



# PEACE RIVER REGIONAL DISTRICT

## ELECTORAL AREA DIRECTORS COMMITTEE MINUTES

**March 14, 2024, 10:00 a.m.**  
**1981 Alaska Avenue, Dawson Creek, BC**

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

**Staff Present:** Shawn Dahlen, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Roxanne Shepherd, Chief Financial Officer  
Joanne Caldecott, Deputy Corporate Officer  
Kari Bondaroff, General Manager of Environmental Services  
Ashley Murphey, General Manager of Development Services  
Annette Andrews, Communications Manager  
Bryna Casey, Community Services Manager  
Matthew Bascom, Grants Coordinator  
Carmen Willms, Recording Clerk

**Delegation:** **Clear Course**  
Dawn Johnson, PMP, Principal and Senior Project Manager  
Monica Sander Burns, Researcher and Grant Writer

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- 1. CALL TO ORDER**  
The Chair called the meeting to order at 9:59 a.m.
- 2. ADOPTION OF AGENDA**  
MOVED Director Sperling  
SECONDED Director Rose  
That the Electoral Area Directors Committee adopt the March 14, 2024 agenda.
  - 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 for February 15, 2024
  - 5. BUSINESS ARISING FROM THE MINUTES**
  - 6. DELEGATIONS**
    - 6.1 Clear Course Re: Grant Writer Update
  - 7. CORRESPONDENCE**
  - 8. REPORTS**
  - 9. NEW BUSINESS**
  - 10. DIARY**

(cont'd on next page)

10.1 EADC Diary

**11. CONSENT CALENDAR**

11.1 EADC Terms of Reference

**12. NOTICE OF MOTION**

**13. ADJOURNMENT**

**CARRIED**

**3. GALLERY COMMENTS OR QUESTIONS**

**4. ADOPTION OF MINUTES**

**4.1 Electoral Area Directors Committee Draft Meeting Minutes for February 15, 2024**

MOVED Director Sperling

SECONDED Director Rose

That the Electoral Area Directors Committee adopt the Electoral Area Directors Committee meeting minutes of February 15, 2024.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DELEGATIONS**

**6.1 Clear Course Re: Grant Writer Update**

Dawn Johnson, PMP, Principal and Senior Project Manager, and Monica Sander Burns, Researcher and Grant Writer for Clear Course presented updates to the Electoral Area Directors Committee regarding the Grant Writer services provided to the Regional District at the invitation of the Committee.

The presentation included the following topics:

- A summary of the grant writer services program between March 2021 and March 2024.
- Program results of written grant proposals and supported grant proposals.
- Pending grants.
- Building capacity through education and support for groups who write their own grant applications.
- Program tools such as information sessions, workshops, monthly newsletter, and project tracker.
- Community Groups supported to date.
- Highlights of the program since September 2023.
- Program strengths, which include acting as a broader support role to community groups, maintaining a grant database, and building strong relationships with economic development officers.
- Recommendations and considerations including project development support, sharing grant outcomes, lobbying with respect to funding gaps, and budgeting for in-person grant writing workshops in 2025.
- Peace River Regional District internal support to help identify new trends and provide a list of current and relevant grants each month for internal distribution in the organization.

#### **6.1 Clear Course Re: Grant Writer Update (Cont'd)**

A question-and-answer period ensued, and discussion included:

