

# 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, July 16 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 June 18, 2015.
5. Business Arising from the Minutes:  
BA-1 Agriculture Advisory Committee Terms of Reference (to be provided at the meeting).
6. Delegations:
7. Correspondence:  
C-1 June 2, 2015 - C3 Alliance Corp. - 2<sup>nd</sup> Resource Breakfast Series at UBCM September 22 to 24, 2015
8. Reports:  
R-1 July 6, 2015, Chris Cvik, Chief Administrative Officer - Romedo Spring update, for discussion  
R-2 July 6, 2015, Chris Cvik, Chief Administrative Officer - Water Function possible locations of potable water sites, for discussion  
R-3 July 6, 2015, Chris Cvik, Chief Administrative Officer - Septage Function - possible timing of a referendum in electoral areas B and C or in C only, for discussion (see attached calendar).  
R-4 July 6, 2015, Chris Cvik, Chief Administrative Officer - Building Inspection - review of Board resolution and general discussion on timing and next steps.  
R-5 July 10, 2015, Jodi MacLean, Assistant Manager of Development Services - West Peace Fringe Area Official Community Plan  
R-6 July 9, 2015, Erin Price, Bylaw Enforcement Officer - Enforcement File Update.
9. New Business:
10. Communications:
11. Diary:
12. Adjournment:



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

**M-1**

DATE: June 18, 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  
Bruce Simard, General Manager of Development Services  
Fran Haughian, Communications Manager / Commission Liaison  
Trish Morgan, General Manager of Community Services and Electoral Areas  
Kim Frech, Chief Financial Officer  
Barb Coburn, Recording Secretary

Guests: Stacy Thomas, Northeast News

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

ADOPTION OF AGENDA:

June 18, 2015 Agenda MOVED by Director Hiebert, SECONDED by Director Rose,  
That the Electoral Area Directors' Committee agenda for the June 18, 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 May 21, 2015.  
Business Arising from the Minutes:  
BA-1 Terms of Reference for the Agriculture Advisory Committee  
Delegations:  
Correspondence:  
C-1 June 10, 2015 - The Compass - Electoral Area Directors' Forum 2015 - Request for Topics.  
Reports:  
R-1 June 4, 2015 - Chris Cvik, Chief Administrative Officer - Sub-Regional Water Function and Sub-  
Regional Septage Handling Function.  
R-2 June 8, 2015 - Bruce Simard, General Manager of Development Services - Land Use Report  
Referral Process.  
New Business:  
NB-1 ICBC charging 12% GST on privately sold used vehicles.  
Communications:  
Diary:  
Adjournment:

CARRIED.

ADOPTION OF MINUTES:

M-1 MOVED by Director Sperling, SECONDED by Director Hiebert,  
EADC meeting minutes of That the Electoral Area Directors' Committee Meeting minutes of May 21, 2015 be adopted.  
May 21, 2015 CARRIED.

**July 16, 2015**

BUSINESS ARISING FROM THE MINUTES:

BA-1  
Terms of Reference for the  
Agriculture Advisory  
Committee

The terms of reference, as provided at the December 18, 2014 Electoral Area Directors' Committee meeting, were reviewed. The Directors' suggested changes will be incorporated into a new document and presented to the Agriculture Advisory Committee (AAC) at its next meeting. Following the review by the AAC, it will be referred back to the Electoral Area Directors' Committee for a further review prior to being forwarded to the Regional Board for its approval.

MOVED by Director Hiebert, SECONDED by Director Rose,  
That a discussion regarding the Regional Agriculture Plan be referred to a future Electoral Area Directors' Committee meeting.

CARRIED.

Recess

The meeting recessed at 12 noon for lunch

Reconvene

The meeting reconvened at 12:30 p.m.

CORRESPONDENCE:

C-1  
Electoral Area Directors'  
Forum 2015 at UBCM

MOVED by Director Sperling, SECONDED by Director Rose,  
That the Electoral Area Directors' Committee recommend to the Regional Board that the following topic for discussion be forwarded to Marylyn Chiang, Senior Policy Analyst, 2015 UBCM Convention for discussion at the Electoral Area Directors' Forum:

- the planting of trees on agriculture land by industry in order to accumulate carbon credits.

CARRIED.

REPORTS:

R-1  
Sub-Regional Water  
Function and Sub-Regional  
Septage Handling Function

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

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

CARRIED.

R-2  
Land Use Report Referrals  
Process

MOVED by Director Rose, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommend to the Regional Board that Board Resolution Number RD15/04/26 (23) which reads:

"That a two-week period be added to the development application review process to allow time for the appropriate Electoral Area Director to review applications prior to them going to the Regional Board for consideration."

be amended to include the following:

"and that, if there is no response to the referral within the two-week period, the application be forwarded to the next Regional Board Agenda."

CARRIED.

ADJOURNMENT

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

CARRIED

The meeting adjourned at 2 p.m.



# Peace River Regional District REPORT

# BA-1

To: Electoral Area Directors' Committee

Date: July 14, 2015

From: Bruce Simard, GM of Development Services

**Subject: Agriculture Advisory Committee meeting recommendations**

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The following recommendations arose from the July 13, 2015 Agriculture Advisory Committee meeting and are being forwarded to you for consideration:

## **RECOMMENDATION No. 1 – Terms of Reference:**

That the Agriculture Advisory Committee forward the following suggested revisions to the AAC Terms of Reference to the Electoral Area Directors' Committee, for consideration:

Under Purpose 1.1

add another bullet "that the AAC may forward agriculture related issues to the Electoral Area Directors' Committee for discussion and consideration.

Under Membership 2.4

clarify that re-appointment applies only to the primary member, not the alternate, and that this policy starts at time of adoption and is not retro-active to time already served by existing members.

Under Procedures 3.7

add "That whenever possible meetings will strive to alternate between Dawson Creek and Fort St. John."

Under Procedures 3.9

change to "Peace River Regional District current Procedure Bylaw."

## **RECOMMENDATION No. 2 – \$20 Million Fund (BC Hydro Site C)**

That the Agriculture Advisory Committee recommends to the Electoral Area Directors' Committee that it supports a letter being forwarded to the Honourable Norm Letnick, Minister of Agriculture requesting that the BC Hydro \$20 million fund for the Peace Region's agricultural industry be delivered and administered locally from the Peace Region.

## **STRATEGIC PLAN RELEVANCE:**

## **FINANCIAL CONSIDERATION(S):**

## **COMMUNICATIONS CONSIDERATION(S):**

## **OTHER CONSIDERATION(S):**

Attached for your reference are the draft minutes and Terms

of Reference.

**July 16, 2015**

Staff Initials:

Dept. Head:

CAO:

Page 1 of 1



# Peace River Regional District REPORT

**BA-1**

To: Agricultural Advisory Committee (AAC)      Date: July 3, 2015  
From: Electoral Area Directors Committee (EADC)  
Subject: **Review of Committee Terms of Reference**

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## **INFORMATION**

Draft revised terms of reference are provided for information and comment.

## **BACKGROUND/RATIONALE:**

In December 2014 Leonard Hiebert, AAC Chair began a discussion with the Committee in regard to a review of the terms of reference (TOR). The EADC has carefully considered the feedback received and at their June 2015 meeting proposed changes to the TOR.

Attached are the current Terms of Reference(2013) and a revised TOR draft as recommended by EADC.

