



## RURAL BUDGETS ADMINISTRATION COMMITTEE MINUTES

**March 14, 2024, 10:00 am**  
**1981 Alaska Avenue, Dawson Creek, BC**

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

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  
Annette Andrews, Communications Manager  
Trevor Ouellette, IT Manager  
Bryna Casey, Community Services Manager  
Matthew Bascom, Grants Coordinator  
Carmen Willms, Recording Clerk

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1. **CALL TO ORDER**  
The Chair called the meeting to order at 11:13 a.m.
  2. **ADOPTION OF AGENDA**  
MOVED Director Sperling  
SECONDED Director Kealy  
That the Rural Budgets Administration Committee adopt the March 14, 2024 agenda.
    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 February 15, 2024
    5. **BUSINESS ARISING FROM THE MINUTES**
    6. **DELEGATIONS**
    7. **CORRESPONDENCE**
    8. **REPORTS**
      - 8.1 Charlie Lake Fire Department - Fleet Purchase Funding Allocation, CS-RBAC-093
      - 8.2 Dawson Creek Fire Apparatus - Funding Request, CS-RBAC-094

(cont'd on next page)



- 8.3 South Peace District Crime Prevention Association Grant Request, FN-RBAC-303
- 8.4 2024 Rural Recreational and Cultural Grant-in-Aid Allocation Meeting - Electoral Area B, FN-RBAC-300
- 8.5 2024 Rural Recreational and Cultural Grant-in-Aid Allocation Meeting Electoral - Area E, FN-RBAC-301
- 8.6 2024 Rural Recreational and Cultural Grant-in-Aid Allocation Meeting Sub-Regional, FN-RBAC-302
- 8.7 February 2024 Financial Reserves, FN-RBAC-299

**9. NEW BUSINESS**

**10. DIARY**

- 10.1 RBAC Diary

**11. CONSENT CALENDAR**

- 11.1 RBAC Terms of Reference

**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 February 15, 2024**

MOVED Director Sperling

SECONDED Director Kealy

That the Rural Budgets Administration Committee adopt the Rural Budgets Administration Committee meeting minutes of February 15, 2024.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DELEGATIONS**

**7. CORRESPONDENCE**

**8. REPORTS**

**8.1 Charlie Lake Fire Department - Fleet Purchase Funding Allocation, CS-RBAC-093**

MOVED Director Sperling

SECONDED Director Rose

That the Rural Budgets Administration Committee authorize a funding commitment in the amount of \$50,000 payable from Function 120 – Electoral Area C Peace River Agreement Funds, Spending Item #6 – Fire Protection to be issued to Function 315 – Charlie Lake Fire, to facilitate the purchase of the Squad 1 and Squad 3 replacement.

**CARRIED**

MOVED Director Sperling

SECONDED Director Kealy

That the Rural Budgets Administration Committee recommend that the Regional Board amend the 2024 Financial Plan for Function 315 – Charlie Lake Fire to increase the transfer from Peace River Agreement Reserve in the amount of \$50,000; and increase Capital Expenditures in the amount of \$50,000.

**CARRIED**

**8.2 Dawson Creek Fire Apparatus - Funding Request, CS-RBAC-094**

MOVED Chair Hiebert

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize a funding commitment in the amount of \$174,950 payable from Function 120 – Electoral Area D Peace River Agreement Funds, Spending Item #6 – Fire Protection, to be issued to Function 325 – Dawson Creek and Pouce Coupe Rural for the purchase of the DCFD Fire Engine Replacement.

**CARRIED**

Directors confirmed that the truck being purchased was fully equipped.

**8.3 South Peace District Crime Prevention Association Grant Request, FN-RBAC-303**

MOVED Chair Hiebert

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize a grant in the amount of \$500, payable from Function 120 – Electoral Area D Fair Share, to be issued to South Peace District Crime Prevention Association to assist with the purchase of dash cameras for their rural patrol members.

**CARRIED**

**8.4 2024 Rural Recreational and Cultural Grant-in-Aid Allocation Meeting - Electoral Area B, FN-RBAC-300**

MOVED Director Kealy

SECONDED Director Sperling

That the Rural Budgets Administration Committee invite the following eligible 2024 Rural Recreational and Cultural Grant-in-Aid applicants to the Spring Allocation Meeting, scheduled on April 2, 2024, at 7 p.m. at the Fort St. John Museum:

Cecil Lake Recreation Commission	North Peace Historical Society
Buick Creek Community Club	Osborn Community Hall
BC Peace Chapter – Working Equitation Canada	Rock of Ages Bible Camp
King's Valley Christian Camp	Rose Prairie Community Curling Centre
Montney Recreation Commission	North Peace 4 H District Council

**CARRIED**

**8.5 2024 Rural Recreational and Cultural Grant-in-Aid Allocation Meeting Electoral - Area E, FN-RBAC-301**

MOVED Director Rose

SECONDED Director Sperling

That the Rural Budgets Administration Committee invite the following eligible 2024 Rural Recreational and Cultural Grant-in-Aid applicants to the Spring Allocation Meeting, scheduled on April 3, 2024, at 7 p.m. at the Chetwynd & District Recreation Centre:



**8.5 2024 Rural Recreational and Cultural Grant-in-Aid Allocation Meeting Electoral - Area E, FN-RBAC-301 (Cont'd)**

Foothills Team Roping Club	Little Giants Figure Skating
Moberly Lake Community Association	Chetwynd & District Rod & Gun Club
Sagitawa Christian Camping Society	Pine Valley Seniors Association
Little Prairie Heritage Society	Pine Valley Exhibition Park

**CARRIED**

**8.6 2024 Rural Recreational and Cultural Grant-in-Aid Allocation Meeting Sub-Regional, FN-RBAC-302**

MOVED Director Rose

SECONDED Director Sperling

That the Rural Budgets Administration Committee invite the following eligible 2024 Rural Recreational and Cultural Grant-in-Aid applicants to the Spring Allocation Meeting, scheduled on April 4, 2024, at 7 pm at the McLeod School:

Rolla Ratepayers Association	Dawson Creek Sportsman Club
Doe River Recreation Commission	Dawson Creek Youth Center (The ARK)
Swan Lake Enhancement Society	McLeod Recreation & Social Services Society
Tupper Community Club	Farmington Community Association
Sunset Prairie Recreation Commission	Tomslake and District Recreation Commission
Tomslake Cultural Community Association	Groundbirch Recreation Commission
Cutbank Community Club	Dawson Creek & District Stables & Arena Association

**CARRIED**

**8.7 February 2024 Financial Reserves, FN-RBAC-299**

MOVED Director Sperling

SECONDED Director Rose

That the Rural Budgets Administration Committee receive the report titled “February 2024 Financial Reserves – FN-RBAC-299”, which details balances and commitments in various reserves, for information.

**CARRIED**

**9. NEW BUSINESS**

**10. DIARY**

10.1 RBAC Diary

**11. CONSENT CALENDAR**

11.1 RBAC Terms of Reference



**12. NOTICE OF MOTION**

**13. ADJOURNMENT**

The Chair adjourned the meeting at 11:21 a.m.

CERTIFIED a true and correct copy of the Minutes of the Rural Budgets Administration Committee from a meeting held on March 14, 2024 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

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Leonard Hiebert, Chair of Committee

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Carmen Willms, Recorder