



# PEACE RIVER REGIONAL DISTRICT

## Electoral Area Directors Committee Meeting Agenda

October 15, 2020, 10:00 a.m.  
1981 Alaska Avenue, Dawson Creek, BC

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	Pages
<b>1. Call to Order</b>	
1.1. Meeting Chair - Director Goodings	
<b>2. Directors' Notice of New Business</b>	
<b>3. Adoption of Agenda</b>	
<b>4. Gallery Comments or Questions</b>	
<b>5. Adoption of Minutes</b>	
5.1. Electoral Area Directors Committee Draft Meeting Minutes of September 17, 2020	3
<b>6. Business Arising from the Minutes</b>	
<b>7. Delegations</b>	
<b>8. Correspondence</b>	
<b>9. Reports</b>	
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9.2. Potable Water Stations Operational Update, ENV-EADC-005	9
9.3. Zoning Bylaw No. 1343, 2001 Housekeeping Amendment, DS-EADC-004	12
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<b>10. Discussion Item(s)</b>	
10.1. Health Care Assistant Course	29
<b>11. New Business</b>	
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**13. Item(s) for Information**

13.1. EADC TOR

31

**14. Adjournment**



## ELECTORAL AREA DIRECTORS COMMITTEE MEETING MINUTES

THURSDAY, SEPTEMBER 17, 2020

**LOCATION** Peace River Regional District Office, Dawson Creek, BC

**ATTENDANCE Directors**

Director Goodings, Electoral Area 'B', Meeting Chair  
Chair Sperling, Electoral Area 'C'  
Vice-Chair Rose, Electoral Area 'E'  
Director Hiebert, Electoral Area 'D'

**Staff**

Tyra Henderson, Corporate Officer  
Shawn Dahlen, Chief Administrative Officer  
Crystal Brown, Electoral Area Manager  
Trish Morgan, GM of Community Services  
Teri Vetter, Chief Financial Officer  
Paulo Eichelberger, GM of Environmental Services  
Kari Bondaroff, Environmental Services Manager  
Hunter Rainwater, Recorder

**Others**

Katrin Saxty, Urban Systems

**1. CALL TO ORDER**

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

Recess

The Chair recessed the meeting at 10:01 am.

Reconvene

The Chair reconvened the meeting at 12:02 pm

**2. DIRECTORS' NOTICE OF NEW BUSINESS**

Director Rose

Electoral Area Directors Committee Letters

Director Sperling

Orphaned Wells

Director Sperling

UBCM Consultation on Licensing of First Responders

Director Goodings

Electoral Area Directors' Forum – October 5, 2020

**3. ADOPTION OF AGENDA**

MOVED Director Hiebert, SECONDED Director Rose,  
That the Electoral Area Directors Committee adopt the September 17, 2020 Meeting  
Agenda, as amended to include Director's New Business:

**1. Call to Order**

1.1 Meeting Chair - Director Goodings

**2. Directors' Notice of New Business**

**3. Adoption of Agenda**

**4. Gallery Comments or Questions**

*(Continued on next page)*



Adoption of Agenda  
(continued)

5. **Adoption of Minutes**  
5.1 Electoral Area Directors Committee Draft Meeting Minutes of August 20, 2020
6. **Business Arising from the Minutes**
7. **Delegations**
8. **Correspondence**
9. **Reports**  
9.1 Transferring Community Recreation Facilities, CS-COW-001  
9.2 Changes to the Agricultural Land Commission Act, DS-EADC-003  
9.3 Fire Services Legal Opinion, CS-EADC-003
10. **Discussion Item(s)**  
10.1 Water Source For Tomslake
11. **New Business**  
11.1 Electoral Area Directors Committee Letters  
11.2 Orphaned Wells  
11.3 UBCM Consultation on Licensing of First Responders  
11.4 Electoral Area Directors Forum – October 5, 2020
12. **Diary**  
12.1 Diary Items
13. **Item(s) for Information**  
13.1 EADC TOR
14. **14. Adjournment**

**CARRIED**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

- 5.1  
Aug. 20/20 EADC Minutes
- MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee adopt the August 20, 2020 Meeting Minutes as amended, to include the movers and seconders for Items 8.1 (North Pine Farmers Institute) and 9.1 (Future of Food – ADM-COW-022).

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

**8. CORRESPONDENCE**

- Vary Agenda
- MOVED Director Rose, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee vary the Agenda to deal with Item 9.2 (Changes to the Agriculture Land Commission Act –DS-EADC-003) at this time.

**CARRIED**

**9. REPORTS**

- 9.2  
Changes to the Agriculture  
Land Commission Act – DS-  
EADC-003
- MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee recommend that the Regional Board authorize the preparation of a draft policy that will address how the PRRD moves forward with future Agricultural Land Reserve exclusion applications, for consideration at the October 8, 2020 Regional Board Meeting.

**DEALT WITH BY THE FOLLOWING**



9.2  
Changes to the Agriculture  
Land Commission Act – DS-  
EADC-003  
(continued)

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee defer consideration of the following  
resolution until PRRD staff have contacted Al Richmond, Vice-Chair and the applicable  
staff at the Caribou Regional District to garner their response and feedback in regards to  
the change in the Agricultural Land Reserve exclusion applications:

That the Electoral Area Directors Committee recommend that the Regional  
Board authorize the preparation of a draft policy that will address how the  
PRRD moves forward with future Agricultural Land Reserve exclusion  
applications, for consideration at the October 8, 2020 Regional Board  
Meeting.

**CARRIED**

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee recommend that the Regional Board  
authorize a letter to the Agricultural Land Commission (ALC) requesting that  
implementation of Bill 15, which prevents landowners from submitting Agricultural Land  
Reserve exclusion applications to the ALC and requires Local Governments, First Nation  
Governments, the Province of BC, and prescribed public bodies to make application, be  
delayed.

**CARRIED**

Recess

The Chair recess the meeting at 12.30 pm

Reconvene

The Chair reconvened the meeting at 1:40 pm

Vary Agenda

MOVED Director Hiebert, SECONDED Director Rose,  
That the Electoral Area Directors Committee vary the agenda to deal with Item 10.1  
(Water Source for Tomslake) at this time.

