

# PEACE RIVER REGIONAL DISTRICT ELECTORAL AREA DIRECTORS COMMITTEE MEETING

## A G E N D A

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for the meeting to be held on Thursday, June 18, 2015 in the  
Regional District Office Boardroom, 1981 Alaska Avenue, Dawson Creek, BC  
commencing at 10 a.m.

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1. Call to Order: Director Goodings to Chair the meeting
2. Director's Notice of New Business:
3. Adoption of Agenda:
4. Adoption of Minutes:
  - M-1 Electoral Area Directors' Committee Minutes of May 21, 2015.
5. Business Arising from the Minutes:
  - BA-1 Terms of Reference for the Agriculture Advisory Committee.
6. Delegations:
7. Correspondence:
  - C-1 June 10, 2015 - The Compass - Electoral Area Directors' Forum 2015 - Request for Topics.
8. Reports:
  - R-1 June 4, 2015 - Chris Cvik, Chief Administrative Officer - regarding Sub-Regional Water Function and Sub-Regional Septage Handling Function.
  - R-2 June 8, 2015 email from Bruce Simard, General Manager of Development Services regarding Land Use Report referrals process.
9. New Business:
10. Communications:
11. Diary:
12. Adjournment:



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

DATE: May 21, 2015

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT:

Directors: Karen Goodings, Director, Electoral Area 'B' and Meeting Chair  
Brad Sperling, Director, Electoral Area 'C'  
Leonard Hiebert, Director, Electoral Area 'D'  
Dan Rose, Director, Electoral Area 'E'

Staff: Chris Cvik, Chief Administrative Officer  
Shannon Anderson, Deputy Chief Administrative Officer  
Bruce Simard, General Manager of Development Services  
Jodi MacLean, Assistant Manager of Development Services  
Fran Haughian, Communications Manager / Commission Liaison  
Trish Morgan, Manager of Community Services  
Kim Frech, Chief Financial Officer  
Barb Coburn, Recording Secretary

Call to Order Chair Goodings called the meeting to order at 11:45 p.m.

Closed Session MOVED by Director Rose, SECONDED by Director Sperling,  
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 (Committee) 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.

Recess The meeting recessed to a closed session at 11:46 p.m.

Reconvene The Chair reconvened the meeting at 12:50 p.m.

ADOPTION OF AGENDA:

May 21, 2015 Agenda MOVED by Director Hiebert, SECONDED by Director Rose,  
that the Electoral Area Directors' Committee agenda for the May 21, 2015 meeting, including  
items of New Business, be adopted:  
Call to Order: Director Goodings to Chair the meeting  
Director's Notice of New Business:  
Adoption of Agenda:  
Adoption of Minutes:  
M-1 Electoral Area Directors' Committee Meeting Minutes of April 16, 2015.  
Business Arising from the Minutes:  
Delegations:  
Correspondence:  
Reports:  
R-1 May 15, 2015 - Jodi MacLean, Assistant Manager of Development Services - Community Advisory  
Committee - West Peace Fringe Area Official Community Plan.

ADOPTION OF AGENDA (CONTINUED)

May 21, 2015 Agenda  
(continued)

New Business:  
NB-1 Farmer's Advocate office  
NB-2 Agriculture Advisory Committee, Terms of Reference  
NB-3 Clearview Gymnasium  
NB-4 Romedo Spring  
Communications:  
Diary:  
Adjournment:

CARRIED.

ADOPTION OF MINUTES:

M-1  
EADC meeting minutes of  
April 16, 2015

MOVED by Director Hiebert, SECONDED by Director Sperling,  
that the Electoral Area Directors' Committee Meeting minutes of April 16, 2015 be adopted.

CARRIED.

REPORTS

R-1  
Community Advisory  
Committee for the West  
Peace Fringe Area Official  
Community Plan

A lengthy discussion ensued regarding a proposed Community Advisory Committee (CAC) for the West Peace Fringe Area (WPFA) Official Community Plan (OCP). The proposal included advertising for interested residents to submit an application to take part in the CAC. The committee will consist of up to twelve members. The Terms of Reference for the CAC were also reviewed.

