

# 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, December 18, 2014 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: Staff to call the meeting to Order and Review the Committee's Terms of Reference
2. Election of Chair
3. Director's Notice of New Business:
4. Adoption of Agenda:
5. Adoption of Minutes:
  - M-1 Electoral Area Directors' Committee Meeting Minutes of November 20, 2014.
  - M-2 Electoral Area Directors' Committee Special Meeting Minutes of November 27, 2014.
6. Business Arising from the Minutes:
7. Delegations:
8. Correspondence:
  - C-1 December 3, 2014 email from Diana Mitchell, Executive Assistant regarding Elected Officials Seminar for Electoral Areas
9. Reports:
  - R-1 December 3, 2014 - Chris Cvik, Chief Administrative Officer regarding Farmers Advocate Office - Board Advocacy
  - R-2 December 15, 2014 - Bruce Simard, General Manager of Development Services regarding Review of Agriculture Advisory Committee Discussion Brief #1
  - R-3 Electoral Area Manager Update (Chris Cvik)
  - R-4 December 12, 2014 - Jacqueline Burton, Bylaw Enforcement Officer - Enforcement File Update.
10. New Business:
11. Diary:
12. Adjournment:



## POLICY STATEMENT

### ELECTORAL AREA DIRECTORS' COMMITTEE

The Electoral Area Directors' Committee membership shall be elected representatives from Electoral Area 'B', Electoral Area 'C', Electoral Area 'D' and Electoral Area 'E'.

#### **TERMS OF REFERENCE**

1. The Electoral Area Directors' Committee will meet to address issues of a rural nature.
2. Meetings will be open to the public.
3. The Electoral Area Directors' Committee will be chaired by an Electoral Area Director elected by the committee participants.
4. The Electoral Area Directors' Committee will hold meetings the third Thursday of each month or at the call of the Chair.
5. Electoral Area Directors' Committee meetings will be funded through the Legislative - Electoral Area budget under "Electoral Area Business." Only Electoral Area Directors will be compensated for attending meetings.
6. Agenda items for the Electoral Area Director's Committee meetings will include items that are:
  - a) referred to the meeting by resolution of the Regional Board; or
  - b) of a purely rural nature.
7. Items for the regular agenda must be provided to Administration by noon the Friday prior to the scheduled meeting.
8. All recommendations of the Committee shall be determined by majority vote of the Electoral Area Directors.
9. Staff will prepare minutes and forward recommendations to the Regional Board for consideration.
10. Committee recommendations will be ratified by the Regional Board prior to staff action being undertaken, unless previously authorized by a referring Board resolution.



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

**M-1**

DATE: November 20, 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'

Staff: Chris Cvik, Chief Administrative Officer  
Shannon Anderson, Deputy Chief Administrative Officer  
Fran Haughian, Communications Manager / Commission Liaison  
Bruce Simard, General Manager of Development Services  
Jo-Anne Frank, Corporate Officer  
Barb Coburn, Recording Secretary

Guests: Joe Breti, Alternate, Electoral Area 'C'

ABSENT:

Directors: Jerrilyn Schembri, Electoral Area 'E'

Call to Order Chair Goodings called the meeting to order at 1:08 p.m.

ADOPTION OF AGENDA:

November 20, 2014 Agenda

MOVED by Director Hiebert, SECONDED by Director Hadland,  
That the Electoral Area Directors' Committee agenda for the November 20, 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 October 16, 2014  
Business Arising from the Minutes:  
Delegations:  
Correspondence:  
C-1 November 17, 2014 letter from Bill Bentley, President BC South Peace River Stockmen's Association regarding PRRD Rural Water and Sewer Proposal and Alternate Approval Method.  
Reports:  
R-1 November 20, 2014 - Bruce Simard, General Manager of Development Services regarding Building Bylaw.  
R-2 November 17, 2014 - Bruce Simard, General Manager of Development Services regarding ALR Non-farm Use Application Referrals for Oil and Gas Activities 2013 ALC/OGC Delegation Agreement.  
R-3 November 16, 2014, Chris Cvik, Chief Administrative Officer regarding Sub-regional Water Function and Sub-regional Septage Handling Function.  
R-4 November 17, 2014, Fran Haughian, Communications Manager / Commission Liaison regarding Media Plan for Water and Sewer Meetings.  
R-5 November 17, 2014, Fran Haughian, Communications Manager / Commission Liaison regarding Mail-out Costs.  
New Business:  
NB-1 Section 18, *Local Government Act* regarding Fire Service  
NB-2 Bylaw Enforcement  
Diary:  
Adjournment:

**December 18, 2014**

CARRIED.

## M-1

### ADOPTION OF MINUTES:

M-1  
EADC Meeting Minutes of  
October 16, 2014

MOVED by Director Hadland, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee minutes of October 16, 2014 be adopted.

CARRIED.

### REPORTS:

R-1  
Building Bylaw

Bruce Simard, General Manager of Development Services reviewed proposed "Building Bylaw No. 2131, 2014", explaining the changes noted as per the recent meetings held throughout the Regional District.

MOVED by Director Hiebert, SECONDED by Director Hadland,  
That staff attach all applicable forms as schedules to Building Bylaw No. 2131, 2014 prior to presenting the bylaw to the Regional Board for consideration.

CARRIED.

MOVED by Director Hadland, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommend to the Regional Board

1. That Building Bylaw No. 2131, 2014 be given three readings;
2. That Building Bylaw No. 2131, 2014 be adopted;
3. That a press release be issued regarding the adoption Building Bylaw No. 2131, 2014; and
4. That an information campaign (for 30 days) be approved to update the public about the status of building inspection, with a budget of up to \$7,500.

CARRIED.

R-2  
ALC/OGC Delegation  
Agreement

MOVED by Director Hadland, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommend to the Regional Board that referrals received for non-farm use permits under the 2013 ALC/OGC Delegation Agreement be conveyed to the appropriate Electoral Area Director with planning comments regarding the applicable OCP and zoning, for the Director to respond in the following ways:

1. concur with planning comments (referral response added then returned accordingly);
2. recommend approval with specific conditions; or
3. recommend NOT to approve and include reasoning.

