



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

THURSDAY, FEBRUARY 18, 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
Trish Morgan, GM of Community Services
Jeff McDonald, Communications Manager (*Via Zoom*)
Hunter Rainwater, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 1:04 p.m.

2. DIRECTORS' NOTICE OF NEW BUSINESS

Director Hiebert	Sport Court
Director Hiebert	Pouce Coupe Fire Hall
Director Hiebert	NCLGA Membership Fee Structure
Director Goodings	Clearview Arena Dehumidification Project

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee adopt the February 18, 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 January 21,
2021

6. Business Arising from the Minutes

7. Delegations

8. Correspondence

8.1. COFI 2021 Virtual Convention

(Continued on next page)



Adoption of Agenda
(Continued)

8.2. 2021 Civic Governance Forum “High Ground”

8.3. District of Taylor – North Peace Rural Roads Coalition – Draft Memorandum of Understanding

9. Reports

9.1. Grant Request – Flatrock Community Cemetery Society, FN-RBAC-057

9.2. Grant Request – Village of Pouce Coupe Cemetery, FN-RBAC-015

9.3. COVID-19 Safe Re-Start Grant, FN-RBAC-060

9.4. 2021 Recreational and Cultural Grants-in-Aid – Annual Grant Allocations, FN-RBAC-058

9.5. January 2021 Financial Report, FN-RBAC-059

10. Discussion Item(s)

10.1. Draft Cemetery Grants Policy 0340-59

11. New Business

11.1. Sport Court

11.2. Pouce Coupe Fire Hall

11.3. NCLGA Membership Fee Structure

11.4. Clearview Arena Dehumidification Project

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

Jan 21/21 RBAC Minutes

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee adopt the January 21, 2021 Meeting Minutes.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

8. CORRESPONDENCE

8.1

COFI 2021 Virtual
Convention

Director Sperling will attend the COFI 2021 Conference as PRRD Chair.

8.2

2021 Civic Governance
Forum “High Ground”

MOVED Director Sperling, SECONDED Director Hiebert,

That the Rural Budgets Administration Committee authorize the 4 Electoral Area Directors to attend the 2021 Civic Governance Forum.

CARRIED

Director Hiebert would like to attend.



8.3

District of Taylor – North
Peace Rural Roads
Coalition – Draft
Memorandum of
Understanding

MOVED Director Goodings, SECONDED Director Sperling,

That the Rural Budgets Administration Committee receive the District of Taylor – North Peace Rural Roads Coalition Draft Memorandum of Understanding for information.

CARRIED

MOVED Director Goodings , SECONDED Director Sperling,

That the Rural Budgets Administration Committee recommend that the Regional Board propose to the District of Taylor and the District of Hudson's Hope that the estimated contract value listed in the draft North Peace Rural Roads Coalition Memorandum of Understanding be changed from "\$50,000 - \$150,000" to "\$0 to a maximum of \$150,000 a year"; and further, that the funding commitment for the North Peace Rural Roads be resolved by the Rural Budgets Administration Committee.

CARRIED

9. REPORTS

9.1

Grant Request – Flatrock
Community Cemetery
Society, FN-RBAC-057

MOVED Director Goodings, SECONDED Director Sperling,

That the Rural Budgets Administration Committee authorize a grant in the amount of \$630, payable from Cemetery Grant-in-Aid, Electoral Area B, to be issued to Flatrock Community Cemetery Society to assist with the cost of insurance; and further, that the grant payment be issued upon the approval of the 2021 Financial Plan.

CARRIED

9.2

Grant Request – Village of
Pouce, Cemetery, FN-
RBAC-015

MOVED Director Hiebert, SECONDED Director Sperling,

That the Rural Budgets Administration Committee authorize a grant in the amount of \$1,500, payable from Cemetery Grants-in-Aid Area D, to be issued to the Village of Pouce Coupe to assist with operation and maintenance of the Pouce Coupe Cemetery once the Cemetery Grants policy has been amended to include municipalities.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,

That the Rural Budgets Administration Committee recommend that the Regional Board authorize that a Memorandum of Understanding be drafted between the PRRD and the Village of Pouce Coupe, to assist with the operation and maintenance of the Pouce Coupe Cemetery, for the provision of an annual contribution in the amount of \$1,500, funded through Cemetery Grants-in-Aid Area D, to begin in 2021; and further, that the draft Memorandum of Understanding be brought back to the Rural Budgets Administration Committee for review prior to final approval of the Regional Board.

CARRIED



9.3
COVID-19 Safe Re-Start
Grant, FN-RBAC-060

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the reimbursement of 2020 PRRD costs associated with safety protocols implemented due to COVID-19 in the amount of \$75,755 from the COVID Reserve Fund.

CARRIED

MOVED Director Rose,
That the Rural Budgets Administration Committee authorize that a policy and application be developed specific to the COVID-19 Safe Re-Start Grant; and further, that it be brought back to a future RBAC meeting for consideration.

