



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, NOVEMBER 25, 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
Kari Bondaroff, GM of Environmental Services
Trish Morgan, GM of Community Services
Jeff McDonald, Communications Manager (*Via Zoom*)
Daris Gillis, Environmental Services Manager
Edward Albury, Fire Chief (*Via Zoom*)
Fred Burrows, Fire Chief (*Via Zoom*)
Ron Schildroth, Deputy Fire Chief (*Via Zoom*)
Hunter Rainwater, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 1:01 pm.

2. DIRECTORS' NOTICE OF NEW BUSINESS

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Hiebert, SECONDED Director Goodings,
That the Rural Budgets Administration Committee adopt the November 25, 2021
Meeting Agenda:

1. Call to Order

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 October 28,
2021

6. Business Arising from the Minutes

7. Delegations

8. Correspondence

(Continued on next page)



Adoption of Agenda
(Continued)

9. Reports

- 9.1. Local Government Leadership Academy – 2022 Leadership Forum, ADM-RBAC-014
- 9.2. UBCM – Electoral Area Director's Forum 2022, ADM-RBAC-015
- 9.3. Charlie Lake Fire Hall Condition Assessment Repairs, CS-RBAC-026
- 9.4. Moberly Lake Fire Hall Condition Assessment, CS-RBAC-027
- 9.5. Rolla Dyke 2022 Operational Request, ENV-RBAC-031
- 9.6. Rolla Sewer Collection System 2022 Capital Repairs, ENV-RBAC-033
- 9.7. Kelly Lake Sewer Condition Assessment & 2022 Capital Request, ENV-RBAC-034
- 9.8. Harper Sewer 2022 Condition Assessment & Capital Request, ENV-RBAC-035
- 9.9. Function 602 – Chilton Sewer Condition Assessment & Capital Request, ENV-RBAC-036
- 9.10. Friesen Sewer 2022 Condition Assessment & Capital Request, ENV-RBAC-037
- 9.11. Grant Request – Clearview Arena Society, FN-RBAC-116
- 9.12. Grant Request – Golata Creek Recreation Society, FN-RBAC-117
- 9.13. Grant Request – Chetwynd Public Library, FN-RBAC-120
- 9.14. Area B Unspent Prior Year Allocations, FN-RBAC-119
- 9.15. Community Works Gas Tax Grant Policy, FN-RBAC-112
- 9.16. Electoral Area Grant-in-Aid Policy, FN-RBAC-114
- 9.17. Rural Loan Fund Policy, FN-RBAC-111
- 9.18. Utility Extension Grant Policy, FN-RBAC-113
- 9.19. October 2021 Financial Report, FN-RBAC-115

10. Discussion Item(s)

11. New Business

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
Oct. 28/21 RBAC Minutes MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee adopt the October 28, 2021 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

8. CORRESPONDENCE



9. REPORTS

9.1

Local Government
Leadership Academy –
2022 Leadership Forum,
ADM-RBAC-014

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee authorize that conference registration, flights and hotels be booked for all four Electoral Area Directors for the 2022 LGLA Leadership Forum in Richmond BC, from February 9-11, 2022.

Amendment

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee amend the motion to say "authorize that conference registration, flights and hotels be booked for Director Sperling, Director Rose and Director Hiebert for the 2022 LGLA Leadership Forum in Richmond BC, from February 9-11, 2022."

CARRIED

Motion as Amended

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee authorize that conference registration, flights and hotels be booked for Director Sperling, Director Rose and Director Hiebert for the 2022 LGLA Leadership Forum in Richmond BC, from February 9-11, 2022.

CARRIED

9.2.

UBCM – Electoral Area
Director's Forum 2022,
ADM-RBAC-015

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee authorize that conference registration, flights and hotels be booked for Director Sperling, Director Rose and Director Hiebert for the 2022 Electoral Area Directors Forum in Richmond BC, from February 8-9, 2022.

CARRIED

9.3

Charlie Lake Fire Hall
Condition Assessment
Repairs, CS-RBAC-026

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$11,500, in 2021, payable from Electoral Area C Peace River Agreement Funds, Spending Item #6 – Fire Protection, to be issued to the Charlie Lake Fire Department Function – 315, for the replacement of their hot water heater.

Amendment

MOVED Director Sperling, SECONDED Director Hiebert,

That the motion be amended to replace the words "Peace River Agreement Funds, Spending Item #6 – Fire protection" with "Gas Tax Reserve.

CARRIED

Motion as Amended

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$11,500, in 2021, payable from Electoral Area C Gas Tax Reserve, to be issued to the Charlie Lake Fire Department Function – 315, for the replacement of their hot water heater.

CARRIED



9.3
Charlie Lake Fire Hall
Condition Assessment
Repairs, CS-RBAC-026
(Continued)

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 - \$11,500
- Increase Machinery & Equipment - \$11,500.

Amendment

MOVED Director Sperling, SECONDED Director Hiebert,
That the motion be amended by replacing the words “Peace River Agreement”
with Gas Tax.”

CARRIED

Motion as Amended

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 Gas Tax Reserve - \$11,500
- Increase Machinery & Equipment - \$11,500

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve a funding commitment
in the amount of \$26,000, in 2022, payable from Electoral Area C Peace River
Agreement Funds, Spending Item #6 – Fire Protection, to be issued to Function
315 - Charlie Lake Fire Department, to move domestic water piping away from
electrical outlets and to conduct engineering studies to:

- a) review condition of structure between original building and addition;
- b) examine the grading around the building perimeter; and
- c) examine the heated water distribution and glycol loop.

CARRIED

9.4
Moberly Lake Fire Hall
Condition Assessment, CS-
RBAC-027

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee approve a funding commitment
in the amount of \$28,500 in 2022, funding source to come from either Electoral
Area E Peace River Agreement Fund or Electoral Area E Gas Tax fund, to be
determined at a later date, to be issued to the Moberly Lake Fire Department
Function – 335, for the following:

1. Installation of an automated winch system for access to the hose tower;
2. Replacement of a forced air furnace; and
3. Completion of an engineering study to assess water ponding and
running into the building, and heaving of gravel.

CARRIED

9.5
Rolla Dyke 2022
Operational Request,
ENV-RBAC-031

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve the supplementary
request of \$150,000 payable from the Area D Community Works Gas Tax fund, to
be issued to the Function 430 - Rolla Dyking for the decommissioning of Rolla Dyke
and associated structures.

CARRIED



9.6
Rolla Sewer Collection
System 2022 Capital
Repairs, ENV-RBAC-033

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve the supplementary
request of \$330,000 payable from the Area D Community Works Gas Tax fund, to
be issued to Function 607 - Rolla Sewer, as outlined in the 2021 Rolla Sewer
Condition Assessment.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee allocate \$20,000 from Area D
Fair Share to be transferred into the capital reserve for Function 607 – Rolla Sewer
in the 2022 budget.

CARRIED

9.7
Kelly Lake Sewer
Condition Assessment &
2022 Capital Request,
ENV-RBAC-034

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve the supplementary
request of \$135,000 payable from the Area D Community Works Gas Tax fund, to
be issued to Function 606 – Kelly Lake Sewer, as outlined in the 2021 Kelly Lake
Sewer Condition Assessment.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee allocate \$20,000 from Area D
Fair Share to be transferred into the capital reserve for Function 606 – Kelly Lake
Sewer in the 2022 budget.

CARRIED

9.8
Harper Sewer 2022
Condition Assessment &
Capital Request, ENV-
RBAC-035

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve the supplementary
request of \$264,200 payable from the Area D Community Works Gas Tax fund, to
be issued to the Function 605 -Harper Sewer, as outlined in the 2021 Harper Sewer
Condition Assessment.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a funding
commitment of \$215,000, payable from Area D Fair Share, to be issued to
Municipal Finance Authority, to pay off the long-term debt; further, that the
current principal and interest payments totalling \$38,000, be transferred annually
to the capital reserve for Function 605 – Harper Imperial Sewer starting in the 2023
budget cycle.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee allocate \$20,000 from Area D
Fair Share to be transferred into the capital reserve for Function 605 - Harper
Sewer in the 2022 budget.

