



PEACE RIVER REGIONAL DISTRICT

Peace River Regional District Board Revised Agenda

May 7, 2020, 10:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

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3. Adoption of Agenda	
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15.6	Municipal Finance Authority of BC - Letter from the CEO	180
15.7	North Central Local Government Association - 2020 Community Leadership Awards	183
16.	Notice of Motion	
17.	Media Questions	
18.	Adjournment	



PEACE RIVER REGIONAL DISTRICT

APRIL BOARD MEETING **MINUTES**

DATE: April 23, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Chair Sperling, Electoral Area 'C'
Vice-Chair Rose, Electoral Area 'E'
Director Ackerman, City of Fort St. John
Director Bertrand, District of Tumbler Ridge (*via teleconference*)
Director Bumstead, City of Dawson Creek
Director Courtoreille, District of Chetwynd
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*)
Crystal Brown, Electoral Area Manager (*via teleconference*)
Trevor Ouellette, IT Manager
Brenda Deliman, Recording Secretary (*via teleconference*)

Call to Order The Chair called the meeting to order at 1:13 p.m.

DIRECTORS' NOTICE OF NEW BUSINESS:

Director Goodings Federal Funding to Clean Up Abandoned and Orphaned Wells

Director Bumstead Support for Premier of Nova Scotia

Director Hiebert Environmental Assessment Office

Chair Sperling Municipal and Regional Campgrounds

Chair Sperling Assistance for Seniors

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

RD/20/04/01 (23)

MOVED Director Rose, SECONDED Director Michetti,

That the Regional Board adopt the Peace River Regional District Board agenda for the April 23, 2020 meeting, including Director's new business and additional items for the agenda (COVID-19 Update #3), as amended:

1. **Call to Order**
2. **Directors' Notice of New Business**
3. **Adoption of Agenda**
4. **Gallery Comments or Questions**
5. **Adoption of Minutes**
 - 5.1 PRRD Draft Board Meeting Minutes of April 9, 2020
6. **Business Arising from the Minutes**
7. **Delegations**
 - ~~7.1 The Explorers & Producers Association of Canada – Canadian Energy Solutions for Sustainable Prosperity (by invitation of the Board) (rescheduled by the delegation)~~
8. **Petitions**
9. **Correspondence**
 - 9.1 North Peace Airport Services - Request for Letter of Support
 - 9.2 Fort St. John Hospital Foundation - Request for Letter of Support
10. **Reports**
 - 10.1 April 2, 2020 Solid Waste Committee Recommendations, ENV-BRD-005
 - 10.2 PRRD Board Meeting Locations, ADM-BRD-012
 - 10.3 Policy Manual Updates, ADM-BRD-008
 - 10.4 PRRD Designated Officers – Chief Financial Officer, ADM-BRD-011
 - 10.5 Application for Non-Farm Use in the ALR, PRRD File No. 20-003-ALRNFU, ALC ID 60571, DS-BRD-002
 - 10.6 Application for Subdivision within the ALR, PRRD File No. 20-004-ALRSub, ALC ID 60316, DS-BRD-001
 - 10.7 Application for Subdivision within the ALR, PRRD File No. 20-006-ALRSub, ALC ID 60653, DS-BRD-011
 - 10.8 Notice of Closed Session – April 23, 2020, ADM-BRD-010
 - 10.9 COVID-19 Update #3 – CS-BRD-002

RD/20/04/01 (23)
(continued)

Adoption of Agenda: (continued)

11. Bylaws

11.1 11.1 Zoning Amendment Bylaw No. 2406, 2020, PRRD File No. 20-006 ZN, DS-BRD-012

11.2 Zoning Amendment Bylaw No. 2376, 2020, PRRD File No. 19-076, DS-BRD-014

12. Strategic Plan

12.1 2019-2022 Strategic Plan Action Update

13. New Business

13.1 Director Goodings – Federal Funding for Clean-up of Abandoned and Orphaned Wells

13.2 Director Bumstead – Support for Premier of Nova Scotia

13.3 Director Hiebert – Environmental Assessment Office

13.4 Chair Sperling – Municipal and Regional Campgrounds

13.5 Chair Sperling – Assistance for Seniors

14. Appointments

14.1 2020 Board Appointments

15. Consent Calendar (for consideration and receipt)

15.1 COVID-19 Discussion Meeting Notes of April 15, 2020

15.2 COVID-19 Discussion Meeting Notes of April 8, 2020

15.3 Solid Waste Committee Draft Meeting Minutes of April 2, 2020

15.4 Rural Budgets Administration Committee Meeting Minutes Package - August 2019 - January 2020

15.5 Chetwynd Public Library Regular Board Meeting Minutes of February 11, 2020

15.6 Petronas - COVID-19 Preparedness and Relief Efforts

15.7 Young Anderson - Invasive Plant Control on Abandoned Sites

15.8 Building Permit Report for March 2020

15.9 Building Permit Report for February 2020

16. Notice of Motion (for the next meeting):

17. Media Questions (on agenda items and business discussed at the meeting)

18. Adjournment

CARRIED.

GALLERY COMMENTS:

4.1

APPLICATION FOR NON-FARM USE IN THE ALR, PRRD File No. 20-003-ALRNFU, ALC ID 60571, DS-BRD-002

Due to COVID-19 the Regional Board meeting was closed to the public. By permission of the Chair, Michael and Suzanne Haab submitted a comment via email on Item 10.5 (Application for Non-Farm Use in the ALR, PRRD File No. 20-003).

“We, Michael & Suzanne Haab, would like to acknowledge that we would have been present today if it were possible. This decision is personally important to us and to our family. We ask for your consideration of us as active and supporting members of both the agricultural community and the Baldonnel community.”

ADOPTION OF MINUTES:

5.1 **ADOPTION OF MINUTES**

RD/20/04/02 (23)

MOVED Director Ackerman, SECONDED Director Heiberg,

That the Regional Board adopt the Board Meeting Minutes of April 9, 2020.

CARRIED.

CORRESPONDENCE:

9.1 **NORTH PEACE AIRPORT SERVICES – REQUEST FOR LETTER OF SUPPORT**

North Peace Airport
Services

RD/20/04/03 (23)

MOVED Director Goodings, SECONDED Director Heiberg,

That the Regional Board forward a letter to the Honourable Justin Trudeau, Prime Minister of Canada, in support of the airport industry's request for immediate federal government assistance to survive the COVID-19 crisis.

CARRIED.

9.2 **FORT ST. JOHN HOSPITAL FOUNDATION – REQUEST FOR LETTER OF SUPPORT**

Fort St. John
Hospital Foundation

RD/20/04/04 (23)

MOVED Director Goodings, SECONDED Chair Sperling,

That the Regional Board authorize the Electoral Area Manager to contact Chris Maundrell, Adlard Environmental Ltd., to discuss the Fort St. John Hospital Foundation's applications to the Northern Development Initiative Trust – Community Foundation Matching Grants program, and request clarification of its proposal as it relates to support and possible funding from Electoral Areas 'B' and 'C'.

CARRIED.

REPORTS:

RECOMMENDATIONS FROM THE APRIL 2, 2020 SOLID WASTE COMMITTEE MEETING

10.1
April 2, 2020 Solid
Waste Committee
Recommendations,
ENV-BRD-005

CONTRACT AWARD – RFP 01-2020 “OPERATIONS OF PEACE RIVER REGIONAL DISTRICT LANDFILLS” (Recommendation No. 1)

RD/20/04/05 (23)

MOVED Director Rose, SECONDED Director Michetti,
That the Regional Board award RFP 01-2020, “Operations of Peace River Regional District Landfills”, to Whissell Waste Solutions BC Ltd. (Whissell) at a cost of \$16,005,482 (excluding GST) over a 5 year period, beginning August 1, 2020; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

CONTRACT AWARD – RFP 04-2020 “PRRD CLOSED LANDFILL CLOSURE REPORTS” (Recommendation No. 2)

RD/20/04/06 (23)

MOVED Director Rose, SECONDED Director Heiberg,
That the Regional Board award RFP 04-2020, “PRRD Closed Landfill Closure Reports”, to GHD Limited at a cost of \$118,289 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

CONTRACT AWARD – RFP 05-2020 “BESSBOROUGH & CHETWYND LANDFILL DESIGN, OPERATIONS AND CLOSURE PLAN UPDATE” (Recommendation No. 3)

RD/20/04/07 (23)

MOVED Director Rose, SECONDED Director Courtoreille,
That the Regional Board award RFP 05-2020, “Bessborough and Chetwynd Landfill Design, Operations and Closure Plan Update”, to Tetra Tech Canada Inc. (Tetra Tech) at a cost of \$99,781.04 (excluding GST); further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

CARRIED.

REPORTS: (continued)

RECOMMENDATIONS FROM THE APRIL 2, 2020 SOLID WASTE COMMITTEE MEETING (continued)

10.1 (continued) **HYBRID RECYCLING COLLECTION SYSTEM (Recommendation No. 4)**

RD/20/04/08 (23)

MOVED Director Rose, SECONDED Director Ackerman,

That the Regional Board forward a letter to the Honourable George Heyman, Minister of Environment and Climate Change Strategy, lobbying for support for a hybrid recycling collection system for low population density regional districts to work within current stewardship programs, as a result of the April 2, 2020 report entitled "Recycle BC and Comingled Curbside" from the PRRD's Solid Waste Committee.

CARRIED.

10.2
PRRD Board Meeting
Locations, ADM-
BRD-012

PRRD BOARD MEETING LOCATIONS

RD/20/04/09 (23)

MOVED Director Bumstead, SECONDED Director Heiberg,

That the Regional Board change the location of the Board meeting scheduled in Fort St. John on May 28, 2020 to the PRRD Boardroom in Dawson Creek, BC.

CARRIED.

RD/20/04/10 (23)

MOVED Director Heiberg, SECONDED Director Hiebert,

That the Regional Board change the location of the Board Outreach meeting scheduled in Hudson's Hope on June 11, 2020 to the PRRD Boardroom in Dawson Creek, BC.

CARRIED.

10.3
Policy Manual
Updates, ADM-BRD-
008

POLICY MANUAL UPDATES

RD/20/04/11 (23)

MOVED Director Heiberg, SECONDED Director Rose,

That the Regional Board repeal the following policies:

- Use of Regional District Office Building for Meetings Policy
- Sale of Maps Policy
- Reporting Incidents and Complaints Policy

CARRIED.

10.4
PRRD Designated
Officers – Chief
Financial Officer,
ADM-BRD-011

RD/20/04/12 (23)
MOVED Director Rose, SECONDED Director Hiebert,
That the Regional Board appoint Teri Vetter, Financial Services Manager, as
the interim Chief Financial Officer for the Peace River Regional District, and
the officer responsible for financial administration under the *Local
Government Act*, effective May 2, 2020.

10.5
Application for Non-
Farm Use in the ALR,
PRRD File No. 20-
003-ALRNFU, ALCID
60571, DS-BRD-002

RD/20/04/13 (23)
MOVED Chair Sperling, SECONDED Director Ackerman,
That the Regional Board respectfully refuse authorization for ALR Non-Farm
Use application, PRRD File No. 20-003-ALRNFU (ALC ID 60571), to allow
highway tractor maintenance and storage on a 0.7 hectare portion of the
property identified as PID 009-627-359, to proceed to the Agricultural Land
Commission.

10.6
Application for
Subdivision within
the ALR, PRRD File
No. 20-004-ALRSub,
ALCID 60316, DS-
BRD-001

RD/20/04/14 (23)
MOVED Chair Sperling, SECONDED Director Ackerman,
That the Regional Board respectfully refuse authorization for ALR Subdivision
application, PRRD File No. 20-004-ALRSub (ALC ID 60316), to subdivide the
property identified as PID 017-324-572 into one 4 hectare parcel and one 51.1
hectare parcel, to proceed to the Agricultural Land Commission.

10.7
Application for
Subdivision within
the ALR, PRRD File
No. 20-006-ALRSub,
ALCID 60653, DS-
BRD-011

RD/20/04/15 (23)
MOVED Director Goodings, SECONDED Director Rose,
That the Regional Board support ALR Subdivision application 20-006-ALRSub
(ALC ID 60653), to subdivide the property identified as PID 014-823-365 into
two ±3 hectare parcels and one 59 hectare remainder, and authorize the
application to proceed to the Agricultural Land Commission.

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VARY AGENDA:

VARY AGENDA

The Chair varied the agenda to deal with Item 10.9 (COVID-19 Update #3).

REPORT:

10.9
COVID-19 Update #3
– CS-BRD-002

COVID-19 UPDATE #3

The Regional Board received an update on COVID-19 from the General Manager of Community Services. A discussion ensued regarding fire bans, closure of provincial parks and impacts to municipal and PRRD regional parks.

RD/20/04/16 (23)

MOVED Director Ackerman, SECONDED Director Bumstead,
That the Regional Board expand the Chief Administrative Officer's authority to close any PRRD operated facilities to the public, or completely, should the need arise in order to adhere with Federal and/or Provincial orders, regulations, or directives for Coronavirus safety for the duration of the COVID 19 pandemic, to include authority to re-open PRRD operated facilities to the public, as the situation evolves, in adherence with Federal and/or Provincial orders, and the authority to apply for Federal funding to hire staff to monitor PRRD Regional Parks if necessary.

CARRIED.

10.8
Notice of Closed
Session – April 23,
2020, ADM-BRD-010

NOTICE OF CLOSED SESSION

RD/20/04/17 (23)

MOVED Chair Sperling, SECONDED Director Heiberg,
That the Regional Board recess to a Closed Meeting for the purpose of discussing the following items:

Agenda Item M-1 – Closed Meeting Minutes (CC Section 97(1)(b))

Agenda Items D-1 & R-1 – Solicitor-Client Privilege – Negotiations (CC Section 90(1)(i))

CARRIED.

Recess

The Chair recessed the meeting to a Closed Session at 2:05 p.m.

Reconvene

The Chair reconvened the meeting at 3:06 p.m. Director Rose was not present for the remainder of the meeting.

11.1 ZONING AMENDMENT BYLAW NO. 2406, 2020, PRRD FILE NO. 20-006

RD/20/04/18 (23)
MOVED Director Hiebert, SECONDED Director Heiberg,
That the Regional Board give Zoning Bylaw Amendment No. 2406, 2020, to
rezone the property identified as PID 014-625-950 from RR-4 (Small Holdings)
Zone to RR-1 (Rural Residential 1) Zone, first and second readings; further,
that a Public Hearing be waived pursuant to the *Local Government Act* Section
464(2) and that Public Notification be authorized pursuant to the *Local
Government Act* Section 467.

Motion to Amend

Motion as Amended

The Chair called the Question to the Motion as Amended:

That the Regional Board give Zoning Bylaw Amendment No. 2406, 2020, to rezone the property identified as PID 014-625-950 from RR-4 (Small Holdings) Zone to RR-1 (Rural Residential 1) Zone, first and second readings; further, that a Public Hearing be waived pursuant to the *Local Government Act* Section 464(2) and that Public Notification be authorized pursuant to the *Local Government Act* Section 467; and finally, that the PRRD request that the Ministry of Transportation and Infrastructure require a traffic impact study if any home based business is proposed.

CARRIED.

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11.2
Zoning Amendment
Bylaw No. 2376,
2020, PRRD File No.
19-076, DS-BRD-014

RD/20/04/20 (23)

MOVED Chair Sperling, SECONDED Director Hiebert,

CARRIED.

RD/20/04/21 (23)

MOVED Chair Sperling, SECONDED Director Hiebert,

That the Regional Board adopt Zoning Amendment Bylaw No. 2376, 2020.

CARRIED.

STRATEGIC PLAN

NEW BUSINESS:

13.1 Director Goodings

RD/20/04/22 (23)

MOVED Director Goodings, SECONDED Director Bumstead,

CARRIED.

OPPOSED: Directors Ackerman and Fraser

NEW BUSINESS: (continued)

13.2 SUPPORT FOR PREMIER OF NOVA SCOTIA

Director Bumstead

RD/20/04/23 (23)

MOVED Director Bumstead, SECONDED Director Heiberg,

That the Regional Board forward a letter of support to the Honourable Stephen McNeil, Premier of Nova Scotia, to express its condolences and support in the wake of the April 2020 shooting tragedy, with a copy to the Nova Scotia Federation of Municipalities.

CARRIED.

13.3 ENVIRONMENTAL ASSESSMENT OFFICE

Director Hiebert

RD/20/04/24 (23)

MOVED Director Ackerman, SECONDED Director Hiebert,

That the Regional Board forward a letter to the BC Environmental Assessment Office to express its disappointment in the lack of consultation with BC regional districts and municipalities in its assessment process.

CARRIED.

RD/20/04/25 (23)

MOVED Director Ackerman, SECONDED Director Heiberg,

That the Regional Board authorize all Directors to participate in the BC Environmental Assessment Office – *Environmental Assessment Act* (2018) Workshop (Webinar) on April 28, 2020.

CARRIED.

13.4 MUNICIPAL AND REGIONAL CAMPGROUNDS

Chair Sperling

RD/20/04/26 (23)

MOVED Chair Sperling, SECONDED Director Fraser,

That the Regional Board forward a letter to the Honourable Justin Trudeau, Prime Minister of Canada, and the Honourable George Heyman, Minister of Environment and Climate Change Strategy, to request that the closure of BC provincial parks be considered on a regional basis, and share concerns that public recreation on Crown land, due to park closures, may potentially incite disregard for current provincial fire bans and restrictions, increasing the risk for wildfires.

CARRIED.

OPPOSED: Director Fraser

NEW BUSINESS: (continued)

13.5

Chair Sperling

ASSISTANCE FOR SENIORS

RD/20/04/27 (23)

MOVED Chair Sperling, SECONDED Director Heiberg,

That the Regional Board forward a letter to the Honourable Justin Trudeau, Prime Minister of Canada, the Honourable John Horgan, Premier of BC, and MP Bob Zimmer, Prince George–Peace River–Northern Rockies, to share concerns regarding the financial inability of low-income seniors to sustain themselves during COVID-19.

CARRIED.

CONSENT CALENDAR:

CONSENT CALENDAR

RD/20/04/28 (23)

MOVED Director Heiberg, SECONDED Director Hiebert,

That the Regional Board receive the April 23, 2020 Consent Calendar.

CARRIED.

ADJOURNMENT:

ADJOURNMENT

The Chair adjourned the meeting at 3:48 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 23, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer



COMMITTEE OF THE WHOLE MEETING
MINUTES

DATE: April 23, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Chair Sperling, Electoral Area 'C'
Vice-Chair Rose, Electoral Area 'E'
Director Ackerman, City of Fort St. John
Director Bertrand, District of Tumbler Ridge (*via teleconference*)
Director Bumstead, City of Dawson Creek
Director Courtoreille, District of Chetwynd
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*)
Crystal Brown, Electoral Area Manager (*via teleconference*)
Trevor Ouellette, IT Manager
Brenda Deliman, Recording Secretary (*via teleconference*)

Others

Urban Systems, Katrin Saxty (*via teleconference*)

Delegations

Morrison Hershfield – Todd Baker and Veronica Bartlett (*via teleconference*)

- | | |
|---------------|--|
| 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 10:49 a.m. |

ADOPTION OF AGENDA:

ADOPTION OF AGENDA

CW/20/04/01

MOVED Director Hiebert, SECONDED Director Rose,
That the Committee of the Whole adopt the Peace River Regional District Board agenda for the April 23, 2020 Committee of the Whole meeting:

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Gallery Comments or Questions**
- 4. Delegations**
 - 4.1 Morrison Hershfield - Solid Waste Services & System Financing Options
- 5. Reports**
 - 5.1 2020 Regional Grant-in-Aid Release of Funds, FN-COW-001
 - 5.2 PRRD Scholarship and Bursary Programs – Summary of Information, FN-COW-002
 - 5.3 Funding for the Northern Health Northeast Physician Recruitment Position and North Peace Division of Family Practice, FN-BRD-001
- 6. New Business**
- 7. Media Questions**
- 8. Adjournment**

CARRIED.

REPORTS:

5.1

2020 Regional
Grant-in-Aid Release
of Funds, FN-COW-
001

2020 REGIONAL GRANT-IN-AID RELEASE OF FUNDS

The Committee of the Whole requested to review the Peace River Regional District's letters patent prior to consideration of Item 5.1 (2020 Regional Grant-in-Aid Release of Funds).

REPORTS: (continued)

5.2

PRRD Scholarship
and Bursary
Programs –
Summary of
Information, FN-
COW-002

PRRD SCHOLARSHIP & BURSARY PROGRAMS

CW/20/04/02

MOVED Director Rose, SECONDED Director Hiebert,
That the Committee of the Whole receive the April 17, 2020 report titled
“PRRD Scholarship and Bursary Programs – Summary of Information” for
discussion.

CARRIED.

DELEGATIONS:

4.1

Morrison Hershfield
– Veronica Bartlett,
Solid Waste Planner
and Todd Baker,
Senior
Environmental
Engineer

REGIONAL SOLID WASTE MANAGEMENT PLAN

The Committee of the Whole received a presentation on potential options for
solid waste services and system financing to consider for the Regional Solid
Waste Management Plan, from Morrison Hershfield. Topics included:

- Prioritized energy recovery & residual waste strategies
- Other strategies to consider (curbside collection in rural areas, illegal
dumping, cost recovery & system financing)
- Funding solid waste systems (tipping fees, taxation, set limits on
acceptable recycling costs, harmonize residential disposal rates,
incentivize residential & ICI waste diversion)
- Guiding principles
- Next steps (agree on preferred options, consultation)

A question and answer period ensued. Topics included:

- Residential vs. ICI tipping fees
- Extended Producer Responsibility (EPR)
- Spring and fall clean-up campaigns
- Waiver of disposal fees and 24 hour access at transfer stations for
household waste
- Curbside collection of recycling in rural areas
- Impacts of strategies to existing contracts and budgets
- Engagement with the Ministry of Environment and Climate Change
Strategy
- Next steps

Recess

The Chair recessed the meeting to luncheon at 12:11 p.m.

Reconvene

The Chair reconvened the meeting at 12:40 p.m.

REPORTS:

5.1
2020 Regional
Grant-in-Aid Release
of Funds, FN-COW-
001

2020 REGIONAL GRANT-IN-AID RELEASE OF FUNDS

The Committee of the Whole reviewed the Peace River Regional District's letters patent and resumed consideration of Item 5.1 (2020 Regional Grant-in-Aid Release of Funds).

CW/20/04/03

MOVED Director Ackerman, SECONDED Director Bertrand,

That the Committee of the Whole recommend that the Regional Board:

1. Refer the Regional Grant-in-Aid application received from the North Peace Search & Rescue Society, for a grant in the amount of \$12,394 to assist with mapping technology improvements, to the Emergency Executive Committee;
2. Review the Regional Grant-in-Aid application received from the STARS Foundation as an individual item under Section 263 of the *Local Government Act*; and
3. Respectfully decline funding for the following 2020 Regional Grant-in-Aid applications as a result of the financial impacts to residents and businesses due to COVID-19:
 - Bear Mountain Nordic Ski Association
 - Dawson Creek Scouts
 - Dawson Creek Triathlon Association
 - Fort St. John and District Kennel Club
 - Fort St. John Literacy Society
 - High School Rodeo of BC Association
 - Northern Environmental Action Team
 - North Peace SuperPark Society
 - Northern Trails Heritage Society
 - Peace Community Church Society
 - South Peace Arts Society
 - Special Olympics BC
 - Spirit of the West Pow Wow Society

CARRIED.

CW/20/04/04

MOVED Director Goodings, SECONDED Director Hiebert,

That the Committee of the Whole recommend that the Regional Board be provided with a report on options for administering Regional Grant-in-Aid at a future Committee of the Whole meeting, including options for the Regional Grant-in-Aid Policy, possible updates to Peace River Regional District letters patent, and/or bylaw options.

CARRIED.

REPORTS: (continued)

5.1 (continued)

STARS FOUNDATION

CW/20/04/05

MOVED Director Rose, SECONDED Director Heiberg,

That the Committee of the Whole recommend that the Regional Board authorize a multi-year grant in the amount of \$170,000 per year for three years beginning in 2020, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the STARS Foundation to assist with core operational costs.

CARRIED.

5.2

PRRD Scholarship
and Bursary
Programs –
Summary of
Information, FN-
COW-002

PRRD SCHOLARSHIP & BURSARY PROGRAMS

The Committee of the Whole dealt with Item 5.2 (PRRD Scholarship and Bursary Programs) earlier in the meeting.

5.3

Funding for the
Northern Health
Northeast Physician
Recruitment
Position and North
Peace Division of
Family Practice, FN-
BRD-001

FUNDING FOR NORTHERN HEALTH NORTHEAST RECRUITMENT POSITION

CW/20/04/06

MOVED Director Heiberg, SECONDED Director Rose,

That the Committee of the Whole recommend that the Regional Board allocate the \$100,000 currently budgeted for the Northeast Physician Recruitment position to another use within the Grant to Community Organizations budget.

CARRIED.

FUNDING FOR NORTH PEACE DIVISION OF FAMILY PRACTICE

CW/20/04/07

MOVED Director Ackerman, SECONDED Director Fraser,

That the Committee of the Whole recommend that the Regional Board contact the North Peace Division of Family Practice to ascertain whether it requires the \$100,000 currently budgeted for the UBC Rural Fort St. John Residency Program, and clarify its understanding of the reporting conditions placed upon it under Grant to Community Organizations funding.

CARRIED.

ADJOURNMENT:

ADJOURNMENT

The Chair adjourned the meeting at 1:12 p.m.

CERTIFIED a true and correct copy of the Minutes of the Regional Board of the Peace River Regional District from a Committee of the Whole meeting held on April 23, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

Brad Sperling, Chair

Tyra Henderson, Corporate Officer

Draft



CANADIAN ENERGY SOLUTIONS FOR SUSTAINABLE PROSPERITY

Dawson Creek – April 23, 2020
Tristan Goodman President

OUR MISSION

ADVOCATE to constitutional governments, policy makers and regulators

COMMUNICATE our association's views to the public, and the news media

Partner with national and provincial voices that are naturally aligned with a forward thinking approach to energy development.



PROFILE IN CANADA

170 members from start-ups to multi billion-dollar public companies

65,000 wells producing 1.5 million /day of crude oil, natural gas and liquids

20% of Canadian production

40% of Montney Duvernay and Deep Basin Production

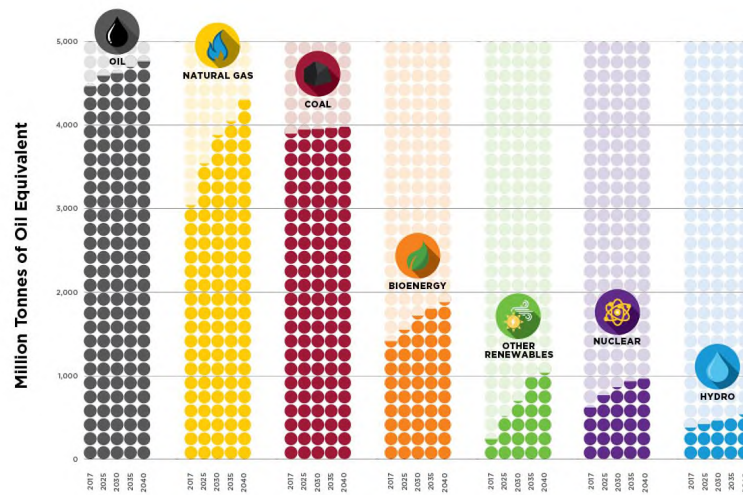
50% natural gas in Canada

6 of top **10** operators in 2019 (meters drilled) in Western Canada



3

Energy DEMAND



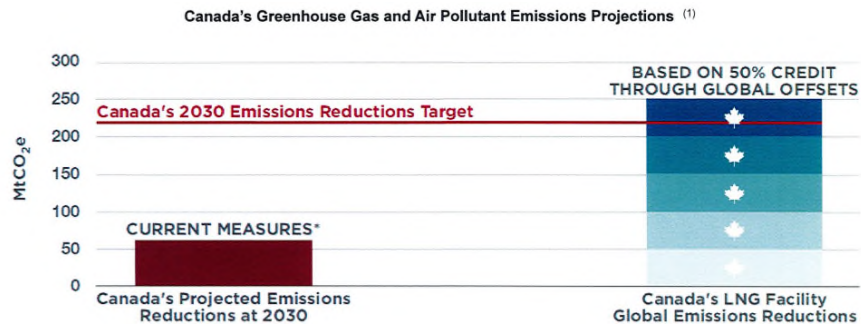
(IEA, World Energy Outlook 2019, New Policies Scenario)



4

NEED FOR CANADIAN LNG

- Gas producers will capture much higher prices in international markets
- Canadian **LNG** can help reduce global CO₂ emissions



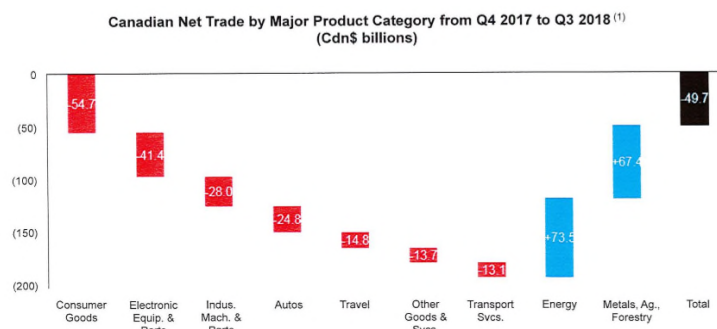
(CAPP, 2019)

OIL AND GAS IMPORTANCE IN CANADIAN ECONOMY

- Third largest industry in Canada
- Energy contributed to approx. \$213 billion to the Canadian economy 2017 (11% of national GDP)



CANADA'S CURRENT TRADE DEFICIT



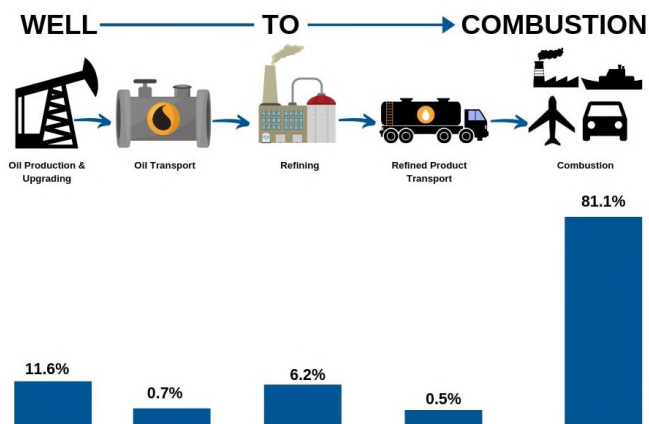
(1) Source: Macquarie Macro Strategy (January 2019); Statistics Canada.

Canada's Current Trade Deficit Is Driven by Non-resource Deficits

- Energy is the **biggest** net contributor to Canada's balance of trade

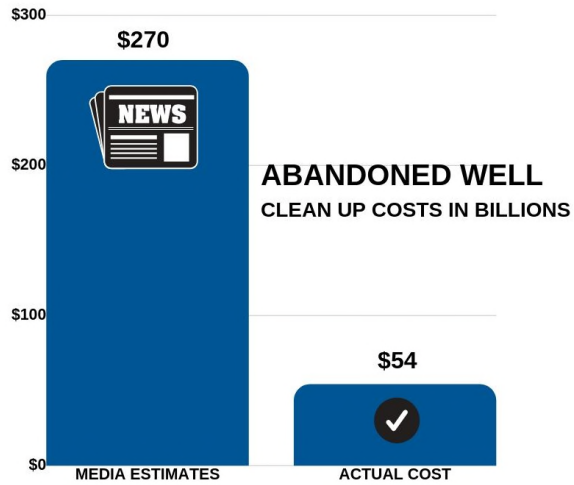
COMBUSTION ACCOUNTS FOR BULK OF OIL CO2 EMISSIONS

Estimated Well-to-Combustion GHG Emissions from Crude Oil
(ARC Energy Research Institute)

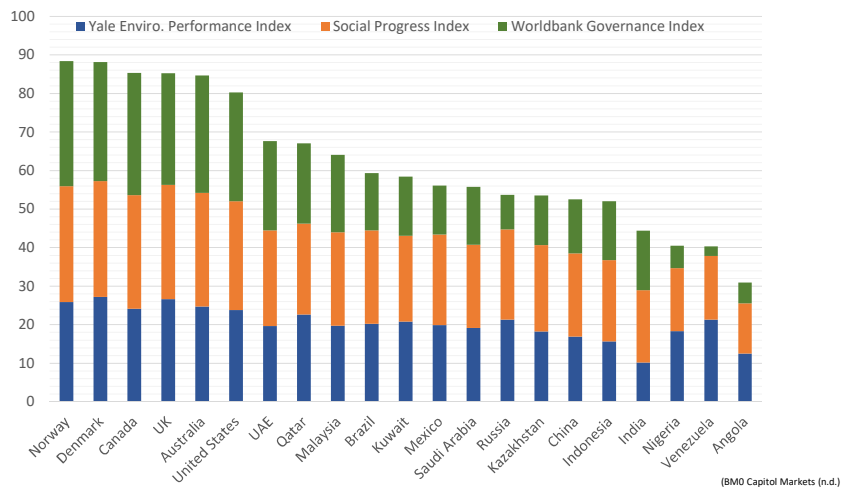


- Canada accounts for 1.6% of world's GHG emissions, down from 2.0% in 2015 (IEA)

ABANDONED WELL CLEAN-UP



CANADA HAS AMONG THE HIGHEST ENVIROMENTAL, SOCIAL AND GOVERNANCE STANDARDS



(BMO Capital Markets (n.d.))

EPAC

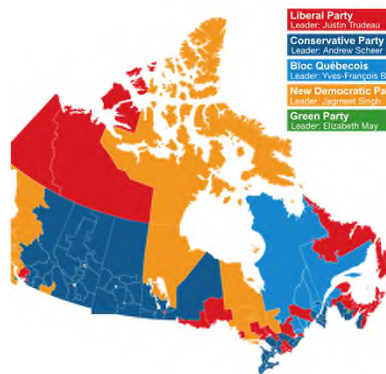
APPROACH:

- Highly focused member driven organization
- Focus on Constitutional Authorities, Regulators, Transportation/Finance Entities and Courts
- Business focused advocacy
- Work closely with Partners with mutual alignment (usually Ottawa based groups)
- Focus on broad business issues impacting provinces or confederation rather than company specific concerns
- Collaborate with all Provincial and Federal Governments regardless of political party affiliation (we are highly non-partisan)



11

FEDERAL EPAC PRIORITIES



- ENHANCING COMPETITIVENESS
- MARKET ACCESS: TMX / LINE3&5
- IMPACT ASSESSMENT ACT
- GHG OUTPUT ALLOCATION
- SPECIES AT RISK LEGISLATION
- CLEAN FUEL STANDARD
- C-69 IMPLEMENTATION
- LNG
- Support Programs

FEDERAL AGENDA

- Fight Climate Change
- Indigenous Reconciliation
- Strengthen Middle Class
- Pass US MCA
- National Unity



12

FEDERAL CABINET

INTERGOVERNMENTAL

Chrystia Freeland

ENERGY

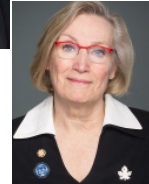
Seamus O'Regan

ENVIRONMENT

Jonathan Wilkinson

INDIGENOUS

Carolyn Bennett



B.C. EPAC PRIORITIES

- UNDRIP LEGISLATION
- LOW CARBON INDUSTRIAL STRATEGY
- INDIGENOUS PARTNERSHIPS
- RESTORATION FRAMEWORK
- LNG OPPORTUNITY
- DEEP WELL ROYALTY PROGRAM
- LIABILITY FRAMEWORK
- HYDRAULIC FRACTURING REVIEW
- INDUCED SEISMICITY

PROVINCIAL AGENDA

- Climate Change
- Indigenous Reconciliation
- Social Issues (housing, mental health, restoring education funding)

B.C.

CABINET

PREMIER
John Horgan

ENERGY
Bruce Ralston

ENVIRONMENT
George Heyman


JOBS & ECONOMY
Michelle Mungall








15



EPAC

The Explorers and Producers
Association of Canada™
*L'association des explorateurs
et producteurs du Canada^{inc}*

CANADIAN ENERGY SOLUTIONS FOR SUSTAINABLE PROSPERITY


16

**TOWN OF HIGH LEVEL
10511 - 103 STREET
HIGH LEVEL AB T0H 1Z0**

Bill to:

Ship to:

PEACE RIVER REGIONAL DISTRICT
ATTN: SUZANNE GARRETT
CORPORATE SERVICES

Subtotal	\$1,000.00
Misc	\$0.00
Tax	\$0.00
Total	\$1,000.00



**MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA
AUTHORIZING RESOLUTION OF MEMBERS**

WHEREAS the Municipal Finance Authority Act, RSBC 1996 c 325 provides that a resolution that is approved in writing by a majority of the Members is as valid as if it were passed at a meeting of the Members properly called and constituted,

BE IT RESOLVED THAT:

1. REQUESTS FOR FINANCING, AUTHORITY BORROWING RESOLUTION NO.157, 2020

The Members of the Authority approve Authority Borrowing Resolution No.157,2020 authorizing the issue and sale of debentures, as outlined in the requests for financing accompanying this resolution.

Please respond by email to mfa@mfa.bc.ca by **Friday, May 8th by 12:00 pm** that you are either **IN FAVOUR** of, or **WITHOLD** your consent to, the above resolution.

If you have questions regarding this, please email us at mfa@mfa.bc.ca.



To: Members of the Authority

From: Peter Urbanc, Chief Executive Officer
Shelley Hahn, Chief Services Officer
Matthew O’Rae, Chief Financial Officer

Date: April 30, 2020 Meeting Date: May 8, 2020

Subject: Requests for Financing, Authority Borrowing Resolution No. 157, 2020

RECOMMENDATION

That the Members of the Authority review the mid-year requests for financing, and approve Authority Borrowing Resolution No.157,2020 authorizing the issue and sale of debentures as outlined.

PURPOSE

To present the outstanding requests for financing, and to request approval for Authority Borrowing Resolution No. 157, 2020.

BACKGROUND

The attached Authority Borrowing Resolution, if approved by Members, would allow MFA to potentially provide new long-term capital loans to some clients prior to the traditional fall window, which immediately follows the Semi-Annual Meeting.

Access to the capital markets has normalized since the MFA’s Spring bond issue in early April, when we were the first government issuer in Canada to successfully launch a publicly offered security since the significant market correction in late February. However, the markets could very well become unstable again in 2020, for example if COVID-19 has a resurgence in the fall - as many health authorities are warning.

With that risk in mind, we are considering accessing the capital markets earlier to support new client loans prior to the regularly scheduled fall intake of long-term loans. Funding a portion of new loan requirements in advance (say in May or June) would reduce the size of the expected fall new bond issue and would ensure access to long-term financing for our clients while markets

are amenable. Further, this helps maintain maximum capacity in the short-term lending programs for new construction or revenue anticipation loans. Remember that the MFA's short-term funding program supports both borrowing for short-term operational client requirements (via Revenue Anticipation lending) AND short-term capital-related borrowing requirements when clients need money earlier than our two, traditional long-term capital borrowing windows in March/April and September/October.

Request for financing, Section 9 of the Municipal Finance Authority Act states:

"The authority must review the outstanding requests for financing, and in consideration of the relevant market and economic conditions, may authorize the issue and sale of securities to raise a specified amount in the manner determined by the trustees."

Requests for financing are contained in the proposed Authority Resolution No. 157, 2020 attached as Appendix "A" to this report.

The borrowing requests for regional districts and municipalities contained in this Resolution have been reviewed through the Ministry of Municipal Affairs and Housing as to their legal validity as well as a review of the local governments' financial capacity to incur the borrowing.

The new loan requests total \$185,987,360. The proposed Authority Resolution authorizes the Board of Trustees to issue securities to realize net proceeds up to \$190 million.

Management and Trustees, in consideration of relevant market and economic conditions are confident that adequate financing can be raised to support the requests for financing.

Appendix "A"

MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

AUTHORITY BORROWING RESOLUTION NO. 157, 2020

A RESOLUTION TO REALIZE NET PROCEEDS
NOT TO EXCEED \$190,000,000

WHEREAS the Municipal Finance Authority of British Columbia is to provide financing of capital requirements for regional districts and their member municipalities;

AND WHEREAS the Municipal Finance Authority of British Columbia has received requests for financing for the following:

Appendix "A"

MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

REQUESTS FOR FINANCING - Special Issue 2020

Municipalities and Regional Districts

Local Government	L/A Bylaw	S/I Bylaw #	Purpose	Term	Individual Amount	RD Amount
<u>Metro Vancouver Regional District</u>						
Langley (Township)	5507	1307	McLeod Athletic Park capital improvements	20	1,919,000.00	
Langley (Township)	5508	1307	Land acquisition	30	16,398,360.00	
Langley (Township)	5509	1307	Strategic land acquisition	30	67,670,000.00	
GVSD	321	1276	Wastewater infrastructure	15	100,000,000.00	
Total for Metro Vancouver Regional District						\$ 185,987,360

Appendix "A"

NOW THEREFORE the members of the Municipal Finance Authority of British Columbia (the "Authority") resolve as follows:

1. The Board of Trustees of the Municipal Finance Authority of British Columbia (the "Trustees") is hereby authorized to borrow from time to time such sums or amounts of money and issue, by a debenture, or by one or more series of debentures, or other forms of indebtedness ("debenture" or "debentures") in respect of any or all of such sums or amounts of money, as, after payment of any discount and the costs of issue and sale will realize the net sum of up to one hundred and ninety million (\$190,000,000) in lawful money of Canada (provided that the Trustees may borrow all or part of such amount in such currency of such countries as the Trustees may determine but the aggregate amount in lawful money of Canada and in Canadian dollar equivalents so borrowed shall , as, after payment of any discount and the costs of issue and sale, will realize the net sum of up to \$190,000,000 Canadian dollars) at such interest and with such discounts or premiums and expenses as the Trustees may deem appropriate in consideration of the market and economic conditions pertaining. The term of borrowing for the refinancing portion of the debenture can be determined separately by the Trustees and the Secretary-Treasurer of the Municipal Finance Authority of British Columbia.
2. Any debenture or debentures shall bear interest from a date specified therein, which date shall be determined by the Trustees and shall bear interest at a rate to be determined by the Trustees and shall be payable as to interest and principal at such time and such place and in such currency of such countries as the Trustees may determine and may be redeemable in advance of maturity at such time and at such price as the Trustees may also determine.
3. The debentures of the Authority and any interest coupons shall be in the form and shall be signed, countersigned and sealed in accordance with the provisions of the Municipal Finance Authority Act of British Columbia.
4. The Chair of the Authority or the Secretary-Treasurer, or the Deputy Secretary or the Deputy Treasurer, are hereby authorized to enter into agreements with the regional districts providing for the payment by the regional districts to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowing.

Appendix "A"

5. The Trustees may apply for a Certificate of Approval for the Trustees Borrowing Resolution and Debentures.

6. The Trustees are hereby further authorized to take such actions and pass all necessary resolutions as are required to give effect to the intent and meaning of this Resolution.

7. This Resolution may be cited as "AUTHORITY BORROWING RESOLUTION NO. 157, 2020".

Dated at this 8th day of May 2020.

Received DC Office May 1, 2020

From: dkane@pris.ca <dkane@pris.ca>
Sent: Friday, May 1, 2020 8:05 AM
To: Tyra Henderson <Tyra.Henderson@prrd.bc.ca>
Subject: Request for Letters of Support: Sue's Collection

Hi Tyra, hope this finds you and yours doing well and staying safe.

Together with the FSJ Community Arts Council, the Peace Liard Regional Arts Council is submitting a grant to the BC Arts Council for funding to create an online archive, in Sue Popesku's name, of her substantial collection of arts and culture documents. We are wondering if the Peace River Regional District might be willing to write a letter of support for this grant? The letter would just need to speak to the value of such a project and the abilities of the PLRAC to carry this out. We would be administering the creation of the online system and working with the FSJ Museum and the FSJ Community Arts Council, we would hire staff to categorize and curate the collection and then have students through a work program do the scanning and uploading to the system. Once completed, we are hoping that an organization such as the FSJ Museum might then take it over.

Below is a summary that can be used in creating the letter of support. The archive would be similar to this one www.calverley.ca . Deadline for letters of support is May 11th (grant deadline is May 15th) and should be addressed to the BC Arts Council but **submitted to me via email**.

On April 19, 2020, Fort St. John lost one of its most devoted and beloved community builders, Sue Popesku. To quote the newspaper article <https://www.alaskahighwaynews.ca/fort-st-john/dynamo-sue-popesku-remembered-for-devotion-to-fort-st-john-1.24121001> published after her death, "If you can name it, Popesku was likely to have had her hand in it." The Peace Liard Regional Arts Council and the Fort St. John Community Arts Council would like to work together to create, in Sue's name, an online archive of her substantial collection of arts and culture material. The archive will be a valuable resource documenting the history of arts and culture in northeast BC over the past half century, and, once created, will be used as an ongoing repository for documents related to arts, culture, and heritage in northeast BC.

Thanks for your consideration, and please let me know if you have any questions at all, Donna

Donna Kane, BA, MFA
Executive Director, PLRAC
Box 27
Rolla, BC V0C 2G0
Phone: (250) 719-9225
Email: dkane@pris.ca
PLRAC Website: www.peaceliardarts.org
Personal Website: www.donnakane.com
PLRAC Facebook: <https://www.facebook.com/peaceliardregionalartscouncil/>

The Peace Liard Regional Arts Council is grateful to Treaty 8, on whose traditional territory we reside.



DIRECTOR REPORT

To: Chair and Directors

Report Number: DR-BRD-001

From: Chair Sperling

Date: April 28, 2020

Subject: Socio Economic & Caribou Recovery Related Land Use Objective Stakeholder Committee

PURPOSE / ISSUE:

To discuss the Regional Board's participation in the Socio Economic and Caribou Recovery Related Land Use Objective Stakeholder Committees.

RECOMMENDATION: *[Corporate Unweighted]*

That the Regional Board appoint the Chair and Vice-Chair to the Socio Economic and Caribou Recovery Related Land Use Objective Stakeholder Committees.

BACKGROUND/RATIONALE:

On January 23, 2020, the Regional Board passed the following resolution:

That the Regional Board support the District of Chetwynd by advising the Honourable John Horgan, Premier of BC, that it will not participate in the following scheduled caribou related working group meetings:

- Snowmobile Advisory Committee (January 23, 2020 in Dawson Creek)
- Land Use Objectives Stakeholder Committee & Socio-Economic Advisory Committee (January 24, 2020 in Chetwynd)

unless local government is awarded a seat on the Caribou Recovery Related Committee specified in the Partnership Agreement to Recover the Central Group of Southern Mountain Caribou, or a meeting of the Leaders' Table is called and local government is provided information that local government will be provided the opportunity to participate in the Partnership Agreement, other than through separate advisory committees

The January 24th meetings were not attended by PRRD representatives, as per the resolution.

In April of 2020, Dave Muter, Executive Director, Species at Risk Recovery, provided the Regional Board with a terms of reference for both the Caribou Recovery Related Land Use Objective Stakeholder Committee and the Socio Economic Committee. The purpose of these committees is to provide a setting for conversations and information sharing with the BC representative on the Technical Working Group (TWG); this includes:

1. Keeping the Committee members informed of the progress and outputs of the TWG.
2. Providing information to BC government staff representing on the TWG.
3. Providing input into the Caribou Recovery Related Land Use Objective development through the BC representative in Phase 1, and directly through the Committee members in Phase 2.
4. Working with the BC representative and the TWG towards consensus on the Caribou Recovery Related Land Use Objective for submission to the Province.
5. Review the work done by Big River Analytics and provide recommendations to BC and Canada on further analysis that is needed to understand the impacts of the Partnership Agreement and plan mitigation strategies.
6. Discuss and provide recommendations on the structure and approach for worker, community supports, and compensation needed to mitigate the impacts of the Partnership Agreement.
7. Provide recommendations on ongoing monitoring and reporting on socio-economic impacts in the area as a result of the Partnership Agreement.

Attachments:

1. Partnership Agreement Caribou Recovery Related Land Use Objective Stakeholder Committee Presentation
2. Partnership Agreement Caribou Recovery Related Land Use Objective Stakeholder Committee Terms of Reference - DRAFT
3. Partnership Agreement Socio Economic Committee Terms of Reference - DRAFT

A caribou with small antlers is standing in a snowy field. The caribou is facing left and has a collar around its neck. The background consists of snow-covered evergreen trees.

Partnership Agreement Caribou Recovery Land Use Objective Stakeholder Committee

Chetwynd
January 24

Outline

1. Background and context
2. Discuss and confirm the purpose of Stakeholder Committee
3. Discuss the approach that the committee will take in completing its work
4. Timeline and key milestones

Meeting approach

Mutual Understanding and Openness

- Strive for mutual understanding of each other's interests and perspectives on issues.
- Share information that will help us to build and maintain healthy community relationships.
- Recognize that the need for openness will have to be balanced at times with the need to protect confidential information.

Communication and Trust

- Recognize that by sharing information and jointly developing effective communication we can build and maintain trust in our relationships

Respect

- The Committee will be a facilitated forum for a respectful and frank exchange of information

The Goal of Caribou Recovery

Why are we here

Canada, BC, West Moberly and Saulneau First Nations have recognized the urgent need to take action on caribou recovery.

The Partnership Agreement provides a framework for government to government to government cooperation in the recovery of the central group of Southern Mountain Caribou.

This framework is guided by a shared understanding that:

- Southern Mountain Caribou is listed as threatened under the federal *Species at Risk Act* and the Minister of Environment and Climate Change Canada has determined that there is an imminent threat to their recovery.
- The need to protect habitat is key to the recovery and conservation of caribou.
- BC and Canada are committed to fully adopting and implementing the UN Declaration on the Rights of Indigenous Peoples and the Calls to Action from the Truth and Reconciliation Commission of Canada.
- Indigenous people play an important role in wildlife stewardship and indigenous perspectives and participation should inform all aspects of the Partnership Agreement.

Land Use Objectives, Why Partnership Agreement

Shared Recovery Objective of the Partnership agreement

“immediately stabilizing and expeditiously growing the population of the Central Group to levels that are self-sustaining and support traditional aboriginal harvesting activities, consistent with existing Aboriginal and Treaty rights.”

12. *The Parties anticipate management of Zone A1, B1 and B4 will provide for the following:*
 - c. *provincial decision making that will:*
 - vi. *ensure compliance with the Caribou Recovery Related Land Use Objectives scheduled to this Partnership Agreement.*
22. *British Columbia has identified draft Caribou Recovery Related Land Use Objectives as set out in Schedule 2. The Parties agree to establish a Technical Working Group (TWG) with a mandate to develop Caribou Recovery Related Land Use Objectives for the Parties according to the terms of reference set out in Schedule 3,*

Land Use Objectives, Why

Provincial objectives

Caribou Program goals

- Reverse the decline of woodland caribou where it is feasible to do so;
- Achieve a stable to increasing population of identified woodland caribou herds;
- Demonstrate reasonable efforts to meet the *Species at Risk Act* caribou recovery strategy;
- Provide increased certainty for the natural resource sector in B.C.;
- Ensure resources are efficiently allocated, coordinated and prioritized to those actions and activities that achieve demonstrable caribou recovery objectives; and,

Land Use Objectives, How?

- *Land Act*
- *Government Action Regulation*
- *Environmental Land Use Act*
- *Other?*

Land Use Objectives, How?

Land Act

Minister may establish *Forest and Range Practices Act* objectives by order

93.4 (1) For the purposes of the *Forest and Range Practices Act*, the minister by order may establish objectives for the use and management of

- (a) Crown resources,
- (b) Crown land, or
- (c) private land that is subject to a tree farm licence, woodlot licence or community forest agreement.

(2) An order of the minister under subsection (1) may apply in respect of Crown resources or Crown land, whether or not the Crown resources or Crown land are also the subject of a designation made or an objective established by the Lieutenant Governor in Council under this Part.

Land Use Objectives, How?

Government Action Regulation

General wildlife measures

9 (1) The minister responsible for the *Wildlife Act* by order may establish a general wildlife measure, to be applied to a specified area, for a category of species at risk, regionally important wildlife or specified ungulate species, if satisfied that

- (a) the measure is necessary to protect or conserve the species in the category in the area to which the measure relates, and
- (b) this regulation or another enactment does not otherwise provide for that protection or conservation.

Orders of Lieutenant Governor in Council

7 (1) On the recommendation of the committee, and despite any other Act or regulation, the Lieutenant Governor in Council may make orders the Lieutenant Governor in Council considers necessary or advisable respecting the environment or land use.

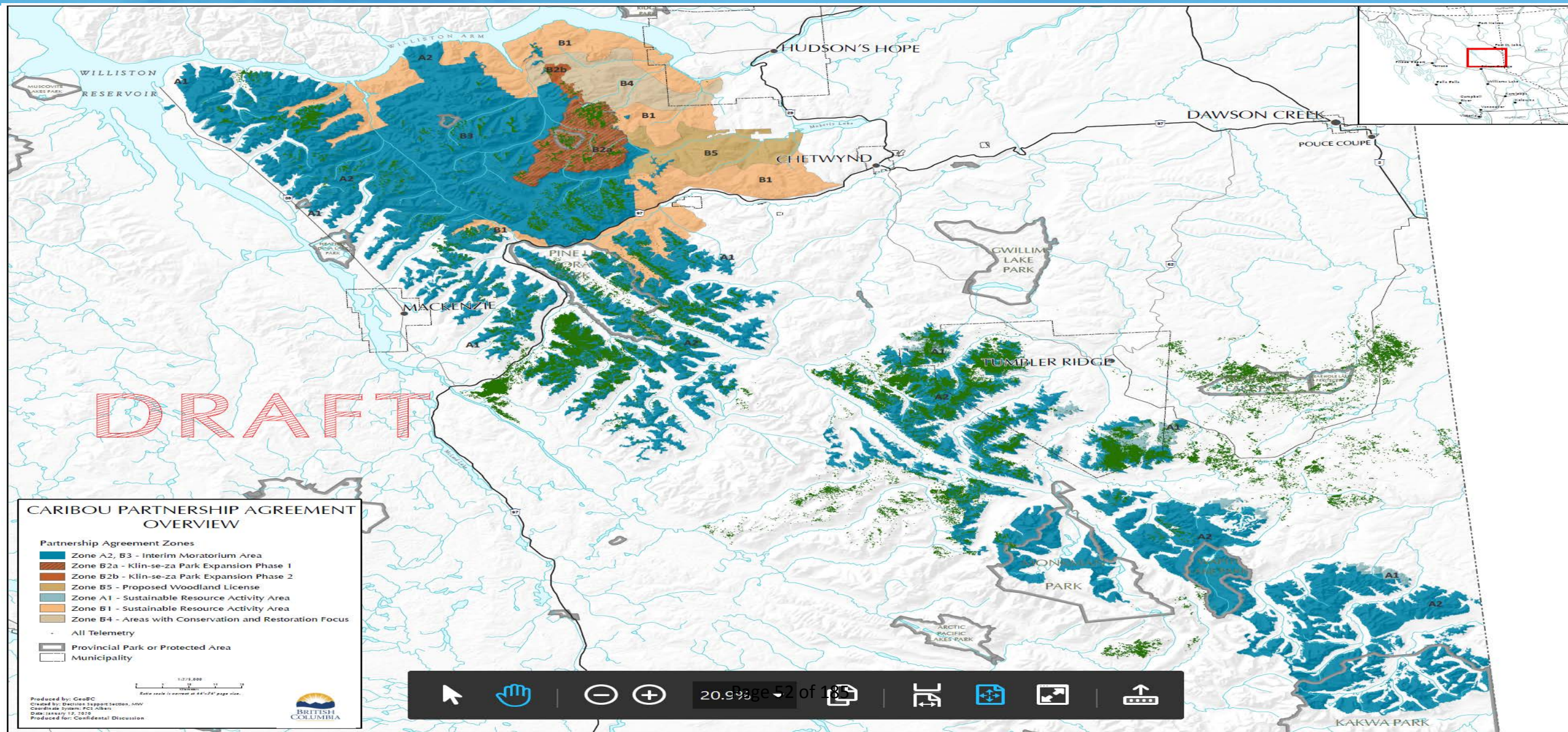
(2) A minister, ministry or agent of the Crown specified in an order under subsection (1) must not exercise a power under any other Act or regulation except in accordance with the order.

Land Use Objectives

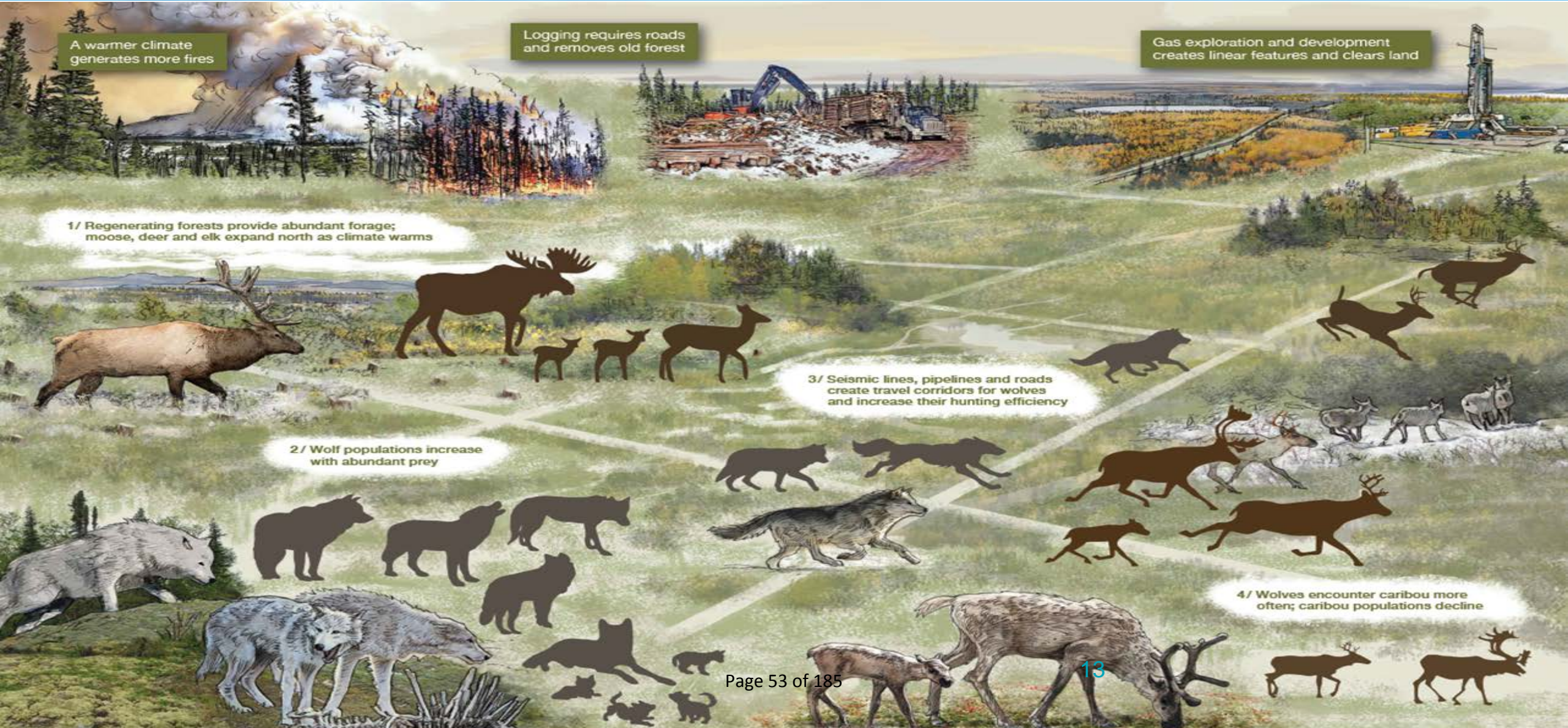
Guiding Principles

1. When combined with other recovery measures contribute to, immediately stabilizing and expeditiously growing the population of the Central Group to levels that are self-sustaining and support traditional aboriginal harvesting activities, consistent with existing Aboriginal and Treaty rights.
2. Minimize impacts to Annual Allowable Cuts (AAC).
3. Objectives must be clear and achievable by the industrial resource users.

Land Use Objectives, Where?



Impacts on Caribou Populations



Land Use Objectives, Drafts

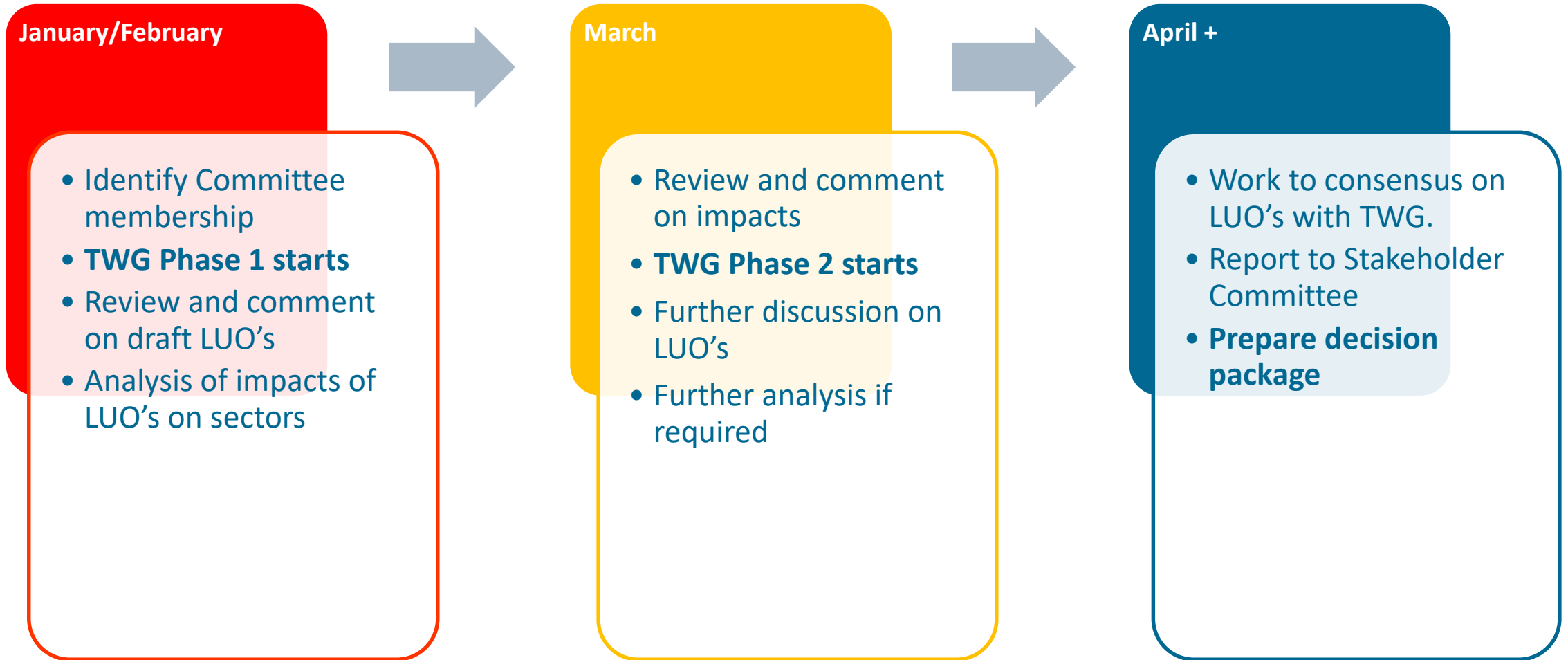
Schedule 2 of the Partnership Agreement

1. To address the adverse effects of unsustainable predation pressure on caribou:
 - the amount of early seral habitat that contributes forage to moose (to be defined) must not exceed [tbd]% of the planning unit (to be defined).”
2. To address fragmentation of defined critical habitat areas, and disturbance that contributes to primary prey forage production:
 - the amount of linear development in critical habitat must not exceed [tbd] km/km². If this limit is currently exceeded, the proponent must demonstrate how the level will be decreased to net neutral or positive for caribou by March 31, 2029.

Purpose of the Stakeholder Committee

1. Provide information to BC government staff representing on the Technical Working Group.
2. Keep committee members informed of the progress and outputs of the Technical Working Group.
3. Provide direct input into the Caribou Recovery Land Use Objectives.
4. Work with the Technical Working Group to come to consensus on proposed measures.

Timeline and Key Milestones



Stakeholder Committee Next Steps

Tentative short term approach

1. Identify membership for the LUO Subcommittee, January 31st
2. Develop draft Terms of Reference from conversations today.
3. Conference call, February 6th
 - Review and finalise Terms of Reference
 - Review draft LUO's and discuss input/impact/feedback on those objectives.
 - Update on progress of the TWG.
 - Develop meeting schedules and objectives
4. F2F or Conference call, Feb 13th or 14th Update on work of the TWG,
 - Review any updates on LUO's
 - Review or discuss analysis of impacts

END

Terms of Reference

Caribou Recovery Land Use Objectives - Stakeholder Committee

– Last Updated: February 28th, 2020

Background: B.C currently has two agreements for caribou recovery:

- 1) **Section 11 Agreement:** Parties include Environment and Climate Change Canada (ECCC) and the BC Government (BC) and the scope of the Agreement includes all Southern Mountain Caribou herd areas in the province. The Section 11 Agreement serves as a work plan outlining conservation measures that ECCC and BC believe will advance caribou recovery. The Section 11 is “higher level” than the Partnership Agreement and outlines overarching agreement principles and broad recovery commitments from BC and ECCC.
- 2) **Caribou Recovery Partnership Agreement** (the “Partnership agreement”): Parties include ECCC, BC, West Moberly First Nation (WMFN) and Saluteau First Nation (SFN) and the scope of the agreement is the Central Group, see grey area on map in Appendix I. Unlike the S.11 Agreement, The Partnership Agreement includes specific and immediate protection measures.

Further information is available at <https://engage.gov.bc.ca/caribou>.

The Partnership agreement identifies the intent of creating Caribou Recovery Related Land Use Objective (CRRLUO) that would apply to the zones of Sustainable Resource Activity (A1 and B1) and Restoration and Conservation focus (B4) identified in Appendix I. The process for developing these draft CRRLUO is identified in the Partnership Agreement and is attached in Appendix III. The process involves a Technical Working Group (TWG) to develop these CRRLUO through two phases. Phase 1 is work done by the group to develop draft CRRLUO. Phase 2 involves engaging with stakeholders and Communities with a view to come to consensus on the CRRLUO. The TWG has no decision-making powers, the work of this process will help inform Parties to the Partnership Agreement and recommendations to Provincial Government decision makers.

Purpose: The purpose the Committee is to provide a venue for conversations and information sharing between the committee and the BC representative on the TWG defined in the Partnership agreement. This will include:

1. **Keeping the committee members informed of the progress and outputs of the TWG:** The committee will be used by the BC representative to provide information to committee members on the progress of the TWG. This may include, early drafts of orders, discussions regarding potential options being considered and any initial analysis of impacts.
2. **Providing information to BC government staff representing on the TWG:** The committee will be used to ensure the BC representative is informed of all concerns and advice of the Stakeholders and Community's. The Committee members will provide information and guidance that will allow the BC representative to be well informed through discussions with the TWG. This early information sharing will help ensure the draft CRRLUO consider information provided by the committee.
3. **Provide input into the CRRLUO development through the BC representative in Phase 1 and directly through the committee members in Phase 2:** Information received from the Committee will be used by the BC representative to directly influence draft objectives in Phase 1. In Phase 2 there is a direct venue for stakeholders and community leaders to provide direct input into the CRRLUO.
4. **Work with the BC representative and the TWG towards consensus on CRRLUO for submission to the province:** During Phase 2, the TWG will meet with the stakeholder group and discuss the draft Caribou Recovery Related Land Use Objectives with a view to reaching consensus on appropriate measures (or a range of appropriate measures).

The relationship between the committee and the TWG is graphically explained in Appendix II.

Terms of Reference

Caribou Recovery Land Use Objectives - Stakeholder Committee

– Last Updated: February 28th, 2020

Meetings:

Two types of meetings will be utilized by the committee:

Update meetings: These meetings will be completed by conference call and will be used to provide updates to any work of the TWG in drafting CRRLUO in phase 1 and provide information that does not require extensive discussion. The frequency of these meetings will be bi-weekly and may be cancelled if replaced by a CRRLUP Committee meeting or if the chair and members agree that no new information is required, and a meeting is not necessary.

CRRLUP Committee meetings: These meetings will normally be in person and will be used to have deeper discussions on any draft CRRLUO, analysis and progress of the TWG. The location will be decided by the chair with feedback from the committee members. The frequency of these meetings will be guided by the progress of the TWG, but the intent is to meet monthly at a minimum.

Membership:

Provincial government members: Will include provincial member of the TWG as well as Caribou experts and may include Regional staff of effected Ministries.

Committee Chair: Will be appointed by the Committee.

Co-Chairs:?? To be discussed by the group?

Sector members: Will comprise of companies and organizations who have active tenure or business interests within the Partnership agreement area.

Local government members: Each Community and Regional District located with the Partnership agreement area will be invited to participate in the committee.

Other: Other members may be invited to participate as a full member or an observer. The Committee chair is responsible to decide on the involvement of other members?

The detailed membership list is as follows:

INSERT TABLE ONCE COMPLETE

Agenda and Minutes:

The agenda and meeting minutes will be the responsibility of the committee chair(s). Agendas will be circulated at least 1 week in advance of applicable meetings. Meeting minutes will be circulated and reviewed for accuracy by committee members. Generally, an agenda will not be provided prior to an CRRLUOP update meeting but summary minutes will be taken. Meeting minutes will be circulated to the TWG and Ministry executives once accuracy is confirmed.

Time Line and Expected Outcomes:

The timing to complete the work of the committee will be defined by the progress of the TWG.