**CARRIED**

## **10. DISCUSSION ITEM(S)**

10.1  
Water Source for Tomslake

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Electoral Area Directors Committee authorize research into Saddle Hills County's  
process for the usage of dugouts as water systems, and contact with Murphy Oil  
Corporation to garner information on their future plans for a specified dugout in Area D  
as identified by the Area D Director.

**CARRIED**

## **9. REPORTS**

9.1  
Transferring Community  
Recreation Facilities – CS-  
COW-001

MOVED Director Sperling, SECONDED Director Rose,  
That the Electoral Area Directors Committee receive the June 15, 2020 report titled  
"Transferring Community Recreation Facilities" for discussion.

**CARRIED**

MOVED Director Rose, SECONDED Director Sperling,  
That the Electoral Area Directors Committee (EADC) recommend that the Regional Board  
authorize the preparation of a report, for a future EADC meeting, identifying the process  
and requirements for transferring the:

1. license of occupation for the Buick Creek Recreation Grounds;
2. license of occupation for the Halfway Community Gymkhana Grounds; and



3. title of the Rose Prairie Curling Rink parking lot

to the societies that currently operate the sites.

**CARRIED**

9.3  
Fire Services Legal Opinion  
– CS-EADC-003

MOVED Director Sperling, SECONDED Director Rose,  
That the Electoral Area Directors Committee receive the report titled “Fire Services Legal  
Opinion – CS-EADC-003” for information.

**CARRIED**

## **11. NEW BUSINESS**

11.1  
Committee Letters

MOVED Director Sperling, SECONDED Director Rose,  
That the Electoral Area Directors Committee rescind the following resolutions from May  
21, 2020:

*MOVED, SECONDED and CARRIED*

That the Electoral Area Directors Committee send a letter to Dave  
Nikolejsin, Deputy Minister of Energy, Mines and Petroleum Resources,  
expressing the Committee’s disappointment with the lack of content in the  
BC Oil and Gas Commission Community Working Groups template.

*MOVED, SECONDED and CARRIED*

That the Electoral Area Directors Committee write a letter to Ines Piccinino,  
Executive Vice President, Legal & Regulatory Affairs and Strategic Services  
with the BC Oil and Gas Commission, to enquire about taking steps towards  
establishing a Synergy Group and Securing funding.

**CARRIED**

11.2  
Orphaned Wells

The Committee Members discussed the high volume of responses received from residents  
regarding Canadian Natural Resources Limited’s request for the PRRD Board to nominate  
its wells for the BC Dormant Site Reclamation program.

11.3  
UBCM Consultation on  
Licensing of First  
Responders

The Committee Members discussed the proposed changes to licensing of first responders,  
as indicated in the Union of BC Municipalities “Consultation on Licensing of First  
Responders” bulletin dated September 16, 2020.

11.4  
Electoral Area Directors  
Forum – October 5, 2020

The Electoral Area (EA) Manager advised that the EA Directors have authorization to  
attend the Electoral Area Directors Forum, as part of the UBCM conference, through the  
PRRD’s Remuneration Bylaw; and that a Save the Date for October 5, 2020 will be  
distributed to the Directors.

## **12. DIARY**

12.1  
Diary Items

MOVED Director Rose, SECONDED Director Sperling,  
That the Electoral Area Directors Committee remove #8 (Synergy Group) from the Diary.

**CARRIED**

Direction was given to provide the Electoral Area Directors with an update on the  
financial status of the North Pine tower.



### 13. ITEMS FOR INFORMATION

- 13.1 The Committee's Terms of Reference was included for information.  
EADC TOR

### 14. ADJOURNMENT

The Chair adjourned the Meeting at 2:22 pm.

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Director Goodings, Meeting Chair

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Hunter Rainwater, Recorder



# REPORT

To: Electoral Area Directors Committee

Report Number: ADM-EADC-020

From: Kori Elden, Executive Assistant/HR Generalist

Date: October 6, 2020

Subject: Notice of Closed Session – October 15, 2020

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## **RECOMMENDATION: [Corporate Unweighted]**

That the Electoral Area Directors Committee recess to a Closed Meeting for the purpose of discussing the following items:

**Agenda Items 3.1, 3.2 and 3.3** – Closed Meeting Minutes (CC Section 97(1)(b))

**Agenda Item 6.1** – Negotiations (CC Section 90(1)(k))

**Agenda Item 7.1** – Negotiations (CC Section 90 (1)(c) and 90(1)(k))

**Agenda Item 7.2** – Negotiations (CC Section 90 (1)(j) and 90(2)(b))

## **BACKGROUND/RATIONALE:**

As per the Closed Meeting Process and Proactive Disclosure Policy.

## **ALTERNATIVE OPTIONS:**

1. The Board may recess to a Closed Meeting to discuss whether or not the items proposed properly belong in a Closed Session. *Community Charter* Section 90(1)(n).

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

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

Not applicable.

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

Not applicable.

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

Not applicable.





# REPORT

To: Electoral Area Directors Committee

Report Number: ENV-EADC-005

From: Paulo Eichelberger, GM of Environmental Services

Date: October 15, 2020

**Subject: Potable Water Stations Operational Update**

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## RECOMMENDATION:

That the Electoral Area Directors Committee recommend that the Regional Board authorize the amendment of the Electoral Area B Potable Water Fees and Charges Bylaw 2409, 2020 to include a bottle fill water rate charge of \$3 per 18 Litre Bottle.

## BACKGROUND/RATIONALE:

### Station Operations to Date

1. **Boundary** - Expansion was completed during the summer of 2020. 40,000L capacity is available and in use at the tankloader site.
2. **Buick** -Annual maintenance (cleaning and disinfecting) of the storage tanks has been completed.
3. **Feye** -Awaiting final approval from Northern Health to install the carbon filter for the bottle fill. Estimated time of approval from Northern Health is 90 days.
4. **Prespatou** - Station operating normally, no issues.
5. **Rose Prairie**
  - a. The Granular Activated Carbon (GAC) Filter has been installed. Production pilot began Aug 19, 2020. Removal of hydrogen sulfide works and resulting treatment reduces turbidity to acceptable levels.
  - b. Filter media was exhausted much earlier than expected (within 3-4 weeks). As this system seems to work, but could result in high operations/maintenance costs, the consultant and filter provider reviewed options and will introduce different filter media into the GAC. The new media will be run in the GAC filter vessel during the week of October 11<sup>th</sup>, adding 3 weeks of pilot run time.
  - c. Outflow from reject pond has been improved to prevent the adjacent field from flooding.

