



# PEACE RIVER REGIONAL DISTRICT

## ELECTORAL AREA DIRECTORS' COMMITTEE

### MEETING MINUTES

DATE: August 15, 2019

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Goodings, Meeting Chair  
Director Sperling  
Director Hiebert  
Director Rose

**Delegations**

Bess Legault, Northern Cohort Coordinator, and Karen Mason-Bennett,  
Northern Environmental Action Team  
Lori Vickers, Regional Agrologist, BC Ministry of Agriculture – via teleconference

**Staff**

Shawn Dahlen, Chief Administrative Officer  
Crystal Brown, Electoral Area Manager  
Tyra Henderson, Corporate Officer  
Trevor Ouellette, Information Technology Manager  
Naomi Donat, Recording Secretary

Call to Order                      The Chair called the meeting to order at 10:00 am

**DIRECTORS NOTICE OF NEW BUSINESS:**

Director Hiebert                  South Peace Health Services Society, Bottling of water, and PRAD  
Director Rose                      Farmers Information Service and Planning

**ADOPTION OF AGENDA:**

August 15/19 Agenda              MOVED by Director Rose, SECONDED by Director Sperling ,  
That the Electoral Area Directors' Committee agenda for the August 15, 2019  
meeting, including Director's new business, be adopted as amended:

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**  
M-1 Electoral Area Directors' Committee Meeting Minutes of June 18, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**  
D-1 (10:30) Bess Legault, Northern Cohort Coordinator, Northern Environmental  
Action Team  
D-2 Lori Vickers, Regional Agrologist, BC Ministry of Agriculture
7. **CORRESPONDENCE:**  
C-1 July 29, 2019 – Ministry of Agriculture – Class D Slaughter Licensing
8. **REPORTS:**  
R-1 August 6, 2019 – Crystal Brown, Electoral Area Manager – Connectivity  
Infrastructure Strategy

**ADOPTION OF  
AGENDA (continued):**

**9. DISCUSSION ITEMS:**

- DI-1 Cemeteries
- DI-2 Connectivity: POP and Anchor Sites
- DI-3 Gasification
- DI-4 September EADC dates
- DI-5 Parade Attendance

**10. NEW BUSINESS:**

- NB-1 South Peace Health Services Society
- NB-2 Peace River Agriculture Development Fund (PRAD) (Discussed under C-1)
- NB-3 Farmers' Information Service
- NB-4 Bottling of water
- NB-5 Planning

**11. COMMUNICATIONS:**

**12. DIARY:**

- DIA-1 Diary Items

**13. ADJOURNMENT:**

**CARRIED**

**ADOPTION OF MINUTES:**

M-1  
June 18/19 EADC  
Minutes

MOVED by Director Rose , SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee Meeting Minutes of June 18, 2019 be  
adopted.

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES:**

BA-1 - Dugouts

Director Rose brought up the question of why helicopters were flying over dugouts in the region. Director Goodings suggested that this question be asked of Lori Vickers during the call with her under D-2 in the agenda.

BA-2 - Grant Writers

Crystal will clarify with Chris Hawkins that there is sufficient follow up with grant applicants after the initial contact.

BA-3 – Calendar  
Invites

Trevor explained that the difficulties experienced with calendar invites are due to the age of the email system and these issues will likely be resolved by the upcoming email system upgrade. Director Rose asked if the size of the "outside office" notice could be reduced. Trevor said that it would be done. Training and documentation will be provided for any significant changes to the web portal. Trevor offered to inform all directors that they have Administrative Authority for their laptops and they can perform updates as recommended.

Vary the Agenda

MOVED by Director Rose , SECONDED by Director Sperling,  
That the agenda be varied in order to deal with items D-2 including C-1, NB-2, BA-1, and NB-3 (Class D Licenses, PRAD, Dugouts, Farmers' Information Service) at this time.

**CARRIED**

**DELEGATIONS:**

D-2 and C-1 – Class D  
Licenses

Lori Vickers, Regional Agrologist, Ministry of Agriculture joined the meeting by phone at 10:15 am. Directors asked her questions regarding the pros and cons of establishing Class D Slaughter Licenses in the PRRD. Ms. Vickers agreed to send information regarding whether or not uninspected meat was required to be labeled as such, when processed in a Class D licensed facility.

Ms. Vickers also updated the committee on the following items: PRAD and dugouts.

NB-2 – PRAD

Ms. Vickers indicated that Peace River Agriculture Development Fund (PRAD) is now finished. She agreed to send information to be shared with the Regional Board explaining that this was a one-time grant and all the projects are now complete.

BA-1 – Dugouts

Ms. Vickers said that the helicopters flying over dugouts were collecting information for the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD). They are likely looking at the bigger dugouts to determine who owns them, and whether or not there are proper permits in place as per the Dam Safety Regulations, if required.

Ms. Vickers offered to provide the name of staff at FLNRORD who might be able to provide more information on the regulation for livestock watering. She will also provide contact information for Aaron McKay, a new agrologist in the region.

