



**PEACE RIVER REGIONAL DISTRICT  
ELECTORAL AREA DIRECTORS' COMMITTEE  
MEETING MINUTES**

DATE: August 14, 2014  
PLACE: Regional District Office Boardroom, Dawson Creek, BC  
PRESENT:

- Directors: Karen Goodings, Electoral Area 'B' and Meeting Chair  
Arthur Hadland, Electoral Area 'C'  
Leonard Hiebert, Electoral Area 'D'  
Jerrilyn Schembri, Electoral Area 'E'
- Staff: Chris Cvik, Chief Administrative Officer  
Shannon Anderson, Deputy Chief Administrative Officer  
Bruce Simard, General Manager of Development Services,  
Fran Haughian, Communications Manager / Commission Liaison  
Trish Morgan, Manager of Community Services  
Jeff Rahn, General Manager of Environmental Services  
Kari Bondaroff, Manager, Invasive Plant Program  
Barb Coburn, Recording Secretary

Call to Order Chair Goodings called the meeting to order at 10 a.m.

ADOPTION OF AGENDA:

August 14, 2014 Agenda

MOVED by Director Hadland, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee agenda for the August 14, 2014 meeting, be adopted, including items of new business:  
Call to Order: Director Goodings to Chair the meeting  
Directors' Notice of New Business:  
Adoption of Agenda:  
Adoption of Minutes:  
M-1 Electoral Area Directors' Committee Meeting Minutes of July 17, 2014  
Business Arising from the Minutes:  
BA-1 Discussion regarding the General Manager, Electoral Area Admin Position  
Delegations:  
Correspondence:  
Reports:  
R-1 July 23, 2014 Report from Director Leonard Hiebert, Electoral Area 'D' regarding Attendance at the 2014 Federation of Canadian Municipalities Conference.  
R-2 July 23, 2014 Report from Bruce Simard, General Manager of Development Services regarding the Building Bylaw.  
R-3 Fran Haughian, Communications Manager/Commission Liaison regarding Nomination Period Communications for the General Local Elections.  
R-4 Jeff Rahn, General Manager of Environmental Services regarding the Invasive Plant Program  
New Business:  
NB-1 Work Camps  
NB-2 Wasting Disease  
NB-3 Telus Request  
NB-4 Sewer Creek near Old Fort  
NB-5 Weeds Complaints in Charlie Lake  
NB-6 North Peace Landfill Complaint  
NB-7 Bissette Creek  
NB-8 Swan Lake Enhancement Society  
Diary:  
Adjournment:

CARRIED.

ADOPTION OF MINUTES:

M-1  
EADC Meeting Minutes of  
July 17, 2014

MOVED by Director Hadland, SECONDED by Director Schembri,  
That the Electoral Area Directors' Committee minutes of July 17, 2014 be adopted.

CARRIED.

BUSINESS ARISING:

BA-1  
NB-2 - General Manager  
Electoral Area Admin  
Position

The Directors reviewed the duties and responsibilities for the General Manager Electoral Area Administration as supplied by Leah Mellott of the Regional District of North Okanagan. It was determined that the duties and responsibilities of the new employee should be:

1. act as staff liaison for the Electoral Area directors - provide advice, research and draft documents, oversee calendars, coordinate activities, and coordinate attendance at elected official engagements;
2. attend EADC meetings in the capacity of staff liaison; assist with formulation of recommendations to the Board;
3. Prepare reports, briefs, plans and background documentation for EADC meetings and oversee preparation of meeting agendas;
4. Initiate action, coordinate and monitor assigned tasks emerging from meetings.
5. work with directors and staff to formulate recommendations with respect to policies, procedures, bylaws, programs, budgets and long-term planning;
6. monitor budget and approve expenditures;
7. contribute as a member of the senior management team;
8. maintain harmonious working relationships with municipal and regional district staff, elected officials, members of the business community and the general public;
9. perform other duties as may be assigned from time to time;
10. undertake emergency training and assist as directed in supporting the regional district's emergency response mandate; and
11. duties assigned during an emergency may differ from regular duties.

MOVED by Director Hadland, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommend that staff research the General Manager Electoral Area Administration Position, prepare a job description and summary report to be presented to the Regional Board for approval.

CARRIED.

REPORTS:

R-1  
Building Bylaw

MOVED by Director Hadland, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommend to the Regional Board that meetings be arranged with key interested parties to review and compare the proposed new building bylaw to the old bylaw prior to presenting Building Bylaw No. 2131, 2014 to the Regional Board.

CARRIED.

MOVED by Director Hadland, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommend to the Regional Board that, after the pre-meetings have been held, public information sessions be held in each electoral area to review Building Bylaw No. 1189, 1999 with the proposed Building Bylaw No. 2131, 2014.

CARRIED.

Recess  
Reconvene

The meeting recessed for lunch at 12:25 p.m.  
The meeting reconvened at 12:55 p.m.

REPORTS (CONTINUED):

R-3  
Communications during the nomination period of the 2014 election.

MOVED by Director Hadland, SECONDED by Director Schembri,  
That the Electoral Area Directors' Committee recommend to the Regional Board that the communications strategy to hold information sessions in the Dawson Creek and Fort St. John Regional District offices for the 2014 Local General Election nomination period be approved as follows:

- develop an elections 2014 page on the Regional District website;
- perform regular posts to the Regional District Facebook page;
- create an outline of "What Every Candidate Needs to Know" that the Corporate Officer can present at the information meetings; and
- include advertising, in addition to the statutory requirements, on the following local radio/TV stations and websites:
  - Peace FM and Chet TV;
  - Bell Media, Dawson Creek;
  - Moose FM, Fort St. John; and
  - Energetic City website.

CARRIED.

NEW BUSINESS:

NB-2  
Chronic Wasting Disease

MOVED by Director Hadland, SECONDED by Director Schembri,  
That the Electoral Area Directors' Committee recommend to the Regional Board that Cait Nelson, Wildlife Health Biologist, Fish and Wildlife Branch, Ministry of Forests, Lands and Natural Resource Operations be invited the next Inter-provincial meeting to discuss Chronic Wasting Disease and signage.

CARRIED.

NB-3  
Telus and CRTC

MOVED by Director Schembri, SECONDED by Director Hadland,  
That the Electoral Area Directors' Committee recommend to the Regional Board that a letter be forwarded to the Canadian Radio-television and Telecommunications Commission (CRTC) to express concerns regarding the review of wholesale mobile wireless services, Telecom Notice of Consultation CRTC 2014-76, stating the following:

- We understand that the CRTC is examining the Canadian mobile wireless marketplace. We also understand that the CRTC is considering possible mandatory wholesale access to wireless network services to assist competitors.
- Given the importance of the issues under consideration in this proceeding and the potential impact on availability of wireless services in Canada, we ask that you consider our views and the potential impact of your decisions on our community.
- We ask that the CRTC ensure its framework maintains full incentives for wireless service providers to invest in rural communities so that our citizens continue to have access to the fastest networks. We would not want the CRTC to institute new rules that would detract future investment.

CARRIED.

NB-4  
Sewer Creek

MOVED by Director Hadland, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommend to the Regional Board that staff liaise with the City of Fort St. John regarding erosion mitigation of the creek channel commonly known as Sewer Creek and to enquire concerning the status of in-line hydro generators.

CARRIED.

# M-1

NEW BUSINESS (CONTINUED):

NB-5  
Bissette Creek Riprap

MOVED by Director Schembri, SECONDED by Director Hadland,  
That the Electoral Area Directors' Committee recommend to the Regional Budgets Administration  
Committee that the request for financial assistance for erosion mitigation measures on Bissette  
Creek be approved.

CARRIED.

Adjournment

MOVED by Director Hadland, SECONDED by Director Hiebert,  
That the meeting adjourn.

CARRIED

The meeting adjourned at 2:25 p.m.

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Karen Goodings, Chair

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Barb Coburn, Recording Secretary