Phase	Outcome	Estimated Date
Phase 1	Draft CRRLUO agreed to by the TWG	May 1, 2020
Phase 2	Engagement with stakeholders and Community leads.	June, 2020
	Adjustments (if required) and consensus amongst parties.	August, 2020
	TWG report out and recommendations to Partnership agreement parties.	September, 2020

Linkages to other agreement and processes

Dawson LRMP – Dated 10 years old

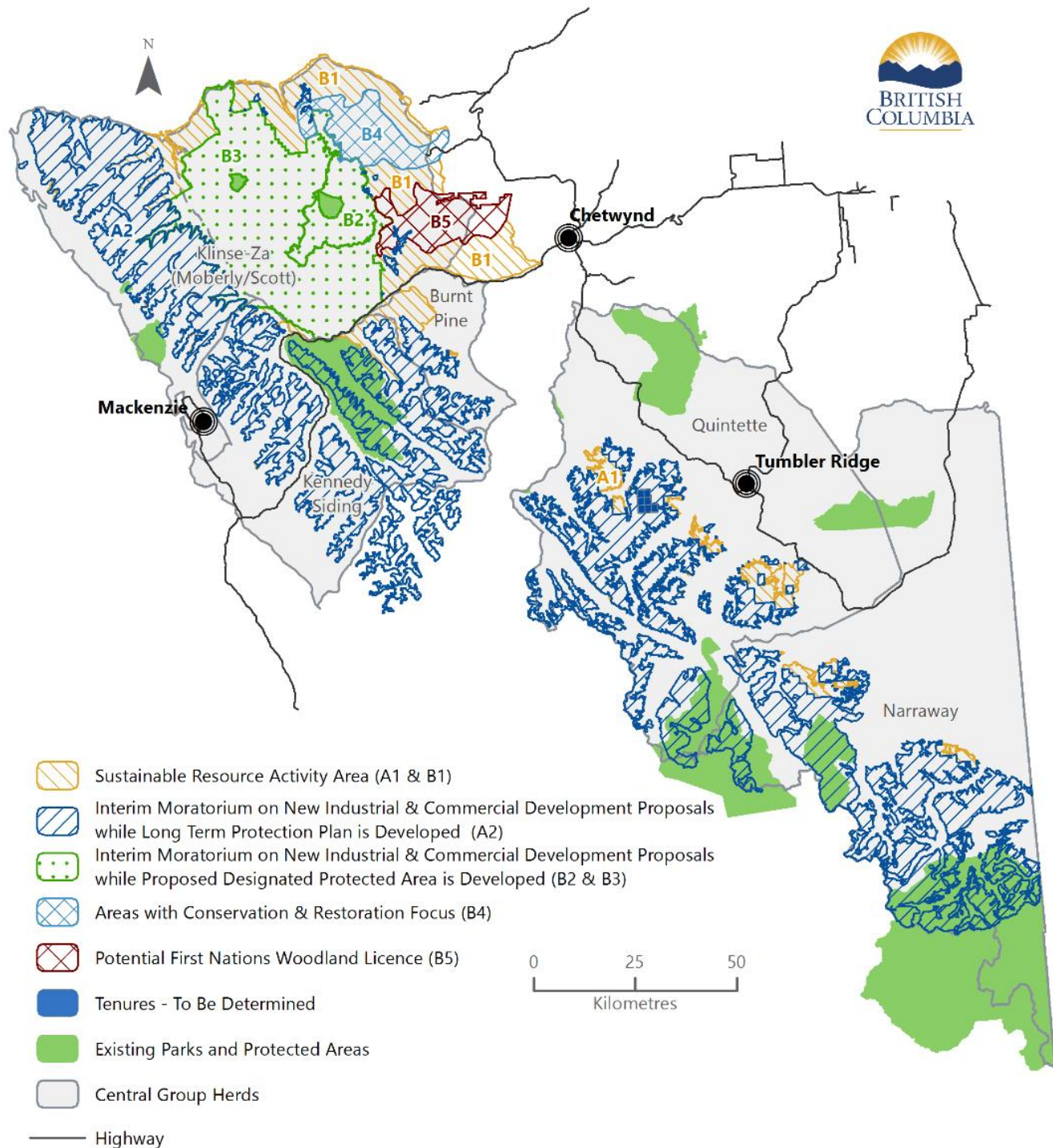
RSEA

Terms of Reference

Caribou Recovery Land Use Objectives - Stakeholder Committee

– Last Updated: February 28th, 2020

Appendix I –Partnership Agreement Overview Map



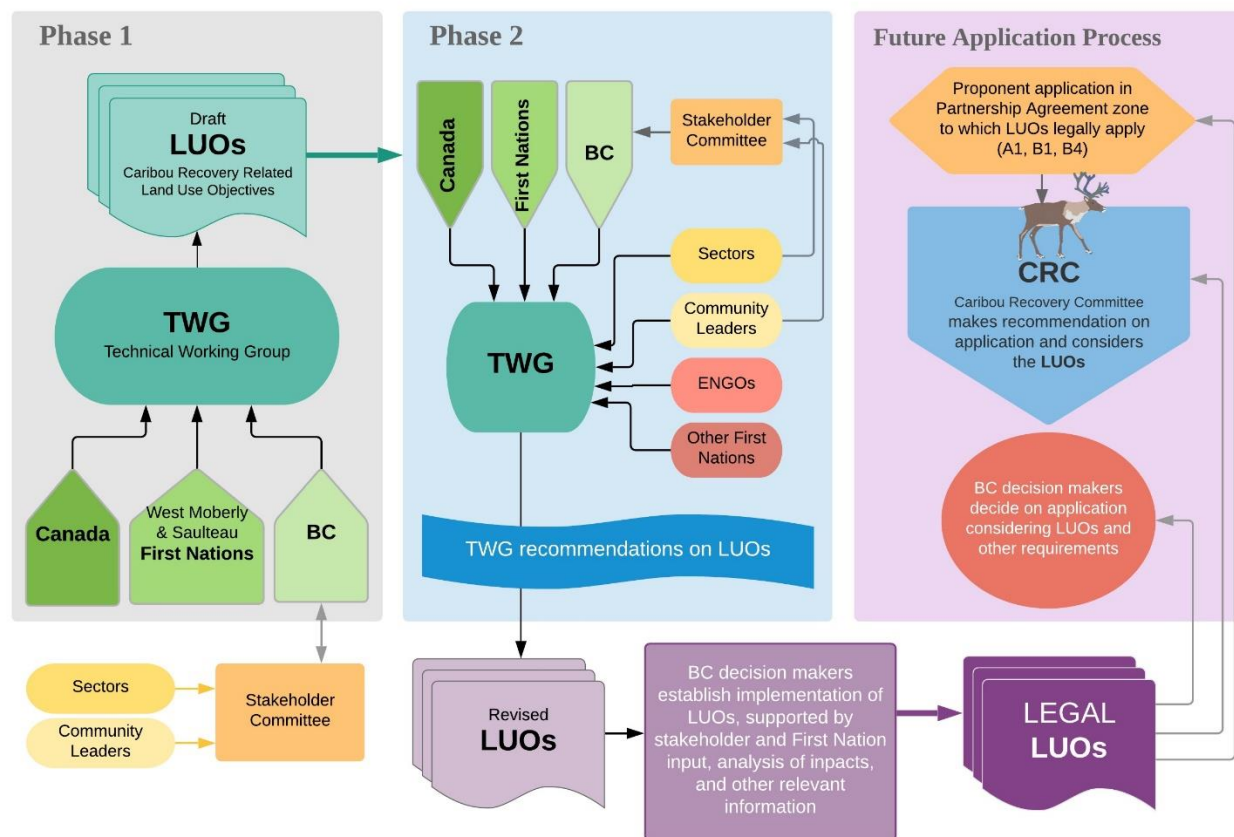
Terms of Reference

Caribou Recovery Land Use Objectives - Stakeholder Committee

– Last Updated: February 28th, 2020

Appendix II –Graphical representation of the Stakeholder Committee relationship to CRRLUO and TWG

Partnership Agreement



Phase 1

- The TWG is formed with at least one member from each of the Parties to the PA
- The Stakeholder Committee is formed with representation from local government & the resource sectors
- The role of the Stakeholder Committee in Phase 1 is:
 - Information sharing & communication with the BC member of the TWG
 - Initial advice & discussion regarding draft LUOs
- TWG develops draft LUOs

Phase 2

- After Phase 1 discussions, the Parties & the TWG will invite other organizations including ENGOS, other First Nations, local governments & the resource sectors to appoint one representative each with appropriate technical knowledge to contribute to the TWG
- The TWG and reps from the selected organizations will meet to discuss the draft LUOs with the intent of reaching consensus on appropriate measures
- The BC member of the TWG will continue to be guided by Stakeholder Committee information

Subsequent steps

- The TWG makes recommendations on LUOs to representatives of Parties
- If Parties agree with recommendations, the proposed LUOs will be forwarded to BC staff
- BC staff analyse LUO impacts & compile info for BC decision makers that considers stakeholder input, feedback from First Nations & other relevant info
- BC decision makers make determination on legal LUOs which are incorporated into regulations/orders
- New proponent applications are required to comply with legal requirements
- The CRC considers if applications are consistent with LUOs along with other criteria & provide recommendation to BC decision makers
- BC decision makers decide on applications while considering consistency with legal requirements, the CRC recommendations, as well as other relevant recommendations & advice

PA – Partnership Agreement

Parties to the PA – BC, Canada, Saulteau & West Moberly First Nations
 LUO – Caribou Recovery Related Land Use Objectives as identified in the PA

TWG – Technical Working Group as identified in the PA. Includes the Parties
 CRC – Caribou Recovery Committee as set out in the PA

Terms of Reference

Caribou Recovery Land Use Objectives - Stakeholder Committee

– Last Updated: February 28th, 2020

Appendix III –Central Group SMC Technical Working Group

FROM - Schedule 3 of the Caribou Recovery Partnership Agreement

Terms of Reference

The Parties agree that the conservation of the Central Group of the Southern Mountain Caribou should include consideration of new approaches to the management of the landscape within the range of the Pine, Narraway and Quintette Local Population Units (LPUs), and that each LPU (or subzone within an LPU) should be managed for specific outcomes to support caribou recovery. The identification of appropriate and effective Caribou Recovery Related Land Use Objectives is needed to establish the criteria by which each LPU or subzone will be managed. The Caribou Recovery Related Land Use Objectives identified by the Technical Working Group will be considered by the BC government for adoption into an appropriate regulatory measure, as per the Partnership Agreement.

The Parties agree that the work of the Technical Working Group should be undertaken in good faith, and be informed by analysis that is collaborative, transparent, reasonable and rigorous, using the best available knowledge, data and methods.

The Parties further agree that the work of the Technical Working Group will focus on ensuring consistency between the Caribou Recovery Related Land Use Objectives and the Shared Recovery Objective, while identifying the potential effects (or range of effects) on annual allowable cuts, with a view to understanding and managing potential effects on local and regional economies. The TWG may identify to the Parties that an impact analysis may be necessary for non-forestry sectors. The Parties will assess this recommendation and determine the appropriate approach to conducting any further analysis.

The Parties further agree that the Technical Working Group is intended to be a government-to-government committee of technical professionals, and that the work of the Technical Working Group may supplement other stakeholder engagement activities.

In undertaking work and discussions on Caribou Recovery Related Land Use Objectives, the Parties recognize that:

- a. The forest industry and the local and regional economies are affected by factors and trends unrelated to caribou recovery; and
- b. Caribou recovery and restoration measures can stimulate innovation, have positive economic effects, and be compatible with regional economic development.

Purpose

The identification, development and implementation of Caribou Recovery Related Land Use Objectives that support the achievement of the Shared Recovery Objective set out in section 1 of the Partnership Agreement, to be considered by the Province of BC as Land Use Objectives, taking into consideration their contribution to caribou recovery and potential economic effects on communities.

Terms of Reference

Caribou Recovery Land Use Objectives - Stakeholder Committee

– Last Updated: February 28th, 2020

Phase 1 - Technical Working Group

Each Party will appoint at least one representative with appropriate technical qualifications to contribute to the work of the Technical Working Group.

During Phase 1, the members of the Technical Working Group will meet and discuss the proposed Caribou Recovery Related Land Use Objectives with a view to reaching consensus on appropriate measures (or a range of appropriate measures) and next steps.

Once the Technical Working Group has agreed to the measures (or range of appropriate measures), the Technical Working Group may submit the proposed measures and related information to an independent expert with recognized qualifications in caribou recovery for peer review and comment.

Phase 2 – TWG Engagement with Stakeholders and Peer Review

After the completion of Phase 1 discussions, the Parties and the TWG will invite other organizations and technical experts to engage with the TWG and provide input into the proposed Caribou Recovery Measures.

The Parties and the TWG will seek to invite representation from organizations selected to represent a balance of stakeholder interests, and subject matter expertise, including local government, industry, First Nation, and environmental organizations.

Each of the selected stakeholder organizations will be invited to appoint one representative with appropriate technical knowledge to contribute to the purpose of the Technical Working Group.

During Phase 2, the TWG will meet with the stakeholder group and discuss the draft Caribou Recovery Related Land Use Objectives with a view to reaching consensus on appropriate measures (or a range of appropriate measures).

The TWG will then provide the Parties with a report on the work of the TWG, and the input received from stakeholders and the peer review process. The report will include recommendations to the Parties.

Timing

The Parties will make reasonable efforts to appoint their representatives on the Technical Working Group by around March 1, 2019.

The Technical Working Group will aim to complete Phase 1 and circulate a draft of the proposed Caribou Recovery Related Land Use Objectives to the Parties to the Partnership Agreement by around May 1, 2019.

The Parties will invite and the Technical Working Group will begin engaging with stakeholders beginning around June 1, 2019.

The TWG will aim to complete Phase 2 and submit a report to the Parties by around September 30, 2019.

Partnership Agreement Socio Economic Committee

Terms of Reference **DRAFT**

Background

Canada, BC, West Moberly and Sauteau First Nations have recognized the urgent need to act on caribou recovery in the South Peace region. The *Intergovernmental Partnership Agreement for the Conservation of the Central Group of Southern Mountain Caribou* (the Partnership Agreement) was signed on February 21, 2020 by BC, Canada, West Moberly First Nations and Sauteau First Nations. The Partnership Agreement provides a framework for government to government to government cooperation in the recovery of the central group of Southern Mountain Caribou and is guided by the shared understanding that:

- Southern Mountain Caribou are listed as threatened under the federal *Species at Risk Act* and the Minister of Environment and Climate Change Canada has determined that there is an imminent threat to their recovery.
- Engagement with communities, leaders and stakeholders is necessary to guide recovery actions.
- Sufficient Caribou habitat is a key recovery measure.
- BC and Canada are committed to fully adopting and implementing the UN Declaration on the Rights of Indigenous Peoples and the Calls to Action from the Truth and Reconciliation Commission of Canada.
- Indigenous people play an important role in wildlife stewardship and indigenous perspectives and participation should inform all aspects of the Partnership Agreement.

The Agreement also puts forward a shared recovery objective to immediately stabilizing and expeditiously growing the population of the Central Group to levels that are self-sustaining and support traditional aboriginal harvesting activities, consistent with existing Aboriginal and Treaty rights

In order to achieve the Shared Recovery Objective, the Partnership Agreement commits to protecting areas of caribou habitat from resource development activities and to putting in place management measures to guide sustainable resource development in surrounding areas. The protected areas are expected to have an impact on local economies as they will reduce future resource development. A decline in direct economic output for the forestry and mining sector will have a knock-on effect to related businesses and services and that support these industries and will also have an induced impact on other parts of a local economy. An economic decline in a region can have a significant impact on a community beyond the economic measures. Social impacts related to health, and community well being are often caused by economic decline in a region. In addition, the conservation measures in the Partnership Agreement may provide unique socio-economic benefits for the region in relation to tourism, recreation, ecosystem services, indigenous cultural values and food sustenance.

BC and Canada have committed to working with industry, communities and stakeholders to understand the socio-economic impacts of the Partnership Agreement and bringing forward support for impacted tenure holders, workers and communities. A draft socio-economic impact analysis has been completed by Big River Analytics, however the analysis is high level and will need further detail and input from industry, communities and stakeholders as well as factoring, where possible, any further action in this area related to new land use objectives committed to in the agreement.

Purpose:

The purpose of the Committee will be to:

1. Review the work done by Big River Analytics and provide recommendations to BC and Canada on further analysis that is needed to understand the impacts of the Partnership Agreement and plan mitigation strategies
2. Discuss and provide recommendations on the structure and approach for worker, community supports, and compensation needed to mitigate the impacts of the Partnership Agreement
3. Provide recommendations on ongoing monitoring and reporting on socio-economic impacts in the area as a result of the Partnership Agreement.

Principles

Mutual Understanding and Openness – it is anticipated that members of this Committee will have a diversity of interests and perspectives on caribou recovery and snowmobiling, Members will strive to gain a mutual understanding. A need for openness is recognized for information sharing to help foster positive relationships. It is recognized that openness will have to be balanced at time with the need to protect confidential information.

Communication and Trust - the Committee recognizes that information sharing and collaboratively developing effective communication, we can build and maintain trust in our relationships. Any management actions taken at the end of this engagement process by the government of British Columbia will ensure significant efforts are placed into communications. This is to ensure that adequate time can educate and distribute information to recreationalists to support understanding and compliance with management actions.

Respect – The Committee will be a facilitated forum for a frank exchange of information

Involvement of communities and stakeholders – The Committee understands and commits to the importance of community and stakeholder engagement through the entire process of discussions and will strive to ensure community and stakeholder perspectives are included in the committees work and to maintain regular transparent communication with the public

Information Sharing and Confidentiality - The Committee recognizes the importance of sharing all relevant information on the committees work and to ensuring transparency with industry, communities and stakeholders.

Further terms on handling of confidential information to be provided

Scope

The Committee will focus on the socio-economic impacts of the Partnership Agreement with a specific direction on the impact of the protected areas. There may be impacts that will come from the management of other areas of the Partnership Agreement through the develop of Caribou Recovery Related Land Use Objectives however these impacts are expected to be minimal. The Committee will also consider these impacts from the Caribou Recovery Related Land Use Objectives.

The Committee's scope will include consideration for the following:

- Investment and ongoing competitiveness of the mining and forestry sectors is driven by certainty of access to the resource. Immediate access to the resource is important as is the ongoing certainty for access.
- Unintended impacts (or unforeseen impacts) will be factored in to the work of the Committee.
- When looking at how to mitigate impacts of the Partnership Agreement, other land designations in the area should be considered and evaluated to determine if they are meeting their intended objective and if they can be modified to better support or optimize caribou recovery and community socio-economic stability.
- Time is of the essence in order to both support the immediate recovery of caribou and to provide investment certainty.

Meetings

The committee will hold meetings monthly via conference call / webinar. Meetings will be coordinated and facilitated by the Caribou Recovery Program. Meeting materials will be shared at least 4 days in advance of each meeting.

Membership

Membership will consist of representatives from industry and local governments *(suggest max 2 reps from each organization)*

Name	Organization	
Mike Peterson	Conifex	
Mark Fonda	Louisiana Pacific	
Donna Kopeky	Louisiana Pacific	
Kalin Uhrich	Canfor	
Don Rosen	Canfor	
Ken Wolfe	West Fraser	
Jeff Mycock	West Fraser	
Colin Neiser	West Fraser	
Diana Walls	MABC	
John Schaden	Conuma Coal	
Peter Arendt	Conuma Coal	
Darryn Mahwinney	Anglo American	
Dyon Armstrong	Dunkley Lumber	

Name	Organization	
Blair Mayes	Dunkley Lumber	
Archie MacDonald	COFI	
Heather Stevenson	CNRL	
Keith Bertrand	Tumbler Ridge	
Jordan Wall	Tumbler Ridge	
Tony Zabinsky	Fort St John	
Joan Atkinson	Mackenzie	
Emily Kaehn	Mackenzie	
Rob Fraser	Taylor	
Brad Sperling	Peace River Regional District	
Dan Rose	Peace River Regional District	
Allan Courtoreille	Chetwynd	
Renee Lapointe	Environment Climate Change Canada	
Lucy Reiss	Environment Climate Change Canada	
Blair Hammond	Environment Climate Change Canada	
Jim Webb	West Moberly First Nations	
Darcy Peel	FLNRORD	
David Muter	FLNRORD	
Russ Laroche	FLNRORD	
Joelle Scheck	FLNRORD	
Gabby Barwin	EMPR	
Minet Prinslo	Canadian Forest Service	
Adam Keating	Western Economic Diversification	

Each member signature to this document indicates their acceptance to abide by the Terms of Reference.



REPORT

To: Chair and Directors

Report Number: ADM-BRD-016

From: Tyra Henderson, Corporate Officer

Date: April 27, 2020

Subject: April 23, 2020 – Committee of the Whole Recommendations

The following recommendations from the April 23, 2020 Committee of the Whole meeting are presented to the Regional Board for its consideration:

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board:

1. Refer the Regional Grant-in-Aid application received from the North Peace Search & Rescue Society, for a grant in the amount of \$12,394 to assist with mapping technology improvements, to the Emergency Executive Committee;
2. Review the Regional Grant-in-Aid application received from the STARS Foundation as an individual item under Section 263 of the *Local Government Act*; and
3. Respectfully decline funding for the following 2020 Regional Grant-in-Aid applications as a result of the financial impacts to residents and businesses due to COVID-19:
 - Bear Mountain Nordic Ski Association
 - Dawson Creek Scouts
 - Dawson Creek Triathlon Association
 - Fort St. John and District Kennel Club
 - Fort St. John Literacy Society
 - High School Rodeo of BC Association
 - Northern Environmental Action Team
 - North Peace SuperPark Society
 - Northern Trails Heritage Society
 - Peace Community Church Society
 - South Peace Arts Society
 - Special Olympics BC – Dawson Creek
 - Spirit of the West Pow Wow Society

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board be provided with a report on options for administering Regional Grant-in-Aid at a future Committee of the Whole meeting, including options for the Regional Grant-in-Aid Policy, possible updates to Peace River Regional District letters patent, and/or bylaw options.

RECOMMENDATION #3: [Corporate Weighted]

That the Regional Board authorize a multi-year grant in the amount of \$170,000 per year for three years beginning in 2020, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, be issued to the STARS Foundation to assist with core operational costs.

RECOMMENDATION #4: [Corporate Unweighted]

That the Regional Board allocate the \$100,000 currently budgeted for the Northeast Physician Recruitment position to another use within the Grant to Community Organizations budget.

BACKGROUND/RATIONALE:Recommendation #1

The '2020 Grant-in-Aid Regional Grant-in-Aid Release of Funds' report from the April 23, 2020 Committee of the Whole meeting is attached for background information.

The draft minutes of the April 23, 2020 Committee of the Whole meeting are on the May 7, 2020 Regional Board meeting agenda.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The 2020 budget commitment for Function 275 – Grants to Community Organizations is \$487,507.00.

Undispersed funds will be surplus in the function and available for other uses.

COMMUNICATIONS CONSIDERATION(S):

Regional Grant-in-Aid applicants will be advised of the Regional Board's decisions.

OTHER CONSIDERATION(S):

None.

Attachment:

1. 2020 Regional Grant-in-Aid Release of Funds Report - FN-COW-001



REPORT

To: Committee of the Whole

Report Number: FN-COW-001

From: Lyle Smith, Chief Financial Officer

Date: April 8, 2020

Subject: 2020 Regional Grant-in-Aid Release of Funds

RECOMMENDATION #1: [Corporate Unweighted]

That the Committee of the Whole receive the April 8, 2020 report "2020 Regional Grant in Aid Release of Funds" for discussion.

RECOMMENDATION #2: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$50,000, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the Bear Mountain Nordic Ski Association to assist with trail development and upgrades for the Nordic ski trails.

RECOMMENDATION #3: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a multi-year grant in the amount of \$4,000 per year for three years beginning in 2020, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the Dawson Creek Scouts to assist with their annual year end camp.

RECOMMENDATION #4: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a multi-year grant in the amount of \$2,000 per year for three years beginning in 2020, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the Dawson Creek Triathlon Association to assist with the Dawson Creek Triathlon being held annually in July.

RECOMMENDATION #5: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$3,000, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the Fort St. John and District Kennel Club to assist with their Annual Dog Show being held from May 13-18, 2020.

RECOMMENDATION #6: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$10,000, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the Fort St. John Literacy Society to assist with Dolly Parton's Imagination Library program.

RECOMMENDATION #7: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$2,500, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the High School Rodeo of BC Association to assist with the Provincial Championships being held from June 12-14, 2020.

RECOMMENDATION #8: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$20,000, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the Northern Environmental Action Team to assist with the Climate Conversations Initiative.

RECOMMENDATION #9: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$12,394, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the North Peace Search and Rescue Society to assist with mapping technology improvements.

RECOMMENDATION #10: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$10,380, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the North Peace SuperPark Society to assist with core operational costs.

RECOMMENDATION #11: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$5,600, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the Northern Trails Heritage Society to assist with the Strengthening Pride in the Community Initiative.

RECOMMENDATION #12: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$20,000, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the Peace Community Church Society to assist with the Taylor Food Security Project.

RECOMMENDATION #13: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a grant in the amount of \$10,000, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the South Peace Arts Society to assist with educational and professional workshops for local artists throughout the Peace Region.

RECOMMENDATION #14: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a multi-year grant in the amount of \$20,000 per year for three years beginning in 2020, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to Special Olympics BC - Dawson Creek to assist with core operational costs.

RECOMMENDATION #15: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a multi-year grant in the amount of \$20,000 per year for three years beginning in 2020, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the Spirit of the West Pow Wow Society to assist with the Spirit of the Peace Pow Wow held annually in June.

RECOMMENDATION #16: [Corporate Weighted]

That the Committee of the Whole recommend that the Regional Board authorize a multi-year grant in the amount of \$170,000 per year for three years beginning in 2020, payable from Function 275 – Grants to Community Organizations, Regional Grant-in-Aid, to be issued to the STARS Foundation to assist with core operational costs.

BACKGROUND/RATIONALE:

This report is being brought forward to the Committee of the Whole as a result the Special Board meeting held on March 19, 2020 where the following resolution was made:

MOVED, SECONDED, CARRIED

That the "PRRD Five Year Financial Plan (2020 – 2024) Bylaw No. 2407, 2020" be adopted; further, that staff be prohibited from releasing the Regional Grants-in-Aid funds until such time as a process has been created to allow the Board to individually consider each of the applications within the 275 Grants-in-Aid budget for 2020.

The Regional Grant-in-Aid policy establishes guidelines for the evaluation and allocation of grants funds as part of the budget process, and has been included for reference. Grant funding may be used to assist eligible organizations to carry out projects, services or events that are regional in scope and benefit residents. Each grant application has been reviewed by staff to ensure applicants meet the eligibility criteria as outlined in the policy. The Committee of the Whole may wish to use the following criteria to determine the merit of each request:

- a. New, Incremental Initiatives;
- b. Community Need;
- c. Geographic Scope;
- d. Community Development; and
- e. Cost Effectiveness.

A summary of the 2020 Regional Grant-in-Aid funding requests and a copy of each application has been included with this report.

ALTERNATIVE OPTIONS:

1. That the Committee of the Whole provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The 2020 budget commitment for Function 275 – Grants to Community Organizations is \$487,507.00. In the event that some of the Regional Grant-in-Aid funds currently identified are not released, those unspent funds will be carried forward as surplus.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

None.

Attachments:

1. 2020 Regional Grant-in-Aid Application Package
2. Regional Grant-in-Aid Policy



REPORT

To: Chair and Directors

Report Number: ADM-BRD-014

From: Crystal Brown, Electoral Area Manager

Date: April 28, 2020

Subject: April 16, 2020 Electoral Area Directors Committee Recommendation

The following recommendation from the April 16, 2020 Electoral Area Directors Committee meeting is presented to the Regional Board for its consideration:

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board remove the current definition for “cannabis related business” and the prohibition of all cannabis related businesses from all zoning bylaws, and insert the following definitions:

- 1) **Cannabis** means cannabis as defined in the federal *Cannabis Act*.
- 2) **Cannabis Processing Facility** means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.
- 3) **Cannabis Retail Store** means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the Provincial *Cannabis Control and Licensing Act*.

Further, that the Regional Board permit cannabis retail and cannabis processing facilities in the zones noted below:

Zoning Bylaw	Recommended Zones for “Cannabis Retail Store”	Recommended Zones for “Cannabis Processing Facility”
Bylaw 479, 1986	C-1 Local Commercial	M-2 General Industrial M-3 Agricultural Industrial
Bylaw 506, 1986	C-1 Local Commercial	M-2 General Industrial
Bylaw 1000, 1996	NC Neighbourhood Commercial Zone	1-2 General Industrial Zone
Bylaw 1343, 2001	C-1 Local Commercial Zone C-2 General Commercial Zone	I-2 General Industrial Zone I-3 Agricultural Industrial Zone

On properties that are not located within:

- a) 200 m from a parcel containing a school or day care; and
- b) 100 m from any parcel containing a park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business.

BACKGROUND/RATIONALE:

The draft minutes of the April 16, 2020 Electoral Area Directors Committee meeting are on the Consent Calendar.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

Any changes to cannabis regulations in the PRRD's zoning bylaws as a result of the Regional Board's decision will be communicated to the general public and potential applicants through the web page and correspondence.

OTHER CONSIDERATION(S):

Provincial Licensing: The Federal and Provincial Governments have strict regulations in place for the approval and operation of cannabis facilities. A provincial license from the Liquor & Cannabis Regulation Branch (LCRB) is required for each business, and must be accompanied by a recommendation from the applicable local government for each cannabis license application. When making comments and recommendations to the LCRB, a local government is required to gather views of residents, which must be gathered in one or more of the following methods:

- a) by receiving written comments in response to a public notice of the application;
- b) by conducting a public hearing in respect of the application;
- c) by holding a referendum; or
- d) by using another method that the local government considers appropriate.

The local government may choose to not make a recommendation for the cannabis license application – in that event, the license application progress would end.

The local government recommendation must:

- a) be in writing (this may or may not be in the form of a resolution);
- b) show that the local government has considered the location of the proposed store;
- c) include the views of the local government on the general impact on the community if the application is approved;
- d) include the views of residents and a description of how they were gathered; and
- e) include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments.

The LCRB licensing process gives the Regional Board a similar level of control to the current zoning regulations, as all applications are referred to the PRRD and the LCRB will not proceed with licensing without a positive recommendation from the PRRD. Retail cannabis businesses will still require this approval, even if listed as a permitted use in the zone where they are to be located. It is noted that a positive recommendation from the PRRD does not guarantee that the license is granted to an applicant. An applicant must have both a license granted by the Province and an appropriately zoned parcel in order to open a cannabis-related business in a local government.

Attachments:

1. Cannabis Zoning Regulation Review



REPORT

To: Electoral Area Directors Committee

Report Number: DS-EADC-002

From: Tyra Henderson, Corporate Officer

Date: April 7, 2020

Subject: Cannabis Zoning Regulation Review

RECOMMENDATION #1:

That the Regional Board remove the current definition for “cannabis related business” and the prohibition of all cannabis related businesses from all zoning bylaws, and insert the following definitions:

- 1) **Cannabis** means cannabis as defined in the federal *Cannabis Act*.
- 2) **Cannabis Processing Facility** means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.
- 3) **Cannabis Retail Store** means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the Provincial *Cannabis Control and Licensing Act*.

Further, that the Regional Board permit cannabis retail and cannabis processing facilities in the zones noted below:

Zoning Bylaw	Recommended Zones for “cannabis retail store”	Recommended Zones for “cannabis processing facility”
Bylaw 479, 1986	C-1 Local Commercial	M-2 General Industrial M-3 Agricultural Industrial
Bylaw 506, 1986	C-1 Local Commercial	M-2 General Industrial
Bylaw 1000, 1996	NC Neighbourhood Commercial Zone	1-2 General Industrial Zone
Bylaw 1343, 2001	C-1 Local Commercial Zone C-2 General Commercial Zone	I-2 General Industrial Zone I-3 Agricultural Industrial Zone

On properties that are not located within:

- a) 200 m from a parcel containing a school or day care;
- b) 100 m from a residential parcel or any parcel containing a residence; and
- c) 100 m from any parcel containing a park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business.

BACKGROUND/RATIONALE:

At the February 20, 2020 Electoral Area Directors Committee (EADC) meeting, EADC recommended that the Regional Board review guidelines from surrounding municipalities applicable to cannabis production and retail establishments; further, that a report identifying potential harmonized guidelines for

potential inclusion in Regional District Zoning bylaws applicable to rural areas be provided to the Electoral Area Directors Committee.

No. 1: Cannabis Production and Retail Establishments

RD/20/03/11

That the Regional Board review guidelines from surrounding municipalities applicable to cannabis production and retail establishments; further, that a report identifying potential harmonized guidelines for potential inclusion in Regional District Zoning bylaws applicable to rural areas be provided to the Electoral Area Directors Committee.

This report provides local, provincial and federal government regulations and legislation as it relates to cannabis-related businesses. It also provides a comparison of existing regulations found in the bylaws of PRRD member municipalities and select regional districts in BC. This report concludes with three possible options for consideration for addressing cannabis-related businesses within the rural areas of the PRRD through amendments to the PRRD Zoning Bylaws. The three options are as follows:

- Option 1 – Enhanced Definitions, Addition of General Regulations, and Cannabis-Related Uses Permitted in Certain Zones; (Recommendation)
- Option 2 – Enhanced Definitions and Addition of General Regulations; and
- Option 3 – Status Quo.

Each option is discussed in more detail below.

Cannabis Legalization Updates in the PRRD Zoning Bylaws

Prior to the national legalization of cannabis use on October 17, 2018, the PRRD prohibited cannabis-related businesses in the District's zoning bylaws, herein referred to collectively as "the zoning bylaws":

- Zoning Bylaw No. 479, 1986 (Dawson Creek Rural);
- Zoning Bylaw No. 506, 1986 (Chetwynd Rural);
- Zoning Bylaw No. 1000, 1996 (North Peace Area); and
- Zoning Bylaw No. 1343, 2001 (Fringe Areas surrounding Chetwynd, Dawson Creek, and Fort St. John).

In each of the PRRD's zoning bylaws, the term "cannabis-related business" is currently defined as "the use of land, buildings, or structures for the sale, storage, or other provision, of Cannabis".

In prohibiting the use across all zones, the intent was to address any cannabis dispensaries or other related businesses on a case-by-case basis through a zoning bylaw amendment (spot zone). Since then, the Board has received zoning amendment applications for a few cannabis-related operations and it became apparent that a lack of guidelines and supporting regulation to rely on to guide consideration of case-by-case zoning, including setbacks, distance requirements, and when amendments may or may not be considered, is not ideal. The PRRD has not approved any zoning amendments regarding cannabis since the inclusion of the definition into each of the zoning bylaws, and at the January 23, 2020 Board meeting, the Regional Board respectfully refused a zoning amendment to allow a cannabis-related business on PID 017-656-010 in Charlie Lake:

ZONING AMENDMENT BYLAW NO. 2394, 2020, PRRD FILE NO. 19-217RD/20/01/37
(23)

RD/20/01/37 (23)

MOVED Chair Sperling, SECONDED Director Goodings, that the Regional Board respectfully refuse Zoning Amendment Bylaw No. 2394, 2020, to amend Section 27(b) of PRRD Zoning Bylaw No. 1343, 2001 to allow a cannabis-related business on the property identified as PID 017-656- 010.

CARRIED.

In its referral response, School District 60 noted concerns for the health and safety of nearby students at Charlie Lake Elementary, as the applicant parcel is approximately 150 m from the Charlie Lake Elementary School.

Summary of Local Government Comparisons

Attached to this report are two files that identify the various cannabis-related regulations currently present in various zoning bylaws in municipalities within the PRRD, and in select regional districts. The Board expressed interest in guidelines that are harmonized across the multiple zoning bylaws applicable in different areas of the PRRD, and also consistent with surrounding municipalities; however, it is noted that the municipalities within the PRRD do not necessarily have aligning cannabis regulations; they are similar, but not identical. This will result in slight variations across jurisdictions, which is not uncommon.

Most of the municipalities within the PRRD define cannabis, cannabis retail sales, and cannabis processing separately. Of the PRRD municipalities, cannabis-related businesses are prohibited only in Hudson's Hope. The remaining six municipalities all have at least one commercial zone that permits cannabis retail sales. Three municipalities (Chetwynd, Dawson Creek, and Tumbler Ridge) have at least one industrial zone that permits cannabis production.

From a regulation perspective, both Fort St. John and Taylor have distance requirements between cannabis-related businesses and specific conflicting uses, such as schools (200 m) and parks (100 m). Dawson Creek has similar distance requirements, but different specified distances of 150 m from all identified conflicting land uses (schools, parks, places of worship, etc.), as well as a specified distance of 60 m from residential parcels.

If the PRRD wishes to align with surrounding municipalities as closely as possible, the PRRD could consider aligning its regulations with the distance requirements of 200 m around schools or daycares and 100 m from a residence, park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business. However, the PRRD can determine different values based on the needs of the rural areas. Given the larger parcel sizes in the PRRD, the PRRD may even wish to consider increasing the required distance requirements to reflect larger rural area parcel sizes.

In comparing regional districts, there are few consistent trends present with respect to how cannabis is defined or regulated. In general, most regional districts permit cannabis retail sales in select lighter commercial zones and cannabis processing in select heavier industrial or agricultural zones, but this is not consistent across the regional districts reviewed. Only the Northern Rockies Regional Municipality specifies distance restrictions for cannabis retailers: 300 m for schools, parks and recreation centres, and 500 m

between cannabis retailers. These distances are farther than those found in surrounding PRRD municipalities' bylaws.

As there do not appear to be consistent zones or regulations for cannabis across the PRRD, or across other regional districts, the PRRD should implement regulations that are best suited to the Regional District, having given consideration to the greater regional context.

Provincial Licensing

The federal and provincial governments have strict regulations in place for the approval and operation of cannabis facilities. A provincial license from the Liquor & Cannabis Regulation Branch (LCRB) is required for each business and must be accompanied by a recommendation from the applicable local government for each cannabis license application. When making comments and recommendations to the LCRB, a local government is required to gather views of residents which must be gathered in one or more of the following methods:

- a) by receiving written comments in response to a public notice of the application;
- b) by conducting a public hearing in respect of the application;
- c) by holding a referendum; or
- d) by using another method that the local government considers appropriate.

The local government may choose to not make a recommendation for the cannabis license application – in that event, the license application progress would end.

The local government recommendation must:

- a) be in writing (this may or may not be in the form of a resolution);
- b) show that the local government has considered the location of the proposed store;
- c) include the views of the local government on the general impact on the community if the application is approved;
- d) include the views of residents and a description of how they were gathered; and
- e) include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments.

The LCRB licensing process gives the Regional Board a similar level of control to the current zoning regulations, as all applications are referred to the PRRD and the LCRB will not proceed with licensing without a positive recommendation from the PRRD. Retail cannabis businesses will still require this approval, even if listed as a permitted use in the zone where they are to be located. It is noted that a positive recommendation from the PRRD does not guarantee that the license is granted to an applicant. An applicant must have both a license granted by the Province and an appropriately zoned parcel in order to open a cannabis-related business in a local government.

Agricultural Land Commission Policy

It is noted that the Agricultural Land Commission has determined that cannabis production in general is an agricultural use that may not be prohibited within the Agricultural Land Reserve.

Section 4 of the ALR Use Regulation states that farm uses, including those listed in Section 8, may not be prohibited by a local government enactment except a bylaw under Section 552 (Farming Area Bylaws) of the *Local Government Act*.

Section 8 of the ALR Use Regulation states that cannabis may not be lawfully prohibited if it is produced in a field or inside a structure that has a base consisting entirely of soil. Section 8 also lays out conditions around structures that are being used for cannabis production.

Federation of Canadian Municipalities' Guide

The Federation of Canadian Municipalities' Municipal Guide to Cannabis Legalization suggests many considerations for the location of retail cannabis stores and commercial processing of cannabis to industrial zones but stops short of making any recommendations on zoning. Municipalities may, if they so choose, permit "cannabis cafes" and other public legal consumption premises, which would require exemptions in smoking bylaws in addition to permitting them within their zoning and business regulations.

PRRD Zoning Bylaws Option 1 – Enhanced Definitions, Addition of General Regulations, Cannabis-Related Use Permitted in Certain Zones

This option outlines three aspects of a zoning bylaw amendment that would make the PRRD zoning regulations regarding cannabis consistent with the regulations present in the majority of PRRD municipalities: definitions, zones permitting cannabis-related uses, and general regulations.

- 1) Update the Definitions in all zoning bylaws with the following:
 - a) **Cannabis** means cannabis as defined in the federal *Cannabis Act*.
 - b) **Cannabis Processing Facility** means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.
 - c) **Cannabis Retail Store** means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the Provincial *Cannabis Control and Licensing Act*.

Remove the definition for "cannabis-related business" in all zoning bylaws.

- 2) Update the General Regulations across all zoning bylaws with the following:

Remove the prohibition for "cannabis-related business" in all zoning bylaws.

Cannabis Retail Stores and Cannabis Processing Facilities

Cannabis retail stores and cannabis processing facilities are prohibited on a parcel that is located within:

- d) 200 m from a parcel containing a school or day care;
- e) 100 m from a residential parcel or any parcel containing a residence; and

f) 100 m from any parcel containing a park, place of worship, medical clinic, rehabilitation centre,

3) Permit cannabis-related uses in the following recommended zones (blue coloured columns):

Zoning Bylaw	Recommended Zones for “cannabis retail store”	Optional Zones for “cannabis retail store”	Recommended Zones for “cannabis processing facility”	Optional Zones for “cannabis processing facility”
Bylaw 479, 1986	C-1 Local Commercial	C-2 Highway Commercial C-3 Public House Commercial C-5 Recreation Commercial	M-2 General Industrial M-3 Agricultural Industrial	A-2 Large Agricultural Holdings
Bylaw 506, 1986	C-1 Local Commercial	C-2 Highway Commercial C-5 Recreational Commercial	M-2 General Industrial	M-1 Light Industrial A-2 Large Holdings
Bylaw 1000, 1996	NC Neighbourhood Commercial Zone	HC Highway Commercial Zone RC Regional Commercial Zone	1-2 General Industrial Zone	I-1 Light Industrial Zone A-2 Large Agricultural Holdings Zone
Bylaw 1343, 2001	C-1 Local Commercial Zone C-2 General Commercial Zone	C-3 Neighbourhood Pub Commercial Zone C-4 Recreational Commercial Zone	I-2 General Industrial Zone I-3 Agricultural Industrial Zone	I-1 Light Industrial Zone A-2 Large Agricultural Holdings Zone

* Note: (Cannabis-related uses may also be considered in additional optional zones, highlighted in red)

PRRD Zoning Bylaws Option 2 – Enhanced Definitions and Addition of General Regulations

This option reflects the desired February 20, 2020 EADC recommendation. This option would see the Regional Board continue prohibiting the processing and sale of cannabis on non-AIR lands through the use of zoning regulations, but update the zoning bylaws to include definitions and additional regulations to address cannabis-related businesses on a case-by-case basis. Cannabis-related businesses, such as cannabis retail sales and cannabis processing would remain as not explicitly permitted anywhere within the PRRD.

As with Option 1 above, this option would require the addition of definitions consistently across all zoning bylaws and updating the general regulations to provide a framework for decision-making when cannabis-related applications come before the Regional Board.

The addition of definitions and cannabis-related zoning regulations will provide guidelines and structure for licensing referrals and aid in the PRRD approving licenses on a case-by-case basis. It is noted that this option means that each cannabis retail store and cannabis processing facility, were it to be approved, would require a zoning amendment.

1) Update the Definitions in all zoning bylaws with the following:

a) **Cannabis** means cannabis as defined in the federal *Cannabis Act*.

- b) **Cannabis Processing Facility** means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.
- c) **Cannabis Retail Store** means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the provincial *Cannabis Control and Licensing Act*.

Remove the definition for “cannabis-related business” in all zoning bylaws.

- 2) Update the General Regulations across all zoning bylaws with the following:

Cannabis Retail Stores and Cannabis Processing Facilities

Cannabis retail stores and cannabis processing facilities are prohibited on a parcel that is located within:

- a) 200 m from a parcel containing a school or day care;
- b) 100 m from a residential parcel or any parcel containing a residence; and
- c) 100 m from any parcel containing a park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business.

PRRD Zoning Bylaws Option 3 – Status Quo

If the Regional Board wishes to continue prohibiting the processing and sale of cannabis on non-AIR land, the current zoning bylaws can continue to be used. This option may be desirable if the Regional Board do not wish to see any authorized cannabis-related businesses within the PRRD and will not in the foreseeable future. This outcome does not address the challenge of permitting licenses on a case-by-case basis and would only be recommended if the PRRD wishes to outright prohibit cannabis-related businesses. In this recommendation, the terms “cannabis” and “cannabis-related business” as currently defined would be satisfactory.

ALTERNATIVE OPTIONS:

- 1. That the Electoral Area Directors Committee recommend that the Regional Board define cannabis and cannabis-related businesses, and include the general regulations for cannabis-related land uses, in Zoning Bylaw No. 479, 1986, Zoning Bylaw No. 506, 1986, Zoning Bylaw No. 1000, 1996, and Zoning Bylaw No. 1343, 2001 which will provide the Board with guidelines to use when considering cannabis related business applications on a case by case basis.

**A spot zone will still be required to relax the prohibition of cannabis related businesses for a specific property.*

- 2. That the Regional Board continue prohibiting the processing and sale of cannabis in its Zoning Bylaws.
- 3. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

Any changes to cannabis regulations in the PRRD's zoning bylaws as a result of the Regional Board's decision will be communicated to the general public and potential applicants through the web page and correspondence.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Comparison of Cannabis Zoning Regulations for Municipalities Within the PRRD
2. Comparison of Cannabis Zoning Regulations for Select Regional Districts in BC

Comparison of Cannabis Zoning Regulations for Municipalities Within the PRRD

The following table outlines the current cannabis zoning regulations for municipalities within the PRRD:

Municipality	Definitions	Commercial Zones	Agricultural Zones	Other Comments
Chetwynd Zoning Bylaw No. 1035, 2016	N/A	<ul style="list-style-type: none"> • C1 Town Centre (retail sales) • C2 Highway Commercial Zone (general sales) 	<ul style="list-style-type: none"> • AG Agricultural Zone (agricultural uses) • M2 Heavy Industrial Zone (agricultural uses) 	<ul style="list-style-type: none"> • No cannabis-specific regulations, meaning cannabis retail is treated the same as any other retail for zoning purposes
Dawson Creek Zoning Bylaw No. 4115, 2011	<ul style="list-style-type: none"> • Cannabis • Cannabis Production Facility • Cannabis Retail Stores 	<ul style="list-style-type: none"> • C-2 – General Commercial • C-3 – Highway Commercial • C-4 – Service Commercial 	<ul style="list-style-type: none"> • M-2 – Light Industrial Zone • M-3 – Heavy Industrial Zone • A – Agricultural Zone 	<ul style="list-style-type: none"> • No more than 4 cannabis plants as non-commercial accessory use for residential premises • No commercial cultivation within 60 m of any zone with residential principal uses • No retail sale is permitted within 150 m of a park, playing field, school, college another provincially licensed cannabis retail store (whether or not the premise is in use), or any premise for which Council has recommended for issuance of a provincial license
Fort St. John Zoning Bylaw No. 2470, 2019	<ul style="list-style-type: none"> • Cannabis • Cannabis Production Facility • Cannabis Retail 	<ul style="list-style-type: none"> • C-2 Downtown Core Commercial 	N/A	<ul style="list-style-type: none"> • Cannabis production facilities are prohibited on all zones, except for land in the AIR • Cannabis retail uses prohibited in all zones except C-2 Downtown Core Commercial • Cannabis retail uses prohibited in C-2 Downtown Core Commercial if parcel is within 200 m of a school or 100 m of a park
Hudson's Hope Zoning Bylaw No. 823, 2013	<ul style="list-style-type: none"> • Cannabis related business 	N/A	N/A	<ul style="list-style-type: none"> • Cannabis related businesses are prohibited in every zone
Pouce Coupe Zoning Bylaw No. 1010, 2017	N/A	<ul style="list-style-type: none"> • C-1 General Commercial (retail store) • C-2 Core Commercial (retail store) 	N/A	<ul style="list-style-type: none"> • No cannabis-specific regulations, meaning cannabis retail is treated the same as any other retail for zoning purposes

Taylor Zoning Bylaw No. 783, 2014	<ul style="list-style-type: none"> • Cannabis retail • Medical cannabis production facility • Recreational cannabis production facility 	<ul style="list-style-type: none"> • C-1 Commercial • C-2 Service Commercial 	N/A	<ul style="list-style-type: none"> • No cannabis-specific regulations at present, but Bylaw 835, 2019 has received two readings and, if given third reading and adopted (regulations outlined in this table) • Cannabis retail prohibited within 200 m of daycare or school • Cannabis retail prohibited within 100 m of a golf course, park, or place of worship
Tumbler Ridge Zoning Bylaw No. 585, 2012	N/A	<ul style="list-style-type: none"> • C-1 Town Centre Commercial 	<ul style="list-style-type: none"> • M-1 Industrial 	<ul style="list-style-type: none"> • No cannabis-specific regulations, meaning cannabis retail is treated the same as any other retail for zoning purposes

Comparison of Cannabis Zoning Regulations for Select Regional Districts in BC

The following table outlines the current cannabis zoning regulations for select regional district within BC:

Regional District	Definitions	Commercial Zones	Agricultural Zones	Other Comments
Fraser-Fort George Zoning Bylaw No. 2892, 2014	<ul style="list-style-type: none"> • Cannabis production 	<ul style="list-style-type: none"> • Commercial 6 (retail store) • Recreation Commercial Resort 4 (retail store) • Comprehensive Development 2 	<ul style="list-style-type: none"> • Rural 1 • Rural 2 • Rural 3 • Rural 4 • Rural 5 • Rural 6 • Small Holding • Industrial 5 	<ul style="list-style-type: none"> • No other cannabis-specific regulations • No clear restriction of cannabis sales through retail stores
Kitimat-Stikine Zoning Bylaw No. 594, 2010	N/A	<ul style="list-style-type: none"> • NC Neighbourhood Commercial (retail store) • CC Central Commercial (retail store) 	Rural I	<ul style="list-style-type: none"> • No other cannabis-specific regulations • No clear restriction of cannabis sales through retail stores
Cariboo Zoning Bylaw No. 3501, 2000	<ul style="list-style-type: none"> • Cannabis • Cannabis production facility • Retail sales, cannabis 	N/A	<ul style="list-style-type: none"> • M 3-1 Heavy Industrial I 	<ul style="list-style-type: none"> • No other cannabis-specific regulations • Many commercial zones permit retail sales, but it is not clearly defined if they include cannabis
Northern Rockies Regional Municipality Zoning Bylaw No. 119, 2016	<ul style="list-style-type: none"> • Cannabis • Storefront cannabis retailer 	<ul style="list-style-type: none"> • C-2 Highway Commercial 	N/A	<ul style="list-style-type: none"> • Storefront cannabis retailer shall be in a commercial zone • Storefront cannabis retailer shall be at least 300 m from a school, park, or recreation centre • Storefront cannabis retailer shall be at least 500 m from another parcel where a storefront cannabis retailer is permitted, regardless if it is an active use on the parcel • Maximum of one storefront cannabis retailer is permitted per parcel • Note – the “urban” Zoning Bylaw No. 119, 2016 has been amended to include cannabis regulations; the “rural” Zoning Bylaw No. 137, 2017 does not contain any cannabis regulations



REPORT

To: Chair and Directors

Report Number: ADM-BRD-013

From: Kori Elden, Executive Assistant/HR Generalist

Date: April 24, 2020

Subject: Rescind Designation of Building Inspector

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board, for the purposes of s.2 (Schedule – Definitions and Other Interpretation Matters) of the *Local Government Act* [RSBC 2015], rescind Frederick (Ted) Pringle's designation as a building inspector for the Peace River Regional District.

BACKGROUND/RATIONALE:

The *Local Government Act* states that a building inspector is "an individual designated by the board as a building inspector for the regional district." Ted Pringle was designated as a PRRD building inspector on July 27, 2017 by the following resolution:

RD/17/07/11 (27)

That, for the purposes of s.2 (Schedule – Definitions and Other Interpretation Matters) of the *Local Government Act*, Mr. Frederick Pringle be designated as a building inspector for the Peace River Regional District.

As Mr. Pringle's employment ended on August 2, 2018, it is proper procedure to rescind his designation as a building inspector for the PRRD.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

If approved, a copy of the resolution to rescind Ted Pringle's designation as a building inspector will be placed in his personnel file.

OTHER CONSIDERATION(S):

None.



REPORT

To: Chair and Directors

Report Number: ADM-BRD-015

From: Kori Elden, Executive Assistant/HR Generalist

Date: April 28, 2020

Subject: Exempt Staff WorkSafeBC and WI/LTD Benefits Policy

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board adopt the Exempt Staff WorkSafeBC and WI/LTD Benefits Policy, which authorizes termination of exempt staff benefits in the event of a WorkSafeBC or Weekly Indemnity/Long Term Disability claim in excess of two years away from work.

BACKGROUND/RATIONALE:

The PRRD does not currently have a policy to guide the administration of benefits for exempt staff members who receive benefits coverage during a WorkSafe BC or WI/LTD claim, specifically for those staff members who ultimately do not return to work at the end of the claim period. In line with the PRRD's Strategic Plan to identify and fill gaps in policy, a policy has been drafted to formalize the PRRD's internal procedure to terminate benefits should an exempt staff member be unable to return to work permanently. The attached policy was vetted by the PRRD's legal counsel.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

If approved, the Policy will be distributed to staff through internal methods of communication.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Exempt Staff WorkSafeBC, WI and LTD Benefits Policy

**EXEMPT STAFF WORKSAFEBC AND WI/LTD BENEFITS**

Department	Administration	Policy No.	
Section	Human Resources	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The purpose of the Exempt Staff WorkSafeBC and WI/LTD (weekly indemnity / long-term disability) Benefits Policy is to establish clear guidelines for exempt (non-unionized) staff receiving benefits while 100% away from work on a WorkSafeBC or WI/LTD claim.

2. Scope

- 1.2 This Statement of Policy applies to all exempt staff of the Peace River Regional District (PRRD) that are receiving benefits while on a WorkSafeBC or WI/LTD claim.

3. Definitions

- 3.1 None.

4. Policy

- 4.1 All PRRD exempt staff who are 100% away from work on an approved WorkSafeBC or WI/LTD leave shall be entitled to all benefits extended to them upon their hire, available via the contract(s) between the PRRD and the benefit provider(s) (i.e. MSP, dental plan, extended health benefits, life insurance and AD & D), for a two (2) year period starting on the first day of the approved WorkSafe BC claim or the first day of receiving benefits under the WI/LTD program.
- 4.2 At the conclusion of the two-year period, the PRRD shall terminate the employee's benefits, unless there is a determination that the employee is returning to work or participating in a Return to Work Program approved and signed off on by both the benefits provider and the PRRD.

Affiliated Procedures	
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Disclaimer: Federal and Provincial Acts, Legislation and Law supersede this policy.



REPORT

To: Chair and Directors

Report Number: ADM-BRD-017

From: Tyra Henderson, Corporate Officer

Date: April 27, 2020

Subject: Rural Roads Committee Establishment

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board create a select Rural Roads Committee, and appoint Director Goodings, Director Heiberg, Director Fraser and Director Bumstead to the Rural Roads Committee.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board approve the select Rural Roads Committee Terms of Reference, which establishes the term, purpose, goals and required proceedings of the Committee.

BACKGROUND/RATIONALE:

The Regional Board has the ability under the *Local Government Act*, Section 218, to appoint a select committee to inquire into a matter and report its findings to the Board.

Between 1997 and 2003 the North Peace Economic Development Commission (NPEDC) established a Rural Roads Task Force (RRTF) to develop, facilitate, and sustain a rural roads process that would demonstrate to the Provincial Government the importance of improving North Peace rural roads to a safe and reliable condition, suitable for the type and volume of traffic that they must sustain for a healthy and viable economy.

In 2003, the Ministry of Transportation established Regional Transportation Advisory Committees (RTAC's) throughout the province, based in large part on the success of the RRTF and the millions of dollars in transportation investment that was direct result of Task Force's activities. RTAC continued under the direction of the Ministry up to 2008.

In 2017, the NPEDC retained the services of a consultant to conduct a high-level gap analysis on road conditions and investment since the end of the previous two transportation initiatives. On December 31, 2017, the NPEDC ceased to operate resulting in economic development coming directly under the direction of the PRRD.

On April 9, 2020, the Regional Board passed the following resolution:

RD/20/04/16

MOVED, SECONDED, CARRIED

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.

In line with the recommendation above, staff used the Terms of Reference that had been developed by the previous ad-hoc committee as the basis for the attached draft Terms of Reference for consideration by the Board.

Included in the original Terms of Reference was information regarding parameters for a Task Force comprised of stakeholders, elected officials, and community members. Staff have included the authority to establish a Task Force, and to appoint stakeholders to that task force and determine their level of participation in the project, including attendance at committee meetings, in the Rural Roads Committee Terms of Reference.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Remuneration of Rural Roads Committee members is processed as per the PRRD Remuneration and Expense Bylaw. Task Force members are appointed on a volunteer basis and are not compensated for participation in regular committee meetings.

COMMUNICATIONS CONSIDERATION(S):

Appointees will be formally notified of their appointment to the Committee and the Board appointments listing will be updated.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Rural Roads Committee DRAFT Terms of Reference
2. 2018 Rural Roads in the North Peace Project Charter and Task Force Terms of Reference.



Rural Roads (Select) Committee Terms of Reference

1. Goal

To oversee the completion of Phase 5 of the North Peace Rural Roads Project on behalf of the Peace River Regional District Board, in cooperation with consultant expertise and task force input. To report to the Regional Board with a final project report, including presentation and education materials for PRRD use in requested meetings with BC Minister of Transportation and Infrastructure. To demonstrate to the Provincial Government the social and economic importance of safe and reliable rural roads that are upgraded and maintained to a condition suitable for the type and volume of traffic that rely on them.

2. Purpose

- 2.1 To ensure a collaborative, unified, consistent, and well-supported message from the region, the Rural Roads Committee (RRC) will engage rural residents, industry (individuals and associations) and elected officials to participate and provide input into the process and priorities to be delivered to the Provincial Government.
- 2.2 The RRC will develop open and respectful relationships with elected members and staff of the Provincial Government Ministries and the maintenance contractors with responsibility for rural roads.
- 2.3 The RRC will deliver a report to the PRRD Board on the rural roads initiative by December 31, 2020 or as soon as reasonably possible thereafter, following the conclusion of the Phase 5 contract with JK Solutions Inc.

3. Scope

- 3.1 The Committee's scope includes roads and associated infrastructure (e.g. bridges, culverts, ditches) managed and maintained under the direction of the Ministry of Transportation and Infrastructure (MoTI) that meet the following criteria:
 - a. Located in the North Peace area of the PRRD.
 - b. Predominately serve rural residents and industry (e.g. agriculture, forestry, energy and oil and gas).
- 3.2 Excluded from the scope are:
 - a. non-provincial roads within municipal boundaries;
 - b. subdivision roads;
 - c. numbered highways (Hwy 97 and 29); and
 - d. industry roads (Petroleum Development Roads or Forest Service Roads).

4. Accountability

The Committee members are accountable for the rural roads initiative and will:

- a. determine annual resource requirements, and, at their sole discretion, recommend to and have a budget approved by the PRRD Board to support the initiative;
- b. set or reaffirm the initiative purpose, objective and scope;
- c. recommend to the Regional Board the preferred project delivery methodology and contracted services for the rural roads project;
- d. provide feedback and guidance to the consultant(s) and manage business relations between the Committee and the consultant(s);

- e. adhere to reporting requirements (See Section 9)
- f. establish a volunteer Task Force of stakeholders to provide advice and feedback to the Committee; including appointment of Task Force members and determination of Task Force roles and participation in the project.

5. Committee Organization

- a. The meetings will be chaired by a Committee member, elected by the Committee members annually at the first meeting after November 1st each year.
- b. Appropriate Regional District staff person(s) attending meetings are non-voting.
- c. Quorum shall consist of at least two (2) of the four (4) members of the Committee.
- d. All options and recommendations shall be determined by majority vote.
- e. The Committee may ask its members to indicate their support for decisions via email, in the event that the Committee member is not able to attend; however, email indication of support shall not be considered a vote nor be binding on the Committee members in attendance and voting at any meeting.
- f. Recommendations and options on issues outside of the scope of the Committee shall be forwarded to the Regional Board for consideration.
- g. Tie votes will be defeated.

6. Membership

The Rural Roads Committee will consist of the following Board members:

- a. Director Goodings, Electoral Area B
- b. Director Fraser, District of Taylor
- c. Director Heiberg, District of Hudson's Hope
- d. Director Bumstead, City of Dawson Creek

7. Meetings

- a. The Committee shall meet regularly, as agreed upon by the Committee and approved by Committee resolution (bi-weekly or monthly, ideally on Friday's).
- b. Meetings will be open to the public, unless authorized to be closed as per Section 90 of the *Community Charter*.
- c. Items for the regular agenda must be provided to Administration one (1) week prior to the scheduled meeting.
- d. PRRD staff will publish meeting agendas four days prior (ie Monday) to a scheduled meeting (Friday).
- e. PRRD Staff will attend to record the minutes of the meetings.
- f. Meeting minutes will be circulated to members and approved at subsequent meetings.

8. Methodology

The Committee will determine the most effective methodology to sustain the rural roads initiative and may engage consultant(s), with approval from the Regional Board, to facilitate and deliver the annual work plan with input and support from the Task Force, as deemed advisable by the Committee as per Section 4 (f) above. Committee activities shall include:

- a. facilitation of an appropriate process to solicit feedback, gauge public interest, and support and determine a suitable level of ongoing communication required to sustain the rural roads project;
- b. monitoring of the work plan/contract to ensure key deliverables and target dates are met;

- c. facilitation of meetings with road users, business and industry stakeholders, affected government agencies, and business groups;
- d. assessment of current road conditions, evaluation of economic impacts, and identification of priority roads identified for upgrades or improvements;
- e. compilation of statistics, development of business case(s), preparation of briefing papers, reports, presentations and other communications as required to meet the objectives of the Committee;
- f. request and attend meetings, prepare and deliver presentations;
- g. develop and maintain a professional and productive business relationship with the Ministry of Transportation and Infrastructure and the maintenance contractor(s);
- h. organize meetings with appropriate Ministries in Victoria and/or organize Minister tour(s) in the North Peace to present findings and final report;
- i. develop specific analysis based on the needs identified by Directors, stakeholders or the Committee;
- j. prepare or support initiatives to develop funding partnerships, grants or other opportunities to leverage resources to support the purpose and objective; and

9. Reporting Requirements

- a. At minimum, the Committee will provide a quarterly report to the Board, and will provide any additional progress reports, updates or formal reports, as required from time to time by the Board – or if deemed advantageous to the Committee for issues management or seeking Board endorsement or direction on any issue not clearly delegated to the Committee.
- b. Where required, lobbyist registration for initiative activities will be held by consultants and required reporting will be reviewed by the Committee prior to submission.
- c. Committee meeting minutes will be included on Regional Board meeting agendas.
- d. Issues not clearly delegated to the Committee through the ToR will be forwarded to the Regional Board in the form of a recommendation from the Committee, for the Board's consideration, prior to any action being undertaken.

10. Stakeholders

The Committee will solicit input from and provide feedback to rural road stakeholders as broadly and effectively as can efficiently be done, including but not limited to:

- a. social media
- b. meetings (one-on-one, group, public)
- c. open door policy for input from affected rural road users
- d. through the Task Force

Date Committee Established		Board Resolution #	
Date TOR Approved by Board		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	



Rural Roads in the North Peace

an economic development initiative of the Peace River Regional District

Project Charter and Task Force Terms of Reference

Effective May 22, 2018

Background

The North Peace Economic Development Commission (NPEDC) established and funded a Rural Roads Task Force (RRTF) between 1997 and 2003. In 2003 the BC Ministry of Transportation (MoT) established Regional Transportation Advisory Committees (RTACs) throughout the province, based in large part of the success of the RRTF and the millions of dollars in transportation investment that was a direct result of the task forces activities. RTAC's continued under the direction of the MoT through the fiscal 2007/08.

The RRTF was extremely successful as it demonstrated the benefits to government and the return on investment for infrastructure spending by creating certainty for industry, shortening travel cycle times, reducing the duration of annual load restrictions, increasing the competitiveness of the region and making it an attractive area for private industry investment. That investment translated to increased royalties for government, more jobs for workers and a strong economy for the region and the province.

The North Peace has a diverse economy of agriculture, forestry, energy and contains a large, undeveloped portion of the world class Montney natural gas play. A single 2017 natural gas land sale generated \$77 million in government royalties last year. Investing in infrastructure will stabilize industry, encourage positive investment decisions from the private sector and provide the revenue for government for a strong and reliable economy.

In 2017, the NPEDC retained the services of JK Solutions Ltd. to conduct a high-level gap analysis on road conditions and investment since the end of the previous two transportation initiatives. The majority of the previous RRTF came together and prioritized current road priorities which formed the basis for the report and developed and delivered a report to the Ministry of Transportation in February 2018.

The NPEDC ceased to operate effective December 31, 2017 with economic development coming directly under the direction of the Peace River Regional District (PRRD). Funding for 2018 has been established under the PRRD and this document provides the charter for the new North Peace rural roads (NPRR) initiative process and the terms of reference for the task force to be established.

Purpose

To develop, facilitate and sustain a Rural Roads process that will demonstrate to the provincial government the social and economic importance of safe and reliable rural roads that are upgraded and maintained to a condition suitable for the type and volume of traffic that rely on them.

Objective

To ensure a collaborative, unified, consistent and well supported message from the region, the NPRR will engage rural residents, industry (individuals and associations) and elected officials to participate and provide input to the process and priorities to be delivered to the provincial government.

The NPRR will develop open and respectful relationships with elected members and staff of the provincial government ministries and the maintenance contractors with responsibility for rural roads.

Scope

The initiative scope includes roads and associated infrastructure (e.g. bridges, culverts, ditches) managed and maintained under the direction of the MoT that meet the following criteria:

- located in the North Peace area of the PRRD;
- predominately serve rural residents and industry (e.g. agriculture, forestry, energy and oil and gas)

Excluded from the scope are:

- non-provincial roads within municipalities boundaries
- subdivision roads
- numbered highways (Hwy 97 and 29)
- industry roads (Petroleum Development Roads or Forest Service Roads)

Accountability

The elected directors of the PRRD for Area B, Area C, District of Taylor and District of Hudson's Hope (Directors) are accountable for the initiative and will:

- determine annual resource requirements and at their sole discretion, allocate and have a budget approved to support the initiative;
- set or reaffirm annually the initiative purpose, objective and scope;
- determine delivery methodology and hire or otherwise procure contracted services to support the initiative;
- select from the elected Directors, one (1) Director to serve as the Chair of the task force;
- determine/approve appointments of individuals to the task force
- direct the staff/consultants, negotiate rates, approve timesheets and/or invoices and manage all other business relations between the PRRD and staff/consultants.

The Directors, at their discretion, may delegate any accountabilities and/or responsibilities identified in this document to the Director selected as the Chair.

Methodology

The Directors will annually determine the most effective methodology to sustain the initiative and will engage consultant(s) to facilitate and deliver the annual workplan with input and support from the task force. Services may include but not be limited to:

- facilitation of an appropriate process to solicit feedback, gauge public interest and support and determine a suitable level of ongoing communication required to sustain the rural roads process;
- support the Directors to establish/maintain a steering committees and/or task force as appropriate to meet the desired end results;
- development of an annual workplan with key deliverables and target dates;
- facilitation of meetings with road users, business and industry stakeholders, affected government agencies and business groups;
- assess current road conditions, evaluate economic impacts and facilitate prioritization by the task force;
- compile statistics, develop business case(s), prepare briefing papers, reports, presentations and other communications as required to meet the objectives of the initiative;
- organize meetings, prepare and deliver presentations;
- develop and maintain a professional and productive business relationship with the Ministry of Transportation and Highways and the maintenance contractor;
- organize meetings with appropriate Ministries in Victoria and/or organize Minister tour(s) in the North Peace;
- develop specific analysis based on the needs identified by Directors, stakeholders or the task force;
- prepare or support initiatives to develop funding partnerships, grants or other opportunities to leverage resources to support the purpose and objective; and
- other activities as approved by the Directors within the purpose, scope and objectives.

Resources and Continuity

The PRRD will determine annual funding requirements and may choose to continue to fund the initiative, seek external funding or partner with like minded organizations, provided the initiative is achieving the purpose and objectives stated above. The PRRD may at any time, without notice, terminate the initiative at the discretion of the Directors.

Reporting Requirements

Consultants/staff report to the Directors and will provide any progress reports, updates or formal reports as required from time to time by the PRRD. Where required, lobbyist registration for initiative activities will be held by consultants/staff and required reporting will be reviewed by the Directors prior to submission.

Stakeholders

The initiative will solicit input from and provide feedback to rural road stakeholders as broadly and effectively as can efficiently be done including but not limited to:

- social media
- meetings (one-on-one, group, public)
- open door policy for input from affected rural road users

Stakeholder input may be sought or received by Directors, task force members, consultants or staff.

Task Force Terms of Reference

The Directors will solicit volunteers to establish a task force to identify impacts, provide sector specific input and determine overall strategies for the message to be delivered to government regarding North Peace rural roads.

Membership

Membership will be sought from the following groups:

- rural residents or their elected representatives (regional/provincial)

- agriculture industry
- forest industry
- oil and gas industry
- trucking/transportation industry
- other as determined by the Directors

The task force membership should reflect the geographic areas of the North Peace. Where practical, a task force member would be able to represent more than one sector and/or geographical area.

All decisions regarding membership to the task force will be made by the Directors. There will be no reimbursement for time on the task force, but where travel out of town (e.g. Victoria) is required by a task force member, it may be pre-approved by the Directors and covered by the initiative.

Size

The Directors will determine the number of task force members, ideally selecting between 7-12 members, based on annual priorities.

Duration

Task force members shall be appointed for a term of the fiscal year associated with PRRD funding. Annually, the Directors will review task force membership and make changes at that time if necessary. If a member leaves the task force during the year, the Directors may choose to select a replacement or continue the year with the vacancy.

Meetings

Meetings will only be held when there is a specific purpose, need or value identified. The process will rely when possible on remote communication (email, telephone, conference calls, Skype, etc.). Task force members should expect 3-4 meetings per year. Roberts Rules of Order apply.

Location

Meetings will generally take place in Fort St. John unless there is a specific value in an alternate location (e.g. as part of a specific area tour). Meetings will generally be held in the evening and limited to a maximum of 3 hours.

Alternates

Every effort will be made to select times when all task force members are available for meetings. Due to the progressive nature of the content and decision making of the task force, alternates will not be used if a member is unable to attend a meeting.

Decision Making

The goal with decision making is to reach consensus, but where that can not be achieved in a reasonable time frame, simple majority will prevail. In the event of a split decision, the Chair will cast an additional and final vote. Staff and consultants do not vote.

Quorum

A task force meeting quorum will be the Chair plus 4 task force members.

Agenda and Minutes

Agendas will be developed prior to meetings and minutes of key discussions and decisions will be kept.



REPORT

To: Chair and Directors

Report Number: CS-BRD-004

From: Trish Morgan, General Manager of Community Services

Date: April 27, 2020

Subject: Sukunka Landslide Evacuation Order Rescind

RECOMMENDATION: [Corporate Unweighted]

That whereas, the property owner has provided the PRRD with a third party assessment of the property located at 8657 Hwy 97S, which states that there is no imminent risk for the next five years to life safety resulting from the landslide that took place on March 23, 2019 on the property, as the secondary residence at risk has been relocated 50m away from the riverbank;

That the Regional Board rescind the evacuation order for 8657 Highway 97 S on the Sukunka River, upon receipt of a signed Section 219 land use covenant between the PRRD and the property owner, that requires the property owner to adhere to all recommendations and directions contained in the March 3, 2020 Sanctuary Ranch Farms Assessment Report on 8657 Hwy 97S, by SNC Lavalin.

BACKGROUND/RATIONALE:

On March 23, 2019, a landslide occurred on a portion of 8657 Highway 29 S on the Sukunka River. At the time, a secondary home on the property was at risk of falling into the river. The Ministry of Forests, Lands and Natural Resource Operations and Rural Development conducted an initial assessment and determined that the location of the secondary home on the property was unsafe. They recommended that a subsurface investigation be conducted to determine if the site of the house (where it was located at the time of the landslide) could be safe for occupancy.

Since that time, the secondary home was moved from the original location and has been assessed by SNC Lavalin. In the Sanctuary Ranch Farms Geotechnical Assessment Report dated March 3, 2020, SNC Lavalin state:

"In the current condition, the new location is 50m from the original location and is set back sufficiently to remove an imminent risk."

The engineer has also suggested that they cannot guarantee safety of the home beyond 5 years, and recommends that the property owner:

- monitor the slide regression with the help of a qualified geotechnical engineer;
- consider moving the home a further 150m from the river bank and slide area; and
- limit saturation of the existing slide by re-directing water discharge.

While the report suggests that there is no imminent risk that requires the evacuation order to remain in place, it was recommended by legal counsel that the PRRD transfer all responsibility to the property owner for the ongoing adherence to the recommended actions contained in the SNC Lavalin report.

Staff Initials:

Dept. Head: *Trish Morgan*

CAO: *Shawn Dahlen*

Page 1 of 2

The property is not in a mandatory building inspection area. Legal counsel suggested that the PRRD send a letter to the property owner, reminding him that he is responsible to comply with the directions of his engineer. Staff further recommend the registration of a Section 219 land use covenant that will run with the land, to place the responsibility for adherence to engineering recommendations on the property owner. Registration of the covenant will also ensure that any future property owner is made aware of the limitations of the current location and the possible future safety risk, given that the evacuation order will no longer be in place.

Staff have spoken with the property owner who has stated he is willing to enter a Section 219 Land Use covenant with the PRRD.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Responsive Service Delivery
- ☒ Enhance Emergency Planning and Response Capacity

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

Should the Board wish to remove the evacuation order from the property, the owner will be advised both by phone and in writing of the decision. The evacuation order will also be removed from the PRRD's website.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Excerpt from SNC Lavalin Sanctuary Ranch Assessment Report (March 3, 2020)
2. FLNRORD Assessment Report



In accordance with the PRRD's letter, SNC-Lavalin prepared a proposal dated January 21, 2020 for a geohazard assessment of the subject property. SNC-Lavalin attended the site on February 13, 2020 to perform a field assessment of the geohazards in proximity of the residence; this report is a summary of that field assessment as per our proposal.

2 Observations

SNC-Lavalin collected handheld GPS coordinates of the current head scarp location of the eastern slope and the nearest corner (southwest) of the relocated residence. Based on the coordinates provided in Table 1 below, the residence is located 50 m from the crest of the slide. The coordinates are shown in attached output from iMapBC (see Attachment 3)¹.

Table 1: Coordinates of Key Features

Description	Northing (m)	Easting (m)
Crown of Head Scarp	6156487	586947
Southwest Corner of Residence	6156475	586995

Topography to the east and south of the new residence location grades from the house to a relatively flat terrace covered with agricultural fields registered as Agricultural Land Reserve (ALR) land up at 10% (10H:1V) to 20% (5H:1V). These shallow slopes were not considered to be a geohazard to the new location, although, regular irrigation of these lands may increase the overall groundwater levels at the Site.

There are steeper slopes to the west and north of the residence that form the riverbanks of the Sukunka River. The crown of the head scarp is located in a section of the western slope. The height of slope from the Sukunka River is approximately 30 m based on height of the head scarp being about half of the slope as well as interpolation of the contours in iMapBC¹. The slope of the failed slope is estimated to be 32° based on the available information; the failed slope was covered in snow at the time of the assessment, see Figure 2. This report relies on the FLNRORD assessment of the soil types as the surface of the slope was visible during their assessment. It was noted that some blocks of soil have slid from the main scarp since the initial assessment based on anecdotal comments from the client, and a comparison of site topography and photos from the FLNRORD assessment.

We understand based on anecdotal evidence that water was seeping out of the slope at the time of the slope failure due to permeable soil layers and adjacent broken water services infrastructure. No seepage was noted during our assessment.

SNC-Lavalin did not see any tension cracks at the time of the inspection between the residence and the main scarp; snow may conceal smaller tension cracks. Figure 3 shows the residence location with the slide located in the left edge of the photograph.

¹ BC Geographic Data Services. <https://maps.gov.bc.ca/ess/html/imap4m/>. [Accessed on February 20, 2020].





3 Geotechnical Discussion

SNC-Lavalin is in agreement with the geohazard assessment performed by FLNRORD. The original location of the dwelling was an immediate risk when occupied. The soil profile and landslide configuration are consistent with other landslides that occur within glaciolacustrine sediments. The soil profile usually consists of alternating layers of glaciolacustrine and till sediments and occasionally glaciofluvial deposits along river banks in the region.

3.1 Imminent Risk

Based on information provided in the FLNRORD assessment, iMapBC information, and the new location of the residence, SNC-Lavalin has assumed the following for this geohazard assessment:

1. The offset between the active slide crest and the residence is about 50 m.
2. The slide is about 50 m in length based on FLNRORD's report.
3. The height is approximately 30 m from the base of the river to the crest of the slope.

Based on these values, the residence is located about 100 m from the toe of the Sukunka River and the slope between the residence and the base of the river would be about 3H:1V (Horizontal: Vertical). This is typically a stable configuration in most slopes for typical infrastructure lifespans.

3.2 Safe for Occupancy

The standard of practise in the Province of British Columbia for assessment of geohazards for damaging and catastrophic events is to use at a minimum the event with a probability of 1 in 475 years (10% probability of occurrence in 50 years) and 1 in 10,000 years (0.5% probability of occurrence in 50 years), respectively.

In the long-term, the potential bank erosion of the toe of the slope, which may cause further and continuous retrogression of the slope. Additionally, it is common for saturation of slopes (i.e., from rain events, local water tables, and damaged infrastructure) to reduce the soil strength and contribute to sliding events.

4 Geotechnical Recommendations

4.1 Imminent Risk

In the current condition, the new location is 50 m from the original location and is set back sufficiently to remove an imminent risk.





4.2 Safe for Occupancy

As noted above, the residence is not expected to be affected by imminent sliding and could be re-occupied safely in the short-term (less than 5 years). However, the long-term safety (greater than 5 years) of the home in its new location is not endorsed by SNC-Lavalin. SNC-Lavalin has suggested possible options for long-term safety below.

Typically, the stabilization of failed slopes is only undertaken by larger commercial projects due to high costs of the work, usually millions of dollars. SNC-Lavalin does not recommend global stabilization for this Site.

In order to monitor the slide retrogression, a qualified geotechnical engineer or geologist could assess the progression of the slide to assess whether the slide poses a continued risk to the residence. This assessment could consist of regular visual review of the slide and the site, installation of a slope inclinometer and vibrating wire piezometer, photogrammetric survey to assess the potential movement of the slope, or a combination thereof. We expect that the installation of baseline monitoring equipment could be completed this year with annual readings and site assessments for the next 5 years and then every 5 years after that to assess the progression of the slide and associated risk to the property.

The more practical approach for residence owners is to relocate the residence to a distance that is beyond the length of typical landslides in the region. This residence is located at about 50 m from the top of an active slide, which had a catastrophic failure length of about 50 m in 2019 based on the FLNROD report. Typically, a recommended offset of at least twice the distance of a catastrophic failure length (100 m) from the crest of the slope to a new development (of similar slope configurations) would be required to meet the standard of practise without any subsurface investigations. However, this does not consider the potential implications of a new slide developing where active sliding is occurring. The residence could be relocated to an offset that meets the standard of practise, which is likely 150 m from the crest of the active slide to meet the 1:10,000-year catastrophic event criteria.

In addition to regular assessments, SNC-Lavalin recommends limiting saturation of the existing slide by re-directing any types of water discharge on the slope such as surface water ditching and underground water utilities by the slope (may leak or break with continued slope changes). Saturation of the slide, particularly the slip surface, can weaken the soils and lead to increased progression of the slide. It is also prudent to avoid re-grading the slope (i.e., regrading the main scarp) as the slide is still active and can react to changes in surficial loading. Soil masses that have mobilized down the slope will likely re-mobilize if re-graded soil (i.e., added weight) was placed on top of the mass.



Sukunka River Landslide (2019) Assessment Report



Brendan Miller, M.Sc. P.Geo.

Research Soil Scientist

BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development

March 25, 2019

Background

On March 23, 2019, Emergency Management BC (EMBC) requested assistance from the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) to conduct a landslide hazard and risk assessment of a rural property located along Highway 29, in the Peace River District. The address of the property is 8657 Highway 29S, Peace River District (Fig. 1). On March 24th, a FLNRORD staff with expertise in landslide science examined the landslide. This examination included helicopter and field-based assessments. The duration of the inspections was approximately 2 hours.

Information Provided by the Occupant and Owner of the Property

On March 21 or 22, 2019 the tenant renting 8657 Highway 29S noticed fractures extending across their yard, near their porch. During the day of March 23, approximately 50m of the slope slid towards the Sukunka River. The tenants were awake and in the house during the landslide event but were unaware that the landslide had occurred. Given the close proximity of the house to the landslide's main scarp, the tenants chose to self-evacuate.

Findings

- The landslide occurred on March 23, 2019.
- The width of the landslide is some 60m and the length is some 50m (Fig. 2).
- The landslide's main scarp came to within 2.5m of the porch supports, or 4m from the house foundation (Figs. 3, 4).
- The main scarp was 10 to 12m high and is near vertical in places.
- Lacustrine (lake bed) clay soils were observed in the main scarp, at the top of the landslide, and near the bottom of the slope. The lacustrine soils appeared contorted in the left (north) lateral scarp, suggesting previous landslide activity (the right lateral scarp was not examined). Further, angular blocks of coarser soils were observed in scarp exposures at several locations which also suggest previous landslide activity.
- At the toe of the landslide, the rupture surface emerged below river ice level causing the ice to be up-thrust onto the landslide colluvium. Further, five large cracks in the ice extended across the Sukunka River and river ice was up-thrust onto the opposite river bank.
- The landslide colluvium represents only a minor constriction of the Sukunka River, and will be unlikely to cause upstream or downstream flooding.

- The landslide can be described as a translational earth slide in glacial lacustrine soil. This type of motion is common for landslides in the Peace River area with basal rupture surfaces in glacial lacustrine soil.
- No more tension cracks were seen behind the main scarp of the landslide.
- The Sukunka River remained mostly frozen and a considerable snow pack remains. Once the river starts to flow, the toe of the landslide is expected to quickly erode away. Further, with the progression of spring melt, coupled with the thaw of ground frost, the soil water content is expected to increase. These conditions may cause a further reduction in slope strength.
- Some further retrogression of the main scarp is considered probable. This retrogression could be due to possible continued activity of the main body of the landslide, or due to slope modification of the main scarp, bringing it to a gentler gradient.

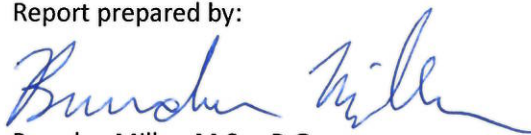
Recommendations

Given the proximity of the house to the main scarp (4m), the height and steepness of the main scarp (10 to 12m), and the impending onset of spring snow melt, ground frost thaw, and enhanced river flows, it is my opinion that this dwelling is currently unsafe for occupation. A subsurface investigation is required to quantify the landslide hazard. This subsurface investigation might involve drilling and laboratory soil property testing. It is recommended that a subsurface investigation be conducted to determine if the dwelling is safe for occupation.

Disclaimer

This assessment is a reconnaissance assessment. There is always a degree of uncertainty when conducting reconnaissance assessments due in part to the limited information on which opinions must be formed. This report should be considered a reconnaissance assessment of the current condition at the time of the assessment. This report was done for immediate public safety concerns, and should not be relied on for other geotechnical or hydrotechnical hazard or risk assessments, or for planning purposes.

Report prepared by:



Brendan Miller, M.Sc., P.Geo.

Research Soil Scientist

BC Ministry of Forests, Lands, Natural Resource Operation and Rural Development



Reviewed by:

Marten Geertsema, PhD., P.Geo.

Research Geomorphologist

BC Ministry of Forests, Lands, Natural Resource Operation and Rural Development

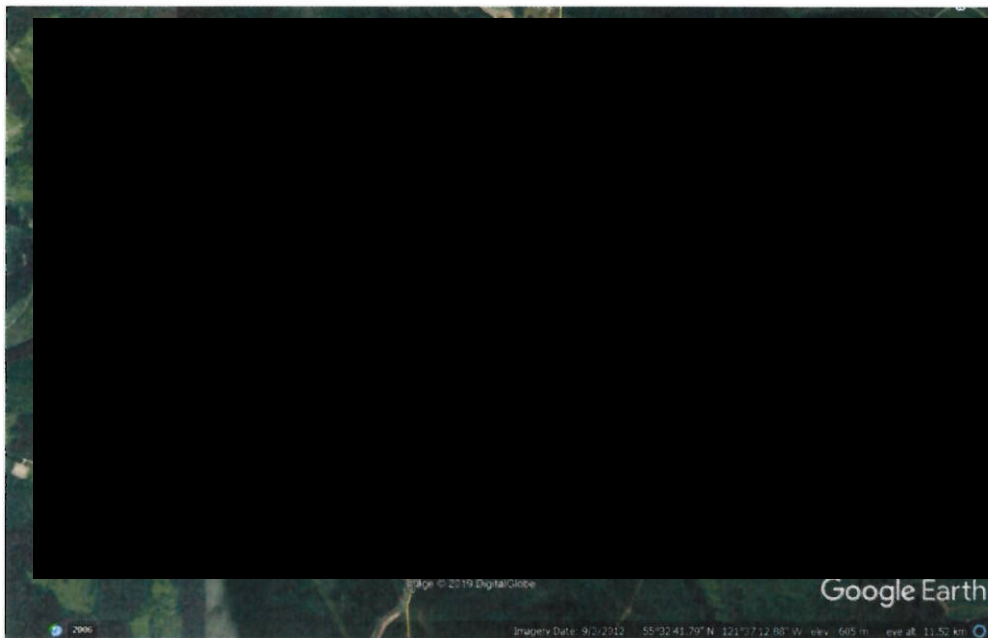


Figure 1. Location of the dwelling at 8657 Highway 29S, Peace River District, BC.



Figure 2. Extent of March 23, 2019 landslide along the Sukunka River and its proximity to the dwelling at 8657 Highway 29S.



Figure 3. Proximity of the main scarp to the dwelling foundation.



Figure 4. Oblique photo showing the height and steepness of the main scarp in relation to the dwelling, and proximity of the main scarp to the dwelling.



REPORT

To: Chair and Directors

Report Number: CS-BRD-003

From: Trish Morgan, General Manager of Community Services

Date: April 23, 2020

Subject: Facility Code of Conduct Policy – Society Operated Recreation Facilities

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board adopt the “Facility Code of Conduct Policy” which establishes standards of operation, behaviour, and enforcement procedures for recreational facilities that are owned by the Peace River Regional District and operated by a society on its behalf.

BACKGROUND/RATIONALE:

The Peace River Regional District’s recreation facilities exist to provide residents with opportunities to participate in recreational, cultural, and educational activities in a safe and positive atmosphere. If approved, the attached Facility Code of Conduct Policy will be provided to all facility operators. It is the role of the PRRD to ensure that measures are in place to ensure that incidents of unacceptable behaviour do not occur in these facilities, and that an appropriate mechanism is in place should a contravention occur.

Every visitor to a facility that is owned by the PRRD, and is operated by a society, is expected to behave or act in a manner that respects the rights of others so that they may use and enjoy the facility. The Facility Code of Conduct Policy does not apply to facilities owned by the PRRD and operated by municipalities, as these facilities already have their own policies or codes of conduct in place; nor does it apply to the Clearview or Buick Arenas as they are owned by School District No. 60.

Included in the Facility Code of Conduct Policy is the understanding that organizations and groups that utilize PRRD facilities must take primary responsibility for the behaviours of all individuals associated with them. It also gives the operators of the facilities a process to follow should there be a contravention of the Code of Conduct.

Expected Behaviours:

- Treat others with dignity and respect
- Be polite and courteous and use appropriate language
- Follow direction and/or instruction of staff and volunteers
- Use the equipment and facility in a safe and appropriate manner
- Shirts and shoes are required, unless participating in an activity that requires otherwise

For the purpose of this Policy, inappropriate acts and/or violence include but are not limited to, the following behaviours:

- Deliberate destruction, damage, misuse of property, machinery, equipment, tools
- Sexual and verbal harassment

Staff Initials:

Dept. Head: *Trish Morgan*

CAO: *Shawn Dahlen*

Page 1 of 2

- Sexual activity
- Public nudity
- Immoral conduct or indecency

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

If approved, the Policy will be sent to each facility and staff will contact the operators of each facility by phone to discuss the implementation of it.

OTHER CONSIDERATION(S):

The PRRD owns or has license to the following facilities that are operated by societies on behalf of the Board:

Area B

- Buick Creek Recreation Grounds (Buick Creek Community Club)
- Cache Creek Community & Recreation Grounds (Cache Creek Community Club)
- Golata Creek Club & Grounds (Golata Creek Recreation Society)
- Goodlow Recreation Grounds (Goodlow Recreation Commission)
- Graham-Halfway Recreation Grounds (Halfway Graham Community Club)
- Graham-Halfway Gymkhana Grounds (Halfway Graham Community Club)
- North Peace Fall Fair Grounds (North Peace Fall Fair Society)
- Osborn Community Hall (Osborn Community Club)

Area D

- Kelly Lake Community Centre (Kelly Lake Community Centre Society)

Area E

- Jackfish Community Hall (Jackfish Community Association)
- Moberly Lake Community Hall (Moberly Lake Community Association)

Attachments:

1. Draft Facility Code of Conduct Policy

**FACILITY CODE OF CONDUCT**

Department	Community Services	Policy No.	
Section	Parks & Recreation	Date Approved by Board	
Repeals		Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The purpose of the Facility Code of Conduct Policy is to outline expected behaviours, non-acceptable behaviours, prohibited behaviours, enforcement and suspension procedures, and the appeal process for all users of not-for-profit society operated community halls and recreation grounds that are owned by, or tenured to, the Peace River Regional District.

2. Scope

- 2.1 The Facility Code of Conduct Policy will applies to all users of PRRD owned or tenured community halls and recreation grounds, user groups renting the facilities, volunteers, society directors, staff, and/or operators of the facility.

3. Definitions

- 3.1 **Expected behaviours:** behaviours that all users are expected to exhibit at all times.
- 3.2 **Non-acceptable behaviours:** behaviours that may lead to verbal or written warnings or short-term suspension of users or user groups.
- 3.3 **Prohibited behaviours:** are behaviours that are forbidden and may result in immediate and long-term suspension or expulsion.
- 3.4 **Enforcement:** are the measures taken to ensure that the policy is adhered to for the health and safety of the operators and the public.
- 3.5 **Suspension:** is a temporary measure, as a result of a breach of the Facility Code of Conduct, whereby a user or user group is not allowed to use the facility or participate in activities at the facility.
- 3.6 **Expulsion:** a permanent measure, as a result of a breach of the Facility Code of Conduct, whereby a user or user group is not allowed to use the facility or participate in activities at the facility.
- 3.7 **Appeal:** the ability to request a review of the situation that lead to suspension or expulsion/

4. Policy

- 4.1 PRRD owned or tenured community halls or recreation grounds exist to provide residents and visitors with opportunities to participate in recreational, cultural, and educational activities in a safe and positive atmosphere.



- 4.2 Each visitor to the facility is expected to behave or act in a manner that respects the rights of others, so that everyone may use and enjoy the facility, programs, and services.
- 4.3 It is understood that the organizations using the facility will take primary responsibility for the behaviours and actions of all people associated with their program or event. If a breach of this policy occurs, remedial action may be taken as described below.
- 4.4 **Expected Behaviours:** Engaging in behaviours contrary to the following expectations, particularly after being warned, may lead to an official exclusion from the PRRD owned or tenured community halls and recreation grounds. Expected behaviours include but are not limited to:
- a. Treating others with dignity and respect;
 - b. Being polite and courteous and using appropriate language;
 - c. Following direction and/or instructions of staff and volunteers;
 - d. Using the equipment and facility in a safe and appropriate manner; and
 - e. Wearing shirts and shoes as required, unless you are doing an activity that requires otherwise.
- 4.5 **Non-Acceptable Behaviours:** Engaging in the following non-acceptable behaviours, may lead to remedial action. Non-acceptable behaviours include but are not limited to:
- a. Photographing or filming without permission;
 - b. Rude behaviour;
 - c. Inappropriate language; and
 - d. Bullying and/or teasing.
- 4.6 **Prohibited Behaviour:** The following activities are prohibited and anyone engaging in them may be banned from the PRRD owned or tenured community hall or recreation grounds:
- a. Deliberate destruction, damage, misuse of property, machinery, equipment, tools
 - b. Sexual and verbal harassment
 - c. Sexual activity
 - d. Public nudity
 - e. Immoral conduct or indecency
 - f. Possession, consumption, or distribution of alcoholic beverages and/or cannabis, unless authorized by a licensed event on site
 - g. Possession or use of illegal substances
 - h. Intoxication
 - i. Creating or contributing to unsafe or unsanitary conditions
 - j. Abusive or obscene language
 - k. Possession or use of weapons
 - l. Theft
 - m. Vandalism
 - n. Physical violence or threat of physical violence
 - o. Threatening, intimidating or coercing others for any purpose
 - p. Any behaviour that endangers the safety of any individual or group

**4.7 Enforcement:**

- a. Individual(s) and/or organizations that breach this Facility Code of Conduct policy may be subject to verbal or written warnings or immediate suspension or expulsion from the facility for the remainder of the day.
- b. In the case of a breach by an organization, facility operators and society directors may take steps to cancel rental agreements or refuse to rent the facility to the organization.
- c. Depending on the severity of the breach, a further suspension from the facility for a period of time to be determined by the facility operator may be imposed in accordance with the Enforcement and Suspension Procedures or the user or group may be expelled from the facility.

4.8 Appeal:

- a. Where a suspension is imposed, staff or society directors will advise the participant or organization in writing that the individual or group has the right to appeal the suspension.

Affiliated Procedure	Facility Code of Conduct Procedures
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Disclaimer: Federal and Provincial Acts, Legislation, and Law supersede this policy



REPORT

To: Chair and Directors

Report Number: FN-BRD-004

From: Teri Vetter, Financial Services Manager

Date: April 29, 2020

Subject: North Peace Division of Family Practice

RECOMMENDATION: [Corporate Weighted]

That the Regional Board authorize a grant in the amount of \$100,000, payable from Grants to Community Organizations, Medical Recruitment, to the North Peace Division of Family Practice in support of their UBC Rural Fort St. John Residency Program.

BACKGROUND/RATIONALE:

At the April 23, 2020 Committee of the Whole Meeting, the Committee passed the following resolution:

CW/20/04/07

MOVED, SECONDED AND CARRIED

That the Committee of the Whole recommend that the Regional Board contact the North Peace Division of Family Practice to ascertain whether it requires the \$100,000 currently budgeted for the UBC Rural Fort St. John Residency Program, and clarify its understanding of the reporting conditions placed upon it under Grant to Community Organizations funding.

A PRRD Board Director reached out to the North Peace Division of Family Practice in advance of the recommendation being considered by the Board, and in return the financial reporting of how the grant money was spent and the policies the society uses to disburse the money were forwarded to PRRD staff. The NP Division of Family Practice policy and 2019 revenue and expenses report are attached for the Board's information.

ALTERNATIVE OPTIONS:

1. That the Regional Board authorize a grant in the amount of \$50,000, payable from Grants to Community Organizations, Medical Recruitment, to the North Peace Division of Family Practice in support of their UBC Rural Fort St. John Residency Program, and allocate the remaining \$50,000 to another use within the Grants to Community Organizations budget.
2. That the Regional Board decline to authorize a grant to the North Peace Division of Family Practice in support of their UBC Rural Fort St. John Residency Program, and allocate the \$100,000 to another use within the Grants to Community Organizations function.
3. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

If approved, \$100,000 will be released to the North Peace Division of Family Practice.

As per the attached NP Division of Family Practice Financial Report, the Society had a carry forward balance of \$67,439.00 on March 31, 2019, prior to receiving the \$100,000 grant from the PRRD in July of 2019. The Society spent \$55,756 in 2019 to assist resident doctors in the region with rent, exam fees and living expenses, as per their policies, and paid two signing bonuses in the amount of \$10,000 to two physicians who agreed to remain in the region for a minimum of one year in a full scope family practice. At December 31, 2019, the Society reported a surplus/balance of \$111,682.00.

The current balance in Grants to Community Organizations, Medical Recruitment, is \$275,000; comprised of \$100,000 for the North Peace and \$75,000 for the South Peace, plus the \$100,000 originally earmarked for Northern Health for their recruiter position, that the Committee of the Whole recommended that the Board to allocate to another use within the Grants to Community Organizations budget.

COMMUNICATIONS CONSIDERATION(S):

The Board's decision will be communicated to the North Peace Division of Family Practice.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. December 31, 2019 North Peace Division of Family Practice Policy for Use of PRRD Funds
2. North Peace Division of Family Practice Financial Report
3. May 22, 2019 Letter from PRRD to NPDPF re: Reporting Requirements

Dec.31, 2019

North Peace Division of Family Practice

10504 100th Ave

Fort St. John, BC

V1J 1Z2

OBJECT: POLICY FOR THE DISTRIBUTION OF PRRD FUNDS TO RESIDENT DOCTORS

Aim: To improve the number of resident doctors recruited into the Peace Region (Dawson Creek, Chetwynd, Tumbler Ridge, Hudson's Hope and Fort St. John).

The PRRD funds will be distributed to resident doctors currently residing in the NE and resident doctors that wish to come to the NE to do their rural and elective rotations.

Resident Doctors residing in the NE

- Resident doctors are broken down into two categories R1 (first year residents) and R2 (second year residents)
- Both R1 and R2's - Each resident doctor residing in the NE will receive a monthly housing stipend (maximum of 8 resident doctors per year)
- Both R1 and R2's - Each resident doctor residing in the NE can apply for additional funds (flat rate up to \$1000 to subsidize housing costs) for their rural rotations (in Chetwynd, Tumbler Ridge, Hudson's Hope or Dawson Creek) up to \$5000 in budget
- Both R1 and R2's - Each resident doctor residing in the NE can apply for additional funds for their mandatory rotations (flat rate up to \$500 to subsidize housing costs) up to \$8500 in budget
- R2's residing in the NE will receive additional funds for exam costs (maximum of 4 resident doctors per year)
- NE R2's that decide to stay in the NE, full scope family practice, for a minimum of one year, and gain either full or provisional licensure will receive an additional \$10,000.

Visiting Resident Doctors

- Resident doctors that wish to do their rural or elective rotations in the NE (Chetwynd, Tumbler Ridge, Hudson's Hope or Dawson Creek) can apply for funding (flat rate up to \$500 to subsidize housing costs)

North Peace Division of Family Practice -10504 100th Ave, Fort St. John, BC. V1J 1Z2

Phone number 250-793-1164

North Peace Division report to the PRRD for Jan.1, 2019 - December 31, 2019

Deposit	Jul 12, 2019	100,000.00	
		<u>100,000.00</u>	
Carry over as of March 31 2019		67439	
Total		167439	
Jan 30, 2019	Sherry Wang	416.67	Rent
Jan 30, 2019	James Wilkie	416.67	Rent
Jan 30, 2019	Lida Hellqvist	416.67	Rent
Jan 30, 2019	Prasenjit Das	416.67	Rent
Jan 30, 2019	Amber Husband	416.67	Rent
Jan 30, 2019	Courtney Boyer	416.67	Rent
Feb 25, 2019	Sherry Wang	416.67	Rent
Feb 25, 2019	James Wilkie	416.67	Rent
Feb 25, 2019	Lida Hellqvist	416.67	Rent
Feb 25, 2019	Prasenjit Das	416.67	Rent
Feb 25, 2019	Amber Husband	416.67	Rent
Feb 25, 2019	Courtney Boyer	416.67	Rent
Mar 31, 2019	Sherry Wang	416.67	Rent
Mar 31, 2019	James Wilkie	416.67	Rent
Mar 31, 2019	Lida Hellqvist	416.67	Rent
Mar 31, 2019	Prasenjit Das	416.67	Rent
Mar 31, 2019	Amber Husband	416.67	Rent
Mar 31, 2019	Courtney Boyer	416.67	Rent
May 01, 2019	Sherry Wang	416.67	Rent
May 01, 2019	James Wilkie	416.67	Rent
May 01, 2019	Lida Hellqvist	416.67	Rent
May 01, 2019	Prasenjit Das	416.67	Rent
May 01, 2019	Amber Husband	416.67	Rent
May 01, 2019	Courtney Boyer	416.67	Rent
May 30, 2019	James Wilkie	416.67	Rent
May 30, 2019	Prasenjit Das	416.67	Rent
May 30, 2019	Amber Husband	416.67	Rent
May 30, 2019	Sherry Wang	416.67	Rent
May 30, 2019	Courtney Boyer	416.67	Rent
May 30, 2019	Lida Hellqvist	416.67	Rent
May 30, 2019	Courtney Boyer	2,570.00	Exam
May 30, 2019	Courtney Boyer	1,500.00	out of town stipend
Jun 27, 2019	Prasenjit Das	416.67	Rent
Jun 27, 2019	Courtney Boyer	416.67	Rent
Jun 27, 2019	Lida Hellqvist	416.67	Rent
Jun 27, 2019	Dennis Zhang	416.67	Rent

Jun 27, 2019	Katie Zhu	416.67	Rent
Jul 25, 2019	Prasenjit Das	416.67	Rent
Jul 25, 2019	Courtney Boyer	416.67	Rent
Jul 25, 2019	Lida Hellqvist	416.67	Rent
Jul 25, 2019	Dennis Zhang	416.67	Rent
Jul 25, 2019	Katie Zhu	416.67	Rent
Aug 29, 2019	Prasenjit Das	416.67	Rent
Aug 29, 2019	Courtney Boyer	416.67	Rent
Aug 29, 2019	Lida Hellqvist	416.67	Rent
Aug 29, 2019	Dennis Zhang	416.67	Rent
Aug 29, 2019	Katie Zhu	416.67	Rent
Sep 27, 2019	Prasenjit Das	416.67	Rent
Sep 27, 2019	Sherry Wang	416.67	Rent
Sep 27, 2019	Courtney Boyer	416.67	Rent
Sep 27, 2019	Lida Hellqvist	416.67	Rent
Sep 27, 2019	Dennis Zhang	416.67	Rent
Sep 27, 2019	Katie Zhu	416.67	Rent
Oct 29, 2019	Sherry Wang	416.67	Rent
Oct 29, 2019	Prasenjit Das	416.67	Rent
Oct 29, 2019	Lida Hellqvist	416.67	Rent
Oct 29, 2019	Courtney Boyer	416.67	Rent
Oct 29, 2019	Dennis Zhang	416.67	Rent
Oct 29, 2019	Katie Zhu	416.67	Rent
Nov 27, 2019	Prasenjit Das	416.67	Rent
Nov 27, 2019	Courtney Boyer	416.67	Rent
Nov 27, 2019	Lida Hellqvist	416.67	Rent
Nov 27, 2019	Dennis Zhang	416.67	Rent
Nov 27, 2019	Katie Zhu	416.67	Rent
Nov 27, 2019	James Wilkie	10,000.00	Signing Bonus
Dec 17, 2019	Courtney Boyer	500.00	out of town stipend
Dec 17, 2019	Courtney Boyer	3,270.00	Exam
Dec 17, 2019	Amber Husband	10,000.00	Signing Bonus
Dec 17, 2019	Courtney Boyer	416.67	Rent
Dec 17, 2019	Lida Hellqvist	416.67	Rent
Dec 17, 2019	Katie Zhu	416.67	Rent
Dec 17, 2019	Dennis Zhang	416.67	Rent
Dec 17, 2019	Prasenjit Das	416.67	Rent

Expenses

55,756.89

Revenue minus expense

111682.11

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PEACE RIVER REGIONAL DISTRICT

May 22, 2019

North Peace Division of Family Practice
10011 96 Street
Fort St. John, BC V1J 3P3

Dear Ms. Augustine;

Re: Grant Request- North Peace Division of Family Practice - Medical Resident Recruitment

Thank you for the application your organization submitted to the Regional Board for grant funding. On behalf of the Regional Board, we are pleased to advise that your organization was approved for a one-year grant for the Medical Resident Recruitment Initiative. The request will be reviewed again for 2020 and 2021. Enclosed please find a cheque in the amount of \$100,000.

The conditions of the grant are as follows:

- 1) The funds must be used ONLY for the project that was approved by the Regional Board
- 2) Upon completion of your project or by December 31, 2019 please provide the Regional District with:
 - A one page letter detailing the success of your completed project or a progress report outlining what has been completed to date and when your project will be completed (with pictures where applicable)
 - A statement of revenue and expenses for your project (either final statement or progress statement)
- 3) Recognition of the funding contribution from the Regional District. Please see the enclosed "Funding Recognition Guidelines" for more information.

For your convenience, a copy of our funding recognition guideline is enclosed.

Yours truly,

Jill Rickert,
Community Services Coordinator

Enclosure

diverse. vast. abundant.

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1128 Email: prrd.fsj@prrd.bc.ca



REPORT

To: Chair and Directors

Report Number: FN-BRD-003

From: Teri Vetter, Financial Services Manager

Date: April 27, 2020

Subject: Budget Software – RFP 14-2020**RECOMMENDATION: [Corporate Weighted]**

That the Regional Board award RFP 14-2020 “Budgeting and Financial Reporting Software” to Public Sector Digest (PSD) at a one-time cost of \$68,425, plus \$12,500 for annual maintenance and support, for a total cost of \$80,925 (excluding GST) in 2020; further, that the Chair and the Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

At the March 26, 2020 Board meeting, the Regional Board adopted the 2020-2024 Financial Plan that included \$75,000 for budget software and installation for the PRRD.

The RFP closed on March 25, 2020 and 3 bids were received as follows:

	PSD	New Comp Analytics	Questica
Mandatory Requirements			
Submission Form (Appendix B)	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓
Cannot rely on third party software to function	✓	✓	?
Scoring Matrix Results			
PROPOSAL COST (Excluding GST)	\$80,925.00	\$59,535.00	\$124,166.00

Although PSD was not the lowest bid, this was an RFP with a disclosed scoring matrix that included price as one component of the score. The proposal from PSD scored higher than the lowest bid for the following reasons:

- PSD has vast knowledge of working with Regional Districts, and understand their budget needs.
- Provided a much better implementation and training schedule (April – September 2020), allowing staff to fully understand and learn the software.
- Allowance for additional training at no cost, and additional phone support.
- Dedicated Software Manager provided for the PRRD.
- Provide configuration of existing developed reports into a database during implementation with hands-on training.

- Other proponents support and maintenance fees were over \$22,500/year.
- PSD scored almost 10 points higher than the other proponents as the software appears to be far superior to the others.

Budgeting software provides organizations with precise control over the budgeting process, while offering budget preparation and analysis tools throughout the organization. The software provides a secure centralized database, to allow for customized data entry and interdepartmental collaboration. Multiple reporting views can immediately provide insight into the impact of a budget change on a specific service, department, or the entire organization.

The benefits include:

1. streamlining budget processes and collaboration provides significant efficiency and data reliability gains;
2. better and faster reporting leads to greater staff buy-in;
3. integrated financials from accounting software allowing for streamlined processes and calculations, resulting in significant time savings; and
4. significantly improved forecasting for operating and capital budgets.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness

FINANCIAL CONSIDERATION(S):

\$75,000 was budgeted in Function 100 - Administration for 2020 for the acquisition of budget software. There is an annual \$12,500 support and maintenance fee as well, which can be accommodated in the 2020 Administration operational budget, and will be accommodated in future years.

COMMUNICATIONS CONSIDERATION(S):

Procurement will advise the successful and unsuccessful proponents of the outcome.

OTHER CONSIDERATION(S):

None.



REPORT

To: Chair and Directors

Report Number: DS-BRD-018

From: Tyra Henderson, Corporate Officer

Date: April 22, 2020

Subject: Application for Subdivision within the ALR, PRRD File No. 20-007-ALRSub, ALC ID 60626

OPTIONS: [Corporate Unweighted]

1. That the Regional Board support ALR Subdivision application 20-007-ALRSub (ALC ID 60626), to subdivide the property identified as PID 014-954-427 into one \pm 4.0 ha parcel and one \pm 123.8 ha parcel, and authorize the application to proceed to the Agricultural Land Commission.
2. That the Regional Board respectfully refuse authorization for ALR Subdivision application 20-007-ALRSub (ALC ID 60626), to subdivide the property identified as PID 014-954-427 into one \pm 4.0 ha parcel and one \pm 123.8 ha parcel, to proceed to the Agricultural Land Commission.

BACKGROUND/RATIONALE:

Proposal

To subdivide the subject property to one \pm 4.0 ha (9.9 ac) parcel and one \pm 123.8 (305.9) ha parcel along an existing creek. The smaller property will continue to be used for grain bin storage and the larger for crop production. The property is currently jointly owned by brothers who farm several properties in the area. Should the subdivision be approved, they intend to maintain joint ownership of the smaller parcel and transfer ownership of the larger parcel to one brother, as a part of their succession plan.

File/Site Details

Owners: Simon Loewen, William Loewen & Martin Loewen
Agent: Terrain Geomatics Ltd. (Jerry Mullin)
Area: Electoral Area B
Location: Altona
Legal: N $\frac{1}{2}$ of District Lot 632 Peace River District
PID: 014-954-427
Lot Size: 127.8 ha (315.8 ac)

Official Community Plan (OCP)

Pursuant to PRRD Rural Official Community Plan Bylaw No. 1940, 2011, the property is designated Agriculture-Rural. Section 7 Policy 2 of the OCP states the principal uses of land in the Agriculture-Rural designation should generally be uses required for operating a farm and/or businesses complementary to agriculture. Section 7 Policy 3 of the OCP states the minimum parcel size should not be less than 63 ha (155 ac), with an exception where the proposed parcel is separated from the remainder by a significant topographical constraint.

Therefore, the uses and proposed parcel sizes are consistent with the OCP.

Land Use Zoning

Pursuant to PRRD Zoning Bylaw No. 1000, 1996, the property is zoned A-2 (Large Agricultural Holdings Zone). Section 36.1 of the Zoning Bylaw states that agriculture is a permitted use in the A-2 Zone. Section 36.2 states that the minimum parcel size is 63 ha (155 ac); however, Section 22.1(h) states that there is no minimum parcel size when parcels are subdivided along watercourses.

Therefore, the uses and proposed parcel sizes comply with the Zoning Bylaw.

Fire Protection Area

The property is outside all fire protection areas.

Mandatory Building Permit Area

The property is outside the Mandatory Building Permit Area.

Development Permit Areas

The property is outside all Development Permit Areas.

Development Cost Charge Area

The property is outside the Development Cost Charge Area.

School District 60 School Site Acquisition Charge Area

The property is within the School Site Acquisition Charge Area, and the landowner must pay the \$1000 fee prior to subdivision approval.

ALTERNATIVE OPTIONS:

1. That the Regional Board support ALR Subdivision application 20-007-ALRSub (ALC ID 60626), to subdivide the property identified as PID 014-954-427 into one \pm 4.0 ha parcel and one \pm 123.8 ha parcel, and authorize the application to proceed to the Agricultural Land Commission with recommended conditions of approval.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None at this time.

COMMUNICATIONS CONSIDERATION(S):

The Regional Board's decision will be communicated to the agent.

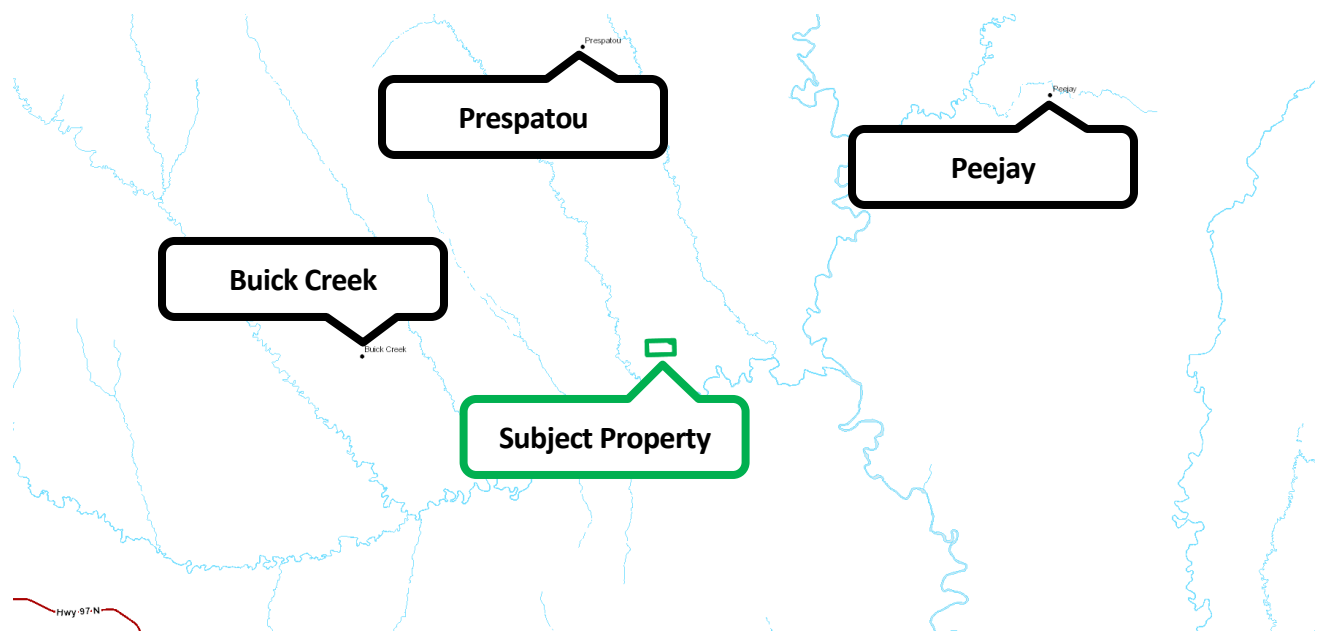
OTHER CONSIDERATION(S):

None at this time.

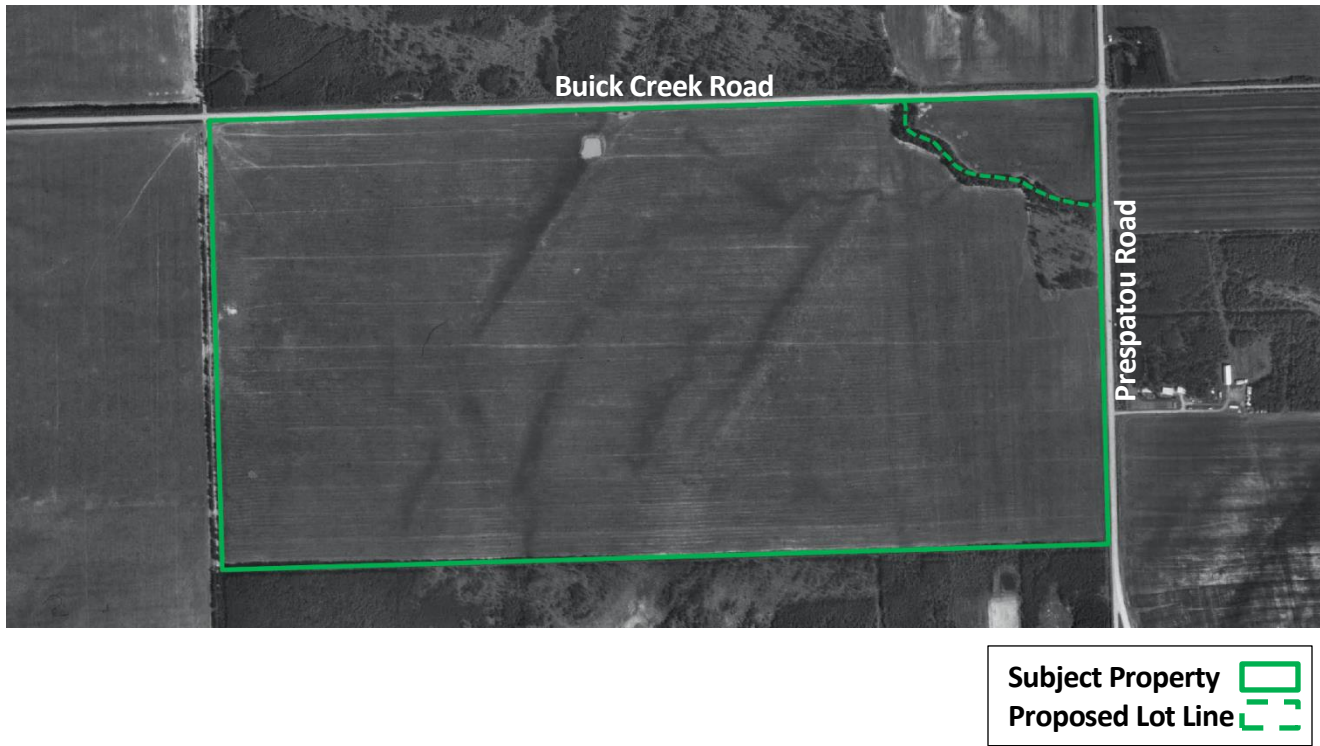
Attachments:

1. Maps
2. ALC Application (ALC ID 60626)
3. Comments from Electoral Area Director

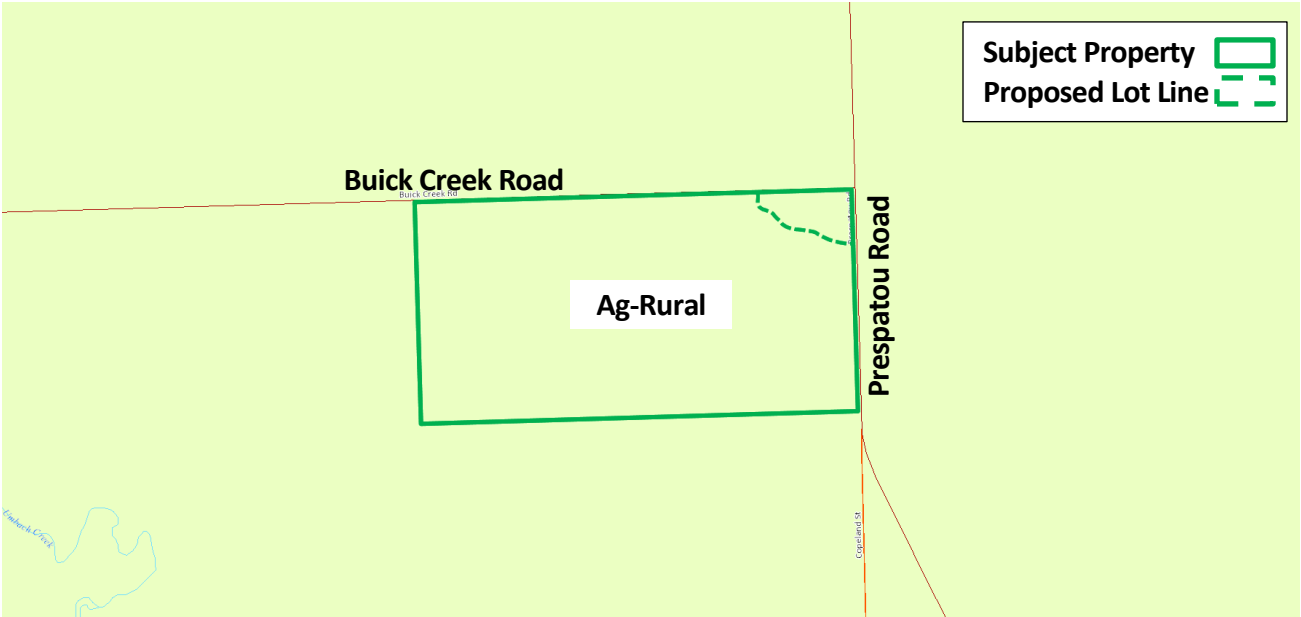
Location: Altona area



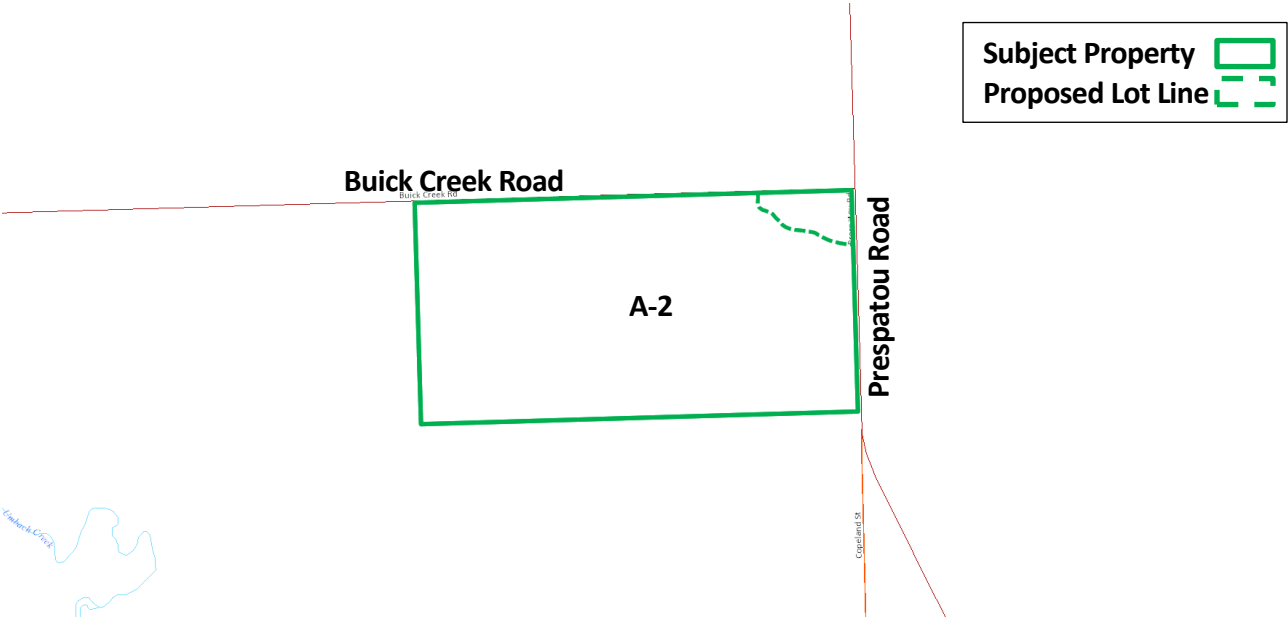
Aerial imagery



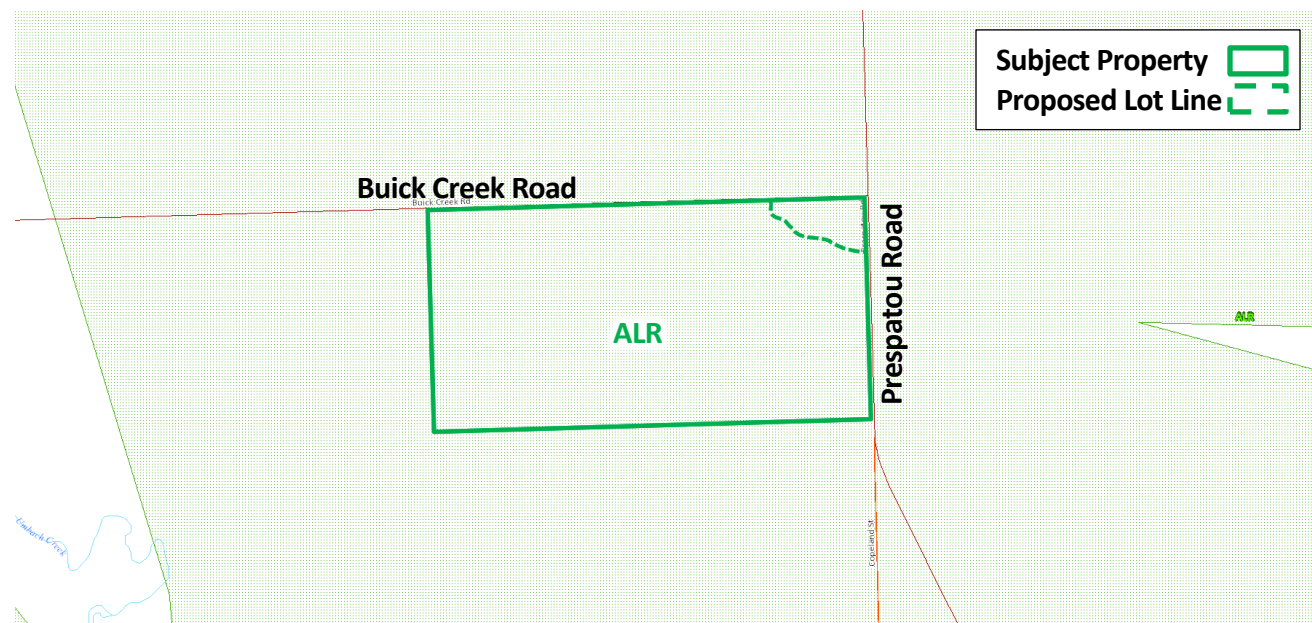
PRRD Rural Official Community Plan Bylaw No. 1940, 2011: Agriculture-Rural



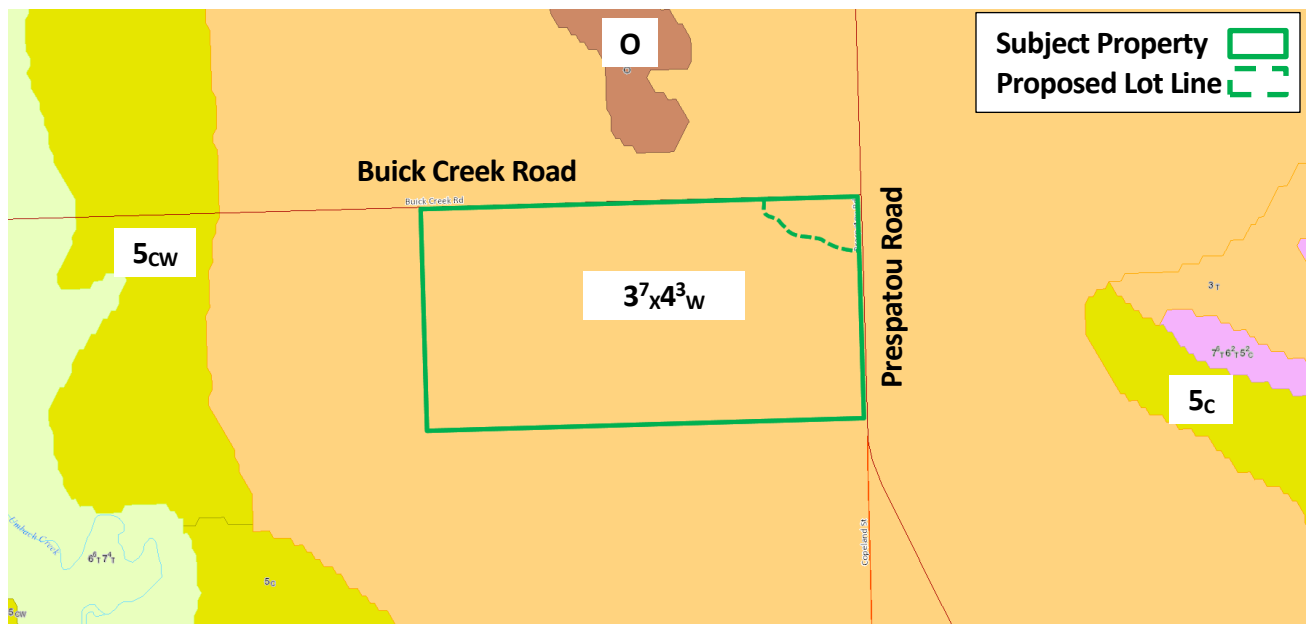
PRRD Zoning Bylaw No. 1000, 1996: Large Agricultural Holdings Zone (A-2)



Agricultural Land Reserve: Within



CLI Soil Classification: 3^7x4^3w





Provincial Agricultural Land Commission - Applicant Submission

Application ID: 60626

Application Status: Under LG Review

Applicant: Simon Loewen , William Loewen , Martin Loewen

Agent: Terrain Geomatics Ltd.

Local Government: Peace River Regional District

Local Government Date of Receipt: 04/06/2020

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Subdivision

Proposal: The proposed new Lot 1 will be set up for the hub of the farming operation as storage and all parties want to own title to control the activities and interest while giving title of proposed Lot 2 and other parcels to family members to farm for themselves

Agent Information

Agent: Terrain Geomatics Ltd.



Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 014-954-427

Legal Description: N 1/2 OF DL 632 PEACE RIVER

Parcel Area: 127.9 ha

Civic Address:

Date of Purchase: 10/28/2014

Farm Classification: Yes

Owners

1. **Name:** Simon Loewen



2. **Name:** William Loewen




3. **Name:** Martin Loewen

Ownership or Interest in Other Lands Within This Community

1. **Ownership Type:** Fee Simple
Parcel Identifier: 014-954-419
Owner with Parcel Interest: Simon Loewen
Parcel Area: 182.5 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

2. **Ownership Type:** Fee Simple
Parcel Identifier: 025-088-882
Owner with Parcel Interest: Simon Loewen
Parcel Area: 125.5 ha
Land Use Type: Agricultural/Farm
Interest Type: Partial Ownership

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

N 1/2 DL632: Grain crop and grain bins for storage

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

N 1/2 DL632: improved the surface of the NE corner of parcel with grading and gravel for equipment storage and installation of grain bins

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

N 1/2 DL632: No non-agricultural activity

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm

Specify Activity: Crop field and majority area covered with trees

East

Land Use Type: Residential

Specify Activity: Crop field and treed area with a residence/farm

South

Land Use Type: Residential

Specify Activity: Majority of area covered with trees with a residence

West

Land Use Type: Agricultural/Farm

Specify Activity: Crop field

Proposal

1. Enter the total number of lots proposed for your property.

4 ha

123.9 ha

2. What is the purpose of the proposal?

The proposed new Lot 1 will be set up for the hub of the farming operation as storage and all parties want to own title to control the activities and interest while giving title of proposed Lot 2 and other parcels to family members to farm for themselves

3. Why do you believe this parcel is suitable for subdivision?

It is suitable for subdivision because substantial investment has been made to set it up as support for surrounding farm activities of other lands. The configuration has been chosen based on the natural boundary of the existing creek and separates the storage area from the farming area of the current district lot

4. Does the proposal support agriculture in the short or long term? Please explain.

Yes the proposal does support agriculture both in the short and long term because it will continue to be used for farming purposes

5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.

No

Applicant Attachments

- Agent Agreement - Terrain Geomatics Ltd.
- Proposal Sketch - 60626
- Certificate of Title - 014-954-427

ALC Attachments

None.

Decisions

None.

PROPOSAL SKETCH OF N $\frac{1}{2}$ DISTRICT LOT 632 PEACE RIVER DISTRICT FOR SUBDIVISION APPROVAL






PID: 014-954-427

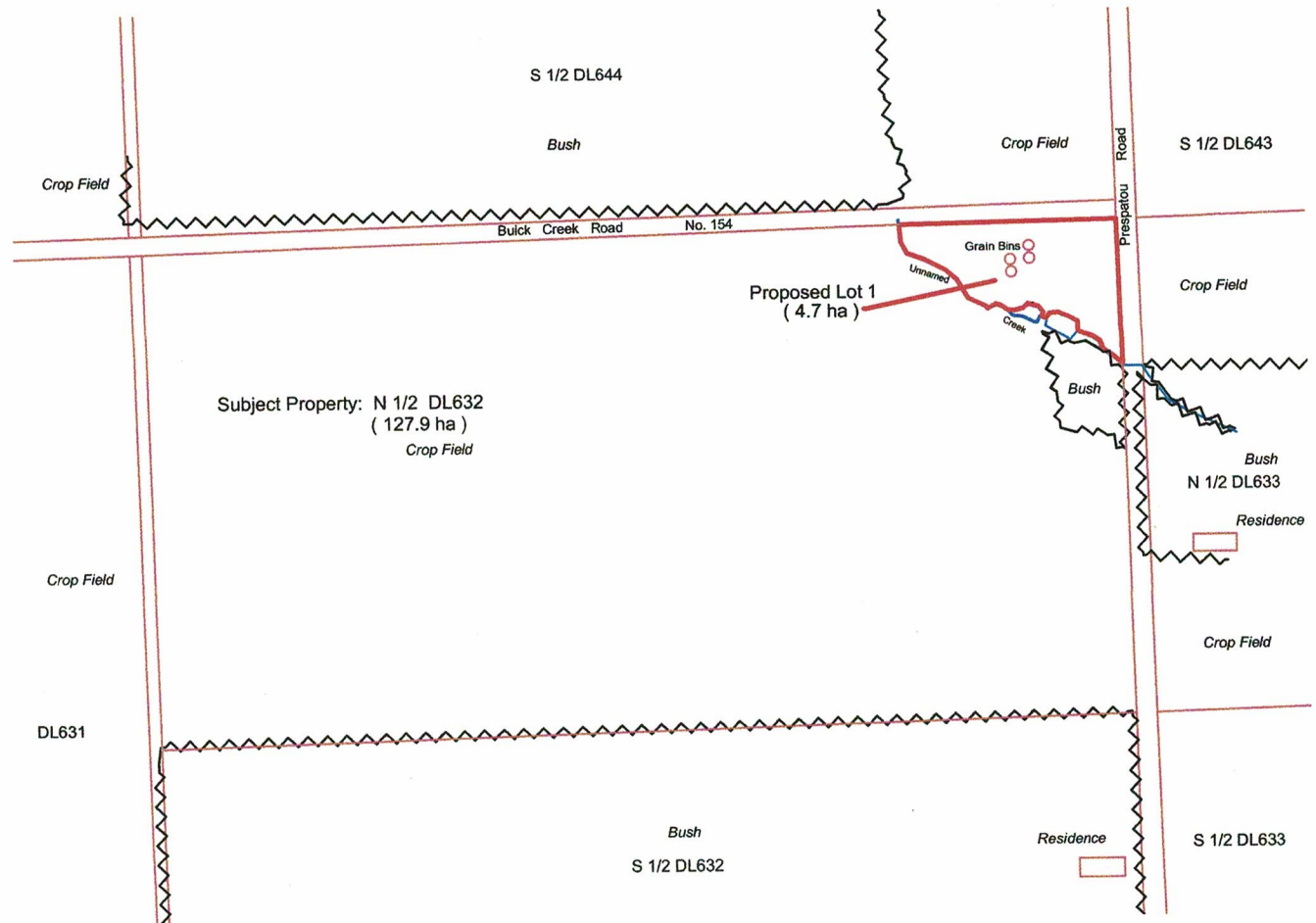
HORIZONTAL COORDINATE SYSTEM: UTM 10 NAD83(CSRS)

VERTICAL DATUM: CVD28

NOT TO SCALE

LEGEND

-  Subject Property
-  Creek
-  Building
-  Proposed Lot
-  Grain Bin



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File: TG20-0008_ALRSUB

Michael Blatz

From: Planning Department
Sent: Friday, April 24, 2020 4:22 PM
To: Michael Blatz
Subject: FW: PRRD File No. 20-007-ALRSub | Please respond by May 7

From: Director Karen Goodings <karen.goodings@prrd.bc.ca>
Sent: Friday, April 24, 2020 3:00 PM
To: Planning Department <planning@prrd.bc.ca>
Subject: Re: PRRD File No. 20-007-ALRSub | Please respond by May 7

I support option 1

From: Planning Department
Sent: Thursday, April 23, 2020 3:08:52 PM
To: Director Karen Goodings
Cc: PRRD_Internal
Subject: PRRD File No. 20-007-ALRSub | Please respond by May 7

Good morning Director Goodings,

Please review the attached documents regarding an application for subdivision in the ALR. If you have any comments, please submit them by May 7, 2020.

Best,

Development Services

PEACE RIVER REGIONAL DISTRICT | Direct: 250-784-3200

planning@prrd.bc.ca | www.prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT



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REPORT

To: Chair and Directors

Report Number: ADM-BRD-020

From: Tyra Henderson, Corporate Officer

Date: April 28, 2020

Subject: Notice of Closed Session – May 7, 2020

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board recess to a Closed Meeting for the purpose of discussing the following items:

Agenda Items M-1 & R-2 – Closed Meeting Minutes and Items for Release (CC Section 97(1)(b))

Agenda Item R-1 – Acquisition/Disposition of Land (CC Section 90(1)(e))

BACKGROUND/RATIONALE:

As per the Closed Meeting Process and Proactive Disclosure Policy.

ALTERNATIVE OPTIONS:

1. The Board may recess to a Closed Meeting to discuss whether or not the items proposed properly belong in a Closed Session. *Community Charter* Section 90(1)(n).

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S): N/A

COMMUNICATIONS CONSIDERATION(S): N/A

OTHER CONSIDERATION(S): N/A



REPORT

To: Chair and Directors

Report Number: CS-BRD-006

From: Trish Morgan, General Manager of Community Services

Date: May 5, 2020

Subject: COVID-19 Update #4

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board receive the May 5, 2020 report "COVID-19 Update #4" for discussion.

BACKGROUND/RATIONALE:

On Monday, May 4, 2020 Dr. Bonnie Henry updated the province on the COVID-19 modelling and laid out the following principles that will form the foundation of the transition plan to a new normal:

- staying informed, being prepared and following public health advice;
- practicing good hygiene – hand hygiene, avoid touching your face and respiratory etiquette;
- staying at home and away from others if you are feeling ill – not ever going to school or work;
- maintaining physical distancing outside the household, e.g., no handshakes or hugs, and keeping your number of contacts low and keeping a safe distance;
- making necessary contacts safer with appropriate controls, e.g., using plexiglass barriers or redesigning spaces;
- increasing cleaning of frequently touched surfaces at home and work;
- considering the use of non-medical masks in situations where physical distancing cannot be maintained, such as on transit or while shopping; and
- continuing to reduce personal non-essential travel.

These principles need to become the basis for everyone's go forward plan – from each individual's personal plan, to the plans for the different sectors of our economy and society, to local governments developing their own operational and technical plans for transitioning.

The Ministry of Municipal Affairs and Housing is suggesting that consideration will also need to be given to how local governments can assist in stimulating the economy within their regions and communities while still protecting the health and well being of the community.

The following is a snapshot of the current situation and some measures that have been put into place by local, provincial, and federal governments.

