PEACE RIVER REGIONAL DISTRICT
ELECTORAL AREA DIRECTORS COMMITTEE MEETING

A G E N D A

for the meeting to be held on Thursday, September 11, 2014 in the
Regional District Office Boardroom, 1981 Alaska Avenue,
Dawson Creek, BC, commencing at 10 a.m.

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 Meeting Minutes of August 14, 2104.

5. Business Arising from the Minutes:

6. Delegations:

    D-1   Outlook Calendaring Webinar (1 hour)

7. Correspondence:

    C-1   August 29, 2014 email from Wendy Davis, Branch Manager, BC SPCA South Peace Branch
          regarding Feral Cat Shelters and Feeding Stations for Aspen Trailer Park

8. Reports:

    R-1   September 9, 2014 report from Chris Cvik, Chief Administrative Officer, regarding Sub-regional
           Water Function and Sub-regional Septage Handling Function

9. New Business:

10. Diary:

11. Adjournment:

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.

September 11, 2014

M-1

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.

<div align="right">CARRIED.</div>

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.

<div align="center">September 11, 2014</div>

M-1

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.

September 11, 2014

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.

_____
Karen Goodings, Chair

_____
Barb Coburn, Recording Secretary

September 11, 2014

Microsoft Outlook: Calendaring

Managing Your and Coworkers' Calendars by Working with Permissions, Delegates, and Views

The Outlook calendar can provide many people exactly the functionality they need without any further work. They put meetings on their calendars, take them off, and they don't think any more about it. For others, being able to manage multiple calendars is critical, or sharing calendar information with coworkers, or automating their interaction with the calendar. For this, there are many customizations, tweaks, behaviors, and tools you can use to make the calendar work for you. Show multiple calendars in different views, share your calendar in multiple ways, adjust the settings for your delegates, or just make meetings more quickly than others do. Topics discussed in this session include:

- Drag-and-Drop Action Items

- Automating Meeting Creation

- Scheduling in Multiple Time Zones

- Working with Recurrence Patterns

- Scheduling Tools

- Extending Viewing Rights to Coworkers

- Advanced Permissions

- Assigning Delegates for Your Calendar

- Viewing Multiple Calendars

- Understanding Meeting Organizers

- Creating Calendar Groups and Custom Settings

- Emailing Your Calendar

Presenter: Neil Malek

neil@knacktraining.com

September 11, 2014

D-1

Automating Meeting Creation

Besides navigating to the Calendar and pressing the **New** button, there are several ways to create a new meeting.

From an Email

To turn an email directly into a meeting, click-and-drag the email onto your Calendar icon or the listing mentioning Calendar in the bottom-left corner of the screen. This will open a new window where the subject line of a new Appointment is the subject line of the original email, the date and time are the next available time, and the body of the email is placed into the body of the appointment. Simply click the **Invite Attendees** button to turn it into a meeting, edit the date, time, subject, and body as necessary, and you have your meeting! This will retain the email originally in your Inbox.
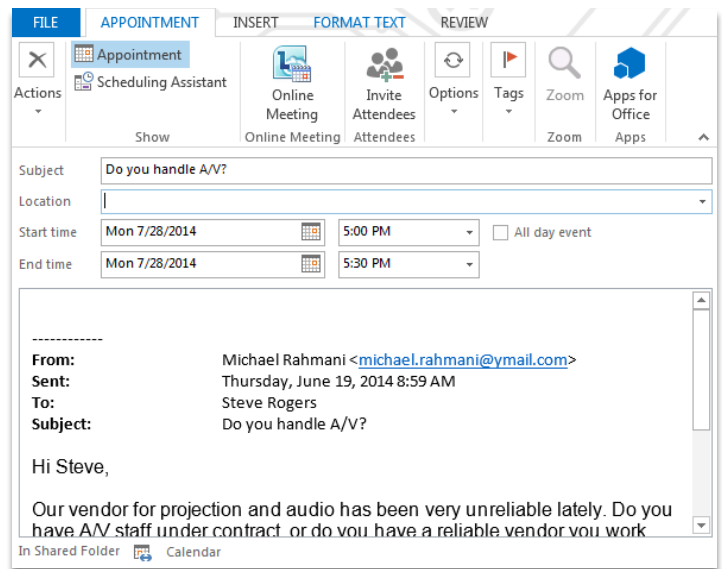
As Part of a Process

In Outlook 2010 and 2013, there is a tool called a **Quick Step**. The purpose of this feature is to allow users to create buttons to execute sets of steps. So, for example:

*You receive an email from a prospective client. You want to forward the email to your supervisor, set a meeting on the calendar for you and the prospective client to talk on the phone, and file the email into the folder **Prospective Clients**.*

Click the **New Quick Step** button at the top of the screen, and name your process something useful (*Prospective Client*). For the first step, **Forward** to your boss's email address. Add another step, and tell it to **Reply with Meeting**. Fill in any other details you think are repeated. Finally, add another step and tell it to **Move to Folder**. Pick the folder you like.

September 11, 2014
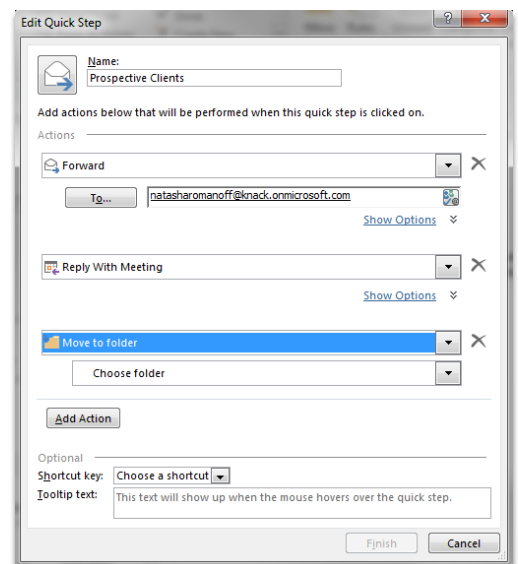
Working with Time Zones

Our first point: because Microsoft Exchange uses time coding on the emails it passes to your Outlook, everyone's individual computers should have the meeting appear in the appropriate slot for your time zone. If you find technical issues with this, it is an IT issue that needs to be resolved.

Scheduling Meetings in Particular Time Zones

If you'll be traveling to a location for a meeting, and you can't be bothered to do the mental math to put the time in your own time zone, click the **Time Zones** button at the top of your meeting request. This will allow you to specify the time in that location. Again, every person who is attending will have it placed on their calendars in the appropriate slot for their time zone.

Displaying the Time Zone of a Frequent Concern

If you've got a second location in a distant time zone, it may be beneficial to constantly see the conversion to their time zone. To do this, click **File > Options > Calendar**, and find the **Time Zones** section. Click the check box for **Show a second time zone**, select it and label it. From now on, your calendar will have the second option visible.
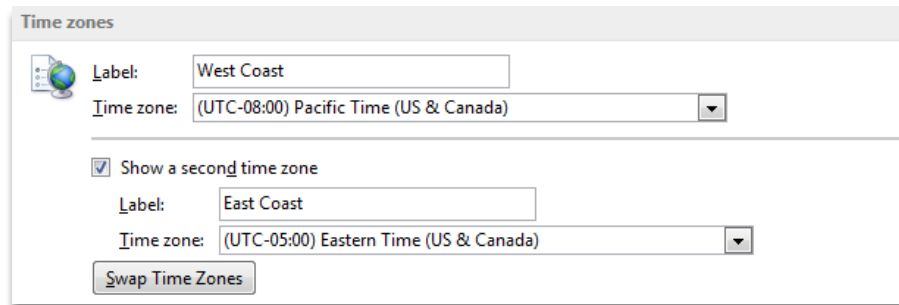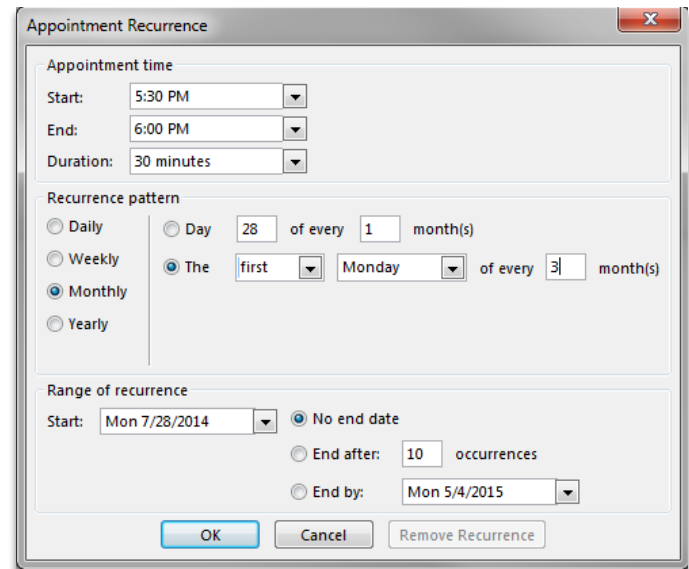
Recurrence and Scheduling Features

Recurring Meetings

To schedule a recurring meeting, first determine how the measure of time between meetings is decided. This may be as simple as *Every Wednesday*, or as complicated as *The first Monday of every third month*. Now, when scheduling your meeting, click the **Recurrence** button at the top of the screen.