CARRIED.

Recess  
Reconvene

The meeting recessed at 2:40 p.m.  
The meeting reconvened at 2:50 p.m.

### REPORTS (CONTINUED):

R-3  
Sub-regional Water Function  
and Sub-regional Septage  
Handling Function

MOVED by Director Hiebert, SECONDED by Director Hadland,  
That the Electoral Area Directors' Committee recommend to the Regional Board that the Alternate Approval Process be abandoned and that the Regional District proceed with an Assent Vote process (referendum) in each Electoral Area to garner support to establish sub-regional sewer service areas and sub-regional water service areas.

CARRIED.

R-4 and R-5  
Media Plan for Water and  
Sewage Meetings; and  
Mail-out Costs

MOVED by Director Hiebert, SECONDED by Director Hadland,  
That the Electoral Area Directors' Committee receive the Media Plan for the Water and Sewage Meetings and the Mail-out Costs Report as presented.

CARRIED.

NEW BUSINESS:

NB-1                                      The Directors expressed concerns regarding proposed changes to the Fire Protection agreement  
Fire Services                            with the City of Fort St. John.

MOVED by Director Hadland, SECONDED by Director Hiebert,  
That Administration investigates Section 18 of the *Local Government Act* as it pertains to  
cancellation of service agreements between the district and bordering municipalities.

CARRIED.

NB-2                                      MOVED by Director Hadland, SECONDED by Director Hiebert,  
Bylaw Enforcement                   That a discussion regarding bylaw enforcement infractions be held at the next Electoral Area  
Directors' Committee Meeting.

CARRIED.

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

CARRIED

The meeting adjourned at 4:05 p.m.

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Karen Goodings, Chair

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Barb Coburn, Recording Secretary



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

**M-2**

DATE: November 27, 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' (via telephone)

Staff: Chris Cvik, Chief Administrative Officer  
Kim Frech, Chief Financial Officer  
Barb Coburn, Recording Secretary

Guests: Larry Houley,  
Tom Soloshy, Chetwynd  
Karen Tollefsen, Chetwynd  
Joe Houde, Chetwynd  
Walter J. Stewart, Charlie Lake  
Alva Stewart, Charlie Lake  
Brenda Brigs, Electoral Area 'B'  
Dan Rose, Groundbirch  
Charlie Lasser, Chetwynd  
Stan Large, Chetwynd  
Jack Wood, Chetwynd

Call to Order Chair Goodings called the meeting to order at 9:31 a.m.

**ADOPTION OF AGENDA:**

November 27, 2014 Agenda MOVED by Director Schembri, SECONDED by Director Hadland,  
That the Electoral Area Directors' Committee agenda for the November 27, 2014 meeting, be adopted:  
Call to Order: Director Goodings to Chair the meeting  
Adoption of Agenda:  
Reports:  
R-1 November 24, 2014 - Chris Cvik, Chief Administrative Officer, regarding Project Update #2 -  
Sub-regional Water Function and Sub-regional Septage Handling Function  
Adjournment:

CARRIED.

**REPORTS:**

R-1 MOVED by Director Schembri, SECONDED by Director Hiebert,  
Sub-regional Water Function That the Electoral Area Directors' Committee recommend to the Regional Board that the three  
and Sub-regional Sewer readings on October 9, 2014 of "Potable Water Service Establishment Bylaw No. 2167, 2014", be  
Function rescinded.

CARRIED.

MOVED by Director Schembri, SECONDED by Director Hadland,  
That the Electoral Area Directors' Committee recommend to the Regional Board that the three  
readings on October 9, 2014 of "Domestic Sewage and Septage Receiving Facility Service  
Establishment Bylaw No. 2168, 2014", be rescinded.

CARRIED.

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REPORTS (CONTINUED):

R-1 (continued)  
Sub-regional Water Function  
and Sub-regional Sewer  
Function

MOVED by Director Hadland, SECONDED by Director Schembri,  
That the Electoral Area Directors' Committee recommend to the Regional Board that the three  
readings on October 9, 2014 of "Potable Water Facilities Construction Loan Authorization Bylaw  
No. 2169, 2014", be rescinded.

CARRIED.

MOVED by Director Hiebert, SECONDED by Director Schembri,  
That the Electoral Area Directors' Committee recommend to the Regional Board that the three  
readings on October 9, 2014 of "Domestic Sewage and Septage Receiving Facility Construction  
Loan Authorization Bylaw No. 2170, 2014", be rescinded.

CARRIED.

MOVED by Director Schembri, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommend to the Regional Board 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."

CARRIED.

MOVED by Director Hadland, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommend to the Regional Board 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.

CARRIED.

Adjournment

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

CARRIED

The meeting adjourned at 9:36 a.m.

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Karen Goodings, Chair

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Barb Coburn, Recording Secretary

From: Diana Mitchell [<mailto:Diana.Mitchell@prrd.bc.ca>]  
Sent: December-03-14 3:11 PM  
To: Karen Goodings; Leonard Hiebert; Brad Sperling; [dwrose0@gmail.com](mailto:dwrose0@gmail.com)  
Cc: Jo-Anne Frank; Barb Coburn  
Subject: FW: Electoral-Areas-Agenda-2015-Nov-12-Update.pdf

Hello

Re: Local Government Leadership Academy – Elected Officials Seminar for Electoral Areas

Please see the attached agenda and registration information. This Seminar information will be on the December 18, 2014 Electoral Area Directors Committee Agenda.

