



PEACE RIVER REGIONAL DISTRICT

REGIONAL BOARD MEETING MINUTES

October 17, 2024, 10:00 a.m.
Pomeroy Hotel and Conference Centre
11308 Alaska Road, Fort St. John, BC

Directors Present:

Chair Sperling, Electoral Area C
Vice-Chair Hiebert, Electoral Area D
Director Courtoreille, District of Chetwynd
Director Dober, City of Dawson Creek
Director Hansen, City of Fort St. John
Alternate Director Graham, Electoral Area B
Director Krakowka, District of Tumbler Ridge
Director Quibell, District of Hudson's Hope
Director Rose, Electoral Area E
Director Taillefer, District of Taylor
Director Veach, Village of Pouce Coupe
Director Zabinsky, City of Fort St. John

Staff Present:

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Roxanne Shepherd, Chief Financial Officer
Kari Bondaroff, General Manager of Environmental Services
Kevin Clarkson, General Manager of Community Services
Ashley Murphey, General Manager of Development Services
Joanne Caldecott, Deputy Corporate Officer
Kari Barber, Financial Services Manager
Ryan Kirkham, Protective Services Manager
Trevor Ouellette, IT Manager
Jody Schmidt, Investment Officer
Annette Andrews, Communications Manager
Olivia Lundahl, Electoral Area Officer
Cody Roberts, Building Inspector III
Carmen Willms, Legislative Services Clerk/Recorder

1. CALL TO ORDER

The Chair called the meeting to order at 11:35 a.m.

2. ADOPTION OF AGENDA

RD/24/10/01 (17)

MOVED Director Krakowka

SECONDED Director Hiebert

That the Regional Board adopt the October 17, 2024 Board Meeting Agenda:



- 2. ADOPTION OF AGENDA (Cont'd)**
 - 1. CALL TO ORDER**
 - 2. ADOPTION OF AGENDA**
 - 3. GALLERY COMMENTS OR QUESTIONS**
 - 4. ADOPTION OF MINUTES**
 - 4.1 Committee of the Whole Draft Meeting Minutes for October 3, 2024
 - 4.2 Regional Board Draft Meeting Minutes for October 3, 2024
 - 5. BUSINESS ARISING FROM THE MINUTES**
 - 6. DELEGATIONS**
 - 7. CORRESPONDENCE**
 - 7.1 Letter from Tumbler Ridge Museum Foundation Re: Letter of Support Request
 - 8. REPORTS**
 - 8.1 2025 UNBC MD Undergraduate Program - Authorization to Participate, DR-BRD-085
 - 8.2 Emergency Support Services - Agreements, CS-BRD-348
 - 8.3 Regional Structural Protection Unit – TC Energy Build Strong Grant Opportunity, CS-BRD-351
 - 8.4 Designation of Rural Fire Investigators/Inspectors, CS-BRD-350
 - 8.5 Non-Farm Use within the ALR, PRRD File No. 24-011 ALR NFU, DS-BRD-434
 - 8.6 Section 57 Notice - PID 029-166-748, DS-BRD-420
 - 8.6.a. Section of Regional Board Minutes from September 12, 2024 Re: David Huggins Presentation
 - 8.7 Contract Extension – RFP 26-2019 Financial Audit Services, FN-BRD-303
 - 8.8 North Pine Television Rebroadcasting Services Asset Disposal, ENV-BRD-208
 - 9. BYLAWS**
 - 9.1 Termination of Function 525 – North Pine TV Rebroadcasting, ADM-BRD-538
 - 9.2 Function 225 – Kelly Lake Community Centre Service Bylaw Amendment, ADM-BRD-539
 - 10. NEW BUSINESS**
 - 11. APPOINTMENTS**
 - 11.1 2024 Board Appointments List
 - 12. CONSENT CALENDAR**
 - 12.1 Cosens Farms Ltd. Section 57 Update – PID 014-328-089, DS-BRD-435
 - 12.2 Regional Zoning Bylaw Project Update, DS-BRD-433
 - 12.3 2024 Third Quarter Financial Update, FN-BRD-302
 - 12.4 Chetwynd Public Library Regular Board Meeting Minutes of May 28, 2024
 - 12.5 Northeast BC Accessibility Committee Meeting #12 Minutes of September 12, 2024
 - 12.6 Letter from Union of BC Municipalities Re Community Works Fund Payment For 2024/2025
 - 13. STRATEGIC PLAN**
 - 13.1 2023 - 2026 Strategic Plan
 - 13.2 Strategic Plan Staff Update - October 17, 2024
 - 14. COMMUNICATIONS UPDATE**
 - 15. CHAIR'S REPORT**
 - 16. NOTICE OF MOTION**
 - 17. MEDIA QUESTIONS**
 - 18. RECESS TO CLOSED SESSION**
 - 18.1 Notice of Closed Board Meeting – October 17, 2024, ADM-BRD-537
 - 19. ADJOURNMENT**

CARRIED

- 3. GALLERY COMMENTS OR QUESTIONS**



4. ADOPTION OF MINUTES

4.1 Committee of the Whole Draft Meeting Minutes for October 3, 2024

RD/24/10/02 (17)

MOVED Director Krakowka

SECONDED Director Hiebert

That the Regional Board adopt the Committee of the Whole Meeting minutes of October 3, 2024.

CARRIED

4.2 Regional Board Draft Meeting Minutes for October 3, 2024

RD/24/10/03 (17)

MOVED Director Veach

SECONDED Director Krakowka

That the Regional Board adopt the Regional Board Meeting minutes of October 3, 2024.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

The Chief Administrative Officer spoke to Item 7.5 – Letter from North Central Local Government Association Re: Mental Health and Addictions Accord Draft from the October 3, 2024 Regional Board Meeting. He advised the Regional Board that the North Central Local Government Association had informed staff that the Mental Health and Addictions Accord Draft would be delayed, preventing inclusion at the October 17, 2024 Regional Board Meeting however the Accord would be available for the November 7, 2024 Regional Board Meeting.

6. DELEGATIONS

7. CORRESPONDENCE

7.1 Letter from Tumbler Ridge Museum Foundation Re: Letter of Support Request

RD/24/10/04 (17)

MOVED Director Hansen

SECONDED Director Courtoreille

That the Regional Board send a letter of support to the Tumbler Ridge Museum Foundation regarding their application to the Rural Economic Diversification and Infrastructure Program through the Economic Diversification Development Grant Stream to create an Infrastructure Development Plan for 255 Murray Drive in Tumbler Ridge.

CARRIED

Directors noted that the grant amount was not included in the letter from the Tumbler Ridge Museum Foundation.

8. REPORTS

8.1 2025 UNBC MD Undergraduate Program - Authorization to Participate, DR-BRD-085

RD/24/10/05 (17)

MOVED Director Hiebert

SECONDED Director Dober



8.1 2025 UNBC MD Undergraduate Program - Authorization to Participate, DR-BRD-085 (Cont'd)

That the Regional Board authorize all Board members to participate in the 2025 University of Northern British Columbia Northern & Rural Virtual Panel Interviews should they wish to do so.

CARRIED

Directors noted that members of the Board had not participated in this event previously.

8.2 Emergency Support Services - Agreements, CS-BRD-348

RD/24/10/06 (17)

MOVED Director Courtoreille

SECONDED Director Zabinsky

That the Regional Board authorize the investigation of opportunities for Emergency Support Services Service Agreements with the City of Dawson Creek, the City of Fort St. John, the District of Chetwynd, and the District of Taylor.

Directors discussed the advantages of having a Regional approach regarding Emergency Support Services (ESS) to help meet the different needs and alleviate burdens such as capacity and fatigue placed on individual ESS organizations in separate communities.

Amendment:

RD/24/10/07 (17)

MOVED Director Krakowka

SECONDED Director Taillefer

That the Regional Board amend motion RD/24/10/06 (17) to add “further, that a Regional approach to Emergency Support Services be investigated inclusive of all member municipalities.”

CARRIED

Motion as amended:

RD/24/10/06 (17)

MOVED Director Courtoreille

SECONDED Director Zabinsky

That the Regional Board authorize the investigation of opportunities for Emergency Support Services Service Agreements with the City of Dawson Creek, the City of Fort St. John, the District of Chetwynd, and the District of Taylor; further, that a Regional approach to Emergency Support Services be investigated inclusive of all member municipalities.

CARRIED

RD/24/10/08 (17)

MOVED Director Hiebert

SECONDED Director Krakowka

That the Regional Board authorize submittal of a grant application of up to \$40,000 through the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund – Emergency Support Services Equipment and Training to purchase the supplies needed to update six Emergency Support Services (ESS) Level 1 kits, supplies to bolster



8.2 Emergency Support Services - Agreements, CS-BRD-348 (Cont'd)

safety, the purchase of ESS supplies and equipment required to support ESS modernization, and to participate in and host Emergency Support Services training and volunteer recruitment opportunities.

CARRIED

8.3 Regional Structural Protection Unit – TC Energy Build Strong Grant Opportunity, CS-BRD-351

RD/24/10/09 (17)

MOVED Director Hiebert

SECONDED Director Krakowka

That the Regional Board authorize the submission of a grant application to the TC Energy Build Strong Grant Program, for a grant of up to \$91,000 to be used towards the completion of the Regional Structural Protection Unit (SPU Trailer) to enhance wildfire protection resources throughout the region.

Directors confirmed that the trailer was partially built and not yet operational, and that conversations were held with TC Energy at the Union of British Columbia Municipalities Convention where they had expressed interest in supporting the Peace River Regional District to complete the Regional Structural Protection Unit. Staff noted that BC Wildfire would have the ability to utilize the SPU Trailer within the Peace River Regional District for wildfire protection. Directors confirmed liability was covered through insurance.

The Chair called the Question to the Motion.

CARRIED

8.4 Designation of Rural Fire Investigators/Inspectors, CS-BRD-350

RD/24/10/10 (17)

MOVED Director Taillefer

SECONDED Director Zabinsky

That the Regional Board authorize the designation of Rural Fire Investigators/Inspectors be applied to the class of persons referred to as Fire Chiefs, Deputy Fire Chiefs and their designates who provide Fire Protection Services for the Rural Fire Protection Areas including those areas covered under Fire Protection Agreements.

CARRIED

Recess

The Chair recessed the meeting for luncheon at 12:00 p.m.

Reconvene

The Chair reconvened the meeting at 1:00 p.m.

Director Taillefer, District of Taylor, left the meeting at 1:00 pm.

8.5 Non-Farm Use within the ALR, PRRD File No. 24-011 ALR NFU, DS-BRD-434

RD/24/10/11 (17)

MOVED Director Hiebert

SECONDED Director Hansen



8.5 Non-Farm Use within the ALR, PRRD File No. 24-011 ALR NFU, DS-BRD-434 (Cont'd)

That the Regional Board support Agricultural Land Reserve Non-Farm Use Application No. 24-011 ALR NFU (ALC ID: 101922), to convert an old homesite into a gravel storage and loading site, on the property identified as PID: 017-036-135, and authorize the application to proceed to the Agricultural Land Commission.

CARRIED

Director Taillefer, District of Taylor, joined the meeting at 1:02 pm.

8.6 Section 57 Notice - PID 029-166-748, DS-BRD-420

RD/24/10/12 (17)

MOVED Chair Sperling

SECONDED Director Zabinsky

That the Regional Board authorize the Corporate Officer to place a notice on title of the property identified as PID 029-166-748 regarding construction of a detached accessory building, without a building permit and contrary to the PRRD Building Bylaw No. 2131, 2014 pursuant to Section 57 of the *Community Charter* and Section 302 of the *Local Government Act*.

Directors discussed that though the property owner had farm status, the property was not within the Agricultural Land Reserve and all buildings needed to comply with the Building Code bylaws of the Regional District.

The Chair called the Question to the Motion.

CARRIED

8.7 Contract Extension – RFP 26-2019 Financial Audit Services, FN-BRD-303

RD/24/10/13 (17)

MOVED Director Hiebert

SECONDED Director Quibell

That the Regional Board extend the External Financial Auditing Services Contract, RFP 26-2019 with Beswick, Hildebrand, Lund for an additional five-year term from December 20, 2024 to December 19, 2029, at an additional cost over the term of the contract of \$152,570, from \$144,715 to \$297,285; further that the Chair and Chief Administrative Officer be authorized to sign the contract extension on behalf of the Peace River Regional District.

CARRIED

8.8 North Pine Television Rebroadcasting Services Asset Disposal, ENV-BRD-208

RD/24/10/14 (17)

MOVED Alternate Director Graham

SECONDED Director Dober

That upon acceptance of the North Pine Television Rebroadcasting Services Repeal Bylaw by the Inspector, that the Regional Board terminate Statutory Right-of Way PN34976 registered against title to land described as Lot 1, St John Indian Reserve No. 172, Township 85, Range 18, W6M, PRD, Plan 33906, PID: 014-477-629 and seek legal advice on transferring all existing infrastructure to the landowner; further, should the PRRD not obtain legal authority to do so, or the landowner deny the transfer of assets, that options



- 8.8 North Pine Television Rebroadcasting Services Asset Disposal, ENV-BRD-208 (Cont'd)**
for asset disposal and site rehabilitation be brought forward to a future Rural Budgets Administration Committee and Regional Board meeting for funding options.

