



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING MINUTES

DATE: September 15, 2016

PLACE: Regional District Office, Dawson Creek, BC

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

Staff
Chris Cvik, Chief Administrative Officer
Shannon Anderson, Deputy Chief Administrative Officer
Kim Frech, Chief Financial Officer
Trish Morgan, G.M. of Community and Electoral Area Services
Fran Haughian, Communications Manager/Commission Liaison
Ronda Wilkins, Executive Assistant

Absent
Director Dan Rose, Electoral Area E

Call to Order The Chair called the meeting to order at 1:00 p.m.

DIRECTORS NOTICE OF NEW BUSINESS:

NB-1 - Willow Valley Cemetery, NB-2 - Feasibility funds for Area B water, NB-3 Electrical Extension application – Luke Peifer, R-3, Handout #1 – Youth Travel Request - Toni Savard and R-4, Handout #2 – Buick Creek Area and

ADOPTION OF AGENDA:

RBAC 16/09/01

MOVED by Director Hiebert , SECONDED by Director Goodings,
"That the Rural Budgets Administration Committee agenda for the September 15, 2016 meeting with the addition of– Feasibility funds for Area B water, Electrical extension application –Luke Peifer, Willow Valley Cemetery, Handouts #1 – Youth Travel Request - Toni Savard and Handout #2 – Buick Creek Area be adopted."

1. CALL TO ORDER
2. DIRECTORS NOTICE OF NEW BUSINESS:
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 August 8, 2016 – Rachel Kalkman – Express of appreciation for a Scholarship
8. REPORTS:
R-1 September 8, 2016 report from Jennifer Rudyk, Finance Clerk – Finance Report, July 2016 – Revised copy handed out at meeting
R-2 August 31, 2016 – Chris Cvik, Chief Administrative Officer – Notice of Closed Meeting
R-3 September 14, 2016 – Handout #1 report from Jill Rickert, CSC, Youth Travel Request – Toni Savard
R-4 September 12, 2016 – Handout #2 report from Bryna Casey, Parks and Rural Recreation Coordinator – Buick Creek Area – Heat loss
9. NEW BUSINESS:
NB-1 Willow Valley Cemetery – Kim Frech, CFO to report
NB-2 Feasibility funds for Area B Water – Director Goodings
NB-3 Electrical Extension Grant for Luke Peifer
10. COMMUNICATIONS:
11. ADJOURNMENT:

ADOPTION OF MINUTES:

M-1 RBAC 16/09/02
RBAC Minutes, MOVED by Director Goodings, SECONDED by Director Hiebert,
August 18, 2016 "That the Rural Budgets Administration Committee Meeting Minutes of August 18, 2016 be adopted."

CARRIED

DELEGATIONS: None

BUSINESS ARISING FROM THE MINUTES: None

CORRESPONDENCE:

C-1 Received for information
August 8, 2016
Rachel Kalkman –
Scholarship

REPORTS:

R-1 RBAC 16/09/03
September 8, 2016 – MOVED by Director Goodings, SECONDED by Director Hiebert,
Jennifer Rudyk, "That the Rural Budgets Administration Committee approve that the Grant-in-Aid for the
Finance Clerk – Wonowon Horse Club of \$1,500 be returned back into the Grant-in-Aid budget to reduce
Financial Report – next year's requisition."
July 2016

CARRIED

R-2- Chris Cvik,
Notice of Closed
Meeting

The agenda was varied and R2 was dealt with at the end of the meeting.

R-3
September 14, 2016
Handout #1 – Jill
Rickert, CSC – Youth
Travel request

RBAC 16/09/04
MOVED by Director Hiebert, SECONDED by Alternate Director Houley,
"That the Rural Budgets Administration Committee deny the request for travel assistance for Toni Savard to participate in the Hockey Training Institute (HTI) Stars Winter Training Program in Mulmur, Ontario from September 1, 2016 to March 15, 2016 as it does not meet the eligibility criteria for the Youth Travel Grant and all Sub-Regional Youth Travel funding has been expended for 2016."

CARRIED

R-4
September 12, 2016
Handout#2 – Bryna
Casey, PRRC – Buick
Creek Area – Heat
loss

RBAC 16/09/05
MOVED by Director Goodings, SECONDED by Director Hiebert,
Recommendation #1
"That the Rural Budgets Administration Committee approve a grant to the Buick Creek Community Club for up to \$35,000 from the Gas Tax to fund, the application of spray foam in the Buick Creek Arena to address issues around heating inefficiencies, user safety and comfort."

Recommendation #2

"That the Rural Budgets Administration Committee approve the reallocation of \$5,759 in Gas Tax funds to the Buick Creek Community Club from October 2013 to offset the cost of the spray foam installation."

Recommendation #3

"That the Buick Creek Community Club uses the committed Gas Tax funds in accordance with the recommendations made by the Peace River Regional District Building Inspector."

The Directors also asked if Staff would follow up with Buick Creek Arena in regards to the other frost problems in the arena and any other information of additional work that needs to be done.

NEW BUSINESS:

RBAC 16/09/06

NB-1
Willow Valley
Cemetery

MOVED by Alternate Director Houley, SECONDED by, Director Hiebert
"That the Rural Budgets Administration Committee approve that \$200.00 from Area E, Cemetery funds go towards the shortfall of the Willow Valley Cemetery that is only budgeted at \$1,000 for 2016."

NB-2
Feasibility Funds for
Area B - Water

RBAC 16/09/07
MOVED by Director Goodings, SECONDED by Director Hiebert,
"That the Rural Budgets Administration Committee approve from the Peace River Agreement Funds, Area B, Rural Utilities (C) \$230,000 to determine the feasibility, design and cost of:

- 1) upgrading existing water tank loader sites in Area B to a potable water standard;
and
- 2) developing potable water tank loader sites in Rose Prairie and Buick.

And that discussion on the water tank loader at Blackfoot Park by referred to a future meeting of the Rural Budgets Committee."

Deferred until the next RBAC meeting in order for Shannon Anderson, Deputy CAO to clarify the costs to do the study

NB-3 Electrical
Extension Grant for
Luke Peifer

RBAC 16/09/08

MOVED by Director Goodings, SECONDED by Director Hiebert,

"That the Rural Budgets Administration Committee approve the Fair Share Electrical Extension Grant Application from Luke Peifer in the amount of \$4,000 from Area B, Fair Share Funds."

COMMUNICATIONS:

None to post

R-2- Chris Cvik,
Notice of Closed
Meeting

The Committee dealt with R-2 – August 31, 2016 – Chris Cvik, CAO – Notice of Closed Meeting

RBAC 16/09/09

MOVED by Director Goodings, SECONDED by Director Hiebert,

"That permission be granted to resolve to a closed meeting, pursuant to Section 90(1) of the Community Charter which states that a part of a (Board) meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

"(c) labour relations or other employee relations;"

CARRIED

The Committee reconvened at 3:15 p.m.

ADJOURNMENT:

RBAC 16/09/10

MOVED by Director Goodings, SECONDED by Director Hiebert,

"That the Rural Budgets Administration Committee be adjourned at 3:16 p.m."

CARRIED

Director Sperling, Meeting Chair

Ronda Wilkins, Executive Assistant