



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE

MINUTES

January 24, 2025, 1:00 p.m.
1981 Alaska Avenue, Dawson Creek, BC

Directors Present: Chair Rose, Electoral Area E (via Zoom)
Vice-Chair Sperling, Electoral Area C (Chaired the meeting)
Director Hiebert, Electoral Area D
Alternate Director Graham, Electoral Area B (via Zoom)

Staff Present: Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Roxanne Shepherd, Chief Financial Officer
Joanne Caldecott, Deputy Corporate Officer
Kari Bondaroff, General Manager of Environmental Services
Ashley Murphey, General Manager of Development Services
Kevin Clarkson, General Manager of Community Services
Daris Gillis, Environmental Services Manager
Gerritt Lacey, Solid Waste Services Manager
Trevor Ouellette, IT Manager
Ashley Dimapilis, Grants Coordinator
Katherine Lovino, Administrative Clerk/Recorder

1. CALL TO ORDER

Vice-Chair Sperling called the meeting to order at 1:27 p.m.

2. ADOPTION OF AGENDA

MOVED Director Hiebert

SECONDED Alternate Director Graham

That the Rural Budgets Administration Committee agenda for January 24, 2025, be adopted:

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. GALLERY COMMENTS OR QUESTIONS

4. ADOPTION OF MINUTES

4.1 Rural Budgets Administration Committee Draft Meeting Minutes of December 12, 2024.

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

7. CORRESPONDENCE

8. REPORTS

8.1 2025 Council of Forest Industries (COFI) and Keeping It Rural Conference Authorizations, ADM-RBAC-042

8.2 Grant Request – BC Society for the Prevention of Cruelty to Animals, North Peace Branch, FN-RBAC-341

(Cont'd on next page)



- 8.3 2025 Finance Department Draft Rural Budgets, FN-RBAC-342
- 8.4 Grant Request – Pouce Coupe Park, FN-RBAC-344
- 8.5 Grant Request – Young Life Dawson Creek, FN-RBAC-345
- 8.6 2025 Bursary, Scholarship, 4H and Youth Travel Grants Allocation, FN-RBAC-346
- 8.7 2025 Community Services Draft Rural Budgets, CS-RBAC-097
- 8.8 2025 Protective Services Draft Rural Budgets, CS-RBAC-099
- 8.9 2025 Environmental Services Department Rural Budgets, ENV-RBAC-095

9. NEW BUSINESS

10. DIARY

10.1 RBAC Diary

11. CONSENT CALENDAR

11.1 December 2024 Interim Financial Reserves, FN-RBAC-343

11.2 Rural Budgets Administration Bylaw No. 1166,1998

12. NOTICE OF MOTION

13. ADJOURNMENT

CARRIED

3. GALLERY COMMENTS OR QUESTIONS

4. ADOPTION OF MINUTES

4.1 Rural Budgets Administration Committee Draft Meeting Minutes of December 12, 2024

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee Meeting Minutes of December 12, 2024 be adopted.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

7. CORRESPONDENCE

8. REPORTS

8.1 2025 Council of Forest Industries (COFI) and Keeping It Rural Conference Authorizations, ADM-RBAC-042

MOVED Director Hiebert

SECONDED Alternate Director Graham

That the Rural Budgets Administration Committee authorize that conference registration, travel arrangements, and hotel rooms be booked for those Electoral Area Directors wishing to attend the Council of Forest Industries (COFI) 2025 Conference to be held in Prince George on April 2-4, 2025.

Staff confirmed that COFI was funded under Function 120 which Electoral Area Directors paid into. Chair Rose noted he was opposed to the recommendation citing previous experience at the lackluster conference.

The Chair called the Question to the Motion.

CARRIED

Opposed: Chair Rose



8.1 2025 Council of Forest Industries (COFI) and Keeping It Rural Conference Authorizations, ADM-RBAC-042 (Cont'd)

MOVED Director Hiebert
SECONDED Alternate Director Graham

That the Rural Budgets Administration Committee authorize that conference registration, travel arrangements, and hotel rooms be booked for those Electoral Area Directors wishing to attend the Keeping It Rural Conference to be held in Kelowna on June 10-12, 2025.

