



# PEACE RIVER REGIONAL DISTRICT

## COMMITTEE OF THE WHOLE MEETING MINUTES

DATE: September 21, 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 Hiebert, Electoral Area 'D'  
Director Nichols, District of Chetwynd  
Director Stewart, City of Fort St. John

### Alternate Directors

Alternate Director Caisley, District of Tumbler Ridge  
Alternate Director Christensen, City of Fort St. John  
Alternate Director Heiberg, District of Hudson's Hope  
Alternate Director Lavoie, Village of Pouce Coupe

### Absent

Director Ackerman, City of Fort St. John  
Director Johansson, District of Hudson's Hope  
Director McPherson, District of Tumbler Ridge  
Director Michetti, Village of Pouce Coupe

### Staff

Chris Cvik, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Kim Frech, Chief Financial Officer  
Paulo Eichelberger, General Manager of Environmental Services  
Trish Morgan, General Manager of Community Services  
Crystal Brown, Electoral Area Manager  
Fran Haughian, Communications Manager  
Phil Kovacs, Solid Waste Services Manager  
Claire Negrin, Planning Services Manager  
Loryn Day, Solid Waste Coordinator  
Erin Price, Bylaw Enforcement Officer  
Janany Nagulan, Student Planner  
Brenda Deliman, Recording Secretary

### Others

Dane Smith  
Leanne Chartrand

### Presenters

Oscar Poloni, Office Managing Partner, KPMG

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

**ADOPTION OF AGENDA:**

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CW/17/09/01

MOVED Alternate Director Lavoie, SECONDED Alternate Director Christensen, That the Peace River Regional District Board agenda for the September 21, 2017 Committee of the Whole meeting be adopted:

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Gallery Comments or Questions**
- 4. Presentation**
  - 4.1 KPMG – Operational Review and Efficiency Audit
- 5. Reports**
  - 5.1 September 14, 2017 – Erin Price, Bylaw Enforcement Officer – Bylaw Enforcement Policy, Procedure and Complaint Process
  - 5.2 September 11, 2017 – Paulo Eichelberger, General Manager of Environmental Services – Solid Waste Education and Outreach
  - 5.3 September 15, 2017 – Chris Cvik, Chief Administrative Officer – PRRD Activity Update #2
- 6. DVD Presentation** (*time permitting*)
  - 6.1 'Policy Governance Model: An Introduction by John and Mariam Carver'
- 7. New Business**
- 8. Media Questions**
- 9. Adjournment**

**CARRIED.**

**PRESENTATION:**

4.1  
KPMG - Oscar Poloni,  
Office Managing  
Partner

**OPERATIONAL REVIEW AND EFFICIENCY AUDIT**

KPMG provided an outline of its Operational Review and Efficiency Audit process being undertaken for the Peace River Regional District. Topics included:

- Overview of review process and key deliverables
- Scope of review
- Current state assessment
- Jurisdictional analysis
- Organizational analysis
- Opportunity identification
- Reporting

**PRESENTATION:**

4.1 (continued)

**OPERATIONAL REVIEW AND EFFICIENCY AUDIT (continued)**

A question and answer period ensued. Topics included:

- Scope of operational review
- Relationship between Regional Board and Administration
- Funding model of regional districts vs municipalities
- Staffing levels
- Resident services

Director Bumstead left the meeting at 10:53 a.m.

**REPORTS:**

5.1  
September 14, 2017 –  
Erin Price, Bylaw  
Enforcement Officer

**BYLAW ENFORCEMENT POLICY, PROCEDURE AND COMPLAINT PROCESS**

CW/17/09/02

MOVED Director Nichols, SECONDED Alternate Director Caisley,  
That the report dated September 14, 2017 from the Bylaw Enforcement Officer  
regarding the Bylaw Enforcement Policy, Procedure and Complaint Process, be  
received for information.

**CARRIED.**

CW/17/09/03

MOVED Director Goodings, SECONDED Director Rose,  
That the Committee of the Whole recommend to the Regional Board that the Bylaw  
Enforcement Policy be amended to remove Section 5 in its entirety, which will result in  
the renumbering of Sections 6 to 12, and to add the word 'development' to the first  
paragraph of Section 9 to read: ". . . other development changes . . ." and to add the  
following parts a) and b) to Section 9 to address concerns regarding development  
applications made as a remedy to an enforcement action:

- a) information about the enforcement action shall be provided in the report  
before discussion of the development application; and
- b) recommended options for the development application shall include  
consideration of the enforcement action,
  - i) the development application may be deferred or refused for  
consideration until any bylaw contravention is resolved, or;
  - ii) the development application may be considered and proceed to review,  
which would then suspend enforcement action while such review is in  
progress, except if the applicant unreasonably delays the progress of the  
application, enforcement will commence.

**CARRIED.**

**REPORTS: (continued)**

5.1 (continued)

**BYLAW ENFORCEMENT POLICY, PROCEDURE AND COMPLAINT PROCESS  
(continued)**

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CW/17/09/04

MOVED Director Fraser, SECONDED Director Nichols,

That the Committee of the Whole recommend to the Regional Board that staff be directed to draft amendments to the Bylaw Enforcement Policy as follows:

- a) update the bylaw complaint form to accurately reflect current policy and *Freedom Of Information and Protection of Privacy Act* requirements; and
- b) reorganize Number 11 of the Bylaw Enforcement Policy to list the Bylaw Notice Enforcement before Injunction and remove Municipal Ticketing Information as this method is no longer used; and
- c) adjust fines so that some infractions are a higher fine than others. The maximum permitted under the *Bylaw Notice Enforcement Act* is \$500. This would require a change to "Peace River Regional District Bylaw Notice Enforcement Bylaw No. 2042, 2012"; and
- d) amend the policy to require that complainants demonstrate how they are directly affected by the subject property (this could be specific to bylaws such as the Unsightly Premises); and
- e) enforcement files are brought to the front of the queue when harm to the public, environment or PRRD infrastructure is identified;

for review by the Board at a future meeting.

**CARRIED.**

5.2

September 11, 2017 –  
Paulo Eichelberger,  
General Manager of  
Environmental  
Services

**SOLID WASTE EDUCATION AND OUTREACH**

CW/17/09/05

MOVED Director Rose, SECONDED Director Fraser,

That the Committee of the Whole recommend to the Regional Board that staff be directed to investigate alternative options to issuing a request for proposal for the provision of solid waste education and outreach services in 2018 and beyond, and provide these options to the Regional Board for review at the October 26, 2017 Board meeting; further that this resolution be forwarded to the September 21, 2017 Regular Board Meeting as it is time sensitive.

**CARRIED.**

**REPORTS: (continued)**

5.3  
September 15, 2017 –  
Chris Cvik, Chief  
Administrative Officer

**PRRD ACTIVITY UPDATE #2**

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.

Director Bumstead returned to the meeting at 11:24 a.m.

**ADJOURNMENT:**

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The Chair adjourned the meeting at 11:25 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 September 21, 2017 in the Regional District Office Board Room, Dawson Creek, BC.

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Brad Sperling, Chair

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Tyra Henderson, Corporate Officer