



# PEACE RIVER REGIONAL DISTRICT

## Special Rural Budgets Administration Committee Meeting Agenda

March 4, 2021, 8:45 a.m.

1981 Alaska Avenue, Dawson Creek, BC

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	<b>Pages</b>
<b>1. Call to Order</b>	
1.1. Meeting Chair - Director Rose	
<b>2. Adoption of Agenda</b>	
<b>3. Correspondence</b>	
3.1. BC Tourism & Hospitality Conference 2021	2
<b>4. Reports</b>	
4.1. North Peace Rural Roads Coalition Memorandum of Understanding, DR-RBAC-002	3
4.2. Cemetery Grants Policy, DR-RBAC-001	5
<b>5. Adjournment</b>	



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The [Tourism Industry Association of BC](#) and the [BC Hotel Association](#) are excited to bring you the first-ever virtual BC Tourism & Hospitality Conference.

Exploring themes of growth, innovation, collaboration and more, the conference will feature four days of presentations, key note addresses, and panel discussions from Monday, March 8th - Thursday, March 11th. On Friday, March 12th, the final day of the virtual conference will offer a diverse array of complimentary workshops, equipping delegates with skills and resources to successfully tackle 2021.

To View Agenda:

<https://www.bctourismandhospitalityconference.com/agenda>



# DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-RBAC-002

From: Karen Goodings, Director

Date: March 4, 2021

**Subject: North Peace Rural Roads Coalition Memorandum of Understanding**

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## **PURPOSE / ISSUE:**

To commit funding for North Peace Rural Roads.

## **RECOMMENDATION #1**

That the Rural Budgets Administration Committee authorize a funding commitment up to a maximum of \$112,500, payable from Electoral Area B Fair Share, to be issued to the District of Taylor, for the North Peace Rural Roads Coalition.

## **RECOMMENDATION #2**

That the Rural Budgets Administration Committee recommend that the Regional Board enter into a Memorandum of Understanding with the District of Taylor and the District of Hudson's Hope for the North Peace Rural Roads Coalition.

## **BACKGROUND/RATIONALE:**

On February 11, 2021, the Peace River Regional District Board passed the following motion:

MOVED, SECONDED, CARRIED

That the Regional Board refer the draft Memorandum Of Understanding (MoU) regarding North Peace Rural Road Coalition from the District of Taylor to the Rural Budgets Administration Committee for confirmation of funding up to \$150,000 in 2021 for the North Peace Rural Roads initiative; further, that the Rural Budgets Administration Committee provide a recommendation to the Regional Board whether or not the Memorandum of Understanding should be signed.

On February 18, 2021, the Rural Budgets Administration Committee resolved:

MOVED, SECONDED, CARRIED

That the Rural Budgets Administration Committee recommend that the Regional Board propose to the District of Taylor and the District of Hudson's Hope that the estimated contract value listed in the draft North Peace Rural Roads Coalition Memorandum of Understanding be changed from "\$50,000 - \$150,000" to "\$0 to a maximum of \$150,000 a year"; and further, that the funding commitment for the North Peace Rural Roads be resolved by the Rural Budgets Administration Committee.

During its December 15, 2020 Regional Council Meeting, the District of Taylor resolved that a Memorandum of Understanding (MOU) be drafted for the District of Taylor to take over contract and procurement administration for the North Peace Rural Roads Coalition. At its January 18, 2021 Regular Council Meeting, Council resolved to endorse the draft MOU and requested that it be distributed to participating local government partners for further review and feedback.

## **STRATEGIC PLAN RELEVANCE**

- ☒ Partnerships
  - ☒ Collaboration with Local and First Nations governments

### Attachments:

1. [Draft North Peace Rural Roads Coalition Memorandum of Understanding](#)



# DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-RBAC-001

From: Karen Gooding, Director

Date: March 4, 2021

**Subject: Cemetery Grants Policy**

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## **PURPOSE / ISSUE:**

As authorized by Section 56(B) of the Peace River Regional District Board Procedure Bylaw No. 2200, 2015, a director who voted affirmatively for a resolution adopted may move a reconsideration of the resolution. As a Director who voted affirmatively, I would like the Committee to reconsider the following motion from the February 18, 2020 Rural Budgets Administration Committee meeting:

“That the Rural Budgets Administration Committee authorize that Area B be removed from Section 1.1(c) and Section 4.1(b) of the Draft Amended Cemetery Grants Policy, and further,

That the Regional Board adopt the amended Cemetery Grants Policy, which allows member municipalities who provide Cemetery Services in Electoral Area C,D and E, to apply for a grant, and authorizes grant funds to be paid directly to recipients upon ratification by the Rural Budgets Administrative Committee”.

## **RECOMMENDATION / ACTION:**

That the Rural Budgets Administration Committee vote again on the motion. If the motion is adopted, the motions stands, and will be forwarded to the Regional Board for authorization.

If the motion is defeated upon reconsideration, I would ask that recommendation #2 be approved to indicate how the Committee would like to proceed.

## **RECOMMENDATION #2:**

That the Rural Budgets Administration Committee recommend that the Regional Board adopt the amended Cemetery Grants Policy, which allows member municipalities who provide Cemetery Services in Electoral Areas B, C, D and E, to apply for a grant, and authorizes grant funds to be paid directly to recipients upon ratification by the Rural Budgets Administrative Committee.

## **BACKGROUND/RATIONALE:**

On February 18, 2021, the Rural Budgets Administration Committee passed the resolution noted above which I have asked the Board to reconsider. The request of my intent to have Area B removed from certain sections of the policy, was to remove the possibility of Area B providing grants to municipally operated cemeteries, as there are a number of cemeteries within Area B. After speaking with the Chief Financial Officer, I now realize that this amendment will not achieve the result I was seeking, and I would prefer the policy to go forward to the Board as originally proposed. Area B will remain in the

service function and will process grant applications from any applicant for cemetery operations, and either approve or deny those applications.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

**Attachments:**

1. Draft Cemetery Grants Policy 0340-59
2. Cemetery Services Establishment By-law No. 839, 1993

**Draft Amended Cemetery Grants**

Department	Finance	Policy No.	0340-59
Section	RBAC	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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**1. Purpose**

- 1.1 This policy provides the guidelines and administrative procedures for the approval and disbursement of grant funds, from the Cemetery Function, to the following:
- a) Not-for-profit societies;
  - b) Community organizations who maintain rural cemeteries located in Electoral Areas B, C, D and E of the Peace River Regional District; and
  - c) Member municipalities that provide Cemetery Services for residents of Electoral Areas B, C, D and E of the Peace River Regional District.
- 1.2 Grant funding may assist local groups and member municipalities with improvements to rural cemeteries and may be issued to support capital projects and/or expenses related to the operation, development and maintenance of the cemetery as set forth in Bylaw No. 839, 1993.

**2. Scope**

- 2.1 This policy applies to all organizations eligible to be considered for grant funds from the Cemetery Function.

**3. Definitions**

- 3.1 *Rural Budgets Administration Committee*: refers to a Standing Committee of the Regional Board comprised of each Electoral Director from each Electoral Area in the Peace River Regional District who has the authority, by delegation of the Regional Board, to administer the rural budgets as identified in the Annual Financial Plan of the Peace River Regional District and in accordance with the "Rural Budgets Administration Bylaw No. 116, 1998".



- 3.2 *Not-for-Profit Society*: refers to an organization which is not driven by profit, who is registered and in good standing with the *Societies Act of BC*.
- 3.3 *Volunteer Community Organization*: refers to a group consisting of volunteer community members who is financially and administratively sound which can be demonstrated by providing meeting minutes, financial statements and/or proof of a bank account.
- 3.4 *Operational Costs*: refers to expenses incurred for the day-to-day operating, developing and maintaining of a cemetery and its grounds.
- 3.5 *Minor Improvements*: refers to smaller projects costing less than \$5,000 such as the purchase and installation of commemorative monuments, benches, or signage that are shorter in duration to complete.
- 3.6 *Capital Improvements*: refers to larger projects in excess of \$5,000 such as the addition of a permanent structure such as a columbarium or cemetery gates that are longer duration to complete.

#### 4. Policy

##### 4.1 Applicant Criteria

- a) Not-for Profit Organizations and Volunteer Community Organizations:
- i. A Not-for-Profit Society and/or a Volunteer Community Organization may apply for grant funding under this policy. The applicant must operate in the Peace River Regional District, and meet one of the following criteria:
- Registered Not-for-Profit society in good standing with the *Society Act of BC*; or
  - A volunteer organization consisting of community members and who's organization is financially and administratively sound, which can be demonstrated by providing meeting minutes, financial statements, and/or proof of a bank account.
- b) Member Municipalities:
- i. A member municipality that provides Cemetery Services for residents of Electoral Areas B, C, D, and E of the Peace River Regional District, may apply for a grant under this policy.

##### 4.2 Application Criteria:

- a) Applicants must submit a completed grant application that outlines the details for the intended use of the funds, the amount requested and all necessary supporting documentation as indicated on the application form.





#### 4.3 Eligible Expense Criteria:

- a) The information below provides examples of eligible expenses or projects costs that may be considered for funding:
  - i. Operational Costs
  - ii. Minor cemetery improvement project costs
  - iii. Capital improvement project costs

#### 4.4 Disbursement of Funds

- a) Approved Grant funds will be payable to the recipients upon ratification by the Rural Budget Administration Committee.

#### 4.5 Allocation of Funds

- a) Grant funding may be budgeted for annually by each Electoral Area Director as part of the PRRD Annual Financial plan, to be ratified by the Board of Directors.

#### 4.6 Acknowledgement of Grant Funding

- a) The Rural Budgets Administration Committee asks all grant recipients to recognize their contribution by use of the Peace River Regional District logo through written, virtual or verbal acknowledgement.

Bylaw Reference	Peace River Regional District Cemetery Services Establishment Bylaw No. 839, 1993
Bylaw Reference	Peace River Regional District Rural Budgets Administration Bylaw No. 116, 1998

PEACE RIVER REGIONAL DISTRICT

BY-LAW NO. 839, 1993

A by-law to convert the function of Cemetery Grants-In-Aid for Electoral Areas B and C to an extended service and include Electoral Areas D and E as participants

WHEREAS pursuant to Section 767(4) of the Municipal Act, a regional district exercising a power to provide a service other than a general service, may adopt a by-law respecting that service which:

- a) meets the requirements of section 794 for a by-law establishing a service, and
- b) is adopted in accordance with the section 802 as if it were a by-law amending a by-law establishing a service;

AND WHEREAS the Board of the Peace River Regional District was granted the function of Cemetery Grants-In-Aid by supplementary letters patent dated October 29, 1987 with Electoral Areas B and C as participating members;

AND WHEREAS the Board of the Peace River Regional District wishes to convert its Cemetery Grants-In-Aid function to an extended service;

AND WHEREAS pursuant to section 790 of the Municipal Act, R.S.B.C 1979, c. 290, as amended, the Lieutenant Governor in Council has, by B.C. regulation #10/93, granted to the Peace River Regional District the additional powers of:

- a) Section 885 of the Municipal Act to operate, develop, and maintain cemeteries, as an extended service with electoral areas B, C, D, and E as participating members, and
- b) Contributing financial aid toward the cost of operating, developing and maintaining cemeteries, as an extended service with Electoral Areas B, C, D, and E as participating members;

AND WHEREAS pursuant to section 800 of the Municipal Act the Board of the Peace River Regional District has waived the electoral assent requirement for Electoral Areas B, C, D, and E and the Directors of Electoral Areas B, C, D, and E have consented in writing to the adoption of this by-law;

NOW THEREFORE the Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

Service Being Established

1. The function of Cemetery Grants-In-Aid, granted by supplementary letters patent dated October 29, 1987 is hereby established as the extended service of Cemetery Services.

Participating Areas

2. The participants in the extended service, established under section 1, are Electoral Areas B, C, D, and E.

Peace River Regional District  
By-Law No. 839, 1993

Cost Recovery

3. The annual costs of the service shall be recovered by requisition under Section 809.1 of the Municipal Act to be collected by a property value tax to be levied and collected under Section 810.1(1) on improvements only.

Apportionment of costs

4. The annual net cost attributable to this service shall be borne directly by that electoral area for which the cemetery services are provided.

Citation

5. This by-law may be cited as "Cemetery Services Establishment By-Law No. 839, 1993".

READ A FIRST TIME this 28th day of January, 1993.

READ A SECOND TIME this 28th day of January, 1993.

READ A THIRD TIME this 28th day of January, 1993.

ELECTORAL ASSENT requirement for Electoral Areas B, C, D, and E waived by the Regional Board this 28th day of January, 1993.

CONSENT in writing to the adoption of this by-law by the Directors of Electoral Areas B, C, D, and E obtained this 28th day of January, 1993.

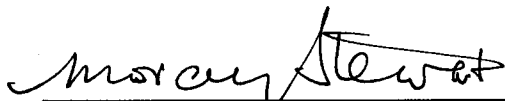
APPROVED by the Inspector of Municipalities this 18th day of February, 1993.

RECONSIDERED, FINALLY PASSED AND ADOPTED this 25th day of February, 1993.

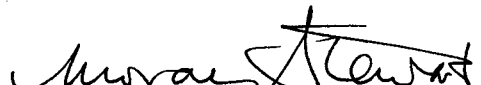
FILED with the Inspector of Municipalities this 4th day of March, 1993.

CERTIFIED a true and correct copy of  
"Cemetery Services Establishment By-Law  
No. 839, 1993".

THE CORPORATE SEAL of the Peace  
River Regional District was hereto affixed  
in the presence of:


  
Moray Stewart, Administrator

  
Ben Knutson, Chairperson

  
Moray Stewart, Administrator

I HEREBY CERTIFY the foregoing to be a true and correct copy of By-Law No. 839, 1993, cited as "Cemetery Services Establishment By-Law No. 839, 1993", as read a third time by the Regional Board of the Peace River Regional District on the 28th day of January, 1993.

DATED at <sup>Chetwynd</sup>~~Dawson Creek~~, British Columbia, this 28th day of January, 1993.

  
Moray Stewart, Administrator

[BY-LAW.REG\BL-839.CEM]