## Elected Officials Seminar for Electoral Areas

January 19 - 21, 2015, Richmond, BC

### Registration Information

<b>Location:</b>	Radisson Hotel Vancouver Airport 8181 Cambie Rd Richmond, BC
<b>Cost:</b>	\$285.00 + GST
	<b>Registration is Limited.</b>
<b>Payment Methods:</b>	Payment MUST be made online at the time you register using Credit Card
<b>Registration Deadline:</b>	January 12, 2015
<b>Refund Policy:</b>	Full refunds up to December 12, 2014. No refunds after this date except in extraordinary circumstances. Substitutions allowed.
<b>Documents:</b>	<a href="#">2015 Election Officials Seminar Series Dates and Documents</a>

Regards,

**Diana Mitchell**

Executive Assistant

Direct: 250-784-3207

[Diana.Mitchell@prrd.bc.ca](mailto:Diana.Mitchell@prrd.bc.ca)

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# 2015 ELECTED OFFICIALS SEMINARS

C-1

## Elected Officials Seminar for Electoral Areas Radisson Hotel Vancouver Airport, Richmond January 19-21, 2015

### Monday, January 19, 2015

6:00 pm	<b>Registration</b> (FOYER)	
7:00 pm	<b>Plenary Session Opening and Welcome</b> (PLENARY)	LGLA
7:15 pm	<b>The “W’s” of Elected Officials</b> <i>Who you are; why you’re here; what you wish to accomplish</i> (PLENARY)	Gary MacIsaac, Executive Director Union of BC Municipalities
8:00 pm	<b>Keynote</b> (PLENARY)	George Abbott
9:00 pm	<b>Reception</b> (FOYER)	

### Tuesday, January 20, 2015

7:00 am	<b>Breakfast Buffet</b> (FOYER)	
	<b>Concurrent Clinics</b>	
7:30 am	<b>Newly Elected: Making Meetings Work</b> <i>Meeting Procedures 101: the rules of the road</i> (PLENARY)	Chris Plagnol, Director, Board & Information Services, Metro Vancouver Regional District
	<b>Returning Elected: UBCM Clinic</b> <i>Topic TBD</i> (ROOM TBA)	UBCM
8:30 am	<b>Orientation to the Day</b> (PLENARY)	LGLA
8:35 am	<b>Roles, Responsibilities and Teamwork</b> <i>The roles and responsibilities of councillors/board members; staff/elected official relations; and the art of working together</i> (PLENARY)	Gordon McIntosh, President Local Government Leadership Institute
10:00 am	<b>UBCM Presents</b> (PLENARY)	Councillor Sav Dhaliwal, President Union of BC Municipalities

10:15 am	<b>Coffee Break</b> (FOYER)	
10:35 am	<b>Concurrent Sessions</b>	
	<b>Newly Elected: Local Government Law 101</b> <i>Overview of Community Charter and Local Government Act; statutory requirements: what you can do - what you can't; responsibilities; bylaws and resolutions; types of meetings</i> (PLENARY)	Peter Johnson, Stewart McDannold Stuart
	<b>Returning Elected: Decision Making, Priority Setting and Thinking Strategically</b> <i>The importance of good decision-making and the value of priority setting</i> (ROOM TBA)	Gordon McIntosh, President Local Government Leadership Institute
12:00 pm	<b>Lunch Buffet</b> (FOYER)	
1:00 pm	<b>Legal Clinic: Council/Board Members as Individuals</b> <i>Public hearing skit; legal clinic – discussion of conflict of interest, liabilities, in-camera confidence, etc.</i> (PLENARY)	Reece Harding & Alyssa Bradley, Young Anderson
2:30 pm	<b>Coffee</b> (FOYER)	
2:45 pm	<b>Municipalities and Regional Districts</b> <i>Overview of regional districts; roles, responsibilities and relationships</i> (PLENARY)	Speakers TBD
3:45 pm	<b>Local Government Partnerships and Collaboration</b> <i>Roles, responsibilities and relationships with partner governments and agencies</i> (PLENARY)	Panelists TBD
4:35 pm	<b>Supper Break – On Your Own</b>	
7:15 pm	<b>Local Government Mentoring Panel</b> <i>Veteran elected officials share their knowledge and experiences</i> (PLENARY)	Panelists TBD
8:30 pm	<b>Adjourn</b>	

### Wednesday, January 21, 2015

7:00 am	<b>Breakfast Buffet</b> (FOYER)	
	<b>Clinic</b>	
7:30 am	<b>Local Governments and First Nations: Working Together</b> <i>Building positive relations with First Nations neighbours</i> (ROOM TBA)	Speakers TBD
8:30 am	<b>Orientation to the Day</b> (PLENARY)	LGLA
8:35 am	<b>Concurrent Sessions</b>	

	<b>Newly Elected: Local Government Financial Management I</b> <i>Budgeting – everything you want to know, need to ask, and more...</i> (PLENARY)	Douglas Holmes
	<b>Returning Elected: Local Government Financial Management II</b> <i>Strategic financial planning and financial management</i> (Room TBA)	Jerry Berry, Principal Advisor Jerry Berry Consultants Inc.
10:30 am	<b>Coffee Break</b> (FOYER)	
10:50 am	<b>Concurrent Sessions</b>	
	<b>Newly Elected: Local Government Community Planning</b> <i>Why and how we plan; statutory requirements; council/board, staff and public roles</i> (PLENARY)	Speaker TBD
	<b>Returning Elected: Citizen Engagement</b> <i>Improving decisions through citizen engagement</i> (Room TBA)	Jan Enns, Principal Jan Enns Communications
12:15 pm	<b>Lunch Buffet</b> (FOYER)	
1:00 pm	<b>Communications and the Media</b> <i>Everything you want to know about the media and the art of media relations</i> (PLENARY)	Pace Group
2:15 pm	<b>Closing Comments and Adjourn</b> (PLENARY)	LGLA

## Elected Officials Seminar FAQs (from the COMPASS, December 10, 2014 issue)

Dec 10, 2014

The Local Government Leadership Academy's Elected Officials Seminars (EOS) are held only in the year immediately following local government elections. Established specifically to fill the void in training and leadership development opportunities for elected officials, there is no other group fulfilling this function as comprehensively as the LGLA.

We recruit the best speakers from around the province to share their experience and wisdom with you. Whether you are newly elected and need to learn the basics of local government law, finance, planning, meeting procedures, media relations, etc. or a seasoned elected official heading into your third or fourth term and in need of a refresher or advanced instruction in some of these same topics, we have something for you.

Delegates to the seminars will attend inspiring plenary sessions and networking events together – giving everyone a chance to meet new people, learn from one another, and share the kinds of stories and experiences that only elected officials can. Newly elected folks will follow a stream designed to introduce them to the fundamentals of local governance, and returning elected will attend sessions that go beyond the basics.

In 2012, 96% of delegates in attendance gave the EOS a good to excellent rating. You don't want to miss this chance to prepare yourself for your term of office. Invest the time now to ensure that you will be the best local government leader you can be in the coming four years.

A few common questions about the Elected Officials Seminars:

1) Are the EOS just for newly elected officials?

*No...we have targeted instructional streams for newly elected and returning elected officials. The EOS offers something valuable for everyone.*

2) What if I can't attend the event scheduled for my area?

*Along with five regional events (Kelowna, Parksville [2], Prince George and Kimberley) we have events in Richmond for Small Communities, Large Urban Communities and Electoral Areas. The program is essentially the same, so pick the event that works best for you.*

3) What's the difference between the various events?

*While the basic program is the same, the events in the regions will call on local panelists and mentors, and the presenters in Richmond will focus more on issues of relevance to the size or type of local government represented at each event.*

4) Will the experience be worth the time and taxpayer dollars invested?

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*Yes...whatever time and money you invest in your understanding of the intricacies of local governance and in strategies for effective leadership will pay off in spades throughout your term of office. This is nothing less than the best investment you can make in yourself and your community.*



# Peace River Regional District REPORT

R-1

To: EADC

Date: December 3, 2014

From: Chris Cvik, CAO

Subject: **Farmers Advocate Office – Board Advocacy**

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## RECOMMENDATIONS

That the EADC Directors review the attached three recommendations brought forward from the FAO Service Provider and make a decision on whether to advance them to the Board for support.

1. Advocate to the Lieutenant Governor in Council under Section 181(e) of the Petroleum & Natural Gas Act to have information regarding surface lease agreements published. *This will be useful information to landowners as it will improve their level of education and understanding when negotiating land leases with oil and gas companies.*
2. Advocate to the Lieutenant Governor in Council under Section 181(c) of the Petroleum & Natural Gas Act for clarification on regulations and criteria that are considered when determining whether costs or advance costs under Section 169 or 170 are available. *This will be useful information to landowners to better prepare themselves when they feel they need to advance their claim forward.*
3. Advocate to the Lieutenant Governor in Council to include Section 43 of the Administrative Tribunals Act included under Section 148 of the Petroleum & Natural Gas Act. *This will help landowners receive a determination of law instead of having them to incur great expense to have the information clarified through a Judicial Review process.*

## BACKGROUND/RATIONALE:

At the quarterly meeting of the Farmers Advocate Management Committee Meeting on September 29, 2014, Aspen Grove Property Services who is the service provider identified three recommendations for improvements to the program.

The idea of having advocacy recommendations flow from the Management Committee to EADC and then the PRRD Board is designed to allow the Board to have input and be the 'owner' of any recommendations. This removes the service provider and Management Committee from questioning policy decisions of funding agents.

Regarding the above recommendation number three, Section 43 of the Administrative Tribunals Act reads as follows:

Discretion to refer questions of law to court

- 43 (1) The tribunal has jurisdiction to determine all questions of fact, law or discretion that arise in any matter before it, including constitutional questions.

Staff Initials:

Dept. Head:

CAO:

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- (2) If a question of law, including a constitutional question, is raised by a party in a tribunal proceeding, on the request of a party or on its own initiative, at any stage of an application the tribunal may refer that question to the court in the form of a stated case.
- (3) If a constitutional question is raised by a party in an application, on the request of the Attorney General, the tribunal must refer that question to the court in the form of a stated case.
- (4) The stated case under subsection (2) or (3) must
  - (a) be prepared by the tribunal,
  - (b) be in writing,
  - (c) be filed with the court registry, and
  - (d) include a statement of the facts and relevant evidence.
- (5) Subject to the direction of the court, the tribunal must
  - (a) to the extent that it is practicable in light of the stated case, proceed to hear and decide all questions except the questions raised in the stated case,
  - (b) suspend the application as it relates to the stated case and reserve its decision until the opinion of the court has been given, and
  - (c) decide the application in accordance with the opinion.
- (6) A stated case must be brought on for hearing as soon as practicable.
- (7) Subject to subsection (8), the court must hear and determine the stated case and give its decision as soon as practicable.
- (8) The court may refer the stated case back to the tribunal for amendment or clarification, and the tribunal must promptly amend and return the stated case for the opinion of the court.

**STRATEGIC PLAN RELEVANCE:**

Renewal of the FAO Contract was identified on the Strategic Plan.

**FINANCIAL CONSIDERATION(S): N/A**

**COMMUNICATIONS CONSIDERATION(S): N/A**

**OTHER CONSIDERATION(S): N/A**



# Peace River Regional District REPORT

R-2

To: Electoral Area Directors Committee

Date: December 15, 2014

From: Bruce Simard, GM of Development Services

Subject: **Review of Agricultural Advisory Committee  
Discussion Brief #1**

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## PURPOSE:

This report is to initiate discussion of a review of the Agriculture Advisory Committee Terms of Reference.

## BACKGROUND/RATIONALE:

From the July 17, 2014 meeting the Regional Board asked for a review of the Terms of Reference (TOR) of the Agricultural Advisory Committee (AAC)

The AAC was first established by the Regional Board on February 14, 2002 with the initial meeting occurring in August 2002.

