



PEACE RIVER REGIONAL DISTRICT

ELECTORAL AREA DIRECTORS COMMITTEE MINUTES

September 7, 2023, 10:00 a.m.
1981 Alaska Avenue, Dawson Creek, BC

Directors Present: Chair Rose, Electoral Area E
Director Hiebert, Electoral Area D
Director Kealy, Electoral Area B
Director Sperling, Electoral Area C

Staff Present: Shawn Dahlen, Chief Administrative Officer
Roxanne Shepherd, Chief Financial Officer
Crystal Brown, Electoral Area Manager
Trevor Ouellette, IT Manager
Kari Bondaroff, GM of Environmental Services
Daris Gillis, Environmental Services Manager
Matthew Bascom, Grants Coordinator
Suzanne Garrett, Recorder

Delegation Present: Dawn Johnson, Clear Course Consulting Limited (via Zoom)
Monica Sander Burns, Clear Course Consulting Limited (via Zoom)

Others: Jill Copes, Nor'Pioneer Women's Institute
Ruth Veiner, Peace River District Women's Institute
Audrey Issacs

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED Director Sperling

SECONDED Director Hiebert

That the Electoral Area Directors Committee agenda for September 7, 2023 be adopted:

1. Call to Order
2. Adoption of Agenda
3. Gallery Comments or Questions
4. Adoption of Minutes
 - 4.1 Electoral Area Directors Committee Draft Meeting Minutes of August 3, 2023
5. Business Arising from the Minutes
6. Delegations
 - 6.1 Grant Writer Update – Clear Course (10:00 am) (by invitation of the Committee)
7. Correspondence
8. Reports
 - 8.1 History of the Agriculture Advisory Committee, DS-EADC-022
 - 8.2 Rural Subdivision and Drainage, DS-EADC-024
 - 8.3 North Peace Fall Fair Grounds Well Testing Report, ENV-EADC-030
 - 8.4 PRRD Grant Writing Services Contract Extension, ADM-EADC-056

(continued on next page)

9. New Business
10. Diary
11. Consent Calendar
 - 11.1 EADC Terms of Reference
12. Notice of Motion
13. Adjournment

CARRIED

3. GALLERY COMMENTS OR QUESTIONS

Jill Copes, Nor’Pioneer Women’s Institute and Ruth Veiner, Peace River District Women’s Institute, spoke on Agenda Item 8.1, and provided the following comments regarding the re-establishment of the Agriculture Advisory Committee (AAC):

- Mrs. Copes, as a past representative on the AAC, feels that rural residents need a voice on issues in their communities;
- The PRRD is the largest regional district in the province and has the largest agriculture area, yet it does not have an AAC;
- The previous AAC held too many meetings for farmers and volunteers to attend;
- The attachment in agenda item 8.1, is just as relevant today as it was in 2015.
- The AAC is a useful tool and was very successful in previous years before the addition of the development of the agricultural plan became part of the committee.

MOVED Director Kealy

SECONDED Director Sperling

That the Electoral Area Directors Committee authorize that the Gallery Comments time limit of two minutes be extended to allow sufficient time for the speakers to provide comments regarding the reinstatement of the Agriculture Advisory Committee.

CARRIED

Mrs. Veiner added that representatives sitting on the AAC met numerous times with their peers and other groups in an effort to keep the community at large up to date on any outcomes from the AAC meetings. Mrs. Veiner noted that during the time she was an Agriculture Land Commissioner, the Commission met many times with AAC’s in the lower mainland, and these meetings proved to be of great benefit to all stakeholders.

The Regional District received comments from Jim and Margaret Little, to be read aloud during the Gallery Comments portion of the meeting. The Electoral Area Manager read aloud the email with the following comments and concerns expressed:

- The AAC should be re-established in some form where concerns from each community can be brought forward and a plan of action be established;
- Understanding that in the past AAC meeting were not well attended, however the issues facing the agricultural community are increasing and the voice of rural Peace residents is extremely critical. It is important that agricultural concerns from all areas are understood and considered;
- PRRD has a very important role to play and it is only through discussion that concerns of constituents can be resolved. Some concerns included, but are not limited to:
 - Transportation – the Rural Roads Task Force brought forward many issues such as gravel for roads, new roads, brushing, culverts;
 - Transportation of produce to markets – train, trucks etc.;
 - Weed control;
 - Preservation and sustainable water and land for agriculture use;

- Examination of possible legislation before it is implemented - such as Water management issues, for the new legislation for mandatory water licenses;
- Planning for disasters such as drought, fire, flooding;
- Continual Government legislation which affects the agricultural community;
- Permitting;
- Future subdivisions; and
- Education of the public concerning the role of the PRRD and how the system works.

4. ADOPTION OF MINUTES

4.1 Electoral Area Directors Committee Draft Meeting Minutes of August 3, 2023

MOVED Director Sperling

SECONDED Director Hiebert

That the Electoral Area Directors Committee Meeting Minutes of August 3, 2023, be adopted.

CARRIED

Vary the Agenda

MOVED Director Sperling

SECONDED Director Hiebert

That the Electoral Area Directors Committee vary the agenda to deal with Item 8.1 “History of the Agriculture Advisory Committee, DS-EADC-022” at this time.

CARRIED

8. REPORTS

8.1 History of the Agriculture Advisory Committee, DS-EADC-022

MOVED Director Kealy

SECONDED Director Sperling

That the Electoral Area Directors Committee receive the report titled “History of the Agriculture Advisory Committee, DS-EADC-022”, which includes background information on the Agriculture Advisory Committee, deferred from the August 3, 2023, meeting, for discussion.

CARRIED

MOVED Director Sperling

SECONDED Director Kealy

That the Electoral Area Directors Committee recommend that the Regional Board reach out to producer groups in the region requesting feedback on the relevancy of an Agriculture Advisory Committee and what their group(s) would like to see included in a Terms of Reference in the event that the Regional Board re-establishes the Agriculture Advisory Committee; further, that the information be posted to the Peace River Regional District website and social media platforms to allow the general public and other stakeholders to provide input.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

6.1 Grant Writer Update

Dawn Johnson, Principal and Senior Project Manager, and Monica Sander Burns, Researcher and Grant Writer, Clear Course Consulting Limited, provided an update on the Grant Writer program. Topics included:

- A Summary of the year to date on Projects and Services provided, grants awarded, new grants available, recommendations and considerations for the program;
- Between March 2021 and August 2023, grant writers secured \$2.126,375 Million in grant funding, with 28 projects supported;
- Approximate breakdown in services includes 25% on grant writing, 50% on building capacity and collaborating with community groups, 20% on project services (creating tools, designing information and workshops), and 5% on project management/administration;
- The Grant Writer Service Program wrote 23 grant proposals (14 community groups) and supported 9 community groups; with 18 grant proposal outcomes pending;
- The Grant Writer Service provides the following tools and resources to community groups:
 - Grant Writing Guidelines, intake form, tips, grant resource list, project tracker;
 - 30 monthly newsletters;
 - Hosted seven information sessions (1.5hr) and six workshops (3hrs); and
 - Produced grant writing information session video; hosted on PRRD's Website;
- Highlights – new awards since December 2022:
 - North East Native Advancing Society – awarded \$100,000;
 - South Peace Mile 0 Park – awarded \$96,950;
 - Chetwynd Public Library - awarded \$13,000
- Program Strengths:
 - Grant Writers playing a broader support role, e.g. getting grant-ready, project management information sharing, project prioritization;
 - Clear Course grant data base crucial part in finding funding for groups;
 - Building grant writing capacity across the region;
 - Building strong relationships with economic development officers in region;
 - Dedicated team of grant writers;
 - Positive feedback and results to date
- Grant Writer Service Recommendations and Considerations include:
 - Continue to support project development to become grant ready & recognize this as an indicator of success;
 - Ensure community groups commit to informing Grant Writers on grant outcomes to ensure accurate and up-to-date information on the success of the program and meet NDIT requirements;
 - Internal newsletter for PRRD Staff to support planning for upcoming grants;
 - Report back to PRRD on noticeable funding gaps, e.g. playground equipment (opportunity to lobby for funding through partners such as UBCM, NDIT);
 - Consider budgeting for in-person grant writing workshops and information sessions;
 - Trends in new funding Economic development, Emergency preparedness, Climate change mitigation and adaptation, Natural infrastructure, Reconciliation, Innovation; and Indigenous community support.

The delegation concluded their presentation at 10:58 a.m.

Mrs. Copes and Mrs. Veiner left the meeting at 10:58 a.m.

7. CORRESPONDENCE

8. REPORTS

8.1 History of the Agriculture Advisory Committee, DS-EADC-022
Dealt with earlier in the meeting.

8.2 Rural Subdivision and Drainage, DS-EADC-024

MOVED Director Kealy
SECONDED Director Sperling

That the Electoral Area Directors Committee recommend that the Regional Board send a letter to the Honourable Rob Fleming, Minister of Transportation and Infrastructure, outlining the “roadblocks” that the Peace River Regional District is encountering with regards to drainage and rural road development requirements as they relate to subdivisions that must obtain Ministry of Transportation approval, and requesting direction on how to proceed with future development applications that involve the Ministry of Transportation and Infrastructure.

CARRIED

8.3 North Peace Fall Fair Grounds Well Testing Report, ENV-EADC-030

MOVED Director Kealy
SECONDED Director Sperling

That the Electoral Area Directors Committee recommend that the Regional Board receive the report titled “North Peace Fall Fair Grounds Well Testing Report ENV-EADC-030”, and the report from Tetra Tech titled “North Peace Fall Fair Grounds Water Well Pump Test Results Final Report”, dated August 28, 2023, which provides the results of the North Peace Fall Fair Grounds well testing, for discussion.

CARRIED

8.4 PRRD Grant Writing Services Contract Extension, ADM-EADC-056

MOVED Director Sperling
SECONDED Director Hiebert

That the Electoral Area Directors Committee recommend that the Regional Board authorize a contract extension for Contract 46-2022 “Grant Writer Services” with Clear Course Consulting Limited for an additional two one-year terms, from March 1, 2024 to February 28, 2025, and from March 1, 2025 to February 28, 2026, at a total annual cost not to exceed \$148,200 (excluding taxes); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

CARRIED

MOVED Director Sperling
SECONDED Director Hiebert

That the Electoral Area Directors Committee recommend that the Regional Board authorize the submission of a grant application to Northern Development Initiative Trust – Grant Writing Support, for a grant of up to \$8,000 to be used for rural Grant Writing Services; further, that the Peace River Regional District commit to providing financial resources to fund grant writing services in excess of the grant amount and to cover expenses not eligible under the grant program; further, that funding for rural Grant Writing Services be included in the 2024 Financial Plan under Function 120 - Legislated Electoral Area.

CARRIED

9. NEW BUSINESS

10. DIARY

11. CONSENT CALENDAR

11.1 EADC Terms of Reference



12. NOTICE OF MOTION

13. ADJOURNMENT

The Chair adjourned at 11:10 am

Dan Rose, Chair

Suzanne Garrett, Recorder
Corporate Services Coordinator