



# PEACE RIVER REGIONAL DISTRICT

## FEBRUARY SPECIAL BOARD BUDGET MEETING MINUTES

DATE: February 21, 2018

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT:

**Directors**

Chair Sperling, Electoral Area 'C'  
Vice-Chair Rose, Electoral Area 'E'  
Director Bumstead, City of Dawson Creek  
Director Fraser, District of Taylor  
Director Goodings, Electoral Area 'B'  
Director Hiebert, Electoral Area 'D'  
Director Johansson, District of Hudson's Hope  
Director McPherson, District of Tumbler Ridge  
Director Nichols, District of Chetwynd  
Director Stewart, City of Fort St. John

**Alternate Directors**

Alternate Director Christensen, City of Fort St. John  
Alternate Director Lavoie, Village of Pouce Coupe

**Absent**

Director Ackerman, City of Fort St. John  
Director Michetti, Village of Pouce Coupe

**Staff**

Chris Cvik, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Kim Frech, Chief Financial Officer  
Paulo Eichelberger, General Manager of Environmental Services  
Trish Morgan, General Manager of Community Services  
Crystal Brown, Electoral Area Manager  
Fran Haughian, Communications Manager  
Phillip Kovacs, Solid Waste Services Manager  
Claire Negrin, Planning Services Manager  
Trevor Ouellette, IT Manager  
Brenda Deliman, Recording Secretary

Call to Order                      The Chair called the meeting to order at 10:03 a.m.

**ADOPTION OF AGENDA:**

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SRD/18/02/01

MOVED Director Nichols, SECONDED Alternate Director Lavoie,  
That the Peace River Regional District Board agenda for the February 21, 2018  
Special meeting, including additional items for the agenda, be adopted as  
amended:

1. **Call to Order**
2. **Adoption of Agenda**
3. **Gallery Comments or Questions**
4. **Correspondence**
  - 4.1 Requests for Economic Development Funding – Village of Pouce Coupe, City of Fort St. John, District of Chetwynd, and City of Dawson Creek
  - 4.2 February 14, 2018 – City of Dawson Creek – Dawson Creek Curbside
5. **Reports**
  - 5.1 February 15, 2018 – Trish Morgan, General Manager of Community Services – Minaker River Park Budget Amendment
  - 5.2 February 20, 2018 – Deborah Jones-Middleton, Protective Services Manager – Mass Communications Budget
  - 5.3 PRRD 2018 Draft Financial Plan
6. **New Business**
  - 6.1 Notice of Closed Session
7. **Media Questions**
8. **Adjournment**

**CARRIED.**

**REPORTS:**

5.3  
Kim Frech, Chief  
Financial Officer –  
Overview of Draft  
Financial Plan

**PEACE RIVER REGIONAL DISTRICT 2018 DRAFT FINANCIAL PLAN**

The Chief Financial Officer provided an overview of the PRRD 2018 Draft  
Financial Plan including requisition amounts and assessment changes in each  
municipality and electoral area.

Director Stewart entered the meeting at 10:36 a.m.

**1110 – Legislative Regional**

Farmer’s Advocate  
Office

SRD/18/02/02  
MOVED Director Rose, SECONDED Director Goodings,  
That the 1110-229 (Farmer’s Advocate Office) line item be reduced from  
\$50,000 to \$10,000 and staff be directed to redirect the funding allocation  
from a program evaluation and service review to approaching the Provincial  
Government to ask that they commit to funding the entire program.

**DEFEATED.**

**1110 – Legislative Regional (continued)**

Farmer’s Advocate Office SRD/18/02/03  
MOVED Director Goodings, SECONDED Director Johansson,  
That the 1110-229 (Farmers Advocate Office) line item budget allocation remain at \$268,291 in the 2018 PRRD budget.

**CARRIED.**

Seniors Needs Housing study The Board discussed the scope of the proposed seniors housing needs analysis and the potential for cooperation with member municipalities and other stakeholders already active in this subject area. By consensus, the Board directed that the budget of \$122,500 for the seniors housing needs study, plus the \$2,500 previously approved to hire Blair Lekstrom to assist with securing an audience with Premier Horgan regarding the Dawson Creek & District Hospital Patient Care Replacement Program remain in the 2018 budget.

Medical Scholarship Program The Board also discussed the potential future expansion of the medical scholarship program to LPN students if funding is available due to low volume of applications, or in the alternative, expanding the program through the Terms of Reference and increasing the budget in future years accordingly.

Director Bumstead left the meeting at 11:31 a.m.