At the November 25 AAC meeting, Chair Leonard Hiebert led the members through a roundtable discussion by asking the following questions:

1. what is the focus of the Committee?
2. how can it be strengthened?
3. what can be improved?
4. where are we and where do we need to go?
5. how does the Committee see us unifying and strengthening the Committee - how do we bring back our missing members and keep them here?
6. what is the biggest thing you would change?

The notes from comments received are attached. Particular **themes** that appear to rise from the comments are:

1. More meaningful role for AAC, such as review of ALR applications
2. Improved relationship between AAC and Regional Board:
  - Encourage more two way communication (not just top down from Board) – allow AAC to initiate advice and not limit to responding to Board requests.
  - Consider early involvement in any matters dealing with agriculture
  - Provide timely feedback on Board responses to AAC advice (to promote communication)
3. Use of AAC as a communications conduit with producers

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Staff Initials:

Dept. Head: *Bruce Simard* CAO:

*Chibrik*

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4. Review structure and performance of meetings considering the following:

- Consider evening meetings
- Shorter more focused agendas (perhaps more often)
- Use of sub-committees
- Use of teleconference
- Avoid ad-hoc random additions to meetings to avoid rambling
- Alternate locations between SP & NP
- Work from a road map of goals/objectives

In preparation for this discussion with EADC, Director Hiebert and the GM of Development Services met to brainstorm ideas for the TOR to renew and revitalize the AAC in order to refresh the Board's relationship with the agriculture sector.

Ideas for discussion offered for consideration of EADC are:

- Provide AAC with clarification/commitment that advice can be initiated from the Committee without first requiring a referral from the Board.
- That AAC be used for the review of all ALR applications. *(this will require further modifications of meetings schedules and possible use of sub-committees, as well as training and guideline development)*
- Clarify AAC role with regard to other standing committees such as *Water Stewardship Committee, Weed Committee, Wildlife Committee, etc.*
- Review of membership:
  - *Is the current list of member organizations sufficient and appropriate?*
  - *Is the length of membership appropriate?*
  - *Should there be a maximum number of terms for any single person?*
- Committee structure:
  - *Is it appropriate for Elected Official to be Chair of AAC?*
- Committee Focus:
  - *Require greater focus by committee (limit introduction of new business to agendas)*
  - *Encourage development of annual work plan (i.e. based on recommendations of Regional Agriculture Plan)*
- That a tour, by 1 or 2 EADC members and staff, of the major producer group associations be initiated during Jan-March 2015 to get feedback and suggestions about the AAC and the role of the PRRD with regard to agriculture.

**STRATEGIC PLAN RELEVANCE:**

**FINANCIAL CONSIDERATION(S):**

**OTHER CONSIDERATION(S):**

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# R-2

## PEACE RIVER REGIONAL DISTRICT AGRICULTURAL ADVISORY COMMITTEE TERMS OF REFERENCE

### 1. PURPOSE

- 1.1 The general mandate of the Agricultural Advisory Committee (the "Committee") will include, but not be limited to the following:
- To provide advice to the Regional Board on matters relating to, or influencing, agriculture in the region;
  - To encourage and enhance the sustainability and vitality of agriculture in the region;
  - To provide a forum for focusing the concerns of agriculture in the region.
- 1.2 The Committee will advise the Peace River Regional District Board on agricultural issues within the region, including:
- Assisting with comprehensive reviews or development of:
    - official community plans;
    - regulatory bylaws pertaining to agriculture;
    - agricultural area plans, and
    - farm policies;
  - Major development proposals with potential impacts on agriculture
  - Water management issues.
  - Effectiveness of noxious insect and invasive plant regulations and programs.
- 1.3 The Agricultural Advisory Committee may also make recommendations on:
- Raising awareness of agriculture
  - Enhancing an understanding of agriculture's role in the local and/or regional economy.
  - Addressing competition for the agricultural land base.
  - Examining and identifying infrastructure improvements to support agriculture.

### 2. MEMBERSHIP

- 2.1 It will be an objective to select members from a diversity of agricultural interests in the region represented by broadly based, non-government, regional organizations.
- 2.2 The Regional Board Chair will request the following organizations to nominate delegates for participation on the Committee, from which the Chair will make recommendations to the Regional Board for appointment to the Committee for a period of up to two (2) years:

- |   |   |
|---|---|
| 1. Peace River Regional Cattlemen's Association | 5. Farmers' Institute                     |
| 2. BC Grain Producers Association               | 6. Peace River Forage Association of BC   |
| 3. Peace Region Forage Seed Association         | 7. Peace River District Women's Institute |
| 4. Peace River Organic Producers Association    | 8. BC Bison Association                   |

\*This list is not exclusive and may be amended or added to at the discretion of the Regional Board Chair.

- 2.3 The Regional Board Chair will publicly advertise for three (3) members at large from the region, who have an interest in agriculture, and appoint such members for a period of up to two (2) years.
- 2.4 The Regional Board Chair will appoint two Board members as liaisons to the Committee.
- 2.5 The Regional Board Chair will always be ex-officio to the Committee.
- 2.6 Advisors from provincial and federal government agencies will be invited as necessary.

**December 18, 2014**

**3. PROCEDURES**

- 3.1 The Committee is advisory and all recommendations will be forwarded to the Regional Board for consideration.
- 3.2 The Committee Chair shall be elected from the membership at the first meeting of each year. In the absence of the Chair an Acting Chair shall be appointed for that meeting by the members present. The Chair shall be entitled to vote at all meetings.
- 3.3 The Committee may meet every second month on the third Tuesday of the month, and/or at the call of the Committee Chair as necessary, unless there are no agenda items to be reviewed.
- 3.4 At all meetings five (5) members, with one being a Regional Board member, shall constitute a quorum.
- 3.5 In the event an appointed Member is unable to attend the Committee meeting his/her Alternate may attend. An Alternate may attend any Committee meeting but will not be reimbursed for travel expenses when the appointed Member is also in attendance. Alternates can only vote in the absence of the appointed Member.
- 3.6 Attendance Policy – if an appointed Member is absent from two (2) consecutive meetings, a letter from the Regional Board Chair will be forwarded to the individual and organization represented, informing them of the attendance policy and that their appointment will be rescinded if a third meeting in the calendar year is missed.
- 3.7 Meetings shall be open and will be held at the main office of the Peace River Regional District in Dawson Creek, unless otherwise arranged.
- 3.8 Executive and secretarial support for the Committee will be provided by the Peace River Regional District.
- 3.9 Operating procedures may be established by the Committee and should be similar to procedures as set out for Committees in “Peace River Regional District Procedure Bylaw No. 1633, 2006.”
- 3.10 Committee members having a proprietary interest in an application or who are personally affected by an application/applicant must step aside from the discussion and subsequent decision on the particular matter.