**July 16, 2015**

Staff Initials:

Dept. Head: *Bruce Simard*      CAO:

Page 1 of 1



# BA-1

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

### 1. PURPOSE

- 1.1 The general mandate of the Agricultural Advisory Committee (the “AAC”) 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 provide a forum for focusing the concerns of agriculture in the region.
- 1.2 The AAC will advise the Peace River Regional District Board on agricultural issues within the region, including:
- Assisting with comprehensive reviews in development of:
    - official community plans, by recommending ag sector participants for the review process;
    - regulatory bylaws pertaining to agriculture;
    - agricultural area plans.
  - Development proposals with potential impacts on agriculture, as referred by the Regional Board.
  - Water management issues.
  - 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 a primary and alternate delegate for participation on the AAC, from which the Chair will make recommendations to the Regional Board for appointment to the AAC 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, (West Peace, South Peace and North Peace) who have an interest in agriculture, and appoint such members for a period of up to two (2) years. Applicants may also recommend an alternate.
- 2.4 Members shall be eligible for re-appointment to a maximum of three (3) successive terms, including partial terms. Former AAC members can re-apply for appointment after a minimum one (1) year absence period following three (3) successive terms.
- 2.5 All Electoral Area Directors shall be non-voting liaison members of the AAC.
- 2.6 The Regional Board Chair will always be ex-officio to the AAC.
- 2.7 Advisors (non-voting) from provincial and federal government agencies may be invited as necessary.

**July 16, 2015**

**3. PROCEDURES**

- 3.1 The AAC is advisory and all recommendations will be forwarded to the Regional Board for consideration.
- 3.2 The AAC 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. Regional Board Directors are not eligible for the position of AAC Chair.
- 3.3 The AAC may meet quarterly, and/or at the call of the AAC Chair as necessary, unless there are no agenda items to be reviewed.
- 3.4 At all meetings, five (5) members (not including Regional Board Directors), shall constitute a quorum, and are the minimum number required to hold a meeting.
- 3.5 In the event an appointed Member is unable to attend the AAC meeting his/her Alternate may attend. An Alternate may attend any AAC 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 AAC will be provided by the Peace River Regional District.
- 3.9 Operating procedures shall be established pursuant to procedures set out in "Peace River Regional District Procedure Bylaw No. 1633, 2006."
- 3.10 AAC 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.
- 3.11 Agendas and minutes shall be provided to appointed members and their sponsoring organizations as applicable.

**4 ANNUAL REVIEW**

- 4.1 The Electoral Area Directors Committee (EADC) will review the terms of reference (TOR), procedures and effectiveness of the AAC on an annual basis, and report to the Regional Board with recommendations by December 31 of each year (starting in 2016).

**July 16, 2015**



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

### 1. PURPOSE

1.1 The general mandate of the Agricultural Advisory Committee (the "AAC 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.

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1.2 The Committee AAC will advise the Peace River Regional District Board on agricultural issues within the \_\_\_\_\_ region, including:

- Assisting with comprehensive reviews ~~or in~~ development of:
  - official community plans, by recommending ag sector participants for the review process;
  - regulatory bylaws pertaining to agriculture;
  - ~~agricultural area plans, and~~
  - ~~farm policies;~~
- ~~Major development proposals with potential impacts on agriculture, as referred by the Regional Board.~~
- Water management issues.
- Examining and identifying infrastructure improvements to support agriculture.
- ~~Effectiveness of noxious insect and invasive plant regulations and programs.~~

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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.

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### 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 a primary and alternate delegates for participation on the Committee AAC, from which the Chair will make recommendations to the Regional Board for appointment to the Committee AAC 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, (West Peace, South Peace and North Peace) who \_\_\_\_\_ have an interest in agriculture, and appoint such members \_\_\_\_\_ for a period of up to two (2) years. Applicants may also recommend an alternate.

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2.4 Members shall be eligible for re-appointment to a maximum of three (3) successive terms, including partial terms. Former AAC members can re-apply for appointment after a minimum one (1) year absence period following three (3) successive terms.

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2.54 The Regional Board Chair will All Electoral Area Directors shall appoint two Board members as be non-voting liaison members of the Committee AAC.

2.65 The Regional Board Chair will always be ex-officio to the Committee AAC.

2.76 Advisors (non-voting) from provincial and federal government agencies will may be invited as necessary.

### 3. PROCEDURES

3.1 The Committee AAC is advisory and all recommendations will be forwarded to the Regional Board for consideration.

3.2 The Committee AAC 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. Regional Board Directors are not eligible for the position of AAC Chair.

3.3 The Committee AAC may meet every second month on the third Tuesday of the month quarterly, and/or at the \_\_\_\_\_ call of the Committee AAC Chair as necessary, unless there are no agenda items to be reviewed.

3.4 At all meetings, five (5) members (not including Regional Board Directors), with one being a Regional Board member, shall constitute a \_\_\_\_\_ quorum, and are the minimum number required to hold a meeting.

3.5 In the event an appointed Member is unable to attend the Committee AAC meeting his/her Alternate may attend. An Alternate may attend any Committee AAC 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 AAC will be provided by the Peace River Regional District.

3.9- Operating procedures may shall be established by the Committee and should be similar pursuant to –procedures as- set out for Committees in "Peace River Regional District Procedure Bylaw

3.9- No. 1633, 2006."

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3.10 Committee AAC 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.

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3.11 Agendas and minutes shall be provided to appointed members and their sponsoring organizations as applicable.

## 4 ANNUAL REVIEW

3.10 The Electoral Area Directors Committee (EADC) will review the terms of reference (TOR), procedures and effectiveness of the AAC on an annual basis, and report to the Regional Board with recommendations by December 31 of each year (starting in 2016).

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# BA-1

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- 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                     |
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| 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.

July 16, 2015

## 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.
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- 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.

July 16, 2015



PEACE RIVER REGIONAL DISTRICT  
Agriculture Advisory Committee  
Meeting Minutes

Draft  
**BA-1**

DATE: Tuesday, May 19, 2015

PLACE: Regional District offices, Dawson Creek, BC

PRESENT: Leonard Hiebert, Director, Electoral Area 'D' – Meeting Chair  
Jill Copes, Peace River District Women's Institute  
Ruth Veiner, Alternate - Peace River District Women's Institute  
Jim Collins, Alternate – Peace River Farmer's Institute  
Judy Madden, PR Regional Cattlemen's Association  
Rod Kronlachner, Member at Large – South Peace  
Greg Neave, Member at Large - North Peace

Guest

Brad Sperling, Director, Electoral Area 'C', 1:00 pm

Regional District Staff

Bruce Simard, General Manager of Development Services  
Suzanne Garrett, Corporate Services Coordinator

1) Call to Order The meeting was called to order at 10:05 a.m.

**Notice of New Business:**

Jill Copes proposed referendum on water  
Jim Collins attendance at meetings

**Adoption of the Agenda:**

2) Adoption of the Agenda MOVED by Jill Copes, SECONDED by Greg Neave,  
that the Agriculture Advisory Committee agenda for the July 13, 2015 meeting,  
including New Business and Additional Items, be adopted.

**Adoption of the Minutes:**

M-1 Agriculture Advisory Committee Meeting Minutes of May 19, 2015

**Business Arising from the Minutes:**

BA-1 Future of the AAC – Terms of Reference

**Correspondence:**

C-1 April 16, 2015 letter from the Ministry of Natural Gas Development  
regarding the Petroleum and Natural Gas Act. (referred by the Board)

**Reports:**

R-1 June 25, 2015 Chair's report regarding the status of the May 19, 2015  
AAC meeting recommendations to the Regional Board.

**New Business:**

**Items for Information:**

I-1 June 16, 2015 letter to BC Bison Association regarding notice of  
resignation.

**Diary and Terms of Reference:**

CARRIED.

**MINUTES:**

3) M-1 AAC Mtg. Minutes MOVED by Don Dunbar, SECONDED by Judy Madden,  
that the Agriculture Advisory Committee Meeting Minutes of May 19, 2015  
be adopted.

CARRIED.

July 16, 2015

**BUSINESS ARISING FROM THE MINUTES:**

- 4) Item #6 re: revised Terms of Reference
- Members reviewed the draft Terms of Reference, revised/updated by the Electoral Area Directors' Committee.

MOVED by Jill Copes, SECONDED by Jim Collins,  
That the Agriculture Advisory Committee forward the following suggested revisions to the AAC Terms of Reference to the Electoral Area Directors' Committee, for consideration:

Under Purpose 1.1

add another bullet "that the AAC may forward agriculture related issues to the Electoral Area Directors' Committee for discussion and consideration.

Under Membership 2.4

clarify that re-appointment applies only to the primary member, not the alternate, and that this policy starts at time of adoption and is not retro-active to time already served by existing members.

Under Procedures 3.7

add "That whenever possible meetings will strive to alternate between Dawson Creek and Fort St. John."

Under Procedures 3.9

change to "Peace River Regional District current Procedure Bylaw."

**CARRIED.**

The Committee expressed its appreciation to the Electoral Area Directors' Committee for its an outstanding job

Members were advised that Committee meeting agendas and Terms of Reference are available for viewing on the Regional District's website.

**NEW BUSINESS:**

- 5) NB-1 re: proposed water referendum
- In response to a question on why the proposed water referendum had not been referred to the Committee for dissemination out to their respective organizations, Chair Hiebert advised that in response to the general public's voiced concerns over the Alternate Approval Process, the Regional District will be going to referendum this fall seeking support for a proposed sub-regional water function. Information will be available in the near future.
- 6) Recess:
- The meeting recessed for lunch at 12:15 pm
- 7) Reconvene:
- The meeting reconvened at 1:00 pm
- 8) NB-2 re: funding
- Director Sperling advised members that the Peace River Agriculture Development Fund (PRAD) was seeking a letter of support regarding the province's \$20 million fund for the Peace Region's agricultural industry. The fund is one of several conditions on the approval certificate for the creation of BC Hydro's Site C Dam. The fund was established specifically to compensate agricultural producers whose land may be impacted by the development of the Dam.

Currently very little information is available, i.e. who will administer/distribute the funds, criteria for eligibility, etc. It is felt that there is a need to ensure that the funds are delivered and administered locally, from the Peace Region.

**New Business:** (continued)

8) NB-2 re: funding (continued)      MOVED by Judy Madden, SECONDED by Greg Neave,  
That the Agriculture Advisory Committee recommends to the Electoral Area Directors' Committee that it supports a letter being forwarded to the Honourable Norm Letnick, Minister of Agriculture requesting that the BC Hydro \$20 million fund for the Peace Region's agricultural industry be delivered and administered locally from the Peace Region.

CARRIED.

9) NB-3 re: meeting attendance      Discussion ensued regarding meeting attendance. It was felt that the 2 meeting absence, without good reason, should be enforced as stated in the Terms of Reference. It was noted that current appointments expire in September 2015. A request for new members will be forwarded to commodity groups as identified in the Terms of Reference. The package will include the revised Terms of Reference.

10) Adjournment      MOVED by Greg Neave, SECONDED by Rod Kronlachner,  
that the meeting be adjourned.

The meeting adjourned at 1:30 pm

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Leonard Hiebert,  
Chair

---

Suzanne Garrett,  
Corporate Services Coordinator





Chair Lori Ackerman  
Regional District of DAWSON CREEK  
PO BOX 810 STN MAIN  
DAWSON CREEK BC V1G 4H8

Dear Chair Ackerman,

**Re: 2<sup>nd</sup> Annual Resource Breakfast Series September 22<sup>nd</sup> to 24<sup>th</sup>, 2015 – Vancouver, BC**

On behalf of the BC Resource Sector, it is my sincere pleasure to invite two of your representatives to the 2<sup>nd</sup> annual *Resource Breakfast Series*. This exciting yearly event will be held at Vancouver's Terminal City Club (TCC) spanning three mornings during the September 2015 Union of BC Municipalities' (UBCM) Annual Convention. The breakfasts will take place from 7:00 to 8:30 am and each will focus on a different aspect of BC's resource industry including the Energy and Mining, Natural Gas and Forest sectors. The hosted breakfasts provide an opportunity to network, receive brief updates on resource projects throughout the province, and meet representatives of the generous sponsoring companies.

**Energy and Mining Sector Breakfast, Tuesday, September 22<sup>nd</sup>, 2015**

Guest of Honor: Honourable Bill Bennett, Minister of Energy Mines and Core Review, *confirmed*

**Natural Gas Sector Breakfast - Wednesday, September 23<sup>rd</sup>, 2015**

Guest of Honor: Honourable Rich Coleman, Deputy Premier and Minister of Natural Gas Development and Minister Responsible for Housing, *invited*

**Forest Sector Breakfast - Thursday, September 24<sup>th</sup>, 2015**

Guest of Honor: Honourable Steve Thomson, Minister of Forest, Lands and Natural Resource Operations, *invited*

**Time:** 7:00 am-8:30 am  
**Invited Guests:** 200 Mayors and Councillors (MLAs are also invited)  
**Style:** Plated breakfast  
**Location:** Terminal City Club (TCC) – 837 West Hastings St, Vancouver, BC  
**Cost:** No charge, hosted breakfast  
**Dress:** Business Casual

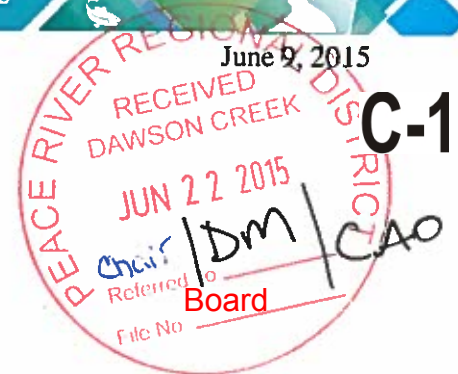
The TCC venue is perfectly located in downtown Vancouver just a short 5 minute walk from the Vancouver Convention Centre and provides a friendly, professional and strategically located venue, ideal for hosting this popular event.

Last year's Resource Breakfast Series was a huge success, with a sellout crowd each day and representation from 75 different areas of the province. Due to the strong demand and interest experienced in 2014, we have expanded seating from 100 to 200 each day. As was the case last year, there will be a wide selection of Mayors, Councillors, MLAs, industry and association sponsors from across the province

408 – 688 West Hastings Street  
Vancouver, British Columbia  
V6B 1P1, Canada

(604) 353-3136  
info@c3alliancecorp.ca  
www.c3alliancecorp.ca

July 16, 2015





to these complimentary breakfasts. Minister Bill Bennett has accepted our invitation to be the Guest of Honour at the Energy and Mining Sector breakfast. In addition, Ministers Steve Thomson and Rich Coleman have been invited to be our Guests of Honour at the Forest Sector and Natural Gas Sector breakfasts, respectively. These breakfasts present an excellent opportunity to meet and learn firsthand the latest news about BC's important resource sector.

Seating is limited and will be assigned on a first-come, first-served basis. To support and encourage a broad spectrum of leaders from across the Province, we are limiting local government seats to two per Municipal Council at any or all of the breakfasts. Please RSVP to [info@c3alliancecorp.ca](mailto:info@c3alliancecorp.ca) and specify which event(s) you would like your representatives to attend.

