



## RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, DECEMBER 17, 2020

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### LOCATION

Peace River Regional District Office, Dawson Creek, BC

### ATTENDANCE

#### Directors

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

#### Staff

Shawn Dahlen, Chief Administrative Officer  
Teri Vetter, Chief Financial Officer  
Tyra Henderson, Corporate Officer  
Tabatha Young, Deputy Corporate Officer  
Paulo Eichelberger, General Manager of Environmental Services  
Kari Bondaroff, Environmental Services Manager  
Crystal Brown, Electoral Area Manager  
Jeff McDonald, Communications Manager (Zoom)  
Brenda Deliman, Recorder

#### Others

Katrin Saxty, Urban Systems Ltd. (Zoom)

### 1. CALL TO ORDER

The Chair called the meeting to order at 1:03 p.m.

### 2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Hiebert COVID-19 Safe Restart Funds

Director Hiebert Synergy Group

### 3. ADOPTION OF AGENDA

#### 3.1 Adoption of Agenda

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee adopt the December 17, 2020 Meeting  
Agenda, as amended to include Director's new business (COVID-19 Funds, Synergy  
Group):

#### 1. Call to Order

1.1. Meeting Chair - Director Hiebert

#### 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 November 19, 2020

#### 6. Business Arising from the Minutes

#### 7. Delegations

#### 8. Correspondence

8.1. Sunrise Valley Mountain View Cemetery - Thank You Letter

\*8.2. Federation of Canadian Municipalities - Membership Renewal

(continued on next page)



Adoption of Agenda  
(continued)

**9. Reports**

- 9.1. Grant Request – Chetwynd Public Library, FN-RBAC-043
- 9.2. Grant Request – Sunset Prairie Cemetery, FN-RBAC-045
- 9.3. Release of Funds - Jackfish Community Association unclaimed 2020 Recreational and Cultural Grants-in-Aid, FN-RBAC-046
- 9.4. Tate Creek Peace River Agreement Commitment, CS-RBAC-004
- 9.5. Charlie Lake Sewer 2021 Budgetary Considerations, ENV-RBAC-008
- 9.6. Chilton, Harper, and Friesen Subdivision Wastewater Condition Assessments, ENV-RBAC-007
- 9.7. North Pine Tower Condition Assessment, ENV-RBAC-009
- 9.8. North Peace Airport Subdivision Sewer 2020 and 2021 Budget, ENV-RBAC-011
- 9.9. North Peace Airport Subdivision Water 2020 and 2021 Budget, ENV-RBAC-010
- 9.10. November 2020 Financial Report, FN-RBAC-047

**10. Discussion Items**

- 10.1. Permissive Tax
- 10.2. FSJ Library

**11. New Business**

- 11.1 Director Hiebert - COVID-19 Safe Restart Funds
- 11.2 Director Hiebert - Synergy Group

**12. Diary**

- 12.1. Diary Items

**13. Item for Information**

- 13.1. RBAC Establishing Bylaw

**14. Adjournment**

**CARRIED**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

- 5.1  
Nov. 19/20 RBAC Minutes
- MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee adopt the November 19, 2020 Meeting Minutes.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

**8. CORRESPONDENCE**

- 8.1  
Sunrise Valley Mountain View Cemetery – Thank You Letter
- MOVED Director Rose, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee receive the Thank You Letter dated November 17, 2020 from the Sunrise Valley Mountain View Cemetery for information.

**CARRIED**

- 8.2  
Federation of Canadian Municipalities – Membership Renewal

MOVED Director Rose, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee receive the 2021-2022 membership invoice from the Federation of Canadian Municipalities for discussion.

**CARRIED**

The Committee commented that the responsibility for payment of Federation of Canadian Municipalities membership fees had transferred between the Regional Board and the Committee in past years, and that the membership invoice was calculated based on rural population.



8.2  
Federation of Canadian  
Municipalities – Membership  
Renewal  
(continued)

MOVED Director Goodings, SECONDED Director Rose,  
That the Rural Budgets Administration Committee recommend that the Regional Board authorize the Rural Budgets Administration Committee to determine the PRRD's membership with the Federation of Canadian Municipalities each year, and pay membership fees accordingly.

**CARRIED**

MOVED Director Sperling, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee recommend that the Regional Board authorize the Rural Budgets Administration Committee to determine the PRRD's membership with the North Central Local Government Association and the Union of BC Municipalities each year, and pay membership fees accordingly.

**CARRIED**

## **9. REPORTS**

9.1  
Grant Request – Chetwynd  
Public Library, FN-RBAC-043

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize a grant in the amount of \$3,000, payable from Electoral Area E Fair Share, to be issued to the Chetwynd Public Library in support of the Elders/Seniors Christmas Pen Pals project.

**CARRIED**

9.2  
Grant Request – Sunset Prairie  
Cemetery, FN-RBAC-045

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize an increase of \$1,260 to the grant contributions for 2020 and 2021 of the multi-year grant approved in the amount of \$1,240 per year on January 17, 2019, for a total amount of \$2,500 payable from Cemetery Grants-in-Aid, Area E to be issued to Sunset Prairie Cemetery Association to support the increase in their cost for lawn maintenance.

**CARRIED**

9.3  
Release of Funds – Jackfish  
Community Association  
Unclaimed 2020 Recreational  
and Cultural Grants-in-Aid, FN-  
RBAC-046

MOVED Director Rose, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee authorize the release of the remaining \$15,631.22 unclaimed Area E Recreational and Cultural Grants-in-Aid allocation of \$17,580.56 approved in 2020 to Jackfish Community Association, 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 \$15,631.22 to assist with operational costs.

**CARRIED**

9.4  
Tate Creek Peace River  
Agreement Commitment, CS-  
RBAC-004

MOVED Director Hiebert, SECONDED Director Rose,  
That the Rural Budgets Administration Committee approve that the remaining funding commitment of \$13,828.45 from Area D Peace River Agreement Funds – Spending Item # 8 Year Round Recreation Facilities, from the original commitment in 2018 of \$25,000, for a facility condition assessment and preventative maintenance plan be returned to Area D PRA Reserve, as the project is now complete.

**CARRIED**

9.5  
Charlie Lake Sewer 2021  
Budgetary Considerations,  
ENV-RBAC-008

Director Sperling requested that Recommendations 1 and 2 of the report titled 'Charlie Lake Sewer 2021 Budgetary Considerations, ENV-RBAC-008' be deferred to a future Rural Budgets Administration Committee meeting.



- 9.5  
Charlie Lake Sewer 2021  
Budgetary Considerations,  
ENV-RBAC-008  
(continued)
- MOVED Director Sperling, SECONDED Director Rose,  
That the Rural Budgets Administration Committee recommend that the Regional Board authorize an amendment to “Charlie Lake Sewage User Fee By-law No. 2011, 2012” to include an updated Schedule “A”, user fee structure, to reflect the annual inflation increases within the last 10 years for a total increase of 15% for each of the payment structures.
- CARRIED**
- 9.6  
Chilton, Harper, and Friesen  
Subdivision Wastewater  
Condition Assessments, ENV-  
RBAC-007
- MOVED Director Hiebert, SECONDED Director Rose,  
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$50,000, payable from Electoral Area D Community Works Gas Tax, to be issued to the Chilton Subdivision sewer function – 602, for a 2021 condition assessment for the Chilton Sewer, including but not limited to the collection works and the lift station and further; that any remaining funds be permitted to be used for capital upgrade requirements.
- CARRIED**
- MOVED Director Hiebert, SECONDED Director Rose,  
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$50,000, payable from Electoral Area D Community Works Gas Tax, to be issued to the Harper Subdivision sewer function – 605, for a 2021 condition assessment for the Harper Sewer including but not limited to the collection works and the lift station and further; that any remaining funds be permitted to be used for capital upgrade requirements.
- CARRIED**
- MOVED Director Hiebert, SECONDED Director Rose,  
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$50,000, payable from Electoral Area D Community Works Gas Tax, to be issued to the Friesen Subdivision sewer function – 604, for a 2021 condition assessment for the Friesen Sewer, including but not limited to the collection works and the lift station and further; that any remaining funds be permitted to be used for capital upgrade requirements.
- CARRIED**
- 9.7  
North Pine Tower Condition  
Assessment, ENV-RBAC-009
- MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee approve a funding commitment of \$50,000, payable from Electoral Area B Peace River Agreement Funds, Spending Item #11 – Connectivity, for a 2021 condition assessment of the North Pine Tower, including but not limited to the tower, all attached infrastructure, supports, power building and fenced compound.
- CARRIED**
- 9.8  
North Peace Airport  
Subdivision Sewer 2020 and  
2021 Budget, ENV-RBAC-011
- MOVED Director Sperling, SECONDED Director Rose,  
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$800,000, payable from Electoral Area C Peace River Agreement Funds, Spending Item #9 – PRRD Sewer Services Assistance, to be issued to the North Peace Airport Sewer Function – Function 603, for capital repairs to be conducted in 2021.
- CARRIED**



9.9  
North Peace Airport  
Subdivision Water 2020 and  
2021 Budget, ENV-RBAC-010

MOVED Director Sperling, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee authorize a funding commitment in the amount of \$35,000, to be paid from the Electoral Area C Fair Share Funds, for emergency 2020 infrastructure repairs and maintenance within the North Peace Airport Subdivision Water function – 701; further, that the remaining funds be carried forward for the 2021 repairs and maintenance requirements.

**CARRIED**

MOVED Director Sperling, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee authorize a funding commitment in the amount of \$125,000 to be paid from the Electoral Area C Fair Share Funds, for the necessary water infrastructure repairs and upgrades within the North Peace Airport Subdivision water function – 701, as recommended within the PRRD YXJ Water-Sewer Network Assessment Report dated November 27, 2020.

**CARRIED**

9.10  
November 2020 Financial  
Report, FN-RBAC-047

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee receive the report titled “November 2020 Financial Report – FN-RBAC-047”, for discussion.

**CARRIED**

The Committee requested further information on the criteria for use of the Rural Loan Fund Reserve, which was provided by the Chief Financial Officer.

## **10. DISCUSSION ITEM(s)**

10.1  
Permissive Tax

Director Goodings requested options to provide permissive tax exemptions, such as support through Grants-in-Aid or through policy amendment. Following a brief discussion with the Chief Administrative Officer, Director Goodings advised that the topic would require further deliberation.

10.2  
FSJ Library

The Rural Budgets Administration Committee was advised that a report on the Fort St. John Public Library would come forward in January 2021.

## **11. NEW BUSINESS**

11.1  
Director Hiebert - COVID-19  
Safe Restart Funds

The Committee discussed its administration of the COVID-19 Safe Restart Grant in the amount of \$700,000 received by the PRRD from the Province of BC, including IT and Administration costs related to the pandemic.

11.2  
Director Hiebert – Synergy  
Group

MOVED Director Rose, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$12,000, payable in the amount of \$6,000 each from Electoral Area D and Electoral Area E Peace River Agreement Funds, to be used in the establishment of a Synergy Group.

**CARRIED**

## **10. DISCUSSION ITEM(s)**

10.2  
FSJ Library

MOVED Director Goodings, SECONDED Director Rose,  
That the Rural Budgets Administration Committee approve an increase in commitment of funding to the FSJ Library for 2021 in the amount of \$15,000, from Electoral Area B Fair Share, pending the review and approval of the grant application for 2021 funding.

**CARRIED**



## **12. DIARY**

12.1

Diary Items

MOVED Director Goodings, SECONDED Director Rose,  
That the Rural Budgets Administration Committee remove Item 3 “Clean Farms” from the  
Diary.

**CARRIED**

## **13. ITEMS FOR INFORMATION**

13.1

RBAC Establishing Bylaw

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

## **14. ADJOURNMENT**

The Chair adjourned the Meeting at 2:24 p.m.

Original Signed By

\_\_\_\_\_  
Director Hiebert, Meeting Chair

Original Signed By

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Brenda Deliman, Recording Secretary