



PEACE RIVER REGIONAL DISTRICT

EMERGENCY EXECUTIVE COMMITTEE MEETING MINUTES

**January 22, 2025, 1:00 p.m.
1981 Alaska Avenue, Dawson Creek, BC**

Directors Present: Chair Hiebert, Electoral Area D
Vice-Chair Dober, City of Dawson Creek
Alternate Director Graham, Electoral Area B (via Zoom)
Director Sperling, Electoral Area C
Director Rose, Director Area E (via Zoom)
Director Hansen, City of Fort St. John (via Zoom)

Staff Present: Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Joanne Caldecott, Deputy Corporate Officer
Roxanne Shepherd, Chief Financial Officer
Kevin Clarkson, General Manager Community Services
Ryan Kirkham, Protective Services Manager
Jenna Shaw, Emergency Management Officer
Gina Saunders, Emergency Management Coordinator
Kyla Traichevich, Community Services Clerk, Recorder

1. ELECTION OF CHAIR AND VICE-CHAIR

Before calling the Emergency Executive Committee meeting to order, the Chief Administrative Officer explained that an election had been held before the January 22, 2025 meeting for the positions of Chair and Vice-Chair of the Committee for 2025 and announced that Director Hiebert had been elected as Chair and Director Dober had been elected Vice-Chair.

2. CALL TO ORDER

The Chair called the meeting to order at 1:02 p.m.

3. ADOPTION OF AGENDA

MOVED Director Sperling
SECONDED Alternate Director Graham

That the Emergency Executive Committee adopt the January 22, 2025 agenda:

1. ELECTION OF CHAIR AND VICE-CHAIR

2. CALL TO ORDER

3. ADOPTION OF AGENDA

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

5.1 Emergency Executive Committee Draft Meeting Minutes of June 25, 2024

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

(Cont'd on next page)



8. CORRESPONDENCE

- 8.1 FireSmart 2024 Annual Report - Mammoth Forestry
- 8.2 January 1, 2025 Snow Survey and Water Supply Bulletin

9. REPORTS

- 9.1 Function 300 – Emergency Planning Draft 2025 Budget, CS-EEC-026

10. NEW BUSINESS

11. CONSENT CALENDAR

12. DIARY

13. ITEMS FOR INFORMATION

- 13.1 Emergency Executive Committee Terms of Reference

14. ADJOURNMENT

CARRIED

4. GALLERY COMMENTS OR QUESTIONS

5. ADOPTION OF MINUTES

5.1 Emergency Executive Committee Draft Meeting Minutes of June 25, 2024

- MOVED Director Dober
- SECONDED Alternate Director Graham

That the Emergency Executive Committee adopt the meeting minutes of June 25, 2024.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES

7. DELEGATIONS

8. CORRESPONDENCE

8.1 FireSmart 2024 Annual Report - Mammoth Forestry

- MOVED Director Dober
- SECONDED Director Sperling

That the Emergency Executive Committee receive the correspondence titled "PRRD FireSmart 2024 Annual Report" for discussion.

CARRIED

Directors inquired about the FireSmart Program; how it works for the Regional District; how municipalities are involved; the value of the Program and the previous year’s success. Staff outlined the Program statistics and noted that the PRRD’s FireSmart Program was for rural residents since most municipalities had their own program. Directors appreciated that without the FireSmart Program in the Peace Region, recent wildfires would have been more dangerous and destructive to the surrounding communities including the municipalities.

The Committee also discussed costs associated with the FireSmart Program. Staff explained that the Program was operated through a grant using contractors. Directors requested that more advertising of FireSmart Programs be targeted to inform and educate seniors who benefit significantly from the assistance provided by the FireSmart Programs as they complete the required work if seniors are unable to do so themselves.



8.2 January 1, 2025 Snow Survey and Water Supply Bulletin

MOVED Leonard Hiebert

SECONDED Director Dober

That the Emergency Executive Committee receive the correspondence titled "January 1, 2025 Snow Survey and Water Supply Bulletin" for information.

CARRIED

9. REPORTS

9.1 Function 300 – Emergency Planning Draft 2025 Budget, CS-EEC-026

MOVED Director Dober

SECONDED Director Sperling

That the Emergency Executive Committee recommend that the Regional Board approve the draft 2025 budget totalling \$2,034,003 for Function 300 – Emergency Planning, with a total requisition of \$370,034 and an estimated tax rate of \$0.0124.

Directors discussed the proposed budget, specifically regarding the FireSmart Program and details about Function 300. Staff confirmed that Function 300 was a rural function for the four Electoral Area Directors and explained that the FireSmart Program was funded by a grant with the program work completed by a contractor, however the budget also included administrative costs. It was noted that local municipalities were eligible for their own FireSmart Programs. Staff explained that the PRRD had received requests from both the Dawson Creek and Fort St John Hospitals for FireSmart assessments, and these were provided given that there were no existing FireSmart Programs in those municipalities.

Staff also explained the increases in the Function 300 Budget, namely working on the PRRD Emergency Plans, creating the Hazard, Risk and Vulnerability Analysis (HRVA) Plan, and mileage/travel and staffing costs due to the demands of the EDMA legislation coming into effect which included two new full-time positions. Concerns were raised about the continued downloading by the provincial government which meant that this budget would continue to increase which would increase tax rates further. Staff highlighted the progress that has been made regarding indigenous engagement and relationship building in the region which supported the collaboration focus at the heart of the new legislation. Directors also noted that the budget in 2024 was \$48,000.

The Chair called the Question to the Motion.

CARRIED

OPPOSED: Director Rose

10. NEW BUSINESS

11. CONSENT CALENDAR

12. DIARY

13. ITEMS FOR INFORMATION

13.1 Emergency Executive Committee Terms of Reference

14. ADJOURNMENT

The Chair adjourned the meeting at 1:28 p.m.



CERTIFIED a true and correct copy of the Minutes of the Emergency Executive Committee from a meeting held on January 22, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Leonard Hiebert, Chair

Kyla Traichevich, Community Services
Clerk/Recorder

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