



## PEACE RIVER REGIONAL DISTRICT

### ELECTORAL AREA DIRECTORS COMMITTEE MEETING MINUTES

THURSDAY, NOVEMBER 25, 2021

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

#### ATTENDANCE

##### Directors

Director Goodings, Electoral Area 'B' (*Via Zoom*)  
Director Sperling, Electoral Area 'C'  
Director Hiebert, Electoral Area 'D'  
Director Rose, Electoral Area 'E' – Committee Chair

##### Staff

Shawn Dahlen, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Teri Vetter, Chief Financial Officer  
Tab Young, Deputy Corporate Officer  
Crystal Brown, Electoral Area Manager  
Kathy Suggitt, GM of Development Services  
Kari Bondaroff, GM of Environmental Services  
Trish Morgan, GM of Community Services  
Jeff McDonald, Communications Manager (*Via Zoom*)  
Daris Gillis, Environmental Services Manager  
Gerritt Lacey, Solid Waste Services Manager  
Edward Albury, Fire Chief (*Via Zoom*)  
Fred Burrows, Fire Chief (*Via Zoom*)  
Ron Schildroth, Deputy Fire Chief (*Via Zoom*)  
Hunter Rainwater, Recorder

##### Delegations

7.1 FCAPX Ltd.  
Meaghen Derksen, P.Tech (Eng.)  
Project Manager, Facility Assessor

**1. CALL TO ORDER** The Chair called the meeting to order at 10:00 am.

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

Director Hiebert Conservation Plan

#### 3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee adopt the November 25, 2022  
Meeting Agenda, as amended to include Director's new business:

**1. Call to Order**

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

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Adoption of Agenda  
(Continued)

**3. Adoption of Agenda**

**4. Gallery Comments or Questions**

**5. Adoption of Minutes**

5.1. Electoral Area Directors Committee Draft Meeting Minutes of October 28, 2021

**6. Business Arising from the Minutes**

**7. Delegations**

7.1. FCAPX Ltd.

**8. Correspondence**

8.1. NCLGA Membership Dues

**9. Reports**

9.1. Seniors Aging in Place Support Services Fees and Charges Bylaw, DR-EADC-006

9.2. PRRD Grant Writer Services, ADM-EADC-042

9.3. Community Halls and Fair Grounds Condition Assessments, CS-EADC-010

9.4. Housing Needs Implementation Framework – Referral, DS-EADC-017

**10. Discussion Item(s)**

10.1. Chair Sperling – BC Rural Center

10.2. Director Goodings – Agriculture Advisory Committee

10.3. Director Goodings – Generator Cost Assistance in Red Creek

**11. New Business**

11.1. Director Hiebert – Conservation Plan

**12. Diary**

12.1. Diary Items

**13. Item(s) for Information**

13.1. EADC Terms of Reference

**14. Adjournment**

**CARRIED**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

5.1

Oct. 28/21 EADC Minutes

MOVED Director Sperling, SECONDED Director Hiebert,

That the Electoral Area Directors Committee adopt the October 28, 2021 Meeting Minutes.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

7.1

FCAPX Ltd. – 10:00 am

The Electoral Area Directors Committee was provided with presentation on the Condition Assessments on Community Halls, Fairgrounds and Fire Halls. Topics included:

- Methodology – BCA
- Building Condition Assessment
- Assessment – RUL
- Maintenance vs. Capital Renewal
- Facility Condition Index (FCI)

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FCAPX Ltd. – 10:00 am  
(Continued)

- Cache Creek Community Hall
- Golata Creek Community Hall
- Jackfish Community Hall
- Moberly Lake Community Hall
- Upper Halfway Community Hall
- North Peace Fairgrounds
- Charlie Lake Fire Hall
- Energy Audit – Energy Conservation Methods
- Moberly Lake Fire Hall
- Energy Audit – Energy Conservation Measures

A question and answer period ensued. Topics included:

- Director Goodings asked what the intent is, now that the assessment to the Cache Creek Community Hall has been done, to get feedback from the community members as to what they would like see done with the Community Hall. Trish Morgan noted that the PRRD will be sitting down with each of the Community Halls and their Area Directors to go over their condition assessments and to come up with a plan to address the needs of the halls.
- Director Sperling asked if the engineering study on the Charlie Lake Fire Hall was a standard recommendation when the building was built at two separate times. Meaghen responded that it was visual and reported by the onsite staff that there was an issue. Trish Morgan also stated that there are issues with the flooring and that they would have to look into the files on the building structure.
- Director Hiebert thanked Meaghen for her presentation and asked if the 5 year term was because of the age of the buildings. Meaghen said that, that is the standard in the industry, to assess your buildings every 5 years.

## 8. CORRESPONDENCE

8.1

NCLGA Membership Dues

MOVED Director Hiebert, SECONDED Director Sperling,

That the Electoral Area Directors Committee receive the NCLGA Membership Dues correspondence for discussion.

**CARRIED**

MOVED Director Sperling, SECONDED Director Hiebert,

That the Electoral Area Directors Committee defer the NCLGA Membership Dues correspondence to the December 16, 2021 EADC Meeting.

**CARRIED**

## 9. REPORTS

9.1

Seniors Aging in Place  
Support Services Fees and  
Charges Bylaw, DR-EADC-  
006

MOVED Director Hiebert, SECONDED Director Sperling,

That the Electoral Area Directors Committee recommend that the Regional Board authorize the development of a Fees and Charges Bylaw for the Seniors Aging in Place Initiative.

**CARRIED**



9.2  
PRRD Grant Writer  
Services, ADM-EADC-042

MOVED Director Goodings, SECONDED Director Sperling,  
That the Electoral Area Directors Committee recommend that the Regional Board authorize a contract extension for Contract 42-2020 'Grant Writer Services' with Clear Course Consulting Limited for an additional one year term, starting March 1, 2022, and ending on February 28, 2023, for an amount not to exceed \$85,050 (excluding taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the contract extension on behalf of the PRRD.

**CARRIED**

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee recommend that the Regional Board submit a grant application to the Northern Development Initiative Trust Grant Writing Support program for a grant of up to \$8000 that, if successful, will be used to offset the cost of a PRRD Grant Writer.

**CARRIED**

9.3  
Community Halls and Fair  
Grounds Condition  
Assessments, CS-EADC-  
010

MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee recommended that the Regional Board authorize the coordination of meetings with community facility operators, including the North Peace Fall Fair Society, for a presentation from the facility condition assessment consultant, FCAPX, and to review the facility condition assessment reports with Electoral Area Directors and staff; further, that following those meetings, the Rural Budgets Administration Committee be provided a report summarizing the meetings and identifying an action plan to address necessary repairs or upgrades.

**CARRIED**

9.4  
Housing Needs  
Implementation  
Framework - Referral, DS-  
EADC-017

MOVED Director Hiebert, SECONDED Director Sperling,  
That the Electoral Area Directors Committee receive the Housing Needs Implementation Framework Draft Report from Urban Matters and endorse the three Electoral Areas Objective recommendations as follows:  
1. Strengthen seniors housing and supports;  
2. Building and strengthening partnerships with First Nations Communities; and  
3. The right mix of housing in the right location.

**CARRIED**

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

10.1  
Chair Sperling – BC Rural  
Centre

Director Sperling and Director Hiebert participated in an interview with the BC Rural Centre regarding the Keeping it Rural Conference. Some of the questions we're about what we thought moving forward, did we see the value in the conference, and how do we feel when it comes to UBCM. Both Director Sperling and Director Hiebert quite enjoy the Keeping it Rural Conference as it is held in at one venue and you aren't moving around from room to room. Director Sperling asked the BC Rural Centre about looking at the Alberta Electoral Area Union.



10.1

Chair Sperling – BC Rural  
Centre

(Continued)

Director Sperling provided the Electoral Area Directors Committee with an update on a meeting with Minister Rankin, Ministry of Indigenous Relations and Reconciliation, and Minister Ralston, Ministry of Energy, Mines and Low Carbon Innovation, held on November 18, 2021, in Fort St. John. Director Sperling was invited on short notice; however, he asked for all of the PRRD Electoral Area Directors to participate in the conversation and noted the importance of having complete Regional representation in the discussions regarding regional matters.

MOVED Director Sperling, SECONDED Director Hiebert,

That the Regional Board authorize a letter to be sent to Premier Horgan, Minister Rankin, Ministry of Indigenous Relations and Reconciliation, and Minister Ralston, Ministry of Energy, Mines and Low Carbon Innovation, requesting that when Ministers visit the Peace Region, all of the Regional Board Members be invited to participate in discussing regional issues.

**CARRIED**

10.2

Director Goodings –  
Agriculture Advisory  
Committee

Director Goodings asked the Electoral Area Directors Committee if the Committee was interested in re-creating the Agriculture Advisory Committee. In response, Director Sperling suggested that the Committee wait until that the Synergy Group, has a chance to meet in the new year.

Director Goodings expressed interest in Area B joining the Synergy Group. In response to Director Gooding's question, the Electoral Area Manager noted that there is a contract with Rick Anderson Consulting to facilitate the Synergy group, and if Area B wanted to be included, the contract would need to be amended and brought to the Board for consideration.

MOVED Director Goodings, SECONDED Director Sperling,

That the Electoral Area Directors Committee add Agriculture Advisory Committee to the Diary.

**CARRIED**

10.3

Director Goodings –  
Generator Cost Assistance  
in Red Creek

Director Goodings raised concerns for rural residents who experience power outages for long periods and asked the Electoral Area Directors Committee to discuss options for those residents to purchase a residential generator.

MOVED Director Goodings, SECONDED Director Sperling,

That the Electoral Area Directors Committee recommend that the Regional Board authorize a report to be brought back to a future Electoral Area Directors Committee meeting with options on how the PRRD can support rural residents who experience extended power outages to purchase a residential generator.

**CARRIED**



## **11. NEW BUSINESS**

11.1

Director Hiebert – Water  
Conservation Plan

Director Hiebert verbally updated the Electoral Area Directors Committee with brief information regarding meetings with the District of Taylor regarding their water exploration. Director Hiebert posed a question to staff regarding a Regional Water Conservation Program. In response to Director Hiebert's question, the Chief Administrative Officer stated that the PRRD does not have a Water Conservation program. Director Hiebert noted that the Regional District would not be eligible to apply for applicable grants without a program in place.

MOVED Director Hiebert, SECONDED Director Sperling,

That the Electoral Area Directors Committee recommended that the Regional Board authorize a report to be brought back to a future Electoral Area Directors Committee meeting with grant options to develop a Regional Water Conservation Program.

**CARRIED**

## **12. DIARY**

12.1

Diary Items

No changes were made to the Diary

## **13. ITEMS FOR INFORMATION**

13.1

EADC Terms of Reference

The EADC Terms of Reference was included for the Committee's information.

## **14. ADJOURNMENT**

The Chair adjourned the Meeting at 12:20 pm.

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Director Rose, Meeting Chair

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Hunter Rainwater, Recorder