



PEACE RIVER REGIONAL DISTRICT

APRIL BOARD MEETING **MINUTES**

DATE: April 9, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Chair Sperling, Electoral Area 'C'
Vice-Chair Rose, Electoral Area 'E' *(via teleconference)*
Director Ackerman, City of Fort St. John *(via teleconference)*
Director Bumstead, City of Dawson Creek
Director Courtoreille, District of Chetwynd
Director Bertrand, District of Tumbler Ridge *(via teleconference)*
Director Fraser, District of Taylor *(via teleconference)*
Director Goodings, Electoral Area 'B' *(via teleconference)*
Director Heiberg, District of Hudson's Hope
Director Hiebert, Electoral Area 'D'
Director Michetti, Village of Pouce Coupe
Director Zabinsky, City of Fort St. John *(via teleconference)*

Staff

Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Lyle Smith, Chief Financial Officer *(via teleconference)*
Kelsey Bates, Deputy Corporate Officer *(via teleconference)*
Paulo Eichelberger, General Manager of Environmental Services
Trish Morgan, General Manager of Community Services *(via teleconference)*
Trevor Ouellette, IT Manager
Brenda Deliman, Recording Secretary *(via teleconference)*

Others

Katrin Saxty, Urban Systems *(via teleconference)*

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|---------------|--|
| Call to Order | The Chair called the meeting to order at 10:00 a.m. |
| Recess | The Chair recessed the meeting to a conference call with Provincial Ministers re: COVID-19 at 10:00 a.m. |
| Reconvene | The Chair reconvened the meeting at 10:43 a.m. |

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

RD/20/04/01

MOVED Director Hiebert, SECONDED Director Michetti,
That the Regional Board adopt the Peace River Regional District Board
agenda, including Directors' New Business, for the April 9, 2020 meeting:

- 1. Call to Order**
- 2. Directors' Notice of New Business**
 - 2.1 Director Ackerman – Treaty Land Entitlements
- 3. Adoption of Agenda**
- 4. Gallery Comments or Questions**
- 5. Adoption of Minutes**
 - 5.1 Regional Board Meeting Minutes of March 26, 2020
- 6. Business Arising from the Minutes**
- 7. Delegations**
- 8. Petitions**
- 9. Correspondence**
 - 9.1 UNBC - Request for Letter of Support
 - 9.2 North Peace Senior Secondary Scholarship Program
 - 9.3 South Peace Senior Secondary Scholarship Program
 - 9.4 Federation of Canadian Municipalities - Travel Fund
- 10. Reports**
 - 10.1 April 2, 2020 Solid Waste Committee Recommendation, ENV-BRD-003
 - 10.2 Request for Proposal #13-2020 Vehicle Replacement, ENV-BRD-001
 - 10.3 Working from Home Policy, ADM-BRD-006
 - 10.4 Directors Code of Conduct Policy Amendment, ADM-BRD-001
 - 10.5 Rural Roads Project – Phase 5, ADM-BRD-005
 - 10.6 ALR Exclusion - PRRD File No. 20-002-ALREX, ALC ID 58529, DS-BRD-009
 - 10.7 COVID-19 Update #2, CS-BRD-001
 - 10.8 Temporary Use Permit Waiver, DS-BRD-010
- 11. Bylaws**
 - 11.1 Electoral Area B Potable Water Fees and Charges Bylaw No. 2409, 2020, ADM-BRD-004
 - 11.2 Solid Waste Regulation and Fees Amendment Bylaw No. 2410, 2020, ENV-BRD-002
 - 11.3 Zoning Amendment Bylaw No. 2404, 2020 - PRRD File No. 20-004 ZN, DS-BRD-003
 - 11.4 Zoning Amendment Bylaw No. 2405, 2020 - PRRD File No. 20-005-ZN, DS-BRD-006
 - 11.5 Zoning Amendment Bylaw No. 2387, 2020 – PRRD File 19-189, DS-BRD-005
- 12. Strategic Plan**
 - 12.1 2019-2022 Strategic Plan
- 13. New Business**
- 14. Appointments**
 - 14.1 2020 Board Appointments

RD/20/04/01
(continued)

Adoption of Agenda: (continued)

- 15. Consent Calendar** (for consideration and receipt)
 - 15.1 Item Previously Released from Closed Meeting
 - 15.2 Rural Roads in the North Peace Initiative Meeting Notes of February 14, 2020
 - 15.3 Rural Roads in the North Peace Initiative Meeting Notes of January 24, 2020
 - 15.4 Rural Roads in the North Peace Initiative Meeting Minutes of January 3, 2020
 - 15.5 Rural Roads Task Force Draft Meeting Minutes of February 25, 2020
 - 15.6 Rural Roads Task Force Meeting Minutes of December 19, 2019
 - 15.7 COVID-19 Updates and Discussion Meeting Notes of March 25, 2020
 - 15.8 Civic Properties Commission Meeting Minutes of February 11, 2020
 - 15.9 ICIP - Rural and Northern Communities Project #IR0049 - Chetwynd Public Library
 - 15.10 Municipal Finance Authority of BC - Updates
 - 15.11 Cancellation of 2020 North Central Local Government Association Convention
 - 15.12 STARS Update
 - 15.13 Community Emergency Preparedness Fund - Emergency Operations Centre Upgrade
 - 15.14 Ministry of Citizens' Services Response to FOIPPA Request - Old Fort Landslide
 - 15.15 Buick Arena - Annual Report
- 16. Notice of Motion** (for the next meeting):
- 17. Media Questions** (on agenda items and business discussed at the meeting)
- 18. Adjournment**

CARRIED.

ADOPTION OF MINUTES:

5.1

ADOPTION OF MINUTES

RD/20/04/02

MOVED Director Hiebert, SECONDED Director Michetti,

That the Regional Board adopt the Board Meeting Minutes of March 26, 2020.

CARRIED.

CORRESPONDENCE:

9.1

UNBC - Request for
Letter of Support

UNBC – REQUEST FOR LETTER OF SUPPORT

RD/20/04/03

MOVED Director Bumstead, SECONDED Director Heiberg,

That the Regional Board provide a letter of support to the University of Northern British Columbia for their application to the Real Estate Foundation of BC, for funding to support the 'Are British Columbia flood events exacerbated by landcover disturbances?' research project being proposed by Dr. Stephen Dery.

CARRIED.

CORRESPONDENCE: (continued)

- 9.2 **NORTH PEACE SENIOR SECONDARY SCHOLARSHIP PROGRAM**
North Peace Senior
Secondary RD/20/04/04
Scholarship Program MOVED Director Bumstead, SECONDED Director Heiberg,
That the Regional Board forward a letter to North Peace Senior Secondary
School (NPSS) to confirm that the Peace River Regional District will continue
to provide funding towards the NPSS scholarship program in 2020.
CARRIED.
- RD/20/04/05
MOVED Director Hiebert, SECONDED Director Heiberg,
That the Regional Board discuss PRRD scholarship/bursary programs,
including funding types and sources at the April 23, 2020 Committee of the
Whole meeting.
CARRIED.
- 9.3 **SOUTH PEACE SENIOR SECONDARY SCHOLARSHIP PROGRAM**
South Peace Senior
Secondary RD/20/04/06
Scholarship Program MOVED Director Bumstead, SECONDED Director Courtoreille,
That the Regional Board forward a letter to South Peace Senior Secondary
School (SPSS) to confirm that the Peace River Regional District will continue to
provide funding towards the SPSS scholarship program in 2020.
CARRIED.
- 9.4 **FEDERATION OF CANADIAN MUNICIPALITIES – TRAVEL FUND**
Federation of
Canadian RD/20/04/07
Municipalities - MOVED Director Rose, SECONDED Director Courtoreille,
Travel Fund That the invoice dated December 4, 2019 from the Federation of Canadian
Municipalities (FCM) regarding an optional contribution to the FCM Travel
Fund, be received for information.
CARRIED.

REPORTS:

RECOMMENDATION FROM THE APRIL 2, 2020 SOLID WASTE COMMITTEE MEETING

10.1 PRRD SOLID WASTE FACILITIES – CASH HANDLING (Recommendation No. 1)
April 2, 2020 Solid Waste Committee Recommendation, ENV-BRD-003
RD/20/04/08
MOVED Director Ackerman, SECONDED Director Bumstead,
That the Regional Board waive any requirement for cash handling at all of the PRRD solid waste facilities for the duration of the COVID-19 crisis; further, that other forms of payment, such as credit, debit, coupons or business charge accounts, continue to be accepted.

DEFEATED.

10.2 REQUEST FOR PROPOSAL #13-2020 – VEHICLE REPLACEMENT
Request for Proposal #13-2020 Vehicle Replacement, ENV-BRD-001
RD/20/04/09
MOVED Director Bumstead, SECONDED Director Heiberg,
That the Regional Board award Request for Proposal #13-2020, “Fleet Vehicle Purchase and Replacement” to “Browns’ Chevrolet Buick GMC”, inclusive of the trade in of the existing 2009 Sterling Arcterra Picker Truck, the 2005 GMC Sierra 2500, the 2012 Chevrolet Sierra 3500, and the 2013 Chevrolet Equinox, and the purchase of one 2020 CV515 Picker Truck, one 2020 GMC Sierra 3500HD Crew Cab, and one 2020 Chevrolet Colorado, at a net cost of \$206,449.50 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

CARRIED.

10.3 WORKING FROM HOME POLICY
Working from Home Policy, ADM-BRD-006
RD/20/04/10
MOVED Director Bumstead, SECONDED Director Heiberg,
That the Regional Board adopt the Working from Home policy, which guides employees who are working from home for the duration of the COVID-19 pandemic.

AMENDED BY THE FOLLOWING

Motion to Amend
RD/20/04/11
MOVED Director Ackerman, SECONDED Director Michetti,
That the motion be amended by replacing ‘the COVID-19 pandemic’ with ‘a State of Emergency for pandemics or any other emergency that deems it appropriate for employees to work from home’, and adding ‘, as amended’ to the end of the resolution.

CARRIED.

REPORTS: (continued)

10.3 (continued) **WORKING FROM HOME POLICY (continued)**

Motion as Amended The Chair called the Question to the Motion as Amended:

That the Regional Board adopt the Working from Home policy, which guides employees who are working from home for the duration of a State of Emergency for pandemics or any other emergency that deems it appropriate for employees to work from home, as amended.

CARRIED.

10.4 **DIRECTORS CODE OF CONDUCT POLICY AMENDMENT**

Directors Code of
Conduct Policy
Amendment, ADM-
BRD-001

RD/20/04/12

MOVED Director Fraser, SECONDED Director Ackerman,
That the Regional Board adopt the amended Directors Code of Conduct Policy,
which:

1. Clearly requires respectful behaviour from anyone in attendance at Peace River Regional District (PRRD) meetings;
2. Adds a reporting mechanism for alleged breaches of the policy;
3. Clarifies that the policy applies to Directors not only during official Board meetings but at all times where they are representing the PRRD; and
4. Adds clarity around delegating work to staff.

CARRIED.

10.5 **RURAL ROADS PROJECT – PHASE 5**

Rural Roads Project
– Phase 5, ADM-
BRD-005

RD/20/04/13

MOVED Director Goodings, SECONDED Director Fraser,
That the Regional Board award a short-term contract, beginning April 1, 2020 and ending December 31, 2020, to JK Solutions Ltd. to complete the Rural Roads Project, at an amount not to exceed \$45,000.