CARRIED

Directors confirmed that the Peace River Regional District owned two towers specifically for television.

9. BYLAWS

9.1 Termination of Function 525 – North Pine TV Rebroadcasting, ADM-BRD-538

RD/24/10/15 (17)

MOVED Alternate Director Graham

SECONDED Director Zabinsky

That the Regional Board give North Pine Television Rebroadcasting Local Service Area Establishment Repeal Bylaw No. 2559, 2024, to terminate the North Pine TV Service, first three readings.

CARRIED

9.2 Function 225 – Kelly Lake Community Centre Service Bylaw Amendment, ADM-BRD-539

RD/24/10/16 (17)

MOVED Director Hiebert

SECONDED Director Hansen

That the Regional Board give Kelly Lake Community Centre Service Establishment Amendment Bylaw No. 2561, 2024, to expand the scope of the service to allow for operations and **maintenance** of the Kelly Lake Community Centre, and to provide for such operations directly or through indirect or contracted means, first three readings.

CARRIED

10. NEW BUSINESS

RD/24/10/17 (17)

MOVED Director Hiebert

SECONDED Director Krakowka

That the Regional Board approve a new Business Item regarding the North Wind Wellness Centre.

CARRIED

10.1 North Wind Wellness Centre

Director Hiebert provided an update from the North Wind Wellness Centre regarding the funding needed to complete the construction of the new facility. He explained that the proposed facility had received the amount of money needed for completion without reducing the size and scope of the construction. He noted that Isaac Hernandez, Executive Director, thanked the Regional District for their advocacy of the Centre.

11. APPOINTMENTS

11.1 2024 Board Appointments List



12. CONSENT CALENDAR

Chair Sperling asked Directors whether they wished to lift any items from the October 17, 2024 Consent Calendar.

Directors requested that the following item be lifted from the Consent Calendar:

12.1 Cosens Farms Ltd. Section 57 Update – PID 014-328-089, DS-BRD-435

Directors thanked staff for recognizing the removal requirements of the Section 57 on Cosens Farms Ltd. property had been met which brought the property back into compliance and allowed for the removal of the Section 57 Notice on Title. Directors noted the efficacy of using a Section 57 Notice on Title to help bring properties into compliance.

RD/24/10/18 (17)

MOVED

Director Hiebert

SECONDED

Director Krakowka

That the Regional Board receive the October 17, 2024 Consent Calendar.

CARRIED

13. STRATEGIC PLAN

13.1 2023 - 2026 Strategic Plan

The 2023-2026 Strategic Plan was included for the Regional Board's information.

13.2 Strategic Plan Staff Update - October 17, 2024

The Chief Administrative Officer provided a quarterly update on the Regional Board's 2023 – 2026 Strategic Plan.

Directors discussed receiving updates on the Strategic Plan for the current year rather than the entire length of the Strategic Plan.

RD/24/10/19 (17)

MOVED

Director Rose

SECONDED

Director Zabinsky

That the Regional Board receive 2023 - 2026 Strategic Plan updates for the current year.

CARRIED

14. COMMUNICATIONS UPDATE

15. CHAIR'S REPORT

The Chair noted that he would provide a report at the next Regional Board meeting.

16. NOTICE OF MOTION

17. MEDIA QUESTIONS



18. RECESS TO CLOSED SESSION

18.1 Notice of Closed Board Meeting – October 17, 2024, ADM-BRD-537

RD/24/10/20 (17)

MOVED Director Hiebert

SECONDED Director Dober

That the Regional Board recess to a Closed Meeting for the purpose of discussing the following items:

Agenda Item	Description	Authority
3.1 & 6.1	Minutes	CC Section 97(1)(b) Closed Minutes, Access to Records
5.1	Awards	CC 90(1)(b) Personal Information

CARRIED

Recess

The Chair recessed the open Regional Board meeting to the Closed Regional Board meeting at 1:18 p.m.

19. RECONVENE AND ADJOURN

The Chair reconvened and adjourned the meeting at 1:32 p.m.

CERTIFIED a true and correct copy of the Minutes of the Regional Board of the Peace River Regional District from a meeting held on October 17, 2024 at the Pomeroy Hotel and Conference Centre, 11308 Alaska Road, Fort St. John BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer