



# PEACE RIVER REGIONAL DISTRICT

## North Peace Rural Roads Committee Meeting Agenda

May 22, 2020, 9:00 a.m.

1981 Alaska Avenue, Dawson Creek, BC

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	Pages
1. Call to Order	
2. Election of Chair	
3. Directors' Notice of New Business	
4. Adoption of Agenda	
5. Gallery Comments or Questions	
6. Adoption of Minutes	
6.1 North Peace Rural Roads Committee Draft Meeting Minutes of May 1, 2020	3
7. Business Arising from the Minutes	
8. Delegations	
9. Correspondence	
10. Reports	
10.1 Video Feedback - Verbal Report	
10.2 Lobbyist Registration/Reporting - Verbal Report	
10.3 Communications - Verbal Report	
10.4 Finance Committee Presentation - Verbal Report	
11. Discussion Items	
11.1 Budget/Workplan Approval	5
11.2 Terms of Reference	8
12. New Business	
13. Diary	

**14. Item(s) for Information**

**15. Adjournment**



## PEACE RIVER REGIONAL DISTRICT

### Rural Roads in the North Peace Initiative

PRRD Directors Meeting

May 1, 2020 – (teleconference)

#### Attendance:

Director Karen Goodings  
Director Dave Heiberg  
Director Rob Fraser  
Tyra Henderson  
Jackie Kjos

#### Regrets:

Director Dale Bumstead

#### Call to Order

Director Goodings called the meeting to order at 9:03 am.

#### 1. Agenda

Director Goodings called for additional agenda items, there were none.

***Moved by Director Fraser to accept the agenda as presented 2<sup>nd</sup> by Director Heiberg***

***Carried***

#### 2. Minutes

Minutes from the March 27, 2020 meeting had been sent out via email. Director Goodings called for errors or omissions. There were none.

***Moved by Director Fraser to accept the minutes from the March 31, 2020 meeting as presented 2<sup>nd</sup> by Director Heiberg*** ***Carried***

#### 3. Consultants Report

- a) Lobbyist Registration – Jackie advised that she had extended the existing registration period to December 31, 2020. There are new reporting requirements starting in May.

#### 4. Budget/Workplan Approvals

- a) The Directors discussed the items arising from the Peace River Regional District Board meeting on April 9, 2020.
  - Tyra will request a delegation for the board meeting on June 25, 2020 where Jackie will present the long video, provide a short update on progress made by the initiative and answer questions.
  - Tyra has/is compiling the necessary information for the PRRD Board to create a Select Committee using the 2018 NPRR initiative Terms of Reference for guidance. The Select Committee process will resolve the issue of the current quorum requirements and voting/quorum rules of the ex-officio role for PRRD Chair Sperling.
- b) The participants discussed the 2020 Contract for JK Solutions Ltd. to December 31, 2020

diverse. vast. abundant.

#### PLEASE REPLY TO:

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☒ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 783-1129 Email: prrd.fsj@prrd.bc.ca

- The two videos are complete and paid for – Jackie has minor editing improvements to complete next week and then the files will be uploaded to the for the Directors to download from Jackie’s OneDrive site.
  - The “final report” in the contract documents refers to the North Peace Rural Road Conditions (last update March 31, 2020) report which is a large, pictorial collection of road pictures that will continue to be updated through the life of the project each time road evaluations/pictures are taken.
  - Tyra has taken notes to supplement the previous contract scope of work that should be adequate to develop the new contract.
- c) The Directors confirmed that the general approach in 2020 will be to maintain the progress that has been achieved with a focus on:
- Developing a relationship with the new A/District Manager Rena Gibson. Jackie to request an in-person meeting with Rena, potentially with Directors joining either in person or via teleconference subject to Covid 19 rules at the time.
  - Conducting a spring/summer road tour including issues recently identified on the Lower Cache and Stoddart Creek.
  - Continue to refine pullout information to prioritize with the task force.
  - Conduct any research/lobbying if an economic stimulus package is introduced by either the federal or provincial governments.
  - Broaden the orphan well research done on Milligan/PJ to match the recent funding to identify impacted roads.
  - Research and raise the concern of the change of seasonal load restrictions from 100% to 75% legal axle loading on key roads (Beatton Airport, parts of Montney Highway, etc.) with Katherine Styba when she returns to the role (expected to be in the fall of 2020).
  - Develop a 2020 DRAFT workplan for Director input/approval.

## 5. New Business

- a) The Directors agreed that Director Goodings will continue as chair of the NPRR initiative.
- b) Jackie was directed to poll the Task Force member regarding their willingness to continue and how many Task Force meetings they would recommend for 2020.

Meeting was adjourned at 10:00 am.

Next Meeting – May 22, 2020.

