



## RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, SEPTEMBER 17, 2020

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| <b>LOCATION</b>   | Peace River Regional District Office, Dawson Creek, BC                                     |  |
| <b>ATTENDANCE</b> | <b>Directors</b>   | <b>Staff</b>   |
|                   | Director Hiebert, Meeting Chair<br>Director Rose<br>Director Sperling<br>Director Goodings | Tyra Henderson, Corporate Officer<br>Shawn Dahlen, Chief Administrative Officer<br>Trish Morgan, GM of Community Services<br>Teri Vetter, Chief Financial Officer<br>Crystal Brown, Electoral Area Manager<br>Hunter Rainwater, Recorder |
|                   |  | <b>Others</b><br>Katrin Saxty, Urban Systems Ltd.  |

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1. **CALL TO ORDER** The Chair called the meeting to order at 10:02 am.

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

3. **ADOPTION OF AGENDA**

MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee adopt the September 17, 2020 Meeting Agenda.

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 August 20, 2020

6. **Business Arising from the Minutes**

7. **Delegations**

8. **Correspondence**

8.1 Nicole Eddy - Thank You Letter

8.2 Emily Reuhl - Thank You Letter

9. **Reports**

9.1 Grant Request – City of Fort St. John, Centennial Park Festival Plaza

9.2 Kelly Lake Community Centre Renovation Project Funding

9.3 Grant Request – Cutbank Community Club, FN-RBAC-023

9.4 Grant Request – Rotary Club of Dawson Creek Sunrise, FN-RBAC-025

9.5 Grant Request -Tomslake and District Recreation Commission, Tomslake Cemetery, FN-RBAC-022

9.6 Grant Request – Willow Valley Cemetery Committee, FN-RBAC-024

(Continued on next page)



Adoption of Agenda  
(continued)

9.7 Peace River Agreement – Theoretical Allocation Amount for Electoral Area C, ADMN-RBAC-006

9.8 August 2020 Financial Report, FN-RBAC-026

**10. Discussion Items**

10.1 District of Chetwynd Cemetery Grant

**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

Aug. 20/20 RBAC Minutes

MOVED Director Sperling, SECONDED Director Rose,

That the Rural Budgets Administration Committee adopt the August 20, 2020 Meeting Minutes.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

6.1 Bulterys Community House

MOVED Director Rose, SECONDED Director Sperling,

That the Rural Budgets Administration Committee add “Bulterys Community House” to the Diary.

**CARRIED**

**7. DELEGATIONS**

**8. CORRESPONDENCE**

8.1

Nicole Eddy – Thank You Letter

MOVED Director Goodings, SECONDED Director Sperling,

That the Rural Budgets Administration Committee receive the Thank You Letter from Nicole Eddy for information.

**CARRIED**

8.2

Emily Reuhl – Thank You Letter

MOVED Director Sperling, SECONDED Director Rose,

That the Rural Budgets Administration Committee receive the Thank You Letter from Emily Reuhl for information.

**CARRIED**

**9. REPORTS**

9.1

Grant Request – City of Fort St. John, Centennial Park Festival Plaza

MOVED Director Sperling, SECONDED Director Rose,

That the Rural Budgets Administration Committee authorize a grant in the amount of \$140,000, payable from Electoral Area C Peace River Agreements, Spending Item #4 – Assistance to Other Organizations, to be issued to the City of Fort St. John to assist with the construction of the Centennial Park Festival Plaza.

**CARRIED**

9.1

Grant Request – City of Fort St. John, Centennial

MOVED Director Sperling, SECONDED Director Rose,

That the Rural Budgets Administration Committee recommend that the Regional Board authorize staff to develop a service agreement between the PRRD and the City of Fort St.



Park Festival Plaza  
(Continued)

John for equal access to Centennial Park Festival Plaza for rural residents, and further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

**CARRIED**

9.2  
Kelly Lake Community  
Centre Renovation Project  
Funding

MOVED Director Hiebert, SECONDED Director Rose,  
That the Rural Budgets Administration Committee approve a commitment of \$765,000, payable from Electoral Area D Peace River Agreement Funds, Spending Item #8 Year-Round Recreation Facility Upgrades, to the Kelly Lake Community Centre Renovation Project; further,

That the Rural Budgets Administration Committee reallocate \$260,000 of the Area D Fair Share commitment of \$927,609.74 for rural gasification to the Kelly Lake Community Centre Renovation Project.

**CARRIED**

9.3  
Grant Request – Cutbank  
Community Club, FN-RBAC-  
023

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee approve a grant in the amount of \$40,806.87, payable from Community Works Gas Tax, to be issued to Cutbank Community Club to assist with the Exterior Façade Improvement project for the Cutbank Community Hall.

**DEALT WITH BY THE FOLLOWING**

MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee defer the report titled “Grant Request – Cutbank Community Club, FN-RBAC-023” until the next Rural Budgets Administration Committee meeting.

**CARRIED**

9.4  
Grant Request – Rotary  
Club of Dawson Creek  
Sunrise, FN-RBAC-025

MOVED Director Goodings, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee respectfully deny the grant request from the Rotary Club of Dawson Creek Sunrise and provide no grant funding to assist with the improvements to the Dawson Creek Rotary Trail.

**CARRIED**

9.5  
Grant Request – Tomslake  
and District Recreation  
Commission, Tomslake  
Cemetery, FN-RBAC-022

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,200, payable from Cemetery Grant-in-Aid, Area D, to be issued to the Tomslake and District Recreation Commission to assist with the lawn maintenance at the Tomslake Cemetery.

**CARRIED**

9.6  
Grant Request – Willow  
Valley Cemetery  
Committee, FN-RBAC-024

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize a grant in the amount of \$2,500, payable from Cemetery Grant-in-Aid, Electoral Area E, to be issued to the Willow Valley Cemetery Committee to assist with the cost of lawn maintenance at the cemetery.

**CARRIED**

9.7  
Peace River Agreement –  
Theoretical Allocation  
Amount for Electoral Area

MOVED Director Sperling, SECONDED Director Goodings,  
That the Rural Budgets Administration Committee receive the report titled “Peace River Agreement – Theoretical Allocation Amount for Electoral Area C – ADMN-RBAC-006”, which presents a theoretical allocation of electoral area Peace River Agreement funds, if



C, ADMN-RBAC-006

Electoral Area C were treated as a municipality, for discussion.

**CARRIED**

Director Sperling advised that he will work with staff to bring forward an additional report, with options on how the Peace River Agreement funds could be reallocated, to a future Rural Budgets Administration Committee Meeting.

9.8  
August 2020 Financial  
Report, FN-RBAC-026

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee receive the report titled “August 2020 Financial Report –FN-RBAC-026” for discussion.

**CARRIED**

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize that report be prepared for a future Committee meeting, identifying unclaimed Grant-In-Aid commitments that can be either paid out to the applicant or returned to the funding area and utilized to reduce the tax requisition for the 2021 calendar year.

**CARRIED**

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee add “Creating a BC Hydro Legacy Fund” to the Diary.

**CARRIED**

MOVED Director Hiebert, SECONDED Director Rose,  
That the Rural Budgets Administration Committee authorize that a report be prepared for a future Committee meeting, examining options on splitting Gas Tax between the four Electoral Area Directors, beginning in the 2021 fiscal year.

**CARRIED**

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize that a report be prepared with information on the BC Hydro Legacy Fund, and options on how to split the funds.

**CARRIED**

Direction was given to staff to work with the Electoral Area Directors to review their Fair Share Commitments individually, and to provide a report to a future Committee Meeting identifying commitments that can be removed or reallocated.

## **10. DISCUSSION ITEMS**

10.1  
District of Chetwynd  
Cemetery Grant

MOVED Director Rose, SECONDED Director Sperling,  
That the Rural Budgets Administration Committee authorize that a report be prepared on options to fund the Chetwynd Cemetery; further, that the report be provided to a future Rural Budgets Administration Committee Meeting

**CARRIED**

## **11. NEW BUSINESS**

## **12. DIARY**

12.1  
Diary Items

MOVED Director Goodings, SECONDED Director Rose,  
That the Rural Budgets Administration Committee remove #3, “Skate Shack at Upper Pine



School” and #4, “Railway Crossing” from the Rural Budgets Administration Committee Diary.

**CARRIED**

**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 11:36 am.

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Director Hiebert, Meeting Chair

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Hunter Rainwater, Recorder