### Costs and Usage

The water systems have been operating consistently since 2019, allowing staff to compile baseline data on usage, costs and revenue. Table 1 summarizes usage through September 2020.

**Table 1**

Station	Year	Avg. Daily Volume	Total Volume (m3)	Total Transactions	Volume Bottle	# Transactions (Bottle)	Volume Bulk	# Transactions (Bulk)
Buick	2019	7	2,425	3,952	51	2,185	2,375	1,767
	2020	7	1,825	2,659	47	1,343	1,316	1,778
Boundary	2019	23	7,789	1,617	4	117	4,545	1,500
	2020	28	7,205	2,262	8	112	7,197	2,150
Feye	2019	4	656	633	6	251	644	382
	2020	2	464	687	11	481	453	206
Prespatou	2019	16	7,268	5,474	49	2,162	7,219	3,312
	2020	22	5,593	3,435	32	944	5,561	2,491
Rose Prairie	2019							
	2020							
<b>TOTAL</b>	2019		<b>18,138</b>	<b>11,676</b>	<b>110</b>	<b>4,715</b>	<b>14,783</b>	<b>6,961</b>
	2020		<b>15,087</b>	<b>9,043</b>	<b>99</b>	<b>2,880</b>	<b>14,527</b>	<b>6,625</b>
	2020 (Projected)		<b>20,667</b>	<b>12,779</b>	<b>139</b>	<b>4,070</b>	<b>20,528</b>	<b>9,361</b>

Key takeaways from Table 1:

Boundary and Prespatou sites are increasing in consumption, while Buick is stable and Feye is very low. Overall projected consumption is 14% higher than 2019 (20,667 m3 versus 18,138m3).

For operations, it is recommended that the cost for water be increased for the bottle fill to \$3 per 18L bottle to harmonize with similar purchases in nearby municipalities.

### ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee provide further direction.

### STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Responsive Service Delivery

### FINANCIAL CONSIDERATION(S):

**Table 2**

Station	Year	Capital Exp. Incl. Legal	Operations (Fixed Contractor Costs)	Operations (Variable Electrical & Maintenance Costs)	Total Operation	Gross Revenue	Net Revenue
Buick	2019	\$879,123	\$118,052	\$7,946	\$125,998	\$3,437	-\$122,561
	2020	\$679	\$62,359	\$6,895	\$69,254	\$5,475	-\$63,779
Boundary	2019	\$664,364	\$57,013	\$8,690	\$65,703	\$11,730	-\$53,973
	2020	\$411,625	\$25,342	\$10,391	\$35,733	\$21,615	-\$14,118
Feye	2019	\$503,820	\$77,358	\$17,411	\$94,769	\$739	-\$94,030
	2020	\$283	\$41,139	\$6,585	\$47,724	\$1,392	-\$46,332
Prespatou	2019	\$633,083	\$138,398	\$15,515	\$153,913	\$8,552	-\$145,361
	2020	\$339	\$74,955	\$10,430	\$85,385	\$16,780	-\$68,605
Rose Prairie	2019	\$707,785	\$112,280	\$12,669	\$124,949	\$0	-\$124,949
	2020	\$147,764	\$49,997	\$38,682	\$88,679	\$0	-\$88,679

## Key takeaways from Table 2:

- Remaining capital spend for 2020 will be \$585,690. Operational Costs net of revenue will be approximately \$400,000, bringing overall spends for 2020 to \$1,000,000.
- Given that Operating and Capital Reserves are \$0, it's recommended that transfer to each of these reserves be set at \$100,000 annually beginning in 2021.
- The overall budget for 2021 is estimated at \$1,085,000.

Overall costs for the function for 2020, excluding all administrative expenditures, are expected to be \$983,501. Assuming that the loan for the capital works has been paid down by PRA Reserves, the full theoretical budget for operations in 2021 should look like this:

**Table 3**

Category	Costs
Administrative Costs	\$160,000
Station Operational Costs	\$625,000
Transfer to Operational Reserve	\$150,000
Transfer to Capital Reserve	\$150,000
<b>Total</b>	<b>\$1,085,000</b>

Water Purveyors in Dawson Creek and Fort St. John are charging \$3-\$4 per 18L bottle. Compared to our pricing, one bottle of water from our sites costs \$0.05/bottle. If bottle fill is increased to \$3.00/ 18L bottle (166.67/m<sup>3</sup>) compared to \$0.05/18L bottle (\$3/m<sup>3</sup>), total potential projected annual in 2020 vs revenue would increase by \$23,731 as shown below:

**Table 4**

Volume (in m <sup>3</sup> )	Bulk (in m3)	Bottle (in m3)	Total Revenue (\$3/m3)	Total Potential Revenue (\$3/m3 for bulk, \$3/ bottle for bottle fill)
2020 (projected)	20,528	139	\$62,001	\$84,732

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

Feye Spring sees very limited use. It is estimated to cost \$92,662 to operate the station in 2021 with a minimal revenue of \$1,392. Given the high operational costs and low use and low revenue, it may make sense to close this spring and store the treatment infrastructure for a future site.



# REPORT

To: Electoral Area Directors Committee

Report Number: DS-EADC-004

From: Shawn Dahlen, Chief Administrative Officer

Date: October 5, 2020

**Subject: Zoning Bylaw No. 1343, 2001 Housekeeping Amendment**

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## **RECOMMENDATION:**

That the Electoral Area Directors Committee receive the report titled “Zoning Bylaw No. 1343, 2001 Housekeeping Amendment DS-EADC-004”, which explains a number of proposed minor amendments to Zoning Bylaw 1343, for the fringe areas around Dawson Creek, Chetywnd, and Fort St. John, for discussion.

## **BACKGROUND/RATIONALE:**

Development Services staff have identified a number of areas where the Zoning Bylaw is out of date and requires updating. Each of the proposed changes is explained below, in the order they appear in the bylaw. The attachment shows the sections of the bylaw that are proposed to be amended, with the new language proposed shown in highlighted text, and any deletions shown as stricken text.

### **Inspections**

Section 7 of Zoning Bylaw 1343, 2001 allows for designated PRRD employees to enter onto property to determine whether zoning bylaw regulations are being met, upon provision of ten days’ written notice mailed to the owners or tenants.

Bylaw Enforcement Officer Bylaw No. 1901, 2010 allows bylaw enforcement officers to enter onto property at all reasonable times, to inspect and determine whether regulations imposed by bylaw are being met.

Clearly, the two bylaws contradict each other and it is proposed that the zoning bylaw be amended to follow the Bylaw Enforcement Officer Bylaw and the provincial legislation.

While staff *may* provide notice to a property owner in some circumstances, it is not practical in all circumstances and may diminish the efficacy of the bylaw enforcement officer position. Entry on to property, to inspect for bylaw compliance, is authorized by the *Local Government Act, Section 284*, (which makes the *Community Charter, Section 16* applicable to Regional Districts), and *Local Government Act Section 419*, all of which are noted below for reference.

### ***Local Government Act, Section 284***

#### **Authority to enter on or into property: application of *Community Charter***

**284** (1)Section 16 (1) to (5) [*authority to enter on or into property*] of the *Community Charter* applies in relation to an authority under this or another Act for a regional district to enter on property, except that a reference to section 16 (6) (a) of that Act is to be read as a

reference to section 419 [*inspections to determine whether bylaws are being followed*] of this Act.

(2) Without limiting the matters to which this section applies, a regional district may enter on property for the purpose of taking action authorized under section 418 [*authority to fulfill requirements at defaulter's expense*].

### **Community Charter, Section 16**

#### **Authority to enter on or into property**

**16** (1) This section applies in relation to an authority under this or another Act for a municipality to enter on property.

(2) The authority may be exercised by officers or employees of the municipality or by other persons authorized by the council.

(3) Subject to this section, the authority includes authority to enter on property, and to enter into property, without the consent of the owner or occupier.

(4) Except in the case of an emergency, a person

(a) may only exercise the authority at reasonable times and in a reasonable manner, and

(b) must take reasonable steps to advise the owner or occupier before entering the property.

(5) The authority may only be used to enter into a place that is occupied as a private dwelling if any of the following applies:

(a) the occupier consents;

(b) the municipality has given the occupier at least 24 hours' written notice of the entry and the reasons for it;

(c) the entry is made under the authority of a warrant under this or another Act;

(d) the person exercising the authority has reasonable grounds for believing that failure to enter may result in a significant risk to the health or safety of the occupier or other persons;

(e) the entry is for a purpose referred to in subsection (6) (a) in relation to regulations, prohibitions or requirements applicable to the place that is being entered.

(6) Without limiting the matters to which this section applies, a municipality may enter on property for any of the following purposes:

(a) to inspect and determine whether all regulations, prohibitions and requirements are being met in relation to any matter for which the council, a municipal officer or employee or a person authorized by the council has exercised authority under this or another Act to regulate, prohibit and impose requirements;

(b) to take action authorized under section 17 (1) [*municipal action at defaulter's expense*];

(c) in relation to section 18 [*authority to discontinue providing a service*], to disconnect or remove the system or works of the service;

(d) to assess or inspect in relation to the exercise of authority under section 8 (3) (c) [*spheres of authority — trees*].

### **Local Government Act, Section 419**

#### **Inspections to determine whether bylaws are being followed**

**419** If a board has authority to regulate, prohibit and impose requirements in relation to a matter, the board may, by bylaw, authorize officers, employees and agents of the regional district to enter, at all reasonable times, on any property to inspect and determine whether all regulations, prohibitions and requirements are being met

**Accessory Building Floor Area**

Section 13 of the Bylaw deals with Accessory Building Floor Area for both residential and agricultural zones. Currently there are no limits for accessory building floor area for properties larger than 8 ha in the A-1 and A-2 zones. This creates differences for maximum accessory building sizes allowable on land zoned Agricultural, depending on whether or not they are within the Agricultural Land Reserve. It is proposed to delete “when parcels are 8 ha or less” for A-1 and A-2 zones from the bylaw, which will result in maximum accessory building floor area of 300m<sup>2</sup> (3200 sq.ft.) for parcels larger than 8ha.

**Minimum Parcel Size, Subdivision for a Relative**

Section 21 of the bylaw states that the minimum parcel size for subdivision, for a relative on non-ALR Lands is 1.8 ha (4.5 acres). It is proposed to remove the reference from a section of the Local Government Act that no longer exists from the bylaw, and instead, include the name of the section rather than the number. The minimum parcel size will not change.

**Setback Area Exemptions**

Section 26 of the bylaw deals with exemptions to the specified setback areas. The proposed change is simply to include reference to Section 53 (Utilities and Residential Multi Family Zones) which was added after adoption of the bylaw, to acknowledge the existence of this new section, which currently notes only Sections 32 – 52 as sections for the various zones.

**Minimum Parcel size for Remainders post Subdivision, Large Ag Zone**

Section 33, which is specific to the A-2, Large Agricultural Holdings Zone, contains a requirement that for any subdivision in this zone, the remainder of the parcel must be, at minimum, 50ha (124 acres). It is proposed to delete this requirement to better align with the Official Community Plans, and to allow subdivision along rights of way, such as a road/highway, or watercourse, where the remainder would not be 50ha. This will avoid the need to rezone the remainder to a different zone with a smaller minimum parcel size.

**Land Description Update**

Section 35, which is specific to the R-2, Residential 2 Zone includes an exception to the minimum parcel size for a parcel that has since been altered and has a new legal description. The bylaw currently allows a smaller parcel size for a parcel that no longer exists, therefore it is proposed to simply insert the new legal description in place of the outdated one.

**Outdated references to Official Community Plan**

In Section 36, which is specific to the R-3, Residential 3 Zone, there are several references to the Official Community Plans, by number, including a version of both the North Peace and West Peace Official Community Plans that have been repealed and replaced. The proposed amendment is to refer to Official Community Plans by name only, so that as they change in future, the reference is always to the “prevailing” version of the Official Community Plan. There are also a few updates to amended legal land descriptions that have changed, in Section 36.

**Boundary Amendment Updates**

Section 42, which is specific to the C2, General Commercial Zone, includes reference to three properties that are now within City of Fort St. John municipal boundaries. It is proposed to delete these references from the bylaw, as the PRRD no longer has jurisdiction over these parcels, and also, to update an

additional two legal land descriptions that have been amended since the zoning exceptions specific those two parcels were approved.

**ALTERNATIVE OPTIONS:**

1. This information is being provided for information and education purposes only.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

None at this time.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.

## **Excerpt of Zoning Bylaw 1343, Showing Proposed Changes**

(Additions have been shown highlighted in yellow, and deletions are stricken.)

### **1. Section 7 Inspection**

*Staff recommend that this section be amended as follows:*

#### **Section 7      Inspection:**

~~An INSPECTOR may enter upon any land to which this Bylaw applies at any time between the hours of 7:00 am and 7:00 pm, on any day, in order to ascertain whether the regulations contained in this bylaw are being met.~~

- ~~a) Prior to inspection a notice shall be mailed or otherwise delivered at least 10 days before the inspection is to be conducted to the owners or any tenants in occupation, as at the date of the registered mailing or delivery of the notice.~~
- ~~b) The obligation to give notice as noted in Section 7 a) must be considered satisfied if the local government made a reasonable effort to mail or otherwise deliver the notice.~~

Inspection will occur as per Peace River Regional District Bylaw Enforcement Officer Bylaw No. 1901, 2010.

### **2. Section 13 Accessory Building Floor Area**

*Section 13 of PRRD Zoning Bylaw No. 1343, 2001 regulates the size of accessory buildings for residential and agricultural zones. Currently, there are no limits for accessory building floor area for properties larger than 8 ha in the A-1 and A-2 Zones.*

*The lack of regulation for properties larger than 8 ha in the A-1 and A-2 Zones results in two scenarios:*

- For land in the ALR, the ALC imposes a limit of 100 m<sup>2</sup> for home based businesses. Note that this limit would not apply to buildings used for agricultural or personal purposes. This limit would not apply if the PRRD regulated accessory building size.*
- For land outside the ALR, there is no limit to the number or size of accessory buildings.*

*Staff recommend removing the ‘when parcels are 8 ha or less’ from section 13.1 (a) and 13.1 (b) of Zoning Bylaw No. 1343, 2001. This would provide clear and consistent regulation for the A-1 and A-2 Zones, regardless of ALR status. The maximum accessory building floor area would be 300 m<sup>2</sup> (3200 ft<sup>2</sup>) for parcels larger than 8 ha.*

#### **Section 13      Accessory Building Floor Area**

1. This section shall apply only to the following zones of this bylaw:

- (a) Section 32      A-1 “Small Holding zone”, ~~when parcels are 8 ha or less~~



- (b) Section 33 A-2 "Large Holding zone", ~~when parcels are 8 ha or less~~
- (c) Section 34 R-1 "Residential 1 zone"
- (d) Section 35 R-2 "Residential 2 zone"
- (e) Section 36 R-3 "Residential 3 zone"
- (f) Section 37 R-4 "Residential 4 zone"
- (g) Section 38 R-5 "Residential 5 zone"
- (h) Section 39 R-6 "Residential 6 zone"

### 3. **Section 21 Minimum parcel size for subdivision, for a relative on non-ALR Lands**

*Section 21 includes a reference to a now-outdated Local Government Act section number. Best practice is to avoid citing specific section numbers when referencing other provincial and federal enactments. Staff recommend amending this section as follows:*

Section 21 Minimum parcel size for subdivision, for a relative on non-ALR Lands

~~For purposes of Section 946(4) of the Local Government Act, the minimum parcel size for a parcel that may be subdivided to provide a residence for a relative on non-ALR lands is 1.8 hectares (4.5 acres).~~

For purposes of the Local Government Act 'Subdivision to provide residence for a relative', the minimum parcel size for a parcel that may be subdivided to provide a residence for a relative on non-ALR lands is 1.8 hectares (4.5 acres).

### 4. **Section 26 Setback Area Exemptions**

*Staff recommend the wording in Section 26 of Zoning Bylaw No. 1343, 2001 be amended to include the zones Section 52A P-3 Utilities and Section 53 RM-1 Residential-Multi Family Zone 1 that were added after the adoption of this bylaw.*

Section 26 Setback Area Exemptions

Despite ~~sections 32 to Section 52~~ Sections 32 to 53 inclusive of this bylaw, no building or structure shall be located in a SETBACK area except:

### 5. **Section 33 A-2 (Large Agricultural Holdings Zone)**

*Staff recommend removing the 50 ha remainder clause from Sections 33.2 (b) i) and ii). Sections 33.2 (b) i) and ii) allow exceptions to the minimum parcel size of 63 ha in the A-2 Zone i) when subdivided along a right-of-way or ii) along a traditional quarter section boundary. However, these sections also stipulate that the remainder must be 50 ha in order to qualify.*

*The North Peace Fringe Area OCP and South Peace Fringe Area OCP include a similar provision for agricultural land without the 50 ha clause. The West Peace Fringe Area OCP does not comment on parcel size. Removing the 50 clause would make the zoning bylaw consistent with the Official Community Plans and allow subdivision along rights-of-way without needing to rezone.*

Section 33.2 Regulations

#### Minimum Parcel Size

- (a) The minimum parcel size is 63 hectares (155 acres) except as noted below.
- (b) Exceptions to the required minimum parcel size area as follows:
  - i) subject to the Local Services Act, the minimum parcel size shall not apply where a parcel is divided by a railway, highway right-of-way or watercourse, provide the parcel is subdivided along any such railway, highway right-of-way or watercourse, ~~and the remainder of the parcel for which a subdivision is proposed is not less than 50 hectares (124 acres);~~
  - ii) for subdivision along a quarter section boundary for an incomplete quarter ~~the minimum parcel size shall be not less than 50 hectares (124 acres);~~
  - iii) SE ¼ of Section 35 Township 83 Range 19 W6M PRD Except Plans B4384, M446, PGP46335 and BCP37320, for which the minimum parcel size is 35.0 hectares [Bylaw 2355, 2020]

#### **6. Section 35      R-2 (Residential 2 Zone)**

*Staff recommend updating the legal land description in Section 35.2 i) with the property's current legal land description.*

#### Section 35.2    Regulations

- i) ~~a 0.278 ha. portion of Parcel A, Section 17, Township 84, Range 19, W6M, PRD, Plan 34277~~  
**Lot 3 Section 17 Township 84 Range 19 W6M Peace River District Plan EPP47785**, for which the minimum parcel size shall not be less than 0.22 ha. (0.563 acres); [Bylaw No. 2088, 2013]

#### **7. Section 36      R-3 (Residential 3 Zone)**

*Staff recommend deleting all the references to Official Community Plan bylaw numbers because they have changed and will likely change again in the future. The area covered by these Official Community Plans remains the same.*

*Staff recommend updating the legal land descriptions in Section 36.2 i) and ii) to be replaced with the properties' current legal land description.*

#### Section 36.2    Regulations

#### Minimum Parcel Size

- (a) The minimum parcel size is 0.9 hectares (2.2 acres) in the area covered by West Peace Official Community Plan Bylaw ~~No. 1086, 1997~~;
- (b) The minimum parcel size is 0.9 hectares (2.2 acres) when the parcel is connected to a COMMUNITY SEWAGE SYSTEM in the area covered by North Peace Official Community Plan Bylaw ~~No. 820, 1993~~ (Electoral Areas B, D and E only; [Bylaw No. 2249, 2016]

- (bb) The minimum parcel size is 0.9 hectares (2.2 acres) when the parcel is connected to a COMMUNITY SEWER in the area covered by North Peace Official Community Plan Bylaw ~~No. 820, 1993~~ (Electoral Area C only); [Bylaw No. 2249, 2016]
- (c) The minimum parcel size is 1.8 hectares (4.5 acres) where there is no COMMUNITY SEWAGE SYSTEM in the area covered by North Peace Official Community Plan Bylaw ~~No. 820, 1993~~ (Electoral Areas B, D and E only);
- (cc) The minimum parcel size is 1.8 hectares (4.5 acres) where there is no COMMUNITY SEWER in the area covered by North Peace Official Community Plan Bylaw ~~No. 820, 1993~~ (Electoral Area C only); [Bylaw No. 2249, 2016]

Except for:

- i) a 1.46 ha. (3.61 acre) portion lying on the west side of Section 25 within ~~Lot 1, Plan 24633, Sections 24 and 25, Township 84, Range 20, W6M, PRD, except Plan 28096~~ **Lot 3 Section 25 Township 84 Range 20 W6M Peace River Plan BCP39102**, for which the minimum parcel size may be 0.9 ha (2.2 acres) when the parcel has a sewage system approved by the agency having jurisdiction regarding sewage disposal. [Bylaw No.1805, 2008]
- ii) a 1.4 ha. (3.46 acre) portion lying on the northeast side of ~~Lot 2, Plan PGP41173, Section 12, Township 84, Range 19, W6M, PRD, except part in Plan BCP19612~~ **Lot 1 Section 12 Township 84 Range 19 W6M Peace River District Plan EPP5285**, for which the minimum parcel size may be 0.9 ha (2.2 acres) when the parcel has a sewage system approved by the agency having jurisdiction regarding sewage disposal. [Bylaw No. 1869, 2009]

## **8. Section 42 C-2 (General Commercial Zone)**

*Staff recommend deleting 42.2 (g) i), 42.2 (g) ii) and 42.2 (g) iii), as all of these properties are now within the City of Fort St. John.*

*Staff recommend renumbering section 42.2 (g) iv) to 42.2 (g) i) and updating the legal description to be the current legal land description.*

*Staff recommend renumbering section 42.2 (g) v) to 42.2 (g) ii) and updating the legal description to be the current legal land description.*

### **Section 42.2 Regulations**

#### **Additional Uses**

- (g) The following additional uses are permitted on lands legally described as:

~~Parcel A (PM36569) SW¼ Sec. 5, Twp. 84, Rge. 18, W6M.~~

~~Parcel A, Plan 33374, SW¼ Sec. 5, Twp. 84, Rge. 18, W6M.~~

- ~~i) sales, rental, servicing and repairs of automobile, recreational vehicles, manufactured homes, automotive parts, machinery, farm machinery and boats; and~~

- ~~ii) contractors, shop and storage yard for trade, trucking, construction and oil field service.~~

~~Parcel A, Plan 33374, SW¼ Sec. 5, Twp. 84, Rge. 18, W6M.~~

- ~~iii) warehousing, cartage, express and freight facilities~~

~~Lot 8, Block 2, Plan 9723, Section 2, Township 84, Range 19, W6M~~ **Lot 1 Section 2 Township 84 Range 19 W6M Peace River District Plan EPP70627** [Bylaw No. 1502, 2004]

Parcel A (Plan B5074) of the Northwest ¼, Section 9, Township 84, Range 19, W6M

- ~~iv) i) NEIGHBOURHOOD PUB~~

~~Lot 8, Block 2, Section 2, Township 84, Range 19, W6M, PRD, Plan 9723~~ Lot 1 Section 2 Township  
84 Range 19 W6M Peace River District Plan EPP70627 [Bylaw No. 2178, 2015]

iv) CAMPGROUND, UNLIMITED TERM



# REPORT

To: Electoral Area Directors Committee

Report Number: DS-EADC-006

From: Shawn Dahlen, Chief Administrative Officer

Date: October 8, 2020

**Subject: Bylaw Enforcement File Quarterly Update**

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## **RECOMMENDATION:**

That the Electoral Area Directors' Committee receive the report titled "Bylaw Enforcement File Quarterly Update – DS-EADC-006", for discussion

## **BACKGROUND/RATIONALE:**

This report covers the period from July 1, 2020 to September 30, 2020. There were a total of 32 active and inactive bylaw enforcement files at the end of this quarter. There were 9 files closed during this quarter.

### **Active Files - shaded blue:**

There are 28 active enforcement files.

- 7 of these files are new since the end of the last quarter on June 30, 2020.
- 1 of these files has been filed in BC Supreme Court. Due to the COVID-19 Pandemic, the BC Supreme Court is only hearing urgent matters until further notice.

### **Closed Files - shaded orange:**

9 files have been closed this quarter.

- 3 of these files were opened and closed during the quarter covered by this report.

A detailed bylaw enforcement file summary has been attached.

## **ALTERNATIVE OPTIONS:**

1. That the Electoral Area Directors Committee provide further direction.

## **STRATEGIC PLAN RELEVANCE:**

- ☒ Not Applicable to Strategic Plan.

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

None at this time.

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

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Attach- Bylaw Enforcement File Quarterly Update

## ACTIVE FILES

### July 1 - Sept. 30, 2020- Bylaw Enforcement File Summary- Active Files

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
1	2007	91	[REDACTED]	27-Apr-07	Junkyard in residential zone	Sept 24.2020 property has improved even since June30.2020. Will follow up weekly.	[REDACTED]	B
2	2010	64	[REDACTED]	12-Apr-10	Salvage yard in A-2	March13,2015- spoke to Richmond Steel. Scheduled to go when it dries up- activity on property however not likely to be completely cleaned or remain cleaned up.	[REDACTED]	D
3	2013	102	[REDACTED]	3-Jun-13	Salvage yard in R-4 Zone	Owner is still experiencing considerable health issues. He was told the file has dragged on too long and in Summer 2020 PRRD will be looking for him to have the work complete	[REDACTED]	D
4	2014	219	[REDACTED]	17-Sep-14	Junk yard in R-4 zone	extension approved to Dec. 31, 2020; now that farming season is nearing end, I'll follow up with agent	[REDACTED]	E
5	2015	251	[REDACTED]	6-Nov-15	3 Sheds located within Interior Side Parcel Setbacks	BC Supreme Court Petition filed and served on landowner. Supreme Court of BC is only hearing urgent matters until further notice due to COVID-19	[REDACTED]	C
6	2015	265	[REDACTED]	24-Nov-15	3 dwellings on .63 acres, no BP's, ALR Land	File on hold from 7-Oct-18 to 16-Apr-20 due to Evacuation Order- EDAC approved to re-activate; one of the structures has been removed. The other has been sold and will be removed soon. Old Fort Road closed again on June 18, 2020.	[REDACTED]	C
7	2017	79	[REDACTED]	18-Apr-17	no BP, too many dwellings, shop/suites too close to property line	S.57 approved on May 28.2020. New complaint rec'd June 2020. Site inspection on June 11, 2020. Old Fort Road closed June 18, 2020.	[REDACTED]	C
8	2018	46	[REDACTED]	2-Feb-18	automobile wrecking yard	issued warning ticket May 20.2020, plan for compliance by Oct.31.2020; reminder site visit on Sept.17.2020	[REDACTED]	C
9	2018	172	[REDACTED]	13-Jun-18	Demolition w/o permit	warning ticket, have not been able to contact, letters being returned- may live around Fairview, AB	[REDACTED]	D



## ACTIVE FILES

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
10	2019	300	[REDACTED]	14-Jun-19	worker camp	Worker camp has been dismantled; Feb.27.2020- TUP approved but withheld pending ALC compliance, MOTI permit and PRRD security rec'd. 2 units on property;June 2020 ALC sent a Breach of Conditions letter	[REDACTED]	D
11	2019	304	[REDACTED]	16-May-19	Abandoned Work Camp	Bylaw 2079, 2013 was a text ammendment to allow the work camp. Will contact for clean-up	[REDACTED]	B
12	2019	308	[REDACTED]	27-Aug-19	Requirements of Restrictive Covenant have never been met	fence/trees mostly completed as of Sept.21.2020	[REDACTED]	E
13	2019	314	[REDACTED]	3-Oct-19	No BP's, structures in setback	DVP approved Feb.13.2020 pending compeltion of Restrictive covenant requirements from rezoning in 2009	[REDACTED]	E
14	2019	316	[REDACTED]	4-Nov-19	NO BP for modular and several seacans	S.57 approved; sea cans removed; waiting for updated DVP app.	[REDACTED]	C
15	2019	325	[REDACTED]	21-Nov-19	industrial use of property, no one living in home; heavy truck traffic damaging roads, yard is messy	TUP pending BP and MoTI Access Permit. BP issued Aug.11.2020; MoTI Permit submitted on Sept.28.2020	[REDACTED]	D
16	2019	327	[REDACTED]	9-Dec-19	No DP, No BP	SWN issued Dec.9.2019, DP issued July.2.2020, BNT PRRD 00168 issued Sept.14.2020; agent advised BP app not proceeding- Oct.19.2020 deadline for structure removal.	[REDACTED]	C
17	2020	205	[REDACTED]	27-Jan-20	unsightly premises	Sept.22.2020 steady improvement made. Will follow up on Oct.5.2020	[REDACTED]	C
18	2020	215	[REDACTED]	13-May-20	unsightly premises	Hand delivered warning ticket June 30, 2020	[REDACTED]	C
19	2020	216	[REDACTED]	13-May-20	unsightly premises	much improvement; unpermitted structure and some vehicles removed, other vehicles moved to back and 2 more to leave soon.	[REDACTED]	C
20	2020	218	[REDACTED]	15-May-20	logging and other equipment storage	most of equipment removed.	[REDACTED]	D
21	2020	221	[REDACTED]	3-Jun-20	concrete, tile & rebar accumulating on land	disputed BNT # PRRD 00167 on Sept.25.2020	[REDACTED]	D

## ACTIVE FILES

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
22	2020	222	[REDACTED]	2-Jul-20	campground and restaurant contrary to zoning	sent warning tickets for zoning and building bylaw contraventions. Landowner has submitted an ALC App for exclusion.	[REDACTED]	D
23	2020	223	[REDACTED]	2-Jul-20	industrial use on commercial zone	has submitted TUP for I-1 use of the R-5 zone and top part of C-2 zone	[REDACTED]	E
24	2020	225	[REDACTED]	9-Sep-20	Business is noisy	Oct.5.2020-will do site inspection to confirm if legit Home Industry- if so, complainant may need to contact the ALC	[REDACTED]	B
25	2020	226	[REDACTED]	18-Sep-20	No DP or BP's	Oct.2.2020 sent email requiring DP and BP apps if Surerus remains on property beyond Oct. 6, 2020	[REDACTED]	C
26	2020	228	[REDACTED]	30-Sep-20	construction without BP	issued warning ticket PRRD 00172 and SWN 20-002	[REDACTED]	C
27	2020	229	[REDACTED]	30-Sep-20	Construction contrary to BCBC and BP	issued warning ticket PRRD 00173 and SWN 20-003	[REDACTED]	C
28	2020	231	[REDACTED]	30-Sep-20	residential property used as salvage yard	site inspection done Sept.29.2020, will send initial letters	[REDACTED]	D

## INACTIVE FILES

### July 1 - Sept. 30, 2020- Bylaw Enforcement File Summary- Inactive/On Hold Files

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	LEGAL DESCRIPTION	ELECTORAL AREA	DATE PLACED ON INACTIVE LIST
1	2011	194	[REDACTED]	7-Dec-11	Worker Camp	Sept.30.2020 agent informed that they are moving the camp off and will have done within the week.	[REDACTED]	B	11-Mar-15
2	2016	111	[REDACTED]	31-May-16	building in setback	Applied to the Board of Variance; Draft Bylaw received from lawyer 10-03-20; S. 57 deferred until July 9, 2020 RB meeting	[REDACTED]	C	10-Jan-17
3	2016	97	[REDACTED]	9-May-16	HBB, BP, and Zoning contraventions on 3 parcels	Sept. 10, 2020 RB Resolution- Oct.31.2020 deadline	[REDACTED]	D	17-Mar-17
4	2010	107	[REDACTED]	19-Jul-10	3 homes	Sept.17.2020 Covenant was registered with LTSA, goes back to RB on Oct.8.2020	[REDACTED]	B	19-Jul-18

## CLOSED FILES

### July 1 - Sept. 30, 2020- Bylaw Enforcement File Summary- Closed Files

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	LEGAL DESCRIPTION	ELECTORAL AREA	DATED CLOSED
1	2019	303	[REDACTED]	4-Jun-19	unsightly premises	property no longer meets unsightly premises definition	[REDACTED]	C	8-Jul-20
2	2018	298	[REDACTED]	5-Nov-18	shed too close to property line	S.57 Recommended- June 25, 2020 RB Meeting.	[REDACTED]	C	8-Jul-20
3	2020	217	[REDACTED]	13-May-20	unsightly premises	property no longer meets unsightly premises definition	[REDACTED]	C	17-Jul-20
4	2020	224	[REDACTED]	20-Jul-20	Horse arena in R-4 zone	ALC permitted use- must not be prohibited	[REDACTED]	C	20-Jul-20
5	2017	235	[REDACTED]	25-Sep-17	Industrial trucking business on A-2 land within ALR	S. 57 approved by RB on May 28, 2020; site inspection confirmed property is in compliance	[REDACTED]	C	1-Sep-20
6	2020	220	[REDACTED]	2-Jun-20	wrecked vehicles on Micro Sub. Road RoW	MoTI has jurisdiction	[REDACTED]	D	4-Sep-20
7	2020	206	[REDACTED]	29-Jan-20	unsightly premises	property no longer meets unsightly premises definition	[REDACTED]	C	17-Sep-20
8	2020	227	[REDACTED]	29-Sep-20	cut tree in park	issued warning ticket No. PRRD 00171	[REDACTED]	D	29-Sep-20
9	2020	230	[REDACTED]	30-Sep-20	dispose garbage not at landfill	issued warning ticket No. PRRD 00174; advised complainant to report to RAPP and MoTI	[REDACTED]	D	30-Sep-20

## Hunter Rainwater

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**Subject:** FW: Health Care Scholarship Committee Meeting

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**From:** De Smit, Angela <[Angela.DeSmit@northernhealth.ca](mailto:Angela.DeSmit@northernhealth.ca)>

**Sent:** Tuesday, October 6, 2020 12:35:45 PM

**To:** Director Dan Rose

**Cc:** Dale Bumstead; Lori Ackerman; Chair Brad Sperling; Director Dale Bumstead; Director Lori Ackerman; 'Ellen Frisch'; Jill Rickert; Kelsey Bates; Kori Elden; Shawn Dahlen; Suzanne Garrett; Teri Vetter; Tyra Henderson

**Subject:** RE: Health Care Scholarship Committee Meeting

**CAUTION:** This email originated from outside of the organization.

Dan

I would like to thank you and the Committee for the invitation to participate at the PRRD Health Care Scholarship Committee and our continued partnership to support a sustainable workforce and health care services. I was able to reach out and follow up on a couple of the brainstorming comments I had made at the meeting to see if they were worthwhile to consider.

- Why do LPNs only receive 15 credits when bridging to the RN program – this has been a concern raised by current local LPNs who are wanting to enroll in the Baccalaureate program and it is their understanding from UNBC, that grounded in their vision of a nursing degree that it requires 60 “baccalaureate-level” (or university-level) courses for admission at the equivalent of third year. In UNBC’s view, the provincial Practical Nursing curriculum (LPN) does not have that baccalaureate-level standing. I was informed that fifteen credits is actually an improvement on what UNBC was initially considering providing them with.
- Health Care Aide program enrolment – I had mentioned that perhaps now that NLC has moved to 2 cohorts annually whether the \$30k is sufficient or are there now more than 30 local students attending? NLC has indicated that for the immediate future, \$30K in total (\$1,000 per student) is sufficient because it may take a year or so for their second annual intake to gain traction and increase enrolment. Also, the HCA number of students in the program is a little more restricted than usual because of the need to practice physical distancing in the lab sessions.
- I remembered hearing a comment from NLC at a meeting that it may be better to provide the \$1,000 up front to get students to enroll and offset the course fees as compared to upon completion. Not sure if this is still a barrier as enrolment has been really good over the past 12-18 months. NLC as indicated that if possible that \$1,000 up front would be better. Despite student loan options, some HCA students are financially strapped during their studies and if there’s a possibility of a discussion or consideration for a change then NLC would support this change
- Northern Residents Deductions for 2019 - Canada – Lori, thank you for the additional information and I will meet with NH Human Resources and Finance as to options to having discussions with the various unions within the Collective Bargaining Association for a portion of salary that is then labelled as a travel benefit, then we can enter that amount in box 32 or 33. As presently no such designation of salary currently exists.

Thanks again  
Angela



## Electoral Area Directors Committee

### Diary Items

Item		Status	Notes	Diarized
1.	Cell Towers within the Region		Investigate partnership opportunities	May 27, 2019
2.	Electoral Area D Referendum		Water (service areas) in 2020	October 16, 2018
3.	Don Nearhood Museum		As the Peace Canyon building is closed, a new location for the display is needed	November 13, 2018
4.	Oil and Gas Working Groups			January 18, 2019
	A. Template B. Synergy Groups			October 17, 2019 April 16, 2020
5.	Natural Gas		Expansion of services to rural areas	May 27, 2019
6.	Section 381 (Cost sharing for services under Part 14 [Planning and Land Use Management] of the Local Government Act.			August 15, 2019
7.	Volunteer Recognition			November 21, 2019
8.				
9.				



## Electoral Area Director's Committee Terms of Reference

### 1. Membership

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

### 2. Terms of Reference

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

Date Committee Established	February 27, 2003	Board Resolution #	RD/03/02/02 (27)
Date TOR Approved by Board	January 22, 2004	Board Resolution #	RD/04/01/20 (22)
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	