North Peace Rural Roads Initiative  
2020 DRAFT Workplan

Priority	Consulting Fees	Timing				
			JK	BM	SN	Admin
<b>Mandatory</b>	<b>Lobby Provincial Government</b>					
	<b>MoTI</b> continue to seek resolutions/progress on project objectives	<b>Ad Hoc</b>	20			
	relationship building/meetings with Fort St. John District MoTI staff (3)		12			
	seasonal road ban issues		20			
<b>Mandatory</b>	<b>Director Meetings (monthly)</b>	<b>Monthly</b>				
	Prep of agenda/material and followup/minutes		27			
<b>Mandatory</b>	<b>Communications</b>	<b>Ad Hoc</b>				
	consult with task force on individual issues		10	2		
	conference call(s) with task force in lieu of face-to-face meetings		5	1		
	develop and distribute newsletters (1)		20			
	develop communications, briefing notes, presentations		30			
	maintain lobby registry/reports (new for 2020)		18			
<b>Mandatory</b>	<b>Rural Roads Task Force Meetings (2)</b>	<b>June</b>				
	Meeting prep/followup		12	2		
	Meeting		8	6		
	Travel (JK to/from Edmonton/Bruce to/from DC)		28	4		
<b>Mandatory</b>	<b>Research</b>	<b>2019/20</b>				
	maintain current regular research/stats (O&G - load restrictions, land sales, wells drilled, et		14			
<b>Recommended</b>	<b>Road Evaluation</b>	<b>June</b>				
	Annual road evaluation (2 days)		18			
	Ground truth/refine pullout recommendations		16			
<b>Recommended</b>	<b>Research</b>	<b>June-Sept</b>				
	research/report and abandoned orphan wells by NPRR priority roads		20			
	gravel depletion paper		30	10		
	economic stimulus/revitalization opportunities		10			
<b>Recommended</b>	<b>Stakeholder Meetings</b>	<b>Apr-May</b>				
	Upper Halfway residents and Halfway River First Nation		8			
	meeting prep work and post meeting communication		4			
<b>Recommended</b>	<b>Federal Meetings</b>	<b>Sept</b>				
	Meeting(s) with MP's Zimmer and Doherty (prep/travel/followup)		15			

North Peace Rural Roads Initiative  
2020 DRAFT Workplan

**Note: the following contingency items are not budgeted for 2020. They would require reprioritization of tasks or additional funding if required.							
Contingency	Lobby Provincial Government (Victoria) ?						
	1 meeting in Victoria (prep, travel, followup)				30		
Contingency	Ministers Tour July-August						
	communications, organization				16		
	Meeting with Task Force (prep- pre-meeting - meeting)				4	4	
	tour				10	8	
	Travel (JK from Edmonton/Bruce to FSJ)				14	2	
	Total Hours				345	25	0
	Rate				\$100	\$205	\$160
	Budget				\$34,500	\$5,125	\$0
Mandatory	Hr				210	15	0
	\$				\$21,000	\$3,075	\$0
Recommended	Hr				135	10	0
	\$				\$13,500	\$2,050	\$0
Contingency	Hr				74	14	0
	\$				\$7,400	\$2,870	\$0
	MILEAGE/TRAVEL/EXPENSES				Timing		
					North Peace OPTION		
					JK	BM	SN
							Admin
	Mandatory	Mileage	Travel to FSJ (3)	2020	3570	255	
	Mandatory	Travel	Hotels, working meals, meeting rooms etc over the year (estimate)	2020	500		
	Recommended	Mileage	Annual road evaluation/pullout refinement	June	2125		
Recommended	Travel	MP meeting in Prince George (mileage, flight, parking)	Sept	1000			
Contingency	Travel	Meeting in Victoria (mileage, flight, parking, hotel)	?	1200			
Mandatory	Mileage				\$ 3,570	\$ 255	
	Travel/Expenses				\$ 500		
Recommended	Mileage						
	Travel/Expenses				\$ 1,000		
Contingency	Mileage						
	Travel/Expenses				\$ 1,200		
	Consulting Fees (excludes contingency) Mileage/Travel Expenses (excludes contingency)				\$ 34,500	\$ 5,125	\$ 44,950
					\$ 5,070	\$ 255	
					\$ 39,570	\$ 5,380	

North Peace Rural Roads Initiative  
2020 DRAFT Workplan

Contingency	Ministers Tour (outside of JK Solutions Ltd contract)	
	Helicopter (A Star - 5 Passenger) \$1900 hr (incl fuel) - est 5 hrs	9500
	Helicopter (206 - 3 Passenger) \$1150 hr (incl fuel)	1150
	Hosting costs - suburban rental, breakfast, lunch etc???	1000
		\$11,650.00
<p>JK - Jackie Kjos - JK Solutions Ltd.  BM - Bruce MacKay - B MacKay Consulting  SN - Steve Nicol - Lions gate Consulting Inc.  Admin - Administration support</p>		



## North Peace 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 North Peace Rural Roads Committee (NPRRC) 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 NPRRC 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 NPRRC 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 1<sup>st</sup> 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 North Peace 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	May 7, 2020	Board Resolution #	RD/20/05/20
Date TOR Approved by Board	May 7, 2020	Board Resolution #	RD/20/05/21
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	