



## PEACE RIVER REGIONAL DISTRICT

### RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, MAY 20, 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  
Tab Young, Deputy Corporate Officer  
Crystal Brown, Electoral Area Manager  
Jeff McDonald, Communications Manager (*Via Zoom*)  
Kari Bondaroff, Environmental Services Manager  
David Sturgeon, Protective Services Manager  
Gerritt Lacey, Solid Waste Manager  
Hunter Rainwater, Recorder

**1. CALL TO ORDER** The Chair called the meeting to order at 2:35 pm.

#### **2. DIRECTORS' NOTICE OF NEW BUSINESS**

Director Rose COVID-19 Relief Application Forms

#### **3. ADOPTION OF AGENDA**

3.1 Adoption of Agenda MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee adopt the May 20, 2021  
Meeting Agenda, as amended to include Director's 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 April 22,  
2021

##### **6. Business Arising from the Minutes**

##### **7. Delegations**

##### **8. Correspondence**

##### **9. Reports**

9.1. Charlie Lake Fire Department Coverall Building Request for Funds, CS-RBAC-022

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Adoption of Agenda  
(Continued)

- 9.2. Grant Request – Dawson Creek Public Library, FN-RBAC-067
- 9.3. Chetwynd Library Design Build Funding Phase 1, CS-RBAC-024
- 9.4. Kelly Lake Community Centre – Funding for Grant Opportunities, CS-RBAC-023
- 9.5. April 2021 Financial Report, FN-RBAC-078

**10. Discussion Item(s)**

**11. New Business**

- 11.1. COVID-19 Relief Application Forms

**12. Diary**

- 12.1. Diary Items

**13. Item(s) for Information**

- 13.1. RBAC Establishing Bylaw

**14. Adjournment**

**CARRIED**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

5.1

April 22/21 RBAC Minutes

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee adopt the April 22, 2021 Meeting Minutes.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

**8. CORRESPONDENCE**

**9. REPORTS**

9.1

Charlie Lake Fire  
Department Coverall  
Building Request for  
Funds, CS-RBAC-022

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$150,000, payable from the Electoral Area C Peace River Agreement Funds – Spending Item #6 – Fire Protection, to be issued to Function 315 - Charlie Lake Fire Department, for funding the building of a temporary coverall building beside the fire hall for the storage of two fire trucks.

**CARRIED**

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee recommend that the Regional Board amend the 2021 budget for Function 315 – Charlie Lake Fire to:

- Increase Transfer from Peace River Agreement Reserve - \$150,000
- Increase Buildings - \$150,000.

**CARRIED**



9.2  
Grant Request – Dawson  
Creek Public Library, FN-  
RBAC-067

MOVED Director Hiebert, SECONDED Director Rose,  
That the Rural Budgets Administration Committee authorize a multi-year grant in the amount of \$3,600 per year beginning in 2021, payable in equal contributions of \$1,800 from Electoral Area D and Electoral Area E Fair Share, to be issued to the Dawson Creek Public Library in support of the Dolly Parton Imagination Library Program.

**CARRIED**

9.3  
Chetwynd Library Design  
Build Funding Phase 1, CS-  
RBAC-024

MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$21,695, payable from the Electoral Area E Peace River Agreement Funds – Spending Item # 7– Libraries, Museums and Art Galleries, to be issued to Function 290 – Chetwynd Library, for the development of concept designs and cost estimates for a new public library.

**CARRIED**

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee recommend that the Regional Board amend the 2021 budget for Function 290 – Chetwynd Library to:

- Increase Transfer from Peace River Agreement Reserve - \$21,695
- Increase Studies, Plans & Assessments - \$21,695.

**CARRIED**

9.4  
Kelly Lake Community  
Centre – Funding for  
Grant Opportunities, CS-  
RBAC-023

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee approve a commitment of \$7,000, payable from Electoral Area D Peace River Agreement Funds, Spending Item #8 Year-Round Recreation Facility Upgrades, for costs associated with submitting grant applications to the Green and Inclusive Community Buildings Program, and the Northern Development Initiative Trust for the Kelly Lake Community Centre Renovation Project.

**CARRIED**

9.5  
April 2021 Financial  
Report, FN-RBAC-078

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee receive the report titled “April 2021 Financial Report – FN-RBAC-078,” for discussion.

**CARRIED**

MOVED Director Sperling, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee authorize that the High School Rodeos of BC be contacted to inquire what they are doing with the Grant Funding now that the events have been cancelled.

**CARRIED**

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



## 11. NEW BUSINESS

### 11.1 COVID-19 Relief Application Forms

The CFO asked for feedback from the Directors on the COVID-19 Relief Application Form.

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee approve the COVID-19 Relief Application Form as amended to include the following changes:

- Sub-Regional added as a box under Section 2
- Up to a maximum amount of \$5,000 per organization be added

**CARRIED**

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Rural Budgets Administration Committee authorize the COVID-19 Relief Application Form be available on the PRRD Website as amended to include the following changes:

- Sub-Regional added as a box under Section 2
- Up to a maximum amount of \$5,000 per organization

**CARRIED**

## 12. DIARY

### 12.1 Diary Items

No changes were made to the Diary.

## 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 3:04 pm.

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Director Rose, Meeting Chair

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Hunter Rainwater, Recorder