



PEACE RIVER REGIONAL DISTRICT
RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING
MINUTES

DATE: August 15, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Sperling, Meeting Chair

Director Hiebert

Director Rose

Director Goodings

Staff

Shawn Dahlen, Chief Administrative Officer

Lyle Smith, Chief Financial Officer

Jill Rickert, Community Services Coordinator

Crystal Brown, Electoral Area Manager

Suzanne Garrett, Corporate Services Coordinator

Call to Order The Chair called the meeting to order at 2:20 pm

DIRECTORS NOTICE OF NEW BUSINESS:

Director Hiebert South Peace Business to Business Expo

ADOPTION OF AGENDA:

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee agenda for the August 15, 2019
meeting, including Director's new business and additional items for the agenda, be
adopted as amended:

1. **CALL TO ORDER** - Director Sperling to Chair the Meeting

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

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

M-1 Special Rural Budgets Administration Committee Meeting Minutes of July 25,
2019

5. **BUSINESS ARISING FROM THE MINUTES:**

6. **CORRESPONDENCE:**

R-1 June 27, 2019 – Thank You Card from Ethan Cameron

R-2 June 27, 2019 – Thank You Card from Blaine Dixie

R-3 June 13, 2019 – Letter from FSJ Midget A Flyers – Thank You

R-4 July 18, 2019 – Celine Quigley from Celine Quigley – Scholarship Thank You

R-5 June 5, 2019 – Thank You Card from Chetwynd Electric Eels

R-6 June 28, 2019 – Email from Naomi Gallant, Community Development
Coordinator, City of Fort St. John – Request for Electoral Area Support for
"Pitch-In" Program

7. REPORTS:

- R-1 July 22, 2019 – Report from Lyle Smith, CFO – Grant Request – South Peace Arts Society
- R-2 July 2, 2019 – Report from Lyle Smith, CFO – Sciog Natural Gas Extension Grant Application
- R-3 July 30, 2019 – Report from Lyle Smith, CFO - Grant Request – Dawson Creek Golf and Country Club
- R-4 August 1, 2019 – Report from Lyle Smith, CFO – Youth Travel Request – Alicia Sorken
- R-5 August 6, 2019 – Report from Lyle Smith, CFO - Grant Request – South Peace Health Services Society

8. DISCUSSION ITEMS:

- DI-1 North Peace Fall Fair

9. NEW BUSINESS:

- NB-1 Business to Business Expo

10. COMMUNICATIONS:

11. DIARY:

- DIA-1 Diary Items

12. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

- | | |
|-----------------------|---|
| M-1 | MOVED by Director Hiebert, SECONDED by Director Rose, |
| July 25, 2019 Special | That the Rural Budgets Administration Committee Special Meeting Minutes of July |
| RBAC Minutes | 25, 2019 be adopted. |

CARRIED

BUSINESS ARISING FROM THE MINUTES:

None

CORRESPONDENCE:

- | | |
|--------------------|---|
| C-1 | MOVED by Director Rose, SECONDED by Director Goodings, |
| June 27/19 – Ethan | That the Rural Budgets Administration Committee receive the June 27, 2019 thank |
| Cameron Thank You | you card from Ethan Cameron for information. |

CARRIED

- | | |
|---------------------|---|
| C-2 | MOVED by Director Hiebert, SECONDED by Director Rose, |
| June 27/19 – Blaine | That the Rural Budgets Administration Committee receive the June 27, 2019 thank |
| Dixie Thank You | you card from Blaine Dixie for information. |

CARRIED

- | | |
|-----------------------|---|
| C-3 | MOVED by Director Rose, SECONDED by Director Goodings, |
| June 13/19 – FSJ | That the Rural Budgets Administration Committee receive the June 13, 2019 thank |
| Midget A Flyers Thank | you letter from the FSJ Midget A Flyers for information. |
| You | |

CARRIED

- | | |
|---------------------|---|
| C-4 | MOVED by Director Hiebert, SECONDED by Director Rose, |
| July 18/19 – Celine | That the Rural Budgets Administration Committee receive the July 18, 2019 thank |
| Quigley Thank You | you letter from Celine Quigley for information. |

CARRIED

C-5
June 5/19 – Chetwynd
Electric Eels Thank You

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the June 5, 2019 thank you
letter card from the Chetwynd Electric Eels for information.

CARRIED

C-6
June 28/19 – Naomi
Gallant, City of Fort St.
John – “Pitch In”
Program Request

MOVED by Director Goodings, SECONDED by Director Hiebert,
That a report be brought back to a future Rural Budgets Administration Committee
on options for the Peace River Regional District to take part in the ‘Pitch-In Canada’
program, offering honorariums to rural schools, further, that the report to identify
process, budget implications, work load and department responsibility.

CARRIED

REPORTS:

R-1
July 22/19 - Grant
Request – South Peace
Arts Society

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant in the amount of
\$1,000, payable from Electoral Area E, Peace River Agreement funds (Spending Item
#7 – Library, Museums and Art Galleries) to be issued to the South Peace Art Society
to support Exhibition and Outreach Art Programs offered at the Dawson Creek Art
Gallery; and further that,

That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget commitment to:

- a. Increase Transfer from Reserves – Peace River Agreements revenue by \$1,000;
and
- b. Increase General Grants – Rural Grants-in-Aid – Electoral Area E expense by
\$1,000.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the South Peace Art Society be requested to provide a breakdown identifying
the exact programs to be funded under “Art Classes” noted in its application.