British Columbia (as of May 5, 2020 according to [BC CDC](#))

1. **2,232 confirmed cases**
 - 1,472 recovered
 - 121 deaths
 - Cases by region:
 - 1,031 in Fraser Health

- 177 in Interior Health
- 124 in Island Health
- 51 in Northern Health
- 849 in Vancouver Coastal Health

2. [Projections](#)

Canada (as of May 5, 2020)

- Confirmed cases = 62,046
- Deaths = 4,043

Worldwide (as of May 5, 2020 from John's Hopkins University)

- Confirmed case = 3,659,271
- Deaths = 256,894

Government of Canada

- [\\$252 million](#) to support farmers, food businesses and food supply
- [\\$850 million](#) to contribute to the global fight against COVID-19
- Increased support through the [Canada Child Benefit](#)

Government of BC

- [Order](#) issued for Industrial Camps to reinforce the [guidelines](#) issued earlier
- Applications now being accepted online for the [BC Emergency Benefit for Workers](#)
- Digital registration system for Emergency Support System launched
- [Temporary layoff period](#) extended to 16 weeks from 13 weeks
- Province issued [Order M139](#) which discusses electronic meetings and changes public hearings in addition to [public hearing guidelines](#)

Peace River Regional District & Region

- Working with member municipalities on developing/updating mutual aid agreements for fire protection as well as separate agreements for water and waste water
- Investigating options for a virtual EOC
- Continuing to work on business continuity planning
- Looking forward to transition planning

ALTERNATIVE OPTIONS:

1. That the Regional Board receive the May 5, 2020 report "COVID-19 Updated #4" for information.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Partnerships
 - ☒ Collaboration with Local and First Nations governments
- ☒ Responsive Service Delivery
 - ☒ Enhance Emergency Planning and Response Capacity
- ☒ Advocacy
 - ☒ Emergency Response Capacity for Local Governments

FINANCIAL CONSIDERATION(S):

Not applicable at this time.

COMMUNICATIONS CONSIDERATION(S):

Staff continue to share important updates from the Government of BC, BC Centre for Disease Control, and Northern Health, in addition to updates from the Peace River Regional District on cancellations of meetings, impacts to service levels, etc. on the website COVID 19 resources page, via a weekly NEBC alert message, and sharing on social media.

OTHER CONSIDERATION(S):

None

Attachments:

1. April 23, 2020 – Provincial Supports

COVID-19 Provincial Supports

Updated April 22, 2020

Below is a rolling list of Provincial announcements to support people and businesses during the COVID-19 pandemic. Please visit the COVID-19 Provincial Support and Information website for more information: gov.bc.ca/covid19

New item – April 23, 2020:

[Applications for B.C. Emergency Benefit for Workers to open May 1](#)

- Emergency Benefit for Workers (BCEBW) opening on May 1, 2020.
- The BCEBW is a one-time, tax-free \$1,000 payment for British Columbians whose ability to work has been affected as a result of the COVID-19 pandemic.
- Most people who are eligible for the new federal Canada Emergency Response Benefit (CERB) are also eligible for the BCEBW, including those who have run out of employment insurance (EI) benefits and subsequently qualify for the CERB.

[B.C.'s essential service workers matched with child care](#)

- More than 2,500 essential service workers on the front lines of the COVID-19 pandemic have been referred to open child care spaces through the Province's new child care matching process.
- More than 2,650 essential service workers have been referred to a licensed child care provider through the Province's matching plan.
- This process helps match parents, who are working on the front lines of B.C.'s COVID-19 response and have children up to five years of age, with licensed child care spaces.
- So far, the government has invested \$38 million to ensure essential service workers continue to have access to reliable licensed child care, and centres that close are able to reopen.

[\\$5-billion COVID-19 Action Plan:](#)

- British Columbians affected by the COVID-19 pandemic will benefit from \$5 billion in income supports, tax relief and direct funding for people, businesses and services.
- This includes:
 - B.C. Emergency Benefit for Workers – which will provide a one-time \$1,000 payment to people whose ability to work has been affected due to COVID-19.
 - Enhanced Climate Action Tax Credit – up to \$564 for eligible families of four and \$218 for eligible individuals to be paid in July 2020
- Full details on financial supports are available [here](#).

COVID-19 Provincial Supports

[Helping rural, remote and Indigenous communities respond to COVID-19](#)

- A new collaborative framework will help ensure people living in rural, remote and Indigenous communities in B.C. have access to critical health care they can count on to meet their unique needs during the COVID-19 pandemic and into the future.
- The framework provides flexibility so local leaders in rural, remote and Indigenous communities can adapt it to meet their unique needs. It will be implemented through full engagement with each of the communities' local leaders.
- The framework outlines immediate actions to improve health-care services and respond to the COVID-19 pandemic, including:
 - improved medical transportation options to larger centres, including flight and ambulance;
 - housing options for people looking to self-isolate near their families while remaining in their home communities;
 - new and faster COVID-19 testing technology;
 - culturally safe contact tracing that respects privacy in small communities;
 - access to Virtual Doctor of the Day, a program that connects First Nations members and their families in remote communities to a doctor or nurse practitioner using videoconferencing;
 - options for accommodation near larger centres with more medical services; and
 - increased mental-health supports in communities.

[Applications open for temporary rental supplement](#)

- Renters who are experiencing a loss of income during the COVID-19 pandemic can now apply for the Province's new temporary rental supplement.
- The program will provide \$300 per month for eligible households with no dependents and \$500 per month for eligible households with dependents. Eligible roommates will each be able to apply for the supplement.
- For more information and to apply, visit: <https://bchousing.org/bctrs>
- The Province is implementing a number of other measures to keep people housed and protect their health, including halting evictions and freezing rents. More information here: <https://news.gov.bc.ca/releases/2020MAH0048-000561>

BC Housing:

- BC Housing has temporarily suspended evictions of tenants in subsidized and affordable housing. More information available here: <https://www.bchousing.org/COVID-19>

[Protecting jobs during difficult times:](#)

COVID-19 Provincial Supports

- Government is making changes to the Employment Standards Act to ensure:
 - Immediate job-protected leave that allows workers affected by COVID-19 to stay home as needed without the risk of losing their job. Available to people considered employees under the Employment Standards Act who are unable to work for reasons related to COVID-19.
 - Three days of unpaid, job-protected leave each year for people who cannot work due to illness or injury. This is a permanent change to the act that brings B.C. in line with all other provinces in Canada.

[Province supporting people with relief on power bills during COVID-19:](#)

- BC Hydro will offer new, targeted bill relief to provide immediate help to those most in need.
 - Residential customers who have lost their jobs or are unable to work as a result of COVID-19 will receive a credit to help cover the cost of their electricity bills. The credit will be three times their average monthly bill over the past year at their home and does not have to be repaid.
 - Small businesses that have been forced to close due to COVID-19 will have their power bills forgiven for three months. BC Hydro is waiving bills for these customers from April to June 2020.
 - Major industries, like pulp and paper mills and mines, will have the opportunity to defer 50% of their bill payments for three months.
 - In addition to this new targeted bill relief, BC Hydro rates will be reduced by 1% on April 1, 2020. This is the first rate decrease in decades.

[Fortis BC COVID-19 Customer Recovery Fund](#)

- The Customer Recovery Fund addresses the billing concerns of residential and small business customers during the COVID-19 outbreak. Customers who are unable to work or have lost their livelihood, and small businesses that have experienced income loss or been forced to close as a result of the COVID-19 outbreak, can receive assistance from FortisBC.

[Province helps essential service workers find child care:](#)

- The Province is launching a new process that will match parents, who are working on the front lines of B.C.'s COVID-19 response and have children up to five years of age, with child care in their communities.
- Starting today, essential workers can fill out a new “parent” form to identify their need for urgent child care. Forms can be accessed by calling 1 888 338-6622 and selecting Option 4, or online: www.gov.bc.ca/essential-service-child-care

COVID-19 Provincial Supports

Supporting child care providers and the parents who depend on them:

- The British Columbia government is taking steps to support the child care sector while ensuring parents who must work during the COVID-19 pandemic continue to have access to child care, with new funding for providers.
- The Province will give centres that remain open compensation to continue operating with reduced enrolment. Centres that close will also receive support for fixed operating costs, like rent or lease payments.

Taking steps to keep kids learning during in-class school suspension:

- Government has launched Keep Learning BC, a central place where families can find ideas for everyday educational activities, annotated links to free learning resources, as well as how to help children learn and how to ensure their well-being while they are at home. Keep Learning BC is available at: www.openschool.bc.ca/keeplearning/

New virtual mental health supports for COVID-19 on the way

- To ensure British Columbians have increased access to vital mental health supports during the COVID-19 pandemic, the Province has announced \$5 million to expand existing mental health programs and services and launch new services to support British Columbians.
- Enhanced virtual services will help all British Columbians with mental health needs arising from the COVID-19 pandemic, with a focus on adults, youth and front-line health care workers. The funding will also increase access for Indigenous communities and those living in rural and remote parts of the province. It will provide more options for people living with mental health challenges who are currently unable to access in-person supports.

More online options for students to support social, emotional well-being

- New, free virtual educational programs for students, parents and educators are supporting social and emotional well-being as part of navigating the new world of remote learning during the COVID-19 pandemic.
- The WE Well-being program was recently launched as part of the new WE Schools @home program. Accessible for grades K-12 in both English and French, the program is aimed at youth who are experiencing anxiety and social isolation. It places a special emphasis on WE Well-being online learning, including social-emotional learning and resiliency.

Free counselling service launches for post-secondary students

COVID-19 Provincial Supports

- The Government of British Columbia has launched Here2Talk, a new mental-health counselling and referral service for post-secondary students.
- The service offers confidential, free single-session services by app, phone or online chat, 24 hours a day, seven days a week.

[Education leaders help students stay fed while in-class instruction suspended](#)

- To ensure vulnerable students do not face barriers to learning while in-class instruction is suspended, B.C.'s school districts are finding innovative ways to provide families with more than 75,000 healthy meals a week.
- The Government of B.C. provides \$53.2 million through CommunityLINK (Learning Includes Nutrition and Knowledge) annually for the province's 60 school districts to support vulnerable students with services that include meal programs. Twenty-five school districts also receive a combined \$11.2 million from the Province through the Vulnerable Student Supplement, which addresses growth in vulnerable student populations.

[New emergency supports for province's most vulnerable:](#)

- For people in B.C. currently receiving income assistance or disability assistance, the Province will temporarily exempt federal employment insurance benefits – including the new \$2,000 Canada Emergency Response Benefit (CERB) – for the next three months so people will benefit from these new emergency federal support programs without any reductions to their monthly assistance payments.
- For everyone on income assistance or disability assistance who is not eligible for the emergency federal support programs, including the CERB, the Province will provide an automatic \$300-monthly COVID-19 crisis supplement for the next three months. This supplement will also be provided to low-income seniors who receive the B.C. Senior's Supplement and recipients of income assistance or disability assistance who reside in special care facilities.
- With the current provincewide suspension of BC Transit and Translink bus fares, the Province will also provide all BC Bus Pass Program users receiving income assistance and disability assistance with the \$52 Transportation Supplement for the duration of the fare suspension. This will be included on the next cheque and for each subsequent month while the fare suspension remains in place.

[New spaces secured for vulnerable people to self-isolate](#)

- To support British Columbians who need a place to self-isolate and to reduce the spread of COVID-19, the Province is partnering with local governments, non-profits and the hotel industry.
- So far, more than 900 spaces have been secured at 23 sites including hotels, motels and community centres throughout B.C. These new rooms and community centre beds are assisting

COVID-19 Provincial Supports

a range of people, including people experiencing homelessness, people without safe spaces to self-isolate and youth.

[Province provides emergency fund for children with special needs](#)

- The Ministry of Children and Family Development (MCFD) is establishing an Emergency Relief Support Fund for children and youth with special needs and their families. The fund will provide a direct payment of \$225 per month to eligible families over the next three months (to June 30, 2020).
- Using a needs-based approach, the emergency funding will support 50% more of the eligible families that are currently awaiting services. This payment can be used to purchase supports that help alleviate stress. These could include:
 - meal preparation and grocery shopping assistance;
 - homemaking services
 - caregiver relief support (e.g., funded support to allow a family member to provide temporary care for a child or youth);
 - counselling services, online or by phone; and
 - and other services that support family functioning.

[Safe seniors, strong communities during COVID-19:](#)

- As part of B.C.'s emergency COVID-19 response plan, the Province is providing the United Way of the Lower Mainland with \$50 million to bolster seniors' supports at community service agencies throughout British Columbia.
- The Province is funding the expansion of bc211, a provincewide information and referral service, to match seniors whose support network has been affected by the COVID-19 outbreak with volunteers.
- Starting today, bc211 will be available to residents of B.C.'s North and Interior, in addition to the rest of B.C., and provide extended hours of service. This service will take calls from people who would like to volunteer to help seniors in their community with basic needs, including grocery shopping and pharmacy drop-offs and check-ins.

[Emergency supports for home share, support service providers](#)

- Provincial emergency COVID-19 funding will be distributed through Community Living BC (CLBC) to ensure people with developmental disabilities stay supported and safe during the pandemic.
- As part of the B.C. Government's \$5-billion COVID-19 Action Plan, up to \$35.6 million will be available over three months from CLBC to support service providers to continue delivering residential services, including group homes, home sharing and supported independent living that about 9,500 adults with developmental disabilities count on.

COVID-19 Provincial Supports

[Extended supports help youth in care during pandemic:](#)

- Youth in care will not age out of services during the COVID-19 pandemic and those who have recently aged out will get extra assistance. Youth and young adults from care will continue receiving the same level of service during the pandemic, even if they were set to age out.

[Temporary foreign workers self-isolating in government-managed accommodations](#)

- The Province will fund hotel and food-service costs during the 14-day self-isolation period for temporary foreign workers (TFWs) arriving in British Columbia for seasonal farm work.
- The Province is also providing access to socio-economic and cultural supports for workers while they self-isolate.
- Employers are responsible for paying temporary foreign workers for a minimum 30 hours per week during self-isolation, and at the rate of pay specified on the federal Labour Market Impact Assessment.

[Province supporting B.C.'s food banks during COVID-19:](#)

- To support vulnerable British Columbians during the COVID-19 crisis, the Province is providing a \$3-million emergency grant from the Community Gaming Grants program to Food Banks British Columbia to support their immediate needs to buy and distribute food, pay employees and cover other costs essential to the delivery of their food programs.

[COVID-19 support service launched for B.C. businesses](#)

- A new B.C. Business COVID-19 Support Service will serve as a single point of contact for businesses throughout the province looking for information on resources available during the COVID-19 pandemic.

[New COVID-19 supports for businesses, local governments](#)

- The Province is taking significant new steps to support B.C. businesses, non-profits and other organizations through the COVID-19 pandemic by:
 - further reducing the school property tax rate for commercial properties to achieve an average 25% reduction in the total property tax bill for most businesses, providing up to \$700 million in relief. This enhances the 50% reduction to the provincial school property tax rate that was originally announced for classes 4, 5, and 6 as part of B.C.'s COVID-19 Action Plan.

COVID-19 Provincial Supports

- Postponing the date that late payment penalties apply for commercial properties in classes 4,5,6,7 and 8 to Oct. 1, 2020, to give businesses and landlords more time to pay their reduced property tax, without penalty.
- Responding to key concerns from local governments, the Province is addressing cash flow and revenue shortfalls with new measures that provide additional support:
 - authorizing local governments to borrow, interest-free, from their existing capital reserves to help pay for operating expenses, such as employee salaries.
 - delaying provincial school tax remittances until the end of the year. This will provide significant relief to local governments facing cash flow issues.
 - providing local governments greater flexibility to carry debt for an additional year.
 - These measures will provide local governments with the resources to meet their operational costs and required remittances to regional districts, regional hospital districts, TransLink and transit authorities, BC Assessment, the Municipal Finance Authority and other taxing authorities. This will ensure that other minor taxing authorities can count on receiving the full amount they bill to municipalities and the Province's surveyor of taxes before Aug. 1, 2020.

Minister's statement on COVID-19 support for arts and culture sector:

- The Province has developed a \$3-million Arts and Culture Resilience Supplement to be administered by the BC Arts Council. Operating and eligible project clients will receive a supplement of up to \$15,000 in early April to help them pay their bills.
- BC Arts Council will provide operating clients a 50% advance on 2020-21 funding to help with their cash flow.

Bringing B.C. music to people while we stay safe at home

- People will now be able to enjoy more music at home, as the Province and Creative BC support musicians impacted by the COVID-19 pandemic with new grants for livestreaming.
- The B.C. government is partnering with Creative BC to launch Showcase BC, a new online hub that brings a variety of live performances, entertainment and content to British Columbians at home.
- Creative BC has also opened a new funding stream that will provide one-time micro-grants of \$500 to emerging artists and \$2,000 to established artists for livestreaming, songwriting and professional development.
- British Columbians can access all the grant performances for free through the Showcase BC website and get information on new livestream events by following the hashtag #ShowcaseBC on Twitter.

COVID-19 Provincial Supports

[Support for sport sector:](#)

- Starting in April 2020, the Province, through viaSport, will provide provincial, disability and multi-sport organizations with the ability to access \$5 million, which represents 50% of their annual 2020-21 provincial funding allocation, to provide access to cashflow sooner.

[Intake for greenhouse carbon tax relief grants open:](#)

- Greenhouse operators who grow vegetables, ornamental flowers and plants, forest seedlings and nursery plants can now apply for carbon tax relief grants for the 2020 production year, until May 1, 2020.
- The grant covers up to 80% of the carbon tax that commercial greenhouse growers of eligible crops paid on the natural gas and propane they used for greenhouse heating and carbon-dioxide production in 2019. Cannabis is not an eligible crop at any phase of production.

[More support for commercial truck drivers during COVID-19 crisis](#)

- To improve travel for commercial truck drivers, the Government of B.C. is funding the installation of portable toilets at several commercial vehicle pull-outs, inspection stations and chain-up locations throughout the province.

[B.C. student loan payment frozen for six months:](#)

- Effective March 30, 2020, all British Columbia student loan borrowers will temporarily have their repayments suspended until September 30, 2020. During this time, no payment will be required, and interest that currently applies to the federal portion of student loans will not accrue. Repayment will be paused automatically, so borrowers do not need to apply to have their repayment suspended.

[ICBC takes further steps to reduce financial burden for drivers during pandemic](#)

- For customers needing more relief than the 90-day payment deferral, ICBC will be waiving the \$30 cancellation fee and \$18 re-plating fee for those people who choose to cancel their insurance during this time. The cancellation fee change is subject to the approval of the BC Utilities Commission (BCUC). Customers will be required to remove the plate from their vehicle while it is not insured and the vehicle must be kept off the road.
- Customers who reinsure May 30th or thereafter will be able to re-use their plate. Customers reinsuring prior to that date will be issued a new plate at no charge and at that time are expected to surrender their plate.
- ICBC will also allow fleet vehicle customers to suspend their insurance to help them save money during this difficult time.

COVID-19 Provincial Supports

- People whose learner driver's licences (class 5-8) expire during the pandemic will not have to pay a fee for their first knowledge test after their learner driver's licence expires, once testing resumes.
- As part of the changes, ICBC is also confirming that customers will be able to use their vehicles for the delivery of food or medical products and services, without changing their insurance (vehicle use) or paying a higher premium. This includes people volunteering to help deliver groceries or other essential supplies to seniors and other people in need.

[ICBC Licence renewals and payment deferrals now available during pandemic:](#)

- Customers on a monthly Autoplan payment plan, who are facing financial challenges due to COVID-19, may be able to defer their payment for up to 90 days with no penalty

[Medical Services Plan:](#)

- The three-month MSP coverage wait period will be waived for eligible individuals effective March 1, 2020, and temporary Medical Services Plan (MSP) coverage may be available to assist individuals in B.C. impacted by the COVID-19 pandemic.

[BC Transit and TransLink:](#)

- Fares and passes are not required

[Pay parking suspended at health authority sites:](#)

- In an effort to reduce the risk of COVID-19 transmission, pay parking is temporarily suspended for the public, staff and medical staff, at all health authority owned and operated sites.

[WorkSafeBC has resources available for employers and workers](#)

[Liquor store hours extended to protect seniors, most vulnerable](#)

- Government has temporarily extended hours of retail liquor service in British Columbia to provide greater opportunities for physical distancing for seniors and people who are immuno-compromised.
- Liquor retailers, such as wine stores or private liquor stores, throughout the province are now allowed to temporarily operate between 7 a.m. and 11 p.m. daily, if they choose to do so.

[Restaurants allowed to deliver liquor when accompanied by a meal](#)

[Distilleries temporarily allowed to produce hand sanitizer](#)

Purpose of the Strategic Plan

The 2019-2022 Strategic Plan was developed by the Board to ensure that our decisions, activities and policies are aligned with our vision and goals. The plan addresses the most significant opportunities and challenges facing the region and supports the continued provision of quality services, amenities and infrastructure for our citizens.

The plan will inform the development of our annual budgets and departmental work plans. Quarterly reports to the Board and the Annual Report will provide an opportunity to review and communicate progress in achieving the Board's goals and update the plan as necessary.



Strategic Focus Areas

1. Organizational Effectiveness

Goal

To ensure the PRRD is functioning in a prudent and effective manner and operations and policies are consistent with, and reflective of local government legislative requirements and best practices.

Why?

A well-functioning organization with an appropriate allocation of resources and effort contributes to effective and efficient delivery of services, supports the retention and recruitment of staff and safeguards the organization from risk and liability.

STRATEGIES	ACTIVITIES	TARGETS
1. Develop a corporate Asset Management Program	a) Develop an asset management policy b) Complete inventory of assets c) Undertake condition assessments for all PRRD owned assets d) Determine service expectations for all assets e) Identify funding and investment strategies f) Adopt asset management plan	• Q4 2019 • Q4 2019 • 2020 • 2021 • 2021 • 2022
2. Comprehensive Policy Review	a) Inventory, assess and prioritize existing governance and administrative policies to identify gaps or deficiencies b) Revise and amend policies on a priority basis	• Q4 2019 • 2021
3. Support and Develop our Human Resources	a) Establish a corporate employee development program b) Review and update performance review process c) Develop an employee retention and recruitment strategy	• Q4 2019 • Q4 2019 • Q4 2020
4. Develop Performance Reporting System	a) Create an Annual Report that aligns with the Strategic Plan b) Implement a quarterly reporting structure to Board c) Investigate and implement performance reporting systems/technology platforms	• Q3 2019 • Quarterly • Q4 2019

2. Partnerships

Goal

To enhance the effectiveness of our service delivery and advocacy through the pursuit of local, regional and inter-provincial partnerships.

Why?

There are many benefits and advantages to be achieved through cooperation and collaboration with partners within the region and adjacent to our region. Economies of scale and expertise can reduce costs and enhance productivity, while a collective voice on important issues in the region can positively influence decisions and policies of government.



STRATEGIES	ACTIVITIES	TARGETS
1. Collaboration with Local and First Nations governments	a) Identify overlaps, duplications or gaps in service with partnering governments. b) Identify and pursue Community to Community Forum program opportunities. c) Develop policy for establishment of service agreements	<ul style="list-style-type: none"> • 2019 • 2019 • Q3 2019
2. Inter-provincial collaboration with Alberta local governments	a) Identify gaps and opportunities for cooperation at 2019 Inter-Provincial meeting. b) Establish follow-up and accountability framework for inter-provincial outcomes.	<ul style="list-style-type: none"> • 2019 • 2019



3. Responsive Service Delivery

Goal

To ensure services provided to our residents and communities are responsive to the significant issues and demands facing our region now and into the future.

Why?

Our region is increasingly facing impacts from climate change, growth and development. We must ensure that our services and infrastructure are responsive and resilient and that we are able to anticipate and respond effectively to natural hazard events throughout our region.

STRATEGIES	ACTIVITIES	TARGETS
1. Review and Amend Solid Waste Management Plan	a) Undertake public and stakeholder consultation/engagement process b) Issue Request for Expressions of Interest for alternative waste management/disposal c) Amend Solid Waste Management Plan	<ul style="list-style-type: none"> • Q4 2019 • 2019 • 2019
2. Enhance Emergency Planning and Response Capacity	a) Provide training to Board of Directors on Emergency Management roles and responsibilities b) Increase staffing capacity within the Emergency Management Division c) Formalize and adopt a Collaborative Emergency Management Model d) Formalize an Inter-Agency cooperation framework with provincial and federal agencies and non-profit organizations e) Develop and implement a public education program for emergency preparedness	<ul style="list-style-type: none"> • 2019 • 2019 • 2020 • 2022 • 2022



4. Advocacy

Goal

To represent and advance the interests of the region with other levels of government and agencies responsible for providing governance and services in our region.

Why?

Issues facing our local communities and the region can often be overlooked or underestimated by other levels of government. As a regional district, we have the benefit of a strong, collective voice to influence decisions and policies through strategic advocacy efforts.

TOPICS	AUDIENCE
1. Increased broadband connectivity for rural communities - Situational/Gap Analysis and Investment	<ul style="list-style-type: none">• Ministry of Jobs, Trades and Technology• Federal Ministry of Infrastructure and Communities and Rural Economic Development• Private Service Providers• NCLGA, First Nations, Industry
2. Senior's Housing – Needs Assessment and Investment	<ul style="list-style-type: none">• Northern Health• Ministry of Health• Community Partners and Agencies
3. Emergency Response Capacity for Local Governments	<ul style="list-style-type: none">• Ministry of Public Safety and Solicitor General• NCLGA• UBCM

Board Appointments – 2020

Standing Committees – (Appointed by the Chair, LGA 218(2))

Electoral Area Directors' Committee

Director Goodings
Director Sperling
Director Hiebert
Director Rose

Community Measures Advisory Committee

Brad Sperling
Steve Thorlakson
Jim Little
Julie Ziebart
Glynnis Maundrell

Invasive Plant Committee

Director Sperling
Director Hiebert
Director Goodings

Regional Parks Committee

Director Fraser
Director Goodings
Director Rose
Director Michetti

Solid Waste Committee

Director Goodings, or Alternate Director Sperling
Director Rose, or Alternate Director Hiebert
Director Courtoreille, or Alternate Director
Director Bumstead, or Alternate Director
Director Zabkinsky, or Alternate Director
Board Chair (ex-officio)

(updated: January 9, 2020 Board Meeting)

Select Committees (Appointed by the Board, LGA 218 (1))

Chetwynd Public Library Advisory Committee [RD/16/11/38 (24)] (ToR)

Chetwynd Library Board Representatives: Sara Hoehn and Tanya Harmacek
 PRRD Representative: Director Rose
 Chetwynd Public Library Rep (Mgr): Melissa Millsap
 District of Chetwynd Representative: Councillor Rochelle Galbraith

Health Care Scholarship Committee RD/18/06/23 (ToR)

Director Ackerman
 Director Bumstead
 Director Sperling
 Director Rose

North Peace Fringe Area Official Community Plan (NPFA OCP) Steering Committee -

Director Goodings	Director Sperling	(RD/17/07/20 (27))
Director Hiebert	Director Ackerman	
Director Fraser		
Merilyn Scheck	Ken Forest	
Ann Sawyer	Glynnis Maundrell	
Wendy Basisty	O'Brien Blackall	
David Smith	Myron Dirks	
Jim Collins	Brad Filmer	
Ethelann Stewart	Jim McKnight	
Steve Byford	Bill Adair	
Corey Jonsson	Dianne Hunter	
SD#60 representative	Darrell Blades	
Karrilyn Vince	Tony Pellet	
Matt Austin	Renee Jamurat	
Sarah McDougal	Dave Tyreman	
Edward Albury, CLFD Chief	Nicole Hansen	

Select Committees (Appointed by the Board, LGA 218 (1))

Solid Waste Management Plan Technical Advisory Committee

Technical

Alex Adams, Director of Engineering and Public Works, District of Chetwynd
 Doug Beale, District of Tumbler Ridge
 Blair Deveau, Village of Pouce Coupe
 Peter Nilsen, Development Services Manager, City of Dawson Creek
 Ryan Nelson, Director of Operations and Approving Manager, District of Taylor
 Victor Shopland, General Manager of Integrated Services, City of Fort St. John

SW Contractors

Dave Straube, Green For Life Environmental (GFL)
 Deanne Ringland, Operations Manager, Tervita
 Corey Pomeroy, Oscar's Disposal Ltd.
 Eric Tricker, Aim Trucking Ltd
 Ian McLeod, Trans Peace Construction

Recyclers

Sally Paquette, Chetwynd Lions Club Recycling
 Jeremy Parslow, Owner – DC Recycling
 Lindsay Heal, Owner – Recycle It Resource Recovery

Construction and Demolition

Aaron Henry, Kalmar Construction
 Dale Neul, WL Construction
 Jonathan Simmons, Ascension Builders
 Travis Hiebert, Celtic Construction
 David Toews, Colteran Construction
 Will, Complete Carpentry Services
 Easy Eaves Home and Improvement (Stonehammer)
 Chad or Clayton, Hegge Construction
 Luke Barrett, KB Construction
 Tyler Marion, Marion Construction
 John, Toms Construction
 Hendrick, Kor-Kraft Construction

First Nations

Merli du Guzman, Band Manager/Admin, Blueberry River
 Randy Orr, Band Manager, Halfway River
 Ronda Lalonde-Auger, Director of Assets and Infrastructure, Saulteau First Nations
 Doig River First Nation, Treaty 8, West Moberly First Nations - TBA

Interested Parties

Karen Mason-Bennett, Northern Environmental Action Team
 Sarah/Don Johnson, Reclaimed Supply

Member at Large

Vicki Burt - District of Hudson's Hope
 Mike Fitzgerald - Electoral Area 'B'
 Ken Drover (Nodes Construction) – Electoral Area 'D'
 Rob Henry – Electoral Area 'E'
 Carl Chandler (Celtic Construction) – City of Dawson Creek
 TBA - City of Fort St. John, District of Chetwynd, Taylor, Tumbler Ridge, Village of Pouce Coupe, and Electoral Area C

Legislated / Bylaw Commissions or Committees

Chetwynd Civic Properties Commission (Bylaw 1049, 1996 as amended)

Director Courtoreille [RD/20/01/44]

Councillor Galbraith [RD/20/01/44]

Councillor Wark [RD/20/01/44]

Director Rose

Walter MacFarlane

Larry Houley

Electoral Area 'E' Industrial Development Committee / Commission

Director Rose

Emergency Executive Committee [RD/18/01/46 (25)]

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Director Bumstead

Director Ackerman

Fire Management Committees:

Chetwynd

Director Rose

Mayor Courtoreille, District of Chetwynd

Dawson Creek / Pouce Coupe

Director Hiebert

Mayor Bumstead, City of Dawson Creek or designate

Mayor Michetti, Village of Pouce Coupe Mayor or designate

Fort St. John

Director Sperling

Mayor Ackerman, City of Fort St. John Mayor or designate

Moberly Lake

Director Rose

Taylor

Director Sperling

Director Hiebert

Mayor Fraser or representative of Council

Tomslake

Director Hiebert

Legislated / Bylaw Commissions or Committees - continued**North Peace Leisure Pool Commission**

Electoral Area B - Director Goodings and Arlene Boon

Electoral Area C – Director Sperling and Alvilda (Willi) Couch

*City of Fort St. John – Councillor Bolin and Councillor Grimsrud

These appts are made by the respective municipalities and are recorded here for convenience.

Parcel Tax Roll Review Panel

Director Goodings

Director Sperling

Director Hiebert

Rural Budgets Administration Committee

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Board Liaison Appointments to Outside Agencies

Alaska Highway Community Society

Director Hiebert

Director Goodings

Buick Arena

Director Goodings

Charlie Lake Conservation Society

Director Sperling

Chetwynd Communications Society

Director Rose

Mayor Courtoreille, District of Chetwynd

Chetwynd Library

Director Rose

Clearview Arena

Director Goodings

FSJ Results Based Pilot Project Public Advisory Group

Director Fraser

Director Goodings (Alternate)

FSJ Land and Resource Management Plan Community Leaders Group [RD/19/12/12]

Director Sperling

Director Goodings (Alternate)

Hydro Go Fund (BCH Peace Region Non-Profit Community Fund)

Director Sperling

Carol Kube [RD/19/10/40 (24)]

Invasive Plant Council of BC

Director Hiebert

Municipal Finance Authority of BC

Director Rose

Director Sperling - Alternate

Municipal Insurance Association of BC [RD/18/01/47 (25)]

Leanne Filipovic

Director Bumstead – Alternate Voting Member

Board Liaison Appointments to Outside Agencies - continued

North Peace Airport Society

Electoral Area B – Director Goodings and Arlene Boon

Electoral Area C - Director Sperling and Jim McKnight

PRRD Member Representative - Director Goodings [RD/19/11/39 (28)] Term – December 15, 2022

Northern Development Initiative (NDI) Trust - NE Regional Advisory Committee

Director Goodings

Director Hiebert

Director Sperling

Director Rose

Northeast Roundtable

All PRRD Board members.

Northeast Strategic Advisory Group 2015

Director Goodings

Director Ackerman (Alternate)

North Peace Fall Fair Society

Director Goodings

Peace Williston Advisory Committee [May 30, 2019]

Director Goodings

Recreation Planning – Site C [RD/19/01/36]

Director Fraser

Director Heiberg

Regional Community Liaison Committee – Site C Clean Energy Project

Director Goodings

Director Sperling

Director Hiebert

Director Rose

Tumbler Ridge Museum Foundation and Tumbler Ridge UNESCO Global Geopark

Director Fraser

Director Heiberg – Alternate [RD/20/01/45]

UBCM Flood and Wildfire Advisory Committee [RD/19/06/32]

Director Sperling

Industry Sector Liaison Appointments

Coastal Gas Link Pipeline

Director Rose

Environmental Assessment Project Working Groups

Enbridge Frontier Project [RD/19/10/41 (24)]

Director Rose

Hermann Mine [RD/18/10/35]

Director Rose

Crystal Brown, EA Manager

Kemess Underground Project

Director Goodings

Northern Gateway – Enbridge Pipeline

Director Hiebert

Red Willow Wind Project

Director Hiebert

Silverberry Secure Landfill Project

Director Goodings

Site C Project Working Group [RD/18/03/39]

Director Goodings

Director Fraser

Sukunka Coal Project

Director Rose

Westcoast Connector Gas Transmission (WCGT) [RD/18/10/36]

Director Rose

Director Goodings

Crystal Brown, EA Manager

Wolverine East Bullmoose Mine Review Committee [RD/18/05/33]

Director Rose

Wonowon Landfill Project [RD/20/02/54]

Director Goodings



PEACE RIVER REGIONAL DISTRICT

ELECTORAL AREA DIRECTORS COMMITTEE MEETING **MINUTES**

DATE: April 16, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Rose, Meeting Chair
Director Sperling
Director Hiebert
Director Goodings

Staff

Shawn Dahlen, Chief Administrative Officer
Crystal Brown, Electoral Area Manager
Tyra Henderson, Corporate Officer
Trish Morgan, General Manager of Community Services
Kari Bondaroff, Environmental Services Manager
Teri Vetter, Finance Services Manager
Trevor Ouellette, Information Technology Manager
Erin Price, Bylaw Enforcement Officer
Naomi Donat, Recording Secretary

Others

Katrin Saxty, Urban Systems

Call to Order The Chair called the meeting to order at 10:06 am

DIRECTORS NOTICE OF NEW BUSINESS:

Director Rose Farmers Information Service
 Burning Bans

ADOPTION OF AGENDA:

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee agenda for the April 16, 2020 meeting,
including Director's new business, be adopted as amended:

1. Call to Order
2. Directors' Notice of New Business
3. Adoption of Agenda
4. Adoption of Minutes
 - 4.1. Electoral Area Directors Committee Meeting Minutes of February 20, 2020
5. Business Arising from the Minutes
6. Delegations

- 6.1. (10:15) Marsha Stewart, Executive Director, Dawson Creek Art Gallery/South Peace Art Society - Request for Support for Art Outreach Program
- 6.2. (1:00) Connectivity Project
Mike Stelck – President, Valo Networks; Mark Blake – President and Chief Operating Officer, Canadian Fiber Optics Group; Mike Colberg – Vice President, Customer Experience, Valo Networks; David Ball – Vice President, Project Management Office, Valo Networks; and Rebecca Lagos, Community Engagement Lead, Valo Networks.
7. Correspondence
7.1. Ministry of Agriculture - Further Changes to the ALC Act and Regulations
8. Reports
8.1. March 9, 2020 Charlie Lake Fire Department Road Rescue and First Medical Response Public Engagement
8.2. Upper Pine/ Upper Halfway/ Clearview arena, ADM-EADC-001
8.3. Quarterly Bylaw Enforcement Update, DS-EADC-001
8.4. Cannabis Zoning Regulation Review, DS-EADC-002
9. Discussion Items
9.1. Stoddart Creek Water Services
9.2. Hope Air
9.3. Farmland in Electoral Area 'B'
10. New Business
10.1. Farmers Information Service
10.2. Burning Bans
10.3. Dawson Creek Art Gallery/South Peace Art Society
11. Communications
12. Diary
12.1. April EADC Diary
13. Adjournment

CARRIED

ADOPTION OF MINUTES:

4.1 EADC Minutes MOVED by Director Hiebert, SECONDED by Director Goodings,
That the Electoral Area Directors Committee Meeting Minutes of February 20, 2020
be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

D-2 South Peace Health Services Society	Staff will contact Shaely Wilbur at the South Peace Health Services Society to ask her to provide a financial breakdown of what is left to fund for Bulterys House, to be presented at the next Electoral Area Directors Committee meeting.
C-1 Montney Roundtable meeting	Due to COVID-19, all Electoral Area Directors' Roundtable meetings will be cancelled until further notice.
C-2 Vincent Communications Ltd.	Director Goodings has sent a letter of support to Vincent Communications Ltd.
C-3 Posting letter to the PRRD Facebook page	It was confirmed that the letter from Julia Berardinucci, Ministry of Environment and Climate Change Strategy – Re: Follow-up to UBCM 2019 regarding Water Sustainability Act was posted to the Regional District Facebook Page.

