



## PEACE RIVER REGIONAL DISTRICT

### ELECTORAL AREA DIRECTORS COMMITTEE MEETING MINUTES

THURSDAY, JANUARY 21, 2021

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

#### ATTENDANCE

##### Directors

Director Goodings, Electoral Area 'B' (*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  
Paulo Eichelberger, GM of Environmental Services  
Trish Morgan, GM of Community Services  
Jeff McDonald, Communications Manager (*Zoom*)  
Kari Bondaroff, Environmental Services Manager  
David Sturgeon, Protective Services Manager  
Jack Irving-Peckham, South Peace Land Use Planner  
Erin Price, Bylaw Enforcement Officer  
Hunter Rainwater, Recorder

##### Delegations

7.1 TELUS Communications Inc.

**1. CALL TO ORDER** The Chair called the meeting to order at 10:03 a.m.

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

Director Hiebert NCLGA

#### 3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Hiebert, SECONDED Director Sperling,  
That the Electoral Area Directors Committee adopt the January 21, 2021 Meeting  
Agenda:

##### 1. Call to Order

1.1. Meeting Chair – Director Rose

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

##### 3. Adoption of Agenda

##### 4. Gallery Comments or Questions

##### 5. Adoption of Minutes

(Continued on next page)



Adoption of Agenda  
(Continued)

5.1. Electoral Area Directors Committee Draft Meeting Minutes of December 17, 2020

**6. Business Arising from the Minutes**

**7. Delegations**

7.1. TELUS Communications Inc.

**8. Correspondence**

**9. Reports**

9.1. Subdivision and Development Servicing Bylaw Project Overview, DS-BRD-101

9.2. Bylaw Enforcement File Oct.-Dec. 2020 Quarterly Update, DS-EADC-009

9.3. Request for Proposal 42-2020 Grant Writer Services Award, ADM-EDAC-028

9.4. Hydrant Repair and Maintenance Contract Award, ENV-EADC-009

9.5. Investigation of Rural Addressing Options for the PRRD, CS-EADC-005

**10. Discussion Item(s)**

10.1. Interprovincial Meeting – Agenda Items

10.2. Potable Water Feasibility Study in Charlie Lake

**11. New Business**

11.1. NCLGA

**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  
Dec. 17/20 EADC Minutes      MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee adopt the December 17, 2020 Meeting Minutes.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

7.1  
TELUS Communications  
Inc.      Deferred to a future EADC meeting

**8. CORRESPONDENCE**

**9. REPORTS**

9.1  
Subdivision and  
Development Servicing  
Bylaw Project Overview,  
DS-BRD-101      MOVED Director Hiebert SECONDED Director Goodings,  
That the Electoral Area Directors Committee receive the report titled “Subdivision and Development Servicing Bylaw Project Overview, DS-BRD-101”, which intends to provide an overview of the project to develop Subdivision and Development Servicing Bylaw, for discussion.

**CARRIED**



- 9.1  
Subdivision and  
Development Servicing  
Bylaw Project Overview,  
DS-BRD-101  
(continued)
- MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee refer the report titled “Subdivision and Development Servicing Bylaw Project Overview, DS-BRD-101”, to a future EADC meeting to review the draft bylaw in order to make any possible changes before it goes back to the Regional Board.
- CARRIED**
- MOVED Director Goodings, SECONDED Director Sperling,  
That the Electoral Area Directors Committee authorize staff to bring forward existing bylaws and policies that pertain to subdivision and development to a future EADC meeting.
- CARRIED**
- 9.2  
Bylaw Enforcement File  
Oct.-Dec. 2020 Quarterly  
Update, DS-EADC-009
- MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee receive the report titled “Bylaw Enforcement File Oct.-Dec. 2020 Quarterly Update, DS-EADC-009”, for discussion.
- CARRIED**
- Recess  
Reconvene
- The Chair recessed the meeting at 10:53 am.  
The Chair reconvened the meeting at 11:02 am.
- 9.3  
Request For Proposal 42-  
2020 Grant Writer  
Services Award, ADM-  
EADC-028
- MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee receive the report titled “Request For Proposal 42-2020 Grant Writer Services Award, ADM-EADC-028” for discussion.
- CARRIED**
- MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee recommend that the Regional Board award Request for Proposal 42-2020 ‘Grant Writer Services’ to Clear Course Consulting Limited for grant writing services at a cost of \$85,050 (excluding taxes) for a twelve month term; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.
- CARRIED**  
**OPPOSED: Director Goodings**
- 9.4  
Hydrant Repair and  
Maintenance Contract  
Award, ENV-EADC-009
- MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee recommend that the Regional Board award RFQ 36-2020 ‘Fire Hydrant Repair and Maintenance,’ to Celtic Construction Ltd. for semi-annual servicing of fire hydrants within the North Peace Airport Subdivision, for an amount not to exceed \$55,000 (excluding taxes) for a 2-year term, with an option to renew for 1 additional year; further, that the Chair and Chief Administrative Officer be authorized to sign the contract on behalf of the Regional District.
- CARRIED**
- 9.5  
Investigation of Rural  
Addressing Options for  
the PRRD, CS-EADC-005
- MOVED Director Hiebert, SECONDED Director Sperling,  
That the Electoral Area Directors Committee receive the report titled “Investigation of Rural Addressing Options for the PRRD, CS-EADC-005” for discussion.
- CARRIED**



- 9.5  
Investigation of Rural  
Addressing Options for  
the PRRD, CS-EADC-005  
(continued)
- MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee recommend that the Regional Board authorize a cost benefit analysis to be conducted to examine and compare options associated with mandatory addressing and signage within those areas that are in an established fire protection boundary; further, that the report be provided to a future Electoral Area Directors Committee.

**CARRIED**

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

- 10.1  
Interprovincial Meeting –  
Agenda Items
- MOVED Director Sperling, SECONDED Director Goodings,  
That the Electoral Area Directors Committee recommend that the Regional Board postpone the April 21, 2021 Interprovincial Meeting until the fall of 2021 to allow the meeting to be potentially held in person.

**CARRIED**

- 10.2  
Potable Water Feasibility  
Study in Charlie Lake
- MOVED Director Sperling, SECONDED Director Hiebert,  
That the Electoral Area Directors Committee defer the Potable Water Feasibility Study in Charlie Lake to a future Electoral Area Directors Committee Meeting.

**CARRIED**

## **11. NEW BUSINESS**

- 11.1  
NCLGA
- Director Hiebert will be attending an NCLGA Board meeting and wanted to know if there was anything specific to the Rural Directors that anyone would like for him to bring forward. Director Sperling would like the Regional board's resolution for the extension of fire apparatus to be brought up again. Director Goodings would like connectivity to be brought forward as well. Director Hiebert will also bring forward doctor's retention.

## **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**

- 14.1
- The Chair adjourned the Meeting at 11:55 am.

**CARRIED**