

# PEACE RIVER REGIONAL DISTRICT ELECTORAL AREA DIRECTORS COMMITTEE MEETING

## A G E N D A

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for the meeting to be held on Thursday, February 19, 2015 in the  
Regional District Office Boardroom, 1981 Alaska Avenue, Dawson Creek, BC  
following the Regional Budgets Administration Committee Meeting

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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 January 15, 2015
5. Business Arising from the Minutes:
6. Delegations:
7. Correspondence:
  - C-1 February 4, 2015 letter from Mike McConnell, President, Peace River Regional Cattlemen's Association regarding the Agriculture Advisory Committee.
8. Reports:
  - R-1 February 17, 2015 Jacqueline Burton, Bylaw Enforcement Officer, report regarding Draft Bylaw Enforcement Policy
  - R-2 Bruce Simard, General Manager of Development Services, discussion regarding the Planning Report Process
  - R-3 February 13, 2015, Jodi MacLean, Assistant Manager of Development Services, report regarding the West Peace Fringe Area (WPFA) Official Community Plan (OCP) Update.
  - R-4 Trish Morgan, Manager of Community Servicers, discussion regarding the North Peace Recreation Master Plan.
9. New Business:
10. Communications:
11. Diary:
12. Adjournment:



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

**M-1**

DATE: January 15, 2015  
TIME: 11:10 a.m.  
PLACE: Regional District Office Boardroom, Dawson Creek, BC  
PRESENT:

Directors: Karen Goodings, Electoral Area 'B' and Meeting Chair  
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  
Bruce Simard, General Manager of Development Services  
Kim Frech, Chief Financial Officer  
Fran Haughian, Communications Manager / Commission Liaison  
Jacqueline Burton, Bylaw Enforcement Officer  
Barb Coburn, Recording Secretary

Call to Order Chair Goodings called the meeting to order at 11:10 a.m.

ADOPTION OF AGENDA:

January 15, 2015 Agenda **MOVED** by Director Hiebert, **SECONDED** by Director Sperling, that the Electoral Area Directors' Committee agenda for the January 15, 2015 meeting, including additional items, be adopted:  
Call to Order: Director Goodings to Chair the meeting  
Director's Notice of New Business:  
Adoption of Agenda:  
Minutes:  
M-1 Electoral Area Directors' Committee Meeting Minutes of December 18, 2014  
Business Arising from the Minutes:  
Delegations:  
Correspondence:  
C-1 January 13, 2015 Report from Jacqueline Burton, Bylaw Enforcement Officer, regarding Bylaw Enforcement Policy (Handout).  
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.  
New Business:  
NB-1 Clearview Arena - Final Budget Report.  
Diary:  
Adjournment:

CARRIED.

**February 19, 2015**

MINUTES:

M-1  
EADC meeting minutes of  
December 18, 2014

MOVED by Director Rose, SECONDED by Director Hiebert,  
that the Electoral Area Directors' Committee Meeting minutes of December 18, 2014 be  
adopted.

CARRIED.

C-1  
High on Ice Festival 2015 in  
Fort St. John, BC

MOVED by Director Sperling, SECONDED by Director Rose,  
That the Electoral Area Directors' Committee recommend to the Regional Board that the  
Electoral Area Directors be authorized to attend the High on Ice Festival 2015 in Fort St. John,  
BC on February 6 to 9, 2015.

CARRIED.

R-1  
Bylaw Enforcement Policy

Jacqueline Burton, Bylaw Enforcement Officer reviewed the Bylaw Enforcement Policy currently  
in place with the Directors. Following is the direction given by the directors:

1. What action should the Bylaw Enforcement Office take when a complaint is brought to the  
Regional District that may be a contravention of another agency's regulation?

If the complaint is not in contravention of Regional District regulations but may be of another  
agency's; direct the complainant to the other agency, include contact information. If it is in  
contravention of both Regional District regulations and those of another agency; open a file,  
forward a letter to the other agency to advise them of the possible infraction with a copy to the  
landowner and also forward an enforcement letter to the landowner with a copy to the other  
agency.

2. What action is to be taken when the Regional Board refuses an application, such as a  
Development Variance Permit, and yet the unauthorized work continues?

The Bylaw Enforcement Office initiates a follow-up investigation; if the works are continuing after  
the Board refused an application, a report to the Regional Board is prepared, advising them of  
the situation aimed at getting direction regarding further action to be taken on a case-by-case  
basis.

Recess

The meeting recessed for lunch at 12:10 p.m.

Reconvene

The meeting reconvened at 12:50 p.m.

REPORTS CONTINUED

R-1 (continued)  
Bylaw Enforcement Policy

The discussion regarding the Bylaw Enforcement Policy continued.

3. What direction is to be taken when other obvious infractions are observed during an  
investigation of a specific complaint.

Only the initial infraction is to be dealt with. If the complainant questions why no action was  
taken regarding any other suspected contravention, explain the situation to them and leave it for  
them to file a second, more specific complaint.

4. What action and when should action be taken on a complaint that is being remedied but  
not in a timely manner?

Continue with the process as it has been established on a case-by-case basis.

REPORTS CONTINUED

R-1 (continued)  
Bylaw Enforcement Policy

5. What action is to be taken when the owners attempt to rectify the situation by making an application to the Regional Board; should the contravention be allowed to continue during the application process?

Yes, as long as mediation has commenced, works can continue during the application process.

6. What action is to be taken when an application to the Regional Board to rectify a situation is delayed due to inactivity on the part of the applicant?

To be dealt with on a case-by-case basis, provide a deadline for the application to be presented to the Board and follow-up with a report to the Board to request direction on further action if the applicant delays the process for too long.