R-3 Kelly Lake Design Study Report	A Request for Proposal is being prepared to investigate the presence of any hazardous materials in the building. A new design for the building will be considered after that investigation is complete.
NB-1 Cleanfarms	Staff will prepare a report for the next Electoral Area Directors Committee meeting.
NB-4 Curbside Recycling	A report will be brought forward to the next Electoral Area Directors Committee meeting regarding any curbside recycling for rural residents.

DELEGATIONS:

6.1 Dawson Creek Art Gallery/South Peace Art Society

Marsha Stewart, Executive Director of the Dawson Creek Art Gallery/South Peace Art Society spoke about the packages that they are distributing to residents. So far, they have distributed 300 packages of colouring pages, colouring pencils, and other art activity supplies to residents in the Chetwynd, Tumbler Ridge, and Moberly areas. They have also been delivering online videos for children and are working with the Peace Liard Regional Arts Council on online workshops for adults. Marsha asked the committee if they would be willing to contribute \$10 per package of art supplies for 500 packages to be distributed in the rural areas. The Art Society can supply the staff to prepare the packages and get assistance from organizations within the communities to distribute the packages. Suggestions for groups to help distribute the packages included libraries, friendship centres, and School Parent Advisory Councils.

6.2 Valo Networks

Rebecca Lagos, Mike Stelck, Mike Colberg, David Ball, and David Gust from Valo Networks, along with Mark Blake from Canadian Fiber Optics Group gave the committee a summary of their Connectivity Project including:

- Responses from businesses and residents across the district
- Network accessibility and partnership opportunities
- What is missing
- What is coming
- Proposal and next steps, and
- Pilot project recommendations

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Electoral Area Directors Committee refer Valo Networks Proposal and Next Steps to the Rural Budgets Administration Committee.

CARRIED

CORRESPONDENCE:

7.1 Ministry of Agriculture

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Electoral Area Directors Committee receive for discussion, the email from Anna North dated February 25, 2020, titled 'Intention for further changes to the Agricultural Land Commission Act and Regulations affecting the ALR in local government jurisdictions'.

CARRIED

Katrin Saxty confirmed that there is a teleconference scheduled for April 21, 2020 between PRRD staff and Ministry of Agriculture for engagement on policy development for small secondary residences.

REPORTS:

8.1
March 9, 2020 -
Charlie Lake Fire
Department Road
Rescue & First Medical
Response Public
Engagement

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee defer the March 9, 2020 Charlie Lake
Fire Department Road Rescue & First Medical Response Public Engagement report to
the next Electoral Area Directors Committee meeting.

CARRIED

8.2 Upper Pine /
Upper Halfway /
Clearview Arena

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee receive the Upper Pine / Upper Halfway
/ Clearview Arena report for discussion

CARRIED

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee refer the topic of the Upper Pine
outdoor rink to the Rural Budgets Administration Committee.

CARRIED

8.3 Quarterly Bylaw
Enforcement Update

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Electoral Area Directors Committee receive the report 'Quarterly Bylaw
Enforcement Update', dated March 31, 2020 for discussion.

CARRIED

Files 18-298, 15-265, and 17-079 are to be reactivated.

8.4 Area B Water –
Rose Prairie Water
Station

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee receive for discussion, the report titled
'Area B Water – Rose Prairie Water Station', dated April 1, 2020.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Electoral Area Directors Committee table the following recommendation:

"That the Electoral Area Directors Committee authorize conducting a four-six
week Granular Activated Carbon (GAC) pilot study at the current Rose Prairie
Tankloader location, to determine if the proposed treatment will meet
Northern Health water quality parameters as required for public
consumption."

CARRIED

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee pursue the following recommendation
no further:

"That the Electoral Area Directors Committee authorize well testing at the
North Peace Fall Fair Grounds to determine the feasibility of utilizing the well
as an alternative water source for the Rose Prairie Tankloader."

CARRIED

8.5 Cannabis Zoning
Regulation Review

MOVED by Director Sperling, SECONDED by Director Hiebert,
That the Regional Board remove the current definition for “cannabis related business” and the prohibition of all cannabis related businesses from all zoning bylaws, and insert the following definitions:

- 1) **Cannabis** means cannabis as defined in the federal *Cannabis Act*.
- 2) **Cannabis Processing Facility** means cultivating, growing, processing, testing, producing, packaging, storing, distributing, or dispensing of cannabis or any products containing or derived from cannabis as lawfully permitted and authorized under the federal *Cannabis Act*.
- 3) **Cannabis Retail Store** means the retail sale of cannabis, cannabis products, cannabis accessories, or any product containing or derived from cannabis as lawfully permitted and authorized under the Provincial *Cannabis Control and Licensing Act*.

Further, that the Regional Board permit cannabis retail and cannabis processing facilities in the zones noted below:

Zoning Bylaw	Recommended Zones for “cannabis retail store”	Recommended Zones for “cannabis processing facility”
Bylaw 479, 1986	C-1 Local Commercial	M-2 General Industrial M-3 Agricultural Industrial
Bylaw 506, 1986	C-1 Local Commercial	M-2 General Industrial
Bylaw 1000, 1996	NC Neighbourhood Commercial Zone	1-2 General Industrial Zone
Bylaw 1343, 2001	C-1 Local Commercial Zone C-2 General Commercial Zone	I-2 General Industrial Zone I-3 Agricultural Industrial Zone

On properties that are not located within:

- a) 200 m from a parcel containing a school or day care; and
- b) 100 m from any parcel containing a park, place of worship, medical clinic, rehabilitation centre, or other cannabis-related business.

CARRIED

DISCUSSION ITEMS:

9.1 Stoddart Creek
Water Services

Staff will respectfully decline the invitation from Edward Stanford on behalf of Thomas Stahl to tour the Stoddart Creek Water Services.

9.2 Hope Air

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee receive the topic of Hope Air for discussion.

CARRIED

Staff are to gather more information on Hope Air for the next Electoral Area Directors Committee meeting.

9.3 Farmland in
Electoral Area 'B'

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee receive the email from Lori Vickers, Ministry of Agriculture, dated March 6, 2020, for information.

CARRIED

NEW BUSINESS:

10.1 Burning ban

Staff will contact Wildfire BC to see if there could be any exceptions for farmers to burn in the Regional District.

10.2 Farmers
Information Service

A Request For Proposals has been issued for the Farmers Information Service. The deadline for proposals is April 23, 2020. More information should be available for the next Electoral Area Directors Committee meeting.

10.3 Dawson Creek Art
Gallery

MOVED by Director Goodings, SECONDED by Director Hiebert,
That the Electoral Area Directors Committee will refer the request from the Dawson Creek Art Gallery/South Peace Art Society to the Rural Budgets Administration Committee.

CARRIED

COMMUNICATIONS:

None.

DIARY:

DIA-1

Item 4B, Synergy Groups, was added to the Diary.

Recess
Reconvene

The Chair recessed the meeting for luncheon at 12:20 p.m.
The Chair reconvened the meeting at 1:00 p.m.

ADJOURNMENT

The Chair adjourned the meeting at 2:40 p.m.

Director Rose, Meeting Chair

Naomi Donat, Secretary/Receptionist



PEACE RIVER REGIONAL DISTRICT

RURAL BUDGETS ADMINISTRATION COMMITTEE MEETING **MINUTES**

DATE: Thursday, February 20, 2020

PLACE: PRRD Fort St. John Office Meeting Room, Fort St. John, BC

PRESENT: **Directors**

Director Hiebert, Meeting Chair

Director Goodings

Director Rose

Director Sperling

Staff

Shawn Dahlen, Chief Administrative Officer

Tyra Henderson, Corporate Officer

Lyle Smith, Chief Financial Officer (via teleconference)

Trish Morgan, General Manager of Community Services (via teleconference)

Crystal Brown, Electoral Area Manager

Naomi Donat, Recording Secretary

Call to Order The Chair called the meeting to order at 1:26 pm.

DIRECTORS' NOTICE OF NEW BUSINESS:

Director Goodings Provincial Cattlemen's Association

Director Sperling Bulterys House

ADOPTION OF AGENDA:

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee agenda for the February 20, 2020 meeting be adopted as amended to include Directors' new business:

1. **CALL TO ORDER** - Director Hiebert to Chair the Meeting
2. **DIRECTORS' NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
M-1 Rural Budgets Administration Committee Meeting Minutes of January 16, 2020
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:** None
7. **CORRESPONDENCE:**
C-1 January 18, 2020 – Benjamin and Joanna Haab – Natural Gas Extension Grant Application
C-2 January 21, 2020 – Letter from Bruce Baxter – Columbarium for Montney Cemetery
C-3 February 3, 2020 – Thank you from Buick Creek Community Club
8. **REPORTS:**
R-1 February 5, 2020 – Report from Lyle Smith, Chief Financial Officer – Youth

- Travel Request – Fort St. John Midget A Flyers Hockey Team
- R-2 February 6, 2020 – Report from Lyle Smith, Chief Financial Officer – Grant Request – Flatrock Community Cemetery Society
- R-3 February 7, 2020 – Report from Lyle Smith, Chief Financial Officer – Recreational & Cultural Grants-in-Aid Policy – Options to Streamline
- R-4 February 6, 2020 – Report from Lyle Smith, Chief Financial Officer – 2020 Rural Recreational and Cultural Grants-in-Aid – Annual Grant Allocations
- R-5 February 10, 2020 – Report from Trish Morgan, General Manager of Community Services – 2020 Budget Commitments
- R-6 February 6, 2020 – Report from Lyle Smith, Chief Financial Officer – December 2019 Financial Report
9. **DISCUSSION ITEMS:** None
10. **NEW BUSINESS:**
NB-1 Director Goodings - Provincial Cattlemen's Association
NB-2 Director Sperling - Bulterys House
11. **COMMUNICATIONS:**
12. **DIARY:**
DIA-1 Diary Items
13. **ADJOURNMENT:**

CARRIED

ADOPTION OF MINUTES:

M-1 January 16, 2020 RBAC Minutes
MOVED by Director Sperling **SECONDED** by Director Goodings,
That the Rural Budgets Administration Committee Meeting Minutes of January 16, 2020 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES:

The Committee directed staff to provide a report at the next Rural Budgets Administration Committee (RBAC) meeting for the Peace River Regional Cattleman Association's \$240,000 grant application, which was received after the following resolution was made at January 16, 2020 RBAC meeting:

MOVED, SECONDED, CARRIED

That the Rural Budgets Administration Committee approve a grant for the Peace River Regional Cattleman's Association in the amount of \$200,000 to support the Peace River Livestock Protection Program, with: \$58,333.33 payable from Area D PRA; \$58,333.33 payable from Area E PRA; \$58,333.33 payable from Area B PRA; and \$25,000 payable from Area C PRA.

DELEGATIONS:

None.

CORRESPONDENCE:

C-1 January 18, 2020 – Natural Gas Extension Grant Application
MOVED by Director Sperling, **SECONDED** by Director Rose,
That the Rural Budgets Administration Committee authorize a Natural Gas Extension Grant to Benjamin and Johanna Haab in the amount of \$5,000, payable from Electoral Area C Fair Share.

CARRIED

C-2
January 21, 2020 –
Columbarium for
Montney Cemetery

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the January 14, 2020 letter
from Baxter Farms, re: Columbarium for Montney Cemetery, for discussion.

CARRIED

C-3
February 3, 2020 –
Thank you from Buick
Creek Community Club

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee receive the thank you card from
the Buick Creek Community Club for information.

CARRIED

REPORTS:

R-1
February 5, 2020 -
Youth Travel Request
– Fort St. John Midget
A Flyers Hockey Team

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize a youth travel grant in the
amount of \$375 for the Fort St. John Midget 'A' Flyers Hockey Team, payable from Rural
Recreational and Cultural Grants-in-Aid, with \$250 from Electoral Area B and \$125 from
Electoral Area C, to assist with travel expenses to attend the BC Hockey Tier 2 Provincial
Championships from March 15-19, 2020, in North Saanich, BC.

CARRIED

R-2
February 6, 2020 –
Grant Request –
Flatrock Community
Cemetery Society

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant in the amount of
\$736.00 for the Flatrock Community Cemetery Society to assist with the cost of their
liability insurance for the Flatrock Cemetery grounds; further,

That the grant be included as part of Function 285, Cemeteries – B, C, D, E, and payment to
be issued from Cemetery Grants-in-Aid, Area B expense; upon approval of the 2020
Annual Budget.

CARRIED

R-3
February 7, 2020 –
Recreational &
Cultural Grants-in-Aid
Policy – Options to
Streamline

MOVED by Director Goodings, SECONDED by Director Rose,
That the Rural Budgets Administration Committee amend Section 11 of the Rural
Recreational and Cultural Grants-in-Aid policy, titled "Claim Reimbursement" to read:

11) Payment of Funds

a) Grant funds will be payable to the recipients upon ratification by the Rural
Budgets Administration Committee.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee amend Section 13 of the Rural
Recreational and Cultural Grants-in-Aid policy, titled "Annual Reports" to read:

13) Reporting Requirements

a) All organizations that receive Recreational and Cultural Grants-in-Aid
must complete an Annual Report as attached hereto as Schedule C by
the last calendar day in January 31.

b) Photos must be provided showing capital projects completed with
Recreational and Cultural Grants-in-Aid funds.

c) That failure to abide by the conditions of the grant and/or reporting
requirements may result in one or more of the following:

- grants not being paid out;
- organizations being required to repay grant funds;
- not being considered for future grant funding.

CARRIED

MOVED by Director Sperling, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee delete Section 10 of the Rural Recreational and Cultural Grants-in-Aid policy, titled "Unspent Funds" as it would no longer be required or relevant.

CARRIED

R-4
February 6, 2020 –
2020 Rural
Recreational and
Cultural Grants-in-Aid
– Annual Grant
Allocations

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee authorize the following 2020 grant allocations in the amounts as listed below, payable from Function 280, Recreational and Cultural Facilities Grant, Rural Grants-in-Aid - Area B, C, E and Function 221, Sub-Regional Recreation, General Grants, Sub-Regional Grants-in-Aid for the purposes of providing funding to support post-secondary education, youth travel, and safe grad events in the North Peace:

a) Electoral Area B Bursary	\$1,000
Electoral Area B Youth Travel	\$1,500
b) Electoral Area C Scholarship	\$1,000
Electoral Area C Youth Travel	\$1,000
c) Electoral Area E Bursary (2 at \$500 each)	\$1,000
Electoral Area E Youth Travel	\$2,000
d) South Peace Sub Regional Scholarship	\$1,500
South Peace Sub Regional Trades Bursary	\$1,500
Sub-Regional Youth Travel	\$1,500

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee authorize a grant allocation in the amount of \$1,000, payable from Function 280, Recreational and Cultural Facilities Grant, Rural Grants-in-Aid – Area B, for the North Peace 4H District Council to conduct 4H activities.

CARRIED

MOVED by Director Goodings, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee increase the Electoral Area B Bursary amount in the Rural Budgets Administration Committee Recreation and Cultural Grant-in-Aid Policy - Schedule H, by \$1,000.

CARRIED

The Committee directed staff to investigate options for changing the Recreation and Cultural Grant-in-Aid policy.

R-5
February 10, 2020 –
2020 Budget
Commitments

MOVED by Director Goodings, SECONDED by Director Rose
That the Rural Budgets Administration Committee allocate \$150,000 from Gas Tax to the Clearview Arena draft 2020 budget (Function 260), for the Clearview Arena Society to purchase and install a dehumidification system and amend the 2020 Draft Budget for Function 260 – Clearview Arena to:

1. Increase Transfer from Gas Tax Reserve - \$150,000
2. Increase Grant to Organization - \$150,000

CARRIED

MOVED by Director Goodings, SECONDED by Director Rose
That the Rural Budgets Administration Committee reallocate the remaining \$13,828, from the original commitment of \$25,000, from Electoral Area B Peace River Agreement Funds for the Osborn Community Hall Facility Assessment, to be used to conduct a feasibility study to identify options and costs to construct a new hall.

CARRIED

MOVED by Director Sperling, SECONDED by Director Rose,
That the Rural Budgets Administration Committee allocate \$60,000 from Electoral Area C Peace River Agreement Funds (spending item #6 Fire Protection) to the Charlie Lake Fire Department capital budget (function 315), for the purpose of purchasing a brush truck and amend the 2020 Draft Budget for Function 315 – Charlie Lake Fire to:

1. Increase Transfer from Peace River Agreement Reserve - \$60,000
2. Increase Vehicles and Machinery - \$60,000.

CARRIED

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee allocate \$25,502, in addition to the existing commitment of \$50,000 for the Fire Department Needs Assessment and Review, from Electoral Area E Peace River Agreement Funds (spending item #6 Fire Protection) to the Moberly Lake Fire operating budget (function 335) to assist with general operations in 2020 and amend the 2020 Draft Budget for Function 335 – Moberly Lake Fire to:

1. Increase Transfer from Peace River Agreement Reserve - \$25,502
2. Increase Contract for Services - \$25,502.

CARRIED

MOVED by Director Rose, SECONDED by Director Goodings,
That the Rural Budgets Administration Committee allocate \$15,000 from Electoral Area E Peace River Agreement Funds (spending item #6 Fire Protection) to the Chetwynd Fire operating budget (function 320) to assist with general operations in 2020 and amend the 2020 Draft Budget for Function 320 – Chetwynd Fire to:

1. Increase Transfer from Peace River Agreement Reserve - \$15,000
2. Increase Contract for Services - \$15,000.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee allocate \$250,000 from Electoral Area D Peace River Agreement Funds (spending item #6 Fire Protection) for the purchase of a new tender - for use by the Pouce Coupe Fire Department between 2020 and 2021 and amend the 2020 Draft Budget for Function 325 – Pouce Coupe/Dawson Creek Fire to:

1. Increase Transfer from Peace River Agreement Reserve - \$66,075
2. Increase Vehicles and Machinery - \$66,075; and further

That the remaining \$183,925 be included in the 2021 capital budget.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee allocate \$15,000 from Gas Tax to the Kelly Lake Community Centre 2020 budget (Function 225) for the purpose of conducting a hazardous materials study, in preparation for conducting future renovations of the facility and amend the 2020 Draft Budget for Function 225 – Kelly Lake Community Centre to:

1. Increase Transfer from Gas Tax Reserve - \$15,000
2. Increase Contract for Services - \$15,000.

CARRIED

MOVED by Director Hiebert, SECONDED by Director Rose,
That the Rural Budgets Administration Committee allocate \$9,570 from Electoral Area D Peace River Agreement Funds (spending item #6 Fire Protection) to the Tomslake Fire operating budget (Function 345), for the purchase and installation of two mobile computer aided dispatch units for the Department and amend the 2020 Draft Budget for Function 345 – Tomslake Fire to:

1. Increase Transfer from Peace River Agreement Reserve - \$9,570
2. Increase Minor Capital - \$9,570.

CARRIED

R-6
February 6, 2020 –
December 2019
Financial Report

MOVED by Director Rose, SECONDED by Director Sperling,
That the Rural Budgets Administration Committee receive the December 2019 Financial Report for discussion.

CARRIED

DISCUSSION ITEMS:

None.

NEW BUSINESS:

NB-1
Provincial Cattlemen's
Association

The Committee discussed funding for the Provincial Cattlemen Association's Annual General Meeting in May. Director Goodings noted that she will ask the Association to send the Committee a sponsorship package outlining funding opportunities.

NB-2
Bulterys House

The Committee discussed funding the Bulterys House through the Rural Loan Fund.

COMMUNICATIONS:

None.

DIARY:

DIA-1 No changes were made to the Diary.

ADJOURNMENT

The Chair adjourned the meeting at 2:46 p.m.

Director Goodings, Meeting Chair

Naomi Donat, Recording Secretary



Chetwynd Public Library

Regular Board Meeting Minutes - APPROVED

March 31, 2020 - Via Zoom

Call to Order: 5:36pm

Present: Dana Bergen, Myra Grodzuik, Sorene Kampen, Gloria Millsap, Melissa Millsap, Krixia Padilla, Dan Rose, Janet Wark

Regrets: Sara Hoehn, Lynda Johnstone, Sherlana Schroeder

Agenda: MOVED by MG, SECONDED by SK That the agenda be adopted. – CARRIED

Minutes: MOVED by DB, SECONDED by DR That the minutes of the February 11, 2020 regular board meeting be adopted. – CARRIED

Treasurer Report – Reviewed the Income Statement for the months of January and February 2020. Grant status update. Provincial Libraries were not successful in their campaign for 20 million in 2020 therefore we will be receiving the same amount as last year. Ministry of Education, we will be getting a onetime only grant to be put towards the enhancement of digital services. Early Years' Service Grant through MCFD, we will continue to receive our funding by adapting our services due to COVID-19. United Way Northern British Columbia grant for our AlphaBITES program, we have asked for an extension and the funds will be used as intended once our programs are back up and running. Young Canada Works is unknown at this time.

MOVED by SK, SECONDED by MG That the Treasurers report be received as information. – CARRIED

Chair – Nil

Library Director – Report as submitted including: stats, yearend audit prep, library programming: Baby Welcoming Party, Cook with Me, Family Flashlight Friday, Valentines activities, Children's Art Gala, library on location at Moberly Lake and the local schools, Little Prairie Elementary School science fair, school class visits, webinars, staff meeting, bistro dishwasher repairs, seniors programs (Young@Heart presentation on Antarctica and computer planning for the seniors at Surerus Place), library displays, welcome to Chetwynd package update, grant reporting update, library closure due to COVID-19, and projects that staff are doing while working from home.

(NELF) North East Library Federation Representative – GM is meeting with our NELF manager to have a meeting about the NELF budget. Our NELF professional development session and board meeting that was scheduled for May 2 in Tumbler Ridge has been postponed. We will hold the NELF AGM via video-conferencing at the beginning of May to approve the SOFI report and elect a new executive. The federation received a grant from the Ministry of Education to go towards supporting the federations operations, achieving its strategic goals and supporting the Ministry's priorities. GM will be reaching out to the board and staff for ideas and suggestions for the funding allocation.

District of Chetwynd – DOC public works crew is busy clearing ditches and culverts. The office is running with minimum staff, following the government and health organizations guidelines, they are taking turns working from home. There is a volunteer list for a grocery delivery service. Anyone available to deliver, or anyone in need of the service of having groceries delivered to them, is encouraged to call the district office.

Peace River Regional District – PRRD has been working with the district to see what the gaps and needs are for groceries and supplies including our First Nations Communities. There is a kitchen in Tom's Lake that has been preparing and freezing meals. Contact the South Peace Resource Society for more information. PRRD supported a Rural Seniors Initiative's pilot project in January to support seniors with meals, grocery delivery, home check-ins and snow removal. The project has been a success and is available for anyone requiring its assistance.

Library Project Committee – We were not successful in receiving the Investing in Canada Infrastructure Program Grant for the new library. We will look at a few other options in the next couple of months.

Children's Area Upgrade Planning Committee – Nil

Fundraising Committee –the Friday Night Market planning committee had their first meeting, however the market is on hold until further notice depending on how things go with COVID-19 as well as how things may be economically for our community.

Friends of the Library – Nil

MOVED by MG, SECONDED by SK That the reports be accepted as presented. – CARRIED

Old and New Business:

Discussion about the Bistro, contract runs from April 01st through to March 31st.

MOVED by DB, SECONDED by MG That we negotiate the Bistro contract with Crazy Beanz Bistro when the library re-opens. – CARRIED

MOVED by MG, SECONDED by SK That the final draft for the vacation policy be included in next month's agenda. – CARRIED

The 71 libraries throughout the province are now closed due to COVID-19. Discussion of the duties staff are doing while working from home and which duties the staff will tackle in the library while ensuring safety and social distancing. With our budget being approved through PRRD we are not looking at layoffs for staff at this time.

MOVED by MG, SECONDED by JW That the ALD request to return to work is denied and her original request to retire and take all outstanding vacation time starting on March 13th stands. – CARRIED

Update on GST designation; we have been determined a municipality for GST purposes therefore we are eligible for 100% rebate.

Update on the janitorial duties and the loss of our fish.

Diary Items:

We are currently in a 5 year lease with the District of Chetwynd which will be up on January 31, 2021.

Adjournment: MOVED by GM, SECONDED by MG to adjourn the meeting at 6:46pm. – CARRIED

Next Meeting: Tuesday April 28th @ 5:30pm – via zoom

MINUTES OF CIVIC PROPERTIES COMMISSION MEETING

DATE March 24, 2020
TIME: 4:30 pm
PLACE: Rec Centre – Aspen Room

PRESENT:

Dan Rose, Area E Director PRRD, Chair
Carol Newsom, Chief Administrative Officer (via polycom)
Comm. Allen Courtoreille
Comm. Larry Houley, Alternate Chair
Comm. Rochelle Galbraith (via polycom)
Comm. Janet Wark (via polycom)
Comm. Walter MacFarlane (via polycom)
Steve McLain, Director of Recreation
Elaine Webb, Recreation Programs Manager
Kristina Phillips, Manager of Leisure Services
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD (via polycom)

ABSENT:

1. CALL THE MEETING TO ORDER:

Comm. Rose called the meeting to order at 4:30pm.

2. DIRECTOR'S NOTICE OF BUSINESS: Nil

3. ADOPTION OF THE AGENDA:

MOVED by Comm. Galbraith, SECONDED by Comm. Houley

THAT the Agenda for March 24, 2020 be accepted

CARRIED

4. MINUTES FROM THE PREVIOUS MEETING:

MOVED by Comm. Galbraith, SECONDED by Comm. Houley

THAT the minutes from February 11, 2020 be accepted.

CARRIED

5. DELEGATIONS/PRESENTATIONS: NIL

6. CORRESPONDANCE: NIL

7. OLD BUSINESS:

OB-1

OB-1 Council Membership Policy Review

MOVED by Comm. Houley, SECONDED by Comm. Galbraith

THAT elected officials and commission members not be eligible for the 50% discount at the Chetwynd & District Rec Centre.

CARRIED

8. REPORTS

R-1 – R-4

MOVED by Comm. Wark, SECONDED by Comm. Galbraith

THAT reports R-1 through R-4 are received for approval

CARRIED

Steve McLain to look into bringing concession in-house, bring to next meeting.

9. NEW BUSINESS:

NB-1

NB-1 COVID-19 Response

Steve McLain talked about having to lay-off 36 employees. Keeping a skeleton crew of 5 maintenance staff for fire regulations and for safety.

Staff to organize a huge family event free to everyone for when rec centre re-opens.

10. ADJOURNMENT: Comm. Rose adjourned the meeting at 4:50pm

Next Meeting April 28, 2020



Dan Rose,
Chairperson

Elaine Webb
Secretary

CONFIDENTIAL

March 16, 2020

Peace River Regional District
PO Box 810
Dawson Creek, BC V1G 4H8



Attention: Chair Brad Sperling

Dear Chair Sperling:

**Subject: 2019 Grant Writing Support Program
Northern Development Project Number 5883 20**

We are pleased to enclose our cheque in the amount of \$8,000 which represents Northern Development's 2019 grant writer funding for the Peace River Regional District.

Please don't hesitate to contact us should you require additional information. Thank you for participating in the 2019 Grant Writing Support program.

Sincerely,

Joel McKay
Chief Executive Officer

c: Shawn Dahlen, Chief Administrative Officer, Peace River Regional District
Chrystal Brown, Electoral Area Manager, Peace River Regional District



Municipal Finance Authority of BC

Letter from the CEO

April 27, 2020

To our valued Clients,

As we all stretch ourselves in unheard of ways during the evolving COVID-19 situation, I wanted to assure you that the MFA continues to fulfil its role as the financial institution for BC Local Government. In the last 6 weeks, our team has worked tirelessly to plan and secure our sources of funding, clarify and respond to new Provincial measures being implemented for our local government stakeholders, and apply prudent risk management practices to our pooled fund products and on our own operations.

Credit Rating Agency Meetings

On April 15th and 16th, we presented the annual MFA update to the credit rating agencies: Moody's, Standard & Poors, and Fitch. This marks the first time we have done these presentations via video conference rather than in person.

These conversations were constructive and as positive as one could expect given the circumstances. The agencies appear comfortable with our AAA rating and we expect decisions regarding our ratings over the coming week. Organizations with this highest-possible credit rating enjoy lower interest rates and generally experience less trouble accessing the markets during times of economic stress when the highest quality investments are in the greatest demand.

Short-Term Borrowing and New Triage Measures

Over the past two weeks our team contacted many of you to assess the amount of short-term borrowing that may be required over the coming months. We greatly appreciate the time that finance staff took to assist us in gathering this information. Should your local government have any large upcoming borrowing requirements that you have not already shared with us, please contact us as soon as possible: finance@mfa.bc.ca

This information is instrumental in the MFA's ability to ensure access to both short- and long-term funding for clients who require it during the next 6 to 18 months. As funding requests may be higher than normal, it is imperative that we have as much information about funding needs and the timing for repayment as possible so that we may secure access to these funds well in advance.

Although there is still much uncertainty regarding upcoming property tax revenue collections, the information we have received from clients will help us to adjust our short-term borrowing program to meet the needs of as many clients as possible. Note that this new "triage" process for short-term loan requests will result in a requirement for additional information to access funds.

Long-Term Borrowing

Access to the capital markets has normalized since the MFA's Spring bond issue in early April, when we were the first government issuer in Canada to successfully launch a fully publicly offered security since the significant market correction last month. There is a risk that the markets may once again become unstable if COVID-19 has a resurgence in the fall, as many health authorities are warning. MFA is following capital market developments closely and working with our Provincial and Federal government partners to position ourselves for this possibility.

Changing the MFA Intermediate Pooled Investment Fund to Better Suit Your Needs

To meet client demand for a safe, liquid, and government-focused MFA pooled fund option, we will be restricting corporate investments in our existing Intermediate Fund. This will result in a very short duration fund comprised of high quality, liquid investments that is focused on Federal, Provincial, and Municipal securities, with a maximum corporate allocation of 25% to "domestic systemically important banks" (D-SIB) banks – ie. the Big 6 Canadian federally chartered banks. After this "tilt" has been completed, this pooled fund will be known as the "**Ultra-short Government Focused Bond Fund.**"

While this move was done predominantly to meet our clients' desire to focus exclusively on preservation of capital, please note that this fund will now be a **fossil fuel free** option, appropriate for clients with a **time horizon of 0 to 15 months**. MFA anticipates a running yield between 0.85% to 1.00% before fees of 15 bps.

The shift of the composition of the fund is expected to begin on or around **May 11, 2020**.

Highlights of Ultra-short Government Focused Bond Fund

- Provides an **ultra-conservative and ultra-liquid** investment option
- **Reduced fees** of 0.15% (previously was 0.20%)
- Allows **efficient access** to government securities that are not widely available to most clients

The broad composition of the fund would be:

- 10% Federal Bonds
- 65-90% Provincials/Municipals
- 0-25% Big 6 Schedule I Banks

We have had numerous discussions with our clients who have expressed concerns about how to invest during the current volatile financial environment, including sharing our credit analysis processes and insights. Our team is available to you at any time to discuss your portfolio. Please email us for assistance in this area and we will contact you directly: invest@mfa.bc.ca

Our Commitment to Our BC Local Government Stakeholders

Our professional, dedicated staff team are working hard with your best interests in mind. Our mission has not changed – to finance municipal infrastructure and provide other low-cost and reliable financial solutions tailor-made exclusively for BC's local governments. The Municipal Finance Authority of BC is a world-class co-operative financial institution owned and governed by its Members for the benefit of local governments throughout BC.

We continue to take action to support BC's Local Government system and ensure financial success and stability for our clients in this new environment. We are not profit-motivated and have no other clients to serve. The more we understand about your borrowing and investing needs, the more we can assist you, bringing to bear our deep financial experience, our strong contacts in both the Canadian government and financial sectors, and the economies of scale that our collaborative model has provided to our stakeholders for 50 years. We are here for you.



Peter Urbanc, CEO
Municipal Finance Authority of British Columbia

250.383.1181 | mfa.bc.ca

From: NCLGA <admin@nclga.ca>

Sent: Friday, April 24, 2020 12:41 PM

Subject: 2020 Community Leadership Award Winners



NCLGA 2020 COMMUNITY LEADERSHIP AWARDS

Every year, the NCLGA recognizes three of our members who have demonstrated leadership by contributing to the economic, environmental and social well-being of their communities.

In these challenging times, it's important to take every opportunity to highlight the positive stories and hard work of the communities within North-Central BC.

Congratulations to all the winners!

Environmental Sustainability

Winner: The District of Mackenzie!

The District of Mackenzie won this year's award in Environmental Sustainability for their Community Wildfire Protection Plan.



Social Responsibility

Winner: The City of Prince George!

The City of Prince George has won this year's award for their Homeless Service Hubs and Indigenous Awareness Online Training projects.



Economic Development

Winner: The City of Dawson Creek!

The City of Dawson Creek has won this year's award for their Events and Sports Tourism Strategy.

