



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: August 18, 2016

PLACE: Regional District Office, Dawson Creek, BC

PRESENT: Directors
Director Goodings, Electoral Area B – Meeting Chair
Director Sperling, Electoral Area C
Director Hiebert, Electoral Area D
Director Rose, Electoral Area E

Staff

Chris Cvik, Chief Administrative Officer
Shannon Anderson, Deputy Chief Administrative Officer
Fran Haughian, Communications Manager/Commission Liaison
Devon Bacon, Building Inspector
Jill Rickert, Community Services Coordinator
Byrna Casey, Parks & Rural Recreation Coordinator
Ronda Wilkins, Executive Assistant

Absent

Trish Morgan, General Manager of Community and Electoral Area Services

Call to Order The Chair called the meeting to order at 2:01 p.m.

DIRECTORS NOTICE OF NEW BUSINESS:

Tomslake & District Recreation Commission

ADOPTION OF AGENDA:

RBAC 18/08/01

MOVED by Director Rose , SECONDED by Director Hiebert,

“That the Rural Budgets Administration Committee agenda for the August 18, 2016 meeting with the addition of New Business – Tomslake & District Recreation Commission, be adopted.”

1. CALL TO ORDER
2. DIRECTORS NOTICE OF NEW BUSINESS:
NB-4 Tomslake & District Recreation Commission
3. ADOPTION OF AGENDA:
4. ADOPTION OF THE MINUTES:
M-1 Rural Budgets Administration Committee Meeting of July 21, 2016
5. BUSINESS ARISING FROM THE MINUTES:

ADOPTION OF AGENDA CONTINUED:

6. DELEGATIONS:
None
7. CORRESPONDENCE:
C-1 July 13, 2016 - Buick Creek Community Club - Grant Request
C-2 August 5, 2016 – Thank you from Kelsey Young – Bursary recipient
8. REPORTS:
R-1 August 5, 2016 report from Jill Rickert, CSC, NDIT Challenges – Grant Writer
R-2 August 8, 2016 report from Jennifer Rudyk, Finance Clerk – Finance Report, June 2016
9. NEW BUSINESS:
NB-1 BC Society Act – Assistance with writing Bylaws and Constitutions for Societies
NB-2 2016 Volunteer Banquet - Jill Rickert, Community Services Coordinator
NB-3 North Central Local Government Association – Director Goodings
NB-4 Tomslake & District Recreation Commission
10. COMMUNICATIONS:
11. ADJOURNMENT:

ADOPTION OF MINUTES:

M-1 RBAC 18/08/02
RBAC Minutes, MOVED by Director Hiebert, SECONDED by Director Sperling,
July 21, 2016 "That the Rural Budgets Administration Committee Meeting Minutes be adopted with the amendment to C-3 to say, July 11, 2016 South Peace Art Society Grant Request."

CARRIED

DELEGATIONS: None

BUSINESS ARISING FROM THE MINUTES: Chris Cvik, CAO advised the Committee that the North Peace Pine Farmers Institute had conveyed their gratitude and thanked Kim Frech, Trish Morgan & Ronda Wilkins for all of their help with their application.

CORRESPONDENCE:

C-1 RBAC 18/08/03
July 13, 2016 Buick Creek Community Club – Grant Request
MOVED by Director Sperling, SECONDED by Director Goodings,
"That the Rural Budgets Administration Committee ask Staff to put together the specifics as to what is required to mitigate the heat loss at the Buick Creek Community Club utilizing spray foam, and that the report containing the details required be given to the Buick Creek Community Club to obtain three quotes and further that those quotes be brought back to the Committee for further consideration."

CARRIED

C-2
Bursary thank you
from Robert Young Received for information

REPORTS:

R-1 RBAC 18/08/04
August 5, 2016 – Jill MOVED by Director Sperling, SECONDED by Director Rose,
Rickert, CSC, NDIT "That the Rural Budgets Administration Committee invite a guest speaker from the
Challenges – Grant Northern Development Initiative Trust (NDIT) to the Annual Volunteer Appreciation
Writer Banquet to provide an overview of the funding available through The NDIT."
CARRIED

RBAC 18/08/05
MOVED by Director Sperling, SECONDED by Director Rose,
"That the Rural Budgets Administration Committee authorize staff to bring back a report
on how the Regional District could best provide grant writing assistance to all areas of the
region."
CARRIED

R-2 RBAC 18/08/06
August 8, 2016 MOVED by Director Rose, SECONDED by Director Sperling,
Jennifer Rudyk, "That the Rural Budgets Administration Committee request that the Chief Financial
Finance Clerk – Officer review with the Committee the Financial Report including the following items:
Finance Report June

- The financial reporting in regards to Fair Share Money Market Fund,
- Explanation on Fair Share Commitments
 - Previous Years Commitments – Payments – Remaining Commitment,
 - What do we have remaining and what do we have committed?
- The categories within the Peace River Agreement Money Market Fund
 - What is allowed under the agreement
 - Having the Peace River Agreement categories listed on the financial page."CARRIED

NEW BUSINESS:

NB-1 Some concern was expressed with Societies needing assistance with writing their Bylaws
BC Society Act and Constitutions. It was decided that no action is needed at this time.

NB-2 RBAC 18/08/07
2016 Volunteer MOVED by Director Sperling, SECONDED by Director Hiebert,
Banquet – Jill "That the Rural Budgets Administration Committee set the date for the Annual Volunteer
Rickert, CSC Appreciation Banquet for October 22, 2016."
CARRIED

NB-3 RBAC 18/08/08
North Central Local MOVED by Director Sperling, SECONDED by Director Rose,
Government "That the Rural Budgets Administration Committee ask staff to bring back a report on
Association what the Committees options are for being in or out of the Union of BC Municipalities,
North Central Local Government Association and Federation of Canadian Municipalities
and that the following information be included:

- What are the termination provisions?
- What authority does the Committee have to make the decision?
- What are the pro and cons."

CARRIED

NB-4 Tomslake & District Recreation Commission
The Committee discussed the request from the Tomslake & District Recreation Commission for a proposed meeting. Director Hiebert will confirm with Mr. Seidl on a possible date and what they are proposing for the meeting. After confirmation, the Community Services will provide answers to the questions listed within the request letter and questions that were brought up at the last Grants in Aid meeting held on May 16, 2016.

COMMUNICATIONS: Communication Manager Fran Haughian will publish the Annual Volunteer Appreciation Banquet and will also help with communication in regards to the Tomslake & District Recreation Commissions proposed meeting, specifically with the Sub-Regional Groups.

ADJOURNMENT: RBAC 18/08/09
MOVED by Director Hiebert, SECONDED by Director Rose,
"That the Rural Budgets Administration Committee be adjourned at 3:40 p.m."

CARRIED

Director Goodings, Meeting Chair

Ronda Wilkins, Executive Assistant