**December 18, 2014**

**Agriculture Advisory Committee – discussion points – focus/future of the Committee: R-2**  
**NEW BUSINESS item from the November 25<sup>th</sup> meeting:**

Chair Hiebert requested member input, what is the focus of the Committee, how can it be strengthened, what can be improved, where are we and where do we need to go?

Discussion points:

- Committee could play a more meaningful role, i.e. subdivision applications (before the Board reviews them), Official Community Plans, would like to work with staff more
- should be involved on an ongoing basis, not just the opportunity to provide a cursory look/review of plans, etc.
- Committee could assist the Regional District, for example, if AAC had been aware of the water and sewer project we could have taken the information out to the groups we represent. People have no faith in local government. Need to work cooperatively.
- Unfortunately, when people are invited to a public information meeting, they feel that the decision has already been made. Need more consultation, more communication – make people aware of the Regional District and what it was designed for
- recommendations from AAC are not valued, not like in other jurisdictions. Board seldom refers items to the AAC, should be working through the Committee, use the group that represents larger groups in the region. Referred items/information needs to be provided in a timely fashion
- main focus so far has been Ag Plan, feel we need a schedule with specific items.
- need for more active participation in all ALR decisions.
- Terms of Reference specify AAC only provides input when requested. Committee needs input on how its input was looked at. Committee could be more of a liaison between the Regional District, agriculture groups, etc.
- initiate discussions with Board on issues that are important to agriculture. AAC gets bogged down at meetings, Should have more meetings with a set number of items, consider teleconferencing. Review and strengthen Terms of Reference to reflect better interpretation of what is expected.
- feel Committee members are not being used for their perspective or for what the AAC was designed for. Proposed water/sewer bylaws impacts agricultural production, but Committee was not afforded an opportunity for input into action plans. Bylaws affect agriculture producers in rural areas – single largest voice for rural people.
- ALC meet consistently w/AAC in lower mainland and valued their advice. This does not happen in the north. It is difficult to discuss items with people when you, as an AAC member, are not aware of the issue. Could utilize sub-committee, who would report back to the AAC, who would decide on direction to be going. Feel AAC should be involved from Day 1, not request input/advice on Day 6.
- We do not have consistent members. Missing producer groups that weakens us, maybe they feel frustrated.
- what day works better for meetings, suggest every 2<sup>nd</sup> meeting in FSJ

**December 18, 2014**

Chair Hiebert inquired how does the Committee see us unifying and strengthening the Committee, how do we bring back our missing members and keep them here?

**R-2**

- timing of meetings is crucial, not around seeding or harvesting, etc. this is our livelihood and needs to come first.
- need more focus on specific issues, we volunteer our time, suggest evening meetings which may encourage younger producers to participate, change how we do meetings, better structure and focus, use of teleconferencing
- more frequent meetings to keep up the momentum. What becomes new business items are issues that arose between meetings. Need to promote agricultural issues, tackle these up front which becomes a course of action, appreciating that there will be standard agenda items.

Chair Hiebert – what is the biggest thing you would change?

- agenda items, get it organized and start tackling those issues.
- could be one way to get people involved, map/identify issues



**Peace River Regional District**  
**Development Services**  
**BYLAW ENFORCEMENT REPORT**

**R-4**

To: Electoral Area Directors Committee

Date: December 12, 2014

From: Jacqueline Burton, Bylaw Enforcement Officer

Subject: Enforcement File Update

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**INFORMATION**

Attached is a summary table of enforcement files.

To date there are 44 Bylaw Enforcement Files.

There are four inactive files, shaded green,

23 active enforcement files, shaded blue and

17 files shaded pale orange that have been closed since June.

The red print indicates the most recent activity.

There have been 27 files opened and 17 files closed since the last report.

**December 18, 2014**

Staff Initials:

Dept. Head: *Bruce Simard* CAO:

*Chi Birk*

Page 1 of 1

# ACTIVE FILES

R-4

## Bylaw Enforcement File Summary

Dec-14

	Year	File No.	Land Owner	Date Open	Complaint Description	Status	Legal Description	Electoral Area
1	2007	203	Martin & Wendy Clay	17-Apr-07	Concern regarding a recycling and salvage yard operating in Rolla not in compliance with zoning	The majority of the property is completely clear of all scrap metals and vehicles	Parcel A (S22581), Blk 1, Plan 10648, 32-79-14; and Parcel B (T18682), Blk 1, Plan 10648, 32-79-14; and Lots 5,6, 7 & 10, Bk1, PI 10648, 32-79-14	Area D
2	2009	96	Brandy & Faye Meek	10-Jul-09	Non-farm use in ALR & commercial use in A-2 zone	No change	Pt NE 1/4 3-84-19	Area C
3	2011	119	Greg Falk	5-Jul-11	Business in contravention of R- 3 zone	Extension granted until December 31, 2014	Lot A PI PCB39365 12-84-19	Area C
4	2011	207	Lanny Lundquist	15-Nov-11	Unsightly Premises, 20-30 vehicles and junk yard	There has been some improvement, Mr. Lundquist has sold the tractor that was outside the fence.	Lot 2 & 3, Blk 4, 35-83-19 Plan 14402	Area C
5	2012	72	Waldemar & Olga Schaefer	3-Apr-12	Industrial activity in residential area-Charlie Lake	Court order obtained July 2, 2014	Lot 6, Blk 1, 19-84-18	Area C
6	2010	107	Samuel Ranch Ltd	19-Jul-10	3 homes		13805 Rose Prarie Rd. Lot 16, Plan 3986	Area B
7	2007	91	Jerry Whitford	27-Apr-07	Junkyard in residential zone	Will continue to monitor	Lot 2, Plan 27341, Part SW-15-86-19	Area B
8	2010	64	Allan Lefferson	12-Apr-10	Salvage yard in A-2	Waiting for Richmond Steel	Lot 1, Plan 28960, 21-77-14	Area D

