



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

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.

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