CARRIED



9.9
Function 602 - Chilton
Sewer Condition
Assessment & Capital
Request, ENV-RBAC-036

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve the supplementary
request of \$186,190 payable from the Area D Community Works Gas Tax fund, to
be issued to the Function 602 - Chilton Sewer, as outlined in the 2021 Chilton
Sewer Condition Assessment.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee allocate \$20,000 from Area D
Fair Share to be transferred into the capital reserve for Function 602 - Chilton
Sewer in the 2022 budget.

CARRIED

9.10
Friesen Sewer 2022
Condition Assessment &
Capital Request, ENV-
RBAC-037

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve the supplementary
request of \$123,500 payable from the Area D Community Works Gas Tax fund, to
be issued to Function 604 - Friesen Sewer, as outlined in the 2021 Friesen Sewer
Condition Assessment.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee allocate \$20,000 from Area D
Fair Share to be transferred into the capital reserve for Function 604 - Friesen
Sewer in the 2022 budget.

CARRIED

9.11
Grant Request –
Clearview Arena Society,
FN-RBAC-116

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount
of \$5,000, payable from the COVID-19 Reserve Fund, to be issued to Clearview
Arena Society to assist with revenue shortfalls incurred as a result of the COVID-
19 restrictions on public events.

CARRIED

9.12
Grant Request – Golata
Creek Recreation Society,
FN-RBAC-117

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount
of \$5,000, payable from the COVID-19 Reserve Fund, to be issued to Golata Creek
Recreation Society to assist with facility reopening and operating costs incurred as
a result of the closure of the facility due to COVID-19.

CARRIED

9.13
Grant Request –
Chetwynd Public Library,
FN-RBAC-120

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount
of \$4,000, payable from Electoral Area E Fair Share, to be issued to the Chetwynd
Public Library in support of the Elders and seniors Christmas Pen Pals program in
2021.

CARRIED



9.14

Area B Unspent Prior Year
Allocations, FN-RBAC-119

MOVED Director Goodings, SECONDED Director Sperling,

That the Rural Budgets Administration Committee authorize \$5,985.00 unclaimed funding commitment from the original allocation of \$5,985.00, approved in 2019 from Area B Fair Share reserve allocated to Clearview Arena for operational costs, be returned to the funding area.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee authorize the remaining \$2,667.67 unclaimed funding commitment from the original allocation of \$15,000.00, approved in 2018 from Area B Fair Share reserve allocated to North Peace Light Horse Association, be returned to the funding area as the indoor arena improvements are complete.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,

That the Rural Budgets Administration Committee authorize the remaining \$1,205.46 unclaimed funding commitment from the original allocation of \$10,000.00, approved in 2017 from Area B Fair Share reserve allocated for rural fire protection expansion in Charlie Lake, be returned to the funding area as the feasibility study is complete.

CARRIED

MOVED Director Goodings, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee authorize the remaining \$30.00 unclaimed funding commitment from the original allocation of \$1,500.00, approved in 2019 from Area B Peace River Agreement reserve allocated to Cecil Lake Recreation, be returned to the funding area as the halls exterior steps are complete.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,

That the Rural Budgets Administration Committee authorize the remaining \$90,010.91 unclaimed funding commitment from the original allocation of \$300,000.00, approved in 2018 from Area B Peace River Agreement reserve allocated to Clearview Recreation facility, be returned to the funding area as the upgrade projects are complete.

CARRIED

9.15

Community Works Gas
Tax Grant Policy, FN-
RBAC-112

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee recommend that the Regional Board adopt the Community Works Gas Tax Grant Policy, which sets out the principles and guidelines governing the issuance of grant funding for eligible capital and capacity building infrastructure projects for public use or benefit, in compliance with the terms set out in the Administrative Agreement on Federal Gas Tax Fund in BC, and administered by the Rural Budgets Administration Committee.

CARRIED



9.16
Electoral Area Grant-in-Aid Policy, FN-RBAC-114

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional Board adopt the Electoral Area Grant-in-Aid Policy, which sets out the principles and guidelines governing the issuance of PRRD grant funding to support community led projects or initiatives that service or benefit rural communities and fall outside the regular service functions of the PRRD, as administered by the Rural Budgets Administration Committee.

Amendment

MOVED Director Sperling, SECONDED Director Hiebert,
That the motion be amended by deleting the words “as presented” and inserting in their place “as amended by deleting Section 4.6 regarding decision impact analysis requirements.”

CARRIED

Amendment

MOVED Director Sperling, SECONDED Director Hiebert,
That the motion be further amended by adding to the end; “deleting Section 4.16 regarding project ineligibility if commenced prior to grant application.”

CARRIED

Amendment

MOVED Director Hiebert, SECONDED Director Sperling,
That the motion be further amended by adding to the end: “amending section 4.21 Eligibility Requirements., Fire Services Section 1, Fire Equipment, to delete the 20K maximum and replace it with a 50K maximum grant amount.”

CARRIED

Amendment

MOVED Director Sperling, SECONDED Director Hiebert,
That the motion be further amended by adding to the end: “amending section 4.21 Eligibility Requirements., Fire Services Section 3, Fire Trucks, to delete the 50% maximum grant and replace it with a maximum of up to 100% maximum grant.”

CARRIED

Amendment

MOVED Director Goodings, SECONDED Director Hiebert,
That the motion be further amended by adding to the end: “and finally, by amending section 4.21 Eligibility Requirements, Parent Advisory Councils Section 3, to delete the 10K maximum and replace it with a 25K maximum grant amount.”

CARRIED

Motion as Amended

MOVED Director Sperling, SECONDED Director Hiebert,
The Chair called to question the motion as amended, That the Rural Budgets Administration Committee recommend that the Regional Board adopt the Electoral Area Grant-in-Aid Policy, which sets out the principles and guidelines governing the issuance of PRRD grant funding to support community led projects or initiatives that service or benefit rural communities and fall outside the regular service functions of the PRRD, as administered by the Rural Budgets Administration Committee as amended by deleting Section 4.6 regarding decision



9.16
Electoral Area Grant-in-
Aid Policy, FN-RBAC-114
(continued)

impact analysis requirements; deleting Section 4.16 regarding project ineligibility if commenced prior to grant application; amending section 4.21, 'Eligibility Requirements - Fire Services Section 1, Fire Equipment, to delete the 20K maximum and replace it with a 50K maximum grant amount; amending section 4.21 Eligibility Requirements., Fire Services Section 3, Fire Trucks, to delete the 50% maximum grant and replace it with a maximum of 'up to 100%' maximum grant; and finally by amending section 4.21 Eligibility Requirements, Parent Advisory Councils Section 3, to delete the 10K maximum and replace it with a 25K maximum grant amount.

CARRIED

9.17
Rural Loan Fund Policy,
FN-RBAC-111

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee amend the draft Rural Loan Fund Policy, by adding a limit of \$10,000 per Society/applicant in non-repayable grant contributions in section 4.5.

CARRIED

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional Board adopt the Rural Loan Fund Policy, which sets out the principles and guidelines governing the issuance of loans and grants from the Rural Loan Fund Reserve administered by the Rural Budgets Administration Committee.

CARRIED

9.18
Utility Extension Grant
Policy, FN-RBAC-113

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional Board adopt the Utility Extension Grant Policy, which sets out the principles and guidelines governing the issuance of PRRD grant funding for the extension of electrical or natural gas utility services to registered property owners within the Electoral Areas of the PRRD administered by the Rural Budgets Administration Committee.

CARRIED

9.19
October 2021 Financial
Report, FN-RBAC-115

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee receive the report titled "October 2021 Financial Report – FN-RBAC-115", which details balances and commitments in various reserves, for information.

CARRIED

10. DISCUSSION ITEM(s)

10.1
Rural Loan Fund – Director
Goodings

This item was dealt with in item 9.17 Rural Loan Fund Policy, FN-RBAC-111.



11. NEW BUSINESS

12. DIARY

- 12.1 No changes were made to the Diary
Diary Items

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 2:22 pm.

Director Rose, Meeting Chair

Hunter Rainwater, Recorder