The **Recurrence Pattern** doesn't apply to only weekly or monthly options; it's any pattern that can be measured in weeks or months. So, for example, you can choose for a meeting to happen **Weekly**, Recur every **2** weeks on **Wednesday**, and you've chosen to recur every other week on Wednesday.

It's often important t specify in the **Monthly** segment that it's the **first Monday**, for example, instead of trying to specify dates.

Useful Scheduling Features

Scheduling Assistant: See all currently invited individuals, and their open slots on the calendar. This also gives you a selection of **Suggested times** in the bottom-right corner, to see when the entire group is available again.

Room Finder: Instead of typing a selection into the **Location** field, choose one of your company's conference rooms from the Room Finder. Not only can you see the availability of these locations at a glance, but by choosing a room, you're booking it.

Schedule View: While looking at your (and the rest of your team's) calendar(s), you can switch to Schedule View, which shows everyone's free and busy blocks of time at a glance.

D-1
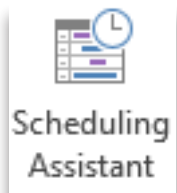
Permissions

Granting View Permissions

To allow one of your coworkers to see the contents of your calendar, simply visit your calendar and click **Share Calendar** at the top of the screen. A new email is created, you can send it to whomever you like, and you can click the checkbox to **Request permission** to see their calendar as well.

More Complicated Settings

If you'd like your coworker to be able to add and remove information from your calendar, you'll need to dig deeper. **Right-click** your calendar and select **Properties**. From here, you'll see a tab called **Permissions**.

Click **Add** to find and add the account of one of your coworkers; then, choose the appropriate settings below for your Permission Level. You can select one of the pre-determined options, or click the radio buttons and checkboxes to create a permission level specific to their job role.

D-1
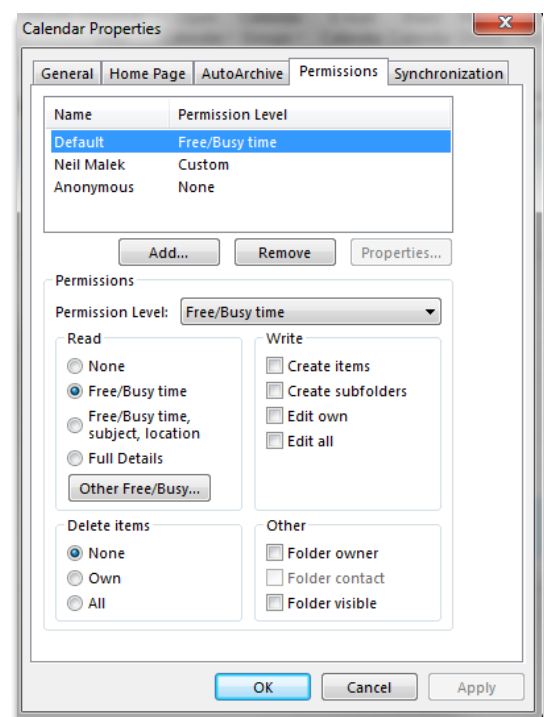
Delegates

More Than Owner Permissions

By creating a coworker as a Delegate, you are giving them the permission to receive your meeting requests, to send emails as you, and essentially take over the management of portions of your Outlook. This is a powerful feature, and always determine whether this is the best course of action.

Adding a Delegate

Click **File > Info > Account Settings > Delegate Access**. This opens a dialog box that allows you to select the segment(s) of your Outlook you'd like to share access to. After adding your coworker, select the level of permissions shared with that person in each segment, and also determine whether (1) *Delegate receives copies of meeting-related messages sent to me*, (2) *Deliver meeting requests addressed to me to my delegates, sending a copy to me,* (3) *Deliver meeting requests only to my delegates,* or (4) *Deliver to both my delegates and me*.

D-1
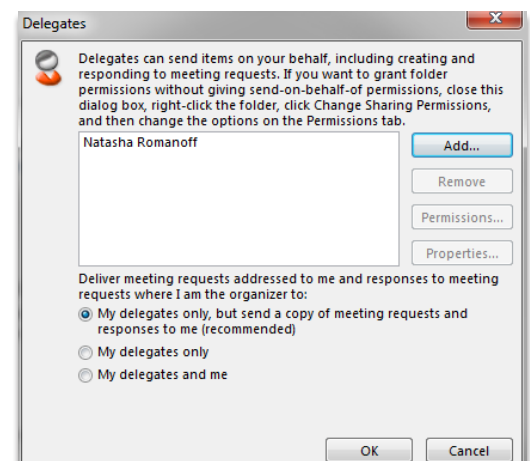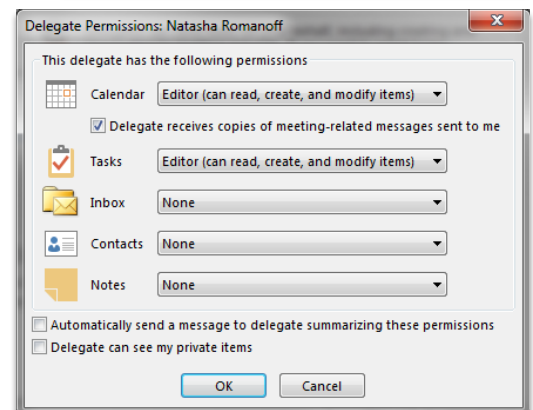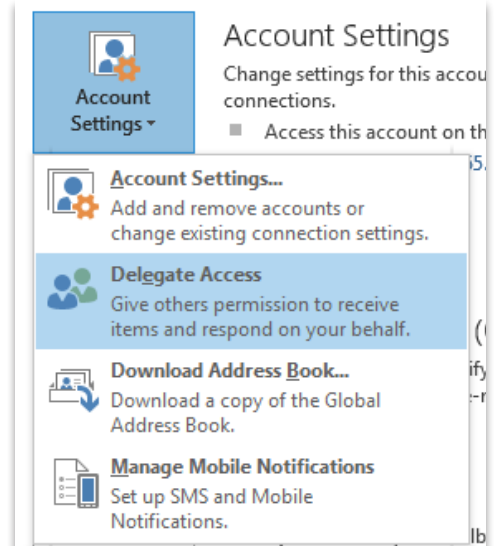
# Custom Views and Settings

What are Custom Views?

Any display of what's happening in Outlook - Inbox, Calendar, wherever - is a *View*. By customizing an existing View or creating a Custom View, you allow yourself a different perspective on the same content.

Here's an example: Let's say your Calendar is chock-full of information, and it becomes difficult to manage and see everything at the same time. You may decide it would be useful to *only see the meetings that your boss is attending* at a particular time. To create a new View to do this, click **View > Change View > Manage Views** and select **New...**

Now, name the view something useful (*Boss's Meetings*), and choose the **Day/Week/Month** type of view. After clicking OK, you'll be asked to **Filter...** Click the button, and find the button for **Attendees...** This will allow you to choose your boss's name. Click OK a few times, and you officially have a view that will only show you your boss's meetings - you can switch between that and your Calendar view.

What Settings Can I Change?

Try it out: Click **File > Options**, and choose **Calendar**. You'll see that you can change your calendar's background color, default alert, workdays, holidays, and many other settings.
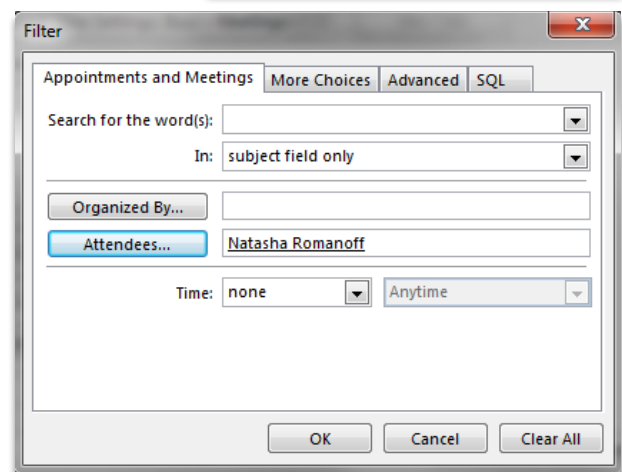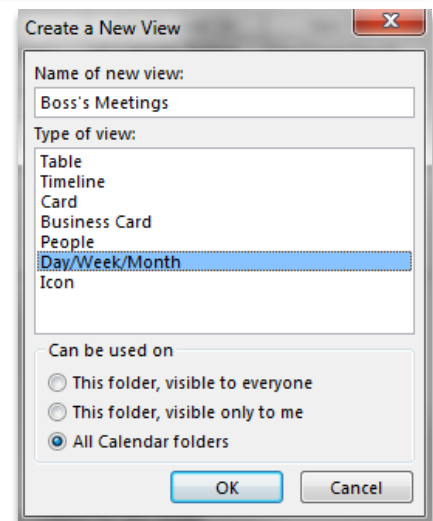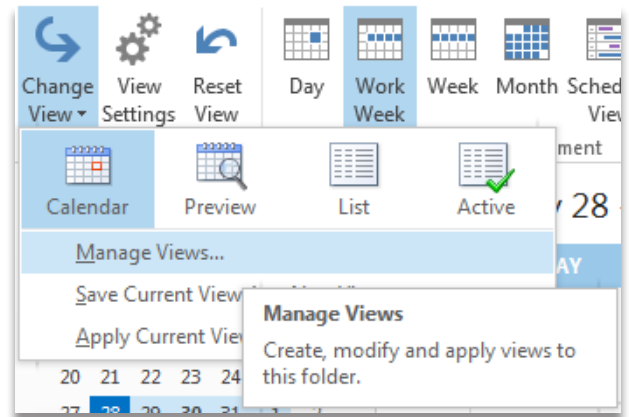
From: Wendy Davies - South Peace Branch Manager, BC SPCA [mailto:wdavies@spca.bc.ca]
Sent: Friday, August 29, 2014 3:42 PM
To: Jerrilyn Schembri; Chris Cvik; rolf@telus.net
Subject: Aspen Trailer Park Update

Good afternoon!

On August 19, 2014 I attended a meeting with 9 residents from the Aspen Trailer park. At that time I provided them with building plans for feral cat shelters and feeding stations. They agreed to begin construction of the shelters to have prepared for my next visit on Saturday, August 30th.

Jessica Alexander agreed to arrange for garbage bins to be placed on site for the week of Sept 1st to facilitate a community cleanup. Jessica also agreed to prepare a list of potential donors for materials and services required to implement the plan such as building materials, paint, sand and garbage removal. Tomorrow I will be spending the day at Aspen Trailer park to assist the residents in determining where the cat trouble spots are and where care stations would be best located.

CJDC News Director, Jeremy Keefe, is preparing media support to help us educate about the importance of proper feral cat management and care. There will be a clip on tonight's news introducing the South Peace TNR program that explains how people can donate in support.

I have provided documentation on how the residents can reduce or eliminate attractants that entice the cats into the residential area. Those present agreed to assist others to make repairs necessary to encourage the cats to use the care stations. This will include patching holes in trailer skirting, reducing clutter in yards where cats may hide and eliminating outdoor food sources within the residential area. I have made arrangements with 2 South Peace Veterinarians to assist with the TNR project and have bartered a very good deal on veterinary care. For a top cost of $200/cat we will trap, spay/neuter, vaccinate, deworm, tattoo and ear tip to make the cat easily identifiable as a colony cat. The current cost to only spay a cat runs between $175-$200 so I can assure you we have put together an extremely good deal here.

The residents have agreed to create the care centers on their own $ but we will need assistance as previously discussed for the actual TNR of the cats. Due to high risk to the animals we are unable to trap in the winter so I am hoping to begin trapping no later than September 15th.

What are the next steps required to secure some funding for us to proceed? Thank you for your time and support as we continue with this remarkable project.

Sincerely,

Wendy Davies, Branch Manager
BC SPCA South Peace Branch
637 114th Avenue, Dawson Creek BC V1G 3A1
Phone: 250.782.2444   Cell: 250.719.1340
wdavies@spca.bc.ca / spca.bc.ca/southpeace

OUR MISSION: To protect and enhance the quality of life for domestic, farm and wild animals in British Columbia.

