

PEACE RIVER REGIONAL DISTRICT ELECTORAL AREA DIRECTORS COMMITTEE MEETING

A G E N D A

for the meeting to be held on Thursday, January 15, 2015 in the
Regional District Office Boardroom, 1981 Alaska Avenue, Dawson Creek, BC
immediately following the Regional Budgets Administration Committee Meeting.

1. Call to Order: Director Goodings to Chair the meeting
2. Director's Notice of New Business:
3. Adoption of Agenda:
4. Adoption of Minutes:
 - M-1 Electoral Area Directors' Committee Minutes of December 18, 2014.
5. Business Arising from the Minutes:
6. Delegations:
7. Correspondence:
 - C-1 January 9, 2015 Letter from City of Fort St. John, regarding Invitation to High on Ice Festival 2015, Mayor's Ice Carving Challenge. (Handout)
8. Reports:
 - R-1 January 13, 2015 Report from Jacqueline Burton, Bylaw Enforcement Officer, regarding Bylaw Enforcement Policy.
 - R-2 Chris Cvik, Chief Administrative Officer regarding Water and Sewer Proposal for discussion.
 - R-3 Karen Goodings, Director Electoral Area 'B', regarding Electoral Area Manager Vacancy for discussion.
 - R-4 Verbal report from Fran Haughian, Communications Manager / Commission Liaison regarding the proposed new website for the PRRD.
9. New Business:
10. Diary:
11. Adjournment:



**PEACE RIVER REGIONAL DISTRICT
ELECTORAL AREA DIRECTORS' COMMITTEE
MEETING MINUTES**

M-1

DATE: December 18, 2014

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT:

Directors: Karen Goodings, Electoral Area 'B'
Brad Sperling, Electoral Area 'C'
Leonard Hiebert, Electoral Area 'D'
Dan Rose, Electoral Area 'E'

Staff: Chris Cvik, Chief Administrative Officer
Shannon Anderson, Deputy Chief Administrative Officer
Fran Haughian, Communications Manager / Commission Liaison
Bruce Simard, General Manager of Development Services
Jo-Anne Frank, Corporate Officer
Barb Coburn, Recording Secretary

Call to Order Shannon Anderson, Deputy Administrative Officer called the meeting to order at 1:09 p.m.

ELECTION OF CHAIR:

Nomination The Deputy Chief Administrative Officer called for nominations. Director Sperling nominated Director Goodings. Director Hiebert seconded the nomination.

The Deputy Chief Administrative Officer called a second time for nomination. Seeing no further nominations, Director Goodings was declared Chair of the Electoral Area Directors' Committee for 2015.

ADOPTION OF AGENDA:

December 18, 2014 Agenda **MOVED** by Director Hiebert, **SECONDED** by Director Rose,
That the Electoral Area Directors' Committee agenda for the December 18, 2014 meeting be adopted, including items of new business:
Call to Order: Staff to call the meeting to Order
Election of Chair
Directors' Notice of New Business:
Adoption of Agenda:
Adoption of Minutes:
M-1 Electoral Area Directors' Committee Meeting Minutes of November 20, 2014.
M-2 Electoral Area Directors' Committee Special Meeting Minutes of November 27, 2014.
Business Arising from the Minutes:
Delegations:
Correspondence:
C-1 December 3, 2014 email from Diana Mitchell, Executive Assistant regarding Elected Officials Seminar for Electoral Areas
C-2 December 3, 2014 - Shell Canada Limited regarding Attachie Exploration Update (Handout)
C-3 December 17, 2014 - Pat Pimm, MLA Peace River North regarding Site C Hydro Project (Handout)

ADOPTION OF AGENDA (CONTINUED):

December 18, 2014 Agenda Reports:
R-1 December 3, 2014 - Chris Cvik, Chief Administrative Officer regarding Farmers Advocate Office - Board Advocacy
R-2 December 15, 2014 - Bruce Simard, General Manager of Development Services regarding Review of Agriculture Advisory Committee Discussion Brief #1
R-3 Electoral Area Manager Update (Chris Cvik)
R-4 December 12, 2014 - Jacqueline Burton, Bylaw Enforcement Officer - Enforcement File Update
New Business:
NB-1 Update on Charlie Lake Sewer
NB-2 Update on News Release
NB-3 Fair Share
Diary:
Adjournment:

CARRIED.

ADOPTION OF MINUTES:

M-1 MOVED by Director Hiebert, SECONDED by Director Rose,
EADC Meeting Minutes of That the Electoral Area Directors' Committee minutes of November 20, 2014 be adopted.
Nov 20, 2014 CARRIED.

M-2 MOVED by Director Rose, SECONDED by Director Sperling,
Special EADC Meeting That the Special Electoral Area Directors' Committee minutes of November 27, 2014 be adopted.
Minutes of Nov 27, 2014 CARRIED.

CORRESPONDENCE:

C-3 MOVED by Director Rose, SECONDED by Director Hiebert,
Site C Project Liaison That the Electoral Area Directors' Committee recommend that the Regional Board support the
Committee establishment of a Site C Project Liaison Committee as proposed by Pat Pimm, MLA, Peace
River North and that Director Sperling and Director Goodings be appointed to the committee.
CARRIED.

REPORTS:

R-1 MOVED by Director Rose, SECONDED by Director Hiebert,
Farmers Advocate Office - That the Electoral Area Directors' Committee recommend that Regional Board
Board Advocacy
1. Advocate to the Lieutenant Governor in Council under Section 181(e) of the *Petroleum and Natural Gas Act* to have information regarding surface lease agreements published.
2. Advocate to the Lieutenant Governor in Council under Section 181(c) of the *Petroleum and Natural Gas Act* for clarification on regulations and criteria that are considered when determining whether costs or advance costs under Section 169 or 170 are available.
3. Advocate to the Lieutenant Governor in Council to include Section 43 of the *Administrative Tribunals Act* included under Section 148 of the *Petroleum and Natural Gas Act*.
CARRIED.

R-2 MOVED by Director Hiebert, SECONDED by Director Sperling,
Review of Agriculture That the Draft Agriculture Plan, as prepared by the Agriculture Advisory Committee, be included
Advisory Committee in the next agenda for the Electoral Area Directors' Committee Meeting.
CARRIED.

REPORTS (CONTINUED):

R-3 BY CONSENSUS
Electoral Area Manager That the employment vacancy for the Electoral Area Manager position be reposted in 2015.
Update CARRIED.

Adjournment MOVED by Director Sperling, SECONDED by Director Hiebert,
That the meeting adjourn. CARRIED

The meeting adjourned at 3:55 p.m.

Karen Goodings, Chair

Barb Coburn, Recording Secretary

EADC
Handout C-1

January 9, 2015



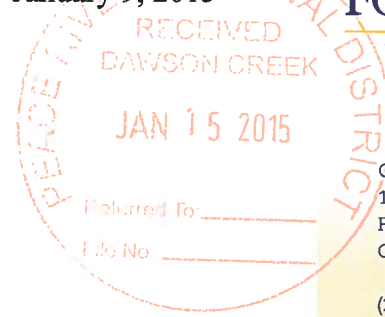
FORT ST JOHN

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Peace River Regional District
Karen Goodings, Director, Electoral Area "B"
Brad Sperling, Director, Electoral Area "C"
Leonard Hiebert, Director, Electoral Area "D"
Dan Rose, Director, Electoral Area "E"

Box 810
Dawson Creek, BC V1G 4H8

Dear Electoral Area Directors,

**RE: High on Ice Festival 2015
Mayor's Ice Carving Challenge**

The High on Ice Winter Festival is a fantastic family event that takes place in Fort St. John every February. It is one of British Columbia's ice carving events and offers a full weekend of fun that includes: professional and amateur ice carving, snow sculpting competition, toboggan races, sleigh rides, ice fishing derby, pond hockey tournament, over the line tournament, curling bonspiel, children's activities and much more.

You are hereby challenged to compete in the High on Ice Festival Mayor's Ice Carving Challenge, February 7th from 9:00am-4:00pm. Pride and glory for your community are up for grabs along with the coveted trophy!

If you would like to accept my challenge, please contact Marissa Jordan at 250.794.3262 or e-mail mjordan@fortstjohn.ca by February 2nd, 2015. Once you have accepted the challenge, additional information will be provided to you.

We hope to see you either in the Mayor's Challenge or out just enjoying the weekend in the Energetic City!

Yours truly,

Mayor Lori Ackerman
City of Fort St John

January 15, 2015



Peace River Regional District REPORT

R-1

To: Electoral Area Directors Committee
From: Jacqueline Burton, Bylaw Enforcement Officer

Date: January 13, 2015

Subject: Bylaw Enforcement Policy

Further to EADC's request in November 2014, this report provides an outline for discussion of a number of points regarding the policy for the approach and expectations for bylaw enforcement. A copy of the current Bylaw Enforcement Policy is attached.

Bylaw enforcement is not intended to penalize residents but rather to achieve voluntary compliance through education and the provision of information. There are times however when the non-compliance behavior is willful and/or repetitive. Although enforcement of the PRRD bylaws will always need to be addressed on a case by case basis to some extent, situations have risen over the last few years that require clarity.

1. Complaints brought to the attention of the PRRD that may be in contravention of another agency such as the ALC, Ministry of Environment, etc.

- a) Should staff inform that agency?
- b) Should staff direct the complainant to inform the other agency?
- c) Should staff inform the offender of a possible contravention with another agency?

2. Regional Board refusal of applications such as Development Variance Permits or Temporary Use Permits. (for development started without approval)

The problem arises when no complaint is received regarding the development.

- a) Should staff follow up with an investigation to ensure the Board's direction is followed?
- b) Should staff report back to the Board for direction regarding enforcement proceedings if the Board's direction is not being followed?
- c) Should staff proceed with enforcement if the Board's direction is not being followed?

3. During investigations staff may observe other obvious infractions.

- a) Should staff only deal directly with the substance of the complaint?
- b) Should staff address the other obvious infractions observed during the site inspections?

4. The PRRD uses progressive enforcement methods including agreed upon timelines for compliance (between staff and the offender), warning tickets, monetary tickets and court orders.

- a) Should the PRRD staff follow specific timelines for compliance?
- b) How long should the contravention be allowed to continue before a report goes to the Regional Board requesting legal action?

5. Property owners that attempt to rectify a contravention with an application to the Regional Board.

- a) Should the contravention be allowed to continue until the Regional Board's decision?

6. When the application to the Regional Board is delayed due to inaction on the part of the applicant.

- a) Should staff initiate enforcement action?
- b) How long should the contravention be allowed to continue before initiating enforcement action?

Staff Initials:

Dept. Head: *Bruce Simard* CAO: *Ch. Burk*
January 15, 2015

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POLICY STATEMENT

BYLAW ENFORCEMENT

PURPOSE

The purpose of the policy is to ensure economy and uniformity of administration and enforcement of the Regional District's bylaws and resolutions; to reduce the Regional District's potential liability; to ensure that staff provide consistent information to the public and to the Board about Regional District regulations; and to reinforce the need for cooperation among departmental staff in solving bylaw enforcement problems.

APPLICATION

This policy will apply to the investigation of violations and enforcement of all Regional District by-laws as well as the self-help provisions of the *Local Government Act* and any other statutes which apply to the Regional District.

1. (i) Staff are authorized to react to infractions identified through the complaint process and shall not seek out infractions, for the following bylaws:
 - a. zoning bylaws;
 - b. unsightly premises bylaw;
 - c. mobile home park bylaw;
 - d. noise bylaw.
- (ii) For all other bylaws, staff are authorized to react to infractions when observed during working hours.
2. Staff will first attempt to resolve by-law infractions by providing information to all interested parties. A mutually agreeable timeframe for compliance will be established and confirmed by staff in writing. Failing a reasonable attempt by the interested parties to comply, the matter will proceed to the Board. Approval of the Board to proceed with enforcement is required. Self-help provisions of the *Local Government Act* may be invoked. Alternatively, the Board may be asked to approve legal assistance and court proceedings.
3. Complainants are required to provide their concerns in writing and under signature, including their name and address to the Regional District. Individuals laying a complaint should be made aware they may be required to provide a legal statement if the matter proceeds to court.
4. Where ever possible, anonymity will be maintained between the complainant and the alleged violator.

January 15, 2015

BYLAW ENFORCEMENT

- continued -

R-1

5. Staff will apply standard enforcement procedures in all electoral areas unless specifically varied by a Board resolution. Area Directors will be advised in advance where difficult cases have arisen.
6. Where rezoning or other changes are brought to the Board for approval as the result of enforcement actions, the Board report must include comments concerning the enforcement problem so that the Regional Board is fully aware of all the reasons for the proposed rezoning or other changes under the by-laws and the public concern initiating the enforcement action.
7. Enforcement shall be progressive and may include the following remedies:
 - a) Direct enforcement without the involvement of a court generally includes:
 - (i) various attempts at resolution with the interested parties;
 - (ii) if compliance cannot be achieved, report to the Board outlining the contravention with recommendations;
 - (iii) the interested parties are sent a copy of the Regional Board's Report and invited to make a presentation for public consideration at a Regional Board meeting; and
 - (iv) after the public consideration, the Board considers appropriate action to be taken.
 - b) Injunction proceedings, both interlocutory and final, in Supreme Court.
 - c) Quasi criminal proceedings (prosecution) in the Provincial Court.
 - d) Municipal Ticketing Information (MTI)
 - e) Bylaw Notice Enforcement
8. That correspondence be conveyed by registered mail when dealing with time sensitive requirements.

Updated: July 17, 2014

ELECTORAL AREA DIRECTORS' COMMITTEE

DIARY ITEMS

<u>Item</u>	<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
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