



PEACE RIVER REGIONAL DISTRICT

COMMITTEE OF THE WHOLE MEETING MINUTES

DATE: August 24, 2017

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Chair Sperling, Electoral Area 'C'
Vice-Chair Rose, Electoral Area 'E'
Director Bumstead, City of Dawson Creek
Director Fraser, District of Taylor
Director Goodings, Electoral Area 'B'
Director Johansson, District of Hudson's Hope
Director Nichols, District of Chetwynd
Director Stewart, City of Fort St. John

Alternate Directors

Alternate Director Breti, Electoral Area 'D'
Alternate Director Caisley, District of Tumbler
Ridge
Alternate Director Christensen, City of Fort St.
John
Alternate Director Lavoie, Village of Pouce Coupe

Absent

Director Ackerman, City of Fort St. John
Director Hiebert, Electoral Area 'D'
Director Michetti, Village of Pouce Coupe
Director McPherson, District of Tumbler Ridge

Staff

Chris Cvik, Chief Administrative Officer
Shawn Dahlen, Deputy Chief Administrative Officer
Tyra Henderson, Corporate Officer
Kim Frech, Chief Financial Officer
Trish Morgan, General Manager of Community Services
Crystal Brown, Electoral Area Manager
Fran Haughian, Communications Manager
Deborah Jones-Middleton, Protective Services Manager
Phillip Kovacs, Solid Waste Manager
Claire Negrin, Planning Services Manager
Erin Price, Bylaw Enforcement Officer
Brenda Deliman, Recording Secretary

Call to Order The Chair called the meeting to order at 10:00 a.m.

ADOPTION OF AGENDA:

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CW/17/08/01

MOVED Director Nichols, SECONDED Alternate Director Christensen,
That the Peace River Regional District Board agenda for the August 24, 2017
Committee of the Whole meeting, including additional items for the agenda, be adopted
as amended:

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Gallery Comments or Questions**
- 4. Reports**
 - 4.1 August 16, 2017 – Chris Cvik, Chief Administrative Officer – PRRD Activity Update
 - 4.2 August 16, 2017 – Chris Cvik, Chief Administrative Officer – Economic Development
 - 4.3 August 3, 2017 – Deborah Jones-Middleton, Protective Services Manager - Elected Official's Emergency Management Handbook (see 6.1)
 - 4.4 August 16, 2017 – Tyra Henderson, Corporate Officer – Notice of Closed Session
- 5. DVD Presentation [Time Permitting]**
 - 5.1 'Policy Governance Model: An Introduction by John and Mariam Carver'
- 6. New Business**
 - 6.1 'Elected Officials Emergency Management Handbook' Power Point Presentation (see 4.3)
- 7. Media Questions**
- 8. Adjournment**

CARRIED.

REPORTS:

4.1
August 16, 2017 –
Chris Cvik, Chief
Administrative Officer –

PRRD ACTIVITY UPDATE

The Chief Administrative Officer (CAO) provided a comprehensive update on PRRD activities across the organization. Highlights of work being done in each department on major projects and strategic priorities were provided for the benefit of the Board and the public. The CAO will provide a monthly snapshot of the organization at every future Committee of the Whole meeting.

4.2
August 16, 2017 –
Chris Cvik, Chief
Administrative Officer

ECONOMIC DEVELOPMENT

The Chief Administrative Officer provided an overview of the current PRRD Economic Development Funding Model and the proposed 2018 budget planning and functions. A discussion ensued regarding the functions that support economic development initiatives and the ability of rural directors to fund projects of a rural nature.

REPORTS: (continued)

4.3 (see 6.1)
August 3, 2017 –
Deborah Jones-
Middleton, Protective
Services Manager

ELECTED OFFICIAL'S EMERGENCY MANAGEMENT HANDBOOK

The Protective Services Manager reviewed the key points in the Elected Official's Emergency Management Handbook. Topics included:

- Emergency Preparedness Mission Statement
- Hazard Risk & Vulnerability Assessment
- BC Emergency Management System
- Legal authority
- Focussing on the roles and responsibilities of elected officials in an emergency including media and public relations
- Primary roles in the Emergency Operations Centre

A question and answer period ensued. Topics included:

- Risk assessment vs. vulnerability assessment
- Liability
- Hazardous spills
- Enforcement of Evacuation Orders

CW/17/08/02

MOVED Director Nichols, SECONDED Director Johansson,

That the Committee of the Whole recommend to the Regional Board:

1. That the Elected Official's Emergency Management Handbook be received; and
2. That the Elected Official's Emergency Management Handbook be adopted as presented.

CARRIED.

DVD PRESENTATION:

5.1

POLICY GOVERNANCE MODEL DVD

The Chair deferred viewing of the remaining segments of the Policy Governance Model DVD to a future Committee of the Whole meeting.

REPORT:

4.4
August 16, 2017 – Tyra
Henderson, Corporate
Officer

NOTICE OF CLOSED SESSION

CW/17/08/03

MOVED Director Nichols, SECONDED Director Johansson,
That permission be granted to resolve to a closed meeting, pursuant to Section 90(1) of
the *Community Charter* which states that a part of a (Board) meeting may be closed to
the public if the subject matter being considered relates to or is one or more of the
following:

Subject matter: Closure of Bylaw Enforcement Files

“(i) the receipt of advice that is subject to solicitor-client privilege, including
communications necessary for that purpose;”

“(n) the consideration of whether a council meeting should be closed under a
provision of this subsection or subsection (2);”

CARRIED.

Recess The Chair recessed the meeting to a Closed Session at 11:15 a.m.

Reconvene The Chair reconvened the meeting at 11:51 a.m.

ADJOURNMENT:

ADJOURNMENT

The Chair adjourned the meeting at 11:52 a.m.

CERTIFIED a true and correct copy of the Minutes of the Regional Board of the Peace River Regional District from a Committee of the Whole meeting held on August 24, 2017 in the Regional District Office Board Room, Dawson Creek, BC.	
_____ Brad Sperling, Chair	_____ Tyra Henderson, Corporate Officer