



COMMITTEE OF THE WHOLE MINUTES

FRIDAY, DECEMBER 11, 2020

LOCATION Peace River Regional District Office, Dawson Creek, BC

ATTENDANCE

Directors

Chair Sperling, Electoral Area 'C'
Vice-Chair Rose, Electoral Area 'E'
Director Ackerman, City of Fort St. John
Director Bumstead, City of Dawson Creek
Director Bertrand, District of Tumbler Ridge
(via teleconference)
Director Courtoreille, District of Chetwynd
Director Goodings, Electoral Area 'B'
(via teleconference)
Director Heiberg, District of Hudson's Hope
Director Hiebert, Electoral Area 'D'
Director Michetti, Village of Pouce Coupe
Director Zabinsky, City of Fort St. John

Alternate Directors

Alternate Director Turnbull, District of Taylor
(via teleconference)

Absent

Director Fraser, District of Taylor

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Teri Vetter, Chief Financial Officer
Tabatha Young, Deputy Corporate Officer
Paulo Eichelberger, GM of Environmental Services
Trish Morgan, GM of Community Services
Crystal Brown, Electoral Area Manager
Jeff McDonald, Communications Manager
(via teleconference)
Trevor Ouellette, IT Manager
Jack Irving-Peckham, SP Land Use Planner
Brenda Deliman, Legislative Services Clerk
(via teleconference)

Others

Katrin Saxty, Urban Systems Ltd.

Delegations

4.1 ISL Engineering & Land Services
Gary O'Rourke and Brandon Barker

4.2 PRRD Procurement
Leanne Milliken

1. CALL TO ORDER The Chair called the meeting to order at 10:08 a.m.

2. ADOPTION OF AGENDA

2.1

CW/20/12/01

MOVED Director Hiebert, SECONDED Director Michetti,

That the Committee of the Whole adopt the December 11, 2020 Meeting Agenda:

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Gallery Comments or Questions**
- 4. Delegations**
 - 4.1 ISL Engineering & Land Services – Subdivision and Development Services Bylaw Update
 - 4.2 PRRD Procurement
- 5. Reports**
- 6. Media Questions**
- 7. Adjournment**

3. GALLERY COMMENTS OR QUESTIONS

CARRIED



4. DELEGATIONS

4.1 ISL Engineering & Land Services

The Committee of the Whole was provided with an update on the PRRD Subdivision and Development Services Bylaw from ISL Engineering and Land Services. Topics included:

- Purpose of the bylaw
- Development process
- General design criteria/submission requirements
- Design standards and technical specifications (water and sewer systems, storm drainage, roads, and electrical)
- Stakeholder engagement

A question and answer period ensued. Topics included:

- Internet standards and specifications
- Planning for future servicing requirements
- Development Cost Charges
- Scope of stakeholder engagement
- On-site drainage requirements
- Subdivision (definition, access to water, new road access)

4.2 PRRD Procurement

The Committee of the Whole was provided with an overview of the PRRD procurement process from the PRRD Procurement Officer. Topics included:

- What is procurement (vendor selection, establishment of payment terms, strategic vetting, planning, negotiation of contracts, purchase of goods and services)
- Pillars of procurement (value for money, open/effective competition, ethics/fair dealing, accountability and reporting, equity)
- Benefits to the PRRD (consistency, increased efficiency, reduced risk, cost savings)
- Digital procurement platform

A question and answer period ensued. Topics included:

- Risk threshold (Municipal Insurance Association of BC)
- Insurance coverage costs
- Contract management (financial weighting, contractor capacity/experience, tracking)
- Local procurement of goods and services

5. REPORTS

6. MEDIA QUESTIONS

7. ADJOURNMENT

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

CERTIFIED a true and correct copy of the Minutes from a Committee of the Whole meeting held on December 11, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer