



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MINUTES

April 25, 2024, 10:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

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

Directors Absent: Director Rose, Electoral Area E

Staff Present: Tyra Henderson, Corporate Officer
Roxanne Shepherd, Chief Financial Officer
Joanne Caldecott, Deputy Corporate Officer
Kari Bondaroff, General Manager of Environmental Services
Kevin Clarkson, General Manager of Community Services
Annette Andrews, Communications Manager
Devin Croin, Planner 3 (Via Zoom)
Matthew Bascom, Grants Coordinator
Taiya Lekstrom, HR Generalist
Carmen Willms, Legislative Services Clerk/Recorder

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 April 25, 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 March 14, 2024

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

6.1 Lions Flatbed Creek Campground Re: Request for Funding, Bob Rimes, President

7. CORRESPONDENCE

7.1 Letter from Union of BC Municipalities Re: Annual Membership

7.2 Letter from Peace River Regional Cattlemen's Association Re: Thank You

8. REPORTS

8.1 Grant Request – Groundbirch Cemetery Committee, FN-RBAC-305

8.2 Grant Request – Farmington Community Association, CS-RBAC-307

(cont'd on next page)

8.3 Grant Request – Spark Women’s Leadership Conference Society, FN-RBAC-308

8.4 Grant Request – Baldonnel Elementary School Parent Advisory Committee, FN-RBAC-309

8.5 2024 Rural Recreational and Cultural Grant-in-Aid Allocations, FN-RBAC-306

8.6 March 2024 Financial Reserves, FN-RBAC-304

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 March 14, 2024

MOVED Director Sperling

SECONDED Director Kealy

That the Rural Budgets Administration Committee adopt the Rural Budgets Administration Committee meeting minutes of March 14, 2024.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

6.1 Lions Flatbed Creek Campground Re: Request for Funding

Bob Rimes, President and Mary Jane Gagnon, Marketing, Tumbler Ridge Lions Club presented to the Rural Budgets Administration Committee Re: request for funding. Topics included:

- What went well in 2023.
- Membership aging out, hired, and paid for a janitor for first time.
- Groundskeeper position this year will be a Lions member’s son.
- Opened group camping last year.
- Installed more signage to reduce liability.
- Installed children’s playground.
- What needs improvement in 2024.
- Costs for campground upkeep are increasing.
- Tumbler Ridge bylaw restricts campsite fee at \$20-\$30 per night.
- Campground Attendant positions filled by Secondary School Students; Lions Club pays wages.
- Campground Administrator and Grounds keeper are Lion members and are not paid.
- Lower campground – renovations required before May 13.
- Upper campground – rock/stump piles to be removed to create 2 more campsites.
- Ceiling and walls need repair, taping, mudding - Lions members will paint.
- Other improvements include main building floor, box in electrical cables, secure building to stop rodents entering building, addition of a window to view playground area/lower campsite area, ceiling and walls need repair.

6.1 Lions Flatbed Creek Campground Re: Request for Funding (continued)

- Lions Club has been successful in securing funding from the South Peace McKenzie Trust in the amount of \$79, 000. Prior to receiving funds, the Club needs to have \$54,000 in matching funding in order to commence renovations.
- The campground is well used tourism area. In 2022 there were 580 confirmed campers and 1,880 occupants. The Lions Club continues to look to improve tourism and has submitted letters to local businesses who have given a great amount of support to the Club.

A question-and-answer period followed the presentation. Topics included:

- None of the existing sites are serviced.
- Lions Club would like to expand the campground to 50 campsites next year; there is room to achieve this on the north side of the river.
- The District of Tumbler Ridge owns the property, and the Club works under a lease agreement with a five-year term.

7. CORRESPONDENCE

7.1 Letter from Union of BC Municipalities Re: Annual Membership

MOVED Director Sperling

SECONDED Director Kealy

That the Rural Budgets Administration Committee receive the letter from Union of BC Municipalities Re: Annual Membership Dues for discussion.

CARRIED

Directors requested clarification on how the Union of BC Municipalities (UBCM) derived its population information to determine its membership fee. Staff explained that UBCM dues were calculated using population estimates of 22,619 provided by BC Statistics, Ministry of Jobs, Trade & Technology, Province of BC (December 2023 release).

Directors noted that there was a difference between population figures used for determining weighted votes of the Regional Board and the population figures quoted in the invoice. The Corporate Officer explained that the BC Ministry of Municipal Affairs uses national census numbers, the most recent version being the 2021 census, which resulted in an overall rural population base for the purpose of weighted voting of 20,123 effective November 1, 2022. As weighted votes use Census numbers, Directors questioned why UBCM was using BC Statistics as their main source for population numbers as these should be consistent.

MOVED Director Sperling

SECONDED Director Kealy

That the Rural Budgets Administration Committee authorize payment in the amount of \$12,196.94, payable from Function 120 – Legislative Electoral Areas, for the 2024 - 2025 Union of BC Municipalities Annual Membership Dues.

CARRIED

MOVED Director Sperling

SECONDED Director Kealy

That the Rural Budgets Administration Committee send a letter to the Union of British Columbia Municipalities requesting they provide clarification on how their population statistics are derived.

CARRIED



7.1 Letter from Peace River Regional Cattlemen's Association Re: Thank You

MOVED Director Sperling

SECONDED Alternate Director Houley

That the Rural Budgets Administration Committee receive the letter dated March 27, 2024 from the Peace River Regional Cattlemen's Association regarding appreciation for support of the Livestock Protection Program, for information.

CARRIED

8. REPORTS

8.1 Grant Request – Groundbirch Cemetery Committee, FN-RBAC-305

MOVED Alternate Director Houley

SECONDED Director Sperling

That the Rural Budgets Administration Committee a multi-year grant commitment in the amount of \$1,000 per year for three years beginning in 2024, for a total contribution of \$3,000 payable from Function 285 – Cemetery Grant-in-Aid, Electoral Area E, to be issued to the Groundbirch Cemetery Committee to assist with lawn care and general maintenance at the Mountain View Cemetery located in Groundbirch, BC.

CARRIED

8.2 Grant Request – Farmington Community Association, FN-RBAC-307

MOVED Chair Hiebert

SECONDED Director Kealy

That the Rural Budgets Administration Committee authorize a grant in the amount of \$80,000 payable from Function 120 – Electoral Area D Gas Tax - Recreational Infrastructure, to be issued to the Farmington Community Association to assist with the purchase of new playground equipment for Matthews Park.

CARRIED

8.3 Grant Request – Spark Women's Leadership Conference Society, FN-RBAC-308

MOVED Director Sperling

SECONDED Director Kealy

That the Rural Budgets Administration Committee authorize a funding commitment in the amount of \$5,000 payable in equal amounts of:

- \$2,500 from Function 120 – Electoral Area C Fair Share, and
- \$2,500 from Function 120 – Electoral Area D Fair Share

to be issued to the Spark Women's Leadership Conference Society to assist with the costs of their annual conference.

CARRIED

8.4 Grant Request – Baldonnel Elementary School Parent Advisory Committee, FN-RBAC-309

MOVED Director Sperling

SECONDED Director Kealy

That the Rural Budgets Administration Committee authorize a grant in the amount of \$316,317.10 payable from Function 120 – Electoral Area C Gas Tax - Recreational Infrastructure, to be issued to the Baldonnel Elementary School Parent Advisory Committee to assist with the construction of an Intermediate Playground; payable upon Regional Board approval of a Gas Tax Funding Agreement with the Baldonnel Elementary School Parent Advisory Committee and School District No. 60 Peace River North.

CARRIED

8.4 Grant Request – Baldonnel Elementary School Parent Advisory Committee, FN-RBAC-309 (Cont'd)

MOVED Director Sperling

SECONDED Director Kealy

That the Rural Budgets Administration Committee recommend that the Regional Board enter into a Gas Tax Funding Agreement with the Baldonnel Elementary School Parent Advisory Committee and School District No. 60 Peace River North for Gas Tax funding in the amount of \$316,317.10 to construct an Intermediate Playground at the Baldonnel Elementary School; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

CARRIED

8.5 2024 Rural Recreational and Cultural Grant-in-Aid Allocation, FN-RBAC-306

MOVED Director Sperling

SECONDED Director Kealy

That the Rural Budgets Administration Committee authorize the following 2024 Electoral Area C grant contribution amounts for Function 280 – Rural Recreational and Cultural Grants-in-Aid:

Recipient Organization	Project Description	Grant
North Peace Historical Society	Internal Building Maintenance	\$10,875.00
Whiskey Jack Nordic Ski Club	Insurance + Hydro Costs	\$4,000.00
Tse'k'wa Heritage Society	Insurance	\$11,727.00
North Peace Gradfest Society	Gradfest Event	\$2,500.00

CARRIED

MOVED Director Kealy

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize the following 2024 Electoral Area B grant contribution amounts for Function 280 – Rural Recreational and Cultural Grants-in-aid:

Recipient Organization	Project Description	Grant
King's Valley Christian Camp Society	New washhouse, Insurance, New lawnmower, cabin 415 renovations, upper room project completion	\$70,487.28
Montney Recreation Commission	Insurance, Sound system purchase, church improvements, gates, and signs for advertising	\$29,907.72
North Peace 4-H District Council	Insurance	\$1,000.00
Buick Creek Community Club	Insurance, upgrading chairs and tables, magnetic signs.	\$23,280.21
Rose Prairie Curling Centre	Insurance, 2 metal door replacements	\$5,108.00
North Peace Historical Society	External Building Maintenance	\$10,875.00
Rock of Ages Bible Camp	Insurance and Hydro Installation	\$4,000.00
NEW BC Peace Chapter - Working Equitation Canada	Purchase of a commercial grade dressage arena kit	\$9,000.00

8.5 2024 Rural Recreational and Cultural Grant-in-Aid Allocation, FN-RBAC-306 (continued)

Osborn Community Hall	Insurance + Mobile toilet	\$4,800.00
Cecil Lake Recreation Commission	Insurance + Universal Ball Court + Cement wheelchair ramp pad + high temp dishwasher repair	\$16,774.28
North Peace Gradfest Society	Gradfest Event and Prom	\$2,500.00

CARRIED

MOVED Alternate Director Houley

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize the following 2024 Electoral Area E grant contribution amounts for Function 280 – Rural Recreational and Cultural Grants-in-aid:

Recipient Organization	Project Description	Grant
Foothills Team Roping Club	Purchase of a mechanical cow and a secure shipping container	\$10,000.00
Moberly Lake Community Association	General Operating Costs + Hall Interior Renovations	\$10,000.00
Sagitawa Christian Camping Society	Completing Boys SEED Cabin and boys wash house	\$15,000.00
Little Prairie Heritage Society	General Operating Costs + Museum maintenance	\$7,500.00
Pine Valley Exhibition Park	Pen Expansion	\$15,563.00
Little Giants Figure Skating	Operational Costs - Ice Rental Fees, skate program and carnival supplies	\$10,000.00
Chetwynd & District Rod & Gun Club	Purchase a sea can for storage, and operating expenses and capital improvements	\$15,000.00
Pine Valley Seniors Association	Insurance	\$8,000.00

CARRIED

MOVED Chair Hiebert

SECONDED Director Kealy

That the Rural Budgets Administration Committee authorize the following 2024 Sub-Regional grant contribution amounts for Function 280 – Rural Recreational and Cultural Grants-in-aid:

Recipient Organization	Project Description	Grant
Rolla Ratepayers Association	Operating costs + event expenses	\$22,000.00
Dawson Creek Sportsman Club	Operating costs + program & range upgrades	\$22,000.00
Doe River Recreation Commission	Operating Costs + Capital costs	\$15,800.00
Dawson Creek Youth Center (The ARK)	Insurance & General Operating Costs	\$16,000.00

8.5 2024 Rural Recreational and Cultural Grant-in-Aid Allocation, FN-RBAC-306 (continued)

Swan Lake Enhancement Society	Insurance	\$950.00
McLeod Recreation & Social Services Society	Operational costs, general maintenance	\$17,000.00
Tupper Community Club	Operational costs (utilities, insurance & maintenance)	\$11,000.00
Farmington Community Association	Insurance + Floor refinishing/replacing + cement picnic tables	\$9,000.00
Sunset Prairie Recreation Commission	Operational costs, put on Kiskatinaw Fall Fair, repair roof and paint remaining buildings	\$23,000.00
Tomslake and District Recreation Commission	Operational Costs and Park improvements	\$12,250.00
Tomslake Cultural Community Association	Insurance and resurfacing of dance floor	\$7,000.00
Groundbirch Recreation Commission	Insurance + paint	\$2,100.00
Cutbank Community Club	Insurance + operational expenses + maintenance	\$17,000.00
Dawson Creek & District Stables & Arena Association	Operational costs	\$10,000.00

CARRIED

Director Sperling declared a conflict of interest since his spouse worked at the Association of Community Living in Fort St. John and recused himself from the meeting at 10:47 a.m.

MOVED Alternate Director Houley

SECONDED Director Kealy

That the Rural Budgets Administration Committee respectfully deny the 2024 Rural Recreational and Cultural Grant-in-Aid grant application from the Fort St. John Association for Community Living for funding in the amount of \$300,000, for the development of a youth centre in Fort St. John, in accordance with the Rural Recreational and Cultural Grants-in-Aid policy which specifies that new application organizations located or operating within a municipality must provide that at least 75% of their membership comes from the Electoral Areas of the Peace River Regional District.

CARRIED

Director Sperling returned to the meeting at 10:50 a.m.

MOVED Director Sperling

SECONDED Director Kealy

That the Rural Budgets Administration Committee respectfully deny the 2024 Rural Recreational and Cultural Grant-in-Aid grant application from the Charlie Lake Community Club, for funding in the amount of \$264,815.50, for upgrades to the community gardens, parking lot and sewer system, as there are not enough funds available to grant the request.

CARRIED



8.5 2024 Rural Recreational and Cultural Grant-in-Aid Allocation, FN-RBAC-306 (continued)

MOVED Director Kealy

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize a grant in the amount of \$13,620.08 payable from Function 120 – Electoral Area B Fair Share, to be issued to the North Peace Fall Fair to assist with costs for the 2024 North Peace Fall Fair.

CARRIED

MOVED Director Kealy

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize a grant in the amount of \$22,238.72 payable from Function 120 – Electoral Area B Community Works Gas Tax - Recreational Infrastructure, to be issued to the Cecil Lake Recreation Commission to assist with the construction of a universal basketball court.

CARRIED

MOVED Director Kealy

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize an increase in the current Function 120 – Electoral Area B Community Works Gas Tax commitment payable to the Rose Prairie Curling Centre for the replacement of 2 metal doors from \$ 8,451.45 to \$16,380.

CARRIED

MOVED Chair Hiebert

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize a grant in the amount of \$17,000, payable from Function 120 – Electoral Area D Community Works Gas Tax - Recreational Infrastructure, to be issued to the Farmington Community Association to assist with their floor replacement.

CARRIED

MOVED Chair Hiebert

SECONDED Director Sperling

That the Rural Budgets Administration Committee authorize a grant in the amount of \$54,000, payable from Function 120 – Electoral Area D Community Works Gas Tax - Recreational Infrastructure, to be issued to the Lions Club of Tumbler Ridge to assist with the upgrades of the Lions Flatbed Creek Campground.

CARRIED

8.6 March 2024 Financial Reserves, FN-RBAC-304

MOVED Director Sperling

SECONDED Director Kealy

That the Rural Budgets Administration Committee receive the report titled “March 2024 Financial Reserves – FN-RBAC-304”, 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.

Leonard Hiebert,
Chair of Committee

Carmen Willms,
Legislative Clerk/Recorder

Draft