



# PEACE RIVER REGIONAL DISTRICT

## RURAL BUDGETS ADMINISTRATION COMMITTEE

### MINUTES

June 26, 2025, 10:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

Directors Present: Chair Rose, Electoral Area E  
Vice-Chair Sperling, Electoral Area C  
Director Hiebert, Electoral Area D

Directors Absent: Director Graham, Electoral Area B

Staff Present: Shawn Dahlen, Chief Administrative Officer  
Roxanne Shepherd, Chief Financial Officer  
Tyra Henderson, Corporate Officer  
Joanne Caldecott, Deputy Corporate Officer  
Kari Bondaroff, General Manager of Environmental Services  
Ashley Murphey, General Manager of Development Services  
Trevor Ouellette, IT Manager  
Katherine Lovino, Administrative Clerk  
Ryan Kirkham, Protective Services Manager  
Jody Schmidt, Financial Procurement Officer  
Bryna Casey, Community Services Manager

Delegations: Clear Course Ltd  
Monica Sander Burns, Grant & Client Services Lead (via Zoom)

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#### 1. CALL TO ORDER

The Chair called the meeting to order at 10:05 a.m.

#### 2. ADOPTION OF AGENDA

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee Meeting Agenda of June 26, 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 May 8, 2025

4.2 Special Rural Budgets Administration Committee Draft Meeting Minutes of May 9, 2025

##### 5. BUSINESS ARISING FROM THE MINUTES

##### 6. DELEGATIONS

6.1 Clear Course Ltd. Re: PRRD Grant Writer Services - 2025 Program Update

(Cont'd on next page)

**7. CORRESPONDENCE**

**8. REPORTS**

- 8.1 Grant Request – Village of Pouce Coupe, FN-RBAC-377
- 8.2 Grant Request – Nor' Pioneer Community Society, FN-RBAC-378
- 8.3 Grant Request – Sunset Prairie Cemetery Association, FN-RBAC-379
- 8.4 Community Works Fund Update, FN-RBAC-381

**9. NEW BUSINESS**

- 9.1 Clear Course Ltd Grant Writers Reporting

**10. DIARY**

- 10.1 RBAC Diary

**11. CONSENT CALENDAR**

- 11.1 May 2025 Financial Reserves, FN-RBAC-380
- 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 May 8, 2025**

MOVED Director Hiebert

SECONDED Director Sperling

That the Rural Budgets Administration Committee Meeting minutes of May 8, 2025 be adopted.

**CARRIED**

**4.2 Special Rural Budgets Administration Committee Draft Meeting Minutes of May 9, 2025**

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee adopt the May 9, 2025 Special Rural Budgets Administration Committee Meeting minutes.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DELEGATIONS**

**6.1 Clear Course Ltd. Re: PRRD Grant Writer Services - 2025 Program Update**

Monica Sander Burns, Grants & Client Services Lead of Clear Course Ltd. delivered a presentation titled " Clear Course Ltd. Re: PRRD Grant Writer Services - 2025 Program Update" which included the following highlights:

- Summary figures from March 2021 to June 2025. Clear Course has secured \$8,814,475 in funding; submitted 145 proposals; awarded 48 grants and assisted 108 community groups in the region.
- Program Results (2021- 2024) showing the number of grant proposals written and supported.
- Recent highlights included grant applications completed for the Nawican Friendship Centre in Dawson Creek and the South Peace Crime Prevention Association in Chetwynd.

**6.1 Clear Course Ltd. Re: PRRD Grant Writer Services - 2025 Program Update (Cont'd)**

- Hosted annual Grant Writer Services Information Sessions and workshops. These workshops were offered yearly to help build knowledge and grant writing capacity in the Peace Region.
- Grant Writer Services Workshops were provided for beginners to grant writing. These are 3-hour in-depth workshops and participants were given case studies to work on.
- Survey results were given to participants after the workshops.

A question-and-answer period ensued, and discussion included:

- Directors noted the positive impact that Clear Course was making and the benefit of having their staff available to provide support to the communities when needed. The presenter explained that since she started working on programs in 2021 she had noticed an increased capacity in the community which was evidenced through the caliber of workshops and the quality and competence of attendees; each year was seeing strengthened capacity in the region.
- The presenter stated that the success of grant writing was influenced by two factors: the number of applicants and the competitive nature of the industry. The presenter added that grant writing was a competitive field with most programs being highly competitive and oversubscribed. They focused on targeting northern BC-specific programs, particularly for Peace River Regional District community groups. Clear Course collaborates with the Ministry of Jobs, Economic Development and Innovation (JEDI) and ensures a good cohort of applications for higher-ticket grant programs, which contributes to the economic development of the region.

The Chair thanked Monica Sander Burns for her presentation, and she left the meeting.

**7. CORRESPONDENCE**

**8. REPORTS**

**8.1 Grant Request – Village of Pouce Coupe, FN-RBAC-377**

MOVED Director Hiebert

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize a grant in the amount of \$5,000, payable from Function 120 – Electoral Area D Fair Share, to be issued to the Village of Pouce Coupe to assist with offsetting costs related to equipment rentals, performer honorariums, insurance, safety services, event promotion, and accessibility improvements for the 2025 Pouce Coupe Canada Day Celebrations.

**CARRIED**

**8.2 Grant Request – Nor' Pioneer Community Society, FN-RBAC-378**

MOVED Director Sperling

SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,770, payable from Function 120 - Electoral Area B Fair Share, to be issued to the Nor' Pioneer Community Society to cover the cost of servicing and recharging the overhead fire suppression system at Cecil Lake Centennial Hall.

**CARRIED**

**8.2 Grant Request – Nor’ Pioneer Community Society, FN-RBAC-378 (Cont’d)**

Although staff confirmed that the application was not time sensitive, Directors were concerned that the work on the overhead fire suppression system was not done, the overhead fire system at the Cecil Lake Centennial Hall could shut down. Directors added that they were comfortable processing the request since it was not a huge cost.

**8.3 Grant Request – Sunset Prairie Cemetery Association, FN-RBAC-379**

MOVED Director Hiebert

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize a multi-year grant commitment in the amount of \$2,540 per year for three years beginning in 2025, for a total grant contribution of \$7,620 payable from Function 285 – Cemeteries Grants-in-Aid, Electoral Area E, to be issued to the Sunset Prairie Cemetery Association to assist with the cost of grounds maintenance at the Sunset Prairie Cemetery and annual society filing fee required under the *Societies Act* of BC.

**CARRIED**

**8.4 Community Works Fund Update, FN-RBAC-381**

MOVED Director Hiebert

SECONDED Director Sperling

That the Rural Budgets Administration Committee recommend that the Regional Board temporarily suspend the intake for the Community Works Gas Tax Grant funding stream until staff can determine the requirements to implement the changes in the 2024-2034 Community Works Fund Agreement and the Community Works Fund Program Guide.

**CARRIED**

Directors inquired whether staff had a timeframe for the many changes proposed to the Union of British Columbia Municipalities (UBCM) application and budget process. Directors noted that the Community Works funding stream had grown over the years and expressed concern about how the funding had become difficult to use for small communities, and the lack of consultation with UBCM. Staff confirmed that PRRD staff was in regular contact with UBCM; they are aware there were several changes to be made to the PRRD’s application form, and it was hoped to have information back by October to plan for the 2026 budget process. Staff explained they believe the proposed changes were to ensure that regional decisions continue to be made and that the funds continue to be used for regional projects.

Directors sought clarity regarding whether the UBCM was introducing the proposed changes. The Chair advised that the funding stream came from the Federation of Canadian Municipalities (FCM) to whom the UBCM reports. While it was unlikely the UBCM would agree to attend a meeting to present, the Chair had raised similar concerns requesting how this funding could be made more accessible to the FCM President and BC Caucus at the recent FCM Annual Conference held in Ottawa. Staff reminded the Committee that the Community Works funding changes initially came forward last fall when the PRRD had signed the Community Works Fund Agreement in October 2024, therefore any additional advocacy in this regard would need to happen through the Regional Board.



**8.4 Community Works Fund Update, FN-RBAC-381 (Cont'd)**

MOVED Director Sperling  
SECONDED Director Hiebert

That the Rural Budgets Administration Committee diarize the “Community Works Fund Update, FN-RBAC-281” and add the report to the Rural Budgets Administration Committee Diary.

Directors agreed that it would be beneficial to allow staff adequate time to first establish the full scope of the required changes to inform the Committee on how best to move forwards.

The Chair called the Question to the Motion.

**CARRIED**

**9. NEW BUSINESS**

**9.1 Clear Course Ltd Grant Writers Reporting**

MOVED Director Sperling  
SECONDED Director Hiebert

That the Rural Budgets Administration Committee accept a new business item regarding the Clear Course Ltd. Grant Writers Reporting for discussion.

**CARRIED**

MOVED Director Sperling  
SECONDED Director Hiebert

That the Rural Budgets Administration Committee authorize staff to bring a report with a recommendation on Clear Course Ltd.'s reporting requirements as per their current contract to the July 24, 2025 Rural Budgets Administration Committee meeting.

**CARRIED**

The Committee agreed to revisit the contract with Clear Course Ltd. to reassess the current reporting requirements and see whether any changes could be made to the reporting cycle.

**10. DIARY**

**11. CONSENT CALENDAR**

MOVED Director Sperling  
SECONDED Director Hiebert

That the Rural Budgets Administration Committee Consent Calendar of June 26, 2025 be received.

**CARRIED**

**12. NOTICE OF MOTION**



**13. ADJOURNMENT**

The Chair adjourned the meeting at 10:37 a.m.

CERTIFIED a true and correct copy of the Minutes of the Peace River Regional District's Rural Budgets Administration Committee meeting held on June 26, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

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Dan Rose, Chair

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Katherine Lovino, Administrative  
Clerk/Recorder