MOVED by Director Hiebert, SECONDED by Director Sperling,  
That the Electoral Area Directors' Committee recommend to the Regional Board  
(a) that a Community Advisory Committee for the West Peace Fringe Area Official Community Plan be formed, and  
(b) that the Terms of Reference for the Community Advisory Committee be approved as presented.

CARRIED.

NEW BUSINESS

NB-1  
Farmer's Advocacy Office

MOVED by Director Rose, SECONDED by Director Sperling,  
That the Electoral Area Directors' Committee recommend to the Regional Board that staff forward a Notice of Intent to Renew to the Farmer's Advocacy Office, offering to renew the contract for a one-year term, from August 1, 2015 to July 31, 2016.

CARRIED.

MOVED by Director Rose, SECONDED by Director Sperling,  
That staff provide the agenda and meeting notes of the Farmer's Advocacy meetings to the Electoral Area Directors' Committee on a quarterly basis and that his item be added to the Diary.  
CARRIED.

Recess

The meeting recessed for lunch at 2 p.m.

Reconvene

The meeting reconvened 2:08 p.m.

NEW BUSINESS (CONTINUED)

NB-2  
Agriculture Advisory  
Committee Terms of  
Reference

After a lengthy discussion regarding the Agriculture Advisory Committee (AAC) Terms of Reference, it was decided that the Directors would review the copies of terms of reference provided in order to come to an informed decision at the next Electoral Area Directors' Committee meeting.

ADJOURNMENT

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

CARRIED

The meeting adjourned at 3 p.m.

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Karen Goodings, Chair

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Barb Coburn, Recording Secretary



## Auditor General for Local Government Review Released

June 10, 2015

The Government of British Columbia has released a review on the governance and operations of the Auditor General for Local Government (AGLG). Mr. Chris Trumpy conducted the review over a three-week period in March and April of this year. B.C. local governments were not consulted as part of the review. [Read more](#)



## Truth and Reconciliation Commission Findings Revealed

On June 2, 2015, after six years of hearings and testimony, a summary of the Truth and Reconciliation Commission's (TRC) final report was released to the public. The Honourable Justice Murray Sinclair, who provided an emotional update on the TRC's work at last year's UBCM Convention, presented the findings, which included 94 broadly based recommendations. Several of these "Calls to Action" were directed toward local governments. [Read more](#)



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## Call for Nominations - UBCM Executive

UBCM's 2015 Nominating Committee has been established and a Call for Nominations has been issued to local elected officials wishing to serve on the 2015-2016 UBCM Executive. [Read more](#)



## Policy Update: Off-Road Vehicle Management

The Province continues to consult with UBCM and over 20 other provincial stakeholders as it proceeds to develop accompanying regulations for the *Off-Road Vehicle (ORV) Act*. UBCM will be holding a pre-conference session on Monday, September 21 to profile how the new Act will affect backcountry users. [Read more](#)

## Update on National RCMP Contract Management Committee

The first of the bi-annual meetings for the Contract Management Committee (CMC) was held on May 26-28, 2015 in Ottawa. The Committee discussed a range of issues of interest to local government, such as the role of auxiliary constables, RCMP member pay, and cadet training. A detailed list of issues is documented below. [Read more](#)

## Electoral Area Directors' Forum 2015 - Request for Topics

With the 2015 UBCM Convention quickly approaching, we would like to get your input on discussion topics for the Electoral Area Directors' Forum. This forum will be held on Tuesday, September 22 from 9am to 12noon at the Vancouver Convention Center in Vancouver, BC. [Read More](#)

## Deadline Approaching for Air Access Program

On June 1, 2015 the Province announced a call for applications under the new BC Air Access Program. For further program information, please refer to the program [website](#). The application deadline is June 22, 2015. Please contact [Leeanne Jones](#) at (250) 953-8665 with any questions or comments.



## **Electoral Area Directors' Forum 2015 - Request for Topics**

June 10, 2015

With the 2015 UBCM Convention quickly approaching, we would like to get your input on discussion topics for the Electoral Area Directors' Forum. This forum will be held on Tuesday, September 22 from 9 a.m. to 12 noon at the Vancouver Convention Center in Vancouver, BC.

We will primarily address policy topics in the session this year. Therefore, we are seeking your ideas for policy topics for discussion.

Your direct involvement makes the Forum an annual success. We encourage you to send your feedback to [Marylyn Chiang](#), Senior Policy Analyst by August 4, 2015.

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**June 18, 2015**



# Peace River Regional District REPORT

R-1

To: Electoral Area Directors  
From: Chris Cvik, CAO

Date: June 4, 2015

**Subject: Project Update #3:** Sub-Regional Water Function and Sub-Regional Septage Handling Function

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## RECOMMENDATIONS:

1. That the Regional Board supports the creation of a sub-regional water function that includes Electoral Areas B, C, and D.
2. That the Regional Board endorses the use of a referendum to determine support for the proposed sub-regional water function.

## BACKGROUND/RATIONALE:

At the November 27, 2014, Regional Board Meeting, the following resolutions were approved:

- Sub-Regional Water Function and Sub-Regional Septage Handling Function**
- RD/14/11/10 (27) That the three readings on October 9, 2014 of "Potable Water Service Establishment Bylaw No. 2167, 2014", be rescinded.
- RD/14/11/11 (27) That the three readings on October 9, 2014 of "Domestic Sewage and Septage Receiving Facility Service Establishment Bylaw No. 2168, 2014", be rescinded.
- RD/14/11/12 (27) That the three readings on October 9, 2014 of "Potable Water Facilities Construction Loan Authorization Bylaw No. 2169, 2014", be rescinded.
- RD/14/11/13 (27) That the three readings on October 9, 2014 of "Domestic Sewage and Septage Receiving Facility Construction Loan Authorization Bylaw No. 2170, 2014", be rescinded.
- RD/14/11/14 (27) That the following Board Resolution No. RD/14/07/36 (24) be rescinded:  
"That the Regional Board support the use of the Alternative Approval Process (AAP) for the creation of a sub-regional water function and sub-regional sewage function."
- RD/14/11/15 (27) That Administration prepare a report for the Boards consideration on holding a separate referendum for each Electoral Area to allow each Electoral Area to vote on whether or not they support the establishment of a proposed Potable Water Service and a proposed Domestic Sewage Service.

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Staff Initials:

Dept. Head:

June 18, 2015

CAO:

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At the time the previous motions were rescinded, the two proposed functions - potable water and sewage functions were grouped together for discussion purposes. The Electoral Area Directors felt that given the different needs across the rural electoral areas with respect to water and sewer, it would be better served to split the two proposed functions into separate decisions to be determined at separate times.

A referendum on a proposed water function would be the first decision that residents would be asked to consider. Electoral Areas B, C, and D, will be involved in the proposed referendum to establish a proposed water function. Electoral Area E has advised they do not support the establishment of a potable water service in Area E.

A significant change from the previous attempt to create a water function is there would be no loan authorization bylaw required. Under the previous attempt, administration was looking to borrow ten-million dollars to create up to ten potable water stations. During the Community Meetings, residents voiced their concern over the loan amounts. Based on this feedback, the Rural Directors feel that creating the service and charging a tax rate on Improvements only of \$0.10 per \$1,000 of assessment is the preferred route. Based on a proposed service area of B, C, and D, this would raise approximately \$1.18 million dollars per year (see attached). These funds would be used towards the construction and operation of potable water facilities. This approach will mean a slower roll-out of potable water facilities throughout the three electoral areas with on-going public health risks associated with the continued operation of untreated water distribution systems being used for potable water consumption (i.e., Romedo Spring).

Another significant change from the previous attempt is the use of a referendum to determine support by the residents as opposed to the Alternate Approval Process (AAP) that was initially presented to residents.

**OPTIONS:**

1. That the Regional Board endorses the creation of a sub-regional water function that includes Electoral Areas B, C, and D.
2. That the Regional Board supports the use of a referendum to determine support for the proposed sub-regional water function.
3. That the Regional Board provides further direction to Administration.

**STRATEGIC PLAN RELEVANCE:**

Rural Servicing is identified under Emerging Regional Opportunities in the Strategic Plan.



**FINANCIAL CONSIDERATION(S):**

In October 2014, the PRRD Board approved \$50,000 Feasibility Funds for advertising and public meetings on the proposed water and sewer functions that were being considered at that time. There is \$34,322 remaining from this amount.

**COMMUNICATIONS:**

If approved by the Board, Administration will prepare and present a detailed Communications Plan for consideration outlining a proposed date for the referendum, the referendum question, and proposed advertising strategy.

**OTHER CONSIDERATION(S):**

After the results of a referendum are known, residents would be asked to consider the creation of a sewage function. Electoral Areas B and C will be the two areas participating in a referendum on creating a sewage function. The permanent sewage receiving facility at Charlie Lake is scheduled to be completed by the end of 2015 at which time the commissioning phase will start. Although the initial capital costs have been covered through existing funding, it will still be important to proceed with a referendum on establishing a sewer function for these two electoral areas to cover or offset operating costs, capital repairs and a replacement reserve.

Electoral D will be meeting with the City of Dawson Creek to discuss accessibility to the Dawson Creek facility by rural residents. Electoral Area E has advised they do not support the establishment of a proposed sewage function in Area E.

**Amounts Raised by Area**

**Electoral Area Water Service**

**Improvements Only**

Rates (cents) are the rate of the Class 1 Residential from that the other classes are set by the Provincial ratios

