\$ 15,000
Little Prairie Heritage Society	\$ 10,000
Moberly Lake Community Association	\$ 4,200
Pine Valley Exhibition Park	\$14,000
Pine Valley Seniors Association	\$13,000
Sagitawa Christian Camping Society	\$10,963
Area E Bursary (2 at \$500 each)	\$ 1,000
Youth Travel	\$ 1,500
Total Allocations Amount	\$107,463

CARRIED

9.9
2021 Sub Regional
Recreational and Cultural
Grants-in-Aid –
Allocations for
Ratification, DR-RBAC-006

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee ratify the recommended 2021 Sub Regional Recreational and Cultural Grants-in-Aid Allocation amounts as outlined in the table below:

Bessborough Community Club	\$8,000
Cutbank Community Club	\$20,000
Dawson Creek Sportsman's Club	\$39,000
Dawson Creek Centre/The Ark	\$15,000
Doe River Recreation Commission	\$15,000
Farmington Community Association	\$15,000
Groundbirch Recreation Commission	\$2,300
High School Rodeo of BC	\$4,500
McLeod Recreation and Social Services Society	\$2,000
Rolla Ratepayers Association	\$19,300
Sagitawa Christian Camp	\$10,100



9.9
2021 Sub Regional
Recreational and Cultural
Grants-in-Aid –
Allocations for
Ratification, DR-RBAC-006
(Continued)

Sunset Prairie Recreation Commission	\$11,500
Swan Lake Enhancement Society	\$800
Tomslake Cultural Community Association	\$5,000
Tomslake and District Recreation Commission	\$16,000
Tupper Community Club	\$12,000
Sub Regional Scholarship/Trade Bursary (\$1,500 each)	\$3,000
Sub Regional Youth Travel	\$1,500
Total Recommended Allocations	\$200,000

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,

That the Rural Budgets Administration Committee authorize a grant contribution of \$36,000, payable in the amount of \$27,000 from Electoral Area D Community Works Gas Tax – Sports Infrastructure and \$9,000 from Electoral Area E Community Works Gas Tax – Sports Infrastructure, to be issued to Hats N Chaps Gymkhana Society to assist with construction of livestock handling pens and improvements to facility alley ways and arena grounds.

CARRIED

MOVED Director Hiebert, SECONDED Director Rose,

That the Rural Budgets Administration Committee authorize a grant contribution \$13,614, payable in the amount of \$10,210.50 from Electoral Area E Community Works Gas Tax – Recreation Infrastructure and \$3,403.50 Electoral Area D Community Works Gas Tax – Recreation Infrastructure, to be issued to McLeod Recreation and Social Services Society to assist with construction of the Zamboni Building.

CARRIED

9.10
Release of Funds –
Unclaimed Recreational
and Cultural Grants-in-Aid
for Chetwynd Horse Club,
FN-RBAC-070

MOVED Director Hiebert, SECONDED Director Sperling,

That the Rural Budgets Administration Committee authorize the release of the remaining \$5,713.75 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$2,231.25 approved in 2018 and \$5,040 approved in 2019 to Chetwynd Horse Club, in accordance with the policy change approved May 28, 2020 authorizing immediate release of funds upon grant approval without submission of reimbursement claim, and issue a grant payment in the amount of \$5,713.75 to assist with operational costs.

CARRIED

9.11
COVID-19 Safe Re-Start
Grant Funding, FN-RBAC-
076

MOVED Director , SECONDED Director,

That the Rural Budgets Administration Committee receive the report titled “COVID-19 Safe Re-Start Grant Funding, FN-RBAC-076”, for discussion.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee allocate 20% of the COVID Reserve Fund (\$216,800) for grants to non-profit organizations within the rural areas that have incurred revenue shortfalls or other related costs due to the COVID-19 pandemic.

CARRIED



9.11
COVID-19 Safe Re-Start
Grant Funding, FN-RBAC-
076
(Continued)

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee allocate 20% of the COVID Reserve Fund (\$216,800) for unknown expenses in 2022 related to the COVID-19 pandemic.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee commit to the reimbursement of the estimated 2021 PRRD costs associated with COVID Supplies and Retrofits implemented due to COVID-19 in the amount of \$16,901 from the COVID Reserve Fund, further that it be payable upon production of receipts.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with Public Engagement processes implemented due to COVID-19 in the amount of \$123,500 from the COVID Reserve Fund, further that it be payable upon production of receipts.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with Information Technology equipment, licenses and upgrades due to COVID-19 in the amount of \$126,317 from the COVID Reserve Fund, further that it be payable upon production of receipts.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with public referendums in the amount of \$82,500 from the COVID Reserve Fund, further that it be payable upon production of receipts.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with additional staffing for a Project Manager to assist with all capital projects that are behind due to COVID-19, in the amount of \$65,000 from the COVID Reserve Fund.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with additional staffing for a term Health and Safety Coordinator to ensure that the PRRD has up-to-date safety protocols and all health and safety measures are up to Provincial and WCB standards, in the amount of \$64,085 from the COVID Reserve Fund.

CARRIED



9.11
COVID-19 Safe Re-Start
Grant Funding, FN-RBAC-
076
(Continued)

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of the estimated 2021 PRRD costs associated with a Contract Communications Support Coordinator to assist with public engagement for referendums and service expansions, in the amount of \$50,000 from the COVID Reserve Fund, further that it be payable upon production of receipts.

CARRIED

9.12
COVID-19 Safe Re-Start
Grant-in-Aid Policy, FN-
RBAC-077

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional Board adopt the COVID-19 Safe Re-Start Grant-in-Aid Policy, which sets out principles and guidelines for giving grants to external organizations that provide core community services from the COVID Reserve fund.

CARRIED

9.13
March 2021 Financial
Report, FN-RBAC-068

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the report titled “March 2021 Financial Report – FN-RBAC-069”, for information.

CARRIED

10. DISCUSSION ITEM(s)

10.1
FCM 2021 Conference

Director Hiebert will be attending.

Item Tabled

8. CORRESPONDENCE

8.3
NCLGA Membership

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee lift item 8.3 (NCLGA Membership) from the table.

LIFTED

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize a payment of \$21,641.03 from Function 120 – Legislative Electoral Area, for the 2021 – 2022 North Central Local Government Association annual membership dues.

TIE VOTE

REFERRED TO THE REGIONAL BOARD FOR RESOLUTION

11. NEW BUSINESS

11.1
Director Goodings –
Grants-in-Aid 2021

The Committee discussed concerns Director Goodings has regarding Grants-in-Aids in 2021.

11.2
Director Rose –
Agenda Resolutions –
Community Groups

Director Rose expressed his concern with having the grant-in-aid allocations for each of the community groups listed on the public agendas. As per the RBAC establishing Bylaw, the committee must keep minutes of its activities. This includes grant allocations.



12. DIARY

12.1 No changes were made to the Diary.
Diary Items

Item Tabled

8. CORRESPONDENCE

8.2 MOVED Director Hiebert, SECONDED Director Sperling,
DC Sportsmans Club That the Rural Budgets Administration Committee lift item 8.2 (DC Sportsmans Club) from the table.

LIFTED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee defer the DC Sportsmans Club letter until a grant application has been created, and there has been promotion of the fund to other community groups.

CARRIED

13. ITEMS FOR INFORMATION

13.1 The RBAC Establishing Bylaw was included for the Committee's information.
RBAC Establishing Bylaw

14. ADJOURNMENT The Chair adjourned the Meeting at 3:15 pm.

Original Signed By

Director Rose, Meeting Chair

Original Signed By

Hunter Rainwater, Recorder