**1190 Legislative – Electoral Areas**

Round Table & Other Community Info Meetings SRD/18/02/04  
MOVED Director Goodings, SECONDED Director Hiebert,  
That the 1190-299 budget line item ‘Round Table & Other Community Info’, be reduced from \$65,000 to \$25,000.

**CARRIED.**

Director Bumstead returned to the meeting at 11:36 a.m.

**NEW BUSINESS:**

**1200 – Administrative**

6.1 **NOTICE OF CLOSED SESSION**

Notice of Closed Session

SRD/18/02/05  
MOVED Director Nichols, SECONDED Director Stewart,  
That the Board recess to a Closed Meeting pursuant to CC Section 90(1)(c) (*labour relations or other employee relations*) for the purpose of discussing the composition of the 1200-391 budget allocation of \$305,000.

**CARRIED.**

Recess The Chair recessed the meeting to a Closed Session and luncheon at 11:47 a.m.

Reconvene The Chair reconvened the meeting open to the public at 12:57 p.m.

**REPORTS:**

5.3 Draft Financial Plan The Board resumed discussion of items in the 1200 Administrative Budget, including the suitability of the Dawson Creek office, furthering an asset management and maintenance program, and the cost and effectiveness of communications.

DC Office Building suitability By consensus, the Board directed that the Dawson Creek Office Building suitability and lifespan be scheduled for a Committee of the Whole discussion.

**1210 Administrative - Fiscal and Other**

Paleontology Function SRD/18/02/06  
MOVED Director Nichols, SECONDED Director McPherson,  
That the 1210-468 budget line item 'Feasibility – Paleontology Function', in the amount of \$5,742 be removed.

**CARRIED.**

**1950 Grants to Community Organizations**

Blanket Grant Policy The Board discussed various grants included in this budget and the change in process that will require even those allocations approved in the budget to submit a basic grant application to provide a paper trail as to who received funds, what they were to be used for, and other standardized information.

**1951 Recreation & Cultural Facilities – Grants-In-Aid**

Grants in Aid budgets SRD/18/02/07  
MOVED Director Stewart, SECONDED Director McPherson,  
1) That the 1950-417 budget line item 'Grants-in-Aid - Area C' be reduced from \$60,000 to \$50,000; and  
2) That the 1950-233 budget line item 'Volunteer Recognition Banquet' in the amount of \$6,500 be removed.

**CARRIED.**

**2410 Charlie Lake Fire/ 2411 Chetwynd Rural Fire/ 2412 Dawson Creek/  
Pouce Coupe Fire/ 2413 Fort St. John Rural Fire/ 2414 Moberly Lake Rural  
Fire/ 2415 Taylor Rural Fire/ 2416 Tomslake Fire/ 2500 911 Emergency  
Telephone System**

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Fire Protection  
Services and 911

The Board discussed fire protection services including the Charlie Lake Fire Department engine purchase, equipment replacement of base radios and repeaters for fire dispatch operations, and fire department call outs to support other first responders such as ambulance and RCMP.

Fire Department call  
out costs

**2410 – 2416 – Fire Protection Service Budgets**

By consensus, the Board directed staff to add MVA support callout costs to fire services as a Committee of the Whole discussion topic.

Director Goodings left the meeting at 2:08 p.m.

5.2  
February 20, 2018 –  
Deborah Jones-  
Middleton,  
Protective Services  
Manager – Mass  
Communication  
System

**2510 Emergency Planning**

SRD/18/02/08

MOVED Director Fraser, SECONDED Director Stewart,  
That, as the mass communication notification system will be used on a regional basis both by the Regional District and member municipalities alike, the amount of \$30,000 in the 2510-280 budget line 'Mass Communication Notification System' be moved to the '1200 Administrative – Communications' budget.

**CARRIED.**

Director Goodings returned to the meeting at 2:11 p.m.

**2921 Building Inspection**

The Chief Financial Officer advised that the building inspection function to jointly employ a Level III building inspector is now one year old and a recent joint meeting between participants in the function indicate that the sub-regional service is working as expected.

**4300 Regional Solid Waste Management**

DC curbside  
recycling

Solid waste  
management

The Board discussed solid waste management and considered agenda item 4.2 (correspondence received February 14, 2018 from the City of Dawson Creek regarding curbside recycling). Also reviewed and discussed were the budget allocations for waste composition studies, the Bessborough and Chetwynd landfill operations, the Solid Waste Management Plan, recycling, solar power lighting at transfer stations, landfill gas collection, and tipping fee revenues.

**4300 Regional Solid Waste Management (continued)**

Transfer station  
operational costs v.  
revenues

By consensus, Board directed staff to add transfer station operational costs vs. revenues as a Committee of the Whole discussion topic.

Alternate Director Lavoie left the meeting at 2:43 p.m.

**2019 SOLID WASTE CALENDAR**

2019 Solid Waste  
Calendar

SRD/18/02/09  
MOVED Director Rose, SECONDED Director Goodings,  
That staff be directed to discontinue the creation and distribution of a PRRD  
Solid Waste Calendar in 2019.

**CARRIED.**

Alternate Director Lavoie returned to the meeting at 2:48 p.m.

**6100 Management of Development**

The Chief Administrative Officer advised that new 2018 projects for development services in 2018 will start later in the year when current projects (ie: NPOCP) have been completed.

**6245 Tate Creek Community Centre**

The Chief Financial Officer advised that 2018 is the first year for this service, and that the assent voting costs will be paid back over a three year period to stay within the maximum requisition amount, the majority of which is needed for operation of the facility.

**7121 South Peace Multiplex**

The Chief Financial Officer advised that the South Peace Multiplex loan will be paid off in 2025.

**7123 Clearview Gym**

The Chief Financial Officer noted that the final payment on the five year loan for the Clearview Gym will be made in 2018.

**7131 North Peace Leisure Pool**

The Chief Financial Officer advised that at the end of 2018, an expected balance of \$4M will be available in reserves for the replacement of the North Peace Leisure Pool.

### **7151 Clearview Arena**

The Chief Financial Officer advised that as the Clearview Arena function has a low maximum requisition and operating costs are increasing, a bylaw amendment to increase the requisition by 5% as permitted by the *Local Government Act* may be proposed for 2019.

5.1  
February 15, 2018 –  
Trish Morgan,  
General Manager of  
Community Services

### **7180 Regional Parks**

The Board discussed the Minaker River, Spencer Tuck and Montney Centennial Regional Parks and considered agenda item 5.1 (Minaker Park Budget Amendment report from the GM of Community Services).

The Chief Financial Officer advised that the amount of \$30,109 would be included in the 7180-560 budget line item 'Park – Minaker', as requested, to accommodate the contract for weekly maintenance and a meeting with Prophet River First Nations to discuss the future of the park.

5.3  
PRRD 2018 Draft  
Financial Plan

### **PINK MOUNTAIN BIODIVERSITY INITIATIVE**

RD/18/02/10

MOVED Director Goodings, SECONDED Director Johansson, That the 7180-437 budget line item 'Pink Mountain Biodiversity Initiative' be increased from \$7,500 to \$50,000 to accommodate consultation with appropriate stakeholders and to present findings to the Ministry of Environment and Climate Change Strategy.

**CARRIED.**

Recess

The Chair recessed the meeting at 3:17 p.m.

Reconvene

The Chair reconvened the meeting at 3:30 p.m.

4.1 Economic  
Development

### **6500 Economic Development**

The Board considered agenda item 4.1 (economic development funding requests from the District of Chetwynd, City of Dawson Creek, City of Fort St. John, Village of Pouce Coupe, and District of Tumbler Ridge) and discussed economic development for 2018. Topics included:

- apportionment formula
- participation in projects (levels of financial participation)
- potential economic development projects (long-term, short-term, late requests)
- municipal council input
- a budget placeholder
- North Peace, South Peace, and Regional District initiatives

**6500 Economic Development (continued)**

By consensus, the Board agreed to add the economic development discussion to the February 22<sup>nd</sup> Board meeting agenda as a late item (time sensitive) which must be determined prior to consideration of the Financial Plan Bylaw.

**2018 PRRD BUDGET - OPEN HOUSES**

Budget Open Houses RD/18/02/11  
MOVED Alternate Director Lavoie, SECONDED Director McPherson,  
That, due to historical low attendance, the 2018 PRRD Budget – Open Houses scheduled for March 12-14, in Fort St. John, Chetwynd, and Dawson Creek be cancelled.

**CARRIED.**

**ADJOURNMENT:**

**ADJOURNMENT**

The Chair adjourned the meeting at 4:43 p.m.

CERTIFIED a true and correct copy of the Minutes of the Regional Board of the Peace River Regional District from a Special Budget Meeting held on February 21, 2018 in the Regional District Office Board Room, Dawson Creek, BC.

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Brad Sperling, Chair

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Tyra Henderson, Corporate Officer