We look forward to seeing you at 2<sup>nd</sup> Annual Resource Breakfast Series.

Kind regards,



Dan Jepsen  
Chairman & CEO  
C3 Alliance Corp.

cc: Hon. Rich Coleman, Minister of Natural Gas Development, Minister Responsible for Housing,  
and Deputy Premier  
Hon. Bill Bennett, Minister of Energy and Mines and Minister Responsible for Core Review  
Hon. Steve Thomson, Minister of Forests, Lands and Natural Resource Operations  
P. Jerry Asp, President, C3 Alliance Corp

July 16, 2015

# August 2015

R-3

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<i>1</i>
<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	6 THREE READINGS OF BYLAW , ETC by BOARD	<i>7</i>	<i>8</i>
<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>
<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	6	<i>21</i>	<i>22</i>
<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>
<i>30</i>	<i>31</i>		July 16, 2015			

# September 2015

R-3

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 NOTICE TO SCRUTINEERS (earliest day to publish)	17 LAST CHANCE TO AMEND ELEC- TION BYLAW	18	19
20	21	22	23	24	25 <i>Last day to adopt election bylaw LGA</i>	26
27	28 10 DAY SCRUTINEER APP PERIOD	29	30  July 16, 2015			

# October 2015

R-3

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 SCRUTINEER APP PERIOD ENDS	8	9	10
11		13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 REQUIRED ADVANCE VOTING DAY July 16, 2015	29	30	31

# November 2015

R-3

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 ADVANCED VOTING	3 ADVANCED VOTING	4 SECOND REQUIRED ADVANCE VOTING DAY	5 ADVANCED VOTING	6 ADVANCED VOTING	7 <u>Referendum</u>
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30		July 16, 2015			



# Peace River Regional District REPORT

R-4

To: Electoral Area Directors Committee (EADC)

Date: July 9, 2015

From: Chris Cvik, CAO

**Subject: Building Bylaw – Bring Forward Project**

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## RECOMMENDATIONS:

1. That EADC provide direction to Administration on the process they would like to see used to comply with the Board resolution on the Building Bylaw.

## BACKGROUND/RATIONALE:

During the November 27, 2014, PRRD Board Meeting, the following resolution was passed:

### Building Bylaw No. 2131, 2014

RD/14/11/07 (27) That "Building Bylaw No. 2131, 2014" be read three times this 27th day of November, 2014.

- RD/14/11/08 (27)
- 1) That "Building Bylaw No. 2131, 2014" be adopted this 27th day of November, 2014; and
  - 2) That the Regional Board direct that a press release be issued regarding the adoption of "Building Bylaw No. 2131, 2014"; and
  - 3) That the Regional Board approve an information campaign (for 30 days) to update the public about the status of building inspection, with a budget up to \$7,500; and
  - 4) That a referendum be held in each Electoral Area to seek the public's opinion on whether or not the Peace River Regional District should continue with "Building Bylaw No. 2131, 2014", with a view to commencing the referendum process on November 15, 2015, with the referendum to be completed by April 15, 2016.

**July 16, 2015**

Staff Initials:

Dept. Head:

CAO:

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The above resolution ‘temporarily’ ended a very controversial issue as the district basically reverted back to the ‘old bylaw’. However, for some residents, the fact there is a building bylaw at all is the source of frustration as they would prefer to not have areas where building permits are required in rural areas.

**OPTIONS:**

1. That EADC provide direction to Administration on the process they would like to see used to comply with the Board resolution on the Building Bylaw.

**STRATEGIC PLAN RELEVANCE:**

Carry forward item from 2014.

**FINANCIAL CONSIDERATION(S):**

There is approximately \$7,000 in the current budget for Building Bylaw communications that is available.

**COMMUNICATIONS:**

Copy of PRRD Board Report – Building Bylaw Service dated December 31, 2013 and presented to the Board on January 9, 2014.

**OTHER CONSIDERATION(S):**

**July 16, 2015**



Peace River Regional District  
REPORT

R-4

To: Regional Board

Date: December 31, 2013

From: Fred Banham, CAO  
Bruce Simard, GM of Development Services

Subject: Building Bylaw Service

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Building inspection is a Public Service to benefit property owners, their neighbours and their neighbourhoods.

The Peace River Regional District building bylaw gets its authority from the Provincial Government. The building bylaw is legislation that provides the legal authority and creates the limitations for a public service that identifies and monitors development; sites (locates) development; monitors and controls land use activities; inspects new construction to BC Building Code standard; and monitors structural weight, load and design construction to ensure that safety has been considered for human occupancy. It is a service to ensure the integrity and safety of all building types and structures that will usually last many decades. "*Build it right the first time*" is a time honored and highly valued principle. Very few owners are building experts, able to assess whether standards are being met. Building inspection is a cost effective service to ensure building standards are met, for the vast majority of owners that are not building experts. Safety is especially important when the public and workers come into a building.

In addition, the building permit process is widely used as a trigger mechanism for many other applications both government related and non-government related to assist in identifying, valuing and tracking development that over time benefits both the current and future property owners of all property.

Examples of government related triggers would be siting of a new building on a property within the setback limitations identified in the Peace River Regional District (PRRD) zoning bylaw; or, the proposed development of a new structure like a truck shop in a residential neighbourhood. The Provincial Government uses building permit statistics to assist in monitoring regional and provincial growth. Other government agencies like School Districts use building permits to monitor development areas and to trigger the siting of schools along with School Site Acquisition Charges. BC Assessment uses building permits to identify new assessment for the assessment role ensuring that everyone is paying their equal share of property tax.

Examples of non-government agencies utilizing the building inspection service to assist in the delivery of their service include financial institutions that release banking funds based upon an independent, unbiased government agency specified inspection process, realtors and conveyance lawyers proving minimum adherence to BC Building Code standards, surveyors in preparing real property reports, and insurance adjusters in assisting in insurance claims just to name a few.

**BACKGROUND:**

Staff Initials:

Dept. Head:

CAO: 

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July 16, 2015



At the November 14, 2013 meeting the Board resolved as follows:

RD/13/11/38

*That the report that staff produced that indicated ramifications of repealing the Building Bylaw No. 1996, 2011 be expanded upon to provide details on the impacts; and that the report be brought forward to the January 9, 2014 Board meeting for consideration.*

At the November 28, 2013 meeting the Board approved the following resolution:

RD/13/11/31 (28)

*That the Regional Board only enforce Peace River Regional District Building Bylaw No. 1996, 2011 as follows:*

*for those permits issued before November 14, 2013, and  
for those that request to obtain a permit.*

Upon reconsideration at the December 2, 2013 meeting, the Board defeated the adoption of the bylaw which repealed Building Bylaw 1996, 2011, which brought the building bylaw back into force. However, application of the building bylaw is constrained by the Board's November 28 resolution that essentially made participation in the bylaw voluntary from December 2 onward. This condition of a voluntary application of the building bylaw continues to have a detrimental effect on other PRRD initiatives, as if the building bylaw were repealed, as outlined in the November 6, 2013 report from the CAO.

This report provides further detail of the detrimental effects of not enforcing the building bylaw service.

## **1. Development Permits**

Development permits are an instrument that allows the Regional District to require supplementary land use conditions for specific purposes. The primary trigger for activating these requirements is an application for a building permit. Without a building permit the planning objectives of the development permits are not triggered and cannot be enforced once new construction occurs with no development permit.