MOVED by Director Rose, SECONDED by Director Sperling,  
That the Electoral Area Directors' Committee recommend to the Regional Board that staff prepare a draft revised Bylaw Enforcement Policy to be reviewed by the Electoral Area Directors' Committee prior to presenting the revised Policy to the Regional Board for approval.

**CARRIED.**

R-3  
Electoral Area Manager  
Posting

MOVED by Director Rose, SECONDED by Director Sperling,  
That staff advertise the Electoral Area Manager vacancy again in the same manner as was previously used and also include advertising with Municipal World.

**CARRIED.**

Adjournment

MOVED by Director Sperling, SECONDED by Director Hiebert,  
that the meeting adjourn.

**CARRIED**

The meeting adjourned at 3 p.m.

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Karen Goodings, Chair

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Barb Coburn, Recording Secretary

Peace River Regional Cattlemen's Association

C/o Bag 6017

Fort St. John BC V1J 4H6

February 4, 2015

Peace River Regional District Board of Directors

Box 810

Dawson Creek BC V1G 4H8

RE: AGRICULTURE ADVISORY COMMITTEE

The Agriculture Advisory Committee (AAC) was created to provide a source of information on agricultural issues and to provide to PRRD well-reasoned and knowledgeable recommendations concerning any pending decisions by the PRRD board or staff, which might impact agriculture, and/or the agricultural land base.

The Peace River Regional Cattlemen's Association supports the work done by the AAC and strongly recommends that any vacant positions on the AAC be filled only by those with extensive agricultural knowledge and experience. RURAL Area Directors should fill both ex-officio board positions. Those with the most knowledge about current agricultural issues should be at the table representing the rural, agricultural area population.

The PRRCA requests that any present and upcoming vacant positions be filled with this priority as top consideration.

Yours truly

Mike McConnell

President

Peace River Regional Cattlemen's Association

**February 19, 2015**



# Peace River Regional District REPORT

R-1

To: Electoral Area Directors Committee

Date: February 17, 2015

From: Jacqueline Burton, Bylaw Enforcement Officer

**Subject: Bylaw Enforcement Policy**

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Further to EDAC's request in January, this report is to clarify the bylaw policy review and discussion before being presented to the Regional Board for implementation.

That the EADC recommend that the Regional Board amend the Policy Statement for Bylaw Enforcement in the following way: (changes shown in RED)

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; **except as provided by section 2 below;**
  - b. unsightly premises bylaw;
  - c. mobile home park bylaw;
  - d. noise bylaw.(ii) For all other bylaws, staff is authorized to react to infractions when observed during working hours.
2. **Notwithstanding section 1 (i) (a), staff are directed and authorized to investigate bylaw contraventions that may exist after a development application has been denied by the Regional Board or if a permit has expired.**
3. **When complaints are received that are not in contravention of PRRD regulations but may be in contravention of another agency, staff will direct the complainant to the other agency.**
4. **When complaints are received that are in contravention of PRRD regulations and possibly another agency, staff will advise the landowner and the other agency by way of copy.**
5. **When a complaint has been received and the landowner makes an application to the Regional Board as a way to remedy the contravention, enforcement will be suspended while the application is in progress, except:**
  - (i) **If the applicant unreasonably delays the progress of the application, enforcement will commence.****Note: Applications that are a result of a bylaw contravention will be noted in the development application report.**
6. Staff will first attempt to resolve bylaw 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.

**February 19, 2015**

Staff Initials:

Dept. Head: *Bruce Simard*

CAO:

*Ch. Burk*

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7. 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.
8. Where ever possible, anonymity will be maintained between the complainant and the alleged violator.
9. 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.
10. 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 bylaws and the public concern initiating the enforcement action.
11. 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
12. That correspondence is conveyed by registered mail when dealing with time sensitive requirements.



# Peace River Regional District REPORT

R-3

To: Electoral Area Directors' Committee Date: February 13, 2015

From: Jodi MacLean, Assistant Manager of Development Services

**Subject: WEST PEACE FRINGE AREA OFFICIAL COMMUNITY PLAN – UPDATE**

The purpose of this report is to update the Electoral Area Directors' Committee on the status of the West Peace Fringe Area OCP. Background research and public consultation occurred over the course of 2014. A draft version of the OCP is currently being written. It is anticipated that the draft version will be completed in spring 2015 so that a public and technical review can occur over the summer and fall.

### Project Timeline (2014)

May	WPFA Background Report completed by Urban Systems Ltd.
June 17	Agricultural Advisory Committee
July	WPFA-OCP brochures mailed
August 6	Moberly Lake Community Hall (public meeting)
August-September	Advertising in Chetwynd Echo + Coffee Talk Express + radio Chetwynd & District Rec Centre (Pine Room) office meetings
September 10	Jackfish Lake Community Hall (public meeting)
September 17	Dokie Peace Christian School (public meeting)
November 12	Meeting with staff from Saulteau First Nation
December 8	Moberly Lake Community Association
January 22, 2015	Meeting with staff from West Moberly First Nation

### Anticipated Workplan (2015)

Winter-Spring	Complete draft version of WPFA-OCP
April	Review by EADC
April	Prepare advertising material (brochure, public meeting events)
Spring or Summer	Review by AAC
Spring-Summer	Technical review (provincial ministries/agencies, municipalities, First Nations)
May-September	Public review (public meetings, Rec Centre office)
September	Revisions and EADC review
September	Board review (1 <sup>st</sup> Reading)
October	Legal review
November	Board review (2 <sup>nd</sup> Reading)
November	Public Hearing
December	Board review (3 <sup>rd</sup> Reading & Adoption)

**February 19, 2015**

Staff Initials:

Dept. Head: *Bruce Simard* CAO:

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Updated: July 17, 2014

## ELECTORAL AREA DIRECTORS' COMMITTEE

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### DIARY ITEMS

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