CARRIED

MOVED by Director Hiebert, SECONDED by Rose,
That the Rural Budgets Administration Committee, pending receipt and approval of
additional information from the South Peace Art Society; authorize a grant in the
amount of \$11,000, payable from Electoral Area D, Peace River Agreement funds
(Spending Item #7 – Library, Museums and Art Galleries) to be issued to the South
Peace Art Society to support Exhibition and Outreach Art Programs offered at the
Dawson Creek Art Gallery; and further that,

That the Rural Budgets Administration Committee amend the 2019 Grants to
Community Organizations budget commitment to:

- a. Increase Transfer from Reserves – Peace River Agreements revenue by \$11,000;
and
- b. Increase General Grants – Rural Grants-in-Aid – Electoral Area D expense by
\$11,000.

CARRIED

REPORTS:

- | | | |
|---|---|----------------|
| R-1 continued | MOVED by Director Rose, SECONDED by Director Hiebert, That the Rural Budgets Administration Committee waive the Grants to Community Organizations Policy requirement under section 1 “funding requests to be received no later than January 15” in order to approve the funding request. | CARRIED |
| | | |
| R-2 July 2/19 – Sciog Natural Gas Extension Grant | MOVED by Director Rose, SECONDED by Director Goodings, That the Rural Budgets Administration Committee authorize a Natural Gas Extension Grant to Stephen Sciog in the amount of \$5,000, payable from Electoral Area C, Fair Share. | CARRIED |
| | | |
| R-3 July 30/19 - Grant Request – Dawson Creek Golf and Country Club | MOVED by Director Goodings, SECONDED by Director Rose, That the Rural Budgets Administration Committee receive the July 30, 2019 Grant Request report – Dawson Creek Golf and Country Club for discussion. | CARRIED |
| | | |
| | MOVED by Director Hiebert, SECONDED by Director Rose, That the Rural Budgets Administration Committee authorize a grant in the amount of \$5,000, payable from Electoral Area D, Peace River Agreement (Spending Item #4 – Assistance to other Organizations), to support the addition of campground sites at the Dawson Creek Golf Course; and further, That the Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget commitment to: a. Increase Transfer from Reserves – Peace River Agreement revenue by \$5,000; and b. Increase General Grants, Rural Grant-in-Aid – Electoral Area D expense by \$5,000. | CARRIED |
| | | |
| | MOVED by Director Hiebert, SECONDED by Director Rose, That the Rural Budgets Administration Committee waive the Grants to Community Organizations Policy requirement under section 1 “funding requests to be received no later than January 15” in order to approve the funding request. | CARRIED |
| | | |
| R-4 Aug 1/19 - Youth Travel Request – Alicia Sorken | MOVED by Director Rose, SECONDED by Director Goodings, That the Rural Budgets Administration Committee authorize a youth travel grant in the amount of \$50.00 for Alicia Sorken, payable from Rural Recreational and Cultural Grants-in-Aid, Sub-Regional, to assist with travel expenses to attend the U18 Western Canadian Rugby Championships that were held on August 1 – 4, 2019 in Regina, Saskatchewan. | CARRIED |
| | | |
| R-5 Aug 6/19 Grant Request – SP Health Services Society | MOVED by Director Hiebert, SECONDED by Director Rose, That the Rural Budgets Administration Committee receive the August 6, 2019 Grant Request report – South Peace Health Services Society for discussion. | CARRIED |

REPORTS:

R-5 continued

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee approve a grant in the amount of \$100,000 to the South Peace Health Services Society, payable from Community Works Gas Tax, if eligible; and further

if the grant request cannot be funded under the Community Works Gas Tax, that the Rural Budgets Administration Committee authorize a grant in an amount of \$100,000, payable in equal amounts of \$25,000 from Area B, C, D, and E Peace River Agreements, (Spending Item #4 – Assistance to Other Organizations) to be issued to South Peace Health Services Society to assist with the renovation project costs of the Bulterys Community House located in Dawson Creek.

CARRIED

MOVED by Director Rose, SECONDED by Director Goodings,
The Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget commitment to:

- a. Increase Transfer from Reserves – Peace River Agreement revenue by \$100,000; and
- b. Increase General Grants – Rural Grants-in-Aid – Area B, C, D, and E expense by \$25,000 each.

CARRIED

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee waive the Grants to Community Organizations Policy requirement under section 1 “funding requests to be received no later than January 15” in order to approve the funding request.

CARRIED

DISCUSSION ITEMS:

DI-1
North Peace Fall Fair

Director Goodings noted that the Society would be submitting a grant application in the spring for a “zero turn” lawnmower.

NEW BUSINESS:

NB-1
Business to Business

Director Hiebert inquired if there has been a date set for the 2019 Business to Business Expo. No date or information package has been received to date.

COMMUNICATIONS:

None.

DIARY:

DIA-1

No changes were made to the Diary.

ADJOURNMENT

The Chair adjourned the meeting at 3:20 pm



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING **MINUTES**

DATE: Thursday, September 12, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**
Director Rose, Meeting Chair
Director Goodings
Director Sperling

Absent Directors
Director Hiebert

Staff
Tyra Henderson, Acting Chief Administrative Officer
Lyle Smith, Chief Financial Officer
Paulo Eichelberger, General Manager of Environmental Services
Kari Bondaroff, Environmental Services Manager
Jill Rickert, Community Services Coordinator
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 1:04 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Sperling Conference attendance authorizations.