The development permits and their purposes are listed below:

### **North Peace Fringe Area OCP**

#### **Commercial DPA No. 1**

"Commercial Development Permit Area No.1 aims to ensure that any commercial development is in keeping with the community's expectations and that:

- a) the development has a visual quality that enhances the areas general appearance, including appropriate screening and landscaping to minimize the impacts on adjoining parcels; and
- b) the development offers safe and efficient access to all users."

The primary planning goals achieved through these requirements are landscape buffers facing the main highways, landscape buffers separating commercial from residential and agricultural land, general appearance requirements, location of parking, and requirements that yard lighting does not affect adjacent properties.

#### **Industrial DPA No. 2**

**July 16, 2015**

"Industrial Development Permit Area No.2 aims to ensure that industrial development is in keeping with the community's expectations that:

- a) the development has a visual quality that enhances the area's general appearance, including appropriate screening and landscaping to minimize the impacts on adjoining parcels;
- b) the industrial development offers safe and efficient access to all users."

The planning goals are very similar to the commercial DPA in promoting requirements for landscape buffers facing the main highways, landscape buffers separating industrial from residential and agricultural land, general appearance requirements, location of parking, and requirements that yard lighting does not affect adjacent properties.

#### Charlie Lake DPA No. 3

"The Charlie Lake Development Permit Area No. 3, aims to ensure that future development along the Charlie Lake shoreline is in keeping with the community's expectations that:

- a) the water quality of Charlie Lake is improved and preserved;
- b) a balance be found, between the preservation of ecological resources and the desire to develop lakeshore lots around Charlie Lake; and
- c) Charlie Lake is ultimately a public resource and should be accessible to all who use and enjoy it."

These planning objectives are achieved by the application and enforcement of the Lakeshore Development Guidelines. This is a policy well supported and vigorously advocated for Charlie Lake by local residents and can be traced back to the very reason the Charlie Lake Sewer System was established.

#### Agriculture Development Permit No. 4

"This OCP recognizes agriculture as an integral part of the rural landscape and a major contributor to the local area economy and a critical food source and attempts to protect it from conflicting encroachment. Most lands in the Agriculture designation are within the ALR and are subject to the *ALC Act* and the *Farm Practices Protection Act*, and thus this OCP aims at ensuring these lands are utilized for long term food production. *Buffering in accordance with the ALC's "Landscape Buffer Specifications", March 1993, and is recommended as a guide to help protect agriculture and for planning buffers between agricultural and non-agricultural uses."*

#### Old Fort Development Permit Area No. 5

"These properties have steep river banks or unstable creek banks, which may be vulnerable to flooding, slope instability, erosion, or landslides. These identified parcels may also be subject to storm water drainage or lagoon wall failure or other hazards. There has been a demonstrated need to ensure that all hazards to persons and property are eliminated through the control of the location and nature of the development."

In this planning objective site specific requirements are established which could include geotechnical assessment and precise survey for building setbacks from the top of banks, all in the interest of long term public safety.

### Swan Lake Development Permit Area

“The purpose of this development permit area is to maintain a majority of undeveloped lakeshore areas which is necessary to sustain existing environmentally sensitive areas and wildlife habitat. As per the Peace River Regional District Lakeshore Development Guidelines, a maximum development perimeter of 30% has been established for this Limited Development designated Lake, which leaves only 4% of the lake perimeter available for development. ”

These planning objectives are achieved through the application and enforcement of the Lakeshore Development Guidelines. This is another policy well supported and vigorously advocated for Swan Lake by the local residents.

## **2. Zoning Bylaw Compliance**

Confirming that a proposal meets the requirements of zoning regulations is an essential step in the review of building permit applications. Without this initial assessment through the building permit process there is a highly increased likelihood that buildings will be constructed contrary to zoning regulations, which will then result in non-compliance and enforcement problems.

Recent examples include: building more homes on a property than allowed; locating a building too close to property lines – resulting in exterior decks and eaves encroaching over property lines; building accessory structures larger than permitted; constructing buildings for uses not permitted.

The building permit process provides the initial step for a review of proposals to ensure that zoning regulations and the land use management objectives of the Regional District are upheld. This supports Regional District policies, community objectives, and provides a valuable service to land owners, with assistance and information to meet zoning requirements. Enforcement of PRRD regulations has been a dominant theme throughout the development of three very recent Official Community Plans. Without this early step in the construction process, many things can and have gone wrong that result in costly, time consuming and controversial enforcement proceedings.

## **3. Development Cost Charges (DCCs)**

The Charlie Lake Sewer system will be undergoing a substantial upgrade over the next couple years. To properly finance future expansion resulting from expected growth, the Board has directed that a scheme of Development Cost Charges be established for the additional burden that new development will inevitably put on the system.

Development Cost Charges are calculated in terms of equivalent “development units” (DUs) for each category of development. Collection of DCCs is triggered by application for a building permit because the specific DUs can only be calculated when the size and scope of a development is determined.

Without building permits to trigger the calculation and collection of DCCs, the Charlie Lake Sewer System risks underfunding to accommodate expansion required by the additional burden expected from growth.

## **4. Industrial Development (Assessment & Work Camps)**

July 16, 2015

It is expected that there will be significant and rapid industrial development throughout the region, such as: gas plants, compressor stations, wind-farms, industrial shops, work camps, etc. These projects represent multimillions of dollars of investment in the region. It has been and continues to be a concern of the Regional District to know where and when major projects are constructed. This is important to know with regard to potential impacts and opportunities for the region and communities.

Since the Regional District provides building permit reports to the BC Assessment Authority, the requirement for a permit also triggers awareness of a project for BC Assessment to ensure that it is captured in the assessment. Making sure that all development is captured in the regional assessment, helps pay for services, supports the Fair Share program and ensures that individual people don't pay more than their share of property taxes.

Building permits provide a timely and accurate way to ensure that development is included in the regional assessment, which otherwise tends to be very hard for BC Assessment to find because there is no equivalent mechanism for them to become aware of all development.

Another result of the rapid industrial development is the incidence of work camps. Following from a major research report and inter-agency workshop conducted in 2013, the Regional District and member municipalities have expressed major concerns about the impacts of fragmented management of worker camps. There are concerns that the troubles experienced in Fort McMurray could also occur here, if proactive measures are not taken. A primary concern is tracking the location and size (number of persons) of worker camps, so as to be prepared or respond to any potential burdens they would have on the local area and nearby communities. There is no single agency that is responsible for oversight of work camps, thus an accurate and ongoing comprehensive record of the location and size of all work camps is not available.

If building permits were required, then the Regional District would be able to record the location and size of work camps as they were installed. The building permit tool is the only central mechanism that could conceivably capture all work camps.

## **5. School Site Acquisition Charges (SSAC)**

School District #60 (North Peace) is expected to experience challenging expansion pressures concurrent to the expanding economy of the area. Prior to supporting capital infrastructure development the Provincial Government requires local commitment to funding a portion of the cost. This is achieved through a charge on new residential development to collect funds for acquiring land for new school sites.

In 2011 the PRRD supported a scheme by SD# 60 to collect SSAC on new residential development for the collection of funds for new school sites. The primary trigger for collection of these funds would be issuance of a building permit.

Without a building permit to trigger collection of the necessary regional contribution the school district would be severely hampered (if not disqualified) in its ability to obtain provincial support to develop new school sites in response to rapid growth.

Note: With the impact of the Montney Shale development in the South Peace, SD# 59 (South Peace) is also considering the need for a SSAC.

## **6. Rural Fire Protection Services**

July 16, 2015

The PRRD directly provides rural fire protection services in the Charlie Lake/Grandhaven communities and partners with both municipalities and fire protection societies to provide fire protection services to approximately two thirds the rural residential population. In addition to structural safety, a primary goal of building standards is preventing fires. The building inspection service insures a minimum safe construction standard has been achieved for all new construction, as well as identifying the number of buildings on a property to ensure they conform to a set standard based upon the use of land and location. While building inspection has not been an issue for fire departments in the past, as there has been building inspection in place, it could be a reason to not want to provide fire protection services in the future because there has been no government oversight of all new construction.

## **7. Fire Safety – Firefighter Safety**

Where fire protection is provided it is expected that buildings are safe and built to a minimum standard - the BC Building Code dictates that standard including fire proofing and fire suppression where required. The Building Inspection service ensures that fire code requirements are considered during construction and not afterwards, for greater public good. Public assembly buildings need to ensure public safety and emergency response personnel need to be assured that a minimum construction standard for safety has been met.

## **8. Community Grants**

It has been past practice to ensure that any project where public dollars (local government grants) are provided to a community group that the structures and facilities are fit and safe for human occupation, which means meeting the minimum building code standards. As a matter of public record, the only way to track safety for public occupancy is through local government building inspection.

## **9. PRRD Risk Management**

The PRRD has a mandate authorized under Provincial supplementary letters patent authorizing the service of building inspection. Legal opinion has told us that when a Regional District has the authority to provide a service, it is also liable to ensure that service is available and enforceable to those who contribute and benefit from the service. In providing a full range of building inspection services that risk of liability is reduced significantly by the standard of care provided. In scaling back government oversight of the service, the exposure to liability is increased. Under today's voluntary building inspection service the liability is significantly more than it was in say September or October when building inspection was required of all new construction.

**July 16, 2015**



# Peace River Regional District REPORT

R-5

To: Electoral Area Directors' Committee Date: July 10, 2015

From: Jodi MacLean, Assistant Manager of Development Services

Subject: **Community Advisory Committee**  
**West Peace Fringe Area Official Community Plan**

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## RECOMMENDATION:

That the Electoral Area Directors' Committee recommend to the Regional Board that Larry Houley, Charlie Lasser, Stu Garland, and Danita Drouin be appointed to the West Peace Fringe Area Official Community Plan Community Advisory Committee; and

That the Electoral Area Directors' Committee recommend to the Regional Board that Ian Campbell be appointed to the West Peace Fringe Area Official Community Plan Community Advisory Committee as an alternate should Stu Garland not be able to participate.

## BACKGROUND:

At the May 28 Regional Board meeting, the Regional Board adopted the EADC recommendation to form a Community Advisory Committee (CAC) for the purpose of providing advice to the EADC regarding the West Peace Fringe Area Official Community Plan. Recruitment for members to participate with the CAC involved the following advertising:

- Print ads in the Chetwynd Echo and Coffee Talk Express (for one month period)
- Radio and TV ads with Chetwynd Communications Society (PEACE-FM, CHET-TV)
- Website notices (prrd.bc.ca and Facebook)
- Invitation letters to Moberly Lake Community Association and Jackfish Lake Community Association
- Presentation to July 9 meeting of Moberly Lake Community Association

The following people have confirmed their interest in being appointed to the WPFA-OCP CAC:

Name	Area	Notes
• Larry Houley	Wildmare	Former PRRD Director (Electoral Area 'C'), currently Alternate Director for Electoral Area 'E'
• Charlie Lasser	Jackfish Lake	Former PRRD Director (Chetwynd), currently farms ~5500 acres
• Stu Garland	Moberly Lake	Member of Moberly Lake Community Association, Ian Campbell (Director of MLCA) volunteered to be alternate to Stu Garland
• Danita Drouin	Wabi Hill	Resident

The Terms of Reference only sets a maximum number of CAC members, not a minimum. However, if the CAC is to make group recommendations it would be beneficial to have a broad range of participants. If 4

Staff Initials:

*JM*

Dept. Head: *Bruce Simard*

CAO: *Shane Eden*

Page 1 of 2

July 16, 2015



people are appointed, Terms of Reference requires that committee recommendations be made with a majority vote (3 votes if four members are present; 2 votes if three members are present).

If the applicants are appointed at this July EADC meeting and July 23 Regional Board meeting, the four CAC meetings would take place sometime between August 3 and September 10. Alternatively, if the recruitment and advertising period were to be extended one month, and appointed at the August EADC meeting and August 20 Regional Board meeting, the CAC would meet between August 31 and October 8.

**OPTIONS:**

Option 1: That the Electoral Area Directors' Committee recommend to the Regional Board that Larry Houley, Charlie Lasser, Stu Garland, and Danita Drouin be appointed to the West Peace Fringe Area Official Community Plan Community Advisory Committee; and

That the Electoral Area Directors' Committee recommend to the Regional Board that Ian Campbell be appointed to the West Peace Fringe Area Official Community Plan Community Advisory Committee as an alternate should Stu Garland not be able to participate.

Option 2: That the Electoral Area Directors' Committee direct staff to extend the recruitment and advertising period for the West Peace Fringe Area Official Community Plan - Community Advisory Committee for another month and report on the result at the August EADC meeting.

**STRATEGIC PLAN RELEVANCE:**

The West Peace Fringe Area Official Community Plan is listed on the Planning Department's Strategic Priorities.

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

**COMMUNICATIONS CONSIDERATION(S):**

Once the CAC is appointed, staff will notify the applicants of their appointments and coordinate with the members to select meeting dates and times.

If EADC opts to extend the recruitment and advertising period, the existing advertising campaign, outlined above, will continue.



# Peace River Regional District

## Development Services

### BYLAW ENFORCEMENT REPORT

To: Electoral Area Directors Committee

From: Erin Price, Bylaw Enforcement Officer

Subject: Enforcement File Update

Date: July 9, 2015

#### INFORMATION

Attached is a summary table of enforcement files.

To date there are:

58 Bylaw Enforcement Files in total

So far, I have worked with 45 of these files. The red font indicates these files and the most recent activity.

#### Active Files- shaded blue:

There are 33 active enforcement files.

9 are new since the last report.

#### Closed Files- shaded pale orange:

There have been 7 files opened AND closed since the last report

There have been 4 old files closed since the last report

There was 1 old, closed file missed on the last report

#### Inactive Files- shaded green:

There are 5 inactive files.

1 is a business that is not operating and is for sale (confirmed May 27/15).

1 has an extension from the ALC until December 31, 2015.

1 involves too many homes for the zone, 2 of the residents are trying to relocate.

The complainant and the other neighbors do not want them evicted and are happy with the current state of the file.

1 has been put on hold pending new campground regulation bylaw.

1 has been put on hold pending a re-zoning application.

**July 16, 2015**

Staff Initials: *EXP*

Dept. Head: *Bruce Simard* CAO:

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# ACTIVE FILES

R-6

## Bylaw Enforcement File Summary June 30, 2015

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
1	2007	91	WHITFORD, Jerry	27-Apr-07	Junkyard in residential zone	Will continue to monitor	12498 256 Rd Lot 1 & 2, Plan 27341, Part SW-15-86-19	B
2	2007	132	LUNDQUIST, Lanny	27-Jun-07	Junk yard in C-2 zone	letter of compaint went to The Board June 25, 2015. Warning ticket sent, I am to prepare a report	7087 255 RD L 1 24-83-18 PI 9697	C
3	2007	203	CLAY, Martin & Wendy	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 (\$22581), 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	D
4	2009	96	MEEK, Brandy & Faye	10-Jul-09	Non-farm use in ALR & commercial use in A-2 zone	sent a Bylaw Notice Ticket. Rec'd July 7/15	Just off Hwy 97N in FSJ Pt NE 1/4 3-84-19	C
5	2010	64	LEFFERSON, Allan	12-Apr-10	Salvage yard in A-2	March13,2015- I spoke to Tammy from Richmond Steel. They are planning to go when it dries up	13492 & 13522 Old Edmonton Hwy Lot 1, Plan 28960, 21-77-14	D
6	2010	107	SAMUEL RANCH LTD	19-Jul-10	3 homes	I have not looked at this file yet	13805 Rose Prarie Rd. Lot 16,Plan 3986	B
7	2011	119	FALK, Greg (PARDY, Gordon)	5-Jul-11	Business in contravention of R- 3 zone  July 16, 2015	PARDY met Consent Order Deadline and has moved- waiting for PARDY to pay costs before closing his portion of file- FALK requires more investigation- may still be in non-compliance	West Bypass Rd Lot A PI BCP 39365 12-84-19	C

# ACTIVE FILES

R-6

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
8	2011	207	LUNDQUIST, Lanny	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.	9336 Willow Rd Lot 2 & 3, Blk 4, 35-83-19 Plan 14402	C
9	2012	72	SCHAEFER, Waldemar & Olga	3-Apr-12	Industrial activity in residential area- Charlie Lake	Court order obtained March 2, 2015 prohibits commercial truck parking. Jun.24/15 spoke to Mr. Schaefer- trailers must leave property too. He said he would move them	13374 Park Front Road Lot 6, Blk 1, 19-84-18	C
10	2012	177	KOBASIUK, Yohann & Eunice	22-Aug-12	Violation of HBB/Bed and Breakfast Regs. Aggregate floor space of accessory buildings over limit	B&B has had stove removed, owners have taken down one building and sold another although it may still be on site. Property is over on floor space	9780 Jones Sub. Lot 2 18-84-18 W6M Plan 19460	C
11	2012	210	DONALDSON, Hilding	12-Oct-12	Salvage yard in A-2	Work in progress	15927 Prespatou Road NE 30-86-19	B
12	2013	102	NORNBERG, Neil	3-Jun-13	Salvage yard in R-4 Zone	March13,2015- I spoke to Tammy from Richmond Steel. They are planning to go when it dries up	1728 210 Rd. Lot 2, Plan BCP30608 28-78-15	D
13	2013	164	ZIRA PROPERTIES	03-Sep-13	Property set up as a trucking company	Ron BRAR vebally told me he was closing the business and moving trucks, received it in writing May.11/15. On May 27/15 a property visit revealed that the sign had been taken down.	10782 East Bypass Road Lot 8, 5-84-18 Plan 38300	C
14	2013	169	Gauthier, Diana	25-Sep-13	HBB contrary to regulations <b>July 16, 2015</b>	property visit on June24/15. Spoke to owner- he agreed to write a letter stating he doesn't do the restricted type of work	9631 269 Rd Block 1, S35, T83, R19, W6M PL 10411	C

# ACTIVE FILES

R-6

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
15	2013	203	EBERT, Peter Scott	28-Oct-13	Tank farm contrary to A-2 zone	Rec'd call from company hired to move tanks. They say City of FSJ is difficult to deal with and tanks may not be moved on time. I've told them July 1st stands as deadline	6894 Barrette Rd. NE 1/4 21-83-18	C
16	2013	206	MAXWELL, Joe	4-Nov-14	Storage of many old vehicles	have not looked at file yet	13305 Fell Rd Lot 2, Plan BCP38667 19-84-19	C
17	2013	207	WESTERGAARD, William	4-Nov-14	Storage of many old vehicles	have not looked at file yet	12937 Cherry Rd Lot 1, Plan BCP 38667 19-84-19	C
18	2014	116	OSTERLUND/ GILLET/UNRUH	23-May-14	Railway repair business	June 10/15 I sent an email asking for an update. June 12/15 he responded "waiting on bank for approval"	Between 6352 & 6342 Daisy Ave Lot 3, Block 2, 34-83- 18 Plan 16203	C
19	2014	130	WHITE, Jamie and Jennifer	09-Jun-14	Dugout for fracking purposes	left a phone message asking for an update on the property. My site visit revealed that most of the equipment is gone	5371 West Arras Rd. NW 1/4 8-78-17	D
20	2014	219	BLAIR, Roxann	17-Sep-14	Junk yard in R-4 zone	Bylaw Notice Ticket and Letter signed by a T. SIRALDI on Apr. 16/15. E-mail received from MoE Apr.28/15. May 19 was deadline to pay the fine	3992 Blair Rd. DL 2083	E
21	2014	245	EVENSON, David	20-Oct-14	Junk yard in R-4 zone	ABC Recycling left a "metal only" container which Mr. Evenson filled. Waiting for ABC to switch bins for one that can take the other items	1372 210 Rd. Lot 5, 27-78-15 Plan 11473	D
22	2014	266	COWGER, Lane	18-Nov-14	House on blocks	June10/15- Lane will be in to get a BP- I emailed the application	13230 Paradise St. Lot 4, Block 4, 21-84-19 Plan 14263	C

July 16, 2015

# ACTIVE FILES

R-6

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
23	2014	270	K-4 VENTURES	21-Nov-14	Industrial use in C-2 Zone	Pictures indicate the buidings are being built around the skids then electrical is done. Owner has a re-zone application with Bailey. Owner has purchased I-1 zoned land and will move the business. Re-Zone app may be unneccesary	8508 100 Ave (also shows 10137 86 St) Lot A, 5-84-19 Plan 25617 ex. BCP29506	C
24	2015	36	D. HALL & ASSOCIATES	20-Feb-15	Tank cleaning in I-1 Zone	Spoke to the man (Dan Goodvyn) operating the business. He has the tanks clean and is going to move them off the property when the road bans are lifted (mid-June?) I have this plan in writing.	9305 HWY 97N 35-84-20 exc the N 1/2 Plan A1027 & Parcel A(N33545)	C
25	2015	96	STEWART, Andrea	5-May-15	Unsightly Premises	Initial letter sent to property owner was returned undelivered	6702 Dokkie Access Rd Lot A, DL 2980, PR, PL34149	E
26	2015	97	WIDDICOMBE, John & PHILLIPS, Randy	5-May-15	Unsightly Premises	John called me and I asked for a written plan for compliance. I also called Neil Widdicombe as he is also an owner	5907 Hillview Access Rd Lot 3, DL 1909, PR, PL 26267	E
27	2015	102	TOEWS, Jamie (Darrell-father)	6-May-15	Building contrary to zoning	File opened, BP application incomplete, no inspections done, scope of building contrary to bylaw, initial letter sent to complainant- Referred file to Bruce	975 Elk Ridge Trail Lot 2, 25-77-15, W6M, PRD, PL EPP7799	D
28	2015	114	EDGEWOOD Trailer Park	21-May-15	road conditions in MHP Zone	initial letter sent to complainant, drafted a letter to lawyer asking opinion. Complaints are received annually!	6828 Alcan Frontage Rd. Lot A, S23 & 24, T83, R18 W6M PR PL PGP41744	C
29	2015	128	BOROWICZ, Stanley	15-Jun-15	use of R-4 for mobile office and heavy equipment parking	the heavy equipment is already gone. The mobile office trailer to be removed soon	9145 River Dr. Lot 3, Block 4, 18-83-18, W6M PR PL 14194	C

July 16, 2015

ACTIVE FILES

R-6

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
30	2015	129	SPRING, Benjamin	15-Jun-15	horse on 1/2 acre R-2 property	sent initial letter	13225 Paradise Street Lot 5, Block 2, S21, T84, R19, W6M, PR, PL14263	C
31	2015	131	OSBOURNE, Clint	19-Jun-15	buiding w/o permits	Property owner agreed to fill out the BP and DP applications. I sent them via e- mail. Sent letter stating no more work until permits issued	33 Independent Rd Lot 8, DL245, PR PL BCP37889	D
32	2015	143	BUFFALO INN LTD	3-Jul-15	300 man worker camp on A-2 Land	sent initial letters	next to 23701 HWY 97 N DL3445 PR	B
33	2015	144	KITCHEN, Russ & Linda	3-Jul-15	oilfield equipment storage on A-2, ALR Land	sent initial letters	No Civic assigned SW1/4, S14, T78, R14, W6M, PR, EXC PLS 16979, 22867, 24856 & PGP 42798	D

July 16, 2015

# INACTIVE FILES

## Bylaw Enforcement File Summary June 30, 2015

**R-6**

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	LEGAL DESCRIPTION	ELECTORAL AREA	DATE PLACED ON INACTIVE LIST
1	2006	279	HOSKYN, Louise & Angela	19-Dec-06	Running 1st Aid business from home in R-3 zone, too many business related vehicles	The business is not operating and is for sale. Property visit May 27/15 confirmed status	Lot 4, Plan 10215, 3-84-19	C	May-15
2	2011	5	GOERTZ, Howard-sold to WARD	7-Dec-11	Worker Camp	ALC gave new owner WARD extension until Dec.31/15. Our TUP is on hold until then	Block A District Lot 1307	B	11-Mar-15
3	2012	109	AKULENKO, Andreas & Olga	28-May-12	four homes on A-2 Zone	Property owner knows no more homes can be placed, 2 of the families are looking for alternate place to live. Neighbours do not want them evicted and are satisfied with current state of file	12728 260 Rd. SE 1/4, 4-87-19 W6M	B	1-Apr-15
4	2014	104	SILVER SPIRITS INVESTMENTS	20-May-14	Campsite operating long term contrary to C-2 Zone	Text Amendment Application-received Tabled by The Board pending a new Campground Regulation Bylaw that Kole is working on	10688 Alder Rd Lot 8, Plan 9723, 2-84-19	B	May 2015?
5	2015	103	GARDNER, Robert	6-May-15	Oilfield equipment storage on A2 land	Has started a re-zoning application may also need an OCP change	9819 240 Rd. PCL A (46726M), 19-83-18, W6M PR, EXC PL 20464	C	27-May-15

**July 16, 2015**

## CLOSED FILES

Bylaw Enforcement File Summary June 30, 2015

**R-6**

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	DATE CLOSED	STATUS	LEGAL DESCRIPTION	ELECTORAL AREA
1	2013	91	SHEARS, John	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
2	2013	142	KOBASIUK, Johan and Eunice	30-Jul-13	Secondary Home contrary to regulations	1-Sep-14	Operating as a Bed & Breakfast	Lot 2, 18-84-18 Plan 19460	C
3	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
4	2014	246	HOCHA, Arsen	20-Oct-14	Industrial use in A-2 zone	12-Nov-14	Site inspection-no industrial activity apparent	16-83-25	B
5	2014	267	MATHESON, Brian & ERGANG, Gordon	19-Nov-14	Industrial use in R-3 zone	1-Dec-14	Existing Non Conforming Use	Lot 17, 12-84-19 Plan 12392	C
6	2014	267	LOBANOW, Oleg & Olga	41962	Two homes + new house being built	21-Jan-15	No contravention	Lot 8, 14-85-20 Plan 25749	B
7	2014	115	THOMAS, Graeme	23-May-14	Trucking contractor in R-3	3-Mar-15	Complies with HBB Regulation	6337 Daisy Ave. Lot 2, 34-83-18 Plan EPP18396	C
8	2015	17	OFFERSON, Leo	6-Feb-15	Industrial use in R-4 Zone	31-Mar-15	Moved Oil Rig- in compliance with R-4 Zone	12611 215 Rd Lot 1, S2, Twp78, R15, W6M, PRD, Plan 11764	D
9	2014	247	SQUIRREL FARMS INC	20-Oct-14	Industrial Use in A-2 Zone	26-Jan-15 missed on last report	Complies with HBB Regulation	7142 252 Rd. 28-85-18	B

**July 16, 2015**

## CLOSED FILES

**R-6**

10	2014	70	SCHIROCKICH, Anatoli	3-Apr-14	Trucking contractor	14-Apr-15	looked at property Apr. 8 (no pictures) does not have trucks in yard, yard looks clean-File Closed	12825 Ben's Rd. Lot 14, Plan PGP47255, 17-84-19	C
11	2015	83	499701 BC Ltd. (MEGATON)	22-Apr-15	sub shop and 2 holiday trailers burned downlast fall and the property has not been cleaned	22-Apr-15	initial investigation indicates there is no contravention	15257 Museum Rd. Lot 8, Plan 16785, DL 777	B
12	2013	176 or 178?	0849226 BC Ltd (Edgewood Mobile Home Park)	18-Sep-13	Roads within mobile home park are dug up/impassable and sewer is exposed	28-Apr-15	No contravention, info passed onto other agencies. Note- a new file is opening Apr/15 with a new complaint	6828 Alcan Frontage Rd Lot A 23&24-83-18 PGP 41744	C
13	2015	95	MCNABB, Linda	5-May-15	Unsightly Premises	11-May-15	No contravention- File Closed	6786 Dokkie Access Rd. District Lot 2591, Peace River	E
14	2015	98	NOUSEK, Brian	5-May-15	Unsightly Premises	11-May-15	No contravention- File Closed	5958 Kurjata Sub Lot B, DL 1909, PR, PL 32823	E
15	2015	99	EDINGER, Larry	5-May-15	Unsightly Premises	11-May-15	No contravention- File Closed	5988 Kurjata Sub Lot 17, DL 1907, PR, PL 18859	E
16	2015	105	CANFOR- FSJ	06-May-15	Sawdust and garbage blowing onto neighboring properties	21-May-15	No contravention- File Closed- I did contact the company to notify of complaint	9312 259 Rd. Lot 1, 33-83-18, W6M PR PL 12552 and S1/2 of 33- 83-18 W6M PR EXC PLS 33226, H660 & BCP16491	C
17	2014	120	K-4 VENTURES	26-May-14	Fabricating in C-2 zone	25-May-15	Property no longer used for Industrial purposes. File Closed	8131 101st Ave. Lot 18, Block 1, 5-84-18	C
18	2015	104	OBSIDIAN HOLDINGS	6-May-15	Industrial use in R-3 Zone	9-Jun-15	No contravention. Property had been rezoned for the current use	9105 259 Rd. Lots 1 & 2 34-83-18 W6M PR PL 26574	C
19	2014	158	SIMMONS, Bryan	04-Jul-14	Unsightly Premises	12-Jun-15	No Contravention- cut trees and ground disturbance don't fit and vehicles are not derelict	12822 Ben's Rd. Lot 17,17- 84- 19 W6M Plan PGP47255	C
20	2015	127	STEWART. Melvin	12-Jun-15	Trucking Company on R-4 and contamination of land	22-Jun-15	No Contravention	5767 Baldonnel Rd. Lot C, 19-83-17 W6M PR PL BCP 3291	C

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Updated: May 22, 2015

## ELECTORAL AREA DIRECTORS' COMMITTEE

### DIARY ITEMS

<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