**R-1**

ELECTORAL AREAS	Taxable Assessments			Converted Assessments			Cents Ratio	0.010		0.030		0.050		0.070		0.100	
	Land	Improvements	Total	Land	Improvements	Total		1c/1000	Tax Raised	3c/1000	Tax Raised	5c/1000	Tax Raised	7c/1000	Tax Raised	10c/1000	Tax Raised
<b>B</b>																	
1 - Residential	141,575,680	408,029,697	549,605,377	14,157,568	40,802,969	54,960,537	1.00	0.010	4,080	0.030	12,241	0.050	20,401	0.070	28,562	0.100	40,803
2 - Utilities	8,792,043	323,499,000	332,291,043	3,077,215	113,224,650	116,301,865	3.50	0.035	11,322	0.105	33,967	0.175	56,612	0.245	79,257	0.350	113,225
4 - Major Industry	307,012,800	390,601,200	697,614,000	104,384,352	132,804,408	237,188,760	3.40	0.034	13,280	0.102	39,841	0.170	66,402	0.238	92,963	0.340	132,804
5 - Light Industry	116,521,613	1,120,252,900	1,236,774,513	39,617,348	380,885,986	420,503,334	3.40	0.034	38,089	0.102	114,266	0.170	190,443	0.238	266,620	0.340	380,886
6 - Business/Other	4,028,277	42,797,534	46,825,811	986,927	10,485,395	11,472,322	2.45	0.025	1,049	0.074	3,146	0.123	5,243	0.172	7,340	0.245	10,485
7 - Managed Forest	6,500	-	6,500	1,950	-	1,950	3.00	0.030	-	0.090	-	0.150	-	0.210	-	0.300	-
8 - Rec/Non Profit	325,800	358,000	683,800	32,580	35,800	68,380	1.00	0.010	4	0.030	11	0.050	18	0.070	25	0.100	36
9 - Farm	34,009,019	-	34,009,019	3,400,901	-	3,400,901	1.00	0.010	-	0.030	-	0.050	-	0.070	-	0.100	-
<b>Total</b>	<b>612,271,732</b>	<b>2,285,538,331</b>	<b>2,897,810,063</b>	<b>165,658,841</b>	<b>678,239,208</b>	<b>843,898,049</b>			<b>67,824</b>	<b>203,472</b>	<b>339,120</b>	<b>474,767</b>	<b>678,239</b>				
<b>C</b>																	
1 - Residential	357,534,450	754,028,657	1,111,563,107	35,753,445	75,402,865	111,156,310	1.00	0.010	7,540	0.030	22,621	0.050	37,701	0.070	52,782	0.100	75,403
2 - Utilities	1,391,133	38,481,780	39,872,913	486,896	13,468,623	13,955,519	3.50	0.035	1,347	0.105	4,041	0.175	6,734	0.245	9,428	0.350	13,469
4 - Major Industry	11,383,400	16,351,100	27,734,500	3,870,356	5,559,374	9,429,730	3.40	0.034	556	0.102	1,668	0.170	2,780	0.238	3,892	0.340	5,559
5 - Light Industry	3,536,086	40,599,600	44,135,686	1,202,269	13,809,864	15,006,133	3.40	0.034	1,380	0.102	4,141	0.170	6,902	0.238	9,663	0.340	13,804
6 - Business/Other	104,366,530	193,557,800	297,924,330	25,569,799	47,421,661	72,991,460	2.45	0.025	4,742	0.074	14,226	0.123	23,711	0.172	33,195	0.245	47,422
8 - Rec/Non Profit	706,400	-	706,400	70,640	-	70,640	1.00	0.010	-	0.030	-	0.050	-	0.070	-	0.100	-
9 - Farm	4,942,106	-	4,942,106	494,210	-	494,210	1.00	0.010	-	0.030	-	0.050	-	0.070	-	0.100	-
<b>Total</b>	<b>483,860,105</b>	<b>1,043,018,937</b>	<b>1,526,879,042</b>	<b>67,447,615</b>	<b>155,656,387</b>	<b>223,104,002</b>			<b>15,566</b>	<b>46,697</b>	<b>77,828</b>	<b>108,959</b>	<b>155,656</b>				
<b>D</b>																	
1 - Residential	157,223,839	476,621,128	633,844,967	15,722,383	47,662,112	63,384,495	1.00	0.010	4,766	0.030	14,299	0.050	23,831	0.070	33,363	0.100	47,662
2 - Utilities	3,403,060	221,669,084	225,072,144	1,191,071	77,584,179	78,775,250	3.50	0.035	7,758	0.105	23,275	0.175	38,792	0.245	54,309	0.350	77,584
4 - Major Industry	77,422,900	244,857,100	322,280,000	26,323,786	83,251,414	109,575,200	3.40	0.034	8,325	0.102	24,975	0.170	41,626	0.238	58,276	0.340	83,251
5 - Light Industry	25,117,167	383,900,300	409,017,467	8,539,836	130,526,102	139,065,938	3.40	0.034	13,053	0.102	39,158	0.170	65,263	0.238	91,368	0.340	130,526
6 - Business/Other	15,496,313	23,431,227	38,927,540	3,796,596	5,740,650	9,537,246	2.45	0.025	574	0.074	1,722	0.123	2,870	0.172	4,018	0.245	5,741
7 - Managed Forest	3,900	-	3,900	1,170	-	1,170	3.00	0.030	-	0.090	-	0.150	-	0.210	-	0.300	-
8 - Rec/Non-Profit	1,564,311	1,900	1,566,211	156,431	190	156,621	1.00	0.010	0	0.030	0	0.050	0	0.070	0	0.100	0
9 - Farm	22,855,596	-	22,855,596	2,285,559	-	2,285,559	1.00	0.010	-	0.030	-	0.050	-	0.070	-	0.100	-
<b>Total</b>	<b>303,087,086</b>	<b>1,350,480,739</b>	<b>1,653,567,825</b>	<b>58,016,832</b>	<b>344,764,647</b>	<b>402,781,479</b>			<b>34,476</b>	<b>103,429</b>	<b>172,382</b>	<b>241,335</b>	<b>344,765</b>				
<b>B, C &amp; D</b>																	
1 - Residential	656,333,969	1,638,679,482	2,295,013,451	65,633,396	163,867,946	229,501,342	1.00	0.010	16,387	0.030	49,160	0.050	81,934	0.070	114,708	0.100	163,868
2 - Utilities	13,586,296	583,649,864	597,236,100	4,755,182	204,277,452	209,032,634	3.50	0.035	20,428	0.105	61,283	0.175	102,139	0.245	142,994	0.350	204,277
4 - Major Industry	395,819,100	651,809,400	1,047,628,500	134,578,494	221,615,196	356,193,690	3.40	0.034	22,162	0.102	66,485	0.170	110,808	0.238	155,131	0.340	221,615
5 - Light Industry	145,174,866	1,544,752,800	1,689,927,666	49,359,453	525,215,952	574,575,405	3.40	0.034	52,522	0.102	157,565	0.170	262,608	0.238	367,651	0.340	525,216
6 - Business/Other	123,891,120	259,786,561	383,677,681	30,353,322	63,647,706	94,001,028	2.45	0.025	6,365	0.074	19,094	0.123	31,824	0.172	44,553	0.245	63,648
7 - Managed Forest	10,400	-	10,400	3,120	-	3,120	3.00	0.030	-	0.090	-	0.150	-	0.210	-	0.300	-
8 - Rec/Non Profit	2,596,511	359,900	2,956,411	259,651	35,990	295,641	1.00	0.010	4	0.030	11	0.050	18	0.070	25	0.100	36
9 - Farm	61,806,721	-	61,806,721	6,180,670	-	6,180,670	1.00	0.010	-	0.030	-	0.050	-	0.070	-	0.100	-
<b>TOTALS</b>	<b>1,399,218,923</b>	<b>4,679,038,007</b>	<b>6,078,256,930</b>	<b>291,123,288</b>	<b>1,178,660,242</b>	<b>1,469,783,530</b>			<b>117,866</b>	<b>353,598</b>	<b>589,330</b>	<b>825,062</b>	<b>1,178,660</b>				
	1,399,218,923	4,679,038,007	6,078,256,930	291,123,288	1,178,660,242	1,469,783,530			117,866	353,598	589,330	825,062	1,178,660				

June 18, 2015

From: Bruce Simard  
Sent: Monday, June 08, 2015 9:09 AM  
To: Bailey Chabot  
Cc: Chris Cvik  
Subject: RE: Comments from Directors

OK.

We will bring this up at the next EADC and seek more specific direction.

Bruce Simard  
General Manager of Development Services  
Direct: 250-784-3204  
Cell: 250-219-0447  
[Bruce.Simard@prrd.bc.ca](mailto:Bruce.Simard@prrd.bc.ca)

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From: Bailey Chabot  
Sent: Monday, June 08, 2015 8:58 AM  
To: Bruce Simard  
Subject: Comments from Directors

Good morning Bruce,

I just wanted to update you: I have seven outstanding reports that have been forwarded to Dir. Sperling and I've not yet received any comment.

066/15 Gladysz	(sent to Dir. May 8)
073/15 Willms	(sent to Dir. May 8)
076/15 0813983 BC Ltd	(sent to Dir. May 8)
084/15	sent to Dir. May 8)
080/15 0825038 BC Ltd	(sent to Dir. May 14)
063/15 Willms	(sent to Dir. May 14)
077/15 McLelland	(sent to Dir. May 21)

Bailey

Bailey Chabot, BSc, MPI  
Land Use Planner  
Direct: 250-785-8084  
[Bailey.Chabot@prrd.bc.ca](mailto:Bailey.Chabot@prrd.bc.ca)

**Peace River Regional District**  
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Fort St. John, BC V1J 4N4  
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Office: 250-785-8084  
Fax: 250-784-1125  
[www.prrd.bc.ca](http://www.prrd.bc.ca)

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**June 18, 2015**

## ELECTORAL AREA DIRECTORS' COMMITTEE

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### DIARY ITEMS

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<u>Item</u>	<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
1. Farmer's Advocacy Office	on-going	provide the agenda and meeting notes of the Farmer's Advocacy meetings on a quarterly basis	May 21, 2015