AMENDED BY THE FOLLOWING

Motion to Amend

RD/20/04/14

MOVED Director Fraser, SECONDED Director Goodings,
That the motion be amended by replacing 'That the Regional Board' with 'That, following the filing of a Notice of Intent to direct award the Rural Roads contract in alignment with the New West Partnership Agreement, the Regional Board waive the PRRD Purchasing Policy and'.

CARRIED.

OPPOSED: Vice-Chair Rose

REPORTS: (continued)

10.5 (continued) **RURAL ROADS PROJECT – PHASE 5 (continued)**

Motion as Amended The Chair Called the Question to the Motion as Amended:

That, following the filing of a Notice of Intent to direct award the Rural Roads contract in alignment the New West Partnership Agreement, the Regional Board waive the PRRD Purchasing Policy and award a short-term contract, beginning April 1, 2020 and ending December 31, 2020, to JK Solutions Ltd. to complete the Rural Roads Project, at an amount not to exceed \$45,000.

CARRIED.

OPPOSED: Chair Sperling and Vice-Chair Rose

RD/20/04/15

MOVED Director Fraser, SECONDED Director Heiberg,

That the Regional Board invite JK Solutions Ltd. to a future Board meeting to provide an update and share its video presentations on the Rural Roads Project.

CARRIED.

RD/20/04/16

MOVED Director Goodings, SECONDED Director Heiberg.

That the Regional Board formalize the current informal steering committee for the Rural Roads project into a select committee, consisting of the funding partners, utilizing the terms of reference established by the informal steering committee in 2018.

CARRIED.

Recess The Chair recessed the meeting to luncheon at 12:02 p.m. and Director Bumstead left the meeting.

Reconvene The Chair reconvened the meeting at 12:18 p.m.

10.6 **ALR EXCLUSION – PRRD FILE NO. 20-002-ALREX, ALC ID 58529**

ALR Exclusion - PRRD
File No. 20-002-
ALREX, ALC ID
58529, DS-BRD-009

RD/20/04/17

MOVED Chair Sperling, SECONDED Director Hiebert,

That the Regional Board support ALR exclusion application 20-002 (ALC ID 58529), to exclude a 1 hectare portion of the property identified as PID 003-997-618, and authorize it to proceed to the Agricultural Land Commission.

CARRIED.

VARY AGENDA

RD/20/04/18

MOVED Director Ackerman, SECONDED Director Hiebert,
That the Regional Board vary the agenda to deal with Item 2.1 (Director
Ackerman – Treaty Land Entitlement Claims) at this time.

CARRIED.

DIRECTORS' NOTICE OF NEW BUSINESS:

2.1

Director Ackerman

TREATY LAND ENTITLEMENT CLAIMS

RD/20/04/19

MOVED Director Ackerman, SECONDED Director Hiebert,
That the Regional Board forward a letter to the Blueberry River, Doig River,
Halfway River, Prophet River, Sauteau and West Moberly First Nations and
the McLeod Lake Indian Band, regarding rural lands within Peace River
Regional District boundaries that may be the subject of Treaty Land
Entitlement and Additions to Reserve negotiations to initiate discussions
regarding service agreements and expectations surrounding existing land use
plans.

CARRIED.

REPORTS:

10.7

COVID-19 Update
#2, CS-BRD-001

COVID-19 UPDATE #2

The Regional Board received an update on COVID-19 from the General
Manager of Community Services. A discussion ensued regarding strategies to
share updates with rural residents.

10.8

Temporary Use
Permit Waiver, DS-
BRD-010

TEMPORARY USE PERMIT WAIVER

RD/20/04/20

MOVED Director Rose, SECONDED Director Courtoreille,
That the Regional Board approve the temporary use permit waiver template,
for use by property owners, that enables infrastructure to remain in place on
properties upon the expiration of a Temporary Use Permit, if desired by the
property owner.

CARRIED.

OPPOSED: Director Fraser

BYLAWS:

11.1
Electoral Area B
Potable Water Fees
and Charges Bylaw
No. 2409, 2020,
ADM-BRD-004

ELECTORAL AREA B POTABLE WATER FEES AND CHARGES BYLAW NO. 2409, 2020

RD/20/04/21
MOVED Director Goodings, SECONDED Director Heiberg,
That the Regional Board give Electoral Area B Potable Water Fees and Charges
Bylaw No. 2409, 2020 first three readings.

CARRIED.

RD/20/04/22
MOVED Director Goodings, SECONDED Director Courtoreille,
That the Regional Board adopt Electoral Area B Potable Water Fees and
Charges Bylaw No. 2409, 2020.

CARRIED.

11.2
Solid Waste
Regulation and Fees
Amendment Bylaw
No. 2410, 2020,
ENV-BRD-002

SOLID WASTE REGULATION AND FEES AMENDMENT BYLAW NO. 2410, 2020

RD/20/04/23
MOVED Director Courtoreille, SECONDED Director Heiberg,
That the Regional Board give Solid Waste Regulation and Fees Amendment
Bylaw No. 2410, 2020 to:

- a) Add new definitions of “Residential Customers” and “Industrial, Commercial and Institutional Customers;”
- b) Raise all Industrial, Commercial & Institutional (ICI) tipping fees by 3.3% for 2020; and
- c) Raise tipping fees for clean fill soil from \$0/tonne to \$5/tonne for 2020

first three readings.

CARRIED.

RD/20/04/24
MOVED Director Courtoreille, SECONDED Director Hiebert,
That the Regional Board adopt Solid Waste Regulation and Fees Amendment
Bylaw No. 2410, 2020.

CARRIED.

OPPOSED: Directors Ackerman and Goodings

BYLAWS: (continued)

- 11.5 (continued) ZONING AMENDMENT BYLAW NO. 2387, 2020, PRRD FILE NO. 19-189
(continued)
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RD/20/04/28

MOVED Chair Sperling, SECONDED Director Michetti,

That the Regional Board give Zoning Amendment Bylaw No. 2387, 2020, to rezone a 2.4 hectare portion of the property identified as PID 011-576-855 from A-2 (Large Agricultural Holdings Zone) to R-3 (Residential 3 Zone), and the remaining 21.7 hectares from A-2 (Large Agricultural Holdings Zone) to A-1 (Small Agricultural Holdings Zone), third reading.

CARRIED.

OPPOSED: Directors Ackerman, Fraser, Goodings and Zabinsky

RD/20/04/29

MOVED Chair Sperling, SECONDED Director Michetti,

That the Regional Board adopt Zoning Amendment Bylaw No. 2387, 2020.

CARRIED.

OPPOSED: Directors Ackerman, Fraser, Goodings and Zabinsky

CONSENT CALENDAR:

CONSENT CALENDAR

RD/20/04/30

MOVED Director Hiebert, SECONDED Director Courtoreille,

That the Regional Board receive the April 9, 2020 Consent Calendar.

CARRIED.

- 15.14
Ministry of Citizens'
Services Response to
FOIPPA Request –
Old Fort Landslide

FOIPPA REQUEST – OLD FORT LANDSLIDE

RD/20/04/31

MOVED Director Fraser, SECONDED Director Hiebert,

That the Regional Board forward a letter to the Information and Privacy Commissioner for BC to request a review of the February 28, 2020 decision from the Ministry of Citizens Services to withhold "All relevant reports related to the Old Fort Landslide" pursuant to section 15 (Disclosure harmful to law enforcement) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED.

ADJOURNMENT:

ADJOURNMENT

The Chair adjourned the meeting at 1:15 p.m.

CERTIFIED a true and correct copy of the Minutes of the Regional Board of the Peace River Regional District from a meeting held on April 9, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer