



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING **MINUTES**

DATE: Thursday, February 20, 2020

PLACE: PRRD Fort St. John Office Meeting Room, Fort St. John, BC

PRESENT: **Directors**

Director Hiebert, Meeting Chair

Director Goodings

Director Rose

Director Sperling

Staff

Shawn Dahlen, Chief Administrative Officer

Tyra Henderson, Corporate Officer

Lyle Smith, Chief Financial Officer (via teleconference)

Trish Morgan, General Manager of Community Services (via teleconference)

Crystal Brown, Electoral Area Manager

Naomi Donat, Recording Secretary

Call to Order The Chair called the meeting to order at 1:26 pm.

DIRECTORS' NOTICE OF NEW BUSINESS:

Director Goodings Provincial Cattlemen's Association

Director Sperling Bulterys House

ADOPTION OF AGENDA:

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee agenda for the February 20, 2020 meeting be adopted as amended to include Directors' new business:

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 January 16, 2020
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:** None
7. **CORRESPONDENCE:**
C-1 January 18, 2020 – Benjamin and Joanna Haab – Natural Gas Extension Grant Application
C-2 January 21, 2020 – Letter from Bruce Baxter – Columbarium for Montney Cemetery
C-3 February 3, 2020 – Thank you from Buick Creek Community Club
8. **REPORTS:**
R-1 February 5, 2020 – Report from Lyle Smith, Chief Financial Officer – Youth

- Travel Request – Fort St. John Midget A Flyers Hockey Team
- R-2 February 6, 2020 – Report from Lyle Smith, Chief Financial Officer – Grant Request – Flatrock Community Cemetery Society
- R-3 February 7, 2020 – Report from Lyle Smith, Chief Financial Officer – Recreational & Cultural Grants-in-Aid Policy – Options to Streamline
- R-4 February 6, 2020 – Report from Lyle Smith, Chief Financial Officer – 2020 Rural Recreational and Cultural Grants-in-Aid – Annual Grant Allocations
- R-5 February 10, 2020 – Report from Trish Morgan, General Manager of Community Services – 2020 Budget Commitments
- R-6 February 6, 2020 – Report from Lyle Smith, Chief Financial Officer – December 2019 Financial Report
9. **DISCUSSION ITEMS:** None
10. **NEW BUSINESS:**
NB-1 Director Goodings - Provincial Cattlemen's Association
NB-2 Director Sperling - Bulterys House
11. **COMMUNICATIONS:**
12. **DIARY:**
DIA-1 Diary Items
13. **ADJOURNMENT:**

CARRIED

ADOPTION OF MINUTES:

M-1 January 16, 2020 RBAC Minutes
MOVED by Director Sperling **SECONDED** by Director Goodings,
That the Rural Budgets Administration Committee Meeting Minutes of January 16, 2020 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

The Committee directed staff to provide a report at the next Rural Budgets Administration Committee (RBAC) meeting for the Peace River Regional Cattleman Association's \$240,000 grant application, which was received after the following resolution was made at January 16, 2020 RBAC meeting:

MOVED, SECONDED, CARRIED

That the Rural Budgets Administration Committee approve a grant for the Peace River Regional Cattleman's Association in the amount of \$200,000 to support the Peace River Livestock Protection Program, with: \$58,333.33 payable from Area D PRA; \$58,333.33 payable from Area E PRA; \$58,333.33 payable from Area B PRA; and \$25,000 payable from Area C PRA.

DELEGATIONS:

None.

CORRESPONDENCE:

C-1 January 18, 2020 – Natural Gas Extension Grant Application
MOVED by Director Sperling, **SECONDED** by Director Rose,
That the Rural Budgets Administration Committee authorize a Natural Gas Extension Grant to Benjamin and Johanna Haab in the amount of \$5,000, payable from Electoral Area C Fair Share.

CARRIED

C-2
January 21, 2020 –
Columbarium for
Montney Cemetery

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the January 14, 2020 letter
from Baxter Farms, re: Columbarium for Montney Cemetery, for discussion.