MOTION FALLS AS THERE WAS NO SECONDER AND NO VOTE

Direction to staff to prepare an informational report regarding what the Regional District can do with the COVID-19 Re-start funding for the next RBAC meeting.

9.4
2021 Recreational and
Cultural Grants-in-Aid –
Annual Grant Allocations,
FN-RBAC-058

MOVED Director Goodings, SECONDED Director Sperling,
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 B, for the purpose of providing a \$1,000 bursary award and \$1,000 a scholarship, to two graduating students who reside in Electoral Area B.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
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 Director Goodings, 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 assistance for youth associated with 4-H related activities.

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 resides in Electoral Area C.

CARRIED



9.4
2021 Recreational and
Cultural Grants-in-Aid –
Annual Grant Allocations,
FN-RBAC-058
(Continued)

MOVED Director Sperling, 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 C, for the purpose of providing assistance for youth travel associated with provincial, national, or international sporting competitions.

CARRIED

MOVED Director Rose, 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 E, for the purpose of providing two bursary awards each with a value of \$500 to graduating students who reside in Electoral Area E West.

CARRIED

MOVED Director 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 youth travel associated with provincial, national, or international sporting competitions.

CARRIED

MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize an allocation of \$3,000, payable from Function 221 – Sub-Regional Recreation, General Grants, 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 resides in the South Peace Sub-Regional area.

CARRIED

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

CARRIED

9.5
January 2021 Financial
Report, FN-RBAC-059

MOVED Director Sperling, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee receive the report titled “January 2021 Financial Report – FN-RBAC-059”, for discussion.

CARRIED

MOVED Director Goodings,
That the Rural Budgets Administration Committee authorize a Grant-in-Aid cheat sheet be created so Directors know how to respond to the public with grant inquires.

MOTION FALLS AS THERE WAS NO SECONDER AND NO VOTE



9.5
January 2021 Financial
Report, FN-RBAC-059
(Continued)

MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the remaining unclaimed grant from the original \$2500, approved in 2020 from Area B, BC Rail Funds, allocated to the Wonowon Horse Club to fund a legal opinion on ownership of their community hall, be released upon verification that the Wonowon Horse Club has paid the bill for the legal opinion.

CARRIED

MOVED Director Rose, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize the remaining \$1,000 unclaimed grant from Area E, BC Rail Funds, allocated to the Hasler Flats Communications Consulting Group, be reallocated back into general funds for Area E, BC Rail Funds.

CARRIED

MOVED Director Sperling,
That the Rural Budgets Administration Committee authorize staff to bring forward a report on the Rural Loan Fund that includes options on if the Electoral Area Directors spend 80% of the interest that is earned annually.

MOTION FALLS AS THERE WAS NO SECONDER AND NO VOTE

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize that a report be prepared on options for combining the Rural Fringe Reserve and the Rural Loan Fund Reserve into one Reserve; and further, that the report be provided to a future Rural Budgets Administration Committee meeting.

CARRIED

MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee authorize that a report on the history and uses of the Sub-Regional Recreation Insurance Reserve fund be provided to a future Rural Budgets Administration Committee meeting.

CARRIED

10. DISCUSSION ITEM(s)

10.1
Draft Cemetery Grants
Policy

~~MOVED Director Goodings, SECONDED Director Hiebert,
That the Rural Budgets Administration Committee authorize that Area B be removed from Section 1.1(c) and Section 4.1(b) of the Draft Amended Cemetery Grants Policy, and further,~~

~~That the Rural Budgets Administration Committee recommend that the Regional Board adopt the amended Cemetery Grants Policy, which allows member municipalities who provide Cemetery Services in Electoral Area C,D and E, to apply for a grant, and authorizes grant funds to be paid directly to recipients upon ratification by the Rural Budgets Administrative Committee.~~

CARRIED

**RESOLUTION WAS RECONSIDERED AND DEFEATED AT THE
MARCH 4, 2021 SPECIAL RBAC MEETING**



11. NEW BUSINESS

- 11.1
Sport Court
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$100,000, payable from Electoral Area D Peace River Agreement Funds, Spending Item #8 – Year-Round Recreation Facility Upgrades, to be issued to the Encana Events Centre for the Sport Court.

CARRIED

- 11.2
Pouce Coupe Fire Hall
- MOVED Director Hiebert, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve a funding commitment in the amount of \$25,000, payable from Electoral Area D Fair Share, to the Village of Pouce Coupe, for the engineered design of a new Fire Hall.

CARRIED

- 11.3
NCLGA
- The Committee discussed the history behind how NCLGA membership rates were determined.

- 11.4
Clearview Arena
- MOVED Director Goodings, SECONDED Director Sperling,
That the Rural Budgets Administration Committee approve a funding commitment increase of \$15,000, payable from Electoral Area B Gas Tax, for the Clearview Arena Dehumidification Project.

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 2:45 pm.