December 18, 2014

# ACTIVE FILES

R-4

	Year	File No.	Land Owner	Date Open	Complaint Description	Status	Legal Description	Electoral Area
9	2012	109	Andreas and Olga Akulenko	28-May-12	Four homes on A-2 Zone	No change	SE 1/4 4-87-19 W6M	Area B
10	2007	132	Lanny Lundquist	27-Jun-07	Junk yard in C-2 zone	No change	L 1 24-83-18 PI 9697	Area C
11	2012	210	Hilding Donaldson	12-Oct-12	Salvage yard in A-2	Work in progress	15927 Prespatou Road NE 30-86-19	Area B
12	2013	102	Neil Nornberg	3-Jun-13	Salvage yard in R-4 Zone	Sept 3, 2014 ABC Recycling still has not showed up to remove the vehicles.	Lot 2, Plan BCP30608 28-78-15 1728-210 Rd	Area D
13	2013	203	Scott Ebert	28-Oct-13	Tank farm contrary to A-2 zone	December 27, 2014 compliance date	NE 1/4 21-83-18	Area C
15	2014	70	Anatoli Schirockich	3-Apr-14	Trucking contractor	Text Amendment Application-refused	Lot 14, Plan PGP47255, 17-84-19	Area C
16	2014	104	Silver Spirit Investments	20-May-14	Campsite operating long term contrary to C-2 Zone	Text Amendment Application-received	Lot 8, Plan 9723, 2-84-19	Area B
17	2014	116	Gillett/Unruh	23-May-14	Railway repair business	They have applied to remove the interior lot line for compliance	Lot 3, Block 2, 34-83-18 Plan 16203	Area C
18	2014	219	Roxann Blair	17-Sep-14	Junk yard in R-4 zone	Registered letter sent, no response	DL 2083	Area E
19	2014	245	David Evenson	20-Oct-14	Junk yard in R-4 zone	Initial site inspection October 16, 2014	Lot 5, 27-78-15 Plan 11473	Area D
20	2014	247	Squirrel Farms Inc.	20-Oct-14	Industrial use in A-2 zone	Has provided documentation to verify Home Industry-no decision yet	28-85-18	Area B

December 18, 2014



# ACTIVE FILES

R-4

	Year	File No.	Land Owner	Date Open	Complaint Description	Status	Legal Description	Electoral Area
21	2014	266	Lane COWAGER	18-Nov-14	House on blocks	Building permit required	Lot 4, Block 4, 21-84-19 Plan 14263	Area C
22	2014	267	Oleg & Olga LOBANOW	19-Nov-14	Two homes + new house being built	Registered letter sent, no response	Lot 8, 14-85-20 Plan 25749	Area B
23	2014	270	K-4 VENTURES	21-Nov-14	Industrial use in C-2 Zone	Rezoning application received	Lot A, 5-84-19 Plan 25617 ex. BCP29506	Area C

December 18, 2014

# INACTIVE FILES

R-4

## Bylaw Enforcement File Summary December 2014

	Year	File No.	Land Owner	Date Open	Complaint Description	Status	Legal Description	Electoral Area
1	2006	279	Louise & Angela Hoskyn	19-Dec-06	Running 1st Aid business from home in R-3 zone, too many business related vehicles	Judgement registered on title, the business is not operating and is for sale.	Lot 4, Plan 10215, 3-84-19	Area C
2	2013	207	Patricia Westergaard	4-Nov-14	Storage of many old vehicles	Property in probate	Lot 1, Plan BCP 38667 19-84-19, 12937 Cherry Road	Area C
3	2013	206	Michael (Joseph) Maxwell	4-Nov-13	Storage of many old vehicles	Sent letter Jan 2014 compliance expected	Lot 2, Plan BCP38667 19-84-19 13305 Fell Road	Area C
4	2011	5	Howard Goertz	7-Dec-11	Worker Camp	ALC requires a bond, and the one they gave is not in an acceptable form for the ALC	Block A District Lot 1307	Area B

December 18, 2014

# CLOSED FILES

R-4

## Bylaw Enforcement File Summary Decemebr 2014

	Year	File No.	Land Owner	Date Open	Complaint Description	Date Closed	Status	Legal Description	Electoral Area
1	2014	35	0784782 BC Ltd.	07-Feb-14	Sukunka Music Festival	25-Jun-14	Special Event Permit not required	DL 2439	E
2	2014	114	Schram/Golinsky	23-May-14	Gun Range in A-2 Zone	2-Jul-14	Gun Range moved to a suitable new location (Alberta)	SE 1/4 26-77-16	D
3	2014	123	Matthew and Marie Harder	29-May-14	Worker Camp	10-Jul-14	No contravention	NE 1/4 31-85-20	B
4	2014	122	Aron and Anna Walter	29-May-14	Worker Camp	10-Jul-14	No contravention	NE 1/4 33-85-20	B
5	2014	120	K-4 Ventures	26-May-14	Fabricating in C-2 zone	10-Jul-14	Complaint withdrawn	Lot 18, Block 1, 5-84-18	C
6	2009	111	Arthur Courtier	10-Aug-09	Salvage yard in residential zone	11-Jul-14	Derelict vehicles have been removed	Lot 16, PI 24431, NE 1/4 23-77-16	D
7	2014	100	Craig Elliot	14-May-14	Recycling Business	16-May-14	No contravention	Lot 6, Plan 12798, 25-83-19	C
8	2013	185	Progress Energy & Aramark Camps	02-Oct-13	Camp operating without the proper permits	16-Jun-14	TUP issued	Mile 131 Alaska Highway	B
9	2008	197	499701 BC Ltd.	16-Sep-08	Operating open camp contrary to zoning regulations	10-Oct-14	Bylaw No. 2079, 2013 adopted 09-Oct-2014	Lot 8, DL 777, Plan 16785	B
10	2013	91	John Shears	23-May-13	unsightly premises		noticeable improvement, all the old vehicles have been removed	Lot 6, Plan 13235, 26-83-19 7585 269 Road	C

December 18, 2014

## CLOSED FILES

R-4

11	2014	115	Graeme Thomas	23-May-14	Trucking contractor in R-3		HBB	Lot 2, 34-83-18 Plan EPP18396	C
12	2014	158	Bryan Simmons	04-Jul-14	Unsightly Premises		No contravention	Lot 17, 17- 84- 19 W6M Plan PGP47255	C
13	2014	246	Arsen Hocha	20-Oct-14	Industrial use in A-2 zone	12-Nov-14	Site inspection-no industrial activity apparent	16-83-25	B
14	2014	267	Brian MATHESON & Gordon ERGANG	19-Nov-14	Industrial use in R-3 zone	1-Dec-14	Existing Non Conforming Use	Lot 17, 12-84-19 Plan 12392	C
15	2013	142	Johan and Eunice Kobasiuk	30-Jul-13	Secondary Home contrary to regulations	1-Sep-14	Operating as a Bed & Breakfast	Lot 2, 18-84-18 Plan 19460	C
16	2013	164	Zira Properties	03-Sep-13	Property set up as a trucking company		Mr. Brar has provided the necessary documentation to prove that they conform to the HBB regulations.	Lot 8, 5-84-18 Plan 38300	C
17	2014	130	Jamie and Jennifer White	09-Jun-14	Dugout for fracking purposes		No contravention	NW 1/4 8-78-17	D

December 18, 2014

Updated: July 17, 2014

## ELECTORAL AREA DIRECTORS' COMMITTEE

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### DIARY ITEMS

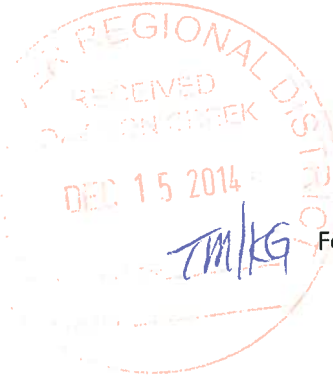
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Item

Status

Notes

Diarized



## EADC Handout C-2

Shell Canada Limited

6814 Airport Road

P.O. Box 6848

Fort St. John, BC V1J 4J3

Tel (778) 256-2367

Internet [www.shell.ca](http://www.shell.ca)

December 3, 2014

**Re: Attachie Exploration Update**

Shell Canada would like to provide you with updated information on our exploration plans for our Attachie lands. Shell considers Attachie to be the area where Shell has subsurface rights approximately 70 km northwest of the City of Fort St. John, where the Upper Cache and Lower Cache Roads meet.

In February 2013, Shell constructed a wellpad on the west side of the lands at 11-6-86-23 W6M and in July 2013, another at 16-12-86-22 W6M on the east side of the lands. During the winter of 2014, Shell drilled 2 wells from the 11-6 location and, in the summer of 2014, completed and tested them. Further exploration activity is not currently planned for 2015. Shell will update you if activity is expected to be resumed.

Thank you for letting Shell be a member of your community for the last two years. This past summer, Shell worked with representatives of the Cache Creek Community Club to determine a way for Shell to invest in your community. The community representatives chose to use the \$10,000 in funding to purchase a new sound system and screen for the hall, as well as a grooming tool for the riding arena. We hope that you enjoy these community investments!

As always, Shell is committed to ongoing communication, through letters such as this, and as otherwise preferred by our stakeholders. If you have any comments, concerns, or questions, please don't hesitate to contact me.

Wishing you and your families a safe and happy holiday season,

Jennifer Beebe  
Consultation Specialist

December 18, 2014

# EADC Handout C-3

From: Pris [<mailto:pat.acl@pris.ca>]  
Sent: December-17-14 2:42 PM  
To: Karen Goodings  
Subject: Re: Site C

Thanks Karen

I haven't been able to get an exact answer as to what the delay of the project actually means. I am trying to find that out.

Pat

Original Message

From: Karen Goodings  
Sent: Wednesday, December 17, 2014 2:30 PM  
To: 'Pat Pimm'; [bsper@hotmail.com](mailto:bsper@hotmail.com)  
Cc: Chris Cvik  
Subject: RE: Site C

I will take this forward to the EA Directors Committee and will get back to you asap. It is my understanding that there is a 6 month waiting period before Hydro moves ahead. Are we to assume that means there will be no further action on the pilings for the camp? Or other initiatives?

-----Original Message-----

From: Pat Pimm [<mailto:pat.acl@pris.ca>]  
Sent: December-17-14 1:41 PM  
To: Karen Gooding; [bsper@hotmail.com](mailto:bsper@hotmail.com)  
Subject: Site C

Hello Brad and Karen

As you have heard by now the Province is going to be moving forward with building the Site C hydro project. I know there are many mixed feelings on this project but my concern is that we try to get the most benefits as possible for our region. I am going to propose that we put together a project liaison committee very similar to what we had for the Hospital when we built that project. I would like to know if you two area directors would be interested in sitting at a table like this if I can put it together. I'm not sure if I can make it happen but if there is interest I would be interested in pursuing the opportunity. I would see this group being something like this:

- 1- FSJ
- 2- Taylor
- 3- Hudson's Hope
- 4- Area B Director
- 5- Area C Director
- 6- Industry
- 7- First Nations

Please let me know if you have any interest in this concept.

Pat

**December 18, 2014**