CARRIED

Opposed: Chair Rose

Director Rose noted that two years ago the Keeping it Rural event organizers promised to move their event and hold it in a different venue yet to date had not done so therefore he was not in favor of attending it.

8.2 Grant Request – BC Society for the Prevention of Cruelty to Animals, North Peace Branch, FN-RBAC-341

MOVED Director Sperling
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize a grant in the amount of \$20,000 payable from Function 410 – Animal Control Shelter, to be issued to the North Peace Branch of the BC Society for the Prevention of Cruelty to Animals, to assist with 2025 general operating costs, payable upon adoption of the 2025 Financial Plan.

CARRIED

8.3 Grant Request – Pouce Coupe Park, FN-RBAC-344

MOVED Director Hiebert
SECONDED Chair Rose

That the Rural Budgets Administration Committee authorize a grant commitment in the amount of \$20,000 payable from Function 120 – Electoral Area D Fair Share to the Village of Pouce Coupe to assist with construction of a new accessible park in the core of the community.

CARRIED

8.4 Grant Request – Young Life Dawson Creek, FN-RBAC-345

MOVED Director Hiebert
SECONDED Chair Rose

That the Rural Budgets Administration Committee authorize a grant commitment in the amount of \$50,000 for 2025 and \$15,000 for 2026 and 2027 totaling \$80,000 payable from Function 120 - Area D Fair Share to be issued to Young Life Dawson Creek to help fund the organization.

CARRIED

8.5 2025 Bursary, Scholarship, 4H and Youth Travel Grants Allocation, FN-RBAC-346

MOVED Alternate Director Graham
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$2,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-



- 8.5 2025 Bursary, Scholarship, 4H and Youth Travel Grants Allocation, FN-RBAC-346 (Cont'd)**
Aid Area B, for the purpose of providing two bursary awards, each with a value of \$1,000, to graduating students who reside in Electoral Area B.

CARRIED

MOVED Alternate Director Graham
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$1,500, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area B, for the purpose of providing assistance for youth travel associated with provincial, national, or international sporting competitions.

CARRIED

MOVED Alternate Director Graham
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$1,000, payable from Function 280- Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area B, for the purpose of providing the assistance for youth associated with 4-H activities.

CARRIED

MOVED Alternate Director Graham
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$1,500, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area B, for the purpose of providing a bursary for a graduating student at Prespatou Elementary School for award in 2025.

CARRIED

MOVED Director Sperling
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$2,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area C, for the purpose of providing two scholarship awards each with a value of \$1,000 to graduating students who reside in Electoral Area C.

CARRIED

MOVED Director Sperling
SECONDED Alternate Director Graham

That the Rural Budgets Administration Committee authorize an allocation of \$1,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area C, for the purpose of providing the assistance for travel associated with youth provincial, national, or international sporting competitions.

CARRIED



8.5 2025 Bursary, Scholarship, 4H and Youth Travel Grants Allocation, FN-RBAC-346 (Cont'd)

MOVED Chair Rose

SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$2,000, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area E, for the purpose of providing two bursary awards each with a value of \$1,000 to graduating students who reside in Electoral Area E West.

CARRIED

MOVED Chair Rose

SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize an allocation of \$1,500, payable from Function 280 – Recreational and Cultural Facilities Grants, Rural Grants-in-Aid Area E, for the purpose of providing assistance for travel associated with youth provincial, national, or international sporting competitions.

CARRIED

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee authorize an allocation of \$3,000, payable from Function 221 – Sub-Regional Recreation, Sub-Regional Grants-in-Aid, for the purpose of providing one scholarship award and one trades bursary award each with a value of \$1,500 to graduating students who reside in the South Peace Sub-Regional area.

CARRIED

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee authorize an allocation of \$1,500, payable from Function 221 Sub-Regional Recreation, Sub-Regional Grants-in-Aid, for the purpose of providing assistance for travel associated with youth provincial, national, or international sporting competitions.

CARRIED

8.6 2025 Finance Department Draft Rural Budgets, FN-RBAC-342

MOVED Alternate Director Graham

SECONDED Chair Rose

That the Rural Budgets Administration Committee recommend that the Regional Board approve the draft 2025 Finance Department Rural Budgets as listed:

Name	Function	Total Budget	Total Requisition	Estimated Tax Rate
Legislative - Electoral Areas	120	\$29,277,254	\$544,977	0.0183
Seniors Aging in Place	190	\$1,722,517	\$1,070,517	0.1123
Sub-Regional Rec & Culture	221	\$1,258,591	\$1,257,244	0.1421



Rec & Cultural Facilities Grants-In-Aid	280	\$451,084	\$384,281	0.0202
Cemeteries	285	\$67,904	\$51,986	0.0020
Animal Control Shelter	410	\$20,668	\$20,668	0.0075
Chetwynd and Area Scramblevision	505	\$117,628	\$100,000	0.0775
Chetwynd & Area TV Rebroadcasting	510	\$19,302	\$0	0.0000

Amendment:

MOVED Director Hiebert
SECONDED Chair Rose

That the motion be amended to remove the Line Item for Seniors Aging in Place – Function 190 from the 2025 Finance Department Rural Budget to be discussed and approved separately.

CARRIED

Motion as amended:

MOVED Director Hiebert
SECONDED Chair Rose

That the Rural Budgets Administration Committee recommend that the Regional Board approve the draft 2025 Finance Department Rural Budgets as listed:

Name	Function	Total Budget	Total Requisition	Estimated Tax Rate
Legislative - Electoral Areas	120	\$29,277,254	\$544,977	0.0183
Sub-Regional Rec & Culture	221	\$1,258,591	\$1,257,244	0.1421
Rec & Cultural Facilities Grants-In-Aid	280	\$451,084	\$384,281	0.0202
Cemeteries	285	\$67,904	\$51,986	0.0020
Animal Control Shelter	410	\$20,668	\$20,668	0.0075
Chetwynd and Area Scramblevision	505	\$117,628	\$100,000	0.0775
Chetwynd & Area TV Rebroadcasting	510	\$19,302	\$0	0.0000

CARRIED



8.6 2025 Finance Department Draft Rural Budgets, FN-RBAC-342 (Cont'd)

The Committee discussed the possibility of a requisition change for the Seniors Aging in Place line item in the budget. Staff explained that the current requisition had increased by 24%, however there was some desire among Directors to move to a 0% with the option to fund this potential change from either Operating Reserves or Fair Share. In the absence of reaching agreement on this change, the Committee chose to remove Seniors Aging in Place from the Finance Department budget until the Directors reach agreement and the Seniors Aging in Place budget will be approved at the Special Board (Budget) Meeting in February 2025.

8.7 2025 Environmental Services Department Rural Budgets, ENV-RBAC-095

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee recommend that the Regional Board authorize that the 2024 operating expenditure overage of \$315 incurred in 2024 in Function 603 – Friesen Sewer be carried forward to the 2025 Financial Plan as a deficit.

CARRIED

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$15,000 payable from Fair Share Reserve Fund, to be issued to Function 606 – Kelly Lake Sewer to cover operating expenses.

CARRIED

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee amend the previous capital pre-budget approval for the 2025 supplemental requests/business cases provided on December 6, 2024 to cancel the authorization to complete the redundancy piping for Jackfish Lake Road for \$359,000 and include an authorization for a 10-year Capital Improvement Plan to be developed for the east side of the Charlie Lake Collection System for \$150,000 using previously allocated Peace River Agreement Funds, spending item #9, and authorize the inclusion of the expense in Function 601 – Charlie Lake Sewer draft 2025-2029 PRRD Financial Plan.

CARRIED

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee recommend that the Regional Board approve the draft 2025 Environmental Services Department Rural Budgets as listed:

Name	Function	Total Budget	Total Requisition	Tax Rate or Amount per Parcel
North Pine TV	525	\$46,813.00	\$0.00	\$0.00
Charlie Lake Sewer	601	\$4,327,765.00	\$230,910.00	\$482.07



Chilton Sewer	602	\$124,509.00	\$35,000.00	\$1,000.00
North Peace Airport Sub Sewer	603	\$781,734.00	\$37,500.00	\$635.39
Friesen Sewer	604	\$43,189.00	\$17,004.00	\$1,308.00
Harper Imperial Sewer	605	\$174,582.00	\$64,960.00	\$1,120.00
Kelly Lake Sewer	606	\$280,873.00	\$23,437.00	\$1,065.32
Rolla Sewer	607	\$245,073.00	\$71,444.00	\$1,020.63
North Peace Airport Sub Water	701	\$277,791.00	\$38,843.00	\$658.36
Potable Water - Area B	702	\$3,674,461.00	\$1,025,000.00	\$0.092/\$1000

which includes an amendment to the Function 601 – Charlie Lake Sewer Draft 2025 Budget to reduce parcel tax revenue by \$50,000 and utilize an additional \$50,000 in Operating Maintenance Reserve funds.

CARRIED

8.8 2025 Community Services Draft Rural Budgets, CS-RBAC-097

MOVED Chair Rose
SECONDED Director Hiebert

That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$25,444, payable from Area E Fair Share to be issued to Function 210 – Community Parks for the purpose of reducing requisition in 2025.

CARRIED

MOVED Director Hiebert
SECONDED Alternate Director Graham

That the Rural Budgets Administration Committee recommend that the Regional Board approve the draft 2025 Community Services Department Rural Budgets as listed:

Name	Function	Total Budget	Total Requisition	Tax Rate
Community Parks	210	\$78,854	\$47,335	0.0079
Kelly Lake Community Centre	225	\$886,741	\$124,950	0.7433
Tate Creek Community Centre	230	\$103,739	\$100,030	0.2493
Clearview Arena	260	\$187,466	\$186,196	0.3568
Buick Creek Arena	265	\$421,797	\$310,000	1.0035



Fort St. John Public Library (Area B)	291	\$80,814	\$79,235	0.0071
Library Services (Area C)	295	\$85,704	\$75,495	0.0387

CARRIED

8.9 2025 Protective Services Draft Rural Budgets, CS-RBAC-099

MOVED Director Sperling

SECONDED Chair Rose

That the Rural Budgets Administration Committee approve that \$25,000 from the original \$250,000 allocation approved at the May 9, 2024 Rural Budgets Administration Committee meeting payable from Function 315 Charlie Lake Fire for a coverall building and fire hall office renovations, be allocated to the Charlie Lake Fire Hall Building Feasibility Study.

CARRIED

MOVED Director Sperling

SECONDED Alternate Director Graham

That the Rural Budgets Administration Committee recommend that the Regional Board approve the draft 2025 Protective Services Department Rural Budgets as listed:

Name	Function	Total Budget	Total Requisition	Estimate Tax Rate
Emergency Rescue Vehicle	310	\$18,522	\$17,450	0.0013
Charlie Lake Fire Protection	315	\$1,342,971	\$959,438	0.6792
Chetwynd Rural Fire Protection	320	\$713,462	\$236,438	0.8887
Dawson Creek/Pouce Coupe Rural Fire	325	\$2,226,688	\$708,210	1.0173
Fort St. John Rural Fire Protection	330	\$673,300	\$671,471	1.2160
Moberly Lake Fire Protection	335	\$631,173	\$151,097	1.3075
Taylor Rural Fire Protection	340	\$267,787	\$267,102	1.1221
Tomslake Rural Fire Protection	345	\$152,855	\$146,248	0.3222

CARRIED

9. NEW BUSINESS

10. DIARY



11. CONSENT CALENDAR

MOVED Director Hiebert

SECONDED Chair Rose

That the Rural Budgets Administration Committee receive the January 24, 2025 Consent Calendar.

CARRIED

12. NOTICE OF MOTION

13. ADJOURNMENT

The Chair adjourned the meeting at 2:05 p.m.

CERTIFIED a true and correct copy of the Minutes of the Peace River Regional District's Rural Budgets Administration Committee meeting held on January 24, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Brad Sperling, Chair

Katherine Lovino, Administrative
Clerk/Recorder

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