ADOPTION OF AGENDA:

- MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee agenda for the September 12, 2019 meeting be adopted as amended to include Directors' new business:
1. **CALL TO ORDER** - Director Rose to Chair the Meeting
 2. **DIRECTORS NOTICE OF NEW BUSINESS:**
 3. **ADOPTION OF AGENDA:**
 4. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting Minutes of August 15, 2019
 5. **BUSINESS ARISING FROM THE MINUTES:**
 6. **DELEGATIONS:**
 7. **CORRESPONDENCE:**
 8. **REPORTS:**

- R-1 August 29, 2019 – Report from Paulo Eichelberger, GM Environmental Services – Project/Budget Update, Area B Tankloader Capital Construction Project
- R-2 August 29, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Decontamination Unit for Fire Hall
- R-3 August 29, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Wage Contribution for Fire Chief
- R-4 August 30, 2019 – Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Cemetery Columbarium
- R-5 August 30, 2019 – Report from Lyle Smith, CFO – Village of Pouce Coupe, Cemetery
- R-6 August 20, 2019 – Natural Gas Extension Grant Application - Kearns
- R-7 August 20, 2019 – Natural Gas Extension Grant Application - Dufresne

9. DISCUSSION ITEMS:

10. NEW BUSINESS:

11. COMMUNICATIONS:

12. DIARY:

DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1
Aug. 15/19 RBAC
Minutes

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee Meeting Minutes of August 15,
2019 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

DELEGATIONS: None.

CORRESPONDENCE: None.

REPORTS:

R-1
Aug. 28/19 -
Project/Budget Update,
Area B Tankloader
Capital Construction
Project

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budget Advisory Committee (RBAC) receive the August 28, 2019
report titled "Project/Budget Update, Area B Tankloader Capital Construction
Project" for discussion.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee increase the water storage
capacity at the Boundary tankloader station by 20,000 litres resulting in a total
storage capacity of 40,000 litres; further, that the Committee be provided with a
report outlining the cost and timeframe for the project.

CARRIED

The General Manager of Environmental Services, the Manager of Environmental
Services and the Corporate Officer left the meeting at 1:40 pm.

- R-2
Aug. 29/19 - Grant Request - District of Chetwynd, Decontamination Unit for Fire Hall
- MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee defer the Aug. 29/19 report titled "Grant Request - District of Chetwynd, Decontamination Unit for Fire Hall" to the October 2019 RBAC Meeting.
- CARRIED**
- R-3
Aug. 29/19 - Grant Request - District of Chetwynd, Wage Contribution for Fire Chief
- MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant to the District of Chetwynd in the requested amount of \$12,820.90, payable from Electoral Area E, Peace River Agreement (Spending Item #6 -Fire Protection), to assist with the remaining 2019 wages for the Chetwynd Fire Chief; and further,
- That the Committee amend the Grants to Community Organizations budget commitment to:
- a) Increase Transfer from Reserves – Peace River Agreement revenue by \$12,820.90; and
 - b) Increase General Grants, Rural Grant-in-Aid – Electoral Area E expense by \$12,820.90.
- CARRIED**
- MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee write a letter to Carol Newsom, CAO, District of Chetwynd, to request that the District of Chetwynd track the Fire Chief's time to identify the amount of time spent on emergency management vs fire protection tasks; further that the data and a chart of the time for a full year be provided to the PRRD in advance of the 2021 budget cycle.
- CARRIED**
- R-4
Aug. 29/19 - Grant Request - District of Chetwynd, Cemetery Columbarium
- MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee defer the August 29, 2019 report titled "Grant Request - District of Chetwynd, Cemetery Columbarium" to the October 2019 RBAC meeting; further, that staff contact the District of Chetwynd to confirm how they arrived at the requested amount of \$9,747.50 to assist with the cost of a columbarium at the Chetwynd Cemetery.
- CARRIED**
- R-5
Aug. 30/19 - Grant Request - Village of Pouce Coupe, Cemetery
- MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee defer the Aug. 30/19 report titled "Grant Request - Village of Pouce Coupe, Cemetery" to the October 2019 RBAC Meeting.
- CARRIED**
- R-6
Aug. 20/19 - Natural Gas Extension Grant Application - Kearns
- MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a Natural Gas Extension Grant to John & Linda Kearns in the amount of \$1,384.95, payable from Electoral Area E, Fair Share.
- CARRIED**

R-7
Aug. 20/19 - Natural
Gas Extension Grant
Application - Dufresne

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a Natural Gas Extension
Grant to Doug Dufresne in the amount of \$1,384.95, payable from Electoral Area E,
Fair Share.

CARRIED

DISCUSSION ITEMS: None.

NEW BUSINESS:

NB-1
Conference
Attendance
Authorizations

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee recommend that the Regional
Board authorize the Electoral Area Directors to attend the Rural Municipal
Conference in Edmonton, AB from November 12-15, 2019.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board authorize the Electoral Area Directors to attend the 2019 Synergy Alberta
Conference in Olds, Alberta from November 4-5, 2019.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board authorize the Electoral Area Directors to attend the Keeping it Rural 2019
Conference in Kelowna, BC from October 7-8, 2019.

CARRIED

COMMUNICATIONS: None.

DIARY:

DIA-1

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee remove Item #1 "Grant-in-Aid"
from the Diary.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee remove Item #2 "Gas Tax /
Broadband" from the Diary.

CARRIED

DIA-1
(continued)

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee remove Item #4 “Bulterys House”
from the Diary.

CARRIED

ADJOURNMENT

The Chair adjourned the meeting at 2:42 p.m.

Director Rose, Meeting Chair

Kelsey Bates, Executive Assistant



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING **MINUTES**

DATE: Thursday, October 17, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Hiebert, Meeting Chair

Director Goodings

Director Sperling

Director Rose

Staff

Lyle Smith, Chief Financial Officer

Jill Rickert, Community Services Coordinator

Crystal Brown, Electoral Area Manager

Paulo Eichelberger, General Manager of Development Services

Kari Bondaroff, Environmental Services Manager

Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 2:50 pm.

DIRECTORS NOTICE OF NEW BUSINESS: None.

ADOPTION OF AGENDA:

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee agenda for the October 17, 2019 meeting be adopted:

1. **CALL TO ORDER** - Director Hiebert to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - M-1 Rural Budgets Administration Committee Meeting Minutes of September 12, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
 - R-1 September 4, 2019 – Letter from Mona McNalley, Step UP N Ride Society – Thank You
 - R-2 September 5, 2019 – Letter from Judy Clavier, Willow Valley Cemetery Committee – Thank You
8. **REPORTS:**
 - R-1 October 7, 2019 – Report from Paulo Eichelberger, GM of Environmental Services – Area B Water – Boundary Capacity Expansion

- R-2 September 30, 2019 – Report from Lyle Smith, CFO – Grant Application – South Peace Art Society, Request for Additional Information
- R-3 September 30, 2019 – Report from Lyle Smith, CFO – Recreational and Cultural Grants-in-Aid – 2015 Unclaimed Allocations
- R-4 October 7, 2019 – Report from Lyle Smith, CFO – Grant Request – Tomslake and District Recreation Commission, Tomslake Cemetery
- R-5 October 8, 2019 – Report from Lyle Smith, CFO – Grant Request – Willow Valley Cemetery
- R-6 August 29, 2019 – Deferred Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Decontamination Unit for Fire Hall
- R-7 August 30, 2019 – Deferred Report from Lyle Smith, CFO – Grant Request – District of Chetwynd, Cemetery Columbarium
- R-8 August 30, 2019 – Deferred Report from Lyle Smith, CFO – Grant Request – Village of Pouce Coupe, Cemetery
- R-9 October 9, 2019 – Report from Lyle Smith, Chief Financial Officer – September 2019 Financial Report
- R-10 October 10, 2019 Report from Trish Morgan, General Manager of Community Services – Funding for Moberly Lake Volunteer Fire Department Needs Assessment & Review

9. DISCUSSION ITEMS:

10. NEW BUSINESS:

11. COMMUNICATIONS:

12. DIARY:

DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1 MOVED by Director Goodings, SECONDED by Director Sperling,
Sept. 12/19 RBAC That the Rural Budgets Administration Committee Meeting Minutes of September
Minutes 12, 2019 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

DELEGATIONS: None

CORRESPONDENCE:

C-1 MOVED by Director Rose, SECONDED by Director Goodings,
Sept. 4/19 – Step Up N That the Rural Budgets Administration Committee receive the September 4, 2019
Ride Society – Thank thank you letter from Mona McNally, Step Up N Rise Society for information.
you

CARRIED

C-2 MOVED by Director Goodings, SECONDED by Director Sperling,
Sept. 5/19 – Willow That the Rural Budgets Administration Committee receive the September 5, 2019
Valley Cemetery – thank you letter from Judy Clavier, Willow Valley Cemetery Committee for
Thank You information.

CARRIED

REPORTS:

R-1 MOVED by Director Goodings, SECONDED by Director Rose,
Oct. 7/19 - Area B That the Rural Budgets Advisory Committee receive the October 7, 2019 report titled
Water – Boundary “Area B Water Boundary Capacity Expansion” for discussion.
Capacity Expansion

CARRIED

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Advisory Committee commit a total of \$162,600 to increase the water storage capacity at the Boundary tankloader station by 20,000 litres, payable from Area B PRA in 2019 and 2020 as follows:

- \$11,500 in 2019 for the procurement process; and
- \$151,100 in 2020 for construction costs; further,

That the Committee amend the F702 – Potable Water Area 2019 budget commitment to:

- a) Increase Transfer from Reserves – Area B Peace River Agreement revenue by \$11,500; and
- b) Increase Consulting Services by \$11,500.

CARRIED

Director Sperling left the meeting at 3:03 pm

The General Manager of Environmental Services and the Environmental Services Manager left the meeting at 3:04 pm.

R-2
Sept. 30/19 - Grant
Application – South
Peace Art Society,
Request for Additional
Information

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee receive for discussion the information provided by the South Peace Art Society; and further,

That the Rural Budgets Administration Committee authorize the release of the grant in the amount of \$11,000, payable from Electoral Area D, Peace River Agreement funding (Spending Item #7 – Library, Museums and Art Galleries) to be issued to the South Peace Art Society to support Exhibition and Outreach Art programs offered at the Dawson Creek Art Gallery.

CARRIED

R-3
Sept. 30/19 -
Recreational and
Cultural Grants-in-Aid
- 2015 Unclaimed
Allocations

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize the unclaimed portion of Halfway Graham Community Club's 2015 Grants-in-Aid allocation, in the amount of \$874.96, to be returned to Function 280 – Recreation and Culture, Rural Grants-in-aid – Area B.

CARRIED

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize the unclaimed portion of Wonowon Horse Club's 2015 Grants-in-Aid allocation, in the amount of \$35.00, to be returned to Function 280 – Recreation and Culture, Rural Grants-in-aid – Area B.

CARRIED

R-4
Oct. 7/19 - Grant
Request – Tomslake
and District Recreation
Commission, Tomslake
Cemetery

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a grant to the Tomslake and District Recreation Commission in the amount requested of \$1,200, payable from Function 285 – Cemeteries – B, C, D, & E from the Cemetery Grants-in-Aid, Area D expense line to assist with the cost of the annual maintenance and upkeep done at the Tomslake Cemetery.

CARRIED

The General Manager of Community Services joined the meeting at 3:08 pm

R-5
Oct. 8/19 - Grant
Request – Willow
Valley Cemetery
Committee

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant to the Willow Valley Cemetery Committee in the amount requested of \$1,200, payable from Function 285 – Cemeteries – B, C, D, & E from the Cemetery Grants-in-Aid, Area E expense line to assist with the cost of the annual maintenance and upkeep done at the Willow Valley Cemetery.

CARRIED

R-6
Aug. 29/19 - Grant
Request – District of
Chetwynd,
Decontamination Unit
for Fire Hall (Deferred
from Sept. 12/19
RBAC Meeting)

MOVED by Director Rose, SECONDED by Director Goodings,
That the August 29, 2019 report titled “Grant Request – District of Chetwynd, Decontamination Unit for Fire Hall” be deferred until further information on the cost estimates be received from the District of Chetwynd.

CARRIED

R-7
Aug. 30/19 - Grant
Request – District of
Chetwynd, Cemetery
Columbarium
(Deferred from the
Sept. 12/19 RBAC
Meeting)

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant to the District of Chetwynd in the amount requested of \$9,747.50, payable from Function Area E PRA, spending item #4, to assist with the cost of a columbarium at the Chetwynd Cemetery; further,

That the Committee amend the F285 – Cemeteries B,C, D, and E 2019 budget to:

- a) Increase Transfer from Peace River Agreement – Area E Peace River Agreement revenue by \$9,747.50; and
- b) Increase Cemetery GIA – Area E by \$9,747.50.

CARRIED

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee draft an agreement regarding annual cemetery funding between the Peace River Regional District’s Electoral Area E, and the District of Chetwynd.

CARRIED

R-8
Aug. 30/19 - Grant
Request - Village of
Pouce Coupe,
Cemetery (Deferred
from the Sept. 12/19
RBAC Meeting)

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant to the Village of Pouce Coupe in the amount requested of \$1,500, payable from Function 285 – Cemeteries – B, C, D, & E on the Cemetery Grants-in-Aid – Area D expense line to assist with operation and maintenance of the Pouce Coupe Cemetery.

CARRIED

R-9
Oct. 9/19 – September
2019 Financial Report

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the September 2019 Financial Report for discussion.

CARRIED

R-10
Oct. 10/19 - Funding
for Moberly Lake
Volunteer Fire
Department Needs
Assessment & Review

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee allocate a maximum of \$50,000
from Area E Peace River Agreement Funds – Spending Item 6 Fire Protection, for the
purpose of conducting a needs assessment and review of the Moberly Lake
Volunteer Fire Department in order to identify options for the operation of the
department; further,

That the Committee amend the F335 – Moberly Lake Rural Fire 2019 budget to:

- a) Increase Transfer from Area E PRA Spending Item 6 Fire Protection revenue
by \$50,000; and
- b) Increase contracted services by \$50,000.

CARRIED

DISCUSSION ITEMS:

None.

NEW BUSINESS:

None.

COMMUNICATIONS:

None.

DIARY:

DIA-1

No changes were made to the Diary.

ADJOURNMENT

The Chair adjourned the meeting at 3:48 p.m.

Director Hiebert, Meeting Chair

Kelsey Bates, Executive Assistant



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING **MINUTES**

DATE: Thursday, November 21, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Goodings, Meeting Chair
Director Sperling
Director Hiebert
Director Rose

Staff

Shawn Dahlen, Chief Administrative Officer
Lyle Smith, Chief Financial Officer
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 2:11 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Rose Chetwynd Thrift Shop

Director Rose Chetwynd Cemetery Grant

Director Goodings Connectivity Infrastructure Strategy Request for Proposal No. 24-2019

ADOPTION OF AGENDA:

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee agenda for the November 13,
2018 meeting be adopted as amended to include Directors' new business:

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting Minutes of October 17, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
C-1 November 7, 2019 – Email from Susan Giesbrecht, Flatrock Community Cemetery Society – Thank You
8. **REPORTS:**
R-1 November 7, 2019 – Report from Lyle Smith, Chief Financial Officer – Grant Request – Road to World Junior 'A' Hockey Challenge School Program

- R-2 November 8, 2019 – Report from Lyle Smith, Chief Financial Officer – Grant Request – Chetwynd Public Library
- R-3 November 4, 2019 – Report from Lyle Smith, Chief Financial Officer – October 2019 Financial Report

9. DISCUSSION ITEMS:

10. NEW BUSINESS:

- NB-1 Director Rose - Chetwynd Thrift Shop
- NB-2 Director Rose - Chetwynd Cemetery Grant
- NB-3 Director Goodings - Connectivity Infrastructure Strategy Request for Proposal No. 24-2019

11. COMMUNICATIONS:

12. DIARY:

- DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

M-1
Oct 17/19 RBAC
Minutes

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee Meeting Minutes of October 17, 2019 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

DELEGATIONS: None.

CORRESPONDENCE:

C-1
Nov 7/19 – Susan
Giesbrecht, Flatlock
Community Cemetery
Society re: Thank you

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the November 7, 2019 email from Susan Giesbrecht, Flatlock Community Cemetery Society re: Thank you for information.

CARRIED

REPORTS:

R-1
Nov 7/19 - Grant
Request – Road to
World Junior 'A'
Hockey Challenge
School Program

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount requested of \$5,000, payable in the equal amounts of \$2,500 from Electoral Area B, BC Rail/Peace River Agreement funds and Electoral Area C, BC Rail/Peace River Agreement funds, to be issued to Tourism Dawson Creek to assist with the Road to World Junior 'A' Hockey Challenge School Program at Baldonnel Elementary School and Upper Pine Elementary Junior Secondary School; and further;

That the Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget commitment to:

1. Increase Transfer from Reserves – BC Rail/Peace River Agreement revenue by \$5,000; and
2. Increase General Grants, Rural Grant-in-Aid – Electoral Area B expense by \$2,500; and
3. Increase General Grants, Rural Grant-in-Aid – Electoral Area C expense by \$2,500.

CARRIED

R-2
Nov 8/19 - Grant
Request – Chetwynd
Public Library

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount requested of \$3,000 payable from Electoral Area E, Peace River Agreements (Spending Item #4 Assistance to Other Organizations), to be issued to the Chetwynd Public Library for the purpose of hosting the Annual Seniors Community Christmas Dinner; and further,

That the Rural Budgets Administration Committee amend the 2019 Grants to Community Organizations budget commitment to:

1. Increase Transfer from Reserves –Peace River Agreement revenue by \$3,000; and
2. Increase General Grants, Rural Grant-in-Aid – Electoral Area E expense by \$3,000.

CARRIED

R-3
Nov 4/19 – October
2019 Financial Report

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee receive the October 2019 Financial Report for discussion.

CARRIED

DISCUSSION ITEMS: None.

NEW BUSINESS:

NB-1
Chetwynd Thrift Shop

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a \$3,000 grant to fund the construction of a shed for the Chetwynd Thrift Shop, payable from BCR/PRA, Electoral Area E; further,

That the Committee amend the 2019 Grants to Community Organizations budget committee to:

1. Increase Transfer from Reserves – BC Rail/Peace River Agreement, Area E, revenue by \$3,000; and
2. Increase General Grants, Rural Grant-in-Aid – Electoral Area E expense by \$3,000.

CARRIED

NB-2
Cemetery grant

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a \$30,000 grant to the District of Chetwynd Cemetery for cemetery maintenance, payable from the cemetery function.

CARRIED

NB-3
Connectivity
Infrastructure Strategy
Request for Proposal
No. 24-2019

MOVED by Director Rose, MOVED by Hiebert,
That the Rural Budgets Administration Committee authorize funding for the Connectivity Infrastructure Strategy Request for Proposal No. 24-2019 contract in the amount of \$78,650 (excluding taxes), payable from the 2019 Legislative Electoral Budget – Community Projects.

CARRIED

COMMUNICATIONS: None.

DIARY:

DIA-1 No changes were made to the Diary.

ADJOURNMENT The Chair adjourned the meeting at 2:52 p.m.

Director Goodings, Meeting Chair

Kelsey Bates, Executive Assistant



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING **MINUTES**

DATE: Thursday, December 19, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Sperling, Meeting Chair

Director Hiebert

Director Rose

Director Goodings

Staff

Shawn Dahlen, Chief Administrative Officer

Lyle Smith, Chief Financial Officer

Crystal Brown, Electoral Area Manager

Teri Vetter, Financial Services Manager

Trish Morgan, General Manager of Community Services

Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 12:57 pm.

DIRECTORS NOTICE OF NEW BUSINESS:

Director Rose Synergy Alberta – Funding to Attend Regional Board Meeting

Director Goodings Financial Assistance – Skate Shack at Upper Pine School

Director Goodings Financial Assistance – Buick School Closure

Director Goodings Railway Crossings

Director Goodings Livestock Protection

ADOPTION OF AGENDA:

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Agenda for the December 19,
2019 meeting be adopted as amended to include Directors' new business:

1. **CALL TO ORDER** - Director Sperling to Chair the Meeting

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

NB-1 Synergy Alberta – Funding to Attend Regional Board Meeting

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

M-1 Rural Budgets Administration Committee Meeting Minutes of November 21,

2019

5. BUSINESS ARISING FROM THE MINUTES:

6. DELEGATIONS:

7. CORRESPONDENCE:

- C-1 November 14, 2019 – Letter from Judy Eagles, DCSS Athletic Director/Vice Principal – DCSS Grade 10 Girls Youth Travel Grant Request
- C-2 December 6, 2019 – Herman Dick – Electrical Extension Grant Application

8. REPORTS:

- R-1 December 10, 2019 – Report from Lyle Smith, CFO – Electoral Area Peace River Agreement Allocation Scenarios
- R-2 December 3, 2019 – Report from Lyle Smith, CFO – November 2019 Financial Report

9. DISCUSSION ITEMS:

- DI-1 2020 Federation of Canadian Municipalities Convention
- DI-2 Tomslake and Farmington Water
- DI-3 Wonowon Subdivision Request for Upgrades

10. NEW BUSINESS:

- NB-1 Director Rose: Synergy Alberta – Funding to Attend Regional Board Meeting
- NB-2 Director Goodings: Financial Assistance – Skate Shack at Upper Pine School
- NB-3 Director Goodings: Financial Assistance – Buick School Closure
- NB-4 Director Goodings: Railway Crossings
- NB-5 Director Goodings: Livestock Protection

11. COMMUNICATIONS:

12. DIARY:

- DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

- M-1 Nov. 21/19 RBAC Minutes
MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee Meeting Minutes of November 21, 2019 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

DELEGATIONS:

None.

CORRESPONDENCE:

- C-1 Nov. 14/19 – Judy Eagles – DCSS Youth Travel Grant
MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee authorize a grant in the amount of \$250, to the Dawson Creek Secondary School's Grade 10 Girls Volleyball Team, payable from Area D Youth Travel – Sub Regional, pending verification that the students are in fact from the rural area.

CARRIED

- C-2 Dec. 6/19 – Electrical Extension Grant Application – Herman Dick

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve a grant in the amount of \$4,000, payable from Electoral Area B, Fair Share Funds, for the Fair Share Electrical Extension Grant Application of Herman Dick.

CARRIED

REPORTS:

R-1
Dec. 10/19 - Electoral
Area Peace River
Agreement Allocation
Scenarios

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee allow staff to withdraw the
December 10, 2019 report titled "Electoral Area Peace River Agreement Allocation
Scenarios"; further, that it be referred back to staff to be revised and submitted to a
future Committee Agenda.

CARRIED

R-2
Dec 3/19

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee receive the November 2019
Financial Report for discussion.

CARRIED

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee amend the Youth Travel Policy to
increase the amount granted per student from \$50 to \$75, and by increasing the
maximum amount per event/request from \$240 to \$375 (increase by \$125).

CARRIED

DISCUSSION ITEMS:

DI-1
2020 Federation of
Canadian
Municipalities
Convention

Director Hiebert advised that he may attend the 2020 Federation of Canadian
Municipalities Convention in Toronto. Staff will put a deposit on one hotel room at
the convention should he decide to attend.

DI-2
Tomslake and
Farmington Water

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee add Area D potable water to the
Diary.

CARRIED

DI-3
Wonowon Subdivision
Request for Upgrades

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee conduct a feasibility study for
Wonowon Subdivision in Wonowon for street lights, a trail, and road upgrades,
payable from Area B PRA.

NEW BUSINESS:

NB-1
Synergy Alberta –
Funding to Attend
Regional Board
Meeting

MOVED Director Hiebert, SECONDED Director Rose,
That the Rural Budgets Administration Committee provide travel funding for
representatives from Synergy Alberta to attend a February 2020 Board Meeting as a
delegation, payable from the 2020 Legislative Electoral Area Budget.

CARRIED

NB-2
Financial Assistance –
Skate Shack at Upper
Pine School

The Committee discussed the Skate Shack at Upper Pine School that burnt down.
Director Goodings advised that she would bring replacement costs back to the
Committee for consideration of support.

NB-3
Financial Assistance –
Buick School Closure

The Committee discussed the closure at Buick School, which resulted from a lack of teachers. Options were discussed for supporting the community, who is providing education to the students at the arena. Director Goodings advised that she would investigate the matter further and bring the topic back to a future meeting.

NB-4
Railway Crossings

The Committee discussed four railway crossings between Fort St. John and Prespatou that have very poor lines of sight. Director Goodings advised that she would bring up the issue at a Rural Roads Taskforce meeting.

Director Rose left at the meeting at 2:02 pm.

NB-5
Livestock Protection

This item was not discussed.

COMMUNICATIONS:

None.

DIARY:

DIA-1

No further changes were made to the Diary.

ADJOURNMENT

The Chair adjourned the meeting at 2:04 p.m.

Director Sperling, Meeting Chair

Kelsey Bates, Executive Assistant



PEACE RIVER REGIONAL DISTRICT
RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING
MINUTES

DATE: Thursday, January 16, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: Directors

Director Goodings, Meeting Chair
Director Hiebert
Director Rose
Director Sperling

Staff

Shawn Dahlen, Chief Administrative Officer
Paulo Eichelberger, General Manager of Development Services
Kari Bondaroff, Environmental Services Manager
Tyra Henderson, Corporate Officer
Lyle Smith, Chief Financial Officer
Crystal Brown, Electoral Area Manager
Kelsey Bates, Executive Assistant

Others

Call to Order The Chair called the meeting to order at 1:27 pm.

DIRECTORS' NOTICE OF NEW BUSINESS:

Electoral Area Manager Notice of Closed Session

ADOPTION OF AGENDA:

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee agenda for the January 16, 2020 meeting be adopted as amended to include Directors' new business:

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - M-1 Rural Budgets Administration Committee Meeting Minutes of December 19, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
 - R-1 January 3, 2020 – Report from Lyle Smith, Chief Financial Officer – Grant Request - Whiskey Jack Nordic Ski Club
 - R-2 December 31, 2019 – Report from Lyle Smith, Chief Financial Officer – Grant

Adoption of Agenda
(continued)

- Request – Cutbank Community Club
- R-3 December 6, 2019 – Report from Paulo Eichelberger, General Manager of Environmental Services – Environmental Services Budgets and Supplemental Budget Requests 2020 (Late Item)
- R-4 January 7, 2020 – Report from Crystal Brown, Electoral Area Manager – 2020 Budget Review – Function 120 Legislative Electoral Area (Late Item)
- R-5 January 7, 2020 – Report from Lyle Smith, Chief Financial Officer – December 2019 Interim Financial Report

9. DISCUSSION ITEMS:

10. NEW BUSINESS:

- NB-1 Electoral Area Manager – Notice of Closed Session

11. COMMUNICATIONS:

12. DIARY:

- DIA-1 Diary Items

13. ADJOURNMENT:

CARRIED

ADOPTION OF MINUTES:

- M-1
Dec. 19/19 RBAC
Minutes
- MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee Meeting Minutes of December 19, 2019 be adopted as amended to update item DI-3 to include road upgrades in the feasibility study.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

- BA-1
Peace River Livestock
Protection Program
- MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve a grant for the Peace River Regional Cattleman's Association in the amount of \$200,000 to support the Peace River Livestock Protection Program, with: \$58,333.33 payable from Area D PRA; \$58,333.33 payable from Area E PRA; \$58,333.33 payable from Area B PRA; and \$25,000 payable from Area C PRA.

CARRIED

- BA-2
RBAC Diary

- MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee diarize the following three Discussion Items from the December 19, 2019 RBAC meeting:
1. Skate Shack at Upper Pine School
 2. Buick School Closure
 3. Railway Crossings

CARRIED

DELEGATIONS:

None.

CORRESPONDENCE:

None.

REPORTS:

- R-1
Jan. 3/2020 - Grant
Request - Whiskey Jack
Nordic Ski Club
- MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a grant in the amount requested of \$20,000 for the Whiskey Jack Nordic Ski Club to assist with the construction of a day lodge at the site of the cross country ski trails located in Beatton Provincial Park; further,

R-1
Jan. 3/2020 - Grant
Request - Whiskey Jack
Nordic Ski Club
(continued)

That the grant be included in the 2020 Draft Grant to Community Organizations Budget as an increase to the Electoral Area C, Rural Grant-in-Aid expense and an increase to Transfer from Reserve – Fair Share revenue; and further,

That the grant funding be payable from Electoral Area C Fair Share.

CARRIED

MOVED by Director Rose, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee authorize a grant in the amount requested of \$20,000 for the Whiskey Jack Nordic Ski Club to assist with the construction of a day lodge at the site of the cross country ski trails located in Beaton Provincial Park; further,

That the grant be included in the 2020 Draft Grant to Community Organizations Budget as an increase to the Electoral Area B, Rural Grant-in-Aid expense and an increase to Transfer from Reserve – Fair Share revenue; and further,

That the grant funding be payable from Electoral Area B Fair Share.

CARRIED

R-2
Dec. 31/19 - Grant
Request – Cutbank
Community Club

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a grant in the amount requested of \$30,631.78 to be issued to the Cutbank Community Club to assist with improvements to the Cutbank Community Hall, payable in the amounts of:

- 1) \$19,273.43 from Community Works Gas Tax to support the improvements the water system sump pump system, and the purchase and installation of a new commercial dishwasher; and
- 2) \$11,358.35 payable from Electoral Area D Peace River Agreements, Spending Item #3 – Hall, Trails and Walking paths to fund the electrical work required to support new heaters and lighting at the hall; further,

That the Committee authorize the inclusion of the following transactions in the 2020 Grants to Community Organizations budget:

- 1) Increase Transfer from Reserves – Community Works Gas Tax revenue by \$19,273.43;
- 2) Increase Transfer from Reserves – Peace River Agreements revenue by \$11,358.35; and
- 3) Increase General Grants, Rural Grant-in-Aid – Electoral Area D expense by \$30,631.78

CARRIED

R-3
Dec. 6/19 -
Environmental
Services Budgets and
Supplemental Budget
Requests 2020

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the supplementary request to conduct an evaluation and assessment of the Rolla Creek Dike.

CARRIED

R-3
Dec. 6/19 -
Environmental
Services Budgets and
Supplemental Budget
Requests 2020
(continued)

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Rolla Creek Dike in the 2020 Annual Financial
Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the North Pine Tower in the 2020 Annual Financial
Plan.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Charlie Lake Sewer in the 2020 Annual
Financial Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve the supplementary
request for the Chilton Sewer Subdivision to:

- a) purchase a spare sewer pump;
- b) purchase a portion of a single portable generator which will be used between
four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
- c) fund upgrades to the electrical notification system.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft 2020 budget for the Chilton Sewer in the 2020 Annual
Financial Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that Regional Board
include the draft budget for Friesen Sewer in the 2020 Annual Financial Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the supplementary
request for the Harper Subdivision Sewer to:

- a) flush the entire system;
- b) purchase a spare sewer pump;
- c) purchase a portion of a single portable generator which will be used between
four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
- d) fund upgrades to the electrical notification system.

CARRIED

R-3
Dec. 6/19 -
Environmental
Services Budgets and
Supplemental Budget
Requests 2020
(continued)

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Harper Subdivision Sewer in the 2020 Annual
Financial Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve the supplementary
request for the Kelly Lake Sewer Subdivision to:

- a) purchase a spare sewer pump;
- b) purchase a portion of a single portable generator which will be used between
four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
- c) fund maintenance upgrades.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Kelly Lake Sewer in the 2020 Annual Financial
Plan.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve the supplementary
request for the Rolla Sewer to:

- a) purchase a portion of a single portable generator which will be used between
four sewer functions (Chilton, Harper, Kelly Lake, Rolla); and
- b) fund a study and an associated development plan to upgrade the current
treatment ponds.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the Rolla Sewer in the 2020 Annual Financial Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee approve the supplementary
request to conduct a physical assessment of the current North Peace Airport
Subdivision Sewer function.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the North Peace Airport Subdivision Sewer in the
2020 Annual Financial Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve the supplementary
request to conduct a physical assessment of the current North Peace Airport
Subdivision Water function.

CARRIED

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for the North Peace Airport Subdivision Water in the
2020 Annual Financial Plan.

CARRIED

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee recommend that the Regional
Board include the draft budget for Area B Potable Water in the 2020 Annual Financial
Plan.

CARRIED

R-4
Jan. 7/2020 - 2020
Budget Review –
Function 120
Legislative Electoral
Area

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee approve the 2020 Legislative
Electoral Area operational budget as presented and forward it to the Regional Board
for consideration in the 2020 Annual Financial Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee approve the 2020 supplemental
request for the addition of a new full time Administrative Clerk to be cost shared
between Legislative Regional and Legislative Electoral at a cost of approximately
\$37,500 each, and forward it as presented to the Regional Board for consideration in
the 2020 Financial Plan.

CARRIED

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Rural Budgets Administration Committee decrease interest on the reserve
revenue line by \$250,000 and increase the transfer from reserves by the same
amount.

CARRIED

R-5
Jan. 7/2020 -
December 2019
Interim Financial
Report

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the December 2019
Interim Financial Report for discussion.

CARRIED

DISCUSSION ITEMS:

None.

NEW BUSINESS:

NB-1 MOVED by Director Rose, SECONDED by Director Sperling,
Notice of Closed That the Rural Budgets Administration Committee recess to a Closed Meeting for the
Session purpose of discussing the following item:
Agenda Item R-1 – Land Acquisition (CC Section 90(1)(e))

CARRIED

Recess The Chair recessed the meeting to the closed session at 2:40 pm.

Reconvene The Chair reconvened the open meeting at 2:53 pm.

COMMUNICATIONS:

None.

DIARY:

DIA-1 No changes were made to the Diary.

ADJOURNMENT

The Chair adjourned the meeting at 2:54 p.m.

Director Goodings, Meeting Chair

Kelsey Bates, Executive Assistant