- The funding gaps that need to be lobbied for. Presenters stated that playgrounds were currently the largest gap and explained that playgrounds were often excluded by many grant funders. Operational funds for smaller organizations also have insufficient grant sources.
- Grant opportunities for keeping seniors in their own homes like the 'Better at Home' Program. The presenters explained that government programs were the only source of funding at the moment and other grant opportunities for seniors centred around seniors' physical, mental, and social wellness.
- The pending award of 21 grant proposals totalling \$19,372,938 and more specifically, whether these pending grants were mainly funded by government. The presenters confirmed that nearly \$11M had been applied for housing funds through the National Indigenous Collaborative Housing Inc. (NICHl), mostly for the North Wind Wellness Centre Arch program, with the remainder for the Tansi Friendship Centre.
- Whether examples could be added to the list of funding trends to help residents understand.
- If grants were available for senior housing or 24-hour care facilities. Presenters had not looked specifically into that area, however noted that there are trends providing capital funding for a number of initiatives in affordable housing and green infrastructure.
- Whether community groups that contact Clear Course were asking for help with the entire process or assistance with finalizing their applications. Presenters replied that groups tend to come with a general notion that they would like funding. A smaller number have a prepared application that needs a second set of eyes while some sought advice.
- Accessibility to grant applications that are not digital. Presenters explained that few funders accept paper applications, but Clear Course is able to make the process as user friendly as possible for those uncomfortable with using computers.
- Opportunities to partner with local libraries for information sessions, workshops, and incorporate them in their outreach.

MOVED Director Sperling

SECONDED Director Rose

That the Electoral Area Directors Committee recommend that the presentation from Clear Course Re: Grant Writer Update be provided for information at the next Regional Board meeting.

**CARRIED**

#### **7. CORRESPONDENCE**

#### **8. REPORTS**

#### **9. NEW BUSINESS**

##### **9.1 Director Rose – Request for Discussion RE: Water for Agriculture**

MOVED Director Rose

SECONDED Director Sperling

That the Electoral Area Directors Committee approve addition of a New Business item regarding the discussion of availability and access to water for agricultural purposes such as cattle grazing on crown land in 2024.

**CARRIED**

**9.1 Director Rose – Request for Discussion RE: Water for Agriculture (Cont'd)**

Directors discussed the prevailing dry weather conditions this spring and the effect this will have on agriculture producers who access crown range land. Directors were concerned about the length of time needed to consult stakeholders and assemble a plan to mitigate the lack of water resources. Two suggestions considered opportunities to utilize legacy wells (previously drilled wells used by industry) and applying for permits to access rivers and lakes. Directors discussed the perceived differences between the government measured snowpack and the evaluations from farmers. Directors discussed reaching out to producer groups to collaborate on strategies.

MOVED Director Sperling

SECONDED Director Rose

That the Electoral Area Directors Committee recommend to the Regional Board that they send a letter to the Honourable Nathan Cullen, Minister of Water, Land and Resource Stewardship; the Honourable Pam Alexis, Minister of Agriculture and Food, and the Honourable Bruce Ralston, Minister of Forests, expressing concerns about availability of and access to water for agricultural purposes such as cattle grazing on crown land in 2024.

**CARRIED**

**9.2 Director Kealy – Request for Discussion RE: Agriculture Advisory Committee**

MOVED Director Kealy

SECONDED Director Sperling

That the Electoral Area Directors Committee approve addition of a New Business item regarding discussion of the new Agriculture Advisory Committee.

**CARRIED**

Discussion regarding the new Agriculture Advisory Committee took place. Directors wanted an update from the September 7, 2023 resolution regarding feedback from producer groups in the region on the relevancy of an Agriculture Advisory Committee and what they would like to see included in a Terms of Reference in the event that the Regional Board re-established the Agriculture Advisory Committee. Staff informed Directors that feedback for the Committee could begin now that a Communications team has been hired.

**10. DIARY**

**10.1 EADC Diary**

MOVED Director Sperling

SECONDED Director Kealy

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

**CARRIED**

**11. CONSENT CALENDAR**

**11.1 EADC Terms of Reference**

**12. NOTICE OF MOTION**



**13. ADJOURNMENT**

The Chair adjourned the meeting at 11:05 am.

CERTIFIED a true and correct copy of the Minutes of the Electoral Area Directors Committee from a meeting held on March 14, 2024 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

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Leonard Hiebert, Chair of Committee

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Carmen Willms, Recorder