Ms. Vickers left the meeting at 10:35 am.

NB-3 – Farmers'  
Information Service

The Regional Board Chair will be receiving a request to provide administrative support to the program. The committee will wait for that information.

D-1 – NEAT

Bess Legault and Karen Mason-Bennett addressed the committee at 10:45 am, providing an update on recent initiatives. Ms. Legault contacted 86 producers to identify what they are producing and what they need to flourish. Grant writing workshops have been very popular. They are partnering with several organizations to help link producers with skilled labour. They are currently working with Strategies North to conduct feasibility studies and business plans. A local washing and grading facility would provide local producers with more options for getting their products to consumers. They applied through the Ministry of Agriculture to be a Regional Food Hub, but were unfortunately unsuccessful. They are having a debriefing with Ministry staff in the near future to understand why they were not chosen and identify future opportunities. Director Goodings encouraged Ms. Legault and Ms. Mason-Bennett to come back to the committee if they needed assistance or had more to report.

Bess Legault and Karen Mason-Bennett left the meeting at 11:30 am.

Recess  
Reconvene

The meeting recessed for luncheon at 12:00 pm  
The meeting reconvened at 1:05 pm

**REPORTS:**

R-1 - August 6, 2019  
–Connectivity  
Infrastructure  
Strategy

MOVED by Director Hiebert , SECONDED by Director Rose,  
That the Electoral Area Directors' Committee receive the report Connectivity  
Infrastructure Strategy, dated August 6, 2019, for discussion.

**CARRIED**

Crystal will work with the Directors to determine boundaries for the feasibility study.

**DISCUSSION ITEMS:**

DI-1  
Cemeteries

MOVED by Director Rose , SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee recommend to the Regional Board that  
a report be prepared on options for the Regional District to operate and maintain  
cemeteries in the Peace Region when local community groups can no longer look  
after them, further, that the report identify process, legislative requirements, budget  
implications, work load and department responsibility, and further, that the report  
be brought back to a future Electoral Area Directors Committee meeting.

**CARRIED**

DI-2  
Connectivity: POP  
and Anchor Sites

This item was discussed under R-1 above.

DI-3  
Gasification

There is a conference call scheduled for next week with Fortis to discuss supplying  
the Moberly Lake area. Staff from PNG are scheduled to attend the October EADC  
meeting.

DI-4 – September  
EADC Dates

The meeting is currently scheduled for September 12, 2019.

DI-5 – Parade  
Attendance

MOVED by Director Rose , SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee recommend to the Regional Board that  
a report that provides options for a parade float that could be used in regional  
municipal parades, be prepared, and further, that the report include cost estimates  
and operational budget impacts.

**CARRIED**

MOVED by Director Rose , SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee recommend to the Regional Board that  
a report with options for an increased PRRD presence at annual community fairs and  
other community events to promote the PRRD and specific initiatives the PRRD is  
working on be prepared, and further that the report include cost estimates and  
operational budget impacts.

**CARRIED**

**NEW BUSINESS:**

NB-4 – Bottling water      The committee discussed the request from Strathcona Regional District to support their UBCM resolution regarding groundwater extraction for the purposes of commercial water bottling and/or bulk water exports. Any Director that wishes to support it, will do so during the UBCM convention.

NB-5 – Planning      MOVED by Director Rose, SECONDED by Director Hiebert,  
That Section 381 “Cost sharing for services under Part 14 *[Planning and Land Use Management]*” of the *Local Government Act* be added to the Diary

**CARRIED**

NB-1 – South Peace Health Services Society      MOVED by Director Rose, SECONDED by Director Hiebert,  
That a letter of support be given to the South Peace Health Services Society in support of their Rural Dividend Funding Grant Application.

**CARRIED**

MOVED by Director Rose , SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee recommend to the Regional Board that the Board provide support to the South Peace Health Services Society in the provision of up to thirty (30) hours of administrative assistance for the Bulterys Community House project, by identifying communities within and outside the PRRD boundaries, who could be contacted and informed of the services offered by Bulterys Community House, to spread the word about the service and garner support for its operation.

**CARRIED**

**COMMUNICATIONS:**      None

**DIARY:**

DIA-1 - WAC      MOVED by Director Goodings , SECONDED by Director Hiebert,  
That the Water Advisory Committee be removed from the diary.

**CARRIED**

DIA- 3 - Electoral Area D Referendum      Director Hiebert would like a meeting set up with Shawn to discuss next steps for moving forward with providing potable water for Area D.

DIA-7 – Synergy Alberta Conference      Directors Hiebert, Rose, and Sperling would like to go.

DIA-8 – Rural Municipal Conference      It was agreed that Directors Goodings, Hiebert, and Rose would attend the Rural Municipal Conference scheduled for November 12-15, 2019.

**ADJOURNMENT**      The Chair adjourned the meeting at 2:20 pm