CARRIED

C-3
February 3, 2020 –
Thank you from Buick
Creek Community Club

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the thank you card from
the Buick Creek Community Club for information.

CARRIED

REPORTS:

R-1
February 5, 2020 -
Youth Travel Request
– Fort St. John Midget
A Flyers Hockey Team

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a youth travel grant in the
amount of \$375 for the Fort St. John Midget 'A' Flyers Hockey Team, payable from Rural
Recreational and Cultural Grants-in-Aid, with \$250 from Electoral Area B and \$125 from
Electoral Area C, to assist with travel expenses to attend the BC Hockey Tier 2 Provincial
Championships from March 15-19, 2020, in North Saanich, BC.

CARRIED

R-2
February 6, 2020 –
Grant Request –
Flatrock Community
Cemetery Society

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of
\$736.00 for the Flatrock Community Cemetery Society to assist with the cost of their
liability insurance for the Flatrock Cemetery grounds; further,

That the grant be included as part of Function 285, Cemeteries – B, C, D, E, and payment to
be issued from Cemetery Grants-in-Aid, Area B expense; upon approval of the 2020
Annual Budget.

CARRIED

R-3
February 7, 2020 –
Recreational &
Cultural Grants-in-Aid
Policy – Options to
Streamline

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee amend Section 11 of the Rural
Recreational and Cultural Grants-in-Aid policy, titled "Claim Reimbursement" to read:

11) Payment of Funds

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

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend Section 13 of the Rural
Recreational and Cultural Grants-in-Aid policy, titled "Annual Reports" to read:

13) Reporting Requirements

a) All organizations that receive Recreational and Cultural Grants-in-Aid
must complete an Annual Report as attached hereto as Schedule C by
the last calendar day in January 31.

b) Photos must be provided showing capital projects completed with
Recreational and Cultural Grants-in-Aid funds.

c) That failure to abide by the conditions of the grant and/or reporting
requirements may result in one or more of the following:

- grants not being paid out;
- organizations being required to repay grant funds;
- not being considered for future grant funding.

CARRIED

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee delete Section 10 of the Rural Recreational and Cultural Grants-in-Aid policy, titled "Unspent Funds" as it would no longer be required or relevant.

CARRIED

R-4
February 6, 2020 –
2020 Rural
Recreational and
Cultural Grants-in-Aid
– Annual Grant
Allocations

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize the following 2020 grant allocations in the amounts as listed below, payable from Function 280, Recreational and Cultural Facilities Grant, Rural Grants-in-Aid - Area B, C, E and Function 221, Sub-Regional Recreation, General Grants, Sub-Regional Grants-in-Aid for the purposes of providing funding to support post-secondary education, youth travel, and safe grad events in the North Peace:

a) Electoral Area B Bursary	\$1,000
Electoral Area B Youth Travel	\$1,500
b) Electoral Area C Scholarship	\$1,000
Electoral Area C Youth Travel	\$1,000
c) Electoral Area E Bursary (2 at \$500 each)	\$1,000
Electoral Area E Youth Travel	\$2,000
d) South Peace Sub Regional Scholarship	\$1,500
South Peace Sub Regional Trades Bursary	\$1,500
Sub-Regional Youth Travel	\$1,500

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant allocation in the amount of \$1,000, payable from Function 280, Recreational and Cultural Facilities Grant, Rural Grants-in-Aid – Area B, for the North Peace 4H District Council to conduct 4H activities.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee increase the Electoral Area B Bursary amount in the Rural Budgets Administration Committee Recreation and Cultural Grant-in-Aid Policy - Schedule H, by \$1,000.

CARRIED

The Committee directed staff to investigate options for changing the Recreation and Cultural Grant-in-Aid policy.

R-5
February 10, 2020 –
2020 Budget
Commitments

MOVED by Director Goodings, SECONDED by Director Rose
That the Rural Budgets Administration Committee allocate \$150,000 from Gas Tax to the Clearview Arena draft 2020 budget (Function 260), for the Clearview Arena Society to purchase and install a dehumidification system and amend the 2020 Draft Budget for Function 260 – Clearview Arena to:

1. Increase Transfer from Gas Tax Reserve - \$150,000
2. Increase Grant to Organization - \$150,000

CARRIED

MOVED by Director Goodings, SECONDED by Director Rose
That the Rural Budgets Administration Committee reallocate the remaining \$13,828, from the original commitment of \$25,000, from Electoral Area B Peace River Agreement Funds for the Osborn Community Hall Facility Assessment, to be used to conduct a feasibility study to identify options and costs to construct a new hall.

CARRIED

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee allocate \$60,000 from Electoral Area C Peace River Agreement Funds (spending item #6 Fire Protection) to the Charlie Lake Fire Department capital budget (function 315), for the purpose of purchasing a brush truck and amend the 2020 Draft Budget for Function 315 – Charlie Lake Fire to:

1. Increase Transfer from Peace River Agreement Reserve - \$60,000
2. Increase Vehicles and Machinery - \$60,000.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee allocate \$25,502, in addition to the existing commitment of \$50,000 for the Fire Department Needs Assessment and Review, from Electoral Area E Peace River Agreement Funds (spending item #6 Fire Protection) to the Moberly Lake Fire operating budget (function 335) to assist with general operations in 2020 and amend the 2020 Draft Budget for Function 335 – Moberly Lake Fire to:

1. Increase Transfer from Peace River Agreement Reserve - \$25,502
2. Increase Contract for Services - \$25,502.

CARRIED

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee allocate \$15,000 from Electoral Area E Peace River Agreement Funds (spending item #6 Fire Protection) to the Chetwynd Fire operating budget (function 320) to assist with general operations in 2020 and amend the 2020 Draft Budget for Function 320 – Chetwynd Fire to:

1. Increase Transfer from Peace River Agreement Reserve - \$15,000
2. Increase Contract for Services - \$15,000.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee allocate \$250,000 from Electoral Area D Peace River Agreement Funds (spending item #6 Fire Protection) for the purchase of a new tender - for use by the Pouce Coupe Fire Department between 2020 and 2021 and amend the 2020 Draft Budget for Function 325 – Pouce Coupe/Dawson Creek Fire to:

1. Increase Transfer from Peace River Agreement Reserve - \$66,075
2. Increase Vehicles and Machinery - \$66,075; and further

That the remaining \$183,925 be included in the 2021 capital budget.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee allocate \$15,000 from Gas Tax to the Kelly Lake Community Centre 2020 budget (Function 225) for the purpose of conducting a hazardous materials study, in preparation for conducting future renovations of the facility and amend the 2020 Draft Budget for Function 225 – Kelly Lake Community Centre to:

1. Increase Transfer from Gas Tax Reserve - \$15,000
2. Increase Contract for Services - \$15,000.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee allocate \$9,570 from Electoral Area D Peace River Agreement Funds (spending item #6 Fire Protection) to the Tomslake Fire operating budget (Function 345), for the purchase and installation of two mobile computer aided dispatch units for the Department and amend the 2020 Draft Budget for Function 345 – Tomslake Fire to:

1. Increase Transfer from Peace River Agreement Reserve - \$9,570
2. Increase Minor Capital - \$9,570.

CARRIED

R-6
February 6, 2020 –
December 2019
Financial Report

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

CARRIED

DISCUSSION ITEMS:

None.

NEW BUSINESS:

NB-1
Provincial Cattlemen's
Association

The Committee discussed funding for the Provincial Cattlemen Association's Annual General Meeting in May. Director Goodings noted that she will ask the Association to send the Committee a sponsorship package outlining funding opportunities.

NB-2
Bulterys House

The Committee discussed funding the Bulterys House through the Rural Loan Fund.

COMMUNICATIONS:

None.

DIARY:

DIA-1 No changes were made to the Diary.

ADJOURNMENT

The Chair adjourned the meeting at 2:46 p.m.

Director Goodings, Meeting Chair

Naomi Donat, Recording Secretary