The BC SPCA is a not-for-profit organization reliant on donations from the public.
Charitable Tax # BN 11881 9036 RR0001

This message and any attachments or links are for the sole use of the intended recipient(s) and may contain privileged and confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please notify us immediately and destroy the original message. Thank you.

September 9, 2014

Peace River Regional District
REPORT

To: Electoral Area Directors Committee (EADC)   Date: September 9, 2014

From: Chris Cvik, CAO

Subject: Project Update #1: Sub-Regional Water Function and Sub-Regional Septage Handling Function

---

RECOMMENDATIONS:

1. That EADC adopt the attached update on the Sub-Regional Water Function and Sub-Regional Septage Handling Function as presented.

BACKGROUND/RATIONALE:

At the July 24, 2014, PRRD Board Meeting, the Board approved the creation of a sub-regional water and sewage function that includes all four electoral areas within the service area. Further to this, the Board approved the use of the Alternative Approval Process (AAP) for the creation of the sub-regional water and sewage function.

The following time line is presented for review and comment. It represents a high level overview of key target dates in the creation of the new services.

October 2014

- October 9 – PRRD Board Meeting. Present draft service establishment bylaws to the Board for three readings to create the new services. Present the required Loan Authorization Bylaws for three readings also. Bylaws submitted for ministry approval.

- October 16 – Present a draft presentation to the EADC on the Community Conversations presentations that will be used to let residents know about the proposed new services.

- October 20 – November 30 – Conduct approximately fourteen (14) Community Conversation Meetings.

December 2-14

- December 1 – December 12 – Run required statutory public notices for two consecutive weeks in local newspapers and additional advertising as appropriate.

- December 15 – January 14, 2015 – The thirty (30) day Alternative Approval Process (AAP) period for receiving elector responses is in effect.

February 2015

- February 12, 2015 – PRRD Board Meeting. If AAP is successful, present the service establishment and loan authorization bylaws to the Board for consideration of adoption.

- February 13 – 23 – 10 day period for notice of application to court to quash loan authorization bylaw

March 2015

- March 12, 2015 – PRRD Board Meeting. Award tender for Sewage Facility for Charlie Lake.

- March 26, 2015 – Alternate date to award tender for Sewage Facility for Charlie Lake.

The timeline shown above is aggressive. One of the key reasons for this is the desire to coordinate the tender for the Charlie Lake Septage Handling Facility with the re-tendering of the upgrades to the Charlie Lake Sewage Lagoons. As EADC members are aware, earlier this year, the tender for the Lagoon upgrades came in over budget and the Board agreed to delay the project and retender it early in 2015, in the hopes of a more favorable tender result. Administration believes it is important to try to get tender information for both the lagoon project and septage handling facility out early in the project planning season; however, since it is unknown whether the new services will be agreed to by residents, it will be important to include wording in the tender document that the Septage Handling Facility portion of the project is subject to approval of the Bylaw to create the service whereas the lagoon portion of the project is considered an upgrade and not a new service function.

STRATEGIC PLAN RELEVANCE:

The introduction of a sub-regional potable water and/or sewage function was not identified when the Strategic Plan was approved but has become a priority item due to the decision of the City of Fort St. John to close the Wastewater transfer station.

FINANCIAL CONSIDERATION(S):

Expenditures for this portion of the project are related to the cost of statutory advertising and holding Community Conversation meetings throughout the region.

Statutory Advertising - $20,000

Printing and Marketing costs - $15,000

Communications Consultant - $15,000

Total Estimated Costs $50,000

Currently, there are allocations for project "feasibility' funding for the Tomslake & Farmington Water Stations that will be used and if these are fully spent, we would go back to request an increase from the Board. If the services are approved then any feasibility funds spent will be collected from the taxpayer and replaced into the feasibility reserve.   Note that there is also $4,000 in the "Community Parks" function which is where the "water" systems are currently charged to. This amount was allocated for "voting" to create a new and proper water function so it is also available.   Since some of the costs carry to next year they can be budgeted in 2015 through the "Community Parks" function again if required.

COMMUNICATIONS CONSIDERATION(S):

Administration is recommending that fourteen (14) Community Conversation Meetings be held. This amount is consistent with the number of sessions held to discuss the Solid Waste Plan and provides residents with a reasonable number of opportunities to participate in the process. Additional sessions can be added as required.

OTHER CONSIDERATION(S):

September 11, 2014

ELECTORAL AREA DIRECTORS' COMMITTEE

DIARY ITEMS

Item	**Status**	**Notes**	**Diarized**